

# BLACK SLUICE INTERNAL DRAINAGE BOARD

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Chief Executive

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Our Ref: IMW/DPW/B10

Your Ref:

Date: 28<sup>th</sup> January 2015

## **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 4<sup>th</sup> February 2015 at 2:00pm at which your attendance is requested.



Chief Executive

## AGENDA

1. Apologies for absence.
2. Declarations of Interest.
3. To receive and if correct sign the Minutes of the meeting of the Board held on the 18<sup>th</sup> November 2014 **(pages 1 - 11)**
4. Matters arising.
5. To receive and confirm the Audit & Risk Committee Minutes held on the 10<sup>th</sup> December 2014 **(pages 12 - 18)**
6. To approve the following policies:
  - (a) Financial Regulations..... **(pages 19 - 23)**
  - (b) Procurement..... **(pages 24 - 27)**
  - (c) Delegation of Authority..... **(pages 28 - 30)**
  - (d) Draft Smoking..... **(pages 31 & 32)**
  - (e) Manual Handling..... **(page 33)**
  - (f) Stress..... **(page 34)**
  - (g) Vibration..... **(page 35)**
  - (h) Wearing of seat belts in Boards vehicles..... **(page 36)**
  - (i) Rechargeable Commercial Works..... **(page 37)**
  - (j) Complaints Procedure..... **(pages 38 & 39)**
7. To receive and confirm the Minutes of the Executive Committee held on 14<sup>th</sup> January 2015 **(pages 40 - 45)** and consider the following reports:
  - (a) Period 9 Management Accounts and Forecast **(pages 46 - 48)**
  - (b) Supplementary Report **(page 49)**
  - (b) 2015/16 Budget and Ten Year Projections **(pages 50 - 57)**
  - (c) Plant Replacement Fund **(page 58)**
  - (d) Development Consent Fee Account **(page 59)**
  - (e) Bourne Fen Farm Account **(page 60)**
8. To review the Risk Register **(page 61)**
9. To receive a report on Rating **(page 62)**
10. To confirm the arrangements and proposed dates for the election of the new Board in October 2015 **(page 63)**
11. To consider reports on the following:
  - (a) Monthly Accounts November & December 2014 **(pages 64 - 69)**
  - (b) Schedule of Consents Issues: November & December 2014 **(pages 70 & 71)**
  - (c) Rainfall **(pages 72 & 73)**
12. To authorise the Chairman and Finance Manager to seal the Rate for 2015/16 **(page 74)**
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  
18<sup>th</sup> November 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)

629 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr R Singleton-McGuire, Mr W Ash and Mr R Leggott.

630 DECLARATIONS OF INTEREST

Mr Atkinson declared an interest in minute no 632(a).

631 MINUTES OF LAST BOARD MEETING

The Minutes of the last meeting of the Board held on 25<sup>th</sup> June 2014, copies of which had been circulated, were considered and it was agreed that they should be signed as a true record with the following amendment;

Minute No 569(d)

First paragraph, last word: remove "Dowsby Fen" and replace with "Dunsby Fen"

632 MATTERS ARISING

(a) Proposed new access road – Haconby to Dunsby Fen Pumping Stations - Minute No 569(c)

The Operations Manager stated that he is currently in discussions with Mr J Atkinson.

(b) Pumping Station Valuations - Minute No 571(a)

The Chief Executive stated that Jackson Civil Engineers Ltd have been appointed for £7,950 to produce construction and methodology reports on all pumping stations as a bench mark exercise. The project appraisal report (if available) will be brought to the next Audit & Risk Committee meeting.

(c) Internal Audit Report - Minute No 575(a)

The Finance Manager stated that David Gowing had recently attended the office to complete a follow up Internal Audit Review and he had reported he was pleased to continue to provide substantial assurance on the system of control.

(d) Future Investments of the Board - Minute No 575(e)

The Finance Manager stated that the Executive Committee reviewed alternatives and they have decided to leave any surplus funds with the NatWest.

633 MINUTES OF THE CULVERTS & BRIDGES COMMITTEE MEETING

The Culverts & Bridges Committee Chairman presented the unconfirmed minutes of the meeting held on 10<sup>th</sup> July 2014, copies of which had been circulated.

The Board RESOLVED that the Minutes should be received.

634 MATTERS ARISING

(a) Culvert & Bridge Replacement Policy - Minute No 588

The Chairman of the Culvert & Bridges Committee reviewed the amendments to this policy (draft copy tabled at the meeting).

The Chief Executive then added that the Delegation of Authority Policy will be reviewed at the next Audit & Risk meeting, with reference to all Committees.

634 Cont.....

(b) Review of the Culvert Inspection Records - Minute No 590

The Operations Manager stated that a further two days of inspections had been carried out which equated to a further 140 culverts having been inspected.

Mr V Barker asked if contact had been made with the company who provided an ultra violet sleeve to line the pipe for Welland & Deepings IDB. The Operations Manager stated that contact had not been made yet.

635 MINUTES OF THE NORTHERN WORKS COMMITTEE MEETING

The Northern Works Committee Vice Chairman presented the unconfirmed minutes of the meeting held on 1<sup>st</sup> October 2014, copies of which had been circulated.

The Board RESOLVED that the Minutes should be received

636 MATTERS ARISING

(a) Swineshead Pumping Station - Minute No 597(m)

Mr V Barker asked if the bolts on the pumps of other pumping stations had been checked. The Chief Executive stated that the Pump Engineer had ascertained that only Swineshead pumps had steel bolts the other pumping stations had stainless steel bolts.

(b) Drain Maintenance - Minute No 597(r)

The Operations Manager stated that this year's flailing and cutting works will be completed next week.

(c) Deldale Road, Wyberton Towns Drain - Minute No 598(b)

The Chief Executive stated that no further action has been taken and it has been marked for future action.

(d) Proposed Piper Dam Reservoir - Minute No 612

The Chief Executive stated that he had presented this proposal to the EA, they were extremely interested in the suggestion and believe that it should be featured in the Black Sluice Strategy.

Mr V Barker added that fluvial flows could be slowed or retained west of Swaton Village incorporating the old rail line and this information should also be passed onto the EA.

636 Cont.....

(e) Position of Diesel - Minute No 615(g)

The Chief Executive stated that a report will be presented to the Board meeting in February 2015.

637 MINUTES OF THE SOUTHERN WORKS COMMITTEE MEETING

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

The Board RESOLVED that the Minutes should be received.

638 MATTERS ARISING

(a) Report on Income & Expenditure - Minute No 613

The Finance Manager presented a slide showing the amended budgets below for the drain and pumping station schemes. It was recommended for approval to revise the budget and forecast.

| Scheme |                                 | 2014/15<br>Approved<br>Budget | 2014/15<br>Forecast | BSIDB<br>Budget | EA FDGiA        |
|--------|---------------------------------|-------------------------------|---------------------|-----------------|-----------------|
| 1032   | Siltside Improvement            | £50,000                       | £19,551             | £19,551         |                 |
| 1033   | General Culvert Replacement     | (£2,400)                      | £57,000             | £57,000         |                 |
| 1035   | Kirton Meeres Long Culvert      | £30,000                       |                     |                 |                 |
| 1036   | Swineshead Phase 1 Culverts     | £80,000                       |                     |                 |                 |
| 1037   | Graft Drain Improvements        | £150,000                      | £110,000            |                 | £110,000        |
| 1038   | Culvert 2588 -Dowsby Fen 14/15  | £9,000                        | £9,262              | £9,262          |                 |
| 1039   | Culv1999-Trinity College 14/15  | £7,000                        | £2,001              | £2,001          |                 |
| 1040   | Culv818 - Hacconby Drove 14/15  | £16,000                       | £7,801              | £7,801          |                 |
| 1041   | Culvert 1265 - Horbling 14/15   | £6,400                        | £6,841              | £6,841          |                 |
| 1043   | Culvert 2987 -South Kyme 14/15  | £9,000                        | £6,007              | £6,007          |                 |
| 1044   | Culvert 2983 - Damford 14/15    | £5,000                        | £5,000              | £5,000          |                 |
| 1045   | Culvert 756 - South Kyme 14/15  | £5,000                        | £5,532              | £5,532          |                 |
| 1046   | Culvert 3004 - South Kyme       | £7,000                        | £4,459              | £4,459          |                 |
| 1047   | Culvert 1281 -Dowsby Fen 14/15  | £7,000                        | £5,243              | £5,243          |                 |
| 1048   | Culvert 1282 -Dowsby Fen 14/15  | £6,000                        | £6,000              | £6,000          |                 |
| 1049   | Wyberton Catchment Improvements |                               | £240,000            |                 | £240,000        |
|        |                                 | <b>£385,000</b>               | <b>£484,697</b>     | <b>£134,697</b> | <b>£350,000</b> |

| Scheme |                                | 2014/15<br>Approved<br>Budget | 2014/15<br>Forecast | BSIDB<br>Budget | EA FDGiA        |
|--------|--------------------------------|-------------------------------|---------------------|-----------------|-----------------|
| 1138   | Sempringham PS Weedscreen Clnr | £81,000                       | £40,500             |                 | £40,500         |
| 1139   | Dowsby Fen PS - New Roof       | £13,000                       | £12,000             | £12,000         |                 |
| 1140   | Helpringham PS VSD Motor Contr | £14,000                       | £14,000             | £14,000         |                 |
| 1141   | Swineshead PS Suction Bays     | £39,000                       | £39,244             | £39,244         |                 |
| 1142   | Ewerby PS Pump Refurbishment   | £20,000                       | £20,000             | £20,000         |                 |
| 1143   | Bicker Eau Pump Replacement    | £14,000                       | £14,000             | £14,000         |                 |
| 1144   | Eel Passes                     | £80,000                       | £80,000             |                 | £80,000         |
| 1145   | Eel Pass Studies               | £50,000                       | £0                  |                 | £0              |
|        |                                | <b>£311,000</b>               | <b>£219,745</b>     | <b>£99,245</b>  | <b>£120,500</b> |

The Board approved the revised 2014/15 Schemes budget and forecast.

638 Cont.....

(b) WPD Culvert extension - Minute No 615(d)

The Operations Manager stated that this culvert extension has been withdrawn due to a re formatting of the proposal.

(c) 16 Malting Lane, Donington - Minute No 615(e)

The Operations Manager has responded to the occupants explaining the proposed works are due to be commenced in 2016/17.

(d) Proposal to Amalgamate Southern & Northern Works Committee Meetings for Autumn Report Only - Minute No 615(f)

The Chief Executive confirmed that this would only be for the Autumn meeting the Board agreed to trial for a year.

(e) Position of Diesel - Minute No 615(g)

The Chief Executive stated that a report will be presented to the Board meeting in February 2015.

639 MINUTES OF THE EXECUTIVE COMMITTEE MEETING

The Chairman presented the unconfirmed minutes of the meeting held on 29<sup>th</sup> October 2014, copies of which had been circulated.

The Board RESOLVED that the Minutes should be received.

640 MATTERS ARISING

(a) Sale of Carlton Road - Minute No 619(a)

The Finance Manager stated that Carlton Road has been sold and the funds have been cleared.

(b) 2014/15 Budget & 10 Year Estimates - Minute No 619(b)

The Chief Executive stated that Mowbrays were in administration therefore a re-quotation was issued and S T Portess & Son Builders have been appointed and they commence works this week.

(c) Rechargeable Works - Minute No 619(d)

The Operations Manager requested approval to carry out the rechargeable works for Calders & Grandidge. The Chief Executive recommended that quotations over the value of £40,000 should be referred to the Board or any Committee of the Board before work commences. This could be built into the Delegation of Authority Policy. The Board AGREED.

(d) EA Asset Transfer Report - Minute No 620

The Chief Executive stated that this has not moved forward as quickly as first anticipated. The EA have recently been back in contact and are encouraging Local Authorities to play an active role in further negotiations.

Meetings are being arranged to commence in the New Year and the Chairman asked the Board for involvement in two Committees, strategy and operational. He proposed the Chairmen and Vice Chairmen of both Works Committees, the Board Chairman along with relevant officers to attend the first meeting. Should further Board members with relevant expertise be required they could be co-opted onto the Committees. The Board AGREED.

The Chairman stated he had written to Robert Caudwell the RFCC Chairman highlighting the lack of progress that has been made and outlined some of the concerns surrounding adequate available finance required for future maintenance and capital works to the main rivers and the Black Sluice Pumping Station.

Mott MacDonald and the EA are proposing to attend the offices on the 18<sup>th</sup> December to deliver a Black Sluice Catchment Strategy update, once confirmed the Chief Executive will notify the Board Members identified above and invite them to attend. The EA Asset Transfer may be part of the presentation.

(e) Consider First Draft of the 10 Year Estimates - Minute No 623

The Chairman highlighted to the Board that the impact from having a zero increase in the rate over the next 2 years could see negative reserves. The 10 year forecast to maintain 20% reserve at the end of the term would need a rate rise of 1.7% per year. The Executive Committee will be looking at the budgets in January 2015 with the view to recommendations to the Board in February 2015.

Mr V Barker added that with the increase in the numbers of culverts requiring replacement over the next 10 years, are the current resources adequate.

The Finance Manager stated that £135,000 has been budgeted on drain schemes within each year which will concentrate on culverts.



(f) Consider the 8 Year Plant Estimates - Minute No 624

The Chief Executive presented slides of plant for sale, he stated that he had obtained valuations in order to recommend the reserve prices.

|                                   |  |
|-----------------------------------|--|
| Claas Tractor including Grenadier | Minimum £30,000 or Chairman's Discretion |
| Dump Trailer No 2                 | £4,500 or Chairman's discretion          |
| Jetter                            | £8,000 or Chairman's Discretion          |
| Fuel Tank & Pumps                 | £750 or Chairman's discretion            |

The Board AGREED to the sale of the items above at the minimum prices as detailed or lower with the Chairman's authority.

(g) Consider the Board's Objectives, Vision and Mission Statement - Minute No 625

The Chairman outlined the amendments to the Board's Objectives made at the Executive Committee meeting along with the Vision & Mission Statement.

The Board RESOLVED that the recommendation be accepted.

(h) Lone Worker Devices - Minute No 626

|                     | Current Costs |           |    | Upgrade Existing Contract | New Lone Worker Contract | New Lone Work Contract |
|---------------------|---------------|-----------|----|---------------------------|--------------------------|------------------------|
|                     |               |           |    | 27 Months                 | 24 Months                | 36 Months              |
| Workmen Phones      | 8             | 136.56    |    |                           |                          |                        |
| Lone Worker Devices |               |           | 18 | 505.00                    | 531.00                   | 460.80                 |
| Smart Phones        | 5             | 125.35    | 5  | 165.00                    | 125.35                   | 125.35                 |
| Sharer Tariff       | 1             | 75.00     |    |                           | 75.00                    | 75.00                  |
| Telemetry Data      | 5             | 52.00     | 5  | 52.00                     | 52.00                    | 52.00                  |
| Data                | 1             | 14.00     | 1  | 14.00                     | 14.00                    | 14.00                  |
| Use of own phone    | 9             | 75.00     | 3  | 25.00                     | 25.00                    | 25.00                  |
|                     |               |           |    |                           |                          |                        |
| Monthly cost        |               | 477.91    |    | 761.00                    | 822.35                   | 752.15                 |
| Annual Cost         |               | 5734.92   |    | 9,132.00                  | 9,868.20                 | 9,025.80               |
| Contract Cost       |               | 11,469.84 |    | 20,547.00                 | 19,736.40                | 27,077.40              |

The Finance Manager presented the above slide detailing the report into the provision of Lone Worker Devices. He recommended that the existing contract be upgraded for a 27 month period.

The Health & Safety issues associated with lone working and the benefits of these devices was presented at both Works Committees and both recommended to the Board the use of these devices for Lone Working.

The Board RESOLVED that the recommendation be accepted.

641 TO APPROVE THE POLICY STATEMENT ON FLOOD PROTECTION & WATER LEVEL MANAGEMENT - Agenda Item No 6

The Chairman highlighted the amendments to the Policy Statement on Flood Protection and Water Level Management.

The Board RESOLVED that the Policy Statement on Flood Protection & Water Level Management be approved and adopted.

642 TO REVIEW THE RISK REGISTER - Agenda Item 7

The Finance Manager presented the Risk Register stating the only change would be the removal of 7.3 as Carlton Road has now sold.

The Board RESOLVED that the Risk Register be accepted.

643 TO RECEIVE A REPORT ON FINANCE, ADMINISTRATION AND RATING - Agenda Item No 8

The Finance Manager presented his report to the Board.

- (a) The Finance Manager recommended that the outstanding drainage rates detailed in the report for year ending 2012/13 & 2013/14 be written off.

The Board AGREED to write off the sum of £299.34 in respect of Drainage Rate Account No 3084.

- (b) The Finance Manager has authorised the outstanding drainage rates in respect of account no 3548 be written off as follows:

|              |                |
|--------------|----------------|
| 2011/12      | £ 16.56        |
| 2012/13      | £ 63.76        |
| 2012/13      | £ 63.76        |
| 2013/14      | £ 4.41         |
| <b>Total</b> | <b>£148.49</b> |

- (c) The Finance Manager stated that all agenda papers will go onto the website to comply with the Audit Regulations by 31 December 2014. Mr M Rollinson requested the papers could be downloaded onto an electronic device for the meeting. The Chief Executive responded that if any Board Member would prefer to receive electronic agenda's could they let the Finance Manager know.

- (d) Period 6 Management Accounts and Forecast

The Finance Manager presented the Period 6 Management Accounts and Forecast copies of which have been circulated. He highlighted the following points:-

- Other Income includes the £200k from the sale of Carlton Road and gives the impression of a surplus.

643 (d) Cont.....

- Drainage rate collection is in advance
- Overall income is within £2k of budget
- Drain maintenance is over spent by £50k due to the schemes not being completed earlier in the year, the forecast is within budget for the end of the year.
- Pumping Station maintenance is over spent by £19k which is mainly due to electricity pumping costs. Mr Robinson (EA) has informed the Finance Manager that the Black Sluice Pumping Station Navigation lock had not been operating since the tidal surge in December 2013. The Finance Manager has therefore requested an explanation from the EA as to why the water levels in the South Forty Foot Drain were increased over the summer period as this has resulted in unnecessary additional pumping incurring costs for the Board.

It was RESOLVED that the Report be received and adopted.

644 TO RECEIVE THE MINUTES OF THE ADA LINCOLNSHIRE BRANCH - Agenda Item 9

Copies of the ADA Lincolnshire Branch were circulated with the Agenda for information.

645 ANNUAL REPORT ON HEALTH AND SAFETY - Agenda Item 10

The Operations Manager presented to the Board the Annual report on Health and Safety. Cope Safety Management have been employed this year on a new five year contract to act as Health & Safety Advisors.

