

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, 30 JANUARY 2015 AT 10.30AM.

Elected Members

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

Appointed Members

King's Lynn & W N B C

- * M Chenery of Horsbrugh
- * P Cousins
- * C Crofts
- R W Groom
- * Lord Howard of Rising
- * B Long
- * Mrs E Nockolds
- * D Whitby
- * A Wright
- * Mrs S Young

Fenland District Council

D Oliver

- * Present (76%)

Mr J Austen in the Chair

In attendance:

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

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01/15 APOLOGIES FOR ABSENCE	
01/15/01 Apologies for absence were received on behalf of Messrs R W Groom, R S Markillie, M Riddington and D Oliver.	
02/15 WELCOME AND INTRODUCTION	
02/15/01 The Chairman welcomed Mr Daniel Sharp, Peter Brett Associates, (PBA) who was in attendance for item 1.6 of the Engineering Report.	
03/15 DECLARATIONS OF INTEREST	
03/15/01 Mr J Austen declared an interest in all references to the Norfolk	

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	Rivers Trust due to his role as Trustee and Chairman of that organisation.	
03/15/02	Mr B Long declared an interest in all references to EA main river due to his membership of the Anglian Central Regional Flood and Coastal Committee.	
03/15/03	Mr S A R Markillie declared an interest in item 1.4 of the Planning Report in respect of his relationship to the owners of Arthur Markillie Ltd.	
04/15	MINUTES OF LAST BOARD MEETING	
04/15/01	The minutes of the Board meeting held on 14 November 2014 were approved and signed as a true record.	
05/15	MATTERS ARISING	
05/15/01	Workforce (94/14/03)	
	The Operations Manager reported that recruitment for Land Drainage Operative vacancies were in hand, with one new employee already in post and the two remaining posts to be advertised in the new financial year. RESOLVED that this be noted.	GH
05/15/02	Proposed Water Vole Class Licence System (96/14/02)	
	The Chief Executive reported that he and the WMA Eastern Environmental Officer, Ms C Laburn, representing the WMA Member IDBs together with the Bedford Group of IDBs and the Ely Group of IDBs, had taken legal advice on the proposed new water vole class licencing system from Penny Simpson, a well-regarded Environmental Lawyer based in Sheffield.	
05/15/03	The legal opinion found that the activities set out in ADAs proposed draft licence were not actually considered to be unlawful and as such would not therefore require a licence. Legal opinion also considered that the time of year for undertaking displacement of water voles was not a relevant consideration and that a water vole's place of shelter and protection protected in law, crucially did not extend to the burrow's surrounding vegetation.	
05/15/04	The legal opinion had been passed to ADA who would in turn take the matter up with Natural England. The licensing system had subsequently not been implemented in January 2015 and a response from Natural England was expected in due course. RESOLVED that this be noted.	
05/15/05	Extension of the Board's Internal Drainage District (102/14/03)	

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	The Chief Executive reported that he was working with EA Central Area Officers to prepare a paper on the extension of the Board's Internal Drainage District to its full watershed for consideration at the RFCC meeting in April 2015. RESOLVED that this be noted.	PJC
06/15	ENGINEERING REPORT	
06/15/01	The Engineering Report was considered in detail and approved, (a copy of which is filed in the Report Book). Arising therefrom:	
06/15/02	Fish and Eel Assessments (1.3)	
	The Planning/Enforcement Officer reported that the EA had provided formal Eel Regulations (2009) Exemption Notices covering the period from 1 January 2015 to 31 December 2020 for Crabbs Abbey, Eau Brink, Green Bank, Islington, Pierrepont and Wolferton pumping stations, based on the current specifications at those sites. Any change to specifications at these sites would require written agreement from the EA for the exemption to remain valid. RESOLVED that this be noted.	
06/15/03	Members considered and agreed that any works on the Board's infrastructure to comply with the Eel Regulations (2009) should only be undertaken in the specified timescale if fully funded by the EA/DEFRA. RESOLVED that this be noted.	
06/15/04	Ingleborough Pumping Station Discharge Pipe (1.4)	
	Members considered the results of the camera survey of the pump discharge pipe at Ingleborough pumping station, which had identified corrosion of the pipe inside the wet well and also in the section of pipe through the bank, together with the quotations invited from ADC (East Anglia) Ltd (working with C J Kelly Associates, a specialist lining company); iLine and Insituform Technologies Ltd to line the existing pipe to address the corrosion.	
06/15/05	It was agreed and thereby RESOLVED to approve the recommendation to award the contract for this work to ADC (East Anglia) Ltd (working with C J Kelly Associates), at a cost of £18,370.	
06/15/06	Middleton Stop Flood Storage Pond (1.5)	
	The Planning/Enforcement Officer reported that two Oriel Systems telemetry low-power outstations and level sensors would be sited at the inlet structures from the Middleton Stop and Pierrepont Drains, (at a cost of £4,470), to provide information on water levels in these drains. This would help Officers when considering the operation of these structures and also provide information on the hydrological model of the catchment. RESOLVED that this be noted.	
06/15/07	North Lynn Link Scheme (1.6)	

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	The Planning/Enforcement Officer reported that following the KL&WNBC submission of its planning application for the proposed link road, he had on behalf of the Board requested pre-commencement conditions as itemised in 1.6 of the Engineer's Report, in addition to the Board's conditions required for its 'in principle' culverting consent. Members were also informed of a number of concerns about the planning application that had been raised by the EA. RESOLVED that this be noted.	
06/15/08	North Lynn Link Scheme (King's Lynn IDB Capital Scheme) Weedscreen Cleaner (1.6) Members considered the four tender prices received for the manufacture and installation of an automatic weedscreen cleaner and weedscreen, together with the tender analysis provided by the Planning/Enforcement Officer.	
06/15/09	It was agreed and thereby RESOLVED to award the contract for the automatic weedscreen cleaner and weedscreen to Ovivo for the quoted price of £70,702.	GRD
06/15/10	North Lynn Link Scheme (King's Lynn IDB Capital Scheme) Mechanical and Electrical Works (1.6) Members considered the three tender prices received for the mechanical and electrical works for this scheme, together with the tender analysis provided by the Planning/Enforcement Officer.	
06/15/11	It was agreed and thereby RESOLVED to award the contract for the mechanical and electrical engineering works to Bedford Pumps for the quoted price of £269,725.	GRD
06/15/12	It was agreed and thereby RESOLVED to give delegated authority to Board Officers to agree changes of up to an additional £10,000 to the Bedford Pumps quoted price of £269,725 if it subsequently proved beneficial to change the electrical panel specification in order to bring the station in line with proposed changes to electrical control methodology at other pumping stations owned by the Board.	
06/15/13	North Lynn Link Scheme (King's Lynn IDB Capital Scheme) Civils (1.6) Mr Daniel Sharp, PBA took this item of the Engineering Report with the Planning/Enforcement Officer due to PBA's involvement with the scheme design. Members considered the tender prices received from Barhale and Breheny, (the two of four companies invited to tender who actually provided a price), together with the tender analysis and notes provided in the Engineering Report. Arising therefrom:	
06/15/14	PBA had liaised with both prospective contractors about a number of the points in their tenders, all of which had been answered or the	

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tenders amended satisfactorily. RESOLVED that this be noted.	
06/15/15 It was agreed to award the Civils contract to Breheny, at a cost of £1,109,476, but given the area of currently unregistered land required for the Board's scheme, to defer award of the full contract at this time. However, it was agreed to provide Breheny with a letter of intent from the Board in regard to the entire contract, and authority to progress certain works, including discussions with statutory undertakers and NCC regarding working around services and right of way diversions/closures, up to a limit of £10,000. It was further agreed to give the Board's delegated authority to the Chief Executive and the Planning/Enforcement Officer to award each subsequent stage of the contract and payment as these became due. RESOLVED that this be noted.	PJC/GRD
06/15/16 It was agreed and thereby RESOLVED that in view of the works being undertaken in close proximity to a number of properties, the Planning/Enforcement Officer would liaise closely with the contractor about whether its standard public liability insurance would adequately cover all risks, including any claims relating to subsidence, collapse, heave, vibration, weakening or removal of support and lowering of ground water, or whether the Board should also consider taking additional, non-negligent liability insurance cover, and would report back to the Board.	GRD
06/15/17 Mr D Sharp left the meeting at this point.	
06/15/18 North Lynn Link Scheme (King's Lynn IDB Capital Scheme) Project Management (1.6) Members considered the three quotes received from Atkins, Peter Brett Associates, (PBA) and Royal HaskoningDHV together with each of those company's considered level of project management required for this scheme.	
06/15/19 It was agreed and thereby RESOLVED to award the contract for project management of the scheme to PBA as set out below, (further detail about the cost breakdown is included in the Engineering Report): <u>Contract Administration – Time charge budget fee £30,000</u> Led by Daniel Sharp, Associate, who has been heavily involved in the scheme design. Fee based on 8 hours per week throughout the assumed 30-week project duration – (240 hours x £120/hour = £28,800) + allowance for time of a Director (Simon Darch) and others. <u>Site Supervision – Time charge budget fee £42,000</u> Role allocated to Jon Walton, Senior Engineer, who has been heavily involved in the scheme design. Fee based on 30 weeks, 3 days per week, 6 hours per day x £83/hour (£44,820) less some	GRD

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	savings for sharing visits with the Contract Administrator. <u>Review of Contractor's designs and technical queries – Time charge budget fee £6,000</u> Including specialist M&E input from Paul Sturgess, (who wrote the M&E specifications), as required. <u>Disbursements for travel – Budget £3,500</u> An allowance of 3 days for Factory Acceptance Testing is suggested, at a budget figure of £2,100 (including disbursements).	
06/15/20	The Board would receive a 10% discount from PBA on their standard hourly rates in recognition of the Board's long-standing association with the Company and its predecessors, but this 10% was currently included in the total sum of £83,600 as a contingency. RESOLVED that this be noted.	
06/15/21	North Lynn Link Scheme (King's Lynn IDB Capital Scheme) Issues (1.6) The Planning/Enforcement Officer reported that planning consent for the scheme was expected within the next two weeks. However, the planned start of works on site to commence April 2015 was likely to be delayed until the transfer of the land from the KL&WNBC to the Board for the site of the proposed new pumping station, had been completed. The KL&WNBC was in the process of trying to register the land, possibly via a general vesting declaration, before the Board could then purchase the land from the Borough Council. In the meantime the parties would develop a Heads of Terms as soon as possible for the transfer of the site to the Board. RESOLVED that this be noted.	PJC/GRD
06/15/22	The Planning/Enforcement Officer reported that NCC had expressed some concern with the proposed location for the new rising main and he would keep the Board updated on what impact this may have on the scheme timeline. RESOLVED that this be noted.	
06/15/23	The Planning/Enforcement Officer reported that he was liaising with the EA concerning their requests for minor amendments to the scheme to ensure compliance with the Eel and Fish Regulations and he would report back to the Board accordingly. RESOLVED that this be noted.	GRD
07/15	ENVIRONMENTAL REPORT	
07/15/01	There were no environmental issues for report. RESOLVED that this be noted.	

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08/15 PLANNING REPORT 08/15/01 The Planning Report was considered in detail and approved, (a copy of which is filed in the Report Book). Arising therefrom: 08/15/02 Application for Byelaw 10 Consent Erection of garage/car port at East View Farm, Church Road, Clenchwarton Members considered the application for the construction of a brick-built garage/car port situated 2.5 metres from the top of the bank of the Board-maintained Willow Farm Drain. 08/15/03 It was agreed and thereby RESOLVED to refuse consent to this application, in line with the Board's Planning & Byelaw Policy. However, it was agreed that if the application was changed to reposition the garage/car port at least 6 metres from the brink of the Willow Farm Drain at all points, in line with the Board's Planning & Byelaw Policy, that consent could be approved, subject to the following conditions: • The applicant entering into the Board's standard Deed of Indemnity for the garage/car port, including payment of all costs incurred by the Board in the preparation and execution of that document. • The Board to be provided with written confirmation by a suitably qualified, independent structural engineer that the intended foundation design for the garage will not have any adverse impact on the Board-maintained watercourse, or vice-versa and that the foundations will be constructed in accordance with that design. 08/15/04 Application for Byelaw 10 Consent Construction of single-storey extension to rear of 93 Highgate, King's Lynn Members considered the application for the construction of a single-storey, brick-built extension and paved area, with the extension being situated at least 6 metres from the brink of the Board-maintained Gaywood River. 08/15/05 It was agreed and thereby RESOLVED to consent the application in respect of the extension, subject to: • The applicant entering into the Board's standard Deed of Indemnity for the extension, including payment of all costs incurred by the Board in the preparation and execution of that document. • The Board to be provided with written confirmation by a suitably qualified, independent structural engineer that the intended foundation design for the extension will not have	GRD

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any adverse impact on the Board-maintained watercourse, or vice-versa and that the foundations will be constructed in accordance with that design.	
08/15/06 It was agreed that the proposed paved area would be dealt with by Officers using their delegated authority and would be included in the legal agreement. RESOLVED that this be noted.	
08/15/07 Request to de-main a section of watercourse at Common Road, Wiggenhall St Mary The Virgin Members considered the request for the Board to de-main approximately 100 metres of maintained watercourse DRN138P0510 at the upstream end of Avenue Drain, for the applicant to then pipe and fill as part of a re-development of the adjacent site for horticultural purposes.	
08/15/08 It was agreed and thereby RESOLVED to approve the de-maining of this section of watercourse DRN138P0510 up to the downstream end of the existing access culvert (a copy plan showing the de-mained section is annexed to the Minutes in the Minute Book).	
08/15/09 It was further agreed that Board Officers would determine the required piping specification using their delegated powers. RESOLVED that this be noted.	
08/15/10 Request to purchase Board land alongside Smeeth Lode Drain between St John's Fen End and Walton Road, Marshland St James Members considered the request, (a copy of which is filed in the Report Book), received from Arthur Markillie Ltd to purchase the Board-owned access track, (approximately 1.3 hectares), that was adjacent to its own land, together with the email in support of the sale of the land, sent by Mr M Riddington. Members noted the potential illegal use of the track currently, including fly tipping and damage to the track, and that the sale of the land would remove these liabilities from the Board.	
08/15/11 Whilst the sale of the land was considered acceptable in principle, there was considerable discussion about the selling price, with the £100 price offered in the request letter being rejected. Mr J Askew proposed a selling price of £500 but this was rejected by the Chairman, who considered that a land agent should be appointed on behalf of the Board to determine a fair price for further consideration by the Board. RESOLVED that this be noted.	GRD
08/15/12 Request to purchase Board land at Old Border Bank, Magdalen Members considered the request from the current tenant to purchase the Board's 22 acres of land known as Old Border Bank, which the tenant had rented from the Board for a number of years and who had submitted this request via Cruso & Wilkin, (a copy of	

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which is filed in the Report Book).	
08/15/13 Members considered that the value of this land could increase in the future, and therefore its rental price accordingly. As members all concurred that there was no imminent need to sell the land, and in view of a possible increase in value in the future, the land at Old Border Bank should not be sold at the present time. RESOLVED that this be noted.	
08/15/14 It was agreed to consider a rent review of this land to possibly negotiate an increase in the rent currently paid by the tenant, and to investigate the appointment of an independent land agent to undertake the review. RESOLVED that this be noted.	
08/15/15 Delegated Consents Granted (2.2)	
The Schedule of Delegated Consents granted by Officers using their delegated authority, was considered in detail and approved.	
09/15 SCHEDULE OF PAID ACCOUNTS	
09/15/01 The Schedule of Paid Accounts for the period 1 November 2014 to 31 December 2014, totalling £803,820.44 (a copy of which is filed in the Report Book), was considered in detail and approved. There were no matters arising.	
10/15 KING'S LYNN IDB OBJECTIVES 2015/16	
10/15/01 It was agreed and thereby RESOLVED to approve the following objectives for 2015/16 to support the delivery of the Board's Business Plan that had been approved in January 2014:	
(i) To ensure that total expenditure does not exceed the expenditure budget for 2015/16 and plan for subsequent years' rate increases to equate to no more than an inflationary rise. (ii) To identify all free-span bridges and culverts that the Board has some legal responsibility for and devise a risk-based inspection programme for them. (iii) To ensure that the Board receives as much Capital FDGiA from the EA and financial contributions from third parties as possible, and, that the capital programme is delivered as planned. (iv) To devise an indicative 5 year Asset Management Plan for consideration by the Board. (v) To ensure that the EA's annual precept charge on the Board is fair and that it is spent on work that benefits the Internal Drainage District.	

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(vi) To identify alternative income sources, should Highland Water Contributions no longer be made by the EA to the Board for managing surface water entering the Drainage District from the Upland Catchment. (vii) To help develop a sustainable investment programme for the sea defences that protect the Board's area which are considered by the EA to be 'uneconomic', by continuing to work with the EA, KL&WNBC, NNDC, NCC, NE and our other partners. (viii) To establish a plan and timetable for either relocating from, or upgrading Kettlewell House in King's Lynn.	PJC/Board
10/15/02 It was agreed that the Chief Executive would provide the Board with quarterly progress reports on these objectives and that the Board would review its objectives annually before setting objectives for the following year(s). RESOLVED that this be noted.	
11/15 ESTIMATES 2015/16	
11/15/01 The detailed estimates, (a copy of which is filed in the Report Book), were considered in detail and approved. Arising therefrom:	PJC/Board
11/15/02 Capital Programme 2015/16	
The detailed Capital Works Estimate for 2015/16 as prepared by the Planning/Enforcement Officer, totalling £1,762,089 was considered in detail and approved.	
11/15/03 Maintenance Programme 2015/16	
The Maintenance Works Estimate for 2015/16, together with the related notes and highlighted risks as prepared by the Operations Manager, totalling £914,733 was considered in detail and approved.	
11/15/04 Consortium Charges 2015/16	
The Administration and Technical Support Costs Estimate for 2015/16, as recommended by the Consortium Management Committee on 12 December 2014, was considered in detail and approved. Arising therefrom:	
11/15/05 It was agreed and thereby RESOLVED to approve the inclusion of the Technical Support Consortium charge of £154,919 in the Board's Rate Estimates for 2015/16.	PJC/Board
11/15/06 It was agreed and thereby RESOLVED to approve the inclusion of the Administrative Consortium charge of £186,906 in the Board's Rate Estimates for 2015/16.	
12/15 INDICATIVE FIVE-YEAR FORECAST	

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12/15/01	The indicative five year forecast and adequacy of Earmarked Balances and Reserves, (a copy of which is filed in the Report Book), was considered in detail and approved. Arising therefrom:													
12/15/02	It was agreed and thereby RESOLVED to approve in principle an increase in Drainage Rates and Special Levies by up to 2% with effect from 2016/17, as set out in the Indicative Five-Year Forecast.													
13/15	FINANCIAL YEAR 2015/16 LAY AND SEAL THE DRAINAGE RATE AND SPECIAL LEVY													
13/15/01	Annual Values It was agreed and thereby RESOLVED to approve the aggregate annual values as at 31 December 2014, used for the purposes of raising and apportioning expenses from drainage rates and special levies for 2015/16.													
13/15/02	Main Area It was unanimously agreed and thereby RESOLVED to approve the net rate requirement of £3,746,780 for 2015/16 as presented, Option 3, which equated to a drainage rate freeze at 7.570p in the pound and a freeze on the Special Levy due from the billing Authorities: <table><tr><td>Agricultural Drainage Rates</td><td>£301,956</td></tr><tr><td>Borough Council of King's Lynn and West Norfolk</td><td>£1,735,182</td></tr><tr><td>Fenland District Council</td><td>£72,528</td></tr><tr><td>South Holland District Council</td><td>£22,374</td></tr><tr><td>Reserves</td><td>£1,614,740</td></tr><tr><td></td><td>£3,746,780</td></tr></table>	Agricultural Drainage Rates	£301,956	Borough Council of King's Lynn and West Norfolk	£1,735,182	Fenland District Council	£72,528	South Holland District Council	£22,374	Reserves	£1,614,740		£3,746,780	
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South Holland District Council	£22,374													
Reserves	£1,614,740													
	£3,746,780													
13/15/03	Differentially Rated Area It was unanimously agreed and thereby RESOLVED to approve the net rate requirement of £15,469 for 2015/16, as presented, Option 3, which equated to a drainage rate freeze at 1.191p in the pound and a freeze on the Special Levy due from the billing Authorities: <table><tr><td>Agricultural Drainage Rates</td><td>£1,655</td></tr><tr><td>Borough Council of King's Lynn and West Norfolk</td><td>£5,333</td></tr><tr><td>Fenland District Council</td><td>£8,189</td></tr><tr><td>Reserves</td><td>£292</td></tr><tr><td></td><td>£15,469</td></tr></table>	Agricultural Drainage Rates	£1,655	Borough Council of King's Lynn and West Norfolk	£5,333	Fenland District Council	£8,189	Reserves	£292		£15,469			
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14/15	RISK REGISTER													
14/15/01	The Risk Register was considered in detail and approved, (a copy of which is filed on the Report Book). Arising therefrom:													

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14/15/02	Members considered Mr B Long's update on the East Coast Management Strategy agreed with the KL&WNBC, which Anglian Water and local businesses had agreed to contribute funds to, which in turn would qualify those businesses for some tax exemption from HMRC. Members considered this should support an improvement in the level of risk to the continued maintenance of the sea defences as recorded in the Board's risk register and agreed to amend the risk register accordingly.	PJC
15/15	MANAGEMENT OF UNREASONABLE COMPLAINANT BEHAVIOUR POLICY	
15/15/01	The Policy on the management of unreasonable complainant behaviour, (a copy of which is filed in the Report Book), was considered in detail and approved, subject to minor amendment on page four.	
16/15	CORRESPONDENCE	
16/15/01	Members considered the request from the ADA Great Ouse Branch for a nomination for the Outfall Region to replace Mr R W Groom on its Committee.	
16/15/02	It was unanimously agreed to nominate Mr Peter Cousins. RESOLVED that this be noted.	
17/15	DATE OF NEXT MEETING	
17/15/01	The next Board meeting would take place on 20 March 2015 at 10.30 am at Kettlewell House.	
18/15	ANY OTHER BUSINESS	
18/15/01	There was no other business to discuss.	
19/15	CONSORTIUM MATTERS	
19/15/01	The unconfirmed minutes of the last Consortium Management Committee held on 12 December 2014 were considered in detail and approved. Arising therefrom:	
19/15/02	Consortium Budget for 2015/16 (46/14/02) The detailed Consortium Budget for the financial year 2015/16, as approved at the Consortium Management Committee meeting on 12 December 2014, was considered in detail and approved by the Board. There were no matters arising.	

