

A MEETING OF THE BROADS (2006) INTERNAL DRAINAGE BOARD WAS HELD VIRTUALLY VIA ZOOM VIDEO/TELEPHONE LINK ON MONDAY 17 MAY 2021 AT 10.00 AM.

| Elected Members | Appointed Members |
|------------------------|---------------------------|
| * H J Alston | Broadland D C |
| * L E Baugh | * N Brennan |
| C Bielby | * J Copplestone |
| J Burton | R Grattan |
| * R Buxton | * K S Kelly |
| * T Cator | * G Nurden |
| J W Chapman | |
| S G Daniels | North Norfolk DC |
| * G D Gay | * H Blathwayt |
| * M Harris | * P Bütikofer |
| * M Jones | * A M Fitch-Tillett |
| * I Robinson | * P Grove-Jones |
| D Roll | M Millership |
| * F Sharman | * L Shires |
| M Smart | J Toye |
| * T P Strudwick | A Varley |
| * J G Tallwin | Vacancy |
| * E Wharton | |
| * S D Wright | Great Yarmouth B C |
| | M Bird |
| | * M Fairhead |
| | * G Freeman |
| | * N Galer |
| | L Mogford |
| | Jointly Appointed |
| | B Lawn |
| | * Present (64%) |

R Buxton in the Chair

In attendance:

Giles Bloomfield (Catchment Engineer, WMA Eastern), Cathryn Brady (Sustainable Development Manager), Phil Camamile (Chief Executive), Sue Cook (CEO's PA), Sallyanne Jeffrey (Finance and Rating Manager), Caroline Laburn (Environmental Manager) and Matthew Philpot (Project Engineer, WMA Eastern)

Mr Richard Overton also joined part of the meeting (as a member of the public)

ID Broads (2006) IDB, Minute

Action

26/21 APOLOGIES FOR ABSENCE

| ID | Broads (2006) IDB, Minute | Action |
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| 26/21/01 | Apologies for absence were received on behalf of Chris Bielby, John Burton, James Chapman, Simon Daniels, Lesley Mogford, Mark Smart, John Toye and Adam Varley. | |
| 27/21 | WELCOME AND INTRODUCTIONS | |
| 27/21/01 | The Chairman welcomed everyone to the virtual meeting and reminded members to raise their digital or physical hand if they wanted to speak, but otherwise to remain muted, so as to maintain bandwidth and facilitate the smooth running of the meeting. | |
| 28/21 | STANDING ORDERS | |
| 28/21/01 | The Chief Executive apprised members of proposed changes to the Board's Standing Orders that had been drafted and approved by Defra, permitting IDBs to hold lawful virtual and hybrid public meetings permanently, beyond 7 May 2021 (a copy of which is filed in the Report Book). The revised Standing Orders had been approved by the Board's Chairman prior to 7 May 2021, as had been requested by Defra. It was agreed and thereby RESOLVED to ratify the Chairman's decision to approve these changes to the Board's Standing Orders with immediate effect. | |
| 28/21/02 | It was noted that the legislative framework for IDBs was distinctly different to that of Local Authorities and Parish Councils who were no longer permitted to hold public meetings virtually beyond 7 May 2021. | |
| 29/21 | DECLARATIONS OF INTEREST | |
| 29/21/01 | Fred Sharman declared an interest with regard to Repps Pumping Station. RESOLVED that this be noted. | |
| 29/21/02 | The Chairman once again reminded Rebecca Grattan and Pierre Bütikofer that a completed Declaration of Interests Form was required. The Chairman asked that these be completed and submitted to the Business Support Team as soon as possible. RESOLVED that this be actioned. | RG/ PB/ |
| 30/21 | MINUTES OF THE LAST BOARD MEETING | |
| 30/21/01 | The minutes of the last Board meeting held on 18 January 2021 were approved and confirmed as a true record. It was noted that the Chairman would sign the minutes shortly after the meeting. Arising therefrom: | |
| 30/21/02 | Water Resources East (WRE) Report (04/21/03) | |
| | The Catchment Engineer reported that two roles were currently being advertised to work for WRE, with the Nature Conservancy, Norfolk County Council and Anglian Water. Once recruited and in post, the Catchment Engineer agreed to make contact to discuss flooding problems in the area. | GB |

| ID | Broads (2006) IDB, Minute | Action |
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| | RESOLVED that this be actioned. | |
| 30/21/03 | Halvergate Parish Council (04/21/04) | |
| | Grant Nurden thanked the Environmental Manager for the information she had sent to Halvergate Parish Council which had been discussed at the Parish Council meeting where dissatisfaction had been expressed regarding the IDB. The Environmental Manager offered to attend a future Parish Council meeting and requested that details of the concerns raised should be shared with her prior to attending. RESOLVED that this be actioned. | Grant Nurden/CL |
| 30/21/04 | High Rainfall Event in December 2020 (07/21/03) | |
| | The Project Engineer reported that he was preparing a full report for consideration at the next Board meeting. RESOLVED that this be actioned. | MP |
| 30/21/05 | Mileage Payments for Pump Attendants (07/21/04) | |
| | The Project Engineer explained that he had reviewed the Pump Attendant (PA) job description and contract, and, with the Chairman and Vice-Chairman had agreed that there should be no need for additional mileage payments to be paid to PA's. Should PA's feel the role too onerous, then the Board's staff would fulfil the role, or it could be passed to someone more local to the pumping station. The Finance and Rating Manager confirmed that although mileage payments may have been paid to PA's in the past, they were discretionary and never part of the contract. The Project Engineer agreed to contact Peter Travis outside of the meeting to discuss. RESOLVED that this be actioned. | MP |
| 30/21/06 | Communication between Operatives and Pump Attendants (07/21/05) | |
| | The Project Engineer and Mark Harris both reported an improvement in communication between operatives and pump attendants, with pump attendants being informed by mechanical and electrical engineers of any issues and vice versa. RESOLVED that this be noted. | |
| 30/21/07 | Muckfleet Area Working Group (07/21/06) | |
| | (i) The Project Engineer reported that he was waiting for sluice structure automation costs, and once received, he would be bringing proposals to the working group for further consideration. RESOLVED that this be actioned. | MP |
| | (ii) The Chairman stated that when meeting on-site, it was courteous and right to inform the ratepaying landowner, even if they weren't able to attend the meeting. RESOLVED that this be noted. | |
| 30/21/08 | Repps Marsh – Notice of Entry | |
| | Fred Sharman reported that planned maintenance work in the Repps area had not been undertaken. The Project Engineer reported that this was | |

| ID | Broads (2006) IDB, Minute | Action |
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| | <p>due to contractor delays and would be added to the works programme for later in the year. RESOLVED that this be noted.</p> | |
| 30/21/09 | Third River Crossing – Great Yarmouth (07/21/07) | |
| | <p>It was noted that by not having a barrier on the crossing, this was leading to increased saline intrusion up-river and many fish deaths and should be reported to the Broadland Futures Initiative (BFI) which is concerned with flood defence, fishing and recreational interests. The Chairman requested that everyone keep ‘waving the flag’ for a barrier and if helpful, he would write on behalf of the Board to that effect. RESOLVED that this be actioned.</p> <p><i>Post meeting note: MP shared correspondence with key members to start this process.</i></p> | MP/ RB |
| 30/21/10 | WRE Update | |
| | <p>Jo Copplestone shared a verbal update from the WRE webinar she had attended on 27 April 2021 and would forward notes in due course for circulation to members. RESOLVED that this be actioned. Ken Kelly would be attending the next WRE meeting on 26th May 2021.</p> | JC/ SC |
| 31/21 | HEALTH, SAFETY AND WELFARE PERFORMANCE REPORT | |
| 31/21/01 | <p>The Health, Safety and Welfare Performance Report, (a copy of which is filed in the Report Book) was considered in detail and approved. There were no matters arising.</p> | |
| 32/21 | ENGINEERING AND OPERATIONS REPORT | |
| 32/21/01 | <p>The Engineering and Operations Report, (a copy of which is filed in the Report Book) was considered in detail and approved. Arising therefrom:</p> | |
| 32/21/02 | Chapelfield District Flooding (4.6) | |
| | <p>The Catchment Engineer apprised the Board of solutions and potential funding options to the flooding problems at Chapelfield and Hunsett Mill. He reiterated that this project wouldn’t be led by the Board, but we would hope to fulfil an enabling role in what could be an exemplar example of collaborative sustainable water management.</p> | |
| 32/21/03 | <p>Mr Richard Overton stated that his main concern was flooding at the Mill, that he was aware of an old flood defence structure in the wet wood and was prepared to improve this himself. He asked if the Board could let him know where the SSSI started and finished, the Catchment Engineer agreed to contact Mr Overton to advise on this. RESOLVED that this be actioned.</p> | GB |
| 32/21/04 | Capital Works Programme (4.1) | |
| | <p>Jo Copplestone enquired whether the Board had access to sufficient</p> | PJC |

| ID | Broads (2006) IDB, Minute | Action |
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| | <p>resources to get the business cases approved by the EA and delivered by the Board within the next 6-year period. The Chief Executive confirmed that the Board did not currently have access to sufficient resources to do this, without which the capital programme would amount to nothing more than a wish list and would not get delivered. The EA were likely to continue to prevent, block and stop all business cases from being approved, so it was important to have access to a strong project development team and alternative sources of funding. If/when funding had been secured, it was equally important for the Board to have access to a project delivery team that could deliver the work on time and within budget. Both aspects of project development and delivery were being considered by the WMA, so as not to miss out on these opportunities. RESOLVED that this be noted.</p> <p>33/21 ENVIRONMENTAL REPORT</p> <p>33/21/01 The Environmental Report (a copy of which is filed in the Report Book) was considered in detail and approved. Arising therefrom:</p> <p>33/21/02 Non-Native Invasives: Floating Pennywort (7.1.1)</p> <p>Harry Blathwayt apprised the Board that it was 'Invasive Species Week' and urged any members with Broadland parish connections, to post about the Floating Pennywort problem on notice boards, social media and other relevant sites. RESOLVED that this be noted.</p> <p>33/21/03 Non-Compliance – Martham Damgate (8.1)</p> <p>The Board considered the recommendation to adopt the section of drain described in the report, subject to conditions regarding the timing of maintenance (to be discussed with Natural England, due to it being a designated site), the arisings being deposited on the arable field side and Norfolk Wildlife Trust marsh side only (to avoid any impact to the flood defence bank or the reptile habitat on the Martham Broad side) and water levels being retained by the IDB installing a water control structure in the section of woodland at the upstream extent (for amphibians). The recommendation was approved by the Board, there were 23 votes in favour and 2 abstentions. RESOLVED that this be noted.</p> <p>34/21 PLANNING REPORT</p> <p>34/21/01 The Planning Report (a copy of which is filed in the Report Book) was considered in detail and approved. Arising therefrom:</p> <p>34/21/02 Enquiry regarding Sutton Staithe (4.1)</p> <p>Sutton Parish Council had expressed an interest in purchasing Sutton Staithe from the Board. Sutton Parish Council currently rented the land from the Board for £100pa. It was agreed and thereby RESOLVED not to sell this land. Members felt it should be retained for the purposes of safeguarding the viability of future projects in this area.</p> | ALL |

| ID | Broads (2006) IDB, Minute | Action |
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| 35/21 | INTERNAL AUDIT REPORT FOR 2020/21 | |
| 35/21/01 | The Internal Audit Report for 2020/21, as prepared by the Board's Internal Auditor, together with the Management Team's responses and agreed actions, (copies of which are filed in the Report Book), were considered in detail and approved. The Internal Auditor's recording of substantial assurance awarded on conclusion of the audit was noted. There were no matters arising. | |
| 36/21 | APPOINTMENT OF INTERNAL AUDITOR FOR 2021/22 | |
| 36/21/01 | It was agreed and thereby RESOLVED to re-appoint Katherine Woodward as the Board's Internal Auditor for 2021/22. | |
| 37/21 | FINANCIAL REPORT FOR YEAR ENDING 31 MARCH 2021 | |
| 37/21/01 | The Financial Report and reconciliation to the Annual Governance and Accountability Return for the year ending 31 March 2021, was considered in detail and approved (a copy of which is filed in the Report Book). There were no matters arising. | |
| 38/21 | ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN FOR 2020/21 | |
| 38/21/01 | The Annual Governance Statement shown in Section 1 of the Broads IDB Annual Governance and Accountability Return for the year ended 31 March 2021 was considered in detail and approved by the Board. | |
| 38/21/02 | The Accounting Statements shown in Section 2 of the Broads IDB Annual Governance and Accountability Return for the year ended 31 March 2021 were considered in detail and approved by the Board. | |
| 39/21 | DATE OF COMMENCEMENT PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS | |
| 39/21/01 | It was agreed and thereby RESOLVED to publish the notice on the Board's website and also display the notice in the office reception, that the Accounts for the year ending 31 March 2021 would be available for inspection for the 30-working day period commencing 14 June 2021 and ending on 23 July 2021. RESOLVED that this be noted | |
| 40/21 | SCHEDULE OF PAID ACCOUNTS | |
| 40/21/01 | The Schedule of Paid Accounts for the period 1 December 2020 to 31 March 2021 totalling £806,678 (a copy of which is filed in the Report Book) was considered in detail and approved for publication on the WMA Group's website. There were no matters arising. | |

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| 41/21 | TO CONSIDER AND APPROVE ANY MATERIAL CHANGES TO THE RISK REGISTER | |
| 41/21/01 | Members considered and approved the risk register for those risks with a risk assessment matrix score of ≥ 6 (a copy of which is filed in the Report Book). Arising therefrom: | |
| 41/21/02 | It was agreed and thereby RESOLVED to add the risk to the Risk Register that the current red diesel exemption was likely to expire on 1 st April 2022. This would equate to an annual increase of approximately £30,000, meaning an increase of 3% on rates and special levies. | PJC |
| 41/21/03 | Louis Baugh requested that a letter be circulated to members, for them each to add weight and support to ADAs lobbying, by sending it to their local Member of Parliament etc. RESOLVED that this be actioned. | MP |
| 42/21 | CORRESPONDENCE | |
| 42/21/01 | The three items of correspondence from Anglian Water, Water Resources East and Alan Peck were received and noted by the Board (copies of which are filed in the Report Book). There were no matters arising. | |
| 42/21/02 | Additional correspondence from Catriona Dodsworth, co-owner of Hunsett Mill came in on the evening prior to the meeting and had been circulated to members in advance of the meeting. The Chief Executive agreed to respond to the owners of Hunsett Mill regarding the matters raised. RESOLVED that this be actioned. | PJC |
| 43/21 | DATE OF NEXT MEETING | |
| 43/21/01 | The next Board meeting would take place on Monday 9 August 2021 at 10.00 am. The venue would be confirmed nearer the time, in accordance with the Government's Covid guidelines. | |
| 44/21 | ANY OTHER BUSINESS | |
| 44/21/01 | There were no items raised. | |
| 45/21 | OPEN FORUM: TO HEAR FROM ANY MEMBER OF THE PUBLIC, WITH LEAVE OF THE CHAIRMAN | |
| 45/21/01 | There were no members of the public present at this stage of the meeting. | |
| 46/21 | CONSORTIUM MATTERS | |
| 46/21/01 | Unconfirmed minutes The unconfirmed minutes of the last Consortium Management Committee (CMC) meeting held on 26 March 2021 were considered in detail and | |

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| | approved. There were no matters arising. | |
| 46/21/02 | WMA Schedule of Paid Accounts | |
| | The WMA Schedule of Paid Accounts for the period 1 December 2020 to 28 February 2021 totalling £499,239 as approved at the Consortium Management Committee meeting on 26 March 2021, was considered in detail and adopted by the Board for publication on the WMA Group's website. There were no matters arising. | |
| 46/21/03 | WMA Financial Report | |
| | The WMA Financial Report for the period 1 April 2020 to 28 February 2021, as approved at the Consortium Management Committee meeting on 26 March 2021, was considered in detail and adopted by the Board. There were no matters arising. | |
| 46/21/04 | WMA Planning Report – Byelaw Delegation | CB/PJC |
| | The proposed changes to each WMA Member Board's Scheme of Delegation as set out in the WMA Planning Report (a copy of which is filed in the Report Book) were considered in detail and approved. Members considered and approved the recommended amendment to Policy 4 of the WMA Planning and Byelaw Strategy and agreed that the phrase "All applications for consent that are retrospective, in so far as works or part of the works applied for have already been undertaken" should be removed from section 4.5 of each WMA Member Board's Schedule of Reserved Matters. RESOLVED that this be actioned. | |
| 46/21/05 | Social Media Report | |
| | The Social Media Report for the period 5 December 2020 to 5 March 2021 was considered in detail and adopted by the Board. There were no matters arising. | |
| 46/21/06 | Items for discussion at next CMC meeting | |
| | There were no issues raised by members for discussion at the next Consortium Management Committee (CMC) meeting on 25 June 2021. Should members wish to raise any item for discussion at the next meeting, they should contact any of the Board's representatives: Robin Buxton, Simon Daniels and Louis Baugh or the Chief Executive directly. | |
| 47/21 | CONFIDENTIAL BUSINESS | |
| 47/21/01 | It was agreed and thereby RESOLVED to exclude the public from the next part of the meeting due to the confidential nature of the business to be transacted, in accordance with Section 2 of the Public Bodies (Admission to Meetings) Act 1960. | |

BROADS (2006) INTERNAL DRAINAGE BOARD

GOVERNANCE

STANDING ORDERS

WATER MANAGEMENT ALLIANCE

Last review date: 17 May 2021 (to be reviewed every 5 years)

Next review date: May 2026

Reviewed by: Broads (2006) IDB and DEFRA

These are the Rules made by BROADS (2006) INTERNAL DRAINAGE BOARD with the approval of the Secretary of State under paragraph 3(1) of the Second Schedule to the Land Drainage Act, 1991 ("the Rules"). The relevant statutory provisions governing the proceedings of an Internal Drainage Board are also set out in the Annex to these Rules for reference purposes.

STANDING ORDERS

Contents

| | |
|---|---|
| REGULATIONS AS TO PROCEEDINGS..... | 3 |
| COMMITTEES OR SUB COMMITTEES | 5 |
| STANDING ORDERS: ORDER OF DEBATE..... | 5 |
| COMMON SEAL | 6 |
| SUSPENSION OF STANDING ORDERS | 7 |
| CERTIFICATION | 7 |
| ANNEX: STATUTORY PROVISIONS REGARDING THE PROCEEDINGS OF AN INTERNAL DRAINAGE BOARD, AS SET OUT IN PARAGRAPH 3 OF SCHEDULE 2 TO THE LAND DRAINAGE ACT, 1991..... | 8 |

STANDING ORDERS

REGULATIONS AS TO PROCEEDINGS

1. Meetings of the Board, for which fourteen days notice will be given, will be open to the public and press who will on the invitation of the Chairman be able to speak at the meeting. The Board can make a resolution to exclude the public and/or press from a meeting or part thereof:-
 - (a) The Board will hold a meeting once every three years following the re-election of the Board in November, at which the election of Chairman and Vice-Chairman will be made.
 - (b) The Board will hold a meeting every year at which the drainage rate and special levies will be set to enable the latter to be served on the billing authority by no later than the 15 February in respect to the following financial year.
 - (c) In the event of the need for an emergency meeting the notice will be waived.
2. For each meeting, other than for one arranged as an emergency meeting, members will receive an Agenda and any accompanying papers by post or other means despatched at least seven days before the meeting.
3. No business shall be transacted by the Board, other than that which appears on the Agenda unless 75% of the members present agree to any such additional issue being discussed.
 - (a) A formal meeting of the Board cannot be conducted unless one third of the members are present at the start of and during the meeting. If departures reduce the number below one third then the Chairman will terminate the meeting at that point.
 - (b) All resolutions and proposals will be decided by a majority of votes of the members present.
 - (c) In the case of an equality of votes at any meeting, the Chairman for the time being of such meeting shall have a second or casting vote.
4. The Board shall meet at a place to be confirmed on the Agenda, including: in person, by remote attendance, or a combination of the two. A place where a meeting is held, or to be held, includes reference to more than one place including electronic, digital or



STANDING ORDERS

virtual locations such as internet locations, web addresses or conference call telephone numbers. A member in remote attendance is present if they are able at that time:

- (a) To hear, and where practicable see, and be so heard and, where practicable, be seen by, the other members in attendance,
 - (b) To hear, and where practicable see, and be so heard and, where practicable, be seen by any members of the public entitled to attend part or all, of the meeting.
- 5. The Board shall, as soon as they conveniently can, appoint a Chairman and Vice Chairman. The term of office of such Chairman and Vice-Chairman shall continue until the first meeting of the Board after the next election following their appointment.
- 6. If any casual vacancy occurs in the office of Chairman or Vice-Chairman, the Board shall as soon as they conveniently can after the occurrence of such vacancy, choose some one of their number to fill such vacancy.
- 7.
 - (a) At any meeting of the Board the Chairman, if present, shall preside.
 - (b) If the Chairman is absent from a meeting of the Board, the Vice-Chairman, if present, shall preside.
 - (c) If at any meeting of the Board both the Chairman and Vice-Chairman are not present at the time the members present shall choose some one of their number to be Chairman of such meeting.
- 8. The Board shall cause Minutes to be made of all meetings and recorded in an appropriate form:
 - (a) of all appointments of Officers made by the Board,
 - (b) of the names of the members present at each meeting of the Board and Committees or Sub Committees of the Board,
 - (c) of all orders made by the Board and Committees or Sub Committees of the Board, and
 - (d) of all resolutions and proceedings of meetings of the Board and of Committees or Sub Committees of the Board.

STANDING ORDERS

The Board will approve, with or without amendment, the minutes of the preceding meeting and these will be duly signed by the Chairman together with any financial statements presented at that meeting.

9. All proceedings, resolutions and reports of every Committee or Sub Committee intended to be laid before the Board shall be circulated among the members of the Board at least seven days before the meeting of the Board at which the same are to be submitted.

COMMITTEES OR SUB COMMITTEES

10. The Board may appoint such Committees or Sub Committees as they think fit but all acts of any Committee or Sub Committee shall be subject to the approval of the Board unless the Board has delegated its powers to that Committee or Sub Committee to deal with a specific issue.
11. A Committee or Sub Committee may elect a Chairman of their meetings. Alternatively, the Board may appoint a Chairman of a Committee or Sub Committee. If no such Chairman is elected or appointed or if he is not present, the members present shall choose some one of their number to be Chairman of such meeting.
12. A Committee or Sub Committee may meet and adjourn as they think proper. Proposals at any meeting shall be determined by a majority of votes of the members present. In case of any equal division of votes the Chairman shall have a second or casting vote (unless otherwise determined by the Board).
13. Regulations 8 and 9 shall apply to minutes of Committees and Sub Committees.

STANDING ORDERS: ORDER OF DEBATE

14. Every proposal or amendment, other than a proposal for the approval of a Committee or Sub Committee, shall be proposed and seconded and shall, if required, be submitted to the Chairman who shall read it out before it is further discussed or put to the meeting.
15. The Chairman will invite members to speak on the subject under discussion.
16. Members must declare where they have an interest in a matter to be discussed, the Chairman then deciding what if any part the member can take in any ensuing discussion and whether the member can vote.

STANDING ORDERS

17. A proposal or amendment once made shall not be withdrawn without the consent of the Board.
18. Every amendment shall be relevant to the proposal to which it is applied.
19. Whenever an amendment upon an original resolution has been proposed and seconded, no second or subsequent amendment shall be moved until the first amendment shall have been dealt with, but notice of any number of amendments may be given.
20. If an amendment is rejected then other amendments may be proposed on the original resolution or proposal.
21. If an amendment is carried the proposal as amended shall take the place of the original proposal and shall become the question upon which any further amendment may be moved.
22. No proposal to rescind any resolution which has been passed within the preceding six months, nor any proposal to the same effect as any proposal which has been negatived within the preceding six months shall be in order unless (a) notice thereof shall have been given and specified in the Agenda and (b) the notice bears, in addition to the name of the member who proposed the resolution, the names of two other members; and when such resolution or proposal has been disposed of by the Board, it shall not be competent for any member to propose a similar proposal within a further period of six months.
23. Order 22 shall not apply to proposals which are moved by the Chairman or other members of the Committee or Sub Committee in pursuance of the report of the Committee or Sub Committee.

COMMON SEAL

24. The Common Seal of the Board shall be kept in some safe place. All deeds and other documents to which the Common Seal of the Board shall require to be affixed shall be sealed in pursuance of the Board, and in the presence of the Chairman and the Chief Executive of the Board.
25. Copies of all sealed documents must be retained.

STANDING ORDERS

SUSPENSION OF STANDING ORDERS

26. Any one or more of the standing orders, in any case of urgency or upon resolution or proposal made on a notice duly given, may be suspended at any meeting, so far as regards any business at such meeting, provided that 75% of the members of the Board present and voting are in agreement.

CERTIFICATION

Broads (2006) IDB has agreed to make these Rules (1 to 26) on 17 May 2021.

By Order of Broads (2006) Internal Drainage Board

Certified by Mr P J Camamile, Chief Executive

29 April 2021. Ratified by the Board on 17 May 2021.

STANDING ORDERS

ANNEX: STATUTORY PROVISIONS REGARDING THE PROCEEDINGS OF AN INTERNAL DRAINAGE BOARD, AS SET OUT IN PARAGRAPH 3 OF SCHEDULE 2 TO THE LAND DRAINAGE ACT, 1991

Proceedings of internal drainage board

- 3(1) An internal drainage board may, with the approval of the relevant Minister, make rules:-
- (a) for regulating the proceedings of the Board, including quorum, place of meetings and notices to be given of meetings;
 - (b) with respect to the appointment of a Chairman and a Vice-Chairman;
 - (c) for enabling the Board to constitute committees; and
 - (d) for authorising the delegation to committees of any of the powers of the Board and for regulating the proceedings of committees, including quorum, place of meetings and notices to be given of meetings.
- (2) The first meeting of an internal drainage board shall be held on such day and at such time and place as may be fixed by the relevant Minister: and the relevant Minister shall cause notice of the meeting to be sent by post to each member of the Board not less than fourteen days before the appointed day.
- (3) Any member of an internal drainage board who is interested in any company with which the Board has, or proposes to make, any contract shall:-
- (a) disclose to the Board the fact and nature of his interest; and
 - (b) take no part in any deliberation or decision of the Board relating to such contract;
- and such disclosure shall be forthwith recorded in the minutes of the Board.
- (4) A minute of the proceedings of a meeting of an internal drainage board, or of a committee of such a Board, purporting to be signed at that or the next ensuing



STANDING ORDERS

meeting by a person describing himself as, or appearing to be, the Chairman of the meeting to the proceedings of which the minute relates:-

- (a) shall be evidence of the proceedings; and
- (b) shall be received in evidence without further proof.

(5) Until the contrary is proved:-

- (a) every meeting in respect of the proceedings of which a minute has been so signed shall be deemed to have been duly convened and held;
- (b) all the proceedings had at any time such meeting shall be deemed to have been duly had; and
- (c) where the proceedings at any such meeting are the proceedings of a committee, the committee shall be deemed to have been duly constituted and to have had power to deal with the matters referred to in the minute.

(6) The proceedings of an internal drainage board shall not be invalidated by any vacancy in the membership of the Board or by any defect in the appointment or qualification of any member of the Board.

Water Management Alliance (Eastern) Health, Safety and Welfare Performance Review

1. This report covers the period from to 16 December 2020 – 16 April 2021

1.1 We continue to review/update risk assessments in line with government guidelines.

2. Learning events

- 2.1. New Royal Mail service eliminating need to visit post office – reducing Covid Risk
<https://send.royalmail.com/>
- 2.2. Speed awareness shared learning regarding lower limits on all IDB 4 x 4's on national speed limit and dual carriageways.
- 2.3. Towing: Bad snaking of welfare unit during towing. Very low speed required, 45mph max, and wind conditions must also be considered before towing. Team and towing personnel briefed.
- 2.4. NRIDB: Lifejacket. Employee not wearing lifejacket when entering water to rake screen. Employee spoken to and team briefed on the raking screens GRA, as well as the requirement to wear lifejackets when adjacent to water.

3. Accidents

- 3.1. BIDB: Machine stuck when attempting to cross ditch. Muscle sprain to operators shoulder when entering/exiting machine during recovery.
Rescue required, involving additional machines and staff. Following this a new GRA for machine recovery is to be developed and briefed to all staff. This also highlights the requirement for crossing points to be installed in key access locations (already underway) and also for driver attitude to change around perceived savings in time and money, by taking short cuts. Drivers have all been spoken to and will be briefed once new GRA is developed.
- 3.2. ESIDB: Dumper turned over when tipping load. No injuries.
During beach work, dumper was transporting sand and tipping it in a designated location. On final tip of the job the dumper is believed to have reversed too far and one side of wheels went onto the heap already present. This led to the dumper sitting off angle and when tipping resulted in it rolling onto the side. The operator was wearing a seatbelt and was within a cab. Dumper was righted. No injuries sustained. An investigation into the accident is underway and will be discussed with Copes our H&S advisors. Learning will be shared and put into any future jobs.
- 3.3. ESIDB: Finger injury from groyne board dropping onto hand, during the removal of stones from between boards in re-seating maintenance. Groyne board had been lifted with a metal bar and stones had been removed. On removing the metal bar the board did not sit back down and so operative knocked it to move it. It then dropped and caught the finger of the operative who had his hand on the board below. An investigation has been carried out and this is believed to have been caused by a lack of communication in the operation and a lapse in concentration by the operative. A

new GRA for this operation will be developed and clearer dual communication process clearly stated.

4. Toolbox Talks & Training

4.1. Briefings on topics described in section 3.0.

5. Updates to Generic Risk Assessments (GRA)

5.1. Annual review of GRAs. Updates made and briefed.

6. Health & Safety Inspections

(these are carried out quarterly by Copes, our independent safety consultant)

6.1. 16 December 2020. Bench Grinder to be better secured in Martham workshop.

6.2. Health & Safety Executive spot visit to WMA offices in King's Lynn checking the Covid measures in place. Inspector happy with measures in place and left the office without issuing any improvement notices.

MATTHEW PHILPOT
Project Engineer, WMA (Eastern)

ENGINEERING, OPERATIONS & ENVIRONMENTAL REPORT May 2021

This report covers the period from 05 January – 03 May 2021

Further to the COVID-19 outbreak and Government advice, operations staff have continued to review our safe systems of work in line with government advice issued. We feel the precautions and mitigation measures we have in place are working and that we are keeping staff safe, whilst still fulfilling our important role.

1. REVENUE MAINTENANCE WORKS

Works have been undertaken on Board main drains in these catchments:

- | | |
|------------------------|-------------------|
| • Hickling | • Irstead |
| • Upton Doles | • Postwick |
| • Hermitage | • Halvergate |
| • Horning Grove | • Tunstall |
| • Hempstead | • Caister Village |
| • Waxham North & South | • Alderfen Broad |
| • St Benets | |

2. PUMPING STATIONS

M&E Engineers have been using the facilities at Martham Depot to strip pumps and diagnosing faults in house. This is therefore cutting this cost out of the suppliers work, and is also allowing more specific quotations for repairs to be received.

HAPPISBURGH TO WINTERTON DISTRICT

Brograve: (3 No. Pumps)

No major problems reported. Pump 1 in fault, which is to be removed and inspected in next quarter.

Horse: (1 No. Pump)

No major problems reported.

Somerton South: (2 No. Pumps)

No major problems reported.

Somerton North: (1 No. Pump)

No major problems reported.

Somerton Auxiliary: (1 No. Submersible)

No major problems reported.

LOWER BURE FLEET & ACLE MARSHES DISTRICT

Tunstall Pump: (2 No. Pumps)

No major problems reported

Five Mile Pumping Station: (1 No. Pump)

No major problems reported.

Ashtree Pumping Station: (1 No. Pump)

Flap Door has failed. Temporary pump in place (hardwired).

Breydon Pumping Station: (2 No. Pumps)

Weedscreen cleaner repaired and reinstated.

No major problems reported.

Berney Pumping Station: (1 No. Pump)

No major problems reported.

Seven Mile Pumping Station: (2 No. Pumps)

No major problems reported

Stracey Arms Freshwater Intake Works: (Automatic inlet penstock)

No major problems reported.

LOWER YARE FIRST DISTRICT

Buckenham Pumping Station: (1 No. Pump)

No major problems reported

Postwick Pumping Station; (1 No. Pump)

Temporary flap door in place.

LOWER YARE FOURTH DISTRICT

Cantley Pumping Station: (1 No. Pump)

No major problems reported.

