

**A MEETING OF THE KING'S LYNN INTERNAL DRAINAGE BOARD WAS HELD AT
PIERPOINT HOUSE, 28 HORSLEY'S FIELDS, KING'S LYNN, NORFOLK PE30 5DD AND
VIA MS TEAMS ON FRIDAY, 09 MAY 2025 AT 9:30 AM**

Elected Members	Appointed Members
	King's Lynn & West Norfolk BC
* J Askew	*v S Bearshaw
* J Caley	* A Bubb
* S Markillie	*v R Colwell
S E Markillie	M Dye
* T Matkin	* B Jones
* M Riddington	M Little
*v B Sigurdsson	* B Long
* J Symington	* J Rust
* A Whitehead	*v A Ware
Vacancy	* M de Whalley
	Jointly Appointed
	D Oliver
* Present	
*v Present via MS Teams	*/v Total Present (76%)

B Long in the Chair

In attendance:

Cathryn Brady (Sustainable Development Manager), Phil Camamile (Chief Executive), Olivia Follen (Business Support Officer), Kyia Holmes (Finance and Rating Assistant), Tom Hunter (Area Manager), Sallyanne Jeffrey (Chief Financial Officer), Caroline Laburn (Environmental Manager), Kari Nash (Project Delivery Manager), Matthew Philpot (Chief Operating Officer) and Rob Taylor (Operations Manager)

ID	King's Lynn IDB, Minute	Action
28/25	WELCOME AND APOLOGIES FOR ABSENCE	
28/25/01	The Chairman welcomed everyone to the meeting in particular Councillor Tony Bubb who was attending his first meeting as a newly Appointed Member of the Board. RESOLVED that this be noted.	
28/25/02	Apologies for absence were received on behalf of Mark Dye, Martin Little and Sam E Markillie. RESOLVED that this be noted.	
29/25	DECLARATIONS OF INTEREST	
29/25/01	There were no declarations of interest raised by members or officers. RESOLVED that this be noted.	

ID King's Lynn IDB, Minute	Action
30/25 GIFTS AND HOSPITALITY REGISTER FOR 2024/25 30/25/01 The Chief Financial Officer asked all Board members to declare any gifts and hospitality over the value of £30.00 which they had received between 01 April 2024 and 31 March 2025 by Friday 30 May 2025. RESOLVED that this be actioned.	ALL
31/25 MINUTES OF THE LAST BOARD MEETING 31/25/01 The minutes of the last Board meeting held on 16 January 2025 were approved, signed and confirmed as a true record. There were no matters arising.	
32/25 MINUTES OF THE SPECIAL PLANT AND WORKS COMMITTEE MEETING 32/25/01 The recommendations arising from the unconfirmed minutes of the Special Plant and Works Committee Meeting held on 20 March 2025 were considered in detail and approved. There were no matters arising.	
33/25 HEALTH AND SAFETY REPORT 33/25/01 The Health and Safety Report, (a copy of which is filed in the Report Book), was considered in detail, and approved. There were no matters arising.	
34/25 CAPITAL WORKS PROGRAMME OVERVIEW AND PROJECT DEVELOPMENT REPORT 34/25/01 The Capital Works Programme Overview and Project Development Report (a copy of which is filed in the Report Book), was considered in detail, and approved. Arising therefrom:	
34/25/02 It was unanimously agreed to approve the Project Delivery team's recommendation to progress to the delivery phases of the North Wootton Pump Replacement, Chalk Lane Penstock Replacement and Eau Brink Outfall schemes, following the team securing the Tranche 2b funding. RESOLVED that this be actioned.	KN
35/25 PROJECT DELIVERY REPORT 35/25/01 The Project Delivery Report (a copy of which is filed in the Report Book), was considered in detail, and approved. There were no matters arising.	
36/25 OPERATIONS REPORT 36/25/01 The Operations Report was considered in detail and approved (a copy of which is filed in the Report Book). Arising therefrom:	

ID King's Lynn IDB, Minute	Action
36/25/02 Michael de Whalley requested that the long list of options arising from the Gaywood River Catchment Study that had been identified by the consultant be shared with the Board. RESOLVED that this be actioned. Steven Bearshaw left the meeting.	TH
37/25 ENVIRONMENTAL REPORT	
37/25/01 The Environmental Report was considered in detail and approved (a copy of which is filed in the Report book). There were no matters arising.	
38/25 SUSTAINABLE DEVELOPMENT REPORT	
38/25/01 The Sustainable Development Report was considered in detail and approved (a copy of which is filed in the Report Book). There were no matters arising.	
39/25 SCHEDULE OF PAID ACCOUNTS	
39/25/01 The Schedule of Paid Accounts for the period 01 January 2025 to 31 March 2025 totalling £1,891,078.63 was considered in detail and approved (a copy of which is filed in the Report Book). There were no matters arising.	
40/25 INTERNAL AUDIT REPORT FOR 2024/25	
40/25/01 The Internal Audit Report for 2024/25, as prepared by the Board's Internal Auditor, together with the Management's responses and recommended actions, (copies of which are filed in the Report Book), were considered in detail and approved. There were no matters arising.	
41/25 APPOINTMENT OF INTERNAL AUDITOR FOR 2025/26	
41/25/01 It was agreed and thereby RESOLVED to reappoint TIAA as the Board's Internal Auditor for 2025/26. The Board: (i) is satisfied that the Internal Auditor is independent (see Practitioners' Guide 2025 Paragraphs 1.35 and 4.11); (ii) approves the internal audit programme of work for 2025/26, having regard to the key risks identified in the Risk Register (see Practitioners' Guide 2025 Paragraphs 1.34 and 4.16); and (iii) is satisfied with regard to the competence of the Internal Auditor and approves the letter of engagement (see Practitioners' Guide 2025 Paragraphs 1.35, 4.1 and 4.13), including the signed letter of engagement.	

42/25 FINANCIAL REPORT

42/25/01 The Financial Report and reconciliation to the Annual Governance and Accountability Return for the year ending 31 March 2025 was considered in detail, and approved, (a copy of which is filed in the Report Book). Arising therefrom:

42/25/02 The Board congratulated WMA Officers for securing the Tranche Funding. The Chief Executive informed the Board that the WMA Group secured 40% of the overall funding available for Tranche 2b. RESOLVED that this be noted.

43/25 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2024/25

43/25/01 The Annual Governance Statement shown in Section 1 of the Board's Annual Governance and Accountability Return for the year ending 31 March 2025 was considered in detail and approved.

43/25/02 The Accounting Statements shown in Section 2 of the Board's Annual Governance and Accountability Return for the year ending 31 March 2025 was considered in detail and approved.

44/25 DATE OF COMMENCEMENT PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS

44/25/01 It was agreed and thereby RESOLVED to publish the notice for the exercise of public rights on the Board's website and in the office reception, that the Accounts, year ending 31 March 2025 would be available for inspection for the 30-working day period commencing 03 June 2025 and ending on 14 July 2025.

45/25 AUDITED ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURNS 2022/23 AND 2023/24

45/25/01 The Audited Annual Governance and Accountability Returns for the financial years 2022/23 and 2023/24 (copies of which are filed in the Report Book) were considered in detail and approved. There were no matters arising.

46/25 RISK REGISTER

46/25/01 Members considered and approved the risk register for those risks with a risk assessment matrix score of ≥ 6 (a copy of which is filed in the Report Book). There were no matters arising.

47/25 OFFICIAL COMPLAINTS AND OTHER FEEDBACK

47/25/01 The Official Complaints and Other Feedback Report (a copy of which is

ID	King's Lynn IDB, Minute	Action
	filed in the Report Book) was considered in detail and approved. There were matters arising. 48/25 CO-OPTION OF MEMBER 48/25/01 It was agreed and thereby RESOLVED to co-opt Mark Means to fill the casual vacancy on the Board with immediate effect. 49/25 DATE AND TIME OF NEXT BOARD MEETING 49/25/01 The next Board meeting would take place on Friday, 17 October 2025 at 9.30 am, here at Pierpoint House and via Microsoft Teams. RESOLVED that this be noted. 50/25 ANY OTHER BUSINESS 50/25/01 There was no other business to discuss. 51/25 OPEN FORUM: TO HEAR FROM ANY MEMBER OF THE PUBLIC, WITH LEAVE OF THE CHAIRMAN 51/25/01 There were no members of the public present at this point in the meeting. 52/25 CONSORTIUM MATTERS 52/25/01 Unconfirmed Minutes and Report Extracts The unconfirmed minutes and report extracts from the last Consortium Management Committee (CMC) meeting held on 25 April 2025 were considered in detail and noted. Arising therefrom: 52/25/02 The Chief Executive Officer provided an update on the sale of Kettlewell House confirming that a new option had been agreed with the same prospective purchaser on the same terms as the previous option, which would expire on 30 June 2025. 52/25/03 WMA Supplier Performance Policy The WMA Group's Supplier Performance Policy (a copy of which is filed in the Report Book) was considered in detail and adopted. There were no matters arising. 52/25/04 WMA Charging Policy A report proposing an amendment to the WMA Group's Development Control Charges and Fees Charging Policy (a copy of which is filed in the Report Book) was considered in detail. It was agreed and thereby RESOLVED to amend the Development Control Charges and Fees	OF

ID King's Lynn IDB, Minute	Action
Charging Policy to include the charges as shown in tables 1 and 2 of the report.	
52/25/05 WMA Annual Carbon Report	
The WMA Group's Annual Carbon Report for 2023/24 (a copy of which is filed in the Report Book) was considered in detail and noted. Arising therefrom:	
52/25/06 It was agreed to give some thought as to how to better account for and report on the group's carbon usage/unit of carbon, so as not to distort the Board's performance in particularly wet years, when carbon usage was clearly going to be higher than in dryer years. This would help the Board monitor progress on achieving one of its strategic aims; to reduce carbon usage/unit of carbon by 50% on or before 2030.	
52/25/07 Members were also mindful of the staff time that was needed to collate and report on carbon usage. The annual carbon reporting was done in-house and staff priorities should remain focussed on securing grant funding, as opposed to carbon reporting.	
52/25/08 Items for discussion at next CMC meeting There were no issues raised by members for discussion at the next CMC meeting on 27 June 2025. Should members wish to raise any item for discussion at the next meeting, they should contact any of the Board's representatives: the Chairman and John Askew, or the Chief Executive directly.	
53/25 CONFIDENTIAL BUSINESS	
53/25/01 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 and the Board's Standing Orders.	

A VIRUTAL MEETING OF THE KING'S LYNN IDB PLANT AND WORKS COMMITTEE WAS HELD VIRTUALLY VIA MICROSOFT TEAMS AND IN THE BOARDROOM AT PIERPOINT HOUSE, 28 HORSLEY'S FIELDS, KING'S LYNN, PE30 5DD ON THURSDAY, 20 MARCH 2025 AT 10.00 AM

Elected Members		Appointed Members	
	J Askew		King's Lynn & WNBC
*v	S Markillie	* v	B Jones
*v	T Matkin	*	B Long
	M Riddington		
*v	J Symington		
*v	A Whitehead		
		*	Present (75%)

T Matkin in the Chair

In attendance:

Cathryn Brady (Sustainable Development Officer), Phil Camamile (Chief Executive), Olivia Follen (Business Support Officer), Sallyanne Jeffrey (Chief Financial Officer)*v and Matthew Philpot (Chief Operating Officer)*v

*v Ben Hornigold (Member of the public)

ID	King's Lynn IDB: Plant and Works Committee, Minute	Action
01/25	WELCOME AND APOLOGIES FOR ABSENCE	
01/25/01	The Chairman welcomed everyone to the meeting, which had been convened to determine a number of consent applications that could not wait for a decision until the next scheduled Board meeting on 09 May 2025. It was noted that Mr Ben Hornigold was attending the meeting as a member of the public.	
01/25/02	Apologies were received on behalf of Mark Riddington. RESOLVED that this be noted.	
02/25	DECLARATIONS OF INTEREST	
02/25/01	There were no declarations of interest reported to the meeting. Jamie Symington joined the meeting.	
03/25	SUSTAINABLE DEVELOPMENT REPORT	
03/25/01	The Sustainable Development Report was considered in detail and approved (a copy of which is filed in the Report Book). Arising therefrom:	

ID	King's Lynn IDB: Plant and Works Committee, Minute	Action
03/25/02	24_26824_C: Byelaw 10 Application at Hungate Road, Emneth It was agreed and thereby RESOLVED to consent to this application on appeal, subject to the Board's standard conditions and specifications including a revised and bespoke Deed of Indemnity as detailed in the Sustainable Development Report, to be drafted by a solicitor appointed by the Board at the expense of the applicant.	
03/25/03	25_30432_C: Section 23, LDA1991 application at Cross Bank Road, Kings Lynn It was agreed and thereby RESOLVED that the Committee approves the principle of the diversion, and delegates the authority to finally determine this application to the Chief Executive's Management Committee, once sufficient information had been provided to the satisfaction of officers.	
03/25/04	25_30390_C: Byelaw 10 application at Trinity Road, Marshland St James It was agreed and thereby RESOLVED to consent to this application, subject to the applicant agreeing to the Board's standard conditions and specifications.	
03/25/05	24_30328_C: Byelaw 10 Application at Ferry Road, Clenchwarton It was agreed and thereby RESOLVED to consent to this application subject to the Board's standard conditions and specifications including a revised and bespoke Deed of Indemnity as detailed in the Sustainable Development Report, to be drafted by a solicitor appointed by the Board at the expense of the applicant.	
Ben Hornigold left the meeting.		
04/25	DATE OF NEXT MEETING	
04/25/01	It was noted and thereby RESOLVED that the Plant and Works Committee would next meeting Friday, 19 September 2025 at 09:30am.	
04/25	ANY OTHER BUSINESS	
04/25/01	There was no other urgent business to discuss.	

HEALTH, SAFETY AND WELFARE PERFORMANCE REVIEW

For the period January 2025 to April 2025

1. LEARNING EVENTS

- 1.1 In February an excavator became stuck undertaking recharge work in the Broads IDB area. This was work on Coleman's Drain near Acle (EA Main River). In this event the excavator tracks to the rear sank into very soft ground. Due to the angle of the excavator the operator decided to stop rather than slew again to attempt to pull out. The IDB had a second excavator close to the site, so were able to attend site and use the second excavator to pull as part of a planned removal. No injury or damage resulted in this event.

Learning points were taken as follows:

- Working area was unfamiliar and ground conditions very soft in places. The Operations Manager had spoken to a contractor that had worked on this watercourse previously. On review a more cautious approach could have been taken with mats used throughout the works.
- The removal of the stuck excavator was done in accordance with the generic risk assessment and associated control measures for such an activity. The operatives involved were well informed and prepared, and the removal was done efficiently and safely.
- Understanding the risk of the situation getting worse, the operator made a good call to ask for help, which in this case was timely and easy to arrange.

The event, generic risk assessment and control measures for recovering stuck excavators were reviewed with operatives during a depot meeting in February.

- 1.2 Boards to report near misses and suggestions have been provided at both the Martham and Pierpoint depots, and a further board will be provided soon at the Islington Depot. They have simple tickets on which any member of staff can note details of a near miss, concern or suggestion relating to health & safety, welfare or the environment. The tickets can be posted onto the board any time for review and action by managers. Operational staff will be encouraged to make use of the system during depot meetings.

2. ACCIDENTS

- 2.1. One accident occurred during this period, as detailed below.

<u>Date</u>	<u>Board</u>	<u>Accident Type</u>	<u>RIDDOR Reportable</u>	<u>Details</u>
03/03/2025	NRIDB	Minor shoulder injury	No	Operative pulled muscle in shoulder whilst moving trailer by hand. Noticed the next day – no time off work.

This was a minor injury noted in the accident book as a precaution.

3. TOOLBOX TALKS & TRAINING

Toolbox talks:

- Water vole mitigation changes: Operations Mangers (Eastern), January 2025
- Removing stuck excavators – Ops Staff, Martham Depot - February 2025
- Temporary Works – Ops Staff, Martham Depot – March 2025
- Pollution Incident Procedure – Ops Staff, Pierpoint Depot – April 2025
- Pollution Incident Procedure – Ops Staff, Martham Depot – May 2025

Training

- CiTB Temporary Works Supervisor – Key operatives BIDD, NRIDB – March 2025
- CiTB Temporary Works Coordinator – BIDD, NRIDB, ESWMB, MEICA Managers – March 2025
- CDM Regulations and Roles – Operations Managers and Projects team staff – April 2025

4. UPDATES TO GENERIC RISK ASSESSMENTS (GRA) & SAFE SYSTEMS OF WORK

4.1. Review completed to all GRA's during January and February.

Minor updates to the following GRA's

- GRA03: Weedcutting by hydraulic machines
- GRA04: De-silting by hydraulic machines
- GRA05: Unloading & stacking materials
- GRA08: Operation of tractors, 180 & 360 diggers
- GRA10: Use of chainsaws
- GRA12: Use of trimmers
- GRA13: Unblocking culverts
- GRA14: Working near OHPL
- GRA18: Operation of telehandler
- GRA20: Removing stuck machine
- GRA21: Use of pressure washer
- GRA22: Cutting and grinding with portable angle grinder
- GRA23: Weils disease
- GRA24: Wood chipper

New GRA's

- GRA 29: Use of quad bike

5. HEALTH & SAFETY INSPECTIONS

5.1. Alliance lifting checks – 6 monthly

5.2. Copes H&S visits to BIDD (Martham Depot) and KLIDB

Tom Hunter
AREA MANAGER

KING'S LYNN IDB - CAPITAL WORKS PROGRAMME OVERVIEW & PROJECT DEVELOPMENT REPORT
FOR THE PERIOD 06 JANUARY 2025 TO 24 APRIL 2025

6 Year Actual Spend

10.9M

2025/26 Forecast

4.8M

Variance

-

6 Year Forecast

16.9M

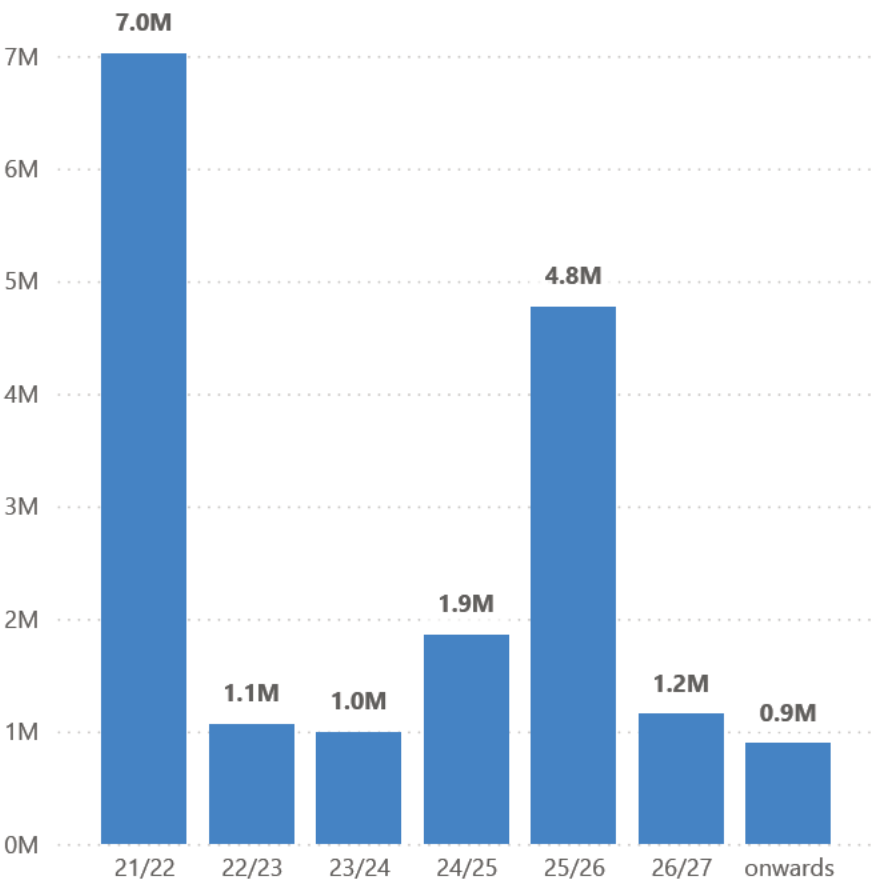
Variance

0.7M

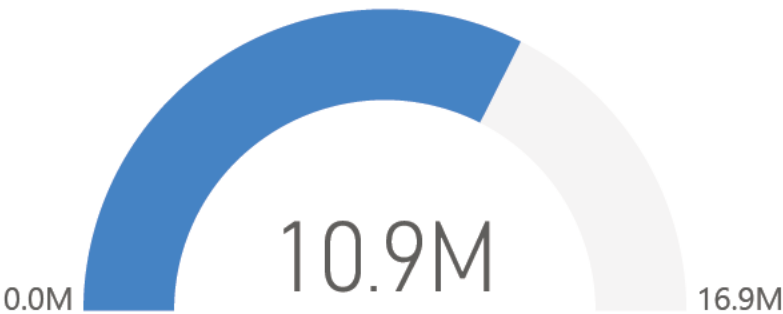
Forecast beyond 2027

0.9M

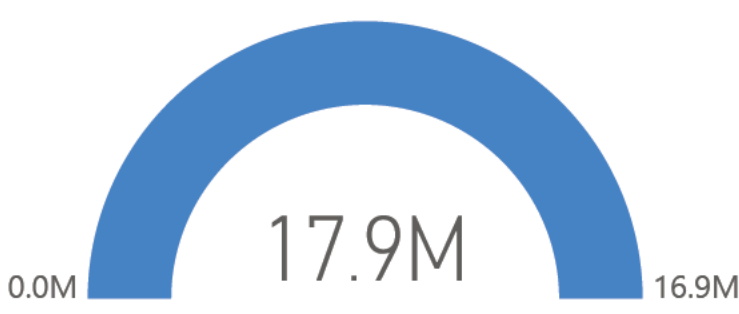
Expenditure Profile by Year



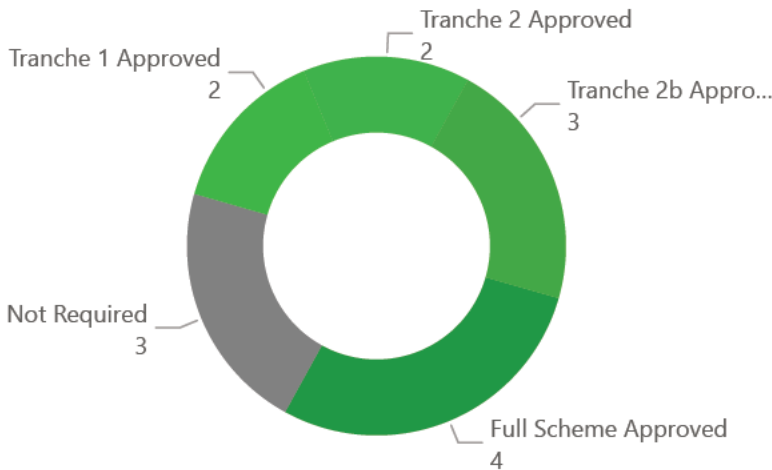
6 Year Forecast & Actual Spend



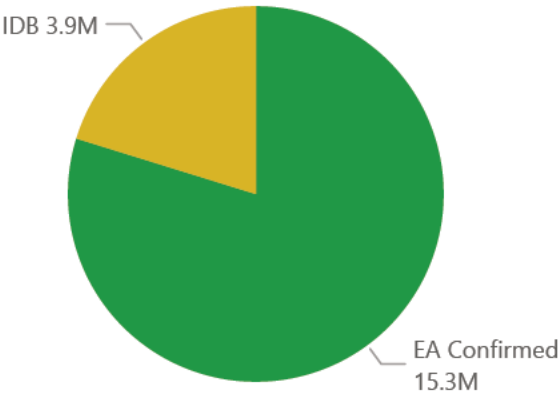
6 Year Forecast & Approvals



EA Approval Level Received (No)



Funding Sources



Ongoing Projects

SCH No	Project Name	Description	Project Manager	Project Stage	OBC Approval	Start Construction	Complete Construction
44	Minor Capital Works Programme		Mel Neale	Ongoing	N/A	01/04/2022	01/03/2028
tbc	Chalk Lane Penstock replacement (Tranche 2b)	Replacement of back up Penstock	Mel Neale	Pipeline	N/A	01/04/2025	31/03/2026
49	Crabbs Abbey / Magdalen Pump Replacement	Refurbishment and Pump Replacement	Mel Neale	In Construction	01/03/2024	01/04/2025	01/10/2025
53	Eau Brink Outfall (Tranche 2b)	Replacement of Tidal doors and installation of back up penstock	Gary Howe	Pipeline	N/A	01/04/2025	31/03/2026
52	Greenbank Pump Replacement (Tranche 2)	Pump Replacement	Mel Neale	In Construction	N/A	01/04/2025	01/10/2025
50	North Wootton Pump Replacement (Tranche 2b)	Pump Replacement	Gary Howe	Pipeline	N/A	01/04/2025	31/03/2026
tbc	Eau Brink Pump Replacement	Pump Replacement		Pipeline		01/04/2026	01/04/2027

Update

All projects are detailed in the Delivery Report. We successfully delivered £2.2m of projects across both Tranche 1 and Tranche 2 by the end of March 2025 in line with the funding rules. This included repairing failed culverts at West Drove North and Smeeth Lode, paying for the new pumps and power upgrade at Greenbank Pumping station and even utilising national underspend to receive retrospective funding for the failed culvert at Harps Hall. The £2.2m of funding for these projects directly prevented the use of boards reserves.

