

Association of Drainage Authorities

SHADOW EXECUTIVE BOARD

Minutes of the Meeting held on Wednesday 19 March 2014 at The Great Northern Hotel, Peterborough

Present: Tony Bradford (TB), Henry Cator (HC), Bryan Collen (BC), Tim Farr (TF), Malcolm Harris (MH), John Heading (JHg), John Hoyles (JHs), Graham Littleton (GL), Richard Penn (RP), Peter Pridgeon (PP), David Sisson (DS), Ian Thornton (IT), Jean Venables (JV), Michael Watson (MW).

Apologies: Pete Fox (PF)

In Attendance: Tim Vickers – ADA, Sharon Grafton – ADA.

Ref	Minute	Action
1	HC opened the first meeting of the shadow Board by asking the Board to consider who they want to be the Chair of the new Executive Committee. HC will continue until the first meeting of the board on 9 July.	
2	HC asked the shadow Board to approve a resolution to continue banking with Natwest Bank. JV recommended sliding sideways with Natwest. The same three individuals, DS, HC and JV, would be signatories for the account, and would retain the same level of authorisation. The current arrangements mean that, for payments over a set amount a second approval is required, with the request sent via email with a copy of the invoice. In response to a question from TF, HC said that the limits would be presented in detail at the next meeting, on 9 July, for discussion. JV also explained that, although the new directors will not all be signatories on the new bank account, Natwest require all directors' signatures due to a change in policy. The forms have been pre-filled as much of possible to minimise the amount of work Board members have to do. The Board agreed to continue banking with Natwest, The forms were handed to all members for completion and to be taken to their local branch of Natwest.	All Board members to complete and submit forms
3	HC asked the shadow Board for confirmation of the acceptance of changing the service contract from Venables Consultancy Limited to Crane Environmental Limited. IT asked whether it was possible to see the terms of contracts HC said that these would be presented at the next meeting in July The Board agreed to the change of service provider	
4	HC told the Board that almost all branch members had been appointed. Northern Branch are yet to elect their member as they have not held their meeting. This will take place on 20 May. There are also issues with Severn and Wales branch, as Lower Severn IDB will be joining the South West branch. Lower Wye IDB might join the Wales branch of ADA, but more discussion is needed. RP said that the Welsh branch is yet to be set up, and the intention is to involve Natural Resources Wales. HC suggested that James Hereford and the River Lugg IDB should be kept in the discussions over future arrangements.	

5 RP asked whether the new Executive Board would exist as of 1 April

HC suggested that the meeting today was to form the shadow Board, so as of 1 April the new Board will take power. The meeting will be minuted as such.

6 JHg said that the success of the new executive Board and incorporated ADA will depend upon how well the branches work with the Board, and something will have to be done to encourage boards to meet, and in his area it is a talking shop once a year. He raised his concern that the local area will not progress, and that quite a lot of encouragement will be required.

HC suggested that the dissent with the proposed planned incorporation has come from those who have not engaged.

JV stated that the major change which has been made to the Executive Committee in relations with the Branches has been to reduce the numbers from each branch from three to one.

TF asked whether the first thing the new Board could do would be to ask the new directors to ensure that the branch raises its voice and communicates.

IT said that the success of the groups goes further than just the branch secretary.

**Date of next meetings - Wednesday 9 July 2014 in Peterborough
Wednesday 15 October 2014 in Peterborough
Wednesday 12 November 2014 in London (Conference)**