



**Danvm**

Drainage Commissioners

**Joint Meeting  
Finance & WLM Committee**

JBA Consulting  
Epsom House, Doncaster



**Shire**

Group of IDBs

**Meeting**

Friday 6 October 2017  
10.00am

**Shire Group of IDBS  
Epsom House  
Chase Park  
Redhouse Interchange  
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## Purpose

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# 1. Apologies for Absence

# 2. Declaration of Interest

# 3. Minutes of Joint Committee Meeting on 26 May 2017

Present: Andrew Cooke (AC) (Chairman)  
Gillian Ivey (GI)  
Richard Thompson (RT)  
Catherine Anderson (CA)  
David Atkinson (DA)  
Martin Falkingham (MF)  
Steve Lomas (SL)  
Paul Maddison (PM)  
Neil Welburn (NW)

Observer: Frank Jackson (FJ)

Officers: Craig Benson (CB)  
Ian Benn (IB)  
Paul Jones (PJ)  
Martin Spoor (MS)

**2017.1** Apologies - Received from Mike Jordan and Richard Ward.

**2017.2** Declaration of Interest – AC declared an interest in item 6.5 and NW declared an interest in item 7.3.

**2017.3** GI explained the reasoning behind holding a joint WLM and Finance Committee meeting. It was apparent that both committees had similar items on their Agendas and it was felt that a better decision-making process would be the outcome of his joint venture.

**2017.4** Minutes of the Finance Committee meeting held on the 2 December 2016.

Proposed approved GI, seconded AC, all in Agreement.

SL enquired whether or not those in attendance could vote on all issues that were to be discussed. AC Confirmed that members could.

**2017.5** Matters arising:

2016.50 Budget - GI asked if the Special Levy paying Councils were given a five year budget estimate of their Levy. CB confirmed that this had been included with the Section 48 Notice that had been issued to them in February.

AC enquired if the Board could use committed reserves and what if any interest payments would be made. CB confirmed that the Board can spend committed reserves with the proviso that they recognise that the “asset” the monies had been set aside for, would remain the responsibility of the Board and monies would have to be found in the future for its replacement. CB added that he was aware of an IDB that spent Commuted Sum monies and that he had raised this issue with the External Auditors who confirmed that no action would be taken as a result. He added that he would not recommend the Board to spend any commuted sum monies on anything other

than what they were designated for and that the funds received from the sale of the property should only be spent of capital items.

CA asked who updates the Risk Register and was it available on the Board's website. CB confirmed the register is posted on the website and that it was the Boards responsibility to review and update. The Register is currently circulated to members once a year for comment and review.

#### **2017.6 WLM Committee – Matters Arising**

2016.41 Canal & River Trust – MS confirmed that he was in discussion with CRT to organise a pre-start meeting. He confirmed good progress had been made with CRT so far. MF advised the doors were in need of desilting again; MS confirmed that this was in CRT's programme of works. MF advised the CRT have worked better however in the area of the Heck Basin, North and South Soak drains require works.

NW asked if the leak in the canal had been resolved. MS confirmed that he has left this with CRT to manage.

2015.52 Riparian Responsibilities Culverts – MS confirmed that the Board are still required to approve the letter that had been drafted to send out to the riparian owners. GI asked MS to explain the nature of the letter. MS confirmed that it related to Sykehouse Main Drain. This culverted system is a riparian owner responsibility if and when it fails. The letter was to notify all riparian owners of their responsibilities.

SL noted that the Board had only permissive powers to maintain watercourses. He circulated some photos dating back to 1988 when the Town Drain culvert was installed. PJ explained to members the common law rights. NW thought that not all riparian owners would accept their responsibilities and that it could get messy. SL declared an interest in this matter due to a bank slip on his land. RT enquired if the landowners were made aware of their responsibilities when the pipes were laid. MS reiterated that he was making the Board aware of their options re maintenance of culverts, if the Board chose to accept responsibility this would be inconsistent to the view taken with CRT, Highways England and others and could be at great financial expense. AC queried the scale of the problem to enable the Board to reach a decision. MS stated it was fundamentally riparian owner responsibility supported by documented legal case law.

IB noted for Sykehouse, an alternative solution had been proposed to divert the water from the culvert but this had been opposed by several landowners and residents. He suggested as a way forward to hold surgeries in the area to discuss this issue with the riparian owners but recommended the Board consider a policy on this issue moving forward.

Discussions followed over the Board's legal position. Noted; the Board has a "No Culverting Policy" and supports the "daylighting" of culverts. MS stated that information from the model could be used to identify the number of areas where culverts and responsibilities may be an issue.

RT declared an interest as he had a culvert on his land. In his opinion where the Board installed the pipeline (culverts) they should take responsibility. He added that he sits on another IDB and this discussion never takes place.

PJ reaffirmed the approach taken with CRT, Network Rail and Highways England as riparian owners.

PM stated they he could not support the Board taking responsibility for culverts that were clearly the responsibility of individual land owners/householders. This position was echoed by CA.

IB suggested that in light of discussions, the Board should consider revisiting the "riparian owner" training session that was delivered last year.

GI confirmed that the Board need to make a decision and added that more information was required before this could be done. Once the data had been run through the model and critical points identified the findings should be brought back to the Board. GI proposed that Officers should carry out work to identify the extent and bring the findings back to the Board. PM seconded this action and was approved by the Committee.

**2017.7** Health and Safety – Accidents, Incidents and Near Misses IB confirmed that staff had completed training and were following new working practices as a result of the incident at Norton Common PS.

Training - MS confirmed that a number of training courses had been arranged for the workforce and added that they were in the adjoining room on a training course on safe working in the vicinity of overhead power lines.

**2017.8** Finance – Audit – CB confirmed that the internal audit was underway. Members noted the External Audit report that was emailed to them on 21 February 2017.

**2017.9** Accounts for the Year Ending 31 March 2017 – CB reviewed the unaudited accounts and compared the figures with the budget. It was noted that the Board were in a healthy financial position at the year end and that the reserve levels were in keeping with the Board's Reserve Policy. GI queried the electricity costs at four of the pumping stations.

**2017.10** Five Year Estimate – Members noted the forecasted income and expenditure of the next five years. CA made a formal request for electronic copies of the financial data produced by the FO. CB refused her request stating that the data was his intellectual property rights.

**2017.11** Vehicle and Plant – Members discussed the options with regard to the maintenance plant requirements for the forthcoming year. NW suggested not replace the flail as the Board (Went IDB) never used to flail its watercourse, however it was conceded that for health and safety reasons the banks should be mown. It was proposed by GI, seconded by AC and approved that repairs would be undertaken to the excavator and tractor and flail unit at an estimated cost of £41k.

MS confirmed that there was no requirement at present to purchase any vehicles for the workforce.

**2017.12** Coal Authority Pumping Station Schemes – Members noted the information contained in the meeting papers.

**2017.13** Hydraulic Model – PJ gave a brief presentation and updated members on the current position.

**2017.14** List of Payments – Members approved a list of cheque payments totalling £249,734.17 of which £875.00 were approved by the Officers. Members all approved a list of payments made direct from the Board's account totalling £1,353,821.71 of which £338,713.64 were approved by the Officers only.

**2017.15** Watercourse Maintenance Statement.- It was agreed that the Maintenance Statement would be circulated to members with the minutes of this meeting for comment.

**2017.16** Watercourse Maintenance 2017/18 – The workforce are currently carrying out drain inspections to help determine the extent of maintenance works that are required during 2017. It was suggested that the final proposal is presented to the Chairman and Vice Chairman to approve before publication. MS also discussed the possibility of the use of chemical applications.

**2017.17** MEICA Team – Members noted the work undertaken by the Team on behalf of other IDBs. GI requested that a cost-benefit assessment of the team is carried out before the end of the apprenticeship.

**2017.18** VFD – Board noted the VFD innovation and its operation at Blowell PS. MS also informed members of the possible Lease arrangements with Controlstar with respect to the provision of Telemetry at pumping stations. It was agreed to obtain costs for the Board and present at a future meeting.

