

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

Attendance:			
Elected Members: Mr T Bradford (C) Mr C Passmore Mr J Winslade	Appointed Members: Cllr M Caswell Cllr S Kingham Cllr N Weeks	Officers: Mr R Burge Mrs M Hammond Mrs C-A Morgan Mr I Sturdy	Public:
Apologies:			
Non-Attendance:			
	Cllr D Hill		

Agenda Item:	Detail:	Action:
1. Attendance & Apologies	Apologies as per the above Attendance List.	
2. Items Additional to the Agenda	None.	
3. Declarations of Interest	None.	
4. Approval of Minutes	4.1. The Minutes of the Finance & Works Sub-Committee Meeting of 22 Jan 19 were accepted unanimously and signed by the Chair as a true and accurate reflection of the Meeting.	
5. Matters Arising	<u>Review of Actions</u> 5.1. Action P/20181010-03 (3 year Programme of Works for FY2019 onwards to be re-introduced to reflect identified schemes) remained on-going. Dir Ops expressed concern for a possible loss of maintenance due to lack of funds.	Action P/20181010-03: On-going

	<p>5.2. Action P/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-going’ and would be reported on in due course and as part of the ‘Strategic Review of Manpower’.</p>	<p>Action P/20181010-04: On-going</p>
6. Finance Report	<p>6.1. The Responsible Finance Office (RFO) reported that quarterly bank reconciliation would be completed following this meeting by Cllr S Kingham.</p> <p>6.2. Cllr S Kingham confirmed he 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. Dir Ops advised that a 3-year Programme of Works Schedule was being developed to include a breakdown of engineering costs for Members’ understanding of Projects and Schemes.</p> <p>7.3. Favourable Conditions Projects had now been completed at an approximate cost of £8m.</p> <p>7.4. Tenders would be invited for the next 3-year Maintenance Contracts, with amendments to specifications where necessary to compensate for ground conditions and to ensure compliance with all environmental regulations.</p> <p>7.5. Development Control: The Board regularly commented on Planning Applications and Land Drainage Consents as a non-statutory consultee. However, the Board was a ‘Statutory’ consultee on major infrastructure projects.</p>	

	7.6. Concern was expressed by Members to changes of the EA flood zone boundary. Dir Ops advised that flood zones were reviewed regularly and were subject to change.	
8. Risk Review	<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> <p>8.3. The populated Risk Register was a live document and is reviewed on a monthly basis at Officer Management Meetings.</p>	
9. Any Other Business	<p>9.1 Dir Ops reported that two specific historic agreements with local landowners to operate structures were due for review. It was agreed that Expenditors should control all structures.</p> <p>9.2. An Action was taken to write a letter of gratitude, terminating the structure operation services of landowners.</p>	Action P/20190402-01: Clerk & Dir Ops
10.Date of Next Meeting	10.1 The date of the next Finance & Works meeting was reported as 10 Jun 19.	

	<p>10.2.Future key dates in the short-term were highlighted as:</p> <ul style="list-style-type: none"> • Parrett Full Board: 25 Apr 19 • Finance & Works Committee: 10 Jun 19 • Parrett 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 15.40.</p>	
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Annex:

A. Parrett Board – Table of Outstanding Actions

CHAIRMAN.....DATE

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

PARRETT BOARD – TABLE OF OUTSTANDING ACTIONS

Action Number:	Action:	Actionee:
P/20181010-03	A 3 year Programme of Works for FY2019 onwards to be re-introduced to reflect identified schemes.	Dir Ops
P/20181010-04	To conduct a review of the Machinery & Plant across both Boards with a view to VfM and Risk.	Clerk
P/20190402-01	To write a letter of gratitude to landowners, terminating structure operation services.	Clerk