



Malvern Hills Trust

Brewin Dolphin in attendance

Ordinary Meeting of the Board

Thursday 13 July 2023 7.00pm

**The Council Chamber,
Malvern Hills District Council,
Avenue Road, WR14 3AF**

Ordinary Meeting of the Board
Council Chamber, Avenue Road, WR14 3AF
Thursday 13 July 2023 7pm

Brewin Dolphin in attendance for item 5

Agenda

1. Apologies for absence
2. Chair's Announcements
 - Outdoor meeting at Hollybed Common 9 August 2023
 - Special Board 17 August
 - FAR Committee 21 September
 - Levy payers meeting/Special Board 19 October
3. Declarations of Interest
 - Trustees are reminded to keep their Register of Interests up to date
4. Public Comments
5. Investment Review Paper A CONFIDENTIAL
6. To confirm the Minutes of the Board meeting held on 11 May 2023 (May be dealt with in confidential part of the meeting if necessary) Pages 1 - 3
Confidential page 1 – 5
To confirm the Minutes of the Board meeting held on 28 June 2023 (May be dealt with in confidential part of the meeting if necessary) Page 1
Confidential page 1
Matters arising from the previous Board meetings not otherwise on the agenda
7. **Land Management Committee**
 - 7.1 To confirm the accuracy of the minutes of the meeting held 08/06/2023 Pages 4 - 6
 - 15.2 Chair of Committee - updates and questions
 - 15.3 Board to adopt the minutes and resolution
- 8. Swinepit Roughs**
That the Board adopts the management plan for Swinepit Roughs.
8. Report on EMS trial. Paper B page 7,8
9. Amendment to Natural Environment and Rural Communities Act 2006 Paper C
10. To approval Risk Management Schedule Paper D page 10
11. Replacement mower Paper E page 11
12. Provisional election timetable Paper F page 12
13. Update on s 74 Charities Act application Verbal update
14. Management accounts for the year to 31.3.2023 Paper G to follow
Including arrangements for designated funds, arrangements for Audit and approval of accounts
15. Feedback from Trustee Communications Workshop 7 June 2023 Verbal update
16. Information
 - 16.1 H & S update Paper H page 13
 - 16.2 Expenditure approved under delegated authority 2023 Verbal update
 - 16.3 Conservation Manager's Report Verbal update
 - 16.4 GDPR breaches & report Paper I page 14
 - 16.5 Malvern Spa Association Verbal update

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|-------|-------------------------------|----------------------|
| 16.6 | AONB Joint Advisory Committee | No meeting |
| 16.7 | Wildlife Panel | No meeting |
| 16.8 | Recreation Advisory Panel | No meeting |
| 16.9 | 4Cs | Verbal update |
| 16.10 | Project progress report | Paper J pages 15, 16 |
| 16.11 | Management Report | Pages 17 - 19 |
17. Urgent business
18. Date of next meeting
TBA currently 17 August 2023
19. Confidential
Resolution to exclude the public for discussion of items 20 & 21 on the agenda on the grounds that publicity would be prejudicial to the public interest by reason of the exempt or confidential nature of the business to be transacted (HR matter).

Confidential

20. Insurance for the Returning Officer and amendment to staff contracts. Paper K pages 6, 7
21. Decision to update SIR Paper L, page 8

If you or anyone in your household has experienced any Covid symptoms in the last 7 days, please do NOT attend this meeting unless you have a negative lateral flow test result on the day of the meeting. Symptoms are commonly runny nose, sore throat, headache, fatigue and sneezing and not necessarily a cough, fever or loss of sense of taste or smell.

Seats will be placed socially distanced within the venue - please don't move the chairs closer to others unless you have checked that they are happy for you to do so.

Members of the public who wish to attend are asked to notify cindy@malvern hills.org.uk (or write to Mrs L Parish at the Trust's office), in advance of the meeting, giving their name, E-mail address and contact number.

Malvern Hills Trust

Ordinary Meeting of the Board

Council Chamber, Avenue Road, WR14 3AF

Thursday 11 May 2023 7pm

Present: Mr C Atkins, Mr D Baldwin, Mr R Bartholomew, Dr S Braim, Mr D Core, Mr M Davies (Chair), Mr D Fellows, Mr R Fowler, Mrs L Hodgson, Mr J Michael, Mrs C Palmer, Dr T Parsons, Mr C Penn, Mr C Rouse, Ms H Stace, Mrs M Turner, Mr D Watkins, Dr D Westbury

In attendance: CEO, Secretary to the Board, Conservation Manager, 2 members of the public.

Mr Davies welcomed everyone to the meeting.

1. Apologies for absence

Mrs M Alexander, Mr P Clayburn, Mrs H I'Anson, Prof J Raine.

