

# **BLACK SLUICE**

## **INTERNAL DRAINAGE BOARD**



## **Board Meeting**

**Wednesday 25<sup>th</sup> June 2014 at 2:00pm**

**Station Road, Swineshead, Lincolnshire. PE20 3PW**



# BLACK SLUICE INTERNAL DRAINAGE BOARD

I M Warsap  
Chief Executive

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Our Ref: IMW/DPW/B10      Your Ref:

Date: 18<sup>th</sup> June 2014

## To the Chairman and Members of the Board

Notice is hereby given that a Meeting of the Board will be held at the Offices of the Board on Wednesday, 25<sup>th</sup> June 2014 at 2pm at which your attendance is requested.



Chief Executive



## AGENDA

1. Apologies for absence.
2. To receive any Declarations of Interest.
3. To receive and if correct sign the Minutes of the Meeting of the Board held on 5<sup>th</sup> February 2014 (pages 1-9).
4. Matters arising.
5. To receive and confirm the Committee Minutes of the following meetings:-
  - (a) Executive Committee on 6<sup>th</sup> November 2013 (pages 10 - 12).
  - (b) Northern Works Committee on 5<sup>th</sup> March 2014 (pages 13 - 17).
  - (c) Southern Works Committee on 19<sup>th</sup> March 2014 (pages 18 - 23).
  - (d) Audit & Risk Committee on 9<sup>th</sup> April 2014 (pages 24 - 29).
    - (i) To approve the Rechargeable Policy for Commercial Works (page 30).
    - (ii) To approve the Rechargeable Policy for Public Sector Works (page 31).
    - (iii) To approve the Lone Worker Policy (page 32).
    - (iv) To approve the Display Screen Policy (page 33)
    - (v) To approve the Risk Management Strategy (pages 34 – 54).
  - (e) Environment Committee on 14<sup>th</sup> May 2014 (pages 55 – 63).
  - (f) Executive Committee on 4<sup>th</sup> June 2014 (pages 64-70)
    - (i) Internal Auditors Report 2013/14 (pages 71-76)
    - (ii) Bourne Fen Farm Trust Fund (pages 77-78)
    - (iii) Internal Audit Strategy and Audit Plan 2014/15 (pages 79-82)
    - (iv) To approve the Pension Discretion Policy LPF 2014 (pages 83-92)
    - (v) Review 2014/15 Works Schemes (page 93)
    - (vi) To consider installation of Solar Panels on the Headquarters roof (page 94)
6. To approve the Unaudited Financial Statements for the year ending 31<sup>st</sup> March 2014 (under separate cover).
7. To approve and authorise the Chairman to sign the Annual Return for the year ending 31<sup>st</sup> March 2014 (pages 95-100)
8. To review the Risk Register (page 101)
9. To receive Period 2 Management Accounts (pages 102-104)
10. To approve the 2014 Compensation Rates (page 105)
11. To receive Minutes of the following meetings of the Lincolnshire Branch of ADA:
  - (a) Branch Meeting on 27<sup>th</sup> February 2014 (pages 106-118)
12. To receive reports on the following:-
  - (a) Monthly Accounts - January 2014 to April 2014 (pages 119-138)
  - (b) Schedule of Consents Issued - February 2014 to May 2014 (pages 139-141)
  - (c) Rainfall (pages 142-143)
13. Any other business.



## **BLACK SLUICE INTERNAL DRAINAGE BOARD**

### **MINUTES**

of the proceedings of a Meeting of the Board

held at the Offices of the Board on

5<sup>th</sup> February 2014 at 2pm

### **Members**

Chairman - \* Mr M J Scott

* Mr W Ash	Cllr P Bedford
* Mr J F Atkinson	* Cllr C Brotherton
* Mr V A Barker	* Cllr M Brookes
* Mr K C Casswell	* Cllr R Clark
Mr J Fowler	* Cllr D Dickinson
* Mr P Holmes	* Cllr Y Gunter
Mr R Leggott	* Cllr A Lee
* Mr P Robinson	* Cllr B Russell
* Mr M Rollinson	Cllr R Singleton-McGuire
* Mr J R Wray	* Cllr S Woodliffe

\* Member Present

In attendance: Mr I Warsap (Chief Executive)  
Mr D Withnall (Finance Manager)  
Mr P Nicholson (Operations Manager)

#### 490 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr P Bedford, Cllr R Singleton-McGuire, Mr J Fowler and Mr R Leggott.

The Chairman welcomed Cllr R Clark from South Holland District Council to his first meeting of the Board.

#### 491 DECLARATIONS OF INTEREST

There were no declarations of interest.

#### 492 MINUTES OF LAST BOARD MEETING

The Minutes of the last meeting of the Board held on 6<sup>th</sup> November 2013, copies of which had been circulated, were signed by the Chairman as a true record.

493 MATTERS ARISING

(a) Historical Brick Arch Bridges - Minute No 464(b)

The Chief Executive reported that Officers have been liaising with English Heritage regarding the brick culvert at Slippery Gowt, damaged following the tidal surge and also discussed the historical arches.

(b) Eel Passes - Minute No 464(c)

The Chief Executive stated that the Environment Agency have confirmed today that funding (£80,000) for Chain Bridge and Black Sluice pumping station has been allocated from the Flood Defence in Aid budget.

Dr Ross Wright an Environment Agency expert has indicated that they are now progressing onto the next category of (c class) pumping stations.

(c) Italy Study Trip - Minute No 464(e)

The Chief Executive stated that the article has been published in the ADA Gazette. The Chairman then announced that the Lincolnshire Show Schools Challenge initiative includes "Lincolnshire's Hidden Water World" where students are encouraged to consider all the different aspects involved in water level management sponsored by Lincolnshire ADA.

Our Italian colleagues will be visiting the Lincolnshire Show to help adjudicate and present prizes. We will make contact with local schools and offer facilities to view Black Sluice IDB.

(d) EA and Black Sluice IDB Collaboration Agreement - Minute No 464(f)

The Chief Executive stated that the Operations Team are in negotiations with South Kesteven District Council to agree a Public Sector Collaboration agreement with them to avoid renewing their maintenance contract every 3 years.

(e) Rookfield Farms, Flooding from Horblings Catchwater - Minute No 468(a)

The Chief Executive reported that this has still not progressed any further.

(f) Pension Discretion Policies - Minute No 470(b)

The Finance Manager and Cllr M Brookes will be attending a meeting with Mouchel regarding the policies.



493 Cont.....

(g) Flyswat - Minute No 476(c)

The Chief Executive stated that the increased figure minuted may not be the amount that we pay due to an under spend in the budget for the current financial year and therefore the final figure may be reduced.

494 AMENDED MINUTES OF THE AUDIT & RISK COMMITTEE MEETING

Cllr M Brookes presented the amended unconfirmed minutes of the meeting held on 22<sup>nd</sup> October 2013, copies of which had been circulated.

The Board RESOLVED that the Minutes should be received.

495 MATTERS ARISING

(a) Debit & Credit Card Policy – Minute No 436(a)

The Finance Manager stated that a contract is due to be signed with Paypal for an account allowing payments to be made via the website.

(b) Vehicle Insurance Cover - Minute No 437(e)

The Chief Executive stated that after a review of valuations the Manitou forklift has been amended and is now valued at £3,000.

(c) Items to be Published on Board's Website - Minute No 444

Cllr M Brookes highlighted the amended paragraphs to reflect discussion about Board Members travel expenses. All monies claimed in error by appointed members have now been reversed.

(d) Emergency Flood Response Plan - Minute No 449

The Chief Executive stated that the plan was being updated to include responses to a tidal event and will be on the agenda for the next meeting.

(e) Italy Study Tour - Minute No 451(b)

Cllr M Brookes highlighted the amended paragraph to reflect discussion on the final accounts for the Italy trip.

496 MINUTES OF THE EXECUTIVE COMMITTEE MEETING

The Chairman presented the unconfirmed minutes of the meeting held on 15<sup>th</sup> January 2014, copies of which had been circulated.

The Board RESOLVED that the Minutes should be received.

497 MATTERS ARISING

(a) Sale of Carlton Road - Minute No 479(a)

The Finance Manager stated that the purchaser's planning application to Boston Borough Council had been submitted and had received a response from LCC highways with no objection of conditions. A response has also been received from the EA relating to the floor levels and a temporary door guard for 600mm more protection.

(b) 2014/15 Budget and Ten Year Projections - Minute No 481

(i) Penny Rate

The Chairman will be seeking approval for the penny rate for 2014/15 to increase after 4 years of remaining at 12.15p in the £ to 12.3p in the £. The Chairman and Chief Executive met with the Leader and Chief Executive of Boston Borough Council to explain the rationale behind the increase.

(ii) Rental Income

The Finance Manager stated that the revaluation of the compound had recommended that the rental remain the same. The Chief Executive has written to the Environment Agency detailing that the rental remain the same with additional charges for the use of electricity and other services.

A letter has also been sent to Mr Epton regarding the increase in rent for the Board's bungalow from 1<sup>st</sup> April 2014.

The Chief Executive has written to the tenant of the field to the rear of the Swineshead office to inform him of the decision by the Executive Committee to increase the rental to £500 per annum.

(iii) Graft Drain Scheme

The Operations Manager stated that Lincolnshire County Council are constructing a new highways culvert at the end of Money Bridge Lane and Flood Defence Grant in Aid has been applied for the whole drain length which includes 29 culverts.

(iv) Employers Superannuation

The Chairman stated that the Board will have increased payments into the County Council Pension Fund. This year the fund has been evaluated for each Board and shows the elements of the contribution made by the Black Sluice into the pension scheme. The final figure produced a rate of 22.5% for current liabilities plus a cash amount of £54,000 in 2014/15 for deficit recovery.

497 (b) Cont.....

(v) Plant & Vehicle Replacement Fund Budget 2014/15

The Chief Executive detailed the alteration to the figures in the Plant & Vehicle Replacement Fund Budget.

Balance brought forward @ 1st April 2013		£	50,186
<u>Purchases in Year</u>			
Mastenbroek weed bucket	£	5,950	
JCB 145	£	96,215	
			-£ 102,165
<u>Sale of Plant in Year</u>			
JCB 130	£	19,000	
			£ 19,000
Estimated generated income			£ 120,000
Estimated balance c/f @ 31 <sup>st</sup> March 2014			£ <u>87,021</u>
<u>Proposed Purchases</u>			
Hitachi 70LC replacement	£	93,500	
Weed bucket	£	5,500	
			-£ 99,000
<u>Proposed disposal of Plant</u>			
Hitachi 70LC	£	17,000	
CEO's Truck	£	7,000	
			£ 24,000
Estimated Generated Income			£ 128,000
Estimated balance c/f @ 31 <sup>st</sup> March 2015			£ <u>140,021</u>

(c) Plant & Vehicle Replacement Fund Budget 2014/15 - Minute No 482

The Chief Executive stated contractors will in almost every sector be financially more competitive than the Boards direct labour due to various financial factors. The contractors have generally lower overheads compared to the Boards labour force ie (pensions/H&S costs/reduced welfare/reduced travelling and paying flat rates with no overtime allowances).

The Board benefits by employing a direct labour force above and beyond a simple financial comparison of competitiveness due to factors such as:

- Local labour force on hand for immediate emergency out of hours works.
- Workforce longevity of service resulting in a better understanding of our catchments.
- We have individuals allocated to pumping stations who then become familiar with their stations.
- Local geographic knowledge of our catchments and summer cutting routes.
- Local understanding with landowners for safe overnight parking and fuel storage etc.
- A better attitude to risk taking with reference to health & safety.

497 (c) Cont.....

- Dealing with local companies for more efficient outcomes.
- Localism and our men being proud of where they work and the service they provide.
- Individual large plant assignment resulting in ownership and responsibility further resulting in reduced maintenance costs and higher residual plant values.
- Correct and accountable training on health & safety awareness and plant operations.
- Respect and trustworthiness between the workforce and officers.

Therefore it is more than comparing financial competitiveness, it becomes as stated in the Boards Business Plan an issue of providing the best value for money possible, through economy, efficiently and effectiveness.

(d) Development Consent Fee Account - Minute No 483

The Chairman stated that the Executive Committee had recommended to the Board that the administration charge be maintained at £5,000 for 2014/15.

The Board RESOLVED that the recommendation by the Executive Committee be accepted.

A Member of the Board envisaged that in the future developments including SUDs should be investigated and consented. Developers planning to discharge direct into the Boards drain needs to be discussed more fully.

(e) Bourne North Fen Farm Account - Minute No 484

The Finance Manager stated the Trustees RESOLVED that the rate remain at 2.4p in the pound.

498 TO APPROVE THE 2014/15 BUSINESS PLAN - Agenda Item 7(a)

The Board RESOLVED that the Business Plan 2014/15 be approved and adopted.

499 TO REVIEW THE RISK REGISTER - Agenda Item 7(b)

The Finance Manager presented the Risk Register and recommended the following amendment:

499 Cont.....

**“7.3 Premises at 72 Carlton Road not sold”**

With the proposed purchasers proceeding, the recommendation is to reduce the risk assessment to Risk Score 2, with medium, low impact.

The Board RESOLVED that the recommendation be accepted.

**500 TO RECEIVE A REPORT ON RATING - Agenda Item 8**

- (a) The Finance Manager has approved the writing off of the following drainage rate to be included in the accounts of the Board for the year ending 31<sup>st</sup> March 2014:

(2788)	£160.83
Property at Amber Hill sold by Finance Company	
No known whereabouts	

- (b) Rating Reduction

The Finance Manager recommended the following revaluations be accepted by the Board for rating with effect from 1<sup>st</sup> April 2014:

Reference Number	Description	Existing Valuation	Proposed Valuation
2150/33010004 First Drove Gosberton	Agricultural Buildings value	£2,802	£2,914
2667/38010068 Small Drove Lane Pinchbeck	Derelict glasshouse value removed	£2,351	£1,854

The Board RESOLVED to accept the revaluations and, Determination Notices should be sent to the occupiers giving details of the proposed changes in valuation and the appeals procedure. The new rate will be with effect from 1<sup>st</sup> April 2014.

- (i) Transfer to Special Levy

The Finance Manager explained to the Board that due to the prescribed format of setting and sealing the rate there was scope to lose a substantial amount of income if a valuation was identified that needed moving from agricultural rates to special levy between 31<sup>st</sup> December and 1<sup>st</sup> April each year.

500 (i) Cont.....

The Board RESOLVED that any adjustment resulting in a loss of income to a value of less than £100 should be amended immediately but anything greater should be delayed until the rate demands have been sent out and then be reported to the next available Board meeting.

501 REPORTS - Agenda Item 9

(a) Monthly Accounts - Agenda Item 9(a)

The Board RESOLVED that the Board's monthly accounts which included October to December 2013, copies of which had been circulated, were noted.

(b) Schedule of Consents - Agenda Item 9(b)

The Board RESOLVED that the schedule of consents for Byelaw Relaxations, Culvert Consents, Development Contributions, Tile Drainage Consents and Extended Area Consents issued from October 2013 to January 2014, copies of which had been circulated, were noted.

(i) Residential development

An application has been received to build two bungalows on land adjacent to Alexine off Malting Lane, Donington.

The Board RESOLVED to relax the byelaw stipulating that the Bungalow be no closer than 6 metres from the centre of the manhole on the northwest corner of the site.

(ii) Tanglewood Care Home, London Road, Wyberton

An application has been received to relax the 9m byelaw to 4m from the centre line of the piped drain 6/31. The Chief Executive presented a number of slides detailing the plans and a photograph of the area concerned.

The Board discussed and RESOLVED that the Byelaw remain and a full review of the piped drain including assessment of the impact of mature trees currently situated on top of the pipe.

(c) Rainfall - Agenda Item 9(c)

The rainfall figures at Swineshead and Black Hole Drove were presented, copies of which had been circulated.

502 TO AUTHORISE THE CHAIRMAN AND FINANCE MANAGER TO SEAL THE RATE FOR 2014/15 - Agenda Item 10

It was RESOLVED that the Chairman and Finance Manager be authorised to seal the Drainage Rates and Special Levies for the year 2014/15 as follows:

(a) Drainage Rates

	<u>Estimated Amount Drainage Rates Payable</u>
Sub-District No 1 being so much of the said Internal Drainage District as: Comprises the area of the Borough of Boston as constituted and in existence immediately before 1 <sup>st</sup> April 1974	6.15p
Sub-District No 2 - Being the remainder of the Internal Drainage District	12.30p
	£1,023,503.66 (51.30%)

(b) Special Levies

Borough of Boston	£734,008.65
South Holland District Council	£122,051.18
North Kesteven District Council	£58,782.68
South Kesteven District Council	£56,636.95
	£971,479.46 (48.70%)

503 ANY OTHER BUSINESS – Agenda Item 11

(a) Environment Agency Catchment Proposal – Two levels Managerial and Operational Sub Committee

The Chairman stated that the Environment Agency are proposing that the Black Sluice involvement be across two levels. The Chairman proposed that the overall concept be reviewed by the Chairman and Vice Chairman and at Operational level he proposed that the Chairman and Vice Chairman of the two Works Committees together with Vic Barker form this Operational Sub Committee.

All AGREED.

There being no further business the meeting closed at 15:20.





# **BLACK SLUICE INTERNAL DRAINAGE BOARD**

## **MINUTES**

of the proceedings of a meeting of the Executive Committee

held at the Offices of the Board on  
6<sup>th</sup> November 2013 at 1:30pm

### **Members**

Chairman - \* Mr M J Scott

* Cllr P Bedford	Cllr M Brookes
* Mr R Leggott	* Mr K C Casswell
* Mr J R Wray	

\* Member Present

In attendance: Mr I Warsap (Chief Executive)  
Mr D Withnall (Finance Manager)

#### 452 **APOLOGIES FOR ABSENCE**

Apologies were received from Cllr M Brookes.

#### 453 **MINUTES OF THE EXECUTIVE MEETING**

Minutes of the last meeting held on 5<sup>th</sup> June 2013, copies of which had been circulated, were considered and it was agreed that they should be signed as a true record.

#### 454 **MATTERS ARISING**

##### (a) **Nominations Committee – Minute No 387(c)**

The Chairman reported that he had spoken with Jonathan Fowler and he confirmed that he was not in a position to commit to any further responsibilities at this time.

Paul Holmes and Mark Rollinson had also been approached by the Chairman and both were keen to extend their responsibilities with the Works Committees. It was RESOLVED by the Committee that they should be proposed as the Vice Chairman's of the Southern and Northern Works Committee's at the Spring meetings with a view to them taking on the Chair in the future.

##### (b) **2012/13 Internal Audit Report – Minute No 389**

The Finance Manager presented the Internal Auditors report relating to his follow up visit in October which stated that with the additional governance in place the Board should successfully receive a Substantial Assurance rating for the current financial year.

454 (b) Cont.....

The Internal Auditor did include one additional recommendation in his report and that was to pay the Officers Expenses in the salaries to avoid any data protection issues relating to publishing the list of payments on the website. The Committee RESOLVED that all future expenses should be paid in the Officer's Salaries.

(c) Sale of Carlton Road – Minute Number 395

The Finance Manager updated the Committee that following the acceptance of an offer for £200,000, for the sale of Carlton Road, that solicitors have now been appointed by both sides and the sale would proceed subject to Boston Borough Council Planning department accepting an application for change of use.

(d) Italy Study Tour – Minute Number 397(e)

The Chairman updated the Committee that he was to attend a meeting at the Lincolnshire Show Ground to discuss having "Drainage" as the topic for the Schools competition at the Lincolnshire Show in 2014.

455 Review of Salaries – Agenda Item 4

The Chief Executive and Finance Manager left the meeting.

Following the report and recommendations from the Chief Executives report the following increases in Salary are approved.

Amy Chamberlain	Scale Point 3	1 <sup>st</sup> October 2013
Joe Mitchell	Scale Point 14	1 <sup>st</sup> April 2014
Andrew Scott	Scale Point 14	1 <sup>st</sup> April 2014
Sean Marshall	Scale Point 24	1 <sup>st</sup> April 2014

In addition the Committee discussed the salaries of the Chief Executive and Finance Manager and approved increase in salaries as follows;

Ian Warsap	Scale Point 47	1 <sup>st</sup> April 2014
Daniel Withnall	Scale Point 33	1 <sup>st</sup> April 2014

456 Period 7 Management Accounts – Agenda Item 5

The Chief Executive and Finance Manager returned to the meeting.

The Finance Manager presented the summary of the Period 7 Management accounts to the Committee stating that they had a similar under spend profile to the Period 6 accounts and would provide detailed explanations in the Board Meeting following this meeting.

It was however felt important that the Committee should be aware that the interest attracted by the Natwest Reserve Account had reduced from 1.25% to 0.50% and the Finance Manager would be looking for other investment opportunities for when the Special Levies are received at the end of November.

457 IT Contract Renewal – Agenda Item 6

The Finance Manager presented his report on relation to the renewal of the IT contract highlighting the concerns of the Internal Auditor and the Chairman in relation to paying for the service three year in advance for moderate savings.

The Committee RESOLVED to accept the report and acknowledged that the cover was £18,000 for three years to be paid by three equal annual instalments.

458 10 Year Estimates – Agenda Item 7

The Finance Manager presented the 10 year financial estimates stating that a baseline of 2% increase had been used to calculate the balances with the exception that the penny rates had been reduced to ensure that the rate was below 2% and this would not leave the Board open to criticism if a referendum was forced due to other Authority increases.

With no substantial spikes in the ten years covered the projected balances at the end on 2023/24 are estimated to be 25.06% of the expenditure. (Three months expenditure.)

The budgets will therefore be developed for 2014/15 in the coming months with the penny rate at 12.30p to be ratified at the Executive Committee meeting on 15<sup>th</sup> January 2014.

459 Eight Year Plant Estimates – Agenda Item 8

The Chief Executive presented the proposals for plant purchases in the following eight years concentrating on the proposed purchases for 2014/15.

The Committee RESOLVED to allow the Chief Executive to sell the Hitachi 70LC prior to the new financial year, if an acceptable offer in the region of £15,000 to £20,000 was received, as the machine would now be stood for most of the winter months.

The Committee also RESOLVED to recommend to the Board that the Executive Committee be given authority to approve the order, in line with the current estimates, of the Hitachi 70LC's replacement prior to the next Board meeting to ensure it is delivered before the commencement of the 2014 summer cutting season.

The Chief Executive made particular note of the intention to sell one of the Dump Trailers and the Jetter in 2014 and not replace them. The sale value for both, but particularly the Jetter as it is bespoke, is not known and further information will be provided in due course. It was raised and RESOLVED by the Committee that as the Jetter was not of use to the Board it should be disposed of sooner rather than later.

460 Any Other Business – Agenda Item 9

There being no further business the meeting closed at 4:00pm.



*Suma  
22/11/14  
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## BLACK SLUICE INTERNAL DRAINAGE BOARD

### MINUTES

of the proceedings of a Meeting of the  
Northern Works Committee

held at the Wheatsheaf Inn, Hubbert's Bridge  
5<sup>th</sup> March 2014 at 12 noon

#### Members

Chairman - \* Mr R Leggott

- |                    |                        |
|--------------------|------------------------|
| * Cllr P Bedford   | * Cllr C Brotherton    |
| Mr S Bartlett      | * Cllr M Brookes       |
| * Mr K C Casswell  | * Mr D Casswell        |
| Cllr D R Dickinson | * Mr J Fowler          |
| Mr R Firth         | * Cllr Y Gunter        |
| * Mr P Holmes      | * Cllr A Lee           |
| * Mr J Pocklington | * Mr R Needham         |
| * Mr P Robinson    | * Mr M Rollinson       |
| * Mr M J Scott     | Cllr Singleton-McGuire |
| * Mr R Welberry    | * Cllr S Woodliffe     |

(\* Member Present)

In attendance: Mr I M Warsap (Chief Executive)  
Mr D Withnall (Finance Manager)  
Mr P Nicholson (Operations Manager)  
Mr C Richards (Pump Engineer)  
Mr A Malkin (Guest - Boston Borough Council)

#### 504 APOLOGIES FOR ABSENCE

Apologies for absence were received from Mr S Bartlett, Cllr D Dickinson, Cllr R Singleton-Maguire and Mr M Mountain (Guest).

#### 505 DECLARATIONS OF INTEREST

Declarations of interest were raised for Minute No: 508 from Mr P Robinson.

#### 506 MINUTES OF LAST MEETING

The Minutes of the last Meeting of the Committee held on 24<sup>th</sup> September 2013, copies of which had been circulated, were considered and it was agreed the Minutes should be signed as a true record.

## 507 MATTERS ARISING

### (a) Revetment Works, North Forty Foot Drain - Minute 423e

The Operations Manager has considered the health and safety liability on the site and believes that the Board has not introduced any significant risk above what was already present before the works commenced, therefore a life preserver is not required.

### (b) Pumping Station Maintenance - Minute 423m

The Operation Manager reported that the landowner of the new proposed access route to South Kyme pumping station has vehemently opposed it. The Committee therefore RESOLVED to investigate no further and to continue using the current access route.

### (c) Wyberton Development - Minute 423p

The Chief Executive reported that the review process was still ongoing and it is understood now that there is not likely to be any over ground breach of the 9 metre byelaw. When the plans are finalised it will be presented to the relevant meeting for review.

### (d) Triton Knoll 60 metre corridor - Minute 426b

Cllr Woodliffe enquired as to why the Board was not expressing an opinion on the proposed route of the cable from the Triton Knoll Wind Farm site. The Chief Executive responded that although the Board could influence the route there is not impact on any of the assets that we maintain as the cables would be placed 1 metre below the bed of any drain.

## 508 APPOINTMENT OF VICE CHAIRMAN OF THE NORTHERN WORKS COMMITTEE - Agenda Item 4

On the proposition of Mr M J Scott, seconded by Mr K Casswell it was unanimously RESOLVED that Mr P Holmes be appointed Vice Chairman of the Northern Works Committee. There were no other nominations.

Mr P Holmes accepted the nomination and appointment.

## 509 TO DISCUSS INSPECTION & ENGINEERING REPORT - Agenda Item 5

Mr P Robinson declared an interest at this point and left the meeting.

The Chief Executive presented the Report on Engineering Works:

### (a) Proposed land drainage improvements - Punchbowl Lane & Brothertoft Road

This site was visited on the tour and the Chief Executive introduced a proposal from the four landowners in the area for which Mr P Robinson was acting as the spokesperson. The area highlighted in the plans currently has no positive drainage and to rectify that five options have been investigated which in brief are;

**Option A** - Determine if there is an existing pipe under Langrick Road. No Pipe has been found and therefore this option has been discounted.

**Option B** - New Culvert to be constructed under Langrick Road into an existing roadside riparian drain. Construction costs c£19,600

**Option C** - New Culvert to be constructed under Langrick Road and dig a new drain to be adopted by Black Sluice IDB. Construction costs c£27,000

**Option D** - Investigate existing drain and pipework south along Langrick Road to North Forty Foot Drain. Following an inspection it was agreed the full length of pipe would require renewing and would be too expensive.

**Option E** - Re-grade and improve existing drain west to North Forty Foot. Following a survey it was identified major works would be required including significant land loss, this option was not considered.

The landowners are of the opinion that Option B would be the best option and request the Board install the culvert at the Board's cost and in return Mr Robinson would adopt the culvert for any future maintenance and continue maintenance of the Riparian drain it would feed into.

It was discussed by the Committee and it was RESOLVED that Lincolnshire County Council as the owner of some of the land that was going to benefit and the Lead Local Flood Authority, should be approached to request a contribution and with the result of these enquiries Option B should be recommended to the Board.

(b) Riparian Drainage Issues

The continuing issue of problems in the riparian drainage systems was outlined to the Committee using the current, ongoing situation at Station Road, Hubberts Bridge. This particular case had been ongoing for some time with two letters having been sent to the owners of the drain along the road. Some owners have been very vigilant and had maintained the section adjacent to their property but others as is always the case had not and this is where the blockages occur.

The Board currently does not have any definitive process or policy to deal with these kind of issues and the Chief Executive proposed the following approach in line with the Land Drainage Act 1991 to be communicated to the rate payers with the 2014 rate demand and residential properties through the District/Borough councils.

1. Problem brought to the attention of the Board
2. Approach the offender verbally to seek resolution
3. If resolution not obtained then write to the offenders suggesting how they could rectify the problem

4. If no works undertaken within a three month period then send a second letter with a warning that if the works have not been completed within three months the Board would complete the works with no further notice and charge the offenders as the Board saw appropriate.

Some concerns were expressed as to whether this proposed policy would be enforceable and it was suggested that a Sub-Committee of the Board should be established to consider all the different possibilities and to seek a legal opinion.

It was RESOLVED that the highlighted issue at Hubbert's Bridge should be progressed as planned but the creation of a policy should be delayed dependant on the creation of the Sub-Committee.

(c) Chain Bridge Pumping Station

During the tour it was highlighted to the Committee that Chain Bridge pumping station required a new pitched roof and this is programmed to be completed in 2015/16.

The Chief Executive also highlighted to the Committee that some remedial works are required on Pump 1 at Chain Bridge pumping station as it has developed a slight vibration. These repair works would be carried out in 2015/16.

(d) Fencing Issues

The Chief Executive informed the Committee that the issues highlighted in the tour booklet and visited during the tour were in relation to fences in a poor state of repair that will hopefully be resolved in the near future by the owners of the fences.

(e) Q1 Development

The Chief Executive had given an outline of the proposal that had been submitted for planning at Tytton Lane East in Wyberton during the tour. The developer have approached the Board about re-aligning and straightening the drain which the Committee were content with assuming it was not to follow the route of the overhead lines.

(f) Boston Tidal Surge and Flooding Event

The Chief Executive gave a commentary whilst on the tour to what had happened and how the Board had responded on its own merits and under the direction of the Lincolnshire Partnership.

Part of the problem with the breach at Slippery Gowt Lane, Wyberton was that the force of the water breaching the first sea wall unblocked an 18<sup>th</sup> Century culvert in the second sea wall causing the flooding in the Wyberton Catchment.



This culvert is a Grade II listed culvert and therefore despite having an order from the Environment Agency to permanently repair this culvert it is unlikely that works will be able to proceed before the end of the financial year when this funding will be lost. Cllr Bedford agreed to approach the relevant officers at Boston Borough Council to encourage them to reach an agreement with the Board to enable the permanent repair to be in place before the end of the financial year end.

The Committee were keen to see a scheme prepared that involved the widening of the system in the Wyberton area.

Further to this subject the Chief Executive reported that at last week's Lincolnshire ADA branch meeting a local landowner presented a proposal that IDB's should take over the maintenance of the Sea defences and the Wash frontages could be used as a trial for this. The general feeling of the entire branch was that as the sea defences are a national asset we should not be getting involved as we have enough on managing fluvial events.

