

## UPPER WITHAM INTERNAL DRAINAGE BOARD

**Minutes of a Meeting of Upper Witham Internal Drainage Board held on Monday, 21<sup>st</sup> September 2020 via video conference at 2pm.**

**Present:**

Mr. A. Buckley	
Cllr. Mrs. L. Dales	
Cllr. Mrs. M. Green	
Cllr. G. Hewson.	
Mr. D. Jackson	
Mr. D. Knight	
Mr. F. Myers	- Chairman
Cllr. R. Oates	
Cllr. L. J. Pennell	
Mr. G. Rawlings.	
Mrs. J.S.P. Smith.	
Cllr. I. Stokes	
Cllr. P.J. Vaughan.	- Vice Chairman
Mrs. J. Wilkinson.	

**In Attendance:**

Mr. Ian Coupland, Operations Manager.  
Miss Jayne Flower, Executive Assistant.  
Mrs. Jane Froggatt, Chief Executive.  
Mr. Matthew Harrison, Senior Commissioning Officer for Flood Risk, Lincolnshire County Council.  
Mr Guy Hird, Engineering Services Officer.  
Mr. Steve Larter, Director of Finance & Governance.

### **23.20 Apologies:**

Apologies for absence were received from Mr. J. Boyall, Mr. B. Charlesworth, Mr. N. Craft, Cllr. S. England, Mr. P. Gowen, Mr. R. Hollis, Ms E. E. Jenkinson, Cllr. Mrs. Kaberry-Brown, Mr. V. Kerr, Cllr. Ms. R. Longbottom, Mr. R. Phillips, Mr. G. E Porter, Mr. J. Scarborough (Vice Chairman), Mr. C. Smith, Mr. T. Speakman, Cllr. C. Spray, Mr. N. Tobin, Mr. B. White, Mr. S. White and Mr. P. Wright.

### **24.20 Declarations of Members' Interests.**

Members present appointed by the five Councils declared interests relating to their respective Councils, (City of Lincoln, North Kesteven District, West Lindsey District, South Kesteven District Council and Newark & Sherwood District Councils).

### **25.20 Chairman's Announcements.**

The Chairman welcomed everyone to the meeting, the second Board meeting held via videoconference. Members were thanked for their continued support and understanding in this highly unusual period of the Covid-19 pandemic.

A welcome was extended to Ian Coupland, Operations Manager to the four Boards. Ian was attending the Board for his first meeting, to cover the agenda items for the Operations Team.

The Chairman welcomed Matt Harrison, Senior Commissioning Officer for Flood Risk at Lincolnshire County Council, who had kindly agreed to present to the Board the new joint Strategy which all the flood risk management authorities in Lincolnshire had been involved in developing, and which LCC approved in February 2020. With members' support it was agreed to bring this item forward, so that Matt could present and not be detained unnecessarily.

The Chairman advised members of the ill health of Martin Shilling, Director of Operations and Engineering. Martin had met with the Chairman and Board member Andrew Buckley at a site meeting on Tillbridge Lane on Thursday morning, 17<sup>th</sup> September. Unfortunately, Martin felt unwell whilst driving home and was admitted to Lincoln County Hospital where a heart attack was confirmed he later underwent a surgical procedure. Although it was pleasing to report that Martin was feeling a little better and had been discharged, it was anticipated that he would be away from work for at least the next month. Members joined the Chairman in wishing Martin a full and speedy recovery.

### **26.20 Minutes of the Board Meeting, 29.06.20.**

The Minutes of the Board's previous meeting held on Monday, 29<sup>th</sup> June 2020 were proposed, seconded and APPROVED as an accurate record.

#### ***MATTERS ARISING:***

##### **26.20.1 End of financial year 2019/20, 31.03.20 (Minute 6.20.2 refers).**

Members were reminded that the EA's reimbursements of 3 of the 4 IDBs' third-party costs incurred during an excessively wet Autumn 2019 did ease considerably the end of year positions for 3 of the 4 IDBs. Unfortunately, Upper Witham was not able to make a Statement of Claim, as the heavy rainfall events affected the Board and meant additional costs were incurred, but this was all the Board's own costs rather than relating to dealing with water from EA main river bank breaches, overtopping or seepage. It was highlighted that all 4 Boards faced a tough 6 months in 2019/20 and 3 ended the year on 31st March with a deficit position, and there was a modest surplus in NELDB as follows:

NORTH EAST LINDSEY DB	£ 12,883.00	surplus
UPPER WITHAM IDB	£ 92,241.00	deficit
WITHAM FIRST DIDB	£ 45,804.00	deficit
WITHAM THIRD DIDB	£ 11,586.00	deficit

It was confirmed that the respective year end positions were contained with the allocation of reserves.

However, it was stressed that it will take time to recover the good health of Upper Witham's reserves, and there is always the risk of another series of heavy rainfall events.

##### **26.20.2 Capital Schemes in 2020/21 (minute 6.20.4 refers).**

The Chief Executive highlighted to members that since the January Board meetings when a number of schemes were supported in Budget Estimates for 2020/21, a number of other schemes had come forward where, for example, funding was not assured but where Grant in Aid applications have been successful and where for a modest contribution from the Board a worthwhile scheme can be delivered, e.g. the refurbishment of Pyewipe Pumping Station.

FDGiA monies totalling £251,100 had been received for the refurbishment of Pyewipe Pumping Station. The total scheme cost was £368,950 [£71,000 of this an upfront contribution from Anglian [Northern] RFCC which will be repaid when the Board received the Section 104 developer contribution as part of the proposed Western Growth Corridor development], with a total FDGiA grant allocation of £282,950. A contribution of £15,000 was allocated from the Board at its June 2020 meeting to enable the scheme to proceed, funded from the Capital Receipt income of £255,000 from the sale of the former Witham House at J1 The Point.

It was noted that the Board is awaiting the Local Planning Authority decision from City of Lincoln Council on 24.09.20 on the planning application for the new building element of the scheme.

#### **27.20 Minutes of the Finance & General Purposes Committee meeting, 09.09.20.**

The minutes of the Finance and General Purposes Committee held on Wednesday, 09<sup>th</sup> September had been circulated with the agenda and were proposed, seconded and APPROVED as an accurate record.

There were no matters arising, all issues being covered by the agenda, and the recommendations from the sub-committee were noted.

#### **28.20 Minutes of the Joint Services Committee meeting, 20.07.20.**

The minutes of the Joint Services Committee meeting held on Monday, 20<sup>th</sup> July 2020 had been circulated with the agenda.

