

BLACK SLUICE

INTERNAL DRAINAGE BOARD



Board Meeting

Wednesday, 30th October 2019 at 2pm

Station Road, Swineshead, Lincolnshire PE20 3PW



Black Sluice Internal Drainage Board

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Our Ref: IW/DPW/B10_1

Your Ref:

Date: 23rd October 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, 30th October 2019 at **2:00pm** 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 26th June 2019 (**pages 1 - 14**)
4. **CONFIDENTIAL** - To receive and, if correct, sign the Confidential Minutes of the meeting of the Board held on 26th June 2019 (**page 15**)
5. Matters Arising.
6. To receive the unconfirmed Committee Minutes and Matters Arising of the following meetings:
 - (a) Executive Committee Meeting held on 18th September 2019 (pages 16 - 23)
 - i) Drainage rate account 30-2512-2 (**pages 24 - 30**)
To approve the following:
 - ii) First draft 2020/21 budget & ten year estimates (**page 31**)
 - iii) 2019/20 Capital Schemes Budgets (**page 32**)
 - iv) 2020/21 Plant Budget (**page 33**)
 - v) Draft timetable for 2020 meetings (amended) (**page 34**)Matters Arising:
 - vi) To consider financial support towards the South Lincs Water Partnership - 'Developing a Catchment Resilient to Climate Change' (**pages 35 - 37**)
 - (b) Audit & Risk Committee Meeting held on 9th October 2019 (pages 38 - 47)
To approve the following:
 - i) Annual Return including External Auditor's Opinion for 2018/19 (**pages 48 - 53**)
To adopt the following Policies:
 - ii) Policy No. 14: Complaints Procedure (**pages 54 - 58**)
 - iii) Policy No. 33: Smoking Policy (**pages 59 & 60**)
 - iv) Policy No. 36: H&S Manual Handling Operations (**page 61**)
 - v) Policy No. 37: H&S Managing Stress in the Workplace (**pages 62 & 63**)
 - vi) Policy No. 38: H&S Vibration at Work (**page 64 & 65**)
 - vii) Policy No. 39: H&S Wearing of seatbelts in Boards vehicles (**page 66**)Matters arising:
 - viii) To receive a report on data tagging (**pages 67 - 69**)
 7. To review the Risk Register (**page 70**)
 8. To receive the Period 06 Management Accounts (**pages 71 - 76**)
 9. To receive the Annual Report on Health and Safety including Near Misses (**pages 77 & 78**)
 10. To consider reports on the following:
 - (a) Monthly Accounts: June 2019 to September 2019 (**pages 79 - 93**)
 - (b) Schedule of Consents: June 2019 to September 2019 (**pages 94 - 96**)
 - (c) Rainfall (**pages 97 & 98**)
 11. To receive a report on a meeting held with Boston Borough Council & budget and estimate proposal (**pages 99 - 101**)
 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
26th June 2019 at 2pm

Members

Chairman - * Mr K C Casswell

- | | |
|------------------|------------------|
| * Mr W Ash | * Cllr T Ashton |
| * Mr J Atkinson | * Cllr R Austin |
| * Mr V Barker | * Cllr P Bedford |
| * Mr J Fowler | * Cllr M Cooper |
| * Mr P Holmes | Cllr F Pickett |
| * Mr R Leggott | * Cllr P Skinner |
| * Mr P Robinson | Cllr M Head |
| * Mr M Rollinson | Cllr C Benn |
| * Mr N J Scott | * Cllr S Walsh |
| * Mr J R Wray | * Mr M Brookes |

* Member Present

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

1465 APOLOGIES FOR ABSENCE - Agenda Item 1

Apologies for absence were received from Cllr C Benn and Cllr F Pickett.

The Chairman welcomed Cllr R Austin and Cllr S Walsh to the Board. Further thanking Boston Borough Council for appointing Mr M Brookes to continue representing Boston Borough Council on the Board as a lay member.

The Chairman noted the sad passing of David Dickinson, a past member of the Board.

1466 DECLARATIONS OF INTEREST - Agenda Item 2

There were no declarations of interest received.

1467 MINUTES OF THE LAST BOARD MEETING - Agenda Item 3

The Minutes of the last meeting of the Board held on the 8th February 2019, copies of which had been circulated, were considered and it was AGREED that they should be signed as a true record with the following amendment:

- Minute 1395(a) – Title ‘Monthy Accounts’ should be ‘Monthly Accounts’

1468 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.

1469 MATTERS ARISING - Agenda Item 5

(a) ADA MODEL OF LAND DRAINAGE BYELAWS - Minute 1385(a)

Mr R Leggott questioned whether any further progress had been made with this? The Finance Manager responded that he continues to chase the matter.

(b) DAMAGE TO A CONCRETE FARM YARD AT CLAYDYKE, HOLLAND FEN - Minute 1387(b)

The Chief Executive informed the Board that confirmation in writing has been received from the landowner that a £3,000 contribution towards the future refurbishment of the hardstanding is acceptable.

All AGREED to rescind the previous offer and approve the offer of a £3,000 contribution, in money rather than materials, towards the future refurbishment of the hardstanding.

1470 UNCONFIRMED MINUTES OF THE NORTHERN WORKS COMMITTEE - 26 FEBRUARY 2019 - Agenda Item 6(a)

The Northern Works Chairman presented the unconfirmed minutes of the meeting held on the 26th February 2019, copies of which had been circulated. The Board RESOLVED that the minutes should be received.

(a) MATTERS ARISING

(i) PROPOSED CLEANSING WORKS – DRAIN 5/3, CHAIN BRIDGE ROAD, WYBERTON - Minute 1403(d)

The Operations Manager made reference to previous deliberation around whether grass land should be considered as an arable crop eligible for compensation from the Board.

He proposed that these cases be analysed on an individual basis between himself and the landowner, adding that there aren't that many grass land cases that arise.

Mr P Holmes added he felt this was a good idea, making reference to different types of grassland i.e. grazing, conservation, amenity etc.

All AGREED for the Operations Manager to consider and make decisions around grassland in relation to compensation on an individual basis.

It was further noted that the particular case has not yet been resolved.

(ii) WASTE ISSUE - ALBAN RETAIL PARK - Minute 1403(f)

The Operations Manager explained that a site meeting has taken place to discuss the suitability and placement of a fence. The Board's officers gave their opinion and advice around a suitable type and placing of fence. The fence will be erected outside the 9m byelaw distance.

The Northern Works Chairman moved that these minutes and resolutions contained therein be accepted by the Board. All AGREED.

1471 TO ADOPT THE NORTHERN WORKS COMMITTEE TERMS OF REFERENCE - Agenda Item 6(a)(i)

The Northern Works Chairman presented the Northern Works Committee Terms of Reference.

The Finance Manager explained that each committee's Terms of Reference has had a change from 'tri-annual AGM' to 'triennial general meeting'.

The Board RESOLVED that the Northern Works Committee Terms of Reference be adopted.

1472 UNCONFIRMED MINUTES OF THE STRUCTURES COMMITTEE - 13 MARCH 2019 - Agenda Item 6(b)

The Structures Chairman presented the unconfirmed minutes of the meeting held on the 13th March 2019, copies of which had been circulated. The Board RESOLVED that the minutes should be received.

(a) MATTERS ARISING

(i) STRUCTURES REPLACEMENT PROGRAMME - Minute 1412

The Operations Manager made reference to the previous agreement that an estimated cost for temporary additional staff to complete culvert inspections be presented at this meeting.

He continued that there are approximately 1200 surveys to be completed, at an estimated 15 inspections per day, the estimated cost to the Board would be £37,000. At an estimated 20 inspections per day, the estimated cost to the Board would be £27,000. This is based on purely external staff, with no Black Sluice IDB staff included for the culvert inspections.

Mr P Holmes questioned the difference in cost between Black Sluice IDB workforce completing the inspections and external temporary staff?

The Operations Manager stated that he has based his estimations on £25 per hour. The Finance Manager stated that the average cost per hour for the workforce is £31.

The Operations Manager added that the sooner the inspections are completed; the sooner a management plan of culvert replacements can be produced.

Mr W Ash suggested students may be a way forward employed as a temporary summer job.

All AGREED for additional external staff to be employed to complete the culvert surveys.

(ii) RAILWAY CONTRIBUTION - Minute 1413(a)

Mr V Barker questioned if any further progress had been made? The Chief Executive explained that nobody seems to be in a position to answer and so it may have to come from the Board's solicitor to force a response.

The Structures Chairman moved that these minutes and resolutions contained therein be accepted by the Board. All AGREED.

1473 TO ADOPT THE STRUCTURES POLICY - Agenda Item 6(b)(i)

The Structures Chairman presented the Structures Policy.

The Board RESOLVED that the Structures Policy be adopted.

1474 TO ADOPT THE STRUCTURES COMMITTEE TERMS OF REFERENCE - Agenda Item 6(b)(ii)

The Structures Chairman presented the Structures Terms of Reference.

The Board RESOLVED that the Structures Committee Terms of Reference be adopted.

1475 UNCONFIRMED MINUTES OF THE SOUTHERN WORKS COMMITTEE - 3 APRIL 2019 - Agenda Item 6(c)

The Southern Works Chairman presented the unconfirmed minutes of the meeting held on the 3rd April 2019, copies of which had been circulated. The Board RESOLVED that the minutes should be received.

(a) MATTERS ARISING

(i) RMRN BSIDB ADOPTION OF EA MAIN RIVERS – HORBLING CATCHWATER, TOWN BECK & DIVERSION DRAIN – Minute 1419(d)

Mr M Rollinson stated that a landowner has been very complimentary towards the Board in that he didn't flood as he has done previously which he feels it due to the Board's maintenance.

The Southern Works Chairman moved that these minutes and resolutions contained therein be accepted by the Board. All AGREED.

1476 TO ADOPT THE SOUTHERN WORKS COMMITTEE TERMS OF REFERENCE – Agenda Item 6(c)(i)

The Southern Works Chairman presented the Southern Works Terms of Reference.

The Board RESOLVED that the Southern Works Terms of Reference be adopted.

1477 UNCONFIRMED MINUTES OF THE AUDIT & RISK COMMITTEE - 1 MAY 2019 - Agenda Item 6(d)

The Audit & Risk Chairman presented the unconfirmed minutes of the meeting held on the 1st May 2019, copies of which had been circulated. The Board RESOLVED that the minutes should be received.

The Audit & Risk Chairman moved that these minutes and resolutions contained therein be accepted by the Board. All AGREED.

1478 TO ADOPT THE AUDIT & RISK COMMITTEE TERMS OF REFERENCE – Agenda Item (d)(i)

The Audit & Risk Chairman presented the Audit & Risk Terms of Reference.

