

A MEETING OF THE WAVENEY, LOWER YARE AND LOTHINGLAND INTERNAL DRAINAGE BOARD WAS HELD VIRTUALLY VIA ZOOM VIDEO/ TELEPHONE LINK ON TUESDAY, 29 JUNE 2021 AT 2.00 PM.

Elected Members	Appointed Members
* Sir N Bacon	Great Yarmouth BC
* R Basey-Fisher	T Cameron
* R Beevor	M Fairhead
J Brown	Vacancy
H Budgen	
* D Burroughs	South Norfolk DC
C Burton	* B Bernard
* P Cargill	C Hudson
M Caston	* J Knight
B Collen	* J Savage
M Gooch	Vacancy
R Hipperson	Vacancy
* C Mutton	Vacancy
W Slater	
* H Thomson-Carrie	Waveney DC
I Vincent	* K Patience
D Watson	
A Williamson	Jointly Appointed
	* G Nurden
	Vacancy
	* Present (39%)

H Thomson-Carrie in the Chair

In attendance:

Giles Bloomfield (Catchment Engineer, WMA Eastern), Cathryn Brady (Sustainable Development Manager), Phil Camamile (Chief Executive), Sue Cook (CEO's PA), Sallyanne Jeffrey (Finance and Rating Manager), Caroline Laburn (Environmental Manager) and Matthew Philpot (Project Engineer, WMA Eastern)

ID	Waveney, Lower Yare and Lothingland IDB, Minute	Action
01/21	WELCOME AND INTRODUCTIONS	
01/21/01	The Chairman welcomed everyone to the virtual meeting and thanked all those involved with the transfer of the Board's administration from Nicholson's Law to the Water Management Alliance (WMA) with effect from 1 April 2021 as it was going very smoothly. RESOLVED that this be noted.	
02/21	APOLOGIES FOR ABSENCE	

ID	Waveney, Lower Yare and Lothingland IDB, Minute	Action
02/21/01	Apologies for absence were received on behalf of John Brown, Henry Budgen, Collen Burton, Marlene Fairhead, Rachael Hipperson, David Watson and Adam Williamson.	
02/21/02	The Chief Executive noted that there were only 10 members in attendance at the start of the meeting and reminded the Board that 11 members were required in order to be quorate (being a third of 31 members). Grant Nurden and James Knight then joined the meeting which enabled the meeting to progress. RESOLVED that this be noted.	
	03/21 STANDING ORDERS	
03/21/01	The Chief Executive apprised members of proposed changes to the Board's Standing Orders that had been drafted and approved by Defra, permitting IDBs to hold lawful virtual and hybrid public meetings permanently, beyond 7 May 2021 (a copy of which is filed in the Report Book). The revised Standing Orders had been approved by the Board's Chairman prior to 7 May 2021, as had been requested by Defra. It was proposed by Peter Cargill, seconded by Richard Basey-Fisher, unanimously agreed and thereby RESOLVED to ratify the Chairman's decision to approve these changes to the Board's Standing Orders with immediate effect.	
	04/21 DECLARATIONS OF INTEREST	
04/21/01	Chris Mutton declared an interest with regard to work carried out for the Board, including but not limited to health and safety, meter reading and telemetry. RESOLVED that this be noted.	
04/21/02	The Chairman asked that Clayton Hudson complete a Declaration of Interests Form and submit it to the Chief Executive's PA as requested. RESOLVED that this be actioned.	Clayton Hudson
	05/21 MINUTES OF THE LAST BOARD MEETING	
05/21/01	The minutes of the last Board meeting held on 9 February 2021 were approved and confirmed as a true record. It was noted that the Chairman would sign the minutes shortly after the meeting. Arising therefrom:	
05/21/02	Removal of Land at Diss from Rating: Assessment ID 22/0311 It was noted that the Board had agreed to write-off the arrears of £6.56 for Assessment ID 22/0311 at the February meeting. However, this Assessment also required a formal resolution from the Board to remove the land from drainage rating, as it had been built on and should therefore be transferred from drainage rating to special levies. It was agreed and thereby RESOLVED to approve the transfer to special levies.	
05/21/03	Chairman's Allowance It was proposed by Peter Cargill, seconded by Sir Nicholas Bacon,	PJC

ID	Action
unanimously agreed, and thereby RESOLVED that the Chief Executive should seek approval from the Secretary of State for Defra to pay a Chairman's Allowance of up to £3,500 per annum to the Board's Chairman.	
06/21 HEALTH, SAFETY AND WELFARE PERFORMANCE REPORT	
06/21/01 The Health, Safety and Welfare Performance Report, (a copy of which is filed in the Report Book) was considered in detail and approved. Arising therefrom:	
06/21/02 The recommendation from the Project Engineer to move the Health and Safety contract for the Board from 'Foley and Baugh' to 'Cope Safety Management' was unanimously supported. RESOLVED that this be actioned.	MP
06/21/03 The Project Engineer confirmed that any Health and Safety matters or concerns should be brought to his attention in the first instance. RESOLVED that this be noted.	
07/21 ENGINEERING AND OPERATIONS REPORT	
07/21/01 The Engineering and Operations Report, (a copy of which is filed in the Report Book) was considered in detail and approved. There were no matters arising.	
08/21 ENVIRONMENTAL REPORT	
08/21/01 The Environmental Report (a copy of which is filed in the Report Book) was considered in detail and approved. Arising therefrom:	
08/21/02 The Environmental Managers' recommendations for a Standard Maintenance Operations (SMO) document to be produced over the coming financial year 2021-22 for use by staff and contractors, and for the Board's Biodiversity Action Plan (BAP) to be reviewed over the coming financial year 2021-22 were unanimously approved. RESOLVED that these be actioned.	CL
09/21 PLANNING REPORT	
09/21/01 The Planning Report (a copy of which is filed in the Report Book) was considered in detail and approved. There were no matters arising.	
10/21 WMA DRAINAGE RATES COLLECTION PROCEDURE	
10/21/01 The WMA Drainage Rates Collection Procedure was considered in detail and approved. There were no matters arising.	

ID	Waveney, Lower Yare and Lothingland IDB, Minute	Action
11/21	FINANCIAL REPORT FOR YEAR ENDING 31 MARCH 2021	
11/21/01	The Financial Report was considered in detail and approved (a copy of which is filed in the Report Book). Arising therefrom:	
11/21/02	The Finance and Rating Manager noted that the Income and Expenditure Account for the year ended 31 March 2021 appeared to show that the Board had made a deficit of £12,690, however the Board had made a surplus of £12,690 for the year. RESOLVED that this be noted.	
12/21	INTERNAL AUDIT REPORT FOR 2020/21 AND APPOINTMENT OF INTERNAL AUDITOR FOR 2021/22	
12/21/01	The Internal Audit Report for 2020/21, as prepared by the Board's Internal Auditor, (a copy of which is filed in the Report Book), was considered in detail and approved. Arising therefrom:	
12/21/02	It was agreed and thereby RESOLVED to appoint Katherine Woodward of Fenland District Council as the Board's Internal Auditor for 2021/22.	
12/21/03	Members requested that it be made clear to the incumbent Internal Auditor (Cunninghams, Chartered Accountants) that the discontinuation of their services to the Board was because of joining the Water Management Alliance and was not a reflection of the services they had provided. The Finance and Rating Manager confirmed that this would be conveyed to Cunninghams in writing. RESOLVED that this be actioned.	SJ
13/21	ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN FOR 2020/21	
13/21/01	The Annual Governance Statement shown in Section 1 of the Waveney, Lower Yare and Lothingland IDB Annual Governance and Accountability Return for the year ending 31 March 2021 was considered in detail and approved by the Board.	
13/21/02	The Accounting Statements shown in Section 2 of the Waveney, Lower Yare and Lothingland IDB Annual Governance and Accountability Return for the year ending 31 March 2021 were considered in detail and approved by the Board.	
14/21	DATE OF COMMENCEMENT PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS	
14/21/01	It was agreed and thereby RESOLVED to publish the notice on the WMA website and also display the notice in the office reception, that the Accounts for the year ending 31 March 2021 would be available for inspection for the 30-working day period commencing 1 July 2021 and ending on 11 August 2021. RESOLVED that this be noted	
15/21	MATERIAL CHANGES TO THE RISK REGISTER	

ID	Waveney, Lower Yare and Lothingland IDB, Minute	Action
15/21/01	The full Risk Register was considered in detail and approved. (a copy of which is filed in the Report Book). Arising therefrom:	
15/21/02	It was agreed and thereby RESOLVED to add a new risk to the Risk Register that the current red diesel exemption was likely to expire on 1 st April 2022 which may result in increased fuel costs to contractors and therefore increased maintenance costs to the Board. It was noted that better clarification and definition of when red diesel could or couldn't be used was needed to fully understand and evaluate the potential impact.	PJC
15/21/03	It was agreed and thereby RESOLVED to add a new risk to the Risk Register that the invasive species Floating Pennywort was present in both Pevensey and the Broadland area, bringing with it a significant financial burden to those Boards. Although it had not been found in any of the Board's drains yet, there was a risk that this could happen.	PJC
	16/21 REGISTER OF ELECTORS	
16/21/01	The Register of Electors as at 1 April 2021, was considered in detail and approved in accordance with Rule 3 (11) of the Land Drainage (Election of Drainage Boards) Regulations 1938 (as amended). There were no matters arising or objections to consider.	
	17/21 CORRESPONDENCE	
17/21/01	The email from Robin Price, MD of Water Resources East, was received and noted by the Board (a copy of which is filed in the Report Book). There were no matters arising.	
	18/21 DATE OF NEXT MEETING	
18/21/01	The next Board meeting would take place on Tuesday, 23 November 2021 at 2.00 pm. The venue would be confirmed nearer the time, in accordance with the Government's Covid guidelines.	
	19/21 ANY OTHER BUSINESS	
19/21/01	Jeremy Savage apprised the Board that local residents at Redenhall were pursuing formal complaints about the capacity of the culverts under the A143. The Project Engineer confirmed that he was aware of the problem and had been in discussions with Norfolk County Council. He asked Jeremy Savage to forward the residents' report and to be kept in the loop on the matter. RESOLVED that this be actioned.	Jeremy Savage
19/21/02	David Burroughs requested a review of payments to the Boards' pump attendants and surveyors. It was agreed and thereby RESOLVED that the Project Engineer include this review in his report for the next meeting.	MP
19/21/03	Chris Mutton enquired if Oliver Scott's position on the Board had been	

ID	Action
filled. The Chairman apprised the Board that Adam Williamson, Arable Manager at Thelveton Estate had recently joined the Board but had sent his apologies for the meeting due to being on annual leave. RESOLVED that this be noted.	
19/21/04 The Chairman noted that Sir Nicholas Bacon had kindly offered Raveningham Barn as the venue for a get-together later in the year to show appreciation to Ben Blower and Debbie Lovegrove for their contribution to the Board over many years. It was agreed and thereby RESOLVED that the Chairman write letters requesting donations towards the event.	Hamish Carrie
19/21/05 Sir Nicholas Bacon raised the issue of track maintenance between Norton and Raveningham Marshes. The Chief Executive offered to discuss this in more detail before the next Board meeting in order to include the necessary provision for maintenance expenditure in the budget next year. RESOLVED that this be noted.	PJC
19/21/06 Chris Mutton noted that David Thomas (Surveyor) has been a great asset to the Board. The Project Manager agreed that his knowledge and support was very much appreciated and that there were no plans to change this arrangement. RESOLVED that this be noted.	
20/21 OPEN FORUM: TO HEAR FROM ANY MEMBER OF THE PUBLIC, WITH LEAVE OF THE CHAIRMAN	
20/21/01 There were no members of the public present at this stage of the meeting.	
21/21 CONSORTIUM MATTERS	
21/21/01 Unconfirmed minutes The unconfirmed minutes of the last Consortium Management Committee (CMC) meeting held on 26 March 2021 were considered in detail and approved. There were no matters arising.	
21/21/02 WMA Schedule of Paid Accounts The WMA Schedule of Paid Accounts for the period 1 December 2020 to 28 February 2021 totalling £499,239 as approved at the Consortium Management Committee meeting on 26 March 2021, was considered in detail and adopted by the Board for publication on the WMA Group's website. There were no matters arising.	
21/21/03 WMA Financial Report The WMA Financial Report for the period 1 April 2020 to 28 February 2021, as approved at the Consortium Management Committee meeting on 26 March 2021, was considered in detail and adopted by the Board. There were no matters arising.	
21/21/04 Social Media Report	

ID Waveney, Lower Yare and Lothingland IDB, Minute	Action
The Social Media Report for the period 5 December 2020 to 5 March 2021 was considered in detail and adopted by the Board. There were no matters arising. 21/21/05 Items for discussion at the next CMC meeting There were no issues raised by members for discussion at the next Consortium Management Committee (CMC) meeting on 24 September 2021. Should members wish to raise any item for discussion at the next meeting, they should contact any of the Board's representatives: Hamish Carrie, Bryan Collen or Chris Mutten, or the Chief Executive directly. 22/21 CONFIDENTIAL BUSINESS 22/21/01 It was agreed and thereby RESOLVED to exclude the public from the next part of the meeting due to the confidential nature of the business to be transacted, in accordance with Section 2 of the Public Bodies (Admission to Meetings) Act 1960 and the Board's Standing Orders.	

WAVENEY, LOWER YARE AND LOTHINGLAND INTERNAL DRAINAGE BOARD

GOVERNANCE

STANDING ORDERS

WATER MANAGEMENT ALLIANCE

Last review date: 29 June 2021 (to be reviewed every 5 years)

Next review date: June 2026

Reviewed by: Waveney, Lower Yare and Lothingland IDB and DEFRA

These are the Rules made by WAVENEY, LOWER YARE AND LOTHINGLAND INTERNAL DRAINAGE BOARD with the approval of the Secretary of State under paragraph 3(1) of the Second Schedule to the Land Drainage Act, 1991 ("the Rules"). The relevant statutory provisions governing the proceedings of an Internal Drainage Board are also set out in the Annex to these Rules for reference purposes.

STANDING ORDERS

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STANDING ORDERS

REGULATIONS AS TO PROCEEDINGS

1. Meetings of the Board, for which fourteen days' notice will be given, will be open to the public and press who will on the invitation of the Chairman be able to speak at the meeting. The Board can make a resolution to exclude the public and/or press from a meeting or part thereof: -
 - (a) The Board will hold an Annual Public meeting.
 - (b) The Board will hold a meeting every year at which the drainage rate and special levies will be set to enable the latter to be served on the billing authority by no later than the 15 February in respect to the following financial year.
 - (c) In the event of the need for an emergency meeting the notice will be waived.
 - (d) The Board will hold a meeting following an election of members of the board at which the election of the Chairman and Vice Chairman will be made.
2. For each meeting, other than for one arranged as an emergency meeting, members will receive an Agenda and any accompanying papers by post or other means despatched at least seven days before the meeting.
3. No business shall be transacted by the Board, other than that which appears on the Agenda unless 75% of the members present agree to any such additional issue being discussed.
 - (a) A formal meeting of the Board cannot be conducted unless one third of the members are present at the start of and during the meeting. If departures reduce the number below one third then the Chairman will terminate the meeting at that point.
 - (b) All resolutions and proposals will be decided by a majority of votes of the members present.
 - (c) In the case of an equality of votes at any meeting, the Chairman for the time being of such meeting shall have a second or casting vote.
4. The Board shall meet at a place to be confirmed on the Agenda, including: in person, by remote attendance, or a combination of the two. A place where a meeting is held, or to be held, includes reference to more than one place including electronic, digital, or virtual

STANDING ORDERS

locations such as internet locations, web addresses or conference call telephone numbers. A member in remote attendance is present if they are able at that time:

- (a) To hear, and where practicable see, and be so heard and, where practicable, be seen by, the other members in attendance,
 - (b) To hear, and where practicable see, and be so heard and, where practicable, be seen by any members of the public entitled to attend part or all, of the meeting.
- 5. The Board shall, as soon as they conveniently can, appoint a Chairman and Vice-Chairman for a period not exceeding three years. The term of office of such Chairman and Vice-Chairman shall continue until the first meeting of the Board after the next election following his appointment.
- 6. If any casual vacancy occurs in the office of Chairman or Vice-Chairman, the Board shall as soon as they conveniently can after the occurrence of such vacancy, choose someone of their number to fill such vacancy.
- 7.
 - (a) At any meeting of the Board the Chairman, if present, shall preside.
 - (b) If the Chairman is absent from a meeting of the Board, the Vice-Chairman, if present, shall preside.
 - (c) If at any meeting of the Board both the Chairman and Vice-Chairman are not present at the time the members present shall choose someone of their number to be Chairman of such meeting.
- 8. The Board shall cause Minutes to be made of all meetings and recorded in an appropriate form:
 - (a) of all appointments of Officers made by the Board,
 - (b) of the names of the members present at each meeting of the Board and Committees or Sub Committees of the Board,
 - (c) of all orders made by the Board and Committees or Sub Committees of the Board, and
 - (d) of all resolutions and proceedings of meetings of the Board and of Committees or Sub Committees of the Board.

STANDING ORDERS

The Board will approve, with or without amendment, the minutes of the preceding meeting and these will be duly signed by the Chairman together with any financial statements presented at that meeting.

9. All proceedings, resolutions and reports of every Committee or Sub Committee intended to be laid before the Board shall be circulated among the members of the Board at least seven days before the meeting of the Board at which the same are to be submitted.

COMMITTEES OR SUB COMMITTEES

10. The Board may appoint such Committees or Sub Committees as they think fit but all acts of any Committee or Sub Committee shall be subject to the approval of the Board unless the Board has delegated its powers to that Committee or Sub Committee to deal with a specific issue.
11. A Committee or Sub Committee may elect a Chairman of their meetings. Alternatively, the Board may appoint a Chairman of a Committee or Sub Committee. If no such Chairman is elected or appointed or if he is not present, the members present shall choose someone of their number to be Chairman of such meeting.
12. A Committee or Sub Committee may meet and adjourn as they think proper. Proposals at any meeting shall be determined by a majority of votes of the members present. In case of any equal division of votes the Chairman shall have a second or casting vote (unless otherwise determined by the Board).
13. Regulations 8 and 9 shall apply to minutes of Committees and Sub Committees.

STANDING ORDERS: ORDER OF DEBATE

14. Every proposal or amendment, other than a proposal for the approval of a Committee or Sub Committee, shall be proposed and seconded and shall, if required, be submitted to the Chairman who shall read it out before it is further discussed or put to the meeting.
15. The Chairman will invite members to speak on the subject under discussion.
16. Members must declare where they have an interest in a matter to be discussed, the Chairman then deciding what if any part the member can take in any ensuing discussion and whether the member can vote.

STANDING ORDERS

17. A proposal or amendment once made shall not be withdrawn without the consent of the Board.
18. Every amendment shall be relevant to the proposal to which it is applied.
19. Whenever an amendment upon an original resolution has been proposed and seconded, no second or subsequent amendment shall be moved until the first amendment shall have been dealt with, but notice of any number of amendments may be given.
20. If an amendment is rejected, then other amendments may be proposed on the original resolution or proposal.
21. If an amendment is carried the proposal as amended shall take the place of the original proposal and shall become the question upon which any further amendment may be moved.
22. No proposal to rescind any resolution which has been passed within the preceding six months, nor any proposal to the same effect as any proposal which has been negatived within the preceding six months shall be in order unless (a) notice thereof shall have been given and specified in the Agenda and (b) the notice bears, in addition to the name of the member who proposed the resolution, the names of two other members; and when such resolution or proposal has been disposed of by the Board, it shall not be competent for any member to propose a similar proposal within a further period of six months.
23. Order 22 shall not apply to proposals which are moved by the Chairman or other members of the Committee or Sub Committee in pursuance of the report of the Committee or Sub Committee.

COMMON SEAL

24. The Common Seal of the Board shall be kept in some safe place. All deeds and other documents to which the Common Seal of the Board shall require to be affixed shall be sealed in pursuance of the Board, and in the presence of the Chairman and the Chief Executive of the Board.
25. Copies of all sealed documents must be retained.

STANDING ORDERS

SUSPENSION OF STANDING ORDERS

26. Any one or more of the standing orders, in any case of urgency or upon resolution or proposal made on a notice duly given, may be suspended at any meeting, so far as regards any business at such meeting, provided that 75% of the members of the Board present and voting are in agreement.

CERTIFICATION

Waveney, Lower Yare and Lothingland IDB has agreed to make these Rules (1 to 26) on 29 June 2021.