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19/15/03 WMA Pension Liability	
It was agreed and thereby RESOLVED to approve the Procedural Note as recommended by the Consortium Management Committee, setting out how the pension liability would be dealt with in the event of the WMA ceasing to exist: it was noted that the King's Lynn IDB, as the Lead Board would be responsible for paying the LGPS exit costs to Norfolk County Council and would collect the proportionate costs due from the other Member Boards as set out in the WMA CMC minutes 47/14/04 to 47/14/07, (a copy of which is filed in the Report Book).	
19/15/04 Schedule of Paid Accounts	
The WMA Schedule of Paid Accounts for the period 1 September 2014 to 30 November 2014, totalling £154,974.54 as approved at the Consortium Management Committee meeting on 12 December 2014, was considered in detail and adopted. There were no matters arising.	
19/15/05 Financial Report	
The WMA Financial Report for the year 1 April 2014 to 30 November 2014, as approved at the Consortium Management Committee meeting on 12 December 2014, was considered in detail and adopted by the Board. There were no matters arising.	
19/15/06 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 27 March 2015.	
20/15 CONFIDENTIAL BUSINESS	
20/15/01 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.	
20/15/02 Confidential Minutes	
The confidential minutes of the Board meeting held on 14 November 2014 were approved and signed as a true record. There were no matters arising.	

ENGINEERING REPORT

1 CAPITAL WORKS

1.1 BLACK DRAIN SYPHON – STRUCTURAL LINING WORKS

Following confirmation from iLine that their originally-submitted price of £24,550.77 (exc. VAT) still applied, an order was placed for them to carry out these works. Unfortunately conditions have meant the installation has been delayed, and it is now planned to undertake the works in early April.

1.2 CHALK LANE CATCHMENT STUDY

The hydrological modelling work on this catchment has now been completed, and draft reports sent to the Board by JBA Consulting. These will be reviewed and commented on in due course, and the final results will then be reported to the Board.

1.3 FISH AND EEL ASSESSMENTS

The Board has now received formal exemptions from the requirement to place eel screens at Crabbs Abbey, Eau Brink, Green Bank, Islington, Pierpoint and Wolferton Pumping Stations, covering the period from 1 January 2015 to 31 December 2020. The exemptions mean that the Board must not change any element of the intake system – including, but not limited to, the pump type and capacity, the pumping regime, the abstraction period and flow rate, the intake location or the weedscreen type, dimensions and specification – without prior written agreement from the EA.

The draft detailed assessments for Eau Brink and Green Bank have also now been received, identifying the works that the EA (advised by its consultant Capita-URS) considers need to be carried out at these stations. I have returned comments to the EA disputing and querying many issues regarding the assessments, and highlighting what I feel are fundamental errors.

Given the number and nature of the errors, I will await amended assessments before confirming to the Board the suggested works at these stations, but suffice to say that the currently-indicated measures would be both extremely costly, in the short and longer term, and in the case of Eau Brink unproven in terms of their effect on land drainage and standards of flood risk protection.

1.4 INGLEBOROUGH PUMPING STATION DISCHARGE PIPE

The Board reports for the meetings in January and March 2014 mentioned that the pump discharge pipe here had been found to be badly corroded inside the wet well, and that the problem appeared to also continue in the section of pipe through the bank. ADC (East Anglia) Ltd subsequently carried out a camera survey, and this confirmed widespread corrosion along the pipe, which will need to be addressed.

Rather than installing a replacement pipe, which would involve a number of design and consent issues, it's felt that the best course of action would be to line the existing one. Prices were sought from the same companies that quoted for Black Drain syphon – ADC (East Anglia) Ltd (working with C J Kelly Associates, a specialist lining company), iLine and Insituform Technologies Ltd.

Insituform did not submit a quote; ADC's price was £18,370 and iLine's £24,753.08 (both figures exclude VAT). ADC's price includes temporary pumps for the duration of the works; with the only item not included being to disconnect the Board's pump and then reconnect it after the works, which would be carried out by the Board's workforce and an electrical contractor. ADC and C J Kelly have visited the site on a number of occasions now, and seem comfortable with what the work entails. It's therefore recommended that an order be given to ADC to carry out these works.

1.5 MIDDLETON STOP/PIERPOINT FLOOD STORAGE POND

The Board is continuing to address the minor outstanding works it intends to do at this site, and has ordered two Oriel Systems low-power outstations and level sensors, which will be sited at the inlet structures from Middleton Stop Drain and Pierpoint Drain (total cost £4,470+VAT). These will transmit information about the water levels in these drains via GSM, which will assist the Board's Officers with decisions about spilling water into the pond, provide information about level differences compared to the pumping station and help inform the hydrological model of this catchment.

1.6 NORTH LYNN LINK SCHEME

Following the Borough Council's submission of its planning application for the proposed road, representations were made on behalf of the Board, including requests for pre-commencement conditions regarding the following items (please note that these do not take the place of, or precedence over, the conditions of the Board's "in principle" culverting consent, all of which would still need to be met prior to the start of works):

- 1) Written evidence of the Board's consent for the detailed design of the North Lynn Drain and Bawsey Drain culverts;
- 2) Written confirmation from the Board that all required relaxations of Byelaw 10 have been granted;
- 3) Evidence of an executed legal agreement regarding future maintenance of the North Lynn culvert, including emergency contingency plan;
- 4) Evidence of written agreement from the Board to the proposed design and implementation of off-site mitigation works (which will in turn require the agreement of one or more landowners);
- 5) Full details of the surface water disposal method(s), drainage systems and designs, and their adoption/future maintenance regimes, including existing and proposed rates and volumes of run-off, for all the different parts of the site.

The EA has also submitted comments, including an objection on the grounds of the original Flood Risk Assessment not being acceptable; concerns about potential impacts on water voles, the implications of culverting North Lynn Drain – particularly on biodiversity and fisheries (and recommending the deletion of the culverting from the plans) – and regarding the Water Framework Directive. As the Board's "in principle" consent requires confirmation in writing from the EA of their approval of the culverting of North Lynn Drain prior to commencement of work, clearly all their concerns will have to be addressed and satisfactorily resolved by the Borough Council.

Turning to the Board's scheme, the planning application was submitted in December 2014, and has a target determination date of 12 February 2015. Tender documents were also issued for the proposed automatic weedscreen cleaner and weedscreen; the mechanical and electrical elements of the works; and the civil engineering works, and I would report as follows (where contract-award recommendations are made, these are subject to prior resolution of the issues discussed at the end of this section regarding progress of the project as a whole):

Weedscreen Cleaner

Tenders were issued to four companies, all of whom returned prices. The tenders were opened in the presence of the Board's Chairman and Chief Executive on 6 January 2015, and the submitted prices were as follows:

	Aquatic Control Engineering	CW Engineering	Metalcraft	Ovivo
Price (exc. VAT)	£73,950.00	£75,336.49	£68,852.60	£70,702.00

As you will see from the above figures, there is less than a 10% difference between the cheapest and most expensive quote. A tender assessment has been carried out, and the scores for this (each out of 5) are shown below, with the total score weighted based on 50% price and 50% for quality (the rest of the categories):

	Aquatic Control Engineering	CW Engineering	Metalcraft	Ovivo
Price	3	2	5	4
Contract Data	2	5	4	3
Programme	3	3	3	3
Method	1	1	0	3
Experience	2	2	3	5
Total Score	2.5	2.4	3.8	3.8

You will see that Metalcraft and Ovivo both scored equally overall, but Metalcraft's refusal to accept a retention and the absence of any method statements from them does not help to give any confidence in their product or ability to deliver the project. The Board also does not currently have any Metalcraft weedscreen cleaners, whereas we do have a number of Ovivo (or predecessor) machines, and a very good working relationship with Shoebridge Engineering, who undertake installation and maintenance works on their behalf. Discussions have taken place about Ovivo's suggested contract qualifications and changes, and all have been resolved to the Board's satisfaction.

I would therefore recommend that the weedscreen cleaner contract be awarded to Ovivo.

Mechanical & Electrical

Tenders were issued to three companies, all of whom returned prices. The tenders were opened in the presence of the Board's Chairman and Chief Executive on 6 January 2015, and the submitted prices were as follows:

	Aquatic Control Engineering	Bedford Pumps	Willow Pumps
Price (exc. VAT)	£269,725.00	£223,851.00	£327,000.70

A tender assessment has been carried out, and the scores for this (each out of 5) are shown below, with the total score weighted on the same basis as the weedscreen cleaner assessment:

	Aquatic Control Engineering	Bedford Pumps	Willow Pumps
Price	3	5	1
Contract Data	3	1	3
Programme	1	5	1
Method	0	2	1
Experience	0	4	2
Total Score	2.0	4.0	1.4

You will notice that there are significant differences between the prices. However, Bedford Pumps (and its predecessors) have a long and successful track record in providing land drainage pumps, so I do not feel there's any reason to be sceptical about their price being so much lower, or to be concerned about their ability to deliver the relevant elements of this project.

Discussions have taken place about Bedford Pumps' suggested contract qualifications and changes, and all have been resolved to the Board's satisfaction. The only matter that remains outstanding is that the Board's Officers may wish to change the electrical panel specification (to bring it in line with the control methodology for other stations where Officers are proposing changing the electrical panels – see proposed 5-year capital programme), and it's therefore requested that the Board gives delegated authority to Officers to agree changes to Bedford Pumps' price (up to an additional £10,000), if changing the control panel specification incurs extra cost (it may not, or if it does, not by as much as £10,000).

I would therefore recommend that the Mechanical & Electrical contract be awarded to Bedford Pumps.

Civils

Tenders were issued to four companies – Barhale, Breheny, Claret CE and Jackson Civils – although unfortunately the latter two of these declined to tender due to their workloads. Barhale and Breheny's tenders were opened in the presence of the Board's Chairman and Chief Executive on 20 January 2015 (Barhale having asked for a week's extension to the original deadline less than 24 hours before tenders were first supposed to be submitted), and the prices returned (exc. VAT) were as follows:

Barhale - £1,147,800.00

Breheny - £1,109,476.00

A tender assessment has been carried out, and the scores for this (each out of 5) are shown below, with the total score weighted on the same basis as the other tenders:

	Barhale	Breheny
Price	4	5
Contract Data	3	3
Programme	4	3
Method Statements	2	5
Experience	2	4
Total weighted score	3.4	4.4

Unsurprisingly given the nature of the proposed works, a number of queries and requested contract amendments have been raised by both companies, and responses to these have been sent by Peter Brett Associates on behalf of the Board. Unfortunately these will not be received until after this report has been issued to Members.

In addition to the main contract price, I would also recommend that the Board takes out non-negligent liability insurance, as it typically always has done with previous pumping station construction contracts. This insurance would sit alongside the chosen contractor's Public Liability Insurance (which covers damage resulting from their negligence) and is designed to protect against claims relating to collapse, subsidence, heave, vibration, weakening or removal of support, or lowering of ground water.

Given the project includes significant piling and de-watering works, and is in close proximity to a number of properties, this insurance is felt to be essential if the project proceeds. Unfortunately it's not possible to provide a premium price at this stage, as it will depend on which contractor is chosen, and who provides their Public Liability Insurance, as normally the same insurer is used.

Pending the requested further comments from the contractors it's not possible to make a recommendation as part of this report, but supplementary details about this contract will be provided to Members before or at the Board meeting, when Daniel Sharp, one of the Associates at Peter Brett, will be attending to provide more information and answer questions. Daniel also has direct experience of working with both Barhale and Breheny on different projects, including on behalf of South Holland IDB.

Project Management

Due to the significant existing workload which the Board's Officers have, and the relative lack of direct experience in managing major construction projects and associated contracts, it was felt prudent to obtain prices from consultants to project manage this scheme.

Prices have been obtained from Atkins, Peter Brett Associates (PBA) and Royal HaskoningDHV, based on the levels of input each feels (at this stage) would be required. Members should note that a formal tendering process was not followed, as it was not clear at the outset what level of fee estimates would be submitted, and the Board's Officers did not wish to prescribe a set level of management and site supervision in its request for prices which might subsequently have proved too great or insufficient. However, I would be happy to provide the complete fee submissions from each consultant should any Member wish to see these.

The prices (all excluding VAT) and level of service suggested are as follows:

Atkins (received on 20/1/15, after the date stipulated by the Board)

Somewhat limited information is provided, but a fixed fee of £1,350 per week (inclusive of expenses) is given, based on a project duration of 40 weeks (Atkins are including the period from suggested award of contracts, rather than commencement of work on site, although this should still only be 38 weeks, not 40). One day is allowed for Factory Acceptance Testing, which in my opinion would not be sufficient.

The Project Manager and Supervisor role is proposed to be undertaken by Gary Roberts, Senior Engineer, with specialist M&E support as required. For comparison with the other quotes, the Project Manager, Mechanical Engineer and Electrical Engineer hourly charge rates are all £65, with limited input from a Reviewer and Project Director at higher hourly rates.

Atkins total (based on 40 weeks) – £54,000

PBA (received on 5/1/15)

Given their work on this scheme to date, and the Board's long-standing association with the firm and its predecessors, a 10% discount on standard hourly rates would be applied if PBA is awarded the work. However, this is not currently shown in the hourly rates below, but the 10% remains in the total budget figures as a contingency. Total budget fees are as follows:

Contract Administration – Time charge budget fee £30,000

Led by Daniel Sharp, Associate, who has been heavily involved in the scheme design. Fee based on 8 hours per week throughout the assumed 30-week project duration – (240 hours x £120/hour = £28,800) + allowance for time of a Director (Simon Darch) and others.

Site Supervision – Time charge budget fee £42,000

Role allocated to Jon Walton, Senior Engineer, who has been heavily involved in the scheme design. Fee based on 30 weeks, 3 days per week, 6 hours per day x £83/hour (£44,820) less some savings for sharing visits with the Contract Administrator.

Review of Contractor's designs and technical queries – Time charge budget fee £6,000

Including specialist M&E input from Paul Sturgess (who wrote the M&E specifications) as required.

Disbursements for travel – Budget £3,500

An allowance of 3 days for Factory Acceptance Testing is suggested, at a budget figure of £2,100 (including disbursements).

Peter Brett Associates total – £83,600

Royal HaskoningDHV (received on 18/1/15)

The submitted fixed daily rates are inclusive of all expenses, travel and disbursements, and include for internal management and head office support. It excludes any review of contractor designs or proposals.

Contract Administration – Time charge budget fee £24,150

Led by Trevor Amis, Senior Project Manager, and assisted by Emma Smith, Quantity Surveyor. Fee based on a total of 28 days through the programme, at a fixed daily rate of £862.50.

Site Supervision – Time charge budget fee £41,132.50

Role allocated to Rachael Jones, Graduate Civil Engineer (for Civils) and Lalit Kotturi, Electrical Design Engineer (for M&E), both supported by other (more senior) employees. Fee based on 63 days for the Civils Supervisor (2 per week plus 3 post-construction) at a daily rate of £525 (£33,075), and 11 days for the M&E Supervisor at a daily rate of £732.50 (£8,057.50).

Witnessing of Factory Acceptance Tests would incur a charge for an additional 5 days of the M&E Supervisor's time, at £732.50/day (rounded by consultant to £3,700).

Royal HaskoningDHV total (rounded by consultant) – £69,000

In order to provide a more like-for-like comparison, if we upscale the prices from Atkins and Royal HaskoningDHV to assume an average of 3 days per week supervision – which I think is more realistic – the amended prices would be Atkins £81,000 and Royal Haskoning £87,050.

Although the Atkins' price is the cheapest, I'm not impressed by the quality of their tender – giving me less confidence in them overall – or the fact it was submitted late. Their price also does not allow for dealing with any design or technical queries (other than a nominal allowance for M&E engineer input), so the Board could end up with (possibly significant) additional costs for this. Turning to Royal Haskoning, I would have a slight concern about the relative lack of experience of their suggested Civils Supervisor, especially given the complexity of some elements of this project. There would also be the same issue with needing designer input.

The main advantages of PBA would be that they have been involved with this project for many years, and have a detailed knowledge of all aspects, which will never be the case with another firm. The fact that the people dealing with contract administration and site supervision would be the same people who designed the scheme would hopefully also simplify matters, as they should be able to resolve design queries quickly, rather than there being a "third wheel" involved, which could lead to confusion and potential problems.

PBA has also submitted a fixed fee of £6,100 (exc. VAT) for producing and issuing the required reinforcement detail drawings and bar schedules associated with this scheme. As they have designed the scheme, it is not felt there would be any benefit in seeking alternative prices, and as discussed above, other consultants would probably be unwilling to take on this work anyway.

I would recommend that the works for contract administration, project management and concrete design all be awarded to Peter Brett Associates.

The scheme is now largely ready for the construction phase, albeit that planning permission has yet to be granted. There are three other factors which the Board also needs to consider, two of which in particular could have a major impact on the viability and/or deliverability of the scheme.

Firstly, the EA has requested further information about the potential impact on fish and eels, and a meeting was held with them on 23 January 2015 to discuss this. Fish and eel “friendliness” has been taken into account throughout the design of the new station, and hopefully with some minor technical amendments to the scheme and confirmation about future works at the main North Lynn PS to ensure its compliance with the Eel Regulations (which the Board will have to do in the next few years anyway), the EA will confirm it is happy with the proposed works.

The other concerns relate to NCC having just suggested they may not be happy with the rising main being installed in the verge alongside the old railway line, and to the fact that there is currently no registered owner for the site of the proposed pumping station and start of the rising main, both of which could impact on the transfer of land and acquisition of rights to construct the scheme. These issues will be discussed in more detail at the meeting, by which time I hope to have further information.

1.7 WOLFERTON PUMPING STATION

Following Sandringham Estate’s request for some artist’s impressions of what a replacement pumping station could look like, two architects were engaged to produce these. The outputs are expected by the end of this month, and will then be forwarded to the Land Agent at Sandringham in readiness for a site meeting scheduled for the end of February.

The next stage for the Board is to assess the future flood risk management options in this catchment, and seek funding approval from the EA for the detailed design and construction of the preferred option(s). Tender invitations for the consultancy works needed to progress this have been sent to Atkins, Peter Brett Associates and Royal Haskoning, all of which have experience in designing flood risk management projects and pumping stations. They also all have offices in either Peterborough or Cambridge, making progress meetings and site visits more convenient for the Board and them.

The tenders ask for a fixed price from the consultants to do all work required up to and including seeking approval from the EA for the subsequent detailed design and construction of the preferred option(s), with indicative prices being submitted at the same time for future detailed design work and construction project management. This will give the Board certainty about what it will be paying for the first stage of work (which would be the only work definitely awarded), but should hopefully also allow an assessment of which consultant might be the best option for the project “start to finish”.

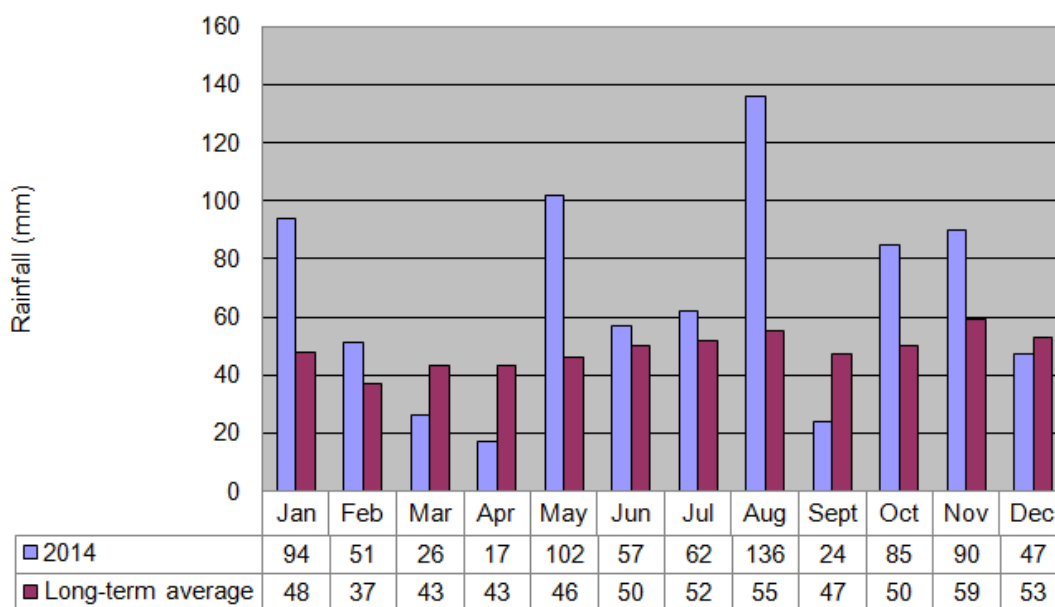
The return date specified in the tenders is 6 March 2015, and it’s currently expected that the matter will be discussed further at the next Board meeting, with the intention to appoint the successful consultant to start work on or before 1 April 2015.

