

BLACK SLUICE INTERNAL DRAINAGE BOARD

MINUTES

of the proceedings of a Meeting of the Board
held at the Offices of the Board on Wednesday
3rd November 2010 at 2:30pm

Members

Chairman - * Mr M J Scott

Mr W Ash	* Cllr R Austin
* Mr J F Atkinson	* Cllr P Bedford
Mr V A Barker	* Cllr J Blaylock
* Mr K C Casswell	Cllr M Brookes
* Mr J Fowler	Cllr D Dickinson
* Mr F W C Holmes	Cllr D Owens
* Mr R Leggott	* Cllr A Puttick
* Mr P Robinson	Cllr B Russell
Mr M Rollinson	* Cllr R Singleton-McGuire
* Mr J R Wray	* Cllr D Witts

* Member Present

In attendance: Mr S M Hemmings (Chief Executive)
Mr D Withnall (Finance Officer)
Mr I Warsap (Operations Manager)

855 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Mr W Ash, Cllr D Dickinson, Cllr M Brookes, Mr V Barker, Mr M Rollinson.

856 **MINUTES OF LAST BOARD MEETING**

The Minutes of the last Meeting of the Board held on 7th July 2010, copies of which had been circulated, were signed by the Chairman as a true record.

It was RESOLVED that the Minutes should be received and adopted.

857 **DECLARATION OF INTEREST**

There were no Declarations of Interest other than those held on record.

858 **MATTERS ARISING**

(a) **Plant Replacement Fund - Minute No 792(a)**

The Chief Executive reported that the new JCB 160 had been delivered and after a number of teething problems is now working to full capacity.

858 Cont.....

(b) Control of Badgers – Minute No 811

The Chief Executive informed the Board that ADA would find it difficult to support the control of badgers with regard to the environmental impact and their relationship with Natural England. Mr Leggott stated that he would raise the matter at the next ADA Executive Meeting.

859 MINUTES OF THE EXECUTIVE COMMITTEE MEETING

The Chairman presented the minutes of the last meeting held on 8th September 2010 copies of which had been circulated.

It was RESOLVED that the Minutes should be received and adopted.

860 MATTERS ARISING

(a) Report from Grant Thornton - Minute No 815

The Finance Officer reported that Grant Thornton attended the meeting and informed the Committee that they had issued an unqualified report for 2009/10. There were three issues raised, member's interests, segregation of duties and policies which should be reviewed on annual basis.

(b) Budgets for Scheme Works – Minute No 820

The Chief Executive reported that the Executive Committee had AGREED the purchase of five steel doors following a review of security of pumping stations.

(c) Boston 200 Exhibition – Minute No 822(c)

The Chief Executive reported that preparations for this exhibition were progressing well. Cllr R Austin thanked the Board and Witham Fourth IDB for their support of this event which would give an opportunity to enhance their role to the local public.

(d) IT Infrastructure Contract – Minute No 822(g)

The Finance Officer reported that he had obtained four quotations for the proactive IT support and the Executive Committee had AGREED to the contract being awarded to HBP for the sum of £6,985 on a one year contract which included disaster recovery.

861 MINUTES OF THE AUDIT & RISK COMMITTEE

In the absence of Cllr M Brookes, Mr R Leggott presented the minutes of the last meeting held on 8th September 2010 copies of which had been circulated.

It was RESOLVED that the Minutes should be received and adopted.

862 MATTERS ARISING

(a) Procurement Policy – Minute No 828

The Chief Executive stated that amendments have been made and this policy will be reviewed again at the next meeting of the Audit & Risk Committee before being submitted to the Board for approval.

(b) Appointment and Terms of Reference for new Internal Auditor - Minute No 831

The Finance Officer stated that David Gowing, the Internal Auditor had visited and had looked at a number of financial systems and the risk management strategy. He was satisfied with the risk management but suggested some of the strategy documents should be rewritten. This will be carried out and presented to the next Audit & Risk Committee meeting.

863 MINUTES OF THE SOUTHERN WORKS COMMITTEE AND ENGINEERS REPORT

The Chairman of the Southern Works Committee Mr K C Casswell presented the minutes of the last meeting held on 27th September 2010, copies of which had been circulated.

