

RAWCLIFFE INTERNAL DRAINAGE BOARD

MINUTES OF THE FULL BOARD MEETING

MONDAY 30TH JULY 2018

RAWCLIFFE VILLAGE HALL, STATION ROAD, RAWCLIFFE

PRESENT:

Ratepayer Members: Mr Chantry (C) Mr Sykes (VC) Mr Lewis
Mr Blacker Mr Nicholson

Appointed Members: Cllr Fox Mr Dresser Mrs Backhouse Mr McKenna Mr Fillingham

Co-opted Members:

Members Present: 10

APOLOGIES:

Ratepayer Members: Mr Priestley

Appointed Members: Mr Shubrook

Co-opted Members:

ABSENT:

Ratepayer Members:

Appointed Members:

Co-Opted Members:

IN ATTENDANCE:

Officers: Mr McLachlan – Chief Executive
Mr Allen – Chief Engineer
Miss Cowen – Corporate Strategy Manager
Mrs O’Driscoll – Board Secretary (Minutes)

Others:



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694 Welcome, Introductions and Apologies

- 694.1 The Chair gave apologies from Mr Priestley and Mr Shubrook.
- 694.2 The Chief Executive (CEO), Corporate Strategy Manager (CSM) and Chief Engineer (CEng) introduced themselves and their roles in the organisation. The CEO also informed that Russ Towse will be taking up post as the new Asset Manager (AMgr) on the 6th August.

695 Declarations of Interest

- 695.1 None were given.

696 Additional Agenda Items

- 696.1 The Chair explained that Paul Ross - The Pump Station attendant to Rawcliffe and Cowick & Snaith IDB's was present and that there would be a few things to discuss. The CEO advised these can be discussed with Mr Ross before item 8.
- 696.2 Before item 8 on the agenda Mr Ross ran through issues with the pump stations and maintenance work which was needed on them to weed and desilt. Photos were passed around to show where the maintenance work was needed. Mr Ross is to meet with the CEng shortly to visit the sites and go through any issues.
- 696.3 The CEng advised members that the boards insurers had now been changed to Towergate and that their annual H&S site inspection would take place shortly. The Chair informed that there had been major delays with the installation of the new pump. The CEO explained that a meeting needs to be set up with Mr Ross to go through Health & Safety matters.
- 696.4 The Chair concluded that as a Board they are very happy with the work undertaken by Mr Ross and is keen to keep him as the Boards Pump Attendant. The CEng and Mr Ross left the room to further discuss Pump Station matters.
- 696.5 The Chair also brought up concerns of a Tree on Mrs Sykes Tree which is unsafe. The CEng is to get details from Mr Fillingham and have a look if this is a drainage board matter. **ACTION CEO.**

697 Minutes of the previous Full Board Meeting, 12th March 2018

- 697.1 The Chair advised that a correction is needed to the absences of the minutes for the 12th March 2018 board meeting and it is therefore noted that Mr Mike Ball did attend the meeting.
- 697.2 The Chair also advised that that a change is needed to minute 698 – Rate Demands Update, which states Mr Lewis purchased land he is however the occupier of the land in question.
- 697.3 It was also noted by the Chair that a change is needed to minute 691 which states SD proposed the cheques to be signed. There is no SD, this possibly should be SB?

697.4 It was PROPOSED MR MCKENNA and SECONDED by MR NICHOLSON and UNANIMOUSLY RESOLVED that (other than the corrections listed above) these minutes be adopted as a true record.

698 Matters Arising

698.1 The CEO explained there are 3 actions from the previous minutes that need to be kept live.

698.2 Firstly minute 697 – Chair to contact Graham Bate regards Santander Bank Account. The Chair explained that Mr Bate is still a signatory of the account, which has £500 in it. The CSM advised that the OHDB was not aware of this account. Mr Nicholson explained that fault lies with Santander, with the Chair adding Santander will not accept Mr Bate’s signature by post. He added other Members had suggested to write off the amount, however he thought this was too large an amount to write off and he suggested offering Mr Bate £50 as goodwill to go into the bank. The CEO indicated that he was most reluctant to offer Mr Bate anything and is to take this matter up with Santander. **ACTION CEO**

698.3 The CEO informed that regarding minute 698 – Meeting with Highways England CEO to update, he has now contacted them and has the name of a Project Manager to discuss contributions. The Chair is to give the CEO detail of previous discussions.

698.4 The CEO confirmed that 692 – Transfer of management services has now been resolved.

699 Appointment of Officers

699.1 The CEO explained that although contracts have been signed, the appointment of officers still needed to be formally made by Board Members.