(g) Culvert Replacement

The Chief Executive highlighted the three culverts identified that would be included in the 2015/16 Budget for replacement.

(h) Flood Defence Grant in Aid (FDGiA)

The Chief Executive reported to the Committee that the Board has applied for £160,000 of FDGiA over the next two years for the replacement of culverts in the Swineshead catchment and this is expected to be awarded if sufficient benefits can be found.

(i) Holland Fen Pumping Station Weedscreen Cleaner

The Chief Executive had given an outline as to the proposals for the weedscreen and the Committee agreed to the proposal to refurbish the weedscreen cleaner to return it to a new state.

510 REPORT ON RAINFALL - Agenda Item 5

The rainfall figures at Swineshead were presented, copies of which had been circulated.

511 ANY OTHER BUSINESS - Agenda Item 6

(a) Resignation from Northern Works Committee

The Chief Executive stated that a letter had been received from Mr R Firth to resign from the Northern Works Committee.

There being no other business the meeting closed at 12:55pm.



**BLACK SLUICE INTERNAL DRAINAGE BOARD**

**MINUTES**

of the proceedings of a Meeting of the  
Southern Works Committee

held at the Fortescue Arms, Billingborough  
19<sup>th</sup> March 2014 at 12 noon

**Members**

Chairman - \* Mr K C Casswell

* Mr W Ash	Mr J F Atkinson
* Mr V A Barker	Mr J Casswell
Cllr R Clark	* Mr R Dorrington
Mr C A Fretwell	* Mr P S Harborow
* Mr A Mair	Mr M Mowbray
Mr A H Proctor	* Mr M E Richardson
* Cllr B Russell	* Mr M J Scott
* Mr J R Wray	Mr R Leggott

(\* Member Present)

In attendance: Mr I M Warsap (Chief Executive)  
Mr P Nicholson (Operations Manager)  
Mr D Withnall (Finance Manager)  
Mr C Richards (Pump Engineer)  
Mr M Rollinson  
Mr P Holmes  
Mr R Longstaff (Guest)

The Chairman welcomed Mr R Longstaff as a guest to the meeting.

**512 APOLOGIES FOR ABSENCE**

Apologies were received from Mr J F Atkinson, Mr J Casswell, Cllr R Clark, Mr C A Fretwell, Mr M Mowbray, Mr A H Proctor and Mr R Leggott.

**513 COMMITTEE MEMBERS**

Mr M Rollinson was unanimously elected to be a member of the Committee by the Members of the Committee.

**514 MINUTES OF LAST MEETING**

The Minutes of the last Meeting of the Committee held on 2<sup>nd</sup> October 2013 copies of which had been circulated were signed by the Chairman as a true record.

## 515 MATTERS ARISING

(a) Rookfield Farm - Minute No 429c

The Chief Executive reported that the latest reported position of the Environment Agency is that the proposals have been passed to their modelling department to determine if utilising the pipe with a swan neck would have any effect in a flooding situation. At the present time this matter is outside of our jurisdiction and we are in the hands of the Environment Agency.

(b) Graft Drain, Northgate - Minute No 429e

The Operations Manager updated the Committee on the progress with the FDGiA application which we hope will be awarded early in the new financial year with 100% funding.

(c) Syphon Grill Protection - Minute No 430a

The Operations Manager reported that the site surveys are to be undertaken in the next 2-3 weeks for the works to be completed immediately afterwards.

(d) Horbling Fen Pumping Station Weedscreen Cleaner - Minute No 430b

The Operations Manager reported that the civil engineering works undertaken by the Board's workforce will be completed this week and the Weedscreen Cleaner will be on site, installed and commissioned within three months.

(e) Culvert Renewals - Minute No 430c

The Operations Manager updated the Committee that there are still four culverts to be replaced in the current financial year and these will be commencing next week. Two are in Surfleet Fen and two in South Kyme.

Where a contribution is required for replacing a culvert, as per the Culvert and Bridges policy, this contribution has been reviewed and resulted in an increase of approximately £500 to £2,500.

(f) Summer Cutting - Minute No 430g

Concerns were raised by Mr V Barker that on occasion the cuttings from the drains are being left on the one metre margin along the bank top and he is concerned that the farmers may receive a RPA fine for this.

The Finance Manager informed the Committee that this was something the National ADA had been working on with the RPA and it is understood that any works involving an IDB were exempt from this policy. The Finance Manager will seek clarification from ADA and report to the Board.

516 APPOINTMENT OF VICE CHAIRMAN OF THE SOUTHERN WORKS COMMITTEE - Agenda Item 4

On the proposition of Mr M J Scott, seconded by Mr W Ash it was unanimously RESOLVED that Mr M Rollinson be appointed Vice Chairman of the Southern Works Committee. There were no other nominations.

Mr M Rollinson accepted the nomination and appointment.

517 TO DISCUSS INSPECTION & ENGINEERING REPORT - Agenda Item 5

The Operations Manager presented his Report on Engineering Works:

(a) Proposed Access Road - Donington North Ings PS

The Operations Manager stated that this scheme was being proposed as a Health and Safety Scheme as it would result in the workmen being able to avoid the dangerous level crossing. It was suggested that Network Rail be approached for a contribution towards the works as it would result in them being able to close the level crossing which they are keen to do at present.

(b) Donington Wykes Pumping Station - Pump Replacement

The Operations Manager highlighted to the Committee that the submersible pumps were nearing at the end of their useful lives and it was more economical to replace them than refurbish them. The Committee RESOLVED to recommend the replacement to the Board for inclusion in the 2015/16 budgets.

(c) Billingborough Pumping Station - New Roof

The Operations Manager highlighted that Billingborough Pumping Station was on the programme for a new pitched roof. The Committee RESOLVED to recommend the replacement to the Board for inclusion in the 2015/16 budgets.

(d) Sempringham Pumping Station - Weedscreen Cleaner

The Operations Manager highlighted that Sempringham Pumping Station weedscreen cleaner is a FDGIA Scheme in 2014/15.

(e) Dowsby Fen Pumping Station - New Roof

The Operations Manager highlighted that Dowsby Fen Pumping Station was on the programme for a new pitched roof in 2014/15.

(f) Slipage due to old Borehole fault on Dowsby Pump Drain

The Chief Executive highlighted this problem and it was viewed on the inspection tour. The Board's Officers are meeting the landowner tomorrow and it was suggested by the Committee that the homeowner opposite should also be spoken to as he has a supply off the borehole although it is no longer used as it developed a leak under the road.

(g) Culvert Replacements

The Operations Manager highlighted the Culverts that have been identified for replacement in 2015/16. Based on what we have surveyed currently:

- No 1253 Horbling Fen 40 x 0.6m
- No 1302 Dowsby Fen 25 x 1.2m
- No 1303 Dowsby Fen 12 x 1.2m
- No 2072 Dowsby Fen 12 x 0.6m

The Chief Executive informed the Committee that he is proposing to the Chairman on the Bridges and Culverts Committee that a meeting be called in order to review the current policy.

The current driver behind the replacement of culverts is the landowner and not the Board and it is the landowner that makes the decision whether the culvert is still required or not.

The allocation for culvert replacements in 2015/16 is £55,000.

(h) Haconby Old Pump

The Chief Executive gave a general overview of what was at the pumping station and asked the Committee to make him aware of any heritage groups that may be interested in maintaining the pump in partnership with the Board.

(i) Proposed new access road - Hacconby to Dunsby Fen Pumping Stations

The Operations Manager highlighted the proposal for the new route which would save travelling time and make access easier. To travel from one pumping station to the other by road is over 11 miles.

The Committee felt that it would be quicker and cheaper to walk from one to the other or to use one of the Board's 4x4 vehicles during the week.

(j) Riparian maintenance issues

The continuing issue of problems in the riparian drainage systems was outlined to the Committee using the recent situation at Money Bridge Lane, West Pinchbeck. This particular case had been ongoing for some time with two letters having been sent to the owners of the drain along the road. Some owners have been very vigilant and had maintained the section adjacent to their property but others as is always the case had not and this is where the blockages occur.

The Board currently does not have any definitive process or policy to deal with these kinds of issues and the Chief Executive proposed the following approach in line with the Land Drainage Act 1991 to be communicated to the rate payers using the website.

- (i) Problem brought to the attention of the Board
- (ii) Approach the offender verbally to seek resolution
- (iii) If resolution not obtained then write to the offenders suggesting how they could rectify the problem
- (iv) If no works undertaken within a three month period then send a second letter with a warning that if the works have not been completed within three months the Board would complete the works with no further notice and charge the offenders as the Board saw appropriate.

The Chief Executive informed the Committee that it was suggested by the Northern Works Committee that a Sub-Committee of the Board could be established to consider all the different possibilities and to seek a legal opinion.

(k) Proposed Diversion of Drain - Leaveslake Drove, West Pinchbeck

The Chief Executive outlined the proposed scheme at Leaveslake Drove, West Pinchbeck and informed the Committee that £40,000 had been included in the 2015/16 budget for this work to be undertaken.

The Committee RESOLVED to recommend the scheme to the Board for inclusion in the 2015/16 budgets.

(l) Proposed Diversion of Drain – Lane Dyke

The diversion of the Lane Dyke was considered by the Committee after the options were explained by the Chief Executive. The Committee concluded that due to the extensive costs to divert the drain the proposed Flood Defence Grant in Aid Scheme should be pursued as the best value for money.

517 Cont.....

(m) Boston Tidal Surge and Flooding Event

Although it did not affect the Southern Works area the Chief Executive gave an overview of how the Board was impacted upon during and the immediate aftermath of the Tidal surge on 5<sup>th</sup> December 2013.

518 REPORT ON RAINFALL - Agenda Item 6

The rainfall figures at Black Hole Drove were presented, copies of which had been circulated.

519 ANY OTHER BUSINESS - Agenda Item 7

(a) Polythene Sheeting

The Chief Executive Officer raised a concern of the polythene sheeting being extensively used this year causing blockages and damage at pumping stations and asked the Committee members to spread the word on the problems this can cause.

(b) Board Website

The Finance Manager informed the Committee that it is hoped that the new Board website will be going live on 1<sup>st</sup> April 2014.

(c) Balancing Reservoir, Piper Dam

Mr Barker asked if the Environment Agency had done any work or modelling on constructing a balancing reservoir at Piper Dam as they had indicated they would in the past. The Chief Executive would investigate and report back.

(d) Resignation from Southern Works Committee

The Chief Executive stated that he had spoken with Mr A Proctor and he had decided to retire from the Southern Works Committee.

There being no further business the meeting closed at 1:20pm



# **BLACK SLUICE INTERNAL DRAINAGE BOARD**

## **MINUTES**

of the proceedings of a meeting of the Audit & Risk Committee

held at the offices of the Board on  
9<sup>th</sup> April 2014 at 2pm

### **Members**

Chairman - \* Cllr M Brookes

Mr W Ash	* Mr V A Barker
* Mr J G Fowler	* Mr R Leggott
* Cllr B Russell	Cllr R Singleton-McGuire

\* Member Present

In attendance: Mr I Warsap (Chief Executive)  
Mr D Withnall (Finance Manager)

#### 520 **APOLOGIES FOR ABSENCE**

Apologies were received from Mr W Ash and Cllr R Singleton-McGuire.

#### 521 **MINUTES OF THE AUDIT & RISK COMMITTEE MEETING**

Minutes of the last meeting held on the 22<sup>nd</sup> October 2013, copies of which had been circulated, were considered and it was RESOLVED that the Minutes should be signed as a true record.

#### 522 **MATTERS ARISING**

##### (a) **Debit & Credit Card Policy - Minute No 436(a)**

The Finance Manager reported that he had now reviewed comparisons between other service providers and Paypal has been contracted, which will also enable payment of drainage rates via the website.

##### (b) **Business Interruption Insurance Cover - Minute No 437(b)**

Cllr B Russell asked if the question regarding insurance cover for re-housing tenants of 54 Hesse Drive after an event be included in the policy. The Finance Manager will contact NFU and email the answer to members of the Committee.

##### (c) **Vehicle Insurance Cover - Minute No 437(e)**

The Chief Executive stated that the Manitou Forklift value has been increased to £4,000.

(d) Pumping Station Valuations - Minute No 437(g)

The Chief Executive stated that they had categorised pumping stations into four different categories, Phil Ingleby visited one of each category and believes they are undervalued compared to other IDB's. The problem being that there is no comparison for these types of pumping stations. The Chief Executive has approached a contractor with a view to giving a professional rebuild cost. The underwriters have requested a value of each pumping station.

The Committee discussed the value of the building itself as a basic build compared to the structure below ground construction and foundations. The Chief Executive also stated that in the future a pumping station rebuild may not be built within a building itself just the pumps above ground and fenced.

Mr V Barker referred to Kier Construction who built Dowsby Lode pumping station they could possibly give a quotation on the original plans with today's costing.

(e) Annual Return & External Audit Opinion for year ended 31<sup>st</sup> March 2013 - Minute No 440

The Finance Manager stated that the matter raised by Grant Thornton regarding depreciation of assets was discussed at the Clerks Forum and that the advice provided to each Board by the external auditor is contradictory. ADA has been approached to clarify this in order that all IDB's deal with it in a consistent manner.

523 TO RECEIVE DRAFT INTERNAL AUDIT REPORT FOR 2013/14 INCLUDING MANAGEMENT RESPONSE - Agenda Item 4

The Finance Manager presented the Committee the Internal Auditors Draft Audit Report with a 'substantial assurance', this is the highest possible rating that can be awarded in an Audit and signifies that we follow all our policies and procedures.

The Internal Auditor recommended that Staff be reminded to comply fully with the procurement policy. The Finance Manager stated that Staff have been reminded and in addition each duplicate green copy of the order book is stamped to prompt for details of other quotations attained.

The Committee requested that the Finance Manager pass on to the Staff their sincere thanks for the hard work achieved to attain a Substantial Assurance audit.

524 TO RECEIVE A PRESENTATION ON THE NEW BOARD WEBSITE INCLUDING DATA TRANSPARENCY - Agenda Item 5

The Finance Manager presented a view of the old website and then the new one which has been up and running to coincide with the drainage rate demands. There is still some work to be carried out on drop down menus and uploading of information to be compliant with data transparency. The paypal account enables drainage rates to be paid directly through the website.

Once control of the website is transferred items can be developed with additional information, uploading environmental projects and local photographs.

525 TO REVIEW THE PENSION DISCRETION POLICIES - Agenda Item 6

The Finance Manager presented the new Pension Discretion Policy which will be presented to the Executive Committee and then to the Board on 25<sup>th</sup> June 2014.

The following three sets of policies are based upon when an employee leaves the employment of the Board. Only the "Post 2014" policy can be changed and all policies need to be approved by the Board.

(a) Discretion for Employees

This policy refers to members of staff who left the Boards employ before 31<sup>st</sup> March 2008. This policy cannot be changed and the Committee AGREED therefore to recommend approval by the Board.

(b) Discretionary Compensation on Early Termination of Employment

This policy came into force 1<sup>st</sup> April 2008 and has been replaced with the new pension scheme from 1<sup>st</sup> April 2014. This policy cannot be changed and the Committee AGREED therefore to recommend approval by the Board.

(c) Exercise of Discretions within the Local Government Pension Scheme

The Finance Manager presented a slide presentation. The Committee reviewed the following points:

- Career average required
- Who to offer membership
- Rate of employee's contribution including overtime is estimated and the percentage applied which is set for the year and only reviewed at the end of the year.
- Shared costs of additional pension contributions ie unpaid leave, reserved forces and strike where they will bear the cost themselves.

525 Cont.....

- Assumed pensionable pay refers to full paid sick, maternity, paternity.
- New joiner within 12 months with another council the employee can choose to join their pension together.
- The Board has a policy to cover ill health in determining this medical advice should be obtained from the Board's occupational health provider.

The Committee RESOLVED to recommend that the above policies be approved by the Board.

526 TO RECEIVE RECHARGEABLE POLICIES - Agenda Item 7

The Chief Executive presented these policies which have been in development through this Committee.

(a) Commercial Works

The Committee reviewed the Commercial Works Policy and RESOLVED to recommend that it should be approved at the next Board Meeting with the following amendment:

*"Any works with a value greater than £1,000 must not commence prior to the receipt of a pre-payment or an official order".*

(b) Public Sector Works

The Chief Executive stated that Public sector cooperation agreements have been signed with SKDC for summer cutting, Mayflower Housing have also signed for their maintenance works.

The Committee RESOLVED to recommend that the Public sector co-operation Agreement Policy should be approved at the next Board Meeting.

527 TO RECEIVE THE LONE WORKER POLICY - Agenda Item 8

The Chief Executive presented the Lone Worker Policy and stated that in addition to this policy a risk assessment is completed for each job and signed by the Workmen.

The Workmen are provided with a phone or use their own phone with a paid allowance. There is also an ongoing development of a system of ring back on completion of the job.

The Committee reviewed the policy and RESOLVED to recommend that the policy be approved at the next Board Meeting.

528 TO REVIEW THE EMERGENCY FLOOD RESPONSE PLAN - Agenda Item 9(a)

The Chief Executive stated that this document has a controlled distribution due to the private information detailed within. Cllr B Russell agreed to remove the relevant pages in order for the Council to view the agenda document.

The Chief Executive stated that during the review of this document it was recognised that very little reference was made to tidal flooding and therefore the plan was updated.

The Committee reviewed the policy and RESOLVED to recommend that the policy be approved at the next Board Meeting.

529 TO REVIEW THE DEBIT & CREDIT CARD POLICY - Agenda Item 9(B)

The Finance Manager recommended to the Committee that the Debit & Credit Card Policy be withdrawn as it is no longer required.

The Committee RESOLVED to recommend that the policy be withdrawn and approved at the next Board Meeting.

530 TO REVIEW THE DISPLAY SCREEN POLICY - Agenda Item 9(c)

The Finance Manager stated that the current Health and Safety policy regarding Display Screen users meets with the law. The Finance Manager highlighted to the Committee Paragraph 4 "an eye test and corrective glasses used for display use through the appointed Board's ophthalmologist".

Mr J Fowler asked the question regarding new machinery with computer visual control screens. The Finance Manager replied that they are not focused on the screen for long periods of time.

The Committee reviewed the policy and RESOLVED to recommend that the policy be approved at the next Board Meeting.

531 TO REVIEW THE RISK MANAGEMENT STRATEGY AND RISK REGISTER - Agenda Item 9(d)

The Committee reviewed the policy and RESOLVED to recommend that the policy be approved at the next Board Meeting with the following amendment.

7.3 Premises at 72 Carlton Road remain Unsold

Consequence: Low balances

How risk is managed: Produce five year plan with building unsold.  
Review major items for expenditure.

Potential Impact of Risk	Potential likelihood of Risk	Risk Level	Action
MEDIUM	LOW	2	Monitor

531 Cont.....

The Committee discussed "1.7 – Risk of Loss of Senior Staff", had formal arrangements been put in place with other IDB's to help cover Officers. The Finance Manager agreed to progress this.

The Finance Manager stated that the Chairman is covered by Vice Chairman, Chief Executive on the operations side by the Operations Manager, Rating Officer is covered by Finance Assistant and Finance Manager.

The Chairman stated that minutes should record that the item has been discussed and risk assessed.

532 TO RECEIVE THE REGISTER OF BOARD POLICIES WITH  
RECOMMENDED REVIEW DATES - Agenda Item 10

The Committee reviewed the recommended review dates and AGREED.

533 ANY OTHER BUSINESS - Agenda Item 11

There being no further business the meeting closed at 4:05pm.

# Black Sluice Internal Drainage Board

## Policy No: 40

### Commercial Works Policy

Review Dates:

Original Issue	9 <sup>th</sup> April 2014
Board Approved	
Due for Review	

#### INTRODUCTION

Following a request the Board will offer quotations to complete relevant works within their normal scope of works on a commercial recharge basis.

Quotations will be offered using the following options:

1. Rechargeable day works
2. Schedule of rates
3. Fixed price/lump sum (all risk)

#### POLICY

A Commercial quotation will be prepared and presented for acceptance following a review of the current operational works programme. If there is scope for the commercial works to be completed without affecting the programme a quotation may be offered .

A quotation within the options above will be prepared using the current year's job costing rechargeable spreadsheets for labour, plant, stock and other cost items in line with the specific request. The job costing spreadsheet will have an annual review of labour and plant rates by the Finance Manager and a quarterly review of stock rates by the Operations Manager, other cost items will be included at market rates.

Where a fixed price/lump sum is requested the works will be assessed against a programme of events with the relevant resources identified and included, all event risks should be included. A second officer opinion will be sourced and the quotation and programme assessed with any adjustments agreed.

A 5% addition will apply to all quotations to assist in the overhead recover.

Commercial Works quotations will be forwarded to the clients in letter format for acceptance.

Any works with a value greater than £1,000 must not commence prior to the receipt of a pre-payment or an official order.

A unique rechargeable cost centre will be raised for each Commercial works.

Works will be invoiced to include for VAT within the month of completion for fixed price/lump sum works or the following month following the full evaluation of allocated costs for day works.





# Black Sluice Internal Drainage Board

## Policy No: 41

### Public Sector Co-Operation Agreement Policy

Review Dates:

Original Issue	9 <sup>th</sup> April 2014
Board Approved	
Due for Review	

#### INTRODUCTION

Following a request the Board will investigate the opportunity of entering into a Public Sector Co-Operation Agreement (PSCA) with other Authorities. To complete relevant works within their normal scope of works on a commercial recharge basis.

PSCA will be agreed using the following options based around the flood risk management functions of the parties made pursuant to section 13 of the Flood and Water Management Act 2010.

1. Rechargeable day works
2. Schedule of rates
3. Fixed price/lump sum (all risk)

#### POLICY

A PSCA will be prepared and presented for acceptance following a review of the current operational works programme. If there is scope for the PSCA works to be completed without affecting the programme an agreement may be entered into.

Quotations within the options above will be prepared using the current year's job costing rechargeable spreadsheets for labour, plant, stock and other cost items in line with the specific request. The job costing spreadsheet will have an annual review of labour and plant rates by the Finance Manager and a quarterly review of stock rates by the Operations Manager, other cost items will be included at market rates.

Where a fixed price/lump sum is requested the works will be assessed against a programme of events with the relevant resources identified and included, all event risks should be included. A second officer opinion will be sourced and the quotation and programme assessed with any adjustments agreed.

A 5% addition will apply to all quotations to assist in the overhead recover.

PSCA will be forwarded to the clients in letter format for acceptance.

The signed agreement must be returned and orders provided prior to the commencement of any works.

A unique rechargeable cost centre will be raised for each PSCA.

Works will be invoiced to include for VAT at the end of every month following the full evaluation of allocated costs for day works.



# Black Sluice Internal Drainage Board

## Policy No: 25

### Lone Worker Policy

HEALTH AND SAFETY AT WORK ETC ACT 1974

MANAGEMENT OF HEALTH AND SAFETY AT WORK  
REGULATIONS 1999

Review Dates:

Original Issue	9 <sup>th</sup> April 2014
Board Approved	
Due for Review	

#### INTRODUCTION

There is no legal requirement that prevents a person from working alone. There may be however, a number of hazards that must be considered and a risk assessment carried out before lone working is permitted.

#### REGULATIONS

The duties placed on employers and employees by the Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999 are still applicable to lone workers. Employers have a requirement to identify the hazards presented by the work, the risks involved and the introduction of remedial measures to avoid or reduce the risk.

In accordance with the regulations mentioned above, Risk Assessments will be carried out by a competent person to identify the possible hazards before working alone, for example working below overhead cables, working adjacent to water, working with electricity, working in the open. The risk assessment will take into account foreseeable emergencies such as fire, equipment failure, ice, illness and accidents, as well as more job specific factors.

Persons will only be required to work alone if they are considered fit, healthy and competent to deal with the foreseeable risk and the precautions required for the job.

Management will maintain regular communication with the lone worker. In addition, the employee has the responsibility to keep in regular contact with their supervisor and to not take unnecessary risks in order to complete a job alone, this will be detailed within the risk assessment.



# Black Sluice Internal Drainage Board

## Policy No: 23

### Display Screen Equipment Policy

Review Dates:

Original Issue	9 <sup>th</sup> April 2014
Board Approved	
Due for Review	

#### INTRODUCTION

The use of display screen equipment (DSE) at work may result in ill effects which include the following:

- Upper limb pains and discomfort;
- Eye and eyesight effects;
- Fatigue and stress.

Personnel who habitually use display screen equipment, as a significant part of their normal work, are defined as 'users' under the Display Screen Equipment Regulations. The purpose of this policy, is to state who is responsible and what they must do in order to minimise any possible health and safety risks to users which are associated with display screen equipment work.

#### MANAGER RESPONSIBILITIES

1. You must ensure that for all users, for which you have responsibility, a DSE risk assessment is carried out and a record kept in the 'Display Screen Equipment' section of the Health and Safety Policy. In practice this means that there will be a completed risk assessment form for each workstation and this will identify whether the associated personnel are users or not. Risk Assessments should be carried out in conjunction with the user so as to provide training.
2. You must progress reasonable requests from users for any items identified as a result of carrying out the DSE risk assessment and, which will significantly reduce any ill effects associated with DSE work.
3. Where users request an eye and eyesight test, you must arrange for this to be undertaken and the costs of the eye and eyesight test reimbursed.
4. **Those prescribed normal corrective appliances to undertake DSE work a contribution of £150 will be reimbursed. Special Corrective appliances only used for DSE work will be provided through the Board's appointed Optometrist.**
5. You are responsible for maintaining a record of DSE users.

#### DSE User Responsibilities

1. You must co-operate with your manager and assist them in carrying out the DSE risk assessment detailed above.
2. You must notify your manager if you become aware of any ill effects associated with your DSE work so that the DSE risk assessment may be reviewed.

Authorised by:

Date:

Print Name:



# **Black Sluice Internal Drainage Board**

## **Risk Management Strategy**

### **Risk Management Policy**

#### **Risk Analysis**

Updated	17 <sup>th</sup> January 2013
Board Approved	6 <sup>th</sup> February 2013
Due for Review	





# **Contents**

1. Purpose, Aims & Objectives
2. Accountabilities, Roles & Reporting Lines
3. Skills & Expertise
4. Embedding Risk Management
5. Risk and the Decision Making Processes
6. Supporting Innovation & Improvement

## **Appendices**

- A – Risk Management Strategy Statement
- B – Risk Management Policy Document
- C – Risk Analysis
- D – Risk Register

# **Risk Management Strategy**

## **1. Purpose, Aims and Objectives**

1.1 The purpose of the Boards Corporate Risk Management Strategy is to effectively manage potential opportunities and threats to the Board achieving its objectives. See attached Corporate Risk Management Policy Statement, Appendix A.

1.2 The Boards Corporate Risk Management Strategy has the following aims and objectives;

- Integration of Risk Management into the culture of the Board
- Raising awareness of the need for Risk Management by all those connected with the delivery of services (including partners)
- Enabling the Board to anticipate and respond to changing social, environmental and legislative conditions
- Minimisation of injury, damage, loss and inconvenience to staff, members of the public, service users, assets etc. arising from or connected with the delivery of the Board services
- Introduction of a robust framework and procedures for identification, analysis, assessment and management of risk, and the reporting and recording of events, based on best practice
- Minimisation of the cost of risk

1.3 To achieve these aims and objectives, the following strategy is proposed;

- Establish clear accountabilities, roles and reporting lines for all employees
- Acquire and develop the necessary skills and expertise
- Provide for risk assessment in all decision making processes of the Board
- Develop a resource allocation framework to allocate (target) resources for risk management
- Develop procedures and guidelines for use across the Board
- Develop arrangements to measure performance of Risk Management activities against the aims and objectives
- To make all partners and service providers aware of the Boards' expectations on risk, both generally as set out in its Risk Management Policy and where necessary in particular areas of the Boards' operations.

1.4 The Black Sluice Internal Drainage Board has adopted the Audit Commission definition of Risk:

'Risk is the threat that an event or action will adversely affect the organisation's ability to achieve its objectives and to successfully execute its strategies'.

## **2. Accountabilities, Roles and Reporting Lines**

- 2.1 A framework has been implemented that has addressed the following issues:
- The different types of risk – Strategic and Operational
  - Where it should be managed
  - Roles and accountabilities for all staff.
  - The need to drive the policy throughout the Board
  - Prompt reporting of accidents, losses, changes etc.
- 2.2 In many cases, risk management follows existing service management arrangements.
- 2.3 Strategic risk is best managed by the Board.
- 2.4 The Board's Chief Executive will be responsible for the Boards overall risk management strategy, and will report directly to the Board.
- 2.5 The Board's Chief Executive will be responsible for the Boards overall Health and Safety policy and will report to the Board.
- 2.6 It is envisaged that the development of a risk management strategy will encourage ownership of risk and will allow for easier monitoring and reporting on remedial actions / controls.

## **3. Skills and Expertise**

- 3.1 Having established roles and responsibilities for risk management, the Board must ensure that it has the skills and expertise necessary. It will achieve this by providing Risk Management Training for Employees and Board Members, where appropriate providing awareness courses that address the individual needs of both the manual workforce and office staff.
- 3.2 Training will focus on best practice in risk management, and awareness will also focus on specific risks in areas such as the following:
- Partnership working
  - Project management
  - Operation of Board vehicles and equipment
  - Manual labour tasks e.g. Health and Safety issues

## **4. Embedding Risk Management**

Risk management is an important part of the service planning process. This will enable both strategic and operational risk, as well as the accumulation of risks from a number of areas to be properly considered. Over time the Board aims to be able to demonstrate that there is a fully embedded process.

This strategy and the information contained within the appendices provides a framework to be used by all levels of staff and Members in the implementation of risk management as an integral part of good management.

## **5. Risks and the Decision Making Process**

- 5.1 Risk needs to be addressed at the point at which decisions are being taken. Where Members and Officers are asked to make decisions they should be advised of the risks associated with recommendations being made. The training described in the preceding section will enable this to happen.
- 5.2 The Board will need to demonstrate that it took reasonable steps to consider the risks involved in a decision.
- 5.3 There needs to be a balance struck between efficiency of the decision making process and the need to address risk. Risk assessment is seen to be particularly valuable in options appraisal. All significant decision reports to the Board (including new and amended policies and strategies) should include an assessment of risk to demonstrate that risks (both threats and opportunities) have been addressed.
- 5.4 This process does not guarantee that decisions will always be right but it will demonstrate that the risks have been considered and the evidence will support this.