He responded to the question of reporting "near misses", there is currently no requirement to report near misses, from an operational view if lessons can be learnt.

It was RESOLVED that the Health and Safety Report be approved and adopted.

646 REPORTS - Agenda Item 11

(a) Monthly Accounts - Agenda Item 11(a)

The Board RESOLVED that the Board's monthly accounts which included May to October 2014, copies of which had been circulated, were noted.

The question was raised regarding the use and understanding of extra discounts through Woldmarsh. The Operations Manager responded that quotations are sourced and as an example the purchase of two flotation tyres would have cost £875 from Woldmarsh, but from a local supplier bought for £625.

646 Cont.....

(b) Schedule of Consents - Agenda Item 11(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 June to October 2014, copies of which had been circulated, were noted.

(c) Rainfall - Agenda Item 11(c)

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

The Chief Executive explained that the Board has two Met office weather stations, one at the office, and the other at Black Hole Drove. It costs £80 per week to run these which are in addition to the Boards own automatic rainfall monitors at Swineshead, Cocks Lock and Black Hole Drove pumping stations.

The Board decided that the Chief Executive should inform the Met office that these rainfall gauges will be removed.

647 CONFIRMATION OF DATES OF MEETINGS FOR THE NEXT 12 MONTHS - Agenda Item 12

A list of dates was distributed within the Agenda, two dates were adjusted and the following were AGREED by the Board.

|                                 |                            |
|---------------------------------|----------------------------|
| Executive Committee             | 14 <sup>th</sup> January   |
| Board                           | 4 <sup>th</sup> February   |
| Northern Works                  | 4 <sup>th</sup> March      |
| Southern Works Inspection       | 18 <sup>th</sup> March     |
| Audit & Risk                    | 9 <sup>th</sup> April      |
| Bridges & Culverts              | 29 <sup>th</sup> April     |
| Environment Committee           | 20 <sup>th</sup> May       |
| Executive Committee             | 3 <sup>th</sup> June       |
| Board Meeting and Inspection    | 17 <sup>th</sup> June      |
| Audit & Risk                    | 23 <sup>rd</sup> September |
| Combined Autumn Works Committee | 7 <sup>th</sup> October    |
| Board                           | 4 <sup>th</sup> November   |

648 ANY OTHER BUSINESS - Agenda Item 13

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 Audit & Risk Committee

held at the offices of the Board on  
10<sup>th</sup> December 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)

The Chairman welcomed David Gowing (Internal Auditor) to the meeting. It was also noted that Cllr R Singleton-McGuire had not received the agenda papers and consequently he did not attend.

#### 649 APOLOGIES FOR ABSENCE

There were no apologies.

#### 650 MINUTES OF THE AUDIT & RISK COMMITTEE MEETING

Minutes of the last meeting held on the 9<sup>th</sup> April 2014, copies of which had been circulated, were considered and it was RESOLVED that the Minutes should be signed as a true record.

#### 651 MATTERS ARISING

##### (a) Business Interruption Insurance Cover - Minute No 522(a)

The Finance Manager confirmed that the Board's insurers NFU stated that relocation expenses for the tenants of the Board owned bungalow is covered up to 20% of the declared value insured.

##### (b) Presentation on the New Board Website including Data Transparency - Minute No 524

The Finance Manager stated that a Data Transparency page has been added with all of the required information or index links to information.

651 (b) Cont.....

Mr Fowler asked how many freedom of information requests have been received. The Finance Manager responded that two requests detailed below which had been dealt with satisfactorily;

- (i) Information relating to Lone Worker Policy, from a service provider, regarding selling products.
- (ii) Information relating to Wyberton flooding.

652 TO REVIEW THE AUDIT & RISK COMMITTEES' TERMS OF REFERENCE - Agenda Item 4

The Finance Manager stated that he had reviewed the Committee's terms of reference and highlighted the following recommendations;

(a) Financial Reporting

The Committee AGREED to review a financial report as part of the agenda for one meeting and then the management accounts for the second meeting.

(b) External Audit

Previously the Board had an onsite External Audit, now with an annual return and an income lower than £6.5m, the Board has a light touch external audit and they no longer attend onsite.

The Finance Manager recommended that as the Internal Auditor attends one meeting annually that the Committee discuss their remit without the management present. The Committee AGREED to the recommendation.

(c) Review Timescale

The Committee AGREED to review the Terms of Reference at least every 5 years.

653 TO RECEIVE A VERBAL REPORT ON THE REVIEW OF PUMPING STATION VALUATIONS - Agenda Item 5

The Chief Executive outlined the appointment of Jackson Civil Engineers Ltd to review pumping station valuations. Due to unforeseen personal issues the lead manager has been unable to complete his report in time for this meeting.

The Chief Executive recommended that he review the report upon completion. The proposal of four types of pumping station replacement guidelines using modern day techniques, including externally secured pumps which would reduce future build costs. Also modern day pumps are smaller in size than the 1960 pumps currently in situ.

A question regarding vandalism was raised; the Chief Executive responded that fortunately we have incurred very little.

653 Cont.....

Cllr Russell stated that in circumstances where damage was less than a third the insurance companies would reinstate in situ rather than demolish.

The Committee discussed and agreed that the report, depending on when it is received, be put on the Board's agenda rather than delay review for the next Audit & Risk Committee meeting.

654 TO RECEIVE THE ANNUAL RETURN INCLUDING EXTERNAL AUDITORS REPORT - Agenda Item 6

The Finance Manager presented the completed Annual Return with a Clean report by Grant Thornton.

The Finance Manager raised the following comments to the Committee as items the external auditors wished to draw to the attention of the Board but did not affect their opinion.

- (a) Expenditure decisions to include a check as to whether all payments made are legal and within the powers of the Drainage Board.

The Committee agreed to update wording in the Financial Regulations Policy to cover the Boards financial integrity.

- (b) Procurement & Financial Regulations Policies frequency of review. The Committee will be reviewing this at Agenda Item 9.

655 TO RECEIVE REPORTS FROM THE INTERNAL AUDITOR - Agenda Item 7

- (a) Internal Audit Follow Up Report 2013/14

Mr Gowing presented his follow up report stating that all agreed recommendations have been completed and a good level of drainage rate collection. The Boards website complies with data transparency; the Black Sluice IDB is the first to completely comply.

The European Union has raised some issues regarding overtime and annual bonus payments. Mr Gowing confirmed that the Black Sluice IDB is already paying the uplift and therefore it is not a concern.

The Chief Executive is required to authorise a schedule of salary and wages rates at the start of each financial year.

- (b) Audit Strategy and Plan for 2014/15

Mr Gowing stated that he has slightly reduced the number of planned audit review days this year.

The Committee agreed to meet with the Internal Auditor without the management present. The Chief Executive and Finance Manager left the meeting at this point.



The Chairman minuted that the following items were discussed to the satisfaction of the Committee Members;

- (i) Data security backup, Mr Gowing as part of his Internal Audit will be looking into this area.
- (ii) Senior Officers back up, the Committee concluded that cover by other IDBs would be sufficient.
- (iii) Mr Gowing would be producing a report for Lincolnshire Clerks as guidelines regarding "declaration of interest" and "data transparency".

The Chief Executive and Finance Manager returned to the meeting.

656 TO REVIEW THE FINANCIAL REGULATIONS - Agenda Item 8(a)

The Finance Manager presented to the Committee the amendments in red;

- (i) 3.1 add "before 15<sup>th</sup>"
- (ii) 3.2 now a ten year projection
- (iii) 5.2 final sentence to read "Payments may also be taken by debit or credit card, by phone or on the Board's website or paid directly into the Board's bank account by the Debtor."
- (iv) 5.7 grammar add "the safe"
- (v) 7.1 clarify "weekly stock list" and "stock items"
- (vi) 9.3 the FSA has replaced the sentence "The Board only places deposits with financial institutions which are regulated by the Financial Conduct Authority."

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

657 TO REVIEW THE PROCUREMENT POLICY - Agenda Item 8(b)

The Finance Manager presented to the Committee the amendments in red;

Item 4(d) Items below £500, the following sentence added:

"It is accepted that small incidental purchases will be purchased from the most appropriate local supplier and this is to be noted on the carbon copies of the order".

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

658 TO REVIEW THE DELEGATION OF AUTHORITY POLICY - Agenda Item 8(c)

The Finance Manager stated that a number of Committees referred to the Delegation of Authority in their terms of reference but this did not follow through to this policy. The Finance Manager recommended that all Committees should review their terms of reference following the 2015 Election.

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

The Committee further discussed encouraging prospective members by inviting them to meetings as an observer. A reference could be published on the agenda that any public participation is as an observer.

The Committee further discussed having a public forum at the start of the meeting to enable comments to be made by a member of the public after advance notification of the issue which is due to be raised.

The Finance Manager will review and report to the Committee in April 2015.

659 TO REVIEW THE DRAFT SMOKING POLICY - Agenda Item 8(d)

The Finance Manager presented a draft new policy regarding smoking, it complies with all legislation.

The Chairman responded that smoking is referred to in the Litter Act 1983 in which the employer has to take reasonable steps from littering from smoking.

The Committee also discussed that Contractors to the Board are to be made aware of the smoking policy and that the Workforce are reminded of the policy regarding smoking in Board's vehicles.

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

660 TO REVIEW THE FIRE MANAGEMENT PLAN - Agenda Item 8(e)

The Chief Executive presented a new Fire Management Plan. The Committee reviewed the policy and advised the following items were raised;

- 2.9 - training for employees, a refresher training day for staff and frequent visitors will be programmed.
- In addition a note to be added for suitability of which extinguisher can be used on what type of fire.
- 2.4 - reorganisation the procedure to First action to be to remove yourself to a safe location then raise the alarm
- 2.4 - fire extinguishers are to assist you to evacuate the building
- 2.6 - check each group as they arrive and responses
- 2.7 - pre determined checklist

Mr Fowler suggested a summary safety list or priorities anagram, laminated on an A4 that employees, contractors etc could remember. The Committee recommended that once the plan has been reviewed that it be checked by the Fire Service.

The Chief Executive will review the plan and resubmit it at the next Audit & Risk meeting.

661 TO REVIEW THE POLICY REGARDING MANUAL HANDLING - Agenda Item 8(f)

The Chief Executive stated these policies have been provided and reviewed by the Health and Safety Consultants - Copes.

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

662 TO REVIEW THE POLICY REGARDING STRESS - Agenda Item 8(g)

The Chief Executive stated these policies have been provided and reviewed by the Health and Safety Consultants - Copes.

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

663 TO REVIEW THE POLICY REGARDING VIBRATION - Agenda Item 8(h)

The Chief Executive stated these policies have been provided and reviewed by the Health and Safety Consultants - Copes.

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

664 TO REVIEW THE WEARING OF SEAT BELTS IN BOARDS' VEHICLES POLICY - Agenda Item 8(i)

The Chief Executive stated these policies have been provided and reviewed by the Health and Safety Consultants - Copes.

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

665 TO REVIEW THE RECHARGEABLE COMMERCIAL WORKS POLICY - Agenda Item 8(j)

The Finance Manager presented to the Committee the amendments in red;

- (i) Under Policy, fourth paragraph spelling "recovery"
- (ii) Under Policy, sixth paragraph and additional sentence; "Any order over £40,000 must be referred to the Board or Committee of the Board before being accepted."

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

666 TO REVIEW THE COMPLAINTS PROCEDURE - Agenda Item 8(k)

The Finance Manager presented to the Committee the amendments in red;

- (i) No 3 - first sentence "We will acknowledge your complaint within 5 working days in writing or by phone to confirm that we have understood your concerns correctly."
- (ii) Under Local Government Ombudsman grammar "investigating"

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

667 TO RECEIVE THE CATALOGUE OF BOARD POLICIES WITH RECOMMENDED REVIEW DATES - Agenda Item 9

The Committee reviewed the recommended review dates and AGREED.

668 TO REVIEW THE RISK REGISTER - Agenda Item 10

The Committee reviewed the Risk Register and AGREED to the removal of 7.3 as Carlton Road has now been sold.

Mr V Barker asked if the solar panels be added to the Risk Management Policy incorporating risk of damage and control measures for the solar panels at Swineshead Pumping Station and the Office.

669 ANY OTHER BUSINESS - Agenda Item 11

Mr J Fowler congratulated the team on all their work to gain Substantial Assurance.

There being no further business the meeting closed at 16:00.

# **BLACK SLUICE INTERNAL DRAINAGE BOARD**

## **POLICY NO 03**

### **FINANCIAL REGULATIONS POLICY**

Review Dates:

|                |                                |
|----------------|--------------------------------|
| Original Issue | 16 <sup>th</sup> January 2013  |
| Reviewed       | 10 <sup>th</sup> December 2014 |
| Board Approved |                                |

#### **1.0 Introduction**

- 1.1 The Accounts and Audit Regulations 2011 and the financial provisions of the Land Drainage Act 1991, place a responsibility on Drainage Boards to ensure that the financial management of Boards is adequate and effective.
- 1.2 Financial Regulations set out the framework of the rules for the proper financial administration of the Board and the responsibility of those charged with carrying out duties with financial implications.

#### **2.0 Responsibility for Financial Control**

- 2.1 The Finance Manager shall be responsible to the Board for overall financial control of the Board's financial affairs and the continuous provision of financial management information.
- 2.2 The Finance Manager shall be responsible for maintaining the integrity of the accounting, financial administration and financial control systems of the Board.

#### **3.0 Annual Estimates and Budgets**

- 3.1 The Chief Executive and the Finance Manager shall, each financial year, prepare estimates of income and expenditure for the ensuing financial year. Such estimates will be presented to the Executive Committee in January to allow recommendations to be put to the Board before 15th February on the level of the penny rate and council special levies.
- 3.2 The Chief Executive and the Finance Manager shall also each year produce a ten year projection to estimate levels of balances, so that the penny rate can be set at appropriate levels.
- 3.3 The Board meeting in February will set and seal the Rate for the ensuing financial year.

- 3.4 The Board shall be kept informed by the Finance Manager of the overall financial position of the Boards finances through monthly management accounts, quarterly forecasts and other reports as necessary.

#### **Payments of Accounts / Orders**

- 4.1 All requests for goods and services shall be issued on official order forms authorised as set down in the procurement policy.
- 4.2 All invoices, claims and accounts shall be authorised by the Finance Manager before payment.
- 4.3 Payments will be made twice each month processed by the second and last Friday in each period.
- 4.4 The Finance Manager shall prepare a monthly schedule of payments that have been made.
- 4.5 All Schedules of payments are to be reported to the next available Board meeting.

#### **5.0 Income**

- 5.1 Procedures for the collection of all income due to the Board shall be under the control of the Finance Manager.
- 5.2 Payment received on behalf of the Board by cheque will be paid into the Board's bank account on a regular basis and at least within a week. Payments received in cash may be transferred to the petty cash float if required otherwise paid into the Board's bank account without delay. Payments may also be taken by debit or credit card, by phone or on the Board's website or paid directly into the Board's bank account by the Debtor.
- 5.3 All payments received by which ever method shall be recorded in the collection and deposit book.
- 5.4 The Finance Manager shall have responsibility to ensure that all monies received are correctly recorded in the Board's accounting records and the correct amount of VAT is added to income accounts where applicable.
- 5.5 The Finance Manager shall keep the Board regularly informed on the level of drainage rates collected.
- 5.6 An official receipt showing date of receipt, amount received, type of remittance and reason for payment will be issued for all cash payments and for cheque payments on request.

5.7 Keys to the safe and cash boxes shall only be available to designated officers. Any lost keys must be immediately reported to the Chief Executive and Finance Manager.

## **6.0 Insurance**

6.1 The Finance Manager, in consultation with responsible Officers initiates all appropriate insurance cover and negotiates all claims in consultation with relevant Officers.

6.2 All Policies and covers are to be reviewed on an annual basis.

6.3 The Finance Manager shall inform the Insurer in a manner and at intervals requested by the Insurer, of all asset changes and cover required.

6.4 Officers shall promptly notify the Finance Manager of any loss, liability or damage or any event likely to lead to a claim on any Board policy.

## **7.0 Stock and Assets**

7.1 The Finance Manager shall receive a weekly stock list from the Operations Manager detailing issues, receipts and balances of stock items.

7.2 The Finance Manager will arrange a physical stock take at least twice a year with one coinciding with the financial year end on the 31<sup>st</sup> March.

7.3 The Operations Manager shall ensure proper and safe custody of all stock.

7.4 The Finance Manager shall keep an asset register. This shall record all assets above £5,000 in value. The Finance Manager will carry out at least an annual physical check of assets.

## **8.0 Payment to Employees**

8.1 The Finance Manager shall keep a record of all employees to show details of the appointment, grade and payments in respect of each employee of the Board.

8.2 The Finance Manager shall be responsible for the payment of all, salaries, wages and other emoluments to all employees.

8.3 The Finance Manager shall be responsible for keeping and maintaining all records for the proper administration of PAYE, NI and Superannuation.

8.4 All authorised officers shall notify the Chief Executive and Finance Manager immediately of all matters affecting payments including resignations, suspensions, absences from duty and changes in remuneration.

#### **9.0 Treasury Management / Banking Arrangements**

9.1 The Finance Manager shall include in the monthly management accounts details on all investments which will be distributed to the Executive Committee.

9.2 The Board has a limit of funds that may be deposited, in a fixed term investment, with any institution which is £300,000.

9.3 The Board only places deposits with financial institutions which are regulated by the Financial Conduct Authority.

9.4 Bank transactions and instructions must be authorised by two approved officers.

9.5 In relation to 9.4 above, the approved officers are: Chief Executive, Finance Manager, Finance Supervisor and Operations Manager.

9.6 The Chief Executive, Finance Manager and Operations Manager may hold a Business Chargecard, with a monthly limit of £2500 for payment of expenses and Internet orders. Statements are to be certified by the Finance Manager every month. Chief Executive to certify the Finance Manager's statement.

9.7 Small payments may be made by Petty cash under the control of the Finance Supervisor. All petty cash claims are to be recorded on a voucher supported by a receipt and authorised by the Finance Manager or Chief Executive. The maximum amount of petty cash that may be held is £500. The Finance Manager is to certify the analysis every month.

9.8 Bank accounts must be in the name of Black Sluice IDB.

#### **10.0 Audit and Accounts**

10.1 The Finance Manager shall arrange for an internal audit of the accounting, financial management and other operations of the Board. This will be undertaken by a suitably qualified and experienced internal auditor and be undertaken in accordance with the CIPFA code of audit practice.

10.2 The internal auditor shall produce an annual report to the Executive Committee and the Audit and Risk Committee.



10.3 Any qualified or adverse Internal or External audit reports or opinions will be reported to the next available Board meeting.

10.4 The Annual Financial Statements shall be approved by the Board before the 30<sup>th</sup> June each year.

#### **11.0 Irregularities / Fraud**

11.1 In any case where irregularity is suspected in connection with financial or accounting transactions, it shall be the duty of the Finance Manager to inform the Chief Executive, Chairman of the Board, and the Board's Auditor without delay.

