

A MEETING OF THE PEVENSEY AND CUCKMERE WATER LEVEL MANAGEMENT BOARD WAS HELD AT THE HORSESHOE INN, WINDMILL HILL, HERSTMONCEUX BN27 4RU ON TUESDAY, 16 MAY 2017 AT 10.00 AM.

Elected Members

Pevensey District

- * Bill Gower
- Martin Hole
- * Robert Miles
- David Robinson
- Chris Wadman

Cuckmere District

- * Richard Brown
- Gill Hesselgrave (on behalf of David White)

Combe Haven District

- * Monty Worssam

Environment Agency

- * Luke Ball/Mark Hutchinson (Operations)
- Peter Carver (IDD Clerk)
- Russell Long (Operations Manager)
- David Robinson
- * Teresa Willway (IDD PM)

Water Management Alliance

- * Phil Camamile (Chief Executive)
- * Mary Creasy (PA to Chief Executive)
- * Richard Dann (Ops Manager)
- * Caroline Laburn (Technical & Environmental Officer)
- * Matthew Philpot (Project Engineer)

Appointed Members

Eastbourne BC

- Janet Coles
- Tony Freebody
- Margaret Robinson
- * Pat Rodohan
- * Robert Smart
- Colin Swansborough

Hastings BC/Rother DC

- * Robin Patten

Wealden DC

- Kevin Balsdon
- * David White
- * Present (47%)

Officers

Local Authority

- * Nick Claxton East Sussex CC
- * Sue Oliver/Ed Hele Eastbourne BC
- Alan Dodge, Rother DC
- * Graham Kean, Wealden DC
- * Martin Banks, Southern Water (Observer)

Natural England

- * Cath Jackson

- * Officers In Attendance

21/17 Apologies

21/17/01 Apologies for absence were received on behalf of Messrs K Balsdon, T Freebody, M Hole, D Robinson, C Swansborough, C Wadman, Ms J Coles, Mrs G Hesselgrave and Ms M Robinson.

22/17 DECLARATIONS OF INTEREST

22/17/01 Declarations of interest remained outstanding for Mr K Balsdon, (Wealden DC appointed member), Mr C Swansborough, Mr T Freebody and Ms M Robinson, (Eastbourne BC appointed members). RESOLVED that this be noted.

Post meeting note: Mr K Balsdon has since been replaced by Mr D Murray as a Wealden DC appointed member.

23/17 MINUTES OF THE LAST BOARD MEETING

23/17/01 The minutes of the Pevensey and Cuckmere WLMB meeting held on 31 January 2017, (a copy of which is filed in the Report Book), were considered in detail and approved. Arising therefrom:

23/17/02 Recruitment of Operations Manager (03/17/02)

Mr Richard Dann had been appointed as the Board's Operations Manager, effective 20 March 2017. Richard was previously employed by the EA and has a very good knowledge and understanding of water management in the Board's area.

23/17/03 Byelaws (03/17/06)

The Chief Executive reported that no objections had been received following the consultation period, (which closed on 28 February 2017), and Defra had subsequently approved the Board's Byelaws on 23 March 2017. RESOLVED that this be noted.

23/17/04 Planning (10/17/06)

A service level agreement for the provision of planning resource to handle planning/development applications affecting surface water discharge into the Board's district was being considered with East Sussex County Council as the Lead Local Flood Authority, to ensure that surface water development contributions and commuted maintenance sums due to the Board are collected where applicable. In the meantime, it was agreed to have a regular update at future Board meetings from the LLFA. RESOLVED that this be noted.

PJC/NC**24/17 OPERATIONS REPORT**

24/17/01 The Operations Report, (a copy of which is filed in the Report Book),

was considered in detail and approved. Arising therefrom:

24/17/02 Operations Manager

The Project Engineer recorded the very positive feedback he had received from landowners about the Richard Dann's management of the Levels and maintenance of a number of the Board's structures across the district. Mr D Robinson, who was unable to attend today's meeting in person, had also asked it to be recorded that he was very pleased with Richard's management of the Levels thus far. RESOLVED that this be noted.

24/17/03 Pevensey Levels Maintenance Works – Tenders

Members considered the Project Engineer's report on the four tender options, (as set out in the Operations Report), arising from the recent tender invitation for maintenance works on the Pevensey Levels to include both Pennywort removal and weed-mowing for 2017/18 together with the Project Engineer's evaluation of these, and subsequent recommendation for the Board to take forward option 2, to hire a machine and employ a driver.

A number of members were unhappy with the recommendation proposed and in order to preserve financial confidentiality of the quotes received, the consideration of this item continued under confidential business.

24/17/04 Health and Safety

There were no health and safety issues to consider during this reporting period. RESOLVED that this be noted.

24/17/05 Capital Schemes

Members considered the Project Engineer's proposal to liaise with the EA on a study investigating options to resolve the issues at the mouth of the River Cuckmere. Mr G Kean recorded that the EA had previously spent £250k on a study in the Cuckmere Estuary with little conclusions drawn and the Project Engineer was asked to proceed with caution on any further study proposals for the Estuary. RESOLVED that this be noted.

24/17/06 Planning

The Planning Report, (included within the Operations Report), detailing the planning applications that been commented on by the Project Engineer was noted.