#### ***MATTERS ARISING:***

##### **28.20.1 Policies Handbook (Item 12 refers).**

A report had been circulated with the JSC agenda and a copy of the policies for review and approval had been distributed by email to all JSC members.

28.20.1.1 Sarah Walden, HR Consultant, outlined to JSC members the range of policies and procedures which formed the 'Staff Handbook of Policies', available for all to access and use via the 4 Boards' websites (soon to be a combined new website).

The Boards have many existing policies approved by each Board, and these plus the new policies will be incorporated

within the Staff Handbook, with the intention of there being one clear reference point. It is good employment practice to have such.

The need for some of the new policies arises from the simplification of the ADA Lincolnshire White Book, which in effect has the impact of delegating to individual Boards the responsibility for local policies and procedures.

The Boards' Internal Auditor, Chris Harris, had flagged to all 4 Boards in his Audit Report 2019/20 that there was a need for policies to be available in one place, in the form of a Staff Handbook.

28.20.1.2 Sarah Walden had taken JSC members through the different genre of policies, e.g. family friendly policies (like adoption, special leave, paternity leave, parental leave & maternity support leave) and Health & Safety (like Lone Worker policy, manual handling) and business continuity (like Business continuity plan, computer laptop and tablet use policy, corporate information security policy, information policy).

Members had discussed the policies, particularly any areas which they felt still required development, before being asked to approve the raft of policies (rather than take all the policies to each of the 4 Boards). This was done under the auspices of the JSC being the forum designated by all 4 Boards as fulfilling the role of its Audit Committee.

In approving the policies, it was acknowledged that policies will be reviewed regularly, at least every 3 years or when there are relevant legislative or guidance changes.

Board members noted the JSC had APPROVED the policies. These will collectively with existing approved policies form the 'Staff Handbook of Policies' for dissemination to staff with appropriate training and for uploading to the website.

The minutes of the JSC meeting, held on Monday, 20<sup>th</sup> July 2020 were received and noted.

### **29.20 Chief Executive's Report.**

The Chief Executive's report had been circulated with the agenda. Issues highlighted included:

#### **29.20.1 Covid-19.**

Since Operatives returned to a wider range of work duties on Monday, 18<sup>th</sup> May, with the national easing of lockdown arrangements, all 4 Boards were well underway with the summer 2020 maintenance programme. Restrictions on the use of all 4 depots remain in place, with

these being closed to visitors and the public unless by prior arrangement. Similarly, a policy of single vehicle cab use continues (which has caused some logistical issues in moving vehicles and plant around this summer). All necessary PPE is provided, including hand sanitiser gel, gloves, wipes and face masks. Risk assessments and method statements had been completed for generic operations and for specific one-off jobs.

Witham House office remained closed to visitors and the public, unless by prior arrangement. Office based staff have continued to work from home since 24.03.20 but are using the office as necessary, each booking the use of the office in advance to ensure a maximum of 4 people present at any one time. Site visits, e.g. for assessment of enforcement cases and consents, projects and schemes, continue with observance of safe social distancing. External meetings continued via videoconferencing, using Zoom and MS Teams, the 4 IDBs' partner organisations like the EA, LCC and District/ Unitary Councils having adopted similar working practices.

The main office number 01522 697123 continued to be answered remotely during office hours, using the Unity phone App, and calls and messages are triaged to the appropriate person. Hard copy post received at Witham House is scanned and emailed to the relevant person.

Priority remained to ensure business continuity, whilst providing all staff with a safe system of work and compliance with national guidance. The Boards need to preserve the ability to respond to an emergency flood event, as and when necessary, and the working arrangements seek to minimise the risk of cross-infection and the impact on our workforces, should any member of staff have Covid-19 symptoms.

Working practices during the Covid-19 pandemic were reviewed weekly by the Management Team, via Zoom.

#### 29.20.2 Staffing Issues.

Chris Hoyle, Land Drainage Operative with Upper Witham IDB, retires on 27.09.20, having completed 23 years' service with the Board. Chris will be presented with his choice of retirement gift.

A third new starter with the 4 Boards was due to start with Upper Witham IDB on Monday 07.09.20 in the role of Land Drainage Operative (commensurate with Chris Hoyle's retirement). Unfortunately, the individual was admitted to hospital the day before. After several weeks it was clear that sadly the individual would not be joining the Board and therefore the recruitment process recommences.

#### 29.20.3 Plant and Machinery.

Upper Witham IDB has purchased the former Witham First DIDB Atlas 140W wheeled machine at £32,000 (the offered trade-in value to that Board), to replace the Board's old Atlas Terex machine (which is older and has done many more hours), the Terex being a machine which was

retained and not traded in some 2 years ago in order to provide back-up and flexibility in the fleet, particularly for the additional EA PSCA work. The Atlas Terex machine has been sold at £19,000.

The Chief Executive's report was received and noted.

### **30.20 External Auditor's Notice of Closure on the IDB Annual Governance and Accountability Return (AGAR) 2019/20.**

A report had been circulated with the agenda and was introduced by the Director of Finance and Governance.

The Annual Return 2019/20 was agreed at the Board meeting on 29<sup>th</sup> June 2020, subsequently published on the Board's website for public inspection and despatched to the External Auditor on 2<sup>nd</sup> July 2020. The public inspection period was from 6<sup>th</sup> July 2020 until 14<sup>th</sup> August 2020.

Due to the impact of the Covid-19 lockdown, the Board had until 31<sup>st</sup> July 2020 to submit its Annual Return 2019/20 (normally 30<sup>th</sup> June) and the External Auditor has until 30<sup>th</sup> November 2020 (normally 30<sup>th</sup> September) to complete their work and publish the report.

Usually, the Board has been in receipt of this certificate by the September Board meeting. The certificate had not yet been received, with only minimal communication so far from the Auditor. Any issues arising from the External Audit should be reported to the Board.

Members noted that an updated position would be reported to the November meeting, hopefully to then close the financial year 2019/20.

### **31.20 Risk Register, September 2020**

A report and revised Risk Register had been circulated with the agenda and was presented by the Director of Finance and Governance.

The four IDBs share a common Risk Management Policy, Risk Strategy and Risk Register, which was last approved at the September 2019 round of Board meetings. It captures the high-level risks the four Boards face. These are generic to all four Boards, with any specific risks to a particular Board highlighted.

