

## BLACK SLUICE INTERNAL DRAINAGE BOARD

### MINUTES

of the proceedings of a Meeting of the Board

held at the Offices of the Board on  
15<sup>th</sup> June 2016 at 2pm

#### Members

Chairman - \* Mr K C Casswell

Mr W Ash	Cllr R Austin
* Mr J Atkinson	* Cllr P Bedford
Mr V Barker	* Cllr C Brotherton
* Mr J Fowler	* Cllr M Brookes
* Mr P Holmes	Cllr R Clark
* Mr R Leggott	Cllr Mrs J Harrison
* Mr P Robinson	Cllr C Rylott
* Mr M Rollinson	Cllr B Russell
Mr N J Scott	* Cllr P Skinner
* Mr J R Wray	Cllr N Welton

\* Member Present

In attendance: Mr I Warsap (Chief Executive)  
Mr D Withnall (Finance Manager)  
Mr P Nicholson (Operations Manager)

#### 961 APOLOGIES FOR ABSENCE - Agenda Item 1

Apologies for absence were received from Mr W Ash, Mr V Barker, Cllr R Clark, Cllr Mrs J Harrison, Cllr C Rylott and Cllr B Russell. Cllr R Austin, Mr N Scott and Cllr N Welton were non attendees at the meeting.

#### 962 DECLARATIONS OF INTEREST - Agenda Item 2

##### (a) High Profile Watercourses

A declaration of interest was received from Mr J Atkinson with regard to Minute 980(b).

##### (b) Wyberton Charities Compensation Claim

A declaration of interest was received from Mr R Leggott with regard to Minute 982(h).

#### 963 MINUTES OF LAST BOARD MEETING - Agenda Item 3

The Minutes of the last meeting of the Board held on the 12<sup>th</sup> February 2016, copies of which had been circulated, were considered.

The Chairman stated that the total of the capital schemes is £459,000 not the cost of Donington Wykes pumping station pumps which was £40,000. The Finance Manager responded that a comma be inserted;

Minute 895(b)(i) - Capital Schemes

“the total for the Donington Wykes pumping station pumps should read £40,000, with the final total being £459,000.”

It was agreed that they should be signed as a true record with the above amendment.

964 MATTERS ARISING - Agenda Item 4

(a) Twiga - Minute 891(e)

Mr R Leggott asked if contact had been made with Witham 4<sup>th</sup> IDB regarding the adaption of the bracket on the Twiga arm.

The Operations Manager responded that he had not yet contacted Witham 4<sup>th</sup> IDB. He contacted Spearhead and asked them if there was a resolution with regard to the bracket and they were not forthcoming with any. He explained whilst using the machine this year the bracket virtually broke off and he had it repaired at Irelands Farm Machinery. He then contacted Spearhead and told them that in his opinion the repair is not something we expect the Board to pay. They have not responded yet. He added it is not a resolution to the problem but it is something which will stop it from happening as frequently as it has been doing.

(b) 2016/17 Budget - Minute 893(b)

The Finance Manager reported that all the special levies have been paid on time at the end of May 2016.

(c) Black Sluice Catchment Steering Group, Boston Barrier - Minute 899

The Chief Executive stated that in the last paragraph of Minute No 899, since Mr V Barker has sent his apologies, Mr Barker had asked for the figures to be clarified. The Grand Sluice opening is 18 metres and the Black Sluice opening is 12 metres giving a combination of 30 metres. It is a 30 metres combination of the Black Sluice and Grand Sluices opening not 100 metres as stated.

965 MINUTES OF THE SOUTHERN WORKS COMMITTEE MEETING - Agenda Item 5(a)

The Southern Works Committee Chairman presented the unconfirmed minutes of the meeting held on the 2<sup>nd</sup> March 2016, copies of which had been circulated. The Board RESOLVED that the minutes should be received.

(a) Declarations of Interest - Minute 903(a)

The Southern Works Chairman clarified that Mr P Holmes declared an interest in ELS Buffers which should read; "Minute no 905(b)".

(b) Damage Compensation, Daffodil Crop - Minute 905(a)

The Operations Manager reported that Mr V Barker and Mr J Fowler visited the daffodil crop site on the 18<sup>th</sup> March 2016. Whilst on site, they agreed with the landowner a £1,000 compensation for the damage to the crop. The landowner has accepted this compensation.

(c) ELS Buffers - Minute 905(b)

The Chairman of the Southern Works Committee attended a recent Countryside Stewardship meeting at Springfield Centre where a question was asked about whether IDB's could travel on field margins that are in the scheme, to gain access to drains that are their responsibility. The answer given was that the buffer strips are ineligible for HLS and ELS and under the new Countryside Stewardship. They are concerned with the amount of buffer strips they are going to lose alongside IDBs drains, but they now appear to be rescinding that condition.

The Chairman of the Southern Works Committee continued that he had received a letter which does not indicate who has sent it but he believes it is from Natural England.

*"Buffer strips can't be used for vehicle access routes. Occasional use to carry out essential works is acceptable (provided all the other prescriptions of the option are met), but regular access is not."*

*Placing buffer strips against IDB drains would therefore be acceptable provided that the only access along them is occasional access by the IDB to carry out essential drain maintenance.*

The Chief Executive presented a slide (above) and added that he has a copy of this letter from another landowner and to reconfirm that the letter is undated and does not say who it is from.

He stated that he has forwarded a copy to Ian Moodie (ADA) along with the extract from the rules regarding Entry Level Stewardship scheme asking him for confirmation. Other IDB's are going to use this letter if challenged until a time ADA show a clear direction which the Chief Executive through the Chair suggest that we follow. The Chief Executive ended by saying that if any Member required a copy of this letter please let him know following this meeting.

Mr P Holmes asked if a letter would be sent out to rate paying landowners once clarification is received on this ruling.

The Chairman of the Southern Works added that Natural England are worried because of the complexities of joining the ELS Countryside Stewardship scheme, because they are proposed to lose a huge percentage of their valuable options,

they are aiding landowners to keep environmental options so they are talking to the RPA and they don't want you to put any buffer strips down as grass they want you to put it down as a code that means that it is in a countryside scheme.

The Chief Executive answered Mr P Holmes question that in time the Board can readdress and clarify the ruling.

