

# BLACK SLUICE INTERNAL DRAINAGE BOARD

## MINUTES

of the proceedings of a meeting of the Executive Committee

held at the offices of the Board on  
28<sup>th</sup> September 2022 at 2pm

### Members

Chairperson - \* Mr K C Casswell (virtual)

\* Cllr P Bedford

\* Mr J Fowler

\* Mr M Rollinson

\* Mr M Brookes

\* Mr P Holmes

\* Member Present

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

#### 2016 Recording the Meeting - Agenda Item 1

Committee members were informed that the meeting would be recorded.

#### 2017 Apologies for absence - Agenda Item 2

Apologies were received from Mr J Fowler.

#### 2018 Declarations of Interest - Agenda Item 3

There were no declarations of interest.

#### 2019 Executive Committee Terms of Reference - Agenda Item 4

The only proposed amendment, as highlighted in red, was regarding who may be in attendance at meetings.

The Committee RESOLVED to recommend that the Executive Committee Terms of Reference be approved at the next Board meeting.

#### 2020 Minutes of the Meeting - Agenda Item 5

Minutes of the meeting held on 17<sup>th</sup> May 2022, copies of which had been circulated, were considered and it was AGREED that they should be signed as a true record.

#### 2021 Confidential Minutes of the Meeting - Agenda Item 6

Confidential Minutes of the last meeting held on 17<sup>th</sup> May 2022, copies of which had been circulated, were considered and it was AGREED that they should be signed as a true record.

2022 Matters Arising - Agenda Item 7

(a) 2022/23 Budget and Ten-Year Estimates - Minute 1974(d)

The Finance Manager referred to the electricity quotes, noting that the rates still haven't been received, and that he is chasing for them. It has been confirmed that public bodies will receive the same relief as residential properties.

Also referring to the pumping plan, noting that a proposal for this will be presented at the Joint Works Committee next week. The Chief Executive gave a brief overview of this, as an introduction to what will be presented at the Joint Works Committee, noting that a drought trial period forms part of it.

(b) 2022/23 Budget and Ten-Year Estimates – Administration & Establishment – Minute 1974(e)

It was confirmed that the multifactor authentication is now installed, protecting the Board's network and Office 365. The network switches have also been successfully installed.

(c) 2021/22 Scheme Report – Emergency Large Slip Repairs – Minute 1975(b)

The Finance Manager noted that the budget was reprofiled so that there is a budget of £90,000 for emergency slip repairs. Currently, £84,645 has already been spent, with more slips still requiring repair. Emergency funding will have to be considered if there are any blocking watercourses.

Mr P Holmes noted what good dry conditions it currently is for completing the slip repairs. The Chief Executive reminded the committee that it is summer cutting season.

(d) 2021/22 Scheme Report – Sempringham Pumping Station Refurbishment – Minute 1975(b)

The Finance Manager reminded the committee of the previous VAT issue with The Crown Estate, informing them that this has now been legally resolved, the same system having been used since in a similar situation with Environment Agency (EA) Public Sector Cooperation Agreement (PSCA) works.

(e) 2021/22 Scheme Report – Pumping Station Automation, Gauge Boards and CCTV

The Finance Manager confirmed that this is now completed, all through Environment Agency funding.

(f) 10 Year Plant Replacement Budget – Minute 1977(b)

It was confirmed that the JCB 145 has been delivered. The JCB 130 is on order, with expected delivery in November.

It was also confirmed that a new gear box was put in the teleporter.

(g) Request for payment of compensation for grass by a Board Member and Ratepayer - Minute 1978

The Finance Manager noted that the claim form has been sent to the ratepayer and are awaiting it's signed return.

(h) Confidential - Felling of trees at Asgarby Estate – Minute 1974(j)

It was agreed and thereby RESOLVED to exclude the public from the next part of the meeting due to the confidential nature of the business to be transacted, in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

(i) Confidential - Finance Assistant – Alex Emms – Minute 1982(e)

It was agreed and thereby RESOLVED to exclude the public from the next part of the meeting due to the confidential nature of the business to be transacted, in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

2023 Period 05 Management Accounts - Agenda Item 8

The Finance Manager noted that these accounts are now slightly out of date, due to Period 06 ending three days prior to the meeting.

The Finance Manager highlighted the following:

- Drain maintenance overspend – does seem to be slowly, week by week, pulling itself back and so will hopefully, once all rechargeable works are fed in, will be somewhere near budget / have an explanation as to why not.
- Concreting of bays in the yard – total cost for two bays was £8,040.05
- Wages oncost account - £98,500 surplus – Recharge rate is currently 270%. The Finance Manager proposed that the completed the period 06 management accounts and forecast and then review whether the recharge rate should be reduced back to 260% and perhaps even retrospectively apply that for the year.
- Brewin Dolphin have been taken over by a parent company and will now be known as RBC Brewin Dolphin.

2024 Direction on 2022/23 Budgets and Ten-Year Estimates - Agenda Item 9

(a) Confidential - Salary Reviews

The Chairperson noted that he is unavailable to attend the ADA Lincolnshire Pay and Conditions meeting on 10<sup>th</sup> October 2022, questioning if one of the members of the Executive Committee could attend in his absence? Mr P Holmes confirmed he would attend.

It was agreed and thereby RESOLVED to exclude the public from the next part of the meeting due to the confidential nature of the business to be transacted, in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

2025 To receive the External Auditor's Opinion for 2021/22 - Agenda Item 10

The Finance Manager highlighted to the committee that there were no matters of concern raised.

2026 To review the insurance arrangements - Agenda Item 11

The Chairperson referred to the informal meeting held on 14<sup>th</sup> September and the recommendation to fully insure with the NFU for a five-year period.

