

REEDNESS AND SWINEFLEET INTERNAL DRAINAGE BOARD

MINUTES OF THE FULL BOARD MEETING

MONDAY 18TH JUNE 2018

91 BRIDGEGATE, HOWDEN, DN14 7JJ

PRESENT:

Ratepayer Members: Mr Barker (C) Mr Cowling Mr Backhouse
Mr Reed Mr Jones Mr Hirst (VC)

Appointed Members:

Co-opted Members:

Members Present: 6

APOLOGIES:

Ratepayer Members: Mrs Sargeantson Mr Oldridge

Appointed Members:

Co-opted Members:

ABSENT:

Ratepayer Members:

Appointed Members: Cllr Barrett

Co-Opted Members:

IN ATTENDANCE:

Officers: Mr McLachlan – Chief Executive
Miss Cowen – Corporate Strategy Manager
Mr Allen – Chief Engineer
Mrs O’Driscoll – Board Secretary (Minutes)

Others:



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11 Welcome, Introductions and Apologies

- 11.1 The Chair gave apologies from Mrs Sargeantson and Mr Oldridge.
- 11.2 The CEO asked if members were elected or appointed. The Chair explained that all members are elected apart from Cllr Barratt who is an appointed member.
- 11.3 The Chair advised that there are currently 3 vacancies available.

12 Declarations of Interest

- 12.1 None were given.

13 Additional Agenda Items

- 13.1 The Chair asked for any additional agenda items, Mr Jones advised he would have something to bring up in Any Other Business.

14 Minutes of the previous Full Board Meeting, 8th January 2018

- 14.1 It was PROPOSED Mr REED and SECONDED by MR COWLING and UNANIMOUSLY RESOLVED that these minutes be adopted as a true record.

15 Matters Arising

- 15.1 The Chair advised that John Colwill is still to meet with Mr Backhouse and Mr Cowling for them to provide their local knowledge on ditches covered by the Board.
- 15.2 No other matters were raised.

16 Appointment of Officers

- 16.1 The CEO asked staff and Board members to introduce themselves. The CEO – Andrew McLachlan, CSM – Angela Cowen and CEng – Eddy Allen, explained their roles to Board Members. Following introductions, the CEO advised that there will also be another member of staff joining the Board on the 6th August 2018, Mr Russ Towse who has been appointed as Asset Manager.
- 16.2 The Chair asked for Members to appoint the officers to the Board and that for the purposes of the administration of the financial provisions set out in Part IV of the Land Drainage Act 1991, pecuniary matters in other relevant acts and oversight of the Boards other financial matters, the Chief Financial Officer to the Board shall be Andrew McLachlan.
- 16.3 It was PROPOSED by MR BACKHOUSE and SECONDED by MR HIRST and UNANIMOUSLY RESOLVED that the Board appoints the above officers to the Board.

17 Professional Services

- 17.1 The CEO informed that; the Boards Accountants shall be Hunter G Holroyd, Chartered Accountants, Club Chambers, Museum Street, York, YO1 7DN
- 17.2 The Boards Internal Auditors shall be Yorkshire Audit Services, 26 Stockwell Road, Knaresborough, North Yorkshire, HG5 0JZ.
- 17.3 The Boards Solicitor and legal advisors shall be Wilkin Chapman LLP, Cartergate House, 26 Chantry Lane, Grimsby, North East Lincolnshire, DN31 2LJ.
- 17.4 The CEO went on to explain that separate to the Internal Audit there is an External Audit carried out once a year by PFK Littlejohn who then report back to Defra/NAO.
- 17.5 Mr Backhouse asked the difference between the Internal and External Audits, the CEO advised that the Internal Auditors ensure compliance and give advice, external auditors act for the regulator.
- 17.6 The CEO advised that the Boards Solicitors, Wilkin Chapman LLP are experienced in how Drainage Boards work and that they put together the Boards contracts.
- 17.7 It was PROPOSED by MR REED and SECONDED by MR JONES and UNANIMOUSLY RESOLVED that the Board appoints the above professional Suppliers to the Board.

18 Accounting Statements and Annual Return

- 18.1 The CEO directed Board Members to the Annual Governance statement found in Appendix B of the meeting papers.
- 18.2 The CEO explained that the annual accounting and governance statements had been prepared by East Riding of Yorkshire Council (ERYC) for approval by the Board.
- 18.3 He added that as the statements had been prepared under the supervision of the previous Clerk and although he could guide members through the process he would not be able to make a recommendation.
- 18.4 The Chairman advised members that he had read through the documents and considered them to be satisfactory and had confidence as these had been prepared by the local authority.
- 18.5 The CEO informed that upon approval, the Annual Return and Accounting Statements may be inspected by the Board's internal auditors before submission to the Board's External Auditors, PKF Littlejohn.
- 18.6 It was PROPOSED by MR BACKHOUSE and SECONDED by MR JONES and UNANIMOUSLY RESOLVED that the Board APPROVE the Annual Governance Statement for 2017/2018.
- 18.7 It was PROPOSED by MR HIRST and SECONDED by MR REED and UNANIMOUSLY RESOLVED that the Board APPROVE the Accounting Statements for 2017/2018.