Following the series of heavy rainfall events during Autumn 2019 and the impact this had on the 31<sup>st</sup> March 2020 year end 2019/20 positions, several risks had been reviewed. Also, with the significant impact of COVID-19 upon the 4 Boards' operations, several risks had been revised and new risks and mitigation measures added.

The key measures that had been put in place to address the COVID-19 Pandemic were summarised as:

- Initially from 24.03.20 Operatives worked alternate days undertaking pump runs, checking for blockages, bridges and culverts, etc.
- Since lockdown eased on 18.05.20, Operatives are now undertaking summer maintenance works whilst maintaining '1 person 1 vehicle/item of plant'. No more than 1 operative per vehicle including vans & 4x4's.

- Hand work outsourced to private contractor.
- Office staff working from home where possible. Office phones accessible via Unity app. Staff set up with home working facilities (laptops, screens, etc). All ICT systems available from home.
- Access to office on a booking basis, with a maximum of 4 people at any one time and with procedures when entering/leaving the office.
- Virtual meetings held via Zoom. Key staff (e.g. Management Team) not meeting 'face to face'.
- Hand sanitiser, masks, wipes, etc, provided to all staff (Operatives and office staff).

The Risk Register is considered by the Boards at least twice annually, usually in January ahead of agreeing the Budget for the following financial year and in May when the Annual Governance Statement is completed. However, as it was not reported in May 2020 it was being reported to encompass all the current risks and mitigation measures, including those relating to the COVID-19 pandemic.

Members reviewed the Risk Register and approved it as of September 2020, noting the measures put in place to reduce the impact of risk in the current COVID-19 pandemic.

### **32.20 Schedule of Expenditure, 01.04.20 to 31.08.20.**

The Schedule of Expenditure incurred for the five months of 01<sup>st</sup> April to 31<sup>st</sup> August 2020 had been circulated with the agenda. It was highlighted that this refers to invoices paid in the five months period.

Expenditure totalled £843,149.43 gross or, excluding £83,024.62 VAT, the net amount of £756,329.52. Of this, £20,508.12 was rechargeable expenditure to other bodies.

Items raised by or highlighted to members included:

- Item 30: £6,275.00 (net) to Black Sluice IDB for Recoverable Grant Manager Contribution.
- Items 79 - 81: £201.86, £5,200.99, £826.13 (net) to Claas Eastern Ltd for Claas Arion FX14 BBE servicing and replacement parts.
- Item 91: £83,413.00 (net) to EA for Flood & Coastal Erosion Risk Management Precept (1st of 2 payments, totalling £166,826.00).
- Item 92: £168.84 (net) to FCC Recycling UK Ltd for disposal of dewatered dredging items from Pike Drain. This refers to the removal of fly-tipped waste from the Pike Drain at Westwick.
- Items 167 & 168: £10,271.16 and £3,959.32 (net) to Mainstream Fisheries LTD, being outsourced PSCA works at Boultham Catchwater. This hand mowing work was outsourced and is recharged to the EA under the PSCA agreement.
- Items 258 to 273: various amounts to Robert H Crawford & Son for replacement of stolen items, all of which are covered by insurance.
- Items 283 & 284: £520.00 and £1,612.00 (net) to Sills & Betteridge LLP for legal advice regarding the JCT contract for the new depot & office.
- Item 303: £29,512.97 (net) to Taylor Pearson Construction being the final payment for the works completed as per valuation 13.

Members received the expenditure schedule and NOTED the expenditure incurred in the five months 01<sup>st</sup> April to 31<sup>st</sup> August 2020.

### 33.20 Summary Financial Performance Report 2020/21 to 31<sup>st</sup> August 2020.

The 2020/21 Financial Performance Report, detailing the 5 months 01<sup>st</sup> April to 31<sup>st</sup> August 2020, had been circulated with the agenda. The report was presented by the Director of Finance and Governance. The summary position was:

	<b>2020/21 Budget</b>	<b>Profiled Budget</b>	<b>Actual</b>	<b>Variance (3-2)</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Income	(1,432,622)	(817,327)	(849,178)	(31,851)
Board & General Admin	18,830	5,854	3,475	(2,379)
One Off Schemes	105,000	0	0	0
Conservation	2,000	236	265	29
Depot	64,420	27,776	33,452	5,676
Drains	614,202	266,234	312,390	46,156
Pumping Stations	184,970	85,989	64,903	(21,086)
Joint Admin/Witham House	144,615	56,626	46,650	(9,976)
Consents & Enforcement	16,444	0	0	0
Director of Operations/Engineers	106,178	36,065	38,321	2,256
Contribution to/(from) Reserves	(19,200)	0	0	0
PWLB	0	0	0	0
Rechargeable Works	25,000	6,011	32,950	26,939
EA Precept	170,163	85,082	83,413	(1,669)
FRS17 Pension Adjustment (net)	0	0	0	0
Wages & Plant Holding Account	0	(28,099)	(53,650)	(25,551)
<b>(Surplus)/Deficit</b>	<b>0</b>	<b>(275,553)</b>	<b>(287,010)</b>	<b>(11,457)</b>

The Board's budget profile as of 31<sup>st</sup> August was a surplus of [£275,553] and the actual position was a budget surplus of [£287,010], a positive variance of [£11,457]. Members were reminded that it was still early in the financial year with some high-risk areas such as electricity costs still to be incurred. However, there were no issues of concern at this point other than to try and improve the Board's reserves position if practicable at the year end 31.03.21 given the adverse impact of a deficit year-end position for 2019/20.

On income, Special Levies had been received for the first half year payments by the 5 relevant councils, the second and final 2020/21 tranche of Special Levy payments being due in November.

Drainage rates income as at 31.08.20 was [£202,043.99], of £249,459.35 invoiced for 2020/21, a collection rate of 81.0%, compared with 87.4% for month 5 in 2019/20. As at 31.08.20 after adjustments, there was a balance of [£47,554.10] income outstanding to the Board. A verbal update was provided to highlight that as at 21.09.20 the position had improved further, with now a collection rate achieved of 89.0% and a reduced balance of [£32.5K] drainage rates income due to the Board.

The Highland Water claims had been submitted to the Environment Agency for the balance on the 2019/20 actual claim, with a further balance of (£57,053) due to the Board, and for the 2020/21 estimated claim of (£200,000). Of the estimated claim for 2020/21, 80% (£160,000) was due to be paid by 30.09.20 and was paid by the EA in August 2020 along with the balance on the 2019/20 actual (£57,053), i.e. a total of (£217,053) received. This is a positive variance of (£26k) to the anticipated Highland Water income to the Board.