2. Chair's announcements

- There would be some changes to the order in which the agenda items were taken
- Welcome to returning trustee Michelle Alexander

3. Declarations of interest

Mr Rouse –rights of common over Trust land.

4. Public Comments

There were none.

5. To approve the Minutes of the Board meetings held on 9 and 23 March 2023

The Vice Chair had suggested an amendment to the draft minutes, details of which had been circulated. On the proposal of Mr Davies, seconded by Mr Bartholomew it was **RESOLVED** (with 3 abstentions) to approve the minutes of the meeting of 9 March 2023 as amended.

On the proposal of Mr Davies, seconded by Mr Core it was **RESOLVED** (with 2 abstentions) to approve the minutes of the meeting of 23 March 2023.

6. Matters arising from the previous Board meeting not otherwise on the agenda

In the absence of a Finance and Administration Manager, on the proposal of Mr Core, seconded by Ms Stace it was **RESOLVED** unanimously that until further notice, the CEO should be responsible with the Chair of Finance Administration and Resources Committee for the movement of funds as resolved in item 10 of the meeting 9 March 2023.

7. To appoint Michelle Alexander to Land Management Committee

On the proposal of Mr Davies, seconded by Mr Fellows it was **RESOLVED** (with 1 abstention) to appoint Michelle Alexander to the Land Management Committee.

8. Health and Safety update

The CEO went through the paper. He confirmed that whole body vibration levels included levels experienced whilst driving a tractor, and consequently the Trust was reviewing the duration of use for certain items of equipment. The CEO was not aware of any cases in the past where Trust employees had suffered injury caused by vibration. The CEO said that new employees were asked if they had any relevant pre-existing conditions.

The CEO had omitted near misses from the report and would update trustees. Dr Parsons said that he had had two accidents on the Hills and the CEO asked for written details to be provided.

9. Plans for audit, approval of accounts and Annual Report (agenda items 10 & 17)

The CEO reported that a new Finance and Administration Manager had been recruited. She would be starting work on 30 May 2023. Ms Gentry had been assisting with the preparation of a first draft of the year end accounts. The Auditors were due to be on site week commencing 14 August.

Trustees congratulated the CEO on the success of the recruitment process and thanked Ms Gentry for coming back to help.

It was planned to hold a Finance Administration and Resources Committee meeting in September with a meeting to approve the accounts in October.

10. Governance Committee (agenda item 11)

10.1 On the proposal of Mr Atkins, seconded by Ms Stace it was **RESOLVED** (with 1 abstention) by the committee members present to confirm the accuracy of the minutes of the meeting held on 20 April 2023.

10.2 . Updates and questions

There were no updates

10.3 Adoption of the minutes and recommendations

On the proposal of Mr Atkins, seconded by Mr Core it was **RESOLVED** (with 1 abstention) to adopt the minutes of the Governance Committee meeting held on 20 April 2023.

11. Information (agenda item 12)

11.1 Expenditure under delegated authority

None to date.

11.2 GDPR breaches

There had been none.

11.3 AONB Joint Advisory Committee

There had been a meeting and Mr Atkins would circulate the minutes when available.

11.4 Wildlife Panel

A report had been circulated. In response to a question, the Conservation Manager said that he did not believe surveys were being carried out at present on dormice numbers in Park Wood (no licenced volunteer).

11.5 Recreation Advisory Panel

A report had been circulated.

11.6 Malvern Spa Association

The Well Dressing had gone well (despite the weather).

11.7 Conservation Manager's Report

All 6 claims for DEFRA grants had been completed. Unfortunately there were mistakes in one of the claim forms which had been supplied by DEFRA and they had been notified.

Another FIPL grant application had been made for fencing, a bridge, bowser and gates for the new land off Evendine Lane.

A contractor had been selected to put up the additional agricultural building at Colwall Lands, work to start in mid-July.

The tree safety work had been completed. The Conservation Manager said that there had not been a significant increase this year in trees badly effected by Ash Dieback. Every year some ash trees were being removed for safety reasons. The Trust had spent around £45,000 on ash trees this winter. He would assess how successful the treatment of the sycamore trees near Thirds Wood had been.

The start of mowing had been delayed due to wet ground conditions. The Field Staff had started installing a number of hand gates to improve access across the estate. Ms Stace reported that she had noted masses of upright chickweed and spring ephemerals. It was magnificent to see the Hills looking so good and the management regime was clearly a success. The land on the Purlieu and Colwall Coppice were also looking stunning.

11.8 Management Report

The report had been circulated. The CEO said that there had been a delay with the printing of the interpretation panel for the Donkey Shed, so an event to celebrate the completion of the work had been postponed.

12. **Urgent Business** (agenda item 13)

There was none.

