



MINUTES			
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 except those who sent apologies below.	Officer Support	Rebecca Waite (RW) – Chief Executive Magda Glanowska (MG) – Head of Finance Michele Holden (MH) – Monitoring Officer
No.	Item		
1.	<ul style="list-style-type: none"><li>Introductory Matters - Apologies and Introductions</li></ul>		
	<p><b>MINUTES</b> Apologies received from: Jo Barker Chris Brant David Broad Brendan Costelloe Sue Crawford Ellie Fujioka Martin Horwood David Powell Margaret Reid Martin Smith Martin Brown Matt Darby Katherine Chesson Juliet Layton was not in attendance.</p>		
2.	<ul style="list-style-type: none"><li>Minutes of the Annual General Meeting held on 16 July 2024 (<i>Appendix A</i>)</li></ul>		
	<p><b>MINUTES</b> The Board noted the minutes from the previous year’s AGM.</p>		
FINANCIAL AND GOVERNANCE STATEMENTS AND RETURNS 2024/25			
3.	<ul style="list-style-type: none"><li><b>Internal Audit</b><ul style="list-style-type: none"><li>To note the Annual Internal Audit Report 2024/25 (<i>Appendix B</i>)</li></ul></li><li><b>Annual Governance Review</b><ul style="list-style-type: none"><li>To approve the Annual Governance Framework 2024/25 (<i>Appendix C</i>)</li></ul></li><li><b>Annual Governance and Accountability Return 2024/25</b><ul style="list-style-type: none"><li>To approve the Annual Governance and Accountability Return 2024/25 (<i>Appendix D</i>)</li></ul></li><li><b>Statement of Accounts 2024/25</b><ul style="list-style-type: none"><li>To approve the Statement of Accounts 2024/25 (<i>Appendix E</i>)</li></ul></li></ul>		
<p><b>MINUTES</b></p> <ul style="list-style-type: none"><li><b>Internal audit</b> – the Board noted the Internal Audit Report 2024/25. AD pointed out that the Finance and Governance Committee are aware of a query on the audit paperwork which they have submitted back to Janet Eustace as auditor.</li></ul>			



- **Annual Governance Review** – the Board approved the Annual Governance Framework 2024/25.
- **Annual Governance and Accountability Return** – having been shown the pre-signed (by Head of Finance) paperwork, the Board approved the Annual Governance and Accountability Return 2024/25.
- **Statement of Accounts** – The Board approved the Statement of Accounts 2024/25

The Chair read aloud a written statement, prepared for the Board, by David Powell in his absence.

## NOMINATIONS AND ELECTIONS FOR 2025/26

### 4. • Election of the Chair of the Board

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The current Chair, Brendan McCarthy was nominated with the vote seconded. The Board appointed Brendan McCarthy as Chair. The Chair pointed out that his term as an SoS- appointed Board member is expiring on 31<sup>st</sup> March 2026, and as such he is required to stand down. As such he nominated Rebecca Charley (currently Vice Chair) as Acting Chair between 1<sup>st</sup> April 2026 and the June 2026 AGM. His vote was seconded. Rebecca Charley will be Acting Chair upon Brendan McCarthy's stepping down.

### 5. • Appointment of the Vice-Chair of the Board

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The current Vice Chair, Rebecca Charley, was nominated with the vote seconded. The Board appointed Rebecca Charley as Vice Chair.

### 6. • Record of Members' attendances at meetings since the last Annual General Meeting (*Appendix F*)

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The Board noted the attendance report.

### 7. • Appointment to the Executive Committee

- 4x Secretary of State Members to serve the third year of a 3-year term:
  - 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:
  - Paul Crossley, Ben Stokes.
- 1x Local Authority Member to serve the second year of a 3-year term:
  - Juliet Layton
- 1x Local Authority Member to join the Executive Committee:
  - To be decided on the day
- 1x Parish Council Member to serve the third year of a 3-year term:
  - Rebecca Charley (Vice Chair)
- 1x Parish Council Member to serve the first year of a 3-year term (**vote required**):
  - David Broad, Amanda Davis and Ray Sanderson.