25/17 ENVIRONMENT AGENCY UPDATE ON MAIN RIVER WORKS PROGRAMME 2017/18 WITH FOCUS ON WORK BENEFITTING THE BOARD (IN RETURN FOR ANNUAL PRECEPT PAYMENT)

25/17/01 Luke Ball (LB), EA presented on the EA main river programme using EA map layers to identify works on main river within the Board's district :

- Pennywort removal/spraying – highlighted yellow on map;
- Hand cutting maintenance works – highlighted blue on map;
- Machine cutting maintenance works – highlighted red on map.

In addition to the above LB identified in orange the works the EA would have undertaken on the IDB watercourses in 2017/18, which the IDB had gone out to tender for.

25/17/02 There was considerable discussion about the £110k precept payment to the EA and what works, if any, would be undertaken that would benefit the IDB in return for this. The Chief Executive raised the possibility of the EA considering the de-maining of low consequence main river sections, which had been raised at a recent ADA South East Branch meeting, and asked LB if he could provide a map identifying EA high, medium and low consequence main river. There could be potential for the IDB to undertake maintenance of EA low consequence main river in return for repayment of its precept.

25/17/03 It was recorded that EA maintenance works in 2016/17 on watercourses that now fell under the IDB's remit had been c. 90% completed but some watercourses would need more work in 2017/18 as they were very overgrown.

25/17/04 The Project Engineer reported that he and the Operations Manager were currently preparing an asset maintenance programme for the IDB to inform maintenance priorities for future years, which in turn would facilitate the Board's decision making on rates/special levy for future years.

26/17 ENVIRONMENTAL REPORT

26/17/01 The Environmental Report, (a copy of which is filed in the Report Book), was considered in detail and approved. Arising therefrom:

26/17/02 Information for the Board (1)

For report only.

26/17/03 PhD Student – Study

The Environmental Officer reported that a letter had been sent from the student to landowners requesting permission for a drone to fly over the Pevensey Levels to take aerial surveys to inform a study looking at the impact and control of invasive plant species, Australian Swamp Stonecrop, *Crassula helmsii* on the Levels. Mr R Miles recorded that he intended to respond not to agree to a drone, but that he would be agreeable for a walkover on the Levels.

27/17 GREEN LINKS PROJECT UPDATE FROM CATH JACKSON, NE

27/17/01 Cath Jackson provided a verbal update on the Green Links Project. Work was ongoing to create a sub-catchment by sub-catchment action plan to put in place specific planning policies to support a network of green infrastructure for communities across Wealden, Eastbourne and Rother. It was hoped to take forward both water and property matters into a planning document to ensure that housing, and associated surface water run-off arising therefrom, was appropriate to each catchment landscape. Discussions with planning authorities at Eastbourne BC, Rother and Wealden DCs were ongoing.

28/17 ANNUAL RETURN YEAR ENDING 31 MARCH 2017: SECTION 1 ANNUAL GOVERNANCE STATEMENT

28/17/01 Members were apprised of the requirements for the Annual Return for 2016/17 in line with The Accounts and Audit Regulations 2015 and the adoption of the Governance and Accountability for Smaller Authorities in England Practitioners' Guide to Proper Practices to be applied in the preparation of statutory annual accounts and governance statements dated March 2017, as issued from ADA on 3 April 2017.

28/17/02 The Annual Governance Statement as shown in Section 1 of the Pevensey and Cuckmere Water Level Management Board Annual Return for the year ending 31 March 2017, and covering the period from this Board's constitution on 1 October 2016 to 31 March 2017 was considered in detail. It was proposed by Mr R Patten, seconded by Mr P Rodohan and motion carried by vote that the Board approves the Governance Statement subject to the concerns raised by the Chief Executive and members being sent in a letter to the external auditor as well as being published online with the unaudited Annual Return for 2016/17, (copy of the letter is appended with these minutes), together with advising the external auditor that in respect of assertion 7, the Board had not been audited externally before as it had not existed:

- Votes for: 4 (R Patten, P Rodohan, M Worssam, D White)
- Votes against: 1 (R Smart)
- Abstentions: 2 (R Brown, R Miles)

29/17 FINANCIAL REPORT 1 OCTOBER 2016 TO 31 MARCH 2017

29/17/01 The Financial Report for the period 1 October 2016 to 31 March 2017, (a copy of which is filed in the Report Book), was considered in detail. Arising therefrom:

29/17/02 The Chief Executive had been in touch with the external auditor who had confirmed that given the lack of information provided from the EA

to the IDB the financial report and Annual Return as presented would be acceptable by external audit. The income and expenditure for this IDB had all been accounted for and was transparent. Mr R Smart recorded concern that in his opinion the financial report did not meet the standards of a full set of accounts.

29/17/03 It was proposed by Mr R Patten, seconded by Mr P Rodohan and put to the vote that the Board approves the financial report subject to the concerns raised by the Chief Executive and members being sent in a letter, (copy appended to these minutes) to the external auditor and also published online with the unaudited annual return 2016/17:

- Votes for: 4 (R Patten, P Rodohan, M Worssam, D White)
- Votes against: 1 (R Smart)
- Abstentions: 2 (R Brown, R Miles)

29/17/04 It was therefore agreed to approve the financial report for the period 1 October 2016 to 31 March 2017 with the caveats recorded in minute 29/17/03. RESOLVED that this be noted.