**2017.19** Norton Common Access – MS advised members of the access issues the Board has faced in removing and replacing a pump at this station. Access is currently being made via a convoluted route. An option would be to utilize Board owned land to create a new access. This would involve obtaining DMBC highways approval to open up a new access off the A19 and agreement with a landowner to cross part of their land. A meeting has been arranged with DMBC



to establish if the proposal is acceptable. Once details have been confirmed, the matter will be brought back to the Board.

**2017.20** Bramwith Rands – PJ confirmed that the inlet structure must comply with Eel Regulations. It was necessary to take levels of the existing arrangements to introduce new control steps that would conform to Eel Regulations. Members agree for the Chairman to approve costs associated with survey and implementation of any minor works in line with the Financial Regulations.

**2017.21** Network Rail – MS informed members that he has met with Network Rail and there is no longer a requirement to serve notice on them to carry out works. Network Rail would like the Board workforce to carry out the works. NW declared an interest in this item and added that he had undertaken work 2years ago and Network Rail had not yet paid him. MS stated that he would be requesting an upfront payment before any works are carried out.

**2017.22** Canals & Rivers Trust – CRT have been in discussions with the Board to produce a maintenance regime. The likelihood is that they would be undertaking desilting works on the two aqueducts.

**2017.23** Environment Agency – Members were informed that the Board are currently working closely with the EA and Coal Authority to enter in to a data sharing agreement.

**2017.24** River Went – Information/ flood outlines have been requested from the EA to add to the model to understand the benefit of the River Went to the district. PM advised that WMDC have a scheme that is proposed at South Elmsall that might need adding to the model in July. PJ encouraged PM to pass on the details when they were available. NW, in relation to the cost benefit analysis, what value had been applied to agricultural land. PJ explained his thoughts on the issue based upon his experience over 15 years of economic assessment. MF stated that on the River Went the banks were in need of repair due to vermin damage. MS encouraged all landowners to report the matter to the EA and stated that he would also raise the issue on behalf of the Board.

**2017.25** Any Other Business – MF requested an update on the Hensall Scheme. PJ stated that it currently sits with the Coal Authority and the Heck scheme would precede the Hensall scheme. PJ encouraged all landowners to submit damage notices if evidence of damage could be associated with mining. He added that levels had been taken and that an options report had been passed to the Coal Authority.

**2017.26** GI asked members if they thought the joint meeting was beneficial and should it continue. NW agreed, DA stated that there was more knowledge in the room, SL added that Dun had similar committees and CA stated that you cannot separate costs from the activity. It was agreed to hold another joint meeting and check on the representation of such a group.

**2017.27** It was agreed that a small tour of inspection should be undertaken to visit a couple of sites to enable new members to understand and see works on the ground. It was suggested that Kirk Bramwith PS and the Fishlake area would be visited. Officers to organize sometime in July.

**2017.28** Date of Next Meeting – Friday 6 October 2017, commencing at 10am.

### **3.1 Matters arising**





## 4. Health and Safety

### 4.1 Accidents, Incidents and Near Misses

One allegation of a near miss incident to report.

Actions arising from include:

1. All employees have been briefed regarding this incident.
2. No works near public footpaths or bridleways will be undertaken without setting out appropriate signage and the utilisation of a Banks person to safeguard members of the public.
3. Where members of the public seek to pass any vehicle, rotating or cutting machinery will be deactivated and attachments placed on the ground. Machine engine rpm will be reduced to a minimum.
4. A control zone of **a minimum of 25 metres** will be maintained for general flail mowing and removal of emergent growth.
5. A control zone of a **minimum of 50 metres** will be required for any hedge flailing activity.

#### Further recommendations;

The Board may wish to consider advertising maintenance works in public places. This, is not a legal requirement and therefore would be above and beyond current controls.

The Board may wish to consider fitting recording cameras (front and rear) to its operational machines.

### 4.2 Training

The following training has been completed by staff since the last meeting:

MEICA Apprentice, attended training at IDS a supplier and install/maintenance contractor for Variable Frequency Drives (VFD).

All DDC staff successfully completed Overhead Power Lines & Underground CAT & Genny Detection training.

Water Level Management Technicians & MEICA Apprentice – successfully completed Abrasive Wheel training.

Water Level Management Technicians – successfully completed Strimmer & Brushcutter training.

Operational staff and MEICA team attended training on Working to Environmental Best Practice on 20 June 2017.





## **5. Finance**

### **5.1 Board Owned Land**

An opportunity has arisen to dispose of some Board owned land in Thorpe Marsh area in accordance with the Reserves Policy. An existing Farm Business Tenancy has expired. The Board's Land Agent is of the opinion the market value would be £6,000 per acre. The site comprises 14.22 acres.

There will be a further opportunity to dispose of 21.84 acres in the near future at a similar price per acre.

### **5.2 Audit**

#### **5.2.1 Internal Audit**

The audit of the Board's financial statements is complete. The report is attached at Appendix A.

#### **5.2.2 Review of the Effectiveness of Internal Audit**

The meeting will take place on Monday 27 November 2017.

#### **5.2.3 External Audit**

The external audit of the Board's Financial Statements is complete. The Auditor's report has not yet been received but it is expected shortly.

### **5.3 Accounts for the Year Ending 31 March 2018**

#### **5.3.1 Budget Comparison for the Year Ending March 2018**

Please find below the Budget Comparison to date.



<b>DANVM DRAINAGE COMMISSIONERS</b>					
<b>2017/18 Approved Estimate</b>		<b>REVENUE ACCOUNT</b>		<b>2017/18 Current Balances</b>	<b>27/09/2017</b>
<b>£</b>	<b>£</b>			<b>£</b>	<b>£</b>
		<b>INCOME</b>			
148,062		Drainage Rates on Agricultural Land	91%	135,177	
951,690		Special Levies	51%	488,930	
-		Grant Received	0%	-	
8,978		Rental Income	75%	6,741	
500		Interest and Investment	15%	75	
52,578		Contribution to Pumping Stations	19%	9,889	
30,500		Contribution to Other Works	120%	36,719	
-		New Works and Improvements	0%	-	
<u>12,200</u>	<u>1,204,508</u>	Other Contributions	69%	<u>8,461</u>	<u>685,992</u>
		<b>EXPENDITURE</b>			
315,676		Flood Defence Levy	49%	153,241	
172,672		Pumping Stations	24%	41,438	
421,450		Drains Maintenance	43%	183,043	
226,823		Administration Costs	56%	126,389	
-		New Works and Improvements	0%	-	
22,000		Depot Maintenance Costs	41%	8,980	
-		New Loan	0%	-	
<u>11,678</u>	<u>1,170,299</u>	Cost of Borrowing	50%	<u>5,839</u>	<u>518,929</u>
	34,209	Surplus - (Deficit)			167,062
	<u>537,094</u>	Balance Brought Forward	118%		<u>632,043</u>
	<u>150,000</u>	Transfer to NW&P			-
	<b><u>421,303</u></b>	<b>Balance Carried Forward</b>	190%		<b><u>799,105</u></b>

DANVM DRAINAGE COMMISSIONERS				
2017/18 Approved Estimate		NEW WORKS AND PLANT ACCOUNT		2017/18 Current Balances
£	£			£
		<b>INCOME</b>		
150,000		Transfer from Revenue Account	0%	-
400,000		PWLB Loan	0%	
0		Grant Received - Catchment Modelling	0%	-
100		Interest	0%	-
175,000		PS Replacement - From Committed Reserves	0%	-
30,000		Sale of Excavator - Volvo	0%	-
22,500	777,600	Sale of Tractor and Flail	0%	
		<b>EXPENDITURE</b>		
128,000		New Excavator - Doosan DX85R-3	0%	-
21,000		New Vehicle - Ford Ranger 4x4	0%	-
20,000		New Vehicle - Low Loader	0%	-
100,000		New Tractor - New Holland T7200 YX15FBE	0%	-
40,000		New Flail Mower Bomford 8m Eagle & Front To	0%	-
50,000		Pumping Station Asset Inspection	0%	
186,087		Loan Repayments - plant	28%	51,634
175,000		PS Refurbishment	0%	-
0	720,087	Catchment Modelling	0%	31,191
				82,825
	57,513	Surplus - (Deficit)		(82,825)
	116,747	Balance Brought Forward		132,910
	<b>174,260</b>	<b>Balance Carried Forward</b>		<b>50,086</b>
		<b>Third Party Assets</b>		
		<b>Income</b>		
98,324		Pumping Stations	29%	28,817.90
1,000,000		Capital Works	15%	148,162.06
7,800		Beal Lane Pump Hire	0%	-
4,000		Other Boards Materials etc	43%	1,730.13
600		Dam Hill Drain Connection	0%	-
8,000		Other Recoverable Items	56%	4,472.32
	1,118,724	<b>Total</b>		<b>183,182</b>
		<b>Expenditure</b>		
98,324		Pumping Stations	22%	21,875.66
1,000,000		Capital Works	14%	144,341.82
7,800		Beal Lane Pump Hire	0%	-
4,000		Other Boards Materials	45%	1,791.76
600		Dam Hill Drain Connection	53%	318.39
8,000		Other Recoverable items	57%	4,520.40
	1,118,724	<b>Total</b>		<b>172,848</b>
				10,334.38



### **5.3.2 Five Year Budget Estimate**

The five-year budget estimate can be found over the following pages.

