



# Danvm Drainage Commissioners

## MINUTES OF THE FULL BOARD MEETING HELD ON TUESDAY 18<sup>TH</sup> MAY 2021 VIA ZOOM

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### PRESENT:

Elected Members:	Mr D Atkinson	Mr A Scholey	Mr S Lomas	Mr D Platt	Mr R Robinson
	Mr A Cooke	Mr J Duckitt			
Appointed Members:	Mrs G Ivey (C)	Mr J Gilliver	Cllr J Mackman	Mr P Maddison	Mr W Atkins
	Mr C Hogarth	Cllr M Crane	Mr T Grady	Ms C Anderson	Mr C Crowe

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### APOLOGIES:

Ratepayer Members:	Mr C Platt	Mr R Thompson	Mr W Falkingham	Mr N Welburn
Appointed Members:	Ms Watkinson-Teo			

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### ABSENT:

Ratepayer Members:	Mr G Smith
Appointed Members:	Mr K Heydon

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### IN ATTENDANCE:

Officers:	Mr McLachlan – Chief Executive Mr Towse – Operational & Technical Manager Miss Smith – Board Secretary (Minutes) Mr Martin – Senior Engineer
Others:	Ms Jackson (Hunter Gee Holroyd) – Board Appointed Accountant

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**97. Welcome, Introductions and Apologies**

97.1. The Chair welcomed Members and Officers to the Board noting apologies from Mr C Platt, Mr Thompson, Mr Falkingham, Mr Welburn, and Mrs Watkinson-Teo.

97.2. The CEO introduced Mrs Jackson from Hunter Gee Holroyd, the Board appointed accountants.

**98. Meetings Privacy**

98.1. Members were asked by the Chair to agree not to record or photograph meetings.

**99. Declarations of Interest**

99.1. Mr Cooke declared an interest in the Stubbs Bridge project.

**100. Health and Safety**

100.1. None

**101. Additional Agenda Items**

101.1. The CEO requested the Fly Tipping Policy, circulated to Board members after distribution of Board papers, be discussed under Policies Review to which the Board agreed.

**102. Minutes from Previous Board Meeting**

102.1. The Chair drew attention to minutes from the previous Board meeting at Appendix A.

102.2. It was PROPOSED by MR HOGARTH and SECONDED by CLLR MACKMAN and UNANIMOUSLY RESOLVED that the Board adopt these minutes as a true record of that meeting.

**103. Matters Arising**

103.1. In relation to 93.11, the CEO advised that a condition survey of the River Went had been conducted. He informed the Board that a short report regarding the poor condition of the watercourses would be produced for presentation to the Environment Agency.

103.2. In relation to minute 93.6, Mr Maddison advised that he is trying to book a slot at the July meeting for the RFCC to raise awareness of the IDB and will update the Chair and CEO as appropriate.

**104. Minutes from Policy and Finance Committee Meeting(s)**

104.1. The Chair drew attention to minutes from the previous P&F Committee at Appendix B for the Board to note.

**105. Risk Register Review**

105.1. The Chair drew attention to the draft 2021 risk register at Appendix C.

- 105.2. The CEO advised that since taking over administration of the Board, he has implemented new procedure and was confident that several risks had been reduced.
- 105.3. He advised of an increased risk due to the removal of Red Diesel tax allowances due in April 2022 which poses significant financial implications for the Board. He recommended that this be discussed in the November meeting.
- 105.4. The CEO highlighted identification of a new risk concerning development subsequently added to the risk register.
- 105.5. It was PROPOSED by MR COOKE and SECONDED by MS ANDERSON and UNANIMOUSLY RESOLVED that the Board approve the revised risk register for 2021.

#### **106. Accounting Statements and Annual Return**

- 106.1. The CEO confirmed the Board's Accounting Statements for 2020/21 have been prepared by the Board's accountants, Hunter Gee Holroyd Ltd and requested questions be presented to Mrs Jackson.
- 106.2. The CEO drew attention to the documents found at Appendix D and advised that upon approval, the Annual Return and associated documents shall be inspected by the Board's internal auditors before submission to the Board's External Auditors, PKF Littlejohn.
- 106.3. The CEO read out the Annual Governance statements to the Board for Members to consider.
- 106.4. It was PROPOSED by MR GILLIVER and SECONDED by MR HOGARTH and UNANIMOUSLY RESOLVED that the Board approve the Annual Governance Statement for 2020/21.
- 106.5. Cllr Crane entered the meeting.
- 106.6. It was PROPOSED by MR MADDISON and SECONDED by CLLR MACKMAN and UNANIMOUSLY RESOLVED that the Board approve the Accounting Statements for 2020/21.

