

**A MEETING OF THE BROADS (2006) INTERNAL DRAINAGE BOARD WAS HELD AT HICKLING BARN, HICKLING, NORFOLK ON MONDAY 21 MAY 2018 AT 10.00 AM.**

<b>Elected Members</b>	<b>Appointed Members</b>
* H J Alston	<b>Broadland D C</b>
L E Baugh	* Mrs J Copplestone
J Burton	* G Nurden
* R Buxton	F O'Neil
* H G Cator OBE	V Tapp
* J W Chapman	D Ward
* S G Daniels	
* G D Gay	<b>North Norfolk D C</b>
* M Harris	Mrs H Cox
* K Hart	Mrs A M Fitch-Tillett
* I Robinson	Mrs P Grove-Jones
* D Roll	* Mrs M Millership
* F Sharman	W Northam
* M Smart	N Pearce
T P Strudwick	* R C Price
* J G Tallowin	P Rice
E Wharton	<b>Vacancy</b>
J W K Withers	
S D Wright	<b>Great Yarmouth B C</b>
	M Bird
	* G Carpenter
	* Mrs M Coleman
	* Mrs M Fairhead
	N Galer
	* H Thirtle
	Present (54%)

Mr H G Cator in the Chair

In attendance:

Mr P Camamile (Chief Executive), Mr G Bloomfield (Catchment Engineer), Mr G Brown (Flood and Water Manager), Mr P George (Operations Engineer), Mr A Goose (Operations Manager), Ms C Laburn (Environmental Manager) and Mr M Philpot (Project Engineer)

ID	Broads (2006) IDB, Minute	Action
	<p><b>22/18 APOLOGIES</b></p> <p><b>22/18/01</b> Apologies for absence were received on behalf of Messrs L Baugh, M Bird, J Burton, W Northam, F O'Neill, N Pearce, P Rice, T P Strudwick, V Tapp, D Ward, E Wharton, J Withers, S D Wright, Mrs H Cox, Mrs A Fitch-Tillett and Mrs P Grove-Jones.</p>	
	<p><b>23/18 DECLARATIONS OF INTEREST</b></p> <p><b>23/18/01</b> Mr A Goose declared an interest in respect of the payment recorded in the Schedule of Paid Accounts made to Account ID GO0742 due to his family relationship with the account holder. RESOLVED that this be noted.</p> <p><b>23/18/02</b> Mr M Harris declared an interest in respect of the payment to him for pump maintenance as recorded in the Schedule of Paid Accounts. RESOLVED that this be noted.</p> <p><b>23/18/03</b> Mr J Chapman declared an interest in respect of Agenda item 14 due to his connection to Chapman Farms Ltd. RESOLVED that this be noted.</p> <p><b>23/18/04</b> Mr H Alston declared an interest in respect of the Operations Report update on Martham Boat Dyke Culvert due to his ownership of land in the vicinity. RESOLVED that this be noted.</p> <p><b>23/18/05</b> Mr H Thirtle declared an interest in all matters due to his role as a Norfolk County Councillor and as Chairman of the Broads Authority. RESOLVED that this be noted.</p>	
	<p><b>24/18 MINUTES OF THE LAST BOARD MEETING</b></p> <p><b>24/18/01</b> The minutes of the last Board meeting held on 15 January 2018 were approved and signed as a true record. Arising therefrom:</p> <p><b>24/18/02 Repps Pumping Station Bridge Refurbishment (04/18/02)</b></p> <p>Mr F Sharman reported that contrary to minute 04/18/02, the shed at Repps Staithe had not yet been demolished, however, it is planned to do so to facilitate the realignment of the drain. RESOLVED that this be noted.</p> <p><b>24/18/03 Martham Boat Dyke Culvert (05/18/02)</b></p> <p>Mrs M Coleman reported that it had not been necessary for her to contact Brandon Lewis, MP following receipt of FDGiA in February 2018 for the Martham Boat Dyke Culvert study.</p> <p><b>24/18/04 Broadland Environmental Services Limited (BESL) Maintenance of Flood Defences Contract Expiry 2021</b></p>	<p><b>MP</b></p>

<b>ID Broads (2006) IDB, Minute</b>	<b>Action</b>
<p>It was agreed to invite Louise Taylor, EA Broads Asset Team to a future Board meeting in order to establish if BESL would be undertaking works on the flood defence banks to ensure these were all in good condition at the time of BESL's contract expiry in 2021, or if not, whether it would possible for the IDB to do the works on a rechargeable basis for the EA. RESOLVED that this be noted.</p>	<b>MP</b>
<p><b>24/18/05 Main River Maintenance Works (05/18/06)</b></p> <p>It was agreed that if the current impasse continued, leaving the IDB unable to undertake EA main river works as had previously been agreed and included within the public sector cooperation agreement (PSCA) between the EA and Broads (2006) ID, the Board would be compelled to appeal its precept next year. RESOLVED that this be noted.</p>	<b>PJC/Board</b>
<p><b>24/18/06 Unconsented Duck Flight Pond, Waxham (07/18/05)</b></p> <p>The Flood and Water Manager reported that investigations into the construction of this pond were ongoing and the Broads Authority had requested a retrospective application.</p>	<b>GBr</b>
<p><b>25/18 OPERATIONS REPORT</b></p>	
<p><b>25/18/01</b> The Operations Report was considered in detail and approved, (a copy of which is filed in the Report Book). Arising therefrom:</p>	
<p><b>25/18/02 Martham Boat Dyke Culvert</b></p> <p>(i) Members considered the report update confirming the receipt of FDGiA in February 2018 for the study, which had now been completed, and the resulting business case for the works had been submitted to the EA for FDGiA in the sum of £1 million. It was anticipated that the EA would confirm by the end of September 2018 whether or not funding would be forthcoming. In the meantime the Operations Team had installed stop log channels to reduce flows should the culvert fail prior to commencement of works.</p> <p>(ii) Mr H Alston and Mrs M Coleman asked to be kept informed about the FDGiA application and it was agreed to also involve the Broads Authority to reiterate the urgency of receiving funding early enough in 2018 to allow works to be undertaken prior to Winter. RESOLVED that this be noted.</p> <p>(iii) Mr J Chapman recorded that he was not happy with the scheme proposal for the culvert and felt there should have been some consultation. The Catchment Engineer recorded that there would be consultation with landowners before a final scheme design was confirmed, subject to receipt of EA funding.</p>	<b>MP</b>

ID Broads (2006) IDB, Minute	Action
<p><b>25/18/03 Somerton Water Level Management Plan (WLMP)</b></p> <p>(i) Members considered the report on the ongoing review by OHES of the Somerton Water Level Management Plan levels, (as approved by the Board on 15 January 2018, in order to produce a Habitats Regulations Assessment (HRA) that would identify any significant environmental risk to the features of the Upper Thurne and Horsey – Winterton Dunes designated sites should new water levels be adopted, compared to the water levels originally recorded in the WLMP). The HRA would also confirm Winter and Summer levels together with an agreed differential level for Somerton North and Somerton South catchments if appropriate.</p> <p>(ii) It was agreed and thereby RESOLVED to approve an additional cost of c.£1k, over and above the already agreed £6k for the review, to allow OHES to capture additional information to evaluate lowering water levels by a proposed additional 450mm at Somerton pumps to facilitate improved arable production as subsequently requested by the Burnley Hall Estate.</p> <p>(iii) Mr J Chapman recorded that he had had very little contact with OHES to date.</p> <p>(iv) Members noted that OHES was due to complete a final draft of the review by early July 2018 and it was agreed to arrange a meeting before the end of July for all stakeholders to consider this review.</p> <p><i>Post meeting note: OHES has advised officers that the final draft will not be ready until 31 July 2018. Officers have contacted all stakeholders and a meeting has been confirmed for 29 August 2018 at 1.00 pm in Hickling Barn.</i></p>	<p></p> <p><b>GB/CL</b></p>
<p><b>25/18/04 Stokesby Pumping Station</b></p> <p>Mr G Gay reported a problem with one of the lifting beams at Stokesby pumping station.</p>	<p><b>MP</b></p>
<p><b>25/18/05 Muckfleet Main Drain</b></p> <p>The required environmental permits and Habitats Regulations Assessments were being put into place for works on the Muckfleet Main Drain scheme to commence during 2018. Maintenance works on the northernmost section of the drain had recently been completed, which would facilitate the commencement of scheme works on this section during the summer months, following consultation with affected landowners. Following a meeting with landowners on 1 May 2018, some design changes would be necessary but the scheme is currently due for completion Spring/Summer 2019. RESOLVED that this be noted.</p>	<p></p>
<p><b>25/18/06 Health and Safety</b></p> <p>Members were apprised of an event at Stokesby pumping station</p>	<p></p>

ID Broads (2006) IDB, Minute	Action
<p>in which the bolts that secure the steel channels used to install drop down boards to facilitate access to the structure, had become corroded and failed, therefore rendering the steel channels unable to support any load. No operatives had been in immediate danger at the time the failure occurred. The learning outcome is to replace all the bolts with stainless steel bolts and angle iron to be bolted to the concrete walls behind the channel location to prevent any reoccurrence of the channels being unable to support any load. This procedure is to be implemented at all sites where drop down boards are used for access and will be load tested prior to use as well as sharing with all WMA Member Boards where the same risk exists. RESOLVED that this be noted.</p>	
<p><b>26/18 ENVIRONMENTAL REPORT</b></p>	
<p><b>26/18/01</b> The Environmental Report, (a copy of which is filed in the Report Book), was considered in detail and approved. Arising therefrom:</p>	
<p><b>26/18/02 Somerton Water Level Management Plan (WLMP): Update (1.1)</b></p>	
<p>(i) In addition to the update recorded in minute 25/18/03, members noted that subsequent to the meeting with Burnley Hall Estate on 23 February 2018 called to discuss its concerns of ponding across arable fields over the winter period, as well as a request to investigate lowering the water levels by an additional 450mm, a request was also made for the desilting of the Hundred Stream. Whilst some clarification is required to confirm who is ultimately responsible for maintenance of the Hundred Stream, it was hoped that the desilting would be done in August/September 2018 and a WMA Eastern Environmental Officer would be undertaking a Habitats Regulations Assessment to facilitate this.</p>	
<p>(ii) The Catchment Engineer recorded that the IDB could not legally respond to any further requests to temporarily lower the water levels at Somerton until the results of the OHES review and Habitats Regulations Assessment were finalised. RESOLVED that this be noted.</p>	
<p>(iii) Members noted the interim progress report provided by OHES and included as Appendix A of the Environmental Report.</p>	
<p><b>26/18/03 Standard Maintenance Operations (SMO) Document (1.2)</b></p>	
<p>The Environmental Manager reported that the Broads (2006) IDB's SMO was currently being reviewed with EA and NE before being presented to the Board for adoption.</p>	<p><b>CL</b></p>
<p><b>26/18/04 Environmental Mitigation (1.3 and 1.4)</b></p>	
<p>Members were apprised of the environmental mitigation measures underway prior to works commencing on the Muckfleet and Halvergate capital schemes.</p>	

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<p><b>26/18/05 Biodiversity Action Plan (BAP) (1.6)</b></p> <p>Members were informed that the finalised approved BAP is now available to view online. RESOLVED that this be noted.</p>	
<p><b>26/18/06 BAP Reporting (1.7)</b></p> <p>Members noted the update from the John Innes Centre in respect of research for the control of <i>Prymnesium parvum</i> undertaken with the funding contribution from Broads (2006) IDB.</p>	
<p><b>26/18/07 BAP Reporting (1.8)</b></p> <p>Members were informed of the availability of the Norfolk Mink Control Project Newsletter.</p>	
<p><b>27/18 PLANNING</b></p>	
<p><b>27/18/01</b> The Planning Report, (a copy of which is filed in the Report Book), was considered in detail and approved. Arising therefrom:</p>	
<p><b>27/18/02 Delegated Consents (1.1)</b></p> <p>The delegated consents determined by the Chief Executive's Management Committee using its delegated authority were considered in detail and approved. There were no matters arising.</p>	
<p><b>27/18/03 Planning Comments and Enquiries</b></p> <p>Members requested the inclusion of the location for each application and/or enquiry within future Planning Reports presented for the Board's consideration. RESOLVED that this be noted.</p>	<p><b>GBr</b></p>
<p><b>27/18/04 Surface Water Development Contribution (SWDC) Rate (3.2)</b></p> <p>It was agreed and thereby RESOLVED to approve the increase to the surface water development contribution rate charged per impermeable hectare from £75,500 to £77,800 with effect from 1 April 2018 pending the results of the independent legal review of the WMA Member Boards proposed revised methodology.</p>	
<p><b>28/18 INTERNAL AUDIT REPORT 2017/18</b></p>	
<p><b>28/18/01</b> The Internal Audit Report for 2017/18 including the two minor observations and subsequent recommendations as prepared by the Board's Internal Auditor, (King's Lynn and West Norfolk Borough Council Shared Internal Audit Services), together with the Chief Executive and Finance Officer responses and agreed actions, (copies of which are filed in the Report Book), were</p>	

