



1. Governance

Recommendation:

- Note the information contained in this report

1.1 Apologies for Absence

1.2 Declaration of Interest

In accordance with the Members Code of Conduct, Part 2 Members Interests, Members must remove themselves from the discussion or determination of matters in which they have a financial interest.

In matters where Members have a non-financial interest, they should not participate in the discussion or determination of a matter where the interest might suggest a danger of bias.

1.3 Ravensfleet Pumping Station Presentation

A presentation on the progress of Ravensfleet PS D&B will be provided by Cheetham Hill Construction and JBA representatives as below.

- Mike Goodier – CHC Operations Director
- Lee Farrar – CHC Contracts Manager
- Henry Shone – JBA Designer / Senior Engineer
- Tony Maddison – JBA Senior Surveyor
- Chris Dale – JBA Associate Director

1.4 Minutes of the Meeting held 12 June 2023

| MEMBER | 08.11. 2021 | 07.02. 2022 | 13.06. 2022 | 7.11. 2022 | 6.2. 2023 | 25.4. 2023 | 12.6. 2023 |
|----------------------|-------------|-------------|-------------|------------|-----------|------------|------------|
| Margaret Armiger MA | √ | √ | - | √ | √ | A | - |
| David Barratt DB | √ | A | √ | √ | A | A | √ |
| Adrian Black AB | √ | √ | √ | √ | √ | √ | √ |
| Chris Black CB | √ | √ | √ | √ | √ | √ | A |
| John Coggan JC | √ | - | A | A | - | - | Resigned |
| Tony Ellerby TE | √ | √ | √ | √ | √ | - | A |
| Ian Fleetwood IF | √ | √ | √ | √ | √ | √ | - |
| David Forington DF | √ | √ | √ | √ | √ | A | √ |
| Trevor Foster TF | √ | A | √ | A | √ | √ | √ |
| Samuel Godfrey SG | √ | - | √ | √ | √ | A | √ |
| Benjamin Jackson BJ | √ | √ | √ | √ | A | A | √ |
| Johnathan Jackson JJ | √ | √ | A | √ | √ | A | Resigned |
| | New√ | √ | √ | √ | √ | √ | A |



| | | | | | | | |
|------------------------|---|---|---|---|---|---|---|
| Robert Kissaglis RK | √ | √ | √ | √ | √ | √ | √ |
| Paul Metheringham PM | √ | √ | √ | √ | √ | √ | √ |
| Lesley Rollings LR | √ | - | √ | - | √ | A | √ |
| Ralph Ogg - Vice Chair | √ | √ | √ | A | A | A | √ |
| Neil Poole - Chair | √ | √ | √ | √ | √ | √ | √ |
| Helen Rowson HR | √ | √ | √ | √ | A | √ | A |
| Gwylim G Williams GW | √ | - | √ | - | A | - | A |
| Janet Longcake JL | √ | √ | - | √ | √ | A | A |

In attendance on behalf of JBA Consulting, Clerk, Engineer and Environmental Officer:

| | |
|---------------------------------|-------|
| Craig Benson (Clerk) | Clerk |
| David Blake (Finance Officer) | FO |
| Paul Jones (Engineer) | Eng |
| Janette Parker (Rating Officer) | RTO |

Chair welcomed all to the meeting and informed members that Ian Fowler, a previous Chairman of the Board, and Bruce Gelsthorpe, a previous Engineer, had both recently passed away. A minute silence was held in remembrance.

Board Membership

2023.30 Chair advised that both Johnathon Jackson and John Coggan had resigned their positions as members of the Board and proposed to write to both to thank them for their service and wish them well in the future. **All Members in agreement.**

2023.31 Clerk advised Members that this left two vacancies on the Board and if they wished, they could co-opt members for the remaining term of office which ended on 31 October 2024. BJ proposed George Strawson, their new Farm Manager with responsibility for Burringham and Gunness areas. Chair requested a formal request be sent via email to the Clerk. Clerk confirmed this had already been received. **Discussions took place with DF proposing co-opting George Strawson as a member, seconded by DB with all Members in agreement.** Clerk added that should they be aware of any other suitable candidate then a request should be sent to him via email.

Apologies for Absence

2023.32 Apologies were received from Mr C Black, Mr T Ellerby, Mr R Kissaglis, Mrs J Longcake, Mrs H Rowson and Mr G Williams.

Declarations of Interest

2023.33 None.

Minutes of Last Meeting

2023.34 Chair proposed approval of as true and accurate record and all Members in favour.

Matters Arising

2023.35 DF queried if any progress had been made with regards to Item 2023.24 and the issue with Great Catchwater Drain. Eng replied that responses were currently awaited from both the Highways Agency and the Environment Agency.



