

A MEETING OF THE EAST SUFFOLK INTERNAL DRAINAGE BOARD WAS HELD IN ORFORD TOWN HALL, ORFORD, WOODBRIDGE, SUFFOLK ON WEDNESDAY, 13 JUNE 2018 AT 9.30 AM.

Elected Members

- * P Cooke
- * J Foskett
- N Garrod
- * Sir Edward Greenwell
- A Hall
- * C Loyd
- C Mann
- * R Mann
- M Paul
- * R Pipe
- * A Rowlands

Appointed Members

Ipswich BC

- * B Hall
- * O Holmes
- * P Smart

Mid Suffolk DC

- * J Caston
- Mrs W Marchant
- * K Welham

Suffolk Coastal DC

- * Mrs C Block
- * C Hedgley
- * Mrs J Marson
- * A Smith

**Babergh DC,
Ipswich BC,
Mid Suffolk DC,
Suffolk Coastal DC and
Waveney DC**

C Rivett

Vacancy

Present (70%)

Mr R Pipe in the Chair

In attendance:

Mr P J Camamile (Chief Executive),
Mr G Bloomfield (Catchment Engineer), Mr G Brown (Flood and Water Manager)
Miss K Thomas (Project Manager) and
Miss E Dixon (Funding and Community Manager and minutes)

ID East Suffolk IDB, Minute	Action
20/18 APOLOGIES FOR ABSENCE	
20/18/01 Apologies for absence were received on behalf of Messrs N Garrod, A Hall, C Mann, M Paul, C Rivett and Mrs W Marchant.	
20/18/02 Mr A Hall, elected member for the Blyth, Minsmere and Thorpeness electoral district had tendered his resignation from the Board on 8 June 2018. RESOLVED that this be noted.	
21/18 APPOINTED MEMBERSHIP CHANGES	
21/18/01 Members were informed that the Mid Suffolk District Council vacancy had been filled by the appointment of Mrs Wendy Marchant.	
21/18/02 Mr A Smith raised the issue of the upcoming East Suffolk merger between Suffolk Coastal District Council and Waveney District Council as from 1 April 2019. He suggested the WMA should make contact with the council with regard to the number of councillors reducing from 92 to 54 as this may affect the representation of the Board. New councillors will be confirmed in the fourth week of May, post elections 2019.	PJC
22/18 REMEMBRANCE	
22/18/01 Members stood in silence in remembrance of Mrs Sue Allen who had passed away in April 2018. Thanks and appreciation were recorded for Mrs Allen's service as an appointed member to the East Suffolk IDB. RESOLVED that this be noted.	
23/18 DECLARATIONS OF INTEREST	
23/18/01 Sir Edward Greenwell declared an interest in all matters pertaining to the Alde/Ore Estuary Partnership due to his role as Chairman of that group. Mrs J Marson declared an interest in all matters pertaining to the Alde/Ore Estuary Partnership due to her membership of that group. Mrs Marson also declared a potential conflict of interest in that she is appointed by Suffolk Coastal District Council to the East Suffolk IDB as its representative but is also an agricultural ratepayer in the Board's district. RESOLVED that this be noted.	
23/18/02 Mrs C Block declared an interest in all matters pertaining to the Deben Estuary Partnership due to her membership of that group. RESOLVED that this be noted.	
23/18/03 Declarations of Interest are still to be received from Messrs B Hall and O Holmes (Ipswich Borough Council). Mr Hall requested another form is sent to him for completion.	MEC

ID East Suffolk IDB, Minute	Action
<p>24/18 MINUTES OF THE LAST BOARD MEETING</p>	
<p>24/18/01 The minutes of the last Board meeting held on 26 January 2018 were approved and signed as a true record. Arising therefrom:</p>	
<p>24/18/02 Induction for Board Members (03/18/02)</p> <p>Mr A Smith recorded his appreciation of the availability of a paper copy of maps of the Board’s district for the meeting. It was agreed that a link to the maps on the Board’s website would be sent to members on request.</p>	<p>GB</p>
<p>24/18/03 UK Power Networks (UKPN) issues at pumping stations (03/18/03)</p> <p>Mr R Mann recorded his wish that the Board actually writes to UK Power Networks about the increased risk to power supply and subsequently to flood risk, caused by the installation of underground power supply, and asked this to be recorded in the minutes.</p>	
<p>24/18/04 De-maining Update (03/18/05)</p> <p>The Project Manager reported that the demaining pilot study in Norfolk and Suffolk was currently on hold.</p>	
<p>24/18/05 Flooding Issues at Ufford (04/18/02)</p> <p>The Catchment Engineer provided a verbal update on this ongoing issue.</p>	<p>GB</p>
<p>25/18 ALDE AND ORE WORKS COMMITTEE MEETING</p>	
<p>25/18/01 The recommendations arising from the Lower Alde and Ore Works Committee meeting minutes of 15 May 2018, (a copy of which is filed in the Report Book), were considered in detail. Arising therefrom:</p>	
<p>25/18/02 Estuary Works Programme Update (07/18/06 and 09/18/01)</p> <p>The Board Chairman requested an adjustment on wording of the Committee minutes 07/18/06 and 09/18/01 to clarify the £10k spend/£800K cap and it was agreed to amend and combine these two minutes to record:</p> <p>“The Catchment Engineer had requested from the Works Committee a £10k lump spend for delivery in works board area from £2.2m pot without having to ask the Committee for prior approval. To prevent continual meetings asking for money for work, the Chair asked the Committee to consider agreeing not to let the debt go beyond £800k to enable recycling of money from the AEOT. The Committee agreed to make this recommendation to the Board and Officers will provide accounts on the works carried out.”</p> <p>Board members considered and agreed to approve the £10k spend</p>	

ID East Suffolk IDB, Minute	Action
<p>from the loan together with the recommendation that the debt does not go beyond £800k. RESOLVED that this be noted.</p>	
<p>25/18/03 Slaughden (09/18/03)</p> <p>The poor condition of the sea bank at Slaughden was noted and it was agreed that Sir Edward Greenwell would include this, and the issue of obtaining data on Slaughden from the EA, in his report to Suffolk Coastal Forum.</p>	<p>EG</p>
<p>26/18 RIVER DEBEN CATCHMENT WORKS COMMITTEE MEETING</p>	
<p>26/18/01 The recommendations arising from the River Deben Catchment Works Committee meeting minutes of 22 May 2018, (a copy of which is filed in the Report Book), were considered in detail. Arising therefrom:</p>	
<p>26/18/02 Deben Estuary Partnership (DEP) Update (02/18/04)</p> <p>In response to Mrs C Block's query on Flood Cell 4 it was agreed that the Catchment Engineer would follow up with the EA to confirm whether or not they had started works in Flood Cell 4.</p>	<p>GB</p>
<p>27/18 OPERATIONS REPORT</p>	
<p>27/18/01 The Operations Report was considered in detail and approved (a copy of which is filed in the Report Book). Arising therefrom:</p>	
<p>27/18/02 Health and Safety (6)</p> <p>There were no incidents for report during this reporting period. RESOLVED that this be noted.</p>	
<p>28/18 PLANNING</p>	
<p>28/18/01 The Planning Report was considered in detail and approved (a copy of which is filed in the Report Book). Arising therefrom:</p>	
<p>28/18/02 The Flood and Water Manager updated members on Sustainable Drainage Systems (SUDs)/Planning/Funding. The Flood and Water Manager is currently producing policies and procedures for engagement with Local Authorities to ensure we are consulted on key planning applications.</p>	<p>GBr</p>
<p>28/18/03 Delegated Consents (3.1)</p> <p>The delegated consents granted by officers using their delegated authority were considered in detail and approved. RESOLVED that this be noted.</p>	

28/18/04 Surface Water Development Contribution (SWDC) (3.2)

It was agreed and thereby RESOLVED to approve an 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 opinion of the detailed review of the surface water development contribution rate. Once this had been finalised it would be presented to the Board for adoption.

29/18 ENVIRONMENTAL REPORT

29/18/01 The Environmental Report was considered in detail and approved (a copy of which is filed in the Report Book). Arising therefrom:

29/18/02 Biodiversity Action Plan (1.2.1)

Members were advised that the finalised Biodiversity Action Plan is now available to view on the Board's website.

29/18/03 Biosecurity Policy and Procedures (1.2.2)

Members considered and approved the Biosecurity Policy that had been produced by ADA and modified by the Environmental Manager to meet the requirements of the East Suffolk IDB, (a copy of which is filed in the Report Book). Arising therefrom:

29/18/04 It was agreed and thereby RESOLVED to adopt the biosecurity procedures as set out in the Board's Biosecurity Policy.

30/18 INTERNAL AUDIT REPORT 2017/18

30/18/01 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 considered in detail and approved. Arising therefrom:

30/18/02 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.

31/18 APPOINTMENT OF INTERNAL AUDITOR FOR 2018/19

31/18/01 It was agreed and thereby RESOLVED to approve the re-appointment of the King's Lynn & West Norfolk Borough Council's (shared with Fenland District Council) Internal Audit Service to undertake the Board's Internal Audit for 2018/19.

**32/18 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2017/18
PART 3 SECTION 1
ANNUAL GOVERNANCE STATEMENT**

32/18/01 The Annual Governance Statement shown in Section 1 of the East Suffolk IDB Annual Governance and Accountability Return for the year ended 31 March 2018 was considered in detail and approved by the Board.

33/18 FINANCIAL REPORT YEAR ENDING 31 MARCH 2018

33/18/01 The Financial Report for the year ending 31 March 2018, (a copy of which is filed in the Report Book), was considered in detail and approved. Arising therefrom:

33/18/02 Members noted the outstanding Highland Water Contribution from the EA. The Chief Executive reported that Highland Water Contributions are paid by cheque, with the last payment not yet received. The EA is currently investigating this.

33/18/03 It was agreed that the Catchment Engineer would provide web portal details for the telemetry system, in particular to Mr R Pipe for the AHB Tidal Pumped Sub District and to Sir Edward Greenwell for the Lower Alde Tidal Pumped Sub District. CHECK

32/18/03 Outstanding Loans

The Chief Executive raised the possibility of early repayment of previous loans in the Lower Alde Sub District due to reserves held and current interest rates, for consideration by the Lower Alde & Ore Works Committee. RESOLVED that this be noted. CHECK

PJC/SJ

**34/18 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2017/18
PART 3 SECTION 2
ACCOUNTING STATEMENTS 2017/18**

34/18/01 The Accounting Statements shown in Section 2 of the East Suffolk IDB Annual Governance and Accountability Return for the year ended 31 March 2018 were considered in detail and approved by the Board.

**35/18 DATE OF COMMENCEMENT PERIOD FOR THE EXERCISE OF
PUBLIC RIGHTS**

35/18/01 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 18 June 2018 and ending 27 July 2018. RESOLVED that this be noted.

36/18 SCHEDULE OF PAID ACCOUNTS

- 36/18/01** The Schedule of Paid Accounts for the period of 1 January 2018 to 31 March 2018 totalling £184,194.96 (a copy of which is filed in the Report Book) was considered in detail and approved. There were no matters arising.

37/18 REVIEW OF OBJECTIVES 2017/18

- 37/18/01** The Performance Review of objectives for 2017/18, (a copy of which is filed in the Report Book), was considered in detail and approved. Arising therefrom:

- 37/18/02** The objectives for 2017/18 had been achieved and/or were ongoing where appropriate save for the objective noted below that had not been started:

- The review of the Board's arterial network and its Infrastructure Adoption/Abandonment Policy.

It was agreed to roll this objective into 2018/19 together with those 2017/18 objectives still ongoing. RESOLVED that this be noted.

38/18 OBJECTIVES 2018/19

- 38/18/01** It was agreed and thereby RESOLVED to approve the following objectives, (including those rolled over/still ongoing from 2017/18), for 2018/19:

1. To ensure that expenditure does not exceed the net expenditure budget for 2018/19 and plan for subsequent years' rate increases to equate to no more than an inflationary rise, unless otherwise approved by the Board.
2. To ensure that the EA's annual precept charge on the Board is fair and that it is spent on work that benefits the Internal Drainage District.
3. To make progress with changing the legislation to enable the Board to extend its area, should Highland Water Contributions be reduced or no longer made by the EA to the Board for managing surface water entering the Drainage District from the Upland Catchment, subject to their being local support for doing so.
4. To help introduce a sustainable investment programme primarily for the 'low consequence' main river network that the Board's watercourses discharge into, by working with the EA, SCC, NE and our other partners.
5. To review the arterial network and the Board's Infrastructure

Adoption/Abandonment Policy.

6. To help introduce a sustainable investment programme primarily for the 'uneconomic' sea walls that protect the Board's District, by working with the EA, AOEP/AOET, DEP, SCC, SCDC, WDC, NE and our other partners.

39/18 MATERIAL CHANGES TO THE RISK REGISTER

39/18/01 Members considered the risk register for those risks with a risk assessment matrix score of ≥ 6 . Arising therefrom.

39/18/02 It was agreed that the risk of insufficient funding from the AOET for works in the Alde/Ore Estuary would be mitigated by the costed works programme provided and the £800k cap on expenditure as previously agreed in this meeting. It was therefore agreed to update the risk register to reflect this. RESOLVED that this be noted.

MEC

39/18/03 References to 'Planning/Enforcement' within the risk register will be amended to 'Flood and Water' in line with the recent name change across all the WMA Member Boards.

MEC

40/18 REGISTER OF ELECTORS

40/18/01 The Register of Electors had been prepared in accordance with Rule 3 (11) of the Land Drainage (Election of Drainage Boards) Regulations 1938 (as amended) with notice of the availability of the Register published on the Board's website. Since no objections to the Register had been received it was agreed and thereby RESOLVED to approve the Register of Electors in accordance with the above Regulations.

41/18 APPOINTMENT OF DATA PROTECTION OFFICER

41/18/01 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:

41/18/02 It was agreed and thereby RESOLVED to include the role of Data Protection Officer within the Chief Executive's remit.

42/18 MODEL IDB POLICY STATEMENT

42/18/01 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.

43/18 BLYTHE ESTUARY PARTNERSHIP (BEP)

ID East Suffolk IDB, Minute	Action
<p>43/18/01 The Project Manager provided a verbal update on behalf of the Blyth Estuary Partnership.</p>	
<p>44/18 CORRESPONDENCE</p>	
<p>44/18/01 There was no correspondence requiring the Board's consideration during this reporting period.</p>	
<p>45/18 TRAINING/INDUCTION FOR BOARD MEMBERS</p>	
<p>45/18/01 It was noted that induction packs had already been sent to appointed members and it was agreed that the Project Manager would also email the induction packs to elected members.</p>	<p>KT</p>
<p>45/18/02 It was agreed to extend the October 2018 Board meeting to include an induction session for all members. RESOLVED that this be noted.</p>	<p>KT/ED</p>
<p>46/18 NEXT MEETING</p>	
<p>46/18/01 The next meeting would take place in Orford Town Hall on 10 October 2018 at 10.00 am.</p>	
<p><i>Post meeting note: Due to prior bookings with Orford Town Hall, the 10 October Board meeting will commence at 10.30 am.</i></p>	
<p>47/18 ANY OTHER BUSINESS</p>	
<p>47/18/01 On behalf of East Suffolk IDB the Chairman, Mr R Pipe presented Sir Edward Greenwell with the gift of a painting, to mark members' thanks and appreciation to Sir Edward for Chairing the East Suffolk IDB and its predecessor Boards the Lower Alde and Middle Alde IDBs for the last thirty eight and a half years. Sir Edward was elected as Chairman of the Lower Alde IDB in February 1979 and of the Middle Alde IDB in March 1988. The two IDBs amalgamated into the Lower Alde IDB in 2000 with Sir Edward continuing as Chairman. He Chaired the East Suffolk IDB from January 2008 until his resignation in June 2017 and he continues to serve on the East Suffolk IDB as an elected member.</p>	
<p>48/18 OPEN FORUM: TO HEAR FROM MEMBERS OF THE PUBLIC, WITH LEAVE OF THE CHAIRMAN</p>	
<p>48/18/01 There were no members of the public present at this meeting.</p>	
<p>49/18 CONSORTIUM MATTERS</p>	
<p>49/18/01 The unconfirmed minutes of the last Consortium Management Committee meeting held on 23 March 2018 were considered in detail</p>	

and approved. There were no matters arising.

49/18/02 Schedule of Paid Account

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 by the Board. There were no matters arising. RESOLVED that this be noted.

49/18/03 Finance Report

The WMA Finance Report for the period of 1 April 2017 to 28 February 2018, as approved at the Consortium Management Committee meeting on 23 March 2018, together with the projected out-turn for year ending 31 March 2018 was considered in detail and approved by the Board. There were no matters arising. RESOLVED that this be noted.

