

BLACK SLUICE

INTERNAL DRAINAGE BOARD



Executive Meeting

Tuesday 13th September 2016 at 2pm

Station Road, Swineshead, Lincolnshire PE20 3PW

BLACK SLUICE INTERNAL DRAINAGE BOARD

I M Warsap
Chief Executive

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Website: www.blacksluiceidb.gov.uk

Our Ref: IMW/DPW/B10_1

Your Ref:

Date: 6th September 2016

To the Chairman and Members of the Executive Committee

Notice is hereby given that a Meeting of the Executive Committee will be held at the Offices of the Board on Tuesday, 13th September 2016 at 2pm at which your attendance is requested.



Chief Executive

AGENDA

1. Apologies for absence.
2. Declaration of Interest.
3. To receive and if correct sign the Minutes of the Executive Meeting held on 17th May 2016 (pages 1 - 7).
4. Matters Arising.
 - (a) Works Committees Membership (verbal report from Works Chairmen).
 - (b) The Bourne North Fen Farm Trust - Investment Policy (pages 8 - 14).
5. Rating Report (pages 15 - 16).
6. Period 5 Management Accounts (pages 17 - 19).
7. Review of 2016/17 Capital Schemes Budgets (page 20).
8. Boston Borough Council letter (pages 21 & 22).
9. Direction on 2017/18 Budgets (page 23).
10. CONFIDENTIAL – Purchases, Upgrades & Contract renewals (pages 24 & 25).
11. CONFIDENTIAL – Salary Reviews (pages 26 & 27).
12. Any Other Business; (pages 28 - 30).
 - (a) Haconby Diesel Engine
 - (b) Insurance cover for Board Members over 75
 - (c) Pumping Station Groundsman

BLACK SLUICE INTERNAL DRAINAGE BOARD

MINUTES

of the proceedings of a meeting of the Executive Committee

held at the Offices of the Board on
17th May 2016 at 2pm

Members

Chairman - * Mr K C Casswell

* Cllr P Bedford	* Cllr M Brookes
* Mr J Fowler	* Mr P Holmes
* Mr M Rollinson	

* Member Present

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

950 Apologies for Absence - Agenda Item 1

There were no apologies.

951 Declarations of interest - Agenda Item 2

There were no Declarations of Interest.

952 Minutes of the last meeting - Agenda Item 3

Minutes of the last meeting held on 27th January 2016, copies of which had been circulated, were considered and it was agreed that they should be signed as a true record with the following amendments;

- a) Minute 884 - An additional 884 Cont.... has been included after the second paragraph which will be removed
- b) Minute 884 - in the 1st Bullet point "Slit" will be changed to "Silt"

953 Matters Arising - Agenda Item 4

a) Period 9 Management Accounts & Forecast - Minute 879

- i) The Finance Manager reported that £78,774 of Flood Defence Grant in Aid Money was still due from the Environment Agency. The Chief Executive has been relentlessly chasing this money and has been assured that it has been authorised for payment. There has been many broken promises of payment dates. The Committee AGREED that the Environment Agency precept payment of £138,276 should be withheld until this debt was settled.

- ii) The Finance Manager reported that the Co-operative Bank 12 month fixed term investment account has now been opened and the £300,000 cheque cashed on 20th April 2016. The forms were originally sent on 4th February 2016.
- iii) The Finance Manager was pleased to report that 100% of last year's Drainage rates have now been collected.
- iv) The formal complaint to British Gas has been made by our energy consultants and British Gas has assigned someone to work with them to resolve the problems and get everything transferred over. We have had to send in photographs of three sites to prove the readings and that the meters are installed. The Chairman highlighted that if it had been a wet year requiring a lot of pumping then we would not be as comfortable with the estimates as we are. The Finance Manager reported that he believed the estimates included are generous estimates. Mr J Fowler suggested that we should make sure we have a complaint reference number so that the Board is able to claim for the expenses, including the Finance Managers time, when the situation is resolved.

b) 2016/17 Budget - Minute 880

- i) Cllr P Bedford asked if any further correspondence had been received from South Holland District Council as they had indicated that they would not accept any increase in the penny rate. The Finance Manager replied that nothing had been heard from them and he assumed that the payment would be made before the due date next week. The Finance Manager agreed to update the Committee when the payment was received.
- ii) The Finance Manager reported that we still have no pay settlement for 2015/16 and now, as we are in 2016/17, we are two years behind. The Board has paid 1% on account for each year as per government direction on Public Sector Pay. At the Lincolnshire ADA AGM it was agreed that a meeting of all the Board's Chairmen and Chief Executive's would be convened to discuss the current unacceptable situation and agree how to direct the ADA Pay and Conditions Committee.

The Chief Executive reported that the meeting had been arranged for 2nd June 2016 at the Witham Fourth IDB offices and direction from the Committee was required on how we would prefer to proceed.

Cllr P Bedford reported that 1% had been agreed between the Local Government Association and the Unions so this should be a good indication on how the Board should proceed.

The Chairman believed that a line should be drawn under the 2015/16 pay settlement at 1% and then negotiation commence on the 2016/17 pay award. The Chairman of the ADA Pay and Conditions Committee believes that the 1% increase is non-negotiable which creates a problem when negotiating with the Union. The Finance Manager reported that the Union had balloted for Industrial Action.

Mr M Rollinson stated that we needed to clarify if we were restricted by the 1% public sector pay award.

The Finance Manager stated that the Summer Budget 2016 stated at paragraph 2.20 *"The Government will fund public sector workforces for a pay award of 1% for 4 years from 2016-17 onwards."*

His interpretation of this is that this related to centrally government funded employees, which IDB employee's are not, but it does give a steer.

The Chief Executive reminded the Committee that we had included for a 2% increase in the 2016/17 budget and therefore if we were going on our own we could pay up to 2%. Cllr P Bedford and Cllr M Brookes stated that the Board had to stick to 1%.

The Chairman asked how strong the union representation was amongst the Board's employees and the Finance Manager replied that as membership fees can be paid direct to the Union we do not know unless they declare it.

A Member asked if the nine day fortnight could be included in a package deal in negotiations with the employee's but it was pointed out that the two matters were separate issues and to do anything along that line would require the Board to break away from the ADA Pay and Conditions Committee.

