

1.1 Minutes of the Meeting held 24 May 2019

Present: ✓

| Member | 4.1 1.1 6 | 3.2. 17 | 23. 6.1 7 | 2.1 1.1 7 | 2.2 .18 | 24. 5.1 8 | 2.1 1.1 8 | 1.2 .19 | 24. 5.1 9 |
|--|-----------------|------------|-----------------|-----------------|------------|-----------------|-----------------|------------|-----------------|
| 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 | ✓ |
| 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 | ✓ | ✓ | ✓ |
| David Platt (Knottingley to Gowdall District) | ✓ | ✓ | ✓ | A | ✓ | A | - | ✓ | - |
| Robert Robinson (Dun District) | A | A | ✓ | ✓ | ✓ | ✓ | A | ✓ | A |
| Barry Roughley (DMBC) | A | x | A | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Richard Thompson (Dun District) | A | A | ✓ | ✓ | ✓ | ✓ | ✓ | A | A |
| Kyle Heydon (DMBC) | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Neil Welburn (Went District) | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Martin Drake (Went District) | | | new | ✓ | A | ✓ | A | A | A |
| Mark Crane (Selby DC) | | | | | | | | | New ✓ |

Officers attending:

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

Public attendance – one

Governance

- 2019.21** Introductions for the benefit of new Member Cllr Mark Crane, were made.
- 2019.22 Apologies for absence** – it was noted Cllrs Peart, White and Hobson had retired from Selby DC. New representatives to be appointed next week. Richard Thomson, Martin Drake, Robert Robinson gave apologies.
- 2019.23 Public forum** – A question had been received following publication of papers. Chair invited Mrs Riley to read her question to Members. Question associated Local Governance & Accountability Code 2015 and ADA Governance Guide. Guide acknowledged Code is not applicable to IDBs however ADA advised it expected Boards with turnover in excess of £200,000 to adhere to it.
- Chair responded that in the main the Board complies with the Code, acknowledging whilst majority of information is published within the Meeting Papers, it was not necessarily located in one place on the website.
- Mrs Riley advised her main concern surrounded procurement and Contracts the Board entered. CC advised any Coal Authority contracts with the Board was available on its website. Chair reiterated information was contained within published Meeting Papers and Minutes, and the Board followed its Financial Regulations but that the Board would look into publishing such information all together on the website.
- 2019.24 Declaration of Interest** – none
- 2019.25 Minutes of Meeting 1 February 2019** – JG queried 2019.15 Drainage Rate write off which appeared to contradict a resolution of Finance & Policy Committee. FO advised Board agreed to write off specific rates and chasing collection and level of drainage rate write-off was discussed by Committee.
- It was agreed to minute there being a difference in order to clarify the position between write-off of existing debts and review by the Finance Committee. **Chair requested Member agreement to sign Minutes 1 February 2019, all in agreement.**
- 2019.26 Matters arising not discussed elsewhere on the Agenda** – none
- 2019.27 Complaints/FOI requests** – none

Clerks Report

- 2019.28 KPI Review - Outcome** – Brief discussions had taken place on meaningful KPI which it was considered could be drawn from outcomes associated with deliver of Board objectives set out in the Asset Management documentation previously shared with the Chairman. Chair advised she would bring back KPIs to next Board meeting following discussion of the proposed documentation.
- 2019.29 Asset Management Policy** – had been commended to the Board by the Finance & Policy Committee which would dovetail with documents coming in future.
- Discussions followed regarding policy content. Clerk advised deed sits between the two other new documents and more detail is listed in Strategic Asset Management Plan, with reference to pump stations and their strategic importance. The Policy as drafted complied with BS55000 standards and recommendations. A member suggested everything should be contained within one document however CC advised to do so would not comply with requirements of BS55000. Clerk advised the Corporate Plan sits at the top other documents which cascade beneath as shown on page 7 of the document. Concern was expressed the documents did not cover watercourses/drains
- The Clerk advised the document applies the principles of Asset Management relating strictly to physical assets, to include as suggested would make it an unmanageable

document, watercourses were maintained under permissive powers not owned. PM advised Members to assess the document in terms of BS55000 requirements.

Chair suggested Board gives approval to all 3 documents at the same time. **PM proposed the Board agree in principle to having an asset management policy, noting the form it takes is important, AC seconded.**

JG counter-proposed agreement to the Chairman's suggestion for all policies to be reviewed together

PM proposed an amendment to his proposal: The Board agree the principle of having Asset Management Policy and all documents would receive approval when seen together, AC seconded, all in agreement. Documents will be taken back to Policy & Finance Committee in October.

2019.30 GDPR – Member signature to the additional section on the attendance sheet would permit the sharing of Member email addresses between Members.

2019.31 Defra Policy Appraisal Group – Members discussed whether they considered it likely the Board would have any short, medium, or long-term requirements for the Secretary of State to provide approval to any schemes regarding boundary, amalgamation or re-constitutional changes. Clerk reminded Members the ideal number for effective decision of seven persons. **Members unanimously in agreement the Board would not be proposing any changes over any timescale requiring Secretary of State approval.**

2019.32 Election Year – Members were requested to approve JBA Consulting as Returning Officer and approved the Electoral Register. FO advised electoral List available through Board Office. No representations had been made by any Member of the Public.

Chair commented only 5 nomination papers were received 2015 but returned 12 Members. This was in accordance with the legislation but could not be considered a democratic process, suggesting all Members should submit nomination papers, noting if they did not, that in the event of an election they would be without a seat.

