

BLACK SLUICE

INTERNAL DRAINAGE BOARD



Board Meeting

Wednesday, 26th June 2019 at 2pm

Station Road, Swineshead, Lincolnshire PE20 3PW



Black Sluice Internal Drainage Board

Station Road
Swineshead
Boston
Lincolnshire
PE20 3PW

01205 821440

www.blacksluiceidb.gov.uk

mailbox@blacksluiceidb.gov.uk

Our Ref: IW/DPW/B10_1

Your Ref:

Date: 19th June 2019

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, 26th June 2019 at 2pm at which your attendance is requested.

A buffet lunch will be available from one hour prior to the Board meeting to encourage and facilitate Members, Staff and Officers discussion.

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 8th February 2019 **(pages 1 - 11)**
4. **CONFIDENTIAL** - To receive and, if correct, sign the Confidential Minutes of the Meeting of the Board held on 8th February 2019 **(page 12)**
5. Matters arising.
6. To receive and confirm the Committee Minutes and Matters Arising of the following meetings:-
 - (a) Northern Works Committee on 26th February 2019 **(pages 13 - 20)**
 - (i) To adopt the Northern Works Committee Terms of Reference **(page 21)**
 - (b) Structures Committee on 13th March 2019 **(pages 22 - 32)**
 - (i) To adopt the Structures Policy **(pages 33 - 36)**
 - (ii) To adopt the Structures Committee Terms of Reference **(page 37)**
 - (c) Southern Works Committee on 3rd April 2019 **(pages 38 - 43)**
 - (i) To adopt the Southern Works Committee Terms of Reference **(page 44)**
 - (d) Audit & Risk Committee on 1st May 2019 **(pages 45 - 54)**

To adopt the following:

 - (i) Audit & Risk Committee Terms of Reference **(pages 55 & 56)**
 - (ii) Policy No. 01: Risk Management Strategy **(pages 57 - 80)**
 - (iii) Policy No. 04: Procurement Policy **(pages 81 - 84)**
 - (iv) Policy No. 08: Relaxation of Board Byelaw No. 10 **(pages 85 - 90)**
 - (v) Policy No. 26: H&S Young Persons Safety at Work **(page 91)**
 - (vi) Policy No. 40: Commercial Works **(page 92)**
 - (vii) Policy No. 41: Public Sector Co-operation Agreement **(page 93)**
 - (viii) Policy No. 44: Development Control Charges & Fees **(pages 94 - 99)**
 - (ix) Policy No. 45: Mobile Phones and Devices **(page 100)**
 - (x) New Policy No. 30: Pension Discretions Policy **(pages 101 - 105)**

To approve the following:

 - (xi) Internal Auditors Report 2018/19 **(pages 106 - 115)**
 - (xii) Audit Programme 2019/20 **(pages 116 & 117)**
 - (e) Environment Committee on 15th May 2019 **(pages 118 - 129)**
 - (i) To adopt the Environment Committee's Terms of Reference **(page 130)**
 - (f) Executive Committee on 29th May 2019 **(pages 131 - 139)**
 - (i) To adopt the Executive Committee's Terms of Reference **(pages 140 & 141)**

To approve the following:

 - (ii) Period 12 Management Accounts **(pages 142 - 146)**
 - (iii) Bourne Fen Farm Accounts **(pages 147 & 148)**
 - (iv) Eight Year Plant Replacement Budget **(page 149)**
7. To approve the Draft Unaudited Financial Statements for the year ending 31st March 2019 **(under separate cover)**
8. To review and approve the Annual Governance Statement **(page 153)**
9. To approve and authorise the Chairman to sign the Annual Return for the year ending 31st March 2019 **(pages 150 - 155)**

10. To review the Risk Register (**page 156**)
11. To receive reports on the following:
 - (a) Monthly Accounts: February 2019 to May 2019 (**pages 157 - 169**)
 - (b) Schedule of Consents Issued: February 2019 to May 2019 (**pages 170 - 172**)
 - (c) Rainfall (**pages 173 & 174**)
12. 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
8th February 2019 at 10am

Members

Chairman - * Mr K C Casswell

- | | |
|------------------|---------------------|
| * Mr W Ash | * Cllr T Ashton |
| * Mr J Atkinson | * Cllr P Bedford |
| * Mr V Barker | * Cllr C Brotherton |
| * Mr J Fowler | * Cllr M Brookes |
| * Mr P Holmes | * Cllr M Cooper |
| * Mr R Leggott | Cllr Mrs C Rylott |
| * Mr P Robinson | * Cllr B Russell |
| * Mr M Rollinson | * Cllr P Skinner |
| * Mr N J Scott | * Cllr Mrs S Wray |
| * Mr J R Wray | Cllr Mrs S Waring |

* Member Present

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

1381 APOLOGIES FOR ABSENCE - Agenda Item 1

Apologies for absence were received from Cllr C Rylott and Cllr S Waring.

1382 DECLARATIONS OF INTEREST - Agenda Item 2

No declarations of interest were received.

1383 MINUTES OF THE LAST BOARD MEETING - Agenda Item 3

The Minutes of the last meeting of the Board held on the 7th November 2018, copies of which had been circulated, were considered and it was AGREED that they should be signed as a true record.

1384 CONFIDENTIAL MINUTES OF THE LAST BOARD MEETING - Agenda Item 4

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.

1385 MATTERS ARISING - Agenda Item 5

(a) ADA MODEL OF LAND DRAINAGE BYELAWS - Minute 1352(a)

Mr R Leggott questioned if there had been any further progress with this, it was noted there has been no further development.

(b) BLACK SLUICE PUMPING STATION - Minute 1352(f)

The Chief Executive noted that the next scheduled meeting will take place on Friday 1st March 2019 at the Boston Community Hub. Cllr M Cooper and Cllr M Brookes will be attending the meeting on behalf of Black Sluice IDB as on the same day, the board is holding a meeting with Van Heck to develop a Disaster Recovery Plan.

(c) 2019 MEETING DATES - Minute 1358

It was noted that the Audit & Risk Committee meeting originally scheduled for the 24th April 2019 has been rescheduled for Wednesday 1st May 2019 due to the availability of the Internal Auditor. All members of the committee have been informed.

1386 TO RECEIVE THE UNCONFIRMED MINUTES OF THE JOINT WORKS COMMITTEE MEETING - Agenda Item 6

The Chairman of the Northern Works Committee presented the unconfirmed Minutes of the Joint Works Committee meeting held on the 28th November 2018, copies of which had been circulated. The Board RESOLVED that the Minutes should be received.

1387 TO RECEIVE THE UNCONFIRMED MINUTES OF THE EXECUTIVE COMMITTEE MEETING - Agenda Item 7

The Chairman of the Executive Committee presented the unconfirmed Minutes of the Executive Committee Meeting held on the 19th December 2018, copies of which had been circulated. The Board RESOLVED that the Minutes should be received.

The following matters arising were noted:

(a) 2019/20 BUDGET & TEN YEAR ESTIMATES - SOLAR PANEL INCOME - Minute 1375

Mr V Barker made reference to the invertors, questioning whether they are regularly checked? The Finance Manager explained that there is remote monitoring on all sites. However, during the hot summer of 2018 an error went unnoticed with one of the transformers for around four weeks as two transformers were producing the same amount of electricity as the three usually would as a result of the exceptional weather.

(b) DAMAGE TO A CONCRETE FARM YARD AT CLAYDYKE, HOLLAND FEN - Minute 1377

The Chief Executive explained that a site meeting took place on the 28th January 2019 between the landowner and family, Simon Fisher (NFU Representative), Paul Holmes, Richard Leggott, Peter Robinson (Board members), the Operations Manager and Chief Executive (Board officers) at which all parties shared their opinions and views.

At the meeting, the landowner stated that the previous board offer to supply ready mix concrete to the value of £3,000 had neither been accepted or declined.

Following further conversation, the board representatives agreed to go back to the board with the landowners preferred re-worded offer as follows:

The landowner explained that the offer should be in line with Stuart Hemming's letter, dated 10/08/2006, as shown below:

'Dear Sir,

I refer to your conversation with my Foreman, Mr Johnson, when you brought to the Board's attention that damage has been caused to the concrete hardstanding at Claydyke Farm. The Board's JCB 220 excavator had last week tracked over this hardstanding whilst carrying out maintenance operations.

I have visited the site and inspected the concrete hardstanding and make the following observations: -

- 1. There are a number of new cracks that are very recent and no doubt occurred when the Board's machine ran on this concrete.*
- 2. There are a number of older cracks, some of which have opened up significantly.*
- 3. The new section of concrete hardstanding, which was reconstructed by the Board a few years ago, is undamaged.*
- 4. The concrete hardstanding remains serviceable for access to Claydyke Farm at the present time.*

If a landowner approached the Board now stating that he wished to construct a concrete hardstanding in a similar position adjacent to the drain, he would now need to apply to the Board for consent to relax the Bye-laws. This would normally be approved, but a condition would be added stating that the Board would not be responsible for any damage that might occur when Board's machinery travel alongside the drain to carry out regular maintenance. However, I have to accept that when this hardstanding was constructed, probably early in 1970's, the Board would not have expected to receive an application to relax the Bye-Laws.

In conclusion I do not consider that any action is required at the present time, but accept that if the concrete deteriorates significantly over the next few years that it would be reasonable for the Board to come to an agreement with yourself on a suitable contribution towards any works required to refurbish the hardstanding.'

The landowner has therefore requested that a £3,000 contribution is paid to assist towards the future refurbishment of the hardstanding rather than supplying ready mix concrete to the value of £3,000 as it may be refurbished with aggregate in order to offer a higher degree of flexibility.

This work would be completed under consent to relax Byelaw No. 10 with the standard condition; 'The Board does not accept any responsibility for the design and construction of the works referred hereto and any liability for any loss or damage which may arise out of their design, construction, maintenance or use, or for any claim in respect of injury, damage or loss arising out of the execution of undertakings by the Board (or any person working for the Board) in connection with the watercourse.' The usual £50 fee associated with the Byelaw application would also not be applied in this case.

Mr P Holmes noted that although it was agreed to propose the contribution of £3,000 to the board for agreement, the landowner wouldn't commit to agreeing that he would accept the offer if the board were to agree to offer it, he could still refuse the offer. Therefore, Mr P Holmes felt that a stipulation be included that this will be the final offer as the matter has been going on for a long time and it needs to be resolved.

The Finance Manager then noted, and presented on screen, paragraph 23 of the Standing Orders which affects when a revised offer can be given:

'23. No proposal to rescind any resolution which has been passed within the preceding six months, nor any proposal to the same effect as any proposal which has been negated within the preceding six months shall be in order unless: (a) notice thereof has been given and specified in the Agenda and (b) the notice bears, in addition to the name of the member who proposed the resolution, the names of two other members; and when such resolution or proposal has been disposed of by the Board, it shall not be competent for any member to propose a similar proposal within a further period of six months.'

Mr P Holmes questioned whether the Standing Orders ruling could be overcome by addressing the contribution not as a contribution but as compensation instead? The Finance Manager explained that changing it to compensation as opposed to a contribution wouldn't make a difference in relation to the Standing Orders. Cllr M Brookes was also not happy for the term 'compensation' to be used as he felt it showed acceptance of liability and therefore being opened to legal challenge.

The Finance Manager clarified that the offer agreed on at the board meeting on the 7th November 2018, £3,000 of ready mix concrete to be accepted before the Joint Works Committee on 28th November 2018 after which point the board will contribute nothing, needs to be rescinded before a revised offer can be made.

The Chief Executive noted that it could be done, if the board so wish, that the offer won't be given until the next board meeting on 26th June 2019.

Mr P Holmes reiterated that it needs to be made clear it is a one-off offer and questioned whether the board can ask the landowner to confirm whether they will agree to the offer in writing before the meeting on the 26th June 2019 so that the matter can be concluded as quickly as possible. Other members also felt that it needs to be made clear that this is the final offer and needs resolving.

The Chairman thanked the board representatives involved for the time they have spent on this matter.

All AGREED that confirmation be requested, in writing, from the landowner that he will accept the offer of a £3000 contribution to assist towards the future refurbishment of the hard standing. If this confirmation is received, then the Board will re-address this matter at the next board meeting on 26th June 2019, where the previous offer will be able to be rescinded and the new offer proposed. The Chief Executive will contact the landowner to inform him of this.

(c) COST ALLOCATION FOR DAMAGE CAUSED TO AN UNCONSENTED OBSTRUCTION AT ASGARBY BECK - Minute 1378

The Chief Executive referred to this matter, explaining that Black Sluice IDB have attended a site at Asgarby Beck to repair a board-maintained watercourse after board machinery hit an unconsented irrigation obstruction causing damage not only to the irrigation equipment itself, but also to the watercourse. The board have then invoiced the ratepayer for this repair work. Subsequently, on receipt of the invoice, the ratepayer has verbally said that they will invoice Black Sluice IDB for the repair to the damaged apparatus. The invoice sent from the board is for £2,058. The invoices for the damaged apparatus total £5,505.97.

The Chief Executive noted that, to date, the board has not received payment for the invoice for the works to the watercourse but have also not received the counter invoice for the repair works for the damaged equipment.

As agreed at the Executive Committee meeting on 19th December 2018, the Chief Executive has been in contact, sending the following email on 24th January 2019 to both the farm contact and the accounts department:

'I have been reviewing the current 'stand-off' relating to our invoice (No. 01299, recoverable works; repairs to bank slip on Board Drain No. 35/7 caused by unconsented structure) and your proposed (verbal) intention to recover costs from the Board. Having spoken to members of my staff along with Paul Holmes and Mark Rollinson (BSIDB Board members) who you have recently spoken with on this subject I would like to offer the following solution.

The Board will withdraw (credit) our invoice when you agree not to pursue any of your own cost recovery from the Board, I will process this subject to receiving confirmation from your accounts department in writing (email). I do hope you find this solution acceptable as the Boards Principal Byelaws are constituted by order of Parliament operating under the terms of the Land Drainage Act 1991 and is designated as a flood risk and coastal erosion 'Risk Management Authority' (RMA) under the Flood & Water Management Act 2010 and I would prefer not to have to use this Parliament Act in order to progress.

Following the meeting my operations staff had with you on the estate and a subsequent review of the Land Drainage Act we are about to invite 'abstractors/irrigators' to an informal meeting in our offices to introduce proposals we have on how best we are able to record and identify Byelaw consented apparatus placed within the 9m Byelaw strip alongside Board maintained watercourses. We also want to discuss any interest there may be in a twelve-month amnesty offered to non-consented Byelaw infringements by any of our ratepayers.

I await your response and would be grateful to hear from you before the 1st February 2019.'

The Chief Executive stated that he has received read reports from this email but has not received any response. The Chief Executive has spoken with the Operations Manager and have concluded that neither of them know the farm contact well enough to discuss the matter over the phone and so the Chief Executive questioned whether any Board Members were acquainted with him to feel comfortable to have a telephone conversation about the matter?

Mr M Rollinson stated that he would be happy to invite the farm contact to attend a meeting at the offices of the board to try and resolve the situation.

All AGREED that Mr M Rollinson will discuss with the board's officers and the farm contact to arrange a suitable meeting date.

The following reports from the Executive Committee meeting, held on 19th December 2018, were presented and considered:

(d) 2019/20 BUDGET & TEN YEAR ESTIMATES

The Chairman presented and invited any questions regarding the 2019/20 and ten year estimates report, copies of which had been circulated.

Mr N Scott questioned whether the possibility of an increase in the rate within the following few years is being communicated to rate payers? He felt it may be more manageable for rate payers if they knew it was going to happen in advance. The Finance Manager felt that it would have a bigger impact on the special levy payers, of whom which the board has open dialogue with. From a rate payers point of view, the fact that the rate has been held for so long is a surprise rather than it increasing. The Chairman noted that Black Sluice IDB is the only board in the area that has held the rate for so many years. The Chief Executive suggested incorporating an early notice in the Rating Brochure 2019.

Mr V Barker made reference to the rental income for grazing at Bourne Slipes. He questioned whether notice should be given to increase the rent? Noting that the Environment Agency have increased his rent for the South Forty Foot. The Finance Manager noted that the rent charged is reviewed annually, it also being noted that graziers are hard to come by and so the current tenant doesn't want driving away with a rent increase.

The Board RESOLVED that the 2019/20 budget and ten year estimates should be noted.

(e) BUDGET WITH 10 YEAR ESTIMATES

The Chairman presented and invited any questions regarding the budget with ten year estimates, copies of which had been circulated. The Board RESOLVED that the budget with ten year estimates should be noted.

(f) 2019/20 SUMMARY BUDGET BY MONTH

The Chairman presented and invited any questions regarding the 2019/20 summary budget by month, copies of which had been circulated. The Board RESOLVED that the 2019/20 summary budget by month should be noted.

(g) 2019/20 DETAILED BUDGET BY MONTH

The Chairman presented and invited any questions regarding the 2019/20 detailed budget by month, copies of which had been circulated. The Board RESOLVED that the 2019/20 detailed budget by month should be noted.

(h) 10 YEAR CAPITAL SCHEMES

The Chairman presented and invited any questions regarding the ten-year capital schemes budget, copies of which had been circulated. The Board AGREED to approve the ten-year capital schemes budget.

(i) 2019/20 WAGES ON-COST RESERVE BUDGET

The Chairman presented and invited any questions regarding the 2019/20 wages on-cost reserve budget, copies of which had been circulated. The Board AGREED to approve that the 2019/20 wages on-cost reserve budget.

(j) 8 YEAR PLANT REPLACEMENT BUDGET

The Chief Executive presented on screen a revised eight-year plant replacement budget that included the current mileage / hours of each machine, as requested by Cllr T Ashton at a previous meeting.

Mr V Barker questioned whether the Unimog will be replaced with something different? The Chief Executive explained that the initial proposal will be to replace it with a JCB Fastrac 4220.

Mr P Holmes questioned the £15,000 appointed to the Aebi & Flail? The Operations Manager clarified that it is for a new attachment flail to enable the flailing of the Environment Agency PSCA banks.

The Board AGREED to approve that the eight-year plant replacement budget.

1388 FINAL BUDGET WITH 10 YEAR ESTIMATES (AMENDED PENNY RATE) - Agenda Item 8

The Finance Manager explained that this was updated following the Penny Rate being calculated as at the 31st December 2018. As a result of this, there is an additional rates and special levies income of £3,666 which at a ten-year point results in a surplus of £4,996 with the reserve at 21.22% of expenditure (increase from 19.85%).

The Board AGREED to approve the 2019/20 budget.

1389 PERIOD 09 MANAGEMENT ACCOUNTS & QUARTER 3 FORECAST - Agenda Item 9

The Finance Manager presented the Period 09 Management Accounts and highlighted the following points:

Income

- 99.76% of drainage rates have been collected, leaving £2,549.67 outstanding at Period 09, at Period 10 it is below £2,000
- 100% of Special Levies have been collected
- Investment income is up by £4,271 in comparison with the budget

Expenditure

- Drain Schemes is underspent by £65,000 which offsets the overspend on Drain Maintenance
- Pumping Station Maintenance is £8000 overspent
- Administration Salary is £22,000 over spent because of the 'acting up' duties taken on due to ill health of the Finance Supervisor, the overlap of GIS Technicians and the increase in salary for the new GIS Technician.
- Underspend of £6,394 in Office Equipment, however, £5,000 has been approved to be spent on a drainage rating system upgrade

The Finance Manager presented the Quarter 3 Forecast, noting that there is a prediction of an additional £120,000 to contribute to the General Reserve above what was expected at the beginning of the year.

1390 IMPERMEABLE HECTARE RATE - POLICY No. 44: DEVELOPMENT CONTROL CHARGES & FEES - Agenda Item 10

The Chief Executive presented this agenda item and invited any questions. There were no questions or comments from board members regarding the impermeable hectare rate in Policy No. 44 (Development Control Charges & Fees).

1391 REVIEW A METHOD FOR THE EASY IDENTIFICATION OF OBSTRUCTIONS - Agenda Item 11

The Chief Executive presented this agenda item and invited any questions.

Mr M Rollinson noted that it had been discussed about altering the byelaws to include a direct reference to irrigation equipment. The Chief Executive noted that the amnesty will purely be for irrigation equipment and not for any other infringement of the byelaws. He further noted that byelaws cannot simply be changed to add the reference to irrigation equipment, they would have to be approved by the DEFRA Minister.

Mr P Holmes made reference to item (d), questioning whether it should be included that any applications made after the amnesty will be subject to a £50 fee. The Chief Executive noted that this information is simply for the purpose of reporting to the board, it will all be included in detail in the Rating Brochure 2019.

The Chairman questioned whether it would be followed up with phone calls to those farmers who have experienced problems with this? Mr M Rollinson noted that it is intended to produce a list of rate payers that irrigate.

Mr V Barker questioned whether consent is required for irrigation equipment even if it is only in place for a short period of time temporarily? The Chief Executive clarified that consent is required, even if only to be used temporarily. Even if only placed temporarily, it could still get damaged and the operators still need to be aware it is there. The Chief Executive further noted that after the amnesty period, if unconsented equipment is found within the 9m byelaw distance, it will be removed.

Mr M Rollinson explained that a workshop will be held for rate payers and irrigators to attend to ensure that everybody is clear on the guidance and requirements around consent, whether permanent or temporary, with regard to irrigation equipment. Black Sluice IDB want to work with those that irrigate, not against them.

Cllr T Ashton added that if damage is done to any equipment, the board will not be liable with no area of dispute.

Mr P Holmes further added that he feels it is important to help the Black Sluice operations team compile a list of anyone that may be irrigating in the area and that it is important to try and not miss anybody.

The Chairman felt it is beneficial to be proactive around this matter as more and more landowners are irrigating and so the issue won't simply 'go away'.

Mr R Leggott referred to agenda item (e), questioning whether a suitable post is still trying to be sourced? The Chief Executive responded that a suitable post has been identified, but unfortunately is only stocked in the USA. Board officers will be discussing it at Floodex to try and identify a possible post. It is the intention of the board to purchase a number of these posts for landowners to subsequently purchase and erect. It was further clarified that the responsibility around the marker post will be detailed in the revised byelaw conditions to be determined.

1392 CONSIDER THE PURCHASE OF A DEFIBRILLATOR - Agenda Item 12

The Finance Manager stated that the closest defibrillator to the board's offices is Swineshead Village Hall. In Lincolnshire, there is a target response time of eight minutes. In a pre-hospital cardiac arrest, after eight minutes with no intervention, the chance of survival is at 10%. If a defibrillator is available before that, for each minute saved before the eight minutes, it increases chance of survival by 10%.

The Finance Manager explained that Unison have offered, for the welfare of their members, a £500 contribution. It is proposed that it is kept in the workforce's canteen. The proposed total cost of £1,114 includes the cost of the defibrillator and a suitable box to keep it in.

Mr J Fowler questioned whether it would be classified as a public access defibrillator? The Finance Manager responded that the cost was calculated on the basis of it being only for employees, but he can look into the cost of a public defibrillator if the board so wish. Cllr M Cooper noted that if it was a public access defibrillator then Unison would not contribute towards it. Ongoing maintenance costs were also considered, with pads usually lasting three years and batteries typically lasting for five years.

All AGREED to the purchase of a private defibrillator for use by employees.

1393 RECEIVE THE ADA LINCS BRANCH MINUTES - Agenda Item 13

The Chairman presented the ADA Lincolnshire Branch minutes, copies of which were circulated. The Board RESOLVED that these minutes be received.

The Chief Executive made reference to Item 4, Matters Arising, explaining that this position has now been filled. Nicola McGarry started work in the position of Grant Applications Manager on 7th January 2019. The position is an ADA position, working on behalf of all Lincolnshire boards. Therefore, any costs associated with the position will be divided by a memorandum of understanding with all the Lincolnshire boards.

1394 REVIEW THE RISK REGISTER - Agenda Item 14

The Finance Manager highlighted risk 1.1 showing as 'high' explaining that this is because of the wait for the operations manual for the sluice and navigation lock, that the Environment Agency are currently in the process of producing.

The Board RESOLVED the Risk Register be accepted.

1395 REPORTS ON THE FOLLOWING: - Agenda Item 15

(a) MONTHLY ACCOUNTS (NOVEMBER 2018 - JANUARY 2019)

The Board's monthly accounts, inclusive of November 2018 - January 2019, were circulated. The Board RESOLVED that this report be noted.

(b) SCHEDULE OF CONSENTS (NOVEMBER 2018 - JANUARY 2019)

The Chief Executive presented the Schedule of Consents, consisting of November 2018 - January 2018, copies of which had been circulated. The Board RESOLVED that this report be noted.

The Chief Executive presented Item 2 in the Schedule of Consents, explaining that he would have no problem in approving this application through his delegation of powers but that he wanted to present it to the board for any comments or objections.

Mr R Leggott questioned where the attenuation is planned? The Chief Executive stated that it is within the pipelines. Mr R Leggott further questioned if the fencing within the 9m byelaw will be demountable? The Chief Executive stated that it will all be looked at.

There were no further comments or objections.

(c) RAINFALL

The rainfall figures at Swineshead and Black Hole Drove were presented, copies of which had been circulated. The Board RESOLVED that this report be noted.

1396 AUTHORISE THE SEALING OF THE RATE FOR 2019/20 - Agenda Item 16

It was RESOLVED that the Chairman and Finance Manager be authorised to seal the Drainage Rate and Special Levies for the year 2019/20 as follows:

(a) DRAINAGE RATES

	<u>Rate in the £</u>	<u>Estimated Amount of Drainage Rates Payable</u>
Sub-District No 1 – Being so much of the said Internal Drainage District as comprises the area of the Borough of Boston as constituted and in existence immediately before 1 st April 1974.	6.30p	
Sub-District No 2 – Being the remainder of the Internal Drainage District.	12.60p	
		<u>£1,054,351.37</u>

(b) SPECIAL LEVIES

Borough of Boston	£ 787,059.25
South Holland District Council	£ 126,222.77
North Kesteven District Council	£ 68,197.12
South Kesteven District Council	£ 58,113.22
	<u>£1,039,592.36</u>

1397 ANY OTHER BUSINESS - Agenda Item 17

(a) GOOD GOVERNANCE FOR INTERNAL DRAINAGE BOARD MEMBERS

The ADA 'Good Governance for Internal Drainage Board Members' booklet was distributed to all members. There are also three workshops being held in relation to this which can be registered for on the ADA website.

(b) DEFRA SURVEY

The Finance Manager explained that DEFRA are conducting a survey of board members and officers and have requested contact details for all board members. In light of GDPR, members were asked for any objections in sending contact details as requested. All AGREED for contact details to be sent to DEFRA for the purpose of the survey.

There being no further business the meeting closed at 11:13am.

BLACK SLUICE INTERNAL DRAINAGE BOARD

MINUTES

of the proceedings of a Meeting of the
Northern Works Committee

held at the Supreme Inns, Bicker Bar on the
26th February 2019 at 15:45pm

Members

Chairman - * Mr P Holmes

* Cllr T Ashton	* Cllr P Bedford
Cllr C Brotherton	* Cllr M Brookes
* Cllr M Cooper	Mr D Casswell
* Mr R Leggott	* Mr J Fowler
Mr R Needham	Mr J E Pocklington
* Cllr C Rylott	* Mr P Robinson
* Cllr P Skinner	Mr N Scott
Mr R Welberry	* Cllr Mrs S Waring

(* Member Present)

In attendance: Mr I Warsap (Chief Executive)
Mr D Withnall (Finance Manager)
Mr P Nicholson (Operations Manager)
Mr K Methley (Pump Engineer)
Ms N McGarry (Grant Applications Manager)
Mr K C Casswell (Chairman of the Board)
Mr M Rollinson (Chairman Southern Works Committee)

1398 APOLOGIES FOR ABSENCE - Agenda Item 1

The following were not in attendance; Cllr C Brotherton, Mr R Needham, Mr R Welberry, Mr D Casswell, Mr J E Pocklington and Mr N Scott. There was some dispute around the co-opted members receiving the agenda and so officers of the board will investigate this further.

1399 DECLARATIONS OF INTEREST - Agenda Item 2

(a) CLLR M COOPER - BICKER

Cllr M Cooper noted that he is a Borough Councillor for Bicker.

(b) CLLR M BROOKES - BICKER

Cllr M Brookes noted that he is a County Councillor for Bicker.

1400 MINUTES OF LAST MEETING - Agenda Item 3

The Minutes of the Joint Works Committee, regarding the Northern Works Committee, which was held on 28th November 2018, copies of which had been circulated, were considered. It was AGREED that the Minutes should be jointly signed as a true record.

1401 MATTERS ARISING - Agenda Item 4

There were no matters arising.

1402 TERMS OF REFERENCE - Agenda Item 5

The Chairman presented the Terms of Reference for the Northern Works Committee and invited any opinions or questions.

Proposed by Cllr Brookes and seconded by Mr K Casswell, all AGREED that the Terms of Reference be accepted and adopted.

It was noted that there are currently four co-opted members, so there are vacancies if anybody is aware of anybody that may be interested. Cllr Waring questioned what the criteria was for becoming a co-opted member? It was established that it is anybody that can contribute to the committee that has an interest in it; possibly a rate payer or somebody that has a relevant specialist interest.

1403 DISCUSS THE OPERATIONS TOUR & INSPECTION - Agenda Item 6

(a) REPLACEMENT OF WEEDSCREEN CLEANER - WYBERTON MARSH PUMPING STATION

The Operations Manager referred to Wyberton Marsh Pumping Station, explaining that its weedscreen cleaner is at the end of life. There is a proposed budget of £110,000 to replace the whole installation in 2020/21.

Mr R Leggott commented that he is disappointed with the life of the weedscreen cleaner that was only installed in 2000. The Pump Engineer added that most of the equipment at the pumping stations is now Bosker equipment, which is a very reliable make of equipment. The current weedscreen cleaner at Wyberton Marsh is another make of weedscreen cleaner, which has become unreliable. There is only one other pumping station remaining with the unreliable make of equipment. The Chief Executive further noted that it is also a heavily used pump. The weedscreen cleaners operate on a predetermined cycle every time the pump comes on, at this particular pump, the pump is run to maintain water levels within its catchment. The Operations Manager further noted that, where possible, an interim replacement of various parts is completed rather than a whole installation.

Proposed by Cllr T Ashton and seconded by Mr M Rollinson, all AGREED to recommend to the board the replacement of the weedscreen cleaner at Wyberton Marsh Pumping Station in 2020/21 with the proposed budget of £110,000.

(b) PROPOSED THIRD PARTY MAINTENANCE FOR LCC - BOSTON WEST PROCESSING FACILITY

The Operations Manager explained that Black Sluice IDB have been approached by Lincolnshire County Council (LCC) to maintain a section of watercourse that is the outfall for the lagoon from the waste transfer site. There is currently no maintenance being carried out on it. Black Sluice IDB already maintain a section of watercourse on the opposite side of the road.

LCC have requested an initial 'clean out' of the inlet and outlet to the lagoon and to also clear the outfall into the adjacent section of watercourse and section of watercourse along the boundary to the site.

The estimated cost for these works is £1,900 and LCC have further asked if Black Sluice IDB would consider an annual or bi-annual contract. The Operations Manager added that currently, LCC have not established what they would like the contract to entail but they do want Black Sluice IDB to go ahead with the initial clean.

The Chief Executive stated that once specification of the contract is received, then a Public Sector Cooperation Agreement (PSCA) could be established, much like Black Sluice IDB already have with other district councils.

All AGREED that Black Sluice IDB should take on this maintenance work on behalf of the Lincolnshire County Council.

(c) BOSTON BARRIER TOUR

The Operations Manager noted that the visit to the Boston Barrier was very interesting and informative and that future visits to site to view the barrier delivery and installation can be arranged.

The Chief Executive noted that there is a meeting being held with Van Heck on Friday 1st March to produce a pumping station disaster recovery contingency plan for Black Sluice IDB. They are also being taken to Black Sluice Pumping Station (Boston) to evaluate a similar opportunity for a disaster recovery contingency plan to be produced.

(d) PROPOSED CLEANSING WORKS - DRAIN 5/3, CHAIN BRIDGE ROAD, WYBERTON

The Operations Manager made reference to uncropped land with regard to cleansing works. At current, if land is not cropped, there is no reason to offer compensation. However, grass land is not classified as a crop and so there is no opportunity to offer compensation.

With reference to this particular case, the landowner has stated that he does not want the spoil material on his grass land, the Operations Manager noted that the Chairman has further spoken with the landowner.

The Chairman continued by explaining that, initially, the landowner was adamant that he didn't want the spoil on his land due to his concern that it is contaminated with creosote. By the end of the conversation, he had suggested that he may consider it being placed on another suitable site of his own, but that he wouldn't be able to cart it himself.

The Chairman suggested that it should be checked for contamination of creosote, which if it is found in the spoil shall mean it will become contaminated waste and will have to be disposed of in a different manner.

The Operations Manager questioned how, going forward, to standardise agreements between Black Sluice IDB and landowners with regards to uncropped land? This case can be seen as unique standalone case due to the possible contamination, but should there be a standard approach taken to others?

The Chairman suggested that it could be that, if it is to be carted away, the extra expense of this is paid half each by the landowner and board. However, he also suggested that it is not the board's responsibility to cart it away and so the landowner could be asked to pay the full cost for the board to cart it.

The Operations Manager clarified that this is what he is seeking direction on. Operationally, there are issues with carting material away including the slowing down of the process and the damage that can be caused such as the creation of large ruts.

Mr P Robinson questioned if material moving off site is obliged to be analysed? The Operations Manager clarified that it would be classified as waste transfer.

Mr P Robinson further questioned if it is still correct not to recognise grass as a crop? The landowner may take a crop of hay from it for instance.

The Finance Manager made reference to the Land Drainage Act as follows:

'Disposal of spoil by boards and local authorities

Shall not authorise the deposit of any matter if the matter deposited would constitute a statutory nuisance within the meaning of Part III of the Environmental Protection Act 1990.

Where injury is sustained by any person by reason of the exercise by an internal drainage board or local authority of their powers under subsection (1)(b):

(a) the board or authority may, if they think fit, pay to him such compensation as they may determine; and

(b) where the injury could have been avoided if those powers had been exercised with reasonable care, subsections (5) and (6) of section 14 above shall apply as if the injury had been sustained by reason of the exercise by the board or authority of their powers under that section.'

The Finance Manager therefore stated that if the spoil is contaminated and comes under the Environmental Protection Act 1990 the board will be responsible for the disposal of it.

Cllr M Brookes suggested that this particular case isn't a usual one, with the possibility of contamination, and so isn't a good example to be considering to try and determine a standard approach for future grassland / non-cropped land going forward. Cllr M Brookes further felt that in usual cases, with no contamination, on non-cropped land the board shouldn't pay more than they are obliged to.

The Chairman questioned how many of these grassland cases occur? The Operations Manager suggested only a couple of dozen.

Cllr T Ashton felt that option one presented within the agenda item gives the landowner some choice and if they are not contented with that then it should be the landowner paying for carting it away.

