

MINUTES of Meeting held on Tuesday 18th June
2019 at the Village Club, Escrick, York

PRESENT

Cllr J Cattanach (In the Chair)

Mr J Hopwood

Mr A Dear

Mr K W Terry

Mr W A Jacques

Mr K Atkinson

Ms T Fawcett

Mr R Bramley

Cllr P Welch

Cllr S Duckett

Cllr R W Bramley

Mr S Wragg

The Clerk – Mr W Symons

Engineering Assistant – Mr N Culpan

APOLOGIES FOR
ABSENCE

Apologies for absence were received from Mr J Daniel, Mr J R Bramley, Mr I Ellwood, Mr R Britton, Mrs K McSherry, Cllr R Musgrave, Cllr K Ellis and Mr A Vevers.

MEMBERSHIP

Bill Smith

The Clerk announced the sad loss of Mr B Smith who was previously a Member representing Escrick Park Estates on the Board had passed away. Mr B Smith having been a land agent and valuer who had helped the Boards of the York Consortium with rating and land owner enquires for many years. He personally with his skills and expertise will be missed in the future.

Nominated Members

The Clerk confirmed he had received an Email from the City of York Council dated 18th June 2019 regarding its nominations to the Board. These nominations remained as Cllr R Bramley, Mr A Vevers and Mr S Wragg.

The Clerk confirmed he had received an Email from Selby District Council regarding its nominations to the Board. These nominations include Cllr J Cattanach, Cllr P Welch, Cllr S Duckett, Cllr M Crane, Cllr R Musgrave, Mrs K McSherry, Cllr J Deans and Cllr K Ellis.

The Chairman welcomed Cllr S Duckett and Cllr P Welch from Selby District as Nominated Members to their first meeting of the Board.

The Clerk noting Mr B Marshall was no longer Nominated and proposed writing to him from the Board for his time along with the good advice he had given to the Board.

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 MEETING

It was proposed by Mr J Hopwood, seconded by Mr S Wragg and UNANIMOUSLY AGREED that the Minutes of the Meeting held on the 29th January 2019, 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 matters arising from the Minutes that were not covered in the main agenda.

FINANCE SUB-COMMITTEE MINUTES

Tuesday 28th May 2019

The Chairman presented the Minutes of the Meeting of the Sub-Committee held on 28th May 2019 along with a Private and Confidential Item, a copy of which had been sent to all Members.

The Chairman ran through the Minutes page by page and summarised the items discussed at the Meeting.

Osgodby Syphon Drain

Mr K Terry highlighted the problems of the location having studied the performance of the Pumping Station with one pump running how quickly it drained the channel.

The Engineering Assistant explaining the issues with the channel constraints.

Mr S Wragg highlighted the difficulties and expense for the benefits achieved of having to improve the existing arrangements.

Mr J Hopwood proposed acceptance and approval of the recommendations contained within the Finance Sub-Committee Minutes.

Mr S Wragg seconding the proposal which was UNANIMOUSLY AGREED by the Board.

MATTERS ARISING

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 2017/18

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 2017/18.

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 systems of internal control. The Clerk had circulated a copy of the report for the year ending 31st March 2019 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 Mr J Hopwood, seconded by Mr S Wragg and UNANIMOUSLY AGREED the Board accepted the reports content.

APPROVAL OF THE FORMAL REVIEW OF THE ANNUAL GOVERNANCE STATEMENT

The Clerk informed the Audit Commission's Annual Return has been completed for 2018/19 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.

Mr J Hopwood proposing its approval which was seconded by Mr S Wragg 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 2018/19.

ACCOUNTING STATEMENTS

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 2018/19 of the IDB Return.

The Clerk ran through the details of the Board's accounts which had been prepared for the year-end 2018/19 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 2018/19. 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 2017/18, had recommended the Boards approval. This including the Chairman signing and dating the statements.

Mr J Hopwood proposed, which was seconded by Mr S Wragg 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 2018/19 are Littlejohn LLP for the accounts being considered.

RATES

The Clerk reported that as at the 17th June 2019 the following rates had been collected:

- (a) Special Levy - £ 200,701.26 (50 %)
 - (b) Direct Levy - £ 74,735.20 (90%)
- £ 275,436.46

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.

HEALTH AND SAFETY

The Clerk confirmed that no reportable incidents had occurred (RIDDOR) since the date of the last meeting.

STAFF

Workforce Pay Award 2019/2020

The Clerk informed the Board had awarded the workforce a pay award of a 2.7 % increase from 1st April 2019 as recommended by the ADA Lincolnshire Branch which has been agreed with the unions.

INSURANCE

The Clerk had provided a summary of the cost of the Boards insurance renewal in early June with the Agenda however the costs are likely to change during the year with the sale of the Land Rover and the purchase of the new 4x4 pick-up truck. The chart includes insurance premium tax which is now 12% along with VAT on Engineering Inspection.

Professional Indemnity Insurance

Cover	2018	2019
Business Combined	£7,646.30	£7,946.30
Engineering Inspection	£2,148.47	£1,562.40
Engineering Insurance	£129.40	£567.84
Hired in Plant	Consortium Shared policy	Consortium Shared policy
Management Liability	£735.39	£735.39
Professional Indemnity	Not Provided	Not Provided
Motor Fleet	£2,524.00	£2,009.28
Motor Legal Expenses	£95.20	£70.00
Loss Recovery Service	£178.08	£178.08
Personal Accident	179.20	179.20
Total	£12,636.04	£13,248.49

The Clerk noted that the Board does not have Professional Indemnity Insurance, as it no longer used a consultant or directly employed Engineer. The Board's engineering advice being provided through the Consortium Arrangements. The employing Board being the Foss (2008) IDB who currently have Professional Indemnity Cover.

Hired in Plant

The Clerk informed the Sub Committee that a shared policy with other Boards in the Consortium continues. This provides cover for the Board if it wishes to hire in plant and equipment for its own usage. This however does not provide cover for road usage.

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 NATIONAL CONFERENCE

The Clerk reported that ADA had informed the Board that its Annual Conference will again be held in London on 13th November 2019. The Board AGREED to pay Members travelling costs and conference fees if any Members wish to attend.

Northern Branch Conference

The Clerk reported to Members on the ADA Northern Branch Conference, which he attended, held on Friday 24th May at the Willerby Manor Hotel. The Conference included a site trip to Humber Estuary flood defences and the River Hull Flood Barrier.

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

The Clerk advised Members 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.

The Chairman highlighted his role as Chairman on Selby District Council Planning Committee along with Cllr P Welch and Cllr S Duckett also being on the committee.

(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 showing a credit balance of £1,208,303.01 with Barclays Bank as at the 31st May 2019.

The Yorkshire Bank account has an additional credit balance of £86,938.93. 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 £88,591.64. The Board placing funds into a 95 day saver account which is achieving 1.05% gross per annum.

The total balance of the Boards funds held in these accounts is £1,383,833.58.

The Clerk noted that these funds include the Coal Authority balances and deposits for the ongoing and rechargeable works, which are £50,500.

EA PRECEPT

The Clerk advised the precept has been confirmed by the Environment Agency in its letter dated 11th February 2019 at £92,369.00 for financial year 2019/20. This keeps the precept at the same level for a considerable number of years.

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 22nd October 2019**.

FUTURE MEETING

The Boards Annual General Meeting will be held on 28th January 2020.

ANY OTHER BUSINESS

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

(APPENDICES TO FOLLOW)