MIDDLE BURE DISTRICT

The Doles Pumping Station: (3 No. Pumps)

Bearing replacement needed on cleaner, to be completed next quarter and Pump 1 cable fault. Pump to be removed and serviced/repared next quarter.

Hermitage Pumping Station: (1 No. Pump)

No major problems reported.

MUCKFLEET & SOUTH FLEGG DISTRICT

Stokesby Pumping Station: (2 No. Pumps - Archimedes Screw Pumps)

Pump bearing replaced.

Mautby Pumping Station: (2 No. Pumps - Archimedes Screw Pumps)

Weedscreen cleaner hydraulic pipe failed. To be replaced next Quarter. Motor replaced, following winding failure of original motor (which had been in since original).

REPPS MARTHAM & THURNE DISTRICT

Martham Pumping Station: (1 No. Pump)

Temporary pump in place (hardwired). Pump being repaired and will be reinstalled next quarter.

Wind damage to cleaner, to be repaired in the next quarter with additional measures also planned.

Repps Pumping Station: (1 No. Pump)

No major problems reported.

Thurne Pumping Station: (1 No. Pump)

No major problems reported.

SMALLBURGH DISTRICT

Hickling Stubb Pumping Station: (1 No. Pump)

No major problems reported.

Eastfield Pumping Station: (1 No. Pump)

Seal and Bearing failure. Water being diverted to Stubb and Brograve. Pump is being repaired and will be reinstalled next quarter.

Catfield Pumping Station: (1 No. Pump)

No major problems reported.

Martham Heigham Holmes Pumping Station: (1 No. Pump)

No major problems reported. Lighting and fencing upgrades completed.

Potter Heigham Pumping Station: (2 No. Pumps)

No major problems reported.

Horsefen Pumping Station: (1 No. Pump)

No major problems reported.

Ludham Bridge North Pumping Station: (1 No. Pump)

No major problems reported.

Ludham Bridge South Pumping Station: (1 No. Pump)

No major problems reported.

St Benet's Pumping Station. (1 No. Pump)

No major problems reported. Health & Safety fencing improvements completed.

Horning Grove Pumping Station: (1 No. Pump)

Seal failed following servicing. To be removed and repaired next quarter.

Irstead Pumping Station: (1 No. Pump)

No major problems reported.

Sutton Pumping Station: (1 No. Pump)

No major problems reported.

Chapelfield Pumping Station: (1 No. Pump)

No major problems reported.

Wayford Bridge Pumping Station: (1 No. Pump)

No major problems reported.

East Ruston: (Tonnage Bridge Pumping Station – 1 No. Pump)

Weedscreen cleaner hydraulic repairs required.

3. PLANT

3.1. Plant Replacements

New Excavators have arrived and are in service. Four new trucks before April 2021, with old trucks being sold shortly after this by informal tender.

4. CAPITAL WORKS

4.1. Capital Works - Medium Term Programme Refresh

Further to the Government announcement last year of doubling of the Flood Risk Management budget to c.£5.2bn; Broads IDB have been allocated estimated capital replacements sums over the next 6 year settlement period as follows:

| | |
|--|------------|
| Upper Thurne Integrated Drainage Improvements | c.£26.115m |
| River Bure Water Level Management Improvements | c.£14.2m |
| River Yare Water Level Management Improvements(Shared) | c.£44.6m |
| Stalham Staithe Surface water Flood Alleviation Scheme (study) | £20k |

TOTAL £84.92m

Business case development will be key to unlocking these funds. To aid this programme of work the Catchment Engineer has negotiated grants to undertake required site investigations and option appraisals to inform the Board of the various options and resulting Outline Business Case (OBC) submissions. Grants as follows

| | |
|--|-------|
| Upper Thurne Integrated Drainage Improvements | £100k |
| River Bure Water Level Management Improvements | £220k |
| River Yare Water Level Management Improvements(Shared) | £350k |

4.2. Muckfleet Project – Update

Details of sluice structure have been passed to supplier for automation costs.

4.3. Upper Thurne Integrated Drainage Improvements (UTIDI)

Over this period the Catchment Engineer has been making the case the pumping station assets should not be subject to Partnership funding cost:benefit analysis but cost effective analysis (CEA) due to the legal obligations the Board is under through environmental legislation. Through CEA, the minimum funds required to **sustain** legal obligations (SAC, SPA, SSSI & Ramsar) will be provided at 100% grant in aid.

Natural England are in agreement with this position and has provided a legal letter of support setting the legal protections and resulting duties the Board is under to manage the landscape. This evidence has been presented to EA teams. EA have subsequently released a national guidance paper as a result of our enquiry that substantially supports this approach. The Upper Thurne business will be the first application through this process shortly.

Tom Jones is leading on concept designs working with our Framework consultants Jacobs to the achieve the sustain criteria whilst addressing climate change H&S & fish passage requirements also. We are confident we can in fact improve the condition of the designated sites at no additional cost through good design and standardisation of pumping station configuration. Further, these

technologies are better able to manage the available water resource though enhanced M&E control systems giving landowners greater potential to abstract high flow water to fill irrigation / multiuse reservoirs adapting our systems to be more resilient to a changing climate.

We are expecting to submit the outline business case by **July 2021**.

4.4. Halvergate High Level Carrier Phase 3

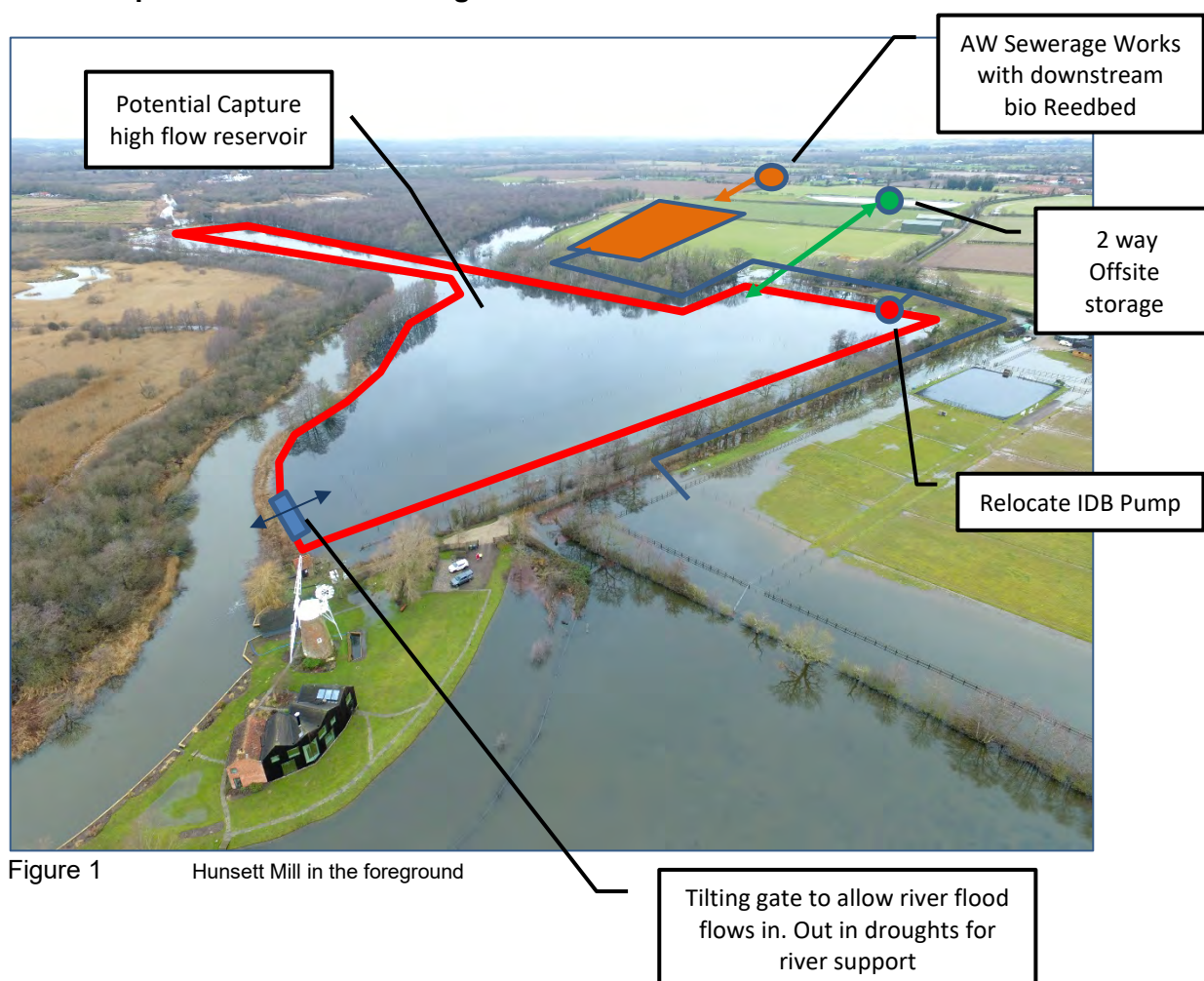
Landowner meetings were delayed due to Covid. These are now planned for May 2021. The main construction phase is planned to start in May 2022.

The consenting process has continued. The Broads Authority as the Planning Authority has challenged our ability to be able to deliver the scheme using our permitted development rights. We are robustly defending our position but have provisionally programmed in the need to obtain planning permission as a worst-case scenario.

4.5. Sutton Staithe SSSI Improvements

This project has been incorporated into the Capital Works MTP refresh under the River Bure WLMI, taking a catchment based approach following the latest EA guidance. See 4.1 above. The £220k study grant has been submitted to EA to enable this project to get underway. Pending approval.

4.6. Chapelfield District Flooding



Off the back of continued flooding over the winter period the Catchment Engineer has been in discussions with the landowner Mr Overton over potential solutions that may lead to new business opportunities. Concept of what could be considered is outlined in Figure 1.

It is clear there is a significant high flow water resource that could be put to better use than the uncontrolled damage to people, property and the environment witnessed this winter.

The Catchment Engineer has sounded out key stakeholders for their willingness to collaborate in investigating the opportunities further.

The Catchment Engineer has put feelers out to EA WFD and Water Resources Teams to see if they could support a grant upto £30k through the pending Water for Tomorrow fund to enable a feasibility study.

Also, working with Suffolk & Norfolk County Councils, Emma Dixon is scoping the possibility to potentially fund capital embankment improvement works as Councils have been successful bidders to the £6m Innovation fund.

Broadland Authority have river dredgings available for embankment repairs / building from 2022/23 that could be enabling.

Anglian Water are an interested Partner to improve water quality issues WFD commitments.

Irrigation demand is being established through consultants working on behalf of BAWAG.

A long way to go but this could be a exemplar example of collaborative sustainable water management in a changing climate.

5. OPERATIONS REPORT

5.1. High rainfall event December 2020.

Significant rainfall events and flooding occurred throughout the winter months. Officers are still in the process of reviewing and actioning these flood events which has been a resource intensive task. Some key figures are detailed below (source <https://nrfa.ceh.ac.uk/monthly-hydrological-summary-uk>), and a more detailed report will be presented at the next board meeting.

Rainfall (December 2020 to February 2021) Anglian Region

December 103mm = 192% above average

January 93mm = 176% above than average

February 45mm = 114% above than average

River Flows (December 2020 to February 2021) Wensum, Anglian Region

December Exceptionally high flows

January Notably high flows

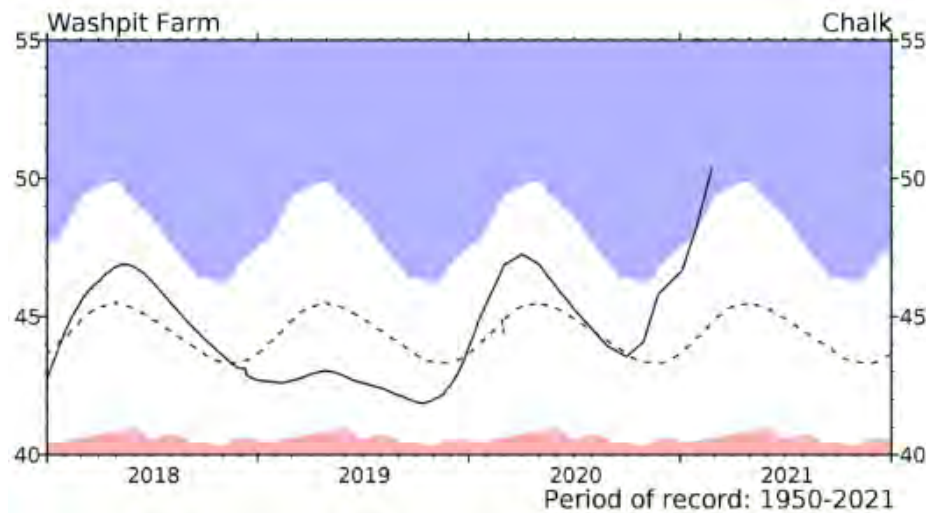
February Exceptionally high flows

Groundwater Levels (December 2020 to February 2021) Washpit Farm, Anglian Region

December Notably high levels

January Exceptionally high level

February Exceptionally high level (shown below)



Burnham Market Emergency Pumping

As consequence of Storm Bella and continued sustained rainfall, the ground water aquifers in North West Norfolk surcharged early February 2021 resulting in significant ground water flood through the village of Burnham Market. The resulting flows entered several properties filling cellars and ground floor rooms and covered roads to a considerable depth, the Doctor Surgery and Key Covid vaccination centre was rendered inaccessible. Under a Public Sector Co-operation Agreement, Norfolk County Council (NCC) requested assistance in dealing with the flood water and given there was no spare capacity within the watercourse network through the village the Broads IDB developed an innovative relay system.

WMA Eastern Team resources mobilised with a series of high-capacity pumps and connecting hoses, forming an above surface piped system through the centre of the village to manage this excess flow.

This effort has continued since early February with staff and our trusted framework contractors working around the clock to reduce flood risk, maintain public safety and ensure the lifesaving covid vaccination programme could continue with minimal disruption.

This significant success story of partnership working we hope will also lead to future work with NCC and act as an example of how public authorities can work together to solve problems, avoiding the highly expensive private sector options.





5.2. Mechanical & Electrical Engineering staff freelance work

19hrs work this quarter.

5.3. BESL Update

Quarterly meeting with the EA's BESL representative was held in April. The EA are about to sign the new contract with BESL for the next phase of works. Further to the overtopping in December we focussed our discussions on low point on the defences and whether these were down to be raised by BESL as part of the snagging phase of the contract. EA will provide us with the 'overtopping report' which details the sections of bank which are below the service level of the contract. This will allow us to be more strategic in our placement of pumps and temporary resources and will also ensure crest raising is completed where required. Discussions were also held regarding completion of work at Clippesby Mill control structure, which was not completed as part of the BESL project despite assurances to the contrary. EA are looking into this.

6. OTHER MATTERS

6.1. Broads Environmental Land Management Scheme – Trial Project

The Broadland ELMS pilot is ongoing with Board Officers supporting discussions with Partners into Defra.

6.2. Water Resources East <https://wre.org.uk/>

Nothing to report this period.

7. ENVIRONMENTAL REPORT

7.1. Information for the Board

7.1.1. Non-Native Invasives: Floating Pennywort in the North Walsham and Dilham Canal / River Ant

As reported in the previous Board Report, the invasive species Floating Pennywort (*Hydrocotyle ranunculoides*) was recorded in the River Ant / North Walsham and Dilham Canal, near Honing, in October 2020. A large patch was also present where the IDB watercourse, the Hundred Stream, flowed into the River Ant. Following the discovery of the plant, the BIDB/NRIDB undertook extensive surveys along connecting IDB watercourses as well as that section of main river and the Board machine and operative, with Environmental Team

supervision, physically removed the largest patches from the Honing to Tonnage Bridge area. In December 2020, a specialist contractor employed by Norfolk County Council Non-Native Species Initiative (NNSI) undertook removal by hand of any remaining visible patches of floating pennywort. Additionally, the contractor surveyed additional areas of the River Ant / Canal both upstream and downstream to check for the upstream source and any unknown downstream spread. No evidence of the plant was found upstream of Honing Lock, so this is likely the source, but unfortunately, it was found below Tonnage Bridge all the way to Stalham Dyke within the navigable Broads.

Since then, IDB Officers have been continuing to work closely with the NNSI, the Environment Agency, the Broads Authority, Natural England and the North Walsham and Dilham Canal Trust to establish a plan and a solution to eradicating the plant. Regular virtual meetings are being held to coordinate the efforts of all parties and keep up the momentum needed to tackle this aggressive problem.

The Broads Authority rangers have also been undertaking ad hoc hand removal of any floating pennywort they encounter whilst on the river, as time and resources allow. They have also issued information to key stakeholders such as local business, river users, and clubs to make the public more aware of the issue and help to prevent further spread.

It is planned that the NRIDB and BIDB will continue to provide some funding to this project through the 2021-22 BAP budget for non-native species. Additional funding is also being sought from partner organisations, with some funds already secured for this year. The available funding will allow NNSI to instruct the specialist contractor to make regular visits throughout the year to continue to monitor the current known extent of the floating pennywort whilst also removing, by hand pulling, any patches found during the monitoring. This technique has been proven in a similar situation on the upper River Waveney. In addition to this method, a herbicide licence has been obtained from the EA to allow targeted spraying where appropriate.

As well as the work of the specialist contractor during 2021, further surveying effort will be needed around Barton Broad and the surrounding wetlands to determine the full extent of spread in this area. This will include further surveys of IDB watercourses and adjacent areas by the Environmental Officers. As previously reported, this invasive plant can have severe negative impacts to drainage and the maintenance of watercourses, as well as many much wider impacts, therefore it is imperative that the Boards continue to work in partnership to drive towards full eradication of Floating Pennywort on the River Ant catchment.

7.1.2. Muckfleet

2021 Mollusc monitoring

A Natural England protected species licence for the Little Whirlpool Ramshorn Snail (*Anisus vorticulus*) was obtained for part of the flood defence improvement works on the Muckfleet north bank. This licence requires that annual monitoring surveys be undertaken post-works for up to 5 years.

The second of these annual surveys was undertaken by a specialist contractor in February 2021, with the following findings. Eleven samples were taken in two re-aligned ditches with a maximum of eight species present. The mollusc and vegetation communities were still developing and there was still a lot of bare muds on the banks and in the base of the ditches. The mollusc communities were dominated with robust species (*Bithynia tentaculata*, *Physa fontinalis*, *Planorbis planorbis* and *Planorbarius corneus*) and very few of the more

sensitive species and no *Anisus vorticulus*. The quality of the ditches within the greater Muckfleet marshes south of the main track was poor with often large amounts of *Phragmites australis* present choking the ditches and causing shading. Only one ditch appeared suitable to hold this *Anisus vorticulus* and it was not present.

This represents little change from 2020 surveys. The poor condition of the wider surrounding dykes, and consequent lack of any *Anisus vorticulus* records, means that natural recolonisation to the dykes affected by the flood defence works is unlikely. Investigation into the ditch clearance regime of the wider marshes could benefit this species, but is outside of the direct control of the IDB.

De-silt 2021

Following the de-silt works on the Muckfleet in summer and autumn 2020, a section of approximately 100m of de-silting works is left to complete in 2021. We aim to use the same timings as we did for the rest of the de-silt works last year, mid-August to end September, to minimise environmental impacts particularly to breeding birds and fish. Natural England assent will be sought before the works commence. The remaining work should only take around 2 weeks to complete and the exact timing will be decided nearer the time. The section left is along the footpath on the eastern bank of the Muckfleet – it is proposed to leave the footpath open and use a watching brief during the work. The removed silt will be transported by tracked dumper to the nearest section of folding and deposited there to keep the footpath clear of silt.

7.1.3. Water vole mitigation for Mautby culvert replacement

A collapsed culvert under a track in the Mautby catchment needed replacing to allow water to flow effectively to the pump. A survey undertaken in 2020 found water vole burrows around the culvert and field signs showing their presence in the area. Therefore, appropriate mitigation, in line with the IDB Class Licence, was needed for this protected species before the work could be undertaken. Vegetation was cut to ground level in autumn 2020 to encourage displacement of animals. The area was re-surveyed for water vole presence in spring 2021 and since no field signs were found, destructive searches of the burrows were undertaken. Despite the lack of field signs, one adult water vole was found during the destructive searches – this was allowed to escape unharmed to adjacent habitat (see picture below).



Water vole mitigation undertaken as part of a culvert replacement

7.1.4. Halvergate Phase 3 Environmental Survey Work

Before the project construction works commence in May 2022, a number of environmental surveys are planned during 2021 to identify the presence of any protected species and inform required mitigation strategies that can be put in place before works start. These include surveys for water vole, reptiles, molluscs and aquatic plants, which will take place through summer 2021. Additionally, data on birds will be supplied by the RSPB and a heritage desk study will be undertaken.

7.2. Biodiversity Action Plan

7.2.1. Barn Owls

Barn owl monitoring across the WMA Boards continues to be undertaken annually by Colin Shawyer of the Wildlife Conservation Partnership. However, the Covid 19 situation has resulted in the Broads IDB having received no monitoring during the 2020 breeding season. Colin has collated information and summarised his thoughts on last year's breeding success of Barn Owls over England as a whole, rather than just in WMA (Norfolk):

"The date when barn owls laid their first egg in 2020 varied widely, from early April to July. Clutch sizes at this time were within the normal range of between 4 and 6, but by mid-May clutch depletion and the deaths of recently hatched young, were largely responsible for the low numbers of barn owls that eventually fledged from nests in 2020. Early egg laying is normally indicative of a successful breeding outcome, but as well as high levels of brood depletion in 2020, many pairs which had attempted to breed were unsuccessful with nests being abandoned part way through incubation or soon after hatch. Most of the eggs from these late clutches hatched successfully, but all was about to change, and by late-September and October dead 3 to 6-week-old young were being found at many abandoned nests.

In summary, England is likely to record the poorest barn owl breeding season on record. But if the prediction I made in 2014 which is based on knowledge of the cyclical frequency in field vole abundance turns out to be correct, then things could be expected to bounce back in 2021. I believe that adult survival rates will remain high this winter and in contrast to the poor breeding success experienced in 2020, most barn owl pairs will breed successfully and produce higher than average numbers of young to fledging."

With this information, we can therefore remain hopeful for a successful breeding season in 2021.

7.2.2. Norfolk Mink Control Project – Update

The project continues in close alliance with the Water Life Recovery East project. Through this alliance, Norfolk traps are gradually being replaced by Remoti traps to improve success. During 2020, 70 mink were caught across Norfolk and these appear to be dominated by a high catch on the River Yare catchment (35 mink), with most between the Chet mouth and Norwich. There were also 6 mink caught in the Bure catchment, including 1 at Ranworth.

Numbers of 'smart' traps in the Broads has continued to be built up. These traps are more effective at trapping mink and are much more efficient to operate reducing the number of physical checks needed.

The annual project newsletter and contact details of the local coordinators can be found in the Norfolk Mink Project Annual Newsletter in Appendix A.

7.2.3. Water Life Recovery East – Update

The aim of this group is to eradicate mink in East Anglia via a partnership approach from many organisations from Lincolnshire through Norfolk and Suffolk to Essex and Hertfordshire.

The latest WLRE steering group meeting was held on 10 March (the Minutes can be seen at Appendix B). Further funding has been found via an Anglian Water fund (as administered by the Cambridgeshire Community Foundation). These funds amount to £43,950. Together the grants cover the whole of Norfolk and a small part of Suffolk and Cambridgeshire. This will purchase a further 90 rafts and cover some staff time to deploy them and support their use.

7.2.4. Back from the Brink Little Whirlpool Ramshorn Snail Workshop

Back from the Brink is an ambitious partnership project aiming to save 20 species from extinction and benefit over 200 more, through 19 individual projects that span England. One of these projects is looking at the Little Whirlpool Ramshorn Snail (*Anisus vorticulus*) with an aim to increase the robustness of the snail's population at RSPB's Pulborough Brooks reserve, a Special Area of Conservation for *Anisus vorticulus*, in the Arun Valley, West Sussex. The project commenced in 2017 and was monitored from 2018-2020.

This aquatic snail is rarely more than 5mm in diameter. It is one of the rarest, most restricted and most vulnerable freshwater molluscs in Britain. It is a Section 41 Species of Principal Importance and the only British non-marine gastropod which is a European Protected Species. It is also listed in Annex II of the EU Habitats and Species Directive and therefore requires the designation of Special Areas for Conservation. It's now largely restricted to just three sites in the UK; the Arun Valley, the Broads and Pevensy Levels.

WMA Environmental Officers attended a workshop run by the project in April. An overview was given of the Pulborough Brooks project and then participants split into 3 regional groups. The Environmental Officer participated in the Broads group to discuss the knowledge of the species in the Broads, including surveys and conservation efforts, as well as the threats that it faces. The lessons learned from this project will be relevant to the long-term conservation of the species in the Broads, including informing best practice drain management techniques.

The Broads Board has recently commissioned surveys for this species as part of the Muckfleet project – see report above.



Little Whirlpool Ramshorn Snail (Anisus vorticulus). Photo RSPB BftB project

7.3. Pre-work Site Visits during the period:

| Date | Officer | Project / Maintenance | Site | Comments |
|----------|-----------------|-----------------------|---------------------------|--|
| 21-12-21 | JLM, TJ | Project | Martham Boat Dyke Culvert | Trees were planted to replace those necessarily removed during construction works. A short gap created in a hedge to allow the culvert to pass through was replanted with a mixture of native hedgerow species. Additional Oak and hawthorn trees were also planted in the wider vicinity of the project as an environmental enhancement in partnership with landowners. |
| 21-01-21 | JLM, PS | Maintenance | Halvergate Marshes | Salinity monitoring of Halvergate HLC and surrounding connecting dykes. This forms part of a regular survey and monitoring plan. |
| 27-01-21 | JLM, HM | Maintenance | South Walsham Marshes | Several IDB drains in the South Walsham catchment contain the rare aquatic plant Grasswrack Pondweed. As part of efforts to conserve this plant, Environmental Officer undertake annual surveys of these drains immediately following maintenance works. These surveys involve finding turions (buds of the plant that will grow in to a new plant after the winter period) from the removed weed arisings and returning them to the drains. |
| 4-02-21 | JLM, CL | Maintenance | Halvergate Marshes | Salinity monitoring of Halvergate HLC and surrounding connecting dykes. This forms part of a regular survey and monitoring plan. |
| 12-02-21 | JLM, PS | Maintenance | Alderfen | Pre-works site visit to discuss upcoming de-silting works with Norfolk Wildlife Trust site officer. |
| 03-03-21 | JLM | Project | Martham Depot | Survey and vegetation clearance as part of water vole mitigation on drain behind the depot workshop prior to it being in-filled. |
| 03-03-21 | JLM, CL | Maintenance | Halvergate Marshes | Salinity monitoring of Halvergate HLC and surrounding connecting dykes. This forms part of a regular survey and monitoring plan. |
| 08-03-21 | JLM | Maintenance | Mautby catchment | Monitoring visit for de-silting works. |
| 30-03-21 | JLM | Maintenance | Martham Damgate | Initial site visit of section of works on non-IDB drain following complaint from NWT officer. |
| 08-04-21 | JLM | Maintenance | Ludham Bridge | Monitoring site visit of section of maintenance works affecting a County Wildlife site with potential invasive species present. |
| 19-04-21 | JLM, CL, PS, AG | Maintenance | Martham Damgate | Site meeting to discuss the issues surrounding maintenance of a non-IDB drain and to explore the future options for this drain. |
| 21-04-21 | JLM | Project | Martham Depot | Undertake monitoring survey and destructive search of section of drain at Martham Depot as part of water vole mitigation prior to in-filling. Several burrows excavated, but no water vole were present. |

7.4. Assents/Licences Granted and/or Applied for during the Period:

| Asset / Licence | Date Applied | Date Granted |
|---|--------------|--------------|
| Martham de-silt WFD Assessment | 30-12-20 | N/A |
| Alderfen / Irstead de-silt WFD Assessment | 26-1-21 | N/A |

| | | |
|---|----------|----------|
| Environment Agency herbicide licence to carry out treatment on Japanese Knotweed Martham and Sutton | 19-02-21 | 22-04-21 |
| Stokesby WFD Assessment, desilt maintenance | 04-03-21 | N/A |

7.5. Meetings or Training

| Date Applied | Meeting / Training Attended | Brief Description |
|--------------|---|---|
| 12-01-21 | Floating Pennywort in River Ant Steering Group | Monthly update meeting for project partners working to eradicate Floating Pennywort on the River Ant. |
| 13-01-21 | Trinity Broads Partnership Project Board and Technical Group | Regular meeting of partners. Improvement of Muckfleet water control structures was discussed. |
| 28-01-21 | East Anglian Planning & Biodiversity, Great Crested Newt District Level Licencing | Local Authority run session to brief the GCN District Level Licensing scheme. EO attended to understand any implications or opportunities relating to IDB works. |
| 10-02-21 | QMS Internal Auditing Webinar | To review our internal auditing system and to see if we require any changes to how the internal audit is undertaken. |
| 11-02-21 | Biodiversity in Planning Webinar | Discussing Biodiversity Net Gain and its adoption into the planning system. |
| 24-02-21 | ADA Ecologists Forum | Informal opportunity to discuss topics and share knowledge and best practice amongst IDB Ecologists. |
| 09-03-21 | River Ant Floating Pennywort | Monthly update meeting for project partners working to eradicate Floating Pennywort on the River Ant. |
| 10-03-21 | Waterlife Recovery East Project | As detailed above. |
| 12-03-21 | Broads Biodiversity Partnership Meeting | Discussions about Nature recovery mapping, data availability and sharing, ELMs, and Sustainable farming initiative. |
| 15-03-21 | Scape Training | Introduction to the Scape Framework to IDB Officers by Balfour Beatty. |
| 06-04-21 | Broads Nature Recovery Mapping | Partnership review of existing nature mapping systems and their suitability to provide baseline information and identify nature recovery opportunities within the Broads. |
| 14-04-21 | Trinity Broads Partnership Project Board and Technical Group | Regular meeting of partners. Agreement to hold separate meeting regarding the Muckfleet water control structure improvements to agree a plan and timescale. |
| 15-04-21 | ISO 9001 Management Review Meeting | Regular meeting to review progress and ensure compliance regarding ISO 9001. |
| 16-04-21 | Wickhampton Crassula Project | Meeting with partners to discuss the treatment/eradication of the invasive aquatic plant Crassula at Wickhampton Marshes. Discussion included options for treating, funding opportunities, and working with landowners. |
| 22-04-21 | ISO 14001 Management Review Meeting | Regular meeting to review progress and ensure compliance regarding ISO 14001. |
| 26-04-21 | River Ant Floating Pennywort | Monthly update meeting for project partners working to eradicate Floating Pennywort on the River Ant. |
| 26-04-21 | Mollusc Workshop | RSPB's Back from the Brink project to conserve the rare and protected Little Whirlpool Ramshorn Snail. Training, updates and discussion regarding the Broads and other areas. |

| | | |
|----------|---|--|
| 29-04-21 | Meeting with NWT regards Martham Damgate Non-Compliance | As discussed in 8.1 |
| 30-04-21 | Breeding Wader survey | Training given by RSPB to the Environmental Manager and Officer followed by the first of 3 visits to survey an area of Wickhampton Marshes as part of the BTO's national breeding wader survey. These surveys provide data to monitor the long-term changes in numbers and distribution of breeding wader birds. |

8. Non-Compliance

8.1. Martham Damgate

A section of soke dyke between the upstream end of DRN022P0102 (TG 45553 20053) and a small area of woodland to the east (TG 45803 19816), measuring approximately 380m, was subject to a machine weedcut undertaken in January 2021 following on from the adjacent Main Drain.

This section of dyke runs alongside an area of grassland and an area of arable field; the change happens approximately two thirds of the way between the main drain and woodland at TG 45659 19856. The machine worked along the landward / south side of the soke dyke. Along the grassland arisings were deposited on the marsh, and along the arable field, the arisings were deposited on the opposite side on the rear face of the floodbank.