Mr R Leggott questioned if this matter can actually be resolved before testing for contamination. Once it is known whether the material is contaminated or not, the board will then be able to make decisions according to that outcome.

The Chief Executive suggested that the material is tested. If it is contaminated, then the board seek an order from Calders for removal off site. If it isn't contaminated, then the landowner be asked to cover the extra costs of the removal from the site, due to it being the landowner's request that it is not spread on the grassland adjacent.

All AGREED with the Chief Executive's proposal.

Mr J Fowler noted that it should possibly be considered to bring grassland into the same category as arable land for compensation.

The Finance Manager noted that he didn't feel that grassland could be categorised as a crop generically as there could be various different scenarios. For instance, it could be somebody's front lawn, but it would then be classed as a nuisance and so the board wouldn't be able to put the spoil there. He felt there ought to be some further investigation done into this matter, so that it is clear when the board have authority to put spoil in a certain area of grass and when the board are required to pay compensation.

Mr R Leggott suggested that the concept of grassland, with regard to identifying a standard approach, be brought to the board meeting when considering compensation as a whole. All AGREED.

(e) WEEDSCREEN CLEANER REFURBISHMENT - CHAIN BRIDGE PUMPING STATION

The Operations Manager stated that the replacement of the moving parts of the weedscreen cleaner at Chain Bridge Pumping Station have been budgeted for 2019/20. The estimated cost is £45,000.

(f) WASTE ISSUE - ALBAN RETAIL PARK

The Operations Manager made reference to the committee viewing this issue whilst on the inspection tour. He further explained that in April 2018 a notice was issued to the retailers around the rubbish that was being generated. It has been brought to this committee to identify a way forward of future maintenance of the site and to identify a way to stop the rubbish leaving the retailers sites and entering the drain.

Cllr M Brookes suggested that the owners of the buildings be asked to erect a catch fence around the car parking area which would prevent anything blowing across into the drain.

He also noted that it would be in their interest, if the board keep having to clean the drain and invoicing them for the work, it would be just as cost effective for them to put the fence up. It also isn't very good publically, it is a reputation issue to the companies involved.

Mr P Holmes noted that the only problem with erecting a fence is that the car park goes right up to the brink of the bank and so it may limit the access for the board. The Operations Manager further noted that if an agreement were to be made around erecting a fence then the board would have to make sure there was still access.

Cllr P Bedford questioned whether the board should contact the owners of the site rather than the tenants as they are responsible for the site. The owners can then enforce particular conditions to the tenants.

Mr J Fowler added that they also may not understand the scale of the pollution as they do not have the view that the committee have had today and so photographs should maybe be sent to reinforce the issue.

Mr K Casswell questioned whether a site visit with the managers may be productive to show exactly the level of pollution that is being caused.

Mr R Leggott suggested that the board could offer to be the provider of the fence at the expense of the retailers.

The Finance Manager further noted that there is a new tenant about to join the retail park and suggested it would be good if this was resolved before they move in.

(g) PROPOSED UV LINING - DRAIN 12/2, LANGRICK ROAD, BOSTON

The Operations Manager explained that this is still an ongoing project. This is secondary to the Sempringham Fen site that is currently being worked on. The Operations Manager explained that he cannot give any more positive progress on this, until the business case is approved, which hopefully, will be within the coming months.

The Operations Manager explained that the proposed plan for this site is to clean out the channel, with him believing that the best option is to cutter suction dredge the section highlighted in green on map four of the North Forty-Foot Drain presented in the agenda. There is also potential to line some of the sections within the existing piped watercourse, as shown on map three of Langrick Road presented in the agenda. He further added that the estimate from Royal Smals of £96,100 was obtained in January 2018 with the intention to complete the work in 2018, however, the business case has not progressed significantly since this time last year, requiring a review of the estimate.

Cllr P Skinner noted that there is a lot of pipeline work being completed in Fishtoft and also questioned the condition of the pipeline? The Operations Manager explained that a survey has been completed and it is in a condition that can be lined. It is not at the point of collapse, but is in a bad enough condition that it requires some work doing to it. He further noted that the consultants are aware of the other work going on in the area and that there is potential for partnership funding.

The Chief Executive summarised that the condition of the existing assets is known, therefore the board is able to identify what work to undertake. Budgets have also been identified for this work. He therefore suggested that the Grant in Aid Manager be introduced to this case to produce a business case to try and progress this further.

Mr K Casswell noted his disappointment around this as it has been talked about for over a year. He acknowledged that it is not at the fault of Black Sluice IDB, further adding that it was stated at ADA Lincolnshire that the area of Lincolnshire is underspent by around £3 million. The Operations Manager noted that it is an overly difficult process for the outcome that it is reached. It was also noted how expensive it is, with a large percentage going to consultants.

(h) TREE ISSUES - DRAIN 4/67, BICKER EAU

The Operations Manager explained that Black Sluice IDB entered into an agreement with the Bicker Buds who are a voluntary organisation that aims to enhance the beauty of the village by improving and maintaining its public spaces. In 2013, Black Sluice IDB were approached by the Bicker Buds with regard to what enhancement the board could provide to the watercourse through the village. Normal board practice is that every watercourse is cut once, with high profile watercourses getting cut twice or three times. This watercourse is classified as a standard watercourse, Bicker pumping station is a booster pump to create the flows required towards the South Forty Foot Drain outfall.

The Parish Council have recently approached Black Sluice IDB regarding the danger of trees that are growing on the drain bank that are at risk of falling. The Operations Manager clarified that the board do not own any of the land that the watercourses or banks are on, just maintain them. The only time the board will intervene with trees or bushes is if they are restricting access for the board's maintenance, whereby the restriction does not allow for mechanical maintenance.

With regard to the section of watercourse with the trees at risk of falling, there are too many trees on this section for a machine to operate and so it is currently maintained by hand.

Therefore, the cost benefit to the board of removing the trees has to be considered, bearing in mind questions such as how long is the section of watercourse, how much would it cost to have the trees removed and would it be more cost beneficial to the board to do this or carry on maintaining by hand? The Operations Manager explained that there are other sections of the watercourse that are maintained by hand and so unless all trees are removed from every section of watercourse that is currently hand-maintained, there won't be a cost benefit to the board to remove any trees.

The Operations Manager also noted that this isn't just specific to the site in Bicker. Others in Frampton and Wyberton have also approached the board about trees growing on the banks of watercourses. The Operations Manager has always responded to these that the board do not own any trees or banks and the only time they will be removed is if they are causing obstruction and preventing the board from maintaining the watercourse.

The committee agreed with the Operations Manager's response that the trees are not owned by and therefore not the responsibility of the board.

Mr M Rollinson suggested that the Bicker Buds could make an application for the funding available through Triton Knoll and that the board could support their application.

The Chief Executive summarised that the board will respond to the Bicker Buds that the trees are not owned by the board and are not interrupting with the conveyance of water and so will not be removed by the board but that we are willing to support an application for funding should they wish to pursue it.

Mr M Rollinson questioned if the board had sought any legal advice and whether if the tree did fall the board would be at all liable? The Chief Executive responded that the board have not took legal advice but he would be very surprised if the board was liable.

Cllr T Ashton noted that the trees in the middle of the village have been pollarded in the past and wondered whether somebody in the village would be able to remember who had done it.

The committee thanked the Operations Manager for the organisation of the inspection tour. They also felt that a letter of thanks should be sent to the Environment Agency at the Boston Barrier for the interesting visit and presentation.

1404 REPORT ON RAINFALL - Agenda Item 6

The rainfall figures at Swineshead were circulated. The Committee RESOLVED that this report be noted.

1405 ANY OTHER BUSINESS - Agenda Item 7

(a) Floodex 2019

The Chief Executive noted that it is the Floodex event on the 27th and 28th February at Peterborough Showground.

There being no further business the meeting closed at 16:56.

BLACK SLUICE INTERNAL DRAINAGE BOARD

BOARD MEETING - 26 JUNE 2019

AGENDA ITEM 06(a)(i)

TERMS OF REFERENCE: NORTHERN WORKS COMMITTEE

1. GENERAL

The Committee shall have THIRTEEN members who will be appointed by the Board. A maximum of EIGHT Co-opted Members may also be appointed by the Committee.

The Membership shall include: The SEVEN Boston Borough Council Board members and the ONE North Kesteven District Council Board member.

The Chairman shall be elected by the committee at the **triennial general meeting** of the Board, being the first board meeting following an election.

2. MEETINGS OF THE COMMITTEE

The Committee shall meet at least once in every 12-month period and a quorum shall be seven members.

There should be at least one inspection of each Works district each year to which all members of the Board should be invited.

No one other than the Committee members shall be entitled to attend Committee Meetings, but any other persons may attend meetings if invited by the Committee.

3. POWERS OF THE COMMITTEE

(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.

4. RESPONSIBILITIES OF THE COMMITTEE

The responsibilities of the Committee shall be:

1. To monitor the Board's performance in relation to effective and efficient work solutions.

2. To monitor the Board's performance in relation to good Health & Safety practices throughout daily operations.

3. To promote best practice through employee training and awareness.

4. To promote and maintain value for money for all resources.

BLACK SLUICE INTERNAL DRAINAGE BOARD

MINUTES

of the proceedings of a meeting of the Structures Committee

held at the offices of the Board on
13th March 2019 at 2pm

Members

Chairman - * Mr J G Fowler

* Mr W Ash	* Mr V A Barker
* Mr P Holmes	* Mr R Leggott
* Mr P Robinson	* Cllr P Skinner
* Cllr M Cooper	

* Member Present

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

1406 **APOLOGIES FOR ABSENCE - Agenda Item 1**

There were no apologies for absence.

1407 **DECLARATIONS OF INTEREST - Agenda Item 2**

There were no declarations of interest.

The Chairman welcomed Cllr M Cooper to his first Structures Committee meeting.

1408 **MINUTES OF THE LAST STRUCTURES COMMITTEE MEETING - Agenda Item 3**

Minutes of the last meeting held on the 21st March 2018, copies of which had been circulated, were considered and it was AGREED that they should be signed as a true record.

1409 **MATTERS ARISING - Agenda Item 4**

(a) **REVIEW OF THE STRUCTURES REPLACEMENT POLICY - Minute 1250**

Mr R Leggott questioned if the Lincolnshire County Council had been sent a copy of the Structures Replacement Policy? The Chief Executive responded that it has been sent to the central office, whereby it will also be distributed to all the local highway officers, district councils and borough councils.

THE STATE OF TEXAS, COUNTY OF [illegible]

[illegible]

Know all men by these presents, that [illegible]

for and in consideration of the sum of [illegible] Dollars, to [illegible]

do hereby certify that [illegible]

has been duly and lawfully [illegible]

and the same is hereby [illegible]

Witness my hand and seal of office [illegible]

at the City of [illegible] this [illegible] day of [illegible] 19[illegible]

[illegible]

[illegible]

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[illegible]

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[illegible]

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[illegible]

(b) ACCESS BY THIRD PARTIES USING PUMPING STATIONS AS CROSSING POINTS - Minute 1251

The Chief Executive gave an update on third parties using pumping stations as crossing points. He explained that all parties involved at all the pumping stations have been contacted and gave the current situation of each pumping station as follows:

Pumping Station	Current situation
Swineshead	Locked gates in place.
Ewerby	Locked galvanised gates to be erected.
Chainbridge	Locked pedestrian gate.
Black Hole Drove	Gates have been removed following the committee's approval. Thanks have been received by the local community and ramblers.
Dyke Fen	Obtaining quotations for galvanised gates.

Therefore, the only pumping station outstanding is Great Hale pumping station, at which heavy agricultural equipment is continuing to cross over. Longstaff and Co. have responded as follows on behalf of the land occupier in relation to Great Hale:

'I have spoken further with my clients who have sort advice from their solicitor. Their solicitor has confirmed that they have an unrestricted right of access to this land and the Black Sluice Drainage Board do not have the right to impose restrictions on this access retrospectively.

My clients have said that they cannot see the purpose in meeting when their legal advice is clear. They went on to say they will respond to any attempts to restrict or impose conditions on their legitimate access to their land with legal action.'

The Board's solicitor has started to look into this and provided the following information:

'On 6 July 1965 the Board granted to the (then) owners of land comprised in Bridge Farm:

- 1. A right of way 20 feet in width*
- 2. At all times and for all purposes*
- 3. With or without vehicles and animals*
- 4. Over that part of the piece of land thereby conveyed as lies between the two broken blue lines on Plan 106/2B*
- 5. (To) enable (the Owner for the time being) to and egress from the land to the South West....*
- 6. (Further) such Right of Way shall be maintained at the Board's expense in a fit state of repair to carry normal farm traffic.'*

The Chief Executive added that the Board's solicitor doesn't feel there is any legal argument from the land tenants point of view, however, he has pointed out that they will have a duty of care in relation to damage to the crossing point and pumping station.

The Board's solicitor is therefore currently preparing a letter to the users of the crossing point regarding a way forward; accepting that they have a right of access but also ensuring that they are aware they have a legal responsibility for the condition of the crossing point and pumping station.

Cllr P Skinner noted that 'normal farm traffic', as referred to in the Board's grant to the owners of Bridge Farm, has advanced from relatively small and light equipment to today's heavy agricultural machinery. Therefore, the design may be inadequate for such heavy traffic. The Chief Executive added that he has questioned the exact definition of 'normal farm traffic' in 1965 with the Board's solicitor.

Mr P Holmes added that the vibrations caused by the heavy machines could be doing unseen damage. Therefore, it may be that future tenants have an accident due to the unseen damage caused by the previous tenant. He felt a structural survey should be completed.

The Chief Executive stated that the Board have been advised to and have implemented a diary system at the pumping station, whereby any employees attending the pumping station can log any third party machinery crossing to build up a log of evidence. The pumping station currently has no CCTV, the possibility of installing it has been discussed but the solicitor felt that it is not required at this time and that the diary log is sufficient. However, it was noted that attendance is infrequent and so monitoring the traffic crossing may be difficult.

Mr P Robinson questioned whether the Board's machinery needs to be able to cross it? The Operations Manager clarified that the Board do use the crossing point, mostly with the teleporter to clear weed away from the weed dump area and occasionally, when required, with the unimog and trailer. It was questioned whether, if a weight restriction was imposed as a result of the structural survey, if it would apply to the Board?

Cllr M Cooper questioned if there is an alternative route? It was noted that there is an alternative but it is a much further distance and over private land.

Mr R Leggott questioned whether the permission was given to the occupier of the land or the land itself? The Chief Executive responded that it is not the same occupier as in 1965 and the norm would be that the permission would have been transferred with the sale of the land. Mr R Leggott further questioned if it could be put in writing that when the land is next transferred the permission to cross is not transferred with it and therefore stopped, drawing a line under it that way?

The Chairman suggested that in the meantime should installation of CCTV and a structural survey be prioritised? Cllr P Skinner further added that an accelerometer could also be fitted to monitor the vibrations. Mr P Holmes felt that if the Board can prove the use of the crossing point through these suggestions then the Board will be able to prove responsibility for any damage caused.

Cllr P Skinner noted that it only states 'access' as opposed to 'unlimited access' and so it could be that the occupier has to request access for a Board employee to attend and let them across.

The Chief Executive stated that the Board want to work with the land occupier and make them understand the damage they could be causing and the consequential damage of collapse.

The Operations Manager added that he feels an intrusive structural survey is required. The Chief Executive added that the Board will move forward with this. The Operations Manager further noted it was constructed as an outfall bay, not as a crossing point.

The Chief Executive concluded that the Board's solicitor will continue to work on this case, with the outcome of the structural survey being relayed to the occupiers once completed. The Chief Executive added that he will continue to give updates at various meetings.

1410 REVIEW OF THE STRUCTURES REPLACEMENT POLICY - Agenda Item 5

The Chief Executive presented the Structures Replacement Policy, of which the Officers have reviewed and feel no amendments are required. Opinions of the committee were invited.

Mr V Barker made reference to paragraph 6.1 – Structures Carrying Highways. He noted that some drainage Boards have recently encountered problems with culverts under the highways. The Chief Executive responded that it is only hearsay, with the Board taking the approach that any culvert under a highway is the responsibility of the adopted authority. Richard Waters, the Engineer for structures at Lincolnshire County Council, has seen the Structures Replacement Policy and not responded with any feedback or comments and so is clearly aware of it.

The Operations Manager also added that when culvert No. 768 at Boston West collapsed in April 2018, Lincolnshire County Council replaced it following the Boards specification.

All AGREED that the policy be RECOMMENDED to the Board for approval.

1411 REVIEW THE STRUCUTRES COMMITTEE TERMS OF REFERENCE - Agenda Item 6

The Chief Executive presented the Structures Committee Terms of Reference and invited opinions of the Committee.

Mr J Fowler noted that the committee have the power to 'reconstruct structures as long as the budgets are not exceeded'. He made reference to emergency situations whereby a large sum of money may be required for the work, questioning if the Executive or Works Committees would then be consulted to approve an emergency budget? The Operations Manager noted that if a collapse took place then the first priority is to re-instate the watercourse / remove the blockage, replacement of the culvert would not be immediate. Therefore, the costs would be quite minimal for a start in removing the blockage until discussion on a replacement culvert took place.

All AGREED that the Structures Committee Terms of Reference be RECOMMENDED to the Board for approval.

1412 TO APPROVE THE PROPOSED STRUCTURES REPLACEMENT PROGRAMME - Agenda Item 7

The Operations Manager presented the proposed structures replacement policy.

The original 2018/19 replacement budget of £68,200 has been reviewed. In light of the position of the operations team last year, some of this work wasn't going to be completed and so the decision has been taken to reduce the amount and reallocate that budget into rechargeable general maintenance. There are three culverts now being focused on as follows:

Table 1: Proposed Culvert Replacements 2018/19

No. 1253	Horbling Fen	40m x 0.6m	£9,524 (estimate)
No. 1283	Aslackby Fen	12m x 0.6m	£5,000 (estimate)
No. 755	South Kyme	12m x 0.9m	£7,000 (estimate)

The allocation for each culvert is the total cost for replacement. The Board's need for these culverts is currently being reviewed and analysed in light of the cost of replacement. It could be that a Board contribution is offered for all three.

This decrease in and review of the 2018/19 culvert replacement budget has been reflected in the 2019/20 replacement budget which totals approximately £3000. Generally, the value to the Board for each culvert replacement, over a twenty-year period, is in the region of a £1000 contribution from the Board. The identified culverts are only used once or twice a year which equates to the £1000 over the twenty years.

Table 2: Proposed Culvert Replacements 2019/20

No. 635	Swineshead	15m x 0.6m	Armco	£5,500(estimate)
No. 1795	Kirton	12m x 0.6m	Armco	£5,000(estimate)
No. 2880	Kirton	9m x 0.6m	BAT	£4,500(estimate)

The Operations Manager made reference to culvert No. 2880, noting that 'BAT' stands for Brick-arch tunnel. He continued by explaining that it is not currently 9 metres wide, but for practical use in the future it needs to be a minimum of 9 metres wide and potentially 12 metres wide. If over 12 metres in pipe length is required, then the landowner is approached in respect of a contribution for the extra width. Brick arch tunnels are old and narrow and so replacement of them requires future proofing to ensure that the culvert replacement is fit for purpose.

The lengths shown in the table are the lengths of the pipes, with tapered headwalls. The Boards standard culvert replacement is 12 metres; this will guarantee a 6 metre running width as it covers all drain depths. If the landowner wants more than a 6 metre running width, then the additional cost would be with the landowner. Each location and culvert is unique.

The Chairman made reference to the technical side of the headwalls and questioned if the Operations Manager was still happy with using broken kerb headwalls?

The Operations Manager responded, yes, they are a practical approach which are relatively simple for the Board's workforce to build, specialised skill is not required. The Chief Executive added that they are easily obtainable, easily transportable and relatively economical.

The Chairman referred to some culverts at Wyberton, noting that they have longitudinal cracks all the way along the mortar lines of the broken kerbs. He further made reference to another drainage Board's work using concrete sand bags. He expressed his concern of the longevity of the broken kerb headwall approach in comparison to the concrete filled sand bags. He suggested that a review of some of the broken kerb headwalls that have been completed in the last few years be undertaken and the concrete sand bags may possibly have a longer shelf life?

The Chief Executive added that the Operations Manager attends Engineers Forum's with other Lincolnshire Board's and can introduce this as a topic for discussion.

Mr P Holmes felt that the concrete filled bags would be more flexible with ground movement.

The Chief Executive noted that his concern with concrete filled bags is that the concrete needs to be mixed correctly to be effective, this has been an operational issue previously.

The Operations Manager added that, previously, all culverts had block headwalls but because of the skill set required to build them and the cost, other alternatives were looked into. The first alternative was the concrete filled bags, however they tend to deteriorate after a few years and don't offer protection to open ended pipes, which were hit with Boards machinery during maintenance. This is why the broken kerb is used.

The Operations Manager added that different options can be looked into and the Chairman will send some photos of the culverts at Wyberton he previously made reference to.

Mr R Leggott added that he has been pleasantly surprised with his culvert headwalls constructed using broken kerbs, adding that it has absorbed movement and is flexible, therefore serving its purpose.

Culvert Surveys Carried Out 2018 – 2019

The Operations Manager noted that there are c1350 culverts remaining that require inspection, over three years, it equated to completing 450 culvert inspections a year. He continued by explaining that the operations team have only managed to inspect 164 culverts in the past year. The Operations Manager explained that there is never an ideal time to inspect culverts, it is either too wet or there is too much vegetation, dedicated resource is required to complete as previously agreed.

It is possible to complete 25+ surveys per day per two-man team. However, until all surveys are completed a management plan can't be formed.

Mr P Holmes suggested that more staff are brought in as a dedicated team to complete the inspections so that the Board can be proactive as opposed to being reactive towards them.

The Operations Manager acknowledged that all the inspections need to be completed as soon as possible in order to create a full picture.

The Chief Executive added that the Board employ external hand roding operatives for a number of weeks during the summer and questioned whether they could be trained to form a couple of teams to inspect the culverts. The Operations Manager responded that it could be done, noting that the most difficult part of the survey is finding the culverts.

Mr W Ash stated that the operatives must be crossing these culverts all the time and questioned if they could do the inspection whilst there for maintenance? The Chief Executive added that it would slow down the operations programme. Mr V Barker suggested that if it was a serious 'red' situation of a culvert then the operative could put it in the tom-tom equipment.

It was established that, currently, the inspections are being conducted by area. Cllr P Skinner questioned if there was an asset register to give the age of the culverts, which could then be used to inspect the oldest culverts first? The Operations Manager responded that there isn't an accurate age list.

The Operations Manager felt that inspecting the culverts by catchment area is the most effective way of completing them, noting that those outstanding in almost completed catchments are due to a reduction in water levels being required.

The Chief Executive noted that the committee could, if they wanted to, request additional funds at the Board meeting to bring in additional staff to complete the culvert inspections.

Mr R Leggott expressed that rather than additional temporary staff completing the inspections on their own, he felt it would be beneficial for them to be grouped with current employees, for the beginning of the process at least. The Chief Executive agreed, stating that the additional staff would be accompanied by current employees for a number of inspections until they were comfortable with the correct process.

Mr P Robinson questioned if there could be a budgetary problem if lots of culverts are found to be in a bad condition? It was felt that all culverts still need to be inspected in order to form a programme.

All AGREED that the officers will calculate a figure for temporary additional staff to be brought in to complete culvert inspections, which will be put to the Board for approval.

Culvert 1684 - Drain 2/37 - Mill Drain, Donington
(For information purposes only)

The Operations Manager made reference to culvert No. 1684 on the Mill Drain at Donington. It is located on a farm track that is accessed off the A52. The Operations Manager has been approached on several occasions about the replacement of this culvert and so the Operations Manager has provided a cost for this multiple times.

Recently, the land owner has asked again for a cost for replacement. Photographs of the culvert were displayed on screen, it being evident that something heavy travels across it which has consequently pushed the top of the headwall out.

The Operations Manager felt that there is some value to the Board, it is across a roadway that is of benefit for the Board's access. The total cost of the replacement of the culvert will be approximately £15,000+, with around a £1000 value contribution from the Board. The practical method of replacement would be to break out the top and fit the pipe between the brick arch.

The Operations Manager clarified that the land owner is aware of the cost and that there may be a contribution from the Board. The last cost given was in July 2017 when the Operations Manager received no further response.

Mr P Holmes suggested, given they have asked for quotes before and not responded, that an end date is put on the quote, for example, the quote will stand for six months only.

Proposed new access culvert - Drain 22/31 - Northgate
(For information purposes only)

The Operations Manager explained that the Board has been asked to consider a new application for a proposed new access culvert. The existing access is off Small Drove, which is quite narrow and therefore not really fit for purpose.

The applicant has applied for an 18 metre culvert (pipe length) to allow wide access due to the road being narrow, therefore making turning in off it difficult. The Operations Manager noted that he would like the culvert a minimum of 5 metres away from the Small Drove access so that the Board still has mechanical access for maintenance. There is a yard entrance the other side of the road and so the aim is to try and position the new culvert opposite the yard entrance to allow more room for turning.

The Operations Manager has had a lengthy discussion with the applicant regarding responsibility and cost, noting that the Board would only offer a small contribution as it would most likely only be crossed on an alternate annual basis. The applicant has been given the quote. The quotation doesn't include for any backfill.

There are two potential options that have been explained to the applicant as follows regarding backfill; generation of soil from the field on site or soil imported at an additional cost. It was suggested that soil from culverts that are hoping to be removed could be used.

Mr V Barker questioned if there were any culverts nearby that could be extended? The Operations Manager responded that there are no existing culverts that could be extended.

Planning permission will also be required in addition to the Boards byelaw consent.

Mr W Ash questioned if the Board should definitely give a small contribution to entitle them to access rights? The Operations Manager noted that it is not always necessary, if they are there and the Board require access then they will be used, whether any contribution has been made to them or not. The Board have permissive rights to do this, the Board only need to be responsible for the culverts that enable the Board to complete its operations.

The applicant has been provided with a specification and knows that even if the work wasn't completed by the Board, it would still have to be constructed to the Boards specification.

It was further noted that Anglian Water have recently started to put in a new culvert along the drain, of which the Board has authorised the application. The Board are hoping to work in conjunction with Anglian Water's traffic management.

Mr P Robinson questioned that if the Board made no contribution and it was merely the land owners responsibility to build the culvert, could access for the Board be refused? Mr W Ash felt that if the applicant paid 100% of the cost on the basis that the Board don't use it and therefore didn't make a contribution, he didn't feel the applicant would be too pleased if the Board then started to use it.

The Operations Manager noted that the existing access could still be used and there are restrictions on the field side with regard to summer maintenance, so the remaining section from the obstruction (barn) would have to be maintained from the road side anyway.

1413 ANY OTHER BUSINESS - Agenda Item 8

(a) RAILWAY CONTRIBUTION

Mr V Barker noted that in 1853, British Rail were paying £50 per mile to put a track on the Forty Foot bank and £50 annual maintenance to the drainage Board, most of which was Environment Agency bank. He further added that Black Sluice IDB have a section of the bank and questioned if the Board could re-introduce a rent / recovery of money? The Chief Executive noted that this had been noted with him before the meeting and so the Board's solicitor is going to look into it.

(b) UNCONSENTED APPARATUS WITHIN THE 9 METRE BYELAW

The Chief Executive introduced this topic, explaining that he wanted to get an idea of the approach the committee want to take in relation to this.

The Chief Executive explained that the 2019 Rating Brochure gives details of a twelve-month amnesty for unconsented irrigation equipment within the 9 metre byelaw distance. The land occupier will then be able to apply for consent to erect a marker post next to the unconsented apparatus to ensure that it is clearly visible.

The Chief Executive invited opinions of the committee, questioning whether the Board should take more of a 'zero tolerance' approach?

It was clarified that the byelaws are as strong and enforceable as the Land Drainage Act 1991 is.

Mr R Leggott felt that a strong attitude needs to be taken, with the rules being laid out clearly. Mr V Barker agreed with this, feeling that the issue is divided into two parts; permanent and temporary obstructions, with it being the temporary apparatus that is causing the problems and so needs addressing differently.

Reference was made to an ongoing case, whereby irrigation equipment was hit, that was not clearly visible. The Farm Manager has argued that it hasn't been hit in the last 20 years, but it maybe that it is a different operator now. Mr W Ash felt that the onus should be on the land occupier to clear the area and make it obviously visible.

The Chief Executive further added that a meeting will be held on Tuesday 14th May at 10:00am, whereby all irrigators or anybody with an interest within the area will be invited to attend the Boards offices to discuss this matter. Notification of this meeting will also be included in the 2019 rating brochure.

Mr P Holmes suggested contacting other local Boards to find out their approach and policies on the matter. He made reference to a neighbouring Board that don't even take responsibility for hitting consented apparatus.

The Chief Executive noted that the twelve-month amnesty period will be to erect a marker post and anything found that is not consented after that period may be removed. The Chairman also added that he would be hesitant in threatening the removal of equipment and suggested wording along the lines of 'In extreme cases, the Board has the right to remove any unconsented equipment...'

The Chief Executive added that following the meeting in May, a policy will be prepared for Board approval.

Mr R Leggott noted that farmers won't always be able to guarantee where the apparatus will be put until the time it needs placing. He suggested the wording 'as soon as practical' rather than asking them to tell the Board within a certain timescale.

It was questioned whether a suitable post had been finalised? The Chief Executive explained that no supplier has been able to provide a suitable post yet. Mr P Holmes added that it might be advisable to purchase a few for review before purchasing and committing to a large quantity.

All AGREED that a firm 'zero-tolerance' attitude be taken by the Officers towards unconsented apparatus within the 9 metre byelaw distance.

There being no further business the meeting closed at 16:08.

Black Sluice Internal Drainage Board

Policy No: 9

Structures Replacement Policy

Review Dates:

Board Approved	30 th May 2018
Reviewed by the Structures Committee	13 th March 2019

1. PURPOSE

This document sets out the policy of the Black Sluice Internal Drainage Board concerning the repair or replacement of structures where the integrity of the structure deteriorates to such an extent that it is unable to convey the necessary flow in the drainage channel, or if it becomes unsafe for either vehicle or pedestrian traffic to cross the watercourse.

In the first instance, if a structure has deteriorated to such an extent that it is holding up the flow of water, then the obstruction shall be removed by the Board.

2. INTRODUCTION

The structures that will be included in this policy include:

- a) Clear span bridges constructed to take all types of vehicles.
- b) Clear span bridges for pedestrian use only.
- c) Culverts constructed to provide access across the watercourse.
- d) Culverts constructed for the purpose of maintaining the flow in watercourses where there is instability to the banks.

3. BLACK SLUICE POLICY

This policy is concerned with the replacement of existing structures only.

The Board has a separate policy which addresses applications to place new structures in/over watercourses.

4. REASONS FOR THE POLICY

The policy formalises the baseline conditions above and gives written guidelines for more specific instances. The benefits of the policy are:

- Fairness and uniformity in the Owner/Occupier contributing to the cost of reconstructing sub-standard structures.
- The provision of clear guidelines to the Owners/Occupier.
- Powers are delegated giving a more efficient and timely service.

However, this policy is not intended to cover every eventuality and the Board (in formal meeting) may waive the policy and make a determination on the basis of reasonable fairness to all parties.

5. DELEGATED POWERS

Delegated powers are given to the Chief Executive and the relevant Structures or Works Committee Chairmen to reconstruct structures as long as the budgets are not exceeded and the Owner/Occupier pays a contribution towards the cost in line with the guidelines in this policy.

In all other cases, the power to determine applications is delegated to the Structures Committee, the appropriate Works Committee or the Executive Committee, unless a Board meeting is more timely.

6. GUIDELINES

Guidelines are given below on the following types of structures:

- a) Structures carrying Highways maintained by LCC.
- b) Structures used by the Owner/Occupier.
- c) Structures used by both the Board and the Owner/Occupier.
- d) Structures constructed by the Board to allow free drainage of the land.

6.1 Structures Carrying Highways

It is generally the case that all clear span bridges and culverts carrying LCC highways are owned and maintained by LCC. If replacement is required because the structure is substandard then LCC will be responsible for the total cost of the reconstruction.

6.2 Clear Span Foot Bridges

It is generally the case that all clear span footbridges which carry footpaths over Board maintained watercourses are owned and maintained by LCC. If replacement is required because the structure is substandard, then LCC will be responsible for the total cost of the reconstruction.

6.3 Clear Span Access Bridges

These in general provide access for farm machinery to fields or to individual properties. They are mostly constructed in large watercourses.

If refurbishment or replacement is required because the structure is substandard, then the Owner/Occupier will be responsible for the total cost of the reconstruction.

These in general will not be used by Board's machinery to gain access to the opposite side of the watercourse.

However, if a substandard structure is infrequently used by the Board, and the Owner/Occupier of the structure proposes to refurbish or reconstruct the bridge, the Board may offer a contribution in line with clause 6.6 (b) towards the cost of this work.

6.4 Structures owned by the Board and Used for Access by the Owner/Occupier

These structures are required by the Board as well as the landowner to gain access for maintenance of watercourses.

The cost of any reconstruction of substandard structures in this category will be paid for by the Board and the structure will remain as a structure to be maintained by the Board.

6.5 Structure Used by all Parties

- a) These structures are required by the Owner/Occupier to gain access to their land and could be used by the Board for their maintenance activities.
- b) If a structure has been inspected and reported as substandard and in need of reconstruction the landowner will be notified in writing.
 - (i) Provided there is an accepted need for a structure at this location, the Owner/Occupier and Operations Manager will meet. A reconstruction quotation will be offered along with a benefit contribution in relation to the Board's use of the structure as a crossing point.
 - (ii) After the structure has been reconstructed, it will be deemed that the landowner will be responsible for its future maintenance.
 - (iii) If a benefit contribution cannot be agreed the Operations Manager will send all the relevant information to the Structures Committee for further review and determination.
- c) Before any consideration is given to the reconstruction of the structure, the Owner/Occupier should be approached to ascertain if there is a future need for the structure. Consideration should be given to removing two or more accesses into a field and the provision of one in the future.
- d) A culvert shall be constructed with a top width of 6.0 metres. If the Owner/Occupier requests a culvert with a wider top width, then they shall pay for the total extra cost of this work.
- e) After the culvert has been replaced, the Owner/Occupier will be responsible for any future maintenance, or reconstruction of the structure.
- f) If a structure has been constructed in a Board maintained watercourse, and there is clear evidence that the Board has written to the Owner/Occupier confirming the future maintenance arrangements, then the Owner/Occupier shall be totally responsible for the reconstruction of the structure.
- g) If a structure is removed by the Board because it is holding up the flow of water, and has not been replaced by a new structure within a period of five years, then the offer of contribution will no longer be applicable and the Owner/Occupier will be required to pay the full cost of the construction of a new structure at this location.
- h) If the Board undertake a watercourse improvement scheme which includes the reconstruction of a structure, the Board will pay the total cost of the reconstruction, but the Owner/Occupier will be required to be responsible for the future maintenance of the structure.

