

MINUTES of Meeting held on Monday 4th June 2018 at the Memorial Hall, Huntington.

PRESENT

Mr J P Coverdale (In the Chair)

Mr D R Brotherton

Mr D J E Sherry

Mr R J Burnett

Mr D M Crossley

Mr C Chambers

Cllr M Waters

Mr M Cockerill

Cllr A Strangeway

Cllr D Craghill

Mr R A Armitage,

Cllr A S Richardson

The Clerk – Mr W Symons

Engineering Assistant – Mr N Culpan

APOLOGIES FOR ABSENCE

Apologies for absence were received from Mr M Kemp, Mr S Wragg, Cllr Mrs S Wiseman, Mr C Perrett, Mr P E Clark, Mr I Ridsdale and Mr S Stark.

MEMBERSHIP

The Clerk informed the Board that York City Council had sent an email to the Board on 29th May confirming its Nominated Members. The Councils nominations remain the same.

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

It was UNANIMOUSLY RESOLVED that the Minutes of the Meeting held on the 26th February 2018, a copy of which had been sent to all Members with the Agenda, be taken as read and approved and that they are 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.

MINUTES OF TENDER OPENING MEETING

It was UNANIMOUSLY AGREED that the recommendations of the Minutes (Commercial in Confidence) of the Meeting held on the 22nd May 2018, a copy of which had been sent to all Members with the Agenda, be accepted and approved.

It was RESOLVED by the Chairman who attended the meeting that the Minutes of the Meeting held on the 22nd May 2018, be taken as read and approved and that they are 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.

HEALTH & SAFETY

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

The Clerk informed in June the Board will be meeting the Health and Safety Advisor to review Health and Safety.

The Chairman asked about machinery annual inspections for lifting.

The Engineering Assistant informed that LOLER tests were carried out as required and also the Boards workforce have recently attended a Banksman Slinger Lifting Safety Course.

RATES

The Clerk reported that the total rates collected up to the 1st June 2018 are as follows:

(a) Special Levy	-	£155,750.66	(52.6%)
(b) Direct Levy	-	<u>£31,299.21</u>	(66.4%)
		<u>£187,049.87</u>	

The Clerk reported that East Riding of Yorkshire Council had made a full payment of its Special Levy to the Board.

The Clerk further reported that the first direct debit payments have already been drawn and the first rate reminders will be sent out shortly.

MAINTENANCE WORKS

The Clerk had circulated a maintenance report with the Agenda. The Engineering Assistant ran through the report at the meeting.

Herbicide Spraying

Members discussed the benefits and importance of the Boards spraying programme with the sustained usage of Glyphosate herbicide.

Byelaws and Enforcement

The Clerk highlighted how this matter was being progressed with both local matters. This along with the strategic work being supported by the Association of Drainage Authorities nationally.

REVIEW OF
EXTERNAL
AUDITOR
CERTIFICATE
2016/17

The Clerk reminded Members of a letter from the Audit Commission which was circulated last year. The letter clearly highlighting the requirements, which the Clerk has reflected in the Agenda items, for the returns for the 2017/18 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 (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 2017/18.

REPORT ON THE
INTERNAL 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 2018 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

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 C Chambers that the Board accepted the letters content. This proposal was seconded by Mr D M Crossley and **UNANIMOUSLY AGREED** by the Board.

APPROVAL OF THE
ANNUAL
GOVERNANCE
STATEMENT

The Clerk informed the Audit Commissions Annual Return has been completed for 2017/18 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 **UNANIMOUSLY AGREED** by the Board for the Chairman and Clerk to sign Section 1 – Annual Governance Statement 2017/18.

ACCOUNTING
STATEMENTS
2017/2018

Consideration of the Accounting Statements

The Clerk reported that the Board's External Auditors are Littlejohn LLP for the accounts being considered. (Audit Com abolished so now contracted directly to audit IDB accounts)

A copy of the accounts was circulated with the meeting agenda for the year-ending 31 March 2018. The accounts having been internally audited, with the Auditor having completed and signed off Section 3 Annual Internal Auditor Report 2017/18 of the IDB return.

