

**MINUTES OF THE AXE BRUE FINANCE AND WORKS SUB-COMMITTEE MEETING HELD AT BRADBURY HOUSE ON 13 JUNE 2022**

<b>Attendance:</b>			
<b>Elected Members:</b> Mr J Fear Mrs P Thorne Mr D Tratt Mr M Watts	<b>Appointed Members:</b> Cllr A Gilling Cllr W Human Mr R Keen Cllr A Matthews	<b>Officers:</b> Mr I Sturdy Mrs M Hammond Mr M S Wall Miss N Cornish	<b>Public:</b>
<b>Apologies:</b>			
Mr M E Wall			

<b>Agenda Item:</b>	<b>Detail:</b>	<b>Action:</b>
1. Attendance and Apologies	1.1. Apologies as per the above Attendance List.	
2. Items Additional to the Agenda	2.1. No additional items requested.	
3. Declarations of Interest	3.1. Mr Watts said that he currently supplied a number of Contractors with building materials.  3.2. Cllr A Gilling declared a personal interest in all matters pertaining to Ashford Solicitors.	
4. Approval of Minutes	4.1. The Minutes of the Finance & Works meeting of 17 Jan 22 were approved and signed as a true and accurate reflection of the Meeting with a small correction to the date on page 3.  <b>Proposed by Cllr Will Human and seconded by Roger Keen.</b>  <b>Vote: unanimous</b>  4.2 MH left the room to make the correction and print a set of minutes to be signed.	<b>Resolution 1</b>

<p>5. Matters Arising</p>	<p>5.1. There was discussion over whether Andrew Gilling was chairman for all F &amp; W meetings or just the 17 Jan 22 meeting.</p> <p><b>Jeff Fear Proposed and Martin Watts seconded “that Andrew Gilling chair all F &amp; W meetings”</b></p> <p><b>Vote: Unanimous</b></p> <p>5.2 MSW asked for clarification that Andrew Gilling was chair when the minutes were signed. IDS confirmed.</p>	<p><b>Resolution 2</b></p>
<p>6. Finance</p>	<p><u>Quarterly Reconciliation of Bank Statements</u></p> <p>6.1. Maggie Hammond (RFO), reported that a full bank reconciliation had been completed and there were no issues. She talked through the end of year report with Members informing them there was a surplus of £110k. The SDBC underspend at year end was £58K of which the Axe Brue would received a share.</p> <p>6.2. Martin Watts queried staff salaries to which MH respond, salaries includes; salaries, National Insurance and employer pension. He also queried ‘consultancy fees/other professional costs’ and Contractor costs. MH said this was for Avensure (HR), Anthony Dowden, and Dan Alsop and David Crossman. Cllr Andrew Gilling asked whether there was any contributions received from National Grid, MH advised there was £2315.</p> <p>6.3 IDS informed Members that developers preferred to set up Management Companies rather than pay Local Authorities or Drainage Boards to carry out maintenance although he believes the Drainage Boards should oversee their work in a supervisory position. Jeff Fear asked about SUDS and IDS said a lot of the</p>	

	<p>requirements are from statutory consultees in the planning response and as a non-statutory advisor the IDB sent standing advise to developers in the first instance and asked for advisories to be included in planning decisions.</p> <p>6 .4. Roger Keen requested rows on the income and expenditure sheet are numbered in future to make referencing and discussion items clearer which MH acknowledged she would do.</p> <p>6.5. David Tratt mentioned carbon offsetting with IDS saying this would be a challenge going forward.</p> <p>6.6 MH talked through the audit report and reported the Auditors (TIAA) overall assessment was substantial assurance. The Board had good systems in place, good accounting and record keeping. TIAA did advise that policy’s should be kept up to date and the DRS aged debt report should show as 0 as it is not relevant to current positions.</p> <p>6.7. MH informed members there was non ring fenced reserves of £541k. There was discussion around the amount of money to have as reserves with MH adding when she had capacity she would look into it.</p> <p>6.8 MH requested to have four Officers as signatories, those being the CEO, Dir Fin, Dir Ops and Contracts Manager. Martin Watts would like to see the Chair as a signatory.</p> <p><b>Roger Keen proposed seconded by Cllr Alan Matthews “to recommend to Full Board to have CEO, Dir Fin, Dir Ops, Contracts Manager and the Chair as signatories on cheques”</b></p> <p><b>Vote: unanimous</b></p>	<p><b>Resolution 3</b></p>
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	<p>6.9 MH gave an update on the drainage rates reporting an outstanding total of £73,114,04 before the first reminders have been posted out.</p>	
<p>7. Operations &amp; Engineering</p>	<p><u>Engineering &amp; Maintenance</u></p> <p>7.1 Matthew Wall talked Members through the fuel price paper and advised that prices are still continuing to fluctuate. His recommendation was to recognise the CPI in year one of the new contracts so Contractors would get the difference in inflation from when they tendered to when the work was carried out. IDS reiterated that the Board is not obliged to do anything to help contactors but will do so to ‘share the pain’ and ensure our contractors are able to complete our work. Members and Officers discussed how CPI would benefit the Contractors and possible different ways to help.</p> <p>7.2 David Tratt asked about the impact of red/white diesel, MSW clarified red diesel can be used for agricultural purposes and if there is an element of agricultural benefit in the work they are doing for us then red diesel can be used. This is in accordance with the guidance from DEFRA and ADA. He also said during the tender process contractors were asked to provide price options price for both red and white diesel use.</p> <p>7.3 MSW said he is having pre-tender meetings with contractors and he would like to extend new contracts for the Catcott area</p> <p><b>Cllr Alan Matthews proposed and Roger Keen seconded that they “recommend to accept the Fuel Price paper at the Full Board Meeting”</b></p> <p><b>Cllrs Alan Matthews proposed and Roger Keen seconded “ to include other Year 1 contracts for this year”</b></p>	<p><b>Resolution 4</b></p>

	<b>Vote: Unanimous</b>	
9. Any Other Business	9.1. No 'Any Other Business; items were raised.	
10. Date of Next Meeting	<p>10.1. The Date of the next Finance &amp; Works meeting was postponed until Nov due to elections -TBC</p> <p>10.2. Future key dates in the short-term were highlighted as:</p> <ul style="list-style-type: none"> <li>• Axe Brue Full Board: 20 June 22</li> </ul> <p>10.3. Members and Officers were thanked for their attendance, the meeting was closed at 12:08</p>	

Annex:

A. Axe Brue F&W Meeting – Table of Outstanding Actions

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

**ANNEX A TO  
AXE BRUE F&W COMMITTEE MINUTES  
DATED 13 JUN 2022**

**AXE BRUE F&W MEETING – TABLE OF OUTSTANDING ACTIONS**

Action Number:	Action:	Actionee:
AB/20220117-01	To maintain pressure on Bristol Water and to make contact about Bleadon Sluice	IDS will endeavour to speak with both Bristol Water and the EA before the Full Board Meeting. Ongoing
AB/20210614/01	To undertake a Land Registry search for Landowners either side of Bleadon Sluice to ascertain if there were any easements in place	Dir Fin will start afresh. Carry Forward
AB/20210614-01	To investigate County Court Small Claims with ADA Policy & Finance Committee and report back to the Boards.	