By Order of Waveney, Lower Yare and Lothingland Internal Drainage Board

Certified by Mr P J Camamile, Chief Executive

29 April 2021. Ratified by the Board on 29 June 2021.

STANDING ORDERS

ANNEX: STATUTORY PROVISIONS REGARDING THE PROCEEDINGS OF AN INTERNAL DRAINAGE BOARD, AS SET OUT IN PARAGRAPH 3 OF SCHEDULE 2 TO THE LAND DRAINAGE ACT, 1991

Proceedings of internal drainage board

- 3(1) An internal drainage board may, with the approval of the relevant Minister, make rules:-
- (a) for regulating the proceedings of the Board, including quorum, place of meetings and notices to be given of meetings;
 - (b) with respect to the appointment of a Chairman and a Vice-Chairman;
 - (c) for enabling the Board to constitute committees; and
 - (d) for authorising the delegation to committees of any of the powers of the Board and for regulating the proceedings of committees, including quorum, place of meetings and notices to be given of meetings.
- (2) The first meeting of an internal drainage board shall be held on such day and at such time and place as may be fixed by the relevant Minister: and the relevant Minister shall cause notice of the meeting to be sent by post to each member of the Board not less than fourteen days before the appointed day.
- (3) Any member of an internal drainage board who is interested in any company with which the Board has, or proposes to make, any contract shall:-
- (a) disclose to the Board the fact and nature of his interest; and
 - (b) take no part in any deliberation or decision of the Board relating to such contract;
- and such disclosure shall be forthwith recorded in the minutes of the Board.
- (4) A minute of the proceedings of a meeting of an internal drainage board, or of a committee of such a Board, purporting to be signed at that or the next ensuing meeting by a person describing himself as, or appearing to be, the Chairman of the meeting to the proceedings of which the minute relates:-

STANDING ORDERS

- (a) shall be evidence of the proceedings; and
 - (b) shall be received in evidence without further proof.
- (5) Until the contrary is proved:-
 - (a) every meeting in respect of the proceedings of which a minute has been so signed shall be deemed to have been duly convened and held;
 - (b) all the proceedings had at any time such meeting shall be deemed to have been duly had; and
 - (c) where the proceedings at any such meeting are the proceedings of a committee, the committee shall be deemed to have been duly constituted and to have had power to deal with the matters referred to in the minute.
- (6) The proceedings of an internal drainage board shall not be invalidated by any vacancy in the membership of the Board or by any defect in the appointment or qualification of any member of the Board.

Water Management Alliance (Eastern) Health, Safety and Welfare Performance Review

1. This report covers the period from to 16 December 2020 – 16 April 2021

1.1 We continue to review/update risk assessments in line with government guidelines.

2. Learning events

- 2.1. New Royal Mail service eliminating need to visit post office – reducing Covid Risk
<https://send.royalmail.com/>
- 2.2. Speed awareness shared learning regarding lower limits on all IDB 4 x 4's on national speed limit and dual carriageways.
- 2.3. Towing: Bad snaking of welfare unit during towing. Very low speed required, 45mph max, and wind conditions must also be considered before towing. Team and towing personnel briefed.
- 2.4. NRIDB: Lifejacket. Employee not wearing lifejacket when entering water to rake screen. Employee spoken to and team briefed on the raking screens GRA, as well as the requirement to wear lifejackets when adjacent to water.

3. Accidents

- 3.1. BIDB: Machine stuck when attempting to cross ditch. Muscle sprain to operators shoulder when entering/exiting machine during recovery.
Rescue required, involving additional machines and staff. Following this a new GRA for machine recovery is to be developed and briefed to all staff. This also highlights the requirement for crossing points to be installed in key access locations (already underway) and also for driver attitude to change around perceived savings in time and money, by taking short cuts. Drivers have all been spoken to and will be briefed once new GRA is developed.
- 3.2. ESIDB: Dumper turned over when tipping load. No injuries.
During beach work, dumper was transporting sand and tipping it in a designated location. On final tip of the job the dumper is believed to have reversed too far and one side of wheels went onto the heap already present. This led to the dumper sitting off angle and when tipping resulted in it rolling onto the side. The operator was wearing a seatbelt and was within a cab. Dumper was righted. No injuries sustained. An investigation into the accident is underway and will be discussed with Copes our H&S advisors. Learning will be shared and put into any future jobs.
- 3.3. ESIDB: Finger injury from groyne board dropping onto hand, during the removal of stones from between boards in re-seating maintenance. Groyne board had been lifted with a metal bar and stones had been removed. On removing the metal bar the board did not sit back down and so operative knocked it to move it. It then dropped and caught the finger of the operative who had his hand on the board below. An investigation has been carried out and this is believed to have been caused by a lack of communication in the operation and a lapse in concentration by the operative. A

new GRA for this operation will be developed and clearer dual communication process clearly stated.

4. Toolbox Talks & Training

4.1. Briefings on topics described in section 3.0.

5. Updates to Generic Risk Assessments (GRA)

5.1. Annual review of GRAs. Updates made and briefed.

6. Health & Safety Inspections

(these are carried out quarterly by Copes, our independent safety consultant)

6.1. 16 December 2020. Bench Grinder to be better secured in Martham workshop.

6.2. Health & Safety Executive spot visit to WMA offices in King's Lynn checking the Covid measures in place. Inspector happy with measures in place and left the office without issuing any improvement notices.

MATTHEW PHILPOT
Project Engineer, WMA (Eastern)

**Waveney, Lower Yare & Lothingland IDB
ENGINEERING & ENVIRONMENTAL REPORT
June 2021**

This report covers the period from 10 February – 29 June 2021

Further to the COVID-19 outbreak and Government advice, operations staff have continued to review our safe systems of work in line with government advice issued. We feel the precautions and mitigation measures we have in place are working and that we are keeping staff safe, whilst still fulfilling our important role.

1. REVENUE MAINTENANCE WORKS

A programme of work for the 2021/2022 financial year is under development and a number of issues have been looked at in order to understand the quantum of additional work which may be required in the coming years.

The Christmas floods of 2020 highlighted some locations, particularly in the gravity districts, where some additional tree work may be needed this autumn/winter. In addition, some areas of bank repair have also been needed.

The Engineer has made contact with surveyors and pump attendants and will be visiting a number of levels over the coming months. Weekly visits to certain gravity catchments with David Thomas have also been undertaken, reviewing the system and maintenance requirements.

2. PUMPING STATIONS

Hunt Engineering will continue to service the pumps this year and remain available for call-outs as required. In addition, Mechanical & Electrical (M&E) staff from the WLMA are also available to assist with any work during periods of high demand or to assist with any specialist work.

The following details show any issues experienced this quarter:

LOWER YARE CATCHMENT

Burgh Castle Pumping Station

No major problems reported.

Norton Pumping Station

Monitoring of the structural Failure of piles continues. Hunts called out for pump fault.

Raveningham Pumping Station

No major problems reported.

Limpenhoe Pumping Station

No major problems reported.

Langley Double pumping Station

No major problems reported.

Langley Monks Pumping Station

No major problems reported.

Claxton Pumping Station

No major problems reported.

RIVER WAVENEY CATCHMENT

Belton Pump

No major problems reported.

Caldecott Pump

No major problems reported.

Askews Pumping Station

Weedscreen cleaner jammed, no fault shown on panel ,in hand for repair

Haddiscoe Pump

No major problems reported.

Wheatacre Pump

No major problems reported.

Burgh St Peter Pump

No major problems reported.

Blundeston Pump

Auto Weedscreen cleaner fault, in hand for repair.

Barnby Pumping Station

No major problems reported.

Short Dam Pumping Station

No major problems reported.

North Cove Pumping Station

No major problems reported.

Long Dam Pumping Station

No major problems reported.

Worlingham Pumping Station

Telemetry not calling out, in hand for repair

Gillingham Pumping Station

No major problems reported.

Barsham Pump Replacement

No major problems reported.

Remainder (Beccles Town Marsh Pumping Station)

Asset under review with Beccles Town Council

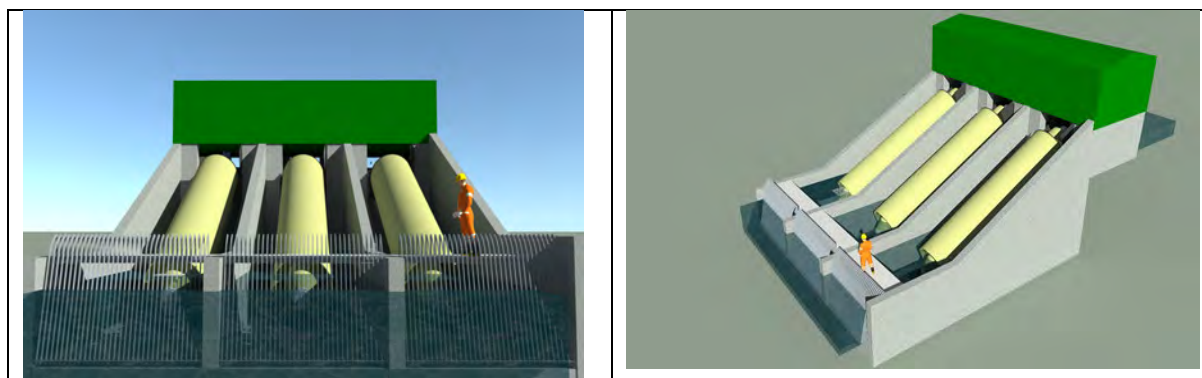
3. CAPITAL WORKS

3.1 Benacre and Kessingland Flood Risk Management Scheme

Over this period WMA officers with consultants Jacobs and contractors Balfour Beatty, have responded to questions raised by the Environment Agency Large Project Review Group (LPRG). The updated final submission of the Outline Business Case (OBC) rests with LPRG for a decision to invest and technical sign off.

A funding gap remains of c£18m including risk contingency. However, the significant risk of the A12 flooding has been recognised by LPRG and we are making representations to other departmental funding streams to close this gap.

Total cost of the project is estimated at £28,991,085 including optimum bias at £7,779,109. (c35%). Indicative station layout below



In the meantime, Benacre Estates continue works to hold the existing coastal defences lifting and repositioning rock revetment and repairing the temporary sandbag defences.

3.2 Norton & Raveningham Pumping Station Replacement

Over this period WMA officers continue the various strands of work required to submit OBC working with consultants Jacobs and contractors Bam Nuttall to review designs and costings through Early Contractor involvement (ECI).

Early assessment has recommended full ground investigation survey and quantitative analysis of findings to ensure replacement asset can be designed to stand on a firm foundation and priced with confidence as we submit the business case for determination. A variation order £45,808 has been submitted to EA and approved over this period to cover these estimated costs in full.

Natural England has written a legal letter of support confirming the environmental importance of the wetland grazing marshland mosaic in relation to sustaining the European Designated habitats and species within proximity.

Environmental Baseline surveys are underway to enable appropriate mitigation to be implemented onsite early autumn in readiness for the construction phase works.

In meantime the Pump Attendant and Board officers continue to monitor the movement within the existing building fabric.

3.3 Capital Works - Medium Term Programme Refresh

Further to the Government announcement last year of doubling of the Flood Risk Management budget to c.£5.2bn; Waveney ,Lower Yare & Lothingland DB have been allocated estimated capital replacements sums over the next 6 year settlement period as follows:

Benacre and Kessingland Flood Risk Management Scheme	c.£11.3m
River Yare WLM Improvements (shared with Broads IDB)	c.£11.6m
Lower Waveney Water Level Management Improvements	c.£19.1m
Norton & Raveningham Pumping Station Replacement	c.£ 2.0m

TOTAL c.£44.0m

Business case development will be key to unlocking these funds. To aid this programme of work the Catchment Engineer has negotiated grants to undertake required site investigations and option appraisals to inform the Board of the various options and resulting Outline Business Case (OBC) submissions. Grants as follows

River Yare WLM Improvements (**shared with Broads IDB**)
Lower Waveney Water Level Management Improvements
Norton & Raveningham Pumping Station Replacement

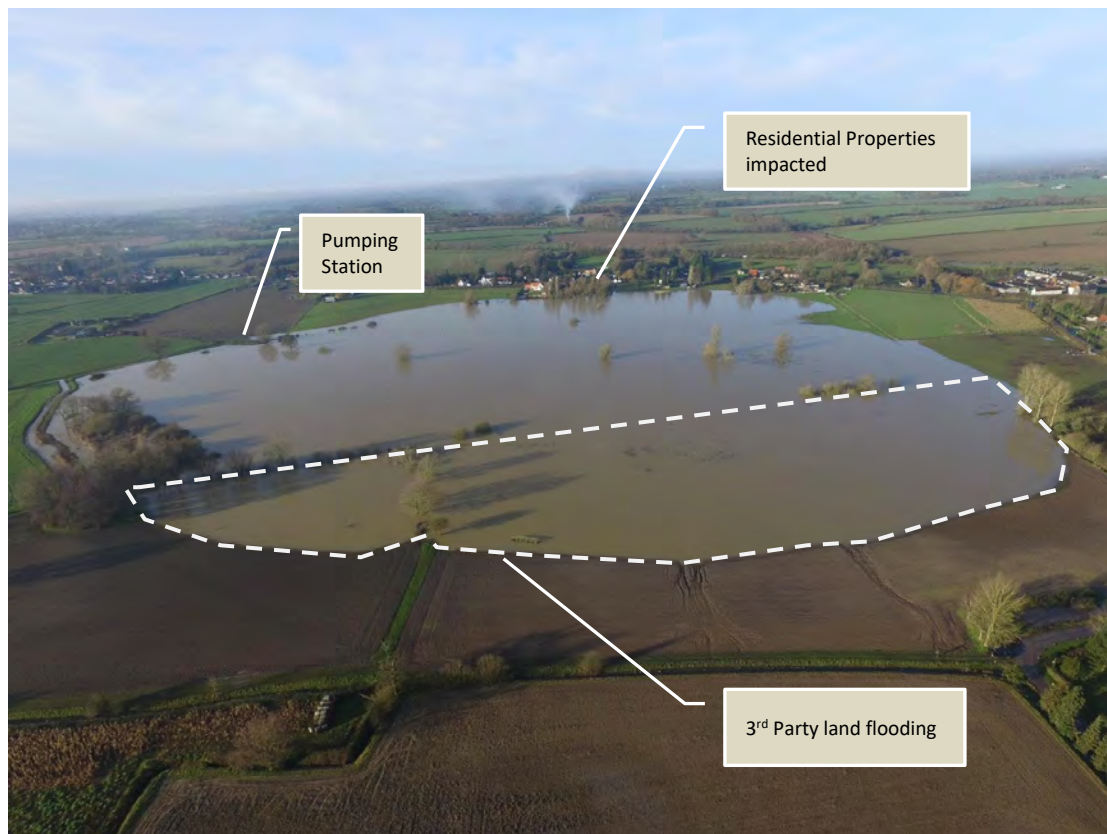
£350k.
£310k.
£155.8k.

4.0 Rechargeable Works

4.1 Dickleburgh Moor - Otter Trust

WMA Board Officers continue to work with the community awaiting the pump down to the level back to normal conditions. The latest updated feedback reports the field outlines are now starting to become visible under the surface.

WMA Resources will remobilise as soon a catchment conditions allow to undertake outstanding remedial repairs. Estimated July/August 2021.



4.2 Beccles Fenland Charity Trust

WMA Board Officers continue to work with Beccles Town Council to identify, survey and record their assets including a significant pumping station protecting people, property and nationally important infrastructure including the railway, highways and 2 supermarkets.

4.3 Bungay- Falcon Meadow community Trust

Nothing to report this period.

5.0 OPERATIONAL MATTERS

5.1 BESL Update

Officers have contacted the new team leader for the BESL area, Tom Hunter, regarding the future of the Broadland area, post BESL. Tom confirmed that a further two years of funding has been found for BESL (whose contract finishes in April 2021), within which period the following actions will continue and be completed:

- Grass cutting & cut and clear.
- Reactive maintenance
- Inspections of the broadland assets with the EA team to develop a plan of what needs doing to meet current standards.
- Public Safety Work and fencing
- Review of funding available for broadland under current funding rules (which will lead to broader discussions on the area)
- Knowledge share from the project with the EA team
- 5-10 year plan of works for the area

It is therefore clear that there will not be a step change in maintenance standards or decisions being made regarding the area. The broadland futures initiative is also running parallel to this and the importance of board member representation at those forums remains key.

A quarterly meeting between WMA officers and Tom Hunter have now been set up so that we can continue to build our relationship with the future Broadland team.

This quarter the engineer raised the issue of vegetation management at Beccles and the concrete flood wall, which requires some joint work.

We also raised the issues surrounding the Christmas flooding, particularly on the Waveney. The supply of pumps at Barsham by BESL was positive, but the time to deploy them was not as well managed as expected. This was highlighted to the BESL team who will be looking into this.

We highlighted that in the future the WLMA team will be well placed to assist with any incident response work.

If members have any main river related issues around flood banks or Environment Agency structures, please contact Matthew Philpot matthew@wlma.org.uk who will be able to raise these with the EA.

6. OTHER MATTERS

6.1 High rainfall event December 2020.

Significant rainfall events and flooding occurred throughout the winter months. Officers are still in the process of reviewing and actioning these flood events which has been a resource intensive task. Some key figures are detailed below (source <https://nrfa.ceh.ac.uk/monthly-hydrological-summary-uk>), and a more detailed report will be presented at the next board meeting.

Rainfall (December 2020 to February 2021) Anglian Region

December 103mm = 192% above average

January 93mm = 176% above than average

February 45mm = 114% above than average

River Flows (December 2020 to February 2021) Wensum, Anglian Region

December Exceptionally high flows

January Notably high flows

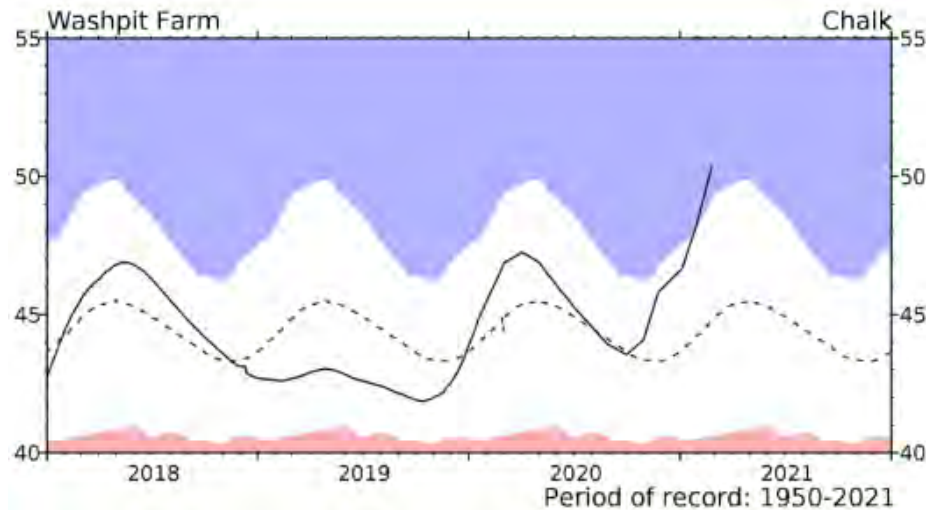
February Exceptionally high flows

Groundwater Levels (December 2020 to February 2021) Washpit Farm, Anglian Region

December Notably high levels

January Exceptionally high level

February Exceptionally high level (shown below)



River Waveney Valley

Flood investigations?

6.2 Broads Environmental Land Management Scheme (ELMS)– Test & Trial Project

The Broadland ELMS pilot is ongoing with Board Officers supporting discussions with Partners into Defra.

6.3 Water Resources East <https://wre.org.uk/>

Refer to letter WRE

7. ENVIRONMENTAL

7.1 Proposed Standard Maintenance Operations document for WLYL

The Standard Maintenance Operations (SMO) is a document which aims to allow a consistent, auditable and uniform maintenance procedure to be carried out across the Boards catchment area by operatives and contractors, to allow a high standard of work to be attained in designated sites and in adopted watercourses alike.

All Boards of the WMA currently undertake their maintenance adhering to a SMO document and it is recommended that the WLYL adopt a similar approach. These documents have been in operation since 2000 and are useful to demonstrate IDB maintenance protocols to Natural England and the Environment Agency and are used to train staff to a high standard. They are reviewed on a five-yearly basis.

It is proposed that a WLYL document will be aligned with other IDB standard maintenance operations, particularly the ESIDB and BIDB documents. The proposed document will provide

a baseline from which to audit the quality of maintenance work and ensure all operatives and contractors can produce work to a similar auditable standard.

