

Pevensey and Cuckmere Water Level Management Board

NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF UNAUDITED ANNUAL RETURN

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2017

Local Audit and Accountability Act 2014 Sections 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)

| NOTICE | NOTES |
|--|--|
| <p>1. Date of announcement <u>2 JUNE 2017</u> (a)</p> <p>2. Each year the smaller authority's Annual Return needs to be reviewed by an external auditor appointed by the Audit Commission. The unaudited Annual Return has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review.</p> <p>Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2017 these documents will be available on reasonable notice by application to:</p> <p>(b) <u>P J CAMAMILE, CLERK</u> <u>Email: phil@wlma.org.uk</u> <u>TEL: 01553 819600</u></p> <p>commencing on (c) <u>05 June 2017</u></p> <p>and ending on (d) <u>14 July 2017</u></p> <p>3. Local government electors and their representatives also have:</p> <ul style="list-style-type: none">• The opportunity to question the appointed auditor about the accounting records; and• The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority. <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p>4. The smaller authority's Annual Return is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:</p> <p>PKF Littlejohn LLP Ref: SBA 2nd Floor 1 Westferry Circus Canary Wharf London E14 4HD (sba@pkf-littlejohn.com)</p> <p>5. This announcement is made by (e) <u>P J CAMAMILE, CLERK</u></p> | <p>(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below</p> <p>(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts</p> <p>(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below</p> <p>(d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July.</p> <p>(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority</p> |

LOCAL AUTHORITY ACCOUNTS: A SUMMARY OF YOUR RIGHTS

Please note that this summary applies to all relevant smaller authorities, including drainage boards and other smaller authorities.

The basic position

The Local Audit and Accountability Act 2014 (the Act) governs the work of auditors appointed to councils and other local public bodies. This summary explains the provisions contained in Sections 26 and 27 of the Act. The Act and the Accounts and Audit Regulations 2015 also cover the duties, responsibilities and rights of councils, other organisations and the public concerning the accounts being audited.

As a local elector, or an interested person, you have certain legal rights in respect of the accounting records of smaller authorities. As an interested person you can inspect accounting records and related documents. If you are a local government elector for the area to which the accounts relate you can also ask questions about the accounts and object to them. You do not have to pay directly for exercising your rights. However, any resulting costs incurred by the council form part of its running costs. Therefore, indirectly, local residents pay for the cost of you exercising your rights through their council tax.

The right to inspect the accounting records

Any interested person can inspect the accounting records, which includes but is not limited to local electors. You can inspect the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records. You can copy all, or part, of these records or documents. Your inspection must be about the accounts, or relate to an item in the accounts. You cannot, for example, inspect or copy documents unrelated to the accounts, or that include personal information (Section 26 (6) – (10) of the Act explains what is meant by personal information). You cannot inspect information which is protected by commercial confidentiality. This is information which would prejudice commercial confidentiality if it was released to the public and there is not, set against this, a very strong reason in the public interest why it should nevertheless be disclosed.

When councils have finished preparing accounts for the financial year and approved them, they must publish them (including on the council's website). There must be a 30 working day period, called the 'period for the exercise of public rights', during which you can exercise your statutory right to inspect the accounting records. Councils must tell the public, including advertising this on their website, that the accounting records and related documents are available to inspect. By arrangement you will then have 30 working days to inspect and make copies of the accounting records. You may have to pay a copying charge. The 30 day period must include a common period of inspection during which all smaller authorities' accounting records are available to inspect. This will be 3-14 July 2017 for 2016/17 accounts. The advertisement must set out the dates of the period for the exercise of public rights, how you can communicate to the council that you wish to inspect the accounting records and related documents, the name and address of the auditor, and the relevant legislation that governs the inspection of accounts and objections.

The right to ask the auditor questions about the accounting records

You should first ask your council about the accounting records, since they hold all the details. If you are a local elector, your right to ask questions of the external auditor is enshrined in law. However, while the auditor will answer your questions where possible, they are not always obliged to do so. For example, the question might be better answered by another organisation, require investigation beyond the auditor's remit, or involve disproportionate cost (which is borne by the local taxpayer). Give your council the opportunity first to explain anything in the accounting records that you are unsure about. If you are not satisfied with the council's explanation, you can question the external auditor about the accounting records.