699.2 The Chair recommended that Board Members appoint Mr Andrew McLachlan, Chief Executive and Clerk to the Board (CEO); Miss Angela Cowen, Corporate Strategy Manager (CSM) and Assistant CEO; Mr Edward Allen, Chief Engineer (CEng); Mr Russ Towse, Asset Manager (AMgr)

699.3 He also noted that for the purposes of the administration of the financial provisions set out in Part IV of the Land Drainage Act 1991, pecuniary matters in other relevant acts and oversight of the Boards other financial matters, the Chief Financial Officer to the Board shall be Andrew McLachlan.

699.4 It was PROPOSED by MRS BACKHOUSE and SECONDED by MR MCKENNA and UNANIMOUSLY RESOLVED that the Board appoints the above officers to the Board.

700 Professional Services

700.1 The Boards Accountants shall be Hunter G Holroyd, Chartered Accountants, Club Chambers, Museum Street, York, YO1 7DN

700.2 The Boards Internal Auditors shall be Yorkshire Audit Services, 26 Stockwell Road, Knaresborough, North Yorkshire, HG5 0JZ.

- 700.3 The Boards Solicitor and legal advisors shall be Wilkin Chapman LLP, Cartergate House, 26 Chantry Lane, Grimsby, North East Lincolnshire, DN31 2LJ.
- 700.4 The CEO went on to explain that separate to the Internal Audit there is an External Audit carried out once a year by PKF Littlejohn who then report back to Defra/NAO. He explained that this is a strict process to ensure that the Board is being run as it should be.
- 700.5 The CEO went on to advise that unlike the council who have inhouse resources for these services the OHDB outsources to professionals who specialise in drainage boards.
- 700.6 It was PROPOSED by MR BLACKER and SECONDED by MR MCKENNA and UNANIMOUSLY RESOLVED that the Board appoints the above professional Suppliers to the Board.

701 Accounting Statements and Annual Return

- 701.1 The CEO advised that there will be around 4 internal audits and 1 external audit undertaken every year. He directed Board Members to the Annual Governance statement found in Appendix B of the meeting papers.
- 701.2 The CEO explained that an Annual Governance Statement with Internal Controls has been prepared by East Yorkshire Council (ERYC) for approval by the Board. This must be approved by the Board in advance of approving the Accounting Statements.
- 701.3 These will then be forwarded onto the external auditors.
- 701.4 He added that as the statements had been prepared under the supervision of the previous Clerk and he would therefore not be able to make a recommendation.
- 701.5 It was PROPOSED by MR MCKENNA and SECONDED by MR FILLINGHAM and UNANIMOUSLY RESOLVED that the Board APPROVE the Annual Governance Statement for 2017/2018.
- 701.6 The CEO went on to inform that Accounting Statements had also been prepared by ERYC for approval by the Board, on page 21 of meeting papers, he again advised he could therefore not make any recommendations.
- 701.7 It was PROPOSED by CLLR FOX and SECONDED by MR BLACKER and UNANIMOUSLY RESOLVED that the Board APPROVE the Accounting Statements for 2017/2018.

702 Invoices Paid and Accounts Settled

- 702.1 The CEO gave an overview of how procedures will work, explaining invoices and accounts shall be settled using OHDB bank accounts and recharged on a quarterly basis. A summary shall be provided to the Chairman to inspect on a quarterly basis. He went on to say that quarterly reports shall be provided at subsequent Board meetings, in line with government guidance, payments under £250 will be aggregated for Board Reports. The current quarter will finish in June.
- 702.2 The CEO passed around a list of invoices paid so far for Board Members to inspect.

- 702.3 The CEO went on to advise that all transactions (normally made through BACS) are completely transparent and will be kept for inspection on requests from Board Members. He explained that the Board's invoice management procedure consists of a multi-authority workflow procedure, both paper-based and through a highly secure banking payments system. He explained that the CEng will initially check the invoice and that all work has been carried out before it is signed off and input onto the system for bulk payment using a specific Rawcliffe IDB cost code. He also informed that all transactions are recorded on the Board's accounting package, Sage50.
- 702.4 He explained the Chair/Vice chair will have the opportunity to inspect invoices before recharge.
- 702.5 The CEO also informed members that the Board's Internal Auditors undertake sample invoice and payment testing 3 to 4 times per year.
- 702.6 It was PROPOSED by MR MCKENNA and SECONDED by MRS BACKHOUSE and UNANIMOUSLY RESOLVED that The Chairman or Vice-Chairman be given delegated authority to inspect and consent to payment of the sum of recharged accounts on a quarterly basis.

