

A MEETING OF THE NORFOLK RIVERS INTERNAL DRAINAGE BOARD WAS HELD IN THE ANGLIA ROOM, CONFERENCE SUITE, BRECKLAND DISTRICT COUNCIL, ELIZABETH HOUSE, WALPOLE LOKE, DEREHAM, NORFOLK ON THURSDAY 17 AUGUST 2017 AT 10.00 AM.

Elected Members	Appointed Members
H C Birkbeck	Breckland DC
* J Borthwick	* S G Bambridge
J Bracey	W Borrett
* J F Carrick	* Mrs L Monument
* H G Cator	
N W D Foster	Broadland DC
B J Hannah	* Mrs C H Bannock
* J P Labouchere	P Carrick
* M R Little	* G Everett
* T Mutimer	Vacancy
J F Oldfield	
P D Papworth	King's Lynn & WN BC
* M J Sayer	* Mrs E Watson
* S Shaw	
R Wilbourn	North Norfolk DC
	Mrs A R Green
	S Hester
	P Moore
	N Pearce
	Vacancy
	South Norfolk DC
	* P Broome
	C Foulger
	Dr N Legg
	* Present (45%)

Mr J F Carrick in the Chair

In attendance:

Mr P J Camamile (Chief Executive), Mr G Bloomfield (Catchment Engineer),
Mr P George (Operations Engineer),
Miss H Mandley (Technical and Environmental Assistant),
Mr M Philpot (Project Engineer) and Mrs M Creasy (minutes)

ID Norfolk Rivers IDB, Minute	Action
<p>42/17 APOLOGIES FOR ABSENCE</p>	
<p>42/17/01 Apologies for absence were received on behalf of Messrs H Birkbeck, W Borrett, J Bracey, P H Carrick, N Foster, C Foulger, B Hannah, S Hester, P Moore, J F Oldfield, P D Papworth, N Pearce, R Wilbourn, Dr N Legg, and Mrs A Green.</p>	
<p>42/17/02 In the absence of the Board Chairman, Mr P D Papworth, the meeting was chaired by Mr J F Carrick. RESOLVED that this be noted.</p>	
<p>43/17 APPOINTED MEMBERSHIP CHANGES</p>	
<p>43/17/01 North Norfolk District Council had appointed new members Mr S Hester and Mr N Pearce replacing Ms B Palmer and one of its vacancies on the Board. South Norfolk District Council had appointed Mr C Foulger, replacing Mr K Kiddie. Broadland District Council had advised that Mr A Mallett was no longer an appointed member to the Board but had not at the present time provided a replacement. RESOLVED that this be noted.</p>	
<p>44/17 DECLARATIONS OF INTEREST</p>	
<p>44/17/01 There were no declarations of interest other than those already recorded in the Members' Register of Interests.</p>	
<p>45/17 MINUTES OF THE LAST BOARD MEETING</p>	
<p>45/17/01 The minutes of the last Board meeting held on 25 May 2017 were approved and signed as a true record. Arising therefrom:</p>	
<p>45/17/02 Planning Officer WMA (Eastern) Boards 23/17/03)</p> <p>At the present time no applications had been received for the Planning Officer role with the WMA (Eastern) Boards. This had originally been advertised on recruitment websites dedicated to Planners but was currently being advertised more generally. RESOLVED that this be noted.</p>	
<p>45/17/03 EA Main River – Maintenance by PSCA (25/17/06)</p>	<p>MP/MS</p>
<p>The Project Engineer and Board member Mr M Sayer had yet to meet to discuss sections of main river that should be considered for inclusion in the programme of main river works that the Project Engineer was compiling for the main river maintenance programme.</p>	
<p>45/17/04 National Audit Office, (NAO) Report on IDBs and ADA's response (36/17/01)</p>	

The Chief Executive reported that following the WMA Consortium Management Committee's decision at its meeting on 30 June 2017 to send the WMA response to the NAO Report without waiting for ADA to send a response, the WMA response had been circulated to all WMA Boards' representatives on the Consortium Management Committee for comment, prior to sending it to Defra and the Boards' key partners. RESOLVED that this be noted.

46/17 MINUTES OF THE LAST EXECUTIVE COMMITTEE MEETING

46/17/01 The minutes of the last Executive Committee meeting held on 25 May 2017 were considered in detail and approved. Arising therefrom:

46/17/02 De-maining Proposals (12/17/02)

Officers are continuing to work with the EA on the de-maining pilot project as agreed by Defra, (this covers five pilot studies nationwide, and includes Norfolk and Suffolk in which 65km is in the Norfolk Rivers internal drainage district). The current understanding is that if the low consequence sections of main river in the pilot study are ultimately transferred to the IDB, there will not be any monies from the EA to help with the cost of bringing these into good condition. In order to get the best value for money, officers were hoping to be able to undertake maintenance works on those sections of main river that were included in the de-maining pilot study, within the public sector cooperation agreement maintenance programme the IDB is already working on for EA. This would bring these watercourses into good condition prior to de-maining. Negotiation is ongoing with EA to ascertain if monies may be available from the EA to help with the cost of bringing into good condition, any structures that may be transferred.

46/17/03 Members were apprised of the Executive Committee's consideration prior to the Board meeting this morning, of those sections of main river included in the de-maining pilot study that fall both in and outside the IDB's internal drainage district, with those sections outside the district coming under the responsibility of the Local District Councils. It was proposed by Mr S G Bambridge, seconded by Mr H G Cator and unanimously agreed to approve that Norfolk Rivers IDB moves forward with the de-maining pilot study and that councillor members serving on the Norfolk Rivers IDB lobby their respective councils to support IDBs taking on those sections of low consequence main river included in the de-maining pilot project, (including those falling outside the internal drainage district by way of a public sector cooperation agreement). RESOLVED that this be noted.

46/17/04 It was agreed and thereby RESOLVED to approve the Norfolk Rivers IDB involvement in the public consultation scheduled Autumn 2017 being organised by the EA to gain public and community support for

ID Norfolk Rivers IDB, Minute	Action
<p>the de-maining pilot study, currently estimated to commence May 2018, with a contingency date of October 2018.</p>	
<p>46/17/05 Use of Byelaws outside the Internal Drainage District</p> <p>Members considered the Executive Committee’s consideration at its meeting earlier this morning of District Councils applying the Board’s byelaws in their consideration of developments outside the internal drainage district, which would facilitate the collection of applicable surface water development contributions from outside the district, for water run-off that enters the Board’s system. It was agreed that all appointed members would raise this with their respective councils. RESOLVED that this be noted.</p>	
<p>46/17/06 Members went on to consider again the role of IDBs as statutory consultees to local planning authorities. Whilst IDBs were not currently afforded statutory consultee status, it was agreed that appointed members should take back to their respective councils the message of the benefits to the effective management of surface water flood risk from including the IDB as a statutory consultee and to press for the local planning authority of each council to adopt a policy of inclusion of the IDB as a statutory consultee. RESOLVED that this be noted.</p>	<p>Appointed members</p>
<p>47/17 OPERATIONS REPORT</p>	
<p>47/17/01 The Operations Report was considered in detail and approved (a copy of which is filed in the Report Book). Arising therefrom:</p>	
<p>47/17/02 Revenue Maintenance Works (1)</p> <p>The Project Engineer reminded members that the Board’s maintenance programme is available on the Board’s website should anyone wish to see the programme in more detail to that included in the Operations Report.</p>	
<p>47/17/03 Maintenance Construction Projects (1.2)</p> <p>Members considered the report on the weed cutting works on main river undertaken across eleven sites by Norfolk Rivers IDB under the terms of a public sector cooperation agreement with the EA, using a truxor boat, which is a specialist piece of equipment designed for cutting weed in water where it is too shallow for a conventional weed boat. The Project Engineer reported the possibility of a five-year contract between the IDB and the EA for this work and it was agreed that should this be confirmed, officers should investigate whether or not it would be more cost efficient for the IDB to purchase a truxor as opposed to hiring one, taking into account potential for renting it out when not in use by the IDB. RESOLVED that this be noted.</p>	<p>MP</p>
<p>47/17/04 Health and Safety (2)</p>	

There were no accidents, incidents or near misses to record during this reporting period.

47/17/05 Water Level Management Plan – River Nar Restoration (4.1)

Mr J Labouchere commented that he understood that the proposed scheme at Castle Acre Common, which included the construction of a new channel and was due to start in 2018, may be considered controversial by some residents in the area. It was agreed that the Board should include this site on a Board inspection that should be included with the May 2018 Board meeting. RESOLVED that this be noted.

PG/MEC

48/17 PLANNING

48/17/01 The Planning Report, (included within the Operations Report and a copy on file in the Report Book), was considered in detail and approved. Arising therefrom:

48/17/02 South Norfolk District Council

The Project Engineer's comments submitted and available online to South Norfolk District Council in respect of the following planning applications were noted:

- Application 2017/0962, development of 100 houses at Trowse;
- 2016/0764, land west of Ipswich Road, Keswick;

48/17/03 Breckland District Council

The Project Engineer's comments submitted and available online to Breckland District Council in respect of the following planning applications were noted:

- 3PL/2015/0498/O, 50 residential dwellings and associated infrastructure at Matishall;
- 3PL/2017/0760/D, 8 dwellings at Guist;
- 3PL/2016/1397/F, 285 dwellings at Greenfields Road, Dereham;
- 3PL/2017/0863/D, 19 residential dwellings at Station Yard, Station Road, North Elmham.

The Project Engineer had also commented on Breckland District Council's Validation Review, asking for recognition of the Norfolk Rivers IDB as the Lead Local Flood Authority within its internal drainage district to be reflected in the Validation Review and to include links to the IDB's website/development pages for access to the IDB's Byelaws and also to the IDB's Adoption and Charging Policy for SUDs. RESOLVED that this be noted.

ID Norfolk Rivers IDB, Minute	Action
49/17 ENVIRONMENTAL REPORT	
49/17/01 The Environmental Report was considered in detail and approved (a copy of which is filed in the Report Book). Arising therefrom:	
49/17/02 Biodiversity Action Plan (BAP) (1.1)	
The Board's BAP, originally produced in 2010, is currently being reviewed. An updated draft will be presented to the Board for consideration and approval in due course. RESOLVED that this be noted.	CL
49/17/03 Giant Hogweed (1.3,1.4)	
(i) The report on the control of Giant Hogweed in the River Bure catchment during May 2017 was noted.	
(ii) Members considered the update on IDB Officers working with the Norfolk Non-Native Species Initiative, and the EA on the Giant Hogweed Treatment Plan for 2018 and beyond, in which landowners will be encouraged to take responsibility for all invasives, including giant hogweed, on their own land. Mr J F Carrick agreed that the eradication of giant hogweed is too expensive for statutory authorities, due in large to the high toxicity of the plant, and in his view is best controlled with landowner input.	
50/17 FINANCIAL REPORT	
50/17/01 The Financial Report for the period 1 April 2017 to 30 June 2017 was considered in detail and approved (a copy of which is filed in the Report Book). Arising therefrom:	
50/17/02 Of the £191,622 payments due to the Board outstanding for 30 days, c. £140k was the highland water contribution from the EA, which was due for payment in September 2017 and the bulk of the remainder was for recharge works for Norfolk Rivers Trust.	
51/17 SCHEDULE OF PAID ACCOUNTS	
51/17/01 The Schedule of Paid Accounts for the period 1 April 2017 to 30 June 2017, totalling £208,027.70, (a copy of which is filed in the Report Book), was considered in detail and approved. There were no matters arising.	
52/17 MATERIAL CHANGES TO RISK REGISTER	
52/17/01 Members considered the risk register for those risks with a risk assessment matrix score of ≥ 6 . Arising therefrom:	

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52/17/02 Members considered there were no material changes to be made during this reporting period. RESOLVED that this be noted.	
53/17 CORRESPONDENCE	
53/17/01 There was no correspondence requiring the Board's consideration during this reporting period.	
54/17 NEXT MEETING	
54/17/01 The next meeting would take place on 19 October 2017 at 10.00 am in the Conference Suite at Breckland District Council, Elizabeth House, Walpole Loke, Dereham NR19 1EE.	
55/17 ADA CONFERENCE 2017	
55/17/01 Members were informed of the ADA conference which this year, is taking place on 16 November. Details would be emailed to members in early September for them to confirm with the Chief Executive's PA whether or not they wished to attend.	MEC
55/17/02 Mr H G Cator took the opportunity to bring to members' attention the ADA Eastern Branch, which was planning an AGM October/November 2017, date to be confirmed.	
56/17 ANY OTHER BUSINESS	
56/17/01 There was no other business to discuss.	
57/17 OPEN FORUM: TO HEAR FROM ANY MEMBER OF THE PUBLIC, WITH LEAVE OF THE CHAIRMAN	
57/17/01 There were no Members of the Public present at today's meeting.	
58/17 CONSORTIUM MATTERS	
58/17/01 The unconfirmed minutes of the last Consortium Management Committee meeting held on 30 June 2017 were considered in detail and approved. There were no matters arising.	
58/17/02 Schedule of Paid Accounts	
The WMA Schedule of Paid Accounts for the period 1 March 2017 to 31 March 2017 totalling £132,036.31 as approved at the Consortium Management Committee meeting on 30 June 2017, was considered	

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<p>in detail and adopted. There were no matters arising.</p>	
<p>58/17/03 Financial Report</p> <p>The WMA Financial Report for the period 1 April 2016 to 31 March 2017, as approved at the Consortium Management Committee meeting on 30 June 2017 was considered in detail and adopted by the Board. Arising therefrom:</p>	
<p>58/17/04 The Chief Executive highlighted that all the WMA Member Boards had come in under budget on Administration and Technical Support costs for the year ended 31 March 2017, with the financial year 2016/17 giving the best performance since the inception of the WMA in 2007. RESOLVED that this be noted.</p>	
<p>58/17/05 Issues for discussion at next CMC meeting</p> <p>There were no specific issues raised by Members requiring discussion at the next Consortium Management Committee meeting on 29 September 2017.</p>	
<p>59/17 CONFIDENTIAL BUSINESS</p>	
<p>59/17/01 There was no confidential business to discuss.</p>	

A MEETING OF THE NORFOLK RIVERS IDB EXECUTIVE COMMITTEE WAS HELD IN THE CONFERENCE SUITE, BRECKLAND DISTRICT COUNCIL, ELIZABETH HOUSE, WALPOLE LOKE, DEREHAM, NORFOLK ON THURSDAY, 17 AUGUST 2017 AT 9.00 AM.

