

A MEETING OF THE KING'S LYNN INTERNAL DRAINAGE BOARD WAS HELD VIRTUALLY VIA ZOOM ON FRIDAY, 10 JULY 2020 AT 9.30 AM.

Elected Members

- J R Askew
- * K Banham
- S Keene
- R S Markillie
- * S A R Markillie
- * T Matkin
- N Padwick
- * M Riddington
- * J Symington
- A Whitehead

Appointed Members

King's Lynn & W N B C

- * B Ayres
- * T Bubb
- * C Crofts
- * I Devereux
- * Lord Howard of Rising
- * J Kirk
- * P Kunes
- * B Long
- * E Nockolds
- * D Whitby

Fenland District Council

D Topgood

- * Present (71%)

B Long in the Chair

Guest Speakers:

Julia Baker, Nicky Paine and Richard Moore – Balfour Beatty

In attendance:

Colin Beaumont (WMA Project Engineer), Karen Bingham (Business Support Officer), Cathryn Brady (Sustainable Development Manager), Phil Camamile (Chief Executive), Sue Cook (CEO's PA), Gary Howe (Project Manager), Sallyanne Jeffrey (Finance and Rating Manager), Caroline Laburn (Environmental Manager), Mel Neale (Project Manager), Rob Taylor (Operations Manager)

ID	King's Lynn IDB, Minute	Action
65/20	APOLOGIES FOR ABSENCE	
65/20/01	Apologies for absence were received on behalf of Adrian Whitehead, Robert Markillie and John Askew.	
66/20	DECLARATIONS OF INTEREST	
66/20/01	Tim Matkin declared an interest in respect of planning reference 20_02507_C contained within the Planning Report on page 35 of the meeting pack. RESOLVED that this be noted.	
66/20/02	Lord Howard of Rising declared an interest within the Environmental Report (pages 22 and 23 of the meeting pack) regarding the new drain cut into the River Babingley and in respect of planning	

ID King's Lynn IDB, Minute	Action
<p>reference 20_02693_C within the Planning Report on page 40 of the meeting pack. RESOLVED that this be noted.</p>	
<p>66/20/03</p> <p>Sam Markillie declared an interest with respect to planning reference 20_02692_C contained in the Planning Report on page 39 of the meeting pack and also to the payment of £254.25 to "Sam Markillie" shown in the WMA Schedule of Paid Accounts on page 84 of the meeting pack. RESOLVED that this be noted.</p>	
<p>67/20 MINUTES OF THE LAST BOARD MEETING</p>	
<p>67/20/01 The minutes of the last Board meeting held on 15 May 2020 were confirmed and signed as a true record. Arising therefrom:</p>	
<p>67/20/02 Highways Bridge at Tilney St Lawrence Hand Railing (47/20/06)</p> <p>The Sustainable Development Manager confirmed that she had written to the County Council again regarding the matter but had still not received a response.</p>	
<p>67/20/03 Former Gravel Bank Pumping Station (47/20/07)</p> <p>The Project Manager (GH) reported that the Plant and Works Committee held their meeting on 18 June 2020, and it was agreed that costs would be obtained to demolish the old building, which was the preferred option before putting this proposal to the Board at its next meeting.</p>	GH/KB
<p>67/20/04 Biodiversity Net Gain at Islington Pumping Station (49/20/04)</p> <p>The Environmental Manager confirmed that she was investigating whether any grants would be available to assist with biodiversity net gain at Islington Pumping Station. Sam Markillie suggested that she also discussed this with Natural England to see if there would be any funding or support available. RESOLVED that the Environmental Manager contacts Natural England and reports back at the next meeting.</p>	CL
<p>67/20/05 Local Planning Committee (50/20/07)</p> <p>Chris Crofts requested that the Sustainable Development Manager attend the next Local Planning Committee Training Session, to provide a short presentation on the work of the IDBs with respect to Planning. Chris Crofts agreed to get this added to a future agenda and would liaise with the Sustainable Development Manager regarding the date of the meeting. RESOLVED that this be noted.</p>	CB
<p>67/20/06 Burning of Brushwood/Chippers (52/20/02)</p> <p>The Operations Manager reported that he had looked into purchasing a woodchipper as an environmentally friendly alternative to burning brushwood. He had not been able to get prices in advance of the</p>	RT

Plant and Works Committee Meeting on 18 June, so agreed to contact the Plant and Works Committee members via email requesting their approval for the purchase before the next Board meeting in October. RESOLVED that this be noted.

67/20/07 Management Accounts (54/20/02)

The Chief Executive reported that there was a need to professionally revalue the Board's pumping stations and land when preparing the Statutory Accounts for year ending 31 March 2020. This revaluation would cost approximately £8k to obtain. ADA had been advised of this requirement and of the substantial increase in external audit fees, which had arisen as a direct result of the temporary spike in the Board's capital programme. RESOLVED that this be noted.

67/20/08 Risk Register (56/20/02)

The Chief Executive confirmed that the risk relating to pandemics had been added to the Risk Register, however, as it was a score of 3 it was not contained in the paperwork for today's meeting, but would be visible the next time the full risk register was reviewed by the Board. RESOLVED that this be noted.

67/20/09 Use of Social Media (59/20/01)

The Chief Executive said that the social media policy had been reviewed recently by the CMC and some changes had been made. Sam Markillie and Brian Long both reinforced the need for the WMA to use social media, such as Twitter, for the Board's benefit and publicity and that a more proactive approach was required. It was acknowledged that additional resources may be needed to do this well. RESOLVED that this be noted.

68/20 MAINTENANCE AND ENGINEERING REPORTS

68/20/01 The Maintenance and Engineering Reports were considered in detail and approved (a copy of which is filed in the Report Book). Arising therefrom:

68/20/02 Islington Catchment Flood Risk Management Scheme

The Project Engineer (MN) reported that the project could face Covid-19 compensation claims due to delays in the region of £300k. The Project Manager (MN) reported that she was submitting an initial claim for £260k due to Covid-19 delays. She has been advised that multiple claims could be submitted, so she would keep the Board informed of progress, moving forward.

MN

68/20/03 Wolferton Pumping Station

The Project Manager (GH) reported that the work to be completed at Wolferton was on track and consent had been granted for the work

ID	King's Lynn IDB, Minute	Action
	to take place between 1 and 28 August 2020. RESOLVED that this be noted.	
68/20/04	North Lynn Pumping Station	
	The Project Manager (MN) reported that approval for Flood Defence Grant in Aid had been received from the Environment Agency to deliver the scheme on or before 31 May 2021. RESOLVED that this be noted.	
68/20/05	Eau Brink Farms	
	Members considered the letter of complaint from William Morfoot (representing Eau Brink Farms), dated 17 June 2020 regarding the poor drainage being experienced in the Board's Magdalen catchment. Sam Markillie requested that the Board find a solution to this problem at the earliest opportunity. The Project Manager confirmed that he would come back to the Board at the next meeting with some costed proposals. RESOLVED that this be noted.	GH
69/20	ENVIRONMENTAL REPORT	
69/20/01	The Environmental Report was considered in detail and approved (a copy of which is filed in the Report book). Arising therefrom:	
69/20/02	Norfolk Mink Project Report (1.2.2)	
	The Environmental Manager highlighted the work of the mink project and how the use of the Remoti traps had been successful. Sam Markillie suggested that it would be helpful to have a guest speaker attend a future meeting to talk about the eradication of mink throughout the UK, and the Environmental Manager agreed to investigate this. RESOLVED that this be noted.	CL
69/20/03	New Cut Drain into the River Babingley (3.1)	
	The Environmental Manager reported that two complaints had been received regarding a new cut that had been made to the River Babingley by the landowner without the Board's consent. There had also been a lot of negative comments posted/linked to the WMA Group's Twitter account, which had attracted a great deal of bad publicity. RESOLVED that this be noted.	
70/20	PLANNING REPORT	
70/20/01	The Planning Report was considered in detail and approved (a copy of which is filed in the Report Book). Arising therefrom:	
70/20/02	20_02239_C: Proposal to culvert riparian watercourse adjacent to School Road and Lynn Road, Tilney All Saints (2.1)	

Members considered an application to alter a watercourse adjacent to School Road and Lynn Road in Tilney All Saints. An original application to use a 300mm pipe had been refused under delegated authority, however the applicant had now amended their proposals and the revised application was now proposing the use of a 900mm pipe. It was agreed and thereby RESOLVED to consent to this application, subject to the applicant agreeing to the following conditions:

- An obligation be placed on the deeds of the adjacent properties to secure the frequent maintenance of the watercourse in future.
- The consented culvert size should be 1.2 metre in diameter, as opposed to 900mm.

70/20/03 20_02507_C: Application to install a land drainage scheme within 9 metres of a Board Adopted Watercourse (DRN128P0101 – Dersingham Main and DRN1280103 – Decoy) at Paperhall Farm, Snettisham (2.2)

Members considered an application to relax Byelaw 10 to undertake works within 9 metres of Dersingham Main Drain and Decoy drains. The Sustainable Development Manager reported that this would have been approved under Delegated Authority but needed to come before the Board due to the applicant being a current Board Member. RESOLVED to consent to this application, subject to the applicant agreeing to the Board's standard conditions and specifications.

70/20/04 20_02508_C: Application to alter a watercourse at Station Road, Dersingham (2.3)

Members considered an application to alter a watercourse by replacing a 12m length of culvert in a riparian watercourse with a 450mm internal diameter culvert. This would have been approved under Delegated Authority but needed to come before the Board due to the applicant being a current Board Member. Tony Bubb advised members that he often witnessed an oily film in the watercourse, and he expressed concern that this could be from some abandoned cars in the nearby area that had been an issue for many years and he was worried about any potential long term environmental impact. The Environmental Manager agreed to look into this and report it to the Environment Agency. RESOLVED that the oily film issue be reported to the Environment Agency and to consent to this application, subject to the applicant agreeing to the Board's standard conditions and specifications.

CL

70/20/05 20_02563_C: Application for placement of sub-surface attenuation tanks within 9 meters of a Board Adopted Watercourse (DRN146P0227 – Dawsons Dkye) at Land West of Old Church Road, Terrington St John (2.4)

An application to relax Byelaw 10 had been received and refused under delegated authority. The applicant had appealed the refusal,

so the application was required to be determined by the Board. The proposed works included the placement of a sub-surface attenuation tank within 9 metres of the Board's adopted watercourse with an approximate cover of 1.2 metres. It was agreed and thereby RESOLVED to refuse consent.

70/20/06 20_02692_C: Application to alter a riparian watercourse at Walnut Road, Walpole (2.5)

An application had been received to culvert approximately 180m of riparian watercourse alongside Walnut Road, Walpole using pipe with an internal diameter of at least 450mm. It was agreed that the applicant should provide details of any surface water discharge from the site and agree the final pipe size accordingly with officers. It was agreed and thereby RESOLVED to consent to this application, subject to the applicant agreeing to the Board's standard conditions and specifications.

70/20/07 20_02693_C: Application to retain works within 9 metres of Adopted Watercourse (River Babingley) at Hillington (2.6)

Lord Howard of Rising declared an Interest in this item, as the landowner in question and took no part in the discussion.

Complaints had been received about private work undertaken to cut a new channel into the River Babingley. The works required Board's consent to relax Byelaw 10 and resultantly the applicant had now applied retrospectively to retain the works and install an appropriate water level control structure at the earliest opportunity and certainly before 27 October 2020. It was agreed and thereby RESOLVED to consent to this application, subject to the applicant agreeing to the Board's standard conditions and specifications, as well as to those listed within the Planning Report.

70/20/08 Delegated Consents (3)

The delegated consents determined by the Chief Executive's Management Committee were considered in detail and approved. There were no matters arising.

71/20 PRESENTATION ON THE MERITS OF BIODIVERSITY NET GRAIN (JULIA BAKER, BALFOUR BEATTY)

71/20/01 Julia Baker joined the meeting and shared a presentation. She reported that Natural England had developed a test metric that would be finalised by the end of the year, and she urged the Board to use the tool early on in projects. With the combination of numbers and local site surveys, it would help with future project planning and budgeting.

71/20/02 Brian Long thanked Julia for joining the meeting and for her informative presentation. RESOLVED that this be noted.

72/20 COMMUNITY ENGAGEMENT (NICKY PAINE AND RICHARD MOORE, BALFOUR BEATTY)

72/20/01 Nicky Paine joined the meeting and said she was the Liaison Manager and had been working on the Islington Pumping Station project. She gave a presentation on the work that had been undertaken in the local community, particularly with young people. She said that when the Islington project had completed, she hoped to work on another contract in the area, so she could continue to build on the local relationships that had been made. Barry Ayres asked if local councillors could view the site, and Nicky Paine agreed to liaise with the Project Manager (GH) to arrange a date for this.

NP/GH

72/20/02 Richard Moore shared a short presentation, which captured the past 11 months of site construction at Islington with a combination of time lapse camera shots and drone footage. Ian Devereux felt that this was a significant piece of work and suggested that Richard attended a meeting of the Regional Coastal Committee to share this. Richard was happy to do so, so Ian agreed to arrange this. RESOLVED that this be noted.

ID

72/20/03 Brian Long thanked Nicky Paine and Richard Moore for joining the meeting and for their informative presentations. RESOLVED that this be noted.

73/20 FINANCIAL REPORT

73/20/01 The Financial Report for the period 1 April 2020 to 31 May 2020 was considered in detail and approved (a copy of which is filed in the Report Book). There were no matters arising.

74/20 SCHEDULE OF PAID ACCOUNTS

74/20/01 The Schedule of Paid Accounts for the period 1 April 2020 to 31 May 2020 totalling £1,777,859.29 was considered in detail and approved (a copy of which is filed in the Report Book). There were no matters arising.

75/20 RISK REGISTER

75/20/01 Members considered the risk register for those risks with a risk assessment matrix score of ≥ 6 . Arising therefrom:

75/20/02 Ian Devereux advised members that there were some inconsistencies in the Shoreline Management Plans and the approach regarding coastal erosion (Risk 1e on page 76 of the report book referred), and he agreed to share a document that should be attached as an appendix to these Minutes.

76/20 CORRESPONDENCE

76/20/01 No correspondence had been received.

77/20 DATE OF NEXT MEETING

77/20/01 The date of the next Board meeting would take place at 9.30 am on 18 September 2020 either remotely or at Kettlewell House. Details would be circulated nearer the time.

78/20 ANY OTHER BUSINESS

78/20/01 Sam Markillie had noted in the press that Ian Devereux was due to retire shortly but asked if he would be able to remain as a member of the Board. The Chairman confirmed that Ian would be able to remain on the Board and would do so for the foreseeable future. RESOLVED that this be noted.

79/20 OPEN FORUM: TO HEAR FROM ANY MEMBER OF THE PUBLIC, WITH LEAVE OF THE CHAIRMAN

79/20/01 There were no members of the public present at the meeting.

80/20 CONSORTIUM MATTERS**80/20/01 Unconfirmed minutes**

The unconfirmed minutes of the last Consortium Management Committee meeting held on 26 June 2020 were considered in detail and approved. Arising therefrom:

80/20/02 Development Control: Review of Enforcement Procedures (19/20/04)

Sam Markillie pointed out that on page 25 of the recent ADA Gazette, Defra were looking at Byelaws and trying to get commonality. The Sustainable Development Manager confirmed that she was keeping a close eye on this and if the Board needed to review any policies or interpretations, she would look at this as required. RESOLVED that this be noted.

80/20/03 Environment Agency: Use of Permissive Powers (24/20/01)

It was noted that there were known cases of where the Environment Agency would appear to have adopted a policy of non-active intervention regarding defence of the realm, which was having the effect of damaging and threatening the existence of nationally and

internationally designated protected freshwater habit behind the defences. Members considered this to be an act of withdrawal by stealth and acknowledged that the impact of this approach on the Norfolk coastline would be devastating. The Chief Executive advised members that ADA were aware of this but seemed powerless to act. RESOLVED that this be noted.

80/20/04 Schedule of Paid Accounts

The WMA Schedule of Paid Accounts for the period 1 March 2020 to 31 March 2020 totalling £136,829.75 as approved at the Consortium Management Committee meeting on 26 June 2020, was considered in detail and adopted by the Board. There were no matters arising.

80/20/04 Financial Report

The WMA Financial Report for the period 1 April 2019 to 31 March 2020, as approved at the Consortium Management Committee meeting on 26 June 2020 was considered in detail and adopted by the Board. There were no matters arising.

80/20/05 To mandate Board Representatives

There were no specific items raised for discussion at the next Consortium Management Committee meeting on 25 September 2020. Should members wish any item to be raised at the next meeting, they should contact any of the Board's representatives, or the Chief Executive directly: members were reminded that the Board's representatives on the CMC were Brian Long, Tim Matkin and Lord Howard of Rising. RESOLVED that this be noted.

81/20 CONFIDENTIAL BUSINESS

81/20/01 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.

MAINTENANCE WORKS

First, and most importantly I am pleased to report that all the operatives have so far remained fit and healthy during these difficult and strange times. We have been lucky to have had a long spell of dry weather during this period.

As I reported at the last meeting, we have been busy repairing slips caused by the very wet conditions earlier in the year.

Below is a picture of very large slip repair carried out at the outfall of the Babingley River using materials from the stone pick of the field at the new Wolferton Pump Station. It would have been good to have shown you a picture of the slip before the repair regrettably I didn't take one.



We have started doing some weed clearing work on parts of our drain network that we know can cause problems if we get the heavy summer rains that we seem to get quite regularly nowadays.

We are also about to do a weed cut on the section of the Heacham River that runs through the golf course. This will be the first time we have done this section since taking it on from the Environment Agency.

PSCA WORK

We are well into the 2020/21 Bank cutting schedule we do for the Agency having completed the first three Health and Safety cuts and about to start the full bank cuts. I am pleased to report very good feedback from the Agency about the quality of the works that has been carried out so far.

HEALTH & SAFETY

ACCIDENTS AND NEAR MISSES

There have been no accidents or near misses to report in this period.

ENGINEERING & OPERATIONS REPORT

1 CAPITAL WORKS

1.1 ISLINGTON CATCHMENT FLOOD RISK MANAGEMENT SCHEME

Commercial

Total build contract value of **£23,371,709**

Additional value of agreed Compensation Events to date £322,771

Current programmed completion 20 April 2021

The ongoing **Covid19** restrictions and previous weather delays have now effected the programme with a final completion date delay of 13 days. The cost of these delays are subject to ongoing Compensation Event discussions.

The new power supply routing has been confirmed by UKPN for the full 2600 KVA capacity requested. Balfour Beatty are placing the order at time of writing. Early warnings are still in place regarding possible M&E equipment procurement delays.

Construction



First flow splitter wall formwork being struck

During this period:

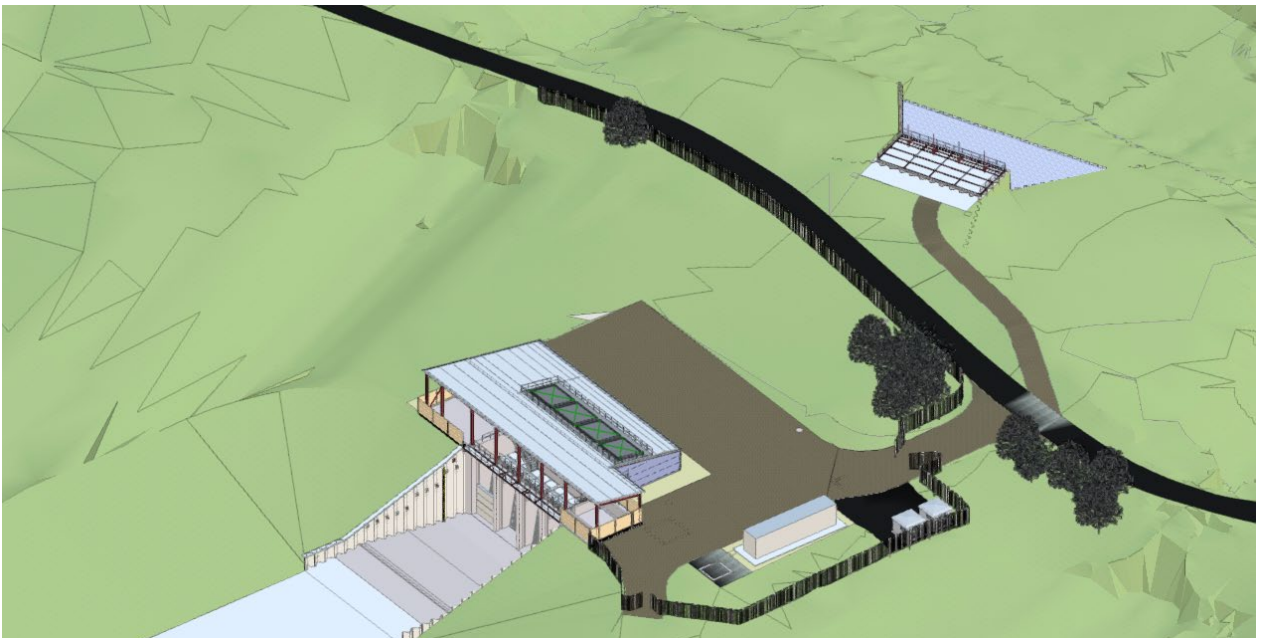
- The rear wall of the main substructure (9.9m high, 106m³) has been poured as well as one of the 3no. pump chamber approach splitter walls.
- A temporary sheet pile wall has been installed across the west (open) end of the main cofferdam to assist construction of the inlet approach slab.
- Eau Brink road is now closed to facilitate construction of the outfall.
- The permanent sheet pile walls for the outfall structure have been substantially completed and the temporary works piles required to enable this operation have been driven and extracted.



Temporary closing sheet pile wall being installed by “silent” pile press

Design

Main pumping station detail design is complete. The building and services detailed design and specifications are ongoing.



Current design model image

Pump Control Panel design is now underway by Paktronic Engineering. Due to challenges with LV cable numbers and size required between the transformers and the control room the Transformers will need to be located closer to the building. Balfour Beatty are in the process of proposing the new position.

UKPN have confirmed the proposed new power supply requires reinforcement of the 11000 KV network including new cables and ducting drilled beneath the A47.

Permitry

- Marine Management Organisation (MMO) Licence has been issued.
- Environmental Permit EPR/VB3654UR has been issued.
- A section 50 licence for placement of privately owned services under the highway (discharge pipes) has been also been issued.

Partnering / Social Value

Here are the recent and planned events:-

Community activity for May 2020	<ul style="list-style-type: none"> ➤ Building Better Futures Norfolk Community College Steering Group Meeting - Offered to help virtually and have recorded a construction video for Norfolk Community College, with more videos planned around employability ➤ Volunteering as NHS Responder ➤ Volunteering as Telephone Befriender for RAF Association ➤ Continued use of Next Door to inform the community to keep them apprised of any actions that we are taking that could impact them ➤ Result from 2nd CCS Visit, 29/4 – Score: 44 ➤ Mates in Mind/COVID Mental Awareness Presentation to site personnel 21/5 (Mental Health Week) ➤ Contacted New Anglia LEP, College of West Anglia (CoWA), West Suffolk College (WSC) to see if we could devise some ways to help students virtually during COVID ➤ Learning in Lockdown – UK’s first virtual work experience for 14-15yr olds – Several members of the team participated and we invited two of our local schools to participate (which they did)
Future community activity	<ul style="list-style-type: none"> ➤ Compiling videos of different roles (with different site personnel) within construction; videos on roles/routes into construction/myth dispelling – potential videos of significant works on site - for West Suffolk College ➤ Looking at interactive solutions (either a video or live Teams chat) to help a hard to reach NEET group for WSC ➤ Virtual Construction and employability presentation with Q&A session to Level 3 students at WSC ➤ Submission of report for the Green Apple Best Environmental Practice Award 2020 ➤ Armed Forces Steering Group Meeting ➤ Employability Day at HMP Highpoint, 1/7 ➤ Summer Placement (Kacey Dent) begins on site in 6/7 ➤ Big Bang STEM Event, Mildenhall Academy, 10/07 ➤ Preparing video for virtual Big Bang STEM Event at West Suffolk College ➤ Careers / Science Event ICENI Academy, 16/7 ➤ Construction Subcontractors Careers Fair at HMP Highpoint
Glossary	<ul style="list-style-type: none"> ➤ <u>CoWA</u> – College of West Anglia ➤ JCP – Job Centre Plus ➤ ASK – Ask Amazing Apprenticeships ➤ Nova Training – An organisation based in <u>Dereham</u> to train young people ➤ LEP – Local Enterprise Partnership – we work with New Anglia LEP ➤ SSSFN – Short Stay School for Norfolk (usually if students have been expelled from another school) ➤ STEM – Stands for Science Technology Engineering & Maths ➤ DWP – Department of Work & Pensions ➤ ACE – Action Community Project

1.2 WOLFERTON PUMPING STATION

We have two outstanding issues remaining at Wolferton, the replacement of the faulty flap valve which will be carried out under warranty by the contractors Breheny and Martin Childs Ltd the suppliers of the flap valve. There is also the re-instatement of the seabank in front of the old pumping station which will be carried out by D G Scales Plant Hire Ltd. We have met both sets of contractors involved on site, and aim to complete both issues during August.