49/18/04 Issues for discussion at the next CMC meeting

There were no specific issues raised by Members requiring discussion at the next Consortium Management Committee meeting on 29 June 2018.

50/18 CONFIDENTIAL BUSINESS

50/18/01 It was agreed and thereby RESOLVED to exclude the public from the next part of the meeting due to the confidential nature of the business to be transacted, in accordance with Section 2 of the Public Bodies (Admission to Meetings) Act 1960.

51/18 CONFIDENTIAL MINUTES

51/18/01 The confidential minutes of the meeting held on 26 January 2018, (a copy of which is filed in the Report Book), were considered in detail and approved. There were no matters arising.

**A MEETING OF THE EAST SUFFOLK IDB ALDE & ORE WORKS COMMITTEE
WAS HELD AT ORFORD TOWN HALL, ORFORD, WOODBRIDGE, SUFFOLK ON
TUESDAY, 15 MAY 2018 AT 11.30 AM.**

<p>Elected Members P Cooke M Cordle * Sir Edward Greenwell * J Greenwell * J Grimsey * A Howe</p>	<p>Elected Members * R Mann * Mrs J Marson * R Pipe R Skepper * P Waring * G Watson</p>
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Present (69%)

Guests
* T Massey
P Pool, Ratepayer
J Hailes, Ratepayer

Mrs J Marson in the Chair

In attendance:
Mr G Bloomfield (Catchment Engineer)
Ms K Thomas (Project Manager)
Mr P Roberts (Operations Engineer)
Ms E Dixon (Funding & Community Engagement and minutes)

ID	East Suffolk IDB, Alde & Ore Works Committee, Minute	Action
01/18	APOLOGIES FOR ABSENCE	
01/18/01	Robert Skepper, M Cordle, P Cooke.	
01/18/02	Lulu Cooke stood in for P Cooke.	
02/18	MINUTES OF LAST MEETING	
02/18/01	The minutes of the last Alde and Ore Works Committee meeting held on 2 October 2017 were considered in detail and approved subject to the amendment to minute 23/17/02 to record that grass cutting was undertaken by the EA.	
03/18	MATTERS ARISING	
03/18/01	Pump Maintenance (25/17/01)	

ID	East Suffolk IDB, Alde & Ore Works Committee, Minute	Action
	The Catchment Engineer recorded that he had written to UK Power Networks who had acknowledged the potential electricity issues at Iken and Chillesford pumping stations and it was agreed to continue to monitor this situation.	
04/18	INCOME AND EXPENDITURE YEAR ENDING 31 MARCH 2018	
04/18/01	Members considered the detailed income and expenditure account for the year ending 31 March 2018. There were no matters arising.	
05/18	MAINTENANCE/DRAINAGE ISSUES	
05/18/01	Failing pump lights at Gedgrave and Iken pumping stations were reported.	PR
05/18/02	Thanks were recorded to Pete Roberts for recent works carried out on dredging in ditches at Iken.	
06/18	NOMINATIONS FOR COMMITTEE MEMBER	
06/18/01	The resignation was received from Mr Andrew King. The Committee considered and approved the nomination for Mr Tom Massey to replace Mr King.	
07/18	ESTUARY WORKS PROGRAMME UPDATE	
07/18/01	Mrs J Marson gave update on Phase 1 Aldeburgh. Not heard back from Trust with regard to contribution to pay back money for works carried out, nor what the process/timeline for repayment is. Raised issued that the local Tenant Farmer may claim for 'loss' of grazing / income during works. Landowner/Tenant not paid IDB rates for 10 years.	
07/18/02	The Catchment Engineer recorded that the Tenant Farmer has had benefit in kind due to East Suffolk IDB carrying out Water Vole mitigation works. Trust have auditors in to check works carried out at Aldeburgh Town Marsh. Current issues are: Rate of grass growth (due to people walking on it) and crack in wall (which will be repaired before we can hand it over to EA). Trust may pay £50k nominal payment towards Aldeburgh wall works.	
07/18/03	Mrs J Marson - Trust relationship is now smoother. ESIDB submitted costed programme of works – now agreed in principle to pay £94k.	
07/18/04	Catchment Engineer - Paying half upfront in order for ESIDB to pay	

ID	East Suffolk IDB, Alde & Ore Works Committee, Minute	Action
	sub contractors.	
07/18/05	Mrs J Marson – £2.2 million loan remaining. NO projects will start without approval of East Suffolk IDB and this Works Committee.	
07/18/06	Catchment Engineer asked Works Committee for £10k lump spend for delivery in works board area from £2.2 million pot without having to ask Committee for prior approval. Committee voted yes (recommendation that the East Suffolk IDB approves this £10k spend from the loan).	
07/18/07	Catchment Engineer also asked for costs for door step surveying for Iken. Committee voted yes (recommendation for Board approval).	
07/18/08	Committee agreed to recommend that the Board approves in principle to fund repairs to Aldeburgh Wall, subject to £800k cap not being exceeded.	
07/18/09	Project Manager gave update on Iken residents and increased flood risk and money required for surveys.	
07/18/10	Sir Edward Greenwell gave update on the Alde and Ore Estuary Partnership (AOEP) – feedback on modelling works. Less work required on FC 2 & 3 (so less cost) Officers aiming to go back to AEOT end of September with costed plan of works, if terms of grant offer are agreed. General public appeal for £5 million in Autumn - £360k in bank so far. Snape Maltings & Village 2018/19 - Aldeburgh 2019 flood risk assessment permit (FRAP) being written for Iken. Snape Maltings may be going for works this year – but that entails a separate business case for EA separate to Snape Village. Sir Edward Greenwell asked for confirmation on what years’ works will be done in each area and cost for Snape / Iken in order to facilitate better funding.	
08/18	NEXT MEETING	
08/18/01	To be confirmed after the East Suffolk IDB Meeting.	
09/18	ANY OTHER BUSINESS	
09/18/01	Mr R Pipe – to prevent continual meetings asking for money for works, can Committee agree not to let the debt go beyond £800k to enable recycling of money from the AEOT. Committee agreed to this and to make this recommendation to the Board. Officers will provide accounting on works carried out.	
09/18/02	Mrs J Marson – thanked Pete Roberts for monitoring of Slaughden	

ID	East Suffolk IDB, Alde & Ore Works Committee, Minute	Action
	during the storms. SMP – currently being looked at this autumn 2018.	
09/18/03	Pete Roberts gave update – ESIDB continued to monitor Slaughden during any storms. Slaughden not in a good way. Crest has narrowed and flattened. Section at southern end is focal point for erosion. Environment Agency has said there is a plan should Slaughden breach. Sir Edward Greenwell had spoken to David Kemp, EA about future shingle material.	JM or RP to raise issue of current Slaughden data from EA at next ES IDB Board mtg
09/18/04	Project Manager gave update from SCF/SMP policy review. ESIDB is not privy to what information the EA has on Slaughden. Can the Board ask for this?	
10/18	Open Forum: to hear from any member of the public, with leave of the Chairperson	
10/18/01	No matters raised.	

A MEETING OF THE EAST SUFFOLK IDB RIVER DEBEN CATCHMENT WORKS COMMITTEE WAS HELD AT LOW FARM, BRIDGE ROAD, BROMESWELL, WOODBRIDGE ON TUESDAY, 22 MAY 2018 AT 2PM.

<p>Elected Members</p> <ul style="list-style-type: none"> * D Adams * J Foskett * G Henderson * M Hollingsworth B Kerr J Kerr 	<p>Elected Members</p> <ul style="list-style-type: none"> C Loyd * C Mann * M Paul W Pipe
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Guests

- * T Darby (SWAG)
- R Pipe (East Suffolk IDB Chairman)

Present (43%)

Mr M Paul in the Chair

In attendance:

Mr P Roberts (Operations Engineer) and
Ms E Dixon (Community Engagement and minutes)

ID	East Suffolk IDB: River Deben Catchment Works Committee	Action
	01/18 APOLOGIES FOR ABSENCE	
01/18/01	Apologies for absence were received on behalf of B Kerr, J Kerr, Charles Loyd and R Pipe, (W Pipe absent)	
	02/18 MINUTES OF THE LAST COMMITTEE MEETING	
02/18/01	The minutes of the last Committee meeting held on 6 December 2017 were approved as a true record. Arising therefrom:	
02/18/02	Flooding Issues at Ufford (11/17/02)	
	Nothing has happened so far. Pete Roberts to speak to Tom Jones about IMRN for Ufford area.	PR
02/18/03	Planning (11/17/04)	
	Planning – issues raised of Adastral Park. P Roberts to speak to Graham Brown, Flood and Water Manager about this, updates on relevant issues to be prepared for presentation at next meeting.	PR
02/18/04	Deben Estuary Partnership (DEP) Update (11/17/05)	

ID East Suffolk IDB: River Deben Catchment Works Committee	Action
<ul style="list-style-type: none"> (i) 2 new footpaths in pipeline - Coastal Path and Estuary Walk (idea being mooted at the moment). Concerns raised over bird disturbance, erosion of top of sea wall from footfall. (ii) ES IDB awaiting to re-start high level costing project for future works at FC01 Bawdsey. (iii) No new works on Flood Cell 4 have been delivered by EA, preliminary investigation works appear to be underway as reported by Board members. 	
03/18 INCOME AND EXPENDITURE YEAR ENDING 31 MARCH 2018	
03/18/01 The Income and Expenditure account, (a copy of which is filed in the Report Book), was considered in detail. Arising therefrom:	
03/18/02 Mr D Adams queried if Kings Fleet PS costs were the value after highland water contributions were removed, clarity sought from officers.	PR
04/18 PUMP ATTENDANTS VERBAL UPDATE	
04/18/01 Pumps in the Deben catchment were serviced in 2017. No pumping issues raised.	
04/18/02 Falkenham Pump weed screen has to be cleaned by hand.	
05/18 MAINTENANCE UPDATE INCLUDING FIVE-YEAR PROGRAMME	
05/18/01 P Roberts gave update on Maintenance and forecast budgets/works programme. £13.6k sub District 1 and £9.2k gravity catchments of Deben. East Suffolk IDB returning to areas worked on last year and new areas have been added onto programme. If anyone has issues, please contact P Roberts.	PR to produce spreadsheet of Drains Maintenance programme for members for 2018
05/18/02 Bawdsey Wall – water vole mitigation to be carried out before work can start. Initial surveys already been carried out.	
06/18 COMMITTEE MEMBERSHIP VACANCIES	
06/18/01 Members received Mr R Garnham’s resignation from the Committee as sent to Mr M Paul in February 2018. It was agreed to accept Mr Tim Darby’s nomination for Committee membership.	
07/18 DEBEN ESTUARY PARTNERSHIP (DEP) UPDATE	
07/18/01 Reported in minute 02/18/04.	

ID East Suffolk IDB: River Deben Catchment Works Committee	Action
08/18 NEXT MEETING DATE	
08/18/01 It was agreed to hold the next Committee meeting on Tuesday, 4 December 2018 at 14:00hrs at Kirton Lodge, courtesy of Mr M Paul.	
09/18 ANY OTHER BUSINESS	
09/18/01 T Darby gave an update on HWMP –license application gone in my IDB, applied for 1 million cubic metres to allow abstract of water at high flow periods. Project now 11km instead of 18km of pipeline. No further than Brightwell. 3 to 4 principal landowners involved. Grant window no longer being chased – not aiming for work to start in 2018. Discussion still ongoing with planners. Cranfield student to be starting research into salinity issue on yields.	TD to provide M Creasy with an update on HWMP before December mtg
09/18/02 D Adams raised issue regarding dredging in Kings Fleet/Falkenham area with respect to placing of dredged material. P Roberts confirmed that the material was placed within arm’s reach of the excavator so as to comply with waste legislation. Beneficial effects of the large volume of material removed from drains is visible from telemetry and the Catchment Engineer has previously discussed this with DA and also wider at sub-committee meetings.	
09/18/03 MEETING FREQUENCY	
Issues raised due to diminishing membership and a need for more members from North Side and Upper Deben were recorded.	GH to approach Bawdsey Manor with regard to joining committee
Can Mary send a letter out to members regarding membership?	

OPERATIONS REPORT FOR THE PERIOD FEBRUARY 2018 – JUNE 2018

1. Operational information for the Board

Revenue Maintenance Works

- 1.1 Pumped catchment maintenance work was successfully delivered up to the end of March 2018. Expenditure is in line with that reported for the end of year accounts.
- 1.2 A draft maintenance programme for pumped and gravity catchments is in place for financial year 2018/19. Financial forecasts were presented at the last Board meeting in January 2018.
- 1.3 Scoping visits for the start of the 2018 maintenance programme will take place over mid to late summer. Pumped and gravity catchment maintenance will get underway again in the autumn.

1.4 EA Main River Maintenance Work

Working under a PSCA with the Environment Agency, East Suffolk IDB will undertake main river maintenance work at locations across the East Suffolk IDB district. These locations will be decided by East Suffolk IDB officers based on optimum areas that will benefit the efficient operation of our systems, as well as reducing risk to people and property.

This is a three year agreement across the WMA Eastern boards including Waveney, Lower Yare and Lothingland IDB.

In 2017/18 East Suffolk IDB completed £80.5K worth of work on Main River that would otherwise not have been completed outside this programme.

In February 2018 works were completed at Henham Park to remove significant blockages from 2.5KM of the River Wang and 0.3KM of the River Hen. This work was supplemented by £5K provided by the Environment Agency under the Water Environment Improvement Fund to install around 20 timber deflectors in channel for habitat improvement.

The work, as publicised in a recent article in the East Anglian Daily Times, has been well received by the EA and lauded for demonstrating the efficiencies and benefits that can be gained through close partnership working and we continue to work with the EA to identify further opportunities through 18/19.



River Wang at Henham Before



River Wang at Henham After

Over 47KM of watercourse was assessed in April 2018, generating approximately 12KM of maintenance work worth approximately £45K for the 2018/19 programme, including on the River Wang, River Hen, Minsmere Old River, Hollesley Watercourse and River Deben.

The Environment Agency have provided detailed maps of their 18/19 maintenance programme and scoping work will continue to prioritise works where none is programmed.

2. Pumped Districts

2.1 Tidal Blyth Catchment

2.1.1 Reydon Pumping Station (No. Pumps - 2)

No major problems reported.

Working with the landowner and Suffolk Wildlife Trust (SWT) a reconditioned Water control structure and culvert has been supplied by the Board and installed by SWT contractor Barry Day to help regulate flows and control weed migration downstream towards the pumping station which has been an ongoing nuisance.

Board Officers have also adjusted the water level regime, increasing the level enhance the water dependent habitat newly created within the grazing marshes. The levels are being monitored daily and will be adjusted as required as habitat develops.

The habitat development is expected to benefit Biodiversity Action Plan (BAP) target species consistent with the Boards policies.

The existing weed screen corrosion is extensive under the waterline and therefore replacement parts under construction.

2.2 Tidal Alde & Ore Catchment

2.2.1 Butley Pumping Station (No. Pumps - 1)

No major problems reported.

2.2.2 Chillesford Pumping Station (No. Pumps -1)

No major problems reported.

2.2.3 Gedgrave Pumping Station (No. Pumps - 1)

Replacement of the outfall pipe flap valve is needed, having broken in early March. An emergency call out and temporary fix was implemented. A new 600mm diameter HDPE outfall flap is on site and awaiting fitting at the next available set of low tides, surge tide having precluded safe access on the last attempt.

2.2.4 Sudbourne Pumping Station (No. Pumps - 1)

No major problems reported.

Extensive Weed-cutting programme upstream of pumping station completed.

2.2.5 Iken Pumping Station (No. Pumps -1)

No major problems reported.

EA Main River Bologney watercourse desilt completed.

2.2.6 Hollesley Colony Marsh Pumping Station (No. Pumps - 1)

No major problems reported.

2.3 Tidal Deben Catchment

2.3.1 Bawdsey Pumping Station (No. Pumps - 1)

No major problems reported.

2.3.2 King's Fleet Pumping Station (No. Pumps - 1)

No major problems reported.

2.3.3 Falkenham Pumping Station (No. Pumps -2)

No major problems reported.

3. Gravity Districts

Nothing to report.

4. Capital Works & Operational Matters

4.1 Capital Works

Sudbourne Eel Friendly Pumping Station Trial

Nothing to report.

4.2 Strategic sourcing of clay for flood defence

No further waste exemption licences have been secured for landowners at this time.

4.3 Deben Estuary Partnership (DEP)

We are working with the DEP to progress projects arising from the Deben Estuary Plan at their request. We attended the recent DEP Steering Group meeting on the May 2018 in relation to progressing flood defence improvements at Bawdsey Marsh Wall (Flood Cell 1 in the Estuary Plan).