Elected Members	Appointed Members
* J F Carrick	Breckland DC
* M Little	* S G Bambridge
P D Papworth	South Norfolk DC
	Dr N Legg
	BCKL&WN
	* Mrs E Watson
	* Present (67%)

Mr J F Carrick in the Chair

In attendance:

Mr P J Camamile (Chief Executive), Mr G Bloomfield (Catchment Engineer), Mr M Philpot (Project Engineer) and Mrs M Creasy (minutes)

ID	Norfolk Rivers IDB: Executive Committee, Minute	Action
22/17	APOLOGIES FOR ABSENCE	
22/17/01	Apologies for absence were received from Dr N Legg, and Mr P D Papworth.	
23/17	MINUTES OF THE LAST EXECUTIVE COMMITTEE MEETING	
23/17/01	The minutes of the last Executive Committee meeting held on 25 May 2017 were approved and signed as a true record. Arising therefrom:	
23/17/02	De-Maining Proposals (12/17/02)	
	The Project Engineer reported that he was liaising with Marie Coleman, the EA Lead on the de-maining pilot project and the WMA (Eastern) Technical and Environmental Officer and Assistant had also met with the EA Ecology Team as part of the transfer process. IDBs, Lead Local Flood Authorities, (LLFAs), and District Councils involved in the de-maining pilot project were working with EA to plan the public consultation phase of the project, which was expected to take place Autumn 2017. The actual de-maining/transfer of the named low consequence sections of main river was currently estimated at May 2018, with a contingency fall back of October 2018.	

23/17/03 The Chief Executive reported that whilst the LLFAs have permissive powers, it is the District Councils, not the LLFAs, who have the works powers to do works on those sections of de-mained main river outside the Internal Drainage Districts, which could become an issue for those sections of main river falling both in and outside the Internal Drainage Districts; for example, the EA would have to de-main the entire section, not just the part falling inside the Internal Drainage District. The Project Engineer was already discussing this issue with the Flood and Water Manager at Norfolk County Council, (the LLFA), about the possibility of the IDB taking on the maintenance of those de-mained sections falling outside the Internal Drainage District, by way of a public sector cooperation agreement, (PSCA).

23/17/04 It was agreed to recommend that councillor members serving on the Norfolk Rivers IDB should be asked to take this back to their Local Councils to lobby for local authority support of IDBs taking on those sections of low consequence main river included in the de-maining pilot project. RESOLVED that this be noted.

23/17/05 Members considered the public consultation that was required to move the de-maining pilot project forward and it was agreed to recommend that the Norfolk Rivers IDB approve its involvement in this to move forward with de-maining. RESOLVED that this be noted.

24/17 FINANCIAL REPORT

24/17/01 The Financial Report for the period 1 April 2017 to 30 June 2017 was considered in detail and approved. Arising therefrom:

24/17/02 Of the £191,622 payments due to the Board outstanding for 30 days, c. £140k was the highland water contribution from the EA, which was due for payment in September 2017 and the bulk of the remainder was for recharge works for Norfolk Rivers Trust.

24/17/03 It was agreed and thereby RESOLVED to recommend that the Board approves the Financial Report 1 April 2017 to 30 June 2017.

25/17 SCHEDULE OF PAID ACCOUNTS

25/17/01 The Schedule of Paid Accounts for the period 1 April 2017 to 30 June 2017, totalling £208,027.70 was considered in detail and approved. Arising therefrom:

25/17/02 It was agreed and thereby RESOLVED to recommend that the Board approves the Schedule of Paid Accounts for the

period 1 April 2017 to 30 June 2017.

26/17 COLLECTION OF DRAINAGE RATES

26/17/01 Drainage rates outstanding as at 30 June 2017 were c.£13k. Reminders had been issued at the end of June and a court date scheduled for September 2017. The compilation of ratepayers' email and telephone contacts was ongoing with the objective of reducing the number of postal reminders.

26/17/02 The Chief Executive reported that the direct debit arrangement for payment of drainage rates was now set up and running and it was hoped that this would increasingly be used by ratepayers.

27/17 DATE OF NEXT MEETING

27/17/01 The next Executive Committee meeting would take place on Thursday 19 October 2017 at 9.00 am.

28/17 ANY OTHER BUSINESS

28/17/01 Use of Byelaws outside the Internal Drainage District

Members considered the impact that developments outside the IDB's Internal Drainage District, (IDD), could potentially have on the IDB's system and infrastructure as result of surface water run-off arising from such developments coming into the IDD, which would indeed be the case for a proposed development in Trowse.

28/17/02 Members all concurred that it would be beneficial if the District Councils in the Board's area applied the same byelaws as the IDB when consenting planning applications that fell in or outside the internal drainage district. This would ensure that development contributions could be collected, which would ensure the IDB system and infrastructure could be adequately maintained to cope with the increase in surface water. The Chief Executive reported that the WMA Group was increasing its planning resource to ensure that development contributions were collected where appropriate and if District Councils were also using IDB byelaws this could only benefit the amount of surface water development contributions that were collected. It would also support planning enforcement for byelaw 10, the application of a 9m access for maintenance to IDB watercourses.

28/17/03 The Chief Executive recorded that he had sometime ago presented this proposal to Breckland DC and Mr S G Bambridge agreed to raise this again. RESOLVED that this be noted.

SGB

NORFOLK RIVERS IDB OPERATIONS REPORT FOR PERIOD MAY – JULY 2017

1 REVENUE MAINTENANCE WORKS

Routine maintenance works were carried out on board main drains in the following districts:

1.1 Board Machine

Re-charge work at Halvergate for the Broads (2006) IDB.

Contractor's Machine: (GDR Ltd)

Bure: Marsham, Brampton, Itteringham, Blickling, Aylsham
Wensum: Great Ryburgh, Swanton Morley
Yare & Tass: Thuxton



Weed mowing at Buxton



Flailing at Brampton

Handwork: NRIDB Operatives

Numerous sites across the whole of the district including:

Corpusty, Mannington Hall, Wymondham, Marsham, Brampton, Aylsham, Horstead, Buxton.

Our hand crew have also carried out:

- Recharge work for the Broads (2006) IDB;
- Quarterly checks of structures in Buxton and on the Dereham Stream (as well as before heavy rain forecasts);
- Monthly clearing of the weed screen at Fakenham Mill.

1.2 Maintenance Construction Projects

Environment Agency Public Sector Co-operation Agreement (PSCA) Work

Weedcutting on EA Main River

Norfolk Rivers IDB has been engaged through Public Sector Cooperation Agreement (PSCA) to manage and undertake weedcutting work at 11 sites across the Norfolk Rivers IDB district. This work is essential to the efficient flow of the Environment Agency managed main rivers, as well as allowing our drains to easily discharge at their main river point.

The works are to be undertaken using a Truxor, which is a specialist piece of weedcutting equipment that can cut river weed in water where it is too shallow for a conventional weed boat.



Truxor weedcutting boat

EA Main River Maintenance Work

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

This is a three year agreement, with a value of circa £70k/year.

The sites will be scoped in the coming months by Norfolk Rivers IDB staff who will then develop plans and gain the necessary approvals for work to start from October 2017 onwards.

2. HEALTH & SAFETY

No accidents, incidents or near misses to report during this period.

3. PLANT

Nothing to report this period.

4. CAPITAL SCHEMES

4.1 River Nar Restoration Schemes (WLMP)

Lexham Restoration Scheme

Erosion repair work has been carried out to reinforce the mouth of the new bypass channel. Six tonnes of imported reject gravel were used to reinstate and protect the bed and banks of the confluence.



Erosion and temporary repair

Bed and bank reinforcement

Newton Common Moated Meadow

Due to archaeological restrictions reconnecting a relic meander loop is no longer viable at this location. Our efforts will now focus on improving the existing channel through the ancient monument site and restoring other areas on the Nar as detailed below.

Fish passage at Narborough

Installation of Larinier fish pass at Narborough. Partnership project with the Environment Agency due for installation this financial year).

Castle Acre Common

Whole scale restoration including the construction of a new channel to improve the gradient. Options are currently being appraised with construction likely to take place in 2018.

Lexham Hall Estate

Enhancements to improve conveyance, flow diversity and typical chalk stream habitats. Scoping visit required to determine detailed plan.

4.2 Norfolk Rivers Trust – Silt traps

We have worked with the Environment Agency and the Norfolk Rivers Trust to develop a bid for a slow the flow project upstream of Buxton, which will be included in a bid for funding.

Buxton is a community which has an IDB watercourse running through it and which would benefit from interventions to slow flow in times of heavy rainfall.

We hope to hear regarding the success of our bid within the next 4 months.

5. OPERATIONAL MATTERS

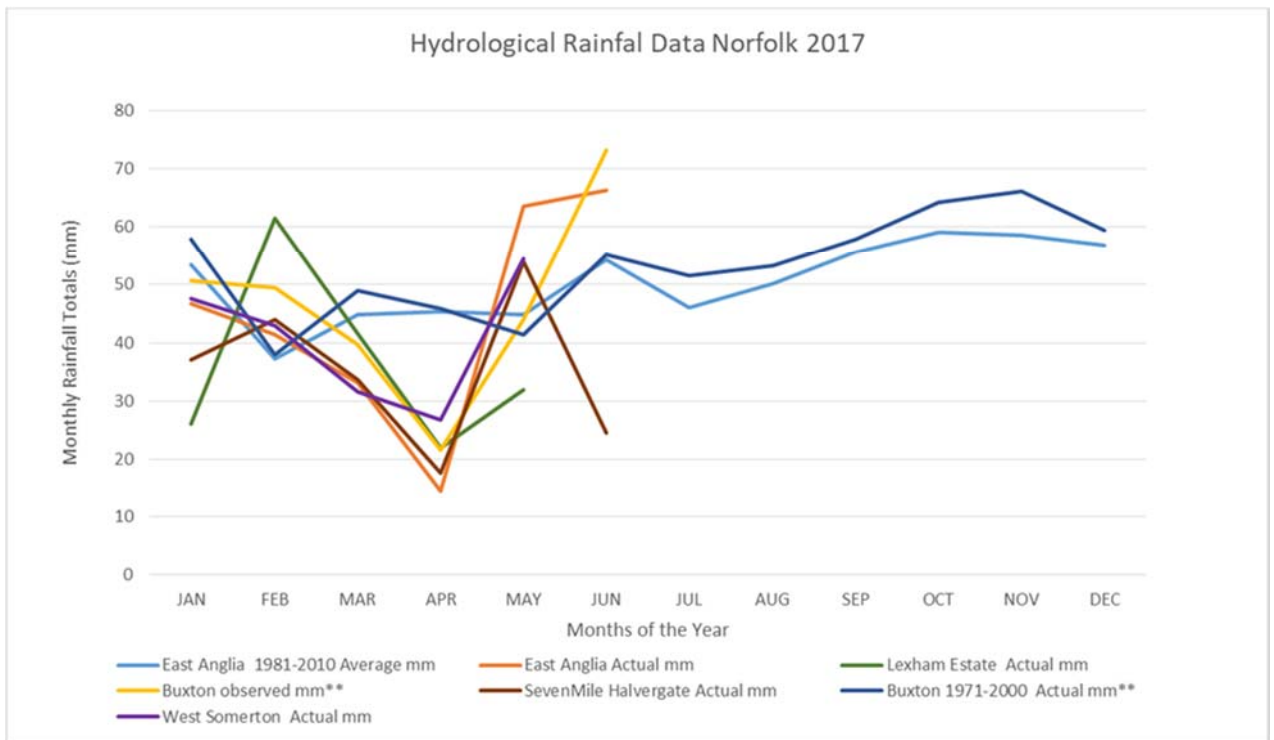
Nothing to report this period.