A Member asked if we knew what other IDB's not in the Lincolnshire ADA Pay and Conditions Committee were doing in relation to pay awards such as North Level IDB. The Finance Manager stated that North Level IDB had negotiated a formula linked to the Average Weekly Earnings index many years ago and Lincolnshire ADA had trialled this for a three year period but when this agreement had expired they felt they were restricted to a 1% increase.

The Chief Executive stated that he was aware of another Lincolnshire Board that has increased all the men's grade to a craftsmen grade and provided them with Board owned vehicles.

The Committee concluded and AGREED that the Board should remain members of the Lincolnshire ADA Pay and Conditions Committee but present the view that we should stick to the 1% increase in both 2015/16 and 2016/17.

- iii) The Finance Manager updated the Committee that the work on the servers has been completed and other than a minor problem with the updates it is all working well.

c) 2016/17 Plant purchase proposals - Minute 881

The Twiga SPV2 has been delivered, the Hitachi ZX 210LC-5B is due to be delivered next week assuming it passes its PDI on Friday.

The Chief Executive informed the Committee that the first PDI was not successful due to the arm not being able to fold up to fit on the Low Loader with the bucket in place. Hitachi and Kokurec have agreed with us that they will fit a quick hitch and counter weight at their cost so the bucket can be easily removed when being transported.

The John Deere has been part exchanged as part of the Twiga purchase and the JCB 220 was sold at the end of last year.

d) Working Group - Minute 884

The Chairman invited the Committee Members to be part of a working group looking into proposals for the Board to take on the maintenance of Environment Agency assets in the catchment as part of the Public Sector Cooperation Agreement.

e) Review of 2016 Salaries - Minute 886

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 1060.

f) Works Inspections - Minute 887(d)

The Chairman expressed that he thought the Works Committee inspections went really well and there has been lots of personal feedback. The Chairman of the Committees and Officers were thanked for arranging them.

Mr M Rollinson raised the point that the committee membership of the Works Committees needs to be reviewed and it was AGREED that the Chairman of the Works Committees would bring their proposals to the next Executive Committee meeting to be ratified by the Board in November.

954 Period 12 Management Accounts - Agenda Item 5

The Finance Manager stated that the Period 12 management accounts were being presented alongside the financial statements as they provided more detail enabling the Committee to make more informed decisions.

He then went on to highlight the following;

- a) Solar Income has been split out from Other Income as requested by the Board to enable better monitoring of the installations.
- b) The £257,986 overspend on schemes is all funded from Grant income.
- c) PS Schemes - £25,000 was deferred for the replacement of Donington Wykes PS Pumps and the money used to put new roofs on Chain Bridge and Great Hale Pumping Stations so they could have Solar panel installations.
- d) Generous Estimates have been included for Electricity at the Pumping Stations due to the ongoing problems with the changeover to British Gas which commenced in April 2015.
- e) Almost £100,000 underspent on Drain Maintenance. All the planned Drain Maintenance works were completed with the Wyberton Catchment works being funded from Flood Defence Grant in Aid.
- f) Environmental slightly overspent due to additional work undertaken at the end of the year.
- g) Admin and Establishment includes £23,098 unbudgeted costs for Business Rates but we are only £7,500 overspent.
- h) £112,638 Solar Expense is investment in the Solar Panel installations
- i) £55,000 profit on rechargeable works including;
 - i) £28,000 all risks contract with Calders and Grandidge for culvert works

- ii) £11,000 all risks contract with SKDC (Total Contract £32,000, 34.38% profit)
- iii) £6,000 Environment Agency Contract on the Public Sector Cooperation Agreement (Total £78,000, 7.69% Profit)
- j) Debtors Control Account includes £50,000 owed by the Environment Agency at year end but was paid on 1st April.
- k) Payroll Control accounts are all timing issues
- l) Accruals included in the previous year was the FDGiA money carried over into the new year at last year end.
- m) £291,000 reduction in the Pension liability this year which equates to a 9% reduction. This takes the liability to £6,000 less than the previous tri-annual valuation and therefore it is hoped that employer's superannuation contributions will be able to be held at the current rate if not reduced.

955 2015/16 Unaudited Financial Statements - Agenda Item 6

The Finance Manager explained that the figures in the Unaudited Financial Statements are taken from the Period 12 Management Accounts that were reviewed in the previous Agenda Item.

It was then explained that the Accounts and Audit Regulations Act 2015 came into force, for Internal Drainage Boards, from 1st April 2016 but there was a clause included which allowed it to be adopted a year early. A new Practitioners Guide has been published which includes all "Smaller Authorities" which is the status that a drainage Board below £6.5m turnover is deemed to be. The annual return which has been sent out for completion and will be reviewed at the next Board meeting is in the new format. There are minor changes in the form but the figures are readily available and our accounts are already produced using the policies recommended in the New Practitioners Guide. I have therefore adopted the regulations for 2015/16 Accounts and Annual Return.

The Finance Manager explained that in accordance with the new regulations the Annual Governance Statement has to be reviewed, approved and signed before the accounts within the Annual Return can be approved. A presentation will be given at the Board meeting explaining what the Assertions are and how the Board are complying with them. Cllr M Brookes informed the Chairman that the Audit & Risk Committee had already reviewed the presentation.

The Finance Manager explained that the depot and bungalow have been revalued this year, in accordance with the accounting policies, with an increase in value from £90,000 to £130,000 for the bungalow and £737,739 to £739,350 for the depot.

It was noted that the Revenue Reserve was £880,038 when the value included in the 10 year estimates being expected at year end was £602,751 giving additional £278,000 in the reserves. This will be revisited when the budgets are produced for next year.

Dates on pages 13 and 14 will be corrected before being presented to the Board in June 2016.

956 2015/16 Audit Report - Agenda Item 7

The Chairman highlighted that we had maintained the Substantial Assurance level.

The Finance Manager pointed out that the Internal Auditor has changed his schedule this year and in the future this report will be presented to the Audit & Risk Committee before coming to the Executive and Board which seems a much more logical order of events.

957 2015/16 Bourne Fen Farm Accounts - Agenda Item 8

The Finance Manager pointed out that the income and investment value had dropped slightly in the year but this was not seen as an issue.

James Scott of Brewin Dolphin gave a presentation in relation to the Bourne Fen Farm Trust investments and it was concluded that;

- a) The fund should be in the name of The Bourne North Fen Farm Trust and not Black Sluice Internal Drainage Board.
- b) The fund should be managed by Brewin Dolphin on a discretionary basis.
- c) The fund is to be managed on the Brewin Dolphin Risk 5 template until an investment policy can be produced and reviewed at the September Executive Committee meeting.

