

RAWCLIFFE INTERNAL DRAINAGE BOARD

MINUTES OF THE FULL BOARD MEETING

WEDNESDAY 15TH MAY 2019

91 BRIDGEGATE, HOWDEN, DN14 7JJ

PRESENT:

Ratepayer Members: Mr Chantry (Ch) Mr Lewis

Appointed Members: Mrs Backhouse Mr Fillingham Mr McKenna
Mr Dresser

Co-opted Members:

Members Present: 6

APOLOGIES:

Ratepayer Members: Mr Sykes (VC) Mr Blacker

Appointed Members: Cllr Fox Mr Shubrook

Co-opted Members:

ABSENT:

Ratepayer Members: Mr Nicholson Mr Priestly

Appointed Members: Mr White

Co-Opted Members:

IN ATTENDANCE:

Officers: Mr Towse – Asset Manager
Miss Cowen – Corporate Strategy Manager
Mrs O’Driscoll – Board Secretary (Minutes)

Others:



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732 Welcome, Introductions and Apologies

732.1 The Chairman welcomed members of the Board to the meeting and gave apologies from Cllr Fox, Mr Sykes, Mr Blacker and Mr Shubrook.

733 Declarations of Interest

733.1 None were given.

734 Additional Agenda Items

734.1 The CSM requested that a rating issue be discussed later in the meeting.

734.2 The Chairman wished to raise that an invoice had not been paid to Mr Colwill, to be discussed later in the meeting.

735 Minutes of the previous Full Board Meeting, 9th January 2019

735.1 Mrs Backhouse advised that a correction needed to be made to the previous minutes as Mr White had been noted in the apologies as a ratepayer member when he was in fact an appointed member. It was noted that Mr White had been put forward by Croda but had since retired.

735.2 Mr Mckenna advised that item 720.6 required amendment – the date regarding Brexit to be corrected to 29th March 2019.

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

736 Matters Arising

736.1 The matters arising from the previous meeting were ran through by the Chairman who informed that 716.1, correction to previous minutes regarding members' status had been resolved.

736.2 The Chairman explained that item 717.3 was ongoing and he was pursuing Mr Bate regarding this matter.

736.3 He continued that item 720.7 – consolidation of bank accounts - was still ongoing pending the outcome of Brexit in relation to the impact on financial markets and interest rates.

736.4 The AMgr advised that item 726.1 - the guards at Dobella pumping station - was still ongoing.

736.5 There were no further matters arising.

737 Minutes of ADOC Consortium Meeting 21st February 2019

737.1 The CSM directed Board Members to the minutes for noting which were presented at Appendix B of the meeting papers.

738 Invoices Paid and Accounts Settled Q4

738.1 The CSM directed Board Members to the Invoices paid and accounts settled at Appendix C of the Meeting Papers.

738.2 The AMgr answered questions about what some of these were for.

738.3 It was PROPOSED by MR MCKENNA and SECONDED by MR FILLINGHAM and UNANIMOUSLY RESOLVED that the Board APPROVES the invoices paid and accounts settled as a true record.

739 Accounting Statements, Annual Return and Risk Register

739.1 The CSM explained that the Board's Accounting Statements for 2018/19 had been prepared by the Board's accountants, Hunter Gee Holdroyd Ltd, and directed Board members to the Schedule of Accounts provided in a supplementary paper.

739.2 She advised that some of the terminology may have changed from that used by the previous administration.

739.3 Mrs Backhouse queried why the drainage rates income was lower than the previous year. The AMgr responded this was because each parcel of land had been reviewed which had identified some errors, and that some land had also been transferred to Special Levy. The CSM clarified that the changes relating to Special Levy would take effect from 2019/20. The Chairman added that he did not believe any Special Levy transfers had been made for about 20 years.

739.4 The Chairman informed that as mentioned in Additional Agenda Items, he had taken a call from Mr Colwill regarding an unpaid invoice which had been sent to ERYC in April last year. The AMgr confirmed that Mr Colwill had also raised the issue with him and would submit a copy of the invoice for payment.

739.5 The CSM explained that there was to be a slight change to the agenda, advising that item 9, the Risk Register 2019 Review, needed to be approved before the Annual Governance and Accounting Statements. The CSM directed Board Members to the supplementary meeting papers.

739.6 The AMgr explained that as part of good governance, the Board should undertake a regular review of the potential risks and threats that may impact on its operations.

739.7 The AMgr informed that the Board's assets had previously been under-insured; these had now been revalued for the Risk Register Review.

739.8 He added that the register was unlikely to change much from year to year.

739.9 It was PROPOSED by MRS BACKHOUSE and SECONDED by MR DRESSER and UNANIMOUSLY RESOLVED that the Board APPROVES the risk register.

739.10 The CSM summarised the Annual Governance Statement, explaining that this must be considered by the Board before considering the Accounting Statements.

739.11 She continued that the Annual Return and Accounting Statements would be inspected by the Board's internal auditors before submission to the Board's External Auditors, PKF Littlejohn.

