

THE RIVER STOUR (KENT) INTERNAL DRAINAGE BOARD

Minutes of the Meeting of the Board held at 14:00 on Thursday 30 May 2019 at Godmersham & Crundale Village Hall, Canterbury Road, Godmersham CT4 7DR

PRESENT

Mr M J G Tapp (Chairman), Mr A D Linfoot OBE (Vice Chairman), Cllr M D Conolly, Ms N H Dyas, Mr D J Fuller, Cllr A Hicks, Mr P N Howard, Cllr N Ovenden, Cllr D Smith, Mr M P Wilkinson and Mr L Wooltorton.

IN ATTENDANCE

Mr P Dowling (Clerk & Engineer to the Board) and Ms A Eastwood (Finance & Rating Officer).

WELCOME

The Chairman welcomed to the meeting Mr I Nunn (FCRM Operations Manager for KSL, EA).

APOLOGIES FOR ABSENCE

Apologies for absence were received from Mr D M Botting, Cllr M J Burgess, Mr P S Dunn, Cllr M Martin, Cllr M Ovenden, Mr G R Steed (Deputy Vice Chairman), Cllr H Stummer-Schmertzling, Mr P Williams and Mrs G Wyant. Apologies were also received from Mr J Dilnot (Engineering Assistant), Mr D Godden (Rhino Plant Hire), Mr M Thomas (KSCP) & Mr R Tournay (EA Stour Catchment Officer).

CONDOLENCES

The Chairman asked all present to stand as a mark of respect for Mr Paul Wilkinson who recently passed away. The Chairman stated that Mr Wilkinson served on the Board for nearly 25 years from December 1962 to November 1987 and he was also a member on the F&GP Committee from November 1968.

MINUTES OF THE MEETING OF THE BOARD HELD ON THURSDAY 7 FEBRUARY 2019

The minutes of the Board held on Thursday 7 February were received. It was proposed by the Vice Chairman, seconded by Cllr Conolly and resolved that the minutes be confirmed and signed by the Chairman as a true record of the proceedings at that meeting.

MATTERS ARISING FROM THE MINUTES

Ref: W4

Review of Water Abstraction Licencing System

The Clerk & Engineer reported that the EA has agreed to install temporary benchmarks at all of the primary feeds, which should be in place this summer, and surveys are planned for each of the feeds as this will help with the applications.

Ref:W15

Applications for Consent & Enforcement Actions

Ref: 18-ST-05

Location: Land west of Sarre, on Chislet Marsh

Proposed: Installation of power cable beneath an ordinary watercourse

The Chairman asked the Engineer about this refused application and the need for enforcement. The Clerk & Engineer reported that he has liaised further with UK Power Networks directly and they have chased their contractor whose view was that it was not a problem. He further reported that he is due to meet UKPN and its contractor to resolve this matter.

Ref: A9-1.2

Office Premises – 34 & 34A Gordon Road

The Clerk & Engineer reported that because the Board's property is a non residential property it has no permitted development rights and therefore he had to apply for planning permission to change the windows as planned. The decision on this is due by 10 June but there has been a comment submitted by the Canterbury Heritage Design Forum stating that the windows should be returned to the original timber casements. The Clerk & Engineer stated that if the planning application is refused the Board will need to confirm the likely additional cost of timber windows, which are thought to be significantly more expensive, will require ongoing maintenance and are less energy efficient, and may wish to appeal.

MINUTES OF THE MEETING OF THE FINANCE, GENERAL PURPOSES & WORKS COMMITTEE HELD ON MONDAY 13 MAY 2019

It was proposed by Cllr Smith, seconded by Cllr Hicks and resolved that the minutes of the meeting of the Finance, General Purposes and Works Committee held on Monday 13 May be received.

MATTERS ARISING FROM THESE MINUTES

**Joint Report of the Clerk & Engineer and Finance & Rating Officer
for the period 1 January to 31 March 2019**

Ref: W1-39

Main River Rationalisation Project

The Chairman reported that the Legal Agreement to allow the proposed Main River transfers has been signed by the Board and is planned to be signed by the EA's senior management today. The Clerk & Engineer stated that this will trigger the formal notices in the press and on the .gov.uk website followed by a six week appeal process. The intention is for the transfers to formally take place by August 2019. Arrangements are being put in place for the adjustment of the 2019-20 Precept and the maintenance programme.