The new WLYL SMO document will be written to be in line with the Water Framework Directive, with the aim of achieving Good Ecological Potential in Artificial or Heavily Modified Waterbodies taking into consideration protected species, priority habitats and designated sites.

Recommendation: For the WLYL IDB to agree to a Standard Maintenance Operations Document to be produced for use by staff and contractors over the financial year 2021-22.

7.2 Proposed Review of Biodiversity Action Plan (BAP)

The new and revised BAP template was finalised in early 2020 by the ADA Environmental and Technical Committee and is now available on the ADA Website. The original template design was undertaken in 2008-2009 in response to underpinning the IDB's duty to conserving and enhancing conservation and biodiversity in various aspects of environmental legislation. The new BAP template has been designed to demonstrate contributions of IDBs to aspects of the Government's 25-year environment plan. The IDB's duty toward conservation and biodiversity is likely to be strengthened by the Environmental Bill 2020 and it is important that these are considered in a future BAP review.

A recent review of metrics has also been undertaken by ADA with contributions from the WMA, to try to make the activity of reporting on IDB actions within the IDB BAP a smoother, smarter and measurable process. The information gathered on Metrics can then be reported to demonstrate to DEFRA the progress and contribution that IDB's make to the natural environment on a National scale.

The previous WLYL IDB BAP document was produced in 2010 and would benefit from a review to align it with new legislation and the new IDB BAP template.

Recommendation: For the WLYL IDB BAP to be reviewed over financial year 2021-22.

7.3 WMA Response to the Biological Control of the Floating Pennywort Weevil

The WMA have issued a reply to the DEFRA Consultation; the Proposed release of the non-native biological control agent *Listronotus elongatus* for the control of *Hydrocotyle ranunculoides* (floating pennywort) in England. The consultation ended on 7th May 2021.

The Environmental Manager commented, "I have read through the attached documentation and risk assessments on the proposed release of the weevil *L.elongatus*, and I can confirm on behalf of the WMA that the organisation fully supports the release of the weevil, with the view that the current risk of further spread or loss of control of Floating Pennywort in the WMA managed catchments and future detriment to biodiversity interests, through its unrelenting presence and growth, far outweighs any slight risk of impacts from the weevil on non-target species."

7.4 Norton Pumping Station Environmental Surveys

Environmental baseline surveys have been started as part of the work on the business case investigating the replacement of the Norton Pumping Station. These surveys will aim to assess the presence of protected species on the site and inform the need for any mitigation required before and during the pump replacement works. The surveys are focusing on water voles and reptiles using rafts and mats which have been placed out on site in areas of suitable habitat as a focus for the subsequent surveys. During the initial survey in early June, it has already been found that water voles are using the bank of the River Yare on the site. Several further survey visits will be undertaken to look for the presence of water vole field signs, such as droppings, and for reptiles. If any of the trees on site are to be affected, these will also be further assessed for the potential of bat roosts.



Water vole droppings and feeding remains found on site

7.5 New Floating Pennywort Report – Near Ditchingham

At the time of writing, a report had recently been made to the Norfolk Non- Native Species Initiative regarding a new record of Floating Pennywort in the location of Chain Bridge Beck, near Ditchingham. This location falls within the WLYL IDD but not within a board adopted watercourse. The report will be followed up by the NNNSI and a further report on this will be made at the next WLYL Board meeting.

Floating Pennywort has been recorded and has been managed around the Billingford area on the Waveney in recent years and is being managed via the Waveney Floating Pennywort Steering Group. The IDBs will be continuing to work closely with the Norfolk County Council Non- Native Species Initiative (NNNSI), the Environment Agency, Natural England to establish a plan and a solution to eradicate the plant in the Waveney. The socio-economic implications of this plant establishing and gaining a further foothold in the in the Waveney valley in terms of navigation, tourism, angling as well as flood risk, drainage, water management and biodiversity interests remains a huge concern to officers.

Board members are requested to inform the Environmental Manager if floating pennywort is found anywhere within the Boards IDD so that she can inform the NNNSI.

It is recommended that training should be given to WLYLIDB contractors on the importance of biosecurity and identification of this highly invasive, fast growing plant, to prevent the future spread of the plant in the catchment.

An ID sheet can be found within Appendix A.



Floating Pennywort

8. Biodiversity Action Plan information from other WMA boards pertinent to the WLYL IDB:

8.1 Barn Owls

Barn owl monitoring across three WMA Boards continues to be undertaken annually by Colin Shawyer of the Wildlife Conservation Partnership. However, the Covid 19 situation has resulted in the reduced monitoring during the 2020 breeding season. Colin has collated information and summarised his thoughts on last year's breeding success of Barn Owls over England as a whole, rather than just in WMA (Norfolk):

"The date when barn owls laid their first egg in 2020 varied widely, from early April to July. Clutch sizes at this time were within the normal range of between 4 and 6, but by mid-May clutch depletion and the deaths of recently hatched young, were largely responsible for the low numbers of barn owls that eventually fledged from nests in 2020. Early egg laying is normally indicative of a successful breeding outcome, but as well as high levels of brood depletion in 2020, many pairs which had attempted to breed were unsuccessful with nests being abandoned part way through incubation or soon after hatch. Most of the eggs from these late clutches hatched successfully, but all was about to change, and by late-September and October dead 3 to 6-week-old young were being found at many abandoned nests.

In summary, England is likely to record the poorest barn owl breeding season on record. But if the prediction I made in 2014 which is based on knowledge of the cyclical frequency in field vole abundance turns out to be correct, then things could be expected to bounce back in 2021. I believe that adult survival rates will remain high this winter and in contrast to the poor breeding success experienced in 2020, most barn owl pairs will breed successfully and produce higher than average numbers of young to fledging."

With this information, we can therefore remain hopeful for a successful breeding season in 2021.

8.1 Norfolk Mink Control Project – Update

The project continues in close alliance with the Water Life Recovery East project. Through this alliance, Norfolk traps are gradually being replaced by Remoti traps to improve success. During 2020, 70 mink were caught across Norfolk and these appear to be dominated by a high catch

on the River Yare catchment (35 mink), with most between the Chet mouth and Norwich. There were also 6 mink caught in the Bure catchment, including 1 at Ranworth.

Numbers of 'smart' traps in the Broads has continued to be built up. These traps are more effective at trapping mink and are much more efficient to operate reducing the number of physical checks needed.

The annual project newsletter and contact details of the local coordinators can be found in the Norfolk Mink Project Annual Newsletter in Appendix B.

8.2 Water Life Recovery East – Update

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

The latest WLRE steering group meeting was held on 10 March (the Minutes can be seen at Appendix C and the Newsletter in Appendix D). Further funding has been found via an Anglian Water fund (as administered by the Cambridgeshire Community Foundation). These funds amount to £43,950. Together the grants cover Norfolk and parts of Suffolk and Cambridgeshire. This will purchase a further 90 rafts and cover some staff time to deploy them and support their use.

8.3 Back from the Brink Little Whirlpool Ramshorn Snail Workshop

Back from the Brink is an ambitious partnership project aiming to save 20 species from extinction and benefit over 200 more, through 19 individual projects that span England. One of these projects is looking at the Little Whirlpool Ramshorn Snail (*Anisus vorticulus*) with an aim to increase the robustness of the snail's population at RSPB's Pulborough Brooks reserve, a Special Area of Conservation for *Anisus vorticulus*, in the Arun Valley, West Sussex. The project commenced in 2017 and was monitored from 2018-2020.

This aquatic snail is rarely more than 5mm in diameter. It is one of the rarest, most restricted and most vulnerable freshwater molluscs in Britain. It is a Section 41 Species of Principal Importance and the only British non-marine gastropod which is a European Protected Species. It is also listed in Annex II of the EU Habitats and Species Directive and therefore requires the designation of Special Areas for Conservation. It's now largely restricted to just three sites in the UK; the Arun Valley, the Broads and Pevensey Levels. Importantly, the Waveney valley supports a significant proportion of the UK population.

WMA Environmental Officers attended a workshop run by the project in April. An overview was given of the Pulborough Brooks project and then participants split into 3 regional groups. The Environmental Officer participated in the Broads group to discuss the knowledge of the species in the Broads, including surveys and conservation efforts, as well as the threats that it faces. The lessons learned from this project will be relevant to the long-term conservation of the species in the Broads, including informing best practice drain management techniques.



Little Whirlpool Ramshorn Snail (*Anisus vorticulus*). Photo RSPB BftB project

8.4 Pre-work Site Visits during the period:

Date	Officer	Project / Maintenance	Site	Comments
11-5-21	JLM, MP	Maintenance	Earsham	Scoped IDB drains ahead of maintenance works. Further opportunities in partnership with the Waveney River Trust will be explored at this site.
10-6-21	JLM, CL	Project	Norton PS	Laid out water vole rafts and reptile mats for baseline surveys to inform any required mitigation for the PS replacement project.

8.5 Assents/Licences Granted and/or Applied for during the Period:

Asset / Licence	Date Applied	Date Granted
None during this period		

8.6 Meetings or Training

Date Applied	Meeting / Training Attended	Brief Description
28-01-21	East Anglian Planning & Biodiversity, Great Crested Newt District Level Licencing	Local Authority run session to brief the GCN District Level Licensing scheme. EO attended to understand any implications or opportunities relating to IDB works.
10-02-21	QMS Internal Auditing Webinar	To review our internal auditing system and to see if we require any changes to how the internal audit is undertaken.
11-02-21	Biodiversity in Planning Webinar	Discussing Biodiversity Net Gain and its adoption into the planning system.
24-02-21	ADA Ecologists Forum	Informal opportunity to discuss topics and share knowledge and best practice amongst IDB Ecologists.
10-03-21	Waterlife Recovery East Project	As detailed above.
12-03-21	Broads Biodiversity Partnership Meeting	Discussions about Nature recovery mapping, data availability and sharing, ELMs, and Sustainable farming initiative.
15-03-21	Scape Training	Introduction to the Scape Framework to IDB Officers by Balfour Beatty.
06-04-21	Broads Nature Recovery Mapping	Partnership review of existing nature mapping systems and their suitability to provide baseline information and identify nature recovery opportunities within the Broads.
15-04-21	ISO 9001 Management Review Meeting	Regular meeting to review progress and ensure compliance regarding ISO 9001.
22-04-21	ISO 14001 Management Review Meeting	Regular meeting to review progress and ensure compliance regarding ISO 14001.
26-04-21	Mollusc Workshop	RSPB's Back from the Brink project to conserve the rare and protected Little Whirlpool Ramshorn Snail. Training, updates and discussion regarding the Broads and other areas.

9 HYDROLOGY – UK Overview

(extracts from: https://www.metoffice.gov.uk/pub/data/weather/uk/climate/datasets/Rainfall/date/East_Anglia.tx)

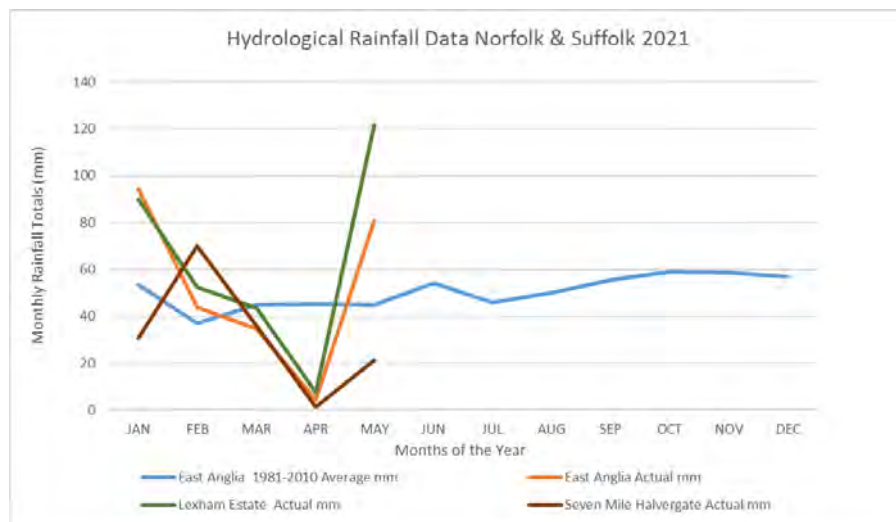
9.1 The first week of December was unsettled and turned increasingly cold, with low pressure becoming slow-moving and giving spells of rain, with sleet and snow over high ground and locally to low levels. It turned milder from the 8th, while remaining generally wet. A south to south-westerly type dominated from the 13th to 23rd bringing bands of rain interspersed with brighter showery weather, with strong winds at times. It became colder during the last week, with widespread wet and windy weather from Storm Bella on the 26th, and cold and unsettled weather continued during the last few days with lying snow penetrating to low levels in some counties.

9.2 The first ten days of January were generally cold, with wintry showers in places in the first week and more general precipitation on the 7th and 8th. It turned milder and wetter in the south from the 10th, but colder air persisted at times in the north, resulting in some snow at the frontal boundary. Storm Christoph brought very wet and windy weather between the 19th and 21st, with many stations having over 100 mm of rain. It was colder from the 22nd to 25th with snow

in places, mainly in the west and the Midlands. From the 26th it turned mild and wet in the south but remained generally cold in Scotland.

- 9.3 The first five days of February were mild in the south, cold in the north, and unsettled, followed by a very cold easterly spell with heavy snowfalls in some areas, and extremely low temperatures on the early morning of the 11th. It turned much milder for the second half of the month, and wetter in most areas with frequent strong winds, before a quieter anticyclonic spell arrived for the last few days.
- 9.4 The first week of March was cold but largely settled, followed by a disturbed spell of weather from 9th to 12th. Many areas were predominantly dry during the second half of the month, although western and northern areas saw persistent rain during 24th to 30th. The second half of the month was also much warmer, especially the last three days.
- 9.5 April began settled, but soon turned very cold, and a notable feature throughout the month was the number of air frosts. Daytime temperatures did recover from the middle of the month, but it was cold and showery in the closing days. Overall, it was an unusually cold, dry, and sunny month.
- 9.6 May began very unsettled and unseasonably cold, with frosts in many places; it became less cold after the first week but continued with frequent rain or showers for most areas. The UK experienced a number of deep low pressure systems that resulted in a number of notably windy days. The weather settled down for the final few days of the month, when it also became much warmer

* <http://www.metoffice.gov.uk/climate/uk/summaries/2020/21>



	East Anglia 1981-2010 Average mm	East Anglia Actual mm	Lexham Estate Actual mm	Seven Mile Halvergate Actual mm
JAN	53.4	94.3	89.9	30.8
FEB	37.2	43.9	52.3	69.8
MAR	44.8	34.5	43.7	36
APR	45.3	4.3	7.4	1.4
MAY	44.8	81	121.9	21.2
JUN	54.3			
JUL	46			
AUG	50.1			

GILES BLOOMFIELD, CATCHMENT ENGINEER (WMA EASTERN)
MATTHEW PHILPOT, PROJECT ENGINEER (WMA EASTERN)
CAROLINE LABURN, ENVIRONMENTAL MANAGER

Floating Pennywort

Species Description

Scientific name: *Hydrocotyle ranunculoides*

AKA: Dail-ceiniog arnofiol (Welsh), *Hydrocotyle nova zealandiae*

Native to: North America

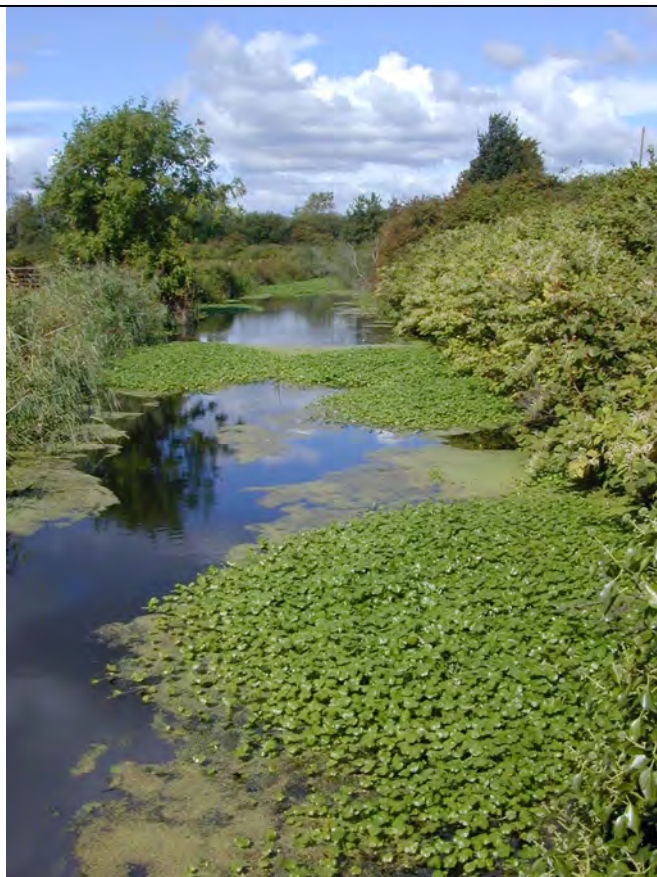
Habitat: Emergent or floating on the surface of still or slowly moving freshwater

Free-floating or rooted. The characteristic leaves and growth form help to make this plant easy to identify. It is found mostly in the south-east of England and occasionally in the north-west of England and Wales. Spreading rapidly.

First naturalised in 1990 as a result of discarded plants from garden ponds. Can grow up to 20cm per day and may quickly dominate a waterbody forming thick mats and impeding water flow and amenity use. May out-compete native species by blocking out light, causing deoxygenation, obstructing air breathing insects from reaching the water surface and reducing water temperatures.

Floating pennywort is listed under Schedule 9 to the Wildlife and Countryside Act 1981 with respect to England, Wales and Scotland. As such, it is an offence to plant or otherwise cause this species to grow in the wild.

For details of legislation go to www.nonnativespecies.org/legislation.



Key ID Features

Grows horizontally

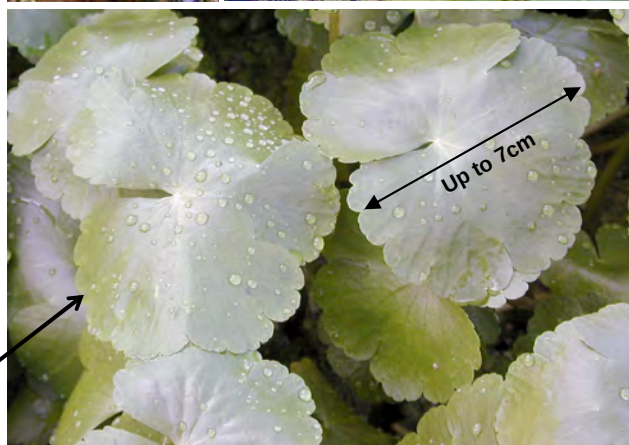


Leaves can be floating or emergent



Fleshy stalks

Fine roots



Up to 7cm

Shiny, kidney-shaped leaves with crinkled edge, frequently broader than long

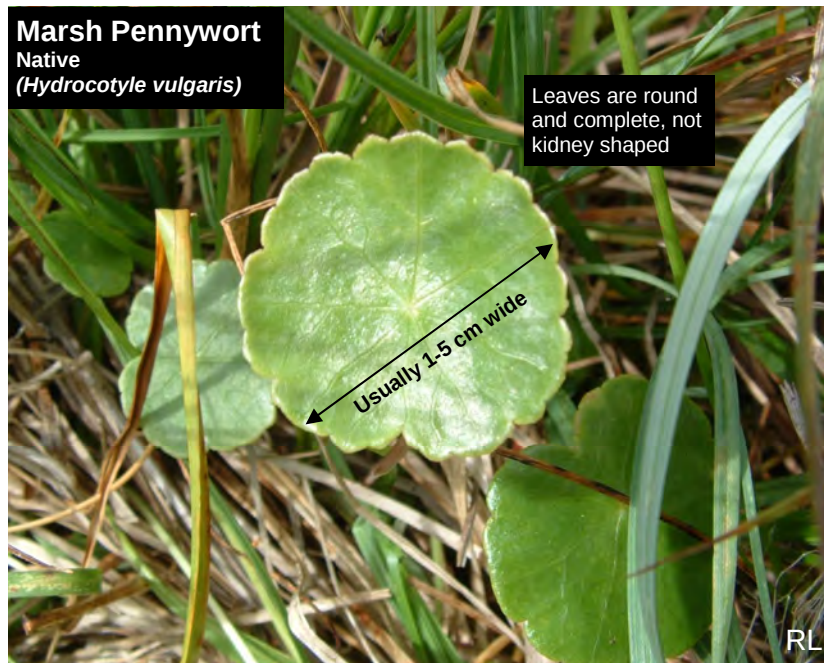
Identification throughout the year

Varies little throughout the year, although in the winter it is most likely to be found at the water's edge. Tiny white flowers are rare, but if present, they appear between July and August.

