

A MEETING OF THE SOUTH HOLLAND INTERNAL DRAINAGE BOARD WAS HELD VIRTUALLY VIA ZOOM VIDEO/TELEPHONE LINK ON TUESDAY, 5 MAY 2020 AT 10.30 AM.

| Elected Members | Appointed Members |
|------------------------|--|
| * S Bartlett | South Holland D C |
| C Dring | * A Beal |
| * N J Grundy | F Biggadike |
| * A G Hay | * P Coupland |
| * S A R Markillie | * P Redgate |
| * J Perowne | * G Rudkin |
| * I Stancer | M Seymour |
| S R Taylor | * Mrs E Sneath |
| R C Thompson | * J Tyrrell |
| * D R Worth | * D Wilkinson |
| | Vacancy |
| | South Holland D C/ Boston B C |
| | A Casson |
| | * Present (67%) |

Mr D R Worth in the Chair

In attendance:

Cathryn Brady (Sustainable Development Manager), Katie Byrne (Business Support Officer), Phil Camamile (Chief Executive), Cheryl Cocks (Business Support Officer), Sue Cook (PA to the CEO), Sallyanne Jeffrey (Finance and Rating Manager), Karl Vines (Catchment Engineer/Health and Safety Officer)

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| 26/20 | APOLOGIES FOR ABSENCE | |
| 26/20/01 | Apologies for absence were received on behalf of Frances Biggadike, Anthony Casson, Sam Taylor and Richard Thompson. | |
| 26/20/02 | The Chief Executive informed members that the meeting was being recorded for the purposes of minute taking only. No objections were raised. RESOLVED that this be noted. | |
| 27/20 | WELCOME AND INTRODUCTIONS | |
| 27/20/01 | The Chairman welcomed Paul Redgate and Sue Cook to their first South Holland IDB meeting. | |

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| 27/20/02 | <p>The Chief Executive advised members that changes had been made to the Board's Standing Orders which had been approved by Defra on 17 April 2020 that allowed the Board to meet virtually until 7 May 2021. These changes had been necessary to allow the Board to continue to hold lawful public meetings during the Coronavirus pandemic. RESOLVED that this be noted.</p> | |
| | <p>28/20 DECLARATIONS OF INTEREST</p> | |
| 28/20/01 | <p>There were no declarations of interest made at the start of the meeting other than those already disclosed and recorded in the Register of Member's Interests.</p> | |
| | <p>29/20 MINUTES OF THE LAST BOARD MEETING</p> | |
| 29/20/01 | <p>The minutes of the last Board meeting held on 11 February 2020 were approved and confirmed as a true record. The minutes would be signed by the Chairman at a later date. Arising therefrom:</p> | DRW |
| | <p>30/20 MATTERS ARISING FROM THE MINUTES</p> | |
| 30/20/01 | <p>SHDC Vacancy on the Board (05/20/01)</p> <p>The Chief Executive confirmed that he had written to South Holland District Council asking them to appoint another Board member but was awaiting a response. Peter Coupland confirmed that there had not been any council or group meetings during the last month or so in view of the Covid-19 situation. However, this item was to remain on the agenda and Peter Coupland would provide an update at the next Board meeting. RESOLVED that this be noted.</p> | |
| 30/20/02 | <p>Pollution in the Holbeach River (05/20/02)</p> <p>A meeting had been held with Anglian Water who were very receptive to working with the Board to resolve this problem. The Catchment Engineer confirmed that plans of the district and the Sustainable Development Manager's contact details had been sent to Anglian Water.</p> | |
| 30/20/03 | <p>Submission to Defra for Reimbursement of Additional Costs Incurred as a Direct Result of Recent High Rainfall Events (06/20/04)</p> <p>The Chairman informed the Board that he had discussed with ADA the possibility of being reimbursed for the additional costs incurred following the high rainfall events. However, due to the low number of houses affected, the Board did not meet the criteria and would not therefore be receiving any reimbursement of additional costs incurred.</p> | |

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| <p>30/20/04 20-year Capital Programme (08/20/08)</p> <p>The Catchment Engineer confirmed that the draft program had been submitted to the Chief Executive. RESOLVED that this be noted.</p> | |
| <p>30/20/05 Wiseman's Pumping Station (09/20/03)</p> <p>The motor failure in Pump 1 was still being repaired. Delivery of the new motor was awaited. The cost of the repair was reported as being approximately £27,000 + Vat.</p> | |
| <p>30/20/06 Slips (09/20/06)</p> <p>The letter to Ratepayers would be sent out shortly, advising of the length of time needed to repair slips and the request not to dig grips into the Board maintained watercourses because of the potential damage this can cause.</p> | PJC |
| <p>30/20/07 Sam Markillie reported that there was a slip along the Main Drain near Wode Farm. The Catchment Engineer confirmed that he would add this to the list of work. It was agreed that the land occupiers would be held liable for any repair costs, should they install grips in the side of the banks which lead to slips in Board maintained watercourses. RESOLVED that this be noted.</p> | KLJV/PJC |
| <p>30/20/08 Park Road (12/20/04)</p> <p>The Catchment Engineer confirmed that a letter had been sent to Lincolnshire County Council and was waiting for a response.</p> | KLJV |
| <p>30/20/09 Proposed Adoption of Watercourse – Extension of Sawfords Drain South (12/20/05)</p> <p>A reply had been received from the adjacent site owner. The Catchment Engineer had arranged to meet with them, but this was now in abeyance due to the Covid-19 restrictions.</p> | KLJV |
| <p>30/20/10 19_01936_C: Application to discharge surface water from an impermeable area of 163,011m3 at Clay Lake Bank, Spalding (13/20/02)</p> <p>The Sustainable Development Manager reported that she was waiting to receive a proposed payment schedule from the Developer for the Surface Water Development Contribution due. The Finance and Rating Manager would update the Chairman before the next Board meeting. The Finance and Rating Manager confirmed that there would need to be a fixed charge on the land to accompany the payment plan. RESOLVED that this be noted.</p> | CB/SJ |

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| 30/20/11 | 20_02103_A: Request for the Board to consider adopting a 210m length of watercourse at Chapel Gate, Whaplode (catchment D) (13/20/07) It was confirmed that a letter had been sent to the landowners. | |
| 30/20/12 | Byelaw 10 contravention. Erection of fencing within 9m of a Board maintained drain at Mole Drove, Gedney Hill (13/20/08) The Sustainable Development Manager confirmed that letters had been sent to all landowners and if necessary on-site meetings would be arranged with them as soon possible. | CB |
| 30/20/13 | Health Safety and Welfare (16/20/02) The Chairman requested that this item appear on the agenda immediately after matters arising in the future. | SC |
| 30/20/14 | Letter received from John Hayes MP re: Riparian System (16/20/03) The Sustainable Development Manager confirmed that letters had been sent to John Hayes MP and she was liaising with two homeowners. | CB |
| 31/20 | OPERATIONS REPORT | |
| 31/20/01 | The Operations Report, (a copy of which is filed in the Report Book), was considered in detail, and approved. Arising therefrom: | |
| 31/20/02 | Bushing/Tree Trimming (1.4) The Board was apprised of work which had taken place along various adopted watercourses during the last few months. Sam Markillie congratulated the team for doing this work, stating that it would prove to be very helpful in securing the Board's ability to access the drainage infrastructure for maintenance purposes in future. RESOLVED that this be noted. | |
| 31/20/03 | Plant Purchases (2.1) The New Holland Tractor T7.245 was currently in Germany having the Herder Grenadier cutter and sub-frame fitted. Delivery was expected in June 2020. | |
| 31/20/04 | Insurance Claims The Board was apprised that two insurance claims had been submitted to Insurers: a broken casing on the motor which operated the downstream door at Sutton Bridge Sluice, requiring the whole motor to be replaced at a cost of £8,437.40 + VAT and a new starter | |

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| <p>and rotor that was required for Pump 1 at Wisemans Pumping Station at a cost of £26,233, which included removal and installation of the pump.</p> <p>31/20/05 The Chairman enquired after the workforce and how they were working and keeping safe. He was informed that all operatives were back at work following strict social distancing and hygiene procedures, in line with Government guidance. Managers were ensuring that the jobs picked could be carried out safely. The Chairman requested that the workforce be given the following message of thanks that “the Board understand the difficulties the workforce have faced but are very pleased with how they have got on and adapted to the situation.”</p> <p>32/19 ENGINEERING REPORT</p> <p>32/20/01 The Engineering Report (a copy of which is filed in the Report Book), was considered in detail, and approved. Arising therefrom:</p> <p>32/20/02 Westmere Pumping Station and Sluice Refurbishment (1.1)</p> <p>Due to the risks of delay and incurring additional costs as a result of the Coronavirus Covid-19 situation, Barhale Ltd had recently stated that any additional costs would be at the Board’s risk. It was therefore decided to postpone the work for 12 months until after the threat of Covid-19 had passed.</p> <p>32/20/03 Fleet Haven Pumping Station Refurbishment (1.3)</p> <p>The Engineer reported that the order with Barhale Ltd for the civils contract had also been deferred for 12 months, due to the risks of delay and incurring additional costs. However, the order for the M&E contract for new pumps, switchgear, etc., with Bedford Pumps was still progressing.</p> <p>32/20/04 Low Fulney Area Drainage Improvement (1.3)</p> <p>The work was supposed to start on 14 April 2020 but had been delayed due to the Covid-19 situation. Barhale Ltd, who were due to carry out the work, had informed the Catchment Engineer that the cost of doing the work would have to increase due to the extra precautions incurred by Covid-19, and that these precautions were expected to remain in place for at least the next 18 months. Barhale had also quoted an extra £2,774 to undertake this work within the next 18-month period. The Engineer recommended that the Board proceed with the work at the additional cost. Lincolnshire County Council had agreed to pay 50% of these additional costs. It was agreed and thereby RESOLVED to proceed with the work as soon as possible at the revised cost.</p> | <p>KLJV</p> <p>KLJV</p> |

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| 32/20/05 | <p>Access along the South Holland Main Drain Upstream of Wisemans Bridge (4.1)</p> <p>It was noted that the Board owned land of varying widths alongside the Main-Drain which was being used by adjacent land occupiers with and without rental agreements in place. Due to difficulties accessing the drain, it was agreed that attempts should be made to establish permanent access strips along this length of drain. It was accepted that boundary marker posts may need to be installed and that a land agent would have to be employed to negotiate new rental agreements with the adjacent farmers.</p> | KLJV |
| 32/20/06 | <p>Water resources East (WRE) – Request for Funding Welland and Nene Area Water Resources Feasibility Study (4.2)</p> <p>A scoping document and application for funding had been submitted in March to WRE and H R Wallingford. A decision was expected in June 2020.</p> | |
| 32/20/07 | <p>Adoption of Private Watercourse, Fleet Hargate (4.3)</p> <p>The Chairman declared an interest in the matter and took no part in the discussion, as he farmed the land but did not own it.</p> <p>The Catchment Engineer reported that the developer had now agreed to pay for improvements up front and recommended that the watercourse be adopted on receipt of this payment. The request by Sam Markillie to model the effects of the development on levels in the Board's system would also be incorporated into the current working plans.</p> <p>Proposed: Mr S A R Markillie Seconder: Mr D Wilkinson All agreed</p> | |
| 32/20/08 | <p>Requested Abandonment of Upstream 290m of Dawsmere Drain (4.4)</p> <p>The Chairman declared an interest in the matter and took no part in the discussion, as he farmed the adjoining land but did not own it.</p> <p>It was agreed and thereby RESOLVED to abandon the upstream 290m of Dawsmere Drain, subject to the following conditions:</p> <ul style="list-style-type: none"> • The applicant agreeing to take over the maintenance of the abandoned length in full. • The riparian landowner, on the other side of the length to be abandoned, being informed of the proposal and being in agreement (including for the Board's access strip to continue through to the road even when this length of drain has been abandoned and re-aligned). | |

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| <ul style="list-style-type: none"> • The applicant to cover the Board's costs in obtaining a valuation, from a local valuer, for the land to be sold, and the applicant purchasing the land from the Board at this price. • The applicant paying all of the Board's legal costs in transferring the land and amending Land Registry plans. <p>Proposed: Mr S A R Markillie Seconded: Mr D Wilkinson Unanimously agreed.</p> | |
| 33/20 ENVIRONMENTAL REPORT | |
| 33/20/01 The Environmental Report (a copy of which is filed in the Report Book), was considered in detail, and approved. Arising therefrom: | |
| 33/20/02 Water Vole Mitigation, Fleet Haven (6.1) <p>Mitigation work in the form of repeated fortnightly flailing and strimming of the drain banks immediately upstream of Fleet Haven Pumping Station had commenced in mid-February to displace water voles from the first 20m of watercourse where the dam was due to be installed this summer. Due to Covid-19, the civils refurbishment had been postponed until next year and this mitigation work need to recommence in February 2021. RESOLVED that this be noted.</p> | |
| 33/20/03 Owl and Kestrel Boxes (6.2) <p>Due to the potential for disturbance from refurbishment works planned at Fleet Haven Pumping Station, the owl box had been temporarily taken down.</p> | |
| 34/20 PLANNING REPORT | |
| 34/20/01 The Planning Report was considered in detail and approved, (a copy of which is filed in the Report Book). Arising therefrom: | |
| 34/20/02 Three applications at Fen Road, Holbeach (19_01691_C, 19_01945_C and 20_02340_C) (3.1) <p>Members considered an application for consent to formally re-align part of the Old Holbeach River, which was owned by the Board (a copy of the proposed re-alignment is annexed to the minutes in the Minute Book). It was agreed and thereby RESOLVED to consent to this application, subject to the applicant agreeing to the Board's standard conditions, including:</p> <ul style="list-style-type: none"> • The land ownership of the to-be-created watercourse channel should be transferred to the Board, and the land ownership on which the current channel is located should be passed to the | |

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| <p>respective landowners adjacent to its current course. All associated legal and Land Registry fees are to be covered by the applicant.</p> <ul style="list-style-type: none"> • The applicant is to be responsible for all slip repairs for a period of 2 years starting from completion of the works. • The works should be undertaken by the Board to the specification agreed between the Board's Engineer and the applicant. All expenses incurred by the Board in delivering this proposal would be met by the applicant. | |
| <p>34/20/03 20_02347_C: Application to Relax Byelaw 10 for the Installation of 13 Land Title Outfalls into Lawyers Drain (near Middle Marsh Road) in Holbeach St Marks (3.2)</p> <p>The Chairman declared an interest and took no part in the debate, due to being related to the applicant.</p> <p>Members considered an application for consent to install 13 land tile outfalls into the Board's Lawyers Drain in Holbeach St Marks. It was agreed and thereby RESOLVED to consent to this application, subject to the applicant agreeing to the Board's standard conditions and specification.</p> | |
| <p>34/20/04 20_02401_C and 20_02402_C: Application to Alter a Riparian Watercourse, Including Works Within 9 metres of an Adopted Watercourse at Cowbit Road, Spalding. Additional Request for the Board to adopt the Watercourse (19-01884_A) (3.3)</p> <p>Members considered an application for consent to alter a riparian watercourse and discharge surface water via a new, larger culvert into the Board's Exeter drain, to facilitate the development of 42 dwellings off Cowbit Road, Spalding.</p> <p>It was agreed and thereby RESOLVED to consent to this application, subject to the applicant's agreement to the following conditions:</p> <ul style="list-style-type: none"> • Written agreement of the riparian landowners is obtained for the re-alignment and alteration of land levels adjacent to the drain. • The applicant being responsible for the cost of slip repairs in the improved/re-aligned watercourse for a period of 2 years after completion. • The applicant replacing the existing outfall into Exeter Drain with a larger diameter pipe and flap valve, to a specification agreed with the Board's Catchment Engineer. • The Board adopts the new watercourse to cover the anticipated lifespan of the residential development, subject to the applicant | |

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| <p>paying a commuted maintenance sum in accordance with the Board's Charges and Fees Policy.</p> | |
| <p>34/20/05 Delegated Consents (4)</p> <p>The delegated consents determined by the Chief Executive's Management Committee in accordance with its delegated authority were considered in detail and approved. There were no matters arising.</p> | |
| <p>34/20/06 Surface Water Development Contribution (SWDC) Fees (7)</p> <p>Members were apprised that six SWDC fees associated with consents granted had been invoiced and/or paid during the reporting period totalling £61,612.21 of which £14,356.65 was outstanding.</p> | |
| <p>34/20/07 The Sustainable and Development Manager reported that there had been one Commuted Maintenance fee invoiced for £971.34 which had been received during the reporting period. RESOLVED that this be noted.</p> | |
| <p>34/20/08 Enforcement Review</p> <p>Following approval of 'Stage 1 Flowchart' at the January 2020 meeting, officers were now investigating what 'Stage 2' of the Board's Enforcement protocol should look like. The Sustainable Development Manager confirmed that discussions were taking place with County Councils, ADA, DEFRA and legal firms to clarify how each may be able to provide assistance and input to the review as well as helping to resolve specific cases.</p> | CB |
| <p>35/20 HEALTH, SAFETY AND WELFARE REPORT</p> | |
| <p>35/20/01 It was agreed and thereby RESOLVED to hold one comprehensive training session annually for Board members and to include Toolbox talks/updates at each quarterly meeting under the fixed agenda item of Health, Safety and Welfare.</p> | KLJV |
| <p>36/20/02 As a member of the Health and Safety Committee, Allan Beal requested feedback be sought from the Board's operatives. It was noted that this feedback was usually given at the Board's Health and Safety Committee meetings, which employee representatives attended. It was unanimously agreed that this should continue.</p> | |
| <p>36/20 INTERNAL AUDIT REPORT FOR 2019/20</p> | |
| <p>36/20/01 The Internal Audit Report for 2019/20 as prepared by the Board's Internal Auditor, (King's Lynn and West Norfolk Borough Council's shared Internal Audit Services), together with the Chief Executive's responses and agreed actions, (copies of which are filed in the Report</p> | |

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| <p>Book), were considered in detail and approved. There were no matters arising.</p> <p>36/20/02 The Internal Auditor's recording of the substantial level of assurance awarded on conclusion of the audit was noted.</p> <p>36/20/03 The Chairman requested that he be notified of who had not completed a Declarations of Interest form, so he could follow the matter up directly with those members concerned.</p> | SC |
| <p>37/20 APPOINTMENT OF THE INTERNAL AUDITOR FOR 2020/21</p> <p>37/20/01 It was agreed and thereby RESOLVED to approve the re-appointment of the King's Lynn & West Norfolk Borough Council's Internal Audit Service (shared with Fenland District Council) as the Board's Internal Auditor for 2020/21.</p> | |
| <p>38/20 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2019/20 PART 3 SECTION 1 ANNUAL GOVERNANCE STATEMENT</p> <p>38/20/01 The Annual Governance Statement shown in Section 1 of the Annual Governance and Accountability Return for the year ended 31 March 2020 was considered in detail and approved.</p> | |
| <p>39/20 FINANCIAL REPORT, YEAR ENDING 31 MARCH 2020</p> <p>39/20/01 The Financial Report for the year ending 31 March 2020, was considered in detail, and approved, (a copy of which is filed in the Report Book). Arising therefrom:</p> | SJ |
| <p>39/20/02 The Finance and Rating Manager reported as follows: maintenance works were approx. £60,000 over budget due to increased electricity costs following the recent high rainfall events. The interest rate on investments had reduced to 0.3%. The notional pension liability had reduced this year due to the pension funds' investments performing well. The Finance and Rating Manager was requested to contact the Pension Fund Actuary at the appropriate time to establish what impact Covid-19 would have on the Pension Fund.</p> | |
| <p>39/20/03 Peter Coupland requested that a note of extra costs which had arisen from Covid-19 should be retained, as it may be possible to recover some of this back from Central Government at a future date. The Catchment Engineer and Operations Manager would advise of any additional costs incurred and would report back to Peter Coupland.</p> | |
| <p>40/20 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2019/20 PART 3 SECTION 2</p> | SJ/KLJV |

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| | ACCOUNTING STATEMENTS | |
| 40/20/01 | The Accounting Statements shown in Section 2 of the Annual Governance and Accountability Return for the year ended 31 March 2020 were considered in detail and approved. | |
| | 41/20 DATE OF COMMENCEMENT PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS | |
| 41/20/01 | 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 2020 would be available for inspection for the 30 working day period commencing 15 June 2020 and ending on 24 July 2020. RESOLVED that this be noted. | |
| | 42/20 SCHEDULE OF PAID ACCOUNTS | |
| 42/20/01 | The Schedule of Paid Accounts for the period 1 January 2020 to 31 March 2020, totalling £747,326.86 (a copy of which is filed in the Report Book), was considered in detail, and approved. There were no matters arising. | |
| | 43/20 MATERIAL CHANGES TO THE RISK REGISTER | |
| 43/20/01 | Members considered the risk register for those risks with a risk assessment matrix score of ≥ 6 . Arising therefrom: | |
| 43/20/02 | It was agreed and thereby RESOLVED to include the risk of pandemics such as Covid-19 in the Risk Register, which could potentially lead to work slippage and an escalation of operating costs. A risk assessment matrix score of 3 would be entered in the Risk Register and kept under review, moving forward. | PJC |
| | 44/20 CORRESPONDENCE | |
| 44/20/01 | There was no other specific correspondence to report. | |
| | 45/20 DATE OF NEXT MEETING | |
| 45/20/01 | The next meeting was scheduled for 10.30 am on 4 August 2020 at Marsh Reeves or via Zoom tele/video link, subject to the Covid-19 situation. | |
| | 46/20 CONFIRMATION OF COMMITTEE MEETING DATES | |
| 46/20/01 | The meeting dates for the following committees were confirmed: | |

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| <ul style="list-style-type: none"> • Conservation Committee – at 10 am on 22 June 2020 (to meet virtually via Zoom). • Joint meeting of South Holland IDB Angling Committee and Holbeach & District Angling Club – it was agreed to roll over the Annual Licence Agreement for the year 2020-21 from the previous year, subject to having sight of the Club's Public Liability Insurance Certificate. | PJC |
| <p>47/20 ANY OTHER BUSINESS</p> <p>47/20/01 There was no other business to discuss.</p> | |
| <p>48/20 OPEN FORUM: TO HEAR FROM ANY MEMBER OF THE PUBLIC WITH LEAVE OF THE CHAIRMAN</p> <p>48/20/01 There were no members of the public present at today's meeting.</p> | |
| <p>49/20 CONSORTIUM MATTERS</p> <p>49/20/01 Unconfirmed minutes</p> <p>The unconfirmed minutes of the last Consortium Management Committee meeting held on 27 March 2020 were considered in detail and approved. Arising therefrom:</p> | |
| <p>49/20/02 Relocation of WMA Office (06/20/01)</p> <p>The Chief Executive would contact the Borough Council of King's Lynn & West Norfolk for an update and report back to the Board.</p> | PJC |
| <p>49/20/03 Schedule of Paid Accounts</p> <p>The WMA Schedule of Paid Accounts for the period 1 December 2019 to 29 February 2020 totalling £473,939.28 as approved at the Consortium Management Committee meeting on 27 March 2020, was considered in detail and adopted by the Board. There were no matters arising.</p> | |
| <p>49/20/04 Financial Report</p> <p>The WMA Financial Report for the period 1 April 2019 to 29 February 2020, as approved at the Consortium Management Committee meeting on 27 March 2020 was considered in detail and adopted by the Board. There were no matters arising.</p> | |
| <p>49/20/05 Issues for discussion at the next CMC Meeting</p> | |

There were no specific issues raised by members that would require discussion at the next Consortium Management Committee (CMC) meeting on 26 June 2020. Should members wish to raise any item for discussion at the next meeting, they should contact the Board's representatives, or the Chief Executive directly: members were reminded that the Board's representatives on the CMC were Peter Coupland, Sam Markillie and Duncan Worth.

50/20 CONFIDENTIAL BUSINESS

- 50/20/01** 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.

General business session finished at 12:30 pm.