A FDGiA business case and grant application had been submitted and grant income of £251,100 had now been received for the Pyewipe Pumping Station works. This scheme will be progressed in 2020/21, with the agreed £15,000 partnership contribution from the Board. Therefore, it had contributed to the 'One off schemes reserve'.

On budget headings, variations included (£10k) underspend to date on the Joint Administration / Witham House budget head regarding National Non-Domestic Rates (NNDR). A challenge has been submitted to the Valuation Office Agency (VOA) to review the assessment for the new depot and offices, as the charge levied includes the workshop area twice (ground floor and upper floor). Whilst this is being processed 50% of the NNDR has been paid, for both the depot and office areas.

On bank balances and investments, as at 31.08.20 these were as follows:

Lloyds Current	£	301,524.36
Lloyds Deposit	£	5,000.00
Nationwide Instant Access	£	603,024.63
Nationwide 90 Day Notice	£	14,431.59
<b>Total</b>	<b>£</b>	<b>923,980.58</b>

It was noted that the Nationwide Instant Access account included the balance remaining on the PWLB loan, which is being used to fund the depot / office scheme. This would therefore reduce as further payments are made on the depot / office scheme towards completion.

## PWLB Loan - Balance Outstanding

2.68%

**£ 1,160,010.80**

*Original loan £1,200,000. Loan period 30 years from 18/01/2019. Maturity date 15th November 2048. Repayments made 15th May and 15th November each year.*

Members received and NOTED the financial position as of 31<sup>st</sup> August 2020.

### 34.20 Write-off of Drainage Rate Accounts.

A copy of the report prepared by the Ratings and Finance Officer requesting the write off of drainage rates income had been circulated with the agenda and was presented by the Director of Finance and Governance.

The Board has a policy for writing off Drainage Rate demands under £2.50. The following 31 accounts were outstanding as of 31st August 2020 but were under £2.50 for 2020/21 and so invoices had not been raised:

Account	Value £	Account	Value £
0021	0.69	0364	1.95
0081	1.04	0387	2.48
0085	1.38	0441	1.59
0087	2.07	0470	1.73
0093	2.48	0481	1.73
0100	0.62	0484	1.93
0128	2.35	0493	0.41
0173	2.07	0522	2.48

0179	2.00	0523	1.73
0184	1.10	0576	2.42
0189	1.24	0593	1.93
0248	2.07	0594	1.31
0258	2.21	0617	0.55
0289	1.66	0644	1.45
0295	1.66	0648	2.48
0297	1.10	<b>TOTAL</b>	<b>51.91</b>

Board members were content to AGREE the write off relating to the 31 accounts, each individually under £2.50 and collectively totalling £51.91. Write-offs are a matter reserved to the Board.

### **35.20 Health and Safety Update.**

A report prepared by the Operations Manager had been circulated with the agenda and was introduced by the Operations Manager.

Operatives continue dealing with the Covid-19 Pandemic and the day to day issues this causes in terms of safe working distances, single use vehicle cab policy, logistical problems in moving plant around the districts etc.

Members were reminded that on 18<sup>th</sup> May 2020, Operatives returned to full time days. They were provided with all the PPE required to carry out their duties safely, whilst still observing social distancing and keeping vehicle use to single staff.

Office based staff continue working from home, wherever possible. Measures were in place to make the office accessible to a limited number of 4 staff at any one time, being managed by a booking system. The office was closed to members of the public and unauthorised visits, unless by prior arrangement. Arrangements and the risk assessments were reviewed weekly at the Management Team Meetings.

Cope, the external Health and Safety provider to the Boards, had completed their annual visit to Witham First IDB. Cope staff are booked to complete the Annual Review on 28<sup>th</sup> September at Witham House with the Operations Manager and then to meet afterwards with him and the Chief Executive.

Unfortunately, there was one accident to report but no near misses since the last meeting. The accident, which happened on Upper Witham to a pump attendant, was a strain injury resulting in the person being off for more than 7 days. This meant the incident became reportable under RIDDOR (the Reporting of Injuries, Diseases and Dangerous Occurrences) regulations. The member of staff attended hospital and received advice for muscle strain. He is now pleasingly back at work completing his full range of duties and at present nothing more has been heard from the HSE.

The company fitting the cab handrails to machine cabs retrospectively (all new machines come fitted with handrails) have yet to complete this task, due to shutting down the factory and furloughing staff. They have reopened on reduced staffing levels and will resume this work as soon as they can. We are waiting for this work to be completed.

Members received, discussed and noted the Health and Safety update.

### **36.20 Environmental Update.**

A report by Fiona Scott, Environment & GIS Technician, had been circulated with the agenda and was presented by Guy Hird, Engineering Services Officer.

Upper Witham once again had a successful year in 2020 for the barn owl box checks. Nine of the boxes checked contained barn owl (*Tyto alba*), kestrel (*Falco tinnunculus*) or both. All remaining boxes contained either stock dove (*Columba oenas*) or jackdaw (*Corvus monedula*). Generally, it has been a relatively poor year for barn owls. This is thought to be because of a very wet start to 2020, as barn owls do not have waterproof feathers, and will not head out to hunt when it is raining so a prolonged wet period is very bad news for both species. However, it has been a good year UK-wide for kestrels, who in turn are waterproof.

The camera in Pyewipe PS box continues to work well and is monitored by the Board's officers. A female barn owl (who had been ringed previously by Alan Ball) with 6 eggs was present during checks this year.

The badger sett at Oxpasture Outfall drain continues to be monitored. It is not believed that it is a main sett, as camera traps have been used overnight and only one male has been sighted leaving. September is when setts show increased signs of bedding collection and further digging. Most dispersal takes place during this time, mostly younger males, which leads to an increase in road deaths.

A pair of otters (*Lutra lutra*) were spotted by Upper Witham's pump Operative at Burton Pumping Station earlier in 2020, heading towards the direction of the River Witham. There have been no previous sightings of otters by the Board's staff in this immediate area, so it is positive news.

Cllr Robert Oates enquired as to whether it would be practicable to provide comparative data in future reports and whether there is any global information fed back to contributing IDBs from the GLNP.

The Environment and GIS Technician for the 4 Boards has gained Associate membership of the Chartered Institute of Ecology and Environmental Management (CIEEM). Membership of CIEEM is achieved by providing sufficient evidence of professional competence.