# Black Sluice Internal Drainage Board

## Policy No: 4 Procurement Policy

Review Dates:

|                |                                |
|----------------|--------------------------------|
| Reviewed       | 10 <sup>th</sup> December 2014 |
| Board Approved |                                |
| Due for Review |                                |

### 1. INTRODUCTION

Until 2008 all payments made by the Board were approved by two Members of the Board on a monthly basis. This provided a unique control on the procurement of the Board.

This practice was amended to allow the use of direct debits with the discounts available. A record of all payments is reported to every Board meeting by the Finance Manager. The Board approve an annual budget in February for all expenditure by the Board. Items of expenditure are discussed and approved by the Executive Committee, the Works Committees and the Board.

There has been a culture of the Board approving major items of expenditure which brings with it value for money.

### 2. THE PROCUREMENT PROCESS

Whatever the cost of an item or service that the Board purchases the following process is followed through to payment of that item:-

- 1 A Board order form must always be completed for any purchase made by the Board, except for purchases made using the internet or for items purchased by the Woldmarsh Group.
- 2 The following people are authorised to be issued with order books:
  - a. Chief Executive
  - b. Finance Manager
  - c. Operations Manager
  - d. Pump Engineer
  - e. Finance Supervisor
  - f. Operations Supervisor
  - g. Fitter/Pump Engineers Assistant
  - h. Unimog Driver
- 3 The order form should be filled out at the time of order and signed by the person who is organising the order and countersigned as required.
- 4 The management team is the Chief Executive, Finance Manager and Operations Manager.

- 5 The order is given to the supplier with where possible the agreed price of the item or service.
- 6 The green copy of the order form is given to the Finance Assistant. If additional quotations for the goods have been obtained then these should be noted on this copy.
- 7 When a delivery note is obtained this should be given to the Finance Assistant.
- 8 When the Finance Assistant receives an invoice for the goods he attaches the order and the delivery note to this.
- 9 The invoice is approved by the Finance Manager before payment is made.
- 10 A report is made to every Board Meeting of the invoices paid by the Board.

### **3. BASIS OF PROCUREMENT POLICY**

The policy sets out guidelines for procurement for four bands of expenditure:-

- Greater than £10,000
- Between £2,000 and £10,000
- Between £500 and £2,000
- Below £500

The Policy for Delegation of Authority gives the following authorities:

- 1 Executive Committee to approve any item of expenditure up to a value of £25,000.
- 2 The Chief Executive or Finance Manager to approve expenditure up to a value of £10,000 which is included in annual estimates and regular budgeted expenditure (eg electricity) in excess of £10,000.

### **4. PROCUREMENT POLICY**

#### **(a) Items with a value greater than £10,000**

These items will typically be:

- Large items of plant
- Machinery and electrical equipment for pumping stations
- Substantial repair contracts
- Large contracts
- Insurance policies
- Large amounts of pipes, steel piles and other materials for stock

These items will be included in the annual budgeted expenditure and through this method the expenditure will be approved by the Board. In

most cases three quotations will be obtained or the proposed purchase will be approved by the Board.

In the case of specialised equipment or in an emergency where it is not possible to obtain alternative quotations the Chairman or the Vice Chairman of the Board shall authorise the purchase.

**(b) Items between £2,000 and £10,000**

These items will typically be:

- Items of new plant
- Large repairs to plant
- Repairs to equipment at pumping stations
- Purchase of pipes, steel sheet piles and other construction equipment for stock.
- Items of office equipment
- Consultancy services
- Contracts for maintenance works
- Monthly payments to electricity companies.

Quotations will be obtained for items of new plant, office equipment, consultancy services and contracts for maintenance works. These will be approved by the Executive Committee before procurement, unless these have been approved within the annual budgets when the Finance Manager or Chief Executive will approve the expenditure.

Repairs of plant and pumping station equipment need to be progressed without delay and will normally be carried out by contractors or suppliers who regularly carry out work for the Board. The Finance Manager or Chief Executive shall approve this expenditure and this will be reported to the Executive Committee as part of the monthly Accounts Analysis sent to members by Email.

Regular purchases of equipment and materials for stock will be approved by the Finance Manager or Chief Executive. The Operations Manager or Works Supervisor will where possible obtain three quotations and the best value will be chosen.

Some monthly utility payments, particularly electricity bills, will be included in this category. These payments will be approved by the Finance Manager and Chief Executive. Best value for money is achieved by using a broker to negotiate annual, 2 year or 3 year contracts with the electricity supply companies.

**(c) Items between £500 and £2,000**

These items will typically be:

- Purchase of small items of plant
- Hire of plant and machinery
- Repairs to plant and machinery
- Purchase of spare parts for machinery

- Material for construction materials.
- Computers and office equipment

The Finance Supervisor, Operations Supervisor, Fitter/Pump Engineers Assistant and Unimog Driver shall, where possible obtain three quotations and obtain the authorisation from a member of the management team before signing an order for this level of procurement.

The Pump Engineer shall after obtaining three quotations, where possible, have the authorisation to sign an order for this level of procurement when associated with pumping station equipment.

**(d) Items below £500**

These items or services are typically spare parts for machinery, office materials and other similar goods.

If possible, value for money will be achieved by obtaining at least one other quotation or by comparing the price with previous purchases of similar goods or services. It is accepted that small incidental purchases will be purchased from the most appropriate local supplier and this is to be noted on the carbon copies of the order.

## **5. ITEMS PURCHASED BY CREDIT CARD**

Credit cards have been issued to the Chief Executive, Finance Manager and Operations Manager for use in purchasing goods and services for the Board. These items will be authorised by the management team and no one officer should authorise their own expenditure.

These purchases will be subject to the same guidelines as normal purchases.

## **6. ITEMS PURCHASED BY WOLDMARSH GROUP**

The Board has become a member of the Woldmarsh Buying Group which works on behalf of its members to procure goods and services at preferential prices.

If goods or services are required a member of the Management Team will contact Woldmarsh who will procure the items on behalf of the Board.

As soon as Woldmarsh have completed an order to the suppliers a confirmation of the order is sent to the Operations Manager.

Woldmarsh submit an invoice for payment once per month for all of the goods and services purchased for the Board.

## **7. SUMMARY**

The above policy is not exhaustive and is written as a guide to the appropriate level of authorisation for the level of procurement required.

Members of staff should always liaise with members of the management team to ensure that procurement of materials and services give satisfactory value for money.

Staff should look for every opportunity to make bulk purchases with other authorities to achieve additional value for money.

# Black Sluice Internal Drainage Board

## Policy No: 10 Delegation of Authority Policy

Review Dates:

|                |                                |
|----------------|--------------------------------|
| Reviewed       | 10 <sup>th</sup> December 2014 |
| Board Approved |                                |
| Due for Review |                                |

### DELEGATION OF AUTHORITY TO COMMITTEES

#### Executive Committee

- (a) Approve salary levels for members of staff.
- (b) Recruitment of Senior Officers.
- (c) Set levels of rents for Board's property and land.
- (d) Approve awards of large contracts following tender or quotation submission.
- (e) Approve orders for plant expenditure in excess of £10,000 within annual budget estimate.
- (f) Approve any changes to the investment portfolio of the Bourne Fen Farm Account.
- (g) Any formal consent which requires determination before the next Board Meeting which officers cannot approve.
- (h) Approve any item of expenditure up to a value of £25,000.

Minutes of all actions taken by the Executive Committee should be presented to the following meeting of the Board

#### Works Committees

- (a) Any formal consent which requires determination before the next Board Meeting which officers cannot approve.
- (b) Approve any individual works or scheme up to a value of £25,000.

Minutes of all actions taken by the Works Committees should be presented to the following meeting of the Board.

### **Bridges & Culverts Committee**

- (a) Determine applications for the renewal of Bridges and Culverts and the level of any contribution required from the ratepayer
- (b)
- (c)

Minutes of all actions taken by the Bridges & Culverts Committee should be presented to the following meeting of the Board.

### **Environment Committee**

- (a) Approve expenditure of the Environmental budgets to the level set in the annual budgets.
- (b)
- (c)

Minutes of all actions taken by the Environment Committee should be presented to the following meeting of the Board.

### **Audit & Risk Committee**

- (a) To investigate any activity within its responsibilities
- (b) To seek any information that it requires from any Officer or employee of the Board and all employees are directed to cooperate with any request made by the Committee
- (c) To obtain outside legal or independent professional advice, and secure the attendance of outsiders with relevant experience and expertise if it consider this necessary

Minutes of all actions taken by the Audit & Risk Committee should be presented to the following meeting of the Board.

### **Nominations Committee**

- (a) Prepare nominations for approval of the Board in the Board meeting following an election and any vacancies mid-term.
- (b)
- (c)

Minutes of all actions taken by the Nominations Committee should be presented to the following meeting of the Board.

## **DELEGATION OF AUTHORITY TO BOARD MEMBERS AND OFFICERS**

### **Chairman of the Board**

- (a) Sign agreements on behalf of the Board.
- (b) Negotiate purchases and sales on behalf of the Board.
- (c) Approve expenditure and arrangements for inspections, meetings, visits and other similar items.

### **Chairmen of Works Committees**

- (a) Approve minor works.
- (b) Approve consents for relaxing Bye-Laws:
  - Relaxation to 4.5 metres from the centre line when a watercourse is piped.
  - Relaxation to 6.0 metres if a clear strip of land is left clear adjacent to the watercourse for the sole use of the Board.
  - Relaxation to allow bushes to be planted 4.5 metres and trees 6.0 metres from the brink of a small or medium sized drain.

### **Chief Executive**

- (a) Day to day operation of the Board.
- (b) Recruitment of staff and workforce.
- (c) Approve expenditure up to a value of £10,000 on maintenance of plant and items which are included in annual estimates and regular budgeted expenditure (e.g. Electricity) in excess of £10,000.
- (d) Sign Board cheques and instructions to the bank with the Finance Manager, with the Operations Manager and/or the Finance Supervisor substituting if required.
- (e) Sign agreements and consents on behalf of the Board as set out in the Board's policies.

### **Finance Manager**

- (a) Approve the write-off of Drainage Rates up to a value of £250.
- (b) Approve the investment of Board funds in accordance with the Board's Financial Regulations.
- (c) Approve expenditure up to a value of £10,000 on maintenance of plant and items which are included in annual estimates and regular budgeted expenditure (e.g. Electricity) in excess of £10,000.
- (d) Sign Board cheques and instructions to the bank with the Chief Executive, with the Operations Manager and/or the Finance Supervisor substituting if required.



# Black Sluice Internal Drainage Board

## Policy No: 33

### Smoking Policy

Review Dates:

|                |                  |
|----------------|------------------|
| Original Issue | 10 December 2014 |
| Board Approved |                  |
| Due for Review |                  |

#### Introduction

This smoking policy seeks to guarantee the right of all employees and visitors to breathe air free of tobacco smoke and to comply with smoke-free legislation included in The Health Act 2006. Passive smoking, has been medically proven to cause lung cancer and heart disease in non-smokers, also been proven to cause asthma and migraine attacks, as well as other serious illnesses and minor conditions.

#### The Penalties for Non-Compliance with the Legislation

- Failing to display no-smoking signs in premises covered by the law (£200 fixed penalty notice, or up to £1,000 Court fine);
- Smoking in a smoke-free place (£50 fixed penalty notice, or up to £200 Court fine);
- Failing to prevent smoking in a smoke-free place (up to £2500 Court fine).

#### The Management of this Policy

It is the policy of Black Sluice Internal Drainage Board that all our workplaces are smoke free, and all employees have a right to work in a smoke free environment. Smoking is not permitted in any part of the premises, or within one metre of an entrance or window, including pumping stations, company vehicles and machines at any time. At the Board's headquarters smoking is only permitted in the designated smoking shelter.

This policy also covers the use of Electronic Cigarettes.

#### Adequate Signage and Facilities for Disposal of Smoking Refuse, etc.

Managers/Supervisors are responsible for ensuring the implementation and maintenance of this policy. Appropriate 'no-smoking' signs will be clearly displayed at the entrances to and within the premises, and in all vehicles and machines. Smokers are responsible for disposal of cigarette litter including discarded cigarette butts, cigarette packets, matches and match boxes.

Smoking litter should be disposed of in designated bins and not discarded on the ground.

#### Enforcement of the Smoke-Free Legislation

Council enforcement officers have the power to enter no-smoking premises to determine whether the law is being upheld. They also assess whether or not those in control of the premises have taken all reasonable precautions to avoid people smoking.

All staff have a personal responsibility in ensuring their personal compliance and in ensuring that all those who enter the premises are made aware of the policy. Those who do not comply with the smoke-free law may be liable to a fixed penalty fine and possible criminal prosecution.

### **Help for those who Smoke**

It is recognised that the smoking policy will impact on smokers' working lives. Black Sluice IDB will support those staff that would like to quit smoking

The following free services are available to assist smokers to quit:

- NHS Smoking Helpline 0800 169 0 169
- Lincolnshire Phoenix Stop Smoking Service 0800 8401533 or 01522 574200

### **Non Compliance**

Disciplinary procedures will be followed if employees do not comply with this policy.

# BLACK SLUICE INTERNAL DRAINAGE BOARD

## Policy for Manual Handling Operations

Manual handling operations undertaken at work may result in a number of ill health conditions or injuries. Personnel who are engaged in manual handling, as a significant part of their normal work, may be at risk. 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 associated with manual handling activities.

### Manager responsibilities

1. You must ensure that, in the work areas for which you have responsibility, manual handling operations are avoided, so far as is reasonably practicable. This may involve ensuring that mechanical handling equipment is available, maintained and used appropriately by those in your control.
2. You must ensure that, where manual handling operations cannot be avoided, you have assessed the task and satisfied yourself that the manual handling operation cannot be avoided. This may involve carrying out a risk assessment using the proforma overleaf.
3. You must ensure that, for those manual handling operations which remain, health and safety risks are reduced so far as is reasonably practicable. This may involve introducing job rotation schemes or ensuring that team lifting practices are employed etc. Manual handling training courses are widely available and must also be considered.

### Employee responsibilities

1. You must use the appropriate mechanical handling equipment, where it is available, to avoid the need for manual handling. Any deficiency in the equipment must be reported to your Manager.
2. You must assist your Manager in carrying out manual handling risk assessments detailed above.
3. You must ensure that, for the manual handling tasks which remain, that they are undertaken in accordance with any training and instruction you have received. You must be mindful of your own abilities when lifting and carrying etc., and not put yourself at increased risk.

Authorised by: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

# BLACK SLUICE INTERNAL DRAINAGE BOARD

## Policy on Managing Stress in the Workplace

The Health & Safety Executive definition of stress is “the adverse reaction people have to excessive pressure or other types of demand placed on them”. Whilst others thrive on pressure and a fast working environment, for some people this can be very stressful. Anyone working under pressure due to workload, excessive expectations from management or bullying and harassment may be at risk. Whilst it is accepted that pressures outside the workplace can cause stress there is still a duty to ensure that working practices are not exacerbating an existing condition. The purpose of this policy is to identify who is responsible, and what they must do, in order to minimise any exposure to situations that may result in stress.

### Manager responsibilities

1. You must ensure that, in the work areas for which you have responsibility, stress is avoided, so far as is reasonably practicable. Where it cannot be avoided, you must assess the level of risk, which may involve carrying out a risk assessment.
2. You must monitor workloads and working hours to ensure that employees are not overworking. Monitor holidays to ensure that employees are taking their full entitlement.
3. You must ensure good communication between management and employees so that if there are organisational changes employees feel they are kept fully informed. All employees must be fully trained to carry out their duties and have the appropriate management support.
4. You must ensure that bullying and harassment is not tolerated within your work area.
5. You must look out for changes in the behaviour of your employees, as this may be an indication that they are suffering from stress. You must be supportive and treat any employee who says they are suffering from stress compassionately.
6. Be prepared to offer additional support, whenever necessary.

### Employee responsibilities

1. You must inform your Manager if you feel you may be suffering from workplace stress. Be as open as possible so that your Manager has the full facts. Work with management to agree realistic and workable solutions.
2. You must co-operate with your Manager when he carries out any risk assessments. Take an active part in any opportunities for discussion when the risk assessment is carried out so that you feel involved in any decisions that are made.
3. Read/listen carefully to all communications from management to make sure you fully understand the reasons for any change. If you do not understand or would like to discuss any concerns, speak to your Manager.
4. You must give full consideration to attending any counselling or stress management courses your employer may suggest.

Authorised by: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

# BLACK SLUICE INTERNAL DRAINAGE BOARD

VIB 2/1

## Policy for Vibration at Work

Exposure to hand-arm or whole-body vibration at work may result in a number of ill health conditions or injuries. Personnel who are engaged in operations where they may be exposed to hand-arm or whole-body vibration, for example, when using hand held tools or when driving vehicles, as a significant part of their normal work, may be at risk. 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 associated with vibration at work.

### Manager responsibilities

1. You must ensure that, in the work areas for which you have responsibility, hand-arm or whole body vibration is avoided, so far as is reasonably practicable. This may involve ensuring that work equipment is appropriately selected for the intended use, maintained and used appropriately by those in your control.
2. You must ensure that, for any operation where hand-arm or whole body vibration is likely to lead to exposure, that the work equipment has been selected in order to reduce that risk, so far as is reasonably practicable. For example, when purchasing new work equipment, ensure vibration magnitude is a criterion for selection.
3. You must ensure that, where vibration exposure cannot be avoided, you have assessed the task and satisfied yourself that the vibration exposure cannot be avoided. This may involve carrying out a risk assessment using the proforma overleaf.
4. You must ensure that, for those vibration exposures that remain, health and safety risks are reduced so far as is reasonably practicable. This may involve introducing job rotation schemes or health surveillance regimes, and will require that employees are instructed and trained why and how to detect and report signs of injury.

### Employee responsibilities

1. You must use the work equipment as you have been shown and instructed to reduce exposure to vibration. Any deficiency in the equipment must be reported to your Manager.
2. You must assist your Manager in carrying out vibration risk assessments detailed above.
3. You must ensure that, for vibration exposures that remain, that they are reduced as far as is reasonably practicable in accordance with any training and instruction you have received.

Authorised by: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

# **BLACK SLUICE INTERNAL DRAINAGE BOARD**

## **POLICY STATEMENT**

### **THE PROVISION AND USE OF WORK EQUIPMENT REGULATIONS 1998**

#### **WEARING OF SEAT BELTS IN VEHICLES**

##### **Background**

A number of accidents have resulted in operators attempting to jump clear of an unstable machine and being struck by the Roll Over Protection System (ROPS) or being thrown about the cab of the machine during a roll over. Injuries sustained are usually major, causing entrapment and crushing type injuries.