Danvm Drainage Commissioners		0	1	2	3	4	5
Income & Expenditure Account	2017/18	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
	App	Est	Est	Est	Estimated	Estimated	Estimated
	Budget	Out-turn	Out-turn	Out-turn	Out-turn	Out-turn	Out-turn
	£	£	£	£	£	£	£
<b>Income</b>							
Drainage Rates	148,062	148,062	155,855	171,441	187,026	194,819	210,404
Special Levies	951,690	951,690	1,001,779	1,101,957	1,202,135	1,252,224	1,352,401
Other Income	12,200	12,200	12,200	12,810	13,451	14,123	14,829
Contribution to Pumping Stations	52,578	53,080	52,592	54,170	55,795	57,469	59,193
Contribution to Other Works	30,500	40,000	40,000	40,000	40,000	40,000	40,000
Easements/Rents	8,978	8,978	8,978	9,000	9,000	9,000	9,000
Bank Interest	500	500	500	525	551	579	608
<b>Total Income</b>	<b>1,204,508</b>	<b>1,214,510</b>	<b>1,271,904</b>	<b>1,389,902</b>	<b>1,507,957</b>	<b>1,568,213</b>	<b>1,686,435</b>
<b>Expenditure</b>							
Environment Agency - Flood Defence Levy	315,676	306,482	315,676	325,147	334,901	344,948	355,297
New Works	-	-	-	-	-	-	-
Administration Costs	226,823	243,600	232,300	239,269	240,000	240,000	247,200
Pumping Stations	172,672	172,135	172,372	177,543	182,869	188,356	194,006
Other Authority Assets	-	-	-	-	-	-	-
Drain Maintenance	421,450	455,000	442,500	455,775	469,448	483,532	498,038
Other Expenditure (Depot Costs)	22,000	22,000	22,000	22,660	23,340	24,040	24,761
Loan Repayments:-	11,678	11,678	11,678	5,839	-	-	-
New Loan Repayments	-	-	-	-	52,713	117,312	194,831
<b>Total Expenditure</b>	<b>1,170,299</b>	<b>1,210,895</b>	<b>1,196,526</b>	<b>1,226,233</b>	<b>1,303,272</b>	<b>1,398,187</b>	<b>1,514,132</b>
Surplus/(Deficit)	34,209	3,615	75,377	163,669	204,686	170,025	172,303
Balance Brought Forward	537,822	632,040	485,655	431,032	424,701	509,387	529,412
Transfer to NW&P	150,000	150,000	130,000	170,000	120,000	150,000	150,000
<b>Balance Carried Forward</b>	<b>422,031</b>	<b>485,655</b>	<b>431,032</b>	<b>424,701</b>	<b>509,387</b>	<b>529,412</b>	<b>551,715</b>
<b>New Works and Plant Account</b>	<b>174,263</b>	<b>91,601</b>	<b>95,934</b>	<b>162,447</b>	<b>- 22,773</b>	<b>197,127</b>	<b>75,027</b>
<b>Penny Rate in £</b>	9.50p	9.50p	10.00p	11.00p	12.00p	12.50p	13.50p
<b>Penny Rate £115,763</b>	36.06%	40.11%	36.02%	34.63%	39.09%	37.86%	36.44%

		0	1	2	3	4	5
<b>New Works and Plant Account</b>	<b>2017/18</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>	<b>2022/23</b>
	<b>App</b>	<b>Est</b>	<b>Est</b>	<b>Est</b>	<b>Estimated</b>	<b>Estimated</b>	<b>Estimated</b>
	<b>Budget</b>	<b>Out-turn</b>	<b>Out-turn</b>	<b>Out-turn</b>	<b>Out-turn</b>	<b>Out-turn</b>	<b>Out-turn</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Income</b>							
<b>PWLB Loan for Plant &amp; Vehicles</b>	400,000	-	-	130,000	-	300,000	
From committed Reserves	175,000	-	-	-	150,000		
Interest	100	100	100	100	100	100	100
Sale of Plant - Excavator	30,000	-	-	30,000	-		30,000
Sale of Plant - 4x4	-	-	-	-	15,000	-	-
Sale of Plant - Tractor and Flail Mower	22,500	-	-	-	-	-	-
PWLB Loan for PS replacement		-	-	-	870,000	1,250,000	1,500,000
<b>Total Income</b>	<b>627,600</b>	<b>100</b>	<b>100</b>	<b>160,100</b>	<b>1,035,100</b>	<b>1,550,100</b>	<b>1,530,100</b>
<b>Expenditure</b>							
Machine Replacement - Excavator 1 (Case)						-	140,000
Machine Replacement - Excavator 3 (Komatsu)	128,000	-	-	130,000			
Machine Replacement - Bomford *m Eagle & front Topper	-	-	-		55,000	-	-
Machine Replacement - Tractor 3 (McCormick XTX 185 2)	100,000	-	-	-		-	
Machine Replacement - Herder Mid Mount Flail Cavalier MBK 180)	40,000	-	55,000			-	-
Plant Replacement - Low Loader 1 (Marston)	-	-	-	-	30,000		-
Plant Replacement - Low Loader 2 (Herbst Low Loader)	20,000	-	-	-			-
Vehicle Replacement - 4x4 1 (Toyota Hilux) 5yr	21,000	-	21,000			-	-
Vehicle Replacement - 4x4 2 (Ford Ranger Board) 5yr	-	-			-	21,000	-
Vehicle Replacement - 4x4 3 (Ford Ranger supercab) 5yr	-	-			-	21,000	
Vehicle and Plant loan repayments	186,087	103,267	103,267	130,184	26,917	88,797	88,797
Catchment Modelling	-	38,144					
PS Comprehensive Asset Inspection	50,000	50,000	5,000	5,000	5,000	5,000	-
PS Refurbishment	175,000	-	-	-	1,020,000	1,250,000	1,500,000
<b>Total Expenditure</b>	<b>720,087</b>	<b>191,411</b>	<b>184,267</b>	<b>265,184</b>	<b>1,136,917</b>	<b>1,385,797</b>	<b>1,728,797</b>
Surplus/(Deficit)	(92,487)	(191,311)	(184,167)	(105,084)	(101,817)	164,303	(198,697)
Balance Brought Forward	116,750	132,912	91,601	37,434	102,350	120,533	434,836
Transfer from I&E	150,000	150,000	130,000	170,000	120,000	150,000	150,000
Transfer to Committed Reserves - Lake Outfall PS com sum						6,000	6,000
Transfer To Committed Reserves - Asset Capital			-	-	-	-	-
<b>Balance Carried Forward</b>	<b>174,263</b>	<b>91,601</b>	<b>37,434</b>	<b>102,350</b>	<b>120,533</b>	<b>434,836</b>	<b>386,139</b>

## 5.4 Vehicle & Plant, Staff Resource

### 5.4.1 Future Maintenance Requirements

It was brought to members' attention last year that a number of items of plant required replacing. After lengthy discussions, it was resolved that those items of plant would be repaired rather than replaced. This would enable members to consider the future maintenance requirements, staffing levels and the impending urgent need to ensure plant & resource are available to deliver the determined maintenance regime for the coming years.

### 5.4.2 Catchment Manager

This role has now been successfully undertaken by Officers for six months.

