

MINUTES OF THE PARRETT EXTRAORDINARY FINANCE AND WORKS SUB COMMITTEE MEETING HELD VIA ZOOM ON 14 JUN 21

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

Agenda Item:	Detail:	Action:
1. Attendance and Apologies	1.1. Apologies as per the above Attendance List.	
2. Items Additional to the Agenda	2.1. Mr T Bradford requested a discussion on direction of Board comment for outside organisation Meetings.	
3. Declarations of Interest	3.1. Mr C Passmore – use of Board Contractors for private contracts.	
4. Approval of Minutes	4.1. The Minutes of the Finance & Works Sub-Committee Meeting of 15 May 21 were approved as a true and accurate record of the Meeting held.	
5. Matters Arising	<u>Review of Actions</u> <i>Action P/20191007/2: To prepare a formal letter, to be reviewed by Ashfords Solicitors, of further justification of the Boards' claim to</i>	

Each Board is a statutory public body with responsibilities for flood protection, land drainage and the environment.
All are members of the Association of Drainage Authorities.

	<p>Somerset County Council regarding the collapsed Culvert at Admiral's Table: The Clerk reported that a copy of a De-Trunking Order of 1977 had been received indicating that Admiral's Table may be a Highways Authority Asset. This would be provided as evidence to enable reclaim of the full funds owed. He reported this Action remained ongoing.</p> <p>Action P/20210514-01: To liaise with Mr T Bradford and Mr C Passmore out of Meeting to ascertain problems and specific issues of concern on the Rivers Parrett and Tone: Dir Ops reported this Meeting remained outstanding, and further reported that he was preparing a Paper for presentation at a National River Summit to be held 24 Jun 21. He reported this Action remained ongoing.</p>	<p>Action P/20191007/2: Ongoing</p> <p>Action P/20210514-01: Ongoing</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 yet been signed by a Board Member.</p> <p><u>End of Year Report 2020/2021</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"> • The SDBC Year-End Surplus had been divided between Axe Brue, Parrett and North Somerset Levels in accordance with the Consortium Agreement share to enable a zero balance; Parrett £23,948. • Expenditure variance was primarily due to vacancies in SDBC Staffing. • I&E Report and Notes to Accounts were accepted 'as read'. <p>6.3. <u>Parrett IDB Accounts</u> The RFO provided an overview of the Balance Sheet with the following point of note:</p>	

- I&E Report: surplus £23k.
- Income variance due to rechargeable works, SRA work and SDBC income.
- Expenditure variance due to out-sourced maintenance, reduced plant & machinery costs, reduced overheads and Board schemes with funds raised in previous years.
- I&E Report and Notes to Accounts were accepted 'as read'.

6.4. Section 1 Annual Governance Statements 2020/2021: The Committee acknowledged their responsibility for ensuring that there was a sound system of internal controls in-place, including arrangements for the preparation of the Accounting Statements and answered 'Yes' to the eight Accounting Statements at Section 1 of the AGAR.

6.5. It was recommended that the Parrett Full Board at its Meeting to be held on 21 Jun 21, endorse approval of the eight Accountability Statements within Section 1 of the Annual Governance Statement 2020/21."

6.6. Section 2 Accounting Statements: The RFO provided an overview of the Annual Governance and Accountability Return 2020/21 to ensure Member understanding.

6.7. The RFO explained in detail the variances of the current and previous years' Section 2 figures.

6.8. It was recommended that the Parrett Full Board at its Meeting to be held on 21 Jun 21, endorse approval of Section 2 of the Annual Governance Statement 2020/21.

6.9. Board Reserves: The RFO provided an overview of Board Reserves in each section:

	<ul style="list-style-type: none"> • Specific Reserves • Commuted Sums • Works Reserve • Non ring-fenced Reserves <p>The RFO commented that the Free Reserve of £204k would not be sufficient to cover all risks on the Risk Register but the sale of Plant & Machinery as agreed by the Strategic Review would potentially raise additional funds to Free Reserves and reduce Risk to a suitable level.</p> <p>6.10. The Deputy Clerk provided an overview of outstanding Rates:</p> <ul style="list-style-type: none"> • £55, 296 currently outstanding; 31.2% of total Drainage Rate demands. • £907 from previous year currently being enforced by Bailiffs (included in total outstanding Drainage Rates). 	
7. Engineering & Maintenance	<p><u>Annual In-Year Maintenance & Engineering Project update</u></p> <p>7.1. Mr Wall, Contracts Manager, provided an overview of Maintenance with the following points of note:</p> <ul style="list-style-type: none"> • Maintenance contracts as endorsed at the last Meeting had been awarded. • Two Lots that had been re-tendered were due for return 18 Jun 21. • Pre-Commencement Meetings had taken place and all Contractors were satisfied with contract details. • The Operations & Engineering Report was accepted 'as read'. 	
8. Strategic Review Update	8.1. The Clerk reported that Maintenance contracts had been awarded and was confident the two outstanding areas would be awarded in the near future.	

	<p><u>Disposal of Axe Brue Plant & Machinery</u></p> <p>8.2. The Clerk reported that the Parrett full Board would be requested to review Options for sale or disposal. He recommended that the Board release machinery and decide the best route for disposal.</p>	
9. Any Other Business	<p>9.1. Dir Ops reported a Water Level sub-committee Meeting would be held on 30 Jun 21 with FWAG and EA; invitation would be issued in due course – Members as follows:</p> <ul style="list-style-type: none"> • Tony Bradford • James Winslade • Barrie Bryer • Will Barnard • Mark Heywood • David Vigar • Cllr Anthony Betty <p>9.2. The Clerk reported that a Meeting would be arranged with Board Members and NE to discuss phosphate levels in the near future.</p>	
10.Date of Next Meeting	<p>10.1. The Clerk reported the date of the next scheduled Meeting as:</p> <ul style="list-style-type: none"> • Full Board: 21 Jun 21 @ 1430-1630 • F&W: 04 Oct 21 @ 1430-1630 <p>10.2. There being no other business, Members and Officers were thanked for their attendance, and the meeting was closed at 1500.</p>	

Annex:

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

CHAIRMAN.....DATE

**ANNEX A TO
PARRETT F&W COMMITTEE MINUTES
DATED 14 JUN 21**

PARRETT F&W MEETING – TABLE OF OUTSTANDING ACTIONS

Action Number:	Action:	Actionee:
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/20210514-01	To liaise with Mr T Bradford and Mr C Passmore out of Meeting to ascertain problems and specific issues of concern on the Rivers Parrett and Tone.	Dir Ops