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<p>considered in detail and approved. Arising therefrom:</p> <p><b>28/18/02</b> The Internal Auditor's recording of significant improvement in controls and the substantial level of assurance awarded by the Internal Auditor on conclusion of the audit was noted.</p> <p><b>29/18 APPOINTMENT OF INTERNAL AUDITOR FOR 2018/19</b></p> <p><b>29/18/01</b> It was agreed and thereby RESOLVED to approve the re-appointment of the King's Lynn &amp; West Norfolk Borough Council's (shared with Fenland District Council) Internal Audit Service to undertake the Board's Internal Audit for 2018/19.</p> <p><b>30/18 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2017/18 PART 3 SECTION 1 ANNUAL GOVERNANCE STATEMENT</b></p> <p><b>30/18/01</b> The Annual Governance Statement shown in Section 1 of the Broads (2006) IDB Annual Governance and Accountability Return for the year ended 31 March 2018 was considered in detail and approved by the Board.</p> <p><b>31/18 FINANCIAL REPORT YEAR ENDING 31 MARCH 2018</b></p> <p><b>31/18/01</b> The Financial Report for the year ending 31 March 2018 was considered in detail and approved, (a copy of which is filed in the Report Book). Arising therefrom:</p> <p><b>31/18/02</b> The reconciliation to the Annual Governance and Accountability Return Part 3 Section 2 Accounting Statements was considered in detail and approved.</p> <p><b>32/18 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2017/18 PART 3 SECTION 2 ACCOUNTING STATEMENTS 2017/18</b></p> <p><b>32/18/01</b> The Accounting Statements shown in Section 2 of the Broads (2006) IDB Annual Governance and Accountability Return for the year ended 31 March 2018 were considered in detail and approved by the Board.</p> <p><b>33/18 DATE OF COMMENCEMENT PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS</b></p> <p><b>33/18/01</b> It was agreed to publish notice on the Board's website and display it in the office reception that the Accounts year ending 31 March 2018 would be available for inspection for the 30 working day period commencing 4 June 2018 and ending 13 July 2018.</p>	

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	RESOLVED that this be noted.	
	<b>34/18 SCHEDULE OF PAID ACCOUNTS</b>	
<b>34/18/01</b>	The Schedule of Paid Accounts for the period 1 January 2018 to 31 March 2018 totalling £347,442.69, (a copy of which is filed in the Report Book), was considered in detail and approved. There were no matters arising.	
	<b>35/18 MATERIAL CHANGES TO RISK REGISTER</b>	
<b>35/18/01</b>	Members considered the risk register for those risks with a risk assessment matrix score of $\geq 6$ . Arising therefrom:	
<b>35/18/02</b>	Members considered that the risk of operations works being constrained by the Water Framework Directive legislation and Habitats Regulations Assessments could potentially impact on the IDB's ability to fulfil its statutory function and as such the risk rating trend should indicate a flat line rather than a reduction in risk. RESOLVED that this be noted.	<b>MEC</b>
	<b>36/18 APPOINTMENT OF DATA PROTECTION OFFICER</b>	
<b>36/18/01</b>	Members considered the Board's requirement for a Data Protection Officer as stipulated within the General Data Protection Regulations coming into effect on 25 May 2018. Arising therefrom:	
<b>36/18/02</b>	It was agreed and thereby RESOLVED to include the role of Data Protection Officer within the Chief Executive's remit.	
	<b>37/18 MODEL IDB POLICY STATEMENT</b>	
<b>37/18/01</b>	The updated IDB Policy Statement, (a copy of which is filed in the Report Book) as provided by ADA and endorsed by Defra was considered in detail and adopted by the Board.	
	<b>38/18 TELEMETRY OUTSTATION TRIENNIAL REVIEW</b>	
<b>38/18/01</b>	Members considered the rental terms for the Thunder Hill telemetry outstation and Somerton Auxiliary Pump site that were due for renewal on 1 August 2018. Arising therefrom:	
<b>38/18/02</b>	It was agreed and thereby RESOLVED to approve a 3% increase, (in line with the October 2017 rate of inflation on which the Board's Estimates were based), to the rental terms for the three year period 1 August 2018 to 31 July 2021.	

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<b>39/18</b>	<b>ADA EASTERN BRANCH: NOMINATIONS FOR CHAIRPERSON</b>	
<b>39/18/01</b>	Members considered the Chief Executive's request on behalf of ADA for nominations to Chair the ADA Eastern Branch. Given that this Branch has a Vice-Chairperson from Suffolk, it was hoped that a Norfolk member of the Branch could be found to take the Chair. Arising therefrom:	
<b>39/18/02</b>	Mr Robin Buxton recorded that in the event of no other suitable candidates taking on the Chairperson role, he may consider it if approached by the ADA Eastern Branch secretary.	<b>KT</b>
<b>40/18</b>	<b>CORRESPONDENCE</b>	
<b>40/18/01</b>	There was no correspondence requiring the Board's consideration during this reporting period.	
<b>41/18</b>	<b>NEXT MEETING</b>	
<b>41/18/01</b>	At members' request it was agreed to bring forward the date of the next meeting to Monday, 23 July 2018 at 10.00 am at Hickling Barn. This meeting would be followed by the already agreed tour of inspection of the Halvergate scheme.	
<b>42/18</b>	<b>ANY OTHER BUSINESS</b>	
<b>42/18/01</b>	<b>Power Supply Repps</b>	
	Mr F Sharman asked the Catchment Engineer to investigate the feasibility of installing a power supply to power a first aid defibrillator at Repps.	<b>GB</b>
<b>42/18/02</b>	<b>Appointed Membership Changes: Great Yarmouth BC</b>	
	Mr Graham Carpenter, Great Yarmouth Borough Council had been appointed to the Board, replacing Mrs S Weymouth who had recently retired as a councillor and appointed member to the Board. Great Yarmouth Borough Council had subsequently appointed Mr Graham Carpenter to the Board.	
	<i>Post meeting note: Great Yarmouth Borough Council has confirmed the appointment of Mr Noel Galer, replacing Mr T Andrews.</i>	
<b>43/18</b>	<b>OPEN FORUM: TO HEAR FROM ANY MEMBER OF THE PUBLIC, WITH LEAVE OF THE CHAIRMAN</b>	
<b>43/18/01</b>	There were no members of the public present at today's meeting.	

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<p><b>44/18 CONSORTIUM MATTERS</b></p>	
<p><b>44/18/01</b> The unconfirmed minutes of the last Consortium Management Committee meeting held on 23 March 2018 were considered in detail and approved. There were no matters arising.</p>	
<p><b>44/18/02 Schedule of Paid Accounts</b></p> <p>The WMA Schedule of Paid Accounts for the period 1 December 2017 to 28 February 2018 totalling £310,937.10, as approved at the Consortium Management Committee meeting on 23 March 2018, was considered in detail and adopted. There were no matters arising.</p>	
<p><b>44/18/03 Financial Report</b></p> <p>The WMA Financial Report for the period 1 April 2017 to 28 February 2018, as approved at the Consortium Management Committee meeting on 23 March 2018 was considered in detail and adopted by the Board. There were no matters arising.</p>	
<p><b>44/18/04 Issues for discussion at next CMC meeting</b></p> <p>There were no specific issues raised by Members requiring discussion at the next Consortium Management Committee meeting on 29 June 2018.</p>	
<p><b>45/18 CONFIDENTIAL BUSINESS</b></p>	
<p><b>45/18/01</b> 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.</p>	

## OPERATIONS REPORT FOR THE PERIOD JANUARY 2018 TO MAY 2018

### 1. REVENUE MAINTENANCE WORKS

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

Mautby  
Dilham  
Martham  
Hickling Stubb  
Somerton South  
Heigham Holmes  
Stokesby Village  
Horsey  
Brograve  
Tunstall

### 2. PUMPING STATIONS

#### MAJOR INCIDENT HORSEY MILL

Contract documents and detailed designs have been produced and a September start date agreed.

BESL will be mobilising plant and equipment to site in August, to facilitate a September start and a 12 week construction period.

#### MARTHAM BOAT DYKE CULVERT

Following receipt of funding in February 2018 the study has now been completed and the business case for the works submitted to the Environment Agency. We have received initial feedback on this and made the appropriate changes. We are now waiting to hear on the success of the funding application in the sum of £1million.

As part of our contingency planning we have installed stop log channels to reduce flows in the event that failure of the culvert occurs prior to the scheme commencing.



## **HAPPISBURGH TO WINTERTON DISTRICT**

1. Brograve: (3 No. Pumps)  
No major problems reported.
2. Horsey: (1 No. Pump)  
No major problems reported.
3. Somerton South: (2 No. Pumps)

Since the last Board meeting Officers have appointed OHES to undertake a review of the Water Level Management Plan (WLMP) levels currently in operation at both North & South Stations.

OHES original brief was to evaluate the summer and winter level regime adopted at both stations, which is a departure from the agreed WLMP of a single water range level all year around. Whilst this change was minuted in a multi stake holder meeting in 2014 including Natural England a formal Habitat Regulation Assessment was not carried out at the time. Assuming this independent review can support the adjustment in the level configuration, OHES will undertake the necessary HRA. Both the Landowners and Natural England were informed of this course of action.

Subsequently a complaint has been received from Burnley Hall estate stating in their opinion, the current status quo was damaging their crops and requested we lower the levels upto 500mm before undertaking HRA. In addition there were 6 listed opinions of further changes that may help mitigate downstream impacts as a result of further adjustments in water level.

The Catchment Engineer discussed with the Chief Executive and requested a quote from OHES to capture the additional information to evaluate lowering the waters as requested by the Estate. The additional cost estimate c. £1k.

**Decision by the Board** to retrospectively agree to this additional spend estimated at £1k.

Since OHES commencement on site they have undertaken a round of stakeholder engagement and undertaken comprehensive assessment of water level, conductivity and pH across the estate. The findings have then been used to focus the alignment of soil core sampling at intervals from the Pumping stations through to the dune systems. Some 20 boreholes have been hand cored and analysed to date and the preliminary findings discussed with the IDB officers only. Due to elements of uncertainty the Catchment Engineer has requested further soil borehole assessment and supporting water chemistry to ensure the final report is robust in its content.

This parcel of works has been undertaken during a period of extreme wet weather. There is a danger the high surface and ground water table are providing bias readings in favour of a fresher system than what might be expected in normal conditions so we have asked OHES to delay last phase of works until June to try to evaluate this uncertainty assuming more normal weather patterns are realised in the meantime.

Final Draft of the review for discussion expected early July 2018. A stakeholder meeting will be organised shortly thereafter to discuss findings in full.

In parallel to this there has been extensive discussions with the estate and NE regarding temporarily lowering waters to the winter thresholds to help manage the water through Easter and into May. See hydrometry graph for monthly totals

4. Somerton North: (1 No. Pump)  
No major problems reported.
5. Somerton Auxiliary: (1 No. Submersible)  
No major problems reported.

## **LOWER BURE FLEET & ACLE MARSHES DISTRICT**

1. Tunstall Pump: (2 No. Pumps)  
New ropes fitted to weed screen & pump back to fully operational. Pumps lifted & serviced one pump being refurbished as non operational.
2. Five Mile Pumping Station: (1 No. Pump)  
No major problems reported.
3. Ashtree Pumping Station: (1 No. Pump)  
No major problems reported.

4. Breydon Pumping Station: (2 No. Pumps)  
No major problems reported
5. Berney Pumping Station: (1 No. Pump)  
No major problems reported.
6. Seven Mile Pumping Station: (2 No. Pumps)  
No major problems reported.
7. Stracey Arms Freshwater Intake Works: (Automatic inlet penstock)  
No major problems reported.

#### **LOWER YARE FIRST DISTRICT**

1. Buckenham Pumping Station: (1 No. Pump)  
No major problems reported.
2. Postwick Pumping Station; (1 No. Pump)  
No major problems reported.

#### **LOWER YARE FOURTH DISTRICT**

1. Cantley Pumping Station: (1 No. Pump)  
No major problems reported.

#### **MIDDLE BURE DISTRICT**

1. The Doles Pumping Station: (3 No. Pumps)  
No major problems reported.
2. Hermitage Pumping Station: (1 No. Pump)  
No major problems reported.

#### **MUCKFLEET & SOUTH FLEGG DISTRICT**

1. Stokesby Pumping Station: (2 No. Pumps - Archimedes Screw Pumps)  
Works have been completed to the Archimedes screw bearing & dam board channels.



2. Mautby Pumping Station: (2 No. Pumps - Archimedes Screw Pumps)  
The weed screen has failed and has been transported off site for repairs. Increased weed clearing is being undertaken at this location as a result.

### **REPPS MARTHAM & THURNE DISTRICT**

1. Martham Pumping Station: (1 No. Pump)  
No major problems reported.
2. Repps Pumping Station: (1 No. Pump)  
No major problems reported.
3. Thurne Pumping Station: (1 No. Pump)  
No major problems reported.

### **SMALLBURGH DISTRICT**

1. Hickling

Stubb Pumping Station: (1 No. Pump)  
No major problems reported.

Eastfield Pumping Station: (1 No. Pump)  
No major problems reported.

A weed screen fault has been detected, the cause is still under investigation

Catfield Pumping Station: (1 No. Pump)  
No major problems reported.

