

# **ALCONBURY AND ELLINGTON INTERNAL DRAINAGE BOARD**

## **Board Meeting**

**Minutes of the meeting held on 5<sup>th</sup> May 2020, 10am held remotely via Microsoft Teams.**

**PRESENT:** H Raby (Chairman); M G Baker, B Chapman, I Gardener, A Lensen, E A Ruston, J Sewell, D M Tysoe and R Warrener

**IN ATTENDANCE:** B Agass (Chief Executive & Clerk of the Boards), J Oldfield (Director of Operations), N Souter (Accountant) and A Smith (Committee Clerk)

### **1 AMENDMENTS TO STANDING ORDERS PROVISIONS FOR HOLDING MEETINGS REMOTELY**

The Chief Executive explained to members that due to the Covid-19 situation it is not currently possible to hold meetings in person. In view of the circumstances the Chairman of the Board requested approval from the relevant Minister to make amendments to the Board's Standing Orders by adding two additional rules to add provisions to allow for business and decision making to continue remotely. The amendments consist of adding the additional rules by way of paragraphs 28 and 29.

**Members approved the amendments to Standing Orders provisions for holding meetings remotely.**

### **2 APOLOGIES FOR ABSENCE/REGISTER OF ATTENDANCE**

No apologies received.

### **3 DECLARATION OF MEMBERS' INTERESTS**

Andrew Lensen declared an interest in Nook Farm.

### **4 MINUTES OF THE MEETING HELD ON 11 February 2020**

**The Minutes of the meeting held on 11 February 2020 were accepted as a true and accurate record for the Chairman to sign**

### **5 MATTERS ARISING FROM THE MINUTES**

No matters arising from the minutes.

### **6 WORKS PROGRESS REPORT FOR WORKS PROGRAMME 2019/20**

The Director of Operations presented the Works Progress Report together with an A3 plan showing works completed in black.

He informed members that the appointed contractor was continuing to check grills during the pandemic as this is classed as essential work and is carried out by one person to comply with social distancing regulations.

Discussion took place:

- One member expressed disappointment in the way a field at Nook Field Farm had been left following the disposal of soil. The Director of Operations informed the member that a senior engineer would be in contact to discuss how this could be remedied compensation payment.
- A question was also raised regarding the main river which the Director of Operations advised is looked after by the Environment Agency and would provide the member with contact details. He also advised that the recently appointed Operations Manager at the Environment Agency, had indicated that they would be pleased to attend future Board meetings if required. Members welcomed this suggestion.
- It was questioned why watercourses 17 & 18 was due to be carried over into 2021/22 rather than the forthcoming year. The Director of Operations explained both watercourses feature in the 2021/22 programme and are due to be flailed and dredged. However, advised if there were any problems the Board would re-assess.

**Members accepted the Works Progress Report 2019/20**

## **7 TECHNICAL REPORT FOR THE PERIOD JANUARY TO APRIL 2020**

The Director of Operations presented the Technical Report.

**Members accepted the Technical Report.**

## **8 GOVERNANCE AND RESOURCES**

The Chief Executive presented the report and added that following discussions with DEFRA the Board had been advised that it should continue with preparations for elections and to take place in September / October / November.

**Members accepted the governance & resources report.**

## **9 INTERNAL AUDIT - TO RECEIVE THE ANNUAL INTERNAL AUDIT REPORT 2019/20**

The Chief Executive presented the report of the internal auditors, TIAA, the overall assurance assessment was **substantial assurance**.

There were 2 recommendations categorized as 'Routine' and 3 recommendations categorised as 'Operational' priority action points and which had been implemented or scheduled for implementation.

One of the recommendations included a review of the Risk Management Strategy and Policy which was due to take place on 21<sup>st</sup> April however due to COVID-19 had to be postponed. The Chief Executive confirmed this was due to be rescheduled and the internal auditor would be in attendance to assist with this process.

Board members praised the work of the Boards officers and congratulated them on an excellent result.

**Members accepted the Annual Internal Audit Report 2019/20.**

## **10 TO APPROVE THE REVISED RISK REGISTER**

The Chief Executive presented the Revised Risk Register which had been reviewed by the JMC at its meeting on 21 April 2020. The changes to the Risk Register, already approved by the JMC, were shown in red.

**Members approved the updated Risk Register dated April 2020.**

## **11 FINANCE**

### **(i) FINANCE REPORT AS AT 31 MARCH 2020**

The Accountant presented the Finance Report which included:

- a) Receipts and payments through the Board's individual bank account with NatWest for 2019/20;
- b) Cheque list for 2019/20 and
- c) Investment and Bank accounts balances as at 31<sup>st</sup> March 2020.

**Members approved the Finance Report.**

### **(ii) TO APPROVE THE STATEMENT OF ACCOUNTS FOR THE YEAR ENDING 31 MARCH 2020**

The Accountant presented the Statement of Accounts.

#### **Income and Expenditure Account**

One member asked for a more detailed breakdown to be provided at future meetings. The Chief Executive explained this could be given, particularly for maintenance of watercourses costs as all the Boards work is carried out by contractors. Members agreed this would be useful.

**Members approved the Statement of Accounts for the year ending 31 March 2020.**

### **(iii) TO APPROVE THE ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2019/2020, SECTION 1, ANNUAL GOVERNANCE STATEMENT**

**Members approved, for the Chairman and Clerk to sign, the Annual Governance Statement for the year ending 31 March 2020, after discussion and consideration of and answering questions 1-8 in the affirmative.**

### **(iv) TO APPROVE THE ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2019/2020, SECTION 2, ACCOUNTING STATEMENTS**

The Annual Return Accounting Statements for the year ending 31 March 2020 was presented.

**Members approved the Annual Return Accounting Statements for year ending 31 March 2020 for the Chairman to sign.**

## **12 TO APPROVE THE REVISED FINANCIAL REGULATIONS**

The Chief Executive presented the Financial Regulations which had been revised to reflect new roles within the organisation. The changes (shown in red) had been discussed and approved by the JMC.

**Members approved the revised Financial Regulations with changes outlined.**

## **13 TO APPROVE THE DATA PROTECTION POLICY**

The Chief Executive presented the data protection policy which was approved by the JMC. She asked members to note that an amendment would need to be made to reflect the previous Data Protection Officer's retirement. The Executive Assistant has been appointed as the new Data Protection Officer.

**Members noted the amendment and approved the Data Protection Policy.**

## **14 ELECTION**

### **i) TO APPROVE THE REGISTER OF ELECTORS**

Copies of the Register of Electors were tabled.

**Members approved the Register of Electors.**

### **ii) THE ELECTION PROCESS**

The Chief Executive outlined the election process.

## **15 ANY OTHER BUSINESS**

**DATE OF NEXT MEETING – 3 November 2020**

The meeting closed at 11.35am.