

# Lower Severn (2005) Internal Drainage Board Finance & General Purposes Committee Meeting

**Wednesday 12<sup>th</sup> December 2018 @ 10.30am**  
**At The Gables Hotel, Falfield.**

## AGENDA

F&GP Committee Terms of Reference are included for members' information

		Page Nos.	Lead
1.	<b>Election of Chair for 2018/19</b>		
2.	<b>Apologies for Absence</b>		Chair
3.	<b>Declaration of Members' Interest</b>		Chair
4.	<b>Minutes of Previous Meeting</b> To approve the minutes of the F&GP Meeting held on the 12 <sup>th</sup> Sep 2018.	1 – 14	Chair
5.	<b>Treasury Sub-Committee Report</b> Meeting held 7 <sup>th</sup> November 2018	15 – 16	Ald. Williams
6.	<b>External Audit Report for Y/E 31 March 2018</b> To Note	17 – 23	AO
7.	<b>Risk Register</b> To approve & forward to Board for noting	24 – 32	AO
8.	<b>IT Review Report</b> Recommendation to appoint IT support from April 2019	33 – 35	PO
9.	<b>Precept &amp; Foreign Water Contribution</b> To note letter & approve response	36 – 38	AO
10.	<b>Minutes of the Engineering Committee held 21<sup>st</sup> Nov 2018</b> To Note	39 – 46	M Barnes
11.	<b>Accounts Officer Reports</b> <ul style="list-style-type: none"> <li>2<sup>nd</sup> Quarter Management Accounts 1<sup>st</sup> Apr – 30<sup>th</sup> Sep 2018</li> <li>Forecast Results for Y/E 31<sup>st</sup> March 2019 &amp; Draft Budget 2019/20</li> <li>Capital Expenditure</li> <li>Apportionment between Charging Authorities</li> <li>Medium Term Financial Plan 2019 – 2024</li> <li>Cash Flow to April 2019</li> <li>Developers Funds as at 30<sup>th</sup> Sep 2018</li> </ul> To note the above reports	<b>47 – 61</b> 49 – 51 52 – 53  54 – 55 56 57 – 58 59 – 60 61	AO
12.	<b>Payments to be Noted</b> <ul style="list-style-type: none"> <li>Payments made between 1<sup>st</sup> Aug 2018 to 31<sup>st</sup> Oct 2018</li> <li>Transfers between accounts</li> </ul>	62 - 70	Chair
13.	<b>Date of Next Meeting</b> 23 <sup>rd</sup> January 2019		Chair
	<b>Close</b>		

- It is the responsibility of the Committee Member unable to attend the meeting to find a substitute; otherwise the meeting may not be quorate.
- Any other consideration and comments/questions of an urgent nature shall be notified to the Accounts Officer at least 3 working days before the Meeting to enable staff to compile the correct information

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		Page Nos.	Lead
1.	<b>Apologies</b>		Chair
2.	<b>Declaration of Members' Interest</b>		Chair
3.	<b>Minutes of Previous Meeting</b> <ul style="list-style-type: none"> <li>Approve Minutes of the Meeting held on the 6<sup>th</sup> June 2018.</li> <li>Actions from previous meeting</li> </ul>	1 - 4	Chair
4.	<b>Treasury Sub-Committee Report</b> Meeting held 18 <sup>th</sup> July 2018 <ul style="list-style-type: none"> <li>To Note</li> </ul> Meeting held 5 <sup>th</sup> September 2018 <ul style="list-style-type: none"> <li>Recommendations</li> </ul>	5 - 6	Treasury Chair  T/F
5.	<b>Risk Management Strategy &amp; Policy</b> <ul style="list-style-type: none"> <li>To recommend to the Full Board for Formal Adoption</li> </ul>	7 - 15	MD
6.	<b>Risk Register</b> <ul style="list-style-type: none"> <li>To Approve</li> </ul>	16 - 22	MD
7.	<b>Financial Reports</b> <ul style="list-style-type: none"> <li>Management Accounts 1<sup>st</sup> April 2018 to 30 June 2018</li> <li>Cash Flow to March 2019</li> <li>Medium Term Financial Plan Update</li> </ul>	23 – 25 26 – 27 28 - 29	MD
8.	<b>Internal Audit Report</b> Appointment of Internal Auditors	30	KW
9.	<b>DEFRA – Annual Report for the Year ended 31 March 2018</b> <ul style="list-style-type: none"> <li>To Note</li> </ul>	31 - 40	
10.	<b>Default Rate Payers</b>	Verbal	
11.	<b>Payments to be Noted</b> <ul style="list-style-type: none"> <li>Payments made between 1<sup>st</sup> May 2018 to 31<sup>st</sup> July 2018</li> <li>Transfers between accounts</li> </ul>	41 – 49 50	Chair
	<b>Close</b>		

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# Lower Severn (2005) Internal Drainage Board Finance & General Purposes Committee Meeting

10.30 am  
Wednesday 6<sup>th</sup> June 2018  
At The Gables Hotel, Falfield.

