

MINUTES of Meeting held on Monday 14th
November 2022 at Pike Hill Golf Club, Tadcaster Road,
Askham Bryan, York.

PRESENT

Mr C E Mills (In the Chair)
Mr R F Hildreth
Mr J Sanderson
Mr J B Blacker
Mr C Clayton
Mr P Bramley
Mrs S Wiseman
Cllr J Galvin
Cllr D Mackay

The Clerk – Mr W Symons
Engineering Assistant – Mr N Culpan

APOLOGIES FOR
ABSENCE

Apologies for absence were received from Mr S E
Jackson, Mr A P Sykes, Mr A Percy, Cllr D Carr and Cllr
A Warneken.

MEETING NOT
QUORATE

The Clerk informed Members that with nine Members
in attendance, a quorum of ten Members was not present. In
view of this if no further Members arrive and attend the
meeting with it becoming quorate the Board was unable to
make any formal decisions. In view of this consideration of
the items raised on the agenda could be given. Members
then making recommendations for consideration at the next
meeting of the Board for acceptance or agreement as
required.

DECLARATION OF
INTEREST

There were no declarations of interest related to the
items listed on the Agenda.

The Clerk further informed Members that the Register
of Members Interests was available at the meeting for
inspection and update as required.

MINUTES OF LAST
MEETING

The Chairman reviewed the Minutes page by page.
Mr J B Blacker noted he had attended the last meeting
but had not been included on the attendance list.

Members UNANIMOUSLY RECOMMENDED that
Minutes of the Meeting held on 12th September 2022, a copy
of which had been sent to all Members, be taken as read and
approved. The Minutes therefore can be forthwith signed by
the Chairman as a correct record.

MATTERS ARISING

There were no matters arising from the Minutes which were not covered under the agenda items.

RATES

The Clerk reported that the total rates collected up to the 11th November 2022 are as follows:

(a) Special Levy	-	£184,792.11	(56 %)
(b) Direct Levy	-	<u>£ 66,545.71</u>	(97 %)
		<u>£251,337.82</u>	

The Clerk showing the Chairman a list of accounts with sums outstanding.

The Clerk confirmed that any outstanding rates will be pursued for payment and any remaining sums or credits at year-end will be included in next year's rate demands.

WORKFORCE

The Clerk informed that the ADA Lincolnshire Branch were in negotiation for a pay increase. The Boards workforce being linked into these negotiations. The Boards estimates for next years budgets will clearly be influenced by the terms agreed.

The Chairman informed he was pleased with the work the workforce are progressing.

MAINTENANCE WORKS

The Engineering Assistant had circulated a report to Members with the Agenda along with a web link to electronic maps identifying the maintenance work carried out by the Board. He informed that the Board had taken out a licence in new mapping software. This creates a web address which links to an online map on a view only basis highlighting the work progressed to date. The work for last year being highlighted which can be saved for reference in the future. He further informed about the key to identify colours showing the work and location. The flailing work is not currently recorded on the maps as it covers almost all the watercourses. It however is being recorded when invoices are received.

Mr P Bramley asked about how the Board measures the flailing work carried out.

The Engineering Assistant informed that the Boards contracts are based on a linear rate per metre. Contractors have a meter on the machine and the Board is aware of the length that can be cut. If it is not cut it should not be charged. The Boards foreman also checking on the work being carried out.

Land Drain Outfall Policy

Members considered the proposed policy and agreed to recommend it to the Board for agreement and acceptance for the forthcoming maintenance season.

The Chairman informed that continuity of contractors can help with previous knowledge of the locations.

Excavator Attachment Grab for Tree Works

The Engineering Assistant recommended to Members the Board purchasing an excavator attachment grab for tree works for a 1/3rd contribution of £1,116.66 plus VAT. The purchase being shared with Foss (2008) IDB, Ouse and Derwent IDB and Ainsty (2008) IDB. Foss (2008) IDB intending to purchase and the costs including maintenance will then be shared. The purchase should create efficiency for the Boards moving cut materials such as tree limbs as noted in the report along with sharing the equipment.

Members agreed to recommend to the Board the joint purchase of the grab for tree works.

Health and Safety Bulletin

Members noted and discussed the Health and Safety issues raised in the bulletin.

The Clerk confirmed that no reportable incidents had occurred since the date of the last Meeting which required reporting to the Health and Safety Executive (RIDDOR).

The Clerk referred to a copy of the External Auditors Certificate and Opinion for the accounts for financial year 2021/22. A copy of the External Auditors Certificate and Opinion had been circulated (Section 3 and 4) to Committee Members prior to the meeting with the Agenda.

The Clerk informed Members that the return from the External Auditor does not raise any matters under Section 3 External Auditor Certificate and Opinion 2021/22.

Completion of the Audit

The Completion of the Audit has been advertised, as required. The Board acknowledged this outcome.

HEALTH AND SAFETY

EXTERNAL AUDIT RETURN

Appointment of Internal Auditors

The Clerk advised the Board that the audit of the Board's accounts is reasonably complex. In view of this any new auditor would require some time to understand the working arrangements currently in place.

The current Internal Auditors, Brodericks (Doncaster), who have carried out audits for a number of other Boards, are familiar with the Consortium arrangements along with the Audit of small body public accounts and the requirements of the external audit.

In view of this the Clerk asked if the existing Auditor is retained for the 2022/23 financial year audit because of the familiarity of our current systems. The cost of last year's audit, support and production of the required reports for the Board was £1,350 plus VAT. However, the cost could increase depending on the requirements of the audit.

The Clerk noted that the external audit will be again with a small authorities contracted in external audit following the abolition of the Audit Commission. In this sustaining continuity of internal audit is likely to help if any problems arise with these arrangements.