### 5.4.3 MEICA Team

Following the comprehensive report issued to the Chairman and Vice Chairman decision has been reached on the Apprentice salary following completion of his apprenticeship and a payment structure for the MEICA team has been drafted for approval. Committee ratification is required for Chairman's decision.

### 5.4.4 Workforce

Development opportunities will continue to be considered within the current structure

## 5.5 Operational Management

### 5.5.1 Maintenance Issues

Maintenance – Access and provision of buffer strips on strategic watercourses

Maintenance – Hedge cutting represents 33% of maintenance time/activity. Health & safety issues associated with hedge cutting.

Maintenance – Watercourses and/or assets serving one landowner

**Recommendation – Task Group/Executive Committee to resolve**

## 5.6 Coal Authority Pumping Station Schemes

### Field House Pumping Station, Fosterhouses/ Fishlake

M. Gould (Scunthorpe) Ltd. entered into voluntary liquidation on 31<sup>st</sup> August 2017 with all Civil Works at Field House Pumping Station completed.

As reported at the last Joint Committee meeting the Pumping Station was commissioned but is currently operating via a temporary electrical supply.

TT Pumps Ltd. were sub-contract to M. Gould (Scunthorpe) Ltd. are were to complete the change over from temporary to permanent electrical supply. This has been postponed due to the liquidation.

The Coal Authority, the Project Manager, and the Commissioners Engineer are evaluating the way forward including termination of Contract and consideration of appointment of 3<sup>rd</sup> parties.

Once fully completed it is proposed that the General Supervision of the station will be undertaken by Danvm DC MEICA (Mechanical, Electrical, Instrumentation, Control & Automation) Team, subject to a formal request from The Coal Authority.

### Great Heck Pumping Station, Great Heck, Whitley

Tenders were invited to 6 Earthworks Contractors in August with a return date of 24<sup>th</sup> August 2017. The Tender Opening was held on 25<sup>th</sup> August with the Chairman, Coal Authority representative and Project Manager with 3 valid tender returns.





The Civil Works for the pumping station are intended by The Coal Authority as a separate tender process.

Savills have been appointed on behalf of the Commissioners and the Coal Authority to deal with all owner/occupier claims/compensation in relation to the following:

- Permanent land loss associated with pump station; the Coal Authority wish to purchase the freehold of this land to retain ownership of the land and asset.
- Permanent land loss associated with access track; my understanding is that the Coal Authority wish to purchase the freehold of this land to retain ownership of the land and assess.
- Permanent land loss associated with deepening & widening watercourse; my understanding is that compensation would be considered for land loss but there is no requirement to purchase the freehold of this land.
- Temporary land loss; my understanding is that land used for site welfare/working areas etc. are to be considered for compensation but there is no requirement to purchase the freehold of the land.

The **Commissioners approved** leading on the project based upon cost recovery at their meeting in **November 2016** (Minute 2016.65).

We await approval of the Tender Return Report from the Coal Authority before they formally request approval of the Chairman for the scheme to progress.

## 5.7 Hydraulic Modelling

### Base Model

We have now received Final flood outlines intended for distribution to LLFA, Emergency Planning/Flood Wardens, and EA after our final review.

The options relating to the WLM Strategy have now been substantially completed and those outputs currently being reviewed.

### Optioneering Tender

The specification was developed by the Commissioners Engineer and submitted to the North Lincolnshire Council procurement team for invitation and evaluation. We understand that tenders were returned and evaluated with the assistance of the Environment Agency and in communication with the Chairman, and we await a decision on the recommended Consultant.

## 5.8 List of Payments

Schedules of all payment made since those reported at the last meeting can be found below.

### 5.8.1 Payments made by cheque

DATE	CHEQUE NO.	REF	PAYEE	DESCRIPTION	TOTAL CHEQUE	
2017						£
Jun	26th	000191	144	Post Office Counters	Licence	165.00 *
	27th	000192	143	Woodlands Cafe	Meeting Expenses	90.00 *
Jul	20th	000193	214-5	Post Office Counters	Licences	480.00 *
Aug	9th	000194	133	Controlstar Systems Ltd	Telemetry Maintenance Contract	8,769.60
		000195		JBA Consulting	Fee Accounts: -	
			174		Catchment Manager - June 2017	3,390.00
			176		Management Fees - July 2017	20,544.05
			177		BAP Implementation	259.80
			200		District Hydraulic Modelling	1,609.20
		000196	183-4,208,227	Carrier Rental Systems Ltd	Pump Hire at Fishlake	6,330.00
		000197	198,221,231-2	Northmoor Plant Ltd	Excavator Overhaul, etc.	8,820.00
				<b>Total</b>		<b>50,457.65</b>
				<b>*Total signed by Clerks &amp; Engineers Only</b>		<b>735.00</b>

### 5.8.2 Payments made directly from the bank account

DATE	REF	PAYEE	DESCRIPTION	AMOUNT	
2017					£
May	8th	808	Doncaster East IDB	Cardnet Fees	10.10 *
		20,29	Cromwell	Tools & Equipment	300.19 *
		804-5,18,30-3	Edmundson Electrical Ltd	Tools & Equipment	469.96 *
		799	Easy Hire Plant Ltd	Hire of Welfare Unit	936.00 *
		27	Keyline Builders Merchants Ltd	Blackshaw Clough PS - Iron Cover	103.20 *
		28	Carrier Rental Systems Ltd	Pump Hire at Fishlake	147.00 *
		36	M Gould (Scunthorpe) Ltd	Fishlake Subsidence Remedial Scheme	2,395.20 *
		23	P & A Financial Services Ltd	Roundup	198.75 *
		22	Plevey & Sons Ltd	Weedkiller	175.00 *
		801	Perry's Pumps Ltd	Blackshaw Clough PS Maintenance	513.60 *
		16	PTE Plant Co.	Strimmer Maintenance	109.07 *
		21	Ripon Farm Services	Tractor Maintenance	829.39 *
		35	Russell's (Kirkbymoorside) Ltd	Oil	93.36 *
		37	SmartWater Technology Ltd	SmartWater Licence Renewal	360.00 *
		803	Yorkshire Hose & Fittings	Pressure Washer Parts	19.16 *
	10th	48	Jet Card	Fuel Account	23.20 *
	15th	34	F. Peart & Co. Ltd	Grease	108.00 *
	17th	58	BT (Depot)	Line to Depot	41.50 *
	18th	59	Coulstock & Place Engineering Ltd	Haywood PS - Pump Maintenance	2,208.00 *
		40	Discount Tyre Services	Vehicle & Plant Maintenance	129.00 *
		46-7	Edmundson Electrical Ltd	Capacitors, etc.	528.23 *
		53	Easy Hire Plant Ltd	Hire of Welfare Unit	936.00 *