1.3 NORTH LYNN PUMPING STATION – PUMP REPLACEMENT SCHEME

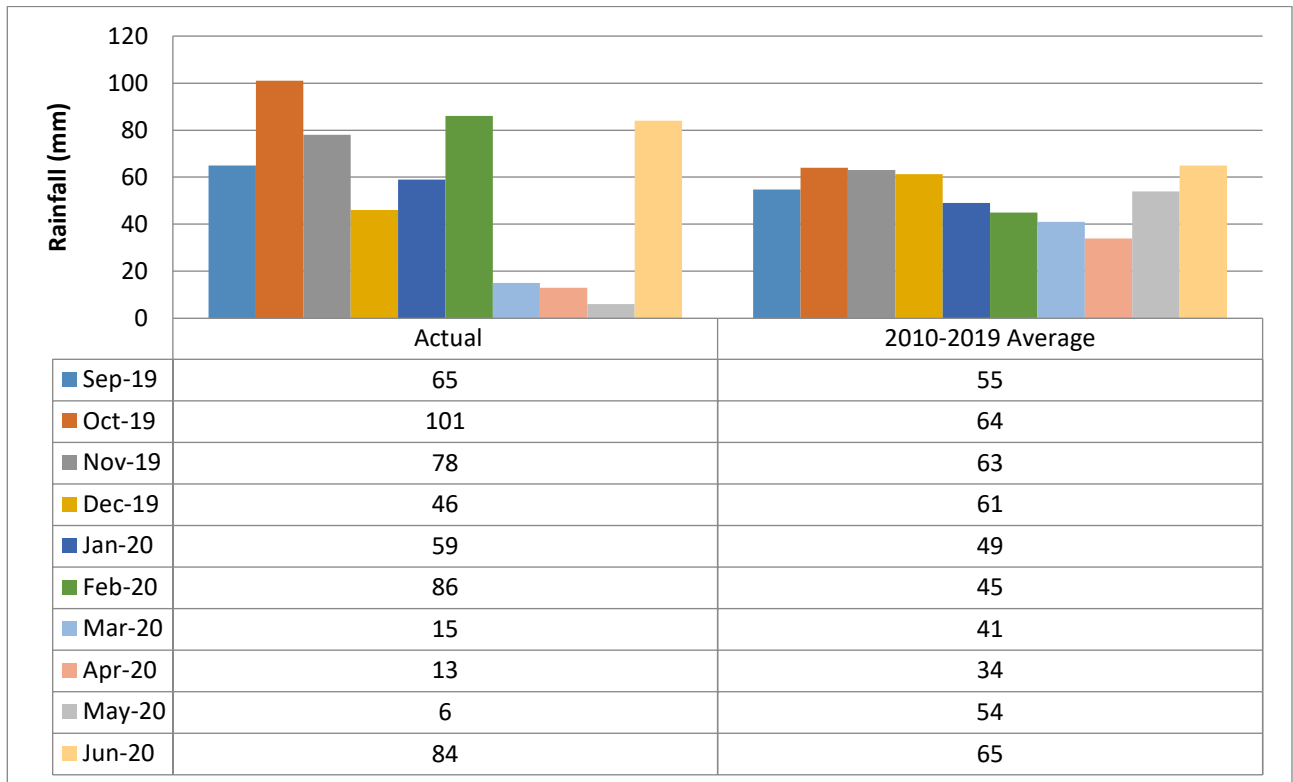
We are pleased to report that the scheme has been approved by the Environment Agency. It is hoped that the approval letter will be received within the next week, a verbal update will be given at the meeting with the details.

1.4 EAU BRINK FARMS GmbH

Please see attached at the end of this report (**Appendix A**), a letter from William Morfoot Ltd who are the drainage consultants for Eaubrink Farms GmbH. It revolves around the drainage issues of the gravity catchments 015g and 016G that discharge into the Middle Level main drain. The issue is that the required level within the Middle Level system prohibits discharge to a suitable level, so leaving very little freeboard for effective drainage within these catchments. This problem is historical, and due to this the Board has a scheme planned in 2023/24 to build a small pumping station to help alleviate the issue. It appears from this letter that we may need to give some thought to bringing this scheme forward.

2.0 RAINFALL

Accurate monthly rainfall, with an average comparison, figures taken at Pierrepont Pumping Station.



Mr G. Howe
Kettlewell House
Austin Fields Industrial Estate
King's Lynn
Norfolk
PE30 1PH

17th June 2020

Dear Gary,

RE: Water Level Management in Catchment area **KLIDB 015G & KLIDB 016G**:

We have been instructed by Eaubrink Farms GmbH to consider a number of drainage issues that have restricted cereal crops being drilled for the last 4 years. As you are aware, we have already completed an extensive survey of the area north of Magdalen High road which is typically demarcated as Red Barn Farm and was discussed in our original letter to you in 2018.

The secondary area that we have recently been asked to consider is north of Peters Drove, this area appears to be suffering from very similar issues we have previously raised near Magdalen High Road.

To ensure that all parties are clear on what areas have been observed and what hydrological catchment they fall under we have attached the following maps within the supporting documents section of our email to you. Exact document name and reference number is detailed below in the 'following assumptions' section.

The section below has been recorded to raise specific detail that has been flagged within our surveys, we are sure the points below are of no surprise to you, however, we wanted to produce them in such a way to ensure that we have not missed any key points of detail while completing our work.

Following assumptions:

- Water levels within hydrological catchment area KLIDB_015G (*as shown in supporting docs. 01.0 - KLIDB_015G*) & KLIDB_016G (*01.1 - KLIDB_016G*) are controlled by the Middle Level Commissioners. Water flows through to the Middle Level Main Drain (MLMB) via 2no. 'gravity' sluice gates that only operate when water levels are low enough in the main drain.
- Sluice No.1 is positioned beside Magdalen High Road (*02.0 - Sluice No.1*) and Sluice No.2 is positioned North of St Peters Drove (*02.1 - Sluice No.2*)
- Following numerous visits to this area, we have not had the pleasure in seeing either outlet actually discharging water into the MLMB. However, you have very kindly confirmed that you have seen water discharging from sluice No.1 at some point. We are assuming sluice No.2 is also operational, however, the structure is set so far away from the highway that the likelihood of seeing this working is reduced.
- Culvert levels near sluice No.2 would suggest original water level design was considerably lower in this catchment many years ago. Pipework observed towards this sluice is 75% submerged by silt and water levels are another 0.5m higher still (*02.3 - Culvert*).



- Water flows appear to be stationary with very little indication on which sluice maybe the priority unit, therefore we assume they have equal priority.
- An additional sluice valve was unearthed in 2017 ([02.4 - Sluice No.3](#)), which you are aware of, this appears to pass beneath the highway (Magdalen High Road) and discharge water into the northern section of another hydrological catchment area, belonging to KLIDB_017P. We assume this would have been in place as a relief sluice should certain events occur, and water needs to be diverted on a temporary basis.
- As a result of the points made above, we believe that elevated water levels are present within these systems for long periods of the year, which in turn is negatively impacting on surrounding farmland.
- We have taken the time to edit a set of drawings to illustrate areas that we believe are being affected and would direct you towards the following documents - [01.3 - KLIDB_015G \(edited\)](#), [01.4 - KLIDB_016G \(edited\)](#) & [01.5 - Overview area](#). These hopefully show you the impact that elevated water levels are having on certain fields. These fields are low lying and we note that other areas, however, this doesn't detract from the fact that Eaubrink Farm GmbH have circa 100Ha's of prime farmland that is currently being negatively impacted by these elevated levels.
- We comment that these drawings illustrate where crop loss and reduced productivity is visible, however we anticipate that water level management would most definitely be affecting other areas on a underlying marginal basis.

We trust the above points are in keeping with your thoughts on these catchments. Eaubrink Farm GmbH have instructed William Morfoot Ltd to complete final surveys on remaining land to demarcate exactly where marginal areas are so they can truly understand how much land is impacted by the high-water levels.

In the meantime, we would ask for you to consider this letter in conjunction with the supporting documents and give if some initial feedback was available via a social distancing meeting on site or via conference call it would be extremely helpful.

All parties would very much like to proactive and constructive in trying to understand what options are available and potentially already being considered. Should discussions progress we are still fully aware that approving a solution takes time and a considerable amount of preliminary work. However, reassurance and engagement from the IDB's side would be extremely helpful in assessing what the long-term future is for this fields.



Thank you in advance for your attention in reading this letter and considering the supporting documents.

Your sincerely



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Contracts Manager



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Kings Lynn IDB - Environmental Report May 2020

The following information pertains to environmental work carried out for the Kings Lynn IDB involving the Environmental Team from the 30 April 2020 – 29 June 2020:

1. Information for the Board

1.1 Wolferton Sea Bank - Natural England Assent

A Natural England assent has been applied for with regard to the Wolferton Pumping Station seabank improvement and outfall door replacement, following a site visit with the Project Manager and his discussions with the contractor.

Work is planned for early August to replace the River Ingol outfall door and between 17- 28 August for the seabank work.



Location of seabank improvement work in front of Wolferton Pumping Station

1.2 Biodiversity Action Plan information

1.2.1 Barn Owl Monitoring 2019

Barn owl monitoring continues to be undertaken annually by Colin Shawyer of the Wildlife Conservation Partnership. We recently received the results of last year's Barn Owl Monitoring. Colin summarised his thoughts on last year's breeding success over the WMA (Norfolk) as a whole as follows:

"With regard to the 2019 annual report for WMA, 50% of the barn owl nestboxes were used in 2019 for either roosting or nesting and compared with 2018, use of the nestboxes for nesting was up by 30%.

Generally, in some areas of the UK it was certainly a better year in 2019 than 2018 which is what we were expecting given how vole numbers fluctuate from year to year. However in 2019, there were quite a lot of losses of first broods due to bad weather in June. Some pairs laid repeat clutches having lost their first and other pairs who had successful early broods produced second broods. Unfortunately, some of these second broods were lost to bad weather in October.

On the whole, eastern England including Norfolk was one of the regions that fared better which is reflected in the 2019 annual report."



Brood of five barn owl chicks (Colin Shawyer)

1.2.2 Norfolk Mink Project Report – January to December 2019

The 2019 results of the Norfolk Mink Project were published by the Chair of the group, Simon Baker and received in early May 2020.

The results for the Ouse catchment show a marked increase in catches during 2019. This may well be due to increased effort in the Ouse catchment with the extra trapping that is now going on using Remoti traps as part of the Water Recovery East project.

The Norfolk Mink Project Newsletter 2019 is shown in **Appendix A**.

1.2 Pre-work Site Visits

Date of Site visit	Location	Observation/Comment
08/06/2020	Babingley River, west of Hillington	New cut drain, potentially unconsented works, water reduced by 12-18" which may impact on non-designated upstream wetland area/lead to ochre production.
16/06/2020	Wolferton Pumping station	Finalising information and methodology for KLIDB Habs Regs assessment to undertake final bank remediation works on the seaward side of bank and Ingol Outfall Door.

2 Non – Compliance

Nothing to report within this period.

3 Complaints

3.1 New Cut Drain into the River Babingley, downstream of Hillington

Two complaints have been received on the same issue; one initially through the Norfolk Rivers Trust (though not directly from them) and one a week later via a direct tweet on the WMA Twitter account, regarding a new cut drain which has been dug into the bank of the River Babingley. This new cut was reported to be draining an upstream wetland and causing sediment to be washed into the River

Babingley. Following the initial complaint, an investigation by the Environmental Manager and the Operations Manager, determined that a new drain had been cut into the bank of the Babingley and had dropped water levels in the upstream wetland by 12-18". However there were no signs that sediment was flowing into the river as a result of the activity. Resulting from this investigation, the owner/occupier was contacted via letter and by telephone and a plan discussed to remedy the current situation from both the ecological and byelaw consent perspectives. The owner/occupier has said he will retrospectively apply for a consent to alter a watercourse within 9m of a boards drain and apply to install a new water control structure to lift the water levels within the upstream wetland area, to continue to protect the habitats therein. This will also act to prevent any drying out of peat in the area which may in the future lead to ochre production. During wet periods the structure can be operated to regulate any upstream inundation problem and allow access for IDB machinery, should this be required in the future. KLIDB officers are happy to provide any technical advice to the owner/ occupier regarding the installation of the new water control structure.



New cut drain entering the River Babingley

4 Assents/Licences Granted and/or Applied for:

Asset / Licence	Date Applied	Date Granted
Wolferton Sea bank and Outfall Door Assent	26/06/2020	-

5 Training and Meetings Attended

Date Applied	Meeting / Training Attended	Brief Description
18/06/2020	EA Partnership Funding Webinar	EA Webinar attended to gain awareness of the new arrangements for FCRM and new Partnership Funding changes which will come about as of 26 th June 2020.
19/06/2020	ISO 14001 Management Meeting	Review of internal Environmental Quality Management System audit.



NORFOLK MINK PROJECT

Annual Newsletter 7, January – December 2019

*** Website <https://thenorfolkproject.org.uk/> ***



* Our website is now regularly used by the public to report sightings *

2019 STATISTICS

Total Mink Caught	78
Rafts Deployed	465
Traps on Loan	449
Volunteers Involved	305

It has been another busy year for the project and, although the number of mink caught has gone back up again compared to last year (50), we still have far fewer mink in the county than when the project started. However, an increase always leaves me wondering if we missed a number last year or are we improving our control? The answer is likely to be, a bit of both! Some of the increase is due to the project now having more resource in the far west of the county, with new areas being trapped, and also an improvement in efficiency through the increased use of automated trap monitoring devices. Also, at our current level of control, we miss some mink each year that will go on to breed and there is a degree of immigration.

To protect our wildlife from mink we have two options, either continue with control indefinitely or, if it is feasible, to try and eradicate them. Eradication completely removes the threat to native species and will be much less costly in the long term, but is it possible? For a number of reasons we believe that the time is now right to go for eradication and this is set out in more detail later. But first we should look at what we achieved together in 2019.

Figure 1. Annual totals of mink taken by catchment 2013-19

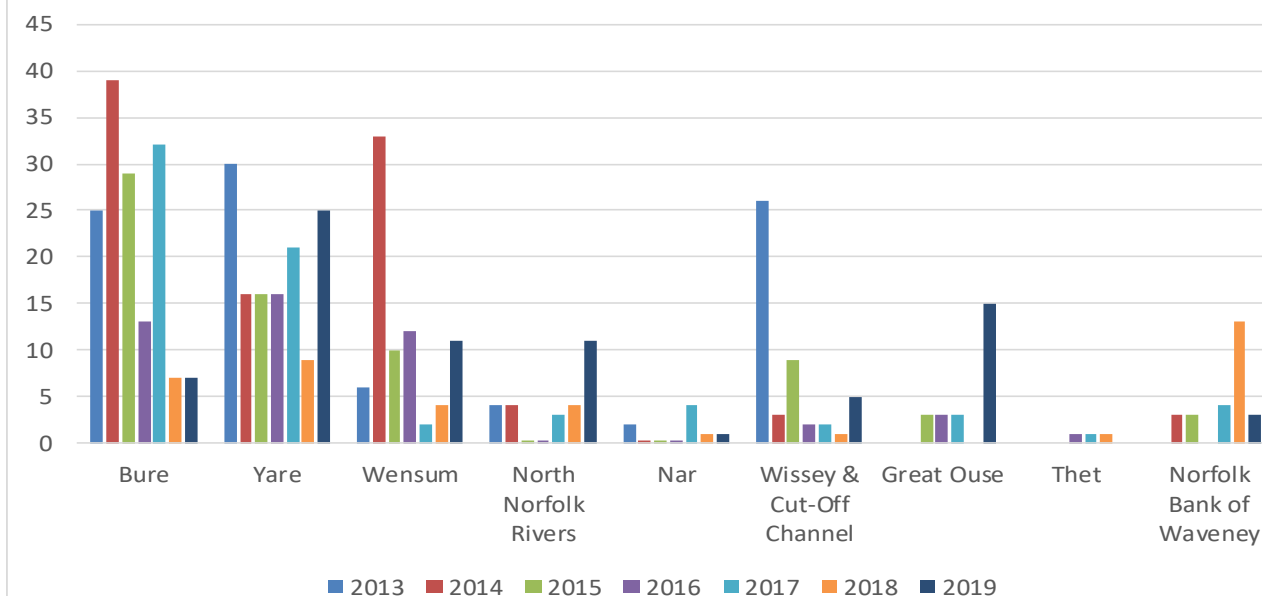


Figure 1 shows that it is the Yare, Great Ouse, North Norfolk and Wensum where the number of mink caught have gone up over the past year. This is shown graphically in Figure 2 with clear 'hotspots' to the very west of the county around the confluence of the Great Ouse and the Wissey, along the Glaven in North Norfolk and in the middle reaches of the Yare.

Figure 2. Number of mink events (captures, sightings, field sign etc) per tetrad in 2019

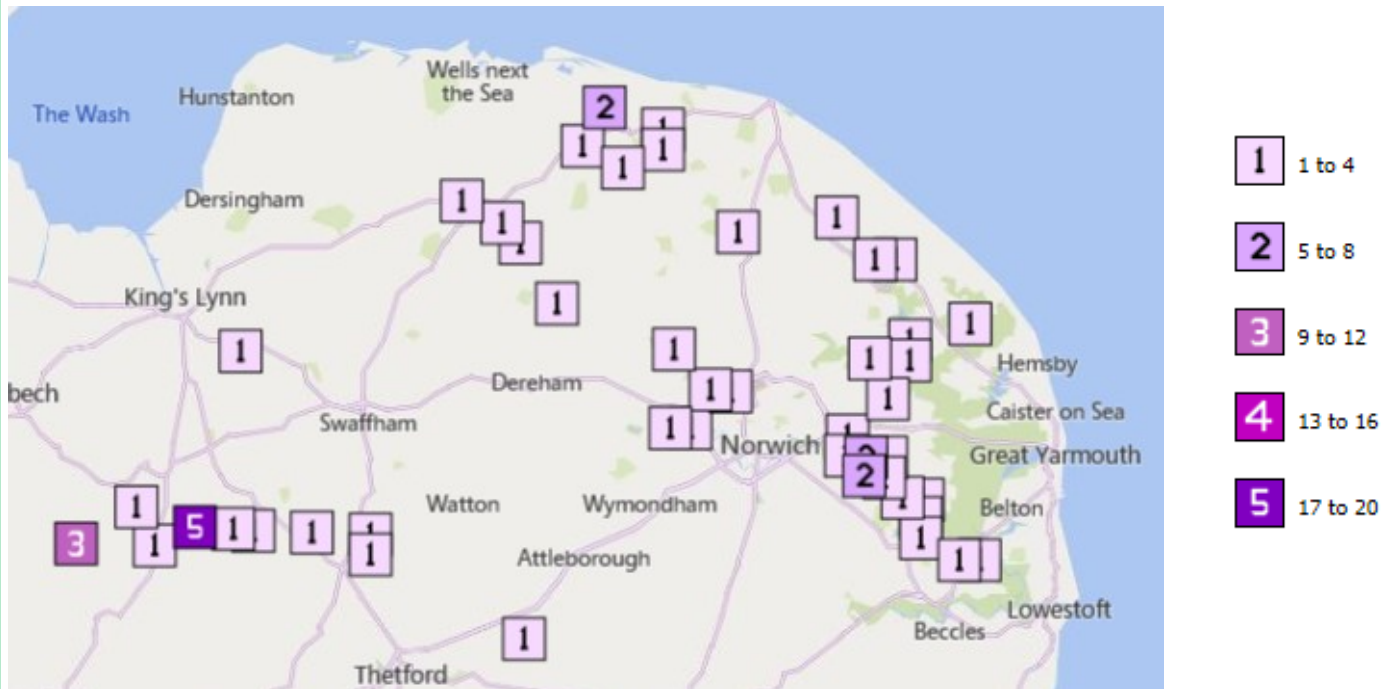


Figure 3 shows the distribution of mink rafts in Norfolk in 2020, although we recognise that not all of them will be active all the time. In addition there are over 100 sites which also have traps available to be set on the bank but are not shown this year as there is only so much you can fit on a map at this scale.

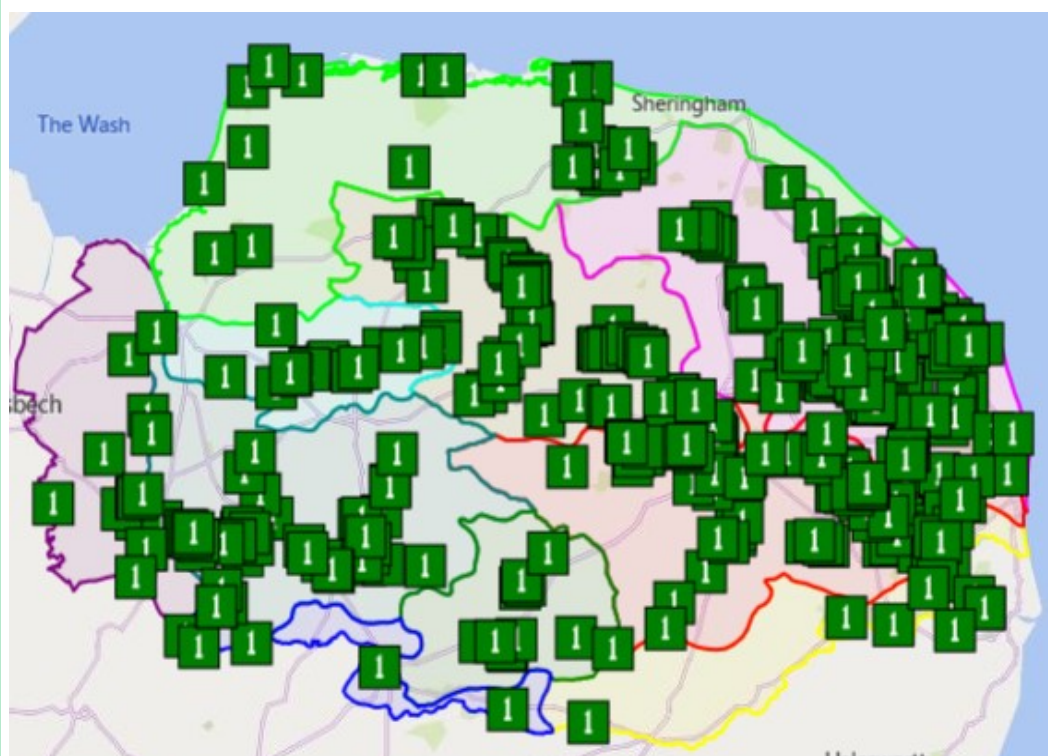


Figure 3
Raft positions
current at some
point in 2019

CATCHMENT REPORTS FROM OUR CO-ORDINATORS

BURE, YARE & THET

Stephen Mace

07920 522054 macey@stephenmace.co.uk

MINK CAUGHT & STATUS 2019

Number caught in previous year ()

Bure 7 (7)

Yare 25 (9)

Thet 0 (1)

Bure

Numbers in the Bure remain low for a second successive year, only 7 caught in total. Most of these were caught in the broads area again, around Hickling and Horning. However we did have some sightings at Ingworth on the Bure and footprints by the Dilham Canal between North Walsham and Swafield, where we didn't catch. There could be mink in these area's during 2020 for us to watch out for. With the numbers being so low for the last two years it shows the great work and effort that everyone is putting in.

Yare

We have seen a sharp increase in numbers in the Yare for 2019, going from 9 in 2018 to 25 caught in 2019, back to roughly where we were previously. The bulk of the mink caught were between Norton Subcourse and Strumpshaw with a few sightings in the Brundall area. We were helped by some funding we were able to get from the Water, Mills and Marshes project that enabled us to purchase some extra equipment, including remote trap monitoring devices.



With this equipment we caught 13 mink along that stretch of the river; I'm sure without it we wouldn't have caught nearly as many in this area and next year we would have had an even bigger problem. The mink included the silver coloured one shown on the left, caught at Hardley. Thank you to everyone for all the hard work this year,

hopefully with the new equipment in place we can start to get on top of them here.




