

**A MEETING OF THE NORFOLK RIVERS INTERNAL DRAINAGE BOARD WAS
HELD VIRTUALLY BY ZOOM VIDEO/TELEPHONE LINK ON THURSDAY 29
APRIL 2021 AT 10.00 AM.**

Elected Members

H C Birkbeck
* J Borthwick
* J F Carrick
* H G Cator
* N W D Foster
* C Joice
* J P Labouchere
* M R Little
N Middleton
T Mutimer
* M J Sayer
* S Shaw
* R Wilbourn
Vacancy
Vacancy

Appointed Members

Breckland DC

* S G Bambridge
* W Borrett

Broadland DC

* N Brennan
* K Kelly
* N Shaw

North Norfolk DC

* H Blathwayt
P Bütikofer
* N Housden
J Toye
Vacancy

South Norfolk DC

T Holden
* N Legg
* R Savage

Jointly Appointed

* I Devereux
* L Monument
Vacancy

* Present (68%)

J Carrick in the Chair

In attendance:

Karen Bingham (Business Support Officer), Cathryn Brady (Sustainable Development Manager), Phil Camamile (Chief Executive), Sue Cook (PA to CEO), Paul George (Operations Engineer, WMA Eastern), Sallyanne Jeffrey (Finance and Rating Manager) and Caroline Laburn (Environmental Manager)

George Freeman MP and Tom Fenwick (Members of the Public)

| ID | Norfolk Rivers IDB, Minute | Action |
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| | 29/21 APOLOGIES FOR ABSENCE | |
| 29/21/01 | Apologies for absence were received on behalf of Henry Birkbeck and Pierre Bütikofer. Apologies were also received from John Toye after the meeting, who was unable to join the call due to technical problems. | |
| | 30/21 WELCOME AND INTRODUCTIONS | |
| 30/21/01 | The Chairman welcomed everyone to the meeting. He reminded members that if they were unable to attend two consecutive Board meetings without good reason, they could be asked to step down from the Board. This was not something that he or the Board would like to enforce, however if members felt that they were unable to continue to attend/contribute they should raise this with him, particularly given the forthcoming IDB Election. The Chairman informed the Board that a report detailing member attendance over a three-year period would be presented annually at the meeting in Autumn. RESOLVED that this be noted. | |
| 30/21/02 | Gordon Bambridge informed the Board that George Freeman MP and a member from his team, Tom Fenwick, would be in attendance for part of today's meeting. RESOLVED that this be noted. | |
| | 31/21 DECLARATIONS OF INTEREST | |
| 31/21/01 | There were no declarations of interest other than those already recorded in the Member's Register of Interests. RESOLVED that this be noted. | |
| | 32/21 GEORGE FREEMAN MP | |
| 32/21/01 | The Chairman welcomed George Freeman MP to the Board meeting. George Freeman thanked the Board for their work and asked, as a member of the PM's post-brexite Taskforce, whether there were any items they wanted him to raise with the Government. It was unanimously agreed that there was a need for more integrated water level management across the East of England, which included the ability to retain water, eg, in lakes/reservoirs, following periods of heavy rainfall that could be used for irrigation etc during the dry seasons. | |
| 32/21/02 | There was a call for new drainage districts to be set up in problem areas and for existing IDBs to be extended to their watershed catchment boundaries, where there was strong local support for doing so. The need to be far less reliant on the main-river network, which was no longer fit for purpose and for IDBs to be in control of their own outfalls was well made and were obvious | Henry Cator |

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| | <p>improvements that could be made to the delivery framework. Other items raised were in relation to restrictions on pumping licences by landowners, progress with the Environment Bill, and consideration of whether water supply was considered as part of the plans for additional housing in the area. Henry Cator agreed to follow up these issues with George Freeman MP after the meeting. RESOLVED that this be actioned.</p> <p>33/21 MINUTES OF THE LAST BOARD MEETING</p> <p>33/21/01 The minutes of the last Board meeting held on 28 January 2021 were approved and confirmed as a true record. It was noted that the Chairman would sign the minutes shortly after the meeting. Arising therefrom:</p> <p>33/21/02 Floating Pennywort (08/21/02)</p> <p>John Labouchere reported a suspected sighting of Floating Pennywort and agreed to discuss the details of this after the meeting with the Environmental Manager. RESOLVED that this be actioned.</p> <p>34/21 HEALTH, SAFETY AND WELFARE PERFORMANCE REPORT</p> <p>34/21/01 The Health, Safety and Welfare Performance Report (a copy of which is filed in the Report Book), was considered in detail and approved. There were no matters arising.</p> <p>35/21 ENGINEERING AND OPERATIONS REPORT</p> <p>35/21/01 The Engineering and Operations Report (a copy of which is filed in the Report Book), was considered in detail and approved. Arising therefrom:</p> <p>35/21/02 Billingford Watercourse (paragraph 2.2)</p> <p>John Labouchere requested that the flooding on the B1145 at Billingford be investigated. The Operations Engineer reported that this had already been explored and de-silting operations further downstream were planned for later in the year. RESOLVED that this be noted.</p> <p>36/21 ENVIRONMENTAL REPORT</p> <p>36/21/01 The Environmental Report (a copy of which is filed in the Report Book), was considered in detail and approved. Arising therefrom:</p> <p>36/21/02 Norfolk Mink Control Project (paragraph 7.2.2)</p> | CL |

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| | <p>The Environmental Manager asked members to let her know if they were aware of any landowners who might be interested in hosting a mink trap in the Upper Yare and Tas catchments or Lower Wensum areas. Michael Sayer responded that he would be happy to have a trap, so the Environmental Manager agreed to discuss this with him outside the meeting. RESOLVED that this be actioned.</p> | CL |
| | <p>37/21 PLANNING REPORT</p> | |
| 37/21/01 | The Planning Report (a copy of which was filed in the Report Book), was considered in detail and approved. Arising therefrom: | |
| 37/21/02 | <p>21_03691_C and 21_03692_C: Byelaw 10 Application at Scarrow Beck, Erpingham</p> <p>An application had been received to undertake a large-scale river and floodplain restoration project within and along the Board's Adopted Watercourse, Scarrow Beck to Aldborough (DRN076G2901). It was agreed and thereby RESOLVED to consent to these applications, subject to all the applicants agreeing to the Board's standard conditions and specifications.</p> | |
| 37/21/03 | <p>21_03921_C: Retrospective Byelaw 10 Application at Holkham Lakes, Billingford</p> <p>Members considered a retrospective application for a piped spillway from Holkham Lake into the Board's adjacent Adopted Watercourse (DRN105G0101). It was agreed and thereby RESOLVED to consent to this retrospective application, subject to the applicant agreeing to the Board's standard conditions and specifications.</p> | |
| 37/21/04 | <p>21_04020_C: Holme Marshes, Thornham</p> <p>An application had been received for multiple works to enhance the wetland habitat at Holme Marshes for a Higher Tier Countryside Stewardship Scheme, primarily taking place between two Board Adopted Watercourses. The Board was a partner in this project, along with the applicant and Natural England. It was agreed and thereby RESOLVED to approve the principle of the works and grant permission for the outstanding details to be considered and finalised by Officers acting under delegated authority.</p> | |
| 37/21/05 | <p>Staffing Changes</p> <p>The Sustainable Development Manager reported that a member of her team, Jess Nobbs, who had been working to improve collaboration with the Local Planning Authorities, was leaving the Water Management Alliance in May 2021, so she was recruiting</p> | |

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| | <p>for a replacement and would keep the Board informed. RESOLVED that this be noted.</p> | |
| | <p>38/21 INTERNAL AUDIT REPORT FOR 2020/21</p> | |
| 38/21/01 | <p>The Internal Audit Report for 2020/21, as prepared by the Board's Internal Auditor, together with the Senior Management's responses and agreed actions, (copies of which are filed in the Report Book), were considered in detail and approved. The Internal Auditor's recording of the substantial level of assurance awarded on conclusion of the audit was noted. There were no matters arising.</p> | |
| | <p>39/21 APPOINTMENT OF INTERNAL AUDITOR FOR 2021/22</p> | |
| 39/21/01 | <p>It was agreed and thereby RESOLVED to re-appoint Katherine Woodward as the Internal Auditor to undertake the Norfolk Rivers IDB Internal Audit for 2021/22.</p> | |
| | <p>40/21 FINANCIAL REPORT YEAR ENDING 31 MARCH 2021</p> | |
| 40/21/01 | <p>The Financial Report and reconciliation to the Annual Governance and Accountability Return for the year ending 31 March 2021, was considered in detail and approved (a copy of which is filed in the Report Book). There were no matters arising.</p> | |
| | <p>41/21 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN FOR 2020/21</p> | |
| 41/21/01 | <p>The Annual Governance Statement shown in Section 1 of the Norfolk Rivers IDB Annual Governance and Accountability Return for the year ended 31 March 2021 was considered in detail and approved by the Board.</p> | |
| 41/21/02 | <p>The Accounting Statements shown in Section 2 of the Norfolk Rivers IDB Annual Governance and Accountability Return for the year ended 31 March 2021 were considered in detail and approved by the Board.</p> | |
| | <p>42/21 DATE OF COMMENCEMENT PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS</p> | |
| 42/21/01 | <p>It was agreed and thereby RESOLVED to publish the notice on the Board's website and also display the notice in the office reception, that the Accounts year ending 31 March 2021 would be available for inspection for the 30-working day period commencing 14 June 2021 and ending on 23 July 2021.</p> | |

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| | RESOLVED that this be noted. | |
| | 43/21 SCHEDULE OF PAID ACCOUNTS | |
| 43/21/01 | The Schedule of Paid Accounts for the period 1 January 2021 to 31 March 2021, totalling £181,488 (a copy of which is filed in the Report Book) was considered in detail and approved for publication on the WMA Group's website. There were no matters arising. | |
| | 44/21 TO CONSIDER AND APPROVE ANY MATERIAL CHANGES TO THE RISK REGISTER | |
| 44/21/01 | Members considered and approved the risk register for those risks with a risk assessment matrix score of ≥ 6 (a copy of which is filed in the Report Book). Arising therefrom: | |
| 44/21/02 | Ian Devereux reported that the EAs Future of the Fens Report (phase 1) was due to be published mid-May and would be available for viewing on both the ADA and NFU websites. This report could impact on the way the Board operates, although specific details as to how, were not yet known. It was agreed to include reference to the EAs Future of the Fens project in the risk register, the impact of which would be kept under close review. RESOLVED that this be actioned. | PJC |
| | 45/21 CORRESPONDENCE | |
| 45/21/01 | The two items of correspondence from Anglian Water and Water Resources East were received and noted by the Board (copies of which are filed in the Report Book). There were no matters arising. | |
| | 46/21 DATE OF NEXT MEETING | |
| 46/21/01 | The Chief Executive apprised the Board of proposed changes to the Standing Orders that had been drafted by ADA, with the agreement of DEFRA, permitting IDBs to hold lawful virtual and hybrid public meetings beyond 7 May 2021. It was agreed and thereby RESOLVED to approve these changes to the Board's Standing Orders with immediate effect. | |
| 46/21/02 | The next Board meeting would take place on Thursday 29 July 2021 at 10.00 am, ideally as a hybrid virtual/physical meeting at the Breckland Council Offices in Dereham, but this would be confirmed nearer the time in accordance with the Government's Covid guidelines. | |

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| | 47/21 ANY OTHER BUSINESS | |
| 47/21/01 | John Labouchere reported that he had been contacted by Norfolk County Council in relation to the Norfolk Strategic Flood Alliance (NSFA) and asked if the Board were aware of this group. The Chief Executive reported that the NSFA had been set up by Norfolk County Council following the severe floods over the winter months and that the Water Management Alliance (particularly Norfolk Rivers IDB) were involved. RESOLVED that this be noted. | |
| 47/21/02 | The Chairman reported that the family of the late Frank Oldfield, former member of the River Wensum IDB, were planning to hold a memorial service in his memory when current Covid restrictions were lifted. The Chairman felt that it would be appropriate for some Board Members to attend to show respect and appreciation for the huge amount of work Frank undertook in the district. He agreed to inform members of details of the service in due course. RESOLVED that this be noted. | |
| | 48/21 OPEN FORUM: TO HEAR FROM ANY MEMBER OF THE PUBLIC, WITH LEAVE OF THE CHAIRMAN | |
| 48/21/01 | There were no members of the public present at this point of the meeting. | |
| | 49/21 CONSORTIUM MATTERS | |
| 49/21/01 | Unconfirmed Minutes The unconfirmed minutes of the last Consortium Management Committee (CMC) meeting held on 26 March 2021 were considered in detail and approved. Arising therefrom: | |
| 49/21/02 | Scheme of Delegation for Consent Applications (10/21) The proposed changes to each WMA Member Board's Scheme of Delegation as set out in the WMA Planning Report (a copy of which is filed in the Report Book) were considered in detail and approved. Members considered and approved the recommended amendment to Policy 4 of the WMA Planning and Byelaw Strategy and agreed that the phrase "All applications for consent that are retrospective, in so far as the works or part of the works applied for have already been undertaken" should be removed from section 4.5 of each WMA Member Board's Schedule of Reserved Matters. RESOLVED that this be actioned. | CB/PJC |
| 49/21/03 | WMA Schedule of Paid Accounts The WMA Schedule of Paid Accounts for the period 1 December | |

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| | <p>2020 to 28 February 2021 totalling £499,239 as approved at the Consortium Management Committee meeting on 26 March 2021, was considered in detail and adopted by the Board for publication on the WMA Group's website (a copy of which is filed in the Report Book). Arising therefrom:</p> <p>49/21/04 John Labouchere queried payment reference EL003 for £37,056 for DRS Support. The Finance & Rating Manager explained that DRS was the new Drainage Rating System that enabled drainage ratepayers to manage their own accounts online and that the figure was for software development, as opposed to software support. RESOLVED that this be noted.</p> <p>49/21/05 WMA Financial Report</p> <p>The WMA Financial Report for the period 1 April 2020 to 28 February 2021, as approved at the Consortium Management Committee meeting on 26 March 2021, was considered in detail and approved by the Board (a copy of which is filed in the Report Book). Arising therefrom:</p> <p>49/21/06 As a result of the significant increase in the notional pension liability shown on the Board's Balance Sheet as at 31 March 2021, It was agreed and thereby RESOLVED to investigate how much it would cost to close-off the Local Government Pension Scheme to new entrants/employees.</p> <p>49/21/07 Social Media Report</p> <p>The Social Media Report for the period 5 December 2020 to 5 March 2021 as approved at the Consortium Management Committee meeting on 26 March 2021 was considered in detail and approved by the Board (a copy of which is filed in the Report Book). There were no matters arising.</p> <p>49/21/08 Issues for discussion at the next CMC meeting</p> <p>There were no issues raised by members for discussion at the next Consortium Management Committee (CMC) meeting on 25 June 2021. Should members wish to raise any item for discussion at the next meeting, they should contact any of the Board's representatives: John Carrick, Gordon Bambridge and Henry Cator, or the Chief Executive directly.</p> <p>50/21 CONFIDENTIAL BUSINESS</p> <p>50/21/01 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.</p> | <p>PJC</p> |

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| 50/21/02 | Mark Little left the meeting at this time. RESOLVED that this be noted. | |

Water Management Alliance (Eastern) Health, Safety and Welfare Performance Review

1. This report covers the period from to 16 December 2020 – 16 April 2021

1.1 We continue to review/update risk assessments in line with government guidelines.

2. Learning events

- 2.1. New Royal Mail service eliminating need to visit post office – reducing Covid Risk
<https://send.royalmail.com/>
- 2.2. Speed awareness shared learning regarding lower limits on all IDB 4 x 4's on national speed limit and dual carriageways.
- 2.3. Towing: Bad snaking of welfare unit during towing. Very low speed required, 45mph max, and wind conditions must also be considered before towing. Team and towing personnel briefed.
- 2.4. NRIDB: Lifejacket. Employee not wearing lifejacket when entering water to rake screen. Employee spoken to and team briefed on the raking screens GRA, as well as the requirement to wear lifejackets when adjacent to water.

3. Accidents

- 3.1. BIDB: Machine stuck when attempting to cross ditch. Muscle sprain to operators shoulder when entering/exiting machine during recovery.
Rescue required, involving additional machines and staff. Following this a new GRA for machine recovery is to be developed and briefed to all staff. This also highlights the requirement for crossing points to be installed in key access locations (already underway) and also for driver attitude to change around perceived savings in time and money, by taking short cuts. Drivers have all been spoken to and will be briefed once new GRA is developed.
- 3.2. ESIDB: Dumper turned over when tipping load. No injuries.
During beach work, dumper was transporting sand and tipping it in a designated location. On final tip of the job the dumper is believed to have reversed too far and one side of wheels went onto the heap already present. This led to the dumper sitting off angle and when tipping resulted in it rolling onto the side. The operator was wearing a seatbelt and was within a cab. Dumper was righted. No injuries sustained. An investigation into the accident is underway and will be discussed with Copes our H&S advisors. Learning will be shared and put into any future jobs.
- 3.3. ESIDB: Finger injury from groyne board dropping onto hand, during the removal of stones from between boards in re-seating maintenance. Groyne board had been lifted with a metal bar and stones had been removed. On removing the metal bar the board did not sit back down and so operative knocked it to move it. It then dropped and caught the finger of the operative who had his hand on the board below. An investigation has been carried out and this is believed to have been caused by a lack of communication in the operation and a lapse in concentration by the operative. A

new GRA for this operation will be developed and clearer dual communication process clearly stated.

4. Toolbox Talks & Training

4.1. Briefings on topics described in section 3.0.

5. Updates to Generic Risk Assessments (GRA)

5.1. Annual review of GRAs. Updates made and briefed.

6. Health & Safety Inspections

(these are carried out quarterly by Copes, our independent safety consultant)

6.1. 16 December 2020. Bench Grinder to be better secured in Martham workshop.

6.2. Health & Safety Executive spot visit to WMA offices in King's Lynn checking the Covid measures in place. Inspector happy with measures in place and left the office without issuing any improvement notices.

MATTHEW PHILPOT
Project Engineer, WMA (Eastern)

ENGINEERING, OPERATIONS AND ENVIRONMENTAL REPORT

April 2021

The Engineering and Operations Teams continue to plan and manage maintenance and capital projects throughout the NRIDB catchment area, facilitated by the Environmental Team. The following information pertains to operations and schemes carried out for the Norfolk Rivers IDB, from the **08 January – 12 April 2021**:

1. REVENUE MAINTENANCE WORKS

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

Norfolk Rivers Machine Operative (Broads IDB Machine)

Wensum: Dunton Patch, Sculthorpe, Great Ryburgh, Foulsham

Contractor's:

River Nar: Narborough (Incident Response)

Upper Bure: Kings Beck

Upper Yare and Tas: Flordon Common (Incident Response: Pipe repair, see below)



Handwork: NRIDB Operatives

Many sites across the district

2. RECHARGE WORKS

2.1 NRIDB Operative working for the Broads Internal Drainage Board:

Two weeks on Public H&S works around various Pumping Stations

2.2 Public Sector Cooperation Agreement (PSCA) works:

Billingford watercourse restoration. Environment Agency

250m of watercourse have been restored upstream of Billingford road. This scheme was funded through the Water Environment Improvement Fund with a contribution from the landowner.

The historic path of the channel as shown on Fadden's Maps (1794) was recreated allowing the gradient to be improved and the floodplain reconnected to the channel.



As built aerial photograph showing restored channel

Tavern Lane Dereham Flood attenuation. Norfolk County Council

We are looking to deliver a scheme with NCC to improve an existing attenuation basin by installing a water control structure and carrying out earthwork. This will allow more water to be held back, protecting properties downstream. NRIDB will act as designer and contractor.

2.3 Landowner and minor contract works:

1 week for NRIDB Operative and machine at Fakenham completing flailing and clearance works

1 week for 2no contractor machines at Westwick completing ordinary watercourse maintenance

2 days for 2no contractor machines at Billingford repairing and upgrading silt trap, and desilting works on ordinary watercourse

2.4 Incident Response

2.4.1 Burnham Overy Mill

During partnership meetings to develop a plan to help alleviate flooding downstream of Burnham Market, we persuaded the Environment Agency to restore a spillway on the Main River upstream of the Mill.

The EA commissioned us to do the work which took a morning to complete and instantly helped flood flows bypass the mill structure by entering the IDB network and utilising the Floodplain.



Spillway being restored

2.4.2 Camping Beck NFM

The flagship Natural Flood Management Scheme delivered by NRIDB on behalf of the Environment Agency as part of a DEFRA National NFM Pilot was again utilised extensively during the winter heavy rain. The project provides flood risk benefit to downstream properties in Buxton and performed as designed despite exceptional conditions.

Minor alterations to project are being completed in April to ensure its resilience and continued operation, with the ongoing support of the landowner in partnership with NRIDB.



Camping Beck NFM Feature in use

2.4.3 Burnham Market Emergency Pumping

As consequence of Storm Bella and continued sustained rainfall, the ground water aquifers in North West Norfolk surcharged early February 2021 resulting in significant ground water flood through the village of Burnham Market. The resulting flows entered several properties filling cellars and ground floor rooms and covered roads to a considerable depth, the Doctor Surgery and Key Covid vaccination centre was rendered inaccessible. Under a Public Sector Co-operation Agreement, Norfolk County Council (NCC) requested assistance in dealing with the flood water and given there was no spare capacity within the watercourse network through village the IDB developed an innovative relay system.

WMA Eastern Team resources mobilised with a series of high-capacity pumps and connecting hoses, forming an above surface piped system through the centre of village to manage this excess flow.

This effort has continued since early February with staff and our trusted framework contractors working around the clock to reduce flood risk, maintain public safety and ensure the lifesaving covid vaccination programme could continue with minimal disruption.

This significant success story of partnership working we hope will also lead to future work with NCC and act as an example of how public authorities can work together to solve problems, avoiding the highly expensive private sector options.



C700m pipeline

8" pump within high street

3. PLANT

3.1 Plant Replacements

The new 14tn Excavator was delivered in January and has been in use since.

4. CAPITAL SCHEMES

4.1 Scarrow Beck Restoration - Water Environment Grant (WEG) Project

Officers have submitted the final costed programme to the National Trust to deliver the proposed £251k, 1.9km restoration scheme on the Scarrow Beck, funded by the Water Environment Grant.

The project seeks to reinstate paleo-channels, create new areas of wetland, reconnect historic meanders and raise water levels through import of 1700 tonnes of natural gravel with the aim of improving in-channel morphology and hydrology and driving wider habitat improvements through altering the pattern and duration of flooding to the adjacent grazing marshes.

The project is a key driver for landowners in adopting new HLS agreements and alternate ways of land management and Officers have worked extensively with designers, landowners the National Trust to ensure the project delivers the best outcomes and value for money.

Construction is programmed to start on 10 May with a 17 week duration, utilising both Board operatives, plant and framework contractors.

The project is subject to approval by the Board for Land Drainage Consent.

4.2 River Nar WEG Scheme

Plans are being considered for more works downstream of last year's works, upstream and downstream of West Acre Mill. Money is available due to savings made last year by using our framework contractors.

4.3 River Wensum – Raynham

We completed four days of in-channel restoration and access improvement works upstream of West Raynham.

4.4 Capital Works - Medium Term Plan- Programme Refresh

Further to the Government announcement over the summer of doubling of the Flood Risk Management budget to c.£5.2bn over the next six year settlement period. Norfolk Rivers IDB has been allocated the River Wensum Culvert inspections & Works project proposal at an estimated £2.350m.

Business case development will be key to unlocking these funds. To aid this as part of the above settlement the Board has been awarded a study grant of £100k to undertake required site investigations and option appraisals to inform Outline Business Case (OBC).

5. OPERATIONAL MATTERS

5.1 Great Yarmouth 3rd River Crossing

At the previous meeting of the Board comments were raised regarding the third river crossing and its narrowing of the river Yare, potentially restricting flows out of the river network during times of flood. The works affect main river (the authority of the EA) who would have been the primary contact for this element of the permissions and have approved the scheme. Officers have reviewed the Flood Risk Assessment, which found that the impact of fluvial flows on flood risk to the Scheme to have a negligible impact on flooding and so the detailed modelling concentrated on tidal floods.

Although the river is narrowed at the point of the new bridge, this reduces the overall capacity of the channel slowing the flow rate through the area and therefore reducing the amount of water that can transit up the channel from the tidal boundary. This effect of reducing the water entering the system during a flood, means that the net effect does not worsen the overall situation and actually improved it in the river to the North. We therefore see no risk to Board interests as a result of the project.

5.2 Winter Flooding (2020/2021)

Significant rainfall events and flooding occurred throughout the winter months. Officers are still in the process of reviewing and actioning these flood events which has been a resource intensive task. Some key figures are detailed below (source <https://nrfa.ceh.ac.uk/monthly-hydrological-summary-uk>), and a more detailed report will now be presented at the next board meeting.

Rainfall (December 2020 to February 2021) Anglian Region

December 103mm = 192% above average

January 93mm = 176% above than average

February 45mm = 114% above than average

River Flows (December 2020 to February 2021) Wensum, Anglian Region

December Exceptionally high flows

January Notably high flows

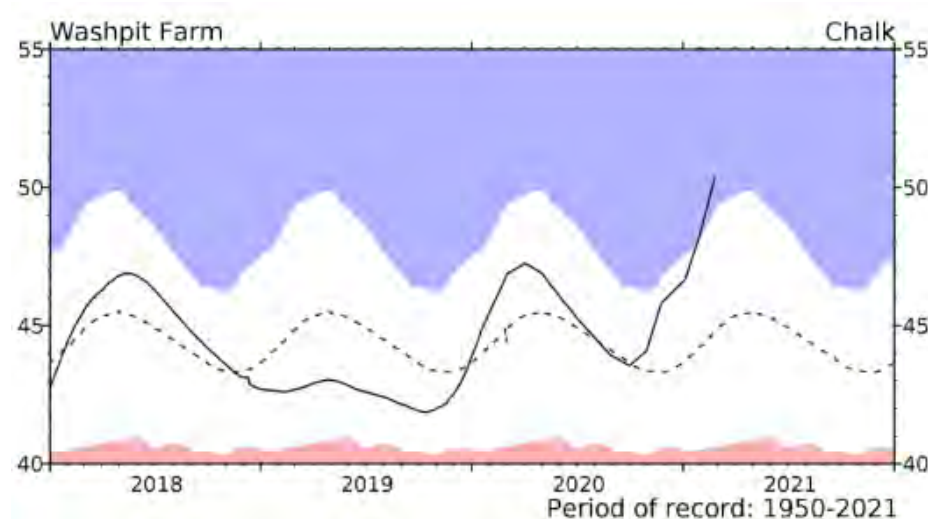
February Exceptionally high flows

Groundwater Levels (December 2020 to February 2021) Washpit Farm, Anglian Region

December Notably high levels

January Exceptionally high level

February Exceptionally high level (shown below)



Reported Incidents of flooding investigated

16 Incidents reported, mainly on the Wensum Catchment

Number of confirmed properties flooded (Source IDB Main Drain)

5 confirmed properties. 4 at East Bilney and 1 at Narborough.

