

A MEETING OF THE SOUTH HOLLAND INTERNAL DRAINAGE BOARD WAS HELD VIRTUALLY VIA ZOOM ON TUESDAY, 04 MAY 2021 AT 10.30 AM.

Elected Members

- * S Bartlett
- * C Dring
- * N J Grundy
- * A G Hay
- * S A R Markillie
- * J Perowne
- * I Stancer
- * S R Taylor
- * R C Thompson
- * D R Worth

Appointed Members

South Holland DC

- * A Beal
- F Biggadike
- * P Coupland
- * R Grocock
- * P Redgate
- G Rudkin
- * M Seymour
- * E Sneath
- J Tyrrell
- * D Wilkinson

Jointly Appointed

- * A Casson
- * Present (86%)

D R Worth in the Chair

In attendance:

Cathryn Brady (Sustainable Development Manager), Phil Camamile (Chief Executive), Sue Cook (PA to the CE), Sallyanne Jeffrey (Finance & Rating Manager), Karl Vines (Catchment Engineer)

Before the meeting commenced, the Chairman asked that everyone take a few minutes in silence to remember Andy French, an experienced and valued member of the South Holland Operations team for nearly 25 years. He was a personal friend to many of the staff and will be greatly missed.

ID	South Holland IDB, Minute	Action
29/21	APOLOGIES FOR ABSENCE	
29/21/01	Apologies for absence were received on behalf of Francis Biggadike and Graham Rudkin.	
30/21	DECLARATIONS OF INTEREST	
30/21/01	Allan Beal and Rodney Grocock declared an interest in the Planning Report due to being members of the South Holland District Council Planning Committee. RESOLVED that this be noted.	

ID	South Holland IDB, Minute	Action
31/21	MINUTES OF THE LAST BOARD MEETING	
31/21/01	<p>The minutes of the last Board meeting held on 9 February 2021 were approved and confirmed as a true record. It was noted that the Chairman would sign the minutes shortly after the meeting. Arising therefrom:</p>	DW
32/21	MATTERS ARISING FROM THE MINUTES	
32/21/01	<p>Water Resources East (WRE) – Welland and Nene Feasibility Study (05/21/01)</p> <p>The Chief Executive reported that he had received an email from WRE on 16 February 2021 confirming the Feasibility Study promoted by Welland & Nene ADA was still under consideration. RESOLVED that this be noted.</p>	
32/21/02	<p>Holbeach Drainage Study (05/21/06)</p> <p>The Catchment Engineer reported that the list of Flood Defence Grant in Aid projects had been received from the EA at the end of March and confirmed that the Holbeach Drainage Study had received an allocation in the Mid Term Capital Programme. This now gave the Board the opportunity to apply for grant funding for the planned capital projects for 2021/22. RESOLVED that this be noted.</p>	
32/21/03	<p>Maintenance works: Batter Re-profiling (05/21/07)</p> <p>The Catchment Engineer shared the view that in future, discussions with landowners should take place during the planning process and prior to planning permission being granted in order to negotiate compensation rates that were more affordable, and he would be working closely with the Planning team and SHDC to try to achieve this. RESOLVED that this be actioned.</p>	
32/21/04	<p>Red Diesel Exemption</p> <p>The Chief Executive apprised the Board that the inability for IDBs to use red diesel was still a possibility from 1 April 2022. He confirmed that the impact of this remained significant and that the use of biofuel was being investigated as potentially a more financially and carbon efficient alternative to white diesel. The matter had also been raised with ADA and Sir John Hayes MP. RESOLVED that this be noted.</p>	
32/21/05	<p>De-coupling of Drainage Board Levies (08/21/03)</p> <p>Peter Coupland reported that he hoped the Councils would be able to increase their focus on this after the local elections and was encouraged to hear from the Chief Executive that Innes Thomson, ADA CEO was now working with other IDBs and Councils to present a united view to Defra and MHCLG. It was agreed that a meeting be</p>	Peter Coupland

ID	South Holland IDB, Minute	Action
	arranged with Innes Thomson, Lord Porter and Peter Coupland after the elections. RESOLVED that this be actioned.	
32/21/06	Highways Contact (10/21/04)	
	The Catchment Engineer informed the Board that he will now receive a weekly rota of 'out of hours' contact details from Highways which would help resolve the problem of not being able to contact them when the call centre was closed. RESOLVED that this be noted.	
32/21/07	Two applications to discharge surface water at Old Main Road (20_02429_C) & Fleet Road (02_02999_C), Fleet Hargate (13/21/02)	
	The Sustainable Development Manager updated the Board that formal approval of the applications for Land Drainage Consent would remain deferred until the planning applications had been determined by the Local Planning Authority (SHDC) who were still considering the impact of the proposed development on 2 oak trees. Delegated authority had already been given by the Board to the Chairman, Vice-Chairman, Chairman of the Plant and Development Committee and Peter Coupland, should a decision on these applications be required ahead of the next Board meeting. RESOLVED that this be noted.	
33/21	HEALTH AND SAFETY REPORT	
33/21/01	The Health and Safety Report (a copy of which is filed in the Report Book) was considered in detail and approved. Arising therefrom:	
33/21/02	Following on from the reporting of a near miss in connection with daily inspection checks, the Chairman advised the Catchment Engineer of a new start-up check App. Called 'Smart Farmer'. RESOLVED that this be investigated.	KV
34/21	OPERATIONS REPORT	
34/21/01	The Operations Report (a copy of which is filed in the Report Book) was considered in detail and approved. Arising therefrom:	
34/21/02	It was agreed and thereby RESOLVED to include trending data with comparatives rather than a single absence figure in relation to employee sickness days, in future Board reports.	KV
35/21	ENGINEERING REPORT	
35/21/01	The Engineering Report (a copy of which is filed in the Report Book) was considered in detail and approved. Arising therefrom:	
35/21/02	ADA Training Modules for Board Members (3.4)	

ID South Holland IDB, Minute	Action
<p>It was agreed and thereby RESOLVED that all Board members watch ADAs online Health and Safety training modules found at: https://www.ada.org.uk/knowledge/health-safety-and-welfare/ and confirm to Sue.Cook@wlma.org.uk once completed. The Catchment Engineer also advised that further training modules were also available within the Governance sub-section, which may be of interest: https://www.ada.org.uk/knowledge/governance/.</p>	<p>All Members</p>
<p>36/21 ENVIRONMENTAL REPORT</p>	
<p>36/21/01 The Environmental Report (a copy of which is filed in the Report Book) was considered in detail and approved. There were no matters arising.</p>	
<p>37/21 PLANNING REPORT</p>	
<p>37/21/01 The Planning Report (a copy of which is filed in the Report Book) was considered in detail and approved. Arising therefrom:</p>	
<p>37/21/02 Application to relax Byelaw 10 at Fishergate, Sutton St James (3.1)</p> <p>It was agreed and thereby RESOLVED to approve the principle of the footpath to be constructed within 9 metres of the Adopted Watercourse, with the details to be confirmed by the Chief Executive's Management Committee acting under delegated authority once on-site investigations were complete.</p>	
<p>37/21/03 20_03582_C: Application to relax Byelaw 10, Hurdletree Bank, Whaplode (3.2)</p> <p>It was agreed and thereby RESOLVED to consent to this amended application subject to the Board's standard conditions and specifications, including the need for the new item being added to the schedule of development set out in the existing draft Deed of Indemnity.</p>	
<p>37/21/04 21_03696_C and 21_03697_C: Application to relax Byelaw 10 and to alter a watercourse at Chapel Drove, Holbeach Drove (3.3)</p> <p>It was agreed and thereby RESOLVED to consent to this application, subject to the Board's standard conditions and specifications, including the need for the applicant to enter into the Board's standard Deed of Easement and Indemnity.</p>	
<p>37/21/05 21_03880_C: Application to relax Byelaw 10 at Roman Bank, Gedney Dyke (3.4)</p> <p>It was agreed and thereby RESOLVED to consent to this application, subject to the Board's standard conditions and specifications,</p>	

ID	South Holland IDB, Minute	Action
	<p>including a condition that clearly stated that any future maintenance of the footpath and revetment boards was to remain with the applicant.</p>	
37/21/06	<p>21_03893_C and 21_04320_C: Application to relax Byelaw 10 and to discharge treated foul water at Guys Head Road, Sutton Bridge (3.5)</p>	
	<p>It was agreed and thereby RESOLVED to consent to this application, subject to the Board's standard conditions and specifications including a Deed of Indemnity.</p>	
37/21/07	<p>21_04015_C: Application to relax Byelaw 10 for a potable water pipe to cross a Board's watercourse, New Road, Sutton Bridge (3.6)</p>	
	<p>It was agreed and thereby RESOLVED to consent to this application subject to the Board's standard conditions and specifications.</p>	
37/21/08	<p>21_04018_C: Application to relax Byelaw 10 at Austendyke Road, Weston Hills (3.7)</p>	
	<p>It was agreed and thereby RESOLVED to consent to this application subject to the Board's standard conditions and specifications.</p>	
37/21/09	<p>21_04043_C: Byelaw 10 Relaxation at Moorswood Gate, Long Sutton (3.8)</p>	
	<p>It was agreed and thereby RESOLVED to refuse the application due to the adverse impact it would cause to maintenance operations.</p>	
37/21/10	<p>21_04071_C and 21_04072_C: Applications to relax Byelaw 10 at Delgate Bank, Weston (3.9)</p>	
	<p>It was agreed and thereby RESOLVED to consent to this application subject to the Board's standard conditions and specifications.</p>	
37/21/11	<p>21_04182_C and 21_04183_C: Application to alter an Adopted watercourse and relax Byelaw 10 at Bridge Road, Long Sutton. (3.10)</p>	
	<p>It was agreed and thereby RESOLVED to consent to this application for the culverting of the watercourse, and the works within 9 metres of the Board's Adopted watercourse at the applicant's expense, subject to the Board's standard conditions, including the need for the applicant to enter into the Board's standard a Deed of Indemnity.</p>	
37/21/12	<p>21_04206_C: Byelaw 10 Relaxation at Fleet Wood Lane School, Fleet (3.11)</p>	
	<p>It was agreed and thereby RESOLVED to consent to this application subject to the Board's standard conditions and specifications.</p>	

ID	South Holland IDB, Minute	Action
37/21/13	<p>21_04241_C: Application to infill a riparian watercourse plus land drainage improvements, land between Church Lane and East Gate, Moulton (3.12)</p> <p>It was agreed and thereby RESOLVED to consent to this application subject to the Board's standard conditions and specifications.</p>	
37/21/14	<p>21_04322_C: Application to relax Byelaw 10, two storey house extension, Millgate, Whaplode St Catherine (3.13)</p> <p>It was agreed and thereby RESOLVED to refuse this application in order to protect the future access and maintenance requirements of the Board to its watercourse.</p>	
37/21/15	<p>Request to consider a private watercourse for Adoption at Wignals Gate, Holbeach (5.1)</p> <p>It was agreed and thereby RESOLVED that officers investigate this further and, if officers opt to recommend adoption, bring a detailed proposal to the next Board meeting for members to consider.</p>	KV/ CB
38/21	<p>INTERNAL AUDIT REPORT FOR 2020/21</p>	
38/21/01	<p>The Internal Audit Report for 2020/21 as prepared by the Board's Internal Auditor, together with the Management Team's responses and agreed actions, (copies of which are filed in the Report Book), were considered in detail and approved. There were no matters arising.</p>	
38/21/02	<p>The Internal Auditor's recording of the substantial level of assurance awarded on conclusion of the audit was noted.</p>	
39/21	<p>APPOINTMENT OF THE INTERNAL AUDITOR FOR 2021/22</p>	
39/21/01	<p>It was agreed and thereby RESOLVED to re-appoint Katherine Woodward as the Board's Internal Auditor for 2021/22.</p>	
40/21	<p>FINANCIAL REPORT</p>	
40/21/01	<p>The Financial Report and reconciliation to the Annual Governance and Accountability Return for the year ending 31 March 2021, was considered in detail, and approved, (a copy of which is filed in the Report Book). Arising therefrom:</p>	
40/21/02	<p>The Chairman noted the extremely low profit margin on rechargeable works, where £47,000 cost showed only £3,000 profit. The Chief Executive reminded the Board that PSCA projects were collaborative arrangements with other public authorities and under the nationally</p>	

ID	South Holland IDB, Minute	Action
	agreed terms, charged at cost hence the low overall margin being reported. RESOLVED that this be noted.	
40/21/03	The Chairman requested that 'profitability on rechargeable works' be added to the next Plant and Development Committee meeting agenda and to include an annual review of hourly charge-out rates at this meeting. RESOLVED that this be actioned.	KV/ DM
40/21/04	The Chairman of the Plant and Development Committee drew members attention to the maintenance budget. Increased slip repairs, energy and fuel costs were already straining this year's budget. It was agreed and thereby RESOLVED to review priorities at the next Plant and Development Committee meeting, because the budget could not be increased to accommodate all of the work the Board had undertaken in the past. Cuts to the work programmes were therefore inevitable.	AH/ KV
40/21/05	It was agreed and thereby RESOLVED to approve the net transfer of Surface Water Development Contributions receivable during 2020/21 totalling £54,255, from the General Reserve to the Development Reserve, as shown in Note 16 of the Accounts for the year ended 31 March 2021.	
41/21	ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2020/21	
41/21/01	The Annual Governance Statement shown in Section 1 of the South Holland IDB Annual Governance and Accountability Return for the year ended 31 March 2021 was considered in detail and approved by the Board.	
41/21/02	The Accounting Statements shown in Section 2 of the South Holland IDB Annual Governance and Accountability Return for the year ended 31 March 2021 were considered in detail and approved by the Board.	
42/21	DATE OF COMMENCEMENT PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS	
42/21/01	It was agreed and thereby RESOLVED to publish the notice on the Board's website and in the office reception, that the Accounts, year ending 31 March 2021 would be available for inspection for the 30-working day period commencing 14 June 2021 and ending on 23 July 2021. RESOLVED that this be noted.	
43/21	SCHEDULE OF PAID ACCOUNTS	
43/21/01	The Schedule of Paid Accounts for the period 1 January 2021 to 31 March 2021, totalling £378,816 (a copy of which is filed in the Report	

ID	Action
<p>Book), was considered in detail and approved for publication on the WMA Group's website. There were no matters arising.</p>	
<p>44/21 MATERIAL CHANGES TO THE RISK REGISTER</p>	
<p>44/21/01 The Risk Register showing those risks with a risk assessment matrix score of ≥ 6 (a copy of which is filed in the Report Book) was considered in detail and approved. Arising therefrom:</p>	
<p>44/21/02 Eel Regulations 2009, Risk (3): It was agreed and thereby RESOLVED to update the period of derogation to 31 December 2021.</p>	<p>PJC</p>
<p>44/21/03 It was agreed and thereby RESOLVED to add the risk to the Risk Register of higher deficit recovery payments being charged by the LGPS Fund Actuary, in light of the growing notional pension deficit reported on the Board's Balance Sheet as at 31 March 2021. RESOLVED that this be actioned.</p>	<p>PJC</p>
<p>45/21 STANDING ORDERS</p>	
<p>45/21/01 The Chief Executive apprised members of proposed changes to the Standing Orders that had been drafted by ADA & Defra, permitting IDBs to hold lawful virtual and hybrid public meetings beyond 7 May 2021. It was agreed and thereby RESOLVED to approve these changes to the Board's Standing Orders with immediate effect.</p>	
<p>46/21 CORRESPONDENCE</p>	
<p>46/21/01 Correspondence from Robin Price, Water Resources East was received and noted by the Board (a copy of which is filed in the Report Book). There were no matters arising.</p>	
<p>46/21/02 The Catchment Engineer apprised the Board of an additional item of correspondence he had recently received, requesting the Board to consider adopting a watercourse at Shepeau Stow (a copy of which is filed in the Report Book). It was agreed and thereby RESOLVED that the Catchment Engineer consider the request and make recommendations for consideration at the next Board meeting.</p>	<p>KV</p>
<p>47/21 DATE OF NEXT MEETING</p>	
<p>47/21/01 The next meeting would take place via Zoom and/or at Marsh Reeves, Foxes Lowe Road, Holbeach on Tuesday 3 August 2021 at 10:30 am.</p>	
<p>48/21 CONFIRMATION OF COMMITTEE MEETING DATES</p>	

ID	South Holland IDB, Minute	Action
48/21/01	<p>The meeting date for the following committee was confirmed:</p> <ul style="list-style-type: none"> Conservation Committee – 21 June 2021 at 9.00 am via Zoom and/or at Marsh Reeves, Foxes Lowe Road, Holbeach 	SC
48/21/02	<p>The Chairman requested the CEs PA to contact members of the Board's Angling Committee to arrange the next joint annual meeting of the Angling Committee and the Holbeach & District Angling Club. RESOLVED that this be actioned.</p>	
49/21	ANY OTHER BUSINESS	
49/21/01	<p>There was no other business to discuss.</p>	
50/21	OPEN FORUM: TO HEAR FROM ANY MEMBER OF THE PUBLIC WITH LEAVE OF THE CHAIRMAN	
50/21/01	<p>There were no members of the public present at the meeting.</p>	CB/ PJC
51/21	CONSORTIUM MATTERS	
51/21/01	<p>WMA Unconfirmed Minutes</p> <p>The unconfirmed minutes of the last Consortium Management Committee (CMC) meeting held on 26 March 2021 were considered in detail and approved. Arising therefrom:</p>	
51/21/02	<p>Scheme of Delegation for Consent Applications (10/21)</p> <p>The proposed changes to each WMA Member Board's Scheme of Delegation as set out in the WMA Planning Report (a copy of which is filed in the Report Book) were considered in detail and approved. Members considered and approved the recommended amendment to Policy 4 of the WMA Planning and Byelaw Strategy and agreed that the phrase "All applications for consent that are retrospective, in so far as the works or part of the works applied for had already been undertaken" should be removed from section 4.5 of each WMA Member Board's Schedule of Reserved Matters. RESOLVED that this be actioned.</p>	
51/21/03	<p>WMA Schedule of Paid Accounts</p> <p>The WMA Schedule of Paid Accounts for the period 1 December 2020 to 28 February 2021 totalling £499,239 as approved at the Consortium Management Committee meeting on 26 March 2021, was considered in detail and adopted by the Board. The Chairman declared an interest in the payment to his company, A H Worth and Co Ltd. There were no other matters arising.</p>	

ID	Action
<p>51/21/04 WMA Financial Report</p> <p>The WMA Financial Report for the period 1 April 2020 to 28 February 2021, as approved at the Consortium Management Committee meeting on 26 March 2021 was considered in detail and adopted by the Board. There were no matters arising.</p>	
<p>51/21/05 WMA Social Media Report</p> <p>The WMA Social Media Report for the period 5 December 2020 to 5 March 2021 was considered in detail and adopted by the Board. Arising therefrom:</p>	
<p>51/21/06 The Chairman complimented the team for the excellent report and for the increased focus on Social Media platforms. It was noted however, that there was limited content relating specifically to South Holland IDB which relies on the Social Media team receiving content to share. RESOLVED that this be actioned.</p>	KV/ DM
<p>51/21/07 Items for discussion at the next CMC Meeting</p> <p>There were no issues raised by members for discussion at the next Consortium Management Committee (CMC) meeting on 25 June 2021. Should members wish to raise any item for discussion at the next meeting, they should contact any of the Board's representatives, or the Chief Executive directly. The Board's representatives on the CMC were Peter Coupland, Sam Markillie and Duncan Worth.</p>	
<p>52/21 CONFIDENTIAL BUSINESS</p>	
<p>52/21/01 It was agreed and thereby resolved to exclude the public from the next part of the meeting due to the confidential nature of the business to be transacted, in accordance with Section 2 of the Public Bodies (Admission to Meetings) Act 1960.</p>	

JOINT ANNUAL MEETING OF THE SOUTH HOLLAND IDB ANGLING COMMITTEE AND THE HOLBEACH & DISTRICT ANGLING CLUB WAS HELD IN THE BOARD ROOM, MARSH REEVES, FOXES LOWE ROAD, HOLBEACH, ON WEDNESDAY 09 JUNE 2021 AT 6PM.