It was RESOLVED that the Minutes should be received and adopted.

864 MATTERS ARISING

(a) Donington North Inq Catchment Study - Minute No 836(a)

The Chief Executive presented a slide presentation of the results of the Catchment Study. The map showed that some land adjacent to the Hammond Beck does start to flood in a 1 in 50 year event and this becomes a little worse in a 1 in 100 year event. JBA Consultants have been requested to look into the situation when the pumps are switched off due to high levels in the South Forty Foot Drain.

(b) Dovehirm Drain – Minute No 836(e)

The Chief Executive presented a slide which showed pictures of the work undertaken excavating the new section of open drain north of Black Hole Drove. The Board's solicitors have been instructed to proceed with the purchase of the land from Pinchbeck Parish Council. Mr M Richardson has agreed to cart soil away over the next two months.

(c) Bourne Eau Pumping Station – Minute No 836(n)

The Chief Executive reported that the EA have confirmed that they will continue to maintain this pumping station and the Boards will be consulted if at some time in the future they intend to make any changes to the present arrangement.

865 MINUTES OF THE NORTHERN WORKS COMMITTEE AND ENGINEERS REPORT

The Chairman of the Northern Works Committee Mr R Leggott presented the minutes of the last meeting held on 18th October 2010, copies of which had been circulated.

It was RESOLVED that the Minutes should be received and adopted.

866 MATTERS ARISING

(a) Culvert Wyberton West Road, Drain 5/9 – Minute No 841(c)

The Chief Executive reported that correspondence had been received from the Allotment Group and he confirmed that they will be consulted on the proposal before the drain is finally given up.

(b) Fishing Areas on North Forty Foot Drain – Minute No 841(e)

The Chief Executive stated that two out of the three fishing areas had now been completed.

(c) Frampton Towns Drain – Minute No 841(f)

The Chief Executive informed the Board that work had started on the Frampton Town Drain.

(d) Roding Operations

Mr Ian Warsap, Operations Manager presented an overview of progress of this year's Roding. He stated that the work is now complete except for small lengths of drain where specialist crops have to date prevented access. All of this work will be completed within the next five weeks. He commented that he and the supervisors had had much more contact with farmers which had resulted in improved access and a reduced number of movements with the low loader, which in turn had reduced expenditure. These techniques will be rolled out over the next couple of years which should have an impact on budgeting. The Board congratulated the Operations Manager and his staff.

(e) Spoil alongside Drain 6/20 at Wyberton Low Road – Minute 841(i)

The Chief Executive Officer reported that he had spoken with the Enforcement Officer at Boston Borough Council and the latter had stated that no Enforcement Order has been placed on the landowner requiring him to move the soil at the present time.

It was agreed that efforts should continue to agree a suitable method of disposal.

867 CORRESPONDENCE WITH DEFRA – Agenda Item 6

The Chief Executive distributed a further letter to Defra dated 1st November 2010 responding to their questions set out in their letter dated 14th October 2010. The responses in the letter followed guidelines set out by ADA.

868 STATEMENT OF ACCOUNTS FOR YEAR ENDED 31st MARCH 2010 – Agenda Item 7

The Finance Officer stated that these had been circulated under a separate cover and had been approved by the Executive Committee at their meeting on 8th September 2010. The overall figures in the accounts have not changed from the copy presented to the Board meeting in July. The only adjustments have been within the statement of Total Recognised gains and losses and other grammatical corrections.

The Board APPROVED the Statement of Accounts all AGREED.

869 FINANCIAL REGULATIONS POLICY – Agenda Item 8

The Finance Officer explained the changes to the Financial Regulations Policy which had previously been approved in February 1986:

- Throughout the document “Senior Finance Officer” is replaced with “Finance Officer”
- 3.1 – estimates presented to “Executive Committee” instead of “Finance Committee”
- 3.4 – “Budget Monitoring Statements” replaced with “Monthly Management Accounts, quarterly forecasts”
- 4.1 – “verbal orders” procedure removed
- 4.3 – paragraph added “Payments will be made twice each month processed by the second and last Friday in each period”
- 4.4 – “each payment approved by accounts committee”, is replaced by “prepare schedule of payments that have been made
- 5.2 – “All payments to be paid into bank intact” a provision is now included to hold back cash for the petty cash float to avoid charges when paying in cash and withdrawing cash
- 5.4 – expanded to include accounting for income instead of just ensuring correct VAT applied
- 5.6 - new paragraph – issuing receipts for cash payments and cheque payments on request
- 5.7 – new paragraph – keys available only to designated officers. Lost keys immediately reported to Chief Executive and Finance Officer
- 6.2 – new paragraph – policies and covers to be reviewed annually
- 7.3 – “Stores Manager” amended to “Operations Manager”
- 7.4 – paragraph expanded “This shall record all assets above £5,000 in value. The Finance Officer will carry out at least an annual physical check of assets”.
- 8.5 – new paragraph – authorised officers notify Chief Executive and Finance Officer of all matters affecting payments to employee’s.

869 Cont.....

- 9.1 – “Weekly report on balances sent to Chairman” replaced with “Monthly Management Accounts to include details of all investments and be distributed to the Executive Committee
- 9.2 - £500,000 limit amended to £300,000
- 9.3 – “Bank of England approved list” changed to “Financial Services authority approved list” as the latter now maintain the list
- 9.5 – paragraph added – list of approved officer for approving Bank transactions:
 - Chief Executive
 - Finance Officer
 - Operations Manager
 - Rating Officer
 - Engineering Team Leader
- 9.6 – paragraph added – details of charge cards held by:
 - Chief Executive
 - Finance Officer
 - Operations ManagerAll with individual monthly limits of £1,500
- 9.7 – paragraph added – Petty Cash rules – to be authorised by Finance Officer, maximum float of £500 and Chief Executive to certify analysis every month
- 9.8 – paragraph added – “Bank accounts must be in the name of Black Sluice IDB”
- 10.1 – paragraph expanded to include “internal auditor should be suitable qualified and experienced” and “the audit undertaken in accordance with the CIPFA Code”
- 10.4 – amended to “Executive Committee” approve the accounts instead of the “Board” as per the Delegation of Authority.

The Board approved the revised Financial Regulations Policy.

870 RISK MANAGEMENT POLICY – Agenda Item 9

The Chief Executive stated that this policy had been presented to the Audit & Risk Committee and after a few small amendments this is put before the Board for approval.

The Board APPROVED the revised Risk Management Policy.

871 REPORT ON FINANCE, ADMINISTRATION AND RATING – Agenda Item 10

The Finance Officer presented his report to the Board. It was RESOLVED that the Report be received and adopted. The Finance Officer reported that the management accounts were printed on pages 83 to 85.

(a) Drainage Rates

The amount collected as at September 2010 were £78,000 more than at the same time in 2009/10.

871 Cont.....

(b) Schemes

The expenditure breakdown of Schemes is shown on page 86. These have been reviewed following significant savings against budgeted amounts.

(c) Pumping Station Maintenance

The Pumping Station maintenance is £32,000 favourable against budget with a £17,000 saving on electric charges and £8,000 saving in labour due to reduced visits from weekly to fortnightly.

(d) Drain Maintenance

Drain maintenance is £103,000 favourable against budget due to less routine machine maintenance having been completed in April and May.

(e) Forecast

The forecast for the projected outcome at year end is shown on page 87 and based on current trends will be £123,000 favourable against budget.

(f) 2010/11 Budget

Initial work has been carried out on the 2010/11 Budget which allows for a 0% increase in the Drainage Rate.

It was RESOLVED that the Report be received and adopted.

872 ANNUAL REPORT ON HEALTH AND SAFETY – Agenda Item 11

The Chief Executive stated that Copes were presently retained to act as the Board's Health and Safety Consultant, and he recommended that this should be continued in 2011. He stated that there may be a possibility of a joint contract with Witham Fourth IDB which he was looking into with Peter Bateson.

873 RELOCATION OF STAFF TO SWINESHEAD DEPOT – Agenda Item 12

The Chief Executive presented his report to the Board. He explained that following the recruitment of Ian Warsap as Operations Manager and the implementation of the new staff structure there are engineering and operational staff reporting to the Operations Manager at two locations. Therefore in his opinion the engineering team would work more efficiently if all this team worked at one location.

