

MINUTES OF THE NORTH SOMERSET LEVELS IDB FINANCE AND WORKS SUB COMMITTEE MEETING HELD AT BRADBURY HOUSE ON 21 JAN 2020

Attendance:			
Elected Members: Mr T Bush (C) Mr M Britten Mr B Gray Mr R Mitchell	Appointed Members: Cllr P Burden Cllr A Harley Cllr J Cato	Officers: Mr R Burge Mrs M Hammond Mrs C-A Morgan Mr I Sturdy	Public:
Apologies:			
	Cllr J Tonkin		
Non-Attendance:			
	Mr R Garner		

Agenda Item:	Detail:	Action:
1. Attendance and Apologies	1.1. Apologies as per the above Attendance List. 1.2. There was confusion over the continued membership of Mr R Garner on the Board. The Clerk had spoken to NSC Democratic Services Officer prior to the Meeting who confirmed that, to their knowledge, he was still an Active member.	
2. Items Additional to the Agenda	2.1. The Clerk requested an additional item to discuss the Buisness Rates Bill for Cider House with specific reference to Car Parking allocation. 2.2. The Clerk requested an emergent additional item on Tenders Award for Yatton, Bloor Stage 2 Housing at Arnolds Way. 2.3. The Clerk also requested a specific item to discuss the Contract for Mr D Colbourne. All additional items to be discussed at Item 9 - AOB.	
3. Declarations of Interest	None at this time.	

4. Approval of Minutes	4.1. The Minutes of the Finance and Works Committee Meeting of 08 Oct 19 were accepted by the Committee, and signed by the Chair, as a true and accurate reflection of the Meeting.	
5. Matters Arising	<p>5.1. Investment of Board funds: The Clerk confirmed that NSLIDB membership of a Joint Investment of Board Funds Task & Finish Group had been determined (Cllr J Cato, Cllr A Harley and Mr R Mitchell) to discuss the matter and would feed into the next Full Board Meeting in March 2020 for a decision.</p> <p>5.2. Stowey Rhyne: Director of Operations (Dir Ops) reported that, following formal Notices of Entry having been submitted, works had not been completed due to the prevailing ground conditions.</p> <p><u>Review of Actions</u></p> <p>5.3. Action NSL/20191008-01 (review Broadband costs and report at the next F&W Committee): Director of Finance (Dir Fin) reported that two Broadband bills had been received, one for BT the other for the Cider House landlord. Investigation has shown that two lines are required to provide the necessary telephone/internet security. The matter was considered closed.</p> <p>5.4. Action NSL/20191008-02 (Review the role of Mr D Colbourne and ownership of Rating Manager System to enable development of a draft contract for Members to review at the next F&W Committee): The Clerk confirmed that a meeting with Board Members had been held in Dec 19 and between the CEO and D Colbourne in Jan 20, and commented that the resulting Draft Contract would be further discussed at the end of the Meeting. It was recommended that this Action be considered closed.</p> <p>5.5. Action NSL/20191008-03 (Prepare 'Actual against Budget' column for the End-of-Year Report to be presented at the next F&W Committee): The Clerk acknowledged the intent of this Action and recommended it be closed as now normal working business.</p>	<p>Action NSL/20191008-01: Closed</p> <p>Action NSL/20191008-02: Closed</p> <p>Action NSL/20191008-03: Closed</p>