The Chairman expressed his thanks to Mr I Nunn and EA colleagues and also to IDB staff for all the hard work that has been put into this project. The Clerk & Engineer thanked the Chairman and stated that it has been a very interesting and thorough process with good member engagement and public consultation throughout. Mr Nunn added that it has been a difficult process with only 2 of the 10 original pilots signing the agreement and he confirmed that he will pass on thanks to Ms A Pinfold and Mr A Bateman for their dedication and hard work.

Ref: W3G Pollution at Nethergong, Chislet.

The Clerk & Engineer reported that Southern Water have completed their work to reinstate the bank and clean the watercourse, but he is yet to inspect the site. Mr Wilkinson reported that Southern Water have done an excellent job.

Ref: W7 IDB Programme of Works (Including works carried out under PSCA)

Obstruction Clearance

The Clerk & Engineer reported that the large tree which fell across Stourmouth Stream (IDB175) requires heavy plant for removal and it will be removed later this year in coordination with other maintenance work, but as this is quite close to a house he will liaise with the property owner to seek formal agreement before commencing work.

Water Level Control

Mr Wilkinson commented that there is a common concern by local landowners about the saltwater intrusion at Reculver caused by the severe leak at Northmouth Sluice, but nothing is being immediately done and he asked why this is not considered an emergency. The Clerk & Engineer stated that he initially thought that this would have been classed as an emergency, on environmental grounds as well as flood risk, but it has taken quite a while to sort out. He added that he has been advised that it will not be necessary to process a Flood Risk Activity Permit and the flap should be repaired soon. Mr Nunn reported that additional funding was recently approved for this and he further explained that for the EA to define anything as emergency works a Health Report must be completed (internal Defra document) and there must be a serious risk to life and environmental risk is not categorised.

Ref: A10-21 East Kent Beaver Advisory Group – Memorandum of Understanding (MoU)

The Chairman reported that a Memorandum of Understanding was produced for the East Kent Beaver Advisory Group which needs to be signed by all parties. The Chairman further reported that having representation on this group does not mean that the Board supports or promotes the release of beavers; the Board's aims are to keep in touch with any developments and to try and find ways of alleviating any problems that may occur. The Clerk & Engineer reported that quite a few landowners are concerned about the beaver activity in the area and the Board needs to remain involved to raise legitimate concerns and to help keep others informed.

The Chairman reported that the MoU was discussed at the F&GP meeting and a few changes were proposed and these have now been actioned and he asked the members to read through the updated copy and express any comments or suggest any changes. The Members agreed with the proposed changes and proposed no further changes to the MoU, therefore it was proposed by Mr Howard, seconded by Cllr Hicks and resolved that the Chairman sign the MoU on behalf of the Board.

Ref: F.11 Contract Expenditure

The Chairman reported that the overall expenditure for water level control and maintenance activities for year ended 31 March 2019 was £242,774 against a forecast of £261,748 (£18,974 below forecast) and £16,360 was carried over to the ongoing Structures Reserve budget.

Ref: W7G Environment Agency Works

Mr Nunn reported that the rebuild of the Brewery Sluice is still planned for this year but the start date has been pushed back due to standards compliance.

The Chairman stated that there is still concern about the Sarre bank slip. Mr Nunn reported that a survey was carried out and the results did not warrant immediate action and therefore nothing will be done this summer. Mr Wilkinson declared an interest in this site, reported that the damaged bank is an EA embankment and stated that no equipment is to run along the access track to avoid deterioration.

Ref: W5 Planning Applications

The Chairman invited comments on the Planning Applications listed in the F&GP Committee meeting minutes.

Ashford Borough Council

18/01842 – Development of a light maintenance depot with associated works at the former Bombardier Depot, Chart Leacon, Ashford.