IDB engineers were requested to pause work on the further reassessment of high level costs for the defence works in late January pending discussions about funding and enabling development. The DEP have now given approval to re-start the process and finish production of an outline design and revised costings. This will be initiated again by officers at the next available opportunity which is likely to now be early to mid-autumn 2018.

We have also been working alongside partner organisations including the DEP, River Deben Association and Suffolk Saltmarsh Group which has been endorsed by Suffolk Coastal Forum to explore new investment streams to support local saltmarsh restoration and beneficial use of dredging projects. Professional and academic

saltmarsh experts are advising on the natural capital value of the marshes in the Deben to inform future potential investment strategies for saltmarsh work. In particular Prof Graham Underwood of Essex University has been calculating carbon sequestration value of the Deben Marshes and on June 4th the Suffolk Saltmarsh Group (chaired by Karen Thomas) will meet to hear the outcomes of this appraisal. Linked to this ESIDB and SCC have applied for Water Environment Grant funds to undertake remedial works to the Falkenham sluice (where the outfall flows are damaging SSSI marsh). If successful this bid will allow for works to the sluice structure and restoration of existing and new marsh in the vicinity of the sluice. This issue has been brought to the Board before as the EA structure is failing and the combination of collapsed pilings and IDB pumped flow is impacting on SSSI marsh. Natural England have requested remedial action and the intention is to resolve the asset issues within the Holistic Water Management scheme for Felixstowe. In the meantime we hope to be successful in the WEG bid so we can undertake remedial saltmarsh repairs in the vicinity of the pump. WEG applicatts will be notified in late July/Aug.

4.4 Alde and Ore Estuary Partnership (AOEP)

ESIDB officers continue to support the AOEP who are now in the initial stages of delivering their estuary plan outcomes.

Officers attend Implementation Group meetings and full AOEP meetings. Officers have also supported events and discussions including presentations to community members in Iken about the estuary modelling work and at the recent AOEP AGM in April at Snape Maltings where officers presented the work to date.

The Alde and Ore Estuary Trust are also in receipt of our scope of work to create a costed programme of delivery over the coming years. They have agreed to fund the staff time and resources needed for this work.

WMA have also commissioned Risk and Policy Analysts to undertake £14.5k of economic appraisal to inform the FDGIA Business case development using funds allocated to the IDB on behalf of the AOEP for business case development. This work has been completed for Snape, Iken and Aldeburgh and will allow us to hopefully seek over £150k in additional FDGIA towards these defences. If this approach is acceptable to EA's Large Project Review Group we will look to RPA for further economic appraisal work to attract additional FDGIA in the estuary

4.5 Estuary Modelling

A full estuary model has been undertaken by HR Wallingford with funding from RFCC Levy. Officers have managed the hydrodynamic modelling contract with HR Wallingford on behalf of the AOEP and additional flood risk modelling at Iken which completed in March 2018. Officers have been advising the AOEP and working with EA to establish the most pragmatic approach for now delivering the wall improvements schemes within the Plan. The modelling has shown that until all the walls are improved there is a slight temporary increase in flood risk to some estuary properties while wall work is carried out in other parts of the estuary. Iken residents have already been engaged about this issue and IDB will undertake doorstep level surveys in Iken to establish likely risks with EA advice.

The modelling is now finalised and will be used as evidence for FDGIA business case development and seeking Flood Risk Activity Permits from EA ahead of scheme delivery.

Iken – Clay has continued to be delivered and reworked ahead of any scheme. Officers are liaising with landowners to ensure the clay deliveries fit with their land-use practices. They are also meeting with Tippers R Us to discuss potential contributions they can make to environmental surveys which are now required ahead of receiving any further materials. WE will also be applying for a Flood Risk Activity Permit from EA ahead of starting to re-work material along the back face of the defence at the eastern end of Iken.

4.6 Aldeburgh Town Marsh Wall

The Operations Engineer and Catchment Engineer continue to monitor the completed works along this frontage. Recent inspections by Catchment engineers show the wall is performing well. IDB officers and Trustees met onsite to inspect the works so that payment can be released from the Trust. Additional work is needed to rectify some cracking as a result of natural wall settlement and this has been approved by the Alde and Ore Working committee to allow handover of the wall back to EA. This work will be undertaken by September 2018.

4.7 Snape Village and Maltings

Catchment Engineer and Project manager have met with Aldeburgh Music to discuss the plans for the Maltings element of the flood defence work at Snape. AM have an been successful in gaining funds from the Local Enterprise Partnership which require works to be completed by 2020. IDB officers have advised that AM that the Maltings project can proceed separately or in combination with Snape Village based on the views of AOEP, the Trust, representatives of Snape Village and subject to a peer reviewed technical report from A Hawes associates before the IDB can progress with this scheme. However, we have much of the information needed for this FDGIA Business Case and are ready to progress once these matters have been agreed/resolved.

4.8 Holistic Approach to Water Management (HAWM) Felixstowe Peninsula Project

This project is progressing and licence and consent conditions are under discussion with EA. The project funding mechanisms are also under discussion with regard to a private, public or hybrid funding approach. This project is under the national Defra Pilot for abstraction licence reform which may attract some national funds.

4.9 Sizewell C Nuclear Power Station

Nothing to report. Officers remain engaged.

4.10 Minsmere Levels Stakeholders Group

Nothing to report.

4.11 Sizewell B Tidal defence wall improvements

Nothing to report.

4.12 National Grid Bramford to Twinstead Connection Project

Following on from the meeting before Christmas 2017 which was held with the developer to discuss liabilities regarding Surface Water Development contributions – contributions have now been agreed.

The post construction footprint of the electrical transformer distribution station, main site is estimated at 4.55Ha and associated road drainage network at 0.178 Ha = 4.73 Ha of permanent development.

Whilst the scheme takes account of greenfield runoff rates by design, the system as executed is likely to transfer additional volumes therefore liable for charging at the reduced rate taking in account SUDs improvements.

Hydraulic designers have checked the volume calculations to confirm requirement of payment and this has now been reduced from the original design and will yield £52,268.65.

4.13 East Anglia ONE Offshore Wind Farm Project

Further applications for various temporary enabling construction dams and construction phase temporary haul road culverts have been received this period and are currently under consideration with relevant cost recovery. The Operations engineer has been to site and advised of any suitable clay arising from the development in terms of other requirements the IDB has for clay on estuary works.

4.14 Lowestoft Temporary Flood Barrier Public Sector Cooperation Agreement with Waveney District Council

A new contract has started for the support and maintenance of the temporary flood barriers for the 2018/19 winter season. Preparatory works are underway for a joint WDC / WMA / ESIDB officer training day alongside a planned overnight exercise on the north side of the river during September 2018.

Further work is underway to support the ongoing development of an incident response plan / role for ESIDB / WMA in partnership with WDC / CPE. The Operations Engineer is leading on this. A draft PSCA work package detail has been supplied to WDC and a meeting is planned to further define the scope of works and agree pricing / delivery schedule.

4.15 Bawdsey Coastal Partnership

Following on from our offer to support BCP and local landowners with technical advice regarding coastal process reports they commissioned in 2017, the project officer has remained in touch with BCP but have had no further requests for assistance. Project Manager attended the BCP AGM in March and supported discussions about coastal management and IDB matters. SCDC are undertaking a SMP policy review study on this frontage with Jacobs and IDB officers are involved in the discussions through the SMP Client Steering Group and Suffolk Coastal Forum.

4.16 Waveney District Council Public Sector Cooperation Agreement Works

The Operations Engineer and Manager are in the early stages of a new contract to undertake potential re-routing of the gravity outfall at Puddingmoor, Beccles on behalf of WDC who are a significant landowner within this small discrete sub-catchment. Initial vegetation clearance works are planned for September 2018.

4.17 Debenham Natural Flood Management Works

Working in conjunction with Suffolk County Council and the Deben Holistic Water Management Plan ESIDB is undertaking a PSCA to deliver two Natural Flood Management features around Debenham. Three sites are now complete:

Deben Hall Farm, completed in early June 2017;

Aspall Cyder completed end of August 2017;

Hill House main works phase complete mid / late October 2017.

The Operations Engineer and Manager are progressing the fourth scheme with SCC to be undertaken at Mill Green just outside Debenham. Initial costings and works programme have been developed and supplied to SCC. SCC are working on the funding bid to EA which will be submitted imminently. Outline designs are complete and have been accepted by all parties involved. Planning Permission is now likely to have to be applied for by SCC using IDB supplied information. Works are programmed for late August / September 2018. Estimated costs c £80k.



4.18 Geldeston Marshes Water Control Works

The Operations Engineer and Manager have agreed the final costs and scope of this scheme for Essex & Suffolk Water. This is part of a larger project delivered by E&SW / NWL involving installation of a new main. A new water level control structure and maintenance to an existing structure will be undertaken. Approximate value £17k.

4.19 Walberswick Boardwalk Works

Nothing further to report this period.

4.20 Southwold Town Council Works

Nothing further to report this period.

4.21 Blyth Estuary Group (BEG)

The Project Manager attended a meeting with Coastal Partnership East (CPE) officers and BEG members in May to discuss their plans for improving flood defence walls in the estuary. The BEG are currently finalising their estuary strategy and we have offered to review their report and offer advice on delivery at this time. CPE have also offered stakeholder engagement planning support to take the draft plan for local consideration of residents and businesses. Should the strategy be acceptable locally (following consultation) BEG may involve the IDB in aspects of the delivery of estuary bank works.

4.22 Waveney DC / Coastal Partnership East - Coastal Maintenance Tender

Work has been undertaken to gain entry onto the approved list of suppliers for a WDC / CPE led Coastal Maintenance tender. This could allow officers to tender for one of four work Lots, including; Lot 1 repairs and maintenance; Lot 2 Capital Projects; Lot 3 Consultants relevant to coastal management; Lot 4 Surveyors and Specialists, calling upon the diverse range of skill sets across WMA.

The package is being run over a 6 year programme and Lot 1 is potentially worth up to £2.5m; Lot 2 £40m; Lot 3 £4.2m and Lot 4 £200k over this period. There are significant opportunities to tender for small / medium scale capital works. The outcome of the initial framework tender acceptance will be known mid to late June 2018.

4.23 Water & Environment Grants

The Operations Engineer and Manager have been involved with quotation requests for works this year and beyond, helping with the population of a forward work programme. These have included to date: Dedham Vale AONB - Brett Restoration at Semer and Suffolk FWAG. We are also in partnership with SCC for a bid at Falkenham Pump on the Deben as per item 4.3.

4.24 Suffolk County Council works at Stanton

A short duration scheme was delivered for Suffolk CC at Stanton involving the following: Installation of Natural Flood Management features on an ordinary watercourse; a new leaky dam structure allowing for debris retention upstream of two flow control structures just outside of the village. Chestnut posts and locally sourced cut willow for structure. Upstream and downstream bed protected with 10m² of interlocking concrete blockwork; Incorporation of access for continued use of public bridleway up and over the leaky dam structure.

Upgrading health and safety measures upon two existing flow control structures to enable longer term handover of operation and management of structures by local Parish Council and not Suffolk County Council.

Viewed from downstream looking upstream towards new leaky dam and public bridleway crossing to the left of photograph.





Close up of the new public bridleway structure beside the leaky dam.

5. Hydrological Report

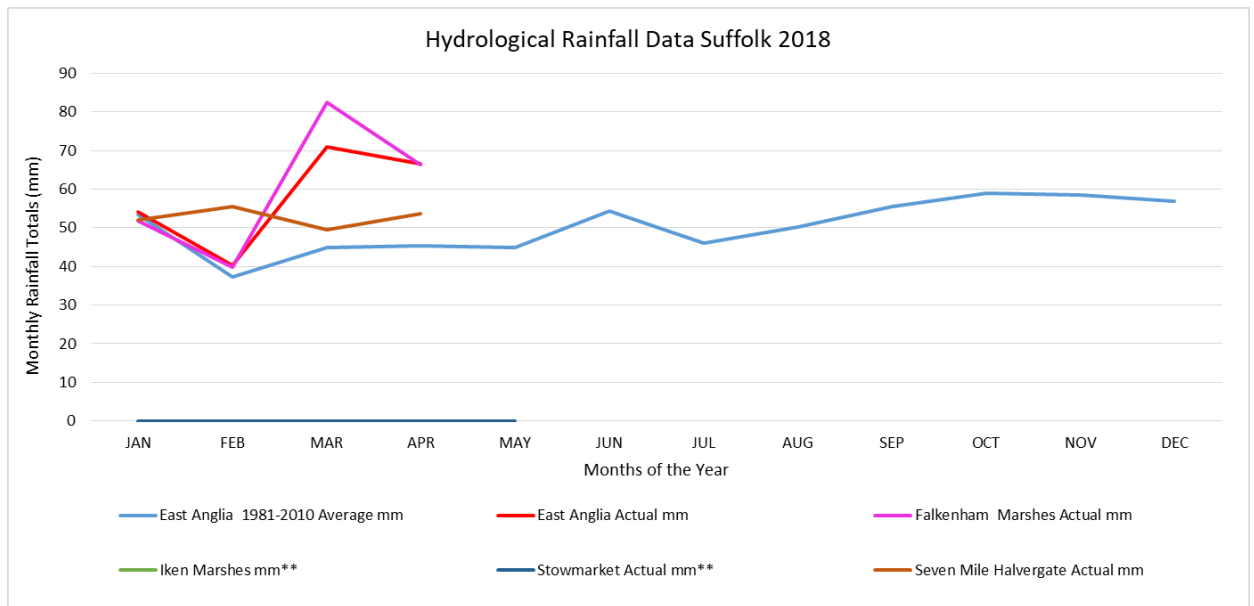
(extracts from <http://www.metoffice.gov.uk/climate/uk/summaries/2018>)

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.



	East Anglia 1981-2010 Average mm	East Anglia Actual mm	Falkenham Marshes Actual mm	Iken Marshes mm**	Stowmarket Actual mm**	Seven Mile Halvergate Actual mm
JAN	53.4	54.1	51.8	0	0	52
FEB	37.2	40.3	39.8	0	0	55.6
MAR	44.8	70.9	82.6	0	0	49.6
APR	45.3	66.7	66.4	0	0	53.6
MAY	44.8			0	0	
JUN	54.3					
JUL	46					
AUG	50.1					
SEP	55.6					
OCT	59					
NOV	58.5					
DEC	56.8					

*http://www.metoffice.gov.uk/climate/uk/averages/19712000/areal/east_anglia.html

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

The actual rainfall figures are an estimated mean for the district, are indicative only and can vary substantially from sub-catchment to sub-catchment.

6. Health and Safety

Nothing to report this period.

7. Complaints

Nothing to report this period.

8. Commendations

Officers have received thanks publically at the AOEP and Bawdsey Coastal Partnership AGMs.

PLANNING REPORT

1. SUMMARY OF ACTIVITY IN REPORTING PERIOD

- 1.1 This planning report covers the reporting period 26 January 2018 to 5 June 2018. There is currently 1 consent application 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):	1
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
Total:	1

- 1.2 The current status of the application is;

<i>Application Type</i>	<i>B3 - TFW</i>	<i>B3 - SW</i>	<i>B4/S23</i>	<i>B10</i>	<i>Total</i>
Awaiting further information from the applicant:	0	0	0	0	0
Awaiting applicants acceptance of conditions:	0	0	0	0	0
Being processed by officers:	0	1	0	0	1
To be determined by the Board in this report:	0	0	0	0	0
Total:	0	1	0	0	1

- 1.3 As highlighted by the table immediately above there is 1 application being processed by officers. This is;

- 17_00376_C: Application to discharge surface water run-off from 34,615 m² of impermeable area from EA1 Substation Bullen Lane, Bramford into riparian watercourse at a restricted flow rate of 39.6 l/s in the 1 in 100 year event plus Climate Change.

- 1.4 There are no items requiring the Board's determination in this report.

- 1.5 During the reporting period work has continued on responding to regulatory and planning enquiries. A bespoke planning@wima.org.uk email inbox has been set up to receive automated consultations from Local Planning Authorities. Further work on the Boards regulatory policy is being finalised to allow the Board to engage more fully with developers and the planning process. These policies will be brought to a future Board meeting for review.

2. OTHER PLANNING MATTERS

3.1 CONSENTS DETERMINED

During this reporting period, the following consents under the Land Drainage Act 1991 and Board's Byelaws have been determined.