#### **107. Budget Refresh**

- 107.1. The Chair drew attention to the revised recommended budget presented at Appendix E.
- 107.2. The CEO confirmed an outturn deficit of £83k, advising this is an improvement on the estimated £100k deficit reported at the last Board meeting. He warned that members should not be lulled into a false sense of security, the better position was more a matter of timing than anything else.
- 107.3. He advised no major changes to have been made to the operational budget but that there will be additional costs this year due to capital projects.
- 107.4. He advised the Board set aside discretionary funding of £80k in relation to Clay Dike and Stubbs Bridge scheme. Advising he was aware this was a substantial amount of money; he presented the reasons for this sum to the Board.

107.5. It was PROPOSED by MR GILLIVER and SECONDED by CLLR MACKMAN and RESOLVED that the Board approve the revised budget.

107.6. Mr Cooke asked for his abstention to be recorded due to an interest in the Stubbs Land Project

#### **108. Invoices Paid and Accounts Settled**

108.1. The Chair drew attention to the Invoices Paid and Accounts settled at Appendix F.

108.2. It was PROPOSED by CLLR CRANE and SECONDED by MR ATKINSON and UNANIMOUSLY RESOLVED that the Board note and approve the record of Invoices Paid and Accounts Settled, totalling £352,348.77 (net) for the last financial quarter.

#### **109. Maintenance & Serviceability Programme**

109.1. The Chair introduced Mr Martin, the Boards Senior Engineer [Responsible for Programme and Asset Management].

109.2. Mr Grady entered the meeting.

109.3. Mr Martin gave presentation, showing the draft definitive maintenance map and asset register for 2021-22.

109.4. Cllr Mackman asked who determines which watercourses are maintained by the Board.

109.5. The CEO advised that the definitive maintenance map produced by Mr Martin will show the watercourses and assets the Board are agreeing to maintain. He advised that should the Board wish to add to or remove watercourses from the map, that would be a decision made by the Board.

109.6. Mr Crowe asked if there was any way to highlight the Coal Authority liabilities on the map.

109.7. Mr Martin confirmed this was possible. **Action DM**

109.8. The Board welcomed the approach presented by Officers.

#### **110. Capital Programme**

110.1. CEO advised he has clarified in the financial regulations that the Board will approve the capital programme at every AGM.

110.2. Cllr Mackman asked for an update regarding telemetry. The CEO responded advising that contracts have now been awarded with the first site installation expected in June.

110.3. The CEO informed Members there is a possibility, currently under investigation, to divert the Park Farm catchment to Cowick & Snaith IDB, however a discussion and agreement would need to be made between both Boards.

- 110.4. Mr Duckitt, referring to his abstention to a decision in February to purchase an 8-tonne machine, queried how many dikes could possibly be maintained by a small excavator.
- 110.5. The OTM confirmed a demonstration event is to be held this harvest so Board members can consider the best machine for Board maintenance.
- 110.6. It was PROPOSED by the CHAIR and SECONDED by CLLR MACKMAN and UNANIMOUSLY RESOLVED that the Board approve the capital programme.
- 110.7. Mr Cooke resolved to approve the Capital Programme however reiterated his interest for the record.

**111. Public Sector Agreements.**

- 111.1. The Chair asked the Board to note that Danvm operational staff have been assisting with wracking works on the river Aire, funded by the EA.

**112. New Development**

- 112.1. The Chair asked the Board to note new developments presented in the papers.

**113. Consortium**

- 113.1. The Chair drew attention to the Organogram at Appendix G.
- 113.2. The CEO advised that with the appointment of the Senior Liaison Officer, both shared services teams are up to full compliment.

**114. Constitution of the Policy and Finance Committee**

- 114.1. The Chair drew attention to Appendix H and reminded members that a review of the constitution of the Policy and Finance Committee had been agreed by the Board almost one year prior.
- 114.2. The CEO explained the differences between and responsibilities of the Full Board and its Standing Committee.
- 114.3. Discussions regarding the Standing Committee ensued.
- 114.4. It was PROPOSED by CLLR CRANE and SECONDED by MR GILLIVER and UNANIMOUSLY RESOLVED that the Board approves the Standing Committee Policy and that going forward the committee shall be known as the Policy & Finance Committee.
- 114.5. The CEO informed the Board that Mr Thompson had written to him volunteering for the committee and asked for other volunteers.
- 114.6. It was UNANIMOUSLY RESOLVED by the Board to appoint the Chair, Vice Chair, Mr Lomas, Mr Thompson, Mr Atkinson, Ms Anderson, and Mr Maddison to the Policy & Finance Committee.