The Board RESOLVED that the Audit & Risk Terms of Reference be adopted.

1479 TO ADOPT THE RISK MANAGEMENT STRATEGY (No. 01) - Agenda Item 6(d)(ii)

The Audit & Risk Chairman presented the Risk Management Strategy.

The Board RESOLVED that the Risk Management Strategy be adopted.

1480 TO ADOPT THE PROCUREMENT POLICY (No. 04) - Agenda Item 6(d)(iii)

The Audit & Risk Chairman presented the Risk Management Strategy.

The Board RESOLVED that the Procurement Policy be adopted.

1481 TO ADOPT THE RELAXATION OF BOARD BYELAW No. 10 POLICY (No. 08) - Agenda Item 6(d)(iv)

The Chief Executive presented the Relaxation of Board Byelaw No.10 Policy.

He made further reference to the irrigation and abstraction meeting held in May 2019 and the success of it. The only factor outstanding from the meeting is the approval of a high visibility marker post, making reference to the post situated on the grass bank outside the offices, which members were directed to view before the meeting. This marker post will be suggested to the attendees of the irrigation meeting. The cost of the post is £25 + VAT. There is also going to be a further meeting held with utilities such as Anglian Water.

The Board RESOLVED that the Relaxation of Board Byelaw No.10 Policy be adopted.

1482 TO ADOPT THE H&S YOUNG PERSONS SAFETY AT WORK POLICY (No. 26) – Agenda Item 6(d)(v)

The Audit & Risk Chairman presented the H&S Young Persons at Work Policy.

The Board RESOLVED that the H&S Young Persons at Work Policy be adopted.

1483 TO ADOPT THE COMMERCIAL WORKS POLICY (No. 40) - Agenda Item 6(d)(vi)

The Audit & Risk Chairman presented the Commercial Works Policy.

Cllr S Walsh noted that there was no time limit on quotations, which he suggested there should be, perhaps three months?

All AGREED with the addition of a three-month time limit on quotations being valid.

The Board RESOLVED that the Commercial Works Policy be adopted with the above amendment.

1484 TO ADOPT THE PUBLIC SECTOR CO-OPERATION AGREEMENT POLICY (No. 41) - Agenda Item 6(d)(vii)

The Audit & Risk Chairman presented the Public Sector Co-operation Agreement Policy.

The Board RESOLVED that the Public Sector Co-operation Agreement Policy be adopted.

1485 TO ADOPT THE DEVELOPMENT CONTROL CHARGES & FEES POLICY (No. 44) - Agenda Item 6(d)(viii)

The Chief Executive presented the Development Control Charges & Fees Policy.

The Chief Executive explained that the basis of the policy has derived from South Holland IDB and is being pushed to be set as a national policy through ADA. He felt that all IDBs should be using the same policy so that all IDBs can justify the figures used and so that they are all calculated through the same method. If different IDBs use different calculations this could lead to challenge from developers.

He further referred to paragraph 2.4; the current maximum charge applicable per impermeable hectare of £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.

The Chief Executive added that this new policy was presented to a local developer who couldn't see a problem with it.

The Board RESOLVED that the Development Control Charges and Fees Policy be adopted.

1486 TO ADOPT THE MOBILE PHONES & DEVICES POLICY (No. 45) - Agenda Item 6(d)(ix)

The Audit & Risk Chairman presented the Mobile Phones & Devices Policy.

The Board RESOLVED that the Mobile Phones & Devices Policy be adopted.

1487 TO ADOPT THE PENSIONS DISCRETION POLICY (No. 30) - Agenda Item 6(d)(x)

The Finance Manager presented the Pensions Discretion Policy.

It was explained that there had been some confusion about the number of discretions outlined within the policy at the Audit and Risk Committee meeting and so the Finance Manager was requested to do some further research around it.

Within the introduction, there are five specific discretions, two further mandatory discretions and two further discretions outlined. This is followed by details of the five specific discretions, and the two further mandatory discretions and two further discretions are combined – which explains the confusion around the number of discretions detailed.

The Board RESOLVED that the Pensions Discretion Policy be adopted.

1488 TO APPROVE THE INTERNAL AUDITORS REPORT 2018/19 - Agenda Item 6(d)(xi)

The Audit & Risk Chairman presented the Internal Auditors Report, outlining the achievement of 'substantial assurance'. He commended the Board's staff on this respectable achievement.

The Board RESOLVED that the Internal Auditors Report be noted.

1489 TO APPROVE THE AUDIT PROGRAMME 2019/20 - Agenda Item 6(d)(xii)

The Audit & Risk Chairman presented the Audit Programme 2019/20.

Mr V Barker made reference to the asset register, making further reference to the Risegate Eau. He questioned if the Board receive wayleave payments for the electricity and telephone poles on this land? The Finance Manager noted that the Board receive £220 wayleave per year, further noting that it would likely cost more to pursue any further than would be gained. Mr R Leggott added that it should be remembered that the wayleave payment is then received annually thereafter. Mr V Barker continued that he will bring in his own wayleave in for comparison.

The Board RESOLVED that the Audit Programme 2019/20 be noted.

1490 UNCONFIRMED MINUTES OF THE ENVIRONMENT COMMITTEE - 15 MAY 2019 - Agenda Item 6(e)

The Environment Chairman presented the unconfirmed minutes of the meeting held on the 15th May 2019, copies of which had been circulated. The Board RESOLVED that the minutes should be received.

(a) MATTERS ARISING

(i) INVASIVE SPECIES - Minute 1439(j)

The Operations Manager noted that a first year of trials for mowing yellow flower has been conducted during May and will be completed again next year. Mr J Atkinson noted that he is happy with what has been completed so far and added that his personal experience of mowing the yellow flower has eradicated the problem. The Operations Manager further added that he has requested with the EA what work the Board can complete on the South Forty Foot Drain in relation to yellow flower and is currently awaiting a response.

The Environment Chairman moved that these minutes and resolutions contained therein be accepted by the Board. All AGREED.

1491 TO ADOPT THE ENVIRONMENT COMMITTEE TERMS OF REFERENCE - Agenda Item 6(e)(i)

The Environment Chairman presented the Environment Committee's Terms of Reference.

The Board RESOLVED that the Environment Committee's Terms of Reference be adopted.

1492 UNCONFIRMED MINUTES OF THE EXECUTIVE COMMITTEE - 29 MAY 2019 - Agenda Item 6(f)

The Executive Chairman presented the unconfirmed minutes of the meeting held on the 29th May 2019, copies of which had been circulated. The Board RESOLVED that the minutes should be received.

(a) MATTERS ARISING

(i) 2018/19 ACCOUNTS - Minute 1456

The Chairman made reference to some further documents handed out, the written explanation for the accounts, and questioned whether the Board would like these including in the future rather than the accounts in just numerical format? The Board AGREED they would be of benefit to be included in future Board agendas.

(ii) EIGHT YEAR PLANT REPLACEMENT BUDGET - Minute 1461

The Chairman made reference to the Executive Committee's allowance of £25,000 as per the procurement policy, further adding that a purchase of £31,000 was sanctioned due to it being not financially prudent to wait for the Board meeting as the machine is required for this cutting season.

It was questioned whether the Delegation of Authority should be altered, in reference to the Executive Committee's budget, especially in consideration of the rising cost of machinery.

Proposed by Cllr M Cooper, seconded by Mr V Barker, all AGREED to change the Delegation of Authority and the Executive's Terms of Reference, to increase the Executive Committee's allowance to £40,000.

(iii) EIGHT YEAR PLANT REPLACEMENT BUDGET - Minute 1461

The Operations Manager referred to the Twiga machines, particularly the oldest of the machines – the 2015 machine. It was identified last year that the flail rotor canopy was in poor condition and the decision was taken to get a new canopy at the end of the season. Unfortunately, at the start of this season, the flail rotor has been bent. The Board do have a spare flail rotor, but if this is used then obviously there would no longer be a spare. The cost of a new flail head from Spearhead is £8,500. An alternative could be a Herder flail mowing head at a cost of £13,500. The Operations Manager explained that he felt the Herder would be a better head in respect of the life expectancy of the machines. He has also spoken to other IDBs who successfully use Twiga machines with a Herder head. The Herder head should arrive at the end of July 2019.

Mr V Barker made reference to problems with the brackets and questioned if having a heavier head will therefore cause more problems? The Operations Manager explained that he has spoken to other IDBs in the area using this combination who had encountered no further problems because of it.

Mr P Robinson questioned if the Twiga machine can be purchased without a head? The Operations Manager confirmed that they can be purchased without a head, which will be considered in future.

(iv) REPORT ON THE PREPARATION OF PUMPING STATION CONTINGENCY PLANNING - Minute 1462

The Chief Executive confirmed that the quotation was for only one pumping station and so the order has been placed for Holland Fen Pumping Station.

(v) MIDDLE LEVEL COMMISSIONERS VISIT - Minute 1464(b)

The Chief Executive informed the Board of the Mid Level Commissioners visiting on the 4th July 2019 and invited members to attend.

(vi) PSCA WORKS - LAYING OF STONE - Minute 1464(b)

The Chief Executive stated that this has all been processed and the EA have already paid the invoice.

The Executive Chairman moved that these minutes and resolutions contained therein be accepted by the Board. All AGREED.

1493 TO ADOPT THE EXECUTIVE COMMITTEE TERMS OF REFERENCE - Agenda Item 6(f)(i)

The Executive Chairman presented the Executive Committee's Terms of Reference.

The Board RESOLVED that the Executive Committee Terms of Reference be adopted.

1494 TO APPROVE THE PERIOD 12 MANAGEMENT ACCOUNTS - Agenda Item 6(f)(ii)

The Finance Manager presented the Period 12 Management Accounts.

The Board RESOLVED that the Period 12 Management Accounts be approved.

1495 TO APPROVE THE BOURNE FEN FARM ACCOUNTS - Agenda Item 6(f)(iii)

The Finance Manager presented the Bourne Fen Farm Accounts.

The Board RESOLVED that the Bourne Fen Farm Accounts be approved.

1496 TO APPROVE THE EIGHT YEAR PLANT REPLACEMENT BUDGET - Agenda Item 6(f)(iv)

The Chairman presented the Eight Year Plant Replacement Budget.

The Board RESOLVED that the Eight Year Plant Replacement Budget be approved.

1497 TO APPROVE THE DRAFT UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDING 31 MARCH 2019 - Agenda Item 7

The Finance Manager presented the unaudited financial statements for the year ending 31 March 2019.

The Board RESOLVED for the Chairman to sign the unaudited financial statements for the year ending 31 March 2019.

1498 TO REVIEW & APPROVE THE ANNUAL GOVERNANCE STATEMENT - Agenda Item 8

The Finance Manager presented the Annual Governance Statement.

