

**Resolutions from Board Meeting of the  
Wimbledon and Putney Commons Conservators (WPCC)  
18<sup>th</sup> June 2018**

**Item 06.18.6 Protecting the Charity's Reputation**

The Board RESOLVED to:

- i. develop a Dignity Policy;
- ii. develop a Conservator Code of Conduct procedure to update the current Code of Conduct and Disciplinary Procedures to manage any future breaches of conduct and behaviour by a Conservator and to ensure that the Code of Conduct, Conservator Declarations and Conflict of Interest Policies are consistent;
- iii. approve the Complaint and Enquiry Procedure and to place this on the WPCC website.

**Item 06.18.7 Triennial Election – Lessons to be Learnt**

The Board RESOLVED to:

- a. receive the report of the Returning Officer.
- b. review the election procedures for candidates with a view to clarifying the rules on matters including inter alia:
  - i. candidate expenses;
  - ii. standing jointly;
  - iii. use of and references to WPCC materials (e.g. logo, website, sign posts);
  - iv. use of social media.
- c. review the election procedures for WPCC with a view to clarifying policies on matters including inter alia:
  - i. the role, responsibilities and authority of the Returning Officer;
  - ii. conduct of incumbent Conservators during the election;
  - iii. promotion of national guidelines regarding the conduct of hustings to third party organisers.
- d. continue to raise awareness of the triennial elections across the levy area with a view to both increasing turnout and attracting candidates;
- e. review administrative arrangements for the triennial election (eg, contact information, provision of information on website and to other organisations, budget);
- f. consider the process and timescale for updating the Election Byelaws in conjunction with DEFRA.

**Item 06.18.8 Chief Executive's Report**

The Board RESOLVED that all Conservators and CEO must sign the automatic disqualification declaration by the 1<sup>st</sup> August 2018 as required by the Charity Commission.

The Board RESOLVED to:

- a. approve the Terms of Reference for the Finance and Investment Committee and confirmed that they be published on the WPCC website;

- b. approve the appointment of Mr N. Ware as Chairman of the Finance and Investment Committee for the ensuing year.

The Board RESOLVED to approve the Terms of Reference for the Constitution Working Group and confirmed that they be published on the WPCC website.

The Board RESOLVED to approve that the draft letter to be sent to the Charity Commission by the Chairman on behalf of the Board regarding the Charity's work on reviewing its constitution would be amended to include the position of the Ministry of Defence and the importance to the board of retaining the appointment of three Conservators by government departments and would be circulated to board members for approval.

The Board RESOLVED to approve the appointment of Mr M. Rappolt as Chairman of the Audit and Risk Committee for the ensuing year.

The Board RESOLVED to support the revival of the Golf Working Group and confirmed that Mrs S. Gillbe, Mr D. Hince and Mrs S-J. Holden together with the Chief Executive represent WPCC on this Group.

### **Item 06.18.9 Updated Business Plan Priorities**

The Board RESOLVED to:

- a) approve the updated priorities as set out in Appendix 2 of the report as the strategic priorities for the Charity over the coming one to three year period;
- b) authorise progression of works funded by one-off non-recurring costs for 2018/19 at a cost of £16,750 (the additional £1,500 expenditure to be funded from within existing approved budgets);
- c) authorise the CEO to progress the emergency works to prevent water ingress into the Maintenance Centre and REMPF maintenance sheds, seeking planning approval if required and in consultation with the Chairman of the Board and Chairman of Finance and Investment Committee, authorise expenditure of between £80,000 and £100,000 from the Mill House designated fund;
- d) authorise the CEO to obtain grant funding to prepare a short video to promote the Commons and its contribution to health and well-being and environment of £3,000;
- e) authorise progression of the initial scoping work for major external grant-funding bids to commence the process of preparing a costed masterplan for the Commons at a cost of £10,000 on the condition that works would only proceed upon successful implementation of the Inner Windmill Road bench appeal, realising £10,000 unrestricted funds;
- f) authorise investigation of opportunities to secure short, medium and long-term opportunities to deliver new income to support investment in the Commons' assets on the condition that works would only proceed upon successful implementation of the Inner Windmill Road bench appeal, realising a further £10,000 of unrestricted funds;
- g) launch an appeal for £5,000 to improve the shared-use pedestrian and cycle routes along a short section of Beverley Brook on Wimbledon Common and the path to the towpath along the River Thames at Putney Lower Common and implement remedial works if funds are secured;
- h) fund the remaining Interim Manager's fees from within the existing budgeted legal/professional fees;

- i) review and approve the annual budgets for 2019/20 and 2020/21 as part of the annual budget preparation procedures.

#### **Item 06.18.10 WPCC Draft Annual Report and Audited Accounts 2017/18**

The Board RESOLVED to:

- a. approve the draft Annual Report and Audited Accounts 2017/18 to be formally signed at the June 2018 Annual Open Meeting;
- b. approve the WPCC Key Audit Findings prepared independently by Kreston Reeves for the audited accounts for the year ending the 31<sup>st</sup> March 2018;
- c. approve the draft Letter of Representation to be signed by the Chairman of the Board and also by the Chief Executive after the formal accounts have been signed at the Annual Open Meeting.

#### **Item 06.18.11 Transparency Agenda**

The Board RESOLVED to publish the information below on a quarterly basis as part of its transparency agenda:

- the quarterly number of incidents dealt with by the Mounted Keepers including breaches of the Byelaws;
- dates and locations when Conservators and/or senior staff make formal presentations to Residents' Associations or other Groups/Societies and copies of such presentations, noting that this does not include regular contact that staff have with specific groups;
- numbers of formal complaints received;
- visitor feedback (respecting restrictions regarding disclosure of personal information);
- volunteer hours worked across the Commons;
- donations (respecting the right of donors to remain anonymous);
- other information brought forward that is deemed appropriate by the Chief Executive and Chairman.

#### **Item 06.18.13 Update on Statutory Inquiry**

1. The Board RESOLVED to:
  - a. receive the letter sent to all Conservators 5<sup>th</sup> June 2018 by the Charity Commission confirming that a review of the Order dated the 31<sup>st</sup> May 2017 regarding the Interim Manager had been undertaken on the 4<sup>th</sup> June 2018 confirming that the Order should remain in place;
  - b. receive the letter dated the 18<sup>th</sup> May 2018 sent by Dr R. Taylor and Mr N. Ware to the Charity Commission in response to their letter of the 25<sup>th</sup> April 2018 concerning complaints made about the triennial election held in February 2018;
  - c. receive the letter dated the 11<sup>th</sup> June 2018 that Dr R. Taylor and Mr N. Ware received from the Charity Commission in response to their letter of the 18<sup>th</sup> May 2018.
2. The Board RESOLVED to request a meeting with the Charity Commission in September 2018 to update them on progress.

**Present:**

**Conservators:** Mrs Diane Neil Mills, Chairman  
Mrs Shirley Gillbe  
Mr David Hince  
Mr Peter Hirsch  
Mrs Sarah-Jane Holden  
Mr Mike Rappolt  
Dr Ros Taylor  
Mr Nigel Ware

**Officers:** Mr Simon Lee, Chief Executive  
Mr Steve Bound, Chief Operations Manager  
Ms Paula Graystone, Deputy Clerk and Ranger  
Mrs Angela Evans-Hill, PA to Chief Executive