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 800metres of mudding of the Wheatmere Drain, will be completed by the first week in May 2020.

| LOCATION/DRAIN | LENGTH (M) |
|-----------------------------|------------|
| Bulb Company Drain | 435 |
| Chapel Dyke | 280 |
| Clowacre Drain | 1,825 |
| Freshwater Drain | 1,140 |
| Half Mile Dyke | 1,518 |
| Moulton East Fen Connection | 590 |
| Moulton East Fen Dyke | 1,260 |
| South Holland Main Drain | 3,210 |
| Wheatmere Drain | 8,105 |

1.3 CLEANSING/INSPECTING PIPELINES AND CULVERTS

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

| LOCATION | REMARKS |
|----------------------------------|------------------|
| 1no. Chapel Dyke | Cleaned by SHIDB |
| 2no. Freshwater Drain | Cleaned by SHIDB |
| 1no. Moulton East Fen Connection | Cleaned by SHIDB |
| 4no. Ten Foot Drain | Cleaned by SHIDB |

1.4 BUSHING/TREE TRIMMING

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

| DRAIN | COMMENT |
|--------------------------|--|
| Clowacre Drain | Bushed 62 metres downstream of Drain Bank Road |
| Well's Drain | Bushed 60 metres upstream from A16 crossing |
| Austendyke | Bushed 20 metres and removed 1 no. tree in Holt Myre's Yard |
| Eagle House | Bushed 18 metres at the end of garden on corner of drain |
| Holbeach New River | Bushed 17 metres next to the new cemetery entrance |
| Hungerdyke East | Bushed 11 metres at the road crossing on the link road |
| Whaplode River | Bushed 540 metres between Crowdyke Gate to Snaffers Lane |
| Whaplode River | Bushed 20 metres on Taylors Beet pad on Crowdyke Gate |
| Snaffers Lane | Bushed 55 metres from Mill Gate towards Snaffers Lane |
| Monmouth | Bushed 349 metres and removed various trees adjacent to old Butterfly Park |
| Pig Lane Branch | Bushed 311 metres along full length of drain |
| Claxton's Branch | Bushed 35 metres adjacent to second field from outfall |
| Austendyke East | Bushed 30 metres from Broadgate Road downstream |
| Main Drain | Bushed 147 metres near Wisbech Road |
| Main Drain | Bushed 91 metres near Green Dyke |
| Green Gate Dyke | Bushed 85 metres upstream from Green Dyke crossing |
| Dole's Drain Branch No.3 | Bushed 73 metres from outfall of Fleet River |
| Clowacre Drain | Bushed 10 crossing of Mill Dyke |
| Exeter North | Bushed 129 metres and removed 1 Large tree at Spalding Academy |
| Kinewereham Drain | Bushed 64 metres near Gimmel's Gate Tydd Road |
| Old Leam | Bushed 170 metres near outfall into the Leam |
| Old Wooden Bridge | Bushed 42 metres |
| Whaplode River | Bushed 96 metres in Whaplode Manor |
| Dawsmere | Bushed 333 metres along Old Sea Bank |
| Lutton Village Drain | Bushed 22 metres Lutton Bank to Lowgate Road |

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| Wisbech Road Drain | Bushed 85 metres from the Windmill to the round about |
| Soke Dyke West | Bushed 249 metres at Ben Rose Farm |
| Sutton Main | Bushed 109 metres at Railway Lane |
| Holbeach New River | Bushed 114 metres from Spalding Road downstream |
| Andersons Drain | Removed 1 tree near Leadenhall Road |
| Moulton East Fen Branch | Bushed 166 metres upstream of Eaugate Road |
| Little Holland | Removed 1 tree at the bridge on Frostley Gate |
| Pig Lane Drain | Removed 1 tree between Loosegate Road and Wood Lane |
| Old Exeter Drain | Removed 1 tree at the top end of Swindler's Drove |
| Watson's Drain | Removed 14 Trees third field from the Main Drain |

1.5 RUBBISH

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

| LOCATION | REMARKS |
|---|---|
| Peartree Drain (Upstream of Pumping Station) | 5no. Car tyres |
| Delgate Drain (Downstream of Fengate Drove) | 9no. Car tyres |
| Savages Low (Road crossing of Spalding Gate) | 1no. Trampoline 10no. Bin bags |
| Summer Le Sieur Land Drain (Along Cross Gate Road) | 3no. Tyres, Toaster, Plant pots and 4no. Black bin bags |
| Moulton Mere (Crossing at West Cob Gate) | 2no. Chairs, Golf bag and Plant pots |
| Old Exeter Drain (Swindler's Drove at Elm Lane) | 3no. Black bin bags |
| Snuffers Lane (All along Snuffers Lane) | 42no. Car tyres |
| Northon's Lane (At the back of House) | 1no. Car tyres and wheel |
| Main Drain (Roman Bank) | 1no. Mattress and a Tractor Tyre |

1.6 VERMIN

Vermin activity is medium throughout the Board's area.

2 PLANT

2.1 PLANT PURCHASES

The following items of plant have been purchased, as previously sanctioned by the Board, and are due for delivery before the start of this years cutting season.

| Item of Plant | Cost (excluding VAT) |
|---|----------------------|
| New Holland Tractor T7.245 | £114,450 |
| Herder Grenadier cutter with attachments | £109,070 |
| Medium Reach Volvo 360 Excavator | £160,000 |
| Herder 8.6m Cutting Basket and knives for new excavator | £27,275 |

3 SUTTON BRIDGE SLUICE

It has been 16 years since the superstructure of Sutton Bridge Sluice was shot blasted, strengthened with steel plate, and given a protective coating of paint. At the time this was estimated at 10 years to first maintenance. As such, the paint surface was beginning to show signs of deterioration and minor areas of corrosion. To ensure the Board didn't have to go through the process of shot blasting and strengthening the structure again, preventative maintenance was carried out during March/April 2020. This consisted of jet wash cleaning the whole structure, treating the minor areas of corrosion, and then applying an undercoat and top coat to give it a further estimated 10 years of protection. The work was carried out by East Coast Industries at a cost of £10,000 + VAT.





Sutton Bridge Sluice superstructure following cleaning and painting – April 2020

4 INSURANCE CLAIMS

- 4.1 As reported at the last Board meeting, the casing broke on the motor which operates the downstream door at Sutton Bridge Sluice. The whole motor had to be replaced at a cost of £8,437.40 + VAT, which includes removal and installation. A claim has been made with the Board's insurance company who are now considering the claim. This matter has been discussed with the claims Engineer Adjuster, who is currently putting together his report for the insurance company.

- 4.2 As mentioned at the last Board meeting, Pump 1 at Wisemans Pumping Station had failed on the stator core, a hole had blown outwards from the core due to a suspected weak point in the winding wire insulation. The Board's contracting engineering company have order a new stator and rotor for the pump. The estimated cost of replacing the stator and rotor is £26,233 including removal and installation of the pump. A claim has been made with the Board's insurance company who are now considering the claim. This matter has been discussed with the claims Engineer Adjuster, who is currently putting together his report for the insurance company.

5 EMPLOYEES

5.1 SICKNESS

A total of 10 working days have been lost in this reporting period due to illness up to the 27 March 2020. After this date, and up to 15 April 2020, there have been a further 49 days lost due to self-isolating cases due to possible Coronavirus symptoms to operatives, or family members of operatives, and an operative that had travelled back from an affected country.

6 HEALTH AND SAFETY

6.1 ACCIDENTS

There have been no accidents in this reporting period.

6.2 NEAR MISSES

There have been no near misses in this reporting period.

6.3 LIFTING GEAR

All the Board's lifting gear and lifting equipment has been checked by the Board's Insurance Company.

6.4 TRAINING

The following Tools Box Talks that have been given in this reporting period:

| REFERENCE NUMBER | TOOL BOX TALK SUBJECT |
|-------------------------|--|
| G-0002 | General Maintenance of Plant and Equipment |
| G-0046 | Maintenance of Electrical Equipment |
| HP-0001 | Operation of Mobile Elevating Platform |
| HP-0002 | Operation and Maintenance of Engine Driven Pumps |
| HP-0003 | General Access Scaffolds |
| Coronavirus 2 | Corona Guidance for those unable to work from home |

The following training courses have been attended in this reporting period:

| TRAINING COURSE | DATE ATTENDED | NUMBER OF OPERATIVES ATTENDED |
|------------------------|----------------------|--------------------------------------|
| Cat & Genny | 03/02/2020 | 13 No. Operatives |

| | | |
|----------------------------------|--------------------------|-------------------|
| Overhead Power Lines | 04/02/2020 | 13 No. Operatives |
| Wood Chipper | 19/02/2020 20/02/2020 | 9 No. Operatives |
| Tractor Driver refresher | 02/03/2020 | 4 No. Operatives |
| Cylinder Safety in the workplace | 04/03/2020 | 2no. Operatives |
| 180 Degree Excavator | 16/17/18/19 03/2020 | 8no. Operatives |
| 360 Degree Excavator | 20/03/2020 | 2no. Operatives |

7 RECHARGEABLE WORKS

7.1 WOODGATE FARMS LTD

Woodgate Farm Ltd have been invoiced £1,500 for flailing and basket cutting works carried out to their private watercourses.

7.2 WILLOW TREE FARM

Willow Tree Farm have been invoiced £159 for basket cutting works carried out to their private watercourse.

DOM MORRIS
OPERATIONS MANAGER

ENGINEERING REPORT

1 CAPITAL WORKS

1.1 WESTMERE PUMPING STATION AND SLUICE REFURBISHMENT

The order for the contract to replace the tidal steel sheet piling wing walls and outfall flap at Westmere Pumping Station/Sluice was due to be placed with Barhale Ltd at the end of March.

With the rising threat of delays to the work and supply chain due to the Coronavirus COVID-19 situation, Barhale made it clear that any additional costs associated with such delays would be at the Board's risk. As it was felt that this would expose the Board to considerable financial risk, the decision was taken not to place the order, but to postpone the work until after the COVID-19 threat had passed, and plan to do the work in 12 months time.

1.2 FLEET HAVEN PUMPING STATION REFURBISHMENT

As for Westmere above, the order with Barhale Ltd for the civils contract at Fleet Haven Pumping Station was due to be placed at the end of March. For the same reasons as above, the order has not been placed and the work deferred for 12 months.

The order for the M&E contract (new pumps, switchgear etc) was placed with Bedford Pumps Ltd in December 2019. The manufacture of the new pumps continues but some of Bedford Pumps' sub-contractors have shut down during the current COVID-19 lockdown period.

It is not yet known how this will effect delivery of the contract, which is not due for completion until the end of August 2020, and this depends somewhat on the duration of the lockdown. Worst case scenario is that the installation of the pumps and switchgear is delayed until the lockdown period has passed and the back log of work has been cleared.



Major castings completed for the new pumps – March 2020

1.3 LOW FULNEY AREA DRAINAGE IMPROVEMENT

The installation of the new road culvert under Weston Hills Road, Low Fulney, which was due to commence on 14 April 2020, has been delayed due to the COVID-19 situation. The contractor was experiencing difficulties with their supply chain, and felt there were significant potential delay issues which would

mean they would not be able to complete the work within the previously arranged 3 week road closure. The work is due to be resumed as soon as practicable once restrictions over COVID-19 have passed.

2 MAINTENANCE WORKS

2.1 NOTICES OF ENTRY FOR CHANNEL RE-PROFILING WORKS

Notices for the channel cleansing works which include channel re-profiling were sent out in early April.

3 SLUICES

3.1 SUTTON BRIDGE SLUICE

Sutton Bridge Sluice is currently being operated to maintain the water level in the South Holland Main Drain at the summer retention level of 0.30m ODN.

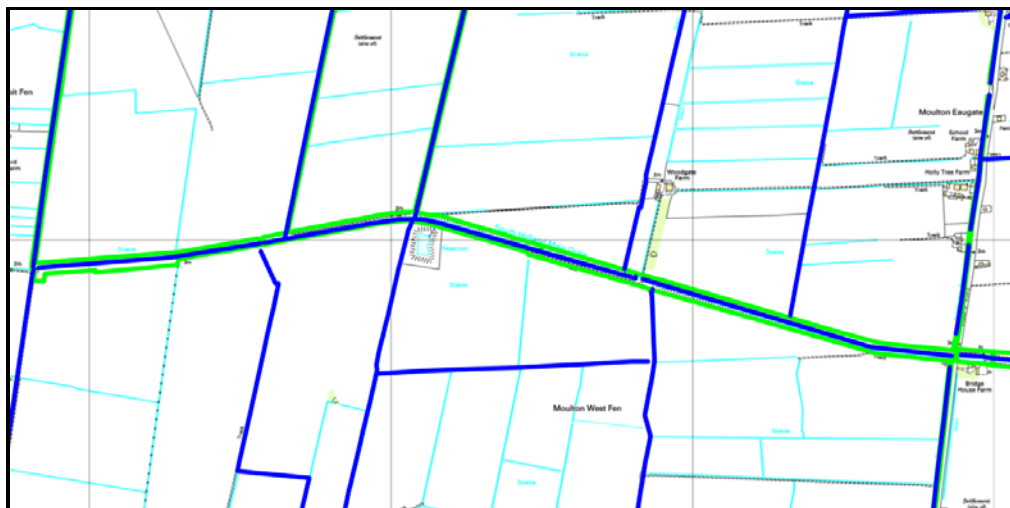
4 GENERAL

4.1 ACCESS ALONG THE SOUTH HOLLAND MAIN DRAIN UPSTREAM OF WISEMANS BRIDGE

The operations department continue to experience access problems along the South Holland Main Drain upstream of Wisemans Bridge, due to obstructions being placed in the way to prevent hare coursing and the like. Attempts have been made to negotiate the installation of bar gates to replace these obstructions but in this particular locality this has not been successful.

The Board own a strip of land alongside the South Holland Main Drain for most of this length, some of which is rented to the adjoining landowners and some of which has been farmed by the adjoining landowners for many years without any agreement. To try and secure better access for the Board it is recommended that we take a permanent access strip back. This will require some negotiation with adjacent landowners, and alterations to the existing rental agreements where they exist.

An attempt was made to implement this along the entire length of the South Holland Main Drain some years ago but was found to be a mammoth task. Looking at a shorter length like this would certainly seem more achievable but would require the services of a land agent to draw up the new agreements and negotiate with the adjacent landowners, if the Board agree to go down this route.



Plan showing the land owned by the Board, in green, along both sides of the South Holland Main Drain upstream of Wisemans Bridge

4.2 WATER RESOURCES EAST (WRE) – REQUEST FOR FUNDING WELLAND AND NENE AREA WATER RESOURCES FEASIBILITY STUDY

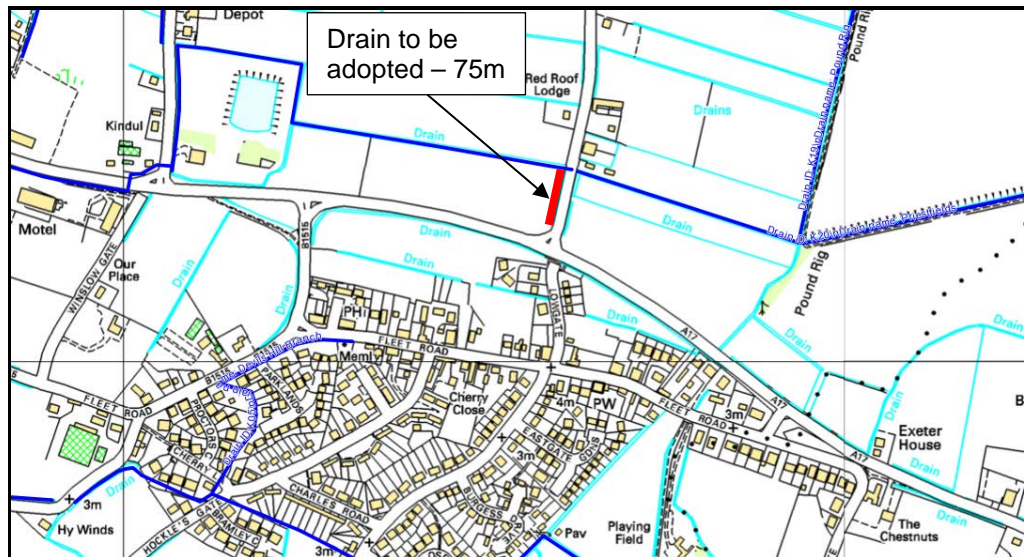
South Holland IDB, North Level District IDB, Welland and Deepings IDB, and King's Lynn IDB have come together under the banner of the Welland and Nene ADA Branch to look strategically at securing additional water resources in the Welland and Nene area, and have approached Water Resources East regarding the possibility of funding for a feasibility study in this regard.

A scoping document was prepared in March 2020 (see Appendix A of this report), and sent to WRE for consideration. WRE intend for the studies to be undertaken by HR Wallingford, and initial feedback from WRE expressed interest in taking only sections 4,6, and 7 of the scoping document forward, but WRE have agreed to pass the whole document on to HR Wallingford for further consideration.

4.3 ADOPTION OF PRIVATE WATERCOURSE, FLEET HARGATE

At the November 2019 Board meeting it was agreed, in principle, to adopt the private watercourse shown red on the plan below if the developer of the land to the south of the A17, the requirement for which instigated this adoption, agreed to pay upfront for the improvement of the watercourse to the Board's adoptable standard.

The developer has now agreed to pay for the improvement upfront, and it is therefore recommended that the watercourse is adopted immediately on receipt of this payment, and that the improvement work is carried out this coming autumn.



Location plan

4.4 REQUESTED ABANDONMENT OF UPSTREAM 290M OF DAWSMERE DRAIN

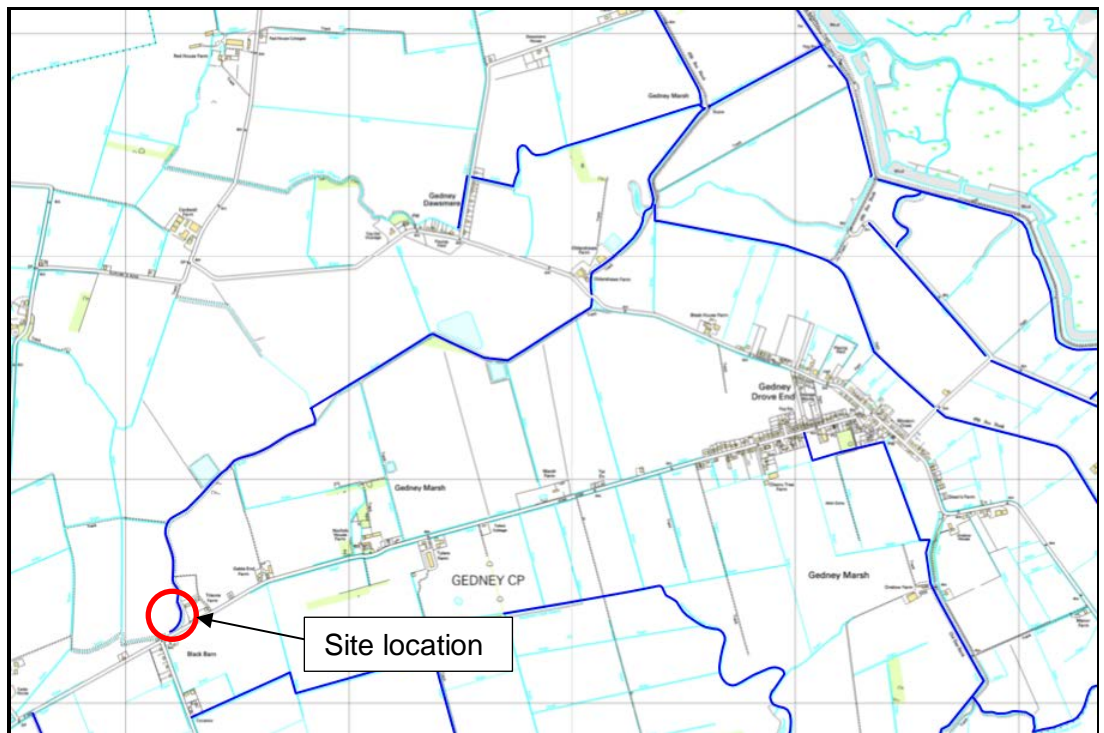
At the November 2017 Board meeting it was agreed to allow the re-alignment of the upstream end of Dawsmere Drain (which is maintained and owned by the Board) subject to the following conditions:

- As the re-alignment works will be of little benefit to the Board, the cost of these should be covered by the applicant.
- The applicant to pay for all of the Board's legal costs in transferring the land and amending Land Registry plans.
- The re-alignment to be completed to the satisfaction of the Board.
- The applicant to negotiate with the other land owner and obtain written agreement regarding land loss before work commences on site.
- The applicant to be responsible for pre-works environmental surveys of the existing route, and any mitigation measures which may arise from these.
- The old route to be backfilled to the satisfaction of the Board at the applicant's expense, taking account of any environmental mitigation measures required.
- The applicant to be responsible for the cost of any slip repairs in the new section of watercourse for a period of 12 months after completion of the works.

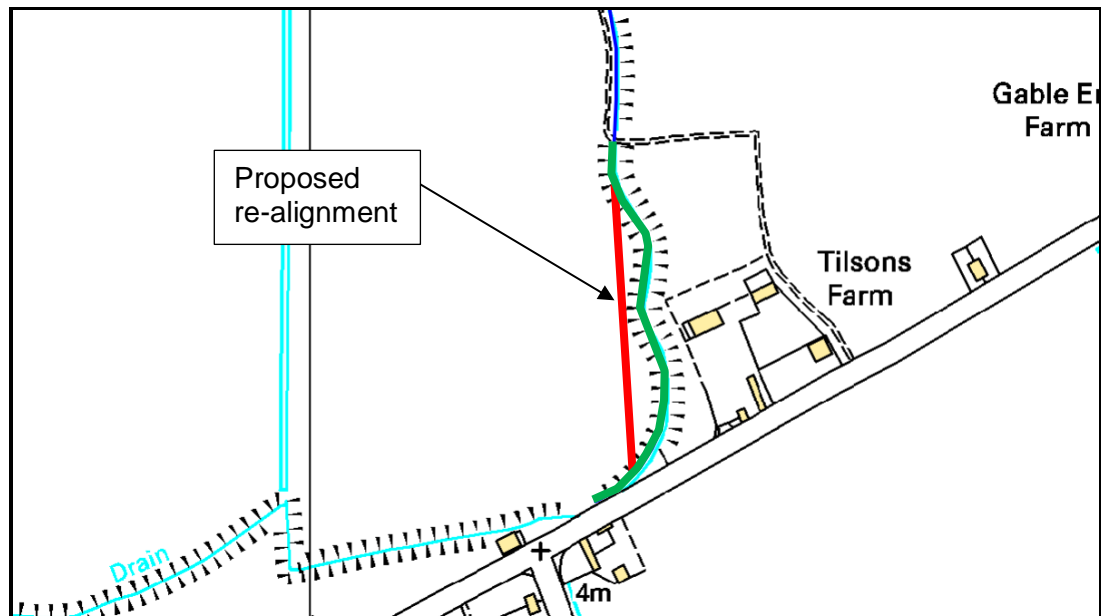
Consent has recently been officially issued on this basis, but the re-alignment work has not yet been carried out. The applicant has now come back with a further request for the Board to abandon the length of Dawsmere Drain shown in green, some 290m, and as the watercourse is owned by the Board they are prepared to purchase this area of land.

As this is the upstream end of the Board's watercourse, abandonment of this length would not have a significant effect on the wider drainage system. If the Board is agreeable to this proposal, it is recommended that it should be subject to the following conditions:

- The applicant agreeing to take over the maintenance of the abandoned length in full.
- The riparian landowner, on the other side of the length to be abandoned, being informed of the proposal and being in agreement (including for the Board's access strip to continue through to the road even when this length of drain has been abandoned and re-aligned).
- The applicant to cover the Board's costs in obtaining a valuation, from a local valuer, for the land to be sold, and the applicant purchasing the land from the Board at this price.
- The applicant paying all of the Board's legal costs in transferring the land and amending Land Registry plans.