6.6 Culverts Used for Free Drainage

Examples of these lengths of culverts are:-

- Lengths of watercourse culverted instead of undertaking revetment works.
- Lengths of watercourse culverted to allow disposal of excavated soil.

These are the Board's responsibility, and any reconstruction required will be paid for by the Board. Responsibility for the future maintenance of the asset will remain with the Board.

6.7 Redundant Structures

If the Board agrees with the Owner/Occupier that a structure is redundant, the Board will remove the structure and all backfill material and deposit any suitable materials on fields adjacent to the location of the culvert.

If agreed and required, the Board will dispose of the excavated material at an agreed cost with the Owner/Occupier.

6.8 Further Guidance

If the Owner/Occupier is unhappy about the circumstances of a particular structure designation, then this should be referred to the Structures Committee for final determination.

Contractors may be appointed by the Owner/Occupier to complete the works, the Board will set an invert level on site, offer specification suggestions and inspect the works during the construction phase, a set fee of £250.00 + VAT will be offset against any contribution made by the Board.

BLACK SLUICE INTERNAL DRAINAGE BOARD

BOARD MEETING - 26 JUNE 2019

AGENDA ITEM 06(b)(ii)

TERMS OF REFERENCE: STRUCTURES COMMITTEE

1. GENERAL

The Committee shall have EIGHT members who will be appointed by the Board.

The Chairman shall be elected by the committee at the **triennial general meeting** of the Board, being the first board meeting following an election.

2. MEETINGS OF THE COMMITTEE

The Committee shall meet at least once in every 12-month period and a quorum shall be FOUR members.

No one other than the Committee members shall be entitled to attend Committee Meetings, but any other persons may attend meetings if invited by the Committee.

3. POWERS OF THE COMMITTEE

If a Board replacement structure benefit contribution cannot be agreed between the Officers and an Owner/Occupier the Committee will have final determination as highlighted in section 6.6b(i) & 6.9 of The Structures Replacement Policy.

Delegated powers are given to the Chief Executive and the relevant Structures or Works Committee Chairmen to reconstruct structures as long as the budgets are not exceeded and the Owner/Occupier pays a contribution towards the cost in line with the guidelines in the Structures Replacement Policy. In all other cases, the power to determine applications is delegated to the Structures Committee, the appropriate Works Committee or the Executive Committee, unless a Board meeting is more timely.

4. RESPONSIBILITIES OF THE COMMITTEE

The responsibilities of the Committee shall include:

- a) To operate within the guidelines of the Structures Replacement Policy.
- b) To determine all other relevant decisions relating to structures and report these to the Board.

BLACK SLUICE INTERNAL DRAINAGE BOARD

MINUTES

of the proceedings of a Meeting of the
Southern Works Committee

held at the offices of the Board on the
3rd April 2019 at 16:05pm

Members

Chairman - * Mr M Rollinson

- | | |
|-----------------|-------------------|
| * Mr W Ash | * Mr J F Atkinson |
| * Mr V A Barker | * Mr K C Casswell |
| * Mr J Casswell | * Mr R Dorrington |
| Mr C Dring | * Mr A Mair |
| * Mr M Mowbray | Cllr B Russell |
| Cllr S Wray | * Mr C Wray |
| * Mr J R Wray | |

(* Member Present)

In attendance: Mr I Warsap (Chief Executive)
Mr D Withnall (Finance Manager)
Mr P Nicholson (Operations Manager)
Mr P Holmes (Vice-chair & Chairman Southern Works Committee)

Cllr P Bedford (Executive Committee Member)
Cllr M Brookes (Executive Committee Member)
Mr J Fowler (Executive Committee Member)

Mr R Welberry (Northern Works Co-opted Member)

1414 **APOLOGIES FOR ABSENCE - Agenda Item 1**

Apologies of absence were received from Mr C Dring, Cllr B Russell, Mr J Pocklington and Cllr S Wray.

The Chief Executive acknowledged the Northern Works Co-opted Members and gave the Board's apologies for the oversight of the agenda's that didn't get sent out.

1415 **DECLARATIONS OF INTEREST - Agenda Item 2**

(a) **MR J CASSWELL - PROPOSED NEW ACCESS ROAD TO DONINGTON NORTHINGS PUMPING STATION**

Mr J Casswell noted his interest in this as the landowner.

(b) **MR V BARKER - DOWSBY LODGE PUMPING STATION**

Mr V Barker noted his interest in this.

1416 MINUTES OF LAST MEETING - Agenda Item 3

The Minutes of the Joint Works Committee, regarding the Southern Works Committee, which was held on 28th November 2018, copies of which had been circulated, were considered. It was AGREED that the Minutes should be jointly signed as a true record.

1417 MATTERS ARISING - Agenda Item 4

There were no matters arising.

1418 TERMS OF REFERENCE - Agenda Item 5

The Chairman made reference to the email sent previously to the meeting explaining the mistake in the agenda item. The revised terms of reference were displayed on screen, with the only difference being the number of members / council representatives in the first two paragraphs and the quorum number in the first paragraph of section 2, as follows; *eight* members, *one South Holland* Board member, *one South Kesteven* Board member and a quorum being *six* members.

The Chairman noted that there are only five Southern Works Committee Co-opted Members and so there is availability for three more, further noting that it would be good to encourage younger members.

All AGREED that the Southern Works Committee Terms of Reference be RECOMMENDED to the Board for approval.

1419 DISCUSS THE OPERATIONS TOUR & INSPECTION - Agenda Item 6

The Operations Manager presented the agenda item as follows;

(a) FDGIA WORKS - DRAIN 2/11, MALTING LANE, DONINGTON

These works have been started and are due to be complete within the following few weeks. A total of 80 metres will have been replaced.

(b) PROPOSED REPLACEMENT OF A BRICK ARCH TUNNEL FOR THE LANDOWNER CULVERT 1684 - DRAIN 2/37 - MILL DRAIN, DONINGTON

This has been reviewed on multiple occasions over the last few years in relation to a replacement. The current price being offered to the landowner for a 12 metre x 1500mm culvert replacement is C£17,550. The Board could complete this work, if the landowner wanted to use other contractors to complete it then it would still have to be completed to the Board's specification. A response form the landowner is awaited.

(c) PROPOSED NEW ACCESS ROAD TO DONINGTON NORTH INGS PUMPING STATION

There is ongoing negotiation with Network Rail regarding proposed alternative access to Donington North Ings Pumping Station. Currently, the negotiations have not progressed any further than an initial cost for the access.

The Board does not wish to cross the railway line needlessly, there is an alternative, which is currently being discussed in more detail, subject to any compensation that may be available from Network Rail. This is now four years on from the first site visit. Once this alternative has been more established, consultations will take place with the landowner to negotiate access over his land. Mr J Casswell noted that he is happy to discuss with the Board as soon as they are in a position to do so.

The Operations Manager also added that the existing access culvert is not in very good condition and so the new access would remove the use of the current culvert.

(d) RMRN BSIDB ADOPTION OF EA MAIN RIVERS - HORBLING CATCHWATER, TOWN BECK & DIVERSION DRAIN

The Operations Manager made reference to the five previous Environment Agency main rivers that have been taken on by the Board for future maintenance and responsibility.

In reference to Horbling, there are some problems encountered during high flows, with the local farmer taking action to mitigate the possibility of the house flooding. There has been consideration of potential work to increase the capacity at Horbling Pumping Station to try and help resolve these issues.

(e) DOWSBY LODE PUMPING STATION

The roadway is in poor condition and requires repair. The Operations Manager has suggested two options for repair as follows; reclaim existing material or level out the existing material and import new material to level the existing tracks and looking just at the tracks rather than the whole road. A material that can compact would be used, a suitable material will be further reviewed.

The Operations Manager made further reference to a roadway at Bicker Fen, that the reclamation process was used on. It is quite a small outlay, however, it has a short shelf life, being dependent on the existing material in the road.

Mr V Barker mentioned the technique of pitch pointing, which is how the road was originally made.

(f) SOUTH FORTY FOOT DRAIN & SILT LAGOON - BILLINGBOROUGH FEN PUMPING STATION

The Chief Executive acknowledged Mr J Atkinson, Mr M Mowbray and Mr A Mair and posed the hypothetical question regarding if they were to own land adjacent to the South Forty Foot Drain and whether they would be interested in providing land for another lagoon in the section proposed to next be de-silted; to which they all said they would be interested.

Mr V Barker suggested that for the next lagoon negotiation the solicitors are brought in earlier as he felt it was embarrassing that the Board hadn't got everything in place for Royal Smals to start working with the last lagoon. The Chief Executive added that a suitable area has been identified which is privately owned and so will hopefully be privately negotiated, adding that in the last case there were a lot of delays from the solicitors employed by the landowner.

(g) ANGLIAN WATER VALVE - HACCONBY PUMP DRAIN

This is an unconsented site with a concealed valve in the bank. The Board have been working at the site completing cleansing works and it has been supposed that the Board has damaged the valve.

Anglian Water have suggested that they won't look to recover the cost for the damage from the Board if the Board doesn't try to recover the cost of the repair of the bank.

The Chief Executive added that it is believed that the Board didn't actually hit the valve, but that the damage may have been caused by the vibrations from tracking across the bank. There were a few weeks between the Board carrying out the work and the problem being reported.

Mr V Barker noted that there are many Anglian Water pipe crossings etc. and that he suspects very few of them have the Board's consent for. He felt that they should be asked to provide detail of where they are all located.

The Chief Executive agreed, explaining that following the irrigation and abstraction meeting on the 14th May 2019, there will be another meeting with utilities to discuss this matter.

The Chairman added that with the twelve-month amnesty, all of the Anglian Water obstructions also need to be consented.

The Operations Manager continued that the valve was not protected, there was no concrete chamber around it, it was unmarked and not visible. It is believed that a meeting with them is the way to resolve and prevent these issues in the future. At current, the Board have asked for Anglian Water to prove they have consent for the structure to be there which is still awaited.

(h) LAND LOSS CLAIMS DUE TO BOARD WORKS AFTER AWS BURST

With regard to the new dyke at Dyke Fen, the ground is poor, the channel and the gradients of the bank aren't consistent. There have been several bursts along the drain. The Board generally maintain it from the south side. The landowner is concerned that the bank is in such a poor state that he is losing a considerable amount of land that he isn't being compensated for, and so action needs to be taken to ensure that the landowner doesn't lose any more land. The landowner feels he should be compensated for the land lost.

The Operations Manager noted that the benefit to the Board has to be considered if the bank was to be re-profiled, noting that he doesn't believe there would be a great benefit in spending time and money reprofiling it. In the short term, the Board are looking to carry out maintenance from the north side to give the land some respite and allow it to recover.

Mr W Ash noted that there have been numerous bursts in the past and that the soil is not stable, adding that he doesn't believe it is solely due to the Board's equipment.

(i) NEW FIELD ACCESS CULVERT - GRAFT DRAIN, NORTHGATE

The Operations Manager has met with the landowner on a few occasions, he has recently acquired the land and is keen to push this forward. The Operations Manager has agreed the location with the landowner for the placement of the new culvert. There may be an opportunity for the Board to offer a contribution towards it of around £1,000 in respect of the Board using it once / twice a year.

(j) BSIDB SCHEME WORKS - GRAFT DRAIN, NORTHGATE

The Graft Drain works (silt removal, cleansing, replacement / removal of culverts) have now started again, a budget of £20,000 is required to continue these works into 2020/21.

Proposed by Mr V Barker and seconded by Mr K Casswell, the committee AGREED to RECOMMEND a budget of £20,000 for the continuation of the Graft Drain works in 2020/21 to the Board.

(k) DE-SILTING WORKS - HAMMOND BECK, QUADRING FEN

The Operations Manager noted that the same drain is also being worked on at Wyberton within the northern area.

The Chief Executive noted his thanks for the contributions and discussions that took place throughout the day. He also urged committee members to pass the word about the irrigation and abstraction meeting being held at the offices of the Board on the 14th May 2019 at 10:00am, also asking for people to ring the office to confirm their attendance.

1420 REPORT ON RAINFALL - Agenda Item 6

The rainfall figures at Black Hole Drove were circulated. The March 2019 figures were presented on screen and noted that they are now on the website. The committee RESOLVED that this report be noted.

1421 ANY OTHER BUSINESS - Agenda Item 7

(a) YELLOW FLOWER

Mr J Atkinson made reference to the 'yellow flower' that grows on the banks. He noted that it is now the time of year where it is about to start and questioned if farmer's can mow their own patches if they so wish?

The Chief Executive responded that Black Sluice IDB don't own any of the banks and so farmers can mow should they wish to. Mr P Holmes added that the environment committee encourage landowners, if they feel they can do it themselves and wish to do so, to flail the vegetation themselves.

The Chief Executive further noted that at the next environment committee meeting on the 15th May 2019, the Operation's Manager will be reporting about the yellow flower.

Mr J Atkinson noted that there is tremendous potential for yellow flower at Dunsby Fen along the South Forty Foot Bank and wondered whether the Board or the Environment Agency would be willing to make a contribution and mowing the worst patches? He further noted that it has been so thick in the past that birds aren't nesting.

The Operations Manager responded that it was agreed that some trial sections would be flailed by the Board in May which is being worked towards. It was noted that the length Mr J Atkinson made reference to along the South Forty Foot Bank could be used as a suitable trial area.

(b) IDENTIFICATION OF CONSENTED OBSTRUCTIONS

Mr J Fowler suggested that prior to the irrigation and abstraction meeting on the 14th May, the GIS department look into the use of the 'what three words' app. The app identifies geographical location by giving three unique words of any three metre square area. This would be a simple method for landowners to report the position of obstructions through.

(c) IRRIGATION & ABSTRACTION MEETING 14TH MAY 2019

The Chairman asked committee members to encourage those who should be at the meeting to attend.

There being no further business the meeting closed at 16:50.

BLACK SLUICE INTERNAL DRAINAGE BOARD

BOARD MEETING - 26 JUNE 2019

AGENDA ITEM 06(c)(i)

TERMS OF REFERENCE: SOUTHERN WORKS COMMITTEE

1. GENERAL

The Committee shall have EIGHT members who will be appointed by the Board. A maximum of EIGHT Co-opted Members may also be appointed by the Committee.

The Membership shall include: The ONE South Holland Board member and the ONE South Kesteven District Council Board member.

The Chairman shall be elected by the committee at the **triennial general meeting** of the Board, being the first board meeting following an election.

2. MEETINGS OF THE COMMITTEE

The Committee shall meet at least once in every 12-month period and a quorum shall be six members.

There should be at least one inspection of each Works district each year to which all members of the Board should be invited.

No one other than the Committee members shall be entitled to attend Committee Meetings, but any other persons may attend meetings if invited by the Committee.

3. POWERS OF THE COMMITTEE

(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.

4. RESPONSIBILITIES OF THE COMMITTEE

The responsibilities of the Committee shall be:

1. To monitor the Board's performance in relation to effective and efficient work solutions.

2. To monitor the Board's performance in relation to good Health & Safety practices throughout daily operations.

3. To promote best practice through employee training and awareness.

4. To promote and maintain value for money for all resources.

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
1st May 2019 at 2pm

Members

Chairman - * Cllr M Brookes

* Mr W Ash	* Mr V Barker
* Mr R Leggott	* Mr N Scott
* Cllr B Russell	* Cllr S Waring

* Member Present

In attendance: Mr I Warsap (Chief Executive)
Mr D Withnall (Finance Manager)
Mr C Harris (Internal Auditor)

1422 **APOLOGIES FOR ABSENCE - Agenda Item 1**

There were no apologies for absence.

The Chairman welcomed Mr C Harris and thanked him for his attendance.

1423 **DECLARATIONS OF INTEREST - Agenda Item 2**

No declarations of interest were received.

1424 **MINUTES OF THE LAST MEETING - Agenda Item 3**

Minutes of the last meeting held on 17th October 2018, copies of which had been circulated, were considered and it was AGREED that they should be signed as a true record.

1425 **CONFIDENTIAL MINUTES OF THE LAST MEETING - Agenda Item 4**

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.

1426 **MATTERS ARISING - Agenda Item 5**

(a) **INSURANCE ARRANGMENTS: CREDIT RATINGS - Minute 1335**

Cllr S Waring questioned if Mr J Cooke had provided a Schedule of Credit Ratings for the committee to view, as agreed at the previous meeting? The Finance Manager noted that it has not been received and so he will chase up this matter.

(b) PROPOSED DEVELOPMENT CONTROL CHARGES & FEES POLICY - Minute 1339

Mr N Scott questioned if the reason for such a big increase had yet been identified? It was established that this would be covered in agenda item 8(h) - to review the development and control charges and fees policy.

(c) CONFIDENTIAL - REVIEW OF POLICY No. 13: THE EMERGENCY FLOOD RESPONSE PLAN - Minute 1338

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.

1427 REVIEW THE AUDIT & RISK COMMITTEE'S TERMS OF REFERENCE - Agenda Item 6

The Chief Executive presented this agenda item and invited opinions, it being suggested that in the last sentence of section one it should be 'tri-annual AGM' rather than 'annual meeting' as the Chairman is appointed after the tri-annual AGM rather than annually.

All AGREED that the Audit & Risk Committee Terms of Reference be RECOMMENDED to the Board for approval with the following amendment:
'The Chairman shall be appointed by the Committee at the tri-annual AGM.'

1428 TO RECEIVE A PRESENTATION FROM THE INTERNAL AUDITOR - Agenda Item 7

The Internal Auditor presented this agenda item, explaining that his role is to ensure that the Board is operating as it should, including sufficient audit checking of finances and governance, that allows him to provide a final assurance review of governance, risk and control, as presented in the agenda.

(a) INTERNAL AUDIT REPORT 2018/19

The Internal Auditor informed the committee that the Board have received 'Substantial Assurance' for the year ending March 2019, which is the highest level of assurance that can be achieved.

The Internal Auditor further explained that there was one routine recommendation identified that related to the procurement policy. He noted that he was pleased to see this has been brought to this committee for review in response to the recommendation. He clarified that the recommendation was identified because a mistake was not being made, but that he felt the policy wording needed clarification and certainty.

The Internal Auditor invited questions of the committee.

The Chairman thanked the Internal Auditor for his work and noted that the Board are proud to have 'substantial assurance' and want to maintain this level of assurance.

Mr V Barker questioned whether pensions are looked at by the Internal Auditor to ensure they are conducted as they should be? The Internal Auditor responded that they are not currently looked at, but that that it will be added to the 2019/20 Audit Programme.

Cllr S Waring referred to Section 10 – Release of Report, and commended staff for their quick response to the draft report issued. She further referred to Section 11.13 – Budgeting, questioning why the Board’s general reserves need to be reduced to 20% of annual expenditure? The Internal Auditor explained that it is simply good practice not to hold significant reserves long term and the money collected from drainage rates should be spent in term i.e. within the year that they are collected as that is what the ratepayer would expect. He has not made a recommendation on this and so is satisfied that it is as it should be. The general reserve needs to be adequate for emergencies and unforeseen arising matters but not to be seen to be accumulating. It was further noted that the figure of 20% is nationally recognised for the industry.

Cllr S Waring noted that many organisations are phasing out petty cash because of the problems it can cause and questioned whether this is something the Board are considering? The Finance Manager responded that the petty cash is tightly controlled and felt it would be difficult to remove it all together as it is required for incidental items such as milk for meetings.

Mr V Barker made reference to the machinery pool, questioning if it is also at 20%? The Chief Executive explained that the Board work to an eight-year plant replacement budget, explaining that there was an emergency this year that resulted in a request to the Board to replace a machine early and due to the good recovery on the Board’s plant, it was viable to do so. The eight-year plant budget was also displayed on screen.

The Chairman thanked the Internal Auditor.

(b) AUDIT PROGRAMME 2019/20

The Internal Auditor explained that the programme is fairly static in order to cover all of the areas required. He referred to point two, explaining that he will be conducting checks to ensure the officers salaries are in line with what the Board has agreed, further noting that pensions will be added as the fifth focus point.

The Internal Auditor added that he is happy for the committee to have his contact details so that they are able to contact him throughout the year should they think of anything else they feel they would like him to look into.

The Chairman noted that the rechargeables and processes and documentation around that could also be added.

Mr R Leggott made reference to the themes identified at the end of the programme, in particular, number three, questioning how detailed he intends to be with the assets as that could be very time consuming? The Internal Auditor responded that he will be focusing on the larger assets to ensure they do exist.

Mr V Barker questioned whether the committee should have the asset register made available to the committee so that they can accurately understand the risk and liability that comes with them? The asset register was distributed amongst the committee.

The committee felt it would be helpful to have a list of assets with the associated risks, responsibilities and liabilities presented to them. It was further noted that employees should be included as assets.

Cllr S Waring also made reference to the theme identified, in particular, number two, expressing that she is pleased to see risk management is an aspect being considered.

The committee expressed that they were satisfied with the audit programme for 2019/20.

(c) DISCUSSION WITH INTERNAL AUDITOR

The Chief Executive and Finance Manager left the meeting for the committee to talk to the Internal Auditor.

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.

1429 TO REVIEW THE FOLLOWING BOARD'S POLICIES - Agenda Item 8

The Finance Manager explained that these are policies that have been identified for review and any changes have been made in red and any additional notes made in green.

(a) POLICY No. 01: RISK MANAGEMENT STRATEGY

The Finance Manager explained that there are no proposed changes to the strategy part of the policy and moved to risk analysis, referring to the following:

(i) Section 1.1(a) – Coastal or Fluvial flooding from failure or overtopping of defences.

The Finance Manager explained that he has proposed to leave the risk level as it is as the Environment Agency still haven't provided their new operating procedures for the Sluice and Navigation Lock following the closure of Black Sluice Pumping Station (Boston). It is being requested on a regular basis and as soon as it is provided it will be brought to the committee for the re-assessment of this risk.

The committee agreed with this proposal, noting that they need operation documentation before this risk level could be reduced.

(ii) Section 1.6 – Risk of Claims from Third Parties for damage to property or injury

Mr V Barker questioned that this would be dealt with further following the Irrigation and Abstraction meeting to be held on 14th May 2019?

The Chief Executive responded that he doubts it will reduce the risk level, but it can be reviewed following that meeting.

(iii) Section 5.2 – Risk of Loss of Money invested in Building Societies & Banks

The Finance Manager noted that the Board have invested £500,000 with Brewin Dolphin in the stock market, bonds etc., questioning whether a risk should be added for this investment?

It was questioned who has access to this? The Finance Manager explained that all income and withdrawals from this investment all go into the Board's Call account and can't go anywhere else.

Mr N Scott added that he felt there are two risks here; the actual investment of £500,000 which is managed through the fact the Board have chosen a 'low risk profile' for the investment with Brewin Dolphin which consists of fixed assets, fixed income and return etc. The second risk that needs to be considered is whether somebody at Brewin Dolphin or one of the Officers of the Board can take the money. He further explained that Brewin Dolphin would have to get two counter signatures to change any instructions. If the Finance Manager tried to gain the money, for example, then the Chief Executive would also have to know about it.

The committee felt that the likelihood should remain at low and potential impact remain at medium. It was suggested that the addition of 'managed funds' be added to the title to cover the investment in this risk.

(iv) Section 8.2 – Risk of Loss of Telephone Communications
Section 8.3 – Risk of Loss of Internet Connection

The Finance Manager explained that in both of these risks, a 4G Assure system has been added which means that if the landline and broadband fails, it will switch to the 4G mobile network meaning the landlines will stay on and there will still be access to the internet.

(v) Section 8.4 – Risk of Network Failure

Mr R Leggott questioned whether the possibility of being hacked is still as high? The Chairman noted that the likelihood is at low, it is the potential impact that is high. The Finance Manager read the criteria for a high impact, the committee agreed it was relevant and agreed to leave it as it is.

The Committee RESOLVED to recommend that the Risk Management Strategy (No.1) be approved at the next Board meeting with the following amendments:

- Section 5.2 - Risk of Loss of Money invested in Building Societies & Banks: change the title to 'Risk of Loss of Money invested in Building Societies, Banks *and Managed Funds*'.

(b) POLICY No. 04: PROCUREMENT POLICY

The Finance Manager referred to Section 2.2, to reflect the changes to the staffing of the Board. He continued in reference to section 4.1(b), that this has been proposed to be added to address the issue raised by the Internal Auditor. The Internal Auditor noted that he was satisfied with the proposal.

Mr N Scott noted, in relation to items with a greater value than £10,000, that the lowest quote isn't always the best, it is more about best value rather than lowest price? His concern being that the lowest offer will not be taken and then referred to the Executive Committee frequently.

The Chairman felt that if the lowest quote isn't accepted then it should be escalated to the committee for them to evaluate the best value quotation. The Internal Auditor agreed. The Finance Manager noted that there are not many greater than £10,000 as most go through the budgets.

The Committee RESOLVED to recommend that the Procurement Policy (No. 4) be approved at the next Board meeting.

(c) POLICY No. 08: RELAXATION OF BOARD BYELAW No. 10

The Chief Executive explained that changes have been made to the policy in relation to the current specific topic of irrigation and abstraction.

He referred to section 5, noting that as well as the addition of number seven, irrigation and abstraction equipment, there will also be another type added - any other item, to ensure that everything is covered and nothing excluded.

Cllr S Waring made reference to section 5.3, specifically, the references made to the Land Drainage Act 1991, questioning if the Act deals with any cost implications? It was confirmed that it does.

The Chief Executive continued with the new proposed section of 5.7, inviting any questions. Also adding that there will also be a section 5.8 – any other items, in which it will state to contact the Board for further guidance.

He further brought the committee's attention to proposed sections 6(f), (g) and (h), explaining that these concepts will be introduced at the irrigation and abstraction public meeting to be held on 14th May 2019.

It was questioned whether the consent fee of £50 will be per applicant or per site? The Chief Executive explained that it will be per site. The twelve-month amnesty will begin June 2019 for any current unconsented equipment, the consent will then be given for a marker post to be erected adjacent to the equipment.

Mr V Barker raised his concern over how variable the placing of irrigation and abstraction equipment can be and the cost that will be associated with this for the application and consent.

It was also noted that a possible marker post has been identified that will be shown for review and opinion.

The Chief Executive added that this is all to be discussed at the meeting on 14th May in order to understand the applicant's requirements and work with them to find a way forward.

The Committee RESOLVED to recommend that the policy for the relaxation of Board Byelaw No. 10 (No. 8) be approved at the next Board meeting.

(d) POLICY No. 26: H&S YOUNG PERSONS SAFETY AT WORK

With no amendments to the policy, opinions and questions of the committee were invited.

The Committee RESOLVED to recommend that the Health & Safety Policy for Young Persons Safety at Work (No. 26) be approved at the next Board meeting.

(e) POLICY No. 30: PENSION DISCRETION LPF 2014

The Finance Manager noted that LGPS stands for Local Government Pension Scheme and will be amended to that.

He further explained that this policy has been produced by West Yorkshire Pension Fund, who administer the Lincolnshire pension fund. The policy has been completely re-written due to it being West Yorkshire's preferred way of dealing with discretions. The previous policy was circulated to committee members for comparison. The Finance Manager explained that he has highlighted in yellow the areas that are covered in the new policy. The areas that are not highlighted in yellow are not covered in the new policy, with West Yorkshire Pension focusing on the more important matters.

Cllr S Waring questioned if the Finance Manager was happy with this? The Finance Manager responded that he is satisfied with the new policy, explaining that the new policy allows for each case to be considered based on its individual merits. He further noted that it is very rare it is referred to, generally, the Board work within the Lincolnshire Pension Funds policies anyway.

It was questioned what the 85-year rule is, and was explained that the length of service is added to the age of the individual to hit 85, however it only applies to employees who commenced work with the Board before 2008.

Mr N Scott made reference to the discretions referred to within the introduction; 'five specific discretions' (paragraph one), 'two further mandatory discretions' (paragraph two) and 'two further discretions' (paragraph three). These discretions should then be further defined and explained in the policy, however, there was some confusion as to whether all of these discretions were actually included in the policy. It was felt that that the 'two further mandatory discretions' following the implementation of the LGPS Amendments Regulations 2018, referred to in paragraph two of the introduction were missing. The committee therefore felt they could not recommend this policy to the board for adoption until this matter is resolved.

The committee AGREED that the Finance Manager would complete some further investigation into this and that the policy would be presented directly to the Board for approval.

(f) POLICY No. 40: COMMERCIAL WORKS

The Chief Executive noted that there has previously been confusion around whether quotations are inclusive of VAT and so the wording has been changed to clarify this. The addition of a 'signed acknowledgement of acceptance' has also been included for clarification purposes.

Mr V Barker made reference to a previous issue encountered, it was noted that it was a fault on the Board's behalf and that the amendments to the policy should prevent these issues from occurring again.

The Committee RESOLVED to recommend that the Commercial Works Policy (No. 40) be approved at the next Board meeting.

(g) POLICY No. 41: PUBLIC SECTOR CO-OPERATION AGREEMENT

The Chief Executive noted that the amendments have been made for clarification purposes around the timing of the invoicing for the works.

Mr R Leggott questioned if it was staying at 5%? The Chief Executive responded yes, generally, the Board is recovering all of the costs inside our own recovery rates.

The Committee RESOLVED to recommend that the Public Sector Co-operation Agreement Policy (No. 41) be approved at the next Board meeting.

(h) POLICY No. 44: DEVELOPMENT CONTROL CHARGES & FEES

The Chief Executive explained that he has spent quite a lot of time with Water Level Management, who have employed varied specialised individuals to work on this policy. The policy has now been presented to the ADA Policy & Finance Committee for the proposal to be accepted on a national level. The Chief Executive felt that the policy being adopted nationally would be beneficial as if not, he felt Boards could be opening themselves up to legal challenge with developers if different Boards are using different recovery policies.

The values used within the policy will differ at different Board's due to it being based on land value, however, the formula used is the same. It was further noted that this all relates around the increases to the impermeable area that is going to be used for building. Therefore, there is typically an increase due to generally building on agricultural land which has no impermeable area.

The Chief Executive further noted that this new policy has been shown to a major local developer, who could not see a problem with it.

Reference was made to section 2.4, particularly, the figure £129,456. It was explained that this figure is calculated from the mean value of land with potential development and land with outline planning permission as follows:

- £60,000 (per ha - land with potential development price)
- £500,460 (per ha - land with outline planning permission price)
- Average value of these figures: £280,230 per ha
- The area of an attenuation facility to hold the water is 0.271 ha.
- The average value is then multiplied by 0.271.
- The cost associated with the construction of the attenuation facility and a 30-year maintenance scheme is then added, which equates to the final figure of £129,456. This will be reviewed annually.

Mr V Barker questioned if a 30-year maintenance scheme was a realistic period of time?

The Chief Executive explained that this was discussed at length, it being further explained that the development fee is to upgrade the system to attenuate water and that funds for maintenance will be collected from the land annually through drainage rate special levies.

Mr R Leggott felt that this set method of calculation should be supported.

Mr W Ash left the meeting.

Mr V Barker questioned how often the value of the land figure will be reviewed and updated? The Chief Executive noted that it will be reviewed on an annual basis, however, if there is a sudden change in land price the officers will bring it to the relevant committee for review.

A replacement document for Appendix A was distributed to the committee. The Chief Executive explained the calculations as per the cross references shown through the red lines on the document.

The Committee RESOLVED to recommend that the Development Control Charges & Fees Policy (No. 44) be approved at the next Board meeting.

(i) POLICY No. 45: MOBILE PHONES & DEVICES

The Finance Manager explained that this policy was introduced following the workforce using their work mobile phones excessively, to formally outline how they should be used.

Cllr S Waring questioned if the use of phones whilst driving should be dealt with in this policy? The Finance Manager felt that it doesn't need to be included in this policy as it would be dealt with as a disciplinary matter.

It was established that there is a separate policy for the use of the lone worker system.

The Committee RESOLVED to recommend that the Mobile Phones & Devices Policy (No. 45) be approved at the next Board meeting.

The Internal Auditor left the meeting.

1430 TO REVIEW THE PERIOD 11 MANAGEMENT ACCOUNTS - Agenda Item 9

The Finance Manager explained that these are included for the review of the structure and information provided to the Executive committee and Board, rather than the actual figures.

The Finance Manager noted that he has started to include an accompanying narrative with the management accounts, which has been received well.

Further reference was made to the financial report of the drainage rates and special levies; it being explained that this was requested to start being included from the Internal Auditor last year.

Mr V Barker commented on the Brewin Dolphin investment, questioning how long a period the income to date (£6,200) was over? It was established it is over 6 months. He further raised concern over the value being at less than what was invested. The Finance Manager explained that it is now recovering well and isn't concerned about the investment losing value, noting that they are only able to invest the money within the risk level chosen by the Board. The Brewin Dolphin investment page was displayed on screen, displayed what is being invested in. The Finance Manger also added that he is going to do a 'profit and loss' explanation of the fund in the annual accounts to show how it is performing.

Mr N Scott noted that the Brewin Dolphin fees are not displayed on the investment summary. The Finance Manager noted that it is a fixed fee for the first year.

All AGREED that the structure and format of the management accounts be accepted.

1431 TO REVIEW THE RISK REGISTER - Agenda Item 10

Having reviewed the Risk Management Strategy Policy, the committee AGREED the Risk Register be adopted.

1432 TO RECEIVE THE CATALOGUE OF BOARD POLICIES WITH RECOMMENDED APPROVAL DATES - Agenda Item 11

The Committee AGREED that the Catalogue of Board Policies be adopted.

1433 ANY OTHER BUSINESS - Agenda Item 12

(a) LAST MEETING BEFORE COUNCIL ELECTIONS

The Chairman noted that this meeting is the last before the council elections, particularly noting that it will be the last meeting of Cllr B Russell who has not stood for election. The Chairman thanked him, the committee and the Officers for all the work put into the committee, noting that it has helped the Board and been received well by the Internal Auditor. The committee also returned their thanks to the Chairman.

There being no further business the meeting closed at 16:10.

BLACK SLUICE INTERNAL DRAINAGE BOARD

BOARD MEETING - 26 JUNE 2019

AGENDA ITEM 06(d)(i)

TERMS OF REFERENCE: AUDIT & RISK COMMITTEE

1. GENERAL

The Black Sluice IDB shall have an Audit & Risk Committee.

The Committee shall have seven members who will be appointed by the Board.

The Membership shall include:

- Two elected member from Northern Works Committee.
- Two elected member from Southern Works Committee.
- Two appointed Members
- One additional Member

The Chairman shall be appointed by the **Committee** at the **triennial general meeting**.

2. MEETINGS OF THE COMMITTEE

The Committee shall meet at least once each year and a quorum shall be three members. No one other than the Committee members shall be entitled to attend Committee Meetings, but any other persons shall attend meetings if invited by the Committee.

The external auditors may request a meeting if they consider that one is necessary.

3. POWERS OF THE COMMITTEE

The Committee is authorised:

- To investigate any activity within its responsibilities;
- 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;
- To obtain outside legal or independent professional advice, and secure the attendance of outsiders with relevant experience and expertise if it considers this necessary.

