

MINUTES of Meeting held on Tuesday 28th June 2022
at the Village Club, Escrick, York

PRESENT

Cllr J Cattanach (In the Chair)
Mr J Hopwood
Mr K W Terry
Mr K Atkinson
Mr J Daniel
Mr R Britton
Mr M Headley
Cllr R W Bramley
Mr S Wragg
Mr A Vevers
Cllr C Vassie

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

APOLOGIES FOR
ABSENCE

Apologies for absence were received from Ms T Fawcett, Mr R Bramley, Mr S Christian, Mr J Deans, Cllr P Welch and Cllr S Duckett.

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 for inspection and update as required.

MINUTES OF LAST
MEETING

Mr J Daniel proposed the Minutes of the meeting held on 25th January 2022, a copy of which had been sent to all Members, be taken as read and approved and that they be forthwith signed by the Chairman as a correct record.

The Chairman seconding the proposal of Mr J Daniel which was UNANIMOUSLY AGREED by the Board.

MATTERS ARISING

Biodiversity Action Plans

The Clerk informed that work had started populating the Biodiversity Action Plan template provided by ADA National. The document covering all the Boards in the York Consortium. The document is being edited to refine the background information and to establish if any further information is required. The Clerk having an early draft at the meeting. It is hoped when the document is progressed further it can be circulated to interested members and a meeting held to discuss.

FINANCE SUB-COMMITTEE MINUTES

There were no further matters arising from the Minutes which were not covered in the Agenda.

The Chairman presented the Minutes and recommendations of the Sub-Committee Meeting held on the 14th June 2022, a copy of which had been sent to all Members. He noted the meeting was not quorate with only two members in attendance. The meeting however was progressed and recommendations made by the Members in attendance for consideration of the Board at this meeting. The minutes produced were run through by the Chairman page by page and the recommendations highlighted.

The Chairman proposed acceptance and approval of the recommendations contained within the Finance Sub-Committee Minutes.

The Vice Chairman seconding the proposal which was UNANIMOUSLY AGREED by the Board.

MATTERS ARISING

There were no matters arising from the Minutes which were not covered in the Agenda.

AUDITOR CERTIFICATE 2020/21

The Clerk reminded Members of a letter from the Audit Commission which was circulated a few years ago. The letter clearly highlighted the requirements, which the Clerk has reflected in the Agenda items since, for the returns for the 2021/22 year-end audit. This is to try to ensure compliance and to avoid audit prequalification.

The Clerk had circulated with the Agenda a copy of the External Auditor comments of 2020/21 (Section 3) in the IDB Audit Return for reference. The top box of the form includes that the External Auditor believes ‘On the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.’ In the second box ‘Other Matters Affecting the External Auditors Opinion’ no comments are made.

The Clerk reported that no comments were made by the Internal Auditor in Section 4 of the form for Financial Year 2021/22.

REPORT ON THE SYSTEM OF INTERNAL CONTROLS

Review the Effectiveness of Internal Control

The Clerk noted that the Board had previously agreed for its Internal Auditor to review and report on the Boards System of Internal Control. The Clerk had circulated a copy of the report for the year ending 31st March 2022 with the Agenda.

The Clerk noted the matters raised included continuity of service in the York Consortium, segregation of duties and representation at Board Meetings in decision making particularly with ‘Council Nominated Members.’ These matters were reviewed and discussed at the meeting by Members and the report content noted.

Consider the Findings of the Review

Members of the Boards Sub-Committee have considered the findings of the review and recommended the acceptance of the reports content.

The Clerk will consider the matters raised and incorporate in the Boards Business Risk Assessment for the current financial year. The document will be included for review and recommendation at the next meeting of the Finance Sub-Committee for the Main Board’s consideration.

APPROVAL OF THE ANNUAL GOVERNANCE STATEMENT

Members considered the report and the review of the effectiveness of internal control and the recommendation of the Sub-Committee and it was proposed by the Chairman, seconded by the Vice Chairman and **UNANIMOUSLY AGREED** the Board accepted the reports content.

The Clerk informed the Audit Commissions Annual Return has been completed for 2021/22 which includes the Governance Statement Section 1. A copy of the Statement was circulated with the meeting agenda.

The Sub-Committee considered Section 1 of the Annual Return and recommended its approval.

It was proposed by the Chairman that the Board approved the Annual Governance Statement. This proposal was seconded by the Vice Chairman and **UNANIMOUSLY AGREED** by the Board for the Chairman and Clerk to sign Section 1 – Annual Governance Statement 2021/22.