Members received and noted the report and update.

### **37.20 Plant Programme 2021/22 Briefing Note.**

A report had been circulated with the agenda following discussion at Management Team and at the Board's F&GPC and was presented by the Director of Finance and Governance.

The plant, vehicle, machinery and equipment replacement programmes are considered by the Board annually as part of the budget setting process for the forthcoming financial year. It is important that when the programme is approved, the Board can demonstrate that it is affordable in terms of the initial purchase costs (resourced from the Plant Replacement Reserve) and can afford the annual depreciation charges to Revenue Budgets.

The proposed replacement programme showed the preceding financial year 2019/20 actual spend, the current financial year 2020/21 actual spend to date and/or budgeted spend, and the budgeted spend for the following six financial years from 2021/22 to 2026/27.

In recent years two main issues have arisen. Firstly, the initial plant purchase costs are increasing, especially items that are manufactured abroad. This has been notable for example with wheeled excavators. This issue may or may not worsen after future trade deals have been agreed. As many firms increase prices from 01st January, the Plant Programme comes to the Board in September each year enabling orders to be placed by December.

Secondly, the lead-in timescales from order placed to receipt of goods has also extended considerably, with plant often arriving after the start of the weed cutting season. This can give operational issues if plant is traded in. Hence, it is prudent to place orders by December for delivery by 30th June.

It is proposed to remove the purchase of the telehandler/forklift deferred to this year 2020/21 from 2019/20 at an estimated £25,000 cost, and the subsequent sale of the existing forklift from the programme.

The renewal of the lease vehicles in November 2020 for the 4x4s and in January 2021 for the vans gives the opportunity to purchase one of the current lease vehicles as a replacement depot truck. The current Board owned depot truck (Isuzu Rodeo) can be sold as seen. This is an amendment to the current 2020/21 year programme.

<u>proposed amended plant programme for 2021/22</u>					
Acquisitions	Estimate £	Disposals	Book Value £	Est Sale Value £	NET FUND IMPACT
Tractor/Flail	£220,000	Claas Tractor FX14 BBE	£15,040	£20,000	
		Herder Flail	£5,000	£5,000	
Tractor (second hand)	£70,000				
Front Flail	£6,000				
<b>TOTAL</b>	<b>£296,000</b>		<b>£20,040</b>	<b>£25,000</b>	<b>£275,960</b>

An assessment had been completed with regards the affordability of both the initial purchases (to be met from the Plant & Machinery Renewal Reserve) and the ongoing affordability of the depreciation charges to the Revenue Account.

It was confirmed that the initial purchase cost can be met from the Plant Renewal Fund based on this programme and values. However, the fund will need some 'top up' of a minimum £50k before 2025/26, depending upon actual purchase values.

It was also confirmed that the additional depreciation costs in the short to medium term will be an additional £12k in 2021/22 and a further £8k in 2022/23 based on this programme and values.

Following discussion members APPROVED the Plant & Machinery Replacement Programme for 2021/22, enabling invitations to tender to be sought for the replacement tractor/ flail combination before Christmas 2020.

Members further AGREED the Plant & Machinery Replacement Programme for the subsequent years 2022/23 to 2026/27, subject to any changes required in either items to be purchased or budget to be allocated be referred back to the Board for approval.

### **38.20 Director of Operations and Engineering Services' Report.**

The Director of Operations and Engineering Services' Report had been circulated with the agenda and was introduced in his absence by the Operations Manager.

The Summer Maintenance programme for Upper Witham commenced earlier than in previous years, on 18<sup>th</sup> May, for several reasons:

- To allow for the inclusion of slip reinstatement within the usual maintenance programme, where practicable.
- Restrictions caused by Covid-19 regulations will slow down our normal rate of work completion, and so an early start will reduce the risk of delays later in the year.
- To recover any locations or reaches of maintained watercourse missed during 2019 due to the poor ground conditions caused by the heavy rainfall events experienced during the season.

The earlier start to the programme required the written recording of visual inspections of reaches to be cut for the presence of ground nesting birds and other protected species. Each reach is walked by the driver immediately prior to the length being cut to reduce the risk of damage to habitat and any nests that may be present. In some locations, the Environment & GIS Technician had also been involved.

#### **Hykeham Pumping Station**

This station experienced a chronic fault resulting in many instances where the motor 'tripped out' and required attendance to site to re-set. Through much of the winter and early spring levels were such that a full investigation of the site could not be achieved. Arrangements were in place to remove the motor and pump from site for their periodic refurbishment in October 2020.

#### **Thorpe Pumping Station**

A design for the reinstatement of the slip at the junction of Tillbridge Lane and a minor road had been received and tenders had been sought from a list of local contractors to undertake this work. The one tender that was returned was in the region of £90,000. Consideration of an amended design is in progress to reduce the cost of the work and make it suitable for the Board's workforce to undertake themselves in the spring of 2021. This will be after the completion of the planned winter programme and will require a road closure. Andrew Buckley enquired whether, if the work on the River Till was delayed to the autumn, then works to his land would be delayed until spring which he felt unacceptable. The Chief Executive advised that ideally the River Till works would be completed by spring, using the Witham Third machine and staff. This would allow Upper Witham Operatives to complete the summer maintenance programme and do winter maintenance without affecting adversely the planned programme.

### **Pyewipe Pumping Station**

An application for planning approval for the construction of a new pump control house had been submitted to Lincoln City Council with the decision expected on 24<sup>th</sup> September. This building will house the new Motor Control Centre [MCC] that will control the 3 electrically driven pumps on the site. The process to receive Grant in Aid monies from EA was completed in January, upon the receipt by the Board of £282,950 plus a further £71,000 contribution underwritten by RFCC. This second sum being the Western Growth Corridor contribution to be used for the provision of an additional weed screen cleaner. The Board agreed in June to contribute £15,000 towards the total scheme costs of £368,950.

The scheme includes the provision of:

- i. a new pump control building and MCC,
- ii. the refurbishment of the penstocks controlling flows within the syphon under the Fosdyke Canal and,
- iii. the provision of an automatic Weedscreen cleaner to the 'Old' electric pump that will deal with the flows emanating from the proposed Western Growth Corridor development.

The metal probes that monitor water levels on site had corroded causing the system providing the continuous monitoring of water levels on site to fail. These probes have been replaced and the system reinstated.