The Board RESOLVED that the Annual Governance Statement be signed and approved.

1499 TO APPROVE AND AUTHORISE THE CHAIRMAN TO SIGN THE ANNUAL RETURN FOR THE YEAR ENDING 31 MARCH 2019

The Finance Manager presented the Annual Return.

The Board RESOLVED that the Annual Return be signed and approved.

1500 TO REVIEW THE RISK REGISTER - Agenda Item 10

The Board RESOLVED that the Risk Register be accepted.

1501 REPORTS ON THE FOLLOWING: - Agenda Item 11

(a) MONTHLY ACCOUNTS (FEBRUARY 2019 - MAY 2019)

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

(b) SCHEDULE OF CONSENTS (FEBRUARY 2019 - MAY 2019)

The Board's Schedule of Consents, inclusive of February 2019 - May 2019, were circulated. The Board RESOLVED that this report be noted.

(i) 2019/C08 – ERECTION OF TIMBER DECKING WITHIN WATERCOURSE

Mr V Barker questioned consent 2019/C08? The Chief Executive explained that it is in the North Forty Foot Drain, on a bank that can't be maintained mechanically due to the proximity of houses. There was a previously consented timber decking area. Details have been given about the materials, support and stability methods and the height of the decking above the water level.

(c) RAINFALL

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

The Chief Executive added the following figures:

- 25-year average of Swineshead Depot = 52.7mm
Actual rainfall to date in June 2019 = 139.8mm
- 25-year average of Black Hole Drove = 54.8mm
Actual rainfall to date in June 2019 = 115.6mm

The Board RESOLVED that this report be noted.

1502 ANY OTHER BUSINESS - Agenda Item 12

(a) FLOOD EVENT - JUNE 2019

The Chairman thanked all Black Sluice IDB staff and Board Members who were involved in the event.

The Finance Manager gave an informative presentation about the recent flooding emergency event, explaining the timeline of events as follows:

10th & 11th June 2019

The rain began on the 10th June 2019, receiving 138mm in 2 days (twice the monthly average).

12th - 14th June 2019

A breach was become aware of on the evening of the 12th June 2019 on the River Steeping, which was to be assessed by drone the following morning.

On the afternoon of the 13th June 2019, it was declared an emergency. Evacuation of parts of Wainfleet commenced thereafter and military aid requested to plug the breach in the River Steeping. In addition to this, sewerage issues were being reported in Holbeach. The first military helicopter arrived, starting to plug the breach with forty tonnes of 1 tonne sand bags. This followed by three military helicopters on the 14th June 2019, to plug the breach with 270 tonne bags.

15th June 2019

The following day, 15th June 2019, the repairs were looking positive, with some water coming through the plugged breach. However, a crack in the bank 1km west of the breach was discovered. There was also concern around the water rising and getting closer to Thorpe Culvert Pumping Station. Lindsey Marsh IDB took the decision to shut the pumping station down at just after midday. Within two minutes of shutting the pumping station down, the fire and rescue team arrived and started pumping out the electrical panel, where the water was entering. Once pumped down, it was identified where the leak was occurring and the gap plugged. If the fire and rescue team hadn't been able to pump and the pumping station had been forced to continue with the shutdown, houses in Thorpe St Peter would have flooded within twenty to twenty-five minutes. Water from the River Steeping was moved with ultra-high volume pumps into the Bell Water and through Witham 4th IDBs system. These pumps were moving 1.6m³ of water per second.

16th June 2019

On the 16th June 2019, thunderstorms and more rain were expected, causing concern that if the predicted rainfall fell in the Wainfleet catchment, further banks could breach. Due to these expectations, 590 properties at highest risk remained evacuated. Fortunately, the Wainfleet catchment only received a further 4mm of rain and so the possible emergency that had been planned for, didn't happen.

20th - 22nd June 2019

A public meeting was held on the evening of the 20th June 2019, with all evacuees being told during the next day, it would be safe to return by the evening of the 21st June 2019. The emergency state was stood down on the 22nd June 2019.

The Chief Executive continued, making reference to the South Forty Foot Drain (SFFD), explaining that the Board had 4 recording telemetry devices along the SFFD at Chain Bridge, Quadring, Dowsby and Black Hole Drove. He presented on screen a graph showing the trace of the telemetry at these four pumping stations, explaining that the peaks of the red line are Black Hole Drove Pumping Station pumping into the SFFD. The troughs of the blue line represent the gates being open and the tide being out. The yellow and green line would also be expected to follow this trend.

The Chief Executive continued by presenting several telemetry traces for comparative purposes, highlighting how efficiently the new combination of the gravity sluice and navigation lock is working. The Chief Executive made particular reference to the telemetry trace of 10/06/19 – 20/06/19, highlighting the troughs labelled one to nineteen. These troughs represent the navigation lock being opened at the same time as the gravity sluice.

The troughs after the nineteenth is when it was the gravity door only being opened. Therefore, if it was the gravity door only, the recovery period would have been three times longer. It was further noted that the missing trough of number nine was just a recording failing of the telemetry system.

The Chief Executive made further reference to another telemetry trace of 09/06/19 – 26/06/19, highlighting that on the morning of the meeting, 26th June 2019, the South Forty Foot Drain was only 200mm above the level it was at two days before the commencement of the rain on the 9th June 2019.

The Chief Executive added that the main problem encountered for the Board was the vast amount of weed at the weedscreen cleaners. The smaller pumping stations don't have automatic weedscreen cleaners and so the workforce had to move it manually with rakes. Some of the machines with cutting baskets and flails were sent out early along the pump drains to try and remove vegetation.

He concluded with the following factual figures:

- Average 5 days' rainfall over catchment = 104mm.
- Entire catchment (67,315 ha) at 104mm = 70,007,600 tonnes of water.
- 1,040 tonnes of water per hectare.
- 50% pumped (50% highland carriers) = 3.5 million tonnes of water pumped (lifted) every day for ten days, system nearing total recovery ten days after main event ended.

Mr J Atkinson made reference to flooding at Dowsby Lode, the Operations Manager confirmed that it has been surveyed and is on programme to be completed this year.

Mr V Barker questioned if another telemetry trace could be shown for the River Witham and Haven, as he felt it was fortunate that the River Witham hadn't started its flow. The Chief Executive noted that he will find this information.

Mr P Holmes additionally felt another telemetry trace from seven years ago would be interesting, when two pumps were running. The Chief Executive noted that he will find this information.

Cllr M Cooper noted the very little difference in the height of the water running down the River Witham.

Mr M Brookes questioned if the documentation from the Environment Agency on the operational procedure for the sluice and navigation lock has yet been received? The Chief Executive noted that he had previously been informed that it would be released in quarter one of 2019, he has now been further informed that it will be quarter two.

Mr P Holmes made reference to water entering the pumping station through the electrical ducts and questioned if the Board's pumping stations have been assessed for this sort of scenario? The Chief Executive responded that all the pumping stations are being assessed.

All AGREED that a message of thanks be sent from the Board to all employees.

(b) VACANT POSITIONS - AUDIT & RISK COMMITTEE

The Audit & Risk Chairman noted that he has two vacancies on the committee for appointed members.

With Cllr R Austin's previous presence on the Audit & Risk Committee and Cllr S Walsh's presence on the Audit & Governance Committee for South Holland District Council, it was proposed that they become members of the Audit & Risk Committee.

All AGREED that Cllr R Austin and Cllr S Walsh be on the Audit & Risk Committee.

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

BLACK SLUICE INTERNAL DRAINAGE BOARD

MINUTES

of the proceedings of a meeting of the Executive Committee

held at the Offices of the Board on
18th September 2019 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)

1503 **APOLOGIES FOR ABSENCE - Agenda Item 1**

There were no apologies for absence.

1504 **DECLARATIONS OF INTEREST - Agenda Item 2**

There were no declarations of interest.

1505 **MINUTES OF THE LAST MEETING - Agenda Item 3**

Minutes of the last meeting held on 29th May 2019, copies of which had been circulated, were considered and it was AGREED that they should be signed as a true record with the following amendment:

- Minute 1456(c) – the date within the title be changed to 31 March 2019 as opposed to 21 March 2019.

1506 **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.

1507 **MATTERS ARISING - Agenda Item 5**

(a) CONTRIBUTION TO DAMAGE TO A CONCRETE FARM YARD AT CLAYDYKE, HOLLAND FEN - Minute 1453(c)

The Chief Executive updated the committee that an agreement, with the agreed sum of money stated, has been sent to the landowner for signing to which they have confirmed they are going to sign and return.

(b) DAMAGE TO ROAD CAUSED BY BLACK SLUICE IDB MACHINES - Minute 1453(f)

It was confirmed that the detail was with the relevant minute.

(c) TO RECEIVE A REPORT ON FINANCE & RATING - Minute 1459

It was clarified that the landowner has paid the drainage rates.

(d) TO CONSIDER PERIOD ONE MANAGEMENT ACCOUNTS - Minute 1460

The Finance Manager informed the committee that the electricity contract is due for renewal on the 30 September 2019 and Woldmarsh have achieved a reduction of 11%.

(e) TO RECEIVE A REPORT ON WATER RESOURCE EAST BOARD MEMBERSHIP - Minute 1463

The Chief Executive made reference to the agreement made within minute 1463; 'It was AGREED that no finance should be offered towards a seat on the Board'.

He explained that a draft letter is being sent out to the relevant Chairmen and Chief Executives of a number of Boards in the Water Resource East (WRE) area regarding the appointment of an IDB representative onto the WRE Board and the apportioning of the cost of this between the Boards. The proportion of the total cost of £15,000 from Black Sluice IDB would be £1,105.81.

However, the Chief Executive referred back to the agreement made at the previous meeting, noting that the agreement would have to be rescinded following six months from the Board meeting if the committee now wish to go ahead with the £1,105.81 contribution towards the IDB representative on the WRE Board.

The Chairman explained that ADA do not want to give the full funding for the appointment because in future there may be more Water Resource committee's in other areas of the country which may also then require funding. It was therefore decided that the relevant Boards in the WRE would be asked to contribute.

It was questioned whether the agreement at the previous meeting was made based on a full funding request of £15,000 rather than an apportionment of £1,105.981. However, it was noted that the minute agreement states 'no finance' to be given which the committee had agreed to be a true and accurate record of the meeting.

The Finance Manager raised his concern that the Board have no legal basis to give the contribution because an IDB is only allowed to spend money on land drainage and the environment as per the Land Drainage Act. He therefore could not see how giving the contribution could be justified.

The Chief Executive noted that this concept could bring additional flood resilience to the catchment as well as possible financial reward for 'farming the water' as a resource.

Mr P Holmes noted that all IDBs are guided by the same legislation and so all IDBs being asked to contribute will be in the same position as to whether it is justifiable.