Martham Heigham Holmes Pumping Station: (1 No. Pump)  
Cavitation reported and is under investigation.

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

Horning Grove Pumping Station: (1 No. Pump)  
No major problems reported.

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)

No major problems reported.

### **3. CONSTRUCTION WORKS**

Nothing to report this period.

### **4. PLANT**

Nothing to report this period.

### **5. CAPITAL WORKS**

#### **5.1 REPPS PUMPING STATION BRIDGE REFURBISHMENT**

Norfolk County Council's work has been delayed and is now planned to start in July. Once this work is completed we will undertake levels surveys to develop the detailed design for piping the rest of the drain.

#### **5.2 MUCKFLEET MAIN DRAIN**

Landowner meetings conducted 01/05/18 design changes may be required to meet landowner concerns.

Environmental reptile survey being undertaken

Environmental permits and Habitats Regulations assessments are underway. The Northern most section of the project has had robust dyke maintenance completed recently, which we plan to now capitalise on and undertake work before watervole habitat re-establishes. This means this section of the works programme will be brought forward to this summer, with the tree clearance then happening this autumn and the main bulk of the works being completed in spring/summer 19.

#### **5.3 HALVERGATE**

Main construction work for 2018 started early May and will continue into the autumn.

Twelve water control structures will be installed during this year's work allowing for water levels in the new high level carrier and the wider marsh network to be controlled.

Three new environmental scrapes will be created when sourcing clay material for new embankment. Scrapes created last year have already proved to be popular habitats for a variety of overwintering and nesting birds. Approximately 4km of embankment are to be constructed this year.



A site visit for the board members is to be arranged after the August board meeting

#### 5.4 BROGRAVE – HEMPSTEAD MARSHES TRIAL

The design of the structure has had to be modified to ensure it is reusable. This has resulted in a delay. The new designs have been agreed and an install date will be confirmed week commencing 21<sup>st</sup> May with the structure due to be installed by the end of June. Water voles surveys have been carried out and baseline data collection has continued

#### 5.5 UPPER THURNE INTEGRATED DRAINAGE IMPROVEMENTS

Nothing to report this period.

#### 5.6 MARTHAM DEPOT REFURBISHMENT

Refurbishment of the depot continues. The private utilities on site require upgrading to ensure safety compliance and provide suitable capacity for future plans. A foul water treatment plant has to be installed which requires planning permission. We are in discussions with local planners and once permission is granted works to upgrade and re-route the utilities will take place.

The office has been re-wired and new telecoms cables have been installed along with new electric heaters.

## 5.7 MAIN RIVER MAINTENANCE WORK

We continue to work with the Environment Agency to on a number of proposals including a sediment and water management scheme at Haddingham Beck.

We have also reviewed all the main rivers within the BESL area and are in the process of developing a scope of work for where we want to undertake maintenance work which exceeds the BESL contract requirements.

## 6. OPERATIONAL MATTERS

### Interreg & WEG Bids

6.1 Officers have been working with a number of Partnerships developing funding bids through the Water Environment Grant (WEG) bid process this Period. The fund c.£40m is additional funding to drive forward environmental outcome type projects. Rural Payments Agency will oversee grant payments which will be in the form of retrospective payments for works with submissions quarterly.

6.2 The Catchment Engineer has also helped to develop expressions of interest as a supporting UK partner in 2 Interreg bids around the theme of Sustainable use of water supporting strategic economic growth within the coastal zone.

- **Sustainable Water** management for the **Agri**food and drink sectors in the **Anglian Region** (SWAAR) c.€5m
- Alternative Fresh Water resources for saline Coastal Areas **FRESH4C's**. €6m

Project Summary details attached;

6.3 Officers met with the Environment Agency 11 May to discuss the strategic direction of various key national & local priorities:

- Flood Incident Response joined up working
- Demaining Pilots
- Main River Maintenance
- PSCA
- Broadland Flood Alleviation Project (BFAP)

Regarding BFAP- EA team substantially in place, and working through the contract terms familiarising themselves with outstanding contractual obligations. Board Officers who have specialist knowledge of the contract have offered to help to ensure that the best solution for Broadland is achieved.

6.4 The Board's de-silting programme is available to view at:

[https://www.wlma.org.uk/uploads/agendas/BIDB\\_De-Silt\\_Programme.xlsx](https://www.wlma.org.uk/uploads/agendas/BIDB_De-Silt_Programme.xlsx)

## 7. HEALTH AND SAFETY

Learning event at Stokesby Pump. Steel channels used to install drop down boards to allow dewatering and access to the structure became loose when in operation.

The bolts for the channels had corroded resulting in them being unable to support the load. The bolts were mild steel. The channels are stainless steel.

The bolts failed during the pumping operation and no operatives were in immediate danger at the time

All bolts to be replaced with stainless steel bolts & angle iron bolted to the concrete walls behind the channel location to act as a fail-safe at all locations where drop down boards are used for access. All boards and channel are to be load tested prior to use.

The event has been recorded and the outcomes will be shared through the organisation where the same risk exists

## 8. TELEMETRY

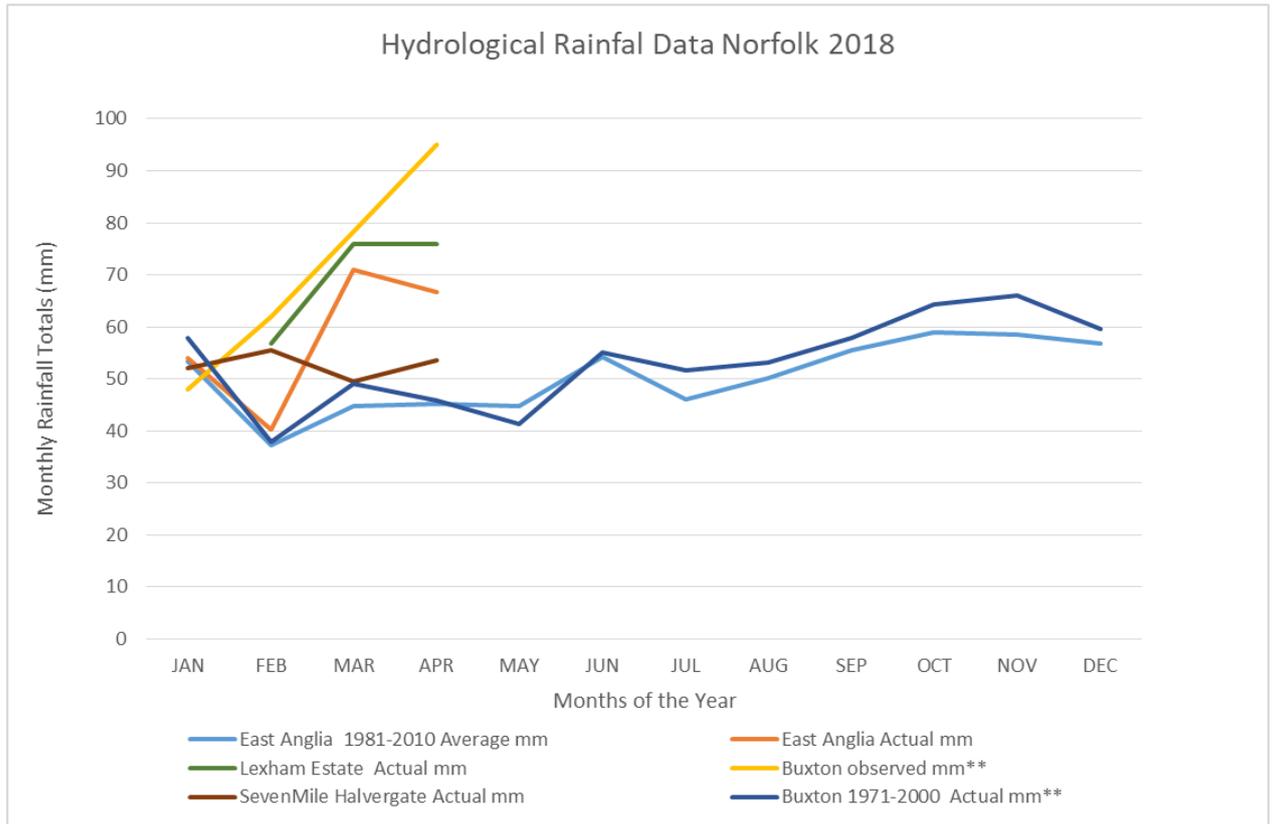
Nothing to report this period.

## 9. HYDROLOGY – UK Overview (extracts from <http://www.metoffice.gov.uk/climate/uk/summaries/2018>)

January began unsettled and mild, and windy at times, then there was a quieter and colder spell from the 6th to 12th with high pressure more dominant. The rest of the month saw a return to an unsettled westerly type with fronts crossing the country at regular intervals, and it was generally mild, although central and northern parts saw colder conditions in the third week with snow for some parts. February started with a chilly northerly flow, and the rest of the first week was generally cold with some north and east winds. The middle fortnight of the month was often milder with westerly and south-westerly winds, and it turned changeable in the second week. A settled spell followed, then from the 26th a very cold easterly flow brought increasingly widespread snow and some notably low daytime temperatures for the end of February. It was a generally sunny month, especially in the west and south.

March began with an exceptionally cold easterly airstream, which brought widespread snow with daytime temperatures staying below freezing in many parts of the country. It then turned milder and generally wet until mid-month, then on the 17th/18th another exceptionally cold easterly brought further snow, especially for the north-east and south-west. After a few generally dry fine days, the unsettled pattern returned for the rest of the month, with low pressure dominating.

April started unsettled and also cold at times, especially in the north, and this regime persisted for most of the first half of the month. There was a short warm sunny spell after mid-month which saw the highest maximum temperatures in April since 1949, but after the 21st it turned progressively cooler and more unsettled, and the month ended unseasonably cool and wet in East Anglia and the south-east.<sup>30</sup>



**Rainfall:**

	East Anglia 1981-2010 Average mm	East Anglia Actual mm	Lexham Estate Actual mm	Buxton observed mm**	SevenMile Halvergate Actual mm	Buxton 1971-2000 Actual mm**
JAN	53.4	54.1		47.9	52	57.8
FEB	37.2	40.3	56.9	62	55.6	38
MAR	44.8	70.9	75.9	78.3	49.6	49
APR	45.3	66.7	75.9	95.1	53.6	45.8
MAY	44.8					41.4
JUN	54.3					55.2
JUL	46					51.6
AUG	50.1					53.2
SEP	55.6					57.8
OCT	59					64.3
NOV	58.5					66.1
DEC	56.8					59.5

\* <http://www.metoffice.gov.uk/climate/uk/summaries/2018>

\*\* <http://www.buxton-weather.co.uk/weather.htm#daily>

**10. STAFF/WORKFORCE - TRAINING/EDUCATION**

**Workforce**

**07 March 2018:** Prolec Height Limiter training for all excavator operatives.

**Broads IDB  
Environmental Report  
May 2018**

The following information pertains to environmental work carried out for the Broads IDB involving the Environmental Team from the 05 January 2018 - 11 May 2018

**1. Information for the Board**

**1.1 Somerton Water Level Management- Update**

Following ratification at the last Board Meeting, IDB officers appointed OHES to undertake the review of water levels on the Somerton catchment, with a view to carrying out an HRA on the current WLMP prescription for the area, set on 13 October 2014.

The aim of the HRA was to two fold:

1. identify any significant environmental risk to the designated features of the Upper Thurne and Horsey –Winterton Dunes, European sites by the adoption these new levels compared to the levels originally documented in the WLMP review.
2. To produce an updated document which sets out Winter and Summer levels and an agreed differential level for the Somerton North and Somerton South catchments as appropriate.

However, following further concerns expressed by the Estate as to the ponding of water on fields over the winter period, a site meeting was held on 23 February 2018 with Board Officers, representatives of the Burnley Hall Estate and Board Members. The outcome of this meeting was the request for the IDB to look into reducing water levels by a further 450mm at the Somerton pumps to allow arable production to be improved and undertake a slubbing out of the Hundred Stream, to reinstate the watercourse as an ochre sump as per circa 1980's. Following the meeting OHES were instructed to provide an estimate on carrying out a Habs Regs assessment on a proposed 450mm reduction in water levels to determine any likely significant effect on the designated features of the Upper Thurne and Horsey-Winterton Dune systems.

The cost of this additional work is estimated to be within £900-£1000. OHES were instructed to go ahead with this as part of their soil coring analysis and water sampling under their original instruction.

The Habs Regs on the project to fully desilt the Hundred Stream will be carried out in house by the Jamie Manners (Environmental Officer, WMA Eastern). There is still some deliberation as to responsibility for maintenance on the Hundred Stream by the EA/BESL which needs to be discussed.

An interim report has been produced by OHES from their findings thus far from soil and water quality sampling undertaken during the winter period. In order to gain a full insight into the issues to inform both HRA projects, they would like to carry out a further transect during the summer months to gain an understanding of environmental parameters within the catchment under prescribed summer water levels.

It is proposed that the final project analysis will be finalised during the summer, following further field work and data analysis and the results published and ready for the next board meeting.

The OHES Interim Report is appended for members in Appendix A.