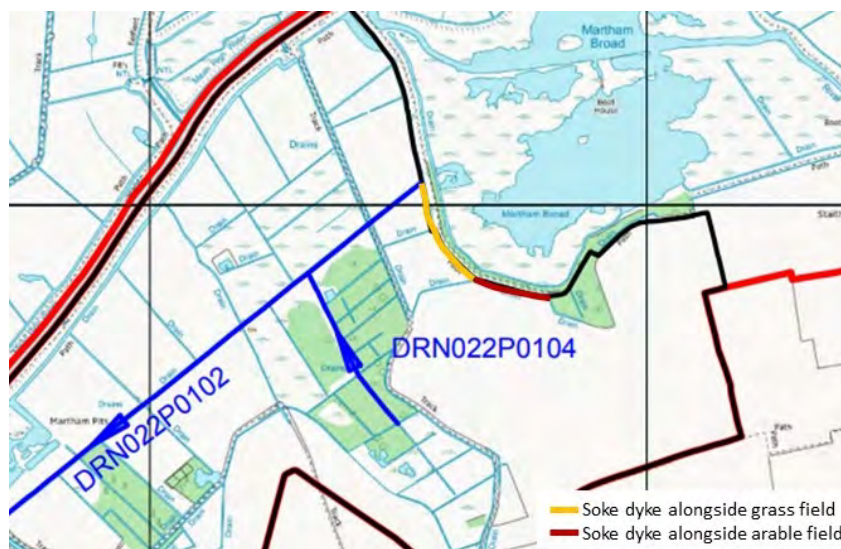


Weedcut arisings placed on rear face of floodbank on arable section.

The works to the drain not classified as main drain were not subject to the notice of entry process, therefore no environmental assessment was undertaken and the landowners were not notified. The Norfolk Wildlife Trust (NWT) warden, John Blackburn, reported an area of unexpected maintenance works on 25th March 2021. Fortunately, this section had been included in the Natural England 5 year assent for the Broads in case of future adoption.

Following sites visits and meetings between the Environmental Team, Operations Team, and NWT Officers, it was recognised that there is an advantage to maintaining this drain long-term. Therefore, it is proposed that the Broads IDB Adopt this extra section as Main Drain and it can then be included in

the regular maintenance programme. However, conditions will be necessary regarding the timing of maintenance (to be assented by Natural England due to being in a designated site), the arisings will need to be deposited on the arable field side (to avoid any impacts to the flood defence bank or the reptile habitat), and water levels will need to be retained in the section of woodland at the upstream extent (for amphibians).



Location of Main Drain and additional works undertaken

Recommendation to the Board: Adopt the section of drain described above as IDB Main Drain subject to the above conditions being agreed to be met.

9. Complaints

9.1 Nothing to report within this period.

10. **HYDROLOGY – UK Overview** (extracts from https://www.metoffice.gov.uk/pub/data/weather/uk/climate/datasets/Rainfall/date/East_Anglia.tx)

10.1. The first week of December was unsettled and turned increasingly cold, with low pressure becoming slow-moving and giving spells of rain, with sleet and snow over high ground and locally to low levels. It turned milder from the 8th, while remaining generally wet. A south to south-westerly type dominated from the 13th to 23rd bringing bands of rain interspersed with brighter showery weather, with strong winds at times. It became colder during the last week, with widespread wet and windy weather from Storm Bella on the 26th, and cold and unsettled weather continued during the last few days with lying snow penetrating to low levels in some counties.

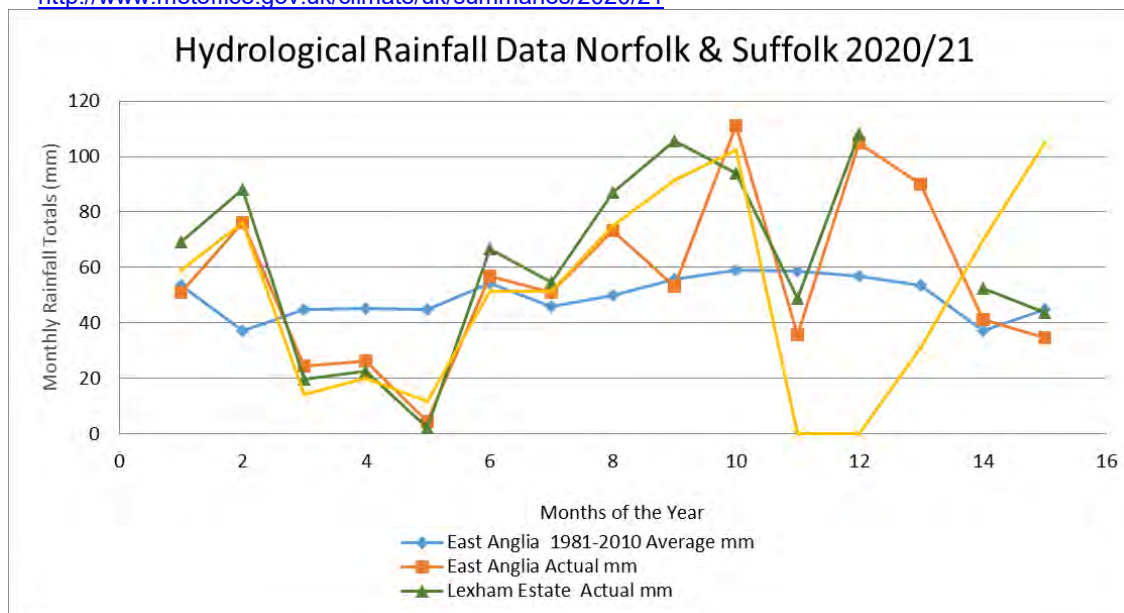
10.2. The first ten days of January were generally cold, with wintry showers in places in the first week and more general precipitation on the 7th and 8th. It turned milder and wetter in the south from the 10th, but colder air persisted at times in the north, resulting in some snow at the frontal boundary. Storm Christoph brought very wet and windy weather between the 19th and 21st, with many stations having over 100 mm of rain. It was colder from the 22nd to 25th with snow in places, mainly in the west and the Midlands. From the 26th it turned mild and wet in the south, but remained generally cold in Scotland.

10.3. The first five days of February were mild in the south, cold in the north, and unsettled, followed by a very cold easterly spell with heavy snowfalls in some areas, and extremely low temperatures on the early morning of the 11th. It turned

much milder for the second half of the month, and wetter in most areas with frequent strong winds, before a quieter anticyclonic spell arrived for the last few days.

- 10.4. The first week of March was cold but largely settled, followed by a disturbed spell of weather from 9th to 12th. Many areas were predominantly dry during the second half of the month, although western and northern areas saw persistent rain during 24th to 30th. The second half of the month was also much warmer, especially the last three days.

* <http://www.metoffice.gov.uk/climate/uk/summaries/2020/21>



| | East Anglia 1981-2010 Average mm | East Anglia Actual mm | Lexham Estate Actual mm | Seven Mile Halvergate Actual mm |
|-----|--|--------------------------|----------------------------|---------------------------------------|
| JAN | 53.4 | 50.9 | 69.1 | 59 |
| FEB | 37.2 | 76.1 | 88.1 | 76 |
| MAR | 44.8 | 24.5 | 19.6 | 14.2 |
| APR | 45.3 | 26.1 | 22.6 | 20.2 |
| MAY | 44.8 | 4.2 | 2.3 | 11.6 |
| JUN | 54.3 | 56.8 | 66.5 | 51.2 |
| JUL | 46 | 51 | 54.6 | 51.2 |
| AUG | 50.1 | 73.4 | 87.1 | 75.2 |
| SEP | 55.6 | 53.1 | 105.8 | 91.6 |
| OCT | 59 | 111.2 | 94 | 102.3 |
| NOV | 58.5 | 35.8 | 48.8 | error |
| DEC | 56.8 | 105 | 108.2 | error |
| JAN | 53.4 | 90 | | 30.8 |
| FEB | 37.2 | 41 | 52.3 | 69.8 |
| MAR | 44.8 | 34.5 | 43.7 | 105 |

GILES BLOOMFIELD – CATCHMENT ENGINEER (WMA EASTERN)
 PAUL GEORGE, OPERATIONS MANAGER (WMA EASTERN)
 TOM JONES, OPERATIONS MANAGER (WMA EASTERN)
 PHIL SEMMENCE, OPERATIONS MANAGER (WMA EASTERN, NORFOLK)
 CAROLINE LABURN, ENVIRONMENTAL MANAGER
 JAMIE MANNERS, ENVIRONMENTAL OFFICER

Norfolk Mink Project

Annual Newsletter 8

January–December 2020



Norfolk Non-native Species Initiative

2020 Stats

Mink Caught 70

Rafts 323

Traps 440

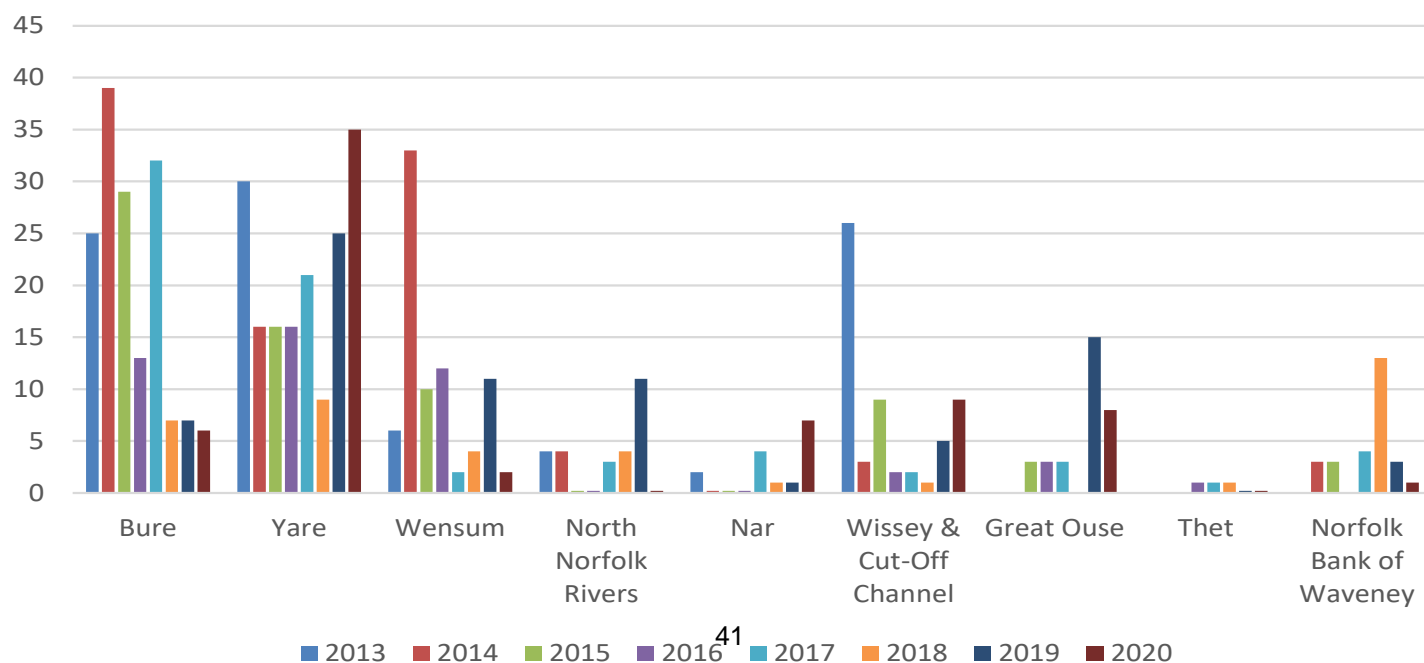
Volunteers 323



2020 has been a very exciting year, it is when mink control in Norfolk, and East Anglia more generally, prepared to step up a gear! Mink control in Norfolk, Suffolk and Cambridgeshire received a Defra / HLF grant of **£229,000** in December, for a 15 month project that started in January 2021. However, more of that later, first - what did we achieved in 2020?

With your help we caught 70 mink across the county, dominated this year by mink from the Yare catchment, which have accounted for half of the total. We have continued to build up the number of smart traps thanks to private donations and help from our partners in the IDBs, Natural England, the Broads Authority. These have been used mainly in the Broads and in the west of the county.

**Figure 1. Annual totals of mink taken by catchment
2013-20**



TRAPPING SUMMARY

Figure 2. Mink Events 2020

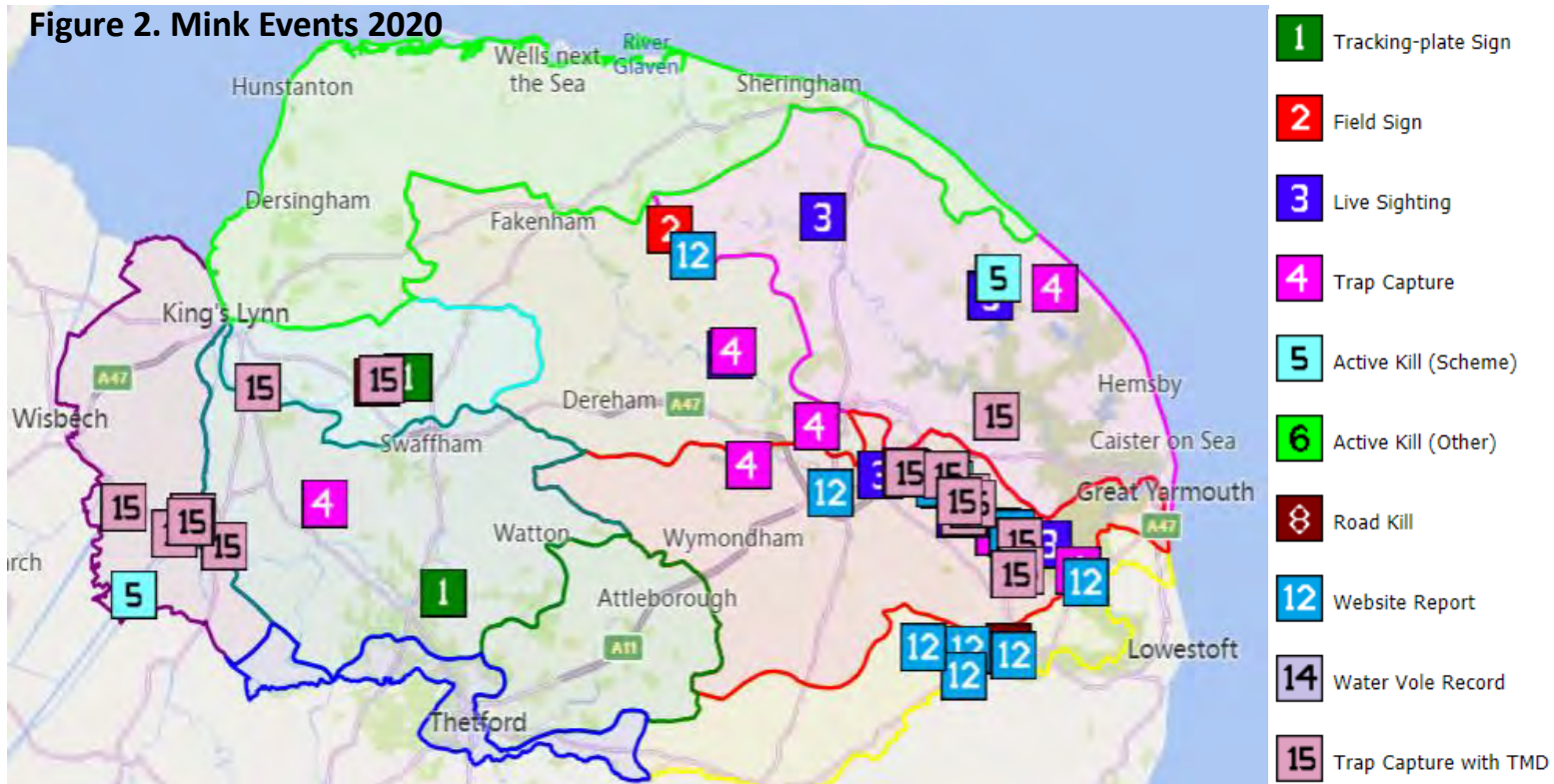


Figure 1 shows the numbers of mink killed by catchment over the past 8 years. This can only be a very general reflection of what is happening on the ground, as over time we have increased the trapping effort and have also been gradually increasing the number of more efficient 'smart traps'. For various reasons, most of these traps are in the Broads and in west Norfolk so will tend to bias results towards these areas.

Eighty percent of all mink trapped this year were caught in smart traps, although these make up less than 20% of the total. Not only are rafts fitted with smart traps better at catching mink, they also require less work to manage than checking and maintaining rafts with clay pads. Tony Martin, who manages over 80 smart traps in west Norfolk and Cambridgeshire, recently analysed the total number of visits that were necessary to keep a smart trap running effectively for every day of the year. On average it worked out at less than one visit a month, and this includ-

ed all visits: for mink, releasing non target captures, maintenance and even periodic checks to ensure everything is in order.

Figure 2 shows the distribution of all 'mink events' that we recorded last year; that is a combination of captures, sightings, field sign etc. It shows the concentration of mink activity along the lower Yare and in the Great Ouse out towards the Ouse Washes. There were also a number of sightings reported along the Waveney but, as far as we are aware, without the mink captures that might have been expected to have stemmed from these. This area has, for historical reasons, mainly been trapped by Suffolk Wildlife Trust but we will be working with them closely in 2021 to put out smart traps along the length of the river.

Another big advantage of smart traps is that we know precisely when they are operating, which means that we will have a much better idea of trapping effort. It is mink killed per night of trapping that will really begin to tell us the impact that we are having on the underlying population, rather than just the number killed, where a year to year change could be due to more or less trapping taking place.

With all these advantages, expect us to contact you soon to see if we are able to get you upgraded to a smart raft!



REPORTS FROM THE CATCHMENTS

BURE, YARE & THET

Stephen Mace

07920 522054 macey@stephenmace.co.uk

MINK CAUGHT & STATUS 2020

Number caught in previous year ()

| | | |
|-------------|----------------|---|
| Bure | 6 (7) | ● |
| Yare | 35 (25) | ● |
| Thet | 0 (0) | ● |

Bure

Numbers of mink caught in the Bure remain low compared to years gone by, with only 6 caught in 2020. Of these, 4 were caught at East Ruston, 1 at Calthorpe Broad and 1 at Sotshole Broad near Ranworth. Sightings were also very sparse but there was a live sighting at Wayford Bridge and another in the upper Bure at Erpingham. With the numbers being reasonably low for the last few years I'm very proud of the work everyone has put in to achieve this, and in a very difficult area, which has some of the best habitat for mink in Norfolk. However, we must remain vigilant and not let up or mink will quickly re-establish themselves in the broads.

Thet

For the second year running no mink have been caught, and we have not even had a single sighting. Despite this, I still feel that there could be a small number of mink in the catchment somewhere, as there is a lot of ideal habitat. I am also looking for new volunteers here and I would like to get some permanent smart traps in place. If you know of anyone who would be interested in volunteering, please pass on my contact details or let me know.

Yare

Once again we have seen an increase in numbers in the Yare; up to 35 for 2020, a jump of 10 from 2019. As in

previous years most of the mink have been caught between the mouth of the River Chet and Norwich. The rafts and smart traps that went out just over a year ago with the help of funding from the Water, Mills and Marshes Project have been extremely successful. Between them they have caught 13 mink in 4 different locations. Other



smart traps in the area have caught a further 10, and a female and litter of 4 kits were removed from under some riverside decking. I have a feeling that mink are trickling down from the upper reaches of the Yare and maybe the lower end of the Wensum. If you know someone who might want to join, anywhere on the Upper Yare west of Bawburgh or on the Tiffey, for example, I would be very interested in talking to them; please feel free to pass on my contact details.

NORTH NORFOLK, GT. OUSE & NAR

Rory Hart

07950 555279 roryhart@ymail.com

MINK CAUGHT & STATUS 2020

Number caught in previous year ()

| | | |
|-----------------------------|---------------|---|
| North Norfolk Rivers | 0 (11) | ● |
| Great Ouse | 8 (15) | ● |
| Nar | 8 (1) | ● |

North Norfolk Rivers.

Reports of mink activity across this area of the county

have been low. It is pleasing that the lower Glaven, which appeared to have a family of mink and associated

sightings last year, now appears to be quieter. The action and vigilance of the Glaven conservation group appears to have been a success. Otters continue to feature in more catchments; one animal investigated a very small garden pond, about 500 meters from a ditch that sometimes contains water, on two separate evenings.

The Norfolk Rivers Trust (NRT) continue to liaise closely with the mink project providing reports of potential mink presence and where field staff have recorded the presence of water voles. Sites where these vulnerable animals occur are a high priority for monitoring and control effort. We are most grateful for the expertise, practical support and co-operation of the NRT.

The problems of remote locations or where access is particularly awkward have in the past made deployment of control equipment impractical. The new smart traps / rafts have greatly eased these problems. Locations of high conservation value such as wader nesting sites can now have mink control in situ and be monitored without the need for daily disturbance when checking an active trap.

Great Ouse.

Reports of mink at Denver, Salters Lode and Downham Market were all investigated. Monitoring equipment was set up in co-operation with Tony Martin. A number of mink were caught in these locations but it is very likely that a population continues to live in the area. The large amount of suitable habitat available and the popularity of the rivers for recreation make control difficult and disturbance, frequent. Volunteers in the area have put in a great deal of effort to reduce interference with equipment and monitor rafts.

A number of volunteers have reported that rafts provided by the project are beginning to deteriorate and have been



replaced. Please let me know if your raft is beginning to age and we can then replace it or, better still, upgrade to a smart raft. Our new rafts have the polystyrene buoyancy completely boxed in so bits should no longer be able to break off and enter the environment.

Nar.

This catchment has had several reports of mink but also a successful trapping campaign by Tony Martin (Waterlife Recovery East (WRE)) and volunteers. The Norfolk Mink Project works very closely with Tony and WRE throughout west Norfolk. This has enabled a number of smart traps to be put out and more are planned for next year. Environment agency staff have been very supportive with monitoring work on rafts as well as reporting any mink seen.



During the autumn period rainfall rates rose sharply leading to a rapid rise in river levels and sluices being opened for improved drainage. This led to some challenging conditions but trapping was able to continue at most sites. 2020 has shown that mink are more frequent in the Nar than was previously indicated from reports of their activity.

| WENSUM AND WISSEY | | Paul Gambling | |
|---|---------------|---------------|---|
| For 2021; Wensum—Stephen Mace (07920 522054), Wissey—Tony Martin (07977 979589) | | | |
| MINK CAUGHT & STATUS 2020 | Wensum | 2 (11) |  |
| Number caught in previous year () | Wissey | 10 (5) |  |

Wensum
It has been a relatively quiet year with little in the way of sightings, although a juvenile was caught at Hellesdon in August and an adult at Lenwade in December. We were able to get 3 smart traps out on the Tud, purchased as mitigation for civil engineering works possibly impacting on a water vole population and are planning to get more smart traps out at suitable sites in 2021. It will be inter-

esting to see if that results in more mink being caught.

Wissey and Cut-Off Channel

One was caught at Barton Bendish, 2 near Denver, 3 at Denver Sluice and 4 at Hilgay. These were all, bar 1, caught in smart traps put out through Tony Martin, with the great co-operation from the local farming community. There was also sign of a juvenile mink left on a raft tracking plate in the STANTA area.

Change in Co-ordinator

Paul Gambling has made a valuable contribution to mink control in Norfolk over many years, for which we are very grateful, but he will cease to work as a Co-ordinator from the end of March 2021. If you need any assistance or wish to report a capture along the Wensum please contact Stephen Mace; for the Wissey and Cut-Off Channel please contact Tony Martin.

WAVENEY AND LITTLE OUSE

Alice Wickman

07826 867009 alice.wickman@suffolkwildlifetrust.org

Stephen Mace (Norfolk bank of Waveney)

MINK CAUGHT & STATUS 2020

Number caught in previous year ()

Waveney

32 (39)



Little Ouse

7 (11)



Waveney

The Suffolk Project coordinates most of the trapping in our southern boundary catchments. Suffolk has seen the number of mink taken in the county fall from 112 in 2019 to 59 in 2020. The Norfolk part of the catchment also saw a fall, with only one being caught. Despite the fall, it still means 66% of the Suffolk total were caught in the 2 border catchments of the Waveney and Little Ouse.

Little Ouse

There has been a further fall in captures this year, to a about a third of what it was 2 years ago. We hope the fall represent a real fall in the underlying population. However, we will get a much better idea in future years, as the numbers of smart traps increases. These let us know precisely over what period traps are open and able to catch,

and we can look at the number of mink per unit of trapping effort. The rise or fall in this index will tell us so much more. By itself, a change in the number caught could be due to more or less trapping, and have little to do with the mink population increasing or decreasing in size.

Change in personnel

Penny Hemphill, who has masterminded trapping in Suffolk for nearly the past 20 years, is retiring from the Suffolk Wildlife Trust at the end of March 2021. We hope that after a well earned break she will be back supporting mink work in a voluntary capacity. But whatever the future holds, we wish her a long and enjoyable retirement knowing that she has done so much to protect wildlife in Suffolk and neighbouring counties.

AN EXCITING FUTURE AHEAD: GREAT FOR WILDLIFE, WORRYING FOR MINK!

In our last Newsletter, I introduced Waterlife Recovery East (WRE) (<https://waterliferecoveryeast.org.uk/>), the organisation that brings together all of the groups carrying out mink control in East Anglia and its dynamic Chair, Professor Tony Martin. The group has not been idle and successfully bid for a £219,000 grant to improve mink control across Norfolk, Suffolk and Essex. The grant was a Defra funded Green Recovery Challenge Fund grant administered by the National Heritage Memorial Fund. This allowed us, with the help of one of our partners (the Norfolk Rivers Trust) acting as the employer, to employ some⁴⁵

one full time in Norfolk. We had a strong field of applicants but the role went to Stephen Mace, who many of you will know, and who has been the highly effective co-ordinator for our Broadland catchments for the past 10 years. The grant has also allowed staff to be employed in Suffolk and Cambridgeshire and the purchase of equipment, including 240 'smart rafts'.

The grant was awarded in December for an almost immediate start, on January 4th 2021. The grant will finish at the end of March 2022. The Norfolk Mink Project and WRE are working together effectively as one organisation

in Norfolk, and those who already knew Stephen as their Co-ordinator will notice little change in their relationship. The big change is that we are working as fast as possible to upgrade everyone we can to new smart rafts. These are so much more efficient at catching mink, as they can be left set 24/7, 365 days a year, and only need to be visited when your phone ‘pings’ to tell you the trap has gone off. In a pilot study of some 80 ‘trap years’ (1 ty = 1 trap open and running for 1 year) in Cambridgeshire and the west of Norfolk, carried out by Tony Martin, he found that this meant visiting a trap less than once a month on average.

We have also settled on a standard for our equipment



A delivery of flat-packed rafts and traps—quickly deployed!

based on all our experience to date, this is:

- Filcris rafts with a solid edge to avoid polystyrene breaking off and entering the environment
- Perdix traps, which have an integral otter guard
- Remoti trap monitoring units that are placed on top of the trap rather than on the end. This protects the unit and means less errors being transmitted and also slightly improves the signal.

A smart trap and raft unit, together with post and ancil-

lary bits and pieces, costs about £300, although we have been able to get some discount for purchasing the components in bulk.

Fortunately we have also been successful in bidding for another substantial grant and have received 3 grants



Raft built, now part of a smart trapping unit awaiting a customer!

funded by Anglian Water and administered by the Cambridgeshire Community Foundation that have amounted to £43,950. Together the grants cover the whole of Norfolk and a small part of Suffolk and Cambridgeshire. This will purchase us a further 90 rafts and cover some staff time to deploy them and support their use.

As I explained in the last Newsletter, WRE has the objective of carrying out a trial eradication project in East Anglia. These fantastic grants are not sufficient for us to start the full project but they do allow us to build a solid foundation from which to go forward. We will know, for example, much more about smart traps, how effective they are, the density we need to deploy them at in different habitats, and how many volunteer trappers can one project officer support. We will also start from a mink population that is even smaller in size than it is now, and native wildlife that is already better protected!

THE SCENT OF SUCCESS ?

Mink are very smelly animals; as you may have had the ‘good fortune’ to find out! As with other mustelids, scent plays a prominent role in their social organisation. The question is, can we use this to our advantage when trapping? Their main scent gland is the anal gland, which consists of two pouches holding the secretions, which can then be discharged through ducts just inside the anus. During the mink eradication project in the Western Isles, ⁴⁶

the scientists involved did a trial to see if trapping efficiency could be improved by the use of a scent lure. They used both a commercial lure from the USA that was derived from anal glands, and secretions that they extracted directly from the glands of dead mink onto cigarette filters. Both of these lures increased the capture rate significantly compared to using fish as a bait.

These findings chime with experiences we have had dur-

ing our own operations.

To give a typical recent example, someone close to the River Yare saw a mink some years ago and was set up with a raft and trap. There was no further trouble until recently, when he lost 15 domestic chickens to what might have been to mink. He had also recently been given a smart raft but as no mink were caught he purchased a trail camera, to see exactly what it was taking his chickens. He soon had a photograph of a mink passing the raft and heading to the chickens. Stephen Mace immediately went out and scent marked the raft trap and two additional traps set on the bank where he thought that the mink was probably coming out of the dyke. The scent was laid by rubbing a dead mink on the traps and the ground. At five o'clock that day the first mink was caught, followed by 2 others in the following week. Not of itself proof of the effect of scent improving trapping success but another strong indication that it does.

The mink in the photograph is a female at another site and is still focused on the golf ball, despite the trap being taken out of the raft onto the bank; the ball contains a cigarette filter dipped in anal gland secretion from another female. The ball was originally wired to the roof of the trap but has been pulled down. Interestingly both sexes seem to be attracted to the scent of another mink regardless of the sex. One final thing I found out—if you send an email to someone in County Hall extolling the virtues



of anal glands the email does not get past a screening for decency. However, I was subsequently let into the building without having to wear a badge warning of some sort of 'deviant interest'!

DNA— WHO DO YOU THINK YOU ARE ?

As you probably know, we are trying to collect a small tissue sample from all mink that are caught so that these can be sent for DNA analysis. The analysis is kindly being carried out for us '*pro bono*' by Professor Bill Amos at the University of Cambridge. We are very grateful to Bill, and the results are just beginning to come back. We ultimately hope that we can work out how mink are related to each other. It is a mink version of the BBC's 'Who do you think you are', based on DNA! Among other things, this might well tell us how far a mink has travelled since it was born (assuming its mother had not moved far from a stable territory) and if we are likely to have caught all the young from a litter. The analysis could also potentially confirm the sex of the animal sampled. This, apparently, need not be difficult but Bill is trying to combine it with looking at relatedness so that it can all be done in one

test, and this is proving more challenging. Bill now has some 200 samples to work with, which allows sufficient individuals to start looking for the best sections of DNA to help determine relatedness.

A first early analysis shows that there is a strong positive relationship between the degree of relatedness of individuals and the distance apart that they were caught. At one level this is no great surprise, as you would expect closely related animals to be caught near to each other. However, the strength of the relationship indicates that they may not be moving as far or as fast as we might have thought, which could have implications for our trapping programme. All this is still at a relatively early stage but we are starting to get tantalising glimpses of what valuable information that we might get out of this work.

If you dispatch a mink, please make sure that a tissue sample is collected. We only need a few square mm of ear, which can be saved in a small plastic tube of alcohol or even popped into a plastic bag with a piece of tissue and posted to us. Your Coordinator will be only to

pleased to help, and can provide you with a sample tube or, if it is easier, a stamped addressed envelope with a suitable plastic bag; you can request one via the 'Report a capture' button on the home page of the Waterlife Recovery East website <https://waterliferecoveryeast.org.uk/>.

AND FINALLY

It has been a very exciting end to 2020 and start to 2021, we now have sufficient finance to start seriously upgrading our existing traditional Mink Rafts to new rafts fitted with smart traps. However, what has helped make a successful bid for this funding possible, is the fantastic work that we have demonstrated in Norfolk; we have achieved a great deal on a tiny budget because of the great support from you, our partners and volunteers. Without literally hundreds of committed volunteers in Norfolk, working to save our wildlife, and putting out rafts and cage traps to locate and trap mink we would not have been able to move to this next step in our longer term aim of a mink free East Anglia.

to record all the additional information that we can get from smart traps and DNA samples. We also intend to make this available to all our volunteers so that you can see what is happening over the whole of East Anglia in almost real time. Personal data will not be viewable and maps will be slightly 'fuzzy' to protect peoples privacy.

A big thank you to those who have donated this year, and despite our grants we still have so much to do. **If you are able to help protect our wildlife and make a donation to help us, please do get in touch and play an even greater part in this exciting project. As always, from all of us involved with managing, financing and co-ordinating our Project, a huge thank you to all our volunteers.**

Simon Baker

Chair of the Steering Group and editor of the Newsletter



Waterlife Recovery East Steering Group meeting, Weds 10th March 2021 at 10:00

Minutes

Present: Tony Martin (Chair), Bill Amos, Caroline Laburn, Darren Tansley, Dave Rogers, Emily Smith, Joe Martin, Josh Kalms, Louise Farmer, Martha Meek, Mike Drew, Penny Hemphill, Richard Lawrence, Simon Baker, Tim Hill, Vince Lea (minutes).