##### **Regulations**

The Health and Safety at Work Act 1974 requires employers to provide safe plant and machinery and this includes all vehicles and heavy plant. The Provision and use of Work Equipment Regulations 1998 supports this requirement in that all new vehicles now supplied are to be fitted with seat belts, and where practical, these should be worn.

The Health and Safety at work Act 1974 and the Management of Health and Safety at Work Regulations 1999 imposes duties on employees to use all machinery, equipment and safety devices as trained or instructed. Therefore, where vehicles are fitted with seat belts they must be worn, unless the job you are doing specifically precludes their use.

In line with current vehicle training, and the Regulations and Act referred to above, the policy of this company is that all vehicle operators must wear seat belts if fitted.

**Authorised by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

# Black Sluice Internal Drainage Board

## Policy No: 40

### Commercial Works Policy

Review Dates:

|                |                                |
|----------------|--------------------------------|
| Original Issue | 9 <sup>th</sup> April 2014     |
| Reviewed       | 10 <sup>th</sup> December 2014 |
| Board Approved |                                |

#### 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 recovery.

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. Any order over £40,000 must be referred to the Board or Committee of the Board before being accepted.

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**

## **COMPLAINTS PROCEDURE**

The Black Sluice IDB has a procedure for dealing with complaints from members of the public and others. Despite our best endeavours, we recognise that things may not always meet your expectations. We follow a standard procedure to ensure that we investigate your complaint fully and fairly, and which enables complaints to be dealt with in a consistent way.

We want to hear from you if you are unhappy with our services and want to make a complaint.

### **What is a Complaint?**

A complaint is an expression of dissatisfaction, however made, about the standard of service, action or lack of action made by the Board or its staff, contractors etc, affecting an individual member of the public or other group or organisation.

### **The Steps to Follow**

1. Some complaints can be dealt with immediately, and we would like to put things right straight away if possible, rather than involve you in filling out a form and waiting for a response. So your first step if you are not happy with the way we have dealt with you is to go back to the person in the Board who handled the matter in the first place.
2. If you are still not satisfied with the way your complaint has been dealt with, then we will adopt a formal procedure in order to investigate it further. Please fill in the attached form setting out what went wrong and what you think the Board should do to put things right. Please provide as much information about your complaint as possible and include reference numbers, dates of correspondence etc.
3. We will acknowledge your complaint within 5 working days in writing or by phone to confirm that we have understood your concerns correctly. The complaint will be investigated by the Board's Chief Executive.
4. We will investigate your complaint, and where possible, send a written reply to you within 15 working days of our acknowledgement. If the matter requires further investigation, we will tell you the reason for the delay and when a full reply will be sent.
5. If you are not satisfied with our reply, please let us know why. If possible, we will investigate further and if then your concerns are still unresolved, the matter will be discussed at a full Board Meeting. We will keep you informed of progress and provide a further reply within 15 working days of receiving your letter.



## The Local Government Ombudsman

If you remain unsatisfied with the way we have dealt with your complaint you may refer it to the Local Government Ombudsman, who works independently to the Board, investigating allegations of maladministration causing injustice to the person who has complained. However, the Ombudsman will usually expect you to have tried to get your complaint settled by the Board first. Any complaint to the Ombudsman must involve more than a disagreement with the Board and needs to show that something went wrong and an injustice was caused.

For example it might be maladministration if the Board:-

- made a mistake;
- took too long to do something;
- did not follow its own rules or the law;
- broke its promises;
- treated you unfairly;
- gave you wrong information; or
- did not make a decision in the right way – that is, if it:-
  - did not follow the right procedures when making the decision;
  - did not consider all the relevant information; or
  - wrongly considered irrelevant information.

You might have been caused an injustice by the Board's maladministration if, for example, you:-

- did not get the service or benefit you were entitled to or there was a delay before you got it;
- suffered financial loss; or
- were put to a lot of avoidable expense, trouble or inconvenience, or suffered avoidable uncertainty or stress.

The Local Government Ombudsman might not investigate your complaint if they consider that the injustice is only slight, or if the Board has already taken, or is willing to take, satisfactory action to resolve it.

The Local Government Ombudsman has a leaflet called "*Complaint to the Council? How to Complain to the Local Government Ombudsman*". While the leaflet refers to Councils, the same principles apply equally to IDBs. There is also a leaflet on the Local Government Ombudsman website entitled "*How the Ombudsman will deal with your complaint*". You can get a copy of these leaflets by telephoning their Adviceline on 0300 061 0614, or downloading them from their website at [www.lgo.org.uk](http://www.lgo.org.uk).

## Why we want to hear from you

Although we want to hear from you if you feel you need to complain, we like to hear any comments you have about our overall service performance. We want to provide the best possible service and your comments will help us to know what we are doing well, and also what we need to improve on.

Contact Details:-

Chief Executive  
Station Road, Swineshead, Boston, Lincs, PE20 3PW  
Tel: 01205 821440 Fax: 01205 820671

[mailbox@blacksluiceidb.gov.uk](mailto:mailbox@blacksluiceidb.gov.uk)

# BLACK SLUICE INTERNAL DRAINAGE BOARD

## MINUTES

of the proceedings of a meeting of the Executive Committee

held at the Offices of the Board on  
14<sup>th</sup> January 2015 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)

#### 670 APOLOGIES FOR ABSENCE

Apologies were received from Mr K C Casswell. Mr J R Wray joined the meeting at Agenda Item 4.

#### 671 MINUTES OF THE LAST MEETING

Minutes of the last meeting held on 29<sup>th</sup> October 2014, copies of which had been circulated, were considered and it was agreed that they should be signed as a true record.

#### 672 MATTERS ARISING

##### (a) 2014/15 Budget - Minute No 619(b)

The Chief Executive informed the Committee that S T Portess & Son have been appointed to complete the building of the secure storage area. They are due to complete next week; the Chairman viewed the works before Christmas.

The Architect had no active contract with Mowbray's, as agreed at the previous meeting the Architect and Structural Engineering drawings were purchased for £500.

##### (b) Black Sluice Strategy following the Tidal Surge - Minute No 619(c)

The Chief Executive informed the Committee that an agreement has been reached with FCC Environmental Company regarding the works specification. The works to protect the culvert will be commencing on the 19<sup>th</sup> January 2015.

672 (b) Cont.....

The Environment Agency have issued £240k of FDGiA "recovery" funding for works to be completed by 30<sup>th</sup> June 2015 on the Wyberton and Kirton catchments. Contractors will be contacted to tender for the culvert replacement works as the workforce is unable to complete these within the set period without detriment to the Board's planned drain maintenance.

The Chief Executive stated that due to the simplified "LITE" format application for FDGiA he was able to complete them within the short time frame to secure funding for the schemes.

(c) Rechargeable Works - Minute No 619(d)

The Chief Executive informed the Committee that the contract has been secured with Calders & Grandidge, programmed to commence 2<sup>nd</sup> February 2015.

(d) Data Transparency Web Page - Minute No 619(f)

The Finance Manager stated that the Internal Auditor stated at the Audit & Risk Committee meeting that the Black Sluice IDB is an example of good practice.

(e) The EA Asset Transfer Report - Minute No 620

The Chief Executive informed the Committee that the meeting is to be held on 3<sup>rd</sup> February 2015.

(f) Lone Worker Devices - Minute No 626

The Chief Executive stated that the devices are due for delivery by 26<sup>th</sup> January 2015.

(g) Board Members - Minute No 628(a)

The Chief Executive stated that the Land Drainage Act quoted in the minutes refers to elected Board Members. Boston Borough Council rules regarding Appointment of Representatives to Outside Bodies applies to the appointment of their Councillors onto the Board.

673 TO RECEIVE THE PERIOD 9 MANAGEMENT ACCOUNTS - Agenda Item 4

The Finance Manager presented to the Committee the Period 9 management accounts and stated that everything appears to be heading towards budget for the year end.

He made further reference to the following items:

- Drain Maintenance is adverse against budget but the additional £240k FDGiA for schemes is to be spent and then will reduce the overspend by year end.
- Interest rate with the Natwest has reduced to 0.15%.

674 TO CONSIDER THE 2015/16 BUDGET AND TEN YEAR PROJECTIONS -  
Agenda Item 5

The Chairman reviewed the conversations from the last Executive Committee meeting which concluded in requesting the Finance Manager to construct the budget with a moratorium in the rate for two years.

As reported at the subsequent Board meeting this resulted in unacceptably low balances in six years time and with this consideration the Finance Manager had calculated the minimum regular level that would sustain a General Reserve to Expenditure level of 20% over a ten year period. This was based on a base increase of 1.75%.

The Chairman stated that it was his opinion that this level of increase, given the austerity measures the local Councils are contending with, was unacceptably high. The Chairman asked Cllr Bedford in his role as the Leader of Boston Borough Council what they had included in their budget to which he replied 1%, noting that Central Government had reduced their budget by £660,000.

The Chairman proposed reducing the increase in the rate to 12.48p (1.46%) by reducing the budget for Drain Schemes from £135,000 to £115,000 for the next two years. The Chief Executive requested caution in reducing these budgets as the Flood Defence Grant in Aid (FDGiA) money was not likely to be available at the same levels as the current year and ideally inflationary increases need to be factored into both Drain and Pumping Station Schemes. This was acknowledged by the Committee and a review of the ten year schemes budget was undertaken to identify any urgent schemes.

The Committee AGREED to reduce the Drain Schemes budget to £115,000 for 2015/16 and 2016/17, to be reviewed after period 9 accounts in each year with schemes planned in reserve if the funds were available from alternative budgets.

The Chairman confirmed with the Finance Manager that inflationary increases had been included in Drain Maintenance at a rate of 2%. Mr Leggott also reflected on the impacts that reducing Drain Maintenance could potentially have.

The Committee AGREED to recommend to the Board that the Board adopt a policy of maintaining the General Reserve at a level of 20% of the annual expenditure.

The Committee further AGREED to recommend the budget in its current form with the amendments detailed above and a penny rate of 12.48p.

675 TO CONSIDER THE PROPOSALS FOR THE PLANT ACCOUNT 2015/16 -  
Agenda Item 6

The Chief Executive presented to the Committee proposed purchases including three pickups. The Committee discussed the option of leasing 4x4 pickups highlighting the importance of the Black Sluice organisational status, which would reduce the capital allowances to the leasing company and annual high mileage penalties. The Committee RESOLVED to recommend the three pickups be purchased rather than leased.

675 Cont.....

The Committee AGREED to the recommendation presented for the plant purchases 2015/16 in conjunction with the Eight Year Plant Plan agreed by the Executive Committee on 20<sup>th</sup> October 2014.

676 TO CONSIDER THE DEVELOPMENT CONSENT FEE ACCOUNT - Agenda Item 7

The Chief Executive informed the Committee that the reconstruction of the culvert at Wyberton Roads will be covered by FDGiA.

The Chief Executive stated that with the continued use of SUD's, this will decrease the amount of contributions to the Development Consent Fee account. Potential schemes will be considered and if identified for funding from this account brought to the Committees' attention.

677 TO CONSIDER ESTIMATES FOR BOURNE FEN FARM ACCOUNT - Agenda Item 8

The Finance Manager presented his report which included an estimated value of the investments and cash for 2015/16.

The Committee RESOLVED that the rate alleviation for 2015/16 should be the same rate as 2014/15, which is 2.4p in the £.

678 HUMAN RESOURCES - Agenda Item 9

It was agreed and thereby RESOLVED to exclude the public from the next part of the meeting due to the confidential nature of the business to be transacted, in accordance with section 2 of the Public Bodies (Admission to Meetings) Act 1960.

679 TO RECEIVE A PRESENTATION AND REVIEW 2015/16 OBJECTIVES - Agenda Item 10

The Chief Executive explained to the Committee that the annual business plan is effectively the same document each year. All the information pertaining to purpose, delivery and objectives has been uploaded onto the Boards website.

He recommended that instead of this document a list of "targets" are produced and published for each year.

The Committee agreed to the recommendation not to produce a Business plan. The Committee recommended that the list of targets be signposted onto the website under the section pertaining to Business Plan.

**Proposed 2015/16 Targets**

- control expenditure in line with this year's budgets
- develop the Board's public engagement
- develop the Assistant Pump Engineer (three year programme) in line with the Pump Engineer's retirement plans
- hold a full Board inspection in June
- hold successful members elections in November
- develop our PSCA with the EA
- develop the possibility of an EA asset transfer (main river and BSPPS)
- assist in the actions of the BSCS
- continue involvement with the Boston Barrier plans
- appoint an Apprentice Administration Assistant
- review the resilience of the Board (plans/systems)

The Committee discussed the proposed targets above and highlighted the following recommendations:

- (a) Place the targets in an order of importance, or traffic light system.
- (b) Explanation of how these can be achieved and reports ongoing to final completion.
- (c) Responses from the Public, questions which might be raised, consider a range of answers.
- (d) Explaining the acronyms or avoid them. Giving a basic understanding of the issues and how each authority affects these ranges of targets.
- (e) In addition general ongoing training for employees rather than pointing to a specific course.
- (f) The Environmental Asset Transfer, break it down into defined areas ie South Forty Foot Drain, Black Sluice Pumping Station. How it affects us and what benefits will be achieved.
- (g) Break down the wording and definitions to give a general understanding of what we are doing, how we are going to achieve this and why it is important.

680 **ANY OTHER BUSINESS - Agenda Item 11**

(a) **Wyberton Marsh Improvement**

The Chief Executive presented to the Committee a map showing the Wyberton drain, recommending a minor cutting/re-routing of this drain that would also offer a small attenuation facility. This scheme would incorporate rate payers land and be subject to negotiations and purchase.

The Committee AGREED that the Chief Executive could negotiate with the landowner regarding purchase of the land/ land loss, reporting to the Chairman.

(b) Drainage Rate Brochure 2015/16

The Chief Executive asked the Committee if the Drainage Rate Brochure was required now that the Boards website was kept up to date with information.

The Committee discussed and felt not all rate payers were computer literate and the cost involved in advertising the Board and its programmes warranted a brochure.

(c) Pumping Station Valuations

The Chief Executive stated that he had received the reports from Jackson Civil Engineering, if time permits he will review these and report to the Board at the next meeting.

(d) ADA White Book

The Chief Executive stated that the ADA White Book which is used as an advisory on wages, salaries and terms & conditions required updating. The Pay & Conditions Committee have advised that some matters are dealt with at individual Board level.

The Chief Executive informed the Committee that Unison had sent a letter regarding standby rates during Holidays. The workforce generally volunteer for standby over any closed period and they are paid a standby rate whether called out or not. Over the Christmas 2014 period none of the workforce volunteered to be placed on a standby rota therefore only the call out rate is paid when called out.

The Committee recommended that ADA be contacted to review and update the White Book.

There being no further business the meeting closed at 16:25.

# Black Sluice Internal Drainage Board

## Project Summary

2014/15

Period 9 - December 2014

|                                | 2014/15<br>Current<br>Period | 2014/15<br>Actual YTD | 2014/15<br>Budget | Actual /<br>Budget<br>Variance | 2014/15<br>Forecast | Actual /<br>Forecast<br>Variance | 2013/14<br>Actual YTD | 2013/14<br>Variance |
|--------------------------------|------------------------------|-----------------------|-------------------|--------------------------------|---------------------|----------------------------------|-----------------------|---------------------|
| Rates & Levies                 | 469,062                      | 1,993,161             | 1,973,697         | 19,464                         | 1,985,278           | 7,883                            | 1,957,328             | 35,832              |
| Interest & Grants              | 22,238                       | 28,126                | 6,003             | 22,123                         | 7,083               | 21,043                           | 65,411                | (37,285)            |
| Other Income                   | 3,352                        | 228,296               | 217,949           | 10,347                         | 218,432             | 9,864                            | 17,212                | 211,084             |
| Rechargeable Profit            | 6,544                        | 18,673                | 0                 | 18,673                         | 13,546              | 5,127                            | 49,645                | (30,971)            |
| <b>Total Income</b>            | <b>501,196</b>               | <b>2,268,256</b>      | <b>2,197,649</b>  | <b>70,607</b>                  | <b>2,224,339</b>    | <b>43,917</b>                    | <b>2,089,596</b>      | <b>178,660</b>      |
| Schemes                        | 4,113                        | 88,801                | 89,134            | 333                            | 84,983              | (3,818)                          | 123,650               | 34,849              |
| Pumping Station Schemes        | 14,870                       | 96,393                | 100,000           | 3,607                          | 139,839             | 43,446                           | 192,105               | 95,712              |
| Pumping Station Maintenance    | 44,312                       | 152,911               | 225,401           | (10,246)                       | 247,800             | 12,153                           | 138,353               | (18,787)            |
| Electricity                    | 26,664                       | 82,736                | 225,401           | (77,029)                       | 505,695             | (32,300)                         | 460,848               | (77,147)            |
| Drain Maintenance              | 65,714                       | 537,995               | 460,966           | 12,405                         | 7,861               | (2,707)                          | 12,781                | 2,213               |
| Environmental Schemes          | 1,967                        | 10,568                | 22,973            | 8,801                          | 375,994             | (2,594)                          | 332,079               | (46,509)            |
| Administration & Establishment | 46,823                       | 378,588               | 276,552           | 0                              | 276,552             | 0                                | 276,552               | 0                   |
| EA Precept                     | 138,276                      | 276,552               | 276,552           | 0                              | 276,552             | 0                                | 276,552               | 0                   |
| <b>Total Expenditure</b>       | <b>342,739</b>               | <b>1,624,545</b>      | <b>1,562,415</b>  | <b>(62,130)</b>                | <b>1,638,724</b>    | <b>14,179</b>                    | <b>1,614,874</b>      | <b>(3,338)</b>      |
| <b>Surplus / (Deficit)</b>     | <b>158,457</b>               | <b>643,711</b>        | <b>635,234</b>    | <b>8,477</b>                   | <b>585,615</b>      | <b>58,096</b>                    | <b>474,722</b>        | <b>168,990</b>      |
| <b>Movement on reserves</b>    |                              |                       |                   |                                |                     |                                  |                       |                     |
| Development Reserve            | 0                            | 0                     | 0                 | 0                              | 0                   | 0                                | (0)                   | (0)                 |
| Plant Reserve                  | (13,443)                     | (102,913)             | (100,947)         | 1,966                          | 0                   | 102,913                          | (112,502)             | (9,590)             |
| Wages oncost Reserve           | 17,019                       | 25,130                | 0                 | (25,130)                       | 0                   | (25,130)                         | (42,394)              | (67,523)            |
| <b>Surplus / (Deficit)</b>     | <b>154,881</b>               | <b>721,494</b>        | <b>736,181</b>    | <b>31,641</b>                  | <b>585,615</b>      | <b>(19,687)</b>                  | <b>629,618</b>        | <b>246,103</b>      |