**1.2 Broads IDB Standard Maintenance Operation Document**

The Standard Maintenance Document has been reviewed and the discussed with the Environment Agency and Natural England.. Some minor ammendments and consideration will be required to be made prior to the future publication of the document..

### **1.3 Muckfleet Project – Environmental Mitigation and Preconstruction Preparation**

Environmental mitigation measures have started on site for the Muckfleet Project starting in Autumn 2018. Some tweaks in mitigation have been required in relation to recent design alterations.

The EO, Jamie Manners has consulted Natural England and the Wildlife Trust to ensure cooperation and understanding between parties in regard to the Muckfleet Project starting in earnest during the Autumn. Some water vole mitigation has already taken place in an area of soke dyke undertaken by a third party. Further Reptile mitigation and mollusc surveys will be undertaken during the summer. Consultation with the Forestry Commission regarding some tree felling at the New Road Stokesby end of the Muckfleet has also been undertaken. Trees with bat potential and bat roosts have been identified and will be given careful consideration during the pre-construction phase. If necessary a Bat licence will be applied for from Natural England.

### **1.4 Halvergate Project – Environmental Mitigation and Preconstruction Preparation**

Further water vole surveys and destructive searches in relation to the water vole class licence, on the Halvergate Marshes were carried out during Spring by the Environmental Team prior to Phase 2 construction beginning in late April 2018. The construction phase will continue to be monitored by the Environmental team to ensure compliance with protected species and environmental legislation on this sensitive designated site.

### **1.5 Integrated Main River Maintenance Programme**

The EO Jamie Manners and Engineer Thomas Jones have been scoping out the following EA watercourses with a view to undertaking sustainable maintenance on these EA controlled watercourses:

- Acle Landspring
- Surlingham
- Cantley Watercourse
- Limpenhoe Landspring
- Witton Run

There is the potential for sustainable maintenance schemes along three reaches of Witton Run, subject to detailed survey and approval by the EA. There is a need for more investigation on Acle Landspring due to difficulty of access and possibly some discussion with BESL regarding routine maintenance.

In addition to this, there is a scheme on Hassingham Beck, which was identified by the EA and is currently in the design and consultation stage. This is to replace a road culvert, remove redundant timber structures within the watercourse and possibly to construct silt settlement ponds to reduce sediment load from road run-off.

### **1.6 Broads IDB Biodiversity Action Plan – Final Version**

The completed Broads IDB Biodiversity Action Plan Document is now available to view online: [https://www.wlma.org.uk/uploads/agendas/BIDB\\_BAP\\_Final.pdf](https://www.wlma.org.uk/uploads/agendas/BIDB_BAP_Final.pdf)

Actions for Broad's species and habitats will be pursued over the Financial year and outcomes reported to the Board regularly.

## 1.7 BAP Reporting

### John Innes Centre – Report on IDB Funding toward Prynmesium Research in Broadland

As part of the IDB Biodiversity Action Plan, the Broads IDB contributed to the research for controls of *Prynmesium parvum* a toxic algae which caused the death of many thousands of freshwater fish in the Upper Thurne system a couple of years ago and continues to cause problems to waterways and Broads in Broadland. Rob Field, from the John Innes Centre has put together a small summary of the use to which this money has been put to during the 2017-2018 financial year. The toxicology and environmental impacts of Hydrogen peroxide as a chemical used to kill *P. parvum* has been explored using the funds provided by the Broads IDB. A summary of this project can be found in Appendix B.

### 1.8 Norfolk Mink Control Project

The annual Norfolk Mink Control Project Newsletter is available to view at the attached link. The Norfolk Boards of the WMA continue to contribute toward this valuable project.

<https://thenorfolkproject.org.uk/wp-content/uploads/2018/04/Newsletter-2017-v1.1.pdf?x73860>

## 2. Meetings and Training Attended

25 January 2018

Helen Mandley attended the Introductory Ecological Clerk of Works training in Birmingham. The course was run through CIEEM Chartered Institute of Ecology and Environmental Management.

30 January 2018

Helen Mandley attended a about Prynmesium seminar, held at the John Innes Centre.

20 March 2018

IDB Officers, Giles Bloomfield, Helen Mandley and Caroline Laburn attended the Broads Standard Maintenance Operations meeting at Dragonfly House with EA and NE

28 March 2018

Helen Mandley attended the Norfolk Mink Management Project Meeting.

18 April 2018

A meeting was held to discuss the mitigation requirements and progress of the Muckfleet Project with IDB officers, Helen Mandley, Jamie Manners and Caroline Laburn, Engineers Pete Roberts and Matthew Philpott, Operations Manager Ali Bloomfield, with representation from Norfolk Wildlife Trust( Eilish Rothney) and Natural England (Adrian Gardiner)

25 April 2018

Norfolk Biological Information Services Steering group meeting was attended by the EM with a view to negotiating a rate for regularly attaining biological records to inform projects and maintenance protocols.

09 May 2018

A meeting was held with IDB officers and OHES to discuss the progression of the Somerton Catchment Habitats Regulation Assessments and associated fieldwork component.

## 3. Non - Compliance

None during this period.

## 4. Complaints

To be discussed under Confidential Business.

**5. Assents Granted and/or Applied for: SSSI assent and herbicide applications**

<b>License / Assent / Habitat Regulations Assessment</b>	<b>Applied</b>	<b>Granted</b>
Horsey footpath diversion habs regs and assent	01 Feb 2018	13 Feb 2018
Waste Exemption Muckfleet D7 burning waste	27 March 2018	27 March 2018

## PLANNING REPORT

### 1. SUMMARY OF ACTIVITY IN REPORTING PERIOD

This planning report covers the reporting period 15 January 2018 to 14 May 2018. There are currently 0 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):	0
Byelaw 4 (B4) / Section 23 (S23), LDA 1991 – Alteration of watercourse	0
Byelaw 10 (B10)– Works within 9 m of a Board's maintained watercourse:	0
<b>Total:</b>	<b>0</b>

#### 1.1. DELEGATED CONSENTS DETERMINED

During this reporting period, the following 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):	1
Byelaw 3 (B3) – Discharge of Surface Water (SW):	0
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:	0
<b>Total:</b>	<b>2</b>

<b><i>Case Ref.</i></b>	<b><i>Case File Sub-type</i></b>	<b><i>Parish</i></b>	<b><i>Location / Site Name</i></b>	<b><i>Description of Proposal</i></b>	<b><i>Determination</i></b>
17_00479_3_C	23 - Section 23, LDA 1991	Upton with Fishley	Upton Fen Grazing Marshes	Proposal to install a culvert to maintain spring water levels	Granted
17_00563_7_C	3S - Byelaw 3 Surface Water	Hickling	Field at Hill Common, Hickling, NR12 0BS	Proposal to discharge water from dredging holding	Granted

## 2. PLANNING COMMENTS

Officers have provided bespoke comments on the following applications which were either in or could impact on the Boards Internal Drainage District

<b>Planning App Ref</b>	<b>Planning App Type</b>	<b>Description</b>	<b>Date responded</b>	<b>WMA Ref</b>
20172032	Outline Application, Minor Development	Residential Development of 8 Dwellings	29/01/2018	529
BA/2017/0068	Full Application, Minor Development	Office extension, new boat house and replacement of existing boathouse.	30/01/2018	531
20180027	Full Application, Minor Development	Erection of Storage Shed, Raise Level of Demonstration Area	19/02/2018	535
06/18/0020/F	Full Application, Minor Development	Variation of condition 11 of Planning Permission 06/15/0705/F - Construction of 9 new residential dwellings (design change of houses)	12/02/2018	540
2017/2726	Full Application, Minor Development	Addition of a driveway, new vehicular access, 2 bay timber framed cart lodge, removal of section of boundary wall and erection of a 5 bar gate and posts.	12/02/2018	541
20172131	Reserved Matters Application, Major Development	Application for reserved matters approval for 163 dwellings and associated open space following outline planning permission ref. 20160488	20/02/2018	542
06/18/0035/F	Full Application, Major Development	Erection of 10 bungalows following approval of Outline application ref: 06/15/0132/O	20/02/2018	543
06/18/0133/F	Full Application, Minor Development	Development of 4 houses with detached garages and parking	26/04/2018	355
BA/2018/0053	Full Application, Minor Development	Maintenance Building and Workshop with storage of plant.	27/04/2018	356

### 3. OTHER PLANNING MATTERS

#### 3.1. ENQUIRIES

A number of enquiries were received during the reporting period, these are outlined below.

Case. Ref.	Case File Sub-type	Parish	Date Responded	Description
18_00529_3_Q	About Planning	Blofield	29/01/2018	Enquiry regarding suspected unregulated discharge impacting wider watercourse network.
18_00550_7_Q	About Regulation	Horning	15/02/2018	Enquiry regarding the consents required for a new electricity supply across land within adjacent to of a water course
18_00557_5_Q	About Regulation	Rollesby	27/02/2018	Enquiry regarding a suspected polluted drain
18_00558_9_Q	About Regulation	Surlingham	08/03/2018	Enquiry from Lead Local Flood Authority re regulation in IDB area following a report of flooding.
18_00565_7_Q	About Regulation	Catfield	12/04/2018	Enquiry regarding maps of watercourses in relation to a proposed development of a reservoir
18_00338_7_Q	About Regulation	East Ruston	30/04/2018	Enquiry regarding the need for consent for ditch restoration
18_00340_5_Q	About Regulation	Thurne	30/04/2018	Enquiry regarding a manhole and piped system thought to outfall to Thurne Staithe via an unknown route.

#### 3.2 SURFACE WATER DEVELOPMENT CONTRIBUTION RATE

The Surface Water Development Contribution rate for the financial year 2018/19 will be charged at a rate of £77,800.00 per impermeable hectare. A detailed review of the contribution rate is being carried out. This is currently the subject of an independent legal review. Once this review has been finalised it is the intention to bring this new methodology back to the Board for adoption.

### **3.3 FEES ASSOCIATED WITH CONSENTS GRANTED**

There have been no fees invoiced during the reporting period.

**G.R. BROWN – FLOOD AND WATER MANAGER**  
**C.H. BRADY – FLOOD AND WATER OFFICER**



## **Supporting strategic economic growth through Sustainable Water management for the Agrifood and drink sectors in the Anglian Region (SWAAR)**

The Agrifood and Drinks (AF&D) sector is acknowledged to be critically important to rural employment and the regional economy in the Anglian region, as well as underpinning sustainable development and socio-economic growth. Water is fundamentally important for many AF&D businesses, especially those engaged in high-value irrigated fruit and vegetable production; poultry and livestock; and food and drink processing and manufacturing. However, the Anglian region is the driest in the UK with available water resources already stressed. Increasing competing water demands - to support housing development, agricultural expansion, energy generation, tourism and leisure, whilst ensuring sufficient water is available to support internationally protected habitats and environmental needs in the region – alongside climate change, are projected to further constrain water resources for the AF&D sector. Meanwhile, the AF&D sector is also a significant contributor to the pollution of waterbodies, with impacts on water quality and aquatic ecosystems. Therefore, securing access to reliable, affordable supplies for water is a major concern for many AF&D businesses and the resilience of the sector to future climate and socio-economic uncertainty.

Cranfield University, the Centre for Ecology and Hydrology (Wallingford), and University of East Anglia have brought together their substantive expertise in hydrological, environmental, agrifood and climate-impacts science to bid for £5m funding from the UK Research Councils. Our proposed 5-year programme (termed SWAAR) will support the delivery of a portfolio of co-designed projects across the region, driving sustainable economic growth; increasing the resilience of businesses in the AF&D sector to multiple risks arising from increased water scarcity and degraded water quality; and sustaining rural communities.

In consultation with key stakeholders, we have proposed four areas of activity:

1. A multi-sector collaboration to secure water for the agrifood sector. This will implement an integrated AF&D water strategy for the Anglian Region and provide a forum to enable AF&D sub-sectors to better understand and communicate its water needs to government and other sectors.
2. Water risk mapping that will allow individual AF&D businesses to explore present and projected water risks to their own operations and supply chain; and identify and evaluate appropriate adaptation options and responses.
3. Real-time dynamic risk-mapping to reduce operational risks and provide short- to medium range-forecasts of potential water resources stress; soil water deficits; and projecting potential impacts on agricultural production.
4. Delivering a suite of co-designed projects with AF&D businesses and organisations in the region to support improved water security for the agrifood and drink sector

If successful, the programme will provide a substantial funded resource of environmental science expertise to work on co-designed collaborative projects with businesses, stakeholders, NGOs, local enterprise partnerships (LEPS) and civil society in the region. We would therefore like to meet with you to discuss how this programme could support help your business, both now and into the future, in the face of the increasing water stress in the region.