Angling Committee

Elected Members

- * Nick Grundy
- Sam Markillie
- * Duncan Worth

Appointed Members

- South Holland D C**
- Vacancy
- Vacancy

Holbeach and District Angling Club ("the Club")

- * Alan Palmer
- * Ian Thrower
- * Jon Stubley

- * Present

Duncan Worth in the Chair

In attendance:

Karl Vines (Catchment Engineer) and Dominic Morris (Operations Manager)

ID	Joint Committee, Minute	Action
01/21	APOLOGIES FOR ABSENCE	
01/21/01	Apologies for absence were received from Phil Camamile and Sam Markillie.	
02/21	TO CONFIRM THE MINUTES OF THE LAST MEETING	
02/21/01	The minutes of the meeting held on 28 May 2019 were approved as a true record. Arising therefrom:	
	<i>Post meeting note: Wording updated for clarity relating to easy access platforms within Health and Safety (03/19/05)</i>	
02/21/02	Pollution at Foreman's Bridge (03/19/01)	
	The Club reported that pollution of the South Holland Main Drain was still happening at Foreman's Bridge and that caravans were now present at the site all year round. Both parties agreed to inform the other as and when they became aware of any pollution incidences. RESOLVED that this be noted.	

ID Joint Committee, Minute	Action
<p>02/21/03 Annual eel catch returns (03/19/02)</p> <p>Alan Palmer reported that eel fishing rights had not been let this year. It was further reported that poaching was still believed to be happening at night. Both parties agreed to be vigilant in this matter and report any evidence of poaching activity. RESOLVED that this be noted.</p>	
<p>03/21 HEALTH AND SAFETY UPDATE</p>	
<p>03/21/01 Alan Palmer reported that any Health & Safety incidences were discussed with the Catchment Engineer and/ or the Operations Manager throughout the season. RESOLVED that this be noted.</p>	
<p>03/21/02 The Club informed the Committee that they had purchased a breaker and planned to set about removing fishing platforms over the Winter period with the aim of this being completed by Spring 2022. The Club had discussed this prior to the meeting with the Operations Manager, who had requested that no dips/ holes should remain after removing the platforms, as failure to do this would present a health and safety risk to Board's operatives when driving along the berm carrying out maintenance operations. RESOLVED that this be noted.</p>	The Club
<p>04/21 TO RECEIVE CONFIRMATION OF INSURANCE DETAILS</p>	
<p>04/21/01 The Club informed the Committee that the start date for the season was 16 June 2021. The Chairman reiterated to the Club, that the Insurance Certificate was required before the start of the season and that the fishing licence could not be issued until a copy of the insurance certificate had been received by the Board. RESOLVED that this be noted.</p>	
<p>04/21/02 Alan Palmer confirmed that he had not yet received the Insurance Certificate but would forward it to the Catchment Engineer as soon as it became available. RESOLVED that this be actioned before the start of the season.</p>	Alan Palmer
<p>05/21 TO RECEIVE CONFIRMATION OF THE CLUB'S HEALTH & SAFETY POLICY AND RISK ASSESSMENTS</p>	
<p>05/21/01 It was discussed, agreed and thereby RESOLVED that Holbeach and District Angling Club (HDAC) should increase their focus on Health & Safety matters in order to be in a position to demonstrate due diligence should an incident occur.</p>	
<p>05/21/02 The most recent HDAC Health & Safety policy was dated 2017. It was agreed and thereby RESOLVED that the Health & Safety policy be</p>	The Club

ID Joint Committee, Minute	Action
<p>reviewed annually by the Club and a signed updated copy be provided to the Catchment Engineer.</p>	
<p>05/21/03 HDAC Risk Assessments should be reviewed as needed, but at least every 3 years and copies provided to the Catchment Engineer. These were last shared with the Committee in 2017, so should be reviewed and updated as necessary and provided to the Catchment Engineer. RESOLVED that this be actioned.</p>	<p>The Club</p>
<p>06/21 TO REVIEW THE HOLBEACH AND DISTRICT ANGLING CLUB NIGHT FISHING 2020/21 SEASON</p>	
<p>06/21/01 The Club reported that the 2020/21 night fishing season had gone well with no complaints being reported to the Committee or the Club.</p>	
<p>07/21 TO CONSIDER AN ADDITIONAL NIGHT STRETCH OF APPROX. 300m FOR THE 2021/22 SEASON</p>	
<p>07/21/01 The Club confirmed they would like to add 2 additional lengths to the night fishing licence: (1) a 400m stretch on the north bank of the South Holland Main Drain from the old Kinewereham outfall, heading downstream towards Wisbech Road, as discussed at the 2019 meeting, and (2) a 300m stretch on the north bank of the South Holland Main Drain from where the gas main crosses the watercourse, heading downstream. The Committee agreed this in principle, subject to continued monitoring of any complaints and the Catchment Engineer being provided with the updated night fishing Risk Assessment. RESOLVED that this be actioned.</p>	<p>The Club</p>
<p>08/21 TO CONFIRM THE RENEWAL OF THE FISHING LICENCE FOR THE HOLBEACH & DISTRICT ANGLING CLUB FOR THE YEAR 16 JUNE 2021 – 15 JUNE 2022</p>	
<p>08/21/01 It was agreed that subject to the Club providing confirmation of their insurance cover, updated Health & Safety policy and Risk Assessments, the licence could be issued to tie in with the date of the new season, ie 16 June 2021. RESOLVED that this be noted.</p>	
<p>08/21/02 It was agreed to renew the licence on a £1 annual rent basis as per the previous year.</p>	
<p><i>Post meeting note: The Club paid the £1 annual rent immediately after the meeting.</i></p>	
<p>09/21 ITEMS FOR DISCUSSION RAISED BY THE HDAC</p>	

ID	Joint Committee, Minute	Action
09/21/01	Access along Gowts Lane and Wantons Lane to South Holland Main Drain <p data-bbox="321 338 1336 554">The Club raised how difficult access was in this location in a standard vehicle. The Catchment Engineer apprised the meeting that he had investigated the status of the lanes and they were both public highways and therefore the responsibility of LCC. It was agreed that the Club would write to LCC informing them of the problem and asking for their support to improve access conditions. RESOLVED that this be actioned.</p>	Alan Palmer
09/21/02	Boating on the Board's drains – Legal position and signage <p data-bbox="321 667 1336 884">The Club reported that several canoes and kayaks had been seen on the drain which is a nuisance to anglers. The Committee confirmed that the 'no boating' rule had been put in place by SHIDB as owner of the watercourse and that signage close to bridges and key fishing areas would help make it clear to the public who may be unaware of the byelaw. RESOLVED that this be actioned.</p>	KV/DM
09/21/03	Parking and access around Little Holland <p data-bbox="321 997 1336 1213">The Club reported that narrow lanes and thin verges meant parking and access was becoming increasingly difficult in this area. As SHIDB didn't own any of the land in question, it was recommended that the Club undertake Land Registry Searches (believed to cost £3.00) to establish details of landowners who could then be contacted. RESOLVED that this be noted.</p>	The Club
10/21	ANY OTHER BUSINESS	
10/21/01	<p data-bbox="321 1360 1336 1503">The Club reported that they are expecting the number of anglers to diminish over coming years due to the increasing popularity of commercial fishing lakes with purpose-built amenities, parking and fish stocks.</p>	
11/21	DATE AND TIME OF NEXT MEETING	
11/21/01	<p data-bbox="321 1652 1336 1722">Tuesday 14 June 2022, 6.00 pm at Marsh Reeves Office, Foxes Lowe Road, Holbeach, PE12 7PA.</p>	

A MEETING OF THE SOUTH HOLLAND IDB CONSERVATION COMMITTEE WAS HELD AT MARSH REEVES OFFICE AND VIRTUALLY VIA ZOOM ON MONDAY 21 JUNE 2021 AT 9.00 AM.

Board Members

Elected Members	Appointed Members
* C Dring	South Holland D C
S Markillie	* A Beal
* R Thompson	* F Biggadike
* D Worth	E Sneath

*Present (71%)

Independent Advisors

- * Jeremy Fraser (Lincs Wildlife Trust)
- * Margaret Haggerty (Greater Lincs Nature Partnership)
- Amanda Jenkins (Lincs Wildlife Trust)

Mr R Thompson in the Chair

In attendance:

Sue Cook (CE's PA), Caroline Laburn (Environmental Manager), Dominic Morris (Operations Manager), Karl Vines (Catchment Engineer)

ID	Conservation Committee, Minute	Action
01/21	APOLOGIES FOR ABSENCE	
01/21/01	Apologies for absence were received on behalf of Phil Camamile, Amanda Jenkins, Sam Markillie and Liz Sneath.	
02/21	MINUTES OF THE LAST CONSERVATION COMMITTEE MEETING	
02/21/01	The minutes of the last meeting held on 22 June 2020 were agreed as a true record. There were no matters arising.	
03/21	TO CONSIDER THE CONSERVATION REPORT AND MAKE RECOMMENDATIONS TO THE BOARD ACCORDINGLY	
03/21/01	Mink Control Programme (Paragraph 1)	
	The Environmental Manager apprised the Committee that two Remoti traps had been lost in the floods, but these would be replaced. Chris Dring volunteered to run a trap and would liaise with the Catchment Engineer and Environment Manager after the meeting. RESOLVED that this be actioned.	KV/ CL Chris Dring

ID Conservation Committee, Minute	Action
<p>03/21/02 Water Vole Sightings (Paragraph 2)</p> <p>The Environmental Manager reported that the recording of environmental sightings by operatives on What3words this year had been limited, but that the matter of recording sightings would be brought up with operatives during their upcoming SMO training to try and encourage participation. The Environmental Manager also reported that the Environmental team would investigate further the 'I-Record App' as an alternative method of recording sightings.</p> <p>The Environmental Manager further reported that it would be beneficial for operatives to attend training to help with the recognition and recording of water vole, and that the possibility of this would be investigated.</p>	<p>CL/ DM</p>
<p>03/21/03 Otter Survey (Paragraph 7)</p> <p>The Environmental Manager apprised the Committee that there was evidence that the artificial otter holt was working well with positive signs of otter presence.</p> <p>The Chairman was keen to consider an additional artificial otter holt, if the opportunity arose within the budget. RESOLVED that this be noted.</p>	<p>CL/ KV</p>
<p>03/21/04 Luton Leam Old Outfall Basin (Paragraph 10)</p> <p>The Chairman confirmed that the area would be cut in late June / early July this year by contractor, and the cuttings removed for offsite composting. Jeremy Fraser was planning to be in the area to survey the main drain banks and would have a look before cutting and ideally sometime after the cut, to establish what regrowth was occurring. RESOLVED that this be noted.</p>	<p>DM/ Jeremy Fraser</p>
<p>03/21/05 Higher Level Scheme (HLS) and Local Wildlife Site (LWS) – South Holland Main Drain (Paragraph 11)</p> <p>Jeremy Fraser confirmed he would be surveying the sites later in June 2021 with a colleague in accordance with lone-working guidelines.</p> <p>Jeremy reported that he would be surveying for the scarce round-fruited rush; <i>Juncus compressus</i>, which should now be in flower. He apprised the Committee that this wasn't a vigorous species and it would only survive if the surrounding coarse vegetation was kept under control.</p> <p>The Chairman noted that there was extensive bramble growth in the area and asked if this could be sprayed. Jeremy Fraser strongly advised against this, indicating that mowing would be the preferred option of control, together with the longer-term plans for sheep to graze the area now that the stock fencing was in place. RESOLVED that this be noted.</p>	

ID	Conservation Committee, Minute	Action
	<p>The increasing presence of rabbits on the HLS was also noted, which would require intervention and vermin control, subject to the budget being available. RESOLVED that this be noted.</p> <p>The Chairman asked the Environmental Manager if there was a possibility of the HLS agreement being extended for a year as it was due to expire at the end of 2022. The Environmental Manager agreed to speak to Natural England and the Rural Payments Agency and report back at the next Committee meeting. RESOLVED that this be actioned.</p>	CL
03/21/06	Pollinators (Paragraph 13)	
	<p>It was agreed and thereby RESOLVED that the Environmental Manager attend the ADA pollinator project meeting in July with a view to taking a recommendation regarding the pilot scheme to the full Board meeting in August.</p> <p>The Environmental Manager was pleased to have received information from Amanda Jenkins regarding the Lincolnshire Wildlife Trust Pollinator Project which had been shared with the Committee ahead of the meeting. It was hoped that the two projects might be able to be run in parallel, but this would be established as more was understood about both projects.</p>	CL
03/21/07	Proposed South Holland IDB BAP Review in 2021 (Paragraph 17)	
	<p>It was agreed and thereby RESOLVED that a review of the Board's BAP should not be further delayed and should take place in 2021/22.</p> <p>It was agreed and thereby RESOLVED that the work be undertaken by Diana Ward, Ward Associates at a cost of £3,200 which was within the agreed budget for the works.</p>	CL
04/21	RECOMMENDED WORKS AND BUDGET FOR 2021/22 AND 2022/23	
04/21/01	<p>The Committee agreed to propose to the Board acceptance of the indicative 2021/22 budget of £12,200 for:</p> <p>Maintenance of grass snake nests; maintenance of owl/kestrel nest boxes; construction/ maintenance of Sand Martin cliff; mink control; BAP review; surveys and monitoring of South Holland Main Drain HLS and LWS; vermin control on South Holland Main Drain HLS and provision for pollinators.</p> <p>The Committee further agreed to propose acceptance of the indicative 2022/23 budget of £10,000 for:</p> <p>Maintenance of grass snake nests; maintenance of owl/kestrel nest boxes; construction of otter holts; construction of Kingfisher nest site; construction/ maintenance of Sand Martin cliff; bat boxes; mink</p>	

ID	Conservation Committee, Minute	Action
	<p>control; surveys and monitoring of South Holland Main Drain HLS and LWS, vermin control on South Holland Main Drain HLS and provision of pollinators.</p>	
	<p>05/21 ANY OTHER BUSINESS</p>	
<p>05/21/01</p>	<p>The Chairman shared his vision for a National Environmental Scheme of wildflower and IDB access strips along every IDB drain. This would not only benefit the environment, but could be far more efficient for the Board, meaning less fragmented maintenance and works.</p>	
	<p>It was agreed that we should investigate this suggestion further, ensuring that the proposed wild-flower strip wouldn't restrict IDB unlimited access and that any improved access wouldn't create problems for landowners. RESOLVED that this be noted.</p>	<p>CL/ KV/ DM</p>
	<p>06/21 DATE OF THE NEXT MEETING</p>	
<p>06/21/01</p>	<p>Tuesday 21st June 2022 at 9.00 am Marsh Reeves, Foxes Lowe Road, Holbeach.</p>	

HEALTH AND SAFETY REPORT

1 NEAR MISSES

- 1.1 On the 8 March 2021 an operative working on the JCB wheeled excavator at Westmere Pumping Station lifted the stabilising legs on the excavator to allow the machine to be moved, unfortunately although the hand brake was engaged, the excavator proceeded to move towards the open excavation area. The operative had to manoeuvre the excavator quickly to ensure their safety and prevent damage to the machine. The operative was shaken up by this experience, on close inspection of the excavator by the Board workshop fitter, a slight oil leak had been dripping onto the brake. This oil leak had not been noticed previously and had not been reported as an issue.

All operatives were reminded to carry out their daily inspection before using any plant and to record any defects on the weekly submitted plant sheets and report any serious defects immediately to their line manager. The oil leak has subsequently been fixed and the brakes changed, and the machine is now working without further issue.

- 1.2 On the 9th March 2021 operatives were removing conifer trees and branches adjacent to the Board's Eaugate Drain South near Moulton Eaugate with the Board's 360 wheeled excavator and the tree shear equipment. During the cutting of a branch the shear caught another branch that snapped and catapulted through the air and hit the overhead electric cables on the other side of the road. The cable itself was not damaged but the impact caused the cable to momentarily tighten and break an old thin electric cable further up the road which fed the electric supply to a house. No one was harmed by the incident apart from the property losing power for a couple of hours. While carrying out the cutting the traffic was stopped so there was no risk of any branches/debris falling into the Highway, so limited risk to the general public or any vehicles.

Prior to the incident, the chances of a branch snapping off and travelling a good distance through the air was deemed to be unlikely. However, the operatives have been reminded to make sure they can see and reach any branches properly, that they are trying to cut, ensuring limited flying debris.

2 TRAINING

- 2.1 The following courses have taken place during the reporting period:

TRAINING COURSE	DATE ATTENDED	NUMBER OF EMPLOYEES ATTENDED
SHOC Overhead Cables	Feb 2021	11
CSCS Health and Safety Test	Mar 2021	3
CITB 360 Excavators	Apr 2021	1
First Aid Training	Apr 2021	6
CSCS Health and Safety Test	Apr 2021	6
MEWP/Cherry Picker	Apr 2021	2

2.2 The following Toolbox Talks have been given in this reporting period:

REFERENCE NUMBER	TOOL BOX TALK SUBJECT
MS/07A	Installation of Ultra Sonic Head in Sump Chamber in Pumping Stations
MS/07B	Installation of Pump and Associated Works in the Sump Chamber in Pumping Stations
G-0001	Operation of Plant and Equipment
G-0008	Use of Ladders, Step Ladders and Platform Steps
G-0014	Working in Confined Spaces
G-0020	Lifting Operations
ADC	High Pressure Water Jetting Safe System of Works
Construction Phase Plan	Annual Grass Cutting Maintenance of Sea Bank between Fosdyke Bridge and RAF Holbeach
N/A	Safe System of Work for Pedestrians Approaching Excavators and Tractors
G-0002	Maintenance of Plant and Equipment
G-0005	Flailing
G-0030	Working on Near Water (Including Tidal Water)
G-0035	Works Site Open to the Public
G-0050	Lone Working
G-0073	Cutting First Line Sea Defence Banks (On Behalf of the Environment Agency)

3 **HEALTH AND SAFETY INSPECTIONS**

The following Health and Safety Inspections/Procedures have been carried out in the reporting period:

INSPECTION	REGULARITY
Local Exhaust Ventilation	Monthly
Emergency Lighting	Monthly
Smoke Detectors	Monthly
Towing Gear	6 Monthly
Lifting Gear	6 Monthly
Fire Drill	6 Monthly

DOMINIC MORRIS
OPERATIONS MANAGER & HEALTH AND SAFETY SUPERVISOR

OPERATIONS REPORT

1 MAINTENANCE WORKS

1.1 HAND RODING

The Board's workforce have completed hand roding in all watercourses not accessible by roding machinery.