13. **Date of next meeting**

13 July 2023.

14. **Confidential business** (agenda item 15)

On the proposal of Mr Core, seconded by Mr Bartholomew it was **RESOLVED** unanimously to exclude the public for discussion of items 9 and 16 on the agenda on the grounds that publicity would be prejudicial to the public interest by reason of the exempt or confidential nature of the business to be transacted (legal privilege and commercial sensitivity).

The meeting closed at 9.20pm

Malvern Hills Trust
Special Meeting of the Board
Council Chamber, Avenue Road, WR14 3AF
Thursday 28 June 2023 7pm

Present: Mr C Atkins, Mr D Baldwin, Mr R Bartholomew, Dr S Braim, Mr D Core, Mr M Davies (Chair), Mr D Fellows, Mr R Fowler, Mr C Penn, Mr C Rouse, Mrs M Turner, Mr D Watkins.

In attendance: CEO, Secretary to the Board.

Mr Davies welcomed everyone to the meeting.

1. Apologies for absence

Mrs M Alexander, Mr P Clayburn, Mrs L Hodgson, Mrs H I'Anson, Mr J Michael, Mrs C Palmer, Prof J Raine, Ms H Stace, Dr D Westbury.

2. Chair's announcements

Outdoor visit to Hollybed Common 9 August 2023

3. Declarations of interest

There were none.

4. Urgent business

There was none.

5. Date of next meeting

13 July 2023

6. Confidential business

On the proposal of David Core, seconded by Mr Bartholomew it was **RESOLVED** unanimously to exclude the public for discussion of item 7 on the agenda on the grounds that publicity would be prejudicial to the public interest by reason of the exempt or confidential nature of the business to be transacted (legally privileged).

The meeting closed at 7.15pm

Malvern Hills Trust

Land Management Committee

Guesten Suite, Lyttelton Well, 6 Church St, Malvern WR14 2AY

Wednesday 8 June 2023 at 7:00 pm

Present: Mr C Atkins, Mr D Baldwin, Mr R Bartholomew Dr S Braim (Chair), Mr P Clayburn, Mrs C Palmer, Dr T Parsons, Mr C Rouse, Ms H Stace, Dr D Westbury.

In attendance: Conservation Manager, Secretary to the Board, Mr Gardner (grazier), Operations Manager.

Dr Braim welcomed everyone to the meeting.

1. Apologies for Absence

Mr M Davies, Mr J Michael, Mrs M Turner, CEO

2. Declarations of Interest

Mr Rouse –rights of common over Trust land.

3. Chairman's Communications

- A letter from a resident in the Purlieu had been circulated to Board members, together with the Trust's response.
- There would be an online workshop on 29 June where trustees could ask the Parliamentary Agent any questions they had about preparing a Private Bill.

4. Public Comments

There were none.

5. Grazier's report

Lambing had finished and all stock were back on the common. There had been a few problems with dogs but no serious incidents.

There had been a road accident on the B4208 earlier in the year where 5 sheep had been killed.

Mr Shale had retired from the Castlemorton Stewardship scheme, but was still grazing a few sheep on the common. The remaining graziers planned to meet to discuss how to increase stock numbers to take up the surplus grazing.

Cattle were on British Camp, targeting areas where scrub clearance had been carried out over the winter. There had been a graziers' meeting about long term TB strategy.

Grazing by cattle on Ragged Stone Hill was being regulated with the use of GPS collars. Collars were not accurate enough for use on sensitive sites or where grazing boundaries ran close to paths. The other advantage of electric fencing was that it was clear to the public where they might expect to encounter cattle.

6. Operations Manager's report

The grass cutting season was underway. Earlier in the year, the ground had been too wet to use machinery. Other jobs undertaken by the Field Staff team included drainage work, installing pedestrian gates at the Purlieu, Ballards Land and at Old Hollow and checking quarry fencing.

A new member of staff had joined the team in April. She had settled in well. A new compact tractor had been delivered.

One of the flail mowers had a mechanical problem and would need to be either repaired or replaced.

Grass was being cut to about 3 – 4 inches in length.

7. Matters arising from previous meeting

There were none.

8. Management Plan for Swinepit Roughs

The Conservation Manager went through the paper and drew attention to the national guidance from the Forestry Commission and Woodland Trust. The paper also included research on the history of the woodland.

The value of each non-native species had been considered when producing the plan.

The following points were made:

- The Trust needed to be clear on its position on the use of non-native species going forward. If the Trust felt some non-native species in the woodland were having a positive effect and would therefore not be removed, would the Trust then replace them with non-native species when they died? Native species needed to be used to support native wildlife, although the position was complicated by climate change (some non-native species would be more tolerant of hotter, drier summers).