Mr J Fowler added that if the concept is likely to be using the Board's assets in the future then it is in the Board's interest and therefore justified to contribute.

The Finance Manager questioned what legal basis is going to be used to justify him to process the payment, questioning whether the possible use of the Board's assets is actually an interest in drainage?

The Chief Executive added that the WRE is the overall 'umbrella' over the South Lincs Water Partnership (SLWP). The SLWP project includes within it, to try and introduce additional flood resilience to the catchment.

The Finance Manager posed his two concerns to the committee:

1. Has a decision been made on this in the last six months?
2. Do we, as an IDB, have the legal authority to spend this money?

The standing orders were displayed on screen, noting that it was presented to the Board in June 2019 from the previous Executive committee. It was therefore to be proposed to the Board, in accordance with standing order regulation no. 23, by Mr M Rollinson that the previous agreement within minute 1463 be rescinded and the payment of £1,105.81 be made following the six months preceding the last Board meeting for the appointment of an IDB representative on the WRE Board. Mr J Fowler and Mr M Brookes seconded this proposal.

The committee felt that WRE entails both drainage and the environment. Therefore, the committee AGREED that the Finance Manager is to process the payment as directed by the Executive Committee.

(f) CO-OPTED MEMBERS - Minute 1464(c)

It was noted that the South Holland District Council co-opted member is Cllr S Walsh.

(g) NORTHERN WORKS - FENCE AT B&M'S & DUNELMS - Minute 1464(d)

It was noted that the meeting has not yet taken place, it is still ongoing.

1508 TO RECEIVE THE EXTERNAL AUDITORS OPINION 2018/19 - Agenda Item 6

The Finance Manager presented the external auditors opinion, noting his mistake regarding the period of inspection which should have been 30 working days as opposed to 20 working days, apologising for this.

All AGREED that the External Auditors opinion for 2018/19 be noted.

1509 TO CONSIDER PERIOD 05 MANAGEMENT ACCOUNTS - Agenda Item 7

The Finance Manager presented the period 5 management accounts, inviting any questions and noting a big contingency showing for electricity from June 2019, the bill will not be received until the end of September 2019.

The Finance Manager further displayed on screen, for interest purposes only, the Brewin Dolphin investment figures at the current date, highlighting that currently there is less than a 0.1% difference between risk level three and risk level five.

1510 PURCHASES, UPGRADES & CONTRACT RENEWALS - Agenda Item 8

The Finance Manager informed the committee that the IT support contact is currently with HBP, who have helped get the IT system set up as desired, with an established working relationship. The disaster recovery procedures have also been tested during summer 2019 and have worked successfully. The new server has also been installed and is successfully working.

The renewal contract from HBP has increased by 0.16% since the last contract that commenced October 2016 for three years, it being noted that the renewal contract is also for three years again.

The Finance Manager further noted that previously it has been difficult to source like for like quotes with the same pro-active support that HBP offer.

All AGREED to go ahead with the three-year contract with HBP, given the already established working relationship between HBP and the Board.

1511 DIRECTION ON 2019/20 BUDGETS & TEN YEAR ESTIMATES - Agenda Item 9

The Finance Manager presented the initial draft 2019/20 budgets and ten year estimates.

The Finance Manager noted that he has included the rate increases as per this year's estimate. At the moment, other than capital schemes, there is only a 2% inflationary increase.

The Finance Manager displayed on screen the average weekly earnings 3-month average for the public sector, noting that it is currently at 3.7% which he expects the Union will negotiate for at the October Pay and Conditions meeting.

It was clarified that the big increase between actual and budget in the investment income is due to the fact that the Brewin Dolphin investment was not invested for a full twelve months last year, whereas it is a full year's investment this year.

The Chairman questioned if Boston Borough Council would be informed of the possible increase? The Finance Manager noted that they were given notification last year, it being further noted that they can be sent the predictions again.

The Finance Manager made reference to land movements within the borough of Boston and all the building developments taking place that will make a difference to the special levy.

The Finance Manager also noted that the three-year cycle for the make-up of the Board is due on the 1st April 2020 and so if the developments continue to grow then the Board may have to be reconstituted with another co-opted member for Boston Borough Council and one for South Holland District Council as previously discussed.

(a) REVIEW OF 2019/20 CAPITAL SCHEMES BUDGETS - Agenda Item 9(a)

The Chief Executive presented the 2019/20 capital schemes budgets.

The Chief Executive highlighted the pump scheme within 2020/21 – the remote monitoring and control H&S scheme. Quotations have been sought for CCTV cameras at every pumping station to view the suction and outfall bays, replacement gauge boards and remote pump control which will enable the Pump Engineer to switch any pump off / on remotely from a computer. This would bring a health and safety benefit as the workforce would not have to physically visit a pumping station, as it will be able to be seen through the cameras. A business case has been submitted to Local Choices for review.

The Chairman questioned whether the North Forty Foot Drain works are any closer to being completed? The Chief Executive responded that it is expected these works will commence in this financial year. The South Forty Foot Drain works will re-commence in October 2019 with the de-bushing, with a meeting with the EA taking place next week to continue negotiations with desilting. The Chief Executive noted that he would hope that the desilting up to the A17 is completed in the next three years, and in the long term, all the way through to Boston, before starting again. He further noted that the trees and bushes were Eco plugged, following expert advice, however, some have grown back and so it is to be re-investigated how to remove these using other methods.

(b) 2020/21 PLANT BUDGET - Agenda Item 9(b)

The Chief Executive presented the 2020/21 plant budget.

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 due to the commercially sensitive information within.

Drott

The Chief Executive noted that he is looking into the possibility of the Board purchasing a Drott machine for the spreading / pushing out of spoil onto land as the Board are struggling to find one to hire. It would be C£45,000. The Chairman noted that it could also be hireable to other Boards.

(c) CONFIDENTIAL - SALARY REVIEWS - Agenda Item 9(c)

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.

1512 TO REVIEW DRAINAGE RATE ACCOUNT 30-2512-2 - Agenda Item 10

The Chairman presented this case, noting that this is not the first time the Board has encountered an issue with this ratepayer.

The Chairman explained that the ratepayer had requested it be presented to the Board and so it has been presented to the Executive Committee now and will therefore be within these minutes presented to the Board in October 2019.

The Chief Executive explained that the Board have approximately 1,250 ratepayers, with this being the only written complaint received. Mr P Holmes noted the defamatory statements used throughout the letters and commended the Chief Executive for his positive outlook on the matter.

Cllr M Brookes added that the Board are acting in accordance with the Land Drainage Act, as they should, and so struggled to see the basis of the complaint.

An additional letter, dated 7th August, from the ratepayer was displayed on screen, due to an omission in the agenda papers.

All AGREED that the Board were acting as guided by the law and in line with all other drainage boards. The case will be presented to the Board on the 30th October 2019. The draft minute of the meeting will then be sent to the ratepayer.

1513 TO REVIEW THE 2019/2024 PSCA ADMINISTRATION RATE RECOVERY - Agenda Item 11

The Chief Executive explained that all costs are recovered within the Board's charge out rate. An additional 5% is added for administrative costs; other Board's range between 5% - 10%.

The Board is about to sign another five-year Public Sector Co-operation Agreement (PSCA) and so there is the opportunity to increase the additional percentage to recover administrative costs. The Finance Manager added that effectively, the added percentage counteracts the time officers and staff spend doing work towards it, i.e. invoicing, quoting and analysis.

The Chairman suggested that it is increased to 10% to cover the administrative costs. All AGREED.

1514 CONFIDENTIAL - TO REVIEW THE ENVIRONMENT AGENCY MAIN RIVER TRANSFER AND PRECEPT - Agenda Item 12

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.

1515 ANY OTHER BUSINESS - Agenda Item 13

(a) ATTENDEES FOR THE NATIONAL ADA CONFERENCE - Agenda Item 13(a)

It was confirmed that the Chairman, Chief Executive, Vice Chairman and Grant in Aid Applications Manager will attend.

(b) TO REVIEW THE DRAFT TIMETABLE FOR 2020 MEETINGS - Agenda Item 13(b)

The Finance Manager presented the draft timetable for 2020 meeting dates.

All AGREED to propose this timetable to the Board, as below:

Board	Wednesday 12 th February
Southern Works	Wednesday 4 th March
Structures	Wednesday 25 th March
Northern Works	Wednesday 8 th April
Environment	Wednesday 22 nd April
Audit & Risk	Wednesday 13 th May
Executive	Wednesday 27 th May
Board	Wednesday 17 th June
Executive	Wednesday 23 rd September
Audit & Risk	Wednesday 14 th October
Joint Works	Wednesday 4 th November
Board	Wednesday 25 th November
Executive	Wednesday 16 th December

(c) MEMBER ORGANISATIONS OF THE SOUTH LINGS WATER PARTNERSHIP (SLWP) FINANCIAL CONTRIBUTION REQUEST - Agenda Item 13(c)

The Chief Executive explained that this is a request for the partners of the SLWP to show their commitment towards offering financial support to the grant application presented by the SLWP.

The Chief Executive explained that the current funding partners are as follows:

- Anglian Water - £60,000
- Lincolnshire County Council - £60,000
- Regional Flood & Coastal Committee - £60,000

The funding grant is a 60:40 split, with the maximum partner contribution being £320,000. There is therefore the capacity to obtain a further £140,000 funding from partners in order to gain the maximum grant contribution.

The Chief Executive further noted that Anglian Water have allocated a further £47million towards the Water Resource East (WRE) project of which they have identified the SLWP project as a possible benefactor.

The Chief Executive explained that he has informed the relevant bodies, that the Board would not be in a position to commit a figure of a sum of money before the deadline date and so it was suggested that a letter of 'provisional agreement of financial support' be written, with no figure of money.

The Board will not have to decide how much money they are willing to contribute until mid 2020.

The Finance Manager noted that he felt this is relevant to the Board because it is inclusive of telemetry, upgrading the Board's systems and climate change resilience.

All AGREED that the letter of financial support be sent.

(d) DAMAGE TO BT CABINET - Agenda Item 13(d)

The Chief Executive explained that a BT cabinet has been damaged along the new Hammond Beck near Tesco. Photos were displayed on screen.

One of the Board's Twiga machines was working nearby and so BT have accused the Board of causing the damage. Both the operator of the machine and the Works Supervisor explained to BT on site that the Board's machinery had not caused the damage. The operator is also completing a written statement to certify the damage was not caused by the machine he was operating.

BT are trying to claim £2,042 for the recovery of costs and a letter of intention to pursue the claim has been received. The Chief Executive and Finance Manager recommended to the committee that the Board does not pay this claim and contest it with BT. Mr P Holmes noted that BT have got to prove the Board caused the damage.