6. COMPLAINTS/ENFORCEMENT

6.1 None this period.

7. ENVIRONMENTAL REPORT

7.1 INFORMATION FOR THE BOARD

7.1.1 Non-Native Invasive: Floating Pennywort in the North Walsham and Dilham Canal / River Ant

As reported in the previous Board Report, the invasive species Floating Pennywort (*Hydrocotyle ranunculoides*) was recorded in the River Ant / North Walsham and Dilham Canal, near Honing, in October 2020. A large patch was also present where the IDB watercourse, the Hundred Stream, flowed into the River Ant. Following the discovery of the plant, the NRIDB undertook extensive surveys along connecting IDB watercourses as well as that section of main river and the Board machine and operative, with Environmental Team supervision, physically removed the largest patches from the Honing to Tonnage Bridge area. In December 2020, a specialist contractor employed by Norfolk County Council Non-Native Species Initiative (NNNSI) undertook removal by hand of any remaining visible patches of floating pennywort. Additionally, the contractor surveyed additional areas of the River Ant / Canal both upstream and downstream to check for the upstream source and any unknown downstream spread. No evidence of the plant was found upstream of Honing Lock, so this is likely the source, but unfortunately, it was found below Tonnage Bridge all the way to Stalham Dyke within the navigable Broads.

Since then, IDB Officers have been continuing to work closely with the NNNSI, the Environment Agency, the Broads Authority, Natural England and the North Walsham and Dilham Canal Trust to establish a plan and a solution to eradicating the plant. Regular virtual meetings are being held to coordinate the efforts of all parties and keep up the momentum needed to tackle this aggressive problem.

The Broads Authority rangers have also been undertaking ad hoc hand removal of any floating pennywort they encounter whilst on the river, as time and resources allow. They have also issued information to key stakeholders such as local business, river users, and clubs to make the public more aware of the issue and help to prevent further spread.

It is planned that the NRIDB and BIDB will continue to provide some funding to this project through the 2021-22 BAP budget for non-native species. Additional funding is also being sought from partner organisations, with some funds already secured for this year. The available funding will allow NNNSI to instruct the specialist contractor to make regular visits throughout the year to continue to monitor the current known extent of the floating pennywort whilst also removing, by hand pulling, any patches found during the monitoring. This technique has been proven in a similar situation on the upper River Waveney. In addition to this method, a herbicide licence has been obtained from the EA to allow targeted spraying where appropriate.

As well as the work of the specialist contractor during 2021, further surveying effort will be needed around Barton Broad and the surrounding wetlands to determine the full extent of spread in this area. This will include further surveys of IDB watercourses and adjacent areas by the Environmental Officers.

As previously reported, this invasive plant can have severe negative impacts to drainage and the maintenance of watercourses, as well as many much wider impacts, therefore it is imperative that the Boards continue to work in partnership

to drive towards full eradication of Floating Pennywort on the River Ant catchment.

7.1.2 Watercourse restoration, Beck Hall, Billingford

This project aims to deliver benefits to an IDB watercourse, which is a tributary to the designated River Wensum. These benefits include reduction to flood risk, preventing silt inputs reaching the River Wensum, and habitat improvement.



Section of new channel being constructed.

A section of straight deep channel is being bypassed by the creation of a new meandering channel of approximately 250m through the adjacent area of floodplain valley. The original channel was bunded at the upstream end to divert the waterflow and left to form a backwater habitat as well as acting as an overflow for any extreme flood flows. Additional features have been created alongside this including standing water habitats and scrapes.

In order to allow this project to link into existing watercourse channels, it was necessary to undertake several areas of water vole mitigation, due to the presence of several burrows within the works area. This displacement mitigation was undertaken under the IDB Class Licence, and required pre-works surveys, the removal of vegetation ahead of the works, destructive searches of any burrows present that will be affected by the work, and post-works surveys. The mitigation was successfully completed between January and March 2021, allowing the project to continue to programme.



Water vole displacement mitigation undertaken under licence on existing channel.

7.2. BIODIVERSITY ACTION PLAN INFORMATION

7.2.1 Barn Owls

Barn owl monitoring across the WMA Boards continues to be undertaken annually by Colin Shawyer of the Wildlife Conservation Partnership. However, the Covid 19 situation has resulted in Norfolk Rivers IDB having received no monitoring during the 2020 breeding season. However, some very good news is that in February 2021 Colin has been able to install three new Barn Owl nest boxes at Burnham Deepdale; two in trees and one in a barn, (see photos below.)



Table 1: 2020 Barn Owl results in Norfolk for WMA

| No. of boxes inspected out of 145 | No. of boxes that had breeding and fledged Barn Owls | No. of boxes that contained other species | No. of boxes that required replacing or maintenance | No. of boxes that were inaccessible | No. of new Barn Owl boxes installed |
|-----------------------------------|--|---|---|-------------------------------------|-------------------------------------|
| 54 | 3 | 15 | 9 | 3 | 3 |

Colin has collated information and summarised his thoughts on last year's breeding success of Barn Owls over England as a whole, rather than just in WMA (Norfolk):

"The date when barn owls laid their first egg in 2020 varied widely, from early April to July. Clutch sizes at this time were within the normal range of between 4 and 6, but by mid-May clutch depletion and the deaths of recently hatched young, were largely responsible for the low numbers of barn owls that eventually fledged from nests in 2020. Early egg laying is normally indicative of a successful breeding outcome, but as well as high levels of brood depletion in 2020, many pairs which had attempted to breed were unsuccessful with nests being abandoned part way through incubation or soon after hatch. Most of the eggs from these late clutches hatched successfully, but all was about to change, and by late-September and October dead 3 to 6-week-old young were being found at many abandoned nests.

In summary, England is likely to record the poorest barn owl breeding season on record. But if the prediction I made in 2014 which is based on knowledge of the cyclical frequency in field vole abundance turns out to be correct, then things could be expected to bounce back in 2021. I believe that adult survival rates will remain high this winter and in contrast to the poor breeding success experienced in 2020, most barn owl pairs will breed successfully and produce higher than average numbers of young to fledging."

With this information, we can therefore remain hopeful for a successful breeding season in 2021.

7.2.2. Norfolk Mink Control Project - Update

The project continues in close alliance with the Water Life Recovery East project. Through this alliance, Norfolk traps are gradually being replaced by Remoti traps to improve success. The numbers of mink caught in 2020 appear to be dominated by a high catch on the River Yare catchment. The local coordinator feels that there is potential for mink to be migrating from the upper reaches of the Yare and maybe the lower end of the Wensum and would be interested to put some traps out in the Lower Wensum, Bawburgh and Tiffey areas. Any thoughts from members on landowners who may be interested in trapping in the Upper Yare and Tas catchments or lower Wensum areas would be very welcome.

The annual project newsletter and contact details of the local coordinators can be found in the Norfolk Mink Project Annual Newsletter in Appendix A.

7.2.3 Water Life Recovery East – Update

The aim of this group is to eradicate mink in East Anglia via a partnership approach from many organisations from Lincolnshire through Norfolk and Suffolk to Essex and Hertfordshire.

The latest WLRE steering group meeting was held in March. Further funding has been found via an Anglian Water fund (as administered by the Cambridgeshire Community Foundation). These funds amount to £43,950. Together the grants cover the whole of Norfolk and a small part of Suffolk and Cambridgeshire. This will purchase a further 90 rafts and cover some staff time to deploy them and support their use.

North Level IDB have now joined the trapping effort since January and at last count had caught 5 animals within the space of only a few weeks. This illustrates that mink are still out there and available to migrate into the project's core area, if the area remains un-trapped. The Minutes of the Meeting held on 10 March can be seen in Appendix B.

7.3. MEETINGS OR TRAINING ATTENDED BY ENVIRONMENT TEAM DURING PERIOD:

| Date Applied | Meeting / Training Attended | Brief Description |
|--------------|---|--|
| 11-02-21 | Biodiversity in Planning Webinar | Discussing Biodiversity Net Gain and its adoption into the planning system. |
| 12-01-21 | Floating Pennywort in River Ant Steering Group | Monthly update meeting for project partners working to eradicate Floating Pennywort on the River Ant. |
| 28-01-21 | East Anglian Planning & Biodiversity, Great Crested Newt District Level Licencing | Local Authority run session to brief the GCN District Level Licensing scheme. EO attended to understand any implications or opportunities relating to IDB works. |
| 10-02-21 | QMS Internal Auditing Webinar | To review IDB internal auditing system and determine any changes to how the internal audit is undertaken. |
| 18-02-21 | Wensum Diffuse Pollution Meeting | To discuss monitoring opportunities and the collation of existing data on Nitrate and Phosphate sediment ingress on the River Wensum. |

| | | |
|----------|---|---|
| 24-02-21 | ADA Ecologists Forum | Informal opportunity to discuss topics and share knowledge and best practice amongst IDB Ecologists. |
| 01-03-21 | Wensum Catchment Partnership Steering Group | To discuss progress of setting targets and funding for delivering restoration projects in the upper reaches of the catchment. |
| 09-03-21 | River Ant Floating Pennywort | Monthly update meeting for project partners working to eradicate Floating Pennywort on the River Ant. |
| 10-03-21 | Waterlife Recovery East Project | As detailed above. |

7.4. SITE VISITS UNDERTAKEN DURING THE PERIOD:

| Date | Officer | Project / Maintenance | Site | Comments |
|---------|---------|-----------------------|--|--|
| 11-1-21 | JLM, MP | Project | Burnham Deepdale Farm drain de-silt | Pre-works scoping walkover. |
| 25-1-21 | JLM, CL | Project | Beck Hall, Billingford | Water vole survey. |
| 22-2-21 | JLM, PG | Project | Beck Hall, Billingford | Mark out water vole mitigation areas. |
| 23-2-21 | JLM | Project | Burnham Market flood pumping | Attended site as part of full time team required to keep watch on pumps. |
| 6-3-21 | JLM | Project | Burnham Market flood pumping | Attended site as part of team rota required to check on pumps. |
| 7-3-21 | JLM | Project | Burnham Market flood pumping | Attended site as part of team rota required to check on pumps. |
| 8-3-21 | JLM | Project | Shouldham and Southery footbridge replacement for Norfolk County Council | Undertook water vole survey and destructive searches with NCC contractors. |
| 9-3-21 | JLM, CL | Project | Beck Hall, Billingford | Water vole destructive searches. |
| 22-3-21 | CL | Project | Beck Hall, Billingford | Look at Silt trap replacements on Foxley Beck with Landowner. |
| 25-3-21 | CL | Project | Beck Hall, Billingford | Water vole watching brief. |
| 29-3-21 | JLM, PG | Maintenance | Raynham | Pre-works check for installation of woody features and pipes. |
| 30-3-21 | JLM, PG | Maintenance | Flordon Common culvert replacement | Pre-works checks. |
| 1-4-21 | JLM | Project | Shouldham and Southery footbridge replacement for Norfolk County Council | Water vole mitigation monitoring check. |
| 7-4-21 | JLM | Maintenance | Flordon culvert replacement | Environmental supervision of ground-breaking works. |

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

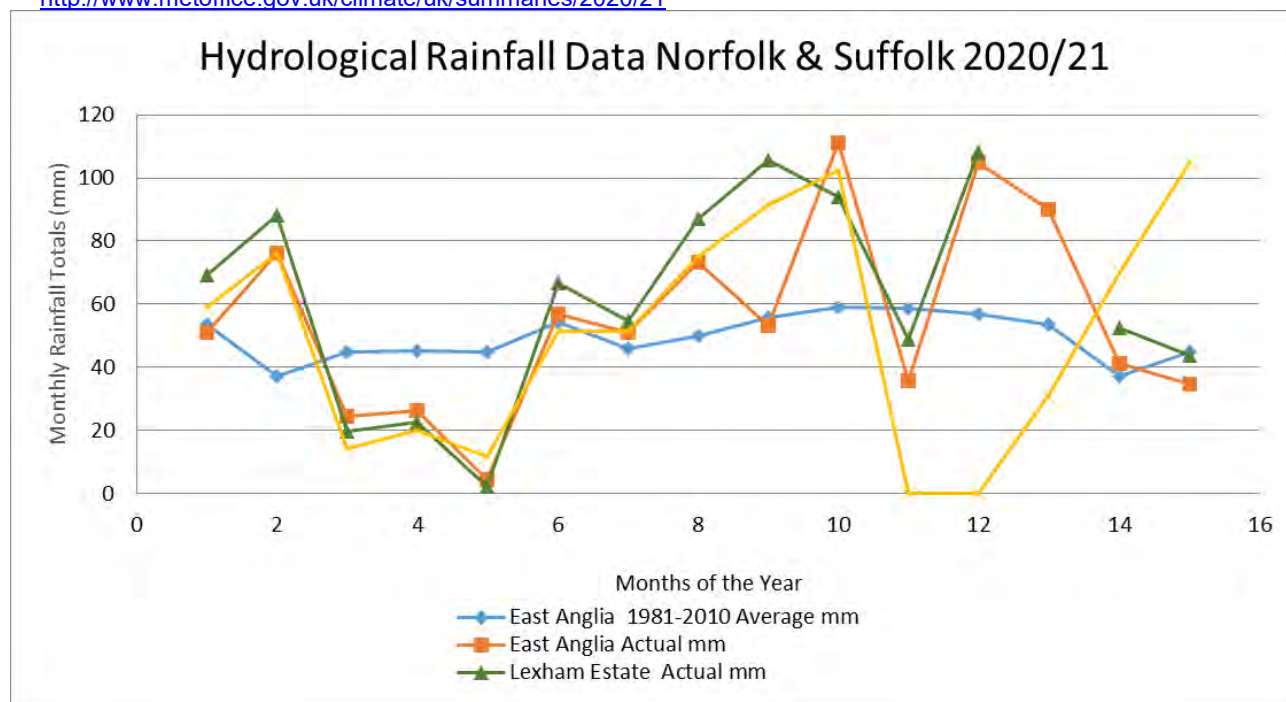
| License / Assent / Habitat Regulations Assessment | Applied | Granted |
|--|----------|----------|
| SAC NE assent and HRA for Natural Flood Management (NFM) project at Billingford, to reinstate a section of historic channel/river restoration with scrapes and linear ponds. | 29-12-20 | 14-01-21 |
| SAC and SSSI NE assent and HRA for Sculthorpe, to carry out desilting maintenance | 05-01-21 | 12-01-21 |
| SSSI NE assent for River Nar Narborough Emergency works, to carry out desilting, weedcutting, flailing, blockage removal maintenance. | 22-01-21 | 27-01-21 |
| WFD Assessment for River Nar Narborough Emergency works, to carry out desilting, weedcutting, flailing, blockage removal maintenance. | 22-01-21 | N/A |
| SAC and SSSI NE assent and HRA for group Wensum assent, to carry out desilting maintenance and other works not included within the 5 year assent. | 18-02-21 | 19-02-21 |
| SSSI NE assent for River Nar catchment, to carry out maintenance within SSSI land parcels which is not included within the 5 year assent. | 19-02-21 | 26-02-21 |
| Environment Agency herbicide licence to carry out treatment on Giant Hogweed plants on Emmanuels Common | 19-02-21 | 08-04-21 |
| SSSI NE assent for River Nar, to carry out treatment on Giant Hogweed plants on Emmanuels Common | 19-02-21 | 26-02-21 |
| Flordon Common SAC SSSI emergency pipe repair works Natural England Assent | 15-03-21 | 15-03-21 |

8. HYDROLOGY – UK Overview

https://www.metoffice.gov.uk/pub/data/weather/uk/climate/datasets/Rainfall/date/East_Anglia.txt

- 8.1 The first week of December was unsettled and turned increasingly cold, with low pressure becoming slow-moving and giving spells of rain, with sleet and snow over high ground and locally to low levels. It turned milder from the 8th, while remaining generally wet. A south to south-westerly type dominated from the 13th to 23rd bringing bands of rain interspersed with brighter showery weather, with strong winds at times. It became colder during the last week, with widespread wet and windy weather from Storm Bella on the 26th, and cold and unsettled weather continued during the last few days with lying snow penetrating to low levels in some counties.
- 8.2 The first ten days of January were generally cold, with wintry showers in places in the first week and more general precipitation on the 7th and 8th. It turned milder and wetter in the south from the 10th, but colder air persisted at times in the north, resulting in some snow at the frontal boundary. Storm Christoph brought very wet and windy weather between the 19th and 21st, with many stations having over 100 mm of rain. It was colder from the 22nd to 25th with snow in places, mainly in the west and the Midlands. From the 26th it turned mild and wet in the south, but remained generally cold in Scotland.
- 8.3 The first five days of February were mild in the south, cold in the north, and unsettled, followed by a very cold easterly spell with heavy snowfalls in some areas, and extremely low temperatures on the early morning of the 11th. It turned much milder for the second half of the month, and wetter in most areas with frequent strong winds, before a quieter anticyclonic spell arrived for the last few days.
- 8.4 The first week of March was cold but largely settled, followed by a disturbed spell of weather from 9th to 12th. Many areas were predominantly dry during the second half of the month, although western and northern areas saw persistent rain during 24th to 30th. The second half of the month was also much warmer, especially the last three days.

* <http://www.metoffice.gov.uk/climate/uk/summaries/2020/21>



| | East Anglia 1981-2010 Average mm | East Anglia Actual mm | Lexham Estate Actual mm | Seven Mile Halvergate Actual mm |
|-----|--|--------------------------|----------------------------|---------------------------------------|
| JAN | 53.4 | 50.9 | 69.1 | 59 |
| FEB | 37.2 | 76.1 | 88.1 | 76 |
| MAR | 44.8 | 24.5 | 19.6 | 14.2 |
| APR | 45.3 | 26.1 | 22.6 | 20.2 |
| MAY | 44.8 | 4.2 | 2.3 | 11.6 |
| JUN | 54.3 | 56.8 | 66.5 | 51.2 |
| JUL | 46 | 51 | 54.6 | 51.2 |
| AUG | 50.1 | 73.4 | 87.1 | 75.2 |
| SEP | 55.6 | 53.1 | 105.8 | 91.6 |
| OCT | 59 | 111.2 | 94 | 102.3 |
| NOV | 58.5 | 35.8 | 48.8 | error |
| DEC | 56.8 | 105 | 108.2 | error |
| JAN | 53.4 | 90 | | 30.8 |
| FEB | 37.2 | 41 | 52.3 | 69.8 |
| MAR | 44.8 | 34.5 | 43.7 | 105 |

Giles Bloomfield – Catchment Engineer (WMA Eastern)

Matthew Philpot – Project Engineer (WMA Eastern)

Paul George – Operations Engineer

Thomas Jones – Project Engineer

Caroline Laburn – Environmental Manager

Helen Mandley – Environmental Officer WMA

Jamie Manners – Environmental Officer

Planning Report

1. Reporting Period

This planning report covers the reporting period 14 January to 16 April 2021.

2. Consent Applications

There are currently 10 consent applications being processed. The most common types of consent that the Board receive and determine in its regulatory capacity are set out in the table below alongside the current breakdown of cases.

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

The current status of these applications are;

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

In addition to the above, officers are currently assessing applications to cross multiple watercourses, as per the Norfolk Boreas and Norfolk Vattenfall Development Consent Orders.

As is highlighted by the table immediately above there are 4 applications (covering 3 sites) requiring consideration by the Board in this report. These are;

- 21_03691_C and 21_03692_C at Scarrow Beck, Erpingham
- 21_03921_C at Holkham Lakes, Billingford
- 21_04020_C at Thornham Road, Thornham

3. Consents Requiring the Board's Consideration

3.1. 21_03691_C and 21_03692_C at Scarrow Beck, Erpingham

An application has been received to undertake a large-scale river and floodplain restoration project within and along the Adopted Watercourse Scarrow Beck to Aldborough (DRN 076G2901). The works will extend over more than 2km from Calthorpe to the confluence with the River Bure. Board operatives have been heavily involved in the design of the project throughout.

The works will include:

- wetlands
- gravel runs
- riffles
- areas of channel re-profiling
- scrapes and ponds
- Multiple riparian ditch improvements, including the creation of 1 new ditch
- new floodplain features (fan/bifurcation).

These applications are required as per Byelaw 10 and Section 23 of the Land Drainage Act 1991. The applications are required to be determined by the Board as per the Board's Scheme of Delegation.

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

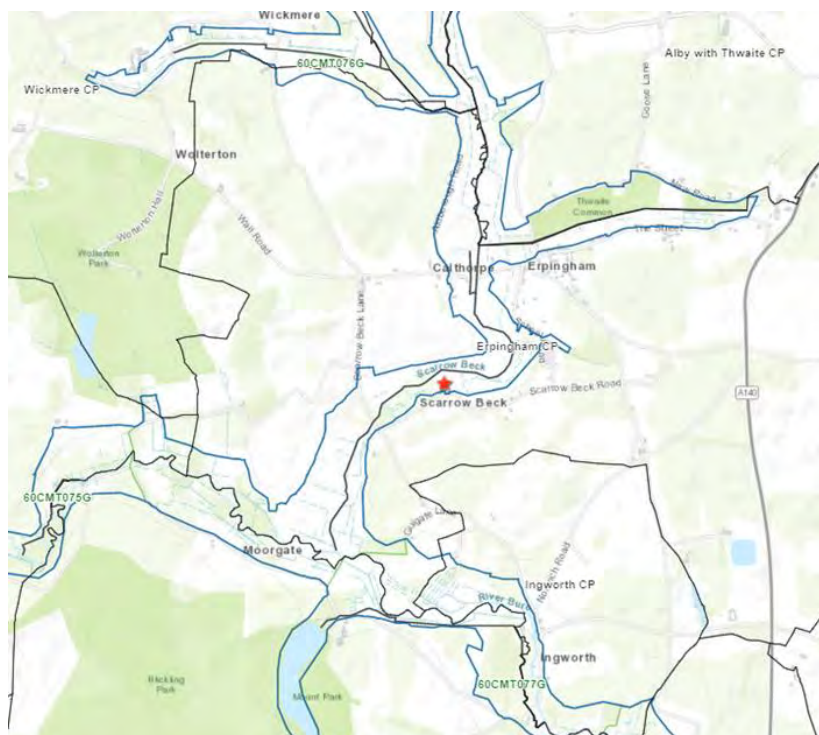
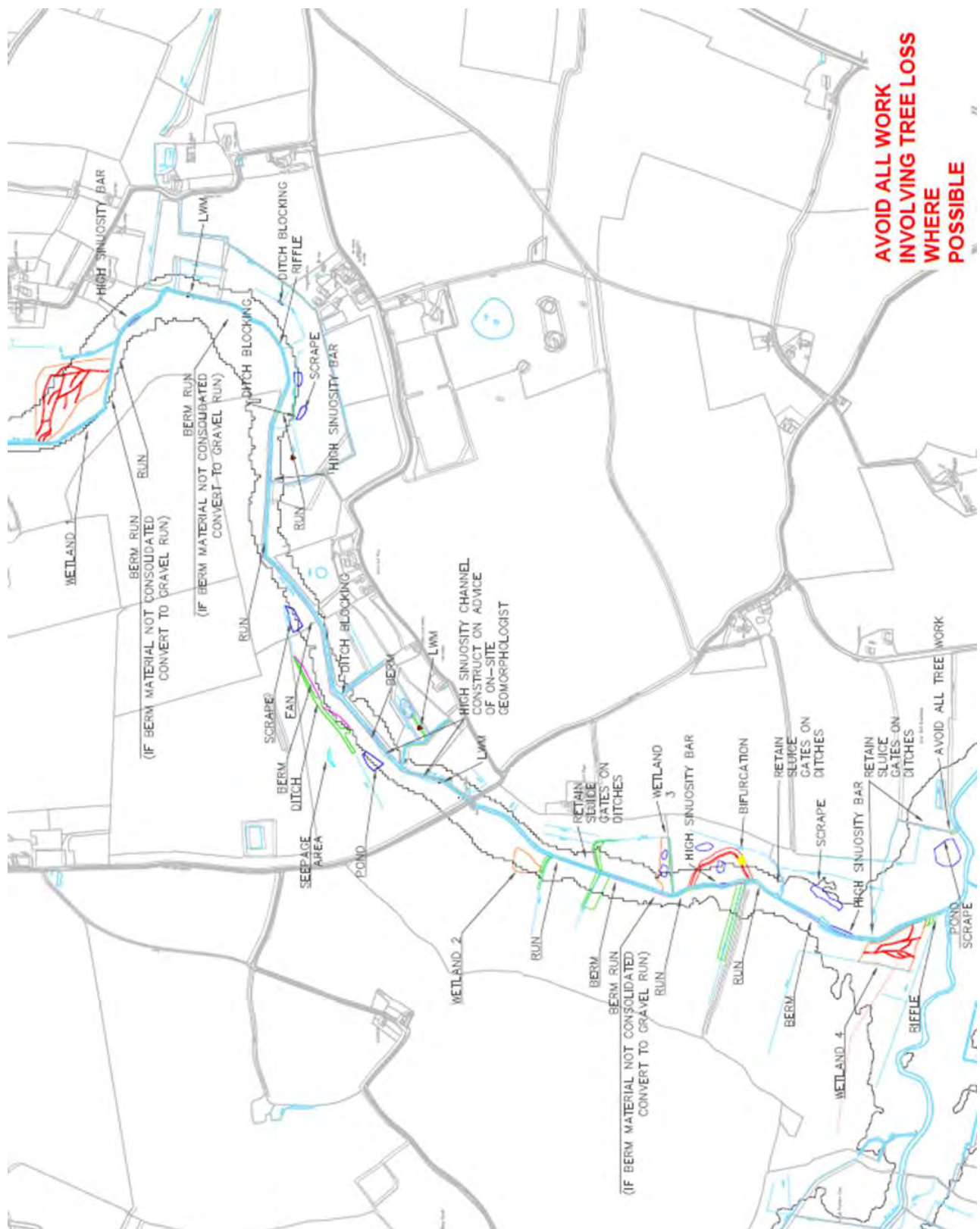


Figure 1: Map showing Board Adopted watercourses in black and approximate location of works is indicated by the red star.



3.2. 21_03921_C at Holkham Lakes, Billingford

The Norfolk Flyfishers club has created a piped spillway from Holkham Lake into the Board's adjacent Adopted Watercourse (DRN105G0101). Following a site visit requested by the club to look at flooding, the Operations Engineer identified this as being unconsented work. The club has now applied for retrospective consent (required as per Byelaw 10) to retain the spillway.

The spillway is constructed from reinforced concrete with 6 x 225mm diameter pipes embedded within the concrete to allow high levels to discharge from the lake in a controlled manner. There is a concrete apron on the downstream side to prevent erosion and drop boards to stop flow through the pipes if required.

