

MINUTES OF THE EMERGENCY SDBC MANAGEMENT COMMITTEE HELD AT BRADBURY HOUSE ON 05 FEB 19

Attendance:			
Elected Members: Mr T Bradford (Chair) Mr J Fear Mr P Betty Mr B Bryer Mrs P Thorne Mrs W Welland Mr R Coombes	Appointed Members Cllr I Dyer Cllr A Gilling Cllr D Hill Cllr J Savage	Officers: Mr R Burge Mr I Sturdy Mrs M Hammond Mrs K Kingston	Public:
Apologies:			
Mr J Frost	Cllr A Bown Cllr R Keen	Mrs C-A Morgan	
Non-Attendance:			

Agenda Item:	Detail:	Action:
1. Attendance and Apologies	1.1. Attendance & Apologies as per the above.	
2. Declarations of Interest	2.1. Cllr A Gilling – any matters pertaining to Planning or Ashfords Solicitors.	
3. Approval of Minutes	3.1. The Minutes of the SDBC Management Committee held on 30 Aug 18 were accepted as a true and accurate reflection of the Meeting. 3.2. The Minutes of the SDBC Management Committee held on 02 Nov 18 were accepted as a true and accurate reflection of the Meeting.	
4. Matters Arising	4.1. Review of Actions: Action SDBC/20180830-01: (Clerk to review the SDBC Agreement and circulate to the Board for consideration). This matter is held in abeyance due to North Somerset Levels IDB (NSLIDB) impending request to join the Consortium. Action remains on-going, to be finalised by 01 Apr 19. Action SDBC/20180830-02: (RFO to forward the SDBC 2019/20 budget to the Axe Brue and Parrett Finance Committees for consideration). This Action was reported as complete having	Action SDBC/20180830-01: On-going

	<p>presented the draft SDBC Budget to both Boards' Finance Committees at their Meetings in Oct 19.</p> <p>Action SDBC/20180830-03: (Clerk to provide publicity for the Water Environment Worker NVQ and IDB work placements at Brymore Academy/Cannington College Open Days). This Action remains ongoing.</p>	<p>Action SDBC/20180830-02: Closed</p> <p>Action SDBC/20180830-03: On-going</p>
5. Finance Budget 19/20	<p>5.1. The RFO presented the SDBC Finance Report for Financial Year (FY) 2019/2020 and took the Committee line-by-line through the Budget Sheets.</p> <p>5.2. Cllr Hill requested that 'Actual to Date' and 'Yr End Forecast' be introduced to the Budget Sheet for information purposes. The RFO took an Action to include 'Actual to Date' and 'Yr End Forecast' columns to the all subsequent Budget Sheets.</p> <p>5.3. Cllr Hill also requested 'Actual to Date' data to the end of Jan 19 for SDBC Management Members to enable full understanding of the SDBC balance. The RFO took an Action to prepare 'Actual to Date' data up to the end of Jan 19.</p> <p>5.4. The SDBC Management Committee, proposed by W Welland and seconded by J Fear, that the SDBC 2019/2020 budget be adopted as submitted.</p> <p>5.5. Members expressed gratitude to Mrs Hammond for the clarity of information provided.</p>	<p>New Action: SDBC/20190205-01: RFO</p> <p>New Action: SDBC/20190205-02: RFO</p> <p>RESOLUTION 1</p>
6. NSLIDB Update	<p>6.1. The Clerk gave an update on NSLIDB's previous 'Request for Options' to mitigate against their Clerk's retirement in Apr 19. He reported that, in response to his last Paper endorsed by the SDNC Management Committee at the last Meeting, NSLIDB had request an integration Programme be developed in order ascertain whether the programme to achieve integration by 01 Apr 19 was viable. As a result of the Clerk's recent Paper and Project Plan, the Clerk informed members that a formal request had now been received for NSLIDB to join SDBC as from 01 Apr 19.</p>	