958 Wyberton United Charities - Agenda Item 9

The report was reviewed and the Executive Committee concluded that the report should be presented to the Board with the recommendation that additional Land Loss payments could not be paid as this would set a precedence and in the future other people selling land would be able to make similar claims.

It was agreed that the report should be sent to Mr J Chester representative of Wyberton United Charities for information of what was being presented to the Board.

959 Nine Day Fortnight Proposals - Agenda Item 10

Cllr M Brookes asked if a quarter past four finish in the winter could present a problem. The Chief Executive responded that he felt it would be better that the men on machines undertook the maintenance tasks at the end of the day when it was dark and the gang would be travelling back to the depot and packing away.

Cllr M Brookes acknowledged that this would also give the Board some flexibility as the Friday's when the men were off could be used as overtime if it was required.

It was confirmed that the modern machines require major servicing undertaken by the dealerships and this could be completed unsupervised on the Friday's that the men were not at work increasing productivity.

Mr P Holmes enquired as to whether the workforce have to agree a change on block or is a majority acceptable?

The Committee AGREED that a 10:5 split would be acceptable as the workmen would have to take it on as a whole. The Office Staff could choose to adopt it or not and this would not cause a problem.

The Committee AGREED to proceed as per the recommendations included in the report.

1. Send this report to all employees for consultation for four weeks starting 18th May 2016. Request all responses, to be kept confidential, returned by the latest 14th June 2016 indicating whether they are in favour or otherwise with any comments they wish to make.
2. All comments and vote count will be presented to the Board at the meeting on 15th June for a final decision.
3. Assuming a positive decision this will be implemented from the commencement of the cutting season on Monday 18th July allowing a 4 week notice of a change in working hours to be issued to employees.

960 Any Other Business - Agenda Item 11

a) Appointment of Independent Person to review Senior Officer salaries

Cllr M Brookes asked if any progress had been made appointing an independent person to review senior officer's salaries. The Chairman responded that he would make contact with the independent person used by Boston Borough Council now that it was a formal recommendation from the Audit & Risk Committee.

There being no further business the meeting closed at 3:51pm.



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Company Name: Black Sluice Internal Drainage Board

Client Ref: C0000374193

Created: 25 August 2016

Client Service Review

A. Company details

I am writing to confirm the details that were discussed with Ian Warsap (Executive Officer) and Daniel Withnall (Finance Manager), as senior officers for the Board, on the 7 April 2016 and follow up conversation with the full Executive Committee on the 17 May and our understanding of the current circumstances with reference to the continuing management of the funds that relate to the "Bourne Fen Farm Trust" in relation to the Black Sluice Internal Drainage Board account held at Brewin Dolphin.

The Black Sluice Drainage Board covers many authorities, but the review (and the portfolio held with Brewin Dolphin) relates solely to the "Bourne Fen Farm Trust". Therefore, these are the details that are being considered and replayed in the Client Service Review.

The purpose of this review is to explain Brewin Dolphin's investment framework, to reconfirm the aims and objectives for the portfolio and to establish the ongoing risk profile and investment mandate to continue to achieve the Trust's objectives.

To summarise our understanding, prior to the formation of Black Sluice Internal Drainage Board in 1935, that what we now refer to as "Bourne Fen Farm Trust" was a drainage district in the Bourne North Fen and Dyke Fen Area. On the creation of the Black Sluice Internal Drainage Board the property and assets were then vested with the new Board and that in 1972 the farm was sold under the terms of the Trustees Act 1961. Income from the "Bourne Fen Farm Trust" is to be used to alleviate the rateable value of the land in the area previously covered by the Bourne North Fen and Dyke Fen Area, as at the 1915 conveyance.

The Black Sluice Internal Drainage Board is an independent body created under land drainage statutes responsible for flood risk, land drainage and water level management works, other than on main rivers, the Black Sluice Internal Drainage Board area. Board Members are either elected by and represent the occupiers of land in the area or are nominated by the District Councils in the Board's area, which takes place every three years.

The Board secures income mainly from drainage levies on farmers and other occupiers and from special levies on local authorities. The Board also pays levies to the Environment Agency to fund works on main rivers that protect the drainage district. As the Board is a local authority (hence there is no company registration number) its funds are not subject to corporation tax.

The current Executive Committee consists of Keith Casswell (Chairman), Paul Holmes, Mark Rollinson, Jonathan Fowler, Peter Bedford, Michael Brookes, Ian Warsap (Executive Officer) and Daniel Withnall (Finance Manager) who also acts as the official correspondent. It was confirmed that we are to take instruction from at least two authorised individuals, who are Keith Casswell, Ian Warsap and Daniel Withnall, so we will require two Members to formally confirm that they are in agreement with this report. Please see attached signature sheet.

We have not been provided with an Investment Policy Statement (IPS), as you have confirmed that no such document exists and there is currently no intention to produce such a document. The IPS would set out what the Board is aiming to achieve through its investments. Although we will not manage the investments in accordance with an official IPS, we will act on the basis of our discussion and will refer



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to the guidance on the Companies House website when reviewing the aims and objectives when planning future activities. As discussed, this Client Service Review will provide you with our understanding of your wishes for the management of assets going forward.

Company Name: Black Sluice Internal Drainage Board

Company Type: Unincorporated Business

Company Registration Number: N/A

Country of Registration: United Kingdom

Current Company Stakeholders

Name	Knowledge & Experience Level	Company Role(s)	Authority to Instruct?	Date Appointed
Mr Ian Martin Warsap	Some	Committee Member	Full	23/10/2012
Mr Daniel Joseph Withnall	Some	Committee Member	Full	23/10/2012
		Official Correspondent	Full	

We have considered the knowledge and experience for those Stakeholders who have authority to instruct as shown in the table above. We have taken the highest level from this group and have deemed all Stakeholders who have authority to instruct to have some knowledge, experience and understanding of investments.

B. Current financial position

We summarise below the main details of the company's current financial position:

Assets

The company's total assets are worth approximately £349,400.

The primary asset in relation to the Boume Fen Farm Trust element of the Black Sluice Internal Drainage Board is the investment portfolio with Brewin Dolphin, which was valued in the accounts at £324,373. However, it is currently valued at approximately £338,659. In addition, as at the last accounts dated 31 March 2015, it also had a cash deposit of £9,007 and debtors of £1,769.