6. HYDROLOGY – UK Overview

(extracts from <http://www.metoffice.gov.uk/climate/uk/summaries/2017>)

The first ten days of June were changeable, with mainly westerly winds, but rather warm, especially in eastern counties, and it was quite windy at times. After that came a dry, sunny and increasingly hot spell which affected much of the south between the 13th and 21st, and spread to cover all areas between the 17th and 19th. This spell brought the highest temperatures in June since 1976. After a thundery breakdown for some, it was generally cloudy from the 22nd onwards and turned very wet in many areas in the last few days.

Rainfall:



	East Anglia 1981-2010 Average mm	East Anglia Actual mm	Lexham Estate Actual mm	Buxton observed mm**	SevenMile Halvergate Actual mm	Buxton 1971-2000 Actual mm**	West Somerton Actual mm
JAN	53.4	46.7	26	50.7	37	57.8	47.5
FEB	37.2	41.4	61.5	49.4	44	38	43
MAR	44.8	33.1	41.5	39.7	33.6	49	31.5
APR	45.3	14.5	22	21.7	17.6	45.8	26.8
MAY	44.8	63.5	32	44	54	41.4	54.5
JUN	54.3	66.3		73.1	24.6	55.2	
JUL	46					51.6	
AUG	50.1					53.2	
SEP	55.6					57.8	
OCT	59					64.3	
NOV	58.5					66.1	
DEC	56.8					59.5	

* <http://www.metoffice.gov.uk/climate/uk/summaries/2017>

** <http://www.buxton-weather.co.uk/weather.htm#daily>

7. STAFF/WORKFORCE – MEETINGS - TRAINING/EDUCATION

Project Engineer attended the following meetings:

09 May 2017

Demaining meeting with Environment Agency.

10 May 2017

Sparham Hall restoration scheme initial meeting.

11 May 2017

Maintenance scoping at East Bilney.

18 May 2017

First Aid Refresher.

23 May 2017

Wensum Restoration meeting at Raynham Estate.

06 June 2017

Economic Appraisal RPA Loddon.

27 June 2017

Norfolk County Council – Monthly meeting regarding Planning & Drainage issues.

03 July 2017

Maintenance scoping day.

12 July 2017

Truxor Maintenance work meeting with Environment Agency.

21 July 2017

Demaining meeting with Environment Agency.

Catchment Engineer attended the following meetings:

12 May 2017

PPMT (Web based project management service EA offices Ipswich).

18 May 2017

Floodex Peterborough.

06 June 2017

Economic Appraisal RPA Loddon.

08 June 2017

WMA Handover of the new temporary pumps.

09 June 2017

Update Mid Term Plan on new web based FPAS system EA offices Ipswich.

30 June 2017

Broadland Climate Partnership.

04 July 2017

Anglian Water Growth and Planning Trinity Park Ipswich.

17-21 July 2017

5 Day construction related Health & Safety Training course SMSTS, Ipswich.

Operations Engineer attended the following meetings:

18 May 2017

First Aid Refresher.

13 June 2017

Landowner and partnership meeting at Pensthorpe to discuss maintenance and restoration of the Langor Drain.

19 June 2017

Contractor meeting at King's Lynn regarding the River Nar. Appraisal of past schemes and forward look at proposed future schemes.

10 July 2017

Lexham site visit to determine erosion extent on the bypass channel and construct temporary repair.

25 July 2017

Site supervision during the repair and reinforcement of Lexham bypass channel.

8. COMPLAINTS/ENFORCEMENT

The investigation into the un-consented works at Hevingham is ongoing as the landowner has not yet provided Deeds.

9. PLANNING

The Project Engineer made comments on the following planning applications, details of which can be found on the relevant council website or are available on request.

- 26/05/17, South Norfolk DC, Trowse, 100 houses 2017/0962, discharge of conditions 5
- 26/05/17 Mattishall, Breckland DC, 3PL/2015/0498/O, erection of up to 50 residential dwellings with associated infrastructure.
- Breckland Validation list 06/06/17: Comments made regarding NRIDB being given due recognition.
- 26/06/17, South Norfolk DC, 2016/0764, land West Of Ipswich Road, Keswick, Norfolk.
- 26/06/17, Breckland DC, Guist, 3PL/2017/0760/D. Eight houses.
- 20/07/17, Breckland DC, 3PL/2016/1397/F, 285 dwellings comprising, Greenfields Road, Dereham.
- 20/07/17, Breckland DC, 3PL/2017/0863/D. 19 residential dwellings. Land at Station Yard Station Road, North Elmham.

NORFOLK RIVERS IDB ENVIRONMENTAL REPORT – August 2017

The following information pertains to environmental work carried out for the Broads IDB involving the Technical and Environmental Officer (TEO) and/or the Technical and Environmental Assistant (TEA), from the 05 May 2017- 31 July 2017:

1. INFORMATION FOR THE BOARD

1.1 Biodiversity Action Plan (BAP) Review

The Biodiversity Action Plan produced by the Norfolk Rivers IDB in 2010 is currently under review. The habitat and species plans and targets are being considered to determine if the plans are still relevant to the operations undertaken by the Board. The draft BAP will be produced and presented to the Norfolk Rivers Board at the October Board Meeting.

1.2 Demaining Meeting with the Environment Agency

The TEO and TEA were asked to a meeting in Dragonfly House to meet local EA Fisheries and Biodiversity Team members and Marie Coleman (FCRM Advisor EA), the officer responsible for liaising with IDBs throughout the process for demaining the EA's low consequence watercourses. We were asked about WMA (Eastern) environmental standards, maintenance planning and practices and environmental enhancement works. The project required us to answer a standard questionnaire which will be asked of all the other IDBs involved in the demaining pilot project.

It is understood that the project will be going out to public consultation in the Autumn 2017. The WMA (Eastern) will produce public relations material to outline environmental standards and improvements undertaken by all Boards to promote the excellent work carried out by IDBs during maintenance and capital schemes. This will be made available to the public and stakeholder groups during the consultation period. The period for the demaining to take place is currently estimated as May 2018 with a contingency fall back date of October 2018.

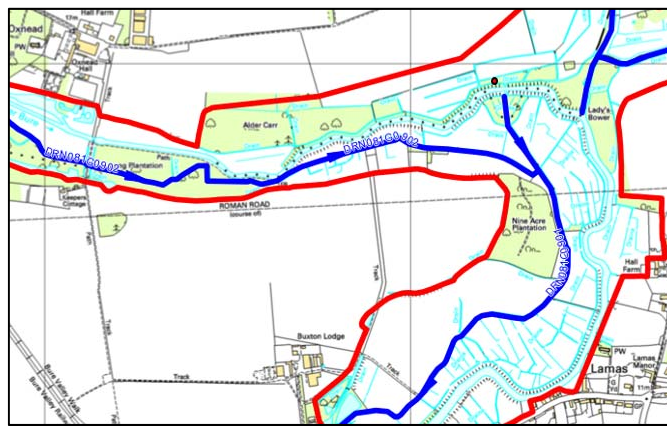
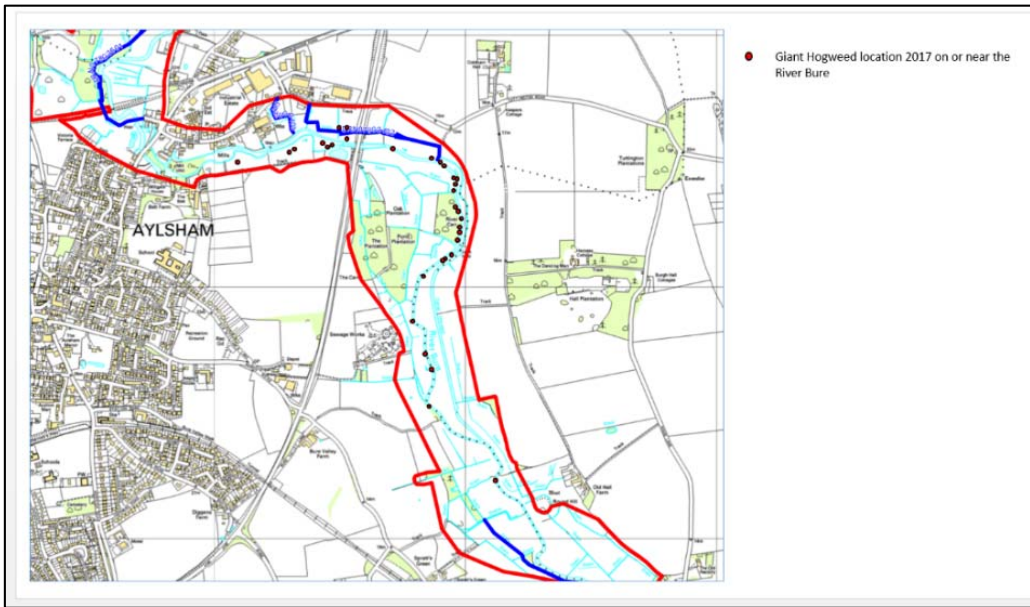
1.3 Giant Hogweed Control Projects 2017

i. River Bure

The Norfolk Rivers IDB granted the environmental team an extra £2000 in 2016 to put toward the control of Giant Hogweed on the River Bure catchment following a report of large quantities of Giant Hogweed in the Aylsham/River Bure area in summer 2016.

During May 2017, the TEO and TEA conducted surveys for Giant Hogweed in the River Bure catchment between Aylsham and Oxnead Bridge. A huge expanse of the invasive was found at Aylsham Mill, beneath the A140 road bridge and near IDB drains within and below Dunkirk Industrial Estate. Several plants were found in patches downstream on the main river bure between Aylsham and Oxnead.

Due to extent and the Health and Safety implications of the toxic plant, NRIDB Officers decided to call upon the professional services of a specialist contractor to administer control methods. Native Landscapes, a specialist in invasive weed control, were employed to treat the affected areas. Using the relevant PPE and a knapsack sprayer, the smaller plants were sprayed directly on the leaves and stem with Roundup Pro Biactive. The large and densely packed stands with seed heads were cut close to ground level using a pole handsaw and the open stems sprayed with Roundup Pro Biactive.



Maps illustrating distribution of Giant Hogweed along the Bure Catchment in 2017



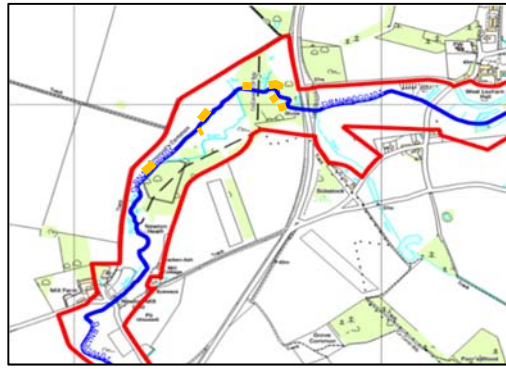
Specialist Contractor Paul Sims carrying out control methods on a dense patch of Giant Hogweed



3 weeks following spraying

ii. **Emmanuel's Common, River Nar**

The TEA and NRIDB operative Aren Halls carried out a site survey and spraying exercise for Giant Hogweed on 1 June 2017. Large plants with seed heads were found in the wooded area north of the common. Stands of smaller plants were found in the more open areas on the river bank. All the invasive plants that were found were successfully sprayed with Roundup Pro Biactive.



Map illustrating the location of Giant Hogweed in Emmanuels Common and downstream toward Newton Mill (Orange spots)



Various smaller plants of Giant Hogweed at differing life stages along the River Nar

1.4 Giant Hogweed Treatment Plan for 2018 onwards

The TEO and TEA would like to work with the Non-Native Species Initiative, Norfolk County Council and the Environment Agency to encourage landowners/tenants to take responsibility for Giant Hogweed and other invasive plants on their own land.

Furthermore, a discussion on how to progress Giant Hogweed control, particularly on the EA sections of the River Bure will be raised at the next Norfolk Non Native Species Initiative meeting with a view to potentially establishing a catchment based approach to control.

The EA Policy on invasive control is not catchment based. Invasive control by the EA is undertaken only where it is causing access problems for machinery or personnel or posing a flood defence issue.

1.5 White Clawed Crayfish Partnership Project

The NRIDB provided £5000 to be used for White Clawed Crayfish surveys on NRIDB watercourses, as part of the IDB BAP and in response to the outbreak of Crayfish Plague which killed many thousands of Native Crayfish in 2016.

The funds are currently being used in partnership with the Environment Agency and the Norfolk Rivers Trust. Ecologists Sue Traer and Rebecca Banks are currently surveying many of the IDB managed watercourses on the upper reaches of the River Wensum and Wensum tributaries this year. This is the first largescale survey of its kind for Native Crayfish which has taken place in many years in Norfolk. The results of the surveys will be presented later this year to the Board.

