

MINUTES OF THE KYLE & UPPER OUSE IDB MEETING
HELD ON 4TH JUNE 2018
AT SHIPTON COMMUNITY CENTRE

- 64 **Present** Mr R Shedden (Chairman),

 Mr P Bielby, Mr A Boddy, Mr I Galtrey,
 Mr G Robinson, Mr R Baker
 In attendance Mr N Everard (Clerk of the Board)
- 65 **Apologies** Mr T Clark, Mr R Spilman, Mr K Hayton
- 66 **Disclosure of Interest** None
- 67 **Minutes** The Minutes of the meeting held on 5th February 2018, were approved and signed and there were no matters arising.
- 68 **Maintenance** The Chairman reported on the maintenance works carried out since the last meeting.

 The Finance Committee was authorised to arrange for the repairs to Linton flap valves to be carried out by contractors.
- 69 **Planning Applications** The Clerk reported on planning applications requiring comment between 2nd February 2018 and 1st June 2018. One consent had been issued.
- 70 **Audit**
- 70a **Effectiveness of the System of Internal Control** The Board approved the internal control review for the year ended 31st March 2018.
- 70b **Annual Governance Statement** The Board approved the annual Governance Statement (Section 1 of the Annual Return) for the year ended 31st March 2018.
- 70c **Accounting Statements** The Board considered and approved the accounting statements (Section 2 of the Annual Return) for the year ended 31st March 2018. The Chairman and Clerk were authorised to sign on behalf of the Board.
- 71 **Land Drainage Levy 2018/19** The Board approved the 2018/19 Levy of £10,793.00 being a 0% increase on the previous year.
- 72 **Council Representatives** The Clerk reported on the representatives for Hambleton District Council and the City of York Council.

- 73 Wages The Board approved a 1.98% increase with effect from 1st April 2018 and the continuance of a zero hours contract to the Excavator Operator.
- 74 Contract Rates The Board approved contract rates with immediate effect -
- | | | |
|------------|---|------------------------------|
| Flailmower | - | £38.25 per hour |
| JCB | - | £38.25 per hour |
| Excavator | - | £38.25 per hour plus haulage |
- 75 ADA Northern Branch The Clerk reported that the Conference was scheduled for the 8th June 2019 with the Chairman and Clerk representing the Board.
- 76 Health & Safety The updated Health & Safety Policy prepared by the Consultant was approved and signed on behalf of the Board by the Chairman.
- The review had identified additional training requirements and the Clerk was authorised to arrange the appropriate training. Additional help was to be provided to the Foreman in connection with the preparation of risk assessments to ensure that the Board are compliant.
- The Clerk updated members on employment advice received and comments from insurers.
- 77 Accounts for Payment Accounts for Payment Schedule numbers 11 and 12 were approved in the amounts of £6,359.22 and £44,654.61 respectively.
- 78 Next Meeting The Clerk reported that the next meeting was scheduled for 10th December 2018 at 4.00 p.m. at Shipton Community Centre.

.....Chairman

.....Date

KYLE & UPPER OUSE INTERNAL DRAINAGE BOARD

Accounts for Payment

1st August 2018 – Sch 13

J Atkinson	Haulage	240.00	
	Maintenance	1,140.00	
	VAT	<u>276.00</u>	1,656.00
BATA	Fuel	2,440.80	
	Maintenance	144.05	
	VAT	<u>150.86</u>	2,735.71
Cedar GB Ltd	Administration	112.50	
	VAT	<u>22.50</u>	135.00
Commercial Card	30.04.18		
	Maintenance	162.76	
	Fuel	244.66	
	Parking	3.67	
	VAT	<u>74.79</u>	485.88
	30.05.18		
	Fuel	126.28	
	VAT	<u>25.26</u>	151.54
	28.06.18		
	Fuel	271.41	
	To reclaim from wages	3.54	
	VAT	<u>54.26</u>	329.21
P B Curran Ltd	Insurance	2,390.40	
	VAT	<u>123.20</u>	2,513.60
Dave Raymond Ltd	Komatsu Repairs	427.73	
	Flail Repairs	127.73	
	VAT	<u>111.10</u>	666.56
F & S Edwards	Maintenance	1,723.05	
	VAT	<u>344.61</u>	2,067.66
Environment Agency	Precept		5,396.50
Gov.UK	Vehicle Tax		250.00
H Mell & Son Services Ltd	Maintenance	417.50	
	VAT	<u>83.50</u>	501.00