The Conservation Manager said there was not a definite answer. A positive effect of a non-native tree could be its landscape value rather than purely ecological benefit (eg blue cedars in Thirlstane Road). There was a debate amongst conservationists and forestry experts about whether tree species from southern Europe should be planted to take account of future climate change. The advice set out in the paper was that at least 80 % of the canopy should be native tree species.

- Some benign non-native species had been present for so long they were considered “honorary” native species – eg Little Owl.

On the proposal of Dr Braim, seconded by Ms Stace it was **RESOLVED** unanimously to recommend adoption of the management plan for Swinepit Roughs to the Board.

9. Conservation Manager’s report

Construction of the agricultural building at Colwall Lands would start in July.

FIPL grant applications were being made for fencing and access infrastructure for the two grass fields at Evendine Lane. Grants, if awarded, would cover about two thirds of the total cost.

The Trust had considered the land for sale at Little Malvern, but it was not of interest for the Trust.

Staff were having to water the trees which had been planted recently because of the dry weather.

The police had been checking Gullet Quarry on a regular basis.

Trust staff had been kept very busy with utility company work on Trust land.

The Trust only had 2 wardens at present. Conservation and Field Staff were stepping in where necessary. Two new wardens were due to commence employment at the end of June.

Research was continuing into how to protect Castlemorton Common from vehicle damage. The Conservation Manager met with an officer from Malvern Hills District Council to discuss the feasibility of using CCTV. To be effective this required a mains electricity supply. He would be discussing the options at a meeting of 4Cs in July.

A project progress report had been sent out. The Conservation Manager reported that work on the ponds at Castlemorton had to be postponed because of the wet weather earlier in the year.

10. Outdoor visits 2023

A visit would be scheduled for Castlemorton Common during the summer.

11. Urgent business

There was none.

12. Date of next meeting

To be advised - next scheduled meeting: 7 December 2023.

The meeting closed at 8.00 pm

Ordinary meeting of the Board

An update on the lowland common Test and Trial being run by the Foundation for Common Land.

13 July 2023

BACKGROUND

In 2021 MHT agreed to participate in a Defra Test and Trial that was to look into how a new grant scheme, called Landscape Recovery (part of Environmental Land Management Schemes (ELMS)), might work on lowland common land. The focus was on the New Forest and the Malvern Hills.

This trial is being delivered for Defra by the charity the Foundation for Common Land. See here:

<https://foundationforcommonland.org.uk/defra-common-land-test-and-trial>

WORK DONE

The trial has undertaken the following work items and MHT has been assisting with certain tasks where relevant. Defra are subsidising MHT involvement at 1 day per month at £400/day.

- Phase 1 identified all relevant stakeholders, researched the landscape and the stakeholder's understanding of existing grant schemes and the proposed Landscape Recovery (LR) scheme. Phase 1 used stakeholder engagement to answer the question: how to incentivise land manager participation in LR projects. It developed a toolkit to help inform people about LR.
- Phase 2 explored what a LR scheme might look like for the Malverns.
- Phase 3, with guidance from Defra and solicitors, explored how it might work in the real world. What roles would need to be filled, and what governance and documentation would control activities and payments.
- A final report is in production now.

MHT STANCE

Being involved in this test and trial has been beneficial to MHT. It has given us an understanding of the direction Defra is going with these schemes and what organisations need to have in place to participate. It also gave our experience-based suggestions and criticisms a route into Defra.

Key points MHT have made include:

- MHT does see a role for grant schemes in the future to help land managers deliver environmental and public goods and services.
- Plans to increase scheme duration from 10 years to 30 years will help deliver environmental gain but it is a much bigger commitment for participants and therefore less likely to be taken up. Discussions with private landowners around the Malverns produced a consensus on 10 years being about right.

- Following Defra's recent confirmation that Countryside Stewardship will continue, there is a lack of clarity for applicants on which scheme to apply for especially on larger sites like the Malvern Hills and Commons.
- LR is a scheme for larger areas of land and therefore will likely involve many parties to any agreement, especially on common land. With multi-party LR agreements there is a financial risk to participants from other parties' defaults. With a larger, landscape-scale agreement, that risk becomes even higher. The information on how breaches would be handled is insufficient at present.
- Concerning the functioning and governance of a LR scheme, the test and trial work revealed several requirements that give cause concern for MHT. These include: the need for the creation of a 'special purpose vehicle*' to run the agreement, the use of private finance to part-fund the scheme, the undertaking of 'trading activities', the involvement of private financiers as decision makers, and the fact that it is unknown who would monitor and enforce an LR scheme. It is also uncertain as to whether some of these activities may be ultra vires for MHT.

Although the prospect of a bespoke scheme tailored to the Hills and Commons is attractive, the sizeable risks and unknowns coupled with the fact that CS is still going to be available means, at this stage, we would favour ongoing Countryside Stewardship uptake instead of LR.

