

MINUTES OF THE SDBC MANAGEMENT COMMITTEE HELD AT THE GREEN WEMBDON ON 29 SEPTEMBER 2022 AT 14.30

Attendance:			
Elected Members: Mr P Betty Mr T Bradford (Chair) Mr B Bryer Mr T Bush Mr J Fear Mrs P Thorne Mrs W Welland	Appointed Members Cllr A Gilling Mr P Burden	Officers: Mrs M Hammond Mr I Sturdy Miss N Cornish	Public:
Apologies:			
Mr B Gray ? Mr A Mead Mrs P Thorne ?	Cllr A Hendry Mr R Keen Cllr D Durdan Cllr P Clayton		
Non-Attendance:			
Mr R Coombes	Cllr I Dyer		

Agenda Item:	Detail:	Action:
1. Attendance and Apologies	1.1. Attendance & Apologies as per the above.	
2. Declarations of Interest	2.1. None	
3. Approval of Minutes	3.1. The Minutes of the SDBC Management Committee held on 24 Jan 22 were accepted as a true and accurate reflection of the Meeting.	
4. Matters Arising	4.1. Tim Bush queried the action 4.4. 'SDBC/20190729-02 to invite NSLIBD Contractors to complete Pre-qualification Questionnaires for admittance to the Board's Approved Supplier List' asked whether there had been any resolution. IDS advised relations with Dowden, Crossman and Coulborne are progressing well with a better understanding of what is required between the Contractors and the Board.	
5.	All staff were asked to leave the room @ 14.35 for Members to discuss the SDBC Organisational Overview and appointment of a new Clerk CEO which had recently been interviewed. IDS was asked	

	<p>to return to the room and his appointment as Clerk CEO was approved as was the proposed staffing structure that he had recommended. He would take up his duties on 1st October 2022</p>	
<p>6. SDBC Finance Report</p>	<p><u>SDBC Budget 2022/23:</u></p> <p>6.1. The Director of Finance of took the Committee line-by-line through the draft SDBC Budget advising the bottom line figure at the end of August was a variance of £138K. The biggest changes to the variances are staff vacancies; with staff costs, office admin and professional fees all contributing. MH further advised that the year-end surplus is forecast to be £220k. MH added there were no concerns regarding the SDBC budgets although there was a large underspend because of staff vacancies. JF queried the professional fees, saying he thinks once all legal fees come in the amount would be substantially higher. MH reminded Members there were legal fees in last year's accounts and the current accounts were only from April 2022. JF queried the insurance overspend of £5668. MH told Members the premium has gone up this year due to the number of claims through the Management Liability Insurance. JF also asked what 'merchant services charges' related to, MH advised because the Boards take credit and debit card payments for drainage rates/consents, they have to use a merchant and these are their charges.</p> <p>6.2. IDS suggested to Members with the potential changes within the business they might want to consider ringfencing some of the underspend as a reserve to cushion the impact of changes. MH added normally an SDBC underspend would be shared amongst the three Boards but ringfencing some could slow the impact of a rise in drainage rates and special levies. T.Bradford suggested to make a resolution to adopt the resolution at the next meeting</p> <p>Wendy Welland proposed and Tim Bush seconded "to monitor and adopt a resolution at the January meeting for any surplus to be held in reserve to smooth out the impact of budgetary increases"</p> <p>All in favour.</p> <p>6.3. MH updated Members on the utility costs for Bradbury House stating the gas contract ends on the 31 January 2023 and will be a 49% increase with a standing charge of 57p per day and the electricity contract ends in April and will be a 61.4% increase. MH advised Members the Government has a</p>	<p>ACTION 20220929-01</p>

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	<p>support scheme in place for six months but the prices the IDB will pay are under the cap so there will be no support.</p> <p>6.4. MH informed Members that 36 assets such as old hard drives, which didn't have the capacity for windows updates, laptops, monitors and keyboards have been sent to a company called 'Recycle it for free' who wipe the data from the devices and supply a certificate to confirm the data has been wiped. MH told Members there was one new acquisition of an Aquaplus Package which monitors oxygen levels in the rivers which could be used across the three Boards. BB asked whether the items went to charity, to which MH replied the company will recycle what they can.</p> <p>6.5. MH gave an update saying she had spoken to One West and has received a GDPR report which gives a risk score of 57% which is not very good. However, One West have said although the Boards are not doing everything they should be, the overall risk with regard to data is low. MH advised there are items within the report which will be dealt with when capacity allows.</p> <p>6.6. IDS informed Members that the Chairman has acknowledged the cost of living increases and feels the Consortium should award Officers a 2% cost of living increase from October as an interim award, with a further adjustment when the actual award is known.</p> <p>Proposed by Peter Burden and Seconded by Tim Bush "to award Officers a 2% interim pay increase" All in favour</p> <p>6.7. MH presented a paper and updated Members on the current SDBC vehicles advising them that some of the vehicles are starting to fail the MOT and are becoming uneconomical to repair. She discussed the paper setting out the options for the SDBC fleet which are:</p> <ul style="list-style-type: none"> • buying new • leasing or • purchasing second hand. <p>MH advised Members that two vehicles need replacing and a further two will be required when the deputy area supervisor positions are filled. There was some discussion around whether to buy new, lease hire or second hand. It was agreed that second hand vehicles would be best due to the</p>	<p>RESOLUTION 1</p>
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	<p>nature of the job role. Tony Bradford suggested changing one immediately and another one possibly in April, then going forward to have a rolling program to change one vehicle per year.</p> <p>Peter Burden proposed and Andrew Gilling seconded “to replace the oldest two vehicles and purchase four more vehicles on the second hand market with a price ceiling of £20,000 and a maximum age of 5 years and no more than 50,000 miles on the clock. Then budget to replace two vehicles each year on a rolling programme”</p> <p>All in favour.</p>	<p>RESOLUTION 2</p>
<p>7. Review of Joint Policy Documents</p>	<p>7.1. IDS advised Members that the review of some policies was overdue. There are also draft policies and procedures that have been written but not yet approved by the Board. He emphasised how important policies and procedures are in giving Officers and Members a structure under which to operate. Tony Bradford requested any changes to the existing policies are highlighted so Members can see at a glance the updates. IDS added that policies should be accessible to the public on the Boards website.</p> <p>7.2. MH ran through the changes to the Finance Policy and advised Members that it will be reviewed every three years.</p> <p>Tim Bush proposed and Wendy Welland seconded “to accept the Finance Policy with changes made” All in Favour</p>	<p>RESOLUTION 3</p>
<p>8. Adoption of new byelaws</p>	<p>8.1. IDS informed Members that it didn't appear that the process for adopting the new byelaws was</p>	