### **Lincoln Flood Alleviation Scheme**

Officers have been involved in detailed discussion with the EA concerning their proposals to automate the operation of this scheme. The electrical control gear of the sites is due for replacement this financial year and the EA are to combine this with the provision of automation and remote operation through an improved telemetry system.

The thresholds of operation and the scheme's effect upon the Board's maintained systems and stations remains un-changed and will continue to be as previously agreed. Provisions have been made for inclusion by the EA, of the Board's telemetry system.

Work has commenced on site and will continue over the winter months. Alternative arrangements are in place for the operation of the pumping facilities on the sites affected with access by the Board's Operatives provided. All back-up alternative methods of operation are in place so that the risk of failure of the system is not increased and the operation of the scheme remain unchanged during an event.

### **Public Service Cooperation Agreement (PSCA)**

Confirmation of orders for PSCA works on the 2020/21 programme was received by the 4 Boards on 13<sup>th</sup> May 2020, including the cutting of embankment tops to ensure the safe operation of plant later in the year.

The total value of work to be undertaken by Upper Witham IDB is estimated at £95,496.

This estimate included items for the cost of supervision and administration of the work and a contingency sum of 10% to allow for compliance with any regulations relating to Covid-19. There is also a 10% sum included for the administration and supervision of the work by the Board's Operatives and Officers. All work is completed on a full cost recovery basis.

After the heavy rainfall events of 2019 – 2020, it was evident that the reimbursement of the Board's costs incurred in providing mutual aid to the EA was problematic. It was suggested by the Board that a 'call down' type order was provided so that this could be used in future should a Board be requested to assist during an event. The 4 Boards have since received separate orders issued under the PSCA with a maximum value of £10,000. Any costs in excess of this value will need to be agreed separately.

### **Lower River Witham Strategy Review & Billingham System Review**

Officers and Board members have attended several meetings relating to these EA led reviews, at the invitation of the EA. These reviews relate to two aspects of the lower River Witham system. The strategic review is tasked with looking at how the whole of the lower River Witham system is to be maintained and operated in to the future, whilst the Billingham system review is a much more local approach focusing on maintenance and the effects a system failure has on the adjacent Witham First District IDB system.

The EA are to issue a scoping document requesting prices for various elements of work from their framework consultant, Arup. Over the next 2 years the system is to be re-surveyed and the existing computer based hydraulic model is to be updated to reflect the current condition of the system. Arup have been appointed to undertake the strategy review and their work will include the management of the topographical survey work, model update, updating hydraulic information used within the modelling exercise, stakeholder engagement and development of the business case document by 2022.

The strategy, which was originally produced in the late 1990s and resulted in the rebuilding of many kilometres of raised earth embankments in the early 2000s, is reviewed every 5 years. This review will consider the existing preferred option of 'providing additional storage' and how the existing system effects the adjacent IDB pumped and gravity systems.

The review of the Billingham catchment will take information generated by the topographic survey of the watercourses and consider the need for de-silting of the various channels. The current method and specification of annual maintenance will also be discussed along with the need for more enthusiastic maintenance of bushes and trees within the main river system. EA officers will hold site meetings with the local landowners who have experienced problems over the years within the Digby and Dorrington Fen areas; with officers from the Board and NFU assisting wherever possible.

Any future projects for capital work within the system will depend on a combination of both Defra Grant in Aid and partnership funding.

The importance of the defences in protecting the adjacent land has already been raised along with the need for a decision as to the long-term value, in the wider sense, of the adjacent land.

Members received and NOTED the report, the verbal update and presentation.

### **39.20 Engineering Services Report.**

The Engineering Services Report had been circulated with the agenda and was presented by the Engineering Services Officer.

The following item was highlighted to members, detailing the response submitted to the Local Authority:

**Erection of 1no. three storey building comprising 15 self-contained apartments with associated parking (Outline including details of access, layout and scale).  
128-130 Carholme Road, Lincoln, LN1 1SH**

The Board Objects in Principle to any development in flood plain (Zones 2 and 3 on the Environment Agency flood maps). However, it is up to City of Lincoln Council as the planning Authority granting planning permission. It is noted that a Flood Risk Assessment is included in the Application that contains some mitigation. The effect of raising site levels on adjacent property must be carefully considered and measures taken to negate influences must be approved by the Local Planning Authority.

Comment and information to Lincolnshire CC Highway SUDs Support

No development should be commenced until the Local Planning Authority, in consultation with the Lead Local Flood Authority has approved a scheme for the provision, implementation and future maintenance of a surface water drainage system. Where Surface Water is to be directed into a Mains Sewer System the relevant bodies must be contacted to ensure the system has sufficient capacity to accept any additional Surface Water. The Board also requests that the applicant identify the receiving watercourse that the sewer discharges into and provide details on the potential effect that the proposed discharge may have on the receiving watercourse.

Members received and noted the report.

**40.20 Consents and Enforcements Report.**

The Engineering Services Officer introduced the Consents and Enforcements Report which had been circulated with the agenda and set out the position, both within the drainage district and in the extended Rainfall Catchment where the Board acts for and on behalf of LCC, as the LLFA:

**Byelaw Consent Applications**

Reference	Location	Applicant	Details	Date
UD-5247-2020-CON	Pike Drain / Boultham Park, Lincoln	City of Lincoln Council	Footpath resurfacing and planting	18-08-20
UD-5267-2020-CON	Town St, Westborough / Western Drain Extension	Mr & Mrs Tomiyama	Replacement garage	25-08-20

**Section 23 Land Drainage Act Consent Applications – District**

Reference	Location	Applicant	Details	Date
UD-5217-2020-CON	Thorpe Farm, Thorpe in the Fallows	Thorpe Farm Partners	Discharge to ditch from new building	
UD-5239-2020-CON	Long Lane, Westborough	Rachael Keenan	Enclosure of 6m length of watercourse	18-08-20
UD-5266-2020-CON	ECML near Hougham	Network Rail	Line brick culvert	19-08-20
UD-5274-2020-CON	Near A46, Whisby	Network Rail	Line clayware culvert	28-08-20

**Section 23 Land Drainage Act Consent Applications – Extended Area**

The Board acts as Agent for Lincolnshire County Council, the Lead Local Flood Authority

Reference	Location	Applicant	Details	Date
UE-5243-2020-CON	ECML, Claypole level crossing	Network Rail	Abut culvert to existing access	10-07-20
UE-5276-2020-CON	Torgate lane, Bassingham	David Elsdon	Enlarge piped ditch from 225mm to 600mm	14-08-20



