

MINUTES OF THE SDBC MANAGEMENT COMMITTEE HELD AT BRADBURY HOUSE ON 13 JAN 2020

Attendance:			
Elected Members: Mr P Betty Mr T Bradford (Chair) Mr B Bryer Mr R Coombes Mr J Fear Mr B Gray Mrs P Thorne Mrs W Welland (Mr R Adlam)	Appointed Members Cllr P Clayton Cllr I Dyer Cllr A Gilling Mr P Burden	Officers: Mr R Burge Mrs M Hammond	Public:
Apologies:			
Mr T Bush			
Non-Attendance:			
	Cllr D Durdan Cllr A Hendry Mr R Keen		

Agenda Item:	Detail:	Action:
1. Attendance and Apologies	1.1. Attendance & Apologies as per the above.	
2. Declarations of Interest	2.1. There were no specified Declarations of Interest raised.	
3. Approval of Minutes	3.1. The Minutes of the SDBC Management Committee held on 29 Jul 19 were accepted as a true and accurate reflection of the Meeting.	
4. Matters Arising	4.1. Review of Actions: Action SDBC/20180830-03: (Clerk to provide publicity for the Water Environment Worker NVQ and IDB work placements at Brymore Academy/Cannington College Open Days): The Clerk recommended that this Action be considered as 'Overtaken by Events' as the SDBC had successfully recruited two Water Environment Worker Apprentices, Mr Matt Eldridge and Mr Jack Foster, and therefore did not need to publicise the scheme further at this stage.	Action SDBC/20180830-03: Closed.

	<p>Action SDBC/20190729 on the Clerk to prepare a Member Training Programme to follow Board Elections of Nov 19: The Clerk reported that, as there was only two new Elected Members following the Nov 18 Board Elections, these new Members had individually been given induction training in Board Governance and Finances. The focus this forthcoming period would be concentrated on Health & Safety Training and Environmental Awareness Training for Board Members through the Joint Sub-Committees now established.</p> <p>Action SDBC/20190729-02 on the Clerk to invite NSLIDB Contractors to complete Pre-Qualification Questionnaires for admittance to the Board's Approved Supplier List: The Clerk reported that this Action remained ongoing.</p>	<p>Action: SDBC/20190729-01: Closed.</p> <p>Action SDBC/20190729-02: Continues</p>
<p>5. Finance Report</p>	<p><u>Assets:</u></p> <p>5.1. The Director of Finance (Dir of Fin), Mrs M Hammond, gave the Committee an overview of SDBC Finances to-date. She reported that no assets had been disposed of in the current financial year but the Consortium had purchased 4 x Galaxy Tablets for from savings made in moving to a new mobile Phone Contract. She reported 45 Assets on the Register with £0 net-book value and 41 Assets as of 1 Dec 19 with a £21,186.97 value (Single Value item of the Server at £11,259).</p> <p><u>Pensions:</u></p> <p>5.2. Dir of Fin reported that the Actuary's review of Pensions had not been completed and therefore the impact to the Consortium of Pension Employer Contributions or Deficit Recovery costs for the new Financial Year were, as yet, unknown. She reported that the SDBC Budget currently reflected a 2% increase in inflation and a 17.8% increase in Employer Contributions based on the last round but this could change once final details were known.</p>	

	<p><u>Audit of Budget-Setting Process</u></p> <p>5.3. Dir of Fin commented that a South West Audit Partnership (SWAP) Audit of the Boards and Consortium Budget-Setting process had culminated in a ‘Substantive’ opinion of the Auditor, demonstrating ‘Robust Processes and no Findings’.</p> <p><u>Expenditure Headlines:</u></p> <p>5.4. Dir of Fin reported that IT costs had been revised following the ‘Windows 10’ unsupportability one-off costs.</p> <p>5.5.. The SCC had yet to announce Salary Increases for the new Financial year but the Budget reflected a 2% uplift across the Board. Staff Training Costs had been uplifted due to uplifting staff competencies based on expected Job Descriptions and Terms of References which had all been re-baselined.</p> <p><u>Income Headlines:</u></p> <p>5.6. Dir of Fin announced that Staff Re-charges (i.e. SRA, EDF) had been reviewed and resulted in an anticipated decrease in income of circa £41k. Overall, this resulted in an increase of Administration Charge to the Boards of £23.4k (primarily as a result of the Staff Recharges this coming FY).</p> <p>5.7. The Dir of Fin then took the Committee line-by-line through the Income and Expenditure Budget.</p> <p><u>Approval of SDBC Budget:</u></p> <p>5.8. The Cllr I Dyer proposed, seconded by Mrs W Welland, that the SDBC Budget for FY2020/2021 as presented, reflecting a 2.4% increase to the Boards, be accepted. All in Favour – None Against</p>	<p>RESOLUTION 1</p>
<p>6. SDBC Staff Management Review</p>	<p>6.1. The Clerk presented an overview on SDBC Staff; Currently 2 Staff vacancies were being held: Senior Engineer and Parrett Area Manager. The Clerk commented that recruitment of these posts</p>	