Location plan



Dawsmere Drain, re-alignment in red, and proposed abandonment in green

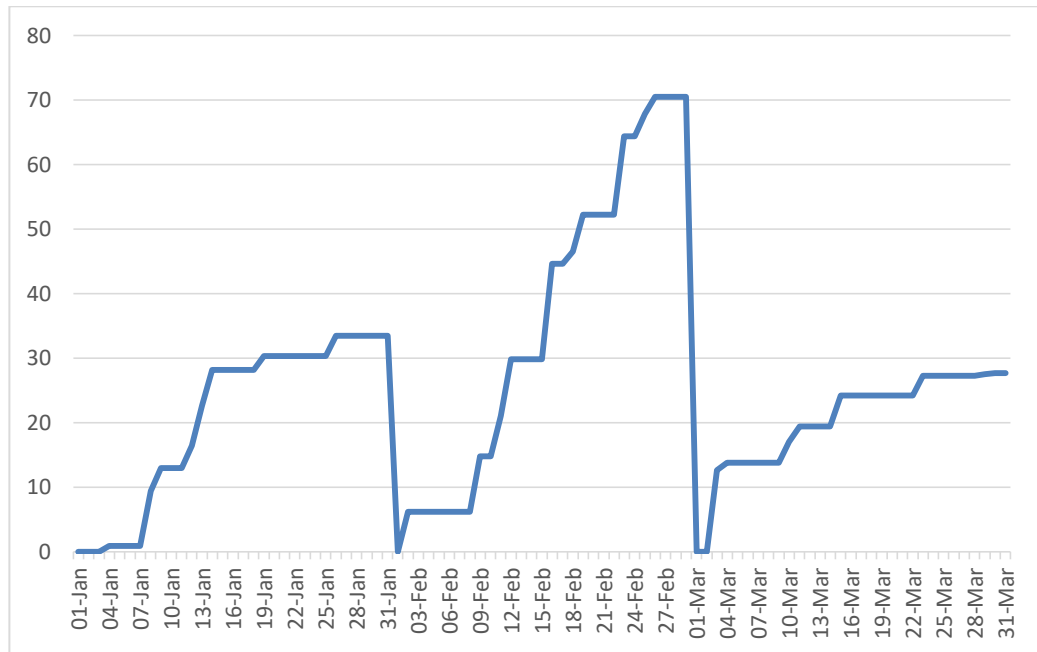
5

RAINFALL

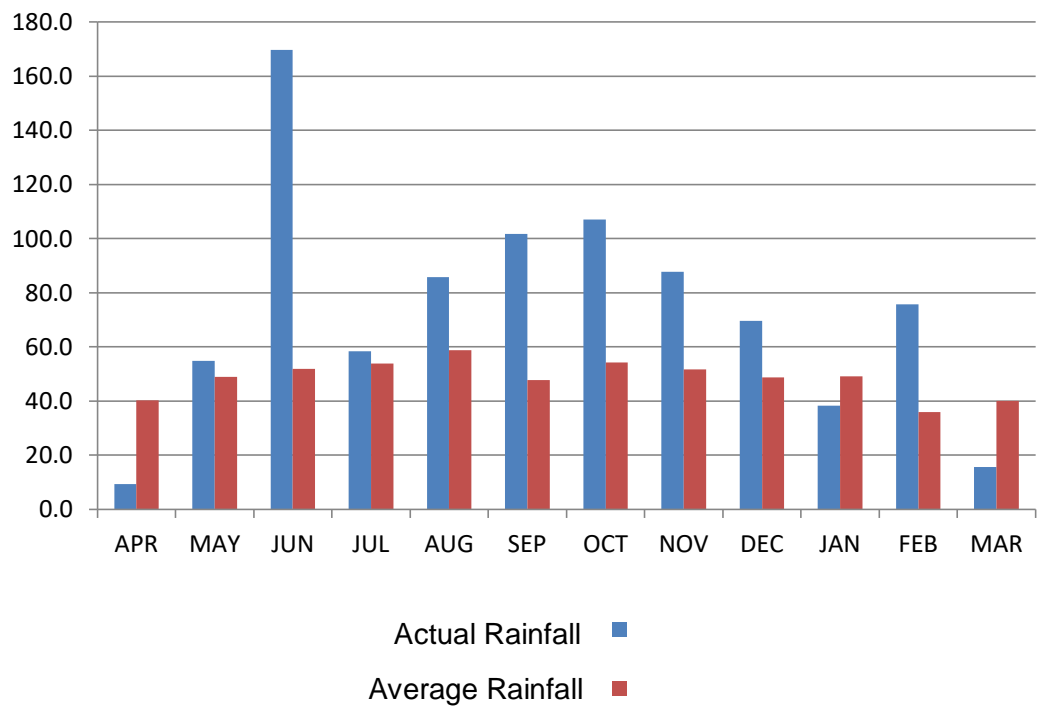
Rainfall statistics relating to stations in the Board's area for the months of January, February, and March are as follows: (recordings in mm)

| LOCATION | JANUARY | | FEBRUARY | | MARCH | | NO OF YEARS RECORDS KEPT |
|------------------------------|---------|------|----------|------|-------|------|--------------------------|
| | REC. | AV. | REC. | AV. | REC. | AV. | |
| Gedney Marsh – Norfolk House | 38.3 | 49.1 | 75.7 | 36.0 | 15.7 | 40.1 | 61 |
| Holbeach – Marsh Reeves | 33.5 | 48.4 | 70.5 | 34.4 | 27.7 | 34.8 | 35 |

**CUMULATIVE MONTHLY RAINFALL READINGS (MM)
MARSH REEVES, HOLBEACH – JANUARY, FEBRUARY, AND MARCH
2020**



**ACTUAL AND AVERAGE MONTHLY RAINFALL READINGS (MM)
NORFOLK HOUSE APRIL 2019 – MARCH 2020**



6 ENVIRONMENTAL REPORT

6.1 WATER VOLE MITIGATION, FLEET HAVEN

Water vole mitigation works in the form of repeated fortnightly flailing and strimming of the drain banks immediately upstream of Fleet Haven Pumping Station commenced in mid-February 2020. This was undertaken to displace water voles from the first 20m of watercourse where the dam was due to be installed this summer in order to facilitate the civils refurbishment of the intake piling on the pumping station. The area was surveyed by the WMA's Environmental Manager on 9 March 2020 and the position of water vole holes in this section recorded.

As this civils refurbishment has now been postponed until next year due to the COVID-19 situation, this mitigation works has now been abandoned and will recommence in February 2021.

6.2 OWL AND KESTREL BOXES

During the winter period all of the Board's owl and kestrel boxes have been cleaned out, and the two new owl boxes and the new kestrel box have been put up to replace existing boxes which were in poor condition or missing altogether.

The owl box at Fleet Haven Pumping Station has been temporarily taken down as the refurbishment work planned for this summer has the potential to disturb nesting this season. Unfortunately, although the M&E refurb is still planned to go ahead this year, the civils refurb has been postponed until 2021 which will mean this particular nest box will be out of use for two years.

K L J VINES
CATCHMENT ENGINEER

APPENDIX A – WATER RESOURCES FEASIBILITY STUDY SCOPING DOCUMENT

Welland & Nene Area

Scope of Project: Welland & Nene hydrological Study.

Research to include modelling of Welland & Nene catchments including North Level District IDB, South Holland IDB, and Welland and Deepings IDB to produce a feasibility study to include all of the following options:

1. Moving the tidal limit of River Nene – it would be useful to look at a couple of different locations for this, i.e. just downstream of Wisbech (Wisbech Town Garden report already exists), or Sutton Bridge, to see what affect this would have on the amount of fresh water available, additional feed route options this would open up, environmental impacts, drainage impacts etc.
2. Incorporating the Fens Waterway Link which will double up as an open water transfer for WRE purposes.
3. Supply of freshwater to Welland to serve the proposed new South Lincs reservoir. There should be some form of assessment of the need internally within the catchments for freshwater so that we do not allow too much to be diverted out to the reservoir and leave ourselves short. The purpose of the reservoir is to store water for use further south in the country, it is envisaged that it will not be available for use locally by agriculture and the environment.
4. Investigate options to alter flows in IDB catchments to give additional water to River Welland.
5. The above to give additional resilience re flood risk for the IDB catchments.
6. Explore the possibility of new pumping stations for point 5, possibly South Holland Main Drain outfall, possibly new discharge into River Welland for either or both of South Holland catchment and North Level catchment, and possibly for the Whittlesey washes.
7. Water quality issues – probably not a problem in North Level and Welland and Deepings, but definitely needs acknowledging in South Holland re salinity. Consider the effect this will have on options for sourcing water and open channel transfer.
8. To incorporate tourism and leisure.
9. Socio economic benefits to areas such as Wisbech.
10. Benefits to planners and developers.
11. Budget costs for above options.

It should be noted that hydraulic models are available for North Level catchment, South Holland catchment and Welland & Deepings catchment.

It is envisaged that the research will look at opportunities for improved water resources from both river catchments both for agriculture and potentially for supply to new reservoirs either in south Lincolnshire and/or Norfolk. Also the washes of both Crowland/Cowbit and Whittlesey are essential for both flood risk and the environment with Whittlesey being a SSSI and RAMSAR site. Any alteration in how these washes function will inevitably require careful

consideration and moving of the tidal limit in the Nene will inevitably alter the way these washes function. The Fens waterway link between Boston via Spalding to Peterborough is long established and sits very well with any potential open water transfer across the Fens.

Planning Report

1. Reporting Period

This planning report covers the reporting period 25 January to 20 April 2020.

2. Consent Applications

There are currently 33 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): | 0 |
| Byelaw 3 (B3) – Discharge of Surface Water (SW): | 14 |
| Byelaw 4 (B4) / Section 23 (S23), LDA 1991 – Alteration of watercourse | 9 |
| Byelaw 10 (B10)– Works within 9 m of a Board’s maintained watercourse: | 10 |
| Total: | 33 |

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 | 3 | 6 | 2 | 11 |
| Awaiting applicants acceptance of conditions: | 0 | 1 | 1 | 2 | 4 |
| Being processed by officers: | 0 | 9 | 0 | 4 | 13 |
| To be determined by the Board in this report: | 0 | 1 | 2 | 2 | 5 |
| Total: | 0 | 14 | 9 | 10 | 33 |

As is highlighted by the table immediately above there are 5 applications requiring consideration by the Board in this report. These 5 applications (plus 1 request for adoption) covering 3 sites as outlined below:

- Fen Road, Holbeach
 - 19_01691_C: Application to alter (divert) 185m of Board Owned Watercourse (Holbeach Old River)
 - 19_01945_C: Application to discharge surface water from 83 dwellings
 - 20_02340_C: Application to do works within 9 metres of Holbeach Old River
- Near Middle Marsh Road, Holbeach St Marks.
 - 20:02347_C: Application to do works within 9 metres of Lawyers Drain
- Cowbit Road, Spalding
 - 20_02401_C: Application to alter a riparian watercourse
 - 19_01884_A: Request for the Board to adopt a Watercourse

3. Items Requiring the Board's Consideration

3.1. Three applications at Fen Road, Holbeach (19_01691_C, 19_01945_C and 20_02340_C).

There are three applications to do works at Fen Road / Hall Gate, Holbeach which officers feel are ready to be determined by the Board. These are summarised as follows:

- 19_01691_C: Application to alter (divert) 185m of Board Owned Watercourse (Holbeach Old River)
- 19_01945_C: Application to discharge surface water from 83 dwellings
- 20_02340_C: Application to do works within 9 metres of Holbeach Old River

At a meeting of the Board dated 8th August 2019 approval in principle was awarded for the diversion (straightening) of a 185 metre stretch of the Holbeach Old River to improve drainage (reference 19_01691_C). The straightening was originally requested by the Board's Officers as part of the development of the surrounding area.

The Board's approval in principle was subject to the application returning to the Board once discharge arrangements from three surrounding developments (shown by figures 1 to 3 below) had been agreed by the Boards Officers. The rationale for this decision was that the three sites were proposing to discharge into the realigned section.

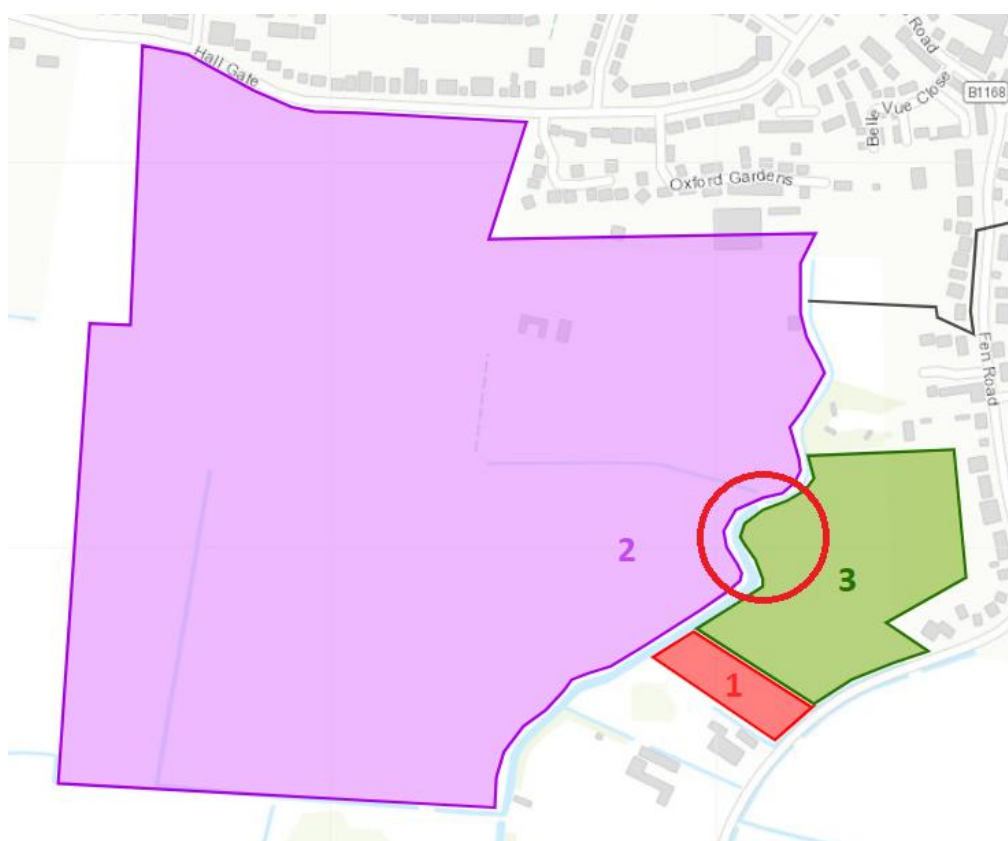


Figure 1: The three developments originally proposing to discharge to the section of watercourse to be realigned (circled red). (Ordnance Survey Licence Number 100029527 Crown Copyright 2019, all rights reserved).



Figure 2: Watercourse diversion existing route (black) and proposed new cut (green) as agreed in principle by the Board on 08/08/2019.

Since the August Board Meeting, and following a meeting on 17th February 2020, the applicant for the three development sites (figure 1) has confirmed the following:

- Site 1 (marked in red within figure 1) will no longer discharge to the section of watercourse to be realigned (instead discharging further downstream). As such the associated applications (18_0646_C & 18_0647_C) are in the final stages of being processed by officers working under delegated authority.
- Site 2 (marked in purple) is on hold, pending completion of site 3.

The applicant has also confirmed that site 3 (marked green within figure 1) is in the final design stages and as such the Board have received 2 applications for the discharge of surface water and works within 9 metres of the watercourse. The plans are reliant on the ability to alter the watercourse. These applications are presented to the Board for determination (19_01945_C and 20_02340_C) and are summarised below:

- 19_01945_C: An application to discharge surface water from 83 dwellings (14,770 m²) at a rate of 3.6 litres per second has been received. Evidence has been provided showing that the on-site drainage design is capable of storing a modelled 1 in 100 year event (plus 40% climate change allowance) on site.
- 20_02340_C: An application to do works within 9 metres of the realigned watercourse has also been received. The works are shown in figure 3 overleaf and include a discharge pipe, and a roadway no closer than 7 metres from the brink of the watercourse (once realigned).

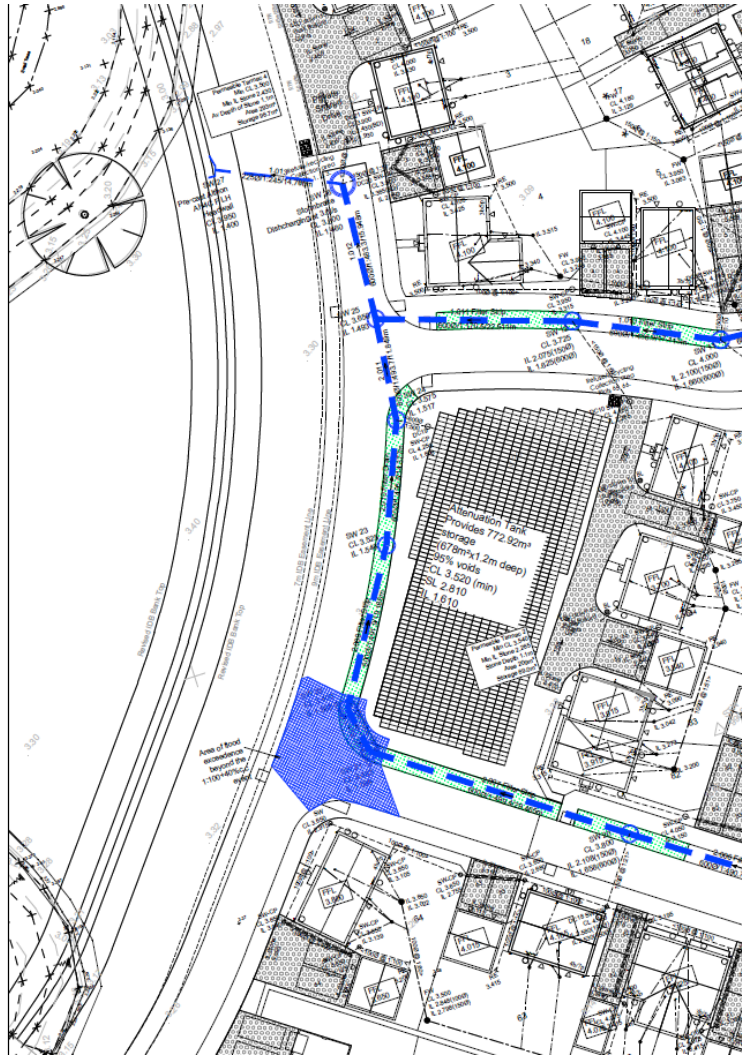


Figure 3: Proposed works within 9 metres of the watercourse to be realigned.

Recommendation: Officers recommend that the Board approve the two applications relating to 'site 3' (19_01945_C and 20_02340_C) subject to the Board's standard conditions, including the payment of a Surface Water Development Contribution, calculated as per the Board's charging policy.

Officers also recommend that the Board formally agrees to the re-alignment of the Old Holbeach River at this stage. The reason being that 'site 1' is no longer discharging to section being realigned, 'site 2' is on hold, and 'site 3' is dependent on the issuing of consent for the watercourse diversion project. Any approval would be subject to the Board's Standard conditions, including the following:

- The land ownership of the to-be-created watercourse channel should be transferred to the Board, and the land on which the current channel is located should be passed to the respective landowners adjacent to its current course. All associated legal and land registry fees are to be covered by the applicant.
- The applicant is to be responsible for all slips repairs for a period of 2 years starting from completing of the works.
- The works should be undertaken by the Board to a detailed specification to be agreed between the Board's Engineer and the applicant. All expenses incurred by the Board in delivering this proposal would be met by the applicant.

3.2. 20_02347_C: Application to relax Byelaw 10 for the installation of 13 land tile outfalls into Lawyers Drain (near Middle Marsh Road) in Holbeach St. Marks.

An application to install 13x 80mm land drains with headwalls into Lawyers Drain (N04), has been received by the Board. The application will require a relaxation of Byelaw 10 (no works within 9 metres of a Boards adopted watercourse or other drainage or flood risk management infrastructure).

The application is required to be determined by the Board, as opposed to by officers under delegated authority, as the applicant is a current Board member.

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

Supporting map and plan:

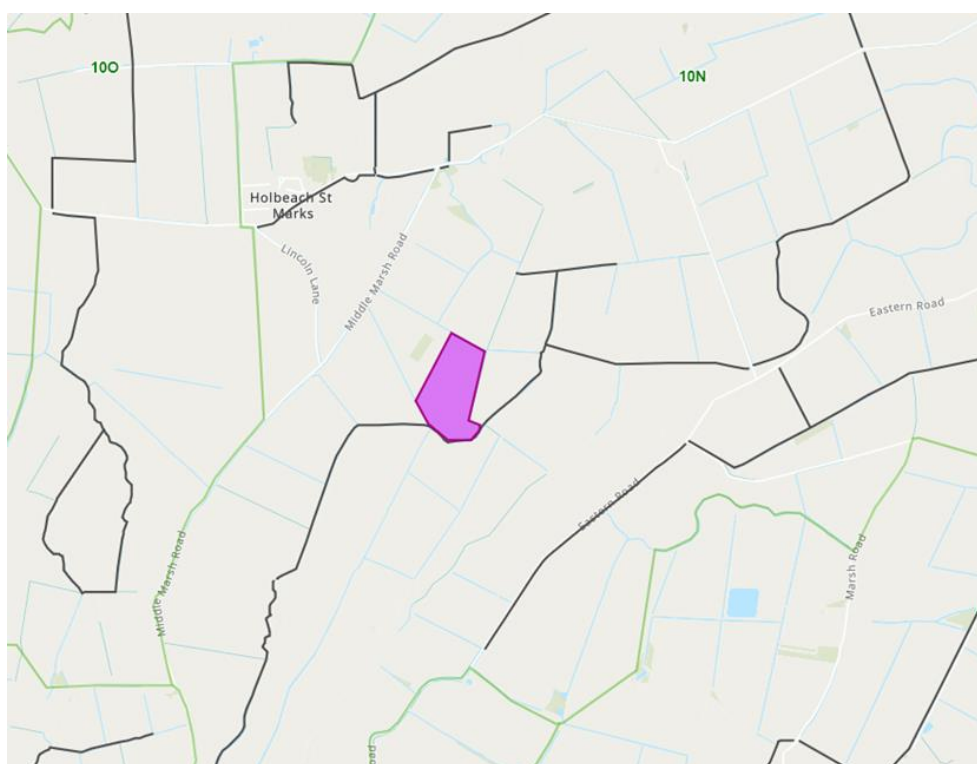


Figure 4: Map showing field in question marked in purple. (Ordnance Survey Licence Number 100029527 Crown Copyright 2019, all rights reserved).

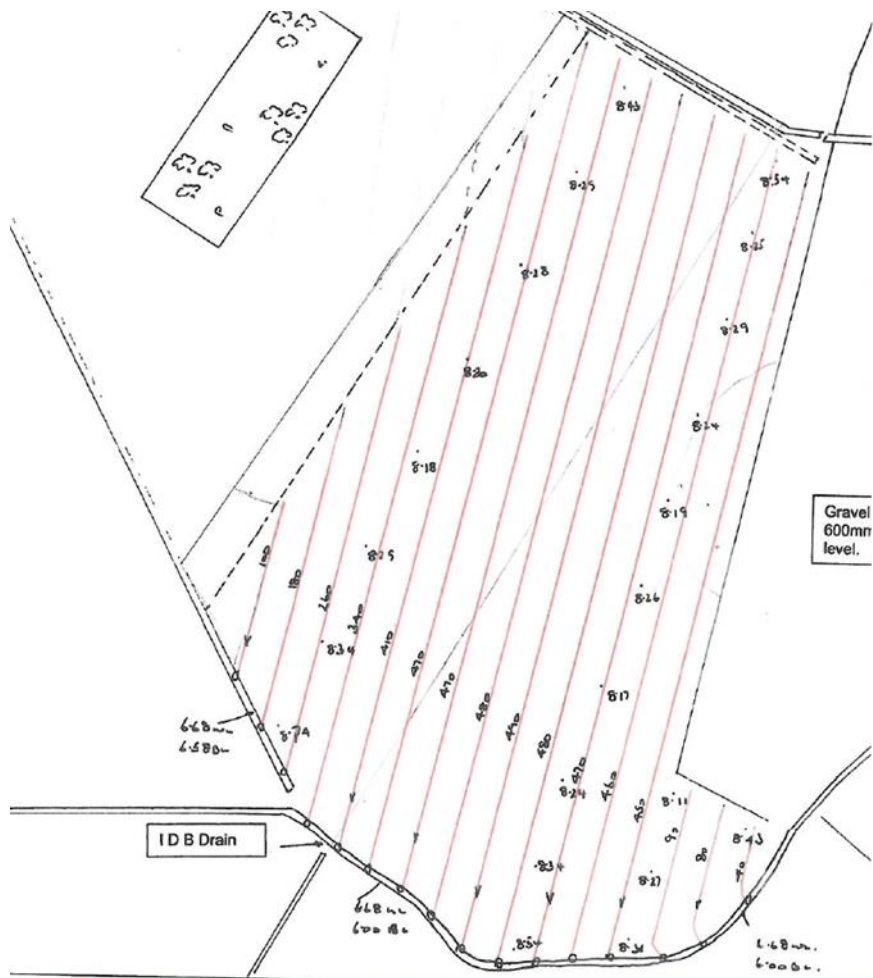


Figure 5: Extract of plan of proposed works, submitted by applicant.