Risks - N/A

Change

Kings Lynn has secured £1.87m of Tranche 2b funding across three projects: North Wootton Pump Replacement, Chalk Lane Penstock Replacement and Eau Brink Outfall which includes replacement of tidal doors and installation of a back up penstock. This funding must be utilised by end of March 2026.

Approvals - N/A

Recommendations for the Board

Officers are seeking approval from the Board to progress into the Delivery Phase on North Wootton Pump Replacement, Chalk Lane Penstock Replacement and Eau Brink Outfall now that Tranche 2b funding has been secured.

PROJECT DELIVERY REPORT

For the period 6 January to 24 April 2025

1. CAPITAL WORKS

1.1 ISLINGTON PUMPING STATION

A new Control Philosophy has been written to alleviate the problems deemed to have caused the failure of pump three, it is currently with Royal Haskoning for their approval before being installed into the pump control. Once installed there will be a period of testing using pump three in full auto to ensure that the issues have been solved.

Then each pump will be removed, checked for damage, any repairs carried out and re-fitted with improved sealant. This should resolve the issues currently being experienced.

1.2 MAGDALEN FEN STRATEGY

Crabbs Abbey PS – Pump and MEICA Replacement

Bedford Pumps are continuing to develop the project alongside their sub-contractors Paktronic and Smiths Electrical. The work is due to start early August following the power upgrade works in July.

Waltham Farm PS - Pump and MEICA Replacement

Following the Tender process for the replacement of the single screw pump and MCC, the contract has been awarded to ECS Ltd for a total sum of £250k and is due to start in September this year to be complete ahead of Winter. There are some Civils works required but these will also be carried out by ECS Ltd.

Magdalen Bridge Outfall

Following the Tender process, the Magdalen Bridge outfall and culvert replacement work was awarded to Breheny Civil Engineers for the sum of £430k. Following completion of the ecological mitigation works, the 7 week work programme will commence in early June.

1.3 IDB STORM RECOVERY TRANCHE FUNDING

The total funding secured via the IDB Storm Recovery Fund Tranche funding is shown in the below table. Individual work items are further detailed below.

Funding secured by WMA boards through all Tranches of the IDB Recovery Funding

Tranche 1 announced June 2024 to be spent by March 2025

Tranche 2 announced November 2024 to be spent by March 2025

Tranche 2b announced March 2025 to be spent by March 2026

Board	Funding Secured (£)			Total
	Tranche 1	Tranche 2	Tranche 2b	
Kings Lynn	1,134,592	1,247,484	1,868,480	4,250,556
WMA Wide (Pumps and Telemetry)		1,554,511	356,606	1,911,117
Total	1,134,592	2,801,995	2,225,086	6,161,673

1.4 SMEETH LODGE CULVERT

After Inspection of the above culvert which is situated at the junction of the Smeeth Lode and Walpole West Drains it was found to be in a very poor condition being all but rotted through at the water line, see picture below. We were successful in securing funding via the IDB Storm Recovery Fund (Tranche 2) funding.

Breheny Civil Engineering Ltd were selected to install a new culvert and completed the work at the end of March, achieving the Tranche 2 funding deadline.



Picture showing erosion at the water line

The pictures below show the new culvert from the downstream and upstream end.



1.5 GREENBANK PUMPING STATION

We successfully secured £970k from the IDB Storm Recovery Fund (Tranche 2) which is a significant contribution towards the project.

Bedford Pumps are continuing to develop the project alongside their sub-contractors Paktronic and Smiths Electrical. The power upgrade works are complete and Bedford's are due to start on site early July.

1.6 TRANCHE 2b FUNDING

We have been very successful in winning all of our bids in the Tranche 2b funding round. With a tight deadline of April 2026 and a busy work programme we will endeavor to deliver what is expected. It is pleasing to note that all the works are currently running to time and budget.

Chalk Lane Penstock

Whilst the flap valve at Chalk Lane is still in operation, the back-up penstock (installed in the 1950's) has completely failed and is heavily corroded. It is imperative that tidal outfalls have a back-up should the unlikely event of the flap valve completely failing. The Board will claim the full amount of £144,900, and this work will be delivered by Aquatic Control Engineering (ACE) Ltd before the Winter.

Eau Brink Outfall

We will be looking to install new tidal doors at this outfall as the current ones are in poor condition. As the site is subject to 4-5m tides we will also look to install a back-up penstock as currently there is no protection if the doors were to fail or become wedged open by debris.

Stantec have been engaged to carry out design and Early Contractor Involvement (ECI) and have completed visual inspections and measurements in order to prepare an inspection report to send to potential contractors.

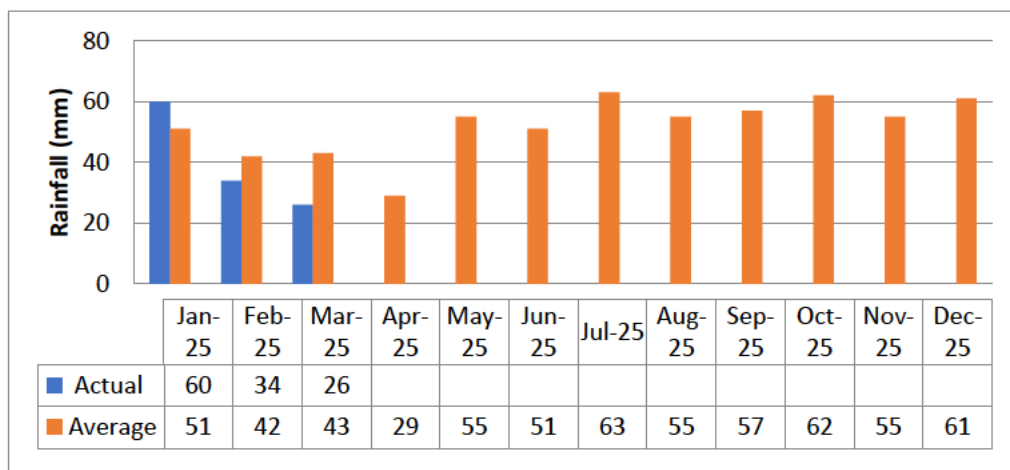
North Wootton Pump Replacement

This project was programmed for 2027/28 but because of the opportunity for Tranche funding we submitted a bid which was originally put on the Reserve list but later given the full amount of £1,015,250. We are looking to future-proof this single pump station by increasing capacity from 0.8 cumecs to 1 cumecs (800 to 1000 liters per second). This station was built in the early 1970's and will require some civils modifications. Surveys will be taking place imminently to decide the extents of the modifications. We will go to tender May/June this year and substantially complete this project by the end of the financial year as per the conditions of the funding.

Recommendations for the Board

Officers are seeking approval from the Board to progress into the Delivery Phase on North Wootton Pump Replacement, Chalk Lane Penstock Replacement and Eau Brink Outfall now that Tranche 2b funding has been secured

1.7 RAINFALL FIGURES



OPERATIONS REPORT

For the period January 2025 to April 2025

1. MAINTENANCE WORK

Conditions during this period have been a stark contrast to those experienced early last spring. Very low rainfall during early 2025 has given the team and pumping stations a much less challenging time than last springtime. Despite the dry weather, spring fed systems have remained quite active showing ground water is still at a good level.

1.1 During this period, key maintenance tasks have included:

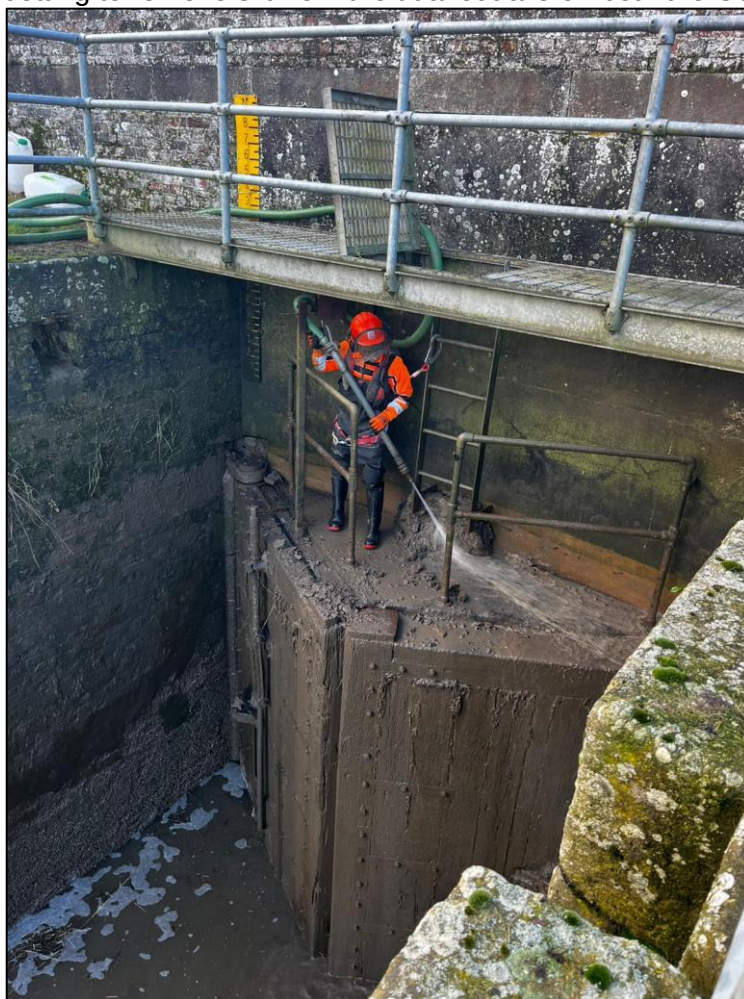
- Completion of all hand work on sites where plant access is not possible
- Instream desilting on a section of the River Ingol
- Reactive repair works, including repair of a broken hoist cable on the weedscreen cleaner at Wolferton, see below



- Tree work and access improvement, taking advantage of dry weather to remove restrictions and improve operational safety.



- Jetting to remove silt from the tidal outfalls on both the Ouse and Nene



2. GAYWOOD RIVER STUDY

The work on the Gaywood River Study is now underway, with the project tasks and status as outlined below.

Task	Detail	Status
1 Information gathering	Compilation of data and information on current maintenance, flooding patterns and mechanisms, stakeholder context and interests.	Complete
2 Review and test of flood model	Assessment of hydraulic performance and function of network and production of technical note. To continue through tasks 3 & 4.	In progress
3 Environmental Audit	Includes walkover and production of catchment characterisation maps.	Complete
4 Conceptual understanding	Identify and understand the project drivers, key flooding issues and catchment hydrological units to support our options development phase.	Complete
5 Option identification	Development of long list of measures that manage flood risk and act to enhance and restore habitats at a range of catchment scales.	In progress
6 Issue of project report (Storybook format)	Synthesis of Phase 1 outputs leading to short list of options with specific risks and next steps identified.	Not started

A small stakeholder group has been set up to meet at key milestones including:

- Conceptual understanding - April
- Options Identification - May

- Final reporting - June

The stakeholder group includes board representatives alongside officers other contributing parties. The purpose of the group is to share information as the project progresses and obtain feedback or local knowledge. The meeting in April was positive and the consultant shared draft mapping and data for the catchment which is being used to identify where the greatest benefits for intervention may be gained and worth testing in the hydraulic model. The next meeting in May is to consider the long list of options identified by the consultant.

The outputs of the study including most feasible options which can be actioned or considered for further work will be brought to the next board meeting.

3. PSCA WORK

The March 24/25 H&S cut of the 200km of sea and river defence grass cutting we do under the public sector cooperation agreement (PSCA) with the Environment agency was completed on time and we are now well into the second cut of the 25/26 scheduled agreement. Feedback from the EA on this work remains very positive.

ROB TAYLOR
OPERATIONS MANAGER
May 2025

TOM HUNTER
AREA MANAGER

ENVIRONMENTAL REPORT

For the period 21 December 2024 to 25 April 2025

1. INFORMATION FOR THE BOARD

1.1. WILD RELEASE AND MANAGEMENT OF BEAVERS IN ENGLAND

As of the 28th February 2025, DEFRA announced that beavers can now be legally released in England. Natural England have been asked to begin accepting and assessing licence applications to release beavers into the wild. It is expected that beavers released by these projects will be allowed to expand their range naturally.

The Environmental Manager is the Registered Person on the CL51, IDB class licence, which was written by Natural England to allow public bodies to be able to manage beaver dams, lodges and burrows for the purposes of:

- Scientific or educational purposes
- Conserving wild animals or wild plants of conservation concern;
- Preserving public health or public safety;
- Preventing serious damage to livestock, foodstuffs for livestock, crops, vegetables, fruit, growing timber or any other form of property or to fisheries (where serious damage is defined within the terms of the licence.)

The team would like to take some further advice to ensure the effectiveness of the licence for WMA Boards and then develop a policy on beaver management for WMA catchments.

The Environmental Manager would also like to discuss the need for a Beaver Management Group in the East of England with Natural England, prior to any future releases in the area and discuss the efficacy of the licence with other IDB ecologists, the Association of Drainage Authorities and both the River Stour and Somerset Levels IDBs. (The River Stour IDB has been managing beavers in their IDD for nearly 20 years whilst beavers are a relative newcomer to the Somerset boards.) A further update on beaver management policy development and advice received will be reported to the Board as progression is made.

1.2. KLIDB STANDARD MAINTENANCE OPERATIONS AUDITS

The Environment Team have undertaken an audit on one drain during this period within the KLIDB catchment, following the completion of maintenance works. This is to ensure that maintenance on the drains is done to the standard set out by the KLIDB's Standard Maintenance Operations Document and ensure compliance.

The drain audited was the River Ingol (DRN128P0801) which was surveyed on 18th February 2025. An audit report was completed for the drain, including an overall maintenance score and recommendations, and issued to the KLIDB Operations Manager.

1.3. LOCAL NATURE RECOVERY STRATEGY – PUBLIC CONSULTATION

The Local Nature Recovery Strategy (LNRS) public consultations for the counties of Norfolk and Suffolk are live as of 16th April 2025.

This consultation is a vital opportunity to shape the direction of nature recovery across our counties. The consultations will be open for eight weeks, and the Norfolk and Suffolk Nature recovery Partnership we're seeking a wide range of views to ensure the strategies reflect local needs, priorities, and opportunities.

We are asking all partners, landowners and individuals to complete the survey whenever possible. The closing date is Wednesday 11th June 2025.

We then ask that you help us promote and support the consultations to ensure we reach as many people and organisations as possible. Your involvement is key to making this a success.

How you can help:

- Share the consultation links and information through your communications channels
- Encourage responses from your networks, including community groups, landowners, farmers, conservation bodies, and local businesses
- Reinforce the message that the LNRS will be most effective when shaped by those who live and work in the area

Access the consultation and background materials here:

For the Norfolk consultation and survey visit www.norfolk.gov.uk/naturerecovery

For the Suffolk consultation and survey visit [Local Nature Recovery Strategy - Suffolk County Council](#)

Please note that these are legally 2 separate strategies - you can respond to both if applicable to you, or just the relevant county.

Thank you for your continued support and collaboration in making these LNRSs meaningful, inclusive, and impactful.

2. BIODIVERSITY ACTION PLAN - UPDATE

2.1. MINK

2.1.1 WATERLIFE RECOVERY TRUST (WRT) - UPDATE

The WRT is a charity, registered in 2022, with origins in the Waterlife Recovery East (WRE) project. The aim of this group is to eradicate mink throughout Great Britain via a partnership approach from many organisations. The WRT today sees partner organisations and volunteers trapping mink and seeing native wildlife rebound from Yorkshire through to Sussex, with more counties to likely sign up. The Environmental Manager continues to sit on this steering group to represent WMA interests.

The latest WRT steering group meeting was held on the 13 January 2025. The ninth and tenth edition of the WRT newsletter produced for January and April 2025 provides some interesting information, updates on the project and its progress and can be found [here](#).

2.1.2 KINGS LYNN TRAPPING EFFORT

No mink was caught during this period. 8 traps continue to work in the KLIDB area, managed by landowners or WMA staff.

2.2. REQUEST FOR DATA COLLECTION ON KLIDB PUMPING STATIONS

In March 2025, the KLIDB were approached by a researcher from the University of Hull REDEEM project (REsearch and Development of fish and Eel Entrainment Mitigation) who is working alongside the Environment Agency to conserve fish populations in pumping station catchments. The main aim of the project is to understand fish and eel behaviour in order to assess the effectiveness of existing technologies, and to develop innovative approaches for minimising entrainment at pumping stations.

The European eel (*Anguilla anguilla*) is critically endangered, and the UK has specific legislation, the Eels (England and Wales) Regulations 2009, which includes screening intakes and providing passage for eels. Fish and eels can be entrained in pumping stations, especially adult silver eels during their downstream spawning migration.

The research involves site-by-site assessment of pumping station catchments in The Fens using fish community quantified by environmental DNA. This research should provide the Environment Agency with the data they need to make evidence-based decisions on where safe downstream passage, provided by less damaging pumps or alternative means, and upstream elver passes are installed in a consistent manner. The KLIDB were therefore asked to assist the project by filling out Pumping Station Assessment Forms for each of the KLIDB pumping stations.

2.3. BARN OWL / KESTREL BOXES

The annual owl / kestrel box survey was carried out in June to July 2024 by the Wildlife Conservation Partnership. The results from the 2024 survey showed that Barn Owl successfully bred at 3 sites and Kestrel had also successfully bred at 3 out of the 20 sites monitored. Additionally, 2 boxes had roosting Barn Owls, 3 boxes had roosting Kestrels, 8 boxes had nesting Jackdaws, and 3 boxes were occupied by nesting Stock Doves.

A further 8 boxes were inspected during the monitoring survey and were either inaccessible on the day or displayed signs of damage and therefore were not suitable for Barn Owls or Kestrels.

2.4. MIDDLETON STOP RESERVOIR - HOUSE MARTIN NESTING TOWER UPDATE

Peak Boxes installed a House martin Tower for the KLIDB at the agreed location alongside Middleton Stop Pond on 07th May 2024 and a House Martin calling system was installed in the tower to help attract them. At the end of last year, the team noted that the House Martin calling system had stopped working. Peak boxes investigated the calling system issues and with the help of a software engineer created a new calling system which was installed on 03/04/2025. It is hoped that the site / tower will attract House Martins to the site this year.

3. SCOPING VISITS DURING THE PERIOD:

Scoping visits were undertaken on the following drains:

- River Ingol (DRN128P0801) – 09/01/25 & 18/02/25
- Magdalen (DRN015G0101) – 18/03/25, 26/03/25 & 03/04/25
- KLIDB Badger sett surveys – 09/04/25, 16/04/25 & 23/04/25

4. ASSENTS/LICENCES GRANTED AND/OR APPLIED FOR DURING THE PERIOD:

Licence / WFD Assessment / Assent / Habitat Regulations Assessment	Applied	Granted
River Ingol (DRN128P0801) WFD Assessment - Desilt	09/01/2025	N/A
Beaver Class Licence: WML-CL51	10/12/2024	20/02/2025

5. TRAINING ATTENDED:

Date	Officer	Training Attended	Brief Description
16/01/25 – 17/01/25	EB	CIEEM Introduction to Bat Ecology and Bat Surveys Course (Online)	This CIEEM course focused on the skills required by ecologists to carry out bat surveys, in line with current legislation and best practice. The training covered key aspects of bat ecology, important bat identification features, primary legislation in relation to bats and roost types for the different species in the UK. Key bat survey requirements and methods were highlighted, as well as how to prepare for surveys and select appropriate survey equipment.