The Chairman stated that he does not agree with accepting higher runoff if the applicant claims “best endeavours” have been taken. The Clerk & Engineer stated that he reiterated this because it is often stated by developers who then immediately revert to the easier and less stringent option. It therefore needs to be clearly demonstrated that “best endeavours” have indeed been taken to comply with the Council’s SuDS Policy.

Dover District Council

19/00217 – Erection of 15 dwellings with access and parking at Broomhill, Gobery Hill, Wingham.

Cllr Conolly reported that concerns have been raised regarding highway safety.

Ref: W15 Applications for Consent and Enforcement Actions

The Chairman referred to the Applications for Consent listed in the F&GP Committee meeting minutes and invited comments. There were no further comments or concerns raised.

Ref: F1-2a Final Internal Audit Inspection of the
2018-2019 Accounts and Accounting Records

The Chairman reported that the Internal Auditor carried out his inspection of the Board’s 2018-2019 accounts and accounting records on 10 May 2019. A copy of his report is below:

***THE RIVER STOUR (KENT) INTERNAL DRAINAGE BOARD
FINAL INTERNAL AUDIT REPORT 2018-19***

I am pleased to report to Members of the Board that I have completed my final internal audit of the Board’s records for 2018-2019. I also met with the Members of the Internal Control and Internal Audit Review Team later in the day to discuss my findings from both my interim and this final audit.

My work is primarily an independent check on the financial systems and internal controls that are in place. Members should be aware that my work cannot be relied on to identify the occasional omission or insignificant error, nor to disclose breaches of trust or statute, neglect or fraud which may have taken place, which is the responsibility of Members of the Board to protect against.

I would like to take this opportunity to thank your Clerk and Engineer to the Board and also the Finance and Rating Officer for the assistance provided to me in order to conduct the audit which took place on 10th May 2019.

Members will be pleased to note that I have not found anything of concern whilst undertaking the financial audit. All of the records I inspected were again found to be of a very good standard. I have noted the Board's approach and review of financial and non-financial risks to be sound. As a result of my Interim and Final Audit and discussions with staff, I have been able to answer 'YES' to all the relevant questions contained in the Annual Governance and Accounting Return for the year ended 31 March 2019.

FINDINGS THIS VISIT

I inspected the cashbook, bank reconciliations, VAT returns, payroll, debtors, creditors and contract payments. My findings are listed below:

Cashbook

Good use continues to be made of spreadsheets to record all cashbook entries resulting in the cashbook being accurate and balanced with the correct posting of transactions. Cash in hand was found to have been correctly reported in the Annual Governance and Accounting Return, and accounts for your ended 31 March 2019.

Bank Reconciliations and Bank Statements

No unexplained entries were identified in the sample of bank reconciliations tested, and bank statements reviewed. All entries on the bank statement were accurately reflected in the cashbook.

VAT Returns

All VAT returns tested were found to be accurate and completed and submitted on time to HMRC with the correct repayments being received from HMRC. Amounts due from HMRC of £612 has been correctly reported in the Accounts for the year ending 31 March 2019.

Invoices from suppliers

All invoices reviewed from suppliers of goods, works and services were found to have been authorised correctly and paid at the correct amounts.

Payroll

Payroll was found to have been correctly calculated. All amounts due to HMRC in respect of PAYE, and Kent County Council in respect of pension contributions were found to have been paid across at the correct values and on time.

Debtors

The amount of drainage rate arrears was found to be extremely low, and stood at £335.03 as at year end. I remain satisfied that suitable measures continue to be taken to manage arrears on an ongoing basis. Sundry debtors of £17,579.25 was also found to have been correctly calculated and reported.

Income

Income in respect of PSCA, Precepts and Rates and Levies and was found to have been correctly calculated and reported in both the Annual Accounts for the year ending 31 March 2019, and also the Annual Governance and Accountability Return 2018-19.

Expenditure

Expenditure for the year was found to have been correctly calculated and reported for the year ending 31 March 2019 in both the Annual Accounts and the Annual Governance and Accountability Return 2018-19.

Contract Payments

I inspected a sample of payments made to the contractor. All payments tested were found to have been correctly authorised.

Valuation of Tangible Assets

I note that the valuation of the Office Premises (34/34A Gordon Road) has recently been undertaken and has been correctly reported in the end of year accounts.

