

MINUTES of Meeting held on Monday 17th June 2024
at Pike Hills Golf Club, Tadcaster Road, Askham Bryan,
York

PRESENT

Mr S E Jackson (In the Chair)

Mr A P Sykes

Mr R F Hildreth

Mr J Sanderson

Mr J B Blacker

Mr A Percy

Mr C Clayton

Mr P Bramley

Mrs S Wiseman

Cllr A Paraskos

Dr H Ferguson

The Clerk – Mr W Symons

Engineering Assistant – Mr N Culpan

APOLOGIES FOR
ABSENCE

Apologies for absence were received from Mr C E
Mills, Cllr M Nicholls and Cllr A Warneken.

The Clerk noted the meeting was initially not quorate
being short of one Member in attendance.

Members agreed on progressing the meeting making
recommendations for future consideration of the Board.

DECLARATION OF
INTEREST

There were no declarations of interest related to the
items listed on the Agenda.

The Clerk informed Members that the Register of
Members Interests was available for inspection and update as
required.

MEMBERSHIP

The Clerk informed that the City of York Council had
confirmed its membership nominations in a recent email.
This membership remained the same following Mr S Wragg
leaving.

Mr R Stirk

The Clerk also informed Mr R Stirk had passed away
at the end of March who used to be Marston Moor IDB's
retained Engineer. The consultants he used to work for who
employed him were Fairbank/Rofe Kennard & Lapworth.

Meeting became Quorate

Mr C Clayton arrived at this stage apologising for his late arrival and the meeting became quorate.

MINUTES OF MEETING

It was proposed by Cllr A Paraskos, seconded by Mr A Pearcy and RESOLVED that the Minutes of the meeting held on the 11th March 2024, 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.

MATTERS ARISING

The Clerk reported that no matters were arising from the Minutes of the last meeting which were not covered on the Agenda.

HEALTH AND SAFETY

The Clerk advised there have been no reportable incidents to the Health and Safety Executive (RIDDOR) since the date of the last meeting.

RATES

The Clerk reported that the total rates collected up to the 24th May 2024 are as follows:

(a) Special Levy	-	£184,449.86	(50.0%)
(b) Direct Levy	-	<u>£ 56,129.32</u>	(73.0%)
		<u>£240,579.18</u>	

The Clerk further reported that the Board had sent out its rate demands for 1st April. The first direct debit payments have also been drawn and the first rate reminders will be sent out shortly.

The Clerk having a list of accounts with sums outstanding at the meeting.

ENGINEER'S REPORT

The Engineering Assistant had circulated a report with the Agenda for Members' consideration. This included an electronic web link to the Board's GIS maps showing the locations of work carried out. He further ran through the items included in the report. It was noted the Board's activities had been restricted because of wet ground conditions and high-water levels until recently. The Board restricting maintenance activities to work complying with the annual conservation constraints such as nesting birds.

Dr H Ferguson asked if he could take the Engineering Assistant's offer up of a demonstration of the mapping system.

Mr A P Sykes asked if the land drainage outfalls could be put on the system. The the details and information could then be used by contractors to make them aware of them to try to avoid them being damaged.

The Engineering Assistant noted that the Board's Foreman was now inputting data into the system and in the future could include outfalls. This however would need to be entered over a period of time.

Flailing Work Tenders 2024

The Engineering Assistant informed he had discussed the Board's tenders with potential contractors for flailing. The contracts currently being awarded on an annual basis. These discussions have highlighted that greater interest in the work would be achieved if the tendered work ran for a longer period.

The Board, having agreed to this approach at the last meeting, had tendered the 2024 flailing contract for a two-year period. The tender also seeking rates for a third year. The final year remaining optional for the Board to accept depending on the rates provided.

A longer-term commitment by the Board is believed to give a greater opportunity to the contractors to invest in plant and manpower with a greater surety of work. In view of rewriting the tender documents, the closing date for the tender submission has been delayed and is now after this meeting.

Flailing Tender Documents Review and Award Approach

The Engineering Assistant offering two potential options for consideration of the tenders and award of the work later in June which are:

1. Delegate the responsibility to a sub-committee for consideration of award;
2. Delegate responsibility to the Chairman/Vice Chairman advised by the Engineering Assistant.

Mrs S Wiseman proposed the Board accepts Option 2 to delegate responsibility to the Chairman/Vice Chairman advised by the Engineering Assistant.

Mr A Percy seconding the proposal of Mrs S Wiseman which was **UNANIMOUSLY AGREED** by the Board.