Apologies: Chris Strachan

1. Introductory remarks

Tony welcomed Joe Martin and Josh Kalms to the group. JM is a farmer and passionate conservationist who has volunteered and recruited many additional landowners and volunteers from his local network, and informally represents the landowning community for us. JK was recently appointed as Water for Wildlife officer for Herts & Midds Wildlife Trust and will replace Martin Ketcher; TH joined in as part of this transition.

2. County roundup

Essex – DT reported. There has been a delay in the major funding award, now expected in 2022, so activity is much as before, with about 50 – 60 mink rafts in operation and 5 or 6 mink caught this year. Some equipment lost in floods. Several smaller grants have been secured to keep operations ticking over, and intending to apply through Green Recovery Challenge Fund (GRCF) round 2 for South Essex. DR reported on 15 mink for Rainham Marshes RSPB in 2020.

Suffolk – PH reported. Now up to date with data and 59 were trapped in 2020. With the new recruit (Alice Wickman) on the GRCF WRE project, more rafts are going out and being built every week. PH is stepping down at the end of March and wishes the project well, and is pleased to see AW taking up the challenge. We passed on our thanks and best wishes to PH.

Norfolk – SB reported. Tally for 2020 was 70 mink. Steven Mace is now employed on the GRCF project, and is getting many smart rafts out to existing volunteer stations, roughly 11 per week, with 21 new this year, bringing the total of smart rafts (including existing Remoti & Mink Police rafts) to 53 for the Norfolk Mink Project. TM & JM have 29 rafts in place and there are 13 others run by various nature reserves. Nine mink caught in 2021 so far.

Lincolnshire – CL reported. The network of smart rafts in South Holland is roughly similar to 2020, when 23 mink were caught, but so far only 1 has been caught this year – a sign of trapping success. More drainage boards are taking interest. Recently added the North Level to the network (Cambs/Lincs border area) and Witham likely soon.

Cambridgeshire – VL reported. Work for a recent report to EA was used to summarise the situation – a county map combining smart raft locations of the Countryside Restoration Trust, Middle Level, TM and various nature reserves showed good widespread coverage of the county, with the main gap in NW Cambs around the Welland. Emily Coleman was now employed on the GRCF project and making good progress getting new rafts out. Just over 80 rafts in place, roughly one third operated by TM, slightly more by CRT and rather fewer by the Middle Level, 6 or so by reserves. c.50 more will be going out in the next few weeks. A total of 50 mink caught in 2020, 36 to date in 2021, with the greatest concentration being an area of the Great Ouse in SW Cambs, where trapping started in November 2020 and has been catching a mink per week since.

Bedfordshire – RL reported. Five new smart rafts going out soon, 3+ traditional rafts remain in operation but only one roadkill mink to report for 2021. Friend of TM reports catching half a dozen mink at Tempsford on the Ivel close to Cambs. TM has installed 3 smart rafts in NE Beds on the Ivel and Gt Ouse.

Herts & Middsx – TH reported. JK now employed 1 day per week funded by Lee Valley & EA. 13 new smart rafts (Ver, Upper Colne & Lee) but no catches yet in 2021. 8 were caught in 2020 with traditional rafts mainly on Stort & Chess rivers. A project involving conservation anglers on the Colne is going well and featured on Countryfile. This funded by HS2 mitigation. Co-ordinating action with Essex on the Lee.

RSPB – DR reported. Recent EA funding has boosted activity on all East Anglia reserves, with more rafts & guns going to Frampton, Nene Washes, Lakenheath, Ouse Fen, Rainham & Old Hall Marshes. Currently collating 2020 data. No mink caught at Lakenheath in 2020 for the first time, despite 826 trapping days – clear sign that trapping outside the reserve by Cambs & Suffolk projects has achieved the desired result. CL asked about reserves in broadland e.g. Halvergate, these fall outside DR's area but SB reported that Strumpshaw is active and the suggestion of The Fleet would be followed up.

General discussion on activity – TM wonders if our volunteer base is now the rate-limiting step as equipment is generally in good supply. ES suggested more anglers could be involved and she will try to raise awareness. LF has found that articles in members magazines and local groups has been effective with BASC members and will put more info on the regional Facebook page.

Action – LF and ES to promote volunteering opportunities to anglers and game interests.

3. WRE as a charity?

SB presented a paper outlining the pros and cons of charitable status, building on the work by MM who has been through this process for Waveney River Trust. The trust board would need to be a different body to the WRE steering group, a smaller group perhaps reflecting the future ambition of a GB eradication. The charity would continue to work with existing partners rather than replacing them, but would be able to get funding to support regional action. Objectives should be clear and focus on the positive outcomes.

Action – There was general agreement that this would be a sensible way forward, and a working group of MM, JM, TM & SB will work together to take this forward.

Suggestions for trustees would be welcome (VL suggested Jonathan Reynolds).

4. Activity under GRCF award.

Much was covered under the county roundup but VL reported on the management strategy, fortnightly Zoom meetings of the three county partners (Norf, Suff & Cambs) managers alternating with meetings of the Project Officers meant that collaboration was going well, and we were focussing on border areas to avoid missing or duplicating any area. Learning well from each other and solving equipment supply issues. There is currently work on testing & refining the shared database.

5. Grant applications and strategy

Anglia Water had recently granted £44k for catchments in Norfolk & Cambridgeshire, bringing our success rate so far to 6 out of 6, but what's next? Funding is good at present, but the GRCF grant runs out in a little over a year, staff contracts will be ending and we will face a funding cliff edge

unless plans are made very soon to replace that income. All to keep aware of opportunities, WRE can help with existing text and support.

The John Ellerman Foundation has been identified as a potential to employ staff with grants of around £100k+.

Funded projects must still rely primarily on volunteers on the ground, with staff co-ordinating Remoti accounts and supplying equipment, training and support for the volunteers, and acting as ultimate back up responders.

CL & DM discussed options under biodiversity net gain policies – these are becoming adopted by many councils.

JM pointed out that 70% of land is held by farmers and they should be more involved; CL raised the point that it could fall into part of the package under the new ELMS. ES reported that invasives are being considered under the tier system as level 2 and TM knows that the Invasive Non-Native Species Secretariat is supportive, while SB has been in discussion with the Natural England Chief Scientist who is also supportive, so political will is there.

Action – SB to contact Tim Hill at Natural England and TM to contact Niall Moore (INNSS) and Lord Gardiner for an update on government position.

Action – JM to contact FWAG to raise awareness of the opportunity for local farmers to host mink rafts.

SB thanks LF for the BASC contact scheme, we are now getting reports and samples from members who are trapping e.g. in Norfolk & Northants.

Action – LF to keep the profile up in regional magazines.

6. Research & Data

WA reported on 203 samples he has now received – multiples of 96 are used in the analysis, so this is enough to run two plates of DNA samples with genetic markers (microsatellites). 23 out of 24 markers are working well, giving a good set of data. 96 have been analysed initially. The main problems with DNA samples have come from hair samples (too little DNA) and internal organ samples (too *much* DNA); ears seem most suitable. The markers do not show huge diversity (c.6 alleles with most of them) but this will be enough. It will get more robust when we get to about 400 samples. A gender-identification test is not completely reliable yet but is being optimised. Results indicate clustering of genetic types regionally, which means it may be possible to deduce the origins of wandering mink that might turn up in future, and suggests most movements are fairly local.

One off trappers and finders of roadkill are invited to send ear samples to TM using prepaid envelopes and bags. This system will be needed in Essex as currently no freezer space available.

Action – TM to send envelopes to DT for this.

Labelling advice: sample code (initials & a number), date and place; keep the trapping details & biometrics in a spreadsheet/list for sending in separately.

When sending a batch, please let WA know in advance so he can be ready to collect them.

Samples from beyond our region would be useful.

7. Standard protocols

LF reported on the progress made inter-sessionally by the Protocol subgroup. A full protocol draft has been circulated and looks good so far. There was general approval of this. Seeking any modifications and comments by Wed. 17th March to get this finalised.

8. Website

There are a few occasions when the website seems to disappear – please email SB and Steven Mace if this occurs so we can track down the glitch. But generally it is good and the live updates keep some interest. It needs more fresh articles and all encouraged to contribute news and blog pieces if possible. We have been getting some enquiries and reports via this, CL made a useful reply recently and could circulate that to all as a template

Action – CL to circulate template email reply to website enquirers.

9. Database

SB reported on work by Simon Poulton, who has done a great job so far but still has a way to go. There have been some problems due to variation in protocols in different counties, and we still don't have a standard protocol for setting up smart raft stations. It will focus on present and future catches but will include details of past captures for long-term analysis. All animal captures will be linked to the Genetics data.

Live capture data will be visible allowing us to respond quickly to events

DT may be able to support further work on this as he has some funds set aside for database work.

ES asked if it will report into local records centres etc. – SB confirmed this, including non-target species.

10. Newsletter

So far this has not been produced – VL & TM have not had time. But it is urgent and TM will focus on this next.

11. AOB

MD joined late so we discussed the Anglia Water grant with him at the end. Similar funds are likely to be available again, with one round likely in November and definitely another round in February 2022. We have the forthcoming financial year to spend the recent grant. This is a likely template for future funds and is very much appreciated.

Finally, TM thanked PH for her contributions to the group and mink trapping in East Anglia over the years; she explained that she started the group in 2005 with DT and is pleased to see it going forward well. We all wished her well in her very active non-retirement projects! There was currently no-one lined up to replace her on the Steering Group from Suffolk Wildlife Trust, but with MM representing the Waveney and DR at the other end of the county at Lakenheath, Suffolk remains well represented so this was not seen as of immediate concern.

Date of next meeting – Weds 16th June 2021, on Zoom no doubt. Hopefully a real meeting will be possible later this year.

Planning Report

1. Reporting Period

This planning report covers the reporting period 17 December 2020 to 27 April 2021.

2. Consent Applications

There are currently 5 consent applications being processed. The most common types of consent that the Board receive and determine in its regulatory capacity are set out in the table below alongside the current breakdown of cases.

| <i>Application Type</i> | <i>Number</i> |
|---|---------------|
| Byelaw 3 (B3) – Discharge of Treated Foul Water (TFW): | 0 |
| Byelaw 3 (B3) – Discharge of Surface Water (SW): | 2 |
| Byelaw 4 (B4) / Section 23 (S23), LDA 1991 – Alteration of watercourse: | 1 |
| Byelaw 10 (B10)– Works within 9 m of a Board's maintained watercourse: | 2 |
| Total: | 5 |

There are no applications requiring consideration by the Board in this report.

3. Consents Determined

During this reporting period, the following 5 consents under the Land Drainage Act 1991 and Board's Byelaws have been determined by Officers in accordance with their delegated authority.

| <i>Application Type</i> | <i>Number</i> |
|---|---------------|
| Byelaw 3 (B3) – Discharge of Treated Foul Water (TFW): | 0 |
| Byelaw 3 (B3) – Discharge of Surface Water (SW): | 1 |
| Byelaw 4 (B4) / Section 23 (S23), LDA 1991 – Alteration of watercourse: | 1 |
| Byelaw 10 (B10)– Works within 9 m of a Board's maintained watercourse: | 3 |
| Total: | 5 |

These determined consents are listed in more detail in the table overleaf.

| Case. Ref. | Case File Sub-type | Parish | Location / Site Name | Description of Application or Proposal | Determination |
|------------|------------------------|------------------------|----------------------|---|--------------------|
| 20_03459_C | Byelaw 3 Surface Water | Great Yarmouth | North River Road | Discharge of surface water from an impermeable area of 3890m ² at a rate of 4l/s | Granted 12/11/2020 |
| 20_03558_C | Byelaw 10 | East Somerton | Low Road | 15 land tile outfalls | Granted 07/12/2020 |
| 21_03769_C | Byelaw 10 | Fleggburgh | Main Road, | Installation of new AW rising main | Granted 19/01/2021 |
| 21_03777_C | Section 23, LDA 1991 | Brundall | Cremers Meadow | New water control structure (sluice) | Granted 21/01/2021 |
| 21_04316_C | Byelaw 10 | Sea Palling and Waxham | Near Brograve Mill | Paludiculture Study / Wetland Creation | Granted 16/04/2021 |

4. Enquiries

Officers have responded to 10 enquiries during the reporting period, outlined below;

| Case. Ref. | Enquiry Type | Parish | Description |
|------------|----------------|----------------|---|
| 20_03639_Q | Works | Caister On Sea | Enquiry regarding watercourse maintenance |
| 21_03717_Q | Regulation | Thurne | Enquiry regarding potential works adjacent to boat dyke |
| 21_03723_Q | Regulation | Halvergate | Enquiry regarding excess surface water |
| 21_03901_Q | Regulation | Acle | Enquiry regarding silt run off from site |
| 21_03983_Q | Infrastructure | Stalham | Request for information for FRA |
| 21_04236_Q | Infrastructure | Brundall | Enquiry regarding watercourse maintenance |
| 21_04265_Q | Works | Knapton | Enquiry regarding Land Drainage Consent |
| 21_04281_Q | Regulation | Acle | Enquiry regarding watercourse responsibilities |
| 21_04297_Q | Regulation | Great Yarmouth | Enquiry regarding Land Drainage Consent |
| 21_04317_Q | Infrastructure | Acle | Report of drain banks eroding |

4.1. Enquiry regarding Sutton Staithe

Sutton Parish Council have expressed a preliminary interest in purchasing Sutton Staithe from the Board. Sutton Parish Council currently rent the land from the Board.

If the Board are minded to consider selling the land, a formal valuation would be required to ensure the sale was not in contravention of Section 63 of the Land Drainage Act 1991 (the Board cannot dispose of land for a consideration less than the best that can reasonably be obtained). Officers would also suggest that the Parish Council should be responsible for the Board's legal and surveying costs.

Officer Recommendation: The officer recommendation is that the Board retains the land for purpose of safeguarding the viability of future projects in this area.

Alternatively, if the Board are minded to consider the sale, it is proposed that further details are brought back to the Board.



Figure 1: Approximate extent of land owned by the Board at Sutton Staithe, currently being registered by the Board's officers (red).

5. Planning Comments

Officers have provided comments on 21 applications that are either in or could impact on the Boards Internal Drainage District. 4 of these applications are for major developments and are summarised below;

| Planning App. Ref. | Parish | Location / Site Name | Description |
|--------------------|----------------|----------------------|------------------------|
| 06/20/0601/CD | Martham | Repps Road | 46 dwellings |
| 06/20/0618/F | Great Yarmouth | Estcourt Road | 30 dwellings |
| BA/2021/0067/FUL | Potter Heigham | Bridge Road | 12 dwellings (holiday) |
| FUL/2021/0001 | Cantley | Station Road | Land Use Change |

6. Fees

There has been 1 surface water development contribution fee invoiced during the reporting period. This fee is detailed below;

| Case ref. | Site | Amount (no VAT) | Date invoiced | Paid? | Reason for payment |
|------------|----------------------------------|-----------------|---------------|-------|---|
| 20_03459_C | North River Road, Great Yarmouth | £9,608.30 | 15/03/2021 | No | Discharge of surface water from an impermeable area of 3890m ² at a rate of 4l/s |

Cathryn Brady – Sustainable Development Manager

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Borough Council of
**King's Lynn &
West Norfolk**

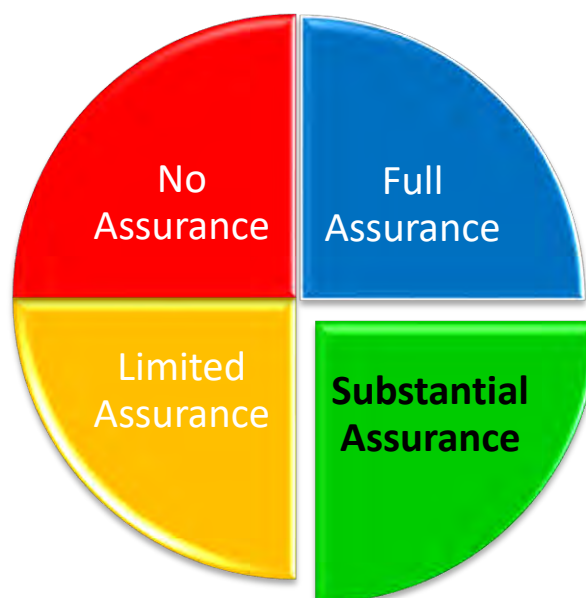


FINAL INTERNAL AUDIT REPORT

WATER MANAGEMENT ALLIANCE

**– REVIEW OF EFFECTIVENESS OF SYSTEM OF
INTERNAL CONTROL – 2020-2021**

19th April 2021



Internal Audit Service

This audit has been conducted in accordance with the Accounts & Audit Regulations 2015 and our Audit Charter, and complies with the Public Sector Internal Audit Standards. It should be noted that the assurances provided here can never be absolute, and therefore only reasonable assurance can be provided that there are no major weaknesses in control subject to Internal Audit review (at the time of testing).

The co-operation and assistance of all staff involved is greatly appreciated. This review was conducted by Mike Tweed to whom any query concerning the content of this report should be made to Michael.Tweed@West-Norfolk.gov.uk

The Executive Summary sets out the results of the work carried out and our overall conclusion on the system reviewed, and summarises the key recommendations arising.

Consultation

| | |
|--------------------------------------|-----------------------------------|
| Draft report issued | 16th April 2021 |
| Management agreement received | 19th April 2021 |
| Final report issued | 19th April 2021 |

Contents

| Section | Page |
|--|-------------|
| 1. Executive Summary | 3 |
| 2. Objective & Scope | 5 |
| 3. Background Information | 6 |
| 4. Our Opinion | 6 |
| 5. Reporting | 8 |
| 6. Acknowledgements | 8 |
| Appendices | |
| Appendix A – Findings, Risks, Recommendations and Management Action Plan | |
| Appendix B – Follow-up of Previous Report's Recommendations | |
| Appendix C – Assurance Opinion and Recommendation Priority Definitions | |
| Appendix D – Agreed Terms of Reference | |

Executive Summary

| Our Assurance Opinion: SUBSTANTIAL ASSURANCE | | | | | | | | |
|---|-------------|---------|----|-------|-------------------------------------|--------|-----|-------|
| No. of Assurances Over Control Areas Reviewed | | | | | No. of Recommendations & Priorities | | | |
| Full | Substantial | Limited | No | Total | High | Medium | Low | Total |
| 7 | 3 | 0 | 0 | 10 | 0 | 3 | 2 | 5 |

Overall Objective and System Background

The overall objective of the audit was to ensure the effectiveness of the system of internal control operating within the Water Management Alliance (WMA).

The WMA is a group of Internal Drainage Boards (IDBs) who share the same vision, values and standards and have chosen to jointly administer their affairs in order to reduce costs, strengthen their own organisations and increase influence at a national and local level. Each IDB is responsible for providing flood protection and maintaining the drainage and water level management infrastructure within their respective area.

The WMA provides administrative and management support services to five constituent IDB Member Boards, namely Broads, King's Lynn, East Suffolk, Norfolk Rivers, and South Holland, and also provide support services to the Pevensey & Cuckmere Water Level Management Board. The Waveney, Lower Yare & Lothingland IDB joined the WMA on 1st April 2020; however, the WMA did not start providing support services to them until 1st April 2021, therefore, the Waveney IDB were not included within this year's audit.

Summary of Control Issues and Risks

Based upon the work carried out, Substantial Assurance can be given regarding the effectiveness of the system of internal control operating within the WMA. However, some control issues within Payroll and Risk Management were identified which require attention by management:

- Instances were identified where timesheet and expenses claims had been incorrectly paid or missed. Testing identified one employee paid at an incorrect rate for callouts claimed, one who was not reimbursed their full mileage claim, one whose mileage claim was missed entirely and another who did not receive their claim for passenger miles. It was noted that several SHIDB employees were incorrectly paid for overtime and/or mileage in July 2020; however, the errors were identified and correctly paid the following month.
- One SHIDB employee's timesheet was certified by the Foreman but not by the Operations Manager. Ordinarily, all SHIDB timesheets are authorised by both the Foreman and the Operations Manager.
- One SHIDB employee did not complete a timesheet for the three weeks that they were on leave. It was established that other SHIDB employees do complete a timesheet when they go on leave.
- King's Lynn, Norfolk Rivers and South Holland IDB Board minutes do not routinely state that material changes to the Risk Register for those risks scored 6 or above have been "considered and approved" by the Board at each meeting, or that the full risk register was "considered and approved" each year.
- The King's Lynn IDB Risk Register is dated more than a year ago (29/11/19), although there is evidence from the Board minutes from 13/11/20 and 15/01/21 of the Board considering and approving the register.

The Finance & Rating Manager assured Internal Audit that additional processes have been put in place to increase the accuracy of the payroll processing. All of the Finance team are to go on a payroll course when available to increase their skill set.

It is noted that the Finance & Rating Manager had been planning to draft procedure notes relating to the petty cash system last year; however, due to Covid-19 this has been delayed. It is envisaged that procedure notes will be written in 2021/22.

Summary of Recommendations

The recommendations arising from the audit are:

- Those employees identified in the audit testing whose expenses claims had been missed or who had not been paid the correct amount should be reimbursed correctly in the May 2021 payroll.
- Employees should be required to submit a weekly timesheet when they are on annual leave. Staff should complete their timesheet and have it authorised prior to them going on leave.
- Finance Officers should ensure that all timesheets have been appropriately authorised, by the IDB's Operations Manager, prior to payment. Any that have not been signed should be returned to the appropriate manager for authorisation.
- As required by each Board agenda, Board minutes should clearly state that any material changes to the risk register have been "considered and approved" by the Board. Similarly, when the full risk register is annually reviewed by the Board, the minutes should state that the full risk register was "considered and approved".
- The date stated on the King's Lynn Risk Register should be amended to record the most recent date the register was approved by the KLIDB Board.

Summary of Agreed Actions

Management will implement the following actions:

- Those employees identified in the audit will be reimbursed correctly in the May 2021 payroll. Additional processes have been put in place to ensure that expenses/mileages are more accurately reflected on the sheets. Finance will liaise with Operations Managers to ensure they understand the process for inputting mileage. Extra procedures have been introduced to ensure these are not missed when being processed onto the payroll, and any queries are dealt with prior to payment should they arise. All staff who are currently performing payroll duties will undergo additional training within the next 12 months (COVID-19 permitting).
- Finance will ensure a timesheet is submitted and has been authorised by the appropriate manager for holidays taken prior to payment.
- Finance will ensure that all timesheets are properly authorised prior to payment.
- The CEO's PA will check Board minutes to ensure that they state that the Risk Register has been "approved".
- The CEO's PA will check to ensure that the date that appears in the page footer is updated every time the Risk Register is updated.

2. Objective & Scope

2.1 The overall objective of the audit was to ensure the effectiveness of the system of internal control operating within the Water Management Alliance (WMA).

2.2 The audit involved the following:

- Creditors – sample testing of purchase orders and invoice payments for appropriate authorisation in accordance with Financial Regulations.
- Risk Management - reviewing Board minutes for evidence of review of Risk Register at regular intervals; reviewing each Board's Risk Register for expected and relevant risks.
- Budgetary Control – reviewing Board minutes for evidence that budgets for the year ahead are set and that monitoring reports are presented to the Board on a regular basis with analysis of any variations. Checking that financial reporting to Boards is in accordance with Financial Regulations.
- Reserve's Policy – reviewing each Board's Reserves Policy for adequacy and assessing whether each Board's reserves are appropriate.
- Income – reviewing the system for the receipt and banking of income; test checking a sample of income receipts for evidence of prompt and correct banking, and that VAT is accounted for correctly.
- Petty Cash – reviewing the petty cash system and the appropriateness of payments made out of petty cash for appropriateness.
- Payroll – sample testing of payroll records for correct authorisation of timesheets and correct application of PAYE/NIC deductions.
- Assets & Investments – reviewing the process for monitoring and reporting investments and assets, ascertaining each Board's current investments and where they are held. Tracing a sample of investments back to source documents for appropriate authorisation. Reviewing the process for the monitoring and reporting of cash flow, ensuring that cash flows are maintained at an appropriate level.
- Cashbook & Bank Reconciliations – sample testing of the reconciliation of each Board's cashbook to their bank statements, checking that any discrepancies are identified, investigated and explained, and that corrective action is taken. Checking that all bank accounts have remained in credit throughout the whole year.
- Year End Procedures – checking that accounting statements prepared during the year were prepared using the correct accounting basis.

2.3 Recommendations arising from the previous year's audit were followed-up to ensure their implementation by management.

2.4 The audit review was undertaken in liaison with the Finance & Rating Manager and consisted of discussions relating to the operation of the internal control processes, review of relevant documentation and sample testing of specific transactions.

- 2.5 Due regard was taken of the guidance issued on 30th March 2020 by the Joint Practitioners' Advisory Group (JPAG), "Governance and Accountability for Smaller Authorities in England – A Practitioners Guide to proper practices to be applied in the preparation of statutory annual accounts and governance statements (March 2020)" and "Good Governance for IDB Members" published by the Association of Drainage Authorities (ADA) in November 2018.
- 2.6 Following completion of the audit, Internal Audit completed section 4 of the Electronic Annual Governance and Accountability Return for 2020/21 for each of the five Boards.
- 2.7 The review was undertaken during March and April 2021.

3. Background Information

- 3.1 The WMA is a group of Internal Drainage Boards (IDBs) who share the same vision, values and standards and have chosen to jointly administer their affairs in order to reduce costs, strengthen their own organisations and increase influence at a national and local level. Each IDB is responsible for providing flood protection and maintaining the drainage and water level management infrastructure within their respective area.
- 3.2 The WMA provides administrative and management support services to the five constituent IDB Member Boards, namely Broads, King's Lynn, East Suffolk, Norfolk Rivers, and South Holland. The WMA also provide support services to the Pevensey & Cuckmere Water Level Management Board. The Waveney, Lower Yare & Lothingland IDB joined the WMA on 1st April 2020; however, the WMA did not start providing support services to them until 1st April 2021.
- 3.3 As a service provider, the WMA makes available shared administrative and support services to its Member Boards, which allows each Board to concentrate on delivery within their Drainage Districts. All back-office functions are handled by the WMA enabling each Board to use their resources to support the public and provide quality frontline services.

4. Our Opinion

- 4.1 On the basis of the work undertaken, management can be provided with an overall opinion of "Substantial Assurance" regarding the effectiveness of the system of internal control operating within the WMA.

| OVERALL INTERNAL AUDIT OPINION: SUBSTANTIAL ASSURANCE | |
|---|--------------------------|
| Control Objectives | Assurance Opinion |
| 1. Creditors - To ensure that all orders have been raised and payments processed in accordance with Financial Regulations. | Full |
| 2. Risk Management – To ensure that the authority has assessed the significant risks to achieving its objectives and has reviewed the adequacy of the arrangements to manage these. | Substantial |
| 3. Budgetary Control - To ensure that robust controls exists regarding the budget setting and monitoring process, and that budgets are set for the year ahead and are monitored throughout the year, with any variances identified and explained adequately. | Full |

| | |
|---|--------------------|
| 4. Reserve's Policy - To ensure that each Board has a Reserves Policy in place relating to capital financing and reserves, and that reserves are appropriate. | Full |
| 5. Income – To ensure that expected income is fully received, based on correct prices, properly recorded and promptly banked, and that VAT is appropriately accounted for. | Full |
| 6. Petty Cash - To ensure that petty cash provisions are reasonable, used in accordance with Financial Regulations and that adequate records are kept of payments made. | Substantial |
| 7. Payroll - To ensure that salaries have been paid correctly and in a timely manner, and that PAYE/NIC have been paid over correctly. | Substantial |
| 8. Assets & Investments - To ensure that investments and assets are properly recorded, that reimbursements and interest are received promptly and in full, and that cash flows are maintained at an adequate level. | Full |
| 9. Cashbook & Bank Reconciliations - To ensure that regular monthly reconciliations are carried out by a responsible officer and that this is evidenced. To ensure that any discrepancies are investigated and explained, and that corrective action is taken where necessary. | Full |
| 10. Year End Procedures – To ensure that accounting statements prepared during the year were prepared on the correct accounting basis, agreed to the cashbook, supported by an adequate audit trail and, where appropriate, debtors and creditors were properly recorded. | Full |

- 4.2 The detailed findings and recommendations arising from the review are attached as Appendix A, incorporating the agreed management actions.
- 4.3 Discussions took place with the Finance & Rating Manager to ascertain what impact the Covid-19 pandemic has had on the operation of the WMA. The Finance & Rating Manager assured Internal Audit that the business operations ran smoothly as operatives and managers outside were able to use a one man per machine approach. Two members of staff had to shield and be at home for the majority of the pandemic as per Government Guidelines, this being the Senior Finance & Rating Officer and the Broads IDB Operations Manager. Efficiency and technical difficulties due to working from home were experienced during the first two months of the pandemic; however, as Finance are reliant on paper files and orders this was more difficult to manage than other teams initially, especially through year-end. Finance have reduced their reliance on paper and have managed to get the majority of suppliers to email invoices. Finance managed to fulfil all Statutory Deadlines with extra hours from members of staff where needed within Finance and Rating. The Finance & Rating Manager said that the operation of the WMA was very much “business as usual” throughout the pandemic, just with a few issues to overcome along the way.
- 4.4 A total of six recommendations were made arising from last year’s review; as part of this current year’s audit these were followed-up to ensure that they had been implemented by management. The results of the follow-up are attached as Appendix B. Of the six

recommendations, five have been actioned; the remaining recommendation was not agreed by the relevant IDB Boards.

4.5 Appendix C provides definitions of the Internal Audit assurance opinions given in the report and of the recommendation priorities.