Liabilities (debt)

The company has no liabilities.

Income

The total net income for the company is approximately £14,700 per annum.



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As at the last set of accounts, the investment portfolio with Brewin Dolphin generated a natural annual gross income of approximately £14,676. However, as the portfolio currently stands the predicted gross investment income is £11,909. The Board will continue to draw the natural (variable) income.

Expenditure

The total expenditure for the company is approximately £13,600 per annum.

As at the last set of accounts, the essential expenditure consisted of £4,284 of administration fees and £72 of bank charges. The discretionary expenditure amounted to a £9,242 contribution to the alleviation of rates.

C. Company's requirements

The company's primary objective for investing is summarised as follows:

The investment portfolio is to diversify the overall assets held by the Black Sluice Internal Drainage Board (but is the main asset held by the Boume Fen Farm Trust, whose other main asset is cash). The primary requirement of the Members is for income generation to aid in the alleviation of rates. Therefore, the natural (variable) income is drawn as it is generated. However, the Members also seek capital growth, in so far as is practicable, to protect against the effects of inflation, so that the portfolio retains its purchasing power over time. The portfolio has a long term investment time horizon of 10+ years.

Income Requirements

Although the Board is not reliant on the natural (variable) income that is generated by the investment portfolio held with Brewin Dolphin, it is paid out as it occurs, on a monthly basis to alleviate the rateable value of land.

Capital Withdrawal Requirements

The portfolio should generate a capital return above the rate of inflation, in so far as is practicable, to protect the underlying value of the portfolio. There are no foreseen capital distributions in the short to medium term.

D. Current services

Portfolio(s) advised on in this review

<u>PORTFOLIO:</u>	Investment Portfolio
Service Type:	Managed Advisory
Investment Mandate:	Cautious with Risk - Income Return

Accounts:

Number: BLACK0962	Account Type: Investment Account	Owner: Black Sluice Internal Drainage Board
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E. Our recommendations to you

Based on the information set out above about the company's current financial position, investment objectives, investment time horizon and the output of our risk assessment discussion, please find below our recommendations for the company's investment portfolio.

Portfolio(s) where we recommend a change to the service

We have discussed the company's current services and you have indicated that the service for the following portfolio(s) should change:

<u>PORTFOLIO:</u>	Investment Portfolio
Value:	£324,373
Investment time horizon:	10 years
Investment Objective:	Income
Service Type:	Discretionary
Risk Category:	Risk Level 5

As part of this discussion, we explored the 3 factors of financial personality, namely composure (by which we mean the level of concern that you would show during periods of volatility and uncertainty in the markets), risk (by which we mean the degree you consider the potential downsides of investing) and reward (by which we mean the degree you consider the potential returns generated by the investment) and it was expressed that you are equally focused on risk and reward.

We do not currently have a Statement of Investment Policy for the Trust. We have provided our document, 'A Guide for Trustees - Areas to consider for the Statement of Investment Policy', should you wish to use this in writing a statement. In the absence of a Statement of Investment Policy, we have reviewed your stated aims alongside our 'Guide to Risk Categories' and our 'Approach to Managing Money for Trusts' brochures.

You confirmed that the primary objective for the investment portfolio is to generate an income from which the Members can make distributions to alleviate the rateable value of the land in the area previously covered by the Bourne North Fen and Dyke Fen Area, as at the 1915 conveyance, but you have confirmed that there is no specific target for the income. You would also like the portfolio to generate capital growth at least in excess of inflation, so that the portfolio retains its purchasing power over time, whilst remaining mindful over the level of risk taken. You are fully aware that the portfolio may be at risk to the fluctuations in the market and confirmed that you would remain fairly composed during these periods.

The investment time horizon is confirmed as being 10+ years and you are comfortable accepting some investment risk and fluctuations but you would not wish to take excessive risks. This led us to discuss the appropriate risk category and what would be most suited to achieving the investment objectives. We factored in your focus on risk, focus on reward and composure and agreed that overall you had a medium tolerance for risk. We also looked at the risk and return profiles associated with the given risk categories and how we measure risk within each mandate and subsequently client portfolios which we refer to as the Brewin Risk Measure. Based upon the objectives of the Members, an overall medium tolerance for risk, a 10+ year investment time horizon and Brewin Dolphin's



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investment methodology, this would indicate a risk level 6 (moderate investment risk) would be appropriate.

We also discussed the Trust's capacity for loss, defined as the Trust's financial ability to withstand the investment risks associated with the investments when taking into account the Trust's obligations and expenditure. Although the Members might make income distributions from the portfolio, there is no set amount that is required from the portfolio, with only the natural (variable) income being drawn, plus there are no plans to withdraw any of the capital. Also, the beneficiaries are not reliant on the portfolio income to meet the payment of their rates, as they have additional sources of income. Although the portfolio is a large percentage of the Bourne Fen Farm Trust assets (with cash making up the remainder), when added to the Black Sluice Internal Drainage Board assets, it is a fairly small percentage of the total asset base. In addition to this, the cash held on deposit will easily cover the expenditure. We would therefore consider the Trust to have a good capacity for loss.

We also considered the Members' knowledge and experience of asset classes and investments. We agreed that they, as a quorum, have some level of knowledge, experience and understanding of investments. Some of the Members have experienced a number of stock market corrections and have an understanding of the nature of investing on a personal and professional level. More particularly the authorised individuals (Michael Casswell, Ian Warsap and Daniel Withnall) have all been involved with the management of the portfolio for a number of years whilst it has been managed under an advisory mandate. We discussed the characteristics of the main asset classes, which the portfolio may comprise of, the pros and cons of investing and the risk/reward trade-off. However, the Members have taken the decision that they wish the portfolio to be managed under a discretionary mandate going forward, as they wish to take full advantage of the professional advice that is available to them. Historically, the portfolio had been managed under a managed advisory mandate, as the previous Chairman had a high degree of investment knowledge, providing them with a level of internal experience that they no longer have.

We have examined the required level of risk that would be needed to achieve these objectives and we have reviewed the level of risk that the Members are willing to accept. After discussing risk level 6 (moderate investment risk), which has a strategic asset allocation of 67.5% in equities, 20% in fixed income, 7.5% in alternative investments and 5% cash the Members are willing to accept a medium-low degree of risk to achieve their objectives. This would lead to risk level 5 (medium-low investment risk), which has a strategic asset allocation of 55% in equities, 32.5% in fixed income, 7.5% in alternative investments and 5% cash being selected. After consideration, the Members of the Executive Committee felt that the percentage of equities held within a typical risk level 6 (moderate investment risk) mandate was higher than they were prepared to accept and felt that a 50% to 60% equity exposure would be more appropriate.

