

**MINUTES OF THE AXE BRUE FINANCE AND WORKS SUB COMMITTEE MEETING HELD AT BRADBURY HOUSE ON 10 JUN 19**

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

<b>Agenda Item:</b>	<b>Detail:</b>	<b>Action:</b>
1. Attendance and Apologies	Apologies as per the above Attendance List.	
2. Items Additional to the Agenda	2.1. Mr M E Wall requested consideration to Members Expenses – To be discussed at Item 6 Finance.	
3. Declarations of Interest	None at this time.	
4. Approval of Minutes	4.1. The Minutes of the Finance & Works Sub-Committee Meeting of 02 Apr 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 AB/20181010-04 ( <b>to conduct a review of the Machinery &amp; Plant across both Boards with a view to VfM and Risk</b> ); the Clerk reported that this Action remained ‘on-going’ and would be reported in due course, forming part of the combined ‘Strategic Review of Manpower’	<b>Action AB/20181010-04: On-going</b>
6. Finance Report	6.1. The Responsible Finance Office (RFO) confirmed that the quarterly accounts	

	<p>reconciliation was included within the accounts procedure.</p> <p><u>End of Year Report</u></p> <p>6.2. <u>SDBC Accounts</u> Mrs M Hammond, RFO, provided an overview of the End of Year Report with the following points of note:</p> <ul style="list-style-type: none"> <li>• Year-End SDBC Reserves were divided between Axe Brue and Parrett to enable a zero balance to be taken forward for commencement of the amended Consortium Agreement which now included North Somerset Levels (NSLIDB).</li> <li>• I&amp;E Report and Notes to Accounts were accepted as read.</li> <li>• The RFO was asked to provide details of General Expenses – Contractors Costs. (See Item 9.1.)</li> </ul> <p>6.3. <u>Axe Brue Accounts</u> The RFO provided an overview of the Balance Sheet with the following point of note:</p> <ul style="list-style-type: none"> <li>• Interest Rates: the Clerk &amp; RFO had received a presentation by Flagstone Investment Management and would brief options for investment at the next meeting.</li> <li>• Board decision would be required for placement of any funds for investment.</li> <li>• I&amp;E Report: the surplus £24k will increase the Boards’ general reserves.</li> <li>• I&amp;E Report and Notes to Accounts were accepted as read.</li> </ul> <p><b>New Action: AB/20190610-01: The Clerk &amp; RFO took an Action to convene a Flagstone IM presentation as an agenda item at the next F&amp;W Committee.</b></p>	<p><b>New Action AB/20190610-01: Clerk &amp; RFO</b></p>
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	<p><b>requiring three written quotes from £250 to £1000.”</b></p> <p>Vote: Unanimous</p> <p><u>Additional Item:</u>  6.10. Members Expenses: Mr M E Wall expressed concern for the amount of paperwork received via email expected to be printed at-home and requested that costs be reimbursed.</p> <p>6.11. The Clerk advised that documents were for information only and did not need to be printed.</p> <p>6.12. It was agreed that Members could request a Meeting Pack for their arrival at a Meeting when submitting confirmation of attendance.</p>	
7. Engineering & Maintenance Works	<p>7.1. Dir Ops provided an overview of channel cleaning maintenance, advising the maintenance schedules were available on the Boards’ website.</p> <p>7.2. Church Road, East Brent has provided £55k surplus due to grant income having now been received from the Environment Agency.</p> <p>7.3. A 3-year Programme of Works Schedule had been developed to include prioritisation of identified unfunded projects.</p> <p>New Action: AB/20190610-02: The Dir Ops took an Action <b>to prepare a report for the next Meeting of the 3-year Programme of Works to include on-going repairs &amp; renewals, invasive species and other unfunded projects, detailing their importance and estimated cost.</b></p>	<p><b>New Action:  AB/20190610-02:  Dir Ops</b></p>
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>	

	<p>1. Unforeseen overspend.</p> <p>2. Cuts in machinery budgets.</p> <p>3. Cut-backs in Budget restrict critical Capital/Maintenance works</p> <p>4. Failure to keep costs within agreed budgets.</p> <p>5. Brexit.</p> <p>8.2. The full Risk Register would be reported at the Full Meeting of 14 Jun 19.</p> <p>8.3. The populated Risk Register was a live document and was reviewed on a monthly basis at Officer Management Meetings.</p>	
<p>9. Any Other Business</p>	<p>9.1. The RFO reported that Braunton Marsh IDB was listed within 'expenses' on the Finance Report for settlement of re-charged project works.</p> <p>9.2. Staff Update: The Clerk reported that the Board was operating with 2 x vacancies – Senior Engineer and Project Engineer. However, the Strategic Staff Review of Manpower was being undertaken to review skills and future employment needs before these posts were to be advertised externally.</p> <p>9.3. Recent appointments filled since the last meeting were the Parrett Area Manager and Health &amp; Safety Manger (Part Time). Both positions commenced employment on 28 May 19.</p>	
<p>10.Date of Next Meeting</p>	<p>10.1. The date of the next Finance &amp; Works meeting was reported as 07 Oct 19.</p> <p>10.2. Future key dates in the short-term were highlighted as:</p>	

	<ul style="list-style-type: none"> <li>• Axe Brue Full Board: 14 Jun 19</li> <li>• SDBC Management: 29 Jul 19</li> </ul> <p>10.3. There being no other business, Members and Officers were thanked for their attendance, and the meeting was closed at 12.10.</p>	
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Annex:

A. Axe Brue Board – Table of Outstanding Actions

CHAIRMAN.....DATE .....

**ANNEX A TO  
AXE BRUE F&W COMMITTEE MINUTES  
DATED 10 JUN 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
AB/20190610-01	To convene a Flagstone IM presentation as an agenda item at the next F&W Committee.	Clerk & RFO
AB/20190610-02	To prepare a report for the 3-year Programme of Works to include on-going repairs & renewals, invasive species and other unfunded projects, detailing their importance and estimated cost.	Dir Ops