

MINUTES OF THE PARRETT EMERGENCY FULL BOARD MEETING HELD AT BRADBURY HOUSE ON 31 JUL 2018

Attendance:			
Elected Members: Mr T Bradford Mr R Barrington Mr P Betty Mr B Bryer Mr R Coombes Miss R Horsington Mr C Passmore Mr D Vigar Mr J Winslade	Appointed Members: Cllr D Alder Cllr A Bown Cllr A Bradford Cllr M Caswell Cllr D Durdan Cllr I Dyer Cllr A Fraser MBE Cllr A Gilling Cllr D Hill Cllr J Keen Cllr S Kingham Cllr A Moore Cllr N Weeks	Officers: Mr R Burge Miss C-A Porter Mr I Sturdy	Public: Mr J Fear
Apologies:			
Mr W Barnard Mr M Heywood Mr B Rowe			

Agenda Item:	Detail:	Action:
1. Attendance and Apologies	Apologies as per the above Attendance List.	
2. Governance Update	The Clerk advised: 2.1. The Order for reconstitution was signed by the Secretary of State on 4 Jul 18 with the Order becoming 'In-Force' as of 5 Jul 18. 2.3. Elected Members were approved by formal appointment of SoS on 12 Jul 18. 2.4. Reconstituted Board valid until 01 Nov 19. 2.5. The focus of this 'emergency' meeting of the Board was to establish the administration and governance procedures for the reconstituted Board.	

	<p>2.6. The Clerk commented that there was no statutory or legal process to vote in the Chair or Vice-Chair. The Clerk further recommended that, following previous Board practice, he took the initial Chair in order to undertake the voting process for the new Chair. The new Chair would then take the seat for the conduct of the remainder for the Meeting. All Members agreed to this process.</p> <p>2.7. The Clerk reminded the Board of the policy of non-proxy voting as agreed by the Board of 13 Jun 17.</p> <p>2.8. Mr C Passmore proposed, seconded by Mr R Coombes, 'that in event of a contested vote, voting for Chair and Vice -Chair should be conducted by secret ballot.'</p> <p>2.9. Cllr A Fraser proposed, seconded by Cllr A Bown, 'that voting of Chair and Vice-Chair should be conducted by an open show of hands'.</p> <p>2.10. The Clerk again reiterated that there was no legal or statutory process for the voting process of Chair or Vice-Chair and therefore this would be decided by those Members at the Meeting.</p> <p>2.11. Vote for secret ballot: 16 For. Vote for show of hands: 5 For. 1 x Abstention.</p> <p>Therefore the Clerk announced that voting for Chair and Vice Chair will be conducted by 'secret ballot'.</p> <p><u>Calls for Nominations of Chair</u></p> <p>2.12. Mr C Passmore proposed, seconded by Mr R Barrington, 'that Mr Tony Bradford be elected Chair of the Parrett IDB'.</p> <p>2.13. Cllr M Caswell proposed, seconded by Cllr A Fraser, 'that Cllr S Kingham be elected Chair of the Parrett IDB'.</p>	<p>RESOLUTION 1</p>
--	--	----------------------------

	<p>2.14. With no other nominations received, a secret ballot was convened:.</p> <p>Vote: Mr T Bradford 13. Cllr S Kingham 8. Abstain 1.</p> <p>2.15. The Clerk announced the result of the vote; Mr A Bradford voted-in as Chair of the Parrett Board.</p>	RESOLUTION 2
3. Nomination of Vice-Chair	<p>3.1. Cllr M Caswell proposed, seconded by Cllr A Fraser, 'that Cllr S Kingham be elected Vice-Chair'.</p> <p>3.2. Mr C Passmore proposed, seconded by Mr R Barrington, 'that Cllr Ian Dyer be elected Vice-Chair'</p> <p>3.3. With no other nominations for Vice-Chair received, a secret ballot was held as agreed by Resoplution 1:</p> <p>Vote: Cllr S Kingham 8. Cllr Dyer 14.</p> <p>3.4. The Clerk announced the result of the vote; Cllr I Dyer voted-in as Vice-Chair of the Parrett Board.</p>	RESOLUTION 2
4. Items additional to the Agenda	<p><u>Environment Agency Dry weather advice</u></p> <p>4.1. To be discussed after planned Agenda Item 10.</p> <p><u>Induction Training for new Apppointed Members</u></p> <p>4.2. Cllr J Keen requested an induction session for new appointed members. The Clerk responded by acknowledging the request and commented that there were intended processes to be put in place to address this issue at Agenda Item 9.</p>	
5. Opportunity for members of the	5.1. None.	

public to address the meeting		
6. Declarations of Interest	6.1. The Clerk advised that a Register of Members' Interests and a Code of Conduct would be disseminated at the end of the meeting for completion. Any Declarations of Interests arising relating to items on the Agenda should be raised at that point in the Meeting.	
7. Approval of Minutes	7.1. One amendment to the Minutes of the Full Board Meeting of 27 Jun 18 was tabled; 7.1.1. Amendment: Mr B Bryer had registered his apologies prior to the meeting, however this had not been recorded within the Minutes. 7.2. With the addition of this one amendment, the Minutes were accepted unanimously and signed by the Chair as a true and accurate reflection of the Meeting.	
8. Matters Arising	8.1. None.	
9. Review of Task & Finish Meeting held 28 Jun 18	9.1. The Clerk provided an overview and recommendations arising from the Joint T&F Group meeting held on 28 Jun 18 (Full details at Enclosure 1) and within T&F Group Meeting Minutes. <u>Recommendations</u> 9.1.1. The Board agree to 4 x Board Meetings per year. 9.1.2. The Board agree to the establishment of a dedicated Finance & Works/Tenders Committee Meeting (4x per year). 9.1.3. The Board agree to the establishment of Joint Policy & Governance Committee (1x per year). 9.1.4. The Board agree to the principle of an annual IDB Catchment Forum.	Enclosure 1 - T&F Group recommendations