703 Financial Scheme of Delegation

- 703.1 The CEO advised members that the scheme for Financial delegation as laid out in the meeting papers is recommended for approval. He informed that where these differ or are contrary to the financial regulations of the Board these shall take precedence.
- 703.2 The CEO stated that for the time being his delegates are the appointed officers, the CEng, CSM and AMgr (as laid out in item 6)
- 703.3 The CEO explained the financial scheme of delegation as laid out in the meeting papers. He informed the Board that he and his delegates may order goods or services per item without prior authority of the board; up to £2,500. Other procurement limits were explained in detail.
- 703.4 Cllr Fox asked the CEO about the precept payment to the Environment Agency, the CEO advised that this is a hypothecated payment and something that must be paid for the maintenance of rivers. The Chair advised that this is a payment made by all IDB's for pumping water into rivers.
- 703.5 Cllr Fox enquired to who ensures the maintenance work is carried out by the EA. The CEO explained that he has been looking into this and the EA have not been carrying out the works that they were funded for. He informed that the OHDB is now carrying out work on behalf of the EA in return for some of the contribution back. Currently looking to extend this out into the other IDBs districts.
- 703.6 It was PROPOSED by MR NICHOLSON and SECONDED by MR BLACKER and UNANIMOUSLY RESOLVED to APPROVE financial scheme of delegation.

704 Banking Mandates

- 704.1 The CEO explained that the Board's authority is required to allow certain members and appointed officers of the Board to operate its bank accounts. Where these differ or are contrary to the Financial Regulations the following shall take precedence.
- 704.2 The CEO informed members, the operation of accounts is not to be confused with the Financial Delegations. He explained his officers cannot spend money that has not been authorised through the financial scheme of delegation (above item), as to do so with intent would be acting ultra vires and considered fraudulent. He advised that the OHDB carries substantial fidelity insurance to protect against fraud or error in such circumstances.
- 704.3 The CEO ran through the banking mandate, laid out in meeting papers which is to be passed to the Boards bank, Barclays, he explained this allows for the operation of accounts when payments or transfers need to be made. The checks and balances in the mandate are designed to prevent accidental error.
- 704.4 The CEO advised that the East Riding of Yorkshire Council members previously authorised to operate the accounts would be confirmed with the bank and removed and authority would be given to Andrew McLachlan (CEO), Angela Cowen (CSM) and Russ Towse (AMgr), with the Chair and Vice Chair remaining as signatories. He explained although it is unlikely cheques will be issued in the future.
- 704.5 The Chair informed the Board Electric bills are currently going to the pump station, he has previously contacted them to have address changed, however the provided informed him that the request needs to be made by the addressee, this provides a problem as the bill are not addressed to anyone. The CEO advised he will look into this matter. **ACTION AMgr**
- 704.6 It was PROPOSED by MR LEWIS and SECONDED by MR DRESSER and UNANIMOUSLY RESOLVED that The Board authorise its Bankers to amend its existing banking mandate in line with the authorisations set out above and that the CEO be allowed to apply such reasonable moderation as may be necessary to accord with the Banks systems.

705 Website, Email and Corporate Identify

- 705.1 The CEO informed Board Members that there is a legal obligation to publish certain information such as minutes, a Website is good media to do this.
- 705.2 The CEO advised it had been agreed that the Board will continue to operate under the previously adopted Aire, Don and Ouse Consortium or ADOC brand. He added this has, on approval of the 4 Chairmen been updated to include the word "independent" making it clear to the common observer that the Board remains an independent legal entity.
- 705.3 He went on to say that for the time being the website is being hosted by the ERYC after which this will be signposted to the new website.
- 705.4 The CEO informed members that he had obtained the domain name "adoc.org.uk". He added that a website designer has been to the boards offices, he is happy with the designs so far and a new website should be operational in a few weeks hosting information for Rawcliffe IDB .

705.5 He went on to say that email addresses are now set up, any officer of the Board can be contacted using the adoc.org.uk suffix and emails will go directly into the OHDBs user inbox. It was encouraged for members to give out enquiries@adoc.org.uk – for general enquiries and accounts@adoc.org.uk for invoices and remittances.

705.6 The CEO spoke of the corporate identity programme that is planned for this year, which will promote the work of Drainage Board in the area.

706 Corporate Strategy Managers Report

706.1 The CSM informed Members work currently being undertaken to digitise the records for Rawcliffe IDB and enter them onto the electronic DRS system. The CSM added it is likely rate demands for the current year will be sent out around 1st September. However, it likely in coming years that these will be sent out much earlier, in April/May.

706.2 The CSM then explained the OHDB procedure for collecting rates, advising that Drainage Rate Notices are issued on the 1st April each year, this is then followed by a reminder in June. At the end of August, a Final Reminder is issued advising that legal proceedings have commenced and informing the ratepayer that if Drainage Rates are not settled in full by the date provided, administrative and recovery costs will be added (these are usually £100). If payment is not received by the end of August, OHDB attend court who grant Liability Orders on the ratepayer. These are passed to the Debt Collection Agency, Rundells for the debt to be recovered.