## **6. Supporting Innovation and Improvement**

- 6.1 Managers have been made aware that there are a number of tools that can be used to help identify potential risks:
  - Workshops.
  - Scenario planning.
  - Analysing past claims and other losses.
  - Analysing past corporate incidents/failures.
  - Health & safety inspections.
  - Induction training.
  - Performance Review & Development interviews.
  - Staff and customer feedback.
- 6.2 Having identified areas of potential risk, they must be analysed by:
  - An assessment of impact.
  - An assessment of likelihood.

This is to be done by recording the results using the risk matrix below:

## RISK ASSESSMENT MATRIX

↑ Likelihood of occurrence ↓	HIGH	Low Impact High Likelihood 3	Medium Impact High Likelihood 6	High Impact High Likelihood 9
	MEDIUM	Low Impact Medium Likelihood 2	Medium Impact Medium Likelihood 4	High Impact Medium Likelihood 6
	LOW	Low Impact Low Likelihood 1	Medium Impact Low Likelihood 2	High Impact Low Likelihood 3
		LOW	MEDIUM	HIGH
		← Impact on the Business →		

The high, medium and low categories for impact and likelihood are defined as follows:

### IMPACT

- *High* – will have a catastrophic effect on the operation/service delivery. May result in major financial loss (over £100,000). Major service disruption (+ 5 days) or impact on the public. Death of an individual or several people. Complete failure of project or extreme delay (over 2 months). Many individual personal details compromised/revealed. Adverse publicity in national press.
- *Medium* – will have a noticeable effect on the operation/service delivery. May result in significant financial loss (over £25,000). Will cause a degree of disruption (2 – 5 days) or impact on the public. Severe injury to an individual or several people. Adverse effect on project/significant slippage. Some individual personal details compromised/revealed. Adverse publicity in local press.
- *Low* – where the consequences will not be severe and any associated losses and or financial implications will be low (up to £10,000). Negligible effect on service delivery (1 day). Minor injury or discomfort to an individual or several people. Isolated individual personal detail compromised/revealed. NB A number of low incidents may have a significant cumulative effect and require attention.

### LIKELIHOOD

<b>High</b>	Very likely to happen	Matrix score 3
<b>Medium</b>	Likely to happen infrequently and difficult to predict	Matrix score 2
<b>Low</b>	Most unlikely to happen	Matrix score 1

## 7. Risk Control

7.1 Using the risk matrix produces a risk rating score that will enable risks to be prioritised using one or more of the “four T’s”

<b>Tolerate</b>	Score <= 2	Accept the risk
<b>Treat</b>	Score 3 to 5	If possible take cost effective in-house actions to reduce the risk.
<b>Transfer</b>	Score 6 to 8	Let someone else take the risk (eg by Insurance or passing responsibility for the risk to a contractor).
<b>Terminate</b>	Score 9	Agree that the risk is too high and do not proceed with the project or activity.

7.2 Risk assessment and risk matrices provide a powerful and easy to use tool for the identification, assessment and control of business risk. It enables managers to consider the whole range of categories of risk affecting a business activity. The technique can assist in the prioritisation of risks and decisions on allocation of resources. Decisions can then be made concerning the adequacy of existing control measures and the need for further action. It can be directed at the business activity as a whole or on individual departments/sections/functions or indeed projects.

## 8. Supporting Innovation and Improvement

8.1 Risk Management will be incorporated into the business planning process for the Board with a risk assessment of all business aims being undertaken as part of the annual Estimates process.

8.2 The Board’s internal auditor will have a role in reviewing the effectiveness of control measures that have been put in place to ensure that risk management measures are working.

## **RISK MANAGEMENT STRATEGY STATEMENT**

The Board believes that risk is a feature of all businesses. Some risks will always exist and can never be eliminated: they therefore need to be appropriately managed.

The Board recognises that it has a responsibility to manage hazards and risks and supports a structured and focused approach to managing them by approval each year of a Risk Management Strategy.

In this way the Board will improve its ability to achieve its strategic objectives and enhance the value of services it provides to the community.

### **The Boards Risk Management objectives are to:**

- Embed risk management into the culture and operations of the Board
- Adopt a systematic approach to risk management as an integral part of service planning and performance management
- Manage risk in accordance with best practice
- Anticipate and respond to changing social, environmental and legislative requirements
- Ensure all employees have clear responsibility for both the ownership and cost of risk and the tools to effectively reduce / control it

### **These objectives will be achieved by:**

- Establishing clear roles, responsibilities and reporting lines within the organisation for risk management
- Incorporating risk management in the Boards decision making and operational management processes
- Reinforcing the importance of effective risk management through training
- Incorporating risk management considerations into Service / Business Planning, Project Management, Partnerships & Procurement Processes
- Monitoring risk management arrangements on a regular basis

### **The benefits of Risk Management include:**

- Safer environment for all
- Improved public relations and reputation for the organisation
- Improved efficiency within the organisation
- Protect employees and others from harm
- Reduction in probability / size of uninsured or uninsurable losses
- Competitive Insurance Premiums (as insurers recognise the Board as being a “low risk”)
- Maximise efficient use of available resources.

**RISK MANAGEMENT POLICY DOCUMENT**

In all types of undertaking, there is the potential for events and consequences that may either be opportunities for benefit or threats to success. Internal Drainage Boards are no different and risk management is increasingly recognised as being central to their strategic management. It is a process whereby Internal Drainage Boards methodically address the risks associated with what they do and the services which they provide. The focus of good risk management is to identify what can go wrong and take steps to avoid this or successfully manage the consequences.

Risk management is not just about financial management; it is about achieving the objectives of the organisation to deliver high quality public services.

The failure to manage risks effectively can be expensive in terms of litigation and reputation, the ability to achieve desired targets, and, eventually, the level of the drainage rates.

Internal Drainage Boards need to keep under review and, if need be, strengthen their own corporate governance arrangements, thereby improving their stewardship of public funds and providing positive and continuing assurance to ratepayers. The Board already looks at risk as part of their day to day activities but there is now a need to look at, adapt, improve where necessary and document existing processes.

The importance of looking afresh at risk comes in the wake of a more demanding society, bold initiatives and more challenge when things go wrong. It also arises because of the significant changes taking place as a result of the Defra IDB Review and a letter received from Richard Benyon MP in 2012, further details can be found in the 2013/14 business plan. Internal Drainage Boards currently face pressures that potentially give rise to a range of new and complex risks and which suggest that risk management is more important now than at any other time.

Members are ultimately responsible for risk management because risks threaten the achievement of policy objectives. As a minimum, the members should, at least once each year:

- a) take steps to identify and update key risks facing the Board;
- b) evaluate the potential consequences to the Board if an event identified as a risk takes place; and
- c) decide upon appropriate measures to avoid, reduce or control the risk or its consequences.

This Risk Management Policy document is designed to be a living document which will be continually updated when new risks are identified or when existing risks change.

The assessment of potential impact will be classified as high, medium or low. At the same time it will assess how likely a risk is to occur and this will enable the Board to decide which risks it should pay most attention to when considering what measures to take to manage the risks.

After identifying and evaluating risks the responsible officer will need to decide upon appropriate measures to take in order to avoid, reduce or control the risks or their consequence.



**RISK ANALYSIS****1. TO PROVIDE AND MAINTAIN STANDARDS OF NEEDS BASED SUSTAINABLE FLOOD PROTECTION****1.1 Risk of Being Unable to Prevent Flooding to Property or land**

The Board's main objective is to provide satisfactory water level management within the Board's area.

Flooding could occur in the following ways:

- From failure of coastal defences which are maintained by EA
- From EA Watercourses
- From IDB watercourses
- From riparian watercourses
- From sewers maintained by other authorities
- From surface water

**(a) Coastal or Fluvial flooding from failure or overtopping of defences**

Consequence: Land and Properties could be subjected to flooding and IDB Pumping Stations could be required to deal with greatly additional flows.

How risk is managed: Board works with local flood authority.

Potential Impact of Risk	Potential likelihood of Risk	Risk Level	Action
<b>HIGH</b>	<b>LOW</b>	<b>3</b>	<b>Continue above activities</b>

**(b) Flooding from failure of IDB pumping stations or excess rainfall**

Consequence: Land and Properties could be subjected to flooding and IDB Pumping Stations could be required to deal with greatly additional flows.

How risk is managed: Board works with local flood authority.

Potential Impact of Risk	Potential likelihood of Risk	Risk Level	Action
<b>HIGH</b>	<b>LOW</b>	<b>3</b>	<b>Continue above activities</b>

**(c) Flooding from Sewers or riparian watercourses**

Consequence: Small areas of land and maybe some properties could be subjected to flooding.

How risk is managed: Board works with local flood authority

Potential Impact of Risk	Potential likelihood of Risk	Risk Level	Action
<b>MEDIUM</b>	<b>LOW</b>	<b>2</b>	<b>Continue above activities</b>

### 1.2 Risk of Loss of Electrical Supply

The Board relies on electrical power for all pumping stations. Loss of supply could be encountered for a number of reasons in the future.

Consequence: Pumping stations would fail to operate  
Office and Depot would be unable to function  
Telemetry system fails to operate

How risk is managed: Dual drive gearboxes installed at pumping stations to enable pumps to be operated by a tractor.

Large pumping stations have generator connections but the Board would have to hire in generators which may be in short supply.

UPS system fitted to telemetry computer.

Further Work Consider a UPS system for the main server.

Potential Impact of Risk	Potential likelihood of Risk	Risk Level	Action
<b>HIGH</b>	<b>LOW</b>	<b>3</b>	<b>Continue above activities</b>

### 1.3 Risk of Pumps failing to operate

Consequence: High water levels and possible flooding.  
Extra expenditure on pumping station maintenance

How risk is managed: Pumping engineer checks at regular intervals  
Refurbishment of plant has been carried out  
Continued investment planned for pumping stations over next five years.

Potential Impact of Risk	Potential likelihood of Risk	Risk Level	Action
<b>HIGH</b>	<b>LOW</b>	<b>3</b>	<b>Continue above activities</b>

### 1.4 Risk of Watercourses being unable to convey water

Consequence: High water levels and possible flooding.  
Extra expenditure on drain maintenance

How risk is managed: Asset conditions are shown on a database  
All watercourses are cleared of weed growth once each year.  
All watercourses are desilted on a regular basis.

Board regularly check and clear out culverts.

Further work: Continue to review asset conditions in asset database.

Potential Impact of Risk	Potential likelihood of Risk	Risk Level	Action
<b>MEDIUM</b>	<b>LOW</b>	<b>2</b>	<b>Continue above activities</b>

**1.5 Risk of Operating machinery to maintain watercourses**

The Board operates excavators and tractor mounted machines to remove weed growth and silt from watercourses. There are risks in operating this machinery.

Risk: Hitting overhead electrical services  
 Hitting underground electrical services  
 Machines falling into watercourse  
 Parts of machine hitting people or other vehicles

Consequence: Damage to Third parties.  
 Damage to vehicles  
 Injury to staff

How risk is managed: Machinery is regularly serviced  
 Machinery is checked twice each year by a qualified engineer  
 Health and Safety Policy, reported annually to the Board  
 Health and Safety Consultant employed  
 All drivers are suitably trained  
 All drivers are provided with the required safety equipment  
 All machinery is insured by the Board

Potential Impact of Risk	Potential likelihood of Risk	Risk Level	Action
<b>MEDIUM</b>	<b>LOW</b>	<b>2</b>	<b>Continue above activities</b>

**1.6 Risk of Claims from Third Parties for damage to property or injury**

Risk The Board could cause damage to property or injury due to their actions

Consequence: Loss of income  
 Extra work for staff

How risk is managed: The Board has adequate insurance.  
 The Board train staff to undertake works safely.  
 Risk assessments are carried out.

Potential Impact of Risk	Potential likelihood of Risk	Risk Level	Action
<b>MEDIUM</b>	<b>LOW</b>	<b>2</b>	<b>Continue above activities</b>

### 1.7 Risk of Loss of Senior Staff

Consequence: Inability to operate efficiently

How risk is managed: Hire in temporary staff from Agencies or other local Drainage Boards.

Further Work: Formalise arrangements to share staff from other drainage boards.

Potential Impact of Risk	Potential likelihood of Risk	Risk Level	Action
<b>MEDIUM</b>	<b>LOW</b>	<b>2</b>	<b>Continue above activities</b>

### 1.8 Insufficient Finance to Carry Out Works

Consequence: Watercourses not maintained in satisfactory condition.  
Pumping Stations more at risk of failure.  
Increased risk of poor drainage and flooding.

How risk is managed: Five year budget to ensure adequate funding.

Potential Impact of Risk	Potential likelihood of Risk	Risk Level	Action
<b>MEDIUM</b>	<b>LOW</b>	<b>2</b>	<b>Continue above activities</b>

### 1.9 Reduction in Staff Performance

Consequence: Reduced standards of maintenance.

How risk is managed: Appraisal system.  
Management systems.

Potential Impact of Risk	Potential likelihood of Risk	Risk Level	Action
<b>MEDIUM</b>	<b>LOW</b>	<b>2</b>	<b>Continue above activities</b>

### 1.10 Insufficient Staff Resources

Consequence: Reduced standards of maintenance.  
Reduced value for money.

How risk is managed: Review by senior management.  
Reports to Executive Committee.

Potential Impact of Risk	Potential likelihood of Risk	Risk Level	Action
<b>MEDIUM</b>	<b>LOW</b>	<b>2</b>	<b>Continue above activities</b>

**2. TO CONSERVE AND ENHANCE THE ENVIRONMENT WHEREVER PRACTICAL AND POSSIBLE TO ENSURE THERE IS NO NET LOSS OF BIODIVERSITY**

**2.1 Risk of Prosecution for not Adhering to Environmental Legislation**

The Board have responsibilities to promote nature conservation and the environment

Consequence: Prosecution for damage to habitat  
Injury or death of fish, birds or mammals

How risk is managed: Board employs an environmental consultant for reports and advice  
Workforce are trained in environmental matters

Potential Impact of Risk	Potential likelihood of Risk	Risk Level	Action
<b>MEDIUM</b>	<b>LOW</b>	<b>2</b>	<b>Continue above activities</b>

**2.2 Non Delivery of Objectives**

Consequence: Biodiversity Action Plan not complied with.  
How risk is managed: Projects included in capital plan.

Potential Impact of Risk	Potential likelihood of Risk	Risk Level	Action
<b>LOW</b>	<b>MEDIUM</b>	<b>2</b>	<b>Continue above activities</b>

**3. TO PROVIDE A 24 HOUR/365 DAY EMERGENCY RESPONSE FOR THE COMMUNITY**

**3.1 Emergency Plan Inadequate or not up to date**

Consequence: Difficulties in emergency situation.  
How risk is managed: Regular review of plan.

Potential Impact of Risk	Potential likelihood of Risk	Risk Level	Action
<b>LOW</b>	<b>LOW</b>	<b>1</b>	<b>Continue regular reviews</b>

### 3.2 Insufficient Resources

Consequence: Inability to provide adequate response.  
 How risk is managed: Shared resources with neighbouring Boards.  
 Use local farmer's resources.  
 Review sources available.

Potential Impact of Risk	Potential likelihood of Risk	Risk Level	Action
<b>MEDIUM</b>	<b>LOW</b>	<b>2</b>	<b>Continue to review resources</b>

### 3.3 Risk of Critical Incident Loss of Office

Consequence: Risk of an incident preventing the use of anything at the offices.  
 How risk is managed: Insurance  
 Look into establishing alternative arrangements  
 Possibility of Witham Fourth Offices

Potential Impact of Risk	Potential likelihood of Risk	Risk Level	Action
<b>HIGH</b>	<b>LOW</b>	<b>3</b>	<b>Continue above activities</b>

## 4. TO PROVIDE A SAFE AND FULFILLING WORKING ENVIRONMENT FOR STAFF

### 4.1 Risk of Injury to Staff and Subsequent Claims and Losses

Consequence: Injury to staff.  
 Claims for losses  
 Senior staff liable under Corporate manslaughter Legislation  
 How risk is managed: Health and Safety Policy, reported annually to the Board  
 Health and Safety Consultant employed  
 Staff are trained for the duties that they are required to perform  
 Risk assessments are carried out for all activities.  
 The Board has suitable insurance cover against all risks.

Potential Impact of Risk	Potential likelihood of Risk	Risk Level	Action
<b>MEDIUM</b>	<b>LOW</b>	<b>2</b>	<b>Continue above activities</b>

#### 4.2 Risk of not complying with Health & Safety Legislation

If Health & Safety legislation is not complied with there is a risk of work being stopped and officers being prosecuted.

Consequence: Fines and serious delays in work programme.

How risk is managed: A health and safety consultant is employed to advise on policy and to check Health & Safety risk assessments.  
Board Health & Safety policy is developed under their guidance.  
Regular training of all staff.

Potential Impact of Risk	Potential likelihood of Risk	Risk Level	Action
<b>HIGH</b>	<b>LOW</b>	<b>3</b>	<b>Continue above activities</b>

#### 5. TO MAINTAIN FINANCIAL RECORDS THAT ARE CORRECT AND COMPLY WITH ALL RECOMMENDED ACCOUNTING PRACTICE

##### 5.1 Risk of Loss of Cash

Very little cash collected at office

Consequence: Loss of income

How risk is managed: Money placed in safe and banked as soon as possible  
The Board has adequate insurance

Potential Impact of Risk	Potential likelihood of Risk	Risk Level	Action
<b>LOW</b>	<b>LOW</b>	<b>1</b>	<b>Continue above activities</b>

##### 5.2 Risk of Loss of Money invested in Building Societies & Banks

Consequence: Loss of income

How risk is managed: Money is placed with known Building Societies and banks on the FSA Register.  
Only £300,000 is invested in each organisation.  
The Executive Committee of the Board reviews the investments on a regular basis.

Potential Impact of Risk	Potential likelihood of Risk	Risk Level	Action
<b>MEDIUM</b>	<b>LOW</b>	<b>2</b>	<b>Continue above activities</b>

### 5.3 Risk of Fraud by Senior Officers

Consequence: Loss of money

How risk is managed: Two Officers always have to sign each mandate for a transaction.  
All transactions are approved by the Board  
The Board has adequate insurance.

Potential Impact of Risk	Potential likelihood of Risk	Risk Level	Action
<b>LOW</b>	<b>LOW</b>	<b>1</b>	<b>Continue above activities</b>

### 5.4 Risk of Critical Incident Loss of Office

Consequence: Risk of an incident preventing the use of anything at the offices.

How risk is managed: Insurance  
Look into establishing alternative arrangements  
Possibility of Witham Fourth Offices  
Action Plan to be written before January 2013.

Potential Impact of Risk	Potential likelihood of Risk	Risk Level	Action
<b>HIGH</b>	<b>LOW</b>	<b>3</b>	<b>Continue above activities</b>

### 5.5 Risk of Inadequacy of Internal Checks

Consequence: Risk of incorrect wages could be paid.

How risk is managed: Person who is completing second bank authorisation also completes a sense check on the amount to be paid.  
Significant variations to be authorised by Chief Executive.

Potential Impact of Risk	Potential likelihood of Risk	Risk Level	Action
<b>MEDIUM</b>	<b>LOW</b>	<b>2</b>	<b>Continue above activities</b>

## 6. TO ENSURE THAT ALL ACTIONS TAKEN BY THE BOARD COMPLY WITH ALL CURRENT UK AND EU LEGISLATION

### 6.1 Risks to Board Members

There are 21 Board Members who make decisions on the operation of the Board

Risk: Board Members make decisions that involve the Board in extra expense.

Consequence: Liability of Board Members

How risk is managed: The Board has adequate insurance.  
Qualified and experienced staff advise the Board



Potential Impact of Risk	Potential likelihood of Risk	Risk Level	Action
<b>LOW</b>	<b>LOW</b>	<b>1</b>	<b>Continue above activities</b>

**6.2 Risk of not complying with all Employment Regulations and Laws**

There is a risk that the Board may not comply with all regulations and laws.

Consequence: Claims against the Board.

How risk is managed: Insurance  
Advice from consultants and solicitors and the industry  
Finance Officer has regular training in employment law

Potential Impact of Risk	Potential likelihood of Risk	Risk Level	Action
<b>MEDIUM</b>	<b>LOW</b>	<b>2</b>	<b>Continue above activities</b>

**7. A COST EFFICIENT IDB THAT PROVIDES VALUE FOR MONEY SERVICE**

**7.1 Risk of Collecting insufficient Income to Fund Expenditure**

Consequence: Inability to pay staff and creditors  
Inability to maintain drains and pumping stations in a satisfactory condition

How risk is managed: Monthly finance reports sent to Members of Executive Committee  
Reports to Board Meetings  
Cash flow forecasting by Finance Officer

Potential Impact of Risk	Potential likelihood of Risk	Risk Level	Action
<b>LOW</b>	<b>LOW</b>	<b>1</b>	<b>Continue above activities</b>

**7.2 IDB abolished or taken over**

Consequence: Loss of direction from local members.

How risk is managed: Association of Drainage Authorities lobbies on behalf of IDB's.  
Regular dialogue with local MP's

Potential Impact of Risk	Potential likelihood of Risk	Risk Level	Action
<b>LOW</b>	<b>LOW</b>	<b>1</b>	<b>Continue above activities</b>

### 7.3 Premises at 72 Carlton Road remain Unsold

Consequence: Low balances

How risk is managed: Produce five year plan with building unsold.  
Review major items for expenditure.

Potential Impact of Risk	Potential likelihood of Risk	Risk Level	Action
<b>MEDIUM</b>	<b>LOW</b>	<b>2</b>	<b>Monitor</b>

## 8. INFORMATION TECHNOLOGY & COMMUNICATIONS

### 8.1 Risk of Loss of Telemetry

Consequence: If the telemetry fails then it will be more difficult to manage the pumping stations.

How risk is managed: Continual review of hardware and software  
Back up computers  
Pump Engineer's experience  
Workmen already assigned to pumping stations can be sent to check on conditions  
High Capacity UPS (Battery Backup) in place in case of power cut

Further Work: Continue to maintain trained staff to monitor telemetry.  
UPS (Battery Backup) on Communications Cabinet to maintain remote access.

Potential Impact of Risk	Potential likelihood of Risk	Risk Level	Action
<b>MEDIUM</b>	<b>LOW</b>	<b>2</b>	<b>Continue above activities</b>

### 8.2 Risk of Loss of Telephone Communications

Consequence: Inability to communicate decisions

How risk is managed: All staff have mobile telephones  
The Board has an operational two way radio system  
4 Digital & 3 Analog lines on site

Further Work: UPS (Battery Backup) on Communications Cabinet.

Potential Impact of Risk	Potential likelihood of Risk	Risk Level	Action
<b>LOW</b>	<b>LOW</b>	<b>1</b>	<b>Continue above activities</b>

### 8.3 Risk of Loss of Internet Connections

Consequence: Unable to remotely connect to office and Telemetry resulting in Employee having to be on site in an event.  
Unable to make bank payments  
Unable to access information on internet

How risk is managed: Two Broadband internet lines into office  
Satellite broadband added to increase resilience

Further Work: UPS (Battery Backup) on Communications Cabinet.

Potential Impact of Risk	Potential likelihood of Risk	Risk Level	Action
<b>MEDIUM</b>	<b>LOW</b>	<b>2</b>	<b>Continue above activities</b>

### 8.4 Risk of Network Failure

Consequence: All computers and information inaccessible

How risk is managed: Proactive IT Maintenance Contract with external consultants  
4 hour response for server or Network failure  
Staff with limited training and remote support

Potential Impact of Risk	Potential likelihood of Risk	Risk Level	Action
<b>HIGH</b>	<b>LOW</b>	<b>3</b>	<b>Continue above activities</b>

### 8.5 Risk of Network Security Breach

Consequence: Unauthorised access to the Network and information stored on the network

How risk is managed: Hard Firewall installed to prevent unauthorised access to network

Potential Impact of Risk	Potential likelihood of Risk	Risk Level	Action
<b>MEDIUM</b>	<b>LOW</b>	<b>2</b>	<b>Continue above activities</b>

### 8.6 Risk of Virus being introduced to Network

Consequence: Malicious damage to hardware and information by various types of virus

How risk is managed: Sophos Antivirus installed on all servers and desktop computers and managed centrally  
Hard Firewall installed to prevent unauthorised person introducing virus  
Emails filtered off site by Message defence to reduce likelihood of malicious attachments

Potential Impact of Risk	Potential likelihood of Risk	Risk Level	Action
<b>MEDIUM</b>	<b>LOW</b>	<b>2</b>	<b>Continue above activities</b>

### 8.7 Risk of Loss of Accounting Records

All of the Board's records are retained on the main server in the communications room

Consequence:                   Inability to pay staff  
   Inability to pay creditors  
   Difficulty in finalising accounts

How risk is managed:       Records backed up each day  
   Insurance for loss of business  
   Computer systems are regularly reviewed by trained staff and external IT consultants.  
   Volume Shadow software copies back up every six hours  
   A system recovery drive has been installed in case of catastrophic failure of server or the network.  
   Back up tape is taken off site out of office hours

Potential Impact of Risk	Potential likelihood of Risk	Risk Level	Action
<b>MEDIUM</b>	<b>LOW</b>	<b>2</b>	<b>Continue above activities</b>

### 8.8 Risk of Loss of Rating Records

All of the Board's records are retained on the main server in the communications room

Consequence:                   Inability to check who has paid rates  
   Loss of income  
   Loss of records of occupiers of land

How risk is managed:       Records backed up each day  
   Insurance for loss of business  
   Volume Shadow software copies back up every six hours  
   Computer systems are regularly reviewed by trained staff and by external IT consultants  
   Back up tape is taken off site out of office hours

Potential Impact of Risk	Potential likelihood of Risk	Risk Level	Action
<b>MEDIUM</b>	<b>LOW</b>	<b>2</b>	<b>Continue above activities</b>

## **BLACK SLUICE INTERNAL DRAINAGE BOARD**

### **MINUTES**

of the proceedings of a Meeting of the  
Environment Committee

held at the Offices of the Board on Wednesday 14<sup>th</sup> May 2014 at 2pm

#### **Members**

Chairman - \* Mr J R Wray

Mr R Leggott	* Mr R Welberry
Mr M J Scott	* Mr P Robinson
* Cllr D R Dickinson	* Mr P Holmes
* Mr J F Atkinson	* Mr V A Barker
* Mr K C Casswell	Mr C A Fretwell

(\* Member Present)

In attendance: Mr I Warsap (Chief Executive)  
Mr P Nicholson (Operations Manager)  
Louisa Hoyes (Environmental Intern Witham 3<sup>rd</sup> IDB)  
Alan Ball (Wildlife Conservation Partnership)  
Helen Scarborough (Scarborough Nixon Assoc)  
Ian Nixon (Scarborough Nixon Assoc)  
Claire Schofield (Scarborough Nixon Assoc)  
Amy Bouic (Greater Lincolnshire Nature Partnership)  
Leslie Hebdon (Risegate Environmentalist)

The Chairman introduced and welcomed the representatives above and thanked them for their attendance.

#### 534 APOLOGIES

Apologies were received from Mr M J Scott, Mr R Leggott and Mr C Fretwell.

#### 535 MINUTES OF LAST ENVIRONMENT MEETING

The Minutes of the last Meeting of the Environment Committee held on 15<sup>th</sup> May 2013, copies of which had been circulated, were considered and it was agreed that the Minutes should be signed as a true record.

#### 536 MATTERS ARISING

##### (a) Fish Refuge Shelters - Minute No 379(b)

The Chief Executive responded to a question regarding the number of fish kills since the introduction of a phased start of the pumps at Black Hole Drove

536 (a) Cont.....

Pumping Station. The pumps are generally run at night and no fish kills have been observed or reported.

Mr Welberry informed the Committee that more than 336,000 eels had died in an incident at the hydro electric power station in Ballyshannon over the Easter weekend it was understood that no one was checking the two traps at Cathleen's Fall due to staff holidays and over the weekend a major run of eels up the River Erne resulted in the traps becoming full and the eels having nowhere to go and were starved of oxygen.

537 REPORT ON ENVIRONMENTAL WORKS COMPLETED 2013/14 - Agenda Item 4

Details of the environmental works completed were circulated with the agenda the Chief Executive highlighted the following areas;

(a) Owl Boxes

The Chief Executive reported that three pole mounted owl boxes were erected last year at Kirton Meeres and Kirton Marsh, this makes a total of thirty three boxes financed by the Board.

(b) Tom Tom Data Recording of Environmental Sightings

The Chief Executive presented a slide of the data inputting received from the Tom Toms devices in all eight of the Boards machines.

Amy Bouic thanked the Board for the data being received by Lincolnshire Environmental Records Centre (LERC). A map detailing the water vole cluster in our area was circulated and a link will be supplied for the website.

(c) Risegate Eau Bank Works

The Chief Executive presented a slide picturing the hydro seed sprayed onto the banks. The Chairman reported that he had gone to the bank this morning and that the seed had germinated. The Committee discussed how this bank was to be managed, the Operations Manager stated that guidelines had been followed in preparing the area and that it should be self managed.

The arisings cut in late summer will become a seed gathering and will be put on the other bank.

With reference to the Derwent Cottage Scheme the Chief Executive stated that to complete the works some fencing and hedging is to be put back and with any budget left a hydro mixture will be put on the banks near Derwent Cottage.

(d) North Forty Foot Fishing Platforms

The Chief Executive presented a slide showing the disabled ramps to the fishing platforms. Mr Robinson enquired about the mass of rape on the opposite side bank, the Chief Executive stated that the Energreen will be cutting this down.

(e) Kingfisher Nesting Sites

The Chief Executive presented a slide of the completed site at Chain Bridge pumping station now that it has reeded up. Alan Ball commented that there have been reports of an increase in numbers of Kingfishers due to the mild winter.

(f) Grass Snake Breeding Sites

The Chief Executive presented a slide showing a large grass snake in the South Forty Foot Drain. The weed dump sites are to remain undisturbed.

(g) Boston Clean Up

The Chief Executive presented a slide of the Boards' Workmen cleaning out a dyke during the Boston Clean Up and this was featured in the Boston Daily on the 24<sup>th</sup> April 2014.

(h) Invasive Species

The Chief Executive informed the Committee that GNLP have produced detailed documents identifying a range of invasive species. The Workmen have been given laminated A5 copies, he offered copies for the members to take away.

(i) Bombus Ruderatus Bee

The Chief Executive presented a slide picturing the development of a site near Allen's Bridge. He then introduced Leslie Hebdon to the Committee who has helped to encourage the bees by planting several species of flower to promote and protect the bee's habitat.

The Board has completed a scheme there to open the area up which has released the water system. The Bombus ruderatus bee which has been identified on site is a rare bee to Lincolnshire.

