



Pevensey and Cuckmere

Water Level Management Board

**STATEMENT OF ACCOUNTS
FOR THE YEAR ENDING
31 MARCH 2017**

Kettlewell House
Austin Fields Industrial Estate
Kings Lynn
Norfolk
PE30 1PH

Income and Expenditure Account, for the period 01 October 2016 to 31 March 2017

Note	Income and Expenditure	£ Pevensey	£ Cuckmere	£ Total
Income:				
1	Drainage Rates	0	0	0
2	Special Levies	0	0	0
3	Upland Water Contributions from the Environment Agency	60,000	3,000	63,000
4	Consent Fees	50	0	50
		60,050	3,000	63,050
Directly Allocated Expenditure:				
5	New and Improvement Works	0	0	0
6	Contributions to the Environment Agency	0	0	0
7	Maintenance Works	0	0	0
		0	0	0
Apportioned Expenditure:				
8	Operations Delivery Staff Costs	1,351	14	1,365
9	Technical Support Staff Costs	12,392	125	12,517
10	Administration Staff Costs	14,688	149	14,837
11	Audit Fees	792	8	800
12	Depreciation	4,140	42	4,182
13	Insurances	1,800	19	1,819
14	Accommodation and Meeting Room Hire	989	10	999
15	Postages and Stationery	676	7	683
16	Advertising and Public Notices	1,149	11	1,160
17	ADA Subscriptions and Other Expenses	2,455	25	2,480
		40,432	409	40,841
	Net Surplus/(Deficit) for the Period	£19,618	£2,591	£22,209

Notes Directly Allocated Income and Expenditure

- Drainage Rate Demands for 2016/17 were issued by the Environment Agency (EA) during September 2016. The Board has not received any of the drainage rates collected.
- Special Levies for 2016/17 were all paid to the EA during this period, which includes the payment that was due from constituent councils on 1 November 2016. The Board has not received any of the special levies collected.
- The Board received its upland water contributions from the EA on 28 October 2016. This payment is intended to reimburse the Board its costs for managing surface water that enters the district from outside the district via main rivers, in accordance with s57 of the Land Drainage Act 1991.
- The Board received a consent fee of £50, in accordance with powers afforded by s23 of the Land Drainage Act 1991.

Income and Expenditure Account, for the period 01 October 2016 to 31 March 2017

Note	Income and Expenditure	£ Pevensey	£ Cuckmere	£ Total
5	There were no New Works and Improvement Works carried out by the Board or the EA during the reporting period.			
6	The Board did not receive a precept charge from the EA to fund works they have carried out on main rivers and sea defences that the Board derives benefit from. The EA has power to levy such a precept charge on the Board annually, in accordance with s141 of the Water Resources Act 1991.			
7	The Board did not receive any Invoices from the EA for carrying out maintenance work on WLMB infrastructure during the reporting period. Instead they appear to have netted off their costs and half yearly precept charges along with drainage rates they have not been able to collect, against half yearly special levies they have received from constituent councils (please note the latest spreadsheet received from Peter Carver (EA) on 13 April 2017). It would appear that the Board owes the EA £474 for maintenance work undertaken on our behalf during the reporting period, which will be deducted from the EAs cash transfer that is expected at some stage in future.			
Apportioned Expenditure				
All non directly allocated expenditure has been apportioned between the Pevensey and Cuckmere Rating Sub Districts according to each Districts proportion of total annual value, for the purposes of raising the Boards expenses during the reporting period. Pevensey = £8,938,438 (99%) and Cuckmere =£66,439 (1%).				
8	These costs relate to the 4x4 vehicle, Health & Safety PPE, mobile phone and computer equipment etc. that was bought for the Board's Operations Manager who started work on 20 March 2017.			
9	These costs relate to the time the Engineer and Environmental Officer have spent working for the Board.			
10	These costs relate to the time the Chief Executive, the Chief Executive's PA and the Data Manager have spent working for the Board.			
11	Audit Fees for 2016/17 (six months) have been accrued.			
12	The Storage Container and all small tools and equipment have been fully depreciated during the reporting period.			
13	These costs relate to the premiums payable to add the Board's assets and other risks to the WMAs Insurance Register.			
14	These costs relate to overnight accommodation charges for WMA staff, for hiring meeting rooms and providing refreshments at Board meetings, site visits and inspections.			
15	These costs relate to the printing of Board meeting papers, procuring Purchase Order Books and producing the Board's logo and banner.			
16	These costs relate to the public notices that were advertised in the local press, as part of the statutory procedure for introducing a Differential Rating Order and confirming the new Byelaws.			
17	These costs include the Board's membership of the Association of Drainage Authorities (ADA) and the Licence fee payable to the Information Commissioner's Office regarding Data Protection for 2017.			

