

**Minutes of the SDBC Management Sub Committee Meeting held at Bradbury House, 33-34 Market Street, Highbridge on Tuesday 03 February 2015 at 10.30 am. Chairman: Mr P Maltby**

The Chairman welcomed members to the meeting.

1	<b>Attendance &amp; Apologies for Absence:</b> as per register appended.	Action
2	<b>Items Additional to the Agenda:</b> None	
3	<b>Declarations of interest:</b> None. Role and responsibility of appointed members with possible conflict of representation was discussed. Members were reminded that guidance within the Land Drainage Act 1991 was included in the Members Pack. The Board will approach District Council's following May 2015 elections to offer a presentation to new Councilors at their inductions.	C-AP/ NWS
4	<b>Minutes of the Meeting held on 30 September 2014:</b> (appended) having been previously circulated the Chairman signed the minutes as a true and correct record of the meeting held. All in favour.	
5	<b>Matters Arising: (1) Item 11</b> Variation to Terms and Conditions: Giles Officer should read Giles Oliver. <b>(2) Item 12</b> Staffing: I Sturdy questioned the accuracy of the minutes regarding the appointment of staff: the meeting also held a discussion on the possibility of additional staff for the Consortium which had not been included within the minutes. The Board had decided not to appoint additional staff, however the Chief Engineer advised that the decision not to appoint would have an impact on the Boards ability to deliver the programmes of work. It was agreed to add an addendum to the minutes "looking at the Board's programme of work, the Chief Engineer recommended the Board consider appointing an additional engineer after discussion the committee decided not to appoint additional staff."	
6	<b>(3) Item 12:</b> A request was made for the Board to erect a sign at Thorney Ring Bank to highlight the work engineered by the Board, to raise the profile of the Boards. After a full discussion it was agreed that IDS would investigate the purchase and erection of signs at all building works with the Board logo and wording such as 'Built/Engineered by the IDB' as well as supplying magnetic door signs for contractors to use when undertaking works for the Boards.	IDS
7	<b>Chairman's Introduction:</b> P Maltby (PCM) orated that the Environment Agency (the Agency) should be commended on being pro-active in their undertakings. January has experienced above average rainfall for the month, however much less than last year! <b>Finance Report:</b> (appended) S Gee (SMG) briefed members on the current financial position and income and expenditure to year end: <ul style="list-style-type: none"> <li>• The accounts indicate a surplus to date, however due to additional costs incurred in the delay in relocation, there may be a small deficit at year end</li> <li>• Income is greater than budgeted, although expenditure is also greater than budgeted</li> <li>• Somerset County Council (SCC) has been re-charged for work of N Stevens (NWS), N Collins (NJC), IDS and SMG on Somerset Rivers Authority (SRA) work streams. NWS advised that SCC are reviewing costs to reimburse with regard to the Flood Action Plan (FAP)</li> <li>• Consideration to be given to inviting M Buckle and S Diacono (Project Managers) to a future meeting to discuss settlement of costs</li> <li>• IDS advised that the enhanced maintenance programme is being managed by the Board, therefore NJC recorded time is to be submitted</li> </ul>	
8	The report was duly noted by members. <b>Engineering Programme update:</b> IDS advised that the work programmes are discussed with members at individual Board meetings, and that works are prioritised appropriately. <ul style="list-style-type: none"> <li>• Over £400k works completed on the ground</li> <li>• Thorney Pottery ring bank to be completed once works agreed with the Environment Agency (The Agency) and landowners</li> <li>• Favourable Conditions projects are coming to an end; funds are available to finalise the projects, and test during the forthcoming 12 months. Residual funds are to be returned.</li> <li>• Westmoor Schemes, original raised water scheme completed 7 years ago; review now due for this work with respect of last year's flooding and future FC improvements</li> <li>• Dog Leg Ditch: a scheme is being designed in consultation with interested parties. A meeting is to be held prior the scheme being undertaken</li> <li>• Concern was expressed for water levels within the district; NWS was asked to investigate</li> </ul>	IDS

- Concern was expressed for the operation of new tilting weirs during heavy rainfall periods; members were advised that a 5 year review of the Water Level Management Plans (WLMP) was due to be undertaken shortly
- WLMP structures were designed and structured to deliver Favourable Conditions, however when inclement weather dictates, the structures can be adjusted accordingly.
- Most structures have the ability to be adjusted in exceptional circumstances; IDS will seek clarification of the WLMP agreement
- Could trigger points be highlighted on noticeboards at each structure for local residents along with water pen levels?
- Members requested a meeting be held with Natural England (NE) to discuss water levels and the maintenance of watercourses and structures with regard to the WLMPs; it was agreed that a meeting would be requested with NE and the Agency to be attended by NWS, IDS, P Brewin (PAB), J Fear, R Adlam, P Maltby and T Bradford.
- Could the IDB undertake work on main rivers to increase the profile of the IDB? IDS advised that the Boards are strongly involved with work streams within the FAP works programme.

