



## 1.1 DRAFT Minutes of the Meeting held 1 February 2019

Present: ✓

Member	4.11.16	3.2.17	23.6.17	2.11.17	2.2.18	24.5.18	2.11.18	1.2.2019
Catherine Anderson (DMBC)	✓	-	✓	✓	✓	✓	✓	✓
David Atkinson (Dun District)	✓	✓	✓	A	A	✓	A	A
Wayne Atkins (Barnsley DC)			✓ new	✓	✓	✓	✓	✓
Andrew Cooke (Went District)	✓	✓	A	✓	✓	A	✓	✓
Chris Crowe (Coal Authority) (Knottingley to Gowdall District)	✓	✓	A	A	✓	A	-	✓
John Duckitt (Dun District)	✓	✓	✓	✓	✓	✓	✓	A
Martin Falkingham (Went District)	✓	✓	✓	✓	✓	✓	A	A
Terry Grady (Doncaster MBC)	✓	A	✓	✓	A	✓	✓	A
Mel Hobson (Selby DC)	✓	-	-	✓	A	-	-	-
Charlie Hogarth (Doncaster MBC)	✓	-	✓	-	-	✓	✓	A
Gillian Ivey (Chair) (Selby DC)	✓	✓	✓	✓	✓	✓	✓	✓
John Gilliver (Vice Chair) (Doncaster MBC)							New ✓	✓
Steve Lomas (Dun District)	✓	✓	✓	✓	✓	A	✓	✓
Paul Maddison (Wakefield MDC)	✓	✓	A	✓	✓	A	✓	✓
Cllr Dave Peart (Selby DC)			-	✓	A	-	-	A
David Platt (Knottingley to Gowdall District)	✓	✓	✓	A	✓	A	-	✓
Robert Robinson (Dun District)	A	A	✓	✓	✓	✓	A	✓
Barry Roughley (DMBC)	A	x	A	✓	✓	✓	✓	✓
Richard Thompson (Dun District)	A	A	✓	✓	✓	✓	✓	A
Cllr Debbie White (Selby DC)	A	A	-	-	A	A	✓	✓
Kyle Heydon (DMBC)	✓	✓	✓	✓	✓	✓	✓	✓
Neil Welburn (Went District)	✓	✓	✓	✓	✓	✓	✓	✓
Martin Drake (Went District)			new	✓	A	✓	A	A
Michael Rogers (D&D District)			new ✓	✓	A	✓	-	-

### Officers attending:

Ian Benn – CEO  
 Alison Briggs – Environment Officer (EO)  
 Craig Benson – Finance Officer (FO)  
 Paul Jones – Engineer (Eng)

Public attendance – two



## Governance

- 2019.1 Apologies for absence** were received from – Charlie Hogarth, David Atkinson, Richard Thompson, Martin Falkingham, Martin Drake, John Duckitt, Dave Peart and Terry Grady
- 2019.2 Public forum** - none
- 2019.3 Declaration of Interest** – AC in Norton Common PS and PM in Town Drain PS, Knottingley
- 2019.4 Minutes of Meeting 2 November 2018 – 2018.68 Financial Regulations.** CC noted number of statements made upon which the Coal Authority wished to comment. He opined DDC MEICA team did not act as a Contractor for Coal Authority, but undertook work based on old legacy agreements on a recharge basis.
- Great Heck Contract – CC advised Civils and Drainage works done on behalf of Authority through Danvm DC, MEICA works undertaken were a separate contract through Coal Authority. Chair advised reference to Great Heck was in relation to the size of scheme.
- Sour Lane Investment - Coal Authority had not been advised on Board position regarding payment for its % share of work. Clerk advised Coal Authority information provided to last Finance & Policy meeting and was included in 2019/20 budget.
- PM advised CC presence at table as Board Member, not as Coal Authority representative.
- 2018.70 Alternative Depot.** CA highlighted her request for copies of presentations which had not been made available. Chair advised subject had been discussed at Workshop.
- 2018.73** CA noted correct date for Finance & Policy Committee now 29<sup>th</sup> March 2019
- AC proposed Minutes be approved, PM seconded, all in favour.**
- 2019.5 Matters arising not discussed elsewhere on the Agenda** – none
- 2019.6 Complaints/FOI requests** – none

