

A MEETING OF THE KING'S LYNN INTERNAL DRAINAGE BOARD WAS HELD IN THE BOARD ROOM, KETTLEWELL HOUSE, AUSTIN FIELDS INDUSTRIAL ESTATE, KING'S LYNN, NORFOLK ON FRIDAY, 19 MAY 2017 AT 9.30 AM.

Elected Members

- J R Askew
- * J S Austen
- * K Banham
- Ms S Keene
- R S Markillie
- * S A R Markillie
- * T Matkin
- * M Riddington
- * J Symington

Vacancy

Appointed Members

King's Lynn & W N B C

- B Ayres
- * M Chenery of Horsbrugh
- * C Crofts
- * R W Groom
- * Lord Howard of Rising
- * B Long
- * Mrs E Nockolds
- * D Whitby
- * T Wing-Pentelow
- * Mrs S Young

Fenland District Council

D Oliver

Present (71%)

Mr J Austen in the Chair

In attendance:

Mr P J Camamile (Chief Executive),
 Mr G Dann (Planning/Enforcement Officer),
 Mr G Howe, (Operations Manager/Health & Safety Officer)
 and Mrs M Creasy (minutes)

ID	King's Lynn IDB, Minute	Action
43/17	APOLOGIES FOR ABSENCE	
43/17/01	Apologies for absence were received on behalf of Messrs J R Askew, B Ayres, R S Markillie, D Oliver and Ms S Keene.	
44/17	DECLARATIONS OF INTEREST	
44/17/01	There were no declarations of interest other than those already recorded in the Register of Members' Interests.	
45/17	MINUTES OF THE LAST MEETING	
45/17/01	The minutes of the last Board meeting held on 17 March 2017 were approved and signed as a true record.	

ID King's Lynn IDB, Minute	Action
46/17 MATTERS ARISING	
46/17/01 Application for permissive footpath and signage from Reffley Wood to Earsham Drive, King's Lynn (23/17/03 & 04)	
Discussions were ongoing between Board Officers and the Ramblers' Association concerning the Board's required conditions for its consent for a permissive footpath and signage along this route. RESOLVED that this be noted.	
46/17/02 Kettlewell House Relocation/Redevelopment (25/17/01)	
The Chief Executive reported that King's Lynn & West Norfolk Borough Council may have now finally instructed its solicitor in the sale of the land at Nar Ouse Way to the King's Lynn IDB (9 months after agreeing Heads of Terms). RESOLVED that this be noted.	
46/17/03 King's Lynn & West Norfolk Borough Council Development proposals Marsh Lane/Lynnsport – New Road Scheme (25/17/04)	
The Planning/Enforcement Officer reported that no letter confirming its liability arising from its breach of the Agreement with the Board in respect of the New Road Scheme had been received from the Borough Council at the time of this meeting. Mr B Long recorded that after speaking with Mr Dale Gagen it was his understanding that the Borough Council had taken on this liability and would chase the letter to the Board confirming this. RESOLVED that this be noted.	BL
46/17/04 Gravel Bank Site (26/17/03)	
The application for outline planning permission to develop the Gravel Bank site remained outstanding at the time of this meeting. Mr C Crofts advised that outline planning for one/two dwellings with an established entrance could enhance the sale potential of the site and suggested that this be considered when making an application. RESOLVED that this be noted.	GRD
46/17/05 Mr Crofts reported that he had been contacted by Mr Bryan Howling about some papers he had written that were still in the old pumping station building on the Gravel Bank site, which he would like returned to him. The Operations Manager recorded that at the time the former museum was closed for health and safety reasons he had gone to considerable effort to contact people connected with the building inviting them to remove their personal effects so was somewhat surprised that Mr Howling was only now coming forward. He would, however, endeavour to contact Mr Howling again to establish what exactly it is that he is asking for to get this transferred to him. RESOLVED that this be noted.	GH

ID King's Lynn IDB, Minute	Action
<p>46/17/06 Board Member Vacancy (35/17/01)</p> <p>Following the resignation of Mr A Lensen, the arising elected Member vacancy would be advertised on the Board's website. RESOLVED that this be noted.</p>	
<p>47/17 ENGINEERING REPORT</p>	
<p>47/17/01 The Engineering Report was considered in detail and approved, (a copy of which is filed in the Report Book). Arising therefrom:</p>	
<p>47/17/02 Islington Catchment Flood Risk Management Scheme (1.2)</p> <p>The Planning/Enforcement Officer reported that following the EA workshop meeting on 16 May 2017 looking at numerous flood risk management options for this scheme, a short list of options for modelling and further economic appraisal works had been selected to take forward and it was anticipated that the Islington Scheme Project Report would be considered by the EA Large Projects Review Group at its September or October 2017 meeting. RESOLVED that this be noted.</p>	
<p>47/17/03 West Lynn Outfall (1.4)</p> <p>The Planning/Enforcement Officer reported that in addition to the planned works reported in 1.4 of the Operations Report, the Board's Project Manager was also obtaining quotes for additional minor works at West Lynn Outfall to enhance the security of the site. RESOLVED that this be noted.</p>	
<p>47/17/04 Wolferton Catchment Flood Risk Management Scheme (1.5)</p> <p>The Planning/Enforcement Officer reported that following his discussions with the Board's consultants and EA Officers about the fish and eel issues associated with this project he would be submitting a supporting case report to the EA East Anglia Area Manager outlining in detail the Board's request for an exemption from any requirement to install an eel screen, which he hoped the EA would be able to use to persuade EA Fisheries to grant the exemption. RESOLVED that this be noted.</p>	GRD
<p>47/17/05 Health and Safety (2.1)</p> <p>There were no incidents to report during this reporting period. RESOLVED that this be noted.</p>	
<p>48/17 ENVIRONMENTAL REPORT</p>	
<p>48/17/01 The Environmental Report was considered in detail and approved, (a copy of which is filed in the Report Book). There were no matters arising.</p>	

49/17 PLANNING REPORT

49/17/01 The Planning Report was considered in detail and approved, (a copy of which is filed in the Report Book). Arising therefrom:

49/17/02 Application to realign a section of Board-maintained watercourse off Hay Green Road, (South), Terrington St Clement (1.1)

Members considered the application for the Board's consent to the realignment of a section of the Board-maintained Hay Green Drain, (DRN146P0260) that would involve two changes of direction for the watercourse that currently is relatively straight but which would facilitate the extension of the applicant's glasshouses across the existing drain. The proposed re-alignment would also see part of the existing watercourse infilled with the finished realigned watercourse approximately 430m in length compared to the current 350m length. It was agreed and thereby RESOLVED to consent the realignment of DRN146P0260 as set out in the application, subject to:

- The final position of the diverted drain, along with the method of works, is to be previously agreed by the Board's Officers, and must ensure that the nearest brink line on the new drain will, at all points, be at least 9 metres from the glasshouse extension or any other development.
- The new drain is to have a 1.5m bed width – as the current watercourse does – with the bed level set to match the existing bed level at either end of the realignment, which (based on a survey undertaken last year) will mean there is zero gradient along this section. The excavation works must also provide constant 1:1.5 (1 vertical to 1.5 horizontal) bank gradients, with the banks to be grass-seeded as soon as possible after excavation to help aid stability. The size, invert level and other details for any new or relocated culverts are to be set by the Board's Officers.
- The required improvements are to be carried out at the sole cost of the applicant, to the satisfaction of the Board's Officers.
- A protected species survey must be carried out by a suitably-qualified professional, at the applicant's cost, to confirm if there are any protected species or habitats which may be affected by the infilling works. Any required mitigation measures are to be undertaken at the applicant's cost.
- A 3-year "warranty" period is to be applied to the new section of Board-maintained drain, commencing on the date that works are passed as satisfactory by the Board's Officers. In the event of

any slip repairs or other works that are not routine maintenance needing to be undertaken by the Board during this period, the full cost of those works is to be payable by the applicant.

**49/17/03 Application for relaxation of Byelaw 10
Construction of a garage at Davos, Jankins Lane, Terrington St
Clement (1.2)**

Members considered the application for the construction of a timber frame, open-fronted garage measuring 7m x 6m maximum, with dwarf brick wall and timber cladding, situated 4m from the brink of the Board-maintained Jankins Lane Dyke watercourse at its closest point. The applicant had acknowledged the close vicinity of the proposed garage to the watercourse and the possibility of having to remove the timber framed construction should the need arise in the future. It was agreed and thereby RESOLVED to consent relaxation of Byelaw 10 for the construction of the garage as proposed, subject to:

- The applicant (and any other owners of the property) is to enter into the Board's standard Deed of Indemnity, including paying all costs incurred by the Board in preparing and executing that document.
- Written confirmation is to be provided by a suitably-qualified, independent structural engineer showing that the intended foundation design for the garage will ensure the structure does not have an adverse impact on the Board-maintained watercourse, or vice-versa, and the foundations are then to be constructed in accordance with that design.

49/17/04 Proposal to abandon Board watercourse DRN138P0509 (1.3)

Members considered Officers' proposal to de-main the 760m section of Avenue Drain, DRN138P0509 located immediately to the north of the Avenue highway and with open agricultural land all in the same ownership, on the opposite side at Wighenhall St Mary the Virgin. No other watercourses are connecting to this watercourse, which serves only one riparian owner. It was agreed and thereby RESOLVED to agree to abandon this 760m section of DRN138P0509 in line with the Board's Adoption and Abandonment Policy (a map of which is annexed to these minutes in the Minute Book).

**49/17/05 Proposal to abandon Board-maintained sections of Searles
Drain DRN126G0101 and DRN126G0103 (1.4)**

Members considered the Officers' proposal to de-main the two branches of Searles Drain, DRN126G0101 and DRN126G0103 measuring approximately 465m in total, of which approximately 205m is open channel and the remainder is piped, running through the caravan site at Searles Leisure Resort, South Beach Road, Hunstanton. Given the limited access to these watercourses due to

the close proximity of caravans on the site and the fact that the pipeline the watercourses currently discharge into is expected to be passed from the EA to private ownership, it was agreed and thereby RESOLVED to agree to abandon sections DRN126G0101 and DRN126G0103 watercourses and to advise Searles accordingly.

49/17/06 Surface Water Development Contribution Rate (2.1)

It was agreed and thereby RESOLVED to approve the increase to the surface water development contribution rate charged per impermeable hectare from £74,750 to £75,500 with effect from 1 April 2017 as recommended by the Consortium Management Committee at its meeting on 31 March 2017.

49/17/07 Delegated Consents (2.3)

The delegated consents granted by the Chief Executive's Management Committee using its delegated authority were considered in detail and approved.

50/17 INTERNAL AUDIT REPORT 2016/17

50/17/01 The Internal Audit Report for 2016/17 including the three observations and subsequent recommendations as prepared by the Board's Internal Auditor, (King's Lynn and West Norfolk Borough Council Shared Internal Audit Services), together with the Chief Executive's responses and completion dates, (copies of which are filed in the Report Book), were considered in detail and approved. Arising therefrom:

50/17/02 The Chief Executive apprised members that the King's Lynn and West Norfolk Borough Council now shared its internal audit service with Fenland District Council and as a result of this the WMA Member Boards' internal audit had been undertaken by a new manager of the King's Lynn and West Norfolk Borough Council Shared Internal Audit Services, Kathy Woodward.

50/17/03 Members considered and approved the changes to the Board's Financial Regulations as recommended by the Consortium Management Committee at its meeting on 30 March as a result of the phishing emails sent to the WMA on 5/6 December 2016, and reported in the observations and recommendations arising from the Internal Audit Report 2016/17. RESOLVED that this be noted.

50/17/04 The substantial level of assurance awarded by the Internal Auditor on conclusion of the audit was noted.

50/17/05 The Chief Executive recorded that the appointment of a new Finance Officer on 1 March 2017 to fill the vacancy that had existed since October 2016, had returned the staffing levels to normal in the Finance Department. RESOLVED that this be noted.

51/17 APPOINTMENT OF INTERNAL AUDITOR FOR 2017/18

51/17/01 It was agreed and thereby RESOLVED to approve the re-appointment of the King's Lynn & West Norfolk Borough Council's (shared with Fenland District Council) Internal Audit Service to undertake the Board's Internal Audit for 2017/18.

**52/17 ANNUAL RETURN YEAR ENDING 31 MARCH 2017:
SECTION 1 ANNUAL GOVERNANCE STATEMENT**

52/17/01 The Chief Executive apprised members of the requirements for the Annual Return for 2016/17 in accordance with The Accounts and Audit Regulations 2015 and the circulation from ADA on 3 April 2017 of the March 2017 issue of the Governance and Accountability for Smaller Authorities in England Practitioners Guide to Proper Practices to be applied in the preparation of statutory annual accounts and governance statements.

52/17/02 The Annual Governance Statement shown in Section 1 of the King's Lynn IDB Annual Return for the year ended 31 March 2017 was considered in detail and approved by the Board.