30/17 ANNUAL RETURN YEAR ENDING 31 MARCH 2017: SECTION 2 ACCOUNTING STATEMENTS 2016/17

30/17/01 The Accounting Statements shown in Section 2 of the Pevensey and Cuckmere Water Level Management Board Annual Return for the year ended 31 March 2017 and covering the period from this Board's constitution on 1 October 2016 to 31 March 2017 were considered in detail and the concern about the absence of financial information from the EA for inclusion was again discussed.

30/17/02 It was proposed by Mr R Patten, seconded by Mr P Rodohan and motion carried by vote to approve the Annual Return Section 2 Accounting Statements subject to the concerns raised by the Chief Executive and members being sent in a letter to the external auditor as well as being published online with the unaudited Annual Return for 2016/17, (copy of the letter is appended with these minutes):

- Votes for: 4 (R Patten, P Rodohan, M Worssam, D White)
- Votes against: 1 (R Smart)
- Abstentions: 2 (R Brown, R Miles)

31/17 ANNUAL RETURN YEAR ENDING 31 MARCH 2017: INTERNAL AUDIT REPORT 2016/17

31/17/01 The conclusions of the internal audit as undertaken by the King's Lynn and West Norfolk Borough Council and Fenland District Council Shared Internal Audit Service for the period effective from the Board's constitution on 1 October 2016 to 31 March 2017 and recorded in the Annual Return 2016/17 were approved by those present save for one objection from Mr R Smart. RESOLVED that

this be noted.

32/17 APPOINTMENT OF INTERNAL AUDITOR 2017/18

32/17/01 Members considered the proposal for the King's Lynn and West Norfolk Borough Council and Fenland District Council Shared Internal Audit Service to undertake the internal audit for the year ending 31 March 2018 for the Pevensey and Cuckmere Water Level Management Board.

32/17/02 It was proposed by Mr R Patten, seconded by Mr M Worssam and motion carried save for one objection from Mr R Smart, to appoint the King's Lynn and West Norfolk Borough Council and Fenland District Council Shared Internal Audit Service to undertake the internal audit for the year ending 31 March 2018. RESOLVED that this be noted.

32/17/03 Mr R Smart recorded his objection as in his opinion the internal audit for the year ending 2016/17 should have raised issues with the financial reporting for that year. RESOLVED that this be noted.

33/17 DATE OF COMMENCEMENT FOR THE EXERCISE OF PUBLIC RIGHTS

33/17/01 In accordance with the Accounts and Audit Regulations 2015, the responsibility for setting the date for the exercise of public rights to inspect the accounts now resides with the Board's Responsible Finance Officer rather than the external auditor. It was agreed to publish notice that the financial report and Annual Return for the period 1 October 2016 to 31 March 2017 would be available for inspection for the 30 working day period commencing 5 June 2017 and ending 14 July 2017. RESOLVED that this be noted.

34/17 MATERIAL CHANGES TO RISK REGISTER

34/17/01 Members considered the risk register for those risks with a high risk assessment matrix score of ≥ 6 . Arising therefrom.

34/17/02 It was agreed to add the increase in planned housing in the district as an additional risk, with an action to mitigate this risk by negotiating a service level agreement with the Lead Local Flood Authority for the provision of planning resource to cope with the increase in planning/development applications and the subsequent increase in surface water run-off entering the IDB's system as a result. RESOLVED that this be noted.

**MEC/PJC/
NC**

35/17 REGISTER OF ELECTORS

35/17/01 The Register of Electors had been prepared in accordance with Rule 3 (11) of the Land Drainage (Election of Drainage Boards)

ID	Pevensey and Cuckmere WLMB, Minute	Action
	Regulations 1938 (as amended) and notice of the availability of the Register had been published in the local press. It was recorded that no objections to the Register had been received.	
35/17/02	It was agreed and thereby RESOLVED to approve the Register of Electors in accordance with the above Regulations.	
35/17/03	The Chief Executive explained the election process to members and it was agreed that as this was the first election following the Board's constitution on 1 October 2016, all agricultural drainage ratepayers should be sent a letter explaining the nomination and election process. RESOLVED that this be noted.	MEC
36/17	NATIONAL AUDIT OFFICE (NAO) REPORT ON IDBs AND ADA's RESPONSE	
36/17/01	Members considered the National Audit Office Report on IDBs, (published March 2017), which was very critical of both IDBs and Defra. The report's main criticisms of IDBs were focussed on governance and oversight arrangements, which appeared to have been based on the findings of just one IDB's tender arrangements not providing best value for money. The Chief Executive reported that ADA considered the report not applicable to the majority of IDBs in England, however, it did highlight the importance for IDBs to need to go above and beyond the standard requirements for governance and transparency.	
37/17	NEXT MEETING DATE	
37/17/02	The next Board meeting was scheduled for 31 October 2017 at 10.00 am in the Horseshoe Inn, Windmill Hill, Herstmonceux BN27 4RU.	
38/17	ANY OTHER BUSINESS	
38/17/01	The Chairman recorded that Sue Oliver was leaving Eastbourne Borough Council, (and would not, therefore, continue in her role as Eastbourne Borough Council's supporting Officer to the Board). He went on to record both his personal thanks, and thanks on behalf of the Board to Sue for her tremendous support throughout the process of forming the Pevensey and Cuckmere Water Level Management Board, saying he hoped the Board would go on to justify this support in the future and wished her all the very best. Sue thanked the Chairman and the Board and said she was leaving them in the good hands of Ed Hele, who was replacing her at Eastbourne Borough Council and was in attendance with her today. RESOLVED that this be noted.	
39/17	OPEN FORUM TO HEAR FROM MEMBERS OF THE PUBLIC WITH LEAVE OF CHAIRMAN	

39/17/01 Martin Banks, employed by Southern Water and its representative on the South East Regional Flood and Coastal Committee was given leave to speak by the Chairman.