RAINFALL

Rainfall statistics relating to the Board's gauges for the months of November and December are as follows (recordings in mm):

LOCATION	NOVEMBER		DECEMBER		CUMULATIVE	
	2014	2009-13 Average	2014	2009-13 Average	2014	2009-13 Average
Islington Pumping Station	94	63	51	52	743	548
Pierrepoint Pumping Station	90	60	47	58	791	589
Wolferton Pumping Station	90	57	49	45	735	612

ACTUAL AND LONG-TERM AVERAGE MONTHLY RAINFALL READINGS KING'S LYNN: JANUARY 2014 – DECEMBER 2014



PLANNING REPORT

1 ITEMS REQUIRING BOARD'S CONSIDERATION:

1.1 APPLICATION FOR RELAXATION OF BYELAW 10 FOR PROPOSED GARAGE/CAR PORT AT EAST VIEW FARM, CHURCH ROAD, CLENCHWARTON DRAIN AFFECTED – WILLOW FARM DRAIN, AN OPEN WATERCOURSE MAINTAINED BY TRACTOR-MOUNTED EQUIPMENT APPLICANTS – MR & MRS THOMAS

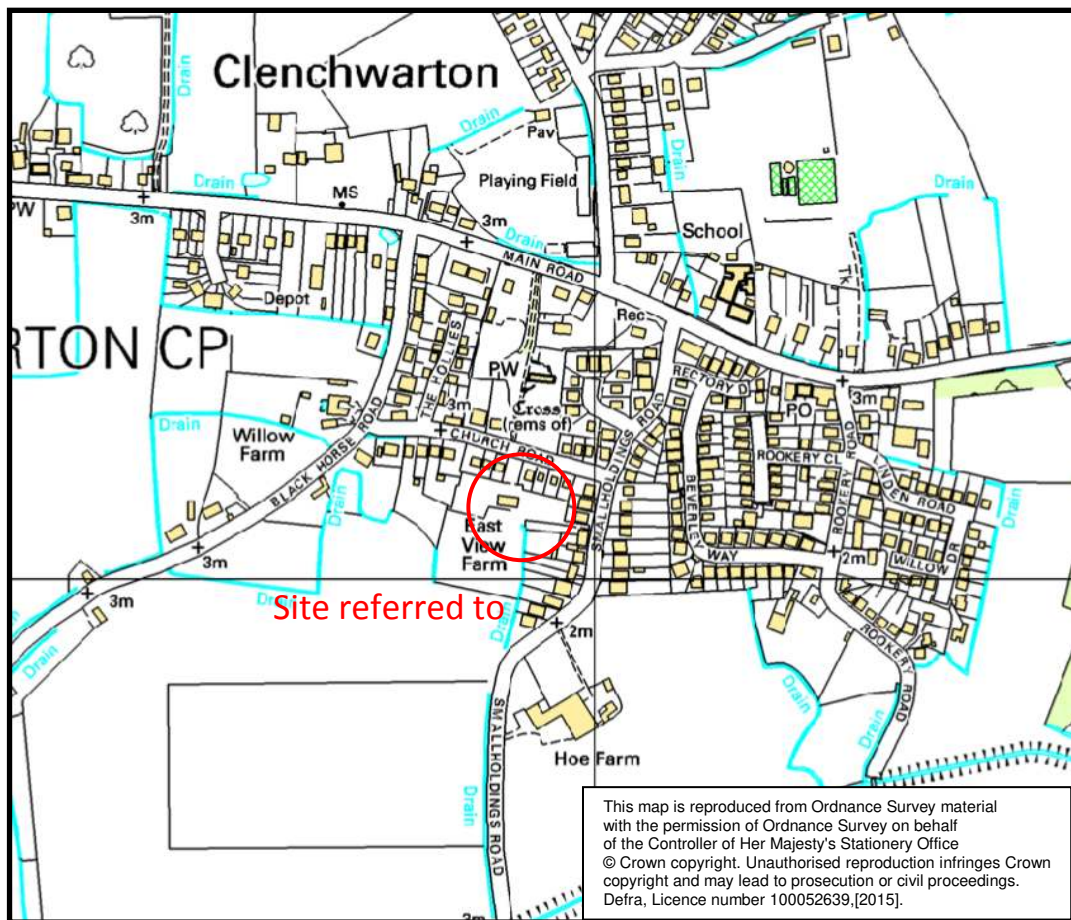
An application has been received seeking a relaxation of Byelaw 10 in connection with proposals for a brick-built garage/car port at this site. The structure would be 11m wide by 6m long, and the application requests that the Board permit it to be 2.5m from the top of the drain bank at its closest point.

Recommendation

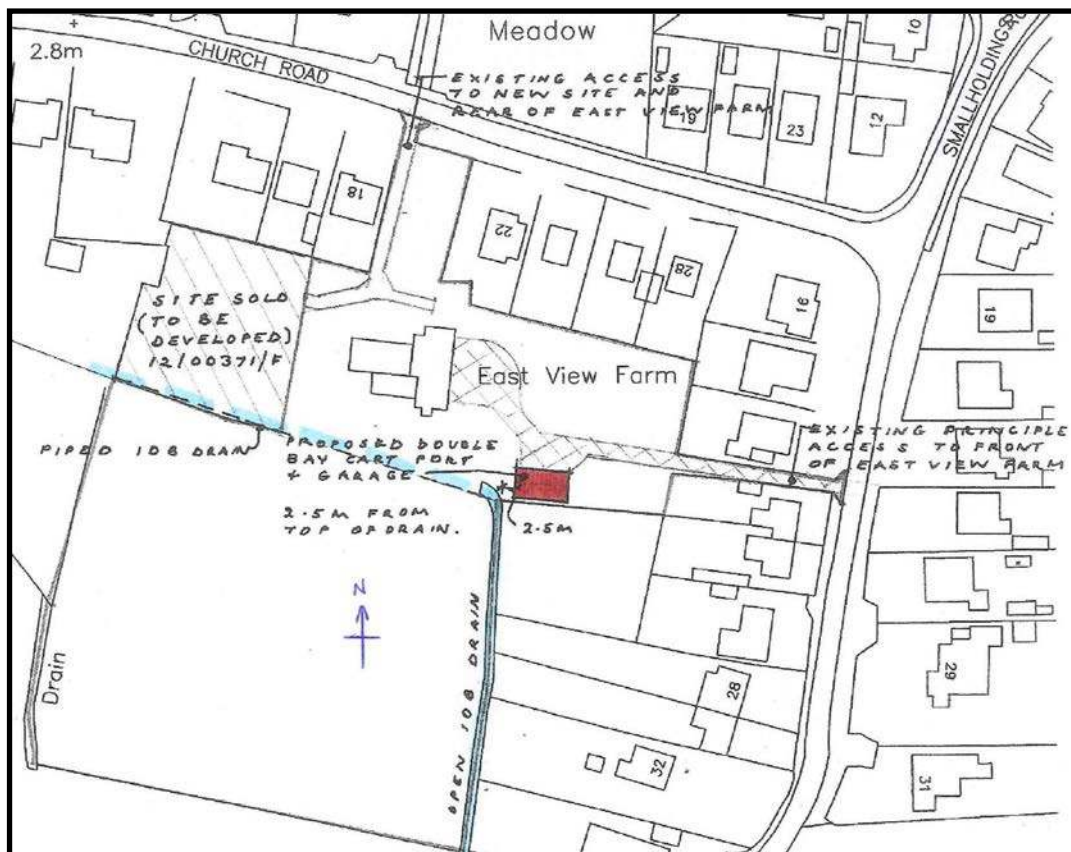
The Board's Planning & Byelaw Policy says that applications for a garage like the one proposed will never normally be approved closer than 6 metres from the edge of the drain. There is ample space on this site to reposition the garage further from the drain, and although there's currently no machine access to the watercourse from the side where the garage would be, on its own that is not an unique situation, and I do not consider it to be sufficient justification for the Board to go against its normal policy here. It's therefore recommended that the present application is **refused**.

However, if the garage is repositioned at least 6 metres from the brink of Willow Farm Drain at all points, in accordance with the guidelines in the Board's Planning & Byelaw Policy, then I would request that delegated authority be given to the Board's Officers to approve the erection of a new garage/car port here, subject to the following conditions:

- The applicants are to enter into the Board's standard Deed of Indemnity for the garage/car port, 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

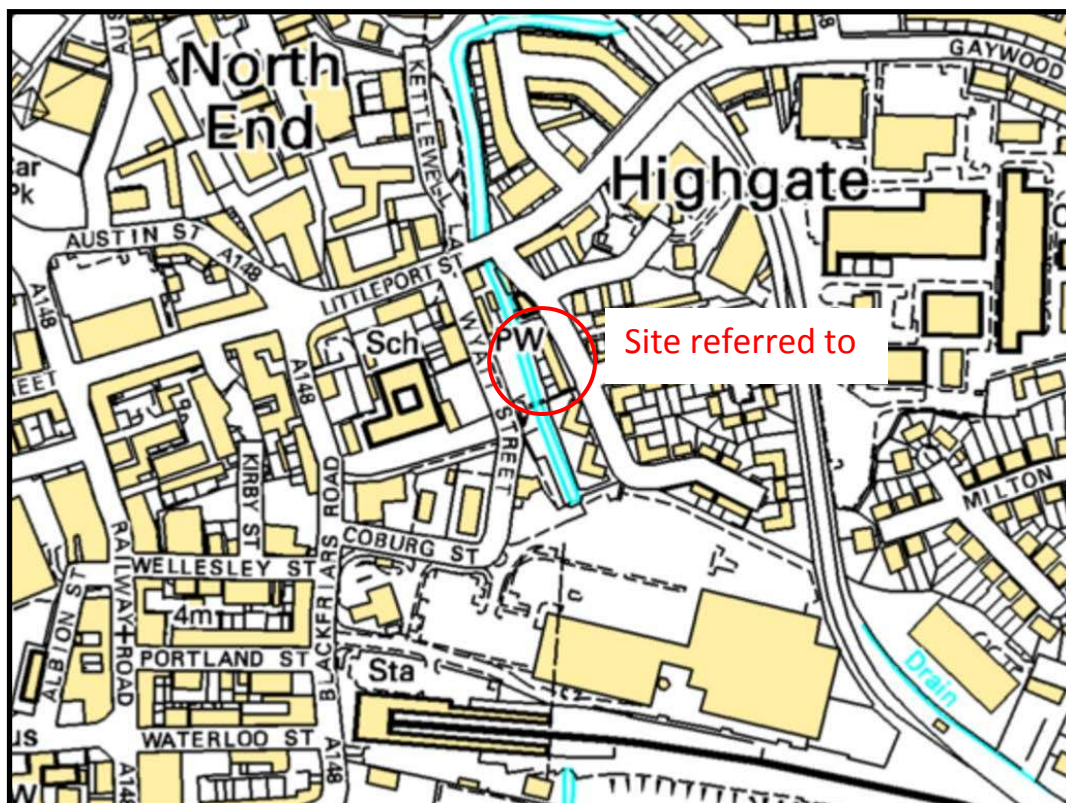
APPLICATION FOR RELAXATION OF BYELAW 10 FOR PROPOSED SINGLE-STOREY EXTENSION TO THE REAR OF 93 HIGHGATE, KING'S LYNN DRAIN AFFECTED – GAYWOOD RIVER, AN OPEN WATERCOURSE MAINTAINED BY HAND RODING
 APPLICANTS – P DENNIS & S OLIVE

An application has been received seeking a relaxation of Byelaw 10 for a proposed single-storey brick-built extension and paved area. The extension would project approximately 2m from the rear wall of the existing dwelling, and although a distance to the top of the bank of Gaywood River is not shown, the extension would be just under six metres from the edge of the footpath which runs along the bank top, meaning it's very likely to be at least six metres from the brink of the river itself. Each dwelling in this terrace has an existing garden shed/outbuilding close to the footpath.

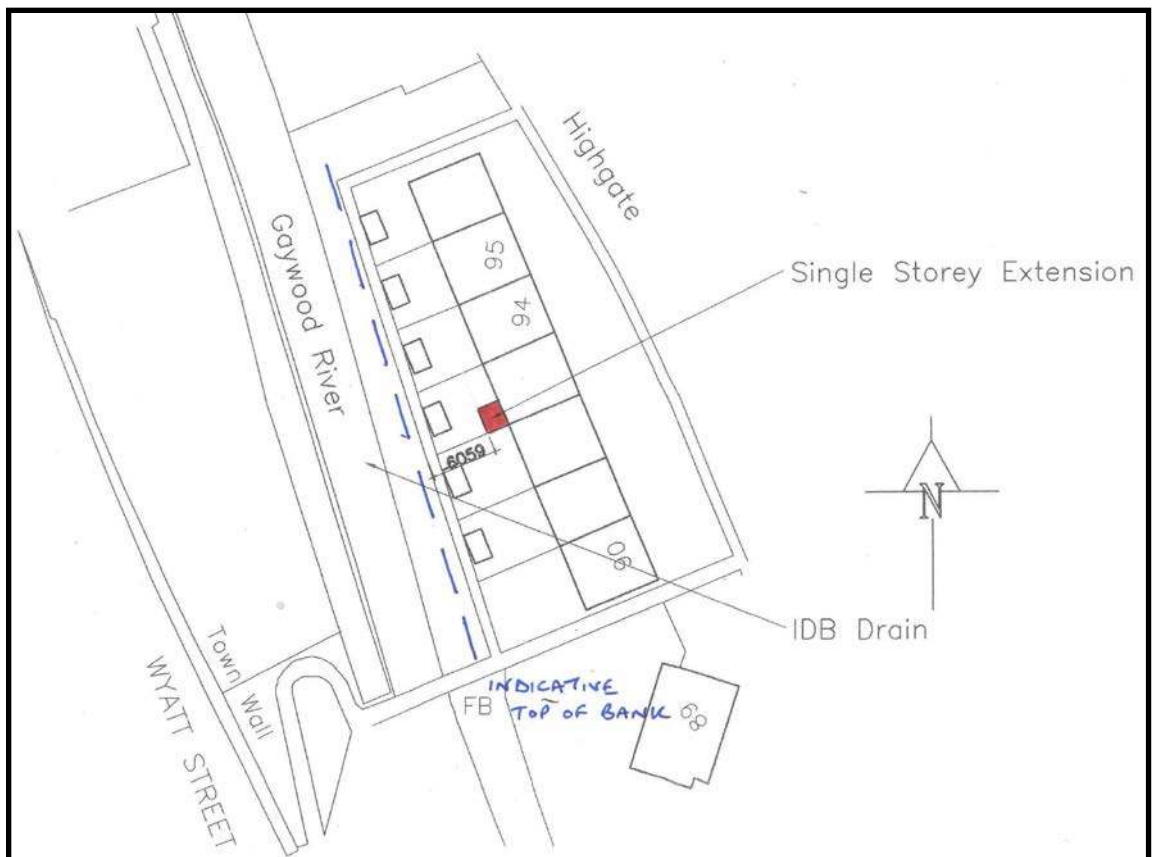
Recommendation

The plans would not affect the Board's maintenance works, so provided measurements prove the extension will be at least six metres from the top of the river bank at all points, I would recommend that the Board grants approval for this application, subject to the conditions below. Consent for the paved area can be dealt with under Officers' delegated authority, and would also be included in the legal agreement.

- The applicants are to enter into the Board's standard Deed of Indemnity for the extension, 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 extension 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 REQUEST FOR THE BOARD TO DE-MAIN PART OF A WATERCOURSE AT COMMON ROAD, WIGGENHALL ST MARY THE VIRGIN
DRAIN AFFECTED – AVENUE DRAIN, AN OPEN WATERCOURSE MAINTAINED BY TRACTOR-MOUNTED EQUIPMENT
APPLICANT – ANGLIA PLANTERS INTERIOR LANDSCAPING**

An application has been received requesting that the Board de-mains approximately 100m of maintained watercourse at the upstream end of Avenue Drain. This section of drain is primarily an open channel, with an access culvert at the downstream end, and is the furthest-upstream part of this maintained drain (the section to the north having been de-mained in 2008). The applicant then proposes to pipe and fill the drain as part of their re-development of the adjacent site for horticultural purposes.

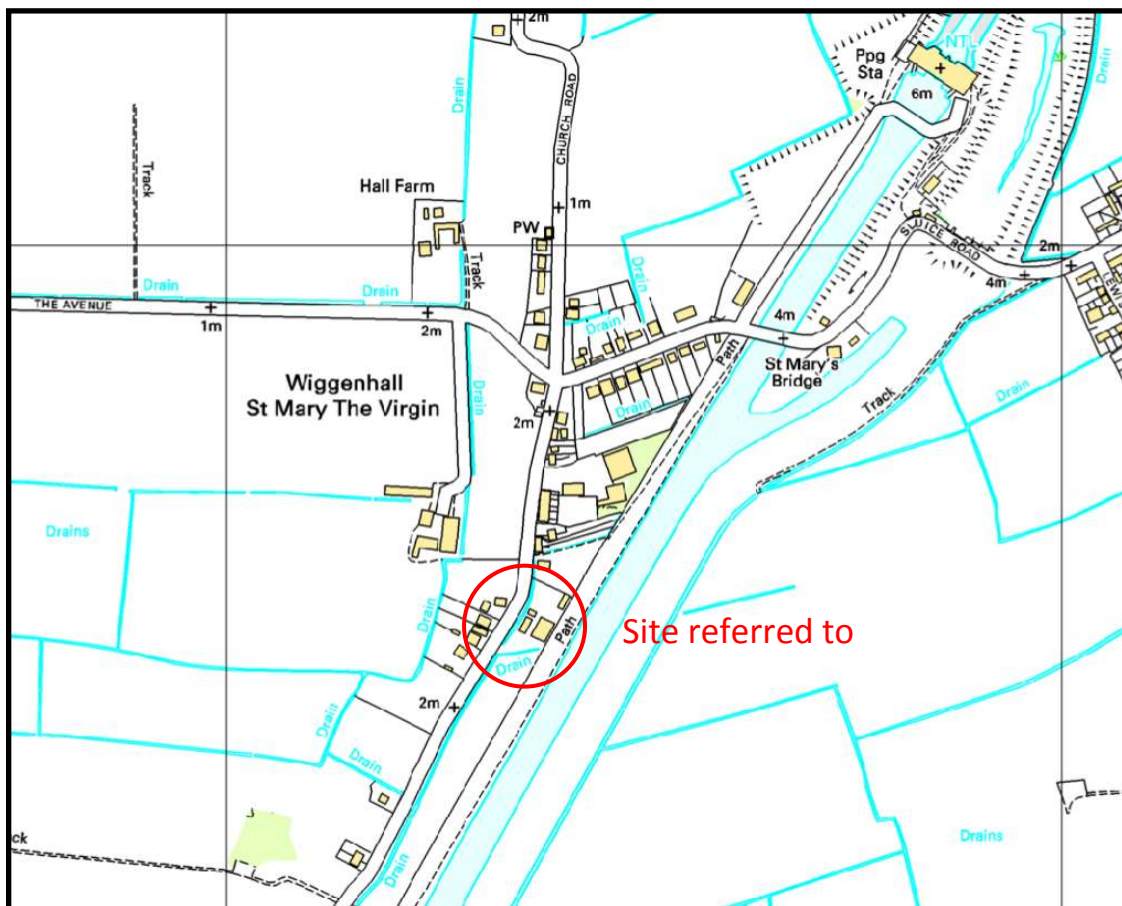
The open drain is quite a narrow channel, with a large mature hedge along the roadside, and these factors, combined with certain access issues, mean that the drain is not easy to maintain. The bed level is now close to the top of the pipes at each end, meaning the watercourse will not be providing an effective drainage route. The Board could, of course, deepen and widen the open channel and jet the downstream culvert in order to improve the situation, but this would require land loss compensation payments to be made and potentially the soil to be taken off site for disposal. Even when these works had been done, the access issues and hedge would still remain.

If the Board agrees to the applicant's requests, deepening the drain and installing a pipe will mean that upstream drainage is improved compared to the existing situation, as there will be a more effective outfall route. Access and maintenance issues would no longer be a factor for the Board, and the applicant plans to leave a minimum 4m easement between the proposed culvert and their closest proposed building, which should mean they will always have easy access to the pipe for future works.

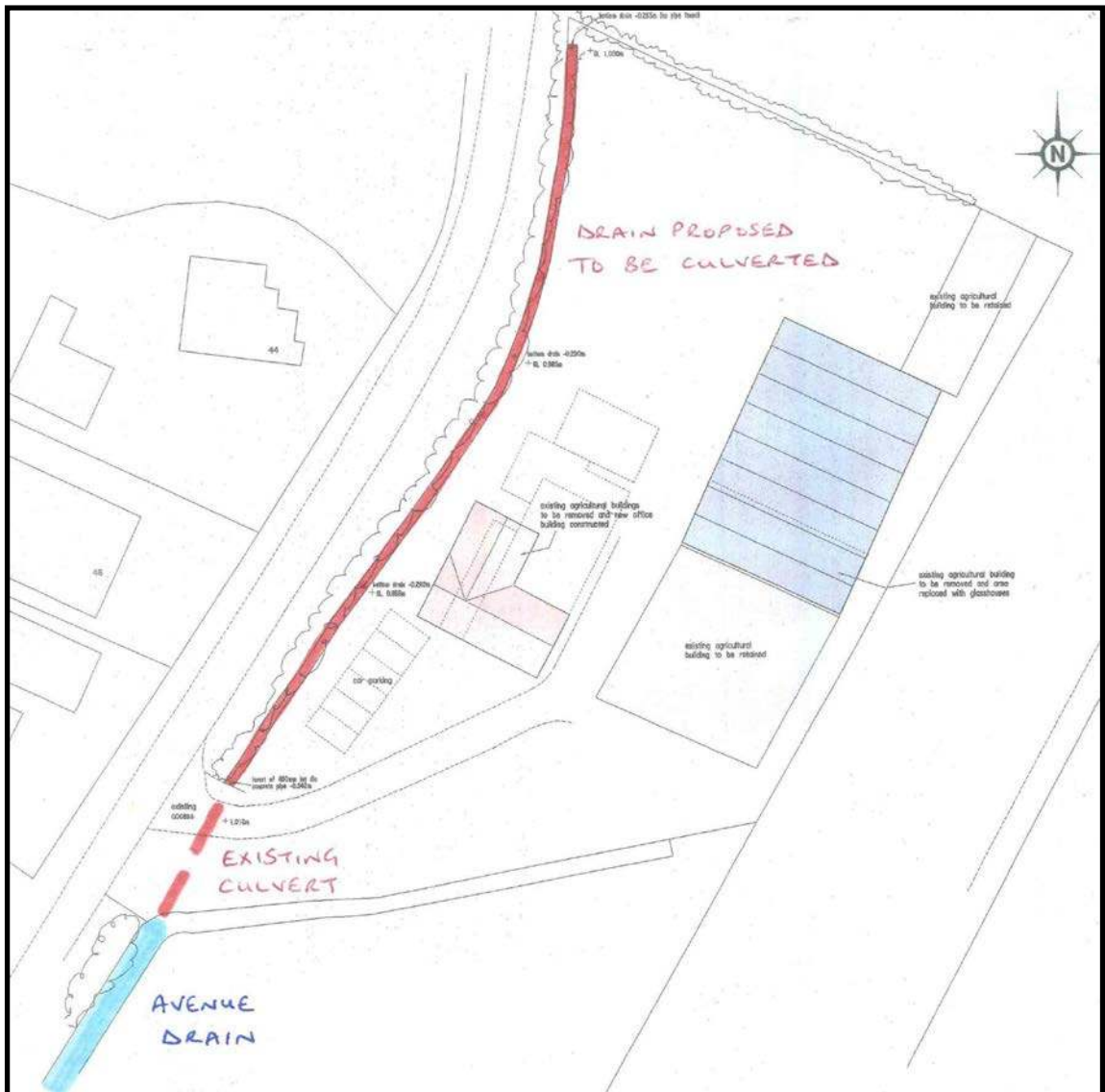
Recommendation

It's not felt that de-maining this section of watercourse would be detrimental, and the applicant's plans to culvert the channel should improve the current drainage situation, at the cost of the main beneficiary, while still making appropriate allowance for future access or works along the pipeline.

