

# 1. Governance

## 1.1 Apologies

## 1.2 Declaration of Interest

## 1.3 Minutes of Meeting 30 May 2023

|                |                         |    |
|----------------|-------------------------|----|
| <b>Present</b> | Mark Winnington – Chair | MW |
|                | Neil Brown              | NB |
|                | Ralph Cooke             | RC |
|                | Paul Edwards            | PE |
|                | Jeff Sim                | JS |

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

|              |                   |
|--------------|-------------------|
| Craig Benson | Clerk             |
| Paul Jones   | Engineer          |
| David Blake  | Financial Officer |

### Apologies for Absence

**2023.27** Apologies were received from Ray Sutherland, Len Bates, Frances Beatty, Angela Loughran, Anthony Parrott and Phil Bates.

### Declaration of Interest

**2023.28** PE declared an interest in item 4.1.2.

### Minutes of the Last Meeting

**2023.29** Minutes of the last meeting held on 1 February 2023 were considered, proposed as a true record by RC, seconded PE and approved by the Board.

### Matters Arising

**2023.30** There were none.

### Complaints and Freedom of Information Requests

**2023.31** There were none.

### CLERK'S REPORT

**2023.32** Policy – The Clerk drew Members attention to the annual report that was included in the meeting papers that summarised the Board activities during the financial year. He also informed members of the Defra Water Management Grant that was available to arable and horticultural businesses. The links to the grant were contained within the meeting papers.

**2023.33** ADA- It was noted that ADA would be holding a working demonstration event on the 5-6 July 2023. The link to the visitor registration was contained within the papers.

**2023.34** Stafford County Show – The Clerk confirmed the Board would be represented at the Show and invited members to attend the stand.

**2023.35** Key Performance Indicators were noted. RC enquired whether it was possible to move some items from "good" to a "very good" rating. Members agreed and felt there were areas where the scoring should be moved. The Clerk confirmed that he would look into the scoring matrix and update based on the comments of members.



## FINANCIAL REPORT

- 2023.36** Rating Report – FO advised that the year-end closing balance was under £500. The drainage rates for the current financial year had been issued and 55% had been collected so far.
- 2023.37** Schedule of Payments – **Approval proposed by RC, seconded PE and approved by members.**
- 2023.38** Internal Audit – The Internal Audit Report was noted along with the comments with regard to the decision-making process.
- 2023.39** Annual Governance and Accountability Return Section 1 – Annual Governance Statement. **Approval proposed by RC, seconded PE approved by members.**
- 2023.40** Accounts for the Year Ending 31 March 2023 – FO reviewed the accounts and highlighted those variances between the years shown. The maintenance expenditure increase was due to additional work being undertaken to resolve flooding issues and to carry out site investigations. MW recommended that the Engineer should brief RC and Cllr Edgeller on the issues around Silkmore Lane. The increase in the Administration costs were consistent with holding meetings in person after the Covid -19 restrictions had been lifted. **Approval proposed by JS, seconded PE and approved by members.**
- 2023.41** Budget Comparison – The FO compared the budget against the actual out-turn figures and pointed out the significant variances.
- 2023.42** Annual Governance and Accountability Return Section 2 – Financial Statements - **Approval proposed by PE, seconded RC approved by members.**
- 2023.43** Five Year Budget Estimate – The FO took members through the report, and this was noted. MW thanked the FO for his comprehensive report, and this was echoed by members. MW also suggested that a report should be sent out with the rate demands that detailed the Board's activities in the year. Members agreed that this was a good idea. The Clerk suggested that the annual report is placed on the Board's website and shared with Stafford Borough Council and South Staffordshire District Council. JS enquired whether the model could be used to consider a different maintenance regime for Doxey Marshes. Engineer confirmed that this was possible.

## ENGINEER'S REPORT

- 2023.44** Hydraulic Modelling – Eng. advised that the meeting was to be arranged with the County, Borough Council, and South Staffordshire to discuss and review the Board's hydraulic model. It is hoped that the meeting will align with outputs from the Environment Agency modelling as they would also be in attendance at the proposed meeting. Eng. would let members know as soon as the meeting date had been confirmed.
- 2023.45** Silkmore Crescent – Eng. confirmed that the developer had funded the new gated access and the investigation to the existing pipeline. PE thanked the Eng. for his work in getting the gate installed. He also confirmed that the CCTV survey had been completed and the blockage in the culvert had been removed. The investigations revealed a further blockage on PE's land and he confirmed that this will be removed.
- 2023.46** Silkmore Drain (Main River) – Eng. confirmed that he would share information with RC and Cllr Edgeller. He added that the Board's contractor was pricing up for work on Rising Brook that was to be funded by the Environment Agency. RC asked to be included in future communications adjacent Silkmore Lane.
- 2023.47** Planning – The planning and consent report was noted.

## HEALTH & SAFETY REPORT

- 2023.48** Information noted.

## ENVIRONMENTAL REPORT

- 2023.49** Stafford Brooks Project – JS gave a brief update as to the project. The detailed planning stage was near completion with the works due to be undertaken during the second half of the year. JS confirmed that he would be in a position to provide more details at the next meeting of the Board. MW thanked JS for his comments.

## ANY OTHER BUSINESS

- 2023.50** None.





**DATE OF NEXT MEETINGS**


**2023.51** Wednesday 15 November 2023 – To be confirmed.

Chair thanked all for attending and closed the meeting.

**1.4 Matters Arising Therefrom Not Elsewhere on the Agenda**

**1.5 Public Forum**

**1.6 Complaints and FOI**

  
12/11/23