Date	Officer	Training Attended	Brief Description
20/01/25	DP	4x4 training	This Lantra 4x4 course focussed on safe driving technique whilst using a 4x4 offroad. The training covered the theory behind offroad safety as well as practical experience driving a 4x4 on challenging terrain prior to being examined.
05/02/25	CL, CH, DP, EB	ADA Environment Day 2025	Environment Officers attended ADA's third annual Environment Day at Park Farm, Thorney. The event provided an insightful day of talks on a range of topics relevant to the management of the lowland watercourses and the freshwater environment. The day covered everything from peat soils to invasive species, and aquatic flora to local nature recovery.
10/01/25-14/02/25	CL	Forefront ILM Level 3 Leadership Training	6-week course on developing leadership skills frontline managers.
03/03/25 – 04/03/25	CH	CIEEM Introduction to Bat Ecology and Bat Surveys Course (Online)	This CIEEM course focused on the skills required by ecologists to carry out bat surveys, in line with current legislation and best practice. The training covered key aspects of bat ecology, important bat identification features, primary legislation in relation to bats and roost types for the different species in the UK. Key bat survey requirements and methods were highlighted, as well as how to prepare for surveys and select appropriate survey equipment.
04/03/25 – 05/03/25	DP	Early Careers 1 st meeting	This 2-day CIEEM course focussed on how to be professional during the early stages of a career in ecology and the CIEEM code of conduct. It covered areas of workplace conduct, relevant legislation, scenario-based learning and allowed for other early-career ecologists to share experiences of the field thus far. The course also had various guest speakers undertaking seminars, sharing their experience of being an ecologist and the pathways available to CIEEM-accredited ecologists.
07/03/25	CH, DP, EB	Water Safety / Water Awareness with appendix H endorsement	Environment Officers attended the 'Water Safety / Rescue Awareness', one-day course run by Birmingham & Midland Marine Services. The training was a mix of classroom and shore-based theory and practical training followed by an afternoon in the river in full aquatic PPE to emergency services standard. The aim of the training was to enable Officers to understand the issues and hazards associated in working on, near and in water and to undertake a suitable rescue response from the bank. The training covered; 'open water', 'still water', 'rivers', 'lifejacket-user', 'co-worker rescues' amongst other highly practical skills for personnel working on, near or above the water.
19/03/25	DP	CIEEM Introduction to Nature Legislation – Day 1	This 2-day online course addressed the relevant legislation and practice that ecologists encounter and adhere to. The course focussed on various acts, as well as case studies to provide practical and applicable knowledge on how to use legislation in various situations. Day 1 focussed on dissecting legislation and understanding what certain aspects mean from a planning/ecological/mitigation perspective.
21/03/25	CL, CH, EB, DP	Mammal Society Bat Ecology and Tree Surveys (Online)	Environment Officers attended this online course to understand the potential impacts on bats and their habitats when undertaking work to trees. The course reviewed how to work within the law with respect to bats and covered how to undertake ground assessment for potential roost features (PRF). Course Highlights: Bat Biology and Ecology, Bats and the law, British Standards – Trees and bats and trees and Potential tree roost recognition and ground surveys.

Date	Officer	Training Attended	Brief Description
26/03/25	DP	CIEEM Introduction to Nature Legislation – Day 2	This 2-day online course addressed the relevant legislation and practice that ecologists encounter and adhere to. The course focussed on various acts, as well as case studies to provide practical and applicable knowledge on how to use legislation in various situations. Day 2 focussed on the Fawley Waterside development project and the ecological aspects of the proposed delivery, including protected sites, surveys and mitigation techniques that would have needed to have been applied.
14/04/25	EB, CH, DP	KLIDB SMO & INNS training	Environmental officers delivered training on the KLIDB SMO, the audit process and Invasive Non-Native species to the King's Lynn operatives.

6. NON-COMPLIANCE

Nothing to report within this period.

7. COMPLAINTS

Nothing to report within this period.

CAROLINE LABURN
ENVIRONMENTAL MANAGER
JANUARY 2025

Sustainable Development Report

1. REPORTING PERIOD

This planning report covers the reporting period 19 December 2024 to 23 April 2025.

2. CONSENT APPLICATIONS

There are currently 56 consent applications being processed by the Board's officers. The current breakdown of cases is shown in tables below, showing the most common types of application received by the Board and their status at the time of writing.

<i>Application Type</i>	<i>Number</i>
Byelaw 3 (B3) – Discharge of Treated Foul Water (TFW):	6
Byelaw 3 (B3) – Discharge of Surface Water (SW):	14
Byelaw 4 (B4) / Section 23 (S23), LDA 1991 – Alteration of watercourse:	23
Byelaw 6 (B6) – Diversion of flows	1
Byelaw 10 (B10)– Works within 9 m of a Board's maintained watercourse:	12
Total:	56

<i>Application Status</i>	<i>Total</i>
Awaiting further information from the applicant:	35
Awaiting applicant's acceptance of conditions:	0
Being processed by officers:	21
To be determined by the Board in this report:	0
Total:	56

As is highlighted by the table above there are no applications requiring consideration by the Board in this report.

3. CONSENTS DETERMINED

During this reporting period, the following 20 consents under the Land Drainage Act 1991 and Board's Byelaws have been determined by Officers in accordance with their delegated authority. These determined consents are listed in more detail in the table below.

Case. Ref.	Case File Sub-type	Location / Site Name	Description of Application or Proposal	Outcome
24_27545_C	Byelaw 3 Surface Water	Queen Mary Road, King's Lynn	Temporary discharge of construction surface water	Granted 08/04/2025
24_28335_C	Byelaw 3 Surface Water	Sandy Lane, Wisbech	Discharge of surface water from 29,630 m ²	Granted 06/03/2025
24_28337_C	Section 23, LDA 1991	Green Lane, Walsoken	17m Access Culvert	Granted 06/03/2025
24_28634_C	Section 23, LDA 1991	Sandy Lane, Wisbech	15m Access Culvert	Granted 06/03/2025
24_28635_C	Section 23, LDA 1991	Sandy Lane, Wisbech	17m Replacement Access Culvert	Granted 06/03/2025
24_28637_C	Section 23, LDA 1991	Sandy Lane, Wisbech	Watercourse Diversion	Granted 06/03/2025
24_29594_C	Section 23, LDA 1991	Walpole Bank, Walpole	Temporary Damming for installation of a service crossing	Granted 10/04/2025
24_29595_C	Section 23, LDA 1991	Walpole Bank, Walpole	Temporary Damming for installation of a service crossing	Granted 10/04/2025
24_29675_C	Byelaw 10	Walpole Bank, Walpole	Fencing within 9m of arterial watercourse	Granted 20/12/2024
24_29676_C	Section 23, LDA 1991	Walpole Bank, Walpole	Fencing within cross section of watercourse	Granted 20/12/2024
24_29778_C	Byelaw 3 Surface Water	Gayton Road, King's Lynn	Discharge of surface water from 1660 m ²	Granted 11/02/2025
24_29780_C	Byelaw 3 Surface Water	Gayton Road, King's Lynn	Discharge of surface water from 740 m ²	Granted 11/02/2025

24_29969_C	Byelaw 3 Surface Water	Elm High Road, Emneth	Temporary discharge of construction surface water	Granted 19/12/2024
24_30144_C	Section 23, LDA 1991	French's Road, Walpole	15m Access Culvert	Granted 27/03/2025
24_30302_C	Byelaw 10	Salts Road, Walton Highway	Fencing within 9m of arterial watercourse	Granted 06/01/2025
25_30452_C	Byelaw 3 Treated Foul Water	King John Bank, Walpole St Andrew	Discharge of Treated Foul Water from one residential dwelling	Granted 03/03/2025
25_30741_C	Byelaw 10	Lynn Road, Snettisham	Fencing within 9m of arterial watercourse	Granted 18/02/2025
25_30752_C	Byelaw 10	King John Bank, Walpole St Andrew	Outfall apparatus within 9m of arterial watercourse	Granted 03/03/2025
25_30799_C	Section 23, LDA 1991	Chalk Road, Walpole St Peter	8m Access Culvert	Granted 07/04/2025
25_30998_C	Section 23, LDA 1991	Church Road, Clenchwarton	Replacement inspection chamber	Granted 08/04/2025

During this reporting period, the following 4 consents under the Land Drainage Act 1991 and Board's Byelaws have been conditionally approved by the Plant and Works Committee in accordance with their delegated authority, ahead of final determination by officers.

Case. Ref.	Case File Sub-type	Location / Site Name	Description of Application or Proposal
24_26824_C	Byelaw 10	Hungate Road, Emneth	Brick Wall within 9m of arterial watercourse
25_30432_C	Section 23, LDA 1991	Cross Bank Road, King's Lynn	Watercourse Diversion
25_30390_C	Byelaw 10	Trinity Road, Marshland	Residential Extension within 9m of arterial watercourse
24_30328_C	Byelaw 10	Ferry Road, Clenchwarton	Fish Pond and Sheds within 9m of arterial watercourse

4. PLANNING COMMENTS

Officers have provided comments on 119 applications that are either in or could impact on the Boards Internal Drainage District. 15 of these applications are for major developments and are summarised below;

Planning App. Ref.	Location / Site Name	Description
21_04919_P	Cheney Hill, Heacham	Residential Development (64 Dwellings)
23_25839_P	Cheney Hill, Heacham	Residential Development (69 Dwellings)
24_27103_P	Cross Bank Road, Kings Lynn	Commercial Development
24_27817_P	Goodwins Road, King's Lynn	Residential Development (22 Dwellings)
24_29448_P	West Winch Village, King's Lynn	Road Development
24_30108_P	Edward Benefer Way, King's Lynn	Care Facility
25_30416_P	Scania Way, King's Lynn	Commercial Development
25_30420_P	Centenary Way, Sutton Bridge	Energy Development
25_30443_P	Church Road, Terrington St John	Residential Development (12 Dwellings)
25_30460_P	Edward Benefer Way, King's Lynn	Energy Development
25_30542_P	Sutton Road, Walpole Cross Keys	Residential Development (16 Dwellings)
25_31007_P	Main Road, Clenchwarton	Residential Development (24 Dwellings)
25_31162_P	West Drove South, Walpole Highway	Commercial Development
25_31221_P	Edward Benefer Way, King's Lynn	Residential Development (450 dwellings)
25_31222_P	West Drove North, Walpole St Peter	Energy Development

5. FEES

There have been 2 surface water development contribution fees invoiced or paid during the reporting period. These fees are detailed below;

Case ref(s)	Date invoiced	Amount (no VAT)	Date Paid
24_29778_C & 24_29780_C	14.02.2025	£3,634.00	11.03.2025
24_28335_C	13.03.2025	£56,000.70	-

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CATHRYN BRADY
SUSTAINABLE DEVELOPMENT MANAGER
APRIL 2025

KING'S LYNN IDB

SCHEDULE OF PAID ACCOUNTS

Payment Date From : 01/01/2025

Payment Date To : 31/03/2025

<u>Account ID</u>	<u>Name</u>	<u>Details</u>	<u>Amount Paid This Period</u>
AC0001	ACE Ltd	Site Survey	3,300.00
AI0001	AIM Electrical Services Ltd	Capital Works/Control Panel	27,559.08
AL0002	All One Construction Ltd	Capital Works	9,294.00
AL0003	All Clear Drainage Consultants	CCTV Survey and Report	720.00
AN0101	Anglian Water DD	Water Charges	149.68
AR0001	Allstar Arval	Fuel	4,254.27
AS0120	Richard Askew Agricultural Supplies	Small Tools/Consumables	2,686.73
BE0001	Bedford Pumps Ltd	Capital Works	551,737.60
BE0003	Ben Burgess King's Lynn	Parts/Services	6,404.27
BO0001	Borough Council of King's Lynn &	Pierpoint Depot Rates	1,320.00
BO0240	BOC Ltd	Cylinder Rental	553.05
BR0002	Broads IDB	Labour/Parts	8,034.36
BR0007	Breheny Civil Engineering Ltd	Capital Works	91,903.68
CA0320	Carter Haulage & Storage Ltd	Excavator Moves	1,512.00
CO0004	Command Pest Control	Pest Control	154.80
CR0380	King's Lynn Auto Electrical Ltd	Electrical Parts	246.16
CR0398	Cruso & Wilkin	Professional Fees	654.00
CW0002	College of West Anglia	Training Course	978.00
ED0505	Edmundson Electrical Ltd	Electrical Parts	69.60
EE0001	EE	SIMO CCTV Camera's	29.26
EON001	E.ON	PS Electricity	71.15
FI0620	Finning (UK) Ltd	Repairs/Service Management	5,427.60
FR0001	Franklin Industrial Supplies Ltd	Small Tools/Consumables	147.78
FR0004	Fram Farmers Ltd	PS Electricity	229,454.74
HA0810	Hayley Group plc	Engineering Supplies	876.02
IN0001	Inland Revenue	PAYE & NIC	30,951.80
KA0001	Karcher Center JHS	Various Parts	849.70
KE0004	Kevin Moulton Heating Plumbing &	Plumbing Works	292.03
KL0001	King's Lynn Engine Centre	Parts	1,272.00
LA0002	Lawn Boy Farm Services	Service/Repairs	331.85
LE0001	HSBC Invoice Finance (UK) Ltd	Sitewatch Subscription	3,186.00
MA0001	Marshall Ford DD	Ford Lease	2,751.44
MA0003	Magpie Security Services Ltd	Key Safe/Parts	81.92
MA0006	Marshall Motor Group Ltd KL	Services	1,191.06
MA0008	B W Mack (Machinery) Ltd	Twiga/Tractor/Parts	403,112.46
ME0002	Meteor Communications	Camera Service	468.00
MI0002	Middleton Aggregates Ltd	Aggregate	279.20
MP0001	M P Alarms	Maintenance & Service Contract	3,072.00
NO0001	Norfolk Pension Fund	Pension Contributions	33,713.88
NO0008	Norfolk Trailers	Parts/Services	5,820.00
OB0001	Observator Ltd	Capital Works	14,139.58
OP0001	Optima Metal Services	Steel	257.65

KING'S LYNN IDB

SCHEDULE OF PAID ACCOUNTS

Payment Date From : 01/01/2025

Payment Date To : 31/03/2025

<u>Account ID</u>	<u>Name</u>	<u>Details</u>	<u>Amount Paid This Period</u>
OR1550	Oriel Systems Ltd	Telemetry Contract/Works	32,136.68
PBA001	Stantec UK Limited	Capital Works	79,909.88
PDJ001	P.D.J. Imports Ltd	Waste Disposal	451.20
PP0001	PPG Architectural Coatings UK Ltd	Parts	387.54
RE0002	Rexel World of Energy	Cables	729.53
RE0003	Reolink Innovation Limited	Capital Works	19,302.07
SK0001	Skyguard Ltd T/A Peoplesafe	Lone Worker Service	2,272.32
SM0003	Smiths Electrical (Boston) Ltd	Emergency Cover/Repairs/Parts	39,456.00
TH0002	T H White Ltd	Service Contract	1,411.20
TI2050	Timber Services Ltd	Materials	433.21
TY0001	Tyres (King's Lynn) Ltd	Tyre Repairs	56.00
UK0001	UK Power Networks (Operations)	Capital Works	133,845.61
UN0003	United Welding Supplies Limited	Service/Repair	135.71
VJ2250	V & J Knitwear Ltd	PPE	829.00
VO0001	Vodafone Ltd DD	Mobile Phone	2,210.40
WA0001	Watson Petroleum	Gas Oil	11,174.71
WA0005	Waterlife Recovery Trust	Mink Control/Eradication	2,500.00
WA2310	Water Management Alliance	Rechargeable Works	114,529.17

Please note that the amounts shown above include Vat **£1,891,078.63**



Water Management Alliance

Assurance Review of Annual Governance and Accountability Return

April 2025

Final

Executive Summary

OVERALL ASSESSMENT



ASSURANCE OVER KEY STRATEGIC RISK / OBJECTIVE

The audit covers all areas required by the Annual Governance and Accountability Return (AGAR) and includes, where appropriate, the key risks for a drainage board.

SCOPE

The purpose of the review was to undertake sufficient audit work to be able to sign off the Annual Governance and Accountability Return for Internal Audit.

KEY STRATEGIC FINDINGS



There is no budget in place for rechargeable works resulting in total expenditure and income exceeding the total budget for East Suffolk WMB and Norfolk Rivers IDB.



The Water Management Alliance (WMA) has good accounting practices, and the governance, risk and control framework is working well.



The WMA has complied with the publication requirements as stated by the Accounts and Audit Regulations 2015.

GOOD PRACTICE IDENTIFIED



The WMA has an informative website which is easy to navigate and well populated with useful and key information.



The WMA use the Sage 200 suite of software to manage their accounts, which supports accurate accounting and good record keeping.

ACTION POINTS

Urgent	Important	Routine	Operational
0	0	1	1

Assurance - Key Findings and Management Action Plan (MAP)

Rec.	Risk Area	Finding	Recommendation	Priority	Management Comments	Implementation Timetable (dd/mm/yy)	Responsible Officer (Job Title)
1	Delivery	Total expenditure for 2024/25 YTD is within budget for all Boards except East Suffolk and Norfolk Rivers, primarily due to the cost of rechargeable works. Whilst the cost of rechargeable works is offset by rechargeable works income resulting in a profit, there is no budget for this cost or income which results in total expenditure and income exceeding their budget.	The cost of and income from rechargeable works be budgeted for to prevent total expenditure and income exceeding their budget.	3	<i>We will look to review how both income and expenditure for rechargeable are presented within both our estimates and financial reports and amend these if appropriate. It is important to note these types of works are volatile and an official order is only usually received in the same financial year as the works are then complete, after estimates are produced and subsequently approved by the Boards. This then gives no certainty over any figures that may be presented in the estimates, which would in turn distort the income and expenditure budgets in a similar manner to those detailed in the findings should this recommendation be actioned. We would look to only include rechargeable works where an order had been received, and works were taking place in the next financial year.</i>	31/03/26	Sallyanne Jeffrey - CFO

PRIORITY GRADINGS

1 URGENT Fundamental control issue on which action should be taken immediately.

2 IMPORTANT Control issue on which action should be taken at the earliest opportunity.

3 ROUTINE Control issue on which action should be taken.

Operational - Effectiveness Matter (OEM) Action Plan

Ref	Risk Area	Finding	Suggested Action	Management Comments
1	Directed	It was noted that the current 3x3 risk scoring system may not always capture nuanced differences in risk levels, particularly when a risk's likelihood and impact fall between distinct scores. Consideration to a wider map would allow for greater precision in assessing and communicating risk levels, reducing the potential for over- or under-representation. As Drainage Boards' activities may affect environment and infrastructure, it is crucial that risks are scored and assessed effectively.	Consideration be given to using a 4x4 (or higher) risk matrix to ensure risk scores better represent the actual likelihood and potential impact of the risk occurring.	<i>We will consider the recommendation and look to implement any changes during 2025/26 if appropriate.</i>

ADVISORY NOTE

Operational Effectiveness Matters need to be considered as part of management review of procedures.

Findings



Directed Risk:

Failure to properly direct the service to ensure compliance with the requirements of the organisation.

Ref	Expected Key Risk Mitigation		Effectiveness of arrangements	Cross Reference to MAP	Cross Reference to OEM
GF	Governance Framework	There is a documented process instruction which accords with the relevant regulatory guidance, Financial Instructions and Scheme of Delegation.	In place	-	-
RM	Risk Mitigation	The documented process aligns with the mitigating arrangements set out in the corporate risk register.	In place	-	1
C	Compliance	Compliance with statutory, regulatory and policy requirements is demonstrated, with action taken in cases of identified non-compliance.	In place	-	-

Other Findings

- The Water Management Alliance (WMA) consists of the following seven Boards: Broads IDB; East Suffolk WMB; King's Lynn IDB; Norfolk Rivers IDB; South Holland IDB; Waveney, Lower Yare and Lothingland IDB; Pevensey and Cuckmere WLMB.
- The following Policies and procedures for each Board were reviewed and found to cover the expected areas and key controls: Financial Regulations - Recently approved with a three-year review cycle and adopted by all seven Boards; Business Plan (Policy Statement) - All approved within the five-year review cycle; Consortium Management Committee - Terms of Reference dated March 2024; and the Capital Financing and Reserves Policy - recently approved with a five-yearly review cycle and adopted by all seven Boards.
- Three Board meeting agendas and minutes from throughout 2024 were reviewed for each Board. All were found to be very comprehensive and demonstrated good governance. Decisions and actions had been followed through, including the approval of drainage rates for each board.
- WMA has complied with the publication requirements as stated by the Accounts and Audit Regulations 2015, including publication of the Annual Governance and Accountability Return, Auditor's Certificate/Report and Statement of Accounts.

Other Findings

-  The Risk Management Policy was last reviewed in September 2021 and has a five-year review period. The Policy applies to and has been adopted by all seven Boards in the Alliance. The Risk Register is presented at each and every Board meeting for consideration and approval. The Risk Register and resulting discussions/approvals are all included in the certified minutes which can be found on the WMA website. Mitigating actions are in place alongside designated risk owners and defined due dates. Risk scores are reviewed and updated at every board meeting.
-  Each Board reviews its objectives and sets new objectives for the following financial year at their rate setting meetings in January/February. This is confirmed in each Board's minutes, which are available on the WMA website.
-  WMA uses Sage 200 accounting software for their accounting records which supports the financial transactions of the Boards. The Nominal Ledger Trial Balance and Balance Sheet (dated 3rd February 2025) for all seven Boards were reviewed and found to be in balance. In addition, the Income and Expenditure accounts were reviewed for all seven Boards and found to be in order, noting an increase in profit compared to the previous year.
-  Accounts payable is managed using Sage 200 Accounting Software. All procurement of goods and services are to be authorised in line with the thresholds stated in the Financial Regulations, by the raising, signing and dating an official purchase order (PO). Quotes/tenders, delivery notes, invoices for payment and credit notes are all matched to the corresponding PO and confirmed as correct prior to payment.
-  The five greatest payments of the year were selected across the seven Boards and reviewed in detail. Each Board provided a PO (if applicable), invoice, nominal ledger entry, payment run and bank statement for each payment. This demonstrates good accounting practices with adequate controls and approvals in place.
-  The drainage rates and special levies are set and sealed by each Board at their January/February meeting annually. Many of the Boards also receive Environment Agency contributions, Grant income and Tranche Funding Grant income.
-  Accounts receivable is managed using Sage 200 Accounting Software. The Chief Financial Officer (CFO) is responsible to the Chief Executive for raising and collecting sundry debts due and ensures that all debts are substantially collected within 30 days from the Debtor Invoice tax point date. The Chief Financial Officer (CFO) advises the Chief Executive of any debt that becomes three months overdue or whenever a debt becomes doubtful, whichever earlier. Sage 200 Aged Debtor Reports (dated 31st January 2025) were reviewed for all Boards within WMA. The reports demonstrated good debt management and only one significant aged debt was identified, which was due to a lack of funding from the Environment Agency. This was discussed at the Regional Flood and Coastal Committee where it was decided that funding would be taken from other areas. The Environment Agency have since paid this in full.
-  All seven boards use the same write-off procedure as detailed in the Financial Regulations. The Chief Executive has authority to write off debts up to £2,000, surplus goods, damaged/stolen goods and obsolete goods. Board members and other staff must inform the Chief Executive of any material item they consider should be written off. The Financial Officer is responsible for ensuring the appropriate adjustments are made to the accounting records. There have been no debts written off this year across all Boards.
-  The CFO is responsible to the Chief Executive for the proper compilation of the payroll(s). Gross pay, all deductions and net pay has been well documented for all employees. Each Board operate an individual payroll (excluding East Suffolk; Pevensey and Cuckmere; Waveney Lower Yare and Lothingland as these Boards have no employees) and the WMA operate a separate payroll for shared staff such as administration staff.
-  Payrolls for the month of December 2024 were examined and found to be in order including both employee and employer deductions (PAYE, NI and Pension). The WMA have confirmed employee contracts are in place. Review of PAYE and NI invoices and the corresponding BACS runs and Bank Statements for all applicable Boards confirmed payments were made as required for December 2024. Review of the pension invoices for each board shows employee and employer pension contributions have been made to the respective pension providers as required for December 2024. Each payment was approved and reconciled to the corresponding BACS run and bank statement.