Chair proposed JBA Consulting appointed Returning Officer and Members approve the Electoral Register, PM seconded, all in favour

2019.33 PSCA – Canal & Rivers Trust had requested the Board undertake work on its systems under a Public Sector Co-Operation Agreement. Eng. advised C&RT will be approaching Board to act directly under PSCA, not as a sub-contractor. Agreement as to work required, what can be delivered, and cost would be agreed annually. C&RT is riparian owner of all watercourse and culverts many of which are important to the District drainage. C&RT is Charity and key Navigation Authority and is checking on its ability to enter a PSCA on basis of its status. As Board meets only tri-annually the question is being raised today as to agreement in principle. Questions were raised as to possible impact on plant and equipment purchased by the Board and extent of works required. AM advised C&RT system forms part of strategic network of Board District, there would be no additional cost to Board, all costs rechargeable and work could be done whilst within proximity of C&RT assets. PM advised as noted C&RT assets serve the District, it would be appropriate for Board to agree to this in principle. **Chair proposed approval to agreement in principle, KH seconded, all in favour.**

2019.34 Draft Flood & Coastal Erosion RMS – Issued after release of papers. EA requested IDBs respond collectively rather than individual Boards however more/different responses may be considered more appropriate. Brief discussion on work done in responses so far and issues highlighted by the Draft. Members able to review document online, link will be resent, Members requested to send responses to Office before the end of June. PM advised attending EA workshop mid-June which may inform.

2019.35 Fishlake Parish Council meeting – Attendance requested by the EA through Fishlake PC to attend a meeting as some queries raised with EA linked back to Board work. At evening meeting Officers delivered small presentation outlining role and responsibility of IDBs and riparian responsibilities. Feedback from attendees which is very supportive and showed good, positive and proactive working relationship between

Board and EA. JG suggesting it would be appropriate for Officers presenting on behalf of the Board to report to Members of those meetings in advance. He had been placed in a difficult position as another local Ward Councillor had attended the meeting and was not aware there was to be a presentation on behalf of Danvm DC. He considered it appropriate for there to be a plan in place for delivery of presentations and those presentations be made available to Board Members. AM advised there was currently no clear process in place, and Officers needed to understand at what level the Board considered it to be public representation of the Board requiring inform of Management actions and whether this would also cover site meetings with landowner groups. It was advised this would be required only for meetings of a public nature

Finance Report

- 2019.36 Finance & Policy Committee** – Committee resolutions were noted.
- 2019.37 Audit - Internal Audit Report** – issued yesterday, Risk Areas associated with time sheets however Employees salaried. Reserves level increasing in preparation for future capital programme. Auditor considered “reasonable” reserve level with that future programme. Noted land sold within financial year and highlighted monies can only be used to fund capital works. New alternative system in place regarding online payments and checking new bank accounts, Auditor determined new process is sufficient. Risk Register received Auditor approval.
- 2019.38 Annual Governance and Accountability Return (AGAR) Section 1 - Annual Governance Statement 2018/19** – Members reviewed Section 1 of the AGAR. **PM proposed approval for signature by the Chairman and Clerk on behalf of Board, WA seconded, all in agreement.**
- 2019.39 Accounts for y/e 31 March 2019 and budget comparison for y/e 31 March 2019** – were reviewed by Members. FO advised following issue of accounts with papers, anomaly discovered, and adjustments made, revised accounts and AGAR issued to Members the day before the meeting.
- Budget comparison considered and explanation given by FO. Increased admin costs related to sale of land agent and legal fees and advertising for new employee. CA requested for future availability of accounts to allow review by Finance before being brought to the Board, it was agreed Committee March meeting could be moved to May. CA requested fixed assets, details of disposals and long-term loans to PWLB be brought forward for future meetings.
- 2019.40 Annual Governance and Accountability Return (AGAR) Section 2 - Financial Statements 2018/19** – Members reviewed Section 2 of the AGAR already signed by Finance Office and **AC proposed approval for signature by the Chairman, TG seconded, majority in favour, one abstention.**
- 2019.41 5-year budget estimate** – reviewed by the Board. MC expressed grave concern at the 5-year plan and potential rate increases to Selby DC advising Councils are working on tight budgets and make difficult decisions. Proposed increases are unacceptable, and costs must be cut from the organisation. CC advised electric consumption can double or treble within a month period dependent upon weather. PM understood concerns however the only way to cut costs is to reduce maintenance for pump stations, repercussions of not doing so would have severe impact on Board function. AC advised budget comparison illustrated day to day costs are under control however the Board has aged plant and equipment and capital assets which require renewal to facilitate land drainage and flood risk management, the budget prepared for that future cost. Eng. advised the Board had developed hydraulic model with the evidence

base to support Board action and requirements. Surface water flood risk mapping locally will be enhanced from Board hydraulic model.

The Chair advised that the Board had already agreed that once all hydraulic model information was available, it would meet with all charging authorities to discuss budgeting.

CAnd requested a value for money log on work in pipeline as reminder for what's in train, what has already been considered and where efficiencies could be made, which will demonstrate Board is seeking value for money.

Clerk reiterated importance of Corporate Plan in meeting objectives, rationalisation and reducing costs, which will identify all partners required to be around the table.

Chair advised she was not prepared to consider policy documents until the hydraulic model is available for review.

2019.42 10-year capital expenditure forecast – GiA forward plan reviewed by the Board.

The Chair requested table be presented in date order in future. Eng. advised information is an extract from EA which cannot be translated into date order but hopefully was useful information.

2019.43 Remainder papers for Information only

2019.44 Date of next meetings. Meeting closed 11:10

| Board | Finance & Policy Committee |
|-----------------|---|
| 1 November 2019 | 4 October 2019 budget review and Asset policy |
| | 6 December 2019 budget setting |