Thet

The Thet is very quiet at the moment with no mink caught in 2019, and with only the one sighting near East Harling which sadly eluded us. I do expect there are a few mink roaming around, however in very small numbers. I'm looking for more landowners who may be willing to help out and monitor a raft, if you may know of anyone please pass on my details.

North Norfolk Rivers
GT. OUSE & NAR

Rory Hart

07950 555279 roryhart@ymail.com

MINK CAUGHT & STATUS 2018	North Norfolk	11 (4)	
Number caught in previous year ()	Great Ouse	15 (0)	
	Nar	1 (1)	

North Norfolk Rivers

The spring and summer of 2019 were quite busy with a number of reports, including several sightings. We had a total of 9 mink trapped over the area as a whole plus reports of two mink killed on the road. As in previous years, the Glaven was where most were caught. We have also had reports from other rivers and the number of volunteers using project equipment has grown in several catchments. The Norfolk Rivers Restoration project have been extremely supportive by making landowners and managers aware of the Mink Project, leading to an increase of effort on the river Babbingley.

Trail cameras are continuing to be a great asset in positively identifying species. On one occasion a household with a very small, (dustbin lid size) raised pond saw a 'mink' in the garden. The fish in the pond were protected by a mesh net and trail camera footage showed in great detail an adult otter.

Great Ouse

There has been a marked increase in reports of mink activity on the river, it's network of tributaries and drains. Fourteen mink were trapped and another individual shot during 2019. It is encouraging that trapping effort has been so successful but clearly concerning that so many animals are present in the first place. The use of automated trap monitoring devices (mainly 'Remoti') has been very successful. The remote devices allow continuous trapping effort and constant reporting, vastly reducing the time spent in trap checking required each day. A further advantage is that more difficult to reach sites can be trapped making coverage of an area more robust. The increased success of the project in the extreme west of the county has very largely been down to the efforts of professional scientists who live locally who have engaged and encouraged volunteers and sourced additional equipment. This has led to the development of an active group in the area all using rafts fitted with 'Remoti', which should start to address the problem of mink in the catchment. Any assistance to increase the presence of volunteers would be greatly appreciated.

Nar

Captures and sighting of mink in this area continues to be low, only a single animal was taken in 2019. This is an encouraging situation, however as with the Great Ouse, I am not complacent and think that under recording is more probable than an absence of mink. The Nar appears to have all the habitat requirements that would support a breeding population, especially in the old gravel workings. We are planning to place a number of automatic reporting traps on the catchment in 2020. The aims are to increase the presence of the project on the river and also to try and identify areas where mink have been overlooked, as has been the case on the Great Ouse.

WENSUM AND WISSEY**Paul Gambling**07899 756107 wildlife@paulgambling.com**MINK KILL & STATUS 2018**

Number caught in previous year ()

Wensum 11 (4)**Wissey 5 (1)****Wensum**

This year has seen a sudden rise in mink numbers caught compared with 2018, all bar one on the middle to lower reaches of the river from North Elmham to Hellesdon. Over half of these were bagged by one highly experienced and dedicated trapper. Many thanks, Colin, brilliant effort. The other captures were the result of patience and dedication by a small number of trappers and many thanks go to them. Another mink failed to dodge the traffic at North Elmham. The unexpected rise does make one suspect that there may still be mink in pockets along the main river and tributaries where there are no volunteers or rafts to monitor, or that they are entering the catchment from bordering areas. With fewer people monitoring over the last couple of years, it's impossible to tell which. So, if you do know anyone who might be interested in starting monitoring or resuming again, please do let me know. Good news is that there do seem to be fewer mink in the upper reaches, from the source of the Wensum to North Elmham, just one occurrence of footprints on a raft and one capture.

Wissey

Mink are still present on the middle and lower Wissey from STANTA to Hilgay and beyond to the River Great Ouse. There were slightly fewer field signs in 2019 than in 2018, but several more captures. They were all caught at the same small area in August-September, when the juveniles disperse, and comprised 3 juveniles, 1 adult female, and 1 unidentified. So, it's very likely that all the captures were from the same family of mink and possible that the adult female was the mother. Curiously, since male mink take no part in the rearing of young, large footprints were found on a site very close by at about the same time, so there may have been a male in the area too. All captures were at an important water vole colony, and prevented a catastrophe there. This was only possible through vigilance, monitoring the mink rafts regularly, and the use of remote trap monitoring devices, without which the long term trapping required would not have been possible.

Very good news: The Lower Wissey Facilitation Group has, via Natural England funding and help from Tony Martin who is driving the mink elimination project, acquired 10 rafts with double tunnels and traps. They have been equipped with Remoti mink trap monitors. This significantly increases the number of rafts and traps operating near the junction of the Wissey and Great Ouse. Trapping mink in this area before they can travel up the Wissey is essential to limiting migration into the Wissey catchment.

WAVENY AND LITTLE OUSE**Penny Hemphill**01473 890089 pennyhemphill@suffolkwildlifetrust.org**Stephen Mace** (Norfolk bank of Waveny)07920 522054 macey@stephenmace.co.uk

MINK CAUGHT & STATUS 2018

Number caught in previous year ()

Waveney 39 (43) ●**Little Ouse** 11 (21) ●**Waveney**

The Suffolk project does the majority of trapping in our southern boundary catchments. Suffolk has seen the number of mink taken in the county increase to 112 in 2019. The majority of these have been from the two large rivers bounding the county to the north and south, the Waveney and the Stour. One site on the Waveney was particularly prolific, with half of the catchment total taken at one bankside trapping site, where mink were crossing from the main river into a Wildlife Trust Reserve.

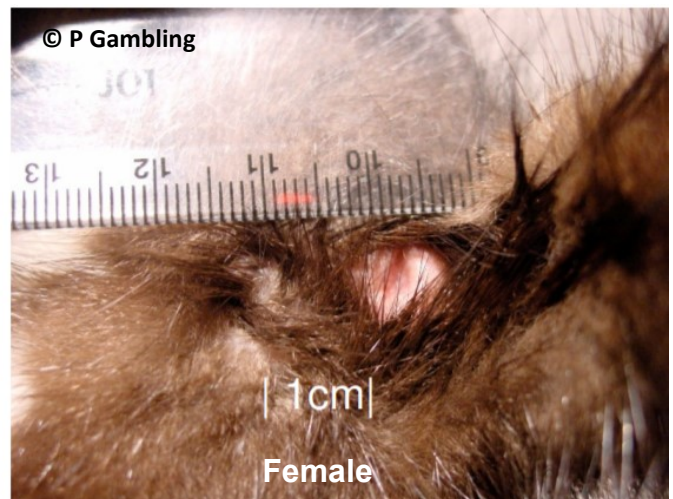
The Norfolk part of the catchment has been relatively quiet this year with only 3 mink caught and all of these were at Haddiscoe. Some new equipment has also gone with the help of the funding provided by the Water, Mills and Marshes project, meaning we now have a few traps in place permanently, which have remote monitoring devices on them. If anyone knows of any landowners who might be interested in joining the project please pass on my (Stephen) contact information.

Little Ouse

The numbers taken have halved this year, hopefully we can keep the population down!

Male or Female?

Knowing the sex of mink that are caught is extremely helpful, especially as the population declines. When trying to control any population, it is the females that are particularly important and knowing where they are most likely to be found can make control more effective. A quick refresher might therefore be helpful. There is clearly a big size difference be-



tween the sexes, with adult males (900g—2kg) around twice the size of adult females (550g-850g). However juvenile males clearly overlap with adult females in weight and to be sure of the sex, it is best to look at the genital region. Here, as shown above, there is a substantially greater distance between the urinary tract and anus in males than females. Please check the sex of any mink carefully and let your Co-ordinator know when you report a capture.

GENOTYPING

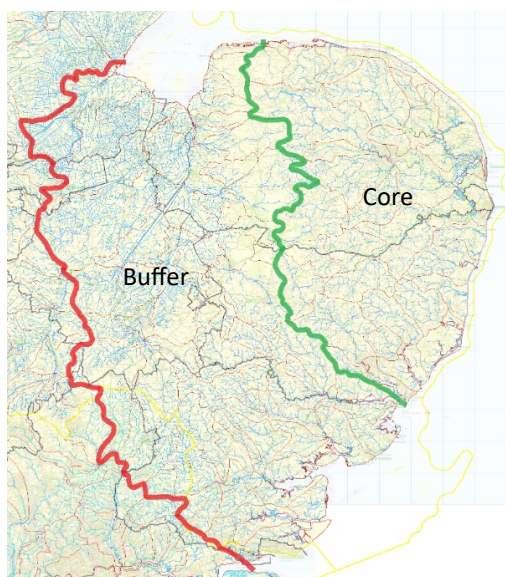
Have you ever wondered if a mink you caught was related to one caught previously or how far it may have travelled? Thanks to a kind free offer from Professor Bill Amos at Cambridge University we can now look at the genotype of all mink caught and sampled and tell, mother, father and siblings. This also potentially tells us a lot about the dispersal of animals from where they are born, as well as how they are related, and who we might not yet have caught!

We just need a small sample of skin to send to Bill, ideally the tip of an ear. These are ideally stored in alcohol filled tubes designed for the purpose. Your Co-ordinator will be pleased to come out and take a sample from a mink you have dispatched or you can take a sample yourself and keep it in a plastic bag in the freezer until a Co-ordinator can collect it. If you are likely to catch a few mink then we can leave you a few sample tubes in which to collect the samples yourself. We would ideally like to take a sample from all mink caught, to better understand what is going on with the population, so please contact your Co-ordinator as soon as you catch a mink, to arrange to get a sample collected.

WATERLIFE RECOVERY EAST: MINK FREE EAST ANGLIA

The last Newsletter included a piece about starting a pilot study to look at the feasibility of completely eradicating mink from a large area in England to help protect our wildlife. This has now progressed significantly and, following a well attended open meeting at the BTO in Thetford, a project entitled Waterlife Recovery East (WRE) has been started. This has a Steering Group representing the main groups involved with mink control in East Anglia (including ourselves) along with conservation, academic, fishing and shooting representatives.

The group has a clear agreed vision of how we need to proceed. In this, there would be a Core area, where the objective would be the complete elimination of mink and a surrounding 60 km deep Buffer area, trapped at the same intensity as the Core. The Core is likely to be the eastern two thirds of Norfolk plus north eastern part Suffolk and the Buffer area would include the remainder of Norfolk, Suffolk, Essex, Cambridgeshire and some small parts of adjoining counties. This recognises that there will be immigration from outside the Buffer area so some mink will always be caught in this area but hopefully none will make it to the Core.



What makes this feasible now is a number of new innovations becoming available, such as automated trap monitoring devices (e.g. *Remoti*), which let the trapper know when something has been caught, avoiding the need to physically check the trap daily. To comply with trapping legislation the device sends daily 'heartbeat' messages to your mobile to let you know the device is working properly, the trap has not been tripped, and nothing has been caught

that you have not been alerted to. Another innovation is the ability, as described above, to read mink genotypes which, at low population levels, allow us to understand where any mink caught might have come from and who they are related to.

The Norfolk Mink Project and similar projects in other counties in the project area would continue as individual entities but co-operate to achieve the overall objective. The WRE Project will co-ordinate the overall strategy and seek the additional substantial funding that will be needed to move from the good level of control that we already have, to eradication; a significantly greater challenge!

ADDITIONAL SUPPORT THIS YEAR

We manage to run the whole project on about £15,000 a year, provided by contributions from our key financial backers: Norfolk County Council, the Water Management Alliance (the IDBs), the Environment Agency and the Broads Authority. We are enormously grateful for this ongoing support but this year we were fortunate to obtain a grant of nearly £5,000 from the Water, Mills and Marshes Project to put an additional 12 rafts, equipped with automated trapping devices, out in Broadland. We also received 12 *Remoti* devices from Natural England to support our work and also encouragement from their Chief Scientist.

We received a kind donation that allowed us to purchase 2 further *Remoti* to help make our trapping even more effective. *If you are able to help with a donation (£100 will purchase a Remoti) please do contact your Co-ordinator who will be more than willing to help!*

AND FINALLY

Joe Kenworthy who had been our contact at County Hall and the representative for the Lead Partner in the Project, has moved to a new job and we await his successor. In the interim Martin Horlock is covering as our representative. Joe did a great job while he was with us and we wish him well for the future.

The impact of the Coronavirus pandemic will eventually reduce but just a reminder that in the meantime please follow government guidelines if you are able to continue monitoring / trapping. If you cannot continue, please ensure that no traps are left set and ideally move rafts from the water to safe storage.

As always, from all of us involved with managing, financing and co-ordinating our Project, a huge thank you to all our volunteers.

Simon Baker

Chair of the Steering Group and editor of the Newsletter |



Planning Report

1. Summary of Activity in Reporting Period

This planning report covers the reporting period 25 April 2020 to 25 June 2020. There are currently 25 consent applications being processed. The most common types of consent that the Board receive and determine in its regulatory capacity are set out in the table below alongside the current breakdown of cases.

<i>Application Type</i>	<i>Number</i>
Byelaw 3 (B3) – Discharge of Treated Foul Water (TFW):	0
Byelaw 3 (B3) – Discharge of Surface Water (SW):	6
Byelaw 4 (B4) / Section 23 (S23), LDA 1991 – Alteration of watercourse	9
Byelaw 10 (B10)– Works within 9 m of a Board’s maintained watercourse:	10
Total:	25

The current status of these applications are;

<i>Application Type</i>	<i>B3 – TFW</i>	<i>B3 - SW</i>	<i>B4/S23</i>	<i>B10</i>	<i>Total</i>
Awaiting further information from the applicant:	0	3	5	4	12
Awaiting applicants acceptance of conditions:	0	0	0	1	1
Being processed by officers:	0	3	1	2	6
To be determined by the Board in this report:	0	0	3	3	6
Total:	0	6	9	10	25

As is highlighted by the table immediately above there are 6 applications requiring consideration by the Board in this report. These applications are outlined below and are detailed in section 2 of this report.

- 20_02239_C: Application to alter a watercourse at Lynn Road, Tilney All Saints
- 20_02507_C: Application to relax Byelaw 10 at Paperhall Farm, Snettisham
- 20_02508_C: Application to alter a watercourse at Station Road, Dersingham
- 20_02563_C: Application to relax Byelaw 10 at Old Church Road, Terrington St John
- 20_02692_C: Application to alter a watercourse at Walnut Road, Walpole
- 20:02693_C: Application to relax Byelaw 10 near the River Babingley, Hillington

2. Items Requiring the Board's Consideration

2.1. 20_02239_C: Proposal to culvert riparian watercourse adjacent to School Road and Lynn Road, Tilney All Saints.

An application to alter a watercourse (20_02239_C) was received by the Board and refused under delegated authority on 20th March 2020. The original application was to culvert a section of watercourse adjacent to School Road, Tilney All Saints using a 300mm pipe. The applicant has now adjusted their proposals in accordance with officer suggestions and the applicant wishes to appeal the refusal.

The application is now proposing to culvert the watercourse which runs alongside School Road using a 900mm pipe, and also culvert a section which runs perpendicular to the road (resultantly culverting two sides of a new 5 dwelling development) as shown in figure 1 overleaf.

The proposal is therefore to culvert a section of watercourse which runs between the development and School Road (52 metres) with a 900mm twin wall pipe including 3 inspection chambers and an open French drain finish. Additionally, it is proposed that the section of watercourse between the development and the neighbouring property (29 metres) is culverted with a 600mm twin wall pipe. A headwall and debris gate is proposed at the upstream end and this section.

Two additional pipes will be laid on either side of the 900mm culvert carrying highways run-off from School road on one side and treated foul water from the development on the other. Both pipes will run into the southernmost inspection chamber (see figure 2).

In the past the overgrown condition of the system in question has been thought to be the cause of upstream flooding. Previously, and following correspondence with the Board's Officers, the applicants have cleaned and cleared the watercourse, increasing its capacity considerably. However, the cleared watercourse is now deep and steep leading officers to believe that it may be difficult to maintain in its current state, possibly leading to a rapid return to its previous condition resulting in undue flood risk.

This application is required to be determined by the Board as per the Board's Right of Appeal and Scheme of Delegation.

Recommendation: The officer recommendation is for the application to be approved subject to the Board's standard conditions and specifications. Additionally, we recommend the following conditions:

- Conduct a feasibility study for increasing the proposed 900mm culvert to a 1.2m diameter pipe to retain more capacity within the system. If it proves possible, a 1.2m diameter pipe must be used for the section alongside School Road.
- The watercourse between the development and neighbouring property is to be culverted to the end of the neighbours land holding, and cleared out beyond this (to the end of the applicant's land holding).

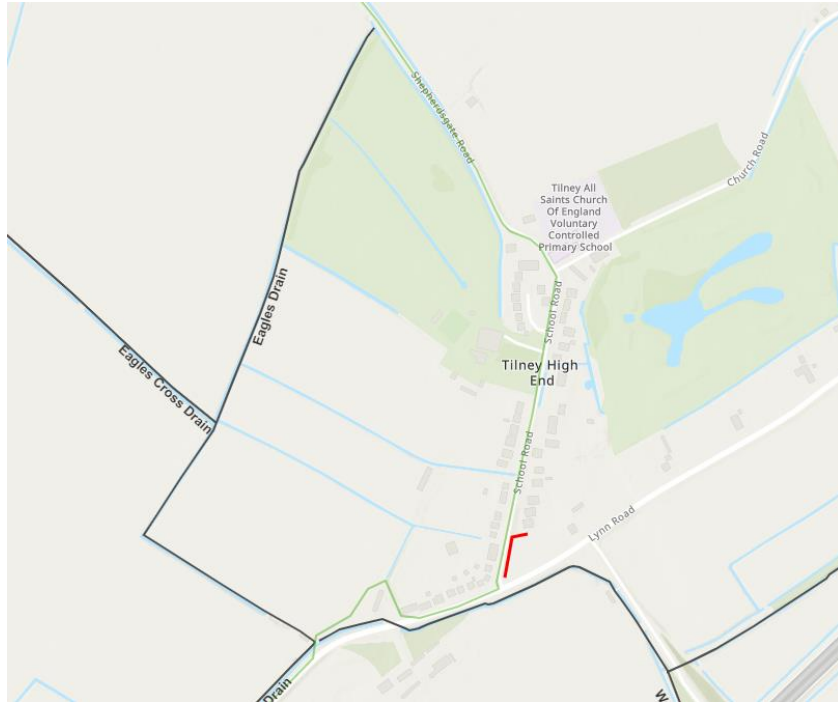


Figure 1: Map showing proposed location of the culvert in red. Adopted watercourses are marked in black.

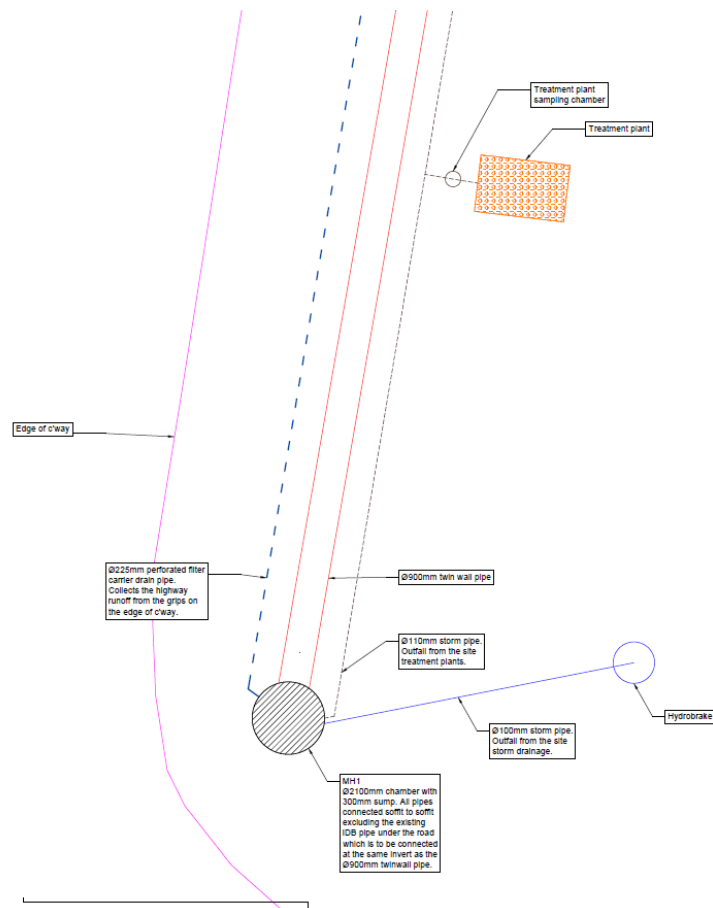


Figure 2: Extract from plan submitted by the applicant (Poptil-DG-IDB Drain-Design Proposal Rev.B, 10/06/2020)

2.2. 20_02507_C and: Application to install a land drainage scheme within 9 metres of a Board Adopted Watercourse (DRN128P0101 – Dersingham Main and DRN1280103 - Decoy) at Paperhall Farm, Snettisham,

An application to relax Byelaw 10 (no works within 9 metres of a Boards adopted watercourse or other drainage or flood risk management infrastructure) has been received by the Board to undertake works within 9 metres of Dersingham Main Drain and Decoy drains (DRN128P0103 and DRN1280107)

The proposed works include one land drainage scheme (site 1) comprising 18 outfalls to Dersingham Main drain (DRN128P0101 – red on the plan below) and another nearby (site 2) consisting of a 10 outfalls to Decoy Drain (DRN1280103 – blue on the plans below).

This application is required to be determined by the Board, as opposed to by officers under delegated authority, due to the applicant being a current Board Member.

Recommendation: The officer recommendation is for the application to be approved subject to the Board’s standard conditions and specifications.

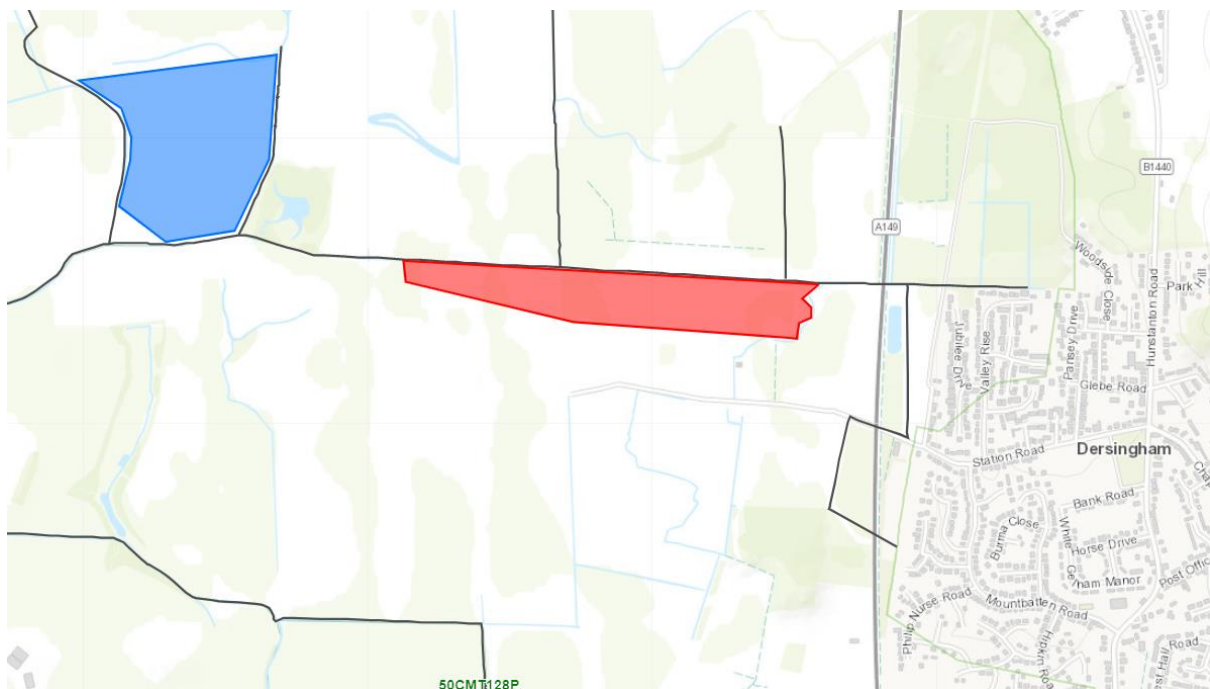


Figure 3: Location plan showing site 1 in red (to drain to Dersingham Main Drain) and site 2 in blue (Decoy Drain). Adopted watercourses are marked in black.



Figure 4: Proposed drainage scheme for site 1.



Figure 5: Proposed drainage scheme for site 2.

