

## MINUTES OF THE PARRETT FINANCE AND WORKS SUB COMMITTEE MEETING HELD AT BRADBURY HOUSE ON 10 JUN 19

Attendance:			
<b>Elected Members:</b> Mr T Bradford (C) Mr C Passmore Mr J Winslade	<b>Appointed Members:</b> Cllr M Caswell Cllr S Kingham	<b>Officers:</b> Mr R Burge Mrs M Hammond Mrs C-A Morgan Mr I Sturdy	<b>Public:</b>
Apologies:			

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	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	<p><u>Review of Actions</u></p> <p>5.1. Action P/20181010-03 (<b><i>Dire Ops to conduct a 3 year Programme of Works for FY2019 onwards to be re-introduced to reflect identified schemes</i></b>); the Clerk reported that this Action remained on-going.</p> <p>5.2. Action P/20181010-04 (<b><i>to conduct a review of the Machinery &amp; Plant across both Boards with a view to VfM and Risk</i></b>); the Clerk reported that this Action remained 'on-</p>	<p><b>Action P/20181010-03: On-going</b></p> <p><b>Action P/20181010-04: On-going</b></p>

	<p>going' and would be reported in due course, forming part of the combined 'Strategic Review of Manpower'</p> <p>5.3. Action P/20190402-01 (<b><i>to write a letter of gratitude to landowners, terminating structure operation services</i></b>); the Clerk reported that a letter had been drafted for dissemination. The matter was considered closed.</p>	<p><b>Action P/20190402-01: Closed</b></p>
<p>6. Finance Report</p>	<p>6.1. The Responsible Finance Office (RFO) confirmed that the quarterly accounts 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>• A 3 year review of pension contributions is due with results expected Nov 19.</li> </ul> <p>6.3. <u>Parrett 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> </ul>	

	<ul style="list-style-type: none"> <li>• I&amp;E Report: the surplus £24k will increase the Boards' general reserves.</li> <li>• Members requested a 5 year rolling programme of machinery. The Clerk advised that this would form part of the combined 'Strategic Review of Manpower'</li> <li>• I&amp;E Report and Notes to Accounts were accepted as read.</li> <li>• Consideration was requested to provide 'Wildlife Trackers' on all Board owned vehicles.</li> </ul> <p>New Action: P/20190610-01: The Clerk took an Action <b>to investigate Wildlife Trackers for Board owned vehicles and report back to the Board.</b></p> <p><u>6.4. Section 1 Annual Governance Statements 2018/19</u> The Board acknowledged their responsibility for ensuring that there was a sound system of internal control, including arrangements for the preparation of the Accounting Statements and answered 'Yes' to the eight Accounting Statements.</p> <p>6.5. Cllr M Caswell proposed, seconded by Mr T Bradford <b>'to recommend that the Parrett Full Board at its Meeting to be held on 14 Jun 19, endorse approval of the eight Accountability Statements within Section 1 of the Annual Governance Statement 2018/19.'</b></p> <p>Vote: Unanimous</p> <p>New Action: P/20190610-02: The RFO took an Action <b>to review the Board insurance policies to ensure IT fraud is adequately covered.</b></p>	<p><b>New Action P/20190610-01: Clerk</b></p> <p><b>RESOLUTION 1</b></p> <p><b>New Action P/20190610-02: RFO</b></p>
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	<p>6.6. <u>Section 2 Accounting Statements</u> The RFO provided an overview of the Annual Governance and Accountability Return 2018/19 to ensure Member understanding.</p> <p>6.7. The RFO explained in detail the variances of the current and previous years' Section 2 figures.</p> <p>6.8. Members requested that the RFO be congratulated for her efforts in compiling the Annual Statements.</p> <p>6.9. <u>Review of Procurement Threshold</u></p> <ul style="list-style-type: none"> <li>• Board's Procurement Procedures currently require all Procurements above £251 to obtain written quotations from at least 2 Suppliers</li> <li>• Recommendation of SWAP Audit 2018/2019 Review (Section 4.B) to increase this threshold (considered low for practicability)</li> <li>• New 'Business Case' processes now in-place to control spend</li> </ul> <p>6.9. Cllr S Kingham proposed, seconded by Cllr M Caswell <b>“to recommend that the Parrett Full Board endorse an increase to the Procurement threshold for purchases requiring three written quotes from £250 to £1000.”</b></p> <p>Vote: Unanimous</p>	<p><b>RESOLUTION 2</b></p>
<p>7. Engineering &amp; Maintenance Works</p>	<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. Some minor, unplanned repairs have been undertaken to structures due to the recent lack of water.</p>	