53/17 FINANCIAL REPORT YEAR ENDING 31 MARCH 2017

53/17/01 The Financial Report for the year ending 31 March 2017 was considered in detail and approved, (a copy of which is filed in the Report Book). Arising therefrom:

53/17/02 Members were advised that of the £62,188 outstanding for payment, £50,000 of this was attributable to payment outstanding from the EA for public sector cooperation agreement works undertaken by the Board's Operations Team. RESOLVED that this be noted.

53/17/03 Term deposits with Principality Building Society and Vernon Bank were reinvested on 18 and 24 April 2017 respectively with interest returns of 0.35% and 0.42%. RESOLVED that this be noted.

**54/17 ANNUAL RETURN YEAR ENDING 31 MARCH 2017:
SECTION 2 ACCOUNTING STATEMENTS**

54/17/01 The Accounting Statements shown in Section 2 of the King's Lynn IDB Annual Return year ending 31 March 2017 were considered in detail and approved by the Board. RESOLVED that this be noted.

**55/17 DATE OF COMMENCEMENT PERIOD FOR THE EXERCISE OF
PUBLIC RIGHTS**

55/17/01 In accordance with the Accounts and Audit Regulations 2015, the responsibility for setting the date for the exercise of public rights to inspect the accounts now resides with the Board's Responsible Finance Officer rather than the external auditor. It was agreed to publish notice on the Board's website and display it in the office reception that the Accounts year ending 31 March 2017 would be available for inspection for the 30 working day period commencing 12 June 2017 and ending 21 July 2017. RESOLVED that this be noted.

56/17 SCHEDULE OF PAID ACCOUNTS

56/17/01 The Schedule of Paid Accounts for the period 1 March 2017 to 31 March 2017 totalling £563,036.75, was considered in detail and approved, (a copy of which is filed in the Report Book). There were no matters arising.

57/17 MATERIAL CHANGES TO RISK REGISTER

57/17/01 Members considered the risk register for those risks with a risk assessment matrix score of ≥ 6 . Arising therefrom:

57/17/02 It was agreed there were no material changes to be made to the risk register during this reporting period. RESOLVED that this be noted.

58/17 CORRESPONDENCE

58/17/01 National Audit Office Report on IDBs and ADA response

Members considered the National Audit Office Report on IDBs did not show favourably towards IDBs or Defra, although ADA appeared to have been reported more positively. The report mainly criticised IDBs' governance and oversight arrangements as a whole, which was inapplicable to all the WMA Member Boards whose governance arrangements are all in place. The Chief Executive reported that he considered the criticism of IDBs in the report to be very poor and based on a desk top exercise that was not applicable to the majority of IDBs in England. Members considered that King's Lynn IDB has fair representation across its area and Members receive induction training. Members considered also that the report was unfairly critical of IDB elected membership.

58/17/02 Correspondence from Sir Henry Bellingham MP

Members considered the letter from Sir Henry Bellingham MP concerning his previous correspondence and subsequent meeting on site with Board Officers and his constituents to discuss a tree on unregistered land on his constituents' side of the bank of the West Lynn Drain, and Sir Henry's proposal for the Board to contribute

50% of the cost to have the tree removed. Members were apprised by Officers of the considerable correspondence advising that the tree was the responsibility of the riparian owner that had already been sent to Sir Henry. Members considered that as the tree fell under riparian responsibility it should not set any precedent and therefore agreed not to make any contribution towards costs for the tree's removal. RESOLVED that this be noted.

59/17 NEXT MEETING

59/17/01 The next meeting was confirmed for the rescheduled date of Thursday, 13 July 2017.

60/17 ANY OTHER BUSINESS

60/17/01 Mr R W Groom asked if the Planning/Enforcement Officer was aware of a planning application from Solar Associates. The Planning/Enforcement Officer confirmed that he was in contact with Solar Associates regarding issues with the application and was currently awaiting a response from them.

61/17 OPEN FORUM: TO HEAR FROM ANY MEMBER OF THE PUBLIC, WITH LEAVE OF THE CHAIRMAN

61/17/01 There were no members of the public present at the meeting.

62/17 CONSORTIUM MATTERS

62/17/01 The unconfirmed minutes of the Consortium Management Committee meeting held on the 31 March 2017 were considered in detail and approved. Arising therefrom:

62/17/02 Pay Increase 2017/18

It was agreed and thereby RESOLVED to approve the WMA CMC recommendation to award an inflationary increase of 1% consolidated and 0.4% unconsolidated to direct employees' annual salaries and wages, and all other emoluments, with effect from 1 April 2017. Consideration of the Chief Executive's report on salaries and wages would be considered under confidential business. RESOLVED that this be noted.

62/17/03 Schedule of Paid Accounts

The WMA Schedule of Paid Accounts for the period 1 December 2016 to 28 February 2017, totalling £167,510.48 as approved at the Consortium Management Committee meeting on 31 March 2017, was considered in detail and adopted. There were no matters arising.

62/17/04 Financial Report

The WMA Financial Report for the period 1 April 2016 to 28 February 2017, as approved at the Consortium Management Committee meeting on 31 March 2017 was considered in detail and adopted by the Board. There were no matters arising.

62/17/05 Issues for discussion at next CMC meeting

There were no specific issues raised by Members that would require discussion at the next Consortium Management Committee meeting on 30 June 2017.

63/17 CONFIDENTIAL BUSINESS

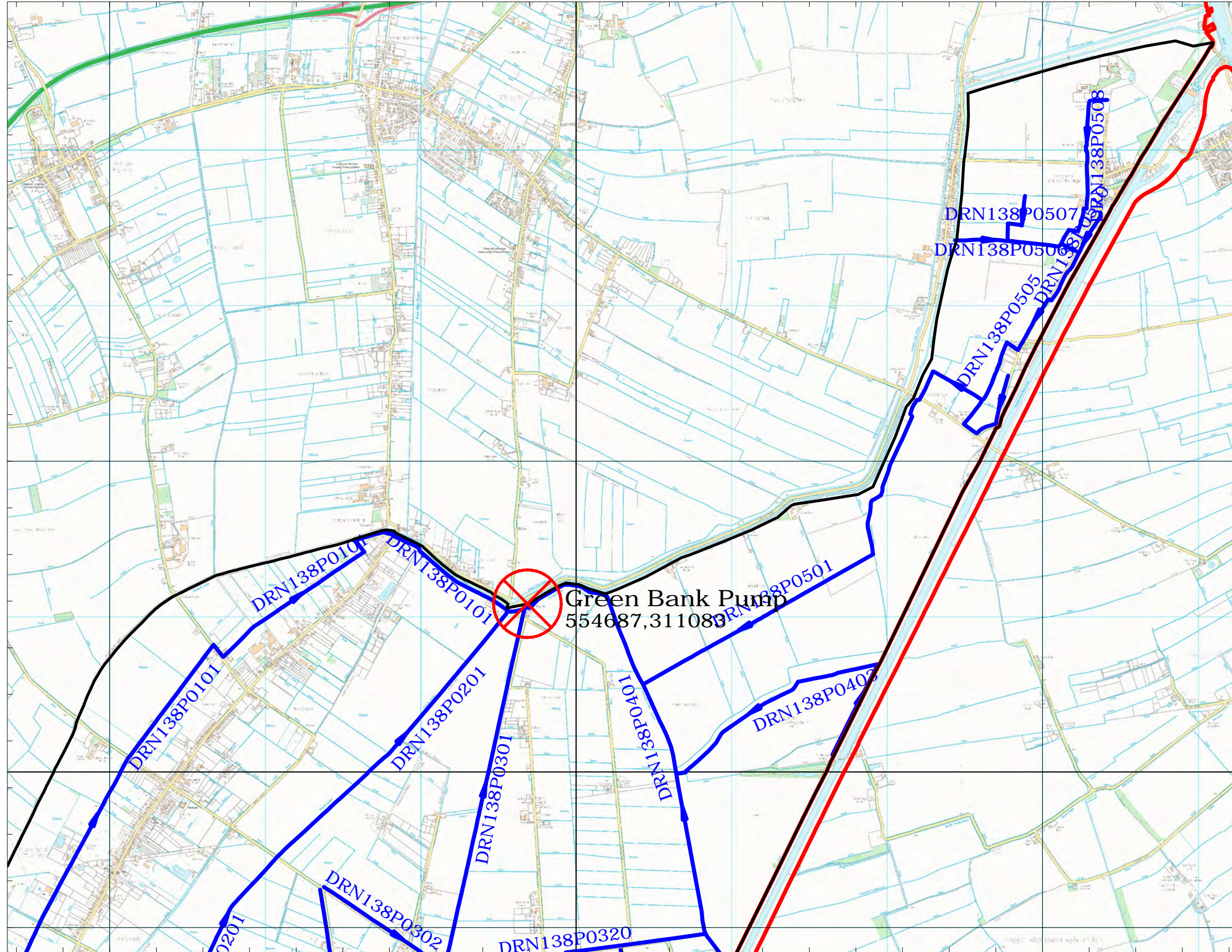
63/17/01 It was agreed and thereby RESOLVED to exclude the public from the next part of the meeting due to the confidential nature of the business to be transacted, in accordance with Section 2 of the Public Bodies (Admission to Meetings) Act 1960.

Islington East

552000

555000

558000



312000

Magdalen

309000

309000

552000

555000 (South)

558000

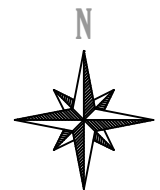
GREEN BANK (NORTH)



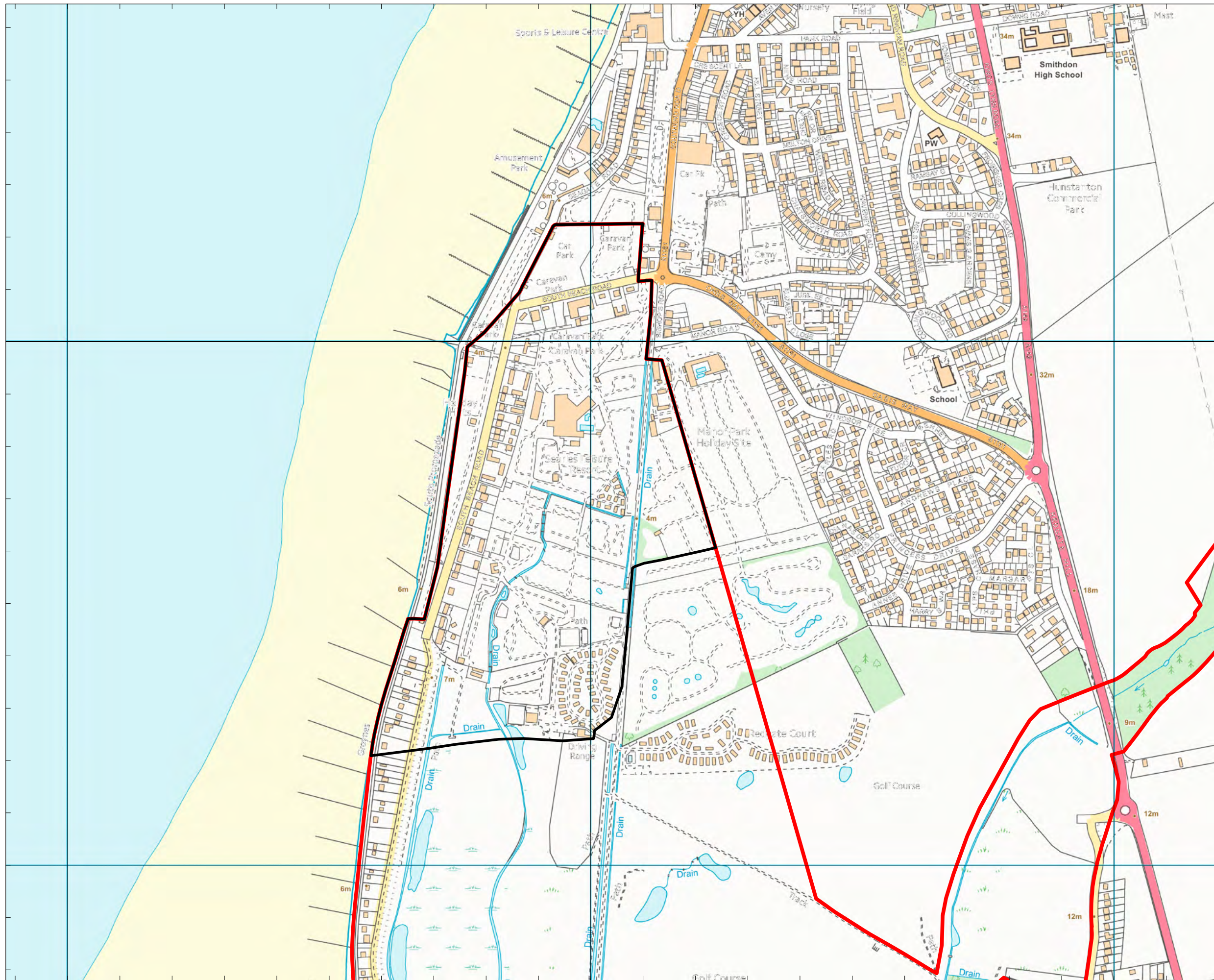
LEGEND

- - Boards Boundary
- Hydrological catchment
- IDB Watercourses
- ⊗ - Pumping Station
- ⊖ - Water Control Structure
- ⊗ - Sluice