39/17/02 Mr Banks recorded that he was attending the meeting today as an observer to see how the IDB works and to say that Southern Water works closely with other Risk Management Authorities including the Lead Local Flood Authority and hoped for a similar close working relationship with the Pevensey and Cuckmere Water Level Management Board.

39/17/03 The Chairman recorded on behalf of the Board his appreciation in the interest shown to the Board by Southern Water.

39/17/04 Mr Banks left the meeting at this point.

40/17 CONFIDENTIAL BUSINESS

40/17/01 It was agreed and thereby resolved to exclude the public for 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.

Pevensey and Cuckmere WLMB

Operations Report

Following the previous board meeting interviews were held for the position of Operations Manager for the board and the successful candidate was Richard Dann, who started work on the 20th March.

Since starting work Richard has met with many of the landowners on the levels and has been undertaking routine maintenance work to a number of structures across the district to enable them to work effectively.

As a new single point of contact Richard has been able to react quickly to problems on the ground and to manage the water levels in the dynamic and responsive manner that it requires. Early indications are that this role is working very well for the board and landowners.



Photo 1: From left to right, Caroline Laburn (Environmental Technical Officer), Richard Dann (Operations Manager), Phil Camomile (Chief Executive WLMA), Matthew Philpot (Engineer to the board)

New sluice boards have been fitted to over 10 structures and Richard has also worked closely with the Environment Agency to ensure that the operation and effectiveness of their structures is assisting in the drainage boards levels.

The Engineer developed and let tenders for the machine maintenance work on the levels to include the Pennywort removal and weed-mowing. This tender was run twice in order to obtain adequate returns and was publicly available on our website.

The following the Tender options were costed/returned;

- Option 1 – PCWLMB to purchase a machine and employ a driver.
- Option 2 – PCWLMB to hire a machine & employ a driver
- Option 3 – PCWLMB to employ a contractor to carry out all work
- Option 4 – PCWLMB to employ the Environment Agency to carry out all work

Further to this process the recommended option to the board is Option 2. This option is more cost effective than options 3 or 4, but without the risks associated with option 1. It will also give benefits in terms of resilience to the Ops Manager and Board, as well as giving improvements in safety, in terms of a local buddying system.

It is recommended that the board approve Option 2 to be taken forward for the delivery of the maintenance.

The detailed maintenance programme is being developed by the Ops Manager and the Engineer and will form the basis of how works will be progressed. This programme will be made public in the next quarter.

HEALTH & SAFETY

No accidents, incidents or near misses this period.

PLANT

A List of small tools, purchased for the Ops Manager, is available on request. This is essential for the maintenance of our structures.

CAPITAL SCHEMES:

Following the site visit and listening to the concerns of our board members the Engineer is considering applying for an FCRM7 Study, to re-visit the options available for the Cuckmere Mouth and to try and resolve an agreeable solution for the river in this location.

We have had success in other areas of the country that we manage with similar issues around littoral drift blocking outfalls to sea. In these locations a partnership-led working group, involving all interested parties, has seen significant benefits to agreeing an acceptable solution. We believe that a similar approach here is worth investigating. Over the next quarter the Engineer will make contact with a number of parties who have been involved to date to discuss this idea.

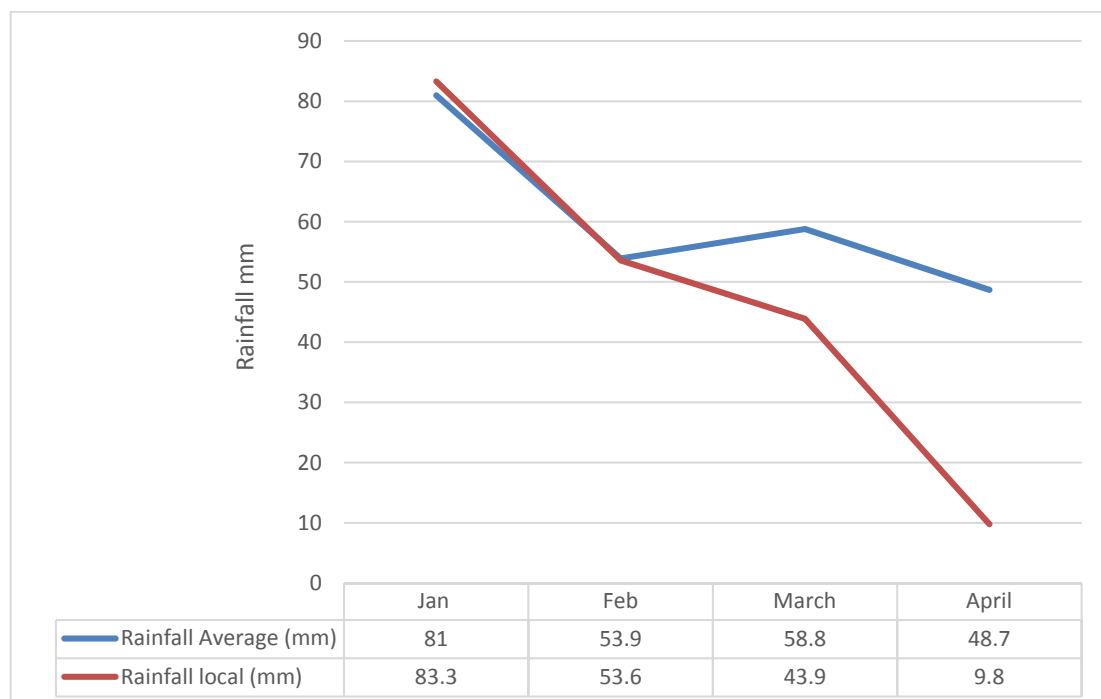
HYDROLOGY - (extracts from <http://www.metoffice.gov.uk/climate/uk/summaries/2016>)