4. RESPONSIBILITIES OF THE COMMITTEE

The responsibilities of the Committee shall be:

Financial Reporting

- (a) To review, and challenge where necessary, the actions and judgements of Officers in relation to the Boards financial statements and related formal statements.
- (b) To review a financial report as part of the agenda for one meeting and then the management accounts for the second meeting
- (c) To consider other relevant topics, as proposed by the Board.

Internal Control and Risk Management

- (d) To review the arrangements for the Boards employees to raise concerns, in confidence, about possible wrong doings in financial reporting or other matters;
- (e) To keep under review, the effectiveness of the Board's internal controls and risk management systems;
- (f) To review and approve the statements to be included in the Annual Report concerning internal controls and risk management.

Internal Audit

- (g) To review Internal audit programme of works and ensure effective liaison with external auditors.
- (h) The Internal Auditor attends one meeting annually that the Committee discuss their remit without the management present.

External Audit

- (i) To oversee the relationship with the external auditors;
- (j) To review the findings of the audit including the management letter and managements response to the auditor's findings and recommendations.

Reporting

Minutes of meetings of the Committee shall be presented to the next meeting of the Board.

The Committee shall review its terms of reference after every **triennial general meeting** and its own effectiveness and recommend any necessary changes to the Board.

Black Sluice Internal Drainage Board

Risk Management Strategy

Risk Management Policy

Risk Analysis

Updated	01 May 2019
Board Approved	
Due for Review	

Contents

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

Appendices

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

Risk Management Strategy

1. Purpose, Aims and Objectives

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

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

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

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

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

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

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

2. Accountabilities, Roles and Reporting Lines

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

3. Skills and Expertise

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

4. Embedding Risk Management

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

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

5. Risks and the Decision Making Process

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

6. Supporting Innovation and Improvement

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

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

RISK ASSESSMENT MATRIX

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

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

IMPACT

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

LIKELIHOOD

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

7. Risk Control

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

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

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

8. Supporting Innovation and Improvement

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

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

RISK MANAGEMENT STRATEGY STATEMENT

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

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

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

The Boards Risk Management objectives are to:

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

These objectives will be achieved by:

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

The benefits of Risk Management include:

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

RISK MANAGEMENT POLICY DOCUMENT

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

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

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

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

The proposal to carry out future capital and maintenance works on the current Environment Agency pumping stations and main rivers within the catchment will introduce increased risks to the Board.

The Board's existing risk management plans and policies will be applied to the works programmes with a special emphasis on Policy No. 41, Public Sector Co-Operation Agreement Policy "The signed agreement must be returned and orders provided prior to the commencement of any works".

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

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

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

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

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

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

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

Flooding could occur in the following ways:

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

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

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

How risk is managed: Board works with lead local flood authority
Pumping Stations Additional Resilience

Potential Impact of Risk	Potential likelihood of Risk	Risk Level
HIGH	MEDIUM	6

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

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

How risk is managed: Board works with lead local flood authority
PTO gear boxes and generator connections.

Potential Impact of Risk	Potential likelihood of Risk	Risk Level
HIGH	LOW	3

(c) Flooding from Sewers or riparian watercourses

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

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

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

1.2 Risk of Loss of Electrical Supply

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

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

How risk is managed: Dual drive gearboxes installed at pumping stations to enable pumps to be operated by a tractor
Large pumping stations have generator connections but the Board would have to hire in generators which may be in short supply
UPS system fitted to telemetry computer and Main server

Potential Impact of Risk	Potential likelihood of Risk	Risk Level
HIGH	LOW	3

1.3 Risk of Pumps Failing to Operate

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

How risk is managed: Pumping Engineer checks at regular intervals
Refurbishment of plant is continuously programmed
Continued investment planned for pumping stations

Potential Impact of Risk	Potential likelihood of Risk	Risk Level
HIGH	LOW	3

1.4 Risk of Board Watercourses being Unable to Convey Water

Consequence: High water levels and possible flooding from over topping
Extra expenditure on drain maintenance

How risk is managed: Asset conditions are shown on a database
All watercourses are cleared of weed growth once each year
All watercourses are desilted on a regular basis
Board regularly check and clear out culverts

Further work: Continue to review asset conditions in asset database

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

1.5 Risk of Operating Machinery to Maintain Watercourses

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

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

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

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

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

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

Risk: The Board could cause damage to property or injury due to their actions
 Hitting overhead/underground electrical services
 Machines falling into watercourses
 Damage to Third parties
 Damage to vehicles

Consequence: Injury to staff
 Loss of income
 Extra work for staff

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

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

1.7 Risk of Third Parties damage to Board maintained assets

Risk: Damage to Board Maintained Assets
 Damage to Board Owned Assets

Consequence: Assets not performing as they are designed to.

How risk is managed: Managed Assets – Board Byelaws
 Owned Assets - Insurance

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

1.8 Risk of Loss of Senior Staff

Consequence: Inability to operate efficiently

How risk is managed: Hire in temporary staff from Agencies or other local Drainage Boards
 Formalised arrangements to share staff from other drainage boards

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

1.9 Insufficient Finance to Carry Out Works

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

How risk is managed: Ten year budget to ensure adequate funding

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

1.10 Reduction in Staff Performance

Consequence: Reduced standards of maintenance

How risk is managed: Appraisal system
Management systems

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

1.11 Insufficient Staff Resources

Consequence: Reduced standards of maintenance
Reduced value for money

How risk is managed: Review by senior management
Reports to Executive Committee
Terms of Employment regularly reviewed to remain competitive

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

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

2.1 Risk of Prosecution for not Adhering to Environmental Legislation

The Board have responsibilities to promote nature conservation and the environment

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

How risk is managed: Board employs an environmental consultant for reports and advice
Workforce are trained in environmental matters
Working within the restraints of the Board's Biodiversity Action Plan
Environmental clean-up liability Insurance (£1m)

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

2.2 Non Delivery of Objectives

Consequence: Biodiversity Action Plan not complied with

How risk is managed: Projects included in capital plan

Potential Impact of Risk	Potential likelihood of Risk	Risk Level
LOW	LOW	1

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

3.1 Emergency Plan Inadequate or Not up to Date

Consequence: Difficulties in emergency situation

How risk is managed: Regular review of plan

Potential Impact of Risk	Potential likelihood of Risk	Risk Level
LOW	LOW	1

3.2 Insufficient Resources (Staff and Equipment)

Consequence: Inability to provide adequate response

How risk is managed: Shared resources with neighbouring Boards
Use local farmer/landowner resources
Review resources available

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

3.3 Risk of Critical Incident Loss of Office

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

How risk is managed: Insurance for additional cost of working/business interruption (£100k over a 12 Months period)
Daily and Monthly backup tapes off site

Potential Impact of Risk	Potential likelihood of Risk	Risk Level
HIGH	LOW	3

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

4.1 Risk of Injury to Staff and Subsequent Claims and Losses

Consequence: Injury to staff
Claims for losses
Senior staff liable under Corporate Manslaughter Legislation

How risk is managed: Health and Safety Policy, reported annually to the Board
Health and Safety Consultant employed
Staff are trained for the duties that they are required to perform
Risk assessments are carried out for all activities
Employers Liability Insurance (£15m)
Personal Accident Insurance (£60k & £100pw)

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

4.2 Risk of not complying with Health & Safety Legislation

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

Consequence: Fines and serious delays in work programme

How risk is managed: A health and safety consultant is employed to advise on policy, monitor legislation and to check Health & Safety risk assessments
Board Health & Safety policy is developed under their guidance
Regular training of all staff
Insurance for Manslaughter Costs and Safety Legislation costs (£1m each)

Potential Impact of Risk	Potential likelihood of Risk	Risk Level
HIGH	LOW	3

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

5.1 Risk of Loss of Cash

Very little cash collected at office

Consequence: Loss of income

How risk is managed: Money placed in safe and banked as soon as possible
Insurance (£500 out of safe overnight to £5,000 during business hours)
A maximum of £500 petty cash is held

Potential Impact of Risk	Potential likelihood of Risk	Risk Level
LOW	LOW	1

5.2 Risk of Loss of Money invested in Building Societies & Banks & Managed Funds

Consequence: Loss of income

How risk is managed: Money is placed with known Building Societies and banks on the FCA Register
 A maximum of £300,000 is invested in each organisation as per the Investment Policy
 The Executive Committee of the Board reviews the investments on a regular basis

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

5.3 Risk of Fraud by Senior Officers

Consequence: Loss of money

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

Potential Impact of Risk	Potential likelihood of Risk	Risk Level
LOW	LOW	1

5.4 Risk of Inadequacy of Internal Checks

Consequence: Risk of incorrect payments being made

How risk is managed: All items resulting in payments being made by the Board are checked before being processed
 All Payments made through the Board's Bank Accounts are authorised by two authorised signatories as per the Financial Regulations

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

5.5 Fraudulent use of Credit Cards

Consequence: Loss of money

How risk is managed: The Board has insurance up to £1,000 per card (Card limits £5k, £5k & £2,500)
Card expenditure is reconciled monthly and certified by both CEO & FM

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

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

6.1 Risks to Board Members

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

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

Consequence: Liability of Board Members

How risk is managed: Insurance (£3m Legal Liability Cover)
Qualified and experienced staff advise the Board

Potential Impact of Risk	Potential likelihood of Risk	Risk Level
LOW	LOW	1

6.2 Risk of not complying with all Employment Regulations and Laws

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

Consequence: Claims against the Board

How risk is managed: Insurance (£1m Employment Practices Cover)
Advice from consultants and solicitors and the industry
Finance Manager has regular training in employment law

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

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

7.1 Risk of Collecting insufficient Income to Fund Expenditure

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

How risk is managed: Monthly finance reports sent to Members of Executive Committee
 Reports to Board Meetings
 Cash flow forecasting by Finance Manager
 Comprehensive Annual Budgets and ten year estimates produced

Potential Impact of Risk	Potential likelihood of Risk	Risk Level
LOW	LOW	1

7.2 IDB abolished or taken over

Consequence: Loss of direction from local members

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

Potential Impact of Risk	Potential likelihood of Risk	Risk Level
LOW	LOW	1

8. INFORMATION TECHNOLOGY & COMMUNICATIONS

8.1 Risk of Loss of Telemetry

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

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

Further Work: Continue to maintain trained staff to monitor telemetry

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

8.2 Risk of Loss of Telephone Communications

Consequence: Inability to communicate decisions

How risk is managed: All staff have mobile telephones
 16 VOIP & 3 Analog lines on site
 UPS (Battery Backup) on Communications Cabinet
 4G Assure on one of the Broadband lines if landlines fail

Potential Impact of Risk	Potential likelihood of Risk	Risk Level
LOW	LOW	1

8.3 Risk of Loss of Internet Connections

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

How risk is managed: Two Fibre Broadband internet lines into office
 4G Assure on one of the Broadband lines if landlines fail
 Mobile Wifi Broadband contract maintained

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

8.4 Risk of Network Failure

Consequence: All computers and information inaccessible

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

Potential Impact of Risk	Potential likelihood of Risk	Risk Level
HIGH	LOW	3

8.5 Risk of Breach in Cyber Security

Consequence: All computers and information inaccessible
Risk of Data Protection Breach
Security of Information (Keylogger)

How risk is managed: Proactive IT Maintenance Contract with external consultants
4 hour response for server or Network failure
Staff with limited training and remote support
Staff Training (All staff have now completed classroom and online training provided by our IT consultants and Sophos as a minimum)
Unified Threat Management system installed and subscription maintained
All information taken off site digitally is encrypted and password protected
Offsite backups taken daily on a 2 week rotation and monthly on an annual basis

Further Work: Introduction of Electronic Information and Communication Systems Policy (was part of the 'White Book' previously)

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

8.6 Risk of Network Security Breach

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

How risk is managed: Unified Threat Management installed and subscription maintained
Review of Network Security by IT consultants carried out

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

8.7 Risk of Virus being introduced to Network

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

How risk is managed: Sophos Antivirus installed on all servers, desktop computers and laptops and managed centrally
 Hard Firewall installed to prevent unauthorised person introducing virus
 Emails filtered off site by Message Defence and Office 365 to reduce likelihood of malicious attachments

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

8.8 Risk of Loss of Accounting Records

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

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

How risk is managed: Records backed up each day on a 2 week rotation and monthly on an annual rotation
 Insurance for Business interruption £100k for up to 12 months
 Computer systems are regularly reviewed by trained staff and external IT consultants
 Volume Shadow software copies back up every six hours
 Encrypted Back up tape is taken off site out of office hours

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

8.9 Risk of Loss of Rating Records

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

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

How risk is managed: Records backed up each day on a 2 week rotation and monthly on an annual rotation
 Insurance for Business interruption £100k for up to 12 months
 Volume Shadow software copies back up every six hours
 Computer systems are regularly reviewed by trained staff and by external IT consultants
 Encrypted Back up tape is taken off site out of office hours

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

Black Sluice Internal Drainage Board

Policy No: 4

Procurement Policy

Review Dates:

A&R Reviewed	01 May 2019
Board Approved	

1 INTRODUCTION

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: -

- 2.1 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.
- 2.2 The following people are authorised to be issued with order books:
 - (a) Chief Executive
 - (b) Finance Manager
 - (c) Operations Manager
 - (d) Works & Engineering Manager
 - (e) Pump Engineer
 - (f) ~~Assistant Pump Engineer~~
 - (g) ~~Finance Supervisor~~
 - (h) Works Supervisor
 - (i) Fitter
 - (j) Unimog Driver
- 2.3 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.
- 2.4 The management team is the Chief Executive, Finance Manager and Operations Manager.
- 2.5 The order is given to the supplier with, where possible, the agreed price of the item or service.

- 2.6 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.
- 2.7 When a delivery note is obtained this should be given to the Finance Assistant.
- 2.8 When the Finance Assistant receives an invoice for the goods they are to attach the order and the delivery note to this.
- 2.9 The invoice is approved by the Finance Manager before payment is made.
- 2.10 A report is made to every Board Meeting of the invoices paid by the Board.

3 BASIS OF PROCUREMENT POLICY

- 3.1 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
- 3.2 The Policy for Delegation of Authority gives the following authorities:
 - (a) Executive Committee to approve any item of expenditure up to a value of £25,000.
 - (b) 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 (e.g. electricity) in excess of £10,000.

4 PROCUREMENT POLICY

4.1 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
- (a) These items will be included in the annual budgeted expenditure and through this method the expenditure will be approved by the Board.
 - (b) Three quotations should be obtained and the lowest bona fide quotation should be accepted, should less than three quotations be obtained or other than the lowest is to be accepted, then the matter should be referred to the Executive Committee, by email in the first instance and later confirmed in a meeting of the committee.

- (c) In the case of an emergency where it is not possible to obtain alternative quotations the Chairman or the Vice Chairman of the Board shall authorise the purchase.

4.2 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.
- (a) 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.
- (b) 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.
- (c) Regular purchases of equipment and materials for stock will be approved by the Finance Manager or Chief Executive. The Operations Manager or **Works & Engineering Manager** will where possible obtain three quotations and the best value will be chosen.
- (d) 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.

4.3 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

- (a) 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.
- (b) 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.

4.4 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

- 5.1 Credit cards have been issued to the Chief Executive, Finance Manager and Operations Manager for use in purchasing goods and services for the Board.
- 5.2 Payments made by credit card will be reviewed by the management team on a receipt of the card statements. Receipts for all payments are to be reconciled to the statements and no one officer should review their own expenditure.
- 5.3 These purchases will be subject to the same guidelines as normal purchases, whenever possible.

6 ITEMS PURCHASED BY WOLDMARSH GROUP

- 6.1 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.
- 6.2 If goods or services are required a member of staff, authorised in para 2.2 above to be issued an order book, will contact Woldmarsh who will procure the items on behalf of the Board within the authorised limits for the individual. An official Board order form will be completed as above to include the agreed prices and the analysis for the accounts.
- 6.3 As soon as Woldmarsh have completed an order to the suppliers a confirmation of the order is sent to the Operations Manager, Finance Manager and Chief Executive Officer for review and oversight.
- 6.4 Woldmarsh submit an invoice for payment once per month for all of the goods and services purchased for the Board.

7 SUMMARY

- 7.1 The above policy is not exhaustive and is written as a guide to the appropriate level of authorisation for the level of procurement required.
- 7.2 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.
- 7.3 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: 8

Policy on Relaxation of Board Byelaw No.10 (The 9 Metre Byelaw)

Review	Audit & Risk Committee 1 st May 2019
Board Approved	

1. PURPOSE

This document sets out the policy of the Black Sluice Internal Drainage Board concerning relaxation of its Byelaw No. 10, which states:

'No person without the previous consent of the Board shall erect any building or structure, whether temporary or permanent, or plant any tree, shrub, willow or other similar growth within 9 metres of the landward toe of the bank where there is an embankment or wall or within 9 metres of the top of the batter where there is no embankment or wall, or where the watercourse is enclosed, within 9 metres of the enclosing structure.

This Byelaw only applies to Board-maintained watercourses, both open and piped, and includes all culverts and bridges.

2. BLACK SLUICE IDB POLICY

The Board recognises that land and property owners wish to maximise the enjoyment of their land. However, at the same time the Board needs to retain its ability to maintain its watercourses in an efficient and economic manner. The Board will normally only consider relaxing the Byelaw when the following baseline conditions occur:

- Guaranteed access to carry out maintenance is available from at least one side of the drain. This may be achieved by a written agreement with the landowner concerned, or by the Board lodging a Deed of Indemnity with the Land Registry (a charge will be payable to the Board for these additional works).
- The owner of the opposite bank is not unduly inconvenienced.
- That should improvements or exceptional maintenance be required then, given reasonable notice, the obstruction is removed at the applicant's expense.
- Similar obstructions already exist nearby on the same bank.

3. REASONS FOR THE POLICY

The policy formalises the baseline conditions above, and gives written guidelines for more specific instances. The benefits of the policy are:

- Fairness and uniformity in determining applications
- Applicants can study the guidelines before application
- Powers are delegated, giving a more efficient and timely service
- **The Board can maintain accurate information to include consent relaxation location for operational needs**

However, this policy is not intended to cover every eventuality, and the Board may waive the policy and make a determination on the basis of reasonable fairness to all parties.

4. DELEGATED POWERS

Delegated powers are given to the Chief Executive and the relevant Works Committee Chairmen to determine any Byelaw relaxations that fall within the guidelines given below (except where stated otherwise).

In all other cases, the power to determine applications has been delegated to the Executive Committee or the appropriate Works Committee, unless a Board meeting is imminent.

5. GUIDELINES

Guidelines are given below on the following types of applications:

- 1) Buildings and permanent structures
- 2) Urban or development land
- 3) Fences
- 4) Hedges and Bushes
- 5) Trees
- 6) Electricity poles, lighting columns etc.
- 7) **Irrigation and abstraction equipment**
- 8) **Any other items**

5.1 BUILDINGS AND PERMANENT STRUCTURES

The power to determine consent under this guideline has only been delegated to the committees.

It remains the policy of the Board that no buildings or permanent structures should be permitted within the 9.0 metre byelaw distance on any Board-maintained watercourse.

However, where an existing adjacent building is located closer than the permitted distance (either by virtue of a previously issued consent, or where the structure historically pre-dates the Board), then consent may be given to allow any new structure or extension to be placed up to a similar distance from the drain as the existing building on that property, provided that the integrity of the watercourse is assured.

5.2 URBAN AREAS AND DEVELOPMENT LAND

In urban areas, or where new development is proposed adjacent to a Board-maintained watercourse, the Byelaw may be relaxed from 9.0 to 6.0 metres, upon written application, for fences, hedges, bushes, timber sheds and other temporary structures, provided that the whole of the remaining 6.0 metre width is left for the sole use of the Board for future maintenance of the drain.

All buildings and permanent structures shall still be a minimum of 9.0 metres from the brink of the drain.

5.3 FENCES

The Board's Byelaw 17 (d) states:

No person shall without the previous consent of the Board:

erect or construct or cause or permit to be erected or constructed any fence, post, pylon, wall, wharf, jetty, pier, quay, bridge, loading stage, piling, groyne, revetment or any other building or structure whatsoever in, over or across any watercourse or in or on any bank thereof;

a) Stock fences up to 1.2m high (post and rail / wire)

Machine drivers can work over and see through these types of fences, and therefore the Byelaw will be relaxed, on application, on condition that they are located a minimum of 1.0 metre from the brink of the watercourse, and access gates (minimum 3.6m or 12ft wide) are provided at each end (where necessary).

b) Solid fences above 1.4m high and fences in general above 1.2m high

Machine drivers cannot see through or cannot work over such fences, and therefore the Byelaw will **not** be relaxed, except where there is guaranteed suitable and safe access on the opposite bank, and where the opposite bank owner is not unduly inconvenienced.

Any consented fence shall be located a minimum of 1.0 metres from the brink of the drain. Access gates (minimum 3.6m or 12ft wide) and continued access behind the fence may still be required. The applicant will be expected to obtain written consent from the opposite land owner (if different to the applicant).

Where possible, all fences should be fully de-mountable so that should the Board require access to its maintained watercourses, at any time, then the structure can be easily removed.

However, the Board recognises that certain fences are required for the increased security of land or property, and therefore demountable fences will not always be appropriate. In these instances, the Board will place a condition on any consent for these fences to be constructed such that should that there be a requirement for these fences to be removed in times of emergency, or if the Board requires access to carry out any major improvement schemes, then the Board shall do so under its powers under the Land Drainage Act 1991.

5.4 HEDGES & BUSHES

Machines drivers cannot see through, nor work over hedges or bushes, and therefore the Byelaw will **not** be relaxed, except where there is always suitable and safe access for all operations on the opposite bank and where the opposite bank owner is not unduly inconvenienced. The applicant will be expected to obtain written consent from the opposite land owner (if different to the applicant).

Any consented hedges or bushes shall be located with the centre a minimum of 1.0 metre away from the brink of the watercourse, and shall be maintained by the applicant so as not to encroach over the drain. Access gates (minimum 3.6m or 12ft wide) and continued access behind the hedge may still be required.

5.5 TREES

No trees shall be planted within 9.0 metres of Board-maintained watercourse.

Any existing trees, regardless of whether planted or self-seeded, are the responsibility of the adjacent landowner, and shall be maintained so as not to cause an obstruction to the Board whilst carrying out its statutory duties under the Land Drainage Act 1991.

Any trees planted outside the 9.0 metre distance from a Board-maintained watercourse shall be maintained by the adjacent landowners such that any lateral growth does not cause an obstruction to the Board whilst carrying out its statutory duties under the Land Drainage Act 1991.

In either of the above cases, the Board reserves the right to carry out maintenance on any trees it deems as an obstruction, and to recover the costs from the relevant landowner. Where it is more cost-effective for trees to be removed in toto, then the Board will seek agreement from the relevant landowner and a proportion of the costs may be recovered.

5.6 ELECTRICITY POLES LIGHTING COLUMNS ETC.

Poles and columns adjacent to drains are inherently unstable and are not recommended. Wherever possible, an alternative route should be found away from the watercourse. Where a suitable alternative cannot be found, then the Byelaw may be relaxed on condition they are placed no closer than 1.0 metre to the brink of the drain and the minimum clearance between the wires and the surrounding ground level is no less than **10.0** metres (NB: to ensure the correct safe working distance, the minimum clearance distance from ground level may increase depending on the voltage of the wire).

5.7 IRRIGATION & ABSTRACTION EQUIPMENT

No equipment shall be positioned within 9.0 metres of Board-maintained watercourses.

With the ever increasing requirement for water transfer and irrigation The Board recognises the flexibility required within the Byelaw relaxation process. All related equipment, be it permanent or temporary to be positioned within the 9.0 metres Byelaw zone should be applied for Byelaw relaxation. In every case Byelaw relaxation with conditions may be sought and agreed in the knowledge this information will be stored in order to advise the Board machine operators whilst out in the 'field'.

5.8 ANY OTHER ITEMS

Please contact the Board for further guidance.

6. PROCEDURE

- a) The applicant shall apply in writing to the Board, using the relevant application form, along with a plan or diagram, any relevant details, and the application fee (flat fee of £50).
- b) The Board's officers will consider the effect of the application on its current and future maintenance regimes, any foreseen future works to the watercourse and any environmental benefit.
- c) Most applications will be determined using delegated powers. Any deferred applications, and those falling outside the guidelines, will be determined by the relevant Committee or Board meeting.
- d) The applicant is either notified in writing of a refusal or issued with a consent signed by the Chief Executive.
- e) The Chief Executive will report to the next Board meeting any delegated consents issued.
- f) **An approved highly visible marker post to be positioned adjacent to equipment approved to be positioned within the Byelaw zone will apply this may also include vegetation maintenance procedures.**
- g) **The Board may remove any unconsented obstruction from within the 9.0 metre Byelaw zone and recover associated costs involved with any works.**
- h) **Any damage caused to the Board's equipment or Board maintained infrastructure following incidents with third party unconsented apparatus/equipment will be recovered at cost from the third party involved.**

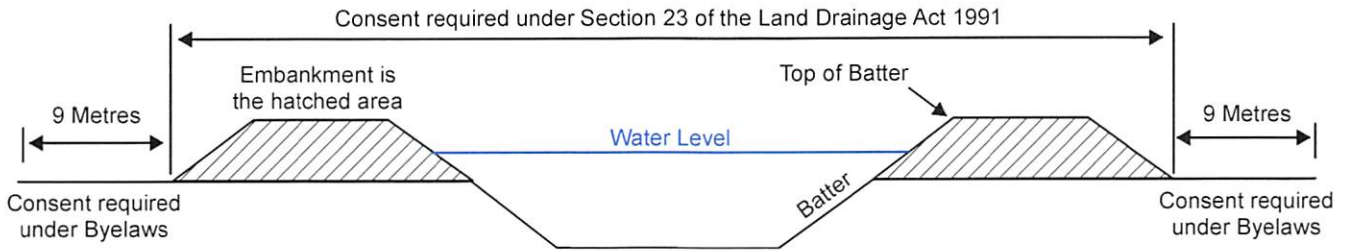
7. FURTHER GUIDANCE

This document should be read in conjunction with the Board's "Standard Conditions for Relaxing the 9 Metre Byelaw", along with the Board's "Policy on Culverting".

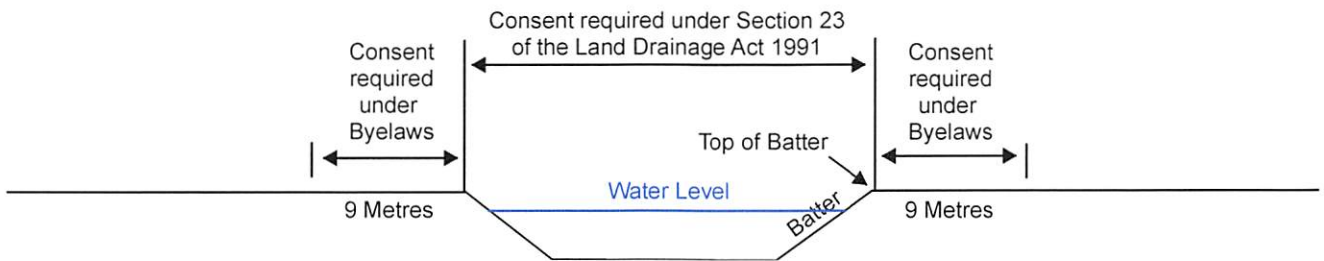
Further information and application forms are available on request from the Board's offices, or can be downloaded from the Board's website at www.blacksluiceidb.gov.uk.

CONSENT WIDTH CRITERIA FOR BOARD-MAINTAINED WATERCOURSES

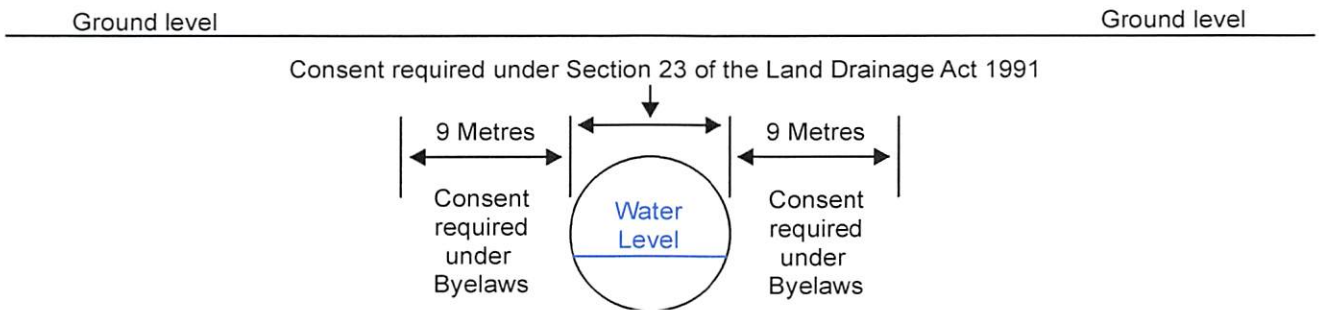
Open Watercourse with Embankments



Open Watercourse without Embankments



Culverted* Watercourse



* A culvert may be various forms of enclosed watercourse, but is usually a pipe.

Black Sluice Internal Drainage Board

Policy No: 26

H&S Young Persons Safety at Work Policy

Review Dates:

Reviewed	Audit & Risk Committee 01 May 2019
Board Approved	

Policy Statement

Young persons the management of health and safety at work regulations 1999

The definition of a young person is an individual who has reached the minimum school leaving age but is under 18. Children under 13 are generally prohibited from any form of employment, and those between 13 and the minimum school leaving age are prohibited from being employed in a factory, or on a construction site, except when on a work experience scheme approved by the local education authority, or where the likely risks are negligible. Children under the minimum school leaving age must not operate machinery and/or be exposed to significant risks. The same duty of care exists for temporary workers as it does for permanent staff.

- Young persons should be assigned to experienced workers who possess the ability and patience to give them an appropriate level of supervision and guidance.
- Prior evidence of training in the use of machinery should not necessarily be taken as confirmation that the young person is competent in using such machinery.
- Machinery may be operated during training but only whilst there is adequate and close supervision. Young persons should be excluded from using equipment that poses a significant risk if safety precautions or safe systems of work are not followed. **NB** Children are not permitted to operate machinery.
- Young persons are not to operate lifting equipment and lifting accessories without close supervision.
- Young persons are not to operate vehicles unless they have received appropriate training and hold a relevant licence. Young persons are not to operate lift trucks without adequate supervision.
- Young persons are not to supervise the movement of vehicles or act as a Banksman.
- Young persons are not to erect tower or independent scaffolds without close supervision.
- Young persons are not to undertake any work involving electricity unless they have the necessary technical knowledge or are supervised by a suitably qualified person.

If there are any doubts as to whether a young person is competent to undertake a task, or use a piece of machinery, then the Supervisor/Manager should be contacted for advice.

A young person whose daily working time is more than 4.5 hours is entitled to a break of at least 30 minutes. A weekly rest period of at least 48 hours should be provided although this may be reduced in exceptional circumstances to 36 hours for technical or organisational reasons. Notwithstanding, young persons are entitled to 12 consecutive hours rest in any 24-hour period. Although young persons are not excluded from night work, special consideration should be given to their physique, maturity and experience. The young persons safety relies on your integrity and supervision.

Black Sluice Internal Drainage Board

Policy No: 40

Commercial Works Policy

Review Dates:

Review	Audit & Risk Committee 1 st May 2019
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 (excluding VAT) must not commence prior to the receipt of a pre-payment, signed acknowledgement of acceptance or an official order. Any order over £40,000 (excluding VAT) must be referred to the Board or Sub-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

Policy No: 41

Public Sector Co-Operation Agreement Policy

Review Dates:

A&R Review	1 st May 2019
Board Approved	
Due for Review	

INTRODUCTION

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

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

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

POLICY

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

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

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

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

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

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

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

Works will be invoiced to include for VAT as soon as all costs have been realised following the completion of the works.

Black Sluice Internal Drainage Board

Policy No: 44

Development Control Charges and Fees

Review Dates:

Original Issue	1 st May 2019
Board Approved	
To be reviewed	1 st May 2024

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1. Document Purpose

- 1.1. This document has been prepared to detail the applicable charges and fees associated with the regulatory functions of the Black Sluice Internal Drainage Board (BSIDB). The charges and fees detailed in this document relate to the following activities;
- Consent application fees
 - Surface Water Development Contributions (“SWDCs”)
 - Commuted Maintenance fees
 - Wayleave fees
- 1.2. The charges associated with consent application fees are set out in **Table 1** of this document.

2. Surface Water Development Contribution (SWDC) Rates

- 2.1. Prior written consent is required from the Board where a development will result in an increase in the rate or volume of flows in any watercourse and, one of the conditions imposed as part of any such approval is the payment of a development contribution to the Board. The charge is made to help fund the cost of improvements to the drainage network that are required to cater for increases in the rate and/or volume of surface water flows. Surface Water Development Contributions are payable at the time and rate applicable when the consent application is validated by the Board.

2.2. The contribution is calculated by;

- Determining the impermeable area of the site to be positively drained (in square metres, m²)
- Establishing the charging band the impermeable area (in hectares) of the site that is to be positively drained will fall into (**see Table 2**)
- Establishing the charging band the proposed discharge rate (in litres/second/impermeable hectare) will fall into (**see Table 3**)

2.3. The Surface Water Development Contribution equation is therefore;

$$\text{SWDC Fee} = \text{Impermeable area band in (£/m}^2\text{) (from Table 2)} \times \text{area of impermeable surface proposed as part of development (m}^2\text{)} \times \text{discharge rate banding (\% (from Table 3))}$$

2.4. PLEASE NOTE

- the current maximum charge applicable is £129,456 per impermeable hectare for sites with less than 5ha of impermeable area proposing to discharge at an un-attenuated rate.
- that the Surface Water Development Contribution rates stated within this document are to be increased by inflation annually, and will be reviewed in detail on a 5 yearly basis.
- The impermeable area of the site to be positively drained (in square metres, m²) should only reflect the additional impermeable area that is positively drained post development. It is therefore determined by taking away the area of impermeable surface positively drained to the watercourse prior to development from the proposed area of impermeable surface to be positively drained to the watercourse post development.
- Where high level overflows to watercourses are proposed from retention / soakaway systems that only exceed beyond the 1 in 100 year plus climate change design event¹ then these proposals will be charged at the 10% discharge rate banding (**Band 2**).
- Where high level overflows to watercourses are proposed from retention / soakaway systems that exceed at return periods below the 1 in 100 year plus climate change design event then these proposals will be charged at the applicable discharge rate banding obtained from Table 3 (**with the minimum charge being 10% Band 2**).

2.5. **Example SWDC Equation** - For clarity, a worked example is shown below. This example is the calculation of the Surface Water Development Contribution Fee for a **site with 2.5ha of impermeable surface discharging to a watercourse at a restricted rate of 25 litres/second.**

¹ taking into account environmental variables such as wet weather conditions and ground water levels

Step 1 - establish the charging band the impermeable area will fall in to.

The 2.5ha impermeable area will fall in the $A \leq 5$ ha band, so the rate that will apply is £12.95/m².

