

07 May 2025

## NOTICE

**Notice is hereby given that there will be a meeting of the Norfolk Rivers Internal Drainage Board in the Norfolk Room of The Conference Suite at Breckland District Council, Elizabeth House, Walpole Loke, Dereham, Norfolk NR19 1EE on Wednesday, 14 May 2025 at 10.00 am.**

If any member of the public would like to join the general business session, please contact the Business Support Team via email at [business.support@wlma.org.uk](mailto:business.support@wlma.org.uk) before 3.00 pm on 13 May 2025.

## AGENDA

1. Welcome and Apologies for absence
2. Declarations of Interest
3. Gifts and Hospitality Register for 2024/25
4. To confirm the minutes of the last Board meeting held on 22 January 2025 (**Pages 3 - 9**)
5. Matters arising from the minutes, not covered elsewhere on the agenda
6. To consider and approve:
  - Health, Safety & Welfare Performance Review (**Pages 10 - 11**)
  - Operations Report (**Pages 12 - 18**)
  - Environmental Report (**Pages 19 - 22**)
  - Sustainable Development Report (**Pages 23 - 26**)
7. To consider and approve the Schedule of Paid Accounts for the period 01 January 2025 to 31 March 2025, for publication on the Water Management Alliance (WMA) Group's website (**Pages 27 - 28**)
8. To consider and approve the Internal Audit Report for the financial year ending 31 March 2025 and confirm the reappointment of the Internal Auditor for 2025/26 (**Pages 29 - 37**)
9. To consider and approve the Internal Audit Plan for 2025-26 (**Pages 38 - 39**)
10. To consider and approve the Financial Report and the reconciliation to the Annual Governance and Accountability Return for the year ending 31 March 2025 (**Pages 40 - 50**)

Cont.d/

John Carrick (Chairman)

Gordon Bambridge (Vice-Chairman)

Phil Camamile (Chief Executive)

Constituted by The Broads and Norfolk Rivers Internal Drainage Boards Order 2005  
Statutory Instrument 2005 No 429. Re-constituted in 2022. Statutory Instrument 2022 No 714.

[www.wlma.org.uk](http://www.wlma.org.uk)

11. To consider and approve the Annual Governance and Accountability Return for the year ending 31 March 2025 for submission to the external auditor (**Pages 51 - 56**)
12. To consider and approve the date of commencement period for the exercise of public rights to inspect the Annual Governance and Accountability Return for the year ending 31 March 2025 (proposed Tuesday 03 June 2025 to Monday 14 July 2025)
13. To consider and approve the Board's Risk Register for the 2025-26 financial year (**Pages 57 - 73**)
14. To review any official complaints and other feedback received since the last Board meeting (**Page 74**)
15. Date / Time / Type of next meeting: Wednesday, 22 October 2025 at 10.00 am, at Breckland District Council Offices and virtually
16. Any other business
17. Open Forum: to hear from any member of the public, with leave of the Chairman
18. **CONSORTIUM MATTERS**
  - 18.1. To receive the unconfirmed minutes and the report extracts from the Consortium Management Committee (CMC) meeting held on 25 April 2025, to view [click here](#):
    - Unconfirmed minutes of the meeting
    - WMA Schedule of Paid Accounts for the period 01 November 2024 to 31 March 2025
    - WMA Financial Report for the year ending 31 March 2025
    - WMA Group's Portfolio of Capital Works as at 31 March 2025
    - Communications Report for the period 01 November 2024 to 31 March 2025
  - 18.2. To consider and adopt the WMA Group's Supplier Performance Policy for the next 3-year period (**Page 75**)
  - 18.3. To consider and adopt the change to the WMA Group's Charging Policy (**Pages 76 - 77**)
  - 18.4. To receive the WMA Annual Carbon Report for 2023/24 (**Pages 78 - 101**)
  - 18.5. To apprise Board Representatives of any specific matter relating to the WMA for discussion at the next CMC meeting on 27 June 2025
19. **CONFIDENTIAL BUSINESS**

This section of the agenda provides an opportunity for members to raise and discuss any confidential business when the public are excluded from the meeting, in accordance with the Board's Standing Orders.

  - 19.1. To confirm the confidential minutes of the last Board meeting held on 22 January 2025 (**Pages 102 - 103**)
  - 19.2. Matters arising from the confidential minutes
  - 19.3. To receive the unconfirmed confidential minutes and report extracts of the last CMC meeting held on 25 April 2025 (**Pages 104 - 106**)