

**Minutes of the Parrett Board Finance & Governance Sub Committee Meeting held at Bradbury House, 33-34 Market Street, Highbridge on Tuesday 01 September 2015 at 2.15 pm.**  
**Chairman: Mr D Spicer**

The Chairman welcomed members to the meeting.

1	<b>Attendance &amp; Apologies for Absence:</b> as per register appended. Apologies from Mr P Maltby.	Action
2	<b>Items Additional to the Agenda:</b> T Bradford (TB) Item 5 - SRA funding options. Nick Stevens (NWS) Item 10 - Items for Full Board meeting.	
3	<b>Declarations of Interest:</b> none	
4	<b>Minutes of the Meeting held on 19 May 2015</b> (appended) having been previously circulated the Chairman signed the minutes as a true and correct record of the meeting held.	
5	<b>Proposed C Passmore Seconded T Bradford 'that the Parrett Finance &amp; Governance sub-committee approve the minutes of the previous meeting held on 19 May 2015.'</b> <b>Vote: Unanimous RESOLUTION 1</b>	RES 1
5	<b>Matters Arising:</b> Item 5 Matters Arising SWAP report: an in-depth discussion was held on the format of the Boards with regard to finance of administration and engineering, size of the Boards and their structure which included the following comments and observations (this list is not exhaustive): <ul style="list-style-type: none"> <li>• There are too many meetings</li> <li>• Need to reduce Board size</li> <li>• Need to retain communication with retired Board members</li> <li>• Combine sub-committees to reduce repetition and staff costs</li> <li>• The Board should be streamline and operate as one</li> <li>• How do Welland &amp; Deepings operate with less staff and less meetings?</li> <li>• If administration savings were made the Board could afford more engineering expertise</li> <li>• Consideration to be given to the views of the Consortium and Axe Brue</li> </ul>	
6	<b>Proposed T Bradford, Seconded M Young 'To review the way the Board is constituted to reduce meetings and Board membership with reference to DEFRA guidance.'</b> <b>Vote: unanimous RESOLUTION 2</b>	RES 2
6	<b>Additional Item:</b> SRA Funding: TB advised that SDC have requested a meeting with the Chairmen and Vice-Chairmen of the Axe Brue and Parrett Boards prior to 16 September at which time SDC meet to discuss SRA future funding options.	
6	NWS reminded members that the local Memorandum of Understanding, which all partners have signed, states that the SRA principle is to not change existing funding streams of stakeholders.	
6	<b>Policy and Strategy:</b> (appended) Ref 5 & 27 Business risk assessment and Risk management: NWS gave a brief overview of the register highlighting the following points:	
6	<b>No. 35 Succession planning</b> – replacement of staff and members is an issue of concern: N Collins (NJC) is due to leave early September. NJC is the last member of Favourable Conditions Project appointments, however no redundancy costs have been made as all staff have resigned their positions.	
6	E Fletcher Planning and Technical Support Officer resigned at the end of August; a temporary replacement has been appointed on a limited term contract.	
6	A Sherwood Planning Officer has given notice for the end of the year; the two positions are being advertised. However it is proving difficult to recruit.	
6	Members requested that consideration be given to appointing an apprentice; this would require additional funding from the Board as well as increased staff time for training, supervising and review.	
6	A Public Sector Co-Operation Agreement (PSCA) for engineering services may not be appropriate as IDB engineering requires a specialized skill set. S Gee (SMG) reminded members that previous requests to the Board to fund additional engineering resource were refused.	
6	An action plan is being put in place to contact younger people i.e. Young Farmers Association, NFU, articles on websites and journals, etc.	
6	<b>No. 32 Impact of Hinckley Connection:</b> An agreement for costs reimbursement allows this risk to be reduced.	
6	<b>No. 34 Reduced attendance at meetings:</b> this matter was discussed at item 5; the Board will review the Board constitution to reduce meetings and membership.	
6	<b>No 31 SRA impact on IDB:</b> this risk has been reduced by allocating Project officers to all IDB work streams.	
6	<b>No. 28 Scrutiny:</b> this item is to be removed as ADA advice and management procedures have been reviewed and implemented.	