	<p>7.3. 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>7.4. 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>7.5. A 3-year Programme of Works Schedule is to be developed to include prioritisation of identified unfunded projects.</p> <p>New Action: P/20190610-02: The Dir Ops took an Action <b>to conduct a review of the issues surrounding the overtightening of structures on Northmoor, in particular, where pneumatic drills have been used.</b></p> <p>7.6. <u>Favourable Conditions Project</u> All project structures have a 25-year lifespan and remain the responsibility of the Board. At the end of the project, culverts and gateways revert to landowner responsibility.</p> <p>New Action: P/20190610-03: The Clerk and Dir Ops took an Action <b>to prepare a draft policy and procedure to identify ownership and responsibility of culverts, structures and pipes under gateways installed during the Favourable Conditions Project.</b></p> <p>7.7. <u>Oath to Burrowbridge Dredge</u> A public consultation for an Environmental Impact Statement had recently concluded. Environmental mitigations were to be considered to ensure acceptable in-channel outcomes as well as water level mitigations.</p>	<p><b>New Action: P/20190610-03: Dir Ops</b></p> <p><b>New Action: P/20190610-04: Clerk &amp; Dir Ops</b></p>
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	<p>7.8. Matters for future consideration:</p> <ul style="list-style-type: none"> <li>• <b>Review of Work Force</b> <ul style="list-style-type: none"> <li>• Future maintenance specification</li> <li>• Summer work programme</li> <li>• Vehicle replacement</li> <li>• Construction Plant and Machinery</li> </ul> </li> <li>• <b>Unfunded work</b> <ul style="list-style-type: none"> <li>• Control of invasive species</li> <li>• Ongoing repairs and renewals</li> <li>• Viewing Gates</li> </ul> </li> <li>• <b>Funding the 3 year programme</b></li> </ul>	
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"> <li>1. LEP funded works not reaching delivery stage.</li> <li>2. Unforeseen overspend.</li> <li>3. Cuts in machinery budgets.</li> <li>4. Cut-backs in Budget restrict critical Capital/Maintenance works</li> <li>5. Failure to keep costs within agreed budgets.</li> </ol> <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>	
9. Any Other Business	<p>9.1. Oath to Burrowbridge – Officers keep timesheets for re-chargeable work, of which SRA projects are reimbursed on a quarterly basis.</p>	
10. Date of Next Meeting	<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>• Parrett 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 16.15.</p>	
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Annex:

A. Parrett F&W Committee – Table of Outstanding Actions

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

**ANNEX A TO  
PARRETT F&W COMMITTEE MINUTES  
DATED 10 JUN 19**

**PARRETT F&W COMMITTEE – 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/20190610-01	To investigate Wildlife Trackers for Board owned vehicles and report back to the Board.	Clerk
P/20190610-02	To review the Board insurance policies to ensure IT fraud is adequately covered.	RFO
P/20190610-03	To conduct a review of the issues surrounding the overtightening of structures on Northmoor, in particular, where pneumatic drills have been used.	Dir Ops
P/20190610-04	To prepare a draft policy and procedure to identify ownership and responsibility of culverts, structures and pipes under gateways installed during the Favourable Conditions Project.	Clerk & Dir Ops