(d) Donington Wykes Pumping Station - Minute 906(c)

The Finance Manager stated that the first paragraph 'Grant in Aid' funding is to be removed as there is no funding in place from Grant in Aid only the Board.

(e) South Forty Foot Drain Inspection

The Chairman stated how very well the Inspection day had gone and how useful the trip down the South Forty Foot had been. The whole format of the day including the meeting went very well, a great benefit to all who attended.

967 MINUTES OF THE NORTHERN WORKS COMMITTEE MEETING - Agenda Item 5(b)

The Northern Works Committee Chairman presented the unconfirmed minutes of the meeting held on the 16<sup>th</sup> March 2016, copies of which had been circulated. The Board RESOLVED that the minutes should be received.

968 MATTERS ARISING

(a) Drain 7/8 Access Issue - Minute 913(c)

The Chairman of the Northern Works Committee asked the Chief Executive if there were any updates on this development. The Chief Executive responded none.

(b) Drain 5/17, London Road - Minute 913(d)

The Chairman of the Northern Works Committee asked the Chief Executive if there were any further investigations into this drain. The Chief Executive responded no.

969 MINUTES OF THE BRIDGES & CULVERTS COMMITTEE MEETING - Agenda Item 5(c)

The Bridges & Culverts Committee Chairman presented the unconfirmed minutes of the meeting held on the 6<sup>th</sup> April 2016, copies of which had been circulated. The Board RESOLVED that the minutes should be received.

970 MATTERS ARISING

(a) Draft Culvert & Bridges Terms of Reference - Minute 921(a)

The Chief Executive pointed out to the Board item 3 – "Powers of the Committee". He stated regarding this section the Board has been approached by a Land Agent to replace two culverts and a bridge. The Officers have assessed the three crossing points for the needs of the Boards machinery and concluded that the Board does not need them, although the Board does use them there are other

alternative crossings. The Officers have gone back to the Land Agent and said the Board is not interested in renewing them. The Agent has interpreted the wording of the Culverts & Bridges Policy for his own benefit and if we were going to follow his request we would be receiving circa £7k contributions at a cost of £9k for the Board.

He continued that the Culvert & Bridges Policy has served a purpose so far and it has now evolved and moved on into the realms of bridge replacement in particular, a procedure which does not take into consideration how often the Board uses these crossings. The Chief Executive proposed a review of this policy with regard to usage of these crossing, albeit both culverts or bridges (i.e, if we were to use this crossing once a year for summer cutting, what sort of contribution should we be offering with regards to its overall cost).

The Chief Executive added it has made us realise using this scenario, which could be similar for other landowners, the policy should be looked at in more detail. There are several items following the Culverts & Bridges Committee meeting which have been left with the Chief Executive and Operations Manager until the policy is reviewed.

The Chief Executive then asked if he could call an extra ordinary meeting of the Culverts & Bridges Committee to assess this policy. This was AGREED.

Mr M Rollinson asked for the reason behind the landowners request for replacement of the two culverts and a bridge. The Operations Manager responded that two of the crossing points are on a track and the main crossing point over the pump drain is a bridge which in its current state would be replaced with a culvert if the Board was going to replace it. At the time of the meeting with the landowner, the landowner did not know whether the next person that rented the farm would use the farm in the same way, they may re-configure the land and use it differently, the landowner said that there may not be an issue with the access track and the landowner would be quite happy to replace two culverts and not consider the bridge replacement. The Operations Manager gave him a copy of the Culverts & Bridges policy as it stood at that time, which is available on the Board's website.

Mr M Rollinson expressed that this policy was set up to replace culverts, the old helcro culverts which were collapsing, this policy was not drawn up to put bigger and better culverts for bigger machines. The Chief Executive responded that one of these culverts is a helcro which is collapsing. He had not comprehended this.

The Operations Manager continued that one has partially collapsed and he had contacted the previous tenant who was not forthcoming with a contribution. The Operations Manager stated that he had told the tenant he would monitor it and if it collapses blocking the watercourse it would be removed.

Mr P Holmes asked how we would stand if we alter the wording of the policy with regard to these negotiations. The Chairman stated that ongoing negotiations would have to be progressed on the present rules. Adding that as a matter of urgency a meeting of the Culverts & Bridges Committee is to be called to discuss the policy wording.

The Finance Manager stated that if the Board wanted to put everything on hold until a new policy has been agreed they could do this. The Board agreed from this meeting that the policy should be suspended and taken down from the website.

971 MINUTES OF THE AUDIT & RISK COMMITTEE MEETING - Agenda Item 5(d)

The Audit & Risk Committee Chairman presented the unconfirmed minutes of the meeting held on the 27<sup>th</sup> April 2016, copies of which had been circulated. The Board RESOLVED that the minutes should be received.

972 MATTERS ARISING

(a) Additional Committee Consultation with Internal Auditor - Minute 930(a)

The Chairman of the Board stated, regarding the recommendation from Mr D Gowing, a request for an independent person to review the senior management salaries and wording that they should "sit on the Executive Committee". The Chairman of the Board stated that previously the Chairman and Vice Chairman would discuss this in the first instance and then present to the Executive Committee. Therefore, he felt that it would be better if the independent reviewer met with himself and the Vice Chairman of the Board then the benchmarking report and recommendations be brought to the Executive Committee.

Cllr M Brookes responded that the Internal Auditor (Mr D Gowing), had recommended that it be done that way, but as long as an independent person reviews the senior management salaries then the Internal Auditor will be happy. Cllr M Brookes then asked if it would be an idea to mention this to Mr D Gowing to make sure that he agrees with this view of his recommendation. The Chairman of the Board responded that the Internal Auditor can only advise.

The Chairman of the Board then confirmed that he had contacted the Independent reviewer and the work to perform a review would be carried out in early autumn.

(b) Practitioners Guide Governance & Accountability for Smaller Authorities - Minute 939

The Finance Manager stated that a presentation on the new Practitioners Guide will be at Agenda Item 6.

The Chairman thanked Cllr M Brookes for the very useful work that the Audit & Risk Committee do to help take a lot of the work away from other Committees.

973 AUDIT & RISK DRAFT TERMS OF REFERENCE - Agenda Item 5(d)(i)

The Finance Manager presented the Audit & Risk Committee Terms of Reference which were reviewed by the Audit & Risk Committee on the 27<sup>th</sup> April 2016. He asked the Board if they had any questions regarding the amendments detailed in red. There were none.