RISK MANAGEMENT:**Investments**

The Board has taken appropriate action in the year to place its cash reserves in an additional banking institution to reduce exposure to the collapse of a single bank.

Insurance

Suitable levels of insurance cover were found to be in place for Fidelity Guarantee, Public Liability and Employers' Liability Insurance.

Environment Agency Rationalisation Project

I have discussed the Environment Agency Rationalisation Project with the Clerk and Engineer to the Board, and whilst the transfer of assets is yet to be finalised, I remain satisfied that the Board continues to take suitable action to reduce its exposure to any risks arising from the final transfer of assets due to take place in the coming weeks.

GDPR Compliance

I reported in my interim audit report that the Board has introduced a set of policies and procedures to ensure compliance with GDPR. I'm pleased to be able to report that appropriate action has been undertaken by officers to ensure compliance with the recently introduced data retention schedules.

End of Year Accounts

My review of the final accounts for 2018-19 confirms that the entries recorded in the accounts are complete and accurate.

Online banking

Having reviewed procedures for making payments out of the main bank account using online banking. I believe there are weaknesses in current procedures which need to be addressed as soon as practical. Under current arrangements, there is no separation of duties in place between the loading and sending of payments on the online banking system. The Board should make enquiries with its online banking provider so that payments are loaded into the banking system by one user, and a different user is required to approve and send the payment.

David Griffiths



Independent Internal Auditor
10th May 2019

The Finance & Rating Officer reported that following the Internal Auditor's recommendations, enquiries were made with several banking institutions with many not providing the two-tier online banking. The Board uses Natwest Bank for its daily banking and this service can be provided by Bankline, which is linked to Natwest, at a cost of £20.00 per month and £2.50 per same day payments or 45p each for next day payments. This service will not only provide the separation of duties recommended by the auditor, but it will also provide further security and resilience. The objective is to have a different person authorising the online transfer payments to the person who posts them and any payments over £10,000 to need two separate authorisations. It is sought that routinely the Finance & Rating Officer posts the payments with the Clerk & Engineer authorising them. The Chairman reported that the Deputy Vice Chairman was willing to be the second person to be able to authorise the online payments but currently he is not one of the account signatories. It was therefore proposed by the Chairman, seconded by the Vice Chairman and agreed by all those present that the Deputy Vice Chairman be the second person to be able to authorise payments and be therefore added to the Bank's Mandate as an account signatory.

The Chairman reported that following his audit of the Board's accounts the Internal Auditor was also able to complete the Annual Audit Report 2018-19 on page 3 of the Annual Governance & Accountability Return. It was proposed by the Vice Chairman, seconded by Cllr Smith and resolved that both the Final Internal Audit Report for the 2018-2019 Accounts and Accounting Records and the Annual Internal Audit Report 2018-19 (AGAR page 3) be received and approved.

Ref: F.1-2b Review of the Internal Control and Internal Audit Arrangements

The Chairman reported that the Board's Internal Audit Team, consisting of the Deputy Vice Chairman, Cllr Burgess and Cllr Smith, met with the Board's Internal Auditor and carried out their inspection of the Board's accounts and accounting records for 2018-2019 on 10 May 2019. The Chairman expressed his thanks to the Internal Audit Team and to Mr Griffiths for their assistance and advice. A copy of the report follows:

RIVER STOUR (KENT) INTERNAL DRAINAGE BOARD

Internal Audit Review Team's Report on the Board's 2018–2019 Accounts and Accounting Records – May 10th 2019

Present: Mr. G. R. Steed, Cllr. M. Burgess and Cllr. D. O. Smith

In Attendance: Mr. D. Griffiths (Auditor)

Mr. Griffiths presented his oral report on his audit visit; the results of which he considered very good. He went on to discuss in detail a number of issues.

GENERAL DATA PROTECTION REGULATION (GDPR)

Following on from last year's audit, DG confirmed all the appropriate policies were in place and being complied with. There remains some review of old records and disposal of any that are outdated to complete although he recognised that this was well under way. Further security of these records will be improved when they are returned to the cellar.

FINANCIAL RECORDS

DG was totally satisfied with the accuracy of all paperwork.