	<p>6.2. The Clerk advised that the current SDBC Agreement was required to be amended to reflect a 3-Board Consortium and that this was required to be implemented as an 'Addendum' to the current Agreement.</p> <p>6.3. The Clerk recommended a Task & Finish Group be formalised, represented by 3 x Members from each Board, with one Deputy Member per Board.</p> <p>6.4. The Committee stated that membership of the Consortium Management Committee under the new Agreement should be proportionate to the Board's area and recommended a 7/6/3 Membership split between Axe Brue, Parrett and NSLIDB respectively. This issue would be taken forward to the T&F Group when developing the revised Consortium Agreement.</p> <p>6.5. The Clerk recommended a quorum of 2 x Members from each Board.</p> <p>6.6. The Clerk commented that there would be a requirement to uplift Staff resource within the Consortium to back-fill the additional Clerking activities required in support of NSLIDB and the SDBC would lose the capability to recharge the Engineer and Development Control Officer costs to NSLIDB. This, however, would be offset by the Consortium costs being proportioned across the three Boards.</p> <p>6.7. To ensure that the integration of NSLIDB into the Consortium would be beneficial to both current Boards, the RFO gave a briefing on the draft SDBC 2019/2020 budget incorporating NSLIDB indicating that there was expected to be savings of circa £11k to both the Axe Brue & Parrett Boards. The RFO emphasised that the Budget to be presented to the Full Boards on 07 Feb 19 would not include the potential NSLIDB integration as the Agreement would not be signed until 01 Apr 19 and any savings would be realised as 'In-Year' savings to each Board.</p>	
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	6.8. The Chair acknowledged the work involved with preparing the documents and recommendations to provide a smooth transition for all Boards.	
7. Any Other Business	<p>7.1. Mr J Fear stated that the payment of an SDBC Chair's Allowance is not authorised as the Consortium is not a legal entity.</p> <p>7.2. The RFO informed that, under the Land Drainage Act 1991, all Members may claim expenses for attending all Meetings with respect to Board business.</p> <p>7.3. Following a discussion on the attendance at Somerset Rivers Authority (SRA) Meetings as SRA Board Members, the Clerk took an Action to clarify if Members may claim expenses from an outside body if representing the Drainage Boards at an external meeting.</p>	New Action: SDBC/20190205-03: Clerk
8. Date of Next Meeting	<p>8.1. The Clerk informed the date of the next Meeting, including new meeting dates in accordance with NSLIDB Integration Plan:</p> <ul style="list-style-type: none"> • Axe Brue & Parrett Full Board: 07 Feb 19 • T&F Group #1: 26 Feb 19 • SDBC Annual General Meeting: 13 Mar 19 • T&F Group #2: 20 Mar 19 • Extraordinary Axe Brue & Parrett Full Boards: 01 Apr 19 • T&F Group #3: 19 Apr 19 (TBC) • Axe Brue & Parrett Full Boards: 25 Apr 19 <p>8.2 The above list was not exhaustive and additional meetings may be added as necessary.</p> <p>8.3 The Chair thanked all for their attendance and closed the meeting at 15.25</p>	

Annex:

A. SDBC – Table of Outstanding Actions

CHAIRMAN.....DATE

**ANNEX A TO
SDBC MANAGEMENT COMMITTEE MINUTES
DATED 05 FEB 19**

SDBC – TABLE OF OUTSTANDING ACTIONS

Action Number:	Action:	Actionee:
SDBC/20180830-01:	To review the SDBC Agreement and circulate to the Board for consideration.	Clerk
SDBC/20180830-03	To provide publicity for the Water Environment Worker NVQ and IDB work placements at Brymore Academy/Cannington College Open Days.	Clerk
SDBC/20190205-01	To include 'Actual to Date' and 'Yr End Forecast' columns to all subsequent Budget Sheets.	RFO
SDBC/20190205-02	To prepare 'Actual to Date' data to the end of Jan 19.	RFO
SDBC/20190205-03	To clarify if Members may claim expenses from an outside body if representing the Drainage Boards at an external meeting.	Clerk