Balance Sheet, for the period ending 31 March 2017

Note	Balance Sheet	£ 01/10/2016	£ Movement	£ 31/03/2017
1	Fixed Assets:			
(i)	Vehicles	0	19,400	19,400
(ii)	Lockup and Equipment	0	0	0
(iii)	Pumping Stations	0	0	0
		0	19,400	19,400
	Current Assets:			
2	Bank Account	0	63,050	63,050
3	Trade Debtors and Ratepayers Due	0	0	0
4	Vat Due from HMRC	0	5,918	5,918
		0	68,968	68,968
	Current Liabilities:			
5	Trade Creditors	0	65,359	65,359
6	Accruals	0	800	800
		0	66,159	66,159
	Net Current Assets	0	2,809	2,809
	Net Assets	£0	£22,209	£22,209
	Financed by:			
7	General Reserves	0	22,209	22,209
		£0	£22,209	£22,209

P J CAMAMILE
CHIEF EXECUTIVE

08 MAY 2017

Balance Sheet, for the period ending 31 March 2017

Note	Balance Sheet	£ 01/10/2016	£ Movement	£ 31/03/2017
1	Fixed Assets	Vehicles	Lockup and Equipment	Pumping Stations
	Cost			
	Opening Balance as at 01 October 2016	0	0	0
	(+) Additions	19,400	4,182	0
	(-) Disposals	0	0	0
	Closing Balance as at 31 March 2017	19,400	4,182	0
	Depreciation			
	Opening Balance as at 01 October 2016	0	0	0
	(+) Depreciation Charge	0	4,182	0
	(-) Accumulated depreciation written out on disposal	0	0	0
	Closing Balance as at 31 March 2017	0	4,182	0
	Net Book Value			
	Net Book Value as at 30 September 2016	0	0	0
	Net Book Value as at 31 March 2017	19,400	0	0

- (i) The Board has purchased one 4 x 4 vehicle towards the end of the reporting period, which is fully utilised by the Operations Manager. This asset will be depreciated over 4 years: straight line on cost, less estimated residual value. The annual depreciation charge will be £3,500. No depreciation charges have been made for this reporting period.
- (ii) The Board has purchased a storage container which is located at the EAs Pevensey Depot. This lockup facility secures all of the Board's equipment used by the Operations Manager. This has been fully depreciated during the reporting period. All purchased equipment has been itemised and recorded in the Fixed Assets Register, so as not to lose sight of it.
- (iii) The Board owns 6 pumping stations. They currently have a net book value of zero, but will be revalued during the course of the next financial year.

2 Bank Account

The Board's Bank Account is reconciled as follows:

	2015/16	Movement	2016/17
Opening Balance as at 01 October 2016 b/fwd	0	0	0
(+) Receipts	0	63,050	63,050
(-) Payments	0	0	0
Closing Balance as at 31 March 2017 c/fwd	0	63,050	63,050

Balance Sheet, for the period ending 31 March 2017

Note	Balance Sheet	£ 01/10/2016	£ Movement	£ 31/03/2017
	Balance on Bank Statement as at 31 March 2017	0	63,050	63,050
	Less: Unpresented Payments	0	0	0
	Add: Unpresented Receipts	0	0	0
	Closing Balance as at 31 March 2017 c/fwd	0	63,050	63,050

3 Trade Debtors and Ratepayers Due

There are no Trade Debtors as at 31 March 2017. The EA have collected the Drainage Rates due for 2016/17 and have advised that they have been unable to collect £4,816 (27% of the Drainage Rates that were levied). The Board have requested the EA to provide a list of Ratepayers that have not paid at the end of the reporting period, so that these debts can be pursued. The EA have not been able to provide the Board with this information.

4 Vat Due from HMRC

The Board is Vat Registered and therefore able to reclaim the Vat that it has paid to its suppliers. Both Drainage Rates and Special Levies are beyond the scope for Vat purposes, so the Board should therefore be in a repayment position most of the time.

5 Trade Creditors

The Trade Creditors at the end of the reporting period are as follows:

	2015/16	Movement	2016/17
WMA	0	60,876	60,876
Norfolk Rivers IDB	0	238	238
Fenton Insurance Solutions	0	1,440	1,440
C J Spares Ltd	0	1,222	1,222
Acle Garden Machinery Centre	0	1,583	1,583
	0	65,359	65,359

Trade Creditors are relatively high, pending setting up the Board's Bank Account and Registering for Vat. All Trade Creditors were paid on 02 May 2017.