2.3. 20_02508_C: Application to Alter a Watercourse at Station Road, Dersingham

An application has been received to alter a watercourse by replacing a 12m length of culvert in a riparian watercourse with a 450mm internal diameter culvert. The existing structure is in disrepair and is required for access.

This application is required to be determined by the Board, as opposed to by officers under delegated authority, due to the applicant being a current Board Member.

Recommendation: The officer recommendation is for the application to be approved subject to the Board's standard conditions and specifications.

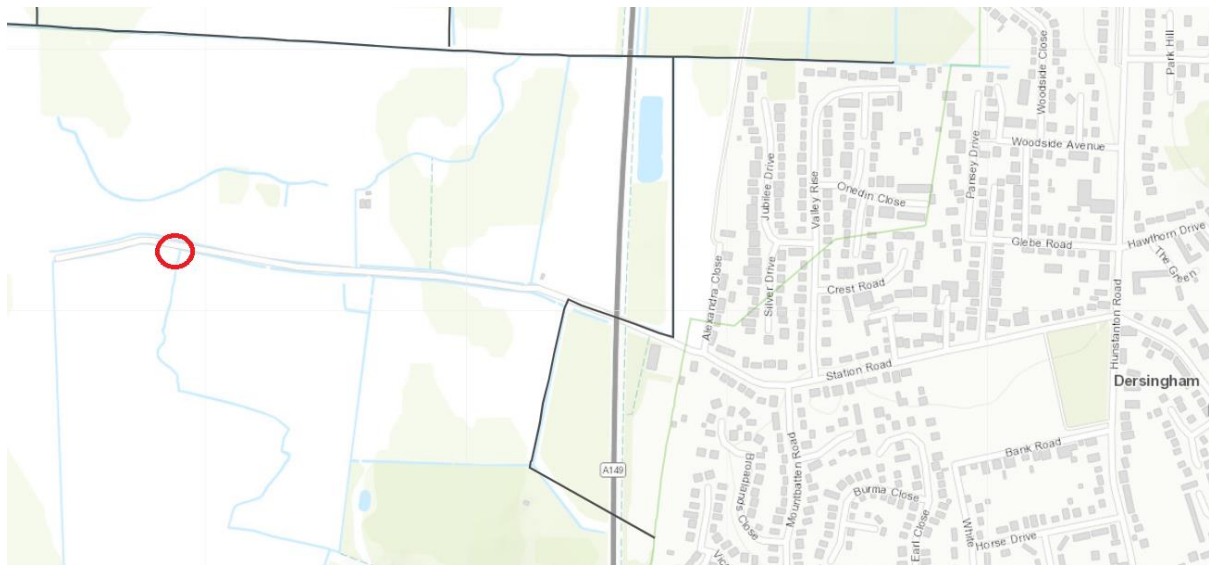


Figure 6: Location plan showing proposed culvert replacement in red. Adopted watercourses are marked in black.

2.4. 20_02563_C: Application for placement of sub-surface attenuation tanks within 9 metres of a Board Adopted Watercourse (DRN146P0227 – Dawsons Dyke) at Land West of Old Church Road, Terrington St John

An application to relax Byelaw 10 (no works within 9 metres of a Board's adopted watercourse or other drainage or flood risk management infrastructure) has been received by the Board and refused under delegated authority on 24/03/2020 in accordance with the Board's adopted policy. The applicant wishes to appeal the refusal and so the application is required to be determined by the Board as per the Board's Right of Appeal and Scheme of Delegation

The proposed works include the placement of a 7.0m x 23.0m x 1.2m sub surface attenuation tank within 9 metres of the Board's adopted watercourse (closest point approximately 2 metres from the brink) with an approximate cover of 1.2 metres.

Recommendation: The officer recommendation remains that the application is refused due to the potential impact on the Board's access with heavy machinery.

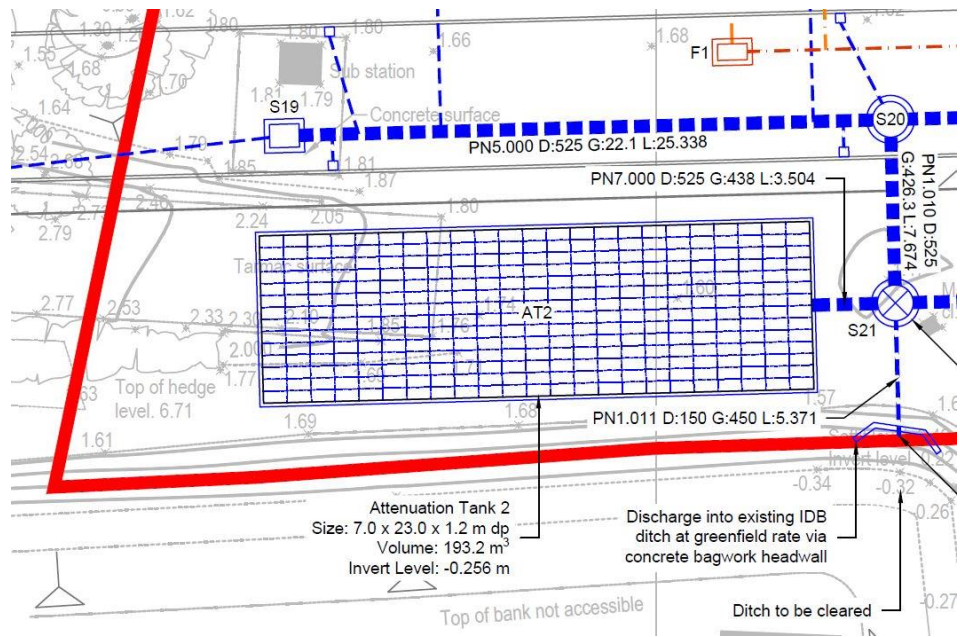


Figure 7: Plan showing proposed sub surface attenuation tank.

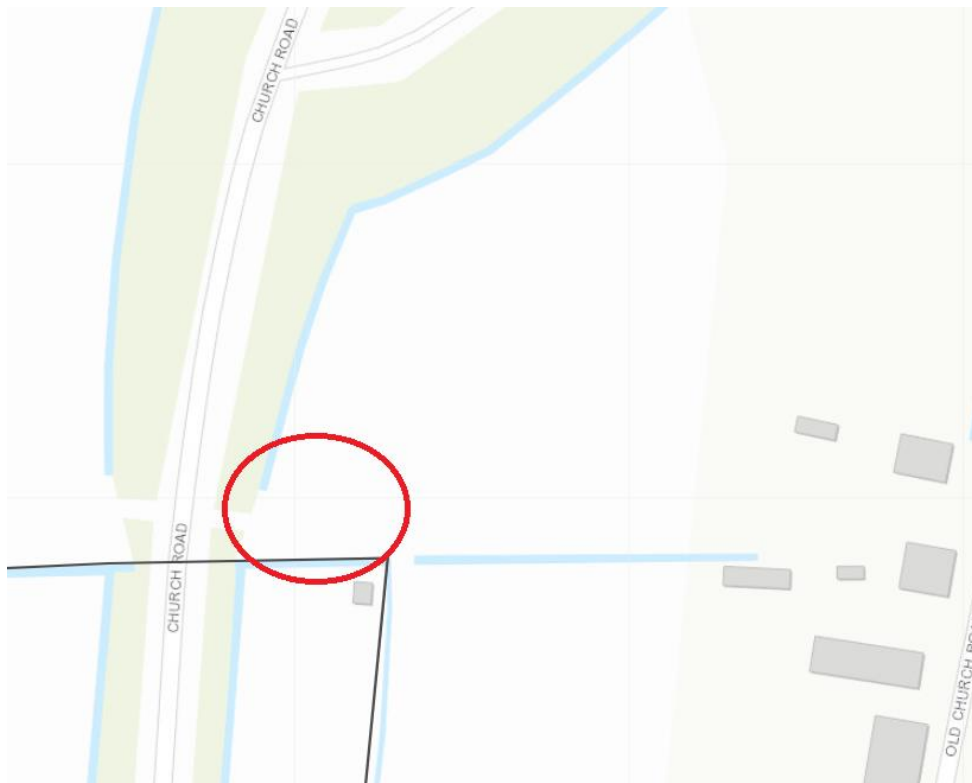


Figure 8: Location plan showing location proposed sub surface attenuation tank in red. Adopted watercourses are marked in black.

2.5. 20_02692_C: Application to alter a riparian watercourse at Walnut Road, Walpole

An application has been received to culvert approximately 180m of riparian watercourse alongside Walnut Road, Walpole using pipe with an internal diameter of at least 450mm. The applicant has sought the culverting to enable the creation of a footpath, required as part of the proposed development adjacent to the watercourse.

In December 2016 the Board consented the partial culverting of this same section of watercourse using 4 separate access culverts (each no more than 12 metre in length, using 450mm pipes). These culverts have not been installed.

This application is required to be determined by the Board, as opposed to by officers under delegated authority as per the Scheme of Delegation and due to the applicant being a current Board Member.

Recommendation: The officer recommendation is for the application to be approved subject to the Board's standard conditions and specifications as well as the following:

- Confirmation of the surface water discharge arrangements for the proposed dwellings, and confirmation that the proposed pipe size can facilitate any proposed surface water discharge from the development.
- Confirmation of the proposed connection details for an existing culvert believed to enter the stretch of watercourse (at the Western end of the proposed culvert).
- Confirmation of pipe size following confirmation of discharge rates.



Figure 9: Location plan showing proposed culvert location.

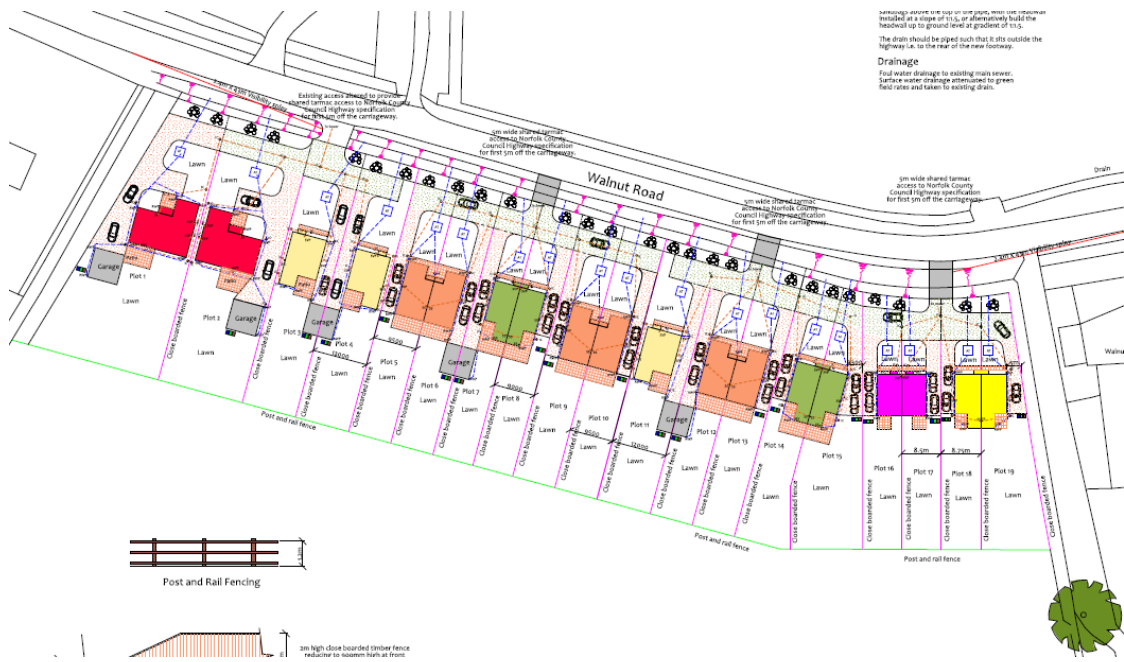


Figure 10: Plan showing proposed development to the South of Walnut Road.

2.6. 20_02693_C: Application to retain works within 9 metres of Adopted Watercourse (River Babingley) at Hillington

On 5 June 2020 officers received a complaint that works had been undertaken to cut a new channel into the River Babingley in the parish of Hillington. The complaint was made in relation to the potential environmental harm within both the River Babingley and the adjacent wetland. The Board’s Environmental Manager and Operations Manager both visited the site on 08/06/2020 and have since advised the applicant of steps they can take to mitigate the potential environmental harm. In addition to the environmental concerns, the works require consent to relax Byelaw 10 (no works within 9 metres of the adopted watercourse) and resultantly the applicant has now applied to retain the works.

This application is required to be determined by the Board, as opposed to by officers under delegated authority as per the Scheme of Delegation and due to the applicant being a current Board Member.

Recommendation: The officer recommendation is for the application to be approved subject to the Board’s standard conditions and specifications as well as the following:

- The applicant is to install an access culvert within the newly created watercourse. The culvert should be at least 6m wide and positioned immediately adjacent to the adopted watercourse with an outfall headwall. The surrounding banks of the adopted watercourse are to be returned to their original condition.



Figure 11: Location plan showing approximate location of newly created watercourse. Adopted watercourses are marked in black.



Figures 12 and 13: Photographs of newly created watercourse.

3. Delegated Consents Determined

During this reporting period, the following 8 consents under the Land Drainage Act 1991 and Board's Byelaws have been determined by Officers in accordance with their delegated authority.

<i>Application Type</i>	<i>Number</i>
Byelaw 3 (B3) – Discharge of Treated Foul Water (TFW):	1
Byelaw 3 (B3) – Discharge of Surface Water (SW):	2
Byelaw 4 (B4) / Section 23 (S23), LDA 1991 – Alteration of watercourse	3
Byelaw 10 (B10)– Works within 9 m of a Board's maintained watercourse:	2
Total:	8

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

Case. Ref.	Case File Sub-type	Parish	Location / Site Name	Description of Application or Proposal	Outcome
18_00917_C	Byelaw 10	King's Lynn	Oldmeadow Road	Service Yard Extension (Amendment to Existing Consent)	Granted 27/05/2020
19_01513_C	Exemption from Byelaw 10	King's Lynn	Between Black Drain and Gaywood River	Cable Undergrounding Scheme	Granted 17/06/2020
19_01518_C	Byelaw 3 Treated Foul Water	Walpole Cross Keys	Station Road	Discharge of treated foul water from 2 residential dwellings	Granted 20/05/2020
19_01519_C	Byelaw 3 Surface Water	Walpole Cross Keys	Station Road	Discharge of surface water from a new impermeable area of 100m ² at an unattenuated rate	Granted 20/05/2020
20_02356_C	Byelaw 3 Surface Water	Tilney St Lawrence	Islington Road	Discharge of surface water from a new impermeable area of 265m ² at a rate of 5l/s	Granted 06/05/2020
20_02434_C	Section 23, LDA 1991	Terrington St. Clement	Hay Green Road	Replacement 8 metre access culvert	Granted 07/05/2020
20_02568_C	Section 23, LDA 1991	Walpole Highway	Lynn Road	6 metre access culvert	Granted 02/06/2020
20_02580_C	Section 23, LDA 1991	Terrington St Clement	Bullock Road	18 metre access culvert	Granted 09/06/2020

4. Enquiries

Officers have responded to 16 enquires during the reporting period, outlined below;

Case. Ref.	Enquiry Type	Parish	Description
20_02228_Q	About Regulation	King's Lynn	Environment Agency abstraction consultation
20_02297_Q	About Regulation	King's Lynn	Enquiry regarding allotment drainage
20_02325_Q	About Infrastructure	Walpole Cross Keys	Enquiry regarding drainage infrastructure
20_02358_Q	About works	Walpole Cross Keys	Enquiry regarding foul water discharge
20_02367_Q	About Planning	Heacham	Enquiry regarding proposed surface water arrangements
20_02427_Q	About Planning	Grimston	Enquiry regarding proposed surface water arrangements
20_02440_Q	About Regulation	Emneth	Enquiry regarding drainage rates
20_02461_Q	About works	Kings Lynn	Enquiry regarding road diversion and IDB requirements
20_02462_Q	About works	Kings Lynn	Enquiry regarding water levels
20_02472_Q	About Regulation	Tilney c. Islington	Enquiry regarding Land Drainage Consent
20_02474_Q	About Regulation	King's Lynn	Enquiry regarding proposed surface water arrangements
20_02485_Q	About works	Terrington St. Clement	Enquiry regarding riparian maintenance
20_02668_Q	About Regulation	Terrington St. John	Enquiry regarding Land Drainage Consent
20_02670_Q	About Regulation	South Wootton	Enquiry regarding Land Drainage Consent
20_02683_Q	About works	Watlington	Enquiry regarding riparian maintenance

5. Planning Comments

Officers have provided comments on 26 applications that are either in or could impact on the Boards Internal Drainage District. 8 of these applications are for major developments and are summarised below;

Planning App. Ref.	Parish	Stage of Planning	Description
15/01776/DISC_B	Gayton	Discharge of Conditions	Residential Development of 10 Dwellings
19/02053/DISC_A	Emneth	Discharge of Conditions	Residential Development of 44 Dwellings
20/00666/RMM	South Wootton	Reserved Matters	Residential Development of 65 Dwellings
18/01533/OM	Kings Lynn	Hybrid	Commercial Development
18/02151/F	King's Lynn	Variation of Condition	Commercial Development
20/00757/FM	King's Lynn	Full	Residential Development of 105 Dwellings
20/00796/F	Gayton	Variation of Condition	Residential Development of 24 Dwellings
20/00706/OM	Hillington	Outline	Residential Development of 30 Dwellings

6. Fees Associated with Consents Granted

There have been 3 Surface Water Development Contribution fees invoiced during the reporting period. These fees are detailed below;

Case ref.	Site	Amount (no VAT)	Date Invoiced	Reason for payment	Paid? Y/N
20_02356_C	Islington Road, Tilney St Lawrence	£3,206.50	12/05/2020	Discharge of surface water from a new impermeable area of 265m ² at a rate of 5l/s	Yes (05/06/2020)
19_01452_C	Hungate Road, Emneth	£27,781.60	12/05/2020	Discharge of surface water from a new impermeable area of 2296m ² from three outfalls at rates of 53.4 l/s, 42.8 l/s and 73.1 l/s (Phase 1 of 3)	No
19_01519_C	Station Road, Walpole Cross Keys	£1,210.00	22/05/2020	Discharge of surface water from a new impermeable area of 100m ² at an unattenuated rate	No
Total:		£32,198.10			

Cathryn Brady – Sustainable Development Manager

MANAGEMENT REPORT

Year Ending 31 March: 2021

Period End: 2

From: 01 April 2020

To: 31 May 2020

Prepared by:
FINANCE & RATING OFFICER

Checked by:
FINANCE & RATING MANAGER

Management Reports for Board and Chief Executive:

Income and Expenditure Account
Balance Sheet
Notes to the Accounts

Management Reports for Budget Holders:

Recommended Actions (Notes)	All
Capital Work	Project Managers/Chief Executive
Maintenance Work	Operations Manager
Direct Works Analysis	Operations Manager
Mobile Plant Operations Account	Operations Manager
Labour Operations Account	Operations Manager
Fixed Assets Register	Operations Manager/Chief Executive

Approved by:

P J CAMAMILE
CHIEF EXECUTIVE

Dated:

From: 01 April 2020
 To: 31 May 2020

 Period: 2
 Year Ending: 31 March 2021

Notes	Income and Expenditure Account	Y-T-D Budget £	Y-T-D Actual £	Y-T-D Variance £	Annual Budget £	Projected Out-Turn £	Projected Variance £
<u>Income:</u>							
	Occupiers Drainage Rates	328,495	328,495	0	328,495	328,495	0
1	Special Levies issued by the Board	1,999,540	1,999,540	0	1,999,540	1,999,540	0
	Grants Applied	2,773,912	335,252	-2,438,660	16,643,473	16,643,473	0
	Rental Income	5	6,497	6,493	28	28	0
2	Highland Water Contributions	0	0	0	47,192	47,192	0
	Income from Rechargeable Works	500	18,419	17,919	3,000	18,419	15,419
	Investment Interest	9,333	10,265	931	56,000	61,588	5,588
	Development Contributions	0	32,198	32,198	0	32,198	32,198
4	Other Income	46,793	19,310	-27,483	280,755	253,273	-27,482
	Total Income	£5,158,578	£2,749,977	-£2,408,602	£19,358,483	£19,384,206	£25,723
<u>Less Expenditure:</u>							
5	Capital Works	3,212,849	551,074	2,661,775	19,277,091	16,615,316	2,661,775
6	Environment Agency Precept	179,101	174,352	4,749	179,101	174,352	4,749
7	Maintenance Works	176,016	145,836	30,180	1,081,105	1,046,757	34,348
	Development Expenditure	0	0	0	0	0	0
	Interest Payments	47,783	142,330	-94,547	286,696	286,696	0
8	Administration Charges	99,598	32,266	67,332	344,851	308,146	36,705
	Cost of Rechargeable Works	0	6,851	-6,851	0	6,851	-6,851
3	Net Deficit/(Surplus) on Operating Accounts	0	24,208	-24,208	0	0	0
	Total Expenditure	£3,715,347	£1,076,916	£2,638,430	£21,168,844	£18,438,119	£2,730,726
	Profit/(Loss) on disposal of Fixed Assets	£0	0	£0	£0	£0	£0
9	Net Surplus/(Deficit)	£1,443,232	£1,673,060	£229,829	-£1,810,361	£946,088	£2,756,449

From: 01 April 2020
 To: 31 May 2020

 Period: 2
 Year Ending: 31 March 2021

Notes	Balance Sheet as at 31-5-2020	Opening Balance £	Movement This Year £	Closing Balance £
10	Fixed Assets:			
	Land and Buildings	664,126	-1,329	662,797
	Plant and Equipment	922,660	41,877	964,537
	Pumping Stations	3,161,899	0	3,161,899
	Shared Consortium Assets	0	0	0
		4,748,685	40,548	4,789,233
	Current Assets:			
11	Bank Account	1,855,249	177,105	2,032,354
	Stock	7,444	-2,780	4,664
12	Trade Debtors	94,958	47,948	142,906
13	Work in Progress	2,999,147	2,816	3,001,963
14	Term Deposits	9,500,000	1,000,000	10,500,000
15,16	Drainage Rates and Special Levies Due	8,657	1,057,017	1,065,675
17	Prepayments	0	0	0
	Prepayments to WMA	-4,430	369,248	364,818
	Accrued Interest	0	0	0
	VAT Due	611,614	-484,682	126,932
18	Grants Due	0	0	0
		15,072,640	2,166,671	17,239,311
	Less Current Liabilities:			
	Trade Creditors	659,485	-582,224	77,261
	Accruals	21,012	-18,012	3,000
	Payroll Controls	0	0	0
	Retentions Held	108,602	0	108,602
	Receipts Paid in Advance	13,292	17,362	30,654
	Loans due in less than one year	96,123	-47,715	48,408
		898,514	-630,589	267,925
	Net Current Assets	14,174,126	2,797,261	16,971,387
	Less Long Term Liabilities:			
25	Pension Liability	3,025,000	0	3,025,000
	Loans due in more than one year	9,719,737	0	9,719,737
		12,744,737	0	12,744,737
	Net Assets	£6,178,074	£2,837,809	£9,015,882
19	Reserves:			
	Earmarked			
20	General Reserve	3,294,925	1,673,060	4,967,984
21	Development Reserve	1,302,023	0	1,302,023
22	Capital Works Reserve	0	0	0
23	Plant Reserve	2,821,148	0	2,821,148
18	Grants Reserve	1,458,126	1,164,748	2,622,875
		8,876,222	2,837,809	11,714,030
	Non-Distributable			
24	Revaluation Reserve	326,852	0	326,852
25	Pension Reserve	-3,025,000	0	-3,025,000
		-2,698,148	0	-2,698,148
	Total Reserves	£6,178,074	£2,837,809	£9,015,882

 S JEFFREY BSc (Hons) FCCA
 FINANCE & RATING MANAGER

From: 01 April 2020
 To: 31 May 2020

Period: 2
 Year Ending: 31 March 2021

Note Notes to the Accounts

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

	<u>Y-T-D Budget</u>	<u>Y-T-D Actual</u>
Borough of King's Lynn & West Norfolk	1,888,048	1,888,048
Fenland District Council	87,295	87,295
South Holland District Council	24,197	24,197
	<u>1,999,540</u>	<u>1,999,540</u>

- 2 The Highland Water Claim for 2020/21 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). This has been paid in full.

- 3 The Net Operating Deficit/(Surplus) for this year is made up as follows: This deficit has decreased significantly compared to the previous year. We have increased the Plant and Labour Charge Out Rates for 2020/21 and would hope to see this reduced even further, ideally to a balanced budget.

