



**Danvm**

Drainage Commissioners

**Joint Meeting  
Finance & WLM Committee**

**JBA Consulting  
Epsom House, Doncaster**



**Shire**

Group of IDBs

**Meeting**

**Friday 26 May 2017  
10.00am**

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## Purpose

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# 1. Apologies for Absence

# 2. Declaration of Interest

# 3. Minutes of Finance Committee Meeting on 2 December 2016

Present: Andrew Cooke (AC) (Chairman)  
Gillian Ivey (GI)  
Derek Bell (DB)  
Catherine Anderson (CA)  
David Atkinson (DA)

Attendees JBA: Craig Benson (CB)  
Ian Benn (IB)

## 2016.41 Apologies

Received from Richard Thompson and Richard Ward.

**2016.42** Declaration of Interest – JBA staff declared an interest in item 5.6. No other declarations of interest were proffered.

**2016.43** Election of Chairman – GI proposed, DA seconded and all members approved AC to continue as Chairman of the Committee.

**2016.44** Minutes of meeting 7 October 2016.

Proposed approved GI, seconded AC, all in Agreement.

**2016.45** Matters arising:

2016.22 Internal Audit - GI noted that the Board had a Reserve Policy and had requested that the internal audit report should be amended to reflect this point. She had also raised this point with the auditor at the recent joint Internal Audit Review meeting.

**2016.46** External Audit

It was reported that the audit had not yet been finalised. GI informed members that this was discussed at the joint audit meeting, attendees were unhappy with the performance of the Auditor. The FO confirmed he had responded to all the enquiries raised by the auditor and he expected the audit to be complete before the year end.

**2016.47** Internal Audit Review Meeting – It was noted that the meeting had taken place and discussions surrounded the Risk Register document. The FO confirmed there is provision within



the register to detail specific risks for the Board. The Board can amend the Risks Board as and when required.

**ACTION: FO to update Register with specific risks for Board consideration**

**2016.48 VAT**

It was reported that the VAT application had been made.

**2016.49 Rating Report**

It was reported that all the special levies had been received and 97.17% of drainage rates had been collected leaving a balance of £4,195.29. The FO sought approval from the committee to write off £1,415.11 of drainage rates which were uncollectable. Members approved the request.

**2016.50 Budget**

The FO reviewed the budget that was contained within the papers and that the recommendation was for a 9.75p drainage rate for the forthcoming year. There were two areas of land that would be transferred from drainage rates to special levy. The adjustments to the figures had been made and that there would be a significant increase to the levy on East Riding of Yorkshire Council. GI enquired the threshold at which ERYC could be offered a seat on the Board. It was confirmed approximately 4% of the special levy income would be required.

Members agreed that the special levy paying councils should be made aware of the Board's future budgeting estimates to assist with their financial requirements. The FO confirmed all charging authorities were advised annually of the likely rate before the rate was set by the Board. The Chairman suggested the FO should produce a document and forward to CA and DB for their comments prior to issue.

**ACTION – FO to produce a five-year estimate for each council and liaise with CA and DB.**

The FO confirmed that the estimates used for Administration included a provision for management services, the level of which had been taken from the recent Provision of Management Services Tender Document and supporting information. Members indicated the figures advised were for a 5-year contract and requested the FO amend the budget figure accordingly.

Members reviewed the five-year planned capital and plant expenditure and recommended the FO use Board reserves to fund some of the planned purchases thereby saving on interest charges on the forecast loan repayments. It was also agreed by members that at the time of required vehicle and plant replacement, all options would be considered including hire purchase, contract hire and borrowing funds from PWLB. GI noted that the income shown for the sale of plant in the previous year's budget was overestimated. DA advised Members that monies received for the sale of plant is heavily dependent upon the value of the pound as most second hand agricultural machinery is sold in Europe, confirming prices can fluctuate regularly.

