

MINUTES OF THE NORTH SOMERSET LEVELS INTERNAL DRAINAGE BOARD FINANCE AND WORKS MEETING AT BRADBURY HOUSE 15 JUN 22 AT 14:30

Attendance:			
Elected Members: Mr T Bush (C) Mr R Mitchell Mr R Garner Mr C Redding	Appointed Members: Cllr P Burden	Officers: Mr I Sturdy Mrs M Hammond Mr I Sturdy Miss N Cornish	Public:
Apologies:			
Mr J Harris	Cllr J Tonkin		
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	4.1. The Minutes of the Finance & Works Sub-Committee Meeting of 19 Jan 22 were accepted unanimously and signed by the Chair as a true and accurate reflection of the Meeting.	
5. Matters Arising	<p><u>Review of Actions</u></p> <p>5.1 IDS reported he had not accessed the consultants regarding insurance at Sampsons Sluice. He added insurance is currently in place but was unsure whether it was sufficient and said</p>	

	<p>that in his opinion Sampsons Sluice was the biggest single financial liability.</p> <p>5.2. Chris Redding said he had been told that the bolts on the flap valves were rusting and needed replacing. He asked why it was not a priority because if it went wrong it would be a problem. IDS said he had first heard about this issue today but and he would look into it.</p>	
<p>6. Finance Report</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 saying there was a surplus of £74k in the Consortium and an SDBC underspend at year end of £84K on staff costs and contractor costs but an overspend of £27k on legal costs. She added the North Somerset Levels would get their share of the underspend. Bob Mitchell asked whether someone should be appointed to deal with recharges, MH said there was an Memorandum of Understanding (MOU) in place in the other Boards but agreed there should be a purchase order raised so once work is completed an invoice can be sent.</p> <p>6.2. MH advised NSL accounts had a year end position of £74k underspend. The share of the SDBC income has offset the underspends in the NSL income figures. Expenditure was underspent by £74k mainly due to repairs and renewals being underspent by £32k, and Board Schemes underspent by £23k. MH said Scheme reserves were at £272k, with a total reserve position of £1.148k. Chris Redding said North Somerset Council might ask why they were holding so much money to which MH replied they are welcome to contact her to discuss.</p> <p>6.3. Tim Bush asked about business rates for the Hewish office and MH advised there would be no</p>	

	<p>business rates if there were no office. Chris Redding asked who owned Bradbury House and MH informed Members the Axe Brue Board did and the Consortium pay £12k per annum for its rental.</p> <p>6.4. 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 policies should be kept up to date and the DRS adged debt report should show as 0 as it is not relevant to current positions. Within the Other findings the audit report stated that adequate reserves are held by each Board. MH explained that there are several different ways to calculate what the reserves should be. To ensure that the Board are holding the correct level of reserves we need to conclude the Sampson’s Sluice issue. MH will contact ADA to find out how other similar IDB’s calculate their reserves and will report back to this committee and the Full Board.</p> <p>6.5. Cllr Peter Burden enquired whether a rebuild of Sampsons Sluice would be needed. IDS replied that it will come to the end of its serviceable life and need replacing at some point but an inspection is needed to see how much longer it has left. Giles Oliver is arranging that.</p> <p>6.6. MH requested to have four Officers as signatories, those being the CEO, Dir Fin, Dir Ops and Contracts Manager. She advised that they would be listed as positions rather than names. MH also advised members that the other Boards asked for the Chair to be added as a signatory.</p> <p>Proposed by Cllr Peter Burden and seconded by Tim Bush “to recommend to Full Board to</p>	<p>Action: 20220623-01 To calculate the suitable reserve position</p>
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	<p>have CEO, Dir Fin, Dir Ops, Contracts Manager as signatories on cheques” Vote: unanimous</p> <p>6.7. MH gave an overview of the drainage rates telling Members the outstanding amount is £36,938.60 with first reminders being sent out shortly.</p> <p>6.8. Cllr Peter Burden said the issue around the Hewish office needs to be concluded. Members and Officers agreed to form a committee at the Full Board meeting to discuss this.</p>	<p>Resolution 1</p> <p>Action: 20220623-02 To form a committee re Hewish Office</p>
<p>7. Engineering & Maintenance Works</p>	<p>7.1 Matthew Wall talked Members through his fuel price paper for contractors and advised that prices are still continuing to fluctuate. The recommendation was to allow the CPI to be charged so Contractors would get the difference in inflation from when they tendered for the work to when the work was carried out. IDS reiterated that the Board is not obliged to do anything to help contractors but will do so to ‘share the pain’ and ensure we retain viable contractors who can undertake work for the Boards. Members and Officers discussed how CPI would benefit the Contractors and possible different ways to help.</p> <p>Proposed by Cllr Peter Burden and seconded by Bob Mitchell “to recommend to accept the Fuel Price paper at the Full Board Meeting” Vote: 4 in favour – 1 abstain</p> <p>7.2. Tim Bush advised that David Crossman (DC - North Somerset Area Supervisor) would like a fuel contribution increase. IDS suggested he and MH meet with DC to negotiate to amend the relationship between the Board and DC and sort out a contract. MH also added that she had allowed for an increase for DC.</p> <p>7.3. IDS informed Members there would be possibly three new Deputy Area Supervisors to work alongside current Area Supervisors. Chris</p>	<p>Resolution 2</p>

	Redding suggested Board Members should vet suitable candidates with Tim Bush adding that the Area Supervisors are representing the Board.	
8. Any Other Business	<p>8.1. Tim Bush enquired whether there could be an increase to the amount DC can spend to get small works/repairs done as £1k is not enough. MH advised Members that a business case should be filled in for any work needed but she and IDS will discuss with DC. MSW also added that DC can use Andy Tucker under his existing contract for any small non routine jobs he requires to be completed.</p> <p>8.2. Chris Redding recommended that Dave Colbournes computer system, Rates Manager be used throughout the Drainage Board. Cllr Peter Burden advised against a public body using a computer system owned by one person saying that it was too risky. IDS suggested maybe the Boards Computer Services supplier, Orchard could help in some way. However IDS is interested in parts of rate manager to help manage planning and development work flow and will report at a future meeting</p> <p>8.3. Chris Redding wanted to discuss using a conveyor for maintenance and to incentivise other contractors to get conveyors. Cllr Peter Burden said NSL didn't want to specify a method of working. MSW added that Andy Tucker uses his conveyor when he feels it's needed and the other Boards do not specify that a conveyor should be used.</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"> • NSLIDB Full Board: 23 Jun 22 • Finance & Works meeting postponed until Nov due to elections - TBC 	:

	There being no other business, Members and Officers were thanked for their attendance, and the meeting was closed at 16:10	
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Annex:

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

CHAIRMAN.....DATE

**ANNEX A TO
NSLIDB F&W COMMITTEE MINUTES
DATED 15 JUN 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. Ongoing	Board Officers Ongoing
20220623-1	To calculate the suitable reserve position	RFO
20220623-2	To form a committee to discuss Hewish Office	Clerk