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

Approval of the Accounting Statements by Resolution

The Committee considered Section 2 of the Annual Return and it was proposed by Mr C Chambers that the Board approve the Annual Accounting Statement for 2017/18. This proposal was seconded by Mr R A Armitage 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 2016/17.

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

TERMS OF
REFERENCE FOR
INTERNAL AUDIT

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 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 2018/19.

NEW ANNUAL
REPORT TO DEFRA
(IDB 1 FORM)

The Clerk had circulated with the Agenda a partially completed version of the new form to highlight to Members the matters which need reporting upon.

The Clerk further asked members, as it was raised in the form, if they believed any further training was required in line with the proposed response in the form.

Members discussed the Board Bio diversity Action Plans and the need to consider review.

Cllr D Craghill asked about how this should be progressed it was agreed this would be considered further at a future meeting.

Members acknowledged the increased amount of information the Board was having to return to Defra in its new IDB1 report.

DRAFT POLICY DOCUMENT

The Clerk had circulated with the Agenda a draft copy of a Water Level and Flood Risk Management Policy for Members consideration of adoption. The document being based on a template which had recently been agreed by Defra and the report being populated with the Boards specific data.

Cllr D Craghill asked if the Board believed that the documents were quite comprehensive, however perhaps in the way it quotes (in 5.1) taking it into account issues upstream (in 5.1) that downstream of the Boards district should also be included as well as in the Boards district.

Cllr D Craghill had further concerns on section 1.4 and 1.5 in relation to regional and on a local context.

Mr M Cockerill noted that the document has been agreed as a template and had been agreed at a national level and its text is reasonably complex.

Mr D M Crossley believes that as the template is nationally agreed the document should be accepted as it is and he proposes that the Draft Policy should be adopted on this basis.

Mr D R Brotherton agreeing with Mr D M Crossley and seconding the proposal.

The Chairman asking if any Members would wish to propose an amendment.

The Clerk noting that the document will require review in the future.

Cllr D Craghill proposed that in section 4.1 'Downstream' should be included in the context of paragraph of 5.1.

Mr D R Brotherton and the Chairman believed that the document potentially covers this matter already although it remained unclear.

The Board adopting the draft Water Level and Flood Risk Management Policy as circulated with the Agenda.

The Chairman thanking Members for considering and raising the matters in relation to the detail of the Policy.

ELECTIONS 2018/19

The Clerk informed that the election programme agreed at the Boards annual general meeting in January was advancing. The Board had approved the Register of Electors which had been advertised on the Boards website.

The Clerk will be issuing nomination forms in August to existing Elected Members and any other nomination forms as required. Nomination Forms will also be available for completion at the next meeting of the Board on 3rd September 2018.

The closing date for submission of nomination forms is 28th September 2018. If an election is then required this will be on 24th October 2018 and the new Board will be in place on 1st November 2018.

STAFF AND WORKFORCE

Pay Award 2018/2019

The Clerk advised the Board that the ADA Lincolnshire Branch have had pay negotiations for 2018/2019 and a 1.98% increase on all grades has been agreed as from the 1st April 2018. The Union has balloted its members and they have accepted this pay award. This increase in pay has been applied to the Board's workforce and staff members from 1st April 2018. The mileage rates paid to staff have remained the same.

INSURANCE

The Clerk informed Members that the Board was moving its insurance renewal date from 1st April to early June. This is to align insurance policy renewal dates to other Consortium Boards. This giving the opportunity to negotiate insurance policies as a package. This also is hoped to reduce the work dealing with the overall package. In view of this varying lengths of policy cover have been provided to make this transition.

The Clerk having provided a table of the covers which includes the costs and periods of cover which was circulated with the Agenda prior to the meeting. The sums in the table include Insurance Premium Tax and VAT. It was noted that Insurance Premium Tax is now 12%.