Case. Ref.	Case File Sub-type	Parish	Location / Site Name	Description of Application or Proposal	Determination
17_00262_13_C	10 - Byelaw 10	Felixstowe	King's Fleet Sluice to Felixstowe Ferry Golf Club	Proposal to install transfer main alongside IDB main drain	Granted by the Chairman's Ctte
17_00278_13_C	23 - Section 23, LDA 1991	Felixstowe	King's Fleet Sluice to Felixstowe Ferry Golf Club	Proposal to install transfer main alongside IDB main drain involving crossings of watercourses	Granted by the Chairman's Ctte

For further information on these consents please Appendix A to this report which is the Planning Report previously considered by Chairman's Committee.

3.2 SURFACE WATER DEVELOPMENT CONTRIBUTION RATE

The Surface Water Development Contribution rate for the previous financial year 2017/18 was £75,500 per impermeable hectare. A detailed review of the contribution rate has been 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. Ahead of this more fundamental review it is necessary to set the Surface Water Development Contribution rate for the current financial year 2018/19. **Recommendation:** The proposal to the Board is that this should be charged at a rate of £77,800.00 per impermeable hectare which is an approximate increase of 3%.

3.3 FEES ASSOCIATED WITH CONSENTS GRANTED

There have been 1 fee invoiced during the reporting period. This fee is detailed below;

Type of charge	Case ref.	Developer	Site	Amount (no VAT)	Date invoiced	Paid? Y/N	"Trigger" and reason for payment
Surface Water Development Contribution	17_00376_C	East Anglia One Ltd	EA1 Substation Bullen Lane, Bramford.	£ 52,268.65	16/05/2018	No	Granting of consent for 34,615 m2 of impermeable area discharging into riparian watercourse at a restricted flow rate of 39.6 l/s in the 1 in 100 year event plus Climate Change.
Total:				£ 52,268.65			

G.R. BROWN – FLOOD AND WATER MANAGER
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PLANNING REPORT – 11 April 2018

1. ITEMS REQUIRING THE BOARD'S CONSIDERATION

1.1. 17_00262_13_C: Application to install 110 mm water transfer main alongside IDB main drain at King's Fleet Sluice to Felixstowe Ferry Golf Club.

- (a) This planning report has been drafted to consider a consent application (our reference 17_00262_13_C) that requires determination by the Board. The applicant has requested that the application is determined ahead of the next planned Board meeting due to the development timescales of their proposal.
- (b) The application is for the relaxation of Byelaw 10 (no works within 9 metres of the edge of drainage / flood risk management infrastructure) and has been received from Felixstowe Ferry Golf Club. Their proposal is to install a 110mm water pipe alongside the Board's maintained drain DRN179P0102 (Kings Fleet) for approximately 900 metres. This will be installed as per the applicant's method statement and management plan which states the pipework will be moleploughed, to a depth of 600-800mm parallel with the drain, 2-3 metres from the bank.
- (c) The pipeline will then run for a further 1,300 metres within our Internal Drainage District towards the applicant's site. This run involves the crossing of 1 riparian owned watercourse. The scheme is designed to abstract water via a floating pump to be located in our main drain and to transfer excess surface water to storage tanks to enable the irrigation of the golf course. All relevant Environment Agency and planning consents has been obtained. The last element of the schemes approval that is required is consent from the East Suffolk IDB for the pump, crossing and pipe run alongside the Board maintained watercourse.
- (d) The floating pump and crossing of the riparian watercourse can be issued by officers under delegation however the run of over 900 m alongside the Kings Fleet is required to be determined by the Board due to the significant scale of the proposed pipe run within 9 m of the Board maintained watercourse. As the application requires determination ahead of the next full Board meeting this application is to be considered by email by the Board's Chairman's Committee.
- (e) Any approval would likely be conditional, with conditions including the following:
 - Officers must be allowed to inspect the works if they request to do so
 - Consent is granted subject to the land owner entering into the Board's Standard Deed of Indemnity

- (f) **Recommendation:** The officer recommendation is for the application to be approved subject to the applicant’s written acceptance of the conditions attached to the consent.

Supporting maps and drawings:

Map 1: Indicative pipe run in relation to Kings Fleet watercourse

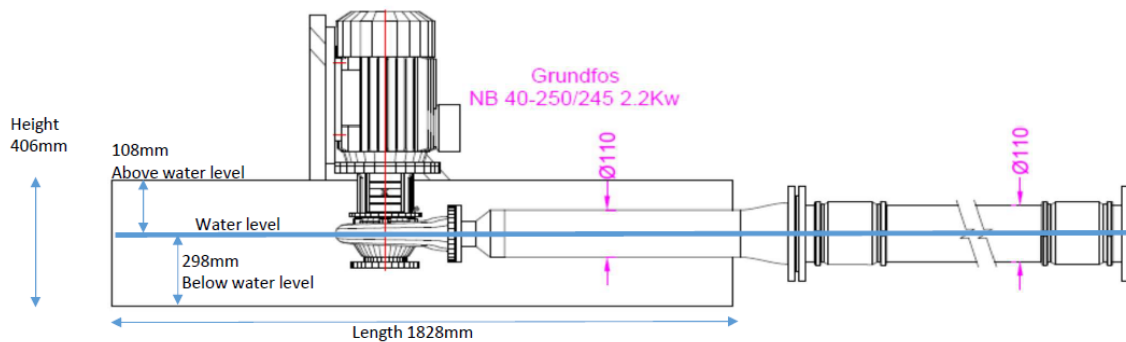
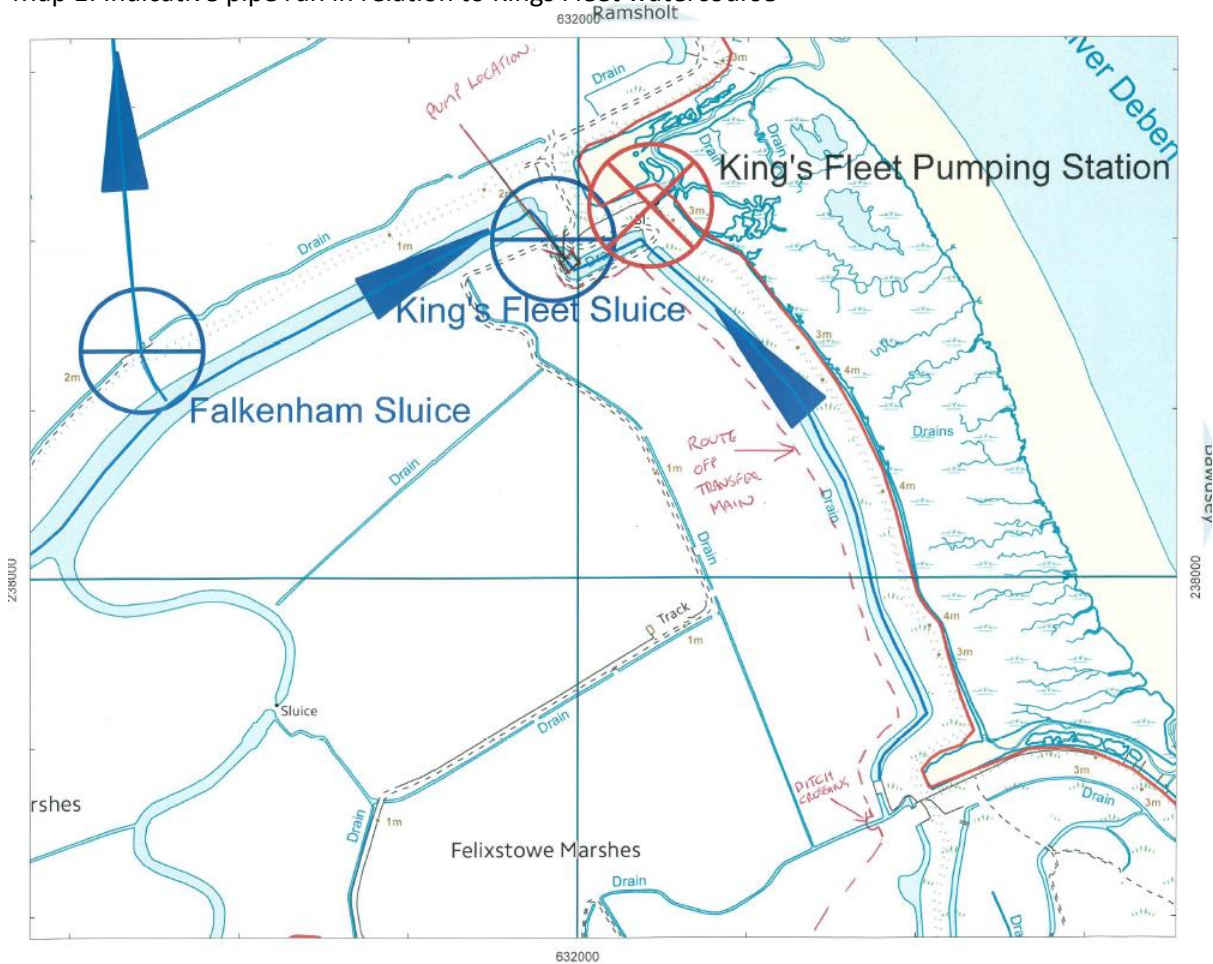
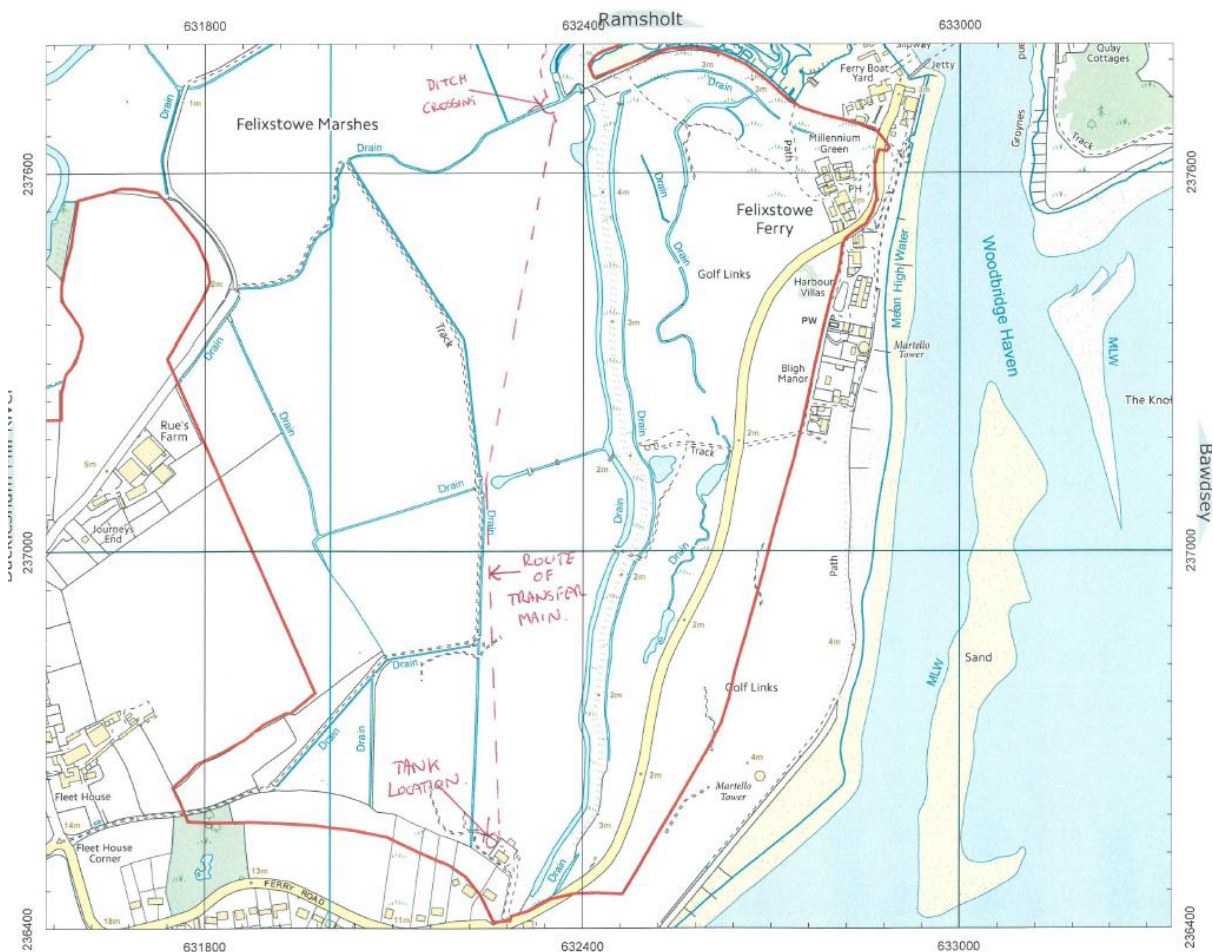
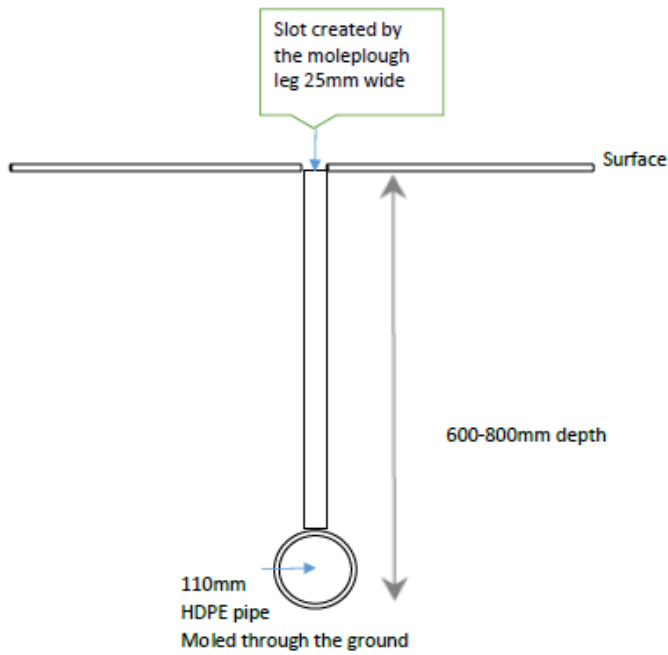


Diagram 1: Floating pump illustration

Diagram 2: Moleplough illustration



Map 2: Indicative pipe run in relation to riparian watercourses

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

Environmental Report - East Suffolk IDB

June 2018

1. INFORMATION FOR THE BOARD

1.1 Integrated Main River Maintenance Programme (IMRMP)

1.1.1 Schemes delivered during this period

- River Wang woody deflector installation in partnership with EA.

1.1.2 Scoping

The following rivers have been scoped by Tom Jones and Jamie Manners:

- Cookley Watercourse
- River Blyth (part)
- River Deben
- River Fynn
- Hollesley River
- River Lark
- River Tang

In addition, a meeting was attended on 3 May by Tom Jones and Jamie Manners at the EA's office in Ipswich to discuss the East Suffolk Catchment Rivers with the catchment co-ordinator team. This was to discuss opportunities for the IMRMP to deliver works within the catchment and also to identify complementary recharge work that the WMA could undertake on behalf of the EA.

1.1.3 Delivery for 2018-19

Schemes are currently being developed for delivery this financial year, subject to EA approval, on the following watercourses:

- River Deben
- River Fynn
- River Lark
- Minsmere Old River
- River Wang / Hen

1.2 Other

1.2.1 Biodiversity Action Plan (BAP) – Final Version

The Environment Manager, Caroline Laburn, has completed the Biodiversity Action Plan Document for the East Suffolk IDB and this will be made available for members to view online.

1.2.2 Biosecurity Policy and Procedures

The Environment Officer, Helen Mandley has produced a Biosecurity Policy and Procedures Document based on templates and guidance from ADA and is in line with those adopted by other Boards. A draft of the proposed document for adoption and ratification by the Board can be viewed in Appendix 1.

2. Meetings and training

15 January 2018

The Environment Officers (EO), Helen Mandley and Jamie Manners attended a site visit at Bawdsey with Operations Engineer Pete Roberts to look at the site to plan the environmental measures for the site.

22 January 2018

The EOs Helen Mandley, Jamie Manners and Environment Manager, Caroline Laburn attended a workload meeting at King's Lynn.

25 January 2018

The Environment Officer (EO), 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.

12 March 2018

The EOs Helen Mandley, Jamie Manners and Environment Manager Caroline Laburn attended a workload meeting at King's Lynn.

14 March 2018

The EOs Helen Mandley and Jamie Manners attended a staff meeting at King's Lynn.

26 April 2018

The EOs Helen Mandley, Jamie Manners and Environment Manager, Caroline Laburn attended a workload meeting at King's Lynn.

3. Pre-work Checks and Site Visits

07 February 2018

AM The EOs Helen Mandley and Jamie Manners conducted water vole surveys on a drain in Bawdsey in preparation to carry out maintenance including re-profiling the banks.

