

## MINUTES OF THE PARRETT FINANCE AND WORKS SUB COMMITTEE MEETING HELD ON 13 JUNE 2023

Attendance:			
<b>Elected Members:</b> Mr T Bradford (C) Mr A Betty	<b>Appointed Members:</b> Cllr N Cavill Mr S Kingham Cllr M Stanton	<b>Officers:</b> Mr I Sturdy Mr M Wall Mrs M Hammond Miss N Cornish	<b>Public:</b>
Apologies:			
Mr J Winslade Mr C Passmore	Cllr G Wren		
Non-Attendance:			
	Cllr M Caswell		

Agenda Item:	Detail:	Action:
1. Attendance and Apologies	1.1. Tony Bradford was appointed as chair for the meeting, in the absence of Colin Passmore committee chairman.  <b>Cllr Stuart Kingham proposed and seconded by Cllr A Betty. All in favour.</b>  1.2. Apologies as per the above attendance List.	
2. Items Additional to the Agenda	2.1. IDS would like to discuss provision of Engineering Services under AOB.  2.2. Tony Bradford advised the Committee about the memorial service due to be held for Mike Lewis. Cllr Norman Cavill will represent the Drainage Board.	
3. Declarations of Interest	3.1. None	
4. Minutes of the F&W Meeting 17 January 2023 and 30 March 2023 (Enclosure 1)	4.1. The minutes from the Finance and Works meeting held on 17 January 2023 and 30 March 2023 were signed as a true record of the meeting.	
5. Matters arising from the F&W Meetings.	<b>17 January 2023</b> 5.1. Regarding item 4, Tony Bradford reported that he has asked IDS to look into providing phosphate	

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.

	<p>test kits for Area Supervisors. It was suggested that nitrates should also be tested. IDS insisted that if the Board were to undertake this it should be done scientifically in order to present credible data.</p> <p>5.2. From item 6.2 Stuart Kingham asked if any money was available for court fees. MH responded that the courts are so far behind that we might not be able to go to court this year for recovery of drainage rate debts.</p> <p><b>30 March 2023</b></p> <p>5.3. Stuart Kingham queried the status of the tender process, IDS responded that tenders were awarded in accordance with the recommendation and re-tendered for works where contractors had not been secured. Those tenders were received and there was a further F&amp;W virtual meeting where those tenders were awarded.</p> <p>T Bradford extended special thanks to MSW for his efforts in endeavouring to make sure all the maintenance contracts were covered.</p> <p><b>Review of Actions</b></p> <p>5.4. Members were reminded to complete their Register of Members Interest Forms. IDS will check the records and send out reminders to those who have not returned their forms.</p> <p>5.5. To liaise with Bill Revens re: New appointed members.</p> <p>Member packs will be provided and IDS hopes to meet for an induction with new (and existing) members after the June Board meeting but immediately before the next. Due to time and resource constraints, a tour of inspection is unlikely to be organised for this summer. An invitation will be extended to Ian Moodie to attend each Board's introduction to new members.</p> <p>5.6. MH reported that the Land Drainage Act doesn't mention anything about charging interest on unpaid rates. These can be applied to commercial debts so it appears that this cannot be done but we will continue to investigate.</p> <p>5.7. MH has written to ratepayers with outstanding balances and the results have been good; the outstanding figures on the balance sheet have reduced.</p>	<p><b>ACTION</b> <b>P/20230613-01</b></p> <p><b>ACTION</b> <b>P/20230117-01</b> <b>ONGOING</b></p> <p><b>COMPLETED</b></p> <p><b>ACTION</b> <b>P/20230613-02</b></p> <p><b>ACTION</b> <b>P/20230117-03</b> <b>ONGOING</b></p> <p><b>COMPLETE</b></p>
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	5.8. To investigate who oversees Courts.	<b>ACTION P/20230117-05 ONGOING</b>
6. Finance Report	<p>6.1. The Quarterly Reconciliation of Bank Statements has taken place, there were no spurious entries and all was as it should be.</p> <p><b>6.2. Proposed by Anthony Betty and seconded by Cllr Norman Cavill ‘that Stuart Kingham continues to countersign the bank statements as part of the audit’. All in favour.</b></p> <p>6.3. MH presented the covering report for the Finance Report 2023/24 (Enclosure 2) and detailed the outstanding drainage rate position £107K as at 2<sup>nd</sup> June and payments are still incoming. Reminders will be sent out in early July, 6 weeks after initial demands went out.</p> <p>6.4. MH provided a summary of the Year end 2022/23 position identifying a surplus of £266K for the Consortium mainly due to staff shortages and this was shared across the three Boards based on SDBC agreement.</p> <p>6.5. The surplus for the Parrett Board totalled £153K. The maintenance underspend was £44K. IDS observed that recruitment will continue and the underspend will help to fund this. Call down contracts will help the boards to catch up with the projects programme.</p> <p>Anthony Betty asked what was being done to maintain morale amongst current staff. IDS responded that a recruitment and retention campaign was carried out, including restructuring and re-grading to both increase staff numbers and motivate existing staff, pay uplift has made us more competitive when recruitment is required. Also a good social calendar.</p> <p>Although things are going well we still have ongoing difficulties between a minority of Board members in the Axe Brue Board and staff. Some further discussion took place and members offered IDS their support in dealing with this if needed.</p> <p>6.6. Internal Audit Report (Enclosure 3) was included with the meeting pack and taken as read.</p> <p>6.7. MH ran through the end of year financial accounts 2022/23 and AGAR return (Enclosure 4)</p>	<b>RESOLUTION 1</b>