May	18th	41	Keyline Builders Merchants Ltd	Wheelbarrow	99.11	*
		49-50	Ripon Farm Services	Tools & Equipment	137.62	*
		61	SHOC Consultancy Ltd	Powerline Awareness Training Courses	1,716.00	*
		51	Schofield Sweeney LLP	Legal Fees - Specialist Services	828.00	*
		-	HMRC	PAYE/NI	4,117.77	*
	22nd	45	Dawsonrentals vans limited	Vehicle Hire	627.43	*
		52	Woldmarsh	Membership Fees	429.83	*
				Supply to Ackworth PS	61.22	*
				Supply to Adwick Mill PS	433.56	*
				Supply to Beal Lane PS	927.77	*
				Supply to Blackshaw Clough PS	886.16	*
				Supply to Church Walk PS	47.99	*
				Supply to East Ings PS	281.02	*
				Supply to Goosepool PS	1,638.64	*
				Supply to Gowdall PS	502.51	*
				Supply to Hensall PS	475.69	*
				Supply to Jenny Lane PS	167.76	*
				Supply to Kirk Bramwith PS	2,863.46	*
				Supply to Lake Outfall PS	256.28	*
				Supply to Old Hee PS	285.28	*
				Supply to Southfield Lane PS	469.52	*
				Supply to Taining Drain PS	234.72	*
				Supply to Thistlegoit PS	1,665.68	*
				Supply to Thornhurst PS	5,353.47	*
				Supply to Town Drain PS	86.07	*
				Supply to Towns Clough PS	1,171.48	*
				Supply to Whitley Bridge PS	100.13	*
				Supply to Woodholmes PS	155.05	*
				Vodafone Ltd - Mobiles & Telemetry	426.04	*
	23rd	39	3 Business Services Ltd	Mobile Broadband Package	241.37	*
	25th	-	B&CE Holdings	Pension Contributions	507.05	*
		-	Workforce	Wages	11,750.72	*
	30th	63	Canal & River Trust	Discharge Licence	336.60	*
		62	Canal & River Trust	Discharge Licence	1,297.20	*
		67	Callum Fox	Training Expenses	171.57	*
	31st	131	Land Registry UK	Land Registry Searches	30.00	*
		111	Lloyds TSB Commercial	Premier Inn - Accommodation for Training	301.96	*
				Pearson Vue - H&S Tests	58.50	*
				Wordery - H&S Learning Materials	30.39	*
Jun	2nd	-	Lloyds Bank plc	Bank Fees	0.59	*
	7th	97	C Goldthorpe & Son	Field House PS - Clay Removal	10,800.00	
		38,54-6,60	JBA Consulting	Fee Accounts: -		
				District Hydraulic Modelling	5,397.60	
				BAP Implementation	2,102.10	
				Management Services - May 2017	18,978.05	
				Catchment Manager - Apr 2017	3,070.80	
				GISmap Software	3,600.00	
		42-4,64-5,92-3	Carrier Rental Systems Ltd	Pump Hire at Fishlake	9,314.27	
		108	Jet Card	Fuel Account	23.60	*
	12th	88-91	Arco Ltd	Protective Clothing	761.57	*
		102	Broderick GBC	Internal Audit Fee 2016/17	2,460.00	*
		77,82,87	Cromwell	Safety Padlocks, etc.	246.92	*
		69-70,73	Farmstar Ltd	Tools & Equipment	158.44	*
		75	Keyline Builders Merchants Ltd	Adwick Mill PS - Iron Cover	103.20	*
		72	K&W Mechanical Services Ltd	Tractor Parts	85.20	*

June	12th	74	Micro Alarms Ltd	Depot Alarm System Maintenance	71.40	*
		68	Mastenbroek	Mower Refurbishment	2,172.00	*
		96	M Gould (Scunthorpe) Ltd	Fishlake Subsidence Remedial Scheme	655.20	*
		71,98-9	Marubeni-Komatsu Ltd	Excavator Parts, etc.	270.12	*
		83-5	PTE Plant Co.	Strimmer Parts	150.18	*
		109-10	Ripon Farm Services	Protective Clothing	178.51	*
		76,78-81,112-3	Russell's (Kirkbymoorside) Ltd	Tools & Equipment	455.31	*
		95	Savills (UK) Ltd	Land at Stubbs Grange - Agent's Fees	240.00	*
	15th	86	F. Peart & Co. Ltd	Derv Fuel	2,265.12	*
	19th	130	BT (Depot)	Line to Depot	35.99	*
	20th	132	Land Registry UK	Land Registry Searches	3.00	*
		106	Dawsonrentals vans limited	Vehicle Hire	648.33	*
		128	Woldmarsh	Supply to Hensall PS	205.36	*
				Supply to Old Hee PS	153.09	*
				Supply to Kirk Bramwith PS	1,409.96	*
				Supply to Southfield Lane PS	408.29	*
				Supply to Gowdall PS	247.74	*
				Supply to Blackshaw Clough PS	154.23	*
				Supply to Towns Clough PS	144.59	*
				Supply to Whitley Bridge PS	89.93	*
				Supply to Taining Drain PS	41.24	*
				Supply to Depot	323.95	*
				Supply to Ackworth PS	51.19	*
				Supply to Thistlegoit PS	817.48	*
				Supply to Goosepool PS	1,598.34	*
				Supply to Lake Outfall PS	143.25	*
				Screwfix	17.53	*
				Supply to Blowell PS	1,772.48	*
				Supply to Balne Fleet PS	544.20	*
				Supply to Longwood PS	119.50	*
				Supply to Rampart PS	203.76	*
				Vodafone Ltd - Mobiles & Telemetry	392.06	*
				Supply to Church Walk PS	32.90	*
				Supply to Woodholmes PS	115.17	*
	21st	94	PWLB (Danvm)	Loan Repayment	51,633.56	*
	22nd	101	3 Business Services Ltd	Mobile Broadband Package	220.25	*
		-	SYPA	Pension Contributions	437.21	*
		-	SYPA	Pension Contributions	437.21	*
		-	HMRC	PAYE/NI	4,140.21	*
	23rd	-	B&CE Holdings	Pension Contributions	508.38	*
		-	Workforce	Wages	11,775.82	*
	26th	154	Land Registry UK	Land Registry Searches	27.00	*
	29th	126-7, 129,139	Arco Ltd	Protective Clothing	1,526.38	*
		118	Burn Fencing Ltd	Fencing	288.60	*
		134-5	Crystal Ball Ltd	Vehicle Tracking (9 months)	2,721.60	*
		140	Dormar Products	Boat Hooks	260.10	*
		120	Easy Hire Plant Ltd	Hire of Welfare Unit	1,170.00	*
		107	G.M Autos	Vehicle Maintenance	174.00	*
		122	Northmoor Plant Ltd	Fishlake Pump Generator - Monitoring and Maintenance	1,260.00	*
		141	Perry's Pumps Ltd	Blackshaw Clough Chamber Flaps	2,541.60	*
		123	Russell's (Kirkbymoorside) Ltd	Tractor Maintenance	82.75	*
		136-8	Stoneacre Motor Group	Vehicle Servicing	942.77	*
		100	Westmoreland Plant Hire Ltd	Tarmac for Depot Yard	480.00	*
		142	York Survey Supply	Tools & Equipment	81.00	*

Jun	29th	121	Yorkshire Water	Supply to Depot	23.80	*
	30th	-	Lloyds Bank plc	Bank Fees	0.59	*
Jul	3rd	147	Lloyds TSB Commercial	Business Card: -		
				Express Medicals - Screenings	280.00	*
				Amazon - Universal Adaptors	9.72	*
				EBay - Chargers	13.98	*
	4th	155	Land Registry UK	Land Registry Searches	6.00	*
	5th	153	Jet Card	Fuel Account	24.22	*
	7th	105	Controlstar Systems Ltd	Field House PS - Balance on Work Carried Out	12,422.70	
		114	Environment Agency	Flood Defence Levy	76,620.50	
		115-7,119	JBA Consulting	Fee Accounts: -		
				District Hydraulic Modelling	969.60	
				BAP Implementation	1,825.56	
				Catchment Manager - May 2017	5,084.04	
				Management Services - June 2017	18,978.05	
		103-4,124-5,150	Carrier Rental Systems Ltd	Pump Hire at Fishlake	9,783.99	
		146	Royal Haskoning DHV	Shirly Pool SSSI - Project Management	5,886.00	
	14th	182	BT (Depot)	Line to Depot	32.58	*
	17th	149	Arco Ltd	Protective Clothing	381.38	*
		171	Burn Fencing Ltd	Fencing at Depot	115.50	*
		151	Cromwell	Tools & Equipment	208.81	*
		168	Discount Tyre Services	Vehicle Maintenance	15.00	*
		169	DW Foster	Skip Hire	685.00	*
		152	HLC Engineering Services Ltd	Bucket Parts	108.00	*
		156	PTE Plant Co.	Tools & Equipment	46.90	*
		157	Ripon Farm Services	Protective Clothing	78.22	*
		158-61	Russell's (Kirkbymoorside) Ltd	Tools & Equipment	323.81	*
		165	Rocksure Systems Ltd	Lone Worker Monitoring	432.00	*
		162	SHOC Consultancy Ltd	Underground Cable Avoidance Training Courses	1,140.00	*
		170	S Teal	Expenses	19.95	*
		166	SmartWater Technology Ltd	SmartWater Licence Renewal	360.00	*
		167	Yorkshire Hose & Fittings	Excavator Parts	101.96	*
		145	York Survey Supply	Suparule Calibration	282.00	*
		-	ERS	Refund on Overpayment	389.14	*
		-	HMRC	PAYE/NI	4,140.33	*
	18th	188	Land Registry UK	Land Registry Searches	3.00	*
	20th	184	Dawsonrentals vans limited	Vehicle Hire	627.43	*
		178	Woldmarsh	Supply to Depot	439.89	*
				Supply to Hensall PS	207.63	*
				Supply to Old Hee PS	122.93	*
				Supply to Kirk Bramwith PS	1,362.32	*
				Supply to Woodholmes	108.31	*
				Supply to Park Farm PS	141.44	*
				Supply to Sour Lane PS	222.16	*
				Supply to Bramwith Rands	31.08	*
				Screwfix	23.22	*
				Vodafone Ltd - Mobiles & Telemetry	407.36	*
	21st	197	APP Lifting Services Ltd	Tools & Equipment	153.18	*
		196	Claytons Ultimate Treecare	Norton Common PS - Tree Work	170.00	*
		189-94	Edmundson Electrical Ltd	PAT Tester, etc.	2,230.97	*
		175	Easy Hire Plant Ltd	Hire of Welfare Unit	936.00	*
		173	Northmoor Plant Ltd	Excavator Maintenance	336.00	*
	24th	198	Andrew Rawnsley	Expenses	21.50	*
		144	3 Business Services Ltd	Mobile Broadband Package	213.68	*

