



Danvm Drainage Commissioners

MINUTES OF THE FULL BOARD MEETING HELD ON TUESDAY 24TH MAY 2022 AT MOSS & FENWICK VILLAGE HALL

PRESENT

Elected	Mr Duckitt Mr D Platt	Mr Falkingham	Mr Thompson	Mr Atkinson	Mr Robinson
Appointed	Mr Grady Mr Gilliver	Mrs Anderson	Mrs Ivey (C)	Cllr Mackman	Mr Crowe

APOLOGIES

Elected	Mr A Cooke	Mr C Platt	Mr S Lomas
Appointed	Mr P Maddison	Mrs Watkinson-Teo	Cllr Crane

ABSENT

Elected	Mr Scholey	Mr Smith
Appointed	Mr Hogarth	

IN ATTENDANCE

Officers	Mr A McLachlan – Chief Executive Miss A Cowen – Director of Policy & Finance Mr R Towse – Director of Operations Miss Smith – Board Secretary (Minutes)
Professional Services	Mrs J Jackson – Hunter Gee Holroyd

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154. Welcome, Introductions & Apologies

154.1. The Chair welcomed Members and Officers to the meeting, noting apologies from, Mr Cooke, Mr C Platt, Mr Lomas, Mr Maddison, Ms Watkinson-Teo and Cllr Crane.

154.2. The CEO introduced the Board's accountant, Jessica Jackson from Hunter Gee Holdroyd.

155. Declarations of Interest

155.1. Mr Thompson advised he had submitted a petition to the Board, to be discussed at the meeting.

156. Additional Agenda Items

156.1. None.

157. Health and Safety

157.1. The Chair informed Members that she had approved the new Health & Safety Management System (HSMS) under delegated authority.

157.2. The CEO advised that a presentation on the practical operation of the HSMS was given to and noted by the Policy & Finance Committee.

157.3. It was PROPOSED by Cllr Mackman and SECONDED by Mr Grady and UNANIMOUSLY RESOLVED that the Board ratify the Chair's decision to adopt the new Health and Safety Management System.

158. Natural Environment

158.1. The Chair advised that the current biodiversity action plans (BAP) are being updated.

158.2. The CEO informed Members that this would be a standing item in all future Board meetings.

159. Minutes of the previous Full Board meeting

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

159.2. It was PROPOSED by Mr Falkingham and SECONDED by Mr Atkinson and UNANIMOUSLY RESOLVED that the Board adopt these minutes as a true record of that meeting.

160. Matters Arising

160.1. In relation to minute 147.8, Cllr Mackman asked if outstanding rates had been reduced to which the DPF responded that enforcement agents had been instructed to recover monies from debtors and that work was continuing to resolve outstanding queries.

160.2. Cllr Mackman, referring to the decision to increase the rate by 6.4% whilst highlighting this was primarily due to the changes to the use of red diesel, queried how much the Board would save now the decision had been made by Treasury to allow IDB's to use red diesel.

160.3. The DO explained that as the cost of red diesel is now increasing and the market is so volatile, the Board is not likely to make any savings but that the Board were in a much stronger position to be able to deal with this due to the rate increase.

161. Minutes from the Policy & Finance Committee

161.1. The Chair drew attention to minutes from the previous Policy & Finance Committee Meeting for noting.

162. Professional Services Appointments to the Board

162.1. The CEO explained that professional services providers that support officers on a regular basis in the day-to-day operation of the Board's activities should be appointed from time to time by the Board and clarified that any costs over £25k [per commission] would be brought to the Board to ensure Officers were working within financial regulations.

162.2. It was PROPOSED by Mrs Ivey and SECONDED by Cllr Mackman and UNANIMOUSLY RESOLVED that the Board appoint; Wilkin Chapman LLP, Yorkshire Internal Audit Services, Hunter Gee Holroyd Ltd, Mason Clark Associates Ltd, Mr Simon Jepps BSc MSc and co of Thomas Mackay Ltd, Mr Ralph Ward FRICS and co of Frank Hill & Son and Cutler IT Ltd as professional service providers to the Board.

163. Risk Register Review

163.1. The Chair drew attention to the risk register and highlighted that the only risk that has not decreased was in relation to the elections.

163.2. The CEO advised that as elections were organised by previous management, Officers could not evidence the validity of these and therefore the risk could not be reduced until after new elections.

163.3. Cllr Mackman highlighted that the fidelity insurance had been increased and queried the reason for this, to which the CEO explained all Officers were in a position of trust, and that a significant sum of money from the Consortium could be taken through theft and dishonesty. To protect the Boards within the Consortium, this insurance had been increased to safeguard a substantial sum.