UE-5278-2020-CON	Meadow Farm, Sturton by Stow	Rosalind Watson	New and extended culverts. Extended swale	03-09-20
UE-5279-2020-CON	Off Woodbank Lane, Skellingthorpe	David Scarborough	Change to land drainage system from residential development	29-08-20

#### Enforcement Issues – District

Reference	Location	Description / Comments	Actions
UD-4409-2018-ENF	The Oldwood Skellingthorpe	Maintenance to watercourse	Case reopened following phone call. Site visit and follow up letter sent. Case closed 8-7-20
UD-4501-2019-ENF	A46 Lincoln By- pass A57 roundabout	Obstructed culvert and watercourse	A further chasing email has been sent to Highways England and a dialog has started.
UD-4851-2019-ENF	The Fosdyke Delph	Material restricting access	Awaiting material to be removed
UD-5245-2020-ENF	Unit 15 -17 Allens Business Park, Skellingthorpe Road, Saxilby, Lincoln LN1 2GH	Debris and equipment on West of Saxilby Outfall Drain downstream of the railway	Letter sent and there has been a commitment to remove items.
UD-5246-2020-ENF	Former Sinclair and Ruston site adjacent to Boultham Pump Drain	Bund placed adjacent to Boultham Pump Drain obstructing access	Letter sent and there has been a commitment to remove the bund. The bund had been removed. Case closed 7-9-20

#### Enforcement Issues – Extended Area

Reference	Location	Description / Comments	Actions
UE-4713-2019- ENF	Grange Lane, Hough on the Hill	Maintenance to watercourse	Case Closed 2-9-20
UE-4730-2019- ENF	Dyke off Long Leys Rd, Lincoln	Maintenance to watercourse	No further information
UE-4915-2019- ENF	The Green Welbourn	Possible maintenance to watercourse	Investigating
UE-4916-2019- ENF	Hough on the Hill	Possible maintenance to watercourse	Investigating
UE-4990-2019- ENF	Clay Lane, Wheatley Lane Junction, Carlton Le Moorland	Waterlogging - Possible blocked culvert	Some work has been done, continue to monitor.
UE-5035-2020- ENF	Land off Wheatley Rd, Carlton Le Moorland	Flooding public right of way	Some work has been done, continue to monitor.
UE-5037-2020- ENF	Manor Farm Drive, Sturton By Stow	Possible maintenance of watercourse	Investigating
UE-5117-2020- ENF	A607 Lincoln Road, Carlton Scroop	Property flooding-blocked road culvert	No further information
UE-5051-2020- ENF	Carlton Manor, Health Lane, Carlton, Grantham	General Maintenance	Case closed 2-9-20

UE-5197-2020-ENF	54a Saxilby Raod, Sturton by Stow	Potential filling of watercourse, Sturton by Stow	No further action required Case closed 3-7-20
UE-5200-2020-ENF	Social club, Harlaxton	Potential blocked culverted watercourse	The Parish Council has carried out investigations following advice, no action required from the Board. Case Closed 8-7-20

Members received and NOTED the report on consents and enforcement cases.

#### **41.20 New Depot and Office Scheme at Meadow Lane North Hykeham.**

A briefing note had been circulated with the agenda and was introduced by the Director of Finance and Governance.

Following a Business Case and procurement process to select a preferred contractor, Upper Witham IDB's JCT demolition and build contract with Taylor Pearson (Construction) Ltd (TPCL) commenced on 01<sup>st</sup> May 2019, for a 40 weeks period to 05<sup>th</sup> February 2020.

Office staff began the relocation phase from the former offices on The Point, Weaver Road, to the new offices and depot on Meadow Lane, from the week commencing Monday 10<sup>th</sup> February 2020, with staff being fully relocated by Thursday 13<sup>th</sup> February 2020. Some TPCL staff remained on the Meadow Lane site, finishing remaining contract items and work started on checking and formulating a snagging list. The sale of the former office at J1 The Point completed on Monday, 17<sup>th</sup> February at a sale price of £255,000, which has been paid into a capital reserve for Upper Witham IDB.

Due to the COVID-19 pandemic and following Government guidance, the site was closed to visitors and office staff began to work from home on 19<sup>th</sup> March 2020. TPCL made the decision to remove their staff from the site on 24<sup>th</sup> March 2020, the day that national lock down formally commenced.

As previously reported, client-side progress report meetings had been held every 2 weeks between the Project Manager (Garry Winterton, Enforcement Officer and Building Inspector by background), the Director of Finance and Governance and the Chief Executive, to ensure transparency and control in that any variations authorised by the client representative were agreed by senior management.

Following legal advice from the Upper Witham (UW) Board's solicitors, TPCL were issued with a 'Notice of Non-completion' on 7<sup>th</sup> May 2020 which in effect required a response from them within 14 days for the completion of the remaining items contained within the original JCT Contract.

Contractual Items Outstanding were:

- Tarmac Entrance Bell Mouth
- Painting to workshop floor
- Workshop area heating system
- White Lining to carpark & Health & Safety markings
- Various snagging list items

On 15<sup>th</sup> May 2020, TPCL entered administration. On 21<sup>st</sup> May 2020, JW Butler and AJ Nichols of Redman Nichols Butler were appointed joint administrators of TPCL. The assets of TPCL were auctioned online on Monday, 15<sup>th</sup> June 2020.

Officers continued to liaise with the Administrators to see whether the contract could be concluded. A site visit was due to be held on 23<sup>rd</sup> June 2020 with the administrators appointed Quantity Surveyor but, after we had collated a likely 'final account' figure for the works outstanding, they concluded that there was no value in completing the works. The Board's Solicitor therefore issued a notice of termination of the contract to TPCL on 13<sup>th</sup> July 2020. Officers commenced arrangements to undertake the outstanding works.

On 23<sup>rd</sup> July, the Board's solicitor issued a schedule of warranties and guarantees that need to be transferred to the Board from TPCL to ensure the Board receives any benefit required during the warranty and guarantee periods. To date, no response has been received.

Liquidated damages have been agreed with the administrator at £2,625. The monies not yet paid to TPCL will now be utilised to complete any outstanding works. However, if any sums are remaining compared to the original contract value plus variations, then any difference will be due to be paid to TPCL.

Site meetings have taken place with various contractors in order to complete the works outstanding. The focus is the bell mouth entrance, replace block paving, main depot area heating, floor painting and electrical works. It is pleasing that although some subcontractors have not been paid for the works undertaken on behalf of TPCL, they have been willing to return to site to complete works outstanding.

