

MINUTES OF THE AXE BRUE FINANCE AND WORKS SUB COMMITTEE MEETING HELD AT BRADBURY HOUSE ON 02 APR 2019

Attendance:			
Elected Members: Mr J Fear (C) Mrs P Thorne	Appointed Members: Cllr A Gilling Cllr W Human Cllr R Keen	Officers: Mr R Burge Mrs M Hammond Mrs C-A Morgan Mr I Sturdy	Public:
Apologies:			
Mr D Tratt Mr M E Wall			
Non-Attendance:			
	Cllr D Hill Cllr L Scott		

Agenda Item:	Detail:	Action:
1. Attendance and Apologies	Apologies as per the above Attendance List.	
2. Items Additional to the Agenda	None.	
3. Declarations of Interest	Cllr A Gilling: any matters relating to planning and Ashfords Solicitors.	
4. Approval of Minutes	4.1. The Minutes of the Finance & Works Sub-Committee Meeting of 17 Jan 19 were accepted unanimously and signed by the Chair as a true and accurate reflection of the Meeting.	
5. Matters Arising	<p>5.1. Item 10 - Date of Next Meeting: The Clerk clarified that the Axe Brue Catchment Forum was to be rescheduled.</p> <p><u>Review of Actions</u></p> <p>5.2. Action AB/20181010-04 (to conduct a review of the Machinery & Plant across both Boards with a view to VfM and Risk); the Clerk reported that this Action remained 'on-</p>	Action AB/20181010-04: On-going

	going' and would be reported on in due course, forming part of the combined 'Strategic Review of Manpower'	
6. Finance Report	<p>6.1. The Responsible Finance Office (RFO) confirmed that the quarterly accounts reconciliation had been completed with no matters of concern raised.</p> <p>6.2. Cllr W Human confirmed that the would conduct alternate quarterly account reconciliations for the Consortium accounts.</p>	
7. Engineering & Maintenance Works	<p>7.1. Dir Ops provided an overview of Schemes completed and pending across the district, with a summary of costs.</p> <p>7.2. Church Road, East Brent had attracted a grant income of £75k from the Environment Agency as the scheme would help to reduce flood risk to 16 properties.</p> <p>7.3. West Rhyne Outfall: Tenders had been invited from Contractors on the Approved Supplier List and the Tender had been awarded to J D Pope & Son.</p> <p>7.4. Dir Ops advised that a 3-year Programme of Works Schedule had been developed to include a breakdown of engineering costs for Members' understanding of Projects and Schemes.</p> <p>7.5. Annual maintenance was undertaken by a combination of in-house and out-sourced contract workforce, on a 3-year rolling cycle.</p> <p>7.6. Coastal Catchment contracts were awarded in 2019 with amendments to specifications where necessary to compensate for ground conditions.</p>	

	<p>7.7. Development Control: The Board regularly commented on Planning Applications and Land Drainage Consents as a 'non-statutory' Consultee. He reported that the Board, however, was actually a 'Statutory' Consultee on major infrastructure projects.</p> <p>7.8. Dir Ops advised that works and services provided by the Board needed to be prioritised and considered on a long term basis to ensure continued efficiencies.</p> <p>7.9 Due to a high Risk being carried by the Board, he further reported that the SRA had agreed that the Brue Tree Project would no longer be subject to LEP funding but through dedicated SRA funding to eliminate any Risk to the Board in non-project delivery. A new Project Manager to deliver the Brue Plan was being sought from within the range of SRA Stakeholders.</p>	
<p>8. Risk Review</p>	<p>8.1. The Clerk provided an overview of the Risk Register, presenting the 'Top 5' Financial Risks facing the Board.</p> <ol style="list-style-type: none"> 1. LEP funded works not reaching delivery stage. 2. Unforeseen overspend. 3. Cuts in machinery budgets. 4. Cut-backs in Budget restrict critical Capital/Maintenance works 5. Failure to keep costs within agreed budgets. <p>8.2. The full Risk Register would be reported at the Full Meeting of 25 Apr 19.</p>	

	8.3. The populated Risk Register was a live document and was reviewed on a monthly basis at Officer Management Meetings.	
9. Item Additional to the Agenda	None	
10.Date of Next Meeting	<p>10.1 The date of the next Finance & Works meeting was reported as 10 Jun 19.</p> <p>10.2.Future key dates in the short-term were highlighted as:</p> <ul style="list-style-type: none"> • Axe Brue Full Board: 25 Apr 19 • Finance & Works Comm: 10 Jun 19 • Axe Brue Full Board: 14 Jun 19 <p>10.3. There being no other business, Members and Officers were thanked for their attendance, and the meeting was closed at 12.15.</p>	

Annex:

A. Axe Brue Board – Table of Outstanding Actions

CHAIRMAN.....DATE

**ANNEX A TO
AXE BRUE F&W COMMITTEE MINUTES
DATED 02 APR 19**

AXE BRUE BOARD – TABLE OF OUTSTANDING ACTIONS

Action Number:	Action:	Actionee:
AB/20181010-04:	To conduct a review of the Machinery & Plant across both Boards with a view to VfM and Risk.	Clerk