

## MINUTES OF THE NORTH SOMERSET LEVELS INTERNAL DRAINAGE BOARD FINANCE AND WORKS SUB COMMITTEE MEETING HELD VIA ZOOM ON 16 JUN 20

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

Agenda Item:	Detail:	Action:
1. Attendance and Apologies	1.1. Although not quorate, with guidance from the Clerk that no Resolutions could be made, Members requested to proceed with the Meeting.  1.2. 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 21 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 NSL/20191008-06 ( <b>To review the current situation regarding access at The Cut, Portishead</b> ) it was reported that tree work	<b>Action NSL/201910808-06: Closed</b>

	<p>was complete and hedge work would be completed after bird nesting season.</p> <p>5.2. Action NSL/20200121-01 (<b><i>For NSC Members to fully support and assist the IDB with BAP and WLMP review</i></b>). Through the Clerk, Cllr Cato had reported this Action as ongoing.</p> <p>5.3. Action NSL/20200121-02 (<b><i>To arrange a Meeting with the Cider House Landlord, Mr B Gray and the Clerk, to discuss car parking allocations and Business Rates payment</i></b>) The Clerk/RFO reported this Action as complete.</p> <p>5.4. Action NSL/20200121-03 (<b><i>To continue the Rates challenge on NSC</i></b>) The Clerk reported that a final response was still awaited by NSC.</p>	<p><b>Action NSL/20200121-01: On-going</b></p> <p><b>Action NSL/20200121-02: Complete</b></p> <p><b>Action NSL/20200121-03: Ongoing</b></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 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"> <li>• Year-End SDBC surplus had been divided between North Somerset Levels, Parrett and North Somerset Levels in accordance with the Consortium Agreement share to enable a zero balance; NSL 18%.</li> <li>• Expenditure variance was primarily due to vacancies in SDBC Staffing.</li> <li>• I&amp;E Report and Notes to Accounts were accepted 'as read'.</li> </ul>	



<p>7. Engineering &amp; 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"> <li>• Despite the COVID-19 restrictions, all Contractors were available with Safe Systems of Work and were working effectively.</li> </ul> <p>7.2. <u>Land Yeo/Middle Yeo</u>: (as per report)</p> <ul style="list-style-type: none"> <li>• In-view watercourse has been cleaned by Riparian owner, who was also a Board Member.</li> <li>• Invoice received for 3x annual rhyne clearing at £40 per annum.</li> <li>• There was no formal agreement in place outside of the appointed Contractor.</li> <li>• The Clerk confirmed that there was no audit trail for the Riparian cleaning and advised the Board should not pay the invoice. NSLIDB operated within Government Procurement Regulations and cannot retrospectively procure work.</li> <li>• The Board has chosen not to maintain this in-view watercourse due to its complexities; request appointed Contractor to use alternative equipment.</li> </ul> <p>7.3. Although no Resolution, Members agreed <b>‘to recommend that the NSLIDB Full Board at its Meeting to be held on 23 Jun 20, do not pay the invoice for un-approved maintenance works.’</b></p> <p>7.4. <u>Cooks Rhyne, Yatton</u> Consideration to taking 31m of watercourse into view:</p> <ul style="list-style-type: none"> <li>• Additional £10 annual cost to maintenance budget</li> <li>• Will provide positive drainage around a new development</li> <li>• Beneficial to conveyance through district.</li> </ul> <p>7.5. <u>Tickenham Moor</u> Consideration to taking 630m of watercourse into view:</p>	<p style="text-align: center;"><b>RECOMMEND 3</b></p>
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	<ul style="list-style-type: none"> <li>• Additional £200 annual cost to maintenance budget</li> <li>• Important watercourse for Tickenham Moor</li> <li>• Drains into EA drain</li> <li>• Serves sensitive and large areas</li> <li>• Would benefit the Board's in-view system</li> </ul> <p>7.6. Although no Resolution, Members agreed <b>'to recommend that the NSLIDB Full Board at its Meeting to be held on 23 Jun 20, endorse the recommendation to take 31m of Cooks Rhyne, Yatton and 630m of Tickenham Moor into the Board's in-view system.'</b></p>	<b>RECOMMEND 4</b>
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 23 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 &amp; Works meeting was reported as 06 Oct 20.</p> <p>10.2. Future key dates in the short-term were highlighted as:</p> <ul style="list-style-type: none"> <li>• North Somerset Levels Full Board: 23 Jun 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 15.35.</p>	

Annex:

A. NSLIDB Board – Table of Outstanding Actions

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

**ANNEX A TO  
NSLIDB F&W COMMITTEE MINUTES  
DATED 16 JUN 20**

**NSLIDB F&W MEETING – TABLE OF OUTSTANDING ACTIONS**

Action Number:	Action:	Actionee:
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/20200121-03	To continue the Rates challenge on NSC	Dir Fin