## English

## Part A - Concept Note Summary

## A.1 Project identification

Acronym	FRESH4Cs						
Title	Alternative FRESH water resources for saline Coastal Areas						
Lead partner	Vlaamse Instelling voor Technologisch Onderzoek						
Project duration	<table border="1"> <tr> <td>Start date</td> <td>01/04/2019</td> </tr> <tr> <td>End date</td> <td>31/03/2022</td> </tr> <tr> <td>Total N° Months</td> <td>36</td> </tr> </table>	Start date	01/04/2019	End date	31/03/2022	Total N° Months	36
Start date	01/04/2019						
End date	31/03/2022						
Total N° Months	36						
Programme priority	4. Resource efficient economy						
Programme priority specific objective	SO 4.1 Increase the adoption of new solutions for a more efficient use of natural resources and materials						

## A.2 Project Summary

Common challenge	The FRESH4Cs project focusses on the second Europe 2020 priority of sustainable growth, by demonstrating the provision of alternative and sustainable fresh water resources for lowland Coastal regions. Where traditional water resources are under pressure in the 2seas region, this problem is even more prominent in lowland coastal regions due to salinization of (near) surface waters. Where water consumption has often been reduced to economic feasible levels, a second step in efficient water resource management is providing alternative and more sustainable resources, which is the focus of this project. We will do this by the efficient use of fresh water resources that are now mainly discharged to the sea.
Overall objective	The main objective of the FRESH4Cs project is to provide year-long sustainable fresh water supply for the different water users in coastal lowlands, as an alternative to using overexploited deeper aquifers or remote water supply through pipelines. The alternative water resources considered focus on storing and using surplus fresh water that is now drained to the sea during periods of water abundance. By starting innovative demo sites, the project expects that water management in the coastal lowlands of the 2seas region will increasingly take up the demo technologies, reducing on the long term the pressure on non-sustainable water resources.
Main outputs	Five demonstration sites for the usage of alternative water resources and one evaluation report on these technologies are a first output. These demo sites include technologies based on shallow aquifer storage (creek ridge infiltration; UK, NL and BE), innovative water management including storage and redistribution (UK) and the use of waste water treatment plant effluent (BE). These demo sites will benefit local actors in the water landscape: water managers (governmental or private), water utilities and water users such as farmers, tourism and drinking water production. A roadmap for widespread implementation of the demo technologies will be delivered, which will focus on technological and non-technological opportunities and barriers. It targets policy and legislation makers and the different actors in the water sector, with focus actors that will apply the demo technologies.
Cross-border approach	<ul style="list-style-type: none"> <li>- Need for demo locations in various settings: this project will link six demo sites, which will set an example for decision makers;</li> <li>- Technological knowledge exchange: to take advantage of the different levels of experience for each of the technologies present in the different 2seas regions;</li> <li>- Non-technological knowledge exchange: to take advantage of the different experiences on non-technological issues for each of the technologies present in the different 2seas regions;</li> <li>- Community building: to build a cross-border community based on these demo sites, which will enable widespread replication and will result in a multiplication of gained water saving and efficiency.</li> </ul>

## **Somerton HRA and WLMP Update:** ***Progress Report (11-5-2018)***

### **1.1 Work undertaken to date**

We have collated the existing data from a range of organisation to help inform the HRA and WLMP update, including;

- Literature from previous water quality and ecology studies in the area
- Macrophyte data
- Surface and ground water quality data
- Water levels data
- Soil and geology data

To supplement this, two surveys have been conducted (in March and April 2018), thanks to the assistance of the landowners/site managers. These surveys recorded water quality, water levels, land levels and soils data. Both surveys took place after heavy rain, when considerable flooding was present. A third survey visit has been provisionally scheduled in June, in order to record summer conditions within the soil and undertake additional coring around specific fields.

### **1.2 Results to date**

The literature review highlights a number of risks connected with lowering water levels along this stretch of the Norfolk Coast and the ecological impacts which can result from it. Analysis is currently being undertaken to see if is corroborated by any of the available data specific to this site.

The field surveys have shown that there is considerable variation within the soil profile across the study area. In the northern half, the profile is dominated by thick deposits of silty clay in the west, which become progressively thinner further eastwards. This clay lense overlies sandy deposits in some areas (typically in the centre) and thick peat deposits towards the dunes. In the majority of cases, the clay was preventing rainwater within the fields from percolating into the soil profile, thus creating much surface ponding. The water level within the ditches was between 0.75 and 1m below the perched in-field water level, thus ditch water levels did not appear to be the cause of surface flooding at the time of survey.

In the majority of cores taken from the northern area, the water table was struck between 0.5 to 0.9m below the surface, but quickly rose up to within 10cm of the surface once the clay had been penetrated. It can therefore be concluded that, in winter, the clay is both acting to prevent surface water draining away but also preventing groundwater (and/or saline water) from rising to the surface. The clay lense in some fields is only 0.5m thick, the base of which lies above the bed of the ditches (i.e. the ditches appear to have penetrated the clay lense in some places).

In the southern half of the study area, the clay lense is still present but considerably thinner (only 0.25 to 0.3m thick in places). In the majority of cases it overlies a thick body of peat which was waterlogged at the time of survey. Above the clay is a thinner



body of peat which lies above the watertable and is therefore being oxidised. This surface peat is 0.06 to 0.5m thick and will be vulnerable to shrinkage.

Once again, perched water levels of the pools in-field were between 0.6 to 0.8m above the water level in the ditches. Within the fields, the true water table was struck between 0.35 and 0.5m below the surface (within the clay deposits) but rose up during coring to within 2 to 10cm of the surface (i.e. groundwater and/or brackish water is prevented from rising to the surface by the clay).

The groundwater quality within the cores was also highly variable, but significantly different in some cases to that found within the ditches. Where sluices had recently been installed near the dunes, water levels were successfully being held high and surface water quality was typically good. The most problematic area is a corridor of land running roughly parallel with the coastline, but approximately 1km inland, where a zone of sulphidic silts were recorded alongside peat deposits. Soils rich in sulphur are stable whilst they are saturated. However, if they are drained and come into contact with oxygen the pyrite in the soil reacts with the oxygen. This process turns pyrite into sulphuric acid and can release metals like aluminium and iron. The occurrence of sulphidic silts generally coincided with high conductivity and lower pH values (i.e. more acid). However sulphidic silts were recorded sporadically across the study area, with some fields showing no evidence of sulphurous deposits.

The purpose of the last field visit in June will be to better understand i) where there are fields free from sulphidic silts, ii) the soil profile within the central section of the site and iii) how the water table behaves in relation to the clay during summer conditions. In the intervening weeks we will be continuing to analyse data available on the condition of Martham Broad.



Ben A. Wagstaff, Rob A. Field

29 March 2018

### **Use of hydrogen peroxide for the treatment of *Prymnesium parvum* blooms**

Hydrogen peroxide is routinely used by the Environment Agency as a water aeration agent when levels of dissolved oxygen (DO) fall below threshold levels. More recently, we have found, through a combination of scientific literature research and laboratory experimentation, that hydrogen peroxide can also be used as an effective algaecide against *Prymnesium parvum*. Initial laboratory experiments found that doses as low as 10-20 mg L<sup>-1</sup> of hydrogen peroxide can be used to kill cultures of *P. parvum* within 24-48 hours. Furthermore, work with the toxic compounds from *P. parvum* showed that hydrogen peroxide also rapidly degrades the toxins produced by *P. parvum* (2-24 hours). After putting forward the idea of using hydrogen peroxide in field trials, we were met with concern that the peroxide may 'bleach' or discolour paint on boats located where the trials were to be held. Further work in a laboratory setting with painted wood showed that hydrogen peroxide at the above concentrations had no adverse effects on the painted wood samples provided.

Field trials were therefore carried out in late June 2017 at Whispering Reeds Boatyard, Hickling Broad. The water was brought up to the appropriate concentrations of hydrogen peroxide by spraying peroxide into a defined area and monitoring local concentrations with commercial hydrogen peroxide test strips. Water samples were taken at timepoints and levels of *P. parvum* were monitored using a qPCR assay developed by scientists at the UEA. The diversity of the microbial community was also analysed to look at the overall effect of hydrogen peroxide on the microbial community as a whole. Furthermore, as concern was previously expressed, we showed that the concentrations of H<sub>2</sub>O<sub>2</sub> required to kill *P. parvum* had no adverse effects on macroinvertebrates or higher aquatic life. The results from the field trial were positive and showed that 30-50 mg L<sup>-1</sup> doses of H<sub>2</sub>O<sub>2</sub> were sufficient in reducing the levels of *P. parvum* over a 24-hour period. We were also able to see a recovery of the levels of algae after 48 hours, showing promise that there is no prolonged negative effects on the microbial community of the Broad. The peroxide levels were also found to return to 0 mg L<sup>-1</sup> after 48 hours.

It is now clear that the fundamental science behind H<sub>2</sub>O<sub>2</sub> use is sound, and so the coming months will see an effort to work closely with the EA, Natural England and other governing bodies to introduce new policies on the use of H<sub>2</sub>O<sub>2</sub> as an algaecide, and to complete paperwork required to do this. Alongside this, there is a desire to carry out more trials focused on optimizing the dispersion of H<sub>2</sub>O<sub>2</sub> and the best equipment used to do this.



**Water Management Alliance**

**INTERNAL AUDIT REPORT**

**2017/18**

**April 2018**

Contents:

1. Executive Summary
  2. Overall Conclusion
  3. Acknowledgements
  4. Detailed Observations, Recommendations and Agreed Actions
- APP 1 Agreed Terms of Reference

## 1. Executive Summary

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The audit of the Water Management Alliance and the constituent Internal Drainage Boards was carried out by Kathy Woodward for the year 2017-18. This Executive Summary sets out our overall conclusion on the system reviewed, and summarises the key recommendations arising. A copy of the Terms of Reference for this audit is attached as **Appendix 1**.

Regulation 5 of the Accounts and Audit Regulations 2015 requires that '*A relevant authority must undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance*'. The completion of this internal audit fulfils that role.

It should be noted that any system of internal control is designed to manage risk to a reasonable level, and therefore Internal Audit cannot provide absolute assurance against loss. As well as being effective, controls need to be proportionate to the risk involved and not overburden the organisation with excessive costs.

The Water Management Alliance provides administration and management services to the five constituent Internal Drainage Boards, namely Broads, King's Lynn, East Suffolk, Norfolk Rivers and South Holland. During the financial year 2016-17 the Alliance entered into a contract to provide administration and management services to the Pevensey and Cuckmere Water Level Management Board for a period of two years.

New guidance was issued on 30<sup>th</sup> March 2018 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 2018*'. Although the new guide does not become mandatory until the 2018/19 financial reports are prepared, the Water Management Alliance has decided on early adoption on a voluntary basis. With this in mind the auditor has considered the effect the new guidance would have on the required internal audit and has concluded that essentially the work remains the same. Therefore the audit has been undertaken in line with previous years, based on the 2007 guidance. Audit work has included review of the procedures and systems of control in place at the Water Management Alliance and considered if they were effective and being applied as intended. Sample testing was carried out on elements as considered necessary by the auditor in order to substantiate the application of the control.

As part of the audit a follow-up was carried out on the recommendations raised in last year's report. Most of the recommendations made have been implemented. There is one recommendation still outstanding in relation to the finance system's lack of control around issuing of unique reference numbers with only a minor risk arising as a consequence.

## 2. Overall Conclusion

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In conclusion, the procedures used at the Water Management Alliance are simple but effective, and appear to be carried out diligently by all staff concerned. Controls are

working as expected. There has been significant improvement in the controls since last year which has been noted. However, there are some aspects that can be improved and details of recommendations can be found in Section 4 together with the actions agreed with the Chief Executive.

The overall level of assurance attributed to the system is:

Substantial Assurance	A sound system of internal control, but there are a few weaknesses that could put achievement of system objectives at risk.
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The observations and recommendations are detailed in Section 4. Each recommendation is allocated a priority as defined below:

High	Major risk requiring action by the time the final report is issued.
Medium	Medium risk requiring action within six months of the issue of the draft report.
Low	Matters of limited risk. Action should be taken as resources permit.