The Board RESOLVED that the Audit & Risk Committee Terms of Reference be adopted.

974 RISK MANAGEMENT STRATEGY - Agenda Item 5(d)(ii)

The Finance Manager presented the amended Risk Management Strategy Policy which was reviewed by the Audit & Risk Committee on the 27<sup>th</sup> April 2016 as detailed in pages 42 to 64. There is a review of a paragraph on page 50 detailed in green which has been brought to the Boards attention. The Finance Manager presented a slide with an additional paragraph for recommendation to the Board;

***The proposal to carry out future capital and maintenance works on the current Environment Agency pumping stations and main rivers within the catchment will introduce increased risks to the Board.***

***The Board's existing risk management plans and policies will be applied to the works programmes with a special emphasis on Policy No. 41, Public Sector Co-Operation Agreement Policy "The signed agreement must be returned and orders provided prior to the commencement of any works".***

The Finance Manager then highlighted the amendments as detailed in red, with two changes to the scores;

- 1.6 Risk of Claims from Third parties for damage to property or injury. This has been increased as a potential likelihood of risk MEDIUM which has increased the risk level to "4".
- 8.5 Risk of Cyber Attack - with the additional work which has been carried out regarding digital encryption and the retiring of the old server, the potential impact risk has been reduced to MEDIUM which equates to a risk level of "4".

The Board RESOLVED that the Risk Management Strategy Policy be adopted to include all amendments and the additional paragraph above.

975 FINANCIAL REGULATIONS POLICY - Agenda Item 5(d)(iii)

The Finance Manager presented the amended Financial Regulations Policy on pages 65 to 69 which were reviewed by the Audit & Risk Committee on the 27<sup>th</sup> April 2016.

He stated the amendments are detailed in red, with particular attention to paragraph 9.6 on page 68, the Committee recommends that the limit on the Chief Executive and Finance Manager credit card is increased from £2,500 to £5,000 which is still within the £10,000 governance limit.

The Board RESOLVED that the Risk Management Strategy Policy be adopted.

976 PROCUREMENT POLICY - Agenda Item 5(d)(iv)

The Finance Manager presented the amended Procurement Policy on pages 70 to 73, which were reviewed by the Audit & Risk Committee on the 27<sup>th</sup> April 2016.

He stated that the amendments are detailed in red, they are mainly in order to make the policy more stringent.

The Board RESOLVED that the Procurement Policy be adopted.

977 PUBLICATION SCHEME POLICY - Agenda Item 5(d)(v)

The Finance Manager presented the Publication Scheme Policy on pages 74 to 77 which was reviewed by the Audit & Risk Committee on the 27<sup>th</sup> April 2016.

There were no amendments. The Board RESOLVED that the Publication Scheme Policy be adopted.

978 DATA PROTECTION POLICY - Agenda Item 5(d)(vi)

The Finance Manager presented the Data Protection Policy on pages 78 and 79 which was reviewed by the Audit & Risk Committee on the 27<sup>th</sup> April 2016.

There were no amendments. The Board RESOLVED that the Data Protection Policy be adopted.

979 MINUTES OF THE ENVIRONMENT COMMITTEE MEETING - Agenda Item 5(e)

The Environment Committee Chairman presented the unconfirmed minutes of the meeting held on the 4<sup>th</sup> May 2016, copies of which had been circulated. The Board RESOLVED that the minutes should be received.

Mr P Robinson asked if a review could be done of the recorded meeting notes regarding questions asked on the item pertaining to the Leasing of Fishing Rights for Borrow Pit 2, which he has no recollection of saying.

980 MATTERS ARISING

(a) A Presentation from the Fishing Syndicate regarding Leasing the Fishing Rights for Borrow Pit 2 at Bourne North Fen, Twenty - Minute 944

The Chief Executive stated, regarding the paragraph stating that a "full presentation will be circulated to the Committee Members" for a review of the fishing rights.

He proposed that himself and the Chairman of the Environment Committee proceed with a final review on the Fishing Syndicates application and then send a report to all the Members for any final comments before going back to the Fishing Syndicate regards to moving forward. He added that the review will include recommendations from the Committee and a couple of extra items the Fishing Syndicates have reintroduced that the Officers wish to amend. Once the Members have reviewed the report it will then be presented to the Board at the meeting on the 2<sup>nd</sup> November 2016.

Mr P Holmes asked if the Fishing Syndicate were happy with this time scale. The Chief Executive responded yes they are.

(b) High Profile Watercourse Assets - Minute 945(c)

Mr P Robinson asked if there had been any responses regarding vegetation on the North Forty Foot bank.

The Operations Manager responded that some flail mowing of the yellow flower has been done and he believed that if we continue to flail it, it will possibly be the best approach to try and control it.

The Chairman stated that Lincolnshire ADA Environment Committee have mentioned it at their meeting and also a report paper regarding oil seed rape which is available.

The Chief Executive added that the paper is not available for today's meeting, Lindsey Marsh IDB were introduced to this scenario 10 years ago and their Environmental Officer Chris Manning put a paper together. The paper is available if any Members wished to review it. The conclusion to this paper is that it will cost an awful lot of money to remove the problem. The report evaluated that the yellow flower is only where the yellow flower has been grown in fields and spread via combines, blown out into maintained or non-maintained watercourses. Where the yellow flower has not been grown then there is not a problem. Since the report 10 years ago, Lindsey Marsh IDB chose not to do anything further. Today there are a lot more yellow flowers in watercourses.

Mr P Robinson continued that he had mentioned the yellow flower was at the back of the Boston cricket ground, he asked how did it come to be there, was it from rape seed. He added that it had been discussed previously that it might weaken the banks as it grows and smothers out the grass.

Mr J Atkinson commented that there is more than one type of yellow flower around on the banks and not always the yellow flower grown in fields.

The Chief Executive clarified that Lindsey Marsh's report was referencing to rape seed and now we know that there are a few different strains or varieties of yellow flower that's why it is being referred to as "yellow flower".

Mr P Holmes stated that the Committee established that it was not a drainage board problem because it is unique to rape growing areas, it is clearly a rape or some sort of derivative of rape and that we weren't obliged as a Board to do anything about it and this is what Lindsey Marsh IDB established also.