1.2 MUDDING WATERCOURSES

The following watercourses have been mudded in this reporting period and the remaining 300m of mudding of the Eaugate Drain South, will be completed later in August 2021 as agreed with the Landowner.

LOCATION/DRAIN	LENGTH (M)
Culys Dyke	750
Delgate Drain	4,310
Eaugate Drain North	2,550
Eaugate Drain South	855
Goys Dyke	530
Hodsons Dyke	490
Moulton Mere Drain	4,200
Holbeach River	10,350

1.3 CHANNEL REPROFILING WATERCOURSES

Part of 2020/21 re-profiling works overrun slightly into 2021/22 due to wet weather conditions earlier in the year. These works are ongoing and should be completed by the end of May 2021

LOCATION/ DRAIN	LENGTH (M)
Austendyke Drain West	760

1.4 CLEANSING/ INSPECTING PIPELINES AND CULVERTS

The following pipelines and culverts have been cleansed/jetted in this reporting period:

LOCATION	REMARKS
2no. Eaugate Drain North	Cleaned by SHIDB
2no. Moulton Mere Drain	Cleaned by SHIDB
7no. Delgate Drain	Cleaned by ADC
7no. Eaugate Drain South	Cleaned by ADC
2no. Goys Drain	Cleaned by SHIDB
1no. Hodson Drain	Cleaned by ADC
9no. Holbeach River	Cleaned by ADC
6no. Dowsdale Drain	Cleaned by SHIDB

1.5 BUSHING/ TREE TRIMMING

Bushing and tree trimming has taken place along the following watercourses.

DRAIN	COMMENT
Chapel	Bushed 198 metres at the upstream end of the watercourse
Falls Drain	Removed 3no. small trees at the crossing of Browngate
Delgate Drain	Bushed 60 metres along Moulton Chapel Road and Delgate Bank Road
Culys Drain	Bushed 70 metres at the upstream end of the watercourse near Fen Road
Eaugate Drain North	Bushed 51 metres near Howard Clarks Farm
Eaugate Drain South	Bushed 37 metres at the end where the watercourse meets Eaugate North Drain
Hodson Dyke	Bushed 26 metres between at the outfall into Eaugate Drain
Eaugate Drain	Bushed 25 metres where Goys outfalls into Eaugate Drain
Goys Drain	Bushed 47 metres from Outfall heading upstream
Delgate Drain	Bushed 29 metres downstream of Moulton Chapel Road
Whaplode Vicarage	Bushed 153 metres along Cobgate Road
Old Lambert Drain	Bushed 38 metres at the upstream end of Lambert Bank Road
Holbeach River	Bushed 263 metres downstream of Washway Road
Lutton Leam	Bushed 132 metres downstream of Leamlands Bridge
Dawsmere Village	Bushed 71 metres second field from outfall
Moulton Mere	Bushed 93 metres near outfall into Austendyke
Eaugate Drain South	Bushed 115 metres between Hodson Drain and Goys Drain
Eaugate Drain South	Bushed 74 metres in Wakefields grass paddock

Austendyke Drain	Bushed 25 metres downstream of Delgate Bank
Holbeach River	Bushed 289 metres between Washway Road and Boston Road
Dyke to Bull Dyke	Removed 1no. large conifer downstream of Holbeach Drove Road
Moulton Common West	Bushed 107 metres at Kings Farm
Holbeach River	Bushed 70 metres in front of Biggadikes Farm
Sutton Bridge Main	Removed 1no. fallen conifer tree downstream of Railway Lane

1.6 RUBBISH

The following list shows the amount of rubbish removed from the Board's drains during this reporting period.

LOCATION	REMARKS
Cranmore (Along roadside)	1no. Double Mattress
New Rivergate (Along roadside)	1no. Double Mattress

1.7 VERMIN

Vermin activity is high throughout the Board's area.

2 SLIP REPAIRS

The following slip repairs have been undertaken with pitching stone during the reporting period.

LOCATION/ DRAIN	LENGTH (M)
Holbeach River	96m
Goys Dyke	21m
Old Exeter Drain	13m

3 NEW ACCESS WORKS

The following new access works have been undertaken during the reporting period.

Drain Name	Diameter (mm)	Material	Length (m)
Dyke to Bull Dyke	300	Twinwall Plastic	12

4 PLANT

The new Bailey Trailer which the Board purchase for £14,200 arrived in April 2021 and is currently being used for carting silt from watercourses in which we are unable to spread on adjacent land.



5 PUMPING STATIONS

5.1 HOLBEACH BANK PUMP TWO

Pump two was re-installed in Holbeach Bank Pumping Station week ending the 21 March 2021 on completion of unplanned emergency repairs undertaken by Perry Pumps Ltd, following the failure of the pump on 16 January 2021. The pump was in a poor condition, it required a motor rewind, new bearings, seals, power cables, bearing housing and rotor machining, and a stainless-steel impellor housing with associated machining works by the mechanical and electrical engineering company at a cost of £13,420. Pump two was originally programmed in for refurbishment in 2022-23, obviously we had to bring this forward to ensure the pumping station was fully functional. We believe because of the poor condition of pump two, it would be beneficial for the Board to carry out a full refurbishment service on pump one, as per the original service programme, as they were both installed in 1992 and are currently 29 years old, which would suggest that pump one will be in a similar condition. They were originally programmed in for servicing 2021-22 for pump one and 2022-23 for pump two. The capital replacement scheme for this pumping station is in 2027/28 so it essential to make sure these pumps are serviced to operate, until their replacement date.



**Holbeach Bank Pump No 2 prior to re-installation following major emergency repairs
March 2021**

6 EMPLOYEES

6.1 SICKNESS

A total of 9no. working days have been lost in this reporting period due to illness up to the 13 April 2021.

7 STAFFING

- 7.1 A Land Drainage Operative is leaving the Operations Team on 5 May 2021 to pursue a career with a local contractor. The Board have lost 3no. young operatives in the past three years mainly due to better pay and opportunities being available elsewhere. The Operations Team cannot compete with other contractors and would like the Board to consider a more flexible approach to the hourly rates and benefits to try and entice, younger operatives to join the Board and once employed, to encourage them to stay. Both of the operatives who have left the Board in the last 6 months, were young, but fully qualified CITB 360 excavator drivers. This matter is covered further in the Engineers report.

8 RE-CHARGEABLE WORKS

8.1 ENVIRONMENT AGENCY

The Environment Agency have awarded the Board the annual tidal sea bank cutting from Fosdyke Bridge to the back of RAF Holbeach at Gedney Drove End, approximately 18.4 kilometres in length. The Operations Team have offered a fix price of £54,526 to carry out the works with the assistance of D W Woods Limited. The works consist of 3no. Health and Safety top cuts in April, June, July and 3no. full cuts in May, August and September.

DOM MORRIS
OPERATIONS MANAGER

ENGINEERING REPORT

1 CAPITAL WORKS

1.1 FLEET HAVEN & WESTMERE PUMPING STATION REFURBISHMENTS

Revised costs have been received from Barhale for the civils refurbishment contracts at Fleet Haven and Westmere Pumping Stations. These revised costs have been agreed by the three members given delegated authority to award the contracts between Board meetings, and the contracts have therefore been drawn up and sent to Barhale for signing.

Work is due to commence on site at Fleet Haven Pumping Station on 10 May 2021, and at Westmere Pumping Station a week later.

1.2 DAWSMERE AND LORDS PUMPING STATION REFURBISHMENTS

The electrical and civils refurbishment design continues for these two sites in preparation for the issue of tenders later in the year.

The steel thickness testing and concrete condition survey on the inlet and outlet structures at Dawsmere Pumping Station have been undertaken. Both the steel piles and concrete were found to be in a condition that was repairable, rather than requiring complete replacement.



Preparing the steel sheet piles for thickness testing – Dawsmere Pumping Station

The following grant monies were received by the Board at the end of March 2021:

- £107,000 towards Dawsmere Pumping Station refurbishment (full payment of remaining grant due for the scheme)
- £100,000 towards Lords Pumping Station refurbishment (interim payment)

1.3 HOLBEACH DRAINAGE STUDY

It has been agreed by the Chairman, Vice Chairman, and Chairman of the Plant and Development Committee to go with the cheaper of the two tenders, which will utilise an updated version of the Board's existing catchment models, but allow a contingency budget for any new localised 2D modelling that may be deemed necessary for urban areas.

The grant allocation list for 2021/22 has now been released by the Environment Agency and the Holbeach Drainage Study appears on this list. Grant aid will now be applied for, and the successful tenderer informed of the award of contract.

1.4 ENVIRONMENT AGENCY SIX YEAR PROGRAMME FOR GRANT AID – ANNUAL REFRESH

At the last Board meeting it was decided to bring forward the replacement of Sutton Bridge Sluice from its current position in the capital plan of 2038, to fall within the next six year capital plan. Some considerable study work will be required to support such a large scheme. This scheme will influence the discharge arrangement for half of the Board's area for the next 100 years, at an anticipated cost of some tens of millions of pounds.

As such, it is proposed to include the following schemes in this year's capital refresh to the Environment Agency for schemes being put forward for grant aid in the next six year programme. Sutton Bridge Sluice replacement study has been placed to start a year after the Holbeach Drainage Study to allow any lessons learnt from the earlier study to be incorporated into the latter. As the Sutton Bridge study will include seven of the Board's catchments, three years have been allowed to complete the study, design work, and business case. Following on from this preliminary work is the Sutton Bridge replacement scheme itself, the completion of which it is envisaged will extend beyond the current six year programme.

The table overleaf shows the proposed schemes to be included in the next six year capital programme for grant aid, and their position in the programme. The first two schemes are already at construction phase. The third and fourth schemes are post business case and at the design phase. The remainder of the schemes are pre business case, and the figures shown are estimates only and subject to change.

Project	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27
Westmere PS Refurb	351,000					
Fleet Haven PS Refurb	503,000					
Dawsmere PS Refurb	107,000	781,000				
Lords PS Refurb	21,000	10,000	540,000			
Holbeach Drainage Study	100,000	100,000				
Holbeach Drainage Improvement				300,000	300,000	300,000

Lutton Leam outfall sluice refurb	30,000			33,500	550,000	583,000
Exeter Drain U/S Halmergate Refurb (joint scheme with LCC)		1,000,000				
Exeter Drain pipeline refurb	50,000	50,000	150,000	150,000	100,000	
Sutton Bridge Sluice replacement study		250,000	250,000	100,000		
Sutton Bridge Sluice replacement					15,000,000	15,000,000

2 SLUICES

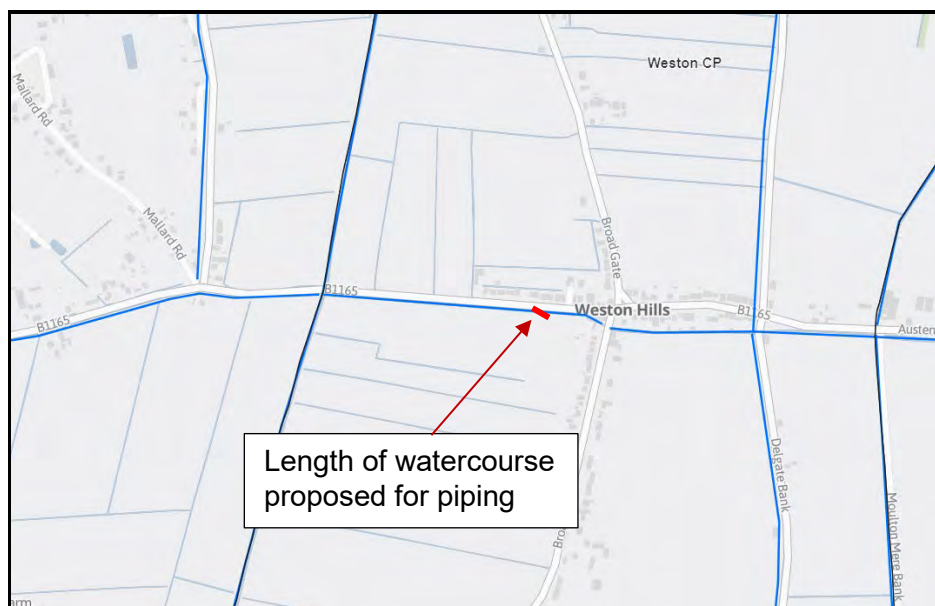
2.1 SUTTON BRIDGE SLUICE

During the reporting period, Sutton Bridge Sluice was operated to maintain the water level in the South Holland Main Drain at the winter level of 0.00m ODN, up until week commencing 12 April 2021 when the water level was allowed to gradually build up to the summer retention level of 0.30m ODN.

3 GENERAL

3.1 PIPING OF APPROX 45M OF AUSTENDYKE DRAIN EAST, WESTON HILLS

Consent is sought from the Board for the piping of approx. 45m of Austendyke Drain East, Weston Hills. This section of watercourse is difficult to maintain as it runs between two properties and is inaccessible by machine. Approx half of the proposed length is also adjacent to an old property which is situated close to the open watercourse. The infilling of this section will reduce the liability of the Board in terms of stability issues. The anticipated cost of piping this length is £20,000 which can be accommodated in this year's maintenance budget.



Location plan

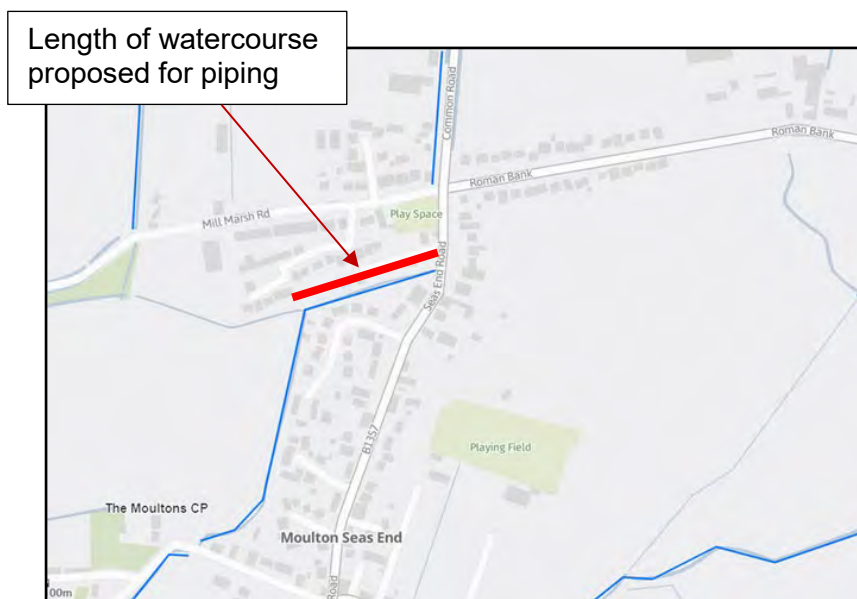


Length of watercourse proposed for piping

3.2 PIPING OF APPROX 170M OF MOULTON RIVER, MOULTON SEAS END

Consent is sought from the Board for the piping of approx. 170m of Moulton River, Moulton Seas End. This section of watercourse is difficult to maintain as it runs between properties and is inaccessible by machine. The anticipated cost of piping this length, and fencing off the infilled area, is £70,000.

The alternative to piping is to continue carrying out heavy cleansing work on a 10 year cycle, although the restricted space available means that this is barely achievable and results in near vertical batter slopes to get to the required depth. Due to the restricted access, mini diggers have to be used, working in the drain bed on mats, and the excavated material has to be removed by moving it along the drain bottom. This is very time consuming, labour intensive, and costly, at approx. £15,000 - £20,000 per session. Over the 100 year life span of the culvert this would amount to £150,000 - £200,000 at today's costs, compared to £70,000 for the piped option. It is therefore recommended to implement the piping option and allow for it in next year's maintenance budget.



Location plan



Part of the length proposed for piping

3.3 REQUEST TO PIPE 24M SECTION OF MOULTON RIVER, MOULTON

A letter has been received, see Appendix A, requesting the Board consider piping a 24m section of the Moulton River at Moulton. This length has been a problem in the past, with movement in the bank, causing instability issues for the adjacent fence and garden. It is a section of drain that cannot be accessed with a machine as it has gardens on both sides up to the brink.

It is recommended that the piping work is costed up and brought back to the Board for further consideration.

3.4 ADA TRAINING MODULES FOR BOARD MEMBERS

At the last Board meeting it was discussed that the Association of Drainage Authorities would soon be uploading training modules on to their website for Health and Safety, and that the Board would use these modules for Board member training. As such could all members please, at some time in the near future, go on to the ADA website in the "Knowledge" section and click on the "Health Safety and Welfare" sub-heading, see link below, and watch the three videos shown. After watching these, if you could please inform Sue Cook at WMA head office, then your completion of the training will be recorded.

<https://www.ada.org.uk/knowledge/health-safety-and-welfare/>

IDB Awareness Modules

ADA is pleased to have commissioned this series of Health, Safety & Welfare (HSW) Awareness Modules to help board members of **Internal Drainage Boards (IDBs)** to better understanding what they can do to keep their staff and others safe and well, and successfully lead their IDB.

1a. Board Member Responsibilities

- A compelling case for managing health and safety
- Health and safety law
- Corporate and individual responsibilities
- When it goes wrong

1b. Effective Leadership for Board Members

- The importance of effective leadership
- What makes a good safety leader
- Developing a positive safety culture
- Leadership checklist – Plan, Do, Check, Act

2. Managing Risk

- The importance of risk assessment
- What the law says
- How to get it right

There are further modules in the “Governance” sub-section which may also be of interest, see link: <https://www.ada.org.uk/knowledge/governance/>

YouTube Training modules

[Part 1 – Board Members & Meetings](#)

[Part 2 – Delivery of Functions](#)

[Part 3 – Managing Risks & Hazards](#)

[Part 4 – Information Governance](#)

[Part 5 – Funding & Financial Management](#)

3.5 TECHNICAL ASSISTANT

The Board’s Technical Assistant has successfully applied for a position within the WMA Planning and Enforcement team and will move over to this new role at the beginning of May 2021. The Technical Assistant vacancy created by this move will be advertised, with the view to obtaining a replacement as soon as possible.

3.6 LETTER OF THANKS FROM BLACK SLUICE IDB

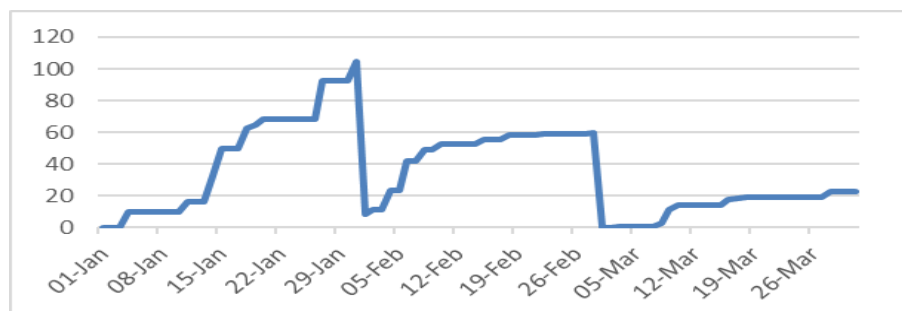
A letter of thanks has been received from the Chairman of Black Sluice IDB for assistance given by the South Holland IDB during the high run-off event immediately before and over the Christmas period last year, see Appendix B. The Board loaned its 8inch mobile pump to Black Sluice IDB who had a pump out of action for refurbishment at the time of the event.