KEY MAP



SCALE	SHEET NUMBER
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PLOT DATE	CMT138P
13/07/2017	
FILE NAME	
KLIDB_webmap2013	



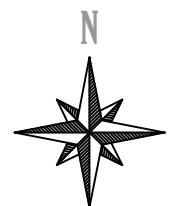
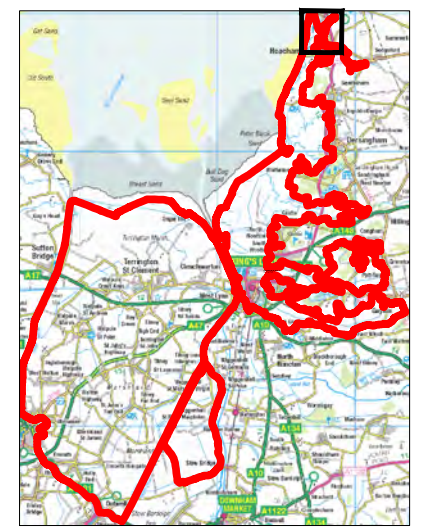
SEARLES



LEGEND

- - Boards Boundary
- - Hydrological catchment
- - IDB Watercourses
- ⊗ - Pumping Station
- ⊖ - Water Control Structure
- ⊗ - Sluice

KEY MAP



SCALE	SHEET NUMBER
BEST FIT	© Crown Copyright and database rights [2012]. All rights reserved OS licence number 100052639.
PLOT DATE	CMT126G
13/07/2017	
FILE NAME	
KLIDB_webmap2013	

ENGINEERING & OPERATIONS REPORT

1 CAPITAL WORKS

1.1 CRABBS ABBEY PUMPING STATION

Officers are currently awaiting the final outputs from surveys of the Board-maintained drains leading to this station, and are arranging for Northern Divers to attend site to carry out underwater inspections and testing on both the old station and the current one, including measuring the residual thickness of the steel sheet piles.

Prices will shortly be sought from consultants for them to build a hydraulic model and undertake other appraisal works required to assess potential refurbishment/improvement works here, and then, if appropriate, to submit an application seeking grant aid funding towards the costs of the preferred option.

1.2 ISLINGTON CATCHMENT FLOOD RISK MANAGEMENT SCHEME

The baseline hydraulic model has now been completed, and feedback about it has been received from the Environment Agency's Modelling and Forecasting Team. A workshop is due to be held on 16 May to reduce the long-list of potential future flood risk management options to a short-list, with those options then being subject to modelling and further economic appraisal works. Currently it's anticipated that the project report will be reviewed by the EA's Large Projects Review Group at either its September or October meeting.

1.3 NORTH LYNN LINK SCHEME

Breheeny are due to return to site on 15 May to install the ducts required for the electricity cable replacement/diversion works around Riverside, with UKPN planning to undertake the actual outage/reconnection during the first full week in June. After that Breheeny should be in a position to continue straight on to the main construction works, which – based on previous programmes – are expected to take around 7 weeks to complete.

1.4 WEST LYNN OUTFALL

Following a meeting with Martin Childs Limited, it has been agreed that there will be suitable tides during the week commencing 19 June to allow the flap door and penstock replacement works to be carried out, subject to Highways agreeing this would be an acceptable week in relation to the required traffic management. The works are expected to be completed in no more than 5 days.

1.5 WOLFERTON CATCHMENT FLOOD RISK MANAGEMENT SCHEME

Following a request from NPAS, a meeting was held between Officers from the EA, representatives from Peter Brett Associates and me on 25 April 2017 regarding fish and eel issues with this project. After lengthy discussions, it was agreed that the Board would submit a "supporting case" to the EA's East Anglia Area Manager detailing all factors which have led to our current position/request for an exemption from any requirement to install an eel screen. This should be submitted shortly.

In the meantime design work and preparation of tender specifications is continuing as much as practicable, but it will soon reach a point where it is not possible to finalise anything else pending decisions from the EA. If this point is reached, then all work on the project will have to be put on hold, which could have significant implications on timescales for delivering the works, especially as there are only certain fixed “windows” when we can undertake particular elements of the works, in order to comply with the requirements of Natural England in respect of the statutory designations of The Wash.

An application has also been made to the Borough Council for a lawful development certificate covering our proposed works. The outcome of this will determine whether the works will fall within the Board’s permitted development rights or if a planning application will have to be submitted in due course.

2 HEALTH & SAFETY

2.1 ACCIDENTS AND NEAR-MISSES

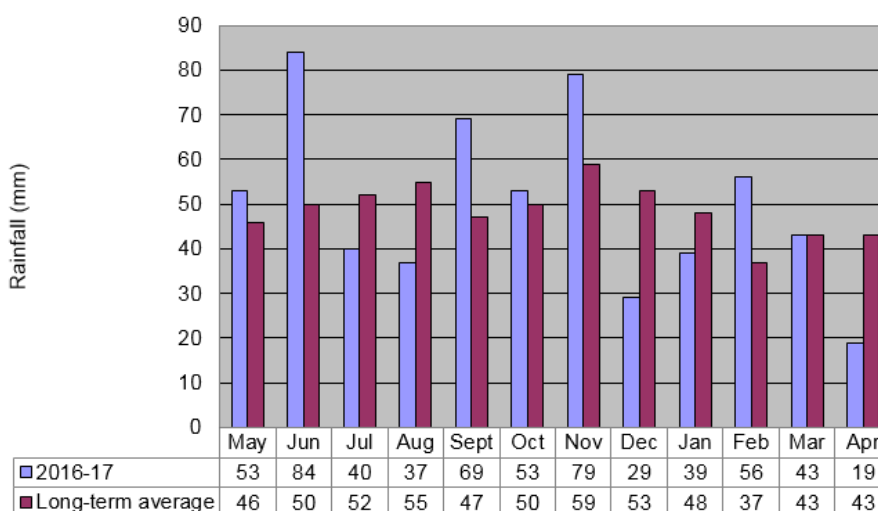
There have been no accidents or near misses during this reporting period.

3 RAINFALL

Rainfall statistics relating to the Board’s gauges for the months of March and April are as follows (recordings in mm):

LOCATION	MARCH		APRIL		CUMULATIVE	
	2017	2009-16 Average	2017	2009-16 Average	2017	2009-16 Average
Islington Pumping Station	44	34	16	36	138	169
Pierrepoint Pumping Station	43	39	19	37	157	176
Wolferton Pumping Station	35	39	21	36	152	177

ACTUAL AND LONG-TERM AVERAGE MONTHLY RAINFALL READINGS KING’S LYNN: MAY 2016 – APRIL 2017



ENVIRONMENTAL REPORT

1 BARN OWL NESTBOX MONITORING

In March a report was received from the Wildlife Conservation Partnership outlining the results of their 2016 monitoring of some of the barn owl nestboxes installed by this Board (and others in the WMA), including those which were funded by the SITA Trust a few years ago.

Not all boxes are monitored every year, but 34 were within this Board's area in 2016. All boxes offer a suitable nest site for barn owls – which prefer a relatively-enclosed, darker nest area – but many also have a second nest site suitable for kestrels or other species.

At the time of monitoring, 15 of these sites had been/were being used by barn owls in some way – as a roost (2), seemingly in preparation for nesting (3), or where an owl was actually on eggs (3) or raising young (7) – and a further 11 by kestrels – as a roost (3), where the young had already fledged (5) or where young were being raised (3) – which represents a good percentage usage by “target species”. Another site also had a little owl nesting, with many of the remaining nestboxes used by other species such as stock doves or jackdaws.

PLANNING REPORT

1 ITEMS REQUIRING BOARD'S CONSIDERATION:

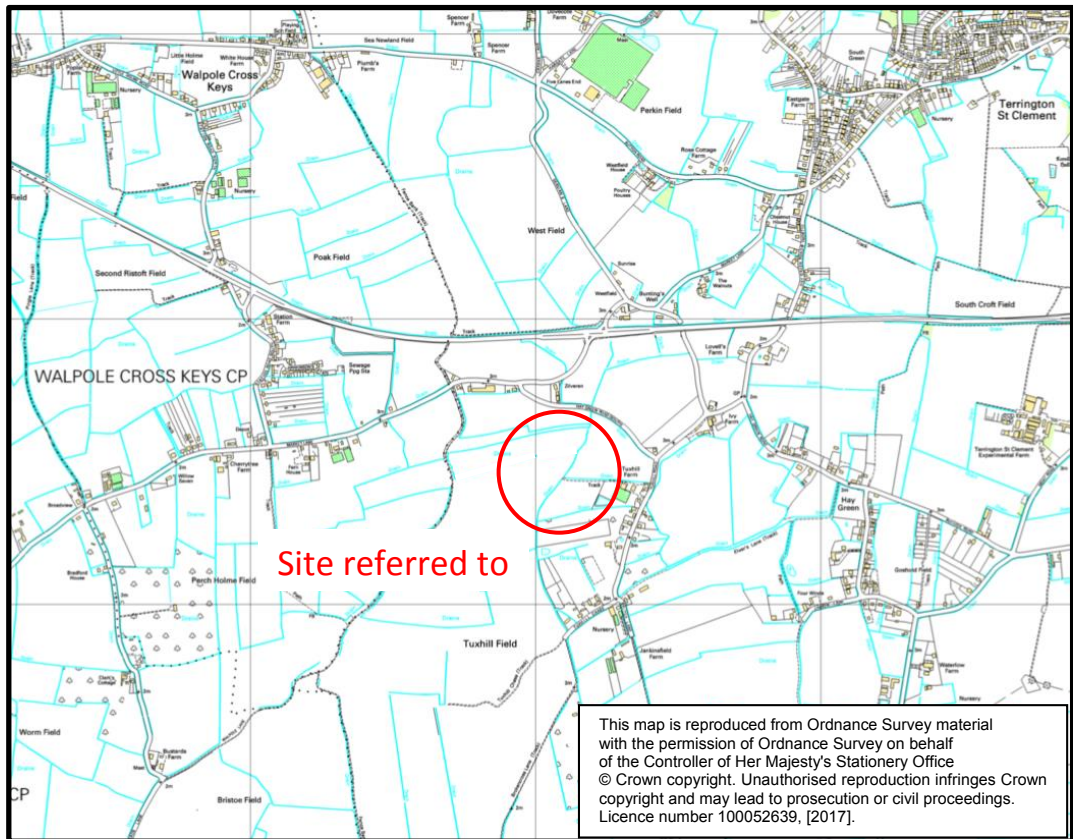
1.1 APPLICATION TO RE-ALIGN PART OF A BOARD-MAINTAINED WATERCOURSE OFF HAY GREEN ROAD (SOUTH), TERRINGTON ST CLEMENT DRAIN AFFECTED – HAYGREEN DRAIN (DRN146P0260), AN OPEN WATERCOURSE APPLICANT – J A COLLISON & SONS

An application has been received seeking agreement to the realignment of a section of this Board-maintained watercourse. The applicant wishes to extend their glasshouses across the existing drain, and are therefore applying to excavate a new open channel beyond the proposed extension's footprint, and to infill the current route.