(j) North Forty Foot Drain

The Chief Executive presented a slide picturing the temporary works dam erected on the North Forty Foot Drain. Large quantities of eels and fish were carefully removed prior to the water levels being reduced in order to aid the desilting works.

538 RECOMMENDATIONS FOR PROPOSED ENVIRONMENTAL SURVEY AND DRAIN WORKS TO BE CARRIED OUT 2014/15

(a) Water Vole Surveys

The Chief Executive proposed that the water vole surveys continue to be carried out by Scarborough Nixon prior to desilting and following the works where water voles had been identified. The Committee AGREED.

(b) Bats

The Chief Executive explained that during the Board's works it was realised that we had roosting bats noticeably around pumping stations, believed to be roosting in the gravity/suction bays. Helen Scarborough added that bats are legally protected and once surveyed you can plan ahead to do works at times of the year according to the species. She concluded there is a possibility that the bats are Daubenton's.

The Committee AGREED to recommend to the Board that a survey should be carried out on the bat population by Scarborough Nixon.

(c) Summer Cutting and Vegetation Clearance

The Chief Executive stated that the initial programme of works has been posted on the website and will be reviewed on a weekly basis. The workforce will be briefed regarding channel management in relation to balancing the benefits of flood risk, agriculture and the biodiversity values.

(d) Owl Boxes

The Chief Executive requested approval for three pole mounted barn owl boxes. The Committee discussed whether a programme for repair and replacement was needed.

Alan Ball responded that he and Bob Sheppard who check the boxes do ongoing maintenance and repair therefore there is no need to replace any. The Committee AGREED to recommend to the Board a contribution to erect three pole mounted owl boxes.

(e) Eel and Fish Passes

The Chief Executive had gone into great detail in the Agenda papers outlining the agreement and procurement of surveys for the ten pumping stations within the Black Sluice IDB on the High Priority list.

(f) Water Levels

The Chief Executive reported that water levels are continually required to remain higher in the summer months in order to assist trickle feed irrigation onto the land.



(g) The 2014 Lincolnshire Show Schools Challenge

The Chief Executive stated that during the Tour of Italy an idea was to offer a Schools Challenge which would be themed towards local education to create models and investigations in the format of a topical challenge supported by ADA. Students were invited to look into water level management. The Black Sluice has 43 schools in and around our district, the Chief Executive wrote to these schools offering assistance but unfortunately we did not get a single response.

Mr K Casswell responded that the school schedule is set out a year in advance and the approach should be made through the Head of Geography at Secondary Schools and Chairman of Governors at Primary Schools. The Committee felt this format should be encouraged and taken into next year.

(h) Fens Waterway Link

The Chief Executive stated that information relating to the sale of Horseshoe House, Bourne Road, Guthrum Gowt gave an indication to the preferred route.

(i) Fens for the Future

The Chief Executive stated that an introduction to this initiative is detailed in the agenda papers.

(j) Water Framework Directive

The Chief Executive and Operations Manager have attended a meeting with the EA Officers and outlined a number of questions to be looked into.

(k) Badgers

The Chief Executive stated that the Board only has licences to work adjacent to Badgers. The Committee discussed the damage badgers have on the ecology with them having no predator they are digging out bees, and grubs. Killing pheasants and hedgehogs, a badger will kill anything. Alan Ball added that any ground nesting bird will be falling prey to badgers. There are no surveys of numbers of badgers and nothing to control them.

(l) The Wash and North Norfolk Coast European Marine Site

The Chief Executive stated that we are one of the authorities which have a statutory duty under the UK Habitats Regulations to report on progress against these management actions on an annual basis.

It was RESOLVED that the Report on Environmental Works should be received and adopted.

539 BIODIVERSITY ACTION PLAN (BAP) - Agenda Item 5

The Chief Executive stated that due to the size of the document the BAP would be presented on screen and introduced Clare Schofield who had worked on production of this document to go through the changes.

Clare Schofield from Scarborough Nixon then highlighted the updates, some tables were made easier to read, with realistic and achievable targets.

Alan Ball commented that some of the birds were not Lincolnshire birds. The Chief Executive will email Alan to confirm and amend the section containing marsh warbler and curlew bunting.

The Committee AGREED to recommend approval by the Board at the next meeting.

540 REVIEW OF THE BOURNE NORTH FEN BORROW PITS - Agenda Item 6

The Chief Executive stated to the Committee that the Board owns three environmental sites "borrow pit sites" which have been identified as significant sites with high environmental potential. Scarborough Nixon were approached to survey these sites with the view to presenting a 5 to 10 year management plan.

Clare Schofield presented a powerpoint management plan:

Borrow Pit 1 at Wherry's Farm, Twenty

This triangular Pit measuring approximately 1.37 hectares, is close to the River Glen and a railway line that was dismantled in the 1950s. A drainage ditch runs parallel with the eastern boundary of the site.

The site is surrounded, on its other two sides, by arable land. The Pit can be divided into two distinct parts, excavated into two levels.

One level is open in character but has been planted with hazel and alder at some point in its recent history. Common reed is abundant in this area, supported by sedge and rush species associated with a wetland habitat, and suggests at least seasonal retention of water. The more enclosed area could be described as wet woodland and comprises mostly of a mixed age stand, including standing and lying dead wood, of species of willow.

Management objectives for the site are:

- Allow woodland habitat to develop naturally
- Increase roosting opportunities for bat species
- Maintain and enhance the reedbed habitat
- Review the management plan after five years

Borrow Pit 2 at Bourne North Fen, Twenty

The site comprises two standing water bodies, a large lake and a smaller pit to the north separated by a grassy tree lined bund. There are wide fringes of common reed and the banks are tree lined with a variety of species. The site supports fish and abundant waterfowl, it comprises of a mosaic of wetland, woodland and grassland habitats.

Management objectives for the site are:

- Manage the wet woodland habitat appropriately
- Maintain and enhance the reedbed habitat
- Enhance and protect the site for specially protected bird species (marsh harrier and bittern)
- Review the management plan after five years

Borrow Pit 3 at Cooke's Farm, Twenty

This rectangular Pit, measuring approximately 3.26 hectares, is close to Bourne Eau. A drainage ditch runs parallel with the southern boundary of the site. The site is surrounded, on its other three sides, by arable land.

The Pit can be divided almost equally into two distinct parts, plantation woodland and willow carr.

Management objectives for the site are:

- Allow willow carr woodland to develop naturally
- Selectively thin trees in the plantation woodland
- Improve the ground flora in the plantation woodland
- Lay the hawthorn boundary hedgerow
- Increase roosting opportunities for bat species
- Review the management plan after five years

The Committee discussed that any environment budget surplus could be used, the Chief Executive was requested to assess costings for some of the works required.

541 HECKINGTON FEN WIND PARK GRID CONNECTION - Agenda Item 7

The Chief Executive stated that the Secretary of State, Planning Inspectorate has written to the Board requesting information in an environmental statement relating to the project. The deadline for receipt of our report is 29<sup>th</sup> May 2014.

The Chief Executive proposed a request to use experts to help the Officers produce a statement to the government regarding the sites at Heckington and Bicker for sub stations and the proposed two routes. The Committee AGREED to recommend that funding be provided for Scarborough Nixon to assist.

542 REPORTS – Agenda Item 8

(a) Amy Bouic - Greater Lincolnshire Nature Partnership (GLNP)

This is the second full reporting year and the latest Lincolnshire BAP 2013/14 is now complete. The Annual Review will be published shortly and copies will be sent to the Black Sluice IDB. The Black Sluice has contributed data from the Tom Tom to LERC which has enabled a BAP map with location, species data which has been requested by other organisations, many thanks to Black Sluice for submitting your records.

The GLNP are issuing a Position on Agriculture statement once endorsed these statements will give everyone in the Partnership a clear idea of what we stand for and why.

[Amy.bouic@glnp.org.uk](mailto:Amy.bouic@glnp.org.uk)   [www.glnp.org.uk](http://www.glnp.org.uk)

(b) Louisa Hoyes - Lincs ADA Environment Committee Review

The draft ADA Lincs Environment Committee minutes were enclosed in the agenda for information. Louisa Hoyes highlighted a few points to the Committee;

- (i) Anglian eel and fish prioritisation – All pumping stations designated category A or B must have a solution in place for eel screening by 31<sup>st</sup> December 2014, or they will be in breach of EU Law.

(c) Alan Ball - Wildlife Conservation Partnership

Only three pairs of Barn Owls bred in the Black Sluice Board's boxes in 2013 raising broods of just 3, 1 and 2. It was also a very poor year for Kestrels but one pair raised a brood of 6, the largest successful brood recorded in 2013.

Barn Owl experts across the UK have regarded 2013 as the worst breeding year in living memory, caused mainly by high mortality of adults in the exceptionally cold March at the end of a very severe winter and a resultant lack of mice/voles as prey. However Lincolnshire seems to have fared much better than other areas in the UK, thanks to high levels of prey and a later breeding season followed by a mild 2013/14 winter. The prospects for 2014 are looking very good indeed. If pairs double brood in 2014 it is likely to be the best year on record in Lincolnshire.

Thanks to the efforts of landowners, the EA and all of the Drainage Boards in Lincolnshire (remembering that Black Sluice was the first Drainage Board in 1987 to erect owl boxes), Lincolnshire now has more Barn Owls than any other county in the UK. It is important to maintain this stronghold as Barn Owls reared in Lincolnshire can move into neighbouring areas and help maintain the British population, especially following poor years such as 2013.

542 (c) Cont.....

Three new pole boxes were installed in early 2014 bring a total of 33 boxes. The boxes have started to be checked for 2014 so far the new box at Kirton Meeres on land owned by Paul Holmes, has been taken up by Barn Owls and already have five owlets. Whilst inspecting locations for new sites Little Owls were sighted so a little owl box was installed in a nearby building. All boxes will be checked by the end of June 2014 and we are expecting much better results.

Bob Sheppard and Alan Ball on behalf of the Wildlife Conservation Partnership would like to thank the Black Sluice Board for their unwavering support and enthusiasm for maintaining the Barn Owl nest box scheme.

(d) Helen Scarborough - Scarborough Nixon Associates

Helen felt that all matters had been discussed during the meeting; she stated that if any members had any questions or queries then please let her know.

543 ANY OTHER BUSINESS

(a) Vice Chairman

The Chairman recommended to the Members of the Committee to nominate Paul Homes as Vice Chairman of this Committee. Seconded by Cllr D Dickinson and all AGREED.

(b) Environmental Committee Meetings

A question was raised regarding the number of meetings each year. The Chief Executive stated that if there were pressing issues which needed to be reviewed then an additional meeting would be called.

There being no further business the meeting closed at 5pm.



# **BLACK SLUICE INTERNAL DRAINAGE BOARD**

## **MINUTES**

of the proceedings of a meeting of the Executive Committee

held at the Offices of the Board on  
4<sup>th</sup> June 2014 at 2pm

### **Members**

Chairman - \* Mr M J Scott

* Cllr P Bedford	* Cllr M Brookes
* Mr R Leggott	* Mr K C Casswell
* Mr J R Wray	

\* Member Present

In attendance: Mr I Warsap (Chief Executive)  
Mr D Withnall (Finance Manager)

#### 544 **APOLOGIES FOR ABSENCE**

There were no apologies for absence.

#### 545 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

#### 546 **MINUTES OF THE EXECUTIVE MEETING**

Minutes of the last meeting held on 15<sup>th</sup> January 2014, copies of which had been circulated, were considered and it was agreed that they should be signed as a true record.

#### 547 **MATTERS ARISING**

##### (a) **Sale of Carlton Road - Minute No 479(a)**

The Finance Manager stated that the purchasers are awaiting approval of their mortgage loan and an appointment has been booked for a Bank representative to inspect the property.

The Committee asked if there were any other interested parties, the Finance Manager stated that there is a second bidder and the property was still on the market. The Committee AGREED that if no exchange of contract is forthcoming then the Finance Manager should contact the other party.

##### (b) **Eight Year Plant Estimates - Minute No 479(b)**

The Chief Executive stated that Irelands had viewed and given valuations on the jetter and dump trailer. They are then going to be placed on the new website for tender.

(c) 2014/15 Budget and Ten Year Projections - Minute No 481

The Finance Manager stated that all employees of the Board are now paid monthly and this has enabled us to continue using our existing accounts and wages software. HBP are working towards the installation of a new server and as stated in the risk register, UPS to provide emergency power to the comms cabinet for a short time in the event of a power cut.

The Finance Manager demonstrated the new Board's website, he added that it has been very popular at weekends and evenings for paying drainage rates justifying the addition of the paypal feature on the site.

Mr Leggott asked for a comparison on drainage rate collection. The Finance Manager stated that at Period 2 it was down by £10k to last year. There has been an increase in the number of payments by debit card by telephone.

The additional alterations to the depot secure storage area are awaiting Building Regulations approval.

(d) Black Sluice Strategy following the Tidal Surge - Minute No 486

The Finance Manager stated that Boston Borough Council has paid the £49,000 claimed in relation to the Bellwin claim and an additional £18,500 has been received from the Environment Agency for the culvert works at Slippery Gowt for the Boards initial first response and repair works. There may also be further funds available via the FDGiA system.

548 TO RECEIVE (UNAUDITED) 2013/14 FINANCIAL STATEMENTS AND BALANCE SHEET - Agenda Item 5

The Finance Manager presented the unaudited financial statements to the Committee summarising the following points:

- These accounts are to be approved and signed off at the next meeting of the entire Board.
- The annual governance statement included in the Financial Statements is identical to that which the Board will consider as part of the Annual Return.
- There have been no changes to the statement of responsibilities and Accounting Policies.



**(i) Income and Expenditure**

- 76% increase in Rechargeable works compared to previous year. £118k
  - £85k May Gurney Dams and Diversion
  - £41k Bellwin Payment from BBC
  - £18.5k Payment from EA for Culvert repairs at Slippery Gowt
- 623% increase in FDGiA received, hopefully will be even higher in 2014/15 assuming that all our maintenance and schemes can be completed or we can use contractors.
- Interest down 55.28%. Only interest relating to General Reserve is shown. Six years ago this figure was £51,000
- Scheme Works completed with the assistance of FDGiA £493k spent against a budget of £202k.
  - £169k on Drains with £40k deferred into 2014/15 and £33k of culvert replacements not completed.
  - £324k of Pumping Station Schemes
- Pumping Station Maintenance Expenditure return to more normal levels after the excessive pumping and electric charges in Winter 2012/13.
- Administration Costs reduced in excess of the calculation in the Restructure Proposals and the target set for 2015/16 should be easily achieved.
  - Admin & Establishment 16.38% of Income in 2013/14
  - 24.94% in 2012/13
  - Target for 2015/16 is 20% or £400,000 + inflation from January 2013
- Depot Operational costs were also reduced by 14.72%

**(ii) Balance Sheet**

- Fixed Assets – Comparable after movements to last year
- Current Assets –
  - Stock Comparable – Fuel Management System now installed and working well.
  - Trade debtors reduced by £30k
  - Cash held artificially high due to Grants and Bellwin payments received but not spent until 2014/15
- Current Liabilities –
  - Trade Creditors up £61k – Timing issue with Payment Run.

- Pension Liability as provided on the FRS17 Report produced by Hymans Robertson (The actuary LCC use for our LGPS) –
  - Increased by £516,000!
  - Increased by £2,222,000 since it was first included in the restated accounts of 2007/08.
- Reserves
  - General Reserve increased by the £30k surplus on the I&E
  - Development Reserve - £30k increase due to large payment made by Double Days for Swineshead development
  - Plant Reserve – £25k up on budget approved in January
    - £8635 additional generated
    - Hitachi Sold early at £17k
  - Wages On-cost Reserve
    - 122 sick days compared to 153 in previous year
    - Reduction in expenses charged to Reserve
    - Rate unchanged since April 2011 and may be able to be reduced if the current trend continues.

The Chairman asked the Committee to consider a change in the labour recharge rate which currently is 240%. The Committee discussed the impact on budget and the wages oncost reserve and RESOLVED that the rate be reduced to 220% for internal works from the beginning of period 3 and the Finance Manager would monitor the impact.

The Committee AGREED to recommend the accounts to the Board.

#### 549 TO RECEIVE THE 2013/14 INTERNAL AUDIT REPORT - Agenda Item 6

The Finance Manager stated that the aim from the Restructure was to obtain a Substantial Assurance rating. David Gowing confirmed this rating stating that the Black Sluice IDB is the only I.D.B to attain this.

All the recommendations within the report were highlighted to the Committee and they were satisfied that the management comments and subsequent actions were satisfactory.

The Finance Manager reported to the Committee that Staff had been reminded to comply fully with the Procurement Policy. This has been completed and also the recording and checking of quotes being obtained has been improved.

A Data Transparency Page is to be included on the new website as an index to all the items required by the Accounts and Audit Regulations 2014. IDB's are now legally required to comply with this Act.

550 Bourne North Fen Farm Account - Agenda Item 7

The Finance Manager presented his report stating that income had increased with an additional £2,100 portfolio management costs. Net result is an increase in the surplus to £1,246.

551 TO RECEIVE THE 2014/15 INTERNAL AUDIT STRATEGY AND PLAN - Agenda Item 8

The Finance Manager stated that the proposed Internal Audit Strategy and Plan is standard. A provision for additional work has been added if there is a requirement due to compliance with the new practitioners guide if and when it surfaces and the Audit and Accountability Act 2014.

552 TO REVIEW THE PENSION DISCRETION POLICIES - Agenda Item 9

The Finance Manager presented the new Pension Discretion Policy which has been reviewed by the Audit & Risk and will be presented to the Board on 25<sup>th</sup> June 2014.

In the past the Board has stated that they follow the policies of Lincolnshire County Council but from 2008 it became a requirement for the Board to have their own Discretion policies. The following three sets of policies are based upon when an employee leaves the employment of the Board. Only the "Post 2014" policy can be changed and all policies need to be approved by the Board by 30<sup>th</sup> June 2014.

(a) Discretion for Employees

This policy refers to member of staff who left the Boards employed before 31<sup>st</sup> March 2008 and cannot be changed.

(b) Discretionary Compensation on Early Termination of Employment

This policy came into force 1<sup>st</sup> April 2008 and has been replaced with the new pension scheme from 1<sup>st</sup> April 2014 and cannot be changed.

(c) Exercise of Discretions within the Local Government Pension Scheme

The Finance Manager updated the committee on the meeting held with Mouchel, administrators of the Lincolnshire County Council Pension Scheme and the way the policy was reviewed at the Audit and Risk Committee.

It was noted by the committee that most options had been left to be reviewed on a case by case basis giving consideration to the financial implications.

The Committee RESOLVED to recommend that the above policies be approved by the Board.

553 PERIOD 1 MANAGEMENT ACCOUNT - Agenda Item 10

The Finance Manager stated that the accounts software has been updated with additional training undertaken by the Finance Manager and Finance Assistant. He presented a view of a new set of reports which has been developed to enable the effective financial management of the Board.

These are easier to produce and update at anytime. The Committee were requested to outline which summary pages are required for review by the Executive and Board in the future.

554 TO CONSIDER FUTURE INVESTMENTS OF THE BOARD - Agenda Item 11

The Finance Manager stated that currently interest rates are very low. He presented a schedule reporting a range of opportunities for investment and recommendations to the Committee.

The Committee AGREED to the following investments;

- (a) An additional £100,000 is invested in Monmouthshire Building Society.
- (b) £300,000 to be invested in Nationwide for six months.
- (c) The remainder to remain in the Natwest Reserve account.

555 TO REVIEW THE 2014/15 WORKS SCHEMES - Agenda Item 12

The Chief Executive updated the Committee on the current works schemes;

- Summer cutting works progressing
- FDGiA for drainage schemes Kirton Meeres
- Cooks Lock £80k eel passes scheme
- FDGiA Graft drain grant split over two years
- Northgate to West Pinchbeck drainage improvements with 30 culverts, to start at Money Bridge Lane.

556 TO CONSIDER WORKS TO BE FUNDED FROM THE DEVELOPMENT FUND - Agenda Item 13

The Chief Executive outlined the proposal in the Agenda papers to reconstruct the Wyberton Roads culvert with a 2.10m diameter pipe and requested confirmation that £70k be funded from the Development Account to complete these works.

The Committee AGREED to recommend to the Board.

557 TO CONSIDER INSTALLATION OF SOLAR PANELS ON THE HEADQUARTERS ROOF - Agenda Item 14

The Committee discussed the proposal in principle, Members were in agreement that installation of solar panels on the Headquarters would be beneficial given the current lack of investment opportunities in the financial market. The Committee requested further quotations to be sourced.

558 STAFF & WORKFORCE MATTERS - Agenda Item 15

(a) Administration Apprentice

The Committee reviewed the report produced and following discussions approved the employment of an Administration Apprentice.

559 ANY OTHER BUSINESS - Agenda Item 16

(a) Health & Safety Consultants

The Chief Executive outlined the proposal for Health & Safety Consultants to the Board. He informed the committee that the contract has been placed with Copes for 5 years.

(b) Riparian Enforcement Sub-Committee

The Chief Executive stated that, he considers there is a requirement for a Sub-Committee to review Riparian problems and the methodology and policy for commencing enforcement action.

The Committee discussed and AGREED that the Culverts & Bridges Committee could review this subject with the addition of both Vice Chairman from the Southern and Northern Works Committees.

(c) Members Expenses Claim Forms

The Finance Manager proposed the issue of an expenses claim form for elected members to consent for expenses to be transferred to Chairman's account for social activities and to state they haven't claimed them from elsewhere.

Mr Leggott informed the committee that Welland & Deepings IDB have issued all their members with claim forms, the Committee requested that the Finance Manager investigate and follow suit.

(d) Ditch Management Guidance for IDBs

The Chief Executive handed the Committee a report on Ditch management and compliance with Environmental Stewardship schemes. The Committee Members discussed and came to the conclusion that it needs simplifying and involvement from the NFU.

The Chairman agreed to review this report.

There being no further business the meeting closed at 4pm.



**GOWING INTERNAL AUDIT SERVICES LTD**

**DRAFT**

**ANNUAL INTERNAL  
AUDIT REPORT**

**Black Sluice  
Internal Drainage Board  
May 2014**

## **INTERNAL AUDIT REPORT**

### **1 EXECUTIVE SUMMARY**

- 1.1** I have completed the 2013/14 internal audit of the Black Sluice Internal Drainage Board in accordance with the Public Sector Internal Audit Standards and with regard to the ADA Practitioners guide.
- 1.2** The statutory basis for internal audit in local authorities in England (which includes Drainage boards) is a specific requirement in the Accounts and Audit regulations which requires that the organisation must maintain an adequate and effective system of internal audit of its accounting records and of its system of internal control.
- 1.3** The internal audit service is an assurance function that provides an independent and objective opinion to the organisation on the control environment by evaluating its effectiveness in achieving the organisation's objectives. It objectively examines, evaluates and reports on the adequacy of the control environment as a contribution to the proper economic, efficient and effective use of resources.
- 1.4** This audit included an implementation review of previous audit recommendations, review of any system changes, sample testing of 2013/14 transactions and provision of best practice advice gained through my audit of other IDBs.
- 1.5** The main findings were:-
- all agreed recommendations from my 2012/13 audit have been implemented
  - good rating records to support agricultural rates and special levy calculations
  - accurate records and transactions and good budget monitoring
  - the web-site has been significantly improved with much relevant information. This demonstrates good governance
  - although most of the information required for publication in accordance with Data Transparency legislation is within the web-site it is not easy to locate.
  - the system changes and increased segregation of duties as a result of the appointment of the finance assistant has improved financial control.
  - a pension discretion policy has been agreed by the Audit and Risk Committee for approval by the Board
  - it was difficult to check compliance with the procurement policy as from my sample check the appropriate quotes could not easily be located.

A detailed control test programme and results is available upon request.



- 1.6 Recommendations have been proposed, discussed and agreed with the Chief Executive. A management action plan is in Section 3.
- 1.8 A follow-up audit will be undertaken in October / November to ensure successful implementation of the recommendations.
- 1.9 It is my opinion that, in respect of the areas covered by this report I am pleased to now be able to provide **substantial assurance** on the system of controls.
- 1.10 I would like to place on record my thanks for the co-operation and assistance given by all staff during this audit.

**David Gowing**  
**Gowing Internal Audit Services Ltd.**  
**May 2014**

**EVALUATION CRITERIA**

EVALUATION CRITERIA	
<b>Adequate Assurance</b>	While there is a basically sound system, there are weaknesses that put a minority of the system objectives at risk and/or there is evidence that the level of non-compliance with some of the controls may put a minority of the system objectives at risk.
<b>Limited Assurance</b>	Weaknesses in the system of controls are such as to put most or all of the system objectives at risk and/or the level of non-compliance puts most or all of the system objectives at risk.
<b>No Assurance</b>	Control is poor, leaving the system open to significant error or abuse and/or significant non-compliance with basic controls.

## **2 FINDINGS**

**2.1** The annual return for boards with annual income or expenditure under £6.5million requires internal audit to provide certification on the following ten key control objectives. Any comment or issue on an objective is noted below otherwise the objective can be considered to be fully met:-

a) Appropriate books of account have been properly kept throughout the year.

b) Financial Regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.

c) The Board assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

d) The annual rating 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, expenditure was approved and VAT appropriately accounted for.

g) Salaries to employees and allowances to Board members were paid in accordance with Board approvals and PAYE and NI requirements were properly applied.

h) Asset and investment registers were complete and accurate and properly maintained.

i) Periodic and year-end bank reconciliations were properly carried out.

j) Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments /income and expenditure), agreed to the cash book, were supported by an adequate audit trail from underlying records, and where appropriate debtors and creditors were properly recorded.

### 3 MANAGEMENT ACTION PLAN

This action plan has been fully discussed and agreed with management.

The priority is based on the following:-

#### **Critical**

A control failure that is critical to the organisation's aims and objectives. This will require immediate action by management.

#### **High**

A significant control weakness which is a significant risk to the service or organisation and is likely to lead to material loss or significant public criticism. This will require immediate action by management.

#### **Medium**

A control that undermines the effectiveness of internal control and may lead to some loss or some public criticism but does not represent a significant risk to the organisation. This will require prompt action by management.

#### **Low**

This might be important to the service but does not represent a significant risk for the service or organisation. This will require action by management but not necessarily immediate.

Ref:	Recommendation	Priority	Management Comments	Responsibility for implementation and date
05.01.01	Staff to be reminded to comply fully with the procurement policy when seeking quotes and to note details on the office (green) copy of the official order. If this is not possible the reasons to be stated on the order and approved by the Chief Executive or Board.	M	Implemented. Details are recorded by the managers. The finance assistant checks the information on the order / invoice to ensure compliance.	April 2014
A	A "Data Transparency" page to be added to the web-site with all of the required information or links to information.	M	The Board is currently developing its new website and a Data Transparency page will be added including links to all the sections required by the Accounts and Audit regulations.	June 2014

# Bourne Fen Farm Trust Fund

## Revenue Account for Year Ended 31st March 2014

<b>Income</b>	<b>2014</b>	<b>2013</b>
	<b>£</b>	<b>£</b>
Investment Income	14,810	11,454
<b>Expenditure</b>		
Contribution to Rates	9,239	9,239
Bank Charges	62	
Contribution to Administration	4,263	2,166
	<b>13,564</b>	<b>11,406</b>
<b>Surplus</b>	<b>1,246</b>	<b>48</b>

## Balance Sheet as at 31st March 2014

<b>Capital Assets</b>	<b>Note</b>	<b>2014</b>	<b>2013</b>
Investments	A	313,020	306,067
<b>Current Assets</b>			
Bank Account		9,437	6,691
Debtors		1,761	1,761
		<b>11,198</b>	<b>8,452</b>
<b>Current Assets</b>			
Creditors		1,500	
<b>Net Current Assets</b>		<b>322,718</b>	<b>314,519</b>
<b>Fund Balances &amp; Reserves</b>			
Revaluation Reserve		213,957	207,004
Capital Fund		104,120	104,120
Revenue Reserve		4,641	3,395
		<b>322,718</b>	<b>314,519</b>
<b>Reserves</b>		<b>322,718</b>	<b>314,519</b>

The above represents a trust fund which was vested in the Black Sluice IDB to fund rate alleviations to the rate payers in the area of Bourne North Fen.

# Bourne Fen Farm Trust Fund

Valuation By Brewin Dolphin Stockbrokers

## NOTE A

	2014	2013	2014	2013
	% of	% of		
Analysis By Sector	Value	Value	Value £	Value £
UK Government Securities	9.05	10.01	28,339	30,641
UK Equities	40.37	40.18	126,359	122,966
Qualifying Corporate Bonds	19.32	19.89	60,461	60,875
Fixed Interest	7.45	7.50	23,308	22,943
Overseas Equities	17.56	16.66	54,977	50,996
Hedge Funds	0.54	1.50	1,677	4,576
Property	1.40	1.17	4,378	3,570
Private Equity	2.77	2.49	8,686	7,607
Cash	1.54	0.62	4,835	1,893
<b>TOTALS</b>	<b>100.00</b>	<b>100.00</b>	<b>313,020</b>	<b>306,067</b>

**BLACK SLUICE INTERNAL DRAINAGE BOARD**

**INTERNAL AUDIT STRATEGY AND AUDIT PLAN**

**2014 - 2015**

## **INTERNAL AUDIT STRATEGY**

- 1.1 This Audit Strategy is designed to be a high level statement of how the Internal Audit Service will be delivered and developed.
- 1.2 The internal audit service is an assurance function that provides an independent and objective opinion to the organisation on the control environment by evaluating its effectiveness in achieving the organisation's objectives. It objectively examines, evaluates and reports on the adequacy of the control environment as a contribution to the proper economic, efficient and effective use of resources.
- 1.3 The Accounts and Audit Regulations 2011 state that the Board is responsible for ensuring the financial management of the organisation is adequate and effective and that the Board has sound systems of internal control which facilitate the effective exercise of their functions (including risk management). The Board should conduct a review, at least once a year, of the effectiveness of its systems of internal control. The Regulations also require that following the review, the Board must approve an annual governance statement, prepared in accordance with proper practices in relation to internal control. The Internal Audit Service is a key independent and objective source of assurance for the Board.
- 1.4 The authority of Internal Audit is included within Financial Regulations.

## **2 RESOURCES**

- 2.1 The Internal Audit Service is to be provided by an external contractor, appointed by the Board, who is an experienced and qualified internal auditor.

## **3 AREAS OF WORK**

- 3.1 All internal audit work will be undertaken with due regard to the Governance and Accountability in Internal Drainage Boards – a Practitioners' Guide and the Public Sector Internal Audit Standards.
- 3.2 The annual audit plan will be devised through discussions and agreement with the Chief Executive, Board Members and the External Auditor.
- 3.3 The following paragraphs describe the main areas of audit work. The work concentrates on assurance and risk-based audits, traditional probity checks, assistance with risk management and provision of advice.