Similar Species

Marsh Pennywort

Native
(*Hydrocotyle vulgaris*)



Leaves are round and complete, not kidney shaped

Usually 1-5 cm wide

RL

Grows on damp ground in bogs and fens. Always rooted in the ground, never free-floating

Distribution

Common in the south-east of England, and spreading to other parts of the British Isles.

Source: NBN Gateway. Check website for current distribution

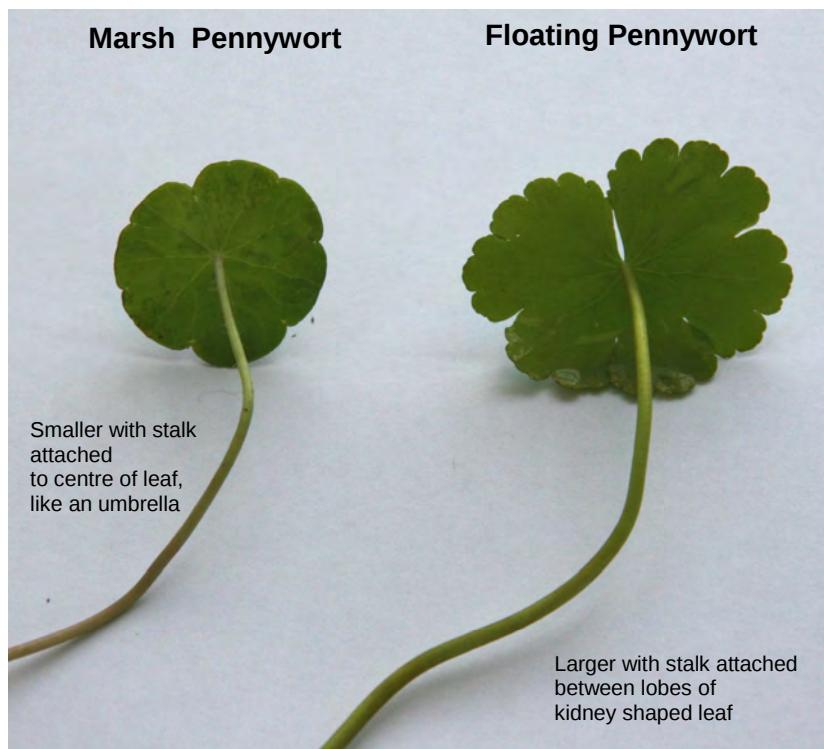


Floating Pennywort can form dense mats that need to be physically removed



Marsh Pennywort

Floating Pennywort



Smaller with stalk attached to centre of leaf, like an umbrella

Larger with stalk attached between lobes of kidney shaped leaf

References and further reading:

Blamey, M, Fitter, R and Fitter, A (2003) "The Wild Flowers of Britain and Ireland. The Complete Guide to the British and Irish Flora." A & C Black

Preston, C D and Croft, J M (1997) "Aquatic plants in Britain and Ireland". Harley Books

Preston, C D, Pearman D A and Dines, T A (editors) (2002) "New Atlas of the British and Irish Flora". Oxford University Press

Stace, C (1999) "Field Flora of the British Isles". Cambridge University Press



Norfolk Mink Project

Annual Newsletter 8

January–December 2020



APPENDIX B

**Norfolk
Non-native
Species
Initiative**

2020 Stats

Mink Caught 70

Rafts 323

Traps 440

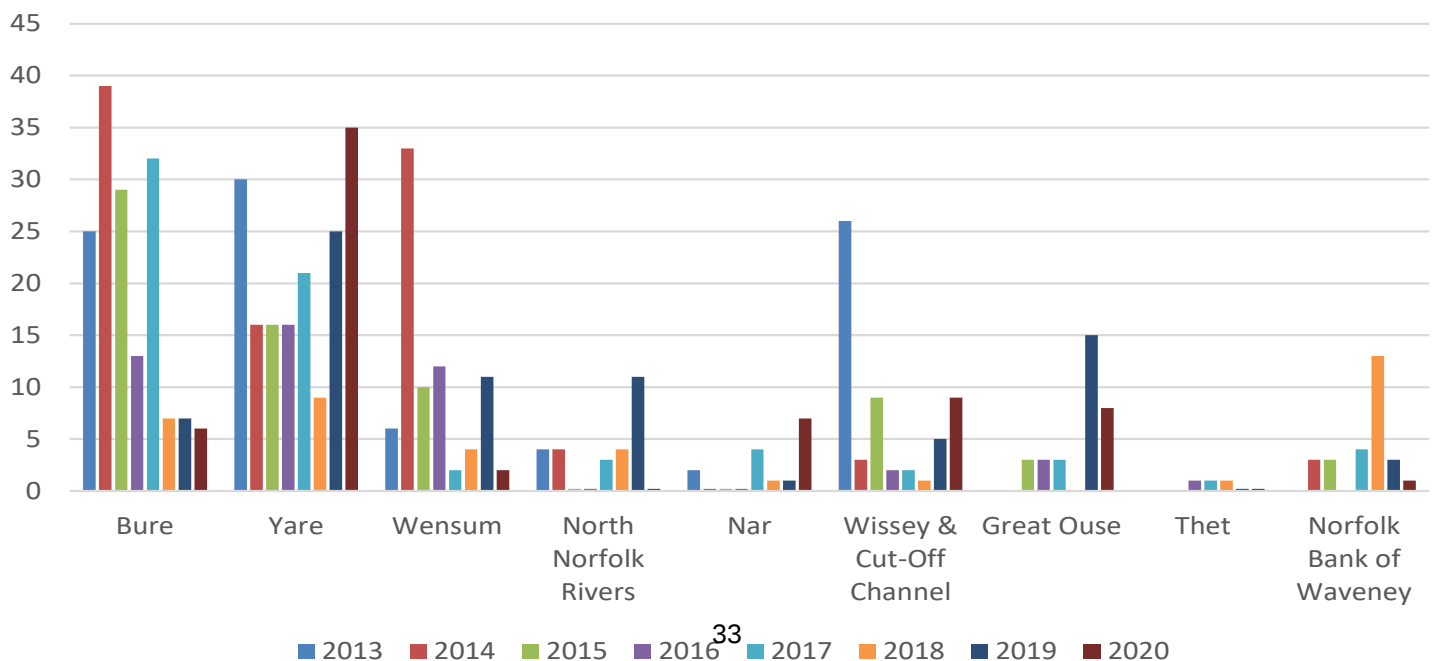
Volunteers 323



2020 has been a very exciting year, it is when mink control in Norfolk, and East Anglia more generally, prepared to step up a gear! Mink control in Norfolk, Suffolk and Cambridgeshire received a Defra / HLF grant of **£229,000** in December, for a 15 month project that started in January 2021. However, more of that later, first - what did we achieved in 2020?

With your help we caught 70 mink across the county, dominated this year by mink from the Yare catchment, which have accounted for half of the total. We have continued to build up the number of smart traps thanks to private donations and help from our partners in the IDBs, Natural England, the Broads Authority. These have been used mainly in the Broads and in the west of the county.

**Figure 1. Annual totals of mink taken by catchment
2013-20**



TRAPPING SUMMARY

Figure 2. Mink Events 2020

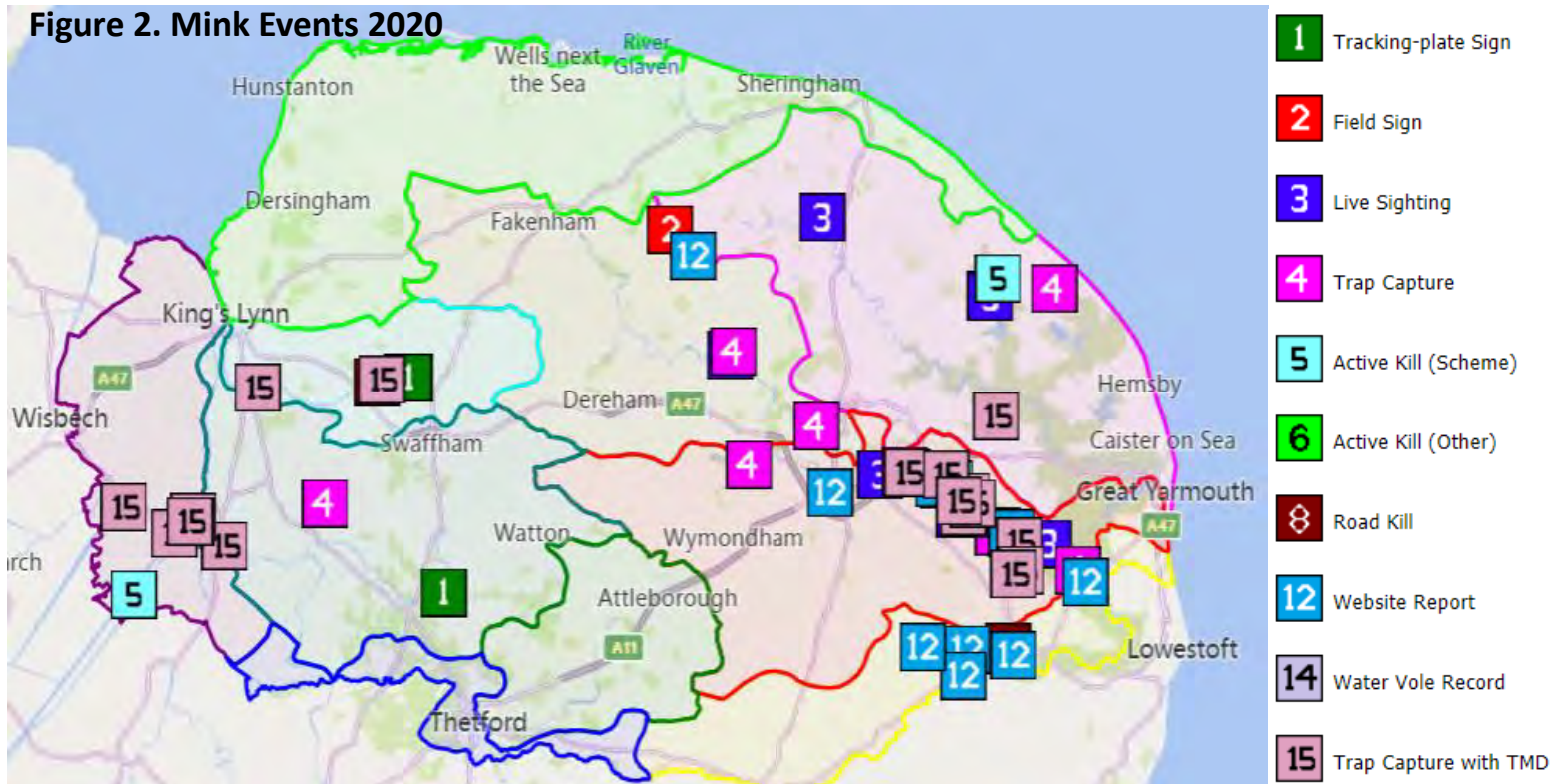


Figure 1 shows the numbers of mink killed by catchment over the past 8 years. This can only be a very general reflection of what is happening on the ground, as over time we have increased the trapping effort and have also been gradually increasing the number of more efficient 'smart traps'. For various reasons, most of these traps are in the Broads and in west Norfolk so will tend to bias results towards these areas.

Eighty percent of all mink trapped this year were caught in smart traps, although these make up less than 20% of the total. Not only are rafts fitted with smart traps better at catching mink, they also require less work to manage than checking and maintaining rafts with clay pads. Tony Martin, who manages over 80 smart traps in west Norfolk and Cambridgeshire, recently analysed the total number of visits that were necessary to keep a smart trap running effectively for every day of the year. On average it worked out at less than one visit a month, and this includ-

ed all visits: for mink, releasing non target captures, maintenance and even periodic checks to ensure everything is in order.

Figure 2 shows the distribution of all 'mink events' that we recorded last year; that is a combination of captures, sightings, field sign etc. It shows the concentration of mink activity along the lower Yare and in the Great Ouse out towards the Ouse Washes. There were also a number of sightings reported along the Waveney but, as far as we are aware, without the mink captures that might have been expected to have stemmed from these. This area has, for historical reasons, mainly been trapped by Suffolk Wildlife Trust but we will be working with them closely in 2021 to put out smart traps along the length of the river.

Another big advantage of smart traps is that we know precisely when they are operating, which means that we will have a much better idea of trapping effort. It is mink killed per night of trapping that will really begin to tell us the impact that we are having on the underlying population, rather than just the number killed, where a year to year change could be due to more or less trapping taking place.

With all these advantages, expect us to contact you soon to see if we are able to get you upgraded to a smart raft!



REPORTS FROM THE CATCHMENTS

BURE, YARE & THET

Stephen Mace

07920 522054 macey@stephenmace.co.uk

MINK CAUGHT & STATUS 2020

Number caught in previous year ()

Bure	6 (7)	●
Yare	35 (25)	●
Thet	0 (0)	●

Bure

Numbers of mink caught in the Bure remain low compared to years gone by, with only 6 caught in 2020. Of these, 4 were caught at East Ruston, 1 at Calthorpe Broad and 1 at Sotshole Broad near Ranworth. Sightings were also very sparse but there was a live sighting at Wayford Bridge and another in the upper Bure at Erpingham. With the numbers being reasonably low for the last few years I'm very proud of the work everyone has put in to achieve this, and in a very difficult area, which has some of the best habitat for mink in Norfolk. However, we must remain vigilant and not let up or mink will quickly re-establish themselves in the broads.

Thet

For the second year running no mink have been caught, and we have not even had a single sighting. Despite this, I still feel that there could be a small number of mink in the catchment somewhere, as there is a lot of ideal habitat. I am also looking for new volunteers here and I would like to get some permanent smart traps in place. If you know of anyone who would be interested in volunteering, please pass on my contact details or let me know.

Yare

Once again we have seen an increase in numbers in the Yare; up to 35 for 2020, a jump of 10 from 2019. As in

previous years most of the mink have been caught between the mouth of the River Chet and Norwich. The rafts and smart traps that went out just over a year ago with the help of funding from the Water, Mills and Marshes Project have been extremely successful. Between them they have caught 13 mink in 4 different locations. Other



smart traps in the area have caught a further 10, and a female and litter of 4 kits were removed from under some riverside decking. I have a feeling that mink are trickling down from the upper reaches of the Yare and maybe the lower end of the Wensum. If you know someone who might want to join, anywhere on the Upper Yare west of Bawburgh or on the Tiffey, for example, I would be very interested in talking to them; please feel free to pass on my contact details.

NORTH NORFOLK, GT. OUSE & NAR

Rory Hart

07950 555279 roryhart@ymail.com

MINK CAUGHT & STATUS 2020

Number caught in previous year ()

North Norfolk Rivers	0 (11)	●
Great Ouse	8 (15)	●
Nar	8 (1)	●

North Norfolk Rivers.

Reports of mink activity across this area of the county

have been low. It is pleasing that the lower Glaven, which appeared to have a family of mink and associated

sightings last year, now appears to be quieter. The action and vigilance of the Glaven conservation group appears to have been a success. Otters continue to feature in more catchments; one animal investigated a very small garden pond, about 500 meters from a ditch that sometimes contains water, on two separate evenings.

The Norfolk Rivers Trust (NRT) continue to liaise closely with the mink project providing reports of potential mink presence and where field staff have recorded the presence of water voles. Sites where these vulnerable animals occur are a high priority for monitoring and control effort. We are most grateful for the expertise, practical support and co-operation of the NRT.

The problems of remote locations or where access is particularly awkward have in the past made deployment of control equipment impractical. The new smart traps / rafts have greatly eased these problems. Locations of high conservation value such as wader nesting sites can now have mink control in situ and be monitored without the need for daily disturbance when checking an active trap.

Great Ouse.

Reports of mink at Denver, Salters Lode and Downham Market were all investigated. Monitoring equipment was set up in co-operation with Tony Martin. A number of mink were caught in these locations but it is very likely that a population continues to live in the area. The large amount of suitable habitat available and the popularity of the rivers for recreation make control difficult and disturbance, frequent. Volunteers in the area have put in a great deal of effort to reduce interference with equipment and monitor rafts.

A number of volunteers have reported that rafts provided by the project are beginning to deteriorate and have been

replaced. Please let me know if your raft is beginning to age and we can then replace it or, better still, upgrade to a smart raft. Our new rafts have the polystyrene buoyancy completely boxed in so bits should no longer be able to break off and enter the environment.

Nar.

This catchment has had several reports of mink but also a successful trapping campaign by Tony Martin (Waterlife Recovery East (WRE)) and volunteers. The Norfolk Mink Project works very closely with Tony and WRE throughout west Norfolk. This has enabled a number of smart traps to be put out and more are planned for next year. Environment agency staff have been very supportive with monitoring work on rafts as well as reporting any mink seen.



During the autumn period rainfall rates rose sharply leading to a rapid rise in river levels and sluices being opened for improved drainage. This led to some challenging conditions but trapping was able to continue at most sites. 2020 has shown that mink are more frequent in the Nar than was previously indicated from reports of their activity.

WENSUM AND WISSEY		Paul Gambling	
For 2021; Wensum—Stephen Mace (07920 522054), Wissey—Tony Martin (07977 979589)			
MINK CAUGHT & STATUS 2020	Wensum	2 (11)	●
	Wissew	10 (5)	●
Number caught in previous year ()			

Wensum
It has been a relatively quiet year with little in the way of sightings, although a juvenile was caught at Hellesdon in August and an adult at Lenwade in December. We were able to get 3 smart traps out on the Tud, purchased as mitigation for civil engineering works possibly impacting on a water vole population and are planning to get more smart traps out at suitable sites in 2021. It will be inter-

esting to see if that results in more mink being caught.

Wissey and Cut-Off Channel

One was caught at Barton Bendish, 2 near Denver, 3 at Denver Sluice and 4 at Hilgay. These were all, bar 1, caught in smart traps put out through Tony Martin, with the great co-operation from the local farming community. There was also sign of a juvenile mink left on a raft tracking plate in the STANTA area.

Change in Co-ordinator

Paul Gambling has made a valuable contribution to mink control in Norfolk over many years, for which we are very grateful, but he will cease to work as a Co-ordinator from the end of March 2021. If you need any assistance or wish to report a capture along the Wensum please contact Stephen Mace; for the Wissey and Cut-Off Channel please contact Tony Martin.

WAVENEY AND LITTLE OUSE

Alice Wickman

07826 867009 alice.wickman@suffolkwildlifetrust.org

Stephen Mace (Norfolk bank of Waveney)

MINK CAUGHT & STATUS 2020

Number caught in previous year ()

Waveney

32 (39)



Little Ouse

7 (11)



Waveney

The Suffolk Project coordinates most of the trapping in our southern boundary catchments. Suffolk has seen the number of mink taken in the county fall from 112 in 2019 to 59 in 2020. The Norfolk part of the catchment also saw a fall, with only one being caught. Despite the fall, it still means 66% of the Suffolk total were caught in the 2 border catchments of the Waveney and Little Ouse.

Little Ouse

There has been a further fall in captures this year, to a about a third of what it was 2 years ago. We hope the fall represent a real fall in the underlying population. However, we will get a much better idea in future years, as the numbers of smart traps increases. These let us know precisely over what period traps are open and able to catch,

and we can look at the number of mink per unit of trapping effort. The rise or fall in this index will tell us so much more. By itself, a change in the number caught could be due to more or less trapping, and have little to do with the mink population increasing or decreasing in size.

Change in personnel

Penny Hemphill, who has masterminded trapping in Suffolk for nearly the past 20 years, is retiring from the Suffolk Wildlife Trust at the end of March 2021. We hope that after a well earned break she will be back supporting mink work in a voluntary capacity. But whatever the future holds, we wish her a long and enjoyable retirement knowing that she has done so much to protect wildlife in Suffolk and neighbouring counties.

AN EXCITING FUTURE AHEAD: GREAT FOR WILDLIFE, WORRYING FOR MINK!

In our last Newsletter, I introduced Waterlife Recovery East (WRE) (<https://waterliferecoveryeast.org.uk/>), the organisation that brings together all of the groups carrying out mink control in East Anglia and its dynamic Chair, Professor Tony Martin. The group has not been idle and successfully bid for a £219,000 grant to improve mink control across Norfolk, Suffolk and Essex. The grant was a Defra funded Green Recovery Challenge Fund grant administered by the National Heritage Memorial Fund. This allowed us, with the help of one of our partners (the Norfolk Rivers Trust) acting as the employer, to employ some³⁷

one full time in Norfolk. We had a strong field of applicants but the role went to Stephen Mace, who many of you will know, and who has been the highly effective co-ordinator for our Broadland catchments for the past 10 years. The grant has also allowed staff to be employed in Suffolk and Cambridgeshire and the purchase of equipment, including 240 'smart rafts'.

