

**Dan Vm Drainage
Commissioners
Finance Committee**

JBA Consulting
Epsom House, Doncaster

Meeting

Friday 7 October 2016
10.00am



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Purpose

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1. Apologies for Absence

2. Declaration of Interest

3. Minutes of the meeting 27 May 2016

Present: Andrew Cooke (AC) (Chairman)
Gillian Ivey (GI)
Richard Ward (RW)
Dave Hill (DH)
Derek Bell (DB)

Observers: Tony Sockett (TS) Commissioners Chairman

Attendees JBA: Craig Benson (CB)
Ian Benn (IB)
Janette Parker (JP)

2016.1 Apologies – were received from Andrew Parmenter and Richard Thompson.

2016.2 Declaration of Interest – There were none given.

2016.3 Minutes of meeting 11 December 2015 were proposed as a true record by GI, seconded by RW and approved by the Committee.

2016.4 Matters Arising – There were none.

2016.5 Finance - Audits – External – The Finance Officer informed members that the external audit on the Commissioners Financial Statements was now complete. He referred members to the report produced by the auditors and their recommendations. Members were aware that the report looked specifically at the perceived conflict of interest of producing tender specifications. Members considered the report in detail and agreed that it was important that all relationships were clearly defined. It was confirmed that the particular project where this issue was raised did follow the guidelines now recommended by the external auditors.

The Commissioners had already agreed to make changes to their Financial Regulations to ensure that no conflict of interest would arise. The Regulations state

The CEO shall have the authority to affect the purchase of goods and services in accordance with an approved budget without further reference to the Board or sub-committee. Unless there is a conflict of interest with the management service provided. In this event the procurement process and rules will be followed.

If the service can be carried out by the Management service supplier then a 3rd party should be appointed to carry out the invitation and evaluation stages of the tender process.

2016.6 Internal Audit – The Finance Officer informed members that the internal audit on the Commissioners financial statements is underway.

2016.7 Draft Accounts for the Year Ending 31 March 2016 – The Finance Officer circulated a comparison between the actual and budgeted income and expenditure to review with the draft accounts. The layout of the accounts had changed in that those assets and items not funded by the Commissioners were removed to their own income and expenditure account.

Discussions followed and detailed explanations were given for the variances, specifically on Administration Costs, and New Work and Plant account movements.

The Finance Officer confirmed that the outstanding PWLB loan figure shown in the accounts would be increased to reflect the new loan. It was also noted that the word “rechargeable” would be changed to “contribution”. Members discussed the Catchment Modelling scheme expenditure and its current position. After further comment, GI proposed that the Commissioners should consider funding the whole cost of the model to ensure it was completed. Members agreed that the complete model was what the Commissioners required moving forward.

It was recommended that the Commissioners should contribute the full cost of the model less the grant in aid income that was available. The Commissioners would invoice those other, previously agreed, funding partners for their contribution. It was noted that a presentation would be given at the next full Board meeting on the progress of the Modelling and **it was agreed that this recommendation would be tabled after the presentation.**

Members discussed the pumping station running costs and agreed that they would like to know what savings had been made due to night time pumping. The Finance Officer confirmed that he would review the electricity usage and produce some information for comment at the next Finance Committee Meeting.

Members approved the accounts, with the minor changes.

- 2016.8** Five Year Budget Estimate – The five year estimate was reviewed and members noted that the forecast was based upon the Board’s Reserve Policy. It was noted that the reserve levels were forecasted to reduce over the next five years as expenditure was estimated to increase.
- 2016.9** Planned Capital Expenditure – Members discussed the future programme and agreed that funding the proposed works would be of utmost importance. DH suggested that a working group is established to look at the options of borrowing or saving for the future capital replacement. DH stated that he would like to be on the working group as, in his role for DMBC, has gone through process of identifying different funding possibilities. Both DB and RW also requested to be on the group along with the FO. Members agreed.
- 2016.10** Fishlake Pumping Station Scheme - The FO reported that the Stoney Lane Pumping Station scheme was nearing completion.
- 2016.11** Board owned assets – Grazing of Went Banks – The Finance Officer confirmed that a five year grazing licence has now been issued.
- 2016.12** List of Payments – The committee approved the list of payments made by cheque totalling £1,090 all of which were signed by Officers only. Approval was given to the list of payments made direct out of the bank totalled £1,217,696.90 of which £352,442.36 were signed by Officers only.
- 2016.13** Workforce – Private Session.
- 2016.14** Any Other Business – There was none.
- 2016.15** Date of next meeting – 7 October 2016 commencing at 10:00am.