	<p>9.1.5. The Board agree to the development and implementation of a formal 12m programme of Member training.</p> <p>9.1.6. The Board endorse the proposed metrics for Agenda/Papers & Minutes.</p> <p>9.1.7. The Board agree to the common Board Chairmanship Policy.</p> <p>9.1.8. All Members to sign the Code of Conduct or would not be considered eligible to stand as a Board Member.</p> <p>9.1.9. All Members sign the declaration of Register of Members Interests.</p> <p>9.2. Cllr D Hill proposed, seconded by Cllr D Durdan, ‘that the Parrett IDB adopt the full list of recommendations from the Task & Finish Meeting held 28 Jun 18.’ Vote: unanimous.</p>	RESOLUTION 3
<p>10.Nomination of Sub-Committee Members</p>	<p>10.1. Sub-committee members were nominated for the following sub-committees:</p> <p>10.1.1. Finance & Works (7): 3 x Elected Members – Chair, Mr C Passmore, and Mr J Winslade. 4 x Appointed Members – Cllr M Caswell, Cllr D Hill, Cllr S Kingham, and Cllr N Weeks.</p> <p>10.1.2. Policy & Governance (5): Chair & Vice Chair, 1 x Elected Members - Mr C Passmore 2 x Appointed Members - Cllr A Bradford, Cllr N Weeks.</p> <p>10.1.3. SRA Board (2): Chair & Vice Chair Deputy Members – Cllr S Kingham and Cllr N Weeks.</p> <p>10.1.4. SDBC Management (6): Chair & Vice Chair</p>	

	<p>Mr B Bryer, Cllr A Bown, Mr P Betty and Mr R Coombes.</p> <p>10.1.5. Salaries (3): Chair & Vice Chair Mrs R Horsington. Deputy Cllr M Caswell.</p>	
11. Items Additional to the Agenda	<p><u>Current Dry Weather Conditions Update</u></p> <p>11.1. I Sturdy (IDS) advised the Board that in Jun 18, the area had received 7% of the long term average rainfall. Following a number of requests, EA and IDB were unable to provide additional pumps at this time, however special circumstances may be considered on a case-by-case basis in the future e.g. where legal requirements exist.</p> <p>11.2. IDS reported that the EA had issued a Dry Weather Notice to the IDB and recommended that:</p> <ol style="list-style-type: none"> (1) The Board continue managing key infrastructure in order to provide manageable water levels where possible. (2) The Board endorse the principle of not providing pumps to 'top up' areas unless there are special or legal requirements. (3) The Board subsequently issue a 'Dry Weather Notice' to ratepayers via email, Website and Social Media where possible. <p>11.3. It was unanimously agreed that IDS proceed with the recommendations for Dry weather management and Notice.</p>	<p>New Action: P/20180731-01: I Sturdy</p>
12. Date of Next Meeting	<p>12.1. In accordance with the Calling Notice, the date of the next Board meeting was provisionally set as 18 Oct 18, however this was subject to change due to appointment of a new Finance Officer. The recruitment process was complete and awaiting imminent confirmation of employment. The Clerk will</p>	

	<p>issue the Date of the Meeting as soon as possible to give early notification.</p> <p>12.2. The Clerk further reported that Mr S Gee (current RFO) has agreed with the Board to remain in-post until the first week of Nov 18 in order to provide a formal handover to the incumbent Officer.</p>	
13. AOB	<p>13.1. Cllr A Fraser opined that it would be helpful to know that the IDB was supportive of Disaggregation.</p> <p>13.2. The Clerk commented that this was not an issue that he would expect to be raised by Board Members due to potential Conflicts of Interests but should the matter be brought to the attention of the Board, any discussion conducted should be based upon the interests of, and potential Risk to, the Board and not Members' parent Organisations (Members Code of Conduct refers).</p> <p>13.3. A review of the meeting schedule was requested, with consideration to Local Authority Meetings. The Clerk acknowledged concerns of Members and would attempt to deconflict potential clashes where necessary and practicable.</p> <p>13.4. There being no other business the Chair thanked members and Officers for their attendance and the meeting was closed at 15.40</p>	

Annex:

A. Parrett Board – Table of Outstanding Actions

Enclosure:

1. Joint T&F Group Recommendations

CHAIRMAN.....DATE

**ANNEX A TO
PARRETT BOARD MINUTES
DATED 31 JUL 18**

PARRETT BOARD – TABLE OF OUTSTANDING ACTIONS

Action Number:	Action:	Actionee:
P/20180627-01	To consider mitigation works on the Oath to Burrowbridge dredge and report at a future meeting.	I Sturdy
P/20180731-01	To proceed with the recommendations for Dry Weather Management and Notice.	I Sturdy