

COTSWOLDS NATIONAL LANDSCAPE BOARD - FINANCE AND GOVERNANCE COMMITTEE			
Date	Friday 15 November 2024	Time	10:00am – 12:30pm
Location	The Lancut Room, Robinswood Hill, Reservoir Road, Gloucester, GL4 6SX		
Members	<u>Board Members</u> Brendan McCarthy (apologies sent) David Powell (Chair) Alastair Adams Susan Crawford	Officers Presenting	Magda Glanowska (MG) Jonathan Rogers (JR) Rebecca Jones (RJ)

No.	Time	Item	Details	Owner
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STANDING ITEMS

1.	10:00	Introductory Matters	<ul style="list-style-type: none"> • Apologies • Introductions • Declarations of Interest 	Chair
2.	10:05	Finance and Governance Meeting 6 August 2024	<ul style="list-style-type: none"> • Approve, as a correct record, the Minutes of the Meeting of the Committee of 6 August 2024 • Actions Arising 	Chair
3.	10:10	Q2 Management Accounts 2024/25	<ul style="list-style-type: none"> • To review the financial position of the organisation as at end of Quarter 2 2024/25 (30 September 2024) <ul style="list-style-type: none"> a) Q2 Management Accounts 2024/25 b) Waivers 	MG
4.	10:30	Reforecast (2) 2024/25	<ul style="list-style-type: none"> • To review and discuss the Reforecast (2) 2024/25 (including update on Capex spend) 	MG
5.	10:50	Treasury Management Strategy	<ul style="list-style-type: none"> • To update on the progress of Treasury Management Strategy and investing long-term funds (standing item) 	MG

DISCUSSION ITEMS

6.	11:00	Internal Audit	<ul style="list-style-type: none"> • To update on current year IA programme (verbal update) • To update on recommendations from year-end internal audit 	JR
7.	11:10	External Audit	<ul style="list-style-type: none"> • To present the External auditors' report 	MG
8.	11:20	2025/26 Budget	<ul style="list-style-type: none"> • To discuss the 2025/26 Budget process, timeline, priorities, assumptions and risks 	MG
9.	11:50	Reserves Policy	<ul style="list-style-type: none"> • To review the Reserves Policy (annual review), before presenting to the Board for adoption in February 2025 	MG
10.	12:00	GDPR Policy	<ul style="list-style-type: none"> • To review the proposal 	RJ

OTHER MATTERS

11.	12:15	Next Steps	<ul style="list-style-type: none"> • Agree action points and responsibility 	Chair
12.	12:20	Forward Planning	<ul style="list-style-type: none"> • Draft agenda – next F&G Committee meeting in February 	Chair
13.	12:25	Other Business	<ul style="list-style-type: none"> • Any business which, in the opinion of the Chair, is urgent 	Chair
14.	12:30	Date of Next Meeting	<ul style="list-style-type: none"> • To agree dates for 2025 meetings in advance, (1) Feb 2025, (2) May 2025, (3) Aug 2025, (4) Nov 2025 	Chair