Mr M Rollinson added that a lot of organisations now have cameras in the cabs of vehicles to assist in proving things with incidents such as this. The Finance Manager noted that the workforce would most likely see it as 'spying' on them as opposed to for their own protection. Mr M Rollinson felt it would be beneficial to have a camera in the new Unimog.

(e) LINCOLNSHIRE IDB'S TRAINING DAY - Agenda Item 13(e)

The Lincolnshire IDBs joint members training day will take place on Wednesday 27th November 2019, venue to be confirmed.

(f) REMOTE RAINFALL MONITORS - Agenda Item 13(f)

Mr P Holmes made reference to remote rainfall monitors, noting that they are now becoming more widespread and cheaper. He questioned whether the Board should consider buying some in bulk and offer them to members if they wish to put one at the pumping station in their area. The rainfall readings can be sent to any smart phone within the system at any given point.

Mr P Holmes noted that he has looked into a Sencrop monitor which was around £360 plus the subscription for the year.

The Chief Executive stated that the Board currently have three automated rainfall stations – Swineshead, Black Hole Drove and Cooks Lock.

It was noted that the Board would be able to see what was coming and therefore be proactive.

There being no further business the meeting closed at 15:43.

BLACK SLUICE INTERNAL DRAINAGE BOARD

EXECUTIVE MEETING - 18 SEPTEMBER 2019

AGENDA ITEM 10

DRAINAGE RATE ACCOUNT 30-2152-2

Email received from the Chief Executive to the Finance Manager on 24th June 2019:

I have explained to Mr Gould today and verified on a voicemail that his drainage charge is due 01/04/2019, he must pay in full and inform his solicitors / land agents to recover a drainage charge proportion from the new occupiers.

He stated he is ceasing with his farm tenancy on the 10th October 2019 with Robert Chapman.

Letter received from Mr Gould to the Chief Executive, dated 24th June 2019:

Dear Mr Warsap,

I refer to our telephone conversation of the afternoon. I cannot accept that it is correct that I should be liable for drainage rates beyond the date of my occupancy, i.e. 10th October 2019. In any rational, equitable, reasonable, or I dare say, legal sense this has to be the case. It cannot be right that it should be my responsibility to collect your rates – which is what you claim.

It is impossible to respect any organisation which conducts its business in such dictatorial terms. I request that this letter is put before your next board meeting and that any reference is signed by such members. I enclose a cheque for what I calculate is my share of the year's amount due. Much of the reason for delay is because of your failure to respond earlier.

I add that no other organisation acts as BSIDB whether it be the local council, the Environment Agency, the landlord or any other further utility who are all in the same boat as yourself, none makes your claim.

*Yours sincerely
P F Gould*

P.S. As I mentioned, until reasonably recently the payment for drainage rates was made ½ yearly. Again, this was a much more rational term of payment as clearly you do not need all the money immediately. Indeed, one wonders what it is that BSIDB does with all the money. I should be interested to know.

Lastly, if, as you threatened, you intend to take steps to reclaim the balance in order to save money, I request that the matter is taken directly to the small claims court. Any costs beyond that have to be at your cost and directive, as I will not accept any decisions other than a binding legal one in a court of law.

Letter of response from the Chief Executive to Mr Gould, dated 23rd July 2019:

Dear Mr Gould,

Non-Payment of Land Drainage Rates 30-2512-2

Further to your letter dated 24th June 2019, you raised a number of points where you requested replies, I enclose my responses below:

- 1) I can confirm your request that your letter is placed in front of the next Board meeting.*

- 2) *The 1991 Land Drainage Act implements the twelve-month pre-payment of land drainage rates by the current occupier on the 1st April each year, payment is due on demand and payable within 28 days.*
- 3) *All the Boards financial controls, budgeting and expenditure are visible on our web site.*
- 4) *The 1991 Land Drainage Act determines that all Internal Drainage Boards present to the Magistrates Court for court recovery of non-payment of land drainage rates and associated recovery costs.*

I trust these points answer your questions.

*Yours sincerely
I Warsap*

Letter received from Mr Gould to the Chief Executive, dated 25th July 2019:

Dear Mr Warsap,

I refer to your letter of 23rd July 2019.

1. *I have to further request that this letter is also placed before your next board meeting. You fail to mention the date and whether anyone can attend.*
2. *I note your comments regarding the 1991 Land Drainage Act. It is my recollection that until relatively recently one could pay the Drainage Act Rates in two half-yearly payments. Further, I note from my cash book that I did not pay my BSIDB rates until mid to late September of the relevant year. Both them are after 1991.*

From what you are claiming in your letter of 23rd July 2019, the BSIDB was acting illegally – or was it that in the years before you were appointed, the Board was run in a less rigid, authoritarian way and the Board itself has a much greater sense of independence, reason and fairness. No other future body / utility is as independent as the BSIDB is now.

*Yours sincerely
P F Gould*

Letter received from Mr Gould to the Chief Executive, dated 5th August 2019:

Dear Sir,

re A/C No. 30-2512-2

I refer to your notice dated 31st July 2019.

You have failed to respond to my letter of the 23rd July 2019. Furthermore, in our previous communications, I was given the clear impression that nothing would be done until after the matter had been discussed at the next board meeting.

I repeat that my occupancy of the land ends on 10th October 2019 and I fail to see why I can in any way be held liable for the drainage rates beyond that date.

In view of your extremely dictatorial attitude, I regret that I am obliged to refuse entry to my property to the BSIDB unless all further procedural authorisation are met and I am present to observe that only works on my property are done in the course of such entry.

No previous BSIDB Chief Executive has displayed anything like such an authoritarian, unbending, unsympathetic manner as you show. I suggest that it will be better for all for your departure to be asap.

*Yours faithfully
P F Gould*

Letter received from Mr Gould to the Chief Executive, dated 7th August 2019:

Dear Sir,

Further to my letter of 5th August, I have now spoken to the Chairman, Mr Keith Casswell.

He was totally unaware that I had raised my concerns with you.

It thus appears that not only are you not in any way referring the matter as you had previously indicated, but that you are entirely mis-leading me in your intentions.

I doubt very much that you ever had any intention to show my letters to the Board and show my dismay at the way you run BSIDB. It suggests that not only are you highly intolerant but also distinctly untrustworthy.

It merely confirms my belief that you are not a fit person for the position you hold.

Yours faithfully

P F Gould

Letter received from Mr Gould to the Chairman, dated 7th August 2019:

Dear Mr Casswell,

Further to my telephone call to you on Monday this week, matters have moved on quicker than I had previously understood – so I am compelled to write directly to you.

I do not agree with the stand that your Chief Executive is taking over the 1991 Drainage Act. I suggest that it is either a very poorly drafted piece of legislation or that you and your Chief Executive are misunderstanding the actual meaning of it. I suggest as follows: -

1. If the Act really does say that the occupier on 1 April of the year is liable for the full years rates even if that person is leaving say half-way through the rateable year, then the Act is a gross detractor to all natural justice and equity and is of nature that I have never previously experienced in law. It is a gross infringement of natural justice.
2. Again, BSIDB standing on the 1991 Drainage means that where an occupier is leaving before the full year has elapsed, that occupier is in effect acting as an agent for the BSIDB where he is collecting on their behalf money which he should not be liable for as he is not the occupier. This has some very interesting possibilities.
3. BSIDB interpretation of the Act seems to me to suggest that where a person takes over occupation in the middle of a rateable year, then that person would legally be able to say to the person who was the occupier at the beginning of the year, sorry I am not prepared to repay to the first occupier as you were the person in occupation on the 1 April and therefore you are liable for the full year's rates.

It would not be an equitable or morally correct stance, that from what I am being told by BSIDB it would be a legally correct one.

As your Chief Executive has changed his mind on how my appeal is to be handled, time is of the essence and I must know by 14 August 2019 at the very latest whether you are prepared to instruct your Chief Executive to conduct the appeal as he previously said he would – i.e. await until the matter has been discussed by the Board to determine the correct way forward.

Finally, I add that I have had 40 years' occupation of this land and have had discussions with previous Chief Executives of BSIDB and have until now always found them helpful, understanding and able to consider other views. I found the present Chief Executive totally unfit for his position and that is why I have felt obliged to take the stance on entry to this property that I have.

Yours sincerely

P F Gould

Letter of response from the Chairman to Mr Gould, dated 9th August 2019:

Thank you for your letter addressed to me dated 7th August 2019, having spoken to the Board's officers I am also aware of your letters dated 24th June 2019, 25th July 2019, 5th August 2019 and 7th August 2019 and also the response from our Chief Executive Officer dated 23rd July 2019.

*The majority of the law underpinning all the functions of Internal Drainage Boards are contained within the **Land Drainage Act 1991** and I have copied the relevant sections below for information;*

- Section 49(2): Every rate shall be assessed on the person who at the date of the making of the rate is the occupier of the relevant hereditament.*
- Section 49(4): If a person who is in occupation of the relevant hereditament for part only of a period for which a drainage rate is raised is required under subsection (3) above to pay the full amount of the rate, he may (subject to any agreement to the contrary) recover, from any other person who has been in occupation of the relevant hereditament for part of that period, the amount which that other person is liable to bear.*
- Section 51(1): Subject to the following provisions of this section, if any person, as occupier of any hereditament in a drainage district, is aggrieved, upon any ground other than a ground upon which he might have appealed in pursuance of section 45 above—*
(a) by a drainage rate; or
(b) by an amendment of a drainage rate,
he may appeal against the rate, or the rate as amended, to the Crown Court.
- Section 51(2): Notice of appeal under this section, specifying the grounds of the appeal, must be given within twenty-eight days after, as the case may be—*
(a) the date on which the rate is made; or
(b) the date on which notice of the amendment is served on the appellant,
to the Crown Court, to the internal drainage board in question and also, if the appeal relates to a hereditament not in the occupation of the appellant, to the occupier of that hereditament.
- Section 54(1): Arrears of any drainage rates made under this Chapter may be recovered by the drainage board for an internal drainage district in the same manner in which arrears of a non-domestic rate may be recovered under the Local Government Finance Act 1988 by a charging authority.*

Local Government Finance Act 1988 Schedule 9 Para 3(2): Regulations under this Schedule may include, as regards the recovery of such a sum, provision—

- (a) allowing a liability order to be made;*
(b) (Repealed in 2007)
(c) allowing commitment to prison;
(d) allowing a bankruptcy petition to be presented;
(e) allowing winding-up.

- Section 64: Powers of entry for internal drainage boards and local authorities.**
(1) Any person authorised by an internal drainage board or local authority, after producing (if so required) a duly authenticated document showing his authority, may at all reasonable times—
(a) enter any land for the purpose of exercising any functions of the board or, as the case may be, any functions under this Act of that authority;

As the elected Chairman of the Black Sluice Internal Drainage Board I have full confidence in my officers to enact the law as detailed above and to follow our complaints procedure as detailed on our website, and enclosed for information, which I summarise below for your information.