2 STATUTORY DUTIES TOWARDS CONSERVATION

2.1 Pework Checks and Site Visits

09 – 10 May 2017

The TEA and TEO conducted a Giant Hogweed survey along the River Bure and neighbouring IDB drains (DRN079G240, DRN080G4101, DRN080G1001, DRN081G1101) at Dunkirk, Aylsham, Burgh-next-Aylsham, down as far as Oxnead Bridge.

11 May 2017

The TEO and Project Engineer carried out a pre-maintenance scoping visit to East Bilney to determine and target maintenance practices on IDB drains within the catchment. Potential recharge work was also investigated.

01 June 2017

The TEA and Aren Halls, undertook herbicide spraying of Giant Hogweed on the River Nar (DRN120G0101).

02 June 2017

The TEA, Paul George, Operations Engineer, and Amy Prendergast, Environment Agency Officer undertook a site walkover on Scarrow Beck (DRN076G2901) in preparation to designing a section of river restoration. Funding for this will come from the Environment Agency and it is planned to be delivered in Autumn 2017.

07 June 2017

The TEA and Paul Sims, Native Landscapes contractor undertook herbicide spraying of Giant Hogweed the River Bure catchment.

08 June 2017

The TEO and Project Engineer carried out a pre-maintenance scoping exercise on drains at Swanton Morley.

13 June 2017

The TEA and Paul George, Operations Engineer attended a meeting and site visit at Pensthorpe Natural Park, to discuss a maintenance plan for IDB drain DRN094G0101, to allow water to flow through the site without causing flooding during high rain events.

16 June 2017

AM The TEA and the Operations Engineer undertook a levelling survey on the River Nar restoration sites at Lexham. The data was required for the collation and production of the, "As Built" report for the project.

PM The TEA, the Catchment Engineer and Operations Engineer attended a meeting at Narborough Mill with James Dyke, (Environment Agency Officer) to discuss a design proposal for installing a fish pass over the sluice leading down to the mill on the River Nar.

30 June 2017

The TEA attended a site visit to the Langor Drain (DRN095G0102) a tributary of the River Wensum at Pensthorpe Natural Park. The site visit was made with Mark Noble, Pensthorpe Manager and Nik Berthold, Natural England Lead Advisor for the River Wensum. The objective of the site visit was to walk the Langor drain and discuss options for restoring the drain's connection back to its natural floodplain and help alleviate flooding on the Pensthorpe site during large rainfall events.

03 – 05 July 2017

The TEA and Paul Sims, Native Landscapes contractor undertook herbicide spraying of Giant Hogweed on the banks of the River Bure and IDB drains.

The TEA undertook a survey to locate Giant Hogweed on the drains, DRN081G0901 and DRN081G0902 at Oxnead where had been found in 2016. Several plants were located and subsequently sprayed by Native Landscapes contractor.

05 July 2017

The TEO and the Project Engineer met with Jonah Tosney, the Norfolk Rivers Trust (NRT) to discuss a proposal by a landowner to fund a restoration project on stretches of Spong Beck, the Blackwater and Wendling Beck at Roosting Hills Fishery. The meeting was to discuss a partnership opportunity whereby the NRIDB could provide technical expertise and plant costings for the design and delivery of the proposed project.

13 July 2017

The TEA visited the Lexham river restoration on the River Nar, to assess the condition of the bypass channel that had been constructed earlier in 2017. Heavy rain had caused the erosion of the channel bank and bed, causing the majority of the water to flow down the bypass channel rather than allowing flows to be split into the lake and the bypass channel. Work was completed on 25th July 2017.

A site visit was made to Minns Meadow on the River Nar following a report that there was bank erosion caused by children climbing in and out of the river. The erosion will be assessed over the next couple of months to see how it develops.

3. Meetings and Training Attended

08 May 2017

The TEA, TEO and Matthew Philpott, Project Engineer attended a Flood Management meeting held at Dragonfly House hosted by Norfolk Rivers Trust to discuss opportunities for Natural Flood Management and flood risk.

11 May 2017

The TEA and the Operations Engineer, conducted a Teleconference meeting with Charles Rangeley Wilson to discuss the progression of the River Nar river restoration projects. The opportunity was taken to note anything that could have been differently to improve future restoration work.

15 May 2017

The TEA and Paul George, Operations Engineer, hosted the River Nar Steering Group Meeting at Kettlewell House, Kings Lynn to discuss River Nar restoration project progress and proposed future projects

31 May 2017

The TEA attended an Anglian Water “drop-in” event to determine Anglian Water’s future water management investment plans in Dereham. Their proposals will not impact upon IDB drainage infrastructure in the area.

05 June 2017

The annual audit was carried out by the QMS external auditor to monitor the success of the Boards of WMA in upholding the ISO 14001 Environmental Management System and ISO 9001 Quality Management System accreditation. All WMA Boards passed the external audit.

19 June 2017

The TEA and the Operations Engineer attended a “wash-up” meeting at Kettlewell House, Kings Lynn with contractors Five Rivers to discuss the completed projects on the River Nar to gain feedback on how the projects were progressed and delivered.

29 June 2017

The TEO attended a meeting at Dragonfly House with Helen Beardsley (EA), representatives of the Norfolk Rivers Trust and ecologists Sue Traer and Rebecca Banks to discuss the logistics of the proposed partnership funded Whiteclawed Crayfish Survey.

10 July 2017

The IDB Demaining Pilot Meeting was held at Dragonfly House, Norwich. The TEO, TEA and EA Officers Helen Beardsley, Rob Dryden and Marie Coleman were in attendance.

4. Non - Compliance

Nothing to report within this period.

5. Complaints

Nothing to report within this period.

6. Freedom of Information Act Requests

None during this period.

7. Assents Granted and/or applied for:

Licence / Assent / Habitat Regulations Assessment	Applied	Granted
D7 waste exemption application, Burning, Brisley DRN101G0103	18 May 2017	19 May 2017
D1 Linear networks waste exemption applications for all 5 Internal Drain Boards	18 July 2017	19 July 2017

From: 01 April 2017
To: 30 June 2017

Period To: 3
Year Ended: 31 March 2018

NOTES	INCOME AND EXPENDITURE ACCOUNT	Y-T-D BUDGET £	Y-T-D ACTUAL £	Y-T-D VARIANCE £	ANNUAL BUDGET £	PROJECTED OUT-TURN £	PROJECTED VARIANCE £
<u>Income</u>							
	Occupiers Drainage Rates	76,680	76,680	0	76,680	76,680	0
1	Special Levies issued by the Board	296,774	296,774	0	296,774	296,774	0
2	Highland Water Contributions from EA	128,743	131,374	2,631	128,743	131,374	2,631
	Grants Applied	195,631	97,913	-97,718	782,525	684,807	-97,718
3	Income from Rechargeable Works	1,250	77,649	76,399	5,000	77,649	72,649
	Investment Interest	0	410	410	0	1,642	1,642
	Development Contributions	0	0	0	0	0	0
5	Other Income	35,733	23,863	-11,870	142,930	131,061	-11,869
	Total Income	£734,811	£704,664	-£30,148	£1,432,652	£1,399,987	-£32,665
<u>Less Expenditure</u>							
6	Capital Works	196,131	97,913	98,218	784,525	686,307	98,218
7	Precept Contributions to EA	64,094	67,881	-3,787	64,094	67,881	-3,787
8	Maintenance Works	114,763	119,808	-5,045	459,049	464,095	-5,046
9	Administration Charges	32,596	35,186	-2,590	130,383	132,973	-2,590
3	Cost of Rechargeable Works	0	27,442	-27,442	0	27,442	-27,442
4	Net Deficit/(Surplus) on Operating Accounts	0	-26,782	26,782	0	0	0
	Total Expenditure	£407,584	£321,448	£86,136	£1,438,051	£1,378,698	£59,353
	Profit/(Loss) on disposal of Fixed Assets	£0	£0	£0	£0	£0	£0
	Net Surplus/(Deficit)	£327,227	£383,215	£55,988	-£5,399	£21,289	£26,688

From: 01 April 2017
To: 30 June 2017

Period To: 3
Year Ended: 31 March 2018

NOTES	BALANCE SHEET AS AT 30-6-2017	OPENING BALANCE £	MOVEMENT THIS YEAR £	CLOSING BALANCE £
10	Fixed Assets			
	Land and Buildings	40,959	-250	40,709
	Plant and Equipment	30,287	-1,725	28,562
	Shared Consortium Assets	0	0	0
		71,246	-1,974	69,272
	Current Assets			
11	Bank Account	143,703	3,150	146,853
12	Trade Debtors	7,656	183,966	191,622
	Work in Progress	0	6,102	6,102
13	Term Deposits	900,000	0	900,000
14,15	Drainage Ratepayers and Special Levies Due	2,048	158,628	160,676
	Prepayments	0	0	0
16	Prepayments to WMA	10,734	-17,173	-6,439
	VAT Due	10,293	231	10,524
	Grants Due	0	0	0
		1,074,434	334,905	1,409,339
	Less Current Liabilities			
	Trade Creditors	0	47,629	47,629
17	Grants Unapplied	347,812	-97,914	249,898
	Accruals	12,358	0	12,358
	Drainage Rates/Special Levies paid in advance	0	0	0
	Finance Leases	0	0	0
	Payroll Controls	0	0	0
		360,170	-50,284	309,886
	Net Current Assets	714,264	385,189	1,099,453
	Less Long Term Liabilities			
18	Pension Liability	129,000	0	129,000
	Net Assets	£656,510	£383,215	£1,039,725
19	Reserves			
	Earmarked			
	General Reserve	497,982	383,215	881,197
20	Development Reserve	181,569	0	181,569
21	Plant Reserve	65,000	0	65,000
		744,551	383,215	1,127,766
	Non-Distributable			
22	Revaluation Reserve	40,959	0	40,959
18	Pension Reserve	-129,000	0	-129,000
		-88,041	0	-88,041
	Total Reserves	£656,510	£383,215	£1,039,725

P J CAMAMILE
CHIEF EXECUTIVE

From: 01 April 2017
To: 30 June 2017

Period To: 3
Year Ended: 31 March 2018

Note Notes to the Accounts

1 Special Levies due from constituent Billing Authorities are as follows:

	Y-T-D	Y-T-D
	BUDGET	2017/18
Breckland District Council	47,518	47,518
Broadland District Council	70,954	70,954
King's Lynn and West Norfolk Borough Council	18,048	18,048
North Norfolk District Council	94,686	94,686
Norwich City Council	5,298	5,298
South Norfolk District Council	60,270	60,270
	296,774	296,774

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

3 Rechargeable work includes professional supervision and contracting services to the Broads and East Suffolk IDBs.

4 Net Deficit/(Surplus) on Operating Accounts is made up as follows:

	Y-T-D	Y-T-D
	BUDGET	2017/18
Labour Operations Account	0	-21,468
Mobile Plant Operations Account	0	-5,314
	0	-26,782

Detailed operating surpluses/(deficits) for the Labour Operations Account and each item of mobile plant are shown in the Labour and Mobile Plant Operations Reports, which can be made available to members on request.

5 Other income is made up as follows:

	Y-T-D	Y-T-D
	BUDGET	2017/18
Shared Income from WMA	34,358	23,863
Insurance Claims	0	0
Sundry Income	1,250	0
Summons Costs	125	0
	35,733	23,863

6 The gross cost of each capital scheme is approved by the Board annually and detailed on the schedule of capital works as managed by the Project Engineer, which can be made available to members on request. The Grants Due/(Unapplied) also correspond with the figures shown on the Balance Sheet. The Executive Committee scrutinise this Report every year.

7 The EA Precept due for 2017/18 is payable to the EA on 31 May and the other half is payable to them on 30 November. The Board has no idea where or how this money is spent.