In summary, taking all of the above factors into account and using the Brewin Dolphin risk categories, we believe our risk level 5 (medium-low investment risk) to be most suited to the management of the portfolio's assets and is likely to deliver the Trust's objectives. Therefore, based upon all the known facts presented, I recommend Brewin Dolphin risk level 5 (medium-low investment risk), with an income objective and feel that this recommendation is the most appropriate.

Further Investment Considerations

As you will see, the current portfolio's asset allocation of 60.8% in equities, 35% in fixed income, 4.2% in alternative investments and 0% cash, is largely in line with the recommended portfolio and well within the risk tolerances we would expect to see in a Brewin Dolphin risk level 5 (medium-low investment risk) portfolio.



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If after reviewing this report, you are happy with the recommended portfolio and the general approach advocated in this review, we will move the existing management mandate from managed advisory to our discretionary service and look to carry out any necessary rebalancing of the portfolio over the coming months.

Our Pricing/Fee Structure

Set out below is a breakdown of your current fee structure. Please see our website www.brewin.co.uk for full details of applicable sundry charges.

Annual Management Fee: first £1 million – 0.75%; next £1 million – 0.6%; next £3 million – 0.375%; balance – 0.3%. Minimum quarterly fee is £250.

Commission per Transaction: first £15,000 – 1.25%; next £15,000 – 1.00%; balance – 0.5%.

Minimum commission of £50 per transaction is payable, excluding other transaction charges.

Transaction charge: per trade - £20.

UK VAT is applied on fees and charges in line with applicable legislation.

The above recommendations have taken into account the objectives of the company as discussed with the representatives of the company.

It is important that you keep Brewin Dolphin informed of any changes in the company's circumstances, as this could impact on the suitability of service and the investment decisions we make for the company.

Name: James Scott

Signature:

Date:

25, 04, 16



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Client Name: Black Sluice Internal Drainage Board

Client Ref: C0000374193

Created: 25 August 2016

I. Signature(s)

It is important that you keep Brewin Dolphin informed of any changes in your circumstances, as this could impact on the suitability of service and the investment decisions we make for you.

If you agree with the changes outlines in this document, review the declaration and please where indicated and return in the pre-paid envelop. If there is anything that is incorrect or you do not understand please seek clarification from us promptly.

I/We declare that:

- The information provided in this Client Service Review is correct, complete and up to date;
- ~~I/We confirm my/our understanding about the services offered by Brewin Dolphin;~~
- I/We confirm my/our understanding that the opinions and advice that you have provided are based on the information that I/we have provided to you;
- I/We will notify Brewin Dolphin promptly in writing of any changes to the information provided in this form and of any other relevant information; and
- It has been explained to me/us and I/we understand that Brewin Dolphin offers restricted advice in relation to Retail Investment Products and the nature of that restriction.

Signed:.....

Print name:.....

Date:.....

Signed:.....

Print name:.....

Date:.....

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BLACK SLUICE INTERNAL DRAINAGE BOARD
EXECUTIVE COMMITTEE - 13th SEPTEMBER 2016

AGENDA ITEM No 5

Rating Report

1. Drainage Rate Account 2445 – Gosberton Clough

An issue with this account was first brought to the attention of the Board at the November 2015 Board Meeting where it was agreed to proceed with recovery action in the usual way.

Following further conversations with the rate payer it was agreed, with the Chairman's approval, that we would only recover the current year's drainage rates. The date for the apportionment of the drainage rates was unclear and we risked not being able to recover any monies as the ratepayer now lived in Scotland.

A payment of £1,165.01 was received before the arranged court date leaving £254.81 to be written off from 2014/15.

2. Drainage Rate Account 2733 - Glasshouses, Malting Lane, Donington

Drainage Rates for 2016/17 currently due amount in total to £3,458.83.

The assessment is a 13.50 acre site comprising of 5.79 acres glass, yard and buildings together with a further 7.71 acres of bare land valued at £80 per acre (£616).

Total specialist buildings valuation amounts to £32,974, with a 20% reduction for size giving the current rateable value of £26,378 for specialist buildings and an overall total of £26,995.

The occupier has requested the valuation be reassessed on the grounds that some of the glasshouses are no longer heated or adequately irrigated and are derelict in parts. The original valuation was checked by Gary Sargeant, a chartered surveyor on 15th October 1992 and was subsequently appealed and reduced in November 1994 to the above figure. The occupier seeks to have a reduction to the valuation considered before paying drainage rates for the year.

The Finance Manager has inspected the glass externally and has noted that it is in poor repair but still all in situ.

The Rating Officer has visited the site and inspected the glasshouses for heating, irrigation, ventilation, condition and capacity. It is noted that the area of actual glass extends to 3.86 acres. It is also noted that the large agricultural building has been valued at only 1p per ft². No additional buildings have been constructed on site since the last valuation.

Recommend adjustment to value based on recent inspection reduce by £6,936 to £20059. This equates to a reduction this year of £873.94.

It is further recommended that the valuation only be reduced further should any of the glass be removed.

3. Drainage Rate Account 2781 – Intense Poultry Unit

The drainage rates currently due on this account are £29,928.71.

The Rating Officer contacted the rate payer when the account remained outstanding after reminder letters had been sent. An offer to pay by monthly direct debit to the year end March 2017 was made by Bernard Matthews Ltd. However, following negotiation the following payment schedule was agreed.

- a. £10,000 by end August
- b. £10,000 by end September
- c. £10,000 by end of October
- d. £9,928.71 by end of November

This ensures that at least half of the rates are paid by the end of September (Period 6).

We have agreed that assuming the agreement is adhered to we will apply for a liability order from the courts but not send it to the Bailiff's for recovery action.

The August payment was made as agreed.