The Clerk noted that the external audit will continue to be under the local framework contract with PK Littlejohn. This contract providing a small authorities (IDBs and Parish Councils) contracted in external audit. The appointment of the existing internal auditor sustains continuity of approach and is likely to help if any problems arise with these arrangements.

The Clerk confirmed that the Board could send the internal audit work out for tender. However, the audit currently consisted of all the Boards in the Consortium and the process is reasonably complex because of shared services. It is also useful to have the auditor appointed during the financial year of the audit to cover any requirements during the financial year. If sent out to tender it would need to be planned in a future year. It also being difficult to find auditors with experience of Internal Drainage Boards and in particular the governance arrangements to be suitable to tender for the work.

Members UNANIMOUSLY RECOMMENDED the Board AGREES to the re-appointment of the Internal Auditors, Brodericks (Doncaster) for the 2022/23 financial year.

Review of the Effectiveness of Internal Control

The Clerk referenced the historical concerns of the External Auditor regarding the review of the effectiveness of internal control.

The Clerk asked if the Board would wish to continue to review its effectiveness of internal control in financial year 2022/23 with the report being prepared by the Internal Auditor. This is because the internal auditor is believed to be impartial to the interests of Members and the Boards Consortium staff. This therefore avoids any potential conflict of interest. However, the Board's Clerk should review the documentation and scope of this report to ensure that the audit compliance requirements are fully covered.

Members **UNANIMOUSLY AGREED** to **RECOMMEND** to the Board for the Boards Internal Auditors work to additionally include the review of the effectiveness of internal control as carried out in the previous financial year 2021/22.

BIODIVERSITY

The Clerk informed he was advancing updating the Biodiversity Action Plan for York Consortium Member Boards. The plan covering all the Boards. The work to date has consisted of populating an ADA National template to cover all the Boards. A meeting is due to be held on 24th November to review progress at Derwent House at 10am if any Member wishes to attend.

The Chairman prompting Members to attend the meeting to share experience.

ADA National – Environmental Good Governance Guide

The Clerk further informed that ADA National had also just published an Environmental Good Governance Guide. The content of which will be referenced in the Biodiversity Action Plan review work. A copy of which can be obtained from the ADA National website.

Water Framework Directive Restrictions

The Assistant Engineer informed of recent discussions with the Environment Agency concerning Water Framework Directive requirements in watercourses in relation to maintenance.

Members discussed the matters which the Assistant Engineer had raised.

CORRESPONDENCE

The Clerk reported that no further significant correspondence had been received by the Board since the date of the last meeting.

PLANS

The Clerk referred to the list of Planning Applications commented upon since the last meeting of the Board, which had been circulated to all Members with the Agenda.

The Clerk reporting that all this information was now digitised and a copy can be provided at the meeting on a laptop computer instead of the paper records.

(SEE APPENDIX TO MINUTES)

CONSENTS

The Clerk referred to the list of Consents granted since the last Meeting of the Board, which had been circulated to all Members with the Agenda.

The Clerk reporting that all this information was now digitised and a copy can be provided at the meeting on a laptop computer instead of the paper records.

(SEE APPENDIX TO MINUTES)

BANK STATEMENTS

The Clerk produced the Bank Statements for the Board's Current Account with a credit balance of £698,131.89 with Barclays Bank as at the 28th October 2022.

The Virgin Bank account has an additional credit balance of £154,176.25. The Boards placing funds into a twelve-month deposit account which is achieving 1.9 % gross per annum.

The Nationwide Building Society account has an additional credit balance of £74,563.07. The Board placing funds in a 95 day business saver account which is achieving 1.6% gross per annum.

The total balance of the Boards funds held in these accounts is £926,871.21.

The Clerk confirmed that Barclays Bank continue charging for its banking services.

ADA NORTHERN BRANCH

The Clerk as ADA Northern Branch Director is giving notification that a Northern Branch AGM will be held on 25th November 2022 at Yorkshire and Humber Drainage Boards new office. It is hoped at this meeting a new Chairman will be elected and nominations will be sought prior to the Branch meeting. This along with agreement to a New Branch Constitution which the Clerk is currently preparing as the Branch Secretary.

FLOOD & WATER
LIVE 2023

The Clerk informed that an ADA National land drainage machinery and equipment demonstration is being organised in 2023. This will be held at Dyson Farms Centre at Carrington near Boston in Lincolnshire on 5th and 6th July 2023. This event is being called Flood & Water Live 2023.

ACCOUNTS FOR
CONFIRMATION

The Clerk referred to the list of accounts paid since the date of the last Meeting, which had been circulated to all Members with the Agenda.

Members UNANIMOUSLY RESOLVED to RECOMMEND that payment of these accounts be confirmed.

Members discussed the Boards funds in the bank and if they were appropriate for the Boards liabilities.

(SEE APPENDIX TO MINUTES)

DATE OF NEXT
MEETING

It was directed that the next Meeting of the Board is due to be held at this venue on **Monday 16th January 2023** commencing at **6.30pm** at **Pike Hills Golf Club**.

FUTURE MEETINGS

Monday 13th March 2023
Monday 19th June 2023
Monday 11th September 2023
Monday 13th November 2023

ANY OTHER
BUSINESS

Leaking Sewer near Mr J Pick's House

Mr C Clayton noted a leaking sewer near Mr J Pick's house which the Environment Agency have been informed. This apparently has been leaking for some time.

The Engineering Assistant informing that both himself and the Boards Foreman are aware of the issue.

CLOSE OF
MEETING

The Chairman closed the meeting at 7.51pm as there was no other business and thanked Members for their attendance.

(APPENDICES TO FOLLOW)