*The candidates will each have a maximum of two minutes to inform the Board why they are motivated to serve on the Executive Committee.*

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- 4x Secretary of State Members to serve the third year of a 3-year term:
  - The Board approved the following Board members: 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:
  - The Board approved the following Board members: Paul Crossley, Ben Stokes.
- 1x Local Authority Member to serve the second year of a 3-year term:



	<ul style="list-style-type: none"><li>▪ The Board approved the following Board member: Juliet Layton</li><li>○ 1x Local Authority Member to join the Executive Committee:<ul style="list-style-type: none"><li>▪ Rosie Pearson was nominated with the votes seconded. Rosie Pearson joins the Executive Committee.</li></ul></li><li>○ 1x Parish Council Member to serve the third year of a 3-year term:<ul style="list-style-type: none"><li>▪ The Board approved the following Board member: Rebecca Charley (Vice Chair)</li></ul></li><li>○ 1x Parish Council Member to serve the first year of a 3-year term (<b>vote required</b>):<ul style="list-style-type: none"><li>▪ The Board heard a written statement prepared by David Broad and read allowed by Rebecca Waite (CEO), and a short presentation from Amanda Davis. Ray Sanderson withdrew his candidacy, and James Williams gave a short presentation for his candidacy. The Board voted with David Broad receiving five votes, Amanada Davis receiving seven votes, and James Williams receiving four votes. The Board elected Amanda Davis to the Executive Committee as a Parish Council Member.</li></ul></li></ul>	
8.	<ul style="list-style-type: none"><li>• <b>Appointment to Committee and Working Groups</b></li></ul>	<ul style="list-style-type: none"><li>• <b>Finance and Governance Committee</b> <i>Lead Officer:</i> Magda Glanowska<ul style="list-style-type: none"><li>○ Brendan McCarthy (current member)</li><li>○ David Powell (current member and Chair)</li><li>○ Sue Crawford (current member)</li></ul></li><li>• <b>Climate Action Working Group</b> <i>Lead Officer:</i> Fred Constantine-Smith<ul style="list-style-type: none"><li>○ Martin Brown, Ben Dent, Graham Hopkins, Rosie Pearson, Isabel Ross, Liz Reason.</li></ul></li><li>• <b>Planning and Infrastructure Working Group</b> <i>Lead Officer:</i> John Mills<ul style="list-style-type: none"><li>○ Nigel Adcock, David Broad, Liz Hodges, Graham Hopkins, Cate Le Grice Mack, Ray Sanderson, Liz Reason.</li></ul></li><li>• <b>Projects and Fundraising Working Group</b> <i>Lead Officer:</i> James Webb<ul style="list-style-type: none"><li>○ Nigel Adcock, Ben Dent, Ellie Fujioka, John Swanton.</li></ul></li><li>• <b>Wellbeing and Inclusion Working Group</b> <i>Lead Officer:</i> Nicole Daw<ul style="list-style-type: none"><li>○ Katherine Chesson, Amanda Davis, Rosie Pearson, Margaret Reid, Ben Stokes, Andrea Graham.</li></ul></li></ul>
	<b>MINUTES</b> Rebecca Charley was approved to join the Finance and Governance Committee. Katherine Chesson is standing down as chair of the Wellbeing and Inclusion Group, with a new chair to be elected. All other working group memberships were noted by the Board.	
9.	<ul style="list-style-type: none"><li>• Date of next Annual General Meeting: Tuesday 23 June 2026</li></ul>	
	<b>MINUTES</b> The Board noted the date of the 2026 AGM.	
10.	<ul style="list-style-type: none"><li>• Schedule of Meetings for the remainder of 2025/26 (<i>Appendix G</i>)</li><li>• Schedule of Meetings for 2026/27 (<i>Appendix H</i>)</li></ul>	



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The Board noted the dates for future Board meetings.

DRAFT