Black Sluice Internal Drainage Board

Project Summary

2016/17

Period 05 - August 2016

Description	Period Current Year				Year To Date				Last Year	
	Actual	Budget	Variance	Actual	Budget	Variance	Forecast	Variance	Actual YTD	Variance to Current Year
Rates & Levies	46,920	98,736	(51,816)	1,469,002	1,497,142	(28,140)	0	1,469,002	1,460,726	8,277
Interest & Grants	522	417	105	3,095	2,085	1,010	0	3,095	19,658	(16,562)
Other Income	450	1,003	(553)	8,477	7,849	628	0	8,477	17,346	(8,869)
Rechargeable Profit	(1,385)	0	1,385	3,398	0	3,398	0	3,398	38,525	(35,127)
Solar Panel Income	2,150	1,969	181	10,936	9,841	1,095	0	10,936	0	10,936
Total Income	48,657	102,125	(50,697)	1,494,908	1,516,917	(22,009)	0	1,494,908	1,536,254	(41,345)
Schemes	57	0	(57)	77,527	50,000	(27,527)	0	(77,527)	161,781	84,254
Pumping Station Schemes	16,473	40,000	23,527	14,550	125,000	110,450	0	(14,550)	16,356	1,806
Pumping Station Maintenance	15,646	6,370	1,679	87,127	132,991	3,033	0	(129,958)	76,056	(18,156)
Electricity	(10,955)	20,391	20,391	42,831	207,727	(77,454)	0	(285,181)	35,746	0
Drain Maintenance	83,266	80,805	(2,461)	285,181	10,333	8,279	0	(2,054)	180,730	(104,451)
Environmental Schemes	72	2,899	2,827	2,054	199,413	10,093	0	(189,320)	3,427	1,373
Administration & Establishment	40,529	40,587	58	189,320	138,276	0	0	(138,276)	210,375	21,055
EA Precept	0	0	0	138,276	0	1,874	0	1,874	138,276	0
Solar Panel Expenses	0	0	0	(1,874)	0	0	0	0	0	1,874
Total Expenditure	145,087	191,052	45,965	834,993	863,740	28,747	0	(834,993)	822,747	(12,246)
Surplus / (Deficit)	(96,430)	(88,927)	(7,503)	659,915	653,177	6,738	0	659,915	713,507	(53,592)
Movement on reserves	0	0	0	0	0	0	0	0	0	0
Development Reserve	(22,501)	(29,696)	(7,195)	(49,532)	(28,629)	20,903	0	49,532	(62,744)	(13,212)
Plant Reserve	(7,724)	0	7,724	4,172	0	(4,172)	0	(4,172)	35,975	31,803
Wages oncost Reserve	(66,205)	(59,231)	(8,032)	705,275	681,806	(9,994)	0	614,554	740,276	(72,184)
Surplus / (Deficit)	(96,430)	(88,927)	(7,503)	659,915	653,177	6,738	0	659,915	713,507	(53,592)

Black Sluice Internal Drainage Board

Income & Expenditure Summary

2016/17

Period 05 - August 2016

	2016/17	2015/16	Variance
Drainage Rates	969,476	966,606	2,870
Special Levies	499,527	494,120	5,407
Recoverable	29,830	91,807	(61,978)
Misc Income	12,461	37,619	(25,158)
Solar Panel Income	10,936	0	10,936
	1,522,229	1,590,152	(67,923)
Employment Costs	447,069	388,999	(58,070)
Property	61,567	90,836	29,269
General Expenses	59,731	82,622	22,891
Materials / Stock	26,890	45,857	18,968
Motor & Plant	68,016	48,793	(19,223)
Miscellaneous	181,269	499,173	317,904
Recharges	(197,586)	(450,044)	(252,457)
Plant	169,998	143,642	(26,357)
Total Expenditure	816,953	849,877	32,923
Net Surplus / (Deficit)	705,276	740,275	(35,000)

Black Sluice Internal Drainage Board

Balance Sheet at Period End

2016/17

Period 05 - August 2016

	<u>2016/17</u>		<u>2015/16</u>	
	£	£	£	£
Operational Land & Buildings Cost	739,350		737,739	
Pumping Stations Cost	3,861,354		3,861,354	
Non-operational Property Cost	130,000		90,000	
Vehicles, Plant & Machinery Cost	804,415		600,990	
Fixed Assets		5,535,119		5,290,083
Stock	31,275		41,050	
Debtors Cont	19,380		33,438	
VAT	32,469		112,687	
Grants Debtor	(4,884)		(112,415)	
Car Loans	17,940		7,117	
Prepayments	20,680		16,996	
Draw Acc	(19,312)		(14,488)	
Call Acc	610,582		310,756	
Petty Cash	847		486	
Rechargeable Work in Progress	34,135		14,188	
Natwest Government Procurement C	(1,056)		(1,638)	
Reserve Account	863,912		1,241,111	
Total Current Assets		1,605,967		1,649,286
Trade Creditors	(30,288)		(20,573)	
PAYE & NI Control Account	(17,403)		(14,096)	
Superannuation Contrl Account	(15,138)		(13,965)	
Union Subs Control Account	(99)		(135)	
AVC Control Account	0		(50)	
Accruals	(27,440)		(28,011)	
Suspense	0		0	
Total Liabilities		(90,368)		(76,830)
Pension Liability		(2,973,000)		(3,264,000)
		4,077,718		3,598,540
Capital Outlay	5,216,031		5,080,536	
Pension Reserve	(2,973,000)		(3,264,000)	
Total Capital		2,243,031		1,816,536
General Reserve	880,038		669,501	
Development Reserve	92,405		142,316	
Plant Reserve	148,322		181,585	
Wage On-Cost Reserve	8,647		48,327	
Surplus/Deficit in Period	705,276		740,275	
Total Reserves		1,834,688		1,782,004
		4,077,718	0	3,598,540
<u>Cash & Bank Balances</u>				
Drawings Account		(19,312)		
Call Account		10,582	610,582	
Natwest Reserve Account @ 0.15%		863,912		
Petty Cash		847		
Chargecard		(1,056)		
Co-op Community Account 12 Month @ 1.125		300,000		
Monmouthshire BS @ 1.10%		300,000	30 Day Notice	
		1,454,973		