# Black Sluice Internal Drainage Board

## Income & Expenditure Summary

### 2014/15

Period 9 - December 2014

|                                | 2014/15   | 2013/14   | Variance  |
|--------------------------------|-----------|-----------|-----------|
| Drainage Rates                 | 1,021,681 | 998,104   | 23,577    |
| Special Levies                 | 971,479   | 959,225   | 12,255    |
| Recoverable                    | 80,330    | 220,546   | (140,215) |
| Misc Income                    | 257,265   | 83,166    | 174,099   |
|                                |           |           |           |
|                                | 2,330,756 | 2,261,040 | 69,716    |
|                                |           |           |           |
| Employment Costs               | 717,251   | 712,217   | (5,034)   |
| Property                       | 155,288   | 119,960   | (35,328)  |
| General Expenses               | 139,644   | 110,561   | (29,083)  |
| Materials / Stock              | 37,959    | 57,889    | 19,930    |
| Motor & Plant                  | 170,760   | 219,272   | 48,512    |
| Miscellaneous                  | 363,115   | 424,894   | 61,779    |
| Recharges                      | (270,609) | (335,873) | (65,264)  |
| Plant                          | 295,852   | 322,501   | 26,649    |
|                                |           |           |           |
| <b>Total Expenditure</b>       | 1,609,261 | 1,631,422 | 22,160    |
|                                |           |           |           |
| <b>Net Surplus / (Deficit)</b> | 721,495   | 629,618   | 91,876    |

# Black Sluice Internal Drainage Board

## Balance Sheet at Period End

2014/15

Period 9 - December 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       | 501,970        |                         | 519,199        |                         |
| <b>Fixed Assets</b>                    |                | <u>5,391,063</u>        |                | <u>5,408,292</u>        |
| Stock                                  | 17,027         |                         | 34,080         |                         |
| Debtors Cont                           | 13,047         |                         | 5,057          |                         |
| VAT                                    | 48,555         |                         | 13,507         |                         |
| Car Loans                              | 0              |                         | (62)           |                         |
| Prepayments                            | 24,628         |                         | 29,886         |                         |
| Draw Acc                               | 4,588          |                         | 3,865          |                         |
| Call Acc                               | 310,150        |                         | 210,001        |                         |
| Petty Cash                             | 185            |                         | 580            |                         |
| Natwest Government Procurement C       | (685)          |                         | (509)          |                         |
| Reserve Account                        | 1,046,049      |                         | 951,346        |                         |
| <b>Total Current Assets</b>            |                | <u>1,398,301</u>        |                | <u>1,295,307</u>        |
| Trade Creditors                        | (16,223)       |                         | (5,425)        |                         |
| PAYE & NI Control Account              | (14,395)       |                         | (17,427)       |                         |
| Superannuation Contrl Account          | (14,032)       |                         | (17,208)       |                         |
| Union Subs Control Account             | (138)          |                         | (133)          |                         |
| AVC Control Account                    | (50)           |                         | (20)           |                         |
| Wag & Sal Cont                         | 0              |                         | 0              |                         |
| Suspense                               | 0              |                         | 0              |                         |
| <b>Total Liabilities</b>               |                | <u>(64,838)</u>         |                | <u>(188,731)</u>        |
| Pension Liability                      |                | (2,919,000)             |                | (2,403,000)             |
|  |                | <u><b>3,805,526</b></u> |                | <u><b>4,111,867</b></u> |
| Capital Outlay                         | 5,291,278      |                         | 5,306,127      |                         |
| Pension Reserve                        | (2,919,000)    |                         | (2,403,000)    |                         |
| <b>Total Capital</b>                   |                | <u>2,372,278</u>        |                | <u>2,903,127</u>        |
| General Reserve                        | 344,335        |                         | 313,582        |                         |
| Development Reserve                    | 146,100        |                         | 138,245        |                         |
| Plant Reserve                          | 119,275        |                         | 69,186         |                         |
| Wage On-Cost Reserve                   | 102,043        |                         | 58,110         |                         |
| Surplus/Deficit in Period              | 721,495        |                         | 629,618        |                         |
| <b>Total Reserves</b>                  |                | <u>1,433,248</u>        |                | <u>1,208,740</u>        |
|  |                | <u><b>3,805,526</b></u> |                | <u><b>4,111,867</b></u> |
| <b><u>Cash &amp; Bank Balances</u></b> |                |                         |                |                         |
| Drawings Account                       |                | 4,588                   |                |                         |
| Call Account                           |                | 10,150                  | 310,150        |                         |
| Natwest Reserve Account @ 0.15%        |                | 1,046,049               |                |                         |
| Petty Cash                             |                | 185                     |                |                         |
| Monmouthshire BS @ 1.25%               |                | 300,000                 | 30 Day Notice  |                         |
|  |                | <u>1,360,288</u>        |                |                         |

## **BLACK SLUICE INTERNAL DRAINAGE BOARD**

### **BOARD MEETING – 4<sup>th</sup> February 2015**

#### **Supplementary report to Executive Committee Meeting Minutes of 14<sup>th</sup> January 2015**

#### **2015/16 BUDGET AND TEN YEAR ESTIMATES**

The Executive committee gave careful consideration to the budget proposal and made the following amendments.

#### **Rates & Levies**

The penny rate was reduced from 12.51p to 12.48p resulting in an increase in Drainage Rate and Special Levy income of 1.46% instead of 1.71%. This reduces Drainage rate income by £2,496 to £1,038,384 and has the following effect on the Special Levies.

|  | <b>12.51p</b>  | <b>12.48p</b>  | <b>Reduction</b> |
|--|----------------|----------------|------------------|
| <b>Boston Borough Council</b>          | 749,090        | 747,294        | 1,796            |
| <b>South Holland District Council</b>  | 124,135        | 123,837        | 298              |
| <b>South Kesteven District Council</b> | 57,604         | 57,466         | 138              |
| <b>North Kesteven District Council</b> | 59,786         | 59,643         | 143              |
|  | <u>990,615</u> | <u>988,240</u> | <u>2,375</u>     |

Overall this is a reduction in income of £4,871 in 2015/16 which over the ten year period equates to £40,598.

#### **Drain Schemes**

To fund the reduction in income over the ten year period and to ensure General Reserve levels are maintained above 20% Drain Schemes were reduced from £135,000 to £115,000 for the years 2015/16 and 2016/17.

A review will be undertaken in Period 9 of each year to assess if budgets from other areas could be used to re-instate these works. The Chief Executive was requested to ensure that works were ready to proceed if the money was available.

Daniel Withnall  
Finance Manager

**BLACK SLUICE INTERNAL DRAINAGE BOARD**

**EXECUTIVE COMMITTEE – 14<sup>th</sup> January 2015**

**2015/16 BUDGET AND TEN YEAR ESTIMATES**

**Introduction**

A summary of the proposed 2015/16 budget with the estimates for the following 9 years are shown at Annex A to this report. The report also shows the actual figures from 2013/14, the Period 8 forecast figures and budget for the current year.

**2015/16 Budget**

**a) Rates & Levies**

The penny rate was increased to 12.30p in the £ for 2014/15 following four years without any increase in the rate. The proposal this year is to increase the rate to 12.51p in the £.

After developments and transfers to the Special Levies have been allowed for this results in a Drainage Rate income of £1,040,880 and the following special Levies;

|  | <b>2013/14</b> | <b>2014/15</b> | <b>Increase</b> |
|--|----------------|----------------|-----------------|
| <b>Boston Borough Council</b>          | 734,008        | 749,090        | 2.05%           |
| <b>South Holland District Council</b>  | 122,051        | 124,135        | 1.71%           |
| <b>South Kesteven District Council</b> | 56,637         | 57,604         | 1.71%           |
| <b>North Kesteven District Council</b> | 58,783         | 59,786         | 1.71%           |
|  | <b>971,479</b> | <b>990,615</b> | <b>1.97%</b>    |

**b) Interest**

Bank and Investment interest has been estimated at £5,000 for the year based on the continuously reducing interest rates for investments. Currently we have investments with Monmouthshire Building Society at a rate of 1.25% and the balance with Natwest Bank at a rate of 0.15%. There is little hope of the market improving during the year.

**c) Grants**

A total of £348,000 of Flood Defence Grant in Aid (FDGiA) has been included and offset against scheme works detailed later in this report.

**d) Use of Development Fund**

As previously reported we are intending to proceed with the replacement of the Wyberton Roads Culvert which will be funded from the Development Fee Account with an estimated cost of £75,000.

Historically a £5,000 administration fee has been charged to the fund and this has been included in 2015/16. Details of the reserve can be found later in this report.

#### e) Rental Income

The following rents and other agreements are in place and have been included in the 2015/16 Budget. They were last reviewed on 15<sup>th</sup> January 2014 when the Hesse Drive Bungalow rent was increased from £3,450pa to £3,600pa. The Depot Field rent was proposed to be increased from £260 to £500. This was later amended to be an increase to £500 over a two year period and therefore will increase to £500 this year. The Depot was revalued for rental purposes and deemed to be favourably valued.

| <b>Site</b>               | <b>Area/Description</b>                       | <b>2015/16 Budget Rent pa £</b> |
|---------------------------|---|---------------------------------|
| Depot, Swineshead         | 0.17 acres depot compound, Environment Agency | 4,000                           |
| Hesse Drive, Boston       | Bungalow                                      | 3,600                           |
| Depot, Swineshead         | Ariel Mast, Orange                            | 2,264                           |
| Bourne                    | Discharge permission, Geest Bourne Salads     | 1,000                           |
| Wyberton, Pumping Station | Electricity supply, Port of Boston            | 462                             |
| Depot, Swineshead         | Electricity supply, Orange                    | 300                             |
| Depot, Swineshead         | 2.4 acres – field at rear                     | 500                             |
| Bourne Slipes             | 6.8 Acres - Grazing                           | 165                             |
| New Hammond Beck          | 64 chains of bank                             | 36                              |

#### f) Other Income

Consent Applications are charged at £50 each and an estimated 48 have been allowed for over the year. This is double last year as this area of the Board's work is increasing due to additional legislation and the introduction of SUDs. Despite the risk expressed to us by the Environment Agency last year that they could not afford to pay the Highland Water contributions at the rate that had been claimed by the IDB's in what was then the Anglian Region they managed to find the funds and other than a change in the timetable to make payment Highland Water continues to be paid based on the actual costs incurred in the year. Other Miscellaneous Income includes items such as Scrap Metal sales, charges to the Chairman's account and rechargeable costs to employee's and Lincolnshire ADA etc.

## g) Drain Schemes

| Scheme                        | Total           | Grant           | Board Funded    | Dev Fund       |
|-------------------------------|-----------------|-----------------|-----------------|----------------|
| Leaveslake Drove Diversion    | £40,000         |                 | £40,000         |                |
| General Culvert replacement   | £55,000         |                 | £55,000         |                |
| Roads Culvert Wyberton        | £75,000         |                 |                 | £75,000        |
| Graft Drain, Northgate        | £150,000        | £150,000        |                 |                |
| Bourne Fen New Dyke Revetment | £40,000         |                 | £40,000         |                |
| Maltings Lane, Donington      | £77,000         | £77,000         |                 |                |
| Swineshead Phase 2, Culverts  | £80,000         | £80,000         |                 |                |
|                               | <b>£517,000</b> | <b>£307,000</b> | <b>£135,000</b> | <b>£75,000</b> |

### **Leaveslake Drove Diversion**

LLD diversion scheme into SFF with a flapped outfall into SFF

### **General Culvert Replacement**

| Culvert No | Total Cost | Area            |
|------------|------------|-----------------|
| 2072       | £5,000     | Dowsby Fen      |
| 1302       | £2,000     | Dowsby Fen      |
| 1253       | £9,000     | Horbling Fen    |
| 65         | £10,000    | South Kyme      |
| 1280       | £13,000    | Aslackby Fen    |
| 755        | £7,000     | Maryland        |
| 2005       | £2,000     | Trinity College |
| 2000       | £7,000     | Trinity College |

### **Wyberton Roads Culvert, Wyberton**

Replace existing 1.20m diameter culvert with a 2.10m diameter pipe

### **Graft drain improvement**

Full Engineering Survey and design along the c3000m of the Graft Drain. Works to include the removal/replacement of c25 culverts and the reprofiling and cleansing of the full length of drain, working road side within a traffic management programme.

### **Bourne Fen New Dyke Revetment**

Major cleansing and reinstatement of banks

### **Malting Lane, Donington**

Replacement of defective 300mm concrete piped section

### **Swineshead phase 2 culverts**

Replacement of defective culverts in Swineshead pump catchment, surveys are on-going to identify the culverts that require replacing.

#### **h) Pumping Station Schemes**

| <b>Scheme</b>                                | <b>Total</b>    | <b>Grant</b>   | <b>Board Funded</b> |
|--|-----------------|----------------|---------------------|
| Black Hole Drove PS, new roof                | £16,000         |                | £16,000             |
| Dowsby Lode PS, new roof                     | £10,000         |                | £10,000             |
| Chainbridge PS, refurbish pump No1           | £10,000         |                | £10,000             |
| Donington Wykes PS, replace 2 x pumps        | £25,000         |                | £25,000             |
| Holland Fen PS, refurbish weedscreen cleaner | £39,000         |                | £39,000             |
| Sempringham Pump Stn Weedscreen Cleaner      | £41,000         | £41,000        |                     |
|  | <b>£141,000</b> | <b>£41,000</b> | <b>£100,000</b>     |

#### **Black Hole Drove PS**

New steel roof to PS

#### **Dowsby Lode PS**

New steel roof to PS

#### **Chainbridge PS**

Refurbish Pump No 1

#### **Donington Wykes PS**

Replacement of the 2 x submersible pumps

#### **Holland Fen PS**

Refurbish weedscreen cleaner, to include new trolley/supply cable and control panel modifications

#### **Sempringham PS**

Second phase of a new weedscreen cleaner and dump area, first phase in 2014/15

#### **i) Pumping Station Maintenance**

Pumping Station Maintenance is expected to be slightly overspent at year end. Some preventative works have had to be deferred during the year and it is therefore proposed to increase the budget level to match 2014/15's expected expenditure at £370,000. This is a 4.23% increase in budget levels.

#### **j) Drain Maintenance**

Having given it consideration the Operations Department have concluded that it would be more informative if the four summer cutting codes were combined into one and the two drain maintenance codes were combined. This has been included in this way in this budget and below is a table showing the proposed budget for 2015/16 alongside the historic data in the same format.

|                   | <b>2013/14<br/>Actual</b> | <b>2014/15<br/>Budget</b> | <b>2014/15<br/>Forecast<br/>@ P08</b> | <b>2015/16<br/>Budget</b> |
|-------------------|---------------------------|---------------------------|---------------------------------------|---------------------------|
| Summer Cutting    | £347,745                  | £377,000                  | £356,447                              | <b>£380,000</b>           |
| Drain Maintenance | £253,326                  | £225,000                  | £247,510                              | <b>£259,000</b>           |
| Chemical          | £457                      | £2,000                    | £6,072                                | <b>£0</b>                 |
| Bushing           | £77,981                   | £48,000                   | £47,097                               | <b>£47,500</b>            |
| Pest Control      |                           | £2,000                    | £0                                    | <b>£0</b>                 |
| Jetting           |                           | £6,000                    | £6,000                                | <b>£1,500</b>             |
|                   | <b>£679,509</b>           | <b>£660,000</b>           | <b>£663,126</b>                       | <b>£688,000</b>           |

This equates to an increase in drain maintenance budget of 4.24%.

#### **k) Environmental Works**

The budget for environmental works has been maintained at £30,000 to encourage the works to be undertaken.

#### **l) Environment Agency Precept**

No increase in the Environment Agency Precept is being recommended to the Regional Flood and Coastal Committee in January and therefore £276,552 has been included in the 2015/16 budget. The Precept has been at this rate since 2009/10.

#### **Administration and Establishment**

|                | <b>2013/14<br/>Actual</b> | <b>2014/15<br/>Forecast<br/>@ P08</b> | <b>2014/15<br/>Budget</b> | <b>2015/16<br/>Budget</b> |
|----------------|---------------------------|---------------------------------------|---------------------------|---------------------------|
| Admin Salaries | £312,135                  | £306,630                              | £315,000                  | £335,000                  |
| New Offices    | £8,255                    | £9,240                                | £10,000                   | £10,000                   |
| Administration | £61,574                   | £48,002                               | £53,500                   | £48,000                   |
| Miscellaneous  | £6,729                    | £6,288                                | £7,200                    | £6,000                    |
| Inspection     | £1,096                    | £1,691                                | £1,500                    | £4,500                    |
| Election       |                           |                                       |                           | £1,500                    |
| Equipment      | £10,624                   | £25,503                               | £25,400                   | £20,000                   |
| Boston Office  | £13,024                   | £9,310                                | £0                        | £0                        |
| Depot          | £50,565                   | £66,808                               | £75,250                   | £40,000                   |
| Bungalow       | £60                       | £273                                  | £200                      | £200                      |
|                | <b>£464,062</b>           | <b>£473,745</b>                       | <b>£488,050</b>           | <b>£465,200</b>           |



### **Admin Salaries**

Admin salaries have been included at the rates agreed at the October 2014 Executive meeting. This also includes the cost for the Administrative Apprentice the Executive Committee Approved to recruit in June 2014.

The Employers lump sum payment for the superannuation increases from £54,000 to £60,000 in 2015/16 of which £19,335 is charged to Admin Salaries.

The relocation payments made to staff that moved from Carlton Road to Swineshead cease on 31<sup>st</sup> March 2015. This is a reduction of over £5,000 a year.

### **New Offices**

Costs included in the budget are £2,500 for repairs and servicing, £1,000 for Security including the alarms etc. and £6,500 for cleaning and labour.

The cleaning contractor is the largest expenditure and we have signed the current contractor up for an additional three years from October 2014 following a review. Because of the remote location of Swineshead we were only able to obtain two firm quotes and therefore the Chairman's Authorisation was obtained to proceed.

### **Administration**

£10,000 was included in the 2014/15 budget for mileage of the Chief Executives truck. The Chief Executive moved on to Essential User during the year and this budget was no longer required as the costs are included in Admin Salaries.

The budget of £48,000 equates to a 10.28% reduction in budget.

### **Miscellaneous**

The budget has been reduced by 16.66% to £6,000 in line with the Forecast.

### **Inspection**

£1,000 has been included for each of the works inspections this year and £2,500 for a Board's inspection. The last Board inspection was in 2012 to coincide with the opening of the Swineshead Offices.

### **Election**

2015 is Election year and £1000 has been included for the advertising required and £500 as the returning officers fee.

### **Equipment**

4 computers are due to be replaced in 2015/16 and a budget of £1,000 each has been included. This is to also upgrade MS Office from 2007 to 2013 Professional.

