

MINUTES of Meeting held on Monday 13th June 2016 at Copmanthorpe Methodist Church, Main Street, Copmanthorpe

PRESENT

Mr S E Jackson (In the Chair)
Mr M Haigh
Mr C E Mills
Mr A P Sykes
Mr J Sanderson
Mr J B Blacker
Mr A Pearcy
Mr J Bramley
Mr R Burniston,
Mr G H Smith
Mr S Wragg

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

APOLOGIES FOR ABSENCE

Apologies for absence were received from Mr R F Hildreth, Mr C Clayton, Cllr J Galvin, Cllr D Carr and Cllr K Ellis

DECLARATION OF INTEREST

The Chairman informed the meeting he had an interest in one of the Planning applications to which the Board had responded. There were no further 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.

MEMBERS

The Clerk informed the Board that City of York Council has written to confirm its nominated Members in an email dated 8th June 2016. The Nominated representatives remained the same.

The Clerk further confirmed that Selby District Council has reappointed its two Nominated members in an email dated 10th June 2016 who also remained the same.

MINUTES

The Clerk informed Members that the numbers of Members attending the last Meeting on 14th March 2016 was not enough for the meeting to be quorate. In view of this the members attending the meeting had made recommendations as required on the items on the Agenda for future consideration by the Board.

MINUTES OF MEETINGS HELD ON 25-01-2016 AND 14-03-2016

The Clerk informed members that Mr G H Smith proposed taking the minutes as a true and accurate record of the meetings with them being taken as read and approved. That further the Board accepted and adopted the Recommendations of the Meeting 14th March 2016.

Mr A Percy seconded the proposal and the Board UNANIMOUSLY RESOLVED that the Minutes of the Meetings held on the 25th January 2016 and 14th March 2016, copy of which had been sent to all Members, be taken as read and approved and that they are forthwith signed by the Chairman as a correct record. This along with accepting the recommendations of the meeting on 14th March 2016.

MATTERS ARISING

There were no matters arising from the Minutes that were not covered in the main agenda.

MAINTENANCE WORKS

The Engineering Assistant referred to the maintenance works report which had been circulated with the Agenda. Maps were provided at the meeting showing the areas of maintenance carried out on a district by district basis as was requested at a previous meeting.

Members discussed and considered the items in the report.

Nun Appleton Bridge Flood Bank

Mr M Haigh raised his concern about the flood bank at the Nun Appleton Bridge. The Agency proposing a new line for the flood bank and abandoning the old bank which is suffering from badger sett holes and problems with trees.

New Workforce Member

The Engineering Assistant reported that the Boards new recruit has unfortunately been prohibited from driving for two years.

The Clerk informed the Board that he will therefore be unable to fulfil the terms of his contract. In view of this the Board will be likely to have to terminate his employment.

The Clerk proposes that the Board could offer him a zero hours type contract to work as and when required. This would be on the basis of him making his own way to the depot or site. It was noted that it was a shame this had occurred as the new recruit was hard working and willing to learn.

The Engineering Assistant reported a second person was interviewed for the position who appeared able to carry out the work. He may be an appropriate candidate for the position.

Members agreed that the Engineering Assistant could see if this alternative applicant was still available. Then if appropriate the Board could consider recruiting him.

Mr C Clayton Concerns

Mr M Haigh raised issues in relation to Hallgarth Close, regarding land instability, that Mr C Clayton was concerned about the Clerks approach to communicating with himself as a rate payer on the issue. In the above Mr C Clayton accepted the Boards legal position in particular that he has an interest in adjacent land. He believes the Clerks approach was too officious and he should have been given more accord.

Mr M Haigh noted that Mr C Clayton did not want any particular action taken but wanted this point noted by the Board.

The Clerk thanking Mr M Haigh for informing the Board in Mr C Clayton's absence.

Trailer

The Engineering Assistant reported that three quotes have now been provided to purchase a new smaller trailer. The three quotes were as follow-

- 1) Graham Edwards – PL3510 @£2,575
- 2) Ifor Williams (direct) – GD125 @ £2,150
- 3) Ripon Trailer Centre – GD 125 @ £2,150

Members discussed the merits of the trailer.