IDS

IDS

NWS

9 **Staffing:** (appended) NWS advised that a new Administration and Finance Support Officer had been appointed on a 3 month temporary basis following dismissal of the previous Support Officer. Following retirement of the Board's Surveyor, it was agreed to not re-appoint. The Board will contract external services as required.

Staff Audit: assistance was provided by the Chairmen, RFO and Assistant Clerk to enable the staff audit to be conducted. A final report is due shortly. It was agreed that the draft report be disseminated to members for perusal and comment.

A full discussion was held on staffing for the Somerset Rivers Authority (this list is not exhaustive):

- All works by existing IDB or new staff will be funded by the SRA
- A programme of works has been prepared for 2015/16
- Enhanced maintenance works by the IDB will require extra staff; two temporary full time Engineers
- SRA committee will decide which organisation is best placed to oversee individual schemes
- Rate payers of Somerset expect an organisation to be set up to help prevent flooding of the depth and duration experienced in previous years
- Public Sector Co-operation Agreements and local MoU's will assist in making arrangements for work to be carried out
- All new staff will be given 12 month temporary contracts to be reviewed annually
- Contracts will include a termination clause should funding cease

**Proposed J Fear, Seconded M Winslade 'the Somerset Drainage Board Consortium accepts the recommended staffing structure and appoints two Engineers on 12 month temporary contracts to be funded from the Somerset Rivers Authority.'**

**Vote: 10 For, 0 Against, 3 Abstain; motion carried. RESOLUTION 1**

10 **IT equipment changes:** NWS advised that the new rating system, DRS, has been installed and will allow receipt of drainage rates via direct debit in due course.

Milk Quota: there is EU/Government intention to abolish milk quota in April 2015, however legislation states that the penny rate is set at rating values at 31 December in the year preceding, therefore 2015/16 rates will include milk quota where applicable; advice is being sought on this matter.

DRS will continue the use of OS ST field numbers as currently utilised by Drainage Boards, rather than digital mapping numbers used by RPA and other Defra departments.

To allow an upgrade of fire walls to be undertaken to reduce the risk of external tampering, the new telephone system and other computer software, approx. half of the Boards' computers were upgraded as they were not compatible with the new software and had an outdated operating system that will not be maintained after April 2015.

11 **Agreement with North Somerset Levels IDB:** Members were advised that the agreement with North Somerset Levels IDB began in October 2013. Following discussions and modifications a review was undertaken, which resulted in the appointment of a temporary Development Control Officer. The agreement is cost neutral to the Board, with all funding supported by NSL IDB upon receipt of invoices.

RES 1

**Proposed J Fear, Seconded R Adlam ‘that an Agreement for services provided by Somerset Drainage Boards Consortium with North Somerset Levels IDB be signed accordingly.’ Vote: unanimous RESOLUTION 2**

RES 2

**12 Proposed visit to Lincolnshire:** Members were advised that the Environment Agency will arrange and fund a visit to enable representatives from the Somerset IDBs to have discussions about how the partnership works in Lincolnshire, common works programme and PSCAs. It was agreed that to proceed with the arrangement if a written invitation is received.

**13 Salaries Committee meeting and representatives:** Salaries committee to be held on 17 March 2015. Committee members 2014 were: R Adlam, T Bradford, J Fear, Cllr A Gilling, P Maltby, Cllr C Williams, and M Winslade.

**Proposed T Bradford, Seconded J Lukins ‘the SDBC Salaries Committee be re-elected en-bloc.’ Vote: unanimous RESOLUTION 3**

RES 3

**14 Any Other Business:** T Bradford advised members that an Extra-Ordinary meeting of SWADA is to be held on Monday 16 February at the Oaktree Arena to discuss the SRA. Cllr Williams advised that District Council Declarations of Interest forms are more robust than those of the IDB, therefore consideration is to be given to the MoU section 2.5.3 ... operate in accordance with host authorities... It was agreed that officers would provide guidance at a future meeting to assist members in operating appropriately.

C-A Porter encouraged members to provide an email address for dissemination of information and time sensitive documents.

**15 Date of Next Meeting:** Salaries meeting 17 March and Management Committee 25 August. Unless stated all meetings will be held at Bradbury House, 33-34 Market Street, Highbridge.

There being no other business the Chairman thanked members and officers for attending and closed the meeting at 13.05pm

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CHAIRMAN

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DATE