	<u>Y-T-D Budget</u>	<u>Y-T-D Actual</u>
Labour Operations Account	0	12,374
Mobile Plant Operations Account	0	11,833
	<u>0</u>	<u>24,208</u>

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

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

	<u>Y-T-D Budget</u>	<u>Y-T-D Actual</u>
Shared Income from WMA	46,293	19,279
Summons Costs	167	0
East Wash Coastal Management CIC Administration Fee	83	0
Sundry Income	250	31
	<u>46,793</u>	<u>19,310</u>

- 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 Managers, 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 2020/21 is slightly less than we originally estimated. It is payable in two halves on 31st May and 30th November.

- 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:

	<u>Y-T-D Budget</u>	<u>Y-T-D Actual</u>
Labour Charges	102,296	60,723
Plant Charges	45,450	26,979
Materials	5,500	3,265
Contractors	632	375
Electricity	10,593	6,288
Pumping Station Insurances	0	0
Telemetry	679	403
Heating Fuel	0	0
Pumping Station Depreciation	0	0
Direct Works	165,150	98,033
Technical Support Staff Costs	52,288	42,642
Other Technical Support Costs	4,833	5,161
Biodiversity Action Plan Costs	1,528	0
Contingency	0	0
Annual Asset Reinstatement Provision	0	0
Maintenance Works	223,799	145,836

- 8 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	20,607	20,588
Other Administration Costs	66,746	9,326
Sundry Expenses	500	85
Pension Pay Strain 2020/21	0	0
Drainage Rates AV Increases/(Decreases)	10,000	-987
Kettlewell House Depreciation	1,329	1,329
Sundry Debtors written off	0	0
Settlement Discount	417	1,925
	<u>99,598</u>	<u>32,266</u>

From: 01 April 2020
 To: 31 May 2020

Period: 2
 Year Ending: 31 March 2021

Note Notes to the Accounts

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

	<u>Budget</u>
PWLB	-1,433,618
General Reserve	-376,743
	<u>-1,810,361</u>

- 10 The movement in Fixed Assets is detailed in the Fixed Assets Register for 2020/21, 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	1,821,253	4,050,379	7,055,375
(+) Additions	0	78,500	0	78,500
(-) Disposals	0	0	0	0
Closing Balance c/fwd	<u>1,183,743</u>	<u>1,899,753</u>	<u>4,050,379</u>	<u>7,133,875</u>
Depreciation				
Opening Balance b/fwd	519,617	898,593	888,480	2,306,690
(+) Depreciation Charge for year	1,329	36,623	0	37,952
(-) Accumulated depreciation written out on disposal	0	0	0	0
Closing Balance c/fwd	<u>520,946</u>	<u>935,216</u>	<u>888,480</u>	<u>2,344,642</u>
Net Book Value as at 31-3-2020	664,126	922,660	3,161,899	4,748,685
Net Book Value as at 31-5-2020	662,797	964,537	3,161,899	4,789,233

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

- 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:

	<u>2019/20</u>	<u>2020/21</u>
Opening Balance as at 1-4-2020 b/fwd	72,100	1,855,249
(+) Receipts	17,446,916	4,552,173
(-) Payments	-15,663,767	-4,375,067
(=) Closing Balance as at 31-5-2020 c/fwd	<u>1,855,249</u>	<u>2,032,354</u>
Balance on Statement as at 31-5	1,881,260	2,032,024
Less: Unpresented Payments	-26,500	0
Add: Unpresented Receipts	489	330
Closing Balance as at 31-5-2020 c/fwd	<u>1,855,249</u>	<u>2,032,354</u>

- 12 Aged Debtor profile is currently as follows:

Debt period	Amount	Number of Debtors	
<=30 days	54,301	7	Note: These have all been chased and are in hand for payment
>30 days and <=60 days	4,649	3	
>60 days and <=90 days	0	0	
>90 days	83,956	2	
	<u>142,906</u>	<u>12</u>	
>90 days	Amount	Inv. Date	Originator
Foster Property Developments	19,313	12/12/2018	S106 now signed off. Development halted due to COVID-19
Lovell Partnerships Ltd	64,643	14/12/2017	The Memorandum of Agreement has been agreed & counter-signed
	<u>83,956</u>		

- 13 Work In Progress (WIP) is currently made up of the following jobs, which will be capitalised when complete.

Customer	Estimated		
	Amount	Completion date	Budget Holder
Environment Agency	2,815	19/06/2020	KLIDB Operations Manager
Islington Catchment Flood Risk Mgmt Scheme 2018/19 Costs	465,893	31/03/2021	KLIDB Project Engineer
Islington Catchment Flood Risk Mgmt Scheme 2019/20 Costs	2,533,254	31/03/2021	KLIDB Project Engineer
	<u>3,001,963</u>		

From: 01 April 2020
 To: 31 May 2020

Period: 2
 Year Ending: 31 March 2021

Note Notes to the Accounts

14 Term Deposits are currently as follows:

Financial Institution	Capital	Investment Date	Maturity Date	Interest Rate
Newcastle Building Society	1,000,000	14/06/2019	15/06/2020	1.60%
West Bromwich Building Society	1,000,000	31/03/2020	14/07/2020	0.25%
Furness Building Society	1,000,000	02/08/2019	03/08/2020	1.35%
Chorley Building Society	1,000,000	05/08/2019	04/08/2020	1.35%
Skipton Building Society	1,000,000	05/08/2019	05/08/2020	0.95%
Dudley Building Society	1,000,000	05/08/2019	05/08/2020	1.20%
Hinckley & Rugby Building Society	1,000,000	29/08/2019	28/08/2020	1.25%
National Counties Building Society	1,000,000	30/08/2019	28/08/2020	1.25%
Nottingham Building Society	1,000,000	29/05/2020	28/08/2020	0.10%
Principality Building Society	1,000,000	29/05/2020	28/08/2020	0.12%
Vernon Building Society	500,000	15/05/2020	16/11/2020	0.32%
	10,500,000			

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 376 Ratepayers that have not paid their Drainage Rates for 2020/21, as compared to 355 Ratepayers this time last year. Summarised transactions for Drainage Rates and Special Levies during the year are as follows:

	2019/20	2020/21
Arrears b/fwd	7,580	8,657
Drainage Rates for the year	322,332	328,582
Special Levies for the year	1,960,428	2,000,511
Payments Received	-2,309,919	-1,290,712
Settlement Discount	-1,641	-1,925
Returned/(Represented) amounts	467	0
Value /(Decreases)	-12,707	-998
Value Increases	10,282	923
New Assessments	2,425	75
Irrecoverables and write offs	-4,245	-71
The East Coastal Management CIC	20,667	20,632
Summons collection costs	975	0
Special Levy Adjustment	0	0
Drainage Rate Adjustment	11,934	0
Paid Refunds	78	0
Rates tidy up after year end	0	0
Arrears c/fwd	8,657	1,065,675

17 There are no prepayments.

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

	2019/20	2020/21
SCH30: Islington Catchment Flood Risk Management Scheme	22,472	22,472
SCH42: Islington Catchment Flood Risk Management Scheme	1,435,655	2,600,403
	1,458,126	2,622,875

Grants Reserve b/fwd at 31.03.2020	1,458,126
Add: Grants Received	1,500,000
Less: Grants Due now Received	0
Less: Grants Applied	-335,252
Grant Reserve c/fwd at 31.03.2021	2,622,875

Grants Due:

	0
	0

19 The Reserves are managed in accordance with the Balances

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

	2019/20	2020/21
Opening Balance, as at 1 April b/fwd	365,455	3,294,924
Net Surplus/(Deficit) for the year	642,956	1,673,060
Net transfer (to)/from Development Reserve	-114,680	0
Net transfer (to)/from Capital Works Reserve	0	0
Net transfer (to)/from Plant Reserve	0	0
Transfer of Prior Year Costs to Work in Progress SCH42	465,893	0
Capitalisation of Prior Year Spend Adjustment SCH43	1,935,300	0
Revaluation Reserve adjustment	0	0
Closing Balance c/fwd	3,294,924	4,967,984

From: 01 April 2020
 To: 31 May 2020

Period: 2
 Year Ending: 31 March 2021

Note Notes to the Accounts

21 Movements on the Development Reserve are made up as

	<u>2019/20</u>	<u>2020/21</u>
Opening Balance, as at 1 April b/fwd	1,187,343	1,302,023
Net contributions transferred from General Reserve	114,680	0
Closing Balance c/fwd	<u>1,302,023</u>	<u>1,302,023</u>

22 Movements on the Capital Works Reserve are made up as

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:

	<u>2019/20</u>	<u>Gen. Reserve</u>	<u>2020/21</u>
N/A	0	0	0
	<u>0</u>	<u>0</u>	<u>0</u>

23 The Fixed Plant Reserve and Mobile Plant Reserve have been

	<u>2020/21</u>
Fixed Plant Reserve	2,021,148
Mobile Plant Reserve	800,000
Plant Reserve	<u>2,821,148</u>

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

	<u>2020/21</u>
Opening Balance, as at 1 April b/fwd	326,852
Less:	
Pumping Station & Kettlewell House Depreciation	0
Closing Balance c/fwd	<u>326,852</u>

25 Pension Liability

(i) The Pension Liability is calculated by the Local Government Pension Scheme (LGPS) Fund Actuary at the end of every financial year. It is a notional liability that is shown as a Long Term Liability on the Balance Sheet. This figure is meant to show the extent of the Board's 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 liability of £2,791,000 as at 31 March 2020 that is shared by all 5 Member Boards. The Board's share of this pension liability is set out every year in the WMAs Basis of Apportionment, which was approved by the Board on 17 January 2020.

26 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 £56,426.37 upto 31/05/20.
- (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 £2,109.84 upto 31/05/20.
- (iii) Mr Harvey Howe is employed by the Board as a full time Operative. 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 1 April 2020.
- (v) The Board is a member of the Water Management Alliance Consortium, who provide administrative services to the Board. The Board has 3 representatives who serve on the Consortium Management Committee, that include the Chairman and Vice Chairman of the Board. The Chairman received £0.00 Chairman's Allowance for his duties in this financial year.
- (vi) The Board uses Rating Software for the collection of Drainage Rates known as DRS. This software is owned by South Holland IDB and was developed by Mr P J Camamile, the Chief Executive. The software is supported at no cost to the Board by Byzantine Ltd. Mr P J Camamile is the Company Secretary of Byzantine Ltd and his wife Mrs P Camamile is a Director. Both are shareholders.

Recommended Actions:

1. To approve the Financial Report for the period ending 31-5-2020.

S JEFFREY BSc (Hons) FCCA
FINANCE & RATING OFFICER

From: 01 April 2020
 To: 31 May 2020

Our ID	Capital Works	EA Ref.	GI/A Level %	Actual 2018/19	Actual 2019/20	Actual 2020/21	Annual Estimate 2020/21 £	Variance (2020/21) £	Cumulative Cost C/Fwd £	Approved Cost £	Variance (adverse)/favourable £	Grant Receivable £	Grant Received B/Fwd	Grant Received 2020/21 £	Grant Received C/Fwd £	Grant Due/ (Unapplied) £	Grant Applied 2020/21 £
Grant Aided Works:																	
SCH30	Islington Catchment Flood Risk Management Scheme	IDB0267	56%	50,957.75	0.00	0.00	0	0.00	442,797.34	483,000.00	40,202.66	247,528.14	270,000.00	0.00	270,000.00	-22,471.86	0.00
SCH42	Islington Catchment Flood Risk Management Scheme	IDB0419	62%	1,226,034.80	6,666,457.81	540,728.88	16,257,000	-15,716,271.12	8,433,221.49	26,598,000.00	18,164,778.51	5,228,597.32	6,329,000.00	1,500,000.00	7,829,000.00	-2,600,402.68	335,251.91
SCH42	Islington Catchment Flood Risk (Removal of Net Costs to Long Term WIP)	IDB0419		0.00	-2,533,253.97	0.00	0	0.00	-2,533,253.97	0.00	2,533,253.97	0.00	0.00	0.00	0.00	0.00	0.00
SCH43	Wolferton Flood Risk Management Scheme	IDB0420	100%	1,846,000.00	0.00	0.00	0	0.00	1,846,000.00	1,846,000.00	0.00	1,846,000.00	1,846,000.00	0.00	1,846,000.00	0.00	0.00
SCH43	Wolferton Flood Risk Management Scheme	IDB0420	0%	1,935,299.80	0.00	3,993.00	250,000	-246,007.00	1,939,292.80	0.00	-1,939,292.80	0.00	0.00	0.00	0.00	0.00	0.00
				5,058,292.35	4,133,203.84	544,721.88	16,507,000	-15,962,278.12	10,128,057.66	28,927,000.00	18,798,942.34	7,322,125.46	8,445,000.00	1,500,000.00	9,945,000.00	-2,622,874.54	335,251.91
Non-Grant Aided Works:																	
SCH04	Gaywood Flood Alleviation Scheme		0%	0.00	0.00	0.00	0	0.00	398,272.25	450,000.00	51,727.75	0.00	0.00	0.00	0.00	0.00	0.00
SCH15	Pierpoint Storage Building		0%	0.00	0.00	0.00	0	0.00	47,033.94	45,000.00	-2,033.94	0.00	0.00	0.00	0.00	0.00	0.00
SCH18	Middleton Stop Flood Storage Area		0%	0.00	0.00	0.00	0	0.00	967,305.96	957,000.00	-10,305.96	0.00	0.00	0.00	0.00	0.00	0.00
SCH22	North Lynn Link Scheme		0%	33,698.37	0.00	0.00	0	0.00	1,997,669.03	1,835,000.00	-162,669.03	0.00	0.00	0.00	0.00	0.00	0.00
SCH23	Catchment Modelling		0%	15,670.30	22,402.21	0.00	30,000	-30,000.00	202,002.29	285,000.00	82,997.71	0.00	0.00	0.00	0.00	0.00	0.00
SCH24	Telemetry Review		0%	0.00	0.00	0.00	0	0.00	19,095.00	0.00	-19,095.00	0.00	0.00	0.00	0.00	0.00	0.00
SCH26	Main Sluice - Structural Investigation		0%	0.00	0.00	0.00	0	0.00	57,414.66	50,000.00	-7,414.66	0.00	0.00	0.00	0.00	0.00	0.00
SCH27	Merries Farm - Structural Investigation		0%	0.00	0.00	0.00	0	0.00	2,176.23	5,000.00	2,823.77	0.00	0.00	0.00	0.00	0.00	0.00
SCH28	Ingleborough Pumping Station - Structural Investigation		0%	0.00	0.00	0.00	0	0.00	58,687.35	35,000.00	-23,687.35	0.00	0.00	0.00	0.00	0.00	0.00
SCH31	Bawsey Drain Syphon - Structural Investigation		0%	0.00	0.00	0.00	0	0.00	3,900.00	15,000.00	11,100.00	0.00	0.00	0.00	0.00	0.00	0.00
SCH32	Black Drain Syphon (Under Gaywood River)		0%	0.00	0.00	0.00	0	0.00	29,303.90	40,000.00	10,696.10	0.00	0.00	0.00	0.00	0.00	0.00
SCH36	West Lynn Sluice - Structural Investigation		0%	0.00	0.00	0.00	0	0.00	46,790.46	30,000.00	-16,790.46	0.00	0.00	0.00	0.00	0.00	0.00
SCH33	Wolferton Pumping Station - Structural Investigation		0%	0.00	0.00	0.00	0	0.00	420,601.86	410,000.00	-10,601.86	0.00	0.00	0.00	0.00	0.00	0.00
SCH34	Chalk Lane Flood Risk Management Scheme		0%	0.00	0.00	0.00	0	0.00	15,003.40	25,000.00	9,996.60	0.00	0.00	0.00	0.00	0.00	0.00
SCH37	Lighthouse Sluice - Investigations & Refurbishments		0%	0.00	0.00	0.00	0	0.00	7,395.00	17,500.00	10,105.00	0.00	0.00	0.00	0.00	0.00	0.00
SCH35	Control Panel Replacements & Weedscreen Cleaner Refurbishments		0%	0.00	0.00	0.00	0	0.00	215,665.16	275,000.00	59,334.84	0.00	0.00	0.00	0.00	0.00	0.00
SCH38	Middleton Stop PS Inlet Refurbishment		0%	0.00	0.00	0.00	0	0.00	37,105.37	35,000.00	-2,105.37	0.00	0.00	0.00	0.00	0.00	0.00
SCH39	Searles Outfall & Pipeline - Structural Investigation		0%	0.00	0.00	0.00	0	0.00	2,780.00	8,000.00	5,220.00	0.00	0.00	0.00	0.00	0.00	0.00
	Crabbs Abbey Pumping Station M & E Upgrades		0%	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SCH40	Crabbs Abbey Old Station - Structural Investigation		0%	0.00	0.00	0.00	0	0.00	4,100.00	0.00	-4,100.00	0.00	0.00	0.00	0.00	0.00	0.00
	Pierpoint Pumping Station M & E Upgrades		0%	0.00	0.00	0.00	10,000	-10,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SCH41	New Offices off Nar Ouse Way		0%	0.00	0.00	0.00	1,600,000	-1,600,000.00	1,450.00	0.00	-1,450.00	0.00	0.00	0.00	0.00	0.00	0.00
SCH44	Minor Capital Works Programme		0%	189,207.63	27,882.00	0.00	300,000	-300,000.00	217,089.63	0.00	-217,089.63	0.00	0.00	0.00	0.00	0.00	0.00
SCH45	North Lynn Pumping Station Second Pump/New Control Panel		0%	0.00	44,933.12	6,351.63	450,000	-443,648.37	51,284.75	0.00	-51,284.75	0.00	0.00	0.00	0.00	0.00	0.00
	PWL B Repayments		0%	0.00	0.00	0.00	380,091	-380,091.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
				238,576.30	95,217.33	6,351.63	2,770,091	-2,763,739.37	4,802,126.24	4,517,500.00	-284,626.24	0.00	0.00	0.00	0.00	0.00	0.00
Totals				£5,296,868.65	£4,228,421.17	£551,073.51	£19,277,091	-£18,726,017.49	£14,930,183.90	£33,444,500.00	£18,514,316.10	£7,322,125.46	£8,445,000.00	£1,500,000.00	£9,945,000.00	-£2,622,874.54	£335,251.91

 M NEALE
 PROJECT MANAGER

From: 01 April 2020
To: 31 May 2020

Period: 2
Year Ending: 31 March 2021

MAINTENANCE	Actual 2019/20 £	Actual 2020/21 £	Annual Estimate £	Variance £
Wiggenhall St German Catchment	1,390.10	1,179.80	3,225	2,045
Fitton Road Area Catchment	2,650.67	112.00	3,903	3,791
Waltham Farm Catchment	4,221.69	226.44	6,335	6,109
Mary Magdalen Catchment	3,261.00	148.10	3,368	3,220
Magdalen Catchment	13,554.46	1,029.86	18,530	17,500
Lighthouse Catchment	17,490.71	2,175.85	21,450	19,274
Main Sluice Catchment	37,342.97	5,432.50	39,340	33,908
Chalk Lane Catchment	24,440.24	3,935.10	18,620	14,685
Ingleborough Catchment	6,267.57	1,207.25	8,439	7,232
Searles Catchment	909.10	0.00	0	0
Heacham Catchment	12,145.14	1,494.09	17,394	15,900
Wolferton Catchment (Inc. River Ingol)	40,312.68	11,946.64	43,175	31,228
North Wootton Catchment	9,696.36	1,350.13	14,630	13,280
Wootton Marsh Catchment	0.00	0.00	0	0
South Wootton Catchment	3,667.59	131.50	3,131	3,000
North Lynn Catchment	9,284.84	2,604.87	10,731	8,126
Black/Bawsey Drains Catchment	19,975.83	2,223.19	26,656	24,433
Gaywood Catchment	48,273.49	5,543.59	55,454	49,910
Middleton Pierrpoint Catchment	67,528.84	10,476.27	64,465	53,989
Middleton Level Catchment	14,987.87	1,944.49	16,813	14,869
Eau Brink Catchment	9,904.19	2,646.99	10,744	8,097
Green Bank Catchment	60,263.25	2,734.30	72,381	69,647
Billy Kerkham Sluice Catchment	15,258.98	512.15	11,056	10,544
West Lynn Sluice Catchment	28,935.01	1,851.84	28,978	27,126
Cut Bridge Sluice Catchment	824.45	0.00	1,838	1,838
Merries Sluice Catchment	1,836.60	24.63	2,456	2,431
Knowles Sluice Catchment	1,693.90	30.03	1,706	1,676
Smeeth Lode Outfall	4,840.02	2,634.13	3,063	429
Islington Pump Catchment	158,186.82	16,831.44	148,005	131,174
Reeds Drain Catchment	70,739.44	5,276.10	72,570	67,294
Rainbow Drain Outside Area	0.00	0.00	867	867
Babingley River Catchment	25,276.01	3,591.89	26,719	23,127
Church Farm Catchment	2,410.74	287.91	4,279	3,991
	717,570.56	89,583.08	760,320	670,737

OUTFALL MAINTENANCE

Lighthouse Outfall	1,607.67	23.70	1,251	1,227
Main Sluice Outfall	2,523.33	23.70	1,539	1,515
Chalk Lane Outfall	3,652.45	23.70	1,689	1,665
Searles Outfall	0.00	0.00	0	0
Bawsey Drain Outfall	4,133.53	0.00	5,243	5,243
Millfleet Sluice Outfall	5,937.06	0.00	4,735	4,735
Billy Kerkham Sluice	1,924.95	23.70	2,389	2,365
West Lynn Outfall	65.00	0.00	208	208
Cut Bridge Outfall	162.48	28.12	769	741
Merries Farm Outfall	0.00	0.00	206	206
Knowles Outfall	0.00	0.00	207	207
Straight Mile Outfall	636.25	0.00	3,075	3,075
	20,642.72	122.92	21,309	21,186

From: 01 April 2020
To: 31 May 2020

Period: 2
Year Ending: 31 March 2021

PUMPING STATION MAINTENANCE	Actual 2019/20 £	Actual 2020/21 £	Annual Estimate £	Variance £
Waltham Farm Pumping Station	3,142.66	23.70	4,978	4,954
Crabbes Abbey Pumping Station	17,565.64	2,061.35	13,500	11,439
Ingleborough Pumping Station	6,960.89	857.17	5,539	4,682
Wolferton Pumping Station	36,879.27	2,843.80	28,880	26,036
North Wootton Pumping Station	14,207.66	859.63	10,826	9,966
North Lynn Pumping Station	7,019.32	23.70	7,589	7,565
Seabank Pumping Station	7,256.94	0.00	8,978	8,978
Pierrepoint Pumping Station	33,006.50	617.79	28,846	28,228
Middleton Fen Pumping Station	7,779.54	23.70	8,999	8,975
Eau Brink Pumping Station	17,125.93	35.63	8,498	8,462
Green Bank Pumping Station	20,595.41	35.46	19,231	19,196
Islington Pumping Station	73,362.33	369.00	37,614	37,245
Church Farm Pumping Station	6,916.77	308.37	5,989	5,680
King's Reach Pumping Station	4,694.72	131.19	5,339	5,207
	256,513.58	8,190.49	194,805	186,615
PROPERTY MAINTENANCE				
Islington House	457.52	0.00	1,000	1,000
Reffley Reservoir	0.00	136.82	2,038	1,901
Morrisons Culvert	3,830.91	0.00	3,806	3,806
Gravel Bank (former pumping station)	2,594.12	0.00	200	200
Goulds Culvert	1,534.04	0.00	1,538	1,538
Straight Mile Reservoir	814.60	0.00	27	27
Bridges	0.00	0.00	0	0
Wootton Road Culvert	10.98	0.00	1,119	1,119
Middleton Stop	85.56	0.00	0	0
King's Reach Flood Storage Area	0.00	0.00	1,669	1,669
Smeeth Lode Storage Area East	38.24	0.00	1,538	1,538
Smeeth Lode Storage Area West	121.31	0.00	1,538	1,538
	9,487.28	136.82	14,470	14,333
DIRECT WORKS	1,004,214.14	98,033.31	990,904	892,871
TECHNICAL SUPPORT STAFF COSTS	288,414.00	42,642.00	313,730	271,088
OTHER TECHNICAL SUPPORT COSTS	28,951.00	5,161.00	29,000	23,839
BIODIVERSITY ACTION PLAN COSTS	6,039.50	0.00	9,167	9,167
CONTINGENCY	0.00	0.00	25,000	25,000
ASSET REINSTATEMENT PROVISION	0.00	0.00	0	0
MAINTENANCE WORK	£1,327,618.64	£145,836.31	£1,367,801	£1,221,965