£10,000 has also been included as an estimate to renew the Board Room furniture and install Audio Visual equipment to assist with presentations during meetings, to display information when set up as an incident room and for training purposes. We are looking at purchasing more adaptive furniture allowing the room to be set out to suit the meeting or function. It is expected that the chairs may be able to be sold to alleviate some of the cost but the tables are unlikely to generate a great deal due to damage.

## Depot

In previous years a considerable amount of labour has been charged to the depot but due to the level of work and better planning and organisation this has been reduced and the time is now charged to the relevant work the men are undertaking. There is still work that will need to be undertaken in the Depot so a budget of £1,750 has been included for the year. This equates to approximately 70 hours.

With the installation of the solar panels the electricity costs incurred at the depot are expected to be reduced. Prior to the installation the costs were in excess of £8,000. £6,500 has been included for 2015/16. After they have been in for a full year the savings will be easier to recognise. The generation costs will be credited to Sundry Income.

2014/15 budget included £20,000 for the construction of the stores but if this one off cost is disregarded the budget of £40,000 equates to a reduction in budget of 27.60%.

## Bungalow

The only year on year costs are £60 for the servicing and inspection of the Gas boiler. A further £140 has been included for any other minor repairs.

Overall this is a reduction in the Administration and Establishment budget of 4.68%.

- **Wages On-Cost Reserve**

The Wages on cost reserve contains all the costs that relate to employing the workmen to then generate a recharge rate in relation to their hourly rate. It has been maintained at 240% for the past four years with the exception of a reduction for internal works to 220% in June 2014 due to a concern that the balance held was too high. To reduce the balance held it is proposed to reduce the rate for both internal and external recharges in 2015/16. It is anticipated that this will reduce the reserve amount held and won't adversely affect the Drain Maintenance costs. The effects per hour are shown below.

|            |          | <b>2014/15<br/>Per hour</b> | <b>2014/15<br/>240%</b> | <b>2014/15<br/>220%</b> | <b>2015/16<br/>220%</b> |
|------------|----------|-----------------------------|-------------------------|-------------------------|-------------------------|
| <b>A</b>   | <b>1</b> | £ 10.68                     | £29.48                  | £27.02                  | £27.29                  |
| <b>I</b>   | <b>7</b> | £ 9.84                      | £27.16                  | £24.90                  | £25.14                  |
| <b>II</b>  | <b>2</b> | £ 9.58                      | £26.44                  | £24.24                  | £24.48                  |
| <b>III</b> | <b>3</b> | £ 9.33                      | £25.75                  | £23.60                  | £23.84                  |
| <b>IV</b>  | <b>2</b> | £ 9.07                      | £25.03                  | £22.95                  | £23.18                  |

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|                |                 |                 |                 |
|----------------|-----------------|-----------------|-----------------|
| <b>£144.85</b> | <b>£ 399.79</b> | <b>£ 366.50</b> | <b>£ 370.11</b> |
|----------------|-----------------|-----------------|-----------------|

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Includes 15% uplift for Overtime

|                          | <b>2013/14<br/>Actual</b> | <b>2014/15<br/>Estimate</b> | <b>2015/16<br/>Budget</b> |
|--------------------------|---------------------------|-----------------------------|---------------------------|
| Wages Costs              | 486,754                   | 481,927                     | 537,893                   |
| Cleaning                 | 583                       | 796                         | 812                       |
| Telephone                | 5,325                     | 5,886                       | 6,004                     |
| Advertising              |                           | 198                         | 202                       |
| Copy & Print             | 70                        | 70                          | 71                        |
| H&S                      | 2,802                     | 1,950                       | 1,989                     |
| Prot Clothing            | 2,380                     | 2,471                       | 2,520                     |
| Misc                     | 219                       | 425                         | 434                       |
| Small Tools              | 173                       | 248                         | 253                       |
| Training                 | 2,494                     | 5,128                       | 5,230                     |
| Materials                | 73                        |                             |                           |
| Plant Fuel               |                           | 50                          | 51                        |
| Contractors              |                           | 932                         | 950                       |
| Consultants              |                           | 260                         | 265                       |
| Leg & Prof               |                           | 38                          | 39                        |
| Labour                   | 11,223                    | 13,092                      | 13,354                    |
| Wages Rech               | (512,109)                 | (454,869)                   | (556,796)                 |
| Isuzu (FY11 GFE) - Paul  | 12                        | 6                           | 6                         |
| Isuzu (FY11 GFG) - Sean  |                           | 9                           | 9                         |
| <b>Reserve B/F</b>       |                           | 102,044.00                  | 43,426.88                 |
| <b>Surplus/(Deficit)</b> |                           | (58,617.12)                 | (13,287.89)               |
| <b>Reserve C/F</b>       | 102,044.00                | 43,426.88                   | 30,138.99                 |

#### **m) General Reserve**

The overall impact on the general reserve in 2015/16 will be a budgeted deficit of £611 reducing the general reserve to £529,320 (25.64% of Expenditure).

With 2% inflationary increases in all expenditure, except capital schemes, and average 1.74% increases in the penny rate the Balance of the General Reserve on 31<sup>st</sup> March 2025 will be £486,563 which is 20.09% of the Board's estimated expenditure in that financial year in accordance with the instructions of the Executive Committee to maintain a General Reserve balance at 20% of the annual expenditure.

# BLACK SLUICE INTERNAL DRAINAGE BOARD

2015/16 Budget and 10 Year Estimates  
Amended at Executive Committee 14/01/2015

| Income                             | Actual<br>2013/14 | Budget<br>2014/15 | Forecast @<br>P08 |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |
|------------------------------------|-------------------|-------------------|-------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
|                                    |                   |                   | 2014/15           | 2015/16          | 2016/17          | 2017/18          | 2018/19          | 2019/20          | 2020/21          | 2021/22          | 2022/23          | 2023/24          | 2024/25          |
| Total Income from Rates and Levies | 1,970,438         | 1,994,983         | 1,994,983         | 2,026,625        | 2,062,350        | 2,098,076        | 2,135,426        | 2,172,775        | 2,211,749        | 2,250,722        | 2,289,696        | 2,330,293        | 2,370,891        |
| Interest                           | 4,340             | 8,000             | 7,756             | 5,000            | 5,100            | 5,202            | 5,306            | 5,412            | 5,520            | 5,631            | 5,743            | 5,858            | 5,975            |
| Flood Defence Grant in Aid         | 238,032           |                   |                   |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |
| Contribution Development Fund      | 5,000             | 5,000             | 5,000             | 5,000            | 5,000            | 5,000            | 5,000            | 5,000            | 5,000            | 5,000            | 5,000            | 5,000            | 5,000            |
| Other Income                       | 22,053            | 19,647            | 28,413            | 22,645           | 23,098           | 23,560           | 24,031           | 24,512           | 25,002           | 25,502           | 26,012           | 26,532           | 27,063           |
| Rechargeable Profit                | 75,373            |                   | 12,130            |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |
| <b>TOTAL INCOME</b>                | <b>2,315,236</b>  | <b>2,027,630</b>  | <b>2,048,282</b>  | <b>2,059,270</b> | <b>2,095,548</b> | <b>2,131,838</b> | <b>2,169,763</b> | <b>2,207,699</b> | <b>2,247,271</b> | <b>2,286,855</b> | <b>2,326,451</b> | <b>2,367,684</b> | <b>2,408,929</b> |

| Expenditure                    | Actual<br>2013/14 | Budget<br>2014/15 | Forecast @<br>P08 |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |
|--------------------------------|-------------------|-------------------|-------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
|                                |                   |                   | 2014/15           | 2015/16          | 2016/17          | 2017/18          | 2018/19          | 2019/20          | 2020/21          | 2021/22          | 2022/23          | 2023/24          | 2024/25          |
| Drain Schemes                  | 168,889           | 134,000           | 128,998           | 115,000          | 115,000          | 135,000          | 135,000          | 135,000          | 135,000          | 135,000          | 135,000          | 135,000          | 135,000          |
| Pumping Station Schemes        | 323,703           | 100,000           | 106,023           | 100,000          | 100,000          | 100,000          | 100,000          | 100,000          | 100,000          | 100,000          | 100,000          | 100,000          | 100,000          |
| Pumping Station Maintenance    | 358,172           | 355,000           | 369,270           | 370,000          | 377,400          | 384,948          | 392,647          | 400,500          | 408,510          | 416,680          | 425,014          | 433,514          | 442,184          |
| Electricity                    |                   |                   |                   |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |
| Drain Maintenance              | 679,510           | 660,000           | 661,619           | 688,000          | 701,760          | 715,795          | 730,111          | 744,713          | 759,608          | 774,800          | 790,296          | 806,102          | 822,224          |
| Environmental Works            | 15,612            | 30,000            | 30,268            | 30,000           | 30,600           | 31,212           | 31,836           | 32,473           | 33,122           | 33,785           | 34,461           | 35,150           | 35,853           |
| Administration & Establishment | 462,043           | 466,050           | 452,245           | 465,200          | 474,504          | 483,994          | 493,674          | 503,547          | 513,618          | 523,891          | 534,369          | 545,056          | 555,957          |
| EA Precept                     | 276,552           | 276,552           | 276,552           | 276,552          | 282,083          | 287,725          | 293,479          | 299,349          | 305,336          | 311,442          | 317,671          | 324,025          | 330,505          |
| Website redesign               |                   | 2,000             | 1,500             | 0                | 0                | 0                | 0                | 0                | 0                | 0                | 0                | 0                | 0                |
| Solar Panels                   |                   |                   | 46,966            | 0                | 0                | 0                | 0                | 0                | 0                | 0                | 0                | 0                | 0                |
| Depot Alterations              |                   | 20,000            | 20,000            | 0                | 0                | 0                | 0                | 0                | 0                | 0                | 0                | 0                | 0                |
| <b>TOTAL EXPENDITURE</b>       | <b>2,284,481</b>  | <b>2,043,602</b>  | <b>2,093,441</b>  | <b>2,044,752</b> | <b>2,081,347</b> | <b>2,138,674</b> | <b>2,176,747</b> | <b>2,215,582</b> | <b>2,255,194</b> | <b>2,295,598</b> | <b>2,336,810</b> | <b>2,378,846</b> | <b>2,421,723</b> |

|  | 30,755 | (15,972) | (45,159) | 14,518 | 14,201 | (6,836) | (6,984) | (7,884) | (7,923) | (8,743) | (10,358) | (11,163) | (12,794) |
|--|--------|----------|----------|--------|--------|---------|---------|---------|---------|---------|----------|----------|----------|
|--|--------|----------|----------|--------|--------|---------|---------|---------|---------|---------|----------|----------|----------|

|                          |         |         |         |         |         |         |         |         |         |         |         |         |         |
|--------------------------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| OPENING BALANCE          | 344,335 | 375,090 | 375,090 | 529,931 | 544,449 | 558,650 | 551,814 | 544,829 | 536,946 | 529,023 | 520,280 | 509,921 | 498,759 |
| Capital Spend on Depot   |         | 200,000 | 200,000 |         |         |         |         |         |         |         |         |         |         |
| CLOSING BALANCE          | 375,090 | 559,118 | 529,931 | 544,449 | 558,650 | 551,814 | 544,829 | 536,946 | 529,023 | 520,280 | 509,921 | 498,759 | 485,965 |
| Reserve % of Expenditure | 16.42%  | 27.36%  | 25.31%  | 26.63%  | 26.84%  | 25.80%  | 25.03%  | 24.23%  | 23.46%  | 22.66%  | 21.82%  | 20.97%  | 20.07%  |

|                   |              |              |              |              |              |              |              |              |              |              |              |              |              |
|-------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
| <b>RATE</b>       | <b>12.15</b> | <b>12.30</b> | <b>12.30</b> | <b>12.48</b> | <b>12.70</b> | <b>12.92</b> | <b>13.15</b> | <b>13.38</b> | <b>13.62</b> | <b>13.86</b> | <b>14.10</b> | <b>14.35</b> | <b>14.60</b> |
| Increase in Rates |              | 1.23%        | 1.23%        | 1.46%        | 1.76%        | 1.73%        | 1.78%        | 1.75%        | 1.79%        | 1.76%        | 1.73%        | 1.77%        | 1.74%        |

**BLACK SLUICE INTERNAL DRAINAGE BOARD**

**EXECUTIVE COMMITTEE – 14<sup>th</sup> JANUARY 2015**

**PLANT AND VEHICLE REPLACEMENT FUND BUDGET 2015/16**

The eight year plant projections were presented at the October meeting of the Executive Committee and the budget below has been produced to comply with these.

Balance brought forward @ 1st April 2015 £ 139,490

**Proposed Purchases**

|                            |   |         |
|----------------------------|---|---------|
| Spearhead Twiga SPV2 970XT | £ | 174,800 |
| Weedbasket                 | £ | 5,500   |
| 100mm Self Priming Pump    | £ | 15,000  |
| 3No 4x4 Pickups            | £ | 65,000  |

---

-£ 260,300

**Proposed disposal of Plant**

|                   |   |        |
|-------------------|---|--------|
| Claas & Grenadier | £ | 30,000 |
| Dump Tractor      | £ | 5,000  |
| Jetter            | £ | 8,000  |
| 3No 4x4 Pickups   | £ | 35,000 |

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£ 78,000

Estimated generated income £ 120,000

Estimated balance carried forward @ 31st March 2016 **£ 77,190**

NB: awaiting details regarding 4x4 contract hire

**BLACK SLUICE INTERNAL DRAINAGE BOARD**

**EXECUTIVE COMMITTEE – 14<sup>th</sup> JANUARY 2015**

**DEVELOPMENT CONSENT FEE ACCOUNT**

Three contributions have been received in 2014/15. It is likely that fewer contributions will be collected in the future as developers continue to be encouraged to use SUD's.

The rate that the Board at present charges a development consent fee is £72,500 per impermeable Hectare. The single property fee is £1,000. Both are subject to standard VAT.

The Board has for the last few years charged the rate recommended by Water Level Management Alliance to ADA, and it is recommended that the increased rate when available should be charged in 2015/16.

It is recommended that the administration charge should be maintained at £5,000 for 2015/16.

Therefore the account for this year is as follows:-

|   |          |                              |
|---|----------|------------------------------|
| Balance brought forward @ 1st April 2014            | £        | 134,767                      |
| <b><u>Income Received/Estimated</u></b>             |          |                              |
| Cyden Homes Ltd                                     | £        | 3,393                        |
| Rolec   | £        | 3,259                        |
| Broadgate Homes                                     | £        | 4,680                        |
|   |          | <hr/>                        |
|   | £        | 11,332                       |
| <b><u>Estimated Expenditure</u></b>                 |          |                              |
| Administration                                      | £        | 5,000                        |
|   |          | <hr/>                        |
|   |          | (£5,000)                     |
| Estimated balance carried forward @ 31st March 2015 | <b>£</b> | <b><u><u>141,099</u></u></b> |

It is intended to fund the replacement of the Wyberton Roads Culvert in 2015/16 from this Reserve as detailed in the Budget.

Daniel Withnall  
Finance Manager

**BLACK SLUICE INTERNAL DRAINAGE BOARD**

**EXECUTIVE COMMITTEE – 14<sup>th</sup> JANUARY 2015**

**BOURNE NORTH FEN FARM ACCOUNT**

1. The Board's Brokers, Brewin Dolphin, forwarded a valuation of the portfolio at 5<sup>th</sup> October 2014. This showed a current value of £307,108 producing an annual income of £13,030 equating to a yield of 4.20%.
2. The value of the fund has recovered to similar levels as in 2007/08 and there are sufficient balances in the account to pay out a similar contribution to rates in Bourne Fen as in previous years. The income and expenditure of the account over the last three years and an estimate for 2014/15 and 2015/16 are shown below with the rate maintained at the current level of 2.4p in the pound:

|                  | <b><u>2011/12</u></b> | <b><u>2012/13</u></b> | <b><u>2013/14</u></b> | <b><u>2014/15</u></b> | <b><u>2015/16</u></b> |
|------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Income           | 10,457                | 11,454                | 14,810                | 13,030                | 13,030                |
| Rate Alleviation | 8,719                 | 9,239                 | 9,239                 | 9,242                 | 9,250                 |
| Administration   | 1,800                 | 2,166                 | 4,325                 | 4,500                 | 4,500                 |
| Surplus/Deficit  | (62)                  | 49                    | 1,246                 | (712)                 | (720)                 |

With the above figures the values of the investments and cash (estimated for 2014/15 and 2015/16) are as follows:

|             | <b><u>2011/12</u></b> | <b><u>2012/13</u></b> | <b><u>2013/14</u></b> | <b><u>2014/15</u></b> | <b><u>2015/16</u></b> |
|-------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Investments | 278,465               | 306,067               | 313,020               | 307,108               | 307,108               |
| Cash        | 8,403                 | 8,452                 | 9,698                 | 8,986                 | 8,266                 |
| Total       | 286,868               | 314,519               | 322,718               | 318,064               | 325,226               |

Therefore it is recommended that the rate alleviation for 2015/16 should be maintained at 2.4p in the £.

Daniel Withnall  
Finance Officer

**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            |
| To provide a 24 hour/365 day emergency response for the community   | 3.1  | Emergency Plan inadequate or not up to date                | 1          |                 | Review      | I Warsap            |
|   | 3.2  | Insufficient resources                                     | 2          |                 | Review      | I Warsap            |
|   | 3.3  | Critical Incident loss of office                           | 3          | None            |             |                     |
| To provide a safe and fulfilling working environment for staff.   | 4.1  | Injury to staff and subsequent claims and losses           | 2          |                 | Training    | I Warsap            |
|   | 4.2  | Not complying with Health and safety legislation           | 3          |                 | Consultant  | I Warsap            |
| To maintain financial records that are correct and comply with all recommended accounting practice.                     | 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          |
| To ensure that all actions taken by the Board comply with all current U.K. and E.U. legislation                         | 6.1  | Board members in making decisions                          | 1          |                 |             | I Warsap            |
|   | 6.2  | Not complying with all employment regulations and laws     | 2          |                 |             | I Warsap            |
| A cost efficient IDB that provides a Value for Money service.   | 7.1  | Not collecting sufficient income to fund expenditure       | 1          |                 | Accounts    | D Withnall          |
|   | 7.2  | IDB abolished or taken over                                | 1          |                 |             | I Warsap            |
| Information Technology and Communications   | 8.1  | Loss of telemetry  | 2          |                 | Maintenance | C Richards          |
|   | 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**

**BOARD MEETING – 4<sup>th</sup> February 2015**

**AGENDA ITEM No 9**

**REPORT ON RATING**

**Rating Revaluation**

Listed below are the recommended valuation increases and amendments for 2015/16.

| Reference Number |  | Description               | Existing Valuation | Proposed Valuation |
|------------------|--|---------------------------|--------------------|--------------------|
| 2460/13010085    |  | Nursery extension         | £148,886           | £184,149           |
| 2274/38010031    |  | Nursery extension         | £43,771            | £61,567            |
| 3533/19010136    |  | Piggery reinstatement     | £1,277             | £523               |
| 2254/12010117    |  | New Agricultural building | £213               | £265               |

It is recommended that a Determination Notice should be sent to the above occupiers giving details of the proposed change in valuation and of the appeals process. The new value will be effective from 1<sup>st</sup> April 2015.