6 Accruals

Audit fees of £800 have been accrued for the reporting period.

7 General Reserves



Pevensey and Cuckmere

Water Level Management Board

Balance Sheet, for the period ending 31 March 2017

Note	Balance Sheet	£	£	£
		01/10/2016	Movement	31/03/2017
		Pevensey	Cuckmere	2016/17
	Opening Balance, as at 01 October 2016 b/fwd	0	0	0
	Net Surplus/(Deficit) for the Period	19,618	2,591	22,209
	Closing Balance, as at 31 March 2017 c/fwd	19,618	2,591	22,209

It would appear that the EA are planning to transfer the residual balances from the two former Internal Drainage Districts, which amount to £30,931 (Pevensey = £24,077, Cuckmere = £6,854). If/when this happens the cash transfer will be accounted for as Income in the financial year that it is received.

From: 01 October 2016
To: 31 March 2017

Period To: 12
Period Ending: 31 March 2017

BOX NO. ANNUAL RETURN, FOR THE PERIOD ENDING 31 MARCH 2017		ACTUAL 2015/16 £	ACTUAL 2016/17 £
1	Balances brought forward		
	General Reserves	0	0
	As per Statement of Accounts	0	0
	(-) Fixed Assets, Long Term Liabilities and Loans		
	Net Book Value of Tangible Fixed Assets	0	0
		0	0
	(=) Adjusted Balances brought forward	0	0
2	(+) Rates and Special Levies		
	Drainage Rates	0	0
	Special Levies	0	0
	As per Statement of Accounts	0	0
3	(+) All Other Income		
	Upland Water Contributions	0	63,000
	Consent Fees	0	50
	As per Statement of Accounts	0	63,050
	(+) Income from Sale of Fixed Assets (above profit/(loss))		
	Capital Cost of disposals	0	0
	Less: Accumulated depreciation written out	0	0
		0	0
	(=) Adjusted Other Income	0	63,050
4	(-) Staff Costs		
	Operations Delivery Staff Costs	0	1,365
	Technical Support Staff Costs	0	12,517
	Administration Staff Costs	0	14,837
		0	28,719
5	(-) Loan Interest/Capital Repayments		
	Loan Interest	0	0
	Capital Repayments	0	0
	As per Statement of Accounts	0	0
6	(-) All Other Expenditure		
	New Works and Improvement Works	0	0
	Environment Agency Precept	0	0

From: 01 October 2016
To: 31 March 2017

Period To: 12
Period Ending: 31 March 2017

BOX NO. ANNUAL RETURN, FOR THE PERIOD ENDING 31 MARCH 2017		ACTUAL 2015/16 £	ACTUAL 2016/17 £
	Maintenance Works	0	0
	Audit Fees	0	800
	Depreciation	0	4,182
	Insurances	0	1,819
	Accommodation and Meeting Room Hire	0	999
	Postages and Stationery	0	683
	Advertising and Public Notices	0	1,160
	ADA Subscriptions and Other Expenses	0	2,480
	As per Statement of Accounts	0	12,122
	(-) Depreciation Charged (Non Cash)		
	Vehicles	0	0
	Lockup and Equipment	0	4,182
	Pumping Stations	0	0
		0	4,182
	(+) Capitalised Additions		
	Vehicles	0	19,400
	Lockup and Equipment	0	4,182
	Pumping Stations	0	0
		0	23,582
	(=) Adjusted Other Expenditure	0	31,522
7	(=) Balances carried forward		
	General Reserves	0	22,209
	As per Statement of Accounts	0	22,209
	(-) Fixed Assets, Long Term Liabilities and Loans		
	Net Book Value of Tangible Fixed Assets	0	19,400
		0	19,400
	(=) Adjusted Balances carried forward	0	2,809
8	Total Cash and Short Term Investments		
	Cash at Bank and in Hand	0	63,050
	Short Term Investments	0	0
	As per Statement of Accounts	0	63,050
9	Total Fixed Assets and Long Term Assets		
	Vehicles (valued at Purchase Cost)	0	19,400