PM The EOs Helen Mandley and Jamie Manners scoped out a drain at Shottisham to carry out some enhancements. Two areas were looked at, the first was an oxbow ponded area and the second was an open area where there was a lot of cattle poaching.

PM The EOs Helen Mandley and Jamie Manners scoped out a drain that had already been maintained at Felixstowe Ferry ditch works. There was a report of too much silt coming out of the drain, so a visit was made to investigate.

19 & 22 February and 6 March 2018

The EO Jamie Manners visited Shottisham Creek with Sam Cobbold and Penny Hemphill (Suffolk Wildlife Trust) to advise on the delivery phase of a maintenance scheme to improve this section of river. An oxbow lake was reinstated and desilting works were undertaken to create a narrow meandering channel with berms being installed using the removed silt.

4. SSSI assent, herbicide applications and other consents or reports

License / Assent / Habitat Regulations Assessment / Report	Applied	Granted
Sudbourne Water Framework Directive assessment in preparation to maintenance works that involve desilting.	12 Jan 2018	N/A
Amendment of Natural England Assent for "Minsmere to Walberswick Heaths and Marshes SSSI" (River Wang and Hen IMRMP site) to change date of works on site due to weather conditions and landowner requirements.	16-17 Jan 2018	17 Jan 2018
Flood Risk Activity Exemption Registration for erosion protection on the River Wang as part of IMRMP.	16 Jan 2018	19 Jan 2018
Internal Environmental water vole Report for Bawdsey drain in preparation for maintenance.	16 Feb 2018	N/A
Biosecurity Policy and Procedures Document for ESIDB	For adoption by the Board 13 June 2018	

East Suffolk Internal Drainage Board

Biosecurity Policy

PURPOSE

This document sets out the Biosecurity Policy of East Suffolk IDB. It covers activities undertaken by the IDB on a daily basis to reduce the spread and damage from invasive non-native species.

It is intended that the Board's staff and contractors will follow procedures commensurate with this Policy.

POLICY STATEMENT

Invasive non-native species are wide spread nationally and if left uncontrolled present a threat to our aquatic and riparian systems. It is imperative that our field operations to manage flood risk and water levels do not exacerbate the risks to the environment and economy that are posed by these species. Failure to minimise the spread of invasive non-native species, where these are known to be present, can risk prosecution under the Wildlife & Countryside Act 1981.

Vigilance is required if we are to stop the spread of invasive non-native species, and it is imperative that we integrate basic biosecurity in our operations to prevent this spread. Much to do with biosecurity involves awareness, common sense and agreed procedures.

RESPONSIBILITIES

The Board is responsible for reviewing and approving the content and implementation of this Policy.

The Board will ensure any new contracts let will include reference to the Policy where a risk is considered to exist arising from the works involved.

All Board Members, staff and contractors are required to comply with the Policy's requirements and share responsibility for performance in implementing the Policy in regard to the health, safety and welfare of the environment.

IMPLEMENTATION

This Policy is implemented through supporting guidance documentation covering biosecurity procedures.

Where biosecurity risks have been identified operational Staff will be provided with training and information on identification of INNS likely to be found within the Drainage District.

All operational machinery, tools and personal protection equipment (PPE) identified as at risk of cross-contamination will be subject to 'check, clean, dry' decontamination procedures before moving between operations on watercourses and sites.

All Operational Staff will report sightings of INNS to (either the Board's Environment Officer or the GB NNS Secretariat directly)

APPROVAL

This Policy was approved by the Board on 13 June 2018. This Policy will be reviewed, at a minimum, every five years.

East Suffolk Internal Drainage Board

Biosecurity Procedures

PURPOSE

These procedures aim to help Board members, staff, and operators working for the IDB to identify key biosecurity risks pertinent to the internal drainage district and the Board's activities, and identify measures to address these risks.

OBJECTIVES

Unless you know and have inspected a site it is best to assume that it may have invasive non-native species and diseases that can be spread by contaminated clothes and equipment, so biosecurity is an important issues that should be planned for. Operators should take care to avoid transporting water and material between water bodies where a risk has been identified, hence it is essential that the IDB takes appropriate actions.

Operators visiting a site where an invasive non-native species is known to be present, should take measures to ensure they do not spread it. Failure to do so can risk prosecution under the Wildlife & Countryside Act 1981.

While most operators will be vigilant about the risk of spreading invasive non-native species and diseases, there is a real risk that those that are not could accidentally spread these organisms, harming the environment and potentially damaging the reputation of the Board, compromising its ability to operate, or work with partners.

RESPONSIBILITIES

Awareness

The Operations Manager and contractors will have oversight of biosecurity, disseminate information, and report on these matters.

The Board's staff will be encouraged to seek information on invasive non-native species and biosecurity practices. The Environment Agency and Non-native Species Secretariat have relevant useful information.

If a risk is identified then the operator concerned or contractor should be made aware of the priority invasive non-native species, with specific attention to aquatic and riparian species of concern and those known to be present in the surrounding area. Training for staff and operatives as shall be provided as appropriate, and information will be disseminated through toolbox talks, workshops, leaflets, emails etc. Contractors should be asked to confirm that they have similar arrangements in place.

Signage, species alerts/information sheets, or guidance should be in place, making operators aware of the risks, and providing advice on how to prevent spread.

Monitoring

Operators should be vigilant in the field for invasive non-native species and have an appropriate mechanism for recording and reporting sightings of suspected species, location, and relevant details.

New sightings should be reported to the Operations Manager and Environment Officer, and other authorities and/or land managers as appropriate. The PlantTracker app (www.planttracker.org.uk/), available free for Apple and Android devices, shows you how to identify invasive non-native plant species and enables you to easily submit geo-located photos whenever you find one.

Planning works

Biosecurity should be taken into consideration alongside other factors, such as health and safety, when planning operations and standard working procedures.

The risk of spreading invasive non-native species can be reduced by reducing the contact time in which equipment is exposed to the water. This is particularly important for items such as trailers, which have cavities that may retain water and be hard to inspect.

Propagules are small bits of plant that become detached and give rise to a new plant. Working practices that either reduce, or contain and remove, propagules should be encouraged where practicable, especially in regards to mechanical vegetation control.

Cleaning

Remember: Check, Clean, Dry - www.nonnativespecies.org/checkcleandry/

Decontamination is an essential process to be carried out prior to leaving a site where invasive species are present. This ensures that any foreign matter remains on the land/watercourse of origin, rather than taking it to another location.

Where it is not possible to conduct the decontamination prior to leaving the land/watercourse where the work was conducted (e.g. steam cleaning larger equipment), the operation should be carried out immediately afterwards at the depot or another secure site before the next operation.

Where a cross contamination risk has been identified any field team moving from a contaminated site should carry a 'disinfection box'. This should contain an appropriate commercial disinfectant, a spray bottle, cloths or sponges, a scrubbing brush and protective gloves.

On completion of a field operation, for situations where cross contamination is identified as a risk, the following principles apply:

1. Visually inspect all tools, equipment and machinery that has come into contact with the water for evidence of attached plant or animal material, or adherent mud or debris.
2. Remove any attached or adherent material before leaving the site of operation.
3. Washing/hosing with water will be sufficient to remove debris from most tools, equipment and machinery. Use hot water where possible.
4. Ensure that all water is drained from any water retaining compartments, outboard motors, tanks and other equipment before transportation elsewhere.
5. A high pressure washer preferably steam cleaner will be essential for more difficult stains or soil, paying particular attention to the tyres, tracks and undercarriage of vehicles and buckets, hulls, outboard motors and submerged parts of machinery. High-pressure steam cleaning, with water >40°C, is recommended for larger equipment, excavators, boats, trailers, and outboard motors that are being moved from one watercourse to another.
6. Clothing and PPE should be visually inspected and any attached vegetation or debris removed. Soiled clothing and PPE should be removed for laundering and boots scrubbed clean; hands and other body parts may also need cleaning.
7. Finally, decontamination by spraying on a commercial disinfectant such as Virkon at the recommended strength to the cleaned boots, tools, equipment or machinery will ensure any remaining disease agents or pests are destroyed.

Every effort should be made to ensure that the decontamination process is a public exercise and where appropriate tactfully brought to the attention of the land owner or manager at the appropriate time. It is not just a question of doing the right thing but also being seen to be doing it. In this way, public confidence will be maintained in flood and water level management operations.

APPROVAL

These procedures were adopted on 13 June 2018.



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

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 30th 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

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

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>1. Bank Reconciliation</p> <p>Observation</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>Consequence</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>Recommendation</p> <ol style="list-style-type: none"> 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. 	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>2. Financial Regulations</p> <p>Observation</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>Consequence</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>Recommendation</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>Internal Audit Services</p>	<p>Borough Council of King's Lynn & West Norfolk</p> 
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WATER MANAGEMENT ALLIANCE

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

1. INTRODUCTION

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

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

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

- 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

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

	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: 12
Year Ending: 31 March 2018

NOTE	INCOME AND EXPENDITURE ACCOUNT	ACTUAL 2016/17 £	ACTUAL 2017/18 £	BUDGET 2017/18 £	VARIANCE £
<u>INCOME</u>					
1	Drainage Rates	139,611	276,528	276,528	0
2	Special Levies issued by the Board	141,141	169,159	169,159	0
3	Grants Applied	16,798	56,179	1,100,000	-1,043,821
4	Highland Water Contributions	104,513	118,074	130,151	-12,077
5	Income from Rechargeable Works	1,097,683	450,239	0	450,239
6	Other Income	122,731	188,353	130,629	57,724
Total Income		£1,622,477	£1,258,533	£1,806,467	-£547,934
<u>EXPENDITURE</u>					
7	Capital Works	16,798	56,983	1,100,000	1,043,017
8	Environment Agency Precept	79,039	82,991	82,991	0
9	Maintenance Works	298,640	446,495	530,780	84,285
10	Administration Charges	70,466	70,820	61,417	-9,403
11	Cost of Rechargeable Works	1,042,433	432,122	0	-432,122
Total Expenditure		£1,507,377	£1,089,410	£1,775,188	£685,778
Profit/(Loss) on disposal of Fixed Assets		0	0	0	0
Net Surplus/(Deficit) for the Year		£115,101	£169,123	£31,279	£137,844

From: 01 April 2017
To: 31 March 2018

Period: 12
Year Ending: 31 March 2018

NOTE	BALANCE SHEET AS AT 31-3-2018	2016/17 £	MOVEMENT £	2017/18 £
12	Fixed Assets			
	Land and Buildings	159,584	-15,958	143,625
	Estuary Walls	0	737,437	737,437
	Shared Consortium Assets	0	0	0
		159,584	721,479	881,062
	Current Assets			
13	Cash at Bank and in Hand	609,257	-410,721	198,536
14	Short term Investments	300,000	2,700,000	3,000,000
15	Debtors and Prepayments	380,365	-221,380	158,984
		1,289,621	2,067,899	3,357,520
	Current Liabilities			
16	Creditors and Receipts in Advance	397,055	-325,784	71,271
17	Loans Repayable within the next 12 months	15,225	67,201	82,426
		412,280	-258,583	153,697
	Net Current Assets	877,341	2,326,482	3,203,823
	Less Long Term Liabilities			
17	Long Term Borrowing	175,215	2,885,016	3,060,231
		175,215	2,885,016	3,060,231
	Net Assets	£861,710	£162,944	£1,024,654
	Reserves			
18	General Reserves	204,351	-32,077	172,274
19	Grants Reserve	82,615	-6,179	76,436
18	Development Reserve	0	32,077	32,077
18	Capital Reserves	574,744	169,123	743,867
		861,710	162,944	1,024,654
	Reserves	£861,710	£162,944	£1,024,654

P J CAMAMILE MA FCIS
CHIEF EXECUTIVE

S JEFFREY BSc (Hons) FCCA
FINANCE OFFICER

From: 01 April 2017
To: 31 March 2018

Period: 12
Year Ending: 31 March 2018

INCOME AND EXPENDITURE ACCOUNT	RIVER DEBEN (PUMPED)		LOWER ALDE (PUMPED)		AHB (PUMPED)		BLYTH (PUMPED)		GRAVITY		TOTAL	
	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL
	£	£	£	£	£	£	£	£	£	£	£	£
INCOME												
Drainage Rates	32,470	32,470	196,374	196,374	12,912	12,912	8,478	8,478	26,294	26,294	276,528	276,528
Special Levies issued by the Board	28,655	28,655	32,771	32,771	0	0	137	137	107,596	107,596	169,159	169,159
Grants Applied	0	3,863	850,000	50,000	250,000	0	0	2,316	0	0	1,100,000	56,179
Highland Water Contributions	36,570	35,355	55,458	45,861	2,676	2,587	14,950	14,454	20,497	19,817	130,151	118,074
Income from Rechargeable Works	0	81,171	0	0	0	0	0	0	0	369,068	0	450,239
Other Income	45,738	54,477	55,539	65,826	13,017	15,426	9,801	11,575	6,534	41,050	130,629	188,353
Total Income	£143,433	£235,992	£1,190,142	£390,832	£278,605	£30,925	£33,366	£36,959	£160,921	£563,825	£1,806,467	£1,258,533
EXPENDITURE												
Capital Works	0	3,863	850,000	50,804	250,000	0	0	2,316	0	0	1,100,000	56,983
Environment Agency Precept	6,326	6,326	5,360	5,360	1,128	1,128	248	248	69,929	69,929	82,991	82,991
Maintenance Works	111,922	125,704	312,961	224,620	21,442	27,197	28,944	24,567	55,511	44,407	530,780	446,495
Administration Charges	7,376	8,498	7,991	9,207	2,459	2,833	1,229	1,416	42,362	48,866	61,417	70,820
Cost of Rechargeable Works	0	73,645	0	0	0	0	0	0	0	358,477	0	432,122
Total Expenditure	£125,624	£218,036	£1,176,312	£289,990	£275,029	£31,158	£30,421	£28,546	£167,802	£521,679	£1,775,188	£1,089,410
Profit/(Loss) on disposal of Fixed Assets	0	0	0	0	0	0	0	0	0	0	0	0
Net Surplus/(Deficit) for the Year	£17,809	£17,955	£13,830	£100,841	£3,576	-£233	£2,945	£8,413	-£6,881	£42,146	£31,279	£169,123

From: 01 April 2017
To: 31 March 2018

Period: 12
Year Ending: 31 March 2018

STATEMENT OF MOVEMENT ON RESERVES	<u>RIVER DEBEN (PUMPED)</u>		<u>LOWER ALDE (PUMPED)</u>		<u>AHB (PUMPED)</u>		<u>BLYTH (PUMPED)</u>		<u>GRAVITY</u>		<u>TOTAL</u>	
	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL
	£	£	£	£	£	£	£	£	£	£	£	£

GENERAL RESERVES

Opening Balances as 1-4-2017	24,259	114,719	31,283	42,470	5,053	12,104	7,211	8,749	20,147	26,309	87,953	204,351
Net Surplus/(Deficit) for the Year	17,809	17,955	13,830	100,841	3,576	-233	2,945	8,413	-6,881	42,146	31,279	169,123
Transfers (to)/from Development Reserve	0	0	0	0	0	0	0	0	0	-32,077	0	-32,077
Transfers (to)/from Capital Reserve	-17,809	-17,955	-13,830	-100,841	-3,576	233	-2,945	-8,413	0	-42,146	-38,160	-169,123

Closing Balances as at 31-3-2018	£24,259	£114,719	£31,283	£42,470	£5,053	£12,104	£7,211	£8,749	£13,266	-£5,768	£81,072	£172,274
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CAPITAL RESERVES

Opening Balances as at 1-4-2017	225,619	200,422	207,837	207,814	50,573	44,318	28,547	30,430	91,760	91,760	604,336	574,744
Transfers (to)/from General Reserve	17,809	17,955	13,830	100,841	3,576	-233	2,945	8,413	0	42,146	38,160	169,123

Closing Balances as at 31-3-2018	£243,428	£218,377	£221,667	£308,655	£54,149	£44,085	£31,492	£38,843	£91,760	£133,906	£642,496	£743,867
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DEVELOPMENT RESERVES

Opening Balances as at 1-4-2017	0	0	0	0	0	0	0	0	0	0	0	0
Transfers (to)/from General Reserve	0	0	0	0	0	0	0	0	0	32,077	0	32,077

Closing Balances as at 31-3-2018	£0	£0	£0	£0	£0	£0	£0	£0	£0	£32,077	£0	£32,077
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From: 01 April 2017
To: 31 March 2018

