

COWICK & SNAITH INTERNAL DRAINAGE BOARD MEETING

Tuesday 26th January 2016 – The Institute, West Cowick

Minutes of Meeting

Present:

Edward Bayston Vice Chair (EB)

Councillor John Stavely Churton (JSC)

Tom Bayston (TB)

Ian Wood (IW)

Iain Omand, Responsible Financial Officer to the Board

Mike Ball, Clerk & Engineer to the Board (MJB)

Russ Towse, Deputy Clerk & Engineer to the Board (RST)

385. **Apologies for absence:** Paul Cooper, Councillor John Barrett, William Bayston, Adrian Wood, Stuart Wood, Richard Thompson
386. **Declarations of interest:** None
387. **To sign and approve the Minutes of the Board meeting held on 9 November 2015:** The Minutes were accepted as a true record of the meeting: this was proposed by IW and seconded by TB.
388. **Matters Arising from the Minutes:** None
389. **Treasurer's Report and Budget setting:** The Responsible Financial Officer presented the Financial Planning report which was in accordance with the Land Drainage Act 1991.
- The role of the budget was specified as follows:
- i) That the budget results in the Board Setting Rates and Special Levy
 - ii) That the budget gives the Clerk the Authority to spend money
 - ii) That the budget allows for monitoring progress during the year
- The 2015-16 budget showed an estimated outturn position of net expenditure totalling £62,772 this would produce a minor surplus of £200.
- The main variance within the budget for 2015-16 was highlighted as an estimated overspend of £14,781 relating to New Work and Improvement work. This would attract a contribution of 65% income from Highways England and this had been included within the outturn estimates.

The Clerk and Engineer, in full consultation with the Responsible Financial Officer, had produced a draft budget for 2016-17 which was shown at Appendix A (contained in the Board Meeting Pack together with Appendix B & C, issued ahead of the meeting). The total net expenditure for 2016-17 was £67,424.

Appendix B showed the Indicative Budgets for 2017-18 and 2018-19 which were based around uplifts of 1.75% which was in line with the Government's assumption for average inflation.

Appendix C showed the affect of the budget on the rate in the pound and options of 8.5 which was equivalent to the previous year, 8.65 and 9.12 were also presented.

The levels of Reserves were considered as part of the report. The estimated level of General Reserve had previously been considered and agreed that it should be 50% of net expenditure levels. As at 31 March 2016 this should be £34,000. The Pump Station Reserve would stand at £110,341 as at 31 March 2016.

The Board discussed the report and noted the estimated Outturn Position for 2015-16.

The Responsible Financial Officer Proposed a Net Budget for 2016-17 of £67,424.

The Board reviewed and approved the budget drafted by the Clerk and Engineer in full consultation with the Responsible Financial Officer.

The Rate in the pound was approved at 8.65 which would require a contribution from Reserves of £3,415.

The Board approved the level of Reserves set at £34,000 for the General Reserve and £110,341 for the Pumping Station.

Report on Audit Findings

The Responsible Financial Officer presented the report regarding Audit Findings in relation to the Audit which took place within 2015-16 and was a requirement of the Annual Governance Statement. The Responsible Financial Officer stated that the overall conclusion of the Audit was that the effectiveness of the controls were considered satisfactory and the exposure to risk was considered minor.

All other actions were discussed and the findings and recommendations agreed by the Board.

The Board Considered the Review of Financial Regulations which was presented by the Responsible Financial Officer who had undertaken a review of Financial Regulations in accordance with annual requirement to do so.

The Board agreed to amend section 4 placing a £2,000 limit on the Clerk and Engineer or Deputy Clerk and Engineer ordering works in an emergency. Between £2,000 and £8,000 approval of expenditure would be required with the Chairman and Deputy Chairman.

The Board agreed to amend section 27 and include that orders between £2,000 and £5,000 will not require 3 written quotes but will require approval by the Chair and Vice Chair.

In order to demonstrate good financial governance, a payments procedure that requires three people to be involved in the procurement process will be introduced. The first person would raise the order for the work to be carried out with the second one checking the details of the subsequent invoice and finally a third would certify the payment. This would be achieved simply by attaching a payment slip to the invoice that would be presented at the Board meeting demonstrating that the process had been followed prior to the cheque being raised and certified by the two authorised signatories.

EB, on behalf of the Board, thanked IO for his input into establishing the Board's financial governance procedures.

IO left the meeting at this point.

- 390. Clerk & Engineers report:** RST will insert the amended Board map into its Biodiversity Action Plan.

RST informed the Board of the recent accident sustained by the contractor, Pete Fletcher. It was agreed that contact will be made with his business at the end of February to establish whether they will be in a position to undertake work on behalf of the Board or to nominate an alternative. A decision will be made by the Board at its next meeting in March.

EB agreed to discuss with contractor John Colwill the maintenance requirements for Drain 19.

- 391. Any correspondence not covered in Engineers Report:** RST reported that Network Rail propose to reline one of its culverts in the Board's area. Concerns had been raised as to the negative impact this could have on the discharge rate through the culvert if the new lining was excessively thick. RST said that he had been informed that the proposed liner would be 27mm in thickness and made of GRP (glass reinforced plastic) so taking this into account, he recommended that consent be given. TB proposed that this be accepted and seconded by JSC with a unanimous show of hands in favour.

- 392. Proposed extra maintenance works:** RST reported that the extra works on the M62 had been delayed until Highways England give their approval

- 393. Proposed development on Butt Lane Snaith:** RST reported that Yorkshire Water Services will be asked to consider accepting water from the proposed development into the public sewer. Should they be amenable then no Consent to Discharge will be asked of the Board. Consideration will be given as to whether an objection should be lodged on East Riding of Yorkshire Council's Planning Portal as there is the likelihood that the developer's proposals will increase flood risk in the area.

- 394. Any other business:** None

- 395. Date of next meeting:** Tuesday 22nd March at 2pm