From: 01 October 2016
To: 31 March 2017

Period To: 12
Period Ending: 31 March 2017

BOX NO. ANNUAL RETURN, FOR THE PERIOD ENDING 31 MARCH 2017		ACTUAL 2015/16 £	ACTUAL 2016/17 £
	Lockup and Equipment (valued at Purchase Cost)	0	4,182
	Pumping Stations (valued at Net Book Value)	0	0
	As per Statement of Accounts	0	23,582
10	Total Borrowings		
	Loans Due (<= 1 Year)	0	0
	Loans Due (> 1 Year)	0	0
	As per Statement of Accounts	0	0

From: 01 October 2016
To: 31 March 2017

Period To: 12
Period Ending: 31 March 2017

BOX NO.	ANNUAL RETURN, FOR THE PERIOD ENDING 31 MARCH 2017	ACTUAL 2015/16 £	ACTUAL 2016/17 £
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7, 8	RECONCILIATION BETWEEN BOXES 7 AND 8	ACTUAL 2015/16 £	ACTUAL 2016/17 £
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7	Balances carried forward (adjusted)	0	2,809
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(-) Deduct: Debtors and Prepayments

Trade Debtors and Ratepayers Due	0	0
Vat Due from HMRC	0	5,918
	0	5,918

(+) Add: Creditors and Payments Received in Advance

Trade Creditors	0	65,359
Accruals	0	800
	0	66,159

(=) Box 8	0	63,050
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8 (=) Total Cash and Short Term Investments

Cash at Bank and in Hand	0	63,050
Short Term Investments	0	0
	0	63,050

P J CAMAMILE
CHIEF EXECUTIVE

08 MAY 2017



Pevensey and Cuckmere

Water Level Management Board

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KING'S LYNN
Norfolk
PE30 1PH

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w: www.wlma.org.uk

Rebecca Plane
PKF Littlejohn LLP
1 Westferry Circus
Canary Wharf
London
E14 4HD

2 June 2017

Dear Rebecca

2016/17 Annual Return Pevensey and Cuckmere Water Level Management Board

The Board was constituted on 1 October 2016 from an amalgamation of 2 Internal Drainage Districts (IDDs) formerly administered by the Environment Agency (EA): the Pevensey Levels IDD and River Cuckmere IDD (please see the attached Statutory Instrument 2016 No.854). The 2016/17 Annual Return for the Pevensey and Cuckmere Water Level Management Board therefore only covers the period from 1 October 2016 to 31 March 2017 (the reporting period) and has no comparative figures. There are also other matters that I believe you should be aware of:

During the reporting period the EA have carried out maintenance work for and on behalf of the Board. They have also continued to collect the drainage rates due that were levied by the 2 former IDD's prior to 30 September 2016 and have collected the second half of the special levies due for 2016/17 from the constituent billing authorities: Eastbourne Borough Council, Hastings Borough Council, Rother District Council and Wealden District Council. The EA has paid the Board highland water contributions of £63k due to the 2 former IDD's on 28 October 2016 (Pevensey Levels IDD: £60k, River Cuckmere IDD: £3k), which has been shown as Income in the Board's Accounts and in Box 3 of the Annual Return.

The EA intend to nett-off at some stage the cost of carrying out this maintenance work and the second half of their precept charges, against the closing balances of the 2 former IDD's as at 30 September 2016 and the special levies/drainage rates income they have received since then, which would appear to result in a net cash transfer due to the Board of circa £30,931 (£93,931 less the £63,000 highland water contributions we've already received - please see the attached spreadsheet, which we received from the EA on 13 April 2017). However Peter Carver, the Clerk to the 2 former IDD's has advised that this spreadsheet is only indicative and that the drainage rates collected shown in this spreadsheet should not be relied upon.

Whilst being administratively convenient for the EA, this is most unusual and contrary to standard business practice: we were expecting to receive a cash transfer that equated to the closing balances of the 2 former IDD's as at 30 September 2016 shortly thereafter and to receive all remittances for the cash the EA had subsequently

Mr W Gower (Chairman) Mr C Wadman (Vice-Chairman)

Mr P J Camamile (Clerk and Chief Executive)

received and invoices for the maintenance work they had done on our behalf etc. during the reporting period, in accordance with sections 7 and 8 of the Board's Constitution. This did not happen. Nor has the Board been provided with a set of Accounts for the 2 former IDD's for the period 01 April 2016 to 30 September 2016, as required by section 10 of the Board's Constitution.

The Board has not therefore attempted to account for any of these transactions during the reporting period that it has had no control over and no supporting information for and also because of the current level of uncertainty which still exists around the EAs indicative figures shown in the aforementioned spreadsheet: we have not received any invoices from the EA for carrying out the maintenance work, we have not received any notice of or the official statement required to support the EAs 6-monthly precept charge, we have not received any copy remittances to support the special levies and drainage rates income that has been collected by the EA during the reporting period. Nor have we received confirmation from the EA of what the net cash transfer will actually be as at 30 September 2016 or 31 March 2017.