706.3 The CSM added that so far Rundells had so far collected 80% of the debt that was outstanding last year.

706.4 Mrs Backhouse enquired if Rawcliffe IDB had any outstanding account, the CSM advised that there is couple. The Chair informed the CSM that much of the land is owned by ERYC and tenanted. He went on to say that in the past the estate has been proportioned and not the rates. Further discussions took place, the CSM is to write to ERYC estate office and the Chairman is to further discuss past issues with the CSM, later. ACTION CSM.

706.5 The CSM went onto inform Board Members that there will be an exercise undertaken to look at land that now needs to be transferred to special levy. The CSM explained; land that is no longer agricultural and is used for domestic or business purposes has drainage rates met by the Local Authority as Special Levy. The CEO added that there is a legal requirement to undertake this work every December and it is not clear if the previous administration had done this.

706.6 The Chair brought up the insurance policy which has now been transferred to Towergate, he explained that previously with NFU; although more expensive, breakdown cover on the pump station was included. This included a temporary pump being provided and the cost stood by the NFU until it could be fixed. He added this came into force one Christmas when the Pump broke due to a National Grid error and NFU sorted the problem immediately.

707 Chief Engineers Report

- 707.1 The CEng explained he had previously left the meeting for discussions with Mr Ross. He went on to say that he will be meeting with Mr Ross next week and they will inspect the pump stations together. **ACTION CEng**
- 707.2 The CEng informed the Board he will be looking at Health & Safety at the Pump stations and possibly update fire extinguishers and signage. He also advised he will be visiting the pump stations with a representative from Towergate for insurance purposes and this will take place in the next few weeks.
- 707.3 He went on to say he will also be carrying out an inspection of the Outfall Structures to understand what work needs to be carried out on these. The CEO added he is keen to look at all Outfall Structures on the Humber as part of Capital Programme.
- 707.4 The CEng informed the Board that the OHDB has been paid to carry out grass cutting on the Humber Banks for the Environment Agency. They are currently undertaking this task and are looking to come to an arrangement with them to carry this work out in the Rawcliffe area.

708 Capital Programme

- 708.1 The CEO briefly explained that most of the capital funding is for the repair or replacement of an asset. He advised that capital funding for IDBs is hard to secure as points are gained on based on residential properties and therefore IDBs struggle in rural areas, however he shall seek alternative funding for example; from the Highways Agency. He went on to say evidence will be gathered and he is looking to secure funding for the investment period 2021, possibly securing a grant to improve pump station electrics, etc and replace screens in line with legislation to eel friendly ones.
- 708.2 The CEO advised that he had started to put together the Humber Head Capital Maintenance Strategy to apply for capital funding from central government. Discussions took place on how capital strategy is managed.

709 ADOC Partner Arrangements

- 709.1 Discussions took place on meeting frequency and set up. With the CEO explaining that he is legally obliged to give notice of Board Meetings. It was agreed that 2 Board Meeting and 2 Consortium meetings a year may be required.
- 709.2 The CEO stated he would like to move away from evening meetings as his officers are not contracted to work out of office hours except in emergency. He asked Board Members if they would consider having the meeting in a morning or afternoon at the Board's Offices, where there is access to IT, that may be needed.
- 709.3 Mrs Backhouse asked where the other Boards have agreed to meet, the CEO advised that Reedness & Swinefleet and Dempster had met for Morning meetings at the Boards Offices, which had proved successful.
- 709.4 Further discussions took place, with Mr Nicholson stated he is leaning towards meeting at the Board's Office as it would be more suitable, with regards IT.

709.5 Mrs Backhouse proposed to have the next winter meeting in late December/early January at 2pm at the Boards Offices in Howden. All agreed.

709.6 The Chair proposed an ADOC meeting's in November or December.

710 Chairman's Remarks

710.1 The CEO informed Board Members that a sub-committee may need to be set up for the Chairmen of the different Boards and delegation rights given to the chairman.

710.2 The Chair asked to discuss drain maintenance and what work Board Members felt should be undertaken. Mr Nicholson commented that his thoughts were both desilting and mowing should be undertaken. Discussions took place between Board Members regarding works that they thought needed to be carried out. The Chair asked if de-weeding should be carried by the contractor John Caulwell or Round up used, Mr Nicholson commented he though de-weeding should be done. The Chair questioned if main drains should be concentrated on or the full system.

710.3 The CEO summarised work that will be done and the CEng will keep an eye on what work needs to be undertaken. Mr Lewis commented that sludging needs to be carried out on the Beechtree Drain.

710.4 The CEO asked for volunteers to meet with the CEng to go through maps. The Chair is to organise this. ACTION Chair / CEng

711 Any Other Business

711.1 The unsafe tree discussed earlier in the meeting is to be inspected and reported to the ERYC?

712 Date of Next Meeting

712.1 TBC – The Boards Offices, 91, Bridgegate, Howden