

**North Kent Marshes Internal Drainage Board
Extraordinary Meeting Minutes
Monday 19 June 2017**

Attendees:

Cllr Gary Etheridge (Chair), Medway Council. (GE).

Priscilla Haselhurst, Clerk, Medway Council. (PH).

Cllr Mike Franklin, Medway Council. (MF).

Cllr Leslie Hills, Gravesend Borough Council. (LH).

Mr. Ben Wright. (BW).

Mr. David Long. (DL).

Mr. Julian Nash. (JN).

Apologies:

Cllr Dan MacDonald, Medway Council.

Mr. John Nottage. Landowner (JN).

Mr. Alex Bates. Landowner. (AB).

1 Apologies for absence

Cllr Craske
Cllr MacDonald
Cllr Theobald

2 Financial Risk Assessment

GE proposed that the Financial Risk Assessment should be completed by the November Board meeting. All agreed.

3 Statement of Internal Control 2016-17

Members were asked to review and comment on the Statement of Annual Control included as Appendix 1.

GE proposed that in Section 1 the definition of 'business' should be expanded on to be more prescriptive. PH advised it was referring to the business as a whole functioning entity. GE proposed wording was included which signposts to the IDB's specific activities. PH suggested that the IDB Policy Statement is the best place which sets out the Board's business and therefore there could be reference to that.

PH explained that ADA were still reviewing the national Policy Statement for IDB's and will enquire with ADA its progress so that it can be brought forward for Board review, and the Statement of Annual Control can be amended.

GE referred to the last sentence of paragraph 1 at Section 3 and proposed that the Statement should define which processes and administrative procedures it refers to. PH suggested that the Scheme of Delegated powers as well as Medway Council internal processes were relevant. GE proposed the paragraph be amended to reflect this. PH to update Statement of Internal Control on this basis.

GE questioned the process regarding signing of expenditure as the Medway Council system referred to; 'Integra' requires additional Budget Manager approval, in this instance the Planning Service Manager.

JN seconded this concern and questioned how that fitted in with the agreed Scheme of Delegation which the Board have approved and questioned the appropriateness of the Integra system for the Boards use as it did not align with the Boards procedures and in practice meant that someone not connected to the Board had authority to spend.

PH explained that the processes within Integra were designed to align with Medway Council internal controls re spending; however it also provides the administrative means of raising and paying for orders.

JN proposed that the system be amended to reflect the Boards agreed processes. DL seconded and added that if additional spend approval was required, PH could agree with Board Members by email to avoid having to wait three months until the next meeting. All agreed.

PH to investigate changing of Medway Council Integra processes to reflect Board internal controls. PH to amend Scheme of Delegation to reflect the agreement regarding approval of spend above the Clerks threshold via email.

4 Annual Governance Statement

The Annual Governance Statement is attached as part of the Annual Return form. A copy for reference is included as Appendix 2.

Members were asked to consider and approve by resolution Section 1 (Annual Governance Statement) of the Annual Return which then needs to be signed by the Clerk and the Chair.

JN questioned if point 7 (“we took appropriate action on all matters raised from internal and external audit”) should be ticked as ‘no’ as the new Board has not yet been subject to external audit. PH agreed and changed the form to reflect this.

Members received the Annual Governance Statement which was then signed by the Chair and Clerk. PH advised that the internal auditor still needed to sign it before sending it to the external auditor.

5 End of year accounts – year ending March 2017.

Members reviewed the end of year accounts – year ending March 2017.

DL asked for explanation of ‘SLA’ descriptor. PH explained that they were the costs associated with the Service Level Agreement, taken from the £25k agreed amount for administering the Board and explained that the amount was based on half a Full Time Equivalent (FTE).

6 Internal Audit

Members received and noted the end of year internal audit statement from Medway Council’s Business Support Team included as Appendix 4.

7 Annual Return – year ending March 2016

Members are reviewed the IDB Annual Return for the year ending 31 March 2017.

Members considered and approved by resolution Section 2 (Accounting Statements) of the Annual Return.

PH to sign off as Responsible Finance Officer as per the Scheme of Delegation.

8 AOB

LH raised the issue regarding Option C crossing and asked PH if there had been any update. PH advised the Board that she will be attending a meeting in June with KCC to have a preliminary discussion. LH discussed some concerns related to the environmental impact of the Option C. PH advised that any representation from the Board would need to be commensurate with the Boards interests and responsibility as a water management authority. Therefore, where there are environmental issues related to the water environment, it would be appropriate to make comment in that context.

PH will report back to the Board at the July meeting to share outputs of the June meeting.

Signed (Chairman):



Signed (Clerk):