January started with bright and fairly cold weather with overnight frosts. The second half of the month was mostly dry, cold and settled, but it turned much milder and wetter in the last few days. Rainfall was slightly above average for the area.

February was mild, mostly dry and cloudy, with the last third of the month becoming unsettled and often windy with average rainfall overall.

March was mild with several days of dry, sunny weather. It was very dry with below average rain.

The first half of April was dry and unseasonably warm with plenty of sunny weather. The rest of the month was cooler but remained mostly dry and settled, with well below average rainfall.



STAFF/WORKFORCE – MEETINGS - TRAINING/EDUCATION

Engineer attended the following meetings:

30 January 2017

The TEO and Project Engineer attended the Pevensey owner/occupier surgery organised by Cath Jackson (NE) at the Horseshoe Inn, Herstmonceaux. See above.

21 March 2017

Meeting with Operations Manager and staff at the EA, Pevensey to discuss maintenance, pennywort control and biosecurity within the P&C WLMB catchment areas.

23 March 2017

Meeting with planning officers of Wealden and East Sussex to discuss how the new board works with them to ensure objectives are met.

03 May 2017

A Staff and Best practice meeting of the WMA was held at Kettlewell House, Kings Lynn.

COMPLAINTS/ENFORCEMENT

No complaints this reporting period.

PLANNING COMMENTS

The Engineer made comment on the following applications which were either in or could impact on the Boards drainage District, between January and the end of March 2017.

- Eastbourne: 1 Whittle Drive Eastbourne Ref 161393
- East Sussex: Old Marshfoot Farm, Hailsham - Pre-App advice
- East Sussex: Pebsham Surface water discharge
- Pre-App Advice: Land off Tollgates, Battle
- East Sussex: WD20161948MAO - 110 Houses Cuckmere.
- Wealden: residential development, 10 houses, LOWER HORSEBRIDGE WD/2016/2813/MAJ
- Wealden: WD20163053F. New garage

All comments are available on the respective council's website or can be provided on request.

Environmental Report May 2017

The following information pertains to environmental work carried out for the Pevensey and Cuckmere WLMB involving the Technical and Environmental Officer (TEO) from the 11 January 2017 – 04 May 2017

1.Information for the Board

Pevensey Levels Surgery - 30 January 2017

A surgery was held with officers of the PCWLMB and Cath Jackson (NE) to meet owner/occupiers of the Pevensey Levels, with the aim of understanding their water/land management issues and requirements.

The surgery was very successful with in excess of 30 attendees and provided a valuable starting point for the new Operations Manager and other P&CWLMB Officers to explore opportunities and look for solutions to help owner/occupiers with water management issues on the Pevensey levels, whilst working within the parameters of the Water Level Management Plan (WLMP).

Cuckmere Inspection Day – 20 March 2017

A very interesting and informative inspection was arranged by Gill Hesselgrave for Board Members and Officers to the P&CWLMB on the 20 March 2017. The main sites visited are summarised in a series of photographs below:

Sites were visited on the River Cuckmere and its associated tributary, the Bull River from the north of the catchment at Hellingly Water Mill down through the White Bridge, Hellingly. The flashy nature of the rivers and flood issues were discussed at these sites. These watercourse are not under the management of the P&CWLMB.

Cuckmere River at Hellingly Water Mill



Hellingly Water Mill – Mill laid



Bull River at White Bridge



The itinerary took the party to Milton Lock where the saline and freshwater of the main Cuckmere river meet. At this point, we were shown that freshwater is drained off into the low level IDB watercourses via a combination of penstock and bins, situated on the upstream side of the lock. The Freshwater Stream will be maintained by the P&CWLMB under assent from NE as it flows through the Seaford-Beachy head SSSI. A discussion was had around the longevity of Milton Lock and the lack of funding for its upkeep and maintenance.

Milton Lock – Freshwater side



Milton Lock – Freshwater bin on IDB watercourse



Moving south, the party visited the Freshwater Stream as it flows from west to east under the main Cuckmere River via the trunk and flap at Long Bridge.

Flap and Head wall at Long Bridge



The party were taken to the mouth of the Cuckmere (the Cut) and were shown the problems created by marine shingle deposition blocking the river mouth. A discussion was had around the issues and extent of upstream flooding caused by the phenomenon of shingle build up, the regularity of maintenance and the receptor site for the deposition of the shingle.

