

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

Attendance:			
Elected Members: Mr C Passmore (C) Mr T Bradford Mr P Betty	Appointed Members: Cllr S Kingham Cllr M Caswell Cllr A Betty Cllr J Pay	Officers: Mr R Burge Mrs M Hammond Mrs C-A Morgan Mr I Sturdy Mr P Struck Mr P Brewin Mr R King	Public:
Apologies:			
Non-Attendance:			
Mr J Winslade	Cllr I Dyer		

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	3.1. Cllr S Kingham – any matters pertaining to planning. 3.2. Mr C Passmore – any matters pertaining to Mr K Marsh (Contractor).	
4. Approval of Minutes	4.1. 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 P/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,	Action P/20181010-04: On-going

	<p>forming part of the combined 'Strategic Review of Manpower'</p> <p>5.2. Action P/20190610-01 (<i>To investigate Wildlife Trackers for Board owned vehicles and report back to the Board</i>); the Clerk reported that following investigation, other IDBs used iRecord to capture species and habitat. Members agreed the Environment Sub Committee should consider the need and data gathering/usage requirements for wildlife trackers.</p> <p>5.3. Action P/20191007-01 (<i>A Site Meeting be convened with Mr P Betty and Dir Ops at various sites around Othery, Middlezoy and Westonzoyland to review access for channel cleaning works and to discuss funding, including grants</i>); Dir Ops reported this Action as complete and would be further discussed at Item 8 - Engineering Reports.</p> <p>5.4. Action P/20191007-02 (<i>To prepare a formal letter, to be reviewed by Ashfords Solicitors, of further justification of the Boards' claim to Somerset County Council regarding the collapsed Culvert at Admiral's Table</i>); the Clerk reported that this matter remained outstanding.</p>	<p>Action P/20190610-01: Complete</p> <p>Action P/20191007-01: Complete</p> <p>Action P/20191007-02: On-going</p>
<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 yet been signed by a Board Member.</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"> • The SDBC Year-End Surplus had been divided between Axe Brue, Parrett and North Somerset Levels in accordance 	

with the Consortium Agreement share to enable a zero balance; Parrett 36.9%.

- Office Sundries: inter-account trading (historic) has been identified by RFO. The RFO confirmed that inter-account trading was now dealt with on a monthly basis.
- Pension contribution and deficit recovery increase was due to age of Employees and expected timeframe of retirement.
- Expenditure variance was primarily due to vacancies in SDBC Staffing.
- I&E Report and Notes to Accounts were accepted 'as read'.

6.3. Parrett Accounts The RFO provided an overview of the Balance Sheet with the following points of note:

- I&E Report: deficit £18k.
- Income variance due to Grant in Aid, additional interest, commuted sums and SDBC income.
- Expenditure variance due to Board schemes with funds raised in previous years.
- I&E Report and Notes to Accounts were accepted 'as read'.

6.4. Section 1 Annual Governance Statements 2019/20

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 the eight Accounting Statements at Section 1 of the AGAR.

6.5. Mr T Bradford proposed, seconded by Cllr A Betty **'to recommend that the Parrett Full Board at its Meeting to be held on 22 Jun 20, endorse approval of the eight Accountability**

