

# BLACK SLUICE INTERNAL DRAINAGE BOARD

## MINUTES

of the proceedings of a meeting of the Executive Committee

held at the Offices of the Board on  
15<sup>th</sup> December 2015 at 10am

### Members

Chairman - \* Mr K C Casswell

\* Cllr P Bedford                      \* Cllr M Brookes  
\* Mr J Fowler                         \* Mr P Holmes  
\* Mr M Rollinson

\* Member Present

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

The Chairman welcomed the new Members joining the Executive Committee.

#### 868 APOLOGIES FOR ABSENCE

There were no apologies.

#### 869 MINUTES OF THE LAST MEETING

Minutes of the last meeting held on 21<sup>st</sup> October 2015, copies of which had been circulated, were considered and it was agreed that they should be signed as a true record.

#### 870 MATTERS ARISING

##### (a) The Boards Insurance Arrangements - Minute No 835

The Finance Manager informed the Committee that Towergate Insurance, due to an administrative error, had not placed four of the Boards vehicles on the Motor Insurance database. This has now been rectified.

##### (b) Lincolnshire Resilience Forum Information Sharing Agreement - Minute No 838(a)

The Chief Executive informed the Committee that this agreement has been signed by himself and the Finance Manager on behalf of the Board.

##### (c) Solar Panels - Minute No 838(c)

The Finance Manager stated that solar panels have been installed on five of the twelve pumping stations, another five are due to be installed this week with the remaining two to be installed on the week commencing 21<sup>st</sup> December 2015.

871 TO RECEIVE THE PERIOD 8 MANAGEMENT ACCOUNTS - Agenda Item 4

The Finance Manager presented the period 8 management accounts and highlighted the following items:

- Drainage Rates – four cases with Bailiffs (£1,208.49), Rate payer 2445-9 is contesting payment after the lease holder returned keys to the property and the rate payer re-advertised the property (£1,419.82).
- All special levies have been paid with NKDC paying on 2<sup>nd</sup> December 2015.
- Interest is very slightly above budget by £772 due to excess EA amounts held at beginning of year.
- Highland water £3,263 more than expected from last year plus admin costs paid which they were going to withhold.
- Miscellaneous income includes solar panel income which is now going to be split out plus £1,750 to offset against Boardroom refurbishment.
- Schemes to overspend this year for Chain bridge pumping station roof brought forward so the solar panels could be fitted.
- Pumping station maintenance electricity costs includes estimates from April/May 2015 due to problems switching supplier to British Gas. At present it is being resolved but still awaiting bills for 4 pumping stations.
- Drain maintenance figure low as Wyberton Scheme work completed in period 1 - 3 using FDGiA money from the EA.
- Admin & Establishment includes £23,500 additional business rates bill + £1,750 to be offset against Boardroom refurbishment.
- Solar panel expenses deposit for current installations.

872 TO CONSIDER THE 2016/17 BUDGET AND TEN YEAR PROJECTIONS - Agenda Item 5

The Finance Manager outlined guidance of the procedures of a ten year projection spreadsheet.

Option 1 - using the agreed penny rate increases at an average of 1.76%.

Option 2 - with no penny rate increase for 2016/17.

Option 3 - with a level increase spread over the 10 year period.

The Chairman and Finance Manager had a meeting and discussed the following:

- 4,000 rental income removed for EA
- £12,500 rechargeable profit included as income (5% admin surcharge = £250,000 income x 5% = £12,500)
- Solar panel profits included as per government calculator
- Starting point for capital works £220,000 with 2% inflationary increases
  - £235,000 level reached in year 5
  - £262,920 over 10 year period
  - £79,000 more spent over 10 years
- Drain maintenance held at 2015/16 levels for 2016/17 with 2% inflationary increases for 9 years
- All produced assuming no change in assets or responsibilities
- Not sustainable indefinitely
  - Average increase in rates 1.60% over 10 years

The Members decided that deferring a rate increase would cause ongoing problems for Councils in the future and regarded this process as good financial management which is conducted on a yearly basis. The spreadsheet was viewed and a 1% increase for 2016/17 with projected outcome over the ten year estimates.

The Chief Executive stated that South Holland District Council had indicated that they would not accept any increase in their special levy. A meeting is scheduled with the other drainage boards in the SHDC area. It is recommended that a collective meeting between all the drainage boards in their catchment area be suggested for future years.

The Committee AGREED to recommend to the Board a penny rate of 12.60p for 2016/17 with an average 1.76% increase for the following nine years.

### 873 TO CONSIDER THE 2016/17 OBJECTIVES - Agenda Item 6

The Chief Executive questioned the Members on how they would prefer to see our targets and objectives managed. What level of detail and information they required to be published on the Boards website. Copies of the current statement were circulated within the agenda.

#### Board's Main Objectives:

Amendment: Community, to provide a 24 hour/365 day emergency response in conjunction with Lead Local Flood Authority and other risk management authorities in partnership with Lincolnshire Resilience Forum.

The Executive Committee AGREED to recommend the Board's Main Objectives and Vision & Mission Statement with the above amendment.

874 TO RECEIVE VERBAL UPDATE ON THE BLACK SLUICE CATCHMENT CONSULTATION AND JOINT POSITION STATEMENT - Agenda Item 7

The Chief Executive presented the position statement, included in the agenda papers, which is a report following the six week public consultation.