Mr C E Mills proposed the Board should purchase the trailer from the Ripon Trailer Centre in the sum of £2,150 plus VAT.

Mr R Burniston seconded the proposal which was UNANIMOUSLY AGREED by the Board.

Pick Up Truck

The Engineering Assistant reported that four quotes have been provided to purchase a new pick-up truck. The four quotes were as follows-

- 1) Stoneacre (York) – Ford Ranger XLT @ £21,514.25
- 2) Cross Keys Izuzu (Leeds) –D-Max Eiger @ £23,718.12
- 3) Luscombe Mitubishi (Leeds) – L200 HS @ £24,595.17
- 4) Alexanders (York)- Nissan NP300 Visa DC @ £19,347

The Engineering Assistant reported that the Boards Foreman favoured the Nissan although a lower specification vehicle because it had a manual diff lock.

Members discussed the merits of the different pick-up trucks.

Mr C E Mills proposed the Board should purchase the Nissan NP 300 from Alexanders (York) in the sum of £19,347 plus VAT along with part exchanging the Boards current Doblo Van.

Mr R Burniston seconded the proposal which was UNANIMOUSLY AGREED by the Board.

MAINTENANCE
CONTRACTS

The Clerk had the return Tender documents for opening at the meeting. It was agreed that these would be opened after the meeting and the rates recorded with Members in attendance.

Members agreed to delegate the decisions on utilising the tendered rates to the Engineering Assistant. This is on the basis of the Board seeking the best value along with utilising the available plant and equipment when required from the contractors. This is to cover the Boards normally contracted work along with the remaining work created with the reduced numbers of staff in its workforce. It still may be possible for the Board to fill the vacancy soon which may then influence the amount of work contracted out. This however will be linked in with the ability of any new recruit particularly with his/her abilities in machine operation.

RATES

The Clerk reported that the total rates collected to the 10th June 2016 are as follows:

- (a) Special Levy - £151,984.57 (50%)
 - (b) Direct Levy - £ 48,763.42 (78.8 %)
- £200,747.99

The Clerk reported that the first reminders have been sent out and direct debit payments have been drawn.

HEALTH & SAFETY

The Clerk confirmed that no reportable incidents to the Health and Safety Executive (RIDDOR) have occurred since the last Meeting.

AUDIT ISSUES OF
GOVERNANCE
AND ACCOUNTING
STATEMENTS

The Clerk referred Members to a letter from the Audit Commission (page 2). The letter clearly highlighting the requirements which the Clerk has reflected in the Agenda items for the returns for the 2015/16 year end audit. This is to try to ensure compliance and to avoid audit prequalification.

REVIEW OF THE
EXTERNAL
AUDITOR
CERTIFICATE
2014/15

The Clerk had circulated with the Agenda a copy of the External Auditor comments (Section 3) in the IDB audit return for reference. The top box of the form does not include any qualifications regarding the Boards audit. In the second box 'Other Matters Not Affecting the External Auditors Opinion' reference is made to revised guidance in respect to the treatment of fixed assets.

The Clerk informed Members that as this guidance in 2014/15 had not been communicated it was not applied. The Boards accounts have adopted the anticipated revision of the guidance on asset valuation, in line with the wording on Box 9 of the Annual Return so hopefully should be compliant with any revised guidance in future years. No comments were made by the Internal Auditor in Section 4 of the Form for Financial Year 2014/15.

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 2016 with the Agenda.

The Clerk noted the matters raised which 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

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 at the next meeting of the Board.

The Committee considered the report and it was proposed by Mr A Percy that the Board accepted the letters content. This proposal was seconded Mr M Haigh and UNANIMOUSLY AGREED by the Board.

APPROVAL OF THE
ANNUAL
GOVERNANCE
STATEMENT

The Clerk informed the Audit Commissions Annual Return has been completed for 2015/16 which includes the Governance Statement Section 1. A copy of the Statement was circulated with the meeting agenda.

The Committee considered Section 1 of the Annual Return and it was proposed by Mr A Percy that the Board approved the annual governance statement. This proposal was seconded Mr M Haigh and UNANIMOUSLY AGREED by the Board for the Chairman and Clerk to sign Section 1 – Annual Governance Statement 2015/16.

