

- | | Action |
|--|--------|
| <p>1 Attendance & Apologies for Absence: as per register appended with the addition of Mr S Gee Responsible Finance Officer.</p> | |
| <p>2 Items Additional to the Agenda: N Stevens (NWS) – Draft policy statement on Flood Protection and Water Level Management.</p> | |
| <p>3 Declarations of Interest: Cllr Gilling – all matters pertaining to planning or Ashfords Solicitors</p> | |
| <p>4 Policy & Strategy: NWS reminded members that the references on the agendas are the rotation of the items that were agreed previously. On the agenda items to be discussed will show in bold type.
Ref. 1 – To receive and keep under review, on behalf of the Board, the financial and governance matters arising from the Board’s Strategic Planning, Development and Operational Plans. Preparation of a 5 Year Board Plan – contents as agreed at SDBC Management Meeting 30 August 2016 with additions from Parrett Policy, Finance and Governance meeting 06 September 2016 (Enc 1) NWS referred to the items members had queried particularly the H&S and risks from a new precept under the SRA. More information is needed for the plans to proceed with regard to the precepting concern that a clause in the bill may produce fundamental changes to the Land Drainage Act and how IDBS operate. Another concern is the extension of IDB areas and how the record for creating the valuation of the non-agricultural land is undertaken. NWS asked members to review the plan and suggest any additional items.
Ref. 2 – To receive and consider, annually, a 5 year estimate of income, expenditure and capital commitments for recommendation to the Board.
Ref. 3 – To determine, and keep under review, financial policy matters with regard to investment & financing, and to grant-aided activity and other possible sources of funding for the IDB: NWS reported that EA/Defra funding now has a better system. If it is possible to secure contributions to a scheme outside of Defra Grant in Aid, it will increase the chances of receiving funds. The SRA funding now has a grant aided process in place and invoices are being paid appropriately.
Ref. 4 – To consider and report on, where appropriate, the financial implications of matter referred to the sub-committee by the Board.</p> | |
| <p>5 Budgets
Ref.5 – To receive and consider the proposed SDBC Budget 2017/2018 for recommendation to the Board. (Enc 2) SDBC budget as approved by the SDBC. Currently the SRA are funding a backfill for NWS and IDS however it is not known if SRA £40k will be provided in 2017/18.
Development Control Officer: A new DCO is due to start on 1 November 2016. His duties will include work for the North Somerset Levels IDB (NSLIDB) as well as SDBC with the costs re-charged accordingly. There will be a handover period with Andy Sherwood as necessary.
Employment costs: Phil Ham has expressed a desire to reduce his working week from Technical Supervisor working 5 days to Engineer working 3 days.
Apprentices update: ongoing; interviews are being undertaken with candidates. Three local colleges were approached and Taunton College was selected to assist with the process.
Ref. 7 – To monitor and report the performance against budget and to report significant variances to the Board. (Enc 3) The Income and Expenditure report was duly accepted.
Ref. 8 - To consider, on behalf of the Board, any requests for significant variations to the planned operating budget and to make recommendations accordingly.
Ref. 10 – To consider and make recommendations on an ongoing basis to the Board concerning the financial viability of the IDB in the short and long term. (Enc 4). Drainage rate payments: C-A Porter (CAP) updated members regarding Direct Debits which is the more economical process for collecting rates. It is not expected that 100% of ratepayers will agree to sign up for Direct Debits, however if the majority of rates under £100 sign up, the exercise will be advantageous. Ray Adlam suggested entering a prize draw as an incentive.</p> | |
| <p>6 Audit
Ref. 11 – To agree and recommend to the Board an annual audit plan.
Ref. 12 -To receive and review reports from the Internal and External Auditors (Enc 5) NWS reported that there were no issues to report. The report was duly accepted.
Martin Watts asked for the report on the Rates audit. This has not yet been received. Members asked NWS to write to SWAP to inform them that the Board is not happy that the report has not been received and the fact that there was not a representative at the meeting. Reports to be requested 2 weeks prior to the next meeting. External report not yet received.</p> | |

Ref. 13 – To monitor internal control procedures and to review same in the light of Audit Reports.

Ref. 14 – To receive and monitor the Action Plan to ensure all issues raised by Internal and External auditors are addressed.

Ref. 15 – To review the effectiveness of the auditing procedures.

7 Governance

Ref. 16 – To monitor compliance with legal requirements of the IDB (Enc 6) Notice of date of commencement of period for the exercise of public rights for accounts for the year ended 31 March 2016 was accepted as compliance of legal advertising requirements.

Ref. 18 – To ensure compliance with relevant Financial and Accounting Regulations and that electors have been given opportunity to review and query the accounts (Enc 7) NWS enclosed a copy of the IDB 1 which is sent to Defra. This is used to carry out analysis of returns within the EA. All members will be encouraged to attend training sessions, particularly new appointed members and local authority officers. Elected members to be encouraged to mentor appointed members with local site visits.

Training

Historically, tours of the area were undertaken and found to be informative. It was agreed that this matter would be discussed at a future Full Board meeting.

Full Board

8 Risk Management

Ref. 28 - To keep under review the risks associated with the business of the IDB and make recommendations to the Board with a view to minimising the impact of the identified risks: (Enc 8) NWS summarised the amendments shown in red on the appended sheet. Item 6 - more work is now being undertaken with regard to asset surveys particularly around bridges and culverts.

12 noon – Chris Gunn joined the meeting with apologies (a previous meeting over-ran).

9 Minutes of the F&G Sub Committee Meeting held on 31 May 2016: Having previously been circulated the Chairman signed the minutes as a true and correct record of the meeting held.

10 Matters Arising: None

11 Any Other Business: 1) Draft Policy Statement: NWS referred to the revised draft policy statement, an update from 2000. This is ADA's new document to be submitted to Defra for approval, for Boards to later adopt. There are items that need to be worked through and it would need to be localized. Item 2.7 has 2 alternatives, MLC Middle Level Commissioners and the ADA version. Members were asked to bring any comments to the next meeting. Jeff Fear questioned item 2.3 regarding coastal erosion; NWS Berrow sands are classified as coastal erosion not sea defences.

Election: CAP advised that close of nominations is 12 noon on Friday 7 October 2016.

Dairy Show: CAP advised that the Board will have a stand at the Dairy Show at the Royal Bath & West Showground on Wednesday 05 October. Officers and the Axe Brue Chairman will be in attendance, and all members were encouraged to visit the stand.

Rates: CAP advised that there is currently £6,600 outstanding; £15,900 this time last year.

7 Liability orders for outstanding rates have been executed. No major problems were reported.

12 Date of next meeting:

SDBC Annual meeting 18 October 2016 at Bradbury House, 7pm

Axe Brue Full Board 8 November 2016 at Bradbury House where new Board will be convened.

There being no other business the Chairman thanked members and officers for their time and contributions.

The meeting was closed at 12.29hrs

.....
CHAIRMAN

.....
DATE