



OUSE and HUMBER DRAINAGE BOARD

A public body delivering flood risk, water level and habitat management in Yorkshire and the Humber

MINUTES OF THE FULL BOARD MEETING HELD AT 9.00AM ON TUESDAY 7 FEB 2017 AT BOOTHFERRY GOLF CLUB, SPALDINGTON LANE, HOWDEN, DN14 7NG

PRESENT:

Ratepayer Members:	Mr Patchett (C) Mr Wright Mr Scutt	Mr Nicholls Mr Falkingham	Mr Sweeting Mr Featherby	Mr Hick Mr Henley
Appointed Members:	Cllr West (VC) Mr Atkinson Cllr Wilkinson	Cllr Aitken Mr Martin	Mr Traill Cllr Roberts	Cllr Stathers Cllr Marwood
Co-opted Members:				
Members Present:	20			

APOLOGIES:

Ratepayer Members:	Mr Mowforth	Mr Screeton
Appointed Members:		
Co-Opted Members:		

ABSENT:

Ratepayer Members:			
Appointed Members:	Cllr Galbraith	Cllr Pollard	Cllr Bayram
Co-Opted Members:			

IN ATTENDANCE:

Officers:	Mr McLachlan – Chief Executive Miss Cowen – Corporate Strategy Manager	Mr Allen – Chief Engineer Mrs Huitson - Minutes
Others:		

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43. Welcome and Introductions

- 43.1. The Chairman commenced the meeting at 09:05 and welcomed (to the Board) Mr Scutt (co-opted member) and Miss Cowen, Corporate Strategy Manager.

44. Declarations of Interest

- 44.1. Mr Sweeting declared an interest in the Howdenshire Pumping Station Schemes as a Director of Sweeting Bros.

45. Minutes of the Full Board Meeting - Held 8 November 2016

- 45.1. It was noted by the Chair that Mr Sweeting had declared an interest during the previous meeting.
- 45.2. It was PROPOSED by CLLR ROBERTS and SECONDED by CLLR WILKINSON and UNANIMOUSLY RESOLVED that these minutes be adopted as a true record.

46. Matters Arising from Previous Minutes

- 46.1. The CEO summarised his report on resolved and ongoing actions from previous meetings.
- 46.2. The CEO asked the Board to clarify the position set out at minute 39.1 and asked the Board to confirm that the Corporate Strategy Manager be included on the bank mandate and have the same financial limits as the Chief Engineer.
- 46.3. It was PROPOSED by MR ATKINSON and SECONDED by CLLR STATHERS and UNANIMOUSLY RESOLVED that the Corporate Strategy Manager be a named officer on the banking mandate with the same financial limits as the Chief Engineer.

47. Executive Committee Meeting held on 17 November 2016

- 47.1. In turning to the notes from the Executive Committee Meeting, the Chairman invited the CEO to comment on items discussed.
- 47.2. The CEO informed the Board that there were two essential items requiring resolution at the meeting, setting of the annual budget and noting of the Executive Committee Decision on the Public Works Loan Board.

48. Additional Items to be covered in AOB

- 48.1. There were no additional items to be covered in Any Other Business.

49. Financial Balances to Quarter 2

- 49.1. The CEO presented a summary of the Board's Income and Expenditure and Cash Balances. No comments were made.

49.2. It was PROPOSED by MR ATKINSON and SECONDED by MR WRIGHT and UNANIMOUSLY RESOLVED that the Board APPROVE the record of financial Balances for the last financial quarter.

50. Invoices Paid and Accounts Settled

50.1. The CEO presented the Accounts Paid for the last quarter. No comments were made.

50.2. It was PROPOSED by MR ATKINSON and SECONDED by MR WRIGHT and UNANIMOUSLY RESOLVED that the Board APPROVE the record of accounts for the last financial quarter.

51. Auditors' Report

51.1. The CEO explained the audit procedures and stated that the Internal Auditors had been appointed to carry out audits from 2016/17 for two years.

51.2. In addressing an item in the Auditors report, Cllr Wilkinson asked what the IT back-up capabilities were and if a test restore had been carried out. The CEO said he would consult with our IT specialists. **Action CEO**

51.3. Cllr Aitken commented on the recommended action for a monthly bank reconciliation. The CEO replied that this would be carried out in the future as a matter of course.

52. Capital Schemes

52.1. The CEO gave an update on how the Capital Schemes were progressing. The PWLB is now secure however we are still actively seeking other sources of funding.

52.2. The Chief Engineer stated that the solicitors had now been instructed to purchase the land. Northern Powergrid had been paid to divert an electrical cable. He was trying to get the starting dates for both schemes closer together.

52.3. Cllr Aitken thanked officers for all the work put in and stated that the Board still need to find more funding if possible. A discussion on funding then followed.

52.4. The CEO gave an update on the Howdendyke (M62) Pumping Station and stated that we should get 100% funding for this scheme.