Shingle deposition area on west side of river – receptor site for maintenance



Shingle berm at River Cuckmere mouth



PhD Studentship underway

A University of Brighton Student, Conor Strong has recently started a 3 year PhD project, looking at the impacts and control of the invasive plant species Australian Swamp Stonecrop, *Crassula helmsii* on the Pevensey Levels. As part of this research, he would like to map the current distribution of Australian swamp stonecrop on the Levels using a small unmanned aircraft system (sUAS) to undertake aerial surveys.

This is an important project as it aims to identify effective control methods for Australian swamp stonecrop so that the environmental and economic impacts associated with the plant can be reduced, with the long-term goal of serving to contribute to the conservation of habitats and biodiversity of the Pevensey Levels.

In order to help Conor make contact with Owner/Occupiers on the levels, a letter seeking permission to fly over the Levels has been sent out to with the P&C WLMP rate demands.

2. Statutory Duties towards Conservation

2.1 Pework Checks and Site Visits

None to report during this period

3. Meetings and Training attended:

24 January / 24 April 2017

The TEO attended the Waveney Floating Pennywort Steering Group meetings in order to keep abreast of any developments in the field of control of Floating Pennywort.

30 January 2017

The TEO and Engineer attended the Pevensey owner/occupier surgery organised by Cath Jackson (NE) at the Horseshoe Inn, Herstmonceaux. See above.

06 February

Workshop in London to support a new Environment Agency R&D project which will develop guidance to support the screening and passage of fish and eel at flood risk management infrastructure with the aim to, "Develop a new guide and supporting tools which synthesise existing research, guidance and practical experience to help the planning/appraisal, design, construction and maintenance of fish and eel screens, deterrents, passes and fish-passible pumps."

20 March 2017

P&C WLMB staff took part in the Cuckmere Inspection Day – See above.

21 March 2017

Meeting with Operations Manager and staff at the EA, Pevensey to discuss maintenance, pennywort control and biosecurity within the P&C WLMB catchment areas.

03 May 2017

A Staff and Best practice meeting of the WMA was held at Kettlewell House, Kings Lynn.

4. Non - Compliance

Nothing to report within this period.

5. Complaints

Nothing to report within this period.

6. Assents Granted and/or Applied for:

Licence / Assent / Habitat Regulations Assessment	Applied	Granted
Habitat Regulations Assessment and SSSI Assessment – “Drain infrastructure and asset maintenance on the Pevensy Levels”	24/04/17	26/04/17
SSSI Assessment – “Seaford- Beachy Head and Combe Haven SSSI – General Maintenance Operations”	03/05/17	

7. Freedom of Information Act Requests

None during this period.



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

- 1 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.
- 2 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.
- 3 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.
- 4 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	£ Pevensy	£ 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 Pevensy 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. Pevensy = £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 Pevensy 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



Balance Sheet, for the period ending 31 March 2017

Note	Balance Sheet	£ 01/10/2016	£ Movement	£ 31/03/2017
	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 (Pevensy = £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
	(-) 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
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

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	
<u>344,115</u>	Total Income	<u>136,506</u>	<u>207,228</u>	<u>343,733</u>	<u>218,447</u>	
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	
<u>344,116</u>	Total Expenditure	<u>157,887</u>	<u>149,698</u>	<u>307,585</u>	<u>155,921</u>	
<u>75,737</u>	Balance c/fwd	<u>24,552</u>	<u>82,081</u>	<u>82,081</u>	<u>93,931</u>	
		<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		
<u>13,989</u>	Total Income	<u>2,462</u>	<u>11,219</u>	<u>13,681</u>		
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		
<u>17,989</u>	Total Expenditure	<u>7,964</u>	<u>6,223</u>	<u>13,639</u>		
<u>-1,231</u>	Balance c/fwd	<u>6,854</u>	<u>11,850</u>	<u>12,398</u>		

OVERALL CASH POSITION

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

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 COCKMERE 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:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by Chair at meeting where approval is given:

SIGNATURE

Clerk:

SIGNATURE

*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.

Section 2 – Accounting statements 2016/17 for

Enter name of
smaller authority here:

PEVENSEY AND CUCKHIRE 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:

SIGNATURE

Date

DD/MM/YYYY

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

DDMMYYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by Chair at meeting where approval is given:

SIGNATURE

Section 3 – External auditor report and certificate

In respect of:

Enter name of
smaller authority here:

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

(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

External auditor name

Date

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:

PEVENSEY AND CUCKHURST WATERLEVEL 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.			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

PR: Kathy Woodward

Signature of person who carried out the internal audit

SIGN: KWoodward

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.