July	25th	209	Land Registry UK	Land Registry Searches	12.00	*
		-	B&CE Holdings	Pension Contributions	440.17	*
		-	SYPA	Pension Contributions	498.41	*
		-	Workforce	Wages	13,031.54	*
	31st	213	Lloyds TSB Commercial	Business Card: -		
				Norton Antivirus Software	39.99	*
				CITB - Smartcard Application	90.00	*
				Pearson Vue - H&S Tests	19.50	*
				Beecrown - Protective Equipment	181.96	*
				Wordery - H&S Learning Materials	12.07	*
				Great Yorkshire Show Tickets	49.50	*
Aug	1st	246	Land Registry UK	Land Registry Searches	9.00	*
	7th	179-81,195, 207,216,233	Arco Ltd	Protective Clothing	442.26	*
		217-18	Cromwell	Safety Harnesses, etc.	179.95	*
		202-3	Dennis Barnfield Ltd	Bucket Parts	590.40	*
		226,228	Don Industrial Supplies Ltd	Bucket Parts	61.32	*
		225	ESS Safeforce	Lake Drain PS - Gas Detector Hire	240.00	*
		214	Farmstar Ltd	Protective Equipment	47.52	*
		229	G.M Autos	Tools & Equipment	36.00	*
		219	Holmes Agricultural Services	Plant Maintenance	3,107.99	*
		230	Institute of Asset Management	Annual Subscription	270.00	*
		220	IUS	Kirk Bramwith PS - High Voltage Operation	658.55	*
		222	PTE Plant Co.	Strimmer Blades	20.40	*
		204	Raceway Builders Ltd	Depot Maintenance	2,196.05	*
		205-6,210	Ripon Farm Services	Tools & Equipment	52.82	*
		211,223- 4,234	Russell's (Kirkbymoorside) Ltd	Bucket Maintenance, etc.	1,829.83	*
		201	Signs Express (Doncaster)	Safety Signs	246.65	*
		199	Schofield Sweeney LLP	Legal Fees - Vehicle Operator Licencing	804.00	*
		212	Torne Valley Ltd	Tools & Equipment	98.94	*
		-	Legal & General	Pension Contributions	157.62	*
	8th	276	Land Registry UK	Land Registry Searches	9.00	*
	9th	245	Jet Card	Fuel Account	1.20	*
	14th	-	Doncaster East IDB	Rates	284.01	*
		-	SYPA	Pension Contributions	445.94	*
		-	HMRC	PAYE/NI	5,002.56	*
	15th	254	Land Registry UK	Land Registry Searches	27.00	*
		186-7	F. Peart & Co. Ltd	Gas Oil, etc.	3,379.81	*
	17th	239	BT	Line to Depot	35.99	*
	21st	243	Dawsonrentals vans limited	Vehicle Hire	648.33	*
		238	Woldmarsh	Supply to Hensall PS	226.77	*
				Supply to Old Hee PS	112.83	*
				Supply to Kirk Bramwith PS	1,257.85	*
				Supply to Woodholmes PS	96.65	*
				Supply to Southfield Lane PS	149.02	*
				Supply to Gowdall PS	176.06	*
				Supply to Blackshaw Clough PS	155.14	*
				Supply to Towns Clough PS	168.02	*
				Supply to Whitley Bridge PS	82.70	*
				Supply to Taining Drain PS	55.79	*
				Supply to Adwick Mill PS	435.79	*
				Supply to Ackworth PS	52.02	*
				Supply to Thistlegoit PS	614.17	*
				Supply to Church Walk PS	38.33	*
				Supply to Lake Outfall PS	150.80	*
				Supply to Thornhurst PS	683.52	*



				Supply to East Ings PS	160.02	*
				Supply to Beal Lane PS	267.65	*
				Supply to Jenny Lane PS	66.58	*
				Supply to Town Drain PS	40.52	*
				Vodafone Ltd - Mobiles & Telemetry	413.78	*
				Membership Fees	194.60	*
Aug	22nd	237	3 Business Services Ltd	Mobile Broadband Package	214.30	*
	25th	251,263-4	Arco Ltd	Protective Clothing, etc.	307.32	*
		250	APP Lifting Services Ltd	Lifting Equipment	120.00	*
		259	Bedford House Estates Ltd	Excavator Movements	180.00	*
		252	BOC	Oxygen	323.70	*
		266	Canal & River Trust	Discharge Licence	336.60	*
		265	Canal & River Trust	Discharge Licence	1,297.20	*
		267-8	Cromwell	Tools & Equipment	81.40	*
		235-6	Discount Tyre Services	Vehicle Maintenance	135.00	*
		253	Edmundson Electrical Ltd	Tools & Equipment	122.76	*
		247	Easy Hire Plant Ltd	Hire of Welfare Unit	936.00	*
		270	EL Direct Ltd	HR Consultancy	2,040.00	*
		262	Fire Logistics Ltd	Fire Extinguisher Maintenance	1,055.82	*
		258-9	G.M Autos	Vehicle Servicing	599.54	*
		260	Keyline Builders Merchants Ltd	Cement, etc.	20.12	*
		242	Carrier Rental Systems Ltd	Pump Hire at Fishlake	1,915.20	*
		261	Network Rail	Dam Hill Drain	382.07	*
		256	Vale Engineering (York) Limited	Training Courses	1,284.00	*
		257	Yorkshire Hose & Fittings	Excavator Parts	252.13	*
		-	Legal & General	Pension Contributions	157.62	*
		-	B&CE Holdings	Pension Contributions	367.56	*
		-	Workforce	Wages	11,739.51	*
	31st	239-40,249	JBA Consulting	Fee Accounts: -		
				Management Services - Aug 2017	18,978.05	
				Catchment Manager - July 2017	4,055.40	
				District Hydraulic Modelling	8,047.20	
		255,271	Northmoor Plant Ltd	Structures at Shirly Pool SSSI, etc.	7,260.00	
		272	Lloyds TSB Commercial	Business Card: -		
				HAVI - Vibration Monitor	443.94	*
				Halfords - Coolbox for Excavator	34.99	*
Sep	5th	284	Land Registry UK	Land Registry Searches	12.00	*
	6th	283	Jet Card	Fuel Account	1.20	*
	15th	274-5	F. Peart & Co. Ltd	Gas Oil, etc.	4,030.62	*
	18th	298	BT	Line to Depot	42.12	*
			<b>Total</b>		<b>461,924.40</b>	
				<b>* Total amount of direct debits and payments approved by the Clerk Only</b>	<b>238,750.49</b>	



## 6. Pumping Stations and Ordinary Watercourses

### 6.1 Watercourse Maintenance Statement Review

The current Statement can be accessed via <https://www.shiregroup-idbs.gov.uk/wp-content/uploads/2016/10/Danvm-Drainage-Commissioners-Watercourse-Maintenance-Statement-4-October-2013.pdf>

Please forward any suggested updates to Officers prior to the meeting.

### 6.2 Whitley Lodge, New Drain Maintenance Commuted Sum

Went IDB completed Works to create a new watercourse and flow control structure downstream of the Harron Homes development, Whitley Lodge in 2011.

