

## MINUTES OF THE NORTH SOMERSET LEVELS INTERNAL DRAINAGE BOARD FINANCE AND WORKS SUB COMMITTEE MEETING HELD VIA ZOOM ON 19 JAN 22

<b>Attendance:</b>			
<b>Elected Members:</b> Mr T Bush (C) Mr J Harris Mr R Mitchell	<b>Appointed Members:</b> Mr P Burden	<b>Officers:</b> Mr I Sturdy Mrs M Hammond Mr I Sturdy Mr G Oliver Mr R King Mr M Wall Mr R Kidson Miss N Cornish	<b>Public:</b>
<b>Apologies:</b>			
Cllr A Harley	Cllr J Tonkin	Mr R Garner	
<b>Non-Attendance</b>			

<b>Agenda Item:</b>	<b>Detail:</b>	<b>Action:</b>
1. Attendance and Apologies	1.1 Apologies as per the above Attendance List.  1.2. Mr R Garner called on 24 Jan to say the email had gone into his spam and had been missed	
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	4.1. The Minutes of the Finance & Works Sub-Committee Meeting of 15 Jun 21 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. <b>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);</b>  Mr T Bush, Chair – we are not in a position to renew the insurance at the moment. Mr J Harris – this is rather a long time for no action to be taken. Mr Oliver, Project Engineer, reported this matter was still ongoing as Zurich wanted a comprehensive assessment but the insurance had been renewed in September and this is still a priority. Mr T Bush commented it has been 7 months as it was decided not to have a Finance committee meeting before the November Board Meeting.</p>	<p><b>Action:  NSL/20210323-01: Ongoing</b></p>
<p>6. Finance Report</p>	<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 up to the 31 December 2021 had been completed although they have not yet been signed by a Board Member.</p> <p><u>End of Year Forecast</u></p> <p>6.2. Mrs M Hammond, RFO, provided an overview stating at the present time there was a defect of £77,000 and an expenditure total of £737,737.</p> <p>6.2. Mr J Harris queried whether rate payers with outstanding balances are allowed to accumulate. Dir Fin - there is a set level of £25 for court summons’s so any payment under this will accumulate until this amount is reached.</p> <p>6.3. Dir Fin talked through the budget, Mr J Harris, 11.5% increase for admin is a big increase and is it possible to have hard copies of any A3 papers. Dir Fin – posting out hard copies</p>	

	<p>will increase the amount of postage but recognised they are easier to read when printed on A3. Mr J Harris, the cost will be minimal compared to other costs. IDS, it is not just a cost implication but also the time to get papers printed and sent out. Dir Fin, 11.5% is a large budget increase and it will be upto the SDBC Management Committee to agree or disagree the budget but she believes this is the budget which is needed. The whole budget for the Consortium has gone up by £147,000. IDS, a review has been done to see where the Board can make efficiencies and keep costs down but we need to think about our capability and the quality of the service we provide and at the moment the SDBC is at an all time low and when setting budgets we need to think about how we are able to perform as a business going forwards.</p> <p>6.4. Mr P Burden, when will there be a conclusion regarding the rent. Mr T Bush, it was agreed such a big decision would not be made until all the members could be in the same room. He further added whether they could do without a base for their operatives to work from is moot. Mr P Burden, it's hard as a representative of NSLIDB to justify £10,000 for a building that is hardly used when it was considered what to do with it over 18 months ago and a decision needs to be made fairly quickly. IDS, there has been a lot of discussion around this and many views so if members would like to get together to talk about it we will facilitate that and act in that regard. Mr J Harris, why is this meeting not being held at the NSL offices? Mr T Bush said maybe a meeting could be held in NSL once all restrictions have been lifted although there is only room for about a dozen people. Mr J Harris, meetings face to face should start back at soon as possible. Mr T Bush, it was agreed prior to Covid that Finance meetings would be held at Bradbury House so the Finance Officer had access to her</p>	
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	<p>computer and any other information she might be asked about.</p> <p>6.5. Dir Fin, a new budget of £15,000 has been added for Contractor call outs and specialist services for Sampson Sluice and Huckers Bow. Mr G. Oliver added both of these structures are large tidal structures which need more maintenance than the Area Supervisor can manage.</p> <p>6.6. Mr T Bush, what does 1.59% mean in terms of the pennyrate?. Dir Fin, this year the pennyrate is 8.996 and will be going up to 9,139. Mr T Bush said unless there are any changes on the Consortuim admin charge these are the figures the rate will be set on.</p> <p>Proposed by Mr P Burden and Seconded by Mr J Harris <b>‘to recommend to Full Board that the proposed budget be accepted’</b></p> <p><b>Unanimous</b></p>	
<p>7. Engineering &amp; Maintenance Works</p>	<p>7.1. Mr Sturdy, Director of Operations (Dir Ops) requested the Engineering &amp; Maintenance Report be taken ‘as read’.</p> <p>7.2. Mr M Wall, Contracts Manager, the annual maintenance has gone ahead well with no major issues. Invitations to tender are being sent out within the next couple of weeks with a return date of 24 Feb 2022.</p> <p>7.3. Mr J Harris, has the question over debris being put on to the bank or whether there should be a machine to do deal with it been resolved? MSW believes the Board had decided they weren’t going to specify the use of a conveyor flail but the description of work is to place debris on the top of the bank and however the contractor does that is up to them. There is a specification of what the finished work should look like and the contractor will put in their bids to achieve that outcome. There has been interest</p>	