Hunter Gee Holroyd	Clerkship	4,776.00	
	VAT	<u>955.20</u>	5,731.20
HSBC Bank Charges	20.04.18	10.56	
	21.05.18	5.50	
	20.06.18	<u>16.80</u>	32.86
JCB Finance	06.04.18	823.04	
JCB Finance	08.05.18	823.04	
JCB Finance	06.06.18	<u>823.04</u>	2,469.12
NEST	06.04.18	11.52	
	09.04.18	22.28	
	13.04.18	26.57	
	23.04.18	27.79	
	27.04.18	30.47	
	08.05.18	27.87	
	15.05.18	29.81	
	18.05.18	29.46	
	25.05.18	28.84	
	05.06.18	29.17	
	08.06.18	31.12	
	15.06.18	30.14	
	25.06.18	29.17	
	29.06.18	<u>30.80</u>	385.01
O2	Maintenance	40.07	
	VAT	<u>8.01</u>	48.08
O2	Maintenance	41.05	
	VAT	<u>8.21</u>	49.26
O2	Maintenance	39.22	
	VAT	<u>7.84</u>	47.06
PAYE	Month 12	1,003.02	
	Month 1	1,323.77	
	Month 2	<u>1,179.49</u>	3,506.28
Payroll	Week 1	898.88	
	Week 2	872.76	
	Week 3	1,106.43	
	Week 4	1,119.47	
	Week 5	1,080.93	
	Week 6	1,375.02	
	Week 7	967.56	
	Week 8	1,095.23	
	Week 9	1,100.00	
	Week 10	994.77	
	Week 11	1,652.47	
	Week 12	1,100.20	
	Week 13	<u>1,124.21</u>	14,487.93

Protech Safety Management	Health & Safety		808.00
Satrak	Subscription	120.00	
	VAT	<u>24.00</u>	144.00
Selby Area IDB	Loan of Petty Cash for Fuel		20.00
Joe Turner	Flail Repairs	476.96	
	VAT	<u>95.39</u>	572.35
M E Willis Ltd	Maintenance	551.95	
	VAT	<u>103.89</u>	655.84
Yorkshire Internal Audit			300.00
York Van Hire	Van Repairs	640.32	
	VAT	<u>117.09</u>	757.41
Clerk's Imprest			<u>7,000.00</u>
			<u>£53,903.06</u>

Paid By Expenses – Per Invoices

30.06.18	Diesel	619.84	
	VAT	<u>123.96</u>	743.80

HSBC Imprest Account Charges

Bank Charges	20.04.18	5.50	
	21.05.18	12.30	
	20.06.18	<u>6.18</u>	23.98

Paid Through Imprest

ADA	Conference Fee		<u>40.00</u>
			<u>£63.98</u>

KYLE UPPER OUSE INTERNAL DRAINAGE BOARD

Accounts For Payment

19th September 2018 - Schedule 14

IMPREST

		£	£
BATA	Fuel	2,431.42	
	Maintenance	112.73	
	VAT	<u>129.32</u>	
			2,673.47
Dave Raymond Ltd	JCB repairs	88.85	
	Komatsu repairs	180.00	
	VAT	<u>53.77</u>	
			322.62
DSM Timber Ltd	Maintenance	650.00	
	VAT	<u>130.00</u>	
			780.00
F & S Edwards	Maintenance	975.75	
	VAT	<u>195.15</u>	
			1,170.90
T C Harrison	JCB repairs	714.69	
	VAT	<u>142.94</u>	
			857.63
Joe Turner	Flailmower repairs	36.82	
	VAT	<u>7.36</u>	
			44.18
PKF	Audit fee 2018	600.00	
	VAT	<u>120.00</u>	
			720.00
M E Willis Ltd	Maintenance	723.88	
	VAT	<u>138.28</u>	
			862.16
York Transmission Supplies Ltd	Maintenance	105.86	
	VAT	<u>21.17</u>	
			127.03
			<u>7,557.99</u>

KYLE UPPER OUSE INTERNAL DRAINAGE BOARD

Accounts For Payment

20th November 2018 - Schedule 15

MAIN ACCOUNT

		£	£	
ADA Northern	Administration		150.00	200374
J Atkinson	Maintenance	440.00		
	VAT	88.00		
		<hr/>	528.00	200355
BATA	Fuel	3,885.25		
	VAT	194.26		
		<hr/>	4,079.51	200356
HSBC Commercial Card - July 2018	Fuel	156.28		
	Van repairs	14.00		
	Maintenance	150.00		
	VAT	64.05		
		<hr/>	384.33	DD
HSBC Commercial Card - August 2018	Fuel	155.82		
	Van repairs	23.00		
	Maintenance	6.00		
	VAT	17.75		
		<hr/>	202.57	DD
HSBC Commercial Card - September 2018	Fuel	170.06		
	Maintenance	8.90		
	VAT	-		
		<hr/>	178.96	DD
HSBC Commercial Card - October 2018	Van fuel	131.92		
	Maintenance	160.18		
		<hr/>	292.10	DD
P B Curran Ltd	Insurance		14,971.28	200358
T G Cutt	Maintenance	99.40		
	VAT	19.88		
		<hr/>	119.28	200357
Steven Dresser	Maintenance	1,098.91		
	VAT	-		
		<hr/>	1,098.91	200360
DSM Timber Ltd	Maintenance	1,645.15		
	VAT	329.03		
		<hr/>	1,974.18	200361
F S Edwards	Maintenance	1,320.90		
	VAT	264.18		
		<hr/>	1,585.08	200363
T Elsey	JCB	735.00		
	VAT	147.00		
		<hr/>	882.00	200362