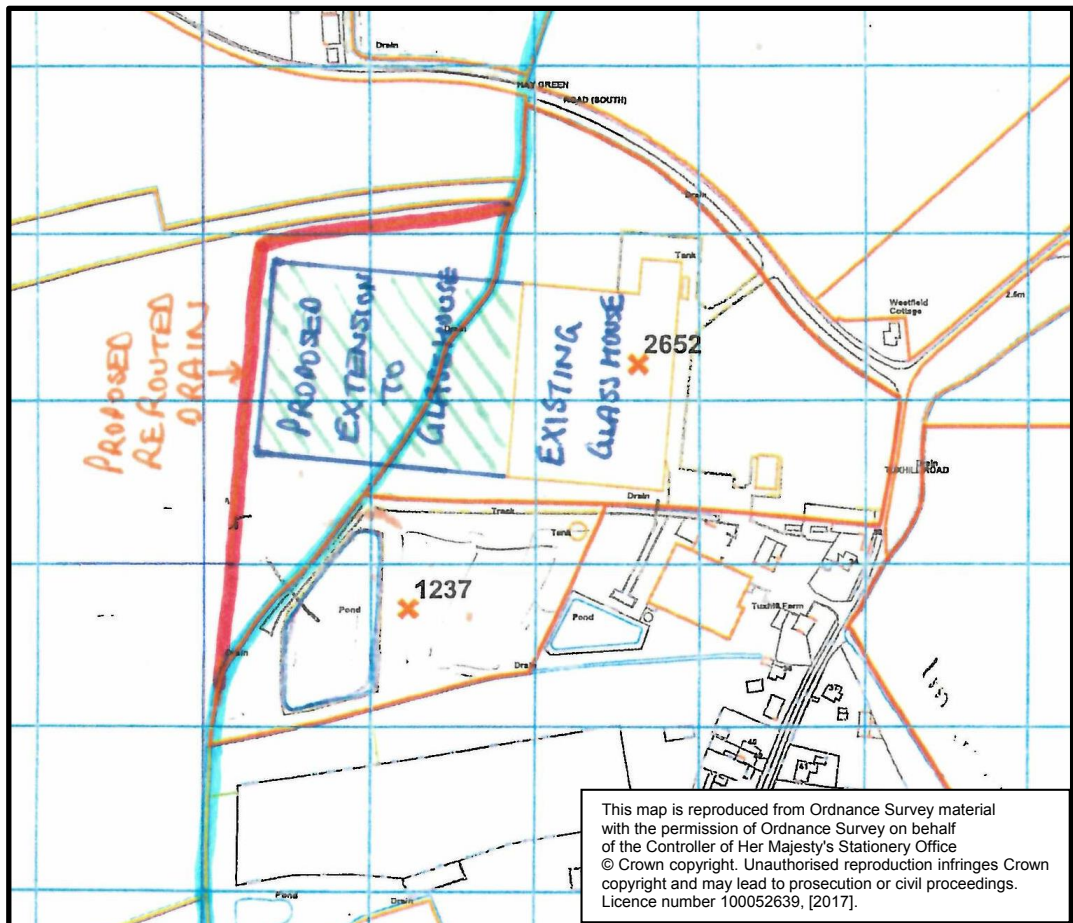
The existing drain is approximately 350m long between the indicated end points of the diversion, whereas the proposed channel would be around 430m in length, and would involve two relatively sharp changes of direction. This section of watercourse is currently reasonably straight, although 90° bends in Board-maintained drains are not unusual. The banks of the current drain are also much steeper than is desirable (between around 1:1 and 1:1.25), but if a new channel is dug, it could, and should, be stipulated that this is to be with more appropriate bank gradients.

If the Board is agreeable to this section of watercourse being re-aligned, I would recommend that consent is granted subject to the following:

- The final position of the diverted drain, along with the method of works, is to be previously agreed by the Board's Officers, and must ensure that the nearest brink line on the new drain will, at all points, be at least 9 metres from the glasshouse extension or any other development.
- The new drain is to have a 1.5m bed width – as the current watercourse does – with the bed level set to match the existing bed level at either end of the realignment, which (based on a survey undertaken last year) will mean there is zero gradient along this section. The excavation works must also provide constant 1:1.5 (1 vertical to 1.5 horizontal) bank gradients, with the banks to be grass-seeded as soon as possible after excavation to help aid stability. The size, invert level and other details for any new or relocated culverts are to be set by the Board's Officers.
- The required improvements are to be carried out at the sole cost of the applicant, to the satisfaction of the Board's Officers.
- A protected species survey must be carried out by a suitably-qualified professional, at the applicant's cost, to confirm if there are any protected species or habitats which may be affected by the infilling works. Any required mitigation measures are to be undertaken at the applicant's cost.
- A 3-year "warranty" period is to be applied to the new section of Board-maintained drain, commencing on the date that works are passed as satisfactory by the Board's Officers. In the event of any slip repairs or other works that are not routine maintenance needing to be undertaken by the Board during this period, the full cost of those works is to be payable by the applicant.



Location plan



Site plan – the blue line shows the current drain route and the red line shows the indicative proposed alignment

1.2

APPLICATION SEEKING RELAXATION OF BYELAW 10 IN CONNECTION WITH PROPOSED GARAGE AT DAVOS, JANKINS LANE, TERRINGTON ST CLEMENT DRAIN AFFECTED – JANKINS LANE DYKE, AN OPEN WATERCOURSE
APPLICANT – MR DEWHIRST

The applicant is seeking permission from the Board to construct an open-fronted garage, of maximum plan dimensions seven metres by six metres, which would be located four metres from the brink of the Board-maintained watercourse at its closest point. The garage would be a timber frame construction with a dwarf brick wall and timber cladding.

There are currently a number of trees and large shrubs at this property within the area of land covered by Byelaw 10 which would prevent access to the drain from the site with machinery – routine maintenance works are always undertaken from the road/verge on the opposite side.

The applicant is aware that four metres is closer to an open watercourse than the Board's standard policies suggest might normally be consented, but feels that he needs to build it that close to the drain to allow sufficient space between the garage and existing dwelling to manoeuvre vehicles. He has also suggested that (with the exception of the dwarf wall) the garage would be able to be dismantled, should the need ever arise.

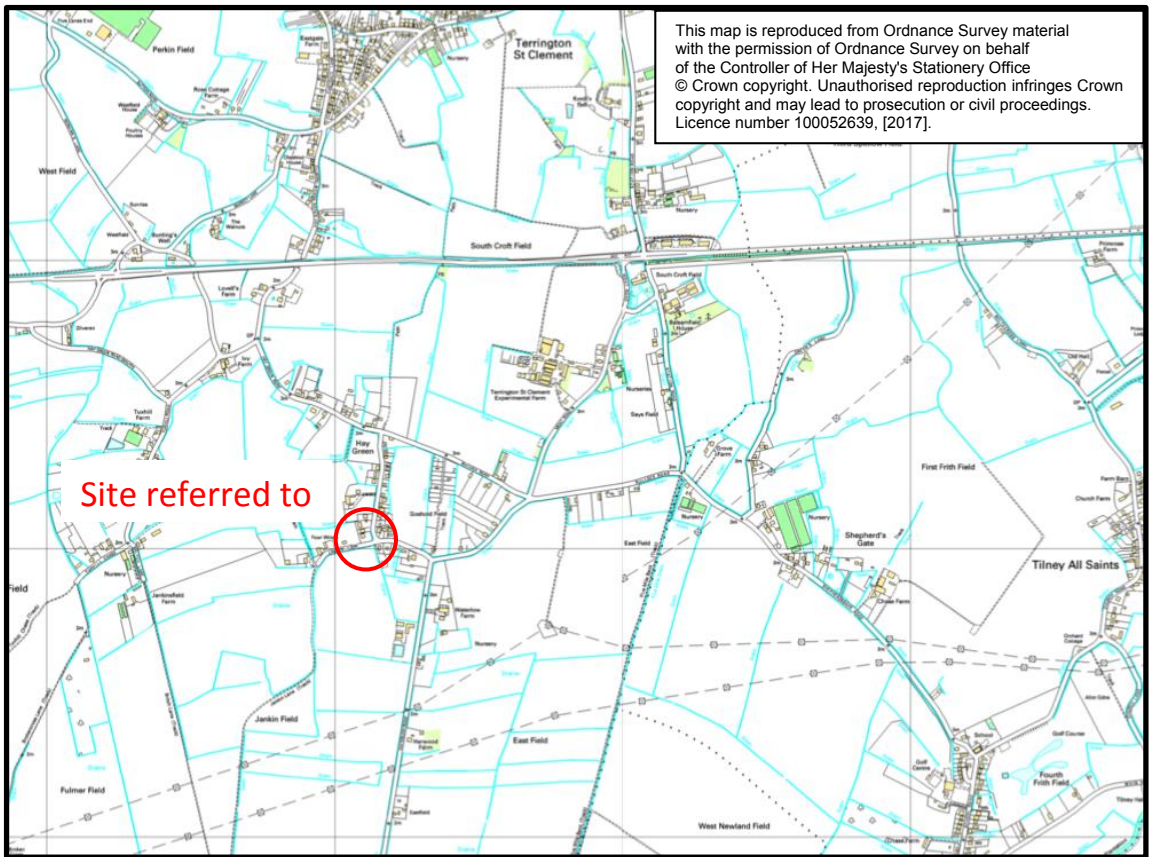
The suggested construction is not what would commonly be considered a temporary, demountable building, for which the Board can often agree a greater flexibility in respect of where the garage can be positioned, and although there is currently no machine access to the drain from the site, this might not always be the case. However, if the Board's standard Deed of Indemnity was to be entered into, then if the garage ever does pose an impediment to the Board's works, it could be required to be removed or other works undertaken (at the property owner's cost) to mitigate the adverse impact on the Board.

Recommendation

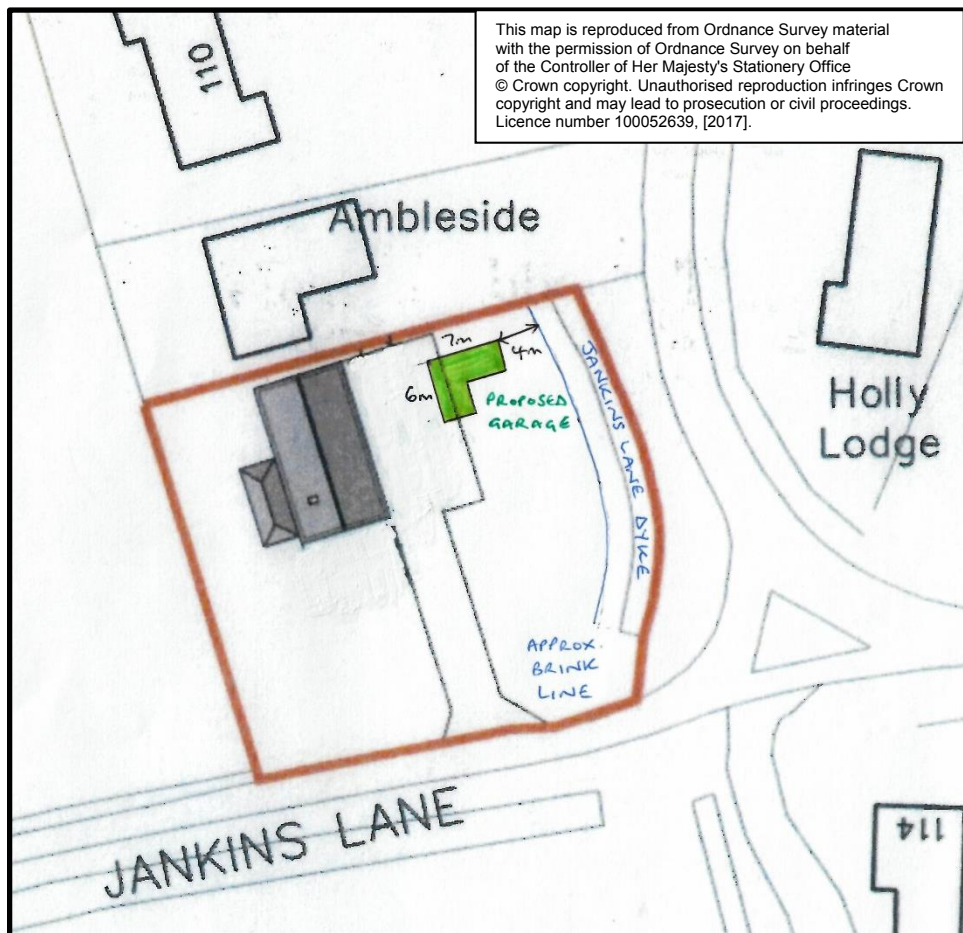
The Board's Planning & Byelaw Policy says that applications for a garage classed as "Permanent (including any garage with foundations or a concrete base)" will not normally be approved closer than 6 metres from the edge of the drain. That being said, this garage design can be considered to not fall exactly into either of the categories given in that policy, and the majority of dwellings further upstream alongside this watercourse have at least some "development" within 9 metres of the drain – both where the watercourse is open and where it's culverted – meaning routine access there is also limited to one side.

Taking all the above factors into account, if the Board is prepared to grant a Byelaw 10 relaxation for the proposed garage here, I would recommend that this is subject to compliance with the following conditions:

- The applicant (and any other owners of the property) is to enter into the Board's standard Deed of Indemnity, including paying all costs incurred by the Board in preparing and executing that document.
- Written confirmation is to be provided by a suitably-qualified, independent structural engineer showing that the intended foundation design for the garage will ensure the structure does not have an adverse impact on the Board-maintained watercourse, or vice-versa, and the foundations are then to be constructed in accordance with that design.