**115. Staff Matters**

115.1. None

**116. Policies Review**

116.1. The Chair drew attention to Appendix I.

116.2. The CEO clarified that the reason for discussing this separately is due to this document being fundamental to the financial requirements and responsibilities of the Board.

116.3. The CEO drew attention to the amendments made for the Policy & Finance Committee to make delegated decisions on the Boards behalf. He presented a proposed figure of £75k for the Policy & Finance Committee to spend between Full Board meetings if necessary.

116.4. Cllr Mackman agreed flexibility between Board meetings however stated he believed any spends should be presented to the Board at the next Full Board meeting.

116.5. He explained his decision, stating the Full Board should fully oversee the financial affairs of the Board. He also asked if overspend, currently stated at 15% could be reduced to 10%.

116.6. An in-depth discussion ensued regarding slight amendments to be made to the financial regulations to allow for greater financial forecasting and for any delegated decisions to be reported at full Board meetings. The CEO agreed with the 2 main contributors, Ms Anderson and Cllr Mackman, that he would send amended copy of the regs to ensure understanding.

**ACTION CEO.**

116.7. It was PROPOSED by MR CROWE and SECONDED by MR ROBINSON and UNANIMOUSLY RESOLVED that the Board amend the existing financial regulations subject to specific amendments.

116.8. The Chair drew attention to the new and updated policies presented at Appendix J, stating the list below:

- Anti-Bribery Policy
- Anti-Fraud and Corruption Policy
- Bullying & Harassment Policy
- Employees' Code of Conduct
- Members Code of Conduct
- Data Protection Policy
- Document Retention Policy
- Gifts & Hospitality Policy
- Health & Safety Policy Statement
- Freedom of Information Publication Scheme
- Maternity Policy
- Member Roles & Responsibilities
- Paternity Policy

- General Privacy Policy
- Privacy Notice – Board Members
- Recruitment Information Privacy Notice
- Staff Privacy Notice
- Staff Uniform & PPE Policy
- Whistle Blowing Policy
- Equality Policy
- Biosecurity Policy
- Environmental Policy Statement
- Reserved Matters
- FCRM Policy Statement
- Formal Complaints Procedure

116.9. It was PROPOSED by MR DUCKITT and SECONDED by CLLR MACKMAN and UNANIMOUSLY RESOLVED that the Board adopt the new suite of updated policies (listed above) which shall supersede the same or equivalent policies.

116.10. The CEO advised of significant fly tipping problems in the Danvm area, particularly where the district coincides with Doncaster council district. He explained that waste is being illegally dumped on public highways and in watercourses.

116.11. Due to a specific question raised by the Council to the EA querying the responsibility of the Board to dispose of illegal fly tipping from Board maintained watercourses, the Board had been left with no choice to instruct a barrister to clarify the responsibility of the Board. Upon receiving legal advice the Board will act under this.

116.12. The CEO notified Members that he had made a worst case assumption in advance of legal opinion and had proactively created a Fly Tipping Policy to ensure the Board is acting lawfully should the Board be found to be responsible for fly tipped material that it removes from watercourses

116.13. Discussions ensued around the issues, problems, and consequences to the Board caused by fly tipping.

116.14. Mr Gilliver stated he felt dismayed that the Board are having to create a policy of this nature and advised that the amount of time involved dealing with issues created by fly tipping takes away from the primary responsibility of the IDB, being a flood risk management authority.

116.15. The CEO displayed the Fly Tipping Policy to the Board for their consideration.

116.16. It was PROPOSED by MR DUCKITT and SECONDED by CLLR MACKMAN and UNANIMOUSLY RESOLVED that the Board adopt the Fly Tipping Policy.

116.17. Ms Anderson abstained from this vote advising she had been unable to read the document in full prior to the meeting.

**117. Future Board Meetings**

117.1. The next Policy & Finance Meeting will be held Wednesday 28th July at 9:30am

117.2. The next Full Board meeting will be held on 12<sup>th</sup> November 2021 at 9:30am