Black Sluice Internal Drainage Board

Schemes Expenditure

2016/17

Period 05 - August 2016

Drain Schemes						
Code	Scheme	2016/17 YTD	2016/17 Approved Budget	Budget (Over)/Under Spend	2016/17 Amended Budget	Amended Budget (Over)/Under Spend
1037	FDGiA - Graft Drain Improvements	3,988	0	(3,988)	3,988	(0)
1210	Leavelake Drove Diversion	17,024	0	(17,024)	17,024	(0)
1222	Clay Dyke Cleansing	0	60,000	60,000	60,000	(60,000)
1223	FDGiA - NFF Bank Protection	0	120,000	120,000	120,000	(120,000)
1224	Morley Lane, Bicker, Toeboards	15,929	20,000	4,071	15,929	(0)
1300	General Culvert Replacement	40,587	30,000	(10,587)	40,587	0
1099	FDGiA - Drain Schemes	0	(120,000)	(120,000)	(120,000)	(120,000)
		77,527	110,000	32,473	137,528	(300,001)

Pumping Station Schemes						
Code	Scheme	2016/17 YTD	2016/17 Approved Budget	Budget (Over)/Under Spend	2016/17 Amended Budget	Amended Budget (Over)/Under Spend
1149	Donington Wykes - Replace Pumps	0	40,000	40,000	40,000	(40,000)
1150	Holland Fen-Refurb Weed clean	1,800	0	(1,800)	1,800	0
1153	Swineshead PS Weedscreen Clean	12,750	85,000	72,250	85,000	(72,250)
1154	FDGiA - Helpringham PS Weedscreen Cle	0	84,000	84,000	84,000	(84,000)
	FDGiA - Damford PS Resilience Work	0	(84,000)	(84,000)	65,000	(65,000)
1199	FDGiA - Pumping Station Scheme	0	(84,000)	(84,000)	(149,000)	149,000
		14,550	125,000	110,450	126,800	(112,250)
		92,077	235,000	142,923	264,328	(412,251)



B O S T O N BOROUGH COUNCIL

RECEIVED

04 JUL 2016

Municipal Buildings, West Street, Boston, Lincolnshire, PE21 8QR

13966

Your Ref:

Tel: 01205 314210

Our Ref: PD/pc

E-mail: phil.drury@boston.gov.uk

30 June 2016

Mr Ian Warsap
Chief Executive
Black Sluice Internal Drainage Board
Station Road
Swineshead
Lincolnshire
PE20 3PW

Dear Ian

It would be timely and helpful to meet and discuss future funding pressures and how we work together to meet these. With this in mind, I am writing to seek your assistance and support in tackling the austerity measures directed towards Local Government following the Chancellor's November 2015 budget statement and the resulting four year financial settlement being made available to local Authorities.

As you will know the financial cuts through to 2019/20 are at an unprecedented level and pose a real threat to not only the provision of public services but also the sustainability of Local Government.

Boston Borough Council will see £2.2m of Central Government funding being withdrawn over the coming years which will require the Council to become self-financing to sustain the services it provides to local residents.

In order to address this, the Council is pursuing a Transformation Costs Programme which is looking at all aspects of its business from employment through to the generation of additional income, property costs and service standards. The Council has responded positively towards this challenge, however, the decisions required are significant, challenging and at times at odds with local wishes.

Each year the Council collects some £1.8m on behalf of Internal Drainage Board (IDB) partners to fund valuable services which constitutes some 58% of our total Council Tax precept of £3.1m. Clearly, the gearing impact and significance in terms of value make this a future budget risk that the Council is keen to avoid and accordingly is seeking support from the IDBs. We will be asking IDBs to provide this support through either a freeze or reduction in levy requirements through to 2019/20. It should be said the Council fully acknowledges the vital importance of the work carried out by IDBs and recognise your own budget challenges and we've thought long and hard before approaching you in this way.





B O S T O N

BOROUGH COUNCIL

Municipal Buildings, West Street, Boston, Lincolnshire, PE21 8QR

To take this forward, we would be interested to have a discussion around any ideas that could deliver on a medium term levy freeze or reduction which might include shared administrative and operational practices, amendments to capital project values/timescales and looking into financing options for longer term projects.

Please could I ask that you make your Board aware of the Council's request for support and seek agreement to work with us in modelling a way forward which would allow us to plot a course through the forthcoming financial challenges that we all face.

It goes without saying, if I may provide any additional information for your Board then please do not hesitate to ask.

Yours sincerely

PHIL DRURY
Chief Executive



BLACK SLUICE INTERNAL DRAINAGE BOARD

2016/17 Budget and 10 Year Estimates

0% for two years

Income	Actual 2014/15	Budget 2015/16	Forecast @ P09 2015/16	Budget / Estimates									
				2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26
Total Income from Rates and Levies	1,994,799	2,026,625	2,022,727	2,054,129	2,053,347	2,053,347	2,089,199	2,126,681	2,164,162	2,201,644	2,240,755	2,279,867	2,320,608
Interest	4,525	5,000	5,949	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	574,000												
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	237,414	22,645	25,767	20,845	21,262	21,687	22,121	22,563	23,015	23,475	23,944	24,423	24,912
Rechargeable Profit	22,187		31,054	12,500	12,500	12,500	12,500	12,500	12,500	12,500	12,500	12,500	12,500
Solar Panel Income			3,988	15,557	15,868	16,186	16,509	16,839	17,176	17,520	17,870	18,228	18,592
TOTAL INCOME	2,837,925	2,059,270	2,094,485	2,113,031	2,113,077	2,113,922	2,150,635	2,188,996	2,227,373	2,265,769	2,305,813	2,345,876	2,387,587

Expenditure	Actual 2014/15	Budget 2015/16	Forecast @ P09 2015/16	Budget / Estimates									
				2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26
Drain Schemes	566,319	115,000	115,669	125,000	127,500	130,050	132,651	135,304	138,010	140,770	143,586	146,457	149,387
Pumping Station Schemes	188,046	100,000	101,934	110,000	112,200	114,444	116,733	119,068	121,449	123,878	126,355	128,883	131,460
Pumping Station Maintenance	206,142	370,000	363,272	370,000	377,400	384,948	392,647	400,500	408,510	416,680	425,014	433,514	442,184
Electricity	117,547												
Drain Maintenance	623,522	688,000	677,629	700,000	714,000	728,280	742,846	757,703	772,857	788,314	804,080	820,162	836,565
Environmental Works	15,797	30,000	29,918	30,000	30,600	31,212	31,836	32,473	33,122	33,785	34,461	35,150	35,853
Administration & Establishment	518,835	465,200	484,259	479,200	488,784	498,560	508,531	518,701	529,076	539,657	550,450	561,459	572,688
EA Precept	276,552	276,552	276,552	276,552	282,063	287,725	293,479	299,349	305,336	311,442	317,671	324,025	330,505
Solar Panel Expenditure			112,050	3,412	3,480	3,550	3,621	3,693	3,767	3,842	3,919	3,998	4,078
TOTAL EXPENDITURE	2,512,760	2,044,752	2,161,284	2,094,164	2,136,047	2,178,768	2,222,344	2,266,790	2,312,126	2,358,369	2,405,536	2,453,647	2,502,720

