

## **WITHAM FIRST DISTRICT INTERNAL DRAINAGE BOARD**

Minutes of the seventy eighth Meeting of Witham First District Internal Drainage Board held on Wednesday, 27<sup>th</sup> June 2012 during the summer Inspection visit to JCB's Headquarters and heavy plant factory.

### **Present:**

Mr. R.A. Fletcher - Chairman.  
Mr. B. Applewhite.  
Mr. S. F. Cobb.  
Mr. R.A. Hickling.  
Cllr. D. Jackson.  
Mr. B.S. Leggate.  
Mr. J. Mair.  
Mr. L. Maplethorpe.  
Mr. S. Maplethorpe.  
Cllr. C.R Oxby.  
Mr. E. Tonge.  
Cllr. P. Vaughan.

### **In attendance:**

Mrs. Jane Froggatt - Chief Executive.  
Mr. Martin Shilling - Director of Operations.  
Mr. Rob Spaight - Senior Finance and Ratings Officer.  
Mrs. Anna Wilson - Finance and Rating Assistant.  
Mr. Roger Harwood - Member of the public.

The Chairman welcomed members to the meeting.

### **1705 Apologies**

Apologies for absence were received from Mr. D.C. Armstrong, Mr. G. W. Chambers, Mr. R. Coupland, Mr. J. Crust, Cllr R. Cucksey, Mr. P. Gilbert, Mr. T Gilbert, Mr. M.D. Harrison, Cllr. G Hewson, Mr. S.B. Leggate, Mr. N Maplethorpe, Mr. D. Means, Mr. J. Money, Mr. N.A. Osborne, Dr. V. Stanton and Mr. A.S. Whitehead.

### **1706 Chairman's Announcements**

#### **Dogdyke Pumping Station Preservation Trust.**

The Chairman reminded the Board that the Dogdyke Pumping Station Preservation Trust would be holding an open day on Sunday, 1<sup>st</sup> July between 1.30pm and 4.30pm. At 3pm there would be an unveiling of a plaque dedicated to the late Mr. John Porter, M.B.E. Members have been invited to attend.

### **1707 Declaration of Interests**

Members of City of Lincoln Council and North Kesteven District Council declared interests in matters relating to their respective councils.

### **1708 Minutes**

The Minutes of the Board Meeting held on Tuesday, 1<sup>st</sup> May 2012 were approved as an accurate record.

### **1709 Risk Register for the Board**

The Board received feedback on the Risk Register seminar facilitated by the Board's Internal Auditor on 28<sup>th</sup> May 2012 and attended by the Chairmen, Vice Chairmen, Chief Executive, and officers of the three central Lincolnshire Boards.

The Chief Executive explained to the Board the process of agreeing 5 IDB objectives and the risks to achieving these identified on the risk register, which had been previously distributed, and how and why they were scored.

The Chief Executive explained the need for members to be content with the process which formed a vital part of the governance arrangements for public bodies.

Members duly noted the need to review the register twice a year, and the Risk Register in the present form was APPROVED.

### **1710 Internal Auditor's Report for 2011/12 and Management Responses**

The Chief Executive outlined the report prepared by the Board's Internal Auditor for the year 2011/12 and detailed actions that are being taken to address the concerns raised. Pleasingly, the issues raised were low or medium priority only.

In particular, she highlighted to the Board that an 'adequate assurance' of the Board's financial controls had been given by the Auditor and that there were no material issues identified. The management response detailed the action points raised by the Internal Auditor, agreed with him and the timescales for completion.

The Chief Executive reminded the Board that the Risk Register was now complete and as a working document it would regularly be reviewed, in accordance with the Internal Auditor's requirements, and come to the Board twice a year for review.

Following discussion the Board was happy to ACCEPT the Internal Auditor's Report and rating of "adequate assurance" on 2011/12 and the recommendations for improvement.

### **1711 Annual Accounts 2011/12**

The Chief Executive explained to the Board that the Annual Accounts 2011/12 had been prepared to the same format as in previous years. The need to compare the actual figures with budgets was identified for future years and had been discussed, alongside the Internal Auditor's Report, with the Internal Auditor.

The Chief Executive gave an overview to the Board of the Annual Accounts, which had been previously distributed, in which the Board demonstrated a surplus of £9,381 as at 31<sup>st</sup> March 2012.

She explained to members the importance of the statement of assurance and the responsibilities that individual Board members have in agreeing that statement.

The Chief Executive thanked Robert Spaight and Rex Piggins for their hard work in putting together the accounts for 2011/2012.

The Annual Accounts 2011/12 were APPROVED, subject to External Audit by Clement Keys

### **1712 Audit Plan for 2012/13**

The Chief Executive presented the Internal Audit Plan for 2012/13 to the Board. It was noted that it amounted to 4 days at a daily rate of £285 (frozen from 2011/12). The plan took into account the risks identified by the Board in the newly approved Risk Register.

The Audit 2012/13 plan was APPROVED.

### **1713 Register of Electors**

The Chief Executive gave a verbal update to the Board on the current stage of the Electoral process. No members of the public had visited Witham House to challenge the Register following this facility being advertised. The Board was asked to approve the Register of Electors which is as follows:

<u>Electoral Division</u>	<u>Hectares</u>	<u>Annual Value</u>	<u>Votes</u>
Sleaford	1148.230	£ 141,117	243
Anwick	823.189	£ 93,833	140
Ruskington & Dorrington	560.445	£ 66,452	184
Digby	1374.496	£ 285,000	373
Billingham & North Kyme Fen	1739.495	£ 611,849	523
Walcott & Dales Fen	1431.658	£ 189,879	459
Timberland & Thorpe Fen	1302.504	£ 165,152	238
Blankney & Martin Fen	2168.781	£ 277,926	348
Metheringham & Dunston Fen	1545.314	£ 184,768	202
Nocton & Branston	2517.767	£ 283,618	234
Heighington Fen & Lincoln	897.234	£ 83,303	209
	<u>15,509.115</u>	<u>£2,382,897</u>	<u>3153</u>

The register was APPROVED, signed by the Chairman and it was noted that approval of the Register of Electors would now be published.

**1714 Date, time and place of next meeting**

The Board's next meeting was confirmed for Tuesday, 7<sup>th</sup> August 2012 at 10am in Washingborough Village Hall (the next meeting of the Board's Executive Committee was also confirmed for Wednesday, 24<sup>th</sup> July 2012 at 10am in the Board's depot).

.....Chairman.....Date