Step 2 - look at which proportional charge band the discharge will fall within due to the restricted flow.

25 litres/second over 2.5ha equates to 10 litres/second/impermeable hectare. This falls in the greater than but equal to 10 l/s/ha but less than 15 l/s/ha banding (Band 4) so the proportional charge will be 20%.

Result - The Surface Water Development Contribution Fee due will therefore be:

SWDC = rate (£/m²) x area (m²) x proportional percentage (%)

SWDC = £12.95 x 25000 x 0.20

SWDC = £64,750

3. Commuted Maintenance Fees

- 3.1. A Commuted Maintenance fee is a one-off charge payable where the Board will become responsible for the future maintenance costs associated with a new culvert, bridge, weir, outfall or other structure. In the case of a culvert or bridge, the Board will not be responsible for the wearing surface, and in the case of an outfall, only the headwall structure will be maintainable by the Board.
- 3.2. The Commuted Maintenance fee is paid by the applicant in addition to the cost of construction of the structure, although if the future maintenance of the structure will rest with another local authority or public body e.g. the relevant Highways Authority, then no such fee is payable to the Board.
- 3.3. The Commuted Maintenance fee due where a watercourse is Board-maintained is 130% of the cost of materials, as priced by the Board's Officers.

Please note: if the structure is to be located on land owned by the Board it may also be subject to a Wayleave fee as described in the section below.

- 3.4. The relevant fee will be stipulated as part of a notification of intent to consent when the applicant will be given a month to accept the Commuted Maintenance fee as a condition of consent. The fee is payable when formal consent is issued following receipt by the Board of the signed notification that confirms acceptance of the conditions of consent.
- 3.5. Please note: Due to the many various designs and differing complexity of Sustainable Drainage Systems ("SUDS") and other drainage infrastructure, if the Board agrees to take on the future maintenance of any of these types of assets, the Commuted Maintenance fee will be calculated on a case-by-case basis.

4. Wayleave Fees

- 4.1. Where works are proposed within an area of land owned by the Board a one-off Wayleave payment to the Board will be due. This payment is due irrespective of who will be responsible for the future maintenance of any structures erected as part of the proposed works. The current Wayleave fee is set at 100% of the cost of materials used to construct the structure that is to be erected on Board owned land (as priced by the Board's Officers).

Please note: the structure, if to be adopted by the Board may also be subject to a Commuted Maintenance fee as described in the section above.

Table 1: Listing of consent application fees

Table 1: Listing of consent application fees Description	Reason for the charge being levied	Fee due²
Application to alter a watercourse	Application under Section 23 of the Land Drainage Act 1991 (and Board's Byelaws where watercourse is Board-maintained)	£50.00
Application for relaxation of one of the Board's Byelaws (not Byelaw 3)	Application for a relaxation of Board's Byelaws (usually Byelaw 10)	£50.00
Application to install land tile outfalls into Board maintained watercourse	Application for a relaxation of Board's Byelaws (per watercourse)	£50.00
Application to discharge surface water to any other watercourse	Application for a relaxation of Byelaw 3 (and possibly other Byelaws)	£100.00
Application to discharge treated foul water to a watercourse ²	Application for a relaxation of Byelaw 3 (and possibly other Byelaws)	£100.00

Please note: Where an application form is submitted without payment of the relevant fee due, the application is not deemed valid and may not be considered by the Board.

The Board also passes on its costs for preparing legal agreements relating to granted consents, including any legal fees and Land Registry costs incurred. A charge may also be levied for the provision of information regarding flood risk and drainage infrastructure, at the discretion of the Board's Officers, or for work relating to hydrological models of watercourses, depending on the type and amount of information required. VAT may be chargeable on fees relating to legal agreements, flood risk/drainage data and hydrological models.

Table 2: Impermeable area bandings

Banding	Impermeable area, A, discharging (ha)		Surface Water Development Contribution rate (£/m ²)
	Is greater than (>)	and is less than or equal to (≤)	
1	0	5	12.95
2	5	10	11.00
3	10	15	9.50
4	15	20	8.20
5	20	25	6.80
6	25	n/a	4.40

Table 3: Discharge rate bandings

Banding	Equivalent run-off rate (litres/second/hectare)		SWDC rate (as % of full contribution rate)
	Is greater than (>)	and is less than or equal to (≤)	
1	0	1.4	3
	Is greater than (>)	and is less than (<)	
2	1.4	5	10
	Is greater than or equal to (≥)	and is less than (<)	
3	5	10	15
4	10	15	20
5	15	20	25
6	20	25	30
7	25	30	35
8	30	35	40
9	35	40	45
10	40	45	50
11	45	50	55
12	50	55	59
13	55	60	63
14	60	65	67
15	65	70	71
16	70	75	75
17	75	80	79
18	80	85	83
19	85	90	87
20	90	95	91
21	95	100	95
22	100	n/a	100

Internal Drainage Board ("IDB") Surface Water Development Contribution ("SWDC") Calculator

Version 5, 08/11/2018

PLEASE NOTE - Enter figures in cells C5 and C9 only and add Case Ref in cell I14. (These cells are bordered in red). Then snip and save the image in the case folder naming the image by starting with the date order in reverse

Increase in impermeable area (m²) drained by the development: * m²

Increase in impermeable area (ha) drained by the development: * ha

Rate of discharge (l/s) for the above area in the 1 in 100 year event: l/s

Rate of discharge expressed as a rate per hectare (l/s/ha): l/s/ha

Charging band the impermeable area (in hectares) of the site that is to be positively drained will fall into: Banding

Surface Water Development Contribution rate (€/m²) applicable to development based on banding above: €/m²

Charging band the discharge rate (in l/s/ha) will fall into: Banding

Surface Water Development Contribution rate (as % of full contribution rate) applicable based on banding above: %

Surface Water Development Contribution ("SWDC") calculation is:

(A) SWDC rate based on impermeable area band: €/m²

x m²

(B) Increase in impermeable area drained by the development: * m²

x % as decimal

= SWDC for proposal: £

Table 2: Impermeable area bandings

Banding	Impermeable area, A, discharging (ha)		Surface Water Development Contribution rate (€/m ²)
	Is greater than	and less than or equal to	
1	0	5	12.95
2	5	10	11.00
3	10	15	9.50
4	15	20	8.20
5	20	25	6.80
6	25		4.40

Case Ref:
Date:

Table 3: Discharge rate bandings

Banding	Equivalent run-off rate (litres/second/hectare)		SWDC rate (as % of full contribution rate)
	Is greater than	and less than or equal to	
1	0	1.4	3
2	1.4	5	10
3	5	10	15
4	10	15	20
5	15	20	25
6	20	25	30
7	25	30	35
8	30	35	40
9	35	40	45
10	40	45	50
11	45	50	55
12	50	55	59
13	55	60	63
14	60	65	67
15	65	70	71
16	70	75	75
17	75	80	79
18	80	85	83
19	85	90	87
20	90	95	91
21	95	100	95
22	100	n/a	100

* as an increase can be the draining of existing hardstanding that did not drain to the location previously e.g. existing road drainage gullies

Black Sluice Internal Drainage Board

Policy No: 45

Mobile Phones & Devices Policy

Review Dates:

Original Issue	22 nd October 2018
Board Approved	
To be reviewed	01 May 2019

1. Black Sluice IDB provides mobile phones to a number of Employees for business use to make and receive calls, text messages, emails and to operate lone worker software all on behalf of the Board whilst at work.
2. Each phone has an unlimited standard calls and text messages package (not picture messages – 43.5p each (October 2018)) but data is limited to 2GB per phone.
3. Employees may use the Board's mobile phone for personal emergencies whilst at work or within the limits stated above outside of normal working hours.
4. Any private calls, text messages or data use over 2GB (unless it is proven this is excessive business use) with charges connected to them will be recharged to the Employee at current rates.
5. **Employee's are to** keep all business call time and frequency to a minimum as you may be inadvertently impacting on your colleague's production.
6. As a Board device all calls, texts and data usage is subject to monitoring.

Black Sluice Internal Drainage Board

Policy No: 30

Local Government Pension Scheme Discretions Statement Scheme Employers

Review Dates:

Reviewed	Audit & Risk Committee 01 May 2019
Board Approved	

INTRODUCTION

Under *Regulation 60 (statements of policy about exercise of discretionary functions) of the LGPS Regulations 2013* and *paragraph 2(2) of Schedule 2 of the LGPS Transitional Regulations 2014*, employers are required to make and publish policy statements on how they will exercise **five specific discretions**.

Following the implementation of the LGPS Amendment Regulations 2018 **two further mandatory discretions** have been introduced under regulations 24(a), 30(a), 30(c), 30(e) and 30(f).

In addition there are **two further discretions** relevant to employers, which relate to members who left before 1 April 2014. These are under *Regulation 66 of the Local Government Pension Scheme (Administration) Regulations 2008* (in respect of leavers between 1 April 2008 and 31 March 2014) and under *Regulation 106 of the LGPS Regulation 1997* (in respect of leavers between 1 April 1998 and 31 March 2008).

Any policy statements made must not limit, or 'fetter' how an employer uses any of the discretions afforded by the scheme.

The use of any discretion is likely to lead to immediate and potentially continuing increased pension costs for the employer, which could be considerable.

The employer is required to keep its statement under review and make such revisions as are appropriate following a change in its policy. Following any changes in its policy the employer must publish the revised policy and send a copy to the administering authority within one month of the date the policy is revised.

In formulating and revising the policy statements outlined below, the employer must have regard to the extent to which the exercise of its discretionary powers could lead to a serious loss of confidence in the public service.

The discretions listed below are those that require a written policy, however employers have further discretions under the regulations that they may wish to formulate a written policy on.

FURTHER GUIDANCE FROM THE LOCAL GOVERNMENT PENSION SCHEME SECRETARIAT

When formulating any policies Scheme Employers should also take into account information provided by the LGPC Secretariat which can be found [here](#):

SCHEME EMPLOYER DISCRETIONS

Specific discretions under the LGPS Regulations 2013 and the LGPS Transitional Regulations 2013.

Details of the **five discretions** available are as follows:

1. **Shared cost Additional Pension Contributions - Regulation 16 (2)(e) and 16 (4)(d)**

*Note: these specific provisions of Regulation 16 allow an active member who is paying into the main scheme to enter into an arrangement to pay additional contributions, either by regular contributions (Regulation 16(2)(e)) or by a lump sum payment (Regulation 16(4)(d)). This may be funded in whole or in part by **the employer**.*

The employer does not consider contributions towards additional pension contributions to be an essential part of its employment strategy. However, **the employer** will consider applications made under these specific provisions having regard to **the employer's** general policy from time to time, on the employee pay strategy and the particular circumstances surrounding each case.

It is likely that decisions will be made on the merits of each case having particular regard to factors such as:

- **the employer's** ability to meet the cost of granting such a request; and/or
- the member's personal circumstances.

2. **Awarding Additional Pension - Regulation 31**

*Note: this Regulation 31 allows employers to grant additional pension up to the maximum allowed by the scheme rules provided that the member is active **or** is within 6 months of leaving **for reasons of redundancy or business efficiency or** whose employment was terminated by mutual consent on grounds of business efficiency.*

Employers may wish to use this Regulation as an aid to recruitment, an aid to retention or to compensate or reward an employee who is retiring.

*Employers should also consider provisions of this Regulation, in particular Regulation 31(4), if they decide to exercise their power under **Section 1 (general power of competence) of the Localism Act 2011.***

The employer will consider applications made under this *Regulation* having regard to the particular circumstances surrounding each case. Decisions will be made on the merits of each case having particular regard to the following:

- the member's personal circumstances;
- the interests of **the employer**;
- the additional contributions due to the Fund by **the employer** in respect of the exercise of this discretion;
- any potential benefits or savings to **the employer** arising from the exercise of this discretion;
- other options that are, from time to time, available under **the employer's** severance arrangements;
- the funding position of **the employer** within the Fund;
- the ability of **the employer** to meet the cost of granting such an award.

3. Flexible Retirement - Regulation 30(6)

Note: this provision in the Regulation allows the employer to consent for a member who has attained the age of 55 to draw all or part of their retirement benefits (both pension and lump sum) whilst continuing in employment and Fund membership provided that:

- *there has been a reduction in hours, or*
- *a reduction in grade.*

Employers can choose to waive any reductions that apply under Regulation 30(8).

The employer will consider applications made under this Regulation having regard to the particular circumstances surrounding each case. Decisions will be made on the merits of each case having particular regard to:

- the operating requirements of the employing department
- **the employer's** ability to meet the cost of granting such a request
- whether any demonstrable cost saving in excess of potential savings available under any severance arrangements in place for time to time can be made
- the member's personal circumstances.

4. Waiving actuarial reductions - Regulation 30(8)

Note: the employer may waive the actuarial reductions applied to a members benefits, unless 85 year rule protections exist employers can waive:

- *all of the reductions in respect of pre 1 April 2014 benefits but only on compassionate grounds (paragraph 2 of Schedule 2 of the LGPS Transitional Regulations 2014);*
- *all or some of the actuarial reduction in respect of post 1 April 2014 on any grounds.*

Where 85 year rule protections exists and the member has full or tapered protection the employer can waive all of the reductions but only on compassionate grounds for the service up to the date the 85 year rule protection ends (31 March 2016 (full) or 31 March .2020 (tapered)).

The employer, will consider applications made under this Regulation having regard to the particular circumstances surrounding each case. Decisions will be made on the merits of each case having particular regard to:

- **the employer's** ability to meet the cost of granting such a request
- whether any demonstrable cost saving in excess of potential savings available under any severance arrangements in place from time to time can be made
- the member's personal circumstances

Applications for the payment of unreduced benefits for service before 1 April 2014 on the grounds of compassion will be granted if:

- in **the employer's** sole opinion, the special extenuating circumstances surrounding the application, along with the supporting evidence provided justify approval and
- **the employer** can meet the cost of granting such a request.

5. Switching on the 85 rule – Schedule 2 - 1(1)(c) of the LGPS Transitional Regulations 2014

Note: The employer can decide to “switch on” the 85 year rule to allow members to receive benefits either unreduced or with a smaller reduction to their 85 year rule date. The employer will be responsible for meeting any strain costs relating to benefits being paid before age 60. If the employer does not “switch on” the 85 year rule the member's benefits will be reduced to age 60 or the date they meet the 85 year rule if later.

The employer, will consider applications made under this Regulation having regard to the particular circumstances surrounding each case. Decisions will be made on the merits of each case having particular regard to:

- **the employer's** ability to meet the cost of granting such a request;
- whether any demonstrable cost saving in excess of potential savings available under any severance arrangements in place from time to time can be made;
- the member's personal circumstances.

Further discretions under the LGPS Regulations 1997 and the LGPS Benefits Regulations 2007

There are also two other discretions for employers but these relate specifically to members who left before 1 April 2014.

Whilst the LGPS Regulations 2013 repeals the LGPS Regulations 1997 and the LGPS Benefits Regulations 2007 (in so far as they had not already been repealed), Regulation 3(1) of the LGPS (Transitional Provisions, Savings and Amendment) Regulations 2014 allows for the LGPS Regulations 1997 and the LGPS Benefits Regulations 2007 to still have effect in so far as they relate to certain member benefits before 1 April 2014. As such, the other discretions still available for certain members only, are as follows:

- 1. Early Payment of Deferred Pensions for members who left before 1st April 2014 – Regulation 2 of the LGPS (Transitional Provisions, Savings and Amendment) Regulations 2014, Regulation 30(2) and 30(5) of the LGPS Benefits Regulations 2007 & Regulation 31(2) and Regulation 31(5) of the LGPS Regulations 1997**

Note: This Regulation allows employers to allow members who left the scheme before 1 April 2014 and who are over the age of 55 to take their benefits early. Under Regulation 30(5) employers can waive any reduction to benefits paid under that Regulation on compassionate grounds. Additionally under Regulation 2 (1(2)) employers may elect to 'switch on' the 85 year rule where a member has taken voluntarily early payment of deferred benefits from age 55.

The employer, will consider applications made under this Regulation having regard to the particular circumstances surrounding each case. Decisions will be made on the merits of each case having particular regard to:

- **the employer's** ability to meet the cost of granting such a request
- the member's personal circumstances

Applications for the payment of unreduced benefits on the grounds of compassion will be granted if:

- in **the employer's** sole opinion, the special extenuating circumstances surrounding the application, along with the supporting evidence provided justify approval and
- **the employer** can meet the cost of granting such a request.

N.B. Deferred members who left the Scheme before 1 April 2008 can still make application for the early payment of their deferred benefits after age 50 under LGPS rules. However, under HMRC rules such payments would be classed as 'un-authorised' and would be subject to a punitive tax charge.

2. Early Payment of Deferred Pensions for members who left before 1st April 2014 and have ceased to be entitled to a tier 3 ill benefit - Regulation 2 of the LGPS (Transitional Provisions, Savings and Amendment) Regulations 2014, Regulation 30A(3) and 30A(5) of the LGPS Benefits Regulations 2007.

These regulations allow employers to permit members who have ceased to be entitled to a tier 3 ill health benefit and who are over the age of 55 to take their benefits early. Under sub paragraph 5 of Regulation 30A employers can waive any reduction to benefits paid under that Regulation on compassionate grounds. Alternatively under Regulation 2 (1(2)), employers may elect to 'switch on' the 85 year rule where voluntary early payment of suspended tier 3 ill health pension is taken.

The employer, will consider applications made under this Regulation having regard to the particular circumstances surrounding each case. Decisions will be made on the merits of each case having particular regard to:

- the employer's ability to meet the cost of granting such a request
- the member's personal circumstances

Applications for the payment of unreduced benefits on the grounds of compassion will be granted if:

- in **the employer's** sole opinion, the special extenuating circumstances surrounding the application, along with the supporting evidence provided justify approval and
- **the employer** can meet the cost of granting such a request.

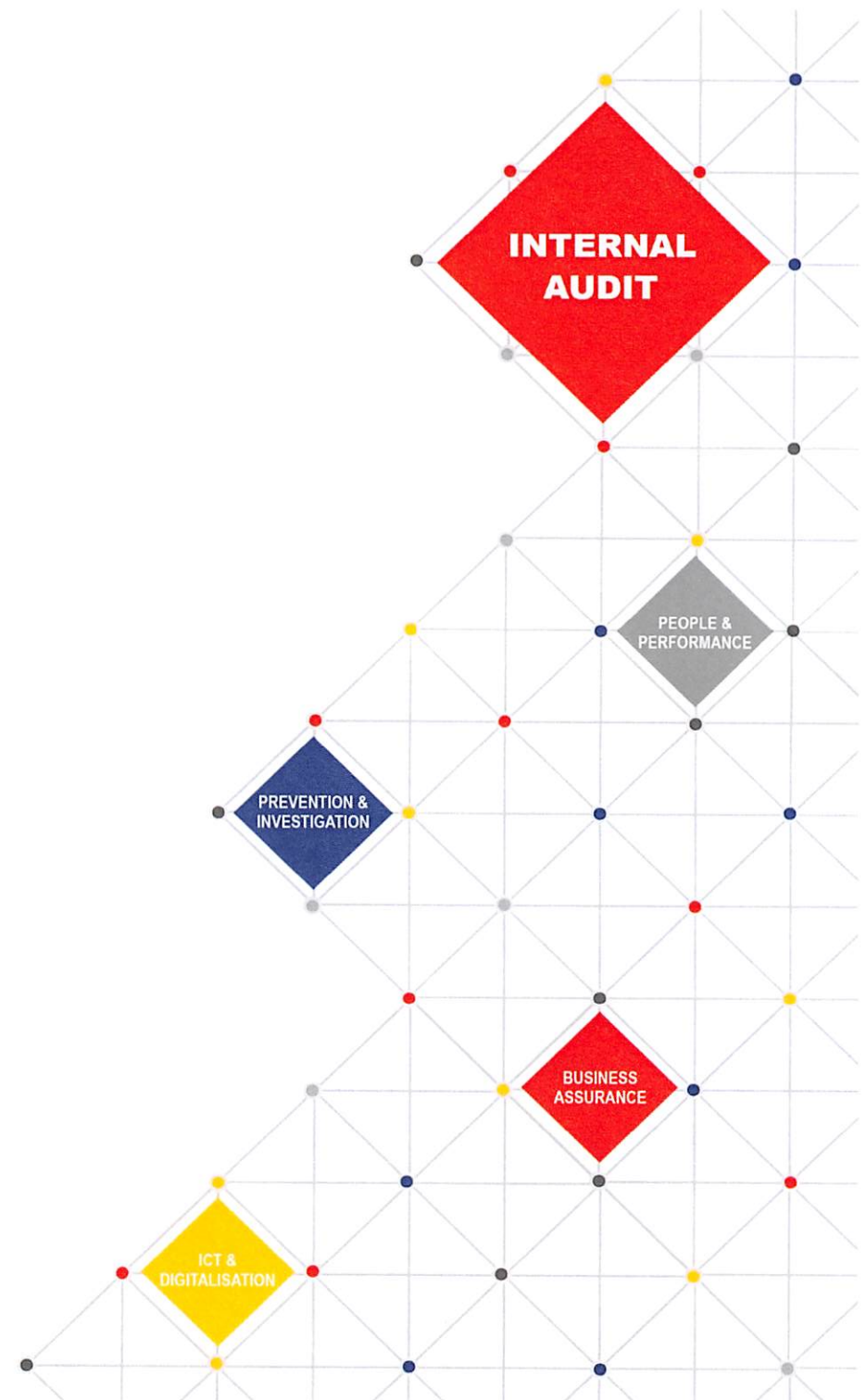
Black Sluice Internal Drainage Board

Assurance Review of Governance, Risk and Control

March 2019

FINAL

2018/19



Executive Summary

OVERALL ASSURANCE ASSESSMENT



OVERALL CONCLUSION

Overall the Black Sluice Internal Drainage Board has good systems in place and the governance, risk and control framework is working well.

- All matters arising from the previous internal audit report in 2017/18 have been satisfactorily resolved.
- The Procurement Policy needs to be revised to clarify situations when less than three quotations are received or the lowest quote is not accepted for goods and services that exceed £10,000.

SCOPE

The audit review covered the following key areas as described in the Practitioners Guide for Smaller Authorities:

- Governance;
- Risk Management;
- Accounting Records;
- Expenditure;
- Budget;
- Income;
- Petty Cash;
- Payroll;
- Assets;
- Bank;
- Accounting Systems.

ACTION POINTS



Management Action Plan - Priority 1, 2 and 3 Recommendations

Rec.	Risk Area	Finding	Recommendation	Priority	Management Comments	Implementation Timetable (dd/mm/yy)	Responsible Officer (Job Title)
1	Directed	Section 4.1 of the Procurement Policy is a little vague in relation to accountability and governance. The wording of the policy should be updated to reflect that three quotations should be obtained and the lowest bona fide quotation should be accepted and that, should less than three quotations be obtained or other than the lowest is to be accepted, then the matter should be referred to the Board or to the Chairman or Vice-Chair to authorise the purchase.	Section 4.1 of the Procurement Policy be updated to clarify the procedure when either fewer than three quotations are received or other than the lowest quotation is to be accepted.	3	<i>The Audit and Risk committee will review the amended Procurement Policy on 01 May 2019.</i>	01/05/19	Finance Manager

PRIORITY GRADINGS

1 URGENT Fundamental control issue on which action should be taken immediately.

2 IMPORTANT Control issue on which action should be taken at the earliest opportunity.

3 ROUTINE Control issue on which action should be taken.

Operational Effectiveness Matters

Ref	Risk Area	Item	Management Comments
No Operational Effectiveness Matters were identified.			

ADVISORY NOTE

Operational Effectiveness Matters need to be considered as part of management review of procedures.

Detailed Findings

Introduction

1. This review was carried out in March 2019 as part of the planned internal audit work for 2018/19. Based on the work carried out an overall assessment of the overall adequacy of the arrangements to mitigate the key control risk areas is provided in the Executive Summary.

Background

2. The Black Sluice Internal Drainage board is an authority set up to control water levels and reduce the risk of flooding within the Board's area. It operates 34 pumping stations and maintains 500 miles of watercourses within its area and has a policy of undertaking this work with regard to protecting and enhancing the environmental features in these watercourses.

Materiality

3. The annual turnover for the Black Sluice Internal Drainage Board is some £2.4 million. Black Sluice Internal Drainage Board requires an annual internal audit in accordance with Governance and Accountability for Smaller Authorities in England Practitioners Guide.

Key Findings & Action Points

4. The key control and operational practice findings that need to be addressed in order to strengthen the control environment are set out in the Management and Operational Effectiveness Action Plans. Recommendations for improvements should be assessed for their full impact before they are implemented.

Scope and Limitations of the Review

5. The audit review covered the following key areas as described in the Practitioners Guide for Smaller Authorities:
 - Governance;
 - Risk Management;
 - Accounting Records;
 - Expenditure;
 - Budget;
 - Income;
 - Petty Cash;
 - Payroll;
 - Assets;
 - Banks;
 - Accounting Systems.
6. The definition of the type of review, the limitations and the responsibilities of management in regard to this review are set out in the Annual Internal Audit Plan.

Disclaimer

7. The matters raised in this report are only those that came to the attention of the auditor during the course of the internal audit review and are not necessarily a comprehensive statement of all the weaknesses that exist or all the improvements that might be made. This report has been prepared solely for management's use and must not be recited or referred to in whole or in part to third parties without our prior written consent. No responsibility to any third party is accepted as the report has not been prepared, and is not intended, for any other purpose. TIAA neither owes nor accepts any duty of care to any other party who may receive this report and specifically disclaims any liability for loss, damage or expense of whatsoever nature, which is caused by their reliance on our report.

Risk Area Assurance Assessments

8. The definitions of the assurance assessments are:

Substantial Assurance	There is a robust system of internal controls operating effectively to ensure that risks are managed and process objectives achieved.
Reasonable Assurance	The system of internal controls is generally adequate and operating effectively but some improvements are required to ensure that risks are managed and process objectives achieved.
Limited Assurance	The system of internal controls is generally inadequate or not operating effectively and significant improvements are required to ensure that risks are managed and process objectives achieved.
No Assurance	There is a fundamental breakdown or absence of core internal controls requiring immediate action.

Acknowledgement

9. We would like to thank staff for their co-operation and assistance during the course of our work.

Release of Report

10. The table below sets out the history of this report.

Date draft report issued:	20 th March 2019
Date management responses received:	20 th March 2019
Date final report issued:	25 th March 2019

11. The following matters were identified in reviewing the Key Risk Control Objective:

Directed Risk: Failure to direct the process through approved policy & procedures.

Previous Internal audit outcomes 2017/18

11.1 The last internal audit was concluded on 15th February 2018 and the following recommendations made:

Recommendation 1: *To comply with Financial Regulation 5.5, a report on the level of drainage rates collected be included on the agenda for each Board meeting.*

This is now occurring and a summary report on drainage rates goes initially to the Executive Team every month prior to the Board

Recommendation 2: *A procedure for disposing of surplus equipment to staff be developed and included within Financial Regulations.*

This has now been included within Financial Regulations at section 7.5.

Policy and Procedures

11.2 In the Procurement Policy, it was noted that Section 4.1 for items to be purchased with a value greater than £10,000 was a little vague in relation to accountability and governance. The reference to 'in most cases three quotations will be obtained or the proposed purchase will be approved by the Board' could be open to interpretation and does not provide for which quotation may be accepted. For instance, three quotations could be obtained and the highest one accepted which might not be what the Board Members would have expected or sanctioned in approving this policy and the original budgeted expenditure.

11.3 The wording of Section 4.1 of the Procurement Policy should be amended to reflect that three quotations should be obtained and the lowest bona fide quotation should be accepted. Should less than three quotations be obtained or other than the lowest is to be accepted then the matter should be referred to the Board or to the Chair or Vice-Chair to authorise the purchase.

Recommendation: 1

Priority: 3

Section 4.1 of the Procurement Policy be updated to clarify the procedure when either fewer than three quotations are received or other than the lowest quotation is to be accepted.

Board and Committees

11.4 The Boards agenda and minutes were reviewed for two consecutive meetings of the Board and found to be in order. These were found to be comprehensive and clear with detailed minutes being taken. They represented a good example of what should be reported to the Board and their content demonstrated that financial procedures were in order and that good governance was apparent.

11.5 The agendas and minutes of the Executive and Northern Works Committees were reviewed and found to be in order. These were found to be comprehensive and clear with detailed minutes being taken. They represented a good example of what should be reported to a Committee and their content demonstrated that financial procedures were in order and that good governance was apparent.

Risk Management/Register

- 11.6 The Risk Management Strategy was last reviewed and approved by the Board at its meeting on 30th May 2018.
- 11.7 From the risk register, the risk of 'Pumps Failing to Operate' was selected to assess the effectiveness of the controls to mitigate the risk. It was confirmed that an appropriate maintenance and repair programme was in place and pumps would be subject to a maintenance programme based upon type and use of the pumps. In addition, should a pump fail when required, arrangements were in place with local farmers for them to use their tractors to drive the pumps. The Board also had acquired a Unimog (a four-wheel drive all-purpose vehicle – a cross between a tractor and a small lorry) which amongst its other functions was equipped to drive the pumps. The Unimog and its driver would test the functionality of this at the various pumps from time to time to make sure should the need arise that they were knowledgeable of the procedure involved. All testing and the maintenance and repair programme was recorded for future reference/programming.

Compliance Risk: Failure to comply with approved policy and procedure leads to potential losses.

Accounting System

- 11.8 "Opera" is the main accounting package for the IDB.
- 11.9 The accounting package is well established and works well for the Board providing management and Board members with up to date accounting information.

Accounts Payable

- 11.10 A sense check was carried out on all creditor payments from 4th April 2018 to 7th March 2019. All payments looked reasonable and the payments related to the activities of a drainage board. Five creditor payments were selected for a more detailed review.
- 11.11 One of the creditor payments reviewed flowed from an order to Dredge 10,700 cubic metres of the Extended Forty Foot Drain Channel. This invoice was for Demurrage costs due to a late completion of the project. The original award of contract was not to the lowest tenderer who had quoted on the basis of a longer period on site. This also ties in with Recommendation 1 above to amend the Procurement Policy.

Purchase Order

- 11.12 The Purchase Order system was reviewed and it was confirmed that where appropriate to use the Purchase Order system, goods received had been confirmed and invoices had been matched back to the purchase order.

Budgeting

- 11.13 There is a good system of budgeting in place and, for 2018/19, it was noted that both income and expenditure were favourable to budget and this was likely to give rise to a substantial underspend at year-end which would increase reserves. The reserves policy in Financial Regulations 10.1 (a) is "to continue to reduce the Board's general reserves, with the target of 20% of annual expenditure."
- 11.14 Management Accounts are produced every month which show the actual income/spend against the budget and the variance. It also shows the year-to-date figures. The management accounts are reviewed by the Management Team monthly and by the Executive Committee and Board at each meeting.

Rating

- 11.15 The drainage rate and levies were reviewed and found to be in order. It was noted the low level of drainage rate income that remains uncollected had increased slightly from 2017/18 which at less than 0.1% was always going to be challenging to maintain. For 2018/19 approximately 98.6% of drainage rates had been collected.

Reserves and Future Forecasting

- 11.16 Estimated reserves for 2018/19 are in excess of £1 million. The policy is for reserves to be at around 20% of expenditure. A reserves policy has now been included within Financial Regulations.
- 11.17 Future years' forecasting over a ten-year period is to reduce reserves year-on-year down to around 20% of expenditure by 2028/29. The unexpected surplus which will arise in 2018/19 will require a revision to the 10 year forecast to achieve the planned outcome for reserves held in 2028/29.

Accounts Receivable

- 11.18 Miscellaneous accounts are issued as required to identify income due to the IDB. A collection procedure for this income is now identified within Financial Regulations Section 5.
- 11.19 Debt collection procedures for the Drainage Rate is clearly defined and flows from the date the invoices are sent out (usually April) with court action being instigated normally around September each year for non-payment. Outstanding drainage rates were slightly higher for 2018/19 than the previous year. Action was being taken to progress two aged debtors, otherwise non-drainage rate debts were in order.

Write Offs

- 11.20 Write offs are presented to the Board and will inevitably be for drainage rates that cannot be collected.

Income

- 11.21 The majority of income is received via a bank transfer. Cash is normally retained and used as petty cash. Cheques are banked at the local Post Office as and when received. The recording and banking of income was working well

Petty Cash

- 11.22 Petty cash is maintained on a rolling basis with cash received added to the petty cash and cash payments made as required. The petty cash is reconciled monthly and signed off by the Finance Manager.
- 11.23 The petty cash was checked and verified to be correct. Receipts are given for cash received and receipts obtained for cash given out. VAT is accounted for as required.

Payroll

- 11.24 The payroll system is well established.
- 11.25 A sample of four employees was checked and it was confirmed that their pay data was in order.
- 11.26 Monthly payments are made in accordance with HMRC requirements. Receipts via the HMRC Gateway were confirmed.

Asset Register

- 11.27 The Asset Register is current and up-to-date. The register is comprehensive and includes all IDB assets e.g. Land, Buildings, Plant, Equipment and Pumping Stations.

Bank Reconciliations

- 11.28 Bank reconciliations have been regularly undertaken. A check on recent reconciliations confirmed they were all in balance and reconciled.

Accounting Statements

- 11.29 Accounting Statements are undertaken and these reconcile to the cash book.
- 11.30 Data feeding into the Accounting Statements was confirmed to be correct.

BLACK SLUICE INTERNAL DRAINAGE BOARD

BOARD MEETING - 26 JUNE 2019

AGENDA ITEM No 06(d)(xii)

INTERNAL DRAINAGE BOARDS - AUDIT PROGRAMME - 2019/20 AUDITS

- 1) Follow up of all and any recommendations from previous audit work.
- 2) For payroll this year I would like to validate that staff have been appropriately appointed and are on the correct salaries. I would plan to select a random sample of staff/operatives and review their HR records which should identify appointment, salary, terms and conditions etc.
- 3) To continue the discussion on risk management to enable Boards to focus on what are truly important risks for them to manage.
- 4) To verify (if time permits) the actual existence of a sample of assets held. I have not done this yet and would like to select a sample of key assets and to physically inspect them.

As with previous years I will need to undertake sufficient work around governance, risk and controls to enable me to complete the AGAR. My audit for 2019/20 will therefore include sufficient audit testing and review to enable the small authorities return to be completed as detailed below.