7	<p><b>Budgets: (a) Ref 8 Drainage rate collection:</b> £23k outstanding rates; second reminder letters will be disseminated during September with a view to summoning, where necessary, before Christmas.</p> <p><b>(b) Ref 9 &amp; 10 Financial position against budget and future projection:</b> (appended) SMG briefed members on the report advising that there are no areas of particular concern at this time.</p> <p><b>(c) SDBC 2016/17 budget:</b> SMG briefed members on the report; the following points were noted:</p> <ul style="list-style-type: none"> <li>• Expenditure 7000 Gross salaries: £58,873 will be reimbursed by the SRA for the cost of two staff</li> <li>• Increase in National Insurance is due to the removal of rebate by Central Government</li> <li>• Agency Temp staff: one engineer at NSL - costs to be reimbursed</li> <li>• Postage: increase due to increased volume of post, however the franking machine has been upgraded (free of charge) which has resulted in reduced costs by approx. 2p per second class item</li> </ul>	C-AP
	<p>The budget was approved by the SDBC Management committee and will therefore feed into the Parrett 2016/17 budget.</p> <p>Members noted both the Parrett and SDBC budgets.</p> <p><b>(d) Pension scheme consideration:</b> (appended) SMG briefed members on the paper, previously circulated and drew members' attention to a letter submitted by the Expenditors and Operator. A full discussion was held on the provision of a pension scheme:</p> <ul style="list-style-type: none"> <li>• The NUF has not been contacted to ascertain if more staff can be added to the current scheme</li> <li>• Parrett staff would prefer the Local Government Pension Scheme (LGPS)</li> <li>• The Axe Brue is a contributing member to the LGPS</li> <li>• Members opined that there should be no disparity of pension provision between the Axe Brue Operative and Parrett Expenditors and Operator</li> <li>• For staff morale and unity there should be no disparity</li> </ul>	
	<p>SMG advised that there has been no inflationary wage increase for three years, since the abolishment of the Agricultural Wages Board and recommended that the Parrett link salary appraisals and pension provision to the Axe Brue timetable; March annually.</p> <p><b>Proposed Cllr Kingham, Seconded M Young 'that recommendation be given to the Parrett Internal Drainage Board at its Full Board meeting of 10 November 2015 to submit an application to become a contributing member and accept the terms of Local Government Pension Scheme.' Vote: unanimous RESOLUTION 3</b></p>	RES 3
	<p>Variations to working hours to be agreed with other terms and conditions. A meeting will be arranged to discuss these matters with the Expenditors and Operator.</p> <p>Members expressed concern for staff management of the Expenditors and Operator; it was agreed that a review would be undertaken by NWS, however the quality of work was not disputed. It was agreed that a sub-committee would meet with the Expenditors and Operator to review working operations: T Bradford, C Passmore and B Rowe.</p> <p>Salary Review: it was agreed that this matter should be discussed at the forthcoming Employment and Machinery meeting.</p>	NWS/ C-AP
8	<p><b>Audit: Ref 13 &amp; 15 receive and monitor reports and action plan:</b> SMG advised that reports had not been received from either the internal or external auditors. It was agreed after discussion that SWAP would be invited to attend a future meeting for members to express their concern for the lack of reports.</p> <p><b>Proposed P Maltby, Seconded Cllr Kingham 'that South West Audit Partnership be invited to attend a future meeting of the Finance &amp; Governance Sub-Committee to discuss reporting of the Internal Audit.' Vote: unanimous RESOLUTION 4</b></p>	RES 4
9	<p><b>Policy: Ref 1 Flood Risk Management Policy Review:</b> (appended) members reviewed the Policy Statement on Flood Protection and Water Level Management which was originally approved by the Board in 2005. It was agreed that officers review and re-write, where necessary, the policy for consideration at a specific policy meeting.</p>	NWS/ IDS
10	<p><b>Any Other Business:</b> (1) TB – concern was expressed for attendance at the forthcoming Employment &amp; Machinery meeting, as many members will be working while the (predicted) weather allows. It was agreed that the Assistant Clerk would contact all members on Monday to ascertain attendance.</p> <p>(2) C Passmore expressed concern for the level of pay rise that may be considered appropriate for the Operation staff; this should not exceed 3%. SMG advised that Axe Brue staff did not receive pay increases at that level.</p>	C-AP

**11 Date of Next Meeting:**

- Full Board – 10 November 2015, 14.15hrs
- Finance & Governance – 19 January 2016, 14.15hrs

There being no other business the Chairman thanked members and officers for attending  
The meeting closed at 17.00hrs

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CHAIRMAN

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DATE