52.5. Cllr Aitken stated that the use of benefits¹ needed to be considered, as we could need points for future schemes. Cllr Aitken asked if we didn't get 100% funding for this scheme, was there any other funding available so that we didn't have to use the M62 fund and could those points be saved for another time. The Chief Engineer replied that some of this funding has already been used for Yokefleet PS. He stated that all the Pumping Stations were old and require a business case to be made to secure funding for refurbishment.

¹ The "Benefits" referred to are a measure used by Defra/EA as part of their project assurance process.

52.6. Cllr Aitken then asked if the electric panels could be made accessible during flood events. A discussion on the height of the panels then followed.

53. Engineer's Report

53.1. At the time of writing the report, there had not been any incidents, however an incident had since occurred in which a member of staff had slipped on the ramp at North Howden Pumping Station, causing slight concussion and bruising. This has been reported in the accident book but is not a notifiable accident. The Chair suggested that the Board send the member of staff their best wishes, to which all agreed. **ACTION CEO**

53.2 In addressing the more general concerns about health and safety and staff welfare, the Chair referred to incidents in which office had encountered verbal abuse from rate payers. The Chief Engineer stated that the alterations to the office, namely the installation of a transaction window, would help to reduce the risk to staff from members of the public.

53.3 The Chief Engineer reported that the maintenance programme was on target. The PSCA has been completed as per the agreement. The PSCA agreement for the next financial year will be negotiated within the next few weeks.

53.4 The Chair reported that there was a slip of about ¼ mile upstream of Faxfleet Pumping Station. The CEO replied that funding for extra piling had been requested from the EA for the canal.

53.5 The Chair considered if annual meeting between Elected Members and Officers to discuss maintenance would be useful. A brief discussion on maintenance followed.

53.6 The Chief Engineer reported possible additional works for the weed-boat.

53.7 The Chief Engineer reported that he was very pleased with the progress of the newest members of the workforce and that they had upcoming training.

54. Budget and Rate Setting 2017/18

54.1. The CEO presented the Setting of the Annual Rate report and the recommendations. Three options of **(a) 13.19p, (b) 13.47p** and **(c) 13.76p** were presented.

54.2. The Chair asked the CEO to explain the other income. The CEO gave a precis of how the new budget is set out and what was included in each category; this would allow improved financial management and monitoring.

54.3. Mr Featherby summarised his understanding that the main changes, which justified an increase, were new plant and equipment, capital schemes, and the need to build up capital reserves, and was hopeful that this expenditure could be supported by additional income.

54.4 The Chair stated that the Board had previously been inconsistent in its approach to the capital funding requirement and it was important to build up capital reserves. He stated that Option A of the rate setting options would mean that we couldn't move forward, however, Option B was probably as far as the Board could go.

- 54.5 Cllr Stathers stated that the CEOs presentation gave a good picture of the years ahead and agreed that Option B would be good. A discussion on the proposed rate then followed.
- 54.6 It was PROPOSED by CLLR WILKINSON but NOT SECONDED that a rate of 13.76p (option c) should be set.
- 54.4. There was a consensus that the rate should be set using option (b). The Chairman asked if any member wished to propose another option. None was proposed.
- 54.5. It was PROPOSED by CLLR STATHERS and SECONDED by MR FALKINGHAM and UNANIMOUSLY RESOLVED to approve the estimated budget as presented and set a Drainage Rate of **13.47p** (option b).
- 54.7 The CEO went on to explain ways of plugging the future funding gap, such as staff recharges, new development charges, opportunities to expand the catchment, public sector cooperation agreements etc. and explained that it would be useful if the Board gave the Executive Committee delegated powers to agree any extra works. A discussion then followed.
- 54.8 It was PROPOSED by MR FEATHERBY and SECONDED by CLLR AITKEN and UNANIMOUSLY RESOLVED that the CEO be given leave to pursue additional external revenue opportunities under the supervision of the Executive Committee, subject to review at the next meeting.

ACTION CEO

55. Corporate Strategy Report

- 55.1. The Corporate Strategy Manager gave a presentation on the Board's new Corporate Strategy, focusing on the role and purpose of the strategy, stakeholders of the strategy, timeframes to be considered and objectives of the strategy. The Corporate Strategy Manager invited the Board's views and opinions on these aspects.
- 55.2. The report was welcomed and followed by a discussion about the benefit of presentations.
- 55.2 Jonathon Hick welcomed Angela Cowen to the Board and left the meeting.

56. Transformation Project

- 56.1. Due to a lack of time it was decided to postpone an update on the Transformation Project until the next Board Meeting.

57. Dates of Meeting 2017/18

- 57.1. The Councillors' diaries had been requested and the Board Meeting dates for the coming year should be sent out in the next few weeks. It was mentioned that it was preferred not to have meetings on Mondays or Fridays.

58. AOB

- 58.1. There were no topics for this item.

59. Close of Meeting

59.1. The meeting was closed around 12:35.