### 3. Acknowledgements

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We would like to express our thanks for their assistance and co-operation to:

Mary Creasy, Personal Assistant (CEO)

Sallyanne Jeffrey, Finance Officer

Trish Walker, Finance Assistant

Graham Tinkler, Rating Officer/Site Warden

Observations and their effects/ Recommendations	Priority	Agreed Action/ Responsible Officer/ Target Date
<p><b>1. Bank Reconciliation</b></p> <p><b>Observation</b></p> <p>Bank reconciliations are carried out weekly, as per Financial Regulations. Evidence is presented to the Chief Executive each month in the form of a cash flow statement.</p> <p>There were a number of occasions where the dates on the cashbook reconciliation did not tie back to the bank statements being reconciled. The information contained within the report was correct.</p> <p>There were some occasions where there was no reconciliation contained within the folder. This was the result of a printing failure. The Sage 200 system only allows the printing process to be undertaken once and if the printer fails the results cannot be reproduced and are effectively 'lost'.</p> <p><b>Consequence</b></p> <p>Monthly reconciliations are carried out correctly but this is not always evidenced.</p> <p>The method of carrying out the bank reconciliation is thorough but the supporting reports from Sage are not always printed due to printer failure.</p> <p><b>Recommendation</b></p> <ol style="list-style-type: none"> <li>1. Agree to save reconciliation reports to a pdf, so if a printer failure occurs the reports can be retrieved. This could aid with moving towards paperless reconciliations, reducing printing costs and storage space.</li> </ol>	Low	<p>Agreed.</p> <p>A pdf copy of the reconciliations will be saved to an electronic folder.</p> <p>Finance Officer</p>

Observations and their effects/ Recommendations	Priority	Agreed Action/ Responsible Officer/ Target Date
<p><b>2. Financial Regulations</b></p> <p><b>Observation</b></p> <p>Weaknesses in the finance system were also observed around the allocation of reference numbers for invoices. There is no 'unique' identifier parameter meaning that many different invoices can be allocated the same reference number and also the second reference where the invoice number received from the supplier would be populated is also not unique. The means that there is no system control over paying duplicate invoices.</p> <p><b>Consequence</b></p> <p>1) Duplicate invoices could be processed as there is no system control in place to prevent this happening. Each transaction cannot be identified individually by its reference (transaction) number causing confusion.</p> <p><b>Recommendation</b></p> <p>1) Finance Officer to speak to finance system advisors about 'unique' reference numbers and if this can be incorporated into the system upgrade.</p>	<p>1) Low</p>	<p>Agreed</p> <p>Speak again to Finance System Advisors about a possible upgrade/change in accounting software.</p> <p>Finance Officer / Chief Executive</p>

<p><b>Internal Audit Services</b></p>	<p>Borough Council of <b>King's Lynn &amp; West Norfolk</b></p> 
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**WATER MANAGEMENT ALLIANCE**

**INTERNAL AUDIT  
TERMS OF REFERENCE  
2017-18**

## **1. INTRODUCTION**

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1.1 This document sets out the strategy and plan for the audit of the Water Management Alliance for the year 2017-18.

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:

- Broads (2006) IDB
- East Suffolk IDB
- King's Lynn IDB
- Norfolk Rivers IDB
- South Holland IDB.
- Pevensey & Cuckmere Water Level Management Board

As such, this work will enable the auditor to complete the Annual Governance and Accountability Returns for all six Boards.

## **2. OBJECTIVES AND SCOPE OF THE AUDIT**

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2.1 The work of the Internal Auditor will be guided by 'Governance and Accountability in Internal Drainage Boards in England – A Practitioners Guide (Rev March 2018)'.

2.2 In order to be able to complete section 4 of the Electronic Annual Governance and Accountability Return for 2018 the auditor will consider the following:

- A. The Accounting Records  
To ensure that the accounting system is accurate, complete and timely, and that data input is being verified appropriately.
- B. Financial Regulations and Standing Orders  
To ensure that they are current and are being adhered to.
- C. Risk Management processes  
To ensure that management review the Risk Register on a regular basis and that risk is being identified and actively managed in a proportionate manner.

D. Budgetary Controls

To ensure that the budgets are prepared on a realistic basis and are monitored throughout the year and any variations are investigated, with corrective action being taken if necessary.

E. Income Controls

To ensure that processes are in place and functioning correctly to collect, record and bank income in full and on time.

F. Petty Cash Procedures

To ensure petty cash provisions are reasonable, used in accordance with Financial Regulations and adequate records are kept of payments made.

G. Payroll Controls

To ensure that remuneration to employees and Board Members is calculated correctly and in accordance with the levels agreed by the Board, and that all HMRC requirements are complied with.

H. Asset Management

To ensure that there are satisfactory processes in place to maintain the register and check for accuracy.

I. Bank Reconciliation

To ensure that periodic and year-end bank account reconciliations were properly completed and verified.

J. Year-end Procedures

To ensure that the appropriate accounting basis have been used to prepare the year-end accounting statements and that figures contained in the statements can be verified by reference to working papers and accounting records.

2.3 Any recommendations and issues arising from the previous audit will also be followed up to establish if they have been implemented or if there is a satisfactory explanation for non-implementation.

2.4 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.

### **3. TASKS**

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3.1.1 The project tasks are to:

- Establish if the procedures recorded as part of the audit for 2017-18 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.

## Internal Audit Services

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- 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 and Accountability Return for 2017-18.

### 4. WORK PLAN

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4.1 The audit will be undertaken by  
Miss Kathy Woodward,  
Shared Internal Audit Manager, Borough Council of King's Lynn and West Norfolk.

4.2 The audit has been allocated 5 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 the year 2016-17.	0.5
Testing – to establish that processes are being applied as intended.	3.5
Conclusions and discussion	0.5
Completing the Return and reporting if required.	0.5

### 5.0 AGREEMENT

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

From: 01 April 2017  
To: 31 March 2018

Period To: 12  
Year Ended: 31 March 2018

Notes	Income and Expenditure Account	Y-T-D Budget £	Y-T-D Actual £	Y-T-D Variance £	Annual Budget £	Projected Out-Turn £	Projected Variance £
<b><u>Income:</u></b>							
	Occupiers Drainage Rates	269,877	269,877	0	269,877	269,877	0
1	Special Levies issued by the Board	621,766	621,766	0	621,766	621,766	0
	Grants Applied	1,404,420	1,147,342	-257,078	1,404,420	1,147,342	-257,078
	Rental Income	0	826	826	0	826	826
2	Highland Water Contributions	217,435	219,580	2,145	217,435	219,580	2,145
3	Income from Rechargeable Works	54,900	75,874	20,974	54,900	75,874	20,974
	Development Contributions	0	0	0	0	0	0
	Investment Interest	11,323	5,831	-5,492	11,323	5,831	-5,492
4	Other Income	146,929	156,581	9,652	146,929	156,581	9,652
	<b>Total Income</b>	<b>£2,726,650</b>	<b>£2,497,678</b>	<b>-£228,973</b>	<b>£2,726,650</b>	<b>£2,497,678</b>	<b>-£228,973</b>
<b><u>Less Expenditure:</u></b>							
6	Capital Works	1,427,420	1,186,445	240,975	1,427,420	1,186,445	240,975
7	Environment Agency Precept	158,743	158,743	0	158,743	158,743	0
8	Maintenance Works	1,071,137	962,108	109,029	1,071,137	962,108	109,029
	Development Expenditure	0	0	0	0	0	0
	Interest Payments	0	0	0	0	0	0
9	Administration Charges	140,284	130,633	9,651	140,284	130,633	9,651
3	Cost of Rechargeable Works	0	72,883	-72,883	0	72,883	-72,883
5	Net Deficit/(Surplus) on Operating Accounts	0	-30,479	30,479	0	-30,479	30,479
	<b>Total Expenditure</b>	<b>£2,797,584</b>	<b>£2,480,333</b>	<b>£317,251</b>	<b>£2,797,584</b>	<b>£2,480,333</b>	<b>£317,251</b>
	Profit/(Loss) on disposal of Fixed Assets	£0	£0	£0	£0	£0	£0
10	<b>Net Surplus/(Deficit)</b>	<b>-£70,934</b>	<b>£17,344</b>	<b>£88,278</b>	<b>-£70,934</b>	<b>£17,344</b>	<b>£88,278</b>

From: 01 April 2017  
To: 31 March 2018

Period To: 12  
Year Ended: 31 March 2018

Notes	Balance Sheet as at 31-3-2018	Opening Balance £	Movement This Year £	Closing Balance £
<b>11</b>	<b>Fixed Assets:</b>			
	Land and Buildings	215,383	29,696	245,079
	Plant and Equipment	413,716	-50,820	362,896
	Pumping Stations	108,285	-36,094	72,191
	Shared Consortium Assets	0	0	0
		<b>737,384</b>	<b>-57,219</b>	<b>680,165</b>
	<b>Current Assets:</b>			
12	Bank Account	201,734	95,119	296,853
	Stock	4,057	-2,587	1,470
13	Trade Debtors	13,558	10,326	23,884
14	Work in Progress	2,440	4,180	6,620
15	Term Deposits	1,500,000	50,000	1,550,000
16,17	Drainage Rates and Special Levies Due	66	135	201
18	Prepayments	0	0	0
	Prepayments to WMA	9,435	-37,534	-28,099
	Accrued Interest	0	0	0
	VAT Due	34,500	3,772	38,272
		<b>1,765,790</b>	<b>123,411</b>	<b>1,889,201</b>
	<b>Less Current Liabilities:</b>			
	Trade Creditors	162,758	-158,293	4,465
	Accruals	11,711	15,534	27,245
	Payroll Controls	0	0	0
	Debtors paid in advance	0	180	180
20	Loans due in less than one year	0	0	0
		<b>174,469</b>	<b>-142,579</b>	<b>31,890</b>
	<b>Net Current Assets</b>	<b>1,591,321</b>	<b>265,991</b>	<b>1,857,312</b>
	<b>Less Long Term Liabilities:</b>			
28	Net Pension Liability/(Asset)	185,000	33,000	218,000
20	Loans due in more than one year	0	0	0
		<b>185,000</b>	<b>33,000</b>	<b>218,000</b>
	<b>Net Assets</b>	<b>£2,143,705</b>	<b>£175,772</b>	<b>£2,319,477</b>
<b>21</b>	<b>Reserves:</b>			
	<b>Earmarked</b>			
19.	Grants Reserve	559,363	227,522	786,885
22	General Reserve	1,103,690	17,344	1,121,034
23	Development Reserve	100,751	0	100,751
	Plant Reserve	305,827	0	305,827
24	Capital Works Reserve	108,600	0	108,600
		<b>2,178,231</b>	<b>244,866</b>	<b>2,423,097</b>
	<b>Non-Distributable</b>			
25	Revaluation Reserve	150,474	-36,094	114,380
26	Pension Reserve	-185,000	-33,000	-218,000
		<b>-34,526</b>	<b>-69,094</b>	<b>-103,620</b>
	<b>Total Reserves</b>	<b>£2,143,705</b>	<b>£175,772</b>	<b>£2,319,477</b>

P J CAMAMILE MA FCIS  
CHIEF EXECUTIVE

S JEFFREY BSc (Hons) FCCA  
FINANCE OFFICER



From: 01 April 2017  
To: 31 March 2018

Period To: 12  
Year Ended: 31 March 2018

**Note Notes to the Accounts**

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

	<u>Y-T-D Budget</u>	<u>Y-T-D Actual</u>
Broadland District Council	159,062	159,062
Great Yarmouth Borough Council	179,887	179,887
North Norfolk District Council	280,337	280,337
South Norfolk District Council	2,480	2,480
	<u>621,766</u>	<u>621,766</u>

2 The Highland Water Claim for 2017/18 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 modest surplus of £2,991 has been made on Rechargeable Works.

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

	<u>Y-T-D Budget</u>	<u>Y-T-D Actual</u>
4803 Shared Income from WMA	137,520	156,333
4800 Sundry Income	9,000	173
4802 Summons Costs	409	75
	<u>146,929</u>	<u>156,581</u>

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

	<u>Y-T-D Budget</u>	<u>Y-T-D Actual</u>
Labour Operations Account	0	-1,647
Mobile Plant Operations Account	0	-28,833
	<u>0</u>	<u>-30,479</u>

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.

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 2017/18 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:

	<u>Y-T-D Budget</u>	<u>Y-T-D</u>
Labour Charges	293,333	240,636
Pump Attendance	31,471	25,817
Plant Charges	77,054	63,212
Insurance	12,528	10,278
Out-sourced repairs and maintenance	151,983	124,679
Materials	3,273	2,685
Electricity	213,950	175,514
Telemetry	999	819
Plant Hire	0	0
Depreciation	0	0
<b>Direct Works</b>	<u>784,591</u>	<u>643,641</u>
5400 Technical Support Staff Costs	263,536	301,450
5450 Other Technical Support Costs	7,010	1,871
5500 Biodiversity Action Plan Costs	16,000	15,146
<b>Maintenance Works</b>	<u>1,071,137</u>	<u>962,108</u>

9 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:

	<u>Y-T-D Budget</u>	<u>Y-T-D Actual</u>
6000 Administration Staff Costs	95,418	92,913

From: 01 April 2017  
To: 31 March 2018

Period To: 12  
Year Ended: 31 March 2018

**Note Notes to the Accounts**

6001	Other Administration Costs	41,666	35,024
6200	Drainage Rates AV Increases/(Decreases)	1,000	-1
6100	Kettlewell House Depreciation	1,029	1,029
6400	Sundry Expenses	321	483
6500	Settlement Discount	750	1,185
6300	Debtors written off	100	0
		<b>140,284</b>	<b>130,633</b>

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

	<b>Budget</b>
Development Reserve	0
Plant Reserve	0
General Reserve	-70,934
	<b>-70,934</b>

11 The movement in Fixed Assets is detailed in the Fixed Assets Register for 2017/18, which can be made available to members on request. Summarised movements are as follows:

	Land and Buildings	Plant and Equipment	Pumping Stations	Total
<b>Cost</b>				
Opening Balance as at 1-4-2017	239,270	544,563	412,722	1,196,555
(+) Additions	41,670	32,304	0	73,974
(-) Disposals	0	0	0	0
Closing Balance as at 31-3-2018	<b>280,940</b>	<b>576,867</b>	<b>412,722</b>	<b>1,270,529</b>
<b>Depreciation</b>				
Opening Balance as at 1-4-2017	23,888	130,847	304,436	459,171
(+) Depreciation Charge for year	11,974	83,124	36,095	131,193
(-) Accumulated depreciation written out on disposal	0	0	0	0
Closing Balance as at 31-3-2018	<b>35,862</b>	<b>213,971</b>	<b>340,531</b>	<b>590,364</b>
Net Book Value as at 31-03-2017	<b>215,383</b>	<b>413,716</b>	<b>108,285</b>	<b>737,384</b>
Net Book Value as at 31-3-2018	<b>245,079</b>	<b>362,896</b>	<b>72,191</b>	<b>680,165</b>

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 2012. Such assets have a Net Book Value of zero.

