



MEETING OF THE RELEVANT AUTHORITIES WORKING GROUP

**East Riding of Yorkshire Council Offices; County Hall, Beverley.
3rd March 2008 – 2:00pm**

AGENDA

- 1. Introductions & Apologies**
- 2. Minutes and matters arising from the Working Group meeting of 6th December 2007.**
- 3. Project Officers' Report (update on ongoing matters)**
 - Accounts Audit
 - Website
 - HAG Insurance
 - Signage
- 4. Business Plan Review**
- 5. HERAG AGM / Annual Report**
- 6. Any other business**
- 7. Date and venue for next meeting**



HUMBER ESTUARY RELEVANT AUTHORITIES WORKING GROUP

Minutes of the Meeting – 2pm, Monday, 3rd March 2008 at County Hall, Beverley.

Phil Cowing	(Chair) Associated British Ports
Kat Sanders	HMS Project Officer
Emma Hawthorne	Natural England
Phil Winn	Environment Agency
David Patrick	Shire Group of IDB's
Jeremy Pickles	East Riding of Yorkshire Council
Adrian Koster	HAG Chairman

1. Introductions and Apologies:

All working group members were present. No apologies were received.

2. Minutes and matters arising from the Working Group meeting of 22nd June 2007

The minutes were agreed to have been a true reflection of the meeting. Kat provided a summary of the action points from the last set of minutes that were not otherwise included as separate agenda items.

- Despite continued emails and written correspondence there has still been no formal response from British Waterways in regards to their contribution to the HMS. Comments from management were that there was 'no money in the budget for it'.

Phil Cowing questioned whether this matter should be pursued any further. Phil Winn felt that efforts should be focussed elsewhere and we were unlikely to succeed in receiving any response from British Waterways.

- It was decided not to set up online banking following discussion at the previous meeting. Although a good idea in principle and likely to make running the accounts easier, it would reduce the safeguards that are in place for expenditure (currently requiring two signatures). It would also require the constitution to be changed.

3. Project Officers Report

a) Accounts audit

Kat reported that following confirmation at the previous meeting that Michelle had agreed to provide an audit service for the 2007 HMS accounts, they had been taken to her for checking at the start of the year. Formal approval of the accounts had been given 28th February 2008.

Kat suggested that the process had been very straightforward and simple and one she would like to continue in the same way each year henceforth. The group agreed.

David Patrick suggested that a copy of the approved accounts should be included in the papers circulated to HERAG members ahead of the AGM.

Action Point, Kat: Contact Michelle to audit 2008 accounts towards the end of the calendar year. Providing Michelle is in agreement to continue, ensure this audit becomes an annual process.

Produce electronic version of approved 2007 accounts pack to circulate to HERAG before 20.03.08.

b) Website

Kat explained that following discussion at the previous meeting she had found it difficult to transfer the website to a new host without excessive complications. The HMS website is written in an old format known as 'asp'. Many servers do not support this old format and the ones that did were merely web space and could not provide changes to the site if required. Kat explained that the current host Templar had improved their service significantly in recent months and also reduced their charges. With this in mind, she suggested that the hosting remained with Templar but a new website was created using Steve Gray of touchdown online, that would be written in the new format and provide a full content management system to give more control. This would also allow an updated design to be achieved, including recent work and planned projects.

The quote for this work was £1200 - £1800, compared with Templar's offer of £2500 for the same service. Once the new site was complete, the hosting could then be transferred to Steve also.

The group approved this proposal and agreed that the website needed updating to reflect the new work and future aspirations of the HMS.

Action Point, Kat: Continue hosting with Templar for the immediate future. Obtain firm quote for new site from Steve Gray and circulate to Working Group for ratification. Commence work to update site in new format, style etc.

c) HAG Insurance

Kat had emailed the working group following receipt of HAG's BTCV insurance renewal request. The working group had approved the decision to renew the insurance by email and this was completed. The decision was ratified by the group at the meeting.

d) Signage

Kat provided an update on phase 1 of the signage project.