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

Accepting that you have not completed the formal form, but have formally written to the Board, I accept that we are now at stage 5 in this process, if you disagree then please let me know. The next full Board Meeting is due to take place on Wednesday 30th October 2019, this is a public meeting as per Public Bodies (Admission to Meetings) Act 1960.

Public Bodies (Admission to Meetings) Act 1960 Section 1(1) Subject to subsection (2) below, any meeting of a body exercising public functions, being a body to which this Act applies, shall be open to the public.

Before that meeting of the full Board it is intended that the matter be put before the Executive Committee on Wednesday 18th September 2019 as court summons will be applied for during the month of September as per the letter to you from the previous Chairman, Mr Michael Scott, dated 23rd July 2011.

Whilst it is important to us to forge relationships with our ratepayers to undertake the important work we are charged with, we also have to adhere to the law of the land as set out above.

In relation to your comments relating to two half yearly payments I have looked into this and can see that until 2012 you regularly paid one payment for the year in September or October each year and since then have paid one payment a year in May, June or July.

To summarise, as per section 49 of the Land Drainage Act 1991 you were the occupier of hereditament associated with this rate and you are therefore liable to pay the rates for the whole year, you should recover from the new tenant the proportion of the rates for the year 1st April to 31st March for which they are liable. As per Section 51 of the Land Drainage Act 1991 you had a period of twenty-eight days to appeal the rate to the Crown Court but this period expired on 29th April 2019. The Board is therefore required to recover the drainage rates from the person liable by means of obtaining a liability order from the magistrates court which will be requested in September 2019 subject to this liability order being granted this will then be passed to a bailiff. It is vital that the Board have access to the drains that it maintains for the protection from flooding for all residents and businesses and as such Section 64 of the Land Drainage Act 1991 gives the Board and its employees power of entry after producing the Board's identification card which details this authorisation on the reverse.

Following the numerous letters you have sent to the Board I felt it would be helpful to provide all this information in one consolidated letter to you to explain the position of the Board and its responsibilities in law.

Yours faithfully,
Keith Casswell
Chairman

Letter received from Mr Gould to the Chairman, dated 14th August 2019:

Dear Mr Casswell,

Thank you for your letter of 9th August.

It appears that this letter has been written for you by the Chief Executive. It does not at all consider seriously the points which I attempted to raise with you. Instead, it concentrates purely on the legalistic points of the matter.

I would point out to you that it is further of the Chairman and the Board of any company / institution etc. to look at the broader picture of any issue – and not to confine itself purely to the narrow administrative and legal limits of an issue. Your letter is not worthy of a Chairman and I fear you completely misunderstand what the requirement of a Chairman and Board are.

It is little wonder that so many agricultural co-operatives etc. have failed. The main reason is often that the Chairman and the Board fail in their duty to oversee the Executive – and probably often do not fully understand what the Executive is doing. My father was on the Board of such a concern – and I doubt very much that he had the required business experience and awareness to do his job properly.

Of course, it is vital that BSIDB has access to do its work. As with most things, the establishment and maintenance of 'good will' is an essential factor in helping with the better running of any operation. I very much doubt if your current Chief Executive has ever heard of the expression. So, as long as I am advised when BSIDB want entry and they show me the relevant identification, all is well, but it will be a departure from their usual practice of arriving and entering unannounced.

Lastly, you referred to a letter of 23rd July 2011 from a previous Chairman. I am not sure what this has to do with it all – and nor am I sure how far back the BSIDB records go back – but I still feel certain that since 1991, I've paid in half-yearly installments.

I do request that my two letters are presented to the Board on the 30th October 2019 – and would appreciate your assurance on this.

Finally, I enclose a cheque from the incoming tenant for the outstanding amount. I do hope that you have a successful harvest.

Your sincerely
P F Gould

Letter received from Mr Gould to the Chairman, dated 14th August 2019:

Dear Mr Casswell,

I regret that my letter of 14th August 2019, which I wrote before this one, is not really clear.

The Chairman and the Board of any concern should be completely independent of the Executive and its purpose is to over view the Executive and act as a check and balance to the Executive / not be in the Executive's pocket.

It is abundantly clear from your reply that you do not understand this essential purpose of having a Chairman and Board and this is why so many 'farming' Boards fail in their duty.

It would be most interesting to have your observations on this and to have it discussed at Board level. Please do confirm that this will be the case at the next Board meeting.

*Your sincerely
P F Gould*

The Chairman has received two further letters and a cheque to pay the account, albeit from the incoming tenant.

BLACK SLUICE INTERNAL DRAINAGE BOARD
2020/21 Budget and 10 Year Estimates
First Draft

Income	Actual	Budget	Budget / Estimates									
	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30
Rates and Levies	2,091,886	2,093,944	2,133,829	2,175,375	2,216,922	2,258,468	2,324,943	2,393,079	2,462,877	2,534,337	2,607,459	2,683,905
Interest & Investment Income	11,005	18,500	18,500	18,870	19,247	19,632	20,025	20,425	20,834	21,251	21,676	22,109
Grants/Local Levy	110,805	533,000	110,000	102,000								
Contribution Development Fund	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Other Income	85,838	21,866	21,866	22,303	22,749	23,204	23,668	24,142	24,625	25,117	25,620	26,132
Rechargeable Income	505,372	692,000	702,100	595,302	270,608	276,020	281,541	287,171	292,915	298,773	304,749	310,844
Solar Panel Income	17,562	17,703	17,703	18,057	18,418	18,787	19,162	19,546	19,936	20,335	20,742	21,157
TOTAL INCOME	2,827,468	3,382,013	3,008,998	2,936,907	2,552,945	2,601,111	2,674,339	2,749,363	2,826,187	2,904,813	2,985,245	3,069,146

Expenditure	Actual	Budget	Budget / Estimates									
	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30
Capital Schemes	300,342	924,345	392,000	327,000	230,000	237,000	241,000	254,000	255,000	273,000	281,000	290,000
Pumping Station Maintenance	229,352	370,000	377,400	384,948	392,647	400,500	408,510	416,680	425,014	433,514	442,184	451,028
Electricity	119,189											
Drain Maintenance	771,101	799,748	815,742	832,057	848,698	865,672	882,986	900,646	918,658	937,032	955,772	974,888
Environmental Works	17,071	20,000	20,400	20,808	21,224	21,649	22,082	22,523	22,974	23,433	23,902	24,380
Administration & Establishment	563,069	544,500	555,390	566,498	577,828	589,384	601,172	613,195	625,459	637,969	650,728	663,742
EA Precept	276,552	276,552	282,083	287,725	293,479	299,349	305,336	311,442	317,671	324,025	330,505	337,115
Rechargeable Expenditure	474,797	659,048	666,995	565,537	257,078	262,219	267,464	272,813	278,269	283,834	289,511	295,301
Solar Panel Expenditure	780	2,485	2,535	2,585	2,637	2,690	2,744	2,799	2,854	2,912	2,970	3,029
TOTAL EXPENDITURE	2,752,253	3,596,678	3,112,545	2,987,158	2,623,591	2,678,463	2,731,292	2,794,098	2,845,900	2,915,718	2,976,573	3,039,484

OPENING BALANCE	1,166,811	1,242,026	1,027,362	923,815	873,564	802,918	725,566	668,613	623,878	604,165	593,260	601,932
SURPLUS / (DEFICIT) IN YEAR	75,215	(214,665)	(103,547)	(50,251)	(70,646)	(77,352)	(56,953)	(44,735)	(19,713)	(10,905)	8,672	29,662
CLOSING BALANCE	1,242,026	1,027,361	923,815	873,564	802,918	725,566	668,613	623,878	604,165	593,260	601,932	631,595

Reserve % of Expenditure	45.13%	28.56%	29.68%	29.24%	30.60%	27.09%	24.48%	22.33%	21.23%	20.35%	20.22%	20.78%
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RATE	12.60	12.60	12.84	13.09	13.34	13.59	13.99	14.40	14.82	15.25	15.69	16.15
Increase in Rates		0.00%	1.90%	1.95%	1.91%	1.87%	2.94%	2.93%	2.92%	2.90%	2.89%	2.93%

