Cotswolds National Landscape

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Meeting title	**COTSWOLDS NATIONAL LANDSCAPE BOARD - ANNUAL GENERAL MEETING**	**Date**	**Tuesday 23 June 2026**
Location	Boutflour Hall, Royal Agricultural University, Cirencester, Gloucestershire. GL7 6JS	**Time**	**12:30pm-1:35pm**
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 Della Morris (DM) – Team Support Officer Maria Carter (MC) – Business Support Officer Other CNL staff were observing.

No.	Item
1.	• Introductory Matters - Apologies and Introductions
	<u>**MINUTES**</u> Apologies received from: Chris Brant Brendan Costello Andy Graham Beverley Hardman Martin Horwood Hannah McDonnell Liz Reason Margaret Reid Ray Sanderson Anisa Saleh Not present: Katherine Chesson.
2.	• Minutes of the Annual General Meeting held on 24 June 2025 *(Appendix A)*
	<u>**MINUTES**</u> The Board noted the minutes from the previous year's AGM.
	FINANCIAL AND GOVERNANCE STATEMENTS AND RETURNS 2025/26
3.	• **Internal Audit** To consider the independence of the internal auditor and note the Annual Internal Audit Report 2025/26 *(Appendix B)* • **Annual Governance Review** To approve the Annual Governance Framework 2025/26 *(Appendix C)* • **Annual Governance and Accountability Return 2025/26** To approve the Annual Governance and Accountability Return 2025/26 *(Appendix D)* • **Statement of Accounts 2025/26** To approve the Statement of Accounts 2025/26 *(Appendix E)*
MINUTES	

	• **Internal audit** – the Board noted the Internal Audit Report 2025/26. The Head of Finance reiterated the importance of the independence of the internal auditor for review of all CNL processes. • **Annual Governance Review** – the Board approved the Annual Governance Framework 2025/26. • **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 2025/26. The Chair asked if all Board members would approve all the specific declarations and they were agreed. • **Statement of Accounts** – The Board approved the Statement of Accounts 2025/26.
	NOMINATIONS AND ELECTIONS FOR 2025/26
4.	• **Election of the Chair of the Board**
	MINUTES The current Vice Chair, Rebecca Charley, was nominated for Chair, with the vote seconded. The Board appointed Rebecca Charley as Chair.
5.	• **Appointment of the Vice-Chair of the Board**
	MINUTES Andrea Graham was nominated for Vice-Chair, with the vote seconded. The Board appointed Andrea Graham as Vice-Chair.
6.	• Record of Members' attendances at meetings since the last Annual General Meeting *(Appendix F)*
	MINUTES The Board noted the attendance report that included attendance at all the Working Groups, together with main meetings. The CEO said that Board members that haven't attended meetings for six months or more are written to, to remind them about the importance of their support. She acknowledged that Councillors had a heavy schedule of meetings and therefore, the CNL provided as much notice regarding their meetings as possible. Board members were sent meeting dates at least a year in advance.
7.	**Appointment to the Executive Committee** • Chair supersedes the application of terms: Rebecca Charley (Parish Council) • Vice-Chair supersedes the application of terms: Andrea Graham (SoS) • 2 x Local Authority Members to serve the first year of a 3-year term: Paul Crossley and Ben Stokes • 1 x Local Authority Member to serve the second year of a 3-year term: Rosie Pearson • 1 x Local Authority Member to serve the third year of a 3-year term: Juliet Layton • 1 x Secretary of State to serve the first year of a 3-year term Jon Grantham • 1 x Parish Council Member to serve the second year of a 3-year term: Amanda Davis • 1 x Secretary of State Members to serve one year until end of their term: Cate Le Grice Mack • 1 x Secretary of State Member to join the Executive Committee: Vacant – process to fill will commence once Defra's recruitment for SoS Board members has completed in September 2026.

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The Board approved the Board members above for the Executive Committee. Brendan McCarthy and Sue Crawford were not continuing on the Board as their terms were complete.</td></tr>
<tr><td>8.</td><td>Appointment to Committee and Working Groups</td><td>Finance and Governance Committee
Lead Officer: Magda Glanowska
Rebecca Charley, Nick Martell-Bundock, David Powell and James Williams.
Climate Action Working Group
Lead Officer: Fred Constantine-Smith
Martin Brown, Ben Dent (Co-opt), Graham Hopkins (Co-opt), Nick Martell-Bundock, Rosie Pearson and Liz Reason.
Planning and Infrastructure Working Group (vote required)
Lead Officer: Simon Joyce
Nigel Adcock, David Broad, Jon Grantham, Liz Hodges, Graham Hopkins (Co-opt), Cate Le Grice Mack.
Projects and Fundraising Working Group
Lead Officer: James Webb
Ben Dent (Co-opt), Ellie Fujioka, Jon Grantham and Emilie Brignall (starting July 2026).
Access and Inclusion Working Group
Lead Officer: Nicole Daw
Katherine Chesson, Amanda Davis, Andrea Graham, Hannah McDonnell, Rosie Pearson and Ben Stokes.
Nature Recovery Working Group (vote required)
Lead Officer: Simon Smith
Nigel Adcock, Matt Darby, Amanda Davis, Beverley Hardman, Graham Hopkins (Co-opt) and Liz Reason.</td></tr>
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The CEO said that the Working Groups needed good representation from the Board with people who could speak into the issues being discussed, Working Groups ideally consist of five to six members to ensure manageability and remain within budget.

Each Planning and Infrastructure Working Group member gave an account to the Board of why they wanted to continue and what expertise they could bring to the group. All Board members were invited to vote for the Working Group. Ray Sanderson did not receive enough votes to remain on the Working Group.
No vote was required for the Nature Recovery Working Group as Andrea Graham stood down.

All other working group memberships were noted by the Board.

The Chair thanked those Board members that were leaving. They were presented with a framed map of the Cotswolds National Landscape. Sue Crawford (6 years), Brendan Costelloe (7 years), Doug Hulyer (2 years), Margaret Reid (3 years) and John Swanton (6 years).

The CEO and Vice-Chair each gave speeches about the Chair and thanked him for his service to the Board over the past nine years. He responded and thanked the Board members, the staff team and partners. He was looking forward to retirement and wished the Board well. He received gifts from the CNL.</td></tr>
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9.	• Date of next Annual General Meeting: Tuesday 29th June 2027
	MINUTES The Board noted the date of the 2027 AGM.
10.	• Schedule of Meetings for the remainder of 2025/26 *(Appendix G)* • Schedule of Meetings for 2026/27 *(Appendix H)*
	MINUTES The Board noted the dates for future Board meetings.