

MINUTES OF THE NORTH SOMERSET LEVELS INTERNAL DRAINAGE BOARD FINANCE AND WORKS MEETING AT BRADBURY HOUSE 05 JUNE 2024 AT 14:30

Attendance:			
Elected Members: Mr T Bush (C) Mr R Mitchell Mr P Burden	Appointed Members: Cllr J Tonkin Ms S Hearne Cllr C Hunt	Officers: Mrs M Hammond Miss N Cornish	Public:
Apologies:			
Mr C Redding		Mr I Sturdy	
Non-Attendance			
Mr J Harris			

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. None	
3. Declarations of Interest	3.1. No declarations at this time.	
4. Approval of Minutes	<p>4.1. The Minutes of the Finance & Works Sub-Committee Meeting of 17 Jan 24 were accepted</p> <p>Proposed by Sandra Hearne and Seconded by James Tonkin ‘that the Chair sign the minutes as a true and correct record of the Meeting.’ All in favour</p> <p>4.2. Sandra Hearne commented that there is a lot of paperwork stored at the Hewish Office and asked if there was a fire prevention system in place. Tim Bush said he doubts it but Maggie Hammond said the top floor is being converted into a dwelling so as part of the changes there may be some fire prevention. Peter Burden asked how relevant the paperwork which is stored there is. Tim Bush said it is all archived and gradually it will be digitised but they don’t want to dispose of their paper archives.</p>	Resolution 1

	<p>James Tonkin queried what was happening with the Cidar Barn, asking if they were looking for another hub. Tim Bush said he and Iain had met with the interested parties and felt that it was probably reasonable to keep the situation as it is. Maggie Hammond added there is a retention policy but a lot of the paperwork is not necessary to keep. As an RFO she asked if it was a good use of public funds to have an office with three separate offices, two of which are for storing paperwork.</p>	
5. Matters Arising	<p>5.1. NSL/20210323-01- To discuss options for adequate insurance cover of Sampson’s Sluice and propose a new way forward. Maggie Hammond said she had not seen the final report to be able to look into insurance.</p> <p>5.2. NSL/20220623-2 To form a committee to discuss Hewish Office</p>	<p>Action NSL/20210323-01 ongoing</p> <p>Action NSL/20220623-2 completed</p>
6. Finance Report	<p>6.1 Maggie Hammond (RFO) said the bank accounts have been reconciled to the end of April and there are no spurious entries.</p> <p>6.2 MH ran through the papers saying the North Somerset Levels IDB has made a surplus of £75k. This is made up of overachieving income of £26k which is bank interest being £13k more than the budget and the peat project grant aid. The expenditure is underspent by £48k on maintenance and staff costs. MH then discussed the Consortium accounts saying there was a surplus of £193k made up of overachieved income of £17k, and expenditure underspend of £176k.</p> <p>Proposed by Peter Burden and seconded by Sandra Hearne ‘the Finance & Works Committee recommends to the Full Board to accept the accounts’ All in favour</p> <p>6.4 MH talked Members through the Annual Governance and Accountability Return from the external auditors TIAA. She said they have given a substantial assurance which is the top assurance they can give showing that everything is working as it should. There are three routine action points which include policies and procedures, the way the bad debt report is set up and debt recovery. MH said this report will help</p>	<p>Resolution 2</p>

	<p>Board Members answer the questions in section 1 of the AGAR and all Members will be happy to answer 'yes' to the questions. MH discussed the figures in section 2 of the report with Members.</p> <p>Proposed by James Tonkin and seconded by Clare Hunt 'to accept the AGAR section 2 as per appendix B' All in favour</p> <p>Proposed by Peter Burden and seconded by James Tonkin ' to recommend to the Full Board' All in favour</p> <p>6.5. MH discussed the reserve position saying there is a total of £1.267 million, however not all is free reserves as some has been ring fenced for various items.</p> <p>6.6 Tim Bush asked about the cost of CALM against employing two full time engineers. MH said CALM are flexible contractors who can be given less work if money starts to run out but the engineer vacancies are still being kept open.</p> <p>6.7 MH gave an update on the drainage rate position saying as at the 31 March 2024 the outstanding rates were £3,783.53 and this was made up of some accounts in credit and some in debit. She added £2,600 of this is relating to previous years and at the end of March 2023 the outstanding balance was just over £6,334.53. This year there are £68,348.00 rates outstanding compared to the same time last year of £71,316. MH said she wanted to congratulate the team for working hard to get to this position.</p>	<p>Resolution 3</p> <p>Resolution 4</p>
7. Any Other Business	8.1. None	
8. 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: 19 June 2024 <p>There being no other business, Members and Officers were thanked for their attendance, and the meeting was closed at 15.20</p>	:

Annex:

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

CHAIRMAN.....DATE

ANNEX A TO

**NSLIDB F&W COMMITTEE MINUTES
DATED 05 JUNE 2024**

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.	Board Officers - Ongoing
NSL/20220623-2	To form a committee to discuss Hewish Office	Clerk– Complete