19 Invoices Paid and Accounts Settled

- 19.1 The CEO gave an overview of how procedures will work, explaining invoices and accounts shall be settled using OHDB bank accounts and recharged on a quarterly basis. A summary shall be provided to the Chairman to inspect on a quarterly basis. He went on to say that quarterly reports shall be provided at subsequent Board meetings, in line with government guidance, payments under £250 will be aggregated for Board Reports. The current quarter will finish in June.
- 19.2 The CEO went on to advise that all transactions (normally made through BACS) are completely transparent and will be kept for inspection on requests from Board Members. He explained that the Board's invoice management procedure consists of a multi-authority workflow procedure, both paper based and through a highly secure banking payments system. He also informed that all transactions are recorded on the Board's accounting package, Sage50.
- 19.3 The CEO also informed members that the Board's Internal Auditors undertake sample invoice and payment testing.
- 19.4 The Chair stated that he thought this to be a good system.
- 19.5 It was PROPOSED by MR BACKHOUSE and SECONDED by MR COWLING and UNANIMOUSLY RESOLVED that The Chairman or Vice-Chairman be given delegated authority to inspect and consent to payment of the sum of recharged accounts on a quarterly basis.

20 Financial Scheme of Delegation

- 20.1 The CEO advised the scheme for Financial delegation as laid out in the meeting papers is recommended for approval. He informed that where these differ or are contrary to the financial regulations of the Board these shall take precedence.
- 20.2 The CEO stated that his delegates are the appointed officers, the CEng, CSM and AMgr (as mentioned in item 6)
- 20.3 Mr Backhouse commented that it had previously been discussed for the Chairman to have authority to instruct work, up to a limited amount should the need arise for him to have to react to something immediately, for example a dyke slip. The Chair stated he thought this would be less relevant than before. The CEng explained how works are undertaken and that in these circumstances a contractor would be employed straight away.
- 20.4 The CEO gave advice that he would not recommend Board Members to have authority to instruct contactors directly and this should not be needed within the current arrangement. if the Board sought such a policy he would need to seek advice from the Board's Internal Auditors
- 20.5 It was PROPOSED by MR BACKHOUSE and SECONDED by MR JONES and UNANIMOUSLY RESOLVED to APPROVE financial scheme of delegation.

21 Banking Mandates

- 21.1 The CEO explained that the Board's authority is required to allow certain members and appointed officers of the Board to operate its bank accounts.

- 21.2 The CEO informed members the operation of accounts is not to be confused with the Financial Delegations. He explained his officers cannot spend money that has not been authorised through the financial scheme of delegation (above item), as to do so with intent would be acting ultra vires and considered fraudulent. He advised that the OHDB carries substantial fidelity insurance to protect against fraud or error in such circumstances.
- 21.3 He added the banking mandate allows for the operation of accounts when payments or transfers need to be made with in the scheme of financial delegation. The checks and balances in the mandate are designed to prevent accidental error. The CEO also stated that it will be unusual for the Board to issue cheques in the future.
- 21.4 The CEO advised members that ERYC staff and others previously authorised to operate the accounts would be confirmed with the bank and removed and his staff and members added.
- 21.5 The CEO ran through the specific instructions, as laid out in the meeting papers, that are to be passed to the bank.
- 21.6 It was PROPOSED by MR BACKHOUSE and SECONDED by MR HIRST and UNANIMOUSLY RESOLVED that The Board authorise its Bankers to amend its existing banking mandate in line with the authorisations set out in the Board Papers that the CEO be allowed to apply such reasonable moderation as may be necessary to accord with the Banks systems.

22 Website, Email and Corporate Identify

- 22.1 The CEO advised that on meeting with the Chairman it had been agreed that the Board will continue to operate under the previously adopted Aire, Don and Ouse Consortium or ADOC brand. He added this has, on approval of the 4 Chairmen been updated to include the word "independent" making it clear to the common observer that the Board remains an independent legal entity. The CEO explained that the ADOC logo is intended as an abstract representation of the local rivers.
- 22.2 The Chair reiterated the Board would be ran independently but that in remaining part of the consortium there would be opportunities to work together for efficiency reasons.
- 22.3 The CEO informed members that he had obtained the domain name "adoc.org.uk" and that a website should be operational in a few weeks hosting information for Reedness and Swinefleet IDB, Rawcliffe IDB, Dempster IDB and Cowick and Snaith IDB.
- 22.4 The Chair queried if it was compulsory to have a website, the CEO advised that as a public authority a web presence is recommended so that as a minimum, statutory notices can be published. It was noted that for the time being ERYC have agreed to keep up their web presence, this will signpost to the new website once up and running.
- 22.5 The CEO informed that email addresses are now set up, any officer of the board can be contacted using the adoc.org.uk suffix and emails will go directly into the OHDBs user inbox. It was encouraged for members to give out enquiries@adoc.org.uk – for general enquiries and accounts@adoc.org.uk for invoices and remittances.