**ACTION – FO to review the estimates considering use the Board's reserves to fund short term capital and plant expenditure. The FO to check the legalities of using the Board's committed reserves and what if any interest payments would need to be made.**

**Recommendation to the Board – Members agreed to the proposed 9.75p rate.**

Members noted that this could be reduced depending upon the result of the Management Services Tender.

**2016.51** Five-year budget estimate:

Members noted the five-year forecast, the capital expenditure shown was for pumping station rebuild. FO advised comprehensive asset inspections would reveal the extent of works required at pumping stations, possibly leading to savings on the figures shown.

**2016.52** Coal Authority pump station schemes

**Fishlake** – It was reported expected completion of the Stoney Lane Pumping Station by the end of this financial year.

**Great Heck** – Members noted there would be an increase in administration because the Board was managing the scheme on behalf of the Coal Authority. The FO reported Management Consultants would seek to recover the additional administration costs from the Board, the Board will recover those costs from the Coal Authority. Members agreed that this procedure and a clause would be incorporated into the agreement between the Board and Coal Authority including recovery of administration costs.

**2016.53** Hydraulic Modelling

Members enquired as to the current position of the modelling and queried the procurement of the second phase. First Phase – Creation of Base Model and a few options. Second Phase - More Optioneering. Members discussed the progress to date and whether the Board could award the second phase without tendering the work.

**ACTION – It was agreed that DB would investigate this matter on behalf of the Board and report back to the committee.**

**2016.54** List of Payments

Members approved a list of cheque payments totalling £395.00 all of which were approved by the Officers. Members all approved a list of payments made direct from the Board's account totalling £217,503.91 of which £94,106.84 were approved by the Officers only.

AC queried the payment to Direct Traffic Management Ltd and wondered if that work could be procured direct from the council.

**2016.55** Terms of Reference

Members noted the Terms of Reference that had been circulated with the meeting papers. It was agreed that the Terms of Reference word document would be emailed to members for comment following which the FO would produce a final version for approval by the full Board. Terms of reference currently advise eight members and Chairman in attendance as observer. The Chairman has expressed strongly a desire to be part of the committee.

**ACTION – FO to email word document ToR to Finance Committee Members for comment on the proposed Terms of Reference of Finance Committee and for production of a final version requiring full Board approval.**

**2016.56** Closed Session

IB informed members of the resignation of the lead operative and the recent resignation of another employee. GI confirmed that she had accepted the resignations and members supported her decisions.

**2016.57** Any Other Business

ITT Support and domain name – the FO referred to a quotation that had been submitted from JBA Consulting on appropriate IT security and monitoring of employee iPads following recent workforce issues that was circulated to members for discussion. GI disclosed she had received advice from Doncaster MBC Procurement not to enter any contracts with JBA Consulting until the management services contract had been awarded. IB voiced concern at this revelation, enquiring whether all Board decisions were to become first subject to DMBC approval. He reminded members that the current Management team were in position and had a contract until



the 31<sup>st</sup> of March 2017 whatever the outcome of the procurement exercise. GI advised the Board had to be careful of all decisions made during the procurement process and that she was minded to consider the quotation following review of the quotation by DB and his views on .gov.uk and .org domain names.

GiSmapp – The second quotation circulated to members from JBA Consulting related to the presentation delivered prior to the meeting. It was agreed a decision would be deferred until the question of domain name had been resolved. IB suggested for transparency the Board should consider other systems. DB advised the virtues of a system developed by Barnsley MBC. GI indicated she was minded to use the system that would greatly benefit the workforce. Members agreed.

SYPA – The FO informed members that they had received a schedule from SYPA detailing the next three-years contribution levels and that a saving of £600 could be made if the Board made one payment covering all three years. Members agreed to the suggestion.

TV Licensing – Member agreed it appropriate to remind employees iPads cannot be used to watch or record live TV programmes or to download or watch any programmes on iPlayer or similar but are for work related use only.

**2016.58** Next meeting 19 May 2017