739.12 The CSM ran through the Annual Governance Statements followed by the Accounting Statements.

739.13 It was PROPOSED by MR MCKENNA and SECONDED by MR LEWIS and UNANIMOUSLY RESOLVED that the Board APPROVES the Annual Governance Statements for 2018/19.

739.14 It was PROPOSED by MR MCKENNA and was SECONDED by MR DRESSER and UNANIMOUSLY RESOLVED that the Board APPROVES the Accounting Statements for 2018/19.

740 Health and Safety

740.1 The AMgr advised that there was nothing new to report and that as previously mentioned only the issue with the guards at Dobella pumping station were ongoing.

740.2 He added that Goole Welding were undertaking work for Reedness & Swinefleet Board and that he was therefore asking them to provide a quote for these.

741 Asset Management Plan

741.1 The AMgr explained that the Asset Management Plan was now complete, adding that this gave a full record of the Board's maintained watercourses, which would be used to implement the Framework Contract.

741.2 He added that he was seeking the Board's agreement that it could be adopted as the Board's definitive plan.

741.3 Members agreed that the plan appeared to be correct and were therefore agreeable for it to be adopted as the definitive maintenance plan of the Board.

741.4 Mr Fillingham commented that the Board were not responsible for the area between the two motorways at Langham Interchange. The AMgr replied that he was due to meet with Highways England the following week and hoped that some progress would be made in agreeing the maintenance work. Some discussions took place as to what work should be undertaken on the motorway ditches.

742 Framework Contract

742.1 The AMgr informed that at the recent ADOC Consortium meeting, the Chairmen of the ADOC Boards had agreed to introducing a framework contract for procuring maintenance works.

742.2 The AMgr advised that the tenders had recently gone out and he was waiting for the documents to be returned, in view to awarding contracts in June. He added that the legal aspects had taken longer than planned.

- 742.3 The AMgr presented a plan showing the ‘lots’ of work that had been put out to tender and some discussion took place about how this new approach would work in practice.
- 742.4 The AMgr explained that, in the ADOC area, most of the work would be carried out by contractors and that occasionally, OHDB staff may be deployed to carry out specialist work such as using the weed boat.
- 742.5 The AMgr continued that the new contract stipulated a 10% retention on payments subject to satisfactory completion of all works, giving the Board a greater element of control.

743 Annual Maintenance Plan Approval

- 743.1 The AMgr explained that as the annual maintenance programme was predicated on available budget / tender value, it was not yet possible to present this to the Board. He proposed that delegated authority be given to the Chairman to approve the programme on behalf of the Board.
- 743.2 Some discussion took place, with Members agreeing that both the Chairman and Vice-Chairman should be given delegated authority to approve the maintenance programme for 2019/20.
- 743.3 It was UNANIMOUSLY RESOLVED the Chairman and Vice Chairman be given delegated authority by the Board to approve the annual maintenance programme for 2019/20.

744 Highways England Update

- 744.1 The AMgr explained that this had already been covered under a previous item - Asset Management Plan.

745 Capital Programme

- 745.1 The AMgr explained that there was not much to update members on regarding the Capital Programme; the background work was ongoing in view to having the Capital Maintenance Strategy in place for the next investment period in 2020/21. He added that there had been talk of ring-fencing funds for life-expired assets, but this had not been formally confirmed.

746 Board Membership

- 746.1 The CSM advised that due to the forthcoming local elections, there may be changes to the Council-appointed members. Some discussion took place as to what this may mean for the Board.

747 Chairman’s Remarks

- 747.1 The Chairman asked if the issues with Pastures pumping station were still being looked into. The AMgr replied that the fitting of the new pump had not gone according to plan due to the supplier being taken over by another company and the original order being lost, resulting in

the wrong type of pump being ordered. He continued that the pump was now correct but had the wrong connectors; the correct ones were due to be fitted 16th May 2019.

747.2 He added that he had asked them to look at the pump at Westside next, as there was a problem with it.

747.3 The Chairman asked the AMgr if, following the problems encountered with Pastures PS, the company can be asked to provide an extended warranty. The AMgr agreed to look into this.

Action AMgr

748 Additional

748.1 The CSM gave an update on rates collection, informing that some of the unpaid rates inherited from the previous administrator had now been recovered.

748.2 The CSM added that there was an outstanding amount of £103 owed by a ratepayer that had moved away with no forwarding address and suggested that this amount be written off. Mrs Backhouse commented that she thought the previous administrators had informed the agent, Savills, that the money was owed.

748.3 The CSM explained that if a forwarding address could be obtained from Savills, the Board's enforcement agent could seek to retrieve the amount from the former owner.

748.4 In the CEO's absence, the AMgr informed that the CEO had contacted the Secretary of State regarding the Chairman's allowances.

749 Date of Next Meeting

749.1 It was confirmed that the next meeting was arranged for 8th Jan 2020 at 2pm. The venue was to be agreed subsequently following discussion between the Chair and CEO.