	<p>5.6. Action NSL/20191008-04 (Seek independent advice and assurance from the NSC Finance Director prior to submission to the Full Board Meeting). This Action was reported as complete with advice having been sought from both NSC and SDC and therefore was considered closed.</p> <p>5.7. Action NSL/20191008-05 (Provide (copy) correspondence on Stowey Rhyne to Cllr S Bridger & Cllr W Griggs). The Clerk confirmed this Action as complete.</p> <p>5.8. Action NSL/20191008-06 (Review the current situation regarding access at The Cut, Portishead). The Engineer confirmed that access issues remained on-going.</p> <p>5.9. Action NSL/20191008-07 (Review, for Full Board consideration, a two year extension to Keeching contract of John Tucker & Son Ltd). The Engineer reported that the Full Board had now approved a two year extension to the Keeching contract. The Action was closed.</p>	<p>Action NSL/20191008-04: Closed</p> <p>Action NSL/20191008-05: Closed</p> <p>Action NSL/20191008-06: On-going</p> <p>Action NSL/20191008-07: Closed</p>
<p>6. Finance Report</p>	<p>6.1. Director of Finance (Dir Fin) reported that the quarterly Reconciliation of Bank Statements had been completed up to 30 Aug 19. She provided the figures of the Current Account status and Reserve status held at the Nat West Bank. Mr R Mitchell confirmed that he would call-in to the Offices to countersign the NSLIDB Statements.</p> <p>6.2. Regarding Board Assets, Dir Fin confirmed that there had been no changes to the Asset Register and informed members of the value of assets at 31 Dec 19:</p> <ul style="list-style-type: none"> • Vehicles £3,370.90 • Sampson's Sluice Kiosk £3,750.00 • Sampson's Sluice Area £ 1.00 • Total £7,121.90 	

Write Offs

6.3. Dir Fin & Asst Clerk reported on three historic balance sheet items that were recommended to be written-off:

- (2007) Holding Account assets £ 250.08
- (2007) Recharge not invoiced £2,500.00
- (2012) land developed (Rates) £ 126.16
- Total £2,876.24

All agreed.

End of Year Forecast

6.4. As at 31 Dec 19, Dir Fin reported a surplus of £98,239 which was an adverse variance of £919. The Year-end Forecast showed a potential deficit of £93,776 which is an adverse variance of £70,176. The main area contributing to this overspend was Consultancy fees, retaining Cider House, Business Rates and spend from rollovers.

Reserves

6.5. Dir Fin reported that total (forecast) Reserves as of Apr 2020 would be £891k, set as:

- Commuted Sums £450k
- Rollovers & non-ring-fenced reserves £441k

6.6. Members expressed concern for the level of funds raised for Schemes, which has then rolled-over as a result of those Schemes having not been completed.

6.7. Dir Ops & the Engineer reported on a 3-year Programme of Works for Board schemes that were all considered necessary and achievable to be delivered under the new Consortium construct and major headway into the programme was expected in-year.

	<p><u>FY20/21 Budget and Rate Setting</u></p> <p>6.8. Dir Fin reported that a recent Audit conducted by South West Audit Partnership (SWAP) on the Board's budget-setting process had reported a 'Substantial' assurance to the Board.</p> <p>6.9. Dir Fin took the Committee line-by-line through the Budget-Setting Spreadsheets. She stated that Reserves were used last year to balance the accounts and recommended not to use Reserves this FY but to increase the Penny Rate accordingly. The Clerk iterated the importance of retaining sufficient Reserves that were not ring-fenced for specific (as-yet undelivered) Board Schemes in order to cover any Board Risks that may materialise.</p> <p>6.10. As a result of the Budget-Setting process, Dir Fin reported that the increase in the Penny Rate would be 6.736%.</p> <p>6.11. Mr P Burden thanked Dir Fin for her very helpful and clear report and therefore Proposed, Seconded by Cllr A Harley, that the increase in the Penny Rate of 6.736% for FY2020/2021 be taken to the Full Board Meeting for approval: Vote: Unanimous.</p> <p><u>Bio-Diversity Action Plan & Water Level Management Plans</u></p> <p>6.12. Members were advised that the Bio-Diversity Action Plan (BAP) and Water Level Management Plans (WLMP) are due for review. North Somerset Council (NSC) Appointed Members, Cllr Ann Harley and Cllr John Cato, took an Action to request NSC fully support and assist the IDB with BAP and WLMP review. IDB Engineers to provide documentation and assistance.</p>	<p>RESOLUTION 1</p> <p>New Action NSL/20200121-01: Cllr Cato & Cllr Harley</p>
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7. Risk Review	7.1. The Clerk reported that a full Risk Report would be given at the Full Board Meeting in Feb 20.	
8. Any Other Business	<p><u>Rates Bill Cider House – Car Parking Allocation</u></p> <p>8.1. Dir Fin reported that NSC Rates Bills of circa £820 per annum, included 15x car parking spaces to be paid through 3 x separate demands (3, 5 & 7 spaces). She considered this to be unacceptable.</p> <p>8.2. Members considered that car parking allocation should be included within the building Contract.</p> <p>8.3. The Clerk took an Action to arrange a Meeting with the Cider House Landlord, Mr B Gray and the Clerk, to discuss car parking allocations and Business Rates payment.</p> <p>8.4. Direction from the Board was to challenge the Rates Bills and not pay Business Rates for parking spaces. The Clerk and Dir Fin took an Action to continue the Rates challenge on NSC.</p> <p><u>Tenders Award</u></p> <p>8.5. Yatton, Bloor Stage 2 Housing at Arnolds Way:</p> <ul style="list-style-type: none"> • Offsite Section 106 Drainage Works Contract No. DGA/2019/1 • De-Silting and Re-Profiling, to IDB Standard, of 350m existing ditch and 2 x new field culverts <p>8.6. Tenders were submitted to Trevor Richards, Martin Spratt and John Tucker & Son, however tenders were only received back from Spratt and Tucker.</p> <p>8.7. Engineer (North) provided an overview and recommendation to accept John Tucker & Son,</p>	<p>New Action NSL/20200121-02: Clerk</p> <p>New Action NSL/20200121-03: Clerk & Dir Fin</p>

