

Minutes of a Meeting of the Joint Administration Committee of the Witham First District Internal Drainage Board, the Witham Third District Internal Drainage Board and the Upper Witham Internal Drainage Board held at Witham House, J1 The Point, Weaver Road, Lincoln on Monday 7<sup>th</sup> June 2010.

**PRESENT**

**Upper Witham**

F H Myers Esq

R H P Ballerini Esq

R J Phillips Esq

N Croft Esq

**Witham First**

B S Leggate Esq

R A Fletcher Esq

**Witham Third**

J C Smithson Esq

R Armstrong Esq

R Curtis Esq

*In attendance:* Chief Executive and Clerk to the Boards

**1. ELECTION OF CHAIRMAN**

In accordance with the provisions of the rotation agreement, Mr. J.C. Smithson was elected Chairman of the Meeting.

**2. APOLOGIES**

Apologies for absence were received from Mr. P. Hoyes (Witham Third) Mrs P. Woodman (Upper Witham) and Mr. P. Gilbert (Witham First).

**3. STAFFING**

The Chief Executive reported that the Senior Finance Officer, Mrs Ellis, had retired on 31<sup>st</sup> March. He had regraded the Rating Officer, Mr. Spaight, to Senior Finance and Administration Officer and after advertisement, appointed Mrs Anna Wilson as Administration and Finance Assistant. The timescale between retirement and appointment coupled with the steep learning curve of all members of staff during the change of accounting and payroll systems had resulted in some delays in rate demand distribution and debtor accounts.

**4. FINANCIAL MATTERS**

The Chief Executive reported that whilst the Joint Administration was very much in its infancy, being two months old, expenditure was in line with expectations. He stated his intention to produce regular financial updates as the new accounting systems interrogation reports were developed.

**5. OFFICE EQUIPMENT**

It was reported that the office was beginning to take shape as the integration of equipment evolved. Surplus equipment was currently being stored at the relevant Board's depots.

**6. NEXT MEETING**

It was agreed to hold the next Meeting of the Committee on Monday 6<sup>th</sup> December 2010 at the Board's offices commencing at 10.00 a.m.

----- Chairman

----- Date