The Operations Engineer believes that the structure has no detrimental impact on maintenance activities or flood risk and may even prove useful to the Board if an inlet to the lake can be formalised, which would allow the lake to act as an attenuation area in high flows.

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

Officer recommendation: Officers recommend approval of the spillway subject to the Board's standard terms and conditions



Figure 3: Board Adopted watercourses in black, District boundary in blue. Location of works shown by red star. Photograph taken by the Board's Officer in January 2021.

3.3. 21_04020_C at Holme Marshes, Thornham

The Board has received an application for multiple works to enhance the wetland habitat at Holme Marshes for a Higher Tier Countryside Stewardship scheme. The Board is a partner in this project along with the applicant and Natural England.

The works will primarily take place between two Board Adopted watercourses (See figures 5 and 6 below) and are summarised below:

- 4x Linear Water Penning Structures (see figure 4 below).
 - 1 along the Eastern side of No. 2 Drain.
 - 1 on either side of No. 1 Drain.
 - 1 on the Southern side of the riparian watercourse running between the two adopted watercourses to the North of the site.
- 3x Drop board sluices in three separate riparian watercourses running into No. 1 Drain (see figure 4 below).
- Restoration of the riparian (privately maintained) watercourse running between the two adopted watercourses to the South of the site (see figure 4 below).

This application is required to be determined by the Board as per the Board's Scheme of Delegation, however the stewardship scheme involves multiple stakeholders and several aspects have yet to be fully negotiated and finalised.

Officer recommendation The officer recommendation is for the Board to approve the principle of the works and grant permission for the outstanding details to be considered and finalised by officers acting under delegated authority.

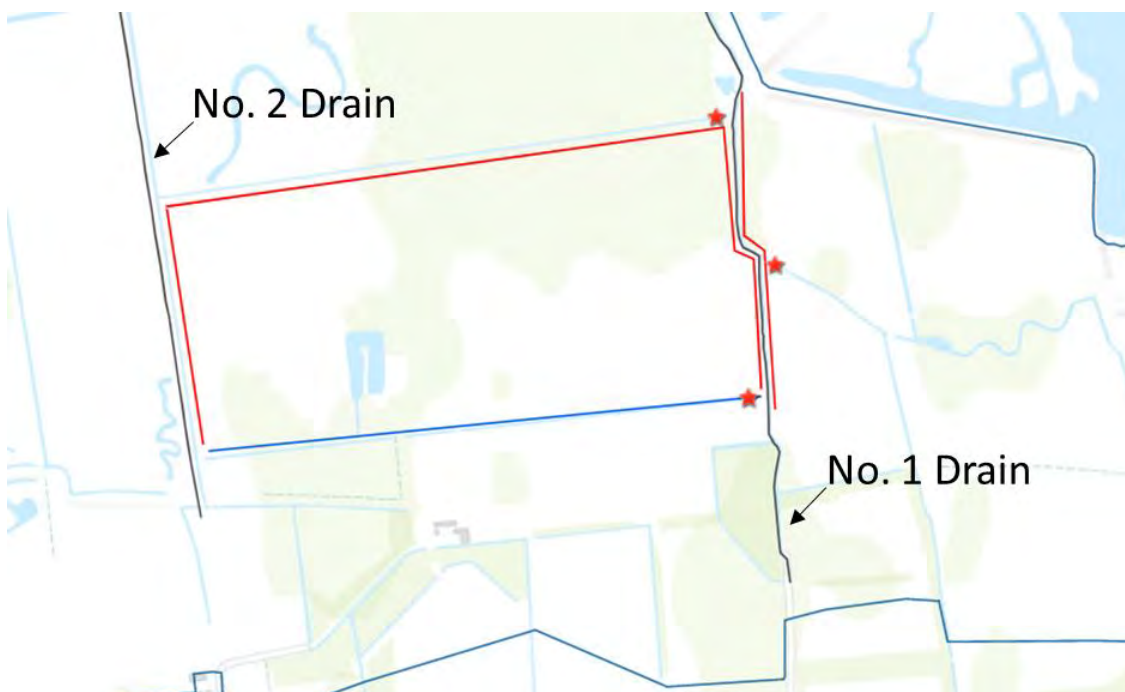


Figure 4: Board Adopted watercourses in black, bunds shown by red lines, drop board sluices by red stars and river restoration by blue line.

4. Consents Determined

During this reporting period, the following 7 consents under the Land Drainage Act 1991 and Board's Byelaws have been determined by Officers in accordance with their delegated authority.

| <i>Application Type</i> | <i>Number</i> |
|---|---------------|
| Byelaw 3 (B3) – Discharge of Treated Foul Water (TFW): | 0 |
| Byelaw 3 (B3) – Discharge of Surface Water (SW): | 1 |
| Byelaw 4 (B4) / Section 23 (S23), LDA 1991 – Alteration of watercourse: | 3 |
| Byelaw 10 (B10)– Works within 9 m of a Board's maintained watercourse: | 3 |
| Total: | 7 |

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

| Case. Ref. | Case File Sub-type | Parish | Location / Site Name | Description of Application or Proposal | Determination |
|-------------------|---------------------------|-------------------|-----------------------------|--|----------------------|
| 20_03324_C | Byelaw 3 Surface Water | Guist | Bridge Road | Proposed discharge from 4 dwelling at 0.7 l/s | 28/01/2021 |
| 21_03685_C | Byelaw 10 | Cawston | Cawston Road, | Habitat improvement and natural flood management project | 15/04/2021 |
| 21_03686_C | Section 23, LDA 1991 | Cawston | Cawston Road | | |
| 21_03700_C | Section 23, LDA 1991 | Sculthorpe | Creake Road | 3 water control structures | 21/01/2021 |
| 21_03770_C | Byelaw 10 | Great Witchingham | Fakenham Road | Temporary damming of watercourse | 05/02/2021 |
| 21_03780_C | Section 23, LDA 1991 | Swannington | Manor Drive | Habitat improvement and natural flood management project | 15/04/2021 |
| 21_03781_C | Byelaw 10 | Swannington | Manor Drive | | |

5. Enquiries

Officers have responded to 23 enquiries during the reporting period.

| Case. Ref. | Enquiry Type | Parish | Description |
|------------|----------------|-------------------------|--|
| 20_02981_Q | Works | Holme next the Sea | Regarding habitat enhancement |
| 20_03286_F | Flooding | Costessey | Report of Flooding |
| 20_03603_Q | Works | North Tuddenham | Enquiry regarding EIA Opinion |
| 20_03606_Q | Infrastructure | Beetley | Enquiry regarding blocked drain |
| 20_03630_Q | Works | Lenwade | Enquiry regarding leaking AW main |
| 21_03688_Q | Infrastructure | North Elmham | Enquiry regarding failed Culvert |
| 21_03707_F | Flooding | Weasenham All Saints | Report of Flooding |
| 21_03752_Q | Planning | Whinburgh and Westfield | Enquiry regarding proposed works |
| 21_03768_Q | Works | Wymondham | Enquiry regarding proposed works |
| 21_03773_Q | Infrastructure | East Rudham | Enquiry regarding infrastructure |
| 21_03782_Q | Regulation | Brancaster | Enquiry regarding IDB responsibilities |
| 21_03791_Q | Regulation | Trowse With Newton | Enquiry regarding consent |
| 21_03811_Q | Works | Wymondham | Enquiry regarding consent |
| 21_03855_Q | Flooding | Burnham Market | Report of Flooding |
| 21_03940_Q | Infrastructure | Newton By Castle Acre | Enquiry regarding Byway Consultation |
| 21_03947_Q | Planning | Dereham | Request for pre application advice |
| 21_04073_Q | Regulation | Reepham | Enquiry regarding maintenance |
| 21_04097_Q | Works | Burnham Norton | Enquiry regarding maintenance |
| 21_04160_Q | Abstraction | Raynham | Consultation on abstraction |
| 21_04203_Q | Regulation | Buxton with Lammas | Enquiry regarding maintenance |
| 21_04210_Q | Regulation | Bradfield | Enquiry regarding maintenance |
| 21_04234_Q | Regulation | Wymondham | Enquiry regarding IDB responsibilities |
| 21_04242_Q | Regulation | Southrepps | Enquiry regarding infrastructure |

6. Planning Comments

Officers have provided comments on 12 applications that are either in or could impact on the Boards Internal Drainage District. 4 of these applications are for major developments and are summarised below;

| Planning App. Ref. | Parish | Location / Site Name | Description |
|--------------------|---------------|----------------------|------------------------|
| 2020/2416 | Barnham Broom | Rush Green | Commercial Development |
| PF/20/0523 | Ryburgh | Fakenham Road | Commercial Development |
| PO/20/0524 | Ryburgh | Fakenham Road | Commercial Development |
| 2021/0054 | Wymondham | Rightup Lane | 33 Dwellings |

In addition to the above planning applications, officers continue to monitor the following applications for Development Consent and liaise with the Planning Inspectorate / applicants as required:

- Norfolk Vanguard Offshore Wind Farm (Cable Route)
- Norfolk Boreas Offshore Wind Farm (Cable Route)
- Sheringham and Dudgeon Offshore Wind Farm Extension (Cable Route)
- Hornsea Project 3 Offshore Wind Farm (Cable Route)
- A7 North Tuddenham to Easton Dualling Scheme

7. Fees

There has been 1 surface water development contribution fee paid during the reporting period. These fees are detailed below;

| Case ref. | Site | Amount (no VAT) | Date invoiced | Paid? | Reason for payment |
|------------|--------------------|-----------------|---------------|-------|---|
| 20_03324_C | Bridge Road, Guist | £ 2,581.15 | 17/12/2020 | Yes | Discharge of surface water from an impermeable area of 2,090m ² at a rate of 0.7 l/s |

Cathryn Brady – Sustainable Development Manager

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Norfolk Mink Project

Annual Newsletter 8

January–December 2020



**Norfolk
Non-native
Species
Initiative**

2020 Stats

Mink Caught 70

Rafts 323

Traps 440

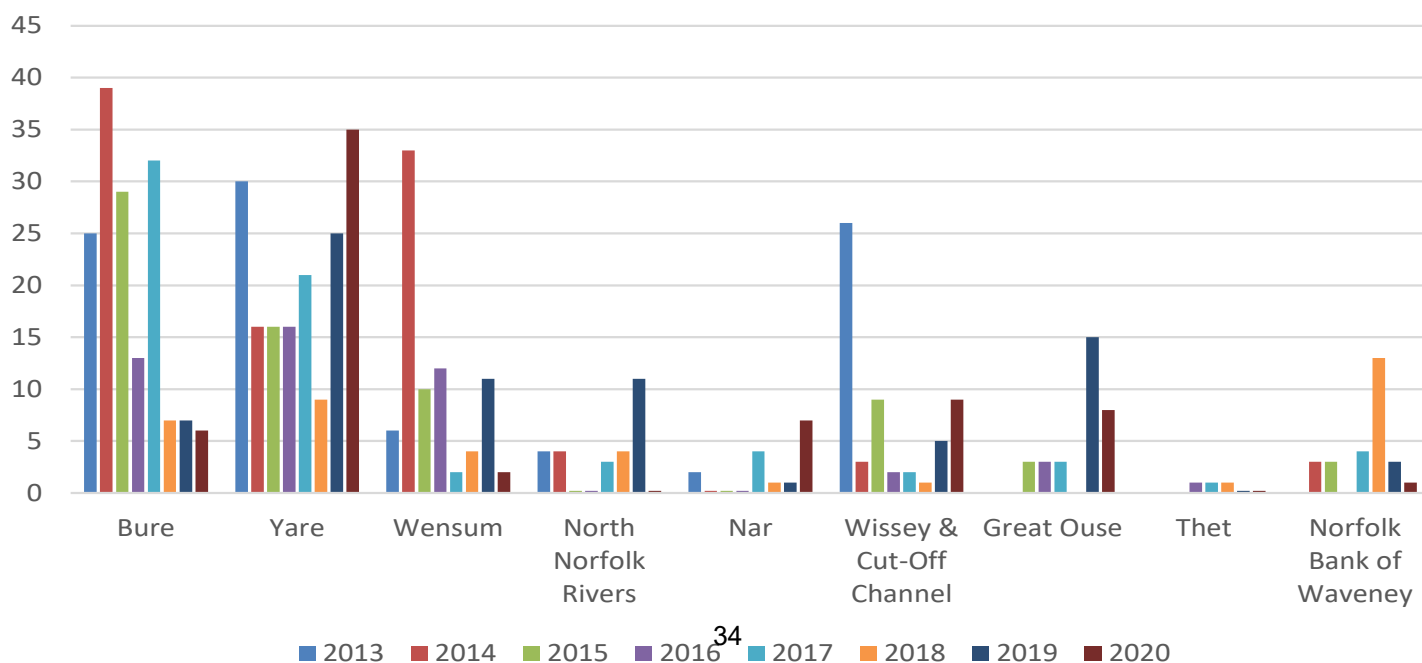
Volunteers 323



2020 has been a very exciting year, it is when mink control in Norfolk, and East Anglia more generally, prepared to step up a gear! Mink control in Norfolk, Suffolk and Cambridgeshire received a Defra / HLF grant of **£229,000** in December, for a 15 month project that started in January 2021. However, more of that later, first - what did we achieved in 2020?

With your help we caught 70 mink across the county, dominated this year by mink from the Yare catchment, which have accounted for half of the total. We have continued to build up the number of smart traps thanks to private donations and help from our partners in the IDBs, Natural England, the Broads Authority. These have been used mainly in the Broads and in the west of the county.

Figure 1. Annual totals of mink taken by catchment 2013-20



TRAPPING SUMMARY

Figure 2. Mink Events 2020

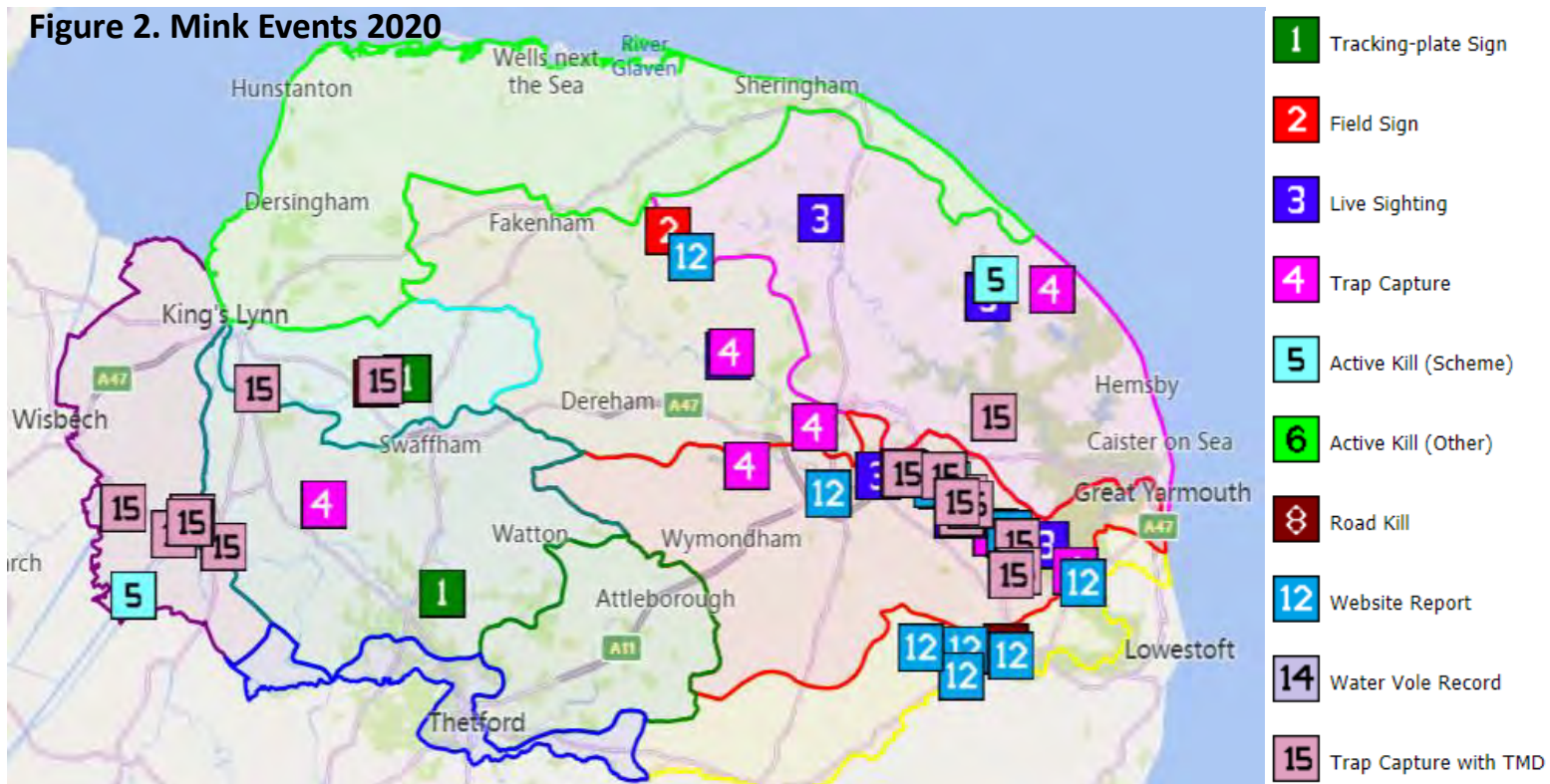


Figure 1 shows the numbers of mink killed by catchment over the past 8 years. This can only be a very general reflection of what is happening on the ground, as over time we have increased the trapping effort and have also been gradually increasing the number of more efficient 'smart traps'. For various reasons, most of these traps are in the Broads and in west Norfolk so will tend to bias results towards these areas.

Eighty percent of all mink trapped this year were caught in smart traps, although these make up less than 20% of the total. Not only are rafts fitted with smart traps better at catching mink, they also require less work to manage than checking and maintaining rafts with clay pads. Tony Martin, who manages over 80 smart traps in west Norfolk and Cambridgeshire, recently analysed the total number of visits that were necessary to keep a smart trap running effectively for every day of the year. On average it worked out at less than one visit a month, and this includ-

ed all visits: for mink, releasing non target captures, maintenance and even periodic checks to ensure everything is in order.

Figure 2 shows the distribution of all 'mink events' that we recorded last year; that is a combination of captures, sightings, field sign etc. It shows the concentration of mink activity along the lower Yare and in the Great Ouse out towards the Ouse Washes. There were also a number of sightings reported along the Waveney but, as far as we are aware, without the mink captures that might have been expected to have stemmed from these. This area has, for historical reasons, mainly been trapped by Suffolk Wildlife Trust but we will be working with them closely in 2021 to put out smart traps along the length of the river.

Another big advantage of smart traps is that we know precisely when they are operating, which means that we will have a much better idea of trapping effort. It is mink killed per night of trapping that will really begin to tell us the impact that we are having on the underlying population, rather than just the number killed, where a year to year change could be due to more or less trapping taking place.

With all these advantages, expect us to contact you soon to see if we are able to get you upgraded to a smart raft!



REPORTS FROM THE CATCHMENTS

BURE, YARE & THET

Stephen Mace

07920 522054 macey@stephenmace.co.uk

MINK CAUGHT & STATUS 2020

Number caught in previous year ()

| | | |
|-------------|----------------|---|
| Bure | 6 (7) | ● |
| Yare | 35 (25) | ● |
| Thet | 0 (0) | ● |

Bure

Numbers of mink caught in the Bure remain low compared to years gone by, with only 6 caught in 2020. Of these, 4 were caught at East Ruston, 1 at Calthorpe Broad and 1 at Sotshole Broad near Ranworth. Sightings were also very sparse but there was a live sighting at Wayford Bridge and another in the upper Bure at Erpingham. With the numbers being reasonably low for the last few years I'm very proud of the work everyone has put in to achieve this, and in a very difficult area, which has some of the best habitat for mink in Norfolk. However, we must remain vigilant and not let up or mink will quickly re-establish themselves in the broads.

Thet

For the second year running no mink have been caught, and we have not even had a single sighting. Despite this, I still feel that there could be a small number of mink in the catchment somewhere, as there is a lot of ideal habitat. I am also looking for new volunteers here and I would like to get some permanent smart traps in place. If you know of anyone who would be interested in volunteering, please pass on my contact details or let me know.

Yare

Once again we have seen an increase in numbers in the Yare; up to 35 for 2020, a jump of 10 from 2019. As in

previous years most of the mink have been caught between the mouth of the River Chet and Norwich. The rafts and smart traps that went out just over a year ago with the help of funding from the Water, Mills and Marshes Project have been extremely successful. Between them they have caught 13 mink in 4 different locations. Other



smart traps in the area have caught a further 10, and a female and litter of 4 kits were removed from under some riverside decking. I have a feeling that mink are trickling down from the upper reaches of the Yare and maybe the lower end of the Wensum. If you know someone who might want to join, anywhere on the Upper Yare west of Bawburgh or on the Tiffey, for example, I would be very interested in talking to them; please feel free to pass on my contact details.

NORTH NORFOLK, GT. OUSE & NAR

Rory Hart

07950 555279 roryhart@ymail.com

MINK CAUGHT & STATUS 2020

Number caught in previous year ()

| | | |
|-----------------------------|---------------|---|
| North Norfolk Rivers | 0 (11) | ● |
| Great Ouse | 8 (15) | ● |
| Nar | 8 (1) | ● |

North Norfolk Rivers.

Reports of mink activity across this area of the county

have been low. It is pleasing that the lower Glaven, which appeared to have a family of mink and associated

sightings last year, now appears to be quieter. The action and vigilance of the Glaven conservation group appears to have been a success. Otters continue to feature in more catchments; one animal investigated a very small garden pond, about 500 meters from a ditch that sometimes contains water, on two separate evenings.

The Norfolk Rivers Trust (NRT) continue to liaise closely with the mink project providing reports of potential mink presence and where field staff have recorded the presence of water voles. Sites where these vulnerable animals occur are a high priority for monitoring and control effort. We are most grateful for the expertise, practical support and co-operation of the NRT.

The problems of remote locations or where access is particularly awkward have in the past made deployment of control equipment impractical. The new smart traps / rafts have greatly eased these problems. Locations of high conservation value such as wader nesting sites can now have mink control in situ and be monitored without the need for daily disturbance when checking an active trap.

Great Ouse.

Reports of mink at Denver, Salters Lode and Downham Market were all investigated. Monitoring equipment was set up in co-operation with Tony Martin. A number of mink were caught in these locations but it is very likely that a population continues to live in the area. The large amount of suitable habitat available and the popularity of the rivers for recreation make control difficult and disturbance, frequent. Volunteers in the area have put in a great deal of effort to reduce interference with equipment and monitor rafts.

A number of volunteers have reported that rafts provided by the project are beginning to deteriorate and have been



replaced. Please let me know if your raft is beginning to age and we can then replace it or, better still, upgrade to a smart raft. Our new rafts have the polystyrene buoyancy completely boxed in so bits should no longer be able to break off and enter the environment.

Nar.

This catchment has had several reports of mink but also a successful trapping campaign by Tony Martin (Waterlife Recovery East (WRE)) and volunteers. The Norfolk Mink Project works very closely with Tony and WRE throughout west Norfolk. This has enabled a number of smart traps to be put out and more are planned for next year. Environment agency staff have been very supportive with monitoring work on rafts as well as reporting any mink seen.



During the autumn period rainfall rates rose sharply leading to a rapid rise in river levels and sluices being opened for improved drainage. This led to some challenging conditions but trapping was able to continue at most sites. 2020 has shown that mink are more frequent in the Nar than was previously indicated from reports of their activity.

| WENSUM AND WISSEY | | Paul Gambling | |
|---|---------------|---------------|---|
| For 2021; Wensum—Stephen Mace (07920 522054), Wissey—Tony Martin (07977 979589) | | | |
| MINK CAUGHT & STATUS 2020 | Wensum | 2 (11) |  |
| Number caught in previous year () | Wissey | 10 (5) |  |

Wensum
It has been a relatively quiet year with little in the way of sightings, although a juvenile was caught at Hellesdon in August and an adult at Lenwade in December. We were able to get 3 smart traps out on the Tud, purchased as mitigation for civil engineering works possibly impacting on a water vole population and are planning to get more smart traps out at suitable sites in 2021. It will be inter-

esting to see if that results in more mink being caught.

Wissey and Cut-Off Channel

One was caught at Barton Bendish, 2 near Denver, 3 at Denver Sluice and 4 at Hilgay. These were all, bar 1, caught in smart traps put out through Tony Martin, with the great co-operation from the local farming community. There was also sign of a juvenile mink left on a raft tracking plate in the STANTA area.

Change in Co-ordinator

Paul Gambling has made a valuable contribution to mink control in Norfolk over many years, for which we are very grateful, but he will cease to work as a Co-ordinator from the end of March 2021. If you need any assistance or wish to report a capture along the Wensum please contact Stephen Mace; for the Wissey and Cut-Off Channel please contact Tony Martin.

WAVENEY AND LITTLE OUSE

Alice Wickman

07826 867009 alice.wickman@suffolkwildlifetrust.org

Stephen Mace (Norfolk bank of Waveney)

MINK CAUGHT & STATUS 2020

Number caught in previous year ()

Waveney

32 (39)



Little Ouse

7 (11)



Waveney

The Suffolk Project coordinates most of the trapping in our southern boundary catchments. Suffolk has seen the number of mink taken in the county fall from 112 in 2019 to 59 in 2020. The Norfolk part of the catchment also saw a fall, with only one being caught. Despite the fall, it still means 66% of the Suffolk total were caught in the 2 border catchments of the Waveney and Little Ouse.

Little Ouse

There has been a further fall in captures this year, to a about a third of what it was 2 years ago. We hope the fall represent a real fall in the underlying population. However, we will get a much better idea in future years, as the numbers of smart traps increases. These let us know precisely over what period traps are open and able to catch,

and we can look at the number of mink per unit of trapping effort. The rise or fall in this index will tell us so much more. By itself, a change in the number caught could be due to more or less trapping, and have little to do with the mink population increasing or decreasing in size.

Change in personnel

Penny Hemphill, who has masterminded trapping in Suffolk for nearly the past 20 years, is retiring from the Suffolk Wildlife Trust at the end of March 2021. We hope that after a well earned break she will be back supporting mink work in a voluntary capacity. But whatever the future holds, we wish her a long and enjoyable retirement knowing that she has done so much to protect wildlife in Suffolk and neighbouring counties.

AN EXCITING FUTURE AHEAD: GREAT FOR WILDLIFE, WORRYING FOR MINK!