### **3.3.1 Assurance Audits**

Financial systems are to be reviewed to provide assurance to the Board and for the annual return. Where appropriate probity audits will be undertaken and the propriety, accuracy and recording of transactions sample tested. A risk based approach will be adopted so detailed checking of all systems and transactions will not be undertaken.

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### **3.3.2 Risk Management**

The risk register will be used to determine the main areas of audit. If the risk register is not fully developed assistance will be given if required to complete an operational document. This approach offers flexibility to address the Board's risks as they arise and establishes greater synergy between internal audit and the management of risks facing the Board.

### **3.3.3 Consultancy and Advice**

Internal Audit will be available to assist the Board with control or operational issues. During the year there might be emerging risks or issues that need an independent view or review. In addition, internal audit will be pro-active with suggestions and advice to management from information gained through experience, other IDBs and organisations and networking groups.

### **3.3.4 Anti-fraud and Corruption**

Internal Audit will be pro-active in counter fraud work. Although it is not a function of Internal Audit to detect fraud (this is a responsibility of management and good system control) work will be undertaken to help ensure there are adequate systems and procedures to highlight potential instances.

### **3.3.5 Value for Money (VFM)**

As a part of the audit review, systems and controls established by management to secure VFM will be examined and evaluated. Internal audit can undertake detailed VFM reviews upon request.

## **4.0 Audit Reports**

**4.1** At the completion of each audit a report will be produced and agreed with the Chief Executive. This details the terms of reference and scope of the audit, findings, recommendations and a management action plan. An executive summary which includes an audit opinion on controls will be included.

**4.2** An annual internal audit report shall be produced to the Board to provide an overall opinion on controls and detail the audit work for the year.

## **Internal Audit Plan**

**April 2014 to March 2015**

<b>Audit Areas</b>	<b>Plan Days</b>
Follow-up of 2013/14 audit and Implementation of action plan	1
Planning, discussions, advice and reporting.	1
Systems Review	0.5
Transaction Tests	1.5
Testing and completion of Annual Return	0.5
<b>TOTAL</b>	<b>4.5</b>

This plan is based on the current ADA practitioners guide which requires revision especially with the introduction of the Local Audit and Accountability Act 2014. This could result in increased internal audit work.

STATEMENT OF POLICY REGARDING THE EXERCISE OF DISCRETIONS WITHIN THE  
LOCAL GOVERNMENT PENSION SCHEME

Black Sluice Internal Drainage Board

Station Road

Swineshead

Boston

Lincolnshire

PE20 3PW

Please complete this pro forma and return a copy to:

Mouchel Pensions Unit

Mill House

Brayford Wharf North

Lincoln





LN1 1YT










Or e-mail










[pensions\\_notifications@mouchel-lincoln.com](mailto:pensions_notifications@mouchel-lincoln.com)






**Discretions from 1.4.14 in relation to post 31.3.14 active members and post 31.3.14 leavers being discretions under:**

- **The Local Government Pension Scheme Regulations 2013 [prefix R]**
- **The Local Government Pension Scheme (Transitional Provisions, Savings and Amendment) Regulations 2014 [prefix TP]**
- **The Local Government Pension Scheme (Administration) Regulations 2008 [prefix A]**
- **The Local Government Pension Scheme (Benefits, Membership and Contributions) Regulations 2007 (as amended) [prefix B]**
- **The Local Government Pension Scheme (Transitional Provisions) Regulations 2008 [prefix T]**
- **The Local Government Pension Scheme Regulations 1997 (as amended) [prefix L]**

Importance	Discretion	Regulation	Employer Policy
 Mid	To whom to offer membership of the LGPS (designation bodies)	R3(1)(b) & RSch 2, part 2	All Employees who's engagement exceeds 3 months.
 Mid	Which employees to designate for membership (admission bodies)	R3(1)(c) & R4(2)(b)	All Employees who's engagement exceeds 3 months.
 Mid	Determine rate of employees' contributions	R9(1) & R9(3)	Rates are determined on estimated pay, taking into consideration the previous years pay, in March each year for the following financial year.
 High	Whether, how much, and in what circumstances to contribute to a shared cost APC scheme	R16(2)(e) & R16(4)(d)	New discretion - This discretion will not be adopted.
 Low	Whether, how much, and in what circumstances to contribute to a shared cost AVC arrangement entered into on or after 1.4.14	R17(1) & definition of SCAVC in RSch 1	New discretion - This discretion will not be adopted.
 Low	Whether, how much, and in what circumstances to contribute to a shared cost AVC arrangement entered into before 1.4.14	TP15(1)(d) & A25(3)	This discretion will not be adopted.
 Low	Allow late application to convert scheme AVCs into membership credit i.e. allow application more than 30 days after cessation of active membership (where AVC arrangement was entered into before 13.11.01)	TP15(1)(b) & L66(8) & former L66(9)(b)	New discretion - This discretion will not be adopted.







	<p>No right to return of contributions if member left due to offence of a fraudulent character or grave misconduct unless employer directs a total or partial refund is to be made</p>	<p>R19(2)</p>	<p>Expectation is that a refund of contributions would not be made to employees who are dismissed from their employment as a result of fraudulent misconduct however the decision to allow a partial or full refund will be considered in exceptional circumstances.</p>
	<p>Specify in an employee's contract what other payments or benefits, other than those specified in R20(1)(a) and not otherwise precluded by R20(2), are to be pensionable</p>	<p>R20(1)(b)</p>	<p>The Lincolnshire ADA Wages and Salaries and conditions of service book (White Book) specifies any allowances which are payable.</p>
	<p>In determining Assumed Pensionable Pay, whether a lump sum payment made in the previous 12 months is a "regular lump sum"</p>	<p>R21(5)</p>	<p><b>New discretion – All Lump Sum payments will be excluded when determining Assumed Pensionable Pay.</b></p>
	<p>Whether to extend the 12 month option period for a member to elect that deferred benefits should not be aggregated with a new employment</p>	<p>R22(8)(b)</p>	<p><b>New discretion – The 12 month period can only be extended to correct administrative errors.</b></p>
	<p>Whether to extend the 12 month option period for a member to elect that deferred benefits should not be aggregated with an ongoing concurrent employment</p>	<p>R22(7)(b)</p>	<p><b>New discretion – The 12 month period can only be extended to correct administrative errors.</b></p>
	<p>Whether all or some benefits can be paid if an employee reduces their hours or grade (flexible retirement)</p>	<p>R30(6) &amp; TP11(2)</p>	<p><b>Dealt with on a case by case basis taking into account any financial implications.</b></p>
	<p>Whether to waive, in whole or in part, actuarial reduction on benefits paid on flexible retirement</p>	<p>R30(8)</p>	<p><b>Dealt with on a case by case basis taking into account any financial implications.</b></p>
	<p>Whether to waive, in whole or in part, actuarial reduction on benefits which a member voluntarily draws before normal pension age</p>	<p>R30(8)</p>	<p><b>Dealt with on a case by case basis taking into account any financial implications.</b></p>
	<p>Whether to "switch on" the 85 year rule for a member voluntarily drawing benefits on or after age 55 and before age 60</p>	<p>TPSch 2, paras 2(1) and 2(2)</p>	<p><b>Dealt with on a case by case basis taking into account any financial implications.</b></p>

	Whether to waive any actuarial reduction on pre and/or post April 2014 benefits	TP3(1), TPSch 2, paras 2(1) and 2(2), B30(5) and B30A(5)	Dealt with on a case by case basis taking into account any financial implications.
	Whether to grant additional pension to an active member or within 6 months of ceasing to be an active member by reason of redundancy or business efficiency (by up to £6,500 pa)	R31	The decision to award additional pension will be considered on a case by case basis in exceptional circumstances.
	Whether to use a certificate produced by an IRMP (Independent Registered Medical Practitioner) under the 2008 Scheme for the purposes of making an ill health determination under the 2014 Scheme	TP12(6)	Dealt with on a case by case basis and still taking into account medical advice from the Board's occupational health provider.
	Determine whether a member is entitled to an ill health retirement pension, and what tier of benefit to be awarded.	R36	Dealt with on a case by case basis, taking into account medical advice from the Board's occupational health provider.
	Whether to recover any overpaid Tier 3 pension following commencement of gainful employment	R37(3)	Dealt with on a case by case basis, taking into account medical advice from the Board's occupational health provider.
	Decide whether deferred beneficiary meets criteria of being permanently incapable of former job because of ill health and is unlikely to be capable of undertaking gainful employment before normal pension age or for at least three years, whichever is the sooner	R38(3)	Dealt with on a case by case basis, taking into account medical advice from the Board's occupational health provider.
	Decide whether a suspended ill health tier 3 member is unlikely to be capable of undertaking gainful employment before normal pension age because of ill health	R38(6)	Dealt with on a case by case basis taking into account any financial implications.
	Whether to extend six month period to lodge a stage one IDR appeal	R74(4)	Expectation is that extensions will not be given for the six month period to lodge a Stage One IDR Appeal however this will be considered, by the stage 1 Adjudicator, in exceptional circumstances.
	Whether to apply to Secretary of State for a forfeiture certificate (where member is convicted of a relevant offence)	R91(1) & (8)	Dealt with on a case by case basis taking into account any financial implications.








	<p>Where forfeiture certificate is issued, whether to direct that benefits are to be forfeited (other than rights to GMP – but see R95 below</p>	<p>R91(4)</p>	<p>Dealt with on a case by case basis taking into account any financial implications.</p>
	<p>Where forfeiture certificate is issued, whether to direct interim payments out of Pension Fund until decision is taken to either apply the certificate or to pay benefits</p>	<p>R92(1) &amp; (2)</p>	<p>Dealt with on a case by case basis taking into account any financial implications.</p>
	<p>Whether to recover from Fund any monetary obligation or, if less, the value of the member's benefits (other than benefits from transferred in pension rights or APCs or AVCs or subject to R95 below, in respect of any GMP) where the obligation was incurred as a result of a grave misconduct or a criminal, negligent or fraudulent act or omission in connection with the employment and as a result of which the person has left employment</p>	<p>R93 (2)</p>	<p>Dealt with on a case by case basis taking into account any financial implications.</p>
	<p>Whether, if the member has committed treason or been imprisoned for at least 10 years for one or more offences under the Official Secrets Acts, forfeiture under R91 or recovery of a monetary obligation under R93 should deprive the member or member's surviving spouse or civil partner of any GMP entitlement.</p>	<p>R95</p>	<p>Dealt with on a case by case basis taking into account any financial implications.</p>
	<p>Extend normal time limit for acceptance of a transfer value beyond 12 months from joining the LGPS</p>	<p>R100(68)</p>	<p>Requests to extend the 12 month period will be dealt with on a case by case basis taking into account any financial implications.</p>

**Discretions in relation to scheme members who ceased active membership on or after 1.4.08 and before 1.4.14, being discretions under:**

- **The Local Government Pension Scheme (Administration) Regulations 2008 [prefix A]**
- **The Local Government Pension Scheme (Benefits, Membership and Contributions) Regulations 2007 [prefix B]**
- **The Local Government Pension Scheme (Transitional Provisions) Regulations 2008 [prefix T]**
- **The Local Government Pension Scheme (Transitional Provisions and Savings) Regulations 2014 [prefix TP]**
- **The Local Government Pension Scheme Regulations 2013 [prefix R]**
- **The Local Government Pension Scheme Regulations 1997 (as amended) [prefix L]**

Importance	Discretion	Regulation	Employer Policy
	Whether, for a member leaving on the grounds of redundancy or business efficiency on or before 31 <sup>st</sup> March 2014, to augment membership (by up to 10 years). The resolution to do so would have to be made within 6 months of the date of leaving. Hence this discretion is spent entirely after 30 <sup>th</sup> September 2014.	B12	The decision to award additional membership will be considered on a case by case basis in exceptional circumstances.
	Allow late application to convert scheme AVCs into membership credit i.e. allow application more than 30 days after cessation of active membership	Tsch1 & L66(8) & former L66(9)(b)	Requests to extend the 30 day time period be considered on a case by case basis.
	No right to return of contributions due to offence of a fraudulent character or grave misconduct unless employer directs a total or partial refund is to be made	A47(2)	Expectation is that a refund of contributions would not be made to employees who are dismissed from their employment as a result of fraudulent misconduct however the decision to allow a partial or full refund will be considered in exceptional circumstances.
	Whether to apply to Secretary of State for a forfeiture certificate (where member is convicted of a relevant offence)	A72(1) & (6)	Dealt with on a case by case basis taking into account any financial implications.
	Where forfeiture certificate is issued, whether to direct that benefits are to be forfeited	A72(3)	Dealt with on a case by case basis taking into account any financial implications.
	Where forfeiture certificate is issued, whether to direct interim payments out of Pension Fund until decision is taken to either apply the certificate or to pay benefits	A73(1) & (2)	Dealt with on a case by case basis taking into account any financial implications.



	<p>Whether to recover from Fund any monetary obligation or, if less, the value of the member's benefits (other than transferred in pension rights or AVCs/SCAVCs) where the obligation was incurred as a result of a criminal, negligent or fraudulent act or omission in connection with the employment and as a result of which the person has left employment</p>	<p>A74(2)</p>	<p>Dealt with on a case by case basis taking into account any financial implications.</p>
	<p>Whether to recover from Fund any financial loss caused by fraudulent offence or grave misconduct of employee (who has left because of that), or amount of refund if less</p>	<p>A76(2) &amp; (3)</p>	<p>Dealt with on a case by case basis taking into account any financial implications.</p>
	<p>Whether to grant application for early payment of deferred benefits on or after age 55 and before age 60</p>	<p>B30(2)</p>	<p>Dealt with on a case by case basis taking into account any financial implications.</p>
	<p>Whether to waive, on compassionate grounds, the actuarial reduction applied to deferred benefits paid early under B30</p>	<p>B30(5)</p>	<p>Dealt with on a case by case basis taking into account any financial implications.</p> <p>Board's definition of compassion is "situations of severe personal distress resulting from non-financial circumstances affecting the individual or close relative (eg spouse, child, parent) leading to unavoidable financial hardship".</p> <p>In all cases, some form of independent corroboration will be required.</p>
	<p>Whether to grant an application for early payment of a suspended tier 3 ill health pension on or after age 55 and before age 60</p>	<p>B30A(3)</p>	<p>Dealt with on a case by case basis taking into account any financial implications.</p>
	<p>Whether to waive, on compassionate grounds, the actuarial reduction applied to benefits paid early under B30A</p>	<p>B30A(5)</p>	<p>Dealt with on a case by case basis taking into account any financial implications.</p> <p>Board's definition of compassion is "situations of severe personal distress resulting from non-financial circumstances affecting the individual or close relative (eg spouse, child, parent) leading to unavoidable financial hardship".</p> <p>In all cases, some form of independent corroboration will be required.</p>
	<p>Decide whether deferred beneficiary meets permanent ill health and reduced likelihood of gainful employment criteria</p>	<p>B31(4)</p>	<p>Dealt with on a case by case basis, taking into account medical advice from the Board's occupational health provider.</p>

	Decide whether a suspended ill health tier 3 member is permanently incapable of undertaking any gainful employment	B31(7)	Dealt with on a case by case basis, taking into account medical advice from the Board's occupational health provider.
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**Discretions under the Local Government Pension Scheme Regulations (2013 (amended) in relation to scheme members who ceased active membership before 1.4.08**

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Importance	Discretion	Regulation	Emplo
	Grant application from a post 31.3.98 / pre 1.4.08 leaver for early payment of benefits on or after age 50/55 and before age 60 (see Note below)	31(2)	Dealt with on a case by case basis taking into account any financial implications.
	Waive, on compassionate grounds, the actuarial reduction applied to benefits paid early to a post 31.3.98 / pre 1.4.08 leaver.	31(5)	Dealt with on a case by case basis taking into account any financial implications.  Board's definition of compassion is "situations of severe personal distress resulting from non-financial circumstances affecting the individual or close relative (eg spouse, child, parent) leading to unavoidable financial hardship".  In all cases, some form of independent corroboration will be required.
	Pre 1.4.08 optants out only to get benefits paid from NRD if employer agrees	31(7A)	Dealt with on a case by case basis.
	Decide, in the absence from a post 31.3.98 / pre 1.4.08 leaver of an election from the member within 3 months of being able to elect, which benefit is to be paid where the member would be entitled to a pension or retirement grant under 2 or more regulations in respect of the same period of Scheme membership	34(1)(b)	Dealt with on a case by case basis.
	No right to return of contributions due to offence of a fraudulent character unless employer directs a total or partial refund is to be made (pre 1.4.08 leavers)	88(2)	Expectation is that a refund of contributions would not be made to employees who are dismissed from their employment as a result of fraudulent misconduct however the decision to allow a partial or full refund will be considered in exceptional circumstances.
	Forfeiture of pension rights on issue of Secretary of State's certificate ( pre 1.4.08 leavers)	111(2) & (5)	Dealt with on a case by case basis taking into account any financial implications.
	Where forfeiture certificate is issued, direct interim payments out of Pension Fund until decision is taken to either apply the certificate or to pay benefits (pre	112(1)	Dealt with on a case by case basis taking into account any financial implications.

	1.4.08 leavers)		
Mid	Recovery from Fund of monetary obligation owed by former employee or, if less, the value of the member's benefits (other than transferred in pension rights) (pre 1.4.08 leavers)	113(2)	Dealt with on a case by case basis taking into account any financial implications.
Mid	Recovery from Fund of financial loss caused by employee, or amount of refund if less (pre 1.4.08 leavers)	115(2) & (3)	Dealt with on a case by case basis taking into account any financial implications.

**Note:** benefits paid on or after age 50 and before age 55 are subject to an unauthorised payments charge and, where applicable, an unauthorised payments surcharge under the Finance Act 2006. Also, any part of the benefits which had accrued after 5 April 2006 would generate a scheme sanction charge.

#### Discretions under the Local Government Pension Scheme Regulations 1995 (as amended) in relation to pre 1.4.98 scheme leavers

Importance	Discretion	Regulation	Employer Policy
Mid	Grant application from a pre 1.4.98 leaver for early payment of deferred benefits on or after age 50 on compassionate grounds (see Note below)	D11(2)(c)	Dealt with on a case by case basis with final decision taken by the Head of People Management.  Board's definition of compassion is "situations of severe personal distress resulting from non-financial circumstances affecting the individual or close relative (eg spouse, child, parent) leading to unavoidable financial hardship".  In all cases, some form of independent corroboration will be required.
Low	Decide, in the absence from a pre 1.4.98 leaver of an election from the member within 3 months of being able to elect, which benefit is to be paid where the member would be entitled to a pension or retirement grant under 2 or more regulations in respect of the same period of Scheme membership	D10	Dealt with on a case by case basis.

**Note:** benefits paid on or after age 50 and before age 55 are subject to an unauthorised payments charge and, where applicable, an unauthorised payments surcharge under the Finance Act 2006. However, as the benefits had accrued prior to 6 April 2006, they would not generate a scheme sanction charge.

I warrant that the above policies reflect the policy intention of Black Sluice Internal Drainage Board as at 25<sup>th</sup> June 2014.

Signed:.....

Position:.....

Official Seal/Company stamp:

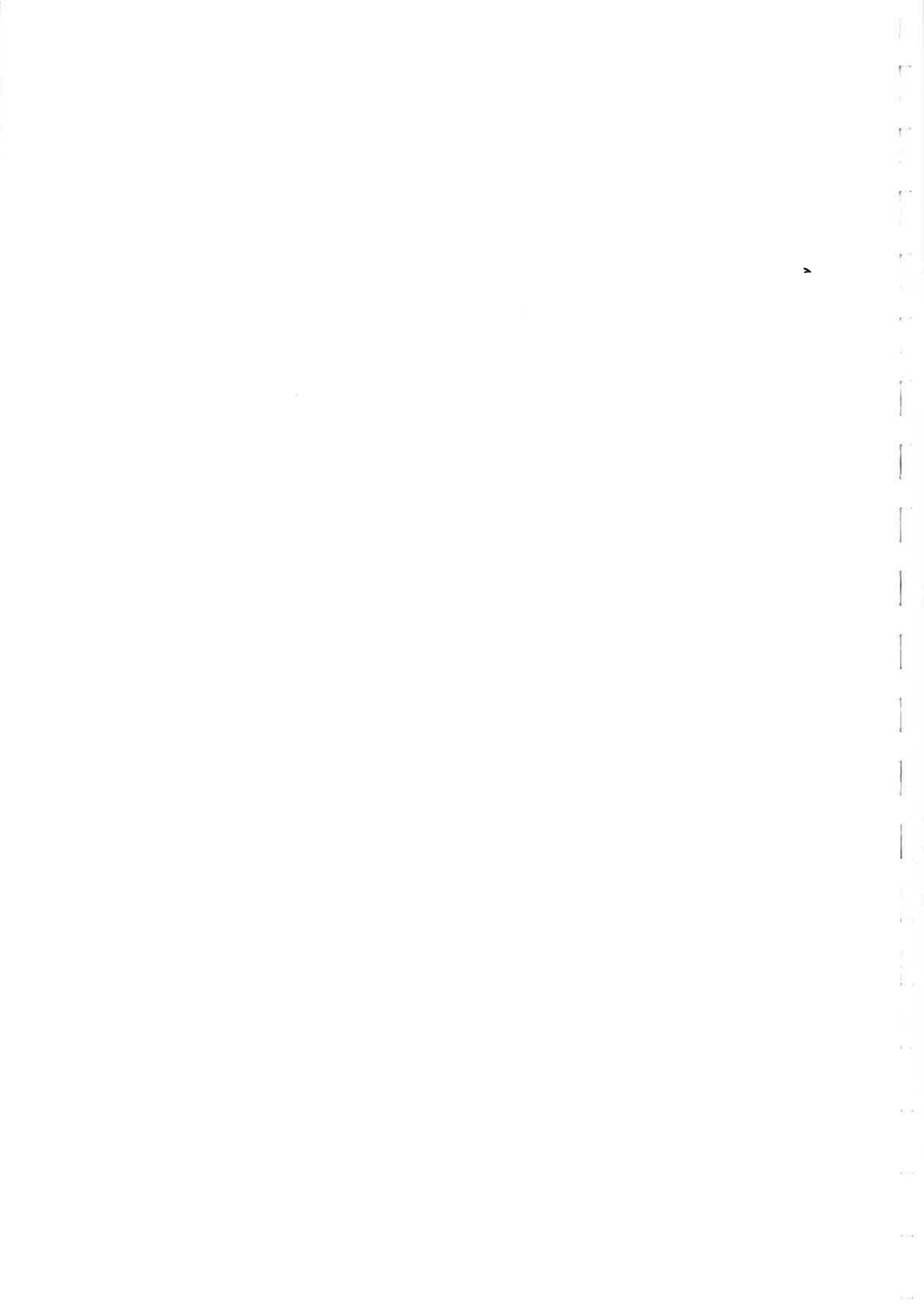
# Black Sluice Internal Drainage Board

## Executive Committee - 4th June 2014

### Agenda Item 12

#### 2014/15 Schemes Budget

Description	Total											
	01	02	03	04	05	06	07	08	09	10	11	12
1032 Sluice Improvement	50,000	11,384	1,500	5,000								32,116
1038 Culvert 2588 - Dowsby Fen	9,000	9,000										0
1039 Culvert 1999 - Trinity College	7,000			7,000								0
1040 Culvert 818 - Hacombby Drove	16,000			16,000								0
1041 Culvert 1265 - Horbling	6,400			3,000								0
1043 Culvert 180 - Dowsby Fen	9,000		3,000	6,000								0
1035 Kilton Meeres Long Culvert	30,000											0
1036 Swineshead Phase 1 Culverts	80,000											0
1037 Graft Drain Improvement	150,000	5,830							5,000			0
1044 Culvert 2983 - Damford	5,000									5,000		0
1045 Culvert 756 - South Kyme	7,000									7,000		0
1046 Culvert 3004 - South Kyme	7,000											0
1047 Culvert 1281 - Dowsby Fen	7,000											0
1048 Culvert 1282 - Dowsby Fen	6,000											0
1033 Culvert Contributions	(2,400)											(2,400)
1099 Drain Schemes Grant in Aid	250,000											(250,000)
<b>Schemes</b>	<b>135,000</b>	<b>17,214</b>	<b>13,500</b>	<b>30,000</b>	<b>19,400</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,000</b>	<b>12,000</b>	<b>158,000</b>	<b>(111,114)</b>
1138 Sempingham Pump Sln Weedscreen Cleaner	81,000											31,000
1139 Dowsby Fen PS, Near Roof	13,000			14,000		13,000						0
1140 Helpingham PS, VSD motor control	14,000											0
1141 Swineshead PS, alterations to suction bays	39,000				19,000							0
1142 Ewerby PS, Refurbish pump 1 & 2.	20,000			10,000								0
1143 Bicker Eau Pump Replace 2xPumps	14,000			14,000								0
1144 Cooks Lock & Chain Bridge Eel passes	80,000						40,000	40,000				0
1145 Pumping Station Eel Pass Studies (10No)	50,000						10,000	10,000				10,000
1199 Pumping Station Grant in Aid	(211,000)											(211,000)
<b>Pumping Station Schemes</b>	<b>180,000</b>	<b>0</b>	<b>0</b>	<b>24,000</b>	<b>24,000</b>	<b>33,000</b>	<b>40,000</b>	<b>50,000</b>	<b>10,000</b>	<b>10,000</b>	<b>60,000</b>	<b>(170,000)</b>



# **BLACK SLUICE INTERNAL DRAINAGE BOARD**

## **EXECUTIVE COMMITTEE – 4<sup>th</sup> JUNE 2014**

### **AGENDA ITEM No 14**

#### **SOLAR PANELS**

1. With the available investment opportunities currently on the Market we have been looking into other opportunities to invest the Board's surplus funds, especially with the imminent sale of Carlton Road.
2. With the assistance of Lark Energy Western power have confirmed that there is a capacity for a 40 KW system to be installed on the roof of our Headquarters building. The roof will take up to a 69KW system.
3. We approached Lark Energy, Navitron and PCE installations for quotes to install various systems but as we are restricted to a 40KW system I included details below.

- a. 40KW installation using assuming 50% of the power generated will be used.

<b>Company</b>	<b>Installation Cost</b>	<b>20 Year Return</b>	<b>Annual %</b>
Lark Energy	£55,448	£168,507	15.20%
Navitron	£46,362	£165,526	17.85%
PCE Installations	Failed to update 2011 Quote		

- b. 30KW installation where it is deemed that 50% of the power generated has been used (The more we use over 50% the more we benefit)

<b>Company</b>	<b>Installation Cost</b>	<b>20 Year Return</b>	<b>Annual %</b>
Lark Energy	£42,145	£129,704	15.39%
Navitron	£34,092	£126,672	18.58%
PCE Installations	Failed to update 2011 Quote		

4. Whilst the 30KW installation from Navitron has the better annual return percentage I would recommend the larger investment of the 40KW site if the Board wishes to proceed to maximise our potential return.
5. There is a possibility of upgrading the Western Power system to enable a larger installation but the cost of this would have to be considered with the additional benefits.

Daniel Withnall  
Finance Manager





# Internal Drainage Boards in England

## Annual return for the financial year ended 31 March 2014

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Internal Drainage Boards in England with an annual turnover of £6.5 million or less must complete an annual return in accordance with proper practices summarising their activities at the end of each financial year.

Each annual return on pages 2 to 5 is made up of four sections:

- Sections 1 and 2 are completed by the person nominated by the board.
- Section 3 is completed by the external auditor appointed by the Audit Commission.
- Section 4 is completed by the board's internal audit provider.

Each board must approve this annual return no later than 30 June 2014.

### Completing your annual return

Guidance notes, including a completion checklist, are provided on page 6 and at relevant points in the annual return.

Complete all sections highlighted in blue. Do not leave any blue box blank. Incomplete or incorrect returns require additional external audit work and may incur additional costs.

Send the annual return, together with your bank reconciliation as at 31 March 2014, an explanation of any significant year on year variances in the accounting statements and any additional information requested, to your external auditor by the due date.

Your external auditor will identify and ask for any additional documents needed for audit. Therefore, unless requested, do not send any original financial records to the external auditor.

Audited and certified annual returns will be returned to the board for publication or public display of sections 1, 2 and 3. You must publish or display the audited annual return by 30 September 2014.

It should not be necessary for you to contact the external auditor or the Audit Commission directly for guidance.

More guidance on completing this annual return is available in the Practitioners' Guide for Internal Drainage Boards that can be downloaded from the Association of Drainage Authorities' website at [www.ada.org.uk](http://www.ada.org.uk)

# Section 1 – Accounting statements 2013/14 for

Enter name of reporting body here:

BLACK SLUICE

Internal Drainage Board

	Year ending		Notes and guidance
	31 March 2013 £	31 March 2014 £	
1 Balances brought forward	539,031	527,482	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2 (+) Rates and special levies	1,967,066	1,970,435	Total amount of direct rates on landowners and special levies on local authorities received or receivable in the year.
3 (+) All other income	226,346	541,196	Total income or receipts as recorded in the cashbook less the rates and special levies (line 2). Include all grants and contributions from EA here.
4 (-) Watercourses and pumping stations	1,421,806	1,758,715	Total expenditure or payments including capital spending and employment costs on construction and maintenance of watercourses and pumping stations.
5 (-) Loan interest/ capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the Board's borrowings (if any).
6 (-) All other payments	783,155	587,230	Total payments or expenditure as recorded in the cashbook less watercourses and pumping stations (line 4) and loan interest/ capital repayments (line 5). Include all contributions to EA here.
7 (=) Balances carried forward	527,482	693,171	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8 Total cash and short term investments	476,035	782,198	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – to agree with bank reconciliation.
9 Total fixed assets plus other long term investments and assets	5,306,127	5,291,278	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the Board as at 31 March.
10 Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

I certify that for the year ended 31 March 2014 the accounting statements in this annual return present fairly the financial position of the Board and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer:

*D. W. Thomas*

Date 25/04/2014

I confirm that these accounting statements were approved by the Board on this date:

25/06/2014

and recorded as Board minute reference:

Signed by Chair of meeting approving these accounting statements:

Date 25/06/2014

## Section 2 – Annual governance statement 2013/14

We acknowledge as the members of: BLACK SLICE Internal Drainage Board our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2014, that:

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

This annual governance statement is approved by the board and recorded as minute reference

dated 25/06/2014

Signed by:

Chair [Signature]

dated 25/06/2014

Signed by:

Clerk [Signature]

dated 25/06/2014

\*Note: Provide explanations to the external auditor on a separate sheet for each 'No'. Describe how the board will address the weaknesses identified.

