

**Minutes of the
FINANCIAL & REGULATORY COMMITTEE MEETING OF THE
BOARD OF CONSERVATORS OF ASHDOWN FOREST**

Monday 14th October 2019

14.00 at the Ashdown Forest Centre

Committee members present: Mr AG Reid (Chairman), Mr J Spicer (Vice Chairman), Cllr R Stogdon, Cllr S Tidy, Cllr P Roundell, Cllr J Barnes, Mr N Mawdsley, Mr C Hardy, Ms S McAll and Cllr F Whetstone

Also present: Mrs L Meehan (Finance Officer), Mrs K Dirs (Clerk), Mr S Alton (Conservation Officer)

Minutes taken by K Meade

There were no members of the public present

		Action
36/19	Apologies None. The Committee allocation will be raised at the November Board.	KD
37/19	Declarations of interest by Members of a Personal or Prejudicial Nature None.	
38/19	Matters arising <u>38.01/19 Verbal update on resolutions from the previous FinReg meeting</u> <ul style="list-style-type: none"> • Maresfield Parish Council is aware of the situation regarding funding for dog bins • The Finance Officer confirmed that Legal costs are charged to the Ashdown Forest Trust (AFT). Other services could also be charged to AFT. • A pre-planning meeting with WDC for the Commemorative Wall is being arranged. <u>38.02/19 External Audit report for Annual Return 2018/19</u> FR 16/19 The external auditors reported that Sections 1 and 2 of the Annual Governance and Accountability Review is in accordance with Proper Practices and no other matters have come to their attention giving cause for concern that relevant legislation and regulatory requirements have not been met.	JC
39/19	Governance <u>39.01/19 Minutes of meeting of The Ashdown Forest Trustees</u> FR 17/19 An inaugural gala fundraising event is being organised by Colin Cowdrey. The structure of interim trustees was discussed. ACTION: The process for recruiting trustees and directors was requested for the November Board meeting	RS/ST/TAFF
40/19	Finance <u>40.01/19 Finance Report Q2 2019/20 with commentary</u> FR 18/19 Final Q2 report will be produced for the budget setting meeting. The deficit is expected to be reduced further. Surplus from 2018/19 has been put back into operational expenses. Income generation from memorials, car stickers and donations are slowing.	LM

	<p><u>40.02/19 To review the updated cash flow forecast for 2019/20</u> FR 19/19</p> <p>The Finance Officer has been informed that the RPA payment for 2019 will not be paid until at least June 2020. The level of reserves will be discussed at the budget setting meeting. The Committee recognised that cash flow will be a significant challenge for the next year.</p> <p>The Executive Committee will meet to focus on how best to tackle the late RPA payments.</p> <p>ACTION: ESCC should be made aware of the potential cash flow problem in order for them to plan contingencies.</p> <p><u>40.03/19 To note additional FinReg committee meeting for budget setting on 4th November 2019</u></p> <p>The Committee were made aware of an additional meeting on 4th November to approve the budget for 2020/21.</p>	<p>LM</p> <p>Exec</p> <p>RS</p>
41/19	<p>Priority One Workplan Projects – update if not elsewhere on the agenda</p> <p><u>41.01/19 Income Generation</u> FR 20/19</p> <p>The Committee was reminded that the Conservators’ income generation still has restrictions under the Ashdown Forest Act and cannot match fundraising efforts that could take place through The Ashdown Forest Foundation. Two fundraisers for The Ashdown Forest Foundation have been approached by the Chairman. Each requires an initial financial outlay of between £8k and £15k. The Chairman will ask them to talk to the Board if requested.</p> <p>Concerns were expressed about the lack of communication and direction (mission statement), the generality and time being taken of the income generation work.</p> <p><u>41.02/19 WDC Service Level Agreement – verbal update</u></p> <p>The Finance Officer is now coordinating the SLA</p> <p><u>41.03/19 Contingency Plan – verbal update</u></p> <p>No update. This will be moved forward before the next Committee meeting.</p> <p><u>41.04/19 Appoint internal auditor – verbal update</u></p> <p>Options for consideration will be put forward at the next Committee meeting.</p>	<p>RS</p> <p>LM</p> <p>LM</p> <p>LM</p> <p>LM</p>
42/19	<p>Licences, Permits, Rates and Wayleaves - verbal update</p> <p>The Clerk gave a verbal update on riding permits, event licences and wayleaves</p>	
43/19	<p>Forest Amenity</p> <p><u>43.01/19 Cycling road races</u></p> <p>The Clerk confirmed that permission for event road closures is the responsibility of the District Council and that road closures for road repairs and traffic management is the responsibility of the County Council. WDC will liaise with the Newbridge Residents Association going forward.</p>	<p>KD</p>
44/19	<p>Breach of Bye-law issues</p> <p>The Committee were advised of a number of recent breaches including dog attacks, fly-tipping and a fencing encroachment that had subsequently been removed.</p>	

45/19	Employment & Staffing Arrangements (including HR) 45.01/19 Staffing Matters (standing item) – CONFIDENTIAL SESSION: Verbal update No items were discussed at the meeting	
46/19	Policy and Procedures 46.01/19 Health and Safety FR 21/19 The policy was approved by the Committee 46.02/19 Firearms Policy FR 22/19 The policy was approved by the Committee 46.03/19 Time Off in Lieu FR 23/19 The policy will go to the staff for consultation 46.04/19 Policy Review FR 24/19 The Committee acknowledged the need to produce a condensed overview of the 33 Policies currently needing periodic review.	KD
47/19	Health and Safety (standing item): Verbal update The operating procedure for bonfires and controlled burns has been updated. The Environment Agency have confirmed our waste carrier licences are correct.	
48/19	Data breaches (standing item) There is a possibility of a low risk complaint having been made to the ICO.	
49/19	Election of Chairman and Vice-Chairman of the Committee for the following year Chair: Mr Reid was nominated by Cllr Tidy and seconded by Cllr Hardy Vice Chair: Mr Spicer was nominated by Mr Reid and seconded by Mr Cooper	
50/19	Any Urgent Item of which the Clerk has notice in order to pass to the elected Chairman None	

The meeting closed at 16:10