



Meeting title		COTSWOLDS NATIONAL LANDSCAPE BOARD - ANNUAL GENERAL MEETING		Date Tuesday 24 June 2025
Location		Council Chambers, Cotswold District Council, Trinity Road, Cirencester GL7 1PX		Time 12:20pm-1:20pm
Board Members		All Board Members		Officer Support Rebecca Waite (RW) – Chief Executive Magda Glanowska (MG) – Head of Finance Michele Holden (MH) – Monitoring Officer
No.	Time	Item		Owner
1.	12:20	• Introductory Matters - Apologies and Introductions		Chair
2.	12:25	• Minutes of the Annual General Meeting held on 16 July 2024 (<i>Appendix A</i>)		Chair
FINANCIAL AND GOVERNANCE STATEMENTS AND RETURNS 2024/25				
3.	12:35	<ul style="list-style-type: none">• Internal Audit<ul style="list-style-type: none">○ To note the Annual Internal Audit Report 2024/25 (<i>Appendix B</i>)• Annual Governance Review<ul style="list-style-type: none">○ To approve the Annual Governance Framework 2024/25 (<i>Appendix C</i>)• Annual Governance and Accountability Return 2024/25<ul style="list-style-type: none">○ To approve the Annual Governance and Accountability Return 2024/25 (<i>Appendix D</i>)• Statement of Accounts 2024/25<ul style="list-style-type: none">○ To approve the Statement of Accounts 2024/25 (<i>Appendix E</i>)		MG
NOMINATIONS AND ELECTIONS FOR 2025/26				
4.	12:45	• Election of the Chair of the Board		Vice-Chair
5.		• Appointment of the Vice-Chair of the Board		Chair
6.	12:50	• Record of Members’ attendances at meetings since the last Annual General Meeting (<i>Appendix F</i>)		Chair
7.	12:55	<ul style="list-style-type: none">• Appointment to the Executive Committee<ul style="list-style-type: none">○ 4x Secretary of State Members to serve the third year of a 3-year term:<ul style="list-style-type: none">▪ Brendan McCarthy (Chair), Sue Crawford, Graham Hopkins and Cate Le Grice Mack.○ 2x Local Authority Members to serve the third year of a 3-year term:<ul style="list-style-type: none">▪ Paul Crossley, Ben Stokes.○ 1x Local Authority Member to serve the second year of a 3-year term:<ul style="list-style-type: none">▪ Juliet Layton○ 1x Local Authority Member to join the Executive Committee:<ul style="list-style-type: none">▪ To be decided on the day○ 1x Parish Council Member to serve the third year of a 3-year term:<ul style="list-style-type: none">▪ Rebecca Charley (Vice Chair)○ 1x Parish Council Member to serve the first year of a 3-year term (vote required):		Chair



		<ul style="list-style-type: none"> David Broad, Amanda Davis and Ray Sanderson. <p><i>The candidates will each have a maximum of two minutes to inform the Board why they are motivated to serve on the Executive Committee.</i></p>		
8.	13:00	<ul style="list-style-type: none"> Appointment to Committee and Working Groups 	<ul style="list-style-type: none"> Finance and Governance Committee <i>Lead Officer: Magda Glanowska</i> <ul style="list-style-type: none"> Brendan McCarthy (current member) David Powell (current member and Chair) Sue Crawford (current member) <i>The Committee will continue to operate with three Members until after the SoS recruitment is complete as this was an expertise that was requested.</i> Climate Action Working Group <i>Lead Officer: Fred Constantine-Smith</i> <ul style="list-style-type: none"> Martin Brown, Ben Dent, Graham Hopkins, Rosie Pearson, Isabel Ross, Liz Reason. Planning and Infrastructure Working Group <i>Lead Officer: John Mills</i> <ul style="list-style-type: none"> Nigel Adcock, David Broad, Liz Hodges, Graham Hopkins, Cate Le Grice Mack, Ray Sanderson, Liz Reason. Projects and Fundraising Working Group <i>Lead Officer: James Webb</i> <ul style="list-style-type: none"> Nigel Adcock, Ben Dent, Ellie Fujioka, John Swanton. Wellbeing and Inclusion Working Group <i>Lead Officer: Nicole Daw</i> <ul style="list-style-type: none"> Katherine Chesson, Amanda Davis, Rosie Pearson, Margaret Reid, Ben Stokes, Andrea Graham. 	Chair
9.	13:05	<ul style="list-style-type: none"> Date of next Annual General Meeting: Tuesday 23 June 2026 		Chair
10.	13:10	<ul style="list-style-type: none"> Schedule of Meetings for the remainder of 2025/26 (<i>Appendix G</i>) Schedule of Meetings for 2026/27 (<i>Appendix H</i>) 		Chair