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:

	2016/17	2017/18
Opening Balance as at 1-4-2017 b/fwd	237,079	201,734
(+) Receipts	2,249,383	3,962,041
(-) Payments	-2,284,727	-3,866,922
(=) Closing Balance as at 31-3-2018 c/fwd	<b>201,734</b>	<b>296,853</b>
Balance on Statement as at 31-3-2018	146,280	315,115
Less: Unpresented Payments	55,454	-23,457
Add: Unpresented Receipts	0	5,196
Closing Balance as at 31-3-2018 c/fwd	<b>201,734</b>	<b>296,853</b>

13 Aged Debtor profile is currently as follows:

Debt period	Amount	Number of Debtors
<=30 days	2,832	1
>30 days and <=60 days (East Suffolk IDB. Paid March 2018)	0	0
>60 days and <=90 days	0	0
>90 days (See Below)	21,052	1
	<b>23,884</b>	<b>2</b>

>90 days



From: 01 April 2017  
To: 31 March 2018

Period To: 12  
Year Ended: 31 March 2018

**Note Notes to the Accounts**

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	0	-1
SCH34: Eel Monitoring at Halvergate and Somerton	0	0
SCH08: St Benet's Pumping Station	14,230	14,230
SCH66: Horsey Boat Dyke Culvert Emergency Works	0	0
SCH67: Horsey Boat Dyke Culvert Works FCERM7 Study	76,460	43,699
SCH69: Stokesby PS Bypass FCERM7 Study	40,000	60,725
SCH70: Tunstall PS Bypass FCERM7 Study	68,000	55,124
SCH71: Broads Culvert Surveys	0	18,055
SCH72: Horsey Boat Dyke Culvert	0	465,821
	<b>559,361</b>	<b>786,885</b>

£

Grant Reserve at 01.04.17	559361.79
Add Grants Received	1374865.00
Less Grant Applied	-1147341.77
<b>Grant Reserve at 31.03.18</b>	<b>786885.02</b>

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:

	<b>2016/17</b>	<b>2017/18</b>
Opening Balance, as at 1-4-2017 b/fwd	1,003,625	1,103,690
Net Surplus/(Deficit) for the year	89,953	17,344
Net transfer (to)/from Development Reserve	0	0
Net transfer (to)/from Capital Works Reserve	0	0
Revaluation Reserve adjustment	10,112	0
Closing Balance, as at 31-3-2018 c/fwd	<b>1,103,690</b>	<b>1,121,034</b>

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:

	<b>2016/17</b>	<b>Tfr from Gen. Reserve</b>	<b>Tfr to Gen. Reserve</b>	<b>2017/18</b>
Muckfleet and South Flegg (Former Sub District)	96,293	0	0	96,293
Middle Bure (Former Sub District)	4,458	0	0	4,458
	<b>100,751</b>	<b>0</b>	<b>0</b>	<b>100,751</b>

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:



From: 01 April 2017  
To: 31 March 2018

Period To: 12  
Year Ended: 31 March 2018

**Note Notes to the Accounts**

	2016/17	Tfr from Gen. Reserve	Tfr to Gen. Reserve	2017/18
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
Weedscreen Cleaner Panel - Stokesby & Mautby	13,000	0	0	13,000
Pumping Station Flap (up to 3)	12,000	0	0	12,000
Pumping Station Seals (up to 6)	36,000	0	0	36,000
Stokesby Main Drain Reproofing	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
	<b>108,600</b>	<b>0</b>	<b>0</b>	<b>108,600</b>

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

	2017/18
Opening Balance, as at 1-4-2017 b/fwd	150,474
Less:	
Pumping Station Depreciation	-36,094
Closing Balance, as at 31-3-2018 c/fwd	<b>114,380</b>

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 2017.

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 £1,908,000 as at 31 March 2018 that is shared by all 5 Member Boards. 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 23 January 2017.

**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 £257,977.84 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 £8,337.96 from the Board for pump attendant duties and £0.00 for 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 2017.

(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 B G Goose & Partners a sum of £0.00 for undertaking tractor & flail work during the reporting period. The Board's Operations Manager is a partner of this business.

(vi) The Board has paid Ben Goose ( BJ Goose Digger Hire Ltd) £152,867.16 during the reporting period for undertaking excavation and basket cutting work. The Board's Operations Manager is related to Ben Goose.

(vii) The Board has paid £343.44 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. This amount is for rent April - July 2017. The Board member Mr J Chapman is a Director in this company.

(viii) The Board has paid £154.10 for renting land at Horsey Pumping Station. The Board member, Mr Buxton of Horsey Estates, owns

**From:** 01 April 2017  
**To:** 31 March 2018

**Period To:** 12  
**Year Ended:** 31 March 2018

**Note** **Notes to the Accounts**

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this land.

- (ix) 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 31-3-2018.

P J CAMAMILE MA FCIS  
CHIEF EXECUTIVE

S JEFFREY BSc (Hons) FCCA  
FINANCE OFFICER

From: 01 April 2017  
To: 31 March 2018

Period To: 12  
Year Ended: 31 March 2018

BOX NO. ANNUAL RETURN, FOR THE YEAR ENDED 31 MARCH 2018	ACTUAL 2016/17 RESTATED (£)	ACTUAL 2017/18 £
<b>1 Balances brought forward</b>		
General Reserve	1,003,625	1,103,690
Development Reserve	100,751	100,751
Plant Reserve	305,827	305,827
Capital Works Reserve	108,600	108,600
Grants Reserve	111,619	559,362
Revaluation Reserve	196,680	150,474
Pension Reserve	-54,000	-185,000
<b>As per Statement of Accounts</b>	<b>1,773,102</b>	<b>2,143,704</b>
<b>(-) Fixed Assets, Long Term Liabilities and Loans</b>		
Pension Liability	-54,000	-185,000
Loans Outstanding (Current Liabilities)	-7,350	0
Long Term Borrowing	0	0
Net Book Value of Tangible Fixed Assets	504,988	737,384
	<b>443,638</b>	<b>552,384</b>
<b>(=) Adjusted Balances brought forward</b>	<b>1,329,464</b>	<b>1,591,320</b>
<b>2 (+) Rates and Special Levies</b>		
Drainage Rates	265,123	269,877
Special Levies issued by the Board	610,659	621,766
<b>As per Statement of Accounts</b>	<b>875,782</b>	<b>891,643</b>
<b>3 (+) All Other Income</b>		
Grants Applied	118,638	1,147,342
Rental Income	936	826
Highland Water Contributions	172,495	219,580
Income from Rechargeable Works	187,267	75,874
Investment Interest	5,640	5,831
Development Contributions	0	0
Other Income	127,047	156,581
Profit/(Loss) on disposal of Fixed Assets	0	0
<b>As per Statement of Accounts</b>	<b>612,023</b>	<b>1,606,034</b>
<b>(+) Income from Sale of Fixed Assets (above profit/(loss))</b>		
Capital Cost of disposals	0	0
Less: Accumulated depreciation written out	0	0
	<b>0</b>	<b>0</b>
<b>(+) Grants Applied to Grants Received Conversion</b>		
(-) Grants Applied	-118,638	-1,147,342
(+) Grants Received	566,381	1,374,865
	<b>447,743</b>	<b>227,523</b>
<b>(=) Adjusted Other Income</b>	<b>1,059,766</b>	<b>1,833,558</b>
<b>4 (-) Staff Costs</b>		
Labour Operations Account	365,932	440,380

From: 01 April 2017  
To: 31 March 2018

Period To: 12  
Year Ended: 31 March 2018

BOX NO. ANNUAL RETURN, FOR THE YEAR ENDED 31 MARCH 2018	ACTUAL 2016/17 RESTATED (£)	ACTUAL 2017/18 £
Technical Support Staff Costs	236,823	301,450
Administration Staff Costs	90,455	92,913
	<b>693,210</b>	<b>834,743</b>
<b>5 (-) Loan Interest/Capital Repayments</b>		
Loan Interest	299	0
Capital Repayments	7,350	0
<b>As per Statement of Accounts</b>	<b>7,649</b>	<b>0</b>
<b>6 (-) All Other Expenditure</b>		
Capital Works	128,525	1,186,445
Maintenance Works	790,067	962,108
Environment Agency Precept	151,184	158,743
Administration Charges	143,026	130,633
Cost of Rechargeable Works	166,070	72,883
Net Deficit/(Surplus) on Operating Accounts	18,679	-30,479
Development Expenditure	0	0
Depreciation of Pumping Stations	36,095	36,095
<b>As per Statement of Accounts</b>	<b>1,433,646</b>	<b>2,516,428</b>
<b>(-) Depreciation Charged (Non Cash)</b>		
Plant and Equipment	62,915	83,124
Pumping Stations	36,095	36,095
Land and Buildings	9,125	11,974
	<b>108,135</b>	<b>131,193</b>
<b>(-) Staff Costs now reported in Box 4</b>	<b>693,210</b>	<b>834,743</b>
<b>(+) Capitalised Additions</b>		
Land and Buildings	31,080	41,670
Plant and Equipment	309,451	32,304
	<b>340,531</b>	<b>73,974</b>
<b>(=) Adjusted Other Expenditure</b>	<b>972,833</b>	<b>1,624,466</b>
<b>7 (=) Balances carried forward</b>		
General Reserve	1,103,690	1,121,034
Development Reserve	100,751	100,751
Plant Reserve	305,827	305,827
Capital Works Reserve	108,600	108,600
Grants Reserve	559,362	786,885
Revaluation Reserve	150,474	114,380
Pension Reserve	-185,000	-218,000
<b>As per Statement of Accounts</b>	<b>2,143,704</b>	<b>2,319,477</b>
<b>(-) Fixed Assets, Long Term Liabilities and Loans</b>		
Pension Reserve	-185,000	-218,000
Loans Outstanding (Current Liabilities)	0	0
Long Term Borrowing	0	0



# Broads

## Drainage Board

From: 01 April 2017  
To: 31 March 2018

Period To: 12  
Year Ended: 31 March 2018

BOX NO. ANNUAL RETURN, FOR THE YEAR ENDED 31 MARCH 2018	ACTUAL 2016/17 RESTATED (£)	ACTUAL 2017/18 £
Net Book Value of Tangible Fixed Assets	737,384	680,165
	<b>552,384</b>	<b>462,165</b>
<b>(=) Adjusted Balances carried forward</b>	<b>1,591,320</b>	<b>1,857,312</b>
<b>8 Total Cash and Short Term Investments</b>		
Cash at Bank and in Hand	201,734	296,853
Short Term Investments	1,500,000	1,550,000
<b>As per Statement of Accounts</b>	<b>1,701,734</b>	<b>1,846,853</b>
<b>9 Total Fixed Assets and Long Term Assets (Net Book Value)</b>		
Land and Buildings	215,383	245,079
Plant and Equipment	413,716	362,896
Pumping Stations	108,285	72,191
Shared Consortium Assets	0	0
<b>As per Statement of Accounts</b>	<b>737,384</b>	<b>680,165</b>
<b>10 Total Borrowings</b>		
Loans Due (<= 1 Year)	0	0
Loans Due (> 1 Year)	0	0
<b>As per Statement of Accounts</b>	<b>0</b>	<b>0</b>



# Broads Drainage Board

From: 01 April 2017  
To: 31 March 2018

Period To: 12  
Year Ended: 31 March 2018

BOX NO. ANNUAL RETURN, FOR THE YEAR ENDED 31 MARCH 2018	ACTUAL 2016/17 RESTATED (£)	ACTUAL 2017/18 £
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7, 8 RECONCILIATION BETWEEN BOXES 7 AND 8	ACTUAL 2016/17 RESTATED (£)	ACTUAL 2017/18 £
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<b>7</b>	<b>Balances carried forward (adjusted)</b>	<b>1,591,321</b>	<b>1,857,312</b>
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**(-) Deduct: Debtors and Prepayments**

Trade Debtors	13,558	23,885
Stock and Work in Progress	6,498	8,090
Drainage Rates and Special Levies Due	66	201
Prepayments	0	0
Prepayments to WMA	9,435	-28,099
Accrued Interest	0	0
Vat Due from HMRC	34,499	38,272
	<b>64,056</b>	<b>42,349</b>

**(+) Add: Creditors and Payments Received in Advance**

Creditors Control Account	162,758	4,465
Accruals	11,711	27,245
Receipts Paid in Advance	0.00	180.00
	<b>174,469</b>	<b>31,890</b>

<b>(=) Box 8</b>		<b>1,701,734</b>	<b>1,846,853</b>
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**8 (=) Total Cash and Short Term Investments**

Cash at Bank and in Hand	201,734	296,853
Short Term Investments	1,500,000	1,550,000
	<b>1,701,734</b>	<b>1,846,853</b>

P J CAMAMILE MA FCIS  
CHIEF EXECUTIVE

S JEFFREY BSc (Hons) FCCA  
FINANCE OFFICER

11 MAY 2018

# Local Councils, Internal Drainage Boards and other Smaller Authorities in England Annual Governance and Accountability Return 2017/18 Part 3

## To be completed by:

- all smaller authorities\* where either the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; and
- any other smaller authorities that either:
  - are unable to certify themselves as exempt; or
  - have requested a limited assurance review.

## Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2017/18

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** is completed by the authority’s internal auditor.
  - **Sections 1 and 2** are to 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 **before 2 July 2018**.
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 requesting a limited assurance review, **must** send to the external auditor:
  - the Annual Governance and Accountability Return Sections 1, 2 and 3, together with
  - a bank reconciliation as at 31 March 2018
  - an explanation of any significant year on year variances in the accounting statements
  - your notification of the commencement date of the period for the exercise of public rights
  - Annual Internal Audit Report 2017/18

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

Once the external auditor has completed and is able to give an opinion on the limited assurance review, the Annual Governance and Accountability Return including **Section 3 – External Auditor Report and Certificate** will be returned to the authority.

## Publication Requirements

Smaller authorities with either income or expenditure exceeding £25,000 **must** publish on a public website, under the Accounts and Audit Regulations 2015, the Annual Governance and Accountability Return:

- **Section 1 – Annual Governance Statement 2017/18**, page 4
- **Section 2 – Accounting Statements 2017/18**, page 5
- **Section 3 – The External Auditor Report and Certificate 2017/18**, page 6
- Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.

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 Local Audit and Accountability Act 2014.

## Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2017/18

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return. *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 Annual Governance and Accountability Return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Avoid making amendments to the completed Annual Governance and Accountability Return. Any amendments must be approved by the authority, properly initialled and accompanied by an explanation. If the Annual Governance and Accountability Return 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 prior to approving the annual governance statement and before approving the accounts.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before sending it to the external auditor.
- Do not send the external auditor any information not specifically requested. However, you **must** inform your external auditor about any change of Clerk, Responsible Finance Officer or Chairman, and provide relevant email addresses and telephone numbers.
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the Annual Governance and Accountability Return 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 explanation.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs will be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2017) equals the balance brought forward in the current year (Box 1 of 2018).
- Please enter the authority's name **only** in Section 3 on Page 6. **Do not complete the remainder of that section**, which is reserved for the external auditor.
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the accounts and accounting records can be inspected. Whatever period the RFO sets it **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish 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.

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 <b>the dates set for the period for the exercise of public rights</b> , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes have been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', is an explanation provided?		
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 provided?		
	The bank reconciliation as at 31 March 2018 is agreed 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 is a sole managing trustee? <b>NB:</b> do not send trust accounting statements unless requested or instructed.		

\*More guidance on completing this annual return is available in **Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices**, which can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.slcc.co.uk](http://www.slcc.co.uk) or from [www.ada.org.uk](http://www.ada.org.uk)

# Annual Internal Audit Report 2017/18

## BROADS (2006) INTERNAL DRAINAGE BOARD

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2018.

The internal audit for 2017/18 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	Agreed? Please choose one of the following		
	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 and year-end bank account reconciliations were properly carried out.	✓		
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. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

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

29/3/18 - 27/4/18

Name of person who carried out the internal audit

Kathy Woodward INTERNAL AUDITOR

Signature of person who carried out the internal audit

KWoodward

Date

30/04/18

\*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 2017/18

We acknowledge as the members of:

BROADS (2006) INTERNAL DRAINAGE BOARD

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 2018, 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	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.
			✓	

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how the authority will address the weaknesses identified.

This Annual Governance Statement is approved by this authority and recorded as minute reference:

MINUTE REFERENCE  
DDIMBYT  
dated

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

Chairman SIGNATURE REQUIRED  
Clerk SIGNATURE REQUIRED

**Other information required by the Transparency Codes** (not part of Annual Governance Statement)  
Authority web address

AUTHORITY WEBSITE ADDRESS



## Section 3 – External Auditor Report and Certificate 2017/18

In respect of **BROADS (2006) INTERNAL DRAINAGE BOARD**

### 1 Respective responsibilities of the body and the auditor

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 2018; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

### 2 External auditor report 2017/18

(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 2017/18

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 2018.

\*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YY

\*Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2017/18 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))

# Broads (2006) IDB

## Schedule of Paid Accounts

Payment Date From : 01/01/2018

Payment Date To : 31/03/2018

<u>Account ID</u>	<u>Name</u>	<u>Details</u>	<u>Amount Paid This Period</u>
AN0120	Anglia Farmers Ltd	Electricity/Materials	62,792.18
BT0001	BT Payment Services	Telephone/Broadband	438.11
BT0002	BT Payment Services	Telephone/Broadband	247.32
CA0002	Cavell & Lind Ltd	Occupational Health	102.00
CI0001	City Electrical Factors	Spares & Repairs	11,956.91
CI0002	CITB	Mobile Testing Event	166.62
CJ0340	C J Spares Ltd	Spares/Parts/Oil	1,840.41
CL0001	Cleveland Containers Ltd	Container	2,562.00
CL0350	Clarke Hydraulics	Hydraulic Pipes	5,374.40
CR0002	Cranfield University	Capital Works	5,760.00
CU0001	A & W Cushion Ltd	Materials	329.09
DV0001	DVLA	Vehicle Tax	480.00
EA0002	East Suffolk IDB	Rechargeable Works	11,038.18
EA0003	East Coast Insulations Ltd	Asbestos Survey	360.00
EE0001	EE	Telephone	31.11
EN0001	Enforcement Bailiffs Ltd	Bailiff Fee	15.00
EO0550	E.On UK PLC	Electricity	153.76
FA0001	David Farrow	Surveys	875.00
GO0742	B J Goose Digger Hire Ltd	Drain Maintenance/Labour Capital	26,083.20
GS0001	G & S Stores Ltd	Small Tools	600.68
GYBC01	Great Yarmouth Borough Council	Rates	577.00
HA0001	M P Harris	Pump Maintenance	8,337.96
HA0005	Jeremy Halls	Surveys/monitoring	86.25
HA0007	Hayward United Farmer Ltd	Repairs/Maintenance	5.76
HU0001	Hubble	Small Tools	441.30
ID0901	I D Spares & Services Ltd	Pump Maintenance	664.20
IM0001	Impact Test Equipment Ltd	Hand Vane Tester	1,045.20
IN0002	Independent Lifting Services	Hardware	306.44
IN0950	Inland Revenue	Paye & NIC	21,379.52
JO0002	Roger Jones	Pump Attendant	2,174.64
JO0003	John Innes Centre	Contribution to Investigate	2,000.00
KI1105	Kings Lynn IDB	Rechargeable Work	72.18
KW1190	K & W Mechanical Services Ltd	Heightmasters	840.00
LO0001	Robin Lofty	Plant Maintenance	300.00
LO003	Longwater Construction Supplies	Ridgeidrain Pipe/R Storm	20,238.30
MA0007	Marshall Motor Group Ltd	New Vehicle	24,343.06
MI0002	MIG Anglia Ltd	Welding Equipment	7,476.00
NI1450	Nicholsons	Hardware/Fuel	3,053.22
NO0002	Norfolk County Council	Mink Control	1,230.00
NO0008	Norvic Training (UK) Ltd	First Aid Training	558.00
NO1470	Norfolk Pension Fund	Pension Contributions	18,407.95
NO1475	Norfolk Rivers IDB	Rechargeable Work	10,160.62

# Broads (2006) IDB

## Schedule of Paid Accounts

Payment Date From : 01/01/2018

Payment Date To : 31/03/2018

<u>Account ID</u>	<u>Name</u>	<u>Details</u>	<u>Amount Paid This Period</u>
OTT001	OTT Hydromet Ltd	Capital Works	8,947.68
PA0003	Parker Hydraulics and Pneumatics	Small Tools	621.56
PE0001	Peoplesafe	Lone Worker Unit	172.80
PU0001	Pulsar Process Measurement Ltd	Pulsar Unit/Repairs	175.20
RE0004	Rexel UK Ltd	Telemetry Upgrade	2,090.50
SA0001	Safe Fence Ltd	Plastic Road Barrier	1,748.99
SC0001	Scott & Sargeant Woodworking	Roller Conveyor	948.00
SG0001	SGS Engineering (UK) Ltd	Air Compressor	1,859.14
SO0001	South Holland IDB	Rechargeable Work	214.09
TH0003	Robert Thain	Maintenance Works	612.00
TY0001	Tyre Contract Services	Tyres and Repairs	54.00
VO0001	Vodafone	Mobile Phones	2,317.09
WA0001	Water Management Alliance	Rechargeable Work	34,883.11
WA0003	Watson Fuels	Gas Oil	6,526.20
WA0004	Watson Fuelcards D/D	Fuel	2,062.26
WA0005	Wasp Supplies Ltd	Small Tools	5,268.00
WH0001	Charles Wharton & Partners	Pump Attendant	1,163.26
WI0002	Wildlife Conservation Partnership	Barn Owl Recovery	2,000.40
YA0001	Yarmouth Rewinds Ltd	Breydon Pumping Control	20,874.84

**Please note that the amounts shown above include Vat £ 347,442.69**

**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>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)</p>	<p>Reduction in, or insufficient finance, grant and income</p> <p>EA may cease to pay highland water contributions to IDBs</p> <p>Possibility of IDBs having to adhere to water abstraction licencing regulations introduced January 2018</p>	<p>Erosion of Board's capital and general reserves</p> <p>Reduction in FCERM service the Board is able to provide</p> <p>Unable to replace assets as scheduled in asset management plan</p> <p>Potential prohibitive financial impact.</p>	<p>3</p>	<p>3</p>	<p>High 9 →</p>	<p>Explore alternative funding streams</p> <p>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 licencing</p>
	<p>Environment Agency (EA) is no longer willing or able to carry out work on sea defences that protects the Internal Drainage District, or continues to maintain these but to a</p>	<p>Potential overtopping into IDD in severe weather events and cost implications of managing the increase in water</p>	<p>2</p>	<p>3</p>	<p>High 6 →</p>	<p>Develop Investment Plan with key stakeholders in each flood compartment</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)
	reduced standard					
	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 →	<p>Need to formally identify, record and advise EA of works required. Develop protocol to undertake works on recharge basis</p> <p>Potential to implement PSCA to undertake works</p>
	<p>Operations works constrained by the Water Framework Directive legislation and Habitat Regulations Assessments</p> <p>Onus of proof sits with IDBs</p>	IDB could incur penalties/fines	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>

**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>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>	<p>Planning Authorities ignore advice provided by Board, which leads to increased flood risk</p> <p>Lack of staff resources results in turning a blind eye to Byelaw/Land Drainage Act infringements and contraventions or failure to collect development contributions and commuted sums</p> <p>Potential for developers to hand over management of SUDs to private management companies, who may fail in the long term, to maintain them</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 SUDs could have an adverse impact on the IDB infrastructure and subsequently increase the risk of flooding</p>	<p>2</p>	<p>3</p>	<p>High 6 ↑</p>	<p>Get involved with each constituent Planning Authority to better integrate/ coordinate planning and flood risk management issues</p> <p>Board comments made on planning applications are available on each Planning Authority's website</p> <p>Planning/Enforcement issues reported at Board and Committee meetings</p> <p>Lobby LPAs to include IDBs as Statutory Consultees and to treat IDB watercourses as SUDs</p> <p>Promote IDB services for adoption of SUDs in planning consents to ensure they are maintained in perpetuity</p> <p>SUDs adoption and charging policy approved by the Board on 23 January 2017.</p>

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

**Risk Assessment Matrix**

<b>Likelihood</b>			
Highly Likely	<b>Medium (3)</b>	<b>High (6)</b>	<b>High (9)</b>
Possible	<b>Low (2)</b>	<b>Medium (4)</b>	<b>High (6)</b>
Unlikely	<b>Low (1)</b>	<b>Low (2)</b>	<b>Medium (3)</b>
	Negligible	Moderate	Severe
	<b>Impact</b>		

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.

**Distributed to: Broads (2006) IDB Members**

Andrews T  
Alston H J  
Baugh L E  
Bird M  
Burton J  
Buxton R  
Cator H G  
Chapman J W  
Coleman M Mrs  
Coplestone J K Mrs  
Cox Mrs H  
Daniels S G  
Fairhead M Ms  
Fitch-Tillett A M Mrs  
Gay G D  
Grove-Jones P Mrs  
Harris M  
Hart K  
Millership M Mrs  
Northam W  
Nurden G  
O'Neill F  
Pearce N  
Price R C  
Rice P  
Robinson I  
Roll D  
Sharman F  
Smart M  
Strudwick T P  
Tallowin J G  
Tapp V  
Thirtle H  
Ward D C  
Weymouth S Mrs  
Wharton E  
Withers J W K  
Wright S D

**Officers**

Bloomfield G  
Brown G  
Camamile P J  
George P  
Goose A  
Jeffrey Miss S  
Laburn Ms C  
Philpot M