We therefore intend to account for the sum that is eventually transferred to us from the EA as Income in the financial year within which it is received (hopefully 2017/18). This figure will then be recorded in Box 3 on the Annual Return. Having previously discussed this with you, the Accounts and Annual Return for 2016/17 have been prepared and approved by the Board on that basis.

If you require any further information about this, please do not hesitate in making contact.

Yours sincerely



P J CAMAMILE
CLERK AND CHIEF EXECUTIVE

FINANCIAL PROJECTIONS FOR PEVENSEY & CUCKMERE WATER LEVEL MANAGEMENT BOARD

<u>Budget</u>		<u>Half 1</u> <u>EA</u> <u>need to invoice Oct onwards</u>	<u>Half 2</u> <u>PCWLB</u>		<u>H2</u> <u>Combined</u>	<u>Notes</u>
75,738	Balance b/f	45,933	24,552	45,933	31,405	
11,104	Drainage Rates	0	10,722	10,722	16,479	
273,011	Special Levies	136,506	136,506	273,011	138,968	
60,000	EA contribution	0	60,000	60,000	63,000	
344,115	Total Income	136,506	207,228	343,733	218,447	
160,000	Maintenance	57,767	84,456	142,223	89,286	
20,000	Transfer Cost	10,000		10,000	0	
20,000	Operational	7,221	10,557	17,778	11,161	
30,188	Support	20,188		20,188	0	
2,958	Cost of collection	2,958	0	2,958	0	
1,600	Audit fees	800		800	0	
	Debt provision	4,268		4,268		
109,370	Contribution to FD	54,685	54,685	109,370	55,474	
344,116	Total Expenditure	157,887	149,698	307,585	155,921	
75,737	Balance c/fwd	24,552	82,081	82,081	93,931	
		<u>H1</u>	<u>H2</u>			
2,769	Balance b/f	12,356	6,854	12,356		
6,065	Drainage Rates	0	5,757	5,757		
4,924	Special Levies	2,462	2,462	4,924		
3,000	EA contribution	0	3,000	3,000		
13,989	Total Income	2,462	11,219	13,681		
10,000	Maintenance	2,585	4,830	7,415		
2,000	Transfer Cost	1,000		1,000		
1,000	Operational	323	604	927		
1,992	Support	1,300		1,300		
1,219	Cost of collection	1,219	0	1,219		
200	Audit fees	200	0	200		
	Debt provision	548				
1,578	Contribution to FD	789	789	1,578		
17,989	Total Expenditure	7,964	6,223	13,639		
-1,231	Balance c/fwd	6,854	11,850	12,398		

OVERALL CASH POSITION

	Initial sums	Second Half		Total
	paid <u>by EA</u> <i>Oct-16</i>	Receivable <u>from EA</u> <i>As collected</i>	Payable <u>to EA</u> <i>As spent</i>	Balances <u>from EA</u> <i>Post audit</i>
Balances	0			31,405
		16,479		
		138,968		
Initial	63,000			63,000
	<hr/> 63,000	155,447		
			-89,286	
			-11,161	
			<hr/> -55,474	
			-155,921	
Post abolition		155,447	-155,921	-474
Total to be transferred by the EA				93,931



BOARD MEMBERSHIP AS AT 31 MARCH 2017

NAME	MEETINGS	ATTENDED	ATTENDANCE %	CONTACT DETAILS
ELECTED MEMBERS				
Brown R	2	2	100	rbrown.gira@btinternet.com
Gower B *	2	2	100	wgwagower@gmail.com
Hesselgrave G	2	2	100	stonehouse@hessel.force9.co.uk
Hole M A	2	2	100	montaguefarm@btinternet.com
Miles R J	2	2	100	n/a
Robinson D	2	2	100	n/a
Wadman C **	2	2	100	priesthawes@gmail.com
Worssam M	2	2	100	aworssam@yahoo.co.uk
APPOINTED MEMBERS				
Eastbourne B C				
Coles J	2	2	100	councillor.coles@eastbourne.gov.uk
Freebody T	2	1	50	councillor.freebody@eastbourne.gov.uk
Robinson M	2	0	0	councillor.robinson@eastbourne.gov.uk
Rodohan P	2	2	100	councillor.rodohan@eastbourne.gov.uk
Smart R	2	2	100	councillor.smart@eastbourne.gov.uk
Swansborough C	2	1	50	councillor.swansborough@eastbourne.gov.uk
Hastings B C				
Patten R	2	2	100	pattencoastguards@yahoo.com
Wealden D C				
Balsdon K	2	0	0	cllr.kevin.balsdon@wealden.gov.uk
White D	2	2	100	cllr.david.white@wealden.gov.uk

* Chairman

** Vice-Chairman

Average attendance = 82%

Annual Report for the year ended

31 March 2017

The Law – the following annual report is provided in accordance with Paragraph 4 of Schedule 2 to the Land Drainage Act 1991.