Other Findings

 The Asset Register for each Board was reviewed and found to be in order, up to date and included details on original purchase, revaluation, depreciation and net book value.

 Accounting Statements have been undertaken and reconciled to the cash book for each Board with no unreconciled sums. Data feeding into the Accounting Statements was confirmed to be correct. Bank reconciliations for December 2024 were reviewed and confirmed that all Boards' bank accounts were accurately reconciled to the cash book.



Delivery Risk:

Failure to deliver the service in an effective manner which meets the requirements of the organisation.

Ref	Expected Key Risk Mitigation		Effectiveness of arrangements	Cross Reference to MAP	Cross Reference to OEM
PM	Performance Monitoring	There are agreed KPIs for the process which align with the business plan requirements and are independently monitored, with corrective action taken in a timely manner.	In place	1	-
FC	Sustainability	The impact on the organisation's sustainability agenda has been considered.	In place	-	-
R	Resilience	Good practice to respond to business interruption events and to enhance the economic, effective and efficient delivery is adopted.	In place	-	-

Other Findings



The WMA's Capital Financing and Reserves Policy was approved in September 2022 and is to be reviewed every five years. General Reserves should be no less than 20% of net expenditure, therefore, the Boards aim to maintain a general reserve of no less than £200k at the end of every financial year. Due to high inflation, which has particularly impacted on electricity supplies, many other Drainage Boards in the East Anglia area have been looking to increase their general reserve capacity to 30% of net expenditure. It was noted during the 2023/24 Annual Governance and Accountability Return that all WMA Member Boards have agreed to present a balanced budget within three years but are unlikely to rebuild their reserves during the same timeframe without increasing rates and levies further (by at least 30% year on year). The Boards are therefore unlikely to agree to increase their reserves from drainage rates and special levies at this moment in time.



Management accounts, including budget data, are reported at each Board meeting as evidenced by the corresponding minutes. The Boards maintain an indicative 5-year forecast which enables future increases in both the penny rate and precept to be calculated and for such bodies as the precepting authorities to be consulted well in advance of any increases being made. The forecast is presented to each Board at the annual January/February Board Meeting.



The Financial Regulations state the Chief Financial Officer is responsible for ensuring that all monies received are properly recorded in the Member Board's accounting records. Cheques are banked daily using Online Banking. Cheques and cash that cannot be banked in this manner are banked at least weekly.

Scope and Limitations of the Review

- 1. The definition of the type of review, the limitations and the responsibilities of management in regard to this review are set out in the Annual Plan. As set out in the Audit Charter, substantive testing is only carried out where this has been agreed with management and unless explicitly shown in the scope no such work has been performed.

Disclaimer

- 2. The matters raised in this report are only those that came to the attention of the auditor during the course of the review and are not necessarily a comprehensive statement of all the weaknesses that exist or all the improvements that might be made. This report has been prepared solely for management's use and must not be recited or referred to in whole or in part to third parties without our prior written consent. No responsibility to any third party is accepted as the report has not been prepared, and is not intended, for any other purpose. TIAA neither owes nor accepts any duty of care to any other party who may receive this report and specifically disclaims any liability for loss, damage or expense of whatsoever nature, which is caused by their reliance on our report.

Effectiveness of Arrangements

- 3. The definitions of the effectiveness of arrangements are set out below. These are based solely upon the audit work performed, assume business as usual, and do not necessarily cover management override or exceptional circumstances.

In place	The control arrangements in place mitigate the risk from arising.
Partially in place	The control arrangements in place only partially mitigate the risk from arising.
Not in place	The control arrangements in place do not effectively mitigate the risk from arising.

Assurance Assessment

- 4. The definitions of the assurance assessments are:

Substantial Assurance	There is a robust system of internal controls operating effectively to ensure that risks are managed and process objectives achieved.
Reasonable Assurance	The system of internal controls is generally adequate and operating effectively but some improvements are required to ensure that risks are managed and process objectives achieved.
Limited Assurance	The system of internal controls is generally inadequate or not operating effectively and significant improvements are required to ensure that risks are managed and process objectives achieved.
No Assurance	There is a fundamental breakdown or absence of core internal controls requiring immediate action.

Acknowledgement

- 5. We would like to thank staff for their co-operation and assistance during the course of our work.

Release of Report

- 6. The table below sets out the history of this report:

Stage	Issued	Response Received
Audit Planning Memorandum:	9 th October 2024	16 th October 2024
Draft Report:	18 th March 2025	
Revised Draft Report:	27 th March 2025	27 th March 2025
Final Report:	1 st April 2025	

Internal Drainage Boards – Remote auditing audit programme
2025/26 Internal Audit Arrangements

Strategic Risks

Governance

- 1) Review Constitution, Standing Orders, Financial Regulations, Award of Contracts and other procedures (I will obtain this data from your website)
- 2) Review Board agendas and minutes for the year (I will require the latest three meetings data – agendas and minutes please. Also include the latest meeting agenda)
- 3) Review any Committee agendas and minutes for the year (I will require the latest three meetings data – agendas and minutes please. Also include the latest meeting agenda)
- 4) The drainage board has published information on its website to comply with the Transparency Code for smaller authorities (I will obtain this data from your website)
- 5) The drainage board for the previous year correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (I will obtain this data from your website, and from sight of your Board minutes approving the dates set)
- 6) The drainage board has complied with the publication requirements as stated by the Accounts and Audit Regulations 2015 (Please provide evidence that these have been complied with)

Risk Management

- 1) Review risk management policy and procedures (These should be on the website, but please provide if not)
- 2) Review risk register (If not on the website please provide)
- 3) Review process and procedures for how risk is managed on a day by day basis (A brief note on this please)
- 4) Review key objectives for the IDB and the risks associated with achieving these objectives (This should flow from the risk register)
- 5) Review the controls in place to mitigate these risks and see how effective they are. (These should be contained within the risk register. I may select a sample for review to confirm working as expected)

Operational Risks

Accounting Records

- 1) Review the accounting records for the IDB
- 2) Are these up to date and in balance (A current trial balance please and a copy of the profit and loss account and balance sheet at the time of the audit)

Expenditure

- 1) Review accounts payable (creditors) (An aged creditors list please)
- 2) Test a sample of payments made to verify they have been correctly paid. Check if possible the receipt of the goods. Check accuracy, procedures (purchase order system) and approval process – was this in accordance with Financial Regulations. (I will select my sample from the expenditure items reported to the Board meetings) (Copies of the supporting documents for the sample selected will be required)
- 3) Check treatment of VAT (included above)

Budget

- 1) Review the budgetary arrangements. (This should be available in the Board papers)
- 2) Review the precept of rates (Please provide the Board agenda and minute approving the penny rate for 25/26 if not already provided above)
- 3) Review how the budget is monitored (These should be included in the Board papers above)
- 4) Review reserves and the policy for these (Please provide latest reserves position and 5/10 year forecast that shows how general reserves are expected year on year in the future)

Income

- 1) Review accounts receivable (debtors) (An aged debtors list please – both general and rates)
- 2) Review debt collection procedures (Please confirm debt collection arrangements and dates)
- 3) Review any write off arrangements (Please provide details of any write offs – approval/procedures)
- 4) Review recording and banking of income (Please confirm banking arrangements particularly cash or cheque)
- 5) Test a sample of payments received to verify they have been correctly dealt with. Check accuracy and procedures – was this in accordance with Financial Regulations. (Please provide a list of debts raised in the year and I will select a sample for a more detailed review)
- 6) Check treatment of VAT (included above)

Petty Cash

- 1) Check the Petty Cash arrangements where held
- 2) Verify Petty cash is in balance, test a sample of transactions for relevance and accuracy and that a valid receipt is present. (Please provide a short note on petty cash and confirm VAT has been correctly treated)
- 3) Check treatment of VAT (included above)

Payroll

- 1) Review the payroll system
- 2) Test a sample of employees for accuracy of pay and treatment of variations including Tax and NI. (Please provide a summary of payments made to staff which includes all deductions both employee and employer)
- 3) Verify PAYE and NI requirements have been met (Please confirm and evidence that PAYE, NI and pension payments have been made to HMIC and LCC)

Asset Register

- 1) Verify the asset register is complete and up to date. (Please provide a copy of the asset register)
- 2) Verify where possible the asset and investment exists (I will not be confirming that any asset exists for this audit!!)

Bank

- 1) Verify and confirm bank reconciliations have been regularly undertaken. (Please provide a latest bank reconciliation)
- 2) Confirm end of year bank reconciliation (Year end follow up audit)

Accounting Statements

- 1) Verify accounting statements have been undertaken and reconciled to the cash book. (Please confirm and year end follow up audit)
- 2) Review and verify the audit trail of sums feeding into the accounting statements. (Year end follow up audit)

**KINGS LYNN IDB
FINANCIAL REPORT SUMMARY FOR THE YEAR ENDED 31 MARCH 2025**

EXECUTIVE SUMMARY

1. A surplus of £1,948,142 for the financial year 24-25 (year ended 31 March 2025) has been reported, we budgeted for a deficit of (£460,433). This significant deviation from the original estimated deficit has been largely driven by the Tranche Funding made available, which Board Officers successfully applied for and received, and is detailed below.
2. An additional £144,256 of investment interest has been received. This is due to the interest rates being significantly increased within the reporting period, however these favourable interest rates are reduced from the levels we have seen previously.
3. Development Contributions of £338,593 were received in the period, and transferred to the earmarked development reserve at year end. This reserve can be utilised for future significant maintenance within the area and asset/culvert upgrades to reduce flood risk due to the extra water the infrastructure would be receiving due to these specific developments.
4. The Board successfully bid for and received £2.995m of Tranche 1 + 2 funding within the financial year. £700k of the funding received was originally planned to be spent on the capital works programme, with a further £745k reimbursing the increased expenditure incurred due to Storm Babet in the previous financial year.
5. There was slippage of Minor Capital Works Programme of £117k, which will be transferred to the Capital Works Reserve to be used for future years. This slippage was due to the short timescale for delivery of the Tranche 2 projects, and officer resource was transferred to these projects to ensure completion.
6. The Board have also received approval of £1.868m of Tranche 2b funding to be delivered by 31st March 2026.

S JEFFREY
CHIEF FINANCIAL OFFICER/RFO

From: 01 April 2024
To: 31 March 2025

Period: 12
Year Ending: 31 March 2025

Notes	Income and Expenditure Account	Y-T-D Budget £	Y-T-D Actual £	Y-T-D Variance £	Annual Budget £	Projected Out-Turn £	Projected Variance £
<u>Income:</u>							
	Occupiers Drainage Rates	529,278	529,278	0	529,278	529,278	0
1	Special Levies issued by the Board	2,432,680	2,432,680	0	2,432,680	2,432,680	0
	Grants Applied	1,500,000	866,156	-633,844	1,500,000	866,156	-633,844
	Tranche Funding Income Applied	0	2,989,020	2,989,020	0	2,989,020	2,989,020
	Rental Income	7,735	14,362	6,627	7,735	14,362	6,627
2	Highland Water Contributions	90,547	89,069	-1,478	90,547	89,069	-1,478
	Income from Rechargeable Works	3,000	270,133	267,133	3,000	270,133	267,133
	Investment Interest	245,000	389,256	144,256	245,000	389,256	144,256
	Development Contributions	0	338,593	338,593	0	338,593	338,593
4	Other Income	498,219	458,215	-40,004	498,219	458,215	-40,004
	Total Income	£5,306,459	£8,376,763	£3,070,303	£5,306,459	£8,376,763	£3,070,303
<u>Less Expenditure:</u>							
5	Capital Works	2,427,856	740,317	1,687,539	2,427,856	740,317	1,687,539
	Tranche Funding Expenditure	0	2,241,685	-2,241,685	0	2,241,685	-2,241,685
6	Environment Agency Precept	187,661	187,080	581	187,661	187,080	581
7	Maintenance Works	2,456,071	2,414,776	41,295	2,456,071	2,414,776	41,295
	Interest Payments	272,235	272,235	0	272,235	272,235	0
8	Administration Charges	423,069	434,071	-11,002	423,069	434,071	-11,002
	Cost of Rechargeable Works	0	224,708	-224,708	0	224,708	-224,708
3	Net Deficit/(Surplus) on Operating Accounts	0	-41,999	41,999	0	-41,999	41,999
	Total Expenditure	£5,766,892	£6,472,874	-£705,981	£5,766,892	£6,472,874	-£705,981
	Profit/(Loss) on disposal of Fixed Assets	£0	£44,252	£44,252	£0	£44,252	£44,252
9	Net Surplus/(Deficit)	-£460,433	£1,948,142	£2,408,575	-£460,433	£1,948,142	£2,408,575

From: 01 April 2024
To: 31 March 2025

Period: 12
Year Ending: 31 March 2025

Notes	Balance Sheet as at 31-3-2025	Opening Balance £	Movement This Year £	Closing Balance £
10	Fixed Assets:			
	Land and Buildings	632,238	-7,972	624,266
	Plant and Equipment	1,193,388	34,914	1,228,302
	Pumping Stations	6,248,800	-131,398	6,117,402
		8,074,426	-104,456	7,969,970
	Current Assets:			
11	Bank Account	10,651	225,648	236,299
	Stock	3,911	3,920	7,831
12	Trade Debtors	930	20,011	20,941
13	Work in Progress	0	0	0
14	Term Deposits	6,750,000	2,500,000	9,250,000
15,16	Drainage Rates and Special Levies Due	278	9,259	9,537
17	Prepayments	0	0	0
	Prepayments to WMA	2,755	56,726	59,481
	Accrued Interest	0	0	0
	VAT Due	163,043	145,253	308,296
18	Grants Due	0	164	164
		6,931,568	2,960,981	9,892,549
	Less Current Liabilities:			
	Trade Creditors	140,012	46,326	186,338
	Accruals	69,139	627,097	696,236
	Payroll Controls	0	0	0
	Retentions Held	0	19,057	19,057
	Payments Received in Advance	4,095	21,214	25,310
	Loans due in less than one year	107,856	3,151	111,007
		321,103	716,844	1,037,947
	Net Current Assets	6,610,465	2,244,137	8,854,602
	Less Long Term Liabilities:			
26	Pension Liability/(Asset)	652,000	-740,000	-88,000
	Loans due in more than one year	9,306,334	-111,007	9,195,328
		9,958,334	-851,007	9,107,328
	Net Assets	£4,726,557	£2,990,687	£7,717,244
19	Reserves:			
	Earmarked			
20	General Reserve	675,980	512,299	1,188,279
21	Development Reserve	1,504,577	338,593	1,843,170
22	Capital Works Reserve	0	1,097,250	1,097,250
23	Plant Reserve	2,821,148	0	2,821,148
25	West Norfolk Inter Agency Flood Water Mgmt Reserve	50,000	0	50,000
18	Grant Reserve	0	297,344	297,344
	Grant Reserve Tranche 1 + 2	0	5,201	5,201
		5,051,705	2,250,687	7,302,392
	Non-Distributable			
24	Revaluation Reserve	326,852	0	326,852
26	Pension Reserve	-652,000	740,000	88,000
		-325,148	740,000	414,852
	Total Reserves	£4,726,557	£2,990,687	£7,717,244

S JEFFREY BSc (Hons) FCCA CPFA
CHIEF FINANCIAL OFFICER

From: 01 April 2024
To: 31 March 2025

Period: 12
Year Ending: 31 March 2025

Note Notes to the Accounts

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

	Y-T-D Budget	Y-T-D Actual
Borough of King's Lynn & West Norfolk	2,295,150	2,295,150
Fenland District Council	108,270	108,270
South Holland District Council	29,260	29,260
	2,432,680	2,432,680

- 2 The Highland Water Claim for 2024/25 is due to be paid by the Environment Agency (EA) to the Board each September, following the changes made to the timetable in 2015 (previously the payment was made in two installments - one in May and one in December).

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

	Y-T-D Budget	Y-T-D Actual
Labour Operations Account	0	26,072
Mobile Plant Operations Account	0	-68,071
	0	-41,999

Detailed operating surpluses/(deficits) for the Labour Operations Account and each item of Mobile Plant are shown in the Labour and Plant Operations Reports, which can be made available to members on request. These Reports are scrutinised by the Board's Plant and Works Committee every year.

Other Income for this year is made up as follows:

	Y-T-D Budget	Y-T-D Actual
Shared Income from WMA	498,219	455,272
Summons Costs	0	2,100
East Wash Coastal Management CIC Administration Fee	0	0
Sundry Income	0	843
	498,219	458,215

- 5 The cost of each capital scheme is approved by the Board annually and detailed on the schedule of capital works, as managed by the Project Delivery Manager, which can be made available to members on request. This Report is also scrutinised by the Board's Plant and Works Committee every year.

- 6 The EA Precept due for 2024/25 is slightly less than we originally estimated. It is payable in two halves on 31 May 2024 and 30 November 2024.

- 7 The detailed maintenance operations in each sub catchment are approved by the Board annually and shown on the schedule of maintenance works, as managed by the Operations Manager, which can be made available to members on request. The summarised analysis of expenditure is as follows:

	Y-T-D Budget	Y-T-D Actual
Labour Charges	593,105	661,949
Plant Charges	392,209	441,055
Materials	12,850	6,368
Contractors	95,295	66,328
Electricity	543,327	521,752
Pumping Station Insurances	57,978	50,599
Telemetry	22,104	28,595
Heating Fuel	8,235	0
Pumping Station Depreciation	136,400	131,398
Direct Works	1,861,503	1,908,044
Technical Support Staff Costs	510,841	443,632
Other Technical Support Costs	47,727	52,086
Biodiversity Action Plan Costs	11,000	11,014
Contingency	25,000	0
Maintenance Works	2,456,071	2,414,776

From: 01 April 2024
To: 31 March 2025

Period: 12
Year Ending: 31 March 2025

Note Notes to the Accounts

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

	<u>Y-T-D Budget</u>	<u>Y-T-D Actual</u>
Administration Staff Costs	125,427	117,711
Other Administration Costs	256,670	282,167
Sundry Expenses	0	1,738
Management of Rental Contracts	0	850
Drainage Rates AV Increases/(Decreases)	30,000	18,499
Kettlewell House Depreciation	7,972	7,972
Sundry Debtors written off	0	0
Settlement Discount	3,000	5,134
	423,069	434,071

8(ii). **Consortium Charges**

	<u>Y-T-D Budget</u>	<u>Y-T-D Actual</u>
<u>Expenses</u>		
Technical Support Staff (note 7)	510,841	443,632
Other Technical Support (note 7)	47,727	52,086
Administration Staff Costs (note 8i)	125,427	117,711
Other Administration Costs (Note 8i)	256,670	282,167
Shared Income from the WMA (note 4)	-498,219	-455,272
Net Consortium Charge	442,445	440,324

- 9 The Board has planned to increase/(reduce) balances by financing expenditure from the following reserves:

	<u>Budget</u>
Plant Reserve	-370,000
General Reserve	-90,433
	-460,433

- 10 The movement in Fixed Assets is detailed in the Fixed Assets Register for 2024/25, which can be made available to members on request.

	Land and Buildings	Plant and Equipment	Pumping Stations	Total
Cost				
Opening Balance b/fwd	1,183,743	2,181,274	7,417,392	10,782,410
(+) Additions	0	337,603	0	337,603
(-) Disposals	0	-245,991	-72,474	-318,465
Closing Balance c/fwd	1,183,743	2,272,886	7,344,918	10,801,548
Depreciation				
Opening Balance b/fwd	551,505	987,886	1,168,592	2,707,984
(+) Depreciation Charge for year	7,972	277,941	131,398	417,311
(-) Accumulated depreciation written out on disposal	0	-221,243	-72,474	-293,717
Closing Balance c/fwd	559,477	1,044,585	1,227,516	2,831,578
Net Book Value as at 31-3-2024	632,238	1,193,388	6,248,800	8,074,426
Net Book Value as at 31-3-2025	624,266	1,228,302	6,117,402	7,969,970

From: 01 April 2024
To: 31 March 2025

Period: 12
Year Ending: 31 March 2025

Note Notes to the Accounts

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

	2023/24	2024/25
Opening Balance as at 1-4-2024 b/fwd	66,159	10,651
(+) Receipts	5,595,800	11,611,463
(-) Payments	-5,651,309	-11,385,815
(=) Closing Balance as at 31-3-2025 c/fwd	10,651	236,299
Balance on Statement as at 31-3-2025	7,377	236,245
Less: Unpresented Payments	0	0
Add: Unpresented Receipts	3,274	54
Closing Balance as at 31-3-2025 c/fwd	10,651	236,299

- 12 Aged Debtor profile is currently as follows:

Debt period	Amount	Number of Debtors
<=30 days	10,941	4
>30 days and <=60 days	10,000	1
>60 days and <=90 days	0	0
>90 days	0	0
	20,941	5
>90 days	Amount	Inv. Date Originator

- 13 Work In Progress (WIP) is currently made up of the following:

Customer	Estimated Amount	Completion Date	Budget Holder
	0		

- 14 Term Deposits are currently as follows:

		Investment	Maturity	
Principality Building Society	500,000	07/10/2024	07/04/2025	4.65%
Cambridge Building Society	500,000	08/10/2024	08/04/2025	4.80%
Newcastle Building Society	500,000	15/01/2025	15/04/2025	4.80%
Nottingham Building Society	1,000,000	04/11/2024	06/05/2025	4.68%
Vernon Building Society	250,000	14/10/2024	14/05/2025	4.90%
Saffron Building Society	500,000	20/11/2024	20/05/2025	4.65%
Principality Building Society	500,000	05/11/2024	05/06/2025	4.58%
National Counties Building Society	500,000	11/11/2024	11/06/2025	4.60%
Saffron Building Society	250,000	19/12/2024	19/06/2025	4.65%
Cambridge Building Society	500,000	20/12/2024	20/06/2025	4.60%
National Counties Building Society	500,000	28/11/2024	30/06/2025	4.60%
Vernon Building Society	250,000	31/03/2025	30/06/2025	4.20%
Furness Building Society	500,000	31/03/2025	30/06/2025	4.45%
Progressive Building Society	250,000	31/03/2025	30/06/2025	4.45%
Furness Building Society	500,000	03/03/2025	03/07/2025	4.45%
Progressive Building Society	250,000	18/02/2025	18/07/2025	4.40%
Vernon Building Society	500,000	05/03/2025	05/08/2025	4.35%
Progressive Building Society	500,000	06/03/2025	08/09/2025	4.45%
Melton Mowbray Building Society	1,000,000	17/03/2025	17/09/2025	4.45%
	9,250,000			

From: 01 April 2024
To: 31 March 2025

Period: 12
Year Ending: 31 March 2025

Note Notes to the Accounts

15 Special Levies are paid by Constituent Councils in two halves on 1 May and 1 November.

16 Drainage Rates are paid by occupiers of agricultural land and/or buildings. There are currently 125 Ratepayers that have not paid their Drainage Rates for 2024/25, as compared to 157 Ratepayers this time last year. Summarised transactions for Drainage Rates and Special Levies during the year are as follows:

	2023/24	2024/25
Arrears b/fwd	282	278
Drainage Rates for the year	497,764	510,974
Special Levies for the year	2,294,660	2,432,696
Payments Received	-2,792,235	-2,952,907
Settlement Discount	-4,820	-5,134
Returned/(Represented) amounts	0	1,174
Value /(Decreases)	-7,615	-4,326
Value Increases	4,857	1,576
New Assessments	2,745	2,751
Irrecoverables and write offs	-17,764	-294
The East Coastal Management CIC	20,568	20,529
Summons collection costs	1,800	2,925
Special Levy Adjustment	0	-16
Drainage Rate Adjustment	-235	-726
Paid Refunds	272	39
Rates tidy up after year end	0	0
Arrears c/fwd	278	9,537

17 There are no prepayments.

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

2023/24	2024/25
0	297,344
0	297,344

Grants Reserve b/fwd at 01.04.2024	0
Add: Grants Received	1,163,500
Less: Grants Due	0
Less: Grants Applied	-866,156
Grant Reserve c/fwd at 31.03.2025	297,344

19 The Reserves are managed in accordance with the Capital Financing and Reserves Policy, as approved by the Board on 11 November 2022. This policy is available for viewing on the Board's website.

