

MINUTES of Meeting held on Tuesday 13th June
2017 at the Village Club, Escrick, York

PRESENT

Mr R E Britton (In the Chair)
Mr J Hopwood
Mr K W Terry
Mr WA Jacques
Mr K Atkinson
Mr J Daniel
Mr B Smith
Cllr B Marshall
Mrs K McSherry
Cllr J Cattanach
Cllr R W Bramley
Mr A Vevers

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

APOLOGIES FOR
ABSENCE

Apologies for absence were received from Cllr J
Deans and Mr S Wragg

MEMBERSHIP

The Clerk informed Members that Mr R Pearcy had
decided to retire from the Board.

The Clerk further noted that Natural England as a
landowner has had a Nominated Member who has not
attended any Board Meetings in a number of years or sent
any apologies.

Members decided that this Nomination would cease
but would be happy to accept a Nomination from Natural
England if they wished to appoint someone as their
representative who will attend Board meetings. This is
provided the Board continues to have an elected member
vacancy.

Nominated Members

The Clerk confirmed he had received an Email from
York City Council dated 30th May 2017 regarding its
nominations to the Board. These nominations remained the
same as last year.

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.

The Clerk noted that the Boards External Auditor had requested copies of all Members 'Register of Interest' sheets as part of the Board's Audit return for 2016/17.

MINUTES OF MEETING

It was proposed by Mrs K McSherry, seconded by Mr J Hopwood and UNANIMOUSLY AGREED that the Minutes of the Meeting held on the 31st January 2017, a copy of which had been sent to all Members, be approved and that they be forthwith signed by the Chairman as a correct record.

MATTERS ARISING

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

FINANCE SUB-COMMITTEE MINUTES

Tuesday 30th May 2017 excluding the Private and Confidential Item

The Chairman presented the Minutes of the Meeting of the Sub-Committee held on 30th May 2017, a copy of which had been sent to all Members.

The Chairman ran through and summarised the items included in the Minutes of the Meeting.

The Chairman proposed acceptance and approval of the recommendations contained within the Finance Sub-Committee Minutes excluding the Private and Confidential item. The proposal was seconded by Cllr J Cattanach and was UNANIMOUSLY AGREED by the Board.

MATTERS ARISING

Mr B Smith asked about the award of the Boards flailing contracts.

The Engineering Assistant explained how the work has been awarded.

The Clerk thanking the Finance Sub-Committee for its consideration and recommendations of the matters raised in the Agenda

FORMAL REVIEW OF THE EXTERNAL AUDITOR CERTIFICATE 2015/16

The Clerk had circulated with the Agenda a copy of the External Auditor's 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. The second box 'Other Matters Not Affecting the External Auditors Opinion' does not also include any comments.

The Clerk further reported that no comments were made by the Internal Auditor in Section 4 of the Form for Financial Year 2015/16.

**REPORT ON THE
SYSTEM OF
INTERNAL
CONTROLS**

**APPROVAL OF THE
FORMAL REVIEW
OF THE ANNUAL
GOVERNANCE
STATEMENT**

**ACCOUNTING
STATEMENTS**

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 systems of internal control. The Clerk had circulated a copy of the report for the year ending 31st March 2017 with the Agenda.

The Clerk noted the matters raised included continuity of service in the York Consortium arrangements, 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.

Consideration of 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 informed Members he 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.

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 Cllr J Cattanach and **UNANIMOUSLY AGREED** the Board accepted the reports content.

The Clerk informed the Audit Commission’s Annual Return has been completed for 2016/17 which includes the Governance Statement Section 1. A copy of the Statement was circulated with the meeting agenda.

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

The Chairman proposing its approval which was seconded by Cllr J Cattanach and **UNANIMOUSLY AGREED** that the Board approved the Annual Governance Statement. This along with the Board agreeing for the Chairman and Clerk to sign Section 1 – Annual Governance Statement 2016/17.

Consideration of the Accounting Statements

The Clerk reported that the Board’s accounts have now been internally audited with the Board’s Internal Auditor signing off the Board’s Annual Internal Audit Report 2016/17 of the IDB Return.

The Clerk ran through the details of the Board's accounts which had been prepared for the year-end 2016/17 with the Sub-Committee. A copy of these accounts having been circulated to the Sub-Committee Members prior to the meeting with the Agenda.

The Clerk had explained that the figures from the accounts had been taken and applied to Section 2 – Accounting Statements 2016/17. A copy of which had also been enclosed with the Agenda which was reviewed by the Sub-Committee at the Meeting. This along with reviewing the accounting statements provided.

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 2016/17, had recommended the Boards approval. This including the Chairman signing and dating the statements.