4.6 The Terms of Reference for the review are attached as Appendix D.

5. Reporting

5.1 A copy of the final report will be sent to the Finance & Rating Manager and to the Chief Executive of the WMA.

6. Acknowledgements

6.1 Internal Audit would like to express our thanks to the following for their assistance during the course of the audit:

- Sallyanne Jeffrey, Finance & Rating Manager
- Phil Camamile, Chief Executive
- Lisa Manning, Senior Finance & Rating Officer
- Amy Taylor, Finance & Rating Officer

Findings, Risks, Recommendations and Management Action Plan

Control Objective 2: Risk Management – To ensure that the organisation has assessed the significant risks to achieving its objectives and has reviewed the adequacy of the arrangements to manage these.

| Rec. no. | Finding / Risk | Recommendation | Priority Rating | Management Response | Responsible Officer and Agreed Due Date |
|----------|---|---|-----------------|--|---|
| 1. | <p><u>Finding</u> Board minutes do not routinely state that material changes to the risk register for those risks scored 6 or above have been considered and approved by the Board at each meeting, or that the full risk register was considered and approved each year.</p> <p><u>Risk</u> Risk that significant risks to the achievement of the organisation's objectives are not identified and assessed.</p> | As required by each Board agenda, Board minutes should clearly state that any material changes to the risk register have been "considered and approved" by the Board. Similarly, when the full risk register is reviewed annually by the Board, the minutes should state that the full risk register was "considered and approved". | Medium | The reality is that the Risk Register is always "considered in detail and approved" at every Board meeting. The issue is that this is not always accurately recorded in the minutes. Of the 24 Board meetings that took place during 2020/21, the minutes of 6 of those meetings did not include the word "approved". The CEOs PA will check the minutes more closely in future. | CEOs PA 30 th June 2021 |
| 2. | <p><u>Finding</u> The King's Lynn Risk Register is dated 29/11/19, although there is evidence from the Board minutes from 13/11/20 and 15/01/21 of the Board considering and approving the Risk Register.</p> <p><u>Risk</u> Risk that the Risk Register is not current and that new risks are not identified.</p> | The date stated on the King's Lynn Risk Register should be amended to record the date of the most recent approval of the register by the Board. | Low | The Risk Register is always current and includes all new risks identified. The issue is that the date that appears in the page footer is not always updated every time the Risk Register is updated. The CEOs PA will check that this date is always updated when the Risk Registers are updated, moving forward. | CEOs PA 30 th June 2021 |

Findings, Risks, Recommendations and Management Action Plan

Control Objective 7: Payroll – To ensure that salaries have been paid correctly and in a timely manner, and that PAYE/NIC has been accounted for correctly.

| Rec. no. | Finding / Risk | Recommendation | Priority Rating | Management Response | Responsible Officer and Agreed Due Date |
|----------|--|--|-----------------|--|--|
| 3. | <p><u>Finding</u> Payrolls for King's Lynn, Norfolk Rivers, South Holland and Broads IDB, and for WMA, for July 2020 and January 2021, were checked to ensure that:</p> <ul style="list-style-type: none"> • BACS Submission Details report had been initialled by CEO; • Update Records Check Report payroll totals for each employee agreed to their payslip; • Payslip details agreed to timesheet or expenses sheet; • Timesheet or expenses sheet signed by employee; • Timesheet or expenses sheet authorised by the appropriate officer. <p>Testing proved satisfactory with the exception of two employees whose expenses payments had been underpaid and two employees who had not been reimbursed for their expenses claims:</p> <ul style="list-style-type: none"> • One SHIDB employee claimed for 10 callouts in December 2020. They should have been paid £75.00 for each callout (as per their contract) and as claimed for on their timesheet/expenses form; however, in the January 2021 payroll they were paid £49.20 for each one; therefore, they were paid a total of £492.00 instead of £750.00. | The two employees whose expenses payments had been underpaid and the two whose expenses payments had been missed should be reimbursed correctly in the May 2021 payroll. | Medium | Agreed. Additional processes have been put in place to ensure that the expenses/mileages are more accurately reflected on the sheets. We will liaise with the Operations Managers to ensure they understand the process for inputting the miles. We have also introduced extra procedures to ensure these are not missed when being processed onto the payroll, and any queries are dealt with prior to payment should they arise. As mentioned, all staff who are currently performing payroll duties will undergo additional training within the next 12 months (COVID-19 permitting). | Finance and Rating Manager – 31 st May 2021 |

Findings, Risks, Recommendations and Management Action Plan

Control Objective 7: Payroll – To ensure that salaries have been paid correctly and in a timely manner, and that PAYE/NIC has been accounted for correctly.

| Rec. no. | Finding / Risk | Recommendation | Priority Rating | Management Response | Responsible Officer and Agreed Due Date |
|----------|--|----------------|-----------------|---------------------|---|
| 3. | <ul style="list-style-type: none"> A NRIDB employee claimed a total of 264 miles in week 17 but was only paid for 147 miles in the July 2020 payroll. The employee uses a computerised timesheet/expenses form which is updated each month. The figure of 264 miles was entered on the expenses claim for week 17, and authorised, but the total from the previous week (147 miles) was inadvertently left on the form in the “for office use only” section; therefore, they were paid 147 miles rather than the correct figure of 264. One Broads IDB employee claimed 188 miles in week 42 but had not received payment. A WMA employee claimed 96 passenger miles in December 2020 for which they were not paid. <p>The two underpayments and the two missed payments were discussed with the Finance & Rating Manager who agreed to include them in the May 2021 payroll (as the April payroll had already been run).</p> <p>The Finance & Rating Manager assured Internal Audit that additional processes have been put in place to increase the accuracy of the payroll processing. She is going to place all of the Finance team on a payroll course when available to increase their skill set.</p> | | Medium | | |

Findings, Risks, Recommendations and Management Action Plan

Control Objective 7: Payroll – To ensure that salaries have been paid correctly and in a timely manner, and that PAYE/NIC has been accounted for correctly.

| Rec. no. | Finding / Risk | Recommendation | Priority Rating | Management Response | Responsible Officer and Agreed Due Date |
|----------|---|--|-----------------|---|--|
| 4. | <p><u>Finding</u> One SHIDB employee did not complete a timesheet for weeks 41, 42 and 43 when they were on leave. It was established that other SHIDB staff do complete a timesheet when they are on leave; therefore, for consistency, all staff should complete a timesheet when they go on leave. It was agreed with the Finance & Rating Manager that all staff at SHIDB should be required to complete a timesheet and have it authorised prior to them going on leave.</p> <p><u>Risk</u> Risk of staff being paid without submitting a timesheet.</p> | Employees should be required to submit a weekly timesheet when they are on annual leave. Staff should complete their timesheet and have it authorised prior to them going on leave. | Low | Agreed. We will ensure a timesheet is submitted and has been authorised by the appropriate manager for holidays taken prior to payment. | Finance and Rating Manager – 31 st May 2021 |
| 5. | <p><u>Finding</u> One SHIDB employee's timesheet for w/e 05/07/20 was authorised by the Foreman but not by the Operations Manager. Ordinarily, all SHIDB timesheets are authorised by both the Foreman and by the Operations Manager.</p> <p><u>Risk</u> Risk that timesheet/expenses claims are paid without being appropriately authorised.</p> | Finance Officers should ensure that all timesheets have been appropriately authorised, by the IDB's Operations Manager, prior to payment. Any that have not been signed should be returned to the appropriate manager for authorisation. | Medium | Agreed. We will ensure that all timesheets are properly authorised prior to payment. | Finance and Rating Manager – 31 st May 2021 |

Follow-up of Previous Report's Recommendations

Control Objective 3: Budgetary Control - To ensure that robust controls exist regarding the budget setting and monitoring process, and that budgets are set for the year ahead and are monitored throughout the year, with any variances identified and explained adequately.

| Rec. no. | Finding / Risk | Recommendation | Priority Rating | Management Response | Responsible Officer and Agreed Due Date | Follow-up of Agreed Action |
|----------|--|---|-----------------|---|--|---|
| 1. | <p><u>Finding</u> As stated in paragraph 17 in the Financial Regulations, the Finance Officer is required to prepare a Financial Report for each Board meeting; however, review of Board agendas for 2019/20 identified that a Financial Report is not presented to the last Board meeting of each financial year (usually held in January).</p> <p>For example, the Board of Broads IDB considered and approved the Financial Report for 2018/19 at their meeting in May 2019, the Financial Report for April – June 2019 in August 2019 and the report for April – September 2019 in October 2019. At their meeting in January 2020, the Board did not receive a financial report for the year to date. Similarly, under consortium matters, the Board received a WMA Financial Report at each meeting in May, August and October but not in January 2020.</p> <p><u>Risk</u> Risk that Board Members are not fully apprised of the financial position of their Board during the course of the year.</p> | In accordance with Financial Regulations, Boards should receive a financial report for the year to date at each Board meeting, including the meetings held in January / February, so that Board Members are kept fully apprised of the financial position of the IDB. | Medium | <p>A Management Report containing financial information is presented to the Boards and to the CMC for their meetings in December, January and February, but it only includes detailed Income and Expenditure for the purposes of budgeting and rate setting, and does not include a Balance Sheet.</p> <p>The Earmarked Balances and Reserves are also included, along with a five-year indicative forecast.</p> <p>We will include a full Balance Sheet with these Management Reports, together with supporting notes, moving forward (please also see rec 6).</p> | <p>Finance and Rating Manager</p> <p>December 2020, January and February 2021.</p> | The Financial Report for the year to date is presented at each Board meeting in January/February. This is evidenced from the Board Meetings page for each Board on the WMA website. |

Follow-up of Previous Report's Recommendations

Control Objective 3: Budgetary Control - To ensure that robust controls exist regarding the budget setting and monitoring process, and that budgets are set for the year ahead and are monitored throughout the year, with any variances identified and explained adequately.

| Rec. no. | Finding / Risk | Recommendation | Priority Rating | Management Response | Responsible Officer and Agreed Due Date | Follow-up of Agreed Action |
|----------|--|---|-----------------|--|---|---|
| 2. | <p><u>Finding</u> King's Lynn IDB Board reviewed the Financial Report for the period April 2019 to January 2020 at their meeting on 13th March 2020; their next meeting is on 15th May 2020. King's Lynn hold Board meetings every six months, whereas the other IDBs have only three or four Board meetings each year; for example, East Suffolk only has three meetings a year and their next meeting is not until 17th June 2020. Therefore, Boards are not being fully appraised of the financial position of the IDB frequently enough.</p> <p><u>Risk</u> Risk that Board Members are not being appraised of the financial position of the Board frequently enough.</p> | The Boards of East Suffolk and Pevensey & Cuckmere should consider increasing the number of Board meetings that they hold each year from three to four, so as to enable Board Members to be apprised of their Board's financial position during the course of the year. | Medium | <p>I will put this to both Boards when they next meet, but doubt they will agree or consider it to be necessary.</p> <p>We keep all of our Board members apprised of relevant matters between meetings by newsletters and emails.</p> <p>In fact both of these two Boards have actually asked for less financial information in future, as has been recorded in the Boards minutes (with P&CWLMB expressly requesting that we only report by exception from now on).</p> | <p>Chief Executive</p> <p>June 2020</p> | Neither Board felt it was necessary to increase the number of Board meetings. |

Follow-up of Previous Report's Recommendations

Control Objective 4: Reserves – To ensure that each Board has a Reserves Policy in place relating to capital financing and reserves, and that reserves are appropriate.

| Rec. no. | Finding / Risk | Recommendation | Priority Rating | Management Response | Responsible Officer and Agreed Due Date | Follow-up of Agreed Action |
|----------|---|--|-----------------|--|--|--|
| 3. | <p>Finding</p> <p>Each IDB aims to maintain their General Reserve at a level commensurate with their net expenditure. Point 4.6 in the Reserves Policy states that “as a minimum, the Board’s Reserves (net of grant) should not fall below one year’s net expenditure, as set out in ADA’s Guide to Good Governance”. Therefore, each IDB aims to maintain their Reserves at the following levels:</p> <ul style="list-style-type: none"> • Broads - £1m • East Suffolk - £1m • King’s Lynn - £3m • Norfolk Rivers - £0.85m • South Holland – £3.25m • Pevensey & Cuckmere - £0.55m. <p>Analysis of each Board’s Reserves (as at 31/09/19) identified that all Boards were maintaining their reserves at appropriate levels, and were complying with 4.6 in the Reserves Policy. However, it is noted that the King’s Lynn General Reserve, which is required to be maintained at no less than £600k, stood at -£27,241 as at 30/09/19.</p> | King’s Lynn IDB should ensure that its General Reserve is maintained at no less than 20-25% of net expenditure, i.e. no less than £600k. | Medium | <p>It will be at the end of the financial year when we prepare the statutory accounts.</p> <p>All capital works expenditure incurred on the Wolferton and Islington pumping station schemes that has been financed by the pwlb loan of £10m will be capitalised (as opposed to simply shown as expenditure on the face of the Income and Expenditure Account (I&E).</p> <p>The revenue charge every year (or depreciation) that is shown on the I&E Account will equate to the pwlb loan repayment, which will regularise the General Reserve.</p> | <p>Finance and Rating Manager</p> <p>15 May 2020</p> | When the year-end Statutory Accounts are prepared, the General Reserve recommendation is met. This was evidenced by the 2019/20 Accounts which were approved by the King’s Lynn Board in May 2020. |

Follow-up of Previous Report's Recommendations

Control Objective 5: Income – To ensure that expected income was fully received, based on correct prices, properly recorded and promptly banked, and that VAT was appropriately accounted for.

| Rec. no. | Finding / Risk | Recommendation | Priority Rating | Management Response | Responsible Officer and Agreed Due Date | Follow-up of Agreed Action |
|----------|--|---|-----------------|---------------------|--|---|
| 4. | <p><u>Finding</u> Each Board has the same Drainage Rates & Special Levies Collection Policy. With the exception of Pevensey & Cuckmere's policy, each Board's policy has passed its stated review date. The policy was reviewed in May/June 2014 and was next due to be reviewed in October/November 2019 i.e. the policy is reviewed every five years. The Pevensey & Cuckmere policy was reviewed on 31st October 2017 and is next due for review in October 2022.</p> <p><u>Risk</u> Risk that the Rate Levies & Collection Policy is out of date and not fit for purpose.</p> | Each Board's Rate Levies & Collection Policy should be reviewed and updated/amended as appropriate. | Low | Agreed. | <p>Chief Executive</p> <p>Next face-to-face meeting of the Boards.</p> | The Rate Levies & Collection Policies have been reviewed and are due for review in December 2025. |

Follow-up of Previous Report's Recommendations

Control Objective 7: Payroll - To ensure that salaries and wages have been paid correctly, and that PAYE and NIC have been paid over to HMRC correctly and in a timely manner.

| Rec. no. | Finding / Risk | Recommendation | Priority Rating | Management Response | Responsible Officer and Agreed Due Date | Follow-up of Agreed Action |
|----------|--|--|-----------------|---------------------|---|---|
| 5. | <p><u>Finding</u></p> <p>Payrolls for King's Lynn, Norfolk Rivers, South Holland and Broads IDB, and for WMA, for July 2019 and January 2020, were checked to ensure that:</p> <ul style="list-style-type: none"> • BACS Submission Details report had been initialled by CEO; • Update Records Check Report payroll totals for each employee agreed to their payslip; • Payslip details agreed to timesheet; • Timesheet signed by employee and by the appropriate officer. <p>Four exceptions were identified (two underpayments and two timesheets not authorised).</p> <p>The two underpayments were discussed with the Finance & Ratings Manager who agreed to update the payroll so that the two employees receive their full entitlement.</p> | Finance Officers should ensure that all timesheets have been appropriately authorised prior to payment. Any that have not been signed should be returned to the appropriate manager for authorisation. | Medium | Agreed. | <p>Finance and Rating Manager</p> <p>With immediate effect.</p> | It is ensured that all timesheets are signed and authorised by the appropriate manager prior to making payment. |

Follow-up of Previous Report's Recommendations

Control Objective 8: Assets and Investments - To ensure that investments and assets are properly recorded, that reimbursements and interest are received promptly and in full, and that cash flows are maintained at an adequate level.

| Rec. no. | Finding / Risk | Recommendation | Priority Rating | Management Response | Responsible Officer and Agreed Due Date | Follow-up of Agreed Action |
|----------|--|--|-----------------|----------------------------------|---|---|
| 6. | <p><u>Finding</u> Investments and assets are reported to the Board in the Financial Report, which, as mentioned above at 3.1, is not reported to each of the Boards at their Board meeting held in January / February each year. Therefore, Board Members may not be kept fully appraised during the course of the year of the current level of assets and investments held by their respective Board.</p> <p><u>Risk</u> Board Members are not kept fully appraised of the level of assets and investments held by the Board.</p> | Board Members should be kept fully appraised during the course of the year of the level of assets and investments held by their respective Board. The Financial Report, which includes details of assets and investments held, should be reported at each Board meeting. | Medium | Agreed, as per recommendation 1. | Finance and Rating Manager December 2020, January and February 2021. | The Financial Report for the year to date is presented at each Board meeting in January/February. This is evidenced from the Board Meetings page for each Board on the WMA website. |

Assurance Opinion and Recommendation Priority Definitions

Assurance Opinion

Definition

Full Assurance

In our opinion, there is a **sound** system of internal control that is likely to achieve the system objectives, and which is operating effectively in practice.

Substantial Assurance

In our opinion, there is a sound system of internal control operating, but there are a **few weaknesses** which could put the achievement of system objectives at risk.

Limited Assurance

In our opinion, there is a system of internal control with a number of weaknesses likely to **undermine** achievement of system objectives, and which is vulnerable to abuse or error.

No Assurance

In our opinion, there is a **fundamentally flawed** system of internal control that is unlikely to achieve system objectives and is vulnerable to serious abuse or error.

Recommendation Priority

Definition

Low


These issues would contribute towards improving the system under review, and are of limited risk. It is expected that corrective action to resolve these will be taken as resources permit.

Medium

A control process that contributes towards providing an adequate system of internal control. It is expected that corrective action to resolve these will be implemented within three to six months.

High

A fundamental control process, or statutory obligation, creating the risk that significant fraud, error or malpractice could go undetected. It is expected that corrective action to resolve these will be commenced immediately.

| | |
|-------------------------------|--|
| Internal Audit Service | <div data-bbox="837 197 1141 342"><p>Borough Council of King's Lynn & West Norfolk</p></div> <div data-bbox="1157 170 1347 342"></div> |
|-------------------------------|--|

WATER MANAGEMENT ALLIANCE

**REVIEW OF EFFECTIVENESS OF THE
SYSTEM OF INTERNAL CONTROL
2020 - 2021**

**INTERNAL AUDIT
TERMS OF REFERENCE**

1. INTRODUCTION

- 1.1 This document sets out the strategy and plan for the audit of the Water Management Alliance for the financial year 2020 – 2021.
- 1.2 Section 6 of The Accounts and Audit Regulations 2015 states that '*The relevant body must conduct a review at least once in a year of the effectiveness of its system of internal control*'.
- 1.3 Internal Audit is defined as '*an independent, objective assurance and consulting activity designed to add value and improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.*' Public Sector Internal Audit Standards, April 2017.
- 1.4 The Internal Auditor will work in accordance with the Public Sector Internal Audit Standards (PSIAS) adopted by CIPFA from April 2017 and thus will be able to provide the review required by the Regulations.
- 1.5 The authority of the Internal Auditor is established in the Financial Regulations.
- 1.6 The audit work will concentrate on records and systems used by the Water Management Alliance, who provide the financial and administrative functions for the following Internal Drainage Boards (IDBs):
- Broads
 - East Suffolk
 - King's Lynn
 - Norfolk Rivers
 - South Holland

and to the Pevensey & Cuckmere Water Level Management Board.

As such, this work will enable the auditor to complete the Annual Governance and Accountability Returns for 2020-21 for each of the IDBs.

2. OBJECTIVES AND SCOPE OF THE AUDIT

- 2.1 The work of the Internal Auditor will be guided by the Joint Panel on Accountability & Governance (JPAG) Practitioners' Guide (March 2020).
- 2.2 In order to be able to complete section 4 of the Electronic Annual Governance and Accountability Return for 2020-21, the auditor will consider the following internal control objectives (as stated on the return):
- A. Accounting Records**
To ensure that appropriate accounting records have been properly kept throughout the financial year.
- B. Financial Regulations and Standing Orders**
To ensure that the authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for.

- C. Risk Management**
To ensure that the authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.
 - D. Budgetary Control**
To ensure that budgets are prepared on a realistic basis and are monitored throughout the year, any variations are investigated, with corrective action being taken if necessary, and that reserves are appropriate.
 - E. Income**
To ensure that expected income was fully received, based on correct prices, properly recorded, and promptly banked; and VAT was appropriately accounted for.
 - F. Petty Cash**
To ensure that petty cash provisions are reasonable, used in accordance with Financial Regulations and that adequate records are kept of payments made.
 - G. Payroll**
To ensure that salaries to employees and allowances to Members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.
 - H. Assets and Investments**
To ensure that investments and assets are properly recorded, that reimbursements and interest are received promptly and in full, and that cash flows are maintained at an adequate level.
 - I. Cashbook and Bank Reconciliations**
To ensure that periodic and year-end bank account reconciliations are properly completed and verified.
 - J. Year End Procedures**
To ensure that accounting statements prepared during the year were prepared on the correct accounting basis, agreed to the cash book, supported by an adequate audit trail and, where appropriate, debtors and creditors were properly recorded.
- 2.3 The previous year's audit reviewed the same internal control objectives as stated above.
- 2.4 The agreed actions arising from recommendations made in last year's audit will be followed up to confirm their implementation by management.
- 2.5 Contained within the scope of work described above it is implied that the auditor will have due regard for Value for Money considerations and the potential for fraud.
- 2.6 The audit will also examine the impact of Covid-19 on the governance of the WMA.

3. TASKS

3.1 The project tasks are to:

- Establish if the procedures recorded as part of the audit for 2019-20 remain the same and document any changes that may have taken place.
- Perform tests to establish that systems are operating in accordance with the procedures and that good practice is being complied with.
- Assess strengths and weaknesses of the systems operated and the levels of financial and management risk.
- Discuss the results with the Chief Executive and make recommendations as appropriate, which will be communicated to the Boards by means of a report.
- Complete Section 4 of the Electronic Annual Governance & Accountability Return for 2020-21 for each of the IDBs.

4. WORK PLAN

4.1 The audit will be undertaken by Mike Tweed, Internal Auditor, Borough Council of King's Lynn & West Norfolk.

4.2 The audit has been allocated five days, which will be utilised as follows:

| Task | Time |
|--|------|
| Confirm existing procedures and record any changes. Undertake a follow-up of actions agreed from the audit report for 2019-20. | 0.5 |
| Undertake sample testing to establish that processes are being applied as intended. | 3.5 |
| Exit meeting with management to discuss the findings and recommendations arising from the review. Drafting the report. | 0.5 |
| Completing the Return and reporting if required. | 0.5 |

5. AGREEMENT

| | Signature | Date |
|--|-----------|-------|
| Phil Camamile Chief Executive, Water Management Alliance | | |
| Kathy Woodward Shared Internal Audit Manager, Borough Council of King's Lynn & West Norfolk | | |

From: 01 April 2020
To: 31 March 2021

Period To: 12
Year Ended: 31 March 2021

| Notes | Income and Expenditure Account | Y-T-D Budget £ | Y-T-D Actual £ | Y-T-D Variance £ | Annual Budget £ | Projected Out-Turn £ | Projected Variance £ |
|-------|---|----------------------|----------------------|------------------------|-----------------------|----------------------------|----------------------------|
| | <u>Income:</u> | | | | | | |
| | Occupiers Drainage Rates | 293,182 | 293,182 | 0 | 293,182 | 293,182 | 0 |
| 1 | Special Levies issued by the Board | 675,433 | 675,433 | 0 | 675,433 | 675,433 | 0 |
| | Grants Applied | 710,980 | 450,114 | -260,866 | 710,980 | 450,114 | -260,866 |
| | Rental Income | 0 | 586 | 586 | 0 | 586 | 586 |
| 2 | Highland Water Contributions | 212,935 | 221,097 | 8,162 | 212,935 | 221,097 | 8,162 |
| 3 | Income from Rechargeable Works | 1,000 | 386,821 | 385,821 | 1,000 | 386,821 | 385,821 |
| | Insurance Claims | 0 | 11,364 | 11,364 | 0 | 11,364 | 11,364 |
| | Investment Interest | 8,000 | 2,836 | -5,164 | 8,000 | 2,836 | -5,164 |
| 4 | Other Income | 231,604 | 191,929 | -39,675 | 231,604 | 191,929 | -39,675 |
| | Total Income | £2,133,134 | £2,233,364 | £100,228 | £2,133,134 | £2,233,364 | £100,228 |
| | <u>Less Expenditure:</u> | | | | | | |
| 6 | Capital Works | 860,980 | 461,672 | 399,308 | 860,980 | 461,672 | 399,308 |
| 7 | Environment Agency Precept | 175,147 | 175,147 | 0 | 175,147 | 175,147 | 0 |
| 8 | Maintenance Works | 1,144,286 | 1,225,058 | -80,772 | 1,144,286 | 1,225,058 | -80,772 |
| 9 | Administration Charges | 172,301 | 176,152 | -3,851 | 172,301 | 176,152 | -3,851 |
| 3 | Cost of Rechargeable Works | 0 | 379,846 | -379,846 | 0 | 379,846 | -379,846 |
| 5 | Net Deficit/(Surplus) on Operating Accounts | 0 | 45,043 | -45,043 | 0 | 45,043 | -45,043 |
| | Total Expenditure | £2,352,714 | £2,462,918 | -£110,204 | £2,352,714 | £2,462,918 | -£110,204 |
| | Profit/(Loss) on disposal of Fixed Assets | £0 | £35,987 | £35,987 | £0 | £35,987 | £35,987 |
| 10 | Net Surplus/(Deficit) | -£219,580 | -£193,567 | £26,013 | -£219,580 | -£193,567 | £26,013 |

From: 01 April 2020
To: 31 March 2021

Period To: 12
Year Ended: 31 March 2021

| Notes | Balance Sheet as at 31-3-2021 | Opening Balance £ | Movement This Year £ | Closing Balance £ |
|-------|---------------------------------------|-------------------------|----------------------------|-------------------------|
| 11 | Fixed Assets: | | | |
| | Land and Buildings | 347,135 | -28,233 | 318,902 |
| | Plant and Equipment | 426,212 | 250,742 | 676,954 |
| | Pumping Stations | 0 | 0 | 0 |
| | Shared Consortium Assets | 0 | 0 | 0 |
| | | 773,347 | 222,509 | 995,856 |
| | Current Assets: | | | |
| 12 | Bank Account | 253,791 | 163,630 | 417,421 |
| | Stock | 4,144 | 2,388 | 6,533 |
| 13 | Trade Debtors | 37,085 | 67,086 | 104,171 |
| 19 | Grant Due | 0 | 0 | 0 |
| 14 | Work in Progress | 10,143 | -6,732 | 3,410 |
| 15 | Term Deposits | 750,000 | 0 | 750,000 |
| 16,17 | Drainage Rates and Special Levies Due | -2,360 | 987 | -1,373 |
| 18 | Prepayments | 0 | 0 | 0 |
| | Prepayments to WMA | -2,606 | 3,458 | 852 |
| | Accrued Interest | 0 | 0 | 0 |
| | VAT Due | 102,541 | -61,576 | 40,965 |
| | | 1,152,738 | 169,240 | 1,321,978 |
| | Less Current Liabilities: | | | |
| | Trade Creditors | 36,794 | -4,585 | 32,209 |
| | Accruals | 21,644 | 35,171 | 56,816 |
| | Payroll Controls | 158 | -74 | 84 |
| | Debtors paid in advance | 5,573 | 13,939 | 19,512 |
| 20 | Loans due in less than one year | 0 | 0 | 0 |
| | | 64,170 | 44,451 | 108,621 |
| | Net Current Assets | 1,088,568 | 124,789 | 1,213,358 |
| | Less Long Term Liabilities: | | | |
| 28 | Net Pension Liability/(Asset) | 257,000 | 408,000 | 665,000 |
| 20 | Loans due in more than one year | 0 | 0 | 0 |
| | | 257,000 | 408,000 | 665,000 |
| | Net Assets | £1,604,916 | -£60,702 | £1,544,214 |
| 21 | Reserves: | | | |
| | Earmarked | | | |
| 19. | Grants Reserve | 233,823 | 540,866 | 774,688 |
| 22 | General Reserve | 1,125,316 | -193,567 | 931,749 |
| 23 | Development Reserve | 77,160 | 0 | 77,160 |
| | Plant Reserve | 305,827 | 0 | 305,827 |
| 24 | Capital Works Reserve | 77,600 | 0 | 77,600 |
| | | 1,819,727 | 347,298 | 2,167,025 |
| | Non-Distributable | | | |
| 25 | Revaluation Reserve | 42,189 | 0 | 42,189 |
| 26 | Pension Reserve | -257,000 | -408,000 | -665,000 |
| | | -214,811 | -408,000 | -622,811 |
| | Total Reserves | £1,604,916 | -£60,702 | £1,544,214 |

S JEFFREY BSc (Hons) FCCA
FINANCE & RATING MANAGER

From: 01 April 2020
To: 31 March 2021

Period To: 12
Year Ended: 31 March 2021

Note Notes to the Accounts

- 1 Special Levies collected from constituent Billing Authorities were as follows:

| | Y-T-D Budget | Y-T-D Actual |
|--------------------------------|---------------------|---------------------|
| Broadland District Council | 172,791 | 172,791 |
| Great Yarmouth Borough Council | 195,414 | 195,414 |
| North Norfolk District Council | 304,534 | 304,534 |
| South Norfolk District Council | 2,694 | 2,694 |
| | 675,433 | 675,433 |

- 2 The Highland Water Claim for 2020/21 is now due to be paid by the Environment Agency (EA) to the Board in September, following the changes made in 2015 to the timetable (previously the payment was made in two installments - one in May and one in December).

- 3 A surplus of £6,975 has been made on Rechargeable Works.

- 4 Other Income for this year is made up as follows:

| | Y-T-D Budget | Y-T-D Actual |
|-----------------------------|---------------------|---------------------|
| 4803 Shared Income from WMA | 231,604 | 180,526 |
| 4800 Sundry Income | 8,500 | 11,403 |
| 4802 Summons Costs | 500 | 0 |
| | 240,604 | 191,929 |

- 5 The Net Operating Deficit/(Surplus) for this year to date is made up as follows:

| | Y-T-D Budget | Y-T-D Actual |
|---------------------------------|---------------------|---------------------|
| Labour Operations Account | 0 | 61,316 |
| Mobile Plant Operations Account | 0 | -16,273 |
| | 0 | 45,043 |

Detailed operating surpluses/(deficits) for the Labour Operations Account and each item of Mobile Plant are shown in the Labour and Plant Operations Reports, which can be made available to members on request.

The Labour Operations account shows a substantial deficit for the year. This is due to the Operations Manager shielding for the majority of the financial year, and unable to undertake any maintenance works on behalf of the Board.

- 6 The gross cost and net cost of each capital scheme is detailed on the schedule of capital works and approved by the Board annually, which is managed by the Project Engineer and can be made available to Members on request.

- 7 The EA Precept due for 2020/21 is payable to the EA on 31 May and the other half is payable to them on 30 November.

- 8 The detailed maintenance operations in each sub catchment is approved by the Board annually and shown on the schedule of maintenance works, as managed by the Operations Manager, which can be made available to Members on request. Expenditure is analysed as follows:

| | Y-T-D Budget | Y-T-D |
|-------------------------------------|---------------------|------------------|
| Labour Charges | 373,496 | 394,068 |
| Pump Attendance | 17,450 | 13,909 |
| Plant Charges | 96,351 | 112,442 |
| Insurance | 17,358 | 26,580 |
| Out-sourced repairs and maintenance | 69,390 | 119,933 |
| Materials | 0 | 15,375 |
| Electricity | 153,600 | 199,519 |
| Telemetry | 2,000 | 1,944 |
| Professional Fees | 0 | 0 |
| Depreciation | 0 | 0 |
| Direct Works | 729,645 | 883,770 |
| 5400 Technical Support Staff Costs | 347,474 | 286,120 |
| 5450 Other Technical Support Costs | 50,000 | 42,882 |
| 5500 Biodiversity Action Plan Costs | 17,167 | 12,286 |
| 5600 Development Expenditure | 0 | 0 |
| Maintenance Works | 1,144,286 | 1,225,058 |

From: 01 April 2020
To: 31 March 2021

Period To: 12
Year Ended: 31 March 2021

Note Notes to the Accounts

- 9(i) Administration charges largely reflect the Board's share of consortium expenditure (excluding the technical support costs, which are included in the maintenance works expenditure). Shared expenditure is monitored by the Consortium Management Committee and the Board every three months:

| | Y-T-D Budget | Y-T-D Actual |
|--|---------------------|---------------------|
| 6000 Administration Staff Costs | 116,499 | 118,518 |
| 6001 Other Administration Costs | 51,802 | 53,731 |
| 6200 Drainage Rates AV Increases/(Decreases) | 0 | 8 |
| 6100 Kettlewell House Depreciation | 1,000 | 1,029 |
| 6400 Sundry Expenses | 100 | 600 |
| 6500 Settlement Discount | 2,900 | 2,265 |
| | 172,301 | 176,152 |

9(ii). **Consortium Charges**

Expenses

| | | |
|--------------------------------------|---------|---------|
| Technical Support Staff (note 8) | 347,474 | 286,120 |
| Other Technical Support (note 8) | 50,000 | 42,882 |
| Administration Staff Costs (note 9i) | 116,499 | 118,518 |
| Other Administration Costs (Note 9i) | 51,802 | 53,731 |

| | | |
|-------------------------------------|----------|----------|
| Shared Income from the WMA (note 4) | -231,604 | -180,526 |
|-------------------------------------|----------|----------|

Net Consortium Charge

| | |
|----------------|----------------|
| 334,171 | 320,724 |
|----------------|----------------|

- 10 At the time of preparing the Estimates, the Board planned to finance the estimated net deficit this year as follows:

| | Budget |
|---------------------|-----------------|
| Development Reserve | 0 |
| Plant Reserve | -150,000 |
| General Reserve | -69,580 |
| | -219,580 |

- 11 The movement in Fixed Assets is detailed in the Fixed Assets Register for 2020/21, which can be made available to members on request. Summarised movements are as follows:

| | Land and Buildings | Plant and Equipment | Pumping Stations | Total |
|--|---------------------------|----------------------------|-------------------------|------------------|
| Cost | | | | |
| Opening Balance as at 1-4-2020 | 422,699 | 855,183 | 412,722 | 1,690,604 |
| (+) Additions | 0 | 450,336 | 0 | 450,336 |
| (-) Disposals | 0 | -122,707 | 0 | -122,707 |
| Closing Balance as at 31-3-2021 | 422,699 | 1,182,812 | 412,722 | 2,018,233 |
| Depreciation | | | | |
| Opening Balance as at 1-4-2020 | 75,564 | 428,971 | 412,722 | 917,257 |
| (+) Depreciation Charge for year | 28,233 | 164,204 | 0 | 192,437 |
| (-) Accumulated depreciation written out on disposal | 0 | -87,317 | 0 | -87,317 |
| Closing Balance as at 31-3-2021 | 103,797 | 505,858 | 412,722 | 1,022,377 |
| Net Book Value as at 31-03-2020 | 347,135 | 426,212 | 0 | 773,347 |
| Net Book Value as at 31-3-2021 | 318,902 | 676,954 | 0 | 995,856 |

The Board also shares ownership of a proportion of the WMAs Shared Fixed Assets, which were last valued by Cruso & Wilkin Chartered Surveyors, as at 31 March 2018. Such assets have a Net Book Value of zero.