In our last Newsletter, I introduced Waterlife Recovery East (WRE) (<https://waterliferecoveryeast.org.uk/>), the organisation that brings together all of the groups carrying out mink control in East Anglia and its dynamic Chair, Professor Tony Martin. The group has not been idle and successfully bid for a £219,000 grant to improve mink control across Norfolk, Suffolk and Essex. The grant was a Defra funded Green Recovery Challenge Fund grant administered by the National Heritage Memorial Fund. This allowed us, with the help of one of our partners (the Norfolk Rivers Trust) acting as the employer, to employ some³⁸

one full time in Norfolk. We had a strong field of applicants but the role went to Stephen Mace, who many of you will know, and who has been the highly effective co-ordinator for our Broadland catchments for the past 10 years. The grant has also allowed staff to be employed in Suffolk and Cambridgeshire and the purchase of equipment, including 240 'smart rafts'.

The grant was awarded in December for an almost immediate start, on January 4th 2021. The grant will finish at the end of March 2022. The Norfolk Mink Project and WRE are working together effectively as one organisation

in Norfolk, and those who already knew Stephen as their Co-ordinator will notice little change in their relationship. The big change is that we are working as fast as possible to upgrade everyone we can to new smart rafts. These are so much more efficient at catching mink, as they can be left set 24/7, 365 days a year, and only need to be visited when your phone ‘pings’ to tell you the trap has gone off. In a pilot study of some 80 ‘trap years’ (1 ty = 1 trap open and running for 1 year) in Cambridgeshire and the west of Norfolk, carried out by Tony Martin, he found that this meant visiting a trap less than once a month on average.

We have also settled on a standard for our equipment



A delivery of flat-packed rafts and traps—quickly deployed!

based on all our experience to date, this is:

- Filcris rafts with a solid edge to avoid polystyrene breaking off and entering the environment
- Perdix traps, which have an integral otter guard
- Remoti trap monitoring units that are placed on top of the trap rather than on the end. This protects the unit and means less errors being transmitted and also slightly improves the signal.

A smart trap and raft unit, together with post and ancil-

lary bits and pieces, costs about £300, although we have been able to get some discount for purchasing the components in bulk.

Fortunately we have also been successful in bidding for another substantial grant and have received 3 grants



Raft built, now part of a smart trapping unit awaiting a customer!

funded by Anglian Water and administered by the Cambridgeshire Community Foundation that have amounted to £43,950. Together the grants cover the whole of Norfolk and a small part of Suffolk and Cambridgeshire. This will purchase us a further 90 rafts and cover some staff time to deploy them and support their use.

As I explained in the last Newsletter, WRE has the objective of carrying out a trial eradication project in East Anglia. These fantastic grants are not sufficient for us to start the full project but they do allow us to build a solid foundation from which to go forward. We will know, for example, much more about smart traps, how effective they are, the density we need to deploy them at in different habitats, and how many volunteer trappers can one project officer support. We will also start from a mink population that is even smaller in size than it is now, and native wildlife that is already better protected!

THE SCENT OF SUCCESS ?

Mink are very smelly animals; as you may have had the ‘good fortune’ to find out! As with other mustelids, scent plays a prominent role in their social organisation. The question is, can we use this to our advantage when trapping? Their main scent gland is the anal gland, which consists of two pouches holding the secretions, which can then be discharged through ducts just inside the anus. During the mink eradication project in the Western Isles,

the scientists involved did a trial to see if trapping efficiency could be improved by the use of a scent lure. They used both a commercial lure from the USA that was derived from anal glands, and secretions that they extracted directly from the glands of dead mink onto cigarette filters. Both of these lures increased the capture rate significantly compared to using fish as a bait.

These findings chime with experiences we have had dur-

ing our own operations.

To give a typical recent example, someone close to the River Yare saw a mink some years ago and was set up with a raft and trap. There was no further trouble until recently, when he lost 15 domestic chickens to what might have been to mink. He had also recently been given a smart raft but as no mink were caught he purchased a trail camera, to see exactly what it was taking his chickens. He soon had a photograph of a mink passing the raft and heading to the chickens. Stephen Mace immediately went out and scent marked the raft trap and two additional traps set on the bank where he thought that the mink was probably coming out of the dyke. The scent was laid by rubbing a dead mink on the traps and the ground. At five o'clock that day the first mink was caught, followed by 2 others in the following week. Not of itself proof of the effect of scent improving trapping success but another strong indication that it does.

The mink in the photograph is a female at another site and is still focused on the golf ball, despite the trap being taken out of the raft onto the bank; the ball contains a cigarette filter dipped in anal gland secretion from another female. The ball was originally wired to the roof of the trap but has been pulled down. Interestingly both sexes seem to be attracted to the scent of another mink regardless of the sex. One final thing I found out—if you send an email to someone in County Hall extolling the virtues



of anal glands the email does not get past a screening for decency. However, I was subsequently let into the building without having to wear a badge warning of some sort of 'deviant interest'!

DNA— WHO DO YOU THINK YOU ARE ?

As you probably know, we are trying to collect a small tissue sample from all mink that are caught so that these can be sent for DNA analysis. The analysis is kindly being carried out for us '*pro bono*' by Professor Bill Amos at the University of Cambridge. We are very grateful to Bill, and the results are just beginning to come back. We ultimately hope that we can work out how mink are related to each other. It is a mink version of the BBC's 'Who do you think you are', based on DNA! Among other things, this might well tell us how far a mink has travelled since it was born (assuming its mother had not moved far from a stable territory) and if we are likely to have caught all the young from a litter. The analysis could also potentially confirm the sex of the animal sampled. This, apparently, need not be difficult but Bill is trying to combine it with looking at relatedness so that it can all be done in one

test, and this is proving more challenging. Bill now has some 200 samples to work with, which allows sufficient individuals to start looking for the best sections of DNA to help determine relatedness.

A first early analysis shows that there is a strong positive relationship between the degree of relatedness of individuals and the distance apart that they were caught. At one level this is no great surprise, as you would expect closely related animals to be caught near to each other. However, the strength of the relationship indicates that they may not be moving as far or as fast as we might have thought, which could have implications for our trapping programme. All this is still at a relatively early stage but we are starting to get tantalising glimpses of what valuable information that we might get out of this work.

If you dispatch a mink, please make sure that a tissue sample is collected. We only need a few square mm of ear, which can be saved in a small plastic tube of alcohol or even popped into a plastic bag with a piece of tissue and posted to us. Your Coordinator will be only to

pleased to help, and can provide you with a sample tube or, if it is easier, a stamped addressed envelope with a suitable plastic bag; you can request one via the 'Report a capture' button on the home page of the Waterlife Recovery East website <https://waterliferecoveryeast.org.uk/>.

AND FINALLY

It has been a very exciting end to 2020 and start to 2021, we now have sufficient finance to start seriously upgrading our existing traditional Mink Rafts to new rafts fitted with smart traps. However, what has helped make a successful bid for this funding possible, is the fantastic work that we have demonstrated in Norfolk; we have achieved a great deal on a tiny budget because of the great support from you, our partners and volunteers. Without literally hundreds of committed volunteers in Norfolk, working to save our wildlife, and putting out rafts and cage traps to locate and trap mink we would not have been able to move to this next step in our longer term aim of a mink free East Anglia.

The new funding has already had a big impact in Cambridgeshire, which has historically not seen the widespread trapping. They have already caught 54 mink in the first 3 months of 2021, which should further reduce immigration into Norfolk. We are also using the funding to have a new 'Cloud' database developed for us that is able

to record all the additional information that we can get from smart traps and DNA samples. We also intend to make this available to all our volunteers so that you can see what is happening over the whole of East Anglia in almost real time. Personal data will not be viewable and maps will be slightly 'fuzzy' to protect peoples privacy.

A big thank you to those who have donated this year, and despite our grants we still have so much to do. **If you are able to help protect our wildlife and make a donation to help us, please do get in touch and play an even greater part in this exciting project. As always, from all of us involved with managing, financing and co-ordinating our Project, a huge thank you to all our volunteers.**

Simon Baker

Chair of the Steering Group and editor of the Newsletter



Waterlife Recovery East Steering Group meeting, Weds 10th March 2021 at 10:00

Minutes

Present: Tony Martin (Chair), Bill Amos, Caroline Laburn, Darren Tansley, Dave Rogers, Emily Smith, Joe Martin, Josh Kalms, Louise Farmer, Martha Meek, Mike Drew, Penny Hemphill, Richard Lawrence, Simon Baker, Tim Hill, Vince Lea (minutes).

Apologies: Chris Strachan

1. Introductory remarks

Tony welcomed Joe Martin and Josh Kalms to the group. JM is a farmer and passionate conservationist who has volunteered and recruited many additional landowners and volunteers from his local network, and informally represents the landowning community for us. JK was recently appointed as Water for Wildlife officer for Herts & Midds Wildlife Trust and will replace Martin Ketcher; TH joined in as part of this transition.

2. County roundup

Essex – DT reported. There has been a delay in the major funding award, now expected in 2022, so activity is much as before, with about 50 – 60 mink rafts in operation and 5 or 6 mink caught this year. Some equipment lost in floods. Several smaller grants have been secured to keep operations ticking over, and intending to apply through Green Recovery Challenge Fund (GRCF) round 2 for South Essex. DR reported on 15 mink for Rainham Marshes RSPB in 2020.

Suffolk – PH reported. Now up to date with data and 59 were trapped in 2020. With the new recruit (Alice Wickman) on the GRCF WRE project, more rafts are going out and being built every week. PH is stepping down at the end of March and wishes the project well, and is pleased to see AW taking up the challenge. We passed on our thanks and best wishes to PH.

Norfolk – SB reported. Tally for 2020 was 70 mink. Steven Mace is now employed on the GRCF project, and is getting many smart rafts out to existing volunteer stations, roughly 11 per week, with 21 new this year, bringing the total of smart rafts (including existing Remoti & Mink Police rafts) to 53 for the Norfolk Mink Project. TM & JM have 29 rafts in place and there are 13 others run by various nature reserves. Nine mink caught in 2021 so far.

Lincolnshire – CL reported. The network of smart rafts in South Holland is roughly similar to 2020, when 23 mink were caught, but so far only 1 has been caught this year – a sign of trapping success. More drainage boards are taking interest. Recently added the North Level to the network (Cambs/Lincs border area) and Witham likely soon.

Cambridgeshire – VL reported. Work for a recent report to EA was used to summarise the situation – a county map combining smart raft locations of the Countryside Restoration Trust, Middle Level, TM and various nature reserves showed good widespread coverage of the county, with the main gap in NW Cambs around the Welland. Emily Coleman was now employed on the GRCF project and making good progress getting new rafts out. Just over 80 rafts in place, roughly one third operated by TM, slightly more by CRT and rather fewer by the Middle Level, 6 or so by reserves. c.50 more will be going out in the next few weeks. A total of 50 mink caught in 2020, 36 to date in 2021, with the greatest concentration being an area of the Great Ouse in SW Cambs, where trapping started in November 2020 and has been catching a mink per week since.

Bedfordshire – RL reported. Five new smart rafts going out soon, 3+ traditional rafts remain in operation but only one roadkill mink to report for 2021. Friend of TM reports catching half a dozen mink at Tempsford on the Ivel close to Cambs. TM has installed 3 smart rafts in NE Beds on the Ivel and Gt Ouse.

Herts & Middsx – TH reported. JK now employed 1 day per week funded by Lee Valley & EA. 13 new smart rafts (Ver, Upper Colne & Lee) but no catches yet in 2021. 8 were caught in 2020 with traditional rafts mainly on Stort & Chess rivers. A project involving conservation anglers on the Colne is going well and featured on Countryfile. This funded by HS2 mitigation. Co-ordinating action with Essex on the Lee.

RSPB – DR reported. Recent EA funding has boosted activity on all East Anglia reserves, with more rafts & guns going to Frampton, Nene Washes, Lakenheath, Ouse Fen, Rainham & Old Hall Marshes. Currently collating 2020 data. No mink caught at Lakenheath in 2020 for the first time, despite 826 trapping days – clear sign that trapping outside the reserve by Cambs & Suffolk projects has achieved the desired result. CL asked about reserves in broadland e.g. Halvergate, these fall outside DR's area but SB reported that Strumpshaw is active and the suggestion of The Fleet would be followed up.

General discussion on activity – TM wonders if our volunteer base is now the rate-limiting step as equipment is generally in good supply. ES suggested more anglers could be involved and she will try to raise awareness. LF has found that articles in members magazines and local groups has been effective with BASC members and will put more info on the regional Facebook page.

Action – LF and ES to promote volunteering opportunities to anglers and game interests.

3. WRE as a charity?

SB presented a paper outlining the pros and cons of charitable status, building on the work by MM who has been through this process for Waveney River Trust. The trust board would need to be a different body to the WRE steering group, a smaller group perhaps reflecting the future ambition of a GB eradication. The charity would continue to work with existing partners rather than replacing them, but would be able to get funding to support regional action. Objectives should be clear and focus on the positive outcomes.

Action – There was general agreement that this would be a sensible way forward, and a working group of MM, JM, TM & SB will work together to take this forward.

Suggestions for trustees would be welcome (VL suggested Jonathan Reynolds).

4. Activity under GRCF award.

Much was covered under the county roundup but VL reported on the management strategy, fortnightly Zoom meetings of the three county partners (Norf, Suff & Cambs) managers alternating with meetings of the Project Officers meant that collaboration was going well, and we were focussing on border areas to avoid missing or duplicating any area. Learning well from each other and solving equipment supply issues. There is currently work on testing & refining the shared database.

5. Grant applications and strategy

Anglia Water had recently granted £44k for catchments in Norfolk & Cambridgeshire, bringing our success rate so far to 6 out of 6, but what's next? Funding is good at present, but the GRCF grant runs out in a little over a year, staff contracts will be ending and we will face a funding cliff edge

unless plans are made very soon to replace that income. All to keep aware of opportunities, WRE can help with existing text and support.

The John Ellerman Foundation has been identified as a potential to employ staff with grants of around £100k+.

Funded projects must still rely primarily on volunteers on the ground, with staff co-ordinating Remoti accounts and supplying equipment, training and support for the volunteers, and acting as ultimate back up responders.

CL & DM discussed options under biodiversity net gain policies – these are becoming adopted by many councils.

JM pointed out that 70% of land is held by farmers and they should be more involved; CL raised the point that it could fall into part of the package under the new ELMS. ES reported that invasives are being considered under the tier system as level 2 and TM knows that the Invasive Non-Native Species Secretariat is supportive, while SB has been in discussion with the Natural England Chief Scientist who is also supportive, so political will is there.

Action – SB to contact Tim Hill at Natural England and TM to contact Niall Moore (INNSS) and Lord Gardiner for an update on government position.

Action – JM to contact FWAG to raise awareness of the opportunity for local farmers to host mink rafts.

SB thanks LF for the BASC contact scheme, we are now getting reports and samples from members who are trapping e.g. in Norfolk & Northants.

Action – LF to keep the profile up in regional magazines.

6. Research & Data

WA reported on 203 samples he has now received – multiples of 96 are used in the analysis, so this is enough to run two plates of DNA samples with genetic markers (microsatellites). 23 out of 24 markers are working well, giving a good set of data. 96 have been analysed initially. The main problems with DNA samples have come from hair samples (too little DNA) and internal organ samples (too *much* DNA); ears seem most suitable. The markers do not show huge diversity (c.6 alleles with most of them) but this will be enough. It will get more robust when we get to about 400 samples. A gender-identification test is not completely reliable yet but is being optimised. Results indicate clustering of genetic types regionally, which means it may be possible to deduce the origins of wandering mink that might turn up in future, and suggests most movements are fairly local.

One off trappers and finders of roadkill are invited to send ear samples to TM using prepaid envelopes and bags. This system will be needed in Essex as currently no freezer space available.

Action – TM to send envelopes to DT for this.

Labelling advice: sample code (initials & a number), date and place; keep the trapping details & biometrics in a spreadsheet/list for sending in separately.

When sending a batch, please let WA know in advance so he can be ready to collect them.

Samples from beyond our region would be useful.

7. Standard protocols

LF reported on the progress made inter-sessionally by the Protocol subgroup. A full protocol draft has been circulated and looks good so far. There was general approval of this. Seeking any modifications and comments by Wed. 17th March to get this finalised.

8. Website

There are a few occasions when the website seems to disappear – please email SB and Steven Mace if this occurs so we can track down the glitch. But generally it is good and the live updates keep some interest. It needs more fresh articles and all encouraged to contribute news and blog pieces if possible. We have been getting some enquiries and reports via this, CL made a useful reply recently and could circulate that to all as a template

Action – CL to circulate template email reply to website enquirers.

9. Database

SB reported on work by Simon Poulton, who has done a great job so far but still has a way to go. There have been some problems due to variation in protocols in different counties, and we still don't have a standard protocol for setting up smart raft stations. It will focus on present and future catches but will include details of past captures for long-term analysis. All animal captures will be linked to the Genetics data.

Live capture data will be visible allowing us to respond quickly to events

DT may be able to support further work on this as he has some funds set aside for database work.

ES asked if it will report into local records centres etc. – SB confirmed this, including non-target species.

10. Newsletter

So far this has not been produced – VL & TM have not had time. But it is urgent and TM will focus on this next.

11. AOB

MD joined late so we discussed the Anglia Water grant with him at the end. Similar funds are likely to be available again, with one round likely in November and definitely another round in February 2022. We have the forthcoming financial year to spend the recent grant. This is a likely template for future funds and is very much appreciated.

Finally, TM thanked PH for her contributions to the group and mink trapping in East Anglia over the years; she explained that she started the group in 2005 with DT and is pleased to see it going forward well. We all wished her well in her very active non-retirement projects! There was currently no-one lined up to replace her on the Steering Group from Suffolk Wildlife Trust, but with MM representing the Waveney and DR at the other end of the county at Lakenheath, Suffolk remains well represented so this was not seen as of immediate concern.

Date of next meeting – Weds 16th June 2021, on Zoom no doubt. Hopefully a real meeting will be possible later this year.

Borough Council of
**King's Lynn &
West Norfolk**

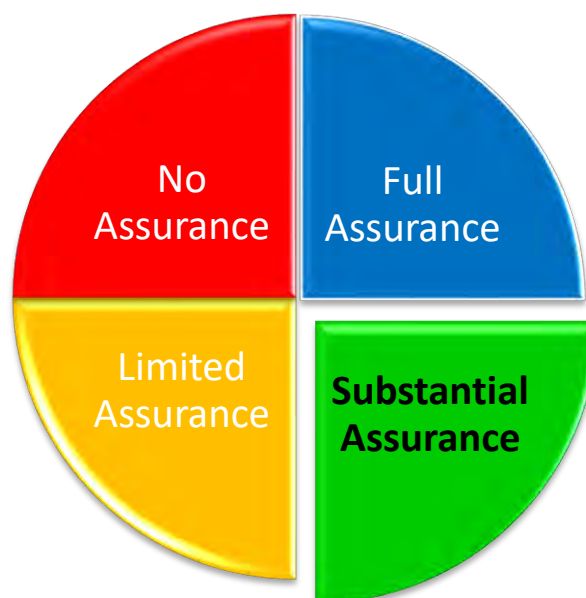


FINAL INTERNAL AUDIT REPORT

WATER MANAGEMENT ALLIANCE

**– REVIEW OF EFFECTIVENESS OF SYSTEM OF
INTERNAL CONTROL – 2020-2021**

19th April 2021



Internal Audit Service

This audit has been conducted in accordance with the Accounts & Audit Regulations 2015 and our Audit Charter, and complies with the Public Sector Internal Audit Standards. It should be noted that the assurances provided here can never be absolute, and therefore only reasonable assurance can be provided that there are no major weaknesses in control subject to Internal Audit review (at the time of testing).

The co-operation and assistance of all staff involved is greatly appreciated. This review was conducted by Mike Tweed to whom any query concerning the content of this report should be made to Michael.Tweed@West-Norfolk.gov.uk

The Executive Summary sets out the results of the work carried out and our overall conclusion on the system reviewed, and summarises the key recommendations arising.

Consultation

| | |
|--------------------------------------|-----------------------------------|
| Draft report issued | 16th April 2021 |
| Management agreement received | 19th April 2021 |
| Final report issued | 19th April 2021 |

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Executive Summary

| Our Assurance Opinion: SUBSTANTIAL ASSURANCE | | | | | | | | |
|---|-------------|---------|----|-------|-------------------------------------|--------|-----|-------|
| No. of Assurances Over Control Areas Reviewed | | | | | No. of Recommendations & Priorities | | | |
| Full | Substantial | Limited | No | Total | High | Medium | Low | Total |
| 7 | 3 | 0 | 0 | 10 | 0 | 3 | 2 | 5 |

Overall Objective and System Background

The overall objective of the audit was to ensure the effectiveness of the system of internal control operating within the Water Management Alliance (WMA).

The WMA is a group of Internal Drainage Boards (IDBs) who share the same vision, values and standards and have chosen to jointly administer their affairs in order to reduce costs, strengthen their own organisations and increase influence at a national and local level. Each IDB is responsible for providing flood protection and maintaining the drainage and water level management infrastructure within their respective area.

The WMA provides administrative and management support services to five constituent IDB Member Boards, namely Broads, King's Lynn, East Suffolk, Norfolk Rivers, and South Holland, and also provide support services to the Pevensey & Cuckmere Water Level Management Board. The Waveney, Lower Yare & Lothingland IDB joined the WMA on 1st April 2020; however, the WMA did not start providing support services to them until 1st April 2021, therefore, the Waveney IDB were not included within this year's audit.

Summary of Control Issues and Risks

Based upon the work carried out, Substantial Assurance can be given regarding the effectiveness of the system of internal control operating within the WMA. However, some control issues within Payroll and Risk Management were identified which require attention by management:

- Instances were identified where timesheet and expenses claims had been incorrectly paid or missed. Testing identified one employee paid at an incorrect rate for callouts claimed, one who was not reimbursed their full mileage claim, one whose mileage claim was missed entirely and another who did not receive their claim for passenger miles. It was noted that several SHIDB employees were incorrectly paid for overtime and/or mileage in July 2020; however, the errors were identified and correctly paid the following month.
- One SHIDB employee's timesheet was certified by the Foreman but not by the Operations Manager. Ordinarily, all SHIDB timesheets are authorised by both the Foreman and the Operations Manager.
- One SHIDB employee did not complete a timesheet for the three weeks that they were on leave. It was established that other SHIDB employees do complete a timesheet when they go on leave.
- King's Lynn, Norfolk Rivers and South Holland IDB Board minutes do not routinely state that material changes to the Risk Register for those risks scored 6 or above have been "considered and approved" by the Board at each meeting, or that the full risk register was "considered and approved" each year.
- The King's Lynn IDB Risk Register is dated more than a year ago (29/11/19), although there is evidence from the Board minutes from 13/11/20 and 15/01/21 of the Board considering and approving the register.

The Finance & Rating Manager assured Internal Audit that additional processes have been put in place to increase the accuracy of the payroll processing. All of the Finance team are to go on a payroll course when available to increase their skill set.

It is noted that the Finance & Rating Manager had been planning to draft procedure notes relating to the petty cash system last year; however, due to Covid-19 this has been delayed. It is envisaged that procedure notes will be written in 2021/22.

Summary of Recommendations

The recommendations arising from the audit are:

- Those employees identified in the audit testing whose expenses claims had been missed or who had not been paid the correct amount should be reimbursed correctly in the May 2021 payroll.
- Employees should be required to submit a weekly timesheet when they are on annual leave. Staff should complete their timesheet and have it authorised prior to them going on leave.
- Finance Officers should ensure that all timesheets have been appropriately authorised, by the IDB's Operations Manager, prior to payment. Any that have not been signed should be returned to the appropriate manager for authorisation.
- As required by each Board agenda, Board minutes should clearly state that any material changes to the risk register have been "considered and approved" by the Board. Similarly, when the full risk register is annually reviewed by the Board, the minutes should state that the full risk register was "considered and approved".
- The date stated on the King's Lynn Risk Register should be amended to record the most recent date the register was approved by the KLIDB Board.

Summary of Agreed Actions

Management will implement the following actions:

- Those employees identified in the audit will be reimbursed correctly in the May 2021 payroll. Additional processes have been put in place to ensure that expenses/mileages are more accurately reflected on the sheets. Finance will liaise with Operations Managers to ensure they understand the process for inputting mileage. Extra procedures have been introduced to ensure these are not missed when being processed onto the payroll, and any queries are dealt with prior to payment should they arise. All staff who are currently performing payroll duties will undergo additional training within the next 12 months (COVID-19 permitting).
- Finance will ensure a timesheet is submitted and has been authorised by the appropriate manager for holidays taken prior to payment.
- Finance will ensure that all timesheets are properly authorised prior to payment.
- The CEO's PA will check Board minutes to ensure that they state that the Risk Register has been "approved".
- The CEO's PA will check to ensure that the date that appears in the page footer is updated every time the Risk Register is updated.

2. Objective & Scope

2.1 The overall objective of the audit was to ensure the effectiveness of the system of internal control operating within the Water Management Alliance (WMA).

2.2 The audit involved the following:

- Creditors – sample testing of purchase orders and invoice payments for appropriate authorisation in accordance with Financial Regulations.
- Risk Management - reviewing Board minutes for evidence of review of Risk Register at regular intervals; reviewing each Board's Risk Register for expected and relevant risks.
- Budgetary Control – reviewing Board minutes for evidence that budgets for the year ahead are set and that monitoring reports are presented to the Board on a regular basis with analysis of any variations. Checking that financial reporting to Boards is in accordance with Financial Regulations.
- Reserve's Policy – reviewing each Board's Reserves Policy for adequacy and assessing whether each Board's reserves are appropriate.
- Income – reviewing the system for the receipt and banking of income; test checking a sample of income receipts for evidence of prompt and correct banking, and that VAT is accounted for correctly.
- Petty Cash – reviewing the petty cash system and the appropriateness of payments made out of petty cash for appropriateness.
- Payroll – sample testing of payroll records for correct authorisation of timesheets and correct application of PAYE/NIC deductions.
- Assets & Investments – reviewing the process for monitoring and reporting investments and assets, ascertaining each Board's current investments and where they are held. Tracing a sample of investments back to source documents for appropriate authorisation. Reviewing the process for the monitoring and reporting of cash flow, ensuring that cash flows are maintained at an appropriate level.
- Cashbook & Bank Reconciliations – sample testing of the reconciliation of each Board's cashbook to their bank statements, checking that any discrepancies are identified, investigated and explained, and that corrective action is taken. Checking that all bank accounts have remained in credit throughout the whole year.
- Year End Procedures – checking that accounting statements prepared during the year were prepared using the correct accounting basis.

2.3 Recommendations arising from the previous year's audit were followed-up to ensure their implementation by management.

2.4 The audit review was undertaken in liaison with the Finance & Rating Manager and consisted of discussions relating to the operation of the internal control processes, review of relevant documentation and sample testing of specific transactions.