CHANGES STEMMING FROM ONLINE BANKING

Whilst DG was satisfied with the accuracy and completeness of records, he considered the Board should review the payment and authorisation process.

Currently one person can create a payment record and make payments, which leaves the board and staff vulnerable in the event of security breaches. This issue stems from changing from payments by cheque to online payments (a recent introduction). The Board should consider a two tier authorisation process i.e. one person creates the payment record and a second person is required to authorise it. Although the payments procedure was online, all banks had the provision for the secondary authorisation to be undertaken either at the Board's terminal or at distance.

Consideration also needed to be given regarding access to the system which is currently limited to one member of staff. In the event of long term absence the Board's ability to make payments would be compromised (this does not include pay which is managed separately and for which suitable desk instructions exist). These issues need to be considered by the F & G P Committee.

PROTECTION LEVELS OF BANK DEPOSITS

Although the Board's funds are spread, DG recommended that the Board should ensure that the £85,000 protection applies (as a business rather than a private account) to all our investments.

BOARD STAFF LEVELS

With the recent retirement of a member of staff, DG had concerns that cover at times may be inadequate.

DESK INSTRUCTIONS

Last year's recommendation for these to be prepared had been followed but DG had not at this stage tested them.

THE FLAT

Whilst DG was satisfied with the refurbishment works undertaken, he again advised that the energy saving regulations for rental properties should be reviewed to assess whether any further works need to be undertaken.

VAT / PAYE / Staff Pensions

All payments on these items were correct and up to date.

End of Report

The Finance & Rating Officer reported that the Financial Services Compensation Scheme (FSCS) protects small businesses' investments and the Board meets the small business criteria as specified on the Companies Act 2006, Section 382, which is to meet two of the following: have less than 50 employees; Balance Sheet total no higher than £5.1 million and a turnover of less than £10.2 million a year. The financial institutions with which the Board has deposits are also authorised by the Prudential Regulation Authorities. The Chairman reported that discussions were held at the F&GP meeting and it was suggested by the Deputy Vice Chairman that staff salaries, which are currently paid by Natwest via Autopay at a charge of £5.65 per month, be paid by online transfer in future. The Finance & Rating Officer reported that steps will be taken to comply with this suggestion.

The Chairman stated that once the Board receives the payment from the EA for the long-term management of the structures within the demaining project, further investment opportunities will need to be explored.

The Chairman stated that staffing levels must be given further consideration in the near future but currently assessments of need are being carried out as discussed at the subcommittee meeting.

The Finance & Rating Officer reported that full instructions have been prepared and tested for the preparation and payment of salaries and claiming VAT and work will continue to identify other routine tasks for which instructions would be useful.

The Chairman reported that it was decided to carry out an Energy Assessment for the flat to obtain a current rating and to identify further improvements needed before the new regulations come into force on 1 April 2020 for existing tenancies.

There being no further comments it was proposed by the Chairman, seconded by Cllr Conolly and resolved that the Internal Audit Review Team's Report on the Board's 2018-2019 Accounts and Accounting Records be received and approved.

Ref: F1-2.1 Appointment of Internal Auditor

The Clerk & Engineer reported that Mr D Griffiths was first appointed as the Board's Internal Auditor in November 2012 for 5 years which was extended for another 2 years in November 2017. This period will end in November 2019 and there is a need to appoint a new Internal Auditor preferably at the next set of meetings so that the Interim Audit for year ending 31 March 2020 – which is normally conducted at the beginning of October – be conducted jointly by both the newly appointed auditor and Mr Griffiths.

It was proposed by Mr Wilkinson, seconded by Cllr Smith and decided that a subcommittee consisting of the Chairman, the Vice Chairman and the Deputy Vice Chairman be appointed to conduct enquiries into the appointment of a new Internal Auditor with the actual appointment to be finalised and approved by the Board at the 1 August meeting.