From: 01 April 2020
 To: 31 March 2021

Period To: 12
 Year Ended: 31 March 2021

Note Notes to the Accounts

- 12 The Bank Account balance will be kept to a minimum following the decision to invest additional working balances on the short term money market. The Bank Account is reconciled as follows:

| | 2019/20 | 2020/21 |
|---|----------------|----------------|
| Opening Balance as at 1-4-2020 b/fwd | 949,415 | 253,791 |
| (+) Receipts | 4,927,114 | 4,505,276 |
| (-) Payments | -5,622,737 | -4,341,646 |
| (=) Closing Balance as at 31-3-2021 c/fwd | 253,791 | 417,421 |

| | | |
|---------------------------------------|----------------|----------------|
| Balance on Statement as at 31-3-2021 | 292,477 | 410,012 |
| Less: Unpresented Payments | -38,686 | -12,590 |
| Add: Unpresented Receipts | 0 | 20,000 |
| Closing Balance as at 31-3-2021 c/fwd | 253,791 | 417,421 |

- 13 Aged Debtor profile is currently as follows:

| Debt period | Amount | Number of Debtors |
|----------------------------|----------------|-------------------|
| <=30 days | 104,151 | 10 |
| >30 days and <=60 days | 0 | 0 |
| >60 days and <=90 days | 20 | 2 |
| >90 days (See Below) | 0 | 0 |
| Total Trade Debtors | 104,171 | 12 |

| >90 days | Amount | Inv.Date | Originator |
|----------|----------|----------|------------|
| | 0 | | |
| | 0 | | |

- 14 Work In Progress (WIP) is currently made up of the following jobs:.

| | Estimated Completion | Originator |
|---------------|----------------------|----------------------------|
| (NCC) RELS001 | 3,410 | Ongoing Catchment Engineer |
| | 3,410 | |

- 15 Term Deposits are currently as follows:

| Financial Institution | Capital | Investment Date | Maturity Date | Interest Rate |
|------------------------------------|----------------|-----------------|---------------|---------------|
| National Counties Building Society | 250,000 | 12/02/2021 | 12/05/2021 | 0.10% |
| National Counties Building Society | 250,000 | 30/03/2021 | 30/07/2021 | 0.16% |
| Vernon Building Society | 250,000 | 31/03/2021 | 30/09/2021 | 0.115% |
| | 750,000 | | | |

- 16 Special Levies are due to be paid by Constituent Councils in two halves on 1 May and 1 November every year.

From: 01 April 2020
To: 31 March 2021

Period To: 12
Year Ended: 31 March 2021

Note Notes to the Accounts

- 17 Drainage Rates are paid by occupiers of agricultural land and/or buildings. There are currently 2 Ratepayers that have not paid their drainage rates for 2020/21, as compared to 9 Ratepayers this time last year. Summarised transactions for Drainage Rates and Special Levies during the year are as follows:

| | 2019/20 | 2020/21 |
|-------------------------------|----------|----------|
| Arrears b/fwd | 24 | -2,360 |
| Drainage Ratepayers | 287,154 | 293,182 |
| Special Levies for the year | 661,547 | 675,433 |
| Payments Received | -949,217 | -965,345 |
| Annual Value Decrease | -1,248 | -2,230 |
| Annual Value Increase | 784 | 1,324 |
| New Assessments | 464 | 905 |
| Irrecoverables and write offs | -85 | -42 |
| Summons Collection Costs | 75 | 0 |
| Settlement Discount | -1,858 | -2,265 |
| Sundry adjustments | 0 | 23 |
| Arrears c/fwd | -2,360 | -1,373 |

- 18 There are no current prepayments.

19 **Grants Reserve**

Grants Unapplied are those grants that we have received in advance of doing work on the following schemes:

| | 2019/20 | 2020/21 |
|--|----------------|----------------|
| SCH02: Hickling Broad - Stubb Road (100%) | 77 | 77 |
| SCH04: Upton WLMP (100%) | 1 | 1 |
| SCH05: Calthorpe Broad (100%) | 403 | 403 |
| SCH10: Halvergate Marshes WLMA (100%) | 7,117 | 5,806 |
| SCH19: Damgate Marshes (100%) | 69 | 69 |
| SCH65: Halvergate Marshes Water Level Management Plan | 7,237 | 0 |
| SCH23: Shallam Dyke | 2,721 | 2,721 |
| SCH50: Parrots Feather: Norfolk County Council (100%) | 2,448 | 2,448 |
| SCH57: South Walsham GWP (100%) | 40 | 40 |
| SCH31: Brograve Study (100%) | 0 | 0 |
| SCH45: Hickling (100%) | 26,505 | 26,505 |
| SCH06: Stubb Mill Pump Replacement (45%) | 4,185 | 4,185 |
| SCH12: Muckfleet Survey & Options Appraisal | 409 | 409 |
| SCH13: Five Mile Pump Replacement (45%) | 787 | 787 |
| SCH14: Hermitage Pump/Structure Replacement (45%) | 800 | 800 |
| SCH15: Thurne Pumping Station (45%) | 394 | 394 |
| SCH27: Ludham Bridge | 2,350 | 2,350 |
| SCH60: Tunstall Pumping Station Emergency Works (45%) | 2,684 | 2,684 |
| SCH07: Potter Heigham Automatic Weedscreen | 4,632 | 4,632 |
| SCH09: River Yare Pumping Station Improvement | 2,477 | 2,477 |
| SCH32: Eastfield Pumping Station Auto Weedscreen | 2,066 | 2,066 |
| SCH33: Tonnage Bridge Pumping Station Auto Weedscreen | -1 | 0 |
| SCH08: St Benet's Pumping Station | 14,230 | 14,230 |
| SCH67: Horsey Boat Dyke Culvert Works FCERM7 Study | 16,714 | 16,714 |
| SCH69: Stokesby PS Bypass FCERM7 Study | 12,036 | 12,001 |
| SCH70: Tunstall PS Bypass FCERM7 Study | 0 | 40,000 |
| SCH71: Broads Culvert Surveys | 18,055 | 18,055 |
| SCH72: Horsey Boat Dyke Culvert | 13,847 | 975 |
| SCH73: Muckfleet Bank Improvements | -46,552 | 226,500 |
| SCH74: Martham Boat Dyke Culvert Study | 31,998 | 31,193 |
| SCH75: Martham Boat Dyke Culvert Replacement | 47,170 | 6,555 |
| SCH76: Upper Thurne Integrated Drainage Improvements Study | 58,920 | 0 |
| SCH77: River Yare Water Level Management Improvements | 0 | 349,610 |
| | 233,823 | 774,688 |

Capital Grant Due:

Total Grant Due

0

0

From: 01 April 2020
To: 31 March 2021

Period To: 12
Year Ended: 31 March 2021

Note Notes to the Accounts

| | |
|--------------------------------------|----------------|
| | £ |
| Grant Reserve as at 1-4-2020 b/fwd | 233,823 |
| Add Grants Received | 990,980 |
| Less Grant Applied | -450,114 |
| Grant Reserve as at 31-3-2021 | 774,688 |

- 20 There are currently no outstanding Public Works Loans:

<= 1 year

Loan Number 478101: Upton Dole Pumping Station (8.125%) 0.00 Last Payment Made: August 2016

- 21 The Reserves are managed in accordance with the Capital Financing and Reserves Policy, as approved by the Board on 27 January 2014. This policy is available for viewing on the Board's website.

- 22 Movements on the General Reserve are made up as follows:

| | 2019/20 | 2020/21 |
|--|------------------|----------------|
| Opening Balance, as at 1-4-2020 b/fwd | 1,094,986 | 1,125,316 |
| Net Surplus/(Deficit) for the year | -669 | -193,567 |
| Net transfer (to)/from Development Reserve | 0 | 0 |
| Net transfer (to)/from Capital Works Reserve | 31,000 | 0 |
| Revaluation Reserve adjustment | 0 | 0 |
| Closing Balance, as at 31-3-2021 c/fwd | 1,125,317 | 931,749 |

- 23 The purpose of the Development Reserve is to reduce the impact on drainage rates from development that takes place in the area. The Board charges developers a standard rate per impermeable hectare for agricultural land which is developed and becomes a hard standing area, such as housing, roadways etc. The money is credited to this Reserve (earmarked to the sub catchment) and then used to reduce the gross cost of capital work needed to cater for the additional flows arising from such development. The income for this Reserve therefore comes exclusively from developers and is used to help fund improvement works that are necessary because of development. The Development Reserve is currently made up as follows:

| | 2019/20 | Tfr from Gen. Reserve | Tfr to Gen. Reserve | 2020/21 |
|---|---------------|--------------------------|------------------------|---------------|
| Muckfleet and South Flegg (Former Sub District) | 72,702 | 0 | 0 | 72,702 |
| Middle Bure (Former Sub District) | 4,458 | 0 | 0 | 4,458 |
| | 77,160 | 0 | 0 | 77,160 |

- 24 The Capital Works Reserve largely represents the committed cost of capital schemes that the Board has approved where suppliers have not actually invoiced for work, either due to slippage in the programme or other issues with the contract. The advantage to the Board of committing scheme costs at the time contracts are awarded is that grant aid can be claimed in advance of incurring the expenditure, and, the year end balance of the General Reserve does not fluctuate significantly. The Capital Works Reserve is currently made up as follows:

| | 2019/20 | Tfr from Gen. Reserve | Tfr to Gen. Reserve | 2020/21 |
|--|---------------|--------------------------|------------------------|---------------|
| SCH27: Ludham Bridge Pumping Station Refurbishment | 5,100 | 0 | 0 | 5,100 |
| SCH60: Tunstall Pump Replacement (Emergency Works) | 6,000 | 0 | 0 | 6,000 |
| SCH32: Eastfield Weedscreen | 6,500 | 0 | 0 | 6,500 |
| Pumping Station Works | 30,000 | 0 | 0 | 30,000 |
| Stokesby Main Drain Reprofiling | 20,000 | 0 | 0 | 20,000 |
| Wayford Mill Drain Bund | 6,000 | 0 | 0 | 6,000 |
| Ludham Bridge Boatyard - Making good old Pumping Station | 4,000 | 0 | 0 | 4,000 |
| | 77,600 | 0 | 0 | 77,600 |

From: 01 April 2020
To: 31 March 2021

Period To: 12
Year Ended: 31 March 2021

Note Notes to the Accounts

25 Movements on the Revaluation Reserve are made up as follows:

| | |
|--|----------------|
| | 2020/21 |
| Opening Balance, as at 1-4-2020 b/fwd | 42,189 |
| Less: | |
| Pumping Station Depreciation | 0 |
| Closing Balance, as at 31-3-2021 c/fwd | 42,189 |

26(i) The Board provides its employees with access to the Local Government Pension Scheme but does not need to Account for this as a defined benefit pension scheme to comply with the limited assurance audit regime. However the Board has chosen to do so because it does have a pension liability, which has been calculated by the LGPS Fund Actuary as at 31 March 2021.

26(ii) The Board is a member of the Water Management Alliance Consortium and as such also has a proportion of the pension liability for the shared staff that are employed by King's Lynn IDB, t/a the Water Management Alliance. The Fund Actuary for Norfolk County Council has prepared a separate Report for the Water Management Alliance, which identifies a notional net pension liability of £5,182,000 as at 31 March 2021 that is shared by all 6 Member Boards. However Waveney Lower Yare and Lothingland IDB's liability is capped at £5,000 until 31st March 2022. The Board's share of this pension liability is set out every year in the WMAs Basis of Apportionment, which was approved by the Board on 18 January 2021.

27 Related Party Disclosures

- (i) The Board is a full member of Anglia Farmers Ltd, an agricultural purchasing cooperative. Several members of the Board are also shareholders of this organisation. The Board made payments of £400,195.37 to this company during the reporting period.
- (ii) The following Board members have performed pump attendant and maintenance duties at the Board's pumping stations during the year, for which they have received an allowance. Mr Harris received £6,300 from the Board for pump attendant duties and general maintenance, Mr Wharton received £0.00 from the Board for improvement works to access track Mautby pump and Mr Wright received £0.00 from the Board for pump attendant duties.
- (iii) All elected members of the Board pay drainage rates either as individuals, Partners in Partnerships, or as Directors of limited companies; the exact nature of which can be found in the Rate Book as at 1 April 2020.
- (iv) The Board is a member of the Water Management Alliance Consortium, who provide administrative and technical support services to the Board. The Board has 3 representatives who serve on the Consortium Management Committee, that include the Chairman and the 2 Vice Chairmen of the Board. The Chairman received £3,500.00 Chairman's Allowance and £0.00 travelling expenses.
- (v) The Board has paid Ben Goose (BJ Goose Digger Hire Ltd) £0.00 during the reporting period for undertaking excavation and basket cutting work. The Board's Operations Manager is related to Ben Goose.
- (vi) The Board has paid £1,315.88 to Chapman Farms Ltd during the reporting period for renting space to house telemetry equipment at Thunderhill and for renting the land to house Somerton Auxilliary Pumping Station Kiosk for the period of August 2020 to July 2021. The Board member Mr J Chapman is a Director in this company.
- (vii) The Board has paid £173.00 for renting land at Horsey Pumping Station. The Board member, Mr Buxton of Horsey Estates, owns this land. The invoice for 19/20 rent was received late April 2020, value £173.00. The invoice for 2020/21 rent was received in March 2021, both amounts are shown in the financial report for 2020/21.
- (viii) The Board uses Rating Software for the collection of Drainage Rates known as DRS. This software is owned by South Holland IDB and was developed by Mr P J Camamile, the Chief Executive. The software is supported at no cost to the Board by Byzantine Ltd. Mr P J Camamile is the Company Secretary of Byzantine Ltd and his wife Mrs P Camamile is a Director. Both are shareholders.

Recommended Actions:

1. To approve the Financial Report for the period ending 31-3-2021.

S JEFFREY BSc (Hons) FCCA
FINANCE & RATING MANAGER

From: 01 April 2020
To: 31 March 2021

Period To: 12
Year Ended: 31 March 2021

| BOX NO. ANNUAL RETURN, FOR THE YEAR ENDED 31 MARCH 2021 | | ACTUAL 2019/20 £ | ACTUAL 2020/21 £ |
|---|---|------------------------|------------------------|
| 1 | Balances brought forward | | |
| | General Reserve | 1,094,986 | 1,125,317 |
| | Development Reserve | 77,160 | 77,160 |
| | Plant Reserve | 305,827 | 305,827 |
| | Capital Works Reserve | 108,600 | 77,600 |
| | Grants Reserve | 469,732 | 233,823 |
| | Revaluation Reserve | 78,285 | 42,189 |
| | Pension Reserve | -333,000 | -257,000 |
| | As per Statement of Accounts | 1,801,590 | 1,604,916 |
| | (-) Fixed Assets, Long Term Liabilities and Loans | | |
| | Pension Liability | -333,000 | -257,000 |
| | Loans Outstanding (Current Liabilities) | 0 | 0 |
| | Long Term Borrowing | 0 | 0 |
| | Net Book Value of Tangible Fixed Assets | 658,739 | 773,347 |
| | | 325,739 | 516,347 |
| | (=) Adjusted Balances brought forward | 1,475,851 | 1,088,569 |
| 2 | (+) Rates and Special Levies | | |
| | Drainage Rates | 287,154 | 293,182 |
| | Special Levies issued by the Board | 661,548 | 675,433 |
| | As per Statement of Accounts | 948,702 | 968,615 |
| 3 | (+) All Other Income | | |
| | Grants Applied | 1,400,111 | 450,114 |
| | Rental Income | 1,242 | 586 |
| | Highland Water Contributions | 219,554 | 221,097 |
| | Income from Rechargeable Works | 236,209 | 386,821 |
| | Insurance Claims | 0 | 11,364 |
| | Investment Interest | 8,473 | 2,836 |
| | Development Contributions | 1,404 | 0 |
| | Other Income | 209,365 | 191,929 |
| | Profit/(Loss) on disposal of Fixed Assets | 0 | 35,987 |
| | As per Statement of Accounts | 2,076,358 | 1,300,735 |
| | (+) Income from Sale of Fixed Assets (above profit/(loss)) | | |
| | Capital Cost of disposals | 0 | 122,707 |
| | Less: Accumulated depreciation written out | 0 | -87,317 |
| | | 0 | 35,390 |
| | (+) Grants Applied to Grants Received Conversion | | |
| | (-) Grants Applied | -1,400,111 | -450,114 |
| | (+) Grants Received | 1,164,200 | 990,980 |
| | | -235,911 | 540,866 |
| | (=) Adjusted Other Income | 1,840,447 | 1,876,990 |
| 4 | (-) Staff Costs | | |
| | Labour Operations Account | 498,761 | 623,672 |
| | Technical Support Staff Costs | 324,093 | 286,120 |
| | Administration Staff Costs | 94,201 | 118,518 |
| | | 917,055 | 1,028,310 |

From: 01 April 2020
To: 31 March 2021

Period To: 12
Year Ended: 31 March 2021

| BOX NO. | ANNUAL RETURN, FOR THE YEAR ENDED 31 MARCH 2021 | ACTUAL 2019/20 £ | ACTUAL 2020/21 £ |
|---------|---|------------------------|------------------------|
| 5 | (-) Loan Interest/Capital Repayments | | |
| | Loan Interest | 0 | 0 |
| | Capital Repayments | 0 | 0 |
| | As per Statement of Accounts | 0 | 0 |
| 6 | (-) All Other Expenditure | | |
| | Capital Works | 1,409,872 | 461,672 |
| | Maintenance Works | 1,061,611 | 1,225,058 |
| | Environment Agency Precept | 170,046 | 175,147 |
| | Administration Charges | 149,555 | 176,152 |
| | Cost of Rechargeable Works | 219,595 | 379,846 |
| | Net Deficit/(Surplus) on Operating Accounts | 11,839 | 45,043 |
| | Development Expenditure | 3,211 | 0 |
| | Depreciation of Pumping Stations | 36,096 | 0 |
| | As per Statement of Accounts | 3,061,824 | 2,462,918 |
| | (-) Depreciation Charged (Non Cash) | | |
| | Plant and Equipment | 113,451 | 164,204 |
| | Pumping Stations | 36,096 | 0 |
| | Land and Buildings | 22,746 | 28,233 |
| | | 172,293 | 192,437 |
| | (-) Staff Costs now reported in Box 4 | 917,055 | 1,028,310 |
| | (+) Capitalised Additions | | |
| | Land and Buildings | 54,869 | 0 |
| | Plant and Equipment | 232,031 | 450,336 |
| | | 286,900 | 450,336 |
| | (=) Adjusted Other Expenditure | 2,259,376 | 1,692,506 |
| 7 | (=) Balances carried forward | | |
| | General Reserve | 1,125,317 | 931,749 |
| | Development Reserve | 77,160 | 77,160 |
| | Plant Reserve | 305,827 | 305,827 |
| | Capital Works Reserve | 77,600 | 77,600 |
| | Grants Reserve | 233,823 | 774,688 |
| | Revaluation Reserve | 42,189 | 42,189 |
| | Pension Reserve | -257,000 | -665,000 |
| | As per Statement of Accounts | 1,604,916 | 1,544,214 |
| | (-) Fixed Assets, Long Term Liabilities and Loans | | |
| | Pension Reserve | -257,000 | -665,000 |
| | Loans Outstanding (Current Liabilities) | 0 | 0 |
| | Long Term Borrowing | 0 | 0 |
| | Net Book Value of Tangible Fixed Assets | 773,347 | 995,856 |
| | | 516,347 | 330,856 |
| | (=) Adjusted Balances carried forward | 1,088,569 | 1,213,358 |
| 8 | Total Cash and Short Term Investments | | |
| | Cash at Bank and in Hand | 253,791 | 417,421 |
| | Short Term Investments | 750,000 | 750,000 |
| | As per Statement of Accounts | 1,003,791 | 1,167,421 |
| 9 | Total Fixed Assets and Long Term Assets (Net Book Value) | | |
| | Land and Buildings | 347,135 | 318,902 |
| | Plant and Equipment | 426,212 | 676,954 |
| | Pumping Stations | 0 | 0 |
| | Shared Consortium Assets | 0 | 0 |
| | As per Statement of Accounts | 773,347 | 995,856 |
| 10 | Total Borrowings | | |
| | Loans Due (<= 1 Year) | 0 | 0 |
| | Loans Due (> 1 Year) | 0 | 0 |
| | As per Statement of Accounts | 0 | 0 |

From: 01 April 2020
To: 31 March 2021

Period To: 12
Year Ended: 31 March 2021

| BOX NO. ANNUAL RETURN, FOR THE YEAR ENDED 31 MARCH 2021 | ACTUAL 2019/20 £ | ACTUAL 2020/21 £ |
|---|------------------------|------------------------|
|---|------------------------|------------------------|

| 7, 8 RECONCILIATION BETWEEN BOXES 7 AND 8 | ACTUAL 2019/20 £ | ACTUAL 2020/21 £ |
|---|------------------------|------------------------|
|---|------------------------|------------------------|

| | | | |
|----------|--|------------------|------------------|
| 7 | Balances carried forward (adjusted) | 1,088,569 | 1,213,358 |
| | (-) Deduct: Debtors and Prepayments | | |
| | Trade Debtors | 37,085 | 104,171 |
| | Stock and Work in Progress | 14,287 | 9,943 |
| | Drainage Rates and Special Levies Due | -2,360 | -1,373 |
| | Prepayments | 0 | 0 |
| | Prepayments to WMA | -2,606 | 852 |
| | Accrued Interest | 0 | 0 |
| | Vat Due from HMRC | 102,541 | 40,965 |
| | | 148,947 | 154,558 |
| | (+) Add: Creditors and Payments Received in Advance | | |
| | Creditors Control Account | 36,952 | 32,293 |
| | Accruals | 21,644 | 56,816 |
| | Receipts Paid in Advance | 5,573 | 19,512 |
| | | 64,169 | 108,621 |
| | (=) Box 8 | 1,003,791 | 1,167,421 |
| 8 | (=) Total Cash and Short Term Investments | | |
| | Cash at Bank and in Hand | 253,791 | 417,421 |
| | Short Term Investments | 750,000 | 750,000 |
| | | 1,003,791 | 1,167,421 |

S JEFFREY BSc (Hons) FCCA
FINANCE & RATING OFFICER

17 MAY 2021

Annual Governance and Accountability Return 2020/21 Part 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2020/21

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:
 - The Annual Internal Audit Report **must** be completed by the authority's internal auditor.
 - Sections 1 and 2 **must** be completed and approved by the authority.
 - Section 3 is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2021**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2021**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2021
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2020/21

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2021 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2020/21**, approved and signed, page 4
- **Section 2 - Accounting Statements 2020/21**, approved and signed, page 5

Not later than 30 September 2021 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return (AGAR) 2020/21

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2021.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2020) equals the balance brought forward in the current year (Box 1 of 2021).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2021**.

| Completion checklist – 'No' answers mean you may not have met requirements | | Yes | No |
|--|--|-----|----|
| All sections | Have all highlighted boxes have been completed? | | |
| | Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor? | | |
| Internal Audit Report | Have all highlighted boxes been completed by the internal auditor and explanations provided? | | |
| Section 1 | For any statement to which the response is 'no', has an explanation been published? | | |
| Section 2 | Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting? | | |
| | Has an explanation of significant variations from last year to this year been published? | | |
| | Has the bank reconciliation as at 31 March 2021 been reconciled to Box 8? | | |
| | Has an explanation of any difference between Box 7 and Box 8 been provided? | | |
| Sections 1 and 2 | Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested. | | |

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2020/21

ENTER BROADS (2006) IDB ADDRESS

ENTER <https://www.wlma.org.uk/broads-idb/home/> ADDRESS

During the financial year ended 31 March 2021, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2020/21 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

| Internal control objective | Yes | No* | Not covered** |
|--|-----|-----|----------------|
| A. Appropriate accounting records have been properly kept throughout the financial year. | ✓ | | |
| B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for. | ✓ | | |
| C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these. | ✓ | | |
| D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate. | ✓ | | |
| E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for. | ✓ | | |
| F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for. | ✓ | | |
| G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied. | ✓ | | |
| H. Asset and investments registers were complete and accurate and properly maintained. | ✓ | | |
| I. Periodic bank account reconciliations were properly carried out during the year. | ✓ | | |
| J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded. | ✓ | | |
| K. If the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")</i> | | | |
| L. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities. | | | |
| M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set)</i> . | ✓ | | |
| N. The authority has complied with the publication requirements for 2019/20 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> . | ✓ | | |
| O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee. | Yes | No | Not applicable |
| | | | ✓ |

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

06/04/2021 07/04/2021 13/04/2021

Name of person who carried out the internal audit

Kathy Woodward

Signature of person who carried out the internal audit

K Woodward

REQUIRED

Date

20/04/2021

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

EMT BROADS (2006) IDB LTD

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

| | Agreed | | Yes* means that this authority: |
|---|--------|-----|---|
| | Yes | No* | |
| 1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements. | ✓ | | prepared its accounting statements in accordance with the Accounts and Audit Regulations. |
| 2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness. | ✓ | | made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge. |
| 3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances. | ✓ | | has only done what it has the legal power to do and has complied with Proper Practices in doing so. |
| 4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations. | ✓ | | during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts. |
| 5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required. | ✓ | | considered and documented the financial and other risks it faces and dealt with them properly. |
| 6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems. | ✓ | | arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority. |
| 7. We took appropriate action on all matters raised in reports from internal and external audit. | ✓ | | responded to matters brought to its attention by internal and external audit. |
| 8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements. | ✓ | | disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant. |
| 9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit. | Yes | No | N/A |
| | | | ✓ |

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

17/05/2021

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

ENTER <https://www.wlma.org.uk/broads-idb/home/>

Section 2 – Accounting Statements 2020/21 for

BROADS (2006) IDB

| | Year ending | | Notes and guidance |
|---|-----------------------|-----------------------|---|
| | 31 March 2020 £ | 31 March 2021 £ | |
| 1. Balances brought forward | 1,475,851 | 1,088,569 | Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year. |
| 2. (+) Precept or Rates and Levies | 948,702 | 968,615 | Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received. |
| 3. (+) Total other receipts | 1,840,447 | 1,876,990 | Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received. |
| 4. (-) Staff costs | 917,055 | 1,028,310 | Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments. |
| 5. (-) Loan interest/capital repayments | 0 | 0 | Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any). |
| 6. (-) All other payments | 2,259,376 | 1,692,506 | Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5). |
| 7. (=) Balances carried forward | 1,088,569 | 1,213,358 | Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6). |
| 8. Total value of cash and short term investments | 1,003,791 | 1,167,421 | The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation. |
| 9. Total fixed assets plus long term investments and assets | 773,347 | 995,856 | The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March. |
| 10. Total borrowings | 0 | 0 | The outstanding capital balance as at 31 March of all loans from third parties (including PWLB). |
| 11. (For Local Councils Only) Disclosure note re Trust funds (including charitable) | Yes | No | The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets. |
| | | | N.B. The figures in the accounting statements above do not include any Trust transactions. |

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

S. J. Allen

Date

07.5.2021

I confirm that these Accounting Statements were approved by this authority on this date:

17/05/2021

as recorded in minute reference:

Signed by Chairman of the meeting where the Accounting Statements were approved

Section 3 – External Auditor's Report and Certificate 2020/21

In respect of

BROADS (2006) IDB

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2021; and
- ~~confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.~~

2 External auditor's limited assurance opinion 2020/21

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2020/21

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2021.

