

**MINUTES OF THE AXE BRUE FINANCE AND WORKS SUB COMMITTEE MEETING HELD VIA ZOOM ON 05 OCT 20**

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

<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	None at this time.	
3. Declarations of Interest	None at this time.	
4. Approval of Minutes	4.1. The Minutes of the Finance & Works Sub-Committee Meeting of 15 Jun 20 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. <b>Action AB/20181010-04: (To conduct a review of the Machinery &amp; Plant across both Boards with a view to VfM and Risk);</b> the Clerk reported that, following individual meetings of the Task &amp; Finish (T&amp;F) Group, the intention was that the final 'Strategic Review of Plant, Machinery &amp; Manpower' would be submitted for endorsement at an extra-ordinary Board Meeting to be held late Oct/early Nov.</p>	<p><b>Action AB/20181010-04: On-going</b></p>

<p>6. Finance Report</p>	<p>6.1. Director of Finance (Dir Fin), as the Responsible Finance Office (RFO), confirmed that the bank account balances as:</p> <ul style="list-style-type: none"> <li>• Current account £46,184</li> <li>• Deposit account £995,350</li> </ul> <p><u>End of Year Report 2019/2020</u></p> <p>6.2. Dir Fin reported the External Auditor, PKF Littlejohn LLP, had reported no matters of concern and had closed the audit.</p> <p><u>SDBC Accounts</u></p> <p>6.3. Dir Fin provided an overview of the SDBC accounts with the following points of note:</p> <ul style="list-style-type: none"> <li>• SDBC Year-End forecast showed a favourable variance of approx. £47k primarily as a result of Staff gapping whilst awaiting the Strategic Review to deliver.</li> <li>• Income forecast was an adverse variance, however and Expenditure favourable variance would off-set this.</li> <li>• I&amp;E Report and Notes to Accounts were accepted 'as read'.</li> </ul> <p><u>Axe Brue Accounts</u></p> <p>6.4. The RFO provided an overview of the Balance Sheet with the following points of note:</p> <ul style="list-style-type: none"> <li>• I&amp;E Report: forecast surplus of £35,557.</li> <li>• Expenditure variance due to Environment and Schemes providing a favourable variance of £47,155.</li> <li>• I&amp;E Report and Notes to Accounts were accepted 'as read'.</li> </ul> <p>6.4. <u>Board Investments</u> The Clerk reported that, due to Covid-19, the Task &amp; Finish Group had</p>	
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	<p>been postponed, however, investment of funds remained a valid aspiration for the Board.</p>	
<p>7. Engineering &amp; Maintenance Works</p>	<p>7.1. The Clerk requested the Engineering Report be taken as read.</p> <p><u>Axe Brue Maintenance Contract Revision</u></p> <p>7.2. Mr Matthew Wall recommended that a preliminary invitation be issued to determine the appetite of contractors to undertake the potential additional works that may include in-house works and capital tree works.</p> <p>7.3. Although no Resolution, <b>Members endorsed the recommendation to seek expressions of interest and, with an understanding of the required capital tree works to enable contactors to operate efficiently and effectively via established access routes, inform the Board at the Strategic Review Meeting to be held end Oct/Nov to enable formal tender submissions process prior to the budget-setting Meetings.</b></p> <p><u>Schemes</u></p> <p>7.4. The 3-year programme of works with RAG (red, amber, green) status highlighted projects with an expectation to complete by year end, and those projects that may not be delivered due to restrictions.</p> <p>7.5. The Clerk recommended to bring forward projects from year 2 to use funds for delivery of schemes, with prioritisation and assurance of in-year delivery. Members agreed in principal however, requested full understanding of why projects could not be delivered in-year, in particular long-awaited schemes. The Clerk gave assurance that detail would be provided</p>	

	<p>when scheme transfer was discussed by Members in future Meetings.</p> <p>7.6. With regards to the proposed Project Scheme for Southwick Road, Mr Maurice Wall expressed concern and advised that an alternative route for a diversion was being considered.</p> <p>7.7. With regards to the project Scheme at Basonbridge, Mr Maurice Wall further reported that no flooding had occurred during recent heavy rainfall and questioned the rationale for the proposed Scheme.</p>	
8. Risk Review	8.1. The Clerk reported that the full Risk Register would be reported at the Full Meeting of 16 Oct 20.	
9. Any Other Business	9.1. Rhyne cleaning: Mr Maurice Wall reported that routine maintenance had not yet been completed at Huntspill. Mr Matthew Wall advised that the Contractor was currently working in the area, after allowing the land to dry out following heavy rainfall but was operating within the timescales as defined within the Contract.	
10.Date of Next Meeting	<p>10.1. The date of the next Finance &amp; Works meeting was reported as being Jan 21. The Clerk reported that a new calendar of Meetings was being developed for submission at the forthcoming full Board Meeting.</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: 16 Oct 20</li> </ul> <p>10.3. There being no other business, Members and Officers were thanked for their attendance, and the meeting was closed at 11.20.</p>	

Annex:

A. Axe Brue F&W Meeting – Table of Outstanding Actions

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

**ANNEX A TO  
AXE BRUE F&W COMMITTEE MINUTES  
DATED 08 OCT 20**

**AXE BRUE F&W MEETING – 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