The Chief Executive then added that he does not know how many kilometres length of watercourses with yellow flower have been cut but it will be interesting to see next year what is there and has it been able to reproduce seed. Then it can be ascertained where the problems are, this will also affect other IDB's and it could cost a lot to eradicate the problem

Mr P Holmes stated that at this time of year the Board is not allowed to mow very low on the drain banks due to ground nesting birds, but Boston Borough Council are mowing roadsides short. Ground nesting birds would not be able to distinguish drain bank from roadsides to nest.

Mr P Robinson then questioned regarding the drain at Peter Paine Centre, which is not near any farmer's field, were the yellow flower could be weakening the bank. If this yellow flower continues to grow, then some green material will need to be reintroduced to strengthen the banks.

Mr R Leggott then commented that a member of the public had asked when was the Board going to get rid of all that yellow flower. He explained to him that the Board were going to lessen it within normal operational mowing and hopefully let the grass re-establish. This person saw the sense of that Mr R Leggott added that the Board may need to keep looking at it as a weed to tackle. Mr R Leggott felt that a public response will be why are the Board not getting rid of the yellow flower. Regarding the type of flower, a neighbouring field grew mustard seed. Mr R Leggott stated he grew swede seed all with different yellow flowers. There is also wild mustard seed, some of it in places where farmer's fields are not directly near to watercourses so it could be wild mustard seed.

Mr M Rollinson added that there are yellow blossom clover in ELS seed mixes along buffer strips which has a yellow flower.

Mr R Leggott stated that we are not losing public opinion by establishing or adopting measures which will help establish the grass over the yellow flower. We will also be doing advantageous works by lessening damage to banks for the future.

Mr J Atkinson stated the birds are not nesting in this yellow flower they only seem to nest in the grass around it and we are not doing any dis-service by getting rid of it.

Mr P Holmes added that it is not our decision on mowing cutting heights, it was advice taken from our environmental advisors and they stated that nesting birds are legally protected so we are working under the constraints that we are under. If it were our choice, we would mow as close to the bank as possible.

The Operations Manager recommended that possibly the Board could have an area controlled and use it as a test area so the results could be reviewed going forward. The yellow flower is prevalent throughout the area and the Operations Manager did not know how many kilometres are within the Boards area. Once identified use the control area to ascertain the affect from continually flail mowing it regularly.

Mr R Leggott suggested that we have more than one area, one in an area where we would not expect yellow flower to be and one in an area where we expect yellow flowers to be then record the results for review.

Mr P Holmes added that if landowners are concerned about the yellow flower in the drain and have access to their own mowers there is no reasons why the landowner shouldn't mow it themselves.

The Chief Executive responded that Mr J Atkinson has kindly volunteered trials on his land. There are other areas of contaminated banks which the Board maintain and there may be several owners along a single stretch of drain. He then stated a number of landowners have been approached to mow, with a reduction in compensation payments, (as this would be additional to that budgeted), some landowners have said no. This means that along a single stretch of drain some sections can be flail mowed and then another section the flail mower cannot enter.

Mr M Rollinson, suggested that this section could be used as a trial section to demonstrate operational mowing to see if it is removing the problem and encourage other landowners. The Chief Executive agreed.

The Chairman of the Environmental Committee stated that these minutes be moved and any resolutions contained therein be approved by the Board. All agreed.

981 MINUTES OF THE EXECUTIVE COMMITTEE MEETING - Agenda Item 6

The Executive Committee Chairman presented the unconfirmed minutes of the meeting held on the 17<sup>th</sup> May 2016, copies of which had been circulated. The Board RESOLVED that the minutes should be received.

982 MATTERS ARISING

(a) Period 9 Management Accounts & Forecast - Minute 953(a)

The Finance Manager stated that the £78,774 Flood Defence Grant in Aid has now been received.

(b) British Gas Formal Complaint - Minute 953(a)(iv)

The Finance Manager reported slow progress was being made with British Gas however some progress is being made to resolve the problems getting everything transferred over. An official complaint has been lodged through the Boards energy consultants, they have stated that they will not claim their administration time but they will make a claim for the Board.

(c) Pay Settlement 2015/16 & 2016/17 - Minute 953(b)(ii)

The Chairman reported to Members that the Black Sluice pay settlement of 1% has been paid on account for 2015/16. He stated that the ADA Pay & Conditions Committee still have not resolved with the Union a pay settlement for 2015/16 or 2016/17.

The Unions were to ballot for strike action and lots of IDB's areas were really concerned that a strike would have carried and there would have been a call for a strike in lots of the IDB areas.

He reported that a meeting was called for all IDB's Chief Executive's and Chairmen on the 2<sup>nd</sup> June 2016 of which only four Chief Executives turned up and three Chairmen. The Chairman of the ADA Pay & Conditions Committee did not attend, nor the Secretary to the ADA Pay & Conditions Committee. The Chairman stated that the meeting was held and he read the following letter which is going to be sent to the Union;

The suggested letter:

- 2015/16 could not be altered and that on the basis that the 1% could not be undone, we asked the Unions to accept that.

- 2016/17 an additional payment would be made as a gesture of good will of 0.4% on the salary rates which would amount to £2,500 for most drainage boards and would be taken from reserves so it would not impact on the penny rate. This would recover the big issue the Unions have about the rise of national insurance of 0.4%. It would be done as a one off payment and would not be incorporated into future wage rates.

The Chairman stated it is a gesture of goodwill to offset the increase in national insurance contributions to be made to employees therefore the 2016/17 pay offer would be a total of 1.4%.

The Chairman stated that this letter has been sent to all the Lincolnshire IDB's and the Union.

The Chairman apologised to the Board Members that this decision had to be taken as the Executive Committee had concerns from several drainage boards that there could be a strike. The Chairman and Chief Executive were disappointed at the turn out at the meeting on the 2<sup>nd</sup> June 2016. He then stated that South Holland IDB had said that they would have paid 1.5%, and they could have already paid 1.4% and they are members of the ADA Pay & Conditions Committee also. Mr M Rollinson asked if South Holland IDB attended the meeting. The Chairman responded no they did not attend explaining communication had been received thorough the Secretary of Lincolnshire ADA that they would pay 1.5%.