from a new contractor to work in the North Somerset area the company is Hatts Group and they are currently doing ditching work around Avonmouth. A site visit has taken place and they are being sent tender documents for the NSL maintenance works.

7.4. Mr R King, Area Manager, reported spill kit training is coming up for all Area Supervisors. There are some woodwork repairs on bridges at Bourton Town tilting weir, Wick St Lawrence, Hewish New Rhyne, Weston and Blackstone Rhyne Tilting Weir Puxton. Also Sampsons Sluice flood light is going to be fixed, upside of the flow to make it a safer environment for Anthony Brinson when he is there in the evenings.

7.5. Mr G Oliver, Engineer, talked through the engineering projects that Mr D Alsop and himself are doing. Within the SDBC there is larger projects on the 3 year programme and a separate budget for repair and renewals for smaller jobs, for example Blind Pool Tilting Weir had a bridge which had completely rotted away and is now being repaired with a steel structure. IDS, Officers work very hard to make sure that the engineering program matches exactly to the finance reports. Mr T Bush suggested a tour of inspection in the summer. IDS commented to the Members the world we operate in as a Drainage Board is changing. The Local Authorities have declared a national emergency and the Conservation Bodies have declared a nature emergency. The areas we operate in are very much coming under focus for other services they can provide particularly in relation to flood risk. We have an interesting and challenging job going forwards to work out where we fit in to the future of flood risk and drainage. One of the ways we can do that is by engaging with the Environment Agency and Local Authorities under various strategies they are promoting. Cllr B Petty expressed an interest in coming and talking to the Drainage Board about how we are

	<p>responding to the climate emergency and what our strategies and plans are. IDS informed he had invited Cllr Petty to come and present to the SDBC AGM. PAB added it is a changing world and IDB's need to be mindful of that and we need to communicate what we are able to do and if we are not part of a debate there is an unrealistic expectation on what the IDB can deliver. We need to discuss about how to deal with invasive species and drought conditions. Mr T Bush invited Mr P Brewin to do a presentation to the North Somerset Levels Board Meeting on 02 February 2022. IDS, we tend to leave environmental issues to the Environment Committee but other statutory public bodies are really thinking about climate change and the future and what is possible in areas like ours.</p>	
8. Risk Review	<p>8.1. IDS said the highest risk is single person knowledge followed by unplanned staff absence and illness. There will be a general recruitment campaign in the near future focusing on Local Government job websites.</p>	
9. Date of Next Meeting	<p>9.1. Future key dates in the short-term were highlighted as:</p> <ul style="list-style-type: none"> <li>• NSLIDB Full Board: 02 Feb 22</li> <li>• Finance &amp; Works: 23 Mar 22</li> </ul> <p>There being no other business, Members and Officers were thanked for their attendance, and the meeting was closed at 1535.</p>	

Annex:

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

CHAIRMAN.....DATE .....

**ANNEX A TO  
NSLIDB F&W COMMITTEE MINUTES  
DATED 19 JAN 2022**

**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. <b>Ongoing</b>	Board Officers