4 RAINFALL

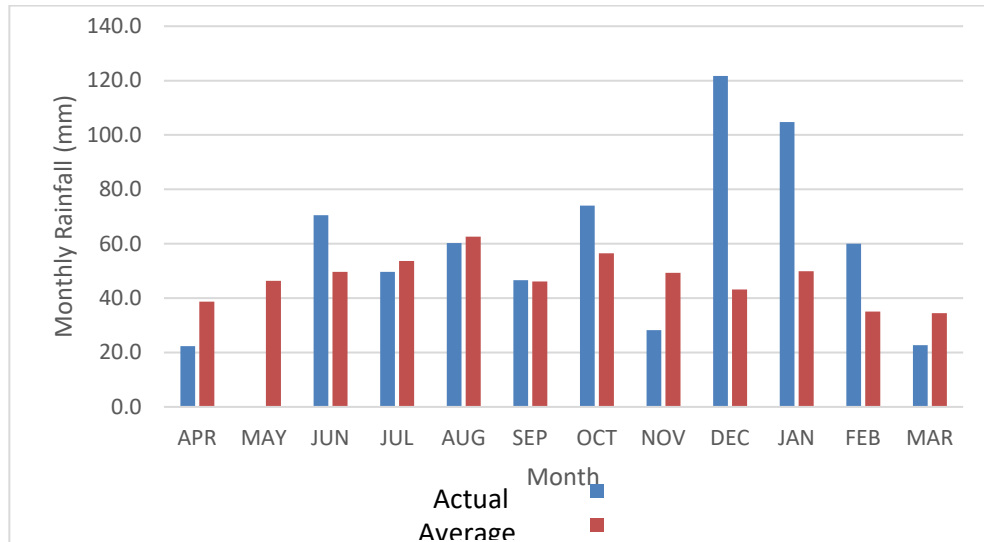
Rainfall statistics relating to stations in the Board’s area for the months of January, February, and March are as follows: (recordings in mm)

LOCATION	JANUARY		FEBRUARY		MARCH		NO OF YEARS RECORDS KEPT
	REC.	AV.	REC.	AV.	REC.	AV.	
Gedney Marsh – Norfolk House	108.7	50.1	59.5	36.4	27.4	39.9	62
Holbeach – Marsh Reeves	104.8	49.9	60.0	35.1	22.7	34.5	36

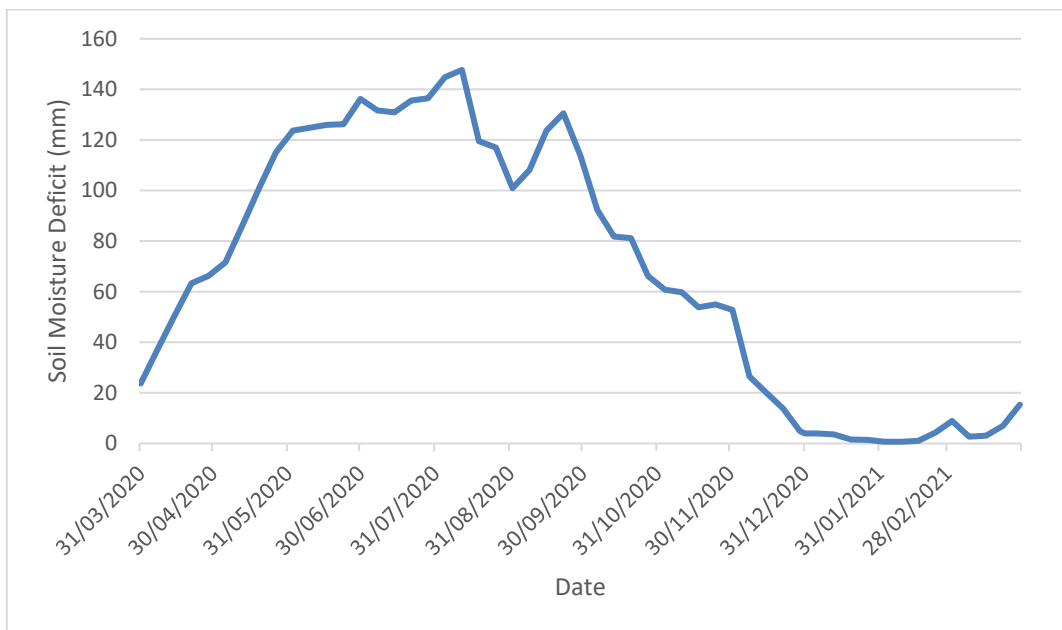
**CUMULATIVE MONTHLY RAINFALL READINGS (MM)
MARSH REEVES, HOLBEACH – JAN, FEB, AND MAR 2021**



**ACTUAL AND AVERAGE MONTHLY RAINFALL READINGS (MM)
NORFOLK HOUSE APRIL 2020 – MARCH 2021**



**SOIL MOISTURE DEFICIT (MM)
SOUTH HOLLAND IDB DISTRICT APRIL 2020 – MARCH 2021**



**K L J VINES
CATCHMENT ENGINEER**

ENGINEERS REPORT APPENDIX A – REQUEST FROM RESIDENT OF HIGH ROAD, MOULTON,
FOR PIPING OF SECTION OF MOULTON RIVER

10-4-21

High Road
Moulton
Spalding
Lincs
PE12 6PD

Hello

I am writing to you about the drain alongside my property at High Road Moulton. I have been in contact with you for a number of years now regarding the slipping on my side. People came last year to inspect it really it needs filling in but was told it could not be done last year. It is getting to the point where we are losing the ground under the fence and the path is also slipping in. My husband has slipped over twice. Hopefully you will be able to help us this time as the fish pond is also affected.

ENGINEERS REPORT APPENDIX B – LETTER OF THANKS FROM BLACK SLUICE IDB

	Black Sluice Internal Drainage Board	Station Road Swineshead Boston Lincolnshire PE20 3PW
	www.blacksluiceidb.gov.uk	01205 821440 mailbox@blacksluiceidb.gov.uk

Ref: KC/JB/105

Date: 15th February 2021

Chief Executive
South Holland IDB
Kettlewell House
Austin Fields Industrial Estate
Kings Lynn
Norfolk
PE30 1PH

Dear Phil,

Christmas 2020 Emergency

I have been requested to pass on the gratitude of the Board for your assistance over the Christmas period following our request for mutual aid to manage the emergency in our area.

Once again you have proven to be the good neighbour assisting us by loaning us an 8" pump when the chips were down. The pump at Dunsby Pumping Station has now been refurbished and is back in and operating well and we are in the process of purchasing a pump comparative to the one you loaned us for future resilience.

Please pass on the thanks of the Board, and my personal thanks, to those that assisted and made the pump available to us, out of hours, and so close to Christmas.

Yours sincerely



Keith Casswell
Chairman of the Board

CC: Duncan Worth

WMA	
DATE:	16/02/2021
LETTER NO:	586
CE	✓
ENGINEER	
FINANCE	
RATINGS	
PLANNING	
ENVIRONMENT	

ENVIRONMENTAL REPORT

1 BIODIVERSITY ACTION PLANS

1.1 BAT BOXES

The pole mounted bat boxes have now been put up at Fleet Fen, Lords, and Lawyers Pumping Stations, and tree mounted bat boxes at Wisemans Pumping Station.



Pole mounted bat boxes at Fleet Fen Pumping Station

1.2 MINK

1.2.1 SHIDB MINK PROJECT

One mink has been caught since the last report. This mink was caught on the 10 March 2021 at Wisemens Bridge. (The total number of mink caught now stands at 24 since July 2020.)

Mink trap installations took place at Coffee Tan Sluice, and Lawyers Drain in February. Two further traps have been ordered to replace the two lost in the winter floods and one trap has been redeployed at Little Holland Pumping Station following damage caused by flood water.

1.2.2 WATERLIFE RECOVERY EAST PROJECT - UPDATE

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

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

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

1.3 WATER VOLE SIGHTINGS

The data loggers containing the water vole sightings for the 2020/21 cutting season, along with the What3words sighting log for the same period, have been sent to the Greater Lincolnshire Nature Partnership for their records. What3Words sighting of Mink, Badger Setts and Water vole have also been collected throughout the cutting period.

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

Date Applied	Meeting / Training Attended	Brief Description
11-02-21	Biodiversity in Planning Webinar	Discussing Biodiversity Net Gain and its adoption into the planning system.
28-01-21	East Anglian Planning & Biodiversity, Great Crested Newt District Level Licencing	Local Authority run session to brief the GCN District Level Licensing scheme. EO attended to understand any implications or opportunities relating to IDB works.
10-02-21	QMS Internal Auditing Webinar	To review IDB internal auditing system and determine any changes to how the internal audit is undertaken.
24-02-21	ADA Ecologists Forum	Informal opportunity to discuss topics and share knowledge and best practice amongst IDB Ecologists.
10-03-21	Waterlife Recovery East Project	As detailed above.

3 PRE-WORK SITE VISITS UNDERTAKEN DURING THE PERIOD

Date	Officer	Project / Maintenance	Site	Comments
01/02/21	CL, KV	Project	Various	Mink Trap deployment around SH Catchment
01/02/21	CL/KV	Project	Fleet Fen	Water vole checks prior to mitigation

4 ASSENTS /LICENCES GRANTED AND/OR APPLIED FOR DURING THIS PERIOD

None to report during this period.

5 NON-COMPLIANCES

None to report during this period.

6 COMPLAINTS

None to report during this period.

C LABURN
ENVIRONMENTAL MANAGER

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

Minutes

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

Apologies: Chris Strachan

1. Introductory remarks

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

2. County roundup

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

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

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

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

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

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

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

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

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

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

3. WRE as a charity?

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

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

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

4. Activity under GRCF award.

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

5. Grant applications and strategy

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

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

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

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

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

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

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

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

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

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

6. Research & Data

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

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

Action – TM to send envelopes to DT for this.

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

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

Samples from beyond our region would be useful.

7. Standard protocols

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

8. Website

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

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

9. Database

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

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

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

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

10. Newsletter

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

11. AOB

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

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

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

Planning Report

1. Reporting Period

This planning report covers the period 26 January to 20 April 2021.

2. Consent Applications

There are currently 53 consent applications being processed. The most common types of consent that the Board receive and determine in its regulatory capacity are set out in the table below alongside the current breakdown of cases.

<i>Application Type</i>	<i>Number</i>
Byelaw 3 (B3) – Discharge of Treated Foul Water (TFW):	3
Byelaw 3 (B3) – Discharge of Surface Water (SW):	11
Byelaw 4 (B4) / Section 23 (S23), LDA 1991 – Alteration of watercourse:	12
Byelaw 10 (B10)– Works within 9 m of a Board's maintained watercourse:	27
Total:	53

The current status of these applications are;

<i>Application Type</i>	<i>B3 - TFW</i>	<i>B3 - SW</i>	<i>B4/S23</i>	<i>B10</i>	<i>Total</i>
Awaiting further information from the applicant:	0	4	2	3	9
Awaiting applicants acceptance of conditions:	0	1	1	2	4
Being processed by officers:	2	5	6	10	23
To be determined by the Board in this report:	1	1	3	12	17
Total:	3	11	12	27	53

As is highlighted by the table immediately above there are 17 applications (13 sites) requiring consideration by the Board in this report. These are;

Case. Ref(s)	Parish	Location / Site Name	Officer
20_03495_C	Sutton St James	Fishergate	EMR
20_03582_C	Whaplode	Hurdletree Bank	PN
21_03696_C and 21_03697_C	Holbeach	Chapel Drove	CO
21_03880_C	Gedney	Roman Bank	CO
21_03893_C and 21_04320_C	Sutton Bridge	Guys Head Road	CO
21_04015_C	Sutton Bridge	New Road	PN
21_04018_C	Weston	Austendyke Road	PN
21_04043_C	Long Sutton	Moorswood Gate	EMR
21_04071_C and 21_04072_C	Weston	Delgate Bank	CO
21_04182_C and 21_04183_C	Long Sutton	Bridge Road	EMR
21_04206_C	Fleet	Wood Lane	EMR
21_04241_C	The Moultons	East Gate	PN
21_04322_C	Whaplode	Millgate	PN

3. Items Requiring the Board's Consideration

3.1. Application to Relax Byelaw 10 at Fishergate, Sutton St James

An application has been received to construct a footpath and associated surface water drainage infrastructure along Fishergate, Sutton St James and within 9 m of the Board adopted (not owned) watercourse G12 Taylors Drain (DRN198P1202). The footpath is required as per the conditions of a planning permission to build a new house nearby. This application is required to be determined by the Board as per the Board's Scheme of Delegation.

The works within 9 metres of the end of Taylors Drain include the new footpath supported by a concrete retaining wall, a surface water gully / inspection chamber and a handrail.

G12 Taylors Drain is currently maintained by machine from the Western bank. The applicant has agreed to the principle of installing a dropped kerb in the footpath to allow maintenance operations to continue as they currently do.

Officers have asked the applicant to carry out some investigation works to confirm how the riparian systems meet Taylors Drain in this location, officers are also advocating that the footpath is moved to the other side of the road, however these conversations are ongoing at the time of writing.

Officer Recommendation: Officers recommend that the Board approves the principle of the footpath within 9 metres of the Adopted Watercourse, with the details to be confirmed by officers acting under delegated authority once on-site investigations are complete.

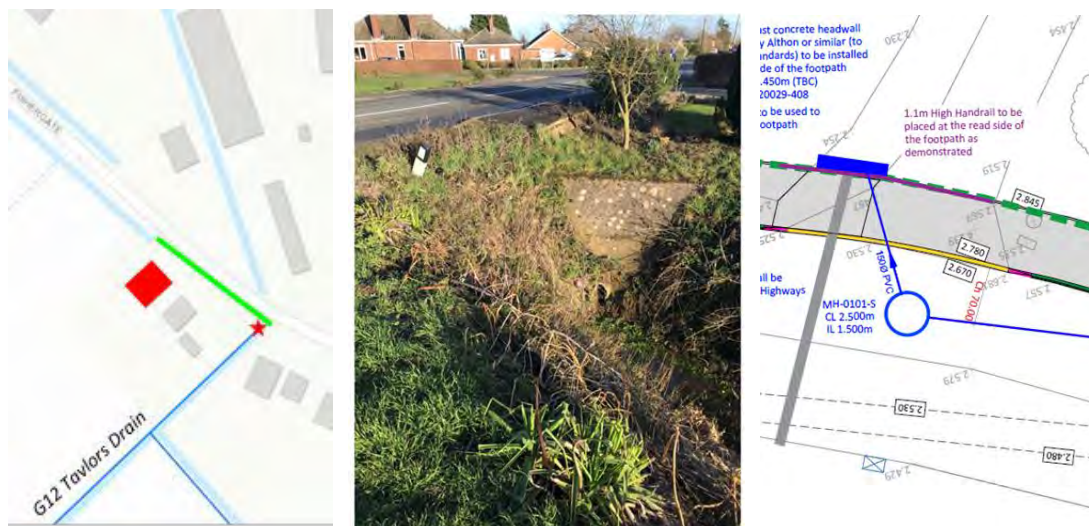


Figure 1: Location plan, photograph and plan of proposed footpath.

3.2. 20_03582_C: Application to relax Byelaw 10, Hurdletree Bank, Whaplode (addendum)

At the February 2021 meeting the Board approved various items of development, retrospectively, within the grounds of a bungalow situated to the south of Hurdletree bank and adjacent to the Board's adopted watercourse F09 Chapmans Dyke (DRN197P0901).

The applicant also intends to construct a car port attached to the east side of his bungalow within 9 metres of the watercourse and within his plot. He has asked if this proposed structure may be appended to the specifications of the consent granted at the February 2021 Board meeting.

The car port will be of a simple construction (polycarbonate or plastic tiled effect roof sheets supported by wooden posts), maximum dimensions 10 metres long by 3 metres wide, 4.5 metres from the watercourse (inside an existing fence). The ground underneath the car port is to be an extension of the permeable gravel driveway with some paving slabs adjacent to the perimeter of the bungalow wall for foot access.

The applicant is intending to install this car port within the next 3 years (standard term of consent).

The Board's Deed of indemnity remains in draft and could be modified with relative ease to accommodate this additional element, should the Board approve the construction of the car port.

Officer recommendation: Officers recommend approval of the application subject to the issue of a revised land drainage consent plus the new item being added to the schedule of development set out in the draft Deed of Indemnity



Figure 2. Site location outlined red Board Adopted watercourses in dark blue. Photograph showing proposed location for car port to the left (east) of the white-painted elevation of the bungalow (9 March 2021)

3.3. 21_03696_C and 21_03697_C: Application to relax Byelaw 10 and to alter a watercourse at Chapel Drove, Holbeach Drove

An application to relax Byelaw 10 and to alter a watercourse has been received by the Board, to construct the following for a new 4-property development adjacent to Board maintained and owned watercourse Main Road Drain (DRN196P3403 – Board Owned):

- A gravel driveway 2 metres from the brink of the adopted watercourse
- A 9 metre culvert using 450mm internal diameter pipe to create access to the site
- A hard-surfaced section of the driveway over the access culvert
- A removeable timber post and rail boundary fence 1.2 metres high, 1 metre from the brink of the adopted watercourse, behind the trees to be retained.

The applicant originally applied to additionally construct a dwelling and garage within 5.4 metres of the adopted watercourse (Plot 3) however, following the advice of the Officer and Catchment Engineer, the applicant agreed to revise their plans to move the house and garage outside of the 9 metre Byelaw zone.

This application is required to be determined by the Board as opposed to by Officers under delegated authority as per the Board's Schedule of Delegation.

Officer Recommendation: The officer recommendation is for the application to be approved, subject to the Board's standard conditions and specifications, including the need for the applicant to enter into the Board's standard Deed of Easement and Indemnity.