IDB STORM
RECOVERY AND
ASSET
IMPROVEMENT
GRANT SCHEME
2024

Members discussed the possible installation and usage of GPS tracking on the Board's vehicles.

Mr A P Sykes noted he was aware of a contractor who can install this equipment and he will provide the details to the Engineering Assistant.

Members discussed staff welfare raised under the 'Health and Safety and Staff Meeting' item in the Assistant Engineer's report. They concluded asking the Assistant Engineer if he could estimate how much it might cost to install a shower at the Board's depot. They also asked the Assistant Engineer to confirm if it was installed that it would be used.

(SEE APPENDIX TO MINUTES)

The Clerk reported the Agency very recently has sent out details and forms for completion for expressions of interest for funding. In total £75 million is available and applications can be made either for:

- Recent Storm Recovery Funds;
- Asset Improvements Funds.

The Clerk further informed that the Storm Recovery applications needed to be sent to the Environment Agency for last week (7th June) for consideration. The Asset Improvement applications needed to be in by 28th June 2024. A requirement of both schemes is that all the work and funding must be completed and claimed in the 2024/25 financial year.

The Clerk informed he has submitted two expressions of interest for this Board in Tranche 1:

- Funding excess electricity used for storm pumping;
- Funding additional bank repair work.

He noted the Board will be making further applications under the Asset Improvement Tranche 2 Funds. This intending to give significant benefits for agriculture through IDB funding.

REVIEW OF THE
EXTERNAL
AUDITOR
CERTIFICATE

The Clerk reminded Members of a letter from the Audit Commission which was circulated a few years ago. The letter clearly highlighted the requirements, which the Clerk has reflected in the Agenda items since, for the returns for the 2023/24 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's comments of 2022/23 (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 2023/24.

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 Board's System of Internal Control. The Clerk had circulated a copy of the report for the year ending 31st March 2024 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 Board's 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 A P Sykes that the Board accepted the reports content. This proposal was seconded by Mr C Clayton and **UNANIMOUSLY AGREED** by the Board.

APPROVAL OF THE
ANNUAL
GOVERNANCE
STATEMENT

ACCOUNTING
STATEMENTS

Section 1 of the Annual Return

The Clerk informed the Audit Commission's Annual Return has been completed for 2023/24 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 proposed by Mr R F Hildreth that the Board approved the Annual Governance Statement. This proposal was seconded by Mrs S Wiseman and **UNANIMOUSLY AGREED** by the Board for the Chairman and Clerk to sign Section 1 – Annual Governance Statement 2023/24.

Consideration of the Accounting Statements

The Clerk reported that the Board's External Auditors are Littlejohn LLP for the accounts being considered. The Auditors are now contracted directly to audit IDB accounts. This being established through a framework contract open to small local public organisations such as parish councils and IDBs.

A copy of the accounts was circulated with the meeting agenda for the year-ending 31st March 2024. The accounts having been internally audited, with the Auditor having completed and signed off Section 3 Annual Internal Auditor Report 2023/24 of the IDB Return.

The Clerk ran through the details of the Board's accounts and noted the reduced staff cost due to the Board not recruiting a new Member of staff. This along with increased income arising from the Board's 'Highland Water' contribution from the Environment Agency for works carried out in 2022/23.

Approval of the Accounting Statements by Resolution

The Committee considered Section 2 of the Annual Return and it was proposed by Dr H Ferguson that the Board approve the Annual Accounting Statement for 2023/24. This proposal was seconded by Mr A P Sykes and **UNANIMOUSLY AGREED** by the Board.

Authorise the Chairman to Sign and Date the Statements

The Committee considered Section 2 of the Annual Return with the accounting statements and it was proposed by Dr H Ferguson, seconded by Mr A P Sykes and UNANIMOUSLY AGREED by the Board for the Chairman and Clerk to sign and date Section 2 – Accounting Statements 2023/24.

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

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 the acceptance of the Board for the Scope of the Internal Audit to be able to formally review the Effectiveness of the Internal Audit for financial year 2024/25.

