

**MINUTES OF THE NORTH SOMERSET LEVELS INTERNAL DRAINAGE BOARD
FINANCE AND WORKS SUB COMMITTEE MEETING HELD VIA ZOOM ON 06 OCT 20**

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

Agenda Item:	Detail:	Action:
1. Attendance and Apologies	1.1. 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 Clerk reported an error on the heading of the draft Minutes which had been corrected. 4.2. The Minutes of the Finance & Works Sub-Committee Meeting of 16 Jun 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/20200121-01: (For NSC Members to fully support and assist the IDB with BAP and WLMP review). Through the Clerk, Cllr Cato had reported this Action as	Action NSL/20200121-01: On-going

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	<p>ongoing, with Cllr Harley taking the lead at North Somerset Council (NSC).</p> <p>5.2. Action NSL/20200121-03: (To continue the Rates challenge on NSC): The Clerk reported that, following a challenge by the Dir Fin, NSC had refunded NSLIDB 15 x parking space charges, backdated to 2017. The Clerk further reported that Officers had found no evidence to suggest that the Board were liable for any defined allocated parking spaces and therefore should uphold the stance if further challenge was received. The Action was considered closed.</p> <p>5.3. Dir Fin reported that NSLIDB had previously paid Business Rates for the first and ground floor office space as well as the communal area of the Cider House. However, since relinquishing the first floor, a request had been submitted to NSC for a review of Business Rates as the first floor now had a new occupier and the communal space was now shared.</p>	<p>Action NSL/20200121-03: Closed</p>
<p>6. Finance Report</p>	<p>6.1. Director of Finance, as the Responsible Finance Office (RFO), confirmed the current total bank account balances as:</p> <ul style="list-style-type: none"> • £1,319,017.16 <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>Insurance renewal</u></p> <p>6.3. Dir Fin reported the annual insurance renewal had been completed on a like-for-like basis. Included in the schedule were Sampson's Sluice kiosk with a rebuild cost of £40k and plant protection cover at £500,000. However, it is unclear what 'plant' was included.</p>	

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Concern was expressed that if 'plant' meant the entirety of Sampson's Sluice, £500,00 would not be sufficient to rebuild the structure in the case of a catastrophic failure i.e. collapse.

In the event of confirmation that the entirety of Sampson's Sluice needed to be insured, Dir Fin took an Action a new Action, NSL/20201006-01, **to seek a quote for an increased premium to cover Sampson's Sluice for a value of £2,000,000 and report at the full Board Meeting on 19 Oct 20.**

**New Action:
NSL/20201006-
01: Dir Fin**

SDBC Accounts

6.4. Dir Fin provided an overview of the SDBC accounts with the following points of note:

- Year-End SDBC forecast was a favourable variance of approx. £47 primarily due to Staff gapping whilst awaiting the Strategic Review to deliver.
- Income forecast was an adverse variance, however and Expenditure favourable variance would off-set this.
- I&E Report and Notes to Accounts were accepted 'as read'.

NSLIDB Accounts

6.5. The RFO provided an overview of the Balance Sheet reporting that she had no concern for the year-end forecast:

- I&E Report: Surplus £329k.
- Income favourable variance due to commuted sums and SDBC income.
- Expenditure favourable variance due to less maintenance and Board Schemes expected to be delivered in-year and reduced property costs.

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	<ul style="list-style-type: none"> • Year-End deficient £187,395 due to roll-over spend from previous years. It was noted that this rollover figure had significantly reduced from previous years. • I&E Report and Notes to Accounts were accepted 'as read'. 	
<p>7. Engineering & Maintenance Works</p>	<p>7.1. Mr G Oliver, Engineer, requested the Engineering Report be taken as read with the following points of note:</p> <ul style="list-style-type: none"> • Routine maintenance was on-track; South area completed and North area on-going. • In-Year programme of works was delivering roll-over works. • Tenders were being prepared for winter projects. <p><u>3-Year Programme of Works</u></p> <p>7.2. The Engineer provided an overview of the programme with the following points of note:</p> <ul style="list-style-type: none"> • Huckers Bow: intention to fit CCTV or telemetry to aid inspections • National Grid Funding: no direct costs regarding projects. • Telemetry: units used mobile network. There were approx. 65 battery powered units already in-use throughout the Axe Brue and Parrett districts. Batteries last approx. 3 years. <p>7.3. Project Initiation Documents (PIDs) were introduced to provide background and estimated cost of future projects.</p> <p>7.4. Floating Pennywort had been identified in isolated areas. The volume removed in some areas was quite large, however, the product did rot down quickly. No further action was necessary at this time.</p>	


	<p>7.5. The Clerk highlighted the following points on the 3-Year Programme:</p> <ul style="list-style-type: none"> • RAG status indicated the current status of in-year works endorsed by the Board; Meetings should focus on those items not able to be delivered in year so that discussion and decisions could be made in moving Projects between years rather than moving the funding. • The Programme of Works needed to be achievable and realistic in what could be delivered in-year otherwise would be subject to rollover. • Red status indicated that a project may not be delivered in- year, and enabled early visibility of achievable and deliverable future projects to allow virement as necessary. <p>Members agreed in principal.</p>	
<p>8. Risk Review</p>	<p>8.1. The Clerk commented that the full Risk Register would be reported at the Full Meeting of 19 Oct 20.</p> <p>8.2. The populated Risk Register was a live document and was reviewed on a monthly basis at Officer Management Meetings.</p> <p>8.3. He further reported that there were no Near Miss or Incidents arising since the last Meeting.</p>	
<p>9. Any Other Business</p>	<p>9.1. No other business was raised.</p>	
<p>10. Date of Next Meeting</p>	<p>10.1. The date of the next Finance & Works meeting was reported as being Jan 21. A new Calendar of Meetings for 2021 would be issued at the next full Board meeting.</p> <p>10.2. Future key dates in the short-term were highlighted as:</p>	

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	<ul style="list-style-type: none">• North Somerset Levels Full Board: 19 Oct 20 <p>10.3. There being no other business, Members and Officers were thanked for their attendance, and the meeting was closed at 15.45.</p>	
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Annex:

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

CHAIRMAN..........DATE ..19th January 2021.....

**ANNEX A TO
NSLIDB F&W COMMITTEE MINUTES
DATED 06 OCT 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/20201006-01	To seek a quote for an increased premium to cover Sampson's Sluice for a value of £2,000,000 and report at the full Board Meeting on 19 Oct 20.	Dir Fin

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