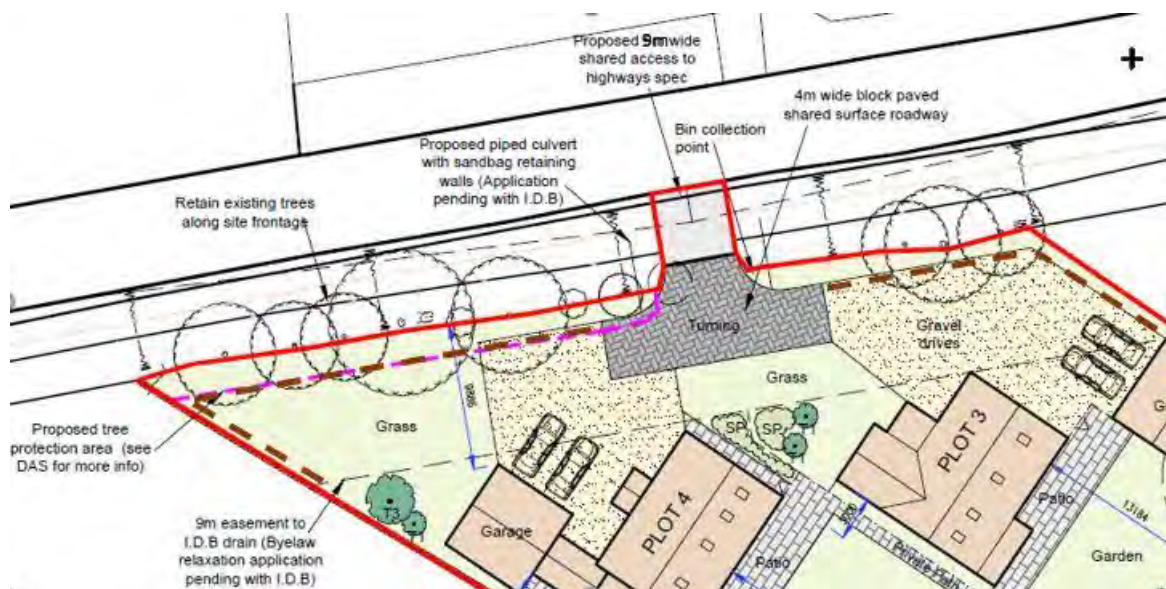


Figure 3: Extract from Site Plan (Peter Humphrey Associates, December 2020) showing the location of the proposed access culvert, hard-surfaced and gravel driveway and 1.2 metre high removable timber post and rail fence (brown dashed line) in proximity to Board owned and maintained watercourse Main Road Drain

3.4. 21_03880_C: Application to relax Byelaw 10 at Roman Bank, Gedney Dyke

An application to relax Byelaw 10 has been received by the Board, to level the existing footpath running parallel to Board adopted watercourse K22 Sea Dyke (DRN201G2203) for 6 metres and to install revetment boards within the bank of this same watercourse for a length of 6 metres. The works will increase the footpath width to 1.2 metres. The application has been made to address a recent fall by a user of the Public Right of Way.

The revetment boards and granular material are proposed to be used to widen and level the footpath, to help prevent any further falls from this narrow section of footpath. This application is required to be determined by the Board as opposed to by officers under delegated authority as per the Board's Schedule of Delegation.

Officer Recommendation: The officer recommendation is for the application to be approved subject to the Board's standard conditions and specifications, including a condition that clearly states that any future maintenance of the footpath and revetment boards, is to remain with the applicant.



Figure 4: Location and photo of proposed footpath to be levelled and revetments board to be installed (red line) within the bank of Board adopted watercourse K22 Sea Dyke, for 6 metres.

3.5. 21_03893_C and 21_04320_C: Application to relax Byelaw 10 and to discharge treated foul water at Guys Head Road, Sutton Bridge

An application for consent has been received by the Board, to erect a 4ft high post and rail fence ,1.5 metres from the brink of Board adopted (not owned) watercourse I02 Kings Johns and to plant shallow rooted shrubs 2.5 metres from the edge of this same watercourse.

Retrospective consent has also been applied for, to retain an existing treatment plant with discharge pipe, located 1 metre from the edge of above-mentioned drain and to discharge treated foul water from this plant at the current discharge volume, which is not considered to increase flood risk. The treatment plant and discharge pipe were installed by the previous homeowner, approximately a year ago.

The works proposed are for a property at the end of I02 King Johns and the Adopted Watercourse is maintained from the roadside at this location. Resultantly the works are not expected to interfere with the Board's operations.

This application is required to be determined by the Board as opposed to by officers under delegated authority as per the Board's Schedule of Delegation.

Officer Recommendation: The officer recommendation is for the application to be approved subject to the Board's standard conditions and specifications including a Deed of Indemnity. Officers also recommend a condition stating that the discharge pipe must be cut back and fitted with a pre-cast concrete recessed headwall unit, so that the discharge pipe is protected during maintenance of the adopted watercourse.



Figure 5: Location of proposed fence (orange line), shallow rooted shrubs (green circles) and treatment plant with discharge pipe and recessed headwall (purple) adjacent to Board adopted watercourse I02 King Johns (DRN200P0203).

3.6. 21_04015_C: Application to relax Byelaw 10 for a potable water pipe to cross a Board's watercourse, New Road, Sutton Bridge (retrospective)

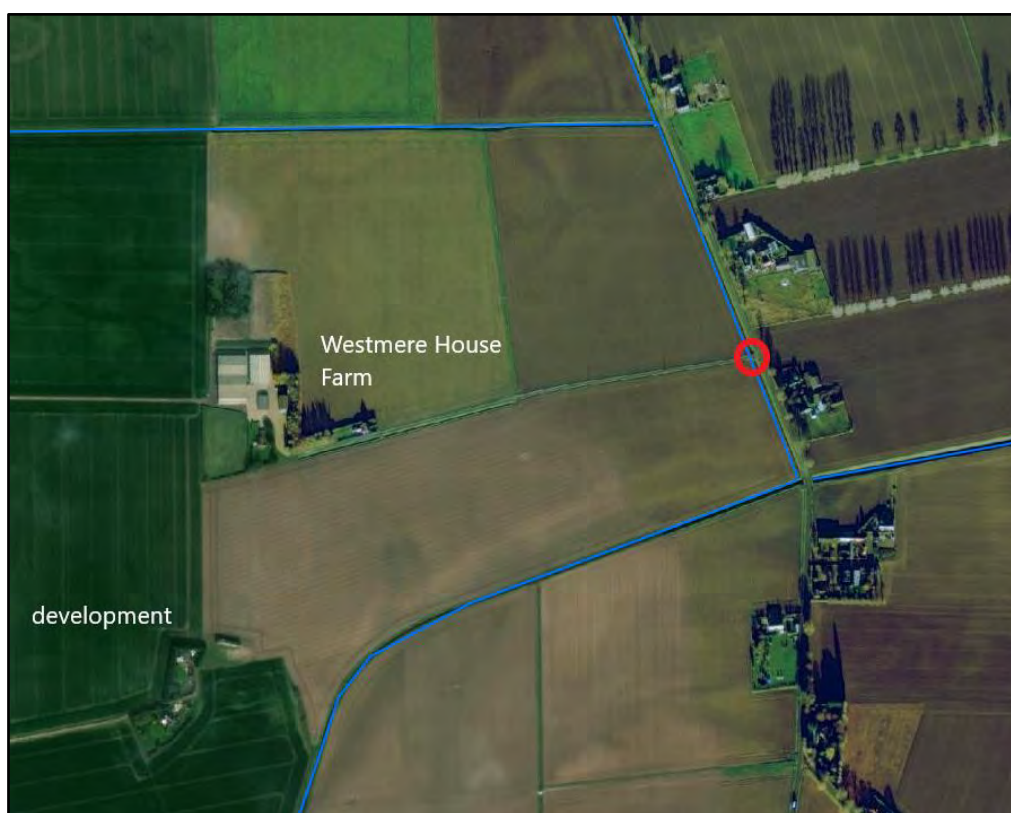
An application has been received retrospectively to relax Byelaw 10 so that a landowner may connect a potable water supply to a barn conversion development located to the west of New Road, Sutton Bridge (planning reference H18-0886-18).

The supply pipe has been affixed to the south-facing concrete headwall of a vehicle crossing as shown on the map below. The crossing extends over the Board Adopted Watercourse I05 Woad Lane (DRN200P0501).

Officers are satisfied that, providing the pipe is suitably protected, then its presence should not interfere with drain maintenance operations.

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

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



*Figure 6. Location of vehicle crossing (circled red) in the context of the new development.
Board Adopted watercourses in blue*

3.7. 21_04018_C: Application to relax Byelaw 10 at Austendyke Road, Weston Hills (part-retrospective)

A part-retrospective application has been received for works to the west of and within 9 metres of the Board's Adopted Watercourse F17 Delgate Drain – North (DRN197P1701) at Weston Hills.

The application was received after an officer inspected the site and noted a new 12 foot wide timber field gate and a short length of fencing across the entrance to the Board's maintenance strip adjacent to a new development of 5 houses.

The Board's machinery requires a larger opening so the applicant has submitted a proposal to install a second gate spanning 4 feet which will meet with the 12 foot gate. These gates can be locked in the middle without the need for a supporting post and then secured with a Board-issue padlock.

This configuration would be acceptable to the Board's Operations Team.

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

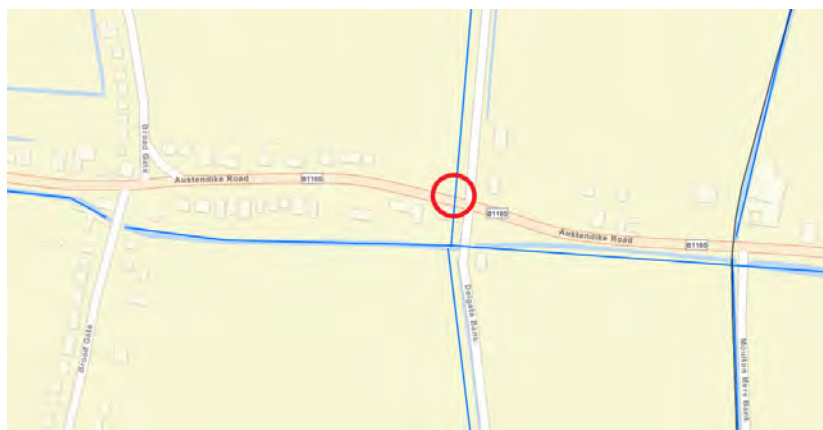


Figure 7. Site location within red circle, Board Adopted watercourses marked in dark blue



Figure 8. Photograph of existing gate and fence spans to the west of Delgate Drain - North, the fencing to be replaced with a smaller gate to abut the telegraph pole (16 March 2021)

3.8. 21_04043_C: Byelaw 10 Relaxation at Moorswood Gate, Long Sutton

An application has been received to erect a demountable fence and gate 1 metre from the Eastern brink of the Board Adopted (not owned) watercourse H02 Benderslough Drain (DRN199G0202). H02 Benderslough Drain is currently maintained by machine from the Eastern bank as it is an open field.

The fence is proposed to enclose a field behind Moorswood Cottage which the property owners have purchased and would like to make into a paddock. The proposed fence would be 1 metre from the Eastern brink of the watercourse for 188 metres. It is proposed to be 1.8 m high and the posts would be driven in as opposed to cemented. A gate would also be installed for access approximately 70 metres from Benderslough Drive.

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

Officer Recommendation: The officer recommendation is for the application to be refused as it will seriously impact our maintenance operations as we currently maintain by machine on the Eastern side of the watercourse.



Figure 9: Location of the proposed fence (red line) and gate (green star). Adopted watercourse is marked in blue.

3.9. 21_04071_C and 21_04072_C: Applications to relax Byelaw 10 at Delgate Bank, Weston

Two consent applications to relax Byelaw 10, has been received from two neighbours to fill above the piped adopted watercourse F17 Delgate Drain – North which fronts their properties, in order to create a gravel driveway.

F17 Delgate Drain – North, is a Board owned and maintained watercourse which has been piped by the Board and since then several residents have been approved consent by the Board to create a driveway above the piped watercourse.

This application is required to be determined by the Board as opposed to by officers under delegated authority as per the Board's Scheme of Delegation.

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



Figure 10: Location of the proposed gravel driveways to provide vehicle access to the properties behind them (purple dashed lines) over piped Board owned and maintained watercourse F17 Delgate Drain - North (DRN197P1705)

3.10. 21_04182_C and 21_04183_C: Application to alter an Adopted watercourse and relax Byelaw 10 at Bridge Road, Long Sutton.

An application has been received to culvert 19 metres of the Board adopted (not owned) watercourse K43 Main Road – West (DRN201G4302). The proposed culvert would be a 300 mm diameter pipe and would connect to an existing 300mm culvert to the Eastern end via access chamber. The western extent will terminate to the open watercourse K36 Hundred Extension via a concrete-sandbag headwall

The applicant has stated that they wish to culvert the watercourse to provide additional access and a parking area for the dwelling. Officers have visited the site and the Board's Catchment Engineer has confirmed that this section of open watercourse is currently difficult to maintain.

The applicant also intends to install a 2 metre high cement posted fence along the perimeter of the garden. Impacting two adopted watercourses:

- The fence will run parallel to the newly culverted section of watercourse, no closer than the current brink of the open watercourse as shown by the plan below.
- The fence will also run proposed to parallel to the Board adopted (not owned) open watercourse K36 Hundred Extension (DRN201G3601) approximately 2 metres from the brink.

Other works including gravel surfacing of Area A shown below, although the Highways department has yet to confirm their specifications for these works.

This application is required to be determined by the Board as per the Board's Scheme of Delegation, however Officers request delegated authority to determine the final details of surfacing once Highways have confirmed their preference.

Officer Recommendation: The officer recommendation is that the applications for the culverting of the watercourse, and the works within 9 metres of the Board's Adopted watercourse are approved subject to the Board's standard conditions, including the need for the applicant to enter into the Board's standard a Deed of Indemnity.

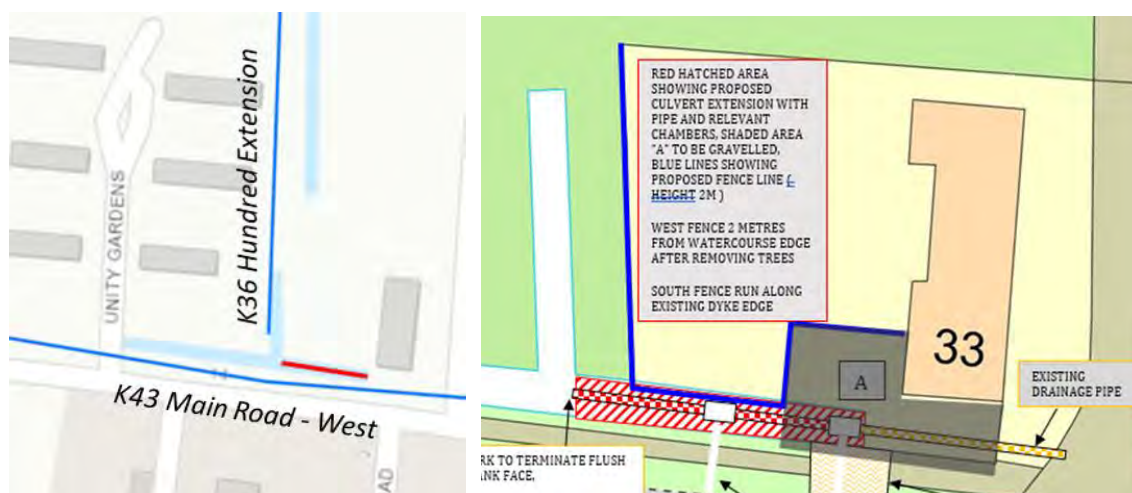


Figure 11: Location of proposed section to be culverted (red line) adjacent to site plan.

3.11. 21_04206_C: Byelaw 10 Relaxation at Fleet Wood Lane School, Fleet

An application has been received to erect a replacement fence and gate on the brink of the Board adopted (not owned) watercourse K12 Hazlewood Lane (DRN201G1203).

The replacement fence is proposed because the previous wooden fence has deteriorated and the new fence design will bring the fence in line with The Department for Education Guidelines for Safeguarding. The 2.4m high replacement fence is proposed to be run along the Northern bank of the watercourse for 75 metres and the fence posts would be cemented in as opposed to driven in. A gate is proposed in the South East corner of the school car park for Board access to the Northern bank of the watercourse on foot. The Board's Operations Manager has confirmed that the location of the gate is suitable.

K12 Hazlewood Lane is currently maintained by machine from the Southern bank as it is an open field, although the westernmost 15 metres of the watercourse is piped.

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

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

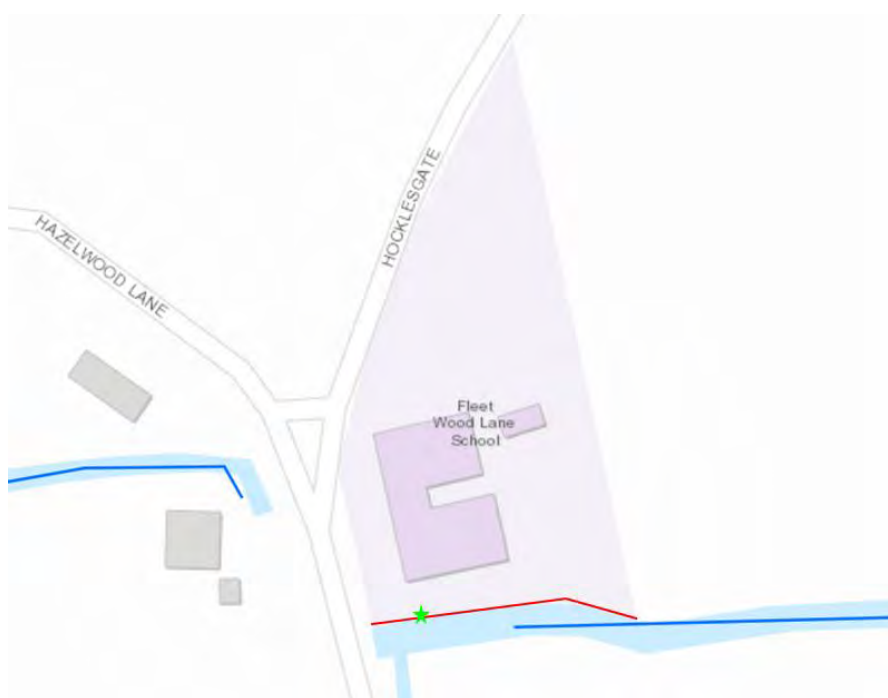


Figure 12: Location of the replacement fence (red) and gate (green). Adopted watercourse is marked in blue.

3.12. 21_04241_C: Application to infill a riparian watercourse (retrospective) plus land drainage improvements, land between Church Lane and East Gate, Moulton

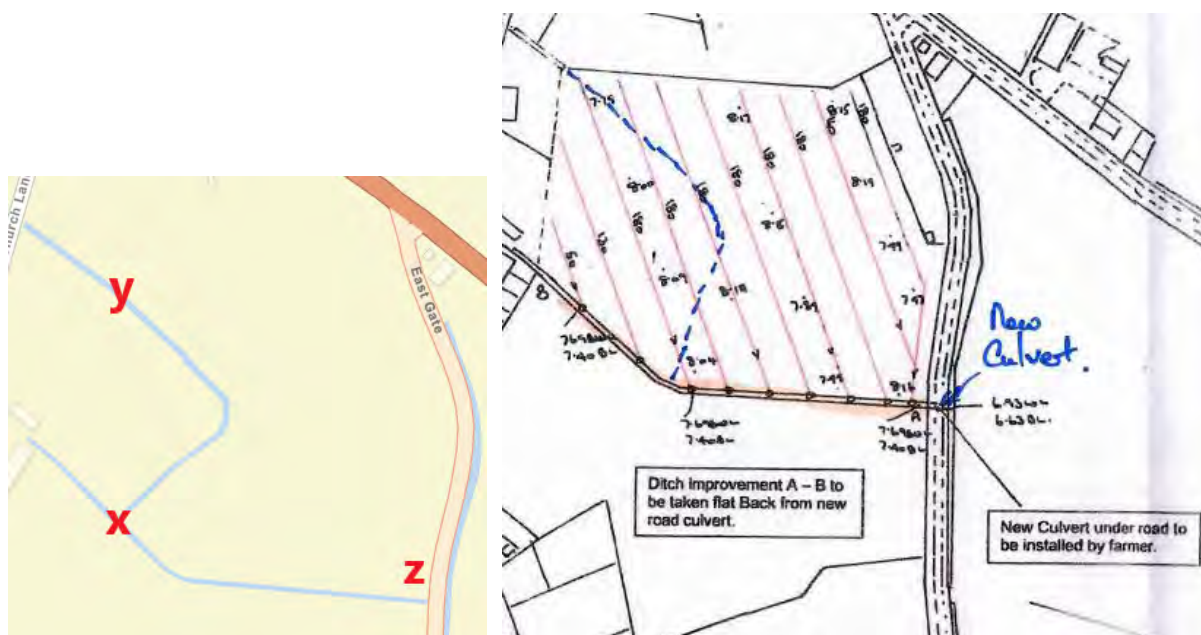
Flood investigations by officers in the Church Lane area of Moulton have resulted in the finding that a historic watercourse serving as a field plot boundary had been infilled around November 2020 (see map, below). Enforcement notices were served upon the two respective landowners. The holder of the agricultural tenancy has submitted a land drainage consent application subsequently for drainage improvement works, intended to replace any works to reinstate the watercourse. The scheme has been drawn up by a drainage contractor and is underpinned by surveyed levels. Some of these works have already been completed and the final stages of the scheme are scheduled to be undertaken in July 2021.