It's therefore recommended that the Board agrees to de-main this section of drain (up to the downstream end of the existing access culvert) and that Officers then determine the required piping specification, as is normally the case with privately-maintained watercourses (using existing delegated powers).



Location Plan



Site plan

1.4

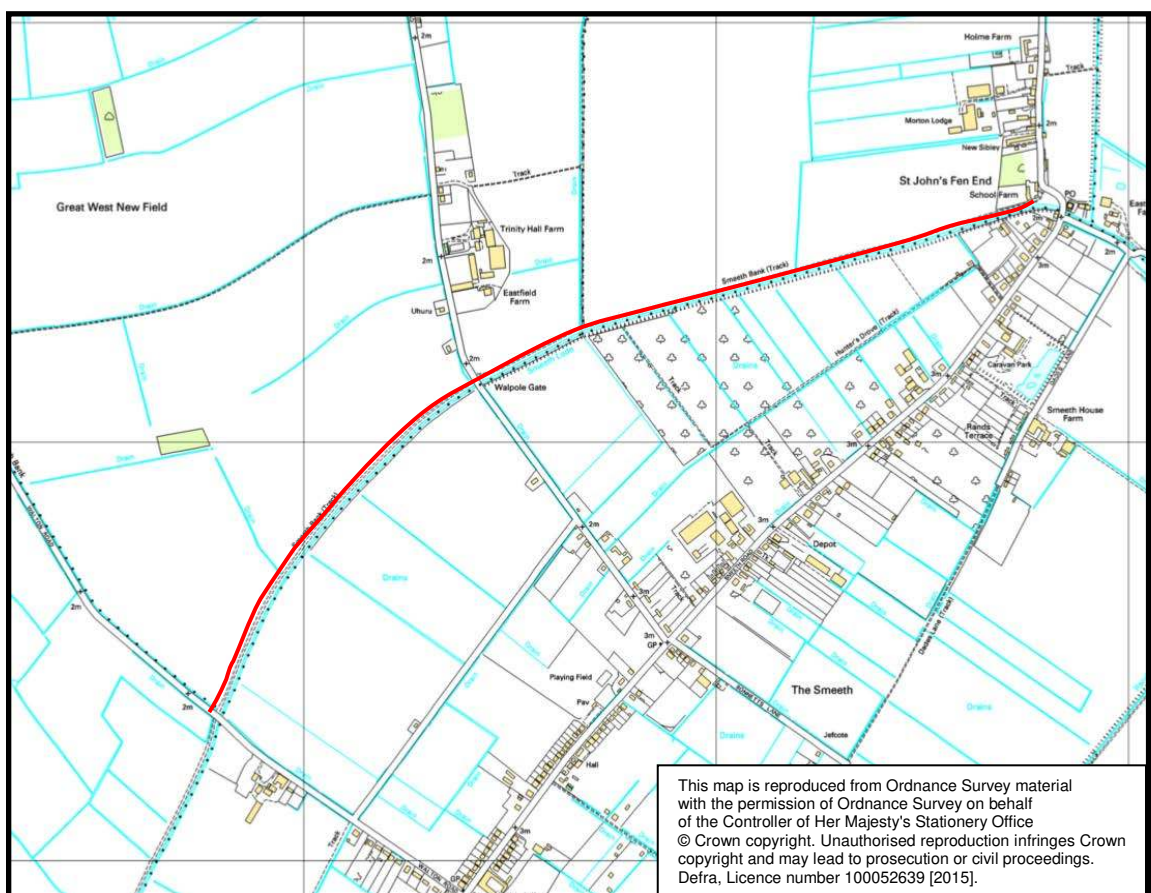
REQUEST TO PURCHASE LAND OWNED BY THE BOARD ALONGSIDE SMEETH LODE DRAIN BETWEEN ST JOHN'S FEN END AND WALTON ROAD, MARSHLAND ST JAMES – ARTHUR MARKILLIE LTD

One of the Board's predecessors were the Marshland Smeeth & Marshland Fen Commissioners, who were awarded various areas of land by an Act passed in 1796, as was common with many drainage bodies around that time. These areas of land included Smeeth Bank and Smeeth Lode Drain between Walton Road and St John's Fen End. The Board is now the registered owner of this land (albeit with a qualified title), and has registered the land with Norfolk County Council against claims of it being common land or there being any public rights of way across it.

A letter has been received from Arthur Markillie Ltd asking if the Board would be prepared to sell this section of the access track along Smeeth Bank, and a copy of this is included herein as Appendix A. The letter details the reasons they feel they're best-placed to "police" this land, and that as part of any transfer they would be happy to grant the Board a contractual right of way along the track and recognise the potential requirement to widen the drain in the future, as well as paying the Board's legal costs.

It is understood that all the land adjacent to this access track is owned by Arthur Markillie Ltd or by one or more of its directors personally, although the Board has also previously received notification that another local farmer uses part of this track to access Fence Bank and thereafter his land. It would therefore be important that any transfer indemnified the Board regarding any potential “private” third-party rights of access.

The area of land concerned – indicatively shown by the red line on the plan below – is approximately 1.3 hectares (3.25 acres), but on its own would have little financial value. The Board’s Officers do not consider that ownership of the land is important strategically, as long as the Board’s interests relating to access and possible future works to the drain are safeguarded, and there would be some benefits in terms of removing potential liabilities from the Board. Arthur Markillie Ltd appear to be quite happy to agree these points, so in principle, and obviously subject to contract, the Board’s Officers feel a transfer of this land could be progressed.



Land requested to be transferred to Arthur Markillie Ltd

1.5 REQUEST TO PURCHASE LAND OWNED BY THE BOARD AT OLD BORDER BANK, MAGDALEN – SMART BROTHERS

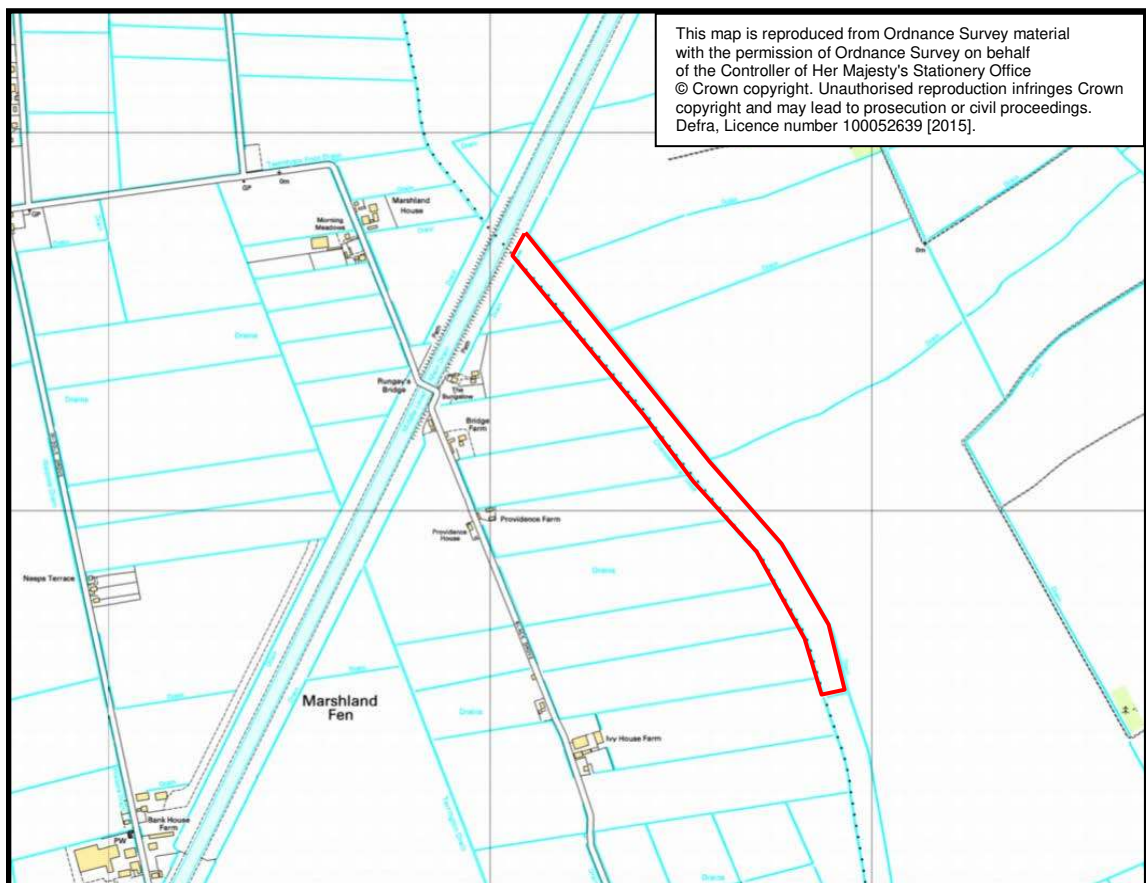
Similarly to the background with item 1.3, another of the Board’s predecessors were the Wiggenhall Saint Mary Magdalen Commissioners, in whom land and ground forming the Great Bank, and known as the Border Bank Estate, was vested by an Act passed in 1757. Most of this estate was sold off a long time ago, but the Board stills owns approximately 22 acres, which has for many years been let to Smart Brothers, at a current rent of £1,350 per year (£61/acre). The land is immediately inside the Board’s district boundary, and does not adjoin any Board-maintained watercourses.

The tenant approached Cruso & Wilkin, who deal with tenancies on a few pieces of land let by the Board, asking if the Board would be prepared to sell this field. Initial input has been obtained from Cruso & Wilkin about the potential value of the land and a possible rent review in the event that the Board opts to retain ownership, and their replies are shown in the email included as Appendix B to this report.

Members will note the relatively low suggested sale price, although the reduction is broadly in line with what might be expected for land with an Agricultural Holdings Act tenancy. The land is not felt to be of any strategic value to the Board, but does provide an annual income, albeit a relatively meagre one.

Officers are unaware of any formal rights of access to the land, although given the length of time over which Smart Brothers have been accessing this land, they may well have acquired such rights as a “long user”. However, in the event that the Board is prepared to sell the land, I would recommend that the purchaser is required to indemnify the Board against any potential problems or claims in this regard.

I would also recommend that confirmation is sought that Cruso & Wilkin do not act, and never have acted, on behalf of the purchaser, or if they have, that the Board engages a different land agent to advise it in this matter. If the Board agrees to sell the land, I would recommend that this is subject to the purchasers also paying all the Board’s legal and other costs associated with the sale.



Land requested to be transferred to Smart Brothers

2 OTHER PLANNING MATTERS:

2.1 SURFACE WATER DEVELOPMENT CONTRIBUTION FEES

There have been no Surface Water Development Contribution Fees invoiced during the reporting period. The fee invoiced during the last reporting period has been paid in full.

2.2 DELEGATED CONSENTS GRANTED

During this reporting period the following consents have been granted by Officers under their delegated authority:

APPLICANT/AGENT	LOCATION	DEVELOPMENT	WATERCOURSE(S)
Mr Tester	14 Tower Road, Terrington St Clement	Pipe and infill drain	Private (CMT139P)
Mr Woodard	Victoria Cottage, School Lane, Walpole St Peter	Pipe and infill drain	Private (CMT146P)

G R DANN – PLANNING/ENFORCEMENT OFFICER

ARTHUR MARKILLIE LTD.**FARMERS**

Registered Office:-
TRINITY HALL
WALPOLE HIGHWAY
WISBECH, CAMBS
PE14 7SN

TEL: WISBECH (01945) 430202 or 430237
FAX: (01945) 430003

REGISTERED IN ENGLAND
No. 602011

V.A.T. REGISTRATION
No. 105 1866 89

Mr. G.R. Dann
King's Lynn Drainage Board
Kettlewell House
Austin Fields Industrial Estate
King's Lynn
Norfolk
PE30 1PH

13th January 2015

WMA	
DATE:	14.1.15
LETTER:	350
CE:	✓

Dear Mr Dann

Smeeth Lode Droeway (St John's Fen End to the Walton Road)

Following on from the meeting we had in your office before Christmas discussing the above, I write to formally offer to purchase this described ground, consisting of your access droeway to the Smeeth Lode between St. John's Fen End, crossing Trinity Road finishing at the Walton Road.

We understood the work that you have undertaken in establishing your ownership of this access strip alongside the Lode, and that with the support of N.C.C. Highways Department, establishing that there is no 'public right of way' over this ground.

Our primary interest was to establish a definitive right of way for ourselves as neighbouring land owners and farmers, supported by a registered covenant. However as our prime concern is of illegal use of this access by the travelling community and others involving fly tipping, fly grazing and damage to the track and adjacent crops, we considered that by purchasing this ground we would have better control over its use/misuse without having to persuade the I.D.B. as owners to recognise their responsibility in the this respect and their potential costs (e.g. Bailiffs employed to remove horses fly grazing).

We do understand your statutory rights to access all I.D.B. drains for maintenance, but obviously should you agree to us purchasing this ground we would willingly covenant to preserve this and should there ever be a need to gate this access, provide keys to the Board. We would also recognise the possible need to widen the lode at any time in the future.

We therefore feel that with ownership of this ground we would be better positioned to limit unlawful access/abuse, mitigating the I.D.B's responsibilities, hassle and possible costs in challenging potential unlawful access and use.

As there is little or no commercial reward for purchasing this area, we would only be prepared to offer a nominal amount (around £100), but would be happy to cover all the costs involved. I do hope this meets with the Board's approval, and would obviously be happy to discuss further if required.

Yours sincerely

R.S. Markillie
ROBERT S MARKILLIE

Mary Creasy**Subject:** FW: Email letter to Mary Creasy**From:** Alexander Ison [<mailto:ai@crusowilkin.co.uk>]**Sent:** 13 November 2014 16:04**To:** Mary Creasy**Subject:** Email letter to Mary Creasy

Waterloo Street, King's Lynn, Norfolk PE30 1NZ

Tel. 01553 691691

Direct Dial: Alex Ison 01553 816425**e-mail:** ai@crusowilkin.co.uk**Our Ref:** AI/CR/ 363/01/2

29 October 2014

Email: MaryC@wlma.org.uk

Dear Mary

King's Lynn IDB – Approximately 22 Acres known as Old Border Bank**Tenant: Smart Brothers**

Thank you for your email of 6 October and telephone reminder in respect thereof. In turn, I have pleasure in replying to the questions as follows:-

1. On the basis that the Smart Brothers enjoy a Company Tenancy under the Agricultural Holdings Act Tenancy (no tenancy documentation held in this office), together with the IDB retaining all rights required for access and maintenance purposes to the main drains alongside, we are of the opinion that the 22 acres has a guide value in the region of £95,000 to £100,000.
2. Rent Review – It is noted that the rents for the above parcel of land where last reviewed in October 2009, the rent being increased to the sum of £1,350.00 (£61 per acre).
3. With regards the prospects for a rental increase, it is noted that this year we have seen a large percentage of the rent reviews being “parked” having regard to the uncertainty of Basic Payment Scheme and Commodity Prices (with particular reference to Wheat) falling by almost 30%. There may be scope for a marginal increase however would note the costs of pursuing this increase may dictate that this is not financially advantageous to the Landlords at present, perhaps this is something to discuss in due course dependent upon the Boards decisions.

Please note that this advice is given for internal negotiation purposes only and is provided outside of the Formal RICS Professional Standards. As you will appreciate these guide prices are not intended to form a formal valuation and therefore should not be relied upon as such. I hope this satisfies your enquiry and look forward to receiving the Boards instructions in this respect.

King's Lynn IDB

Schedule of Paid Accounts

Payment Date From : 01/11/2014

Payment Date To : 31/12/2014

<u>Account ID</u>	<u>Name</u>	<u>Details</u>	<u>Amount Paid This Period</u>
AN0100	Anglia Farmers Ltd	Gas Oil/Electric	4,589.49
AQ0001	Aquatic Control Engineering	Capital Works	388.00
AR0001	Arval	Fuel	2,442.39
AS0120	Richard Askew Agricultural Supplies	Spares & Repairs	254.18
BA0001	T W Barker Ltd	Drain Survey/Capital	5,701.20
BO0001	Borough Council of King's Lynn &	Planning Applications	1,540.00
BO0240	BOC Ltd	Oxygen	42.72
BT0270	BT	Phone/Broadband	92.09
BU0285	Burley Fluid & Air Ltd	Spares & Repairs	18.02
CA0320	Carter Haulage & Storage Ltd	Excavator Moves	702.00
CO0001	Cope Safety Management	CDMC Services	1,980.00
CO0003	Collings	Capital Works	180.00
CR0380	King's Lynn Auto Electrical Ltd	Oil Filter/Repairs	138.36
CR0398	Cruso & Wilkin	Professional Fees	450.00
CW0001	C W Engineering Ltd	Headstock	1,012.57
DV0001	DVLA	Vehicle Tax	225.00
EN0001	Environment Agency	Precept	79,573.00
EQ0535	Equitable Life Assurance Society	AVC	50.00
FR0001	Franklin Industrial Supplies Ltd	Small Tools	50.29
FR0650	Frimstone Ltd	Reject Stone	343.27
GM0755	GMB	Union Subs	12.14
HM0001	Hitachi Construction	Service Contract	397.44
IN0001	Inland Revenue	Paye & Nic	9,925.80
JBA002	JBA Consulting	Capital Works	5,482.43
JO0001	John Hutchings Services	Steam Cleaner/Servicing	283.35
KW1195	K & W Mechanical Services Ltd	Spares & Repairs	6,117.18
NO0001	Norfolk Pension Fund	Pension Contributions	8,694.85
NO0007	Norcam Hydraulic Services	Spares & Repairs	375.05
OV0001	Ovivo Uk Ltd	Site Inspection	1,710.11
PA0001	Parker Hydraulics & Pneumatics Ltd	Spares & Repairs	206.67
PBA001	Peter Brett Associates LLP	Capital Works	26,939.96
SH1955	Shoebridge Engineering Ltd	Pump Overhaul	6,384.00
SP0001	J E Spence & Son Ltd	Groundwork	623,329.20
SP0002	Spearhead Machinery Ltd	Spares & Repairs	615.54
TH2030	ThurLOW Nunn Standen Ltd	Plant Service	3,954.27
TI2050	Timber Services Ltd	Materials	1,624.32
VO0001	Vodafone Ltd	Mobile Phone	536.95
WA0001	Watson Petroleum	Gas Oil	6,762.60
WA2320	Watling JCB Ltd (Wymondham)	Service	696.00

£ 803,820.44

Draft Objectives for 2015/16

1. To ensure that total expenditure does not exceed the expenditure budget for 2015/16 and plan for subsequent years' rate increases to equate to no more than an inflationary rise.
2. To identify all free-span bridges and culverts that the Board has some legal responsibility for and devise a risk-based inspection programme for them.
3. To ensure that the Board receives as much Capital FDGiA from the EA and financial contributions from third parties as possible, and, that the capital programme is delivered, as planned.
4. To devise an indicative 5 year Asset Management Plan for consideration by the Board.
5. To ensure that the EA's annual precept charge on the Board is fair and that it is spent on work that benefits the Internal Drainage District.
6. To identify alternative income sources, should Highland Water Contributions no longer be made by the EA to the Board for managing surface water entering the Drainage District from the Upland Catchment.
7. To help develop a sustainable investment programme for the sea defences that protect the Board's area which are considered by the EA to be 'uneconomic', by continuing to work with the EA, KLBC, NNDC, NCC, NE and our other partners.
8. To establish a plan and timetable for either relocating from or upgrading Kettlewell House in King's Lynn.