## Section 3 – External auditor certificate and opinion 2013/14

### Certificate

We certify that we have completed the audit of the annual return for the year ended 31 March 2014 of:

BLACK SLUICE

Internal Drainage Board

### Respective responsibilities of the board and the auditor

The board is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The board prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2014; and
- confirms and provides assurance on those matters that are important to our audit responsibilities.

Our responsibility is to conduct an audit in accordance with guidance issued by the Audit Commission and, on the basis of our review of the annual return and supporting information, to report whether any matters that come to our attention give cause for concern that relevant legislation and regulatory requirements have not been met.

### External auditor report

(Except for the matters reported below)\* on the basis of our review, in our opinion the information in the annual return is in accordance with proper practices and no 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 wish to draw to the attention of the board:

(continue on a separate sheet if required)

External auditor signature

External auditor name  Date

Note: The auditor signing this page has been appointed by the Audit Commission and is reporting to you that they have carried out and completed all the work that is required of them by law. For further information please refer to the Audit Commission's publication entitled Statement of Responsibilities of Auditors and of Audited Small Bodies.

## Section 4 – Annual internal audit report 2013/14 to

Enter name of reporting body here:

BLACK SLICE

Internal Drainage Board

The board's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2014.

Internal audit has been carried out in accordance with the board'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 following control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the board.

Internal control objective	Agreed? Please choose from one of the following		
	Yes	No*	Not covered**
A Appropriate accounting records have been properly kept throughout the year.	✓		
B The board's financial regulations have been met, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C The board assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D The annual rating 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 expenditure was approved and VAT appropriately accounted for.	✓		
G Salaries to employees and allowances to board members were paid in accordance with board approvals, and PAYE and NI requirements were properly applied.	✓		
H Asset and investments registers were complete and accurate and properly maintained.	✓		
I Periodic and year-end bank account reconciliations were properly carried out.	✓		
J Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments/income and expenditure) agreed to the cash book, were supported by an adequate audit trail from underlying records, and where appropriate debtors and creditors were properly recorded.	✓		

For any other risk areas identified by the board (list any other risk areas below or on separate sheets if needed) adequate controls existed:

See Annual Internal Audit Report for details

Name of person who carried out the internal audit:

DAVID GAWING

Signature of person who carried out the internal audit:

*D. Gawing*

Date: 28 04 2014

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

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

## Guidance notes on completing the 2013/14 annual return

- 1 You must apply proper practices for preparing this annual return. Proper practices are found in the Practitioners' Guide\* which is updated from time to time and contains everything you should need to prepare successfully for your financial year-end and the subsequent audit.
- 2 Make sure that your annual return is complete (i.e. no empty blue boxes), and is properly signed and dated. Avoid making any amendments to the completed return. But, if this is unavoidable, make sure the amendments are drawn to the attention of, and approved by the board, properly initialled and an explanation is provided to the external auditor. Annual returns containing unapproved or unexplained amendments will be returned unaudited and may incur additional costs.
- 3 Use the checklist provided below. Use a second pair of eyes, perhaps a board member or the Chair, to review your annual return for completeness before sending it to the external auditor.
- 4 Do not send the external auditor any information not specifically asked for. Doing so is not helpful. However, you must notify the external auditor of any change in Clerk, Responsible Finance Officer or Chair.
- 5 Make sure that the copy of the bank reconciliation which you send to your external auditor with the annual return covers all your bank accounts. If your board holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree your bank reconciliation to Box 8 on the Accounting statements (Section 1). You must provide an explanation for any difference between Box 7 and Box 8. More help on bank reconciliation is available in the Practitioners' Guide\*.
- 6 Explain fully significant variances in the accounting statements on page 2. Do not just send in a copy of your detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include a complete analysis to support your explanation. There are a number of examples provided in the Practitioners' Guide\* to assist you.
- 7 If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or you do not fully explain variances, this may incur additional costs for which the auditor will make a charge.
- 8 Make sure that your accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2013) equals the balance brought forward in the current year (Box 1 of 2014).
- 9 Do not complete section 3. The external auditor will complete it at the conclusion of the audit.

Completion checklist - 'No' answers mean you may not have met requirements		Done?
All sections	All blue boxes have been completed?	
	All information requested by the external auditor has been sent with this annual return? Please refer to your notice of audit.	
Section 1	Board approval confirmed by signature of Chair of meeting approving accounting statements?	
	An explanation of significant variations from last year to this year is provided?	
	Bank reconciliation as at 31 March 2014 agreed to Box 8?	
Section 2	An explanation of any difference between Box 7 and Box 8 is provided?	
	For any statement to which the response is 'no', an explanation is provided?	
Section 4	All blue boxes completed by internal audit and explanations provided?	

\*Note: Governance and Accountability for Internal Drainage Boards in England – A Practitioners' Guide, is available from the ADA website [www.ada.org.uk](http://www.ada.org.uk) or from The Association of Drainage Authorities, 12 Cranes Drive, Surbiton, Surrey, KT5 8AL.

**BLACK SLUICE INTERNAL DRAINAGE BOARD  
RISK REGISTER**

Objectives	Ref	Risk	Risk Score	Gaps in control	Action Plan	Officer Responsible
To provide and maintain standards of sound needs based sustainable flood protection.	1.1	Being unable to prevent flooding to property or land	3			I Warsap
	1.2	Loss of Electricity Supply	3			I Warsap
	1.3	Pumps failing to operate	3		Maintenance	C Richards
	1.4	Watercourses being unable to convey water	2		Maintenance	I Warsap
	1.5	In operating machinery to maintain watercourses	2		Training	I Warsap
	1.6	Claims from third parties for damage to property or injury	2			I Warsap
	1.7	Loss of senior staff	2			I Warsap
	1.8	Insufficient finance to carry out works	2			D Withnall
	1.9	Reduction in staff performance	2			I Warsap
	1.10	Insufficient staff resources	2		Review	I Warsap
To conserve and enhance the environment wherever practical and possible to ensure there is no net loss of biodiversity.	2.1	Prosecution for not adhering to environmental legislation	2		BAP	I Warsap
	2.2	Non delivery of objectives	2		BAP	I Warsap
	3.1	Emergency Plan inadequate or not up to date	1		Review	I Warsap
To provide a 24 hour/365 day emergency response for the community	3.2	Insufficient resources	2		Review	I Warsap
	3.3	Critical Incident loss of office	3	None		
	4.1	Injury to staff and subsequent claims and losses	2		Training	I Warsap
To provide a safe and fulfilling working environment for staff.	4.2	Not complying with Health and safety legislation	3		Consultant	I Warsap
	5.1	Loss of cash	1	None		D Withnall
	5.2	Loss of money invested in building societies and banks	2	None		D Withnall
	5.3	Fraud by senior officers	1	None		D Withnall
	5.4	Risk of Inadequacy of Internal Checks	2			D Withnall
	6.1	Board members in making decisions	1			I Warsap
	6.2	Not complying with all employment regulations and laws	2			I Warsap
	7.1	Not collecting sufficient income to fund expenditure	1		Accounts	D Withnall
To ensure that all actions taken by the Board comply with all current U.K. and E.U. legislation	7.2	IDB abolished or taken over	1			I Warsap
	7.3	Premises at 72 Carlton Road not sold	2			I Warsap
	8.1	Loss of telemetry	2		Maintenance	C Richards
A cost efficient IDB that provides a Value for Money service.	8.2	Loss of telephone Communications	1			D Withnall
	8.3	Loss of Internet Connection	2			D Withnall
	8.4	Network Failure	3			D Withnall
	8.5	Network Security Breach	2			D Withnall
	8.6	Virus on Network	2			D Withnall
	8.7	Loss of accounting records	2	None		D Withnall
	8.8	Loss of rating records	2	None		D Withnall
	Information Technology and Communications	8.1	Loss of telemetry	2		Maintenance
8.2		Loss of telephone Communications	1			D Withnall
8.3		Loss of Internet Connection	2			D Withnall
8.4		Network Failure	3			D Withnall
8.5		Network Security Breach	2			D Withnall
8.6		Virus on Network	2			D Withnall
8.7		Loss of accounting records	2	None		D Withnall
8.8		Loss of rating records	2	None		D Withnall





**Black Sluice Internal Drainage Board**  
**Project Summary**  
**2014/15**  
**Period 2 - April 2014**

	2014/15 Current Period	2014/15 Actual YTD	2014/15 Budget	Actual / Budget Variance	2014/15 Forecast	Actual / Forecast Variance	2013/14 Actual YTD	2013/14 Variance
<b>Rates &amp; Levies</b>	566,504	566,504	551,851	14,653	0	566,504	1,038,758	(472,254)
Interest & Grants	1,020	1,020	1,334	(314)	0	1,020	6,359	(5,339)
Other Income	5,266	5,266	7,017	(1,751)	0	5,266	8,358	(3,092)
Rechargeable Profit	22	792	0	792	0	(792)	15,042	(14,250)
<b>Total Income</b>	<b>572,812</b>	<b>573,581</b>	<b>560,202</b>	<b>13,379</b>	<b>0</b>	<b>571,998</b>	<b>1,068,518</b>	<b>(494,936)</b>
<b>Schemes</b>	17,960	25,325	18,714	(6,611)	0	25,325	48,565	21,240
Pumping Station Schemes	1	0	0	(0)	0	0	266	266
Pumping Station Maintenance	15,849	33,654	44,283	(7,287)	0	51,570	33,016	(637)
Electricity	11,158	17,917					18,985	1,069
Drain Maintenance	14,351	62,928	41,524	(21,404)	0	62,928	41,332	(21,596)
Environmental Schemes	1,644	2,164	9,133	6,969	0	2,164	6,149	3,985
Administration & Establishment	34,234	66,509	77,110	10,601	0	66,509	87,106	20,598
<b>Total Expenditure</b>	<b>95,196</b>	<b>208,496</b>	<b>190,764</b>	<b>(17,732)</b>	<b>0</b>	<b>208,496</b>	<b>233,420</b>	<b>24,924</b>
<b>Surplus / (Deficit)</b>	<b>477,616</b>	<b>365,085</b>	<b>369,438</b>	<b>(4,353)</b>	<b>0</b>	<b>365,085</b>	<b>835,098</b>	<b>(470,013)</b>
<b>Movement on reserves</b>								
Development Reserve								
Plant Reserve	(4,262)	(813)	(295)	518	0	(813)	(1,848)	(1,035)
Wages oncost Reserve	8,853	11,040	0	(11,040)	0	11,040	(2,833)	(13,873)
<b>Surplus / (Deficit)</b>	<b>473,025</b>	<b>354,857</b>	<b>369,733</b>	<b>6,170</b>	<b>0</b>	<b>354,857</b>	<b>839,779</b>	<b>(455,105)</b>

**Black Sluice Internal Drainage Board**  
**Income & Expenditure Summary**  
**2014/15**  
**Period 2 - April 2014**

	2013/14	2012/13	Variance
Drainage Rates	538,185	559,146	(20,961)
Special Levies	28,318	479,612	(451,294)
Recoverable	7,729	35,697	(27,968)
Misc Income	6,499	14,804	(8,305)
	580,731	1,089,259	(508,527)
Employment Costs	143,154	154,902	11,748
Property	22,357	28,820	6,463
General Expenses	19,786	55,394	35,608
Materials / Stock	(10,737)	9,450	20,186
Motor & Plant	33,719	31,042	(2,677)
Miscellaneous	(80,789)	5,740	86,529
Recharges	52,513	(83,428)	(135,941)
Plant	45,871	47,561	1,690
<b>Total Expenditure</b>	225,874	249,480	23,606
<b>Net Surplus / (Deficit)</b>	354,857	839,778	(484,921)

# Black Sluice Internal Drainage Board

## Balance Sheet at Period End

### 2014/15

Period 2 - April 2014

	<u>2014/15</u>		<u>2013/14</u>	
	£	£	£	£
Operational Land & Buildings Cost	937,739		937,739	
Pumping Stations Cost	3,861,354		3,861,354	
Non-operational Property Cost	90,000		90,000	
Vehicles, Plant & Machinery Cost	402,185		426,534	
<b>Fixed Assets</b>		5,291,278		5,315,627
Stores Cont	34,700		38,458	
Debtors Cont	10,714		26,761	
VAT	44,033		35,748	
Grants Debtor	(86,273)		0	
Car Loans	0		9,598	
Prepayments	67,567		34,120	
Draw Acc	(29,245)		19,010	
Call Acc	222,044		222,443	
Petty Cash	512		417	
Rechargeable Work in Progress	(32,899)		0	
Natwest Government Procurement C	(580)		(438)	
Reserve Account	887,738		1,035,454	
<b>Total Current Assets</b>		1,118,310		1,421,573
Trade Creditors	(30,948)		(27,852)	
PAYE & NI Control Account	(14,368)		(14,038)	
Superannuation Contrl Account	(10,921)		(16,185)	
Union Subs Control Account	(184)		(125)	
AVC Control Account	(25)		(20)	
Accruals	(13,837)		0	
Wag & Sal Cont	0		(5,594)	
Suspense	0		0	
<b>Total Liabilities</b>		(70,283)		(63,813)
Pension Liability		(2,919,000)		(2,403,000)
		<b>3,420,305</b>		<b>4,270,387</b>
Capital Outlay	5,291,278		5,306,127	
Pension Reserve	(2,919,000)		(2,403,000)	
<b>Total Capital</b>		2,372,278		2,903,127
General Reserve	344,335		313,582	
Development Reserve	134,767		105,605	
Plant Reserve	112,025		50,186	
Wage On-Cost Reserve	102,043		58,110	
Surplus/Deficit in Period	354,857		839,778	
<b>Total Reserves</b>		1,048,027		1,367,260
		<b>3,420,305</b>	0	<b>4,270,387</b>
<b><u>Cash &amp; Bank Balances</u></b>				
Drawings Account		(29,245)		
Call Account		22,044	222,044	
Natwest Reserve Account @ 0.50%		887,738		
Petty Cash		512		
Chargecard		(580)		
Monmouthshire BS @ 1.75%		200,000	30 Day Notice	
		<b>1,080,468</b>		



**BLACK SLUICE INTERNAL DRAINAGE BOARD**

**BOARD MEETING – 25<sup>th</sup> JUNE 2014**

**AGENDA ITEM No 10**

**COMPENSATION RATES**

1. The Summer and Winter Compensation Rates were increased last year and are shown below, I recommend to retain these rates until the Board meeting in June 2015.

<b><u>Compensation during Summer Roding operations (July to September 2013)</u></b>	
Wheat & Oilseed Rape	£605 per acre or £1,495 per hectare
Sugar Beet	£840 per acre or £2,076 per hectare
Cabbage	£1,310 per acre or £3,237 per hectare
Brussel Sprouts	£1,575 per acre or £3,892 per hectare
Potatoes	£3,150 per acre or £7,784 per hectare
<b><u>Compensation for Winter Cleansing (November 2013 to April 2014)</u></b>	
All crops	£530 per acre or £1,310 per hectare

2. The Land Loss Compensation Rates were increased last year and are shown below. The current rate is 95 x rateable land value per acre, I recommend retaining these rates until the Board meeting in June 2015.

<b>Land loss payment range 2013/14</b>			
<b>Multiplier</b>	<b>Rateable value £/acre</b>	<b>Comp £/acre</b>	<b>Comp £/ha</b>
95	85	8,075	19,953
95	80	7,600	18,780
95	75	7,125	17,606
95	70	6,650	16,432
95	65	6,175	15,258
95	60	5,700	14,085
95	55	5,225	12,911
95	50	4,750	11,737
95	45	4,275	10,564

3. Proposal to prepare a Crop and Land Loss Policy to present to the November Audit & Risk Committee Meeting implementing policy on the items above along with further year(s) crop loss due to arisings not being spread, bare land compensation rates, the timing of spoil spreading (viability of the Board purchasing a Drott) etc.

Ian Warsap  
Chief Executive



## ASSOCIATION OF DRAINAGE AUTHORITIES

### LINCOLNSHIRE BRANCH

Minutes of a Meeting of the Branch held at Bainland Country Park, Woodhall Spa on Thursday 27<sup>th</sup> February 2014.

***Present:-***

N Osborne	Branch Chairman & Member – Witham First IDB	
R Leggott	Vice-Chairman & Member – Witham 4 <sup>th</sup> /Black Sluice IDB	
P Bateson	Branch Secretary & Chief Executive, Witham 4th IDB	
Black Sluice	K Casswell	Vice-Chairman
	R Wray	Member
	Michael Brookes	Member
	I Warsap	Chief Executive
	D Withnall	Finance Officer
Lindsey Marsh	H Marfleet	Chairman
	P Pridgeon	Member
	G Crust	Member
	A McGill	Chief Executive
	D Sisson	Engineer
North East Lindsey	T Vessey	Chief Executive
North Level	J Hoyles	Chairman
	P Sharman	Engineer
South Holland	S Markillie	Vice-Chairman
Witham First, Witham Third And Upper Witham	R Fletcher	Chairman (W1)
	P Gilbert	Vice Chairman (W1)
	B Leggate	Member (W1)
	P Hoyes	Chairman (W3)
	F Myers	Chairman (UW)
	R Ballerini	Vice Chairman (UW)
	Mrs J Froggatt	Chief Executive
	M Shilling	Operations Manager
	K Pratt	Engineer (UW)
Witham Fourth	J Grant	Chairman
	P Richardson	Vice Chairman
	C Hardy	Member
	A Carrott	Engineering Manager
	M Redding	Environment Officer
Lincolnshire CC	D Hickman	Partnership Team
Environment Agency	I Russell	Partnerships Manager

Guests

R Caudwell

Ang. Northern RFCC Chair

P Tame

NFU

S Proctor

CLA

## **1. CHAIRMAN'S ANNOUNCEMENTS**

The Chairman had several announcements:

- He reported the sad loss of Ted Grant, a former Chairman and Member of the Witham Fourth IDB who had done much to promote IDBs in Lincolnshire and beyond. Members stood for a moment's silence in memory of Ted.
- He thanked Robert Caudwell for his praise of IDBs and their involvement in the December 2013 tidal surge event, at the RFCC meeting in January.
- He congratulated John Hoyles on receiving an MBE in the latest list.
- He welcomed Paul Tame from the NFU and also Peter Richardson, the new Vice Chairman of Witham Fourth IDB. Finally he welcomed Sam Ireland to her first meeting as she would shortly take over the role of secretary for the Environment Committee.
- He said that IDBs in Lincolnshire had offered their support to Colleagues in the Somerset Levels through ADA and were told that this assistance would be appreciated as soon as water levels dropped.

## **2. APOLOGIES**

The Secretary reported apologies for absence from:

Mr M Scott, Mr P Bedford (Black Sluice IDB), Mr D Worth, Mr P Camamile (South Holland), Mr T Purlant, Mrs K Daft (Welland & Deepings) and Mr A Carrott (Witham Fourth).

## **3. MINUTES**

The Minutes of the Meeting held on 17<sup>th</sup> October 2013 were confirmed as accurate and signed by the Chairman.

## **4. MATTERS ARISING**

There were no matters arising but the Secretary highlighted that the 2014 AGM would now be held on Thursday 1 May 2014 at Forest Pines Hotel near Brigg, in order to ensure that a representative from ADA would be able to attend.

## **5. ELECTION OF ADA DIRECTOR**

Branch members had been asked to nominate individuals to stand as a Director on the newly created ADA limited company Board, to take effect from 1 April 2014. Only one nomination had been received and it was therefore confirmed that Peter Pridgeon should become the Branch Director for Lincolnshire for a 3 year term. Peter said he was pleased to be appointed and would ensure that he communicated the views from the Lincolnshire Branch at future ADA meetings. He was also pleased that the Branch was well represented on the two sub-committees that report into the ADA Board which would ensure no loss in communication to/from ADA at this level. He said that a smaller executive would be better for ADA.

Neighbouring Branch members felt that the communication by ADA regarding incorporation and the subject of directors and their liabilities had been poor. Peter Pridgeon said he would ensure that this was fed back to ADA.



## **6. LINCOLNSHIRE FLOOD RISK and DRAINAGE MANAGEMENT PARTNERSHIP**

David Hickman covered three points in relation to The Partnership:

- The Common works programme was being finalised and published in April 2014. The ambition is to make it a 3 year rolling programme but the first step is to agree the governance arrangements and a meeting of RMA officers would take place shortly to agree this.
- Joint Flood Risk Management Plans (FRMPs) would be developed nationally at River Basin level but the Partnership needed to complete these at a local level This process had now started using a common set of criteria for flood risk from all sources but would be led by the EA.
- The SUDS regulations were planned to come into force in April 2014 which presents a big challenge for LCC as the Lead Local Flood Authority. This date was now deferred (*now October 2014*), and there is still major concern that DCLG are not allowing any sort of charge to be levied for SUDS adoption as it would be seen as taxation.

Members voiced their concerns over the lack of ability to “tax” SUDS approvals and the pilot studies that farmers are taking part in, whereby they are able to perform maintenance work in place of the EA. Robert Caudwell said there is an opportunity for this work to be done professionally by IDBs, particularly in upland areas should the rating of upland areas (agri land and developed areas), gain support. DEFRA are trying to push the cost of work upstream but it was felt that farmers ought not to maintain main rivers. It was suggested that the Branch write to the Secretary of State for EFRA to outline the above (Branch secretary to draft), and Paul Tame informed the Branch that there was a DEFRA consultation due in October 2014 covering the same issues.

Sam Markillie updated the Branch on the study of the former lines of reclamation which was very important and the recent tidal event highlighted the benefits of containment during such events.

## **7. PRESENTATION BY THE CLA ON COASTAL DEFENCES AND MAINTENANCE**

Stafford Proctor of the CLA had been invited to address the Branch following a meeting of a Wash Frontagers Group in response to the tidal flooding in December 2013. He explained the reasons why the group had formed and the desire to increase the margin of safety currently afforded by The Wash sea defences.

The Branch felt that raising the issue of the standard of tidal defences was a good idea, both locally and Nationally, but that The Lincolnshire Partnership must be fully in support of the aims of the Group and Mr Proctor was encouraged to contact the LLFA to ensure that this was the case. David Hickman (LCC the LLFA) agreed to progress the initiative but said it was important not to let Central Govt “off the hook” by providing a funded local solution, as the asset being protected was of national importance. Sam Markillie proposed that a summary of the proposal be prepared by the CLA/NFU and sent to the RFCC to look at both the proposal and to facilitate its development which was accepted by the Branch.

## **8. REPORT ON NATIONAL ADA**

### ***ADA EXECUTIVE COMMITTEE:***

There was nobody present at the meeting from the ADA team, so no report was given. The next meeting of the Executive Committee would be the last one (19 March 2014), before the new Executive ADA Board were in place.

### ***ADA TECHNICAL COMMITTEE:***

Andy Carrott had given his apologies and there were no other members of the Technical Committee present to report on the last meeting.

### ***ADA POLICY & FINANCE:***

The Branch Secretary updated Branch members on the last meeting of this committee which had discussed:

- the conflicting views of audit firms over the valuation of fixed assets. Jane Froggatt was preparing an interim guidance note to assist Boards until the Practitioners' Guide could be updated.
- ADA had agreed with several RFCCs to support Ian Russell's role for a further 12 months as he continues to promote partnership working across all RMAs.
- The 2% limitation placed on IDB special levy figures by the Local Audit and Accountability Bill. It was agreed to ensure that IDBs separated any rate increase from the effect of land moving into developed land to avoid confusion.

## **9. REPORTS FROM THE COMMITTEES**

### **i) Pay and Conditions Advisory Committee**

In the absence of Karen Daft, Dan Withnall confirmed that the white book would be published showing a 1% increase in pay scales for 2014/15 but that adjustments to essential user allowances were a matter for individual Boards. IDBs had all agreed to the increase in the Employer rate for the LGPS at 1% p.a. for the next 3 years. Keith Casswell felt that any further increases to the employer rate would be very dangerous as total employers' contributions were now very high.

### **ii) Lincolnshire Show Committee**

The Chairman updated the Branch about developments for the 2014 show on 18 and 19 June. The theme for the stand was "Flooding – how can people help themselves?". The show committee were supporting the "Schools Challenge" for the first time and a forthcoming meeting on 11 March would look at the programme which Michael Scott and Andy Carrott were attending.

Finally, the Chairman re-iterated that the terms of reference for the show had been reviewed and it would be his and the show secretary's (Carol at LMDB) last show in 2014. A new Chairman and Secretary would be needed after 2014.

### **iii) Environment Committee**

Martin Redding informed members that the next Environment Committee meeting would be on 18<sup>th</sup> March 2014 at Black Sluice IDB. He said the meeting would deal with the appointment of a new Chair and Secretary and then highlighted a number of topics for Branch members including:

- The Greater Lincolnshire Nature Partnership (GLNP) were concerned about the tidal surge damage to a number of wildlife sites, notably at Far Ings and Spurn Bight on the Humber and on the coast at Donna Nook and Gibraltar Point. A full evaluation of the event impact upon wildlife and ecosystems at various sites is still unknown..
- Natural England were concerned about a detrimental impact of landowners pumping flood water back into The Wash and stopped them from doing so even though they allowed IDBs to continue to pump the same residual flood water from their systems. Eventually, the EA stepped in and overruled this stance.
- Due to the high number of water level structures in our region, Anglia remains the only area in England with a prioritised structure report with grading's for eel and fish passage. With an increasing number of eel and fish passage projects completed or underway in our region, the EA are seeking IDB assistance to bring about implementing such measures nationally, a key part of which will be a blanket appraisal using a £5,000 Medium Term Plan (MTP) grant for each structure. Ian Warsap, Chief Executive at Black Sluice IDB, is acting as liaison for those Boards interested in forming a consortium to pursue independent structure appraisal in cooperation with the EA, potentially using one of their approved WEM framework contract project managers.
- The Fens for the Future partnership – Natural England have successfully funded and completed a comprehensive aquatic weed and invertebrate survey of IDB, main river and riparian watercourses in and peripheral to the Ouse Washes in the Cambridgeshire fens. This survey highlighted that IDB watercourses held a more diverse range of aquatic plants and invertebrates compared to main river and riparian ecosystems and it was IDB management practices (little and often) that is seen as key to this improved diversity. It is hoped that further funding can be secured to do similar surveys.
- Lincolnshire Rivers Trust (LRT) is now up and running and has been successful in acquiring a substantial Catchment Restoration Fund (CRF) Defra bid administered by the EA. They are keen to appoint a full time officer to undertake various planned projects in the county and are very keen that IDBs form a key element of the partnership. Additionally, the Sustainable Eel Group recently donated 20,000 glass eels to Lincolnshire to bolster stocks, which LRT released into the River Lymn at Partney.
- Water Framework Directive (WFD) – David Hutchinson is the newly appointed Witham & Ancholme Catchment Officer who replaced Dr Helen Barber in summer 2013. David is keen to pursue closer ties with Lincolnshire IDBs in conjunction with LRT and other partners to pursue principles of a Catchment Based Approach (CaBa) to restoring and improving water bodies and examine the potential for developing flood storage areas or washes in the county.
- Formed collectively in September 2013, a small group of likeminded IDB GIS Officers who cover Lincolnshire, Cambridgeshire, Norfolk, and a substantial part of lowland Suffolk and Nottinghamshire i.e. parts of five ADA branch areas, met informally to discuss common ground, problematic themes and ways to resolve issues raised. Guest speaker at the meeting was Peat Allan (yes, Peat not Pete), Principal Consultant at the Ordnance Survey who provided an overview on their mapping of water bodies and discussed ways forward to progress increased awareness of GIS use to catchment management.  
ADA does not have a dedicated GIS person and this group has recently been approached by ADA to send representation to attend a dedicated Catchment Data User Group (CDUG) steering group seeking a CaBa to management and sharing of partnership data and best practice. Sam Ireland kindly attended a CDUG meeting on February 21<sup>st</sup> in London to report back. ADA and IDBs are seen as key partners in CaBa management so it is hoped to have further ADA/IDB representation at subsequent meetings.

James Grant reported that Witham Fourth IDB were expecting to be granted a license to apply Reglone in 2014. He said he wanted to put pressure on Dr Newman to come up with replacement chemistry.

**10. REPORT FROM ENVIRONMENT AGENCY**

Ian Russell gave a general update on both his current role with ADA and EA matters:

**ADA** – the Public Sector Co-operation Agreement (PSCA) which is now a live document, enabling all RMAs to commission each other to do works, has either been signed off by all Lincolnshire IDBs or is in the process of being done. It was hoped to have these all in place by 31 March 2014.

**EA** - He is assisting on a project looking at how to set up a new IDB; Highland Water Contributions are being progressed through a meeting at the end of April 2014; The Grant in Aid allocations were discussed and approved at the last RFCC meeting. An additional £130M has been announced by DEFRA to deal with the 2013/14 Flood Response, £5M of which is being spent in the Boston area. Another £120M additional funding was recently announced for Capital Funding. DEFRA have yet to publish the report on the Partnership Funding Model following the consultation led by JBA. Questions were raised about the second 2013/14 Highland Water payments and the lack of communication on this matter from the EA which Ian Russell said he would follow up.

**11. ANY OTHER BUSINESS**

Paul Tame from the NFU introduced a document called the “NFU Flooding Manifesto” which set out the thrust of what the NFU wants government to do including 1) placing a higher more realistic value on agricultural land, 2) a reduction in urban impacts, 3) better and more regular maintenance and 4) increased funding for flood defences and watercourse management. He also highlighted the Farmers’ Recovery Fund set up in the wake of the December 2013 flooding and promised to send details of the fund to the Branch Secretary to distribute to members.

Sam Markillie pointed out that the Branch meeting set for 16 October 2014 clashed with another event and encouraged the Chairman to move the date.

**A.G.M. on Thursday 1<sup>st</sup> May 2014 – Forest Pines Hotel, Nr Brigg  
Branch Meeting on Thurs 26<sup>th</sup> June 2014 at Bainland Country Park**

----- Chairman ----- Date



# The Association of Drainage Authorities

(A company limited by guarantee)

## Draft Lincolnshire Branch Constitution To be approved on 26 June 2014

### **PURPOSE:**

To provide consistent terms and guidance through which Branches operate and conduct business, including the regulation of meetings, the remit of sub-committees and the election of representative directors on to the ADA Executive Board.