Period: 12
Year Ending: 31 March 2018

OUR ID	NAME	ACTUAL 2016/17	ACTUAL 2017/18	BUDGET 2017/18	VARIANCE
<u>DRAINS MAINTENANCE</u>					
<u>SD1: River Deben (Tidal Pumped) Sub District</u>					
DRN179P0101/4/5	King's Fleet	0	7,190	0	-7,190
DRN179P0102	Laurel Farm Delph	0	4,550	0	-4,550
DRN179P0103	Gulpher	0	0	0	0
DRN179P0201	Falkenham Delph	0	1,658	0	-1,658
DRN179P0204	Falkenham Marsh Drain	0	0	0	0
DRN179P0202	Kirton Drain	0	0	0	0
DRN179P0205	King's Fleet Weir Drain	0	1,655	0	-1,655
DRN178P0301/3	Ramsholt Marsh	0	0	0	0
DRN178P0101/4	Queen's Fleet	0	8,113	0	-8,113
DRN178P0201	Bawdsey Marsh	0	0	2,000	2,000
Contingency	Spraying	0	0	10,000	10,000
		£0	£23,166	£12,000	-£11,166
<u>SD2: Lower Alde (Tidal Pumped) Sub District</u>					
DRN172P0101	Iken Marsh Drain	11	0	0	0
DRN171P0101	Ferry Farm Drain	0	2,305	0	-2,305
DRN171P0201	Sudbourne Delph	0	8,726	0	-8,726
DRN171P0202	Church Farm Drain	0	0	0	0
DRN171P0201	Oxx Lead Drain	0	0	0	0
DRN170P0101	Gedgrave Drain (North)	0	0	0	0
DRN170P0201	Gedgrave Drain (South)	0	0	0	0
DRN168P0101	Chillesford Drain	364	0	0	0
DRN167P0101	Butley Marsh Drain	0	12,533	0	-12,533
DRN167P0102	Stonebridge Drain	0	2,307	0	-2,307
DRN167P0103	Capel Drain	0	815	0	-815
Contingency	Various	0	0	10,000	10,000
		£374	£26,686	£10,000	-£16,686
<u>SD3: AHB (Tidal Pumped) Sub District</u>					
DRN176P0101	Colony Marsh Drain	0	2,970	0	-2,970
DRN177P0101	Un-Named	0	0	0	0
DRN177P0201	Un-Named	0	0	0	0
DRN177P0202	Un-Named	0	0	0	0
DRN177P0301	Un-Named	0	0	0	0
DRN177P0302	Un-Named	0	0	0	0
		£0	£2,970	£0	-£2,970
<u>SD4: Blyth (Tidal Pumped) Sub District</u>					
DRN160P0101	Un-Named	0	0	1,100	1,100
DRN160P0102	Reyden	200	0	2,200	2,200
		£200	£0	£3,300	£3,300
<u>SD5: Gravity Sub District</u>					
DRN162G0101	Blyth, Tidal, Un-Named	0	4,288	0	-4,288
DRN164G0101	Thorpeness 100, Un-Named	0	0	0	0
	Bologney River (if enmained)	0	0	7,500	7,500
DRN169G0101	Butley Mill River, Lower Alde	0	0	2,500	2,500
DRN165G0102	Boyton Marsh Drain, Lower Alde	0	0	0	0
DRN165G0101	Boyton Marsh Delph, Lower Alde	0	0	0	0
DRN182G0101/7	Shottisham River, Lower Deben	0	4,697	0	-4,697
DRN180G0101/3	Ramsholt Dock Drain, Lower Deben	0	0	0	0
	Ringfence for Lower Deben at Ufford	0	0	4,000	4,000
	Middle Deben Drain	0	0	4,500	4,500

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OUR ID	NAME	ACTUAL 2016/17	ACTUAL 2017/18	BUDGET 2017/18	VARIANCE
DRN163G0101	Eastbridge Drain, Minsmere	0	300	250	-50
DRN163G0301	Un-Named, Minsmere	0	0	3,000	3,000
DRN163G0401	Un-Named, Minsmere	0	0	0	0
DRN163G0203	Un-Named, Minsmere	0	0	0	0
DRN163G0201	Un-Named, Minsmere	0	0	0	0
DRN163G0202	Un-Named, Minsmere	0	0	0	0
DRN161G0101	Holton Drain, Blyth	0	0	0	0
DRN163G0501	Un-Named, Minsmere	0	0	0	0
DRN175G0101	The Canal, FRAT	0	0	0	0
DRN175G0201	Sternfield Drain, FRAT	0	0	0	0
DRN175G0401	Un-Named, Upper Alde	0	0	0	0
DRN175G0501	Bruisyard Hall Drain, Upper Alde	0	0	0	0
DRN175G0301	Blackstock Drain, Upper Alde	0	0	0	0
DRN183G0101/3	River Fynn, Lower Deben	0	0	0	0
DRN184G0801/3	Framsden Drain, Upper Deben	0	0	0	0
DRN184G0701	Horsefen Drain, Upper Deben	0	0	0	0
DRN184G0601	Moneweden Drain, Upper Deben	0	0	0	0
DRN184G0501	Rendlesham Drain, Upper Deben	0	0	0	0
DRN184G0101/5	Byng Brook, Upper Deben	0	0	0	0
DRN184G0201	Eyke Marsh Drain, Upper Deben	0	0	0	0
DRN184G0301/3	Loudham Drain, Upper Deben	0	0	0	0
DRN184G0401	Ashe Abbey Drain, Upper Deben	0	0	0	0
DRN190G0101	Wetherden Stream, River Gipping	3,116	1,868	2,800	932
DRN191G0101/3	Wetherden Stream, River Gipping	0	0	0	0
DRN186G1001	Gipping Stream, River Gipping	2,240	799	2,000	1,201
DRN189G0101	Rattlesden River	208	0	0	0
DRN189G0102/3	Golf Course Stream, River Gipping	1,583	3,051	2,100	-951
COW	Edgar's Farm Drain, River Gipping	0	0	0	0
DRN186G0901/2	Creeting Drain, River Gipping	1,157	1,722	1,750	28
DRN186G0801/6	Badley Stream, River Gipping	5,540	4,697	7,000	2,303
DRN186G0701/4	Jack's Green Drain, River Gipping	1,901	2,160	1,800	-360
COW	Needham Market Drain, River Gipping	0	0	0	0
DRN186G0601/5	Coddenham Stream, River Gipping	2,942	2,149	1,800	-349
DRN186G0301/4	Claydon Marsh Drain, River Gipping	677	116	800	684
DRN186G0201/3	Claydon Hill Drain, River Gipping	2,437	2,007	1,750	-257
DRN186G0101	Bramford Marsh Drain, River Gipping	0	0	600	600
DRN186G0401	Barham Marsh Drain, River Gipping	476	1,204	650	-554
DRN188G0101/5	River Jordan, River Gipping	661	2,613	900	-1,713
DRN186G0501	Gallows Hill Drain, River Gipping	815	1,810	215	-1,595
		£23,755	£33,484	£45,915	£12,431
DRAINS MAINTENANCE		£24,329	£86,305	£71,215	-£15,090

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OUR ID	NAME	ACTUAL 2016/17	ACTUAL 2017/18	BUDGET 2017/18	VARIANCE
<u>PUMPING STATION MAINTENANCE</u>					
<u>SD1: River Deben (Tidal Pumped) Sub District</u>					
PMP178P001	Bawdsey Pumping Station				
	Power	-289	1,795	6,000	4,205
	Repairs and Maintenance	13,276	13,883	4,000	-9,883
	Superintendence	1,000	1,000	1,000	0
	Telemetry	2,885	0	250	250
		<u>16,873</u>	<u>16,678</u>	<u>11,250</u>	<u>-5,428</u>
PMP179P001	King's Fleet Pumping Station				
	Power	2,872	2,809	6,500	3,691
	Repairs and Maintenance	2,145	2,209	4,000	1,791
	Superintendence (Gratis)	0	0	0	0
	Telemetry	0	0	250	250
		<u>5,017</u>	<u>5,018</u>	<u>10,750</u>	<u>5,732</u>
PMP179P002	Falkenham Pumping Station				
	Power	4,942	2,498	5,500	3,002
	Repairs and Maintenance	3,196	884	4,000	3,117
	Superintendence	1,000	1,000	1,000	0
	Telemetry	0	0	250	250
		<u>9,139</u>	<u>4,381</u>	<u>10,750</u>	<u>6,369</u>
		£31,029	£26,077	£32,750	£6,673
<u>SD2: Lower Alde (Tidal Pumped) Sub District</u>					
PMP167P001	Butley Pumping Station				
	Power	3,288	2,216	5,500	3,284
	Repairs and Maintenance	4,489	1,439	4,000	2,561
	Superintendence	1,000	1,000	1,050	50
	Depreciation	5,319	5,319	5,319	0
	Telemetry	2,885	0	250	250
		<u>16,981</u>	<u>9,975</u>	<u>16,119</u>	<u>6,144</u>
PMP168P001	Chillesford Pumping Station				
	Power	1,641	2,068	3,000	932
	Repairs and Maintenance	2,121	1,279	4,000	2,721
	Superintendence	1,150	1,150	1,050	-100
	Depreciation	5,319	5,319	5,319	0
	Telemetry	2,885	0	250	250
		<u>13,116</u>	<u>9,817</u>	<u>13,619</u>	<u>3,802</u>
PMP170P001	Gedgrave Pumping Station				
	Power	854	1,210	1,800	590
	Repairs and Maintenance	2,238	1,335	4,000	2,665
	Superintendence	1,050	1,050	1,050	0
	Depreciation	5,319	5,319	5,319	0
	Telemetry	2,885	0	250	250
		<u>12,346</u>	<u>8,914</u>	<u>12,419</u>	<u>3,505</u>
PMP172P001	Iken Pumping Station				
	Power	3,694	2,742	4,000	1,258
	Repairs and Maintenance	2,448	2,418	4,000	1,582
	Superintendence	1,360	1,205	1,050	-155
	Telemetry	2,885	0	250	250
		<u>10,387</u>	<u>6,365</u>	<u>9,300</u>	<u>2,935</u>

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OUR ID	NAME	ACTUAL 2016/17	ACTUAL 2017/18	BUDGET 2017/18	VARIANCE
PMP171P001	Sudbourne Pumping Station				
	Power	3,505	3,845	6,000	2,155
	Repairs and Maintenance	2,425	2,222	4,000	1,778
	Superintendence	1,050	1,050	1,050	0
	Telemetry	2,885	0	250	250
		9,866	7,117	11,300	4,183
		£62,696	£42,187	£62,757	£20,570
SD3: AHB (Tidal Pumped) Sub District					
PMP176P001	Colony Marsh Pumping Station				
	Power	95	910	1,000	90
	Repairs and Maintenance	696	471	0	-471
	Superintendence	1,000	1,000	1,000	0
	Telemetry	2,885	0	250	250
		£4,676	£2,381	£2,250	-£131
SD4: Blyth (Tidal Pumped) Sub District					
PMP160P001	Reyden Pumping Station				
	Power	5,685	4,085	6,000	1,915
	Repairs and Maintenance	3,083	3,096	4,000	904
	Superintendence	1,000	1,000	1,000	0
	Telemetry	2,885	0	250	250
		£12,654	£8,182	£11,250	£3,068
PUMPING STATION MAINTENANCE		£111,055	£78,827	£109,007	£30,180
ESTUARY WALL REINSTATEMENT WORKS					
Alde-Ore Estuary					
Aldeburgh Phase 1 Impairment charge		0	32,557	67,504	34,947
		£0	£32,557	£67,504	£34,947
ESTUARY WALL REINSTATEMENT WORKS		£0	£32,557	£67,504	£34,947
DIRECT WORKS		£135,384	£197,689	£247,726	£50,037
TECHNICAL SUPPORT STAFF COSTS		147,039	210,367	185,419	-£24,948
OTHER TECHNICAL SUPPORT COSTS		2,502	3,597	2,500	-£1,097
BAP IMPLEMENTATION		4,000	4,500	4,000	-£500
TECHNICAL SUPPORT (INCLUDING BAP IMPLEMENTATION)		£153,541	£218,464	£191,919	-£26,545
FINANCE COSTS (LOAN INTEREST: LOWER ALDE)		£9,714	£30,342	£91,134	£60,792
MAINTENANCE WORKS		£298,640	£446,495	£530,779	£84,284

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NOTE NOTES TO THE ACCOUNTS

1 DRAINAGE RATES	2016/17 Actual (£)	2017/18 Actual (£)	2017/18 Budget (£)	2017/18 Variance (£)
River Deben (Tidal Pumped) Sub District	32,054	32,470	32,470	0
Lower Alde (Tidal Pumped) Sub District	61,367	196,374	196,374	0
AHB (Tidal Pumped) Sub District	12,747	12,912	12,912	0
River Blyth (Tidal Pumped) Sub District	8,370	8,478	8,478	0
Gravity Sub District	25,073	26,294	26,294	0
	139,611	276,528	276,528	0
2 SPECIAL LEVIES ON COUNCILS	2016/17 Actual (£)	2017/18 Actual (£)	2017/18 Budget (£)	2017/18 Variance (£)
River Deben (Tidal Pumped) Sub District:				
Suffolk Coastal District Council	28,287	28,655	28,655	0
Lower Alde (Tidal Pumped) Sub District:				
Suffolk Coastal District Council	10,241	32,771	32,771	0
River Blyth (Tidal Pumped) Sub District:				
Waveney District Council	135	137	137	0
Gravity Sub District:				
Babergh District Council	1,552	1,629	1,629	0
Ipswich Borough Council	32,871	34,513	34,513	0
Mid Suffolk Borough Council	34,851	36,591	36,591	0
Waveney District Council	2,672	2,806	2,806	0
Suffolk Coastal District Council	30,532	32,057	32,057	0
	102,478	107,596	107,596	0
	141,141	169,159	169,159	0

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

3 GRANTS APPLIED

Grants Applied for this year and last year are as follows:

Capital Scheme	2016/17 Actual (£)	2017/18 Actual (£)	2017/18 Budget (£)	2017/18 Variance (£)
River Deben (Tidal Pumped) Sub District:				
Deben Estuary Partnership Scheme Development	1,000	10,270	0	10,270
Bawdsey Pumping Station (Health & Safety Improvements)	0	0	0	0
King's Fleet Pumping Station (Health & Safety Improvements)	0	0	0	0
Falkenham Marshes: Pumping Station (Replacement & Relocation)	15,205	-6,407	0	-6,407
	16,205	3,863	0	3,863
Lower Alde (Tidal Pumped) Sub District:				
Public Works Loan of £3m - Annual Charges & Repayments	0	0	0	0
Alde & Ore Estuary Partnership Scheme Development	594	0	0	0
Alde & Ore Estuary Modelling Study	0	50,000	0	50,000
Iken Pumping Station (Health & Safety Improvements)	0	0	0	0
Sudbourne Pumping Station (Fish/Eel Friendly Replacement)	0	0	850,000	-850,000
	594	50,000	850,000	-800,000
AHB (Tidal Pumped) Sub District:				
Colony Marsh Pumping Station (Health & Safety Improvements)	0	0	250,000	-250,000
River Blyth (Tidal Pumped) Sub District:				
Reydon Marsh Pumping Station (Health & Safety Improvements)	0	0	0	0
Reydon Marsh Pumping Station Improvement Study	0	0	0	0
Reydon Marsh Pumping Station Improvement Scheme	0	2,316	0	2,316
	0	2,316	0	2,316

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NOTE NOTES TO THE ACCOUNTS

16,798	56,179	1,100,000	-1,043,821
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4 HIGHLAND WATER CONTRIBUTIONS

- (i) This income now comes from the Environment Agency in September each year. Highland Water income has been derived from a relatively complex calculation designed to recompense the Board for managing the water that enters its Drainage District from the upper reaches of its hydraulic catchment.
- (ii) Highland water contributions are credited to each of the 5 Sub Districts according to an agreed fraction of the value of the maintenance work that has been carried out in each Sub District. These fractions are determined by the Environment Agency:

	2016/17 Actual (£)	2017/18 Actual (£)	2017/18 Budget (£)	2017/18 Variance (£)
River Deben (Tidal Pumped) Sub District	33,183	35,355	36,570	-1,215
Lower Alde (Tidal Pumped) Sub District	36,972	45,861	55,458	-9,597
AHB (Tidal Pumped) Sub District	5,811	2,587	2,676	-89
River Blyth (Tidal Pumped) Sub District	11,900	14,454	14,950	-496
Gravity Sub District	16,647	19,817	20,497	-680
	104,513	118,074	130,151	-12,077