This topic will need further consideration when the next MHT CS agreement expiry (the Northern and Central Hills) in 2027. Hopefully a clearer picture will be available then.

The FCL test and trial is due to complete on 31 July. If any significant developments occur before then, these will also be brought to the trustees' attention.

Jonathan Bills
Conservation Manager
27 June 2023

*The term Special Purpose Vehicle (SPV) denotes a separate legal entity which is created by an organisation; with its own assets and liabilities. Oftentimes, SPVs are created for a specific objective (such as to isolate financial risk) and in certain instances they are a requirement for local authorities when operating trading businesses.

Ordinary meeting of the Board

Amendment to the Natural Environment and Rural Communities Act
13 July 2023

BACKGROUND PAPERS

Land Management Plan 2021-2026

THE BIODIVERSITY DUTY

Part 1 of MHT's adopted Land Management Plan (LMP) identifies the legal drivers behind our work. Among these is the 'Biodiversity Duty' enacted by the Natural Environment and Rural Communities Act 2006 (NERC Act).

This duty requires that, whilst carrying out our functions, MHT must have regard to conserving biodiversity.

The recently passed Environment Act 2021 amends the NERC Act and expands the biodiversity duty. The amended duty requires MHT to 'consider what they can do to conserve and enhance biodiversity'.

<https://www.gov.uk/guidance/complying-with-the-biodiversity-duty>

This change in our legal duty must be understood and actively delivered by staff and trustees alike. Given our LMP process and appropriately skilled staff resource, this duty is largely already being achieved. Recent projects, such as the planting of hedges at Colwall Lands and the diversification of grassland swards, clearly evidence enhancement of biodiversity.

However, it does give a stronger impetus to a) undertake biodiversity enhancements and not simply maintain existing and b) to look into whether areas of operation other than land management could deliver biodiversity enhancements.

This legal change could also alter what MHT should expect from other organisations acting on or affecting MHT land, this would include Highways, Councils etc.

This amendment to the legislation will be incorporated into the schedule of changes to the current Land Management Plan.

The Board is asked to note the change to the legislation and the consequential amendment to the Land Management Plan.

Jonathan Bills
Conservation Manager
21.6.2023

Ordinary meeting of the Board
Risk Management
13 July 2023

The Board undertakes a full review of the Schedule of Risk each year. However, it is a document under constant revision over the course of the year as circumstances change.

The current draft was considered at a Board workshop and the proposed amendments were incorporated in the version accompanying this paper.

The Board are asked to consider and approve the Risk Management Schedule.

Duncan Bridges
CEO
23.06.2023

Ordinary Meeting of the Board

Unbudgeted Expenditure – Replacement Flail Mower

13th July 2023

Background

The Trust maintains large areas of grassland around the lower commons for conservation and amenity purposes. This is done using tractor mounted equipment, including three PTO driven flail mowers operated by the Field Staff.

Current situation

One of these mowers, a Votex GU200 flail, recently developed significant vibration levels in operation, and following inspection by the service engineer the cause has been identified as a cracked main rotor shaft. This is an unusual failure of a significant component of the machine.

Costs estimates for repair have been sought and may be £3,840 or more. (Replacement shaft £2200, new bearing blocks x2 @£120 each, set of belts @£100, shaft balancing @£300 and labour cost @ approx. £1000)

The cost of the flail when purchased new (2018) was £5,450.

Given that the cost of the repair represents in excess of 50 % of the cost of purchase, we have investigated the cost of replacement. Those quotes received to date indicate a new machine will cost in the region of £7,500.

There is no provision in this year's capital purchase budget for replacement of a flail. (Replacement of one of the other flails is budgeted in the Business Plan for FY 2024/25)

Authority is requested from the Board to incur unbudgeted capital expenditure to replace this machine.

Disposal of broken machine:

Given its condition, it is unlikely to be taken as trade-in against the new one and disposal through auction is not suitable. If not traded in, it will be stripped of all usable parts (for use with the Trust's other machine of same model) and sold for scrap.

Recommendation

That Board authorises the additional expenditure of up to £8,000 for a replacement 2m wide flail mower.