No later than 18 September 2017 a copy must be provided to:

- Department for Environment, Food and Rural Affairs, Flood Management Division, Area 3C, Nobel House, 17 Smith Square, London SW1P 3JR via floodreports@defra.gsi.gov.uk
- National Flood and Coastal Risk Manager (Strategic Delivery), The Environment Agency, Horizon House, Deanery Road, Bristol, BS1 5AH via rachael.hill@environment-agency.gov.uk
- The Chief Executives of:
 - all local authorities that pay special levies to the Board;
 - all County Councils or London Boroughs within which the Board is situated.

Please complete the form electronically. If you are unable to complete the form electronically, please complete in BLOCK LETTERS using **black ink**.

Please round all cash figures down to nearest whole £.

PEVENSEY AND CUCKMERE WATER LEVEL MANAGEMENT

Board

Section A – Financial information

Preliminary information on special levies issued by the Board for 2017- 18

Information requested below is essential in calculating future formula spending share. It is not covered elsewhere on this form or by the external auditor's certificate.

Special levies information for financial year 2017-18 (forecast)	
Name of local authority	2017-18 forecast £
1. EASTBOURNE BOROUGH COUNCIL	215,288
2. HASTINGS BOROUGH COUNCIL	10,897
3. ROTHER DISTRICT COUNCIL	3,994
4. WEALDEN DISTRICT COUNCIL	47,756
5.	
6.	
7.	
8.	
Total	277,935

Section A – Financial information (continued)

Income and Expenditure Account for the year ending 31 March 2017

All Internal Drainage Boards must ensure that the Income and Expenditure information provided below is consistent with the Board's annual accounting statements which have been prepared in accordance with proper practices found in *Governance and Accountability for Smaller Authorities in England – A Practitioners' Guide to proper practices to be applied in the preparation of statutory annual accounts and governance statements March 2017*

	Notes	Year ending 31 March 2017 £
INCOME		
Drainage Rates		0
Special Levies		0
Contributions from the Environment Agency		63,000
Contributions applied from developers/other beneficiaries		50
Government Grants		0
Rechargeable Works		0
Interest and Investment Income		0
Rents and Acknowledgements		0
Other Income		0
Total income		63,050
EXPENDITURE		
New Works and Improvement Works		0
Contributions to the Environment Agency		0
Drains Maintenance		9,714
Pumping Stations, Sluices and Water level control structures		10,168
Administration		14,837
Rechargeable Works		0
Finance Charges		0
SSSIs		0
IDB Biodiversity Action Plan actions or other biodiversity activities		0
Other Expenditure		6,122
Total expenditure		40,841
EXCEPTIONAL ITEMS		
Profits/(losses) arising from the disposal of fixed assets		0
Net Operating Surplus/(Deficit) for the year		22,209

Notes:

1. Include all other Income, such as absorption account surpluses (for example plant and labour absorption accounts).
2. State the gross cost of undertaking minor capital works that have not been capitalised and the annual depreciation charges of all major schemes that have been capitalised. You should also include a fair proportion of the support costs directly associated with delivery of the schemes.
3. State the total precept demanded for the year as properly issued by the Environment Agency, in accordance with section 141 of the Water Resources Act 1991. Providing that the precept has been properly issued as before stated it should always be included here, even when the Board has appealed against the amount of contribution, in accordance with section 140 of the Water Resources Act 1991. Where the Board knows with certainty the outcome of any such appeal, it should also include the appropriate accrual/prepayment.
4. State all costs associated with the maintenance of watercourses, meaning work associated with open channels, pipelines, culverts, bridges, etc. Plant, vehicle and labour charges should include a fair proportion of the overheads such as depot/workshop costs, employment on-costs, insurances and depreciation, etc. You should also include a fair proportion of the support costs directly associated with delivery of the maintenance programme.
5. State all costs associated with maintaining and operating the pumping stations, sluices and water level control structures. Plant, vehicle and labour charges should include a fair proportion of the overheads such as depot/workshop costs, employment on-costs, insurances and depreciation, etc. You should also include a fair proportion of the support costs directly associated with maintaining and operating the pumping stations, sluices and water level control structures.
6. Include the cost of non-technical staff only, office accommodation, annual depreciation of office equipment that has been capitalised, minor office equipment that has not been capitalised, postages, telecoms', stationery, printing, advertising, auditing of accounts, general insurances and all other costs associated with supporting the organisation. Please note that this does not include support costs, which are directly associated with the delivery of front line services.
7. State all costs associated with undertaking work for third parties. Plant, vehicle and labour charges should include a fair proportion of the overheads such as depot/workshop costs, employment on-costs, insurances and depreciation, etc. You should also include a fair proportion of the support costs directly associated with undertaking the rechargeable work.
8. Include the cost of servicing any borrowing, in terms of bank/loan/hire purchase Interest payable.
9. State all costs associated with undertaking works – capital or maintenance – specifically for helping to achieve favourable condition on Sites of Special Scientific Interest (SSSIs). In most cases, these costs will be incurred in implementing actions set out in SSSI Water Level Management Plans or SSSI River Restoration Plans.
10. State all costs associated with undertaking works – capital or maintenance – that are intended to help conserve biodiversity (other than works on SSSIs). These costs are likely to be incurred in implementing actions set out in an IDB's Biodiversity Action Plan, but may include other activities.
11. Include all other expenditure, such as a provision for bad/doubtful debts, write-offs, and absorption account deficits (for example plant and labour absorption accounts).

Section B –IDB Reporting

Policy Delivery Statement

Boards are required to produce a publicly available policy statement setting out their plans for delivering the Government's policy aims and objectives. It is recommended that these statements be published on Boards' websites where they have them and reviewed every three years.

Is an up to date statement in place and copy (or weblink)
provided to Defra, EA and CLG? Yes ☒ No ☐

If 'NO', please say why not and when the statement will be produced/revised?:

Information on the National Flood and Coastal Defence Database

The IDB Review Project Board and the Environment Agency have agreed the means to allow data to be stored on the National Flood and Coastal Defence Database or equivalent systems. Boards are required to report on their asset holding and asset condition at the end of 2007/08.

Biodiversity

Please indicate whether your Board has a Biodiversity Action Plan Yes ☐ No ☒

If "yes" is the report available to the public..... Yes ☐ No ☐

Has your Biodiversity Action Plan been updated in the last five years?..... Yes ☐ No ☒

Have you taken all the BAP actions for the financial year, including reporting?..... Yes ☐ No ☒

Pevensey and Cuckmere WLMB was constituted by Defra on 1 October 2016. A Biodiversity Action Plan is being produced in 2017/18.

Access to environmental expertise

Does your IDB have access to environmental expertise? If so please tick all those options below through which environmental expertise is regularly provided to your IDB:

Appropriately skilled Board Members (e.g. Board member from an Environmental Body/Authority)	<input type="checkbox"/>
Directly employed staff	<input type="checkbox"/>
Contracted persons or consultants	<input checked="" type="checkbox"/>
Environmental Partners/NGOs	<input checked="" type="checkbox"/>
Other (please describe)	<input checked="" type="checkbox"/>

Technical and Environmental services provided by King's Lynn IDB trading as the Water Management Alliance via public sector cooperation agreement.

Asset Management

What system/database does your Board use to manage the assets it is responsible for?

(A) ADIS (B) NFCDD (C) Paper Records (D) Other Electronic System (please describe)

Bespoke Microsoft Access Database. GIS

Has your Board continued to undertake visual inspections and update

asset databases on an annual basis? Yes ☒ No ☐

Guidance and Best Practice

How many Board members (in total – elected and appointed) do you have on your IDB?

17

Has your IDB adopted a formal Scheme of Delegation? Yes ☒ No ☐

Has your IDB provided training for members in the last year?

Considered: Yes ☒ No ☐

Implemented: Yes ☒ No ☐

Please detail:

Induction training days in both the Pevensey and Cuckmere districts for all Board members on 20/09/2016 and 20/03/2017, together with various presentations at Board meetings.

Immediate Action

Has your IDB adopted minimum website requirements as specified in the

IDB Review Implementation Plan? Yes ☒ No ☐

Is your Board's website information current for 2017? (Board membership, audited accounts, programmes of works, WLMPs, etc)

Yes ☐ No ☒

This information is in the process of being uploaded to the Board's website.