	<p>Statements within Section 1 of the Annual Governance Statement 2019/20.”</p> <p>Vote: Unanimous</p> <p>6.6. <u>Section 2 Accounting Statements</u> The RFO provided an overview of the Annual Governance and Accountability Return 2019/20 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. Mr T Bradford proposed, seconded by Cllr S Kingham “to recommend that the Parrett Full Board at its Meeting to be held on 22 Jun 20, endorse approval of Section 2 of the Annual Governance Statement 2019/20.”</p> <p>Vote: Unanimous</p> <p><u>Board Reserves:</u></p> <p>6.9. The RFO provided an overview of Board Reserves in each section:</p> <ul style="list-style-type: none"> • Specific Reserves • Commuted Sums • Works Reserve • Non ring-fenced Reserves <p>6.10. The RFO reported the Boards ‘free Reserves’ as £62k, which was considered as being insufficient to cover all risks currently being carried by the Board.</p> <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>RESOLUTION 1</p> <p>RESOLUTION 2</p>
<p>7. Engineering & Maintenance Works</p>	<p>7.1. Dir Ops requested the Engineering Report be taken as read with the following point 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. <p>7.2. Saltmoor Pumping Station: Dir Ops provided an overview of the current regime as detailed in the Engineering Report.</p> <p>7.3. Members agreed “to recommend that the Parrett Full Board at its Meeting to be held on 22 Jun 20, endorse approval of changes to Saltmoor Pumping Station target water levels within the Water Level Management Plans to 3.6m in summer and 3.4m in winter.”</p> <p>7.4. OMW: Members had conducted a site visit and considered approx. 5 culverts in need of repair.</p> <p>7.5. Dir Ops reported that a schedule of work was being considered, reminding Members:</p> <ul style="list-style-type: none"> • Annual maintenance had a fixed budget. • Additional works (Repairs and Renewals) only had a small budget attached to be used for all emergent in-year repairs across the entire Board’s Districts. <p>7.6. NFU Insurance Inspection: Dir Ops reported the annual inspection had been conducted and identified minor works and advisories. These matters have been actioned.</p> <p>7.7. Maintenance Contracts: Due to Covid-19 all existing contracts haven been extended for an initial 1-year period.</p> <p>7.8. In-house Maintenance: Due to the Board not having a flail operator and the Strategic Review in progress, it was intended to outsource this Year’s maintenance to an external Contractor. Tenders had been sought</p>	
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	<p>and received for all lots. Four contractors had expressed an interest: Ken Marsh J Tucker & Son Spratt Plant Hire JD Pope & Son</p> <p>7.9. Awarding the lowest tenders would result in two contractors (Ken Marsh & J Tucker & Son) at a total cost of £46,028, which would be overall cost-neutral against current budget, with compensatory savings being found internally by not recruiting to vacancies and fuel/plant servicing costs.</p> <p>7.10. Mr T Bradford proposed, seconded by Mr P Betty “to recommend that the Parrett Full Board at its Meeting to be held on 22 Jun 20, endorse approval of awarding extended Maintenance Contracts on a year basis and endorse approval of awarding In-house Maintenance Contracts to Ken Marsh and J Tucker & Son for one year.”</p> <p>Vote: Unanimous</p> <p><u>Non-Routine and Improvement Works</u></p> <p>7.11. Marston Magna: Dir Ops reported that handwork outside of the Boards area had been conducted to enable conveyance through the Boards district.</p> <ul style="list-style-type: none"> • Somerset County Highways (SCH) will contribute 50% towards the costs. • Martson Magna Parish Council were being encouraged to set up an agreement with SCH for future maintenance. • Approx. 3 hours handwork, one-off experience with no detriment to the Board. • Members requested future IDB involvement remained limited. 	<p style="text-align: center;">RESOLUTION 3</p>
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	<p><u>SRA</u></p> <p>7.12. Sowy Scheme: Dir Ops reported the Environment Agency (EA) has submitted a Land Drainage Consent application (LDA), stating that this was an opportunity to receive a briefing from the EA to determine LDC application with Member involvement.</p> <p>7.13. Although no Resolution, Members agreed “to recommend that the Parrett Full Board at its Meeting to be held on 22 Jun 20, accept an additional item to the Agenda to include contributions from the EA and endorse formation of a Sub-Committee to determine the Land Drainage Consent Application.”</p> <p>7.14. Mr T Bradford expressed concern for the lack of work conducted at Etsome Sluice, an EA structure, which was deemed detrimental to land owners in its current condition.</p>	
8. Risk Review	<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>	
9. Any Other Business	No other business was reported.	
10.Date of Next Meeting	<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"> • Parrett 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 16.30.	
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Annex:

A. Parrett Board – Table of Outstanding Actions

CHAIRMAN.....DATE

**ANNEX A TO
PARRETT F&W COMMITTEE MINUTES
DATED 15 JUN 20**

PARRETT BOARD – TABLE OF OUTSTANDING ACTIONS

Action Number:	Action:	Actionee:
P/20181010-04:	To conduct a review of the Machinery & Plant across both Boards with a view to VfM and Risk.	Clerk
P/20191007-02:	To prepare a formal letter, to be reviewed by Ashfords Solicitors, of further justification of the Boards' claim to Somerset County Council regarding the collapsed Culvert at Admiral's Table.	Clerk