The law limits the time available for you formally to ask questions. This must be done in the period for the exercise of public rights, so let the external auditor know your concern as soon as possible. The advertisement or notice that tells you the accounting records are available to inspect will also give the period for the exercise of public rights during which you may ask the auditor questions, which here means formally asking questions under the Act. You can ask someone to represent you when asking the external auditor questions.

Before you ask the external auditor any questions, inspect the accounting records fully, so you know what they contain. Please remember that you cannot formally ask questions, under the Act, after the end of the period for the exercise of public rights. You may ask your council other questions about their accounts for any year, at any time. But these are not questions under the Act.

You can ask the external auditor questions about an item in the accounting records for the financial year being audited. However, your right to ask the external auditor questions is limited. The external auditor can only answer 'what' questions, not 'why' questions. The external auditor cannot answer questions about the council's policies, finances, procedures or anything else unless it is directly relevant to an item in the accounting records. Remember that your questions must always be about facts, not opinions. To avoid misunderstanding, we recommend that you always put your questions in writing.

The right to make objections at audit

You have inspected the accounting records and asked your questions of the smaller authority. Now you may wish to object to the accounts on the basis that an item in them is in your view unlawful or there are matters of wider concern arising from the Council's finances. A local government elector can ask the external auditor to apply to the High Court for a declaration that an item of account is unlawful, or to issue a report on matters which are in the public interest. You must tell the external auditor which specific item in the accounts you object to and why you think the item is unlawful, or why you think that a public interest report should be made about it. You must provide the external auditor with the evidence you have to support your objection. Disagreeing with income or spending does not make it unlawful. To object to the council's accounts you must write to the external auditor stating you want to make an objection, including the information and evidence below and you must send a copy to the council. The notice must include:

- confirmation that you are an elector in the council's area;
- why you are objecting to the accounts and the facts on which you rely;
- details of any item in the accounts that you think is unlawful; and
- details of any matter you think the external auditor should make a public interest report about.

Other than it must be in writing, there is no set format for objecting. You can only ask the external auditor to act within the powers available under the Local Audit and Accountability Act 2014.

A final word

You may not use this 'right to object' to make a personal complaint or claim against your council. You should take such complaints to your local Citizens' Advice Bureau, local Law Centre or to your solicitor. Councils, and so local taxpayers, meet the costs of dealing with questions and objections. In deciding whether to take your objection forward, one of a series of factors the auditor must take into account is the cost that will be involved, they will only continue with the objection if it is in the public interest to do so. They may also decide not to consider an objection if they think that it is frivolous or vexatious, or if it repeats an objection already considered. If you appeal to the courts against an auditor's decision not to apply to the courts for a declaration that an item of account is unlawful, you will have to pay for the action yourself.

For more detailed guidance on public rights and the special powers of auditors, copies of the publication *Local authority accounts: A guide to your rights* are available from the NAO website.

If you wish to contact your Council's appointed external auditor please write to the address in paragraph 4 of the *Notice of Public Rights and Publication of Unaudited Annual Return*.

PEVENSEY AND CLICKHERE WATER LEVEL MANAGEMENT BOARD

DECLARATION OF STATUS OF PUBLISHED ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2017

The Accounts and Audit Regulations 2015 (SI 2015 No.234)

1. The statement of accounts for PEVENSEY AND CLICKHERE WATER LEVEL *
published today is unaudited and may be subject to change. MANAGEMENT BOARD

* insert name of Smaller Authority

2. Signed by:

Signature: P. Cananile

Date: 2 June 2017

RESPONSIBLE FINANCIAL OFFICER

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:

PEVENISEY 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

and recorded as minute reference:

28/17/02

Signed by Chair at meeting where approval is given:

A. Gower

Clerk:

P. Llanemite

*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 CUCKER 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



Pevensey and Cuckmere

Water Level Management Board

Kettlewell House
Austin Fields Industrial Estate
KING'S LYNN
Norfolk
PE30 1PH

t: +44(0)1553 819600
f: +44(0)1553 819639
e: info@wlma.org.uk
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

STATUTORY INSTRUMENTS

2016 No. 854

LAND DRAINAGE, ENGLAND

**The Pevensey and Cuckmere Water Level Management Board
Order 2016**

Made - - - - 22nd August 2016

Coming into force - - 1st October 2016

Under section 3(1)(a) of the Land Drainage Act 1991 (“the 1991 Act”)(a), the Environment Agency has prepared a Scheme making provision for the matters specified in section 3(2)(d),(e), (f),(g) and (i)(b) and has submitted the Scheme to the Secretary of State for confirmation.