- 2.5 Due regard was taken of the guidance issued on 30th March 2020 by the Joint Practitioners' Advisory Group (JPAG), "Governance and Accountability for Smaller Authorities in England – A Practitioners Guide to proper practices to be applied in the preparation of statutory annual accounts and governance statements (March 2020)" and "Good Governance for IDB Members" published by the Association of Drainage Authorities (ADA) in November 2018.
- 2.6 Following completion of the audit, Internal Audit completed section 4 of the Electronic Annual Governance and Accountability Return for 2020/21 for each of the five Boards.
- 2.7 The review was undertaken during March and April 2021.

3. Background Information

- 3.1 The WMA is a group of Internal Drainage Boards (IDBs) who share the same vision, values and standards and have chosen to jointly administer their affairs in order to reduce costs, strengthen their own organisations and increase influence at a national and local level. Each IDB is responsible for providing flood protection and maintaining the drainage and water level management infrastructure within their respective area.
- 3.2 The WMA provides administrative and management support services to the five constituent IDB Member Boards, namely Broads, King's Lynn, East Suffolk, Norfolk Rivers, and South Holland. The WMA also provide support services to the Pevensey & Cuckmere Water Level Management Board. The Waveney, Lower Yare & Lothingland IDB joined the WMA on 1st April 2020; however, the WMA did not start providing support services to them until 1st April 2021.
- 3.3 As a service provider, the WMA makes available shared administrative and support services to its Member Boards, which allows each Board to concentrate on delivery within their Drainage Districts. All back-office functions are handled by the WMA enabling each Board to use their resources to support the public and provide quality frontline services.

4. Our Opinion

- 4.1 On the basis of the work undertaken, management can be provided with an overall opinion of "Substantial Assurance" regarding the effectiveness of the system of internal control operating within the WMA.

| OVERALL INTERNAL AUDIT OPINION: SUBSTANTIAL ASSURANCE | |
|---|-------------------|
| Control Objectives | Assurance Opinion |
| 1. Creditors - To ensure that all orders have been raised and payments processed in accordance with Financial Regulations. | Full |
| 2. Risk Management – To ensure that the authority has assessed the significant risks to achieving its objectives and has reviewed the adequacy of the arrangements to manage these. | Substantial |
| 3. Budgetary Control - To ensure that robust controls exists regarding the budget setting and monitoring process, and that budgets are set for the year ahead and are monitored throughout the year, with any variances identified and explained adequately. | Full |

| | |
|---|--------------------|
| 4. Reserve's Policy - To ensure that each Board has a Reserves Policy in place relating to capital financing and reserves, and that reserves are appropriate. | Full |
| 5. Income – To ensure that expected income is fully received, based on correct prices, properly recorded and promptly banked, and that VAT is appropriately accounted for. | Full |
| 6. Petty Cash - To ensure that petty cash provisions are reasonable, used in accordance with Financial Regulations and that adequate records are kept of payments made. | Substantial |
| 7. Payroll - To ensure that salaries have been paid correctly and in a timely manner, and that PAYE/NIC have been paid over correctly. | Substantial |
| 8. Assets & Investments - To ensure that investments and assets are properly recorded, that reimbursements and interest are received promptly and in full, and that cash flows are maintained at an adequate level. | Full |
| 9. Cashbook & Bank Reconciliations - To ensure that regular monthly reconciliations are carried out by a responsible officer and that this is evidenced. To ensure that any discrepancies are investigated and explained, and that corrective action is taken where necessary. | Full |
| 10. Year End Procedures – To ensure that accounting statements prepared during the year were prepared on the correct accounting basis, agreed to the cashbook, supported by an adequate audit trail and, where appropriate, debtors and creditors were properly recorded. | Full |

- 4.2 The detailed findings and recommendations arising from the review are attached as Appendix A, incorporating the agreed management actions.
- 4.3 Discussions took place with the Finance & Rating Manager to ascertain what impact the Covid-19 pandemic has had on the operation of the WMA. The Finance & Rating Manager assured Internal Audit that the business operations ran smoothly as operatives and managers outside were able to use a one man per machine approach. Two members of staff had to shield and be at home for the majority of the pandemic as per Government Guidelines, this being the Senior Finance & Rating Officer and the Broads IDB Operations Manager. Efficiency and technical difficulties due to working from home were experienced during the first two months of the pandemic; however, as Finance are reliant on paper files and orders this was more difficult to manage than other teams initially, especially through year-end. Finance have reduced their reliance on paper and have managed to get the majority of suppliers to email invoices. Finance managed to fulfil all Statutory Deadlines with extra hours from members of staff where needed within Finance and Rating. The Finance & Rating Manager said that the operation of the WMA was very much “business as usual” throughout the pandemic, just with a few issues to overcome along the way.
- 4.4 A total of six recommendations were made arising from last year’s review; as part of this current year’s audit these were followed-up to ensure that they had been implemented by management. The results of the follow-up are attached as Appendix B. Of the six

recommendations, five have been actioned; the remaining recommendation was not agreed by the relevant IDB Boards.

4.5 Appendix C provides definitions of the Internal Audit assurance opinions given in the report and of the recommendation priorities.

4.6 The Terms of Reference for the review are attached as Appendix D.

5. Reporting

5.1 A copy of the final report will be sent to the Finance & Rating Manager and to the Chief Executive of the WMA.

6. Acknowledgements

6.1 Internal Audit would like to express our thanks to the following for their assistance during the course of the audit:

- Sallyanne Jeffrey, Finance & Rating Manager
- Phil Camamile, Chief Executive
- Lisa Manning, Senior Finance & Rating Officer
- Amy Taylor, Finance & Rating Officer

Findings, Risks, Recommendations and Management Action Plan

Control Objective 2: Risk Management – To ensure that the organisation has assessed the significant risks to achieving its objectives and has reviewed the adequacy of the arrangements to manage these.

| Rec. no. | Finding / Risk | Recommendation | Priority Rating | Management Response | Responsible Officer and Agreed Due Date |
|----------|---|---|-----------------|--|---|
| 1. | <p><u>Finding</u> Board minutes do not routinely state that material changes to the risk register for those risks scored 6 or above have been considered and approved by the Board at each meeting, or that the full risk register was considered and approved each year.</p> <p><u>Risk</u> Risk that significant risks to the achievement of the organisation's objectives are not identified and assessed.</p> | As required by each Board agenda, Board minutes should clearly state that any material changes to the risk register have been "considered and approved" by the Board. Similarly, when the full risk register is reviewed annually by the Board, the minutes should state that the full risk register was "considered and approved". | Medium | The reality is that the Risk Register is always "considered in detail and approved" at every Board meeting. The issue is that this is not always accurately recorded in the minutes. Of the 24 Board meetings that took place during 2020/21, the minutes of 6 of those meetings did not include the word "approved". The CEOs PA will check the minutes more closely in future. | CEOs PA 30 th June 2021 |
| 2. | <p><u>Finding</u> The King's Lynn Risk Register is dated 29/11/19, although there is evidence from the Board minutes from 13/11/20 and 15/01/21 of the Board considering and approving the Risk Register.</p> <p><u>Risk</u> Risk that the Risk Register is not current and that new risks are not identified.</p> | The date stated on the King's Lynn Risk Register should be amended to record the date of the most recent approval of the register by the Board. | Low | The Risk Register is always current and includes all new risks identified. The issue is that the date that appears in the page footer is not always updated every time the Risk Register is updated. The CEOs PA will check that this date is always updated when the Risk Registers are updated, moving forward. | CEOs PA 30 th June 2021 |

Findings, Risks, Recommendations and Management Action Plan

Control Objective 7: Payroll – To ensure that salaries have been paid correctly and in a timely manner, and that PAYE/NIC has been accounted for correctly.

| Rec. no. | Finding / Risk | Recommendation | Priority Rating | Management Response | Responsible Officer and Agreed Due Date |
|----------|--|--|-----------------|--|--|
| 3. | <p><u>Finding</u> Payrolls for King's Lynn, Norfolk Rivers, South Holland and Broads IDB, and for WMA, for July 2020 and January 2021, were checked to ensure that:</p> <ul style="list-style-type: none"> • BACS Submission Details report had been initialled by CEO; • Update Records Check Report payroll totals for each employee agreed to their payslip; • Payslip details agreed to timesheet or expenses sheet; • Timesheet or expenses sheet signed by employee; • Timesheet or expenses sheet authorised by the appropriate officer. <p>Testing proved satisfactory with the exception of two employees whose expenses payments had been underpaid and two employees who had not been reimbursed for their expenses claims:</p> <ul style="list-style-type: none"> • One SHIDB employee claimed for 10 callouts in December 2020. They should have been paid £75.00 for each callout (as per their contract) and as claimed for on their timesheet/expenses form; however, in the January 2021 payroll they were paid £49.20 for each one; therefore, they were paid a total of £492.00 instead of £750.00. | The two employees whose expenses payments had been underpaid and the two whose expenses payments had been missed should be reimbursed correctly in the May 2021 payroll. | Medium | Agreed. Additional processes have been put in place to ensure that the expenses/mileages are more accurately reflected on the sheets. We will liaise with the Operations Managers to ensure they understand the process for inputting the miles. We have also introduced extra procedures to ensure these are not missed when being processed onto the payroll, and any queries are dealt with prior to payment should they arise. As mentioned, all staff who are currently performing payroll duties will undergo additional training within the next 12 months (COVID-19 permitting). | Finance and Rating Manager – 31 st May 2021 |

Findings, Risks, Recommendations and Management Action Plan

Control Objective 7: Payroll – To ensure that salaries have been paid correctly and in a timely manner, and that PAYE/NIC has been accounted for correctly.

| Rec. no. | Finding / Risk | Recommendation | Priority Rating | Management Response | Responsible Officer and Agreed Due Date |
|----------|--|----------------|-----------------|---------------------|---|
| 3. | <ul style="list-style-type: none"> A NRIDB employee claimed a total of 264 miles in week 17 but was only paid for 147 miles in the July 2020 payroll. The employee uses a computerised timesheet/expenses form which is updated each month. The figure of 264 miles was entered on the expenses claim for week 17, and authorised, but the total from the previous week (147 miles) was inadvertently left on the form in the “for office use only” section; therefore, they were paid 147 miles rather than the correct figure of 264. One Broads IDB employee claimed 188 miles in week 42 but had not received payment. A WMA employee claimed 96 passenger miles in December 2020 for which they were not paid. <p>The two underpayments and the two missed payments were discussed with the Finance & Rating Manager who agreed to include them in the May 2021 payroll (as the April payroll had already been run).</p> <p>The Finance & Rating Manager assured Internal Audit that additional processes have been put in place to increase the accuracy of the payroll processing. She is going to place all of the Finance team on a payroll course when available to increase their skill set.</p> | | Medium | | |

Findings, Risks, Recommendations and Management Action Plan

Control Objective 7: Payroll – To ensure that salaries have been paid correctly and in a timely manner, and that PAYE/NIC has been accounted for correctly.

| Rec. no. | Finding / Risk | Recommendation | Priority Rating | Management Response | Responsible Officer and Agreed Due Date |
|----------|---|--|-----------------|---|--|
| 4. | <p><u>Finding</u> One SHIDB employee did not complete a timesheet for weeks 41, 42 and 43 when they were on leave. It was established that other SHIDB staff do complete a timesheet when they are on leave; therefore, for consistency, all staff should complete a timesheet when they go on leave. It was agreed with the Finance & Rating Manager that all staff at SHIDB should be required to complete a timesheet and have it authorised prior to them going on leave.</p> <p><u>Risk</u> Risk of staff being paid without submitting a timesheet.</p> | Employees should be required to submit a weekly timesheet when they are on annual leave. Staff should complete their timesheet and have it authorised prior to them going on leave. | Low | Agreed. We will ensure a timesheet is submitted and has been authorised by the appropriate manager for holidays taken prior to payment. | Finance and Rating Manager – 31 st May 2021 |
| 5. | <p><u>Finding</u> One SHIDB employee's timesheet for w/e 05/07/20 was authorised by the Foreman but not by the Operations Manager. Ordinarily, all SHIDB timesheets are authorised by both the Foreman and by the Operations Manager.</p> <p><u>Risk</u> Risk that timesheet/expenses claims are paid without being appropriately authorised.</p> | Finance Officers should ensure that all timesheets have been appropriately authorised, by the IDB's Operations Manager, prior to payment. Any that have not been signed should be returned to the appropriate manager for authorisation. | Medium | Agreed. We will ensure that all timesheets are properly authorised prior to payment. | Finance and Rating Manager – 31 st May 2021 |

Follow-up of Previous Report's Recommendations

Control Objective 3: Budgetary Control - To ensure that robust controls exist regarding the budget setting and monitoring process, and that budgets are set for the year ahead and are monitored throughout the year, with any variances identified and explained adequately.

| Rec. no. | Finding / Risk | Recommendation | Priority Rating | Management Response | Responsible Officer and Agreed Due Date | Follow-up of Agreed Action |
|----------|--|---|-----------------|---|--|---|
| 1. | <p><u>Finding</u> As stated in paragraph 17 in the Financial Regulations, the Finance Officer is required to prepare a Financial Report for each Board meeting; however, review of Board agendas for 2019/20 identified that a Financial Report is not presented to the last Board meeting of each financial year (usually held in January).</p> <p>For example, the Board of Broads IDB considered and approved the Financial Report for 2018/19 at their meeting in May 2019, the Financial Report for April – June 2019 in August 2019 and the report for April – September 2019 in October 2019. At their meeting in January 2020, the Board did not receive a financial report for the year to date. Similarly, under consortium matters, the Board received a WMA Financial Report at each meeting in May, August and October but not in January 2020.</p> <p><u>Risk</u> Risk that Board Members are not fully apprised of the financial position of their Board during the course of the year.</p> | In accordance with Financial Regulations, Boards should receive a financial report for the year to date at each Board meeting, including the meetings held in January / February, so that Board Members are kept fully apprised of the financial position of the IDB. | Medium | <p>A Management Report containing financial information is presented to the Boards and to the CMC for their meetings in December, January and February, but it only includes detailed Income and Expenditure for the purposes of budgeting and rate setting, and does not include a Balance Sheet.</p> <p>The Earmarked Balances and Reserves are also included, along with a five-year indicative forecast.</p> <p>We will include a full Balance Sheet with these Management Reports, together with supporting notes, moving forward (please also see rec 6).</p> | <p>Finance and Rating Manager</p> <p>December 2020, January and February 2021.</p> | The Financial Report for the year to date is presented at each Board meeting in January/February. This is evidenced from the Board Meetings page for each Board on the WMA website. |

Follow-up of Previous Report's Recommendations

Control Objective 3: Budgetary Control - To ensure that robust controls exist regarding the budget setting and monitoring process, and that budgets are set for the year ahead and are monitored throughout the year, with any variances identified and explained adequately.

| Rec. no. | Finding / Risk | Recommendation | Priority Rating | Management Response | Responsible Officer and Agreed Due Date | Follow-up of Agreed Action |
|----------|--|---|-----------------|--|---|---|
| 2. | <p><u>Finding</u> King's Lynn IDB Board reviewed the Financial Report for the period April 2019 to January 2020 at their meeting on 13th March 2020; their next meeting is on 15th May 2020. King's Lynn hold Board meetings every six months, whereas the other IDBs have only three or four Board meetings each year; for example, East Suffolk only has three meetings a year and their next meeting is not until 17th June 2020. Therefore, Boards are not being fully appraised of the financial position of the IDB frequently enough.</p> <p><u>Risk</u> Risk that Board Members are not being appraised of the financial position of the Board frequently enough.</p> | The Boards of East Suffolk and Pevensey & Cuckmere should consider increasing the number of Board meetings that they hold each year from three to four, so as to enable Board Members to be apprised of their Board's financial position during the course of the year. | Medium | <p>I will put this to both Boards when they next meet, but doubt they will agree or consider it to be necessary.</p> <p>We keep all of our Board members apprised of relevant matters between meetings by newsletters and emails.</p> <p>In fact both of these two Boards have actually asked for less financial information in future, as has been recorded in the Boards minutes (with P&CWLMB expressly requesting that we only report by exception from now on).</p> | <p>Chief Executive</p> <p>June 2020</p> | Neither Board felt it was necessary to increase the number of Board meetings. |

Follow-up of Previous Report's Recommendations

Control Objective 4: Reserves – To ensure that each Board has a Reserves Policy in place relating to capital financing and reserves, and that reserves are appropriate.

| Rec. no. | Finding / Risk | Recommendation | Priority Rating | Management Response | Responsible Officer and Agreed Due Date | Follow-up of Agreed Action |
|----------|---|--|-----------------|--|--|--|
| 3. | <p>Finding</p> <p>Each IDB aims to maintain their General Reserve at a level commensurate with their net expenditure. Point 4.6 in the Reserves Policy states that “as a minimum, the Board’s Reserves (net of grant) should not fall below one year’s net expenditure, as set out in ADA’s Guide to Good Governance”. Therefore, each IDB aims to maintain their Reserves at the following levels:</p> <ul style="list-style-type: none"> • Broads - £1m • East Suffolk - £1m • King’s Lynn - £3m • Norfolk Rivers - £0.85m • South Holland – £3.25m • Pevensey & Cuckmere - £0.55m. <p>Analysis of each Board’s Reserves (as at 31/09/19) identified that all Boards were maintaining their reserves at appropriate levels, and were complying with 4.6 in the Reserves Policy. However, it is noted that the King’s Lynn General Reserve, which is required to be maintained at no less than £600k, stood at -£27,241 as at 30/09/19.</p> | King’s Lynn IDB should ensure that its General Reserve is maintained at no less than 20-25% of net expenditure, i.e. no less than £600k. | Medium | <p>It will be at the end of the financial year when we prepare the statutory accounts.</p> <p>All capital works expenditure incurred on the Wolferton and Islington pumping station schemes that has been financed by the pwlb loan of £10m will be capitalised (as opposed to simply shown as expenditure on the face of the Income and Expenditure Account (I&E).</p> <p>The revenue charge every year (or depreciation) that is shown on the I&E Account will equate to the pwlb loan repayment, which will regularise the General Reserve.</p> | <p>Finance and Rating Manager</p> <p>15 May 2020</p> | When the year-end Statutory Accounts are prepared, the General Reserve recommendation is met. This was evidenced by the 2019/20 Accounts which were approved by the King’s Lynn Board in May 2020. |

Follow-up of Previous Report's Recommendations

Control Objective 5: Income – To ensure that expected income was fully received, based on correct prices, properly recorded and promptly banked, and that VAT was appropriately accounted for.

| Rec. no. | Finding / Risk | Recommendation | Priority Rating | Management Response | Responsible Officer and Agreed Due Date | Follow-up of Agreed Action |
|----------|--|---|-----------------|---------------------|--|---|
| 4. | <p><u>Finding</u> Each Board has the same Drainage Rates & Special Levies Collection Policy. With the exception of Pevensey & Cuckmere's policy, each Board's policy has passed its stated review date. The policy was reviewed in May/June 2014 and was next due to be reviewed in October/November 2019 i.e. the policy is reviewed every five years. The Pevensey & Cuckmere policy was reviewed on 31st October 2017 and is next due for review in October 2022.</p> <p><u>Risk</u> Risk that the Rate Levies & Collection Policy is out of date and not fit for purpose.</p> | Each Board's Rate Levies & Collection Policy should be reviewed and updated/amended as appropriate. | Low | Agreed. | <p>Chief Executive</p> <p>Next face-to-face meeting of the Boards.</p> | The Rate Levies & Collection Policies have been reviewed and are due for review in December 2025. |

Follow-up of Previous Report's Recommendations

Control Objective 7: Payroll - To ensure that salaries and wages have been paid correctly, and that PAYE and NIC have been paid over to HMRC correctly and in a timely manner.

| Rec. no. | Finding / Risk | Recommendation | Priority Rating | Management Response | Responsible Officer and Agreed Due Date | Follow-up of Agreed Action |
|----------|--|--|-----------------|---------------------|---|---|
| 5. | <p><u>Finding</u></p> <p>Payrolls for King's Lynn, Norfolk Rivers, South Holland and Broads IDB, and for WMA, for July 2019 and January 2020, were checked to ensure that:</p> <ul style="list-style-type: none"> • BACS Submission Details report had been initialled by CEO; • Update Records Check Report payroll totals for each employee agreed to their payslip; • Payslip details agreed to timesheet; • Timesheet signed by employee and by the appropriate officer. <p>Four exceptions were identified (two underpayments and two timesheets not authorised).</p> <p>The two underpayments were discussed with the Finance & Ratings Manager who agreed to update the payroll so that the two employees receive their full entitlement.</p> | Finance Officers should ensure that all timesheets have been appropriately authorised prior to payment. Any that have not been signed should be returned to the appropriate manager for authorisation. | Medium | Agreed. | <p>Finance and Rating Manager</p> <p>With immediate effect.</p> | It is ensured that all timesheets are signed and authorised by the appropriate manager prior to making payment. |

Follow-up of Previous Report's Recommendations

Control Objective 8: Assets and Investments - To ensure that investments and assets are properly recorded, that reimbursements and interest are received promptly and in full, and that cash flows are maintained at an adequate level.

| Rec. no. | Finding / Risk | Recommendation | Priority Rating | Management Response | Responsible Officer and Agreed Due Date | Follow-up of Agreed Action |
|----------|--|--|-----------------|----------------------------------|---|---|
| 6. | <p><u>Finding</u> Investments and assets are reported to the Board in the Financial Report, which, as mentioned above at 3.1, is not reported to each of the Boards at their Board meeting held in January / February each year. Therefore, Board Members may not be kept fully appraised during the course of the year of the current level of assets and investments held by their respective Board.</p> <p><u>Risk</u> Board Members are not kept fully appraised of the level of assets and investments held by the Board.</p> | Board Members should be kept fully appraised during the course of the year of the level of assets and investments held by their respective Board. The Financial Report, which includes details of assets and investments held, should be reported at each Board meeting. | Medium | Agreed, as per recommendation 1. | Finance and Rating Manager December 2020, January and February 2021. | The Financial Report for the year to date is presented at each Board meeting in January/February. This is evidenced from the Board Meetings page for each Board on the WMA website. |

Assurance Opinion and Recommendation Priority Definitions


Assurance Opinion

Definition



Full Assurance

In our opinion, there is a **sound** system of internal control that is likely to achieve the system objectives, and which is operating effectively in practice.



Substantial Assurance

In our opinion, there is a sound system of internal control operating, but there are a **few weaknesses** which could put the achievement of system objectives at risk.



Limited Assurance

In our opinion, there is a system of internal control with a number of weaknesses likely to **undermine** achievement of system objectives, and which is vulnerable to abuse or error.



No Assurance

In our opinion, there is a **fundamentally flawed** system of internal control that is unlikely to achieve system objectives and is vulnerable to serious abuse or error.

Recommendation Priority

Definition



Low

These issues would contribute towards improving the system under review, and are of limited risk. It is expected that corrective action to resolve these will be taken as resources permit.




Medium

A control process that contributes towards providing an adequate system of internal control. It is expected that corrective action to resolve these will be implemented within three to six months.



High

A fundamental control process, or statutory obligation, creating the risk that significant fraud, error or malpractice could go undetected. It is expected that corrective action to resolve these will be commenced immediately.

| | |
|-------------------------------|--|
| Internal Audit Service | <div data-bbox="837 197 1141 336"><p>Borough Council of King's Lynn & West Norfolk</p></div> <div data-bbox="1157 170 1347 342"></div> |
|-------------------------------|--|

WATER MANAGEMENT ALLIANCE

**REVIEW OF EFFECTIVENESS OF THE
SYSTEM OF INTERNAL CONTROL
2020 - 2021**

**INTERNAL AUDIT
TERMS OF REFERENCE**

1. INTRODUCTION

- 1.1 This document sets out the strategy and plan for the audit of the Water Management Alliance for the financial year 2020 – 2021.
- 1.2 Section 6 of The Accounts and Audit Regulations 2015 states that '*The relevant body must conduct a review at least once in a year of the effectiveness of its system of internal control*'.
- 1.3 Internal Audit is defined as '*an independent, objective assurance and consulting activity designed to add value and improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.*' Public Sector Internal Audit Standards, April 2017.
- 1.4 The Internal Auditor will work in accordance with the Public Sector Internal Audit Standards (PSIAS) adopted by CIPFA from April 2017 and thus will be able to provide the review required by the Regulations.
- 1.5 The authority of the Internal Auditor is established in the Financial Regulations.
- 1.6 The audit work will concentrate on records and systems used by the Water Management Alliance, who provide the financial and administrative functions for the following Internal Drainage Boards (IDBs):
- Broads
 - East Suffolk
 - King's Lynn
 - Norfolk Rivers
 - South Holland

and to the Pevensey & Cuckmere Water Level Management Board.

As such, this work will enable the auditor to complete the Annual Governance and Accountability Returns for 2020-21 for each of the IDBs.

2. OBJECTIVES AND SCOPE OF THE AUDIT

- 2.1 The work of the Internal Auditor will be guided by the Joint Panel on Accountability & Governance (JPAG) Practitioners' Guide (March 2020).
- 2.2 In order to be able to complete section 4 of the Electronic Annual Governance and Accountability Return for 2020-21, the auditor will consider the following internal control objectives (as stated on the return):
- A. Accounting Records**
To ensure that appropriate accounting records have been properly kept throughout the financial year.
- B. Financial Regulations and Standing Orders**
To ensure that the authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for.

- C. Risk Management**
To ensure that the authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.
 - D. Budgetary Control**
To ensure that budgets are prepared on a realistic basis and are monitored throughout the year, any variations are investigated, with corrective action being taken if necessary, and that reserves are appropriate.
 - E. Income**
To ensure that expected income was fully received, based on correct prices, properly recorded, and promptly banked; and VAT was appropriately accounted for.
 - F. Petty Cash**
To ensure that petty cash provisions are reasonable, used in accordance with Financial Regulations and that adequate records are kept of payments made.
 - G. Payroll**
To ensure that salaries to employees and allowances to Members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.
 - H. Assets and Investments**
To ensure that investments and assets are properly recorded, that reimbursements and interest are received promptly and in full, and that cash flows are maintained at an adequate level.
 - I. Cashbook and Bank Reconciliations**
To ensure that periodic and year-end bank account reconciliations are properly completed and verified.
 - J. Year End Procedures**
To ensure that accounting statements prepared during the year were prepared on the correct accounting basis, agreed to the cash book, supported by an adequate audit trail and, where appropriate, debtors and creditors were properly recorded.
- 2.3 The previous year's audit reviewed the same internal control objectives as stated above.
- 2.4 The agreed actions arising from recommendations made in last year's audit will be followed up to confirm their implementation by management.
- 2.5 Contained within the scope of work described above it is implied that the auditor will have due regard for Value for Money considerations and the potential for fraud.
- 2.6 The audit will also examine the impact of Covid-19 on the governance of the WMA.