Mr M Rollinson expressed that the Chairman had done a good job, as he had believed at the Executive Committee meeting he was firmly in favour of sticking with ADA Pay & Conditions Committee but he fears it has become farcical when the Chairman and the Secretary don't turn up to the meeting. He enquired if letters had been received from the representatives who did not turn up. The Chairman responded that the Chairman of the ADA Pay & Conditions Committee had spoken with all member IDB's asking what they all felt. The Chairman of the Witham 4<sup>th</sup> was in favour of sticking with 1%.

The Chairman believed that every drainage board seemed to be working to a different set of rules on how they actually pay their workforce so there is not a hard and fast way of doing things. Those attending the meeting felt the ADA White Book which details workforce grades needs a serious overhaul to try and get all drainage boards on a level footing.

The Chairman believed that a lot of bad will was being created throughout the industry which was not good.

Mr P Holmes then asked if this was an end to the ADA Pay & Conditions Committee. The Chairman responded that there were so many issues with the ADA White Book that possibly the way forward is probably the Chief Executives and possibly the Chairmen of Lincolnshire IDB's will have to get together to sort it out.

The Chief Executive informed Members that an extraordinary meeting has been called for the ADA Pay & Conditions Committee on 17<sup>th</sup> June 2016. Followed by a meeting of the Lincolnshire Clerks on the 21<sup>st</sup> June 2016 which includes all Lincolnshire IDB's Chief Executive's and Finance Manager's.

He added that if it was not on the agenda then he would introduce an agenda item regarding the ADA Pay & Conditions Committee with a view to putting forward proposals. Also coincidentally there is the Lincolnshire Branch ADA meeting at Woodhall Spa on 14<sup>th</sup> July 2016.

The Chief Executive believed it needs to have more Officer involvement but obviously there is the scenario around simplifying the terminology and negotiating pay rises by individual IDB's. He anticipated that it should be resolved or proposals put in place at the Lincolnshire ADA branch meeting.

The Chairman stated that he would be unable to attend the meeting called for 17<sup>th</sup> June 2016. He explained that as discussed the Board will sort funding out through efficiencies in order that it does not impact on the penny rate. A strike would be very damaging not only to the people who strike but those that don't go on strike. Cllr P Bedford asked if the Chairman seriously felt a strike would have happened. He responded that a number of IDB's felt that it would. Mr P Pridgeon said the morale within his own IDB was very poor, the workforce feeling that they have been put upon.

Mr P Holmes asked if the Chairman was not attending the meeting on the 17<sup>th</sup> June 2016 will there be other members who agreed to the 1.4% present. The Chairman responded that no attendees who agreed to the 1.4% would be present but that they will have the letter which has been sent to the Union and he had discussed by telephone with the Secretary of the ADA Pay & Conditions Committee.

Mr M Rollinson expressed that the ADA Pay & Conditions Committee has been farcical for over 18 months now albeit there is strength in numbers if you have a strong advisory committee but perhaps it is time to negotiate our own settlement.

The Chairman responded that it has been farcical since the previous agreement which only ran for 3 years which was tied to an inflationary average weekly earnings figure posted on the last Sunday of the year in the Times, which worked well and took the negotiations out.

The Chairman added North Level are still using this and their wage rises have been sometimes more than 1%, but one year it was 0.67% so it is swings and roundabouts, it would be far better to get this agreement again. The mistake was to only have it for 3 years it should have been fixed as it worked well.

Mr P Holmes added that with no negotiations it takes away the bad blood between the workforce and the Board.

The Chairman added that in those that did attend the meeting, there was a willingness to try and bottom this whole problem with the white book issue. All IDB's are paying workforce differently, ie the Upper Witham have placed all workmen on one single craftsman's grade and purchased vans.

Mr R Leggott asked for an agenda item to be included to agree a way forward which is agreeable not only to the Clerks and the IDB's but also the Union should not be missed off the agenda. He concluded the Board consider using the previous calculator in order to move away from this conflict.

The Finance Manager stated the terms of reference for the ADA Pay & Conditions Committee need to be such that they are directed. They are only a subcommittee of Lincolnshire ADA so therefore they need in their terms of reference what they are required to do. The Chairman reported that in the meeting with the Unions, a Union representative from District was present and he asked a pertinent question "has the ADA Pay & Conditions Committee any decision making power". The reply was no, the Unions then realised that that Committee was only advisory.

Cllr P Bedford believed that the terms of reference of the ADA Pay & Conditions Committee need sorting.

Mr M Rollinson explained the Chairman of the ADA Pay & Conditions Committee mentioned that other IDB's are arguing that they are not public sector employees, but it is how you interoperate the government advisory pay cap.

Mr P Holmes expressed that it is paramount as a Board and the position that the Board is in, that moving forward we maintain the highest quality of operatives possible and if that means paying a little bit more to keep these operatives then I see this as a no-brainer. We shout that we are a Board who prides ourselves in the quality of our workmanship and that can only be maintained by employing the best people out there.

The Chairman then asked if members were reasonably happy with what has been done already and hopefully the Unions will agree. The Board AGREED.

(d) 2016/17 Plant Purchase Proposals - Minute 953(c)

The Operations Manager stated that the Hitachi ZX 210LC-5B did not pass its PDI test on the first inspection. A quick hitch and an increase in the counter weight has been fitted and it is now operational.

(e) Period 12 Management Accounts and Forecast - Minute 954

The Finance Manager stated that the Period 12 management accounts are detailed on pages 99 to 101. He added a breakdown was given to the Executive Committee as detailed in the minutes and these figures will then feed into the unaudited financial statements at agenda item 7 and the annual return at agenda item 8.

The Finance Manager asked if there are any questions. There were no questions.

(f) Internal Auditors Report 2015/16 - Minute 956

The Finance Manager stated that in the Internal Auditors Report as detailed on pages 102 to 107, there were a few recommendations which are detailed on that report. They have all been dealt with and the management responses detailed have been approved by the Audit & Risk Committee on the 27<sup>th</sup> April 2016 and the Executive Committee on the 17<sup>th</sup> May 2016.

The Chairman highlighted to the Board that the Board still has Substantial Assurance.

(g) Bourne Fen Farm Trust Fund - Minute 957

The Finance Manager reported the Bourne Fen Farm Trust Fund accounts for 2015/16 are detailed on pages 108 & 109. The Executive Committee Members are trustees for this fund and Brewin Dolphin are reviewing the governance and how this fund is managed. The Finance Manager added that the only change going forward will be to the name of the fund. This will be changed to "Bourne Fen Farm Trust Fund" rather than Black Sluice Internal Drainage Board.

