

MINUTES OF THE NORTH SOMERSET LEVELS INTERNAL DRAINAGE BOARD FINANCE AND WORKS SUB COMMITTEE MEETING HELD VIA ZOOM ON 19 JAN 21

Attendance:			
Elected Members: Mr T Bush (C) Mr B Gray 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 I Sturdy Mr G Oliver Mr P Brewin Mr D Alsop	Public:
Apologies:			
Mr M Britten	Cllr A Harley		
Non-Attendance			

Agenda Item:	Detail:	Action:
1. Attendance and Apologies	1.1 Apologies as per the above Attendance List. 1.2 Mr T Bush reported he would relay the best Wishes of the Board to Mr C Redding who was in hospital.	
2. Items Additional to the Agenda	No additional items.	
3. Declarations of Interest	No declarations at this time. Members were requested to submit declarations as necessary throughout the Meeting.	
4. Approval of Minutes	4.1. The Minutes of the Finance & Works Sub-Committee Meeting of 06 Oct 20 were accepted unanimously and signed by the Chair as a true and accurate reflection of the Meeting.	

<p>5. Matters Arising</p>	<p><u>Review of Actions</u></p> <p>5.1. Action NSL/20200121-01: (For NSC Members to fully support and assist the IDB with BAP and WLMP review); The Clerk reported that Cllr Cato was now in direct communication with Mr P Brewin as necessary and therefore considered this Action closed.</p> <p>5.2. 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); Dir Fin reported that Zurich had sought further information to enable adequate cover proposals.</p>	<p>Action NSL/20200121-01: Closed</p> <p>Action NSL/20201006-01: On-going</p>
<p>6. Finance Report</p>	<p>6.1. Director of Finance (Dir Fin), as the Responsible Finance Office (RFO), confirmed the bank account balances as:</p> <ul style="list-style-type: none"> • NatWest current account: £13,052.29 • NatWest deposit account: £209,377.10 • HSBC current account: £234,759.63 • Money Market funds: £248,712.67 • North Somerset Council: £387,598.97 • NS&I: £28,366.21 • TOTAL: £1,121,866.87 <p>She further reported that bank reconciliation ay Officer level had been completed and that Mr B Mitchell was due to complete the internal reconciliation in the very near future.</p> <p>6.2. Dir Fin reported that the effect of Covid-19 on the economy, had caused bank interest to reduce greatly. She further reported that an Investment of Boards Funds Task & Finish Group Meeting would be convened as soon as practicable for endorsement of an Investment Policy.</p>	

	<p><u>End of Year Forecast 2020/2021</u></p> <p>6.3. As of 31 Dec 20, Dir Fin reported the Year-end forecast identified an adverse variance of £25,869 but this was expected as this reflected ring-fenced funds being drawn from previous years (roll-over of Board schemes).</p> <p>6.4. Dir Fin presented the proposed Budget for FY2021/2022 line-by-line, highlighting that implementation of the Strategic Review would increase the SDBC Admin charge by 29% but would be offset by reductions in direct Board costs..</p> <p>6.5. The proposed Budget had resulted in a proposed increase in the Penny Rate of 1.36%.</p> <p>6.6. Reserves at 01 Apr 20 were reported as:</p> <ul style="list-style-type: none"> • Ring-fenced (roll-over): £367,000 • Free-Reserve: £188,000 <p>Predicted reserves at yr-end were reported as:</p> <ul style="list-style-type: none"> • Ring-fenced (roll-over): £238,000 • Free Reserve: £282,000 <p>The Clerk reported that critical asset failure was the largest risk to the Board needing to be covered by the Free-Reserves and Insurance.</p> <p>6.7. Mr P Burden proposed, seconded by Cllr J Tonkin ‘that recommendation for the Penny Rate for the year 2021/2022 be increased by 1.36% to 8.996p to be taken to the Board Meeting of 02 Feb 2021 for endorsement.’</p> <p>All in favour – none against</p> <p>6.8. Mr B Garner questioned if the Board aligned the budget with the NSC local plan?</p> <p>Dir Ops reported that the Board does not specifically consider local plans, however does</p>	<p>RESOLUTION 1</p>
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	encourage schemes and projects with local authorities and other partners.	
7. Engineering & Maintenance Works	<p>7.1. Dir Ops provided an overview of Engineering & Maintenance with the following points of note:</p> <ul style="list-style-type: none"> • Routine maintenance was 98% complete. • Aspiration to complete all contracts in good time and within ecological constraints, cognisant of Environmental Land Management Schemes (ELMS) and planting timetables. <p>7.2. Mr G Oliver (The Engineer) reported that South Area works would be going to tender shortly, with an estimated value of £26,000.</p> <p>7.3. The Cut: Concern was expressed that NSC had not undertaken necessary works to clear access to enable routine maintenance work by the Board's maintenance Contractor. The Engineer would investigate further with Mr D Crossman and report at the Full Board on 02 Feb 21.</p> <p>7.4. Mr B Garner enquired whether future development should be an Agenda item to identify developers in-default of their maintenance obligations. Dir Ops replied that this matter should be discussed at full Board, and that currently Officers monitor and react, as necessary, with Board Members assistance.</p>	
8. Risk Review	8.1. The Clerk reported that the full Risk Register would be reported at the Full Meeting of 02 Feb 21, however the Register would be updated for 01 Apr 21 to show significant changes following implementation of the Strategic Review.	

<p>9. Any Other Business</p>	<p><u>Outstanding Rates</u></p> <p>9.1. The Deputy Clerk provided an overview of Drainage Rate payments with the following points of note:</p> <ul style="list-style-type: none"> • 01 Apr 20: 775 accounts at £86,834 owed. • 15 Jan 21: 60 accounts at £5.457 (6.3%) outstanding. 	
<p>10.Date of Next Meeting</p>	<p>10.1. The date of the next Finance & Works meeting was reported as being 23 Mar 21.</p> <p>10.2. Future key dates in the short-term were highlighted as:</p> <ul style="list-style-type: none"> • NSLIDB Full Board: 02 Feb 21 <p>10.2. There being no other business, Members and Officers were thanked for their attendance, and the meeting was closed at 1555.</p>	

Annex:

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

CHAIRMAN.....DATE

**ANNEX A TO
NSLIDB F&W COMMITTEE MINUTES
DATED 19 JAN 21**

NSLIDB F&W MEETING – TABLE OF OUTSTANDING ACTIONS

Action Number:	Action:	Actionee:
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