ACCOUNTING STATEMENTS

Consideration of the Accounting Statements

The Clerk reported that the Board’s External Auditors are Littlejohn LLP for the accounts being considered. The Auditors are now contracted directly to audit IDB accounts. This being established through a framework contract open to small local public organisations such as parish councils and IDBs.

A copy of the accounts was circulated to the Sub-Committee Members with the meeting agenda for the year-ending 31st March 2022. The accounts having been internally audited, with the Auditor having completed and signed off Section 3 Annual Internal Auditor Report 2021/22 of the IDB return.

The Clerk ran through the details of the Board's accounts.

Approval of the Accounting Statements by Resolution

The Sub-Committee, after considering these accounts and the Audit Commission IDB Return Form Section 2 – Accounting Statements 2021/22, had recommended the Boards approval.

It was proposed by the Chairman that the Board approve the Annual Accounting Statement for 2021/22. This proposal was seconded by the Vice Chairman and UNANIMOUSLY AGREED by the Board.

Authorise the Chairman to Sign and Date the Statements

The Committee considered Section 2 of the Annual Return with the accounting statements and it was proposed by the Chairman, seconded by the Vice Chairman and UNANIMOUSLY AGREED by the Board for the Chairman and Clerk to sign and date Section 2 – Accounting Statements 2021/22.

The Board further authorised the Chairman and Clerk to sign and date the balance sheet of the accounts.

The Clerk had circulated a draft document for the Scope for the Board's Internal Audit with the Agenda. This document following the Audit Commissioner's guidance is required to be able to review the effectiveness of the Internal Auditor if required when the Internal Audit is complete.

The Clerk noted that the guidance from ADA on the Governance and Accountabilities in Internal Drainage Boards in England a Practitioners Guide (2006) updated 2007 has been updated more recently but this now puts the onus on the Board to define the scope of its own internal audit.

The Board considered the Recommendation of the Sub-Committee and it was proposed by the Chairman, seconded by the Vice Chairman and UNANIMOUSLY AGREED the acceptance of the Board for the Scope of the Internal Audit to be able to formally review the Effectiveness of the Internal Audit for financial year 2022/23.

TERMS OF REFERENCE FOR INTERNAL AUDIT

MEMBERSHIP
CREATION OF A
NEW NORTH
YORKSHIRE
AUTHORITY

The Clerk reported on the formation of the new North Yorkshire / York Authority with devolution. The new arrangements come into place on 1st April 2023 and potentially could reduce the numbers of Council Nominated Members for the old Selby District. This however will depend on the new council's policy of appointments to outside bodies. The current policy appears to only include nominating only formal County Councillors. This matter has been raised and it is hoped that the current policy can be considered again.

The Clerk further noted that the Board is in the process of reducing its membership numbers. The proposed reduced nominated membership is eight for Selby District. In relation to formal councillors this is unlikely to be achieved.

The Chairman noted that a number of working groups are being set up. He informed he was attending a Selby and Ainsty District meeting tomorrow of the new council. He is hopeful these working groups could consider this matter to also nominate experienced parish councillors and others for increased representation.

Members Training District Inspections

Cllr C Vassie asked if the Board can organise a training session to create a greater awareness of the Boards work and issues in the district. This being intended to give a better overall understanding of the Board and the work it carries out.

The Chairman asked if we had done this previously.

The Engineering Assistant informed the Board had organised a tour of inspection following a Board Meeting for Members about five years ago although attendance was limited.

The Clerk informing that any training or tours of inspection can be provided depending on Members requirements. He further noted that ADA had produced various training videos on the ADA website – www.ada.org.uk/knowledge/governance is the link to the training media.

The Chairman confirmed that the Board should consider setting up training and a site inspection in the next financial year (2023/24). This making provision for the new North Yorkshire Nominated Members along with existing Members wishing to gain a greater awareness of the Board and its work.

The Clerk as ADA Northern Branch Director offered to provide any help required in relation to informing about IDBs and Membership in setting up the new Council.

RATES

The Clerk reported that the total rates collected up to the 17th June 2022 are as follows:

(a) Special Levy	-	£201,690.99 (50%)
(b) Direct Levy	-	<u>£ 70,844.24 (85%)</u>
		<u>£272,535.23</u>

The Clerk reported that the Board had sent out its rate demands for 1st April. The first direct debit payments have also been drawn and the first rate reminders have been sent out.

The Clerk having 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.

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.

Maintenance Report

The Engineering Assistant referred to the report circulated with the Agenda which he ran through highlighting the items raised.