Ref: F1-5 Accounts for Year Ended 31 March 2019

The Chairman reported that the Board's accounts for the year ended 31 March 2019 have been completed and balanced with a Net Operating Surplus of £14,203.38. The Clerk & Engineer reported that the current aimed final balance for the Thrustbore Contingency Fund is £80,000. He further reported that KCC have recently structurally lined a similar culvert at a cost of £142,000 and consideration should be given to increase the Thrustbore Contingency Fund aimed final balance to at least £100,000 and for this to be reviewed again at a later date. It was proposed by the Chairman, seconded by Cllr Smith and resolved that the aimed final balance for the Thrustbore Contingency Fund be raised from £80,000 to £100,000.

There being no further comments it was proposed by the Vice Chairman, seconded by Mr Howard and resolved that the Accounts for the year ended 31 March 2019 be received and approved.

Ref: F1-5 (a) Annual Governance and Accountability Return 2018-19 (AGAR)

The Chairman stated that the AGAR 2018-19 Section 1 and Section 2 were completed by the Finance & Rating Officer and the Annual Internal Audit Report 2018-19 completed and signed by the Internal Auditor and approved by the Board. The External Auditor requires the Board to approve the Annual Return Section 1 (Annual Governance Statement) before Section 2 (Accounting Statements) and as separate Agenda items in the correct order.

Ref: F1-5 (b) Annual Governance and Accountability Return 2018-2019 (AGAR)
– SECTION 1 (Annual Governance Statement 2018-19)

The Chairman reported that Section 1 of the AGAR requires the Board to carry out a review of effectiveness of the system of internal control. This requirement has been accomplished by the Final Internal Audit carried out by Mr D Griffiths which enabled him to complete page 3 of the AGAR (Annual Internal Audit Report 2018-19) and the review of the Internal Control and Internal Audit Arrangements by the Deputy Vice Chairman, Cllr Burgess and Cllr Smith, both carried out on 10 May 2019.

It was proposed by the Vice Chairman, seconded by Mr Wilkinson and resolved that Section 1 – Annual Governance Statement 2018-19 be received and approved. The Chairman and the Clerk signed Section 1 – Annual Governance Statement 2018-19 of the AGAR.

Ref: F1-5 (c) Annual Governance and Accountability Return 2018-19 (AGAR)
– SECTION 2 (Accounting Statements 2018-19)

The Chairman reported that Section 2 of the AGAR is the Accounting Statements 2018-19 prepared, signed and dated by the Finance & Rating Officer – Responsible Financial Officer (Ms Eastwood) – and checked by the Internal Auditor.

It was proposed by the Vice Chairman, seconded by Cllr Smith and resolved that Section 2 – Accounting Statements 2018-19 be received and approved. The Chairman proceeded to sign Section 2 – Accounting Statements 2018-19 of the AGAR.

Ref: F1-5 (d) Notice of Public Rights and Publication of Unaudited Annual Return
Accounts for the Year Ended 31 March 2019

The Finance & Rating Officer reported that the Local Audit and Accountability Act 2014 and the Accounts and Audit Regulations 2015 require the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records to be made available for inspection by any person interested, during a period of 30 working days set by the Board and including the first 10 working days of July.

It was proposed by the Chairman, seconded by the Vice Chairman and resolved that the dates for the period of exercise of public rights be set as follows:

- Commencing on Monday 17 June 2019
- And ending on Friday 26 July 2019

The Finance & Rating Officer reported that the above dates will be announced on 6 June 2019 by publishing them, with all the relevant documents, on the Board's website and on the Board's Outdoor Notice Board.

Ref: F1-6 Financial Risk Assessment

The Board's revised Financial Risk Assessment was considered and there being no further points raised it was proposed by the Vice Chairman, seconded by Mr Wilkinson and resolved that it be approved.

ADMINISTRATION

Ref A2-2.2 IDB Governance & Accountability

The Chairman reported that the Board was represented at the Association of Drainage Boards' (ADA) workshops on Good Governance for Internal Drainage Board Members by Ms Dyas, Mr Steed, Mr Wilkinson and Mr Dowling. The Clerk & Engineer reported that a suite of brief training guides are to be produced by ADA for use by IDBs, which will be incorporated into future Board meetings.

Ref: A7-2 Local Government Pension Scheme (LGPS)

The Chairman reported that 2018-19 is a valuation year for the scheme and the Board's contribution rate will be set for the following 3 years (April 2020 to March 2023) – the Board's contribution rate is currently 21% of payroll.