**Pevensey and
Cuckmere**
Water Level Management Board

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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 net-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

**PEVENSEY AND CUCKMERE WATER LEVEL MANAGEMENT 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)	No records of historical maintenance/ operational/ works	Nature and extent of operations is largely upstream, which could increase risk of flooding	2	3	High 6 →	Work with EA to build map of high risk flooding areas. Prepare a targeted annual maintenance programme based on high, medium, low priority watercourses Employ an operations manager to deliver and help document a maintenance programme
	Reduction in, or insufficient finance, grant and income If EA ceases 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	2	3	High 6 →	Plan to explore alternative funding streams including partnership working with other RMAs and access to local levy funding Review asset management plan provided by EA
	No confirmation from EA of the prescriptive rights of access to each of the Board's pumping stations or rights to bring in services across privately	Potential to reduce ability to fulfil statutory function	2	3	High 6 →	Land Drainage Act 1991 gives IDBs powers of entry for access to undertake required works Working with EA to transfer ownership and rights of access, and to bring in services to/from the IDB pumping stations

**PEVENSEY AND CUCKMERE WATER LEVEL MANAGEMENT BOARD
RISK REGISTER**

STRATEGIC OBJECTIVES	RISK	IMPACT	LIKELIHOOD SCORE (1 – 3)	IMPACT SCORE (1 – 3)	RISK RATING (HIGH, MEDIUM, LOW)	RESPONSE (ACTIONS PLANNED/TAKEN)
	owned land.					
	EA unable to provide IDB with information on highland carrier watercourses in the upland area discharging water into the IDD	IDB will be unable to calculate what highland water contribution will be payable by the EA to the IDB for taking the water from the upland area, which would potentially reduce the IDB's income if challenged by EA	2	3	High 6 →	Provided copy of highland water contribution claims to EA as example of what is required for calculation. Heard nothing.
	Operations works constrained by the Water Framework Directive legislation and Habitat Regulations Assessments	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>Prepare a Standard Maintenance Operations (SMO) document that is WFD compliant and train all operatives in the use of SMO</p> <p>Regular SMO update training for employees</p> <p>Ensure affected landowners are aware of agreed water levels and operate the Pevensey WLMP</p>

**PEVENSEY AND CUCKMERE WATER LEVEL MANAGEMENT BOARD
RISK REGISTER**

STRATEGIC OBJECTIVES	RISK	IMPACT	LIKELIHOOD SCORE (1 – 3)	IMPACT SCORE (1 – 3)	RISK RATING (HIGH, MEDIUM, LOW)	RESPONSE (ACTIONS PLANNED/TAKEN)
	Landowners and or developers undertake non-consented works on watercourses in the IDD	Potential to adversely affect the capability of the IDB to effectively manage the discharge of water through its system	2	3	High 6 →	<p>Promote the work of the IDB within the local community to create understanding of how the IDB system manages flood risk</p> <p>Use of the Board's Byelaws for consenting or refusal of works affecting the Board's infrastructure</p> <p>Work closely with LLFA and LPAs to provide a joined up consenting/advice service.</p>
	Lack of financial information from the EA for 2016/17 results in auditor awarding a qualified opinion for PCWLMB financial audit 2016/17	<p>Potential loss of public confidence in the IDB.</p> <p>Potentially damaging to the IDB relationship with EA and other RMAs</p>	3	2	High 6 →	<p>Limit the risk by not asking the EA to do any more work for the Board until they are able to properly close down the 2 former IDD's, otherwise the problem will be compounded and we will never know where we stand financially.</p> <p>It is important that the EA operate professionally and are able to provide estimates/quotes like any other business before doing our work (assuming we accept those estimates/quotes), and are able to then send Invoices to us promptly for the work they have done on our behalf, as</p>

**PEVENSEY AND CUCKMERE WATER LEVEL MANAGEMENT BOARD
RISK REGISTER**

STRATEGIC OBJECTIVES	RISK	IMPACT	LIKELIHOOD SCORE (1 – 3)	IMPACT SCORE (1 – 3)	RISK RATING (HIGH, MEDIUM, LOW)	RESPONSE (ACTIONS PLANNED/TAKEN)
						quoted. At present the EA represents too much of a business risk because of the way their Worthing office currently seems to operate. This is a great pity because the ops delivery team based at the EAs Pevensey Depot seems to be highly competent, well run and keen to work with us.
Liase with Lead Local Flood Authority (LLFA), Local Authorities and Environment Agency (EA) within the Board's hydraulic sub catchment	LLFA and/or EA use contractors to carry out the work in areas outside the Internal Drainage District (IDD) and on Main Rivers/Tidal Defences both in and outside the IDD	Would reduce the control the IDB has over quality of works undertaken, and if of a lower standard could affect the IDB's ability to fulfil its statutory function in the IDD	1	3	Medium 3 →	Build and maintain trust and understanding with LLFA, EA, LAs and DEFRA Regular liaison meetings with EA Consider becoming member of ADA Promote the IDB through the media
To enable and facilitate land use for residential, commercial, recreational and environmental purposes by guiding and regulating activities, which have the potential to increase flood risk	Planning Authorities ignore advice provided by Board, which leads to increased flood risk	Potential for increased flood risk	2	3	High 6 →	Get involved with each constituent Planning Authority to better integrate/ coordinate planning and flood risk management issues Board comments made on planning applications are available on each Planning