The grant was awarded in December for an almost immediate start, on January 4th 2021. The grant will finish at the end of March 2022. The Norfolk Mink Project and WRE are working together effectively as one organisation

in Norfolk, and those who already knew Stephen as their Co-ordinator will notice little change in their relationship. The big change is that we are working as fast as possible to upgrade everyone we can to new smart rafts. These are so much more efficient at catching mink, as they can be left set 24/7, 365 days a year, and only need to be visited when your phone ‘pings’ to tell you the trap has gone off. In a pilot study of some 80 ‘trap years’ (1 ty = 1 trap open and running for 1 year) in Cambridgeshire and the west of Norfolk, carried out by Tony Martin, he found that this meant visiting a trap less than once a month on average.

We have also settled on a standard for our equipment



A delivery of flat-packed rafts and traps—quickly deployed!

based on all our experience to date, this is:

- Filcris rafts with a solid edge to avoid polystyrene breaking off and entering the environment
- Perdix traps, which have an integral otter guard
- Remoti trap monitoring units that are placed on top of the trap rather than on the end. This protects the unit and means less errors being transmitted and also slightly improves the signal.

A smart trap and raft unit, together with post and ancil-

lary bits and pieces, costs about £300, although we have been able to get some discount for purchasing the components in bulk.

Fortunately we have also been successful in bidding for another substantial grant and have received 3 grants



Raft built, now part of a smart trapping unit awaiting a customer!

funded by Anglian Water and administered by the Cambridgeshire Community Foundation that have amounted to £43,950. Together the grants cover the whole of Norfolk and a small part of Suffolk and Cambridgeshire. This will purchase us a further 90 rafts and cover some staff time to deploy them and support their use.

As I explained in the last Newsletter, WRE has the objective of carrying out a trial eradication project in East Anglia. These fantastic grants are not sufficient for us to start the full project but they do allow us to build a solid foundation from which to go forward. We will know, for example, much more about smart traps, how effective they are, the density we need to deploy them at in different habitats, and how many volunteer trappers can one project officer support. We will also start from a mink population that is even smaller in size than it is now, and native wildlife that is already better protected!

THE SCENT OF SUCCESS ?

Mink are very smelly animals; as you may have had the ‘good fortune’ to find out! As with other mustelids, scent plays a prominent role in their social organisation. The question is, can we use this to our advantage when trapping? Their main scent gland is the anal gland, which consists of two pouches holding the secretions, which can then be discharged through ducts just inside the anus. During the mink eradication project in the Western Isles, ³⁸

the scientists involved did a trial to see if trapping efficiency could be improved by the use of a scent lure. They used both a commercial lure from the USA that was derived from anal glands, and secretions that they extracted directly from the glands of dead mink onto cigarette filters. Both of these lures increased the capture rate significantly compared to using fish as a bait.

These findings chime with experiences we have had dur-

ing our own operations.

To give a typical recent example, someone close to the River Yare saw a mink some years ago and was set up with a raft and trap. There was no further trouble until recently, when he lost 15 domestic chickens to what might have been to mink. He had also recently been given a smart raft but as no mink were caught he purchased a trail camera, to see exactly what it was taking his chickens. He soon had a photograph of a mink passing the raft and heading to the chickens. Stephen Mace immediately went out and scent marked the raft trap and two additional traps set on the bank where he thought that the mink was probably coming out of the dyke. The scent was laid by rubbing a dead mink on the traps and the ground. At five o'clock that day the first mink was caught, followed by 2 others in the following week. Not of itself proof of the effect of scent improving trapping success but another strong indication that it does.

The mink in the photograph is a female at another site and is still focused on the golf ball, despite the trap being taken out of the raft onto the bank; the ball contains a cigarette filter dipped in anal gland secretion from another female. The ball was originally wired to the roof of the trap but has been pulled down. Interestingly both sexes seem to be attracted to the scent of another mink regardless of the sex. One final thing I found out—if you send an email to someone in County Hall extolling the virtues



of anal glands the email does not get past a screening for decency. However, I was subsequently let into the building without having to wear a badge warning of some sort of 'deviant interest'!

DNA— WHO DO YOU THINK YOU ARE ?

As you probably know, we are trying to collect a small tissue sample from all mink that are caught so that these can be sent for DNA analysis. The analysis is kindly being carried out for us '*pro bono*' by Professor Bill Amos at the University of Cambridge. We are very grateful to Bill, and the results are just beginning to come back. We ultimately hope that we can work out how mink are related to each other. It is a mink version of the BBC's 'Who do you think you are', based on DNA! Among other things, this might well tell us how far a mink has travelled since it was born (assuming its mother had not moved far from a stable territory) and if we are likely to have caught all the young from a litter. The analysis could also potentially confirm the sex of the animal sampled. This, apparently, need not be difficult but Bill is trying to combine it with looking at relatedness so that it can all be done in one

test, and this is proving more challenging. Bill now has some 200 samples to work with, which allows sufficient individuals to start looking for the best sections of DNA to help determine relatedness.

A first early analysis shows that there is a strong positive relationship between the degree of relatedness of individuals and the distance apart that they were caught. At one level this is no great surprise, as you would expect closely related animals to be caught near to each other. However, the strength of the relationship indicates that they may not be moving as far or as fast as we might have thought, which could have implications for our trapping programme. All this is still at a relatively early stage but we are starting to get tantalising glimpses of what valuable information that we might get out of this work.

If you dispatch a mink, please make sure that a tissue sample is collected. We only need a few square mm of ear, which can be saved in a small plastic tube of alcohol or even popped into a plastic bag with a piece of tissue and posted to us. Your Coordinator will be only to

pleased to help, and can provide you with a sample tube or, if it is easier, a stamped addressed envelope with a suitable plastic bag; you can request one via the 'Report a capture' button on the home page of the Waterlife Recovery East website <https://waterliferecoveryeast.org.uk/>.

AND FINALLY

It has been a very exciting end to 2020 and start to 2021, we now have sufficient finance to start seriously upgrading our existing traditional Mink Rafts to new rafts fitted with smart traps. However, what has helped make a successful bid for this funding possible, is the fantastic work that we have demonstrated in Norfolk; we have achieved a great deal on a tiny budget because of the great support from you, our partners and volunteers. Without literally hundreds of committed volunteers in Norfolk, working to save our wildlife, and putting out rafts and cage traps to locate and trap mink we would not have been able to move to this next step in our longer term aim of a mink free East Anglia.

The new funding has already had a big impact in Cambridgeshire, which has historically not seen the widespread trapping. They have already caught 54 mink in the first 3 months of 2021, which should further reduce immigration into Norfolk. We are also using the funding to have a new 'Cloud' database developed for us that is able

to record all the additional information that we can get from smart traps and DNA samples. We also intend to make this available to all our volunteers so that you can see what is happening over the whole of East Anglia in almost real time. Personal data will not be viewable and maps will be slightly 'fuzzy' to protect peoples privacy.

A big thank you to those who have donated this year, and despite our grants we still have so much to do. **If you are able to help protect our wildlife and make a donation to help us, please do get in touch and play an even greater part in this exciting project. As always, from all of us involved with managing, financing and co-ordinating our Project, a huge thank you to all our volunteers.**

Simon Baker

Chair of the Steering Group and editor of the Newsletter



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

Minutes

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

Apologies: Chris Strachan

1. Introductory remarks

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

2. County roundup

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

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

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

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

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

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

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

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

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

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

3. WRE as a charity?

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

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

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

4. Activity under GRCF award.

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

5. Grant applications and strategy

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

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

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

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

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

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

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

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

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

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

6. Research & Data

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

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

Action – TM to send envelopes to DT for this.

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

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

Samples from beyond our region would be useful.

7. Standard protocols

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

8. Website

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

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

9. Database

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

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

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

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

10. Newsletter

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

11. AOB

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

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

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



Waterlife Recovery East

a mink-free East Anglia

NEWSLETTER 1: April 2021

A new initiative

This is the first newsletter of Waterlife Recovery East (WRE), a partnership of people and organisations with a common purpose and vision: the freeing of native wildlife from predation by American mink - first in the East of England and then, hopefully, throughout Great Britain. Future editions of this newsletter will appear quarterly, and be circulated to volunteers, donors, staff and interested others both regionally and nationally. Its aim will be to inform, unite and inspire, bringing news from WRE partners and from the many hundreds of citizen conservationists working towards a mink-free East Anglia. Please pass on to anyone who may be interested; they can join the mailing list via our website waterliferecoveryeast.org.uk.

For those not familiar with WRE, please visit our website to see who we are, what we're doing and why we're doing it. This is a young organisation, but one that is growing rapidly in capacity and prominence, as shown by our successful application to the Government's Green Recovery Challenge Fund (GRCF) at the end of 2020. Despite the fund being heavily over-subscribed, we were awarded £229k (through our host charity Norfolk Rivers Trust) to greatly enhance mink control capacity within the WRE Core Area of Norfolk and Suffolk, and in adjacent Cambridgeshire. This award is a game-changer, and has already transformed our field operation through financing the employment of staff and purchase of equipment. Awards from water companies, and contributions from internal drainage boards and other donors mentioned below, have been equally important in allowing us to make immediate progress on a coordinated regional strategy.



The shape of things to come

The injection of significant new funding, together with an expanding network of partner organisations and growing experience of using smart (i.e. electronically monitored) traps, has re-focused our collective minds on our objectives and how best to achieve them. Responding to requests for advice, and the need for staff to have a unified approach, the WRE Steering Group recently agreed a series of Best Practice documents which are now available to all via the project website. These cover a variety of topics from assembling and testing traps and rafts to handing air weapons, and will be revised at intervals to keep them current.

The most recent Steering Group meeting also made a landmark decision - to set up a new charity. This will increase fund-raising capacity, unify an ever-growing and increasingly complex operation across seven counties, and bring enhanced recognition of what we're doing and why we're doing it. Our Vice-Chair, Simon Baker, is leading this exciting development, and we expect to be up and running before long - once Simon has negotiated the many bureaucratic hurdles involved in such a venture.

New staff, new horizons

The GRCF grant, which came through DEFRA and the Heritage Lottery Fund, has financed four posts - one full-time and three part-time. WRE cannot yet employ anyone directly, but three partner organisations (Norfolk Rivers Trust, Countryside Restoration Trust and Suffolk Wildlife Trust) offered to act as employers, and this arrangement has worked to mutual advantage. In recognition of Norfolk being at the core of our eradication trial (and so large!) it was awarded the full-time post through the Norfolk Rivers Trust, and Stephen Mace was recruited. Stephen lives near Yarmouth, and has long experience of the work as a contractor/volunteer for the Norfolk Mink Project, reporting to Simon Baker. A man of many talents, Stephen has also developed the WRE website and is now forging ahead in recruiting volunteers and deploying smart rafts across a vast swath of the county.



Emily Coleman demonstrating use of a smart trap to new volunteers in Cambridgeshire. Citizen conservationists are at the core of this project; recruiting and training them is a major focus for the newly appointed Project Officers.

The Suffolk Wildlife Trust (SWT) has been controlling mink under the watchful eye of Penny Hemphill for many years, so it was a natural host for the new Suffolk post. Alice Wickman was selected, and trained under Penny's guidance until the end of March, when Penny retired. Supported by Stephen, who lives just over the county boundary, Alice is now busy taking the new equipment out to volunteers who have achieved miracles with the older-style rafts but who will now do even better, with much less effort. In partnership with two other established SWT trappers, Alice will soon be filling in gaps in coverage across Suffolk, and recruiting new people to manage traps.

Mink control in Cambridgeshire had been patchy until the beginning of 2021, but the recruitment of two part-time staff through the Countryside Restoration Trust (CRT) has rejuvenated trap coverage in areas previously neglected. Vince Lea manages this effort, and with new Project Officer Emily Coleman is finding worryingly high numbers of mink in the west of the county, especially. Emily lives in Thetford, across the border in Norfolk, and is also rolling out smart rafts in this region, providing much needed extra capacity in an area that is well over an hour's drive for Stephen Mace.



For Vince Lea, working in this project is all about the glamour.

Further welcome help in west and north Norfolk is being provided by two recent recruits - Max Stuart and Tony Moverley. Max and Tony are not formally employed, but contribute much-valued outreach to the farming and game-keeping community, finding and training volunteer trappers in potentially prime mink habitat.

Although the project officers are at the pointy end of the project, I'd like to acknowledge here those who have contributed support and management work, without which staff recruitment and employment could never have happened. Marie-Anne (Mazza) Edwards, Simon Baker and several SWT staff have all played an important part in this process. David Diggins and Jonah Tosney also deserve thanks for kindly agreeing to allow the GRCF bid to be hosted by NRT at a time when we mink folk approached them out of the blue.

Project status and progress

After a hectic start to 2021, it's refreshing to stand back and take stock of where we are now, just into the second quarter of the year. The most obvious change over the past few months is simply the pace of progress. The steady trickle of site visits and volunteer recruitment has become a surge. We're ordering, assembling and deploying rafts at pace, and the removal of mink has accelerated in areas that had previously not been trapped. The website is being increasingly used by the general public to report sightings and captures, and now we're even receiving DNA samples in the post to augment those taken routinely from every mink taken in WRE traps; more on this below.

Other changes are apparent in the way we work, resulting from increased experience with equipment and how best to catch mink. Even simple changes, like placing the electronic monitoring box on the top of the trap, rather than on the end, have yielded big benefits - in this case by reducing the number of false alarms and wasted volunteer journeys. Recognition that scent plays a large part in attracting mink to a raft has also allowed us to catch some animals that might otherwise have



We are learning that scent lures in traps can entice mink that might otherwise pass by. Practice golf balls are used to hold cigarette filter tips impregnated with eau de mink.



Non-target creatures sometimes wander into our traps. Not all receive a ring like this young water rail did, but all are released promptly and without harm, thanks to the reliability of the electronic alarm units.

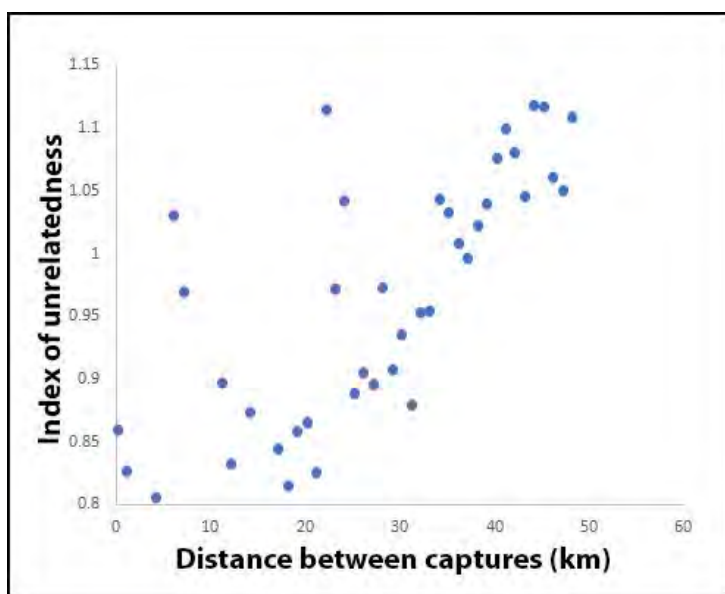
passed by; even a 10% improvement each year will mean that almost half as many again will have been captured after just 4 years. Greater efficiency will reduce the time needed to eradicate mink, and reduce the cost of doing so. In this particular case, considerable anecdotal evidence of one mink following another into a trap within a few days was backed up by the fact that, on twin-tunnel rafts, every single subsequent mink that was captured after the first was found in the same side, even four months after the previous capture. Not only is scent a powerful lure, but it clearly remains potent for a considerable length of time.

Another important step forward has been the completion of a study that looked at the reliability of trap alarm units, and found them to be faultless. With over 100 traps in operation and a cumulative total of more than 30,000 trap nights in the Fenland trap network, not once did the door close on an alarmed trap

without the manager being informed. This proven reliability of our equipment means we can be confident that any non-target captures (water voles, water rails etc) will be released promptly and without harm; important for the creatures involved and reassuring for project volunteers, supporters and donors.

The power of DNA

Bill Amos, Professor of Evolutionary Genetics at Cambridge University and WRE Steering Group member, has been busy processing and analysing the first 190 tissue samples received from across the region and beyond. Bill is in the early stages of this study, and is still working out how to streamline and improve his analytical techniques, but early results are both very interesting and encouraging. Firstly, molecular sexing works well and there is (generally) very good agreement between the sex assigned to the animal in the field and the sex indicated by the DNA. This is really important, because often we either don't see the carcass, or the person collecting the animal is uncertain about its gender. Secondly, Bill has found a very clear trend



By analysing DNA from every mink encountered, we are better able to understand the population as a whole. This graph shows that mink caught near each other are likely to be more closely related, which means that most stay closer to their natal territory than expected. This is consistent with experience that catch rates rapidly diminish in any area; we really can quickly get on top of a mink problem once traps are in place.

of isolation by distance. In other words, the further apart two animals are sampled, the less similar they usually are genetically. This is encouraging for several reasons: (a) it suggests that movements between catchments are unusual; (b) as a result, repopulation of an area that has been cleared may be slower than originally expected; (c) it means dispersing animals are more identifiable as dispersers (they don't fit genetically with where they were caught) and that we have a good chance of working out where they came from.

With larger sample sizes Bill hopes to learn more about the conditions under which dispersal tends to occur: do animals trapped a long way from 'home' often come from areas where mink density is unusually high, and can we start to identify preferred dispersal routes? Of crucial importance for the management of this project, we should soon be able to tell whether an animal found within the WRE Core Area was bred there or has come in from elsewhere. The value of

these results, and what we can learn from them, increases with every sample received, and even a mangled carcass on the roadside will contribute. Please go to the WRE website to find out how to take a tissue sample quickly and simply, and how to send it to us free of charge.

News from around the region

After a relatively quiet start to the year, mink began to appear in ever-increasing numbers, as the reproductive juices started flowing and both sexes travelled in search of romantic liaisons. By the start of April, record numbers had been captured in **Cambridgeshire**, especially, largely due to increased effort north and south of the Nene Washes and in the far west of the county. Following the pioneering investment in smart traps by internal drainage boards in the Ely and Downham Market areas, where wildlife is now almost free of mink predation, other IDBs in the Middle and North Levels have followed suit,

and are finding mink to be relatively abundant in their waterways. Fine work at a nature reserve beside the Gt Ouse, close to the Beds border, is still in the process of removing what we now know to have been



Trap being prepared for deployment on the North Level Main Drain in Cambs. This unit, on the flailed side of the drain, subsequently caught one mink, whereas another, on the uncut side opposite, caught four. We are learning what habitats are preferred by Fenland mink.

substantial mink predation pressure there. The constant flow of mink suggests that this complex of flooded gravel pits may be attracting animals from the nearby river; if so, maintaining trapping effort there in what is effectively an 'ecological sink' will have the effect of freeing a large area of mink and keeping numbers low in the longer term.

Consistent with what we're learning from the genetics work, mink captures in SE **Lincolnshire** have dropped since last autumn, and it appears that the worst may be over for native wildlife in the area managed by the South Holland IDB. However, we know that mink are abundant over much of Lincolnshire, so it's important that other water management bodies follow the South Holland lead, and there are hopeful signs that this may soon happen.

Norfolk has benefitted from trapping effort coordinated by the Norfolk Mink Project for many years, so catches have been steady but modest across the county in 2021, although the Broads continue to generate a steady stream of mink, showing that there is much work still to do. The King's Lynn IDB has recently invested in smart traps to protect wildlife in its large catchment, and the Fens south of the Wash are now benefitting from an excellent, coordinated approach, under the supervision of Caroline Laburn of the Water Management Alliance. The area between here and the Cambs border is covered by the Wissey conservation-

friendly farmers group and the Downham group of IDBs, so west Norfolk is now becoming a protective wall, stopping mink moving into the core of the county. This is a major step forward for the WRE eradication strategy.

In **Suffolk**, Alice Wickman is making good progress in contacting the many volunteers who have tended clay-pad-style rafts over the years, and setting them up with much more effective and less labour intensive smart rafts. Meanwhile, in his wonderfully extended and enhanced Carlton Marshes SWT reserve in the northeast of the county (well worth a visit during the spring and early summer, especially), Matt Gooch continues to keep mink at bay, knowing that a single animal could, in a single night, wreak havoc with the avocets and other waders breeding there. Matt has used trail cameras to better understand mink behaviour, and his results are of great value to the whole project.