Minutes of Extraordinary Meeting

2023.36 Chair proposed approval of as true and accurate record and all Members in favour.

Matters Arising

2023.37 None.

Complaints/FOI Requests

2023.38 None.

CLERKS REPORT

2023.39 Annual Report – Clerk referred to the report and asked for Members thoughts on adding the report to the Website and sharing with Local Councils. Chair stated that as a public body they should be transparent so he had no issues with it being published providing there was no financial concerns or tendering information contained within. **All Members in agreement.**

2023.40 ADA – Clerk reminded Members of the live demonstration, adding that the Board's employee would be attending on one of the dates.

2023.41 Employee Remuneration – Clerk advised Members of the level agreed by the Anchoime IDB and discussions took place. Members stated that as the Boards were working together it would be preferable, in future, to have a joint meeting to agree any increases but on this occasion they would match the 8.8% increase offered by Anchoime IDB. **This was proposed by DB, seconded by BJ with all in agreement.**

FINANCIAL REPORT

2023.42 Rating Report – RO advised the year-end balance was £2,559.50 with one large debtor at £1,914.06. Current drainage rates had been issued with 50% special levy paid to date and 48% rates collected.

2023.43 Rate Removal – RO advised Members that the large debtor at year end related to a Company that was in receivership. Board Solicitors had been involved, registering the debt owed to the Board but a response had been received that there would be no payment forthcoming for unsecured debtors. **Discussions took place with write off proposed by BJ, seconded by SG with all in agreement.**

2023.44 Internal Audit – FO advised Members should have now received the report via email adding that a successful and clean audit had been received. **Approval was proposed by BJ and seconded by SG.**

2023.45 Annual Governance and Accountability Return (AGAR) Section 1 – FO took Members through with **approval proposed by AB and seconded by DF.**

2023.46 Accounts for the Year Ended 31 March 2023 – FO took Members through the report advising additional income had been received due to the River Eau PSCA Works. He added that pump station costs were reduced as the high electricity costs had been offset by savings made by the MEICA engineer on maintenance and the night-time pumping operation. Overall, the Board had made a deficit for the year of £10,843 which had been offset by the reserves. The carried forward balance for the



year was £244,047.18 resulting in a reserve balance of 47% which was above the Board target. **Approval proposed by BJ and seconded by TF.**

2023.47 Budget Comparison for the Year Ending 31 March 2023 – FO took Members through report.

2023.48 Annual Governance and Accountability Return (AGAR) Section 2 – FO took Members through with **approval proposed by TF and seconded by DF.**

2023.49 Ten Year Budget Estimate – FO advised this was for note.

2023.50 Schedule of Payments – **Approval proposed AB and seconded TF.**

ENGINEER'S REPORT

Engineer advised the report was for note with the following updates.

2023.51 Ravensfleet Pumping Station – Eng confirmed the pre-start meeting had taken place last week and that the contract in draft had been issued to the Contractors. He added that surveying was due to start later this week after which a programme of the detailed design would be submitted to the Board for approval.

2023.52 Main River – River Eau – Eng advised that he would be meeting with the EA on Wednesday with regards works from Kirton Road to the playing fields at Scotter. He added that an approach had also been made to the EA with regards further works downstream through the village and he would raise this again at the meeting. Clerk advised that correspondence had been received from the Parish Council requesting a meeting which he and the Engineer would attend and would aim to have the EA in attendance as well.

2023.53 Burringham Reservoir – Clerk advised a meeting had been held on site with the Chair, himself, the landowner and a Pest Control Company to determine what action could be taken. He advised that the Board have a duty of care and as suggested by the Pest Control Company recommended that Ferreting be undertaken as recommended. **Discussions took place with Chair proposing that they agree in principle to undertake the work if and when required, all Members in agreement.** Chair requested that if works undertaken, photographic evidence be provided.

ENVIRONMENTAL REPORT

2023.54 Information noted.

HEALTH, SAFETY AND WELLBEING REPORT

2023.55 Information noted with Clerk adding that as the Ravensfleet project progressed, Board Employees would be carrying out site inductions with all contractors and spot risk assessment checks would be undertaken.

REPRESENTATION

2023.56 Information noted.

DATE OF NEXT MEETING

2023.57 Chair confirmed date of 6 November 2023 and thanked all for attending.

1.5 Matters arising not discussed elsewhere

1.6 Complaints/FOI requests

There have been no complaints or FOI requests received since the last meeting.