ACCOUNTING
STATEMENTS

Consideration of the Accounting Statements

The Clerk reported that the Board's External Auditors are Littlejohn LLP for the accounts being considered.

A copy of the accounts was circulated with the meeting agenda for the year-ending 31 March 2016. The accounts having been internally audited with the Auditor having completed and signed off Section 3 Annual Internal Auditor Report 2015/16 of the IDB return.

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

Members discussed the Boards accounts which highlight the change in the Boards workforce numbers and an increase in the Boards contracted works.

Approval of the Accounting Statements by Resolution

The Committee considered Section 2 of the Annual Return and it was proposed by Mr J B Blacker that the Board approved the Annual Accounting Statement for 2015/16. This proposal was seconded Mr S Wragg and UNANIMOUSLY AGREED by the Board.

Authorise the Chairman to Sign and date the Statements

The Committee having considered Section 2 of the Annual Return with the accounting statements and it was UNANIMOUSLY AGREED by the Board for the Chairman and Clerk to sign and date Section 2 – Accounting Statements 2015/16.

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 Board considered its content and UNANIMOUSLY AGREED to recommend the acceptance to the Board for the Scope of the Internal Audit to be able to formally review the Effectiveness of the Internal Audit for financial year 2016/17.

It is noted that the guidance from ADA on the Governance and Accountabilities in Internal Drainage Boards in England a Practitioners Guide (2006) was last updated in 2007. This document is being updated which could have implications to the required scope of audit for Board.

Pay Award 2016/2017

The Clerk advised the Board that the ADA Lincolnshire Branch has still not concluded the pay negotiations for financial year 2015/16. An offer of 1% has been made which has still not been accepted. The Board however from 1st April 2015 has included a 1% pay increase. It is likely a 1% pay increase will be offered for financial year 2016/17 but until 2015/16 pay negotiations are concluded the 2016/17 negotiations are unlikely to be resolved.

The Clerk further noted that employee National Insurance contributions were also increasing for some so in real terms take home pay was reducing without any increase. In view of this the Clerk suggested that on top of the 2015/16 1% pay increase which has not yet been agreed the Board could consider making a 1% pay increase for 2016/17. This would be if a pay agreement is not concluded for the end of June in time for the salary payment.

TERMS OF
REFERENCE FOR
NEXT INTERNAL
AUDIT 2016/17

STAFF

The payment being backdated from 1st April 2016. The Board would then make any necessary salary adjustments when the pay arrangements have been agreed for financial year 2015/16 and 2016/17. The Clerk being aware of other Boards having made this payment who are locked into the ADA Lincolnshire Branch agreement.

Mr A P Sykes proposed that the Board should make the 1% payment as suggested by the Clerk.

Mr J B Blacker seconding the proposal which was **UNANIMOUSLY AGREED** by the Board.

Consortium Staff

The Clerk reported that the Boards new Planning and Consenting Officer is now in post and making good progress.

The Clerk reported that the Boards Insurance had renewed on 1st April 2016. He had further circulated the following chart showing the previous year's costs and invoiced costs for this year's cover from the Boards Insurance Brokers, Towergate with the Agenda. The figures include Insurance Premium Tax and VAT. It was noted that Insurance Premium Tax had increased to 9%.

Cover	2013	2014	2015	2016
Commercial Combined	£4671.14	£4,746.56	£4,834.00	£5,105.62
Engineering Inspection	£512.20	£527.20	£577.99	£599.82
Engineering Insurance	£119.50	£137.68	£132.68	£136.26
Hired in Plant		Shared Policy in Consortium	Shared Policy in Consortium	Shared Policy in Consortium
Directors & Officers Liability	£799.63	£839.63	£809.63	£834.71
Motor Fleet	£3,806.26	£4,868.96	£4,851.80	£5,090.19
Motor Legal Expenses	£152.64	£63.00	£ 95.40	£98.55
Legal Expenses	£53.00	£53.00	£ 53.00	£54.75
Loss Recovery Service	£159.00	£169.60	£ 169.60	£174.11
Total	£10,273.37	£11,405.63	£11,524.10	£12,094.01

INSURANCE

The Clerk further informed that some of the commercial combined insurance increases are relative to the Boards increasing financial turnover. Costs are also likely to increase with the purchase of new equipment.

