

14 May 2025

NOTICE

Notice is hereby given that there will be a hybrid meeting of the Waveney, Lower Yare and Lothingland Internal Drainage Board held on Wednesday 21 May 2025 at Raveningham Barn, Beccles Road, Raveningham NR14 6NW at 10:00 am. Attendance can be in person or virtually via Microsoft Teams by clicking on this [link](#)

If any member of the public would like to join the general business session, please contact Business.Support@wlma.org.uk before 3.00 pm on Tuesday 20 May 2025.

AGENDA

1. Welcome and Apologies for Absence
2. Declarations of Interest
3. To recommend the first members of the newly re-constituted Board to Defra, following the recent ballot (**Page 4**)
4. Gifts and Hospitality Register for 2024/25
5. To confirm the minutes of the Board meeting held on 05 February 2025 (**Pages 5 - 12**)
6. To confirm the minutes of the last Special Board meeting held on 25 March 2025 (**Pages 13 - 15**)
7. Matters arising from the minutes, not covered elsewhere on the agenda
8. To consider and approve:
 - Health, Safety & Welfare Performance Review (**Page 16 - 17**)
 - Capital Works Programme Overview & Project Development Update (**Pages 18 - 19**)
 - Project Delivery Report (**Pages 20 - 23**)
 - Operations Report (**Pages 24 - 32**)
 - Environmental Report (**Pages 33 - 36**)
 - Sustainable Development Report (**Pages 37 - 38**)
9. To consider and approve the Internal Audit Report for the financial year ending 31 March 2025 and confirm the reappointment of the Internal Auditor for 2025/26 (**Pages 39 - 47**)

Cont.d/

Hamish Thomson-Carrie (Chairman)

Ben Blower (Vice Chairman)

Phil Camamile (Chief Executive)

Constituted in 2006. Statutory Instrument 2006 No. 2140

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10. To consider and approve the Internal Audit Plan for 2025/26 (**Pages 48 - 49**)
11. To consider and approve the Financial Report and the reconciliation to the Annual Governance and Accountability Return for the year ending 31 March 2025 (**Pages 50 - 60**)
12. To consider and approve the Annual Governance and Accountability Return for the year ending 31 March 2025 for submission to the external auditor (**Pages 61 - 66**)
13. To consider and approve the date of commencement period for the exercise of public rights to inspect the Annual Governance and Accountability Return for the year ending 31 March 2025 (proposed: Tuesday 03 June 2025 to Monday 14 July 2025)
14. To consider and approve any material changes to the Risk Register for those risks with a risk assessment matrix score of ≥ 6 (**Pages 67 - 71**)
15. To review any official complaints, correspondence and other feedback received since the last Board meeting (**Page 72**)
16. To consider and approve the Terms of Reference for the Benacre and Kessingland Flood Risk Management Project Committee (**Pages 73 - 79**)
17. To elect three members to serve on the Benacre and Kessingland Flood Risk Management Project Committee, alongside the Board's Chairman and Vice-Chairman
18. Date / Time / Type of next meeting: TBC
19. Any other business
20. Open Forum to hear from any member of the public, with leave of the Chairman

21. **CONSORTIUM MATTERS**

- 21.1. To receive the unconfirmed minutes and the report extracts from the last Consortium Management Committee (CMC) meeting held on 25 April 2025, to view [click here](#)
 - Unconfirmed minutes of the meeting
 - WMA Schedule of Paid Accounts for the period 01 November 2024 to 31 March 2025
 - WMA Financial Report for the year ending 31 March 2025
 - WMA Group's Portfolio of Capital Works as at 31 March 2025
 - Communications Report for the period 01 November 2024 to 31 March 2025
- 21.2. To consider and approve the WMA Group's Supplier Performance Policy for the next 3-year period (**Page 80**)
- 21.3. To consider and adopt the change to the WMA Group's Charging Policy (**Pages 81 - 82**)
- 21.4. To receive the WMA Annual Carbon Report for 2023/24 (**Pages 83 - 106**)
- 21.5. To apprise Board Representatives of any specific matter relating to the WMA for discussion at the next CMC meeting on 27 June 2025

22. CONFIDENTIAL BUSINESS

This section of the agenda provides an opportunity for members to raise any confidential business when the public are excluded from the meeting in accordance with the Board's Standing Orders:

- 22.1. To confirm the confidential minutes of the Board meeting held on 05 February 2025 (**Pages 107 - 108**)
- 22.2. Matters arising from the confidential minutes
- 22.3. To receive the unconfirmed confidential minutes and report extracts of the last CMC meeting held on 25 April 2025 (**Pages 109 - 111**)
- 22.4. Any other confidential business