

**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 15<sup>th</sup> September 2021 at 3.30 am, 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:** Robert Cottrill (Chief Executive) (RC)  
Linda Farley (Head of Customer First) (LF)  
Walter Ferguson (Supervisor) (WF)  
Jane Goodall (Strategy & Partnership Lead) (JG)  
Homira Javadi (Chief Finance Officer) (HJ)  
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**

Andrew Clarke (Deputy Chief Finance Officer) (AC)

**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, 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 9<sup>th</sup> June 2021.

4.2 To **note** there were no outstanding actions.

5 The Board considered a report on the draft financial position for Q1, 2021/22 and the 2020/21 Financial Statements.

#### ***Confidential – not for publication***

6 The Board considered a report on SEESL Performance for Q1, 2021/22.

The following key points were noted in relation to performance:

- Missed bins have increased
- Container delivery – behind schedule (the website is being reviewed)
- AWC – client happy with the progress to date
- Recycling rates are going in the right direction

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

6.1 To **note** the report.

7 The Board considered an update report on the progress of the combined waste recycling and street cleansing operation for Q1, 2021/22.

The update report included:

- Depot
- Fleet
- IT
- Service Standards
- Budget Headlines
- Public Relations
- Support Services
- AWC
- Preparing for the Environment Bill
- Christmas Collections
- Charity Work

The Board noted the investment training in CPC Road Haulage (O Licence).

It was noted that there has been a lot in the press in respect of HGV drivers. The Head of Service was asked whether there were any risks Directors should be aware of, including supply chain issues?

It was noted that there have been high levels of inflation which we will need to take into consideration. It was noted that SEESL have a surplus of drivers which was noted as being due to the excellent T&C's of contracts of employment.

Supply chain 7% rise however, the team have been pushing back on suppliers as best they could. Requests have been made for a breakdown of the 7% so we can plan for a more solid budget provision.

It was noted that the Whitespace contract ends next year. The team are currently negotiating a five-year deal at a fixed price.

It was confirmed that there were no significant changes to the Christmas collections this year, it remains business as usual.

It was noted that some of the key pressures including fleet will be discussed at the Strategic Session of the Board.

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

7.1 To **note** the report.

## 8 **Any Other Business**

**Strategy Session** – the date of the 8<sup>th</sup> November 2021 was agreed. This would be held in the DQ.

It was noted that the following key areas would be covered at the session:

- Environment Bill
- Fleet
- Procurement Plan
- Opportunities/Challenges – food waste
- Strategic Risk Register
- Communications
- Financial Challenges
- Directors Vision – what will we look like in 2026
- Blue Sky Thinking
- IT challenges
- SEESL Handbook

It was noted that an agenda would be circulated seven days in advance.

## 9 **Conclusion**

The business of the meeting having been completed; the meeting closed at 4.11 pm

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Chairperson