**Black Sluice Internal Drainage Board
Capital Scheme Budget
2019/20 to 2029/30**

Year	Type	Scheme	Total	Grant	Local Levy	Drain	PS	Dev Fund
2019/20	Pump	Chain Bridge PS, refurbish weedscreen cleaner	£ 45,000				£ 45,000	
	Pump	Dyke Fen PS, replacement control panel	£ 43,000				£ 43,000	
	Pump	Pinchbeck Fen PS, new roof	£ 9,000				£ 9,000	
	Drain	Dowsby Lode Improvements	£ 50,000			£ 50,000		
	Drain	Graft Drain improvements	£ 67,516			£ 67,516		
	Drain	Wyberton Towns Drain re-alignment	£ 23,500			£ 23,500		
	Drain	Jetting to major pipelines	£ 30,050			£ 30,050		
	Drain	Sempringham Fen PS refurbishment	£ 170,175	£ 43,000	£ 110,000	£ 17,175		
	Drain	NFF Revetment & Langrick Road pipeline scheme	£ 436,889	£ 81,000	£ 299,000	£ 56,889		
	1226	Swaton Bank Stability 17/18	£ 6,000			£ 6,000		
	1227	Scredington Beck Improve 17/18	£ 15,915			£ 15,915		
	1999	Board Emergency Working	£ 27,300			£ 27,300		
	Drain	General culvert replacement contributions	£ -					
			£ 924,345	£ 124,000	£ 409,000	£ 294,345	£ 97,000	£ -
2020/21	Pump	Wyberton Marsh PS, replace weedscreen cleaner	£ 110,000				£ 110,000	
	Drain	Graft Drain improvements	£ 60,000			£ 60,000		
	Drain	Jetting to major pipelines	£ 50,000			£ 50,000		
	Pump	Remote monitoring and control H&S scheme	£ 167,000	£ 55,000	£ 55,000		£ 57,000	
	Drain	General culvert replacement contributions	£ 5,000			£ 5,000		
			£ 392,000	£ 55,000	£ 55,000	£ 115,000	£ 167,000	£ -
2021/22	Pump	Great Hale PS refurbish weedscreen cleaner	£ 46,000				£ 46,000	
	Pump	Dunsby Fen PS, replace control panel	£ 30,000				£ 30,000	
	Drain	Jetting to major pipelines	£ 54,000			£ 54,000		
	Drain	Graft Drain improvements	£ 60,000			£ 60,000		
	Pump	Kirton Marsh PS new roof	£ 10,000				£ 10,000	
	Pump	Telemetry & Webwax Upgrade	£ 10,000				£ 10,000	
	Pump	Horbling ps new roof	£ 9,000				£ 9,000	
	Drain	Lane Dyke culvert replacement	£ 103,000	£ 102,000		£ 1,000		
	Drain	General culvert replacement contributions	£ 5,000			£ 5,000		
			£ 327,000	£ 102,000	£ -	£ 120,000	£ 105,000	£ -
2022/23	Pump	Dunsby PS, replacement weedscreen cleaner	£ 90,000				£ 90,000	
	Pump	Helpingham Fen PS, new roof	£ 10,000				£ 10,000	
	Drain	Graft Drain improvements	£ 60,000			£ 60,000		
	Drain	SFFD Desilting Guthrum to Blackhole Drove PS	£ 65,000			£ 65,000		
	Drain	General culvert replacement contributions	£ 5,000			£ 5,000		
			£ 230,000	£ -	£ -	£ 130,000	£ 100,000	£ -
2023/24	Pump	Gosberton PS, replace control panel	£ 65,000				£ 65,000	
	Drain	Quadring North Fen roadside revetment	£ 24,000			£ 24,000		
	Pump	Dunsby Fen PS Refurbish axial flow pump	£ 13,000				£ 13,000	
	Pump	Dowsby Fen PS, refurbish axial flow pumps	£ 25,000				£ 25,000	
	Drain	SFFD Desilting Guthrum to Blackhole Drove PS	£ 65,000			£ 65,000		
	Drain	Jetting to major pipelines	£ 40,000			£ 40,000		
	Drain	General culvert replacement contributions	£ 5,000			£ 5,000		
			£ 237,000	£ -	£ -	£ 134,000	£ 103,000	£ -
2024/25	Pump	Ewerby Fen PS Replace control panel	£ 45,000				£ 45,000	
	Pump	Dyke Fen PS Refurbish 2x axial flow pumps	£ -					
	Pump	Dyke Fen PS new roof	£ 26,000				£ 26,000	
	Drain	Jetting to major pipelines	£ 15,000				£ 15,000	
	Drain	Dyke Fen (New Dyke) revetments	£ 60,000			£ 60,000		
	Drain	NFF Desilting	£ 25,000			£ 25,000		
	Drain	General culvert replacement contributions	£ 65,000			£ 65,000		
			£ 5,000			£ 5,000		
			£ 241,000	£ -	£ -	£ 155,000	£ 86,000	£ -
2025/26	Drain	Claydyke desilting	£ 65,000				£ 65,000	
	Drain	NFF Desilting	£ 20,000			£ 20,000		
	Drain	Jetting to major pipelines	£ 50,000			£ 50,000		
	Pump	Kirton Marsh PS refurbish axial flow pump	£ 14,000				£ 14,000	
	Pump	Donington NI Replace control panel	£ 65,000				£ 65,000	
	Drain	Dyke Fen (New Dyke) revetments	£ 35,000			£ 35,000		
	Drain	General culvert replacement contributions	£ 5,000			£ 5,000		
			£ 254,000	£ -	£ -	£ 175,000	£ 79,000	£ -
2026/27	Drain	Jetting to major pipelines	£ 50,000				£ 50,000	
	Drain	Cleansing Wyberton Marsh PS Suction Bay	£ 60,000			£ 60,000		
	Pump	Gosberton Fen PS Refurbish 3 x axial flow pumps	£ -					
	Pump	Hacconby Fen PS Replace control panel	£ 40,000				£ 40,000	
	Drain	Claydyke desilting	£ 35,000				£ 35,000	
	Drain	General culvert replacement contributions	£ 65,000			£ 65,000		
			£ 5,000			£ 5,000		
			£ 255,000	£ -	£ -	£ 180,000	£ 75,000	£ -
2027/28	Drain	Old Hammond Beck Desilting	£ 80,000				£ 80,000	
	Drain	New Hammond Beck Desilting	£ 40,000				£ 40,000	
	Drain	Jetting to major pipelines	£ 50,000			£ 50,000		
	Pump	Bicker Fen 1 x axial flow pump refurb	£ 15,000				£ 15,000	
	Pump	Bicker Fen replacement control panel	£ 33,000				£ 33,000	
	Pump	Cooks Lock p/s refurbish weedscreen cleaner	£ 50,000				£ 50,000	
	Drain	General culvert replacement contributions	£ 5,000			£ 5,000		
			£ 273,000	£ -	£ -	£ 175,000	£ 98,000	£ -
2028/29	Drain	Old Hammond Beck Desilting	£ 80,000				£ 80,000	
	Drain	Jetting to major pipelines	£ 60,000			£ 60,000		
	Pump	Donington NI refurbish 3 x axial flow pumps	£ 43,000				£ 43,000	
	Pump	Kirton Marsh p/s replace control panel	£ 37,000				£ 37,000	
	Pump	Helpingham p/s new roof	£ 11,000				£ 11,000	
	Drain	Bourne Fen 28/10 Revetment	£ 30,000			£ 30,000		
	Drain	To be allocated	£ 15,000			£ 15,000		
Drain	General culvert replacement contributions	£ 5,000			£ 5,000			
			£ 281,000	£ -	£ -	£ 190,000	£ 91,000	£ -
2029/30	Drain	Gosberton pump drain desilting/pump inspection	£ 40,000				£ 40,000	
	Drain	Dowsby Fen pump drain desilting/pump inspection	£ 40,000				£ 40,000	
	Drain	Chain Bridge pump drain desilting/pump inspection	£ 20,000				£ 20,000	
	Drain	Jetting to major pipelines	£ 60,000			£ 60,000		
	Pump	Chain Bridge p/s refurbish 3 x axial flow pumps	£ 45,000				£ 45,000	
	Pump	Quadring Fen p/s replace control panel	£ 40,000				£ 40,000	
	Pump	Allen House p/s replace control panel	£ 32,000				£ 32,000	
	Drain	To be allocated	£ 8,000			£ 8,000		
	Drain	General culvert replacement contributions	£ 5,000			£ 5,000		
			£ 290,000	£ -	£ -	£ 173,000	£ 117,000	£ -

BLACK SLUICE INTERNAL DRAINAGE BOARD
EXECUTIVE MEETING - 18 SEPTEMBER 2019
AGENDA ITEM 09(b)
PLANT REPLACEMENT BUDGETS 2020/21

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	2028/29	2029/30
Brought Forward							£29,922	-£54,442	£3,058	£47,858	£118,534	£240,164	£126,326	£329,101	£126,326	£329,101	£329,072
Twiga SPV2 (2015)	2015/16	9 years	2024/25	Twiga/Herder?	£200,000	£20,000						£180,000					
Twiga SPV2 (2016)	2019/20	9 years	2028/29	Twiga/Herder?	£200,000	£20,000	£97,150									£180,000	
Twiga SPV2 (2017)	2017/18	9 years	2026/27	Twiga/Herder?	£205,000	£20,000								£185,000			
Aebi & Flail	2016/17	9 years	2028/29	Rear Side Flail	£15,000		£7,500										£10,000
Hitachi ZX 210LC-5B	2016/17	8 years	2024/25	20T Excavator	£150,000	£35,000						£115,000					
Unimog	2009/10	11 years	2020/21	???	£138,500	£30,000		£108,500									
JCB 130 Telescopic LR	2019/20	10 Years	2029/30	13T Telescopic Exc.	£105,000	£18,500											£86,500
JCB 160 Telescopic LR	2010/11	9 years	2028/29	13T LR	£130,000	£20,000	£110,000									£118,000	
JCB 145 Telescopic LR	2013/14	8 years	2021/22	16T Telescopic Exc	£120,000	£19,000			£101,000								£110,000
JCB 130 Telescopic LR	2014/15	8 years	2022/23	13T Telescopic Exc.	£110,000	£17,000				£93,000							
JCB 531 Teleporter	2012/13																
Vauxhall (Fitter)	2019/20	7 years	2026/27	Fitters Van	£17,000	£3,000	£15,254							£16,000			
Nissan (Ops Manager)	2019/20	4 years	2023/24	Pick-Up	£22,000	£5,000	£12,098				£17,000				£19,000		
Nissan (Ops Supervisor)	2019/20	4 years	2023/24	Pick-Up	£22,000	£5,000	£14,931				£17,000				£19,000		
Nissan (Pump Eng)	2019/20	4 years	2023/24	Pick-Up	£22,000	£5,000	£15,431				£17,000				£19,000		
Pick-Up (Works Manager)	2019/20	4 years	2023/24	Pick-Up	£22,000		£22,000				£22,000				£19,000		
Vauxhall Tipper	2012/13	8 years	2020/21	Tipper	£25,000	£8,000			£17,000							£19,000	
Dump Trailer 1	2006			Dump Trailer						£12,500							
Low Loader Trailer	2004	16 years	2020/21	Low Loader	£20,000	£2,000		£18,000									
Tipping Trailer									£5,000								
4m Trailer									£5,000								
100mm Self priming Pump		15 years			£15,000					£15,000							
Vibrating piling hammer	2015/16	20 years	2035/36														
150mm Portable Pump	2006	15 years	2021/22		£15,000				£15,000								
Compressor	2008	18 years	2023/24		£6,000									£6,000			
Weedbaskets								£6,000	£6,000	£6,500	£7,000	£7,000	£7,000	£7,000	£7,000	£7,000	£8,000
Lawnmower & Trailer etc	2016/17	8 Years	2024/25		£17,000	£2,000						£15,000					
Fuel Tanks												£2,500					£3,000
Net Spend from Plant Reserve							£294,364	£132,500	£149,000	£127,000	£80,000	£319,500	£7,000	£214,000	£83,000	£334,000	£207,500
Generated							£210,000	£190,000	£193,800	£197,676	£201,630	£205,662	£209,775	£213,971	£218,250	£222,615	£227,068
Balance C/F						£29,922	-£54,442	£3,058	£47,858	£118,534	£240,164	£126,326	£329,101	£329,072	£261,576	£217,716	£348,639

Black Sluice IDB

DRAFT 2020

	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE							
Jan			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Jan			
			40				9	41										Payment Run					Salary								Payment Run						
Feb						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	Feb		
							10	45				Board (ann)						Payment Run					Salary								Payment Run						
Mar						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Mar
							11	49		Southern Works								Payment Run					Salary								Payment Run			12			
Apr			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30			Apr		
			1					2		Northern Works	Payment Run												Salary		Env						Payment Run						
May				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	May		
							1	6										A&R	Payment Run				Salary								Payment Run			2			
Jun							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	Jun
								10																	Board						Payment Run			3			
Jul			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		Jul		
								15			Payment Run												Salary								Payment Run						
Aug						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Aug
							4	19																	Salary						Payment Run			5			
Sep		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30				Sep		
								24			Payment Run														Exec	Payment Run			6								
Oct				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Oct		
								28			Payment Run							A&R							Salary						Payment Run						
Nov						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		Nov
							7	32		Joint Works															Salary						Payment Run			8			
Dec		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			Dec		
								37			Payment Run														Exec	Salary											

BLACK SLUICE INTERNAL DRAINAGE BOARD

EXECUTIVE MEETING - 18 SEPTEMBER 2019

AGENDA ITEM 13(c)

Member Organisations of the South Lincs Water Partnership (SLWP) Financial Contribution Request

The SLWP has applied for a grant to support 'Smart Water Catchment' evidence gathering (rainfall data, ground water data, flow data, catchment capacity data, soil moisture data, substructure/limestone capacity data, the list goes on!) all of this information will be available to share with our Board and could (will) lead to telemetry upgrades (all paid for!).