(SEE APPENDIX TO MINUTES)

Health and Safety Awareness – Health and Safety Review with Safety Advisor

The Clerk informed of a meeting held on 23rd May with the Board's Health and Safety Advisor, Mr R Shepherd, along with the Engineering Assistant. At this meeting the Board's Health and Safety Policy was reviewed. It was also agreed the Engineering Assistant should seek health and safety issues or prosecutions in work situations similar to the Boards activities. The intention is these events can be included for discussion in his report by Members in relation to risk avoidance in the Boards work.

Members being in support of this approach.

The Engineering Assistant included an accident report from the Health and Safety Executive for consideration. The incident was discussed by Members, in particular the position on responsibility for management of health and safety. The particular incident causing a life changing accident to employees which appear to have been avoidable. This along with highlighting the penalties imposed and the resultant prosecutions as a result of the circumstances which had occurred.

Information on Boards Works and Byelaws

Cllr C Vassie asked about the Boards approach concerning impending works. He informed he had recently received an email/correspondence regarding the Broad Highway Drain. He offered to forward the email to the Engineering Assistant for response but noted he was interested in the Boards notification of works being sent.

Mr S Wragg noted the importance of giving wider notice of work but was aware how hard it was in urban areas to inform and satisfy everyone. He however believes the Board should be more proactive in highlighting its byelaw requirements in relation to river banks and fences.

Mr J Daniels believing the Board could achieve benefits by using and informing parish councils.

The Engineering Assistant informed the Board used to have a newsletter which informed of the Boards work. This is an option to update and to give out as appropriate.

Mr S Wragg also believed he could reinforce the Boards work and byelaws which could be referenced in the Council's Flood Risk Strategy and the Council's Website.

Mr J Hopwood believed it would be a good idea to inform with a newsletter.

The Chairman noting the power of using social media from past experience. He also noted people move in and out of communities and may not be aware of the Boards work.

The Clerk confirmed no reportable incidents had occurred since the last meeting which would require reporting to the Health and Safety Executive (RIDDOR).

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

HEALTH AND SAFETY

CORRESPONDENCE

ADA NATIONAL
CONFERENCE

The Clerk informed that an ADA National Conference is being organised on 9th November 2022. The meeting details have not been confirmed and details can be obtained closer to the time.

Potential Demonstration in 2023

The Clerk informed that a potential ADA National Land Drainage Machinery and Equipment Demonstration is being considered in 2023 which potentially may be held in Lincolnshire Dyson Farms.

ADA NORTHERN
BRANCH

Extraordinary General Meeting

The Clerk reported about the Extraordinary General Meeting held on 27th May at Cave Castle Hotel and informed that the Branch was seeking a new Chairman.

Annual General Meeting

The Clerk as ADA Northern Branch Director is hopeful that a Northern Branch Annual General Meeting (AGM) can be organised on 4th November 2022 (now changed to 25th November 2022) at Ouse and Humber Drainage Boards new offices.

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 digital copy can be provided if required.

(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 digital copy can be provided if required.

(SEE APPENDIX TO MINUTES)

BANK
STATEMENTS

The Clerk produced the Bank Statements for the Board's Current Account with a credit balance of £1,108,859.84 with Barclays Bank as at the 27th June 2022.

The Virgin Bank account has an additional credit balance of £153,750.11. The Boards placing funds into a twelve month deposit account which is achieving 0.3% gross per annum.

The Nationwide Building Society account has an additional credit balance of £90,168.73. The Board placing funds in a 95 day business saver account which is achieving 0.55% gross per annum.

The total balance of the Boards funds held in these accounts is £1,352,743.68.

The Clerk noted that these funds include the Coal Authority balances and deposits for the on-going and rechargeable works, which are £50,500.

PRECEPT

Environment Agency Precept

The Clerk advised the Precept has been confirmed by the Environment Agency in its letter dated 16th February 2022 at £92,369.00 for financial year 2022/23, this keeping the Precept at the same level as financial year 2021/22.

(SEE APPENDIX TO MINUTES)

DATE OF NEXT MEETING

It was directed that the next Meeting of the Board is due to be held as a virtual meeting on **Tuesday 18th October 2022** commencing at **10am**.

DATES OF FUTURE MEETINGS

Tuesday 24th January 2023 (Annual General Meeting)
Tuesday 27th June 2023
Tuesday 17th October 2023

ANY OTHER BUSINESS

The Chairman thanked Members for attending the meeting, their patience and perseverance in joining the meeting.

CLOSE OF MEETING

The Chairman closed the meeting at 11.25am as there was no other business.

(APPENDICES TO FOLLOW)