All possible options had been considered, and it was recommended that the preferred option should be for all staff to move to Swineshead Depot.

873 Cont.....

He stated that when the depot had moved to Swineshead in 1997 initial plans were drawn up for a separate office building at the front of the site. However the preferred option now was to convert the front 6.0 metres of the existing building into suitable office accommodation.

To ascertain whether this was possible the Executive Committee have agreed to employ Neil Dowlman Associates (Architects) to undertake a feasibility study and draw up initial plans. A discussion took place on the proposal, and it was agreed that the Chief Executive should progress a scheme to provide suitable office accommodation at the depot. It was also agreed that £120,000 should be allowed in the budgets for 2011/12 for this work, and the Chief Executive should report on progress to the next meeting of the Board.

874 ADA LINCOLNSHIRE BRANCH MEETING

The Chief Executive presented his report to the Board. He stated that Defra were running a national flooding exercise in March 2011 called Operation Watermark. This would test the abilities of all agencies to react to a major flooding event.

He explained that in a major event the County Emergency Planning team would operate two control rooms called Gold and Silver control. These control rooms were located at Fire and Rescue headquarters at Lincoln. Senior police officers, other emergency services, local authorities and EA would be represented in Gold Control and other utilities and services, including IDB's would be represented in Silver Control. Lincolnshire ADA were developing a system so there was always an officer available and suitably trained to represent IDB's in Silver Control.

The Chairman stated that the possibility of a further large increase in employer pension contributions was a great concern.

Lincolnshire Show was a great success over 3,000 visitors to the stand and it was agreed that the Boards should attend next year's show and a request of £500 per Board contribution was agreed.

Defra have asked Lincolnshire CC to look into the concept of Total Environment in flood risk management. Although there are no definite ideas at the present time the proposal seems to be that all monies for flood risk management in Lincolnshire will be controlled by LCC. This concept could lead to Special Levy payments being reduced, which would be of great concern to IDB's.

There is a proposition that ADA subscriptions should increase by 10% as extra money is needed to resource lobbying at national level. This would mean a £200 increase for the Black Sluice IDB.

874 Cont.....

The Environment Agency budget for highland water payments is overspent and they are looking for ways to reduce the amounts they pay to boards. This will not have a great impact on the Black Sluice IDB but will significantly affect other Boards such as Witham Third and Upper Witham.

875 REPORTS – Agenda Item 14

(a) Monthly Accounts – Agenda Item 14(a)

The Board's monthly accounts which included June 2010 – October 2010, copies of which had been circulated, were AGREED.

(b) Schedule of Consents – Agenda Item 14(b)

Schedule of consents for Bye-Law Relaxations, Culvert Consents, Development Contributions and Tile Drainage Consents issued from July 2010 – October 2010 were presented, copies of which had been circulated. These were AGREED.

(c) Rainfall – Agenda Item 14(c)

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

876 CONFIRMATION OF DATES OF MEETINGS FOR THE NEXT 12 MONTHS – Agenda Item 15

The list of dates were tabled and AGREED by the Board.

Executive Committee	Wednesday 12 th January
Audit & Risk Committee	Wednesday 12 th January
Board	Tuesday 25 th January
Northern Works Inspection	Wednesday 2 nd March
Southern Works Inspection	Wednesday 9 th March
Environment Committee	Wednesday 18 th May
Board Meeting and Inspection	Wednesday 6 th July
Audit & Risk Committee	Wednesday 7 th September
Board	Wednesday 9 th November

877 ANY OTHER BUSINESS – Agenda Item 16

(a) Water Management

Cllr Austin raised a concern over the flood risk management within the whole catchment area, and asked if there were any contingency plans to co-ordinate the EA and IDB activities during an event. He asked whether operating procedures needed to be put into place to ensure that EA operated the pumps at Black Sluice Pumping Station in a satisfactory way.

The Chief Executive responded that the Board had been unhappy on a number of occasions about the operation of the Black Sluice Pumping Station. However they had recently had meetings with the manager in charge of the operation of this pumping station and were confident that there would be much better liaison in the future.

There being no further business the meeting closed at 4:16pm.