Location plan



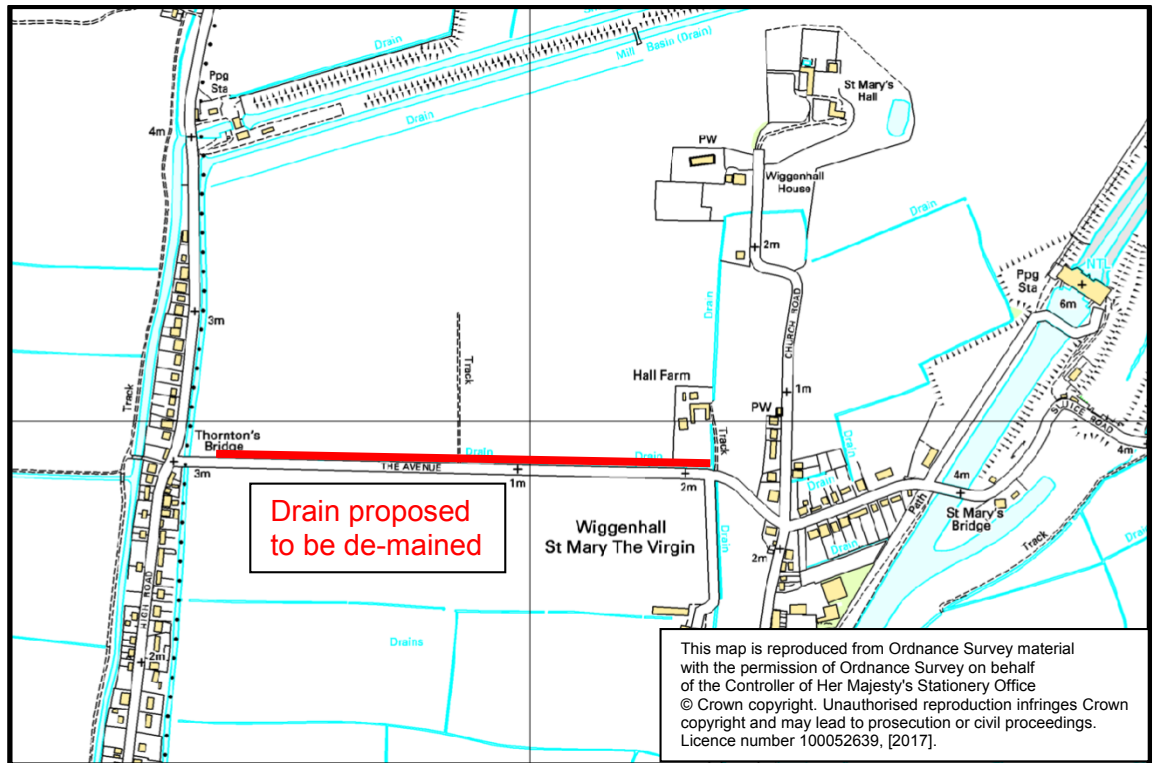
Site plan

1.3

PROPOSED DE-MAINMENT OF AVENUE DRAIN (DRN138P0509) ALONGSIDE THE AVENUE, WIGGENHALL ST MARY THE VIRGIN

Officers wish to propose that the Board de-mains Avenue Drain, which is approximately 760m in length. The watercourse is located immediately to the north of a highway, with open agricultural land – all of which is in the same party’s ownership – on the opposite side. There are no other watercourses connecting into Avenue Drain, and as such it forms the upstream end of this part of the local drainage network.

As the watercourse only serves one riparian owner/occupier, it meets the criteria where it should be considered for abandonment (see “Supplementary Guidance for Adoption and Abandonment of Watercourses” policy), and it is recommended that the Board agrees to the de-mainment of the section of drain shown on the plan below.



Plan showing length of watercourse proposed to be de-mained

1.4

PROPOSED DE-MAINMENT OF SEARLES DRAIN (DRN126G0101 & DRN126G0103) AT SEARLES LEISURE RESORT, SOUTH BEACH ROAD, HUNSTANTON

Officers wish to propose that the Board de-mains the two branches of Searles Drain, which run through part of caravan site here. Although some of the Board's maps show one of the watercourses extending further than indicated on the plan on the next page, the Board's Operations Manager has confirmed that during his 25 years with the Board maintenance has only ever been undertaken along the lengths shown as red lines.

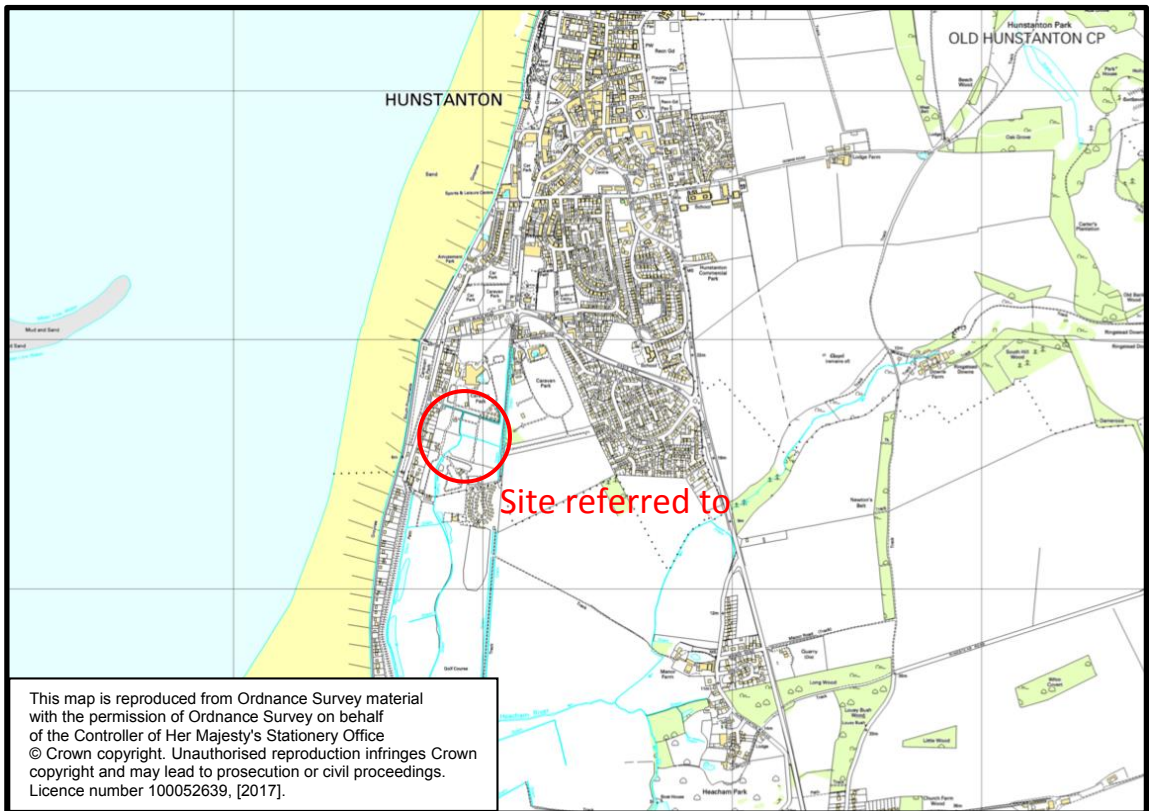
Collectively, the two branches of this drain are around 465m in length, of which approximately 205m is open channel, with the remainder being piped. The open channel has steep bank gradients, with consequent access and safety issues when undertaking hand roding works here, and the overall condition of the banks is deteriorating.

Members will note that the caravans are located in very close proximity to the watercourses, which prevents any possibility of machine access for routine maintenance and would probably prohibit any widening of the existing open channel due to the land loss and resulting impact on existing pitch positions/extents. The caravans would obviously also be a significant impediment to actually getting to the watercourses to repair or replace any part of the piped sections.

The Environment Agency is currently responsible for the section of pipeline downstream of these watercourses, but their Officers have informed the Board that they are looking to hand over responsibility for this to Searles. If that happens there would be a Board-maintained system discharging into a privately-maintained one, which is a scenario the Board has always sought to avoid in the past and which, in my opinion, it should continue to eschew.

The Board has recently had these pipelines jettied and camera-surveyed, and that has shown them to be in generally good condition, with the main exception to this being where a number of (what are believed to be) unauthorised outfalls have been poorly connected into the main pipeline.

Although the Board could perhaps improve the situation with the last of the issues mentioned above, any improvements would be minimal relative to the problems related to access. Given this and the situation discussed above regarding the EA's intentions in respect of future maintenance of the downstream pipeline, it is recommended that the Board de-mains these two watercourses.



Location plan



Aerial photograph showing indicative locations of watercourses proposed for de-mainment in red – taken from Bing Maps, copyright Microsoft 2017

2 OTHER PLANNING MATTERS:

2.1 SURFACE WATER DEVELOPMENT CONTRIBUTION RATE

At a meeting of the WMA Consortium Management Committee held on 31 March 2017 it was agreed to recommend to Member Boards that the Surface Water Development Contribution rate charged for the period 1 April 2017 – 31 March 2018 be £75,500 per impermeable hectare (unconfirmed WMA minute 11/17/05), an increase of just over 1%.

2.2 SURFACE WATER DEVELOPMENT CONTRIBUTION FEES

There have been four Surface Water Development Contribution Fees invoiced during the reporting period, for a total of £13,080.25.

2.3 DELEGATED CONSENTS GRANTED

During this reporting period the following consents have been granted by the Chief Executive's Management Committee under its delegated authority:

APPLICANT/AGENT	LOCATION	DEVELOPMENT	WATERCOURSE(S)
Norfolk County Council	A149, Hunstanton	Discharge surface water run-off to a watercourse (highway alterations)	Private (CMT127G)
MTC Engineering (Cambridge) Ltd	Lynn Road, Wisbech	Discharge surface water run-off to a watercourse (highway alterations)	Private (CMT145P)
RPS Planning & Development Ltd	Land off Wanton Lane, Terrington St Clement	Discharge surface water run-off to a watercourse (housing development)	Experimental Drain (DRN146P0248)
Mr Richardson	Wanton Lane, Terrington St Clement	Discharge surface water run-off to a watercourse (highway alterations)	Experimental Drain (DRN146P0248)

G R DANN – PLANNING/ENFORCEMENT OFFICER



Water Management Alliance

INTERNAL AUDIT REPORT

2016/17

April 2017

Contents:

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

1. Executive Summary

The audit of the Water Management Alliance and the constituent Internal Drainage Boards was carried out by Kathy Woodward for the year 2016-17. This Executive Summary sets out our overall conclusion on the system reviewed, and summarises the key recommendations arising. A copy of the Terms of Reference for this audit is attached as **Appendix 1**.

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

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

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

New guidance was issued on 30th March 2017 by the Joint Practitioners' Advisory Group (JPAG), '*Governance and Accountability for Smaller Authorities in England – A Practitioners Guide to Proper Practices to be applied in the preparation of statutory annual accounts and governance statements, March 2017*'. Although the new guide does not become mandatory until the 2017/18 financial reports are prepared, the Water Management Alliance has decided on early adoption on a voluntary basis. With this in mind the auditor has considered the effect the new guidance would have on the required internal audit and has concluded that essentially the work remains the same. Therefore the audit has been undertaken in line with previous years, based on the 2007 guidance. Audit work has included review of the procedures and systems of control in place at the Water Management Alliance and considered if they were effective and being applied as intended. Sample testing was carried out on elements as considered necessary by the auditor in order to substantiate the application of the control.

As part of the audit a follow-up was carried out on the recommendations raised in last year's report. Most of the recommendations made have been implemented. There is one recommendation still outstanding in relation to segregation of duties in timesheet authorisation, but this is only a best practice recommendation with no significant risks arising as a consequence.

2. Overall Conclusion

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

working as expected. However, there are some aspects that can be improved and details of recommendations can be found in Section 4 together with the actions agreed with the Chief Executive.

The overall level of assurance attributed to the system is:

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

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

3. Acknowledgements

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

Mary Creasy, Personal Assistant (CEO)

Sallyanne Jeffrey, Finance Officer

Trish Walker, Finance Assistant

Graham Tinkler, Rating Officer/Site Warden

Observations and their effects/ Recommendations	Priority	Agreed Action/ Responsible Officer/ Target Date
<p>1. Bank Reconciliation</p> <p>Observation</p> <p>Bank reconciliations are carried out weekly, as per Financial Regulations. Evidence is presented to the Chief Executive each month in the form of a cash flow statement. King’s Lynn IDB bank account became overdrawn during the year, but was rectified the following day with no charges being incurred.</p> <p>There were a number of occasions where the dates on the cashbook reconciliation did not tie back to the bank statements being reconciled. The information contained within the report was correct.</p> <p>The use of the unreconciled reports on the cash book seems to have dropped off throughout the course of the year resulting in a large amount of manual reconciliation taking place.</p> <p>It was difficult in some cases to identify the information relating to each individual bank reconciliation that is filed within the folder</p> <p>Consequence</p> <p>Monthly reconciliations are carried out correctly but this is not always evidenced.</p> <p>The method of carrying out the bank reconciliation is thorough but the supporting reports from Sage are not always printed. The unreconciled reports are not used effectively.</p> <p>Recommendation</p> <ol style="list-style-type: none"> 1. Agree to use the unreconciled report function of sage to minimise the amount of manual reconciliation needed in the process to improve the audit trail of the reconciliation. 2. Agree to use file separation in the folders to identify each individual bank reconciliation. 	Low	<p>Agreed.</p> <p>The unreconciled report will be used more consistently.</p> <p>Filing will be improved.</p> <p>Finance Officer</p>

Observations and their effects/ Recommendations	Priority	Agreed Action/ Responsible Officer/ Target Date
<p>2. Timesheet Authorisation</p> <p>Observation</p> <p>Files containing the timesheets were requested and checked for evidence of timesheets and authorisation.</p> <p>Results were summarised in a spreadsheet. All timesheets had been signed by the Operations Managers for each Board and by the Finance Officer for WMA.</p> <p>The Broads Operations Manager is authorising his own timesheets due to the remoteness of the working area. The Operations Manager is now managing 3 sites, Broads, Norfolk Rivers and East Suffolk. For this reason at the end of each month an invoice is raised to recharge supervisory time for the other IDB's. While the Broads Operations Manager is salaried, the timesheets are used to evidence the recharges to other boards.</p> <p>Consequence</p> <p>There is no segregation of duties. This is not best practice, however there is a some mitigating control as all payroll is countersigned by the Chief Executive when is has been entered into Sage and the report produced.</p> <p>Recommendation</p> <p>To be discussed to establish if the new offices at Martham create on opportunity for a monthly meet up of the Catchment Engineer and the Operations Manager to sign / countersign timesheets when required.</p>	Low	<p>Agreed.</p> <p>The method of authorising these timesheets will be reviewed.</p> <p>Chief Executive/Catchment Engineer.</p>

Observations and their effects/ Recommendations	Priority	Agreed Action/ Responsible Officer/ Target Date
<p>2) Duplicate invoices could be processed as there is no system control in place to prevent this happening. Each transaction cannot be identified individually by its reference (transaction) number causing confusion.</p> <p>Recommendation</p> <p>1) Financial Regulations need to be followed at all times, by all members of staff. An enhancement has been made to the financial regulations for adoption immediately.</p> <p>2) Finance Officer to speak to finance system advisors about 'unique' reference numbers and if this can be incorporated into the system upgrade.</p>		



WATER MANAGEMENT ALLIANCE

INTERNAL AUDIT TERMS OF REFERENCE 2016-17

1. INTRODUCTION

1.1 This document sets out the strategy and plan for the audit of the Water Management Alliance for the year 2016-17.

1.2 Section 6 of The Accounts and Audit Regulations 2015 states that '*The relevant body must conduct a review at least once in a year of the effectiveness of its system of internal control*'.