It is further reported that due to a reduction in the cost of running the scheme some changes have been proposed which will improve the LGPS scheme's benefits and may result in an increase to the employer primary contributions of up to 2% effective from 1 April 2020 but as the scheme is segmented by employer the likely increase will not be same across all employers.

Copies of the LGPS Accounting Report as at 31 March 2019 for the Board are available upon request. Following the Chairman's query on the stated annual cost of the scheme, the Finance & Rating Officer sought clarification and the following explanation was provided:

“Contributions are required from the employer to meet the cost of the benefits being earned by current employees, and to pay off any past service deficit. Minimum contributions are certified when a new employer joins the Fund and then again at each triennial valuation. These certified contributions are calculated using assumptions made at each valuation and reflect, amongst other things, the return assumed to be earned by the assets actually held by the Fund.

The current service cost in FRS102/IAS19 only includes the employer cost of benefits being earned by current employees and does not include the cost of paying off any past service deficit.

The assumptions used for FRS102/IAS19 are usually different to those used for the triennial valuation. In particular, the discount rate is prescribed by FRS102/IAS19 and is unlikely to reflect the Fund's actual asset allocation. This means the current service cost calculated for FRS102/IAS19 is likely to be different to the cost covered by the certified minimum contributions.”

Ref: A8-1.1 Association of Drainage Authorities – South East Branch

The Chairman reported that the ADA South East Branch meeting took place on 26 April at the Ashford Cattle Market. In attendance were several members from all South East Boards, Ian Moodie (ADA) and Ian Nunn (EA) and the Board was well represented by the Chairman, Vice Chairman, Mr D Botting, Cllr M Burgess, Mr J Dilnot, Mr P Dowling, Ms A Eastwood, Cllr A Hicks, Mr P Howard, Cllr D Smith and Mr M Wilkinson. This Board is to organise and pay for the next South East Branch meeting which will take place on 30 April 2020 at the same venue.

Ref: A9-2 Mapping Update

The Chairman reported that the mapping data has finally been received from the Rural Payments Agency (RPA) and it will be incorporated into our records to determine what further work is required to fully link with DRS.

Ref: A9-1.2 Office Premises – 34 & 34A Gordon Road

The Chairman reported that a planning application has been made to CCC to renew the windows to the office and flat and a decision is expected shortly.

A1-1 MEMBERS OF THE BOARD

The Chairman reported that the local government elections on 3 May 2019 resulted in the following changes to the Board's membership:

Ashford Borough Council

- Cllr M Martin retired, ABC to appoint a new representative;
- Cllr A Hicks was not re-elected but is seeking to be reappointed by the Council to represent ABC's interests on the Board, a decision is still to be made.

Canterbury City Council

Though no changes were made to the current representation (Mr A D Linfoot and Mr L Woollorton) CCC announced that non-Councillors will no longer be appointed to represent the Council's interests.

CCC is also trying to reduce appointments to external bodies but have confirmed that the two appointments on the Board are to remain.

Dover District Council

- Cllr M Ovenden was not re-elected and DDC will appoint a new member on 3 June.

Thanet District Council

- Cllr H Stummer-Schmertzinger did not stand and even though he was keen to remain as a Board Member, TDC have decided that they will appoint a councillor on 16 July.

ANY OTHER BUSINESS

1. The Clerk & Engineer reported that the Board's antique clock in the Board Room was broken and has been taken in for an estimate and the options to be considered are:
 - Restore at an estimated cost of £245
 - Sell it to the repairer for spares for £100
 - Sell it to an interested Board Member for £100

The Board considered this and decided that the antique clock should be restored and kept by the Board.

2. Mr Howard stated that he has noticed an increasing amount of alder trees dying and he asked if this is a general concern. Mr Fuller stated that he has experienced this with hedgerows due to a type of moth, but this can be treated. The Clerk & Engineer stated that he will ask Mr Thomas (KSCP) if there is any information available.

MEETING CLOSED

There being no further business, the Chairman declared the meeting closed and thanked everyone for their attendance.