20 Movements on the General Reserve are made up as follows:

	2023/24	2024/25
Opening Balance, as at 1 April b/fwd	1,189,664	675,980
Net Surplus/(Deficit) for the year	-391,817	1,948,142
Net transfer (to)/from Development Reserve	-221,867	-338,593
Net transfer (to)/from Capital Works Reserve	100,000	-1,097,250
Net transfer (to)/from Plant Reserve	0	0
Revaluation Reserve adjustment	0	0
Closing Balance c/fwd	675,980	1,188,279

From: 01 April 2024
To: 31 March 2025

Period: 12
Year Ending: 31 March 2025

Note Notes to the Accounts

21 Movements on the Development Reserve are made up as follows:

	2023/24	2024/25
Opening Balance, as at 1 April b/fwd	1,282,710	1,504,577
Net contributions transferred from General Reserve	221,867	338,593
Closing Balance c/fwd	1,504,577	1,843,170

22 Movements on the Capital Works Reserve are made up as follows:

The Capital Works Reserve largely represents the committed cost of capital schemes that the Board has approved in previous years, where suppliers have not actually invoiced for work, due to slippage in the programme or other issues with the contract:

	2023/24	Gen. Reserve	2024/25
SCH49 - Magdalen Fen Strategy	0	780,000	780,000
Minor Capital Works	0	117,250	117,250
Culvert Replacements	0	200,000	200,000
	0	1,097,250	1,097,250

23 The Fixed Plant Reserve and Mobile Plant Reserve have been merged into a single Plant Reserve, as at 31 March 2014:

	2024/25
Fixed Plant Reserve	2,021,148
Mobile Plant Reserve	800,000
Plant Reserve	2,821,148

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

	2024/25
Opening Balance, as at 1 April b/fwd	326,852
Less:	
Pumping Station & Kettlewell House Depreciation	0
Closing Balance c/fwd	326,852

25 The West Norfolk Inter Agency flood & Water Mgmt Group Reserve comprises of:

	2024/25
Opening Balance, as at 1 April b/fwd	50,000
BCKLWN Contribution - £25,000	
Kings Lynn IDB Contribution - £25,000	
Closing Balance c/fwd	50,000

From: 01 April 2024
To: 31 March 2025

Period: 12
Year Ending: 31 March 2025

Note Notes to the Accounts

26 Pension (Asset)/Liability

- (i) The Pension (Asset)/Liability is calculated by the Local Government Pension Scheme (LGPS) Fund Actuary at the end of every financial year. It is a notional (Asset)/Liability that is shown as a Long Term (Asset)/Liability on the Balance Sheet. This figure is meant to show the extent of the Board's (Asset)/Liability at the Balance Sheet date, based on a number of actuarial assumptions. However it is important to note that this sum does not represent an estimate of the exit cost of withdrawing from the LGPS at the Balance Sheet date.
- (ii) The Board is a member of the Water Management Alliance Consortium and as such also has a proportion of the pension liability for the shared staff that are employed by King's Lynn IDB, t/a the Water Management Alliance. The Fund Actuary for Norfolk County Council has prepared a separate Report for the Water Management Alliance, which identifies a notional net pension asset of £2,707,000 as at 31 March 2025 that is shared by all 6 Member Boards. The Board's share of this notional pension liability/asset is set out every year in the WMAs Basis of Apportionment, which was approved by the Board on 19 January 2024.

27 Related Party Disclosures

- (i) The Board is a full member of Anglia Farmers Ltd, an agricultural purchasing cooperative. Several members of the Board are also shareholders of this organisation. The Board paid Anglia Farmers Ltd £0.00 up to 31 March 2025
- (ii) Board member Mr J Askew is related to Mr R Askew, Director of Richard Askew Agricultural Supplies Ltd, which is one of the Board's suppliers. The Board paid Askew Agricultural Supplies Ltd £7,183.43 up to 31 March 2025
- (iii) Mr Harvey Howe is employed by the Board as Works Supervisor. The Board's Project Manager is related to Harvey Howe.
- (iv) 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 01 April 2024.
- (v) The Board is a member of the Water Management Alliance Consortium, who provide administrative and technical support services to the Board. The Board has 2 representatives and a substitute who serve on the Consortium Management Committee, that include the Chairman of the Board. The Chairman receives £3,500.00 Chairmans Allowance for his duties annually. This allowance is paid monthly via WMA payroll.

Recommended Actions:

1. To approve the Financial Report for the period ending 31-3-2025.

S JEFFREY BSc (Hons) FCCA CPFA
CHIEF FINANCIAL OFFICER

From: 01 April 2024
To: 31 March 2025

Period: 12
Year Ending: 31 March 2025

BOX NO.	ANNUAL RETURN, FOR THE YEAR ENDED 31 MARCH 2025	ACTUAL 2023/24 £	ACTUAL 2024/25 £
1	Balances brought forward		
	General Reserve	1,189,664	675,980
	Development Reserve	1,282,710	1,504,577
	Plant Reserve	2,821,148	2,821,148
	Capital Works Reserve	100,000	0
	West Norfolk Inter Agency Flood/Water Mgmt Reserve	50,000	50,000
	Grants Reserve	176,596	0
	Revaluation Reserve	326,852	326,852
	Pension Reserve	-935,000	-652,000
	As per Statement of Accounts	5,011,970	4,726,557
	(-) Fixed Assets, Long Term Liabilities, Loans and Finance Leases		
	Pension Liability	-935,000	-652,000
	Loans and Leases Outstanding (Current Liabilities)	0	0
	Prior Year Capital Works Adjustment	0	0
	Long Term Borrowing	-9,518,985	-9,414,190
	Net Book Value of Tangible Fixed Assets	4,620,800	8,074,426
		-5,833,185	-1,991,764
	(=) Adjusted Balances brought forward	10,845,155	6,718,321
2	(+) Rates and Special Levies		
	Drainage Rates	496,267	529,278
	Special Levies issued by the Board	2,294,660	2,432,680
	As per Statement of Accounts	2,790,927	2,961,958
3	(+) All Other Income		
	Grants Applied	176,596	866,156
	Grant Due	0	164
	Tranche 1 + 2 Grant Income	0	2,989,020
	Rental Income	2,114	14,362
	Highland Water Contributions	96,150	89,069
	Income from Rechargeable Works	235,748	270,133
	Investment Interest	414,248	389,256
	Development Contributions	221,867	338,593
	Net Surplus on Operating Accounts	0	0
	Other Income	448,469	458,215
	Profit/(Loss) on disposal of Fixed Assets	34,030	44,252
	As per Statement of Accounts	1,629,223	5,459,222
	(+) Income from Sale of Fixed Assets (above profit/(loss))		
	Capital Cost of disposals	317,357	318,465
	Less: Accumulated depreciation written out	-251,387	-293,717
		65,970	24,748
	(+) Grants Applied to Grant Received Conversion		
	(-) Grant Applied	-176,596	-866,156
	(-) Grant Applied Tranche 1 + 2	0	-2,989,020
	(+) Grants Received	0	1,163,500
	(+) Grants Received Tranche 1 + 2	0	2,994,057
		-176,596	302,381
	(=) Adjusted Other Income	1,518,596	5,786,351

From: 01 April 2024
To: 31 March 2025

Period: 12
Year Ending: 31 March 2025

BOX NO. ANNUAL RETURN, FOR THE YEAR ENDED 31 MARCH 2025		ACTUAL 2023/24 £	ACTUAL 2024/25 £
4	(-) Staff Costs		
	Labour Operations Account	646,412	713,635
	Technical Support Staff Costs	470,674	443,632
	Shared Administration Staff Costs	109,846	117,711
		1,226,932	1,274,978
5	(-) Loan Interest/Capital Repayments		
	Loan Interest	275,296	272,235
	Capital Repayments	104,795	107,856
	As per Statement of Accounts	380,091	380,091
6	(-) All Other Expenditure		
	Capital Works	1,066,447	740,317
	Capital Works - Tranche	0	2,241,685
	Maintenance Works	2,584,068	2,414,776
	Environment Agency Precept	182,195	187,080
	Development Expenditure	0	0
	Administration Charges	380,065	434,071
	Cost of Rechargeable Works	198,026	224,708
	Net Deficit/(Surplus) on Operating Accounts	125,870	-41,999
	Retention Paid	0	0
	Depreciation/(Revaluation) of Pumping Stations	0	0
	As per Statement of Accounts	4,536,671	6,200,638
	(-) All Other Expenditure (Non Cash)		
	Plant and Equipment	285,047	277,941
	Depreciation/(Revaluation) of Pumping Stations	131,398	131,398
	Depreciation of Kettlewell House (included in admin.exp.)	7,972	7,972
		424,417	417,311
	(-) Staff Costs now reported in Box 4	1,226,932	1,274,978
	(+) Capitalised Additions		
	Land and Buildings	0	0
	Pumping Stations	3,408,013	0
	Plant and Equipment	536,000	337,603
		3,944,013	337,603
	(=) Adjusted Other Expenditure	6,829,334	4,845,952

From: 01 April 2024
To: 31 March 2025

Period: 12
Year Ending: 31 March 2025

BOX NO. ANNUAL RETURN, FOR THE YEAR ENDED 31 MARCH 2025		ACTUAL 2023/24 £	ACTUAL 2024/25 £
7	(=) Balances carried forward		
	General Reserve	675,980	1,188,279
	Development Reserve	1,504,577	1,843,170
	Capital Works Reserve	0	1,097,250
	Grant Reserve	0	297,344
	Grant Reserve Tranche 1 + 2	0	5,201
	West Norfolk Inter Agency Flood/Water Mgmt Reserve	50,000	50,000
	Plant Reserve	2,821,148	2,821,148
	Revaluation Reserve	326,852	326,852
	Pension Reserve	-652,000	88,000
	As per Statement of Accounts	4,726,557	7,717,244
	(-) Fixed Assets, Long Term Liabilities, Loans and Finance Leases		
	Pension Reserve	-652,000	88,000
	Loans Outstanding (Current Liabilities)	0	0
	Current Liabilities	0	0
	Long Term Borrowing	-9,414,190	-9,306,334
	Net Book Value of Tangible Fixed Assets	8,074,426	7,969,970
		-1,991,764	-1,248,365
	(=) Adjusted Balances carried forward	6,718,321	8,965,609
8	Total Cash and Short Term Investments		
	Bank Current Account	10,651	236,299
	Short Term Investments	6,750,000	9,250,000
	As per Statement of Accounts	6,760,651	9,486,299
9	Total Fixed Assets and Long Term Assets (Net Book Value)		
	Land and Buildings	632,238	624,266
	Plant and Equipment	1,193,388	1,228,302
	Pumping Stations and Properties	6,248,800	6,117,402
	Shared Consortium Assets	0	0
	As per Statement of Accounts	8,074,426	7,969,970
10	Total Borrowings		
	Loans Due (<= 1 Year)	107,856	111,007
	Loans Due (> 1 Year)	9,306,334	9,195,328
	As per Statement of Accounts	9,414,190	9,306,334

From: 01 April 2024
To: 31 March 2025

Period: 12
Year Ending: 31 March 2025

BOX NO.	ANNUAL RETURN, FOR THE YEAR ENDED 31 MARCH 2025	ACTUAL 2023/24 £	ACTUAL 2024/25 £
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7, 8	RECONCILIATION BETWEEN BOXES 7 AND 8	ACTUAL 2023/24 £	ACTUAL 2024/25 £
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7	Balances carried forward (adjusted)	6,718,321	8,965,609
	(-) Deduct: Debtors and Prepayments		
	Stocks and Consumables	3,911	7,831
	Trade Debtors	930	20,941
	Work in Progress	0	0
	Drainage Rates and Special Levies Due	278	9,537
	Prepayments	0	0
	Prepayment/(Accrual) to WMA	2,755	59,481
	Accrued Investment Income	0	0
	H M Revenue and Customs	163,043	308,296
	Grant Aid Due	0	164
		170,917	406,250
	(+) Add: Creditors and Payments Received in Advance		
	Trade Creditors	140,012	186,338
	Retentions Held	0	19,057
	Payments received in advance	4,095	25,310
	Payroll Controls	0	0
	Accruals	69,139	696,236
		213,247	926,940
	(=) Box 8	6,760,651	9,486,299
8	(=) Total Cash and Short Term Investments		
	Bank Current Account	10,651	236,299
	Short Term Investments	6,750,000	9,250,000
		6,760,651	9,486,299

S JEFFREY BSc (Hons) FCCA CPFA
CHIEF FINANCIAL OFFICER

09 MAY 2025

Annual Governance and Accountability Return 2024/25 Form 3

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

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

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2024/25

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
 - **Sections 1 and 2** **must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2025**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2025**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2025
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2024/25

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

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

Publication Requirements

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

Before 1 July 2025 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2024/25**, approved and signed, page 4
- **Section 2 - Accounting Statements 2024/25**, approved and signed, page 5

Not later than 30 September 2025 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

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

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

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2024/25

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2025.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2024) equals the balance brought forward in the current year (Box 1 of 2025).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2025**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at 31 March 2025 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

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

Annual Internal Audit Report 2024/25

KING'S LYNN IDB

<https://www.wlma.org.uk/kings-lynn-idb/home/>

During the financial year ended 31 March 2025, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2024/25 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2024-25 AGAR period, were public rights in relation to the 2023-24 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2023/24 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable

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

Date(s) internal audit undertaken

Name of person who carried out the internal audit

06/02/2025 02/02/2025

David Robinson

Signature of person who carried out the internal audit

[Signature]

Date 03/04/2025

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

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

Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

ENTEKING'S LYNN IDBORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

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

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

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

09/05/2025

and recorded as minute reference:

MINUTE REFERENCE

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

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTE <https://www.wlma.org.uk/kings-lynn-idb/home/> DDRESS

Section 2 – Accounting Statements 2024/25 for

ENTEKING'S LYNN IDBORITY

RECEIVED

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	10,845,155	6,718,321	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	2,790,927	2,961,958	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	1,518,596	5,786,351	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	1,226,932	1,274,978	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	380,091	380,091	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	6,829,334	4,845,952	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	6,718,321	8,965,609	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	6,760,651	9,486,299	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	8,074,426	7,969,970	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	9,414,190	9,306,334	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)				The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)				The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

SIG S. J. H. E. M.

Date

02/05/2025

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

09/05/2025

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

Section 3 – External Auditor’s Report and Certificate 2024/25

In respect of

ENTER NAME OF AUTHORITY

1 Respective responsibilities of the auditor and the authority

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

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

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

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2024/25

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

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

3 External auditor certificate 2024/25

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YYYY

AGAR Reports:

To receive the audited Annual Governance and Accountability Returns for the years:

- i. 2022-23 [Click here](#)
- ii. 2023-24 [Click here](#)

King's Lynn Internal Drainage Board Risk Register

As a Risk Management Authority the King's Lynn Internal Drainage Board are required to have a risk register in order to systematically identify, assess and manage any potential risks to our business. It will also be used to ensure accountability, compliance with regulations, and the effective use of resources to safeguard public interests. The risk Register is a live document, based on the professional judgement of the completing officer and should be reviewed regularly. With regard to the Risk Register below;

- A Consequence of 3 relates to repercussions which would have a serious effect on the operation/service delivery, which 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.
- A Consequence of 2 relates to repercussions which would have a noticeable effect on the operation/service delivery. May result in significant financial loss (over £25,000). Would 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.
- A Consequence of 1 relates to repercussions which would 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.
- A Likelihood of 1 relates to an unlikely, outside risk of occurrence.
- A likelihood of 2 relates to this being a foreseeably realistic risk, which could happen infrequently.
- A likelihood of 3 relates to this being a high likelihood of occurrence.

Using the risk matrix shown below a risk rating score is determined, which enables risks to be prioritised using one or more of the “four T’s”

THIS IS AN EXTRACT FROM THE FULL RISK REGISTER SHOWING RISKS WITH A SCORE OF 6 OR MORE. THE FULL RISK REGISTER IS BROUGHT TO THE BOARD AT THE FIRST MEETING OF THE FINANCIAL YEAR ONLY.

- **Tolerate** - score 1-2 - Accept the risk
- **Treat** - score 3-4 - Take cost effective in-house actions to reduce the risk
- **Transfer** – score 6 - Dedicate major resources to managing the risk. If possible transfer the risk to someone else (e.g: by insurance or passing responsibility for the risk to another)
- **Terminate** – score 9 - Agree that the risk is too high and do not proceed with the project or activity

Likelihood (1 – 3)	Consequence (1-3)		
	1	2	3
1	1	2	3
2	2	4	6
3	3	6	9

Officers Responsible for actions:

PC - Phil Camamile, Chief Executive: MP – Chief Operating Officer & Deputy CEO: SJ - Sallyanne Jeffrey, Finance and Rating Manager: KN = Kari Nash, Project Delivery Manager: TH - Tom Hunter, Area Manager: RT = Rob Taylor, Operations Manager: CL = Caroline Laburn, Environmental Manager, CB = Cathryn Brady, Sustainable Development Manager

Objective	Risk Identified	Impact	Likelihood of risk identified occurring	Consequence of risk identified occurring	Risk Level	Action	Details of how risk will be managed	Review Date	Officer responsible
(1) To reduce the flood risk to people, property, public infrastructure and the natural environment by providing and maintaining technically, environmentally and economically sustainable flood defences within the Internal Drainage District (IDD).	(1a) Reduction in, or insufficient finance, grant and income.	Erosion of Board's capital and general reserves. Unable to replace assets as scheduled in the Board's asset plan and EA MTP.	2	3	6	Transfer	Use knowledge and skills of the projects team to fully utilize all funding streams available to projects, thus transferring the risk across a more diverse funding landscape. Undertake recharge works to build board reserves. Continue to lobby Defra to update the Land Drainage Act 1991 to refer to current rating lists used by billing authorities for levying agricultural drainage rates and special levies, as this would support the extension of the Board's area to its watershed catchment. This would provide additional rates to the Board from the upland area (and negate the need for HWCs). The Environment Act 2021 has been enacted, and the Statutory Instrument to update rating calculations has also been consulted on. We now wait for the relevant procedure to be followed for the law to be	31.03.2025	PC/MP/KN

Objective	Risk Identified	Impact	Likelihood of risk identified occurring	Consequence of risk identified occurring	Risk Level	Action	Details of how risk will be managed	Review Date	Officer responsible
							updated, after which further processes can commence.		
	(1b) EA may cease to pay or drastically reduce the highland water contributions they make to IDB.	Reduction in FCREM service the Board is able to provide.	2	3	6	Transfer	Ensure highland water claims are clear, transparent, discussed with the EA in good time and submitted on time. Ensure the importance of the HWC is recognized and supported by the EA, RFCC and constituent councils. Continue with the district expansion plans such that HWC would no longer be needed.	31.03.2025	SJ/MP
	(1r) The increasing number of water management initiatives being developed and promoted across the region could lead to a duplication of effort and emerging strategies which have conflicting	Increase pressure on management time as the Board attempts to keep a handle on the growing number of plans and initiatives in the catchment.	2	3	6	Transfer	IDB consenting team to receive training on the possible impacts of water level management schemes. Management to carefully assess whether or not to directly engage with each water management initiative being developed by other RMAs in the catchment, could adversely impact on the Board's operations and/or increase flood risk.	31.03.2025	CB

Objective	Risk Identified	Impact	Likelihood of risk identified occurring	Consequence of risk identified occurring	Risk Level	Action	Details of how risk will be managed	Review Date	Officer responsible
	objectives that could adversely impact on the Board's operations and/or increase flood risk.								
	(1s) HMRC have confirmed via Excise Notice 75, that as of 1 April 2022, IDBs can continue to use red diesel for works benefitting agriculture. It is highly likely that this is a temporary decision and that at some point in the future, the use of rebated fuel will not be possible for IDB works.	An annual fuel increase in cost of approximately £70,000, meaning an increase of 3% in drainage rates and special levies.	2	3	6	Transfer	Continue to support lobbying through ADA for the law not to be widened out to IDBs.	31.03.2025	TH/MP
	(1t) Significant increases in wages, fuel and energy costs and difficulty of passing on the associated increases to drainage ratepayers and councils.	Cuts to service delivery would have to be made which could significantly increase flood risk.	2	3	6	Transfer	Additional costs passed on in rates and special levies with effect from 1 April 2022. Assess where cuts could be made without increasing flood risk to an unacceptable level. Support the Council and ADA in actively lobbying Central Government for funding support due to concerns of rising special levies.	31.03.2025	SJ/TH

Objective	Risk Identified	Impact	Likelihood of risk identified occurring	Consequence of risk identified occurring	Risk Level	Action	Details of how risk will be managed	Review Date	Officer responsible
	(1x) Potential liability for certain bridges and culverts in the district.	If the Board is found to have some operational responsibility, this could have a significant financial impact as well as associated health and safety/ public liability concerns.	2	3	6	Transfer	The Board's position is that all bridges and culverts carrying public highways are the responsibility of the relevant Highway Authority. All bridges and culverts that carry unadopted highways/private access routes are the responsibility of the riparian landowner. WMA staff to undertake a task & Finish activity search of archives to understand situations where the IDB may have explicitly taken responsibility for certain culverts/bridges in the district. This can then be used to ring fence funds for managing these assets as required.	31.03.2025	CB
3) 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	(3a) Planning Authorities ignore advice provided by Board, which leads to increased flood risk.	Increased flood risk. Potential for lost income for SWDCs and commuted sums.	2	3	6	Transfer	Planning/Enforcement to build close relationships with local planning officers, such that our role, input and comments are considered and valued. Officers' comments on planning applications are available on Local Authority website. The Board adopted the variable SWDC rate and banding arising from the 2018 review undertaken by the WMA. New rates and banding introduced 1 October 2018.	31.03.2025	CB

Objective	Risk Identified	Impact	Likelihood of risk identified occurring	Consequence of risk identified occurring	Risk Level	Action	Details of how risk will be managed	Review Date	Officer responsible
	(3b) SUDs managed by private management companies who allow them to fall into disrepair through lack of long-term maintenance.	Inadequate or lack of maintenance of SUDs could have an adverse impact on the IDB infrastructure & subsequently increase the risk of flooding.	2	3	6	Transfer	A SUDs adoption and charging policy has been approved by the Board. Updated Planning and Byelaw Strategy Document approved by the WMA on 7 December 2018 and by the Board in May 2019.	31.03.2025	CB

FEEDBACK & COMPLAINTS REVIEW

For the period 1st January 2025 – 25th April 2025

1. INTRODUCTION

To meet the strategic aims, the vision, mission and values of the board, it is important to monitor feedback from the public, organisations and other relevant stakeholders. Whether it is positive or negative, all feedback can be used to improve our performance and services.