Directed Risks

Governance

- 1) Review Constitution, Standing Orders, Financial Regulations, Award of Contracts and other procedures
- 2) Review Board agendas and minutes for the year
- 3) Review any Committee agendas and minutes for the year

Risk Management

- 1) Review risk management policy and procedures
- 2) Review risk register
- 3) Review process and procedures for how risk is managed on a day by day basis
- 4) Review key objectives for the IDB and the risks associated with achieving these objectives
- 5) Review the controls in place to mitigate these risks and see how effective they are

Operational Risks

Accounting Records

- 1) Review the accounting records for the IDB
- 2) Are these up to date and in balance

Expenditure

- 1) Review accounts payable (creditors)
- 2) Test a sample of payments made to verify they have been correctly paid. Check if possible the receipt of the goods. Check accuracy, procedures (purchase order system) and approval process – was this in accordance with Financial Regulations.
- 3) Check treatment of VAT

Budget

- 1) Review the budgetary arrangements.
- 2) Review the precept of rates
- 3) Review how the budget is monitored
- 4) Review reserves and the policy for these

Income

- 1) Review accounts receivable (debtors)
- 2) Review debt collection procedures
- 3) Review any write off arrangements
- 4) Review recording and banking of income
- 5) Test a sample of payments received to verify they have been correctly dealt with.
Check accuracy and procedures – was this in accordance with Financial Regulations
- 6) Check treatment of VAT

Petty Cash

- 1) Check the Petty Cash arrangements where held
- 2) Verify Petty cash is in balance, test a sample of transactions for relevance and accuracy and that a valid receipt is present.
- 3) Check treatment of VAT

Payroll

- 1) Review the payroll system
- 2) Test a sample of employees for accuracy of pay and **treatment of variations** including Tax and NI
- 3) Verify PAYE and NI requirements have been met

Asset Register

- 1) Verify the asset register is complete and up to date.
- 2) Verify where possible the asset and investment exists

Bank

- 1) Verify and confirm bank reconciliations have been regularly undertaken.
- 2) Confirm end of year bank reconciliation

Accounting Statements

- 1) Verify accounting statements have been undertaken and reconciled to the cash book
- 2) Review and verify the audit trail of sums feeding into the accounting statements

In addition, my themes are:

- 1) To deep dive into staff to make sure they are paid in accordance with the approved policies
- 2) To continue discussions into risk management
- 3) To physically identify a select sample of assets to verify their existence and condition.

I am also keen as always to pick up on any matter that Ian or Daniel may want to be reviewed or any matter arising from a Board member.

Chris Harris
Audit Director
TIAA Ltd

BLACK SLUICE INTERNAL DRAINAGE BOARD

MINUTES

of the proceedings of a meeting of the Environment Committee

held at the offices of the Board on
15th May 2019 at 2:05pm

Members

Chairman - * Mr P Holmes

Mr W Ash	Mr J Atkinson
* Mr V Barker	* Mr K C Casswell
* Mr R Leggott	* Mr P Robinson
Cllr C Rylott	Mr R Welberry
* Mr J R Wray	

* Member Present

In attendance: Mr I Warsap (Chief Executive)
Mr P Nicholson (Operations Manager)
Mr C Duku (GIS & Environmental Technician)
Ms T Smalley (Lincolnshire Wildlife Trust)
Ms S Baker (Greater Lincolnshire Nature Partnership)
Mr I Nixon (Inspired Ecology)
Mr A Scurrah-Price (Inspired Ecology)

The Chairman welcomed Ms T Smalley, Ms S Baker, Mr I Nixon, Mr A Scurrah-Price and Mr C Duku.

1434 **APOLOGIES FOR ABSENCE - Agenda Item 1**

Apologies were received from Mr W Ash, Mr R Welberry and Mr J Atkinson.

1435 **DECLARATIONS OF INTEREST - Agenda Item 2**

There were no declarations of interest.

1436 **MINUTES OF THE ENVIRONMENT COMMITTEE MEETING - Agenda Item 3**

The Minutes of the last meeting of the Environment Committee held on the 27th June 2019, copies of which had been circulated, were considered. It was AGREED that they should be signed as a true record with the following amendment:

- Minute 1309 (a) – ‘intension’ should be ‘intention’ as follows:
‘The Chief Executive reported that because of the Lincolnshire Wildlife Trust *intention* to purchase...’

1437 MATTERS ARISING - Agenda Item 4

(a) WILDFLOWER ON THE RISEGATE BANK - Minute 1311(kk)

Mr V Barker noted that the Board felt they had not been successful with the seeding, but he has recently noted various blocks of wild flower on the north side as planned, progress has been made. The Chief Executive and Operations Manager explained that they will monitor it over the growing season and determine what future course of action to take.

He further noted, in reference to the RiseGate bank, that Leslie Heckton is no longer in a position to be able to maintain the area for them, and so Mr V Barker felt it should be maintained by the Board. A letter of best wishes will be sent from the Board.

(b) INVASIVE SPECIES - Minute 1311 (j)

Mr R Leggott suggested the encouragement of planting of wild flowers to try and compete with the 'yellow flower'. The Chairman felt that the yellow flower is too dominant at the moment and so the invasive species of yellow flower needs to be controlled first.

1438 TO REVIEW THE ENVIRONMENT COMMITTEE TERMS OF REFERENCE - Agenda Item 5

The Chairman presented the Environment Committee Terms of Reference, with the only one amendment, inviting opinions of the committee.

All AGREED that the Environment Committee Terms of Reference be recommended to the Board for approval.

1439 TO RECEIVE A REPORT ON ENVIRONMENTAL WORK COMPLETED IN 2018/19 AND RECOMMENDATIONS FOR PROPOSED WORKS FOR 2019/20 - Agenda Item 6

The Chief Executive presented this agenda item.

Completed Works 2018/19

(a) Owl Boxes

Photos of the owl boxes were presented on screen, whilst it was also noted that kestrels are also able to nest in this type of box. He further noted that the Board has been approached by the BBC regarding the possibility of covert filming of the barn owls and kestrels nesting at Holland Fen.

(b) Early Flailing Works

Opinions and questions were invited.

(c) Water Vole Monitoring Surveys

Opinions and questions were invited. This will be further introduced at agenda item 11.

(d) Control of Mink

Opinions and questions were invited. This will be further introduced at agenda item 10.

(e) Environmental surveys of larger hedge rows in our bushing programme

Opinions and questions were invited.

(f) South Forty Foot Drain Environmental Works associated with the de-silting works

The Chief Executive explained that works have been completed up to the A52 and the order for the recommencement of de-bushing works for the following 3km north of the A52 has been received. This work should commence approximately October 2019.

(g) RSPB Water Abstraction for Frampton Marsh

Opinions and questions were invited.

(h) Big Boston Clean Up

The Chief Executive noted that the workforce is involved with this.

(i) Operation Fly Swat

It was noted that the Board is a partner within the Operation Fly Swat Team.

The Chief Executive further noted that the Lincolnshire Police Crime Commissioner has acknowledged this and has suggested that law could state that fly tipping offenders should receive penalty points on the associated driving licence.

(j) Invasive Species

The Chief Executive re-introduced the topic of 'yellow flower' and displayed photos of it taken only the day prior to the meeting, showing that there is no correlation as to where it grows.

He explained that Mr J Atkinson has asked for the following to be introduced, Mr J Atkinson has been doing his own trials around the eradication of yellow flower for the past three years. He has flailed annually during May whilst it is in flower and it has completely eradicated the problem whilst also allowing the natural vegetation to grow.

The Chief Executive noted that the growth of natural vegetation on the banks is of importance to the Board because once the yellow flower has died off, it leaves no other vegetation, reducing the banks stability and increasing the chance of bank slips.

Mr J Atkinson, through the Chief Executive, also wanted to report that he has trialled some more areas where he has only cut once during the previous May, which has removed 95% of the yellow flower.

The Operations Manager explained that he has been in contact with the Environment Agency and has received a reluctant response for the Board to do any work towards the control of the flower on their South Forty Foot Banks. He noted that once an agreement is in place, the South Forty Foot can be used as a trial area, however, it will not be in place in time for trials this year.

Three control sites have already been identified, one of those being Dunsby Fen. The control is looking to be completed next week. The control will involve one cut annually in May for three years and monitoring what benefits or affects this has. Dependent on the results of the trial areas will depend on the method taken going forward.

Mr P Robinson noted that it seems to have been successful near the cricket ground on the North Forty Foot. He felt that the emphasis needs to be around cutting at the correct time of year before it seeds.

The Chairman acknowledged that previously he had dismissed this problem as being an issue in areas where rape was being grown. However, he now recognises that it is a catchment wide problem that needs addressing.

Mr R Leggott questioned if a corresponding survey of damage to wildlife due to the cut had been completed? It was noted that it is not a natural nesting site for birds anyway, with Mr I Nixon clarifying that the earlier the cut is completed the better. It was clarified that a walkover survey by the machine operator will be completed before any flailing is completed.

Mr K Casswell raised his concern that if the trials are successful, then the Board will have many km of bank to cut at that time of year, questioning if that will be the only cut the bank will have? It was discussed that the drains would be prioritised.

Mr I Nixon questioned whether any other drainage boards in the area were addressing the issue of yellow flower? The Operations Manager made reference to a report completed by Lindsey Marsh in 2016 following an eight-year trial. Mechanical cutting and spraying were investigated, with variable results and no additional work being carried out.

(k) Bat Boxes and Surveys

Opinions and questions were invited.

(l) Environmental Scheme - Eel Passability at Boards 'Category A' Pumping Stations

Opinions and questions were invited.

(m) Environmental Scheme - Bird Survey

Opinions and questions were invited. This will be further introduced at agenda item 12.

(n) Grass Snake Nesting Sites

Photos of grass snake nesting boxes, erected in winter 2018 were displayed on screen. Reference was made to the photo on the front cover of the agenda, it being noted that that snake was just outside the catchment.

(o) Wild Flower Meadow

The Chief Executive made reference to the piece of land owned by the Board alongside the North Forty Foot at Cooks Lock, which is a wildflower meadow during the summer, displaying photos on screen.

Ms T Smalley suggested the consideration of having it surveyed to see if it meets local wildlife site status.

(p) Bug Hotel

Photos of the two bug hotels constructed at the site of the office were displayed on screen.

(q) Badger Setts

The Chief Executive noted that the workforce continually obtains the relevant licenses within Natural England. He further noted a situation last year in which the police attended a site where the Board were working alongside badger setts and everything was in accordance with how it should be. The Board use straw filled bags pushed down the sett holes, carry out the operational work, and then remove the bags.

Ms T Smalley noted that the Environment Agency are trialling piling around the setts.

(r) Pollution Incidents

The Chief Executive displayed photos on screen of an incident whereby a lorry, full of chemicals, had run off the road into a dyke within the Board's catchment. The pollution was reported to the Environment Agency and the Board's machinery and personnel assisted at the site.

(s) Eel Passage Research

Opinions and questions were invited.

(t) Greater Lincolnshire Nature Partnership (GLNP)

This will be further introduced at agenda item 10.

Proposed Works and Environmental Involvement in 2019/20

(u) Bourne North Fen (Tongue End) Ponds

It was noted that there are no costs associated with this for this year.

(v) Water Vole Surveys

Opinions and questions were invited. This will be further introduced at agenda item 11.

(w) Winter Bushing and Cleansing

There is a small budget required for this for the likes of damming and the removal of fish.

(x) Summer Cutting and Vegetation Clearance

It was noted that where birds' nests are found, five metres either side of the nest will be left un-cut to reduce disturbance.

(y) Owl Boxes

Opinions and questions were invited.

(z) Recording by Machine Drivers

Opinions and questions were invited.

(aa) High Profile Watercourse Assets

Opinions and questions were invited.

(bb) Water Levels

The main river water levels are not controlled by the Board.

(cc) Invasive Non-Native Species (INNS)

This is a small budget for the implementation of identification training for employees.

(dd) Fens for the Future / South Lincolnshire Fenlands Partnership

Ms T Smalley explained that Fens for the Future covers the whole natural area of the fens which is a knowledge sharing partnership between those wanting to create natural habitat, compared to the South Lincolnshire Fenlands Partnership which focuses on a smaller area around Willow Tree Fen and Baston Fen to secure corridors for wildlife, working with the minerals industry and local community projects.

(ee) Operation Fly Swat Partner

It was noted that the cost of this has increased, however, it would cost the Board far more in fly tipping removal if we were not a partner.

It was established that this is with Boston Borough Council. Mr V Barker questioned the area that is covered by this scheme, he will make enquiries to find out.

(ff) Big Boston Clean up

Opinions and questions were invited.

(gg) Sand Martin Nesting Site

This work unfortunately did not get completed last year, so it is proposed to complete this year. Photos of example sand martin nesting sites were displayed on screen.

(hh) Grass Snake Nesting Sites

This budget is for two more grass snake nesting sites, made up from natural materials.

(ii) Wildflower Meadow

This budget is for the maintenance of the wildflower meadow.

(jj) Water Framework Directive (WFD)

It is of great importance to keep in line with WFD constraints and compliance.

(kk) The Wash and North Norfolk Marine Partnership (WNNMP)

The project manager will be leaving, but the programme will continue. The Lincolnshire Wildlife Trust also co-fund this.

(ll) Gulf Wedged Clam (Rangia)

The area around Swineshead Bridge is the only identified place in the UK that has this particular clam. The Board's concern is that if the pumps weren't running, then the clams could get inside the pump valves and cease them up.

(mm) Operation Galileo

Involvement with this will continue.

(nn) Greater Lincolnshire Nature Partnership (GLNP)

This will be further introduced at agenda item 10. The Lincolnshire Wildlife Fund also fund this.

(oo) Pollinators

Two of the Board's workforce attended training on pollinator's this year.

(pp) Changes to Eel Passage Regs Process (ChERP)

With having 34 pumping stations, this has quite a large impact on the Board.

(qq) Biodiversity Action Plan (BAP)

This is due for review this year, and Helen Scarborough will be employed to help with this.

The committee AGREED the budgetary figures included within the agenda report.

1440 TO RECEIVE A REPORT ON BARN OWL NESTING BOXES FOR 2018/19 - Agenda Item 7

The Chairman introduced this agenda item, noting that he has spoken to Mr A Ball prior to the meeting in order to get an up to date review. He explained that Lincolnshire has not had a very good year regarding the breeding of barn owls due to the lack of voles. It was clarified that barn owls eat short tail voles rather than water voles.

The Chairman also noted that he has expressed his concern for the number of jack-daws resident in the barn owl boxes, however, Mr A Ball explained to him that a healthy barn owl would remove them.

He further added that Mr A Ball wanted to pass on his thanks for the work the Board do for the barn owls.

1441 TO RECEIVE A REPORT ON THE 2018 BUTTERFLY RECORDS FROM WINDMILL LODGE BUTTERFLY CONSERVATION AND WILDLIFE AREA, AMBER HILL - Agenda Item 8

Opinions and questions were invited.

The Chairman noted that there is another butterfly conservation area within the catchment that he may approach for another report.

1442 TO RECEIVE A VERBAL PRESENTATION BY THE LINCOLNSHIRE WILDLIFE TRUST (LWT) - Agenda Item 9

Ms T Smalley, head of conservation at Lincolnshire Wildlife Trust (LWT) gave an informative presentation, explaining that the trust hosts the partnership and hold the funds. Through these partnerships, the trust has built up a relationship with Black Sluice IDB and the trust is also involved in the ADA Environment Committee.

The trust is also one of the key partners in the South Lincolnshire Water Partnership. As part of the partnership, it is hoped to influence Water Resource East (WRE), focusing on the water resource challenges in the east of England - by 2030, this area will not have enough water storage to meet public demand. It is therefore being investigated if South Lincolnshire can be one of the areas that delivers towards water storage.

Ms T Smalley referred to the 25-year environment plan issued by the government which, for the first time, has recognised that society is having a negative impact on the environment to the extent that it no longer refers to 'conserving and protecting' the environment, but instead refers to 'recovering' nature. She added that she feels it is not industries to blame, but it is society that has to make the choice to help the environment.

She commended drainage boards for all they are now doing to help the environment, with the Chief Executive noting that he feels they are moving in the right direction.

Mr R Leggott raised the point that he has served on the Board for many years and cannot remember there always being an environment committee or budget, demonstrating how approaches have changed over time.

1443 TO RECEIVE A VERBAL PRESENTATION BY THE GREATER LINCOLNSHIRE NATURE PARTNERSHIP (GLNP) - Agenda Item 10

Ms S Baker, Senior Policy Officer for the GLNP, explained that it is a partnership of 49 organisations who are interested in achieving more for nature. She gave an informative presentation based on three main factors; the pollinator project, local wildlife sites and water vole conservations.

Pollinator Project

A few years ago, GLNP received some funding from DEFRA to support wild pollinators on farmland. Over the last few years, the GLNP have been working with farms around this. This is now looking to be expanded further to other farms, with Ms S Baker noting that if any of the committee knows of anybody that would be interested in the catchment to let her know. It was clarified that there is no desired geographical location, with factors such as game cover enhancement and enhancement of existing features. The Chief Executive noted the Board's area in Bourne which is predominately reed and wet woodland could be of interest.

Local Wildlife Sites

There is already a strong established network in the catchment, however there are a lot of opportunities within the catchment. The Chief Executive noted that he was surprised at how many riparian and board-maintained watercourses were designated, that he was unaware of. Ms T Smalley added that a prioritised list of drains to be surveyed for local wildlife status will be produced.

Water Vole Conservations

Over the last couple of years, some of the IDBs had reported that they were recording fewer water voles and concerned about the number of mink. It is felt that a national strategy needs to be formed for the control of mink, however, Lincolnshire have been working on mink control for around 15 years.

Newer technology has been introduced to the monitoring of these species such as remote monitoring of traps, which potentially makes it more workable for individuals. The Operations Manager noted that this was a restriction that the Board encountered, regarding the cost and time involved in the workforce checking traps daily. Mr P Robinson noted that physical monitoring of mink traps can indeed disturb the animals and so remote monitoring may overcome this.

Ms S Baker added that if Lincolnshire trial this remote technology and strategically monitor these species then more accurate data and correlations can be identified. The areas for these pilot studies have yet to be identified, if anybody would like to suggest a particular area.

The Chief Executive noted an area in the northern part of the catchment where mink have been observed.

The Chairman questioned if the dry summer has effected the population of water voles? He noted a riparian drain on his farm, which always has water voles in it, it was dry for an extended period last year and there were no water voles seen. Mr I Nixon noted that water voles don't actually need to be within water, they will nest above ground. It was also clarified that the presence of otters tends to drive mink away.

1444 TO RECEIVE A VERBAL PRESENTATION BY INSPIRED ECOLOGY - Agenda Item 11

Mr I Nixon explained that the business 'Scarborough Nixon Associates' is no longer as Mr I Nixon's previous business partner, Ms H Scarborough, is no longer a part of it, hence the change to Inspired Ecology which consists of Mr I Nixon and Mr A Scurrah-Price.

Mr A Scurrah-Price gave an informative presentation on the general ecology, characteristics and statistical evidence of water voles. He also noted that just because trends show that numbers of water voles have decreased, that may not necessarily be the case, in light of false absences for instance. There are various indicators to suggest that there are water voles in the area. Mr A Scurrah-Price next explained to the committee the general ecology, characteristics and statistical evidence around otters. The Chief Executive noted that the Board have constructed an otter holt. He further referred to two otters that have recently been knocked down on the road at Holland Fen.

Mr V Barker left the meeting.

Mr I Nixon continued that he proposes completing some water vole surveys on the South Forty Foot Drain, concentrating on either side of the de-silting works. This will also give an idea of what effect the de-silting work is having on the water voles. Further work at Holland Fen was also proposed in addition to the continuation of water vole monitoring at Great Hale. Bat boxes could also be checked alongside the work.

The Chairman noted that Inspired Ecology are welcome to take a look at the watercourse he referred to earlier in reference to water voles.

1445 TO RECEIVE THE TONGUE END & WYBERTON MARSH 2019 BIRD SURVEY REPORTS - Agenda Item 12

Mr I Nixon gave a report on the bird surveys carried out at Tongue End and Wyberton Marsh.

Tongue End

He reported that nesting marsh harriers were found and that they raised at least one chick, two chicks is the 'normal' number of chicks for these birds. There were also other good sightings including a cuckoo and common terns. The common terns were feeding regularly, they will be nesting somewhere else, but not sure where. It was also clarified that they would nest on shingle rafts.

Wyberton Marsh

Mr I Nixon noted that Wyberton Marsh is a well varied habitat, however, there was nothing too startling found at the site.

The Chairman referred to the written report within the agenda, noting the frequent reference to agricultural practices on the decline in nesting birds, further noting that there is no reference to other influencing factors such as predators.

It was noted that Frampton Marsh is not that far from the site, with birds possibly being there that would previously have been found at Frampton Marsh.

Reference was made to a nesting kestrel, with Mr I Nixon explaining that if the surveyor doesn't physically see the kestrel then he can't say that there is one there.

The Chairman thanked Inspired Ecology for the work they carry out for the Board.

1446 TO RECEIVE AN UPDATE ON THE POSSIBLE INTRODUCTION OF CONSERVATION COVENANTS IN THE FORTHCOMING ENVIRONMENTAL BILL - Agenda Item 13

The Chief Executive presented this agenda item, explaining there will likely be somebody from Lincolnshire ADA Environment Committee attending.

1447 TO RECEIVE THE MINUTES FROM THE ADA LINCOLNSHIRE BRANCH ENVIRONMENT COMMITTEE: - Agenda Item 14

The Chief Executive noted that one of the Board's appointed members, Cllr P Skinner, has been elected the Lincolnshire ADA Environment Committee Chairman. He further noted whether he should therefore be involved in this committee? Further noting that a vacant position has become available due to the previous councillor not re-standing for election.

1448 ANY OTHER BUSINESS - Agenda Item 15

(a) BOSTON BELLE - 30 MAY 2019 - ANTONS GOWT PLANT COLLECTION

Ms T Smalley invited the committee on the Boston Belle on the 30th May 2019, free of charge. The trip is going upstream of Boston to carry out a plant collection at Antons Gowt as part of the lottery funded project with the Natural History museum. Please email Ms T Smalley should anybody wish to attend.

The Chairman thanked the guests for their attendance and contributions at the meeting.

There being no further business the meeting closed at 16:24.

BLACK SLUICE INTERNAL DRAINAGE BOARD

BOARD MEETING - 26 JUNE 2019

AGENDA ITEM 06(e)(i)

TERMS OF REFERENCE: ENVIRONMENT COMMITTEE

1. GENERAL

The Committee shall have TEN members who will be appointed by the Board, five members from each of the Works Committee.

The Membership shall include:

- Chairman of the Board
- Vice Chairman of the Board

The Committee Chairman shall be appointed by the **Committee** at the **triennial general meeting** meeting being the first meeting following an election.

2. MEETINGS OF THE COMMITTEE

The Committee shall meet at least once in every 12-month period and a quorum shall be five members.

No one other than the Committee members shall be entitled to attend Committee Meetings, but any other persons may attend meetings if invited by the Committee.

3. POWERS OF THE COMMITTEE

The Committee has the authority to utilise a budgetary amount as agreed by the Board at the beginning of each financial year on Environmental Projects and Works.

4. RESPONSIBILITIES OF THE COMMITTEE

The responsibilities of the Committee shall be:

1. To monitor the Board's performance in relation to the Lincolnshire Biodiversity Action Plan and Government's Environmental Targets.
2. To promote best practice through employee training and awareness.
3. To inform the public of the Board's commitment to Environmental issues.
4. To promote initiatives, within watercourses maintained by the Board under statutory powers, that result in a meaningful environmental gain.

BLACK SLUICE INTERNAL DRAINAGE BOARD

MINUTES

of the proceedings of a meeting of the Executive Committee

held at the Offices of the Board on
29th May 2019 at 2pm

Members

Chairman - * Mr K C Casswell

* Cllr P Bedford	* Mr 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)

1449 **APOLOGIES FOR ABSENCE - Agenda Item 1**

There were no apologies for absence.

1450 **DECLARATIONS OF INTEREST - Agenda Item 2**

Declarations of interest were received from Mr P Holmes regarding agenda item 13, the eight-year plant replacement budget, due to his purchase of a vehicle from the Board.

1451 **MINUTES OF THE LAST MEETING - Agenda Item 3**

Minutes of the last meeting held on 19th December 2018, copies of which had been circulated, were considered and it was AGREED that they should be signed as a true record.

1452 **CONFIDENTIAL MINUTES OF THE LAST MEETING - Agenda Item 4**

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.

1453 **MATTERS ARISING - Agenda Item 5**

(a) **EXPENDITURE - ADMINISTRATION & ESTABLISHMENT - Minute 1375**

The Finance Manager referred to the possible replacement of the current server in July 2019. The quotation has been received for £13,245.50, with no value in the current server. The budget for all of the IT and office equipment for this financial year is £15,000. The server is working at the moment, however, it is five years old and integral to all of the Board's work and is used 24 hours a day, 365 days a week.

The Finance Manager tries to change all of the IT equipment between four and five years of age. Opinions were invited as to whether to keep the current server for another year or replace in July 2019?

All AGREED to purchase the new server in July 2019, due to the importance of the server and the large implications if it were to stop working.

(b) WAGES ON-COST RESERVE - Minute 1375

The Finance Manager explained that 220% was the level that was previously agreed by the committee for the recharges in the budget, however at Period 11 it was agreed to increase this to 240% this year because all costs were not covered last year.

(c) CONTRIBUTION TO DAMAGE TO A CONCRETE FARM YARD AT CLAYDYKE, HOLLAND FEN - Minute 1377

The Chief Executive explained that the NFU have been 'mediators' in this situation and that he has contacted them to inform the landowner that at the next meeting of the Board they are prepared to offer £3000 as money rather than £3000 of concrete as previously offered subject to the receipt of confirmation in writing from the landowner to confirm he is happy with this, for it to then be included in the Board agenda. The Chief Executive is still awaiting a response, if there has been no response before the Board agenda is prepared then the offer will be withdrawn.

(d) DAMAGE CAUSED TO AN UNCONSENTED OBSTRUCTION AT ASGARBY BECK - Minute 1378

The Chairman thanked all those involved with this case.

Mr M Rollinson noted that the Farm Manager of the Thorpe & Asgarby Estate attended the irrigation and abstraction meeting, at which it was mentioned that the farm would have to replace all the posts put in last year with the newly agreed specification of post and that a compromise should be made.

The Chief Executive explained that he has spoken with the Farm Manager, and it has been agreed that the Board will supply the new specification of post free of charge to replace the posts currently in place.

It was further noted that the irrigation and abstraction meeting was a success with a positive approach. It being further added that it would be good to get some of the farmers who attended involved with the Works Committees. Mr M Rollinson noted that a few attendees may have been missed due to not being ratepayers, but still irrigating within the area.

Another irrigation and abstraction meeting will take place after the season to reflect and review. The Chief Executive will also be contacting all attendees in the future.

(e) UPGRADE ON DRAINAGE RATING SYSTEM (DRS) - Minute 1379(a)

The Finance Manager noted that this is still a work-in progress, with a few technical challenges being encountered. The GIS Technician is working on it and so will be operational as soon as possible.

(f) DAMAGE TO ROAD CAUSED BY BLACK SLUICE IDB MACHINES - Minute 1379(b)

Mr P Holmes noted that he attended the training meeting and it was a success.

(g) CONFIDENTIAL - WORKS & ENGINEERING MANAGER - Minute 1374(d)

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.

(h) CONFIDENTIAL - REVIEW SENIOR SALARIES - FINANCE MANAGER - Minute 1380

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.

1454 TO REVIEW THE EXECUTIVE COMMITTEE'S TERMS OF REFERENCE - Agenda Item 6

The Finance Manager explained that the Executive Committee have not got any agreed Terms of Reference and so those presented in the agenda are based on a draft copy found on file, with the red being changes and additions to that. Further noting that the first line of paragraph two will be taken out as it is a duplication.

Mr M Rollinson noted that he feels the committee currently works well, whilst Mr Brookes is the Chairman of the Audit & Risk Committee. However, if the Audit & Risk Chairman was an elected member, there would only be one member of the Executive Committee representing the special levy. It was felt that the Terms of Reference could be reviewed and be adapted if required.

The Chairman felt that paragraph four represented a good description of what the committee entails.

Mr P Holmes noted it should be 'triennial' and not 'tri-annual' general meeting.

All AGREED to recommend the Executive Committee's Terms of Reference to the Board for approval.

1455 CONFIDENTIAL - TO RECEIVE A REPORT ON THE FINANCE SUPERVISOR
- Agenda Item 7

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.

1456 TO RECEIVE THE 2018/19 ACCOUNTS - Agenda Item 8

The Finance Manager highlighted some key points:

Income

- 99.98% of drainage rates have been collected before the end of the year, with only £217.91 outstanding.
- Other income includes £59,309 from the Rationalising of the Main River Network (RMRN) which has gone into the general reserve.

Expenditure

- £56,000 of general culvert replacement wasn't spent
- £17,311 over spend on Donington North Ings Weedscreen Cleaner

Overall, there is an additional £128,816 to the General Reserve than originally in the budget so a positive outcome for the Board.

(a) PERIOD 12 MANAGEMENT ACCOUNTS

The Finance Manager invited questions.

(b) DRAFT 2018/19 UNAUDITED FINANCIAL STATEMENTS

The Finance Manager referred to page eight and the item in red, under the Statement of Accounting Policies.

The original pumping stations valuations were conducted in 2009 to be reviewed after ten years. Therefore, they are due for review this year. The Finance Manager doesn't believe there is any value, for the purpose of the unaudited accounts, in obtaining a market value for pumping stations, which don't really have a market value anyway.

All AGREED to retain the pumping stations market values at their current value.

(c) ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN - YEAR ENDED
21 MARCH 2019

The Finance Manager invited questions.

1457 TO RECEIVE THE 2018/19 INTERNAL AUDIT REPORT - Agenda Item 9

Mr M Brookes, Chairman on the Audit & Risk Committee, presented this item explaining that the Internal Auditor was present at the Audit & Risk meeting. He noted that the Board achieved substantial assurance, with only one routine recommendation regarding the procurement policy.

The policy was reviewed at the meeting and so will be presented to the Board for approval. He thanked all those involved in achieving substantial assurance. The Chairman seconded that.

1458 TO REVIEW AND APPROVE ACCOUNTS OF BOURNE FEN FARM - Agenda Item 10

The Finance Manager noted that there is an additional £2000 investment shown, but also £2,000 of additional charges. This is due to the change in structure, as agreed. Looking at the surplus, the Board is in a better position at the same time last year, with an additional £150 surplus. From a valuation perspective, the fund has increased from £246,000 to £255,000.

1459 TO RECEIVE A REPORT ON FINANCE & RATING - Agenda Item 11

The Chief Executive explained that the Board, in line with the Land Drainage Act, charge drainage rates on any piece of land over 0.5 acres. It is now being questioned if parcels of non-agricultural land over 0.5 acres should still pay drainage rates? The Chief Executive referred to the case study of a large garden.

Cllr P Bedford felt that the landowner should be asked if they have applied for planning permission to change the land from an agricultural field to domestic. Mr M Rollinson felt that if the landowner has applied for the change then drainage rates shouldn't be applied.

Mr J Fowler questioned whether the figure of 0.5 acres is stipulated within the Land Drainage Act? It isn't, it is just the figure used collectively by Drainage Board's.

Mr J Fowler further added that individuals could declare their numerous acres of paddock as a 'garden' and therefore not pay drainage rates, however, generally the value of a paddock is not included in the council tax band. He continued that he felt an acreage limit should be set, as it is currently as 0.5 acres. Over 0.5 acres is more likely to use the drainage system and therefore requires covering by the drainage rate.

Mr M Brookes noted that if it has been a garden for a long period of time then a certificate of lawfulness could be applied for.

All AGREED to continue with the current system of applying drainage rates to parcels of land over 0.5 acres.

1460 TO CONSIDER PERIOD ONE MANAGEMENT ACCOUNTS - Agenda Item 12

The Finance Manager highlighted the following points:

- Collected £168,000 more of drainage rates than we had at Period One last year, partially due to going out a week earlier. This is 41.53% collected in just one month.
- Income and expenditure now includes the rechargeable income and rechargeable expenditure. There is a change in the policy which will be recommended to the Board from the Audit and Risk Committee regarding rechargeable income and PSCA woks – invoicing will be carried out on a monthly basis rather than twice a year.

- There is an expected overspend of C£6000 on the Malting Lane, Donington Flood Defence Grant in Aid Scheme. Currently, it is not known if any contingencies can be claimed for it; the Operations Manager is going to look into it.
- Screddington Bank Scheme – this work is now completed at around £15,000 this financial year. Circular timber piles have been driven in, but as one section has been completed it has been realised that more sections further along also required completing. Therefore, the works have been carried out whilst on site.

Mr M Rollinson made reference to electricity. The Finance Manager noted that there is £46,000 more spent in the last twelve months than the previous twelve months. The Board is on an annual contract through Woldmarsh, with no huge increases. Mr M Rollinson noted his concern about the cost if a drastically wet period occurs. The Chief Executive added that lower and higher cut off levels have been adopted and so the pumps are actually running less and less, pump hours were presented on screen. It was noted that this is what the reserves are for.

1461 TO CONSIDER THE EIGHT-YEAR PLANT REPLACEMENT BUDGET - Agenda Item 13

The Chief Executive directed the committee to the following extract from the unaudited financial statements – *'The Plant Fund generates income internally throughout the year from all works carried out using the Board's plant.'* He further made reference to the 2018/19 accounts, highlighting that the plant reserve has recovered to a positive figure of £29,922 in comparison to a forecast of a deficit £59,653.

The Chief Executive has made some proposed changes in light of this as follows:

- Unimog – was due for replacement in 2020/21 with a net exchange of £90,000. The Chief Executive has increased this to £100,000 to ensure all costs are covered.
- Low Loader Trailer – was due for replacement in 2022/23 for £13,000. Having discussed with the operations team, they believe it would be best to change the low loader at the time the unimog is changed to ensure the correct linkage. This has therefore been brought forward to 2020/21 and been increased to £18,000. Mr P Holmes questioned why the increase is required? The Chief Executive noted that it is due to the unknown of what machine will be purchased, i.e. Fastrac, and the compatibility of a low loader.
- JCB 160 – it was previously reported that a cost to purchase a replacement was an exchange of £76,000. The machine is being used as little as possible due to its condition. Due to the previous successful use of a smaller machine and the increased PSCA works that the Hitachi competes, it has been investigated whether a machine of 160 size with a telescopic arm is actually required. It is believed it is not necessary, and therefore a 145 standard track set up with a 13 tonne machine and two static arms has been opted for. However, it is more costly and therefore the net exchange would be £110,000 rather than the original budgeted £76,000.
- Vauxhall Van (fitter) – the Board has purchased a new van and instead of a £14,000 exchange, it is £12,845.

- Pick-up (Works Manager) – this is a new addition to the plant budget, as the previous Works Manager provided his own vehicle and so provision hadn't been made for this.

The Chief Executive noted that, as in the Committee's Terms of Reference, the committee can only make decisions on values up to £25,000. However, the JCB 160 replacement is an ask of £31,850. If this is not approved now and waits for the next Board meeting on 26th June 2019, then the machine will not be with the Board in time for the next cutting season. The Chairman would therefore have to sanction the decision if the committee approve of it. The Chairman felt it would be unwise to wait another month when the machine is required for the next season.

Mr P Holmes questioned the suitability of the replacement of the Unimog with a Fastrac, noting that a normal agricultural tractor may also be suitable. It will continue to be reviewed and decide what machine will be best and fit for purpose.