3. TASKS

3.1 The project tasks are to:

- Establish if the procedures recorded as part of the audit for 2019-20 remain the same and document any changes that may have taken place.
- Perform tests to establish that systems are operating in accordance with the procedures and that good practice is being complied with.
- Assess strengths and weaknesses of the systems operated and the levels of financial and management risk.
- Discuss the results with the Chief Executive and make recommendations as appropriate, which will be communicated to the Boards by means of a report.
- Complete Section 4 of the Electronic Annual Governance & Accountability Return for 2020-21 for each of the IDBs.

4. WORK PLAN

4.1 The audit will be undertaken by Mike Tweed, Internal Auditor, Borough Council of King's Lynn & West Norfolk.

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

| Task | Time |
|--|------|
| Confirm existing procedures and record any changes. Undertake a follow-up of actions agreed from the audit report for 2019-20. | 0.5 |
| Undertake sample testing to establish that processes are being applied as intended. | 3.5 |
| Exit meeting with management to discuss the findings and recommendations arising from the review. Drafting the report. | 0.5 |
| Completing the Return and reporting if required. | 0.5 |

5. AGREEMENT

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

From: 01 April 2020
To: 31 March 2021

Period To: 12
Year Ended: 31 March 2021

| NOTES | INCOME AND EXPENDITURE ACCOUNT | Y-T-D BUDGET £ | Y-T-D ACTUAL £ | Y-T-D VARIANCE £ | ANNUAL BUDGET £ | PROJECTED OUT-TURN £ | PROJECTED VARIANCE £ |
|--------------------------------|---|----------------------|----------------------|------------------------|-----------------------|----------------------------|----------------------------|
| <u>Income</u> | | | | | | | |
| | Occupiers Drainage Rates | 83,223 | 83,223 | 0 | 83,223 | 83,223 | 0 |
| 1 | Special Levies issued by the Board | 322,428 | 322,428 | 0 | 322,428 | 322,428 | 0 |
| 2 | Highland Water Contributions from EA | 93,821 | 106,946 | 13,125 | 93,821 | 106,946 | 13,125 |
| | Grants Applied | 20,000 | 20,817 | 817 | 20,000 | 20,817 | 817 |
| 3 | Income from Rechargeable Works | 3,000 | 116,798 | 113,798 | 3,000 | 116,798 | 113,798 |
| | Investment Interest | 0 | 2,479 | 2,479 | 0 | 2,479 | 2,479 |
| | Development Contributions | 0 | 0 | 0 | 0 | 0 | 0 |
| 5 | Other Income | 231,478 | 183,359 | -48,119 | 231,478 | 183,359 | -48,119 |
| | Total Income | £753,950 | £836,051 | £82,100 | £753,950 | £836,051 | £82,100 |
| <u>Less Expenditure</u> | | | | | | | |
| 6 | Capital Works | 20,000 | 20,817 | -817 | 20,000 | 20,817 | -817 |
| 7 | Precept Contributions to EA | 74,874 | 74,854 | 20 | 74,874 | 74,854 | 20 |
| 8 | Maintenance Works | 558,227 | 497,169 | 61,058 | 558,227 | 497,169 | 61,058 |
| | Development Expenditure | 0 | 0 | 0 | 0 | 0 | 0 |
| 9 | Administration Charges | 164,547 | 168,183 | -3,636 | 164,547 | 168,183 | -3,636 |
| 3 | Cost of Rechargeable Works | 0 | 114,061 | -114,061 | 0 | 114,061 | -114,061 |
| 4 | Net Deficit/(Surplus) on Operating Accounts | 0 | 8,654 | -8,654 | 0 | 8,654 | -8,654 |
| | Total Expenditure | £817,648 | £883,738 | -£66,090 | £817,648 | £883,738 | -£66,090 |
| | Profit/(Loss) on disposal of Fixed Assets | £0 | £0 | £0 | £0 | £0 | £0 |
| | Net Surplus/(Deficit) | -£63,698 | -£47,688 | £16,010 | -£63,698 | -£47,688 | £16,010 |

From: 01 April 2020
To: 31 March 2021

Period To: 12
Year Ended: 31 March 2021

| NOTES | BALANCE SHEET AS AT 31-3-2021 | OPENING BALANCE £ | MOVEMENT THIS YEAR £ | CLOSING BALANCE £ |
|-------|--|-------------------------|----------------------------|-------------------------|
| 10 | Fixed Assets | | | |
| | Land and Buildings | 37,962 | -999 | 36,963 |
| | Plant and Equipment | 13,163 | 94,833 | 107,996 |
| | Shared Consortium Assets | 0 | 0 | 0 |
| | | 51,125 | 93,834 | 144,959 |
| | Current Assets | | | |
| 11 | Bank Account | 326,668 | 31,308 | 357,976 |
| 12 | Trade Debtors | 68,073 | -3,133 | 64,940 |
| 13 | Work in Progress | 19,326 | 45,728 | 65,054 |
| | Staff Health Insurance | 0 | 0 | 0 |
| 14 | Term Deposits | 500,000 | -200,000 | 300,000 |
| 15,16 | Drainage Ratepayers and Special Levies Due | -150 | -93 | -242 |
| | Prepayments | 0 | 0 | 0 |
| 17 | Prepayments to WMA | -4,889 | 5,833 | 944 |
| | VAT Due | 1,587 | 2,661 | 4,248 |
| | Grants Due | 0 | 0 | 0 |
| | | 910,615 | -117,695 | 792,919 |
| | Less Current Liabilities | | | |
| | Trade Creditors | 5,583 | 7,979 | 13,562 |
| | Accruals | 37,468 | 27,058 | 64,525 |
| | Payments Received In Advance | 17,217 | 9,605 | 26,822 |
| | Finance Leases | 0 | 0 | 0 |
| | Payroll Controls | 0 | 0 | 0 |
| | | 60,268 | 44,642 | 104,910 |
| | Net Current Assets | 850,347 | -162,338 | 688,010 |
| | Less Long Term Liabilities | | | |
| 19 | Pension Liability | 96,000 | 122,000 | 218,000 |
| | Net Assets | £805,473 | -£190,505 | £614,968 |
| 20 | Reserves | | | |
| | Earmarked | | | |
| | General Reserve | 549,985 | -47,688 | 502,298 |
| 18 | Grants Reserve | 35,494 | -20,817 | 14,677 |
| 21 | Development Reserve | 210,035 | 0 | 210,035 |
| 22 | Plant Reserve | 65,000 | 0 | 65,000 |
| | | 860,514 | -68,505 | 792,009 |
| | Non-Distributable | | | |
| 23 | Revaluation Reserve | 40,959 | 0 | 40,959 |
| 19 | Pension Reserve | -96,000 | -122,000 | -218,000 |
| | | -55,041 | -122,000 | -177,041 |
| | Total Reserves | £805,473 | -£190,505 | £614,968 |

S JEFFREY BSc (Hons) FCCA
FINANCE & RATING MANAGER

From: 01 April 2020
To: 31 March 2021

Period To: 12
Year Ended: 31 March 2021

Note Notes to the Accounts

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

| | Y-T-D BUDGET | Y-T-D 2020/21 |
|--|-------------------------|--------------------------|
| Breckland District Council | 51,625 | 51,625 |
| Broadland District Council | 77,088 | 77,088 |
| King's Lynn and West Norfolk Borough Council | 19,608 | 19,608 |
| North Norfolk District Council | 102,871 | 102,871 |
| Norwich City Council | 5,756 | 5,756 |
| South Norfolk District Council | 65,480 | 65,480 |
| | 322,428 | 322,428 |

- 2 The EA Highland Water Claim for 2020/21 is due to be paid by the Environment Agency (EA) to the Board in September, following the changes made to the timetable in 2015 (previously the payment was made in two installments - one in May and one in December).

- 3 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 BUDGET | Y-T-D 2020/21 |
|---------------------------------|-------------------------|--------------------------|
| Labour Operations Account | 0 | 11,588 |
| Mobile Plant Operations Account | 0 | -2,934 |
| | 0 | 8,654 |

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 BUDGET | Y-T-D 2020/21 |
|------------------------|-------------------------|--------------------------|
| Shared Income from WMA | 231,478 | 183,359 |
| Insurance Claims | 0 | 0 |
| Sundry Income | 0 | 0 |
| Summons Costs | 0 | 0 |
| | 231,478 | 183,359 |

- 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 2020/21 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 BUDGET | Y-T-D 2020/21 |
|--------------------------------|-------------------------|--------------------------|
| Labour Charges | 102,199 | 105,222 |
| Plant Charges | 13,472 | 13,870 |
| Materials | 3,666 | 3,775 |
| Contractors | 135,899 | 139,919 |
| Plant Hire & Transport | 0 | 0 |
| Direct Works | 255,236 | 262,786 |
| Technical Support Staff Costs | 256,382 | 195,916 |
| Other Technical Support Costs | 32,442 | 23,845 |
| Biodiversity Action Plan Costs | 14,167 | 14,622 |
| Maintenance Works | 558,227 | 497,169 |

From: 01 April 2020
To: 31 March 2021

Period To: 12
Year Ended: 31 March 2021

Note Notes to the Accounts

- 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:

| | Y-T-D BUDGET | Y-T-D 2020/21 |
|---|-------------------------|--------------------------|
| Administration Staff Costs | 116,499 | 118,518 |
| Other Administration Costs | 46,048 | 48,493 |
| Development Expenditure | 0 | 0 |
| Drainage Rates AV Increases/(Decreases) | 500 | -383 |
| Depreciation Kettlewell House | 999 | 999 |
| Sundry Debtors written off | 0 | 0 |
| Sundry Expenses | 0 | 150 |
| Settlement Discount | 501 | 406 |
| | 164,547 | 168,183 |

10 TANGIBLE FIXED ASSETS

| Cost | Land and Buildings | Plant and Equipment | Total |
|--|-------------------------------|--------------------------------|----------------|
| Opening Balance as at 1-4-2020 b/fwd | 49,950 | 38,497 | 88,447 |
| (+) Additions | 0 | 102,695 | 102,695 |
| (-) Disposals | 0 | -1,500 | -1,500 |
| (=) Closing Balance as at 31-3-2021 c/fwd | 49,950 | 139,691 | 189,641 |
| Depreciation | | | |
| Opening Balance as at 1-4-2020 b/fwd | 11,988 | 25,333 | 37,321 |
| (+) Depreciation Charge for year | 999 | 7,863 | 8,862 |
| (-) Accumulated Depreciation written out on disposal | 0 | -1,500 | -1,500 |
| (=) Closing Balance as at 31-3-2021 c/fwd | 12,987 | 31,696 | 44,683 |
| Net Book Value as at 31-3-2020 | 37,962 | 13,163 | 51,125 |
| Net Book Value as at 31-3-2021 | 36,963 | 107,996 | 144,959 |

Full details of all movements during this year are recorded in the Board's Fixed Assets 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 2018. 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:

| | 2019/20 | 2020/21 |
|---|----------------|----------------|
| Opening Balance as at 1-4 b/fwd | 31,875 | 326,668 |
| (+) Receipts | 1,642,422 | 2,085,301 |
| (-) Payments | -1,347,629 | -2,053,993 |
| (=) Closing Balance as at 31-3-2021 c/fwd | 326,668 | 357,976 |
| Balance on Statement as at 31-3-2021 | 290,434 | 348,519 |
| Less: Unpresented payments | -18,944 | -22,543 |
| Add: Unpresented receipts | 55,177 | 32,000 |
| Closing Balance as at 31-3-2021 c/fwd | 326,668 | 357,976 |

- 12 Aged Debtor profile is currently as follows:

| Debt period | Amount | Number of Debtors | |
|------------------------|---------------|------------------------------|-------------------|
| <=30 days | 64,940 | 4 | |
| >30 days and <=60 days | 0 | 0 | |
| >60 days and <=90 days | 0 | 0 | |
| >90 days | 0 | 0 | |
| | 64,940 | 4 | |
| >90 days | Amount | Inv. Date | Originator |
| | 0 | | |

From: 01 April 2020
To: 31 March 2021

Period To: 12
Year Ended: 31 March 2021

Note Notes to the Accounts

13 Work in Progress is currently made up of the following jobs:

| Customer | Amount | Comp. Date | Originator |
|-------------------|---------------|------------|------------------------|
| RBC0001 | 1,904 | Ongoing | Operations Engineer PG |
| RBU0001 | 1,012 | Ongoing | Operations Engineer TJ |
| RBU0004 | 57,777 | Ongoing | Operations Engineer MP |
| RDO0002 | 1,197 | Ongoing | Operations Engineer |
| RDU0001 | 2,213 | Ongoing | Operations Engineer PG |
| RNC0003 | 244 | Ongoing | Operations Engineer PG |
| RWEG257-2018-4555 | 705 | Ongoing | Operations Engineer PG |
| | 65,054 | | |

14 Term Deposits are currently as follows:

| Financial Institution | Capital | Investment Date | Maturity Date | Variable Interest Rate |
|-------------------------|----------------|-----------------|---------------|------------------------|
| Vernon Building Society | 300,000 | 06/01/2021 | 06/05/2021 | 0.15% |
| | 300,000 | | | |

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

16 There are currently 54 Ratepayers that have not paid their Drainage Rates for 2020/21, as compared to 27 Ratepayers this time last year. Summarised transactions for Drainage Rates and Special Levies during the year are as follows:

| | 2019/20 | 2020/21 |
|--------------------------------|-------------|-------------|
| Arrears b/fwd | 314 | -149 |
| Drainage Rates for the year | 81,586 | 83,306 |
| Special Levies for the year | 315,783 | 322,428 |
| New Assessments | 445 | 1,012 |
| Value Decreases | -706 | -1,903 |
| Value Increases | 261 | 891 |
| Payments Received | -397,647 | -405,783 |
| Settlement Discount | -398 | -407 |
| Returned/(Represented) amounts | 79 | 63 |
| Irrecoverables and write offs | 88 | 300 |
| Summons collection costs | 0 | 0 |
| Adjustments | 45 | 0 |
| Arrears c/fwd | -149 | -242 |

17 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.

18 Grants Reserve

Movements on the Grants Reserve are made up as follows:

| | 2020/21 |
|---------------------------------|----------------|
| Opening Balance at 1-4-2019 | -35,494 |
| Add: Grant Received | 0 |
| Less: Grant Applied | 20,817 |
| Closing Balance as at 31-3-2021 | -14,677 |

| | 2019/20 | 2020/21 |
|--|---------------|---------------|
| 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 |
| SCH12 River Wensum Resoration Scheme | 22,059 | 3,257 |
| SCH13 River Nar Restoration Scheme 4 Year | 4,007 | 1,992 |
| SCH25 WFD Maintenance Improvements PSCA | 3,643 | 3,643 |
| | 35,494 | 14,677 |

From: 01 April 2020
To: 31 March 2021

Period To: 12
Year Ended: 31 March 2021

Note Notes to the Accounts

- 19(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 2021.
- 19(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 £5,142,000 as at 31 March 2021 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 28 January 2021.
- 20 The Reserves are managed in accordance with the Capital Financing and Reserves Policy, as approved by the Board on 28 January 2021. This policy is available for viewing on the Board's website.
- 21 The purpose of the Development Reserve is to reduce the impact on drainage rates and special levies 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.
- 22 The purpose of this Reserve is to reduce the impact on drainage rates and special levies as and when equipment is bought and sold, in accordance with the 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.
- 23 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

- 24 Mr J F Carrick is the Chairman of the Norfolk Rivers IDB. He has been paid £0 Chairman's Allowance during the year.
- 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 31-3-2021.

S JEFFREY BSc (Hons) FCCA
FINANCE & RATING MANAGER

From: 01 April 2020
To: 31 March 2021

Period To: 12
Year Ended: 31 March 2021

| BOX NO. | ANNUAL RETURN, FOR THE YEAR ENDED 31 MARCH 2021 | ACTUAL 2019/20 £ | ACTUAL 2020/21 £ |
|---------|---|------------------------|------------------------|
| 1 | Balances brought forward | | |
| | General Reserve | 545,862 | 549,985 |
| | Development Reserve | 210,035 | 210,035 |
| | Plant Reserve | 65,000 | 65,000 |
| | Revaluation Reserve | 40,959 | 40,959 |
| | Grants Reserve | 150,658 | 35,494 |
| | Pension Reserve | -169,000 | -96,000 |
| | As per Statement of Accounts | 843,514 | 805,473 |
| | (-) Fixed Assets and Long Term Liabilities | | |
| | Long Term Liabilities | 0 | 0 |
| | Pension Liability | -169,000 | -96,000 |
| | Net Book Value of Tangible Fixed Assets | 55,699 | 51,125 |
| | | -113,301 | -44,875 |
| | (=) Adjusted Balances brought forward (Net Current Assets) | 956,815 | 850,348 |
| 2 | (+) Rates and Special Levies | | |
| | Drainage Rates | 81,586 | 83,223 |
| | Special Levies issued by the Board | 315,784 | 322,428 |
| | As per Statement of Accounts | 397,370 | 405,651 |
| 3 | (+) All Other Income | | |
| | Grants Applied | 115,164 | 20,817 |
| | Highland Water Contributions | 100,602 | 106,946 |
| | Income from Rechargeable Works | 267,961 | 116,798 |
| | Investment Interest | 6,456 | 2,479 |
| | Development Contributions | 1,321 | 0 |
| | Other Income | 209,056 | 183,359 |
| | Profit/(Loss) on disposal of Fixed Assets | 17,000 | 0 |
| | As per Statement of Accounts | 717,560 | 430,399 |
| | (+) Additional Income from Sale of Fixed Assets | | |
| | Capital Cost of disposals | 39,847 | 1,500 |
| | Less: Accumulated depreciation written out | -39,847 | -1,500 |
| | | 0 | 0 |
| | (+) Grants Applied to Grants Received Conversion | | |
| | (-) Grants Applied | -115,164 | -20,817 |
| | (+) Grants Received | 0 | 0 |
| | | -115,164 | -20,817 |
| | (=) Adjusted Other Income | 602,396 | 409,582 |
| 4 | (-) Staff Costs | | |
| | Labour Operations Account | 49,952 | 96,655 |
| | Shared Technical Support Staff Costs | 246,084 | 195,916 |
| | Shared Administration Staff Costs | 94,201 | 118,518 |
| | | 390,237 | 411,089 |

From: 01 April 2020
To: 31 March 2021

Period To: 12
Year Ended: 31 March 2021

| BOX NO. | ANNUAL RETURN, FOR THE YEAR ENDED 31 MARCH 2021 | ACTUAL 2019/20 £ | ACTUAL 2020/21 £ |
|---------|---|------------------------|------------------------|
| 5 | (-) Loan Interest/Capital Repayments | | |
| | Loan Interest | 0 | 0 |
| | Capital Repayments | 0 | 0 |
| | As per Statement of Accounts | 0 | 0 |
| 6 | (-) All Other Expenditure | | |
| | Capital Works | 116,437 | 20,817 |
| | Maintenance Works | 549,785 | 497,169 |
| | Environment Agency Precept | 72,693 | 74,854 |
| | Development Expenditure | 3,198 | 0 |
| | Administration Charges | 143,697 | 168,183 |
| | Cost of Rechargeable Works | 234,596 | 114,061 |
| | Net Deficit/(Surplus) on Operating Accounts | -9,574 | 8,654 |
| | Pension Interest Cost/(Expected Return on Assets) | 0 | 0 |
| | As per Statement of Accounts | 1,110,832 | 883,738 |
| | (-) All Other Expenditure (Non Cash) | | |
| | Plant and Equipment | 3,600 | 7,863 |
| | Buildings | 0 | 0 |
| | Depreciation on Kettlewell House (including in admin. Exp.) | 999 | 999 |
| | Pension Interest Cost/(Expected Return on Assets) | 0 | 0 |
| | | 4,599 | 8,862 |
| | (-) Staff Costs now reported in Box 4 | 390,237 | 411,089 |
| | (+) Capitalised Additions | | |
| | Land and Buildings | 0 | 0 |
| | Plant and Equipment | 0 | 102,695 |
| | | 0 | 102,695 |
| | (=) Adjusted Other Expenditure | 715,996 | 566,482 |
| 7 | (=) Balances carried forward | | |
| | General Reserve | 549,985 | 502,298 |
| | Development Reserve | 210,035 | 210,035 |
| | Plant Reserve | 65,000 | 65,000 |
| | Revaluation Reserve | 40,959 | 40,959 |
| | Grants Reserve | 35,494 | 14,677 |
| | Pension Reserve | -96,000 | -218,000 |
| | As per Statement of Accounts | 805,473 | 614,969 |
| | (-) Fixed Assets and Long Term Liabilities | | |
| | Long Term Borrowing | 0 | 0 |
| | Pension Liability | -96,000 | -218,000 |
| | Net Book Value of Tangible Fixed Assets | 51,125 | 144,959 |
| | | -44,875 | -73,041 |
| | (=) Adjusted Balances carried forward (Net Current Assets) | 850,348 | 688,010 |
| 8 | Total Cash and Short Term Investments | | |

From: 01 April 2020
To: 31 March 2021

Period To: 12
Year Ended: 31 March 2021

| BOX NO. ANNUAL RETURN, FOR THE YEAR ENDED 31 MARCH 2021 | | ACTUAL 2019/20 £ | ACTUAL 2020/21 £ |
|---|---|------------------------|------------------------|
| | Cash at Bank and in Hand | 326,668 | 357,976 |
| | Short Term Investments | 500,000 | 300,000 |
| | As per Statement of Accounts | 826,668 | 657,976 |
| 9 | Total Fixed Assets and Long Term Assets (Net Book Value) | | |
| | Land and Buildings | 37,962 | 36,963 |
| | Plant and Equipment | 13,163 | 107,996 |
| | Shared Consortium Assets | 0 | 0 |
| | As per Statement of Accounts | 51,125 | 144,959 |
| 10 | Total Borrowings | | |
| | Loans Due (<= 1 Year) | 0 | 0 |
| | Loans Due (> 1 Year) | 0 | 0 |
| | As per Statement of Accounts | 0 | 0 |

From: 01 April 2020
To: 31 March 2021

Period To: 12
Year Ended: 31 March 2021

| BOX NO. | ANNUAL RETURN, FOR THE YEAR ENDED 31 MARCH 2021 | ACTUAL 2019/20 £ | ACTUAL 2020/21 £ |
|---------|---|------------------------|------------------------|
|---------|---|------------------------|------------------------|

| 7, 8 | RECONCILIATION BETWEEN BOXES 7 AND 8 | ACTUAL 2019/20 £ | ACTUAL 2020/21 £ |
|------|--------------------------------------|------------------------|------------------------|
|------|--------------------------------------|------------------------|------------------------|

| | | | |
|---|---|----------------|----------------|
| 7 | Balances carried forward (adjusted) | 850,348 | 688,010 |
| | (-) Deduct: Debtors and Prepayments | | |
| | Trade Debtors | 68,073 | 64,940 |
| | Work in Progress | 19,326 | 65,054 |
| | Drainage Rates and Special Levies Due | -150 | -242 |
| | Staff Health Insurances | 0 | 0 |
| | Prepayments | 0 | 0 |
| | Prepayments to WMA | -4,889 | 944 |
| | Vat Due from HMRC | 1,587 | 4,248 |
| | Grants Due | 0 | 0 |
| | | 83,947 | 134,944 |
| | (+) Add: Creditors and Payments Received in Advance (<= 1 Year) | | |
| | Trade Creditors | 5,583 | 13,562 |
| | Accruals | 37,468 | 64,525 |
| | Drainage Rates/Special Levies paid in advance | 17,217 | 26,822 |
| | Finance Leases | 0 | 0 |
| | | 60,268 | 104,910 |
| | (=) Box 8 | 826,668 | 657,976 |
| 8 | (=) Total Cash and Short Term Investments | | |
| | Cash at Bank and in Hand | 326,668 | 357,976 |
| | Short Term Investments | 500,000 | 300,000 |
| | | 826,668 | 657,976 |

S JEFFREY BSc (Hons) FCCA
FINANCE & RATING MANAGER

29/04/2021

Annual Governance and Accountability Return 2020/21 Part 3

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

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

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2020/21

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
 - **Sections 1 and 2** **must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2021**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2021**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2021
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2020/21

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

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

Publication Requirements

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

Before 1 July 2021 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2020/21**, approved and signed, page 4
- **Section 2 - Accounting Statements 2020/21**, approved and signed, page 5

Not later than 30 September 2021 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

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

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

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return (AGAR) 2020/21

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2021.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2020) equals the balance brought forward in the current year (Box 1 of 2021).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2021**.

| Completion checklist – 'No' answers mean you may not have met requirements | | Yes | No |
|--|--|-----|----|
| All sections | Have all highlighted boxes have been completed? | | |
| | Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor? | | |
| Internal Audit Report | Have all highlighted boxes been completed by the internal auditor and explanations provided? | | |
| Section 1 | For any statement to which the response is 'no', has an explanation been published? | | |
| Section 2 | Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting? | | |
| | Has an explanation of significant variations from last year to this year been published? | | |
| | Has the bank reconciliation as at 31 March 2021 been reconciled to Box 8? | | |
| | Has an explanation of any difference between Box 7 and Box 8 been provided? | | |
| Sections 1 and 2 | Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested. | | |

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

Annual Internal Audit Report 2020/21

ENTER NAME OF AUTHORITY NORFOLK RIVERS IDB

ENTER FULL WEB ADDRESS <https://www.wlma.org.uk/norfolk-idb/home/>

During the financial year ended 31 March 2021, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2020/21 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

| Internal control objective | Yes | No* | Not covered** |
|--|-----|-----|----------------|
| A. Appropriate accounting records have been properly kept throughout the financial year. | ✓ | | |
| B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for. | ✓ | | |
| C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these. | ✓ | | |
| D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate. | ✓ | | |
| E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for. | ✓ | | |
| F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for. | ✓ | | |
| G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied. | ✓ | | |
| H. Asset and investments registers were complete and accurate and properly maintained. | ✓ | | |
| I. Periodic bank account reconciliations were properly carried out during the year. | ✓ | | |
| J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded. | ✓ | | |
| K. If the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered") | | | |
| L. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities. | | | |
| M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set). | ✓ | | |
| N. The authority has complied with the publication requirements for 2019/20 AGAR (see AGAR Page 1 Guidance Notes). | ✓ | | |
| O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee. | Yes | No | Not applicable |
| | | | ✓ |

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

Date(s) internal audit undertaken

Name of person who carried out the internal audit

06/04/2021 07/04/2021 13/04/2021

ENTER NAME OF AUDITOR Kathy Woodward

Signature of person who carried out the internal audit

K Woodward

Date

20/04/2021

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

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

Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

EN NORFOLK RIVERS IDB TV

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

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

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

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

29/04/2021

and recorded as minute reference:

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

Chairman

Clerk.