STRATEGIC OBJECTIVES	RISKS	KEY CONTROLS	ASSURANCES ON CONTROLS	RISK SCORE	GAPS IN CONTROL	GAPS IN ASSURANCE	ACTION PLAN	RESPONSIBLE OFFICER/ MEMBER & IMPLEMENTATION DATE
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	Budget is prepared based on need (prioritised) Income and Expenditure is regularly monitored Asset Management Plan	Reviewed and approved by Board Financial Report to each Board meeting Capital Financing & Reserves Policy from Jan 2014	5 →			Explore alternative funding streams if Highland Water Contributions cease. Devise updated 5 year asset management plan	Chief Executive
	If the Environment Agency (EA) is no longer willing or able to carry out work on sea defences that protects the Internal Drainage District, or continues to maintain the sea defences but to a reduced specification	IDB is consulted on outcomes, following publication of EA Shoreline Management Plans/ Strategies	Board Reports with input from Councils Government Policy and EA SMPs Availability of PSCA developed by ADA/EA to facilitate partnership working with other risk management authorities	8 →	No Investment Plan for reinstating primary sea walls, should the EA walk away, following publication of Strategies		Work with key stakeholders in each flood compartment to develop Investment Plan to reduce risk of EA ceasing works on sea defences	Chief Executive/ Planning/ Enforcement Officer ongoing

STRATEGIC OBJECTIVES	RISKS	KEY CONTROLS	ASSURANCES ON CONTROLS	RISK SCORE	GAPS IN CONTROL	GAPS IN ASSURANCE	ACTION PLAN	RESPONSIBLE OFFICER/ MEMBER & IMPLEMENTATION DATE
	If the EA and/or the Middle Level Commissioners is no longer willing or able to carry out work on Main Rivers or the Middle Level Drain, which then limits the Board's ability to fulfil its statutory function	Informal contact with EA Ops Team Informal contact with Middle Level Commissioners Engineer Consultation on preparation/revi ew of EA Catchment Flood Management Plans (CFMPs) Annual IDB/EA liaison meeting	Board Reports EA CFMPs	5 →	Need to formally identify and advise EA of works required, and, develop a protocol for carrying out the work/ recharging EA accordingly	Need to formally record the works requested and whether or not the EA has authorised such works	Formally record the works requested and whether or not the EA has authorised such works	Chief Executive/ Planning/ Enforcement Officer ongoing
	Access to skills and core competencies reduces (required to manage a modern public body and deliver quality services that meet the aspirations of stakeholders)	Board is an equal member of the WMA Consortium, which strengthens its organisation and ensures access to the appropriate skills/ competencies Extensive Staff training	Staff training records and documented performance appraisals Compliant disciplinary and grievance procedures	4 ↓		Not all Reports or information are made available to Board (e.g. confidential reports on staffing matters)	Ensure Board is regularly updated Ensure all Board reps. always attend WMA meetings (including Pay and Conditions Sub Committee meetings)	Board Representatives on WMA/Chairman/ Chief Executive ongoing

STRATEGIC OBJECTIVES	RISKS	KEY CONTROLS	ASSURANCES ON CONTROLS	RISK SCORE	GAPS IN CONTROL	GAPS IN ASSURANCE	ACTION PLAN	RESPONSIBLE OFFICER/ MEMBER & IMPLEMENTATION DATE
		Employee Handbook Performance Appraisals Effective Management Key man Insurance						
	Damage caused to third party property or individuals, as a result of carrying out works	Insurance policy Staff training and Employee Handbook Internal Controls – segregation of duties etc ISO 9001 quality assured Use of approved suppliers only	Board Reports Insurance policies, Register and certificates. Health and Safety policy, procedures, risk assessments and safe systems of work External Audit of quality assurance systems. Complaints Register	5 ↓				Chief Executive ongoing

STRATEGIC OBJECTIVES	RISKS	KEY CONTROLS	ASSURANCES ON CONTROLS	RISK SCORE	GAPS IN CONTROL	GAPS IN ASSURANCE	ACTION PLAN	RESPONSIBLE OFFICER/ MEMBER & IMPLEMENTATION DATE
			Financial Regulations approved by the Board Financial Regulations, Internal and External Audit Reports to Board					
	Some maintenance operations require operatives to work alone.	Lone worker risk assessment Mobile 'phone tracker system	Lone worker policy	4 →			Introduce tracker system Implemented 2013	Chief Executive / Ops Manager
	Unable to respond to a major incident, due to lack of resources	Resources are backed up by volunteers and equipment	Board Emergency Plan that integrates with County Emergency Plan Fluvial incident Dec 2012 and Tidal incident Dec 2013 successfully managed	5 →			Involvement with Local Resilience Forum exercises	Chief Executive ongoing
	Claims and/or bad publicity against IDB in the event of failure to	Responsibility for coordinating emergencies vests with the Local	Board is a Member of the Local Resilience Forum tasked with	3 →				Chief Executive ongoing

STRATEGIC OBJECTIVES	RISKS	KEY CONTROLS	ASSURANCES ON CONTROLS	RISK SCORE	GAPS IN CONTROL	GAPS IN ASSURANCE	ACTION PLAN	RESPONSIBLE OFFICER/ MEMBER & IMPLEMENTATION DATE
	provide a 24 hour/365 day emergency response for the community	Resilience Forum (LRF) Insurance WMA Staffing Plan and Duty Roster Emergency workforce and volunteers available. Support from other IDBs in the WMA Procedures for managing the media set out in the Board's Reserved Matters	coordinating emergency responses in Norfolk Insurance policies, Register and certificates					
	Public do not know who to contact in an emergency	Contact details on Website Emergency phone line LRF have contact details	Website: www.wlma.org.uk Duty Officer: 07881 581521 All phone numbers appear in the Phone	3 →			Ensure Board's contact details are shown on LRF website	Chief Executive ongoing

STRATEGIC OBJECTIVES	RISKS	KEY CONTROLS	ASSURANCES ON CONTROLS	RISK SCORE	GAPS IN CONTROL	GAPS IN ASSURANCE	ACTION PLAN	RESPONSIBLE OFFICER/ MEMBER & IMPLEMENTATION DATE
			Book					
	Loss or damage of assets through pilferage, theft or neglect	Inventory/ Stock control Asset Management Plan/ Maintenance programmes Visual Asset Inspections Service Level Agreements with Approved Suppliers Insurance	External and Internal Audit Board/Works Committee Reports Complaints recorded in Complaints Register Insurance policies, Register and certificates	5 ↓		No periodic maintenance programme is in place for checking pumps etc	Prepare Indicative 5 year maintenance programme	Chief Executive/ Eng/Ops ongoing
	Loss of income through error or fraud	Financial Regulations Internal Controls and segregation of duties Insurance Anti fraud and Corruption policy	External and Internal Audit Policies approved by Board and available on website Insurance policies, Register and certificates	3 ↓				Chief Executive ongoing

STRATEGIC OBJECTIVES	RISKS	KEY CONTROLS	ASSURANCES ON CONTROLS	RISK SCORE	GAPS IN CONTROL	GAPS IN ASSURANCE	ACTION PLAN	RESPONSIBLE OFFICER/ MEMBER & IMPLEMENTATION DATE
		Whistleblowing policy						
	Failure to comply with all current U.K. and E.U. legislation/regulation and/or generally accepted accountancy practice	Employ competent staff through WMA Training programmes for Staff and Board members Engage HR, Legal and Health & Safety specialists as required	Board Reports and WMA Reports Internal Audit Board approves Accounts	4 ↓				Chief Executive ongoing
To become the delivery partner of choice for the Lead Local Flood Authority (LLFA) and Environment Agency (EA) within the Board's hydraulic sub catchment	LLFA and/or EA use contractors to carry out the work in areas outside the Internal Drainage District (IDD) and on Main Rivers/Tidal Defences both in and outside the IDD DEFRA	Taking a active role in County FRM Partnership Build trust and understanding with LLFA, EA and DEFRA Back office functions are spread across the WMA	Minutes of decisions taken through the Local Flood Risk Management Partnership and the Regional Flood Defence Committee Regular officer liaison meetings with EA	5 ↓	No KPIs exist for IDB Industry against which to benchmark performance	Partnership Minutes and EA/IDB liaison Minutes not made available to Board	Develop KPIs for Board by working with ADAso that Board can demonstrate value for money and professionalism to LLFA and EA Take on such work wherever possible to demonstrate	Chief Executive ongoing

STRATEGIC OBJECTIVES	RISKS	KEY CONTROLS	ASSURANCES ON CONTROLS	RISK SCORE	GAPS IN CONTROL	GAPS IN ASSURANCE	ACTION PLAN	RESPONSIBLE OFFICER/ MEMBER & IMPLEMENTATION DATE
	introduce new legislation/ regulation, which prevents IDBs from taking on extra work (Public Bodies Bill) LLFA and EA take over the functions of the IDB	Member Boards to reduce costs, strengthen organisation and increase influence Member of ADA	Availability of the PSCA developed by ADA/EA to facilitate partnership working with other risk management authorities				professionalism and value for money – Adoption of EA low priority main river from April 2014 Monitor Performance and periodically review Governance Arrangements Provide Members with web link to Minutes of LLFA and EA RFDC meetings Develop linkages with local media	
	Unable to take on the extra work due to lack of resources	Arrangement with WMA Member Boards for support	WMA Consortium Agreement approved by the Board and periodically reviewed by Consortium Management	5 →	No formal arrangement exists with EA or LLFA detailing how ex EA work may be taken on and financed		Explore new funding sources locally with EA, LLFA and others Review Rating and Electoral Sub Districts	Chief Executive ongoing

STRATEGIC OBJECTIVES	RISKS	KEY CONTROLS	ASSURANCES ON CONTROLS	RISK SCORE	GAPS IN CONTROL	GAPS IN ASSURANCE	ACTION PLAN	RESPONSIBLE OFFICER/ MEMBER & IMPLEMENTATION DATE
			Committee (CMC)					
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	Planning Authorities ignore advice provided by Board, which leads to increased flood risk 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	Board has access to a Planning/Enforcement Officer through WMA Consortium	Comments made by the Board on the impact of planning applications are available on each Planning Authority's website Planning/Enforcement issues are reported at Board meetings and Works Committee meetings	5 →	Limited involvement with development of Strategic Planning Policies (Water Cycle Strategies and Development Frameworks)		Get involved with each constituent Planning Authority to better integrate/ coordinate planning and flood risk management issues	Chief Executive/ Planning/ Enforcement Officer ongoing
To nurture, enhance and maintain the natural habitats and species, which exist in and alongside watercourses, wherever practical to	Non-delivery/ non compliance of Biodiversity Action Plan (BAP)	Balance controlled by Eng/Ops and Board Working with	Officers monitor and report environmental performance to Board	5 →	Adopted infrastructure has not been prioritised, which makes it difficult to	No flood risk analysis has been done of the Board's Register of Drainage	Prioritise each watercourse according to flood risk, based on criterion agreed	Chief Executive/ Planning/ Enforcement Officer ongoing

STRATEGIC OBJECTIVES	RISKS	KEY CONTROLS	ASSURANCES ON CONTROLS	RISK SCORE	GAPS IN CONTROL	GAPS IN ASSURANCE	ACTION PLAN	RESPONSIBLE OFFICER/ MEMBER & IMPLEMENTATION DATE
ensure there is no net loss of biodiversity	Implementation of BAP leads to increased flood risk and increased maintenance costs	partners Staff awareness training ISO 14001 quality assured	BAPs approved by Board and submitted to DEFRA and EA Partnership working with NRT from April 2014 External Audit of quality assurance systems Actions monitored by EA, NE, Police, SWT and local population Complaints recorded in Complaints Register		justify a more robust approach to the maintenance of 'high priority' watercourses and to identify opportunities for improving environmental performance in the 'lower priority' infrastructure	Infrastructure. The Board's infrastructure should also be regularly reviewed	by the Board	

Risk Assessment Matrix (From the Risk Management Strategy and Policy as approved 28 January 2011)

Impact			
High	Considerable management required (6)	Must manage and monitor risks (8)	Extensive management required (9)
Medium	Risks may be worth accepting with monitoring (3)	Management effort worthwhile (5)	Management effort required (7)
Low	Accept risks (1)	Accept, but monitor, risks (2)	Manage and monitor risks (4)
	Low	Medium	High
	Likelihood of Occurrence		

The high, medium and low categories for impact and likelihood are defined as follows:

IMPACT

- *High* – 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.
- *Medium* – 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.
- *Low* – 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

- High - very likely to happen
- Medium - likely to happen infrequently
- Low - unlikely to happen.

A MEETING OF THE WMA CONSORTIUM MANAGEMENT COMMITTEE (CMC) WAS HELD IN THE BOARD ROOM, KETTLEWELL HOUSE, AUSTIN FIELDS INDUSTRIAL ESTATE, KING'S LYNN, NORFOLK ON FRIDAY 12 DECEMBER 2014 AT 9.30AM

- | | |
|---|---------------------------------------|
| * J Austen (King's Lynn IDB) | * S A R Markillie (South Holland IDB) |
| * J F Carrick (Norfolk Rivers IDB) | * P D Papworth (Norfolk Rivers IDB) |
| * H G Cator (Broads (2006) IDB) | M Paul (East Suffolk IDB) |
| * S G Daniels (Broads (2006) IDB) | R Pipe (East Suffolk IDB) |
| * G D Gay (Broads (2006) IDB) | * P S Przyszlak (South Holland IDB) |
| * E Greenwell (East Suffolk IDB) | * Mrs E Watson (Norfolk Rivers IDB) |
| * Lord Howard of Rising (King's Lynn IDB) | * D R Worth (South Holland IDB) |
| * B Long (King's Lynn IDB) | |
| | * (Present 87%) |

Mr S A R Markillie in the Chair

In attendance:

Mr P J Camamile (Chief Executive),
Mrs M Futter (Finance Officer) and Mrs M Creasy (minutes)

ID	WMA Consortium Management Committee, Minute	Action
38/14	WELCOME AND INTRODUCTIONS	
38/14/01	The Chairman welcomed Mrs M Futter to her first CMC meeting.	
39/14	APOLOGIES FOR ABSENCE	
39/14/01	Apologies for absence were received from Messrs M Paul and R Pipe.	
40/14	ATTENDANCE	
40/14/01	Sir Edward Greenwell participated in the meeting via teleconference.	
41/14	DECLARATIONS OF INTEREST	
41/14/01	Mr H G Cator declared an interest in the WMA Schedule of Paid Accounts in respect of the payment of Chairman's allowance to Cator & Co, a company of which Mr Cator was a shareholder. RESOLVED that this be noted.	
42/14	MINUTES OF THE LAST MEETING	
42/14/01	The minutes of the last Consortium Management Committee	

ID	WMA Consortium Management Committee, Minute	Action
	meeting held on 7 October 2014 were approved and signed as a true record.	
	43/14 MATTERS ARISING	
43/14/01	Governance and Policies (30/14/05)	
	The Chief Executive reported that a figure of £10k for WMA membership of the Local Government Association had been included in the 2015/16 budget, as had been requested. RESOLVED that this be noted.	
43/14/02	ADA (31/14/05)	
	Mr H G Cator informed Members that ADA had appointed Mr Innis Thompson as its new Chief Executive and Mr Ian Moodie as its new Operations Director, both taking up post on 28 February 2015 before the retirement of Dr Jean Venables on 31 March 2015.	
43/14/03	Public Sector Cooperation Agreements (PSCAs) (31/14/06)	
	The Chief Executive reported that four of the five individual Member Boards had received a briefing paper outlining PSCAs. East Suffolk IDB would receive the briefing paper at its January 2015 meeting. RESOLVED that this be noted.	
43/14/04	Apportionment of Drainage Expenses (34/14/02)	
	The Chief Executive reported that he had nothing further to report on the previously requested legislative changes for valuing non-agricultural land, despite having again followed this up directly with Defra and ADA. All present concurred that it was unlikely that Defra would consider any legislative changes prior to the May 2015 General Election. RESOLVED that this be noted.	
43/14/05	Land Registration (34/14/03)	
	The Land Registration Programme for both Broads (2006) IDB and King's Lynn IDB was still ongoing. RESOLVED that this be noted.	
43/14/06	East Suffolk IDB Memorandum of Understanding (34/14/04)	
	The Chief Executive would discuss the format of any Memorandum of Understanding with the East Suffolk IDB Chairman before its consideration at a future East Suffolk IDB meeting. RESOLVED that this be noted.	PJC
43/14/07	IDB Consortia and compliance with EU Procurement Rules	

ID	WMA Consortium Management Committee, Minute	Action						
	Public Contracts Regulations 2015 (37/14/02) Mr H G Cator reported that Dr Jean Venables, ADA Chief Executive had circulated a holding email to all IDBs pending a result from the legal advice taken by ADA on behalf of its members about what impact the new Regulations being proposed may have on IDB compliance with EU procurement rules. He would advise the WMA of any further update after speaking with Dr Venables. RESOLVED that this be noted. 44/14 SCHEDULE OF PAID ACCOUNTS 44/14/01 The Schedule of Paid Accounts for the period 1 September 2014 to 30 November 2014, totalling £154,974.54, (a copy of which is filed in the Report Book), was considered in detail and approved. There were no matters arising. 45/14 FINANCIAL REPORT 45/14/01 The Financial Report for the period 1 April 2014 to 30 November 2014, including the projected out-turn at 31 March 2015, (a copy of which is filed in the Report Book), was considered in detail and approved. Arising therefrom: 45/14/02 Members noted that the approved additional staff had not yet been recruited, resulting in a projected Consortium underspend of £114,885. It was anticipated that recruitment would be completed by the end of the financial year 2014/15. RESOLVED that this be noted. 45/14/03 The increase in insurance costs for 2014/15 was noted. It was agreed that additional quotes should be obtained for insurance for 2015/16. RESOLVED that this be noted. 46/14 ESTIMATES 2015/16 ADMINISTRATION AND TECHNICAL SUPPORT 46/14/01 The Estimates for 2015/16 and explanatory notes were considered in detail and approved, (a copy of which is filed in the Report Book). Arising therefrom: 46/14/02 It was agreed and thereby RESOLVED to approve the following net consortium charges and to make recommendations to each Member Board accordingly: <table><tr><td>Broads (2006) IDB</td><td>£262,345 (1.62% Increase)</td></tr><tr><td>East Suffolk IDB</td><td>£107,086 (1.45% Increase)</td></tr><tr><td>King's Lynn IDB</td><td>£341,825 (6.37% Decrease)</td></tr></table>	Broads (2006) IDB	£262,345 (1.62% Increase)	East Suffolk IDB	£107,086 (1.45% Increase)	King's Lynn IDB	£341,825 (6.37% Decrease)	HGC
Broads (2006) IDB	£262,345 (1.62% Increase)							
East Suffolk IDB	£107,086 (1.45% Increase)							
King's Lynn IDB	£341,825 (6.37% Decrease)							

ID	WMA Consortium Management Committee, Minute	Action
	Norfolk Rivers IDB £168,870 (1.68% Increase) South Holland IDB £317,356 (4.18% Increase)	
46/14/03	Members noted the reduction in Consortium charges for King's Lynn IDB, which was due to a reduction in technical support costs.	
46/14/04	The South Holland IDB Chairman asked for an itemised breakdown to explain the 4.18% increase in Consortium charges, to support the South Holland IDB Estimates 2015/16 when these were presented for consideration by South Holland IDB. RESOLVED that this be noted.	MF
47/14	WMA PENSION LIABILITY LOCAL GOVERNMENT PENSION SCHEME (LGPS)	
47/14/01	Members considered the draft Procedural Note setting out how the Norfolk LGPS Pension Liability would be charged to each Member Board in the event of the WMA being wound up in future and the fund remaining in deficit at that time (a copy of which is appended to these minutes).	
47/14/02	It was agreed that the Paper should note the change in the LGPS, from a final salary to a career average scheme with effect from 1 April 2014.	PJC
47/14/03	It was agreed to approve the Procedural Note subject to minute 47/14/02 and to make the following recommendations to WMA Member Boards accordingly:	
47/14/04	If the WMA is wound up in future, King's Lynn IDB will request the Norfolk LGPS Fund Actuary to provide an exit cost to close down the King's Lynn IDB t/a "the Water Management Alliance" Pension Scheme (NCC Scheme Number 00776). The Fund Actuary will provide an exit cost for each employee defined in the Consortium Agreement, past and present, and the cost of obtaining this information will be paid for by the WMA and apportioned to each Member Board according to their proportion of aggregate annual value. The exist cost for each employee will then be assigned to each Member Board as follows:	
47/14/05	With regard to the LGPS deficit that accrued for the King's Lynn Consortium of IDBs prior to 31 March 2007 (NCC Scheme Number 00776), if the WMA is wound up in future, then this sum should be charged to the 3 Consortium Boards as follows unless otherwise agreed by all five of the WMA Member Boards at the time: King's Lynn IDB: 80%, Broads IDB: 10% and Norfolk Rivers IDB: 10%; being the respective proportion of aggregate annual values used for the purposes of Drainage Rating, as at 31 March 2007 (taken from section 5.4 of the Consortium Agreement).	

ID	WMA Consortium Management Committee, Minute	Action
47/14/06	With regard to the LGPS deficit that accrued for South Holland IDB prior to 31 March 2007 for those employees that were transferred to King's Lynn IDB on 1 April 2007, if the WMA is wound up in future, then this sum should be wholly charged to South Holland IDB unless otherwise agreed by all five of the WMA Member Boards at the time (taken from section 5.4 of the Consortium Agreement).	
47/14/07	With regard to the LGPS deficit that has accrued to King's Lynn IDB t/a "the Water Management Alliance" with effect from 1 April 2007 (NCC Scheme Number 00776), this sum should be charged to the 5 WMA Member Boards according to the percentages shown in the Schedule annexed to these minutes in the Minute Book, which has been taken from the relevant basis of apportionment as previously agreed by the Consortium Management Committee (CMC) and each Member Board. This table will be updated annually to reflect any changes to the basis of apportionment agreed by the CMC, or where an employee otherwise joins, leaves or retires (taken from section 7.2 of the Consortium Agreement).	
47/14/08	King's Lynn IDB, as the Lead Board will be responsible for paying the LGPS exit costs to Norfolk County Council and will collect the amounts due from the other Member Boards in the manner set out above in minutes 47/14/03 to 07.	
48/14	WMA EASTERN: NEW STAFFING APPOINTMENTS	
48/14/01	Following the Chief Executive's discussions with the Chairmen and Vice-Chairmen of the WMA Eastern Boards, (East Suffolk, Broads (2006) and Norfolk Rivers IDBs) concerning succession planning after the retirement on 27 July 2015 of Mr A Goodwin, the WMA Eastern District Engineer, CMC Members ratified the appointment of Mr G Bloomfield, (currently the WMA Eastern Catchment Officer on a temporary contract to 31 July 2015), as the WMA Eastern Catchment Engineer with effect from 1 August 2015. CMC Members also ratified the appointment of Mrs Karen Thomas, (ex- Environment Agency), in the new 0.8FTE post of Project Manager for the WMA Eastern Boards with effect from 19 January 2015, which would be funded for the first year through grant income. RESOLVED that this be noted.	
49/14	MEETING DATES 2015	
49/14/01	CMC Meeting Dates 2015	
	The dates and time of CMC meetings for 2015 were reaffirmed:	

ID	WMA Consortium Management Committee, Minute	Action
	Friday, 27 March 2015 at 09:30 Friday, 26 June 2015 at 09:30 Friday, 25 September 2015 at 09:30 Friday, 11 December 2015 at 09:30 50/14 ANY OTHER BUSINESS 50/14/01 Somerset Rivers Authority Proposal Mr H G Cator expressed his concern over the proposal to form a new Rivers Authority in Somerset rather than a larger IDB. If a new Public Body was established in Somerset, some feared that IDBs would no longer be able to collect Special Levies as a result. 50/14/02 Discussion followed concerning the inability to access the old rating lists currently specified in the Land Drainage Act 1991, which were now officially “closed” and that if this legislation was updated it would prevent the need for Somerset IDBs et al having no choice other than to set up something completely different. It would also help all those other IDBs aspiring to extend their areas and mean that new IDBs could actually be created in future. It would also address a major governance issue. It was important to note that the WMA were not asking for non-agricultural land to be revalued – we were just asking for the legislation to be updated to refer to the current rating lists that billing authorities use today, as opposed to the old rating lists which no longer existed. Agricultural land did not have to be revalued at the same time – even if DEFRA argued that this should be done at the same time to be fair, the re-valuation of agricultural land could be done as a desktop exercise and would not cost each IDB much to administer. The Chief Executive was disappointed to hear that DEFRA had failed to do anything about this very important issue and hoped that ADAs new management team would seriously attempt to deal with this after the next General Election in May 2015. 51/14 CONFIDENTIAL BUSINESS 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.	