## Clerks Report

- 2019.7 Recommendations to agree achievement of Board KPI** – AC felt scope of KPI should be increased to include operation of pumps and weed screen cleaners. BR agreed there may be several operational KPIs which could be considered. Chair proposed discussion as Agenda item for next F&P Committee.
- 2019.8 Management KPI** – Chair advised she wished to reduce detail within the record, noting would be discussed at Committee. **Chair proposed acceptance of both KPI, KH seconded, all in favour.**
- 2019.9** Clerk referred to ADA under Information only section advising ADA Good Governance workshop at Doncaster Rugby Club and encouraged all Members if possible, to attend

## Finance Report

- 2019.10 Audit - Internal Audit Review** – Chair in attendance, discussed all controls and created new risk register shown in papers. Register more concise, related specifically to Danvm and aligns Board objectives. Scoring matrix used for Risk in terms of likelihood and severity of impact. Chair noted she had questioned objectivity/subjectivity of risk scoring; agreed risk registers are subjective. Chair noted importance all Members read



and take ownership of Risk Register. Management team reviews register quarterly, Board reviews annually. Separate Risk Register has been created for pump stations which feeds into top level Risk Register.

**2019.11 Risk Register** – Chair added Resolution to Recommendations list and requested vote for approval of Risk Register, which **she proposed be agreed, BR seconded, all in favour.**

**2019.12 Finance Regulations** –Chair commended amended Regulations to Board and thanked Members who had contributed. **AC proposed approval of amended Regulations, GI seconded, all in favour**

**2019.13 Minutes of Finance Committee** – Vice-Chair concerned draft Committee Minutes presented in Board meeting papers. Discussion regarding provision of draft Committee Minutes. Some Members required amendments. Agreed draft Minutes of December Finance & Policy Committee were for Committee to discuss and agree. **Vice-Chair proposed Committee Minutes require Committee approved before appearing in Meeting Papers. CA seconded, all in favour.**

**2019.14 Norton Common PS access** – AC left the meeting. Eng. advised on update to papers following recent EA indication of MTP allocation release in March 2019. Although access to station requires improvement, it is due for refurbishment within 4 years. The issue has been subject of discussion for several years, and whilst pump failure would have an impact over time, he considered a decision could be deferred until further information had been received. Potential GiA available for whole project which could include the track access. Decision on route to station could be delegated to Finance & Policy Committee at its March meeting. Chair advised, considering Eng. information, she proposed to **defer any decision on access which would be taken back to F&P to review following MTP allocation release, NW seconded, all in favour.** AC returned to meeting.

**2019.15 Uncollectable drainage rate write-off – All in favour of write off.** AC queried approach of chasing rates outstanding of less than cost of a stamp. FO suggested production of table to show income derived from various rates payable groupings be discussed at next Finance & Policy Committee.

**ACTION: FO produce table of income derived from rate groupings**

**2019.16 Estimates, rates & special levies for y/e 31.3.2020** – Noted typographical error, increase in drainage rate to 10.00p had been agreed under delegated power of Finance & Policy Committee, not £10.25p as appeared in papers. FO advised forecast estimate illustrated effect on rate dependent upon receipt or otherwise of GiA.

**2019.17 5-year budget estimate** – Noted estimates provided did not include potential GiA allocation.

**2019.18 10-year capital expenditure forecast**–Discussion as to whether worst case scenario should be used in forecasting 10-year expenditure. Eng. advised GiA allocation very uncertain and would not advise Board to ever rely on receiving GiA. Majority Members supported Engineer’s view.

**2019.19 Remainder papers for Information only**

**2019.20 Date of next meetings.**

<b>Board</b>	<b>Finance &amp; Policy Committee</b>
24 May 2019	29 March 2019
1 November 2019	

**2019.21** Meeting closed 10:38