SURPLUS / (DEFICIT) IN YEAR	325,165	14,518	(66,800)	18,867	(22,970)	(64,847)	(71,708)	(77,795)	(84,753)	(92,599)	(99,723)	(107,771)	(115,133)
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OPENING BALANCE	344,335	669,500	669,500	602,700	621,567	598,597	533,751	462,042	384,248	299,494	206,895	107,172	-599
CLOSING BALANCE	669,500	684,018	602,700	621,567	598,597	533,751	462,042	384,248	299,494	206,895	107,172	-599	-115,732
Reserve % of Expenditure	26.64%	33.45%	27.89%	29.68%	28.02%	24.50%	20.79%	16.95%	12.95%	8.77%	4.46%	-0.02%	-4.62%

RATE	12.30	12.48	12.48	12.60	12.60	12.60	12.82	13.05	13.28	13.51	13.75	13.99	14.24
Increase in Rates		1.46%	1.46%	1.00%	-0.04%	0.00%	1.75%	1.79%	1.76%	1.73%	1.78%	1.75%	1.79%

BLACK SLUICE INTERNAL DRAINAGE BOARD
EXECUTIVE COMMITTEE - 13th SEPTEMBER 2016

AGENDA ITEM No 12

Any Other Business

A) Haconby Diesel Engine

From: Martin Shilling [mailto:Martin.Shilling@witham3idb.gov.uk]
Subject: Haconby Diesel Engine

Ian,

Firstly, I write to thank you for arranging the recent visit by the volunteers of Dogdyke Preservation Trust. It would appear that there are a number of items that would be of immediate benefit to the stations at Dogdyke and Pyewipe in Lincoln or that could be held until they are required as part of the continued renovation of engines at our 4 diesel powered sites.

The 4 sites are Pywipie [UWIDB], Fiskerton, Stixwold and Dogdyke [W3IDB] and these stations act as emergency back-up, or auxiliary capacity, to the electric powered pumps.

We went through a similar exercise at Chapel St. Leonards with the Environment Agency, where the arrangement was rather than just put the whole lot in a skip, the EA allowed us to remove parts that were of use to the Boards for immediate, or future, use, on the condition that we didn't sell them on for financial gain. [See email extract below to the EA's Jim Fowler below.]

"I would confirm that any parts or equipment taken from the Chapel St. Leonards site would be retained and used by either the Witham 1st District, Witham 3rd District or Upper Witham IDB's at their operational sites at Timberland, Fiskerton, Stixwold or Pyewype."

The diesel engine at Timberland PS is a slight anomaly, in that whilst it isn't officially on the books of Witham First as an operational site, Alan Jarman runs it regularly during the winter during his day's volunteering at the station and for a training exercise for those in need of it. It would be used 'in anger' should we suffer a power failure or other problem with the electric powered station.

We would be obliged if you would consider entering into a similar arrangement to that employed at Chapel St Leonards. This would ensure that those elements of the Haconby station that can be 're-used and re-cycled' are put to good use within the local land drainage system.

If you, your members or officers would like to see where these items will be used, then I'd be happy to arrange a visit. Alternatively, we have an Open Day at Timberland PS on Saturday 10th September as part of the Lincolnshire Heritage Open Days weekend [see attached].

If you need any further information or clarification please do not hesitate to contact me on the numbers below, or perhaps we can discuss on Thursday.

Kind Regards
Martin

Martin Shilling
Director of Operations & Engineering Services
Witham First District Internal Drainage Board

Witham Third District Internal Drainage Board
Upper Witham Internal Drainage Board

From: Ian Warsap [mailto:ian.warsap@blacksluiceidb.gov.uk]
To: Martin Shilling
Subject: Haconby Diesel Engine

Martin,

I have spoken with our Executive Board members and they with our Chairman's confirmation have instructed me to inform you they/we wish to retain the Haconby diesel engine along with the pump house.

With the possibility of the Fens Waterway Link once again looming on the horizon there may be future opportunity for our Board (or others) to resurrect the pump house or engine in the future as an 'attraction'?

Kind Regards,
Ian

From: Martin Shilling [mailto:Martin.Shilling@witham3idb.gov.uk]
Subject: RE: Haconby Diesel Engine

Ian,

Thank you for letting me know your Boards decision. I'm sure that there will be many in the county and beyond relieved to know that it won't end up in a skip! I look forward to your first 'Open Day'.

Kind Regards
Martin

B) Insurance Cover for Board Members over 75 years

The following statement has been received from our insurance broker in relation to insurance cover for Board members over the age of 75.

"The usual upper age limit on most Personal Accident policies is 65 although for our Drainage Board Policy the standard upper age limit is 75 and insurers are reluctant to go beyond this.

We do have an alternative where we can lift this further to 80 or even 85 although with these policies the extent of benefits offered is limited and the cost is relatively high when compared to younger persons insured.

The last Board that I looked at to provide this type of cover was slightly smaller than Black sluice, but their additional cost amounted to approx £200-£300 additional premium with the benefits for the older persons limited to a %age of the usual benefits payable.

Do you wish for me to source a specific quote for your Board on a separate policy or are you happy that the older persons fall outside the cover? Different Boards have different views on this."

We currently have one board member that is aged over 75 but another four that have their 75th birthday in the twelve months the policy will cover.

C) Pumping Station Groundsman

We currently employ a number of contractors to undertake pumping station/office/depot grounds care works (grass, vegetation, trees, bushes, spraying, moles, litter picking, painting & decorating & safety fencing maintenance etc.) at a cost of C£33,000/annum.

We seek approval to employ our own suitably qualified Pumping Station Groundsman to complete these duties throughout the year along with other minor repair work duties (building repairs, glazing, painting, fencing etc.). This work would require a 4x4 vehicle with trailer, ride on and hand mower with all the other equipment (chain saw, strimmer, cement mixer, sprayer etc.) coming from our own small plant assets.

The total employment and running costs for this new position are calculated to be C£31,000/annum. The line management for this will be to the Assistant Pump Engineer.