Works were funded by Harron Homes and the IDB agreed to accept a commuted sum for future maintenance. Harron Homes did not respond or pay a commuted sum at the time.

- The situation in 2011 was that Harron Homes were due to pay £14,000 as commuted sum
- However, Works to create the watercourse were under budget and the IDB retained £1,845.75
- The sum of £12,154.25 was requested from Harron Homes on 14th December 2011
- There is no Legal Agreement in relation to the commutation of obligations on 2011s4925 or the Went IDB agreements list
- The revised commuted sum as we would calculate at todays rate is £40,400 (*subject to finalisation of capital works actual costs from Harron Homes*)
- This would require Harron Homes to pay £38,554.25 as well as agreement to pay for legal cost associated with a Solicitor drafting all necessary documentation/legal agreement and seeking approval from the Minister.

Harron Homes position at present is that Yorkshire Water will not adopt their sewer/surface water systems until Harron Homes pay the IDB the commuted sum.

The Committee is asked to consider the Boards current position, based upon Went IDB approval in 2011, so that we may inform Harron Homes.

### 6.3 Watercourse Maintenance 2017/18

Maintenance works in the following sub catchments are complete:  
3,4,5,14,17,18.

Flailing Maintenance only in the following sub catchments is complete:  
2,8,9,11,12,15. Reasons crop and roadworks.

Works are still outstanding in the following sub catchments:

1,6,7,10,13,16,19,20. Reason crop, roadworks & plant movement issues.

This equates to approximately 60% of the total planned maintenance regime for the year. A scheduled programme is being prepared to cover the delivery of the currently identified outstanding maintenance requirements, subject to need.

#### **Secondary Maintenance Intervention**

On Tuesday 8<sup>th</sup> August 2017 the Drainage District experienced at least 40mm of rainfall within 24 hours, with other IDBs within the Shire Group experiencing up to 62mm. This was at a time when maintenance of Ordinary Watercourses had only just begun in late July/early August due to the weather and crop rotation timing.

The conveyance of flow was impeded by the growth within Ordinary Watercourse systems which restricted the pumping stations operations.



The main area of concern from owner/occupiers after repeated contact with Officers was from the Fishlake/ Blackshaw Clough catchment on this occasion. However, as weather conditions and time of maintenance remain dynamic, we have to consider that these sets of circumstances could occur on any part of the Drainage District at any time.

One option to reduce the risk of damage/injury is to consider a secondary maintenance intervention on the pumping station approach channels; whether that be a mechanical dewatered or spray application would need to be determined, as well as access to those watercourses identified for secondary interventions.

However, it should be noted that no claims have been received for any damage/injury as a result of the rainfall on 8<sup>th</sup> August, and other than high water levels within channel causing localised problems such as fish escapement, there were no reportable flood incidents of households, infrastructure or agricultural land.

Should the Commissioners wish to consider secondary maintenance activities, the cost of additional mechanical intervention could in the region of £20,700 based on the following assumption (46 PS average length of upstream channel of 500m, therefore 23,000m x£0.90 = £20,700). Additional species surveys would be required for any work done outside the maintenance season start of mid-July. These would be undertaken in accordance with Specialist Services, estimated at £600 each site for 500m upstream of pump station.

#### **Minor Watercourses**

With the completion of the hydraulic modelling and owner/occupier digital mapping exercise we will be able to put forward information relating to Minor Watercourses currently maintained by the Commissioners and how this compares to the Commissioners Watercourse Maintenance Statement.

## **6.4 VFD Installation & Automated Control & Telemetry Installation**

Further developments and VFD automated control installations are being explored to optimise operational efficiency of pumping regimes at Stony Lane & Fieldhouses Pumping Stations. Options are being explored in relation to Telemetry upgrades.

## **6.5 Norton Common access**

Management has been requested to look at this issue which has arisen due to the weight limit on Stubbs Grange Bridge.

An indicative cost estimate covering planning and S278 agreements, recycled materials associated with access track and A19 junction construction by others, (track construction by Board workforce, cost not included) is considered to be in the region of £100,000. Initial access from A19 is in the ownership of a third party, the estimate does not include land acquisition and legal costs. There would remain difficulties associated with turning large vehicles out of Board owned land, across foot of Stubbs Grange Bridge on the old cut side, turning back toward the river to access Board owned land to Norton Common.

An alternative would be to use the Board's existing track to Lake Drain and incorporate a skew bridge across the River Went directly to Norton Common. Costs associated with an agricultural bridge would need to incorporate cost of piling, but this has not been investigated/costed. This route would avoid the turning difficulties for large vehicles and provide a direct route to Norton Common.

Other options may be available to the Board.



## 6.6 Bramwith Rands Pipeline

The culvert has been identified as a High Priority site under the Eels Regulations. Environment Agency Fisheries agreed work on culvert compliance could be deferred until the result of modelling was available.

The culvert was installed in the 1940's as part of a scheme intended to reduce flooding whilst works straightening the course of the River Don were being undertaken. The culvert was installed to take the combined flow of Flashley Carr Drain and Wrancarr Drain channelling flow direct to Kirk Bramwith sump. Following completion of the straightening scheme, the culvert was not decommissioned. Modelling has been used to understand the impact of using stop logs at the culvert entrance to prohibit water ingress.

The results are available and identify:

### **1:10 year event**

There is an increase in water levels and flood extents in the drains and fields around Wrancarr Drain near the upstream connection of up to 24 cm in the drain. This causes only a slight increase in the flood extent in the nearby fields above the impact of a current 1:10 year event.

### **1:100 year event**

There is an increase in water levels and flood extents in the drains and fields around Wrancarr Drain near the upstream connection of up to 16cm in Wrancarr Drain. This causes only a slight increase in the flood extent in the nearby fields above the impact of a current 1:100 year event.

Following review of all techniques available for eel regulation compliance, there is no alternative method for this structure.

The Committee is recommended to agree the installation of stop logs at this asset to prohibit flow of water to the pump station sump thereby delivering Regulation compliance.

## 6.7 Kirk Bramwith pump station

This station has been identified as High Priority site for Eel Regulation compliance. Discussions are taking place with weed screen manufacturers delivering innovative new solutions to identify whether this station can be used as a trial site as part of the Defra funded research being delivered by Hull International Fisheries Institute and the Environment Agency.



## **7. Third Party Works**

### **7.1 Network Rail, Doncaster Chord**

Danvm DC workforce successfully completed maintenance works on behalf of Network Rail after receipt of upfront payment of its costs. Discussions are still ongoing with Network Rail regarding future annual maintenance regimes.

### **7.2 CRT Maintenance Programme**

CRT have provided a maintenance schedule for annual maintenance of the Soak Drain systems associated with the Aire & Calder & New Junction Canals, works commenced 4<sup>th</sup> Sept and are due to complete mid Oct.

### **7.3 Environment Agency Main River**

#### **7.3.1 PSCA – Yorkshire**

The Commissioners Engineer attended the Yorkshire Public Sector Co-operation Agreement Workshop in Beverley on 13th September to discuss lessons learnt and a way forward from both IDB and EA representatives. There was positive feedback from EA operations employees, as well as clear efficiencies being made through PSCAs with IDBs. Areas for improvement included raising awareness of the PSCA within the EA through the legal and financial processes and systems to streamline the process in future.

## **8. Date of Next Meeting**

1 December 2017



## **9. APPENDIX A - Internal Audit Report**

A copy of the Internal Auditor's report for the year ended 31 March 2017 can be found over the following pages.

## **Danvm Drainage Commissioners**

### **Report of the Internal Auditor on the internal controls of the Drainage Board for the year ended 31<sup>st</sup> March 2017.**

Dear Sirs

We have audited the Internal Control System of Danvm Drainage Commissioners operational for the year ended 31<sup>st</sup> March 2017.

#### **1) Scope and Responsibility**

The Board is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively. The Board also has a duty to make arrangements to secure continuous improvements in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.

In discharging this overall responsibility, the Board is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Boards functions and which includes arrangements for the management of risk.

