

MINUTES OF THE NORTH SOMERSET LEVELS INTERNAL DRAINAGE BOARD FINANCE AND WORKS SUB COMMITTEE MEETING HELD VIA ZOOM ON 15 JUN 21

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

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. No additional items.	
3. Declarations of Interest	3.1. No declarations at this time. Members were requested to submit declarations as necessary throughout the Meeting.	
4. Approval of Minutes	<p>4.1. <i>Item 1.1 Attendance & Apologies:</i> <i>Attendance Register:</i> Mr Britten was recorded as 'non-attendance' however, he stated that he was in attendance via telephone.</p> <p>4.2. With this one amendment, the Minutes of the Finance & Works Sub-Committee Meeting of 23 Mar 21 were accepted unanimously and signed by the Chair as a true and accurate reflection of the Meeting.</p>	

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.

5. Matters Arising	<p><u>Review of Actions</u></p> <p>5.1. Action NSL/20210323-01: (Board Officers to discuss options for adequate insurance cover of Sampson’s Sluice and propose a new way forward for Board consideration); In order to fulfil this Action, Mr Oliver, Project Engineer, reported that Zurich underwriters were seeking a professional valuation, therefore an Asset Condition Report was to be arranged. The Clerk reported this Action as ongoing.</p>	<p>Action: NSL/20210323-01: Ongoing</p>
6. Finance Report	<p><u>Quarterly Reconciliation of Bank Statements</u></p> <p>6.1. Dir Fin, as the Responsible Finance Officer (RFO), reported that a full bank reconciliation by Officers had been completed however, due to Covid-19 the internal Board Member reconciliation had been delayed.</p> <p><u>End of Year 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"> • Year-End SDBC surplus had been divided between Axe Brue, Parrett and North Somerset Levels in accordance with the Consortium_Agreement share to enable a zero balance; Axe Brue £11,682k. • Expenditure variance was primarily due to vacancies in SDBC Staffing and office & property expenses due to the NSLIDB Employee working remotely. • I&E Report and Notes to Accounts were accepted ‘as read’. <p>6.3. <u>NSLIDB Accounts</u> The RFO provided an overview of the Balance Sheet with the following point of note:</p> <ul style="list-style-type: none"> • I&E Report: surplus £52k. 	

- Income variance due to insurance income recovered and SDBC surplus income.
- Expenditure variance due to Rhyne Cleaning & Maintenance, Board schemes and Admin charges from 2018/19 not paid to SDBC.
- I&E Report and Notes to Accounts were accepted 'as read'.

6.4. Section 1 Annual Governance Statements 2020/21: 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 eight Accounting Statements at Section 1 of the AGAR.

6.5. It was recommended that the NSLIDB Full Board at its Meeting to be held on 22 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 NSLIDB Full Board at its Meeting to be held on 22 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:

- Commuted Sums
- Ring-fenced Schemes
- Earmarked Reserves

	<ul style="list-style-type: none"> • Other Works Reserves • Non ring-fenced Reserves <p>The RFO suggested that the Free Reserves of £215k would not be sufficient to cover all risks on the Risk Register.</p> <p>The Clerk strongly recommended that the Board consider increasing Free Reserves to £400k based on the Risk Register status, especially in view of Sampson’s Sluice that would require up-front funding in the event of a failure, even if it was fully insured.</p> <p>6.10. The Deputy Clerk provided an overview of outstanding Rates:</p> <ul style="list-style-type: none"> • £32,435 outstanding, being 37.3% of total Drainage Rate demands. • £281 from the previous Financial Year currently being enforced by Bailiffs (included in total outstanding Drainage Rates). 	
<p>7. Engineering & Maintenance Works</p>	<p>7.1. Mr Sturdy, Director of Operations (Dir Ops) requested the Engineering & Maintenance Report taken ‘as read’ with the following points of note:</p> <ul style="list-style-type: none"> • Routine maintenance was on-schedule. • South Yatton Phase II drainage scheme had commenced. <p>7.2. Following a question from Mr Garner, Mr Bush reported that ADA were in consultation with DEFRA regarding re-wilding and IDBs would be updated accordingly.</p> <p>Dir Ops reported that re-wilding should not be considered in isolation from the DEFRA 25 Year Action Plan.</p>	

	<p>7.3. Mr Brewin, Ecologist, reported that new spraying equipment would enable effective and essential watercourse invasive weed control as an on-going activity for the qualified Area Supervisors.</p> <p>7.4. Dir Ops reminded Members they should be aware of acting in the best interest of Board’s responsibility, duties and powers at all times.</p> <p>7.5. Following a question from the Chairman, Dir Ops reported that all Boards contracts were written in a manner that a change in law constituted a change to the Contract, therefore should the Law change from the use of red diesel for IDB activities, all contracts would be uplifted accordingly.</p> <p>He further reported that ADA would be meeting with HM Treasury in due course to discuss IDB exemption for the use of white diesel.</p>	
8. Any Other Business	8.1. New Action: NSL/20210615-01: Clerk to investigate improved microphone and sound quality for Bradbury House Meeting Room.	New Action: NSL/20210615-01: Clerk
9. Date of Next Meeting	<p>9.1. The date of the next Finance & Works meeting was reported as being 05 Oct 21.</p> <p>9.2. Future key dates in the short-term were highlighted as:</p> <ul style="list-style-type: none"> • NSLIDB Full Board: 22 Jun 21 <p>9.2. There being no other business, Members and Officers were thanked for their attendance, and the meeting was closed at 1522.</p>	

Annex:

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

CHAIRMAN.....DATE

**ANNEX A TO
NSLIDB F&W COMMITTEE MINUTES
DATED 15 JUN 21**

NSLIDB F&W MEETING – TABLE OF OUTSTANDING ACTIONS

Action Number:	Action:	Actionee:
NSL/20210323-01	To discuss options for adequate insurance cover of Sampson's Sluice and propose a new way forward Board consideration.	Board Officers
NSL/20210615-01	To investigate improved microphone and sound quality for Bradbury House Meeting Room.	Clerk