Water Management Alliance

Schedule of Paid Accounts

Payment Date From : 01/09/2014

Payment Date To : 30/11/2014

<u>Account ID</u>	<u>Name</u>	<u>Details</u>	<u>Amount Paid This Period</u>
ACE002	Ace Travel Ltd	Coach Hire	275.00
AJ0001	AJ's Gardens	Gardener	180.00
AL0002	Alcontrol Laboratories	Nitrate Testing	360.00
AN0102	Anglia Farmers	Electric	1,800.46
AN0103	Anglian Water Services Ltd	Water Charges	252.58
AQ0001	Aquatherm Services Ltd	Water Heater Maintenance	117.60
AS0105	Association of Drainage Authorities	ADA Subs	784.80
AS0107	Association of Drainage Authorities	Subscription	36.00
BD0001	BDO	External Audit	1,200.00
BR0004	Broadland Toilet Hire	Toilet Hire	354.86
BT0213	BT Payment Services Ltd	Telephone	1,132.75
CA0102	Cannon Hygiene	Sanitary Disposal	78.30
CA0103	Cator & Co	Chairman's Fee	6,641.60
CH0001	Chill Serve Ltd	Air Conditioning Maintenance	717.60
CH0366	Chubb Fire Ltd	Fire Alarm Maintenance	253.35
CO0346	Cope Safety Management Ltd	Health & Safety	2,311.50
CR0303	Colin Street T/A CR Electrical	Electrical Repairs	85.14
DE0001	Demon Cleaning Services	Carpet Cleaner	330.00
DE0401	Dell Products	Computer Equipment	5,080.94
DE0402	Demon	Broadband	176.40
EA0001	East Coast Business Solutions Ltd	Office Equipment	585.26
ED0002	EDF Energy	Electricity	499.55
EO0001	E.on UK plc	Gas	797.50
EP0001	EPH	Raditors & Equipment	7,088.25
ES0401	ESPO	Stationery	545.12
FE0001	Fenton Insurance Solutions Ltd	Insurances	849.93
FR0001	Francotyp-Postalia Ltd	Franking Machine Service Contract	475.61
GB0001	GB Security Group	Security Maintenance	330.00
GL0001	Glazewing	Waste Disposal	152.40
H20801	H20 Vend Ltd	Water Machine	35.23
HA0003	Brian Hannah	Travelling Expenses	23.40
HU0801	Hunters Hall	Board Meeting Venue	279.60
IG0001	Ignite	Broadband Line Rental	331.20
IN0904	Inland Revenue	PAYE & NIC	46,874.26
KI1100	King's Lynn IDB	Rechargeable Works	218.88
LI0001	Lindsey Marsh Drainage Board	Lincolnshire Show Stand	300.00
LI1204	Lincolnshire County Council	Former Staff Pension	1,079.43
LU0001	Anthony Frank Lumbard	Ground Rent Ludham Office	500.00
MA0002	Mazars	External Audit	6,840.00
MI0002	Middlesex University	G. Bloomfield Training Course	340.00
MI1310	MISCO	Computer Equipment	651.08
NO0001	Norfolk Pension Fund	Ex Employees Pension Cont/First	718.86

Water Management Alliance

Schedule of Paid Accounts

Payment Date From : 01/09/2014

Payment Date To : 30/11/2014

<u>Account ID</u>	<u>Name</u>	<u>Details</u>	<u>Amount Paid This Period</u>
NO0002	Norse Eastern Ltd	Refreshments	144.00
NO0003	Norfolk Rivers Trust	WFD Officer	15,000.00
NO1450	Norfolk Pension Fund	NCC Pension Contribution	40,493.77
NO1453	Norfolk County Council	Normit Subs	55.00
ON1511	Onebill Telecom	Telephone	689.35
PE0004	People Safe	Lone Worker Phones	161.82
PH0001	Phoenix Montessori	Childcare Vouchers	729.00
RO0001	Roffes Catering (Lincs)	Buffet Lunch	65.00
SA0206	Safety Factory	Cleaning Equipment	31.68
SO0001	South Holland IDB	Rechargeable Works	1,670.14
SO1916	S H I D B - Lunches Account	Board Meeting Travelling	177.75
SU0001	Sutton Staithe Hotel	Meeting Venue (Broad)	87.50
SU1980	Supplies Team	Stationery	179.41
TNT001	TNT Uk Ltd	Parcel Delivery	40.31
TR0001	Tropic Coffee Ltd	Coffee	41.00
UN2101	Unison Eastern Region	Unison	67.50
UT0001	Utilize IT Support	Hardware/Support	2,262.49
VJ0002	V & J Knitwear Ltd	WMA Logo	42.00
VO2201	Vodafone Ltd	Mobile Phone Charge	669.28
WA0001	Ward Gethin Archer	Legal Fees	600.00
WO0001	World Pay Ltd	Admin Fee	83.10
			£ <u>154,974.54</u>

From: 01 April 2014
To: 30 November 2014

Administration and Technical Support Services
Financial Year Ending: 31 March 2015

		£	£	£	£	£	£
	SUMMARY	Y-T-D	Y-T-D	Y-T-D	ANNUAL	PROJECTED	PROJECTED
NOTES	INCOME AND EXPENDITURE	BUDGET	ACTUAL	VARIANCE	BUDGET	OUT-TURN	VARIANCE
	Income						
1	Administration and Technical Support Services						
	Broads IDB	211,029	179,107	-31,922	258,165	226,171	-31,994
	East Suffolk IDB	63,024	37,073	-25,951	105,557	79,549	-26,008
	King's Lynn IDB	246,061	203,484	-42,577	365,070	321,860	-43,210
	Norfolk Rivers IDB	119,745	97,480	-22,265	166,079	143,747	-22,332
	South Holland IDB	215,092	207,236	-7,856	304,617	296,366	-8,251
	Support Services	854,951	724,380	-130,571	1,199,488	1,067,693	-131,795
2	(+) Other Income						
	Government Grants and Contributions	0	2,160	2,160	59,000	61,160	2,160
	Sales of Rating Software Licences	0	7,446	7,446	6,500	13,946	7,446
	Rating Software Support	13,718	16,862	3,144	13,718	18,112	4,394
	Rental Income	10,950	10,078	-872	52,750	51,878	-872
	Sundry Income	5,869	9,651	3,782	6,269	10,051	3,782
	(+) Other Income	30,537	46,197	15,660	138,237	155,147	16,910
	(=) Total Income	£885,488	£770,577	-£114,911	£1,337,725	£1,222,840	-£114,885
	(-) Expenditure						
	Administration Costs						
3	Shared Administration Staff	268,745	241,204	27,541	395,146	367,605	27,541
4	Establishment						
	Kettlewell House (shared)	58,370	46,067	12,303	105,527	93,224	12,303
	Marsh Reeves (South Holland IDB)	18,184	20,627	-2,443	25,439	27,882	-2,443
	Ludham (Broads IDB and Norfolk Rivers IDB)	3,484	3,055	429	4,827	4,398	429
	Establishment	80,038	69,749	10,289	135,793	125,504	10,289
5	Shared ICT						
	Hardware Support and Maintenance	3,390	3,205	185	4,970	4,785	185
	Software Support and Maintenance	13,655	18,921	-5,266	24,240	29,506	-5,266
	Website Maintenance and Development	1,600	279	1,321	1,749	428	1,321
	New Software and Upgrades	0	862	-862	900	1,762	-862
	New ITC Infrastructure	0	2,059	-2,059	12,000	14,059	-2,059
	Shared ICT	18,645	25,326	-6,681	43,859	50,540	-6,681
6	Other Shared Administration						
	Legal and Professional Charges	2,000	0	2,000	2,000	0	2,000
	Insurances	46,967	57,598	-10,631	46,967	57,598	-10,631
	Marketing and PR Expenses	10,000	285	9,715	10,000	285	9,715
	WMA Chairman's Allowance	3,500	0	3,500	3,500	0	3,500
	Annual Subscriptions	1,500	1,155	345	1,555	1,210	345
	Actuary Fees	725	724	1	725	724	1
	Sundry Expenses	2,329	5,152	-2,823	6,029	8,852	-2,823
	Other Shared Administration	67,021	64,914	2,107	70,776	68,669	2,107
7	Other Administration						
	Public Notices	3,000	0	3,000	3,000	0	3,000
	Former Staff Pension Charges	4,200	3,953	247	7,000	6,753	247
	Members Expenses	0	23	-23	1,250	1,273	-23
	Chairman's Allowances	14,000	2,917	11,083	14,000	2,917	11,083
	Meetings and Inspections	3,575	2,276	1,299	4,565	3,266	1,299
	Legal and Professional Charges	11,300	2,033	9,267	17,200	7,933	9,267
	Audit and Compliance Fees	12,557	700	11,857	14,757	2,900	11,857
	ADA Expenses	12,346	11,228	1,118	15,239	14,121	1,118
	Other Administration	60,978	23,130	37,848	77,011	39,163	37,848

From: 01 April 2014
To: 30 November 2014

Administration and Technical Support Services
Financial Year Ending: 31 March 2015

		£	£	£	£	£	£
	SUMMARY	Y-T-D	Y-T-D	Y-T-D	ANNUAL	PROJECTED	PROJECTED
NOTES	INCOME AND EXPENDITURE	BUDGET	ACTUAL	VARIANCE	BUDGET	OUT-TURN	VARIANCE
	Administration Costs	495,427	424,323	71,104	722,585	651,481	71,104
	Technical Support Costs						
8	Shared Technical Support Staff	171,930	142,840	29,090	254,715	225,625	29,090
9	Other Technical Support Staff	159,749	157,336	2,413	238,201	235,788	2,413
10	Other Technical Support						
	Technical Consultants	55,600	21,153	34,447	111,550	77,103	34,447
	Land Registry Fees	2,163	8,180	-6,017	10,073	16,090	-6,017
	Sundry Expenses	602	16,750	-16,148	602	16,750	-16,148
	Other Technical Support	58,365	46,083	12,282	122,225	109,943	12,282
	Technical Support Costs	390,044	346,259	43,785	615,141	571,356	43,785
	(-) Total Expenditure	£885,471	£770,582	£114,889	£1,337,726	£1,222,837	£114,889
	(+/-) Profit/(Loss) on disposal of Shared Fixed Assets	0	0	0	0	0	0
	(=) Net Surplus/(Deficit)	£17	-£5	-£22	-£1	£3	£4

From: 01 April 2014
To: 30 November 2014

Administration and Technical Support Services
Financial Year Ending: 31 March 2015

NOTES	BALANCE SHEET	£ 01/04/2014	£ MOVEMENT	£ 30/11/2014
11	Shared Fixed Assets			
(i)	Fixtures and Fittings	0	0	0
(ii)	ICT Equipment	0	0	0
(iii)	Office Equipment	0	0	0
(iv)	Vehicles	0	0	0
		0	0	0
	Current Assets			
12	Eyecare Vouchers and Work in Progress	408	-85	323
13	Sundry Debtors Due and Prepayments	128,024	-115,865	12,159
14	Vat Due	10,157	-5,058	5,099
15	Bank Account	124,926	-112,613	12,313
16	Petty Cash	200	0	200
17	PMH Insurance and Cycle to Work Scheme	0	469	469
		263,715	-233,152	30,563
	Current Liabilities			
18	Creditors	40,849	-37,054	3,795
	Payroll Control	243	-243	0
19	Accruals	30,350	-18,850	11,500
20	Payments received in advance/(due) from WMA IDBs	192,273	-177,004	15,269
		263,715	-233,151	30,564
	Net Current Assets/(Liabilities)	0	-1	-1
	Less Long Term Liabilities:			
21	Net Pension Liability/(Asset)	1,023,000	0	1,023,000
	Net Assets	-£1,023,000	-£1	-£1,023,001
	Reserves			
22	General Reserve	0	-1	-1
21	Pension Reserve	-1,023,000	0	-1,023,000
	Total Reserves	-£1,023,000	-£1	-£1,023,001

P J CAMAMILE
CHIEF EXECUTIVE

From: 01 April 2014
To: 30 November 2014

Administration and Technical Support Services
Financial Year Ending: 31 March 2015

Note	Notes to the Accounts and Recommended Actions
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1 Administration and Technical Support Services

The WMA is projecting to significantly underspend this year, primarily as a result of not recruiting the additional employees that were planned. However it is still the intention to recruit new staff, but this will not happen until the latter part of the financial year.

2 Other Income

It was assumed that we will receive some grant from the EA to pay the Catchment Officer's employment costs for this year to deliver the Environmental Improvement Programme for Broads IDB & Norfolk Rivers IDB. It was also assumed that Norfolk Rivers IDB will generate a contribution of £8k towards its fixed costs from collaborative working initiatives with the Norfolk Rivers Trust. We still expect this to happen.

3 Shared Administrative Staff

The WMA employs 7 shared administrative staff through the Lead Board. Employment costs are shared equally, with the exception of East Suffolk IDB (paying only 10%). We had budgeted to recruit an additional employee (a Secretary/Admin Assistant), which has not yet happened. Staff salaries increased by 1.5% with effect from 1st April 2014, as budgeted. Pension costs have also increased by 0.5% to 20% of employees pensionable pay, as planned.

4 Establishment Costs

Establishment Costs for Kettlewell House have increased to include a provision for office rent of £27.5k pa in return for the WMA being free to move elsewhere if they decided to. The proposed rent was determined by Cruso & Wilkin, Chartered Surveyors. The CMC agreed to phase in the rent over a 5 year year period, starting at £18k pa this year.

5 Shared ICT

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

6 Other Shared Administration

Other shared administration costs are apportioned to each Member Board according to its proportion of the total annual value for all Boards in the group.

7 Other Administration

Other administration costs are not shared costs. They are administration costs that are invoiced directly and controlled by the Member Boards themselves, as opposed to the CMC.

8 Shared Technical Support Staff

The WMA employs 5 shared technical support staff, 4 of which are wholly utilised in the eastern area and 1 which is also shared with King's Lynn IDB. The costs of employing the shared technical support staff are paid for by Broads IDB, East

From: 01 April 2014
To: 30 November 2014

Administration and Technical Support Services
Financial Year Ending: 31 March 2015

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

Suffolk IDB, King's Lynn IDB and Norfolk Rivers IDB. WMA (Eastern) had budgeted to recruit an additional employee, which has not yet happened.

9 Other Technical Support Staff

Other technical support staff costs are not shared costs. They are defined as 'other employees' in the Consortium Agreement and are therefore controlled by the Member Boards themselves, as opposed to the CMC: South Holland IDB employs 2 full time technical support staff and King's Lynn IDB employs 2 technical support staff (1.6 FTEs). The employees are accountable to each respective Board (as opposed to the CMC) and the associated employment costs/liabilities are paid for and met by each Board accordingly.

10 Other Technical Support

Other technical support costs are not shared costs. They are costs that are invoiced directly and controlled by the Member Boards themselves, as opposed to the CMC.

11 Shared Fixed Assets

(i) Fixtures and Fittings

The office at Kettlewell House is owned by King's Lynn IDB (80%), Broads IDB (10%) and Norfolk Rivers IDB (10%) and is shown in the Accounts of each Board respectively. It is not therefore a shared fixed asset. The office at Marsh Reeves is wholly owned by South Holland IDB and is not a shared fixed asset. However some fixtures and fittings have been purchased through the group and are therefore included in the shared Fixed Assets Register, as required by the Consortium Agreement. These assets are written off in the same year as they are purchased and therefore have a net book value of zero. If the Consortium was dissolved these assets would be sold and the net sale proceeds would be shared across the Member Boards according to their proportion of total annual value for all Boards in the group. The net realisable value of Fixtures and Fittings has been valued by Crusco & Wilkin, Chartered Surveyors as £6,225 as at 31 March 2012.

(ii) ICT Equipment

ICT Equipment at the 3 offices are included in the shared Fixed Assets Register, as required by the Consortium Agreement. These assets are written off in the same year as they are purchased and therefore have a net book value of zero. If the Consortium was dissolved these assets would be sold and the net sale proceeds would be shared across the Member Boards according to their proportion of total annual value for all Boards in the group. The net realisable value of ICT Equipment has been valued by Crusco & Wilkin, Chartered Surveyors as £9,945 as at 31 March 2012.

(iii) Office Equipment

Office Equipment at the 3 premises are included in the shared Fixed Assets Register, as required by the Consortium Agreement. These assets are written off in the same year as they are purchased and therefore have a net book value of zero. If the Consortium was dissolved these assets would be sold and the net sale proceeds would be shared across the Member Boards according to their proportion of total annual value for all Boards in the group. The net realisable value of Office Equipment has been valued by Crusco & Wilkin, Chartered Surveyors as £3,740 as at 31 March 2012.

(iv) Vehicles

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

From: 01 April 2014
To: 30 November 2014

Administration and Technical Support Services
Financial Year Ending: 31 March 2015

Note Notes to the Accounts and Recommended Actions

12 Eyecare Vouchers and Work in Progress

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

13 Sundry Debtors Due and Prepayments

(i) Sundry Debtors Due

<=30 days
> 30 days and <= 60 days
> 60 days and <= 90 days
> 90 days

	01 April 2014		30 November 2014	
	No.	£	No.	£
<=30 days	8	103,959	2	242
> 30 days and <= 60 days	1	60	0	0
> 60 days and <= 90 days	0	0	1	2,000
> 90 days	2	1,790	3	3,393
	11	£105,809	6	£5,635

>90 days

SO0002
WE0004
BA0005

Inv. Date	Originator	Amount
08/08/2014	FO	1,307
24/01/2013	AE (SHIDB)	-10
06/06/2014	CEO	2,096
		£3,393

(ii) Prepayments

Excitech Autocad Mapguide (Ends Oct 16)
Utilize Sophos Anti Virus & Savi Module (Ends Nov 17)
Dell 2 Years Pro Support Accpay Server
Sage P11D 14/15 Software
CIWEM Subs
ADA Membership
Payroll Cover
Insitute of Directors Annual Subs
Excitech Infrastructure Design
Water & Drainage Law 9 mths
Anglia Farmers Membership
Alarmline Redcare
NR Chairman's Allowance Apr - Oct 14
Sage 200 Support/Licence 1 mths
Supplies Team
Espo
Francotyp

	01 April 2014	30 November 2014
Excitech Autocad Mapguide (Ends Oct 16)	1,606	1,192
Utilize Sophos Anti Virus & Savi Module (Ends Nov 17)	777	2,925
Dell 2 Years Pro Support Accpay Server	595	297
Sage P11D 14/15 Software	0	360
CIWEM Subs	193	21
ADA Membership	11,286	1,254
Payroll Cover	859	95
Insitute of Directors Annual Subs	311	35
Excitech Infrastructure Design	1,325	147
Water & Drainage Law 9 mths	371	41
Anglia Farmers Membership	350	70
Alarmline Redcare	431	86
NR Chairman's Allowance Apr - Oct 14	2,042	0
Sage 200 Support/Licence 1 mths	275	0
Supplies Team	167	0
Espo	29	0
Francotyp	1,600	0
	£22,215	£6,524
	£128,024	£12,159

14 Vat Due

From: 01 April 2014
To: 30 November 2014

Administration and Technical Support Services
Financial Year Ending: 31 March 2015

Note Notes to the Accounts and Recommended Actions

The WMA is Vat Registered (Registration Number 916410741). Vat is reclaimed every 3 months.

15 Bank Account	30 November 2014
Opening Balance, as at 1/4/2014 b/fwd	124,926
(+) Receipts	761,871
(-) Payments	-874,485
Closing Balance, as at 30/11/2014 c/fwd	£12,313
Balance on Statement, as at 30/11/2014	12,313
Less: Unpresented Payments	0
Add: Unpresented Receipts	0
Closing Balance, as at 30/11/2014 c/fwd	£12,313

16 Petty Cash

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

17 PMH Insurance and Cycle to Work Scheme

(i) PMI Insurance	01 April 2014	30 November 2014
Data Manager	0	81
Technical & Environmental Assistant (WMA Eastern)	0	211
District Engineer (South Holland IDB)	0	177
	0	469
(ii) Cycle to Work Scheme		
Rating Officer/Site Warden	0	0
	£0	£469

18 Creditors

Suppliers are paid within 30 days of receiving the Invoice, in accordance with KLIDBs Financial Regulations.

19 Accruals	01 April 2014	30 November 2014
Backstage Academy Security Deposit	2000	2,000
Powysland IDB (DRS)	1,500	0
Chairmans Allowance	16,000	9,500
Internal Audit	1,750	0
External Audit	9,100	0
	£30,350	£11,500

20 Payments received in advance/(due) from WMA IDBs	01 April 2014	30 November 2014
Broads (2006) IDB	87,063	4,484

From: 01 April 2014
To: 30 November 2014

Administration and Technical Support Services
Financial Year Ending: 31 March 2015

Note Notes to the Accounts and Recommended Actions

East Suffolk IDB	-3,001	1,083
King's Lynn IDB	44,482	10,835
Norfolk Rivers IDB	20,421	2,710
South Holland IDB	43,308	-3,843
	£192,273	£15,269

21 Net Pension Liability/(Asset) and Pension Reserve

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

22 General Reserve

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

Recommended Actions

- 1 To approve the Financial Statements as at 30 November 2014 for Period 8.
- 2 To pass on the savings generated to each of the 5 Member Boards, as per note 1 shown on the Income & Expenditure Account.