#### **2) The Purpose of the System of Internal Control**

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives; it can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of the Boards policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

#### **3) The Internal Control Environment**

The key elements of the internal control environment, which the Board have addressed, are in ensuring that they:

- Prepare its accounting statements in the way prescribed by law.
- Make proper arrangements and accept responsibility for safeguarding public money and resources in its charge.
- Have only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it has done so.
- Have given all persons interested the opportunity to inspect and ask questions about the board's accounts.
- Considered the financial and other risks it faces and has dealt with them properly
- Arranged for a competent person, independent of the board's financial controls and procedures, to give an objective view on whether these meet the needs of the board and reviewed the impact of this work.
- Responded to matters brought to its attention by internal and external audit.
- Disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.

#### **4) Review of Effectiveness**

JBA Consulting are Clerks to the Board. Certain procedures are prescribed by statute. Our internal audit has covered the procedures and controls exercised by JBA over the Drainage Board. Our audit has been carried out on a test basis.

An assessment of the risks facing the organisation is being updated by JBA on an ongoing basis. This is then discussed with ourselves and reviewed on an annual basis and updated further as appropriate. The risk assessment is summarised using the following heads:

- ❑ Governance
- ❑ Operational
- ❑ Financial
- ❑ External
- ❑ Compliance with Law and Regulation

The risks identified are categorised depending on the assessment of their impact on the organisation and their likelihood of occurrence. Each area is been attributed an:

- ❑ A Denoting immediate action, or
- ❑ B Denoting consider action and have a contingency plan, or
- ❑ C/D Consider action or keep under periodic review.

The risk assessments are also currently reviewed and discussed as part of the 'Review of the Effectiveness of the System of Internal Audit' meeting, which currently takes place annually in November.

Whilst this is not a mandatory meeting it has been maintained on an annual basis as part of exercising good practice.

In addition further work has been carried out in establishing the administrative and accounting procedures in terms of segregation of duties and recording of financial information.

### **Specific Internal audit review work**

The following areas relevant to Danvm Drainage Commissioners were reviewed in detail in line with the principal of ensuring the standards and characteristics of an effective internal control system are evident:-

The Board's governance arrangements should include and ensure

- There is clarity of purpose and strategic direction.
- They act within their legal framework.
- Roles of officers and board members are clear and documented.
- Decisions are transparent and clearly reported
- Conduct of Board members and officers is of a high standard.

The Board's decision-making framework should include and ensure

- The board has a scheme of rules, including standing orders, which have been subject to minister approval.
- The make up of the board is in accordance with the land drainage act 1991.
- Adequate minutes of all board meetings are maintained.
- Adequate financial regulations are in place and followed.
- No conflicts of interest are evident.

### **Budgets**

The budget process undertaken by the board is reviewed in detail during the course of our internal audit work. This incorporates both the process itself and details comparison between the budget set and actual income and expenditure. This culminates in the calculation of any variances and then ascertaining the reasoning and explanations for these variances.



This is underpinned by the budgetary work undertaken on an ongoing basis during the year by the clerks to the board as follows:

- On a monthly basis the sage 200 software is exported through to the formal accounts produced in order to ensure all items of income and expenditure are included.
- The figures from the accounts are then pulled through to the approved budget statement and a percentage comparison from budget to actual is calculated automatically on the spreadsheet.
- This is then reviewed fully by the clerk to assess the ongoing budgetary position.
- Reporting to the board can then be undertaken promptly as necessary.
- Within the November meeting all budget reports and reviews updated at that point in time are included within the meeting papers for discussion and ultimate approval.

### **Change to Internal Control Procedures**

During the year under review the internal control system relating to purchase invoices was updated. This was mainly necessary to adapt the current system to cater for the increasing number of suppliers who submit their invoices to the board electronically.

Once received all purchase invoices (whether received electronically or posted and then scanned in) are held in a folder named awaiting authorisation. These are then moved to a folder awaiting input, then through awaiting payment until ultimately being moved to an account paid folder.

Moving forward no hard copies of purchase invoices will be kept.

Our internal control system notes have been fully updated to reflect the above.

### **5) Significant Internal Control Issues**

In general, the Drainage Board is underpinned by a sound management and operational structure through the offices of JBA Consulting.

The following areas are identified as risk areas:

#### **Risk areas**

#### ***Comments in relation to specific areas highlighted above***

#### **Decision-making: -**

The percentage of income contributed in respect of the special levies for the year ended 31<sup>st</sup> March 2017 represents around 74% of consistent total income.

At the June 2016 meeting, there were 6 appointed and 6 elected members present (50% appointed member percentage), the November 2016 meeting 10 appointed and 8 elected members present (56% appointed member percentage) and at the February 2017 meeting 5 appointed and 8 elected members present (38% appointed member percentage).

The overall make-up of the board is in accordance with the percentage of drainage rates to special levy income and it is noted that all none attendance of the appointed members is reported to the council.

Attendance at board meetings in June 2016 and February 2017 was low, around only half of total members attended the meetings. At the February 2017 meeting narrated above any decision

making was undertaken with only a 38% input from appointed members. In general, over the above period attendance numbers at the above meetings have been erratic.

We would therefore recommend a review as to why this is the case. Also, whether an alternative approach is necessary moving forward

This area is key to the board's decision-making process and therefore should, regardless be under frequent review and consideration by the board to ensure that any decision-making process is made in line with the above ratios and certainly to reflect appointed members outnumbering elected members by one.

## **Other risk areas**

### **Financial Risk**

#### **Timesheets**

All employees are salaried working fixed hours. Any payments over and above the salary (e.g. call outs) are fully reviewed and checked by the engineer or asset manager prior to payment.

#### **Reserves**

As at the year ended 31<sup>st</sup> March 2017 a reserve level existed of revenue reserves (not including capital and commuted sum reserves) in the amount of £632,043.

This represents around 7 months of ongoing average expenditure at current levels. This is more than the operating reserve level stated in the Boards reserve policy and as at 31<sup>st</sup> March 2017 represents a reasonable revenue reserve balance.

#### ***Bank mandate/Lloyds Link online payment system***

During the year an electronic payment system has been operated (BACS) in respect of making payments to various creditors.

This system incorporates the following procedures: -

- Mr C Benson (JBA Consulting) reviews invoices and authorises them for payment initially.
- Mr M Joynes (JBA Consulting) enters the payments into a payments file and uploads them onto the Lloyds link system.
- Mr M Joynes then e-mails the Chairman, with a summary of payments and a copy of all the invoices to be paid for authorisation.
- The chairman will then check payments to invoices and if in agreement will log onto the Lloyds link online banking system and authorise the payments.
- Lloyd's link online system will then at this point show Authorisation 1.
- Mr C Benson will then log onto the Lloyds link online banking system and give the second authorisation to send the payment.

The bank mandate provides for payments under £5,000 to be processed with one authorisation. This allows for timely payments of utility invoices to be paid with the second tier authorisation from the Chief Executive.

We have assessed the control procedures in place in respect of the online banking system and with the two-tier authorisation system in place the instructions within the bank mandate are being maintained.

Whilst risk in this area cannot be totally eliminated, the system being operated is robust and keeps risk down to an acceptable level.

In addition to the current control procedures in place we have recommended to the clerk to the Board the following in respect of any change of bank account details for existing suppliers and for any new suppliers to the Board: -

1. Insist on written and signed confirmation from the supplier.
2. No electronic communication in respect of the change be accepted.
3. Request that an authorised individual known to the Board and Clerk, personally deliver the signed document to the Clerks offices.

We would recommend to the Board that the above additional procedure be approved at the earliest opportunity.

We have maintained the number of extensive walk through tests of the online banking system for the year ended 31<sup>st</sup> March 2017, no issues have arisen and our sample tests suggest that the current system is working effectively.

### **System back up Procedures**

In line with the above internal control change and the Boards whole reliance on electronic data files (E.g. Sage 200) we have undertaken a renewed review of the data recovery system of the clerks to the board.

Our conclusion is that the system is acceptable and includes an offsite data backup facility. Recognised anti-virus software is being operated to reduce risk in this area.

We have updated our internal control system notes to reflect the current above procedures.

Brodericks GBC  
Chartered Certified Accountants and  
Registered Auditors  
Melbourne House  
27 Thorne Road  
Doncaster  
DN1 2EZ

Dated: 26<sup>th</sup> May 2017



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