R TAYLOR
OPERATIONS MANAGER

From: 01 April 2020
To: 31 May 2020

Period: 2
Year Ending: 31 March 2021

ID	DRAIN MAINTENANCE	Actual 2020/21 £	Plant Charges £	Labour Charges £	Materials £	Contractors £	Electricity £	Fuel £	Insurance £	Telemetry £	Depreciation £
CMT015G	Wiggenhall St German Catchment	1,179.80	386.00	793.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CMT016G	Fitton Road Area Catchment	112.00	58.00	54.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CMT017P	Waltham Farm Catchment	226.44	42.84	183.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CMT018P	Mary Magdalen Catchment	148.10	72.50	75.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CMT019P	Magdalen Catchment	1,029.86	314.36	715.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CMT037P	Lighthouse Catchment	2,175.85	809.65	1,366.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CMT038G	Main Sluice Catchment	5,432.50	2,030.50	3,402.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CMT039G	Chalk Lane Catchment	3,935.10	1,232.40	2,702.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CMT040P	Ingleborough Catchment	1,207.25	343.25	864.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CMT126G	Searles Catchment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CMT127G	Heacham Catchment (North & South)	1,494.09	306.09	1,188.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CMT128P	Wolferton Catchment (inc. River Ingol)	11,946.64	3,956.15	7,554.60	435.89	0.00	0.00	0.00	0.00	0.00	0.00
CMT129P	North Wootton Catchment	1,350.13	112.34	801.90	435.89	0.00	0.00	0.00	0.00	0.00	0.00
CMT130G	Wootton Marsh Catchment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CMT131G	South Wootton Catchment	131.50	15.40	116.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CMT132P	North Lynn Catchment	2,604.87	719.08	1,449.90	435.89	0.00	0.00	0.00	0.00	0.00	0.00
CMT133G	Black/Bawsey Drains Catchment	2,223.19	454.69	1,768.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CMT134G	Gaywood Catchment (East & West)	5,543.59	1,447.69	4,095.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CMT135P	Middleton Pierpoint Catchment (East & West)	10,476.27	3,024.98	6,928.20	523.09	0.00	0.00	0.00	0.00	0.00	0.00
CMT136P	Middleton Level Catchment	1,944.49	551.29	1,393.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CMT137P	Eau Brink Catchment	2,646.99	835.29	1,811.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CMT138P	Green Bank Catchment	2,734.30	1,060.30	1,674.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CMT139G	Billy Kerkham Sluice Catchment	512.15	182.75	329.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CMT140G	West Lynn Sluice Catchment	1,851.84	685.44	1,166.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CMT141G	Cut Bridge Sluice Catchment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CMT142G	Merries Sluice Catchment	24.63	3.03	21.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CMT143G	Knowles Sluice Catchment	30.03	3.03	27.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CMT144P	Smeeth Lode Outfall	2,634.13	903.43	1,730.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CMT145P	Islington Pump Catchment	16,831.44	4,409.93	12,228.30	193.21	0.00	0.00	0.00	0.00	0.00	0.00
CMT146P	Reeds Drain Catchment	5,276.10	1,558.20	3,717.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CMT191P	Church Farm Catchment	287.91	69.21	218.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CMT211G	Babingley River Catchment	3,591.89	1,377.89	2,214.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CMTRD	Rainbow Drain Outside Area	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		89,583.08	26,965.71	60,593.40	2,023.97	0.00	0.00	0.00	0.00	0.00	0.00

OUTFALL MAINTENANCE

G037	Lighthouse Outfall	23.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00	23.70	0.00
G038	Main Sluice Outfall	23.70	0.00	56.00	0.00	0.00	0.00	0.00	0.00	23.70	0.00

From: 01 April 2020
To: 31 May 2020

Period: 2
Year Ending: 31 March 2021

ID	DRAIN MAINTENANCE	Actual 2020/21 £	Plant Charges £	Labour Charges £	Materials £	Contractors £	Electricity £	Fuel £	Insurance £	Telemetry £	Depreciation £
PR08	Goulds Culvert	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PR09	Wootton Road Culvert	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PR10	Middleton Stop	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PR12	Straight Mile Reservoir	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PR15	Bridges	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PR16	King's Reach Pond	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PR17	Smeeth Lode Storage Area East	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PR18	Smeeth Lode Storage Area West	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		136.82	7.22	129.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	STRUCTURES TOTAL	8,450.23	13.60	129.60	1,240.90	375.00	6,288.23	0.00	0.00	402.90	0.00
	DIRECT WORKS	£98,033.31	£26,979.31	£60,723.00	£3,264.87	£375.00	£6,288.23	£0.00	£0.00	£402.90	£0.00

R TAYLOR
OPERATIONS MANAGER

**LAND DRAINAGE ACT 1991 - SECTION 57(1) - CONTRIBUTIONS (REVENUE COSTS)
ACTUAL CLAIM IN RESPECT OF MAINTENANCE WORKS FOR THE FINANCIAL YEAR 2020/21**

DATE OF CLAIM: 23 June 2020

DRAINS	IDB Reference	Name	Actual Maintenance Activity (refer list in parag 3.1)	Highland Area (Hectares) (if available)	Number of properties at risk in highland area (if available)	(1)		(2)	(3)	(4)	(5)	(6)
						Total Length m	Total Worked Est. m	Total Expenditure £	Highland to Total Water Fraction (as %)	Total Expenditure X HW - TW (2) x (3) £	Sliding Fraction (as %)	Claim (4) x (5) £
CMT126G		Searles Catchment	Weed control & De-silting			852	0	0	55%	0	25%	0
CMT127G		Heacham Catchment (North & South)	Weed control & De-silting			16,155	16,155	2,595	62%	1,609	25%	402
CMT128P		Wolferton Catchment (inc. River Ingol)	Weed control & De-silting			37,390	37,390	20,751	38%	7,885	15%	1,183
CMT129P		North Wootton Catchment	Weed control & De-silting			6,338	6,338	2,345	56%	1,313	25%	328
CMT130G		Wootton Marsh Catchment	Weed control & De-silting			2,639	2,639	6,239	38%	2,371	15%	356
CMT131G		South Wootton Catchment	Weed control & De-silting			4,380	4,380	229	60%	137	25%	34
CMT134G		Gaywood Catchment (East & West)	Weed control & De-silting			20,988	20,988	9,866	63%	6,216	25%	1,554
CMT135P		Middleton Pierrepoint Catchment (East & West)	Weed control & De-silting			21,239	21,239	18,196	46%	8,370	15%	1,256
CMT132P		North Lynn Catchment	Weed control & De-silting			5,209	5,209	4,524	48%	2,171	15%	326
TOTALS						115,190	114,338	£64,745		£30,073		£5,439

TO: ENVIRONMENT AGENCY
ANGLIAN RFCC, CENTRAL AREA

FROM: KING'S LYNN INTERNAL DRAINAGE BOARD

IDB REF: PSM-2020/21

LAND DRAINAGE ACT 1991 - SECTION 57(1) - CONTRIBUTION (REVENUE COSTS)
ACTUAL CLAIM IN RESPECT OF PUMPING OPERATIONS FOR THE FINANCIAL YEAR 2020/21

DATE OF ACTUAL CLAIM: 23 June 2020

PUMPING STATIONS Name	Highland Area (Hectares) (If available)	Number of properties at risk in highland area (If available)	(1) Operating Costs				(2) Maintenance Costs				(3) Total Costs £	(4) HW to TW Fraction %	(5) Claim for this year (3) x (4) £
			Labour	Power	Other	Total	Planned	Repairs	Other	Total			
			£	£	£	£	£	£	£	£			
P128: Wolferton			0	2,820	2,096	4,916	0	0	24	24	4,940	25%	1,235
P129: North Wootton			0	183	633	816	653	0	24	677	1,493	15%	224
P132: North Lynn			0	0	17	17	0	0	24	24	41	25%	10
P135: Pierrepoint			0	101	552	653	600	0	47	647	1,300	25%	325
TOTALS			£0	£3,104	£3,298	£6,402	£1,253	£0	£119	£1,372	£7,774		£1,794

From: 01 April 2020
 To: 31 May 2020

 Period: 2
 Year Ending: 31 March 2021

Plant ID	Mobile Plant Operations Account	Notional Income	Unit Rate	Units Worked	Charge Out Unit	PL01 Labour	PL02 Fuel Oil Lub	3rd Party R&M PL03 & PL04	PL05 Licence & Ins	PL11 Plant Hire	PL06 Depn	Total Expenditure	Over (Under) Recovery
	Trailers	2,155.20		269		0.00	0.00	47.00	0.00	0.00	303.78	350.78	1,804.42
724	Ford Ranger AK15 DFU	678.22	0.55	1,233	Miles	0.00	62.05	0.00	265.00	0.00	555.50	882.55	-204.33
725	Ford Ranger AK14 ODE	0.00	0.55	0	Miles	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
726	Ford Ranger AK61 YFS	848.72	0.55	1,543	Miles	0.00	67.54	0.00	0.00	0.00	472.18	539.72	309.00
727	Ford Ranger AJ19 UEA	1,276.41	0.55	2,321	Miles	0.00	142.82	0.00	265.00	0.00	1,160.98	1,568.80	-292.39
	Pooled Vehicles	2,803.35		5,097		0.00	272.41	0.00	530.00	0.00	2,188.66	2,991.07	-187.72
101	B300 Water Pump (in container at Kettlewell House)	0.00	11.00	0	Hours	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
800	Diesel Driven Pump Unit	0.00	11.00	0	Hours	0.00	0.00	0.00	0.00	0.00	198.66	198.66	-198.66
806	Mobile Mess Room	0.00	100.00	0	Week	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
808	JD 3200 Telehandler	352.00	11.00	32	Hours	0.00	137.91	0.00	0.00	0.00	0.00	137.91	214.09
812	Berky Tree Cutter	150.00	12.00	13	Hours	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150.00
813	Herder Water Pump	0.00	11.00	0	Hours	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
815	PP3 Pile Hammer	0.00	12.00	0	Hours	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
816	ECH2300 Sweeper	0.00	11.00	0	Hours	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
817	Habbig Tree Cutter	168.00	12.00	14	Hours	0.00	0.00	0.00	0.00	0.00	0.00	0.00	168.00
818	Remote Control Mower	336.00	20.00	17	Hours	0.00	11.49	530.03	0.00	0.00	566.66	1,108.18	-772.18
	Attachments	1,006.00		75		0.00	149.40	530.03	0.00	0.00	765.32	1,444.75	-438.75
Mobile Plant Operations Account (this year Y-T-D)		£40,277.75		7,408		£0.00	£5,513.15	£9,444.76	£530.00	£0.00	£36,623.26	£52,111.17	-£11,833.42
Mobile Plant Operations Account (last year Y-T-D)		£39,323.60		7,846		£0.00	£4,580.60	£6,081.08	£10,544.70	£0.00	£34,693.90	£55,900.28	-£16,576.68

 R TAYLOR
 OPERATIONS MANAGER

From: 01 April 2020
To: 31 May 2020

Period To: 2
Year Ended: 31 March 2021

ID	Labour Operations Account	Actual 2019/20	Actual 2020/21	Annual Estimate	Variance
Work Done:					
7000	Labour Charges	595,680.06	88,244.30	651,780	-563,535.70
7005	Contributions from Contractors towards Fixed Overheads	0.00	0.00	0	0.00
		595,680.06	88,244.30	651,780	-563,535.70
Direct Costs:					
7010	Basic Pay	211,789.59	36,064.77	240,750	204,685.23
7020	Overtime	60,726.41	101.24	54,300	54,198.76
7030	Bonus	4,132.88	345.80	3,648	3,302.20
7040	Service Bonus	3,913.92	0.00	3,655	3,655.00
7050	Attendance Pay	698.58	0.00	700	700.00
7060	Proficiency Certificates	1,600.00	0.00	1,800	1,800.00
7080	Call Out/Expenses	239.89	34.54	200	165.46
7100	Travelling	22,970.75	2,313.25	22,000	19,686.75
7110	Holiday Pay	32,368.23	5,008.01	27,350	22,341.99
7120	Sick Pay	5,432.31	176.75	0	-176.75
		343,872.56	44,044.36	354,403	310,358.64
Variable Overheads:					
7070	Telephones	2,833.26	236.74	2,800	2,563.26
7075	Lone Worker Telephone Charges	0.00	0.00	0	0.00
7130	Employers NI Costs	33,090.17	3,530.57	31,298	27,767.14
7140	Employers Pension Costs	66,381.65	8,782.37	70,076	61,293.85
7150	Private Medical Health Insurance	5,850.92	6,448.15	6,448	0.00
7240	Training Course Fees	572.32	0.00	200	200.00
7250	Protective Clothing/Health and Safety	5,504.85	0.00	4,000	4,000.00
		114,233.17	18,997.83	114,822	95,824.25
Fixed Supervision Overheads:					
7160	Operations Manager (AGAR)	62,740.92	11,051.44	66,400	55,348.56
7161	Operations Manager (Other Employment Costs)	0.00	833.69	1,100	266.31
7170	Project Manager - Vehicle AK19 WWO	7,380.96	856.26	7,500	6,643.74
7180	Works Supervisor (AGAR)	42,446.70	6,672.10	40,300	33,627.90
7181	Works Supervisor (Other Employment Costs)	0.00	22.22	550	527.78
7195	Operations manager - Vehicle AJ66 AAE/AK69 RTV	8,538.85	1,135.14	8,350	7,214.86
7231	Works Supervisor - Vehicle AK14 ODE	8,265.62	506.37	5,000	4,493.63
		129,373.05	21,077.22	129,200	108,122.78
		580,065.71	81,930.75	585,293	503,362.37
	Depreciation of Company Vehicles etc.	7,413.07	2,188.66	13,132	10,943.30
	Staff Costs (including depreciation)	587,478.78	84,119.41	598,425	514,305.67
Depot Overheads:					
7260	Small Tools and Consumables	6,232.16	460.49	5,000	4,539.51
7300	Business Rates Workshops	2,710.72	2,754.89	2,755	0.00
7305	Electricity & Fuel Workshops	0.00	0.00	0	0.00
7310	Water Workshops	0.00	0.00	0	0.00
7315	Heating Oil Workshops	0.00	0.00	0	0.00
7320	Repairs & Maintenance Workshops (inc. PR01 and PR04)	47,521.83	13,140.90	45,000	31,859.10
7335	Telephone Workshops	583.95	143.05	600	456.95
		57,048.66	16,499.33	53,355	36,855.56
		-£48,847.38	-£12,374.44	£0	-£12,374.47
Net Operating Surplus/(Deficit)					
Productive Hours:					
K0060	Julian Gowler	2,104	333	2100	-1,767
K0070	Nick Roper	2,029	299	2100	-1,801
K0076	Matthew Cole	1,608	346	1800	-1,454
K0080	Paul Fordham	1,310	237	1840	-1,603
K0082	Nicholas Scott	1,626	298	1800	-1,502
K0090	Steve Perry	106	0	0	0
K0110	Ben Halliday	1,927	287	1950	-1,663
K0165	Jon Noble	2,115	215	2150	-1935
K0170	Harvey Howe	2,051	251	2100	-1849
K0075	Oliver Cheetham	2,060	191	2100	-1909
K0085	Malcolm Thorpe	2,016	286	2100	-1814
K0105	Matthew Norman	2,020	311	2100	-1789
K0120	Jack Voutt	1,979	214	2000	-1786

From: 01 April 2020
To: 31 May 2020

Period To: 2
Year Ended: 31 March 2021

ID	Labour Operations Account	Actual 2019/20	Actual 2020/21	Annual Estimate	Variance
		22,950	3,268	24,140	-20,872
	Cost/Hour:				
	Direct Cost	14.98	13.48	14.68	1.20
	Variable Overhead	4.98	5.81	4.76	-1.05
	Fixed Supervision Overhead	5.64	6.45	5.35	-1.10
	Depot Overhead	2.49	5.05	2.21	-2.84
	Cost/Hour	£28.09	£30.79	£27.00	-£3.79
	Holidays Taken:				
K0060	Julian Gowler	23	11	39	-28
K0070	Nick Roper	32	2	31	-29
K0076	Matthew Cole	16	2	24	-22
K0080	Paul Fordham	34	8	29	-21
K0095	Philip Norman	25	7	34	-27
K0110	Ben Halliday	16	7	31	-24
K0165	Jon Noble	19	16	44	-28
K0170	Harvey Howe	19	7	34	-27
K0075	Oliver Cheetham	25	3	26	-23
K0082	Nicholas Scott	20	0	24	-24
K0085	Malcolm Thorpe	28	2	28	-26
K0105	Matthew Norman	25	1	26	-25
K0120	Jack Voutt	21	11	34	-23
		303	77	404	-327
	Sickness/Authorised Absences:				
K0060	Julian Gowler	0	0	0	0
K0070	Nick Roper	0	0	0	0
K0076	Matthew Cole	5	0	0	0
K0080	Paul Fordham	33	1	0	1
K0095	Philip Norman	3	0	0	0
K0110	Ben Halliday	1	0	0	0
K0165	Jon Noble	0	0	0	0
K0170	Harvey Howe	3	0	0	0
K0075	Oliver Cheetham	2	5	0	5
K0082	Nicholas Scott	3	2	0	2
K0085	Malcolm Thorpe	2	0	0	0
K0105	Matthew Norman	2	0	0	0
K0120	Jack Voutt	1	0	0	0
		55	8	0	8

Coronavirus Related Absence:

	Self Isolating (Inc. in Sickdays)	Covid Standing Time
K0060 Julian Gowler	0	3
K0070 Nick Roper	0	12
K0076 Matthew Cole	0	6
K0080 Paul Fordham	0	14
K0095 Philip Norman	0	0
K0110 Ben Halliday	0	7
K0165 Jon Noble	0	8
K0170 Harvey Howe	0	13
K0075 Oliver Cheetham	0	16
K0082 Nicholas Scott	0	10
K0085 Malcolm Thorpe	0	12
K0105 Matthew Norman	0	11
K0120 Jack Voutt	0	12
	0	124

R TAYLOR
OPERATIONS MANAGER

From: 01 April 2020
To: 31 May 2020

Period: 2
Year Ending: 31 March 2021

Asset ID	Fixed Assets Register	Purchased/ Revalued	Depreciation Period (Yrs)	Capital Cost B/Fwd	Reval.	Additions	Disposals	Capital Cost C/Fwd	Depreciation B/Fwd	Depreciation	Acc.dprn w/out on Disposal	Depreciation C/Fwd	Profit/(Loss)/ on Disposal	Net Book Value	Residual Value Mobile Plant & Equipment
100	Wirewatchers	24/04/2008	2	38,457.33	0.00			38,457.33	38,457.33	0.00		38,457.33		0.00	
101	Pump	07/11/2013	1	0.00	0.00			0.00	0.00	0.00		0.00		0.00	
	Attachments			169,504.37	0.00	0.00	0.00	169,504.37	113,814.48	765.32	0.00	114,579.80	0.00	54,924.57	
724	Ford Ranger AK15 DFU	01/06/2015	3	17,722.99	0.00			17,722.99	13,833.49	555.50		14,388.99		3,334.00	
725	Ford Ranger AK14 ODE	29/05/2014	3	18,342.39	0.00			18,342.39	18,342.39	0.00		18,342.39		0.00	
726	Ford Ranger AK61 YFS	20/04/2018	3	8,500.00	0.00			8,500.00	5,666.16	472.18		6,138.34		2,361.66	
727	Ford Ranger AJ19 UEA	09/05/2019	3	20,899.88	0.00			20,899.88	6,385.39	1,160.98		7,546.37		13,353.51	
	Vehicles			65,465.26	0.00	0.00	0.00	65,465.26	44,227.43	2,188.66	0.00	46,416.09	0.00	19,049.17	
	Fixed Assets: Mobile Plant and Equipment			£1,821,252.92	£0.00	£78,500.00	0.00	£1,899,752.92	£898,592.57	£36,623.26	£0.00	£935,215.83	£0.00	£964,537.09	

From: 01 April 2020
 To: 31 May 2020

 Period: 2
 Year Ending: 31 March 2021

Asset ID	Fixed Assets Register	Purchased/ Revalued	Depreciation Period (Yrs)	Capital Cost B/Fwd	Reval.	Additions	Disposals	Capital Cost C/Fwd	Depreciation B/Fwd	Depreciation	Acc.dprn w/out on Disposal	Depreciation C/Fwd	Profit/(Loss)/ on Disposal	Net Book Value	Residual Value Mobile Plant & Equipment
L001	Bank west side of Smeeth Lode, Walsoken Upper End			50.00	0.00			50.00	0.00	0.00		0.00		50.00	
L002	Bank west side of Smeeth Lode from railway X			25.00	0.00			25.00	0.00	0.00		0.00		25.00	
L003	Bank west side of Walpole Gate to St Johns End			25.00	0.00			25.00	0.00	0.00		0.00		25.00	
L004	Fence bank from Walpole Old Toll to Church Lane			12.50	0.00			12.50	0.00	0.00		0.00		12.50	
L005	Fence bank from Fenditch to Crossroads at TSC			19.00	0.00			19.00	0.00	0.00		0.00		19.00	
L006	Fence bank from Walpole Old Toll to Smeeth Lode			25.00	0.00			25.00	0.00	0.00		0.00		25.00	
L007	Bank of Smeeth Lode to Faulknors Tunnel			40.00	0.00			40.00	0.00	0.00		0.00		40.00	
L008	Bank adj main drain			250.00	0.00			250.00	0.00	0.00		0.00		250.00	
L009	Garden adjoining main drain			5.00	0.00			5.00	0.00	0.00		0.00		5.00	
L010	Black Ditch Level			250.00	0.00			250.00	0.00	0.00		0.00		250.00	
L011	Middle Bank at Birds Wash			200.00	0.00			200.00	0.00	0.00		0.00		200.00	
L012	Half of the Middle Bank eastern side			75.00	0.00			75.00	0.00	0.00		0.00		75.00	
L013	Half of the Middle western side			50.00	0.00			50.00	0.00	0.00		0.00		50.00	
L014	Part of old Roman, Tilney boundary			50.00	0.00			50.00	0.00	0.00		0.00		50.00	
L015	Part of old Roman Banklands Hall			30.00	0.00			30.00	0.00	0.00		0.00		30.00	
L016	Shetland Pony corner			40.00	0.00			40.00	0.00	0.00		0.00		40.00	
L017	Green Bank from Mr Barnes House			2.00	0.00			2.00	0.00	0.00		0.00		2.00	
L018	Part of 5 Mile TSJ			33.91	0.00			33.91	0.00	0.00		0.00		33.91	
L019	Land at West Lynn			40.00	0.00			40.00	0.00	0.00		0.00		40.00	
L020	Land adjacent Gaywood River NK368981			264,060.00	0.00			264,060.00	0.00	0.00		0.00		264,060.00	
L021	Land at Emneth for flood reservoir			70,675.00	0.00			70,675.00	0.00	0.00		0.00		70,675.00	
L022	Land at Emneth, Wisbech NK398723			55,000.00	0.00			55,000.00	55,000.00	0.00		55,000.00		0.00	
L023	Land at North Lynn Pumping Station			10,000.00	0.00			10,000.00	0.00	0.00		0.00		10,000.00	
M001	Telemetry			17,620.80	0.00			17,620.80	17,620.80	0.00		17,620.80		0.00	
M002	Portable Office			1,080.00	0.00			1,080.00	1,080.00	0.00		1,080.00		0.00	
P135A	CAT 3412 Generator			76,160.00	0.00			76,160.00	60,928.00	0.00		60,928.00		15,232.00	
PR01	Kettlewell House NK391156 (80%) [Revalued 2010]	25/08/2009	20	398,600.00	0.00			398,600.00	95,663.64	1,328.66		96,992.30		301,607.70	
PR01A	Kettlewell House			77,500.00	0.00			77,500.00	77,500.00	0.00		77,500.00		0.00	
WG139	Weedscreen Cleaner - Billy Kerkham		10	40,400.00	0.00			40,400.00	40,400.00	0.00		40,400.00		0.00	
WP137	Weedscreen Cleaner - Eaubrink & North Wootton		10	88,785.00	0.00			88,785.00	88,785.00	0.00		88,785.00		0.00	
WPR08	Weedscreen Cleaner - Goulds Culvert		10	82,640.00	0.00			82,640.00	82,640.00	0.00		82,640.00		0.00	
Fixed Assets: Land and Buildings				£1,183,743.21	£0.00	£0.00	0.00	£1,183,743.21	£519,617.44	£1,328.66	£0.00	£520,946.10	£0.00	£662,797.11	