ENTER THE ADDRESS <https://www.wlma.org.uk/norfolk-idb/home/>

Section 2 – Accounting Statements 2020/21 for

NORFOLK RIVERS IDB

| | Year ending | | Notes and guidance |
|---|-----------------------|-----------------------|---|
| | 31 March 2020 £ | 31 March 2021 £ | |
| 1. Balances brought forward | 956,815 | 850,348 | Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year. |
| 2. (+) Precept or Rates and Levies | 397,370 | 405,651 | Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received. |
| 3. (+) Total other receipts | 602,396 | 409,582 | Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received. |
| 4. (-) Staff costs | 390,237 | 511,089 | Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments. |
| 5. (-) Loan interest/capital repayments | 0 | 0 | Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any). |
| 6. (-) All other payments | 715,996 | 566,482 | Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5). |
| 7. (=) Balances carried forward | 850,348 | 688,010 | Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6). |
| 8. Total value of cash and short term investments | 826,668 | 657,976 | The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation. |
| 9. Total fixed assets plus long term investments and assets | 51,125 | 144,959 | The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March. |
| 10. Total borrowings | 0 | 0 | The outstanding capital balance as at 31 March of all loans from third parties (including PWLB). |
| 11. (For Local Councils Only) Disclosure note re Trust funds (including charitable) | Yes | No | The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets. |
| | | | N.B. The figures in the accounting statements above do not include any Trust transactions. |

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

STILL REQUIRED

Date _____

22/04/2021

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

29/04/2021

as recorded in minute reference:

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

Section 3 – External Auditor's Report and Certificate 2020/21

In respect of

EN NORFOLK RIVERS IDB TY

1 Respective responsibilities of the auditor and the authority

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

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

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

- summarises the accounting records for the year ended 31 March 2021; and
- ~~confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.~~

2 External auditor's limited assurance opinion 2020/21

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

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

3 External auditor certificate 2020/21

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2021.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD MONTH

NORFOLK RIVERS IDB

SCHEDULE OF PAID ACCOUNTS

Payment Date from: 01/01/2021

Payment Date to: 31/03/2021

| <u>NAME</u> | <u>DETAILS</u> | <u>% COST RECOVERABLE</u> | <u>AMOUNT PAID THIS PERIOD</u> |
|--------------------------------------|---------------------------------|-------------------------------|------------------------------------|
| Agroco Trailers | Trailer Parts | 0 | 21.60 |
| Anglia Farmers Ltd | Materials/Equipment | 57 | 5,720.61 |
| Bear Terrain Ltd | Maintenance Works | 0 | 259.20 |
| Broads (2006) IDB | Rechargeable Work/Materials | 78 | 30,931.85 |
| C J Spares Ltd | Adblue | 0 | 20.40 |
| Cole Parmer Instrument Company | Masterflex | 0 | 471.04 |
| East Suffolk IDB | Rechargeable Work | 100 | 1,144.80 |
| GDR Sales Ltd | Plant/Labour Hire | 60 | 66,693.00 |
| Hubble | Small Parts | 0 | 80.34 |
| Independent Lifting Services Limited | Small Parts | 0 | 116.56 |
| Inland Revenue | PAYE | 0 | 5,091.17 |
| John Davidson (Pipes) Ltd | Pipework | 100 | 892.46 |
| Mastenbroek Environmental Ltd | Parts | 0 | 388.33 |
| Norvic Training UK Ltd | First Aid Courses | 0 | 288.00 |
| Norfolk Pension Fund | Superannuation | 0 | 5,595.34 |
| Norwich Instrument Services Ltd | Calibration | 0 | 91.80 |
| Parker Hydraulics and Pneumatics | Hydraulic Parts | 0 | 362.40 |
| SSAF Window Films Ltd | Graphics Sticker | 0 | 3.60 |
| Strickland MFG Limited | Weld on Plate | 0 | 381.60 |
| Robert P Thain | Machine Moves/Plant Hire | 0 | 1,645.20 |
| C R Turner | Low Loader Hire | 0 | 1,944.00 |
| Joe Turner Equipment Ltd | Flail & Parts | 0 | 6,461.49 |
| Vodafone Ltd | Mobile Phone Charges | 0 | 246.45 |
| WMA | Staff Recharges/Materials | 60 | 50,797.38 |
| Witham Oil & Paint Lowestoft Ltd | Bio Oil/Paint | 0 | 677.01 |
| Wildlife Conservation Partnership | Barn Owl Nest Box Installations | 0 | 1,000.20 |
| Workwear (East Anglia) Ltd | PPE | 0 | 162.48 |

Please note that the amounts shown above include VAT

£181,488.31

**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) | (1a) Reduction in, or insufficient finance, grant and income | Erosion of Board's capital and general reserves | 3 | 3 | 9 → | Explore alternative funding streams Continue to lobby Defra to update the Land Drainage Act 1991 to refer to current rating lists used by billing authorities for levying agricultural drainage rates and special levies, as this would support the extension of the Board's area to its watershed, which in turn would provide additional rates to the Board from the upland area. Defra supports the Environment Bill which, if enacted could facilitate these aims. Close liaison with EA to support its next 6 year compulsory spending to facilitate inclusion of IDB programmes/FDGiA where possible. |
| | (1b) EA may cease to pay highland water contributions to IDBs | Reduction in FCERM service the Board is able to provide Unable to replace assets as scheduled in asset management plan | | | | |
| | (1c) EA is no longer willing or able to carry out work on sea defences that protects the Internal | Potential overtopping into IDD in severe weather events and cost implications of managing the | 2 | 3 | 8 ↑ | Develop Investment Plan with key stakeholders Contribute to the review of the Shoreline Management Plans and lobby ADA, to ensure that |

**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) |
|----------------------|---|---|--------------------------|----------------------|---------------------------------|--|
| | Drainage District, or the works are undertaken to a reduced specification | increase in water | | | | the policy of “hold the line” is maintained where appropriate. |
| | (1d) 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 | 8 ↑ | <p>PSCA in place between IDB/EA, effective 2017/18 to undertake maintenance works on some sections of main river identified by the IDB's Project Engineer that will provide benefit to IDB watercourses, however EA has halted these works in 2018/19. The IDB has appealed the precept.</p> <p>Continue to encourage the EA to de-main lengths of less strategically important main river for the IDB to adopt and maintain</p> |
| | (1m) Maintenance works constrained by the Water Framework Directive legislation and Habitat Regulations | IDB could incur penalties/fines | 2 | 3 | High 6 ↓ | <p>Work with EA, NE and voluntary sector orgs to meet WFD requirements.</p> <p>Agree interpretation of Habitat Regulations Assessments with NE.</p> <p>SMO regularly updated to</p> |

**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) |
|---|--|--|--------------------------|----------------------|---------------------------------|---|
| | Assessment and onus of proof sits with IDBs | | | | | <p>remain WFD compliant</p> <p>Regular SMO update training for employees</p> <p>Pursue funding from all available sources</p> |
| | 1(o) Increasing cost (financially and ecologically) implications of managing invasive species, such as Floating Pennywort, and of it becoming out of control within the catchment area | | 3 | 3 | High 9 ↑ | <p>Staff awareness training</p> <p>Ensuring the public are aware of the plant and the need to report it immediately</p> |
| To liaise with EA to en-main sections of main river that will be de-listed by the EA. | <p>(3a) EA may not provide funding to the IDB for this additional maintenance.</p> <p>(3b) EA will not de-main the rivers if the IDB refuses to adopt them.</p> | Lack of maintenance on these sections of main rivers could adversely affect the IDB's watercourses and reduce the IDB's ability to fulfil its statutory function | 3 | 2 | High 6 ↑ | <p>Continue to liaise with EA to bring proposal to Board.</p> <p>De-maining of low consequence main river remains under consideration by EA. Public consultation during Autumn 2017 for national de-maining pilot study in Norfolk/Suffolk, but the pilot study is currently on hold in Norfolk</p> |

**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>Board has agreed to adopt de-mained rivers</p> <p>Prioritise maintenance programme</p> |
| To enable and facilitate land use for residential, commercial, recreational and environmental purposes by guiding and regulating activities, which have the potential to increase flood risk | <p>(4a) Planning Authorities ignore advice provided by Board, which leads to increased flood risk</p> <p>(4b) 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>Potential for increased flood risk</p> <p>Lost income from SWDCs and commuted sums</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> | 2 | 3 | High 6 ↓ | <p>Planning/Enforcement is undertaken by the Board's Sustainable Development Officers and issues are raised at Board meetings.</p> <p>Officers' comments on planning applications are available on Local Authority website.</p> <p>Updated Planning and Byelaw Strategy Document approved by the WMA on 7 December 2018 for consultation with LPAs and approved by the Norfolk Rivers IDB on 13 June 2019.</p> <p>A SUDs adoption and charging policy was adopted by the Board at its 26 January 2017 meeting to promote IDB services for adoption of SUDs to ensure these are properly maintained in perpetuity.</p> |

**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) |
|----------------------|------|--------|--------------------------|----------------------|---------------------------------|--|
| | | | | | | At its 16 August 2018 meeting the Board adopted the variable SWDC rate and banding arising from the 2018 review undertaken by the WMA Sustainable Development Manager and the South Holland IDB Engineer. New rates and banding introduced 1 October 2018. |

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.

From: Glerum Jonathan <jGlerum@anglianwater.co.uk>

Sent: 11 February 2021 12:32

To: Phil Camamile <Phil.Camamile@wlma.org.uk>; Innes Thomson <Innes.Thomson@ada.org.uk>

Cc: Giles Bloomfield <Giles.Bloomfield@wlma.org.uk>; Kelly Robert <rKelly@anglianwater.co.uk>;

Simpson Peter - Chief Executive <pSimpson@anglianwater.co.uk>

Subject: Thank you

Hi Phil

Thank you for both the positive words just now during the Norfolk Flooding Alliance and more generally the support of Giles and your Boards across Norfolk. Your continued support at the Burnhams, the Creakes, Grimston and Hickling has been fantastic, and a brilliant example of partnership working during this incredibly difficult time to deliver practical solutions on the ground to help the communities we all serve.

If you need anything from us then please do let me know, and I look forward to our continued strong working relationship both during this current incident and into the future.

Many thanks,

Jonathan



Jonathan Glerum

Regional Flood Risk Manager

Mobile: 07545 435 546

Twitter: @JGwater

Anglian Water Services Limited

Lancaster House, Lancaster Way, Ermine Business Park, Huntingdon,
Cambridgeshire, PE29 6XU

From: Robin Price <robinprice@wre.org.uk>

Sent: 17 March 2021 16:55

To: Info <info@wlma.org.uk>

Subject: ADA representation on the Board for Water Resources East (WRE) - Contributions

Dear Phil & IDB colleagues

We are writing to express our gratitude for your generous contribution to the operating costs of Water Resources East (WRE), enabling ADA to represent you on WRE's Board of Directors. We know that budgets are extremely tight at the current time, and would like to thank you for your clear commitment to WRE, and to the work we are doing ensure that Eastern England has sufficient water resources to support a flourishing economy, a thriving environment and the needs of its population, and for the region to be seen as an international exemplar for collaborative integrated water resource management.

Our collaboration with ADA and with individual and consortia of IDBs is a crucial enabler for the outcomes which WRE is seeking to deliver through the development of a Regional Plan for Eastern England. Your investment in WRE has enabled us to develop a wide and unique portfolio of projects and partnerships right across Eastern England, and to secure almost £5m of project funding to enable their delivery. IDBs sit right at the heart of so many of these partnerships, as we particularly focus on joining the worlds of flood risk and drought management through an increased level of storage and connectivity within the landscape of Eastern England. We anticipate that, in time, this work will deliver a significant change in the way that water is managed across our region, delivering significant operational and capital cost savings for all involved in water management, improving energy efficiency, driving up resilience and of course delivering the environmental improvements which we are all striving to enable.

If you'd like to learn more about WRE or have thoughts around further partnership opportunities within your particular geography, please do get in touch with us.

In the meantime, can we once again thank you for your commitment to WRE; please find enclosed an invoice for your contribution for 2020/21. We very much look forward to working with you and your colleagues in the future.

We would be grateful if you could circulate this email to your colleagues across your IDB(s).

Very best regards,

Robin, Steve and Henry

Robin Price

Managing Director

[Water Resources East](#)

Steve Moncaster

Technical Director

[Water Resources East](#)

Henry Cator OBE

Independent Chair

[Water Resources East](#)

**A VIRTUAL MEETING OF THE WMA CONSORTIUM MANAGEMENT COMMITTEE (CMC)
WAS HELD VIA ZOOM ON FRIDAY, 26 MARCH 2021 AT 9.30 AM**

- | | |
|--|--|
| * S G Bambridge (Norfolk Rivers IDB) | * E Greenwell (East Suffolk IDB) |
| * L E Baugh (Broads (2006) IDB) | * Lord Howard of Rising (King's Lynn IDB) |
| * R Buxton (Broads (2006) IDB) | * B Long (King's Lynn IDB) |
| * J Carrick (Norfolk Rivers IDB) | * S A R Markillie (South Holland IDB) |
| * H Carrie (Waveney, Lower Yare & Lothingland IDB) | * J Marson (East Suffolk IDB) |
| B Collen (Waveney, Lower Yare & Lothingland IDB) | T Matkin (King's Lynn IDB) |
| * H G Cator (Norfolk Rivers IDB) | * C Mutton (Waveney, Lower Yare & Lothingland IDB) |
| P Coupland (South Holland IDB) | M Paul (East Suffolk IDB) |
| * S G Daniels (Broads (2006) IDB) | D R Worth (South Holland IDB) |
| | * Present (72%) |

In attendance:

Frances Bligh (ICT Manager), Ben Blower (Clerk, WLY&L), Cathryn Brady (Sustainable Development Manager), Phil Camamile (Chief Executive), Sue Cook (PA to the CEO), Emma Dixon (Funding and Community Engagement Officer) and Sallyanne Jeffrey (Finance and Rating Manager)

| ID | WMA Consortium Management Committee, Minute | Action |
|-----------------|--|--------|
| 01/21 | APOLOGIES FOR ABSENCE | |
| 01/21/01 | Apologies for absence were received on behalf of Peter Coupland, Tim Matkin, Michael Paul and Duncan Worth. | |
| 02/21 | ELECTION OF CHAIRMAN AND VICE-CHAIRMAN | |
| 02/21/01 | The Chief Executive requested nominations for Chairman of the WMA Consortium Management Committee for the year to 31 March 2022. It was proposed by Brian Long, seconded by Jane Marson and unanimously agreed to elect Sam Markillie to serve as CMC Chairman from 1 April 2021 to 31 March 2022. | |
| | Mr S A R Markillie in the Chair | |
| 02/21/02 | It was proposed by Sam Markillie, seconded by Simon Daniels and unanimously agreed to elect Robin Buxton to serve as the CMC's Vice-Chairman from 1 April 2021 to 31 March 2022. RESOLVED that this be noted. | |
| 03/21 | WELCOME AND INTRODUCTIONS | |
| 03/21/01 | The Chairman welcomed the Funding and Community | |

| ID | WMA Consortium Management Committee, Minute | Action |
|-----------------|--|--------|
| | Engagement Officer and the ICT Manager to their first CMC meeting. | |
| | 04/21 REPRESENTATIVE CHANGES | |
| 04/21/01 | Members were advised that Bryan Collen had stood down as Chairman of Waveney, Lower Yare and Lothingland IDB. Hamish Carrie had replaced Bryan as Chairman, with Chris Mutton as Vice-Chairman. RESOLVED that this be noted. | |
| | 05/21 DECLARATIONS OF INTEREST | |
| 05/21/01 | There were no declarations of interest other than those already recorded in the Register of Members Interests. | |
| | 06/21 MINUTES OF THE LAST MEETING | |
| 06/21/01 | The minutes of the last Consortium Management Committee meeting held on 10 December 2020 were confirmed as a true record and would be signed by the Chairman as such shortly after the meeting. | |
| | 07/21 MATTERS ARISING | |
| 07/21/01 | Renewal of PSCAs with EA (44/20/01) The Chief Executive reported that he had recently been invited by the Environment Agency to an Interview under caution to answer questions in relation to the Agency's ongoing waste licence investigation at Iken. He hoped that the recent activity was an indication that this matter would soon reach a conclusion. Jane Marson apprised the Committee that there had been good support and engagement from both Thérèse Coffey MP and Rebecca Pow MP (and Flood Minister). RESOLVED that this be noted. | |
| 07/21/02 | Environment Bill (44/20/03) The Chief Executive apprised the Committee that the Environment Bill had been deferred to the Autumn 2021 session when it was still hoped that this Bill would become enacted. | |
| 07/21/03 | Waveney, Lower Yare and Lothingland IDB Policy Integration (22/20/04) Ben Blower reported that the policy integration process was on track, with all key governance documentation being approved by the Waveney Board at their last meeting on 9 February 2021. | |

| ID | WMA Consortium Management Committee, Minute | Action |
|-----------------|---|----------------|
| 07/21/04 | <p>WMA Policies due for review (48/20/03, 48/20/04)</p> <p>The Chief Executive reported that the WMA Group's Guidance for Local Authorities when Appointing Members Policy and Sustainability Policy had been updated as requested and uploaded to the website. RESOLVED that this be noted.</p> | |
| 08/21 | SCHEDULE OF PAID ACCOUNTS | |
| 08/21/01 | <p>The Schedule of Paid Accounts for the period 1 December 2020 to 28 February 2021, totalling £499,239 (a copy of which is filed in the Report Book), was considered in detail and approved. There were no matters arising.</p> | |
| 09/21 | FINANCIAL REPORT, TO PERIOD 11, 2020/21 | |
| 09/21/01 | <p>The WMA Financial Report for the period 1 April 2020 to 28 February 2021 (a copy of which is filed in the Report Book) was considered in detail and approved. Arising therefrom:</p> | |
| 09/21/02 | <p>It was agreed and hereby RESOLVED to consider introducing a guide to navigating the Financial Reports for new members and new WMA Member Boards. The Chief Executive and the Finance and Rating Manager reiterated that they were happy to answer any questions regarding the Financial Reports, either at Board meetings or with members directly.</p> | PJC/ SJ |
| 10/21 | SCHEME OF DELEGATION FOR CONSENT APPLICATIONS | |
| 10/21/01 | <p>The WMA Planning Report (a copy of which is filed in the Report Book) was considered in detail and approved. Arising therefrom:</p> | |
| 10/21/02 | <p>The Chairman thanked the Sustainable Development Manager for the proactive work being undertaken by her team, which had led to many more retrospective applications being presented to the Boards, regularising numerous infringements that had happened in the past. The proposed changes to the scheme of delegation for consent applications were considered and unanimously approved for recommendation to the Member Boards. RESOLVED that this be noted.</p> | CB |
| 11/21 | SOCIAL MEDIA REPORT | |
| 11/21/01 | <p>The Social Media Report (a copy of which is filed in the Report Book) was considered in detail and approved.</p> | ED/ FB |

| ID | WMA Consortium Management Committee, Minute | Action |
|----------|--|------------|
| 11/21/02 | The Chairman thanked the Funding and Community Engagement Officer and the ICT Manager for their Social Media Report and confirmed that this should be included as a standard CMC agenda item moving forward. | |
| 11/21/03 | The Committee were pleased to hear that a small central team were controlling all content, and that good progress was being made in communicating who we are and what we do via the relevant platforms. It was agreed and hereby RESOLVED to continue supporting our public profile through Social Media whilst exercising appropriate caution with modest financial outlay. | |
| 12/21 | DATE AND TIME OF NEXT MEETING | |
| 12/21/01 | The next meeting of the Consortium Management Committee would take place at 9.30 am on Friday 25 June 2021 at Kettlewell House and/or via Zoom. | |
| 13/21 | ANY OTHER BUSINESS | |
| 13/21/01 | Virtual Meetings | |
| | The Chief executive reminded those present that the temporary powers to hold virtual public meetings were due to expire on 7 May 2021. The Committee hoped that Defra would make this change permanent, enabling Boards to choose between face to face, virtual or hybrid meetings going forwards. The Chief Executive would coordinate letters to Defra in support of a permanent change, to be signed by each IDB Chairman and cc'd to ADA. RESOLVED that this be noted. | PJC |
| 14/21 | CONFIDENTIAL BUSINESS | |
| 14/21/01 | 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 : 01/12/2020

Payment Date To : 28/02/2021

| <u>Account ID</u> | <u>Name</u> | <u>Details</u> | <u>Amount Paid This Period</u> |
|-------------------|-------------------------------------|---------------------------------|------------------------------------|
| AL0004 | ALS Life Sciences Ltd | Nitrate Testing | 349.80 |
| AL0101 | Alarmline Security Ltd | Security Services | 664.09 |
| AN0003 | Anglia IT Solutions DD | Hardware/Support | 8,182.26 |
| AN0004 | Anglia IT Solutions Ltd | Hardware | 3,183.11 |
| AN0102 | The AF Group Limited | Electricity/PPE/Recharges to | 2,658.60 |
| AN0103 | Anglian Water Services Ltd | Water Charges | 76.40 |
| AS0003 | Asdon Group | Stationery | 589.68 |
| AS0105 | Association of Drainage Authorities | Annual Subscription | 20,743.20 |
| AS0107 | Association of Drainage Authorities | Subscription | 42.00 |
| ATT001 | Julie Attwater | Childminder | 82.00 |
| BA0002 | Banner Group Ltd | Stationery Supplies | 162.99 |
| BES001 | BES Commercial Electricity Ltd | Standing Charge (Next Door) | 98.52 |
| BI0002 | Ian Bix | Relocation of Offices | 693.00 |
| BO0002 | Bobby Dazzlers Cleaning Ltd | Martham office cleaning | 320.00 |
| BO0205 | Borough Council of King's Lynn & | Business Rates | 3,718.00 |
| BR0007 | Brosch Direct Ltd | Cleaning Materials | 94.74 |
| BR0208 | Broads IDB | Rechargeable Work | 878.10 |
| BT0213 | BT Payment Services Ltd | Telephone | 2,756.40 |
| BT0214 | BT | Telephone | 12.00 |
| CH0366 | Chubb Fire & Security Ltd | Fire Alarm Maintenance | 154.31 |
| CO0346 | Cope Safety Management Ltd | Health & Safety | 2,537.46 |
| CR0303 | Colin Street T/A CR Electrical | Electrical Repairs | 328.38 |
| EA0005 | East Suffolk IDB | Rechargeable Works | 119.46 |
| EL0003 | Electronics Computers and | DRS Support | 37,056.00 |
| EO0001 | Eon UK plc | Gas | 1,550.44 |
| ES0401 | ESPO | Stationery | 862.89 |
| FI0002 | First Intuition | Accountancy Training NVQ3 + | 4,811.00 |
| GB0001 | GB Security Group | Security Maintenance | 755.98 |
| GR0002 | Grant Thornton | External Audit | 24,000.00 |
| GR0005 | GreenJobs Limited | Recruitment Mechanical Engineer | 598.00 |
| H20801 | H20 Vend Ltd | Water Machine | 69.84 |
| HFW001 | HFW (Holman Fenwick Willan LLP) | Contract Prep and Review | 13,200.00 |
| ICS001 | ICSA Services Limited | Data Governance Training | 2,040.00 |
| IG0001 | Ignite | Broadband Line Rental | 340.74 |
| IN0001 | Infosec Cloud Ltd | SATT & GDPR | 344.48 |
| IN0904 | Inland Revenue | PAYE & NIC | 139,135.56 |
| JA0003 | Jacobs UK Ltd | Rechargeable Works | 27,024.00 |
| KI1100 | Kings Lynn IDB | Rechargeable Works | 16,469.67 |
| LI1204 | Lincolnshire County Council | Former Staff Pension | 1,113.45 |
| MA0004 | Magpie Security Services Ltd | Locksmiths | 36.11 |
| MO1315 | Mossop and Bowser | Solicitors | 12,426.59 |
| NA0005 | Natural England | Licence | 50.00 |

Water Management Alliance

Schedule of Paid Accounts

Payment Date From : 01/12/2020

Payment Date To : 28/02/2021

| <u>Account ID</u> | <u>Name</u> | <u>Details</u> | <u>Amount Paid This Period</u> |
|-------------------|-----------------------------------|-------------------------------------|------------------------------------|
| NO0001 | Norfolk Pension Fund | Ex Employees Pension Cont | 788.19 |
| NO0005 | Norvic Training | Training | 958.20 |
| NO1450 | Norfolk Pension Fund | NCC Pension Contribution | 120,893.54 |
| NOR001 | Norse Waste Solutions Ltd | Martham Waste/Refuse Collection | 328.50 |
| ON1511 | Onebill Telecom | Telephone | 900.87 |
| PI0001 | Pitney Bowes Ltd | Franking Machine/Maintenance | 503.47 |
| RE0001 | Rentokil Initial UK Ltd | Hygiene Unit & Sanitiser | 27.58 |
| RE0005 | Rentokil Initial Martham | Spray dispenser/Bin liners/Sanitary | 131.94 |
| RO0003 | Robbins & Chapman Ltd | Toilet repair | 276.00 |
| RO0004 | Roythornes Ltd | Employment Retainer Services | 1,500.00 |
| SA1901 | Sage Uk Ltd | Software Support | 3,474.78 |
| SH0001 | Shred Station Limited | On Site Confidential Shredding | 37.20 |
| SO0001 | South Holland IDB | Rechargeable Works | 1,310.58 |
| SO1906 | S H D C - Revenue Services DD | Business Rates | 1,341.00 |
| SY0001 | Symetri Ltd | Software Licences | 7,644.00 |
| TO0003 | Towergate Insurance Brokers | Insurance | 168.00 |
| UN2101 | Unison Eastern Region | Unison | 67.50 |
| UT0001 | Utilize PLC | Hardware/Support | 1,703.34 |
| VEO001 | Veolia Environmental Services Ltd | Waste Disposal | 354.94 |
| VI0002 | Viking | Filing Cabinets | 525.60 |
| VJ0002 | V & J Knitwear Ltd | WMA Uniform | 964.44 |
| VO2201 | Vodafone Ltd | Mobile Phone Charge | 1,789.70 |
| WA0004 | The University of Warwick | MBA Year 1 20/21 | 18,510.00 |
| WO0001 | Worldpay Ltd | Admin Fee | 316.90 |
| WO0003 | A H Worth and Co Ltd | Chairman's Allowance | 4,200.00 |
| WO0005 | Workwear (East Anglia) Ltd | PPE | 194.10 |