P J CAMAMILE
CHIEF EXECUTIVE

M FUTTER
FINANCE OFFICER

From: 01 April 2014
To: 30 November 2014

Administration and Technical Support Services
Financial Year Ending: 31 March 2015

ID	BROADS IDB INCOME AND EXPENDITURE	£ Y-T-D BUDGET	£ Y-T-D ACTUAL	£ Y-T-D VARIANCE	£ ANNUAL BUDGET	£ PROJECTED OUT-TURN	£ PROJECTED VARIANCE
	Other Income						
	Government Grants and Contributions	0	0	0	51,000	51,000	0
	Sales of Rating Software Licences	0	28	28	63	91	28
	Rating Software Support	866	1,064	198	866	1,143	277
	Rental Income	1,095	1,008	-87	4,525	4,438	-87
	Sundry Income	371	609	238	396	634	238
	Other Income	2,332	2,709	377	56,850	57,306	456
	(-) Expenditure						
	Administration Costs						
	Shared Administration Staff	60,469	54,271	6,198	88,908	82,712	6,196
	Establishment						
	Kettlewell House (shared)	10,479	8,365	2,114	19,040	16,929	2,111
	Marsh Reeves (South Holland IDB)	0	0	0	0	0	0
	Ludham (Broadb IDB and Norfolk Rivers IDB)	2,613	2,291	322	3,621	3,299	322
	Establishment	13,092	10,656	2,436	22,661	20,228	2,433
	Shared ICT						
	Hardware Support and Maintenance	214	202	12	314	302	12
	Software Support and Maintenance	862	1,194	-332	1,530	1,862	-332
	Website Maintenance and Development	101	18	83	110	27	83
	New Software and Upgrades	0	54	-54	57	111	-54
	New ITC Infrastructure	0	130	-130	757	887	-130
	Shared ICT	1,177	1,598	-421	2,768	3,189	-421
	Other Shared Administration						
	Legal and Professional Charges	126	0	126	126	0	126
	Insurances	2,964	3,634	-670	2,964	3,634	-670
	Marketing and PR Expenses	631	18	613	631	18	613
	WMA Chairman's Allowance	221	0	221	221	0	221
	Annual Subscriptions	95	73	22	98	76	22
	Actuary Fees	46	46	0	46	46	0
	Sundry Expenses	147	325	-178	380	559	-179
	Other Shared Administration	4,230	4,096	134	4,466	4,333	133
	Other Administration						
	Public Notices	0	0	0	0	0	0
	Former Staff Pension Charges	0	0	0	0	0	0
	Members Expenses	0	0	0	250	250	0
	Chairman's Allowances	3,500	875	2,625	3,500	875	2,625
	Meetings and Inspections	725	240	485	825	340	485
	Legal and Professional Charges	0	356	-356	500	856	-356
	Audit and Compliance Fees	2,850	140	2,710	3,290	580	2,710
	ADA Expenses	2,115	1,514	601	2,543	1,942	601
	Other Administration	9,190	3,125	6,065	10,908	4,843	6,065
	Administration Costs	88,158	73,746	14,412	129,711	115,305	14,406

From: 01 April 2014
To: 30 November 2014

Administration and Technical Support Services
Financial Year Ending: 31 March 2015

ID	BROADS IDB INCOME AND EXPENDITURE	£ Y-T-D BUDGET	£ Y-T-D ACTUAL	£ Y-T-D VARIANCE	£ ANNUAL BUDGET	£ PROJECTED OUT-TURN	£ PROJECTED VARIANCE
	Technical Support Costs						
	Shared Technical Support Staff	107,345	102,740	4,605	159,136	154,532	4,604
	Other Technical Support Staff	0	0	0	0	0	0
	Other Technical Support						
	Technical Consultants	16,120	1,615	14,505	24,180	9,675	14,505
	Land Registry Fees	1,741	3,715	-1,974	1,991	3,965	-1,974
	Sundry Expenses	0	0	0	0	0	0
	Other Technical Support	17,861	5,330	12,531	26,171	13,640	12,531
	Technical Support Costs	125,206	108,070	17,136	185,307	168,172	17,135
	Capacity Building/(Efficiency Target)	-3	0	-3	-3	0	-3
	(-) Total Expenditure	£213,361	£181,816	£31,545	£315,015	£283,477	£31,538
	(+/-) Profit/(Loss) on disposal of Shared Fixed Assets	0	0	0	0	0	0
	(=) Net Expenditure	£211,029	£179,107	£31,922	£258,165	£226,171	£31,994
	CONSORTIUM CHARGES: REFLECTED IN IDB ACCOUNTS						
	INCOME AND EXPENDITURE ACCOUNT						
	Administration Costs	88,158	73,746	14,412	129,711	115,305	14,406
	(-) Other Income	2,332	2,709	377	56,850	57,306	456
	(-) Profit/(Loss) on disposal of Shared Fixed Assets	0	0	0	0	0	0
6000	(=) Net Administration Costs	£85,826	£71,037	£14,789	£72,861	£57,999	£14,862
	Technical Support Costs	125,206	108,070	17,136	185,307	168,172	17,135
	(+) Capacity Building/(Efficiency Target)	-3	0	-3	-3	0	-3
5400	(=) Technical Support Costs	£125,203	£108,070	£17,133	£185,304	£168,172	£17,132
	(=) Net Expenditure	£211,029	£179,107	£31,922	£258,165	£226,171	£31,994

From: 01 April 2014
To: 30 November 2014

Administration and Technical Support Services
Financial Year Ending: 31 March 2015

ID	EAST SUFFOLK IDB INCOME AND EXPENDITURE	£ Y-T-D BUDGET	£ Y-T-D ACTUAL	£ Y-T-D VARIANCE	£ ANNUAL BUDGET	£ PROJECTED OUT-TURN	£ PROJECTED VARIANCE
	Other Income						
	Government Grants and Contributions	0	0	0	0	0	0
	Sales of Rating Software Licences	0	22	22	48	70	22
	Rating Software Support	664	816	152	664	877	213
	Rental Income	0	0	0	0	0	0
	Sundry Income	283	467	184	303	487	184
	Other Income	947	1,305	358	1,015	1,434	419
	(-) Expenditure						
	Administration Costs						
	Shared Administration Staff	26,876	24,121	2,755	39,514	36,761	2,753
	Establishment						
	Kettlewell House (shared)	4,000	3,238	762	7,312	6,554	758
	Marsh Reeves (South Holland IDB)	0	0	0	0	0	0
	Ludham (Broads IDB and Norfolk Rivers IDB)	0	0	0	0	0	0
	Establishment	4,000	3,238	762	7,312	6,554	758
	Shared ICT						
	Hardware Support and Maintenance	164	155	9	241	232	9
	Software Support and Maintenance	661	916	-255	1,173	1,428	-255
	Website Maintenance and Development	77	14	63	85	21	64
	New Software and Upgrades	0	42	-42	44	85	-41
	New ITC Infrastructure	0	100	-100	581	680	-99
	Shared ICT	902	1,227	-325	2,124	2,446	-322
	Other Shared Administration						
	Legal and Professional Charges	97	0	97	97	0	97
	Insurances	2,273	2,788	-515	2,273	2,788	-515
	Marketing and PR Expenses	484	14	470	484	14	470
	WMA Chairman's Allowance	169	0	169	169	0	169
	Annual Subscriptions	73	56	17	75	59	16
	Actuary Fees	35	35	0	35	35	0
	Sundry Expenses	113	249	-136	292	428	-136
	Other Shared Administration	3,244	3,142	102	3,425	3,324	101
	Other Administration						
	Public Notices	0	0	0	0	0	0
	Former Staff Pension Charges	0	0	0	0	0	0
	Members Expenses	0	0	0	250	250	0
	Chairman's Allowances	0	0	0	0	0	0
	Meetings and Inspections	75	50	25	150	125	25
	Legal and Professional Charges	0	50	-50	0	50	-50
	Audit and Compliance Fees	1,657	140	1,517	2,097	580	1,517
	ADA Expenses	1,367	1,141	226	1,692	1,466	226
	Other Administration	3,099	1,381	1,718	4,189	2,471	1,718
	Administration Costs	38,121	33,109	5,012	56,564	51,556	5,008

From: 01 April 2014
To: 30 November 2014

Administration and Technical Support Services
Financial Year Ending: 31 March 2015

ID	EAST SUFFOLK IDB INCOME AND EXPENDITURE	£ Y-T-D BUDGET	£ Y-T-D ACTUAL	£ Y-T-D VARIANCE	£ ANNUAL BUDGET	£ PROJECTED OUT-TURN	£ PROJECTED VARIANCE
	Technical Support Costs						
	Shared Technical Support Staff	24,730	4,370	20,360	36,578	16,218	20,360
	Other Technical Support Staff	0	0	0	0	0	0
	Other Technical Support						
	Technical Consultants	1,120	899	221	13,430	13,209	221
	Land Registry Fees	0	0	0	0	0	0
	Sundry Expenses	0	0	0	0	0	0
	Other Technical Support	1,120	899	221	13,430	13,209	221
	Technical Support Costs	25,850	5,269	20,581	50,008	29,427	20,581
	Capacity Building/(Efficiency Target)	0	0	0	0	0	0
	(-) Total Expenditure	£63,971	£38,378	£25,593	£106,572	£80,983	£25,589
	(+/-) Profit/(Loss) on disposal of Shared Fixed Assets	0	0	0	0	0	0
	(=) Net Expenditure	£63,024	£37,073	£25,951	£105,557	£79,549	£26,008

**CONSORTIUM CHARGES: REFLECTED IN IDB ACCOUNTS
INCOME AND EXPENDITURE ACCOUNT**

	Administration Costs	38,121	33,109	5,012	56,564	51,556	5,008
	(-) Other Income	947	1,305	358	1,015	1,434	419
	(-) Profit/(Loss) on disposal of Shared Fixed Assets	0	0	0	0	0	0
6000	(=) Net Administration Costs	£37,174	£31,804	£5,370	£55,549	£50,122	£5,427
	Technical Support Costs	25,850	5,269	20,581	50,008	29,427	20,581
	(+) Capacity Building/(Efficiency Target)	0	0	0	0	0	0
5400	(-) Technical Support Costs	£25,850	£5,269	£20,581	£50,008	£29,427	£20,581
	(=) Net Expenditure	£63,024	£37,073	£25,951	£105,557	£79,549	£26,008

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To: 30 November 2014

Administration and Technical Support Services
Financial Year Ending: 31 March 2015

ID	KING'S LYNN IDB INCOME AND EXPENDITURE	£ Y-T-D BUDGET	£ Y-T-D ACTUAL	£ Y-T-D VARIANCE	£ ANNUAL BUDGET	£ PROJECTED OUT-TURN	£ PROJECTED VARIANCE
	Other Income						
	Government Grants and Contributions	0	0	0	0	0	0
	Sales of Rating Software Licences	0	228	228	511	738	227
	Rating Software Support	7,003	8,609	1,606	7,003	9,247	2,244
	Rental Income	8,760	8,062	-698	36,200	35,502	-698
	Sundry Income	2,996	4,926	1,930	3,200	5,130	1,930
	Other Income	18,759	21,825	3,066	46,914	50,617	3,703
	(-) Expenditure						
	Administration Costs						
	Shared Administration Staff	60,469	54,271	6,198	88,908	82,712	6,196
	Establishment						
	Kettlewell House (shared)	26,792	20,729	6,063	48,013	41,951	6,062
	Marsh Reeves (South Holland IDB)	0	0	0	0	0	0
	Ludham (Broads IDB and Norfolk Rivers IDB)	0	0	0	0	0	0
	Establishment	26,792	20,729	6,063	48,013	41,951	6,062
	Shared ICT						
	Hardware Support and Maintenance	1,731	1,636	95	2,537	2,443	94
	Software Support and Maintenance	6,971	9,659	-2,688	12,375	15,063	-2,688
	Website Maintenance and Development	817	142	675	893	218	675
	New Software and Upgrades	0	440	-440	459	899	-440
	New ITC Infrastructure	0	1,051	-1,051	6,126	7,177	-1,051
	Shared ICT	9,519	12,928	-3,409	22,390	25,800	-3,410
	Other Shared Administration						
	Legal and Professional Charges	1,021	0	1,021	1,021	0	1,021
	Insurances	23,977	29,404	-5,427	23,977	29,404	-5,427
	Marketing and PR Expenses	5,105	145	4,960	5,105	145	4,960
	WMA Chairman's Allowance	1,787	0	1,787	1,787	0	1,787
	Annual Subscriptions	766	590	176	794	618	176
	Actuary Fees	370	369	1	370	369	1
	Sundry Expenses	1,189	2,630	-1,441	3,078	4,519	-1,441
	Other Shared Administration	34,215	33,138	1,077	36,132	35,055	1,077
	Other Administration						
	Public Notices	3,000	0	3,000	3,000	0	3,000
	Former Staff Pension Charges	1,400	1,436	-36	2,800	2,836	-36
	Members Expenses	0	0	0	250	250	0
	Chairman's Allowances	3,500	0	3,500	3,500	0	3,500
	Meetings and Inspections	550	399	151	550	399	151
	Legal and Professional Charges	6,400	550	5,850	9,600	3,750	5,850
	Audit and Compliance Fees	3,050	140	2,910	3,490	580	2,910
	ADA Expenses	3,730	3,435	295	4,666	4,371	295
	Other Administration	21,630	5,960	15,670	27,856	12,186	15,670
	Administration Costs	152,625	127,026	25,599	223,299	197,704	25,595

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To: 30 November 2014

Administration and Technical Support Services
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ID	KING'S LYNN IDB INCOME AND EXPENDITURE	£ Y-T-D BUDGET	£ Y-T-D ACTUAL	£ Y-T-D VARIANCE	£ ANNUAL BUDGET	£ PROJECTED OUT-TURN	£ PROJECTED VARIANCE
	Technical Support Costs						
	Shared Technical Support Staff	8,876	8,612	264	13,110	12,846	264
	Other Technical Support Staff	71,743	68,815	2,928	105,859	102,931	2,928
	Other Technical Support						
	Technical Consultants	31,120	15,899	15,221	61,680	46,459	15,221
	Land Registry Fees	160	3,769	-3,609	7,740	11,349	-3,609
	Sundry Expenses	300	1,188	-888	300	1,188	-888
	Other Technical Support	31,580	20,856	10,724	69,720	58,996	10,724
	Technical Support Costs	112,199	98,283	13,916	188,689	174,773	13,916
	Contingency/(Efficiency Target)	-4	0	-4	-4	0	-4
	(-) Total Expenditure	£264,820	£225,309	£39,511	£411,984	£372,477	£39,507
	(+/-) Profit/(Loss) on disposal of Shared Fixed Assets	0	0	0	0	0	0
	(=) Net Expenditure	£246,061	£203,484	£42,577	£365,070	£321,860	£43,210
CONSORTIUM CHARGES: REFLECTED IN IDB ACCOUNTS							
INCOME AND EXPENDITURE ACCOUNT							
	Administration Costs	152,625	127,026	25,599	223,299	197,704	25,595
	(-) Other Income	18,759	21,825	3,066	46,914	50,617	3,703
	(-) Profit/(Loss) on disposal of Shared Fixed Assets	0	0	0	0	0	0
6000	(=) Net Administration Costs	£133,866	£105,201	£28,665	£176,385	£147,087	£29,298
	Technical Support Costs	112,199	98,283	13,916	188,689	174,773	13,916
	(+) Capacity Building/(Efficiency Target)	-4	0	-4	-4	0	-4
5400	(=) Technical Support Costs	£112,195	£98,283	£13,912	£188,685	£174,773	£13,912
	(=) Net Expenditure	£246,061	£203,484	£42,577	£365,070	£321,860	£43,210

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To: 30 November 2014

Administration and Technical Support Services
Financial Year Ending: 31 March 2015

ID	NORFOLK RIVERS IDB INCOME AND EXPENDITURE	£ Y-T-D BUDGET	£ Y-T-D ACTUAL	£ Y-T-D VARIANCE	£ ANNUAL BUDGET	£ PROJECTED OUT-TURN	£ PROJECTED VARIANCE
	Other Income						
	Government Grants and Contributions	0	2,160	2,160	8,000	10,160	2,160
	Sales of Rating Software Licences	0	27	27	61	89	28
	Rating Software Support	839	1,032	193	839	1,108	269
	Rental Income	1,095	1,008	-87	4,525	4,438	-87
	Sundry Income	358	591	233	383	615	232
	Other Income	2,292	4,818	2,526	13,808	16,410	2,602
	(-) Expenditure						
	Administration Costs						
	Shared Administration Staff	60,469	54,271	6,198	88,908	82,712	6,196
	Establishment						
	Kettlewell House (shared)	9,797	7,812	1,985	17,793	15,810	1,983
	Marsh Reeves (South Holland IDB)	0	0	0	0	0	0
	Ludham (Broads IDB and Norfolk Rivers IDB)	872	764	108	1,207	1,100	107
	Establishment	10,669	8,576	2,093	19,000	16,910	2,090
	Shared ICT						
	Hardware Support and Maintenance	207	196	11	304	293	11
	Software Support and Maintenance	836	1,158	-322	1,483	1,806	-323
	Website Maintenance and Development	98	17	81	107	26	81
	New Software and Upgrades	0	53	-53	55	108	-53
	New ITC Infrastructure	0	126	-126	734	860	-126
	Shared ICT	1,141	1,550	-409	2,683	3,093	-410
	Other Shared Administration						
	Legal and Professional Charges	122	0	122	122	0	122
	Insurances	2,874	3,525	-651	2,874	3,525	-651
	Marketing and PR Expenses	612	17	595	612	17	595
	WMA Chairman's Allowance	214	0	214	214	0	214
	Annual Subscriptions	92	71	21	95	74	21
	Actuary Fees	44	44	0	44	44	0
	Sundry Expenses	143	315	-172	369	542	-173
	Other Shared Administration	4,101	3,972	129	4,330	4,202	128
	Other Administration						
	Public Notices	0	0	0	0	0	0
	Former Staff Pension Charges	0	0	0	0	0	0
	Members Expenses	0	23	-23	250	273	-23
	Chairman's Allowances	3,500	2,042	1,458	3,500	2,042	1,458
	Meetings and Inspections	925	766	159	1,215	1,056	159
	Legal and Professional Charges	500	50	450	500	50	450
	Audit and Compliance Fees	1,950	140	1,810	2,390	580	1,810
	ADA Expenses	1,579	1,933	-354	1,938	2,292	-354
	Other Administration	8,454	4,954	3,500	9,793	6,293	3,500
	Administration Costs	84,834	73,323	11,511	124,714	113,210	11,504

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ID	NORFOLK RIVERS IDB INCOME AND EXPENDITURE	£ Y-T-D BUDGET	£ Y-T-D ACTUAL	£ Y-T-D VARIANCE	£ ANNUAL BUDGET	£ PROJECTED OUT-TURN	£ PROJECTED VARIANCE
	Technical Support Costs						
	Shared Technical Support Staff	30,980	27,119	3,861	45,890	42,031	3,859
	Other Technical Support Staff	0	0	0	0	0	0
	Other Technical Support						
	Technical Consultants	6,120	1,841	4,279	9,180	4,901	4,279
	Land Registry Fees	102	15	87	102	15	87
	Sundry Expenses	2	0	2	2	0	2
	Other Technical Support	6,224	1,856	4,368	9,284	4,916	4,368
	Technical Support Costs	37,204	28,975	8,229	55,174	46,947	8,227
	Contingency/(Efficiency Target)	-1	0	-1	-1	0	-1
	(-) Total Expenditure	£122,037	£102,298	£19,739	£179,887	£160,157	£19,730
	(+/-) Profit/(Loss) on disposal of Shared Fixed Assets	0	0	0	0	0	0
	(=) Net Expenditure	£119,745	£97,480	£22,265	£166,079	£143,747	£22,332

CONSORTIUM CHARGES: REFLECTED IN IDB ACCOUNTS
INCOME AND EXPENDITURE ACCOUNT

	Administration Costs	84,834	73,323	11,511	124,714	113,210	11,504
	(-) Other Income	2,292	4,818	2,526	13,808	16,410	2,602
	(-) Profit/(Loss) on disposal of Shared Fixed Assets	0	0	0	0	0	0
6000	(=) Net Administration Costs	£82,542	£68,505	£14,037	£110,906	£96,800	£14,106
	Technical Support Costs	37,204	28,975	8,229	55,174	46,947	8,227
	(+) Capacity Building/(Efficiency Target)	-1	0	-1	-1	0	-1
5400	(=) Technical Support Costs	£37,203	£28,975	£8,228	£55,173	£46,947	£8,226
	(=) Net Expenditure	£119,745	£97,480	£22,265	£166,079	£143,747	£22,332

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Administration and Technical Support Services
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ID	SOUTH HOLLAND IDB INCOME AND EXPENDITURE	£ Y-T-D BUDGET	£ Y-T-D ACTUAL	£ Y-T-D VARIANCE	£ ANNUAL BUDGET	£ PROJECTED OUT-TURN	£ PROJECTED VARIANCE
	Other Income						
	Government Grants and Contributions	0	0	0	0	0	0
	Sales of Rating Software Licences	0	7,141	7,141	5,817	12,958	7,141
	Rating Software Support	4,346	5,342	996	4,346	5,738	1,392
	Rental Income	0	0	0	7,500	7,500	0
	Sundry Income	1,860	3,058	1,198	1,986	3,185	1,199
	Other Income	6,206	15,541	9,335	19,649	29,381	9,732
	(-) Expenditure						
	Administration Costs						
	Shared Administration Staff	60,469	54,271	6,198	88,908	82,712	6,196
	Establishment						
	Kettlewell House (shared)	7,307	5,920	1,387	13,368	11,980	1,388
	Marsh Reeves (South Holland IDB)	18,184	20,627	-2,443	25,439	27,882	-2,443
	Ludham (Broadlands IDB and Norfolk Rivers IDB)	0	0	0	0	0	0
	Establishment	25,491	26,547	-1,056	38,807	39,862	-1,055
	Shared ICT						
	Hardware Support and Maintenance	1,074	1,015	59	1,574	1,516	58
	Software Support and Maintenance	4,326	5,994	-1,668	7,679	9,347	-1,668
	Website Maintenance and Development	507	88	419	554	136	418
	New Software and Upgrades	0	273	-273	285	558	-273
	New ITC Infrastructure	0	652	-652	3,802	4,454	-652
	Shared ICT	5,907	8,022	-2,115	13,894	16,011	-2,117
	Other Shared Administration						
	Legal and Professional Charges	634	0	634	634	0	634
	Insurances	14,879	18,247	-3,368	14,879	18,247	-3,368
	Marketing and PR Expenses	3,168	90	3,078	3,168	90	3,078
	WMA Chairman's Allowance	1,109	0	1,109	1,109	0	1,109
	Annual Subscriptions	475	366	109	493	383	110
	Actuary Fees	230	229	1	230	229	1
	Sundry Expenses	738	1,632	-894	1,910	2,804	-894
	Other Shared Administration	21,233	20,564	669	22,423	21,753	670
	Other Administration						
	Public Notices	0	0	0	0	0	0
	Former Staff Pension Charges	2,800	2,517	283	4,200	3,917	283
	Members Expenses	0	0	0	250	250	0
	Chairman's Allowances	3,500	0	3,500	3,500	0	3,500
	Meetings and Inspections	1,300	820	480	1,825	1,345	480
	Legal and Professional Charges	4,400	1,027	3,373	6,600	3,227	3,373
	Audit and Compliance Fees	3,050	140	2,910	3,490	580	2,910
	ADA Expenses	3,555	3,206	349	4,400	4,051	349
	Other Administration	18,605	7,710	10,895	24,265	13,370	10,895
	Administration Costs	131,705	117,114	14,591	188,297	173,708	14,589