5 INCOME FROM RECHARGEABLE WORKS

	2016/17 Actual (£)	2017/18 Actual (£)	2017/18 Budget (£)	2017/18 Variance (£)
River Deben (Tidal Pumped) Sub District:				
Contribution towards sea wall reinstatement work at Kirton	0	0	0	0
Contribution towards sea wall reinstatement work at Waldringfield	29,486	0	0	0
Saltmarsh Restoration Fencing at Waldringfield	102,526	0	0	0
Bird Surveys at King's Fleet Outfall	23,572	0	0	0
Upper Deben	10,000	81,171	0	81,171
	165,584	81,171	0	81,171
Lower Alde (Tidal Pumped) Sub District:				
Iken Wall	0	0	0	0
Saltings Creation - Faggots	0	0	0	0
Contribution towards sea wall reinstatement work at Hazlewood	0	0	0	0
Contribution towards sea wall reinstatement work at Ham Creek	0	0	0	0
	0	0	0	0
AHB (Tidal Pumped) Sub District:				
Twin Banks Watercourse (EA)	0	0	0	0
	0	0	0	0
River Blyth (Tidal Pumped) Sub District:				
N/A	0	0	0	0
Gravity Sub District:				
Aldeburgh Town Marshes - Tidal Defence Repairs	504,920	0	0	0
EA Integrated Maintenance (RIMES001)	0	85,560	0	85,560
EA Tidal Surge REA0002	2,939	0	0	0
Kirkley Stream Flood Storage	139,833	0	0	0
Kirkley Clearance RKI0007	0	33,720	0	33,720
Sternfield	6,994	0	0	0
Waveney District Council RWV0001 - Setup	0	0	0	0
Waveney District Council RWV0002 - re Christmas Lane, Ipswich	5,051	0	0	0
Waveney District Council RWV0003 - Hall Road	1,071	0	0	0
Waveney District Council RWV0004 - Bonds Meadow	9,283	0	0	0
Waveney District Council RWV0005 - Coopers Drive	1,071	0	0	0
Waveney District Council RWV0006 - Blundeston Pond	26,051	0	0	0

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Waveney District Council RWV0007 - re Lowestoft Barrier Deployment	153,038	63,165	0	63,165
Waveney District Council RWV0008 - Gunton Meadow	6,353	0	0	0
Waveney District Council RWV0009 - Nesting	0	900	0	900
Waveney District Council RWV0010 - Watercourse Surveys	0	2,323	0	2,323
Waveney District Council RWV0011 - Watercourse Surveys	0	1,973	0	1,973
Waveney District Council RWV0015	0	9,241	0	9,241
Waveney District Council RWV0016 - Christmas Lane	0	23,500	0	23,500
Waveney District Council RWV0017	0	5,830	0	5,830
Waveney District Council RWV0019	0	4,616	0	4,616
Ferry Farm RSKE001	0	400	0	400
Stutton Estate RST0001	6,395	0	0	0
Suffolk County Council RGC0001 Gardners Close	54,420	0	0	0
Norfolk Rivers IDB Recharge	3,145	0	0	0
Broads (2006) IDB Recharge	11,488	137,840	0	137,840
WMA Recharge	47	0	0	0
	932,099	369,068	0	369,068
	1,097,683	450,239	0	450,239

6 OTHER INCOME

	2016/17 Actual (£)	2017/18 Actual (£)	2017/18 Budget (£)	2017/18 Variance (£)
River Deben (Tidal Pumped) Sub District:				
Investment Interest	1,028	2,251	0	2,251
Surface Water Development Contribution	0	0	0	0
Other Income from WMA (35%)	39,773	52,080	45,738	6,342
Summons Costs	187	147	0	147
	40,987	54,477	45,738	8,739
Lower Alde (Tidal Pumped) Sub District:				
Investment Interest	1,094	2,395	0	2,395
Surface Water Development Contribution	0	0	0	0
Other Income from WMA (42.5%)	42,112	63,240	55,539	7,701
Summons Costs	242	190	0	190
	43,448	65,826	55,539	10,287
AHB (Tidal Pumped) Sub District:				
Investment Interest	226	495	0	495
Surface Water Development Contribution	0	0	0	0
Other Income from WMA (10%)	8,189	14,880	13,068	1,812
Summons Costs	64	51	-51	102
	8,479	15,426	13,017	2,409
River Blyth (Tidal Pumped) Sub District:				
Investment Interest	172	377	0	377
Surface Water Development Contribution	0	0	0	0
Other Income from WMA (7.5%)	7,019	11,160	9,801	1,359
Summons Costs	48	37	0	37
	7,239	11,575	9,801	1,774
Gravity Sub District:				
Investment Interest	518	1,133	0	1,133
Surface Water Development Contribution	0	32,077	0	32,077
Other Income from WMA (5%)	21,551	7,440	6,534	906
Summons Costs	509	400	0	400
	22,577	41,050	6,534	34,516
	122,731	188,353	130,629	57,724

Investment Interest is apportioned to each Sub District according to the closing balances of the Sub District, when expressed as a proportion of the Board's total closing balances as at the previous year end: River Deben (33.84%), Lower Alde (36.01%), AHB (7.44%), River Blyth (5.67%) and Gravity (17.04%).

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7 CAPITAL WORKS

- (i) The following capital work was undertaken during this year and last year. The Board is happy to receive any questions the reader may have about this work and contact details can be accessed from our website:

	2016/17 Actual (£)	2017/18 Actual (£)	2017/18 Budget (£)	2017/18 Variance (£)
Grant Aided Works				
River Deben (Tidal Pumped) Sub District:				
Deben Estuary Partnership Scheme Development	1,000	10,270	0	-10,270
Bawdsey Pumping Station (Health & Safety Improvements)	0	0	0	0
King's Fleet Pumping Station (Health & Safety Improvements)	0	0	0	0
Falkenham Marshes:Pumping Station (Replacement & Relocation)	15,204	-6,407	0	6,407
	16,204	3,863	0	-3,863
Lower Alde (Tidal Pumped) Sub District:				
Alde & Ore Estuary Partnership Scheme Development	594	0	0	0
Alde & Ore Estuary Modelling Study	0	50,804	0	-50,804
Iken Pumping Station (Health & Safety Improvements)	0	0	0	0
Sudbourne Pumping Station (Fish/Eel Friendly Replacement)	0	0	850,000	850,000
	594	50,804	850,000	799,197
AHB (Tidal Pumped) Sub District:				
Colony Marsh Pumping Station (Health & Safety Improvements)	0	0	250,000	250,000
River Blyth (Tidal Pumped) Sub District:				
Reydon Marsh Pumping Station (Health & Safety Improvements)	0	0	0	0
Reydon Marsh Pumping Station Improvement Scheme	0	2,316	0	-2,316
	0	2,316	0	-2,316
	16,798	56,983	1,100,000	1,043,017

- (ii) The Eel Regulations (England and Wales) 2009 place an obligation on operating authorities to ensure that pumping stations, inlets, sluices etc are regulation compliant. In 2012 it was agreed between the Environment Agency (Anglian Region) and the IDBs within that region to implement a joint region-wide consultancy contract to review the approx. 460 sites. A contract was awarded to Capita Symonds consultants to carry out a study and options appraisal for each of the priority sites within each IDB.
- (iii) Sites within the East Suffolk IDB are: Bawdsey, King's Fleet, Falkenham, Sudbourne & Iken Pumping Stations.
- (iv) The protocol agreed was that each IDB would be awarded FDGiA, but that the consultancy would be managed by the EA, so in effect the grant payable was retained by the EA, so there was no cost to each IDB other than some non-grant eligible staff time. The East Suffolk IDB was thus 'awarded' £15,000 on 11th March 2015 under EA ref: IDB0359. This allowed approximately £3,000 per site +10% contingency, if required.

8 ENVIRONMENT AGENCY PRECEPT

The Precept is paid to the Environment Agency for maintaining the main rivers and sea defences that help protect the Board's area. Half of the Precept is payable to the Environment Agency on 31 May and the other half is paid to them on 30 November each year. The amount payable is apportioned to each of the Board's sub districts according to assessable value:

	2016/17 Actual (£)	2017/18 Actual (£)	2017/18 Budget (£)	2017/18 Variance (£)
River Deben (Tidal Pumped) Sub District	6,025	6,326	6,326	0
Lower Alde (Tidal Pumped) Sub District	5,105	5,360	5,360	0
AHB (Tidal Pumped) Sub District	1,074	1,128	1,128	0
Blyth (Tidal Pumped) Sub District	236	248	248	0
Gravity Catchments Sub District	66,599	69,929	69,929	0
	79,039	82,991	82,991	0

9 MAINTENANCE WORKS

From: 01 April 2017
To: 31 March 2018

Period: 12
Year Ending: 31 March 2018

NOTE NOTES TO THE ACCOUNTS

- (i) The detailed maintenance work undertaken in each of the Board's sub districts is charged directly and can be viewed in the Maintenance section of this Report (other than Technical Support Costs, which are apportioned as follows: Lower Deben 35%, Lower Alde 42.5%, AHB 10%, River Blyth 7.5% and the Gravity Areas 5%. Maintenance work undertaken during this year and last year is summarised as follows:

	2016/17 Actual (£)	2017/18 Actual (£)	2017/18 Budget (£)	2017/18 Variance (£)
River Deben (Tidal Pumped) Sub District	84,768	125,704	111,922	-13,782
Lower Alde (Tidal Pumped) Sub District	126,524	224,619	312,961	88,342
AHB (Tidal Pumped) Sub District	16,192	27,197	21,442	-5,755
Blyth (Tidal Pumped) Sub District	24,370	24,567	28,944	4,377
Gravity Catchments Sub District	46,786	44,407	55,511	11,104
	298,640	446,494	530,780	84,286

10 ADMINISTRATION CHARGES

- (i) Administration charges include the Board's share of consortium expenditure, together with other expenses shown below (excluding technical support costs, which are included in the maintenance works expenditure). Detailed expenditure is regularly monitored by the Consortium Management Committee and the Board. The Board's representatives are happy to receive any questions the reader may have and their contact details can be accessed from the Board's website:

	2016/17 Actual (£)	2017/18 Actual (£)	2017/18 Budget (£)	2017/18 Variance (£)
(ii) Shared Administration Staff Costs	40,203	41,293	42,410	1,117
Shared Establishment Charges	6,093	0	5,002	5,002
Shared ICT Charges	7,111	0	3,148	3,148
Other Shared Administration Charges	6,136	0	5,257	5,257
Other Administration Charges	8,281	19,648	5,600	-14,048
	67,824	60,941	61,417	476
Anglia Farmers Annual Subscription	210	200	0	-200
Leaflet Costs	0	60	0	-60
Insurance Hire Vehicle	0	147	0	-147
Suffolk Coast Forum Contribution	550	0	0	0
WMA Eastern Recruitment Ad	0	283	0	-283
PWLB Loan Fee	0	1,050	0	-1,050
Drainage Write Offs (Gravity)	1,374	0	0	0
Drainage Rate Increases/Decreases	0	7,180	0	-7,180
Drainage Rates Settlement Discount	508	958	0	-958
Other Expenses	2,642	9,879	0	-9,879
Administration Charges	70,466	70,820	61,417	-9,403

- (iii) Administration costs are apportioned to each of the Board's sub districts as follows: River Deben (12%), Lower Alde (13%), AHB (4%), River Blyth (2%) and Gravity (69%). The Consultancy for the funding initiative is apportioned to each of the 3 relevant sub districts according to their proportion of aggregate assessable value:

	2016/17 Actual (£)	2017/18 Actual (£)	2017/18 Budget (£)	2017/18 Variance (£)
River Deben (Tidal Pumped) Sub District	8,639	8,498	7,376	-1,122
Lower Alde (Tidal Pumped) Sub District	9,212	9,207	7,991	-1,216
AHB (Tidal Pumped) Sub District	2,721	2,833	2,459	-374
Blyth (Tidal Pumped) Sub District	1,500	1,416	1,229	-187
Gravity Catchments Sub District	48,394	48,866	42,362	-6,504
	70,466	70,820	61,417	-9,403

From: 01 April 2017
 To: 31 March 2018

 Period: 12
 Year Ending: 31 March 2018

NOTE NOTES TO THE ACCOUNTS
11 COST OF RECHARGEABLE WORKS

	2016/17 Actual (£)	2017/18 Actual (£)	2017/18 Budget (£)	2017/18 Variance (£)
River Deben (Tidal Pumped) Sub District:				
Upper Deben (RUD0002)	0	73,645	0	-73,645
Waldringfield Tidal Defence Reinstatement Work	60,655	0	0	0
Waldringfield Salt Marsh	47,888	0	0	0
Saltmarsh Restoration Fencing at Waldringfield	1,660	0	0	0
	110,204	73,645	0	-73,645
Lower Alde (Tidal Pumped) Sub District:				
Iken Wall	0	0	0	0
Saltings Creation - Faggots	0	0	0	0
Emergency Sea Wall Reinstatement Work: Ham Creek	0	0	0	0
Emergency Sea Wall Reinstatement Work: Hazlewood	0	0	0	0
	0	0	0	0
AHB (Tidal Pumped) Sub District:				
Twin Banks Watercourse (EA)	0	0	0	0
	0	0	0	0
River Blyth (Tidal Pumped) Sub District:				
N/A	0	0	0	0
Gravity Sub District:				
Aldeburgh Town Marshes - Tidal Defence Repairs	545,852	0	0	0
Snape Village Tidal Wall Repair/Clay Deliveries	81,036	0	0	0
EA Tidal Surge REA0002	2,309	0	0	0
EA Integrated Maintenance (RIMES001)	0	79,759	0	-79,759
Falkenham Marshes - Surveys	0	0	0	0
Kirkley Stream Flood Storage RKI0002	18,250	0	0	0
Kirkley Stream Phase 2 Pioneer RKI0003	32,714	0	0	0
Kirkley Stream Attenuation Ponds RKI0004	29,237	0	0	0
Kirkley Brook Pioneer Clearance RKI0005	15,325	0	0	0
Kirkley Ponds RKI0006	38	0	0	0
Kirkley Clearance RKI0007	0	35,555	0	-35,555
Sternfield	9,620	0	0	0
Waveney District Council RWV0001 - Setup	6,469	0	0	0
Waveney District Council RWV0002 - re Christmas Lane, Ipswich	636	0	0	0
Waveney District Council RWV0003 - Hall Road	5,087	0	0	0
Waveney District Council RWV0004 - Bonds Meadow	3,681	0	0	0
Waveney District Council RWV0005 - Coopers Drive	636	0	0	0
Waveney District Council RWV0006 - Blundeston Pond	24,106	0	0	0
Waveney District Council RWV0007 - re Lowestoft Barriers	105,800	63,165	0	-63,165
Waveney District Council RWV0008 - Gunton Meadow	6,398	0	0	0
Waveney District Council RWV0009 - Nesting	0	900	0	-900
Waveney District Council RWV0010 - Watercourse Surveys	0	2,323	0	-2,323
Waveney District Council RWV0011 - Watercourse Surveys	0	1,973	0	-1,973
Waveney District Council RWV0012	0	75	0	-75
Waveney District Council RWV0015	0	6,061	0	-6,061
Waveney District Council RWV0016 - Christmas Lane	0	23,875	0	-23,875
Waveney District Council RWV0017	0	153	0	-153
Waveney District Council RWV0018	0	3,100	0	-3,100
Waveney District Council RWV0019	0	3,550	0	-3,550
Ferry Farm RSKE001	0	400	0	-400
Stutton Estate RST0001	6,392	0	0	0
Suffolk County Council RGC0001 - Gardners Close	31,991	0	0	0
Norfolk Rivers IDB Recharge	3,145	0	0	0
Broads (2006) IDB Recharge	3,462	137,838	0	-137,838
WMA Recharge	47	-250	0	250
	932,230	358,477	0	-358,477
	1,042,433	432,122	0	-432,122

From: 01 April 2017
To: 31 March 2018

Period: 12
Year Ending: 31 March 2018

NOTE NOTES TO THE ACCOUNTS

12 TANGIBLE FIXED ASSETS

	Estuary Walls	Land and Buildings	Total
Cost			
Opening Balance as at 1-4-2017	0	255,334	255,334
(+) Additions	769,995	0	769,995
(-) Disposals	0	0	0
Closing Balance as at 31-3-2018	769,995	255,334	1,025,329
Depreciation			
Opening Balance as at 1-4-2017	0	95,751	95,751
(+) Depreciation Charge for year	32,558	15,958	48,516
(-) Accumulated depreciation written out on disposal	0	0	0
Closing Balance as at 31-3-2018	32,558	111,709	144,267
Net Book Value at 31-03-2017	0	159,584	159,584
Net Book Value at 31-3-2018	737,437	143,625	881,062

- (i) Full details of all Assets are recorded in the Board's Fixed Asset Register, which can be made available to the reader upon request. The Board also shares ownership of a proportion of the WMA's Shared Fixed Assets, which were last valued by Cruso & Wilkin, Chartered Surveyors as at 31 March 2018. Such assets have a Net Book Value of zero.
- (ii) It should be noted that only 3 of the Board's 10 Pumping Stations have a net book value of greater than zero. If all 10 of the Board's Pumping Stations were revalued and capitalised it would lead to a significant impairment charge being made to the Lower Alde Sub District.