KYLE UPPER OUSE INTERNAL DRAINAGE BOARD

Accounts For Payment

20th November 2018 - Schedule 15

T C Harrison	JCB repairs	1,530.44		
	VAT	306.08		
		<u>1,836.52</u>		
	less credit balance	<u>(31.27)</u>		
			1,805.25	200364
Hunter Gee Holroyd	Clerkship - August 2018	1,592.00		
	VAT	318.40		
		<u>1,910.40</u>		DD
	Clerkship - September 2018	1,592.00		
	Disbursements	448.17		
	VAT	361.06		
		<u>2,401.23</u>		DD
	Clerkship - October 2018	1,592.00		
	VAT	318.40		
		<u>1,910.40</u>		DD
HSBC bank charges	21/07/18	5.50		
	20/08/18	5.50		
	20/09/18	29.28		
	21/10/18	59.61		
		<u>99.89</u>		DEBIT
ICO	Administration		40.00	200365
JCB Finance	July 2018	823.04		
	August 2018	823.04		
	September 2018	823.04		
	October 2018	823.04		
		<u>3,292.16</u>		DD
Marubeni-Komatsu Ltd	Excavator repairs	2,250.00		
	VAT	450.00		
		<u>2,700.00</u>		200366
Nest	06/07/18	37.40		
	13/07/18	28.96		
	20/07/18	29.62		
	30/07/18	31.28		
	06/08/18	37.86		
	10/08/18	42.99		
	17/08/18	41.34		
	24/08/18	31.56		
	03/09/18	42.68		
	07/09/18	39.53		
	14/09/18	45.56		
	24/09/18	46.53		
		<u>455.31</u>		BACS
O2 - July 2018	Telephone	39.22		
	VAT	7.84		
		<u>47.06</u>		DD
O2 - August 2018	Telephone	39.22		
	VAT	7.84		
		<u>47.06</u>		DD

KYLE UPPER OUSE INTERNAL DRAINAGE BOARD

Accounts For Payment

20th November 2018 - Schedule 15

O2 - September 2018	Telephone	46.41		
	VAT	<u>9.28</u>		
			55.69	<i>DD</i>
O2 - October 2018	Telephone	39.22		
	VAT	<u>7.84</u>		
PAYE			47.06	<i>DD</i>
	19/07/18	1,229.00		
	20/08/18	1,719.88		
	19/09/18	<u>1,585.70</u>		
Payroll			4,534.58	<i>BACS</i>
	06/07/18	1,297.78		
	13/07/18	1,103.73		
	20/07/18	1,109.36		
	27/07/18	1,138.44		
	03/08/18	1,202.39		
	10/08/18	1,268.61		
	17/08/18	1,309.49		
	24/08/18	1,107.49		
	31/08/18	1,329.34		
	07/09/18	1,141.74		
	14/09/18	1,376.40		
	21/09/18	1,391.80		
	28/09/18	<u>1,295.61</u>		
			16,072.18	<i>BACS</i>
Ratepayers	Rates refunded	4.48		<i>DEBIT</i>
	Rates refunded	<u>712.86</u>		<i>200354</i>
			717.34	
Dave Raymond Ltd	JCB repairs	25.00		
	Flail repairs	838.14		
	Komatsu repairs	602.81		
	VAT	<u>293.19</u>		
			1,759.14	<i>200367</i>
Ripon Farm Services	Maintenance	1,625.61		
	VAT	<u>325.12</u>		
			1,950.73	<i>200368</i>
Selby Area Internal Drainage Board	Newton Flap Valves	1,016.10		
	Health and safety	602.18		
	Health and safety training	990.45		
	VAT	<u>521.75</u>		
			3,130.48	<i>200375</i>
Joe Turner	Maintenance	965.73		
	VAT	<u>193.14</u>		
			1,158.87	<i>200370</i>
Westaby's Ltd	Maintenance	18.75		
	VAT	<u>3.75</u>		
			22.50	<i>200373</i>

KYLE UPPER OUSE INTERNAL DRAINAGE BOARD

Accounts For Payment

20th November 2018 - Schedule 15

M E Willis Ltd	Maintenance	460.93		
	VAT	<u>62.52</u>		
			523.45	200371
York Transmission Supplies Ltd	Maintenance	157.16		
	VAT	<u>31.43</u>		
			188.59	200372
Imprest			7,500.00	200376
			<u>78,815.57</u>	

IMPREST ACCOUNT

Elk Solutions		<u>100.00</u>	100.00	BACS
HSBC bank charges	21/07/18	6.18		
	13/08/18	5.50		
	20/09/18	6.83		
	21/10/18	<u>12.30</u>		
			30.81	DEBIT
Ratepayers	Rates refunded		52.04	200267
			<u>182.85</u>	