The following works had now been completed:

- SBEN and EPC certificates required for Building Regulations sign off.
- Outstanding electrical works.
- Floor painted and associated health and safety markings.
- Outside notice board installed.
- Gate bollards installed
- Window blinds fitted (not part of main contract).
- TV's installed in Boardroom (not part of main contract).

Other works commissioned but not yet completed were:

- Outstanding plumbing works.
- Additional CCTV and alarm work (not part of main contract).

Works being quoted for:

- Entrance Bellmouth & replace block paving (3 quotes).

- Depot Heating.
- Fencing repairs.

These will be progressed in the coming weeks to ensure completion before the colder weather sets in. The sale of various site cabins from the compound area will also take place.

The financial position as of 04<sup>th</sup> September 2020 is set out in the following table:

<b><u>New Depot &amp; Offices</u></b> <b><u>(as at 04/09/20)</u></b>	<b>Budget</b> <b>£</b>	<b>Payments</b> <b>to Date</b> <b>£</b>	<b>Commitment</b> <b>/</b> <b>Allocation</b> <b>£</b>	<b>Total</b> <b>£</b>	<b>Variance</b> <b>£</b>
Main Contract	1,072,335	1,021,440	35,895	1,057,335	(15,000)
Contingency & Fit Out	107,234	99,859	2,561	102,420	77,235
		79,549	2,500	82,049	
Depot Fit Out	25,000	10,545	5,000	15,545	(9,455)
Interim Office rent	20,000			0	(20,000)
	<b>1,224,569</b>	<b>1,211,393</b>	<b>45,956</b>	<b>1,257,349</b>	<b>32,780</b>
<b><i>Charged to Revenue</i></b> <b><i>2018/19</i></b>					
<i>Enabling Works</i>	<i>20,000</i>	<i>31,259</i>	<i>(7,000)</i>	<i>24,259</i>	<i>4,259</i>
<i>Professional Fees/Contingency</i>		<i>12,253</i>		<i>12,253</i>	<i>12,253</i>
	<b><i>20,000</i></b>	<b><i>43,512</i></b>	<b><i>(7,000)</i></b>	<b><i>36,512</i></b>	<b><i>16,512</i></b>
<b>Overall Cost</b>	<b>1,244,569</b>	<b>1,254,905</b>	<b>38,956</b>	<b>1,293,861</b>	<b>49,292</b>

The bulk of the contractual works have been completed and there was a further £38k due to be paid to TPCL for outstanding works yet to be completed under the contract including retention monies being held at 2.5%. As the contract has been terminated, these monies will now be utilised to complete the works listed. Once completed, if any monies are left over these will be repayable to the Administrator of TPCL. If there is a shortfall, this will become a debtor with the Administrators to go through due process, although it is unlikely any funds would be received.

Until all quotes are received, it is not known if all the works can be completed within the monies remaining, but at this stage hopefully (broadly) we will be able to achieve this.

Members noted the update report and received the verbal update on the latest position regarding progress on the new Depot and office scheme at Meadow Lane.

#### **42.20 Joint Lincolnshire Flood Risk & Water Management Strategy 2019-2050.**

Matt Harrison, Senior Commissioning Officer for Flood Risk at LCC, gave a presentation to the meeting on the LLFRA Joint Lincolnshire Flood Risk and Water Management Strategy 2019-2050, as approved by Lincolnshire County Council in February 2020.

Under the Flood and Water Management Act 2010 the County Council, as Lead Local Flood Authority (LLFA) is required to implement and monitor a Local Flood Risk Management Strategy. This must be consistent with the national Flood and Coastal Erosion Risk Management Strategy for which the EA is responsible, and which is also currently being updated with a public consultation exercise having recently concluded.

Within this broad framework the Local Flood Risk Management Strategy responds to local needs and circumstances and develops local strategic priorities. The Joint Lincolnshire Flood Risk and Water Management Strategy 2019-2050 is a fully revised and updated version of the existing Joint Flood Risk and Drainage Management Strategy, approved by the Council in 2012/13. The new strategy builds on successful delivery of the key objectives set out in the earlier document. It takes a wider view, not only covering partners' collaborative strategic and operational approach to flood risk management, but also strategic management of water as a resource to support economic growth and to help secure long term resilience of water supply within a new national framework.

The strategy had been developed with key stakeholders and partners of the Lincolnshire Flood Risk and Water Management Partnership which shaped a public consultation version of the strategy for Summer 2019.

In May 2019 approval was received from the Council's Executive to proceed to public consultation with the draft Strategy. A public consultation exercise was then undertaken from 23rd May to 19th July 2019, during which time six public drop-in sessions were made available across the county, staffed by members of the flood risk partnership.

Alongside this an online questionnaire was available for respondents to complete. This was structured in such a way to try and determine awareness of flood risk and flood risk authorities in Lincolnshire, identify their top priorities and concerns when dealing with flood risk and to seek opinion on the flood risk partnerships vision for the strategy. Supporting documents were available to download from the County Council's website and hard copies were also made available.

Engagement with the public consultation exercise was limited but did include residents, business owners and district councillors. Of those who actively engaged with the consultation process, some useful discussions and insights were obtained. The Joint Lincolnshire Flood Risk and Water Management Strategy 2019-2050 is intended to provide the County Council and its partners in the Lincolnshire Flood Risk and Water Management Partnership with a means of outlining their collective aspirations for flood risk, water management and future water supply resilience, along with additional economic and social benefits that can be achieved for the county.

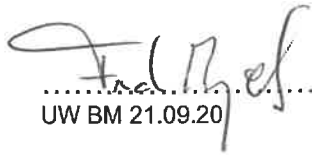
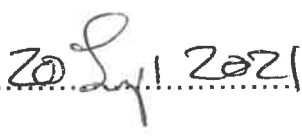
The strategy will align closely with other key initiatives such as the Local Industrial Strategy, the Strategic Economic Plan and long-term planning for infrastructure and housing provision, as well as environmental improvement and sustainability in the long term. Approval and support for this draft by members of the Flood Risk & Water Management Group is sought in developing the strategy for completion and final approval.

#### **43.20 Any Other Business.**

There were no further items of business and the meeting closed at 16.25.

**44.20 Date, Time and Place of Next Meeting.**

The next meeting of the Board was confirmed for Monday, 16<sup>th</sup> November 2020, venue and format TBC.

 ..... Chairman .....  ..... Date  
UW BM 21.09.20