22.6 The CEO spoke of the corporate identity programme that is planned for this year, which promote the work of Drainage Board's in the area. The CEO is also looking to have contractors to put out signs when carrying out work of the Drainage Board and where possible Board vehicles will include the words "Drainage Board".

23 Corporate Strategy Managers Report

23.1 The CSM informed the Board that she will be looking to digitise all rates records, to make them compatible with the industry standard rates management system.

23.2 The CSM advised that Rates still need to be sent out for this year and that there is still £1,200 outstanding to collect from previous years, adding that although this doesn't seem a large amount it is relative compared to the size of the Board.

23.3 The procedure for collecting rates was then explained by the CSM, advising that Drainage Rate Notices are normally issued on or around the 1st April each year, this is then followed by a reminder in June/ July. In August a Final Reminder is issued advising that legal proceedings have commenced and informing the ratepayer that if Drainage Rates are not settled in full by the date provided, administrative and recovery costs will be added (these are usually £100). If payment is not received by the date provided, officers attend court to seek Liability Orders against the ratepayer. These are passed to the Boards Debt Collection Agents, Rundells for the debt to be recovered.

23.4 The CSM reported this procedure has so far proved successful with OHDB and over half of the debt outstanding had now been recovered.

23.5 This year the CSM is aiming to send out drainage rates for the Board on the 1st September 2018.

23.6 Board members expressed that they thought this was a good system.

23.7 The Chair suggested it would be a good idea to send out a covering letter with the rates advising ratepayers of the changes to the running of the Board. **Action CSM.**

23.8 The CSM said a meeting had taken place with the Boards insurance broker Towergate Insurance. The CEng advised that all insurance certificates are on display in reception at the Board's offices. Insurance policies were discussed.

24 Chief Engineers Report

24.1 The CEng explained his role to the Board. He advised that he had already had a meeting with the Chairman to go through current issues.

24.2 He advised that levels were to be taken on the outfall at Reedness and a quote obtained to carry out the work.

24.3 The CEng informed that due to health & safety concerns the contractor had been stopped from carrying out work on the outfalls. His role will now be to inspect them and report back to the CEng. He added work to desilt these had been carried out last week.

- 24.4 The Chair reported that the digger is still on site and asked if this would be used to clear the ditch while the Board still have it. The CEng advised that as it is still Ground nesting bird season this type of work could not be carried out this had ended.
- 24.5 The CEO is to write to the Environment Agency to ask for contributions to clearing the Main River Creyke at Reedness.
- 24.6 The CEng said he would like to replace the flap valve with a modern equivalent. Mr Backhouse asked if the meantime something could be done to the balancing mechanism. The CEng stated it should run much better now work had been done to have it cleared. However, the hope is to replace it with a modern plastic valve. He estimated this would be a £20,000+ capital scheme.
- 24.7 The Chairman asked if it would be possible to widen the channel of the drain, the CEng believes this would not be an option due to the proximity of residential properties to it. The CEng the survey will give a much more accurate picture
- 24.8 In depth discussions took place on how the ditches and drainage in the network run. With the Chair advising that there is a significant flow from the Thorn Moore. The CEO is to contact the site manager to better understand the arrangements here. **ACTION CEO**
- 24.9 The CEng advised that the maintenance plan is to be reviewed as soon as possible. The CEO proposed meeting with a few Board Members to put procedures in place. The Chair suggested a meeting involving himself, Mr Backhouse, the CEng and the contactor in late July. **ACTION CEng / Chair**
- 24.10 The CEng informed that the insurance company has been in touch as they need to undertake an engineering inspection of the pump station.
- 24.11 The CEng commented that no grass cutting had taken place this year on the flood banks in the area. Mr Backhouse informed that they had carried work out once and that he will be cutting them for hay shortly.

25 Capital Programme

- 25.1 There is no Capital Programme at the moment, but this will hopefully change in the future as capital investment is needed for pumping stations and structures.
- 25.2 The CEO advised that he had started to put together the Humber Head Capital Maintenance Strategy to apply for c£80,000 - £100,000 capital funding from central government. Discussions took place on how capital strategy is put together and how this funding would work.

26 ADOC Partner Arrangements

- 26.1 Discussions took place on meeting frequency and set up. The Chairman suggested one ADOC meeting a year and two meetings for Reedness and Swinefleet IDB, in June and July.
- 26.2 The CEO will take the views of the other Boards that make up ADOC and get back to the Chairman.

27 Chairman's Remarks

27.1 These had been covered throughout the meeting.

28 Any Other Business

28.1 Mr Jones notified the Board that he would be resigning as he is shortly leaving the area. He expressed he had enjoyed his time on the Board. The Chairman thanked Mr Jones for his time on the Board. CSM to update records. **ACTION CSM**

28.2 Mr Backhouse noted that there would now be 4 vacancies on the Board which need to be filled.

29 Date of Next Meeting

29.1 7th January 2019 at 1:30pm, The Boards Offices, 91, Bridgegate, Howden