8 Detailed maintenance operations are approved by the Board annually and shown on the Operations map, together with the schedule of maintenance works for each catchment, which can be made available to members on request. Expenditure is analysed as follows:

	Y-T-D	Y-T-D
	BUDGET	2017/18
Labour Charges	29,161	30,230
Plant Charges	241	250
Materials	40	41
Contractors	39,489	40,937
Plant Hire & Transport	0	0
Direct Works	68,931	71,458
Technical Support Staff Costs	43,344	43,382
Other Technical Support Costs	525	148
Biodiversity Action Plan Costs	1,963	4,820
Maintenance Works	114,763	119,808

9 Administration charges reflect the Board's share of consortium expenditure (excluding technical support costs). Detailed expenditure is monitored by the Consortium Management Committee and the Board every three months:

From: 01 April 2017
To: 30 June 2017

Period To: 3
Year Ended: 31 March 2018

Note Notes to the Accounts

	Y-T-D BUDGET	Y-T-D 2017/18
Administration Staff Costs	23,855	24,547
Other Administration Costs	8,367	10,191
Drainage Rates AV Increases/(Decreases)	125	-15
Depreciation Kettlewell House	250	250
Sundry Debtors written off	0	0
Sundry Expenses	0	0
Settlement Discount	0	213
	32,596	35,186

10 TANGIBLE FIXED ASSETS

Cost	Land and Buildings	Plant and Equipment	Total
Opening Balance as at 1-4-2017 b/fwd	49,950	90,644	140,594
(+) Additions	0	0	0
(-) Disposals	0	0	0
(=) Closing Balance as at 30-6-2017 c/fwd	49,950	90,644	140,594
Depreciation			
Opening Balance as at 1-4-2017 b/fwd	8,991	60,356	69,347
(+) Depreciation Charge for year	250	1,725	1,975
(-) Accumulated Depreciation written out on disposal	0	0	0
(=) Closing Balance as at 30-6-2017 c/fwd	9,241	62,081	71,322
Net Book Value as at 31-3-2017	40,959	30,287	71,246
Net Book Value as at 30-6-2017	40,709	28,562	69,272

Full details of all movements during this year are recorded in the Board's Fixed Asset Register, which can be made available to members on request. The Board also shares ownership of a proportion of the WMAs Shared Fixed Assets, which were last valued by Cruso & Wilkin, Chartered Surveyors, as at 31 March 2012. Such assets have a Net Book Value of zero.

11 Additional sums are now being invested on the short term money market to maximise the return on the working balances, in accordance with the Board's Investment Policy. The Bank Account is reconciled as follows:

	2016/17	2017/18
Opening Balance as at 1-4 b/fwd	69,133	143,703
(+) Receipts	1,356,819	266,963
(-) Payments	-1,282,249	-263,812
(=) Closing Balance as at 30-6-2017 c/fwd	143,703	146,853
Balance on Statement as at 30-6-2017	225,232	146,853
Less: Unpresented payments	-81,529	0
Add: Unpresented receipts	0	0
Closing Balance as at 30-6-2017 c/fwd	143,703	146,853

12 Aged Debtor profile is currently as follows:

Debt period	Amount	Number of Debtors
<=30 days	191,622	2
>30 days and <=60 days	0	0
>60 days and <=90 days	0	0
>90 days	0	0
	191,622	2

13 Term Deposits are currently as follows:

From: 01 April 2017
To: 30 June 2017

Period To: 3
Year Ended: 31 March 2018

Note Notes to the Accounts

Financial Institution	Capital	Investment Date	Maturity Date	Variable Interest Rate
Natwest Treasury Reserve Deposit	400,000	26/10/2016	26/10/2017	0.51%
National Counties Building Society	200,000	15/05/2017	15/08/2017	0.33%
West Bromwich Building Society	300,000	31/05/2017	31/08/2017	0.28%
	900,000			

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

15 There are currently 222 Ratepayers that have not paid their Drainage Rates for 2017/18, as compared to 244 Ratepayers this time last year. Summarised transactions for Drainage Rates and Special Levies during the year are as follows:

	2016/17	2017/18
Arrears b/fwd	6,224	2,048
Drainage Rates for the year	75,171	76,680
Special Levies for the year	290,942	296,774
New Assessments	1,139	104
Value Increases (Decreases)	-1,140	-104
Payments Received	-370,805	-214,613
Settlement Discount	0	-213
Returned/(Represented) amounts	231	0
Irrecoverables and write offs	-2,090	0
Summons collection costs	1,650	0
Adjustments	726	0
Arrears c/fwd	2,048	160,676

16 Prepayments represent the amount that has been paid to the WMA in advance, which will be used by the WMA to pay the Board's share of consortium expenditure during the next reporting period.

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

	2016/17	2017/18
SCH03 Giant Hogweed Project	3,792	3,792
SCH02 River Wensum Restoration Project WLMP	1,233	1,233
SCH07 River Nar Litcham to Lexham Hall Lakes	760	760
SCH04 River Nar East Lexham Lakes Bypass	-216	-216
SCH12 River Wensum Resoration Scheme	101,200	96,668
SCH13 River Nar Restoration Scheme 4 Year	267,365	173,984
SCH15 Strategic Modelling and Restoration Project	-16,500	-16,500
SCH25 WFD Maintenance Improvements PSCA	-9,822	-9,822
	347,812	249,898

18(i) The Board provides its employees with access to the Local Government Pension Scheme but does not need to Account for this as a defined benefit pension scheme to comply with the limited assurance audit regime. However the Board has chosen to do so because it does have a pension liability, which has been calculated by the LGPS Fund Actuary as at 31 March 2017.

18(ii) The Board is a member of the Water Management Alliance Consortium and as such also has a proportion of the pension liability for the shared staff that are employed by King's Lynn IDB, t/a the Water Management Alliance. The Fund Actuary for Norfolk County Council has prepared a separate Report for the Water Management Alliance, which identifies a notional net pension liability of £1,827,000 as at 31 March 2017 that is shared by all 5 Member Boards. The Board's share of this pension liability is set out every year in the WMAs Basis of Apportionment, which was approved by the Board on 26 January 2017.

19 The Reserves are managed in accordance with the Capital Financing and Reserves Policy, as approved by the Board on 21 January 2015. This policy is available for viewing on the Board's website.

20 The purpose of the Development Reserve is to reduce the impact on drainage rates from development that takes place in the area. The Board charges developers a standard rate per impermeable hectare for agricultural land which is developed and becomes a hard standing area, such as housing, roadways etc. The money is credited to this Reserve and then used to reduce the gross cost of capital work needed to cater for the additional flows arising from such development. The income for this Reserve therefore comes exclusively from developers and is used to fund in part improvement works that are necessary because of development.



From: 01 April 2017
To: 30 June 2017

Period To: 3
Year Ended: 31 March 2018

Note Notes to the Accounts

21 The purpose of this Reserve is to reduce the impact on drainage rates as and when equipment is bought and sold, in accordance with the mobile plant renewals programme. Depreciation is its primary source of income, which largely comes from drainage rates/special levies in the form of plant charges included within the maintenance budget, together with any profits on disposal. Changes in hourly charge out rates are determined by the Operations Manager and the Chief Executive. Expenditure is determined by the Board, following recommendations made by the Chief Executive and Operations Manager.

22 This Revaluation Reserve has arisen from the revaluation of the Board's share of Kettlewell House on 31 March 2009 (approx. 10%).

Related Party Transactions

23 Mr D Papworth is the Chairman of the Norfolk Rivers IDB. He has been paid £2,041.67 Chairman's Allowance during the year.

24 The Board has paid B G Goose & Partners a sum of £0.00 for materials, teleporter and driver hire upto 30/06/17. The Board's Operations Manager is a partner of this business.

25 The Board uses Rating Software for the collection of Drainage Rates known as DRS. The software was developed by Mr P J Camamile, the Chief Executive, and is supported by Byzantine Ltd. Mr P J Camamile is the Company Secretary of Byzantine Ltd, and his wife, Mrs P Camamile is a Director. Both are shareholders.

Recommended Actions:

1. To approve the Financial Report for the period ending 30-6-2017.

346 P J CAMAMILE
CHIEF EXECUTIVE

P WALKER
FINANCE ASSISTANT

NORFOLK RIVERS IDB

SCHEDULE OF PAID ACCOUNTS

Payment Date from: 01/04/2017

Payment Date to: 30/06/2017

<u>NAME</u>	<u>DETAILS</u>	<u>% COST RECOVERABLE</u>	<u>AMOUNT PAID THIS PERIOD</u>
Acorn Tree Service	Tree Works	100	750.00
ADC (East Anglia) Ltd	Jetting/CCTV Works	0	8,400.00
Anglia Farmers Ltd	Materials/Equipment	3	8,769.42
Aquatic Control Eng	Eel Brushes	100	513.60
Atkins Ltd	Professional Services	100	5,184.84
Aylsham Plant Hire	Excavator Transport	100	459.00
BASECology Ltd	Water Vole Surveys	100	828.50
Broads (2006) IDB	Recharge Work	0	7,686.20
C J Spares Ltd	Repairs/oil/parts	0	319.21
Environment Agency	Precept	0	33,940.50
Five Rivers Env	Works at Newton Common	100	49,301.28
GDR Sales Ltd	Plant/Labour Hire	20	40,262.20
IWJS Ltd	Sandbags/CCTV/ Trakmat	100	25,230.00
Inland Revenue	PAYE	0	5,453.60
Mervyn Lambert	Welfare Unit Hire/Service	25	412.80
NCC	NNSI/Mink Control	0	4,500.00
Norfolk Pension Fund	Superannuation	0	5,515.56
Norwich Instruments	Calibration	0	35.40
Mr C Rangeley- Wilson	Consultancy	100	2,437.40
Rocksure Systems	Lone Worker Service	0	129.60
Selwood Ltd	Pump Hire	100	563.87
V & J Knitwear Ltd	Protective Clothing	100	90.63
Vodafone Ltd	Mobile Phone Charges	0	144.90
WMA	Staff Recharges/Insurance	0	6,200.19
Heather Wallis	Archaeological Monitoring	100	699.00

Please note that the amounts shown above include VAT

£208,027.70

**NORFOLK RIVERS INTERNAL DRAINAGE BOARD
RISK REGISTER**

STRATEGIC OBJECTIVES	RISK	IMPACT	LIKELIHOOD SCORE (1 – 3)	IMPACT SCORE (1 – 3)	RISK RATING (HIGH, MEDIUM, LOW)	RESPONSE (ACTIONS PLANNED/TAKEN)
To reduce the flood risk to people, property, public infrastructure and the natural environment by providing and maintaining technically, environmentally and economically sustainable flood defences within the Internal Drainage District (IDD)	Reduction in, or insufficient finance, grant and income EA may cease to pay highland water contributions to IDBs	Erosion of Board's capital and general reserves Reduction in FCERM service the Board is able to provide Unable to replace assets as scheduled in asset management plan	3	3	High 9 →	Explore alternative funding streams
	EA is no longer willing or able to carry out work on sea defences that protects the Internal Drainage District, or the works are undertaken to a reduced specification.	Potential overtopping into IDD in severe weather events and cost implications of managing the increase in water	2	3	High 6 →	Develop Investment Plan with key stakeholders
	EA is no longer willing or able to carry out work on Main Rivers	Will limit the Board's ability to fulfil its statutory function	2	3	High 6 →	Need to formally identify, record and advise EA of works required. Develop protocol to undertake works on recharge basis Potential to implement

**NORFOLK RIVERS INTERNAL DRAINAGE BOARD
RISK REGISTER**

STRATEGIC OBJECTIVES	RISK	IMPACT	LIKELIHOOD SCORE (1 – 3)	IMPACT SCORE (1 – 3)	RISK RATING (HIGH, MEDIUM, LOW)	RESPONSE (ACTIONS PLANNED/TAKEN)
						PSCA to undertake works Encourage the EA to demand lengths of less strategically important main river for the IDB to adopt and maintain.
	Maintenance works constrained by the Water Framework Directive legislation and Habitat Regulations Assessment Onus of proof sits with IDBs	IDB could incur penalties/fines	2	3	High 6 ↓	Work with EA, NE and voluntary sector orgs to meet WFD requirements. Agree interpretation of Habitat Regulations Assessments with NE. SMO regularly updated to remain WFD compliant Regular SMO update training for employees Pursue funding from all available sources
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	Potential for increased flood risk Lost income from SWDCs and commuted sums	2	3	High 6 ↑	Get involved with each constituent Planning Authority to better integrate/ coordinate planning and flood risk management issues Board comments made on planning applications are available on each Planning Authority's website

**NORFOLK RIVERS INTERNAL DRAINAGE BOARD
RISK REGISTER**

STRATEGIC OBJECTIVES	RISK	IMPACT	LIKELIHOOD SCORE (1 – 3)	IMPACT SCORE (1 – 3)	RISK RATING (HIGH, MEDIUM, LOW)	RESPONSE (ACTIONS PLANNED/TAKEN)
	<p>eye to Byelaw/Land Drainage Act infringements and contraventions or failure to collect development contributions and commuted sums</p> <p>Potential for developers to allow SUDs to be managed by private companies who may allow them to fall into disrepair through lack of long term maintenance</p>	<p>Inadequate or total lack of maintenance of SUDs could have an adverse impact on the IDB infrastructure and subsequently increase the risk of flooding</p>				<p>Planning/Enforcement issues reported at Board and Committee meetings</p> <p>Lobby LPAs to include IDBs as Statutory Consultees and to treat IDB watercourses as SUDs</p> <p>Promote IDB services for adoption of SUDs in planning consents to ensure they are maintained in perpetuity</p> <p>Look to introduce a SUDs adoption and charging policy.</p> <p>A SUDs adoption and charging policy approved by the Board 26 January 2017.</p>

Risk Assessment Matrix (From the Risk Management Strategy and Policy as approved 26 January 2017)

Risk Assessment Matrix

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

The categories for impact and likelihood are defined as follows:

IMPACT

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

LIKELIHOOD

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

A 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, 30 JUNE 2017 AT 9.30 AM

- | | |
|---|---------------------------------------|
| * J Austen (King's Lynn IDB) | * B Long (King's Lynn IDB) |
| R Buxton (Broads (2006) 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) |
| P Coupland (South Holland IDB) | * R Pipe (East Suffolk IDB) |
| * S G Daniels (Broads (2006) IDB) | * Mrs E Watson (Norfolk Rivers IDB) |
| * E Greenwell (East Suffolk IDB) | D R Worth (South Holland IDB) |
| * Lord Howard of Rising (King's Lynn IDB) | |
| | * (Present 67%) |

Mr S A R Markillie in the Chair

In attendance:

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

ID	WMA Consortium Management Committee, Minute	Action
23/17	APOLOGIES FOR ABSENCE	
23/17/01	Apologies for absence were received from Messrs R Buxton, H G Cator, M Paul and D R Worth. Mr P Coupland did not attend the meeting.	
24/17	DECLARATIONS OF INTEREST	
24/17/01	There were no declarations of interest to declare other than those already recorded in the register of members' interests.	
25/17	MINUTES OF THE LAST MEETING	
25/17/01	The minutes of the last Consortium Management Committee meeting held on 31 March 2017 were approved and signed as a true record.	
26/17	MATTERS ARISING	
26/17/01	Apportionment of Drainage Expenses (08/17/01)	
	The Chief Executive reported that there had been no progress with the Defra Working Group's project on consideration of changes to primary legislation that would allow current rating lists	PJC

ID	WMA Consortium Management Committee, Minute	Action
	<p>for the valuation of non-agricultural land. The Chief Executive had recently spoken with ADA Chief Executive, Innes Thomson who had accepted the Chief Executive's offer to collate the test results from IDBs who had trialled the proposed new methodology and to then liaise with Defra on behalf of ADA with a view to Defra reaching a decision to request changes to the primary legislation. RESOLVED that this be noted.</p>	
26/17/02	Apportionment of Drainage Expenses (08/17/02)	
	<p>Sir Edward Greenwell reported that due to the General Election his planned meeting on 2 May 2017 with Thérèse Coffey had been cancelled, but he was hopeful that this would be rescheduled for a later date.</p>	EG
26/17/03	De-Maining Update (08/17/06)	
	<p>The Chief Executive reported that he had written to Ipswich BC who had agreed to take up its entitlement to appoint three members to East Suffolk IDB and would confirm these after its full Council meeting on 26 July 2017.</p>	
26/17/04	De-Maining Update (08/17/07)	
	<p>(i) Mr P D Papworth recorded his credit to those officers who had been instrumental in establishing the Public Sector Cooperation Agreement between Norfolk Rivers IDB and the EA for the IDB to undertake maintenance works on main river that would benefit the IDD and for which the IDB would receive payment from EA precept monies.</p> <p>(ii) The Chief Executive reported that the Waveney, Lower Yare and Lothingland IDB had asked the WMA to assist for similar main river works in its IDD and for WMA to then undertake those works.</p>	
26/17/05	Sustainable Urban Drainage Systems (SUDs) 08/17/08)	
	<p>The Chief Executive reported that East Suffolk IDB had adopted the SUDs Charging and Adoption Policy at its meeting on 7 June 2017, so this approach had now been approved by all WMA Member Boards. RESOLVED that this be noted.</p>	
26/17/06	Financial Report (09/17/02)	
	<p>The Chief Executive reported that £100k had been taken from the WMA £200k surplus as at 31 March 2017 and earmarked for upgrading the group's ICT and DRS rating system in 2017/18. Since the DRS rating system is owned by South Holland IDB, any decisions concerning this system would be subject to South Holland IDB's consideration and approval. RESOLVED that this</p>	PJC/ SHIDB

ID	WMA Consortium Management Committee, Minute	Action
	be noted.	
26/17/07	Surface Water Development Contribution Rate (SWDC) (11/17/04)	
	<p>The Chief Executive advised Members that the WMA (Eastern) Planning/Enforcement Officer post was currently being advertised through the Royal Town Planning Institute website and on the WMA website. Members considered that once in post the Planning/Enforcement Officer should liaise closely with Norfolk County Council, (NCC), Lead Local Flood Authority to improve IDB/NCC relations to facilitate the recognition of IDB input into the planning consent process with regards to the management of surface water. It was considered that this approach would be more appropriate than a formal letter to NCC, at this stage. RESOLVED that this be noted.</p>	
26/17/07	<p>Sir Edward Greenwell asked if this approach might add weight to IDBs being confirmed as statutory consultees in the planning process. The Chief Executive reported that IDBs having statutory consultee status did not have universal support from all IDBs, primarily due to resourcing issues. This matter had been discussed by ADA Lincolnshire IDBs in February 2017 who had concluded that statutory consultee status would only serve to increase IDB workload without the necessary resource to meet the strict deadlines for response required within the planning consent process. ADA Nationally had not voiced any comment on IDBs as statutory consultees, due to the differences of opinion.</p>	
26/17/08	Pay Increases 2017/18	
	<p>The Chief Executive recorded thanks to Members for their responses and comments, which had been taken forward and actioned with effect from 1 April 2017.</p>	
26/17/09	<p>The Consortium Management Committee, (CMC) Chairman reported that he and the Chairman of the CMC Pay and Conditions Committee would this year be discussing succession planning with the Chief Executive to ensure no disruption to the WMA organisation in the longer term. RESOLVED that this be noted.</p>	SARM/ JFC/PJC
26/17/10	National Audit Office (NAO) Report on IDBs and ADA's Response (14/17/03)	
	<p>(i) The Chief Executive advised Members that he understood that ADA was waiting for the new Government to settle before sending its letter to the Secretary of State for Defra setting out its response to the NAO Report on IDBs. (Andrea Leadsom had been replaced by Michael Gove as Secretary of State for Defra, although Thérèse Coffey remained in post as Parliamentary</p>	

ID	WMA Consortium Management Committee, Minute	Action
	Under Secretary of State). The WMA had therefore, not yet followed up with a similar letter to the NAO.	
(ii)	Members considered that the WMA response (a draft copy of which had been received by Mr R Pipe from Karen Thomas, Project Manager WMA (Eastern)), should not be delayed any further. It was agreed that the Chief Executive would circulate this response to all Consortium Management Committee Members for their review/comment before sending it to the NAO and WMA partner organisations on behalf of all WMA Member Boards. It was further agreed to ask the Pevensy and Cuckmere Water Level Management Board and the Waveney, Lower Yare and Lothingland IDB if they too would like the letter to be sent on their behalf. RESOLVED that this be noted.	PJC
(iii)	<p>The Chief Executive reported that the only issues in the NAO Report that WMA Member Boards needed to address were:</p> <ol style="list-style-type: none"> 1) The point about the take up of Local Authority appointed members, which was relevant only to the East Suffolk IDB, but was being addressed now that Ipswich Borough Council had indicated that it would take up its entitlement of three appointed members; 2) The point about the size of IDBs, which was relevant only to the Broads (2006) IDB membership of 39. 	
(iv)	The Chief Executive reported that he had discussed the NAO Report with Dr Charles Beardall, Area Director, EA East Anglia who had indicated that he had no issue with the report in regard to the WMA Member Boards. RESOLVED that this be noted.	
27/17	FINANCIAL REPORT	
27/17/01	The Financial Report for the period 1 April 2016 to 31 March 2017, (a copy of which is filed in the Report Book), was considered in detail and approved. Arising therefrom:	
27/17/02	The Chairman drew Members attention to the note on Administration and Technical Support Services which recorded 2016/17 as the most successful year for the WMA Group since its formation on 1 April 2007.	
27/17/03	The provision of £75k for the proposed upgrade of DRS was noted as being largely recoverable over time, as this software would hopefully be used by other IDBs external to the WMA. RESOLVED that this be noted.	
27/17/04	Members noted that those fixed assets, (fixtures and fittings, office equipment and IT equipment) that are shared between the WMA Member Boards are due for a valuation assessment in the	PJC/MEC

ID	WMA Consortium Management Committee, Minute	Action
	2017/18 financial year. RESOLVED that this be noted.	
	28/17 SCHEDULE OF PAID ACCOUNTS	
28/17/01	The Schedule of Paid Accounts for the period 1 March 2017 to 31 March 2017, totalling £132,036.31 (a copy of which is filed in the Report Book), was considered in detail and approved. There were no matters arising.	
	29/17 NEXT MEETING	
29/17/01	The next meeting of the CMC was scheduled for 29 September 2017 at 9.30 am at Kettlewell House.	
	30/17 ANY OTHER BUSINESS	
30/17/01	Mr P D Papworth asked for an update on the relocation of the WMA office from Kettlewell House to a new build at Nar Ouse Way and was advised by the Chief Executive that despite some brief communication from Matthew Henry at King's Lynn and West Norfolk BC we are still waiting for the BC to instruct their solicitor to draft the sales contract for the purchase of the land at Nar Ouse Way. Mr B Long agreed to follow this up with the BC. RESOLVED that this be noted.	BL
30/17/02	Members considered the email received by the Chief Executive from the Clerk of the Waveney, Lower Yare and Lothingland IDB, (a copy of which is filed in the Report Book), in which the Waveney, Lower Yare and Lothingland IDB confirmed its approval for the WMA to assist that IDB with a number of works as set out in the email. Members considered this a positive step forward and it was agreed that the WMA would assist as best as possible within the resources available. RESOLVED that this be noted.	PJC
	31/17 CONFIDENTIAL BUSINESS	
31/17/01	It was agreed and thereby RESOLVED to exclude the public from the next part of the meeting due to the confidential nature of the business to be transacted, in accordance with Section 2 of the Public Bodies (Admission to Meetings) Act 1960.	

Water Management Alliance

Schedule of Paid Accounts

Payment Date From : 01/03/2017

Payment Date To : 31/03/2017

<u>Account ID</u>	<u>Name</u>	<u>Details</u>	<u>Amount Paid This Period</u>
AJ0001	AJ's Gardens	Gardener	180.00
AL0003	Allstar Business Solutions Ltd		26.40
AN0003	Anglia IT Solutions DD	Hardware/Support	759.60
AN0004	Anglia IT Solutions Ltd	Hardware	7,365.95
AN0102	Anglia Farmers	Electricity	2,015.89
AS0105	Association of Drainage Authorities	ADA Subs	218.40
BA0002	Banner Group Ltd	Stationery Supplies	310.50
BES001	BES Commercial Electricity Ltd	Standing Charge (Next Door)	49.99
BI0002	Ian Bix	Relocation of Offices	445.80
BO0205	Borough Council of King's Lynn &	Business Rates	363.00
BR0005	Breckland Council	NRIDB Venue	180.00
BR0208	Broads IDB	Rechargeable Work	119.70
BT0213	BT Payment Services Ltd	Telephone	108.42
BT0214	BT	Telephone	221.76
BU0101	BUPA	Health Insurance	108.19
CA0006	Carter Coaches	Coach Hire	270.00
CA0102	Cannon Hygiene	Sanitary Disposal	130.92
CH0366	Chubb Fire & Security Ltd	Fire Alarm Maintenance	268.78
CI0003	Construction Industry Research and	Supplier	1,356.60
CO0004	Containers4sale UK Ltd	Pevensey Storage Container	2,148.00
CO0346	Cope Safety Management Ltd	Health & Safety	1,569.88
ED0001	Edmundson Electrical Ltd	Electrical Equipment	74.92
EL0002	Amanda Ellis	Childminder	247.50
EO0001	E.on UK plc	Gas	884.12
ES0401	ESPO	Stationery	251.41
GB0001	GB Security Group	Security Maintenance	934.80
GL0001	Glazewing	Waste Disposal	84.57
GR0003	Greyhound Inn	BRIDB Refreshments	187.00
H20801	H20 Vend Ltd	Water Machine	29.23
HE0001	Hewlett Packard Ltd	Printer service & support	531.41
IG0001	Ignite	Broadband Line Rental	241.14
IN0901	Institute of Directors	Subscription Fees	435.00
IN0904	Inland Revenue	PAYE & NIC	52,049.53
KE0001	Ken Hill Farms & Estate	Chairmans Allowance	4,200.00
KI0001	King's Lynn Press Ltd	Stationery Printing	210.00
KI0003	King's Lynn Glass Trimming Ltd	Window Panes	462.24
LI0003	Lincolnshire County Council	Actuary Charges	685.16
ME0001	Melton Day Nursery	Childcare Vouchers	243.00
MO1315	Mossop & Bowser	Solicitors	3,000.00
MTL001	M T L	Telephone Maintenance	1,194.00
NE0002	New Orford Town Trust	Hire of Town Hall	70.00
NO0001	Norfolk Pension Fund	Ex Employees Pension Cont	667.60