The Chairman proposed, which was seconded by Cllr J Cattanach and **UNANIMOUSLY AGREED** that the Board **APPROVE** the Accounting Statements. This further includes authorising the Chairman to sign and date the documents along with the Clerk as required.

The Clerk further reported that the Board's External Auditors for 2016/17 are Littlejohn LLP for the accounts being considered.

RATES

The Clerk reported that as at the 12th June 2017 the following rates had been collected:

- (a) Special Levy - £ 200,004.95 (50.0 %)
- (b) Direct Levy - £ 70,236.14 (84%)
- £ 270,241.09

The Clerk advised that the Board's direct debits have been drawn and the first reminder letters have also been issued and sent. Final reminders will be issued in September on all land where no queries were pending.

MAINTENANCE WORKS

The Engineering Assistant reported on the maintenance work carried out since the date of the last meeting of the Board. A Maintenance Report was circulated to Members with the Agenda. The Board maps were displayed in the meeting for Members inspection showing the extent of the work being carried out.

Riccall Ings Pumping Station

The Engineering Assistant reported that contrary to the report the pump being installed had been provided with a cable which was too short. The pump having to be returned to the company who has refurbished it to have a longer cable installed.

HEALTH AND SAFETY

The Clerk confirmed that a reportable incident had occurred (RIDDOR). This becoming reportable to the Health and Safety Executive due to the time having to be taken off work by the employee as result of the accident.

The Engineering Assistant reported the details of the matter at the meeting which he had investigated and the actions taken.

STAFF

The Chairman proposed that the Board considers this item along with the remaining Minutes of the Sub Committee Meeting of 30th May 2017 as a Private and Confidential Matter

Cllr J Cattanach seconded this proposal which was UNANIMOUSLY agreed by the Board.

Consortium Management Committee Meeting

The Clerk reported that a Consortium Management Committee Meeting was held on 14th February. The meeting was attended by the Chairman and Cllr J Cattanach. A copy of the Consortium Agreement was made available at the meeting for Members to view if they wished.

The Clerk running through the items covered at the meeting. This including the potential to consider increasing the numbers of Boards in the overall Consortium and the administration efficiency in relation to the wider resources should an appropriate opportunity arise. This requires a reasonably sized Board for efficiencies to be achieved. Committee Members gave the Clerk an open mandate to call a meeting of the Consortium should any appropriate opportunities arise.

The Clerk further highlighted the opportunities across the Consortium for partnership working under Public Sector Cooperation Agreements (PSCA) with our partners.

The Chairman asking if any Members had any questions about the arrangements.

Workforce Pay Award 2017/2018

The Clerk informed the Board had awarded the workforce a pay award of a 1% increase from 1st April 2017 as recommended by the ADA Lincolnshire Branch although the pay award is still in dispute with the unions.

ADA NORTHERN BRANCH CONFERENCE

The Clerk reported to Members on the ADA Northern Branch Conference, which he attended, held on Friday 2nd June at the Cave Castle Hotel, South Cave, Brough. The Conference included a site trip to the recently completed Bransholme Yorkshire Water Surface Water Pumping Station. The Meeting was also attended by the Chairman.

It was also agreed at the Branch Meeting at the Conference that ADA Northern Branch Boards would each contribute to the Branch expenses the sum of £150. This included promoting ADA Branch activities and publicity such as attending the Great Yorkshire and Driffield Shows.

CORRESPONDENCE

ADA National Conference

The Clerk reported that ADA had informed the Board that its Annual Conference will again be held in London on 16th November 2017. The Board AGREED to pay Members travelling costs and conference fees if any Members wish to attend.

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.

The report on the planning responses were received by the Board Members and noted.

Cllr B Marshall raised his concerns if the Board had responded to a planning application to develop Turnhead Farm with a revised layout and an additional 54 dwellings application 2016/1314/FULM. The Engineering Assistant offered to check the Board had responded with the Boards Planning Officer.

(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.

(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 £1,033,489.69 with Barclays Bank as at the 2nd June 2017.

The Yorkshire Bank account has an additional credit balance of £85,057.46. 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 £87,286.14. The Board placing funds into a 95 day saver account which is achieving 0.5% gross per annum.

The total balance of the Boards funds held in these accounts is £1,205,833.29.

The Clerk noted that these funds include the UK Coal and Coal Authority balances and deposits for the ongoing and rechargeable works, which are £58,886.50.

NEXT MEETING

It was directed that the date of the next Meeting of the Board is to be at The Escrick & Deighton Club on Tuesday 17th October 2017.

FUTURE MEETING

The Boards Annual General Meeting will be held on 30th January 2018.

**ANY OTHER
BUSINESS**

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

(APPENDICES TO FOLLOW)