

MINUTES OF THE AXE BRUE FINANCE AND WORKS SUB COMMITTEE MEETING HELD VIA ZOOM ON 15 JUN 20

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

Agenda Item:	Detail:	Action:
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. Item 6.7 of the Minutes should read 'should not be unexpected'. 4.2 With this one amendment, the Minutes of the Finance & Works Sub-Committee Meeting of 20 Jan 20 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 (To conduct a review of the Machinery & Plant across both Boards with a view to VfM and Risk); 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'	Action AB/20181010-04: On-going

<p>6. Finance Report</p>	<p>6.1. Director of Finance, as the Responsible Finance Office (RFO), confirmed that the quarterly accounts reconciliation was continuing, however, due to Covid-19 restrictions, they had not been signed by a Board Member. An appointment will be arranged in due course.</p> <p><u>End of Year Report 2019/2020</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"> • Year-End SDBC surplus had been divided between Axe Brue, Parrett and North Somerset Levels in accordance with the Consortium Agreement share to enable a zero balance; Axe Brue £26k. • Expenditure variance was primarily due to vacancies in SDBC Staffing. • I&E Report and Notes to Accounts were accepted 'as read'. <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"> • I&E Report: deficit £41k. • Income variance due to Grant in Aid, additional interest, commuted sums and SDBC income. • Expenditure variance due to less maintenance and Board schemes with funds raised in previous years. • I&E Report and Notes to Accounts were accepted 'as read'. <p>6.4. <u>Section 1 Annual Governance Statements 2019/20</u> The Board acknowledged their responsibility for ensuring that there was a sound system of internal controls in-place, including arrangements for the preparation of the Accounting Statements and answered 'Yes' to</p>	
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	<p>6.11. The Assistant Clerk provided an overview of outstanding Rates. A report would be provided to the full Board in due course.</p>	
<p>7. Engineering & Maintenance Works</p>	<p>7.1. Dir Ops requested the Engineering Report be taken as read with the following points of note:</p> <ul style="list-style-type: none"> • Despite the COVID-19 restrictions, all Contractors were available with Safe Systems of Work and were working effectively. • Axe Brue Tenders had been scrutinised by the Chair and Vice Chair, with Officer recommendations being endorsed. The Tenders were duly awarded. • Contractor fuel allowance remained as CPI in years 2 and 3. <p><u>Schemes</u></p> <p>7.2. The new West Rhyne Outfall had been completed within budget. Second grass seeding would take place in the Autumn.</p> <p>7.3. Some works may not be delivered as expected due to Covid-19 restrictions.</p> <p>7.4. Bargeman’s Cabbage; Officers had successfully experimented with early destruction (knocking-back) to reduce effects and allow establishment of other vegetation.</p> <p>7.5. Although no Resolution, Members agreed ‘to recommend that the Axe Brue Full Board at its Meeting to be held on 22 Jun 20, endorse approval of continuing the programme of works conducted during the Bargeman’s Cabbage trial phase.’</p> <p>7.6. Pint Pot Cottage; Notice had been served for works to commence on re-instating the bank; awaiting contractor availability which was expected to be end of Jun.</p>	

<p>8. Risk Review</p>	<p>8.1. The Clerk provided an overview of the Risk Register and was taken 'as read'.</p> <p>8.2. The full Risk Register would be reported at the Full Meeting of 22 Jun 20.</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. Fly Tipping: Officers reported that all reports were forwarded to 'Clean Surroundings', who respond efficiently.</p> <p>9.2. Bleadon Sluice: The Clerk reported that his was awaiting a further response from Bristol Water.</p> <p>9.3. River Yeo Syphon: a leak had been reported, however ownership was being discussed with the Environment Agency.</p> <p>9.4. Committee Membership: Mr J Fear was replaced on the F&W Committee by the new Board Chair, Mr R Adlam, following a full Board Resolution after the recent Board Elections.</p> <p>9.5. To amend the current Membership, to enable Mr Fear to become a Member:</p> <ul style="list-style-type: none"> • A current Member would need to stand down, or • Amend Terms & Conditions of the Committee, however T&C's would not align with Parrett & NSLIDB. 	
<p>10. Date of Next Meeting</p>	<p>10.1. The date of the next Finance & Works meeting was reported as 05 Oct 20.</p> <p>10.2. Future key dates in the short-term were highlighted as:</p> <ul style="list-style-type: none"> • Axe Brue Full Board: 22 Jun 20 	

	10.3. There being no other business, Members and Officers were thanked for their attendance, and the meeting was closed at 11.40.	
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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 15 JUN 20**

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