Duncan Bridges
CEO
19th June 2023

Local Government Election Time Table Calculator

Timetable of Proceedings for Thursday 26 October 2023

Publication of Notice of Election	Thursday 21 September 2023
Receipt of Nominations	04:00 pm Friday 29 September 2023
Withdrawal of candidate	04:00 pm Friday 29 September 2023
Appointment of Election Agents	04:00 pm Friday 29 September 2023
Publication of Notice of Election Agents	04:00 pm Friday 29 September 2023
Publication of Statements of Persons Nominated	04:00 pm Monday 2 October 2023
Last Date for Registration	Tuesday 10 October 2023
Last day for new Postal Vote Applications, or to amend or cancel an existing Postal or Proxy Vote	05:00 pm Wednesday 11 October 2023
Publication of Notice of Poll	Wednesday 18 October 2023
Receipt of new Proxy Vote Applications	05:00 pm Wednesday 18 October 2023
Appointment of Poll and Count Agents	Thursday 19 October 2023
First Day to Issue Replacement Lost Postal Ballot Papers	Friday 20 October 2023
Last Day to Issue Replacement Spoilt or Lost Postal Ballot Papers	05:00 pm Thursday 26 October 2023
Receipt of Emergency Proxy Vote Applications	05:00 pm Thursday 26 October 2023
Day of Poll	07:00 am to 10:00 pm Thursday 26 October 2023

Dated Thursday 29 June 2023

Ordinary meeting of the Board
Health and Safety Report
13th July 2023

1 Health and Safety Incidents.

Reported Accidents in the period 27/04/2023 to 23/06/23 2

- a. 25/05/2023 Member of public attended the public counter with cut to arm. First aider provided a dressing (applied). Cause of wound not stated by injured person.
- b. Retrospective report of 23rd Feb 2023. Trustee suffered cut and abrasion to leg during visit to Park Wood.

Notifiable Accidents in last 12 months: None

Reported Accidents in last 12 months: 5

Near Miss reports 2

2 Training

Two sessions of fire safety training by an external provider has been booked for staff for July 6th. Refresher First Aider at Work / Emergency First Aider training for three current and one new staff member are scheduled for the Autumn.

3 First Aid

First aid kits for wardens have been reviewed and updated in the last month.

4 Vibration testing and monitoring.

Update – the new compact Massey Fergusson tractor has much improved vibration levels compared to the outgoing Landini machine.

5 PAT testing

Testing of all electronic equipment in the offices and top shed has been completed.

Duncan Bridges
CEO
23rd June 2023

Ordinary Meeting of the Board
GDPR
13th July 2023

Breaches.

No data breaches have been reported.

Review of procedures and processes

The CEO met with the Trust's Data Protection consultant, Ametros, on 26th May when they undertook their regular 6 monthly review.

Overall their report was favourable with only one item needing attention. The cookie banner on the website has since been updated.

Digital security is a key part of the review and the Trust's recent upgrades in relation to backup, antivirus software and the firewall were all seen as reassuring. The following recommendation (non-statutory requirements) have been suggested by Ametros:

- That the Trust adopt a formal password policy.
- That the Trust adopt a policy on destruction of old and out of use electronic devices. Currently all electronic devices with storage capacity (laptops, desktops etc) are sent for secure, certificated destruction after a defined period.
- A written business continuity policy in relation to IT is developed and adopted.

The above items will be progressed and brought to a future FAR committee meeting for consideration.

Duncan Bridges
CEO
19th June 2023

Ordinary meeting of the Board
Project Progress update
13th July 2023

Project	Ref Code	Budget Actual Cost	2023/4				Update	Status
			1	2	3	4		
Bridleway Link Common	BP 1.2.3	£2,500 (General)					Now anticipated autumn 2023	Set Back to autumn 23
Improve Access Community Woodland	BP 1.2.3	£4,360 (Gift fund)					Main works completed. Benches delivered and installed. Some supplementary path works to do.	Complete
Marking Boundaries	BP 4.2.1	£1,250 (General)					Volunteer surveys are carried out winter months. Some markers re-installed winter/spring 22/23.	Ongoing
Restore Shire Ditch	BP 1.1.5	£3,000 (General)					Plans drawn up and currently seeking Scheduled Monument consent. Survey work deferred to 2023	Delayed
Gullet Lake vegetation scheme	BP 1.1.8 LMP #13	Est £2,000					Put back to later 2023	Delayed.
Lower Shed Review	BP 2.4.4	Pt 1 £5,000					See paper LMC 01/12/22. Architect and surveyor engaged.	Ongoing
Top Shed Review Machinery Storage	BP 2.4.3						Capacity and need of buildings to be assessed.	
Donkey Shed Restoration	BP 1.1.5 LMP #8	£26,000 Grants Civic Soc £5k £1800 for interp signage. FIPL £14k.) balance from Gift Fund					Completed save for installation information board now expected end of July / August	Main works COMPLETED
St Anns Bowl restoration	BP 1.1.5	Est					Listed building consent received. Stonemasons onsite at present. Now due to finish work in July	Ongoing
Brockhill Road building improvements	BP 2.4.4	Est£ 5,000					See Paper E meeting October 2022. Hardstanding and building improvements approved. Contractor selected. Due to start works July	Ongoing
Black Hill Car Park improvements	BP 1.2.2	£6,000					See paper D meeting October 2022. Contractor and cost estimates sought.	Ongoing
Vehicle Control	BP 1.2.6 LMP #19	£3,000					See paper C October 2022. Design of stobs approved. Supplier sought.	Ongoing
Update Interpretation Boards	BP 3.1.4	£15,000 p/a (Gift Fund)					Beacon Road to do.	Ongoing
Update location signage	BP 3.1.4	£7,000					Swinyard and West of England completed.	Completed
Replace old access signs	BP 3.1.4	£2,500					Recommended. New batch of signs delivered and installation in progress. Additional replacement signs received.	Ongoing