The Board is being asked to support the works, which would involve ceasing enforcement action and instead approving elements of the scheme including a new road culvert which will direct surface water along the southern boundary watercourse towards a riparian watercourse located on the east side of East Gate.

Officers believe that this scheme will provide betterment on the existing network of riparian watercourses which had fallen into neglect.

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

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



3.13. 21_04322_C: Application to relax Byelaw 10, two storey house extension, Millgate, Whaplode St Catherine

An application has been received to relax Byelaw 10 adjacent to the Board-owned watercourse F42 Little Holland Drain (DRN197P4210) west of Millgate, Whaplode St Catherine.

The householder is proposing to build a two-storey brick extension within their plot (figure below). At its nearest point the extension will be located 7.5 metres from the brink of the watercourse. There is an existing hedge and fence separating the plot from the Board's maintenance strip.

The applicant intends to use the existing septic tank and drain-field for foul waste and soakaway for surface water drainage so there will be no piped connections into Little Holland Drain.

The Board's Engineer notes that this property was re-built on the footprint of a previous dwelling some years ago subject to it being no closer than 9 metres from the brink.

Officer Recommendation: Officers recommend refusal of this application to protect the future access and maintenance requirements of the Board to its watercourse.



Figure 14: Location plan, site plan and photograph of Board owned maintenance strip.

4. Consents Determined

During this reporting period, the following 18 consents under the Land Drainage Act 1991 and Board's Byelaws have been determined by officers in accordance with their delegated authority.

<i>Application Type</i>	<i>Number</i>
Byelaw 3 (B3) – Discharge of Treated Foul Water (TFW):	4
Byelaw 3 (B3) – Discharge of Surface Water (SW):	1
Byelaw 4 (B4) / Section 23 (S23), LDA 1991 – Alteration of watercourse:	6
Byelaw 10 (B10)– Works within 9 m of a Board's maintained watercourse:	7
Total:	18

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

Case. Ref.	Case File Sub-type	Parish	Location / Site Name	Description of Application or Proposal	Date Granted
19_01431_C	Section 23, LDA 1991	Fleet	Langary Gate Road	66 metre culvert	26/02/2021
20_03496_C	Section 23, LDA 1991	Sutton St James	Fishergate	20 metre culvert	10/03/2021
20_03544_C	Byelaw 3 Treated Foul Water	Moulton	Common Road	Treated foul water discharge from 5 dwellings	19/03/2021
20_03580_C	Section 23, LDA 1991	Whaplode	Parsons Lane Bridge	Replacement of Parsons Lane road bridge with concrete box culvert	19/03/2021
21_03650_C	Section 23, LDA 1991	Fleet	Torrington Lane	Watercourse infilling	03/03/2021
21_03715_C	Byelaw 10	Holbeach	From Clay lake to Holbeach	Overhead electricity line rebuild	22/03/2021
21_03716_C	Byelaw 10	Holbeach	Hall Gate	Landscaping within 9 metres	22/03/2021
21_03718_C	Byelaw 3 Surface Water	Gedney	Old Fen Dyke	Workshop within 9 metres	20/04/2021

21_03809_C	Section 23, LDA 1991	Whaplode	High Road	6 metre culvert	05/03/2021
21_03856_C	Section 23, LDA 1991	Whaplode	Eaugate Road	6 Land Tile Outfalls	22/03/2021
21_03881_C	Byelaw 10	Sutton St James	Cross Gate	Temporary scaffolding within 9 metres	18/03/2021
21_03966_C	Byelaw 3 Treated Foul Water	Holbeach	Dog Drove South	Treated foul water discharge from 1 dwelling	23/02/2021
21_03967_C	Byelaw 3 Treated Foul Water	Long Sutton	Woad Lane	Treated foul water discharge from 1 dwelling	26/03/2021
21_03968_C	Byelaw 10	Holbeach	Dog Drove South	Outfall pipe into Adopted Watercourse	23/02/2021
21_03971_C	Byelaw 10	Long Sutton	Woad Lane	Outfall pipe into Adopted Watercourse	26/03/2021
21_04067_C	Byelaw 10	Whaplode	Parsons Lane Bridge	Works to road bridge	19/03/2021
21_04153_C	Byelaw 10	Weston	Broadgate	3 Land Tile Outfalls	19/04/2021
21_04245_C	Byelaw 3 Treated Foul Water	Whaplode	Little Lane	Treated foul water discharge from 1 dwelling	20/04/2021

5. Enquiries

Officers have responded to 46 enquiries during the reporting period, outlined below;

<i>Enquiry Type:</i>	<i>Number:</i>
About Works	10
About Planning	3
About Regulation	29
About Infrastructure	2
About Flooding	2
Total:	46

5.1. Request to consider a private watercourse for Adoption at Wignals Gate, Holbeach.

While responding to a planning application (H09-0188-21) officers began speaking to Cllr Biggadike regarding an existing (piped) private watercourse located as shown below. This correspondence enabling officers to raise awareness of this pipe via the planning process.

Cllr Biggadike has since requested that the presence of the watercourse is raised at this meeting to discuss whether the watercourse might meet the Board's criteria for adoption.



Figure 15: Location of 300mm culvert to be considered for adoption.

6. Planning Comments

Officers have provided comments on 75 applications that are either in or could impact on the Boards Internal Drainage District. 5 of these applications are for major developments and are summarised below;

Planning App. Ref.	Parish	Location / Site Name	Description
H09-0115-21	Holbeach	Battlefields Lane	Residential Development of up to 185 dwellings
H22-0754-18	Weston	High Road	Residential Development of up to 51 dwellings
H07-1059-20	Spalding	Highstock Lane	Residential Development of 10 dwellings
H09-0188-21	Holbeach	Wignals Gate	Residential Development of 36 dwellings
H20-0281-21	Sutton St James	Scalesgate Road	Commercial Development

7. Fees

There have been 3 surface water development contribution fees invoiced or paid during the reporting period. These fees are detailed below;

Case ref.	Site	Amount (no VAT)	Date invoiced	Paid	Reason for payment
19_01936_C		£36,335.15			Discharge of surface water from an impermeable area of 163,011 m ² at a rate of 22 l/s.
20_02116_C	Clay Lake Bank, Spalding		25/01/20	Yes, 01/03/21	Discharge of surface water from an impermeable area of 3,980 m ² at a rate of 5 l/s.
		£24,761.75			
20_02123_C					Discharge of surface water from an impermeable area of 12,090 m ² at a rate of 5 l/s.
Total:		£61,096.90			

Cathryn Brady – Sustainable Development Manager

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

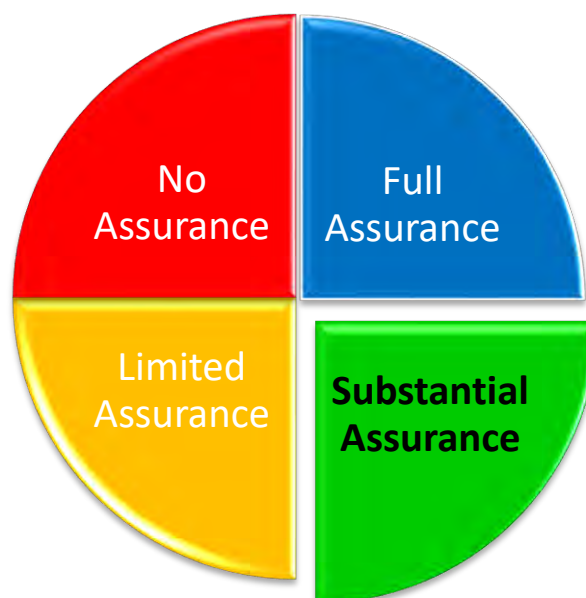


FINAL INTERNAL AUDIT REPORT

WATER MANAGEMENT ALLIANCE

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

19th April 2021



Internal Audit Service

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

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

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

Consultation

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

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Executive Summary

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

Overall Objective and System Background

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

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

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

Summary of Control Issues and Risks

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

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

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

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

Summary of Recommendations

The recommendations arising from the audit are:

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

Summary of Agreed Actions

Management will implement the following actions:

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

2. Objective & Scope

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

2.2 The audit involved the following:

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

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

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

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

3. Background Information

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

4. Our Opinion

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

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

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

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

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

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

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

5. Reporting

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

6. Acknowledgements

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

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

Findings, Risks, Recommendations and Management Action Plan

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

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

Findings, Risks, Recommendations and Management Action Plan

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

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

Findings, Risks, Recommendations and Management Action Plan

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

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

Findings, Risks, Recommendations and Management Action Plan

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

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

Follow-up of Previous Report's Recommendations

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

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

Follow-up of Previous Report's Recommendations

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

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

Follow-up of Previous Report's Recommendations

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

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

Follow-up of Previous Report's Recommendations

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

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

Follow-up of Previous Report's Recommendations

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

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

Follow-up of Previous Report's Recommendations

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

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

Assurance Opinion and Recommendation Priority Definitions

Assurance Opinion

Definition

Full Assurance

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

Substantial Assurance

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

Limited Assurance

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

No Assurance

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

Recommendation Priority

Definition

Low


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

Medium

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

High

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

Internal Audit Service	<div data-bbox="837 197 1141 336"><p>Borough Council of King's Lynn & West Norfolk</p></div> <div data-bbox="1157 170 1347 342">The logo of the Borough Council of King's Lynn & West Norfolk, featuring a blue coat of arms with a shield, a crown, and two lions.</div>
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WATER MANAGEMENT ALLIANCE

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

**INTERNAL AUDIT
TERMS OF REFERENCE**

1. INTRODUCTION

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

and to the Pevensey & Cuckmere Water Level Management Board.

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

2. OBJECTIVES AND SCOPE OF THE AUDIT

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

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

3. TASKS

3.1 The project tasks are to:

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

4. WORK PLAN

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

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

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

5. AGREEMENT

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

From: 01 April 2020
To: 31 March 2021

Period To: 12
Year Ended: 31 March 2021

Notes	Income and Expenditure	Y-T-D BUDGET £	Y-T-D ACTUAL £	Y-T-D VARIANCE £	ANNUAL BUDGET £	PROJECTED OUT-TURN £	PROJECTED VARIANCE £
	<u>Income</u>						
	Occupiers Drainage Rates	1,049,067	1,049,067	0	1,049,067	1,049,067	0
1.	Special Levies Issued by the Board	1,355,610	1,355,610	0	1,355,610	1,355,610	0
	Grants Applied	160,000	103,343	-56,657	160,000	103,343	-56,657
	Rental Income	680	734	54	680	734	54
	Income from Rechargeable Works	1,000	50,439	49,439	1,000	50,439	49,439
	Investment Interest	21,000	15,938	-5,062	21,000	15,938	-5,062
2i.	Other Income	95,233	200,330	105,097	95,233	200,330	105,097
2ii.	Insurance Claim Settlements	0	39,382	39,382	0	39,382	39,382
	Total Income	£2,682,590	2,814,844	£132,253	£2,682,590	£2,814,844	£132,253
	<u>Less Expenditure</u>						
4.	Capital Works	1,463,000	442,462	1,020,538	1,463,000	442,462	1,020,538
	Environment Agency Precept	145,835	145,835	0	145,835	145,835	0
5.	Maintenance Works	1,590,458	1,765,734	-175,276	1,590,458	1,765,734	-175,276
6.	Administration Charges	439,524	456,057	-16,533	439,524	456,057	-16,533
	Cost of Rechargeable Works	0	47,577	-47,577	0	47,577	-47,577
3.	Net Deficit/(Surplus) on Operating Accounts	0	-64,300	64,300	0	-64,300	64,300
	Total Expenditure	£3,638,817	£2,793,365	£845,452	£3,638,817	£2,793,365	£845,452
	Profit/(Loss) on Disposal of Fixed Assets	£0	£100,005	£100,005	£0	£100,005	£100,005
7.	Net Surplus/(Deficit)	-£956,227	£121,484	£1,077,710	-£956,227	£121,484	£1,077,710

From: 01 April 2020
To: 31 March 2021

Period To: 12
Year Ended: 31 March 2021

Notes	Balance Sheet as at 31-3-2021	Opening Balance £	Movement This Year £	Closing Balance £
8. Fixed Assets				
	Land and Buildings	493,535	-12,904	480,631
	Plant and Equipment	508,747	215,369	724,116
	Office and RT Equipment	0	0	0
	Pumping Stations	0	0	0
	Shared Consortium Assets	0	0	0
		1,002,282	202,465	1,204,747
	Current Assets			
9.	Bank Account	136,393	508,151	644,544
	Stock	12,668	-6,603	6,065
10.	Trade Debtors	33,346	-25,552	7,795
11.	Work in Progress	0	223	223
12.	Term Deposits	3,500,000	-500,000	3,000,000
13.	Drainage Rates and Special Levies Due	-859	-13	-873
	Prepayments	6,152	-3,052	3,100
	Prepayments to WMA	-4,456	4,969	513
	Accrued Interest	0	0	0
	VAT Due	120,777	-73,331	47,446
14.	Grants Due	108,292	-108,292	0
		3,912,313	-203,500	3,708,813
	Less Current Liabilities			
	Trade Creditors	127,701	-96,716	30,986
	Accruals	72,279	-35,576	36,703
	Payroll Controls	0	0	0
	Drainage Rates Paid in Advance	8,625	14,407	23,032
		208,605	-117,884	90,721
	Net Current Assets	3,703,708	-85,616	3,618,092
	Less Long Term Liabilities			
22.	Pension Liability	5,219,000	877,000	6,096,000
	Net Assets	-£513,010	-£760,151	-£1,273,161
	Reserves			
	Earmarked			
15.	General Reserve	531,034	-32,776	498,258
16.	Development Reserve	799,493	54,255	853,748
17.	Plant Reserve	1,634,288	100,005	1,734,293
18.	Capital Works Reserve	1,151,907	0	1,151,907
20.	Grants Reserve	174,555	-4,635	169,920
		4,291,277	116,849	4,408,126
	Non-Distributable			
19.	Revaluation Reserve	414,713	0	414,713
21.	Pension Reserve	-5,219,000	-877,000	-6,096,000
		-4,804,287	-877,000	-5,681,287
	Total Reserves	-£513,010	-£760,151	-£1,273,161

S JEFFREY BSc (Hons) FCCA
FINANCE & RATING MANAGER

From: 01 April 2020
To: 31 March 2021

Period To: 12
Year Ended: 31 March 2021

Note Notes to the Accounts

1. Special Levies collected from constituent Billing Authorities were as follows:

	Y-T-D Budget	Y-T-D Actual
South Holland District Council	1,354,656	1,354,656
Boston Borough Council	954	954
	1,355,610	1,355,610

- 2i. Other Income is made up as follows:

	Y-T-D Budget	Y-T-D Actual
Shared Income from WMA	95,233	178,722
Commuted Maintenance	0	17,541
Sundry Income	0	4,067
Summons Costs	0	0
	95,233	200,330

- 2ii.
- | | Y-T-D Budget | Y-T-D Actual |
|--|---------------|----------------|
| Insurance Claims | 0 | 39,382 |
| This comprises of £8,187 for Sutton Bridge Sluice and £25,983 for Sluice Gate Motor Failure, £750 Tyre Gotts PS, £2,842 Break in at Gotts PS, £1,620 | | |
| Other Income Total | 95,233 | 239,712 |

3. The Net Operating Deficit/(Surplus) for this year is made up as follows:

	Y-T-D Budget	Y-T-D Actual
Labour Operations Account	0	-66,940
Mobile Plant Operations Account	0	2,639
	0	-64,300

Detailed operating surpluses/(deficits) for the Labour Operations Account and each item of mobile plant are shown in the Labour Operations and Mobile Plant Operations Reports, which can be made available to members on request.

4. The gross cost of each capital scheme is approved by the Board annually and detailed on the schedule of capital works as managed by the Catchment Engineer, which can be made available to members on request. The Grants Due/(Unapplied) also correspond with the figures shown on the Balance Sheet. The Plant and Development Committee scrutinise this Report every year. We have been unable to close down the completed FDGiA funded schemes due to the EA being unavailable, and time restrictions due to COVID-19. We will make this a priority within 2021-22.

5. The detailed maintenance operations in each sub catchment is approved by the Board annually and shown on the schedule of maintenance works as controlled by the Operations Manager, which can be made available to members on request. Expenditure is summarised as follows:

	Y-T-D Budget	Y-T-D Actual
Labour Charges	503,605	603,711
Plant Charges	322,400	349,028
Out-sourced Work	215,700	189,577
Materials	143,050	127,852
Electricity	77,900	149,233
Telemetry	20,403	19,972
Depreciation	0	0
Insurance	32,300	34,285
Compensation	60,000	57,434
Direct Works	1,375,358	1,531,092
Technical Support Staff Costs	180,100	199,005
Other Technical Support Costs	25,000	26,446
Biodiversity Action Plan Costs	10,000	9,192
Asset Refurbishment Provision	0	0
Maintenance Works	1,590,458	1,765,734

The Direct Works has overspent this year compared to Budget by £155,734. However the surplus on Operating Accounts is £64,300 (see note 3) and so the net overspend is £91,434. We have also claimed the breakdown of Wisemans Pump which cost £30,000 from our insurers, and after excesses we have received £25,983 (see note 2ii) which is shown as Income from Insurance within Other Income. Heavy rainfall events meant the electricity costs for pumping were increased by £71,000 compared to what was budgeted for, and £13,547 additional costs for emergency works at Whaplode, Moulton Seas End and Gedney Drove End. We also had an unexpected breakdown at Holbeach Bank due to the age of the pump, which was in addition to the 4 other pump refurbishments we had budgeted for in year, and Wisemans as detailed above.