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ID	SOUTH HOLLAND IDB INCOME AND EXPENDITURE	£ Y-T-D BUDGET	£ Y-T-D ACTUAL	£ Y-T-D VARIANCE	£ ANNUAL BUDGET	£ PROJECTED OUT-TURN	£ PROJECTED VARIANCE
	Technical Support Costs						
	Shared Technical Support Staff	0	0	0	0	0	0
	Other Technical Support Staff	88,006	88,521	-515	132,342	132,857	-515
	Other Technical Support						
	Technical Consultants	1,120	899	221	3,080	2,859	221
	Land Registry Fees	160	681	-521	240	761	-521
	Sundry Expenses	300	15,562	-15,262	300	15,562	-15,262
	Other Technical Support	1,580	17,142	-15,562	3,620	19,182	-15,562
	Technical Support Costs	89,586	105,663	-16,077	135,962	152,039	-16,077
	Contingency/(Efficiency Target)	7	0	7	7	0	7
	(-) Total Expenditure	£221,298	£222,777	-£1,479	£324,266	£325,747	-£1,481
	(+/-) Profit/(Loss) on disposal of Shared Fixed Assets	0	0	0	0	0	0
	(=) Net Expenditure	£215,092	£207,236	£7,856	£304,617	£296,366	£8,251

CONSORTIUM CHARGES: REFLECTED IN IDB ACCOUNTS
INCOME AND EXPENDITURE ACCOUNT

	Administration Costs	131,705	117,114	14,591	188,297	173,708	14,589
	(-) Other Income	6,206	15,541	9,335	19,649	29,381	9,732
	(-) Profit/(Loss) on disposal of Shared Fixed Assets	0	0	0	0	0	0
6000	(=) Net Administration Costs	£125,499	£101,573	£23,926	£168,648	£144,327	£24,321
	Technical Support Costs	89,586	105,663	-16,077	135,962	152,039	-16,077
	(+) Capacity Building/(Efficiency Target)	7	0	7	7	0	7
5400	(=) Technical Support Costs	£89,593	£105,663	-£16,070	£135,969	£152,039	-£16,070
	(=) Net Expenditure	£215,092	£207,236	£7,856	£304,617	£296,366	£8,251

From: 01 April 2015
To: 31 March 2016

Administration and Technical Support
Financial Year Ending: 31 March 2016

NOTES	ESTIMATED INCOME AND EXPENDITURE	£ BIDB	£ ESIDB	£ KLIDB	£ NRIDB	£ SHIDB	£ TOTAL
Income							
1	Government Grants & Contributions	61,000	0	0	8,000	0	69,000
	Sales of Rating Software Licences	63	48	511	61	5,817	6,500
	Rating Software Support	1,056	810	8,544	1,024	5,299	16,733
	Rental Income from Offices	3,519	0	28,148	3,519	7,500	42,686
	Sundry Income	402	308	3,253	390	2,018	6,371
	Income	66,040	1,166	40,456	12,994	20,634	141,290
(-) Expenditure							
Administration Costs							
2	Shared Administration Staff	89,524	39,788	89,524	89,524	89,524	397,884
Establishment							
	Kettlewell House (shared)	17,296	6,578	44,518	16,175	12,027	96,594
	Marsh Reeves (South Holland IDB)	0	0	0	0	28,316	28,316
	Ludham (Broad's IDB and Norfolk Rivers IDB)	3,414	0	0	1,139	0	4,553
	Establishment	20,710	6,578	44,518	17,314	40,343	129,463
Shared ICT							
	Hardware Support and Maintenance	388	298	3,140	376	1,948	6,150
	Software Support and Maintenance	1,845	1,415	14,929	1,789	9,260	29,238
	Website Maintenance and Development	110	85	894	107	554	1,750
	Software and Upgrades	158	121	1,277	153	792	2,501
	ITC Infrastructure	1,073	823	8,680	1,040	5,384	17,000
	Shared ICT	3,574	2,742	28,920	3,465	17,938	56,639
Other Shared Administration							
	Legal and Professional Charges	126	97	1,021	122	633	1,999
	Insurances	3,672	2,817	29,717	3,562	18,432	58,200
	Marketing and PR Expenses	110	85	894	107	554	1,750
	WMA Chairman's Allowance	95	73	766	92	475	1,501
	Annual Subscriptions	733	562	5,933	711	3,680	11,619
	Actuary Fees	46	35	370	44	230	725
	Sundry Expenses	504	386	4,077	489	2,529	7,985
	Other Shared Administration	5,286	4,055	42,778	5,127	26,533	83,779
Other Administration							
	Public Notices	0	1,500	1,500	1,500	1,500	6,000
	Former Staff Pension Charges	0	0	2,880	0	4,320	7,200
	Members Expenses	250	250	250	250	250	1,250
	Chairman's Allowances	3,500	0	3,500	3,500	3,500	14,000
	Meetings and Inspections	810	100	600	1,115	1,320	3,945
	Legal and Professional Charges	800	0	4,650	500	3,850	9,800
	Audit and Compliance Fees	2,530	1,530	2,930	1,830	2,930	11,750
	ADA Expenses	2,391	1,929	5,312	2,984	4,960	17,576
	Other Administration	10,281	5,309	21,622	11,679	22,630	71,521
	Administration Costs	129,375	58,472	227,362	127,109	196,968	739,286

From: 01 April 2015
To: 31 March 2016

Administration and Technical Support
Financial Year Ending: 31 March 2016

NOTES	ESTIMATED INCOME AND EXPENDITURE	£ BIDB	£ ESIDB	£ KLIDB	£ NRIDB	£ SHIDB	£ TOTAL
	Technical Support Costs						
2	Shared Technical Support Staff	173,790	36,370	11,641	45,603	0	267,404
2	Other Technical Support Staff	0	0	102,738	0	137,132	239,870
	Other Technical Support						
	Technical Consultants	24,060	13,410	31,560	9,060	2,960	81,050
	Land Registry Fees	1,160	0	8,980	90	480	10,710
	Sundry Expenses	0	0	0	2	450	452
	Other Technical Support	25,220	13,410	40,540	9,152	3,890	92,212
	Technical Support Costs	199,010	49,780	154,919	54,755	141,022	599,486
	(-) Total Expenditure	£328,385	£108,252	£382,281	£181,864	£337,990	£1,338,772
	(+/-) Profit/(Loss) on disposal of Fixed Assets	0	0	0	0	0	0
	(=) Net Expenditure Due for 2015/16	£262,345	£107,086	£341,825	£168,870	£317,356	£1,197,482
	Proposed charges for 2015/16	£262,345	£107,086	£341,825	£168,870	£317,356	£1,197,482
	Estimated Charges for 2014/15 (Last Year)	£258,165	£105,557	£365,070	£166,079	£304,617	£1,199,488
3	Proposed Increases/(Decreases) for 2015/16	1.62%	1.45%	-6.37%	1.68%	4.18%	-0.17%

From: 01 April 2015
To: 31 March 2016

Administration and Technical Support
Financial Year Ending: 31 March 2016

NOTES	ESTIMATED INCOME AND EXPENDITURE	£ BIDB	£ ESIDB	£ KLIDB	£ NRIDB	£ SHIDB	£ TOTAL
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Notes

- 1 It has been assumed that we will continue to receive some grant from the EA to pay the Technical Support employment costs for next year to deliver the Investment Programme for Broads IDB, East Suffolk IDB & Norfolk Rivers IDB. It has also been assumed that Norfolk Rivers IDB will generate a contribution of £8k towards its fixed costs from collaborative working initiatives with the Norfolk Rivers Trust.
- 2 A provision has been made to increase staff salaries by 2.00% with effect from 1 April 2015. Pension costs will increase by 0.5% to 20.5% of employees pensionable pay. A provision has been included for WMA (Eastern) to implement the new management structure at the time when the current District Engineer retires.
- 3 South Holland IDB is the only Board we are proposing an increase for in real terms. This is largely due to the increased running costs of Marsh Reeves, at a time when we are also expecting not to receive any rental income for surplus office space. The roof also needs replacing, which is currently estimated to cost £50k. This has not been included in these figures.

PJ CAMAMILE
CHIEF EXECUTIVE

ID	Income and Expenditure	Basis of apportionment	BIDB (%)			ESIDB (%)		KLIDB (%)		NRIDB (%)		SHIDB (%)		TOTAL (%)
	Other Income													
	Government Grants & Contributions													
	FDGIA from EA to part fund TS Employment Costs	Staff time delivering Environmental Improvement Schemes for BIDB		100.00%		0.00%		0.00%		0.00%		0.00%		100.00%
	Contributions from NRIDB to part fund TS Employment Costs	Credited to Employer, as agreed in 2013		100.00%		0.00%		0.00%		0.00%		0.00%		100.00%
	Contributions from ESIDB to part fund TS Employment Costs	Credited to Employer, as agreed in 2013		100.00%		0.00%		0.00%		0.00%		0.00%		100.00%
	Contributions from NRT to part fund NRIDB TS Employment Costs	Credited to NRIDB		0.00%		0.00%		0.00%		100.00%		0.00%		100.00%
	Government Grants & Contributions													
	Sales of Rating Software Licences													
	Ancilliary Services	Proportion of aggregate Assessable Value (WMA, as at 31/12/2014)	6.31%	6.31%	4.84%	4.84%	51.05%	51.06%	6.12%	6.12%	31.68%	31.67%	100.00%	100.00%
	Sales of VDBAS	Proportion of aggregate Assessable Value (KLCIDBs, as at 31/12/2006)		10.00%		0.00%		80.00%		10.00%		0.00%		100.00%
	Sales of DRS	South Holland IDB wholly owned asset (SHIDB)		0.00%		0.00%		0.00%		0.00%		100.00%		100.00%
	Sales of Rating Software Licences													
	Rating Software Support													
	VDBAS	Proportion of aggregate Assessable Value (WMA, as at 31/12/2014)	6.31%	6.31%	4.84%	4.84%	51.05%	51.06%	6.12%	6.12%	31.68%	31.67%	100.00%	100.00%
	DRS	Proportion of aggregate Assessable Value (WMA, as at 31/12/2014)	6.31%	6.31%	4.84%	4.84%	51.05%	51.06%	6.12%	6.12%	31.68%	31.67%	100.00%	100.00%
	Rating Software Support													
	Rental Income from Offices													
	Marsh Reeves	Income credited to property owner		0.00%		0.00%		0.00%		0.00%		100.00%		100.00%
	Kettlewell House: Backstage Academy Ltd	Income credited to property owners		10.00%		0.00%		80.00%		10.00%		0.00%		100.00%
	Kettlewell House: WMA	Income credited to property owners		10.00%		0.00%		80.00%		10.00%		0.00%		100.00%
	Kettlewell House: Airwave Ltd	Income credited to property owners		10.00%		0.00%		80.00%		10.00%		0.00%		100.00%
	Kettlewell House: Page One Aerial & Equ Site	Income credited to property owners		10.00%		0.00%		80.00%		10.00%		0.00%		100.00%
	Kettlewell House: Vodafone Mast	Income credited to property owners		10.00%		0.00%		80.00%		10.00%		0.00%		100.00%
	Rental Income from Offices													
	Sundry Income													
	Bank Account Interest (WMA Only)	Proportion of aggregate Assessable Value (WMA, as at 31/12/2014)	6.31%	6.31%	4.84%	4.84%	51.05%	51.06%	6.12%	6.12%	31.68%	31.67%	100.00%	100.00%
	Deed of Indemnity Preparation Fees	Proportion of aggregate Assessable Value (WMA, as at 31/12/2014)	6.31%	6.31%	4.84%	4.84%	51.05%	51.06%	6.12%	6.12%	31.68%	31.67%	100.00%	100.00%
	Profit on Rechargeable Work	Proportion of aggregate Assessable Value (WMA, as at 31/12/2014)	6.31%	6.31%	4.84%	4.84%	51.05%	51.06%	6.12%	6.12%	31.68%	31.67%	100.00%	100.00%
	Various - adhoc contributions	Proportion of aggregate Assessable Value (WMA, as at 31/12/2014)	6.31%	6.31%	4.84%	4.84%	51.05%	51.06%	6.12%	6.12%	31.68%	31.67%	100.00%	100.00%
	Sundry Income													
	Expenditure													
	Administration Costs													
	Shared Administration Staff													
	Data Manager	Assessment of Time Spent on each Member Board		22.50%		10.00%		22.50%		22.50%		22.50%		100.00%
	Chief Executive	Assessment of Time Spent on each Member Board		22.50%		10.00%		22.50%		22.50%		22.50%		100.00%
	PA (CEO)	Assessment of Time Spent on each Member Board		22.50%		10.00%		22.50%		22.50%		22.50%		100.00%
	Finance Officer	Assessment of Time Spent on each Member Board		22.50%		10.00%		22.50%		22.50%		22.50%		100.00%
	Clerical Assistant	Assessment of Time Spent on each Member Board		22.50%		10.00%		22.50%		22.50%		22.50%		100.00%
	Rating Officer/Site Warden	Assessment of Time Spent on each Member Board		22.50%		10.00%		22.50%		22.50%		22.50%		100.00%
	Finance Assistant	Assessment of Time Spent on each Member Board		22.50%		10.00%		22.50%		22.50%		22.50%		100.00%
	Secretary/Admin Assistant (Vacant Position)	Assessment of Time Spent on each Member Board		22.50%		10.00%		22.50%		22.50%		22.50%		100.00%
	Shared Administration Staff													

ID	Income and Expenditure	Basis of apportionment	BIDB (%)			ESIDB (%)		KLIDB (%)		NRIDB (%)		SHIDB (%)		TOTAL (%)
	Establishment													
	Landlord's obligations	Proportion of beneficial interest in Kettlewell House		10.00%		0.00%		80.00%		10.00%		0.00%		100.00%
	Office and Site Maintenance	Proportion of people working in Kettlewell House		18.16%		7.03%		45.00%		16.96%		12.85%		100.00%
	Rent, Rates and Metered Water	Proportion of people working in Kettlewell House		18.16%		7.03%		45.00%		16.96%		12.85%		100.00%
	Telecoms	Proportion of people working in Kettlewell House		18.16%		7.03%		45.00%		16.96%		12.85%		100.00%
	Heat and Light	Proportion of people working in Kettlewell House		18.16%		7.03%		45.00%		16.96%		12.85%		100.00%
	Office Cleaning and Supplies	Proportion of people working in Kettlewell House		18.16%		7.03%		45.00%		16.96%		12.85%		100.00%
	Refuse Collection and Waste Disposal	Proportion of people working in Kettlewell House		18.16%		7.03%		45.00%		16.96%		12.85%		100.00%
	Printing, Postages and Stationery	Proportion of people working in Kettlewell House		18.16%		7.03%		45.00%		16.96%		12.85%		100.00%
	Office Sundries	Proportion of people working in Kettlewell House		18.16%		7.03%		45.00%		16.96%		12.85%		100.00%
	Kettlewell House (shared)													
	Landlord obligations	Proportion of beneficial interest in Marsh Reeves		0.00%		0.00%		0.00%		0.00%		100.00%		100.00%
	Office and Site Maintenance	Expenditure charged to property owner		0.00%		0.00%		0.00%		0.00%		100.00%		100.00%
	Business Rates and Metered Water	Expenditure charged to property owner		0.00%		0.00%		0.00%		0.00%		100.00%		100.00%
	Telecoms	Expenditure charged to property owner		0.00%		0.00%		0.00%		0.00%		100.00%		100.00%
	Heat and Light	Expenditure charged to property owner		0.00%		0.00%		0.00%		0.00%		100.00%		100.00%
	Office Cleaning and Supplies	Expenditure charged to property owner		0.00%		0.00%		0.00%		0.00%		100.00%		100.00%
	Refuse Collection and Waste Disposal	Expenditure charged to property owner		0.00%		0.00%		0.00%		0.00%		100.00%		100.00%
	Printing, Postages and Stationery	Expenditure charged to property owner		0.00%		0.00%		0.00%		0.00%		100.00%		100.00%
	Office Sundries	Expenditure charged to property owner		0.00%		0.00%		0.00%		0.00%		100.00%		100.00%
	Marsh Reeves (South Holland IDB)													
	Office and Site Maintenance	Proportion of time spent by District Engineer on each Member Board		75.00%		0.00%		0.00%		25.00%		0.00%		100.00%
	Rent, Light, Heat and Water	Proportion of time spent by District Engineer on each Member Board		75.00%		0.00%		0.00%		25.00%		0.00%		100.00%
	Telecoms	Proportion of time spent by District Engineer on each Member Board		75.00%		0.00%		0.00%		25.00%		0.00%		100.00%
	Office Sundries	Proportion of time spent by District Engineer on each Member Board		75.00%		0.00%		0.00%		25.00%		0.00%		100.00%
	Ludham (Broads IDB and Norfolk Rivers IDB)													
	Establishment													
	Shared ICT													
	Hardware Support and Maintenance	Proportion of aggregate Assessable Value (WMA, as at 31/12/2014)	6.31%	6.31%	4.84%	4.84%	51.05%	51.06%	6.12%	6.12%	31.68%	31.67%	100.00%	100.00%
	Software Support and Maintenance	Proportion of aggregate Assessable Value (WMA, as at 31/12/2014)	6.31%	6.31%	4.84%	4.84%	51.05%	51.06%	6.12%	6.12%	31.68%	31.67%	100.00%	100.00%
	Website Maintenance and Development	Proportion of aggregate Assessable Value (WMA, as at 31/12/2014)	6.31%	6.31%	4.84%	4.84%	51.05%	51.06%	6.12%	6.12%	31.68%	31.67%	100.00%	100.00%
	Software and Upgrades	Proportion of aggregate Assessable Value (WMA, as at 31/12/2014)	6.31%	6.31%	4.84%	4.84%	51.05%	51.06%	6.12%	6.12%	31.68%	31.67%	100.00%	100.00%
	ITC Infrastructure	Proportion of aggregate Assessable Value (WMA, as at 31/12/2014)	6.31%	6.31%	4.84%	4.84%	51.05%	51.06%	6.12%	6.12%	31.68%	31.67%	100.00%	100.00%
	Shared ICT													
	Other Shared Administration													
	Legal and Professional Charges	Proportion of aggregate Assessable Value (WMA, as at 31/12/2014)	6.31%	6.31%	4.84%	4.84%	51.05%	51.06%	6.12%	6.12%	31.68%	31.67%	100.00%	100.00%
	Insurances	Proportion of aggregate Assessable Value (WMA, as at 31/12/2014)	6.31%	6.31%	4.84%	4.84%	51.05%	51.06%	6.12%	6.12%	31.68%	31.67%	100.00%	100.00%
	Marketing and PR Expenses	Proportion of aggregate Assessable Value (WMA, as at 31/12/2014)	6.31%	6.31%	4.84%	4.84%	51.05%	51.06%	6.12%	6.12%	31.68%	31.67%	100.00%	100.00%
	WMA Chairman's Allowance	Proportion of aggregate Assessable Value (WMA, as at 31/12/2014)	6.31%	6.31%	4.84%	4.84%	51.05%	51.06%	6.12%	6.12%	31.68%	31.67%	100.00%	100.00%
	Annual Subscriptions	Proportion of aggregate Assessable Value (WMA, as at 31/12/2014)	6.31%	6.31%	4.84%	4.84%	51.05%	51.06%	6.12%	6.12%	31.68%	31.67%	100.00%	100.00%
	Actuary Fees	Proportion of aggregate Assessable Value (WMA, as at 31/12/2014)	6.31%	6.31%	4.84%	4.84%	51.05%	51.06%	6.12%	6.12%	31.68%	31.67%	100.00%	100.00%
	Sundry Expenses	Proportion of aggregate Assessable Value (WMA, as at 31/12/2014)	6.31%	6.31%	4.84%	4.84%	51.05%	51.06%	6.12%	6.12%	31.68%	31.67%	100.00%	100.00%
	Other Shared Administration													

From: 01 April 2015
To: 31 March 2016

Administration and Technical Support Services
Financial Year Ending: 31 March 2016

ID	Income and Expenditure	Basis of apportionment	BIDB (%)		ESIDB (%)		KLIDB (%)		NRIDB (%)		SHIDB (%)		TOTAL (%)
Technical Support Costs													
Shared Technical Support Staff													
	Asset Manager (King's Lynn & WMA Eastern)	Proportion of total FRM infrastructure		29.25%		8.37%		50.00%		12.38%		0.00%	100.00%
	Catchment Engineer (WMA Eastern)	Assessment of Time Spent on each Member Board		100.00%		0.00%		0.00%		0.00%		0.00%	100.00%
	Technical Support Officer (WMA Eastern)	Assessment of Time Spent on each Member Board		14.27%		73.50%		0.00%		12.23%		0.00%	100.00%
	T&EA (WMA Eastern)	Assessment of Time Spent on each Member Board		45.00%		10.00%		0.00%		45.00%		0.00%	100.00%
	District Engineer (Broad's & Norfolk Rivers)	Assessment of Time Spent on each Member Board		75.00%		0.00%		0.00%		25.00%		0.00%	100.00%
Shared Technical Support Staff													
Other Technical Support Staff													
	Planning/Enforcement (King's Lynn IDB)	King's Lynn IDB Only		0.00%		0.00%		100.00%		0.00%		0.00%	100.00%
	Assistant Engineer (South Holland IDB)	South Holland IDB Only		0.00%		0.00%		0.00%		0.00%		100.00%	100.00%
	Project Manager (King's Lynn IDB)	King's Lynn IDB Only		0.00%		0.00%		100.00%		0.00%		0.00%	100.00%
	District Engineer (South Holland IDB)	South Holland IDB Only		0.00%		0.00%		0.00%		0.00%		100.00%	100.00%
Other Technical Support Staff													
Profit/(Loss) on disposal of Fixed Assets													
Shared Assets													
	Fixed Assets Register	Proportion of aggregate Assessable Value (WMA, as at 31/12/2014)	6.31%	6.31%	4.84%	4.84%	51.05%	51.06%	6.12%	6.12%	31.68%	31.67%	100.00%
Shared Assets													

Approved by the Consortium Management Committee on 12 December 2014 and recommended to each of the Member Boards.
(As required by clause 4.2 of the Consortium Agreement, dated 15 May 2008).

Percentages shown in red were the apportionments for last year, where they have been changed for this year.

P J CAMAMILE
CHIEF EXECUTIVE

Distributed to:**Members**

Askew J R
Austen J S (Chairman)
Baron M Chenery of Horsbrugh
Crofts C
Cousins P
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
Wright A
Young S Mrs

Officers

Camamile P J
Dann G R
Howe G