The Secretary of State has published a notice of intent to make this Order confirming the Scheme in accordance with paragraph 2(1) of Schedule 3 to the 1991 Act and has sent this notice to the relevant local authorities and other bodies specified in paragraph 2(2) of that Schedule.

No objection has been made to the draft Order.

Accordingly, the Secretary of State makes this Order in exercise of the powers conferred by section 3(5) and (7) of the 1991 Act and now vested in the Secretary of State(c).

Citation, commencement and interpretation

1.—(1) This Order may be cited as the Pevensey and Cuckmere Water Level Management Board Order 2016 and comes into force on 1st October 2016.

(2) In this Order, “the Agency” means the Environment Agency.

Confirmation of the Scheme with modifications

2.—(1) The Scheme submitted by the Agency is confirmed with modifications.

(2) The Scheme as modified by the Secretary of State is set out in the Schedule to this Order.

Secretary of State’s expenses

3. The expenses of the Secretary of State in connection with the making and confirming of this Order must be borne by the Agency.

(a) 1991 c. 59; section 3(1) was amended by S.I. 2013/755 (W. 90). The definitions of “the appropriate supervisory body” and “the relevant Minister” are in section 72(1).

(b) Section 3(2) was amended by S.I. 2013/755 (W. 90).

(c) The functions of the Ministry of Agriculture, Fisheries and Food were transferred to the Secretary of State by virtue of article 2(2) of the Ministry of Agriculture, Fisheries and Food (Dissolution) Order 2002 (S.I. 2002/794).

Signed by authority of the Secretary of State

22nd August 2016

Carol Tidmarsh
Senior Policy Advisor, Flood Risk Management
Department for Environment, Food and Rural Affairs

SCHEDULE

Article 2(2)

Scheme submitted by the Agency, as modified by the Secretary of State

1. This Scheme comes into force on 1st October 2016.

2. In this Scheme—

“the abolished districts” means the Pevensey Levels Internal Drainage District and the River Cuckmere Internal Drainage District;

“the Agency” means the Environment Agency;

“the commencement date” means the date on which this Scheme comes into force;

“the new Board” means the Pevensey and Cuckmere Water Level Management Board constituted by clause 5 of this Scheme;

“property” means any property which is vested in the Agency in respect of the abolished districts immediately before the commencement date and includes books of account, other books, deeds, maps, papers and other documents, in whatever medium held, and computer and other electronic records, together with the pumping stations listed below and the land on which the pumping stations are situated or which is connected to those pumping stations, as follows—

(a) Barnhorn Pumping Station located at Ordnance Survey grid reference TQ 6895108164;

(b) Drockmill Pumping Station located at Ordnance Survey grid reference TQ 6181706896;

(c) Horsebridge Pumping Station located at Ordnance Survey grid reference TQ 6694908981;

(d) Manxey Pumping Station located at Ordnance Survey grid reference TQ 6554408411;

(e) Rickney Pumping Station located at Ordnance Survey grid reference TQ 6271906994;

(f) Star Inn Pumping Station located at Ordnance Survey grid reference TQ 6825006153;

“rights and obligations” means in respect of the abolished districts, all rights, powers, duties (including statutory powers and duties), obligations and liabilities which were vested in or incurred by or fell to be discharged by the Agency in respect of the abolished districts immediately before the commencement date;

“the Pevensey Levels Internal Drainage District” means the area shown edged red on map 1 entitled ‘PEV/CUC Map 1’, which can be inspected at the Environment Agency, Coast Road, Pevensey Bay, East Sussex, BN24 6ND and at Wealden District Council, Vicarage Lane, Hailsham, East Sussex, BN27 2AX;

“the River Cuckmere Internal Drainage District” means the area shown edged red on map 2 entitled ‘PEV/CUC Map 2’, which can be inspected at the Environment Agency, Coast Road, Pevensey Bay, East Sussex, BN24 6ND and at Wealden District Council, Vicarage Lane, Hailsham, East Sussex, BN27 2AX.

