

Minutes of Meeting – Pow Drainage Commission Commissioners Meeting

PRESENT: Hugh Grierson (HG), Jo Guest (JG), James England (JE), Mrs E Roberts (ER), Gary Buckingham (GB)

Also present as Clerks to the Commission:
Jonathan Willett (JW), Charles Arden (CA)

DATE OF MEETING: 31st October 2019

VENUE: Newmiln Farm, Tibbermore

Receipt

Item	Notes	Action by:
1	Apologies for Absence recieved Mr Kieran Emptage (KE), Mr Alex MacKenzie-Smith (AMS), Mrs Anna Moray-Parker (AMP)	
2	General Business	
2.1	The Clerk thanked the commissioners for appointing Savills as the new Clerks to the commission. As there was no agenda in place for the meeting, the Commissioners discussed points regarding the previous agenda.	
2.2	It was raised that there is a necessity to be clear and transparent from the perspective of the Commissioners and Clerks. This was discussed due to the concerns raised by Heritors in the Heritors meeting. The Clerk followed this up by confirming that more heritors are now looking for information regarding the Pow than in previous years.	
2.3	The Clerks confirmed that the website would be available before the end of the year. This is following the decision of the Commissioner's to instruct LightPressDesign to complete this work.	
3	Previous Minutes	
3.1	The present commissioners confirmed the previous minutes as accurate and signed the minutes. In future the minutes will be distributed to heritors 10 days after having been sent to the commissioners. If there is no objection from the commissioners they will be accepted and distributed.	
3.2	The Commissioners confirmed that McCash and Hunter will continue to advise the Commission on a Consultancy basis. The Commissioners undertook to regularly review this arrangement having noted the discontent from the Heritors.	
3.3	It was also noted that McCash and Hunter continue to be the point of contact regarding the request of a drainage report, it was discussed that this should be changed to The Clerk. Savills to update this.	
3.4	Following this point there will be a section on the agenda for the next Heritors meeting named "McCash and Hunter" to specifically to discuss their involvement going forward. This will aid the transparency of commission.	

Item	Notes	Action by:
4	<p>Bank Account</p>	
4.1	<p>The new bank account is to be held with RBS. This is currently being set up with HG managing this process. McCash & Hunter will continue to hold the finances of the Commission until this account has been set up.</p>	
5	<p>Drone Investigation</p>	
5.1	<p>The Commissioners discussed a point raised in the Heritors meeting of using a drone to inspect the Pow. The Clerks to investigate costs of this practice.</p>	
	<p>Next Meeting</p>	
	<p>The date of the next inspection was agreed to take place on <u>Friday 7th February 2020 at 0900</u>. Meeting at Newmiln Farm. Heritors are to be invited closer to the time for the inspection walk.</p>	
6	<p>Financials</p>	
6.1	<p>It was agreed that the budget now and in future will show figures including and excluding VAT.</p>	
6.2	<p>Further to the earlier discussion of the Commission being transparent, the heritors pre-payment costs as well as the promotion costs will be on the website. So that heritors can view these freely.</p>	
	<p>Communication</p>	
7	<p>ER raised the point that letters will still need to be sent until all heritors have provided an email address, or have confirmed that they are aware of the website being used.</p>	
7.1	<p>HG commented that the minutes of all the Pow meetings should be sent to the Residents Association for Heritors to view.</p>	
7.2	<p>The Commissioners agreed that the debtor's list and bank statement should be included in the minutes once available from McCash and Hunter.</p>	
7.3	<p>The Clerks have been instructed to produce an easy to read summary of the Act so that heritors can easily read through it and understand fully what the act does.</p>	
7.4	<p>It was decided that the minimum level of detail which the act allows will be published. This is the postal address and the assessment of that property.</p>	
8	<p>Drainage</p>	
8.1	<p>JG suggested that it would be worth joining the Association of Drainage Authorities (ADA), the Commission agreed with this. The Clerks are to contact the ADA regarding this.</p>	
8.2	<p>The budget is to be amended to show the ADA subscription in the "Drainage Experts" Section of the budget.</p>	
9	<p>Date for next meeting</p> <p>30th April 2020, 19:00</p> <p>Newmiln Farm, Tibbermore, Perth, PH1 1QN</p>	