From: 01 April 2020
 To: 31 May 2020

 Period: 2
 Year Ending: 31 March 2021

Asset ID	Fixed Assets Register	Purchased/ Revalued	Depreciation Period (Yrs)	Capital Cost B/Fwd	Reval.	Additions	Disposals	Capital Cost C/Fwd	Depreciation B/Fwd	Depreciation	Acc.dprn w/out on Disposal	Depreciation C/Fwd	Profit/(Loss)/ on Disposal	Net Book Value	Residual Value Mobile Plant & Equipment
P017	Waltham Farms	31/03/2010	10	0.00	0.00			0.00	0.00	0.00		0.00		0.00	
P019	Crabbes Abbey	31/03/2010	10	50,000.00	0.00			50,000.00	50,000.00	0.00		50,000.00		0.00	
P040	Ingleborough	31/03/2010	10	100.00	0.00			100.00	100.00	0.00		100.00		0.00	
P128	Wolferton	31/03/2010	10	41,000.00	0.00			41,000.00	41,000.00	0.00		41,000.00		0.00	
P129	North Wootton	31/03/2010	10	24,000.00	0.00			24,000.00	24,000.00	0.00		24,000.00		0.00	
P132	North Lynn	31/03/2010	10	20,000.00	0.00			20,000.00	20,000.00	0.00		20,000.00		0.00	
P135	Pierrepoint	31/03/2010	10	298,400.00	0.00			298,400.00	298,400.00	0.00		298,400.00		0.00	
P136	Middleton Fen	31/03/2010	10	750.00	0.00			750.00	750.00	0.00		750.00		0.00	
P137	Eau Brink	31/03/2010	10	26,500.00	0.00			26,500.00	26,500.00	0.00		26,500.00		0.00	
P138	Green Bank	31/03/2010	10	73,500.00	0.00			73,500.00	73,500.00	0.00		73,500.00		0.00	
P145	Islington	31/03/2010	10	247,750.00	0.00			247,750.00	247,750.00	0.00		247,750.00		0.00	
P146	New Wolferton Pumping Station (Complete 31.3.20_	31/03/2020	50	3,161,899.09	0.00			3,161,899.09	0.00	0.00		0.00		3,161,899.09	
	Pumping Stations (Revalued 2010)			3,943,899.09	0.00	0.00	0.00	3,943,899.09	782,000.00	0.00	0.00	782,000.00	0.00	3,161,899.09	
PR02	Islington House	31/03/2010	10	34,006.00	0.00			34,006.00	34,006.00	0.00		34,006.00		0.00	
PR07	Green Bank Musuem	31/03/2010	10	72,474.00	0.00			72,474.00	72,474.00	0.00		72,474.00		0.00	
	Properties (Revalued 2010)			106,480.00	0.00	0.00	0.00	106,480.00	106,480.00	0.00	0.00	106,480.00	0.00	0.00	
Fixed Assets: Pumping Stations and Properties				£4,050,379.09	£0.00	£0.00	0.00	£4,050,379.09	£888,480.00	£0.00	£0.00	£888,480.00	£0.00	£3,161,899.09	
Shared Consortium Assets (51.6%)				£3,178.50	£651.02	£0.00	£0.00	£3,829.52	£3,829.52	£0.00	£0.00	£3,829.52	£0.00	£0.00	
Fixed Assets				£7,058,553.72	£651.02	£78,500.00	£0.00	£7,137,704.74	£2,310,519.53	£37,951.92	£0.00	£2,348,471.45	£0.00	£4,789,233.29	

From: 01 April 2020
To: 31 May 2020

Period: 2
Year Ending: 31 March 2021

BOX NO. ANNUAL RETURN, FOR THE YEAR ENDED 31 MARCH 2021	ACTUAL 2019/20 £	ACTUAL 2020/21 £
1 Balances brought forward		
General Reserve	365,456	3,294,925
Development Reserve	1,187,343	1,302,023
Plant Reserve	2,821,148	2,821,148
Capital Works Reserve	0	0
Grants Reserve	-472,670	1,458,126
Revaluation Reserve	415,700	326,852
Pension Reserve	-3,614,000	-3,025,000
As per Statement of Accounts	702,977	6,178,074
(-) Fixed Assets, Long Term Liabilities, Loans and Finance Leases		
Pension Liability	-3,614,000	-3,025,000
Loans and Leases Outstanding (Current Liabilities)	0	-108,602
Prior Year Capital Works Adjustment	-2,509,795	0
Long Term Borrowing	-9,909,256	-9,815,860
Net Book Value of Tangible Fixed Assets	1,739,370	4,748,685
	-14,293,681	-8,200,777
(=) Adjusted Balances brought forward	14,996,658	14,378,851
2 (+) Rates and Special Levies		
Drainage Rates	322,328	328,495
Special Levies issued by the Board	1,960,429	1,999,540
As per Statement of Accounts	2,282,757	2,328,035
3 (+) All Other Income		
Grants Applied	4,133,204	335,252
Rental Income	11,436	6,497
Highland Water Contributions	63,480	0
Income from Rechargeable Works	210,904	18,419
Investment Interest	112,506	10,267
Development Contributions	138,447	32,198
Net Surplus on Operating Accounts	0	0
Public Works Loan taken out	0	0
Other Income	355,535	19,310
Profit/(Loss) on disposal of Fixed Assets	-2,561	0
As per Statement of Accounts	5,022,951	421,944
(+) Income from Sale of Fixed Assets (above profit/(loss))		
Capital Cost of disposals	219,675	0
Less: Accumulated depreciation written out	-133,991	0
	85,684	0
(+) Grants Applied to Grant Received Conversion		
(-) Grant Applied	-4,133,204	-335,252
(+) Grants Received	6,064,000	1,500,000
	1,930,796	1,164,748
(=) Adjusted Other Income	7,039,432	1,586,692

From: 01 April 2020
To: 31 May 2020

Period: 2
Year Ending: 31 March 2021

BOX NO. ANNUAL RETURN, FOR THE YEAR ENDED 31 MARCH 2021	ACTUAL 2019/20 £	ACTUAL 2020/21 £
4 (-) Staff Costs		
Labour Operations Account	574,927	81,931
Technical Support Staff Costs	288,414	42,642
Shared Administration Staff Costs	94,201	20,588
	957,542	145,161
5 (-) Loan Interest/Capital Repayments		
Loan Interest	286,696	142,330
Capital Repayments	93,395	47,716
As per Statement of Accounts	380,091	190,046
6 (-) All Other Expenditure		
Capital Works	4,228,421	551,074
Maintenance Works	1,327,619	145,836
Environment Agency Precept	170,572	174,352
Development Expenditure	23,767	0
Administration Charges	390,080	32,266
Cost of Rechargeable Works	158,725	6,851
Net Deficit/(Surplus) on Operating Accounts	76,872	24,208
Depreciation/(Revaluation) of Pumping Stations	88,848	0
As per Statement of Accounts	6,464,904	934,587
(-) All Other Expenditure (Non Cash)		
Plant and Equipment	200,421	36,623
Depreciation/(Revaluation) of Pumping Stations	88,848	0
Depreciation of Kettlewell House (included in admin.exp.)	7,972	1,329
	297,241	37,952
(-) Staff Costs now reported in Box 4	957,542	145,161
(+) Capitalised Additions		
Land and Buildings	0	0
Pumping Stations	3,161,899	0
Plant and Equipment	230,342	78,500
	3,392,241	78,500
(=) Adjusted Other Expenditure	8,602,362	829,974
7 (=) Balances carried forward		
General Reserve	3,294,925	4,967,984
Development Reserve	1,302,023	1,302,023
Capital Works Reserve	0	0
Grants Reserve	1,458,126	2,622,875
Plant Reserve	2,821,148	2,821,148
Revaluation Reserve	326,852	326,852
Pension Reserve	-3,025,000	-3,025,000
As per Statement of Accounts	6,178,074	9,015,882
(-) Fixed Assets, Long Term Liabilities, Loans and Finance Leases		

From: 01 April 2020
To: 31 May 2020

Period: 2
Year Ending: 31 March 2021

BOX NO. ANNUAL RETURN, FOR THE YEAR ENDED 31 MARCH 2021	ACTUAL 2019/20 £	ACTUAL 2020/21 £
Pension Reserve	-3,025,000	-3,025,000
Loans Outstanding (Current Liabilities)	0	0
Current Liabilities	-108,602	-108,602
Long Term Borrowing	-9,815,860	-9,768,145
Net Book Value of Tangible Fixed Assets	4,748,685	4,789,233
	-8,200,778	-8,112,515
(=) Adjusted Balances carried forward	14,378,852	17,128,397
8 Total Cash and Short Term Investments		
Bank Current Account	1,855,249	2,032,354
Short Term Investments	9,500,000	10,500,000
As per Statement of Accounts	11,355,249	12,532,354
9 Total Fixed Assets and Long Term Assets (Net Book Value)		
Land and Buildings	664,126	662,797
Plant and Equipment	922,660	964,537
Pumping Stations and Properties	3,161,899	3,161,899
Shared Consortium Assets	0	0
As per Statement of Accounts	4,748,686	4,789,234
10 Total Borrowings		
Loans Due (<= 1 Year)	96,123	48,408
Loans Due (> 1 Year)	9,719,737	9,719,737
As per Statement of Accounts	9,815,859	9,768,144

From: 01 April 2020
To: 31 May 2020

Period: 2
Year Ending: 31 March 2021

BOX NO. ANNUAL RETURN, FOR THE YEAR ENDED 31 MARCH 2021	ACTUAL 2019/20 £	ACTUAL 2020/21 £
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7, 8 RECONCILIATION BETWEEN BOXES 7 AND 8	ACTUAL 2019/20 £	ACTUAL 2020/21 £
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7	Balances carried forward (adjusted)	14,378,852	17,128,397
	(-) Deduct: Debtors and Prepayments		
	Stocks and Consumables	7,444	4,664
	Trade Debtors	94,958	142,906
	Work in Progress	2,999,147	3,001,963
	Drainage Rates and Special Levies Due	8,657	1,065,675
	Prepayments	0	0
	Prepayment/(Accrual) to WMA	-4,430	364,818
	Accrued Investment Income	0	0
	H M Revenue and Customs	611,614	126,932
	Grant Aid Due	0	0
		3,717,391	4,706,957
	(+) Add: Creditors and Payments Received in Advance		
	Trade Creditors	659,485	77,261
	Payments received in advance	13,292	30,654
	Accruals	21,012	3,000
		693,789	110,915
	(=) Box 8	11,355,249	12,532,354
8	(=) Total Cash and Short Term Investments		
	Bank Current Account	1,855,249	2,032,354
	Short Term Investments	9,500,000	10,500,000
		11,355,249	12,532,354

P J CAMAMILE MA FCIS
CHIEF EXECUTIVE

24 MAY 2020

S JEFFREY BSc (Hons) FCCA
FINANCE & RATING MANAGER

King's Lynn IDB

Schedule of Paid Accounts

Payment Date From : 01/04/2020

Payment Date To : 31/05/2020

<u>Account ID</u>	<u>Name</u>	<u>Details</u>	<u>Amount Paid This Period</u>
AN0100	Anglia Farmers Ltd	Electricity	56,426.37
AN0101	Anglian Water DD	Water Charge	11.76
AN0102	Anglian Water Business Ltd	Water Rates	11.93
AR0001	Allstar Arval	Fuel	2,077.54
AS0120	Richard Askew Agricultural Supplies	Spares & Repairs	2,109.84
BA0002	Balfour Beatty Civil Eng Ltd	Works executed	1,220,316.98
BO0001	Borough Council of King's Lynn &	Pierpoint Rates	454.89
BO0240	BOC Ltd	Oxygen	150.76
BT0270	BT	Phone/Broadband	483.48
DE0002	M J Dent Heating Services Limited	Boiler Servicing	284.40
DO0004	John W Doubleday	Spares & Repairs	136.73
DO0005	Ernest Doe & Sons Ltd	Servicing/parts	636.04
DV0001	DVLA	Vehicle Tax	265.00
EL0002	Elecosoft UK Ltd	Powerproject Licence	270.00
EN0001	Environment Agency Precept	Precept	87,176.00
EON001	E.ON	Electricity	29.53
FR0001	Franklin Industrial Supplies Ltd	Small Tools	183.07
FU0001	The Fuel Store Ltd	Fuel	10.80
HA0810	Hayley Group plc	Engineering Supplies	1,109.07
IN0001	Inland Revenue	Paye & Nic	16,821.57
JE1010	Jewson	Materials	37.37
JO1060	A T Johnson	Spares	13.56
KI0001	King's Lynn IDB	Drainage Rates	280.40
KI0003	Kings Lynn Conservancy Board	Capital Works	334.26
LA0002	Lawn Boy Farm Services	Servicing	171.36
MA0001	Marshall Ford DD	Ford Lease	2,208.30
MA0008	B W Mack (Machinery) Ltd	Parts/Servicing	491.86
MA1310	Mastenbroek Ltd	Herder Mowing Bucket/Parts	101,227.36
MU0001	Murley Agricultural Supplies Ltd	Service Contract	1,308.00
MW0001	MW Equestrian	Capital Works	14,204.16
NO0001	Norfolk Pension Fund	Pension Contributions	17,764.12
OP0001	Optima Metal Services	Steel	68.00
OR1550	Oriel Systems Ltd	Telemetry Maintenance	4,221.60
PA0002	Paktronic Engineering Co Ltd	Fault Investigation	450.00
PBA001	Stantec UK Limited	Capital Works	7,621.96
PU1680	Public Works Loan Board	Loan Repayment	190,045.64
SS0001	SSCL	Legal Fees/Licences	1,376.75
ST0002	Stapleton's (Tyre Services) Ltd	Tyres/Puncture Repairs	56.40
TI2050	Timber Services Ltd	Materials	2,092.28
UN0002	Unveiling Curtains Ltd	Curtain Hire	570.00
VJ2250	V & J Knitwear Ltd	Protective Clothing	72.00
VO0001	Vodafone Ltd	Mobile Phone	728.34

King's Lynn IDB
Schedule of Paid Accounts

Payment Date From : 01/04/2020

Payment Date To : 31/05/2020

<u>Account ID</u>	<u>Name</u>	<u>Details</u>	<u>Amount Paid This Period</u>
WA0001	Watson Petroleum	Gas Oil	7,807.39
WA2310	Water Management Alliance	Rechargeable Works	34,316.40
WA2320	Watling JCB Ltd (Wymondham)	Service/Repairs	1,426.02

Please note that the amounts shown above include Vat **£1,777,859.29**

**KING'S LYNN INTERNAL DRAINAGE BOARD
RISK REGISTER**

STRATEGIC OBJECTIVES	RISK	IMPACT	LIKELIHOOD SCORE (1 – 3)	IMPACT SCORE (1 – 3)	RISK RATING (HIGH, MEDIUM, LOW)	RESPONSE (ACTIONS PLANNED/TAKEN)
To reduce the flood risk to people, property, public infrastructure and the natural environment by providing and maintaining technically, environmentally and economically sustainable flood defences within the Internal Drainage District (IDD)	(1a) Reduction in, or insufficient finance, grant and income (1b) EA may cease to pay highland water contribution to IDBs	Erosion of Board's capital and general reserves Reduction in FCERM service the Board is able to provide Unable to replace assets as scheduled in the Board's asset plan and EA MTP	3	3	High 9 →	Explore alternative funding streams 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, which in turn would provide additional rates to the Board from the upland area. Defra supports the Rivers Authority and Land Drainage Private Members Bill, which, if enacted could facilitate these aims. Close liaison with EA to support its next 6 year compulsory spending programme to facilitate inclusion of IDB programmes/FDGiA where possible.
	(1d) The EA is no longer willing or able to carry out work on sea defences that protects the Internal	Potential overtopping into the IDD during severe weather events. Cost implication	2	3	High 6 ↓	Formation of the East Coast Management Strategy with KL&WNBC and local business community and the East Coast Wash Community Interest Company is

**KING'S LYNN INTERNAL DRAINAGE BOARD
RISK REGISTER**

STRATEGIC OBJECTIVES	RISK	IMPACT	LIKELIHOOD SCORE (1 – 3)	IMPACT SCORE (1 – 3)	RISK RATING (HIGH, MEDIUM, LOW)	RESPONSE (ACTIONS PLANNED/TAKEN)
	<p>Drainage District, or continues to maintain the sea defences but to a reduced specification</p> <p>Potential risk of receiving less PSCA work from the EA</p>	<p>of managing the increase in water</p> <p>Potential loss of Income and reputational damage to Board and WMA Group</p>	2	3	High 6	<p>raising funds which will contribute to recycling and rechargeable works costs when EA activity is withdrawn.</p> <p>IDB to work with key stakeholders to develop strategy for investment to reduce risk.</p> <p>Use of Public Sector Cooperation Agreement (PSCA) to facilitate partnership working with other risk management authorities (RMAs).</p>
	(1e) Flood risk management for the Fens project. EA project looking at collaborative and partnership approach with all relevant IDBs to future flood risk management of the Great Ouse Fens	Potential reduction in grant funding for flood risk management in the Fens	2	3	6 →	Board representation on this project implemented by the EA.
	(1g) Potential for enforced works on IDB infrastructure	Huge cost implication if works are not grant funded	2	3	6 →	EA has provided derogation until end 2020. Work. Board to apply for grant aid.

**KING'S LYNN INTERNAL DRAINAGE BOARD
RISK REGISTER**

STRATEGIC OBJECTIVES	RISK	IMPACT	LIKELIHOOD SCORE (1 – 3)	IMPACT SCORE (1 – 3)	RISK RATING (HIGH, MEDIUM, LOW)	RESPONSE (ACTIONS PLANNED/TAKEN)
	arising from implementation of Eel Regs 2009					
To enable and facilitate land use for residential, commercial, recreational and environmental purposes by guiding and regulating activities, which have the potential to increase flood risk	<p>(3a) Planning Authorities ignore advice provided by Board, which leads to increased flood risk</p> <p>(3b) SUDs managed by private management companies who allow them to fall into disrepair through lack of long term maintenance</p>	<p>Increased flood risk</p> <p>Potential for lost income from SWDCs and commuted sums</p> <p>Inadequate or lack of maintenance of SUDs could have an adverse impact on the IDB infrastructure and subsequently increase the risk of flooding</p>	2	3	High 6 ↑	<p>Planning/Enforcement is undertaken by the Board's Sustainable Development Officers and issues are raised at Board and Committee meetings.</p> <p>Officers' comments on planning applications are available on Local Authority website.</p> <p>A SUDs adoption and charging policy has been approved by the Board on November 2016.</p> <p>The Board adopted the variable SWDC rate and banding arising from the 2018 review undertaken in conjunction with WMA Flood and Water Manager. New rates and banding introduced 1 October 2018</p> <p>Updated Planning and Byelaw Strategy Document approved by the WMA on 7 December 2018 and by the Board in May 2019.</p>

Risk Assessment Matrix (From the Risk Management Strategy and Policy as approved 13 January 2017)

Risk Assessment Matrix

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

The categories for impact and likelihood are defined as follows:

IMPACT

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

LIKELIHOOD

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

A VIRTUAL MEETING OF THE WMA CONSORTIUM MANAGEMENT COMMITTEE (CMC) WAS HELD USING ZOOM ON FRIDAY, 26 JUNE 2020 AT 9.30 AM

- | | |
|--|--|
| * S G Bambridge (Norfolk Rivers IDB) | * E Greenwell (East Suffolk IDB) |
| * L E Baugh (Broads (2006) IDB) | * Lord Howard of Rising (King's Lynn IDB) |
| * R Buxton (Broads (2006) IDB) | * B Long (King's Lynn IDB) |
| * J Carrick (Norfolk Rivers IDB) | * S A R Markillie (South Holland IDB) |
| * H Carrie (Waveney, Lower Yare & Lothingland IDB) | * J Marson (East Suffolk IDB) |
| * B Collen (Waveney, Lower Yare & Lothingland IDB) | * T Matkin (King's Lynn IDB) |
| * H G Cator (Norfolk Rivers IDB) | * C Mutton (Waveney, Lower Yare & Lothingland IDB) |
| P Coupland (South Holland IDB) | * M Paul (East Suffolk IDB) |
| * S G Daniels (Broads (2006) IDB) | * D R Worth (South Holland IDB) |
| | * Present (94%) |

Mr S A R Markillie in the Chair

In attendance:

Ben Blower (WLY&L), Cathryn Brady (Sustainable Development Manager), Phil Camamile (Chief Executive), Sue Cook (PA to the CEO) and Sallyanne Jeffrey (Finance and Rating Manager)

ID	WMA Consortium Management Committee, Minute	Action
14/20	APOLOGIES FOR ABSENCE	
14/20/01	Apologies for absence were received from Peter Coupland.	
14/20/02	It was noted that the attendance register would be signed by all members present at a later date, in accordance with section 2.20 of the Consortium Agreement dated 15 May 2008.	
14/20/03	The Chief Executive confirmed that the meeting was quorate, with all 6 WMA Member Boards represented, in accordance with section 2.8 of the Consortium Agreement dated 15 May 2020.	
15/20	WELCOME AND INTRODUCTIONS	
15/20/01	The Chairman welcomed Jane Marson to the meeting and advised members that she was now Chairman of East Suffolk IDB and would serve on the Consortium Management Committee with immediate effect. He also informed members that Michael Paul had become Vice-Chairman of East Suffolk IDB. RESOLVED that this be noted.	
15/20/02	The Chairman welcomed Hamish Carrie, Bryan Collen, Chris Mutton and Ben Blower from Waveney, Lower Yare and Lothingland IDB to their first WMA CMC meeting. RESOLVED that this be noted.	
16/20	ELECTION OF CHAIRMAN AND VICE-CHAIRMAN	

ID	WMA Consortium Management Committee, Minute	Action
16/20/01	The Chief Executive requested nominations for Chairman of the WMA Consortium Management Committee for the year to 31 March 2021. It was proposed by Mr H G Cator, seconded by Mr T Matkin and carried unanimously to elect Mr S A R Markillie to serve as the CMC's Chairman for one year from 1 April 2020 to 31 March 2021.	
16/20/02	It was proposed by Mr S A R Markillie, seconded by Mr M Paul and carried unanimously to elect Mr R Buxton to serve as the CMC's Vice-Chairman for one year from 1 April 2020 to 31 March 2021. RESOLVED that this be noted.	
17/20	DECLARATIONS OF INTEREST	
17/20/01	Sam Markillie declared an interest in the payment of £254.25 and of £1,800 to Strawberry Hall Farms which appeared on the Schedule of Paid Accounts between 01 March 2020 and 31 March 2020. RESOLVED that this be noted.	
18/20	MINUTES OF THE LAST MEETING	
18/20/01	The minutes of the last Consortium Management Committee meeting held on 27 March 2020 were approved and confirmed as a true record. The minutes would be signed by the Chairman at a later date. Arising therefrom:	SARM
19/20	MATTERS ARISING	
19/20/01	Relocation of WMA Office (06/20/01)	
	The Chief Executive thanked Brian Long and reported that good progress had been made with completion documents now being prepared for signing. RESOLVED that this be noted.	
19/20/02	Renewal of PSCAs with EA (06/20/02)	
	The Chief Executive apprised members of the current position on renewing the 5 year Public Sector Co-operation Agreements (PSCAs) with the Environment Agency (EA): The PSCA with King's Lynn IDB had been renewed; the PSCA with South Holland IDB was pending signing by the EA; and Simon Hawkins Area Manager of the Eastern Area had stated he was prepared to extend the 3 PSCAs for Broads IDB, East Suffolk IDB and Norfolk Rivers IDB for a further year pending conclusion of the EAs investigation at Iken. The Chief Executive would discuss the merits of this proposal with the 3 Eastern Boards concerned, versus not	
	extending, in an attempt to bring the EAs investigation to a conclusion. RESOLVED that this be noted.	
19/20/03	Water Resources East (WRE) 06/20/03	