(h) Wyberton Charities Compensation Claim - Minute 958

Mr R Leggott declared an interest and offered to leave the meeting stating he is a landlord on the next portion of land. The Chairman said he didn't think he needed to leave.

The Chairman explained the Executive Committee had reviewed this compensation claim, the report detailed on pages 110 to 112. The Executive Committee felt there was no claim.

The Chairman explained this was due to an unfortunate process of events with an odd mistake here and there not necessarily the Boards fault. When Mr Chester asked why they weren't paid any compensation at the time when the drain was dug out. He was told the Board had paid someone in error through a claim, which is disappointing from their point of view.

The Board received a long letter from Mr Chester which states everything which has ever happened including a section about a Board Member. The Trustees of the Wyberton Charities would have liked to take this matter further but being a very small charity working on a small budget they cannot. They hope the Board can show some charity on this matter.

The Chairman stated that the Chief Executive had pointed out to Mr Chester that we are custodians of public money. The Chairman asked Members of the Board do they want to back the Executives recommendation or take a completely different position? The Board AGREED to accept the Executive Committees recommendation.

(i) Nine Day Fortnight Proposal - Minute 959

The Finance Manager stated that the report is detailed on pages 113 to 116, the recommendations from the Executive Committee to send a consultation document to all employees with responses to be returned by 14<sup>th</sup> June 2016 indicating whether in favour or otherwise, plus any additional comments. He tabled the consultation responses for the Board to review and once a decision is made will be implemented as agreed by the Board.

Operational Workforce

The Finance Manager explained this is made up of the workmen and the works supervisor, they all responded to the consultation document, and all were in favour of the nine day working fortnight.

The working times detailed in the proposal 7:15am to 4:15pm. Nine responses requested a standard working day of 7am to 4pm. There were some concerns that in winter 7am would be dark. The management considered and felt that it would be for a short number of weeks and would include the Christmas break. The Board may decide that this could be relaxed to 7am to 4pm.

One respondent stated that they would lose money for not travelling on the non-working Friday so could the finishing time on the Friday they work be 3pm? The Board responded no to this request.

One respondent asked if they could go back to fortnightly pay. The Board responded that monthly pay is currently in place and is to remain the same.

The Finance Manager asked if the Board agree to the operational workforce introducing the nine-day fortnight from the 18<sup>th</sup> July 2016, this is as the cutting season's starts.

#### Office Staff

All of the office based staff responded to the consultation document, one respondent indicated that they would not be in favour of adopting the nine day working fortnight. The rest of the staff indicated they would be in favour.

It was asked if there would be any standard core working hours, the management responded that with consultation with line managers and the management team we would agree core hours for each individual person, and if they wanted to vary that on flexible working we could do that adhoc by agreement.

The other concern was cover for reception but actually with the part time staff and the member of staff that has decided they were not in favour of the nine-day fortnight it has worked out that two people will be there anyway. The only time it may be an issue is during annual or sick leave.

A question was asked if there would be a change to office hours, management have stated that they have no plans to change the office hours and they will stay as they are.

The Finance Manager asked if the Board agree to the office staff introducing the nine-day fortnight staggered from the 11<sup>th</sup> July and 18<sup>th</sup> July 2016 as due to a slight oversight to allow the hours to be accrued before starting to take alternate Fridays off.

Cllr M Brookes asked to confirm that the proposal is now to start at 7am rather than at 7:15am, and asked if this will not cause a problem with the darker days as this time was going to be used for vehicle maintenance. The Operations Manager responded that the hours worked now depends on the sites they are working. The hand labour gangs predominately in the winter time go out together in the works vehicle, they come into the yard first and then go out to site and that can be three quarters of an hour away, so by the time they get there it can be daylight anyway.

The Board AGREED to implement the recommendation for the nine-day fortnight.

The Finance Manager stated as detailed in the minutes there has been a change in the accounts and audit regulations, one of these changes is that the Annual Governance Statement has to be approved before the Board can approve the financial statements and the annual return. The practitioners guide was presented in full to the Audit & Risk Committee on the 27<sup>th</sup> April 2016. He explained section 1 which relates to the Annual Governance Statement, which he has simplified into assertions 1 to 8 and presented a brief slide show detailing how the Board meets this criteria;

#### Assertions 1

We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.

- Budgeting
- Accounting Records and Supporting Documents
- Bank Reconciliation
- Investments are reviewed by the Executive Committee
- Statement of Accounts and the Annual Return

#### Assertion 2

We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.

- Standing Orders & Financial Regulations
- Safe & Efficient Arrangements to Safeguard Public Money
- Employment records are all kept up to date and the PAYE is paid
- VAT is submitted on a quarterly basis
- Fixed Assets & Equipment registers
- Loans & Long Term Liabilities (if we had any) would be reported through the accounts
- Review of Effectiveness which is done during the Board meeting and other Committee meetings

#### Assertion 3

We took all reasonable steps to assure ourselves that there are no matters of actual or potential noncompliance with laws, regulations and proper practices that could have a significant financial effect, on the ability of this smaller authority to conduct its business or on its finances.

- Acting within its powers, the Land Drainage Act is frequently referred to
- General power of competence
- Regulation & Proper Practices
- Actions the Board take during the year

#### Assertion 4

We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.

- Exercise of Public rights is such as we are currently advertising on the Boards website and on the noticeboard in reception. From the 16<sup>th</sup> June 2016 for 30 days the public can come and inspect the annual return and any documents contained. Then a notice for closure of audit is issued once the external auditors have completed their review. Three examples of how we have corresponded with the public on complaints and queries are due to be sent.

The three different queries are examples we are going to send (as we have not had any complaints this year), detailing how we have responded to them, and then if they require any further information they will let us know.

- External Auditor's Review

#### Assertion 5

We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.

- Identifying & assessing Risks, today the Board has reviewed the Risk Management Strategy and the register is at agenda item 9
- Addressing Risks, the Board constantly improves those risk and scores and anything we cannot adequately cover we seek external insurance

#### Assertion 6

We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.

- Internal Audit, the Board reviews the internal audit report and have substantial assurance
- Provision of Information

#### Assertion 7

We took appropriate action on all matters raised in reports from internal and external audit.

