

MINUTES of Meeting held on Wednesday 7th November 2018 at Copmanthorpe Methodist Church, Main Street, Copmanthorpe.

PRESENT

Mr M Haigh (Chairman)
Mr C E Mills
Mr S Barnes
Mr J Bramley
Mr C Clayton
Mr G H Smith
Cllr D Carr
Mr J Tull
Cllr A Myatt

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

APOLOGIES FOR ABSENCE

Apologies for absence were received from Mr S E Jackson, Mr A P Sykes, Mr R F Hildreth, Mr J Sanderson, Cllr N Waller, Mr J B Blaker, Cllr N Waller and Cllr K Ellis.

SUSPENSION OF STANDING ORDERS

The Clerk informed Members that with only nine Members in attendance a quorum to run a meeting of ten members was not present.

The Clerk informed Members that the Board had to consider its appointment of Chairman and Vice Chairman with the Board coming into place on 1st November 2018. To make this possible Standing Order 27, to suspend SO 4(a), could be invoked by resolution of at least 75% of Members present. This would enable the meeting to progress with only nine Members present.

Members present UNANIMOUSLY AGREED to invoke Standing Order 27, to suspend SO 4(a).

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.

ELECTION

The Clerk as Returning Officer advised that the new Board had come into place from 1st November. An election had not been required as the number of nominations did not exceed the number of positions on the Board.

In view of this all the current Members were re-elected.

ELECTION OF CHAIRMAN

The Clerk advised that Members were required to consider nominations and to appoint a Chairman and Vice Chairman for the Board. The positions are usually for a three year tenure.

The Clerk informed the meeting that Mr S E Jackson wished to be considered for nomination for the position of Chairman following his apology for not being able to attend the meeting.

It was proposed by Mr C Clayton seconded by Mr C E Mills and RESOLVED that Mr S E Jackson, be elected as Chairman.

As there were no other nominations Mr S E Jackson was duly elected as Chairman. .

ELECTION OF VICE-CHAIRMAN

Mr M Haigh informed the meeting that he wished to be considered for nomination for the position of Vice Chairman.

It was proposed by Mr C E Mills seconded by Cllr A Myatt and RESOLVED that Mr M Haigh be elected as Vice-Chairman.

As there were no other nominations Mr M Haigh was duly elected as Vice-Chairman. The remainder of the meeting was chaired by Mr M Haigh

Election Advert

The Clerk informed the Board that the outcome of the Boards election will be advertised shortly on the Boards Website as required. The Clerk noting the required content which includes the details of the elected Members names and addresses.

MINUTES OF LAST MEETING

Mr C Clayton proposed that the Minutes of the Meeting held on the 12th September 2018 along with Minutes of a Private and Confidential Item, 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.

Mr J Bramley seconded this proposal which was UNANIMOUSLY RESOLVED by the Board.

MATTERS ARISING

The Clerk informed about seeking costs of extending the Boards insurance to cover staff in relation to the Boards costs in making sickness payments. It was reported that the Boards current cover gives some cover details if an injury occurred at work. This along with details of how the cover could be extended and excesses required were made available at 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 6th November 2018 are as follows:

- (a) Special Levy - £153,455.76 (50%)
- (b) Direct Levy - £ 62,134.10 (99.2%)
£215,589.86

The Clerk also advised that the rates collected since the date of the last meeting was the sum of £1,362.78

The Clerk reported that final reminders which inform about Pre-action Protocol Letter and forms for completion had been sent out. This being part of the required process prior to advancing any court action. The process being started earlier so as to not delay final rate demand payment. 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.

WORKFORCE

The Clerk reported completing the Actions raised at the last meeting of the Board in the Private and Confidential session.

Mr M Haigh proposed that the Board moved to a private and confidential session.

Mr C E Mills seconding the proposal of Mr M Haigh which Unanimously agreed by the Board.

Mr C E Mills proposed the Board closed the Private and Confidential matter which was unanimously agreed.

MAINTENANCE WORKS

The Engineering Assistant had circulated a report with the Agenda and also displayed maps at the meeting of the work carried out.

Railway Work

Mr C Clayton noted that the Agency had cut some trees back near the village hall in Ryther under the railway near the flap.

The Engineering Assistant informed he would ask the Agency why this was carried out.

HEALTH AND SAFETY

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

BYELAW POLICY DEVELOPMENT

The Clerk reported that he had a contribution towards the cost of this work of up to £5,000 confirmed from ADA National. This however was subject to agreeing the scope of the work to be funded.

Any further costs for this work would then be made as a contribution across the funds of the Board of the York Consortium. The Clerk will try to advance the work on this basis.