The role of the Branch is to:

- Represent the interests of water level management (WLM) bodies at a local level
- Raise awareness of the work of Internal Drainage Boards
- Bring together risk management authorities involved in WLM in Lincolnshire
- Set up and co-ordinate partnership working to pool resources and deliver cost effective WLM
- Communicate local views and issues to the ADA Executive Board and disseminate Board decisions and information to Branch members
- Work with ADA and the ADA Committees to develop and communicate best practice

	<b>BRANCH BUSINESS</b>	
<b>1.0</b>	<p><b>Branch</b> The ADA Executive Board will periodically review the number of Branches in operation to ensure that they adequately represent the members in each region. The initial number of ADA Branches was determined by those Branches in existence on 1 April 2014.</p> <p>The name of this Branch shall be <b>Association of Drainage Authorities Lincolnshire Branch</b> and a list of Branch Members is attached at <b>Appendix A</b>.</p>	
<b>2.0</b>	<p><b>Branch Officers</b> The Branch will appoint a Branch Chairman, Vice Chairman and Honorary Secretary at an Annual General Meeting (AGM) and the term of office for all officers will be three years. Officers are able to stand for a maximum of three terms. Officer appointments shall be reaffirmed at each AGM for the ensuing year.</p> <p>Only those persons representing organisations listed at Appendix A, who are members of the Branch, shall be eligible to become an officer.</p>	
<b>3.0</b>	<p><b>Meetings</b> The dates of Branch meetings should be agreed 12 months in advance and these should be notified to ADA and Branch members in order to ensure maximum attendance at Branch meetings. The following schedule of meetings shall apply:</p> <p>February – Branch meeting April – Branch AGM usually incorporating a technical visit June – Branch meeting October – Branch Meeting</p> <p>An agenda should be issued for all meetings which should be sent to Members at least 14 days in advance of each meeting together with any relevant papers. Minutes of each Branch meeting should be taken by the Branch Secretary and circulated to members and ADA after each meeting.</p> <p>A standard Agenda shall be followed for a Branch meeting and the Branch AGM and these are shown at <b>Appendix B</b>.</p>	
<b>4.0</b>	<p><b>Committees</b> The Branch may appoint from time to time, sub committees to deal with specific matters. Each of these committees should report back to the ADA Branch and should operate under their own Terms of Reference which should be formally approved by the Branch.</p>	

<p><b>5.0</b></p>	<p><b>Branch Members and subscriptions</b></p> <p>Membership of the Branch shall be available to all Risk Management Authorities (RMAs) who are members of ADA and whose district or area falls wholly or materially within Lincolnshire. In this respect, members will usually come from IDBs, IDDs, LLFAs, DC's, RFCC, WSC and the EA. Representatives from each RMA are to be determined by each RMA. Guests will also be invited to speak at Branch meetings to inform members of changes in legislation or to cover other areas of interest.</p> <p>Subscriptions shall be paid by all Branch members to the Branch secretary and the level of subscription will be determined at the AGM each year. The subscription year runs from 1 Feb but invoices will not be sent out until April.</p>	
<p><b>6.0</b></p>	<p><b>Branch Accounts</b></p> <p>The Branch will hold and prepare accounts which will be administered by the Branch Secretary. The bank account mandate will show that any single officer can sign on behalf of the Branch, being either the Chairman, Vice Chairman or the Branch Secretary.</p> <p>The Branch Accounts should be accounted for to the Branch at the AGM each year. An example set of Branch Accounts is Shown at <b>Appendix D</b> and the Branch should approve the accounts at each AGM once they have been audited by an independent officer or member from within the Branch.</p>	
<p><b>7.0</b></p>	<p><b>Voting Rights</b></p> <p>Each Member of the Branch, not in arrears with their Branch subscription, shall have one vote on any matters to be put to the vote at any meeting of the Branch. <b>As set out in section 5.0, the term Member refers to the RMA and not to the representatives of that RMA.</b></p>	
<p><b>8.0</b></p>	<p><b>ADA Executive Board Directors</b></p> <p>The Branch will elect a Director to sit on the ADA Executive Board and any RMA who is a Branch Member may put forward an individual Member or Officer to stand for election.</p> <p>Directors are appointed for a 3 year term but they are able to be re-elected for a maximum of 2 more terms (9 years total). The procedure for appointing a director is as follows:</p> <ul style="list-style-type: none"> <li>• Nominations are to be sought by the Branch Secretary and submitted at least 21 days before the first election meeting/AGM</li> <li>• Nominated candidates' names will then be included in the Agenda papers for this meeting</li> <li>• Nominations must be made in writing to the Branch Secretary and must be supported by another Branch Member/Officer</li> </ul>	

<p><b>9.0</b></p>	<p>If more than one candidate is put forward and the matter is decided by a vote, in the event of a tie, the Branch Chairman will decide with the toss of a coin.</p> <p>The Branch will inform ADA of the Branch Director in April following an election as the new term of office will begin on 1 April. ADA will prepare the "Appointment of Director" notice that has to be submitted to Companies House for each appointed director and also a "Resignation of Director" notice, when they stand down.</p>	
<p><b>10.0</b></p>	<p>No changes will be made to this constitution other than at a meeting to which all members of the Branch are invited.</p>	



## **APPENDIX A**

### ***Branch Members:***

Ancholme IDB

Anglian Northern RFCC

Black Sluice IDB

Environment Agency

Lincolnshire County Council (LLFA)

Lindsey Marsh DB

North East Lindsey IDB

Upper Witham IDB

Welland and Deepings IDB

Witham First District IDB

Witham Fourth District IDB

Witham Third District IDB

**APPENDIX B**

Agenda for normal Branch Meeting:

Association of Drainage Authorities  
Lincolnshire Branch

Branch Meeting

**DATE:** xxx  
**VENUE:** xxx  
**TIME:** Meeting to start at 2pm (lunch will be served from 1 pm)

**AGENDA**

1. Chairman's Announcements
2. Apologies:
3. Minutes of previous Branch Meeting held on xxx
4. Matters arising
5. Lead Local Flood Authority Update
6. Report from National ADA
  - Executive Board
  - Technical & Environment
  - Policy & Finance
7. Governance/Audit Issues (if appropriate)
8. Report from Committees (if appropriate)
9. Report from Environment Agency/Other Partners (if appropriate)
10. Any other business

Future meeting dates:

Tuesday	xxxxxxx	Meeting
Tuesday	xxxxxxx	Meeting and AGM

Agenda for Annual General Meeting:

Association of Drainage Authorities  
Lincolnshire Branch

Annual General Meeting  
4 April 20XX

AGENDA:

1. Election of Chairman
2. Election of Vice-Chairman
3. Election of Branch Representative to the ADA Executive Board
4. Apologies for absence
5. Chairman's announcements
6. Minutes of the AGM held on xx March 20XX
7. Matters arising
8. To receive a report from ADA
9. To receive a reports from Branch sub-committees (if appropriate)
10. Approval of Branch Accounts – presented by Branch Secretary
11. Forthcoming Budget & Subscriptions – presented by Branch Secretary
12. Date and venue of next AGM



## Purchase Ledger Payments & Adjustments

### Black Sluice Internal Drainage Board

Payments & Adjustments From 01/01/2014 To 31/01/2014

Account	Date	Type	Ref 1	Ref 2	Value	Details
CRO004	02/01/2014	Payment	P10	Bacs	-97.16	CROP LOSS
EVE003	08/01/2014	Payment	P10	Chargecard	-106.80	Orange Equipment
AFC	10/01/2014	Payment	1119	Bacs	-2448.30	A & F Consulting Engineers LLP
ANG001	10/01/2014	Payment	103115564	Bacs	-14.21	Anglian Water
ANG002	10/01/2014	Payment	229840	Bacs	-136.43	Anglian Bearing Company
ASS001	10/01/2014	Payment	inv-2014/IDB170	Bacs	-5174.40	Assoc. of Drainage Authorities
BOS004	10/01/2014	Payment	INV110447	Bacs	-17.23	Boston Crop Spayers Ltd
BUS002	10/01/2014	Payment	BO189095	Bacs	-145.96	B A Bush & Son Ltd
CAR003	10/01/2014	Payment	28701424	Bacs	-607.27	Carrier Rental Systems
CLA001	10/01/2014	Payment	51251	Bacs	-376.69	Frank Clayton & Son Ltd
CRA001	10/01/2014	Payment	43364	Bacs	-161.75	Craven & Nicholas
DRA003	10/01/2014	Payment	146098	Bacs	-22.80	Drayton Welding
DSC001	10/01/2014	Payment	2751	Bacs	-210.60	DS Catering Ltd
EAS005	10/01/2014	Payment	P09	Bacs	-242.64	East Lindsey District Council
ELL002	10/01/2014	Payment	14700	Bacs	-67.46	Elgia Recycling Ltd
EVE002	10/01/2014	Payment	76053273	Bacs	-114.52	Everything Everywhere
EVE003	10/01/2014	Payment	122202993	Bacs	-520.80	Orange Equipment
FEN001	10/01/2014	Payment	52957D	Bacs	-209.60	Fenland Fastenings
FRE001	10/01/2014	Payment	670118	Bacs	-3024.00	Freedom Network Sols Ltd
HAI001	10/01/2014	Payment	153126-1	Bacs	-220.44	Gary Haines Ltd
HGV001	10/01/2014	Payment	451999	Bacs	-112.32	HGV Truck Parts
HIL002	10/01/2014	Payment	97778	Bacs	-374.09	Charles H Hill Ltd
INL001	10/01/2014	Payment	P09	Bacs	-17427.23	HM Revenue & Customs
INT002	10/01/2014	Payment	4430	Bacs	-510.00	InterLec
JAC001	10/01/2014	Payment	12/B/01285	Bacs	-1808.59	Jackson Building Centres Ltd
KIO001	10/01/2014	Payment	SIP-1140345	Bacs	-41.44	Kiowa Ltd
LAN005	10/01/2014	Payment	577639	Bacs	-246.80	Langleys Solicitors LLP
LAR001	10/01/2014	Payment	50732	Bacs	-41.70	Ray Larrington Hydraulics

Account	Date	Type	Ref 1	Ref 2	Value	Details
LIN002	10/01/2014	Payment	P09	Bacs	-17327.31	Lincolnshire C C Pension Fund
LIN017	10/01/2014	Payment	TUIT/25408	Bacs	-2085.00	Lincoln College
LIN018	10/01/2014	Payment	113360	Bacs	-936.60	Secure Doors Group
NOT001	10/01/2014	Payment	78698/2	Bacs	-93.74	P G & C Nottingham
PCW001	10/01/2014	Payment	12227190	Bacs	-1047.79	DSG Retail Ltd
PER002	10/01/2014	Payment	15439	Bacs	-62.40	Periam & Williamson Ltd
PRU001	10/01/2014	Payment	P09	Bacs	-25.00	Prudential
SHA005	10/01/2014	Payment	8372	Bacs	-40.00	D.Shaw Window Cleaning Service
SHO	10/01/2014	Payment	37579	Bacs	-1041.60	Shoebridge Engineering
TMC001	10/01/2014	Payment	13705	Bacs	-666.00	TMC Lifting
UNI001	10/01/2014	Payment	P09	Bacs	-133.20	Unison
WIT001	10/01/2014	Payment	INV02463	Bacs	-844.94	Witham Fourth IDB
WOO001	10/01/2014	Payment	959278	Bacs	-42.68	Woodco Business Machines
WOO005	10/01/2014	Payment	64542	Bacs	-43.16	Woodco Office Equipment Ltd
ALA001	24/01/2014	Payment	100046	Bacs	-441.96	Alarmline Security Ltd
BLU001	24/01/2014	Payment	14101	Bacs	-29.71	Blue Line Trailers
BOC001	24/01/2014	Payment	3022259316	Bacs	-249.96	BOC
BOS002	24/01/2014	Payment	22642	Bacs	-544.50	Boston Commercial Cleaners Ltd
BUR002	24/01/2014	Payment	278144	Bacs	-129.01	The Burdens Group Ltd
BUS002	24/01/2014	Payment	BO189280	Bacs	-143.82	B A Bush & Son Ltd
CLA001	24/01/2014	Payment	51428	Bacs	-368.06	Frank Clayton & Son Ltd
COU001	24/01/2014	Payment	1637	Bacs	-95.00	Country Gourmet
CRA001	24/01/2014	Payment	43643	Bacs	-27.13	Craven & Nicholas
EVE002	24/01/2014	Payment	76053273	Bacs	-477.06	Everything Everywhere
FEA001	24/01/2014	Payment	747	Bacs	-5815.20	F W Feary Ltd
HEA001	24/01/2014	Payment	S447842	Bacs	-84.00	Apogee Corporation
KIO001	24/01/2014	Payment	SIP-1142579	Bacs	-25.12	Kiowa Ltd
LIN005	24/01/2014	Payment	SIN004599	Bacs	-600.00	Lindsey Marsh Drainage Board
MAI001	24/01/2014	Payment	5028	Bacs	-624.00	Mainstream Fisheries Ltd
OVI001	24/01/2014	Payment	170368	Bacs	-5016.00	Ovivo UK Ltd
PAR001	24/01/2014	Payment	BSI251922	Bacs	-9.48	C F Parkinson Ltd
PAU001	24/01/2014	Payment	0005	Bacs	-1800.00	Paul's Property Services
PES002	24/01/2014	Payment	739	Bacs	-210.00	Pestforce

Account	Date	Type	Ref 1	Ref 2	Value	Details
TFM001	24/01/2014	Payment	199083	Bacs	-48.90	TFM Supplies
TUR001	24/01/2014	Payment	7-07213446	Bacs	-23.11	Turnbull & Co Ltd
WIT002	24/01/2014	Payment	C00003323	Bacs	-199.69	Witham Oil & Paint
UKF001	08/01/2014	Payment	P10	Direct Deb	-77.40	UK Fuels Ltd
TOM002	15/01/2014	Payment	P10	Direct Deb	-145.20	TomTom
AIR001	16/01/2014	Payment	P10	Direct Deb	-148.80	Airphone Telecom Solutions Ltd
STR001	20/01/2014	Payment	P10	Direct Deb	-90.14	Streamline
WOL001	20/01/2014	Payment	P10	Direct Deb	-48.15	Woldmarsh Producers Ltd
CNG001	20/01/2014	Payment	P10	Direct Deb	-67.10	Contract Natural Gas Ltd
CRO004	10/01/2014	Payment	000144	Cheque	-187.18	CROP LOSS
WOR002	27/01/2014	Payment	P11	Direct Deb	-24.22	WorldPay Ltd
BOS001	28/01/2014	Payment	P11	Direct Deb	-930.00	Boston Borough Council (Rates)
BOS001	28/01/2014	Payment	P11	Direct Deb	-1872.00	Boston Borough Council (Rates)
EON001	29/01/2014	Payment	P11	Direct Deb	-334.80	EON UK PLC
EON001	29/01/2014	Payment	P11	Direct Deb	-576.42	EON UK PLC
EON001	29/01/2014	Payment	P11	Direct Deb	-1390.21	EON UK PLC
EON001	29/01/2014	Payment	P11	Direct Deb	-813.01	EON UK PLC
EON001	29/01/2014	Payment	P11	Direct Deb	-502.16	EON UK PLC
EON001	29/01/2014	Payment	P11	Direct Deb	-276.32	EON UK PLC
EON001	29/01/2014	Payment	P11	Direct Deb	-186.06	EON UK PLC
EON001	29/01/2014	Payment	P11	Direct Deb	-880.28	EON UK PLC
EON001	29/01/2014	Payment	P11	Direct Deb	-560.41	EON UK PLC
EON001	29/01/2014	Payment	P11	Direct Deb	-1077.10	EON UK PLC
EON001	29/01/2014	Payment	P11	Direct Deb	-665.28	EON UK PLC
OPU001	28/01/2014	Payment	P11	Direct Deb	-570.45	Opus Energy Limited

Account	Date	Type	Ref 1	Ref 2	Value	Details
					-87255.05	
				Total Payments		
				Total Discounts		
				Total Adjustments		
				Total Refunds		
				Total	-87255.05	

Payments						
Bacs	-75725.56	Cheque	-187.18	Direct Deb	-11235.51	Chargecard -106.80
Bulk Bacs						

Adjustments						
Disc				Contra SL		

Refunds						
Refund						

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 Chief Executive

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 Finance Manager



**Black Sluice Internal Drainage Board**

Printed on 11/06/2014 at 08:47 by DANIEL

From 01/02/2014 To 28/02/2014

**Purchase Ledger Payments & Adjustments****Black Sluice Internal Drainage Board****Payments & Adjustments From 01/02/2014 To 28/02/2014**

Account	Date	Type	Ref 1	Ref 2	Value	Details
AFC	14/02/2014	Payment	1132	Bacs	-2729.96	A & F Consulting Engineers LLP
ALA001	14/02/2014	Payment	100207	Bacs	-60.00	Alarmline Security Ltd
AND002	14/02/2014	Payment	4220064126	Bacs	-243.18	Andrew Sykes Hire Ltd
ANG001	14/02/2014	Payment	118822782	Bacs	-16.80	Anglian Water
BOS002	14/02/2014	Payment	22707	Bacs	-435.60	Boston Commercial Cleaners Ltd
BOS004	14/02/2014	Payment	INV110805	Bacs	-231.18	Boston Crop Spayers Ltd
BR1001	14/02/2014	Payment	VP 98757170 Q05401G5	Bacs	-1203.31	British Telecom
BUR002	14/02/2014	Payment	278505	Bacs	-97.88	The Burdens Group Ltd
BUS002	14/02/2014	Payment	BO189455	Bacs	-278.20	B A Bush & Son Ltd
CEL001	14/02/2014	Payment	AF05117	Bacs	-90.00	Cellular Servicing
CLA001	14/02/2014	Payment	51573	Bacs	-73.80	Frank Clayton & Son Ltd
COU001	14/02/2014	Payment	1647	Bacs	-140.00	Country Gourmet
CRA001	14/02/2014	Payment	43858	Bacs	-23.99	Craven & Nicholas
CRY001	14/02/2014	Payment	62248	Bacs	-141.90	Crystal Motor Group
EAS005	14/02/2014	Payment	Kevin Methley	Bacs	-171.59	East Lindsey District Council
ELL002	14/02/2014	Payment	16332	Bacs	-99.40	Elgja Recycling Ltd
EVE002	14/02/2014	Payment	76053273	Bacs	-459.91	Everything Everywhere
EVE003	14/02/2014	Payment	122305256	Bacs	-213.60	Orange Equipment
FEN001	14/02/2014	Payment	162819C	Bacs	-59.12	Fenland Fastenings
FOR002	14/02/2014	Payment	17403	Bacs	-40.80	Paul Ford Plumbing & Heating
GRE001	14/02/2014	Payment	7862	Bacs	-67.47	Paul Greenhough Office Suppl
HAI001	14/02/2014	Payment	153473-1	Bacs	-217.49	Gary Haines Ltd
HBP001	14/02/2014	Payment	SIN033234	Bacs	-2694.00	HBP Systems Ltd
HGV001	14/02/2014	Payment	453958	Bacs	-35.17	HGV Truck Parts
HIL002	14/02/2014	Payment	98063	Bacs	-86.46	Charles H Hill Ltd
INL001	14/02/2014	Payment	P10	Bacs	-14080.77	HM Revenue & Customs
LIN001	14/02/2014	Payment	22/01/2014	Bacs	-108.00	Lincolnshire Waste Oils
LIN002	14/02/2014	Payment	P10	Bacs	-15679.27	Lincolnshire C C Pension Fund

Account	Date	Type	Ref 1	Ref 2	Value	Details
LIN017	14/02/2014	Payment	TUIT/25556	Bacs	-450.00	Lincoln College
MAS001	14/02/2014	Payment	INV/58061	Bacs	-457.09	Mastenbroek Ltd
NFU002	14/02/2014	Payment	RMS/2013/5246	Bacs	-540.00	NFU Risk Management Services
PAU001	14/02/2014	Payment	0007	Bacs	-5300.00	Paul's Property Services
PCW001	14/02/2014	Payment	12293685	Bacs	-371.29	DSG Retail Ltd
PDC001	14/02/2014	Payment	3636	Bacs	-406.00	PDCamplin
PEA001	14/02/2014	Payment	24926	Bacs	-893.83	Pearson Hydraulics Ltd
PRU001	14/02/2014	Payment	P 10	Bacs	-20.00	Prudential
REI001	14/02/2014	Payment	BN820139	Bacs	-69.41	R Reid (Electrical Distributor
SHA005	14/02/2014	Payment	8390	Bacs	-70.00	D.Shaw Window Cleaning Service
SHO	14/02/2014	Payment	37675	Bacs	-336.00	Shoebridge Engineering
SMH001	14/02/2014	Payment	INVOICE	Bacs	-169.00	S M Hemmings
STA004	14/02/2014	Payment	R045016822	Bacs	-664.54	Stannah
TFM001	14/02/2014	Payment	199973	Bacs	-358.22	TFM Supplies
THO001	14/02/2014	Payment	319645	Bacs	-900.00	Thorpe Farm Machinery
UNI001	14/02/2014	Payment	P 10	Bacs	-114.07	Unison
WAK001	14/02/2014	Payment	314	Bacs	-129.60	Wakefield Autos
WIT002	14/02/2014	Payment	I00034555	Bacs	-2584.94	Witham Oil & Paint
WOO001	14/02/2014	Payment	959470	Bacs	-119.87	Woodco Business Machines
TOM002	13/02/2014	Payment	P11	Direct Deb	-145.20	TomTom
STR001	18/02/2014	Payment	P11	Direct Deb	-12.16	Streamline
WOL001	20/02/2014	Payment	P11	Direct Deb	-5935.09	Woldmarsh Producers Ltd
AIR001	20/02/2014	Payment	P11	Direct Deb	-148.80	Airphone Telecom Solutions Ltd
CNG001	20/02/2014	Payment	P11	Direct Deb	-160.58	Contract Natural Gas Ltd
WOR002	24/02/2014	Payment	P12	Direct Deb	-23.94	WorldPay Ltd
EON001	26/02/2014	Payment	P12	Direct Deb	-1022.75	EON UK PLC
EON001	26/02/2014	Payment	P12	Direct Deb	-1323.29	EON UK PLC
EON001	26/02/2014	Payment	P12	Direct Deb	-1795.14	EON UK PLC
EON001	26/02/2014	Payment	P12	Direct Deb	-3808.70	EON UK PLC
EON001	26/02/2014	Payment	P12	Direct Deb	-2945.89	EON UK PLC
EON001	26/02/2014	Payment	P12	Direct Deb	-1055.40	EON UK PLC
EON001	26/02/2014	Payment	P12	Direct Deb	-967.42	EON UK PLC
EON001	26/02/2014	Payment	P12	Direct Deb	-2851.22	EON UK PLC

Account	Date	Type	Ref 1	Ref 2	Value	Details
EON001	26/02/2014	Payment	P12	Direct Deb	-2879.03	EON UK PLC
EON001	26/02/2014	Payment	P12	Direct Deb	-3561.83	EON UK PLC
EON001	26/02/2014	Payment	P12	Direct Deb	-2425.90	EON UK PLC
OPU001	26/02/2014	Payment	P12	Direct Deb	-15392.52	Opus Energy Limited
Total Payments					-100187.57	
Total Discounts						
Total Adjustments						
Total Refunds						
Total					-100187.57	

**Payments**

Bacs	-53732.71	Cheque	Direct Deb	-46454.86	Chargecard
Bulk Bacs					

**Adjustments**

Disc		Contra SL			
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**Refunds**

Refund					
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 Chief Executive

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 Finance Manager



**Black Sluice Internal Drainage Board**

Printed on 11/06/2014 at 08:48 by DANIEL

From 01/03/2014 To 31/03/2014

**Purchase Ledger Payments & Adjustments****Black Sluice Internal Drainage Board****Payments & Adjustments From 01/03/2014 To 31/03/2014**

Account	Date	Type	Ref 1	Ref 2	Value	Details
ALA001	07/03/2014	Payment	100707	Bacs	-754.56	Alarmline Security Ltd
AND002	07/03/2014	Payment	4220064222	Bacs	-619.20	Andrew Sykes Hire Ltd
ANG002	07/03/2014	Payment	231437	Bacs	-143.03	Anglian Bearing Company
BLA003	07/03/2014	Payment	BS282	Bacs	-50.00	The Black Sluice
BOS002	07/03/2014	Payment	22776	Bacs	-435.60	Boston Commercial Cleaners Ltd
BOS013	07/03/2014	Payment	0139	Bacs	-936.00	Boston Shotblasting Services
BUR002	07/03/2014	Payment	344291	Bacs	-274.40	The Burdens Group Ltd
CAR002	07/03/2014	Payment	38593	Bacs	-444.29	J Carr & Son
CAR003	07/03/2014	Payment	28109889	Bacs	-1608.12	Carrier Rental Systems
CLA001	07/03/2014	Payment	51966	Bacs	-116.52	Frank Clayton & Son Ltd
CRA004	07/03/2014	Payment	1431	Bacs	-478.80	Craftwork Engineering Ltd
DSE001	07/03/2014	Payment	014	Bacs	-340.20	DS Engineering
FEN001	07/03/2014	Payment	163499C	Bacs	-33.63	Fenland Fastenings
FOR002	07/03/2014	Payment	17463	Bacs	-269.47	Paul Ford Plumbing & Heating
GRE001	07/03/2014	Payment	7889	Bacs	-71.02	Paul Greenhough Office Suppl
HAI001	07/03/2014	Payment	153572-I	Bacs	-24.48	Gary Haines Ltd
HIL002	07/03/2014	Payment	99349	Bacs	-1222.01	Charles H Hill Ltd
INL001	07/03/2014	Payment	P11	Bacs	-13713.47	HM Revenue & Customs
JAC001	07/03/2014	Payment	2/L/05182	Bacs	-7231.78	Jackson Building Centres Ltd
LAR001	07/03/2014	Payment	51133	Bacs	-17.64	Ray Larrington Hydraulics
LIN002	07/03/2014	Payment	P11	Bacs	-16001.00	Lincolnshire C C Pension Fund
PAR001	07/03/2014	Payment	BS1254597	Bacs	-74.40	C F Parkinson Ltd
PET002	07/03/2014	Payment	8711	Bacs	-73.44	Peter Smith Trailer Sales
PRU001	07/03/2014	Payment	P11	Bacs	-20.00	Prudential
ROS001	07/03/2014	Payment	253866	Bacs	-10.12	Rossendales Ltd
RUS002	07/03/2014	Payment	0140	Bacs	-375.00	Russfussuk Design
SHA005	07/03/2014	Payment	8906	Bacs	-40.00	D.Shaw Window Cleaning Service
SIL001	07/03/2014	Payment	IN394609	Bacs	-80.69	Silt Side Services Ltd

Account	Date	Type	Ref 1	Ref 2	Value	Details
SY5001	07/03/2014	Payment	80892	Bacs	-55.20	Systematic Print Management
TFM001	07/03/2014	Payment	200946	Bacs	-114.08	TFM Supplies
THO001	07/03/2014	Payment	320981	Bacs	-1200.00	Thorpe Farm Machinery
TMC001	07/03/2014	Payment	13895	Bacs	-1028.84	TMC Lifting
TRA002	07/03/2014	Payment	9146 AEE662	Bacs	-4.44	Travis Perkins Trading Co Ltd.
UNI001	07/03/2014	Payment	P11	Bacs	-114.07	Unison
VEH001	07/03/2014	Payment	171067	Bacs	-58.20	Vehicle Refinishing Specialist
WEL001	07/03/2014	Payment	9218	Bacs	-23.50	Wells Tarpaulins Ltd
WIT002	07/03/2014	Payment	100035190	Bacs	-113.90	Witham Oil & Paint
WOO001	07/03/2014	Payment	959654	Bacs	-111.22	Woodco Business Machines
ENV001	28/03/2014	Payment	P12	Bacs	-138276.00	Environment Agency
AFC	28/03/2014	Payment	1135	Bacs	-771.60	A & F Consulting Engineers LLP
AND002	28/03/2014	Payment	4220064233	Bacs	-77.04	Andrew Sykes Hire Ltd
ANG001	28/03/2014	Payment	124 541 335	Bacs	-210.92	Anglian Water
AQU002	28/03/2014	Payment	4993	Bacs	-4158.18	Aquatic Control Engineering Lt
ARB001	28/03/2014	Payment	1227	Bacs	-18600.00	Arb-Core Tree Care Ltd
ASH001	28/03/2014	Payment	11371012	Bacs	-123.89	Ashtead Plant Hire
BEE001	28/03/2014	Payment	9507	Bacs	-151.85	Beesons of Boston Ltd
BOS002	28/03/2014	Payment	22838	Bacs	-435.60	Boston Commercial Cleaners Ltd
BOS013	28/03/2014	Payment	0145	Bacs	-1086.00	Boston Shotblasting Services
BOS014	28/03/2014	Payment	D0001700	Bacs	-6735.50	Boston Borough Council (Other)
CAR003	28/03/2014	Payment	28109974	Bacs	-1394.40	Carrier Rental Systems
CEM001	28/03/2014	Payment	3006787283	Bacs	-580.92	Cemex UK Materials Ltd
CLA001	28/03/2014	Payment	52051	Bacs	-48.60	Frank Clayton & Son Ltd
COU001	28/03/2014	Payment	1669	Bacs	-104.00	Country Gourmet
DRA003	28/03/2014	Payment	148291	Bacs	-63.60	Drayton Welding
ELL002	28/03/2014	Payment	17938	Bacs	-92.31	Eligia Recycling Ltd
EPT002	28/03/2014	Payment	1035	Bacs	-472.44	Darren Epton. Joiner & Buildin
EVE002	28/03/2014	Payment	76053273	Bacs	-465.93	Everything Everywhere
GOW001	28/03/2014	Payment	IDB/0060	Bacs	-1260.00	Gowing Internal Audit Services
GRE001	28/03/2014	Payment	7911	Bacs	-39.58	Paul Greenhough Office Suppl
GUA001	28/03/2014	Payment	8109	Bacs	-506.20	Guardian Press
HBP001	28/03/2014	Payment	SIN033652	Bacs	-594.00	HBP Systems Ltd