Daniel Withnall  
Finance Manager

## BLACK SLUICE INTERNAL DRAINAGE BOARD

### BOARD MEETING – 4<sup>th</sup> FEBRUARY 2015

#### AGENDA ITEM No 10

#### ARRANGEMENTS FOR ELECTION OF NEW BOARD IN OCTOBER 2015

##### 1. RETURNING OFFICER

The Land Drainage (Election of Internal Drainage Boards) (Amendment) Regulations 1977 Act specified that the Clerk of the Board shall be the Returning Officer. It is recommended that Mr D Withnall, the Finance Manager, should undertake these duties and receive the Returning Officer's fee of £500, which has remained unchanged since 1987.

##### 2. ELECTION TIMETABLE

|                                 |  |
|---------------------------------|--|
| 24 <sup>th</sup> April 2015     | Print Register of Electors by 24/04/15   |
| 29 <sup>th</sup> April 2015     | Inspection of Register for 14 Days in Boston Standard 29/04/15 to 12/05/15   |
| 12 <sup>th</sup> May 2015       | Close inspection of Register   |
| 13 <sup>th</sup> May 2015       | Give 5 Days notice of Hearing for Objection to Register (If any)   |
| 19 <sup>th</sup> May 2015       | Hear Objections to Register (if any)   |
| 20 <sup>th</sup> May 2015       | List of objection inspection for 14 days notice in Boston Standard 20/05/15 to 02/06/15 (if any)   |
| 2 <sup>nd</sup> June 2015       | Inspection of objections list closed (if any)  |
| 3 <sup>rd</sup> June 2015       | Give 5 days Notice of Hearing for Objection of claims (if any)   |
| 10 <sup>th</sup> June 2015      | Hear Objections to Claims (if any)   |
| 17 <sup>th</sup> June 2015      | <b>Board Meeting (Board to approve the register)</b>   |
| 1 <sup>st</sup> July 2015       | Advertise approval of Register.  |
| 9 <sup>th</sup> September 2015  | Advertise Notice of Election giving last date for receipt of nominations.  |
| 24 <sup>th</sup> September 2015 | Last Day for the receipt of nominations by the returning Officer.  |
| 25 <sup>th</sup> September 2015 | Notice to be sent to any candidates whose nomination papers were invalid.  |
| 25 <sup>th</sup> September 2015 | If a poll has to be taken - Publish notice of election in Boston Standard (30/09/15), Affix notice to door of office, Notify candidates of nomination.                           |
| 25 <sup>th</sup> September 2015 | If insufficient nominations received notice given to such number of retiring members to make up number and declare such number of members elected in Boston Standard. (30/09/15) |
| 25 <sup>th</sup> September 2015 | If no poll, advertise notice that no poll to be held and declaring candidates elected in Boston Standard. (30/09/15) Inform each person of his/her election.                     |
| 29 <sup>th</sup> September 2015 | Last day for receipt of notices of withdrawal of nominations (5:00pm).   |
| 30 <sup>th</sup> September 2015 | Printing of voting papers (if necessary).  |
| 16 <sup>th</sup> October 2015   | Dispatch voting papers.  |
| 30 <sup>th</sup> October 2015   | Election Day. If poll to be taken, all voting papers received by 12:00 noon.   |
| 1 <sup>st</sup> November 2015   | Advertise in Boston Standard results listing Board Members. (04/11/15)   |

**Purchase Ledger Payments & Adjustments**

**Black Sluice Internal Drainage Board**

**Payments & Adjustments From 01/11/2014 To 30/11/2014**

| Account | Date       | Type    | Ref 1      | Ref 2 | Value     | Details                        |
|---------|------------|---------|------------|-------|-----------|--------------------------------|
| BOS002  | 06/11/2014 | Payment | 23334      | Bacs  | -574.50   | Boston Commercial Cleaners Ltd |
| CAJ001  | 06/11/2014 | Payment | 50084      | Bacs  | -192.60   | C & J Supplies                 |
| CEF001  | 06/11/2014 | Payment | BOS/170411 | Bacs  | -9.54     | CEF (Boston)                   |
| EAS002  | 06/11/2014 | Payment | WS039528   | Bacs  | -793.55   | Eastern Harvesters Ltd         |
| ELL002  | 06/11/2014 | Payment | 31717      | Bacs  | -125.83   | Eligja Recycling Ltd           |
| ENV003  | 06/11/2014 | Payment | 7926       | Bacs  | -1672.56  | Environmental Technologies     |
| FIR001  | 06/11/2014 | Payment | 12735      | Bacs  | -37.51    | Malc Firth Landscapes Ltd      |
| HAI001  | 06/11/2014 | Payment | 155759-1   | Bacs  | -199.29   | Gary Haines Ltd                |
| HAR001  | 06/11/2014 | Payment | 23121631   | Bacs  | -298.83   | TC Harrison JCB                |
| HBP001  | 06/11/2014 | Payment | SIN035215  | Bacs  | -264.00   | HBP Systems Ltd                |
| HGV001  | 06/11/2014 | Payment | 466348     | Bacs  | -66.77    | HGV Truck Parts                |
| HSS001  | 06/11/2014 | Payment | 11121910   | Bacs  | -93.00    | HSS Hire Service Group Ltd     |
| INL001  | 06/11/2014 | Payment | P07        | Bacs  | -16237.26 | HM Revenue & Customs           |
| LIN001  | 06/11/2014 | Payment | 05943      | Bacs  | -396.00   | Lincolnshire Waste Oil Ltd     |
| LIN002  | 06/11/2014 | Payment | P07        | Bacs  | -20211.79 | Lincolnshire C C Pension Fund  |
| LIN017  | 06/11/2014 | Payment | TUIT/26416 | Bacs  | -2085.00  | Lincoln College                |
| NFU001  | 06/11/2014 | Payment | 1043740388 | Bacs  | -282.08   | NFU Insurance                  |
| PET002  | 06/11/2014 | Payment | 9305       | Bacs  | -73.20    | Peter Smith Trailer Sales      |
| POP001  | 06/11/2014 | Payment | 2101       | Bacs  | -13320.00 | B Pope and Sons Ltd            |
| PRU001  | 06/11/2014 | Payment | P07        | Bacs  | -50.00    | Prudential                     |
| UNI001  | 06/11/2014 | Payment | P07        | Bacs  | -137.75   | Unison                         |
| WEL004  | 06/11/2014 | Payment | 1647       | Bacs  | -6976.80  | Wells Plant Hire               |
| WES002  | 06/11/2014 | Payment | MI00104483 | Bacs  | -3575.00  | Western Power Distribution     |
| WIT001  | 06/11/2014 | Payment | INV02722   | Bacs  | -1008.72  | Witham Fourth IDB              |
| WIT002  | 06/11/2014 | Payment | 100047532  | Bacs  | -1370.16  | Witham Oil & Paint             |
| WOO001  | 06/11/2014 | Payment | 961484     | Bacs  | -84.97    | Woodco Business Machines       |
| AFC     | 21/11/2014 | Payment | 1216       | Bacs  | -2047.80  | A & F Consulting Engineers LLP |
| ANG002  | 21/11/2014 | Payment | 239026     | Bacs  | -26.86    | Anglia Bearing Company         |

| Account | Date       | Type    | Ref 1                | Ref 2      | Value     | Details                        |
|---------|------------|---------|----------------------|------------|-----------|--------------------------------|
| ASS001  | 21/11/2014 | Payment | BLACKSL/90           | Bacs       | -55.20    | Assoc. of Drainage Authorities |
| ATK002  | 21/11/2014 | Payment | 14035370             | Bacs       | -16.30    | Atkins Ltd                     |
| BLU001  | 21/11/2014 | Payment | 16102                | Bacs       | -21.60    | Blue Line Trailers             |
| BR1001  | 21/11/2014 | Payment | VP 98757170 Q05801WQ | Bacs       | -1524.56  | British Telecom                |
| BUS002  | 21/11/2014 | Payment | BO191620             | Bacs       | -293.02   | B A Bush & Son Ltd             |
| CAR002  | 21/11/2014 | Payment | 39276                | Bacs       | -56.26    | J Carr & Son                   |
| DAN001  | 21/11/2014 | Payment | Amazon Purchases     | Bacs       | -306.60   | Daniel Withnall                |
| DOU001  | 21/11/2014 | Payment | 402401               | Bacs       | -31.91    | John W Doubleday Limited       |
| DWW     | 21/11/2014 | Payment | 3196                 | Bacs       | -915.73   | DW Woods Landscaping Ltd       |
| ELS001  | 21/11/2014 | Payment | 4383                 | Bacs       | -132.30   | Elston Environmental Services  |
| EVE002  | 21/11/2014 | Payment | 76053273             | Bacs       | -518.23   | Everything Everywhere          |
| HAR001  | 21/11/2014 | Payment | 23121704             | Bacs       | -216.14   | TC Harrison JCB                |
| LAR001  | 21/11/2014 | Payment | 53109                | Bacs       | -62.11    | Ray Larrington Hydraulics      |
| LIN003  | 21/11/2014 | Payment | 000270               | Bacs       | -138.60   | Lincolnshire Fuels             |
| MAS001  | 21/11/2014 | Payment | S1001537             | Bacs       | -90.00    | Mastenbrook Ltd                |
| MIL002  | 21/11/2014 | Payment | 203282               | Bacs       | -1672.80  | Mill Tyres                     |
| SHA005  | 21/11/2014 | Payment | 9457                 | Bacs       | -40.00    | D.Shaw Window Cleaning Service |
| SHO     | 21/11/2014 | Payment | 38325                | Bacs       | -16120.80 | Shoebridge Engineering         |
| SHO001  | 21/11/2014 | Payment | SH249                | Bacs       | -1872.00  | SHOC Consultancy Ltd           |
| SYS001  | 21/11/2014 | Payment | 88273                | Bacs       | -55.20    | Systematic Print Management    |
| TFM001  | 21/11/2014 | Payment | 207750               | Bacs       | -731.41   | TFM Supplies                   |
| THU001  | 21/11/2014 | Payment | 25100318             | Bacs       | -410.93   | Thurlby Motors                 |
| UPP001  | 21/11/2014 | Payment | 0000000081           | Bacs       | -2634.00  | Upper Witham IDB               |
| WEL004  | 21/11/2014 | Payment | 1650                 | Bacs       | -1368.00  | Wells Plant Hire               |
| ZEN001  | 21/11/2014 | Payment | 406196               | Bacs       | -212.40   | Zenith Survey Equipment        |
| CRO004  | 21/11/2014 | Payment | 000191               | Cheque     | -143.81   | CROP LOSS                      |
| ALL004  | 05/11/2014 | Payment | P08                  | Direct Deb | -471.21   | Allstar Business Solutions Ltd |
| EON001  | 06/11/2014 | Payment | P08                  | Direct Deb | -2701.10  | EON UK PLC                     |
| TOM002  | 13/11/2014 | Payment | P08                  | Direct Deb | -174.24   | TomTom                         |
| ALL004  | 19/11/2014 | Payment | P08                  | Direct Deb | -549.12   | Allstar Business Solutions Ltd |
| WOL001  | 20/11/2014 | Payment | P08                  | Direct Deb | -4562.28  | Woldmarsh Producers Ltd        |
| ALL004  | 12/11/2014 | Payment | P08                  | Direct Deb | -304.35   | Allstar Business Solutions Ltd |
| COP002  | 20/11/2014 | Payment | P08                  | Direct Deb | -134.52   | Cope Safety Management Ltd.    |

Payments & Adjustments From 01/11/2014 To 30/11/2014

Black Sluice Internal Drainage Board

| Account | Date       | Type    | Ref 1 | Ref 2      | Value      | Details                        |
|---------|------------|---------|-------|------------|------------|--------------------------------|
| BR1005  | 20/11/2014 | Payment | P08   | Direct Deb | -47.94     | British Telecom DD             |
| ENV001  | 27/11/2014 | Payment | P09   | Bacs       | -138276.00 | Environment Agency             |
| BR1005  | 24/11/2014 | Payment | P09   | Direct Deb | -52.73     | British Telecom DD             |
| BR1005  | 25/11/2014 | Payment | P09   | Direct Deb | -47.63     | British Telecom DD             |
| ALL004  | 26/11/2014 | Payment | P09   | Direct Deb | -915.67    | Allstar Business Solutions Ltd |
| BOS001  | 28/11/2014 | Payment | P09   | Direct Deb | -1916.00   | Boston Borough Council (Rates) |

-252004.07

Total Payments  
 Total Discounts  
 Total Adjustments  
 Total Refunds  
 Total

-252004.07

**Payments**

|           |            |        |         |            |           |            |
|-----------|------------|--------|---------|------------|-----------|------------|
| Bacs      | -239983.47 | Cheque | -143.81 | Direct Deb | -11876.79 | Chargecard |
| Bulk Bacs |            |        |         |            |           |            |

**Adjustments**

|      |  |           |  |  |  |  |
|------|--|-----------|--|--|--|--|
| Disc |  | Contra SL |  |  |  |  |
|------|--|-----------|--|--|--|--|

**Refunds**

|        |  |  |  |  |  |  |
|--------|--|--|--|--|--|--|
| Refund |  |  |  |  |  |  |
|--------|--|--|--|--|--|--|

  
 .....  
 Chief Executive

  
 .....  
 Finance Manager



**Purchase Ledger Payments & Adjustments**

**Payments & Adjustments From 01/12/2014 To 31/12/2014**

**Black Sluice Internal Drainage Board**

| Account | Date       | Type    | Ref 1                | Ref 2 | Value     | Details                        |
|---------|------------|---------|----------------------|-------|-----------|--------------------------------|
| BLU001  | 12/12/2014 | Payment | 16149                | Bacs  | -33.00    | Blue Line Trailers             |
| BOS002  | 12/12/2014 | Payment | 23402                | Bacs  | -459.60   | Boston Commercial Cleaners Ltd |
| CAR002  | 12/12/2014 | Payment | 39249                | Bacs  | -169.99   | J Carr & Son                   |
| CLA001  | 12/12/2014 | Payment | 55155                | Bacs  | -142.91   | Frank Clayton & Son Ltd        |
| CRA001  | 12/12/2014 | Payment | 46216                | Bacs  | -156.00   | Craven & Nicholas              |
| DWW     | 12/12/2014 | Payment | 3240                 | Bacs  | -915.73   | DW Woods Landscaping Ltd       |
| ELL002  | 12/12/2014 | Payment | 33417                | Bacs  | -107.84   | Ellgia Recycling Ltd           |
| EVE002  | 12/12/2014 | Payment | 76053273             | Bacs  | -637.26   | Everything Everywhere          |
| FEN001  | 12/12/2014 | Payment | 170488C              | Bacs  | -128.06   | Fenland Fastenings             |
| HAI001  | 12/12/2014 | Payment | 155921-1             | Bacs  | -349.40   | Gary Haines Ltd                |
| HAR001  | 12/12/2014 | Payment | 24602037             | Bacs  | -3008.46  | TC Harrison JCB                |
| HBP001  | 12/12/2014 | Payment | SQU003405            | Bacs  | -3737.52  | HBP Systems Ltd                |
| HGV001  | 12/12/2014 | Payment | 467324               | Bacs  | -37.08    | HGV Truck Parts                |
| HIL002  | 12/12/2014 | Payment | 106141               | Bacs  | -512.88   | Charles H Hill Ltd             |
| INL001  | 12/12/2014 | Payment | P08-2014             | Bacs  | -15257.96 | HM Revenue & Customs           |
| INT002  | 12/12/2014 | Payment | 4574                 | Bacs  | -15060.00 | InterLec                       |
| KIO001  | 12/12/2014 | Payment | SIP-1130576          | Bacs  | -55.79    | Kiowa Ltd                      |
| LIN002  | 12/12/2014 | Payment | 2014-P08 (Auth 8184) | Bacs  | -19055.97 | Lincolnshire C C Pension Fund  |
| LIN005  | 12/12/2014 | Payment | SIN004756            | Bacs  | -600.00   | Lindsey Marsh Drainage Board   |
| LIN018  | 12/12/2014 | Payment | 115052               | Bacs  | -221.40   | Secure Doors Group             |
| MAI001  | 12/12/2014 | Payment | 5196                 | Bacs  | -600.00   | Mainstream Fisheries Ltd       |
| MAN001  | 12/12/2014 | Payment | 22065                | Bacs  | -48.00    | Mandy's Coffee Services        |
| MAS001  | 12/12/2014 | Payment | SI001695             | Bacs  | -60.00    | Mastenbroek Ltd                |
| PAR001  | 12/12/2014 | Payment | BSI272185            | Bacs  | -79.24    | C F Parkinson Ltd              |
| PAU001  | 12/12/2014 | Payment | 0026                 | Bacs  | -2320.00  | Paul's Property Services       |
| PES002  | 12/12/2014 | Payment | 1034                 | Bacs  | -200.00   | Pestforce                      |
| PRU001  | 12/12/2014 | Payment | 2014-P08             | Bacs  | -50.00    | Prudential                     |
| SHA005  | 12/12/2014 | Payment | 9475                 | Bacs  | -40.00    | D.Shaw Window Cleaning Service |