The Clerk informed the Board that the Boards of the Consortium have a shared hired in plant and equipment policy which this Board contributes towards additionally.

The Board Members noted and accepted the position on the Boards insurance, which had been renewed for continuity of cover. However if any changes are required these can be organised with the Board's Insurance Brokers following the renewal.

PRECEPT

The Clerk reported that he had paid the outstanding retained precept funds as the Environment Agency had reimbursed the Board for carrying out the work on the Old Fleet Foss which was in dispute.

ADA NORTHERN BRANCH CONFERENCE

The Clerk reported to Members on the ADA Northern Branch Conference, which he attended held on Friday 10th June at the Cave Castle Hotel, South Cave, Brough. The Conference included a site trip to the recently completed Willerby and Derringham Flood Alleviation Scheme.

The Clerk further reported at this meeting the Boards Chairman was elected as Vice Chairman to ADA Northern Branch. It was also AGREED at the Branch meeting at the conference that Northern Branch Boards again would each continue to contribute to the Branch expenses the sum of £150. This including promoting ADA in activities such as attending the Great Yorkshire Show.

CORRESPONDENCE

ADA National Conference

The Clerk reported that ADA had informed the Board that its annual conference will again be held in London on 17th November 2016. The Board AGREED to pay Members travelling costs and conference fees if any Members wish to attend.

Boards Pension Staging Date letter

The Clerk reported that the Pensions Regulator had written to inform the Board that its pension staging date was 1st January 2017.

York City Council's Letter (Mr S Wragg)

The Clerk reported the Board had received a letter from Mr S Wragg regarding the Board's responses to the Council's Planning Applications. A copy of the letter was available at the meeting. One of the primary concerns was the Boards position on attenuating low discharge flows to greenfield run off rates on small developments. The problem being the technology available is likely to be prone to blockages because of the low flow required.

In regard to this matter the Clerk reported he was investigating new technology which may help to address this issue.

The Clerk advised Members that beyond the letters from the above there had been no correspondence of significance received 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.

Mr M Haigh and the Chairman noting they had an interest in one of the applications each.

The Board approved the comments.

(SEE APPENDIX TO MINUTES)

CONSENTS

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

The Board approved the comments.

(SEE APPENDIX TO MINUTES)

BANK STATEMENTS

The Clerk produced the Bank Statements for the Board's Current Account and Business Premium Account showing an aggregate credit balance of £556,948.32 with Barclays Bank as at 20th May 2016

The Yorkshire Bank account has an additional credit balance of £83,480.00. The Board placing funds into a twelve month deposit account which is achieving 1.3% gross per annum.

The Nationwide Building Society account has an additional credit balance of £70,989.49. The Board placing funds into a twelve month deposit account which is achieving 1.2% gross per annum.

The total balance of the Boards funds held in these accounts is £711,417.81.

DOCUMENT MANAGEMENT POLICY

The Clerk had circulated a draft of a Document Management Policy for the Board with the Agenda. The Clerk having sought the guidance of the Board's Internal Auditor for the management of financial documents.

Members Unanimously AGREED for the Board to implement the Policy.

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.

It was RESOLVED that payment of these accounts be confirmed.

(SEE APPENDIX TO MINUTES)

DATE OF NEXT MEETING

It was AGREED that the next Meeting of the Board will be held at the Copmanthorpe Methodist Church, Main Street, Copmanthorpe on **Monday 19th September 2016** commencing at **6.30pm**.

FUTURE MEETINGS

Monday 7th November 2016

Monday 16th January 2017 Annual General Meeting

ANY OTHER BUSINESS

Mr R Burniston noted that the Council may be carrying out works at New Road Tockwith to help alleviate flooding.

Mr J Bramley asked the Board to keep informed of the on-going work on the NOC16 railway culvert works.

There was no other business and therefore the Meeting was closed.

(APPENDICES TO FOLLOW)