ID	WMA Consortium Management Committee, Minute	Action
	<p>The Chief Executive apprised members that he had asked ADA and ADAs Director on the WRE Board (David Thomas, Chief Executive of the Middle Level Commissioners) for an update, but this was still to be received. As Chairman of WRE, Henry Cator advised the Chief Executive to speak directly to Robin Price (Chief Executive of WRE) regarding the matter and lack of timely feedback received. RESOLVED that this be noted.</p>	
19/20/04	<p>Development Control: Review of Enforcement Procedures (06/20/05)</p>	
	<p>The Sustainable Development Manager advised members that she was fully engaged with Phase 2 of the Enforcement Review and was speaking with a legal specialist to ensure that the resultant procedures were robust and correct. The Sustainable Development Manager also reported that ADA / Defra were reviewing the current set of Model Byelaws, and specifically the wording of Byelaw 2. Byelaw 2 was currently used by WMA Boards to differentiate between adopted and unadopted watercourses. The Chairman requested to be kept updated and offered the support of the Boards on the matter if needed. RESOLVED that this be noted.</p>	
19/20/05	<p>ENVIRONMENT, FOOD AND RURAL AFFAIRS (EFRA) COMMITTEE INQUIRY (10/20/01)</p>	
	<p>The Chief Executive advised members that he had submitted a response to EFRA as have ADA, regarding EFRA launching another inquiry into managing the risk of inland flooding in England. He conveyed that Innes Thompson (ADAs Chief Executive) is anticipating that the Bill will become an Act and that Defra officials were already in the process of drafting the regulations around the Bill, enabling IDBs to extend their areas to the watershed catchment in areas where it has local support, which was positive news for the Boards.</p>	
	<p>Following a question from Sir Edward Greenwell, the Chief Executive advised members that local support would likely be demonstrated by the Board firstly resolving to do it and the EAs Regional Flood and Coastal Committee (RFCC) approval, along with letters of endorsement from constituent Billing Authorities and Community Interest Groups.</p>	
	<p>Duncan Worth added that, although the CLA in Lincolnshire was fully supportive as they know what a good job the IDBs do, nationally some members are focussing on anticipated higher levies, therefore may be less supportive. He suggested that additional communication from the Chief Executive and ADA might help them understand the importance and benefits of the Bill. RESOLVED that this be noted.</p>	PJC
20/20	SCHEDULE OF PAID ACCOUNTS	

ID	WMA Consortium Management Committee, Minute	Action
20/20/01	The Schedule of Paid Accounts for the period 1 March 2020 to 31 March 2020, totalling £136,829.75 (a copy of which is filed in the Report Book), was considered in detail and approved. There were no matters arising.	
21/20	FINANCIAL REPORT, PERIOD 12, 2019/20	
21/20/01	The WMA Financial Report for the year ending 31 March 2020 (a copy of which is filed in the Report Book) was considered in detail and approved. There were no matters arising.	
22/20	TO REVIEW AND APPROVE THE WMA GROUP INFORMATION SECURITY AND SYSTEMS – ACCEPTABLE USE POLICY	
22/20/01	Particular attention was drawn to Section 9 of the policy referring to Social Media which applies to all staff and contractors. The Chairman requested that all impacted personnel be reminded and made aware of the need to have all Social Media text and images cleared by their Line Managers prior to posting. RESOLVED that this be noted.	PJC
22/20/02	The Board asked what safeguarding for misuse by disgruntled former employees was in place. The Chief Executive advised that only 3 people in the WMA have logins for Facebook and Twitter, which are password protected and that he was one of these 3 people. Should the WMA become aware of such a situation, the passwords would immediately be changed to further protect the WMA and IDBs. RESOLVED that this be noted.	
22/20/03	The CMC suggested that they would like to see increased use of Social Media platforms, ideally with a dedicated person managing communication to engage the public with the positive works carried out by the WMA and IDBs. RESOLVED that this be considered.	PJC
22/20/04	It was agreed that the policy should retain its planned review date of August 2023; that Waveney, Lower Yare and Lothingland IDB be added to the policy and references to 'faxed communication' be replaced with 'data by any electronic means'. RESOLVED that this be noted.	PJC
23/20	DATE AND TIME OF NEXT MEETING	
23/20/01	The next meeting of the CMC would take place at 9.30 am on Friday 25 September at Kettlewell House in King's Lynn and/ or via Zoom.	
24/20	ANY OTHER BUSINESS	

ID	WMA Consortium Management Committee, Minute	Action
24/20/01	<p>Members expressed growing concern both generally and specifically at the EAs ability to misuse their permissive powers, allowing nature to take its course thus negatively impacting numerous natural freshwater environments. The Chief Executive agreed that the time feels right now to take specialist legal advice and to continue working closely with ADA. It was unanimously agreed that a joined up approach from the WMA along with other interested parties would be the preferred and most impactful way forwards. RESOLVED that this be noted.</p>	PJC
25/20	CONFIDENTIAL BUSINESS	
25/20/01	<p>It was agreed and thereby RESOLVED to exclude the public from the next part of the meeting due to the confidential nature of the business to be transacted, in accordance with Section 2 of the Public Bodies (Admission to Meetings) Act 1960.</p>	

Water Management Alliance

Schedule of Paid Accounts

Payment Date From : 01/03/2020

Payment Date To : 31/03/2020

<u>Account ID</u>	<u>Name</u>	<u>Details</u>	<u>Amount Paid This Period</u>
AL0004	ALS Life Sciences Ltd	Nitrate Testing	126.00
AL0005	All Clear Drainage Consultants	Clear Blocked Drain	129.60
AN0003	Anglia IT Solutions DD	Hardware/Support	2,208.12
AN0004	Anglia IT Solutions Ltd	Hardware	6,731.04
AN0102	The AF Group Limited	Electricity/PPE/Recharges to	352.48
AS0105	Association of Drainage Authorities	WRE Subscription	2,761.36
ATT001	Julie Attwater	Childminder	81.00
BA0002	Banner Group Ltd	Stationery Supplies	822.07
BES001	BES Commercial Electricity Ltd	Standing Charge (Next Door)	25.67
BL0003	Bluebell Blinds	Roller Blinds SH Office	144.00
BO0002	Bobby Dazzlers Cleaning Ltd	Martham office cleaning	160.00
BR0208	Broads IDB	Rechargeable Work	216.54
BT0213	BT Payment Services Ltd	Telephone	131.92
CH0366	Chubb Fire & Security Ltd	Fire Alarm Maintenance	466.87
CO0346	Cope Safety Management Ltd	Health & Safety	1,614.10
DE0003	Dereham Town Council	NRIDB Board Meeting Venue	181.17
EA0002	East Suffolk Council	Conference Suffolk Coast Forum	720.00
EA0005	East Suffolk IDB	Rechargeable Works	99.27
EL0003	Electronics Computers and	DRS Support	1,704.00
EO0001	Eon UK plc	Gas	474.30
EO0101	EOC Services Ltd	Air Con Maintenance & Repair	1,876.20
ES0401	ESPO	Stationery	729.43
GA0001	G & A Electronic Print Systems	Stationery	1,360.80
GB0001	GB Security Group	Security Maintenance	1,030.80
GR0007	Great Yarmouth & Gorleston	Rechargeable Works	2,350.00
H20801	H2O Vend Ltd	Water Machine	110.16
HE0001	HP Inc UK Ltd	Printer service & support	1,147.18
HI0003	Hix and Son	Legal Fees	465.00
IG0001	Ignite	Broadband Line Rental	106.80
IN0904	Inland Revenue	PAYE & NIC	42,141.64
JA0003	Jacobs UK Ltd	Rechargeable Works	7,719.60
KI1100	Kings Lynn IDB	Rechargeable Works	10,635.12
LI1204	Lincolnshire County Council	Former Staff Pension	364.95
MA0001	Sam Markillie	Chairman's Allowance/Expenses	254.25
MA0004	Magpie Security Services Ltd	Locksmiths	76.50
MO1315	Mossop and Bowser	Solicitors	169.20
MP0001	MP Alarms	Service & Maintenance Charge	810.00
MTL001	M T L	Telephone Maintenance	1,194.00
NO0001	Norfolk Pension Fund	Ex Employees Pension Cont	775.02
NO1450	Norfolk Pension Fund	NCC Pension Contribution	36,469.22
NOR001	Norse Waste Solutions Ltd	Martham Waste/Refuse Collection	75.60
ON1511	Onebill Telecom	Telephone	376.81

Water Management Alliance

Schedule of Paid Accounts

Payment Date From : 01/03/2020

Payment Date To : 31/03/2020

<u>Account ID</u>	<u>Name</u>	<u>Details</u>	<u>Amount Paid This Period</u>
QM1702	QMS International	External Audit	600.00
RE0005	Rentokil Initial Martham	Spray dispenser/Bin liners/Sanitary	23.40
RO0001	Roffes Catering (Lincs)	Buffet Lunch	212.50
RO0005	Royal Town Planning Institute	Training	861.60
SO0001	South Holland IDB	Rechargeable Works	2,153.87
SO1906	S H D C - Revenue Services DD	Business Rates	425.00
ST0001	Strawberry Hall Farms	Chairman	1,800.00
TO0003	Towergate Insurance Brokers	Insurance	368.44
UN2101	Unison Eastern Region	Unison	22.50
UT0001	Utilize PLC	Hardware/Support	98.40
VEO001	Veolia Environmental Services Ltd	Waste Disposal	137.48
VO2201	Vodafone Ltd	Mobile Phone Charge	552.45
WO0001	Worldpay Ltd	Admin Fee	65.00
WO0005	Workwear (East Anglia) Ltd	PPE	121.32

Please note that the amounts shown above include Vat £ 136,829.75

FINANCIAL REPORT

Year Ending 31 March:

2020

Period End:

12

From:

01 April 2019

To:

31 March 2020

Prepared and Checked by:

.....
FINANCE & RATING MANAGER

Financial Reports for CMC and Member Boards:

Income and Expenditure Account

(Summary)

Balance Sheet

(Balance Sheet)

Notes to the Accounts and Recommended Actions

(Notes)

Reports for Chief Executive (Budget Holder):

Consortium Charges and Cash Transfers

(Transfers)

Detailed Income and Expenditure Account

(I&E)

Income and Expenditure Account by Board

(BIDB)

Income and Expenditure Account by Board

(ESIDB)

Income and Expenditure Account by Board

(KLIDB)

Income and Expenditure Account by Board

(NRIDB)

Income and Expenditure Account by Board

(SHIDB)

Shared Fixed Assets Register

(SFAR)

Approved by:

.....
P J CAMAMILE
CHIEF EXECUTIVE

Dated:

.....

From: 01 April 2019
To: 31 March 2020

Period To: 12
Year Ended: 31 March 2020

NOTES	WMA GROUP INCOME AND EXPENDITURE ACCOUNT	£ Y-T-D BUDGET	£ Y-T-D ACTUAL	£ Y-T-D VARIANCE	£ ANNUAL BUDGET	£ PROJECTED OUT-TURN	£ PROJECTED VARIANCE
Income							
1	Net Consortium Charges						
	Broads IDB	325,668	323,311	-2,357	325,668	323,311	-2,357
	East Suffolk IDB	185,275	177,643	-7,632	185,275	177,643	-7,632
	King's Lynn IDB	375,126	339,803	-35,323	375,126	339,803	-35,323
	Norfolk Rivers IDB	213,683	211,361	-2,322	213,683	211,361	-2,322
	South Holland IDB	357,930	363,709	5,779	357,930	363,709	5,779
	Net Consortium Charges	1,457,681	1,415,827	-41,854	1,457,681	1,415,827	-41,854
2	(+) Other Income						
	Services provided to third parties	1,136,953	877,819	-259,134	1,136,953	877,819	-259,134
	Sales of Rating Software Licences/Ancillary Services	2,000	5,361	3,361	2,000	5,361	3,361
	Rating Software Support	21,425	23,861	2,436	21,425	23,861	2,436
	Rental Income from Offices	32,300	25,946	-6,354	32,300	25,946	-6,354
	Sundry Income	39,760	29,429	-10,331	39,760	29,429	-10,331
	(+) Other Income	1,232,438	962,416	-270,022	1,232,438	962,416	-270,022
	(=) Total Income	£2,690,119	£2,378,243	-£311,876	£2,690,119	£2,378,243	-£311,876
(-) Expenditure							
Administration Costs							
3	Shared Administration Staff	638,694	505,601	133,093	638,694	505,601	133,093
4	Establishment						
	Kettlewell House (shared)	100,143	105,131	-4,988	100,143	105,131	-4,988
	Marsh Reeves (South Holland IDB)	28,186	22,999	5,187	28,186	22,999	5,187
	Martham Office (Broads IDB and Norfolk Rivers IDB)	2,982	2,374	608	2,982	2,374	608
	Kessingland Office (East Suffolk IDB)	2,340	0	2,340	2,340	0	2,340
	Establishment	133,651	130,504	3,147	133,651	130,504	3,147
5	Shared ICT						
	Hardware Support and Maintenance	18,960	18,355	605	18,960	18,355	605
	Software Support and Maintenance	54,448	34,684	19,764	54,448	34,684	19,764
	Website Maintenance and Development	2,581	2,280	301	2,581	2,280	301
	New Software and Upgrades	8,753	43,346	-34,593	8,753	43,346	-34,593
	New ICT Infrastructure	49,251	29,169	20,082	49,251	29,169	20,082
	Shared ICT	133,993	127,834	6,159	133,993	127,834	6,159
6 (i)	Other Shared Administration						
	Legal and Professional Charges	11,252	17,501	-6,249	11,252	17,501	-6,249
	Insurances	80,847	85,578	-4,731	80,847	85,578	-4,731
	Marketing and PR Expenses	10,512	5,111	5,401	10,512	5,111	5,401
(ii)	WMA Chairman's Allowance	1,500	1,500	0	1,500	1,500	0
	Annual Subscriptions	1,577	1,649	-72	1,577	1,649	-72
	Actuary Fees	483	470	13	483	470	13
	Sundry Expenses	12,535	10,974	1,561	12,535	10,974	1,561
	Other Shared Administration	118,706	122,783	-4,077	118,706	122,783	-4,077
7 (i)	Other Administration						
	Public Notices	0	0	0	0	0	0
	Former Staff Pension Charges	7,656	7,475	181	7,656	7,475	181
(ii)	Members Expenses	750	254	496	750	254	496
(ii)	Chairman's Allowances	14,000	14,000	0	14,000	14,000	0
	Meetings and Inspections	4,295	3,610	685	4,295	3,610	685

From: 01 April 2019
To: 31 March 2020

Period To: 12
Year Ended: 31 March 2020

NOTES	WMA GROUP INCOME AND EXPENDITURE ACCOUNT	£ Y-T-D BUDGET	£ Y-T-D ACTUAL	£ Y-T-D VARIANCE	£ ANNUAL BUDGET	£ PROJECTED OUT-TURN	£ PROJECTED VARIANCE
	Legal and Professional Charges	21,600	30,941	-9,341	21,600	30,941	-9,341
	Audit and Compliance Fees	15,775	52,575	-36,800	15,775	52,575	-36,800
	ADA Expenses	20,140	20,838	-698	20,140	20,838	-698
	Other Administration	84,216	129,693	-45,477	84,216	129,693	-45,477
	Administration Costs	1,109,260	1,016,415	92,845	1,109,260	1,016,415	92,845
	Technical Support Costs						
8	Shared Technical Support Staff	1,213,912	1,084,193	129,719	1,213,912	1,084,193	129,719
9	Other Technical Support Staff	256,150	251,931	4,219	256,150	251,931	4,219
*	Technical Support Staff (shared with external RMAs)	92,587	0	92,587	92,587	0	92,587
10	Other Technical Support						
	Technical Consultants	8,160	20,667	-12,507	8,160	20,667	-12,507
	Land Registry Fees	6,000	1,861	4,139	6,000	1,861	4,139
	Sundry Expenses	4,050	3,176	874	4,050	3,176	874
	Other Technical Support	18,210	25,704	-7,494	18,210	25,704	-7,494
	Technical Support Costs	1,580,859	1,361,828	219,031	1,580,859	1,361,828	219,031
	(-) Total Expenditure	£2,690,119	£2,378,243	£311,876	£2,690,119	£2,378,243	£311,876
	(+/-) Profit/(Loss) on disposal of Shared Fixed Assets	0	0	0	0	0	0
	(=) Net Surplus/(Deficit) for the Year	£0	£0	£0	£0	£0	£0

From: 01 April 2019
To: 31 March 2020

Period To: 12
Year Ended: 31 March 2020

NOTES	BALANCE SHEET	£ 01/04/2019	£ MOVEMENT	£ 31/03/2020
11	Shared Fixed Assets			
(i)	Fixtures and Fittings	0	0	0
(ii)	ICT Equipment	0	0	0
(iii)	Office Equipment	0	0	0
(iv)	Vehicles	0	0	0
		0	0	0
	Current Assets			
12	Eyecare Vouchers and Work in Progress	-15,814	13,572	-2,242
13	Sundry Debtors Due and Prepayments	128,929	-41,510	87,419
14	Vat Refundable/(Payable)	11,142	-3,550	7,592
15	Bank Account	-24,296	29,088	4,792
16	Petty Cash	200	0	200
17	PMH Insurance and Cycle to Work Scheme	216	-216	0
		100,377	-2,616	97,761
	Current Liabilities			
18	Creditors	-551	5,357	4,806
	Payroll Control	1,660	-518	1,142
19	Accruals	60,276	50,795	111,071
20	Payments received in advance/(due) from WMA IDBs	38,992	-58,251	-19,259
		100,377	-2,617	97,760
	Net Current Assets/(Liabilities)	0	0	0
	Less Long Term Liabilities:			
21	Net Pension Liability/(Asset)	2,429,000	332,000	2,761,000
	Net Assets	-£2,429,000	-£332,000	-£2,761,000
	Reserves			
22	General Reserve	0	0	0
21	Pension Reserve	-2,429,000	-332,000	-2,761,000
	Total Reserves	-£2,429,000	-£332,000	-£2,761,000
	P J CAMAMILE MA FCIS			
	CHIEF EXECUTIVE			
	S JEFFREY BSc (Hons) FCCA			
	FINANCE & RATING MANAGER			

From: 01 April 2019
To: 31 March 2020

Period To: 12
Year Ended: 31 March 2020

Note **Notes to the Accounts and Recommended Actions**

1 **Administration and Technical Support Services**

Last year the group has had another successful year with four out of the five Board's net consortium charges coming in under budget. The actual variances can be seen in each Board's Income and Expenditure Account, which explains where these differences between budget and actual have come from (please see attached). South Holland came in slightly over budget. This is due to this Board being unsuccessful in renting their offices in the current climate. There was also a reduction in the number of hours booked to capital projects as projected for Karl and Rachael. Rachael was seconded to the Sustainable Development Department for 3 months and so was unable to be utilised in the engineering department. These capital schemes have now been delayed for a further 12 months due to COVID-19.

2 **Other Income**

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

3 **Shared Administrative Staff**

Staff salaries have increased on average 2.7% from 1 April 2019. Pension costs have increased by 0.5% to 22.5% of employees pensionable pay. We have increased the number of staff to add resilience to the back office, and to enable us to support the front line staff as per the business strategy.

4 **Establishment Costs**

Establishment costs for Kessingland are less than budgeted for due to giving notice before 31st March 2019, and budget setting being completed in November 2019. No costs were incurred in 2019/20.

5 **Shared ICT**

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

6 **Other Shared Administration**

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

From: 01 April 2019
To: 31 March 2020

Period To: 12
Year Ended: 31 March 2020

Note Notes to the Accounts and Recommended Actions

7 Other Administration

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

(ii)	Board	Members Expenses	Chairman's Allowance	Total 2019/20
	Broads IDB			
	<i>Henry Cator</i>	0	3,500	3,500
	East Suffolk IDB			
	<i>Richard Pipe</i>	0	0	0
	King's Lynn IDB			
	<i>Cllr Brian Long</i>	0	3,500	3,500
	Norfolk Rivers IDB			
	<i>John Carrick</i>	0	3,500	3,500
	South Holland IDB			
	<i>Duncan Worth</i>	0	3,500	3,500
	<i>Sam Markillie</i>			
		254		254
		£254	£14,000	£14,254

8 Shared Technical Support Staff

The WMA employs 18 shared technical support staff, 13 of which are wholly utilised in the eastern area, 1 which is shared with King's Lynn IDB, 1 shared across South Holland IDB and Kings Lynn IDB, and 5 others that are shared across all Boards. The costs of employing the shared technical support staff are paid for by Broads IDB, East Suffolk IDB, King's Lynn IDB, Norfolk Rivers IDB and South Holland IDB, according to where/whom they have been working.

9 Other Technical Support Staff

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

10 Other Technical Support

Other technical support costs are not shared costs. They are costs that are charged directly and controlled by the Member Boards themselves, as opposed to the CMC. This is higher than budgeted for the Eastern Boards, as they recruited a temporary CAD technician to develop the CAD templates for the maintenance schedules, and an additional resource to map out the pumping stations, create and ensure access to emergency plans, and undertake a full inventory of the Martham Yard amongst other adhoc duties.

From: 01 April 2019
To: 31 March 2020

Period To: 12
Year Ended: 31 March 2020

Note Notes to the Accounts and Recommended Actions

11 Shared Fixed Assets

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

(i) Fixtures and Fittings

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

(ii) ICT Equipment

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

(iii) Office Equipment

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

(iv) Vehicles

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

12 Eyecare Vouchers and Work in Progress

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

	No.	01 April 2019	No.	31 March 2020
Eyecare Vouchers	4	153	0	0
Work In Progress	4	-15,967	4	-2,242
	8	-£15,814	4	-£2,242

13 Sundry Debtors Due and Prepayments

(i) Sundry Debtors Due

	01 April 2019		31 March 2020	
	No.	£	No.	£
<=30 days	7	109,506	9	83,335
> 30 days and <= 60 days	1	12,000	0	0
> 60 days and <= 90 days	2	1,298	0	0
> 90 days	0	0	0	0
	10	£122,804	9	£83,335

From: 01 April 2019
To: 31 March 2020

Period To: 12
Year Ended: 31 March 2020

Note Notes to the Accounts and Recommended Actions

(ii) Prepayments	01 April 2019	31 March 2020
6685 BRIDB Chairman's Allowance	2,042	0
6687 KLIDB Chairman's Allowance	2,042	2,042
6689 SHIDB Chairman's Allowance	2,042	2,042
	£6,125	£4,083
	£128,929	£87,419

14 Vat Refundable/(Payable)

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

15 Bank Account

31 March 2020

Opening Balance, as at 1/4/2019 b/fwd	-24,297
(+) Receipts	3,486,716
(-) Payments	-3,457,627
Closing Balance, as at 31/3/2020 c/fwd	£4,792
Balance on Statement, as at 31/3/2020	23,104
Less: Unpresented Payments	-73,312
Add: Unpresented Receipts	55,000
Closing Balance, as at 31/3/2020 c/fwd	£4,792

16 Petty Cash

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

17 PMH Insurance and Cycle to Work Scheme

(i) PMI Insurance	01 April 2019	31 March 2020
Data Manager (WMA)	0	0
Environmental Manager (WMA)	0	0
Project Engineer (WMA)	0	0
District Engineer (South Holland IDB)	0	0
Project Engineer (WMA Eastern)	0	0
Operations Engineer (WMA Eastern)	0	0
Funding & Comm Engagement Officer (WMA Eastern)	0	0
Environmental Officer (WMA Eastern)	0	0
Operations Manager (SHIDB)	216	0
Operations Manager (Pevensy)	0	0
Flood and Water Officer (Pevensy)	0	0
	216	0

From: 01 April 2019
To: 31 March 2020

Period To: 12
Year Ended: 31 March 2020

Note Notes to the Accounts and Recommended Actions

18 Creditors

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

19 Accruals

	<u>01 April 2019</u>	<u>31 March 2020</u>
KLIDB Land Registration Fees	5,000	5,000
Staff Costs	4,565	13,075
ICT Provision	22,490	30,475
Chairmans' Allowances	6,072	5,646
Promotional Film	8,000	8,000
Internal Audit	1,750	3,475
External Audit	12,400	45,400
	<u>£60,276</u>	<u>£111,071</u>

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

	<u>01 April 2019</u>	<u>31 March 2020</u>
Broads (2006) IDB	-5,169	-2,606
East Suffolk IDB	8,723	-2,881
King's Lynn IDB	10,269	-4,429
Norfolk Rivers IDB	22,729	-4,888
South Holland IDB	2,440	-4,456
	<u>£38,992</u>	<u>-£19,259</u>

21 Net Pension Liability/(Asset) and Pension Reserve

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

22 General Reserve

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

Recommended Actions

- To approve the Financial Statements for Period 12, ending 31-3-2020.

Distributed to:

Members

John Askew
Barry Ayres
Keith Banham
Chris Crofts
Ian Devereux
Lord Howard of Rising
Sarah Keene
Julian Kirk
Paul Kunes
Brian Long (Chairman)
Robert Markillie
Sam Markillie
Tim Matkin (Vice-Chairman)
Elizabeth Nockolds
Nick Padwick
Mark Riddington
Jamie Symington
David Topgood
David Whitby
Adrian Whitehead

Officers

Colin Beaumont
Cathryn Brady
Phil Camamile
Gary Howe
Sallyanne Jeffrey
Caroline Laburn
Mel Neale
Rob Taylor

King's Lynn IDB Meeting 10 July 2020