

**Minutes of the ninety-fourth meeting of the Board of Trustees of  
the Open Spaces Society held at 18.00 on Thursday 7 November 2024  
by videoconference**

<b>PRESENT</b>	Phil Wadey (chairman) Stuart Bain (treasurer) Chris Beney James Lean Andrew Packman Tara-Jane Sutcliffe
<b>IN ATTENDANCE</b>	Kate Ashbrook (general secretary)
<b>APOLOGIES</b>	Graham Bathe

**DECLARATIONS OF INTEREST**

216/24 There were no declarations.

**ANNOUNCEMENTS**

217/24 **Tim Crowther:** it was noted with sadness that Tim had died at the age of 90. He was a trustee from 2004 to 2016, vice-chairman from 2010 to 2011, and chairman from 2011 to 2014.

218/24 **Nicola Hodgson:** the trustees congratulated Nicola on her 25 years as case officer with the society.

219/24 **Local correspondents' event:** the trustees thanked the staff for all their work in organising and running this event.

220/24 **National Trust council:** it was noted with pleasure that the society had been elected as an appointing body to the National Trust council for a further six years. The trustees thanked all who had been involved in compiling the information to achieve this.

**MINUTES OF MEETING ON 3 OCTOBER 2024**

221/24 The minutes of the meeting on 3 October 2024 were approved and it was agreed to publish them on the website.

**DELEGATED EXPENDITURE**

222/24 It was noted that the general secretary had approved expenditure of up to £2,000 for counsel's opinion on case 24-13.

**MINUTES OF LEGAL COMMITTEE MEETING ON 30 OCTOBER 2024**

- 223/24 The minutes of the legal committee meeting on 30 October 2024 regarding case 24-13 were noted.

## **FINANCIAL MATTERS**

### **Minutes of finance committee on 15 October 2024**

- 224/24 The trustees noted the minutes.

### **Draft minutes of finance committee on 29 October 2024**

- 225/24 The trustees noted the minutes.

### **Management report, investments, and treasurer's report to end September 2024**

- 226/24 The treasurer spoke to his report. The year-to-date income and expenditure were ahead of budget. He was working on gathering the information needed for JM Finn. The general secretary and finance officer were considering what additional expenditure might be needed in the budget to reduce the role of the treasurer and make it less operational. The finance committee was not asking trustees to agree at this meeting the maximum length of treasury bonds nor the ratios for reserves; the committee would consider these items again in relation to the financial policies and procedures which it would present to the December trustees' meeting.

## **RISK REGISTER**

- 227/24 The trustees went through every item on the risk register, which had already been considered by the finance and legal committees and staff. They agreed several amendments including the following.

(a) A4 new item: Our ability to attract new trustees and a diverse board, to be drafted by Stuart Bain and Tara-Jane Sutcliffe.

(b) B8 new item: Having the right amount of cash available to meet our needs. Stuart Bain would draft for discussion by finance committee.

- 228/24 It was noted with pleasure that we now had Cyber Essential certification so that, where this was noted as further action, it could be moved to controls. The trustees thanked Sarah Hacking for all her work on this.

- 229/24 The trustees approved the risk register subject to the amendments which would be discussed at the next meeting.

- 230/24 Chris Beney questioned whether the risk register contained too many risks; after discussion it was agreed not to reduce it. Phil Wadey said he would consider pulling out one or two higher-risk items periodically for a deep dive by trustees.

## **COMPLAINTS PROCEDURE**

- 231/24 The trustees considered a paper from the chairman regarding time limits on complaints, and agreed to add the following paragraph to the complaints procedure:

*Complainants should raise and deal with issues promptly, and in any case within three months of the date on which the complainant became aware (or ought reasonably to have become aware) of the occurrence of the events giving rise to the complaint. Late complaints cannot be entertained under this policy.*

## **LOCAL CORRESPONDENTS**

**Appointments**

232/24 It was agreed to appoint Katherine Evans for Essex, and Kieran Foster for Gateshead, for one year in the first instance.

**REVIEW OF MEETING**

233/24 The trustees were content with the meeting.

**DATE OF NEXT MEETING**

234/24 Thursday 12 December 2024 at 18.00.

The meeting ended at 18.59.

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**MEETINGS IN 2025**

Thursday 16 January

Thursday 13 February

Thursday 20 March\*

Monday 7 April

Wednesday 21 May

Friday 13 June\*

Thursday 7 August

Thursday 4 September\*

Thursday 2 October

Thursday 6 November

Thursday 4 December\*

(Thursday 3 July AGM)

\* = quarterly meetings



Phil Wadey  
Chair of Trustees