	<p>were currently held, awaiting the decision on the Strategic Review. The Parrett Area Manager position was currently being mitigated by use of the Axe Brue Area Consultant, Anthony Dowden, and supported by Jack Roberts, the Engineering Technician.</p> <p>6.2. The Clerk reported that, under the succession plan and model agreed by the SDSBC Management committee in the summer, the SDBC had successfully recruited 2 x Water Environment Workers to train up to Level 3 NVQ with the aim of fulfilling the Rhyne Supervisor/Expenditor functions within 18 months.</p> <p>6.3. The Clerk also reported the successful recent recruitment of Naomi Johnson as the SDBC Health & Safety Coordinator and hoped that an uplift in some major H&S shortfalls could now be addressed.</p> <p>6.4. The Clerk presented an update on the Strategic Review of Manpower/Plant & Machinery Review, which as the aim of:</p> <ul style="list-style-type: none">• Investigating best VfM of conducting IDB Annual Maintenance responsibilities (taking into account Risk) including:<ul style="list-style-type: none">○ Plant & Machinery.○ Construction.○ Asset Repairs and maintenance.• Commonality & Sharing of Resources under Consortium <p>6.5. The Clerk commented that the Review was now almost complete and he hoped that the full Board Meetings of 03/04 Feb 20 would agree to the establishment of a Task & Finish Group to review the submission before wider dissemination.</p> <p>6.6. Regarding resilience of workforce, recent long-term sickness and imminent retirement of another of the Parrett Expenditors had really demonstrated the vulnerabilities within the Boards and emphasised the need for the Strategic Review to identify potential options to mitigate such Risk to the Boards.</p>	
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<p>7. AOB</p>	<p>7.1. The Clerk raised the issue of outstanding Drainage Rates. There were currently outstanding Drainage Rates as follows:</p> <p>Over £25:</p> <ul style="list-style-type: none"> • Axe Brue: £5,627.22 • Parrett: £7,660.23 • NSLIDB £12,292.06 <p>£10-£25:</p> <ul style="list-style-type: none"> • Axe Brue: £692.28 • Parrett: £376.77 • NSLIDB £190.55 <p>Up to £10:</p> <ul style="list-style-type: none"> • Axe Brue: £188.28 • Parrett: £118.75 • NSLIDB £102.79 <p>The Clerk commented that the Assistant Clerk was requiring to submit summonses to the local Magistrates Court. After a debate, it was agreed that for the Court Recovery of Drainage Rates for the current Year, the threshold for submitting Court Judgments was recommend as £25. This was due both on the numbers of cases outstanding and the cost/resource of resource of pursuing Court action.</p> <p>Bernard Gray proposed, seconded by Cllr Iain Dyer that the threshold of outstanding Drainage Rates be set at £25 for submission of court summonses.</p> <p>7.2. It was agreed that this threshold would be reviewed as part of the ongoing development of an Enforcement Policy and would be informed by the success of the current recovery action through the Courts and the boards' new Bailiff (Enforcement Bailiffs Ltd).</p>	<p style="text-align: center;">RESOLUTION 2</p>
<p>8. DONM</p>	<p>8.1. The DONM was identified as Fri 13 Mar (SDBC Annual General Meeting) to be held at Bradbury House at 1030 – 1230.</p>	

	8.2. The Chair thanked all for their attendance and closed the meeting at 1320.	
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Annex:

A. SDBC – Table of Outstanding Actions

CHAIRMAN.....DATE

**ANNEX A TO
SDBC MANAGEMENT COMMITTEE MINUTES
DATED 13 JAN 20**

SDBC – TABLE OF OUTSTANDING ACTIONS

Action Number:	Action:	Actionee:
SDBC/20190729-02	To invite NSLIDB Contractors to complete Pre-Qualification Questionnaires for admittance to the Boards Approved Supplier List.	Clerk