1.3 Internal Audit is defined as '*an independent, objective assurance and consulting activity designed to add value and improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.*'

Public Sector Internal Audit Standards, April 2017

1.4 The Internal Auditor will work in accordance with the Public Sector Internal Audit Standards (PSIAS) adopted by CIPFA from April 2017 and thus will be able to provide the review required by the Regulations.

1.5 The authority of the Internal Auditor is established in the Financial Regulations.

1.6 The audit work will concentrate on records and systems used by the Water Management Alliance, who provide the financial and administrative functions for:

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

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

2. OBJECTIVES AND SCOPE OF THE AUDIT

2.1 The work of the Internal Auditor will be guided by 'Governance and Accountability for Smaller Authorities in England – A Practitioners Guide (Rev March 2017)'.

2.2 In order to be able to complete section 4 of the Electronic Annual Return for 2017 the auditor will consider the following:

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

D. Budgetary Controls

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

E. Income Controls

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

F. Petty Cash Procedures

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

G. Payroll Controls

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

H. Asset Management

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

I. Bank Reconciliation

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

J. Year-end Procedures

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

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

2.4 Contained within the scope of work described above it is implied that the auditor will have due regard for Value for Money considerations and the potential for fraud.

3. TASKS

3.1.1 The project tasks are to:

- Establish if the procedures recorded as part of the audit for 2015-16 remain the same and document any changes that may have taken place.
- Perform tests to establish that systems are operating in accordance with the procedures and that good practice is being complied with.

Internal Audit Services

- Assess strengths and weaknesses of the systems operated and the levels of financial and management risk.
- Discuss the results with the Chief Executive and make recommendations as appropriate, which will be communicated to the Boards by means of a report.
- Complete Section 4 of the Electronic Annual Return for 2016-17.

4. WORK PLAN

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

4.2 The audit has been allocated 5 days, which will be utilised as follows:

Task	Time
Confirm existing procedures and record any changes. Undertake a follow-up of actions agreed from the audit report for the year 2015-16.	0.5
Testing – to establish that processes are being applied as intended.	3.5
Conclusions and discussion	0.5
Completing the Return and reporting if required.	0.5

5.0 AGREEMENT

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

**WMA: FINANCIAL REGULATIONS
PROPOSED CHANGE TO PROCEDURES, FOLLOWING CYBERCRIME INCIDENT OF 5/6 DECEMBER
2016**

1. Payments should never be made to anyone on the strength of an email request from a budget holder without being authorised in the proper manner, as set out in section D of each Board's Financial Regulations.
2. When the Finance Officer or Finance Assistant receives an email instruction to pay someone purporting to come from the Chief Executive, the payment will only be made:
 - 2.1 if the email has come from the Chief Executive using his/her WLMA domain, e.g. phil@wlma.org.uk, and
 - 2.2 if the email has an Invoice attached to it; made out to the WLMA or one of its Member Boards quoting a valid Purchase Order Number, and/or where a clear explanation is given by the Chief Executive detailing what the payment is for and where the expenditure should be coded to, and crucially
 - 2.3 after the request has been verified by the Finance Officer either in person or on the telephone with the Chief Executive him/herself.
 - 2.4 Only when these 3 checks have been made will the payment be processed by BACS transfer, which will be subject to the usual 3 day clearance period. Payment will never be made by CHAPS transfer where funds are cleared immediately the payment is made, unless otherwise requested by the Chief Executive in person.
 - 2.5 If the Chief Executive requests that the payment be made by CHAPS transfer, the Finance Assistant or Finance Officer will complete a manual payment requisition for the Chief Executive to sign, thereby authorising the CHAPS transfer and confirming financial values, coding (where necessary), the person/company to be paid and the bank details to which the bank transfer will be made.
3. The WMA will insure against cybercrime attacks arising from phishing emails, viruses and data theft etc., subject always to the adequacy of cover provided and the affordability of premiums.

P J CAMAMILE
CHIEF EXECUTIVE

24 MARCH 2017

From: 01 April 2016
 To: 31 March 2017

 Period: 12
 Year Ending: 31 March 2017

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	305,736	305,736	0	305,736	305,736	0
1	Special Levies issued by the Board	1,856,510	1,856,510	0	1,856,510	1,856,510	0
	Grants Applied	112,000	103,603	-8,397	112,000	103,603	-8,397
	Rental Income	3,200	2,113	-1,087	3,200	2,113	-1,087
2	Highland Water Contributions	35,000	49,740	14,740	35,000	49,740	14,740
	Income from Rechargeable Works	0	111,511	111,511	0	111,511	111,511
	Investment Interest	20,000	25,085	5,085	20,000	25,085	5,085
	Development Contributions	0	256,745	256,745	0	256,745	256,745
4	Other Income	43,294	93,632	50,338	43,294	93,632	50,338
	Total Income	£2,375,740	£2,804,674	£428,935	£2,375,740	£2,804,674	£428,935
<u>Less Expenditure:</u>							
5	Capital Works	2,208,000	1,800,255	407,745	2,208,000	1,800,255	407,745
6	Environment Agency Precept	159,146	159,146	0	159,146	159,146	0
7	Maintenance Works	1,358,405	1,156,544	201,861	1,358,405	1,156,544	201,861
	Development Expenditure	0	0	0	0	0	0
	Interest Payments	0	0	0	0	0	0
8	Administration Charges	240,348	310,579	-70,231	240,348	310,579	-70,231
	Cost of Rechargeable Works	0	111,276	-111,276	0	111,276	-111,276
3	Net Deficit/(Surplus) on Operating Accounts	49,500	30,752	18,748	49,500	30,752	18,748
	Total Expenditure	£4,015,399	£3,568,551	£446,847	£4,015,399	£3,568,551	£446,847
	Profit/(Loss) on disposal of Fixed Assets	£0	-£3,500	-£3,500	£0	-£3,500	-£3,500
9	Net Surplus/(Deficit)	-£1,639,659	-£767,378	£872,281	-£1,639,659	-£767,378	£872,281

From: 01 April 2016
 To: 31 March 2017

 Period: 12
 Year Ending: 31 March 2017

Notes	Balance Sheet as at 31-3-2017	Opening Balance £	Movement This Year £	Closing Balance £
10	Fixed Assets:			
	Land and Buildings	929,761	-7,971	921,790
	Plant and Equipment	895,679	-34,184	861,495
	Pumping Stations	355,392	-88,848	266,544
	Shared Consortium Assets	0	0	0
		2,180,832	-131,003	2,049,829
	Current Assets:			
11	Bank Account	79,308	34,030	113,338
	Stock	6,761	-1,365	5,396
12	Trade Debtors	27,336	34,852	62,188
13	Work in Progress	2,783	-2,783	0
14	Term Deposits	5,200,000	-1,100,000	4,100,000
15,16	Drainage Rates and Special Levies Due	26,363	-3,546	22,817
17	Prepayments	103,250	-103,250	0
	Prepayments to WMA	21,699	116,621	138,320
	Accrued Interest	0	0	0
	VAT Due	113,985	-18,008	95,977
	Grants Due	0	0	0
		5,581,485	-1,043,448	4,538,037
	Less Current Liabilities:			
	Trade Creditors	335,118	-333,983	1,135
18	Grants Unapplied	73,622	26,224	99,846
	Accruals	0	0	0
	Payroll Controls	0	0	0
	Finance Leases	0	0	0
	Receipts Paid in Advance	10,466	-10,466	0
	Loans due in less than one year	0	0	0
		419,206	-318,226	100,980
	Net Current Assets	5,162,279	-725,223	4,437,056
	Less Long Term Liabilities:			
25	Pension Liability	2,875,000	485,000	3,360,000
	Loans due in more than one year	0	0	0
		2,875,000	485,000	3,360,000
	Net Assets	£4,468,111	-£1,341,226	£3,126,885
19	Reserves:			
	Earmarked			
20	General Reserve	3,069,224	-873,550	2,195,674
21	Development Reserve	619,922	256,745	876,667
22	Capital Works Reserve	127,000	-127,000	0
23	Plant Reserve	2,821,148	0	2,821,148
		6,637,294	-743,805	5,893,489
	Non-Distributable			
24	Revaluation Reserve	705,817	-112,421	593,396
25	Pension Reserve	-2,875,000	-485,000	-3,360,000
		-2,169,183	-597,421	-2,766,604
	Total Reserves	£4,468,111	-£1,341,226	£3,126,885

 P J CAMAMILE
 CHIEF EXECUTIVE

From: 01 April 2016
To: 31 March 2017

Period: 12
Year Ending: 31 March 2017

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	1,752,700	1,752,700
Fenland District Council	81,280	81,280
South Holland District Council	22,530	22,530
	1,856,510	1,856,510

- 2 The Highland Water Claim for 2016/17 is due to be paid by the Environment Agency (EA) to the Board in September, following the recent changes made to the timetable (previously the payment was made in two installments - one in May and one in December).

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

	<u>Y-T-D Budget</u>	<u>Y-T-D Actual</u>
Labour Operations Account	42,465	26,382
Mobile Plant Operations Account	7,035	4,370
	49,500	30,752

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	41,794	89,786
Summons Costs	1,000	2,840
East Wash Coastal Management CIC Administration Fee	0	500
Sundry Income	500	506
	43,294	93,632

- 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 Planning/Enforcement Officer, 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 2016/17 is as estimated. Half of the EA Precept is payable to the EA on 31 May and the other half on 30 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	434,514	505,890
Plant Charges	206,146	240,009
Materials	7,002	8,152
Contractors	120,026	139,742
Electricity	79,064	92,051
Pumping Station Insurances	3,113	3,624
Telemetry	23,113	26,910
Heating Fuel	722	841
Pumping Station Depreciation	0	0
Direct Works	873,700	1,017,219
Technical Support Staff Costs	114,921	115,633
Other Technical Support Costs	36,950	18,025
Biodiversity Action Plan Costs	7,834	5,667
Contingency	25,000	0
Annual Plant Reinstatement Provision	300,000	0
Maintenance Works	1,358,405	1,156,544

- 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	89,932	90,455
Other Administration Costs	139,094	202,694
Sundry Expenses	0	11

From: 01 April 2016
To: 31 March 2017

Period: 12
Year Ending: 31 March 2017

Note Notes to the Accounts

Drainage Rates AV Increases/(Decreases)	3,000	8,463
Kettlewell House Depreciation	7,972	7,972
Sundry Debtors written off	350	0
Settlement Discount	0	984
	240,348	310,579

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

	Budget
Capital Works Reserve	-1,580,000
General Reserve	-59,659
	-1,639,659

10 The movement in Fixed Assets is detailed in the Fixed Assets Register for 2016/17, which can be made available to members on request.