AUDIT

The Clerk referred to a copy of the External Auditors certificate and opinion for the accounts for financial year 2017/18. 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 2017/18. It however notes under matters not affecting our opinion which we draw to the attention of the authority: notes The AGAR was not accurately completed before submission for review and had to be amended due to training and recruitment expenses being incorrectly included in Section 2, Box 4 rather than box 6.

Completion of the Audit

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

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 Clerk noted that the External Audit for 2018/19 will be the second of a contracted in External Audit following the abolition of the Audit Commission. In this, sustaining continuity of Internal Audit is likely to help if any problems arise with the new arrangements.

In view of this the Clerk proposed that our existing Auditor is retained for the 2018/19 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.

Mr G H Smith proposed that the Board re-appoint the Auditors, Brodericks (Doncaster) for the 2018/19 financial year.

Cllr D Carr seconding the Proposal which was UNANIMOUSLY AGREED by the Board.

REVIEW OF THE EFFECTIVENESS OF INTERNAL CONTROL

Review the Effectiveness of Internal Control

The Clerk further referenced the historical concerns of the External Auditor regarding the Review of the Effectiveness of Internal Control. In previous years the Board had agreed for its Internal Auditor to review and report on its 'Effectiveness of Internal Control.' The Board having the alternative option to set up a Sub-Committee to review this item and present a report to the Main Committee, this along with any other approach they may wish to take.

Mr C Clayton proposed that the Board re-appoint the Auditors, Brodericks (Doncaster) for the 2018/19 financial year.

Mr J Bramley seconding the Proposal which was UNANIMOUSLY AGREED by the Board and Members that the Board should continue to review its effectiveness of internal control by the Internal Auditor for Financial Year 2018/19. This being on the basis that a report will be prepared on the findings of the review which will then be considered and actions taken as required at a future meeting of the Board. This approach being taken as the Internal Auditor is believed to be impartial to the interests of Members and the Boards Consortium staff. This therefore aims to avoid any potential conflict of interest.

The Board's Clerk should also review the documentation and scope of this report to ensure that the audit compliance requirements are fully covered.

BIOSECURITY POLICY

The Clerk reported that ADA had prepared a template for a Biosecurity Policy. A draft copy of the template which has been amended by the Clerk has been provided with the Agenda.

Members having previously considered the un-amended version reviewed the amended document and noted the changes made.

The Clerk noted that the document can be reviewed and changed in the future.

Mr J Tull proposed that the Board adopts this policy.

Mr G H Smith seconding the proposal of Mr J Tull which was UNANIMOUSLY AGREED by the Board.

ADA

ADA Conference

The Clerk noted he was intending to attend the London ADA Conference on Thursday 14th November 2019 to represent the Board.

ADA Northern Branch

The Clerk informed the Board that the ADA Northern Branch is due to be held on Thursday 24th January 2019 at the Masonic Hall Howden which is open to Board Members.

CORRESPONDENCE

Developers SUDS Manual

The Clerk reported he was in the process of responding to a consultation by North Yorkshire Council in regards to a SUDs manual for developers.

The Clerk further reported beyond this 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 that he now held digital copies of the Boards Planning and Consent applications and responses which he can be made available on a laptop at the meeting for Members to view rather than brining the paper copies.

(SEE APPENDIX TO MINUTES)

CONSENTS

The Clerk reported that no consents were responded to since the date of the last meeting, however work was in hand relating to the Wetherby roundabout works proposals.

(SEE APPENDIX TO MINUTES)

BANK STATEMENTS

The Clerk produced the Bank Statements for the Board's Current Account showing a credit balance of £559,985.27, with Barclays Bank as at the 19th October 2018.

The Yorkshire Bank account has an additional credit balance of £86,441.90. The Board placing funds into a twelve month deposit account which is achieving 1.2% gross per annum.

The Nationwide Building Society account has an additional credit balance of £72,466.47. The Board placing funds into a 95 day notice account which is achieving 0.85% gross per annum.

The total balance of the Boards funds held in these accounts is £718,893.64.

The Clerk reported that Barclays Bank are now charging for its services to the Board.

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 held at Buckles Inn off A64 York YO23 3PW on Monday 21st January 2019 at 6.30pm.

Please note Meeting Dates are now intended to be held on the Third Monday of the month but this is subject to the Board finding a suitable venue. The current meeting room at the current venue is not available on Mondays.

FUTURE MEETINGS

Possible future dates for meetings:

Monday 18th March 2019

Monday 17th June 2019

Monday 16th September 2019

Monday 18th November 2019

ANY OTHER BUSINESS

Closure of Meeting

There was no other business and the meeting was closed.

(APPENDICES TO FOLLOW)