	<p><b>Proposed by Tony Bradford and seconded by Cllr Norman Cavill “that the Finance &amp; Works committee recommend to the Full Board to answer yes to all the audit questions” All in favour</b></p> <p>6.8. MH ran through section 2. <b>Proposed by Cllr Anthony Betty and seconded by Cllr Stuart Kingham “that the Finance &amp; Works committee recommend the acceptance of section 2 (as appendix B) to the full board” All in favour</b></p> <p>6.9. MH reported the reserves status and advised that this is not enough. A reserve policy is being developed for all three Boards. The Committee were advised that a Consortium overspend this financial year may be required across the three Boards to catch up on the work that hasn't been done. This might reduce the free reserves further.</p> <p>MH reported that a Cross Board Investment Sub Committee has been formed to develop a consortium-wide investment policy.</p> <p>The Chairman thanked MH for producing such clear accounts and leading the Committee through them.</p>	<p><b>RESOLUTION 2</b></p> <p><b>RESOLUTION 3</b></p>
<p>7. Any Other Business</p>	<p>5.1. IDS advised the Committee about the possible provision of Engineering Services from Calm Engineering. He is proposing a single-source waiver for this provision having investigated all other options. IDS provided the proposed hourly rates which are good value compared to other market rates offered. Funding for these services will come from the unspent salaries budget from last year. An NEC contract will be drawn up.</p> <p><b>Proposed by Stuart Kingham and seconded by Cllr Norman Cavill “that the Finance &amp; Works committee recommend the Full Board the appointment of Calm Engineering” All in favour</b></p> <p>In response to a query from Stuart Kingham there was discussion about the status of the “Gravity Site” within the Axe Brue area.</p>	<p><b>RESOLUTION 4</b></p>
	<p>Meeting Closed at 16:04</p>	

Annex:

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

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

**ANNEX A TO  
PARRETT F&W COMMITTEE MINUTES  
DATED 13 JUNE 2023**

**PARRETT F&W MEETING – TABLE OF OUTSTANDING ACTIONS**

Action Number:	Action:	Actionee:
P/20230117-01	I Sturdy will check the records and send out reminders to those who have not returned their ROI forms.	IDS
P/20230117-03	To continue to investigate if interest can be added to unpaid rates.	MH
P/20230117-05	To investigate who oversees Courts.	MH
P/20230613-01	To investigate the options for Nitrate and Phosphate testing	IDS
P/20230613-02	An invitation will be extended to Ian Moodie to attend each Board's introduction to new members.	IDS