3. The Pevensey Levels Internal Drainage District and the River Cuckmere Internal Drainage District are abolished.

4. On the commencement date, the area shown edged blue on map 3 entitled ‘PEV/CUC Map 3’, which can be inspected at the Environment Agency, Coast Road, Pevensey Bay, East Sussex,

BN24 6ND and at Wealden District Council, Vicarage Lane, Hailsham, East Sussex, BN27 2AX, is constituted an internal drainage district under the name “The Pevensey and Cuckmere Water Level Management District”.

5. On the commencement date, there is constituted an internal drainage board for the Pevensey and Cuckmere Water Level Management District under the name “The Pevensey and Cuckmere Water Level Management Board”.

6. The new Board is to include eight elected members elected in accordance with the provisions made by or under Schedule 1 to the Land Drainage Act 1991.

7. As from the commencement date, all property and rights and obligations in respect of the abolished districts are transferred to and vested in, or fall to be discharged by, the new Board.

8. All arrears of rates owed to the Agency in respect of the abolished districts and in respect of any period ending before the commencement date may be recovered by the new Board in the same manner as if they had been rates levied by the new Board.

9. This Scheme operates as conclusive evidence of anything transferred under this Scheme without the necessity of any further assignments, conveyance, deed or transfer.

10. The accounts of the Agency in respect of the abolished districts must be made up to the day before the commencement date and audited as if this Scheme had not come into force, and the Agency must send a copy to the new Board.

EXPLANATORY NOTE

(This note is not part of the Order)

This Order confirms a Scheme submitted by the Environment Agency making provision for—

- (a) the abolition of the Pevensey Levels Internal Drainage District,
- (b) the abolition of the River Cuckmere Internal Drainage District, and
- (c) the constitution of the Pevensey and Cuckmere Water Level Management District and Board.

The maps showing the area of the Pevensey Levels Internal Drainage District (map 1 entitled ‘PEV/CUC Map 1’), the River Cuckmere Internal Drainage District (map 2 entitled ‘PEV/CUC Map 2’) and the Pevensey and Cuckmere Water Level Management District (map 3 entitled ‘PEV/CUC Map 3’) are available for inspection at the Environment Agency, Coast Road, Pevensey Bay, East Sussex, BN24 6ND (office hours: 8.30am-4.30pm Monday, Tuesday, Thursday and Friday and 8.30am-1pm on Wednesdays) and at Wealden District Council, Vicarage Lane, Hailsham, East Sussex, BN27 2AX (office hours: 8.30am-5.30pm Monday to Friday).

An impact assessment has not been produced for this instrument as no, or no significant, impact on the private, voluntary or public sector is foreseen.