3.3. 20_02401_C and 20_02402_C: Application to alter a riparian watercourse, including works within 9 metres of an Adopted Watercourse at Cowbit Road, Spalding. Additional request for the Board to adopt the watercourse (19_01884_A).

Following discussions regarding a new development and associated surface water discharge (being processed under delegated authority) an application has been received to alter the riparian watercourse to which the 42 dwelling development is proposed to drain. The application has been prompted by officers voicing concerns that the in its current state, the watercourse would not be able to efficiently convey flow from the proposed housing development.

The proposed alterations would serve to straighten the channel and increase its capacity. The plans are shown within figures 6 and 7 below and overleaf.

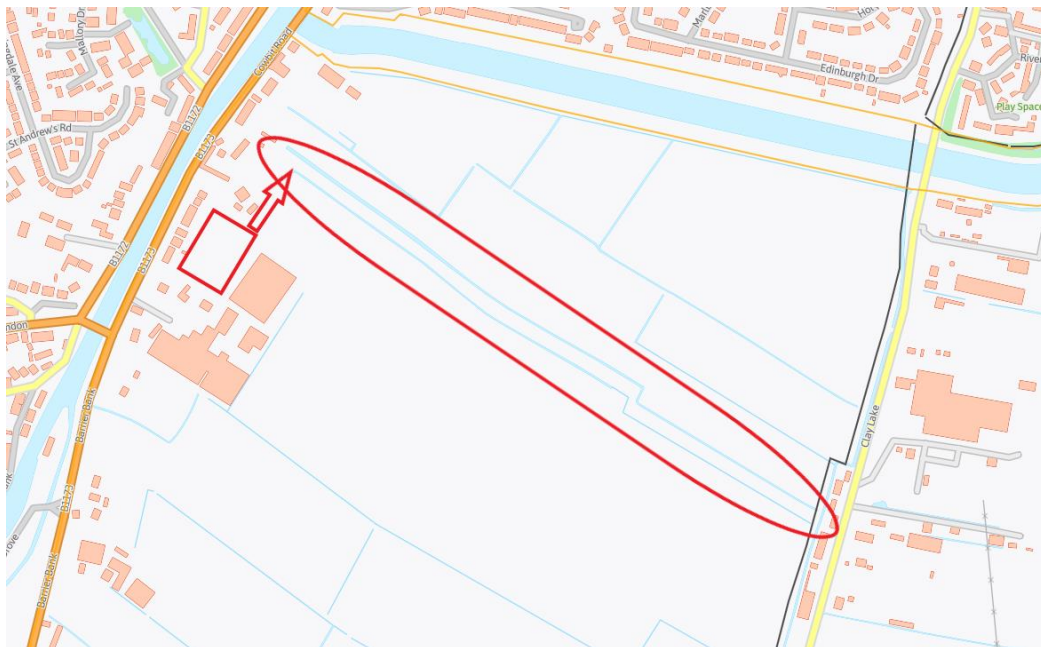


Figure 6: General location plan showing development site area (red box) and proposed drainage route to existing riparian watercourse. Exeter Drain – South to the east is marked as a black line. (Ordnance Survey Licence Number 100029527 Crown Copyright 2019, all rights reserved).

4. Consents Determined

During this reporting period, the following 29 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): | 2 |
| Byelaw 3 (B3) – Discharge of Surface Water (SW): | 4 |
| Byelaw 4 (B4) / Section 23 (S23), LDA 1991 – Alteration of watercourse | 4 |
| Byelaw 10 (B10)– Works within 9 m of a Board's maintained watercourse: | 19 |
| Total: | 29 |

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

| Case. Ref. | Case File Sub-type | Parish | Location / Site Name | Description of Application or Proposal | Determined |
|-------------------|---------------------------|---------------|-----------------------------|--|-----------------------|
| 19_01768_C | Section 23, LDA 1991 | Gedney Hill | Highstock Lane | 12 metre access culvert in Board Adopted watercourse | Granted 09/10/2020 |
| 19_01894_C | Byelaw 3 Surface Water | Moulton | Roman Road | Discharge of surface water from an impermeable area of 11,865 m ² at a restricted rate of 5.0 l/s | Granted 11/02/2020 |
| 19_01903_C | Byelaw 3 Surface Water | Holbeach | A151 | Discharge of surface water from an impermeable area of 4,429 m ² at a restricted rate of 5.0 l/s | Granted 27/02/2020 |
| 20_02161_C | Byelaw 10 | Whaplode | Whites Road | Installation of 2 land tile outfalls | Granted 10/02/2020 |
| 20_02162_C | Byelaw 10 | Whaplode | Whites Road | Installation of 6 land tile outfalls | Granted 10/02/2020 |
| 20_02163_C | Byelaw 10 | Whaplode | Peartree Hill Road | Installation of 6 land tile outfalls | Granted 10/02/2020 |
| 20_02164_C | Byelaw 10 | Whaplode | Chapelgate | Installation of 10 land tile outfalls | Granted 10/02/2020 |
| 19_01960_C | Byelaw 10 | Whaplode | Cranesgate North | Newly created fence line 7 metres from adopted watercourse | Granted 17/02/2020 |
| 19_02046_C | Section 23, LDA 1991 | Moulton | Roman Road | Infilling of 15 metres of riparian watercourse | Granted 13/03/2020 |

| Case. Ref. | Case File Sub-type | Parish | Location / Site Name | Description of Application or Proposal | Determined |
|-------------------|-----------------------------|-----------------|-----------------------------|---|-----------------------|
| 20_02157_C | Byelaw 10 | Low Fulney | Pecks Drove East | Installation of 12 land tile outfalls | Granted 05/02/2020 |
| 20_02220_C | Section 23, LDA 1991 | Long Sutton | St James Road | 18 metre access culvert in riparian watercourse | Granted 25/02/2020 |
| 19_02068_C | Byelaw 3 Surface Water | Fleet | Frostley Gate | Discharge of surface water from an impermeable area of 349 m ² at a restricted rate of 0.5 l/s | Granted 19/03/2020 |
| 19_02069_C | Byelaw 3 Treated Foul Water | Fleet | Frostley Gate | Treated foul water discharge from 1 domestic property | Granted 12/03/2020 |
| 20_02087_C | Byelaw 10 | Sutton St James | New Fen Dike | Installation of 5 land tile outfalls | Granted 28/02/2020 |
| 20_02145_C | Byelaw 3 Surface Water | Long Sutton | Station Road | Discharge of surface water from an impermeable area of 30 m ² at an unrestricted rate | Granted 28/02/2020 |
| 20_02165_C | Byelaw 10 | Whaplode | Ravens Bank | Installation of 10 land tile outfalls | Granted 20/02/2020 |
| 20_02167_C | Byelaw 10 | Whaplode | Ravens Bank | Installation of 12 land tile outfalls | Granted 20/02/2020 |
| 20_02235_C | Byelaw 10 | Holbeach | Hurdletree Bank | Installation of 8 land tile outfalls | Granted 28/02/2020 |
| 20_02236_C | Byelaw 10 | Holbeach | Holbeach Fen | Installation of 11 land tile outfalls | Granted 28/02/2020 |
| 20_02253_C | Byelaw 10 | Long Sutton | Jarvis Gate | Installation of 5 land tile outfalls | Granted 02/03/2020 |
| 20_02265_C | Section 23, LDA 1991 | Moulton | Roman Road | 286m culvert in riparian watercourse | Granted 13/03/2020 |
| 20_02268_C | Byelaw 10 | Holbeach | Hurdletree Bank | Installation of 3 land tile outfalls | Granted 04/03/2020 |
| 20_02303_C | Byelaw 10 | Whaplode | Raven's Gate | Installation of 18 land tile outfalls | Granted 24/03/2020 |
| 20_02304_C | Byelaw 10 | Whaplode | Fen Dike | Installation of 2 land tile outfalls | Granted 24/03/2020 |
| 20_02333_C | Byelaw 10 | Gedney Hill | Highstock Lane | 12 metres access culvert in Board Adopted Watercourse | Granted 17/04/2020 |

| Case. Ref. | Case File Sub-type | Parish | Location / Site Name | Description of Application or Proposal | Determined |
|-------------------|--------------------------------|---------------|-----------------------------|--|-----------------------|
| 20_02334_C | Byelaw 10 | Holbeach | Lambert Bank | Installation of 9 land tile outfalls | Granted 15/04/2020 |
| 20_02336_C | Byelaw 10 | Holbeach | Holbeach Drove Gate | Installation of 13 land tile outfalls | Granted 31/03/2020 |
| 20_02344_C | Byelaw 3 Treated Foul Water | Spalding | Marsh Road | Treated foul water discharge from 1 domestic property | Granted 24/03/2020 |
| 20_02348_C | Byelaw 10 | Spalding | Marsh Road | Installation of discharge pipe from foul water system (from 1 domestic property) | Granted 24/03/2020 |

5. Enquiries

Officers have responded to 11 enquires during the reporting period, outlined below;

| Case. Ref. | Enquiry Type | Parish | Description |
|-------------------|---------------------|-----------------|---|
| 20_02205_Q | About Regulation | Sutton Bridge | Enquiry regarding Land Drainage Consent requirements |
| 20_02245_Q | About Regulation | Weston | Enquiry regarding Land Drainage Consent requirements |
| 20_02248_Q | About Regulation | Holbeach | Enquiry regarding Land Drainage Consent Charging Policy |
| 20_02262_Q | About Regulation | Holbeach | Enquiry regarding Land Drainage Consent requirements |
| 20_02275_Q | About works | Sutton St James | Enquiry regarding works to maintenance strip |
| 20_02289_Q | About Regulation | Spalding | Enquiry regarding Land Drainage Consent requirements |
| 20_02314_Q | About works | Whaplode | Enquiry regarding crumbling parapets |
| 20_02335_Q | About Legal | Whaplode | Enquiry regarding Byelaws ahead of house purchase |
| 20_02338_Q | About Regulation | Fleet | Enquiry regarding riparian obligations and Land Drainage Consent requirements |
| 20_02363_Q | About Regulation | Whaplode | Enquiry regarding Land Drainage Consent requirements |
| 20_02397_Q | About works | Fleet | Enquiry regarding watercourse diversion |

6. Planning Comments

Officers have provided comments on 40 applications that are either in or could impact on the Boards Internal Drainage District. 2 of these applications are for major developments and are summarised below;

| Planning App. Ref. | Parish | Location | Description |
|--------------------|----------|------------|------------------------|
| H09-0095-20 | Holbeach | A151 | Commercial Development |
| H16-0104-20 | Spalding | Camel Gate | Commercial Development |

7. Fees

There have been 6 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_01820_C | North Road, Gedney Hill | £2,139.50 | 25.11.19 | YES | Discharge of surface water from an impermeable area of 275 m ² at an unrestricted rate |
| 18_00958_C | A17, Holbeach | £33,190.30 | 20.01.19 | YES | Discharge of surface water from an impermeable area of 27,430 m ² at a rate of 8 l/s |
| 19_01894_C | Roman Road, Moulton | £14,356.65 | 11.02.2020 | NO | Discharge of surface water from an impermeable area of 11,865 m ² at a restricted rate of 5 l/s |
| 19_01903_C | A151, Holbeach | £10,718.18 | 27.02.2020 | YES | Discharge of surface water from an impermeable area of 4,429 m ² at a restricted rate of 5 l/s |
| 20_02145_C | Station Road, Long Sutton | £363.00 | 11.03.2020 | YES | Discharge of surface water from an impermeable area of 30 m ² at an unrestricted rate |
| 19_02068_C | Frostley Gate, Fleet | £844.58 | 25.03.2020 | YES | Discharge of surface water from an impermeable area of 349 m ² at a restricted rate of 0.5 l/s |
| Total: | | £ 61,612.21 | | | |

There has been 1 commuted maintenance fees invoiced or paid during the reporting period. This is detailed below;

| Case ref. | Site | Amount (no VAT) | Date invoiced | Paid? | Reason for payment |
|---------------|-------------------------------------|--------------------|------------------|-------|----------------------------------|
| 18_00586_C | Bridge Road, Little Sutton | £971.34 | 09/03/2020 | YES | Adoption of a 6 metre culvert |
| Total: | | £ 971.34 | | | |

8. Planning and Byelaw Strategy Review

The previously adopted Planning and Byelaw Strategy document has been reviewed and revised to make the document more user friendly for applicants and Local Planning Officers. The document has made no material changes to the adopted policies and as such is already available via the development section of the Board's webpages (<https://www.wlma.org.uk/norfolk-idb/development/>). As always any feedback would be very welcome.

9. Enforcement Review

Following the approval of the 'Stage 1 Flowchart' at the last meeting of the Bard, officers have begun in earnest to investigate what 'Stage 2' of the Boards enforcement protocol should look like. In doing so, Cathryn Brady (Sustainable Development Manager) has begun reviewing all available resources, including historic legal advice, and has begun reaching out to several organisations including County Councils and ADA as well as DEFRA directly. Additionally, Cathryn has had initial conversations with two legal firms to clarify how each may be able to provide assistance to the review as well as specific cases. While it is anticipated that this written update will be superseded by a verbal update at the meeting, at the time of writing it seems as though WMA Boards are among several authorities (as well as ADA) who are currently investigating the enforcement options available to Internal Drainage Boards and County Councils. This has been fed back to both DEFRA and ADA.

Cathryn Brady – Sustainable Development Manager

South Holland Internal Drainage Board

Health, Safety and Welfare – Performance Review

| | Issue | ADA's Advice/Recommendation | IDB Assurance/Action for Improvement |
|----|-------------------------------------|--|---|
| 1. | Governance and leadership | The majority of Boards reported that their day-to-day managers had received HS&W training. However, there are still opportunities to ensure that a greater number of Board Members receive HS&W training. Behavior around HSW are about leadership. It is recommended that all IDBs initially focus on this area. Virtually all IDBs reported that they have an H,S&W policy, and all IDBs should review their policy to ensure that it is being fully implemented, or to see if the policy needs updating. Boards should ensure that HS&W is a standing item for discussion at every Board Meeting, including short HS&W briefings for Board Members. | Karl Vines, the Catchment Engineer/ Health and Safety Officer has the National Examination Board in Occupational Safety and Health Certificate (NEBOSH). Dom Morris, the Operations Manager/Health & Safety Supervisor has the Institution of Occupational Safety and Health Managing Safely Certificate (IOSH) and the CITB Site Management Safety Training Certificate, and Dave Sporton, the Working Foreman, has the CITB Site Management Safety Training Certificate. The Board has an annually reviewed Health Safety and Welfare Policy that is displayed in the Office foyer and Depot. The Board also have a Health and Safety Committee which meet annually to discuss a report prepared by the Health and Safety Officer, along with other Health and Safety matters. A short Accident and Near Miss report is produced by the Operations Manager for every Board Report. There hasn't been any Health and Safety training for Board Members. |
| 2. | Ensuring competence | We are pleased to note that nearly two thirds of responding Boards reported that they carry out tests to ensure that their employees are competent to undertake their work safely. Boards should ensure that all IDB operatives are tested and licensed for their competency to operate plant and equipment in connection with their jobs. | Some plant operators are subject to the Construction Plant Competency Scheme (CPCS) operated by the Construction Industry Training Board (CITB). Some plant operators have Lantra/UK Rural Skills training. Later this year all operatives are to attend Construction Skills Certification Scheme (CSCS) training in Construction Site Health and Safety Awareness. |
| 3. | Recording accidents and near misses | Several Boards reported that they do not hold sufficient records of accidents or near miss events, and lack a proper documented process for recording accidents. It is strongly recommended that Boards have distinct policies for recording accidents, incidents and near misses. This should note that all data is reviewed by the Board and that lessons learned are fed back into the updating of risk assessments potentially as hazard mitigation measures. All staff and contractors should be duty-bound to report accidents, incidents and near misses. | All accidents are recorded in the Accident Book. It is the Operations Manager's duty to record all accidents and where necessary the Health and Safety Officer will report qualifying incidents to the HSE through the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) online system, after consultation with the Board's Health and Safety Consultant. All accidents and near misses are reported at each Board meeting, and in an annual summary report presented to the Board's Health and Safety Committee. |
| 4. | Quality of advice | Review the provision of HS&W advice so that Board Members, managers and staff receive the proper and correct advice in line with their functions. | The Board employ a Health and Safety Consultant who undertake 6 monthly site visits and who are available for advice as and when required. |
| 5. | Welfare facilities | Ensure that all staff and operatives have access to appropriate toilet and mess facilities when working away from base office / depot. | This is an ongoing issue as we have a very mobile workforce. When working on a fixed site for any length of time a portable toilet or welfare cabin is provided. However, much of the Board's work is |

South Holland Internal Drainage Board

Health, Safety and Welfare – Performance Review

| | | | |
|-----|--------------------------|---|--|
| | | | mobile and transient, particularly during the annual maintenance season when the Operators are out on the machines. The Board have 5 portable toilets on permanent hire which are located at various pumping station sites around the area to increase availability to facilities for operatives working away from the depot. |
| 6. | Routine training | Plan and provide regular HS&W training updates to all staff and operatives, especially following accidents or incidents. | Routine training is given in such areas as; Avoidance of Overhead Services, First Aid, Fire Safety, Refresher plant training, Confined Spaces, etc. In-house training is achieved by regular tool-box talks as a matter of routine and also after any incidents. At this point any alterations required to the Risk Assessments and Method Statements (RAMS) are carried out if required and are always reviewed. |
| 7. | Health surveillance | Implement regular health screening for all staff and operatives. | This is a tricky area as it can be quite invasive so creating resistance among the workforce. It can be very difficult to persuade them that it is for their benefit. All operatives are to have an eye tests undertaken this year, and then ongoing annually. |
| 8. | Capacity | Ensure that the IDB has the suitability qualified resource and capacity to undertake their functions safely. In doing so, the IDB should review the opportunities for closer working with their neighboring IDBs to achieve best practice outcomes. | Efforts are ongoing to implement common Risk Assessments and Method Statements (RAMS) across all Boards in the group, however due to different work methods between the Eastern Boards and Fen Boards this is proving difficult. Our H&S Consultants have been tasked with this and it is ongoing. |
| 9. | Risk assessment | Ensure that risk assessments are undertaken for the IDBs activities. | We have a full suite of risk assessments and regular reviews of the same with our Health and Safety consultant. |
| 10. | Toolbox Talks & Training | Plan and deliver programs that provide information, instruction training and supervision for hazardous activities highlighted in risk assessments. | Tool Box Talks are undertaken regularly in respect to up and coming work. A record of tool box talks undertaken is provided in the Operations Manager's report for each Board meeting. The regularity of tool box talks is dependent on the type of work being undertaken – there are more undertaken during the winter /spring period when there is more variety in the type of work being undertaken, and less during the summer/autumn cutting season when the work is more repetitive. |
| 11. | Machinery inspection | Ensure that the IDB has a documented program of routine machinery inspection. | The Operators have a weekly plant sheet that has a section for reporting any faults etc. This is reviewed weekly by the Operations Manager and Working Foreman. Any faults are then rectified either by the service/repair contractor for the plant, or in-house by our workshop fitter. |

K L J VINES
HEALTH & SAFETY OFFICER

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



FINAL INTERNAL AUDIT REPORT

WATER MANAGEMENT ALLIANCE

**– REVIEW OF EFFECTIVENESS OF SYSTEM OF
INTERNAL CONTROL – 2019-2020**

16th April 2020



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 | 15th April 2020 |
| Management agreement received | 16th April 2020 |
| Final report issued | 16th April 2020 |

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| Appendix C – Assurance Opinion and Recommendation Priority Definitions | |
| Appendix D – Agreed Terms of Reference | |

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 |
| 5 | 5 | 0 | 0 | 10 | 0 | 5 | 1 | 6 |

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 provides administrative and management support services to the five constituent Internal Drainage Boards, namely Broads, King's Lynn, East Suffolk, Norfolk Rivers and South Holland, and to the Pevensey & Cuckmere Water Level Management Board.

Summary of Key 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 were identified which require attention by management:

- 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).
- East Suffolk IDB and Pevensey & Cuckmere hold just three Board meetings each year, therefore Board Members are not being kept fully informed of the financial position of their Board during the course of the year.
- 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.
- Of the timesheets tested, two had not been authorised by the appropriate manager.
- Board Members are not being kept fully informed of the level of assets and investments held during the course of the year. These are included in the Financial Report, which as noted above, is not presented at the last Board meeting each year.

Summary of Key Recommendations

The key recommendations arising from the audit are:

- 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.
- 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.
- 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.
- 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.

- Board Members should be kept fully apprised 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.

Summary of Agreed Actions

The Finance & Rating Manager has agreed to implement the following actions:

- A full Balance Sheet will be included in the Management Report which is presented to Boards and CMC at their meetings in December, January and February, together with supporting notes.
- 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)). The revenue charge every year (or depreciation) that is shown on the I&E Account will equate to the loan repayment, which will regularise the KLIDB General Reserve.
- Any unauthorized timesheets will be returned to the authorising manager for appropriate authorisation to enable payment to be made.
- Assets and investments will be included in the Balance Sheet as part of the Management Report presented to Boards and CMC in December, January and February.

The Chief Executive will put the recommendation to the Boards of East Suffolk and Pevensey & Cuckmere that they consider increasing the number of Board meetings each year from three to four.

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 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 2019 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 2019)" 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 2019/20 for each of the six Boards.
- 2.7 The review was undertaken during March and April 2020.

3. Background Information

- 3.1 The WMA provides administrative and management support services to the five constituent Internal Drainage Boards, namely Broads, King's Lynn, East Suffolk, Norfolk Rivers and South Holland, and to the Pevensey & Cuckmere Water Level Management Board.

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. | Full |
| 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. | Substantial |
| 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. | Substantial |
| 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. | Substantial |
| 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 and wages have been paid correctly, and that PAYE and NIC have been paid over to HMRC correctly and in a timely manner. | Full |
| 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. | Substantial |
| 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 and due dates for their implementation.

- 4.3 A total of 14 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 14 recommendations, 10 have been actioned, three partly actioned and one did not require any action to be taken by management. The three recommendations which are currently in the process of being implemented are:
- Physical verification of assets is in progress; not completed for the WMA Eastern Boards due to Covid-19 outbreak;
 - As at 4th March 2020, out of a total of 152 Members across all six Boards, 13 (9%) had not filed a declaration of interest return and six (5%) had not completed the return fully;
 - Norfolk Rivers and East Suffolk IDB have agreed to reduce the number of Members; Broads IDB decided not to reduce the number of their Members.
- 4.4 Appendix C provides definitions of the Internal Audit assurance opinions given in the report and of the recommendation priorities.
- 4.5 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 Chief Executive of the Water Management Alliance.

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
 - Trish Walker, Finance & Rating Officer
 - Amy Taylor, Finance & Rating Officer.