	Land and Buildings	Plant and Equipment	Pumping Stations	Total
Cost				
Opening Balance b/fwd	1,417,491	1,601,460	888,480	3,907,431
(+) Additions	0	158,442	0	158,442
(-) Disposals	0	-298,652	0	-298,652
Closing Balance c/fwd	1,417,491	1,461,250	888,480	3,767,221
Depreciation				
Opening Balance b/fwd	487,730	705,781	533,088	1,726,599
(+) Depreciation Charge for year	7,972	155,626	88,848	252,445
(-) Accumulated depreciation written out on disposal	0	-261,652	0	-261,652
Closing Balance c/fwd	495,702	599,755	621,936	1,717,392
Net Book Value as at 31-3-2016	929,761	895,679	355,392	2,180,832
Net Book Value as at 31-3-2017	921,790	861,495	266,544	2,049,829

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 2012. 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:

	2015/16	2016/17
Opening Balance as at 1-4-2016 b/fwd	232,181	79,308
(+) Receipts	4,642,101	7,126,651
(-) Payments	-4,794,974	-7,092,621
(=) Closing Balance as at 31-3-2017 c/fwd	79,308	113,338
Balance on Statement as at 31-3	79,683	169,193
Less: Unpresented Payments	0	-55,855
Add: Unpresented Receipts	-375	0
Closing Balance as at 31-3-2017 c/fwd	79,308	113,338

12 Aged Debtor profile is currently as follows:

Debt period	Amount	Number of Debtors
<=30 days	62,188	5
>30 days and <=60 days	0	0
>60 days and <=90 days	0	0
>90 days	0	0
	62,188	5
>90 days	Amount	Inv. Date Originator
N/A	0	N/A N/A
	0	

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

Customer	Amount	Estimated Completion Date	Budget Holder

From: 01 April 2016
To: 31 March 2017

Period: 12
Year Ending: 31 March 2017

Note Notes to the Accounts

N/A	0	N/A	N/A
	<u>0</u>		

14 Term Deposits are currently as follows:

Financial Institution	Capital	Investment Date	Maturity Date	Interest Rate
Natwest Bank	500,000	05/08/2016	07/08/2017	0.42%
Principality Building Society	500,000	15/12/2016	18/04/2017	0.35%
Vernon Co-Op Bank	300,000	03/01/2017	28/04/2017	0.26%
Newcastle Building Society	300,000	13/01/2017	15/05/2017	0.35%
Skipton Building Society	500,000	16/01/2017	31/05/2017	0.27%
Progressive Barclays	500,000	30/01/2017	15/06/2017	0.35%
Coventry Building Society	500,000	15/02/2017	30/06/2017	0.30%
Nottingham Building Society	500,000	28/02/2017	14/07/2017	0.44%
National Counties Building Society	300,000	15/03/1017	31/07/2017	0.44%
West Bromwich Building Society	200,000	31/03/2017	15/08/2017	0.37%
	<u>4,100,000</u>			

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 77 Ratepayers that have not paid their Drainage Rates for 2016/17, as compared to 99 Ratepayers this time last year. Summarised transactions for Drainage Rates and Special Levies during the year are as follows:

	<u>2015/16</u>	<u>2016/17</u>
Arrears b/fwd	23,460	26,363
Drainage Rates for the year	303,611	305,736
Special Levies for the year	1,843,606	1,856,510
Payments Received	-2,145,973	-2,180,556
Settlement Discount	0	-984
Returned/(Represented) amounts	27	377
Value /(Decreases)	-4,973	-5,207
Value Increases	3,497	3,391
New Assessments	1,477	1,816
Irrecoverables and write offs	-844	-9,077
The East Coastal Management CIC	0	20,681
Summons collection costs	2,475	3,750
Special Levy Adjustment	0	0
Drainage Rate Adjustment	0	18
Paid Refunds	0	0
Sundry adjustments/Summons	0	0
Arrears c/fwd	<u>26,363</u>	<u>22,817</u>

17 There are currently no Prepayments.

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

	<u>2015/16</u>	<u>2016/17</u>
SCH30: Islington Catchment Flood Risk Management Scheme	73,622	99,846
	<u>73,622</u>	<u>99,846</u>

19 The Reserves are managed in accordance with the Balances and Earmarked Reserves Policy for 2016/17, as approved by the Board on 22 January 2016. This policy is available for viewing on the Board's website.

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

	<u>2015/16</u>	<u>2016/17</u>
Opening Balance, as at 1 April b/fwd	2,836,433	3,069,224
Net Surplus/(Deficit) for the year	388,164	-767,378
Net transfer (to)/from Development Reserve	-56,576	-256,745
Net transfer (to)/from Capital Works Reserve	-98,797	127,000
Net transfer (to)/from Plant Reserve	0	0
Revaluation Reserve adjustment	0	23,573
Closing Balance c/fwd	<u>3,069,224</u>	<u>2,195,674</u>

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

From: 01 April 2016
To: 31 March 2017

Period: 12
Year Ending: 31 March 2017

Note Notes to the Accounts

		<u>2015/16</u>	<u>2016/17</u>
	Opening Balance, as at 1 April b/fwd	563,346	619,922
	Net contributions transferred from General Reserve	56,576	256,745
	Closing Balance c/fwd	<u>619,922</u>	<u>876,667</u>
22	Movements on the Capital Works Reserve are made up as follows: The Capital Works Reserve largely represents the committed cost of capital schemes that the Board has approved in previous years, where suppliers have not actually invoiced for work, due to slippage in the programme or other issues with the contract:		
		<u>2015/16</u>	<u>2016/17</u>
SCH36	West Lynn Sluice - Structural Investigation	28,000	-28,000
SCH33	Wolferton Pumping Station - Structural Investigation	69,000	-69,000
SCH35	Control Panel Replacements & Weedscreen Cleaner Refurbishment	30,000	-30,000
		<u>127,000</u>	<u>-127,000</u>
23	The Fixed Plant Reserve and Mobile Plant Reserve have been merged into a single Plant Reserve, as at 31 March 2014:		
		<u>2016/17</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>2016/17</u>	
	Opening Balance, as at 1 April b/fwd	705,817	
	Less:		
	Pumping Station & Kettlewell House Depreciation	-112,421	
	Closing Balance c/fwd	<u>593,396</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 £1,827,000 as at 31 March 2017 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 22 January 2016.		
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 £109,089.95 upto 31/03/17.		
(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 £4,095.80 upto 31/03/17.		
(iii)	Mr Harvey Howe is employed by the Board as a full time Operative. The Board's Operations 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 2016.		
(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. During the reporting period the Chairman received £4,200.00 Chairman's Allowance.		

From: 01 April 2016
To: 31 March 2017

Period: 12
Year Ending: 31 March 2017

Note **Notes to the Accounts**

- (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 31-3-2017.

P J CAMAMILE
CHIEF EXECUTIVE

P WALKER
FINANCE ASSISTANT

From: 01 April 2016
To: 31 March 2017

Period: 12
Year Ending: 31 March 2017

BOX NO. ANNUAL RETURN, FOR THE YEAR ENDED 31 MARCH 2017	ACTUAL 2015/16 £	ACTUAL 2016/17 £
1 Balances brought forward		
General Reserve	2,836,433	3,069,224
Development Reserve	563,346	619,922
Plant Reserve	2,821,148	2,821,148
Capital Works Reserve	28,203	127,000
Revaluation Reserve	794,665	705,817
Pension Reserve	-3,166,000	-2,875,000
As per Statement of Accounts	3,877,795	4,468,111
(-) Fixed Assets, Long Term Liabilities, Loans and Finance Leases		
Pension Liability	-3,166,000	-2,875,000
Loans and Leases Outstanding (Current Liabilities)	0	0
Long Term Borrowing	0	0
Net Book Value of Tangible Fixed Assets	1,967,231	2,180,832
	-1,198,769	-694,168
(=) Adjusted Balances brought forward	5,076,564	5,162,279
2 (+) Rates and Special Levies		
Drainage Rates	303,611	305,736
Special Levies issued by the Board	1,843,606	1,856,510
As per Statement of Accounts	2,147,217	2,162,246
3 (+) All Other Income		
Grants Applied	45,456	103,603
Rental Income	1,964	2,113
Highland Water Contributions	33,978	49,740
Income from Rechargeable Works	36,130	111,511
Investment Interest	24,518	25,085
Development Contributions	56,576	256,745
Net Surplus on Operating Accounts	32,085	0
Other Income	7,885	93,632
Profit/(Loss) on disposal of Fixed Assets	-25,750	-3,500
As per Statement of Accounts	212,842	638,928
(+) Income from Sale of Fixed Assets (above profit/(loss))		
Capital Cost of disposals	239,541	298,652
Less: Accumulated depreciation written out	-155,991	-261,652
	83,550	37,000
(=) Adjusted Other Income	296,392	675,928
4 (-) Staff Costs		
Labour Operations Account	433,398	541,144
Technical Support Staff Costs	110,211	115,633
Shared Administration Staff Costs	85,349	90,455
	628,958	747,232
5 (-) Loan Interest/Capital Repayments		
Loan Interest	0	0

From: 01 April 2016
To: 31 March 2017

Period: 12
Year Ending: 31 March 2017

BOX NO. ANNUAL RETURN, FOR THE YEAR ENDED 31 MARCH 2017	ACTUAL 2015/16 £	ACTUAL 2016/17 £
Capital Repayments	0	0
As per Statement of Accounts	0	0
6 (-) All Other Expenditure		
Capital Works	582,066	1,800,255
Maintenance Works	1,018,844	1,156,544
Environment Agency Precept	159,146	159,146
Development Expenditure	0	0
Administration Charges	176,536	310,579
Cost of Rechargeable Works	35,303	111,276
Net Deficit/(Surplus) on Operating Accounts	0	30,752
Depreciation/(Revaluation) of Pumping Stations	88,848	88,848
As per Statement of Accounts	2,060,743	3,657,400
(-) All Other Expenditure (Non Cash)		
Plant and Equipment	157,644	155,626
Depreciation/(Revaluation) of Pumping Stations	88,848	88,848
Depreciation of Kettlewell House (included in admin.exp.)	7,972	7,972
	254,464	252,445
(-) Staff Costs now reported in Box 4	628,958	747,232
(+) Capitalised Additions		
Land and Buildings	233,748	0
Plant and Equipment	317,867	158,442
	551,615	158,442
(=) Adjusted Other Expenditure	1,728,936	2,816,165
7 (=) Balances carried forward		
General Reserve	3,069,224	2,195,674
Development Reserve	619,922	876,667
Capital Works Reserve	127,000	0
Plant Reserve	2,821,148	2,821,148
Revaluation Reserve	705,817	593,396
Pension Reserve	-2,875,000	-3,360,000
As per Statement of Accounts	4,468,111	3,126,885
(-) Fixed Assets, Long Term Liabilities, Loans and Finance Leases		
Pension Reserve	-2,875,000	-3,360,000
Loans Outstanding (Current Liabilities)	0	0
Finance Leases Outstanding (Current Liabilities)	0	0
Long Term Borrowing	0	0
Net Book Value of Tangible Fixed Assets	2,180,832	2,049,829
	-694,168	-1,310,171
(=) Adjusted Balances carried forward	5,162,279	4,437,056
8 Total Cash and Short Term Investments		
Bank Current Account	79,308	113,338

From: 01 April 2016
To: 31 March 2017

Period: 12
Year Ending: 31 March 2017

BOX NO. ANNUAL RETURN, FOR THE YEAR ENDED 31 MARCH 2017	ACTUAL 2015/16 £	ACTUAL 2016/17 £
Short Term Investments	5,200,000	4,100,000
As per Statement of Accounts	5,279,308	4,213,338
9 Total Fixed Assets and Long Term Assets (Net Book Value)		
Land and Buildings	929,762	921,790
Plant and Equipment	895,679	861,495
Pumping Stations and Properties	355,392	266,544
Shared Consortium Assets	0	0
As per Statement of Accounts	2,180,832	2,049,829
10 Total Borrowings		
Loans Due (<= 1 Year)	0	0
Loans Due (> 1 Year)	0	0
As per Statement of Accounts	0	0

From: 01 April 2016
To: 31 March 2017

Period: 12
Year Ending: 31 March 2017

BOX NO. ANNUAL RETURN, FOR THE YEAR ENDED 31 MARCH 2017		ACTUAL 2015/16 £	ACTUAL 2016/17 £
7, 8 RECONCILIATION BETWEEN BOXES 7 AND 8		ACTUAL 2015/16 £	ACTUAL 2016/17 £
7	Balances carried forward (adjusted)	5,162,279	4,437,056
	(-) Deduct: Debtors and Prepayments		
	Stocks and Consumables	6,761	5,396
	Trade Debtors	27,336	62,188
	Work in Progress	2,783	0
	Drainage Rates and Special Levies Due	26,363	22,817
	Prepayments	103,250	0
	Prepayment/(Accrual) to WMA	21,699	138,320
	Accrued Investment Income	0	0
	H M Revenue and Customs	113,985	95,977
	Grant Aid Due	0	0
		302,177	324,699
	(+) Add: Creditors and Payments Received in Advance		
	Trade Creditors	335,118	1,135
	Grants Unapplied	73,622	99,846
	Payments received in advance	10,466	0
	Accruals	0	0
		419,206	100,980
	(=) Box 8	5,279,308	4,213,338
8	(=) Total Cash and Short Term Investments		
	Bank Current Account	79,308	113,338
	Short Term Investments	5,200,000	4,100,000
		5,279,308	4,213,338

P J CAMAMILE
CHIEF EXECUTIVE

19 MAY 2017

Local Councils, Internal Drainage Boards and other Smaller Authorities in England

Annual return for the year ended 31 March 2017

Every smaller authority in England with an annual turnover of £6.5 million or less must complete an annual return at the end of each financial year in accordance with proper practices summarising its activities. In this annual return the term 'smaller authority'* includes a Parish Meeting, a Parish Council, a Town Council and an Internal Drainage Board.