From: 01 April 2020
To: 31 March 2021

Period To: 12
Year Ended: 31 March 2021

Note Notes to the Accounts

- 6(i). Administration charges reflect the Board's share of consortium expenditure (excluding the technical support costs, which are included in the maintenance works expenditure). Detailed expenditure is monitored by the Consortium Management Committee and the Board every three months:

	Y-T-D Budget	Y-T-D Actual
Administration Staff Costs	116,499	118,518
Other Administration Costs	142,015	159,527
Depreciation - Marsh Reeves Refurbishment	12,904	12,904
Drainage Rates AV (Increases)/Decreases	5,000	1,059
Sundry Expenses	1,106	711
Pension Deficit Recovery Payments	150,000	150,000
Sundry Debtors Written Off	0	5
Settlement Discount Taken	12,000	13,333
	439,524	456,057

- 6(ii). Consortium Charges

	Y-T-D Budget	Y-T-D Actual
Shared Income from the WMA (note 2i)	95,233	178,722
Expenses		
Technical Support Staff (note 5)	180,100	199,005
Other Technical Support (note 5)	25,000	26,446
Administration Staff Costs (note 6i)	116,499	118,518
Other Administration Costs (Note 6i)	142,015	159,527
Net Consortium Charge	-368,381	-324,773

7. At the time of preparing the Estimates for 2020/21, the Board planned to finance the estimated net deficit as follows:

	Budget
Transfer from the Capital Works Reserve	620,000
Transfer from the Development Reserve	0
Transfer from the Plant Reserve	383,000
Transfer from the Partnership Working Reserve	0
Reducing/(Inc.) the Balance of the General Reserve	-46,773
(=) Original Estimated Net Deficit	956,227
(-) FDGiA Subsequently Awarded by EA	
(=) Estimated Net Deficit	956,227

8. TANGIBLE FIXED ASSETS

	Pumping Stations	Land and Buildings	Plant and Equipment	Office & RT Equipment	Total
Cost					
Opening Balance as at 1-4-2020	156,750	871,257	1,924,781	72,771	3,025,559
(+) Additions	0	0	406,590	0	406,590
(-) Disposals	0	0	-321,334	-48,143	-369,477
Closing Balance as at 31-3-2021	156,750	871,257	2,010,037	24,628	3,062,672
Depreciation					
Opening Balance as at 1-4-2020	156,750	377,721	1,416,034	24,628	1,975,134
(+) Depreciation Charge for Year	0	12,904	191,221	0	204,125
(-) Accumulated Depreciation Written Out on Disposal	0	0	-321,334	-48,143	-369,477
Closing Balance as at 31-3-2021	156,750	390,626	1,285,921	-23,514	1,809,782
Net Book Value at 1-4-2020	0	493,535	508,747	48,143	1,050,425
Net Book Value at 31-3-2021	0	480,631	724,116	48,143	1,252,890

Full details of all movements during this year are recorded in the Board's Fixed Asset Register. The Board also shares ownership of a proportion of the WMA Office Equipment, which is recorded in the WMA's Fixed Asset Register.

9. Additional sums are now being invested on the short term money market to maximise the return on the working balances, in accordance with the Board's Investment Policy. The Bank Current Account is reconciled as follows:

	2019/20	2020/21
Opening Balance as at 1-4-2020	829,467	136,393
Receipts	4,313,375	6,325,820
Payments	-5,006,449	-5,817,668
Closing Balance as at 31-3-2021	136,393	644,544
Balance on Statement as at 31-3-2021	153,878	706,930
Less: Unpresented Payments	-18,500	-62,386
Add: Unpresented Receipts	1,015	0
Closing Balance as at 31-3-2021	136,393	644,544

From: 01 April 2020
To: 31 March 2021

Period To: 12
Year Ended: 31 March 2021

Note Notes to the Accounts

10. The Aged Debtor profile is currently as follows:

Debt period	Amount	Number of Debtors
<=30 days	7,771	3
>30 days and <=60 days	0	0
>60 days and <=90 days	24	1
>90 days	0	0
	7,795	4

>90 days	Amount	Inv. Date	Originator
	0		

11. Work in Progress (WIP) is currently made up of the following jobs:

Customer	Amount	
RWE0002 - Western Power - Piping & Access Crossing	223	31/03/2021 D Morris - Operations Manager
	223	

12. Term Deposits are currently as follows:

Financial Institution	Capital	Investment Date	Maturity Date	Interest Rate
National Counties Building Society	500,000	14/08/2020	15/04/2021	0.36%
Saffron Building Society	500,000	30/11/2020	01/06/2021	0.28%
Cumberland Building Society	500,000	16/12/2020	16/06/2021	0.15%
Newcastle Building Society	500,000	29/01/2021	29/07/2021	0.12%
Principality Building Society	500,000	26/02/2021	26/08/2021	0.08%
Vernon Building Society	500,000	30/03/2021	29/09/2021	0.12%
	3,000,000			

13. Special Levies are paid by Constituent Councils in two halves due on 1 May and 1 November every year. There are currently 56 Ratepayers that have not paid their Drainage Rates for 2020/21, as compared to 42 Ratepayers this time last year. Summarised transactions for Drainage Rates and Special Levies during the year are as follows:

	2019/20	2020/21
Arrears b/fwd	2,094	-859
Drainage Rates for the Year	1,008,680	1,049,082
Special Levies for the Year	1,302,787	1,355,610
New Assessments	3,177	2,868
Value Decreases	-10,285	-5,653
Value Increases	7,106	2,778
Payments Received	-2,246,184	-2,333,967
Settlement Discount	-11,786	-13,333
Returned/(Represented) Amounts	508	38
Paid Refund	339	527
Summons Collection Costs	1,125	0
Irrecoverables and Write Offs	-775	-1,068
Sundry Adjustments	25	0
Compensation	-57,672	-56,896
Arrears c/fwd	-859	-873

14. Grants Due on the following scheme

	2019/20	2020/21
SCH68 - Dawsmere Pump	91,369	0
SCH69 - Lords Pump	16,923	0
	108,292	0

15. Movements on the General Reserve are made up as follows:

	2019/20	2020/21
Opening Balance as at 1-4-2020	278,355	531,034
Net Surplus/(Deficit) for the Year	51,002	121,484
Net Transfer (to)/from Capital Works Reserve	404,156	0
Net Contributions Transferred to Development Reserve	-113,880	-54,255
Transfer Balance to Plant Reserve	-88,600	-100,005
Closing Balance as at 31-3-2021	531,034	498,258

16. Movements on the Development Reserve are made up as follows:

	2019/20	2020/21
Opening Balance as at 1-4-2020	685,614	799,493
Net Contributions Transferred from General Reserve	113,879	54,255
Closing Balance as at 31-3-2021	799,493	853,748

From: 01 April 2020
To: 31 March 2021

Period To: 12
Year Ended: 31 March 2021

Note Notes to the Accounts

17. Movements on the Plant Reserve are made up as follows:

	2019/20	2020/21
Opening Balance as at 1-4-2020	1,545,688	1,634,288
Net Contributions Transferred from General Reserve	88,600	100,005
Closing Balance as at 31-3-2021	1,634,288	1,734,293

18. The Capital Works Reserve is currently made up as follows:

		Tfr from/(to)	
	2019/20	Gen. Reserve	2020/21
N/A Unallocated, available for partnership working	198,611	0	198,611
SCH18 Telemetry	3,369	0	3,369
ASSORT. Catchment Modelling	42,885	0	42,885
SCH54 Exeter Drain North Upstream of Halmergate	51,014	7,933	58,947
SCH55 Fleet Haven Pump Refurbishment	50,000	0	50,000
SCH63 Exeter Drain North Downstream of Halmergate	7,933	-7,933	0
SCH65 Westmere P/S and Sluice Refurbishment	573,611	0	573,611
SCH67 Fleet Haven Pump Refurbishment	19,847	112,500	132,347
SCH68 Dawsmere Pump Refurbishment	24,893	0	24,893
SCH69 Lords Pump Refurbishment	29,744	0	29,744
SCH72 Weedscreen Fleet Haven (now SCH67)	37,500	-37,500	0
SCH73 Weedscreen Dawsmere (now SCH68)	37,500	0	37,500
SCH75 Weedscreen Holbeach Bank	37,500	-37,500	0
SCH76 Weedscreen Gotts	37,500	-37,500	0
	1,151,907	0	1,151,907

19. Movements on the Revaluation Reserve are made up as follows:

	2020/21
Opening Balance as at 1-4-2020	414,713
Less:	
Pumping Station Depreciation	0
Workshop Historic Cost Written Out	0
Closing Balance as at 31-3-2021	414,713

20. Movements on the Grants Reserve are made up as follows:

	2020/21
Opening Balance as at 1-4-2020	174,555
Add Grant Received	207,000
Less Grant Due (Reversal of 2019/20 End of Year Position)	-108,292
Less: Grant Applied	-103,343
Closing Balance as at 31-3-2021	169,920

	2019/20	2020/21
SCH23 Wisemans Pumping Station	2,445	2,445
SCH25 South Holland Main Drain Sluice Refurbishment	949	949
SCH27 Generator Connections	5,324	5,324
SCH29 Catchment Modelling Fleet Fen	9,120	9,120
SCH31 Catchment Modelling Donningtons	3,659	3,659
SCH32 Peartree Pump Replacement	9,246	9,246
SCH33 Fleet Fen Refurbishment	4,200	4,200
SCH35 Catchment Modelling Little Holland	655	655
SCH36 Catchment Modelling Roses	467	467
SCH41 Lords Sluice Refurbishment	61,285	61,285
SCH64 Donningtons Pump Refurbishment	38,443	0
SCH65 Westmere Pumping Station & Sluice Refurb Study	0	0
SCH66 Sutton St James Pump Refurbishment	31,976	31,976
SCH67 Fleet Haven Pump Refurbishment Study	6,789	0
SCH68 Dawsmere Pump Refurbishment Study	-91,370	7,047
SCH69 Lords Pump Refurbishment Study	-16,923	33,549
	66,263	169,920

Grants Due as at 31-3-2021

0

From: 01 April 2020
To: 31 March 2021

Period To: 12
Year Ended: 31 March 2021

Note Notes to the Accounts

21. Pension Liability

- (i) The Pension Liability is calculated by the Local Government Pension Scheme (LGPS) Fund Actuary at the end of every financial year. It is a notional liability that is shown as a Long Term Liability on the Balance Sheet. This figure is meant to show the extent of the Board's liability at the Balance Sheet date, based on a number of actuarial assumptions. However it is important to note that this sum does not represent an estimate of the exit cost of withdrawing from the LGPS at the Balance Sheet date.
- (ii) The Board is a member of the Water Management Alliance Consortium and as such also has a proportion of the pension liability for the shared staff that are employed by King's Lynn IDB, t/a the Water Management Alliance. The Fund Actuary for Norfolk County Council has prepared a separate Report for the Water Management Alliance, which identifies a notional net pension liability of £5,182,000 as at 31 March 2021 that is shared by all 6 Member Boards. However Waveney Lower Yare and Lothingland IDB's liability is capped at £5,000 until 31st March 2022. The Board's share of this pension liability is set out every year in the WMAs Basis of Apportionment, which was approved by the Board on 09 February 2021.

22. Related Party Transactions

- (i) The Board is a full member of Anglia Farmers Ltd, an agricultural purchasing cooperative. Several members of the Board are also shareholders of this organisation. The Board paid Anglia Farmers Ltd £206,391.81 up to 31/03/21.
- (ii) The Board uses Rating Software for the collection of Drainage Rates known as DRS. The software was developed by Mr P J Camamile, the Chief Executive, and is supported by Byzantine Ltd. Mr P J Camamile is the Company Secretary of Byzantine Ltd, and his wife, Mrs P Camamile is a Director. Both are shareholders.
- (iii) The Board is a member of the Water Management Alliance Consortium, who provide administrative services to the Board. The Board has 3 representatives who serve on the Consortium Management Committee, that include the Chairman and Vice Chairman of the Board.

S JEFFREY BSc (Hons) FCCA
FINANCE & RATING MANAGER

From: 01 April 2020
To: 31 March 2021

Period To: 12
Year Ended: 31 March 2021

BOX NO. ANNUAL RETURN, FOR THE YEAR ENDED 31 MARCH 2021		ACTUAL 2019/20 £	ACTUAL 2020/21 £
1	Balances brought forward		
	General Reserve	278,355	531,034
	Development Reserve	685,614	799,493
	Capital Works Reserve	1,556,063	1,151,907
	Grants Reserve	273,234	66,263
	Plant Renewals Reserve	1,545,688	1,634,288
	Revaluation Reserve	430,389	414,713
	Pension Reserve	-5,711,000	-5,219,000
	As per Statement of Accounts	-941,657	-621,302
	(-) Fixed Assets and Long Term Liabilities		
	Pension Liability	-5,711,000	-5,219,000
	Net Book Value of Tangible Fixed Assets	995,893	1,002,282
		-4,715,107	-4,216,718
	(=) Adjusted Balances brought forward (Net Current Assets)	3,773,450	3,595,416
2	(+) Rates and Special Levies		
	Drainage Rates	1,008,687	1,049,067
	Special Levies issued by the Board	1,302,787	1,355,610
	As per Statement of Accounts	2,311,474	2,404,677
3	(+) All Other Income		
	Grants Received	554,971	103,343
	Rental Income	682	734
	Income from Rechargeable Works	32,929	50,439
	Investment Interest	28,698	15,938
	Development Contributions	138,927	0
	Other Income	55,015	239,712
	Profit/(Loss) on disposal of Fixed Assets	88,600	100,005
	As per Statement of Accounts	899,822	510,172
	(+) Income from Sale of Fixed Assets (above profit/(loss))		
	Capital Cost of disposals	254,721	369,477
	Accumulated depreciation written out	-254,721	-369,477
		0	0
	(+) Grants Applied to Grants Received Conversion		
	(-) Grants Applied	-554,971	-103,343
	(+) Grants Received	348,000	207,000
		-206,971	103,657
	(=) Adjusted Other Income	692,851	613,828
4	(-) Staff Costs		
	Labour Operations Account	585,973	582,780
	Technical Support Staff Costs	136,600	199,005
	Administration Staff Costs	94,201	118,518
		816,774	900,303
5	(-) Loan Interest/Capital Repayments		

From: 01 April 2020
To: 31 March 2021

Period To: 12
Year Ended: 31 March 2021

BOX NO. ANNUAL RETURN, FOR THE YEAR ENDED 31 MARCH 2021	ACTUAL 2019/20 £	ACTUAL 2020/21 £
Loan Interest	0	0
Capital Repayments	0	0
As per Statement of Accounts	0	0
6 (-) All Other Expenditure		
Capital Works	990,321	442,462
Environment Agency Precept	145,835	145,835
Maintenance Works	1,557,329	1,765,734
Administration Charges	365,529	456,057
Cost of Rechargeable Works	24,986	47,577
Development Contributions Costs	25,047	0
Net Deficit/(Surplus) on Operating Accounts	51,247	-64,300
Depreciation/(Revaluation) of Pumping Stations	15,676	0
As per Statement of Accounts	3,175,970	2,793,365
(-) Depreciation Charged		
Mobile Plant and Equipment	190,001	191,221
Buildings	12,904	12,904
Pumping Stations	15,676	0
	218,581	204,125
(-) Staff Costs now reported in Box 4	816,774	900,303
(+) Capitalised Additions		
Office and Workshop Refurbishment	0	0
Mobile Plant and Equipment	224,970	406,590
	224,970	406,590
(=) Adjusted Other Expenditure	2,365,585	2,095,526
7 (=) Balances carried forward		
General Reserve	531,034	498,258
Development Reserve	799,493	853,748
Capital Works Reserve	1,151,907	1,151,907
Grants Reserve	66,263	169,920
Plant Reserve	1,634,288	1,734,293
Revaluation Reserve	414,713	414,713
Pension Reserve	-5,219,000	-6,096,000
As per Statement of Accounts	-621,302	-1,273,160
(-) Fixed Assets and Long Term Liabilities		
Pension Liability	-5,219,000	-6,096,000
Net Book Value of Tangible Fixed Assets	1,002,282	1,204,747
	-4,216,718	-4,891,253
(=) Adjusted Balances carried forward (Net Current Assets)	3,595,416	3,618,092
8 Total Cash and Short Term Investments		
Bank Current Account	136,393	644,544
Short term Investments	3,500,000	3,000,000
As per Statement of Accounts	3,636,393	3,644,544

From: 01 April 2020
To: 31 March 2021

Period To: 12
Year Ended: 31 March 2021

BOX NO. ANNUAL RETURN, FOR THE YEAR ENDED 31 MARCH 2021		ACTUAL 2019/20 £	ACTUAL 2020/21 £
9	Total Fixed Assets and Long Term Assets		
	Land and Buildings (valued at Purchase Cost)	871,257	871,257
	Office and RT Equipment (valued at Purchase Cost)	72,771	24,628
	Plant and Equipment (valued at Purchase Cost)	1,924,781	2,010,037
	Pumping Stations (Revalued)	156,750	156,750
	Shared Consortium Assets (NRV)	0	0
	As per Fixed Asset Register	3,025,559	3,062,672
10	Total Borrowings		
	Loans Due (<= 1 Year)	0	0
	Loans Due (> 1 Year)	0	0
	As per Statement of Accounts	0	0

From: 01 April 2020
To: 31 March 2021

Period To: 12
Year Ended: 31 March 2021

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

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

7 Balances carried forward (adjusted)	3,595,416	3,618,092
(-) Deduct: Debtors and Prepayments		
Stock	12,668	6,065
Debtors Control Account	33,346	7,795
Work in Progress	0	223
Ratepayers Due	-859	-873
Prepayments	6,152	3,100
Prepayments/(Accruals) WMA	-4,456	513
Accrued Interest	0	0
VAT Due from HMRC	120,777	47,446
	167,628	64,269
(+) Add: Creditors and Payments Received in Advance (<= 1 Year)		
Creditors Control Account	127,701	30,986
Payroll Liabilities	0	0
Accruals	72,279	36,703
Rates/Special Levies Paid in Advance	8,625	23,032
	208,605	90,721
(=) Box 8	3,636,393	3,644,544
8 (=) Total Cash and Short Term Investments		
Bank Current Account	136,393	644,544
Short term Investments	3,500,000	3,000,000
	3,636,393	3,644,544

S JEFFREY BSc (Hons) FCCA
FINANCE & RATING MANAGER

04/05/2021

Annual Governance and Accountability Return 2020/21 Part 3

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

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

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

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

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

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

Publication Requirements

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

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

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

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

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

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

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

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

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

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

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

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

Annual Internal Audit Report 2020/21

SOUTH HOLLAND IDB

ENTER <https://www.wlma.org.uk/south-holland-idb/home/> REISS

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

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

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

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

Date(s) internal audit undertaken

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

Name of person who carried out the internal audit

Kathy Woodward I.A. AUDITOR

Signature of person who carried out the internal audit

K Woodward. I.E. REQUIRED

Date

20/04/2021

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

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

Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

EN SOUTH HOLLAND IDB

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

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

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

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

04/05/2021

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

<https://www.wlma.org.uk/south-holland-idb/home/>

Section 2 – Accounting Statements 2020/21 for

EN SOUTH HOLLAND IDB

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	3,773,450	3,595,416	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	2,311,474	2,404,677	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	692,851	613,828	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	816,774	900,303	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	2,365,585	2,095,526	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	3,595,416	3,618,092	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	3,636,393	3,644,544	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	3,025,559	3,062,672	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
			N.B. The figures in the accounting statements above do not include any Trust transactions.