Cover	2015	2016	2017	2018	End period
Commercial Combined	£2,524.04	£2,750.27	£3,474.74	£4,136.51	April 2019
Engineering Inspection	£518.19	£541.60	£550.10	£294.00	April 2019
Engineering Insurance	£105.12	£107.51	£116.27	£88.80	April 2019
Hired in Plant	£580 Consortium policy	£821.25 Consortium policy	Included in Combined Premium	Included in Combined Premium	
Management Liability	£384.12	£397.84	£399.65	£512.73	June 2019
Professional Indemnity	£1,548.18	£2,196.80	£2,215.11	£2,634.90	June 2019
Motor Fleet	£5,885.30	£6,550.14	£5,223.11	£585.52	June 2018
Motor Legal expenses	£95.40	£112.24	£101.75	£113.05	June 2019
Legal Expenses	£53.00	£54.75	£55.00	£100.00	June 2019
Loss Recovery Service	£169.60	£114.98	£115.50	£107.07	June 2019
Personal Accident			£176.00	£209.20	April 2019
Total	£11,862.95	£13,647.38	£12,427.23	£8,781.78	

Engineering Insurance Inspection includes VAT

The Clerk further noted the Boards of the Consortium continue to have a shared hired in plant and equipment policy which this Board pays for and recharges to others.

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.

ADA

Northern Branch Conference

The Clerk informed Members the ADA Northern Branch Conference, is due to be held next Friday 8th June 2018 at the Cave Castle Hotel, South Cave, Brough. This will be attended by the Clerk and Chairman. The Conference includes a site trip to see the Foss Barrier in York which is in the process of being upgraded.

National Conference

The Clerk reported this will be held on 14th November 2018 at the Institute of Civil Engineers in London and informed the Board that he will make travel arrangements and booking for Members wishing to attend. The Board AGREEING to pay for the travelling costs and conference fees for any Members wishing to attend.

The Clerk reported he will be attending on behalf of the York Consortium Member Boards.

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 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.

(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 £487,550.68 with Barclays Bank as at the 18th May 2018.

The Yorkshire Bank account has an additional credit balance of £85,416.89. The Board placing funds into a twelve month deposit account which is achieving 1.2% gross per annum. The money is due to come off deposit in August.

The Nationwide Building Society account has an additional credit balance of £61,934.64. The Board placing funds into a 95 day saver account which is achieving 0.65 % gross per annum.

The total balance of the Boards funds held in these accounts is £634,902.21.

BANKING CHARGES

Barclays Bank is charging the Board for its banking service. The Board is recharging some of its electronic banking transfer costs to other Boards in the Consortium.

CORRESPONDENCE

None of significance.

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 UNIMOUSLY AGREED and RESOLVED that payment of these accounts be confirmed.

(SEE APPENDIX TO MINUTES)

DATE OF NEXT MEETING

It was directed that the next Meeting of the Board is due to be held at the **Memorial Hall, Huntington, York** on **Monday 3rd September 2018** commencing at **1.30pm**.

FUTURE MEETINGS

Monday 29th October 2018
Monday 7th January 2019 (AGM)

ANY OTHER BUSINESS

York Five Year Flood Plan

Mr D J E Sherry asked about upstream potential flood storage proposals on the River Foss.

The Clerk reported that the York five year plan being developed by the Environment Agency was progressing. This now has plans which are investigating flood storage upstream of Strensall at Lilling Green. This being a further part of the scheme to reduce the risk of York flooding along with the ongoing work to upgrade the Foss Barrier.

The Clerk was further informed that the smaller tributaries such as South Beck and Tang Hall Beck are likely to be looked at later in the project.

Cllr D Craghill believed that a clearer plan of works was anticipated in September 2018.

The Clerk advised if Members require any further details they are best approaching the Environment Agency directly. He further noted that the Agency were doing further work on the proposed longer term 100 year plan for the York area.

Mr C Chambers also raised concern from residents and Parish Council in the Lordsmore Lane area along with concerns about the condition of drains on the Strensall army camp.

Mr C Chambers asked if alternative arrangements for the door alarm of the room could be made.

There was no other business and therefore the Meeting was closed at 3.10 pm.

(APPENDICES TO FOLLOW)