**PEVENSEY AND CUCKMERE WATER LEVEL MANAGEMENT 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>Lack of staff resources results in turning a blind eye to Byelaw/Land Drainage Act infringements and contraventions or failure to collect development contributions and commuted sums</p> <p>Potential for developers to hand over management of SUDs to private management companies, who may fail in their responsibility to maintain them in the long term</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>				<p>Authority's website</p> <p>Report Planning/Enforcement issues at Board meetings</p> <p>Lobby LPAs to include IDBs as Statutory Consultees and to treat IDB watercourses as SUDs</p> <p>Promote IDB services for adoption of SUDs in planning consents to ensure they are maintained in perpetuity</p> <p>Look to introduce a SUDs adoption and charging policy</p>
<p>To nurture, enhance and maintain the natural habitats and species, which exist in and alongside watercourses, wherever practical to ensure there is no net</p>	<p>The Board does not have a Biodiversity Action Plan (BAP)</p> <p>Implementation</p>	<p>Board does not meet its environmental targets. Potential to incur penalties/fines</p>	<p>2</p>	<p>2</p>	<p>Medium 4 →</p>	<p>Prepare a Biodiversity Action Plan, (BAP) for the Board's consideration and submit to DEFRA and EA when approved by the Board</p> <p>Work to WFD compliant SMO</p>

**PEVENSEY AND CUCKMERE WATER LEVEL MANAGEMENT BOARD
RISK REGISTER**

STRATEGIC OBJECTIVES	RISK	IMPACT	LIKELIHOOD SCORE (1 – 3)	IMPACT SCORE (1 – 3)	RISK RATING (HIGH, MEDIUM, LOW)	RESPONSE (ACTIONS PLANNED/TAKEN)
loss of biodiversity	<p>of a BAP may give rise to increased flood risk and increased maintenance costs</p> <p>Increased levels of non-native species adversely affecting BAP delivery</p>	<p>Failure to balance environmental needs with management of flood risk</p> <p>Failure to successfully control/eradicate invasive species</p>				<p>Prioritise each watercourse according to flood risk, based on criteria agreed by the Board to identify opportunities for increasing environmental performance in lower priority infrastructure</p> <p>Prepare a programme of environmental survey work in and alongside Board watercourses</p> <p>Officers monitor and report environmental performance to Board</p> <p>Staff awareness training</p> <p>Actions monitored by NE and EA</p> <p>Record any complaints in Complaints Register</p> <p>Adhere to risk assessment and protocol for management of works where non-native species are present</p>

Risk Management Policy

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.

Risk Management Policy

LIKELIHOOD

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

7.3 Risk is unavoidable, and action must be taken to manage risk in a way in which it can justify to a level which is tolerable. The response to risk, by the use of internal control, may involve one or more of the following standard responses:

- **Tolerate** the risk – for risks where the downside is containable with appropriate contingency plans; for some where the possible controls cannot be justified, (eg because they would be disproportionate); and for unavoidable risks, (eg terrorism).
- **Treat** the risk – a common response which can mean imposing controls so that the organisation can continue to operate; or setting up prevention techniques.
- **Transfer** the risk – buy in a service from a specialist external body or take out insurance. Some risks cannot be transferred, especially reputational risk.
- **Terminate** the activity giving rise to the risk – it may be best to stop, or not to start activities which involve intolerable risks or those where no response can bring the risk to a tolerable level.

GLOSSARY

ADA – Association of Drainage Authorities

AOEP – Alde and Ore Estuary Partnership

CWS – County Wildlife Sites

DEP – Deben Estuary Partnership

EA – Environment Agency

ECMCIC – East Coast Management Community Interest Company

FDGIA – Flood Defence Grant in Aid

HABS – Habitat Regulations Assessment

HWC – Highland Water Contribution

HAWM – Holistic Approach to Water Management

IDD – Internal Drainage District

LEP –Local Enterprise Partnership

LLFA – Lead Local Flood Authority

MTP – Mid Term Plan

MMO – Marine Management Organisation

NE - Natural England

NFU – National Farmers Union

NCC – Norfolk County Council

NWT – Norfolk Wildlife Trust

PAR – Project Appraisal Report

PSCA – Public Sector Co-operation Agreement

RFCC – Regional Flood and Coastal Committee

SAC – Special Area of Conservation

SPA – Special Protection Area

SSSI – Site of Special Scientific Interest

SuDS – Sustainable Urban Drainage Systems

SPA – Schedule Paid Accounts

SMO – Standard Maintenance Operations

TEO – Technical and Environmental Officer

TPO –Tree Preservation Order

UKPN – UK Power Networks

WCS – Water Control Structures

WFD – Water Framework Directive

THE CROW ACT – The Countryside and Rights of Way Act (2000)

THE NERC ACT – (The Natural Environment and Rural Communities Act (2006))

Distributed to:

Pevensey & Cuckmere WLMB Members

Balsdon, K
Brown, R
Coles, Ms J
Freebody, A
Gower, W
Hesselgrave, G
Hole, M
Miles, R
Patten, R
Robinson, D
Robinson, Ms M
Rodohan, P
Smart, R
Swansborough, C
Wadman, C
White, D
Worssam, M

Key Partners/Supporting Officers

Oliver, Ms S (Eastbourne BC)
Dodge, A (Rother DC)
Kean, G (Wealden DC)

Claxton, N (E.Sussex CC - LLFA)

Jackson, Ms C (NE)

Ball, L (EA)
Carver, P (EA)
Long, R (EA)
Robinson, D (EA)
Willway, Mrs T (EA)

Dann, R (Operations Manager)
Camamile, P (WMA)
Creasy, Mrs M (WMA)
Philpot, M (WMA)
Laburn, Ms C (WMA)

Pevensey & Cuckmere WLMB Meeting 16 May 2017