New batch of smart traps funded by Environment Agency support. The white box on each trap contains the electronic wizardry that lets us know as soon as a trap door closes.



Mink work in **Essex** was substantially hampered by Covid shutdowns, but several bird reserves on the north bank of the Thames have been enhancing their mink defences with smart traps and providing the WRE project with DNA samples from their captures. The southern boundary of Essex is of real strategic importance to this project, and we greatly welcome the contribution of reserve staff to our joint work. Ground-nesting birds on these reserves will benefit greatly this spring.

Last, but certainly not least, mink control in **Hertfordshire**, immediately to the west of Essex, has been strengthened both by a committed citizen conservationist (who came to see the sand martin colony in my garden and left with mink rafts for use around Hatfield) and by the Herts and Middlesex Wildlife Trust. Between them, nearly 20 smart rafts are now active in defending both local wildlife and the WRE project area from ingress from the southwest, and this is a major accomplishment.

In summary, the past few months has seen huge progress in collaboration between many different individuals, partnerships and organisations, resulting in trap coverage never before seen in this region. Trapping effort is the measure by which we must judge the progress of the WRE project, and this has grown enormously, both in terms of geographical scope and number of trap nights. We don't yet have the new WRE database up and running to be able to give numbers across the whole area, but a flavour of what we're achieving is available from the Fenland network that I oversee. This has just passed the 31,000 trap nights (86 trap years) mark, and WRE will collectively be leaving such numbers in the dust over the next year or two. This partnership is going places.

And, finally, this is the appropriate place to acknowledge the welcome and greatly valued financial support provided to WRE and its component organisations by a number of donors, both corporate and private. Without them, the huge progress we've made over the past few months would not have been possible. In particular, we thank the Environment Agency, Anglian Water, CCF, Essex and Suffolk Water, Natural England, Norfolk FWAG, Heritage Lottery Fund and an inspirational private donor based in Edinburgh.

With my best wishes,

Tony Martin

Chair of the WRE Steering Group

STOP PRESS: Work still to do - these mink were recently photographed in nature reserves in our region The right-most image is from a trail cam at night.



Planning Report

1. Reporting Period

This planning report covers the reporting period 1st April 2021 to 14th June 2021.

2. Consent Applications

There are currently 2 consent applications being processed. The most common types of consent applications processed by Board 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):	0
Byelaw 4 (B4) / Section 23 (S23), LDA 1991 – Alteration of watercourse:	0
Byelaws 10/17 (B10/B17) – Works within 7m of an Adopted Watercourse	2
Total:	2

There are no applications requiring consideration by the Board in this report.

3. Consents Determined

During this reporting period, no consents under the Land Drainage Act 1991 or the Board's Byelaws have been determined by Officers (in accordance with their delegated authority).

4. Enquiries

Officers have responded to 10 enquiries during the reporting period, outlined below;

<i>Enquiry Type:</i>	<i>Number:</i>
About Works	1
About Planning	2
About Regulation / Legal / Enforcement	6
About Infrastructure	1
Total:	10

5. Planning Comments

Officers have provided comments on 14 applications that are either in or could impact on the Board's Internal Drainage District. 5 of these applications are for major developments and are summarised below:

Planning App. Ref.	Parish	Location / Site Name	Description
FUL/2020/0090	Great Yarmouth	Harfrey's Road,	Extension to Waste Recycling Yard
06/21/0213/O	Hopton on Sea	Links Road	Commercial Development and up to 240 Residential Dwellings
DC/21/1593/DRC	Ellough	Church Road	Commercial Development
06/21/0356/F	Great Yarmouth	Lichfield Road	12 Residential Dwellings
06/16/0461/F	Burgh Castle	Mill Road	11 Residential Dwellings

6. Fees

There have been no surface water development contribution fees invoiced or paid during the reporting period.

Cathryn Brady – Sustainable Development Manager

WATER MANAGEMENT ALLIANCE

DRAINAGE RATES AND SPECIAL LEVIES

DRAINAGE RATES COLLECTION PROCEDURE

WATER MANAGEMENT ALLIANCE

Date last reviewed: 01 August 2018 (to be reviewed every 5 years)

Next review date: 01 August 2023

Reviewed by: Chief Executive

Broads IDB
East Suffolk IDB
King's Lynn IDB
Norfolk Rivers IDB
Pevensey and Cuckmere WLMB
South Holland IDB

WMA Member Boards are able to raise their expenses from Drainage Rates and Special Levies each year (net of any contributions from the Environment Agency), by using express powers afforded under section 36 of the Land Drainage Act 1991. This procedure has been written for practitioners whose role is to collect drainage rates and manage the Rate Books etc. This procedure should be read in conjunction with the Rate Levies and Collection Policies and the Register and Map of Hereditaments: Maintenance and Inspection Policies.

Drainage Rates Collection Procedure

Contents

1. RATE LEVIES AND COLLECTION POLICY.....	3
2. REGISTER AND MAP OF HEREDITAMENTS: MAINTENANCE AND INSPECTION POLICY	3
3. DRAINAGE RATES COLLECTION CYCLE: GENERAL PROCEDURES.....	4
4. REFUNDS POLICY	7
5. CERTIFICATION	8

Drainage Rates Collection Procedure

1. Rate Levies and Collection Policy

- 1.1 WMA Member Boards are able to raise their expenses from Drainage Rates and Special Levies each year (net of any contributions from the Environment Agency), using express powers afforded by section 36 of the Land Drainage Act 1991. Each Board's Rate Levies and Collection Policy explains how we will seek to minimise the funding we need to raise from Drainage Rates and Special Levies, how the Rates and Levies are made and how they are collected. Each Board's policy can be accessed from our website here:

[Broads IDB](#)

[East Suffolk IDB](#)

[King's Lynn IDB](#)

[Norfolk Rivers IDB](#)

[Pevensey and Cuckmere WLMB](#)

[South Holland IDB](#)

This internal procedure should be read in conjunction with these policies.

2. Register and Map of Hereditaments: Maintenance and Inspection Policy

- 2.1 WMA Member Boards have a statutory duty to prepare, maintain and make available for public Inspection the Register and Map of Drainage Hereditaments in the prescribed form, as set out in the Registers of Drainage Boards Regulations 1968. These duties are placed on the Board by section 52 of the Land Drainage Act 1991. Each Board's Register and Map of Hereditaments: Maintenance and Inspection Policy explains how we will fulfil these obligations. Each Board's policy can be accessed from our website here:

[Broads IDB](#)

[East Suffolk IDB](#)

[King's Lynn IDB](#)

[Norfolk Rivers IDB](#)

[Pevensey and Cuckmere WLMB](#)

[South Holland IDB](#)

This internal procedure should be read in conjunction with these policies.

Drainage Rates Collection Procedure

3. Drainage Rates Collection Cycle: General Procedures

- 3.1 Drainage Rates should be generated only after the Chief Executive has signed the Charge Sheets Preview Summary and co-authorised the setting up of the drainage rate(s) for the new financial year in DRS. This should be done before 24 March every year.
- 3.2 Drainage Rate Demands and Invitation letters to pay by direct debit (along with any other leaflets or general information being circulated) should be printed off and posted to Registered Occupiers by no later than 01 April every year, in advance of the 01/04 to 31/03 financial year.
- 3.3 Every attempt should be made to encourage ratepayers to pay their drainage rates in full by direct debit (an annual collection on or close to 05 May every year). Ratepayers electing to pay this way will receive a settlement discount of 2.5% every year (providing the amounts due are actually collected).
- 3.4 Every attempt should also be made to encourage ratepayers whose annual drainage rates amount to less than £10 to pay by direct debit, 5 years in advance. Ratepayers electing to pay this way will receive a settlement discount of 2.5% for every year they pay for (providing the amounts due are actually collected). For example, if a ratepayer's drainage rates are £9.99 in 2018/19 and they pay the current year plus 5 years in advance to 2023/24 by direct debit i.e. 6 years' worth of drainage rates at the current rate, they will pay £52.45 in 2018/19 (6 x £9.99 less settlement discount of 6 x 2.5%). Not only are these ratepayers getting a significant settlement discount, they are protecting themselves against any increases in drainage rates that may arise during the 5-year period they pay for in advance. These smaller ratepayers will only receive their Annual Drainage Rate Demand/Statement by email thereafter.
- 3.5 Ratepayers who have elected to pay by direct debit will need to be sent Advance Notice of our intention to collect the money at least 14 days beforehand (these Rate Demands with the Advance Notice footer, as opposed to the Giro Credit footer can be printed off or emailed to ratepayers in DRS).
- 3.6 For those ratepayers who prefer not to pay by direct debit, they should be encouraged to pay by debit/credit card through DRS Online: drs.wlma.org.uk, or electronically through their own Internet banking facility, always quoting their unique 7 digit Account ID Reference (XX-XXXX-X).

Drainage Rates Collection Procedure

- 3.7 Payment of drainage rates in cash, by cheque or postal order should be discouraged, due to the additional cost and risks associated with processing/handling such types of payment. That said, it's better to be paid this way than not at all.
- 3.8 Arrangements to pay by instalment should only ever be made when the ratepayer has agreed to pay such instalments and their future drainage rates by direct debit. All such agreements must be authorised beforehand by the Rating/Finance Manager or the Chief Executive and then confirmed in writing with the ratepayer by the Rating/Enforcement Officer.
- 3.9 All queries that are received from ratepayers following receipt of their Rate Demand should be properly logged in DRS and dealt with expeditiously using any lawful detection tool, method and/or private investigator, in accordance with the Register and Map of Hereditaments: Maintenance and Inspection Policy (within 20 working days and subject to the approvals process). Queries must be prioritised according to how much is owed i.e. by focussing on resolving the queries with the highest value of rates unpaid first.
- 3.10 Where resolution of a query results in an existing land parcel being split into 2 or more parts, then the new field boundaries should always be established with the ratepayer. The new field boundaries and Land Record IDs should then be passed to the ICT Manager, who will action the changes to the Board's Map of Hereditaments.
- 3.11 Any request to inspect the Register and Map of Hereditaments should initially be referred to the Board's webpage from where this information can be viewed/downloaded, as at 31 December last:

[Broads IDB](#)

[East Suffolk IDB](#)

[King's Lynn IDB](#)

[Norfolk Rivers IDB](#)

[Pevensey and Cuckmere WLMB](#)

[South Holland IDB](#)

- 3.12 The Rating/Finance section should always seek to obtain and record ratepayers' telephone numbers and email addresses, and encourage ratepayers to register to use [DRS Online](#) so they can start to manage their own Account(s), which should make the process of collecting drainage rates and processing queries much quicker and easier.

Drainage Rates Collection Procedure

- 3.13 Attempts should be made to contact non-payers with significant amounts outstanding (the top 10% for each Board) by phone and/or email before 31 May every year. These attempts to contact ratepayers, along with their responses should be recorded in DRS. If it is thought that a non-payer may be experiencing financial difficulty or deceased, or may have otherwise 'gone away', arrangements to collect/secure the debt should be made immediately.
- 3.14 Reminders should be sent to all ratepayers by post who owe more than £10 and, have not paid, elected to 'go paperless', logged a legitimate query or made arrangements to pay by instalment before 30 June every year, or within 30 days of being issued with a Rate Demand, if generated after 01 June in any year. Such ratepayers who have elected to 'go paperless' will be sent their Reminder by email. The Reminders lists must be approved by the Rating/Finance Manager before they are sent.
- 3.15 Non-payers of drainage rates will be pursued through the Magistrates Court, as per section 54 of the Land Drainage Act 1991, after following the [Pre-Action Protocol for Debt Claims](#) (the Chief Executive, Rating/Finance Manager and Rating/Enforcement Officer are currently mandated by the Member Boards to do this).
- 3.16 Court summonses should be issued to all ratepayers who have been sent a Reminder and, have not paid, logged a legitimate query or made arrangements to pay by instalment before 30 September every year, at which point collection costs will be added to the drainage rates outstanding and will become due. The Summons lists must be approved by the Rating/Finance Manager before they are generated. All court hearings must take place before 30 October every year. The courts are often booked up many months in advance, so it will be important to schedule in dates early on in the financial year.
- 3.17 Liability Orders must be issued to the Board's Certified Bailiff immediately after they have been granted by the Magistrates Court and by no later than 31 October every year, at which point the Bailiff's own collection costs will be added to the Board's drainage rates and the Board's/Court's collection costs outstanding.
- 3.18 The Rating/Finance Manager must ensure that the Board's Certified Bailiff provides regular updates on progress made collecting amounts outstanding, as set out in the Liability Orders (at least monthly).
- 3.19 All queries must be resolved and processed before 30 November every year, and, all movements between agriculture and special levy must also be processed

Drainage Rates Collection Procedure

before 30 November, so that the Register of Drainage Hereditaments can be ruled-off, in advance of preparing Rate Estimates for the following financial year starting 01 April. This may involve issuing Notices of Determination of Annual Value.

- 3.20 The Chief Executive should be notified of the impact of any substantive queries that are subsequently made by ratepayers after 30 November and before 31 March, which, if processed could lead to a material reduction/increase in Annual Value.
- 3.21 All write-offs being proposed should be presented to the Chief Executive before 15 December every year (write-offs of less than or equal to £500/Ratepayer can be authorised by the Chief Executive. Write-offs in excess of £500/Ratepayer must also be approved by the respective Board beforehand).
- 3.22 All write-offs that have been approved by the Board and/or the Chief Executive should be processed in DRS before closing-off and balancing forward into the next financial year.
- 3.23 The Drainage Rates Ledger should be closed-off and balanced forward in to the new financial year on or before 23 March every year, after receiving the Chief Executive's prior approval.
- 3.24 If a payment is then made electronically into a Board's bank account after the Drainage Rates Ledger has been closed-off in DRS and before 01 April, the payment will need to be posted into the previous financial year. The year-end routine should then be re-run, as set out in 3.23 above.

4. Refunds Policy

- 4.1 We don't generally offer refunds, unless a ratepayer has erroneously paid us more than we've said they owe. If they do pay us more than we've said they owe, in error, we will usually offer to refund any such overpayment immediately, should this be requested in the same financial year that the payment was made (between 1 April and 31 March).
- 4.2 If a ratepayer believes something is wrong with the amount of drainage rates we have requested they pay as shown on their Rate Demand, either before or after they pay, they should advise us of this immediately.

Drainage Rates Collection Procedure

- 4.3 We will consider any request to alter the drainage rates demanded or to fully/partially refund any drainage rates paid for the current and previous financial year only, in accordance with the Land Drainage Act 1991 and the Board's Register of Hereditaments: Maintenance and Inspection Policy.

5. Certification

The WMA's Chief Executive has issued these procedures on 1st August 2018 in accordance with the delegated authority set out in each Member Board's Scheme of Delegation and Financial Regulations. These procedures will be reviewed at least once every 5 years.

By Order of King's Lynn IDB t/a "the Water Management Alliance"

Certified by Mr P J Camamile, Chief Executive

1st August 2018

**WAVENEY LOWER YARE AND LOTHINGLAND INTERNAL DRAINAGE BOARD
INCOME AND EXPENDITURE ACCOUNT
FOR YEAR ENDED 31 MARCH 2021**

31.03.20	Actual	Notes
INCOME	£	
229,452.40 Drainage Rates	236,692.40	
212,785.26 Special Levies on Councils	232,423.64	1
117,017.12 Contribution from EA Received	155,046.00	
9,712.85 Other Income	47,039.68	2
568,967.63 Total Income for the period	671,201.72	
EXPENDITURE		
Capital Charges		
3,236.76 Loan Interest	2,755.73	3
15,944.91 Loan Repayments	14,117.74	3
19,181.67	16,873.47	
83,933.88 Environment Agency Precept	86,452.00	
251,511.93 Pumping Stations	265,003.13	4
147,202.05 Drains Maintenance	141,613.88	
3,129.00 Roadway Repairs	8,067.88	
120,016.36 Administration Costs	134,496.52	
0.00 Health and Safety/Scheme	0.00	
624,974.89 Total Expenditure for the Year	652,506.88	
 -5,827.81 Transfer (to) from Reserves	 -6,004.48	 5
 -61,835.07 Net Operating (Surplus)/Deficit for the year	 12,690.36	

WAVENEY LOWER YARE AND LOTHINGLAND INTERNAL DRAINAGE BOARD
BALANCE SHEET AS AT 31 MARCH 2021

31.03.20		31.03.21	Note
£		£	
	Fixed Assets		
2,707,000.00	Pump houses and equipment	2,717,000.00	
<u>2,707,000.00</u>		<u>2,717,000.00</u>	
	Current Assets		
0.00	Stock and Work in Progress	0.00	
94,688.86	Debtors and Prepayments	93,351.69	6
320,510.77	Cash at Bank and in Hand	267,758.83	7
762,092.52	Short Term Investments	766,162.83	7
<u>1,177,292.15</u>		<u>1,127,273.35</u>	
	Current Liabilities		
49,043.93	Creditors and Receipts in Advance	35,812.70	8
1,128,248.22	Net Current Assets	1,091,460.65	
3,835,248.22	NET ASSETS	3,808,460.65	
	Reserves		
2,707,000.00	Replacement cost of assets	2,717,000.00	9
1,128,248.22	Reserves	1,091,460.65	9
3,835,248.22		3,808,460.65	

NOTE: The loans outstanding to Public Works Loan Board is £91549.53

**WAVENEY LOWER YARE AND LOTHINGLAND INTERNAL DRAINAGE BOARD
STATEMENT ON MOVEMENT ON THE MOVEMENT OF RESERVES**

	General Reserve	Capital Receipts Development Contributions	Accrued Interest Account	Fixed Plant Renewals	Total
Opening Reserves	336,330.91	498,125.43	133,536.48	160,255.40	1,128,248.22
Profit for year ending 31 March 2021	12,690.36				12,690.36
Contributions Received		15,508.00	19,326.39	101,950.00	136,784.39
Contributions Applied		-33,248.13	-22,346.89	-130,667.30	-186,262.32
Closing Reserves	349,021.27	480,385.30	130,515.98	131,538.10	1,091,460.65

1 Special Levies on Councils

Breckland District Council	662.33	742.15
Broadland District Council	797.11	2,164.08
Great Yarmouth Borough Council	74,832.78	70,990.63
Mid-Suffolk District Council	12,979.92	14,544.31
South Norfolk District Council	99,585.86	114,625.95
East Suffolk Council	23,927.26	29,356.52
	212,785.26	232,423.64

2 Other Income

Interest received	1,164.32	2,223.16
Accrued interest received	4,264.69	22,346.89
5th repayment Barnby North Cove Reorg.	4,283.84	4,283.84
Waveney Valley - NCC A/c	0.00	12,000.00
Limpenhoe Development A/c	0.00	6,185.79
	9,712.85	47,039.68

3 Loan Charges**Principal repayments****PWLB Loans**

	Principal	Interest	Total
Blundeston	1,655.09	543.99	2,199.08
Barsham Pump	1,403.79	156.29	1,560.08
Short Dam Pumping Station	863.72	284.54	1,148.26
Burgh St Peter Weedscreen	3,121.11	78.64	3,199.75
Norton Weedscreen	1,998.27	118.13	2,116.40
Askews Pump Replacement	5,075.76	1,574.14	6,649.90
	14,117.74	2,755.73	16,873.47

Totals - Loan Charges

14,117.74	2,755.73	16,873.47
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4 Pumping Stations

Electricity	140,772.99
Pump Attendants	47,272.50
Pump Repairs	76,957.64
	265,003.13

5 Transfer from Reserves

Write offs	681.01
Pump Repair and Replacement Accounts	950.00
5th repayment Barnby North Cove Reorg.	4,283.84
Transfer to Gravitation Accrued Interest Account	89.63
	6,004.48

6 Debtors and Prepayments

Ratepayers	416.24	674.02
HM Revenues and Customs - VAT	94,272.62	22,292.46
Sundry Debtor	0.00	70,385.21
	94,688.86	93,351.69

Bank Accounts	320,510.77	267,758.83
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320,510.77 267,758.83

7a Short Term Investments

National Counties Building Society Deposit	222,369.03	223,995.34
National Counties Building Society Deposit	225,018.07	226,944.22
Nottingham Building Society Deposit	314,705.42	0.00
Vernon Building Society	0.00	315,223.27
	762,092.52	766,162.83

8 Creditors and Receipts in Advance

Trade Creditors	19,591.64	14,083.62
Overpayments	29,452.29	21,729.08

9 Reserves

RENEWALS PROVISION

The purpose of this Provision is to reduce the impact on drainage rates as and when pumping plant is refurbished or improved, and to provide a fund for the upkeep of the Langley Monks Road.