TERMS OF REFERENCE FOR INTERNAL AUDIT

INSURANCE

The Clerk had circulated a schedule of the insurance costs with the Agenda. This showing the current years insurance costs and the costs for years renewal to renewal. The policies having been renewed on 6th June 2024 on this basis for continuity of cover. The Board using Towergate as the Board's broker to obtaining the required covers. The sums in the table include Insurance Premium Tax and VAT. The table below summarising the costs:

Cover	Last renewal expiring	Renewal amount payable
Commercial Combined package	£1,243.62	£1,331.11
Contractors Combined	£7,597.46	£7,960.01
Markel Legal Expenses	£143.73	£79.05
Towergate Assist Commercial	£373.33	£373.33
Management Liability	£1,092.00	£1,074.00
Engineering Inspection	£1,254.40	£1,342.25
Engineering and Construction	£602.56	£704.16
Motor Fleet	£2,957.92	£3,136.00
General Legal expenses	£210.00	£175.00
Customer service Charge	£320.00	£530.00
Total	£15,795.03	£16,704.91

The Clerk further noted the Boards of the Consortium continue to have a shared hired in plant and equipment policy which this Board contributes towards. He further informed about increasing costs with current high inflation, increasing asset costs and values for replacement which clearly are influencing insurance underwriting costs. The insurance industry compared to a couple of years ago appears more settled. In that the increased cost this year shows reasonable increases compared to inflation and reflects the areas which the Board was seeking increased cover with new equipment and increased turn over.

Mr R F Hildreth believed the costs for the required cover appears to be reasonable comparatively with other costs of insurance he was aware of.

Members UNANIMOUSLY ACCEPTING the position and cover provided on the Board's insurance, which had been renewed for continuity of cover on this basis, however if any changes are required later these can be organised with the Board's Insurance Brokers.

ADA NATIONAL

ADA National Conference

The Clerk informed that this year's ADA National Conference is being held on 13th November 2024 at the Institute of Civil Engineers in London. The meeting and details will be made available closer to the time.

The Board agreed to pay the Member's conference fee and travel if they wish to attend.

ADA National AGM

The Clerk informed that the ADA National AGM is being organised virtually on 3rd December 2024. The meeting and details also will be available closer to the time if anyone wishes to attend.

ADA NORTHERN BRANCH

Summer Meeting/Visit

The Clerk informed that the ADA Northern Branch Meeting/Visit was held earlier this week on 7th June 2024. The event included a trip to view the East Hull Pumping Station, both the new Environment Agency pumps and the old Yorkshire Water pumps. The Clerk and Mrs S Wiseman were in attendance.

AGM

The Clerk informed this is being organised on 22nd November 2024 at the Ouse and Humber Drainage Board Offices near Howden.

ELECTION

The Clerk informed that the election programme agreed at the Board's Annual General Meeting in January was advancing. The Board had approved the Register of Electors which had been advertised on the Board's website.

The Clerk will be issuing nomination forms in August to existing Elected Members and any other nomination forms as required. The closing date for submission of nomination forms is 24th September 2024. If an election is then required this will be on 23rd October 2024 and the new Board will be in place on 1st November 2024. The election of Chairman and Vice Chairman for a three-year tenure will be at the Board's meeting in November.

CORRESPONDENCE

The Clerk reported there was 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.

Mr R F Hildreth noted he had an interest in planning application number 7497.

The Clerk reporting that all the information relating to these planning applications was now digitised and a copy can be provided for viewing at the meeting on a laptop computer instead of using paper records.

(SEE APPENDIX TO MINUTES)

CONSENTS

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

The Clerk reporting that all this information was now digitised and a copy can be provided at the meeting on a laptop computer instead of the paper records.

(SEE APPENDIX TO MINUTES)

BANK STATEMENTS

The Clerk produced the Bank Statements for the Board's Current Account with a credit balance of £532,109.30 with Barclays Bank as at the 24 May 2024.

The Board also having £200,000 in a Barclays Treasury Fixed Term Deposit Account which is achieving 3.03% gross per annum.

The Virgin Bank account has an additional credit balance of £307,105.59. The Board placing funds into a twelve-month deposit account which is achieving 4.3% gross per annum.

The Nationwide Building Society account has an additional credit balance of £78,392.03. The Board placing funds in a 95-day business saver account which is achieving 4.25% gross per annum.

The total balance of the Board's funds held in these accounts is £1,117,606.92.

The Clerk confirmed that Barclays Bank continue charging for its banking services.

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.

Members UNANIMOUSLY 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 Pike Hill Golf Club, Tadcaster Road, Askham Bryan, York, YO23 3UW on **Monday 11th November 2024** commencing at **6.30pm**. The meeting on Monday 16th September 2024 has been cancelled as agreed at the last meeting.

DATES OF FUTURE
MEETINGS

Monday 13th January 2025 (AGM)

ANY OTHER
BUSINESS

The Chairman closed the meeting at 7.36pm as there was no other business.

(APPENDICES TO FOLLOW)