163.4. It was PROPOSED by Mr Gilliver and SECONDED by Mr Atkinson and UNANIMOUSLY RESOLVED that the Board approve the revised risk register for 2022.

164. Accounting Statements and Annual Return

- 164.1. The CEO confirmed the Board's Accounting Statements for 2021/22 had been prepared by the Board's accountants, Hunter Gee Holroyd Ltd and asked members to consider them and that he had prepared the Annual Governance Statement with Internal Controls for approval by the Board.
- 164.2. The DPF advised that the internal auditor completed the audit for the year ending March 2022 and was satisfied that there are no matters of concern.
- 164.3. Cllr Mackman drew attention to £272k received in external fees and asked where this had originated.
- 164.4. The CEO explained this had been received due to works completed by staff on behalf of external organisations, such as the Environment Agency, and that it included all rechargeable costs.
- 164.5. Mrs Jackson gave a detailed breakdown of this income to Members.
- 164.6. Cllr Mackman highlighted staff costs of £275k to which the CEO explained that this included all wages and pensions for the Board's operational staff.
- 164.7. It was PROPOSED by Mr Gilliver and SECONDED by Cllr Mackman and UNANIMOUSLY RESOLVED that the Board approve the Annual Governance Statements for 2021/22.
- 164.8. It was PROPOSED by Cllr Mackman and SECONDED by Mr Gilliver and UNANIMOUSLY RESOLVED The Board approve the Accounting Statements for 2021/22.

165. Budget Refresh

- 165.1. The CEO confirmed that a review of the approved budget was undertaken following the 2021/22 outturn and that no refresh is required.

166. Invoices Paid and Accounts Settled

- 166.1. The Chair drew attention to Invoices paid and accounts settled.
- 166.2. It was PROPOSED by Mr Thompson and SECONDED by Cllr Mackman and UNANIMOUSLY RESOLVED that the Board approves the invoices paid and accounts settled, totalling £641,802.78 (net), as a true record.
- 166.3. Mrs Jackson left the meeting.

167. Capital Programme

- 167.1. The CEO presented the proposed capital programme and advised that figures presented were the approved values, which have either been received on grant/loan or approved by the Board to spend from base revenue.
- 167.2. Cllr Mackman queried why Clay Dike was to be paid for through base revenue, to which the CEO advised that no external funding was realistically available.
- 167.3. Mr Crowe verbally confirmed that works at Stoney Lane had now been signed off by TCA and that the cost would be around £100k.
- 167.4. As a result of this confirmation, the CEO requested permission from the Board to allow £100k spend authority amendment to the capital programme in respect of Stoney Lane, this was agreed.
- 167.5. It was PROPOSED by Cllr Mackman and SECONDED by Ms Anderson and UNANIMOUSLY RESOLVED that the Board approves the Capital Programme.

168. Public Sector Agreements

- 168.1. The CEO confirmed that the Board's Asset Manager had successfully renegotiated maintenance agreements for additional land drainage accommodation works with National Highways in relation to the M62, meaning that the recharge arrangements for consortium Boards is simplified and aligned.
- 168.2. The DO informed Members that a PSA has been formulated between the Board and the EA and that wracking works will be completed in future years on this basis.
- 168.3. The CEO advised that the EA have agreed to fund the Board at c£35k per year to carry out works to improve the river Went.
- 168.4. Both Mr Thompson and Mr Falkingham declared an interest in the matter concerning the River Went.

169. Planning and Development Control

- 169.1. The DO advised that there are currently no major updates, but that Board Officers continue to work closely with the developers in relation to proposed dwellings in Eggborough & Whitley.

170. Plant and Vehicles

- 170.1. Due to delays with being able to receive parts, the DO advised the Board that unfortunately delivery of the Mecalac would now be expected in September/October.

171. Maintenance

- 171.1. The DO advised that significant progress has been made over the last year by the Danvm operational staff.
- 171.2. The DO brought attention to a petition received from Mr Thompson.
- 171.3. Mr Thompson left the room for the duration of the discussion.
- 171.4. The DO explained the petition and advised that whilst Danvm would see a very slight increase in maintenance cost (covering 200m), the benefit to both Danvm and Cowick & Snaith in reducing flood risk would be significant.
- 171.5. He added that improvement works would not be completed by the Board but would have to be at the expense of Mr Thompson, but the Board should then consider including the watercourse in their annual maintenance programme.
- 171.6. Members discussed the benefits to Danvm Drainage Commissioners and asked Officers to ensure that improvement works would be at the expense of Mr Thompson, to the Boards satisfaction and subject to the agreement of Snaith and Cowick Internal Drainage Board.
- 171.7. It was PROPOSED by Mr Gilliver and SECONDED by Mr Falkingham and RESOLVED BY MAJORITY that the Board agrees to Mr Thompson carrying out improvement works to the watercourse at his own expense and to the Board's satisfaction, and that the Board then includes this watercourse in its annual maintenance plan, subject to an arrangement with Cowick & Snaith Internal Drainage Board. *[Note Cowick & Snaith IDB have agreed to the same]*
- 171.8. Mr Duckitt abstained.
- 171.9. Mr Thompson re-joined the meeting and was made aware of the Board's decision.
- 171.10. It was PROPOSED by Mrs Ivey and SECONDED by Mr Thompson and UNANIMOUSLY RESOLVED that the Board approves the annual maintenance programme.