Findings, Risks, Recommendations and Management Action Plan

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 |
|----------|---|---|-----------------|---|--|
| 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). 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 in the Management Reports, 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> |
| 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</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 | Medium | I will put this to both Boards when they next meet, but doubt they will agree or consider it to be necessary. | <p>Chief Executive</p> <p>June 2020</p> |

Findings, Risks, Recommendations and Management Action Plan

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 |
|----------|--|--|-----------------|---|---|
| | <p>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 appraised of the financial position of the IDB frequently enough.</p> <p><u>Risk</u> Risk that Board Members are not being appraised of the financial position of the Board frequently enough.</p> | of their Board's financial position during the course of the year. | | <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> | |

Findings, Risks, Recommendations and Management Action Plan

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 |
|----------|--|--|-----------------|--|--|
| 3. | <p><u>Finding</u></p> <p>Each IDB aims to maintain their General Reserve at a level commensurate with their net expenditure:</p> <ul style="list-style-type: none"> • Broads – no less than 20% of net expenditure i.e. £200k • East Suffolk – between 20-25%; no less than £50k. • King’s Lynn – 20-25%; no less than £600k. • Norfolk Rivers – not less than 25%; i.e. £100k. • South Holland – 20-25%; i.e. £600k. • Pevensey & Cuckmere – 20%. <p>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 part-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> |

Findings, Risks, Recommendations and Management Action Plan

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 |
|----------|--|---|-----------------|---------------------|--|
| 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> |

Findings, Risks, Recommendations and Management Action Plan

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 |
|----------|--|---|-----------------|---------------------|---|
| 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 or expenses sheet; • Timesheet or expenses sheet signed by employee; • Timesheet or expenses sheet authorised by the appropriate officer. <p>The following exceptions were identified:</p> <ul style="list-style-type: none"> • C. Rowley (South Holland) claimed three non-taxable miles on his timesheet for w/e 30/12/19 for which he was not paid; • M. Norman (King's Lynn) claimed a total of 31.2 basic hours on his timesheet for w/e 15/06/19 but was only paid for 30.2 hours; • A. Cullingford's (Broads) timesheet for w/e 21/06/19 was not authorised (out of a total of 21 timesheets tested); • J. Voutt's (King's Lynn) timesheet for w/e 29/12/19 was not authorised (out of 30 timesheets tested). <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> | <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.</p> | Medium | Agreed. | <p>Finance and Rating Manager</p> <p>With immediate effect.</p> |

Findings, Risks, Recommendations and Management Action Plan

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 |
|----------|--|---|-----------------|----------------------------------|--|
| 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 apprised 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 apprised of the level of assets and investments held by the Board.</p> | Board Members should be kept fully apprised 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. | <p>Finance and Rating Manager</p> <p>December 2020, January and February 2021.</p> |

Follow-up of Previous Report's Recommendations

Control Objective 5: To ensure that a robust framework is in place demonstrating compliance with GDPR and DPA 2018.

| Rec. no. | Finding / Risk | Recommendation | Priority Rating | Management Response | Responsible Officer and Agreed Due Date | Follow-up of Agreed Action |
|----------|--|--|-----------------|---|---|--|
| 1. | <u>Finding</u> The Risk Management Policy does not state the frequency of review, who it is to be reviewed by and when it is next due for review. The policy was last reviewed in January 2017 and is generally reviewed by the Board every three years, or earlier if there are any changes advised by the JPAG Practitioners' Guide. | The Risk Management Policy should state how often it should be subject to review, who it is reviewed by (i.e. the Board) and when it is next due for review. | Low | Agreed. RMP has been updated and the new front pages of the policy uploaded to the WMA website for all six Boards. | Phil Camamile, CEO WMA. Completed. | Actioned. Front sheet of each Board's RMP state: <ul style="list-style-type: none"> • Date last updated – January 2017 (to be reviewed every 5 years); • Next review date – January 2022; • Reviewed by the Board. South Holland's RMP states that it was last reviewed in November 2016 and is next due for review in November 2021. |
| 2. | <u>Finding</u> Each Board's Risk Register only gives the current risk score; they do not give the target risk score i.e. the risk score which the organisation is working towards. By showing both target and current risk scores, it can be seen if any progress has been made in mitigating each risk. It is not clear who the responsible officer is for addressing each risk. The Good Governance Guide for IDB Members (Nov 2018) states, at 10.2.2, that the IDB's Risk Register should | Management should consider enhancing the format of each Board's Risk Register so that it includes the following details: <ul style="list-style-type: none"> • Strategic objectives; • Risks – key risks to achieving strategic objectives; • Key controls – those controls/systems currently in place to mitigate each risk; | Low | The CEO stated to Internal Audit that the Risk Registers used to be laid out in the format as recommended, but that in 2017 it was decided to change them to follow the "simpler" format set out in Section 5, Appendix 1 of the JPAG Practitioner's Guide 2017. The Risk Registers do still show the strategic objectives agreed by the five Boards every year and all risks are linked to these objectives. | No required action. | The "simpler" format of the Risk Register is appended to each Board's RMP. |

Follow-up of Previous Report's Recommendations

Control Objective 5: To ensure that a robust framework is in place demonstrating compliance with GDPR and DPA 2018.

| Rec. no. | Finding / Risk | Recommendation | Priority Rating | Management Response | Responsible Officer and Agreed Due Date | Follow-up of Agreed Action |
|----------|--|---|-----------------|--|---|----------------------------|
| | <p>assign ownership for each risk. The ADA Risk Management Strategy & Policy template includes a suggested format for a Risk Register, which differs to the format currently used by each Board. The ADA Risk Register includes the following column headings:</p> <ul style="list-style-type: none"> • Strategic objectives • Risks • Key controls – what controls/systems are in place to mitigate these risks? • Assurances on controls – what evidence shows controls / systems are effective? • Risk score • Gaps in controls – where are there no controls or ineffective controls? • Gaps in assurance – where is further evidence of effective control required? • Action plan – what should we do to rectify the situation? • Responsible officer / implementation date. | <ul style="list-style-type: none"> • Assurances on controls – evidence demonstrating that the systems and controls in place are effective in mitigating the risk; • Current risk score; • Gaps in control – where controls are lacking or are ineffective; • Gaps in assurance – where is further evidence of effective control required? • Action Plan – actions/controls required to meet target risk score; • Target risk score • Officer responsible for implementing required actions; • Due date for reaching target risk score; • Update on required actions/controls; • Current status. | | <p>Following guidance received from External Audit, it has been decided to keep the current format of the Risk Registers (following the JPAG best practice guidance). However, the CEO is to raise the possibility of amending the current risk register format with JPAG.</p> | | |

Follow-up of Previous Report's Recommendations

Control Objective 5: To ensure that a robust framework is in place demonstrating compliance with GDPR and DPA 2018.

| 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>From benchmarking the WMA's Data Protection Policy against a sample of Borough Councils' own such policies, there are a number of areas which are not included in the WMA policy:</p> <ul style="list-style-type: none"> Risks to compliance with DPA/GDPR, such as accidental or deliberate breach of data protection, potential sanctions imposed against WMA by the ICO as a result of loss or misuse of data, and potential legal action from data subjects following a breach. Staff responsibilities regarding data protection/GDPR. Duties of the Data Protection Officer. Data Breaches – brief mention in the policy but the procedure for dealing with data breaches is not included. Breach of policy by a Member or staff – the WMA policy does not state that failure to comply with the policy could amount to misconduct, which could be a disciplinary matter, leading to the dismissal of staff, and serious breaches could result in personal criminal liability. Breach of the policy by a Member would be a potential breach of the Members' Code of Conduct. A data protection breach could lead to individual officers or Members being prosecuted under GDPR, not just WMA. | <p>The WMA Data Protection Policy should be enhanced by including the following:</p> <ul style="list-style-type: none"> Risks of non-compliance; Staff responsibilities relating to Data Protection and GDPR; Process for dealing with data breaches; Breach of policy by staff or Member; Duties of DPO. | Low | Agreed. The Data Protection Policy document will be revised to include the points as recommended at the next scheduled policy review. | Phil Camamile, CEO WMA. 31 st December 2019 | <p>Actioned.</p> <p>Data Protection Policy was reviewed in July 2019; it is next due for review in July 2024.</p> <p>Point 1.4 of the policy outlines the responsibilities of employees.</p> <p>Appended to the policy is a Data Breach Questionnaire which is required to be completed and sent to the DPO if a data breach occurs.</p> <p>The duties of the DPO are briefly referred to in section 4 – Data Handling, which states that each WMA Member Board shall have an appointed DPO who will be the point of contact for any data protection or personal data, processing and/or queries.</p> <p>Section 4.6 of the Information Security Systems Acceptable Use Policy states that failure to comply with the policy could lead to disciplinary action being taken and serious breaches could also result in personal criminal liability, with individual officers and/or members being prosecuted. At the request of Internal Audit, the CEO has agreed to include a paragraph regarding any breach of the policy in the Data Protection Policy.</p> |

Follow-up of Previous Report's Recommendations

Control Objective 5: To ensure that a robust framework is in place demonstrating compliance with GDPR and DPA 2018.

| Rec. no. | Finding / Risk | Recommendation | Priority Rating | Management Response | Responsible Officer and Agreed Due Date | Follow-up of Agreed Action |
|----------|--|---|-----------------|---|---|---|
| 4. | <u>Finding</u> According to a spreadsheet provided to Internal Audit, of the 32 members of staff at WMA who are required to undertake GDPR training, only 11 to date have completed the online training. However, the CEO and Data Manager have given guidance/training on GDPR compliance to all of the other staff shown in the spreadsheet at a number of Internal Best Practice meetings, which are held quarterly. Therefore, most staff and all Line Managers are therefore aware of the requirements of GDPR and the Information Security & Systems – Acceptable Use Policy, as it affects them. | All relevant members of staff should receive appropriate training in GDPR and Data Protection. | Low | All of the key staff have had GDPR training. Those staff that have yet to receive any external training as shown in the spreadsheet will receive an appropriate “lower level” of training in due course, but it is not a priority for them because of the nature of their roles. Not everyone in the spreadsheet has access to personal data. | Phil Camamile, CEO WMA. 31 st December 2019 | Actioned. All staff have now had GDPR training and Cyber Security Training, which has been provided by an external consultant (please see the Certificates of Attendance and Invoice attached). |
| 5. | <u>Finding</u> WMA does not have a written policy/procedural document describing the process to be followed in the investigation and reporting of data breaches. At present, WMA refers to the ICO website guidance with regards to reporting a data breach. | Management should consider compiling a written policy/procedure detailing the process to be followed in the investigation and reporting of data breaches. | Low | Agreed, although this is covered briefly in the Information Security & Systems - Acceptable Use Policy (particularly 4.4). | Phil Camamile, CEO WMA. 30 th September 2019 | Actioned. The WMA now has separate Data Breach Procedures which cover this. |

Follow-up of Previous Report's Recommendations

Control Objective 6: To ensure that asset registers are complete, accurate and properly maintained, that stock is held securely, and that robust security of assets is in place.

| Rec. no. | Finding / Risk | Recommendation | Priority Rating | Management Response | Responsible Officer and Agreed Due Date | Follow-up of Agreed Action |
|----------|---|---|-----------------|---|---|--|
| 6. | <u>Finding</u> The JPAG Practitioners' Guide (March 2018) at point 5.57 lists the key information which is needed in an asset register. This recommends that an asset register should include the location of the asset and the responsible officer (the guidance states that it may be appropriate to assign responsibility for each asset to members of staff). It is noted that the Boards' asset registers do not include location or responsibility. However, assets listed in the Fixed Asset Register are either located at each Board's depot or working in/alongside the infrastructure within the drainage district. | In accordance with the JPAG guidance, each Board's asset register should include location of the asset and the officer responsible for each asset. | Low | Agreed, although each Board's Financial Regulations clearly state who is responsible for its tangible fixed assets (Section R: Security). | Phil Camamile, CEO WMA. 30 th September 2019 | Actioned. All Fixed Assets have been assigned to a responsible officer, and their location and assignment will be shown on the month 12 financial report for 2019/20, and on all financial reports in future, moving forward. |
| 7. | <u>Finding</u> There is a lack of evidence of an annual physical verification of assets, listed on each Board's asset register, taking place. Point J.4 of the Financial Regulations states that at least once a year, the Finance Officer will confirm the accuracy of the fixed asset register by carrying out a physical inspection of the Board's assets. Some managers do | In accordance with the Financial Regulations, an annual physical verification of all assets recorded on each Board's Fixed Asset Register should be undertaken so as to confirm the accuracy of the register. | Medium | Agreed. A process of undertaking annual checks of assets held at each depot will be introduced. This will include the verifying of asset IDs and taking photographs of assets, evidencing the checking process. | Phil Camamile, CEO WMA. 30 th September 2019 | Partially Actioned (not completed for all Boards due to COVID-19) Full physical verification of fixed assets for SHIDB and KLIDB have been completed. The Senior Finance & Rating Officer alongside the Operations Manager for |

Follow-up of Previous Report's Recommendations

Control Objective 6: To ensure that asset registers are complete, accurate and properly maintained, that stock is held securely, and that robust security of assets is in place.

| Rec. no. | Finding / Risk | Recommendation | Priority Rating | Management Response | Responsible Officer and Agreed Due Date | Follow-up of Agreed Action |
|----------|---|---|-----------------|---------------------|--|---|
| | check their assets periodically; however, this is not evidenced. Monthly financial reports, which include the Board's asset register, are sent to each manager; therefore, managers should be aware of the assets they are responsible for. | | | | | <p>each Board enacted this. This will happen annually at an agreed time.</p> <p>This has only been partially actioned and not completed for the WMA Eastern Boards due to the restrictions of COVID-19 (this was planned for March 2020).</p> |
| 8. | <p><u>Finding</u></p> <p>WMA maintain an inventory of IT equipment held by staff; however, there is a lack of assurance that the inventory is up to date. The Data Manager is currently undertaking an audit of IT equipment such as laptops, phones and printers provided to staff for use in their work, which they may have at home. An email was sent to relevant staff asking them to confirm details of any such items held by them; to date, only a few have replied back. It should be noted that this only applies to the three WMA Eastern Boards where most staff work from home; it does not apply to the other three Boards.</p> | The inventory of IT equipment held by staff for their use at home should be updated. This should be referenced when staff leave the organisation to ensure that all such equipment is returned. | Low | Agreed. | Phil Camamile, CEO WMA. 30 th September 2019. | <p>Actioned.</p> <p>Inventory Register has been updated during the year.</p> |

Follow-up of Previous Report's Recommendations

Control Objective 7: To ensure that robust governance arrangements are in place.

| Rec. no. | Finding / Risk | Recommendation | Priority Rating | Management Response | Responsible Officer and Agreed Due Date | Follow-up of Agreed Action |
|----------|---|---|-----------------|---|--|---|
| 9. | <u>Finding</u> Board Members are not required to make an annual declaration of interests; a new form is required for each new term of office i.e. every three years. However, it has been made clear to Members that the requirement for ensuring their details are correct rests with them; this is included in the Members' Code of Conduct (section 13) and on the first page of the Declarations of Interest Form (item 1). | In the absence of Members submitting an annual declaration of interests form, an email should be sent to each Member each year asking them to confirm their current declaration as being correct and up to date. Members should be given 28 days to respond; if no response is forthcoming, the assumption can be made that there is no change. However, it should be made clear to Members that the requirement for ensuring that their details are correct rests with them. | Low | Agreed; an email will be sent to all Board Members every year. | Phil Camamile, CEO WMA. 31 st December 2019 | Actioned. Declarations of Interest (DoI) Logs have been completed. Further evidence of emails that have been sent to Board Members can be provided on request. |
| 10. | <u>Finding</u> A review was undertaken of the declaration of interest's forms filed by Members on each Board's website. This identified that of the 142 current members across the 6 Boards, only 93 members (65%) had submitted a fully and correctly completed declaration of interests form; 14 members had not filed a return and 35 had not completed the form correctly/fully. At the top of the form it clearly states that where a | All Members should complete a declaration of interests form for each new term of office i.e. every three years. | Low | Agreed. Members are always asked to submit a declaration of interest form and most do. Due to a lack of resources, the website is not always kept up to date. The CEO has been through all of the Dols received during the last financial year and has updated the website. | Phil Camamile, CEO WMA. Completed | Partly Actioned. Members' Dols for each Board were reviewed on the website (as at 4 th March 2020). Out of a total of 152 Members across all six Boards, 13 (9%) had not filed a return and 8 (5%) had not completed the return fully. This is broken down as follows: |

Follow-up of Previous Report's Recommendations

Control Objective 7: To ensure that robust governance arrangements are in place.

| Rec. no. | Finding / Risk | Recommendation | Priority Rating | Management Response | Responsible Officer and Agreed Due Date | Follow-up of Agreed Action |
|----------|---|----------------|-----------------|---------------------|---|---|
| | <p>question does not apply then the member should put "NONE" and that they should not leave any boxes blank. One member had only signed and dated the form, leaving all of the questions blank; another had answered just one question, leaving the rest blank. Several members had left some questions blank, while others had crossed through a question rather than writing "NONE". All forms had been signed.</p> <p>Members are required to complete a declaration of interest form every 3 years i.e. at each new term of office. However, several forms were identified dating longer than that, typically from 2015, although one appeared to date from 2011, and another from 2013. It should be noted that Members are also required by law to declare an interest in any of the business being transacted at each Board meeting (this is a standard agenda item); such declarations are regularly made and always minuted.</p> | | | | | <ul style="list-style-type: none"> • Broads – 4 (appointed) Members out of a total of 39 had not yet filed a return; of those DoIs filed, all had been completed fully, and signed and dated. • East Suffolk – 1 not completed fully; 3 (appointed) Members not filed a return (out of a total of 23). • King's Lynn – 3 not completed fully; 1 (appointed) Member not filed a return (21 Members in total). • Norfolk Rivers – 2 not completed fully; 2 not filed a return (out of 31 Members). • South Holland – 1 not completed fully; 2 (appointed) Members not filed a return (21 Members in total). • Pevensey & Cuckmere – |

Follow-up of Previous Report's Recommendations

Control Objective 7: To ensure that robust governance arrangements are in place.

| Rec. no. | Finding / Risk | Recommendation | Priority Rating | Management Response | Responsible Officer and Agreed Due Date | Follow-up of Agreed Action |
|----------|--|---|-----------------|--|---|---|
| | | | | | | 1 not completed fully; 1 (appointed) Member not filed a return (17 Members in total). |
| 11. | <p>Finding</p> <p>A total of eight declarations of interest (DoI) forms had been filed under the wrong member on the Broads website relating to Appointed Members; the forms had been filed out of sequence, with each member's form filed under the name of the member listed below them. In addition, for one appointed member who had not filed a return, their entry contained a copy of a form relating to someone else who is not shown on the current list of members.</p> | <p>Completed declaration of interests forms should be filed under the correct Member on each Board's website.</p> <p>Management should consider removing the DoI forms from the website so as to prevent similar errors happening in the future. The CEO informed Internal Audit that no other IDB publishes its Members' Dols o their website.</p> | Low | <p>Agreed. The CEO has been through the Dols of elected and appointed members for all Boards to ensure that they are current and correct, and has uploaded them onto the website. These were checked by Internal Audit (on 29/04/19) and no errors were found.</p> | <p>Phil Camamile, CEO WMA. Completed.</p> | <p>Actioned.</p> <p>As at 4th March 2020, the eight Dols, identified in the previous report as being filed under the wrong Member, were now filed correctly on the website.</p> |
| 12. | <p>Finding</p> <p>The Employees' Code of Conduct states that any gift or hospitality valued at more than £25 must be declared in the Register of Gifts & Hospitality. The Members' Code of Conduct does not mention such a limit. The Register of Members' Interests Form states the</p> | <p>The same de-minimus limit, above which a gift or hospitality must be declared, should be stated in the Employees' and Members' Codes of Conduct and in the Register of Members' Interests Form.</p> | Low | <p>Agreed. The correct de-minimus figure is £30; this figure was changed by all of the Boards a few years ago and the revised Members Code of Conduct does not appear to have been uploaded to the WMA website. The CEO has updated the</p> | <p>Phil Camamile, CEO WMA. Completed.</p> | <p>Actioned.</p> <p>Each Board's Members' Code of Conduct states the de-minimus figure of £30.00 (section 9(6a)(viii)).</p> <p>The Employees Code of</p> |

Follow-up of Previous Report's Recommendations

Control Objective 7: To ensure that robust governance arrangements are in place.

| Rec. no. | Finding / Risk | Recommendation | Priority Rating | Management Response | Responsible Officer and Agreed Due Date | Follow-up of Agreed Action |
|----------|--|---|-----------------|---|--|---|
| | limit at £30. | | | Members Code of Conduct for each Board to reflect the current figure of £30 and uploaded the new documents to the website. | | Conduct states that any gift or hospitality valued at £30 or more must be declared (2.3.1). |
| 13. | <p>Finding Some key governance policies do not state when they were last reviewed, frequency of review or when they are next due for review. . However, it should be noted that most policies do have the Date Last Reviewed and Next Review Date on the first page of the policy.</p> <p>Key governance documents should be reviewed every three to five years; however, the Whistleblowing Policy has not been reviewed since January 2008.</p> | Key governance documents should state when they were last reviewed, by whom (i.e. the Board) and when they are next due to be reviewed. Any document which has not been reviewed within the last five years should be reviewed. | Low | <p>Agreed. All governance policies will be updated so that they state on their front page Date Last Reviewed and Next Review Date.</p> <p>Most governance policies are reviewed every three years at the start of a new three year term, after the IBD has had an election. It would appear that the Whistleblowing Policy slipped through the review process; however, all other governance policies are up to date.</p> <p>A register of policies will be compiled listing all Board policies, the date they were last reviewed and date when they are next due for review.</p> | Phil Camamile, CEO WMA. 30 th September 2019. | <p>Actioned.</p> <p>All Governance policies have been updated to state date last reviewed, frequency of review and next review date. Most Governance policies are reviewed every 5 years.</p> <p>Whistleblowing Policy has been updated to state date last reviewed, that it is reviewed every 3 years, and next review date.</p> <p>Broads IDB Whistleblowing Policy was last reviewed by the Board on 12th August 2019.</p> |

Follow-up of Previous Report's Recommendations

Control Objective 7: To ensure that robust governance arrangements are in place.

| Rec. no. | Finding / Risk | Recommendation | Priority Rating | Management Response | Responsible Officer and Agreed Due Date | Follow-up of Agreed Action |
|----------|---|--|-----------------|---|---|---|
| 14. | <p><u>Finding</u></p> <p>There are wide differences in the number of Members each Board has. For example, King's Lynn and South Holland both have 21 Members, whereas Broads has 38 and Norfolk Rivers 29. Attendance at Board meetings is low; typically, only two thirds of Members attend each meeting; at Norfolk Rivers, only half of Members attend Board meetings. ADA's Good Governance Guide (November 2018) states that Defra suggest that IDBs should have 21 Members; it states that "larger IDBs may wish to consider reconstituting to a smaller size, to see fewer vacant seats, more contested elections, and better attendance at meetings".</p> | <p>The membership of Broads, Norfolk Rivers and East Suffolk should be reduced to no more than 21 Members each, as they are geographically much smaller than both King's Lynn and South Holland.</p> | High | <p>Agreed. The CEO will seek to reduce the membership of Broads, Norfolk Rivers and East Suffolk to no more than 21 Members each.</p> | <p>Phil Camamile, CEO WMA. 30th December 2019.</p> | <p>Partly Actioned.</p> <p>As at 4th March 2020, as per their website, Norfolk Rivers had 31 Members (16 Appointed and 15 Elected). At the Board meeting on 15th August 2019, it was agreed that the total number of Board members would be reduced from 31 to 21 (minute ref. 52/19/02). Agreed that the Chief Executive would prepare a map that established 10 new Electoral Divisions (one elected member per division) for consideration at the next meeting (on 17th October 2019), where it was decided that any further suggested changes would be discussed at the following meeting in January 2020. At the Board meeting in January 2020, the Board agreed the 10 Electoral Divisions.</p> |

Follow-up of Previous Report's Recommendations

Control Objective 7: To ensure that robust governance arrangements are in place.

| Rec. no. | Finding / Risk | Recommendation | Priority Rating | Management Response | Responsible Officer and Agreed Due Date | Follow-up of Agreed Action |
|----------|----------------|----------------|-----------------|---------------------|---|---|
| | | | | | | <p>Broads IDB has 39 Members. At the Board meeting on 20th May 2019, the Board decided not to consider reducing the no. of Board members. The Chief Executive "was instructed not to spend any time on preparing reports or on any further consideration of this issue" (minute ref. 32/19/02).</p> <p>East Suffolk has 23 Members. At the Board meeting on 30th October 2019, it was agreed to reduce the total no. of members from 23 to 21 (minute ref. 58/19/02).</p> |

Assurance Opinion and Recommendation Priority Definitions

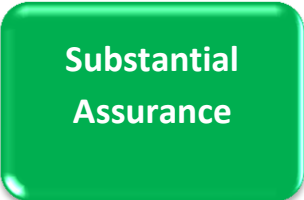
Assurance Opinion

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

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



WATER MANAGEMENT ALLIANCE

**REVIEW OF EFFECTIVENESS OF THE
SYSTEM OF INTERNAL CONTROL
2019 - 2020**

**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 2019 – 2020.
- 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:
- 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 2019-20 for all six Boards.

