

MINUTES of Meeting held on Monday 7th November 2016 at Copmanthorpe Methodist Church, Main Street, Copmanthorpe

PRESENT

Mr S E Jackson
Mr M Haigh
Mr C E Mills
Mr A P Sykes
Mr R F Hildreth
Mr S Barnes
Mr J B Blaker
Mr A Percy
Mr J Bramley
Mr A Sykes
Mr G H Smith
Cllr T Myatt
Cllr D Mackay

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

APOLOGIES FOR ABSENCE

Apologies for absence were received from Mr J Sanderson, Mr C Clayton, Mr R Burniston, Cllr J Galvin, Mr D Carr and Cllr A Teague.

NEW NOMINATED MEMBER

The Chairman welcomed Cllr T Myatt as a new nominated Council representative for Harrogate Borough Council to his first meeting of the Board. He has taken over from Cllr J Savage.

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

Cllr J Galvin noted he had attended the last meeting which had not been recorded in the Minutes.

Mr R F Hildreth proposed that the Minutes of the Meeting held on the 19th September 2016, 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.

Cllr D Mackay seconded this proposal which was UNANIMOUSLY RESOLVED by the Board.

MATTERS ARISING

The Clerk noted that from the last meeting in regard to the flood bank in poor condition near Appleton Roebuck Mr M Haigh had written to the Environment Agency. The Clerk supporting the letter sent. To date he has not received a response. The Clerk will also write to see if a response can be achieved.

The Clerk raised that himself and the Chairman have not yet progressed a meeting with Mr Makin regarding unconsented works. The matter being discussed in the meeting.

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

RATES

The Clerk reported that the rates collected up to the 7th November 2016 are as follows:

(a) Special Levy -	£303,969.13	(100%)
(b) Direct Levy -	£61,726.96	(99.7%)
	<u>£365,696.06</u>	

The Clerk also advised that the rates collected since the date of the last meeting was the sum of £1,321.62.

The Clerk reported that final reminders had been sent out. A list of outstanding rate accounts was shown to the Chairman at the meeting.

The Clerk reported a few small rate amounts were outstanding and some overpayments have been made.

MAINTENANCE WORKS

The Engineering Assistant had circulated a report with the Agenda and also displayed maps at the meeting of the work carried out. A number of photos were circulated of the work carried out some of which was on the Old Fleet Foss. Progress has been helped by reasonable ground conditions.

Moor Lane Pumping Station

Mr A Sykes was concerned how the wood had entered the pump chamber. It being uncertain how this could have occurred as the chamber is protected.

Dorts Dyke

The Clerk informed that the Environment Agency had written to the Board expressing an interest to take on the tidal defence structure/flap on the Dorts Dyke. This is so it could be maintained by the Environment Agency as part of the reservoir structure. A copy of the letter being made available at the meeting. The letter having only arrived very recently.

HEALTH AND SAFETY

REVIEW OF THE EFFECTIVENESS OF INTERNAL CONTROL

AUDIT

Members considered the Environment Agency's proposal and considered the Board in principal would not have objections to the proposal. However before the Board would agree it required written details of the work to be carried out and how it would be maintained in the future. This is to be sure any changes will not compromise the drainage of the Dorts Dyke say with the installation of screens etc.

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 further referenced the 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 2016/17 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.

Mr G H Smith proposed the Boards Internal Auditors work to additionally include the review of the effectiveness of internal control as carried out in the previous financial year 2015/16.

Mr J B Blaker seconded this proposal which was UNANIMOUSLY AGREED by the Board.

Completion of the Audit 2015/16

The Clerk referred to a copy of the External Auditors certificate and opinion for the accounts for financial year 2015/16. A copy of the External Auditors certificate and opinion has been circulated (Section 3 and 4) to Committee Members prior to the meeting with the Agenda.

External Auditors Certificate and Opinion

The Clerk informed Members that the return from the External Auditor does not raise any matters under Section 3 External Auditor certificate and opinion 2015/16.

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

APPOINTMENT OF
INTERNAL
AUDITORS

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 Commission and the requirements of the external audit.

The Internal Auditors work to additionally include the review of the effectiveness of internal control as carried out in the previous financial year.

In view of this the Clerk proposed that our existing Auditor is retained for the 2016/17 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 £1,650 plus VAT. However the cost could increase depending on the requirements of the audit.

Members UNANIMOUSLY AGREED that the Board re-appoint the Auditors, Brodericks (Doncaster) for the 2016/17 financial year.

The Clerk had prepared a proposal sheet with costings for the provision of legal services which had been circulated with the Agenda. This is to prepare a legally based policy which could be used if say for example a bank failure occurred on a Board maintained watercourse. This being requested as an action from the last meeting of the Board.

Members discussed the need for this type of policy development and its potential use along with how it is developed. This along with wider funding perhaps from ADA.

Members UNANIMOUSLY DECIDED that they did not wish to advance the legal services proposal to a formal policy at this time.

ADA Conference

The Clerk noted he was attending on behalf of the Board the London ADA Conference on Thursday 17th November. The speakers are confirmed to include:

- **Thérèse Coffey MP** for Suffolk Coastal and Parliamentary Under Secretary of State for the Environment and Rural Life Opportunities;
- **Emma Howard Boyd**, Acting Chair of the Environment Agency (now Chair);

LEGAL ADVICE
FOR POLICY
DEVELOPMENT

ADA

- **Neil Parish MP** for Tiverton and Honiton and Chair of the House of Commons Environment Food & Rural Affairs (EFRA) Select Committee; and
- **Minette Batters**, Vice President of the National Farmers' Union.

ADA Northern Branch

The Clerk informed the Board that the ADA Northern Branch is due to be held on Thursday 26th January 2017 at the Masonic Hall Howden which is open to all Board Members. The Boards Chairman being the Vice Chairman of the ADA Northern Branch.

CORRESPONDENCE

The Clerk reported that no 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 further noted the new format to reduce the information circulated for miscellaneous and outside the district applications. Members were happy with the new format.

(SEE APPENDIX TO MINUTES)

CONSENTS

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

(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 £416,963.92, with Barclays Bank as at the 21st October 2016.

The Yorkshire Bank account has an additional credit balance of £84,571.18. The Board placing funds into a twelve month deposit account which is achieving 1.0% 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 £ 572,524.59.

ACCOUNTS FOR
CONFIRMATION

The Clerk referred to the list of accounts paid since the date of the last Meeting which has 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 directed that the Annual General Meeting of the Board is due to be held at the Copmanthorpe Methodist Church, Main Street, Copmanthorpe, York on Monday 16th January 2017 at 6.30pm.

FUTURE MEETINGS

Possible future dates for meetings:

Monday 13th March 2017

Monday 12th June 2017

Monday 18th September 2017

Monday 6th November 2017

ANY OTHER
BUSINESS

Closure of Meeting

There was no other business and the meeting was closed.

(APPENDICES TO FOLLOW)