Black Sluice Internal Drainage Board

Payments & Adjustments From 01/12/2014 To 31/12/2014

| Account | Date       | Type    | Ref 1       | Ref 2      | Value    | Details                        |
|---------|------------|---------|-------------|------------|----------|--------------------------------|
| SWI001  | 12/12/2014 | Payment | BN006630    | Bacs       | -109.13  | Switch Electrical WholesaleLtd |
| TFM001  | 12/12/2014 | Payment | 208506      | Bacs       | -440.75  | TFM Supplies                   |
| THO001  | 12/12/2014 | Payment | 332284      | Bacs       | -300.00  | Thorpe Farm Machinery          |
| TRA002  | 12/12/2014 | Payment | 9146 AEP149 | Bacs       | -16.24   | Travis Perkins Trading Co Ltd. |
| TUR001  | 12/12/2014 | Payment | 4-04172817  | Bacs       | -19.94   | Turnbull & Co Ltd              |
| UNI001  | 12/12/2014 | Payment | P08-2014    | Bacs       | -137.75  | Unison                         |
| WIT001  | 12/12/2014 | Payment | INV02729    | Bacs       | -601.92  | Witham Fourth IDB              |
| WOO001  | 12/12/2014 | Payment | 961731      | Bacs       | -148.66  | Woodco Business Machines       |
| CAR002  | 23/12/2014 | Payment | 39395       | Bacs       | -82.10   | J Carr & Son                   |
| CON006  | 23/12/2014 | Payment | 62712       | Bacs       | -427.04  | Contego Safety Solutions       |
| DAW001  | 23/12/2014 | Payment | 34178       | Bacs       | -1098.00 | Dawson Construction Plant Hire |
| GUA001  | 23/12/2014 | Payment | 8443        | Bacs       | -136.80  | Guardian Press                 |
| HAR001  | 23/12/2014 | Payment | 23122922    | Bacs       | -179.89  | TC Harrison JCB                |
| HBP001  | 23/12/2014 | Payment | SIN035702   | Bacs       | -514.77  | HBP Systems Ltd                |
| JOH006  | 23/12/2014 | Payment | 2627        | Bacs       | -600.00  | John H Canner Associates Ltd   |
| PAR001  | 23/12/2014 | Payment | BSI272902   | Bacs       | -7.38    | C F Parkinson Ltd              |
| SWI001  | 23/12/2014 | Payment | BN006734    | Bacs       | -80.40   | Switch Electrical WholesaleLtd |
| TRA002  | 23/12/2014 | Payment | 9146 AEP581 | Bacs       | -118.20  | Travis Perkins Trading Co Ltd. |
| WIL005  | 23/12/2014 | Payment | WCP 1117    | Bacs       | -1850.40 | Wildlife Conservation Partners |
| WIT001  | 23/12/2014 | Payment | INV02734    | Bacs       | -316.80  | Witham Fourth IDB              |
| OPU001  | 01/12/2014 | Payment | P09         | Direct Deb | -1506.82 | Opus Energy Limited            |
| EON001  | 02/12/2014 | Payment | P09         | Direct Deb | -5940.67 | EON UK PLC                     |
| ALL004  | 03/12/2014 | Payment | P09         | Direct Deb | -247.91  | Allstar Business Solutions Ltd |
| ALL004  | 10/12/2014 | Payment | P09         | Direct Deb | -652.98  | Allstar Business Solutions Ltd |
| TOM002  | 15/12/2014 | Payment | P09         | Direct Deb | -174.24  | TomTom                         |
| ALL004  | 17/12/2014 | Payment | P09         | Direct Deb | -488.08  | Allstar Business Solutions Ltd |
| WOL001  | 19/12/2014 | Payment | P09         | Direct Deb | -1532.12 | Woldmarsh Producers Ltd        |
| CNG001  | 22/12/2014 | Payment | P09         | Direct Deb | -35.28   | Contract Natural Gas Ltd       |
| BR1005  | 23/12/2014 | Payment | P09         | Direct Deb | -53.45   | British Telecom DD             |
| ALL004  | 24/12/2014 | Payment | P09         | Direct Deb | -481.11  | Allstar Business Solutions Ltd |



| Account | Date | Type | Ref 1 | Ref 2 | Value | Details |
|---------|------|------|-------|-------|-------|---------|
|---------|------|------|-------|-------|-------|---------|

|                   |  |  |  |  |           |  |
|-------------------|--|--|--|--|-----------|--|
| Total Payments    |  |  |  |  | -82342.92 |  |
| Total Discounts   |  |  |  |  |           |  |
| Total Adjustments |  |  |  |  |           |  |
| Total Refunds     |  |  |  |  |           |  |
| Total             |  |  |  |  | -82342.92 |  |

**Payments**

|           |           |        |  |            |           |            |
|-----------|-----------|--------|--|------------|-----------|------------|
| Bacs      | -71230.26 | Cheque |  | Direct Deb | -11112.66 | Chargecard |
| Bulk Bacs |           |        |  |            |           |            |

**Adjustments**

|      |  |  |  |           |  |  |
|------|--|--|--|-----------|--|--|
| Disc |  |  |  | Contra SL |  |  |
|------|--|--|--|-----------|--|--|

**Refunds**

|        |  |  |  |  |  |  |
|--------|--|--|--|--|--|--|
| Refund |  |  |  |  |  |  |
|--------|--|--|--|--|--|--|

.....  
  
 Chief Executive

.....  
  
 Finance Manager

**BLACK SLUICE INTERNAL DRAINAGE BOARD**

**BOARD MEETING – 4<sup>th</sup> February 2015**

**AGENDA ITEM No 11(b)**

**LIST OF CONSENTS**

**1. BYELAWS**

The following Byelaw Consents have been issued by the Board since 18<sup>th</sup> November 2014.

|           |   |  |
|-----------|---|--|
| 2014/B21T | Anglian Water<br>Milton House<br>Cowley Road<br>Cambridge<br>CB4 0AP                                    | Laying of temporary underground discharge pipes.<br>BSIDB Drain 21/9<br>Grid Refs: 515072,330344 |
| 2014/B22  | Mr & Mrs Taylor<br>Tomas Cottage<br>Beck Bank<br>West Pinchbeck<br>Spalding<br>PE11 3QN                 | Erection of single storey extension.<br>BSIDB Drain 22/2<br>Grid Refs: 519309,327420             |
| 2014/B23  | Mr & Mrs Taylor<br>Tomas Cottage<br>Beck Bank<br>West Pinchbeck<br>Spalding<br>PE11 3QN                 | Installation of raised car parking area.<br>BSIDB Drain 22/2<br>Grid Refs: 519305,327440         |
| 2014/B24  | Mr & Mrs P J Hearley<br>Hospital Farmhouse<br>North Forty Foot Bank<br>Holland Fen<br>Boston<br>LN4 4QJ | Erection of single storey timber extension.<br>BSIDB Drain 11/12<br>Grid Refs: 523340,3498233    |
| 2014/B25  | Mr Patrick Welberry<br>Walnut Cottage<br>240 Willington Road<br>Kirton End<br>Boston<br>PE20 1NW        | Erection of single storey side extension.<br>BSIDB Drain<br>Grid Refs: 529440,339730             |
| 2014/B26  | Mr Nigel Claridge<br>Fen Farm, Side Bar Lane<br>Heckington Fen<br>Sleaford<br>NG34 9LY                  | Erection of timber fence.<br>BSIDB Drain 9/7<br>Grid Refs: 518585,344999                         |

2. **CULVERTS**

There have been no Culvert Consents issued by the Board since 18<sup>th</sup> November 2014.

3. **DEVELOPMENT AGREEMENTS**

There have been no Development Agreements issued by the Board since 18<sup>th</sup> November 2014.

4. **TILE DRAINAGE OUTFALLS**

There have been no Tile Drainage applications issued by the Board since 18<sup>th</sup> November 2014

5. **EXTENDED AREA CONSENTS**

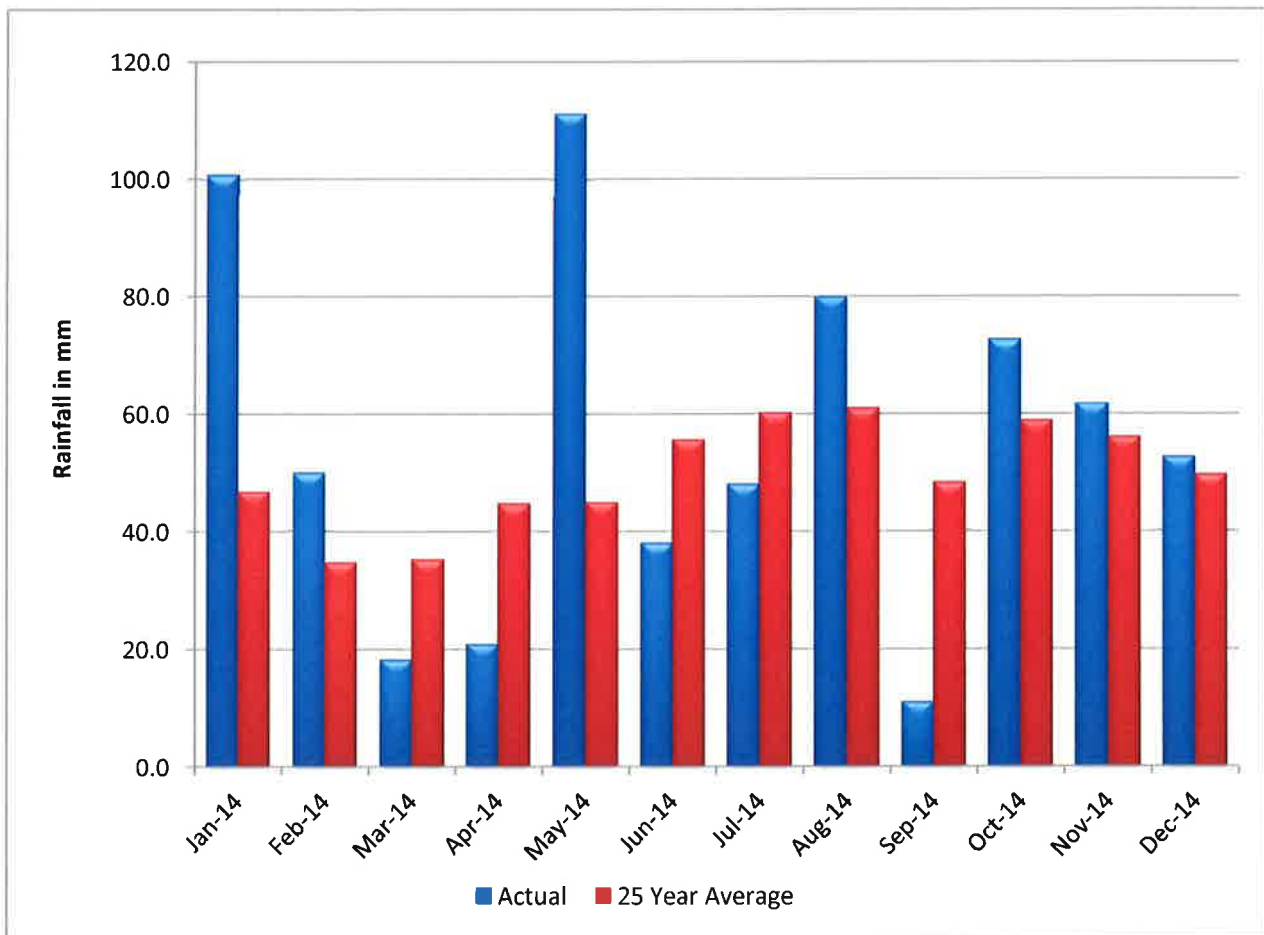
The following Extended Area applications have been issued by the Board since 18<sup>th</sup> November 2014.

|          |   |   |
|----------|---|---|
| 2014/X03 | Mr Andrew Russell<br>10 Northfield Road<br>Quarrington<br>SLEAFORD<br>NG34 8RT          | Piping of existing open watercourse<br>Private W.C<br>Grid Refs: 505310,344520          |
| 2014/X04 | Lincolnshire County Council<br>Mill House<br>Brayford Wharf North<br>LINCOLN<br>LN1 1YT | Replacement of existing pipe<br>Church Rd, Newton, Sleaford<br>Grid Refs: 504715,336245 |

I M Warsap  
Chief Executive

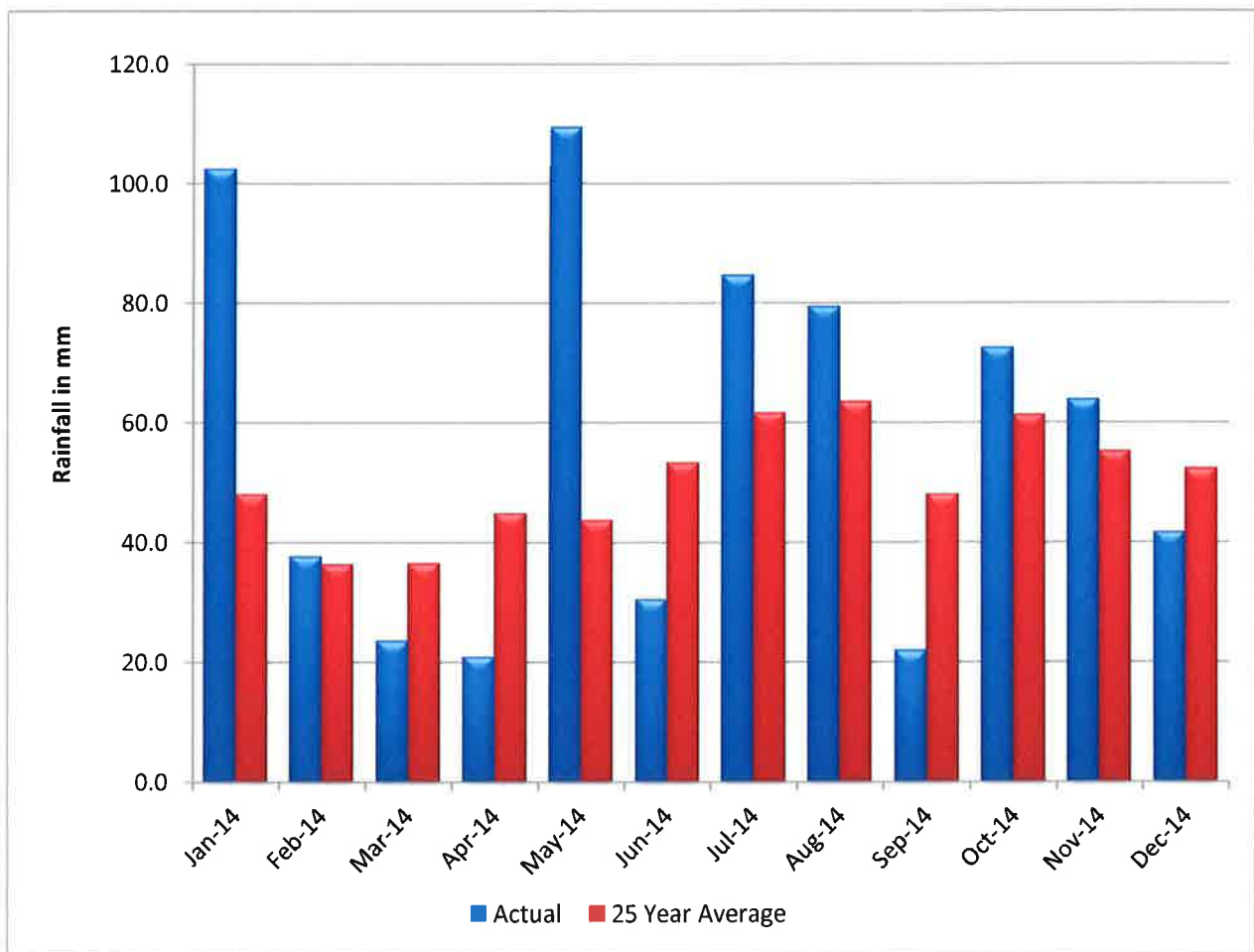
## BLACK SLUICE INTERNAL DRAINAGE BOARD Rainfall at Black Hole Drove Pumping Station

| MONTH         | Rainfall |                 | Actual / Average |
|---------------|----------|-----------------|------------------|
|               | Actual   | 25 Year Average |                  |
|               | mm       | mm              | %                |
| <b>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>Jun-14</b> | 37.9     | 55.5            | 68.29%           |
| <b>Jul-14</b> | 47.9     | 60.1            | 79.70%           |
| <b>Aug-14</b> | 79.9     | 60.9            | 131.20%          |
| <b>Sep-14</b> | 10.9     | 48.2            | 22.61%           |
| <b>Oct-14</b> | 72.5     | 58.8            | 123.30%          |
| <b>Nov-14</b> | 61.7     | 55.9            | 110.38%          |
| <b>Dec-14</b> | 52.5     | 49.5            | 106.06%          |
| <b>Totals</b> | 663.5    | 594.8           | 111.55%          |



## BLACK SLUICE INTERNAL DRAINAGE BOARD Rainfall at Swineshead Depot

| MONTH         | Rainfall     |                 | Actual / Average |
|---------------|--------------|-----------------|------------------|
|               | Actual       | 25 Year Average |                  |
|               | mm           | mm              | %                |
| Jan-14        | 102.4        | 48.1            | 212.89%          |
| Feb-14        | 37.6         | 36.3            | 103.58%          |
| Mar-14        | 23.5         | 36.4            | 64.56%           |
| Apr-14        | 20.9         | 44.8            | 46.65%           |
| May-14        | 109.4        | 43.7            | 250.34%          |
| Jun-14        | 30.5         | 53.2            | 57.33%           |
| Jul-14        | 84.5         | 61.6            | 137.18%          |
| Aug-14        | 79.3         | 63.5            | 124.88%          |
| Sep-14        | 21.8         | 48.1            | 45.32%           |
| Oct-14        | 72.5         | 61.3            | 118.27%          |
| Nov-14        | 63.7         | 55.1            | 115.61%          |
| Dec-14        | 41.7         | 52.3            | 79.73%           |
| <b>Totals</b> | <b>687.8</b> | <b>604.4</b>    | <b>113.80%</b>   |



**THE BLACK SLUICE INTERNAL DRAINAGE BOARD (The Board)**  
**LAND DRAINAGE ACT 1991 (The Act)**  
**BOOK OF DRAINAGE RATES AND SPECIAL LEVIES**  
**FOR THE FINANCIAL YEAR ENDING 31<sup>st</sup> MARCH 2016**

On the 4<sup>th</sup> February 2015 the Board resolved as follows:-

1. That the proportions of their expenditure to be raised by Drainage Rates in respect of agricultural land and agricultural buildings and by special levies on local charging authorities are 51.24% and 48.76% respectively.
2. That the proportions between the local charging authorities of the amount to be raised by special levies are as set out against the special levy for each local charging authority.
3. To make Drainage Rates and Special Levies set out below and that the seal of the Board be affixed to those Drainage Rates and Special Levies.

**DRAINAGE RATES**

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.

Sub-District No 2 – Being the remainder of the Internal Drainage District.

**SPECIAL LEVIES**

|                                 |                    |                            |
|---------------------------------|--------------------|----------------------------|
| Borough of Boston               | £747,293.91        | (75.62% of special levies) |
| South Holland District Council  | £123,837.29        | (12.53% of special levies) |
| North Kesteven District Council | £ 59,642.92        | (6.04% of special levies)  |
| South Kesteven District Council | £ 57,465.78        | (5.81% of special levies)  |
|                                 | <u>£988,239.90</u> |                            |

**ESTIMATED AMOUNT  
OF DRAINAGE RATES  
PAYABLE**

**RATE IN THE £**

|          |               |
|----------|---------------|
| 6.24p )  | £1,038,384.17 |
| ) )      | (51.24%)      |
| 12.48p ) |               |

**THE COMMON SEAL** of the Board is affixed in the presence of:-

..... Chairman ..... Finance Manager

**CERTIFICATE**

I certify as follows:-

1. Notice of the drainage rates and special levies was given on the ..... as required by Section 48-(3B) of the Act.
2. The special levies were issued on the .....

..... Finance Manager