	<p>Tender submission with additional day rate reinstatement works as necessary.</p> <p>8.8. Mr M Britten Proposed, Seconded by Mr P Burden that John Tucker & Son is awarded a contract for de-silting and re-profiling works to IDB standard of 350m existing ditch and two new field culverts for Offsite Section 106 Drainage Works Contract No. DGA/2019/1 at Yatton – Bloor Stage 2 housing at Arnolds Way, in accordance with the Tender Documentation with additional day rate reinstatement works as necessary.</p> <p>All Agreed.</p> <p><u>Contract discussion – Mr D Colbourne</u></p> <p>8.9. The Clerk provided a brief of Mr Colbourne’s (DC) previous contract, which had expired in Oct 17. He further reported that meetings had been held with DC and SDBC officers to determine his current workload.</p> <ul style="list-style-type: none"> • Additional support was being provided to NSLIDB but had not been identified during Consortium Transition work. • Current Invoices received to-date circa £22k <p>8.10. The Clerk presented and discussed the Draft Contract which would, post-meeting, be discussed with DC prior to submitting to the Board for approval. The Contract costs had been established within the Annual budget. Members accepted, in principal, the Draft contract provided at the meeting.</p>	<p>RESOLUTION 2</p>
<p>9. Date of Next Meeting</p>	<p>9.1. The date of the next Finance & Works meeting was reported as 24 Mar 20.</p> <p>9.2. Future key dates in the short-term were highlighted as:</p>	

	<ul style="list-style-type: none"> • Full Board: 04 Feb 20, Highbridge • SDBC AGM: 13 Mar 20 <p>9.3. It was agreed that, due to the potential need to readily access Finance Data in support of the Budget-Setting process at full Board, the Full Board Meeting of 04 Feb 20 should be held at the Highbridge Offices. It was agreed that the Meeting should be scheduled for 1430.</p> <p>9.4. There being no other business, Members and Officers were thanked for their attendance, and the meeting was closed at 17.00.</p>	
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Annex:

A. North Somerset Levels F&W Committee – Table of Outstanding Actions

CHAIRMAN.....DATE

**ANNEX A TO
NORTH SOMERSET LEVELS F&W COMMITTEE MINUTES
DATED 21 JAN 20**

NORTH SOMERSET LEVELS F&W COMMITTEE – TABLE OF OUTSTANDING ACTIONS

Action Number:	Action:	Actionee:
NSL/20191008-06	To review the current situation regarding access at The Cut, Portishead.	Dir Ops
NSL/20200121-01	For NSC Members to fully support and assist the IDB with BAP and WLMP review.	Cllr A Harley & Cllr J Cato
NSL/20200121-02	To arrange a Meeting with the Cider House Landlord, Mr B Gray and the Clerk, to discuss car parking allocations and Business Rates payment.	Clerk
NSL/20200121-03	To continue the Rates challenge on NSC.	Dir Fin & Clerk