2. HOW WE COLLATE FEEDBACK

We collate feedback through our website, emails and telephone calls. Links to Feedback and Customer Complaint forms are located in all email footers.

3. OFFICIAL COMPLAINTS

Date of complaint	Location	Nature of complaint	Allocated to	Status	Action taken
12/03/2025		Complaint regarding court summons	S. Jeffrey	Resolved	Reply sent answering the queries in the complaint

The same reporting period last year contained no complaints.

4. OTHER FEEDBACK

Date of feedback	Location	Nature of feedback	Allocated to	Status	Action taken
23/01/2025		Compliment regarding recharge works	R. Taylor	N/A	Shared with staff
14/04/2025	South Wootton	Compliment on the quality of work and the response time	R. Taylor	N/A	Shared with staff

The same reporting period last year contained 1 negative feedback.

FRANCES BLIGH
ICT MANAGER
25th April 2025

Consortium Reports:

To receive the unconfirmed minutes and report extracts from the last Consortium Management Committee (CMC) meeting held on 25 April 2025, to view [Click Here:](#)

- Unconfirmed minutes of the meeting
- WMA Schedule of Paid Accounts for the period 01 November 2024 to 31 March 2025
- WMA Financial Report for the year ending 31 March 2025
- WMA Group's Portfolio of Capital Works as at 31 March 2025
- WMA Communications Report for the period 01 November 2024 to 31 March 2025

WMA Group policies for review- CMC Meeting, 25 April 2025

	Policy	Owner	Comments
1	Supplier Performance Policy Click here	MK	3-year review

Development Contribution Review

1. Introduction

The WMA Boards currently charge a Development Contribution for additional flows discharging into the Board's Internal Drainage District from new impermeable areas. This is known as the Surface Water Development Contribution (SWDC).

No charge is currently made for additional flows resulting from the discharge of treated effluent (used and treated potable water) such as discharges from a package treatment plant from a residential property.

2. Proposed Change

It is proposed that the WMA's approach to charging Development Contributions is expanded to include a Treated Foul Water Development Contribution (TFWDC). As with the SWDC, the TFWDC should reflect some of the actual likely costs resulting from the increased volume of water draining to infrastructure maintained by the Board, based on broad but realistic assumptions.

The following charges are proposed for adoption by the WMA Boards:

Property Type	TFWDC
Private Residential Dwelling	£184

Table 1: Proposed TFWDC charge per private residential dwelling.

Property Type	Charge per 100m ² floor space
Low Occupancy Commercial - Including Industrial / Agricultural Units (1-5 people per 100m ²)	£195
Medium Occupancy Commercial - Including Offices / Retail Units / Care Facilities (6-15 people per 100m ²)	£586
High Occupancy Commercial - Including Restaurants / Cafés / Schools (16+ people per 100m ²)	£977

Table 2: Proposed TFWDC charge for commercial development / premises.

The following broad but realistic assumptions have been used to support this proposal:

- Each occupant of a residential dwelling will use and dispose of 110 litres of water per day (equates to 40m³ per year). This is based on the UK's target to reduce average water consumption to 110 litres per person per day by 2050 according to Defra's 25 Year Environment Plan.

- Each occupant of a commercial premises will use and dispose of 55 litres of water per day (equates to 20m³ per year). This is a conservative assumption based on compiled data available from Ofwat and a report from South Staffs Water.
- A private residential dwelling has an average occupancy of 2.36 people (UK average) according to the Office for National Statistics.
- At least £6,250 of watercourse improvements will be eventually required for every 3200m³ of additional water which drains to Board Maintained watercourses.
 - This equates to 1ha of additional impermeable area, and is an assumption which is shared with the SWDC charging approach assumptions.
 - This also equates to 80 occupants in a residential setting, or 160 occupants in a commercial setting.
 - This value is based on the cost of replacing a 12m length of 450mm culvert, or 1,000m³ of channel improvement works (this equates to approximately 0.5km of widening, if widened by 1m each side).

3. Impact of Change

In 2024 the WMA Boards collectively issued 32 consents for treated foul water discharges, collecting £0 in Development Contributions. Assuming a minimum charge of £184 was applied, the WMA Boards would have collected £5,888 in Treated Foul Water Development Contributions.

4. Legality of Change

In 2009, 2015 and 2018 the WMA sought legal advice regarding the legality of (SW)DC's. The advice has all confirmed that a charge is legal if it relates to actual or potential works to be undertaken by the IDB to manage the additional runoff and does not involve any profit making for the IDB, (instead representing a contribution towards eventual works undertaken) with a rational basis, and if the charge is a standard rate applied equally and in a transparent way (while being proportional to the size of the development). Officers believe the proposal satisfies the above requirements.

5. Officer Recommendation

Officers recommend that the WMA's charging policy is updated to include the TFWDC charges shown in tables 1 and 2.



Water Management Alliance

Annual Carbon Report

2023/2024 Financial Year Update

Published: January 2025

CONTENTS

1. INTRODUCTION

2. PURPOSE

3. METHODOLOGY

- 3.1 The GHG Protocol
- 3.2 Scope Definitions
- 3.3 Organisational Boundary
- 3.4 Coverage
- 3.5 Target

4. RESULTS

- 4.1 WMA Summary
- 4.2 Quality Control
- 4.3 2023 Weather
- 4.4 Data

Appendix 1: South Holland IDB – Summary, Results and Data

Appendix 2: King’s Lynn IDB – Summary, Results and Data

Appendix 3: Norfolk Rivers IDB – Summary, Results and Data

Appendix 4: Broads IDB – Summary, Results and Data

Appendix 5: Waveney, Lower Yare and Lothingland IDB – Summary, Results and Data

Appendix 6: East Suffolk IDB – Summary, Results and Data

Appendix 7: Pevensey and Cuckmere WLMB – Summary, Results and Data

Appendix 8: 2023 Weather Maps

1. INTRODUCTION

This report is an annual update to the Water Management Alliance's first-ever full carbon audit (Published February 2023), as it strives to reduce carbon emissions by 50% by 2030. This report now includes emissions data for the 2023/2024 financial year.

The carbon audit will allow the Water Management Alliance to calculate and benchmark its carbon emissions and enable the key sources of emissions to be identified. This report now sits alongside the Water Management Alliance's Carbon Management Plan which sets out short, medium and long term actions to reduce carbon emissions.

2. PURPOSE

The Water Management Alliance would like to commit to the Government's ask of small businesses (SMEs) to commit to take climate action in three ways:

- 50% reduction in greenhouse gas emissions before 2030. (Scope 1 and Scope 2)
- Achieve net zero emissions by 2050. (across Scope 1, 2 and 3)
- Disclose progress on a yearly basis.

3. METHODOLOGY

3.1 The GHG Protocol

The GHG Protocol establishes comprehensive global standardized frameworks to account for and report on greenhouse gas emissions. This carbon audit has been produced in line with the principles of the Greenhouse Gas (GHG) Protocol and UK Government Department for Business, Energy and Industrial Strategy (BEIS) GHG reporting guidance.

The GHG emissions have been calculated by multiplying activity data by the relevant emissions factor:

$$\text{Activity data} \times \text{GHG emissions factor} = \text{GHG emissions}$$

GHG emissions are expressed as carbon dioxide equivalents (CO₂e), and include; Carbon dioxide (CO₂), Methane (CH₄), Nitrous oxide (N₂O), Sulphur hexafluoride (SF₆), Hydrofluorocarbons (HFCs), Perfluorocarbons (PFCs) and Nitrogen trifluoride (NF₃).

3.2 Scope Definitions

The Green House Gas Protocol defines 3 types of emission categories referred to as Scopes. To help demonstrate Figure 1 is a Scope Infographic. Figure 2 describes each activity the WMA has included within each Scope.

Scope 1 - Direct Emissions from activities under our control. Primarily relating to fossil fuel combustion

Scope 2 - Indirect Emissions from the electricity we purchase and use

Scope 3 - All other indirect emissions from activities, sources we don't own or control

3.3 Organisational boundary

Calculating scope 3 emissions can often be difficult because the data required is mostly held by other organisations in the supply chain. For Scope 3 we have had to be clear which activities we are unable to report on

Included -

- Fuel purchased by WMA for owned plant used for PSCA Work

Excluded -

- Fuel purchased by contractors for their own vehicles and plant undertaking IDB work.

- Emissions from FCERM Capital projects where we use contractors.

- Employee Commuting

For the excluded items we may look to develop a reporting process that would allow us to report these emissions in future annual audits. We will request contractors for any construction projects to inform us of their emission reporting capabilities and which GHG calculation and reporting standards they operate to.

3.4 Coverage

The Water Management Alliance is an umbrella organisation, offering back-office and technical services to a consortium of seven Internal Drainage Boards. Each Internal drainage Boards managed by the WMA is an autonomous local, public body which has statutory duties to the environment as it undertakes its permissive powers.

The IDBs covered by the consortium are included – South Holland IDB, King's Lynn IDB, Norfolk Rivers IDB, Broads IDB, Waveney, Lower Yare & Lothingland IDB, East Suffolk WMB and Pevensey & Cuckmere WLMB. Data has been collected and summarised for individual Boards and collectively as the WMA.

3.5 Target

The IDBs of the WMA have a carbon net zero target date of 2050.

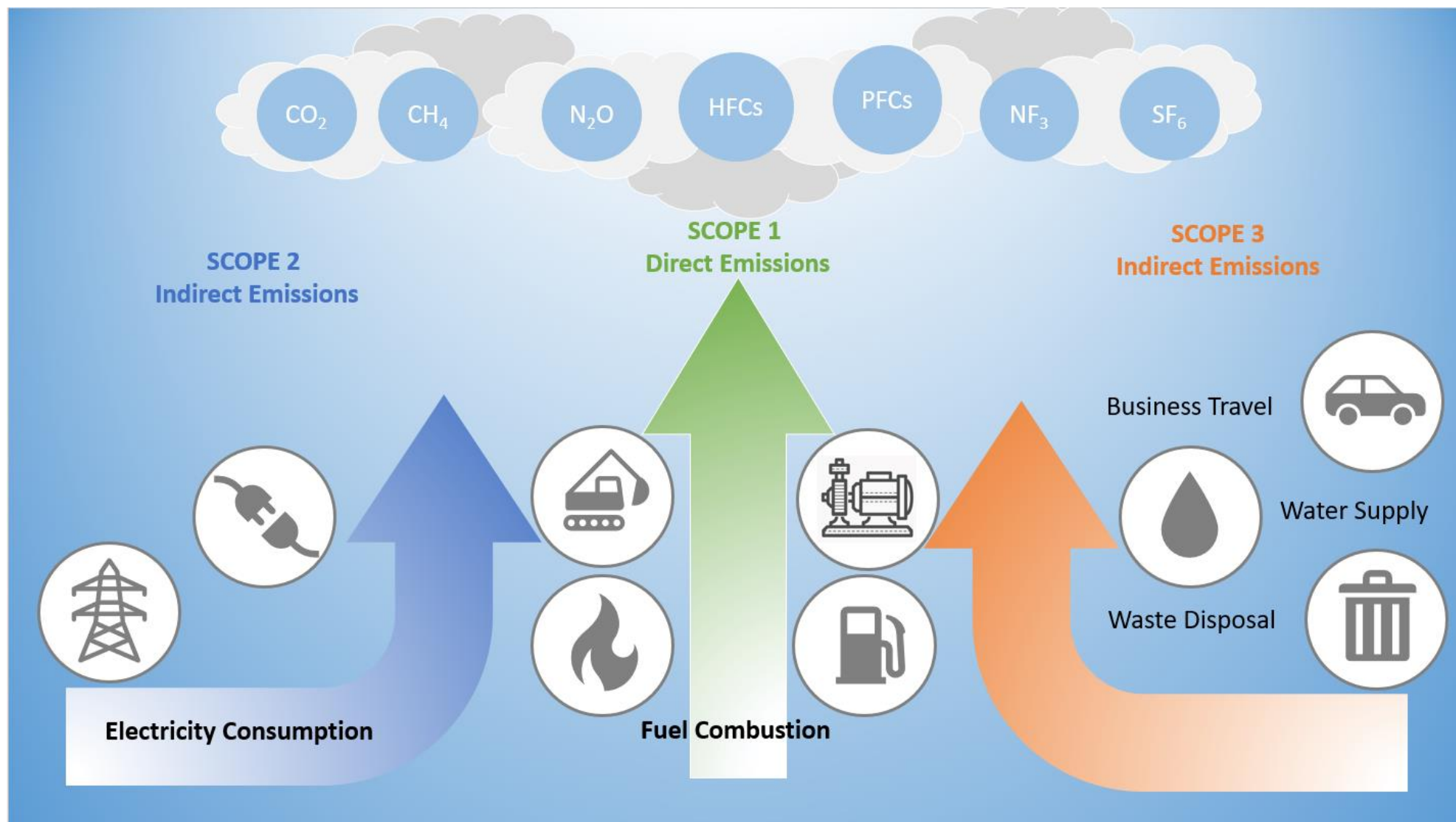


Figure 1: Scope Infographic

Activity		Description	Data Source	Unit
Scope 1 - Direct Emissions – Fuel Consumption				
Fuel in Fleet Vehicles	White Diesel	operational vehicle Fleet & Plant	fuel invoices	Litres
	Petrol			
	Red Diesel			
	Bio Oil			
Offices	Fugitive Emissions	Air con flouros	EOC Services	Kg
Pumping Station	Red Diesel Generators	Operating Pumping station back-up generators	fuel invoices	Litres
	Unleaded			
Scope 2 - Indirect Emissions – Electricity Consumption				
Electricity Emissions	Offices	Electricity purchased from the national grid to power the WMAs offices and Pumping Stations	utility bills	kWh
	Pumping Station			
Scope 3 - Other Indirect Emissions				
	Electricity Transmission & Distribution Losses	These are indirect emissions from the transmission and distribution of our purchased electricity. It is considered best practise to include these	utility bills	kWh
	Business travel inc Car, rail, and flights	Staff travel - in their own vehicles on business grounds, via train or plane	employee mileage claims / expenses	Miles / km
	Water Supply & Treatment	The supply of water to our buildings and sites. Treatment is the water we return to the system (90% return to sewer rate).	utility bills	m³
	Waste & Recycling	Weight of Waste and recycling collected from our offices	Veolia Dashboard	Kg

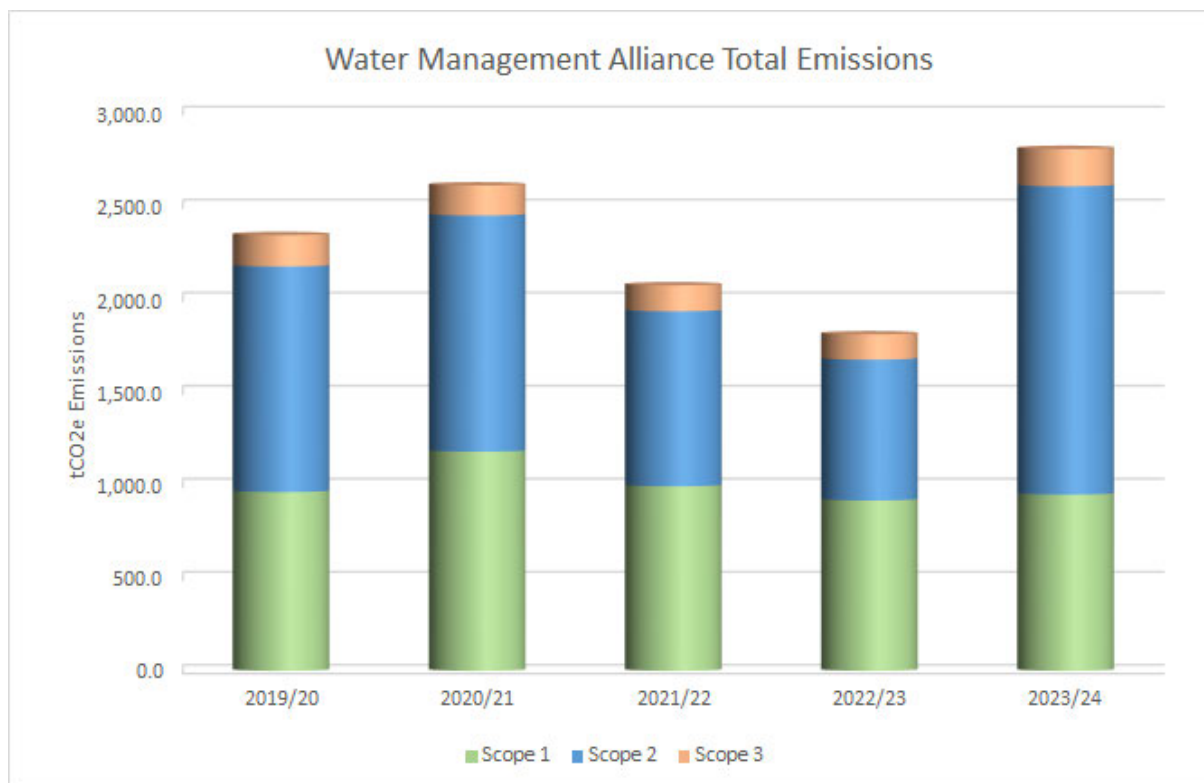
Figure 2: Description of each activity WMA included within each Scope

4. RESULTS

4.1 WMA Summary

The data shows that overall Carbon Emissions in 2023/24 are 20% higher compared to our baseline year of 2019/20, an increase of 462.9 tCO₂e. The emissions are 55% higher compared to 2022/23, an increase of 996 tCO₂e.

All Board's emissions have increased in 2023/24 compared against the previous year, 2022/23 due to the very wet weather endured during the Winter – as described and evidenced in 4.3 below and Appendix 8.



Scope 1

- Overall Emissions 3% higher (an increase of 32 tCO₂e) in 2023/24 than 2022/23, 1% lower (reduction of 13.4 tCO₂e) than 2019/20 baseline year.

Scope 2

- Overall Emissions 119% higher (an increase of 898.8 tCO₂e) in 2023/24 than 2022/23, 37% higher (an increase of 447.1 tCO₂e) than 2019/20 baseline year.

Scope 3

- Overall Emissions 48% higher (an increase of 65.1 tCO₂e) in 2023/24 than 2022/23, 19% higher (an increase of 32.2 tCO₂e) than 2019/20 baseline year.

4.2 Quality Control

The Finance team collating the data have applied data checks and consistency in producing data from the system. All outliers have been checked and explanations sought and documented from individual IDBs where large variations have occurred.

4.3 2023/2024 Weather

Summer 2023 was warmer and wetter than average with a record-breaking June. June 2023 was confirmed as the hottest June on record for the UK. The average mean temperature of 15.8°C in the month eclipsed the previous record for the Junes of 1940 and 1976 by 0.9°C, a huge margin.

Autumn 2023 was milder and wetter than average, with a fine start, a very wet October and a run of named storms including Agnes (late September), Babet (mid-October), Ciaran (start of November), Debi (mid-November), Elin and Fergus (early December) and Gerrit (late December).

October 2023 was the UK's equal sixth wettest October on record since 1836 with Storm Babet playing a large role.

February 2024 was very wet with roads across Essex, Cambridgeshire and Peterborough closed due to floodwater

All our IDBs experienced higher rainfall in 2023/2024 which explains why all Scope 2 Emissions, relating to electricity consumption in pumping stations, is higher for every board. It also explains why Scope 1 emissions, relating to fuel consumption to run temporary pumps, is higher for King's Lynn IDB, East Suffolk IDB, Broads IDB.

Given the significant increase in rainfall and operating costs felt by IDBs across the country as a result, in February 2024, the prime minister announced £75m to be split initially for two distinct purposes:

1. Storm recovery – assisting with IDB operational expenses following the winter storms of 2023/24, repairs to pumping stations, watercourses and other assets.
2. Investment to modernise and upgrade IDB assets/waterways for the future – modernise them, making them more efficient/effective, sustainable, environment friendly, to diversify the outcomes they achieve for lowland landscapes and communities.

[Prime Minister announces £75 million for IDBs to recover and modernise - Association of Drainage Authorities](#)

A third Tranche has recently been announced in November 2024 providing £19m of funding until April 2026.

