



# Dempster Internal Drainage Board

## MINUTES FROM THE ANNUAL GENERAL MEETING HELD ON MONDAY 24TH JANUARY 2022

### PRESENT

Elected Mr M Backhouse Mr P Chantry Mr J Cowling Mr P Jacklin (C)  
Mr J Frost

Appointed

### APOLOGIES

Elected Mr D Walton Mr J Phillipson Mr R Hall Mr M Johnson  
Appointed Cllr L Sargeantson

### ABSENT

Elected  
Appointed Cllr N Coultish

### IN ATTENDANCE

Officers  
Mr A McLachlan – Chief Executive  
Mr R Towse – Director of Operations  
Miss Smith – Board Secretary (Minutes)

Andrew McLachlan  
Chief Executive Officer and Clerk to the Board  
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**1774. Welcome, Introductions & Apologies**

1774.1. The Chair welcomed Members and Officers to the Board noting apologies from Mr D Walton, Cllr L Sargeantson, Mr J Phillipson, Mr R Hall, and Mr M Johnson.

**1775. Declarations of Interest**

1775.1. None.

**1776. Health and Safety**

1776.1. None

**1777. Additional Agenda Items**

1777.1. None

**1778. Minutes of the previous Full Board Meeting**

1778.1. The Chair drew attention to minutes of the previous meeting.

1778.2. Mr Backhouse requested further commentary to minute 1768.5 to which the CEO advised this related to an assumed aged debt with the EA. He confirmed the Director of Policy & Finance had contact the EAS regarding this matter who had confirmed no such debt exists and the matter is therefore closed.

1778.3. It was PROPOSED by Mr Cowling and SECONDED by Mr Frost and UNANIMOUSLY RESOLVED that the Board approve the minutes as a true reflection of that meeting.

**1779. Matters Arising**

1779.1. The CEO confirmed that minute 1771.3 had been resolved and that advice had been provided to the town council to prevent further encroachment onto the watercourse.

**1780. Minutes of ADOC Consortium Meeting**

1780.1. The Chair drew attention to minutes of the ADOC Consortium meeting held on 19<sup>th</sup> November 2021 and invited questions from members.

1780.2. Mr Backhouse queried minutes relating to the purchase of a mobile pump to which the Chair and CEO confirmed there would be no purchase at this time.

**1781. Financial Position**

1781.1. The CEO relayed analysis which at the time of writing suggested that the outturn position will be at or near estimated budget.

## **1782. Budget & Rate Setting**

- 1782.1. The CEO updated Board Members with the latest information received from HMT in relation to the changes to the tax treatment of red diesel, which at this time are contradictory to information received from HMRC.
- 1782.2. Regarding the rate, the CEO explained he had assumed that the tax treatment would not change and that this had to be taken into consideration along with general inflation.
- 1782.3. Mr Frost queried whether rising electricity costs had been considered to which the DO advised the Consortium is fixed for a period with Woldmarsh. He added that due to the significant number of pumping stations, this allows for more favourable charges, however at the end of the fixed period, he will explore the market.
- 1782.4. It was PROPOSED by Mr Backhouse and SECONDED by Mr Frost and UNANIMOUSLY RESOLVED that the Board approve the estimated budget of £42,434 and set the rate at 10.5p/£.

## **1783. Invoices Paid and Accounts Settled to Q3**

- 1783.1. The Chair drew attention Invoices Paid and Accounts Settled can be found at Appendix C.
- 1783.2. The DO informed Members that there are invoices omitted due to these not being provided by the Contractor.
- 1783.3. It was PROPOSED by Mr Backhouse and SECONDED by Mr Chantry and UNANIMOUSLY RESOLVED that the Board approve invoices paid and accounts settled to the value of £33,310.50 (Net).

## **1784. Internal Audit**

- 1784.1. The Chair drew attention to the internal audit report at Appendix D (page X).
- 1784.2. The CEO advised that whilst there are no matters of concern, the Internal Auditor has requested that all Boards across the Consortium value their assets in time for the Annual Return, therefore a methodology will be developed due to these assets being liabilities.
- 1784.3. He added that a formal reserves policy is currently being produced for all partner boards across the consortium.

## **1785. Conclusion of Annual Audit**

- 1785.1. The CEO confirmed the Board passed its external audit for 2020/21 by the Government-appointed auditor, PKF Littlejohn, without any qualifications.

## **1786. Policy Update (Health and Safety)**

- 1786.1. The CEO informed Members that a new consortium-wide Health and Safety Policy and Safe System of Work is currently being prepared, which defines responsibilities of Boards and Officers.
- 1786.2. He confirmed this is based on the Health and Safety Executive's HSG65 model guidance and safe systems of work and control systems.
- 1786.3. The CEO advised of his intention to introduce the policy from April and requested that the Board delegate authority to the Chair and Vice Chair to adopt the policy on behalf of the Board.
- 1786.4. It was PROPOSED by Mr Chantry and SECONDED by Mr Cowling and UNANIMOUSLY RESOLVED that the CEO in consultation with the Chair be given authority to adopt the consortium-wide Health and Safety Management Policy and Safe System of Work on behalf of the Board upon its completion.

**1787. Planning and Development Control**

- 1787.1. Redacted  
Action SDCO.

**1788. Maintenance Programme**

- 1788.1. Mr Chantry highlighted that where the Board had previously discussed the maintenance of the syphon, this has still not been completed by contractors.
- 1788.2. Mr Chantry also requested a mechanical inspection of the newly rewired pump and requested that Officers also investigate the installation of a third pump.
- 1788.3. The CEO responded, notifying Members that a Planned and Preventative Maintenance Programme is being produced for pumping stations.
- 1788.4. The CEO advised the possibility of a third pump would be investigated by the Boards Capital Delivery Manager. **Action CDM.**
- 1788.5. The DO advised that new contracts would be put out to tender on a 3-year plus 2-year basis and queried whether Members would prefer for time stipulations to be written into the contract to determine when maintenance should be completed by.
- 1788.6. The Board agreed that all maintenance should ideally be completed by 1<sup>st</sup> November.
- 1788.7. The Chair raised an issue on piling works completed by HagraPat ten years prior, which are now failing over a length of around 30m.
- 1788.8. The DO advised he would investigate this and report back to the Chair.
- 1788.9. The Board discussed spraying works and it was concluded that the DO would identify significant areas across the district for targeting in May. **Action DO.**

**1789. Date of Next Meeting**

1789.1. The Board Secretary confirmed the calendar was being finalised and all dates would be sent to Board Members within the next week.