Install new location identification signage.	LMP #1	Est £25,000 over two years.				Site markers to all separate land parcels and popular parking areas. Costings for up to 87 posts and cast signs estimated. Design work ongoing. Trial of 3D printed signs being organised	Ongoing
Research visitor usage and ways to tackle erosion.	BP 1.2.7 LMP #35	Est £2000 2 Year				Project to research visitor numbers and erosion impacts. Survey undertaken by specialist in upland access paths and reported to last LMC meeting.	Ongoing
Install people counters	BP 1.2.7	Est £2000 2 Year				Counters to provide data to support above project.	Ongoing
CAPITAL ITEMS							
Timber Forwarding Trailer	BP 2.3.2	£6,000					Put Back to 2023/4
Small side arm flail	BP 2.3.2	£6,000 (£6,800)				Brought forward from 2023/24. Ordered. At dealers awaiting fitting	Completed
5 or 8 ton trailer	BP 2.3.2	£5,000				Models and sources being scoped. Estimates received	Ongoing
Replacement Van – Wardens A	BP 2.3.1	£24,000				Trials being organised. Power supply unit for Manor House costings currently being sought	Deferred to 2023/4
Replacement Compact Tractor	BP 2.3.2	£25,000 (22,700)				Massey Fergusson replacement sourced and delivered May 2023	Completed
Replacement Van – Wardens B	BP 2.3.1	£24,000				As for replacement A above.	Rescheduled to 2024/25
Rotovator	BP 2.3.2	£2250					Rescheduled - path grader priority
Roller	BP 2.3.2	£1200					
Harrow	BP 2.3.2	£1200					Rescheduled - path grader priority
Spring Tines	BP 2.3.2	£800					Rescheduled - path grader priority
Path grader	BP 2.3.2	£5000				Additional – To replace above items. Board Approved. On order.	Brought forward

BP = Adopted Business Plan 2022-2027. LMP = Adopted Land Management Plan 2021-2026

MANAGEMENT REPORTS May/June 2023

CEO

1. Work on staff recruitment – interviews and follow up processes for the two warden vacancies.
2. Undertaking various finance and administrative duties in absence of FA Manager as well as induction of new Finance Manager.
3. Liaising with Trust HR Advisors and GDPR service providers over review of systems and new staff.
4. Dealing with boundary and neighbour matters including at the Purlieu, Newland, Westminster Bank, Castlemorton. Guarlford Road, Beacon Road.
5. Liaising with Insurance brokers over Trust's cover package and endorsements.
6. Dealing with utility companies (Severn Trent, Full Fibre, BT, Cadent gas, Gigaclear) operating schemes over Trust land including at Guarlford Road, Poolbrook, Townsend Way, Colwall and Jubilee Drive.
7. With CCO dealing with tree-related insurance issues – Guarlford Road, Holywell Road and Townsend Way.
8. Liaising with Trust solicitors on issues relating to the Local Boundary changes and arrangements for elections.
9. Liaising with HWFRS and W. M. Police relating to wildfire prevention and access, Gullet Quarry and unlawful vehicles on Trust land.
10. Work on updating Risk Management Schedule.

Secretary to the Board (SttB)

1. Preparing Board/ committee agendas and papers, attending meetings and preparing minutes.
2. Work on s74 application.
3. Seeking legal advice on matters relating to MHDC ward boundary review and liaising with Parliamentary Agent, MP and Department of Levelling Up.
4. Reviewing planning applications.
5. Easements and wayleaves - Gigaclear, Cadent, Full Fibre, Severn Trent + private easements.
6. Reviewing Governance Documents.
7. Covering in CEO's absence.
8. Reviewing Old Hills grazing licence.
9. Reviewing Risk Schedule and Trustees Annual Report
10. Induction of new Finance and Administration Manager and new trustee.
11. Dealing with Board member queries.
12. Responding to public queries.

Conservation Manager (CM)

1. Attended agroforestry / wood pasture webinar.
2. Watering, weeding, mulching newly planted trees.
3. Undertook fire training.
4. Attended 4Cs outdoor and Wildlife Panel outdoor meetings.