4.4 Data

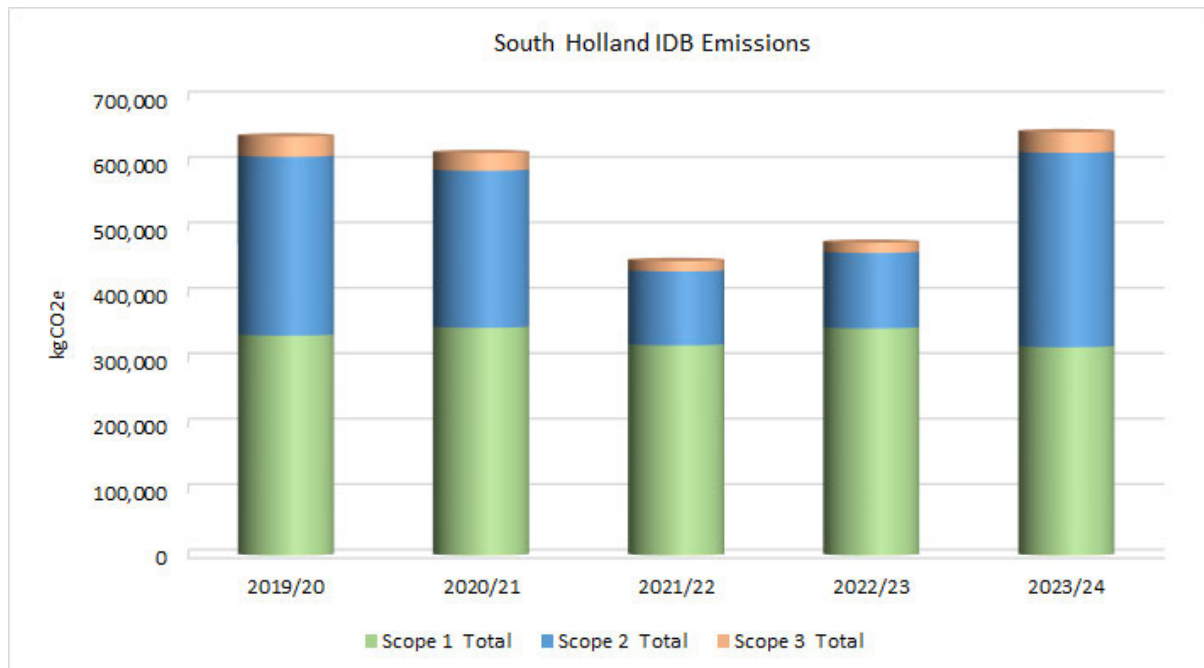
All the Boards are on 'Green Electricity Tariffs' but we have still recorded 100% of the electricity emissions as we do not believe the electricity provided from these tariffs is all from renewables.

		WMA TOTAL kgCO2e Emissions				
Scope 1 - Direct Emissions		2019/20	2020/21	2021/22	2022/23	2023/24
Fuel in Fleet Vehicles	White Diesel	151,605.7	150,615.0	150,444.7	149,113.5	141,788.1
	Unleaded	1,614.9	1,454.4	1,464.5	1,121.3	8,266.1
	Red Diesel	730,561.6	885,025.9	744,720.1	741,692.0	759,135.2
	Bio Oil	0.0	0.0	550.0	137.5	0.0
	Gas	16,831.9	19,520.3	18,308.6	2,583.2	0.0
Small Tools / Others	Unleaded	211.7	189.1	95.7	253.0	588.8
	White Diesel	0.0	0.0	0.0	0.0	696.3
	Red Diesel	0.0	0.0	0.0	0.0	184.9
Offices	Oil	0.0	0.0	0.0	0.0	0.0
	Air con flouros	13,303.5	0.0	75,153.1	12,804.9	0.0
Pumping Station	Red Diesel Pump Engines or Generators	46,282.8	120,042.5	617.9	7,231.2	36,236.0
	Unleaded	11.0	362.3	100.5	83.1	140.3
Scope 2 - Indirect Emissions						
Electricity Emissions	Offices	23,489.3	17,327.2	19,364.0	21,042.0	14,943.4
	Pumping Station	1,188,238.7	1,251,588.7	920,709.5	735,919.5	1,640,860.2
Scope 3 - Other Indirect Emissions						
Electricity T&D Losses	Electricity T&D Losses	102,712.9	109,192.1	84,251.9	69,245.3	143,343.0
Business Travel	Private Car Business travel	65,653.4	52,275.5	55,324.2	66,162.6	57,326.6
	Rail	120.3	27.8	117.9	91.6	78.6
	Flying	0.0	0.0	0.0	264.3	0.0
Water Supply / Treatment	Water Supply	365.9	349.6	58.0	90.0	76.6
	Water treatment	26.5	30.8	22.2	82.0	50.4
Waste / recycling	Waste	76.6	76.5	117.3	100.7	260.6
	Recycling	9.5	9.5	11.6	31.4	25.2
TOTAL		2,341,116.3	2,608,087.1	2,071,431.8	1,808,049.0	2,804,000.5
Scope 1 Total		960,423.1	1,177,209.4	991,455.2	915,019.7	947,035.9
Scope 2 Total		1,211,728.0	1,268,915.9	940,073.5	756,961.5	1,655,803.6
Scope 3 Total		168,965.1	161,961.8	139,903.1	136,067.8	201,161.0
% Change from Baseline year 2019/20						20
% Change from 2022/23						55

APPENDIX 1: SOUTH HOLLAND IDB

1.1 Summary

The data shows that overall Carbon Emissions in 2023/24 are 1% higher compared to our baseline year of 2019/20, an increase of 6.5 tCO₂e. The emissions are 35% higher than 2022/23, an increase of 169 tCO₂e.



1.2 Results

Scope 1

- Overall Emissions 8% lower (a reduction of 28.7 tCO₂e) in 2023/24 than 2022/23, 5% lower (reduction of 17.7 tCO₂e) than 2019/20 baseline year.

Scope 2

- Overall Emissions 157% higher (an increase of 181.7 tCO₂e) in 2023/24 than 2022/23, 9% higher (increase of 23.8 tCO₂e) than 2019/20 baseline year.

Scope 3

- Overall Emissions 103% higher (increase of 16.0 tCO₂e) in 2023/24 than 2022/23, 2% higher (increase of 0.5 tCO₂e) than 2019/20 baseline year.

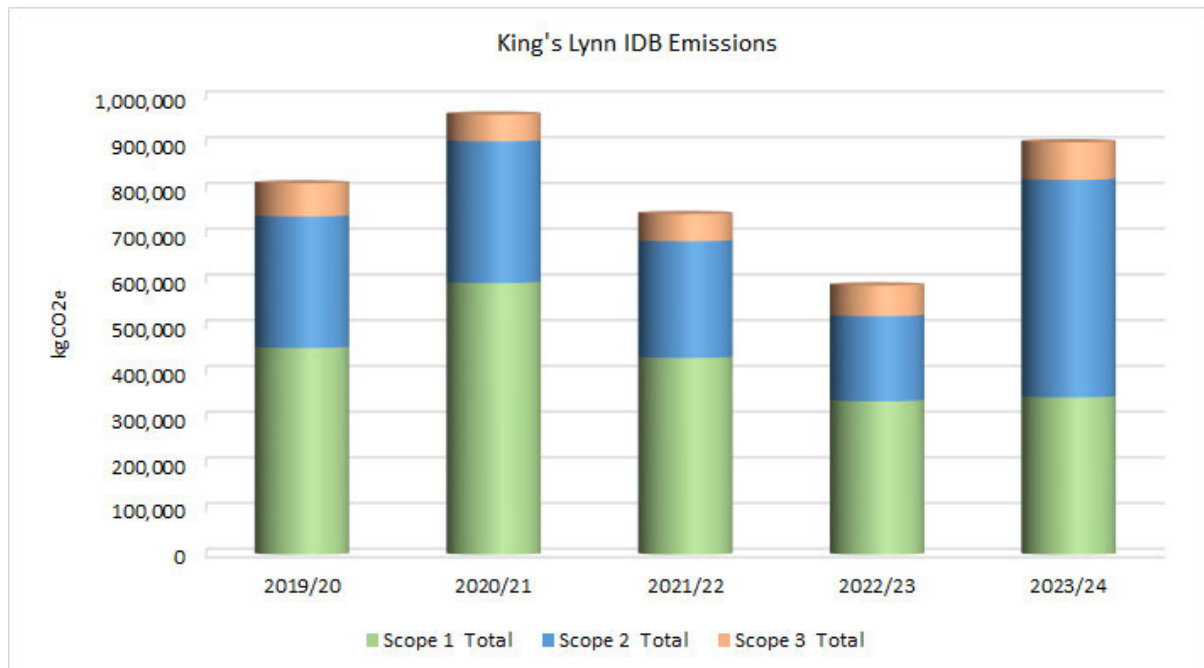
1.3 Data

		South Holland IDB kgCO2e Emissions				
Scope 1 - Direct Emissions		2019/20	2020/21	2021/22	2022/23	2023/24
Fuel in Fleet Vehicles	White Diesel	37,719.4	35,165.4	28,498.6	39,639.0	34,153.6
	Petrol	521.3	362.1	390.5	261.4	395.5
	Red Diesel	293,029.5	308,623.7	291,263.6	293,716.4	283,485.1
	Bio Oil	0.0	0.0	0.0	0.0	0.0
	Gas	0.0	0.0	0.0	0.0	0.0
Offices	Oil	0.0	0.0	0.0	0.0	0.0
	Air con flouros	4,434.5	0.0	0.0	12,804.9	0.0
Pumping Station	Red Diesel Pump Engines or Generators	69.0	3,623.7	617.9	358.8	0.0
	Unleaded	0.0	0.0	0.0	0.0	0.0
Scope 2 - Indirect Emissions						
Electricity Emissions	Offices	3,571.7	3,607.1	3,525.3	2,909.3	3,213.1
	Pumping Station	269,673.5	236,270.6	109,585.1	112,449.2	293,814.8
Scope 3 - Other Indirect Emissions						
Electricity T&D Losses	Electricity T&D Losses	23,161.8	20,641.8	10,137.3	10,552.8	25,713.7
Business Travel	Private Car Business travel	7,833.9	6,395.6	5,654.1	4,950.6	5,652.2
	Rail	0.0	0.0	0.0	0.0	0.0
	Flying	0.0	0.0	0.0	0.0	0.0
Water Supply / Treatment	Water Supply	72.2	67.8	15.3	16.8	23.5
	Water treatment	0.0	0.0	0.0	0.0	0.0
Waste / recycling	Waste	72.6	72.5	106.5	82.6	245.2
	Recycling	0.0	0.0	0.0	0.0	6.8
TOTAL		640,159.4	614,830.1	449,794.3	477,741.9	646,703.5
Scope 1 Total		335,773.6	347,774.8	320,770.7	346,780.5	318,034.2
Scope 2 Total		273,245.2	239,877.7	113,110.5	115,358.5	297,027.8
Scope 3 Total		31,140.6	27,177.7	15,913.2	15,602.8	31,641.4
% Change from Baseline year 2019/20						1
% Change from 2022/23						35

APPENDIX 2: KINGS LYNN IDB

1.1 Summary

The data shows that overall Carbon Emissions in 2023/24 are 11% higher compared to our baseline year of 2019/20, an increase of 90 tCO₂e. The emissions are 53% higher compared to 2022/23, an increase of 312.9 tCO₂e.



1.2 Results

Scope 1

- Overall Emissions 2% higher (an increase of 8.4 tCO₂e) in 2023/24 than 2022/23, 24% lower (reduction of 108 tCO₂e) than 2019/20 baseline year.

Scope 2

- Overall Emissions 156% higher (an increase of 289.5 tCO₂e) in 2023/24 than 2022/23, 65% higher (an increase of 188 tCO₂e) than 2019/20 baseline year.
- Electricity usage in previous years 2021/22 and 2022/23 has been updated to reflect half hourly meter reads.

Scope 3

- Overall Emissions 22% higher (increase of 15.1 tCO₂e) in 2023/24 than 2022/23, 14% higher (an increase of 10 tCO₂e) than 2019/20 baseline year.

1.3 Data

		King's Lynn IDB kgCO2e Emissions				
Scope 1 - Direct Emissions		2019/20	2020/21	2021/22	2022/23	2023/24
Fuel in Fleet Vehicles	White Diesel	30,152.8	28,556.1	27,229.1	24,647.1	26,889.0
	Unleaded	479.6	419.4	515.9	374.2	509.5
	Red Diesel	349,070.8	433,246.9	308,664.7	300,823.4	315,699.8
	Bio Oil	0.0	0.0	0.0	0.0	0.0
	Gas	16,831.9	19,506.6	18,294.9	2,560.0	0.0
Offices	Oil	0.0	0.0	0.0	0.0	0.0
	Air con flouros	8,869.0	0.0	75,153.1	0.0	0.0
Pumping Station	Red Diesel Pump Engines or Generators	46,213.8	111,774.8	0.0	6,872.4	538.2
	Unleaded	0.0	0.0	0.0	0.0	0.0
Scope 2 - Indirect Emissions						
Electricity Emissions	Offices	14,919.2	7,810.7	9,938.8	14,191.4	7,992.4
	Pumping Station	272,442.9	301,665.8	244,896.0	171,665.4	467,324.4
Scope 3 - Other Indirect Emissions						
Electricity T&D Losses	Electricity T&D Losses	24,358.4	26,630.9	22,839.0	17,001.8	41,148.2
Business Travel	Private Car Business travel	47,541.2	31,923.8	36,600.8	49,677.0	40,988.2
	Rail	120.3	27.8	117.9	91.6	78.6
	Flying	0.0	0.0	0.0	264.3	0.0
Water Supply / Treatment	Water Supply	293.7	281.8	42.7	73.2	53.1
	Water treatment	26.5	30.8	22.2	82.0	50.4
Waste / recycling	Waste	4.0	4.0	10.8	18.2	15.5
	Recycling	9.5	9.5	11.6	31.4	18.4
TOTAL		811,333.4	961,888.8	744,337.3	588,373.2	901,305.6
Scope 1 Total		451,617.8	593,503.7	429,857.6	335,277.1	343,636.5
Scope 2 Total		287,362.0	309,476.5	254,834.8	185,856.7	475,316.8
Scope 3 Total		72,353.5	58,908.6	59,644.9	67,239.4	82,352.4
% Change from Baseline year 2019/20						11
% Change from 2022/23						53

1.4 Solar Panels

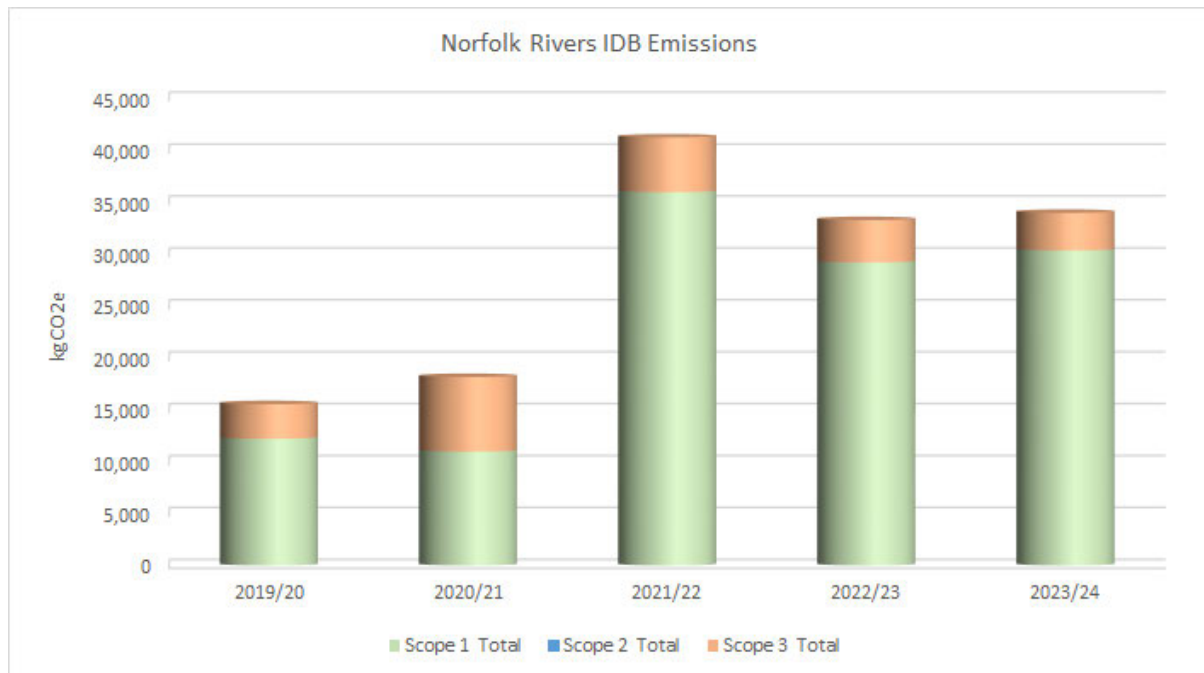
At Pierpoint House we commissioned solar panels in November 2022. Circa 51% (35.61 MWh) of our electricity consumption came from solar power during 2023/24. This avoided 8 tCO2e emissions compared with using electricity from the Grid. We have installed 60 kWh batteries to increase our storage and therefore the amount we can consume, before it is fed into the grid.

The solar also fed 33.9 MWh of excess generation that we could not consume into the grid. We get 6p per kWh from the grid generating a small income.

APPENDIX 3: NORFOLK RIVERS IDB

1.1 Summary

The data shows that overall Carbon Emissions in 2023/24 are 119% higher compared to our baseline year of 2019/20, an increase of 18.4 tCO₂e. The emissions are 2% higher compared to 2022/23, an increase of 0.7 tCO₂e.



1.2 Results

Scope 1

- Overall Emissions 4% higher (increase of 1.1 tCO₂e) in 2023/24 than 2022/23, 149% higher (increase of 18.1 tCO₂e) than 2019/20 baseline year.

Scope 2

- No Emissions as there are no Pumping Stations or office

Scope 3

- Overall Emissions 11% lower (reduction of 0.45 tCO₂e) in 2023/24 than 2022/23, 9% higher (increase of 0.3 tCO₂e) than 2019/20 baseline year.

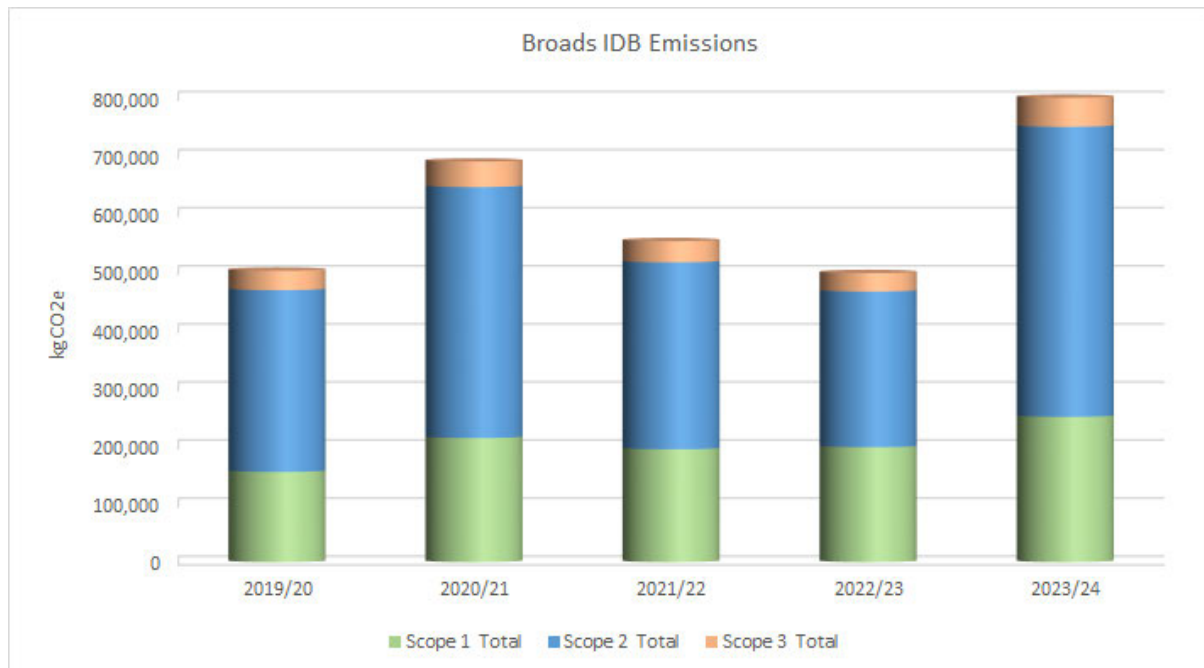
1.3 Data

		Norfolk Rivers IDB kgCO ₂ e Emissions				
Scope 1 - Direct Emissions		2019/20	2020/21	2021/22	2022/23	2023/24
Fuel in Fleet Vehicles	White Diesel	0.0	0.0	0.0	0.0	148.5
	Unleaded	0.0	0.0	108.8	99.4	6,496.3
	Red Diesel	12,194.0	10,959.3	35,273.8	29,068.3	23,633.9
	Bio Oil	0.0	0.0	550.0	0.0	0.0
	Gas	0.0	0.0	0.0	0.0	0.0
Offices	Oil	0.0	0.0	0.0	0.0	0.0
	Air con flouros	0.0	0.0	0.0	0.0	0.0
Pumping Station	Red Diesel Pump Engines or Generators	0.0	0.0	0.0	0.0	0.0
	Unleaded	0.0	0.0	0.0	0.0	39.8
Scope 2 - Indirect Emissions						
Electricity Emissions	Offices	0.0	0.0	0.0	0.0	0.0
	Pumping Station	0.0	0.0	0.0	0.0	0.0
Scope 3 - Other Indirect Emissions						
Electricity T&D Losses	Electricity T&D Losses	0.0	0.0	0.0	0.0	0.0
Business Travel	Private Car Business travel	3,345.4	7,195.3	5,280.1	4,092.9	3,641.3
	Rail	0.0	0.0	0.0	0.0	0.0
	Flying	0.0	0.0	0.0	0.0	0.0
Water Supply / Treatment	Water Supply	0.0	0.0	0.0	0.0	0.0
	Water treatment	0.0	0.0	0.0	0.0	0.0
Waste / recycling	Waste	0.0	0.0	0.0	0.0	0.0
	Recycling	0.0	0.0	0.0	0.0	0.0
TOTAL		15,539.4	18,154.7	41,212.8	33,260.6	33,959.7
Scope 1 Total		12,194.0	10,959.3	35,932.7	29,167.7	30,318.4
Scope 2 Total		0.0	0.0	0.0	0.0	0.0
Scope 3 Total		3,345.4	7,195.3	5,280.1	4,092.9	3,641.3
% Change from Baseline year 2019/20						119
% Change from 2022/23						2

APPENDIX 4: BROADS IDB

1.1 Summary

The data shows that overall Carbon Emissions in 2023/24 are 59% higher compared to our baseline year of 2019/20, an increase of 297.9 tCO₂e. The emissions are 61% higher compared to 2022/23, an increase of 301.9 tCO₂e.



1.2 Results

Scope 1

- Overall Emissions 26% higher (an increase of 52.3 tCO₂e) in 2023/24 than 2022/23, 61% higher (increase of 94.8 tCO₂e) than 2019/20 baseline year.