2. OBJECTIVES AND SCOPE OF THE AUDIT

- 2.1 The work of the Internal Auditor will be guided by ‘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 2019)’ published by the Joint Panel on Accountability & Governance (JPAG).
- 2.2 In order to be able to complete section 4 of the Electronic Annual Governance and Accountability Return for 2019-20, 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 Last year's audit reviewed the following areas:

- Accounting Records
- Financial Regulations and Standing Orders
- Risk Management
- Income
- Payroll
- Year-End Procedures
- Asset Management
- GDPR and Data Protection Act 2018
- Board Members' Declarations of Interest

- Write-offs
- Succession Planning.

2.4 The agreed actions arising from recommendations made in last year's audit will be followed up to establish if they have been implemented 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.

3. TASKS

3.1 The project tasks are to:

- Establish if the procedures recorded as part of the audit for 2018-19 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 2019-20.

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 2018-19. | 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 2019
To: 31 March 2020

Period To: 12
Year Ended: 31 March 2020

| 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 | 1,008,687 | 1,008,687 | 0 | 1,008,687 | 1,008,687 | 0 |
| 1 | Special Levies issued by the Board | 1,302,787 | 1,302,787 | 0 | 1,302,787 | 1,302,787 | 0 |
| | Grants Applied | 0 | 554,971 | 554,971 | 0 | 554,971 | 554,971 |
| | Rental Income | 800 | 682 | -118 | 800 | 682 | -118 |
| | Income from Rechargeable Works | 1,000 | 32,929 | 31,929 | 1,000 | 32,929 | 31,929 |
| | Investment Interest | 20,000 | 28,698 | 8,698 | 20,000 | 28,698 | 8,698 |
| | Development Contributions | 0 | 138,927 | 138,927 | 0 | 138,927 | 138,927 |
| 2 | Other Income | 67,437 | 55,015 | -12,422 | 67,437 | 55,015 | -12,422 |
| | Total Income | £2,400,711 | £3,122,696 | £721,985 | £2,400,711 | £3,122,696 | £721,985 |
| | <u>Less Expenditure</u> | | | | | | |
| 4 | Capital Works | 1,045,000 | 990,321 | 54,679 | 1,045,000 | 990,321 | 54,679 |
| | Environment Agency Precept | 148,023 | 145,835 | 2,188 | 148,023 | 145,835 | 2,188 |
| 5 | Maintenance Works | 1,498,052 | 1,557,329 | -59,277 | 1,498,052 | 1,557,329 | -59,277 |
| 6 | Administration Charges | 398,635 | 365,529 | 33,106 | 398,635 | 365,529 | 33,106 |
| | Cost of Rechargeable Works | 0 | 24,986 | -24,986 | 0 | 24,986 | -24,986 |
| | Development Expenditure | 6,000 | 25,047 | -19,047 | 6,000 | 25,047 | -19,047 |
| 3 | Net Deficit/(Surplus) on Operating Accounts | 0 | 51,247 | -51,247 | 0 | 51,247 | -51,247 |
| | Total Expenditure | £3,095,710 | £3,160,294 | -£64,584 | £3,095,710 | £3,160,294 | -£64,584 |
| | Profit/(Loss) on disposal of Fixed Assets | £0 | £88,600 | £88,600 | £0 | £88,600 | £88,600 |
| 7 | Net Surplus/(Deficit) | -£694,999 | £51,002 | £875,169 | -£694,999 | £51,002 | £875,169 |

From: 01 April 2019
To: 31 March 2020

Period To: 12
Year Ended: 31 March 2020

| Notes | Balance Sheet as at 31-3-2020 | Opening Balance £ | Movement This Year £ | Closing Balance £ |
|----------|---------------------------------------|----------------------|-------------------------|----------------------|
| 8 | Fixed Assets | | | |
| | Land and Buildings | 506,439 | -12,904 | 493,535 |
| | Plant and Equipment | 473,778 | 34,969 | 508,747 |
| | Office and RT Equipment | 0 | 0 | 0 |
| | Pumping Stations | 15,676 | -15,676 | 0 |
| | Shared Consortium Assets | 0 | 0 | 0 |
| | | 995,893 | 6,389 | 1,002,282 |
| | Current Assets | | | |
| 9 | Bank Account | 829,467 | -693,074 | 136,393 |
| | Stock | 4,866 | 7,802 | 12,668 |
| 10. | Trade Debtors | 69,985 | -36,639 | 33,346 |
| 11. | Work in Progress | 2,808 | -2,808 | 0 |
| 12. | Term Deposits | 2,800,000 | 700,000 | 3,500,000 |
| 13. | Drainage Rates and Special Levies Due | 2,094 | -2,953 | -859 |
| | Prepayments | 6,152 | 0 | 6,152 |
| | Prepayments to WMA | 2,440 | -6,896 | -4,456 |
| | Accrued Interest | 0 | 0 | 0 |
| | VAT Due | 61,705 | 59,072 | 120,777 |
| 14. | Grants Due | 0 | 108,292 | 108,292 |
| | | 3,779,517 | 132,796 | 3,912,313 |
| | Less Current Liabilities | | | |
| | Trade Creditors | 547 | 127,154 | 127,701 |
| | Accruals | 5,495 | 66,784 | 72,279 |
| | Payroll Controls | 0 | 0 | 0 |
| | Drainage Rates Paid in Advance | 25 | 8,600 | 8,625 |
| | | 6,067 | 202,538 | 208,605 |
| | Net Current Assets | 3,773,450 | -69,742 | 3,703,708 |
| | Less Long Term Liabilities | | | |
| 22. | Pension Liability | 5,711,000 | -492,000 | 5,219,000 |
| | Net Assets | -£941,657 | £428,647 | -£513,010 |
| | Reserves | | | |
| | Earmarked | | | |
| 15. | General Reserve | 278,355 | 252,679 | 531,034 |
| 16. | Development Reserve | 685,614 | 113,880 | 799,493 |
| 17. | Plant Reserve | 1,545,688 | 88,600 | 1,634,288 |
| 18. | Capital Works Reserve | 1,556,063 | -404,156 | 1,151,907 |
| 20. | Grants Reserve | 273,234 | -98,679 | 174,555 |
| | | 4,338,954 | -47,677 | 4,291,277 |
| | Non-Distributable | | | |
| 19. | Revaluation Reserve | 430,389 | -15,676 | 414,713 |
| 21. | Pension Reserve | -5,711,000 | 492,000 | -5,219,000 |
| | | -5,280,611 | 476,324 | -4,804,287 |
| | Total Reserves | -£941,657 | £428,647 | -£513,010 |

S JEFFREY BSc (Hons) FCCA
FINANCE & RATING MANAGER

From: 01 April 2019
To: 31 March 2020

Period To: 12
Year Ended: 31 March 2020

Note Notes to the Accounts

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

| | <u>Y-T-D Budget</u> | <u>Y-T-D Actual</u> |
|--------------------------------|---------------------|---------------------|
| South Holland District Council | 1,301,870 | 1,301,870 |
| Boston Borough Council | 917 | 917 |
| | 1,302,787 | 1,302,787 |

2. Other Income is made up as follows:

| | <u>Y-T-D Budget</u> | <u>Y-T-D Actual</u> |
|------------------------|---------------------|---------------------|
| Shared Income from WMA | 67,437 | 35,783 |
| Insurance Claims | 0 | 0 |
| Commuted Maintenance | 0 | 8,052 |
| Sundry Income | 0 | 10,055 |
| Summons Costs | 0 | 1,125 |
| | 67,437 | 55,015 |

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

| | <u>Y-T-D Budget</u> | <u>Y-T-D Actual</u> |
|---------------------------------|---------------------|---------------------|
| Labour Operations Account | 0 | 2,032 |
| Mobile Plant Operations Account | 0 | 49,215 |
| | 0 | 51,247 |

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 intend to submit all closure forms in the first half of 2020/21.

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:

| | <u>Y-T-D Budget</u> | <u>Y-T-D Actual</u> |
|--------------------------------|---------------------|---------------------|
| Labour Charges | 555,175 | 553,696 |
| Plant Charges | 266,709 | 263,781 |
| Out-sourced work | 158,215 | 160,258 |
| Materials | 135,223 | 133,260 |
| Electricity | 104,055 | 164,830 |
| Telemetry | 20,031 | 20,036 |
| Depreciation | 4,193 | 4,194 |
| Insurance | 32,620 | 32,629 |
| Compensation | 56,100 | 57,741 |
| Direct Works | 1,332,320 | 1,390,425 |
| Technical Support Staff Costs | 130,274 | 136,600 |
| Other Technical Support Costs | 22,458 | 23,036 |
| Biodiversity Action Plan Costs | 10,000 | 7,268 |
| Asset Refurbishment Provision | 3,000 | 0 |
| Maintenance Works | 1,498,052 | 1,557,329 |

6. 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:

| | <u>Y-T-D Budget</u> | <u>Y-T-D Actual</u> |
|---|---------------------|---------------------|
| Administration Staff Costs | 120,820 | 94,201 |
| Other Administration Costs | 151,815 | 145,655 |
| Depreciation - Marsh Reeves Refurbishment | 12,000 | 12,904 |
| Drainage Rates AV (Increases)/Decreases | 5,000 | 757 |
| Sundry Expenses | 0 | 226 |
| Pension Deficit Recovery Payments | 100,000 | 100,000 |
| Sundry Debtors written off | 0 | 0 |
| Settlement Discount taken | 9,000 | 11,786 |
| | 398,635 | 365,529 |

From: 01 April 2019
To: 31 March 2020

Period To: 12
Year Ended: 31 March 2020

Note Notes to the Accounts

7. At the time of preparing the Estimates for 2019/20, the Board planned to finance the estimated net deficit as follows:

| | Budget |
|--|----------------|
| Transfer from the Capital Works Reserve | 245,000 |
| Transfer from the Development Reserve | 0 |
| Transfer from the Plant Reserve | 500,000 |
| Transfer from the Partnership Working Reserve | 0 |
| Reducing/(inc.) the Balance of the General Reserve | -50,001 |
| (=) Original Estimated Net Deficit | 694,999 |
| (-) FDGiA subsequently awarded by EA | |
| (=) Estimated Net Deficit | 694,999 |

8. TANGIBLE FIXED ASSETS

| | Pumping Stations | Land and Buildings | Plant and Equipment | Office & RT Equipment | Total |
|--|------------------|--------------------|---------------------|-----------------------|------------------|
| Cost | | | | | |
| Opening Balance as at 1-4-2019 | 156,750 | 871,257 | 1,954,532 | 72,771 | 3,055,310 |
| (+) Additions | 0 | 0 | 224,970 | 0 | 224,970 |
| (-) Disposals | 0 | 0 | -254,721 | 0 | -254,721 |
| Closing Balance as at 31-3-2020 | 156,750 | 871,257 | 1,924,781 | 72,771 | 3,025,559 |
| Depreciation | | | | | |
| Opening Balance as at 1-4-2019 | 141,074 | 364,817 | 1,480,754 | 72,771 | 2,059,417 |
| (+) Depreciation Charge for year | 15,676 | 12,904 | 190,001 | 0 | 218,581 |
| (-) Accumulated depreciation written out on disposal | 0 | 0 | -254,721 | 0 | -254,721 |
| Closing Balance as at 31-3-2020 | 156,750 | 377,721 | 1,416,034 | 72,771 | 2,023,277 |
| Net Book Value at 1-4-2019 | 15,676 | 506,440 | 473,778 | 0 | 995,894 |
| Net Book Value at 31-3-2020 | 0 | 493,535 | 508,747 | 0 | 1,002,282 |

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:

| | 2018/19 | 2019/20 |
|--------------------------------------|----------------|----------------|
| Opening Balance as at 1-4-2019 | 177,869 | 829,467 |
| Receipts | 4,820,677 | 4,313,375 |
| Payments | -4,169,079 | -5,006,449 |
| Closing Balance as at 31-3-2020 | 829,467 | 136,393 |
| Balance on Statement as at 31-3-2020 | 853,422 | 153,878 |
| Less: Unpresented Payments | -23,955 | -18,500 |
| Add: Unpresented Receipts | 0 | 1,015 |
| Closing Balance as at 31-3-2020 | 829,467 | 136,393 |

10. The Aged Debtor profile is currently as follows:

| Debt period | Amount | Number of Debtors |
|------------------------|---------------|---|
| <=30 days | 20,230 | 5 |
| >30 days and <=60 days | 0 | 0 |
| >60 days and <=90 days | 2,640 | 1 |
| >90 days | 10,476 | 4 |
| | 33,346 | 10 |
| >90 days | Amount | Inv. Date Originator |
| BO0002 | 10 | 14/06/2019 Paid 20.04.2020 |
| FI0002 | 10,436 | 21/08/2019 District Council Planning have not yet approved Development. |
| FL0001 | 5 | 01/07/2018 Annual Rent |
| GR0006 | 25 | 01/07/2018 Annual Rent |
| | 10,476 | |

From: 01 April 2019
To: 31 March 2020

Period To: 12
Year Ended: 31 March 2020

Note Notes to the Accounts

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

| Customer | Amount |
|----------|-------------|
| | 0.00 |
| | 0.00 |

12. Term Deposits are currently as follows:

| Financial Institution | Capital | Investment Date | Maturity Date | Interest Rate |
|------------------------------------|------------------|-----------------|---------------|---------------|
| Progressive Building Society | 500,000 | 16/12/2019 | 16/04/2020 | 0.78% |
| Cumberland Building Society | 500,000 | 15/11/2019 | 15/05/2020 | 0.75% |
| Nottingham Building Society | 500,000 | 15/01/2020 | 15/06/2020 | 0.76% |
| West Bromwich Building Society | 500,000 | 31/01/2020 | 30/06/2020 | 0.86% |
| Newcastle Building Society | 500,000 | 14/02/2020 | 15/07/2020 | 0.90% |
| Principality Building Society | 500,000 | 28/02/2020 | 29/07/2020 | 0.75% |
| National Counties Building Society | 500,000 | 31/03/2020 | 14/08/2020 | 0.32% |
| | 3,500,000 | | | |

13. Special Levies are paid by Constituent Councils in two halves due on 1 May and 1 November every year. There are currently 42 Ratepayers that have not paid their Drainage Rates for 2019/20, as compared to 41 Ratepayers this time last year. We introduced a more thorough way of chasing ratepayers during 19/20 which has proved to be successful. We have collected rates efficiently and fewer ratepayers have been taken to court for non-payment. A number of ratepayers have paid twice, along with compensation credits meaning the debtors are in credit for the end of year. Summarised transactions for Drainage Rates and Special Levies during the year are as follows:

| | 2018/19 | 2019/20 |
|--------------------------------|--------------|-------------|
| Arrears b/fwd | 2,190 | 2,094 |
| Drainage Rates for the year | 979,754 | 1,008,680 |
| Special Levies for the year | 1,264,462 | 1,302,787 |
| New Assessments | 987 | 3,177 |
| Value Decreases | -25,595 | -10,285 |
| Value Increases | 24,600 | 7,106 |
| Payments Received | -2,182,951 | -2,246,184 |
| Settlement Discount | -8,356 | -11,786 |
| Returned/(Represented) amounts | 0 | 508 |
| Paid Refund | 0 | 339 |
| Summons Collection Costs | 3,825 | 1,125 |
| Irrecoverables and write offs | -2,002 | -775 |
| Sundry adjustments | 495 | 25 |
| Compensation | -55,315 | -57,672 |
| Arrears c/fwd | 2,094 | -859 |

14. Grants Due on the following scheme

| | 2018/19 | 2019/20 |
|-----------------------|----------|----------------|
| SCH68 - Dawsmere Pump | 0 | 91,369 |
| SCH69 - Lords Pump | 0 | 16,923 |
| | 0 | 108,292 |

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

| | 2018/19 | 2019/20 |
|--|----------------|----------------|
| Opening Balance as at 1-4-2019 | 962,739 | 278,355 |
| Net Surplus/(Deficit) for the year | -135,624 | 51,002 |
| Net transfer (to)/from Capital Works Reserve | -496,378 | 404,156 |
| Net contributions transferred to Development Reserve | -52,383 | -113,880 |
| Transfer balance from Plant Reserve | 0 | -88,600 |
| Closing Balance as at 31-3-2020 | 278,355 | 531,034 |

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

| | 2018/19 | 2019/20 |
|--|----------------|----------------|
| Opening Balance as at 1-4-2019 | 633,231 | 685,614 |
| Net contributions transferred from General Reserve | 52,383 | 113,879 |
| Closing Balance as at 31-3-2020 | 685,614 | 799,493 |

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

| | 2018/19 | 2019/20 |
|--|------------------|------------------|
| Opening Balance as at 1-4-2019 | 1,545,688 | 1,545,688 |
| Net contributions transferred from General Reserve | 0 | 88,600 |
| Closing Balance as at 31-3-2020 | 1,545,688 | 1,634,288 |

From: 01 April 2019
To: 31 March 2020

Period To: 12
Year Ended: 31 March 2020

Note Notes to the Accounts

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

| | | Tfr from/(to) | | |
|---------|--|------------------|-----------------|------------------|
| | | 2018/19 | Gen. Reserve | 2019/20 |
| N/A | Unallocated, available for partnership working | 143,932 | 54,679 | 198,611 |
| SCH18 | Telemetry | 3,369 | 0 | 3,369 |
| ASSORT. | Catchment Modelling | 42,885 | 0 | 42,885 |
| SCH57 | Doningtons Pump Refurbishment | 125,501 | -125,501 | 0 |
| SCH58 | Sutton St James Pump Refurbishment | 316,749 | -316,749 | 0 |
| SCH61 | Peartree Hill Pump Weedscreen Cleaner | 9,352 | -9,352 | 0 |
| SCH54 | Exeter Drain North Upstream of Halmergate | 51,014 | 0 | 51,014 |
| SCH55 | Fleet Haven Pump Refurbishment | 50,000 | 0 | 50,000 |
| SCH63 | Exeter Drain North Downstream of Halmergate | 7,933 | 0 | 7,933 |
| SCH65 | Westmere P/S and Sluice Refurbishment | 573,611 | 0 | 573,611 |
| SCH67 | Fleet Haven Pump Refurbishment | 19,847 | 0 | 19,847 |
| SCH68 | Dawsmere Pump Refurbishment | 24,893 | 0 | 24,893 |
| SCH69 | Lords Pump Refurbishment | 29,744 | 0 | 29,744 |
| SCH71 | Bell Row Improvement | 7,233 | -7,233 | 0 |
| SCH72 | Weedscreen Fleet Haven (now SCH67) | 37,500 | 0 | 37,500 |
| SCH73 | Weedscreen Dawsmere (now SCH68) | 37,500 | 0 | 37,500 |
| SCH75 | Weedscreen Holbeach Bank | 37,500 | 0 | 37,500 |
| SCH76 | Weedscreen Gotts | 37,500 | 0 | 37,500 |
| | | 1,556,063 | -404,156 | 1,151,907 |

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

| | 2019/20 |
|------------------------------------|----------------|
| Opening Balance as at 1-4-2019 | 430,389 |
| Less: | |
| Pumping Station Depreciation | -15,676 |
| Workshop Historic Cost written out | 0 |
| Closing Balance as at 31-3-2020 | 414,713 |

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

| | 2019/20 |
|---------------------------------|----------------|
| Opening Balance as at 1-4-2019 | 273,234 |
| Add Grant Received | 348,000 |
| Add Grant Due | 108,292 |
| Less: Grant Applied | -554,971 |
| Closing Balance as at 31-3-2020 | 174,555 |

| | 2018/19 | 2019/20 |
|-------|--|---------------|
| SCH23 | Wisemans Pumping Station | 2,445 |
| SCH25 | South Holland Main Drain Sluice Refurbishment | 949 |
| SCH27 | Generator Connections | 5,324 |
| SCH29 | Catchment Modelling Fleet Fen | 9,120 |
| SCH31 | Catchment Modelling Donningtons | 3,659 |
| SCH32 | Peartree Pump Replacement | 9,246 |
| SCH33 | Fleet Fen Refurbishment | 4,200 |
| SCH35 | Catchment Modelling Little Holland | 655 |
| SCH36 | Catchment Modelling Roses | 467 |
| SCH41 | Lords Sluice Refurbishment | 61,285 |
| SCH64 | Doningtons Pump Refurbishment | 38,755 |
| SCH65 | Westmere Pumping Station & Sluice Refurb Study | 73,025 |
| SCH66 | Sutton St James Pump Refurbishment | 33,036 |
| SCH67 | Fleet Haven Pump Refurbishment Study | 4,847 |
| SCH68 | Dawsmere Pump Refurbishment Study | 9,893 |
| SCH69 | Lords Pump Refurbishment Study | 14,744 |
| | 271,648 | 66,263 |

| | | |
|---|----------------|------------------------|
| SCH68 Dawsmere Pump Refurbishment Study | 91,369 | EA Grant Claim 2021/22 |
| SCH69 Lords Pump Refurbishment Study | 16,923 | EA Grant Claim 2021/23 |
| Grants Due as at 31-3-2020 | 108,292 | |

From: 01 April 2019
To: 31 March 2020

Period To: 12
Year Ended: 31 March 2020

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 £2,761,000 as at 31 March 2020 that is shared by all 5 Member Boards. 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 11 February 2020.