- To warrant a positive response to this assertion, the authority needs to have considered all matters brought to its attention by its external auditor and internal audit and taken corrective action as appropriate. There were three items in the internal audit report which have been actioned. Last year there were no matters raised from either external or internal audits.

#### Assertion 8

We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.

- Significant Events - The authority needs to have considered if any events that occurred during the financial year (or after the year-end), have consequences, or potential consequences, on the authority's finances. If any such events are identified, the authority then needs to determine whether the financial consequences need to be reflected in the statement of accounts.  
The example of this can be given as British Gas and the problems we have had transferring supplier, whereby we put a provision into the yearend accounts to cover any additional costs we expect to receive as well as the general pre payments which have been made throughout the year.

The Board approved the Chairman and Finance Manager to sign the Annual Governance Statement.

984 APPROVAL OF THE UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDING 31<sup>st</sup> MARCH 2016 - Agenda Item 7

The Finance Manager stated the unaudited financial statements had been circulated under a separate cover and had been reviewed by the Executive Committee at their meeting on 17<sup>th</sup> May 2016.

The Finance Manager stated the unaudited financial statements summarised figures have been taken direct from the management accounts. The annual governance report is on page 6 which has been approved in the previous agenda item. He asked the Board to agree that the Chairman and himself sign to say that we agree with the statement of responsibilities, will agree that the balance sheet is a true representation of the yearend figures and these figures will then be placed into the annual return.

The Board RESOLVED that the Unaudited Financial Statements should be approved and that the Chairman and Finance Manager should sign the Balance Sheet, Annual Governance Statement and Statement of Responsibilities.

985 TO APPROVE AND AUTHORISE THE CHAIRMAN TO SIGN THE ANNUAL RETURN FOR THE YEAR ENDING 31<sup>st</sup> MARCH 2016 - Agenda Item No 8

The Finance Manager outlined to the Board that Section 2 of the Annual Return summarises the Boards official accounts for the year ending 31<sup>st</sup> March 2016. He added that the Annual Governance statement at Section 1 with the Boards approval will be signed to say this has been prepared and is a true representation. The Chairman will be asked to sign approving these accounting statements upon approval of the Board.

The Board RESOLVED that the Annual Return should be approved and that the Chairman and Finance Manager should sign the Annual Return for the year ending 31<sup>st</sup> March 2016.

The Finance Manager informed the Board that these will now be sent to the External Auditor on the 16<sup>th</sup> June 2016.

986 TO REVIEW THE RISK REGISTER - Agenda Item 9

The Chairman presented the risk register on page 132.

The Board RESOLVED that the Risk Register be accepted.

987 TO RECEIVE A REPORT ON THE BOSTON BARRIER - Agenda Item No 10

The Chief Executive reported questions have been received from a Board Member the answers are on pages 133 to 136. He had a meeting with Mr Adam Robinson, the Boston Barrier Project Manager, regarding specifically these questions in terms of understanding their answers. The Chief Executive added if members had any questions he was unable to answer but he would relay them back to Mr A Robinson and seek further assistance.

Cllr P Skinner asked if a tidal event happened at the same time as a fluvial event, with the event in December 2013 in mind, would the increase in water volume take some of

the banks out. The Chief Executive answered that if such an event were to happen then Boston would have been evacuated.

Cllr P Skinner reiterated that with the Boston Barrier in place it would increase the risk because the water level will be higher. He added in a tidal event, with the wind holding the tide in, you have increased the level of the water in the river Haven. The Chief Executive responded the interpretation of the forecasting at what time the barrier is raised in relation to the tide prediction.

Cllr P Skinner added that this increases the argument for increasing the height of the banks out to the Wash. The IDB's should be responsible and push forward for this to be done. If these banks do not hold then the barrier is a waste of time. The Chairman responded that this is one of the reasons why the Board has asked for the five pumps at Black Sluice pumping station.

The Chief Executive referred to a diagram and pointed out sediment siltation on the bed on both sides of the approach, i.e, the water will flow both ways, tide going in and out there will be a series of ruffles blocks that the water will go through to increase the flow and increase the movement of the silt.

The final design has not been implemented yet and it is deep enough in theory to not hit a boats hull so there will be some control mechanism to be put in place regarding what boat sizes travel at which tide heights is passable and possibly some protection device. The increase in the flows is shown in a diagram at the top of page 135.

The Chief Executive then highlighted a question "How far down the Haven do the concrete protection walls go?" which has been answered on pages 135 & 136. He added that the earth banks down towards the mouth of the Haven have been surveyed and any low sections are being raised to +6.35m OAD as part of the Boston Combined Strategy.

This work is being planned for construction through 2017/18. Both Black Sluice IDB and Witham 4<sup>th</sup> IDB are in negotiations with the EA to complete these works within the Public Sector Co-Operation Agreement in line with the time scale of barrier construction.

The Chief Executive reported climate change calculations had stated it could have been upto 70 years before those banks were raised and this caused alarm to a lot of residents and local Councillors. The EA then explored the different combinations and through the Boston Combined Strategy and the efficiencies IDB's can offer through the Public Sector Co-operation Agreement, the IDB's can offer savings rather than the EA going through their appointed contractors.

The Finance Manager clarified that we will be doing these works as a Contractor rather than as a responsibility, through the Boards Public Sector Co-operation Agreement.

The Chief Executive tabled papers received this week from the EA Consultants, the Transports and Works Act on the Boston Barrier proposals, two notifications - one the works affecting an area under the control of the Harbour Authority as defined in section 57(1) of the Harbours Act and the other is works affecting the Banks or Bed or Sub soil beneath a Canal or Inland navigation not comprising of the undertaking of the Canal and Rivers Trust or any of the reservoirs, feeders, sluices, locks, lifts, drains and other

comprised in or servicing such Canal or Inland navigation; he added this is a lot of legal jargon but he selected a few items to be highlighted to the Board a "Scheduled Works", and the "Maintenance Works on the barrier once completed" which will be carried out on monthly, yearly and 5 yearly basis.

If any Members would like to view these documents, please inform the Chief Executive.

Cllr C Brotherton asked if in a fluvial event, would the width of the barrier be enough to let out the volume of water. The Chief Executive clarified that the combination of the Grand Sluice opening sluices which is 18 metres and the Black Sluice sluices opening width which is 12 metres giving a combined width of 30 metres. The barrier is a 25 metre opening which is a reduction of 5 metres but there is a restricting point between the Grand Sluice gates and Haven Bridge so that will compensate for the 5 metres.

