



# Danvm Drainage Commissioners

MINUTES OF THE FULL BOARD MEETING HELD 9.30AM FRIDAY 17TH JULY VIA LIVE VIDEO CONFERENCE, ZOOM

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**PRESENT:**

Ratepayer Members:	Mr D Platt	Mr S Lomas	
Appointed Members:	Ms C Anderson	Mr W Atkins	Mr M Crane
	Mr C Crowe	Mr J Gilliver (VC)	Mrs G Ivey (C)
	Mr J Mackman	Mr P Maddison	Ms L Watkinson-Teo
	Mr C Hogarth		

Co-opted Members:

Members Present:

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**APOLOGIES:**

Ratepayer Members:	Mr D Atkinson	Mr A Cooke	Mr J Duckitt
	Mr W.M Falkingham	Mr C Platt	Mr R Robinson
Appointed Members:	Mr K Heydon		

Co-opted Members:

Officers:

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**ABSENT:**

Ratepayer Members:	Mr A Scholey	Mr G Smith	Mr R Thompson
	Mr N Welburn		
Appointed Members:	Mr T Grady		
Co-Opted Members:			

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**IN ATTENDANCE:**

Officers:	Mr McLachlan - Chief Executive	Miss Smith – Board Secretary (Minutes)
	Mr Towse – Operational & Technical Manager	Miss Cowen – Policy & Finance Manager

Others:

Andrew McLachlan  
Chief Executive Officer and Clerk to the Board  
91 Bridgegate  
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East Riding of Yorkshire  
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**47. Welcome, Introductions and Apologies**

47.1. The Chair welcomed Members and Officers to the meeting.

**48. Meetings Privacy**

48.1. The Chair requested that Members and Officers do not record or photograph meetings and to respect the privacy of attendees.

**49. Declarations of Interest**

49.1. No declarations of interest raised.

**50. Health and Safety**

50.1. The CEO advised there were no Health and Safety updates.

**51. Additional Agenda Items**

51.1. No additional agenda items were requested.

**52. Minutes from Previous Board Meeting**

52.1. The Chair requested that the minutes be amended to reflect Mr Maddison's apologies from the meeting. **Action Bd Sec.**

52.2. It was PROPOSED by MR CRANE and SECONDED by MR D PLATT and UNANIMOUSLY RESOLVED that the Board adopt these minutes as a true record of that meeting subject to the amendment above.

**53. Matters Arising**

53.1. The CEO confirmed that Minute 39.8 had been resolved - the risk register had been fully colour-coded. He continued that Minute 43.8 was ongoing although informal discussions had commenced with staff.

**54. Accounting Statements and Annual Return**

54.1. The Chair referred members to the accounting statements and annual return information, presented at Appendix B of the meeting papers.

54.2. The CEO informed members that the Board's Accounting Statements for 2019/20 had been prepared by the previous administration (JBA Consulting) who, along with the Board's former internal auditor, had also prepared the Annual Return documents for submission to the external auditor (PKF Littlejohn).

54.3. The CEO continued that since the meeting papers were issued the previous week, the internal auditor had issued a revised report and Annual Return form to rectify an apparent

misunderstanding concerning the Board's adherence to its Financial Regulations. The revised documents had been forwarded to Members subsequently.

- 54.4. Both Ms Anderson and Mr Atkins requested that further Board papers addressed to themselves be emailed rather than posted to ensure their receipt. **Action Bd Sec.**
- 54.5. Ms Watkinson-Teo queried whether the Finance and Policy Committee could recommend the accounts to the Board for approval.
- 54.6. The Chair confirmed that under normal circumstances, this would be the case. However due to the time taken to receive the documentation, it had not been possible to do so.
- 54.7. At this point Mr Mackman joined the meeting.
- 54.8. The CEO highlighted the Board's role in ensuring the proper management of public money and proceeded to read out the Annual Governance Statements for members to consider.
- 54.9. It was PROPOSED by MR GILLIVER and SECONDED by MR HOGARTH and UNANIMOUSLY RESOLVED that the Board approve the Annual Governance Statements for 2019/20.
- 54.10. It was PROPOSED by MR HOGARTH and SECONDED by MR GILLIVER and UNANIMOUSLY RESOLVED that the Board approve the Accounting Statements for 2019/20.
- 54.11. Ms Anderson abstained from the approval of the Annual Return statements for 2019/20 only due to not being in receipt of the Board papers prior to the meeting.

## **55. CEO's Update**

- 55.1. The Chair requested an update in relation to the telemetry procurement and maintenance activity from the CEO and the OTM.
- 55.2. Regarding telemetry, the OTM advised that after the tender process, the preferred company for both cost and quality, was Schneider Electric.
- 55.3. Mr Hogarth queried which components of the telemetry system would be owned by the Board.
- 55.4. The CEO advised that both the electrical sensor box which would be located at Board's pumping stations would be exclusively owned by the respective Boards. He advised that each Board would also hold the license for the system.
- 55.5. Mr Mackman enquired as to whether an application for a grant had been submitted in respect of the telemetry system.
- 55.6. The CEO confirmed that a process had begun with the Environment Agency and Yorkshire Regional Flood and Coastal Committee whereby submission of a business case would hopefully secure grant-in-aid contributions for this project.

- 55.7. The OTM notified the Board that positive maintenance had commenced with both Spearheads and Excavators. He advised that these machines were formerly Board-owned machinery and were being leased back from the purchasers.
- 55.8. Mr D Platt asked whether there were enough operators to fulfil the required maintenance.
- 55.9. The OTM informed that interviews for an additional Operator were due to commence in the forthcoming week with an Operational Supervisor (subject to contract) employed also.
- 55.10. The Chair brought a previous agreement to the attention of the Board, in which the Board had approved the possible employment of an apprentice.
- 55.11. Mr Hogarth queried whether the apprentice would be trained to specialise in a particular area and what the selection process for a high-quality candidate would entail.
- 55.12. The CEO responded that the apprentice would study a relevant qualification such as Civil Engineering and that there would be a formal interview process after liaising with local colleges.
- 55.13. In regard to operational machinery, Mr Mackman queried the feasibility of machinery being shared across partner Boards or purchasing the machinery to reduce lease costs.
- 55.14. The OTM advised that unfortunately, due to time constraints and the amount of maintenance works being carried out, he did not consider it feasible to share machinery.
- 55.15. The CEO confirmed that the purchase of machinery would be reviewed however a review of maintenance works would need to be undertaken to be able to make an informed decision.
- 55.16. The Chair commented on the extraordinarily high electricity costs imposed on the Board.
- 55.17. Mr Crowe advised that Danvm Drainage Commissioners were not alone in seeing an increase in costs, advising that it had been experienced at The Coal Authority and was due to the unprecedented weather in February of 2020.
- 55.18. Mr Mackman asked to return to the Internal Auditor's Report, highlighting that at Section 5 there was reference to private meetings to which no minutes had been made available.
- 55.19. The Chair advised that the meetings referred to had in fact been fully minuted and approved by the Board and were available upon request. She added that the previous administration had not been present at those meeting and that the Financial Regulations had been suspended on one occasion to progress the transfer of management services.

## **56. Future Board Meetings**

- 56.1. The next Full Board Meeting (the AGM) is due to take place on Friday 13<sup>th</sup> November 2020 - location to be confirmed.
- 56.2. The Chair thanked Members and Officers for their attendance and closed the meeting.