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 £172,891.79 up to 31/03/20.
- (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

| BOX NO. ANNUAL RETURN, FOR THE YEAR ENDED 31 MARCH 2020 | | ACTUAL 2018/19 RESTATED £ | ACTUAL 2019/20 £ |
|---|---|---------------------------------|------------------------|
| 1 | Balances brought forward | | |
| | General Reserve | 962,739 | 278,355 |
| | Development Reserve | 633,231 | 685,614 |
| | Capital Works Reserve | 1,059,685 | 1,556,063 |
| | Grants Reserve | 241,032 | 273,234 |
| | Plant Renewals Reserve | 1,545,688 | 1,545,688 |
| | Revaluation Reserve | 446,064 | 430,389 |
| | Pension Reserve | -5,452,000 | -5,711,000 |
| | As per Statement of Accounts | -563,561 | -941,657 |
| | (-) Fixed Assets and Long Term Liabilities | | |
| | Pension Liability | -5,452,000 | -5,711,000 |
| | Net Book Value of Tangible Fixed Assets | 1,184,983 | 995,893 |
| | | -4,267,017 | -4,715,107 |
| | (=) Adjusted Balances brought forward (Net Current Assets) | 3,703,456 | 3,773,450 |
| 2 | (+) Rates and Special Levies | | |
| | Drainage Rates | 979,700 | 1,008,687 |
| | Special Levies issued by the Board | 1,264,462 | 1,302,787 |
| | As per Statement of Accounts | 2,244,162 | 2,311,474 |
| 3 | (+) All Other Income | | |
| | Grants Received | 140,798 | 554,971 |
| | Rental Income | 778 | 682 |
| | Income from Rechargeable Works | 23,271 | 32,929 |
| | Investment Interest | 21,453 | 28,698 |
| | Development Contributions | 61,609 | 138,927 |
| | Other Income | 54,135 | 55,015 |
| | Profit/(Loss) on disposal of Fixed Assets | 11,541 | 88,600 |
| | As per Statement of Accounts | 313,586 | 899,822 |
| | (+) Income from Sale of Fixed Assets (above profit/(loss)) | | |
| | Capital Cost of disposals | 113,421 | 254,721 |
| | Accumulated depreciation written out | -82,421 | -254,721 |
| | | 31,000 | 0 |
| | (+) Grants Applied to Grants Received Conversion | | |
| | (-) Grants Applied | -140,798 | -554,971 |
| | (+) Grants Received | 173,000 | 348,000 |
| | | 32,202 | -206,971 |
| | (=) Adjusted Other Income | 376,788 | 692,851 |
| 4 | (-) Staff Costs | | |
| | Labour Operations Account | 496,079 | 585,973 |
| | Technical Support Staff Costs | 121,120 | 136,600 |
| | Administration Staff Costs | 92,207 | 94,201 |
| | | 709,406 | 816,774 |
| 5 | (-) Loan Interest/Capital Repayments | | |
| | Loan Interest | 0 | 0 |
| | Capital Repayments | 0 | 0 |
| | As per Statement of Accounts | 0 | 0 |

| BOX NO. ANNUAL RETURN, FOR THE YEAR ENDED 31 MARCH 2020 | | ACTUAL 2018/19 RESTATED £ | ACTUAL 2019/20 £ |
|---|---|---------------------------------|------------------------|
| 6 | (-) All Other Expenditure | | |
| | Capital Works | 413,894 | 990,321 |
| | Environment Agency Precept | 145,835 | 145,835 |
| | Maintenance Works | 1,386,413 | 1,557,329 |
| | Administration Charges | 342,041 | 365,529 |
| | Cost of Rechargeable Works | 23,725 | 24,986 |
| | Development Contributions Costs | 9,226 | 25,047 |
| | Net Deficit/(Surplus) on Operating Accounts | 372,235 | 51,247 |
| | Depreciation/(Revaluation) of Pumping Stations | 15,675 | 15,676 |
| | As per Statement of Accounts | 2,709,045 | 3,175,970 |
| | (-) Depreciation Charged | | |
| | Mobile Plant and Equipment | 465,845 | 190,001 |
| | Buildings | 12,904 | 12,904 |
| | Pumping Stations | 15,675 | 15,676 |
| | | 494,424 | 218,581 |
| | (-) Staff Costs now reported in Box 4 | 709,406 | 816,774 |
| | (+) Capitalised Additions | | |
| | Office and Workshop Refurbishment | 0 | 0 |
| | Mobile Plant and Equipment | 336,334 | 224,970 |
| | | 336,334 | 224,970 |
| | (=) Adjusted Other Expenditure | 1,841,549 | 2,365,585 |
| 7 | (=) Balances carried 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 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 | -941,656 | -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 carried forward (Net Current Assets) | 3,773,451 | 3,595,416 |
| 8 | Total Cash and Short Term Investments | | |
| | Bank Current Account | 829,467 | 136,393 |
| | Short term Investments | 2,800,000 | 3,500,000 |
| | As per Statement of Accounts | 3,629,467 | 3,636,393 |
| 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 | 72,771 |
| | Plant and Equipment (valued at Purchase Cost) | 1,954,532 | 1,924,781 |
| | Pumping Stations (Revalued) | 156,750 | 156,750 |
| | Shared Consortium Assets (NRV) | 0 | 0 |
| | As per Fixed Asset Register | 3,055,310 | 3,025,559 |



| BOX NO. ANNUAL RETURN, FOR THE YEAR ENDED 31 MARCH 2020 | ACTUAL | ACTUAL |
|---|------------|---------|
| | 2018/19 | 2019/20 |
| | RESTATED £ | £ |

10 Total Borrowings

Loans Due (<= 1 Year)

0 0

Loans Due (> 1 Year)

0 0

As per Statement of Accounts

0 0

| BOX NO. ANNUAL RETURN, FOR THE YEAR ENDED 31 MARCH 2020 | ACTUAL | ACTUAL |
|---|------------|---------|
| | 2018/19 | 2019/20 |
| | RESTATED £ | £ |

| 7, 8 | RECONCILIATION BETWEEN BOXES 7 AND 8 | ACTUAL | ACTUAL |
|------|--------------------------------------|------------|---------|
| | | 2018/19 | 2019/20 |
| | | RESTATED £ | £ |

| | | | |
|----------|--|------------------|------------------|
| 7 | Balances carried forward (adjusted) | 3,773,451 | 3,595,416 |
|----------|--|------------------|------------------|

(-) Deduct: Debtors and Prepayments

| | | |
|----------------------------|----------------|----------------|
| Stock | 4,866 | 12,668 |
| Debtors Control Account | 69,985 | 33,346 |
| Work in Progress | 2,808 | 0 |
| Ratepayers Due | 2,094 | -859 |
| Prepayments | 6,152 | 6,152 |
| Prepayments/(Accruals) WMA | 2,440 | -4,456 |
| Accrued Interest | 0 | 0 |
| VAT Due from HMRC | 61,705 | 120,777 |
| | 150,050 | 167,628 |

(+) Add: Creditors and Payments Received in Advance (<= 1 Year)

| | | |
|--------------------------------------|--------------|----------------|
| Creditors Control Account | 547 | 127,701 |
| Payroll Liabilities | 0 | 0 |
| Accruals | 5,495 | 72,279 |
| Rates/Special Levies Paid in Advance | 25 | 8,625 |
| | 6,067 | 208,605 |

(=) Box 8

| | | |
|--|------------------|------------------|
| | 3,629,467 | 3,636,393 |
|--|------------------|------------------|

8 (=) Total Cash and Short Term Investments

| | | |
|------------------------|------------------|------------------|
| Bank Current Account | 829,467 | 136,393 |
| Short term Investments | 2,800,000 | 3,500,000 |
| | 3,629,467 | 3,636,393 |

S JEFFREY BSc (Hons) FCCA
FINANCE & RATING MANAGER

05 MAY 2020

Annual Governance and Accountability Return 2019/20 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 2019/20

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** is completed by the authority's internal auditor.
 - **Sections 1 and 2** are to 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 **before 1 July 2020**.
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 2020**. 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 2020
 - 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 2019/20

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 a publicly accessible website:

Before 1 July 2020 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 2019/20**, approved and signed, page 4
- **Section 2 - Accounting Statements 2019/20**, approved and signed, page 5

Not later than 30 September 2020 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 2019/20

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return. *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 Annual Governance and Accountability Return is complete (no highlighted boxes left empty), and is properly signed and dated. Where amendments are made by the authority to the AGAR after it has been approved by the authority and before it has been reviewed by the external auditor, the Chairman and RFO should initial the amendments and if necessary republish the amended AGAR and recommence the period for the exercise of public rights. 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 if possible before approving the annual governance statement and the accounts.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2020.
- 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 email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the Annual Governance and Accountability Return 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 2019) equals the balance brought forward in the current year (Box 1 of 2020).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the period for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the approved accounts and accounting records can be inspected. Whatever period the RFO sets it **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish 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 2020**.

| 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 2020 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 2019/20

SOUTH HOLLAND INTERNAL DRAINAGE BOARD

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation **during** the financial year ended 31 March 2020.

The internal audit for 2019/20 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 | Agreed? Please choose one of the following | | |
|--|--|--------------------------|-------------------------------------|
| | Yes | No* | Not covered** |
| A. Appropriate accounting records have been properly kept throughout the financial year. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 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. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| H. Asset and investments registers were complete and accurate and properly maintained. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| I. Periodic and year-end bank account reconciliations were properly carried out. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 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. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| K. IF the authority certified itself as exempt from a limited assurance review in 2018/19, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2018/19 AGAR tick "not covered") | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| L. The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| M. (For local councils only) | Yes | No | Not applicable |
| Trust funds (including charitable) – The council met its responsibilities as a trustee. | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

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

Name of person who carried out the internal audit

12/03/20

08/04/20

17/04/20

Katherine Woodward

Signature of person who carried out the internal audit

K Woodward

Date

17/04/2020

*If the response is 'no' you must include a note to 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 2019/20

We acknowledge as the members of:

SOUTH HOLLAND INTERNAL DRAINAGE BOARD

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 2020, that:

| | Agreed | | |
|---|--------|-----|--|
| | Yes | No* | |
| 1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements. | ✓ | | <i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i> |
| 2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness. | ✓ | | <i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i> |
| 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. | ✓ | | <i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i> |
| 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. | ✓ | | <i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i> |
| 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. | ✓ | | <i>considered and documented the financial and other risks it faces and dealt with them properly.</i> |
| 6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems. | ✓ | | <i>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.</i> |
| 7. We took appropriate action on all matters raised in reports from internal and external audit. | ✓ | | <i>responded to matters brought to its attention by internal and external audit.</i> |
| 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. | ✓ | | <i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i> |
| 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:

and recorded as minute reference:

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

Chairman

Clerk

Other information required by the Transparency Codes (not part of Annual Governance Statement)

Authority web address

WWW.WLMA.ORG.UK/SOUTH-HOLLAND-IDB/HOME

Section 2 – Accounting Statements 2019/20 for

SOUTH HOLLAND INTERNAL DRAINAGE BOARD

RESTATED

| | Year ending | | Notes and guidance |
|---|-----------------------|-----------------------|---|
| | 31 March 2019 £ | 31 March 2020 £ | |
| 1. Balances brought forward | 3,703,456 | 3,773,450 | 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 | 2,244,162 | 2,311,474 | Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received. |
| 3. (+) Total other receipts | 376,788 | 692,851 | 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 | 709,406 | 816,774 | 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 | 1,841,549 | 2,365,585 | 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 | 3,773,451 | 3,595,416 | 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 | 3,629,467 | 3,636,393 | 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 | 3,055,310 | 3,025,559 | 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 2020 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

P. Cunniffe

Date

30/04/2020

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

as recorded in minute reference:

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

Section 3 – External Auditor Report and Certificate 2019/20

In respect of

SOUTH HOLLAND INTERNAL DRAINAGE BOARD

1 Respective responsibilities of the body and the auditor

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 2020; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2019/20

(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 2019/20

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 2020.

*We do not certify completion because:

External Auditor Name

External Auditor Signature

Date

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

South Holland IDB

Schedule of Paid Accounts

Payment Date From : 01/01/2020

Payment Date To : 31/03/2020

| <u>Account ID</u> | <u>Name</u> | <u>Details</u> | <u>Amount Paid This Period</u> |
|-------------------|----------------------------------|------------------------------------|------------------------------------|
| AN0100 | Anglia Farmers Ltd | Electricity | 76,709.20 |
| AY0101 | Mr B Ayres | Building Supplies | 161.40 |
| BA0236 | T W Barker | Catchment Survey | 720.00 |
| BA0237 | Barhale Ltd | Capital Works - Survey/Scaffolding | 5,160.00 |
| BE0201 | Beacon UK | PPE | 132.96 |
| BE0203 | Bedford Pumps Ltd | Pump Installation | 200,611.58 |
| BO0205 | BOC Ltd | Oxygen/Acetylene | 694.61 |
| BR0204 | Stantec UK Limited | Consultancy Services | 15,026.70 |
| BR0211 | BT Payment Services Ltd | Telephone Bill | 1,755.93 |
| BU0205 | B A Bush & Son Ltd | Tyres | 2,256.67 |
| CA0302 | Fred Campling & Sons | Excavator Transport | 1,728.00 |
| CH0301 | Chisletts (Spalding) Ltd | Plant/Tool Hire | 952.95 |
| CH0303 | Chandlers (Farm Equipment) Ltd | Cutting Equipment | 530.03 |
| CO0301 | Coles Quality Drycleaners | Dry Cleaning | 55.25 |
| DO0401 | John W Doubleday Ltd | Repairs/Servicing | 714.37 |
| DR0403 | Drayton Welding & Tool | Engine/Welding Equipment | 63.04 |
| EA0502 | East Anglian Galvanizing Ltd | Galvanizing | 801.72 |
| EN0519 | Energas Ltd | Gas Cylinder Rental | 78.81 |
| EN0528 | Environment Agency | Permit | 1,191.00 |
| EP0529 | EPH Supplies (Wholesale) Ltd | Electrical Components | 2,749.35 |
| FE0001 | Fenflow Ltd | Pump Repairs | 12,372.85 |
| FE0002 | Fenland Tractors Ltd | Forklift Repairs/Parts | 502.40 |
| FI0002 | Finning (UK) Ltd | Caterpillar Servicing | 1,298.36 |
| GA0710 | Gap Group Ltd | Plant Hire | 1,036.08 |
| GM0101 | GMB National Administration Unit | Union Subscriptions | 296.94 |
| GO0701 | C G Godfrey Ltd | Capital Works | 24,043.86 |
| GR0005 | Mr M Grummitt | Plant/labour hire | 702.00 |
| GR0007 | Granite Earth | Capital Works | 3,720.00 |
| HA0826 | Hargrave Agriculture Ltd | Assorted Components | 2,557.19 |
| HC0001 | H C Watercontrol | Pump Parts | 354.00 |
| HI0802 | R J H Supplies Ltd | Assorted Components | 713.90 |
| HO0810 | Hortech Cleaning Equipment Ltd | Assorted components | 143.69 |
| HO0825 | Hook's of Holbeach | Building Supplies | 34.98 |
| HY0001 | RS Hydro Ltd | Rain Gauge | 954.00 |
| IL0001 | Iliffe Media Publishing Ltd | Capital Works | 739.20 |
| IN0901 | Inland Revenue | PAYE | 22,167.19 |
| KL0001 | Kloeckner Metals UK | Metals | 1,121.71 |
| KW0001 | K & W Mechanical Services Ltd | Wirewatcher Parts | 51.60 |
| LE1201 | HSBC Invoice Finance (UK) Ltd | Telemetry Modifications | 1,512.00 |
| LI0001 | Listers Toyota Boston | Toyota Parts/Servicing | 1,759.09 |
| LO0004 | Longwater Construction Supplies | Construction Supplies | 1,985.66 |
| MM1300 | Marine Management Organisation | Marine Works Licence | 2,745.00 |

South Holland IDB

Schedule of Paid Accounts

Payment Date From : 01/01/2020

Payment Date To : 31/03/2020

| <u>Account ID</u> | <u>Name</u> | <u>Details</u> | <u>Amount Paid This Period</u> |
|-------------------|------------------------------------|---------------------------------|------------------------------------|
| MV0001 | M V S Fencing Ltd | Fencing | 456.00 |
| NA0001 | NASCO Load Indicators Ltd | Arm Sensor | 357.60 |
| NE0002 | Nene Transport (Lincs) Ltd | Low Loader Moves | 198.00 |
| NO0001 | Norcam Hydraulic Services Ltd | Hydraulic parts | 10.99 |
| O20001 | O2 UK Limited | Telemetry/Mobile Phones | 1,720.31 |
| OV0001 | Ovivo UK Ltd | Capital Works - Weedscreen | 223,716.00 |
| PE1631 | Pearson Hydraulics Ltd | Hydraulic Parts | 1,064.65 |
| PE1633 | G & J Peck Ltd | Service/Repair | 926.06 |
| PO0101 | Post Office Ltd | Vehicle Licences | 520.00 |
| PR1668 | Prudential Local Government AVC | AVC | 516.92 |
| RI0001 | Rix Petroleum (Spalding) Ltd | Fuel | 2,200.32 |
| SO1940 | South Lincs Plant Hire & Sales Ltd | Plant Hire | 436.80 |
| ST1988 | E Sterma & Son | Tree Works | 720.00 |
| TB2001 | T.B.C. Ltd | Engineering Supplies | 314.70 |
| TM2001 | T.M.C. Lifting & Engineering | Lifting Equipment | 140.47 |
| TO2030 | Town & County Engineering | Small Stores Equipment | 437.34 |
| TO2032 | Tonwood Home Hardware | Tools | 44.46 |
| TR0001 | Trimbio Ltd | Defibrillator | 543.48 |
| TR2003 | The Training Association (WEST) | Training | 7,074.00 |
| VE0101 | Veolia ES (UK) plc | Rubbish Collection | 664.88 |
| VO2201 | SMT GB Ltd | Excavator parts/servicing | 1,307.95 |
| WA2302 | Walton Loo Hire | Loo hire | 1,440.00 |
| WA2304 | Watson Fuels (UK) Ltd | Fuel | 10,223.42 |
| WA2310 | Watling JCB Ltd | JCB Parts | 1,689.90 |
| WA2345 | Water Management Alliance | Staff Recharges/Onebill | 28,680.77 |
| WE2330 | West End Garage | Fuel | 102.20 |
| WI2306 | T Wilkinson | Rat & mole control | 3,466.85 |
| WI2307 | Wildlife Conservation Partnership | Owl Boxes | 528.00 |
| WI2308 | Winyard Engineering Ltd | Assorted components/Repairs | 678.50 |
| WO2311 | A Woods | Sundry parts/repairs/3T Trailer | 10,229.61 |
| WY0001 | West Yorkshire Pension Fund | Superannuation | 53,785.81 |
| XY0001 | Xylem Analytics UK Ltd | Sensor | 225.60 |

Please note that the amounts shown above include Vat £ **747,326.86**

**SOUTH HOLLAND INTERNAL DRAINAGE BOARD
RISK REGISTER**

| STRATEGIC OBJECTIVES | RISK | IMPACT | LIKELIHOOD SCORE (1 – 3) | IMPACT SCORE (1 – 3) | RISK RATING (HIGH, MEDIUM, LOW) | RESPONSE (ACTIONS PLANNED/TAKEN) |
|--|---|---|--------------------------|----------------------|---------------------------------|---|
| To reduce the flood risk to people, property, public infrastructure and the natural environment by providing and maintaining technically, environmentally and economically sustainable flood defences within the Internal Drainage District (IDD). | (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 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 the Internal | <p>Potential for overtopping into the IDD during severe weather events.</p> <p>Cost implication of managing the</p> | 2 | 3 | High 6 ↑ | <p>Anglia (Northern) RFCC has agreed funding for retention and designation of the former lines of reclamation (second line sea defences). Assignment of those designations is an ongoing work in progress with the EA. EA undertaking baseline surveys during 2019/20.</p> |

**SOUTH HOLLAND INTERNAL DRAINAGE BOARD
RISK REGISTER**

| STRATEGIC OBJECTIVES | RISK | IMPACT | LIKELIHOOD SCORE (1 – 3) | IMPACT SCORE (1 – 3) | RISK RATING (HIGH, MEDIUM, LOW) | RESPONSE (ACTIONS PLANNED/TAKEN) |
|--|--|---|--------------------------|----------------------|---------------------------------|---|
| | Drainage District, or continues to maintain these defences but to a reduced standard. | 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 do the maintenance for and on behalf of the EA on the first line sea defences. The Catchment Engineer is currently trialling 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.</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 purposes by guiding and regulating | <p>(4) Planning Authorities ignore advice provided by Board</p> <p>(5) SUDs</p> | <p>Increased flood risk.</p> <p>Potential for lost income from SWDCs and commuted</p> | 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> <p>Officers' comments on planning</p> |

**SOUTH HOLLAND INTERNAL DRAINAGE BOARD
RISK REGISTER**

| STRATEGIC OBJECTIVES | RISK | IMPACT | LIKELIHOOD SCORE (1 – 3) | IMPACT SCORE (1 – 3) | RISK RATING (HIGH, MEDIUM, LOW) | RESPONSE (ACTIONS PLANNED/TAKEN) |
|--|---|--|-------------------------------------|---------------------------------|--|--|
| activities, which have the potential to increase flood risk. | managed by private companies who allow them to fall into disrepair by lack of long term maintenance . | <p>sums.</p> <p>Inadequate or lack of maintenance of SUDs could have an adverse impact on the IDB infrastructure and subsequently increase the risk of flooding.</p> | | | | <p>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> <p>The Board has reviewed and updated its Planning and Byelaw Strategy in 2019, and updated its Development Charges and Fees Policy and introduced new Enforcement procedures in 2020.</p> |

Risk Assessment Matrix (From the Risk Management Strategy and Policy as approved 1 November 2016)

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.

A VIRTUAL MEETING OF THE WMA CONSORTIUM MANAGEMENT COMMITTEE (CMC) WAS HELD USING MICROSOFT TEAMS ON FRIDAY, 27 MARCH 2020 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 F Carrick (Norfolk Rivers IDB) | * S A R Markillie (South Holland IDB) |
| H G Cator (Norfolk Rivers IDB) | * T Matkin (King's Lynn IDB) |
| P Coupland (South Holland IDB) | M Paul (East Suffolk IDB) |
| S G Daniels (Broads (2006) IDB) | * D R Worth (South Holland IDB) |
| J Foscett (East Suffolk IDB) | |
| | * Present (40%) |

Mr S A R Markillie in the Chair

In attendance:

Cathryn Brady (Sustainable Development Manager), Phil Camamile (Chief Executive) and Sallyanne Jeffrey (Finance and Rating Manager)

| ID | WMA Consortium Management Committee, Minute | Action |
|-----------------|---|---------------|
| 01/20 | APOLOGIES FOR ABSENCE | |
| 01/20/01 | Apologies for absence were received from Lewis Baugh, John Carrick, Henry Cator, Peter Coupland, Simon Daniels, James Foscett, Lord Howard of Rising and Michael Paul. | |
| 01/20/02 | The Chief Executive advised members that he was expecting Gordon Bambridge to participate in today's meeting, representing Norfolk Rivers IDB, but that everyone else who had accepted the meeting invite was present. It was noted that the attendance register would be signed by all members present at a later date, in accordance with section 2.20 of the Consortium Agreement dated 15 May 2008. | ALL |
| 01/20/03 | The Chief Executive confirmed that the meeting was quorate, with 4 of the 5 WMA Member Boards represented, in accordance with section 2.8 of the Consortium Agreement dated 15 May 2008. | |
| 02/20 | REPRESENTATIVE CHANGES | |
| 02/20/01 | Members were advised that Richard Pipe had recently tendered his resignation as Chairman and as a member of East Suffolk IDB and the Consortium Management Committee. James Foscett (previously the Vice-Chairman of East Suffolk IDB) was now Chairman and had been appointed by East Suffolk IDB to serve on the Consortium Management Committee with immediate | |

| ID | WMA Consortium Management Committee, Minute | Action |
|-----------------|--|-------------|
| | effect. RESOLVED that this be noted. | |
| 02/20/02 | Sam Markillie advised members that he would be writing to Richard Pipe thanking him for his valuable contribution to the work of the Consortium Management Committee (CMC). Richard had represented East Suffolk IDB on the CMC since 2008 RESOLVED that this be noted. | |
| 03/19 | ELECTION OF CHAIRMAN AND VICE-CHAIRMAN | |
| 03/20/01 | Given that very few members of the Consortium Management Committee were present at today's meeting, it was agreed and thereby RESOLVED to defer the election of a Chairman and Vice-Chairman of the WMA Group until the next meeting on 26 June 2020, contrary to what was prescribed in the Consortium Agreement. | |
| 03/20/02 | It was unanimously agreed that Sam Markillie should continue as Chairman of the WMA until the next meeting on 26 June 2020. | |
| 04/20 | DECLARATIONS OF INTEREST | |
| 04/20/01 | Duncan Worth declared an interest in the payment of £4,200 to A H Worth and Co Ltd (Account ID: WO0003), which appeared on the Schedule of Paid Accounts between 01 December 2019 and 29 February 2020. Duncan was a Company Director and shareholder. RESOLVED that this be noted. | |
| 05/20 | MINUTES OF THE LAST MEETING | |
| 05/20/01 | The minutes of the last Consortium Management Committee meeting held on 13 December 2019 were approved and confirmed as a true record. The minutes would be signed by the Chairman at a later date. Arising therefrom: | SARM |
| 06/20 | MATTERS ARISING | |
| 06/20/01 | Relocation of WMA Office (41/19/01) The Chief Executive reported that all outstanding issues had now been resolved, so there were no technical reasons why the land purchase could not be completed. The biggest risk to completion was Covid-19 and whether or not NP Law would be working during the coming weeks and months. RESOLVED that this be noted. | |

| ID | WMA Consortium Management Committee, Minute | Action |
|----------|---|--------|
| 06/20/02 | Renewal of PSCAs with EA (41/19/02) | |
| | <p>The Chief Executive apprised members of the current position on renewing the 5 year Public Sector Co-operation Agreements (PSCAs) with the Environment Agency (EA): the PSCA with King's Lynn IDB had been renewed. The PSCA with South Holland IDB was in the process of being renewed, with the EA having yet to sign-off the business case and need for the agreement. The 3 PSCAs for Broads IDB, East Suffolk IDB and Norfolk Rivers IDB had been extended by the EA until 31 July 2020, pending conclusion of the EAs investigation into the waste licencing issue at Iken. RESOLVED that this be noted.</p> | |
| 06/20/03 | Water Resources East (WRE) (41/19/03) | PJC |
| | <p>It was agreed and thereby RESOLVED to request feedback from ADAs Director on the WRE Board (David Thomas, Chief Executive of the Middle Level Commissioners).</p> | |
| 06/20/04 | Development Control Review of Charges and Fees Policy (42/19/02) | |
| | <p>It was noted that all of the 5 WMA Member Boards had approved the revised Development Control Charges and Fees Policy with immediate effect.</p> | |
| 06/20/05 | Development Control Review of Enforcement Procedures (43/19/03) | |
| | <p>It was noted that all of the 5 WMA Member Boards had approved the two stage approach to enforcing Byelaw and Land Drainage Act 1991 contraventions as set out in the Enforcement Review with immediate effect.</p> | |
| 06/20/06 | Application to join the WMA Group Waveney, Lower Yare and Lothingland IDB (46/19/02) | |
| | <p>Members were advised that all 5 WMA Member Boards had approved the application from Waveney, Lower Yare and Lothingland IDB to join the WMA Group with effect from 1 April 2020 on the terms set out in the Consortium Agreement (shown as tracked changes to the current agreement). The Waveney Board had also formally approved and signed the new Consortium Agreement that incorporated these changes and the Chief Executive had received a signed copy of the agreement. RESOLVED that this be noted.</p> | |
| 07/20 | SCHEDULE OF PAID ACCOUNTS | |
| 07/20/01 | The Schedule of Paid Accounts for the period 1 December 2019 | |

| ID | WMA Consortium Management Committee, Minute | Action |
|-----------------|--|------------|
| | to 29 February 2020, totalling £473,939.28 (a copy of which is filed in the Report Book), was considered in detail and approved. There were no matters arising. | |
| 08/20 | FINANCIAL REPORT, PERIOD 11, 2019/20 | |
| 08/20/01 | The WMA Financial Report for the period 1 April 2019 to 29 February 2020 (a copy of which is filed in the Report Book) was considered in detail and approved. There were no matters arising. | |
| 09/20 | DATE AND TIME OF NEXT MEETING | |
| 09/20/01 | The next meeting of the Consortium Management Committee (CMC) would take place at 9.30 am on 26 June 2020 at Kettlewell House in King's Lynn. If the Covid-19 situation still meant that the CMC could not hold a face-to-face meeting, then another virtual meeting using Microsoft Teams would be arranged instead (same date and time). | |
| 10/20 | EFRA COMMITTEE INQUIRY | |
| 10/20/01 | The Chief Executive advised members that the House of Commons EFRA (Environment, Food and Rural Affairs) Committee had launched another inquiry into managing the risk of inland flooding in England. The Chief Executive would be drafting a response for submission before the deadline of 15 May 2020. RESOLVED that this be noted. | PJC |
| 11/20 | CONFIDENTIAL BUSINESS | |
| 11/20/01 | 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 : 01/12/2019