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		Page No
1.	<b>Apologies</b>	
2.	<b>Declaration of Interest</b>	
3.	<b>Minutes of Previous Meeting</b> <ul style="list-style-type: none"> <li>Approve Minutes of the Meetings held on the 31<sup>st</sup> January 2018.</li> <li>Actions from previous meeting</li> </ul>	1 – 2 3
4.	<b>Treasury Sub-Committee Report</b> Meeting held 14 March 2018 <ul style="list-style-type: none"> <li>Recommendations</li> </ul>	4 - 5
5.	<b>Treasury Management Policy</b> <ul style="list-style-type: none"> <li>Recommendations</li> </ul>	6 - 7
6.	<b>Financial Reports</b> <ul style="list-style-type: none"> <li>Pension Fund – LGPS</li> <li>Management Accounts 31<sup>st</sup> March 2018</li> <li>Cash Flow to March 2019</li> <li>Insurance Schedules Review &amp; recommend to Full Board</li> <li>Statement of Accounts 2017/18</li> </ul>	8 9 – 11 12 – 13 14 15 - 37
7.	<b>Audit Arrangements for 2017/18</b>	38 - 44
8.	<b>Internal Audit Report</b> <ul style="list-style-type: none"> <li>Recommendation</li> </ul>	45 - 65
9.	<b>IT Review</b> <ul style="list-style-type: none"> <li><b>Recommendation</b></li> </ul>	66 – 70
10.	<b>Default Works Costs Recovery</b> <ul style="list-style-type: none"> <li>Recommendations</li> </ul>	71
11.	<b>Payments to be Noted</b> <ul style="list-style-type: none"> <li>Payments made between 1<sup>st</sup> January 2018 to 30<sup>th</sup> April 2018</li> <li>Transfers between accounts and invoices over £5,000</li> </ul>	72 - 83
	<b>Close</b>	

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# Lower Severn (2005) Internal Drainage Board Finance & General Purposes Committee Meeting

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10.30 am  
Wednesday 31<sup>st</sup> January 2018  
At The Gables Hotel, Falfield.

## AGENDA

F&GP Committee Terms of Reference are included for members' information

		Page No
1.	<b>Apologies</b>	
2.	<b>Declaration of Interest</b>	
3.	<b>Minutes of Previous Meeting</b> <ul style="list-style-type: none"><li>• Approve Minutes of the Meetings held on the 13<sup>th</sup> December 2017.</li></ul>	
4.	<b>Accounts Officer Reports</b> <ul style="list-style-type: none"><li>• Management Accounts for the period 1<sup>st</sup> April to 30<sup>th</sup> November 2017</li><li>• Forecast Results for the year ended 31<sup>st</sup> March 2018</li><li>• Draft Budget 2018/19</li><li>• Capital Expenditure</li><li>• Apportionment Between Charging Authorities &amp; Agricultural Rates</li><li>• Medium Term Financial Plan 2018 to 2023</li><li>• Pump Stations Replacement Programme – Cash Flow</li><li>• Severnside – Cash Flow</li><li>• Cash Flow to April 2018 &amp; Reconciliation to Balance Sheet</li><li>• Developers Funds as at 30<sup>th</sup> November 2017</li></ul>	
5.	<b>Rate Setting</b> <ul style="list-style-type: none"><li>• To Recommend a 2018/19 Levy &amp; Drainage Rate to the Board on 7<sup>th</sup> February 2018</li></ul>	
6.	<b>Default Works Costs Recovery</b>	
7.	<b>Internal Audit for 2017/18</b>	
8.	<b>Payments to be Noted</b> <ul style="list-style-type: none"><li>• Payments made between 1<sup>st</sup> November to 31<sup>st</sup> December 2017</li><li>• Transfers between accounts and invoices over £5,000</li></ul>	
	<b>Close</b>	

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