13 CASH AT BANK AND IN HAND

	2016/17	2017/18
Opening Balance as at 1-4-2017 b/fwd	260,889	609,257
(+) Receipts	2,596,507	5,169,172
(-) Payments	-2,248,139	-5,579,893
(=) Closing Balance as at 31-3-2018 c/fwd	609,257	198,536
Balance on Statement as at 31-3-2018	751,842	201,468
(-) Less: Unpresented Payments	-142,585	-3,840
(+) Add: Unpresented Receipts	0	908
(=) Closing Balance as at 31-3-2018 c/fwd	609,257	198,536

14 SHORT TERM INVESTMENTS

Short term Investments as at 31-3-2018 are as follows:

Financial Institution	Capital	Investment Date	Maturity Date	Variable Interest Rate
Natwest Treasury Reserve Deposit	500,000	26/10/2017	26/10/2018	0.56%
National Counties Building Society	500,000	02/02/2018	30/04/2018	0.53%
Cumberland Building Society	500,000	15/02/2018	15/05/2018	0.55%
Nottingham Building Society	500,000	15/02/2018	31/05/2018	0.51%
West Bromwich Building Society	500,000	28/02/2018	29/06/2018	0.46%
Principality Building Society	500,000	29/03/2018	29/06/2018	0.54%
	3,000,000			

15 DEBTORS AND PREPAYMENTS

	2016/17	2017/18
Work In Progress:		
Aldeburgh RAL0004	303,428	0
WMA	0	85
Trade Debtors	51,653	77,627

From: 01 April 2017
To: 31 March 2018

Period: 12
Year Ending: 31 March 2018

NOTE NOTES TO THE ACCOUNTS

Drainage Rates and Special Levies Due	12,366	8,212
H M Revenue and Customs	0	2,069
Amounts owed from/(to) WMA	12,917	70,991
	380,365	158,984

16 CREDITORS AND RECEIPTS IN ADVANCE

	2016/17	2017/18
Trade Creditors	6,373	22,093
H M Revenue and Customs	763	0
Accruals (BAP Work: £1,750, Pump Attendance: £19,975 Costs £5000)	14,625	26,725
Payments received in advance (AOET: Aldeburgh & Snape Village)	355,875	0
Payments received in advance (WFDG: Waldringfield)	19,419	19,419
Payments received in advance (WDC Special Levy)	0	3,034
	397,055	71,271

17 LOANS OUTSTANDING

	2016/17	2017/18
Loans Payable in next 12 months	15,225	82,426
Loans Payable in more than 12 months	175,215	3,060,231
	190,440	3,142,658

One of the Board's predecessors (Lower Alde IDB) took out 4 loans to refurbish the following pumping stations in 2005: Butley, Chillesford and Gedgrave pumping stations. The cost of servicing these loans is charged directly to the Lower Alde (Tidal Pumped) Sub District. The Interest rates on these loans vary from 4.70% to 5.15%.

In 2017 the Board took out a loan of £3m at a fixed rate of interest of 2.74% repayable over 30 years, to part fund estuary wall reinstatement work in the Alde-Ore Estuary. The estuary walls protect this area of the drainage district.

18 RESERVES

	Development Reserves	General Reserves	Capital Reserves	Total Reserves
Opening Balances as at 1-4-2017	0	204,351	574,744	779,095
Net Surplus/(Deficit) for the year	0	169,123	0	169,123
Transfers to/(from) Reserves	32,077	-201,200	169,123	0
Closing Balances as at 31-3-2018	32,077	172,274	743,867	948,218

- (i) Please note the Statement of Movement on Reserves, which shows the movements and balances of the General and Capital Reserves for each of the Board's Sub Districts.
- (ii) It is important to note that the Board is a member of the Water Management Alliance Consortium and as such has a proportion of the pension liability for the shared staff that have been employed by King's Lynn IDB t/a "the Water Management Alliance" since joining the group on 1 April 2008. 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 19 January 2016.

19 GRANTS RESERVE

Opening Balances as at 1-4-2017	£82,615.18
Add: Grant Received during the year	£50,000.00
Less: Grant Applied	-£56,179.19
Closing Balances as at 31-3-2018	£76,435.99

20 RELATED PARTY DISCLOSURES

From: 01 April 2017
To: 31 March 2018

Period: 12
Year Ending: 31 March 2018

NOTE NOTES TO THE ACCOUNTS

- (i) The following Board members have performed pump attendance duties at the Board's pumping stations during the year, for which they have claimed/will claim the following payments:

Mr P Cooke (Stanny House Farm Partnership)	£680 Iken
Mr R Mann (Iken Hall Farms)	£680 Iken
Mr C J Mann (Mann Farms Ltd)	£1,000 Bawdsey
Sir E Greenwell (Greenwell Farms)	£1,050 Gedgrave
Mr R Pipe	£1,000 Hollesley, Colony Marsh
Mr A Hall	£1,000 Reydon
	<u>£5,410</u>

- (ii) The following Works Committee members have performed pump attendance duties at the Board's pumping stations during the year, for which they have claimed/will claim the following payments:

Major J Greenwell (Capel St Andrew Farms)	£1,000 Butley
Mr R Skepper (Ferry Farm Co)	£1,050 Sudbourne
Mr G Watson (Chillesford Lodge Estate)	£1,150 Chillesford
Mr M Hollingsworth	£1,000 Falkenham
	<u>£4,200</u>

- (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, which include the Chairman and Vice-Chairman of the Board, and the Board Member Mr M Paul.
- (v) 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.
- (vi) The Board has paid Ben Goose (BJ Goose Digger Hire Ltd) £8,124.00 up to 31/03/18 for plant/labour hire. The Board's Operations Manager is related to Ben Goose.

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: 12
Year Ending: 31 March 2018

BOX NO. ANNUAL RETURN, FOR THE YEAR ENDED 31 MARCH 2018	ACTUAL 2016/17 RESTATEd (£)	ACTUAL 2017/18 £
1 Balances brought forward		
General Reserves	89,249	89,249
Grants Reserve	74,413	82,615
Capital Reserves	574,744	689,845
As per Statement of Accounts	738,406	861,709
(-) Fixed Assets, Long Term Liabilities and Loans		
Loans Payable in less than 12 months	-14,516	-15,225
Long Term Liabilities	-190,440	-175,215
Net Book Value of Tangible Fixed Assets	175,542	159,583
	-29,414	-30,857
(=) Adjusted Balances brought forward	767,820	892,566
2 (+) Rates and Special Levies		
Drainage Rates	139,611	276,528
Special Levies issued by the Board	141,141	169,159
As per Statement of Accounts	280,752	445,687
3 (+) All Other Income		
Grants Applied	16,978	56,179
Public Works Loan Taken Out	0	3,000,000
Highland Water Contributions	104,513	118,074
Other Income	122,731	188,353
Income from Rechargeable Works	1,097,683	450,239
As per Statement of Accounts	1,341,905	3,812,846
(+) Grants Applied to Grants Received Conversion		
(-) Grants Applied	-16,978	-56,179
(+) Grants Received	25,000	50,000
	8,022	-6,179
(=) Adjusted Other Income	1,349,927	3,806,666
4 (-) Staff Costs		
Shared Technical Support Staff Costs	147,039	210,367
Shared Administration Staff Costs	40,203	41,293
	187,242	251,660
5 (-) Loan Interest/Capital Repayments		
Loan Interest	9,714	30,342
Capital Repayments	14,516	47,782
As per Statement of Accounts	24,230	78,124
6 (-) All Other Expenditure		
Capital Works	16,798	56,983
Maintenance Works	298,640	446,494
Environment Agency Precept	79,039	82,991
Administration Charges	70,466	70,820
Cost of Rechargeable Works	1,042,432	432,122
As per Statement of Accounts	1,507,375	1,089,409

From: 01 April 2017
To: 31 March 2018

Period: 12
Year Ending: 31 March 2018

BOX NO. ANNUAL RETURN, FOR THE YEAR ENDED 31 MARCH 2018	ACTUAL 2016/17 RESTATED (£)	ACTUAL 2017/18 £
(-) Loan Interest shown separately	9,714	30,342
(-) Depreciation charged to Maintenance Works	15,958	48,515
(-) Staff Costs now recorded in Box 4	187,242	251,660
(+) Capitalised Additions		
Land and Buildings	0	769,995
Plant and Equipment	0	0
	0	769,995
(=) Adjusted Other Expenditure	1,294,461	1,528,887
7 (=) Balances carried forward		
General Reserves	89,249	172,274
Development Reserve	0	32,077
Grants Reserve	82,615	76,436
Capital Reserves	689,845	743,867
As per Statement of Accounts	861,709	1,024,654
(-) Fixed Assets, Long Term Liabilities and Loans		
Loans Payable in less than 12 months	-15,225	-82,426
Long Term Borrowing	-175,215	-3,060,231
Net Book Value of Tangible Fixed Assets	159,583	881,062
	-30,857	-2,261,595
(=) Adjusted Balances carried forward	892,566	3,286,249
8 Total Cash and Short Term Investments		
Cash at Bank and in Hand	609,257	198,536
Short term Investments	300,000	3,000,000
As per Statement of Accounts	909,257	3,198,536
9 Total Fixed Assets and Long Term Assets		
Land and Buildings (valued at Purchase Cost)	255,334	255,334
Alde Ore Estuary Walls (valued at Purchase Cost)	0	769,995
Shared Consortium Assets (valued at Net Book Value)	0	0
As per Statement of Accounts	255,334	1,025,329
10 Total Borrowings		
Loans Due (<= 1 Year)	15,225	82,426
Loans Due (> 1 Year)	175,215	3,060,231
As per Statement of Accounts	190,440	3,142,658



From: 01 April 2017
To: 31 March 2018

Period: 12
Year Ending: 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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7	Balances carried forward (adjusted)	892,566	3,286,249
	(-) Deduct: Debtors and Prepayments		
	Trade Debtors	51,653	77,627
	Work in Progress	303,428	85
	Drainage Rate Debtors	12,366	8,212
	H M Revenue and Customs	0	2,069
	Amounts owed from/(to) WMA	12,917	70,991
		380,364	158,984
	(+) Add: Creditors and Payments Received in Advance (<= 1 Year)		
	Trade Creditors	6,373	22,093
	H M Revenue and Customs	763	0
	Accruals	14,625	26,725
	Payments received in advance (AOET)	355,875	0
	Payments received in advance (WFDG)	19,419	19,419
	Payments received in advance (Special Levy: Babergh D.C.)	0	3,034
		397,055	71,271
	(=) Box 8	909,257	3,198,536
8	(=) Total Cash and Short Term Investments		
	Cash at Bank and in Hand	609,257	198,536
	Short term Investments	300,000	3,000,000
		909,257	3,198,536

P J CAMAMILE MA FCIS
CHIEF EXECUTIVE

07 JUNE 2018

S JEFFREY BSc (Hons) FCCA
FINANCE OFFICER

East Suffolk 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>
AN0001	Anglia Farmers Ltd	Electricity/Materials	13,162.36
BL0002	Blakes Self Loading Vehicles Ltd	Hire of Hiab Lorry	936.00
BR0004	Broads (2006) IDB	Plant & Labour hire/Materials	4,225.37
CL0002	Clarke & Simpson	Surveying Fees	1,350.00
CO0005	S J Cobbold Suffolk	Plant, Labour, Equipment	76,752.12
FE0003	Mr S Felgate	Drain/Stream Maintenance	5,938.74
HA0003	Hawes Associates	Flood cell engineering designs	782.64
IK0001	Iken Hall Farms	Pump attendance	816.00
LA0002	Laser Civil Engineering &	Labour	1,443.60
MG0001	MGT (Suffolk) Ltd	Container Moves	420.00
MH0001	MHE Consulting Ltd	Consulting	161.82
MI0001	Minsmere Levels Stakeholders	Donation	300.00
NO0002	Norfolk Marine & General Ltd	Underwater Inspection	1,920.00
PU0001	J T Pullen-Appleby	Saltmarsh Survey	2,148.00
RO0003	Rosebay Services	Report BCP	12,000.00
TO0002	Towergate Insurance Brokers	Insurance	112.00
VJ0001	V & J Knitwear Ltd	Safety Materials/Clothing	124.43
WA0004	HR Wallingford Ltd	Modelling Study	5,937.00
WA0011	Water Management Alliance	Technical Support Costs	55,664.88

Please note that the amounts shown above include Vat £ 184,194.96

**EAST SUFFOLK INTERNAL DRAINAGE BOARD
RISK REGISTER**

STRATEGIC OBJECTIVES	RISK	IMPACT	LIKELIHOOD SCORE (1 – 3)	IMPACT SCORE (1 – 3)	RISK RATING (HIGH, MEDIUM, LOW)	RESPONSE (ACTIONS PLANNED/TAKEN)
To reduce the flood risk to people, property, public infrastructure and the natural environment by providing and maintaining technically, environmentally and economically sustainable flood defences within the Internal Drainage District (IDD)	<p>(1) Reduction in, or insufficient finance, grant and income</p> <p>(2) EA may cease to pay highland water contributions to IDBs</p> <p>(3) Possibility of IDBs having to adhere to water abstraction licencing regulations introduced January 2018 (Water Resources Act)</p>	<p>Reduction in FCERM service the Board is able to provide</p> <p>Inability to replace assets</p> <p>Potential prohibitive financial impact</p>	3	3	High 9 →	<p>Asset Management Plan and profile future funding requirements, (Capital Finance and Reserves Policy).</p> <p>Explore alternative funding streams</p> <p>ADA to lobby for continued exemption from licencing for IDBs</p> <p>It is understood that the requirement for licencing only applies to the transfer of water from main river to ordinary watercourses, which should therefore, not require the East Suffolk IDB to obtain licences for water transfer</p>
	(4) 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 reduced standard	Potential breaching during severe weather events and associated cost implications	3	3	High 9 ↓	<p>Working with stakeholders and Estuary Community Groups to develop investment plans for flood compartment and deliver works on the ground</p> <p>PSCA in place with other RMAs to undertake works</p> <p>Increased capacity and capability through WMA (Eastern)</p>

**EAST SUFFOLK 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)
	(5) Alde/Ore Estuary Trust (AOET) unable to raise sufficient funding to pay for works, beyond that which could be paid for by the Public Works Loan for reinstatement works in the Alde/Ore Estuary	May prevent works be carried out in the Alde/Ore Estuary to the programme as set out in the Alde/Ore Estuary Plan	2	3	High 6 →	
	(6) Implementation of Eel Regulations 2009 requiring changes to Board infrastructure	Prohibitive cost to update all infrastructure to be compliant with the regulations	2	3	High 6 →	<p>Sites assessed and prioritised and agreed with EA.</p> <p>Need to apply for grant aid if/when derogation is not extended beyond Dec 2020</p> <p>EA has issued derogation to Dec 2020 on priority sites at Bawdsey, Falkenham, Iken, Sudbourne and Hollesley pending results of accredited EA national trials</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	(7) Planning Authorities ignore advice provided by Board (8) Lack of staff resources results in turning a blind eye to Byelaw/Land Drainage Act	Increased flood risk Potential for lost income from SWDCs and commuted sums	2	3	High 6 →	<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</p>

**EAST SUFFOLK 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>infringements and contraventions or failure to collect development contributions and commuted sums</p> <p>(9) Potential for developers to allow SUDs to be managed by private companies who allow them to fall into disrepair through lack of long term maintenance</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>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>IDB introduced SUDs adoption and charging policy June 2017</p> <p>Availability of increased resource following appointment of WMA Chief Planning Officer November 2017 and dedicated WMA Eastern Planning Officer December 2017</p>

Risk Assessment Matrix (From the Risk Management Strategy and Policy as approved 17 January 2017)

Risk Assessment Matrix

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

The categories for impact and likelihood are defined as follows:

IMPACT

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

LIKELIHOOD

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

Distributed to:

Members

Block Mrs C
Caston J
Cooke P N R
Foskett J (Vice-Chairman)
Garrod N
Greenwell Sir E
Hall A R
Hall B
Hedgley C
Holmes O
Loyd C A
Mann C J
Mann R W
Marchant Ms W
Marson Mrs J
Paul M A
Pipe R J (Chairman)
Rivett C
Rowlands A J
Smart P
Smith A
Welham K

Officers

Bloomfield G
Brown G
Camamile P J
Roberts P
Thomas Miss K

East Suffolk IDB
Meeting 13 June 2018