



Danvm

Drainage Commissioners

Finance & Policy Committee Meeting

**Offices of Shire Group of IDBs
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**Friday 4 October 2019
10:30 am**

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Finance & Policy Committee Meeting Paper
4 October 2019

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Purpose

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1. Apologies for Absence

2. Declaration of Interest

3. Minutes of Finance & Policy Committee Meeting of 29 March 2019

Present: Andrew Cooke (Chair)
Paul Maddison (PM)
Steve Lomas (SL)
Martin Falkingham (MF)
Catherine Anderson (CAnd)
Kyle Heydon (KH)
Gillian Ivey (GI)
John Gilliver (JG)

Officers: Craig Benson (FO)
David Blake (DB)
Ian Benn (CEO)
Paul Jones (Eng)
Martin Spoor (AssetM)
Alison Briggs (EO)

Apologies for absence

2019.1 Richard Thompson, Neil Welburn, David Atkinson

Declaration of Interest

2019.2 Chair in Norton Common Access. PM in Town Drain pump station.

Minutes of 7 December 2018

2019.3 **2018.86** GI advised she was asked to Chair the meeting. CAnd noted her comments raised re draft Minutes had not been incorporated; advised extensive alteration would be for discussion by Committee. **2018.84** Cash balance sheet had not been included within papers but would appear in future papers. **GI proposed as true record, seconded PM, 7 in agreement 1 against.**

2019.4 **Matters arising not discussed elsewhere – 2018.88** MS reported VFD saved 335 kW hours, equating to £48 in pumping over 2 months during dry period. GI noted reduced energy consumption also saved carbon.

Policy

2019.5 **Board/Management KPI** – GI advised Board KPI currently reliant on management team to deliver its KPI. CEO considered outcome measures more suitable term and beneficial to Board. GI and CEO to review outcomes and bring back to next meeting. **All in agreement.**

2019.6 **Board KPI** Members discussed assets where issues were outstanding, majority were third party. Updated report will be delivered at each meeting.

2019.7 **Task & Finish Group – Policies – Investment** – GI advised investment policy good piece of work. Long discussion on appropriateness of figure for investment within one bank, noting managing several bank accounts would be difficult. **GI proposed policy approved as**

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drawn. CAnd and KH counter proposed. Following further discussion counterproposal withdrawn. Original proposal by GI, seconded JG, all in favour

Vehicle & Plant – AssetM advised balance to be struck between residual costs and renewal. Policy aimed to identify optimum time to achieve best value for money and should be rigidly adhered to unless good reason is identified for doing otherwise. GI noted previous plant purchase assisted through PWLB and would like to see Board borrowing from itself. **KH proposed Policy approval, PM seconded, all in agreement. GI further proposed both policies reviewed every 3 years, PM seconded, all in agreement**

Asset Management – KH and JG advised unable to read in time. Chair suggested Committee would discuss at end of meeting if available time otherwise be deferred.

2019.8 Policy objective – carbon offsetting – SL considered good policy, appropriate to reduce carbon emissions. SL proposed use of Board owned land for tree planting, PM seconded, all in agreement.

2019.9 Health & Safety Policy additions – CEO advised mental health & wellbeing high on agenda in workplaces, PM agreed appropriate. KH proposed addition to H&S Policy, PM seconded, all in agreement.

Asset Management

2019.10 Maintenance Statement 2019 – The proposed meeting with Riparian Owners of Priority Watercourses was discussed. Several Members were uncertain there would be many attendees. CEO suggested bringing other pieces of information to the meeting on SuDS, or JBA flume. **GI proposed drop in session appropriate 14:00-18:00 at Alexandra House for 30th April**, all in agreement.

2019.11 Towns Drain PS – PM reported arrangements made for meeting with Corporate Landlord and Street Scene Officer discussion on 15th April. Knottingley high on Wakefield MDC Action Plan and would subsequently report back.

2019.12 Blowell Drain support request – MS noted original request now been dealt with through Coal Authority.

2019.13 Board owned assets – Went Banks A19-Stubbs Grange Bridge – FBT - PM proposed agreement to new FBT, KH seconded, all in agreement.

2019.14 Norton Common Access – GiA allocation not released

2019.15 Alternative Depot – CEO advised recent reconsideration of issue. Option 1 still viable but viability dependent upon investment in 2 x Energreens; dual purpose machine, no low loader required. Board need to accept flood risk and access/egress issues would remain. KH supported suggestion of remaining at Kirk Bramwith and purchase of suitable machinery. PM advised continued requirement for review of depot site. JG advised day at depot particularly informative. Workforce had good insight as to type of vehicle most suitable for job of work. MEICA expansion within depot possible. CEO advised sale of all existing plant would provide space for new machines to be stored under cover. Two Energreens mitigate H&S lone worker issues and maximise working day. Members considered Vehicle & Plant requirement before making decision

2019.16 Vehicle & Plant – SL view Energreen faster at flail mowing but noted issues using weed bucket. MS advised machine not counterbalanced by weights during that activity. Committee advised several IDBs use Energreens safely and effectively. JG considered as workforce to use machines are very supportive of that equipment, it would be the appropriate choice. PM noted importance of several IDBs using this machinery which also offered savings in capital investment and efficient of maintenance. **GI proposed agreement in principal to**

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proceed with purchase of two Energreen machines based upon successful trial, JG seconded, all in agreement.

Finance

- 2019.17** Outstanding Drainage Rate collection – Members discussed position. GI proposed debt be permitted to rise to position where it became cost-effective to collect, seconded KH, all in favour
- 2019.18 Budget 2019/20 and Special Levy Meeting** – hoped to rearrange for June. Board Members would be asked for consent to data share emails between Members obviating need to blind copy.
- 2019.19 List of payments** – Members considered the list of all payments totalling £769,764.97 of which £240,059.97 had been issued by Clerk and Engineer only. Names will not appear in association with any expenses, Chairman’s expenses associated with ADA Conference attendance. **PM proposed List of Payments be accepted, JG seconded, all in agreement.**
- 2019.20** Asset Management Policy – PM noted important to support Policy. GI proposed Policy be commended to Board, KH seconded, all in agreement
- 2019.21 Date of next meeting** – 4 October 2019, 6 December 2019
- 2019.22** Closed session - GI proposed closed section, AC seconded, all in agreement. Salary Structure –Salary Tier increases proposed following appraisal and review, all within budget. KH proposed increases approved, JG seconded, all in agreement.
- 2019.23** Meeting closed – 12.23