Please note that the amounts shown above include Vat £ 499,239.62

From: 01 April 2020
To: 28 February 2021

Period To: 11
Year Ended: 31 March 2021

| NOTES | WMA GROUP INCOME AND EXPENDITURE ACCOUNT | £ Y-T-D BUDGET | £ Y-T-D ACTUAL | £ Y-T-D VARIANCE | £ ANNUAL BUDGET | £ PROJECTED OUT-TURN | £ PROJECTED VARIANCE |
|-------|--|----------------------|----------------------|------------------------|-----------------------|----------------------------|----------------------------|
| | Income | | | | | | |
| 1 | Net Consortium Charges | | | | | | |
| | Broads IDB | 305,587 | 300,841 | -4,746 | 334,171 | 332,885 | -1,286 |
| | East Suffolk IDB | 173,996 | 157,640 | -16,356 | 190,545 | 185,482 | -5,063 |
| | King's Lynn IDB | 360,743 | 321,880 | -38,863 | 385,854 | 385,358 | -496 |
| | Norfolk Rivers IDB | 202,986 | 190,626 | -12,360 | 219,893 | 214,468 | -5,425 |
| | South Holland IDB | 337,249 | 287,604 | -49,645 | 368,381 | 325,875 | -42,506 |
| | Net Consortium Charges | 1,380,561 | 1,258,591 | -121,970 | 1,498,844 | 1,444,068 | -54,776 |
| 2 | (+) Other Income | | | | | | |
| | Services provided to third parties | 923,851 | 1,034,988 | 111,137 | 1,007,837 | 1,110,855 | 103,018 |
| | Sales of Rating Software Licences/Ancillary Services | 0 | 369 | 369 | 2,000 | 1,369 | -631 |
| | Rating Software Support | 22,161 | 26,162 | 4,001 | 22,161 | 26,162 | 4,001 |
| | Rental Income from Offices | 7,300 | 7,269 | -31 | 26,300 | 26,269 | -31 |
| | Sundry Income | 8,551 | 17,300 | 8,749 | 9,201 | 18,800 | 9,599 |
| | (+) Other Income | 961,863 | 1,086,088 | 124,225 | 1,067,499 | 1,183,455 | 115,956 |
| | (=) Total Income | £2,342,425 | £2,344,679 | £2,254 | £2,566,343 | £2,627,523 | £61,180 |
| | (-) Expenditure | | | | | | |
| | Administration Costs | | | | | | |
| 3 | Shared Administration Staff | 570,211 | 577,757 | -7,546 | 618,206 | 628,920 | -10,714 |
| 4 | Establishment | | | | | | |
| | Kettlewell House (shared) | 74,650 | 69,905 | 4,745 | 96,157 | 95,144 | 1,013 |
| | Marsh Reeves (South Holland IDB) | 24,669 | 24,267 | 402 | 26,115 | 28,708 | -2,593 |
| | Martham Office (Broads IDB and Norfolk Rivers IDB) | 4,117 | 1,639 | 2,478 | 4,267 | 2,619 | 1,648 |
| | Kessingland Office (East Suffolk IDB) | 6,050 | 0 | 6,050 | 6,600 | 0 | 6,600 |
| | Establishment | 109,486 | 95,811 | 13,675 | 133,139 | 126,471 | 6,668 |
| 5 | Shared ICT | | | | | | |
| | Hardware Support and Maintenance | 17,600 | 22,799 | -5,199 | 19,200 | 24,961 | -5,761 |
| | Software Support and Maintenance | 49,684 | 39,923 | 9,761 | 56,578 | 37,250 | 19,328 |
| | Website Maintenance and Development | 1,140 | 2,280 | -1,140 | 2,640 | 2,480 | 160 |
| | New Software and Upgrades | 7,590 | 61,067 | -53,477 | 11,881 | 66,107 | -54,226 |
| | New ICT Infrastructure | 15,300 | 4,105 | 11,195 | 20,299 | 4,105 | 16,194 |
| | Shared ICT | 91,314 | 130,174 | -38,860 | 110,598 | 134,903 | -24,305 |
| 6 (i) | Other Shared Administration | | | | | | |
| | Legal and Professional Charges | 6,939 | 5,000 | 1,939 | 11,252 | 9,250 | 2,002 |
| | Insurances | 89,584 | 115,467 | -25,883 | 89,584 | 115,467 | -25,883 |
| | Marketing and PR Expenses | 3,200 | 598 | 2,602 | 3,275 | 673 | 2,602 |
| (ii) | WMA Chairman's Allowance | 1,500 | 0 | 1,500 | 1,500 | 1,500 | 0 |
| | Annual Subscriptions | 1,527 | 909 | 618 | 1,565 | 1,770 | -205 |
| | Actuary Fees | 475 | 670 | -195 | 475 | 670 | -195 |
| | Sundry Expenses | 10,840 | 11,245 | -405 | 11,695 | 11,935 | -240 |
| | Other Shared Administration | 114,065 | 133,889 | -19,824 | 119,346 | 141,265 | -21,919 |
| 7 (i) | Other Administration | | | | | | |
| | Public Notices | 0 | 0 | 0 | 0 | 0 | 0 |
| | Former Staff Pension Charges | 7,294 | 6,445 | 849 | 7,668 | 6,819 | 849 |
| (ii) | Members Expenses | 0 | 0 | 0 | 750 | 350 | 400 |
| (ii) | Chairman's Allowances | 14,000 | 10,500 | 3,500 | 14,000 | 14,000 | 0 |
| | Meetings and Inspections | 4,235 | -89 | 4,324 | 4,295 | 571 | 3,724 |

From: 01 April 2020
To: 28 February 2021

Period To: 11
Year Ended: 31 March 2021

| NOTES | WMA GROUP INCOME AND EXPENDITURE ACCOUNT | £ Y-T-D BUDGET | £ Y-T-D ACTUAL | £ Y-T-D VARIANCE | £ ANNUAL BUDGET | £ PROJECTED OUT-TURN | £ PROJECTED VARIANCE |
|-------|---|----------------------|----------------------|------------------------|-----------------------|----------------------------|----------------------------|
| | Legal and Professional Charges | 23,625 | 26,890 | -3,265 | 25,450 | 39,515 | -14,065 |
| | Audit and Compliance Fees | 23,375 | 7,745 | 15,630 | 23,375 | 51,070 | -27,695 |
| | ADA Expenses | 18,954 | 17,721 | 1,233 | 18,954 | 18,841 | 113 |
| | Other Administration | 91,483 | 69,212 | 22,271 | 94,492 | 131,166 | -36,674 |
| | Administration Costs | 976,559 | 1,006,843 | -30,284 | 1,075,781 | 1,162,725 | -86,944 |
| | Technical Support Costs | | | | | | |
| 8 | Shared Technical Support Staff | 1,113,869 | 1,084,334 | 29,536 | 1,212,484 | 1,185,083 | 27,401 |
| 9 | Other Technical Support Staff | 240,176 | 238,625 | 1,551 | 261,420 | 259,811 | 1,609 |
| * | Technical Support Staff (shared with external RMAs) | 0 | 0 | 0 | 0 | 0 | 0 |
| 10 | Other Technical Support | | | | | | |
| | Technical Consultants | 7,480 | 7,590 | -110 | 8,160 | 8,270 | -110 |
| | Land Registry Fees | 2,244 | 4,825 | -2,581 | 4,448 | 6,279 | -1,831 |
| | Sundry Expenses | 2,100 | 2,454 | -354 | 4,050 | 5,344 | -1,294 |
| | Other Technical Support | 11,824 | 14,869 | -3,045 | 16,658 | 19,893 | -3,235 |
| | Technical Support Costs | 1,365,869 | 1,337,828 | 28,042 | 1,490,562 | 1,464,787 | 25,775 |
| | (-) Total Expenditure | £2,342,425 | £2,344,679 | -£2,243 | £2,566,343 | £2,627,523 | -£61,169 |
| | (+/-) Profit/(Loss) on disposal of Shared Fixed Assets | 0 | 0 | 0 | 0 | 0 | 0 |
| | (=) Net Surplus/(Deficit) for the Year | £0 | £0 | £0 | £0 | £0 | £0 |

From: 01 April 2020
To: 28 February 2021

Period To: 11
Year Ended: 31 March 2021

| NOTES | BALANCE SHEET | £ 01/04/2020 | £ MOVEMENT | £ 28/02/2021 |
|-------|--|--------------------|-----------------|--------------------|
| 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 | -2,242 | 3,078 | 835 |
| 13 | Sundry Debtors Due and Prepayments | 87,419 | 51,980 | 139,399 |
| 14 | Vat Refundable/(Payable) | 7,592 | 3,838 | 11,429 |
| 15 | Bank Account | 4,792 | -10,632 | -5,839 |
| 16 | Petty Cash | 200 | 0 | 200 |
| 17 | PMH Insurance and Cycle to Work Scheme | 0 | 534 | 534 |
| | | 97,761 | 48,798 | 146,559 |
| | Current Liabilities | | | |
| 18 | Creditors | 4,806 | 19,549 | 24,356 |
| | Payroll Control | 1,142 | -199 | 943 |
| 19 | Accruals | 111,071 | -64,821 | 46,250 |
| 20 | Payments received in advance/(due) from WMA IDBs | -19,259 | 94,269 | 75,010 |
| | | 97,761 | 48,798 | 146,559 |
| | Net Current Assets/(Liabilities) | 0 | 0 | 0 |
| | Less Long Term Liabilities: | | | |
| 21 | Net Pension Liability/(Asset) | 2,761,000 | 27,000 | 2,788,000 |
| | Net Assets | -£2,761,000 | -£27,000 | -£2,788,000 |
| | Reserves | | | |
| 22 | General Reserve | 0 | 0 | 0 |
| 21 | Pension Reserve | -2,761,000 | -27,000 | -2,788,000 |
| | Total Reserves | -£2,761,000 | -£27,000 | -£2,788,000 |

P J CAMAMILE MA FCIS
CHIEF EXECUTIVE

S JEFFREY BSc (Hons) FCCA
FINANCE & RATING MANAGER

From: 01 April 2020
To: 28 February 2021

Period To: 11
Year Ended: 31 March 2021

Note Notes to the Accounts and Recommended Actions

1 Administration and Technical Support Services

The group is expecting another successful year. 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 on average 3% from 1 April 2020. Pension costs have increased by 0.5% to 23.0% of employees pensionable pay. We have increased the number of staff to add resilience to the back office, and to enable us to support the front line staff as per the business strategy.

4 Establishment Costs

Establishment costs for Kessingland are less than budgeted for due to giving notice before 31st March 2019, and budget setting being completed in November 2019. No costs are anticipated in 2020/21.

5 Shared ICT

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

6 Other Shared Administration

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

From: 01 April 2020
To: 28 February 2021

Period To: 11
Year Ended: 31 March 2021

Note Notes to the Accounts and Recommended Actions

7 Other Administration

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

| (ii) | Board | Members | Chairman's | Total 2020/21 |
|------|------------------------|-----------|----------------|----------------|
| | | Expenses | Allowance | |
| | Broads IDB | | | |
| | <i>Robin Buxton</i> | 0 | 3,500 | 3,500 |
| | East Suffolk IDB | | | |
| | <i>Jane Marson</i> | 0 | 0 | 0 |
| | King's Lynn IDB | | | |
| | <i>Cllr Brian Long</i> | 0 | 3,500 | 3,500 |
| | Norfolk Rivers IDB | | | |
| | <i>John Carrick</i> | 0 | 0 | 0 |
| | South Holland IDB | | | |
| | <i>Duncan Worth</i> | 0 | 3,500 | 3,500 |
| | <i>Sam Markillie</i> | 0 | | 0 |
| | | £0 | £10,500 | £10,500 |

8 Shared Technical Support Staff

The WMA employs 19 shared technical support staff, 11 of which are wholly utilised in the eastern area, 1 which is shared with King's Lynn IDB, 2 shared across South Holland IDB and King's Lynn IDB, and 5 others that are shared across all Boards. The costs of employing the shared technical support staff are paid for by Broads IDB, East Suffolk IDB, King's Lynn IDB, Norfolk Rivers IDB and South Holland IDB, according to where/whom they have been working.

9 Other Technical Support Staff

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

10 Other Technical Support

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

From: 01 April 2020
To: 28 February 2021

Period To: 11
Year Ended: 31 March 2021

Note Notes to the Accounts and Recommended Actions

11 Shared Fixed Assets

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

(i) Fixtures and Fittings

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

(ii) ICT Equipment

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

(iii) Office Equipment

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

(iv) Vehicles

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

12 Eyecare Vouchers and Work in Progress

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

| | No. | 01 April 2020 | No. | 28 February 2021 |
|------------------|------------|----------------------|------------|-------------------------|
| Eyecare Vouchers | 0 | 0 | 5 | 85 |
| Work In Progress | 4 | -2,242 | 0 | 750 |
| | 4 | -2,242 | 5 | 835 |

13 Sundry Debtors Due and Prepayments

(i) Sundry Debtors Due

| | No. | £ | No. | £ |
|--------------------------|------------|----------------|------------|-----------------|
| <=30 days | 9 | 83,335 | 6 | 67,930 |
| > 30 days and <= 60 days | 0 | 0 | 1 | 61,097 |
| > 60 days and <= 90 days | 0 | 0 | 0 | 0 |
| > 90 days | 0 | 0 | 0 | 0 |
| | 9 | £83,335 | 7 | £129,027 |

From: 01 April 2020
To: 28 February 2021

Period To: 11
Year Ended: 31 March 2021

Note Notes to the Accounts and Recommended Actions

| (ii) Prepayments | 01 April 2020 | 28 February 2021 |
|------------------------------------|----------------------|-------------------------|
| 6513 Autocad Infrastructure | 0.00 | 4,247 |
| 6685 BRIDB Chairman's Allowance | 0 | 2,042 |
| 6687 KLIDB Chairman's Allowance | 2,042 | 2,042 |
| 6689 SHIDB Chairman's Allowance | 2,042 | 2,042 |
| | £4,083 | £10,372 |
| | £87,418 | £139,399 |

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

28 February 2021

| | |
|--|----------------|
| Opening Balance, as at 1/4/2020 b/fwd | 4,792 |
| (+) Receipts | 3,639,445 |
| (-) Payments | -3,650,076 |
| Closing Balance, as at 28/2/2021 c/fwd | -£5,839 |
| Balance on Statement, as at 28/2/2021 | 7,112 |
| Less: Unpresented Payments | -13,052 |
| Add: Unpresented Receipts | 100 |
| Closing Balance, as at 28/2/2021 c/fwd | -£5,839 |

16 Petty Cash

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

17 PMH Insurance and Cycle to Work Scheme

| (i) PMI Insurance | 01 April 2020 | 28 February 2021 |
|---|----------------------|-------------------------|
| Data Manager (WMA) | 0 | 60 |
| Environmental Manager (WMA) | 0 | 69 |
| Project Engineer (WMA) | 0 | 62 |
| District Engineer (South Holland IDB) | 0 | 66 |
| Project Engineer (WMA Eastern) | 0 | 23 |
| Operations Engineer (WMA Eastern) | 0 | 49 |
| Funding & Comm Engagement Officer (WMA Eastern) | 0 | 30 |
| Environmental Officer (WMA Eastern) | 0 | 29 |
| Operations Manager (SHIDB) | 0 | 45 |
| Operations Manager (Pevensey) | 0 | 43 |
| Senior Finance and Rating Officer | 0 | 4 |
| Sustainable Development Officer (Pevensey) | 0 | 54 |
| | 0 | 534 |

From: 01 April 2020
To: 28 February 2021

Period To: 11
Year Ended: 31 March 2021

Note Notes to the Accounts and Recommended Actions

18 Creditors

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

19 Accruals

| | 01 April 2020 | 28 February 2021 |
|------------------------------|----------------------|-------------------------|
| KLIDB Land Registration Fees | 5,000 | 5,000 |
| Staff/Consultant Costs | 13,075 | 1,945 |
| ICT Provision | 30,475 | 23,225 |
| Chairmans' Allowances | 5,646 | 3,805 |
| Promotional Film | 8,000 | 8,000 |
| Internal Audit | 3,475 | 3,475 |
| External Audit | 45,400 | 800 |
| | £111,071 | £46,250 |

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

| | 01 April 2020 | 28 February 2021 |
|--------------------|----------------------|-------------------------|
| Broads (2006) IDB | -2,606 | 736 |
| East Suffolk IDB | -2,881 | 85,545 |
| King's Lynn IDB | -4,429 | -30,185 |
| Norfolk Rivers IDB | -4,888 | 5,732 |
| South Holland IDB | -4,456 | 13,181 |
| | -£19,259 | £75,010 |

21 Net Pension Liability/(Asset) and Pension Reserve

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

22 General Reserve

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

Recommended Actions

- To approve the Financial Statements for Period 11, ending 28-2-2021.

P J CAMAMILE MA FCIS
CHIEF EXECUTIVE

S JEFFREY BSc (Hons) FCCA
FINANCE & RATING MANAGER

WMA Social Media Report

5 December 2020 – 5 March 2021



facebook

Reach: The number of people who saw any content from your Page or about your Page, including posts, stories, ads, social information from people who interact with your Page and more.

Impression: Number of times an instance of an ad is on screen for the first time. We haven't posted any adverts so there is no data for this.

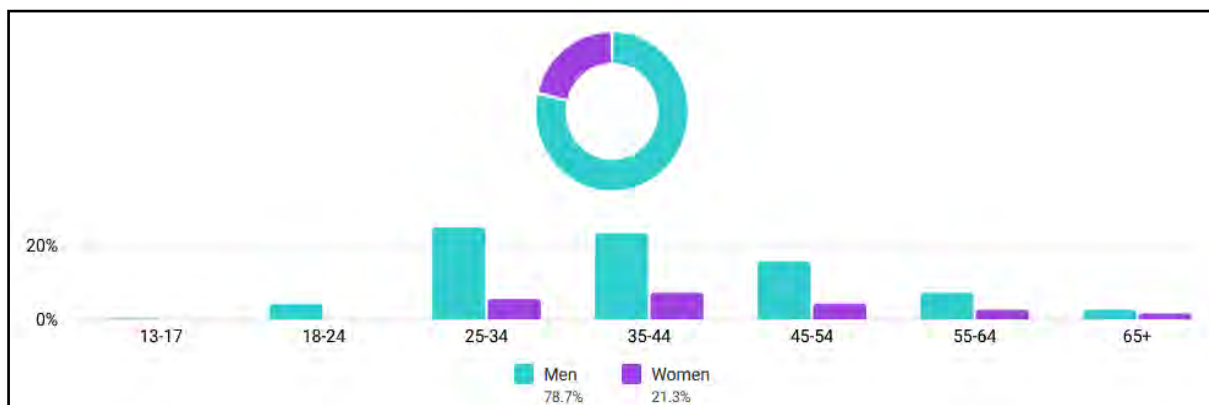
Link Clicks: Number of clicks on links within the ad that led to destinations or experiences, on or off Facebook.

Reactions: The number of reactions on your post. The Reactions buttons on a post allows people to share different reactions to the content:








WMA Facebook Statistics (3 months):

- 9,256 people reached
- 1,195 link clicks
- 249 reactions
- 264 followers - an increase of 44% in followers over the quarter and 51 from overseas
- Audience: 78.7% of our followers are male



WMA Top 5 Facebook Posts:

| Date | Content | Reach | Clicks | Reactions |
|--------|--|--|--------|-----------|
| 03 Mar | The first of four drive shaft impellers, each weighing a huge 9.7 tonnes, were both lifted into their pre-cast concrete pump casings at #KingsLynnIDB's New Islington Pumping Station, #Norfolk, this week. See here how the #construction is progressing with #balfourbeatty, @bedfordpumpsLtd and @AJHodgsonandSons #drainagesolutions #earthworks #civilengineering | 4000 | 370 | 99 |
| | |  | | |

| Date | Content | Reach | Clicks | Reactions |
|--------|--|--|--------|-----------|
| 21 Jan | Fancy a sneak peek at the latest Construction Phase of the Islington Pumping Station for the King's Lynn Drainage Board? @Balfour Beatty #KingsLynnIDB #sneakpeek #drone #videoclip #drainagesolutions #earthworks #civilengineering #norfolk #construction | 2500 | 307 | 92 |
| | |  | | |
| 6 Jan | We have been managing flood risks in our Districts since Christmas day. Levels had started to recede, but the water coming through the system is still being managed by our pumps and watercourses. A power cut this afternoon has put many acres of farmland and properties at risk and whilst we were hopeful for re-connection this hasn't happened so tonight, we are out again having to wire in our own generator! #nostoppingus | 1700 | 69 | 55 |
| | |  | | |
| 17 Dec | Last Saturday saw 6 WMA staff and 26 soldiers from the 3rd Battalion Royal Anglians Regiment, deployed at Lowestoft docks to undergo training in the construction of the Lowestoft Temporary Flood Barrier. Maj Ian Robinson MBE said "From our point of view Saturday was really worthwhile. The format, with Coastal Partnership East delivering the commanders training, and then the WMA team taking over for the practical training on site, worked well. Our Commanders..... | 754 | 81 | 26 |
| | |  | | |
| 3 Feb | Want to find out a little more about our new Islington Pumping Station? Check out https://www.edp24.co.uk/.../new-pumping-station-at... #kingslynnidb #BalfourBeatty #edp24 #construction #norfolk #EnvironmentAgency | 577 | 41 | 26 |
| | |  EDP24.CO.UK £26m pumping station will protect homes, businesses and eels Eastern Daily Press | | |



Impressions: Number of time users saw the tweet on twitter



Engagements: Total number of times users have interacted with the tweet (incl. all clicks #hashtags, shares, likes and links etc)




Engagement Rate: Total number of engagements a tweet receives divided by the total number of impressions on that tweet. Most would consider **0.5%** to be a good engagement rate for Twitter, with anything above 1% great.

WMA Twitter Statistics (3 months):

- @The_WMA earned 52400 impressions
- Average 575 impressions a day
- Average Engagement Rate of 2.1%
- 747 followers - an 8% increase in followers over the quarter

@The_WMA Top 5 Tweets:

| Date | Content | Impressions | Engagements | Engagement Rate |
|--------|---|---|-------------|-----------------|
| 4 Feb | Our Environmental Officers are out doing surveys at Halvergate marshes today..beautiful pic of the wetlands created as part of the high level carrier project! #norfolk #berneymarshes @Natures_Voice @markasmart | 10849 | 111 | 1.0% |
| | |  11:56 AM · Feb 4, 2021 · Twitter for iPhone | | |
| 10 Dec | Norfolk Rivers & Broads IDBs have been removing big patches of Floating Pennywort in the North Walsham & Dilham Canal #norfolk as part of a partnership approach aiming to prevent this plant spreading downstream into the Broads. @NorfolkNNSI #biosecurity @EnvAgencyAnglia @BroadsAuth | 7130 | 344 | 4.8% |
| | |  2:35 PM · Dec 10, 2020 · Twitter Web App | | |

| Date | Content | Impressions | Engagements | Engagement Rate |
|--------|---|--|-------------|-----------------|
| 20 Jan | We are currently assisting with flood recovery work at Long Stratton #norfolk @NorfolkCC @Norfolkfire @AnglianWater all working together #partnership #flooding #recovery #pumps #idb | 1552 | 101 | 6.5% |
| | |  <p>6:13 PM · Jan 20, 2021 · Twitter for iPhone</p> | | |
| 5 Jan | We have been managing flood risk since Christmas Day . Just as levels start to recede a power cut has put many acres of farmland and properties at risk. No reconnection means tonight we are out again to wire in our own generator! #nostoppingus | 1359 | 167 | 12.5% |
| | |  <p>5:37 PM · Jan 5, 2021 · Twitter for iPhone</p> | | |
| 12 Dec | Show and tell...and they are off! Cracking job being done by the men and women of @RAnglians in deploying the flood barriers in #Lowestoft this morning, on what is not the warmest of days! | 1344 | 119 | 8.9% |
| | |  <p>11:26 AM · Dec 12, 2020 · Twitter for iPhone</p> | | |

Emma Dixon & Frances Bligh
17 March 2021

Planning Report – Byelaw Delegation

1. Introduction

The purpose of this report is to present to CMC a request that WMA Member Boards consider amending their Scheme of Delegation for Byelaw Consents, specifically regarding retrospective applications and the determination of consents required by Byelaw 10 (no works within 9m of drainage infrastructure, including Adopted Watercourses).

2. Current Scheme of Delegation / Policy

As each Board's regulatory position strengthens, officers are becoming increasingly conscious of relatively simple applications, especially relating to Byelaw 10 which must be determined by the Board, sometimes resulting in a significant delay to the applicant. Frequent examples include retrospective works which would otherwise be acceptable as per the Board's policies and works below ground level within 9 metres of an adopted watercourse.

At present, the following items are reserved for each Board as per their Scheme of Delegation and Schedule of Reserved Matters:

'All applications for consent that are retrospective in so far as the works or part of the works applied for have already been undertaken.'

'All Byelaw 10 applications for works of a permanent nature within the definitions and distances set out in Policy 4 of the Board's Planning and Byelaw Strategy.'

Policy 4 of the Board's Planning and Byelaw Strategy reads as follows (extract only):

*The Board will only approve applications for a relaxation of Byelaw 10** (to allow works within 9* metres of Boards adopted drainage and flood risk management infrastructure) if the proposals meet the criteria set out in the Board's table of acceptable works (generally reflecting works that can be easily removed if required).*

In addition to the table of accepted works, un-adopted service runs and the planting of hedges and shallow rooted bushes within 9 metres of an adopted watercourse will be considered on a case-by-case basis.*

3. Proposed Change – Retrospective Works

It is recommended that the following statement is removed from the Schedule of Reserved Matters for all WMA Member Boards:

'All applications for consent that are retrospective in so far as the works or part of the works applied for have already been undertaken.'

This would mean that if the works being retrospective was the only cause for a case being taken to the Board, this could now be determined under delegated authority.

4. Proposed Change – Policy 4 (Byelaw 10)

It is recommended that the wording of Policy 4 (regarding Byelaw 10) of the WMA Planning and Byelaw Strategy is amended to read as follows:

*The Board will only approve applications for a relaxation of Byelaw 10** (to allow works within 9* metres of Boards adopted drainage and flood risk management infrastructure) if the proposals meet the criteria set out in the Board's table of acceptable works (generally reflecting works that can be easily removed if required).*

*The Board may also approve some **below ground works (e.g. service runs), temporary works, works by other authorities and** the planting of hedges and shallow rooted bushes within 9* metres of an adopted watercourse, these works will be considered on a case-by-case basis.*

This would mean that officers would be able to determine the following applications for Byelaw 10 consent under delegated authority:

- Works within the 'Table of Acceptable Works' (no changes proposed).
- Works below ground level (e.g. pipes or new watercourses).
- Temporary Works (no change)
- Hedging and shallow rooted bushes (no change)
- Works by another authority (listed by Byelaw 26).

Cathryn Brady – Sustainable Development Manager

Distributed to:

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Gordon Bambridge (Vice-Chairman)

Henry Birkbeck

Harry Blathwayt

Bill Borrett

Jason Borthwick

Nigel Brennan

Pierre Bütikofer

John Carrick (Chairman) YES

Henry Cator

Ian Devereux

Neil Foster

Tony Holden

Nigel Housden

Charles Joice

Ken Kelly YES

John Labouchere YES

Nigel Legg YES

Mark Little

Nigel Middleton

Linda Monument

Tom Mutimer

Robert Savage

Michael Sayer

Nigel Shaw

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John Toye

Richard Wilbourn

Officers

Karen Bingham

Giles Bloomfield

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Phil Camamile

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