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	<p>finished by the previous Clerk/CEO and suggested the process was started again. He advised that steps 1-5 were undertaken but there is nothing to confirm any further steps were carried out such as:</p> <ul style="list-style-type: none"> • Writing to Local Authorities and other interested parties to advise them • Allowing a consultation period for objections • No application has been made to the Minister to confirm the byelaws should be made. <p>IDS proposed that the Boards pick up from step 6 and start the process again so there are a set of properly adopted Byelaws as recommended by DEFRA. T. Bush advised that he objected to the Byelaws regarding the fencing and this was on record with the previous CEO. IDS reminded Members that there are Policies in place to help control issues and the Board should be seen to be reasonable, proportionate and consistent. He also suggested engaging with the landowner and the local Board Member to see if a solution can be worked out before referring to the Byelaws adding that if maintenance was still possible why would the Board object. JF agreed that a degree of flexibility was needed within the policy. BB</p> <p>Proposed by Jeff Fear and seconded by Barrie Bryer “to allow actions 6-9 to be actioned upon and the Byelaws brought to each Board for approval” All in favour.</p>	<p>RESOLUTION 4</p>
<p>9. Meeting calendar and locations of 2023 inc. covid risk assessments for venues</p>	<p>9.1. IDS discussed the meetings calendar. It was discovered that the NSLIDB Full Board meeting on 9 November was on the same day as the ADA Conference. It was agreed to change the NSL meeting to the 16 November.</p> <p>9.2. T. Bradford suggested taking each meeting as it comes, saying nobody knows what the covid status will be this winter. He questioned whether meetings could be held at Bradbury House. MH advised that because not all Members confirmed whether they were attending meetings or not, it was assumed everyone will turn up and a suitable venue is sought. The Members discussed Covid and all agreed that external venues would be sought for meetings for the foreseeable future but this will be kept under review.</p> <p>Proposed by Peter Burden and seconded by Tim Bush “to remain mindful of covid and the risks</p>	<p>RESOLUTION 5</p>

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	associated and to use external venues for meetings for the foreseeable future” All in favour	
10. AOB	<p>10.1. Tony Bradford told Members the ADA Conference was being held in Lincolnshire on the 09 November and said he and IDS would be going and there were two more spaces if any other Members would like to go. Andrew Gilling expressed an interest in attending and it was suggested to ask Cllr Anthony Betty. T.Bradford said there would be a visit to Dysons reservoir and flood defence scheme which should be interesting.</p> <p>10.2. Wendy Welland asked if there was an IDB policy around protecting beavers and advised Members that beavers where around in the County. T.Bradford advised there was no policy currently but he will bring it up at the ADA Conference. IDS said the Board will abide by the law and in future the Board may have to incorporate beavers in a policy.</p> <p>10.3. Wendy Welland questioned whether contractors/officers need to report bird flu if they come across it during their work. IDS was unsure and would look into it.</p> <p>10.4. IDS advised that the election process for the Axe Brue and Parrett was underway and nominations should be in by 06 October. IDS urged Members to check their forms carefully so they would not be invalid.</p> <p>10.5. T.Bradford advised Members he had attended a SWADA Exec meeting recently, the first in a while due to covid. He said it was important that all Chairman endorse to Members the importance of attendance at SWADA meetings. Jeff Fear added that an AGM meeting was needed before Christmas.</p> <p>10.6. T.Bradford reminded the Members present that today’s meeting was recommendations only and a summary of the meeting would be emailed to the Members who did not attend with a response required from them by Monday.</p>	
11.	11.1. The Chairman thanks Members for their attendance and the meeting was closed at 16.57	

Annex:

A. SDBC – Table of Outstanding Actions

CHAIRMAN.....*Tony Bradford*.....DATE *24-1-23*.....

**ANNEX A TO
SDBC MANAGEMENT COMMITTEE MINUTES
DATED 29 SEPT 22**

SDBC – TABLE OF OUTSTANDING ACTIONS

Action Number:	Action:	Actionee:
SDBC/20190729-02	To invite NSLIDB Contractors to complete Pre-Qualification Questionnaires for admittance to the Boards Approved Supplier List.	Clerk
SDBC/20220929-01	To monitor and adopted a resolution at the January meeting for any surplus to be held in reserve to smooth out the impact of budgetary increases	Director of Finance