The Chief Executive added there are no pumps at Grand Sluice and if we were in full fluvial flow with the sluice gate and navigation lock open it would be a very rare event that we would be pumping as the volume of water going through both channels would be greater.

Cllr P Skinner asked if the Navigation Lock would open in its current design as it only discharges through the outfalls. The Chief Executive responded that the Navigation lock now works, following the tidal surge, the mechanics have been repaired.

988 TO RECEIVE THE MINUTES OF THE ADA LINCOLNSHIRE BRANCH - Agenda Item 11

The Chairman presented a copy of the ADA Lincolnshire Branch minutes which were circulated with the Agenda for information. Mr P Holmes noted the Chairman's title was stated wrongly on the minutes, the Chairman responded that this has now been amended.

989 REPORTS - Agenda Item 12

(a) Monthly Accounts - Agenda Item 12(a)

The Board RESOLVED that the Board's monthly accounts which included February to May 2016, copies of which had been circulated, were noted.

(b) Schedule of Consents - Agenda Item 12(b)

The Chief Executive presented the Schedule of Consents on pages 158 to 160, he then stated that he would present screen slides on a few proposed developments of which no decisions are required to be made, but several points of interest on some large developments;

(i) 9m Byelaw Application - Proposed 2 dwellings on development Land on south bank of Drain 5/30 (Kirton Drain)

The Chief Executive presented a slide explaining that this proposal does not require a byelaw application as it is outside the 9 metre strip. He explained there are two very large residential properties proposed on land in Kirton on the south bank of Drain 5/30.

The concern is they are showing a 9 metre maintenance strip at the rear of each property's garden albeit with gates. The new owners of these properties may not realise that a large machine will be travelling along the 9 metre strip at the bottom of their garden to maintain this drain.

The Chief Executive will discuss with the Architect to make him understand that a 20 ton machine will be carrying out maintenance work along this 9 metre strip at the bottom of these properties gardens.

A response will be sent to the Architect making a clear indication to the prospective purchasers that the Board has a right of maintenance through the gardens of these properties and in addition the depositing of material, de silting will be left on the bank sides.

Mr R Leggott asked if the wording could be improved to include a warning. The Chief Executive clarified that a very precise wording detailing this will be sent to the Architect. Mr R Leggott then asked will the purchasers see this exact wording, the Chief Executive responded that we can request the Architect relay this exact response to the purchaser.

Cllr P Bedford asked if the Boards response be sent to the Boston Borough Council Planning Committee it could be added to the conditions for planning permission.

Mr J Atkinson raised the point of plant machinery in the future may increase in size and could require larger access strips. The Chief Executive agreed and concluded the Land Drainage Act stipulates 9 metres as a maximum.

Mr J Fowler asked if the planning committee stipulated the property should be raised for flood risk purposes. He concluded that if the owners wanted to landscape their gardens per se, should the Boards response include the 9 metre strip be on a level basis. Mr P Holmes agreed and added that the land is very low at this point.

(ii) SHDC Planning Application H04-0244-16 - Residential development of 73 dwellings land off Malting Lane, Donington

The Chief Executive presented a slide of a development in Donington which has previously been introduced to the Board with possible concerns over surface water discharge. The developer has found a rising main which runs through the site, a condition from Anglian Water this cannot be built over because of easements, so a proposal has been received from the developer regarding surface water feeds into a Boards maintained watercourse. The Chief Executive stated that investigations are being undertaken to see if we can connect into the pipe on Malting Lane.

Surface water from the rear of the site will discharge into a proposed balancing pond and then move into an open riparian drain which feeds into a maintained watercourse. With the complexities of this site investigations are ongoing into a length of piped watercourse which is close to or under a building which should be considered for adoption. The Chief Executive clarified that currently this is for information only.

(iii) BBC Planning Application B/16/0052 - Proposed 63 dwelling residential development land off Station Road, Swineshead

The Chief Executive informed Members of an application which had been received over a year ago for 14 properties which had approval for a new cut drain to connect into a maintained watercourse.

An additional application has been received from this developer as he has purchased further land and the site is now planning 63 dwellings. The developer has approached LCC to adopt into their system with a green field run off rate through a hydro brake into a maintained watercourse. LCC have an issue with the easement strip having lack of access to the watercourse for maintenance.

(iv) BBC Planning Application B/16/0106 - Proposed 87 dwelling residential development land off Puritan Way, off Fenside Road, Boston

The Chief Executive presented a slide detailing a proposed marine development site which links into Puritan Way. An application has been received and the main concern is the surface water run-off. Currently there is no indication where the surface water will discharge. The EA may not be in favour of water discharging into the river Witham.

He then highlighted that the surface water could eventually find its way into a Boards pipeline (12/2 Langrick Road) and he reminded Members that a section was renewed 5 years ago and currently an assessment is being carried out into funding for a further section with additional revetment works planned on the approach to Cooks Lock pumping station.

The amount of surface water from this development could have a substantial effect on this pipeline, if it is above green field run off. Due to the condition of this pipeline it will be affected. If a development fee is considered it may affect a decision as to whether a full replacement of this pipeline is required.

The Board RESOLVED that the schedule of consents for byelaw relaxations, culvert consents, development contributions, tile drainage consents and extended area consents issued from February to May 2016, copies of which had been circulated, were noted.

(c) Rainfall - Agenda Item 12(c)

The rainfall figures at Swineshead and Black Hole Drove were presented, copies of which had been circulated.

The Board RESOLVED that these reports be noted.

990 ANY OTHER BUSINESS - Agenda Item 13

(a) Working Group Meeting

The Chairman reported on a meeting of the Working Group held after the Executive meeting on 17<sup>th</sup> May 2016. He informed the Members that the Officers have been asked to put together a 20 year maintenance quotation for the south forty foot drain catchment which they are presently working on.

(b) Floodex

The Chief Executive reported that whilst attending Floodex, they had viewed equipment from a Somerset UK distributor which outlined a machine which vacuumed up silt from the water and deposited it on the bankside in a form like toothpaste. The distributor has enquired if this machine could be demonstrated to the Board free of charge. The Chief Executive has offered a pond located in Swineshead where they can demonstrate and he awaits their response.

There being no further business the meeting closed at 16:05pm.