172. Election Programme

- 172.1. The CEO confirmed that the current term of office for the Board's elected members is due to expire later this year and that an election must be held in accordance with the Land Drainage (Election of Drainage Boards) Regulations 1938, to elect 12 members to serve on the Board for the next 3-year term.
- 172.2. A copy of the Electoral Register for the Danvm Drainage District, as per 1st April 2022 was circulated at the meeting.
- 172.3. It was PROPOSED by Mr Robinson and SECONDED by Mr Falkingham and UNANIMOUSLY RESOLVED that the Board approve the Electoral Register (1st April 2022).

173. Staff Matters

- 173.1. The CEO confirmed the Board are currently advertising for a new operator to replace a member of staff who has resigned.
- 173.2. The CEO advised the new MEICA technician has started in their new role, and that the MEICA team will be working across the Consortium on a rechargeable basis, in a similar way that the Ouse & Humber's mechanic is working across the larger organisation.
- 173.3. Mr Falkingham queried whether any pumps were currently out for repair to which the DO advised one at Gowdall and one pump at Hensall were currently being serviced and repaired, with a replacement needed at Lake Drain.
- 173.4. Mr Gilliver suggested that Board Members inspect the new Mecalac upon its arrival and take the opportunity to meet the operational team to which the DO advised he would arrange.

Action DO

174. Policies Updates

- 174.1. The CEO introduced the Fixed Asset Policy explaining that this had been created due to assets such as pump stations being liabilities rather than realisable assets.
- 174.2. Mrs Anderson requested that a table of fixed assets should be brought to the next Policy & Finance Committee meeting. **Action CEO**
- 174.3. The CEO advised that changes to the Financial Regulations have been reviewed and updated in accordance with current best practice and legislative changes.
- 174.4. The Chair drew attention to 8.4 in this policy and highlighted this was important for the Board to have a more appropriate investment strategy.
- 174.5. In relation to the Reserves Policy, Cllr Mackman commented that it was his belief a reserves position of 75% was too high, advising that other areas retain only 30% of operating costs in reserves.
- 174.6. Cllr Mackman expressed his view that holding such a substantial amount in reserves may restrict Board operations.
- 174.7. Ms Anderson advised that the Council also does not hold as much as 75% in reserves and agreed that this figure may be too high.
- 174.8. The CEO and DO both informed members that 75% of the Boards operating budget would be proportionate to the size of the authority and was a realistic figure required to support the Board in emergency events such as flooding, advising that unlike councils', the Board does not have direct access to emergency central government funding through the Bellwin scheme.

- 174.9. Mr Crowe agreed with the DO and CEO and reminded members that in the last flooding event within the Cowick & Snaith area, over £250k of costs had to be met by the TCA, no financial support from external sources was received [*note some funding was received via Doncaster Council in 2019/20 as part of their Bellwin Claim*]
- 174.10. The CEO asked Members whether they would like to see hypothetical scenarios brought to the next Board meeting for Members to make a more informed decision to which Members agreed they would like this policy to be revisited at the next Full Board meeting before approving.
- 174.11. It was PROPOSED by Mrs Ivey and SECONDED by Mr Crowe and UNANIMOUSLY RESOLVED that the Board adopt the new Fixed Asset Valuation Policy and Unreasonable Complainants Policy and accept the revisions to the Financial Regulations, with the Reserves Policy to be brought back to the Board at the next meeting. **Action CEO**

175. New Offices

- 175.1. The CEO confirmed that Officers had now moved premises and that the address for the Board had been updated as follows:

*Danvm Drainage Commissioners
24 Innovation Drive
Newport
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HU15 2FW*

176. Date of Next Meeting

- 176.1. The date of the next Policy & Finance Committee is Tuesday 19th July 2022 at 9:30am
- 176.2. The date of next Full Board is Wednesday 9th November 2022 at 9:30am
- 176.3. The date of the Joint Consortium Committee is Wednesday 23rd November 2022 at 9:30am
- 176.4. The Chair thanked Members and Officers for their attendance and closed the meeting.