5. Continued assisting Foundation for Common Land with test and trial (see paper).
6. Ash dieback census.
7. Drew up and submitted fourth FIPL grant application.
8. Met with trustees for specific site visits.
9. Met with three utility companies on site ahead of their works on MHT land.
10. Led a guided walk for the 49 club (retirees from Natural England, English Nature etc).
11. Provided an intro to the Conservation Team for the new FAM as part of induction.
12. Undertook warden shortlisting and interviews with CEO.
13. Met with new hay-making contractor to go through contract.
14. Met with contractor to agree building works for Colwall Lands (shed, track, splay).
15. Thistle pulling at Colwall Lands.
16. Drew up draft, revised grazing licence for Old Hills.

Conservation Officer

1. Watering, weeding, mulching newly planted trees.
2. Ash dieback census.
3. Drew up draft, revised grazing licence for Old Hills.
4. Thistle pulling at Colwall Lands.
5. Undertook fire training.
6. Led a guided walk on Old Hills.
7. Several days standing in as warden.
8. Led two volunteer days.
9. Several days undertaking stem injection, Foley Terrace and Wynds Point.
10. Met with AONB staff and local historian to discuss Kings Thirds ditches.
11. Reviewed all sites with Japanese Knotweed.
12. Reviewed the Government 'priority habitat' maps against what is in the field.

Community and Conservation Officer (CCO)

1. Oversaw the publishing of the Levy Payer's leaflet and promotion of the new Levy Payer passes.
2. Released and administered this year's memorial bench scheme.
3. Led an MHT public event and assisted with another.
4. Dealt with an urgent felling of unsafe tree and assisted with review of completed tree safety contract.
5. Carried out safety inspections on 6 trees following public queries.
6. Assisted with practical maintenance of the Memorial Orchard, Townsend Way.
7. Issued an event licence for Mappfest and other public events including an accessibility day with Land Rover.
8. Assisted with the drafting of the s74 Charities Act application.
9. Led a school walk for the Wyche Primary School.
10. Led a presentation about the Trust at a local residential care home.
11. Issued a number of press releases on topics including national Bike Week, ground nesting birds and BBQ / fire risk.

Operations Manager and Field Staff

May 2023

1. Vegetation management – Grass mowing edges and desire lines at Wells Common, Link Top, Link Common, Townsend Way and community woodland, Barnards Green, Poolbrook Rd. area, Guarlford, Sherrards Green, upper Wyche areas, Polly's orchard, sites at West Malvern, The Rhydd, Clevelode and Old Hills.
2. Vegetation management – Strimming street furniture, bollards, rocks etc. on mowing areas above.
3. Vegetation management – Check sites with Conservation team staff where growth of Japanese knotweed has previously been recorded.
4. Vegetation management – Control new growth of Giant Hogweed at Wood Street.
5. Vegetation management – Weeding thistle growth at new hedges at Colwall Lands.
6. Install new grant-aided pedestrian gates at Purlieu fields, Ballards land and Old Hollow.
7. Replace damaged bench at Hornyold Rd.
8. Replace wooden footbridge at Crown Lea Avenue damaged by contractor's machinery.
9. Undertake quarry fence inspections and repairs as required.
10. Clean and maintain wooden sign boards at Tank Quarry and undertake walling repairs.
11. Collect and install rocks at the entrance to the football field on the common at Peachfield Rd. to deter unauthorised vehicle access.
12. Checks and maintenance of erosion control fencing at Summer Hill.
13. Litter collection and emptying litter bins.

June 2023

1. Vegetation management – Grass strimming around car parks, benches street furniture – multiple sites.
2. Vegetation management – Mowing Link Common, Barnards Green, Guarlford, Colwall, The Rhydd, Clevelode, St.Clouds and car parks at Tank Quarry, North Quarry, West of England, Black Hill and Gardiners.
3. Vegetation management – Side-arm flail work along roadsides and paths – multiple sites.
4. Vegetation management – Strimming hill paths along Jubilee Drive, Thirds Wood, Pinnacle Hill and Jubilee Hill.
5. Vegetation management – Watering trees planted in the last 15 months.
6. Vegetation management – Clear fallen tree from across the track to Pink Cottage and fallen branches at Colwall and Earnslaw.
7. Field Staff members assist with warden duties.
8. Culvert and catch-pit maintenance following heavy rain.
9. Fence maintenance work at West Field.
10. Check that trees are clear of heavy ivy growth in areas due to be inspected this autumn.
11. Undertake ash dieback survey work.
12. Drain maintenance work around St. Ann's Well and emptying silt traps at Happy Valley.
13. Checks and maintenance of erosion control fencing at Summer Hill.
14. Litter collection and emptying litter bins.