

**SURREY HILLS BOARD
ANNUAL GENERAL MEETING
DRAFT MINUTES OF THE AGM HELD ON 2nd SEPTEMBER 2020**

HELD ONLINE

CORE MEMBERS

*Cllr Susan Parker	Guildford Borough Council
*Cllr Hazel Watson	Mole Valley District Council
*Cllr Rosemary Absalom	Reigate & Banstead BC
*Cllr Geoffrey Duck	Tandridge District Council
*Cllr Ruth Reed	Waverley Borough Council
*Alison Griffiths	Surrey County Council
*Andrew Wright	National Trust
*Andrew Smith	Natural England

ADVISORY MEMBERS

*Romy Jackson	National Farmers Union
*Kristina Kenworthy	CPRE
*Mike Waite	Surrey Wildlife Trust
*Tim Bamford	CLA
*Liz Cutter	SSALC
*Gordon Jackson	Surrey Hills Society/Surrey Hills Trust Fund
*Wendy Varcoe	Surrey Hills Enterprises CIC
*Alistair Burtenshaw	Surrey Hills Arts

*Members present

IN ATTENDANCE

Rob Fairbanks	Surrey Hills AONB Team
Denise Furlonger	Surrey Hills AONB Team
Caroline Price	Surrey Hills AONB Team
Clive Smith	Surrey Hills AONB Team
Rod Shaw	Mole Valley District Council
John Oliver	Member of public
Chris Howard	Surrey Hills Society
Ken Bare	Surrey Hills Society

		ACTIONS
1	INTRODUCTIONS	
	Geoff Duck introduced himself as the Vice Chairman and explained that Heather Kerswell was unwell so he was to chair the meeting. Geoff invited everyone to introduce themselves.	
2	APOLOGIES	
	Heather Kerswell, Sarah Jane Chimbwandira, Stephanie Fudge, Simon Whalley, Natalie Bramhall	

3		MINUTES OF THE LAST AGM	
	3.1	The minutes of the last AGM held on 4 th September 2019 were agreed.	
4		MATTERS ARISING	
	4.1	None	
5		ELECTION OF VICE-CHAIR AND STATUTORY MEMBERS GROUP	
	5.1	Over the past year the Statutory Members Group (SMG) had been fulfilling the Vice-Chair role in rotation by alphabetical order of local authority. The SMG is made up from the Surrey County Council Member and three local authority Members who were elected at the last AGM. The current three representatives agreed to stand again and neither Rosemary Absalom or Ruth Reed wished to be considered.	
	5.2	The Board agreed that Geoff Duck, Susan Parker, and Hazel Watson continue to act on the SMG. Natalie Bramhall is the Surrey County Council representative.	
	5.3	It was agreed that the SMG Members continue to rotate in the Vice-Chair role.	
6		GOVERNANCE AND FINANCE REPORT	
	6.1.1	Rob Fairbanks explained that the Board decided not to undertake a comprehensive review the Constitution as we are waiting for a government response to the Glover Review about the future of Designated Landscapes which is expected by the end of the year. The AGM did provide an opportunity to make revisions.	
	6.1.2	One proposal from Glover was to rename AONBs as National Landscapes to better reflect their national importance. The Cotswolds is planning to be the first AONB to formally declare itself as the Cotswolds National Landscape. The DEFRA Minister is supportive. It is important to note that the renaming is purely a promotional exercise and the designation and legal status will remain AONB. Susan Parker asked for clarification that the recommendation for noting progress on the Glover Review and change of name was to note progress only and not to agree the recommendations. Geoff Duck confirmed this was to note only.	
	6.1.3	<p>The Risk Register is reviewed annually by the SMG and 3 areas were identified as needing to be addressed:</p> <ul style="list-style-type: none"> • financial risk relating to uncertainty of DEFRA funding • reputational risks of brand use from the whole family • performance issues relating to the pandemic and whether the office and team working arrangements and structure was fit for purpose <p>Susan Parker was concerned about the goodwill in the Surrey Hills name being shared with the Surrey Hills Family. Susan said it was important that the maximum value is gained from the use of the brand. She would like to see some monitoring and review of the licence agreement and was worried there was no direct flow of funds back to the Board. Geoff Duck responded that the control measures were in place to review this.</p> <p>Gordon Jackson said that the Society did not make donations to the Board as contributions to the AONB Board itself would not be charitable. Chris Howard added that the Society and Trust Fund have been able to obtain grants to fund work in the AONB that the AONB Board did not have access to. Gordon said that if anybody wanted to know what the Society does they could look at the</p>	

	<p>Society Annual Review and that volunteer hours had amounted to approximately that of 4 full time equivalent staff. Please see below for link. https://mk0surreyhillss6iubc.kinstacdn.com/wp-content/uploads/2020/04/SHS-Annual-Review-2019-20.pdf</p> <p>Wendy Varcoe said that it was important to understand that the Family are contributing to the Surrey Hills through the work that the Society does with its members and Enterprises with its businesses. There should be an understanding of the role the Family made to the Surrey Hills.</p> <p>Hazel Watson said that thanks should be given to the Family as recognition for all the hours of staff and volunteer time that they put in for the Surrey Hills.</p> <p>The Members felt that a mechanism needed to be in place to scrutinise the work of the Family and Rob responded that the Management Plan Framework was in place for that. Rob said that we also needed to review the terms of the licence agreement and also check the terms of reference for the Chairs Group. He added that the Family collaboration day would also a good way to get a better understanding of how the Family work together and encouraged all parts of the Family to attend.</p> <p>Wendy Varcoe offered to speak with Susan outside of the meeting regarding Enterprises if she needed reassurance about the value given to the AONB.</p>	GJ/DF
6.1.4	Rob Fairbanks said that the Business Plan will be reported to the Board at the December meeting	
6.1.5	Rob Fairbanks thanked John Oliver for raising the issue of the status of members of the public at Board meetings and thanked Sally Blake for her interpretation of the Surrey County Council Standing Orders which had formed the basis of the suggested Protocol. Alison Griffiths said that number 9 on the suggested Protocol “Petitions are accepted, which could be posted on the Surrey County Council website if SCC agrees” may be a problem as she thinks it is not in the Constitution, and advised Rob to get in contact with SCC Democratic Services for further confirmation. Rob said that he felt confident to recommend the rest of the Protocol to the Board.	RF
6.1.6	The reserves policy is unchanged.	
6.1.7	Denise Furlonger explained that the financial outturn for the Core in 2019/20 was balanced, and the estimates for 2021/22 were laid out slightly differently due to the way we will have to report to DEFRA. She had nothing to add to what was in her report but invited questions. There were none.	
6.2	Recommendation 1 - The Members noted the progress on taking forward the Glover recommendations and the adoption of National Landscape name for promotional purposes.	
6.3	Recommendation 2 - The Members noted the Risk Register and agreed the actions needed to mitigate the areas of high risk.	
6.4	Recommendation 3 - The Members agreed that questions from members of the public should be a standing item at future AONB Board meetings and the protocol, with point 9 subject to SCC check	
6.5	Recommendation 4 - The Members approved the outturn report for 2019/20	
6.6	Recommendation 5 - The Members agreed the core estimates for 2021/22	
7	ANY OTHER BUSINESS	
7.1	There was none	
8	DATE FOR NEXT AGM MEETING	

	8.1	Wednesday 1 st September 2021	
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The above minutes are a true record of the Surrey Hills Board AGM meeting held on Wednesday 2nd September 2020.

Signature of Chair

Date