

South East Environmental Services Limited
(Company No. 11545729)
("the Company")

Minutes of a meeting of the Board of Directors of the Company (the "Board") held on the 9th December 2020 at 4.00 pm, Grove Road, Eastbourne. *(Virtual due to COVID-19)*

Present: Jon Dow (Chair) (JD)
Ian Fitzpatrick (IF)
Robert Smart (RS)
David Tutt (DT)
Tim Whelan (TW)

In Attendance: Andrew Clarke (Deputy Chief Finance Officer) (AC)
Robert Cottrill (Chief Executive) (RC)
Helen Knight, (Head of HR) (HK)
Jane McCarthy-Penman (Company Secretary) (JMP)
Theresa Owen (Commercial Accountant) (TO)
Sean Towey, Head of Environment First (ST)

1 Notice and Quorum

The Chair reported that the meeting had been duly convened and that a quorum was present in accordance with the Company's Articles of Association and declared the meeting open.

2 Apologies for Absence

None.

3 Declaration of interests

In accordance with section 177 of the Companies Act 2006 and the Company's Articles of Association each director present, to the extent applicable, declared the nature and extent of their interests in the matters to be discussed at the meeting. The following declarations were made:

That:

Jonathan Dow who has disclosed his interest as both a Director of the Company and an Elected Member (EBC).

Ian Fitzpatrick who has disclosed his interest as both a Director of the Company and Director of Planning and Regeneration of Eastbourne Borough Council and Lewes District Council.

Robert Smart who has disclosed his interest as both a Director of the Company and an Elected Member (EBC).

David Tutt who has disclosed his interest as both a Director of the Company and an Elected Member (EBC) and East Sussex County Councillor.

Tim Whelan who has disclosed his interest as both a Director of the Company and Director of Service Delivery of Eastbourne Borough Council and Lewes District Council.

It was noted that notwithstanding any such interests, each Director present was entitled to vote at, and be counted in the quorum of, the meeting.

4 **Resolutions**

Given due regard to Duty 2, Section 172 CA (06), the Board **resolved**:

4.1 To **agree** the minutes of the meeting held on the 4th November 2020.

4.2 To **note** that there were no matters arising.

5 The Board considered a report on the 2020/21 half-year report, and the 2021/22 first draft budget.

‘Confidential – not for publication’

6 The Board considered a report outlining the Human Resources (HR) related work undertaken over the last nine-months.

Given due regard to Duty 2, Section 172 CA (06), the Board **resolved**:

6.1 To **note** the report.

7 This report provided SEESL with an update on audits undertaken.

Eastbourne Borough Council (EBC) is the provider of Internal Audit Services to the Company. This report covered the work of Internal Audit in conducting the annual audits for the period 1st April 2019 – 31st March 2020.

It was noted that the Audit Team will report on cross-over audits with EBC, as they do with EHL.

Discussion took place in respect of the cross-over audits undertaken and it was noted that there were no concerns in respect of SEESL.

Given due regard to Duty 2, Section 172 CA (06), the Board **resolved**:

7.1 To **note** the report.

- 8 The Board considered a report on SEESL Performance for Q2, 2020/2021.
- It was noted the revised version of the report was circulated on the day of the Board.
- The Head of Customer First highlighted the changes within the two reports.
- It was noted that the performance is good, the client is happy.
- The Board were advised that there were no cases of graffiti dealt with by SEESL, as Neighbourhood First (EBC) have dealt with all cases reported.
- It was confirmed that there are still issues of graffiti on 'private' properties.
- The issue of fly tipping was discussed in detail and the position of ESCC.
- The Head of Environment first confirmed that he had a meeting scheduled with ESCC and would raise such issues at that meeting.
- Residual waste – it was noted that this is anything you cannot recycle.
- Given due regard to Duty 2, Section 172 CA (06), the Board **resolved:**
- 8.1 To **note** the report.
- 9 The Board considered an update report on the progress of the combined waste recycling and street cleansing operation.
- It was noted that Whitespace was going well.
- The Board noted the update on the Public Consultation.
- Given due regard to Duty 2, Section 172 CA (06), the Board **resolved:**
- 9.1 To **note** the report.
- 10 The Board noted the proposal of a Strategy Session in early 2021. It was noted this session would consider where the Board wants to be in 3/5 years.
- Discussions took place and the following key points were noted:
- Emergency Planning - Brexit
 - Workshop/fleet
 - Fuel secure (laser)
 - Waste
 - Winter preparedness
 - Should we look further than five-years, including Carbon Neutral
- It was agreed that a date would be circulated and nearer the time, an agenda would be circulated.
- 11 **Any Other Business**

March Board – owing to the date scheduled (17th) it was agreed that this meeting would be re-arranged for an alternative date in March 2021.

Public Consultation – a question was asked as to who would be analysing the feedback from the Public Consultation. It was noted that it would be the Lead for Quality Environment who is leading on this piece of work. It was confirmed that the Board would be provided with an update.

12 **Conclusion**

The business of the meeting having been completed; the meeting closed at 5.15 pm.

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Chairperson