The annual return on pages 2 to 4 is made up of three sections:

- Sections 1 and 2 are completed by the smaller authority. **Smaller authorities must approve Section 1 before Section 2.**
- Section 3 is completed by the external auditor.

In addition, the **internal audit report** is completed by the smaller authority's internal audit provider.

Each smaller authority must approve Section 1 and Section 2 in order and in accordance with the requirements of the Accounts and Audit Regulations 2015.

Completing your annual return

Guidance notes, including a completion checklist, are provided on page 6 and at relevant points in the annual return.

Complete all highlighted sections. Do not leave any highlighted box blank. Incomplete or incorrect returns require additional external auditor work and may incur additional costs.

Send the annual return, together with the bank reconciliation as at 31 March 2017, an explanation of any significant year on year variances in the accounting statements, **your notification of the commencement date of the period for the exercise of public rights** and any additional information requested, to your external auditor by the due date.

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

Once the external auditor has completed their work, certified annual returns will be returned to the smaller authority for publication and public display of Sections 1, 2 and 3. You must publish and display the annual return, including the external auditor's report, by 30 September 2017.

It should not be necessary for you to contact the external auditor for guidance.

More guidance on completing this annual return is available in the Practitioners' Guide that can be downloaded from www.nalc.gov.uk or from www.slcc.co.uk or from www.ada.org.uk

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

Section 1 – Annual governance statement 2016/17

We acknowledge as the members of:

Enter name of
smaller authority here:

KINGS LYNN INTERNAL DRAINAGE BOARD

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2017, that:

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

This annual governance statement is approved by this smaller authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by Chair at meeting where approval is given:

SIGNATURE

Clerk:

SIGNATURE

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

Section 2 – Accounting statements 2016/17 for

Enter name of
smaller authority here:

KING'S LYNN INTERNAL DRAINAGE BOARD

	Year ending		Notes and guidance
	31 March 2016 £	31 March 2017 £	
1. Balances brought forward	5076564	5162279	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	2147217	2162246	Total amount of precept (or for IDBs, rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	296392	675928	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	628958	747232	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).
6. (-) All other payments	1728936	2816165	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	5162279	4437086	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8. Total value of cash and short term investments	5279308	4213338	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	2180832	2049829	This cell shows the value of all the property the authority owns. It is made up of its fixed assets and long-term investments.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2017 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer:

SIGNATURE

Date

DD/MM/YYYY

I confirm that these accounting statements were approved by this smaller authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by Chair at meeting where approval is given:

SIGNATURE

Section 3 – External auditor report and certificate

In respect of:

Enter name of
smaller authority here:

1. Respective responsibilities of the body and the auditor

This smaller authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The smaller authority prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2017; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

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

2. 2016/17 External auditor report

(Except for the matters reported below)* on the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no other matters have come to our attention giving cause for concern that relevant legislative and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

3. 2016/17 External auditor certificate

We certify/do not certify* that we have completed our review of the annual return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2017.

* We do not certify completion because:

External auditor signature

External auditor name

Date

Note: The NAO issued guidance applicable to external auditors' work on 2016/17 accounts in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Annual internal audit report 2016/17 to

Enter name of smaller authority here:

KING'S LYNN INTERNAL DRAINAGE BOARD

This smaller authority's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2017.

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

Internal control objective	Agreed? Please choose only one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been kept properly throughout the year.	✓		
B. This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This smaller authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			N/A
G. Salaries to employees and allowances to members were paid in accordance with this smaller authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			Not applicable

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

Name of person who carried out the internal audit Kathy Woodward

Signature of person who carried out the internal audit K Woodward Date 03/05/2017

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

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

Guidance notes on completing the 2016/17 annual return

1. You must apply proper practices for preparing this annual return. Proper practices are found in the Practitioners' Guide* which is updated from time to time and contains everything you should need to prepare successfully for your financial year-end and the subsequent work by the auditor. NALC, SLCC and ADA have helplines if you want to talk through any problem you encounter.
2. Make sure that your annual return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Avoid making amendments to the completed return. Any amendments must be approved by the smaller authority, properly initialled and explanation provided. Annual returns containing unexplained or unapproved amendments may be returned and incur additional costs.
- 3. Smaller authorities must approve Section 1 on page 2 before approving Section 2 on page 3.**
4. Use the checklist provided below. Use a second pair of eyes, perhaps a Councillor or Board Member, to review the annual return for completeness and accuracy before sending it to the external auditor.
5. Do not send the external auditor any information not specifically asked for. Doing so is not helpful. However, you must tell the external auditor about any change of Clerk, Responsible Finance Officer or Chair.
6. Make sure that the copy of the bank reconciliation which you send to your external auditor with the annual return covers all your bank accounts. If your smaller authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree your bank reconciliation to Box 8 on the accounting statements (Section 2 on page 3). You must provide an explanation for any difference between Box 7 and Box 8. More help on bank reconciliation is available in the Practitioners' Guide*.
7. Explain fully significant variances in the accounting statements on page 3. Do not just send in a copy of your detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include a complete numerical and narrative analysis to support your explanation. There are a number of examples provided in the Practitioners' Guide* to assist you.
8. If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or you do not fully explain variances, this may incur additional costs for which the auditor will make a charge.
- 9. You must inform the external auditor of the date set for the commencement of the period for the exercise of public rights.**
10. Make sure that your accounting statements add up and the balance carried forward from the previous year (Box 7 of 2016) equals the balance brought forward in the current year (Box 1 of 2017).
11. Do not complete Section 3 which is reserved for the external auditor.

Completion checklist – 'No' answers mean you may not have met requirements		Done?
All sections	All highlighted boxes have been completed?	
	All additional information requested, including the dates set for the period for the exercise of public rights , has been provided for the external auditor?	
Section 1	For any statement to which the response is 'no', an explanation is provided?	
Section 2	Smaller authority approval of the accounting statements is confirmed by the signature of the Chair of the approval meeting?	
	An explanation of significant variations from last year to this year is provided?	
	Bank reconciliation as at 31 March 2017 agreed to Box 8?	
	An explanation of any difference between Box 7 and Box 8 is provided?	
Sections 1 and 2	Trust funds – all disclosures made if a Council is a sole managing trustee? NB: Do not send trust accounting statements unless requested.	
Internal Audit report	All highlighted boxes completed by internal audit and explanations provided?	

*Note: The Practitioners' Guide is available from your local NALC, SLCC or ADA representatives or from www.nalc.gov.uk or www.slcc.co.uk or www.ada.org.uk.

King's Lynn IDB

Schedule of Paid Accounts

Payment Date From : 01/03/2017

Payment Date To : 31/03/2017

<u>Account ID</u>	<u>Name</u>	<u>Details</u>	<u>Amount Paid This Period</u>
AN0100	Anglia Farmers Ltd	Electricity	18,754.08
AN0101	Anglian Water	Water Charge	108.76
AR0001	Arval	Fuel	1,465.22
AR0004	Arbus Ltd	Site Clearance	76,840.51
AS0120	Richard Askew Agricultural Supplies	Spares & Repairs	462.86
BE0001	Bedford Pumps Ltd	Capital Works	25,341.79
BL0001	Bloom & Wake Ltd	Change Over Switches	829.01
BO0001	Borough Council of King's Lynn &	Pierrepoint Rates	159.80
BO0240	BOC Ltd	Oxygen	238.65
BR0007	Breheny Civil Engineering Ltd	Capital Works	194,639.98
BT0270	BT	Phone/Broadband	117.12
BU0281	P N Bunning	Pipe installation	480.00
BU0282	BUPA	BUPA Subscriptions	60.68
CA0004	Carter Accommodation Ltd	Portable Toilet Collections	114.00
CA0006	Cambridgeshire Proficiency Test	Chainsaw Maintenance & Cross	375.00
CA0320	Carter Haulage & Storage Ltd	Excavator Moves	468.00
CR0380	King's Lynn Auto Electrical Ltd	Electrical Parts	210.61
DH0001	D & H Group	Fuel Tank/Installation	150.00
DO0004	John W Doubleday	Spares & Repairs	514.76
DO0005	Ernest Doe & Sons Ltd	Fleming TR4 Trailer	3,582.00
EM0001	EMG Anglia Ltd	Vehicle Servicing	544.48
EN0002	Enforcement Bailiffs Ltd	Bailiffs Fees	124.00
ESG001	Environmental Scientifics Group Ltd	Capital Works	19,228.78
FR0001	Franklin Industrial Supplies Ltd	Small Tools	180.63
HA0810	Hayley Group plc	Engineering Supplies	269.17
IN0001	Inland Revenue	Paye & Nic	16,187.69
JE1010	Jewson Ltd	Materials	65.35
JO0001	John Hutchings Services	Steam Cleaner Parts/Servicing	299.47
KI0002	King's Lynn Press Ltd	Plant Books	354.00
LO0001	Longwater Construction Supplies	Twinwall Pipe	844.91
MA0001	Marshall Ford DD	Ford Lease	1,862.14
MA0003	Magpie Security Services Ltd	Keys	665.20
MA1310	Mastenbroek Ltd	Machine Parts	6,600.00
MP0001	M P Alarms	Service Contract	1,056.00
MU0001	Murley Agricultural Supplies Ltd	Spares/Repairs	872.00
NO0001	Norfolk Pension Fund	Pension Contributions	15,454.51
OF0001	OFCOM	Radio Licence	410.00
OP0001	Optima Stainless Ltd	Plant Repair	1,124.17
OV0001	Ovivo UK Ltd	Pump Overhauls	62,263.66
PBA001	Peter Brett Associates LLP	Capital Works	43,507.56
PK0001	PK Fencing	Galvanised Steel Gates	1,896.00
PP0001	PPG Architectural Coatings UK Ltd	Paint	120.49

King's Lynn IDB

Schedule of Paid Accounts

Payment Date From : 01/03/2017

Payment Date To : 31/03/2017

<u>Account ID</u>	<u>Name</u>	<u>Details</u>	<u>Amount Paid This Period</u>
SH1955	Shoebridge Engineering Ltd	Weedscreen Repair	9,868.80
ST0002	Stapleton's (Tyre Services) Ltd	New Tyres	365.85
TH2030	Thurlow Nunn Standen Ltd	Plant Service	3,199.40
TI2050	Timber Services Ltd	Materials	195.72
VJ2250	V & J Knitwear Ltd	Protective Clothing	963.65
VO0001	Vodafone Ltd	Mobile Phone	1,081.65
WA0002	Ward Associates	Capital Works	1,718.64
WA2310	Water Management Alliance	Rechargeable Works	46,800.00

Please note that the amounts shown above include Vat £ 563,036.75

**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)	Reduction in, or insufficient finance, grant and income EA may cease to pay highland water contributions 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.	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, to support the extension of the Board's area to its watershed, which would provide additional rates to the Board from the upland area.
	The EA is no longer willing or able to carry out work on sea defences that protects the Internal Drainage District, or continues to maintain the sea defences but to a reduced specification	Potential overtopping into the IDD during severe weather events. Cost implication of managing the increase in water.	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 raising funds which will contribute to recycling and rechargeable works costs when EA activity is withdrawn IDB to work with key stakeholders to develop strategy for investment to reduce risk Use of Public Sector Cooperation Agreement (PSCA) to facilitate partnership working with

**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)
						other risk management authorities (RMAs)
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>Planning Authorities ignore advice provided by Board, which leads to increased flood risk</p> <p>Lack of staff resources results in turning a blind eye to Byelaw/Land Drainage Act infringements and contraventions or failure to collect development contributions and commuted sums</p> <p>SUDs managed by private 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 Officer comments on planning applications are available on each Local Planning Authority website</p> <p>Planning/Enforcement Officer reports planning matters and issues at Board and Committee meetings</p> <p>Liaise where possible with Local Planning Authorities to better integrate/coordinate planning and flood risk management issues</p> <p>Lobby Local Authority Planners to include IDBs as Statutory Consultees and to treat IDB watercourses as SUDs.</p> <p>A SUDs adoption and charging policy approved by the Board November 2016</p> <p>Promote IDB services for adoption of SUDs to ensure these are maintained in perpetuity</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.

Distributed to:

Members

Askew J R
Austen J S (Chairman)
Ayres B
Banham K
Baron M Cheney of Horsbrugh
Crofts C
Groom R W
Keene S Ms
Lensen A
Lord Howard of Rising
Long B
Markillie R S
Markillie S A R
Matkin T
Nockolds E Mrs
Oliver D
Riddington M
Symington J
Whitby D
Wing-Pentelow T
Young S Mrs

Officers

Camamile P J
Dann G R
Howe G

King's Lynn IDB Meeting 19 May 2017