

**MINUTES OF THE PARRETT FINANCE AND WORKS SUB COMMITTEE MEETING HELD VIA ZOOM ON 05 OCT 20**

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

<b>Agenda Item:</b>	<b>Detail:</b>	<b>Action:</b>
1. Attendance and Apologies	Apologies as per the above Attendance List.	
2. Items Additional to the Agenda	2.1. Mr C Passmore – Relationship with other authorities.	
3. Declarations of Interest	None at this time	
4. Approval of Minutes	4.1. The Minutes of the Finance & Works Sub-Committee Meeting of 15 Jun 20 were accepted unanimously and signed by the Chair as a true and accurate reflection of the Meeting.	
5. Matters Arising	<p><u>Matters Arising</u></p> <p>5.1. Item 4 Etsome Sluice: The Clerk reported that there was no further update at this time.</p> <p>New Action P/20201005-01: The Clerk took an Action to provide an Etsome Sluice update at the full Board Meeting of 16 Oct 20.</p>	<p><b>New Action: P/20201005-01: Clerk</b></p>

	<p><u>Review of Actions</u></p> <p><b>5.2. Action P/20181010-04: (To conduct a review of the Machinery &amp; Plant across both Boards with a view to VfM and Risk);</b> the Clerk reported that, following individual meetings of the Task &amp; Finish (T&amp;F) Group, the intention was that the final ‘Strategic Review of Plant, Machinery &amp; Manpower’ would be submitted for endorsement at an extra-ordinary Board Meeting to be held late Oct/early Nov.</p> <p><b>5.3. Action 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);</b> the Clerk reported that this matter remained outstanding.</p>	<p><b>Action P/20181010-04: On-going</b></p> <p><b>Action P/20191007-02: On-going</b></p>
<p>6. Finance Report</p>	<p>6.1. Director of Finance (Dir Fin), as the Responsible Finance Office (RFO), confirmed the Parrett bank account balances as:</p> <ul style="list-style-type: none"> <li>• Current account £8,659.08</li> <li>• Deposit account £1,191,650.95</li> </ul> <p><u>End of Year Report 2019/2020</u></p> <p>6.2. Dir Fin reported the External Auditor, PKF Littlejohn LLP, had reported no matters of concern and had closed the audit.</p> <p><u>SDBC Accounts</u></p> <p>6.3. Dir Fin provided an overview of the SDBC accounts with the following points of note:</p> <ul style="list-style-type: none"> <li>• Year-End SDBC forecast was a favourable variance of approx. £47k.</li> <li>• Income forecast was an adverse variance, however an Expenditure favourable variance would off-set this.</li> <li>• I&amp;E Report and Notes to Accounts were accepted ‘as read’.</li> </ul>	

	<p><u>SRA Projects</u></p> <p>6.4. The Clerk reported that Projects being delivered by the Board on behalf of the SRA (i.e. Oath to Burrowbridge Dredge) were being closed-off as they came to a conclusion and no new projects were expected to be delivered by the Board.</p> <p>6.5. He further reported that, although staff recharges were cost-neutral, undertaking works for external organisations had caused a lack of internal resource in support of IDB works. .</p> <p><u>Parrett Accounts</u></p> <p>6.4. The RFO provided an overview of the Balance Sheet, reporting that she had no concerns for the year-end forecast.</p> <ul style="list-style-type: none"> <li>• I&amp;E Report: Income showed a favourable variance mainly due to Parrett staff vacancies, providing a year-end forecast surplus of £46,921.</li> <li>• Expenditure variance showed an adverse variance of £39,643 due to increased routine maintenance contracts being outsourced due to no In-House Maintenance Staff gapping.</li> <li>• I&amp;E Report and Notes to Accounts were accepted 'as read'.</li> </ul> <p>6.5. The RFO gave assurance that dedicated Budget Managers held a monthly Budget Monitoring Meeting for budget clarity throughout the year.</p>	
<p>7. Engineering &amp; Maintenance Works</p>	<p>7.1. Mr R King, Parrett Area Manager, requested the Engineering Report be taken as read with the following points of note:</p> <ul style="list-style-type: none"> <li>• Concern was expressed for the timescale of works undertaken by Mr T Newton. The Clerk reported that Board contracts</li> </ul>	

needed to be smarter with tighter timescales where necessary.

- All Contractors were working within the scope of current Contracts let.

### 3-Year Programme of Works

7.2. The Programme of Works Status highlighted all current planned Projects with an expectation to complete by year-end, and those Projects that may not be delivered due to limitations. It also enabled early visibility of achievable and deliverable future projects to allow movement of Projects between years as necessary. The Clerk recommended that Projects were able to be brought forward for delivery of schemes where able to be prioritised and given assurance of in-year delivery. Members agreed in principal.

7.3. Project Identification Documents (PIDs) were introduced to provide background and estimated cost of future projects.

7.4. The Clerk reported that a Defects Register would assist the Programme of Works with prioritisation of works. The Defects Register would be presented in due course for FY 2021/2022.

### Outstanding Rates

7.5. The Clerk presented an update on outstanding rates:

- 2,177 accounts in total.
- £89k outstanding as of May 20
- £23k outstanding as of Oct 20
- Second Reminder Letters - end of Oct 20
- Summons Notices - mid Nov 20 (TBC)
- Court Hearing - end Nov/Dec (TBC)
- Approx. £6k outstanding each year, the majority of which were under £25.

	<p>7.6. Mr T Bradford proposed, seconded by Cllr S Kingham, <b>“to recommend that the Parrett Full Board, at its Meeting to be held on 16 Oct 20, endorse approval of recovery action at Taunton Magistrates’ Court of all outstanding rate accounts of greater than £1.”</b></p> <p>New Action P/20201005-02: The Assistant Clerk took an Action <b>to provide an outstanding rate breakdown to the full Board Meeting of 16 Oct 20.</b></p>	<p><b>RESOLUTION 1</b></p> <p><b>New Action: P/20201005-02: Assistant Clerk</b></p>
<p>8. Risk Review</p>	<p>8.1. The Clerk provided an overview of the Risk Register which was taken ‘as read’.</p> <p>8.2. The full Risk Register would be reported at the Full Meeting of 16 Oct 20.</p> <p>8.3. The Risk Register was a live document and was reviewed on a monthly basis.</p>	
<p>9. Any Other Business</p>	<p>9.1. The Chairman suggested that the IDB should work closer with Local Authorities.</p> <p>9.2. Concern was expressed that urban issues, such as highway matters, were becoming the perceived responsibility of the IDB.</p>	
<p>10. Date of Next Meeting</p>	<p>10.1. The date of the next Finance &amp; Works meeting was reported as being in Jan 21. The Clerk reported that a new calendar of Meetings was being developed for submission at the forthcoming full Board Meeting.</p> <p>10.2. Future key dates in the short-term were highlighted as:</p> <ul style="list-style-type: none"> <li>• Parrett Full Board: 16 Oct 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 16.05</p>	

Annex:

A. Parrett F&W Meeting – Table of Outstanding Actions

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

**ANNEX A TO  
PARRETT F&W COMMITTEE MINUTES  
DATED 05 OCT 20**

**PARRETT F&W MEETING – 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
P/20201005-01	To provide an Etsome Sluice update at the full Board Meeting of 16 Oct 20.	Clerk
P/20201005-02	To provide an outstanding rate breakdown for the full Board Meeting of 16 Oct 20.	Assistant Clerk