	Balance 31 Mar 20	Receipts	Payments	Balance 31 Mar 21
Langley Pump Repair Replacement Fund	11,250.00	750.00	0.00	12,000.00
Langley Road Maintenance Fund	-1,334.05	1,200.00	398.00	-532.05
Benacre Pumping Station	150,339.45	0.00	114,655.00	35,684.45
Norton Pumping Station	0.00	100,000.00	15,614.30	84,385.70
	160,255.40	101,950.00	130,667.30	131,538.10

ACCRUED INTEREST RESERVES

The purpose of this Provision is to offset the need to levy a rate. Revenue expenditure is funded from the interest accruing on these accounts.

	Balance 31 Mar 20	Receipts	Payments	Balance 31 Mar 21 0
Burgh Castle	87,774.15	2,250.03	0.00	90,024.18
Worlingham	5,991.60	16,355.29	22,346.89	0.00
Gravitation Level	39,770.73	721.07	0.00	40,491.80
	133,536.48	19,326.39	22,346.89	130,515.98

DEVELOPERS CONTRIBUTION

This provision reflects the sums paid by developers for consent to discharge or carry out development within the Board's catchment which have not yet been defrayed in making improvements.

	Balance 31 Mar 20	Receipts	Payments	Balance 31 Mar 21
Burgh Castle	242939.64	15508.00	0.00	258447.64
Gravitation Level	53,000.00	0.00	0.00	53,000.00
Limpenhoe Development	6,185.79	0.00	6,185.79	0.00
Norfolk County Council	12,000.00	0.00	12,000.00	0.00
Capital Receipt WHAM	184,000.00	0.00	15,062.34	168,937.66
	498,125.43	15,508.00	33,248.13	480,385.30
	791,917.31	136,784.39	186,262.32	742,439.38
	336,330.91			349,021.27
	1,128,248.22			1,091,460.65

PUMP HOUSES AND EQUIPMENT

The pump houses and the fixed plant are valued annually for insurance purposes at their current replacement cost and included in the accounts as a fixed asset with the balancing entry being in reserves.

1,128,248.22
1,091,460.65

WAVENEY LOWER YARE AND LOTHINGLAND IDB

Accounts for year ending 31st March 2021

1. Ratepayers Account

£	£	£	£
Balance b/f	416.24	Assessed rates collected	235904.81
Rates assessed	236692.40	Overpayment b/f	95.77
Overpayment c/f	246.97	Write Offs	681.01
		Balance c/f	674.02
	237355.61		237355.61

2. Special Levy Account

Levy Assessed	232423.64	O/payment b/f	29356.52
Overpayment by WDC 21/22	21482.11	Collection	224549.23
	253905.75		253905.75

3. Environment Agency Precept Account

Precept paid	86452.00	To Revenue A/c	86452.00
	86452.00		86452.00

4. VAT Account

Balance b/f	94272.62	VAT refund received	120974.21
VAT paid	119711.76	Sundry Debtor (50)	70385.21
		Electricity Vat refund	332.50
		Balance c/f	22292.46
	213984.38		213984.38

5. Barclays Bank Accounts No 80965979

Balance b/f	320510.77	Total payments	919145.70
From Notting BS (18)	316856.04	To Vernon BS (19)	315000.00
Total Bankings	864066.49	Balance c/f (52)	267758.83
Interest earned	471.23		
	1501904.53		1501904.53

6. Sundry Creditors Account

Payments Made:		Balance b/f	19591.64
Year end 31.03.20 :		Year end 31.03.21 :	
Barclays Bank Plc	28.15	Barclays Bank Plc	18.85
Mr P Smith - PA/Belton	613.00	British Gas Elec/LYS - Clax	741.46
Mr D Thomas - Surveyor/WV	703.80	British Gas Elec/LYS - Clax	9.51
WMA - Benacre/Loth.	7713.00	WMA - Benacre/Loth	1833.00
DAGRIS - PA/Short Dam	400.00	WMA - Surveyor/BC	520.00
DAGRIS - Dyke/Short Dam	1390.36	Broads (2006) IDB	3260.80
Barry Day - Dyke/WV	3299.00	WMA - Benacre/Loth	7700.00
Broads Drainage - Admin	649.21		
Broads Drainage - RR/LCT	239.00		
Broads Drainage - Surv/Lim	281.55		
Broads Drainage - PR/Hadd	16.35		
Broads Drainage - Telemetry	1028.22		
DAGRIS - Dyke/Long Dam	3230.00		
Balance c/f	<u>14083.62</u>		
	33675.26		<u>33675.26</u>

7 .Administration Account

Advertising	0.00	Cont. from UKPN/LYT Level	1.15
Audit Fees	1600.00	Cont. from UKPN/LYT Level	1.15
Bank charges	505.88	Sundry Network Rail/Hadd.	25.92
Nicholsons Admin. fee	94167.65	Insurance refund	80.00
Consultants/Burgh Castle	1986.50	Refund of o/p of rates	390.72
Insurance	16582.43		
Internal Audit	1967.00		
Overpayment of Rates	390.72	Balance c/f	134496.52
ADA subscription	1929.00		
Artwork for Logo	50.00		
Asset Register	249.75		
WMA Consortium	10000.00		
Contribution to WRE	290.00		
Health and Safety	4740.00		
Surveyors fees	517.68		
<u>Sundry Creditors:</u>			
Bank charges	18.85		
	<u>134995.46</u>		<u>134995.46</u>

WLYL21.02

8. Burgh Castle - General Developers A/c

Balance c/f	258447.64	Balance b/f	242939.64
		Cont. from NCC re GYTRC	15508.00
	<u>258447.64</u>		<u>258447.64</u>

9. Burgh Castle - Developers Accrued Interest A/c

Balance c/f	90024.18	Balance b/f	87774.15
		Share of int. earned	2250.03
	<u>90024.18</u>		<u>90024.18</u>

10. Capital Receipt Account - Worlingham Level

Transfer to Worlingham Acc. Interest A/c (11)	15062.34	Balance b/f	184000.00
Balance c/f	<u>168937.66</u>		
	184000.00		<u>184000.00</u>

11. Worlingham Level Accrued Interest A/c

Transfer to Revenue	22346.89	Balance b/f	5991.60
Balance c/f	0.00	Share of int. earned	1292.95
		From Capital Rec't A/c (10)	15062.34
	<u>22346.89</u>		<u>22346.89</u>

12. Developers Contribution - Gravitation Level

Balance c/f	53000.00	Balance b/f	53000.00
	<u>53000.00</u>		<u>53000.00</u>

13. Gravitation Level Accrued Interest A/c

Transfer to Revenue	0.00	Balance b/f	39770.73
Balance c/f	40491.80	Share of int. earned	631.44
		Transfer from Revenue	89.63
	<u>40491.80</u>		<u>40491.80</u>

14. Waveney Valley - Norfolk County Council A/c

Balance c/f	12000.00	To Revenue to close	12000.00
	<u>12000.00</u>		<u>12000.00</u>

15. Limpenhoe Development Account

Balance c/f	6185.79	To Revenue to close	6185.79
	<u>6185.79</u>		<u>6185.79</u>

16. National Counties Building Society Deposit (Matures 17.08.2020)

Balance b/f	222369.03	Balance c/f	223995.34
Interest	1042.75		
Unrealised interest	<u>583.56</u>		
	223995.34		<u>223995.34</u>

17. National Counties Building Society Deposit (Matures 06.11.2020)

Balance b/f	225018.07	Balance c/f	226944.22
Interest	1545.52		
Unrealised interest	<u>380.63</u>		
	226944.22		<u>226944.22</u>

18. Nottingham Building Society - Deposit

Balance b/f	314705.42	Balance to Barclays (5)	316856.04
Interest	2150.62		
	<u>316856.04</u>		<u>316856.04</u>

19. Vernon Building Society - Deposit (Matures 04.01.2022)

Deposit (5)	315000.00	Balance c/f	315223.27
Unrealised interest	<u>223.27</u>		
	315223.27		<u>315223.27</u>

<u>20. Blundeston Scheme Account</u>			
Balance b/f	28555.00	Balance c/f	28555.00
	28555.00		28555.00
<u>21. Public Works Loan Board - Blundeston Pump Scheme</u>			
Loan capital repaid	1655.09	Balance b/f	12234.92
Balance c/f	10579.83		
	12234.92		12234.92
<u>22. Discharged Capital Outlay - Blundeston Pump Scheme</u>			
Balance c/f	17975.17	Balance b/f	16320.08
		Capital repaid	1655.09
	17975.17		17975.17
<u>23. Loan Charges Account - Blundeston Pump Scheme</u>			
Loan payments made	2199.08	Balance to Revenue:-	
		Interest	543.99
		Capital	1655.09
	2199.08		2199.08
<u>24. Barsham Scheme Account</u>			
Balance b/f	20000.00	Balance c/f	20000.00
	20000.00		20000.00
<u>25. Public Works Loan Board - Barsham Pump Scheme</u>			
Loan capital repaid	1403.79	Balance b/f	3637.05
Balance c/f	2233.26		
	3637.05		3637.05
<u>26. Discharged Capital Outlay - Barsham Pump Scheme</u>			
Balance c/f	17766.74	Balance b/f	16362.95
		Capital repaid	1403.79
	17766.74		17766.74
<u>27. Loan Charges Account - Barsham Pump Scheme</u>			
Loan payments made	1560.08	Balance to Revenue:-	
		Interest	156.29
		Capital	1403.79
	1560.08		1560.08

<u>28. Short Dam Pump Replacement</u>			
Balance b/f	15500.00	Balance c/f	15500.00
	15500.00		15500.00

29. Public Works Loan Board - Short Dam Pumping Station

Loan Capital Repaid	863.72	Balance b/f	5386.49
Balance c/f	4522.77		
	5386.49		5386.49

30. Discharged Capital Outlay - Short Dam Pumping Station

Balance c/f	10977.23	Balance b/f	10113.51
		Capital repaid	863.72
	10977.23		10977.23

31. Loan Charges Account - Short Dam Pumping Station

Loan payments made	1148.26	Balance to Revenue:-	
		Interest	284.54
		Capital	863.72
	1148.26		1148.26

32. Burgh St Peter Weedscreen Scheme

Balance b/f	27000.00	Balance c/f	27000.00
	27000.00		27000.00

33. Public Works Loan Board - Burgh St Peter Weedscreen

Loan Capital Repaid	3121.11	Balance b/f	3121.11
Balance c/f	0.00		
	3121.11		3121.11

34. Discharged Capital Outlay - Burgh St Peter Weedscreen

Balance c/f	27000.00	Balance b/f	23878.89
		Capital Repaid	3121.11
	27000.00		27000.00

35. Loan Charges Account - Burgh St Peter Weedscreen

Loan payments made	3199.75	Balance to Revenue:-	
		Interest	78.64
		Capital	3121.11
	3199.75		3199.75

36. Norton Weedscreen Scheme

Balance b/f	19000.00	Balance c/f	19000.00
	<u>19000.00</u>		<u>19000.00</u>

37. Public Works Loan Board - Norton Weedscreen Scheme

Loan Capital Repaid	1998.27	Balance b/f	6122.22
Balance c/f	4123.95		
	<u>6122.22</u>		<u>6122.22</u>

38. Discharged Capital Outlay - Norton Weedscreen

Balance c/f	14876.05	Balance b/f	12877.78
		Capital Repaid	1998.27
	<u>14876.05</u>		<u>14876.05</u>

39. Loan Charges Account - Norton Weedscreen

Loan payments made	2116.40	Balance to Revenue:-	
		Interest	118.13
		Capital	1998.27
	<u>2116.40</u>		<u>2116.40</u>

WLYL21.07

40. Askews Pump Replacement

Balance b/f	85000.00	Balance c/f	85000.00
	85000.00		85000.00

41. Public Works Loan Board - Askews Pump Replacement

Loan Capital Repaid	5075.76	Balance b/f	75165.48
Balance c/f	70089.72		
	75165.48		75165.48

42. Discharged Capital Outlay - Askew Pump Replacement

Balance c/f	14910.28	Balance b/f	9834.52
		Capital repaid	5075.76
	14910.28		14910.28

43. Loan Charges Account - Askews Pump Replacement

Loan payments made	6649.90	Balance to Revenue:-	
		Interest	1574.14
		Capital	5075.76
	6649.90		6649.90

44. Benacre Pump Scheme

WMA/Jacobs	75038.00	Balance b/f	150339.45
WMA	30084.00	EA Grant	0.00
Sundry Creditor	9533.00		
Balance c/f	35684.45		
	150339.45		150339.45

45. Langley Pumped - Pump Repair and Replacement Account

Balance c/f	12000.00	Balance b/f	11250.00
		From Revenue	750.00
	12000.00		12000.00

46. Langley Pumped - Road Maintenance Fund

Balance b/f	1334.05	From Revenue	200.00
Repairs	398.00	Received	1000.00
	1732.05	Balance c/f	532.05
			1732.05

47. Norton Pump Scheme

Rossi Long Consultants	502.50	EA Grant	100000.00
Broads (2006) IDB	11851.00		
Sundry Creditor	3260.80		
Balance c/f	84385.70		
	<u>100000.00</u>		<u>100000.00</u>

48. Environment Agency Account

Balance c/f	155046.00	Received from EA	155046.00
	<u>155046.00</u>		<u>155046.00</u>

49. Maintenance Account

Electricity	141738.12	Shrublands cont. to SD pump	250.00
Pump Attendants	47272.50	Electricity refund/Barsham	1466.10
Pump Repair/Service	80464.03	Contribution to dyke LD	1500.00
Dyke & Other Maintenance	115103.00	Contribution to dyke BC	1200.00
Surveyors fees	28690.88	Insurance claim/Wheatacre	4770.00
Telemetry	1215.85	VAT on Ins. claim refunded	1024.00
Road Repairs	8067.88		
Misc:			
Refund of Ins. Claim/wheat	1024.00		
Fire Extinguisher/BC	47.76		
Sundry Creditors:			
Electricity LYS Clax	750.97		
WMA - Surveyor/BC	520.00		
		To Revenue	414684.89
	<u>424894.99</u>		<u>424894.99</u>

50. Sundry Debtor

VAT Repayment	70385.21	Balance c/f	70385.21
	<u>70385.21</u>		<u>70385.21</u>

WLYL21.09

51. Revenue Account

Ratepayers A/c (1)

Rates written off	681.01	
Precept A/c (3)	86452.00	
Administration A/c (7)	134496.52	
Road Maintenance A/c (46)	200.00	
Pump Repair & Replacement A/c (57)	750.00	
Maintenance A/c (52)	414684.89	

Loan Charges A/c

Blundeston (23)	2199.08	
Barsham (27)	1560.08	
Short Dam (31)	1148.26	
Burgh St Peter(35)	3199.75	
Norton (39)	2116.40	
Askews (43)	6649.90	16873.47

Geldeston Vill. Contribution	2937.53	
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Accrued Interest A/cs

Gravitation Level (13)	89.63	
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5th Repay Barnby North Cove Reorg.

Barnby	2356.11	
North Cove	1927.73	4283.84

Balance c/f	349021.27	
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1010470.16

Balance b/f	336330.91
Ratepayers A/c (1)	236692.40
Special Levy A/c (2)	232423.64
EA Contribution A/c (48)	155046.00

Accrued Interest A/cs

Worlingham (11)	22346.89
Gravitation Level (13)	0.00
WLYL share of int.	2180.94
Limpenhoe	42.22

Geldeston Village Contribution

Geldeston 1	923.30	
Geldeston 2	2014.23	2937.53

All levels (5th repay BNC)	4283.84
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Waveney Valley - Norfolk County Council A/c (14)	12000.00
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Limpenhoe Development A/c (15)	6185.79
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1010470.16

52. Balance Sheet

CAPITAL SECTION

Blundeston Loan A/c (21)	10579.83	Blundeston Scheme A/c (20)	28555.00
Discharged Capital Outlay		Barsham Scheme A/c (24)	20000.00
Blundeston (22)	17975.17	Short Dam Scheme A/c (28)	15500.00
Barsham Loan A/c (25)	2233.26	Burgh St Peter Scheme (32)	27000.00
Discharged Capital Outlay		Norton Scheme A/c (36)	19000.00
Barhsam (26)	17766.74	Askews Scheme A/c (40)	85000.00
Short Dam Loan A/c (29)	4522.77		
Discharged Capital Outlay		Contra	480385.30
Short Dam (30)	10977.23		
Burgh St Peter Loan A/c (33)	0.00		
Discharged Capital Outlay			
Burgh St Peter (34)	27000.00		
Norton Loan A/c (37)	4123.95		
Discharged Capital Outlay			
Norton Weedscreen (38)	14876.05		
Askews Loan Account (41)	70089.72		
Discharged Capital Outlay			
Askews Pump Replace (42)	14910.28		
General Developers A/c (8)	258447.64		
Capital Receipt Worling (10)	168937.66		
Developers Contribution (12)	53000.00		
	675440.30		675440.30

WLYL21.11

REVENUE SECTION

Contra	480385.30	Ratepayers A/c (1)	674.02
Revenue Account (51)	349021.27	VAT A/c (4)	22292.46
B.Castle acc. Int (9)	90024.18	Barclays Bank A/c (5)	267758.83
Worlingham acc. Int (11)	0.00	Vernon BS Dep (19)	315223.27
Gravitation acc. Int (13)	40491.80	National Counties BS Dep (16)	223995.34
Sundry Creditor (6)	14083.62	National Counties BS Dep (17)	226944.22
L.Pumped Pump Repair (45)	12000.00	Sundry Debtor	70385.21
Overpayment c/f (1)	246.97	Langley Pumped Road	
Benacre Pump Scheme (44)	35684.45	Maintenance Fund (46)	532.05
Overpayment c/f (2)	21482.11		
Norton Pump Scheme (47)	84385.70		
	1127805.40		1127805.40

I certify that these accounts fairly present the financial position of the Board as at 31 March 2021 and the income and expenditure of the Board during the financial year ending on 31 March 2021

