

Minutes of the Somerset Drainage Boards Consortium Management Meeting Held at Bradbury House, Market Street, Highbridge 08 December 2015 at 10:30hrs Chairman: Mr Peter Maltby

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| 1 | Attendance and Apologies: as per register appended | Action |
| 2 | Items additional to the agenda: Car Parking, Authorisation and Schemes of Delegation, Information regarding dredging, Core Strategy, Fordgate Ring Bank, Additional SWADA meeting and Committee Membership.
Car Parking: C-A Porter advised that 20 car park spaces are available for members on Board business; permits available from the administration office to be clearly visible, with cars parked in the yellow edged 'Reserved' spaces in Bank Street car park. The permits will not be accepted in any other spaces within the car park. | |
| 3 | Declarations of interest: none | |
| 4 | Minutes of the last meeting held on 25 August 2015: (appended) Mr Maltby (PCM) expressed his gratitude to Mr Fear for taking the Chair at the last meeting.
Amendment: - full stop to added after Ed Champion. Capital D on deputies.
Having been previously circulated, with this one amendment, the minutes were signed by the Chairman as a true and correct record of the meeting held. | |
| 5 | Matters Arising: Item 5 (2): SRA: S Gee (SMG) advised that information had been supplied to support an invoice, however no funds have yet been received.
Concern was expressed by members for 12 months' works completed and a further contract let with no funding. SMG opined that the Boards are not at risk.
PCM advised that budgets and reporting was discussed at the last SRA meeting, at which time it was agreed that a comprehensive report would be provided at the next SRA meeting.
N Stevens (NWS) advised that there is no update at this time and that works have not commenced.
Item 8:7 Castle Mill MOT Centre M Wall (MSW) advised that the riparian owner has confirmed that the bridge will be replaced and instruction has been given to his contractor to undertake the works. The works will be monitored. | MSW |
| 6 | Election of Chairman and Vice-Chairman: NWS advised that the SDBC agreement states that members should be elected on a 4-year cycle, with Chairman and Vice Chairman elected on a 2 year cycle.
Proposed J Fear, Seconded P Thorne 'that Peter Maltby remains elected Chairman for ensuing year.' Vote: 9 For, 0 Against, 3 Abstain – motion carried. RESOLUTION 1
Mr Maltby thanked members for the continuing support.
Chairman's Report:
A full discussion was held regarding the SDBC Annual Meeting, the following list is not exhaustive: <ul style="list-style-type: none">• Invite an external speaker to encourage attendance• Cossington Village Hall to be used as the venue rather than Jct 24• Consider the balance of Board business and engineering report – perhaps brief review of the year• All members to be actively involved – to supply ideas and recommendations• Initial purpose of meeting was for members of the public to hear reports of finance, engineering etc, and have an opportunity to ask questions• Annual meeting to be advertised on website and newsletter• Local Authorities to be invited for better understanding of Board's work• Annual meeting to be reviewed to ensure it is fit for purpose | |
| 7 | Finance – overview of expenditure and budget: (appended) S Gee (SMG) briefed members on the report. Members noted the report as submitted.
Although the IDB has new premises, the Parrett IDB is not being requested to pay increased service costs. Gratitude was expressed to the Axe Brue IDB for its generosity. | |
| 8 | Engineering Report: (appended) I Sturdy (IDS) briefed members on the report, which was duly noted by members. | |
| 9 | Health & Safety Report: NWS advised that no accidents, incidents or near misses had been reported. | |
| 10 | Public Sector Co-Operation Agreement and other Agreements: NWS advised that other agreements are in place e.g. with the EA for dredging and SCC – funding agreement for the SRA work. Others are in preparation e.g. National Grid and Hinkley Connection.
PSCA – NWS advised that insurance levels for indemnity will be considered by Towergate the Board's insurance agent if the value of work to be undertaken increases greatly.
Proposed T Bradford, Seconded W Welland 'that the Axe Brue and Parrett IDBs adopt the | RES 2 |

Public Sector Co-operation Agreement as recommended.' Vote: unanimous RESOLUTION 2

Other Agreements: SCC (Parrett only). Limitation of liability included, as well as clarification of CDM responsibility. **Parrett IDB in agreement; not voted upon**

Parrett Dredging Agreement: an agreement with the Environment Agency has been signed to allow necessary works to commence without delay.