Water Management Alliance

Schedule of Paid Accounts

Payment Date From : 01/03/2017

Payment Date To : 31/03/2017

<u>Account ID</u>	<u>Name</u>	<u>Details</u>	<u>Amount Paid This Period</u>
NO1450	Norfolk Pension Fund	NCC Pension Contribution	41,544.01
ON1511	Onebill Telecom	Telephone	291.61
PI0001	Pitney Bowes Ltd	Franking Machine/Maintenance	238.64
PL0001	Plandescil Ltd	Topographical Survey	2,072.40
QM1702	QMS International	External Audit	1,200.00
RO0001	Roffes Catering (Lincs)	Buffet Lunch	399.00
SA0002	Saffrons Sports Club Ltd	Room hire/refreshments	78.60
SA0003	Saltmarsh Farmhouse Ltd		200.00
SA1901	Sage Uk Ltd	Software Support	61.20
SO0001	South Holland IDB	Rechargeable Works	61.70
SP0001	Specsavers	Eye Test Vouchers	85.00
TE0001	Thomas Telford Ltd	Meeting room hire	204.00
UN2101	Unison Eastern Region	Unison	45.00
VO2201	Vodafone Ltd	Mobile Phone Charge	603.69
WO0001	Worldpay Ltd	Admin Fee	51.05

Please note that the amounts shown above include Vat £ 132,036.31

From: 01 April 2016
To: 31 March 2017

Administration and Technical Support Services
Financial Year Ending: 31 March 2017

NOTES	SUMMARY	£ Y-T-D BUDGET	£ Y-T-D ACTUAL	£ Y-T-D VARIANCE	£ ANNUAL BUDGET	£ PROJECTED OUT-TURN	£ PROJECTED VARIANCE
Income							
1	Administration and Technical Support Services						
	Broads IDB	266,644	257,649	-8,995	266,644	257,649	-8,995
	East Suffolk IDB	107,754	100,386	-7,368	107,754	100,386	-7,368
	King's Lynn IDB	339,106	337,021	-2,085	339,106	337,021	-2,085
	Norfolk Rivers IDB	170,865	159,174	-11,691	170,865	159,174	-11,691
	South Holland IDB	312,543	215,757	-96,786	312,543	215,757	-96,786
	Support Services	1,196,912	1,069,987	-126,925	1,196,912	1,069,987	-126,925
2	(+) Other Income						
	Contributions towards Staff Costs	180,000	520,316	340,316	180,000	520,316	340,316
	Sales of Rating Software Licences/Ancillary Services	6,500	23,175	16,675	6,500	23,175	16,675
	Rating Software Support	16,119	18,113	1,994	16,119	18,113	1,994
	Rental Income from Offices	42,642	42,405	-237	42,642	42,405	-237
	Sundry Income	7,598	10,847	3,249	7,598	10,847	3,249
	(+) Other Income	252,859	614,856	361,997	252,859	614,856	361,997
	(=) Total Income	£1,449,771	£1,684,843	£235,072	£1,449,771	£1,684,843	£235,072
(-) Expenditure							
Administration Costs							
3	Shared Administration Staff	399,688	402,022	-2,334	399,688	402,022	-2,334
4	Establishment						
	Kettlewell House (shared)	93,878	88,036	5,842	93,878	88,036	5,842
	Marsh Reeves (South Holland IDB)	19,381	19,514	-133	19,381	19,514	-133
	Ludham (Broads IDB and Norfolk Rivers IDB)	0	0	0	0	0	0
	Establishment	113,259	107,550	5,709	113,259	107,550	5,709
5	Shared ICT						
	Hardware Support and Maintenance	7,300	6,435	865	7,300	6,435	865
	Software Support and Maintenance	28,003	36,028	-8,025	28,003	36,028	-8,025
	Website Maintenance and Development	1,575	3,960	-2,385	1,575	3,960	-2,385
	New Software and Upgrades	1,000	75,000	-74,000	1,000	75,000	-74,000
	New ICT Infrastructure	26,150	25,490	660	26,150	25,490	660
	Shared ICT	64,028	146,913	-82,885	64,028	146,913	-82,885
6 (i)	Other Shared Administration						
	Legal and Professional Charges	10,500	4,120	6,380	10,500	4,120	6,380
	Insurances	60,700	64,966	-4,266	60,700	64,966	-4,266
	Marketing and PR Expenses	9,250	6,920	2,330	9,250	6,920	2,330
(ii)	WMA Chairman's Allowance	1,500	1,500	0	1,500	1,500	0
	Annual Subscriptions	1,620	3,217	-1,597	1,620	3,217	-1,597
	Actuary Fees	725	300	425	725	300	425
	Sundry Expenses	9,785	45,745	-35,960	9,785	45,745	-35,960
	Other Shared Administration	94,080	126,768	-32,688	94,080	126,768	-32,688
7 (i)	Other Administration						
	Public Notices	2,000	0	2,000	2,000	0	2,000
	Former Staff Pension Charges	7,200	6,961	239	7,200	6,961	239
(ii)	Members Expenses	1,250	109	1,141	1,250	109	1,141
(ii)	Chairman's Allowances	14,000	14,000	0	14,000	14,000	0
	Meetings and Inspections	4,020	3,876	144	4,020	3,876	144
	Legal and Professional Charges	10,000	22,576	-12,576	10,000	22,576	-12,576
(iii)	Audit and Compliance Fees	12,050	17,384	-5,334	12,050	17,384	-5,334
	ADA Expenses	13,016	20,981	-7,965	13,016	20,981	-7,965
	Other Administration	63,536	85,887	-22,351	63,536	85,887	-22,351

From: 01 April 2016
To: 31 March 2017

Administration and Technical Support Services
Financial Year Ending: 31 March 2017

NOTES	SUMMARY	£ Y-T-D BUDGET	£ Y-T-D ACTUAL	£ Y-T-D VARIANCE	£ ANNUAL BUDGET	£ PROJECTED OUT-TURN	£ PROJECTED VARIANCE
	Administration Costs	734,591	869,140	-134,549	734,591	869,140	-134,549
	Technical Support Costs						
8	Shared Technical Support Staff	421,418	540,739	-119,321	421,418	540,739	-119,321
9	Other Technical Support Staff	240,322	245,750	-5,428	240,322	245,750	-5,428
10	Other Technical Support						
	Technical Consultants	41,200	22,813	18,387	41,200	22,813	18,387
	Land Registry Fees	10,530	1,391	9,139	10,530	1,391	9,139
	Sundry Expenses	1,700	5,001	-3,301	1,700	5,001	-3,301
	Other Technical Support	53,430	29,205	24,225	53,430	29,205	24,225
	Technical Support Costs	715,170	815,694	-100,524	715,170	815,694	-100,524
	(-) Total Expenditure	£1,449,761	£1,684,834	-£235,073	£1,449,761	£1,684,834	-£235,073
	(+/-) Profit/(Loss) on disposal of Shared Fixed Assets	0	0	0	0	0	0
	(=) Net Surplus/(Deficit)	£10	£9	-£1	£10	£9	-£1

From: 01 April 2016
To: 31 March 2017

Administration and Technical Support Services
Financial Year Ending: 31 March 2017

NOTES	BALANCE SHEET	£ 01/04/2016	£ MOVEMENT	£ 31/03/2017
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	238	-153	85
13	Sundry Debtors Due and Prepayments	153,162	-66,437	86,725
14	Vat Refundable/(Payable)	-13,222	12,023	-1,199
15	Bank Account	17,040	198,384	215,424
16	Petty Cash	200	0	200
17	PMH Insurance and Cycle to Work Scheme	0	0	0
		157,418	143,817	301,235
	Current Liabilities			
18	Creditors	15,349	-18,824	-3,475
	Payroll Control	0	672	672
19	Accruals	41,866	119,566	161,432
20	Payments received in advance/(due) from WMA IDBs	100,213	42,395	142,608
		157,428	143,809	301,237
	Net Current Assets/(Liabilities)	-10	8	-2
	Less Long Term Liabilities:			
21	Net Pension Liability/(Asset)	1,079,000	748,000	1,827,000
	Net Assets	-£1,079,010	-£747,992	-£1,827,002
	Reserves			
22	General Reserve	-10	8	-2
21	Pension Reserve	-1,079,000	-748,000	-1,827,000
	Total Reserves	-£1,079,010	-£747,992	-£1,827,002

P J CAMAMILE MA FCIS
CHIEF EXECUTIVE

S JEFFREY BSc (Hons) FCCA
FINANCE OFFICER

From: 01 April 2016
To: 31 March 2017

Administration and Technical Support Services
Financial Year Ending: 31 March 2017

Note Notes to the Accounts and Recommended Actions

1 Administration and Technical Support Services

The group has had its most successful year since it was formed 10 years ago on 1 April 2007, with net consortium charges coming in way under budget. Each Board will need to use this surplus in the coming years to help pay for building/retaining capacity. The actual variances can be seen in each Board's Income and Expenditure Account, which explains where these differences between budget and actual have come from (please see attached).

2 Other Income

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

3 Shared Administrative Staff

Staff salaries have increased by 1% from 1 April 2016. Pension costs have increased by 0.5% to 21% of employees pensionable pay. Staff costs have come in slightly over budget, due to recruitment costs being incurred that were not budgeted for, following the departure of the group's long standing Finance Officer in June and then again when her replacement left in November.

4 Establishment Costs

Establishment costs for Kettlewell House have reduced because the cost of replacing the printers are now being accounted for in the shared ICT budget.

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. ICT costs are much greater than budgeted for this year, largely due to a provision being made to web enable DRS, which is owned by South Holland IDB and used by all Boards in the group - this has only been possible because of the additional income received from staff recharges during the year, otherwise net consortium charges would have had to increase considerably to pay for this work.

6 Other Shared Administration

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

7 Other Administration

From: 01 April 2016
To: 31 March 2017

Administration and Technical Support Services
Financial Year Ending: 31 March 2017

Note Notes to the Accounts and Recommended Actions

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

(ii)	Board	Members Expenses	Chairman's Allowance	Total 2016/17
	Broads IDB			
	<i>Henry Cator</i>	0	3,500	3,500
	East Suffolk IDB			
	<i>Sir Edward Greenwell</i>	0	0	0
	King's Lynn IDB			
	<i>John Austen</i>	0	3,500	3,500
	Norfolk Rivers IDB			
	<i>David Papworth</i>	0	3,500	3,500
	<i>John Carrick</i>	86	0	86
	<i>Brian Hannah</i>	23	0	23
	South Holland IDB			
	<i>Duncan Worth</i>	0	3,500	3,500
	<i>Sam Markillie</i>	0	0	0
		£109	£14,000	£14,109

- (iii) Audit Fees are much higher this year than estimated, due to the substantial increases in turnover for the WMA (Eastern) IDBs. Turnover is defined in Proper Practices for Smaller Authorities as being the level of Income or Expenditure, whichever is the greatest in any one year.

8 Shared Technical Support Staff

The WMA employs 9 shared technical support staff, 8 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 Suffolk IDB, King's Lynn IDB and Norfolk Rivers IDB, according to where/whom they have been working.

9 Other Technical Support Staff

Other technical support staff costs are not shared costs. They are defined as 'other employees' in the Consortium Agreement and are therefore controlled by the Member Boards themselves, as opposed to the CMC: South Holland IDB employs 2.80 full time technical support staff and King's Lynn IDB employs 3 technical support staff (2 FTEs). The employees are accountable to each respective Board (as opposed to the CMC) and the associated employment costs/liabilities are paid for and met by each Board accordingly.

10 Other Technical Support

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

11 Shared Fixed Assets

The office at Kettlewell House is owned by King's Lynn IDB (80%), Broads IDB (10%) and Norfolk Rivers IDB (10%) and is shown in the Accounts of each Board as a Fixed Asset respectively. It is not therefore a shared fixed asset for the

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Note Notes to the Accounts and Recommended Actions

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

(i) Fixtures and Fittings

The net realisable value of Fixtures and Fittings at Kettlewell House has been valued by Crusco & Wilkin, Chartered Surveyors as £6,225 as at 31 March 2012. This value will be reassessed again on 31 March 2018.

(ii) ICT Equipment

The net realisable value of ICT Equipment has been valued by our ICT provider as £9,945 as at 31 March 2012. This value will be reassessed again by a regulated firm of Chartered Surveyors on 31 March 2018.

(iii) Office Equipment

The net realisable value of Office Equipment has been valued by Crusco & Wilkin, Chartered Surveyors as at 31 March 2012, which is included in their valuation of Fixtures and Fittings. This value will be reassessed again on 31 March 2018.