Dated 2021

P CAMAMILE
Clerk

H T CARRIE
Chairman

WLYL21.12

	Balance	Ratepa	Revenue	Special	E.A.	Into	Interest	Accrued	To/From	Write	From	Precept	Admin	Loan pays	Schem/hs	Electricity	P.Attend	Pump Rep/	Dyke/Other/	Surveyors	BALANCES
	C/f	Assessed	b/f balan.	Levy	Receipt	Revenue	received	Interest	Levels	Off	Revenue						Marshman	Other/Telem	Road Rep		
Blundeston	63.44	7649.10	32436.09	0.00	6051.63		193.67			25.66		380.39	4485.87	2199.08		10781.37	320.00	3996.09	3241.00	1256.25	19644.78
Burgh Castle	0.00	1021.66	94467.45	31622.48	6328.51		563.77			38.31		11696.96	17823.90			9669.58	3775.83	653.30	14800.20	2597.50	72948.29
LCTM																					
St Olaves	0.00	0.00	-421.73	847.88	0.00		0.00					197.31	330.37	20.39		28.31	3.61	22.89	2.54	189.61	-368.88
Askews	0.00	10560.90	13259.00	631.07	0.00		79.17					487.10	1727.68	2214.64		3082.97	393.18	2492.42	1254.48	1042.87	11834.80
Pettingills	0.00	13181.60	7411.65	0.00	0.00		44.27					513.11	2053.72	2407.93		3351.96	427.48	2709.88	3050.78	963.86	5158.80
Island	0.00	10709.40	3983.31	230.37	0.00		23.77					427.78	1524.36	2006.94		2793.77	356.29	2258.61	3050.70	963.86	1564.54
Limpenhoe	0.00	10974.32	-401.54	2164.08	11054.88	6185.79	42.22					622.45	5986.49			4252.86	1001.12	793.30	0.00	153.45	17210.08
Lothingland	0.00	9484.51	8906.82	9724.50	0.00		53.21			11.50		13192.57	4182.54								10782.43
Lower Waveney																					
Short Dam	0.00	3989.40	7329.96	0.00	1627.20		43.62					769.79	565.54	1148.26		338.84	400.00	1230.30		347.45	8190.00
Long Dam	0.00	7857.93	6903.95	29.98	8463.25		41.22					1951.60	1559.55			6422.01	600.00	53.30	2570.00	347.45	9792.42
Worlingham	0.00	6126.80	0.00	4190.58	12026.66		0.00	22346.89				1825.02	2033.27			10457.86	4509.00	20383.30	5482.48		0.00
Barsham	0.00	4048.72	20767.05	5563.39	3691.54		123.88					1782.40	1535.97	1560.08		4030.17	350.00	53.30	0.00	686.29	24196.37
Gillingham	0.00	1113.39	13907.23	7913.58	6769.56		83.09			17.55		1433.67	1793.10			6043.86	1854.60	3708.02	6862.50	347.45	7726.10
Geldeston	0.00	290.29	12093.42	469.38	156.90		72.19	923.30		4.40		307.40	313.52						1456.00	415.25	11508.91
Remainder		858.92	9227.92	10096.46	0.00		55.18			25.86		2499.23	7650.27								10063.12
North Cove	0.00	3372.39	10340.49	1143.31	7590.65		61.72				1927.73	740.08	714.85			6159.68	2370.15	23.99	602.25	347.45	9622.38
Geldston 2nd	0.00	3247.92	4477.64	692.02	0.00		26.83	2014.23		2.40		1583.49	1377.74							347.45	7147.56
Barsham 2nd	0.00	78.80	220.90	0.00	0.00		1.31			4.00		23.25	47.66							8.61	217.49
Geldeston Village	0.00	0.00	214.16	3289.53	0.00		1.31		2937.53			0.00								347.45	220.02
Lower Waveney Second																					
Haddiscoe	24.08	15664.92	26656.71	6430.35	9036.82		159.21			12.17		2642.51	5550.29			5370.78	4960.44	25023.30	8464.00	2691.08	3233.44
Wheatacre	0.00	10218.35	15890.26	163.55	3156.98		94.87					1463.55	2925.15			2869.11	693.15	1885.27	7053.51	416.50	12217.77
Burgh St Peter	0.00	16318.81	13287.99	0.00	0.00		79.39					1314.48	2609.52	3199.75		1274.00	693.15	53.30	2890.38	416.50	17235.11
Lower Waveney Third																					
Belton	0.00	75.05	19324.96	39226.16	18826.88		115.37			11.75		1277.81	4654.66			5083.09	2558.40	1096.06	11350.83	1035.67	50500.15
General	0.00	1375.08	742.75	544.59	0.00		4.36			3.99		1014.05	1000.00								648.74
Caldecott	0.00	4972.00	5417.98	0.00	1252.39		32.28					189.31	2048.72			1440.52		7071.20			924.90
Lower Yare Second																					
Langley Pumped	272.24	28912.80	8811.58	14649.70	27152.58		52.56				950.00	4780.94	10287.75			31490.76	11688.33	1067.90	3430.00	2289.85	13593.69
Claxton Gravitation	0.00	525.00	2723.48	52.71	0.00		16.36			7.00		250.57	518.11								2541.87
Lower Yare Third																					
Fringe	0.00	1748.99	1663.65	13122.63	3394.37		0.00			3.70		1877.76	3021.97	540.11		4670.93	1893.82	600.39	1838.00	1086.40	4396.56
Powells	0.00	1542.84	572.47	48.65	0.00		3.49					526.80	890.90							304.78	444.97
Raveningham	0.00	8110.96	-149.71	35.95	3015.30		2.18					680.00	1148.29	479.78		4149.29	1682.32	533.33	2208.00	393.43	-259.76
Norton Low	0.00	9801.68	-5505.48	220.01	3737.54		0.00					940.39	1589.60	594.71		5143.14	2085.28	661.08	2282.00	544.07	-5586.52
Norton	0.00	8665.90	1173.75	2749.89	3153.63		9.81					801.52	1347.60	501.80		4339.64	1759.50	557.80	3632.00	463.73	2349.39
Upper and Lower Gravitation	0.00	0.00	0.00	9925.50	0.00		0.00				89.63	2720.79	4602.93					938.00	1574.15		0.00
Barnby	0.00	15207.29	20078.76	41.97	6942.22		119.95				2356.11	734.84	4798.45			7528.49	2896.85	29.31	937.73	347.45	22760.96
Waveney Valley	56.48	18986.68	3847.31	66603.37	11616.51	12000.00	22.90			512.72		24803.08	31796.18						33073.50	7285.02	15606.27
All Levels (BNC)			-23329.32			4283.84															-19045.48
	416.24	236692.40	336330.91	232423.64	155046.00	22469.63	2223.16	22346.89	2937.53	681.01	5323.47	86452.00	134496.52	16873.47	0.00	140772.99	47272.50	76957.64	120470.88	29210.88	349021.27
									2937.53												
																		FRINGE LEVEL SPLIT: £4396.56			
																		Raveningham			1071.96
																		Norton Low			-3772.94
																		Norton			3600.65

**Waveney Lower Yare and Lothingland
Internal Drainage Board
Annual Internal Audit Report 2020/21**

Introduction

- 1) It is a requirement under Section 11 of the Accounts and Audit Regulations 2015 that the Board completes an annual return for submission to the Board's external auditor.

It is a requirement under section 3 of the Act that the Board must ensure that it has a sound system of internal control which:-

- a) facilitates the effective exercise of its functions and the achievement of its aims and objectives;
- b) ensures that the financial and operational management of the Board is effective; and
- c) includes effective arrangements for the management of risk.

Under section 5 of the Act the Board must undertake an effective internal audit to evaluate the effectiveness of its risk management control and governance procedures.

- 2) Page 3 of the Annual Return is the Annual Internal Audit Report to the Board.
- 3) Page 3 lists 10 central objectives relevant to the Authority which the Board are expected to have in place and it is the function of the internal auditor to check compliance with relevant procedures and that controls are of a standard adequate to meet the needs of the Board.
- 4) Cunninghams act as the Board's internal auditors. We are chartered accountants and registered auditors; regulated by the Institute of Chartered Accountants in England and Wales. We are independent of the Board.

Procedures

- 1) The procedures followed during the course of the internal audit work are those specified in 'Governance and Accountability in Internal Drainage Boards in England – A Practitioners' Guide – March, 2018 revision'.
- 2) The work undertaken was as follows:-
 - a) review of the accounting system.
 - b) review of payment controls by sampling a number of actual payments in the year and following through the accounting system.
 - c) review of the risk register and confirming its ongoing review and that no changes had occurred.
 - d) review of the budgetary controls and checking that sufficient information was available for setting the rate and for the subsequent review of variances.
 - e) review of the income controls with particular regard to late payments and the appropriate follow-up of such and ownership changes.

- f) review of the fixed asset register and confirmation of the controls that exist to safeguard the Board's assets.
- g) review and check of the year end bank reconciliation, the confirmation that the bank is reconciled on a regular basis and that the review of the reconciliation by the Clerk to the Board is evidenced by signature.
- h) review the procedures to ensure the accurate preparation of the year end accounts and confirmation that the year end accounts accurately reflect the underlying accounting records.
- i) review of the website to ensure that all publication requirements have been met.

Recommendations

We do not make any recommendations based upon our work this year.

Conclusion

- 1) We can confirm that 11 of the required control objectives have been met and that 1 is not applicable.
- 2) The Board is well organised in respect of its financial affairs.



Cunninghams
Chartered Accountants
61 Alexandra Road
Lowestoft
Suffolk NR32 1PL

8 June 2021

Annual Governance and Accountability Return 2020/21 Part 3

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

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

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

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

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

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

Publication Requirements

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

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

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

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

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

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

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

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

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

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

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

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

Annual Internal Audit Report 2020/21

Waveney Lower Yare & Lothingland Internal Drainage Board

www.wlma.org.uk

INTER-PUBLICLY AVAILABLE WITHIN 10 PAGE ADDRESS

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

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

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

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

26/05/2021 - 08/06/2021

CUNNINGHAMS

Signature of person who carried out the internal audit



Date

08/06/2021

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

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

Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

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

	Agreed		
	Yes	No*	'Yes' means that this authority:
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
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

*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:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2020/21 for

Waveney Lower Yare & Lothingland Internal Drainage Board

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	1,094,773	1,128,248	<i>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.</i>
2. (+) Precept or Rates and Levies	441,543	468,435	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	416,637	288,819	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	0	0	<i>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.</i>
5. (-) Loan interest/capital repayments	19,182	16,874	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	805,523	777,167	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	1,128,248	1,091,461	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	1,079,152	1,032,734	<i>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.</i>
9. Total fixed assets plus long term investments and assets	2,707,000	2,717,000	<i>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.</i>
10. Total borrowings	105,667	91,550	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
			<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

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

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

P. Gnanile
Date *21/06/2021*

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

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

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

In respect of

ENTER NAME OF AUTHORITY

1 Respective responsibilities of the auditor and the authority

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

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

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

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

2 External auditor’s limited assurance opinion 2020/21

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

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

3 External auditor certificate 2020/21

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

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YY

WAVENEY LOWER YARE AND LOTHINGLAND INTERNAL DRAINAGE BOARD

RISK REGISTER

<u>RISK REFERENCE</u>	<u>RISK</u>	<u>RISK TYPE</u>	<u>IMPACT</u>	<u>LIKELIHOOD</u>	<u>RISK LEVEL</u>	<u>CURRENT CONTROLS</u>
1.	<u>FUNCTIONS</u>					
1.1	Pump Failure	Operational	5	2	10	Regular inspections by outside contractors.
1.2	Breach of river wall/ Main river	Operational	8	2	16	Regular inspections by Surveyors/Pump Attendants.
1.3	Exceptional rainfall	Operational	4	3	12	Consultation and liaison with the Environment Agency and the Met Office.
1.4	Health & Safety for Contractors and public	Public/ contractors	4	2	8	Health and Safety Consultant instructed to report
2.	<u>ADMINISTRATION*</u>					
2.1	Computer Failure	Administrative	7	1	7	Full system back up and off site storage daily.
2.1.a	Loss of Financial data	Administrative	8	1	8	Full system back up and off site storage weekly. Paper records kept for six years.
2.2	Long term absence of Clerk	Administrative	6	1	6	None
2.3	Long term absence of Finance Officer	Financial	5	1	5	None
2.4	Fraud	Financial	2	1	2	Rely on internal control and regular audit inspections.
2.5	Withdrawal of Environment Agency Funding/Contributions	Financial	4	1	4	None – It is not anticipated that funding could be withdrawn or adjusted without appropriate consultation. There is though a risk of contributions being capped.
2.6	Withdrawal of Grant Funding for Capital Schemes	Financial	5	3	15	The Board maintains reserves which could be applied in emergency. Any non essential scheme may be postponed if grant funding was not available.

Impact measured on scale of 1 – 10 where 1 is low and 10 is high.

Likelihood measured on scale of 1 – 5 where 1 represents a remote possibility and 5 a high likelihood.

Reviewed: February 2021 *noting that forthcoming change to WMA administration would necessitate further review from 1.4 21

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

Sent: 17 March 2021 16:55

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

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

Dear Phil & IDB colleagues

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

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

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

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

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

Very best regards,

Robin, Steve and Henry

Robin Price

Managing Director

[Water Resources East](#)

Steve Moncaster

Technical Director

[Water Resources East](#)

Henry Cator OBE

Independent Chair

[Water Resources East](#)

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

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

In attendance:

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

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

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

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

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

Water Management Alliance

Schedule of Paid Accounts

Payment Date From : 01/12/2020

Payment Date To : 28/02/2021

<u>Account ID</u>	<u>Name</u>	<u>Details</u>	<u>Amount Paid This Period</u>
AL0004	ALS Life Sciences Ltd	Nitrate Testing	349.80
AL0101	Alarmline Security Ltd	Security Services	664.09
AN0003	Anglia IT Solutions DD	Hardware/Support	8,182.26
AN0004	Anglia IT Solutions Ltd	Hardware	3,183.11
AN0102	The AF Group Limited	Electricity/PPE/Recharges to	2,658.60
AN0103	Anglian Water Services Ltd	Water Charges	76.40
AS0003	Asdon Group	Stationery	589.68
AS0105	Association of Drainage Authorities	Annual Subscription	20,743.20
AS0107	Association of Drainage Authorities	Subscription	42.00
ATT001	Julie Attwater	Childminder	82.00
BA0002	Banner Group Ltd	Stationery Supplies	162.99
BES001	BES Commercial Electricity Ltd	Standing Charge (Next Door)	98.52
BI0002	Ian Bix	Relocation of Offices	693.00
BO0002	Bobby Dazzlers Cleaning Ltd	Martham office cleaning	320.00
BO0205	Borough Council of King's Lynn &	Business Rates	3,718.00
BR0007	Brosch Direct Ltd	Cleaning Materials	94.74
BR0208	Broads IDB	Rechargeable Work	878.10
BT0213	BT Payment Services Ltd	Telephone	2,756.40
BT0214	BT	Telephone	12.00
CH0366	Chubb Fire & Security Ltd	Fire Alarm Maintenance	154.31
CO0346	Cope Safety Management Ltd	Health & Safety	2,537.46
CR0303	Colin Street T/A CR Electrical	Electrical Repairs	328.38
EA0005	East Suffolk IDB	Rechargeable Works	119.46
EL0003	Electronics Computers and	DRS Support	37,056.00
EO0001	Eon UK plc	Gas	1,550.44
ES0401	ESPO	Stationery	862.89
FI0002	First Intuition	Accountancy Training NVQ3 +	4,811.00
GB0001	GB Security Group	Security Maintenance	755.98
GR0002	Grant Thornton	External Audit	24,000.00
GR0005	GreenJobs Limited	Recruitment Mechanical Engineer	598.00
H20801	H2O Vend Ltd	Water Machine	69.84
HFW001	HFW (Holman Fenwick Willan LLP)	Contract Prep and Review	13,200.00
ICS001	ICSA Services Limited	Data Governance Training	2,040.00
IG0001	Ignite	Broadband Line Rental	340.74
IN0001	Infosec Cloud Ltd	SATT & GDPR	344.48
IN0904	Inland Revenue	PAYE & NIC	139,135.56
JA0003	Jacobs UK Ltd	Rechargeable Works	27,024.00
KI1100	Kings Lynn IDB	Rechargeable Works	16,469.67
LI1204	Lincolnshire County Council	Former Staff Pension	1,113.45
MA0004	Magpie Security Services Ltd	Locksmiths	36.11
MO1315	Mossop and Bowser	Solicitors	12,426.59
NA0005	Natural England	Licence	50.00

Water Management Alliance

Schedule of Paid Accounts

Payment Date From : 01/12/2020

Payment Date To : 28/02/2021

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

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

From: 01 April 2020
To: 28 February 2021

Period To: 11
Year Ended: 31 March 2021

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

From: 01 April 2020
To: 28 February 2021

Period To: 11
Year Ended: 31 March 2021

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

From: 01 April 2020
To: 28 February 2021

Period To: 11
Year Ended: 31 March 2021

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

P J CAMAMILE MA FCIS
CHIEF EXECUTIVE

S JEFFREY BSc (Hons) FCCA
FINANCE & RATING MANAGER

From: 01 April 2020
To: 28 February 2021

Period To: 11
Year Ended: 31 March 2021

Note Notes to the Accounts and Recommended Actions

1 Administration and Technical Support Services

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

2 Other Income

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

3 Shared Administrative Staff

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

4 Establishment Costs

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

5 Shared ICT

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

6 Other Shared Administration

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

From: 01 April 2020
To: 28 February 2021

Period To: 11
Year Ended: 31 March 2021

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

7 Other Administration

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

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

8 Shared Technical Support Staff

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

9 Other Technical Support Staff

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

10 Other Technical Support

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

From: 01 April 2020
To: 28 February 2021

Period To: 11
Year Ended: 31 March 2021

Note Notes to the Accounts and Recommended Actions

11 Shared Fixed Assets

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

(i) Fixtures and Fittings

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

(ii) ICT Equipment

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

(iii) Office Equipment

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

(iv) Vehicles

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

12 Eyecare Vouchers and Work in Progress

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

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

13 Sundry Debtors Due and Prepayments

(i) Sundry Debtors Due

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

From: 01 April 2020
To: 28 February 2021

Period To: 11
Year Ended: 31 March 2021

Note Notes to the Accounts and Recommended Actions

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

14 Vat Refundable/(Payable)

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

15 Bank Account

28 February 2021

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

16 Petty Cash

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

17 PMH Insurance and Cycle to Work Scheme

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

From: 01 April 2020
To: 28 February 2021

Period To: 11
Year Ended: 31 March 2021

Note Notes to the Accounts and Recommended Actions

18 Creditors

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

19 Accruals

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

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

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

21 Net Pension Liability/(Asset) and Pension Reserve

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

22 General Reserve

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

Recommended Actions

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

WMA Social Media Report

5 December 2020 – 5 March 2021



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

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

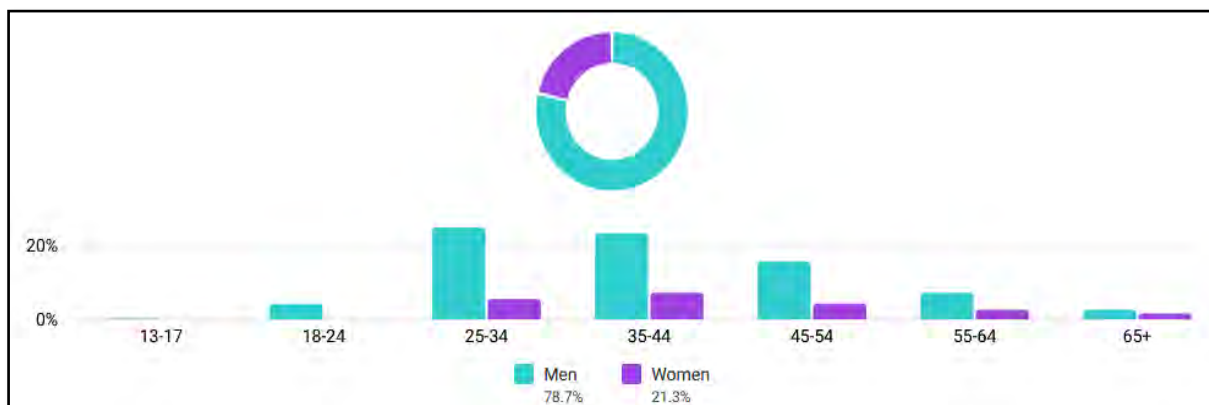
Link Clicks: Number of clicks on links within the ad that led to destinations or experiences, on or off Facebook.

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



WMA Facebook Statistics (3 months):

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



WMA Top 5 Facebook Posts:

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

Date	Content	Reach	Clicks	Reactions
21 Jan	Fancy a sneak peek at the latest Construction Phase of the Islington Pumping Station for the King's Lynn Drainage Board? @Balfour Beatty #KingsLynnIDB #sneakpeek #drone #videoclip #drainagesolutions #earthworks #civilengineering #norfolk #construction	2500	307	92
				
6 Jan	We have been managing flood risks in our Districts since Christmas day. Levels had started to recede, but the water coming through the system is still being managed by our pumps and watercourses. A power cut this afternoon has put many acres of farmland and properties at risk and whilst we were hopeful for re-connection this hasn't happened so tonight, we are out again having to wire in our own generator! #nostoppingus	1700	69	55
				
17 Dec	Last Saturday saw 6 WMA staff and 26 soldiers from the 3rd Battalion Royal Anglians Regiment, deployed at Lowestoft docks to undergo training in the construction of the Lowestoft Temporary Flood Barrier. Maj Ian Robinson MBE said "From our point of view Saturday was really worthwhile. The format, with Coastal Partnership East delivering the commanders training, and then the WMA team taking over for the practical training on site, worked well. Our Commanders.....	754	81	26
				
3 Feb	Want to find out a little more about our new Islington Pumping Station? Check out https://www.edp24.co.uk/.../new-pumping-station-at... #kingslynnidb #BalfourBeatty #edp24 #construction #norfolk #EnvironmentAgency	577	41	26
		 EDP24.CO.UK £26m pumping station will protect homes, businesses and eels Eastern Daily Press		



Impressions: Number of time users saw the tweet on twitter

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

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

WMA Twitter Statistics (3 months):

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

@The_WMA Top 5 Tweets:

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

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

Emma Dixon & Frances Bligh
17 March 2021

Waveney, Lower Yare and Lothingland Internal Drainage Board

Distribution List – Full Board Meeting 22.06.21

	Hard copy of meeting papers
Sir Nicholas Bacon	
Richard Basey-Fisher	
Richard Beevor	
Brendon Bernard	
John Brown	
Henry Budgen	
David Burroughs	
Collen Burton	
Tracy Cameron	
Peter Cargill	
Mike Caston	
Bryan Collen	
Marlene Fairhead	
Matt Gooch	
Rachael Hipperson	
Clayton Hudson	
James Knight	
Chris Mutton	
Grant Nurden	
Keith Patience	
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