*We do not certify completion because:

External Auditor Name

External Auditor Signature

Date

Broads (2006) IDB

Schedule of Paid Accounts

Payment Date From : 01/12/2020

Payment Date To : 31/03/2021

| <u>Account ID</u> | <u>Name</u> | <u>Details</u> | <u>Amount Paid This Period</u> |
|--------------------------|--------------------------------|--------------------------------|---|
| 4X0001 | 4X4 Accessories and Tyres | Toyota Hilux Canopy High Roof | 3,391.36 |
| AB0001 | Abrehart Ecology Ltd | Ecology Surveys | 956.40 |
| AC0002 | Acle Garden Machinery Centre | Maintenance Works | 34.75 |
| AG0001 | Agroco Trailers | Plant repairs/Expenditure | 10,053.24 |
| AN0120 | The AF Group Limited | Electricity/Materials | 214,268.02 |
| AP0001 | APP Haulage | Rechargeable Works | 660.00 |
| BA0201 | Banham Farms Ltd | Maintenance Works | 1,300.80 |
| BO0003 | Bobby Dazzlers Cleaning Ltd | Cleaning of depot | 180.00 |
| BR0006 | British Metal Treatments Ltd | Maintenance | 96.05 |
| BR0272 | Broads IDB | Drainage Rates | 42.34 |
| BT0001 | BT Payment Services | Telephone/Broadband | 1,372.80 |
| CI0001 | City Electrical Factors | Spares & Repairs | 4,348.44 |
| CJ0340 | C J Spares Ltd | Spares/Parts/Oil | 216.00 |
| CO0008 | Coastline Graphics Ltd | Mobile Plant Expenditure | 217.20 |
| EA0002 | East Suffolk IDB | Rechargeable Works | 2,824.59 |
| EE0001 | EE | Telephone | 45.28 |
| EO0550 | E.On UK PLC | Electricity | 2,637.05 |
| FA0601 | Mr M Falcon Property Solutions | Consultancy | 1,229.76 |
| FU0003 | Fuel Proof Ltd | Small Tools/Purchase of Fuel | 2,700.00 |
| GR0002 | John Grose Group Ltd | AF66 LRX Service/Repairs | 1,851.32 |
| GR0003 | Graphix Bank | Sign Writing for new trucks | 320.00 |
| GS0001 | G & S Stores Ltd | Small Tools | 520.77 |
| GYBC01 | Great Yarmouth Borough Council | Rates | 988.00 |
| HA0001 | M P Harris | Pump Attendant | 6,300.00 |
| HA0009 | Hayley Group Ltd | Maintenance Works | 1,067.11 |
| HO0001 | Horsey Estate | Rent | 173.00 |
| HU0001 | Hubble | Small Tools | 209.58 |
| HU0002 | Hugh Crane | Small Tools | 3,452.72 |
| IN0002 | Independent Lifting Services | Small Tools | 372.89 |
| IN0950 | Inland Revenue | Paye & NIC | 55,492.42 |
| JA0002 | Jacobs U.K. Ltd | Capital Works | 56,992.46 |
| JD0001 | John Davidson (Pipes) Ltd | Rechargeable Works | 7,611.86 |
| JO0002 | Roger Jones | Pump Attendant | 1,920.00 |
| JO0005 | John Clayden Lubricants Ltd | Maintenance Works | 66.12 |
| KI1105 | Kings Lynn IDB | Rechargeable Work | 205.00 |
| LA0002 | Mervyn Lambert | Maintenance/Rechargeable Works | 2,670.10 |
| LU1290 | Ludham Garage Ltd | Truck Service | 942.36 |
| MA0008 | Maverick Engineering Ltd | Maintenance Works | 708.00 |
| MA0009 | Mastenbroek Environmental Ltd | Purchase of mounting frame and | 94,428.00 |
| MU0001 | MURLAC | Capital Works | 11,017.20 |
| NA0003 | J Huggins & Son Ltd | Windscreen Replacement | 203.30 |
| NI1450 | Nicholsons | Hardware/Fuel | 1,654.37 |

Broads (2006) IDB

Schedule of Paid Accounts

Payment Date From : 01/12/2020

Payment Date To : 31/03/2021

| <u>Account ID</u> | <u>Name</u> | <u>Details</u> | <u>Amount Paid This Period</u> |
|--------------------------|-----------------------------------|--------------------------------------|---|
| NI1451 | J H & P E Nicholson Ltd | Pump Attendant | 900.00 |
| NO0005 | Norfolk Wildlife Trust | BAP Direct Costs | 5,000.00 |
| NO0008 | Norvic Training (UK) Ltd | First Aid Training | 192.00 |
| NO0009 | Norwich Instrument Services Ltd | Calibration | 131.64 |
| NO1470 | Norfolk Pension Fund | Pension Contributions | 46,893.71 |
| NO1475 | Norfolk Rivers IDB | Rechargeable Works | 4,766.11 |
| OTT001 | OTT Hydromet Ltd | Maintenance Works | 107.04 |
| PA0003 | Parker Hydraulics and Pneumatics | Maintenance Works | 2,082.40 |
| PA0006 | Mike Page | Capital Works | 30.00 |
| PU0001 | Pulsar Process Measurement Ltd | Maintenance Works | 1,111.20 |
| RE0002 | Reedman Services Ltd | 2 X Extension arms for Excavators | 13,668.00 |
| RE0004 | Rexel UK Ltd | Maintenance Works/Small Tools & | 785.24 |
| RH0001 | Rhino Building & DIY Supplies Ltd | Repairs and Maintenance | 1,360.96 |
| RO0006 | Rotork UK Ltd | Maintenance Works | 1,887.60 |
| RS1890 | The RSPB | Pump Attendance | 1,800.00 |
| RU0001 | Runham Garage Limited | MOT | 120.00 |
| SE0001 | Selwood Ltd | Rechargeable Works | 2,598.33 |
| SH0001 | Fred Sharman | Pump Attendant | 750.00 |
| SO0001 | South Holland IDB | Rechargeable Work | 159.59 |
| SSAF01 | SSAF Window Films Ltd | Signs for Teleporter/ New Trucks | 151.80 |
| TH0003 | Robert Thain | Capital/Maintenance Works | 38,079.60 |
| TO0002 | Top Tags ID Systems | Protective Clothing | 471.78 |
| TO0004 | Toyota (GB) plc | Toyota Hilux | 103,005.98 |
| TO0005 | SLM Toyota | Servicing Trucks | 2,080.16 |
| TO0006 | Towtek | Supply & fit 13pin trailer sockets x | 192.00 |
| TU0002 | C R Turner | Maintenance Works | 2,088.00 |
| TY0001 | Tyre Contract Services | Tyres and Repairs | 228.00 |
| VO0001 | Vodafone | Mobile Phones | 1,752.59 |
| WA0001 | Water Management Alliance | Rechargeable Work | 60,178.32 |
| WA0004 | Watson Fuelcards D/D | Fuel | 9,859.16 |
| WH0001 | Charles Wharton & Partners | Pump Attendant | 900.00 |
| WI0003 | Witham Oil and Paint (Lowestoft) | Oil/Parts | 624.62 |
| WO0001 | Wolseley UK Ltd | Maintenance Works | 2,567.58 |
| WO0003 | Workwear (East Anglia) Ltd | PPE | 613.34 |
| WR0002 | D B Wright Pipework Ltd | Maintenance Works | 348.38 |
| YA0001 | Yarmouth Rewinds Ltd | Maintenance/Mobile Plant | 3,453.05 |

Please note that the amounts shown above include Vat £ 806,678.84

**BROADS INTERNAL DRAINAGE BOARD
RISK REGISTER**

| STRATEGIC OBJECTIVES | RISK | IMPACT | LIKELIHOOD SCORE (1 – 3) | IMPACT SCORE (1 – 3) | RISK RATING (HIGH, MEDIUM, LOW) | RESPONSE (ACTIONS PLANNED/TAKEN) |
|---|--|---|--------------------------|----------------------|---------------------------------|---|
| To reduce the flood risk to people, property, public infrastructure and the natural environment by providing and maintaining technically, environmentally and economically sustainable flood defences within the Internal Drainage District (IDD) | (1a) Reduction in, or insufficient finance, grant and income | Erosion of Board's capital and general reserves | 3 | 3 | High 9 → | Explore alternative funding streams |
| | (1b) EA may cease to pay highland water contributions to IDBs | Reduction in FCERM service the Board is able to provide Unable to replace assets as scheduled in asset management plan Potential prohibitive financial impact | | | | Continue to lobby Defra to update the Land Drainage Act 1991 to refer to current rating lists used by billing authorities for levying agricultural drainage rates and special levies, as this would support the extension of the Board's area to its watershed catchment. This would provide additional rates to the Board from the upland area (and negate the need for HWCs). Defra does support the Environment Bill, which, if enacted could facilitate these aims. |
| | (1c) Possibility of IDBs having to adhere to water abstraction licencing regulations introduced January 2018 | | | | | It is understood that the requirement for licencing only applies to the transfer of water from main river to ordinary watercourses, therefore Broads (2006) IDB should not be required to obtain water abstraction licences |
| | (1d) Environment Agency (EA) is no longer willing or able to carry out work on sea defences that | Potential overtopping into IDD in severe weather events and cost implications of managing the | 2 | 3 | High 6 → | Develop Investment Plan with key stakeholders in each flood compartment. Ensure liaison with the Regional Flood & Coastal Committee to input into the |

**BROADS INTERNAL DRAINAGE BOARD
RISK REGISTER**

| STRATEGIC OBJECTIVES | RISK | IMPACT | LIKELIHOOD SCORE (1 – 3) | IMPACT SCORE (1 – 3) | RISK RATING (HIGH, MEDIUM, LOW) | RESPONSE (ACTIONS PLANNED/TAKEN) |
|----------------------|--|--|--------------------------|----------------------|---------------------------------|---|
| | protects the Internal Drainage District, or continues to maintain these but to a reduced standard. Works still to be completed on the flood defence banks prior to BESL contract expiry in 2021. | increase in water | | | | Shoreline Management Plans. IDB discussion with EA and BESL ongoing to establish when before 2021 the remaining works on the flood defence banks will be completed, as well as deciding maintenance options for the flood defence banks beyond the 2021 BESL contract expiry. |
| | (1e) EA is no longer willing or able to carry out work on Main Rivers | Will limit the Board's ability to fulfil its statutory function | 2 | 3 | High 6 ↑ | Formally identified, recorded and advised EA of programme of works required that would benefit the IDD but IDB has not been permitted to undertake any works due to EA view that these works fall under BESL responsibility. The Board may need therefore to consider appealing its precept |
| | (1f) Implementation of Eel Regulations 2009 requiring changes to Board infrastructure | Prohibitive cost to update all infrastructure to be compliant with the regulations | 2 | 3 | 6 → | Sites assessed and prioritised and agreed with EA. Need to apply for grant aid if/when derogation is not extended beyond Dec 2020 |

**BROADS INTERNAL DRAINAGE BOARD
RISK REGISTER**

| STRATEGIC OBJECTIVES | RISK | IMPACT | LIKELIHOOD SCORE (1 – 3) | IMPACT SCORE (1 – 3) | RISK RATING (HIGH, MEDIUM, LOW) | RESPONSE (ACTIONS PLANNED/TAKEN) |
|--|---|---|--------------------------|----------------------|---------------------------------|---|
| | <p>(1p) Operations works constrained by the Water Framework Directive legislation and Habitat Regulations Assessments</p> <p>(1q) Onus of proof sits with IDBs</p> | <p>IDB could incur penalties/fines</p> <p>IDB unable to fulfil its statutory function</p> | 2 | 3 | High 6 → | <p>Work with EA, NE and voluntary sector orgs to meet WFD requirements.</p> <p>Agree interpretation of Habitat Regulations Assessments with NE.</p> <p>SMO regularly updated to remain WFD compliant</p> <p>Regular SMO update training for employees</p> <p>Ensure affected landowners are aware of agreed water levels.</p> <p>Pursue funding from all available sources.</p> |
| To enable and facilitate land use for residential, commercial, recreational and environmental purposes by guiding and regulating activities, which have the potential to increase flood risk | <p>(3a) Planning Authorities ignore advice provided by Board, which leads to increased flood risk</p> <p>(3b) Potential for SUDs to be managed by private companies, who may fail in their responsibility</p> | <p>Potential for increased flood risk</p> <p>Lost income from SWDCs and commuted sums</p> <p>Inadequate or total lack of maintenance of</p> | 2 | 3 | High 6 ↑ | <p>Planning/Enforcement is undertaken by the Board's Sustainable Development Officers and issues are raised at Board meetings.</p> <p>Officers' comments on planning applications are available on Local Authority website.</p> <p>SUDs adoption and charging policy approved by the Board on 23 January 2017.</p> <p>At its 15 October 2018 meeting the Board adopted</p> |

**BROADS INTERNAL DRAINAGE BOARD
RISK REGISTER**

| STRATEGIC OBJECTIVES | RISK | IMPACT | LIKELIHOOD SCORE (1 – 3) | IMPACT SCORE (1 – 3) | RISK RATING (HIGH, MEDIUM, LOW) | RESPONSE (ACTIONS PLANNED/TAKEN) |
|---|---|--|--------------------------|----------------------|---------------------------------|--|
| | to maintain them in the long term | SUDs could have an adverse impact on the IDB infrastructure and subsequently increase the risk of flooding | | | | <p>the variable SWDC rate and banding arising from the 2018 review undertaken by the WMA Flood and Water Manager and the South Holland IDB Engineer. New rates and banding introduced 1 October 2018.</p> <p>Updated Planning and Byelaw Strategy Document approved by the WMA on 7 December 2018 for consultation with LPAs before presenting to WMA Member Boards for adoption</p> |
| To nurture, enhance and maintain the natural habitats and species, which exist in and alongside watercourses, wherever practical to ensure there is no net loss of biodiversity | <p>(4a) Non-delivery/ non compliance of Biodiversity Action Plan (BAP)</p> <p>(4b) Implementation of BAP leads to increased flood risk and increased maintenance costs</p> <p>(4c) Increased levels of non-native species adversely affecting BAP</p> | <p>Board does not meet its environmental targets. Potential to incur penalties/fines</p> <p>Failure to balance environmental needs with management of flood risk</p> <p>Failure to successfully control/eradicate invasive species</p> | 2 | 2 | High 9 ↑ | <p>BAP approved by Board and submitted to DEFRA and EA</p> <p>Work to WFD compliant SMO</p> <p>Prioritise each watercourse according to flood risk, based on criterion agreed by the Board to identify opportunities for increasing environmental performance in lower priority infrastructure</p> <p>Prepare a programme of environmental survey work in and alongside Board watercourses</p> <p>Officers monitor and report environmental performance to Board</p> |

**BROADS INTERNAL DRAINAGE BOARD
RISK REGISTER**

| STRATEGIC OBJECTIVES | RISK | IMPACT | LIKELIHOOD SCORE (1 – 3) | IMPACT SCORE (1 – 3) | RISK RATING (HIGH, MEDIUM, LOW) | RESPONSE (ACTIONS PLANNED/TAKEN) |
|----------------------|--|--------|--------------------------|----------------------|---------------------------------|--|
| | delivery eg killer shrimp and Floating Pennywort | | | | | <p>Staff awareness training</p> <p>ISO 14001 accreditation and external audit of QA systems</p> <p>Actions monitored by EA, NE, Police, SWT and local population</p> <p>Complaints Register</p> <p>Adhere to risk assessment and protocol for management of works where non-native species are present</p> |

Risk Assessment Matrix (From the Risk Management Strategy and Policy as approved 23 January 2017)

Risk Assessment Matrix

| Likelihood | | | |
|---------------|------------|------------|------------|
| Highly Likely | Medium (3) | High (6) | High (9) |
| Possible | Low (2) | Medium (4) | High (6) |
| Unlikely | Low (1) | Low (2) | Medium (3) |
| | Negligible | Moderate | Severe |
| | Impact | | |

The categories for impact and likelihood are defined as follows:

IMPACT

- Severe – will have a catastrophic effect on the operation/service delivery. May result in major financial loss (over £100,000) and/or major service disruption (+5 days) or impact on the public. Death of an individual or several people. Complete failure of project or extreme delay (over 2 months). Many individual personal details compromised/revealed. Adverse publicity in national press.
- Moderate – will have a noticeable effect on the operation/service delivery. May result in significant financial loss (over £25,000). Will cause a degree of disruption (2 – 5 days) or impact on the public. Severe injury to an individual or several people. Adverse effect on project/significant slippage. Some individual personal details compromised/revealed. Adverse publicity in local press.
- Negligible – where the consequences will not be severe and any associated losses and or financial implications will be low (up to £10,000). Negligible effect on service delivery (1 day). Minor injury or discomfort to an individual or several people. Isolated individual personal detail compromised/revealed. NB A number of low incidents may have a significant cumulative effect and require attention.

LIKELIHOOD

- Highly likely: very likely to happen
- Possible: likely to happen infrequently
- Unlikely: unlikely to happen.

From: Glerum Jonathan <jGlerum@anglianwater.co.uk>

Sent: 11 February 2021 12:32

To: Phil Camamile <Phil.Camamile@wlma.org.uk>; Innes Thomson <Innes.Thomson@ada.org.uk>

Cc: Giles Bloomfield <Giles.Bloomfield@wlma.org.uk>; Kelly Robert <rKelly@anglianwater.co.uk>;

Simpson Peter - Chief Executive <pSimpson@anglianwater.co.uk>

Subject: Thank you

Hi Phil

Thank you for both the positive words just now during the Norfolk Flooding Alliance and more generally the support of Giles and your Boards across Norfolk. Your continued support at the Burnhams, the Creakes, Grimston and Hickling has been fantastic, and a brilliant example of partnership working during this incredibly difficult time to deliver practical solutions on the ground to help the communities we all serve.

If you need anything from us then please do let me know, and I look forward to our continued strong working relationship both during this current incident and into the future.

Many thanks,

Jonathan



Jonathan Glerum

Regional Flood Risk Manager

Mobile: 07545 435 546

Twitter: @JGwater

Anglian Water Services Limited

Lancaster House, Lancaster Way, Ermine Business Park, Huntingdon,
Cambridgeshire, PE29 6XU

From: Robin Price <robinprice@wre.org.uk>

Sent: 17 March 2021 16:55

To: Info <info@wlma.org.uk>

Subject: ADA representation on the Board for Water Resources East (WRE) - Contributions

Dear Phil & IDB colleagues

We are writing to express our gratitude for your generous contribution to the operating costs of Water Resources East (WRE), enabling ADA to represent you on WRE's Board of Directors. We know that budgets are extremely tight at the current time, and would like to thank you for your clear commitment to WRE, and to the work we are doing ensure that Eastern England has sufficient water resources to support a flourishing economy, a thriving environment and the needs of its population, and for the region to be seen as an international exemplar for collaborative integrated water resource management.

Our collaboration with ADA and with individual and consortia of IDBs is a crucial enabler for the outcomes which WRE is seeking to deliver through the development of a Regional Plan for Eastern England. Your investment in WRE has enabled us to develop a wide and unique portfolio of projects and partnerships right across Eastern England, and to secure almost £5m of project funding to enable their delivery. IDBs sit right at the heart of so many of these partnerships, as we particularly focus on joining the worlds of flood risk and drought management through an increased level of storage and connectivity within the landscape of Eastern England. We anticipate that, in time, this work will deliver a significant change in the way that water is managed across our region, delivering significant operational and capital cost savings for all involved in water management, improving energy efficiency, driving up resilience and of course delivering the environmental improvements which we are all striving to enable.

If you'd like to learn more about WRE or have thoughts around further partnership opportunities within your particular geography, please do get in touch with us.

In the meantime, can we once again thank you for your commitment to WRE; please find enclosed an invoice for your contribution for 2020/21. We very much look forward to working with you and your colleagues in the future.

We would be grateful if you could circulate this email to your colleagues across your IDB(s).

Very best regards,

Robin, Steve and Henry

Robin Price

Managing Director

Water Resources East

Steve Moncaster

Technical Director

Water Resources East

Henry Cator OBE

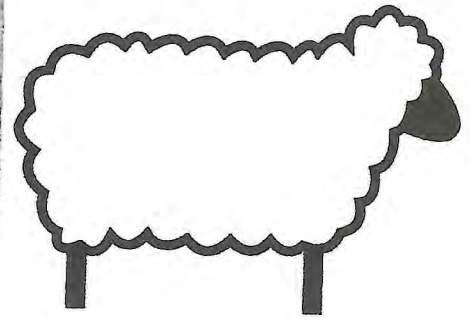
Independent Chair

Water Resources East

A A Peck



| WMA | |
|-------------|----------|
| DATE: | 06/05/21 |
| LETTER NO: | 034 |
| CE | ✓ |
| ENGINEER | |
| FINANCE | |
| RATING | |
| PLANNING | |
| ENVIRONMENT | |



Supplier & Purchaser of Sheep

4/5/21

Dear Robin,

Over the past 5 years when the 'Broads Drainage Board' has come onto my marsh land at Hickling (Account No ID: 61-[REDACTED]) there has been a catalogue of breakages and problems, causing me to finally lodge this complaint. 5 years ago; gates were left open allowing my sheep to wander into open ditches and drown.

4 years ago: My gate post and wooden gate was broken by your digger as it passed through the gateway. This was replaced by yourselves but a smaller gate was used so now my tractor and topper won't fit through to get onto the marsh.

3 years ago: One of your drain pipes broke and when you repaired this drain, 2 large holes were dug in the marsh. Both holes were only half filled leaving very large depressions to get over/through.

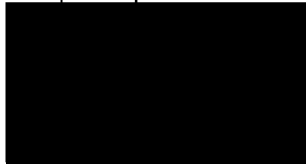
2 years ago: When the reeds were cut, my main water pipe supplying all the cattle tanks and sheep drinkers was cut through. Nobody informed me and so I only found out when I was about to turn out the cattle. We spent time repairing this pipe with new joiners etc.

This year: once again the main water pipe was cut through, even though we had marked it with a post.

Again, no one told us and so only found out last week, when cattle were due to be turned out. This time we did complain to 'Alan Goose' and someone was sent to repair it thankfully.

I forward my cheque to you but feel unfairly treated in this matter over the past 5 years.

Yours faithfully,



ALAN PECK

**A VIRTUAL MEETING OF THE WMA CONSORTIUM MANAGEMENT COMMITTEE (CMC)
WAS HELD VIA ZOOM ON FRIDAY, 26 MARCH 2021 AT 9.30 AM**

- | | |
|--|--|
| * S G Bambridge (Norfolk Rivers IDB) | * E Greenwell (East Suffolk IDB) |
| * L E Baugh (Broads (2006) IDB) | * Lord Howard of Rising (King's Lynn IDB) |
| * R Buxton (Broads (2006) IDB) | * B Long (King's Lynn IDB) |
| * J Carrick (Norfolk Rivers IDB) | * S A R Markillie (South Holland IDB) |
| * H Carrie (Waveney, Lower Yare & Lothingland IDB) | * J Marson (East Suffolk IDB) |
| B Collen (Waveney, Lower Yare & Lothingland IDB) | T Matkin (King's Lynn IDB) |
| * H G Cator (Norfolk Rivers IDB) | * C Mutton (Waveney, Lower Yare & Lothingland IDB) |
| P Coupland (South Holland IDB) | M Paul (East Suffolk IDB) |
| * S G Daniels (Broads (2006) IDB) | D R Worth (South Holland IDB) |
| | * Present (72%) |

In attendance:

Frances Bligh (ICT Manager), Ben Blower (Clerk, WLY&L), Cathryn Brady (Sustainable Development Manager), Phil Camamile (Chief Executive), Sue Cook (PA to the CEO), Emma Dixon (Funding and Community Engagement Officer) and Sallyanne Jeffrey (Finance and Rating Manager)

| ID | WMA Consortium Management Committee, Minute | Action |
|-----------------|--|--------|
| 01/21 | APOLOGIES FOR ABSENCE | |
| 01/21/01 | Apologies for absence were received on behalf of Peter Coupland, Tim Matkin, Michael Paul and Duncan Worth. | |
| 02/21 | ELECTION OF CHAIRMAN AND VICE-CHAIRMAN | |
| 02/21/01 | The Chief Executive requested nominations for Chairman of the WMA Consortium Management Committee for the year to 31 March 2022. It was proposed by Brian Long, seconded by Jane Marson and unanimously agreed to elect Sam Markillie to serve as CMC Chairman from 1 April 2021 to 31 March 2022. | |
| | Mr S A R Markillie in the Chair | |
| 02/21/02 | It was proposed by Sam Markillie, seconded by Simon Daniels and unanimously agreed to elect Robin Buxton to serve as the CMC's Vice-Chairman from 1 April 2021 to 31 March 2022. RESOLVED that this be noted. | |
| 03/21 | WELCOME AND INTRODUCTIONS | |
| 03/21/01 | The Chairman welcomed the Funding and Community | |

| ID | WMA Consortium Management Committee, Minute | Action |
|-----------------|--|--------|
| | Engagement Officer and the ICT Manager to their first CMC meeting. | |
| | 04/21 REPRESENTATIVE CHANGES | |
| 04/21/01 | Members were advised that Bryan Collen had stood down as Chairman of Waveney, Lower Yare and Lothingland IDB. Hamish Carrie had replaced Bryan as Chairman, with Chris Mutton as Vice-Chairman. RESOLVED that this be noted. | |
| | 05/21 DECLARATIONS OF INTEREST | |
| 05/21/01 | There were no declarations of interest other than those already recorded in the Register of Members Interests. | |
| | 06/21 MINUTES OF THE LAST MEETING | |
| 06/21/01 | The minutes of the last Consortium Management Committee meeting held on 10 December 2020 were confirmed as a true record and would be signed by the Chairman as such shortly after the meeting. | |
| | 07/21 MATTERS ARISING | |
| 07/21/01 | Renewal of PSCAs with EA (44/20/01) The Chief Executive reported that he had recently been invited by the Environment Agency to an Interview under caution to answer questions in relation to the Agency's ongoing waste licence investigation at Iken. He hoped that the recent activity was an indication that this matter would soon reach a conclusion. Jane Marson apprised the Committee that there had been good support and engagement from both Thérèse Coffey MP and Rebecca Pow MP (and Flood Minister). RESOLVED that this be noted. | |
| 07/21/02 | Environment Bill (44/20/03) The Chief Executive apprised the Committee that the Environment Bill had been deferred to the Autumn 2021 session when it was still hoped that this Bill would become enacted. | |
| 07/21/03 | Waveney, Lower Yare and Lothingland IDB Policy Integration (22/20/04) Ben Blower reported that the policy integration process was on track, with all key governance documentation being approved by the Waveney Board at their last meeting on 9 February 2021. | |

| ID | WMA Consortium Management Committee, Minute | Action |
|-----------------|---|----------------|
| 07/21/04 | <p>WMA Policies due for review (48/20/03, 48/20/04)</p> <p>The Chief Executive reported that the WMA Group's Guidance for Local Authorities when Appointing Members Policy and Sustainability Policy had been updated as requested and uploaded to the website. RESOLVED that this be noted.</p> | |
| 08/21 | SCHEDULE OF PAID ACCOUNTS | |
| 08/21/01 | <p>The Schedule of Paid Accounts for the period 1 December 2020 to 28 February 2021, totalling £499,239 (a copy of which is filed in the Report Book), was considered in detail and approved. There were no matters arising.</p> | |
| 09/21 | FINANCIAL REPORT, TO PERIOD 11, 2020/21 | |
| 09/21/01 | <p>The WMA Financial Report for the period 1 April 2020 to 28 February 2021 (a copy of which is filed in the Report Book) was considered in detail and approved. Arising therefrom:</p> | |
| 09/21/02 | <p>It was agreed and hereby RESOLVED to consider introducing a guide to navigating the Financial Reports for new members and new WMA Member Boards. The Chief Executive and the Finance and Rating Manager reiterated that they were happy to answer any questions regarding the Financial Reports, either at Board meetings or with members directly.</p> | PJC/ SJ |
| 10/21 | SCHEME OF DELEGATION FOR CONSENT APPLICATIONS | |
| 10/21/01 | <p>The WMA Planning Report (a copy of which is filed in the Report Book) was considered in detail and approved. Arising therefrom:</p> | |
| 10/21/02 | <p>The Chairman thanked the Sustainable Development Manager for the proactive work being undertaken by her team, which had led to many more retrospective applications being presented to the Boards, regularising numerous infringements that had happened in the past. The proposed changes to the scheme of delegation for consent applications were considered and unanimously approved for recommendation to the Member Boards. RESOLVED that this be noted.</p> | CB |
| 11/21 | SOCIAL MEDIA REPORT | |
| 11/21/01 | <p>The Social Media Report (a copy of which is filed in the Report Book) was considered in detail and approved.</p> | ED/ FB |

| ID | WMA Consortium Management Committee, Minute | Action |
|----------|--|------------|
| 11/21/02 | The Chairman thanked the Funding and Community Engagement Officer and the ICT Manager for their Social Media Report and confirmed that this should be included as a standard CMC agenda item moving forward. | |
| 11/21/03 | The Committee were pleased to hear that a small central team were controlling all content, and that good progress was being made in communicating who we are and what we do via the relevant platforms. It was agreed and hereby RESOLVED to continue supporting our public profile through Social Media whilst exercising appropriate caution with modest financial outlay. | |
| 12/21 | DATE AND TIME OF NEXT MEETING | |
| 12/21/01 | The next meeting of the Consortium Management Committee would take place at 9.30 am on Friday 25 June 2021 at Kettlewell House and/or via Zoom. | |
| 13/21 | ANY OTHER BUSINESS | |
| 13/21/01 | Virtual Meetings | |
| | The Chief executive reminded those present that the temporary powers to hold virtual public meetings were due to expire on 7 May 2021. The Committee hoped that Defra would make this change permanent, enabling Boards to choose between face to face, virtual or hybrid meetings going forwards. The Chief Executive would coordinate letters to Defra in support of a permanent change, to be signed by each IDB Chairman and cc'd to ADA. RESOLVED that this be noted. | PJC |
| 14/21 | CONFIDENTIAL BUSINESS | |
| 14/21/01 | It was agreed and thereby RESOLVED to exclude the public from the next part of the meeting due to the confidential nature of the business to be transacted, in accordance with Section 2 of the Public Bodies (Admission to Meetings) Act 1960. | |

Water Management Alliance

Schedule of Paid Accounts

Payment Date From : 01/12/2020

Payment Date To : 28/02/2021

| <u>Account ID</u> | <u>Name</u> | <u>Details</u> | <u>Amount Paid This Period</u> |
|-------------------|-------------------------------------|---------------------------------|------------------------------------|
| AL0004 | ALS Life Sciences Ltd | Nitrate Testing | 349.80 |
| AL0101 | Alarmline Security Ltd | Security Services | 664.09 |
| AN0003 | Anglia IT Solutions DD | Hardware/Support | 8,182.26 |
| AN0004 | Anglia IT Solutions Ltd | Hardware | 3,183.11 |
| AN0102 | The AF Group Limited | Electricity/PPE/Recharges to | 2,658.60 |
| AN0103 | Anglian Water Services Ltd | Water Charges | 76.40 |
| AS0003 | Asdon Group | Stationery | 589.68 |
| AS0105 | Association of Drainage Authorities | Annual Subscription | 20,743.20 |
| AS0107 | Association of Drainage Authorities | Subscription | 42.00 |
| ATT001 | Julie Attwater | Childminder | 82.00 |
| BA0002 | Banner Group Ltd | Stationery Supplies | 162.99 |
| BES001 | BES Commercial Electricity Ltd | Standing Charge (Next Door) | 98.52 |
| BI0002 | Ian Bix | Relocation of Offices | 693.00 |
| BO0002 | Bobby Dazzlers Cleaning Ltd | Martham office cleaning | 320.00 |
| BO0205 | Borough Council of King's Lynn & | Business Rates | 3,718.00 |
| BR0007 | Brosch Direct Ltd | Cleaning Materials | 94.74 |
| BR0208 | Broads IDB | Rechargeable Work | 878.10 |
| BT0213 | BT Payment Services Ltd | Telephone | 2,756.40 |
| BT0214 | BT | Telephone | 12.00 |
| CH0366 | Chubb Fire & Security Ltd | Fire Alarm Maintenance | 154.31 |
| CO0346 | Cope Safety Management Ltd | Health & Safety | 2,537.46 |
| CR0303 | Colin Street T/A CR Electrical | Electrical Repairs | 328.38 |
| EA0005 | East Suffolk IDB | Rechargeable Works | 119.46 |
| EL0003 | Electronics Computers and | DRS Support | 37,056.00 |
| EO0001 | Eon UK plc | Gas | 1,550.44 |
| ES0401 | ESPO | Stationery | 862.89 |
| FI0002 | First Intuition | Accountancy Training NVQ3 + | 4,811.00 |
| GB0001 | GB Security Group | Security Maintenance | 755.98 |
| GR0002 | Grant Thornton | External Audit | 24,000.00 |
| GR0005 | GreenJobs Limited | Recruitment Mechanical Engineer | 598.00 |
| H20801 | H20 Vend Ltd | Water Machine | 69.84 |
| HFW001 | HFW (Holman Fenwick Willan LLP) | Contract Prep and Review | 13,200.00 |
| ICS001 | ICSA Services Limited | Data Governance Training | 2,040.00 |
| IG0001 | Ignite | Broadband Line Rental | 340.74 |
| IN0001 | Infosec Cloud Ltd | SATT & GDPR | 344.48 |
| IN0904 | Inland Revenue | PAYE & NIC | 139,135.56 |
| JA0003 | Jacobs UK Ltd | Rechargeable Works | 27,024.00 |
| KI1100 | Kings Lynn IDB | Rechargeable Works | 16,469.67 |
| LI1204 | Lincolnshire County Council | Former Staff Pension | 1,113.45 |
| MA0004 | Magpie Security Services Ltd | Locksmiths | 36.11 |
| MO1315 | Mossop and Bowser | Solicitors | 12,426.59 |
| NA0005 | Natural England | Licence | 50.00 |

Water Management Alliance

Schedule of Paid Accounts

Payment Date From : 01/12/2020

Payment Date To : 28/02/2021

| <u>Account ID</u> | <u>Name</u> | <u>Details</u> | <u>Amount Paid This Period</u> |
|-------------------|-----------------------------------|-------------------------------------|------------------------------------|
| NO0001 | Norfolk Pension Fund | Ex Employees Pension Cont | 788.19 |
| NO0005 | Norvic Training | Training | 958.20 |
| NO1450 | Norfolk Pension Fund | NCC Pension Contribution | 120,893.54 |
| NOR001 | Norse Waste Solutions Ltd | Martham Waste/Refuse Collection | 328.50 |
| ON1511 | Onebill Telecom | Telephone | 900.87 |
| PI0001 | Pitney Bowes Ltd | Franking Machine/Maintenance | 503.47 |
| RE0001 | Rentokil Initial UK Ltd | Hygiene Unit & Sanitiser | 27.58 |
| RE0005 | Rentokil Initial Martham | Spray dispenser/Bin liners/Sanitary | 131.94 |
| RO0003 | Robbins & Chapman Ltd | Toilet repair | 276.00 |
| RO0004 | Roythornes Ltd | Employment Retainer Services | 1,500.00 |
| SA1901 | Sage Uk Ltd | Software Support | 3,474.78 |
| SH0001 | Shred Station Limited | On Site Confidential Shredding | 37.20 |
| SO0001 | South Holland IDB | Rechargeable Works | 1,310.58 |
| SO1906 | S H D C - Revenue Services DD | Business Rates | 1,341.00 |
| SY0001 | Symetri Ltd | Software Licences | 7,644.00 |
| TO0003 | Towergate Insurance Brokers | Insurance | 168.00 |
| UN2101 | Unison Eastern Region | Unison | 67.50 |
| UT0001 | Utilize PLC | Hardware/Support | 1,703.34 |
| VEO001 | Veolia Environmental Services Ltd | Waste Disposal | 354.94 |
| VI0002 | Viking | Filing Cabinets | 525.60 |
| VJ0002 | V & J Knitwear Ltd | WMA Uniform | 964.44 |
| VO2201 | Vodafone Ltd | Mobile Phone Charge | 1,789.70 |
| WA0004 | The University of Warwick | MBA Year 1 20/21 | 18,510.00 |
| WO0001 | Worldpay Ltd | Admin Fee | 316.90 |
| WO0003 | A H Worth and Co Ltd | Chairman's Allowance | 4,200.00 |
| WO0005 | Workwear (East Anglia) Ltd | PPE | 194.10 |