Payment Date To : 29/02/2020

| <u>Account ID</u> | <u>Name</u> | <u>Details</u> | <u>Amount Paid This Period</u> |
|-------------------|-------------------------------------|------------------------------|------------------------------------|
| AJ0001 | AJs Gardens | Gardener | 220.00 |
| AL0004 | ALS Life Sciences Ltd | Nitrate Testing | 173.40 |
| AL0101 | Alarmline Security Ltd | Security Services | 664.09 |
| AN0003 | Anglia IT Solutions DD | Hardware/Support | 5,523.84 |
| AN0004 | Anglia IT Solutions Ltd | Hardware | 2,999.22 |
| AN0102 | The AF Group Limited | Electricity/PPE/Recharges to | 1,333.02 |
| AS0105 | Association of Drainage Authorities | ADA Annual Conference | 20,743.20 |
| ATT001 | Julie Attwater | Childminder | 130.00 |
| BA0001 | Bank House | Christmas Lunch | 790.00 |
| BA0002 | Banner Group Ltd | Stationery Supplies | 58.47 |
| BA0003 | G C Baxter & Associates Ltd | Surveyors | 11,074.99 |
| BES001 | BES Commercial Electricity Ltd | Standing Charge (Next Door) | 81.44 |
| BO0002 | Bobby Dazzlers Cleaning Ltd | Martham office cleaning | 120.00 |
| BO0205 | Borough Council of King's Lynn & | Business Rates | 3,658.00 |
| BO0206 | Borough Council of Kings Lynn and | Internal Audit Fees | 2,250.00 |
| BR0005 | Breckland Council | NRIDB Venue | 243.60 |
| BR0007 | Brosch Direct Ltd | Cleaning Materials | 132.84 |
| BR0208 | Broads IDB | Rechargeable Work | 103.14 |
| BT0213 | BT Payment Services Ltd | Telephone | 2,159.83 |
| CA0004 | Carrick and Son | Chairman's Expenses | 4,200.00 |
| CA0008 | Cavell & Lind Ltd | Staff Welfare | 150.09 |
| CH0366 | Chubb Fire & Security Ltd | Fire Alarm Maintenance | 273.19 |
| CO0007 | The Copyright Licensing Agency Ltd | Public Admin Licence, | 241.16 |
| CO0346 | Cope Safety Management Ltd | Health & Safety | 2,421.15 |
| EO0001 | Eon UK plc | Gas | 1,336.63 |
| EO0101 | EOC Services Ltd | Air Con Maintenance & Repair | 1,717.80 |
| EP0001 | EPH | Electrical Equipment | 59.40 |
| ES0401 | ESPO | Stationery | 276.33 |
| EX0590 | Excitech | GIS Server/Software | 2,568.00 |
| GB0001 | GB Security Group | Security Maintenance | 346.80 |
| GR0005 | GreenJobs Limited | Recruitment Sustainable | 299.00 |
| H20801 | H20 Vend Ltd | Water Machine | 86.16 |
| HE0001 | HP Inc UK Ltd | Printer service & support | 1,720.77 |
| HI0001 | Hickling Barn | BRIDB Meeting Venue | 86.40 |
| IG0001 | Ignite | Broadband Line Rental | 340.74 |
| IN0904 | Inland Revenue | PAYE & NIC | 120,772.80 |
| JA0003 | Jacobs UK Ltd | Rechargeable Works | 51,987.60 |
| KI1100 | Kings Lynn IDB | Rechargeable Works | 16,033.90 |
| LI1204 | Lincolnshire County Council | Former Staff Pension | 1,094.85 |
| MO1315 | Mossop and Bowser | Solicitors | 268.00 |
| MTL001 | M T L | Telephone Maintenance | 126.00 |
| NA0003 | Naked Element Ltd | Software Development | 4,617.19 |

Water Management Alliance

Schedule of Paid Accounts

Payment Date From : 01/12/2019

Payment Date To : 29/02/2020

| <u>Account ID</u> | <u>Name</u> | <u>Details</u> | <u>Amount Paid This Period</u> |
|-------------------|-----------------------------------|-------------------------------------|------------------------------------|
| NO0001 | Norfolk Pension Fund | Ex Employees Pension Cont | 775.02 |
| NO0002 | Norse Eastern Ltd | Refreshments KLIDB Inspections | 91.20 |
| NO0008 | Nottingham Trent University | Tuition Fees RY | 4,625.00 |
| NO1450 | Norfolk Pension Fund | NCC Pension Contribution | 105,183.15 |
| NOR001 | Norse Waste Solutions Ltd | Martham Waste/Refuse Collection | 221.10 |
| OF0001 | Office Furniture Online | Office Furniture | 496.80 |
| ON1511 | Onebill Telecom | Telephone | 1,130.43 |
| PEV001 | Pevensey and Cuckmere WLMB | Rechargeable Works | 75,895.00 |
| PI0001 | Pitney Bowes Ltd | Franking Machine/Maintenance | 1,034.06 |
| PREM01 | Premier Inn | Rechargeable Accommodation | 803.99 |
| QM1702 | QMS International | External Audit | 600.00 |
| RE0001 | Rentokil Initial UK Ltd | Hygiene Unit rental | 162.97 |
| RE0005 | Rentokil Initial Martham | Spray dispenser/Bin liners/Sanitary | 25.98 |
| RO0004 | Roythornes Ltd | Employment Retainer Services | 1,500.00 |
| SA1901 | Sage Uk Ltd | Software Support | 4,123.76 |
| SM0001 | Smith Roofing Services | Roof Repairs | 1,020.00 |
| SO0001 | South Holland IDB | Rechargeable Works | 528.22 |
| SO1906 | S H D C - Revenue Services DD | Business Rates | 1,275.00 |
| SO1916 | S H I D B - Lunches Account | Board Meeting Travelling | 144.00 |
| TH0001 | Thomson Reuters Professional UK | Planning Law | 790.00 |
| TO0003 | Towergate Insurance Brokers | Insurance | 634.69 |
| UN2101 | Unison Eastern Region | Unison | 90.00 |
| UT0001 | Utilize PLC | Hardware/Support | 1,583.07 |
| VEO001 | Veolia Environmental Services Ltd | Waste Disposal | 379.06 |
| VJ0002 | V & J Knitwear Ltd | WMA Uniform | 1,133.28 |
| VO2201 | Vodafone Ltd | Mobile Phone Charge | 1,684.25 |
| WO0001 | Worldpay Ltd | Admin Fee | 326.21 |
| WO0003 | A H Worth and Co Ltd | Chairman's Allowance | 4,200.00 |

Please note that the amounts shown above include Vat £ **473,939.28**

From: 01 April 2019
To: 28 February 2020

Period To: 11
Year Ended: 31 March 2020

| 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 | 293,957 | 290,238 | -3,719 | 325,668 | 320,493 | -5,175 |
| | East Suffolk IDB | 169,021 | 156,808 | -12,213 | 185,275 | 173,114 | -12,161 |
| | King's Lynn IDB | 354,301 | 277,322 | -76,979 | 375,126 | 330,536 | -44,590 |
| | Norfolk Rivers IDB | 193,492 | 203,034 | 9,542 | 213,683 | 222,880 | 9,197 |
| | South Holland IDB | 330,101 | 319,730 | -10,371 | 357,930 | 366,639 | 8,709 |
| | Net Consortium Charges | 1,340,872 | 1,247,132 | -93,740 | 1,457,682 | 1,413,662 | -44,020 |
| 2 | (+) Other Income | | | | | | |
| | Services provided to third parties | 1,045,540 | 783,755 | -261,785 | 1,136,953 | 885,452 | -251,501 |
| | Sales of Rating Software Licences/Ancillary Services | 0 | 5,361 | 5,361 | 2,000 | 6,361 | 4,361 |
| | Rating Software Support | 21,425 | 22,861 | 1,436 | 21,425 | 22,861 | 1,436 |
| | Rental Income from Offices | 12,800 | 6,946 | -5,854 | 32,300 | 25,946 | -6,354 |
| | Sundry Income | 36,460 | 13,959 | -22,501 | 39,760 | 29,609 | -10,151 |
| | (+) Other Income | 1,116,225 | 832,882 | -283,343 | 1,232,438 | 970,229 | -262,209 |
| | (=) Total Income | £2,457,097 | £2,080,014 | -£377,083 | £2,690,120 | £2,383,891 | -£306,229 |
| (-) Expenditure | | | | | | | |
| Administration Costs | | | | | | | |
| 3 | Shared Administration Staff | 587,496 | 461,270 | 126,226 | 638,694 | 513,676 | 125,018 |
| 4 | Establishment | | | | | | |
| | Kettlewell House (shared) | 75,763 | 68,734 | 7,029 | 100,143 | 97,639 | 2,504 |
| | Marsh Reeves (South Holland IDB) | 26,406 | 19,202 | 7,204 | 28,186 | 23,516 | 4,670 |
| | Martham Office (Broads IDB and Norfolk Rivers IDB) | 2,932 | 2,088 | 844 | 2,982 | 2,893 | 89 |
| | Kessingland Office (East Suffolk IDB) | 2,320 | 0 | 2,320 | 2,340 | 0 | 2,340 |
| | Establishment | 107,421 | 90,024 | 17,397 | 133,651 | 124,048 | 9,603 |
| 5 | Shared ICT | | | | | | |
| | Hardware Support and Maintenance | 17,380 | 16,490 | 890 | 18,960 | 17,470 | 1,490 |
| | Software Support and Maintenance | 54,422 | 34,658 | 19,764 | 54,448 | 47,115 | 7,333 |
| | Website Maintenance and Development | 2,581 | 2,280 | 301 | 2,581 | 2,460 | 121 |
| | New Software and Upgrades | 5,732 | 34,086 | -28,354 | 8,753 | 45,057 | -36,304 |
| | New ICT Infrastructure | 49,251 | 12,077 | 37,174 | 49,251 | 33,627 | 15,624 |
| | Shared ICT | 129,366 | 99,591 | 29,775 | 133,993 | 145,729 | -11,736 |
| 6 (i) | Other Shared Administration | | | | | | |
| | Legal and Professional Charges | 9,939 | 5,000 | 4,939 | 11,252 | 7,600 | 3,652 |
| | Insurances | 80,847 | 85,318 | -4,471 | 80,847 | 85,318 | -4,471 |
| | Marketing and PR Expenses | 5,012 | 5,111 | -99 | 10,512 | 9,483 | 1,029 |
| (ii) | WMA Chairman's Allowance | 1,500 | 1,500 | 0 | 1,500 | 1,500 | 0 |
| | Annual Subscriptions | 1,539 | 1,649 | -110 | 1,577 | 2,049 | -472 |
| | Actuary Fees | 483 | 470 | 13 | 483 | 470 | 13 |
| | Sundry Expenses | 11,660 | 10,327 | 1,333 | 12,535 | 11,337 | 1,198 |
| | Other Shared Administration | 110,980 | 109,375 | 1,605 | 118,706 | 117,757 | 949 |
| 7 (i) | Other Administration | | | | | | |
| | Public Notices | 0 | 0 | 0 | 0 | 0 | 0 |
| | Former Staff Pension Charges | 7,286 | 6,334 | 952 | 7,656 | 6,704 | 952 |
| (ii) | Members Expenses | 0 | 0 | 0 | 750 | 750 | 0 |
| (ii) | Chairman's Allowances | 6,126 | 12,542 | -6,416 | 14,000 | 14,000 | 0 |
| | Meetings and Inspections | 4,235 | 3,442 | 793 | 4,295 | 3,932 | 363 |
| | Legal and Professional Charges | 20,100 | 30,413 | -10,313 | 21,600 | 34,413 | -12,813 |
| | Audit and Compliance Fees | 15,775 | 4,400 | 11,375 | 15,775 | 26,990 | -11,215 |
| | ADA Expenses | 20,140 | 17,836 | 2,304 | 20,140 | 18,576 | 1,564 |

From: 01 April 2019
To: 28 February 2020

Period To: 11
Year Ended: 31 March 2020

| 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 |
|-------|--|----------------------|----------------------|------------------------|-----------------------|----------------------------|----------------------------|
| | Other Administration | 73,662 | 74,967 | -1,305 | 84,216 | 105,365 | -21,149 |
| | Administration Costs | 1,008,925 | 835,227 | 173,698 | 1,109,260 | 1,006,575 | 102,685 |
| | Technical Support Costs | | | | | | |
| 8 | Shared Technical Support Staff | 1,116,807 | 990,826 | 125,981 | 1,213,912 | 1,095,382 | 118,530 |
| 9 | Other Technical Support Staff | 235,538 | 231,198 | 4,340 | 256,150 | 256,129 | 21 |
| * | Technical Support Staff (shared with external RMAs) | 84,876 | 0 | 84,876 | 92,587 | 0 | 92,587 |
| 10 | Other Technical Support | | | | | | |
| | Technical Consultants | 7,480 | 19,322 | -11,842 | 8,160 | 20,002 | -11,842 |
| | Land Registry Fees | 1,375 | 1,736 | -361 | 6,000 | 2,101 | 3,899 |
| | Sundry Expenses | 2,100 | 1,708 | 392 | 4,050 | 3,708 | 342 |
| | Other Technical Support | 10,955 | 22,766 | -11,811 | 18,210 | 25,811 | -7,601 |
| | Technical Support Costs | 1,448,176 | 1,244,790 | 203,386 | 1,580,859 | 1,377,322 | 203,537 |
| | (-) Total Expenditure | £2,457,101 | £2,080,016 | £377,084 | £2,690,120 | £2,383,897 | £306,222 |
| | (+/-) Profit/(Loss) on disposal of Shared Fixed Assets | 0 | 0 | 0 | 0 | 0 | 0 |
| | (=) Net Surplus/(Deficit) for the Year | -£4 | -£2 | £1 | £0 | -£6 | -£5 |

From: 01 April 2019
To: 28 February 2020

Period To: 11
Year Ended: 31 March 2020

| NOTES | BALANCE SHEET | £ 01/04/2019 | £ MOVEMENT | £ 28/02/2020 |
|-------|--|--------------------|-----------------|--------------------|
| 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 | 55 | -3,324 | -3,269 |
| 13 | Sundry Debtors Due and Prepayments | 75,452 | -3,872 | 71,580 |
| 14 | Vat Refundable/(Payable) | 11,162 | -7,423 | 3,739 |
| 15 | Bank Account | 42,670 | -32,499 | 10,171 |
| 16 | Petty Cash | 200 | 0 | 200 |
| 17 | PMH Insurance and Cycle to Work Scheme | 0 | 484 | 484 |
| | | 129,539 | -46,633 | 82,906 |
| | Current Liabilities | | | |
| 18 | Creditors | 8,363 | 3,856 | 12,219 |
| | Payroll Control | 791 | 178 | 969 |
| 19 | Accruals | 97,514 | -62,702 | 34,812 |
| 20 | Payments received in advance/(due) from WMA IDBs | 22,873 | 12,041 | 34,914 |
| | | 129,541 | -46,626 | 82,915 |
| | Net Current Assets/(Liabilities) | -2 | -7 | -9 |
| | Less Long Term Liabilities: | | | |
| 21 | Net Pension Liability/(Asset) | 2,429,000 | 67,000 | 2,496,000 |
| | Net Assets | -£2,429,002 | -£67,007 | -£2,496,009 |
| | Reserves | | | |
| 22 | General Reserve | -2 | -7 | -9 |
| 21 | Pension Reserve | -2,429,000 | -67,000 | -2,496,000 |
| | Total Reserves | -£2,429,002 | -£67,007 | -£2,496,009 |

P J CAMAMILE MA FCIS
CHIEF EXECUTIVE

S JEFFREY BSc (Hons) FCCA
FINANCE & RATING MANAGER

From: 01 April 2019
To: 28 February 2020

Period To: 11
Year Ended: 31 March 2020

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

1 Administration and Technical Support Services

Last year the group has had another successful year with net consortium charges coming in under budget. 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 from 1 April 2019. Pension costs have increased by 0.5% to 22.5% of employees pensionable pay.

4 Establishment Costs

Establishment costs for Kettlewell House have reduced because the cost of replacing the printers are now being accounted for in the shared ICT budget.

5 Shared ICT

Shared ICT includes expenditure on all network hardware, software and firmware. It excludes all desktop PCs and laptops, which are costed to the employee. ICT costs are apportioned to each Member Board according to its proportion of total annual value for all Boards in the group. ICT costs are much greater than budgeted for this year, largely due to a provision being made to web enable DRS, which is owned by South Holland IDB and used by all Boards in the group - this has only been possible because of the additional income received from staff recharges during the year, otherwise net consortium charges would have had to increase considerably to pay for this work.

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 2019
To: 28 February 2020

Period To: 11
Year Ended: 31 March 2020

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 | 2019/20 |
|------|------------------------|-----------|----------------|-------|----------------|
| | | Expenses | Allowance | | |
| | Broads IDB | | | | |
| | <i>Henry Cator</i> | 0 | 2,042 | | 2,042 |
| | East Suffolk IDB | | | | |
| | <i>Richard Pipe</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 | 3,500 | | 3,500 |
| | South Holland IDB | | | | |
| | <i>Duncan Worth</i> | 0 | 3,500 | | 3,500 |
| | <i>Sam Markillie</i> | 0 | 0 | | 0 |
| | | £0 | £12,542 | | £12,542 |

8 Shared Technical Support Staff

The WMA employs 17 shared technical support staff, 13 of which are wholly utilised in the eastern area, 1 which is shared with King's Lynn IDB, 1 shared across South Holland IDB and Kings Lynn IDB, and 3 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 2019
To: 28 February 2020

Period To: 11
Year Ended: 31 March 2020

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 Crusco & 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 Crusco & 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 Crusco & 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 2019 | No. | 28 February 2020 |
|------------------|----------|---------------|----------|------------------|
| Eyecare Vouchers | 4 | 68 | 0 | 0 |
| Work In Progress | 0 | -13 | 4 | -5732 |
| | 4 | £55 | 4 | -£5,732 |

13 Sundry Debtors Due and Prepayments

(i) Sundry Debtors Due

| | No. | £ | No. | £ |
|--------------------------|----------|----------------|----------|----------------|
| <=30 days | 4 | 68,769 | 9 | 67,497 |
| > 30 days and <= 60 days | 2 | 637 | 0 | 0 |
| > 60 days and <= 90 days | 0 | 0 | 0 | 0 |
| > 90 days | 0 | 0 | 0 | 0 |
| | 6 | £69,406 | 9 | £67,497 |

>90 days

Inv. Date Originator Amount

From: 01 April 2019
To: 28 February 2020

Period To: 11
Year Ended: 31 March 2020

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

| | | £0 | |
|------|---|----------------|------------------|
| (ii) | Prepayments | 01 April 2019 | 28 February 2020 |
| 6506 | Utilize Sophos Anti Virus & Savi Module | 1,963 | 0 |
| 6685 | BRIDB Chairman's Allowance | 2,042 | 0 |
| 6687 | KLIDB Chairman's Allowance | 0 | 2,042 |
| 6689 | SHIDB Chairman's Allowance | 2,042 | 2,042 |
| | | £6,046 | £4,083 |
| | | £75,451 | £71,580 |

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 2020 |
|--|------------------|
| Opening Balance, as at 1/4/2019 b/fwd | -24,297 |
| (+) Receipts | 3,257,062 |
| (-) Payments | -3,222,594 |
| Closing Balance, as at 28/2/2020 c/fwd | £10,171 |
| Balance on Statement, as at 28/2/2020 | 10,171 |
| Less: Unpresented Payments | 0 |
| Add: Unpresented Receipts | 0 |
| Closing Balance, as at 28/2/2020 c/fwd | £10,171 |

16 **Petty Cash**

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

From: 01 April 2019
To: 28 February 2020

Period To: 11
Year Ended: 31 March 2020

Note Notes to the Accounts and Recommended Actions

17 PMH Insurance and Cycle to Work Scheme

| (i) PMI Insurance | 01 April 2019 | 28 February 2020 |
|---|----------------------|-------------------------|
| Data Manager (WMA) | 0 | 27 |
| Environmental Manager (WMA) | 0 | 66 |
| Project Engineer (WMA) | 0 | 72 |
| District Engineer (South Holland IDB) | 0 | 59 |
| Project Engineer (WMA Eastern) | 0 | 17 |
| Operations Engineer (WMA Eastern) | 0 | 30 |
| Funding & Comm Engagement Officer (WMA Eastern) | 0 | 28 |
| Environmental Officer (WMA Eastern) | 0 | 28 |
| Operations Manager (SHIDB) | 0 | 63 |
| Operations Manager (Pevensey) | 0 | 41 |
| Flood and Water Officer (Pevensey) | 0 | 54 |
| | - | 484 |

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 2019 | 28 February 2020 |
|------------------------------|----------------------|-------------------------|
| KLIDB Land Registration Fees | 5,000 | 5,000 |
| Staff Costs | 4,179 | 445 |
| ICT Provision | 27,470 | 14,480 |
| Chairmans' Allowances | 9,915 | 5,688 |
| DRS Web Integration | 28,400 | 0 |
| Promotional Film | 8,000 | 8,000 |
| Internal Audit | 1,750 | 0 |
| External Audit | 12,800 | 1,200 |
| | £97,514 | £34,812 |

| 20 Payments received in advance/(due) from WMA IDBs | 01 April 2019 | 28 February 2020 |
|--|----------------------|-------------------------|
| Broads (2006) IDB | 9,435 | -9,246 |
| East Suffolk IDB | 12,918 | -5,137 |
| King's Lynn IDB | 138,321 | 16,552 |
| Norfolk Rivers IDB | 10,734 | 43,439 |
| South Holland IDB | -28,800 | -10,695 |
| | £142,608 | £34,914 |

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. 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.

From: 01 April 2019
To: 28 February 2020

Period To: 11
Year Ended: 31 March 2020

| | |
|-------------|--|
| Note | Notes to the Accounts and Recommended Actions |
|-------------|--|

| | |
|-----------|------------------------|
| 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 28-2-2020. |
|---|--|

P J CAMAMILE MA FCIS
CHIEF EXECUTIVE

S JEFFREY BSc (Hons) FCCA
FINANCE & RATING MANAGER

Distributed to :

Members

Bartlett S
Beal A
Biggadike F
Casson A
Coupland P
Dring C
Grundy N J
Hay A G
Markillie S A R (Vice-Chairman)
Perowne J
Redgate P
Rudkin G
Seymour M D
Sneath Mrs E
Stancer I
Taylor S R
Thompson R C
Tyrrell J
Wilkinson D
Worth D R (Chairman)

Officers

Brady Miss C
Camamile P J
Jeffrey Miss S
Laburn Ms C
Morris D
Vines K L J