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

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

S JLLREY

Date

26/04/2021

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

04/05/2021

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

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

In respect of

SK SOUTH HOLLAND IDB

1 Respective responsibilities of the auditor and the authority

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

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

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

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

2 External auditor's limited assurance opinion 2020/21

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

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

3 External auditor certificate 2020/21

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

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

Date

South Holland IDB

Schedule of Paid Accounts

Payment Date From : 01/01/2021

Payment Date To : 31/03/2021

<u>Account ID</u>	<u>Name</u>	<u>Details</u>	<u>Amount Paid This Period</u>
AD0101	ADC (East Anglia) Ltd	Pipe Jetting Services	7,560.00
AN0100	Anglia Farmers Ltd	Electricity	121,889.48
AY0101	Mr B Ayres	Building Supplies	236.16
BE0201	Beacon UK	PPE	199.81
BE0203	Bedford Pumps Ltd	Complete Pump Condition Monitor	4,166.40
BL0266	Blueline Trailers	Trailer Parts	190.80
BO0205	BOC Ltd	Oxygen/Acetylene	481.58
BR0001	Branch Bros	Building Supplies	626.89
BR0204	Stantec UK Limited	Consultancy Services	11,267.70
BR0211	BT Payment Services Ltd	Telephone Bill	3,049.66
BU0205	B A Bush & Son Ltd	Tyres	594.35
CA0301	Carrier Rental Systems (UK) Ltd	Suction Pipes/Pump/Hose Hire	2,378.26
CA0302	Fred Campling & Sons	Excavator Transport	2,496.00
CH0301	Chisletts (Spalding) Ltd	Plant/Tool Hire	733.64
CH0303	Chandlers (Farm Equipment) Ltd	PPE	1,923.75
CL0001	CLAAS Eastern Ltd	Warranty Excess	480.00
CO0301	Coles Quality Drycleaners	Dry Cleaning	120.00
CO0305	Concrete Renovations Ltd	Stone Repair Works	7,806.00
CR0310	Crusader Traffic Ltd	Fence Barriers	105.60
CV0001	CV Systems Ltd	Maintenance Works	616.80
DR0403	Drayton Welding & Tool	Engine/Welding Equipment	99.66
DV0001	DVLA	Vehicle Tax	530.00
EN0519	Energas Ltd	Gas Cylinder Rental	67.82
EP0529	EPH Supplies (Wholesale) Ltd	Electrical Components	1,777.79
FA0001	Farm Linc	Fencing	8,112.00
FE0001	Fenflow Ltd	Pump Repairs	348.00
FI0002	Finning (UK) Ltd	Caterpillar Servicing/Repairs/Parts	3,114.34
FR0001	Frazer	Building Materials	1,172.00
GA0710	Gap Group Ltd	Plant Hire	280.80
GM0101	GMB National Administration Unit	Union Subscriptions	305.97
GR0004	Grays of Holbeach Ltd	Vehicle Servicing	49.99
GR0005	Mr M Grummitt	Plant/Labour hire	816.00
HA0802	Hawker Electronics Ltd	Electronic Parts	492.12
HA0826	Hargrave Agriculture Ltd	Assorted Components/PPE	1,007.42
HI0802	R J H Supplies Ltd	Assorted Components	579.47
HO0810	Hortech Cleaning Equipment Ltd	Gun Repair	36.00
HO0811	Hortech Systems Ltd	Assorted Components/Pressure	343.70
IN0002	Inform (UK) Ltd	Concrete Accessories	481.03
IN0901	Inland Revenue	PAYE	20,569.00
JE1001	Jewson	Building Supplies	262.51
JI0002	Jim Wright Engineering Ltd	Plant Parts	1,250.65
JK1001	JKH Drainage Units Ltd	Headwalls	1,920.00

South Holland IDB

Schedule of Paid Accounts

Payment Date From : 01/01/2021

Payment Date To : 31/03/2021

<u>Account ID</u>	<u>Name</u>	<u>Details</u>	<u>Amount Paid This Period</u>
KL0001	Kloeckner Metals UK	Metals	589.10
KW0001	K & W Mechanical Services Ltd	Wirewatcher Parts/Prolec Repair	603.90
LE1201	HSBC Invoice Finance (UK) Ltd	Annual Service Contract/Sitewatch	12,222.00
LI0001	Listers Toyota Boston	Service/MOT	1,703.13
LI0003	Liebherr Great Britain Ltd	Servicing	2,624.04
LI1213	Lincolnshire Wildlife Trust	Site Visits/Service Agreements	1,297.20
MA0001	Prof. Tony Martin	Mink Traps	325.00
MA1309	Mastenbroek Ltd	Machinery/Spares	362.09
NE0002	Nene Transport (Lincs) Ltd	Low Loader Moves	594.00
O20001	O2 UK Limited	Telemetry/Mobile Phones	2,250.36
PA1604	Paktronic Engineering Co Ltd	Switchgear	3,080.40
PC0001	P.C. Tinsley Ltd	Redesign Works	810.00
PE1631	Pearson Hydraulics Ltd	Hydraulic Parts	571.88
PE1633	G & J Peck Ltd	PPE	64.99
PE1636	Perry's Pumps Ltd	Maintenance to Pump	16,104.00
PG0001	PG & C Nottingham	Cleaning Equipment	278.40
PR1668	Prudential Local Government AVC	AVC	524.76
PR1669	Pronto Spalding	Excess for Insurance Claim	1,493.47
RI0001	Rix Petroleum (Spalding) Ltd	Fuel	5,759.33
SM1929	Smithys Waste Water	Flood Water Removal	1,470.00
SM1930	Smiths Electrical Ltd	Capital Works/PS Standby & Call	22,266.00
SU0002	Survey Express Services	Gas Monitor Calibration	120.00
SU0005	Survey Solutions (Eastern)	Topographical Survey	1,920.00
TA0002	Taylor's Vauxhall	Service/MOT	314.06
TB2001	T.B.C. Ltd	Engineering Supplies	345.20
TH1001	P J Thory Ltd	Aggregates	512.16
TO2030	Town & County Engineering	Small Stores Equipment/PPE	203.06
TO2032	Tonwood Home Hardware	Tools	153.39
TR2003	The Training Association (WEST)	Training	1,272.00
VE0102	VEGA Controls Ltd	Radar Sensor	1,038.00
VO2201	SMT GB Ltd	Volvo Excavator/Parts/Servicing	1,134.44
WA2302	Walton Loo Hire	Loo Hire	1,440.00
WA2304	Watson Fuels (UK) Ltd	Fuel	491.51
WA2310	Watling JCB Ltd	JCB Parts	89.40
WA2345	Water Management Alliance	Staff Recharges/Onebill	14,758.58
WE2330	West End Garage	Fuel/Fuel Cans	84.00
WI2306	T Wilkinson	Vermin Control	2,255.35
WI2307	Wildlife Conservation Partnership	Owl Boxes	528.00
WO2311	A Woods	Sundry Parts	280.45
WR0001	Wrights & Holbeach Asphalt Ltd	Roof Works to Office - Recharged	1,788.00
WR0002	Mr C Wright	Fuel	226.92
WY0001	West Yorkshire Pension Fund	Superannuation	64,328.83

SOUTH HOLLAND INTERNAL DRAINAGE BOARD
RISK REGISTER >= SCORE OF 6

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).	(1) Reduction in, or insufficient finance, grant and income.	<p>Erosion of the Board's capital and general reserves.</p> <p>Reduction in standard of FCERM services the Board is able to provide.</p> <p>Inability to replace assets as scheduled in the Board's asset management plan and EA MTP.</p>	3	3	High 9 →	<p>Plant & Development Committee to investigate new ways of working.</p> <p>Local Drainage Group meetings with LCC/SHDC/BC and IDBs to facilitate access to funding for schemes in Common Works Programme were restarted on 11 May 2017 and usually meet annually.</p> <p>The EA MTP refresh in June 2018 has made provision for IDB capital schemes to be considered for receipt of Local Levy funding.</p> <p>Anglia (Northern) RFCC has approved 50% funding contribution towards employment of 1 FTE FCERM officer to support Lincs IDBs' FDGiA applications, for a one year period.</p>
	(2) Environment Agency (EA) is no longer willing or able to carry out work on sea defences that protects	<p>Potential for overtopping into the IDD during severe weather events.</p> <p>Cost implication of</p>	2	3	High 6 ↑	<p>Anglia (Northern) RFCC has agreed funding for retention and protection of the second line sea defences using the Environmental Permitting Regulations. EA has undertaken baseline surveys on the former lines of reclamation during 2019/20.</p>

SOUTH HOLLAND INTERNAL DRAINAGE BOARD
RISK REGISTER >= SCORE OF 6

STRATEGIC OBJECTIVES	RISK	IMPACT	LIKELIHOOD SCORE (1 – 3)	IMPACT SCORE (1 – 3)	RISK RATING (HIGH, MEDIUM, LOW)	RESPONSE (ACTIONS PLANNED/TAKEN)
	the Internal Drainage District, or continues to maintain these defences but to a reduced standard.	managing the increase in water and potential damage to the Board's infrastructure.				<p>The Board supports local stakeholder groups seeking to develop strategies for the reinstatement of sea walls (Wash Frontage Group).</p> <p>The Board has entered into a PSCA with the EA.</p> <p>The Board is looking to take on maintenance of the earth defences in the first line sea defences in lieu of its precept. The Catchment Engineer trialled a 10km stretch during 2019/20.</p>
	(3) Possible enforced works on Board's infrastructure arising from implementation of Eel Regs 2009	Huge cost implications if works are not grant funded.	2	3	High 6 →	<p>Engineer has worked with EA to assess and prioritise sites. EA has given derogation until end of 2020. ADA are in the process of seeking a further derogation period.</p> <p>Apply for grant aid when replacing/refurbishing pumping stations and tidal sluices.</p>
To enable and facilitate land use for residential, commercial, recreational and environmental	(4) Planning Authorities ignore advice provided by Board	Increased flood risk. Potential for lost income	2	3	High 6 →	<p>Planning/Enforcement is undertaken by the Board's Sustainable Development Officers and issues are raised at Board and Committee meetings.</p>

SOUTH HOLLAND INTERNAL DRAINAGE BOARD
RISK REGISTER >= SCORE OF 6

STRATEGIC OBJECTIVES	RISK	IMPACT	LIKELIHOOD SCORE (1 – 3)	IMPACT SCORE (1 – 3)	RISK RATING (HIGH, MEDIUM, LOW)	RESPONSE (ACTIONS PLANNED/TAKEN)
purposes by guiding and regulating activities, which have the potential to increase flood risk.	(5) SUDs managed by private companies who allow them to fall into disrepair by lack of long term maintenance .	from SWDCs and commuted sums. Inadequate or lack of maintenance of SUDs could have an adverse impact on the IDB infrastructure and subsequently increase the risk of flooding.				<p>Officers' comments on planning applications are available on Local Authority/LPA websites.</p> <p>Officers have a good relationship with the statutory consultee, LCC.</p> <p>A SUDs adoption and charging policy was adopted by the Board at its 1 November 2016 meeting to promote IDB services for adoption of SUDs to ensure these are properly maintained in perpetuity.</p> <p>The Board adopted the variable SWDC rate and banding arising from the 2018 review undertaken in conjunction with WMA Flood and Water Manager. New rates and banding introduced wef 1 October 2018.</p>

Risk Assessment Matrix (From the Risk Management Strategy and 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.

LIKELIHOOD

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

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

Sent: 17 March 2021 16:55

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

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

Dear Phil & IDB colleagues

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

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

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

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

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

Very best regards,

Robin, Steve and Henry

Robin Price

Managing Director

[Water Resources East](#)

Steve Moncaster

Technical Director

[Water Resources East](#)

Henry Cator OBE

Independent Chair

[Water Resources East](#)

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

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

In attendance:

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

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

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

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

ID	WMA Consortium Management Committee, Minute	Action
11/21/02	The Chairman thanked the Funding and Community Engagement Officer and the ICT Manager for their Social Media Report and confirmed that this should be included as a standard CMC agenda item moving forward.	
11/21/03	The Committee were pleased to hear that a small central team were controlling all content, and that good progress was being made in communicating who we are and what we do via the relevant platforms. It was agreed and hereby RESOLVED to continue supporting our public profile through Social Media whilst exercising appropriate caution with modest financial outlay.	
12/21	DATE AND TIME OF NEXT MEETING	
12/21/01	The next meeting of the Consortium Management Committee would take place at 9.30 am on Friday 25 June 2021 at Kettlewell House and/or via Zoom.	
13/21	ANY OTHER BUSINESS	
13/21/01	Virtual Meetings	
	The Chief executive reminded those present that the temporary powers to hold virtual public meetings were due to expire on 7 May 2021. The Committee hoped that Defra would make this change permanent, enabling Boards to choose between face to face, virtual or hybrid meetings going forwards. The Chief Executive would coordinate letters to Defra in support of a permanent change, to be signed by each IDB Chairman and cc'd to ADA. RESOLVED that this be noted.	PJC
14/21	CONFIDENTIAL BUSINESS	
14/21/01	It was agreed and thereby RESOLVED to exclude the public from the next part of the meeting due to the confidential nature of the business to be transacted, in accordance with Section 2 of the Public Bodies (Admission to Meetings) Act 1960.	

Water Management Alliance

Schedule of Paid Accounts

Payment Date From : 01/12/2020

Payment Date To : 28/02/2021

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

Water Management Alliance

Schedule of Paid Accounts

Payment Date From : 01/12/2020

Payment Date To : 28/02/2021

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

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

From: 01 April 2020
To: 28 February 2021

Period To: 11
Year Ended: 31 March 2021

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

From: 01 April 2020
To: 28 February 2021

Period To: 11
Year Ended: 31 March 2021

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

From: 01 April 2020
To: 28 February 2021

Period To: 11
Year Ended: 31 March 2021

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

P J CAMAMILE MA FCIS
CHIEF EXECUTIVE

S JEFFREY BSc (Hons) FCCA
FINANCE & RATING MANAGER

From: 01 April 2020
To: 28 February 2021

Period To: 11
Year Ended: 31 March 2021

Note Notes to the Accounts and Recommended Actions

1 Administration and Technical Support Services

The group is expecting another successful year. The actual variances can be seen in each Board's Income and Expenditure Account, which explains where these differences between budget and actual have come from (please see attached).

2 Other Income

We have carried out work for an increasing number of Risk Management Authorities and others during this year, which has helped to reduce and minimise net consortium charges for the group, particularly for the WMA (Eastern) IDBs.

3 Shared Administrative Staff

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

4 Establishment Costs

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

5 Shared ICT

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

6 Other Shared Administration

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

From: 01 April 2020
To: 28 February 2021

Period To: 11
Year Ended: 31 March 2021

Note **Notes to the Accounts and Recommended Actions**

7 Other Administration

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

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

8 Shared Technical Support Staff

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

9 Other Technical Support Staff

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

10 Other Technical Support

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

From: 01 April 2020
To: 28 February 2021

Period To: 11
Year Ended: 31 March 2021

Note Notes to the Accounts and Recommended Actions

11 Shared Fixed Assets

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

(i) Fixtures and Fittings

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

(ii) ICT Equipment

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

(iii) Office Equipment

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

(iv) Vehicles

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

12 Eyecare Vouchers and Work in Progress

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

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

13 Sundry Debtors Due and Prepayments

(i) Sundry Debtors Due

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

From: 01 April 2020
To: 28 February 2021

Period To: 11
Year Ended: 31 March 2021

Note Notes to the Accounts and Recommended Actions

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

14 Vat Refundable/(Payable)

The WMA is Vat Registered (Registration Number 916410741). Vat is reclaimed from/paid to HMRC every 3 months.

15 Bank Account

28 February 2021

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

16 Petty Cash

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

17 PMH Insurance and Cycle to Work Scheme

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

From: 01 April 2020
To: 28 February 2021

Period To: 11
Year Ended: 31 March 2021

Note Notes to the Accounts and Recommended Actions

18 Creditors

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

19 Accruals

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

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

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

21 Net Pension Liability/(Asset) and Pension Reserve

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

22 General Reserve

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

Recommended Actions

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

WMA Social Media Report

5 December 2020 – 5 March 2021



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

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

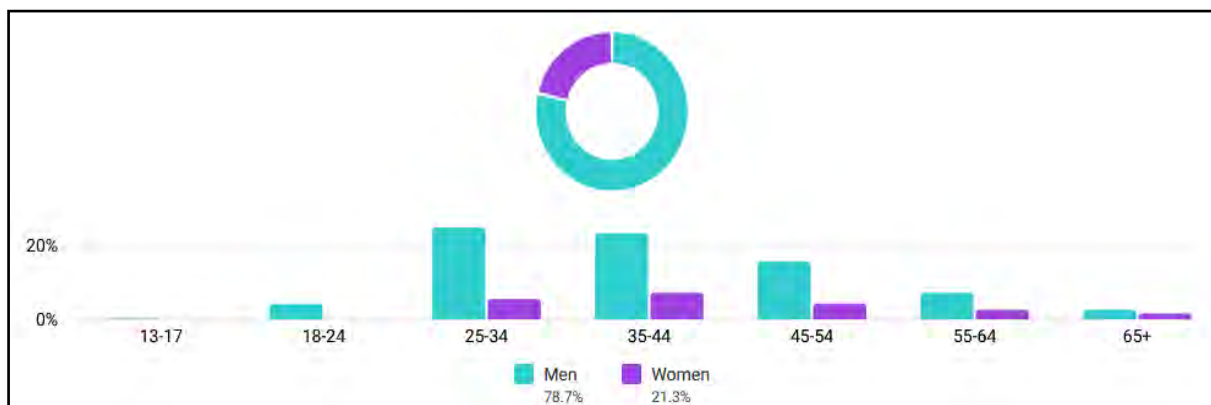
Link Clicks: Number of clicks on links within the ad that led to destinations or experiences, on or off Facebook.

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






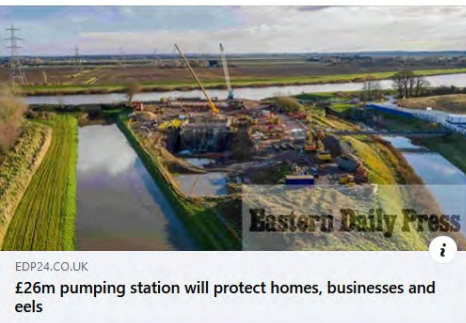
WMA Facebook Statistics (3 months):

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



WMA Top 5 Facebook Posts:

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

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



Impressions: Number of time users saw the tweet on twitter



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




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

WMA Twitter Statistics (3 months):

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

@The_WMA Top 5 Tweets:

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

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

Emma Dixon & Frances Bligh
17 March 2021

Distributed to: South Holland IDB Members

Members	PAPER COPY PACK REQUESTED
Simon Bartlett	
Allan Beal	
Francis Biggadike	YES
Anthony Casson	YES
Peter Coupland	YES
Chris Dring	
Rodney Grocock	YES
Nick Grundy	
Andrew Hay	YES
Sam Markillie (Vice-Chairman)	
Julian Perowne	
Paul Redgate	YES
Graham Rudkin	
Michael Seymour	YES
Elizabeth Sneath	YES
Ian Stancer	
Sam Taylor	
Richard Thompson	
Jack Tyrrell	
David Wilkinson	
Duncan Worth (Chairman)	

Officers	
Cathryn Brady	
Phil Camamile	
Sallyanne Jeffrey	
Caroline Laburn	
Dominic Morris	
Karl Vines	YES

South Holland IDB
Meeting 4 May 2021