PEV/CUC MAP 1
Pevensey Levels IDD



THE COMMON SEAL OF THE ENVIRONMENT AGENCY
WAS AFFIXED TO THIS SCHEME IN THE PRESENCE OF

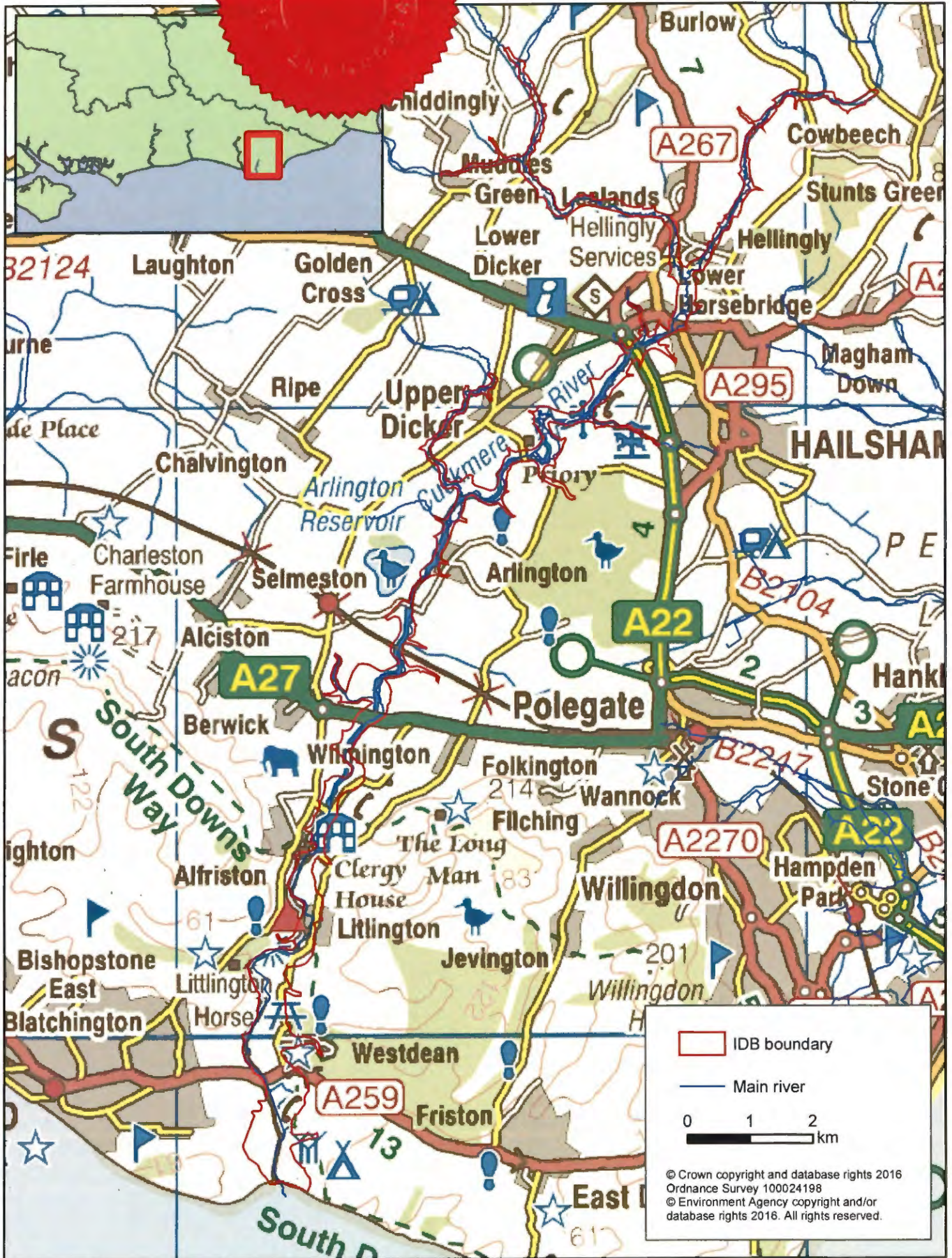
PEV/CUC MAP 2
Cuckmere IDD

Peter Kellett
PETER KELLETT



Environment
Agency

DIRECTOR OF LEGAL SERVICES 19 April 2016



IDD boundary

Main river

0 1 2 km

© Crown copyright and database rights 2016
Ordnance Survey 100024198
© Environment Agency copyright and/or
database rights 2016. All rights reserved.

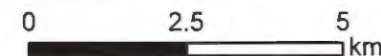
PEV | CUR MAP 3



THE COMMON SEAL
OF THE ENVIRONMENT
AGENCY WAS AFFIXED
TO THIS COPY

OF
Per Helmut
PETER KELLER
Director of
Legal Services
19 April 2016
ay Sta

- Pumping station

 IDB boundary

© Crown copyright and database rights 2015
Ordnance Survey 100024198
© Environment Agency copyright and/or
database rights 2015. All rights reserved.

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 by EA <i>Oct-16</i> | Receivable from EA <i>As collected</i> | Payable to EA <i>As spent</i> | Balances from EA <i>Post audit</i> |
| Balances | 0 | | | 31,405 |
| | | 16,479 | | |
| | | 138,968 | | |
| Initial | 63,000 | | | 63,000 |
| | <hr/> 63,000 | <hr/> 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 |

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.

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

K Woodward

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.