Please note that the amounts shown above include Vat £ 499,239.62

From: 01 April 2020
To: 28 February 2021

Period To: 11
Year Ended: 31 March 2021

| NOTES | WMA GROUP INCOME AND EXPENDITURE ACCOUNT | £ Y-T-D BUDGET | £ Y-T-D ACTUAL | £ Y-T-D VARIANCE | £ ANNUAL BUDGET | £ PROJECTED OUT-TURN | £ PROJECTED VARIANCE |
|-------|--|----------------------|----------------------|------------------------|-----------------------|----------------------------|----------------------------|
| | Income | | | | | | |
| 1 | Net Consortium Charges | | | | | | |
| | Broads IDB | 305,587 | 300,841 | -4,746 | 334,171 | 332,885 | -1,286 |
| | East Suffolk IDB | 173,996 | 157,640 | -16,356 | 190,545 | 185,482 | -5,063 |
| | King's Lynn IDB | 360,743 | 321,880 | -38,863 | 385,854 | 385,358 | -496 |
| | Norfolk Rivers IDB | 202,986 | 190,626 | -12,360 | 219,893 | 214,468 | -5,425 |
| | South Holland IDB | 337,249 | 287,604 | -49,645 | 368,381 | 325,875 | -42,506 |
| | Net Consortium Charges | 1,380,561 | 1,258,591 | -121,970 | 1,498,844 | 1,444,068 | -54,776 |
| 2 | (+) Other Income | | | | | | |
| | Services provided to third parties | 923,851 | 1,034,988 | 111,137 | 1,007,837 | 1,110,855 | 103,018 |
| | Sales of Rating Software Licences/Ancillary Services | 0 | 369 | 369 | 2,000 | 1,369 | -631 |
| | Rating Software Support | 22,161 | 26,162 | 4,001 | 22,161 | 26,162 | 4,001 |
| | Rental Income from Offices | 7,300 | 7,269 | -31 | 26,300 | 26,269 | -31 |
| | Sundry Income | 8,551 | 17,300 | 8,749 | 9,201 | 18,800 | 9,599 |
| | (+) Other Income | 961,863 | 1,086,088 | 124,225 | 1,067,499 | 1,183,455 | 115,956 |
| | (=) Total Income | £2,342,425 | £2,344,679 | £2,254 | £2,566,343 | £2,627,523 | £61,180 |
| | (-) Expenditure | | | | | | |
| | Administration Costs | | | | | | |
| 3 | Shared Administration Staff | 570,211 | 577,757 | -7,546 | 618,206 | 628,920 | -10,714 |
| 4 | Establishment | | | | | | |
| | Kettlewell House (shared) | 74,650 | 69,905 | 4,745 | 96,157 | 95,144 | 1,013 |
| | Marsh Reeves (South Holland IDB) | 24,669 | 24,267 | 402 | 26,115 | 28,708 | -2,593 |
| | Martham Office (Broads IDB and Norfolk Rivers IDB) | 4,117 | 1,639 | 2,478 | 4,267 | 2,619 | 1,648 |
| | Kessingland Office (East Suffolk IDB) | 6,050 | 0 | 6,050 | 6,600 | 0 | 6,600 |
| | Establishment | 109,486 | 95,811 | 13,675 | 133,139 | 126,471 | 6,668 |
| 5 | Shared ICT | | | | | | |
| | Hardware Support and Maintenance | 17,600 | 22,799 | -5,199 | 19,200 | 24,961 | -5,761 |
| | Software Support and Maintenance | 49,684 | 39,923 | 9,761 | 56,578 | 37,250 | 19,328 |
| | Website Maintenance and Development | 1,140 | 2,280 | -1,140 | 2,640 | 2,480 | 160 |
| | New Software and Upgrades | 7,590 | 61,067 | -53,477 | 11,881 | 66,107 | -54,226 |
| | New ICT Infrastructure | 15,300 | 4,105 | 11,195 | 20,299 | 4,105 | 16,194 |
| | Shared ICT | 91,314 | 130,174 | -38,860 | 110,598 | 134,903 | -24,305 |
| 6 (i) | Other Shared Administration | | | | | | |
| | Legal and Professional Charges | 6,939 | 5,000 | 1,939 | 11,252 | 9,250 | 2,002 |
| | Insurances | 89,584 | 115,467 | -25,883 | 89,584 | 115,467 | -25,883 |
| | Marketing and PR Expenses | 3,200 | 598 | 2,602 | 3,275 | 673 | 2,602 |
| (ii) | WMA Chairman's Allowance | 1,500 | 0 | 1,500 | 1,500 | 1,500 | 0 |
| | Annual Subscriptions | 1,527 | 909 | 618 | 1,565 | 1,770 | -205 |
| | Actuary Fees | 475 | 670 | -195 | 475 | 670 | -195 |
| | Sundry Expenses | 10,840 | 11,245 | -405 | 11,695 | 11,935 | -240 |
| | Other Shared Administration | 114,065 | 133,889 | -19,824 | 119,346 | 141,265 | -21,919 |
| 7 (i) | Other Administration | | | | | | |
| | Public Notices | 0 | 0 | 0 | 0 | 0 | 0 |
| | Former Staff Pension Charges | 7,294 | 6,445 | 849 | 7,668 | 6,819 | 849 |
| (ii) | Members Expenses | 0 | 0 | 0 | 750 | 350 | 400 |
| (ii) | Chairman's Allowances | 14,000 | 10,500 | 3,500 | 14,000 | 14,000 | 0 |
| | Meetings and Inspections | 4,235 | -89 | 4,324 | 4,295 | 571 | 3,724 |

From: 01 April 2020
To: 28 February 2021

Period To: 11
Year Ended: 31 March 2021

| NOTES | WMA GROUP INCOME AND EXPENDITURE ACCOUNT | £ Y-T-D BUDGET | £ Y-T-D ACTUAL | £ Y-T-D VARIANCE | £ ANNUAL BUDGET | £ PROJECTED OUT-TURN | £ PROJECTED VARIANCE |
|-------|---|----------------------|----------------------|------------------------|-----------------------|----------------------------|----------------------------|
| | Legal and Professional Charges | 23,625 | 26,890 | -3,265 | 25,450 | 39,515 | -14,065 |
| | Audit and Compliance Fees | 23,375 | 7,745 | 15,630 | 23,375 | 51,070 | -27,695 |
| | ADA Expenses | 18,954 | 17,721 | 1,233 | 18,954 | 18,841 | 113 |
| | Other Administration | 91,483 | 69,212 | 22,271 | 94,492 | 131,166 | -36,674 |
| | Administration Costs | 976,559 | 1,006,843 | -30,284 | 1,075,781 | 1,162,725 | -86,944 |
| | Technical Support Costs | | | | | | |
| 8 | Shared Technical Support Staff | 1,113,869 | 1,084,334 | 29,536 | 1,212,484 | 1,185,083 | 27,401 |
| 9 | Other Technical Support Staff | 240,176 | 238,625 | 1,551 | 261,420 | 259,811 | 1,609 |
| * | Technical Support Staff (shared with external RMAs) | 0 | 0 | 0 | 0 | 0 | 0 |
| 10 | Other Technical Support | | | | | | |
| | Technical Consultants | 7,480 | 7,590 | -110 | 8,160 | 8,270 | -110 |
| | Land Registry Fees | 2,244 | 4,825 | -2,581 | 4,448 | 6,279 | -1,831 |
| | Sundry Expenses | 2,100 | 2,454 | -354 | 4,050 | 5,344 | -1,294 |
| | Other Technical Support | 11,824 | 14,869 | -3,045 | 16,658 | 19,893 | -3,235 |
| | Technical Support Costs | 1,365,869 | 1,337,828 | 28,042 | 1,490,562 | 1,464,787 | 25,775 |
| | (-) Total Expenditure | £2,342,425 | £2,344,679 | -£2,243 | £2,566,343 | £2,627,523 | -£61,169 |
| | (+/-) Profit/(Loss) on disposal of Shared Fixed Assets | 0 | 0 | 0 | 0 | 0 | 0 |
| | (=) Net Surplus/(Deficit) for the Year | £0 | £0 | £0 | £0 | £0 | £0 |

From: 01 April 2020
To: 28 February 2021

Period To: 11
Year Ended: 31 March 2021

| NOTES | BALANCE SHEET | £ 01/04/2020 | £ MOVEMENT | £ 28/02/2021 |
|-------|--|--------------------|-----------------|--------------------|
| 11 | Shared Fixed Assets | | | |
| (i) | Fixtures and Fittings | 0 | 0 | 0 |
| (ii) | ICT Equipment | 0 | 0 | 0 |
| (iii) | Office Equipment | 0 | 0 | 0 |
| (iv) | Vehicles | 0 | 0 | 0 |
| | | 0 | 0 | 0 |
| | Current Assets | | | |
| 12 | Eyecare Vouchers and Work in Progress | -2,242 | 3,078 | 835 |
| 13 | Sundry Debtors Due and Prepayments | 87,419 | 51,980 | 139,399 |
| 14 | Vat Refundable/(Payable) | 7,592 | 3,838 | 11,429 |
| 15 | Bank Account | 4,792 | -10,632 | -5,839 |
| 16 | Petty Cash | 200 | 0 | 200 |
| 17 | PMH Insurance and Cycle to Work Scheme | 0 | 534 | 534 |
| | | 97,761 | 48,798 | 146,559 |
| | Current Liabilities | | | |
| 18 | Creditors | 4,806 | 19,549 | 24,356 |
| | Payroll Control | 1,142 | -199 | 943 |
| 19 | Accruals | 111,071 | -64,821 | 46,250 |
| 20 | Payments received in advance/(due) from WMA IDBs | -19,259 | 94,269 | 75,010 |
| | | 97,761 | 48,798 | 146,559 |
| | Net Current Assets/(Liabilities) | 0 | 0 | 0 |
| | Less Long Term Liabilities: | | | |
| 21 | Net Pension Liability/(Asset) | 2,761,000 | 27,000 | 2,788,000 |
| | Net Assets | -£2,761,000 | -£27,000 | -£2,788,000 |
| | Reserves | | | |
| 22 | General Reserve | 0 | 0 | 0 |
| 21 | Pension Reserve | -2,761,000 | -27,000 | -2,788,000 |
| | Total Reserves | -£2,761,000 | -£27,000 | -£2,788,000 |

P J CAMAMILE MA FCIS
CHIEF EXECUTIVE

S JEFFREY BSc (Hons) FCCA
FINANCE & RATING MANAGER

From: 01 April 2020
To: 28 February 2021

Period To: 11
Year Ended: 31 March 2021

Note Notes to the Accounts and Recommended Actions

1 Administration and Technical Support Services

The group is expecting another successful year. The actual variances can be seen in each Board's Income and Expenditure Account, which explains where these differences between budget and actual have come from (please see attached).

2 Other Income

We have carried out work for an increasing number of Risk Management Authorities and others during this year, which has helped to reduce and minimise net consortium charges for the group, particularly for the WMA (Eastern) IDBs.

3 Shared Administrative Staff

Staff salaries have increased on average 3% from 1 April 2020. Pension costs have increased by 0.5% to 23.0% of employees pensionable pay. We have increased the number of staff to add resilience to the back office, and to enable us to support the front line staff as per the business strategy.

4 Establishment Costs

Establishment costs for Kessingland are less than budgeted for due to giving notice before 31st March 2019, and budget setting being completed in November 2019. No costs are anticipated in 2020/21.

5 Shared ICT

Shared ICT includes expenditure on all network hardware, software and firmware. ICT costs are apportioned to each Member Board according to its proportion of total annual value for all Boards in the group.

6 Other Shared Administration

- (i) Other shared administration costs are apportioned to each Member Board according to its proportion of the total annual value for all Boards in the group.
- (ii) The Chairman of the WMA receives an annual allowance of £1,500 for the purposes of fulfilling his/her duties during the year.

From: 01 April 2020
To: 28 February 2021

Period To: 11
Year Ended: 31 March 2021

Note Notes to the Accounts and Recommended Actions

7 Other Administration

- (i) Other administration costs are not shared costs. They are administration costs that are charged directly and controlled by the Member Boards themselves, as opposed to the Consortium Management Committee (CMC).

| (ii) | Board | Members | Chairman's | Total 2020/21 |
|------|------------------------|-----------|----------------|----------------|
| | | Expenses | Allowance | |
| | Broads IDB | | | |
| | <i>Robin Buxton</i> | 0 | 3,500 | 3,500 |
| | East Suffolk IDB | | | |
| | <i>Jane Marson</i> | 0 | 0 | 0 |
| | King's Lynn IDB | | | |
| | <i>Cllr Brian Long</i> | 0 | 3,500 | 3,500 |
| | Norfolk Rivers IDB | | | |
| | <i>John Carrick</i> | 0 | 0 | 0 |
| | South Holland IDB | | | |
| | <i>Duncan Worth</i> | 0 | 3,500 | 3,500 |
| | <i>Sam Markillie</i> | 0 | | 0 |
| | | £0 | £10,500 | £10,500 |

8 Shared Technical Support Staff

The WMA employs 19 shared technical support staff, 11 of which are wholly utilised in the eastern area, 1 which is shared with King's Lynn IDB, 2 shared across South Holland IDB and King's Lynn IDB, and 5 others that are shared across all Boards. The costs of employing the shared technical support staff are paid for by Broads IDB, East Suffolk IDB, King's Lynn IDB, Norfolk Rivers IDB and South Holland IDB, according to where/whom they have been working.

9 Other Technical Support Staff

Other technical support staff costs are not shared costs. They are defined as 'other employees' in the Consortium Agreement and are therefore controlled by the Member Boards themselves, as opposed to the CMC: South Holland IDB employs 2.00 full time technical support staff and King's Lynn IDB employs 2 technical support staff (1.86 FTEs). The employees are accountable to each respective Board (as opposed to the CMC) and the associated employment costs/liabilities are paid for and met by each Board accordingly.

10 Other Technical Support

Other technical support costs are not shared costs. They are costs that are charged directly and controlled by the Member Boards themselves, as opposed to the CMC.

From: 01 April 2020
To: 28 February 2021

Period To: 11
Year Ended: 31 March 2021

Note Notes to the Accounts and Recommended Actions

11 Shared Fixed Assets

The office at Kettlewell House is owned by King's Lynn IDB (80%), Broads IDB (10%) and Norfolk Rivers IDB (10%) and is shown in the Accounts of each Board as a Fixed Asset respectively. It is not therefore a shared fixed asset for the purposes of the Consortium Agreement. The office at Marsh Reeves is wholly owned by South Holland IDB and is not a shared fixed asset. However other fixed assets that are procured by the group are shared fixed assets and are recorded in the WMAs Shared Fixed Assets Register. For the purposes of Accounting Proper Practices the appropriate share of these assets is also recorded in each Board's Fixed Assets Register and valued on the statutory Annual Return at net realisable value. Shared assets procured through the WMA are written off (fully depreciated) in the same year as they are purchased and therefore have a net book value of zero. The cost of this is reflected in each Member Board's annual net consortium charge. However if the Consortium was dissolved these assets would be sold and the net sale proceeds would be shared across the Member Boards according to their proportion of total annual value for all Boards in the group. The net realisable value of each asset type has been estimated as follows:

(i) Fixtures and Fittings

The net realisable value of Fixtures and Fittings has been valued by Cruso & Wilkin, Chartered Surveyors as £7,500 as at 31 March 2018.

(ii) ICT Equipment

The net realisable value of ICT Equipment has been valued by Cruso & Wilkin, Chartered Surveyors as £8,500 as at 31 March 2018.

(iii) Office Equipment

The net realisable value of Office Equipment has been valued by Cruso & Wilkin, Chartered Surveyors as £2,000 as at 31 March 2018.

(iv) Vehicles

There are no company vehicles, following the decision taken in 2012 to change the travelling allowances and mileage rates payable.

12 Eyecare Vouchers and Work in Progress

Eyecare vouchers are made available to employees, which meets the employers statutory obligation to pay for eye tests and in some cases provide glasses. Work in Progress relates to rechargeable costs that will be invoiced to others in due course:

| | No. | 01 April 2020 | No. | 28 February 2021 |
|------------------|------------|----------------------|------------|-------------------------|
| Eyecare Vouchers | 0 | 0 | 5 | 85 |
| Work In Progress | 4 | -2,242 | 0 | 750 |
| | 4 | -2,242 | 5 | 835 |

13 Sundry Debtors Due and Prepayments

(i) Sundry Debtors Due

| | No. | £ | No. | £ |
|--------------------------|------------|----------------|------------|-----------------|
| <=30 days | 9 | 83,335 | 6 | 67,930 |
| > 30 days and <= 60 days | 0 | 0 | 1 | 61,097 |
| > 60 days and <= 90 days | 0 | 0 | 0 | 0 |
| > 90 days | 0 | 0 | 0 | 0 |
| | 9 | £83,335 | 7 | £129,027 |

From: 01 April 2020
To: 28 February 2021

Period To: 11
Year Ended: 31 March 2021

Note Notes to the Accounts and Recommended Actions

| (ii) Prepayments | 01 April 2020 | 28 February 2021 |
|------------------------------------|----------------------|-------------------------|
| 6513 Autocad Infrastructure | 0.00 | 4,247 |
| 6685 BRIDB Chairman's Allowance | 0 | 2,042 |
| 6687 KLIDB Chairman's Allowance | 2,042 | 2,042 |
| 6689 SHIDB Chairman's Allowance | 2,042 | 2,042 |
| | £4,083 | £10,372 |
| | £87,418 | £139,399 |

14 Vat Refundable/(Payable)

The WMA is Vat Registered (Registration Number 916410741). Vat is reclaimed from/paid to HMRC every 3 months.

15 Bank Account

28 February 2021

| | |
|--|----------------|
| Opening Balance, as at 1/4/2020 b/fwd | 4,792 |
| (+) Receipts | 3,639,445 |
| (-) Payments | -3,650,076 |
| Closing Balance, as at 28/2/2021 c/fwd | -£5,839 |
| Balance on Statement, as at 28/2/2021 | 7,112 |
| Less: Unpresented Payments | -13,052 |
| Add: Unpresented Receipts | 100 |
| Closing Balance, as at 28/2/2021 c/fwd | -£5,839 |

16 Petty Cash

Petty cash is managed on an imprest system, which is reconciled monthly. Funds are topped up to £200 periodically.

17 PMH Insurance and Cycle to Work Scheme

| (i) PMI Insurance | 01 April 2020 | 28 February 2021 |
|---|----------------------|-------------------------|
| Data Manager (WMA) | 0 | 60 |
| Environmental Manager (WMA) | 0 | 69 |
| Project Engineer (WMA) | 0 | 62 |
| District Engineer (South Holland IDB) | 0 | 66 |
| Project Engineer (WMA Eastern) | 0 | 23 |
| Operations Engineer (WMA Eastern) | 0 | 49 |
| Funding & Comm Engagement Officer (WMA Eastern) | 0 | 30 |
| Environmental Officer (WMA Eastern) | 0 | 29 |
| Operations Manager (SHIDB) | 0 | 45 |
| Operations Manager (Pevensey) | 0 | 43 |
| Senior Finance and Rating Officer | 0 | 4 |
| Sustainable Development Officer (Pevensey) | 0 | 54 |
| | 0 | 534 |

From: 01 April 2020
To: 28 February 2021

Period To: 11
Year Ended: 31 March 2021

Note Notes to the Accounts and Recommended Actions

18 Creditors

Suppliers are paid within 30 days of receiving the Invoice, in accordance with King's Lynn IDBs Financial Regulations (KLIDB).

19 Accruals

| | 01 April 2020 | 28 February 2021 |
|------------------------------|----------------------|-------------------------|
| KLIDB Land Registration Fees | 5,000 | 5,000 |
| Staff/Consultant Costs | 13,075 | 1,945 |
| ICT Provision | 30,475 | 23,225 |
| Chairmans' Allowances | 5,646 | 3,805 |
| Promotional Film | 8,000 | 8,000 |
| Internal Audit | 3,475 | 3,475 |
| External Audit | 45,400 | 800 |
| | £111,071 | £46,250 |

20 Payments received in advance/(due) from WMA IDBs

| | 01 April 2020 | 28 February 2021 |
|--------------------|----------------------|-------------------------|
| Broads (2006) IDB | -2,606 | 736 |
| East Suffolk IDB | -2,881 | 85,545 |
| King's Lynn IDB | -4,429 | -30,185 |
| Norfolk Rivers IDB | -4,888 | 5,732 |
| South Holland IDB | -4,456 | 13,181 |
| | -£19,259 | £75,010 |

21 Net Pension Liability/(Asset) and Pension Reserve

The pension liability has been estimated by the Fund Actuary and is meant to show the extent of the WMAs liability at the Balance Sheet date, based on a number of actuarial assumptions. This includes an estimate McCloud judgement allowance. However it is important to note that this Reserve does not represent an estimate of the exit cost of withdrawing from the Local Government Pension Scheme. If the Consortium dissolved the actual exit cost of withdrawing from the scheme would need to be established and then shared across all 5 Member Boards, in accordance with the Consortium Agreement.

22 General Reserve

The WMA has no General Reserve (any small amount shown represents rounding differences that have arisen when apportioning shared income and expenditure between the Boards). Payments received from the Member Boards to pay their share of the group's net expenditure are shown collectively as a Current Liability, rather than as a General Reserve.

Recommended Actions

- To approve the Financial Statements for Period 11, ending 28-2-2021.

P J CAMAMILE MA FCIS
CHIEF EXECUTIVE

S JEFFREY BSc (Hons) FCCA
FINANCE & RATING MANAGER

Planning Report – Byelaw Delegation

1. Introduction

The purpose of this report is to present to CMC a request that WMA Member Boards consider amending their Scheme of Delegation for Byelaw Consents, specifically regarding retrospective applications and the determination of consents required by Byelaw 10 (no works within 9m of drainage infrastructure, including Adopted Watercourses).

2. Current Scheme of Delegation / Policy

As each Board's regulatory position strengthens, officers are becoming increasingly conscious of relatively simple applications, especially relating to Byelaw 10 which must be determined by the Board, sometimes resulting in a significant delay to the applicant. Frequent examples include retrospective works which would otherwise be acceptable as per the Board's policies and works below ground level within 9 metres of an adopted watercourse.

At present, the following items are reserved for each Board as per their Scheme of Delegation and Schedule of Reserved Matters:

'All applications for consent that are retrospective in so far as the works or part of the works applied for have already been undertaken.'

'All Byelaw 10 applications for works of a permanent nature within the definitions and distances set out in Policy 4 of the Board's Planning and Byelaw Strategy.'

Policy 4 of the Board's Planning and Byelaw Strategy reads as follows (extract only):

*The Board will only approve applications for a relaxation of Byelaw 10** (to allow works within 9* metres of Boards adopted drainage and flood risk management infrastructure) if the proposals meet the criteria set out in the Board's table of acceptable works (generally reflecting works that can be easily removed if required).*

In addition to the table of accepted works, un-adopted service runs and the planting of hedges and shallow rooted bushes within 9 metres of an adopted watercourse will be considered on a case-by-case basis.*

3. Proposed Change – Retrospective Works

It is recommended that the following statement is removed from the Schedule of Reserved Matters for all WMA Member Boards:

'All applications for consent that are retrospective in so far as the works or part of the works applied for have already been undertaken.'

This would mean that if the works being retrospective was the only cause for a case being taken to the Board, this could now be determined under delegated authority.

4. Proposed Change – Policy 4 (Byelaw 10)

It is recommended that the wording of Policy 4 (regarding Byelaw 10) of the WMA Planning and Byelaw Strategy is amended to read as follows:

*The Board will only approve applications for a relaxation of Byelaw 10** (to allow works within 9* metres of Boards adopted drainage and flood risk management infrastructure) if the proposals meet the criteria set out in the Board's table of acceptable works (generally reflecting works that can be easily removed if required).*

*The Board may also approve some **below ground works (e.g. service runs), temporary works, works by other authorities and** the planting of hedges and shallow rooted bushes within 9* metres of an adopted watercourse, these works will be considered on a case-by-case basis.*

This would mean that officers would be able to determine the following applications for Byelaw 10 consent under delegated authority:

- Works within the 'Table of Acceptable Works' (no changes proposed).
- Works below ground level (e.g. pipes or new watercourses).
- Temporary Works (no change)
- Hedging and shallow rooted bushes (no change)
- Works by another authority (listed by Byelaw 26).

Cathryn Brady – Sustainable Development Manager

WMA Social Media Report

5 December 2020 – 5 March 2021



Reach: The number of people who saw any content from your Page or about your Page, including posts, stories, ads, social information from people who interact with your Page and more.

Impression: Number of times an instance of an ad is on screen for the first time. We haven't posted any adverts so there is no data for this.

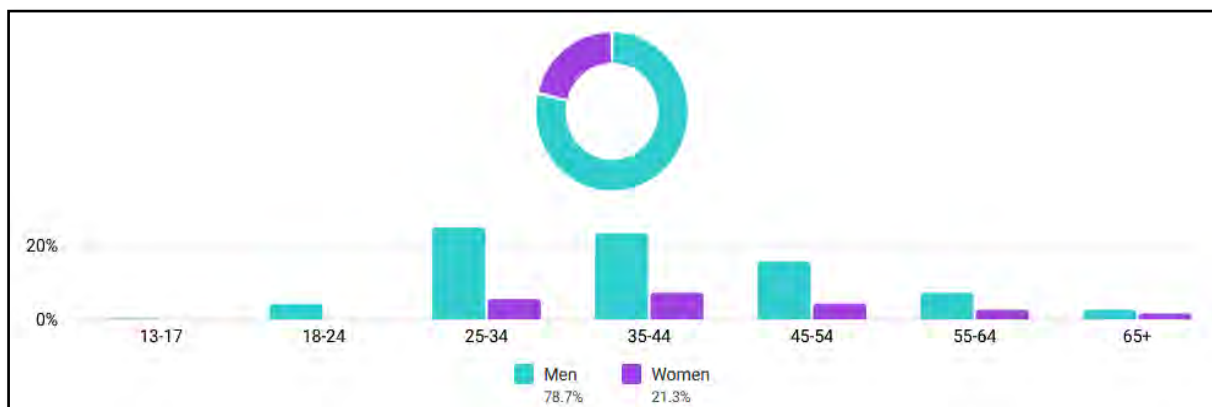
Link Clicks: Number of clicks on links within the ad that led to destinations or experiences, on or off Facebook.

Reactions: The number of reactions on your post. The Reactions buttons on a post allows people to share different reactions to the content:








WMA Facebook Statistics (3 months):

- 9,256 people reached
- 1,195 link clicks
- 249 reactions
- 264 followers - an increase of 44% in followers over the quarter and 51 from overseas
- Audience: 78.7% of our followers are male



WMA Top 5 Facebook Posts:

| Date | Content | Reach | Clicks | Reactions |
|--------|---|-------|--------|-----------|
| 03 Mar | <p>The first of four drive shaft impellers, each weighing a huge 9.7 tonnes, were both lifted into their pre-cast concrete pump casings at #KingsLynnIDB's New Islington Pumping Station, #Norfolk, this week. See here how the #construction is progressing with #balfourbeatty, @bedfordpumpsLtd and @AJHodgsonandSons #drainagesolutions #earthworks #civilengineering</p> | 4000 | 370 | 99 |
| |  | | | |

| Date | Content | Reach | Clicks | Reactions |
|--------|--|---|--------|-----------|
| 21 Jan | Fancy a sneak peek at the latest Construction Phase of the Islington Pumping Station for the King's Lynn Drainage Board? @Balfour Beatty #KingsLynnIDB #sneakpeek #drone #videoclip #drainagesolutions #earthworks #civilengineering #norfolk #construction | 2500 | 307 | 92 |
| | |  | | |
| 6 Jan | We have been managing flood risks in our Districts since Christmas day. Levels had started to recede, but the water coming through the system is still being managed by our pumps and watercourses. A power cut this afternoon has put many acres of farmland and properties at risk and whilst we were hopeful for re-connection this hasn't happened so tonight, we are out again having to wire in our own generator! #nostoppingus | 1700 | 69 | 55 |
| | |  | | |
| 17 Dec | Last Saturday saw 6 WMA staff and 26 soldiers from the 3rd Battalion Royal Anglians Regiment, deployed at Lowestoft docks to undergo training in the construction of the Lowestoft Temporary Flood Barrier. Maj Ian Robinson MBE said "From our point of view Saturday was really worthwhile. The format, with Coastal Partnership East delivering the commanders training, and then the WMA team taking over for the practical training on site, worked well. Our Commanders..... | 754 | 81 | 26 |
| | |  | | |
| 3 Feb | Want to find out a little more about our new Islington Pumping Station? Check out https://www.edp24.co.uk/.../new-pumping-station-at... #kingslynnidb #BalfourBeatty #edp24 #construction #norfolk #EnvironmentAgency | 577 | 41 | 26 |
| | |  EDP24.CO.UK £26m pumping station will protect homes, businesses and eels | | |



Impressions: Number of time users saw the tweet on twitter



Engagements: Total number of times users have interacted with the tweet (incl. all clicks #hashtags, shares, likes and links etc)




Engagement Rate: Total number of engagements a tweet receives divided by the total number of impressions on that tweet. Most would consider **0.5%** to be a good engagement rate for Twitter, with anything above 1% great.

WMA Twitter Statistics (3 months):

- @The_WMA earned 52400 impressions
- Average 575 impressions a day
- Average Engagement Rate of 2.1%
- 747 followers - an 8% increase in followers over the quarter

@The_WMA Top 5 Tweets:

| Date | Content | Impressions | Engagements | Engagement Rate |
|--------|---|---|-------------|-----------------|
| 4 Feb | Our Environmental Officers are out doing surveys at Halvergate marshes today..beautiful pic of the wetlands created as part of the high level carrier project! #norfolk #berneymarshes @Natures_Voice @markasmart | 10849 | 111 | 1.0% |
| | |  11:56 AM · Feb 4, 2021 · Twitter for iPhone | | |
| 10 Dec | Norfolk Rivers & Broads IDBs have been removing big patches of Floating Pennywort in the North Walsham & Dilham Canal #norfolk as part of a partnership approach aiming to prevent this plant spreading downstream into the Broads. @NorfolkNNSI #biosecurity @EnvAgencyAnglia @BroadsAuth | 7130 | 344 | 4.8% |
| | |  2:35 PM · Dec 10, 2020 · Twitter Web App | | |

| Date | Content | Impressions | Engagements | Engagement Rate |
|--------|---|--|-------------|-----------------|
| 20 Jan | We are currently assisting with flood recovery work at Long Stratton #norfolk @NorfolkCC @Norfolkfire @AnglianWater all working together #partnership #flooding #recovery #pumps #idb | 1552 | 101 | 6.5% |
| | |  <p>6:13 PM · Jan 20, 2021 · Twitter for iPhone</p> | | |
| 5 Jan | We have been managing flood risk since Christmas Day . Just as levels start to recede a power cut has put many acres of farmland and properties at risk. No reconnection means tonight we are out again to wire in our own generator! #nostoppingus | 1359 | 167 | 12.5% |
| | |  <p>5:37 PM · Jan 5, 2021 · Twitter for iPhone</p> | | |
| 12 Dec | Show and tell...and they are off! Cracking job being done by the men and women of @RAnglians in deploying the flood barriers in #Lowestoft this morning, on what is not the warmest of days! | 1344 | 119 | 8.9% |
| | |  <p>11:26 AM · Dec 12, 2020 · Twitter for iPhone</p> | | |

Emma Dixon & Frances Bligh
17 March 2021

Distributed to: Broads (2006) IDB Members

PAPER COPY PACK REQUESTED

| | |
|----------------------------|-----|
| Henry Alston | |
| Louis Baugh (Vice Chair) | |
| Malcolm Bird | |
| Harry Blathwayt | |
| Nigel Brennan | |
| Jon Burton | |
| Pierre Bütikofer | |
| Robin Buxton (Chair) | YES |
| Tom Cator | |
| James Chapman | YES |
| Jo Copplestone | |
| Simon Daniels (Vice Chair) | |
| Marlene Fairhead | YES |
| Angie Fitch-Tillett | NO |
| Geoffrey Freeman | |
| Noel Galer | |
| George Gay | |
| Rebecca Grattan | |
| Pauline Grove-Jones | YES |
| Mark Harris | YES |
| Michael Jones | |
| Ken Kelly | YES |
| Brian Lawn | |
| Marion Millership | |
| Leslie Mogford | |
| Grant Nurden | |
| Ian Robinson | |
| Derek Roll | YES |
| Fred Sharman | YES |
| Lucy Shires | |
| Mark Smart | |
| Tim Strudwick | |
| John Tallowin | |
| John Toye | |
| Adam Varley | |
| Ed Wharton | |
| Stephen Wright | |
| Officers: | |
| Karen Bingham | |
| Giles Bloomfield | |
| Cathryn Brady | |
| Phil Camamile | |
| Sue Cook | |
| Paul George | |
| Alan Goose | |
| Sallyanne Jeffrey | |
| Tom Jones | |
| Caroline Laburn | YES |
| Matthew Philpot | |

Broads (2006) IDB
Meeting 17 May 2021