Scope 2

- Overall Emissions 86% higher (an increase of 231.3 tCO₂e) in 2023/24 than 2022/23, 60% higher (increase of 186.2 tCO₂e) than 2019/20 baseline year.

Scope 3

- Overall Emissions 57% higher (an increase of 18.3 tCO₂e) in 2023/24 than 2022/23, 50% higher (increase of 16.8 tCO₂e) than 2019/20 baseline year.

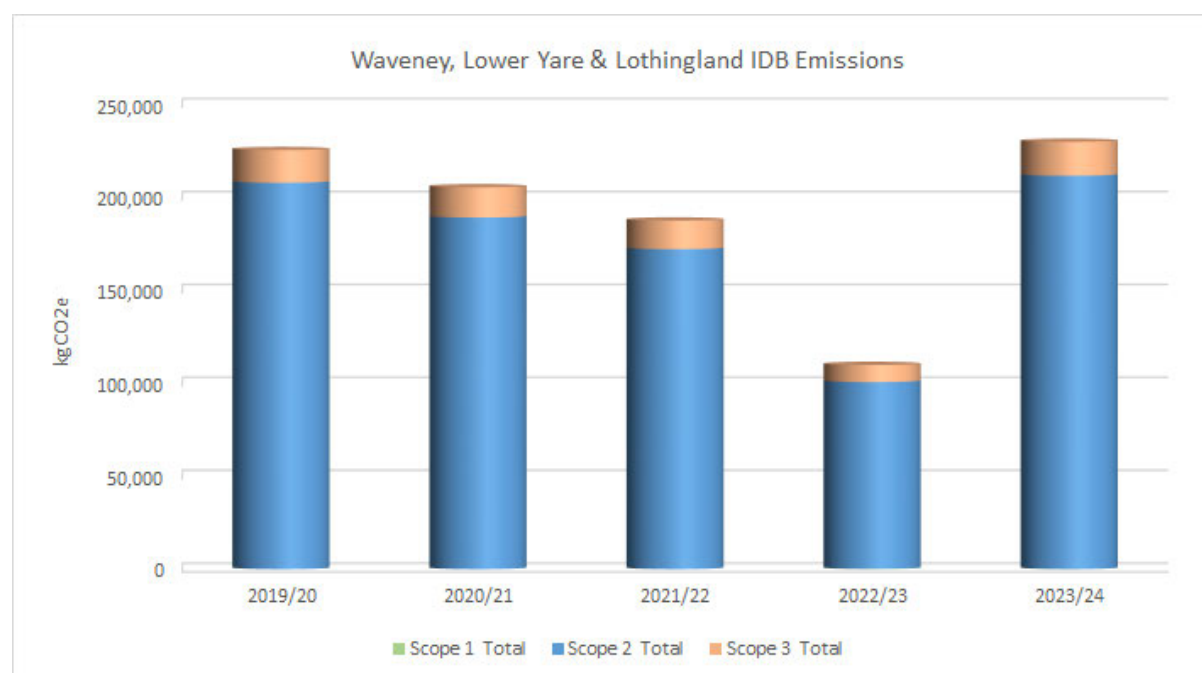
1.3 Data

		Broads IDB kgCO2e Emissions				
Scope 1 - Direct Emissions		2019/20	2020/21	2021/22	2022/23	2023/24
Fuel in Fleet Vehicles	White Diesel	78,842.3	78,093.9	86,688.6	79,281.6	76,594.4
	Unleaded	110.4	324.2	0.0	0.0	69.0
	Red Diesel	76,134.9	129,937.4	107,308.4	118,083.8	136,214.3
	Bio Oil	0.0	0.0	0.0	137.5	0.0
	Gas	0.0	13.7	13.7	12.2	0.0
Small Tools / Others	Unleaded	211.7	189.1	95.7	253.0	588.8
	White Diesel	0.0	0.0	0.0	0.0	696.3
	Red Diesel	0.0	0.0	0.0	0.0	184.9
Offices	Oil	0.0	0.0	0.0	0.0	0.0
	Air con flouros	0.0	0.0	0.0	0.0	0.0
Pumping Station	Red Diesel Pump Engines or Generators	0.0	4,644.1	0.0	0.0	35,697.8
	Unleaded	11.0	351.4	100.5	83.1	100.5
Scope 2 - Indirect Emissions						
Electricity Emissions	Offices	4,998.4	5,909.3	5,899.8	3,941.3	3,737.9
	Pumping Station	307,936.8	426,210.1	315,918.2	263,949.0	495,439.7
Scope 3 - Other Indirect Emissions						
Electricity T&D Losses	Electricity T&D Losses	26,526.1	37,184.5	28,842.2	24,506.0	43,213.8
Business Travel	Private Car Business travel	6,932.9	6,760.8	7,789.2	7,442.0	7,044.9
	Rail	0.0	0.0	0.0	0.0	0.0
	Flying	0.0	0.0	0.0	0.0	0.0
Water Supply / Treatment	Water Supply	0.0	0.0	0.0	0.0	0.0
	Water treatment	0.0	0.0	0.0	0.0	0.0
Waste / recycling	Waste	0.0	0.0	0.0	0.0	0.0
	Recycling	0.0	0.0	0.0	0.0	0.0
TOTAL		501,704.6	689,618.6	552,656.2	497,689.5	799,582.5
Scope 1 Total		155,310.4	213,553.8	194,206.9	197,851.2	250,146.1
Scope 2 Total		312,935.2	432,119.5	321,818.0	267,890.3	499,177.7
Scope 3 Total		33,459.1	43,945.3	36,631.4	31,948.1	50,258.7
% Change from Baseline year 2019/20						59
% Change from 2022/23						61

APPENDIX 5: WAVENEY, LOWER YARE & LOTHINGLAND IDB

1.1 Summary

The data shows that overall Carbon Emissions in 2023/24 are 2% higher compared to our baseline year of 2019/20, an increase of 4.5 tCO₂e. The emissions are 109% higher compared to 2022/23, an increase of 120.1 tCO₂e.



1.2 Results

Scope 1

- This is the second year there have been Scope 1 Emissions. These Emissions are 79% lower (reduction of 0.15 tCO₂e) in 2023/24 than 2022/23.
- This reflects the use of either diesel or petrol used in hand tools. The values are so low it's not visible on the graph above.

Scope 2

- Overall Emissions 111% higher (an increase of 111.1 tCO₂e) in 2023/24 than 2022/23, 2% higher (an increase of 3.7 tCO₂e) than 2019/20 baseline year.

Scope 3

- Overall Emissions 99% higher (an increase of 9.1 tCO₂e) in 2023/24 than 2022/23, 4% higher (an increase of 0.7 tCO₂e) than 2019/20 baseline year.
- This only relates to an increase in Electricity T&D losses as the consumption of Electricity used in Scope 2 has increased significantly.

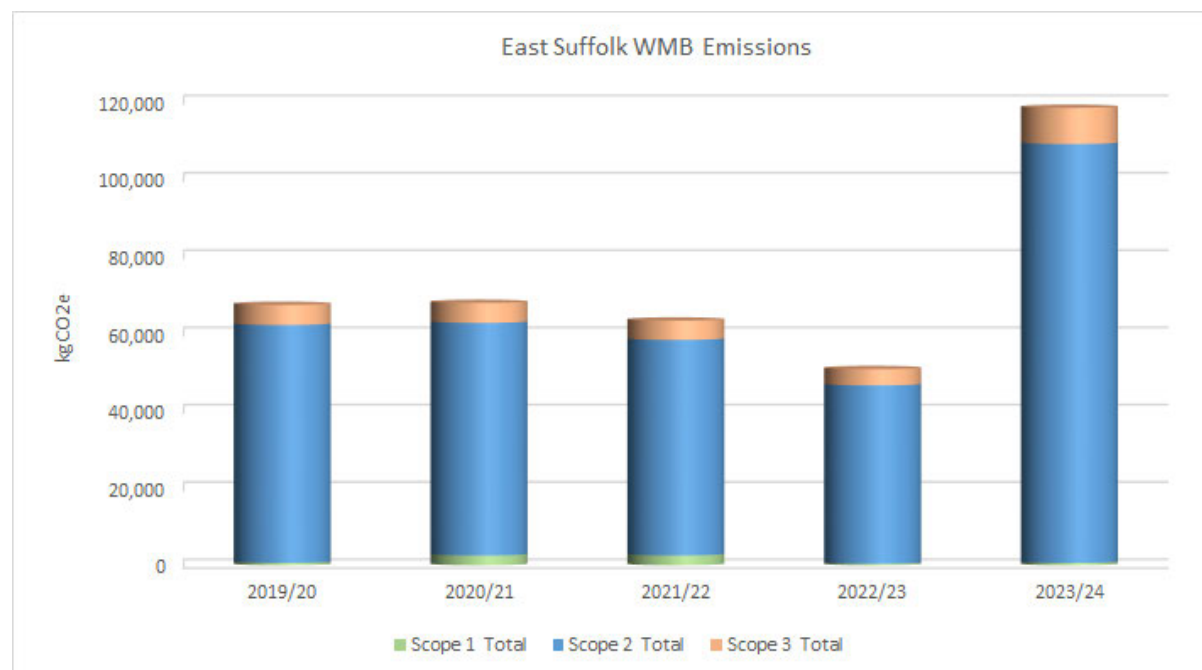
1.3 Data

		Waveney, Lower Yare & Lothingland IDB kgCO ₂ e Emissions				
Scope 1 - Direct Emissions		2019/20	2020/21	2021/22	2022/23	2023/24
Fuel in Fleet Vehicles	White Diesel	0.0	0.0	0.0	187.8	0.0
	Petrol	0.0	0.0	0.0	0.0	39.8
	Red Diesel	0.0	0.0	0.0	0.0	0.0
	Bio Oil	0.0	0.0	0.0	0.0	0.0
	Gas	0.0	0.0	0.0	0.0	0.0
Offices	Oil	0.0	0.0	0.0	0.0	0.0
	Air con flouros	0.0	0.0	0.0	0.0	0.0
Pumping Station	Red Diesel Pump Engines or Generators	0.0	0.0	0.0	0.0	0.0
	Unleaded	0.0	0.0	0.0	0.0	0.0
Scope 2 - Indirect Emissions						
Electricity Emissions	Offices	0.0	0.0	0.0	0.0	0.0
	Pumping Station	207,825.7	189,153.8	172,105.6	100,458.0	211,574.3
Scope 3 - Other Indirect Emissions						
Electricity T&D Losses	Electricity T&D Losses	17,616.5	16,277.0	15,424.6	9,189.7	18,316.0
Business Travel	Private Car Business travel	0.0	0.0	0.0	0.0	0.0
	Rail	0.0	0.0	0.0	0.0	0.0
	Flying	0.0	0.0	0.0	0.0	0.0
Water Supply / Treatment	Water Supply	0.0	0.0	0.0	0.0	0.0
	Water treatment	0.0	0.0	0.0	0.0	0.0
Waste / recycling	Waste	0.0	0.0	0.0	0.0	0.0
	Recycling	0.0	0.0	0.0	0.0	0.0
TOTAL		225,442.1	205,430.8	187,530.2	109,835.5	229,930.1
Scope 1 Total		0.0	0.0	0.0	187.8	39.8
Scope 2 Total		207,825.7	189,153.8	172,105.6	100,458.0	211,574.3
Scope 3 Total		17,616.5	16,277.0	15,424.6	9,189.7	18,316.0
% Change from Baseline year 2019/20						2
% Change from 2022/23						109

APPENDIX 6: EAST SUFFOLK WMB

1.1 Summary

The data shows that overall Carbon Emissions in 2023/24 are 76% higher compared to our baseline year of 2019/20, an increase of 50.9 tCO₂e. The emissions are 133% higher compared to 2022/23, an increase of 67.6 tCO₂e.



1.2 Results

Scope 1

- Overall Emissions 53% higher (an increase of 0.2 tCO₂e) in 2023/24 than 2022/23, 4% lower (a reduction of 0.02 tCO₂e) than 2019/20 baseline year.
- The values are so low it's not visible on the graph above.

Scope 2

- Overall Emissions 135% higher (an increase of 62.2 tCO₂e) in 2023/24 than 2022/23, 76% higher (an increase of 46.8 tCO₂e) than 2019/20 baseline year.

Scope 3

- Overall Emissions 122% higher (an increase of 5.2 tCO₂e) in 2023/24 than 2022/23, 80% higher (an increase of 4.2 tCO₂e) than 2019/20 baseline year.
- This only relates to an increase in Electricity T&D losses as the consumption of Electricity used in Scope 2 has increased significantly.

1.3 Data

		East Suffolk WMB kgCO ₂ e Emissions				
Scope 1 - Direct Emissions		2019/20	2020/21	2021/22	2022/23	2023/24
Fuel in Fleet Vehicles	White Diesel	0.0	0.0	0.0	0.0	0.0
	Unleaded	503.6	270.2	342.9	386.4	507.2
	Red Diesel	132.4	2,258.6	2,209.6	0.0	102.1
	Bio Oil	0.0	0.0	0.0	0.0	0.0
	Gas	0.0	0.0	0.0	11.0	0.0
Offices	Oil	0.0	0.0	0.0	0.0	0.0
	Air con flouros	0.0	0.0	0.0	0.0	0.0
Pumping Station	Red Diesel Pump Engines or Generators	0.0	0.0	0.0	0.0	0.0
	Unleaded	0.0	10.8	0.0	0.0	0.0
Scope 2 - Indirect Emissions						
Electricity Emissions	Offices	0.0	0.0	0.0	0.0	0.0
	Pumping Station	61,511.9	60,152.7	55,745.2	46,128.7	108,323.6
Scope 3 - Other Indirect Emissions						
Electricity T&D Losses	Electricity T&D Losses	5,214.1	5,176.2	4,996.0	4,219.8	9,377.6
Business Travel	Private Car Business travel	0.0	0.0	0.0	0.0	0.0
	Rail	0.0	0.0	0.0	0.0	0.0
	Flying	0.0	0.0	0.0	0.0	0.0
Water Supply / Treatment	Water Supply	0.0	0.0	0.0	0.0	0.0
	Water treatment	0.0	0.0	0.0	0.0	0.0
Waste / recycling	Waste	0.0	0.0	0.0	0.0	0.0
	Recycling	0.0	0.0	0.0	0.0	0.0
TOTAL		67,362.0	67,868.5	63,293.8	50,745.8	118,310.5
Scope 1 Total		636.0	2,539.6	2,552.5	397.4	609.3
Scope 2 Total		61,511.9	60,152.7	55,745.2	46,128.7	108,323.6
Scope 3 Total		5,214.1	5,176.2	4,996.0	4,219.8	9,377.6
% Change from Baseline year 2019/20						76
% Change from 2022/23						133

APPENDIX 7: PEVENSEY & CUCKMERE WLMB

1.1 Summary

The data shows that overall Carbon Emissions in 2023/24 are 7% lower compared to our baseline year of 2019/20, a reduction of 5.4 tCO₂e. The emissions are 47% higher compared to 2022/23, an increase of 23.8 tCO₂e.



1.2 Results

Scope 1

- Overall Emissions 21% lower (a reduction of 1.1 tCO₂e) in 2023/24 than 2022/23, 13% lower (a reduction of 0.6 tCO₂e) than 2019/20 baseline year.

Scope 2

- Overall Emissions 56% higher (an increase of 23.1 tCO₂e) in 2023/24 than 2022/23, 6% lower (a reduction of 4.5 tCO₂e) than 2019/20 baseline year.

Scope 3

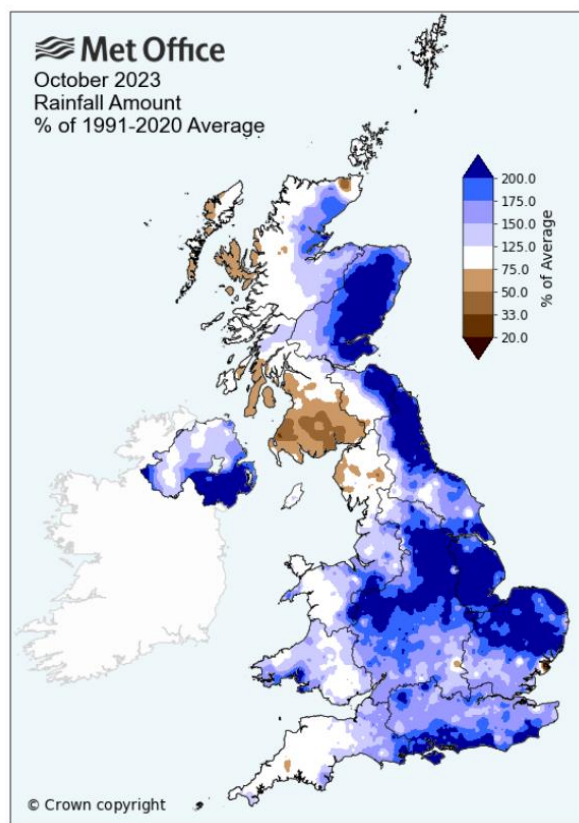
- Overall Emissions 48% higher (an increase of 1.8 tCO₂e) in 2023/24 than 2022/23, 4% lower (a reduction of 0.26 tCO₂e) than 2019/20 baseline year.
- This only relates to an increase in Electricity T&D losses as the consumption of Electricity used in Scope 2 has increased significantly.

1.3 Data

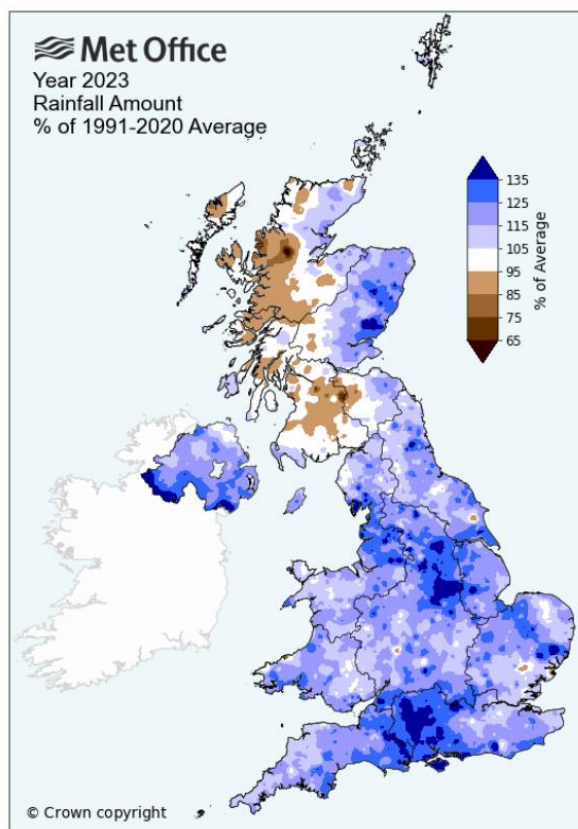
		Pevensey WLMB kgCO ₂ e Emissions				
Scope 1 - Direct Emissions		2019/20	2020/21	2021/22	2022/23	2023/24
Fuel in Fleet Vehicles	White Diesel	4,891.3	8,799.7	8,028.5	5,358.1	4,002.7
	Petrol	0.0	78.6	106.4	0.0	248.9
	Red Diesel	0.0	0.0	0.0	0.0	0.0
	Bio Oil	0	0.0	0.0	0.0	0.0
	Gas	0.0	0.0	0.0	0.0	0.0
Offices	Oil	0.0	0.0	0.0	0.0	0.0
	Air con flouros	0.0	0.0	0.0	0.0	0.0
Pumping Station	Red Diesel Pump Engines or Generators	0.0	0.0	0.0	0.0	0.0
	Unleaded	0.0	0.0	0.0	0.0	0.0
Scope 2 - Indirect Emissions						
Electricity Emissions	Offices	0.0	0.0	0.0	0.0	0.0
	Pumping Station	68,848.0	38,135.7	22,459.4	41,269.3	64,383.4
Scope 3 - Other Indirect Emissions						
Electricity T&D Losses	Electricity T&D Losses	5,835.9	3,281.6	2,012.9	3,775.2	5,573.7
Business Travel	Private Car Business travel	0.0	0.0	0.0	0.0	0.0
	Rail	0.0	0.0	0.0	0.0	0.0
	Flying	0.0	0.0	0.0	0.0	0.0
Water Supply / Treatment	Water Supply	0.0	0.0	0.0	0.0	0.0
	Water treatment	0.0	0.0	0.0	0.0	0.0
Waste / recycling	Waste	0.0	0.0	0.0	0.0	0.0
	Recycling	0.0	0.0	0.0	0.0	0.0
TOTAL		79,575.3	50,295.6	32,607.1	50,402.6	74,208.6
Scope 1 Total		4,891.3	8,878.3	8,134.8	5,358.1	4,251.6
Scope 2 Total		68,848.0	38,135.7	22,459.4	41,269.3	64,383.4
Scope 3 Total		5,835.9	3,281.6	2,012.9	3,775.2	5,573.7
% Change from Baseline year 2019/20						-7
% Change from 2022/23						47

APPENDIX 8: Maps showing anomalies relative to a 1991-2020 reference period for precipitation (%) The darker shading indicates the greater departure from average. Credit: Met Office, Exeter, UK.

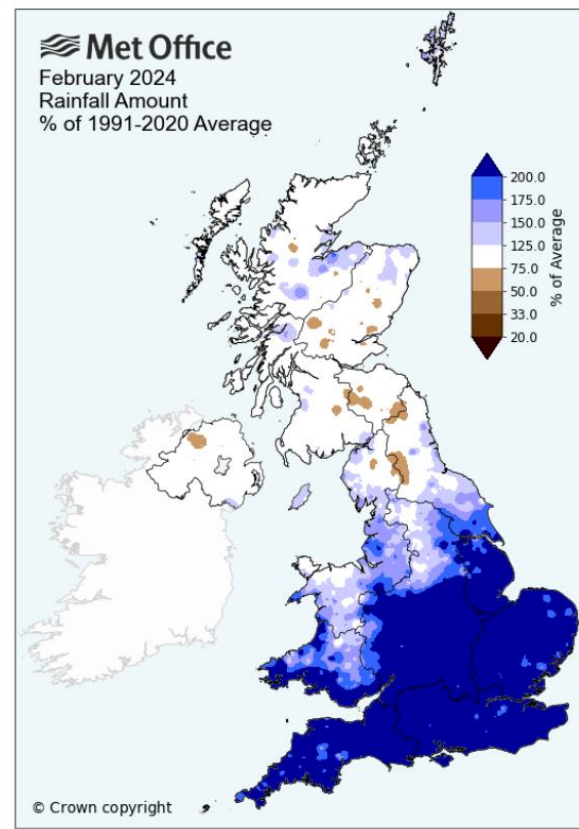
Rainfall 1991 - 2020 anomaly
October 2023



Rainfall 1991 - 2020 anomaly
Annual 2023



Rainfall 1991 - 2020 anomaly
February 2024



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Meeting 09 May 2025