Scheme of Delegation: This will need to be reviewed with respect to the signing of agreements.

- 11 **Staffing: a)** NWS advised that the funding Memorandum of Understanding (MoU) states that funding is available for one year, to be reviewed. The Board is to consider promoting works within its capabilities to allow resources to be arranged and SRA future funding as a long-term mechanism will be in place for flood risk management.

Proposed P Matlby, Seconded R Adlam 'that the Somerset Drainage Boards Consortium expresses an interest of involvement for flood risk management works within the SRA 5 year works programme provided the works are within the capabilities of the Boards and to explore the availability of experienced Engineers to undertake the works.' Vote: unanimous RESOLUTION 3

b) Temporary Staff: NWS that there are currently 3 temporary staff employed by the Boards with external funding: A Sherwood – planning, S Purchase – administration and R Kidson – engineering. Following a short discussion, it was agreed, but not voted upon, to continue with current temporary staff resources with external funding.

c) Trainee Technicians: NWS advised members that apprenticeships may provide a suitable arrangement; Bridgwater and Taunton colleges have been contacted for further information. The suitable candidates would work alongside all IDB staff for the duration of their training, to provide an all-round understanding of the Boards.

Proposed T Bradford, Seconded B Rowe 'that the Board undertakes presentations at local colleges and contacts appropriate education facilities such as Brymore School for interested persons and that the IDB undertakes its own training programme to being as soon as practicable. Vote: unanimous RESOLUTION 4

- 12 **Recruitment:** NWS advised that efforts to recruit via internet recruitment sites and the Board website have not proven successful. Recruitment Agencies may provide a suitable candidate however costs to the Board would be greatly increased. It was agreed, but not voted upon, that should it be necessary to employ the services of a recruitment agency in the short-term, this would be acceptable.

- 13 **Terms and Conditions:** NWS advised that following a review of the electronic systems with Orchard Computers it may be necessary to include a IT Policy in the staff handbook. It was agreed that a draft policy regarding internet and electronic use would be given consultation with staff, and reported to the Board at a future meeting.

- 14 **Any Other Business: Scheme of Delegation:** NWS advised that Section 6 of the current SoD has disparity on matters such as signing agreements, approving tenders, etc. It is recommended that Common Standards for both boards are to be agreed. It was agreed that draft Common Standards are produced for Board approval.

Dredging Strategy: Members were advised that an SRA meeting is to be held in December to set up a committee to review a dredging strategy. Two IDB members as well as SRA members are invited to attend to formulate the strategy.

NWS advise that officers have met to devise the strategy with IDB member involvement.

Members opined that they were not satisfied with the short notice and lack of consultation from the SRA.

Core Strategy (Local Plan): Sedgemoor District Council is promoting a plan of future proposed development, IDS advised that a response will be submitted from the Boards expressing general concerns for future development as a general overview.

Fordgate Ring Bank: Members were advised that the SRA disapproved of the design submitted for a ring bank at Fordgate rather than the principal. It is understood that this matter is still under consideration.

SWADA: members were advised that an additional SWADA meeting will be held at the end of January to provide a forum for members from the Lincolnshire Partnership to share their experiences with Somerset and the SRA.

- 15 **Date and venue for next meeting:** unless stated all future meetings will be held at Bradbury House, 33-34 Market Street, Highbridge TA9 3BW commencing at 10:30hrs.

- Tuesday 22 March 2016 – 10.30am Salaries Committee
- Tuesday 30 August 2016 – 10.30am – Management Committee

RES 3

RES 4

There being no other business the Chairman thanked members and officers for attending;
the meeting was closed at 13.30hrs

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CHAIRMAN

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DATE