(iv) Vehicles

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

12 Eyecare Vouchers and Work in Progress

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

	No.	01 April 2016	No.	31 March 2017
Eyecare Vouchers	14	238	5	85
Work In Progress	0	0	0	0
	14	£238	5	£85

13 Sundry Debtors Due and Prepayments

(i) Sundry Debtors Due

	No.	£	No.	£
<=30 days	5	133,616	6	80,650
> 30 days and <= 60 days	0	0	0	0
> 60 days and <= 90 days	2	140	1	-50
> 90 days	1	-293	0	0
	8	£133,463	7	£80,600

>90 days
N/A

Inv. Date	Originator	Amount
N/A	N/A	0

From: 01 April 2016
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Administration and Technical Support Services
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Note Notes to the Accounts and Recommended Actions

		£0	
(ii)	Prepayments	01 April 2016	31 March 2017
6512	Excitech Autocad Mapguide (Ends Oct 16)	363	0
6506	Utilize Sophos Anti Virus & Savi Module (Ends Nov 17)	1,625	0
6506	Utilize Mailmarmarshal (Ends Nov 17)	417	0
6614	Anglia Farmers Membership	367	0
6056	Alarmline Redcare	461	0
5497	CIWEM Subs	204	0
6751	ADA Membership (BIDB)	1,834	0
6754	ADA Membership (ESIDB)	1,376	0
6760	ADA Membership (NRIDB)	1,678	0
6763	ADA Membership (SHIDB)	3,532	0
6509	Payroll Cover	945	0
5490	Insitute of Directors Annual Subs	326	0
6513	Excitech Infrastructure Design Map Server	473	0
6512	Excitech Infrastructure Design	1,238	0
6509	P11D Software 16/17 (9mths)	323	0
6620	Water & Drainage Law 9 mths	456	0
6685	BRIDB Chairman's Allowance	2,042	2,041
6687	KLIDB Chairman's Allowance	0	2,042
6689	SHIDB Chairman's Allowance	2,042	2,042
		£19,700	£6,125
		£153,162	£86,725

14 Vat Refundable/(Payable)

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

15 Bank Account

	31 March 2017
Opening Balance, as at 1/4/2016 b/fwd	17,040
(+) Receipts	2,453,870
(-) Payments	-2,255,486
Closing Balance, as at 31/3/2017 c/fwd	£215,424
Balance on Statement, as at 31/3/2017	137,748
Less: Unpresented Payments	-9,046
Add: Unpresented Receipts	86,722
Closing Balance, as at 31/3/2017 c/fwd	£215,424

16 Petty Cash

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

From: 01 April 2016
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Administration and Technical Support Services
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Note Notes to the Accounts and Recommended Actions

17 PMH Insurance and Cycle to Work Scheme

(i) PMI Insurance	01 April 2016	31 March 2017
Data Manager (WMA)	0	0
Technical & Environmental Officer (WMA Eastern)	0	0
District Engineer (South Holland IDB)	0	0
Project Engineer (WMA Eastern)	0	0
Project Manager (WMA Eastern)	0	0
	0	0
(ii) Cycle to Work Scheme		
Rating Officer/Site Warden	0	0
	£0	£0

18 Creditors

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

19 Accruals	01 April 2016	31 March 2017
KLIDB Land Registration Fees	5,000	5,000
Staff Costs	0	20,460
ICT Provision	23,100	30,000
Chairmans' Allowances	2,916	9,957
DRS Web Integration	0	75,000
Promotional Film	0	6,000
Internal Audit	1,750	1,750
External Audit	9,100	10,400
Electricity Kettlewell House	0	1,865
DRS Sales Training	0	1,000
	£41,866	£161,432

20 Payments received in advance/(due) from WMA IDBs	01 April 2016	31 March 2017
Broads (2006) IDB	22,548	9,435
East Suffolk IDB	30,616	12,918
King's Lynn IDB	21,700	138,321
Norfolk Rivers IDB	22,765	10,734
South Holland IDB	2,584	-28,800
	£100,213	£142,608

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

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Note Notes to the Accounts and Recommended Actions

does not represent an estimate of the exit cost of withdrawing from the Local Government Pension Scheme. If the Consortium dissolved the actual exit cost of withdrawing from the scheme would need to be established and then shared across all 5 Member Boards, in accordance with the Consortium Agreement.

22 General Reserve

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

Recommended Actions

- 1 To approve the Financial Statements for Period 12, ending 31-3-2017.

P J CAMAMILE MA FCIS
CHIEF EXECUTIVE

S JEFFREY BSc (Hons) FCCA
FINANCE OFFICER

From: 01 April 2016
To: 31 March 2017

Administration and Technical Support Services
Financial Year Ending: 31 March 2017

ID	Income/Expenditure	Basis of apportionment	BIDB (%)	ESIDB (%)	KLIDB (%)	NRIDB (%)	SHIDB (%)	TOTAL (%)						
Other Income														
Contributions towards Technical Support Costs														
	Contributions from BIDB to part fund staff costs	Credited to BIDB	100.00%	0.00%	0.00%	0.00%	0.00%	100.00%						
	Contributions from NRIDB to part fund staff costs	Credited to NRIDB	0.00%	0.00%	0.00%	100.00%	0.00%	100.00%						
	Contributions from ESIDB to part fund staff costs	Credited to ESIDB	0.00%	100.00%	0.00%	0.00%	0.00%	100.00%						
	Contributions from SHIDB to part fund staff costs	Credited to SHIDB	0.00%	0.00%	0.00%	0.00%	100.00%	100.00%						
	Contributions from KLIDB to part fund staff costs	Credited to KLIDB	0.00%	0.00%	100.00%	0.00%	0.00%	100.00%						
	Contributions from P&CWLMB to part fund shared staff costs	Credited to each WMA Board as per employment costs	22.50%	10.00%	22.50%	22.50%	22.50%	100.00%						
	Contributions from WMA (Eastern) to part fund shared staff costs	Credited equally to each WMA (Eastern) IDB	33.34%	33.33%	0.00%	33.33%	0.00%	100.00%						
Contributions towards Technical Support Costs														
Sales of Rating Software Licences														
	Ancillary Services	Proportion of aggregate Assessable Value (WMA, as at 31 December)	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	King's Lynn Consortium of IDBs wholly owned asset (KLCIDBs, as at 31 December)	10.00%	0.00%	0.00%	80.00%	10.00%	0.00%	0.00%	0.00%	100.00%	0.00%	100.00%	
	Sales of DRS	South Holland IDB wholly owned asset (SHIDB)	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	100.00%		
Sales of Rating Software Licences														
Rating Software Support														
	VDBAS	Proportion of aggregate Assessable Value (WMA, as at 31 December)	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 December)	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														
	Marsh Reeves	Income credited to property owner	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	100.00%		
	Islington Sluice Bungalow	Income credited to property owner	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%		
	Kettlewell House: Backstage Academy Ltd	Income credited to property owners	10.00%	0.00%	0.00%	80.00%	10.00%	0.00%	0.00%	0.00%	0.00%	100.00%		
	Kettlewell House: WMA	Income credited to property owners	10.00%	0.00%	0.00%	80.00%	10.00%	0.00%	0.00%	0.00%	0.00%	100.00%		
	Kettlewell House: Airwave Ltd	Income credited to property owners	10.00%	0.00%	0.00%	80.00%	10.00%	0.00%	0.00%	0.00%	0.00%	100.00%		
	Kettlewell House: Page One Aerial & Equ Site	Income credited to property owners	10.00%	0.00%	0.00%	80.00%	10.00%	0.00%	0.00%	0.00%	0.00%	100.00%		
	Kettlewell House: Vodafone Mast	Income credited to property owners	10.00%	0.00%	0.00%	80.00%	10.00%	0.00%	0.00%	0.00%	0.00%	100.00%		
Rental Income														
Sundry Income														
	Bank Account Interest (WMA Only)	Proportion of aggregate Assessable Value (WMA, as at 31 December)	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 December)	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 December)	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 December)	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%	22.50%	22.50%	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%	22.50%	22.50%	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%	22.50%	22.50%	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%	22.50%	22.50%	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%	22.50%	22.50%	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%	22.50%	22.50%	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%	22.50%	22.50%	22.50%	22.50%	22.50%	100.00%	

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Administration and Technical Support Services
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ID	Income/Expenditure	Basis of apportionment	BIDB (%)		ESIDB (%)		KLIDB (%)		NRIDB (%)		SHIDB (%)		TOTAL (%)
	Secretary/Admin Assistant	Assessment of Time Spent on each Member Board	22.50%		10.00%		22.50%		22.50%		22.50%		100.00%
	Shared Administration Staff												
	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's 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 December)	6.31%	6.31%	4.84%	4.84%	51.05%	51.06%	6.12%	6.12%	31.68%	31.67%	100.00%
	Software Support and Maintenance	Proportion of aggregate Assessable Value (WMA, as at 31 December)	6.31%	6.31%	4.84%	4.84%	51.05%	51.06%	6.12%	6.12%	31.68%	31.67%	100.00%
	Website Maintenance and Development	Proportion of aggregate Assessable Value (WMA, as at 31 December)	6.31%	6.31%	4.84%	4.84%	51.05%	51.06%	6.12%	6.12%	31.68%	31.67%	100.00%
	Software and Upgrades	Proportion of aggregate Assessable Value (WMA, as at 31 December)	6.31%	6.31%	4.84%	4.84%	51.05%	51.06%	6.12%	6.12%	31.68%	31.67%	100.00%
	ITC Infrastructure	Proportion of aggregate Assessable Value (WMA, as at 31 December)	6.31%	6.31%	4.84%	4.84%	51.05%	51.06%	6.12%	6.12%	31.68%	31.67%	100.00%
	Shared ICT												
	Other Shared Administration												
	Legal and Professional Charges	Proportion of aggregate Assessable Value (WMA, as at 31 December)	6.31%	6.31%	4.84%	4.84%	51.05%	51.06%	6.12%	6.12%	31.68%	31.67%	100.00%
	Insurances	Proportion of aggregate Assessable Value (WMA, as at 31 December)	6.31%	6.31%	4.84%	4.84%	51.05%	51.06%	6.12%	6.12%	31.68%	31.67%	100.00%
	Marketing and PR Expenses	Proportion of aggregate Assessable Value (WMA, as at 31 December)	6.31%	6.31%	4.84%	4.84%	51.05%	51.06%	6.12%	6.12%	31.68%	31.67%	100.00%
	WMA Chairman's Allowance	Proportion of aggregate Assessable Value (WMA, as at 31 December)	6.31%	6.31%	4.84%	4.84%	51.05%	51.06%	6.12%	6.12%	31.68%	31.67%	100.00%
	Annual Subscriptions	Proportion of aggregate Assessable Value (WMA, as at 31 December)	6.31%	6.31%	4.84%	4.84%	51.05%	51.06%	6.12%	6.12%	31.68%	31.67%	100.00%
	Actuary Fees	Proportion of aggregate Assessable Value (WMA, as at 31 December)	6.31%	6.31%	4.84%	4.84%	51.05%	51.06%	6.12%	6.12%	31.68%	31.67%	100.00%
	Sundry Expenses	Proportion of aggregate Assessable Value (WMA, as at 31 December)	6.31%	6.31%	4.84%	4.84%	51.05%	51.06%	6.12%	6.12%	31.68%	31.67%	100.00%
	Other Shared Administration												

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Financial Year Ending: 31 March 2017

ID	Income/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)	As agreed by WMA (Eastern) in 2010 until 2015	33.00%	48.00%	0.00%	19.00%	0.00%	100.00%						
	Project Manager (WMA Eastern)	Assessment of Time Spent on each Member Board	15.00%	75.00%	0.00%	10.00%	0.00%	100.00%						
	T&EO (WMA Eastern)	Assessment of Time Spent on each Member Board	45.00%	10.00%	0.00%	45.00%	0.00%	100.00%						
	Project Engineer (WMA Eastern)	Assessment of Time Spent on each Member Board	70.00%	5.00%	0.00%	25.00%	0.00%	100.00%						
	Operations Manager (WMA Eastern, Suffolk)	Assessment of Time Spent on each Member Board	33.34%	33.33%	0.00%	33.33%	0.00%	100.00%						
	Operations Engineer (WMA Eastern, Norfolk)	Assessment of Time Spent on each Member Board	70.00%	5.00%	0.00%	25.00%	0.00%	100.00%						
	Operations Engineer (WMA Eastern, Suffolk)	Assessment of Time Spent on each Member Board	33.34%	33.33%	0.00%	33.33%	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%						
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%						
	Technical Assistant (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%						
	Technical Assistant (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 December)	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 Assets														

Approved by the Consortium Management Committee on 11 December 2015 and by each of the Member Boards during January and February 2016 (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

Norfolk Rivers IDB

Distributed to:

Members

Bambridge S G
Bannock C H Mrs
Birkbeck H C
Borrett W
Borthwick J
Bracey J
Broome P
Carrick J F (Vice-Chairman)
Cator H G
Carrick P H
Everett G
Foster N W D
Foulger C
Green A R Mrs
Hannah B J
Hester S
Labouchere J P
Legg N
Little M R
Monument L Mrs
Moore P
Mutimer G T
Oldfield J F
Papworth P D (Chairman)
Pearce N
Sayer M J
Shaw S
Watson E Mrs
Wilbourn R

Officers

Bloomfield G
Camamile P J
George P
Mandley Ms H
Philpot M

Norfolk Rivers IDB
17 August 2017