- Consultation completed & printing approved 29th January.
- Gas, telephone, electric and water companies written to requesting plans for proposed 6 sites.
- Promotion through East Riding News, Ebb & Flow and Natural England press releases.
- Contractor quotes received for installation – Kat explained the two quotes and said she was planning to use Darren Roberts as he was competitive, recommended and already doing work at Alkborough. David Patrick noted that the two quotes should be checked like for like, as although Darrens quote was cheaper, the other quote provided a fixed price where as Darrens did not. Kat said she would confirm the quote with Darren and agree a fixed price that would not exceed that provided by the alternative quote.

Action Point Kat: Confirm Darren Roberts quote like for like.

- Approval and support given from Brough, Hessle and Paull parish councils.
- Delivery date for phase 1 signs confirmed 13th March 2008.
- Phase 2 sites suggested as Spurn, Hull, Blacktoft, Saltfleet, Marshchapel and Skeffling.

4. Business Plan Review

Kat displayed the business plan on screen which had been circulated to the group prior to the meeting. She asked for comments on the plan.

- Jeremy Pickles suggested the project work should be sectioned into 'approved' and 'aspirational' to make it more clear.
- Phil Winn suggested that more background should be given to the project work to describe where the projects had come from and how they link with the overall aims of the HMS. For example, using the scorecard to indicate how the priorities had been identified.
- Adrian Koster suggested that HAG meetings should be written as 3 times a year rather than two.
- David Patrick noted that the figures given in the projected 3 year budget should be more rounded (to nearest £1000). Also the running costs should be condensed into one or two figures to allow for a more detailed breakdown of the project work costs.
- Emma Hawthorne noted that she had track changed the draft and would email it to Kat following the meeting.

Kat thanked the group for their comments and asked that any final comments were forwarded to her by 11th March so that she could make them had before sending the plan to HERAG for discussion at the AGM.

Action Point Kat: Make further amendments to plan as suggested. Circulate final draft with papers to HERAG ahead of AGM.

5. HERAG AGM/Annual Report

Kat reported that the bulk of the annual report is complete; there are currently 4 pro-formas outstanding, Phil Winn said he would get the EA ones to her as soon as possible. Kat said she would continue to make final changes to the document and endeavour to send it to the group for final comment with the papers ahead of the AGM.

Action Point Phil Winn: Forward pro forma's B, C and D to Kat ASAP.

Kat: Compile final elements of report for final approval at AGM – 20th March.

Kat displayed the draft agenda for the AGM and the group discussed the items. David Patrick suggested discussion on the business plan should be sought at the meeting and as such perhaps a breakout session included within the agenda to allow for this. Kat said she would amend the agenda and simplify the routine items to allow more time for discussion.

Action Point Kat: Amend AGM Agenda to include discussion session for business plan.

6. Any other business

- Jeremy Pickles reported that there would be a workshop to discuss the Shoreline Management Plan on 12th March at Beverley Leisure Centre. Phil Cowing, Kat & Adrian responded and said that they would be attending.
- Kat confirmed that she would be sending out the invoices for 2008/09 on 1st April. David Patrick confirmed that Reedness & Swinefleet IDB will not be contributing this year.
- Ebb & Flow (issue 8) will be ready for publication by the end of March.
- Jeremy Pickles reported that as well as the codes of conduct for Flamborough there is also one to cover the coastal area between Flamborough and the Humber. He suggested that Kat could provide input to the HECAG group to avoid duplication and share best practice, especially ahead of renewing the Humber codes of conduct.

- Emma Hawthorne noted that MCS/Marlin have produced a shore guide which could be good design to use as an outline for the new codes of conduct. Kat said she would look into it.
- Kat reported that Craig Boxshall (Hull City Council) would be taking early retirement on the 20th March following which time there would be no formal representative for Hull on HERAG. Kat expressed her concern that Hull has very few ecological staff now and no obvious replacement once Craig leaves. Jeremy Pickles suggested that the Chairman and Kat should formally write to Hull City Council inviting a replacement to come forward and reiterating the importance of their inclusion the HERAG group and HMS process.

Action Point, Kat and Phil Cowing: Write to Hull City Council regarding their representation on HERAG.

7. Date and venue for next meeting.

The next meeting will be held 7th July 2008 at 2pm at Waters' Edge Visitor Centre, Barton upon Humber.