Mr M Rollinson made reference to ad-blue, questioning if there is an ad-blue tank as well as a diesel tank on the Unimog? There is on the Unimog, as well as at the depot.

All AGREED that it is not financially prudent to wait for approval of the plant account at the Board meeting as the JCB 145 would not be with the Board in time for the new season. Due to the limit of £25,000 for the Executive Committee, the Chairman approved this decision, with it also possibly being classed as an emergency due to the current machine not being fit for purpose.

Discussion took place around whether the limit value for the Executive Committee should be increased in the Delegation of Authority for cases such as these.

1462 TO RECEIVE A REPORT ON THE PREPARATION OF PUMPING STATION CONTINGENCY PLANNING - Agenda Item 14

The Chief Executive highlighted to the committee that it is £8,600 for Van Heck to visit and undertake detailed assessments of Holland Fen and Chain Bridge Pumping Stations and produce a contingency plan based on the pumps being as close to the water level as possible.

It has taken so long for this to be reported back, since the meeting in March, due to the lack of response from the EA.

Once the plan has been produced, there will then be works needed to be completed to implement the plan – at a budgeted £17,000 per pumping station. The operations team will be on site whilst this plan is produced and works completed, so officers will then be able to use this experience to produce plans for other pumping stations.

Mr M Rollinson noted that clarification around the quotation is needed – whether it is £8,600 for a plan for both pumping stations or each. The Chief Executive will clarify.

All AGREED, that with the above clarification, Van Heck should produce the contingency plan. If it is £8,600 for a plan for both pumping stations, all AGREED to go ahead with a plan for both. If it is £8,600 for one pumping station, all AGREED to go ahead with a plan for Holland Fen Pumping Station due to it being a larger catchment. Once the plan has been completed, the Chief Executive will present it to the committee for the approval of the budget for the works required.

The committee felt that the pumping stations should be listed in liability and a plan drawn up for each one in priority order, with the cost being built into the budget over a period of years.

1463 TO RECEIVE A REPORT ON WATER RESOURCE EAST BOARD MEMBERSHIP - Agenda Item 15

The Chief Executive explained that the Water Resource East (WRE) are looking to formulate the new management structure. If you would like to be on the WRE Board you can buy a seat for £15,000.

It has been suggested that ADA should sit on the Board, however they have suggested that the Board's affected should have a representative on the Board. These Boards have been asked to give their collective responses before the 4th June 2019 which will be presented to the P&F Committee.

The Chief Executive directed the committee to the initial response sent to WRE.

The Chairman felt that ADA should be on the Board.

The Finance Manager made the point of what benefit would spending money to sit on the Board be on our rate payers?

All AGREED to continue with the original response that the IDB tend to be catchment based and therefore not see the wider picture, whereas ADA should see the bigger picture and therefore should have a representative on the Board. Welland and Deeping IDB and North Level IDB have also given similar responses. It was AGREED that no finance should be offered towards a seat on the Board.

1464 ANY OTHER BUSINESS - Agenda Item 16

(a) MIDLEVEL IDB VISIT

Midlevel IDB will be visiting the Board's offices on their inspection on the 4th July 2019. They are an extremely large and highly regarded IDB. It is thought they will only be at the Board's offices for a short period of time, arriving at 10am. It would be beneficial to have a few Board Members present for discussion with them.

(b) PSCA WORKS - LAYING OF STONE

The Chief Executive has received a request from Phil Wright Excavators Ltd, to see if the Board were prepared through PSCA works, to employ the company to place 5,000 tonnes of stone on the banks of the tidal haven for the EA. The request has been delivered through Phil Wright Excavators Ltd rather than the EA as they were apprehensive about contacting the Board directly.

After speaking to the EA, the Chief Executive agreed for this work to go ahead. The quotation of £52,940 has been received to lay 5,000 tonnes of stone on the bank over a period of 32 days. The Chief Executive has added his time spent on this and the 5% contingency, bringing it to £59,500 + VAT.

The EA has responded that they wish to proceed with the works and a purchase order will be raised. The Chief Executive gave some further details and terms and conditions from the EA, questioning if the committee are comfortable to move forward with these works? All AGREED to commence with the works, acknowledging that the procurement policy won't be followed due to it being a specialist supplier. It will be further presented to the Board.

(c) CO-OPTED MEMBERS

The Finance Manager gave the following updates on the new co-opted members following the local elections:

Boston Borough Council

1. Tom Ashton
2. Richard Austin
3. Peter Bedford
4. Michael Cooper
5. Frank Pickett
6. Paul Skinner
7. Michael Brookes (Lay member)

North Kesteven District Council

1. Mervyn Head

South Kesteven District Council

1. Chris Benn

South Holland District Council

Did not make an appointment. Democratic services are looking into why not and will be back in contact.

(d) NORTHERN WORKS – FENCE AT B&M'S & DUNELMS

Cllr P Bedford questioned if any more progress had been made regarding the possibility of a fence to reduce the amount of waste and litter entering the watercourse? The Chief Executive explained that they are in contact and a meeting is to be arranged to decide on the specification of fence.

(e) NEW TWIGA (VX68 EFR)

Cllr P Bedford questioned if the ex-demo Twiga had been purchased? The Board has purchased the machine.

There being no further business the meeting closed at 16.10.

BLACK SLUICE INTERNAL DRAINAGE BOARD

BOARD MEETING - 26 JUNE 2019

AGENDA ITEM No 06(f)(i)

EXECUTIVE COMMITTEE: TERMS OF REFERENCE

1. GENERAL

The Committee shall have six members who will be appointed by the Board.

The Membership shall be as follows:

Chairman of the Board,
Vice-Chairman of the Board,
Chairman of the Audit & Risk Committee
Chairman of the Northern Works Committee
Chairman of the Southern Works Committee
Representative from the **Boston Borough** Council

If one member holds two of the above positions, an additional member shall be voted onto the Committee if the Board wishes to ensure that there are at least two members from each Works Committee on the Executive Committee.

The Chairman shall be **the Chairman of the Board**.

The quorum for any meeting will be 3 members to include either the Chairman of the Board or the Vice Chairman.

2. MEETINGS OF THE COMMITTEE

No one other than the Committee members shall be entitled to attend Committee Meetings, but any other persons shall attend meetings if invited by the Committee.

The external auditors may request a meeting if they consider that one is necessary.

3. POWERS OF THE COMMITTEE

The Committee is authorised:

- (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.

4. RESPONSIBILITIES OF THE COMMITTEE

The responsibilities of the Committee shall be:

- (a) Developing and implementing strategy, operational plans, policies and budgets
- (b) Ensuring delivery of key commitments, objectives and milestones;
- (c) Assessing and controlling risk
- (d) Prioritising and allocating resources
- (e) Provide a focus on staffing issues, including organisational culture and the development of the Board's staff
- (f) Drive forward the Board's commitment to continuous development and improvement
- (g) Act as Trustee's of the Bourne North Fen Farm Trust invested with the Board

5. Reporting

Minutes of meetings of the Committee shall be presented to the next meeting of the Board.

The Committee shall review its terms of reference after every **triennial general meeting** and its own effectiveness and recommend any necessary changes to the Board.

Black Sluice Internal Drainage Board

Project Summary

2018/19

Period 12 - March 2019

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	1,122	8,354	(7,232)	2,091,886	2,074,446	17,440	2,091,472	414	2,073,657	18,229
Interest & Grants	92,476	234,083	(141,607)	121,810	234,996	(113,186)	9,008	112,802	38,803	83,007
Development Fund	5,000	5,000	0	5,000	5,000	0	5,000	0	88,830	(83,830)
Other Income	4,871	6,403	(1,532)	85,838	19,266	66,572	89,826	(3,988)	16,888	68,950
Rechargeable Profit	10,986	0	(10,986)	30,576	0	30,576	0	30,576	58,182	(27,606)
Solar Panel Income	(1,836)	1,373	(3,209)	17,562	15,864	1,698	18,403	(841)	15,996	1,566
Total Income	112,620	255,213	(164,566)	2,352,671	2,349,572	3,099	2,213,709	138,962	2,292,356	60,315
Schemes	120,183	63,750	(56,433)	170,596	193,200	22,604	129,126	(41,470)	145,366	(25,231)
Pumping Station Schemes	14,054	180,500	166,446	129,746	280,500	150,754	115,706	(14,040)	91,647	(38,099)
Pumping Station Maintenance	18,915	65,003	33,478	229,352	369,994	21,453	393,290	44,749	268,800	(6,978)
Electricity	12,610			119,189					72,764	0
Drain Maintenance	92,436	78,304	(14,132)	771,101	750,000	(21,101)	768,392	(2,709)	673,851	(97,250)
Environmental Schemes	7,142	(2,092)	(9,234)	17,071	20,002	2,931	20,793	3,722	16,492	(579)
Administration & Establishment	77,109	40,838	(36,271)	563,069	510,614	(52,455)	540,502	(22,567)	487,569	(75,500)
EA Precept	0	0	0	276,552	276,552	0	276,552	0	276,552	0
Solar Panel Expenses	(315)	0	315	780	2,311	1,531	3,072	2,292	2,696	1,915
Total Expenditure	342,134	426,303	84,169	2,277,456	2,403,173	125,717	2,247,433	(30,023)	2,035,735	(241,721)
Surplus / (Deficit)	(229,514)	(171,090)	(58,424)	75,215	(53,601)	128,816	(33,724)	108,939	256,621	(181,406)
Movement on reserves										
Plant Reserve	225,296	(225,139)	(450,435)	0	(1)	(1)	0	0	0	0
Wages oncost Reserve	(74,722)	0	74,722	0	0	0	0	0	0	0
Grants Manager	(10,344)	0	10,344	0	0	0	0	0	0	0
Surplus / (Deficit)	(369,744)	54,049	306,946	75,215	(53,600)	128,817	(33,724)	108,939	256,621	(181,406)

Black Sluice Internal Drainage Board Drainage Rates & Special Levies

2018/19

Period 12 - March 2019

Drainage Rates & Special Levies Due

Drainage Rates

Annual Drainage Rates - Land and/or buildings	1,055,802.64	
Land/Property - Value Decreased	(22,682.19)	
Land/Property - Value Increased	21,874.72	
New Assessment	807.47	
Write Offs & Irrecoverables	(111.84)	
Summons Collection Costs	525.00	
Credit Due	(1,398.69)	
Costs Due	0.06	

Balance	1,054,817.17	50.42%
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Special Levies

Boston Borough Council	784,760.51	
South Holland District Council	126,089.96	
North Kesteven District Council	68,105.02	
South Kesteven District Council	58,113.22	
	1,037,068.71	49.58%

Total Due	2,091,885.88	100.00%
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Drainage Rates & Special Levies Collected

B/F Arrears/(Allowances)	0.38	
Payments Posted	1,045,350.24	99.98%
Bourne North Fen Trust Contribution	9,248.64	
Special Levies Received	1,037,068.71	100.00%

Total Received	2,091,667.97	
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Drainage Rates & Special Levies Debtors

Special Levy Outstanding	0.00	0.00%
Drainage Rates Outstanding	217.91	0.02%
	217.91	

	2,091,885.88	
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Black Sluice Internal Drainage Board
Income & Expenditure Summary
2018/19
Period 12 - March 2019

	This Year	Last Year	Variance
Drainage Rates	1,054,817	1,055,763	(946)
Special Levies	1,037,069	1,017,894	19,175
Recoverable	505,373	853,807	(348,434)
Misc Income	214,468	146,243	68,225
Solar Panel Income	17,562	15,996	1,566
	2,829,288	3,089,703	(260,415)
Employment Costs	1,109,305	1,100,770	(8,535)
Property	174,385	120,550	(53,835)
General Expenses	198,082	252,686	54,605
Materials / Stock	15,582	33,100	17,519
Motor & Plant	321,866	173,938	(147,928)
Miscellaneous	756,033	981,782	225,749
Recharges	(389,807)	(247,746)	142,060
Plant	568,628	418,002	(150,626)
Total Expenditure	2,754,073	2,833,082	79,009
Net Surplus / (Deficit)	75,215	256,621	(181,406)

Black Sluice Internal Drainage Board

Balance Sheet at Period End

2018/19

Period 12 - March 2019

	<u>This Year</u>		<u>Last Year</u>	
	£	£	£	£
Operational Land & Buildings Cost	739,350		739,350	
Pumping Stations Cost	3,861,354		3,861,354	
Non-operational Property Cost	130,000		130,000	
Vehicles, Plant & Machinery Cost	723,609		763,003	
Fixed Assets		<u>5,454,313</u>		<u>5,493,707</u>
Stock	32,900		31,916	
Debtors Control	131,879		85,763	
VAT	(60,483)		(15,062)	
Drainage Rates Control	218		(0)	
Car Loans	22,390		25,672	
Prepayments	71,126		74,636	
Drawings Bank Account	10,000		(70,132)	
Call Bank Account	310,886		310,450	
Petty Cash	200		252	
Highland Water	2,059		202	
Work in Progress	5,730		7,377	
Nat West Government Procurement C	(48)		(885)	
Brewin Dolphin Investment	490,809		0	
Natwest Reserve Account	915,626		1,081,991	
Total Current Assets		<u>1,933,293</u>		<u>1,532,180</u>
Trade Creditors	(278,993)		(162,179)	
Accruals	(266,317)		(154,710)	
Suspense	(0)		(0)	
Total Liabilities		<u>(545,309)</u>		<u>(316,889)</u>
Pension Liability		(3,655,000)		(3,353,000)
		<u><u>3,187,297</u></u>		<u><u>3,355,998</u></u>
Capital Reserve	5,454,315		5,493,709	
Pension Reserve	(3,655,000)		(3,353,000)	
Brewin Dolphin Revaluation	(9,191)		0	
Total Capital		<u>1,790,124</u>		<u>2,140,709</u>
Revenue Reserve	1,166,811		910,190	
Development Reserve	155,103		126,773	
Plant Reserve	29,922		(118,398)	
Wag Oncost Reserve	(29,878)		40,103	
General Resere	75,215		256,621	
Total Reserves		<u>1,397,173</u>		<u>1,215,289</u>
		<u><u>3,187,297</u></u> 0		<u><u>3,355,998</u></u>
<u>Cash & Bank Balances</u>				
Drawings Account		10,000		
Call Account		10,886	310,886	
Natwest Reserve Account @ 0.01%		915,626		
Petty Cash		200		
Chargecard		(48)		
Monmouthshire BS @ 0.15%		300,000	30 Day Notice	
		<u><u>1,236,663</u></u>		

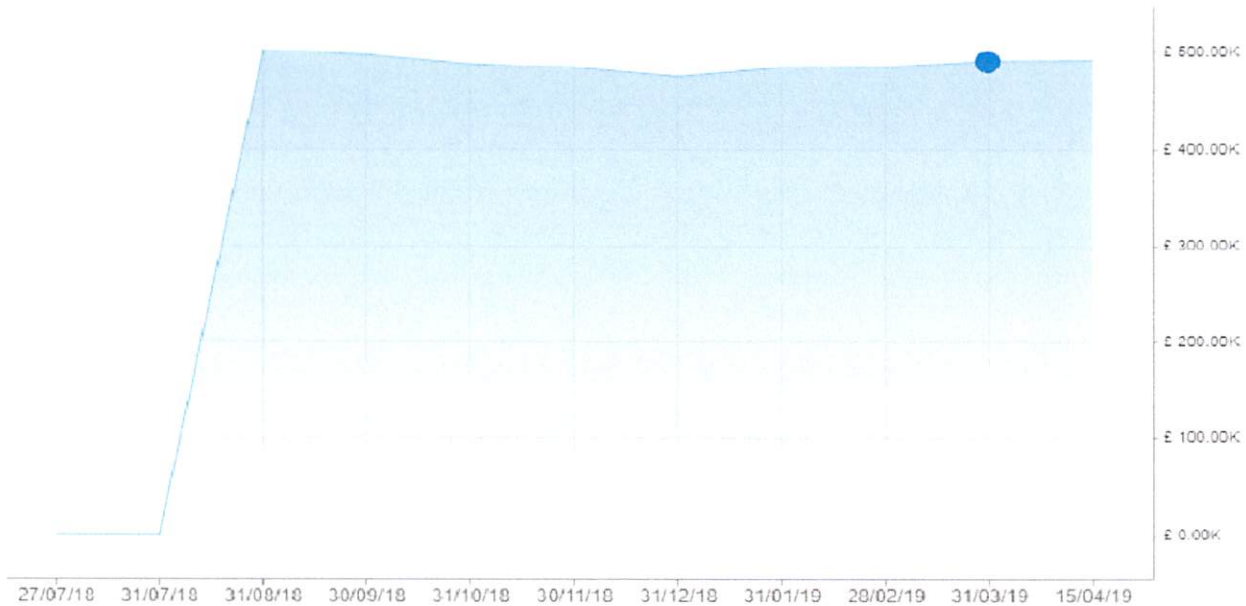
Black Sluice Internal Drainage Board Investment Summary 2018/19 Period 12 - March 2019

Performance

CHART
▼ Portfolio Value

PORTFOLIO VALUE

DATE: 31 Mar 2019 PORTFOLIO VALUE: 490,808.44 GBP PERIODIC PERFORMANCE: 1.37%
CUMULATIVE PERFORMANCE: 0.52%



Bourne Fen Farm Trust Fund

Revenue Account for Year Ended 31st March 2019

<i>Income</i>	2019	2018
	£	£
Investment Income	18,052	15,896
 <i>Expenditure</i>		
Contribution to Rates	9,249	9,249
Bank Charges	60	60
Contribution to Administration	6,797	4,808
	16,106	14,117
Surplus	1,946	1,779

Balance Sheet as at 31st March 2019

<i>Capital Assets</i>	<i>Note</i>	2018	2018
Investments	A	354,311	345,446
 <i>Current Assets</i>			
Bank Account		13,587	12,862
Debtors		1,081	1,360
		14,668	14,222
 <i>Current Assets</i>			
Creditors		0	1,500
Net Current Assets		368,979	358,168
 <i>Fund Balances & Reserves</i>			
Revaluation Reserve		255,248	246,383
Capital Fund		104,120	104,120
Revenue Reserve		9,611	7,665
		368,979	358,168
Reserves		368,979	358,168

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

Bourne Fen Farm Trust Fund

Valuation By Brewin Dolphin Stockbrokers

NOTE A

	2019	2018	2019	2018
	% of	% of		
Analysis By Sector	Value	Value	Value £	Value £
UK Equities	25.11	31.68	88,955	109,454
Overseas Equities	32.61	25.83	115,526	89,231
Qualifying Corporate Bonds	24.42	25.37	86,517	87,632
Overseas Bonds	4.33	4.57	15,357	15,776
Absolute Return	4.01	4.01	14,225	13,866
Property	3.83	3.95	13,575	13,635
Other Investments	4.66	3.89	16,500	13,450
Cash	1.03	0.70	3,656	2,402
TOTALS	100.00	100.00	354,311	345,446

BLACK SLUICE INTERNAL DRAINAGE BOARD
EXECUTIVE MEETING - 29 MAY 2019
AGENDA ITEM No 06(f)(iv)
EIGHT YEAR PLANT REPLACEMENT BUDGETS (MAY 2019)

	Existing Plant/Equipment	Year Purchased	Age	Replace Year	New Plant	Cost	Trade in	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28
	Brought Forward							£29,922	£49,962	£78,962	£130,362	£180,230	£284,635	£149,149	£149,843	£127,290
1	Twiga SPV2 (2015)	2015/16	9 years	2024/25	Twiga/Herder?	£200,000	£20,000						£180,000			
2	Twiga SPV2 (2016)	2016/17	9 years	2025/26	Twiga/Herder?	£200,000	£20,000							£180,000		
3	Twiga SPV2 (2017)	2017/18	9 years	2026/27	Twiga/Herder?	£205,000	£20,000								£185,000	
4	Aebi & Flail	2016/17	12 years		Rear Side Flail	£15,000										
5	Hitachi ZX 210LC-5B	2016/17	8 years	2024/25	20T Excavator	£150,000	£35,000						£115,000			
6	Unimog	2009/10	11 years	2020/21	JCB Fastrac 4220	£140,000	£40,000		£100,000							
7	JCB 130 Telescopic LR	2009/10	10 Years	2018/19	13T Telescopic Exc.	£105,000	£18,500									£86,500
8	JCB 160 Telescopic LR	2010/11	9 years	2019/20	13T LR	£130,000	£20,000	£110,000								£110,000
9	JCB 145 Telescopic LR	2013/14	8 years	2021/22	16T Telescopic Exc	£120,000	£19,000			£101,000						
10	JCB 130 Telescopic LR	2014/15	8 years	2022/23	13T Telescopic Exc.	£110,000	£17,000				£93,000					
11	JCB 531 Teleporter	2012/13														
12	Vauxhall (Fitter)	2012/13	7 years	2019/20	Fitters Van	£17,000	£1,500	£15,500							£16,000	
13	Nissan (Ops Manager)	2015/16	4 years	2019/20	Pick-Up	£20,431	£8,333	£12,098				£17,000				£19,000
14	Nissan (Ops Supervisor)	2015/16	4 years	2019/20	Pick-Up	£20,431	£5,500	£14,931				£17,000				£19,000
15	Nissan (Pump Eng)	2015/16	4 years	2019/20	Pick-Up	£20,431	£5,000	£15,431				£17,000				£19,000
16	Pick-Up (Works Manager)	2019/20				£22,000		£22,000				£18,000				£20,000
17	Vauxhall Tipper	2012/13	8 years	2020/21	Tipper	£25,000	£8,000		£17,000							
18	Dump Trailer 1	2006			Dump Trailer						£12,500					
19	Low Loader Trailer	2004	18 years	2022/23	Low Loader	£20,000	£2,000		£18,000							
20	100mm Self priming Pump		15 years	2017/18		£15,000					£15,000					
21	Vibrating piling hammer	2015/16	20 years	2035/36												
22	150mm Portable Pump	2006	15 years	2021/22		£15,000				£15,000						
23	Compressor	2008	18 years	2023/24		£6,000									£6,000	
24	Weedbaskets								£6,000	£6,000	£6,500	£7,000	£7,000	£7,000	£7,000	£7,000
25	Lawnmower & Trailer etc	2016/17	8 Years	2024/25		£17,000	£2,000						£15,000			
26	Fuel Tanks												£2,500			
	Net Spend from Plant Reserve							£189,960	£141,000	£122,000	£127,000	£76,000	£319,500	£187,000	£214,000	£280,500
	Generated							£210,000	£170,000	£173,400	£176,868	£180,405	£184,013	£187,694	£191,448	£195,277
	Balance C/F							£29,922	£49,962	£78,962	£130,362	£180,230	£284,635	£149,149	£149,843	£127,290

Annual Governance and Accountability Return 2018/19 Part 3

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

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

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2018/19

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with Proper Practices.
2. The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:
 - The **annual internal audit report** is completed by the authority's internal auditor.
 - **Sections 1 and 2** are to be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published **before 1 July 2019**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both):
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2019
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2018/19

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

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

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on a publicly accessible website:

Before 1 July 2019 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2018/19**, approved and signed, page 4
- **Section 2 - Accounting Statements 2018/19**, approved and signed, page 5

Not later than 30 September 2019 authorities **must** publish:

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

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

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

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

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2018/19

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the Annual Governance and Accountability Return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Where amendments are made by the authority to the AGAR after it has been approved by the authority and before it has been reviewed by the external auditor, the Chairman and RFO should initial the amendments and if necessary republish the amended AGAR and recommence the period for the exercise of public rights. If the Annual Governance and Accountability Return contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the annual internal audit report if possible prior to approving the annual governance statement and before approving the accounts.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before returning it to the external auditor by email or post (not both).
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the Annual Governance and Accountability Return covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2018) equals the balance brought forward in the current year (Box 1 of 2019).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the period for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the approved accounts and accounting records can be inspected. Whatever period the RFO sets it **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2019**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', is an explanation provided?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations from last year to this year been provided?		
	Has the bank reconciliation as at 31 March 2019 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

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

Annual Internal Audit Report 2018/19

BLACK SLUICE INTERNAL DRAINAGE BOARD

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation **during** the financial year ended 31 March 2019.

The internal audit for 2018/19 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. IF the authority certified itself as exempt from a limited assurance review in 2017/18, it met the exemption criteria and correctly declared itself exempt. (<i>"Not Covered" should only be ticked where the authority had a limited assurance review of its 2017/18 AGAR</i>)			✓
L. During summer 2018 this authority has correctly provided the proper opportunity for the exercise of public rights in accordance with the requirements of the Accounts and Audit Regulations.			Not applicable ✓
M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

07/03/2019 08/03/2019 01/05/2019

Name of person who carried out the internal audit

CHRIS HARRIS, TIAA INTERNAL AUDITOR

Signature of person who carried out the internal audit



Date

01/05/2019

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

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

Section 1 – Annual Governance Statement 2018/19

We acknowledge as the members of:

BLACK SLUICE INTERNAL DRAINAGE BOARD

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2019, that:

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

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets should be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

26/06/2019

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

Other information required by the Transparency Codes (not part of Annual Governance Statement)

Authority web address

AUTHORITY WEBSITE ADDRESS

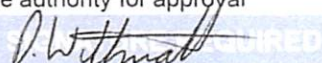
Section 2 – Accounting Statements 2018/19 for

BLACK SLUICE INTERNAL DRAINAGE BOARD

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
1. Balances brought forward	984,012	1,215,291	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	2,073,657	2,091,886	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	1,014,324	735,582	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	1,100,770	1,109,305	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	1,755,932	2,036,279	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	1,215,291	897,175	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	1,321,676	1,236,663	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	5,493,707	5,954,313	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
			N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2019 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

 SIGNED

Date

01/05/2019

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

26/06/2019

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

Section 3 – External Auditor Report and Certificate 2018/19

In respect of

BLACK SLUICE INTERNAL DRAINAGE BOARD

1 Respective responsibilities of the body and the auditor

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

- summarises the accounting records for the year ended 31 March 2019; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2018/19

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

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

3 External auditor certificate 2018/19

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2019.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YY

*Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

**BLACK SLUICE INTERNAL DRAINAGE BOARD
RISK REGISTER**

Objectives	Ref	Risk	Potential Impact of Risk	Potential Likelihood of Risk	Risk Score	Gaps in control	Action Plan
To provide and maintain standards of sound needs based sustainable flood protection.	1.1	Being unable to prevent flooding to property or land or Fluvial flooding from failure or overtopping of defences (a) Coastal	High	Medium	6		
	1.1	(b) Flooding from failure of IDB pumping stations or excess rainfall	High	Low	3		
	1.1	(c) Flooding from sewers or riparian watercourses	Medium	Low	2		
	1.2	Loss of Electrical Supply	High	Low	3		
	1.3	Pumps failing to operate	High	Low	3		Maintenance
	1.4	Board Watercourses being unable to convey water	Medium	Low	2		Maintenance
	1.5	Operating machinery to maintain watercourses	Medium	Low	2		Training
	1.6	Claims from third parties for damage to property or injury	Medium	Low	2		
	1.7	Third Parties damage to Board maintained assets	Medium	Low	2		
	1.8	Loss of senior staff	Medium	Low	2		
	1.9	Insufficient finance to carry out works	Medium	Low	2		
	1.10	Reduction in staff performance	Medium	Low	2		
1.11	Insufficient staff resources	Medium	Low	2		Review	
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	Medium	Low	2		BAP
	2.2	Non delivery of objectives	Low	Low	1		BAP
To provide a 24 hour/365 day emergency response for the community	3.1	Emergency Plan inadequate or not up to date	Low	Low	1		Review
	3.2	Insufficient resources (Staff and Equipment)	Medium	Low	2		Review
	3.3	Critical Incident loss of office	High	Low	3	None	
To provide a safe and fulfilling working environment for staff.	4.1	Injury to staff and subsequent claims and losses	Medium	Low	2		Training
	4.2	Not complying with Health and Safety legislation	High	Low	3		Consultant
To maintain financial records that are correct and comply with all recommended accounting practice.	5.1	Loss of cash	Low	Low	1	None	
	5.2	Loss of money invested in building societies, banks and managed funds	Medium	Low	2	None	
	5.3	Fraud by senior officers	Low	Low	1	None	
	5.4	Inadequacy of Internal Checks	Medium	Low	2		
	5.5	Fraudulent use of credit cards	Low	Medium	2		
To ensure that all actions taken by the Board comply with all current UK and EU legislation	6.1	Board Members in making decisions	Low	Low	1		
	6.2	Not complying with all employment regulations and laws	Medium	Low	2		
A cost efficient IDB that provides a Value for Money service.	7.1	Collecting insufficient income to fund expenditure	Low	Low	1		Accounts
	7.2	IDB abolished or taken over	Low	Low	1		
Information Technology and Communications	8.1	Loss of telemetry	Medium	Low	2		Maintenance
	8.2	Loss of telephone Communications	Low	Low	1		
	8.3	Loss of Internet Connection	Medium	Low	2		
	8.4	Network Failure	High	Low	3		
	8.5	Breach in Cyber Security	Medium	Low	2		
	8.6	Network Security Breach	Medium	Low	2		
	8.7	Virus being introduced to Network	Medium	Low	2		
	8.8	Loss of accounting records	Medium	Low	2	None	
	8.9	Loss of rating records	Medium	Low	2	None	

Black Sluice Internal Drainage Board

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From 01/02/2019 To 28/02/2019

Purchase Ledger Payments & Adjustments**Black Sluice Internal Drainage Board****Payments & Adjustments From 01/02/2019 To 28/02/2019**

Page 1

Account	Date	Type	Ref 1	Ref 2	Value	Details
CRO004	06/02/2019	Payment	000258	Cheque	-829.43	CROP LOSS
CRO004	06/02/2019	Payment	000259	Cheque	-273.50	CROP LOSS
CRO004	06/02/2019	Payment	000260	Cheque	-223.00	CROP LOSS
ABB001	07/02/2019	Payment	70041	Bacs	-480.00	ABBA Plant Hire Ltd
ALL007	07/02/2019	Payment	1048	Bacs	-6000.00	Allgood Landscapes & Fencing
ANG102	07/02/2019	Payment	9070325916	Bacs	-12.10	Anglian Water (Holland Fen PS)
ARB001	07/02/2019	Payment	1705	Bacs	-3600.00	Arb-Core Tree Care Ltd
BOC001	07/02/2019	Payment	3051253545	Bacs	-129.76	BOC
BOS002	07/02/2019	Payment	27402	Bacs	-569.04	Boston Commercial Cleaners Ltd
BUS002	07/02/2019	Payment	BO202706	Bacs	-258.84	B A Bush & Son Ltd
CLA001	07/02/2019	Payment	71459	Bacs	-486.95	Frank Clayton & Son Ltd
COP002	07/02/2019	Payment	INV-46239	Bacs	-134.52	Cope Safety Management Ltd.
COS001	07/02/2019	Payment	33123	Bacs	-966.00	Peter & David Cosby
DAV001	07/02/2019	Payment	BSIDB01	Bacs	-1000.00	David Hoskins
HAR001	07/02/2019	Payment	23165304	Bacs	-386.00	TC Harrison JCB
HBP001	07/02/2019	Payment	SIN047591	Bacs	-1620.00	HBP Systems Ltd
HIL002	07/02/2019	Payment	138826	Bacs	-789.91	Charles H Hill Ltd
INL001	07/02/2019	Payment	2018-P10	Bacs	-16798.91	HM Revenue & Customs
JAC001	07/02/2019	Payment	BTN/355124	Bacs	-457.97	Jackson Buildbase
LAR001	07/02/2019	Payment	64052	Bacs	-120.91	Ray Larrington Hydraulics
LIN002	07/02/2019	Payment	2018-P10	Bacs	-19925.04	Lincolnshire C C Pension Fund
MOT001	07/02/2019	Payment	BTT149492	Bacs	-285.20	Motor Parts Direct Limited
PEA001	07/02/2019	Payment	144952	Bacs	-127.74	Pearson Hydraulics Ltd
PRE005	07/02/2019	Payment	1269	Bacs	-1296.00	Premier Conditioned Air Servic
ROY003	07/02/2019	Payment	190001	Bacs	-5499.36	Royal Smals
SIL001	07/02/2019	Payment	IN495186	Bacs	-20.04	Silt Side Services Ltd
SWI001	07/02/2019	Payment	BN054612	Bacs	-63.83	Switch Electrical WholesaleLtd

Account	Date	Type	Ref 1	Ref 2	Value	Details
SYS001	07/02/2019	Payment	128351	Bacs	-84.00	Systematic Print Management
TFM001	07/02/2019	Payment	243711	Bacs	-340.46	TFM Supplies
THO001	07/02/2019	Payment	16843	Bacs	-1200.00	TFM Country Store
TUR001	07/02/2019	Payment	7-07340560	Bacs	-126.00	Turnbull & Co Ltd
UNI008	07/02/2019	Payment	SOIN 68463	Bacs	-600.00	The University of Hull
WAK001	07/02/2019	Payment	13179	Bacs	-252.00	Wakefield Autos
WEL001	07/02/2019	Payment	14487	Bacs	-252.00	Wells Tarpaulins Ltd
WIT001	07/02/2019	Payment	INV03768	Bacs	-601.92	Witham Fourth IDB
WOO001	07/02/2019	Payment	973644	Bacs	-178.63	Woodco Business Machines
ANG102	21/02/2019	Payment	9072967620	Bacs	-12.10	Anglian Water (Holland Fen PS)
ATK002	21/02/2019	Payment	19005624	Bacs	-88.49	Atkins Ltd
BOC001	21/02/2019	Payment	3051372550	Bacs	-315.90	BOC
BUS002	21/02/2019	Payment	BO202884	Bacs	-18.00	B A Bush & Son Ltd
CRA001	21/02/2019	Payment	SI-106	Bacs	-619.53	Craven & Nicholas Ltd
CRP001	21/02/2019	Payment	CRPS/BSLUICE/11FEB19	Bacs	-40.00	C & R Property Services
CRY001	21/02/2019	Payment	65426236	Bacs	-306.86	Marshall Nissan
ELL002	21/02/2019	Payment	P76114	Bacs	-365.42	Ellgia Ltd
HAR001	21/02/2019	Payment	23165434	Bacs	-1319.34	TC Harrison JCB
HIL001	21/02/2019	Payment	7389	Bacs	-345.00	Jeff Hill
LIN024	21/02/2019	Payment	10075151	Bacs	-40.00	Lincolnshire County Council
LIN027	21/02/2019	Payment	0348	Bacs	-175.50	Lincoln Metalcraft
NOT001	21/02/2019	Payment	INV00604	Bacs	-96.12	P G & C Nottingham
SAM001	21/02/2019	Payment	062135	Bacs	-784.22	SAMS
SHE002	21/02/2019	Payment	BSIDBINV003	Bacs	-80.50	Sheppard's Delight
SIL001	21/02/2019	Payment	IN496188	Bacs	-138.76	Silt Side Services Ltd
TAY002	21/02/2019	Payment	53002312	Bacs	-96.13	Taylor's of Boston
TFM001	21/02/2019	Payment	243416	Bacs	-25.20	TFM Supplies
TRA002	21/02/2019	Payment	9146 AGU827	Bacs	-21.98	Travis Perkins Trading Co Ltd.
WIL005	21/02/2019	Payment	WCP1394	Bacs	-792.00	Wildlife Conservation Partners
BAR005	11/02/2019	Payment	P11	Direct Deb	-12.88	Barclaycard Merchant Services
BAR005	11/02/2019	Payment	P11	Direct Deb	-12.88	Barclaycard Merchant Services
TOM002	15/02/2019	Payment	P11	Direct Deb	-194.70	TomTom
PAY001	19/02/2019	Payment	P11	Direct Deb	-13.20	Payzone UK Limited