Account	Date	Type	Ref 1	Ref 2	Value	Details
JAC001	28/03/2014	Payment	3/B/01102	Bacs	-1378.23	Jackson Building Centres Ltd
MAI001	28/03/2014	Payment	5082	Bacs	-600.00	Mainstream Fisheries Ltd
MAS001	28/03/2014	Payment	INV/58363	Bacs	-7451.32	Mastenbrook Ltd
MAY001	28/03/2014	Payment	7769563	Bacs	-1014.00	Mabey Hire Services Ltd
MOR003	28/03/2014	Payment	8275	Bacs	-4485.60	K L Morbey Fencing
NOT001	28/03/2014	Payment	19127	Bacs	-118.20	P G & C Nottingham
OLI001	28/03/2014	Payment	893-IDB	Bacs	-1659.00	Oliver Brown Limited
ORS001	28/03/2014	Payment	SIN015637	Bacs	-25.44	Orsis (UK) Ltd
OVI001	28/03/2014	Payment	170706	Bacs	-20175.00	Ovivo UK Ltd
PAU001	28/03/2014	Payment	0009	Bacs	-400.00	Paul's Property Services
PCW001	28/03/2014	Payment	12376166	Bacs	-915.73	DSG Retail Ltd
SCA001	28/03/2014	Payment	2014-00604	Bacs	-1923.60	Scarborough Nixon Associates
STA004	28/03/2014	Payment	P045150962	Bacs	-327.50	Stannah
SYS001	28/03/2014	Payment	81937	Bacs	-265.20	Systematic Print Management
TMC001	28/03/2014	Payment	13848	Bacs	-245.16	TMC Lifting
TRA003	28/03/2014	Payment	OP/1129640	Bacs	-210.00	Kier FPS Limited
WAT005	28/03/2014	Payment	4322	Bacs	-11484.00	Water-Lines Solutions
WEL004	28/03/2014	Payment	1507	Bacs	-2380.80	Wells Plant Hire
WIT002	28/03/2014	Payment	100036526	Bacs	-1575.00	Witham Oil & Paint
WOO001	28/03/2014	Payment	959934	Bacs	-5465.08	Woodco Business Machines
ZEN001	28/03/2014	Payment	380624	Bacs	-1009.86	Zenith Survey Equipment
CRO004	31/03/2014	Payment	000170	Cheque	-56.81	CROP LOSS
BUM001	31/03/2014	Payment	000171	Cheque	-150.00	Bumper 2 Bumper
UKF001	05/03/2014	Payment	P12	Direct Deb	-74.64	UK Fuels Ltd
TOM002	13/03/2014	Payment	P12	Direct Deb	-145.20	TomTom
EON001	17/03/2014	Payment	P12	Direct Deb	-152.93	EON UK PLC
STR001	18/03/2014	Payment	P12	Direct Deb	-12.16	Streamline
WOL001	20/03/2014	Payment	P12	Direct Deb	-2598.12	Woldmarsh Producers Ltd
AIR001	20/03/2014	Payment	P12	Direct Deb	-980.85	Airphone Telecom Solutions Ltd
CNG001	20/03/2014	Payment	P12	Direct Deb	-149.10	Contract Natural Gas Ltd
EON001	20/03/2014	Payment	P12	Direct Deb	-696.30	EON UK PLC
EON001	20/03/2014	Payment	P12	Direct Deb	-1081.56	EON UK PLC
EON001	20/03/2014	Payment	P12	Direct Deb	-1164.64	EON UK PLC

Account	Date	Type	Ref 1	Ref 2	Value	Details
EON001	20/03/2014	Payment	P12	Direct Deb	-2624.34	EON UK PLC
EON001	20/03/2014	Payment	P12	Direct Deb	-1624.22	EON UK PLC
EON001	20/03/2014	Payment	P12	Direct Deb	-799.85	EON UK PLC
EON001	20/03/2014	Payment	P12	Direct Deb	-921.59	EON UK PLC
EON001	20/03/2014	Payment	P12	Direct Deb	-2590.44	EON UK PLC
EON001	20/03/2014	Payment	P12	Direct Deb	-1886.66	EON UK PLC
EON001	20/03/2014	Payment	P12	Direct Deb	-3104.21	EON UK PLC
EON001	20/03/2014	Payment	P12	Direct Deb	-1489.42	EON UK PLC
WOR002	25/03/2014	Payment	P12	Direct Deb	-23.94	WorldPay Ltd
OPU001	27/03/2014	Payment	P12	Direct Deb	-12269.40	Opus Energy Limited



Account	Date	Type	Ref 1	Ref 2	Value	Details
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					-322235.98	
Total Payments						
Total Discounts						
Total Adjustments						
Total Refunds						
Total					-322235.98	

**Payments**

Bacs	-287639.60	Cheque	-206.81	Direct Deb	-34389.57	Chargecard
Bulk Bacs						

**Adjustments**

Disc		Contra SL				
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**Refunds**

Refund						
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**Chief Executive**

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**Finance Manager**



**Black Sluice Internal Drainage Board**

Printed on 11/06/2014 at 08:48 by DANIEL

From 01/04/2014 To 30/04/2014

**Purchase Ledger Payments & Adjustments**

**Black Sluice Internal Drainage Board**

**Payments & Adjustments From 01/04/2014 To 30/04/2014**

Account	Date	Type	Ref 1	Ref 2	Value	Details
ASS003	07/04/2014	Payment	P01	Bacs	-141.00	Association of Accounting Tech
ADC001	11/04/2014	Payment	7678	Bacs	-2112.00	ADC (East Anglia) Ltd
BLA001	11/04/2014	Payment	30-2112-9	Bacs	-208.53	Black Sluice IDB
BOS014	11/04/2014	Payment	R0005147	Bacs	-1100.00	Boston Borough Council (Other)
BRI003	11/04/2014	Payment	9221	Bacs	-73.76	Briggs & Skinner
CAR002	11/04/2014	Payment	38694	Bacs	-40.37	J Carr & Son
CAR003	11/04/2014	Payment	28110021	Bacs	-237.72	Carrier Rental Systems
CLA001	11/04/2014	Payment	52358	Bacs	-80.29	Frank Clayton & Son Ltd
COO003	11/04/2014	Payment	38012	Bacs	-64.76	Chris Cook Print
COT001	11/04/2014	Payment	SI-101644	Bacs	-6920.30	Cotterill Civils Ltd
CRO002	11/04/2014	Payment	35345	Bacs	-420.00	Crowland Cranes
DRA003	11/04/2014	Payment	148177	Bacs	-696.00	Drayton Welding
DSE001	11/04/2014	Payment	035	Bacs	-42.00	DS Engineering
DWW	11/04/2014	Payment	2782	Bacs	-915.73	DW Woods Landscaping Ltd
EAS002	11/04/2014	Payment	CWS003594	Bacs	-437.89	Eastern Harvesters Ltd
EAS004	11/04/2014	Payment	ESF/SAC/2014/06	Bacs	-306.00	Eastern Inshore Fisheries & Co
ELL002	11/04/2014	Payment	19605	Bacs	-92.31	Eligia Recycling Ltd
EVE002	11/04/2014	Payment	76053273	Bacs	-530.54	Everything Everywhere
FEN001	11/04/2014	Payment	164435C	Bacs	-117.99	Fenland Fastenings
FIR001	11/04/2014	Payment	9740	Bacs	-37.51	Malc Firth Landscapes Ltd
HAI001	11/04/2014	Payment	153963-I	Bacs	-158.59	Gary Haines Ltd
IBB001	11/04/2014	Payment	126518	Bacs	-3385.76	Arthur Ibbett Limited
INL001	11/04/2014	Payment	P12	Bacs	-16907.46	HM Revenue & Customs
INT002	11/04/2014	Payment	4479	Bacs	-13214.40	InterLec
JAC001	11/04/2014	Payment	3/B/02103	Bacs	-144.00	Jackson Building Centres Ltd
JWK001	11/04/2014	Payment	1284	Bacs	-672.00	JWK Agricultural Contractors
LIN002	11/04/2014	Payment	P12	Bacs	-17449.46	Lincolnshire C C Pension Fund
LIN003	11/04/2014	Payment	014890	Bacs	-135.30	Lincolnshire Fuels

Account	Date	Type	Ref 1	Ref 2	Value	Details
MAI001	11/04/2014	Payment	5102	Bacs	-600.00	Mainstream Fisheries Ltd
MAY001	11/04/2014	Payment	7775711	Bacs	-2220.00	Mabey Hire Services Ltd
NFU002	11/04/2014	Payment	RMS/2014/1326	Bacs	-648.00	NFU Risk Management Services
PRU001	11/04/2014	Payment	P12	Bacs	-20.00	Prudential
SHA005	11/04/2014	Payment	8924	Bacs	-40.00	D.Shaw Window Cleaning Service
SWI001	11/04/2014	Payment	BN000098	Bacs	-53.23	Switch Electrical WholesaleLtd
TFM001	11/04/2014	Payment	201579	Bacs	-1923.77	TFM Supplies
THO001	11/04/2014	Payment	321994	Bacs	-1440.00	Thorpe Farm Machinery
TRA002	11/04/2014	Payment	9146 AEG305	Bacs	-34.13	Travis Perkins Trading Co Ltd.
UNI001	11/04/2014	Payment	P12	Bacs	-133.20	Unison
WEL004	11/04/2014	Payment	1526	Bacs	-6249.60	Wells Plant Hire
LIN007	15/04/2014	Payment	P01	Bacs	-350.00	Lincs ADA
AFC	25/04/2014	Payment	1155	Bacs	-1641.00	A & F Consulting Engineers LLP
ALA001	25/04/2014	Payment	101235	Bacs	-120.00	Alarmline Security Ltd
BOC001	25/04/2014	Payment	3023682246	Bacs	-549.73	BOC
BUS002	25/04/2014	Payment	WC020202	Bacs	-218.16	B A Bush & Son Ltd
CAR002	25/04/2014	Payment	38689	Bacs	-143.49	J Carr & Son
CLA001	25/04/2014	Payment	52415	Bacs	-42.77	Frank Clayton & Son Ltd
CRA001	25/04/2014	Payment	44416	Bacs	-67.80	Craven & Nicholas
DAW001	25/04/2014	Payment	83035	Bacs	-1363.20	Dawson Construction Plant Hire
GAD001	25/04/2014	Payment	21112071	Bacs	-1591.20	GadARCH Design Services Ltd
JAC001	25/04/2014	Payment	4/L/02630	Bacs	-806.19	Jackson Building Centres Ltd
JOH001	25/04/2014	Payment	1712860	Bacs	-241.92	Johnston Publishing Ltd
WIT001	25/04/2014	Payment	INV02509	Bacs	-839.52	Witham Fourth IDB
NFU001	29/04/2014	Payment	1038088841	Bacs	-45225.89	NFU Insurance
PIT001	08/04/2014	Payment	P01	Direct Deb	-507.20	Pitney Bowes Ltd
UKF001	09/04/2014	Payment	P01	Direct Deb	-78.05	UK Fuels Ltd
TOM002	15/04/2014	Payment	P01	Direct Deb	-145.20	TomTom
ALL004	16/04/2014	Payment	P01	Direct Deb	-449.46	Allstar Business Solutions Ltd
STR001	22/04/2014	Payment	P01	Direct Deb	-12.16	Streamline
WOL001	22/04/2014	Payment	P01	Direct Deb	-4137.99	Woldmarsh Producers Ltd
CNG001	22/04/2014	Payment	P01	Direct Deb	-123.53	Contract Natural Gas Ltd
WOR002	24/04/2014	Payment	P01	Direct Deb	-23.94	WorldPay Ltd

Account	Date	Type	Ref 1	Ref 2	Value	Details
EON001	25/04/2014	Payment	P01	Direct Deb	-326.26	EON UK PLC
EON001	25/04/2014	Payment	P01	Direct Deb	-669.31	EON UK PLC
EON001	25/04/2014	Payment	P01	Direct Deb	-555.13	EON UK PLC
EON001	25/04/2014	Payment	P01	Direct Deb	-1067.26	EON UK PLC
EON001	25/04/2014	Payment	P01	Direct Deb	-407.78	EON UK PLC
EON001	25/04/2014	Payment	P01	Direct Deb	-350.10	EON UK PLC
EON001	25/04/2014	Payment	P01	Direct Deb	-437.50	EON UK PLC
EON001	25/04/2014	Payment	P01	Direct Deb	-1178.70	EON UK PLC
EON001	25/04/2014	Payment	P01	Direct Deb	-766.67	EON UK PLC
EON001	25/04/2014	Payment	P01	Direct Deb	-1243.49	EON UK PLC
EON001	25/04/2014	Payment	P01	Direct Deb	-678.73	EON UK PLC
ALL004	23/04/2014	Payment	P01	Direct Deb	-443.88	Allstar Business Solutions Ltd
CEN002	22/04/2014	Payment	P01	Direct Deb	-1930.21	Centre Tank Services Ltd
OPU001	28/04/2014	Payment	P02	Direct Deb	-5560.84	Opus Energy Limited
BOS001	28/04/2014	Payment	P02	Direct Deb	-951.50	Boston Borough Council (Rates)
BOS001	28/04/2014	Payment	P02	Direct Deb	-1915.50	Boston Borough Council (Rates)
ALL004	30/04/2014	Payment	P02	Direct Deb	-265.84	Allstar Business Solutions Ltd

Account	Date	Type	Ref 1	Ref 2	Value	Details
				Total Payments		
				Total Discounts		
				Total Adjustments		
				Total Refunds		
				Total	-157430.70	

Payments						
Bacs	-133204.47	Cheque		Direct Deb	-242226.23	Chargecard
Bulk Bacs						

Adjustments						
Disc				Contra SL		

Refunds						
Refund						

  
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 Chief Executive

  
 .....  
 Finance Manager

**Black Sluice Internal Drainage Board**

Printed on 11/06/2014 at 08:48 by DANIEL

From 01/05/2014 To 31/05/2014

**Purchase Ledger Payments & Adjustments****Black Sluice Internal Drainage Board****Payments & Adjustments From 01/05/2014 To 31/05/2014**

Account	Date	Type	Ref 1	Ref 2	Value	Details
AGG001	09/05/2014	Payment	19686617	Bacs	-198.91	Aggregate Industries
ALA001	09/05/2014	Payment	101429	Bacs	-557.16	Alarmline Security Ltd
ANG001	09/05/2014	Payment	118 822 782	Bacs	-12.99	Anglian Water
ANG002	09/05/2014	Payment	233329	Bacs	-41.62	Anglian Bearing Company
ANT002	09/05/2014	Payment	234	Bacs	-516.53	Anthony Elston
ARB001	09/05/2014	Payment	1236	Bacs	-660.00	Arb-Core Tree Care Ltd
BOS002	09/05/2014	Payment	22905	Bacs	-544.50	Boston Commercial Cleaners Ltd
BUS002	09/05/2014	Payment	BO190079	Bacs	-15.95	B A Bush & Son Ltd
CAJ001	09/05/2014	Payment	48957	Bacs	-265.06	C & J Supplies
CEM001	09/05/2014	Payment	3006842072	Bacs	-161.28	Cemex UK Materials Ltd
CEN002	09/05/2014	Payment	SIN100961	Bacs	-643.41	Centre Tank Services Ltd
CLA001	09/05/2014	Payment	52661	Bacs	-118.20	Frank Clayton & Son Ltd
EVA001	09/05/2014	Payment	IDB029	Bacs	-775.00	Noel Evans Window Cleaning
FEN001	09/05/2014	Payment	165512C	Bacs	-79.68	Fenland Fastenings
FIR001	09/05/2014	Payment	10066	Bacs	-75.02	Malc Firth Landscapes Ltd
GRE001	09/05/2014	Payment	7944	Bacs	-42.99	Paul Greenhough Office Suppl
GRE006	09/05/2014	Payment	7516	Bacs	-639.00	FD Greenly & Sons Ltd
HAI001	09/05/2014	Payment	154032-1	Bacs	-81.09	Gary Haines Ltd
HAR001	09/05/2014	Payment	24593482	Bacs	-382.76	TC Harrison JCB
HCP001	09/05/2014	Payment	24035585	Bacs	-113.76	H L Hutchinson Limited
HGV001	09/05/2014	Payment	457104	Bacs	-15.28	HGV Truck Parts
IBB001	09/05/2014	Payment	128006	Bacs	-645.36	Arthur Ibbett Limited
INL001	09/05/2014	Payment	P01	Bacs	-14562.70	HM Revenue & Customs
INT002	09/05/2014	Payment	4491	Bacs	-3600.00	InterLec
JAC001	09/05/2014	Payment	4/B/02077	Bacs	-117.84	Jackson Building Centres Ltd
LAR001	09/05/2014	Payment	51560	Bacs	-39.30	Ray Larrington Hydraulics
LIN002	09/05/2014	Payment	P01	Bacs	-15196.76	Lincolnshire C C Pension Fund
MAI001	09/05/2014	Payment	5123	Bacs	-600.00	Mainstream Fisheries Ltd

Account	Date	Type	Ref 1	Ref 2	Value	Details
PAU001	09/05/2014	Payment	0010	Bacs	-880.00	Paul's Property Services
PET002	09/05/2014	Payment	8873	Bacs	-572.20	Peter Smith Trailer Sales
PRU001	09/05/2014	Payment	P01	Bacs	-25.00	Prudential
SHA005	09/05/2014	Payment	8942	Bacs	-40.00	D.Shaw Window Cleaning Service
SIL001	09/05/2014	Payment	IN397962	Bacs	-25.57	Silt Side Services Ltd
UNI001	09/05/2014	Payment	P01	Bacs	-56.68	Unison
WOO001	09/05/2014	Payment	960128	Bacs	-316.98	Woodco Business Machines
LIN002	09/05/2014	Refund	P01	Refund	14805.89	Lincolnshire C C Pension Fund
LIN002	09/05/2014	Payment	P01	Bacs	-18177.22	Lincolnshire C C Pension Fund
BUM001	19/05/2014	Payment	000172	Cheque	-200.00	Bumper 2 Bumper
AFC	23/05/2014	Payment	1157	Bacs	-4736.94	A & F Consulting Engineers LLP
ALL003	23/05/2014	Payment	H13089	Bacs	-606.00	Allpipe Stoppers
BRI001	23/05/2014	Payment	VP 98757170 Q05501KY	Bacs	-2064.51	British Telecom
CLA001	23/05/2014	Payment	52780	Bacs	-60.00	Frank Clayton & Son Ltd
CRA004	23/05/2014	Payment	1584	Bacs	-540.00	Craftwork Engineering Ltd
DWW	23/05/2014	Payment	2816	Bacs	-915.73	DW Woods Landscaping Ltd
ELL002	23/05/2014	Payment	21328	Bacs	-97.40	Eligia Recycling Ltd
ENG001	23/05/2014	Payment	26759	Bacs	-13624.35	Engineering & Hire Ltd
ENV003	23/05/2014	Payment	7195	Bacs	-1672.56	Environmental Technologies
EVE002	23/05/2014	Payment	01087288286	Bacs	-596.90	Everything Everywhere
HBP001	23/05/2014	Payment	SIN034085	Bacs	-714.00	HBP Systems Ltd
HCP001	23/05/2014	Payment	24042061	Bacs	-227.52	H L Hutchinson Limited
JAC001	23/05/2014	Payment	5/B/00818	Bacs	-3192.67	Jackson Building Centres Ltd
JWK001	23/05/2014	Payment	1314	Bacs	-861.00	JWK Agricultural Contractors
PAR001	23/05/2014	Payment	BSI259297	Bacs	-4.61	C F Parkinson Ltd
SCA001	23/05/2014	Payment	2014-00637	Bacs	-324.96	Scarborough Nixon Associates
SHO	23/05/2014	Payment	37946	Bacs	-5846.40	Shoebridge Engineering
TRA002	23/05/2014	Payment	0458 AFM768	Bacs	-34.80	Travis Perkins Trading Co Ltd.
TRA005	23/05/2014	Payment	1697	Bacs	-840.00	Traffic Management Safety Ltd
UNI006	23/05/2014	Payment	00062661	Bacs	-1117.80	Unique Employment Services Ltd
WIT001	23/05/2014	Payment	INV02535	Bacs	-892.34	Witham Fourth IDB
PIT001	06/05/2014	Payment	P02	Direct Deb	-507.20	Pitney Bowes Ltd
ALL004	07/05/2014	Payment	P02	Direct Deb	-406.85	Allstar Business Solutions Ltd



**Black Sluice Internal Drainage Board**

**Payments & Adjustments From 01/05/2014 To 31/05/2014**

Account	Date	Type	Ref 1	Ref 2	Value	Details
ALL004	14/05/2014	Payment	P02	Direct Deb	-425.04	Allstar Business Solutions Ltd
TOM002	14/05/2014	Payment	P02	Direct Deb	-145.20	TomTom
OPU001	15/05/2014	Payment	P02	Direct Deb	-2578.08	Opus Energy Limited
STR001	20/05/2014	Payment	P02	Direct Deb	-12.16	Streamline
WOL001	20/05/2014	Payment	P02	Direct Deb	-9933.38	Woldmarsh Producers Ltd
CNG001	20/05/2014	Payment	P02	Direct Deb	-83.71	Contract Natural Gas Ltd
ALL004	21/05/2014	Payment	P02	Direct Deb	-584.59	Allstar Business Solutions Ltd
WOR002	21/05/2014	Payment	P02	Direct Deb	-23.94	WorldPay Ltd

Account	Date	Type	Ref 1	Ref 2	Value	Details
				Total Payments	-114666.44	
				Total Discounts		
				Total Adjustments	14805.89	
				Total Refunds	-99860.55	
				Total		

**Payments**

Bacs	-99766.29	Cheque	-200.00	Direct Deb	-14700.15	Chargecard
Bulk Bacs						

**Adjustments**

Disc		Contra SL				
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**Refunds**

Refund	14805.89					
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 Chief Executive

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 Finance Manager

**BLACK SLUICE INTERNAL DRAINAGE BOARD**

**BOARD MEETING – 25<sup>th</sup> June 2014**

**AGENDA ITEM No 12(b)**

**LIST OF CONSENTS**

**1. BYELAWS**

The following Byelaw consents have been issued by the Board since 5<sup>th</sup> February 2014;

2014/B02	 61 Town Dam Lane Donington Spalding Lincs PE11 4TR	Siting of garage. BSIDB Drain 2/26 Grid Refs: 520982,335290
2014/B03	 Alexine Malting Lane Donington Spalding PE11 4XA	Erection of dwelling on land adjacent to Board piped watercourse. BSIDB Drain 2/25 Grid Refs: 520370,335225
2014/B04	 Tomas Cottage Beck Bank West Pinchbeck Spalding PE11 3QN	Erection of boundary fence & access gates. BSIDB Drain 22/2 Grid Refs: 519293,327490
2014/B05	 2 Endeavour Park Boston Lincs PE21 7TQ	Construction of 48 bed care home within 9 metres of piped w/c Drain 6/31 Grid Refs: 532240,342350
2014/B06	 Ralphs Lane Frampton Boston PE20 1QU	Construction of extension to existing factory. BSIDB Drain 5/14 Grid Refs: 530948,341068

2. **CULVERTS**

The following Culvert consents have been issued by the Board since 5<sup>th</sup> February 2014;

2014/C04	[REDACTED] George Stephenson House Toft Green York YO1 6JT	Filling of field drain to allow construction of Modular Equip Housing. Private Drain Grid Refs: 516835,337815
2014/C05	[REDACTED] Bottom Farm Dowsby Bourne PE10 0TX	Installation of pipe in private watercourse to prevent slippage. Private Drain (Outfalls to drain 22/4) Grid Refs: 517096,329309
2014/C06	[REDACTED] Poplar Farm Main RTd, Holland Fen Lincoln LN4 4QH	Piping & Filling of private w/c Grid Refs: 524480,348698
2014/C07	[REDACTED] Stokes Farm Sutterton Drove Amber Hill Boston PE20 3RF	Installation of culvert in private w/c Grid Refs: 524987,345047
2014/C08	[REDACTED] Needles Farm Ferry Lane Brothertoft Boston PE20 3SR	Filling of two open roadside watercourses. Private Drain Grid Refs: 528956,348060
2014/C09	[REDACTED] Mill House Brayford Wharf Lincoln LN1 1YT	Replacement Highway culvert BSIDB Drain 22/31 Grid Refs: 521317,326184
2014/C10	[REDACTED] South Lodge Pickworth Sleaford NG34 0TL	Agreement culvert replacement Hacconby Drove for Folkingham Farms

### 3. DEVELOPMENT AGREEMENTS

The following Development Agreements have been issued by the Board since 5<sup>th</sup> February 2014;

2014/D01	[REDACTED] 17-29 West Street Horncastle Lincs LN9 5JE	Disposal of surface water Boardsides Wyberton Fen Grid Refs: 529725  Application Withdrawn by Friskneys
2014/D01	[REDACTED] AJetts Holland Fen Lincoln LN4 4QQ	Discharge of treated effluent BSIDB Drain 11/12 Grid Refs: 522622,350756

### 4. TILE DRAINAGE OUTFALLS

The following Tile Drainage applications have been 141 issued by the Board since 5<sup>th</sup> February 2014;

2014/T01	[REDACTED] Fairview Hipper Lane Wigtoft Boston PE20 2PY	6 Outfalls Field 690 Grid Refs: 524305,336510
2014/T02	[REDACTED] The Grange Morton Bourne PE10 0NR	1 Outfall Field 486 Grid Refs: 515590,323745
2014/T03	[REDACTED] Waveney House Kit Kat Lane Sutterton PE20 2NB	8 Outfall Fields 468/469 Grid Refs: 528123,336663

### 5. EXTENDED AREA CONSENTS

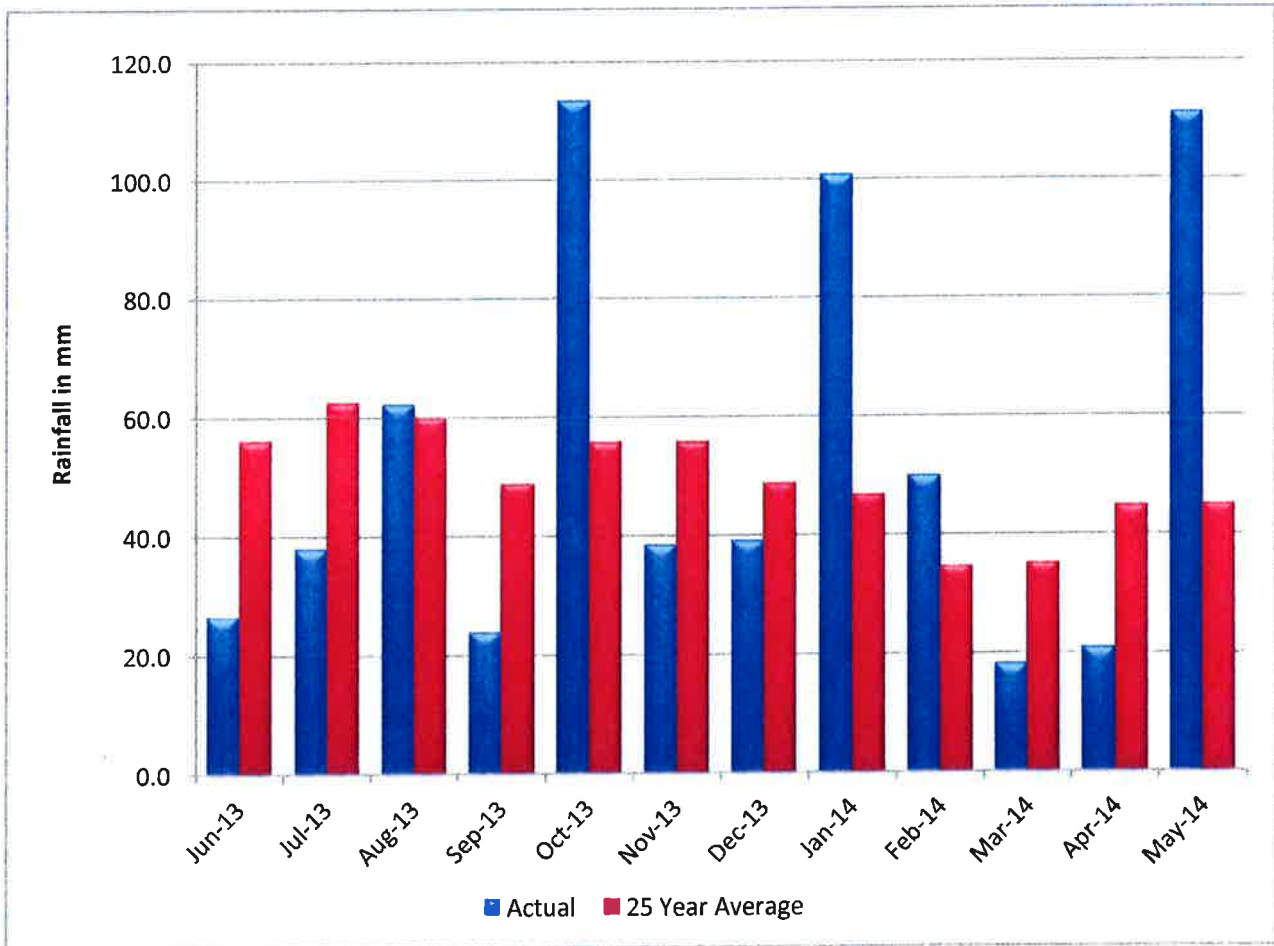
There have been no Extended Area Consent applications issued by the Board since 5<sup>th</sup> February 2014.

I M Warsap  
Chief Executive



## BLACK SLUICE INTERNAL DRAINAGE BOARD Rainfall at Black Hole Drove Pumping Station

MONTH	Rainfall		Actual / Average
	Actual	25 Year Average	
	mm	mm	%
<b>Jun-13</b>	26.4	55.9	47.23%
<b>Jul-13</b>	37.7	62.4	60.42%
<b>Aug-13</b>	62.0	59.9	103.51%
<b>Sep-13</b>	23.8	48.6	48.97%
<b>Oct-13</b>	113.2	55.7	203.23%
<b>Nov-13</b>	38.3	55.7	68.76%
<b>Dec-13</b>	39.0	48.7	80.08%
<b>Jan-14</b>	100.5	46.7	215.20%
<b>Feb-14</b>	49.8	34.6	143.93%
<b>Mar-14</b>	18.1	35.1	51.57%
<b>Apr-14</b>	20.8	44.6	46.64%
<b>May-14</b>	111.0	44.9	247.22%
<b>Totals</b>	640.6	592.8	108.06%



## BLACK SLUICE INTERNAL DRAINAGE BOARD Rainfall at Swineshead Depot

MONTH	Rainfall		Actual / Average
	Actual	25 Year Average	
	mm	mm	%
<b>Jun-13</b>	50.6	52.6	96.20%
<b>Jul-13</b>	43.7	63.4	68.93%
<b>Aug-13</b>	61.9	62.7	98.72%
<b>Sep-13</b>	20.1	48.6	41.36%
<b>Oct-13</b>	105.1	58.4	179.97%
<b>Nov-13</b>	38.4	55.2	69.57%
<b>Dec-13</b>	27.5	52.0	52.88%
<b>Jan-14</b>	102.4	48.1	212.89%
<b>Feb-14</b>	37.6	36.3	103.58%
<b>Mar-14</b>	23.5	36.4	64.56%
<b>Apr-14</b>	20.9	44.8	46.65%
<b>May-14</b>	109.4	43.7	250.34%
<b>Totals</b>	641.1	602.2	106.46%