The Finance Manager clarified the discount; the Board received an 8.5% discount this year due to still being NFU members and will also receive an additional renewal discount next year of 8.5% (NFU Mutual Bonus). The NFU Mutual Bonus has typically gone up by around 1% each year in the past.

The Chief Executive referred to the Board's involvement with the Natural Flood Management works at Swaton and that the Environment Agency (EA) requested that the Board take out an additional pollution control insurance policy at the expense of the EA (£14,000). The NFU have quoted for the same policy at £3,750, which will be the EA's expense again. The Chief Executive highlighted that the current policy does not end until November but proposed that it be renewed with the NFU with all of the insurance policies at the end of September so that all policy renewals are at the same time.

Mr M Rollinson noted that his daughter works for the NFU, but she has not been involved in the Board's business. The Chief Executive noted the same of his son's girlfriend.

2027 To review the draft timetable for 2023 meetings - Agenda Item 12

Mr M Rollinson felt it would be beneficial to have one works committee inspection in the spring and the other in the summer and rotate each year so that the committees get to see different things at the different times of year.

The Chairperson noted that he will not be able to attend the January 2023 Executive Committee meeting, however it was noted that the Board Meeting can not be any later.

The committee RESOLVED to recommend the below timetable of meeting dates for 2023:

Executive	Tuesday 17 <sup>th</sup> January 2023	2:00pm
Board	Tuesday 14 <sup>th</sup> February 2023	2:00pm
Environment	Tuesday 21 <sup>st</sup> March 2023	2:00pm
Northern Works	Tuesday 4 <sup>th</sup> April 2023	-
Structures	Tuesday 18 <sup>th</sup> April 2023	2:00pm
Audit & Risk	Tuesday 2 <sup>nd</sup> May 2023	2:00pm
Executive	Tuesday 23 <sup>rd</sup> May 2023	2:00pm
Board	Tuesday 13 <sup>th</sup> June 2023	2:00pm
Southern Works	Tuesday 4 <sup>th</sup> July 2023	-
Executive	Tuesday 14 <sup>th</sup> September 2023	2:00pm
Joint Works	Tuesday 3 <sup>rd</sup> October 2023	2:00pm
Audit & Risk	Tuesday 24 <sup>th</sup> October 2023	2:00pm
Board	Tuesday 21 <sup>st</sup> November 2023	2:00pm
Executive	Tuesday 12 <sup>th</sup> December 2023	2:00pm

(a) Review the notes from the informal meeting held on 14<sup>th</sup> September 2022

The notes of the informal meeting held on 14<sup>th</sup> September were circulated. The informal meeting took place due to the adjournment of this Executive meeting, due to a national period of mourning for Queen Elizabeth II.

The committee reviewed the notes, as follows.

1. Insurance Renewal

Discussed at Minute 2026.

2. IT Support Contract

The IT support contract with HBP has been renewed on a like-for-like basis of the Board's existing contract.

3. Plant

(a) Mitsubishi L200 Trucks

The Operations Manager is placing the order for the four Toyota trucks to replace the current Mitsubishi's.

(b) Tipper

An appropriate Tipper has been sourced in Liverpool, with them offering a £4,000 trade in for the Board's current Tipper. There is a net cost to change of £25,981. There is £23,698 allocated in the budget. The Finance Manager therefore suggested that the difference be added to enable the purchase of the Tipper. All AGREED.

4. Witham 4<sup>th</sup> IDB / Lower Witham Update

It was noted that the Board engaged with negotiations but has received an impasse, all options are left open.

5. Chief Executive

It was agreed and thereby RESOLVED to exclude the public from the next part of the meeting due to the confidential nature of the business to be transacted, in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

6. Chief Executive Retirement

The Chief Executive confirmed his intentions to retire August 2023 and that himself and the Chairperson can have further discussion around a joint retirement event.

7. Chief Executive Succession Planning

It was agreed and thereby RESOLVED to exclude the public from the next part of the meeting due to the confidential nature of the business to be transacted, in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

8. National ADA AGM & Conference

The Chief Executive noted the AGM being held at Dyson's in Nocton on 9<sup>th</sup> November, the Finance Manager and Chairperson are attending in person, questioning if there are any further attendees?

Mr P Holmes confirmed to book him in, and if spaces won't allow, he will drop out. Cllr P Bedford noted to put him down as reserve.

(b) Co-opted Members

Mr M Rollinson reference co-opted members, noting that the idea of co-opted members was succession to Board Members.

The Chief Executive noted that there is no formal method of becoming a co-opted member and so the Chief Executive made the decision to invite Mr A Miles, Mr M Taylor and Mr D Leverton to the Joint Works Committee meeting next week with a view to them being invited to become co-opted members due to them having attended their works inspections for the past couple of years.

The Finance Manager presented the co-opted members as agreed at the AGM:

<b>Co-opted Members</b>	
<b>Northern Works</b>	<b>Southern Works</b>
Mr J Pocklington	Mr R Dorrington
Mr D Casswell	Mr M Mowbray
Mr R Welberry	Mr J Casswell
	Mr C Dring
	Mr A Mair

Mr P Holmes questioned whether a guest could contribute at meetings? It was confirmed that they can, at the discretion of the Chairperson, but wouldn't be able to vote.

Mr M Rollinson noted that the Board don't want to set a precedence that if a guest attends a works inspection twice, they then become a co-opted member.

The Chairperson suggested that any suggestions for co-opted members could be brought to the November Board Meeting as a recommendation of the Works Chairperson.

Mr P Holmes noted that it is beneficial to be able to invite guests for topical matters.

There being no further business the meeting closed at 15:21.