Account	Date	Type	Ref 1	Ref 2	Value	Details
WOL001	20/02/2019	Payment	P11	Direct Deb	-18022.10	Woldmarsh Producers Ltd
EVE002	20/02/2019	Payment	P11	Direct Deb	-928.05	Everything Everywhere
BRI001	21/02/2019	Payment	P11	Direct Deb	-1374.79	British Telecom
SWA001	22/02/2019	Payment	P11	Direct Deb	-302.52	Swalec
NAT004	28/02/2019	Payment	P12	Direct Deb	-14.35	Natwest
NAT004	28/02/2019	Payment	P12	Direct Deb	-5.00	Natwest
Total Payments					-92550.58	
Total Discounts						
Total Adjustments						
Total Refunds						
Total					-92550.58	

Payments

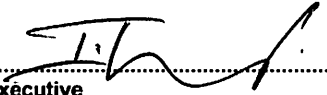
Bacs	-70344.18	Cheque	-1325.93	Direct Deb	-20880.47	Chargecard
Bulk Bacs						

Adjustments

Disc		Contra SL				
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Refunds

Refund						
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 Chief Executive



 Finance Manager

Black Sluice Internal Drainage Board

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From 01/03/2019 To 31/03/2019

Purchase Ledger Payments & Adjustments**Black Sluice Internal Drainage Board****Payments & Adjustments From 01/03/2019 To 31/03/2019**

Page 1

Account	Date	Type	Ref 1	Ref 2	Value	Details
ALA001	07/03/2019	Payment	518087	Bacs	-769.63	Alarmline Security Ltd
ARB001	07/03/2019	Payment	1708	Bacs	-5400.00	Arb-Core Tree Care Ltd
BLU001	07/03/2019	Payment	24997	Bacs	-69.00	Blue Line Trailers
CLA001	07/03/2019	Payment	71766	Bacs	-367.09	Frank Clayton & Son Ltd
COP002	07/03/2019	Payment	INV-46515	Bacs	-134.52	Cope Safety Management Ltd.
CRO001	07/03/2019	Payment	8203068688	Bacs	-58.66	Crown Decorating Centres
DIC001	07/03/2019	Payment	4378	Bacs	-315.00	D & J Dickinson
DON001	07/03/2019	Payment	DCI0009789	Bacs	-13.90	Donington Engineering Supplies
DSE001	07/03/2019	Payment	797	Bacs	-198.00	DS Engineering
HGV001	07/03/2019	Payment	VBCV191228	Bacs	-74.80	Alliance Automotive T/A HGV Tr
INL001	07/03/2019	Payment	2018-P11	Bacs	-14471.79	HM Revenue & Customs
IRE001	07/03/2019	Payment	213415	Bacs	-970.12	Irelands Farm Machinery Ltd
LIN002	07/03/2019	Payment	2018-P11	Bacs	-19955.87	Lincolnshire C C Pension Fund
NOT001	07/03/2019	Payment	INV00978	Bacs	-250.44	P G & C Nottingham
PET003	07/03/2019	Payment	2040	Bacs	-90.00	Peter Smith Commercials Ltd
SUP003	07/03/2019	Payment	101316/1	Bacs	-711.35	Supreme Inns
SWI001	07/03/2019	Payment	BN055369	Bacs	-30.46	Switch Electrical WholesaleLtd
TFM001	07/03/2019	Payment	244412	Bacs	-494.60	TFM Supplies
THO001	07/03/2019	Payment	17315	Bacs	-1140.00	TFM Country Store
WIT001	07/03/2019	Payment	INV03791	Bacs	-522.72	Witham Fourth IDB
WOO001	07/03/2019	Payment	973870	Bacs	-216.05	Woodco Business Machines
HAR001	27/03/2019	Adjust	Part Ex	Contra SL	-22200.00	TC Harrison JCB
HAR001	28/03/2019	Payment	Part Ex	Bacs	-104220.00	TC Harrison JCB
ADC001	28/03/2019	Payment	11597	Bacs	-34920.00	ADC (East Anglia) Ltd
ALA001	28/03/2019	Payment	518377	Bacs	-1177.20	Alarmline Security Ltd
ANG101	28/03/2019	Payment	9074005726	Bacs	-98.14	Anglian Water (Swineshead HQ)
ANG104	28/03/2019	Payment	9374416942	Bacs	-61.30	Anglian Water (Trade Effluent)

Account	Date	Type	Ref 1	Ref 2	Value	Details
ASS003	28/03/2019	Payment	297846	Bacs	-158.00	Association of Accounting Tech
BOS002	28/03/2019	Payment	27480	Bacs	-711.30	Boston Commercial Cleaners Ltd
BOS014	28/03/2019	Payment	R0006611	Bacs	-3051.76	Boston Borough Council (Other)
CHA001	28/03/2019	Payment	CN044872	Bacs	-349.57	Chandlers (Farm Equipment) Ltd
CLA001	28/03/2019	Payment	71971	Bacs	-362.47	Frank Clayton & Son Ltd
CRA004	28/03/2019	Payment	9180	Bacs	-270.37	Craftwork Engineering Ltd
CRP001	28/03/2019	Payment	CRPS/BSLUICE/14MARC	Bacs	-40.00	C & R Property Services
DAV001	28/03/2019	Payment	BSIDB02	Bacs	-500.00	David Hoskins
DON001	28/03/2019	Payment	DCI0009856	Bacs	-14.40	Donington Engineering Supplies
DRA006	28/03/2019	Payment	3642	Bacs	-36138.00	Drake Towage Ltd
ELL002	28/03/2019	Payment	P84501	Bacs	-105.07	Ellgia Ltd
HBP001	28/03/2019	Payment	SIN047905	Bacs	-1566.72	HBP Systems Ltd
IBB001	28/03/2019	Payment	147674	Bacs	-3688.82	Arthur Ibbett Limited
INL001	28/03/2019	Payment	2018-P12	Bacs	-17870.41	HM Revenue & Customs
INS003	28/03/2019	Payment	2019-16822	Bacs	-1454.40	Inspired Ecology Ltd
LAR001	28/03/2019	Payment	64283	Bacs	-1616.64	Ray Larrington Hydraulics
LIN002	28/03/2019	Payment	2018-P12	Bacs	-20420.88	Lincolnshire C C Pension Fund
ROS001	28/03/2019	Payment	604668	Bacs	-62.00	Rossendales Ltd
ROY003	28/03/2019	Payment	190002	Bacs	-63806.88	Royal Smals
SHE001	28/03/2019	Payment	23875	Bacs	-2365.20	Shelley Signs Ltd
SIL001	28/03/2019	Payment	IN497293	Bacs	-32.16	Silt Side Services Ltd
STA004	28/03/2019	Payment	PO45186549	Bacs	-373.79	Stannah
SWI001	28/03/2019	Payment	BN056300	Bacs	-65.54	Switch Electrical WholesaleLtd
SYS001	28/03/2019	Payment	129286	Bacs	-116.40	Systematic Print Management
TAY002	28/03/2019	Payment	53002503	Bacs	-329.40	Taylor's of Boston
THO001	28/03/2019	Payment	17756	Bacs	-480.00	TFM Country Store
TIA001	28/03/2019	Payment	20190321-023	Bacs	-1800.00	TIAA Ltd
TMC001	28/03/2019	Payment	19350	Bacs	-198.67	TMC Lifting
TRA002	28/03/2019	Payment	9146 AGV999	Bacs	-109.82	Travis Perkins Trading Co Ltd.
WEL004	28/03/2019	Payment	2571	Bacs	-12701.76	Wells Plant Hire
WIT001	28/03/2019	Payment	INV03795	Bacs	-332.64	Witham Fourth IDB
BAR005	11/03/2019	Payment	P12	Direct Deb	-12.88	Barclaycard Merchant Services
BAR005	11/03/2019	Payment	P12	Direct Deb	-12.88	Barclaycard Merchant Services

Account	Date	Type	Ref 1	Ref 2	Value	Details
TOM002	15/03/2019	Payment	P12	Direct Deb	-194.70	TomTom
PAY001	19/03/2019	Payment	P12	Direct Deb	-13.20	Payzone UK Limited
WOL001	20/03/2019	Payment	P12	Direct Deb	-7343.74	Woldmarsh Producers Ltd
EVE002	20/03/2019	Payment	P12	Direct Deb	-1191.11	Everything Everywhere
NAT004	29/03/2019	Payment	P12	Direct Deb	-7.00	Natwest
NAT004	29/03/2019	Payment	P12	Direct Deb	-6.30	Natwest
Total Payments					-366605.52	
Total Discounts						
Total Adjustments					-22200.00	
Total Refunds						
Total					<u>-388805.52</u>	

Payments

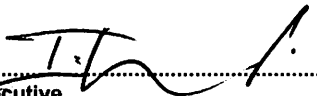
Bacs	-357823.71	Cheque	Direct Deb	-8781.81	Chargecard
Bulk Bacs					


Adjustments

Disc		Contra SL		-22200.00	
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Refunds

Refund					
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 Chief Executive

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 Finance Manager

Black Sluice Internal Drainage Board

Printed on 13/06/2019 at 14:47 by JB2

From 01/04/2019 To 30/04/2019

Purchase Ledger Payments & Adjustments**Black Sluice Internal Drainage Board****Payments & Adjustments From 01/04/2019 To 30/04/2019**

Page 1

Account	Date	Type	Ref 1	Ref 2	Value	Details
ANG103	11/04/2019	Payment	0074813201	Bacs	-13.18	Anglian Water (Black Hole PS)
ASS003	11/04/2019	Payment	20001337	Bacs	-151.00	Association of Accounting Tech
BLA001	11/04/2019	Payment	30-2112-9	Bacs	-214.29	Black Sluice IDB
BLU001	11/04/2019	Payment	25269	Bacs	-13.20	Blue Line Trailers
BOC001	11/04/2019	Payment	3052135785	Bacs	-551.04	BOC
CAR002	11/04/2019	Payment	45049	Bacs	-25.92	J Carr & Son
CLA001	11/04/2019	Payment	72012	Bacs	-173.95	Frank Clayton & Son Ltd
COP002	11/04/2019	Payment	INV-46759	Bacs	-134.52	Cope Safety Management Ltd.
CRA001	11/04/2019	Payment	SI-359	Bacs	-27.73	Craven & Nicholas Ltd
CRA004	11/04/2019	Payment	9421	Bacs	-30.82	Craftwork Engineering Ltd
CRO001	11/04/2019	Payment	8203167675	Bacs	-39.64	Crown Decorating Centres
DAV001	11/04/2019	Payment	BSISB03	Bacs	-500.00	David Hoskins
ENG001	11/04/2019	Payment	42781	Bacs	-17184.96	Engineering & Hire Ltd
GUA001	11/04/2019	Payment	9837	Bacs	-160.00	Guardian Press
HAR001	11/04/2019	Payment	23166934	Bacs	-1463.74	TC Harrison JCB
INS002	11/04/2019	Payment	INV-01378-W9P7C2	Bacs	-110.00	Institute of Leadership&Mngmnt
INS003	11/04/2019	Payment	2019-16824	Bacs	-6797.76	Inspired Ecology Ltd
KWM001	11/04/2019	Payment	10210	Bacs	-234.30	K & W Mechanical Services Ltd
LAR001	11/04/2019	Payment	64484	Bacs	-60.96	Ray Larrington Hydraulics
NAV001	11/04/2019	Payment	37844	Bacs	-2367.25	Navitron
NOT001	11/04/2019	Payment	INV1813	Bacs	-139.32	P G & C Nottingham
PRE005	11/04/2019	Payment	1281	Bacs	-8064.00	Premier Conditioned Air Servic
ROS001	11/04/2019	Payment	607041	Bacs	-124.00	Rossendales Ltd
ROY003	11/04/2019	Payment	190006	Bacs	-90179.75	Royal Smals
RUS002	11/04/2019	Payment	0552	Bacs	-36.00	Russfussuk Design
SRP001	11/04/2019	Payment	CO30236	Bacs	-105.60	SRP Toilet Hire
STP001	11/04/2019	Payment	INV-BS03 0284	Bacs	-14969.46	ST Portess & Son

Account	Date	Type	Ref 1	Ref 2	Value	Details
TFM001	11/04/2019	Payment	244986	Bacs	-211.29	TFM Supplies
TOW001	11/04/2019	Payment	37121960	Bacs	-511.76	Towergate Insurance
WEL004	11/04/2019	Payment	2583	Bacs	-42278.40	Wells Plant Hire
WIT001	11/04/2019	Payment	INV03803	Bacs	-649.44	Witham Fourth IDB
WIT004	11/04/2019	Payment	73280	Bacs	-65.28	Witham Timber
WOO001	11/04/2019	Payment	974210	Bacs	-262.51	Woodco Business Machines
PIT001	05/04/2019	Payment	P01	Direct Deb	-510.54	Pitney Bowes Ltd
BAR005	10/04/2019	Payment	P01	Direct Deb	-12.88	Barclaycard Merchant Services
BAR005	10/04/2019	Payment	P01	Direct Deb	-12.88	Barclaycard Merchant Services
TOM002	12/04/2019	Payment	P01	Direct Deb	-194.70	TomTom
STP001	15/04/2019	Refund	P01	Refund	14969.46	ST Portess & Son
PIT001	15/04/2019	Payment	P01	Direct Deb	-509.60	Pitney Bowes Ltd
PAY001	17/04/2019	Payment	P01	Direct Deb	-13.20	Payzone UK Limited
WOL001	23/04/2019	Payment	P01	Direct Deb	-34302.16	Woldmarsh Producers Ltd
EVE002	23/04/2019	Payment	P01	Direct Deb	-1032.24	Everything Everywhere
BRI005	29/04/2019	Payment	P01	Direct Deb	-223.31	British Telecom DD
BOS001	29/04/2019	Payment	P01	Direct Deb	-2475.50	Boston Borough Council (Rates)
NAT004	30/04/2019	Payment	P01	Direct Deb	-8.05	Natwest
NAT004	30/04/2019	Payment	P01	Direct Deb	-5.00	Natwest

Account	Date	Type	Ref 1	Ref 2	Value	Details
				Total Payments	-227151.13	
				Total Discounts		
				Total Adjustments		
				Total Refunds	14969.46	
				Total	-212181.67	

Payments

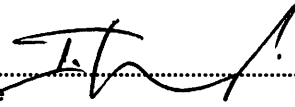
Bacs	-187851.07	Cheque		Direct Deb	-39300.06	Chargecard
Bulk Bacs						

Adjustments

Disc		Contra SL				
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Refunds

Refund	14969.46					
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 Chief Executive 

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 Finance Manager 

Black Sluice Internal Drainage Board

Printed on 13/06/2019 at 14:50 by JB2

From 01/05/2019 To 31/05/2019

Purchase Ledger Payments & Adjustments**Black Sluice Internal Drainage Board****Payments & Adjustments From 01/05/2019 To 31/05/2019**

Page 1

Account	Date	Type	Ref 1	Ref 2	Value	Details
ABB001	02/05/2019	Payment	70821	Bacs	-198.00	ABBA Plant Hire Ltd
ALA001	02/05/2019	Payment	518581	Bacs	-62.40	Alarmline Security Ltd
BOS002	02/05/2019	Payment	27562	Bacs	-569.04	Boston Commercial Cleaners Ltd
BUS002	02/05/2019	Payment	BO203319	Bacs	-146.06	B A Bush & Son Ltd
CEM001	02/05/2019	Payment	3011349719	Bacs	-445.20	Cemex UK Materials Ltd
CLA001	02/05/2019	Payment	72053	Bacs	-107.80	Frank Clayton & Son Ltd
COP002	02/05/2019	Payment	INV-46990	Bacs	-134.52	Cope Safety Management Ltd.
CRA001	02/05/2019	Payment	SI-481	Bacs	-150.00	Craven & Nicholas Ltd
CRP001	02/05/2019	Payment	CRPS/BSLUICE/12AP19	Bacs	-80.00	C & R Property Services
ELL002	02/05/2019	Payment	P90773	Bacs	-138.00	Elgia Ltd
ENV001	02/05/2019	Payment	2085174	Bacs	-34951.20	Environment Agency
EVA001	02/05/2019	Payment	Inv IDB062	Bacs	-610.00	Noel Evans Window Cleaning
FLE001	02/05/2019	Payment	4447	Bacs	-276.00	Fleet Sense Ltd
HAR001	02/05/2019	Payment	23167019	Bacs	-185.92	TC Harrison JCB
IRE001	02/05/2019	Payment	213748	Bacs	-9000.00	Irelands Farm Machinery Ltd
JAC001	02/05/2019	Payment	BTN/362852	Bacs	-262.43	Jackson Buildbase
LIN002	02/05/2019	Payment	10079959	Bacs	-404.97	Lincolnshire C C Pension Fund
LIN019	02/05/2019	Payment	M19-045	Bacs	-309.60	Lincolnshire Wildlife Trust
MOT001	02/05/2019	Payment	BTT152297	Bacs	-190.08	Motor Parts Direct Limited
ONE002	02/05/2019	Payment	03/043BS	Bacs	-344.50	O'Neils Catering Services
ROS001	02/05/2019	Payment	607643	Bacs	-62.00	Rossendales Ltd
SAM001	02/05/2019	Payment	062792	Bacs	-100.00	SAMS
STP001	02/05/2019	Payment	INV-BS03	Bacs	-14969.46	ST Portess & Son
WIT002	02/05/2019	Payment	I00125619	Bacs	-563.42	Witham Oil & Paint
WOO001	02/05/2019	Payment	974457	Bacs	-121.02	Woodco Business Machines
GRA002	01/05/2019	Payment	P01	Bacs	-60768.60	Grays of Holbeach Ltd
GRA002	13/05/2019	Adjust	Part Ex	Contra SL	12600.00	Grays of Holbeach Ltd

Account	Date	Type	Ref 1	Ref 2	Value	Details
GRA002	13/05/2019	Adjust	Part Ex Correction	Contra SL	-25200.00	Grays of Holbeach Ltd
ADC001	16/05/2019	Payment	11136	Bacs	-16560.00	ADC (East Anglia) Ltd
ANG102	16/05/2019	Payment	0075667440	Bacs	-11.69	Anglian Water (Holland Fen PS)
ASS001	16/05/2019	Payment	ADA-DINNER-587	Bacs	-585.00	Assoc. of Drainage Authorities
BLU001	16/05/2019	Payment	25453	Bacs	-121.80	Blue Line Trailers
CAR002	16/05/2019	Payment	45170	Bacs	-102.00	J Carr & Son
CAR003	16/05/2019	Payment	131013	Bacs	-292.99	Carrier Rental Systems
CEM001	16/05/2019	Payment	3011382003	Bacs	-445.20	Cemex UK Materials Ltd
CRA001	16/05/2019	Payment	SI-696	Bacs	-18.72	Craven & Nicholas Ltd
CRA004	16/05/2019	Payment	9680	Bacs	-23.94	Craftwork Engineering Ltd
CRP001	16/05/2019	Payment	CRPS/BSLUICE/7MAY19	Bacs	-40.00	C & R Property Services
DOU001	16/05/2019	Payment	424912	Bacs	-34.96	John W Doubleday Limited
EAS004	16/05/2019	Payment	ESF/SAC/19-20/01	Bacs	-306.00	Eastern Inshore Fisheries & Co
EVA001	16/05/2019	Payment	Inv IDB063	Bacs	-170.00	Noel Evans Window Cleaning
GRA002	16/05/2019	Payment	9TI00837	Bacs	-46.80	Grays of Holbeach Ltd
IDS001	16/05/2019	Payment	47059	Bacs	-792.84	iD Specialist Machinery
INL001	16/05/2019	Payment	2019-P01	Bacs	-18589.93	HM Revenue & Customs
IRE001	16/05/2019	Payment	213975	Bacs	-1780.17	Irelands Farm Machinery Ltd
JAC001	16/05/2019	Payment	BTN/363220	Bacs	-49.80	Jackson Buildbase
LAR001	16/05/2019	Payment	64672	Bacs	-178.39	Ray Larrington Hydraulics
LIN002	16/05/2019	Payment	2019-P01	Bacs	-20741.56	Lincolnshire C C Pension Fund
LIN021	16/05/2019	Payment	5357	Bacs	-7200.42	Lincolnshire Drainage Co. Ltd
MAS001	16/05/2019	Payment	ESI000549	Bacs	-36.00	Mastenbroek Environmental Ltd
SAM001	16/05/2019	Payment	062575	Bacs	-286.40	SAMS
SWI001	16/05/2019	Payment	BN057823	Bacs	-37.08	Switch Electrical WholesaleLtd
TFM001	16/05/2019	Payment	246113	Bacs	-271.71	TFM Supplies
TOW001	16/05/2019	Payment	37670304	Bacs	-137.36	Towergate Insurance
IRE001	15/05/2019	Payment	P02	Bacs	-116580.00	Irelands Farm Machinery Ltd
IRE001	20/05/2019	Adjust	Part Ex	Contra SL	-120000.00	Irelands Farm Machinery Ltd
ENV001	29/05/2019	Payment	P02	Bacs	-138276.00	Environment Agency
ASH001	30/05/2019	Payment	18637304	Bacs	-22.50	Ashtead Plant Hire Co Ltd
BLU001	30/05/2019	Payment	25590	Bacs	-28.80	Blue Line Trailers
BOS002	30/05/2019	Payment	27641	Bacs	-592.22	Boston Commercial Cleaners Ltd

Account	Date	Type	Ref 1	Ref 2	Value	Details
BUR002	30/05/2019	Payment	218909	Bacs	-31.13	The Burdens Group Ltd
CEM001	30/05/2019	Payment	3011421738	Bacs	-567.28	Cemex UK Materials Ltd
CLA001	30/05/2019	Payment	72442	Bacs	-712.37	Frank Clayton & Son Ltd
CRA001	30/05/2019	Payment	SI-807	Bacs	-49.44	Craven & Nicholas Ltd
DAV001	30/05/2019	Payment	BSIDB04	Bacs	-400.00	David Hoskins
ELL002	30/05/2019	Payment	P97342	Bacs	-96.40	Ellgia Ltd
HUT001	30/05/2019	Payment	H 28392	Bacs	-43.20	Hutsons Limited
IRE001	30/05/2019	Payment	214083	Bacs	-677.41	Irelands Farm Machinery Ltd
JAC001	30/05/2019	Payment	BTN/364360	Bacs	-45.60	Jackson Buildbase
LIN002	30/05/2019	Payment	10082239	Bacs	-407.19	Lincolnshire C C Pension Fund
LIN018	30/05/2019	Payment	00013420	Bacs	-283.20	SDG Access Limited
NOT001	30/05/2019	Payment	INV02521	Bacs	-103.08	P G & C Nottingham
ORI001	30/05/2019	Payment	INV-101294	Bacs	-12065.41	Oriel Systems Ltd
SKY001	30/05/2019	Payment	SI-18498	Bacs	-1143.32	Skyreach Access Solutions Ltd
TOW001	30/05/2019	Payment	37863017	Bacs	-181.74	Towergate Insurance
TRA002	30/05/2019	Payment	0458 AIP175	Bacs	-47.98	Travis Perkins Trading Co Ltd.
TRA006	30/05/2019	Payment	0978518306	Bacs	-71.81	Trade UK
BAR005	10/05/2019	Payment	P02	Direct Deb	-90.39	Barclaycard Merchant Services
BAR005	10/05/2019	Payment	P02	Direct Deb	-43.55	Barclaycard Merchant Services
TOM002	16/05/2019	Payment	P02	Direct Deb	-194.70	TomTom
PAY001	17/05/2019	Payment	P02	Direct Deb	-13.20	Payzone UK Limited
WOL001	20/05/2019	Payment	P02	Direct Deb	-28650.90	Woldmarsh Producers Ltd
EVE002	20/05/2019	Payment	P02	Direct Deb	-1018.91	Everything Everywhere
SWA001	20/05/2019	Payment	P02	Direct Deb	-158.51	Swalec
BRI001	21/05/2019	Payment	P02	Direct Deb	-1526.61	British Telecom
BOS001	28/05/2019	Payment	P02	Direct Deb	-2480.00	Boston Borough Council (Rates)
NAT004	31/05/2019	Payment	P02	Direct Deb	-341.67	Natwest
NAT004	31/05/2019	Payment	P02	Direct Deb	-5.25	Natwest

Account	Date	Type	Ref 1	Ref 2	Value	Details
				Total Payments	-500960.75	
				Total Discounts		
				Total Adjustments	-132600.00	
				Total Refunds		
				Total	-633560.75	

Payments

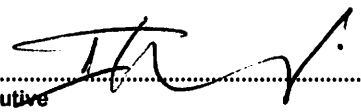
Bacs	-466437.06	Cheque		Direct Deb	-34523.69	Chargecard
Bulk Bacs						

Adjustments

Disc		Contra SL	-132600.00			
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Refunds

Refund						
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Chief Executive

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Finance Manager

BLACK SLUICE INTERNAL DRAINAGE BOARD

BOARD MEETING - 26 JUNE 2019

AGENDA ITEM No 11(b)

**SCHEDULE OF CONSENTS ISSUED & CONSENT APPLICATIONS /
CONTRAVENTIONS**

1. List of Consents

(a) Byelaw Consents

The following byelaw consents have been issued by the Board since 8th February 2019:

2019/B02	Chestnut Homes Ltd The Old School Wragby Road Langworth Lincoln LN3 5BJ	Erection or laying of structures within 9 metres of Board maintained watercourse. Grid Refs: 533208, 341646 BSIDB W.C 6/20
2019/B03	Western Power Distribution Endeavour Park Gilbert Drive Boston Lincs PE21 7TW	Replacement of existing LV overhead line. Grid Refs: 525904,342642 BSIDB W.C 4/6
2019/B04	Christopher Fountain 332a Willington Road Kirton End Boston Lincolnshire PE20 1NU	Relaxation of Byelaw to allow the construction of an outdoor seating area. Grid Refs: 528961, 340032 BSIDB W.C 5/32

(b) Culvert Consents

The following culvert consents have been issued by the Board since 8th February 2019:

2019/C04	Lincolnshire County Council Technical Services Partnership Crown House Grantham Street Lincoln LN2 1BD	Replacement of an existing highway culvert. Grid Refs: 510355, 342615 Ordinary (Non-Board Maintained)
2019/C05	Mr John Grant Witham House 52 Church Street Donington, Spalding Lincolnshire PE11 4UA	Installation of an access culvert. Grid Refs: 520293, 326278 BSIDB W.C 22/31

2019/C06	Still being processed	With Andrew Scott
2019/C07	Mr J Keshwara 4 Broad Street Whittlesey Peterborough PE7 1HA	Laying of pipe & construction of headwall Grid Refs: 532682,340913 Ordinary (Non-Board Maintained)
2019/C08	Grzegorz Kotula 22 Acacia Way Boston Lincs PE21 8AX	Erection of timber decking within watercourse. Grid Refs: 531422,343719 BSIDB W.C 12/1

(c) **Development Agreements**

The following development agreements have been issued by the Board since 8th February 2019:

2019/D03	Mrs J Holloway 124B Siltside Gosberton Risegate Spalding Lincolnshire PE11 4ET	Disposal of treated effluent. Grid Refs: 520934,329830 BSIDB Drain 22/14 (Risegate Eau)
2019/D04	Chestnut Homes Ltd The old School Wragby Road Langworth Lincoln LN3 5BJ	Discharge of surface water. Grid Refs: 533275,341723 BSIDB Drain 6/20
2019/D05	South Kesteven District Council Council Offices St. Peters Hill Grantham Lincolnshire NG31 6PZ	Disposal of treated effluent. Grid Refs: 515386, 320804 BSIDB Drain 28/15
2019/D06	Siemans Transmission & Distribution LTD Sir William Siemans House Princess Road Manchester M20 2UR	Discharge of surface water. Grid Refs: 519240, 340090 BSIDB Drain 3/2 (Double Twelves Drain)
2019/D07	Still being processed	With Andrew Scott

2019/D08	Kerry Ealing Dovecote Farmhouse Dovecote Lane Amber Hill Boston Lincolnshire PE20 3RR	Disposal of treated effluent. Grid Refs: 521647, 349869 BSIDB Drain 11/11 (Fifteen Foot Drain)
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(d) **Land Drainage Consents**

The following land drainage consents have been issued by the Board since 8th February 2019:

2019/L01	Martyn Sharpe Orchard House 71 Main Street Lyddington Rutland LE15 9LS	1 Outfall Grid Refs: 523292,337512 Drain: 4/65
2019/ L91 - L99	Land drainage consents issued to Triton Knoll, on behalf of the relevant landowners.	To install land drainage outfalls.

(e) **Extended Area Consents**

The following extended area consents have been issued since the 8th February 2019:

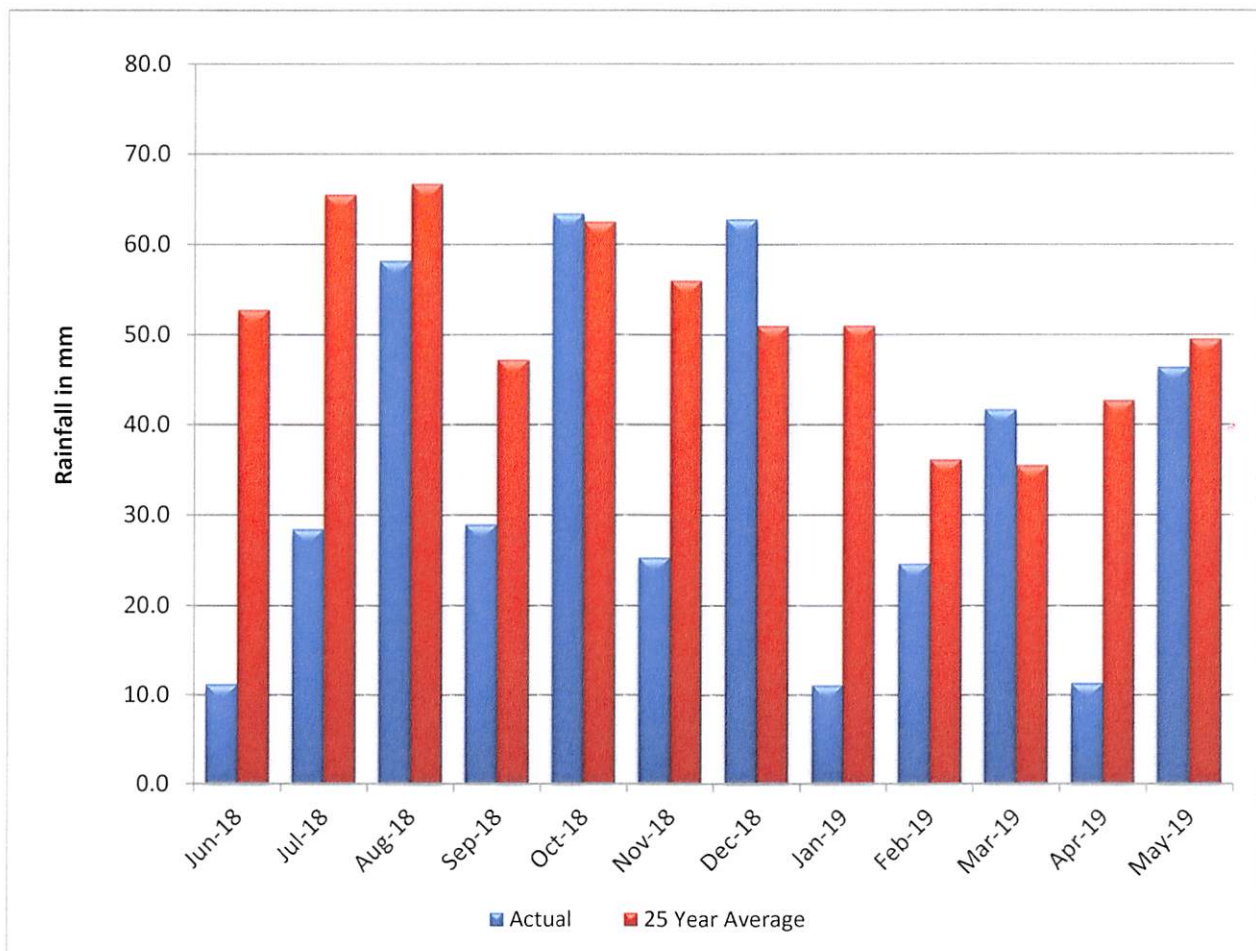
2019/X01	Sally Lister Spa Farm Stainfield Bourne Lincs PE10 0RT	Installation of two access culverts Grid Refs: 508374,325263 508262,325371 Private watercourse.
2019/X02	Lincolnshire County Council Lancaster House Orchard Street Lincoln LN1 1XX	Replacement of an existing timber footbridge & steel culvert in an ordinary watercourse. Grid Refs: 503361, 341492 Private Watercourse.

2. **Consent Applications / Contraventions**

There have been no consent applications/contraventions reported to the Board since 8th February 2019.

BLACK SLUICE INTERNAL DRAINAGE BOARD Rainfall at Swineshead Depot

MONTH	Rainfall		Actual / Average
	Actual	25 Year Average	
	mm	mm	%
Jun-18	11.2	52.7	21.25%
Jul-18	28.4	65.5	43.36%
Aug-18	58.2	66.7	87.26%
Sep-18	28.9	47.2	61.23%
Oct-18	63.4	62.5	101.44%
Nov-18	25.3	56.0	45.18%
Dec-18	62.8	51.0	123.14%
Jan-19	11.1	51.0	21.76%
Feb-19	24.6	36.1	68.14%
Mar-19	41.7	35.5	117.46%
Apr-19	11.3	42.7	26.46%
May-19	46.4	49.5	93.74%
Totals	413.3	616.4	67.05%



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

MONTH	Rainfall		Actual / Average
	Actual	25 Year Average	
	mm	mm	%
Jun-18	33.2	54.5	60.92%
Jul-18	18.4	61.4	29.97%
Aug-18	34.4	62.2	55.31%
Sep-18	10.6	46.9	22.60%
Oct-18	46.2	59.1	78.17%
Nov-18	19.4	56.1	34.58%
Dec-18	50.0	48.8	102.46%
Jan-19	7.2	49.0	14.69%
Feb-19	16.8	33.9	49.56%
Mar-19	28.8	34.2	84.21%
Apr-19	12.8	41.9	30.55%
May-19	36.6	50.2	72.91%
Totals	314.4	598.2	52.56%