Has your IDB adopted computerised accounting and rating systems, as specified in the IDB Review Implementation Plan?..... Yes ☒ No ☐

Has your Board adopted the following governance documents?

Standing Orders Yes ☒ No ☐

Have the Standing Orders been approved by Ministers Yes ☒ No ☐

Byelaws Yes ☒ No ☐

If you have Byelaws are they Flood and Water Management Act compliant i.e. Written for the purposes of environmental protection?..... Yes ☒ No ☐

Have the Byelaws been approved by Ministers Yes ☒ No ☐

Code of Conduct for Board Members..... Yes ☒ No ☐

Financial Regulations..... Yes ☒ No ☐

Register of Member's Interests Yes ☒ No ☐

Board membership and attendance

Seats available to elected members under the Land Drainage Act 1991.	8
Seats available to appointed members under the Land Drainage Act 1991.	9
Number of elected members on the board at year end.	8
Number of appointed members on the board at year end.	9
Mean average number of elected members in attendance at each board meeting over the last financial year.	8
Mean average number of appointed members in attendance at each board meeting over the last financial year.	6

Have you held elections within the last three years?..... Yes ☐ No ☒

Did elections comply with the requirements specified by the Secretary of State under Regulation 28 of the Land Drainage (Election of Drainage Boards) Regulations 1938?..... Yes ☐ No ☐

There will be an election in 2017.

Complaints procedure

Is the procedure for a member of the public to make a complaint about the IDB accessible from the front page of its website?..... Yes ☐ No ☒

The Board has adopted a complaints procedure but this is not yet on the website.

Section C – Declaration

PEVENSEY AND CUCKMERE WATER LEVEL MANAGEMENT

Board

I confirm that the information provided in sections A-C or with this form is correct.

Signature

P. Camamile

Date

13/09/2017

Name in BLOCK LETTERS

P J CAMAMILE

Designation

CLERK / CHIEF EXECUTIVE

Email address

phil@wlma.org.uk

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

Annual return for the year ended 31 March 2017

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

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

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

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

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

Completing your annual return

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

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

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

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

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

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

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

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

Section 1 – Annual governance statement 2016/17

We acknowledge as the members of:

Enter name of

smaller authority here:

PEVENSEY AND CUCKMERE WATERLEVEL MANAGEMENT ^{BOARD}

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

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

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

23/17 16/05/2017

Signed by Chair at meeting where approval is given:

A. Gower

and recorded as minute reference:

28/17/02

Clerk:

P. Laneville

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

* Board not constituted until 1 October 2016, therefore no previous external audit

Section 2 – Accounting statements 2016/17 for

Enter name of
smaller authority here:

PEVENSEY AND CUCKHORE WATER LEVEL MANAGEMENT BOARD

	Year ending		Notes and guidance
	31 March 2016 £	31 March 2017 £	
1. Balances brought forward	0	0	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	0	0	Total amount of precept (or for IDBs, rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	0	63050	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	0	23719	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).
6. (-) All other payments	0	31522	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	0	2809	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	0	63050	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	0	23582	This cell shows the value of all the property the authority owns. It is made up of its fixed assets and long-term investments.
10. Total borrowings			The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.

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

Signed by Responsible Financial Officer:

* P. Lynamite

Date 16/05/2017

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

16/05/2017

and recorded as minute reference:

30/17/02

Signed by Chair at meeting where approval is given:

W. A. Gower

* PLEASE SEE ATTACHED LETTER

Section 3 – External auditor report and certificate

In respect of:

Enter name of
smaller authority here:

PEVENSEY + CUCKMERE WATER LEVEL MANAGEMENT BOARD

1. Respective responsibilities of the body and the auditor

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

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

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

2. 2016/17 External auditor report (ES0112)

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

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

3. 2016/17 External auditor certificate

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

* We do not certify completion because:

External auditor signature

PKF Littlejohn LLP

External auditor name

PKF Littlejohn LLP

Date

22/8/17

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

Annual internal audit report 2016/17 to

Enter name of
smaller authority here:

PEWSEY AND CUCKHOLD WATER LEVEL MANAGEMENT BOARD

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

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

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

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

Name of person who carried out the internal audit

Kathy Woodward

Signature of person who carried out the internal audit

KAWoodward

Date

03/05/2017

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

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

Guidance notes on completing the 2016/17 annual return

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

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

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

**Gifts and Hospitality Register for 2016/17: 1 October 2016 – 31 March 2017**[illegible]