The Chairman and the Chief Executive attended a meeting of the newly formed Black Sluice Catchment Steering Group. The Environment Agency had obtained funding to employ a Chairman for the new group and the group appointed Robert Caudwell (previous Chairman of the RFCC Committee).

An earlier meeting between Robert Caudwell, Deborah Campbell from the EA and the Chief Executive had identified members to be approached to join the Group. The initial Steering Group will consist of the following members:-

- Robert Caudwell (Chairman)
- Richard Wills, Greater Lincolnshire Local Enterprise Partnership
- Mark Welsh, Lincolnshire County Council
- Deborah Campbell, EA
- Keith Casswell, BSIDB
- Ian Warsap, BSIDB

The Chief Executive asked if Cllr P Bedford would join on behalf of the Boston Borough Council which he accepted. The next meeting will be on 4<sup>th</sup> February 2016.

The Group have produced draft terms of reference;

- To bring together possible funding and future delivery partners the Steering Group is entirely non exec and has no powers other than to bring partners together
- Membership to be agreed with partners and by invitation of the Chair
- To look for solutions on future management of the catchment
- To take account of flood risk, land drainage, water resources, water level management, water framework directive and ecosystem services
- To view the entire catchment as holistically as possible
- No formal minutes to be taken but to agree actions for all partners to take to their own organisations for approval and or delivery
- Meetings to be held by agreement of the Steering Group members, deputies allowed for members unable to attend

The framework for the steering group if successful could be utilised by other Lincolnshire boards.

Following a question regarding sea defences, the Chief Executive explained that the Witham 4<sup>th</sup> had applied for funding to strengthen sea defences. These are discussed through the Wash Frontage Group. Also the Witham 4<sup>th</sup> and BSIDB are meeting with the Environment Agency to discuss the raising of the north/south banks of the river Haven which affects both Boards catchments.

(a) Flyswat

The Finance Manager outlined the previous spending for our Workforce to remove fly tipping averaging £6,000 in previous years before the flyswat team was implemented. The flyswat team would benefit from a permanent driver/supervisor to offer a five working day service. The Environment and Sustainability Officer at Boston Borough Council has forwarded a proposed partnership funding scheme.

The Executive Committee reviewed and AGREED the additional funding to the flyswat team to fund a driver/supervisor on a five day working week with a Board contribution of £2,654 compared to £1,100 in the current year.

(b) External Audit Arrangements

The Finance Manager presented the New Audit Regime, since the Audit Commission ceased the National Association of Local Councils (NALC), the Society for Local Council Clerks (SLCC) and the Association of Drainage Authorities (ADA) were successful in persuading the government to allow them to procure authority for external audit services.

The Executive Committee AGREED to the Board being opted in to the Sector Led Body Audit Procurement Scheme.

(c) Board Meetings

The Chief Executive asked the Executive Committee if before Board meetings a buffet lunch be served to encourage and facilitate Members, Staff and Officers discussion.

The Executive Committee AGREED this could be trialled half hour before the Board meetings.

(d) Internal Audit

The Finance Manager stated that he had received the draft Internal Audit Report from David Gowing. The report has three recommendations for the Executive Committee to review.

The Board has retained its Substantial Assurance.

The Members reviewed and discussed each recommendation and AGREED the following management responses:

Recommendation	Priority	Management Comments	Responsibility for implementation and date
The Audit and Risk Committee to review and recommend to the Executive / Board how reports with quotes from other staff, members or external persons be approved.	H	The Chairman to arrange for the minute to be recorded if the officers have left the meeting. Matters to be discussed with the Chairman prior to the management being involved. Any quoted person should confirm any minute or report that they are quoted in before being published.	Chairman, immediately

Recommendation	Priority	Management Comments	Responsibility for implementation and date
The Board to consider an independent senior staff pay review rather than the current system.	H	Consider if we could work in partnership with Boston Borough Council to utilise their independent person paying them expenses to attend an annual Executive meeting.	Chairman, immediately
The reasoning for acceptance or rejection of report recommendations to be included in meeting minutes.	H	To ensure that in conjunction with the independent person the minutes are concise and accurate.	Chairman, immediately

(e) SK/1927/14 Spalding Road, Bourne - Application to Relax 9m byelaw

The Chief Executive outlined a planning application for a security fence and tree arrangements around a compound of 100 touring caravans which was proposed to be 2 metres from the top of the bank. The Enforcing Officer had given a provisional relaxing to 6 metres with a deadline for a response by 10<sup>th</sup> December 2015.

The Executive Committee AGREED to the recommendation of a 6 metre byelaw relaxation stating that access will be required from both sides of the drain.

(f) Workforce

The Chief Executive outlined a proposed scenario to gauge if it would be feasible to offer an arrangement to the Workforce for a 9 day fortnight, to enable every alternate Friday off work.

The Executive Committee discussed and included some items to be taken into consideration:

- Gang jobs
- Longer working day
- Lowers travelling time
- Summer season only
- Winter working season to remain the same
- If necessary would the Friday be overtime if worked
- Financial gains
- Reducing sick leave
- Attitude to work

The Committee AGREED that a report be put together by the Officers for a proposal to the Board.

There being no further business the meeting closed at 12:05.