All of the above data will be converted into information that will enable the development of future new multi sector water management planning (see my letter of support attached).

The letter (e-mail) below has recently been received from LCC who will lead the **delivery of those activities** working in partnership with Anglian Water, the Environment Agency, Black Sluice IDB, Welland and Deepings IDB. The activities will be delivered by commissioning specialist suppliers, via an EU and ESIF compliant procurement process.

This is a request for member organisation contributions which should be self-explanatory and enable a discussion on this subject at our meeting on Wednesday.

Dear all

As you will be aware, on behalf of the SLWP, an ERDF application was submitted in November 2018 to try and seek funding to support the 'Smart Water Catchment' telemetry project that we have discussed as a group. Unfortunately this first attempt was deemed unsuitable by the ESIF committee, however, unusually for ESIF, we now have a second bite at the cherry. Following a very positive meeting to discuss the application with the Priority Axis 5 national lead at MHCLG we have been encouraged to re-submit the application. We will still be dealing with the Smart Water Catchment approach that we have discussed, but the outline application will be re-worded to more suit the ask and strategic fit of PA5 and in that we feel we have a very strong project and likely support from MHCLG.

Myself, along with Andy Jee, Steve and colleagues from our ERDF leads in economic regeneration at LCC have begun working up a re-submission for an outline application for this project, the deadline of which is 30 September. And now, as members of the SLWP, our ask of yourselves on two important points that will help support and progress the application and therefore, hopefully, deliver an important piece of work across both catchments which is key in beginning to deliver our overall aspirations.

1. Could I please request a letter of support to this application from your respective organisation. This will lend some weight in terms of strategic fit. A Pdf copy emailed to myself will be sufficient. Please note however that **the project title is now Developing a Catchment Resilient to Climate Change** so please head up letters of support with this title.

2. To enable this project to progress, match funding is required. Currently we have 3 pots of money available to use, this being from AW, LCC and the Anglian RFCC. To enable us to deliver the project we envisage we are therefore short of approximately £140,000. It is hoped that member organisations of the SLWP can make a contribution to try and bridge the gap and ensure we can deliver a meaningful project. We will need to confirm funding partners and overall match in the outline application (deadline 30 September) so I would be grateful if you could confirm if your organisation will be in a position to make a financial commitment to this project. Assuming we are successful in our outline application, we anticipate full application to be submitted Feb/Mar 2020 with earliest project start dates from June 2020. (Please note these are indicative dates at present). Obviously if we fall short on the match funding the project will have to be scaled back accordingly.

To summarise, I would be grateful that letters of support are forwarded to myself as soon as possible. With regard potential financial contributions either myself or Andy Jee are obviously willing to have any discussions on an individual basis prior to any commitments being made and incorporated into our outline application.



Black Sluice Internal Drainage Board

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mailbox@blacksluiceidb.gov.uk

Our Ref: IW/JB/L02

Your Ref:

Date: 12th September 2019

Matthew Harrison
Senior Commissioning Officer Flood Risk
Lincolnshire County Council
Lancaster house
36 Orchard street
Lincoln
LN1 1XX

Dear Matt,

'Developing a Catchment Resilient to Climate Change'

Black Sluice Internal Drainage Board wholeheartedly supports the 'Developing a Catchment Resilient to Climate Change' application for ESIF funding in order to gather live and accurate data to progress a 'Smart Water Catchment' approach.

The complex data gathered from within the catchment will be assessed and converted into information that will enable the development of further new multi sector water management planning. This will transform the levels of protection offered to our catchment as a whole, offer increased protection for water dependent habitat, identify additional sources for irrigation and possible surplus sources for public water supply.

We wish you every success in your application process.

Yours sincerely

I Warsap
Chief Executive

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
9th October 2019 at 2pm

Members

Chairman - * Mr M Brookes

Mr W Ash	* Mr V Barker
* Mr R Leggott	* Mr N Scott
* Cllr R Austin	* Cllr S Walsh

* Member Present

In attendance: Mr D Withnall (Finance Manager)

The Chairman welcomed Cllr S Walsh and Cllr R Austin to their first Audit & Risk Committee meeting.

1516 APOLOGIES FOR ABSENCE - Agenda Item 1

Apologies for absence were received from Mr W Ash and the Chief Executive. It was noted that the Chief Executive was not in attendance due to illness and the Committee wished him a speedy recovery.

1517 DECLARATIONS OF INTEREST - Agenda Item 2

No declarations of interest were received.

1518 MINUTES OF THE LAST MEETING - Agenda Item 3

Minutes of the last meeting held on 1st May 2019, copies of which had been circulated, were considered and it was AGREED that they should be signed as a true record.

1519 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.

1520 MATTERS ARISING - Agenda Item 5

(a) INSURANCE ARRANGMENTS: CREDIT RATINGS - Minute 1426(a)

A table displaying the Credit Ratings of Insurance Underwriters was shown on screen. All AGREED that the Credit Ratings be noted.

(b) AUDIT PROGRAMME - Minute 1428(b)

It was noted that a list of assets with the associated risks, as requested at the previous meeting, will be provided at the next meeting of the Audit & Risk Committee in Spring 2020 when the Risk Strategy is reviewed.

(c) PUBLIC SECTOR CO-OPERATION AGREEMENT - Minute 1429(g)

The committee were informed that, following a review at a meeting of the Executive Committee on the 18th September 2019, the 5% addition to assist with overhead recovery will be recommended to the Board to be increased to 10%.

(d) CONFIDENTIAL - DISCUSSION WITH INTERNAL AUDITOR - Minute 1428(c)

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.

1521 RECEIVE A REPORT ON INSURANCE ARRANGEMENTS - Agenda Item 6

The Finance Manager presented the Insurance Arrangements and explained as follows:

Renewal Premium

The Board has signed up to this, as in the agenda report, from the 1st October 2019, it being year 2 of a 3-year agreement. It was highlighted that the second column within the table showing the insurance renewal should read '2019/20' as opposed to '2018/19'.

Mr R Leggott questioned if the table balanced, it was clarified that it did. It was also brought to attention that 'legal expenses' have been included for free this year.

Motor Fleet Insurance

There had been some previous issue with Equity Red Star (ERS), resulting in a prolonged period in getting a vehicle back when a claim had been made. Therefore, 32 insurers have provided quotes; however, ERS are considerably cheaper. Townergate believe this was a one-off experience encountered by the Board, as they have not come across any other incidents with them. Overall, there is a 4.66% increase.

Business Interruption

The officers of the Board have recently been doing some work with Van Heck of Holland, creating contingency plans for each pumping station for if the pumping stations failed and Van Heck were required to bring over some of their high volume pumps. In light of this, the officers were not sure that £100,000 would cover the cost of this and so requested quotes for larger sums of money as follows:

£250,000 with a 12 month indemnity period = £396.65
£350,000 with a 12 month indemnity period = £661.08
£500,000 with a 12 month indemnity period = £1,057.73

The Van Heck quotations have not yet been received, but the Finance Manager noted that the Chief Executive felt the Board should consider the £500,000 option.

Cllr S Walsh agreed that the £500,000 should be considered and questioned about sharing resources with other bodies such as the local councils? The Finance Manager explained that the current emergency plan has an agreement in place with Witham 4th IDB that office functions move into their boardroom and vice versa.

All AGREED that the £500,000 with a 12-month indemnity period at £1057.73 be recommended to the Board.

Goods in Transit

The Goods in Transit Insurance has been decreased to £2,000 from £5,000 due to the amount of stock that can be transported at any one time.

Plant Tracking

The plant currently has TomTom tracking equipment when the head unit is fitted; however, if it were stolen it would most probably be removed.

The Chairman noted that it is not currently an insurance requirement for the plant to have tracking fitted, but pointed out that it may be in the future.

Mr V Barker stated that equipment and machinery is going missing more and more frequently.

Mr R Leggott referred to the Board's more unique machinery such as the excavators and Twigga's, questioning if the average number of stolen excavators across the country was known? On the basis that insurances are mostly based on the possibility and likeliness of it happening.

Mr N Scott stated that trackers are very easy to disable, all that is required to do is remove the aerial and the tracker is then disabled. Mr N Scott referred to a system called 'data tag' that he has used on his machinery, that consists of microchips planted around the vehicle, which can be seen as a deterrent as well as being able to be scanned in and associated back to the owner. He further noted that the insurers gave a reduction in premium for having the data tagging system in place, but wouldn't give a reduction for having trackers and is relatively cheap to put in place; it was approximately £200 per machine a few years ago.

Cllr S Walsh noted that the reduction in premium could offset some of the initial installation costs.

All members felt that the data tagging system should be considered and looked into further. All AGREED that the officers provide a report on data tagging for the 5 excavators, 3 Twigga's, Telehandler and unimog (when replaced) to be presented to the Board.

Possible Additional Covers

The Finance Manager believed that none of these covers were appropriate or required, Mr N Scott noted that he agreed that these were not necessary.

All AGREED to accept these insurance arrangements.

1522 RECEIVE THE ANNUAL RETURN INCLUDING EXTERNAL AUDITORS OPINION FOR 2018/19 - Agenda Item 7

The Finance Manager explained that the only change to the document since it was last viewed is on page 20 – ‘other matters not affecting our opinion which we draw to the attention of the authority’. He apologised for miscounting the number of days that the public had to review the Board’s documentation, they should have been given 30 working days, as opposed to 20 working days.

It was questioned whether there would be any consequences of this? The Finance Manager explained that the Board will have to answer ‘no’ to section 4 of the annual governance statement to say that the proper provision for the exercise of public rights was not given.

All AGREED to receive the Annual Return including External Auditors Opinion for 2018/19.

1523 TO REVIEW THE FOLLOWING BOARD’S POLICIES - Agenda Item 8

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

(a) POLICY No. 14: COMPLAINTS PROCEDURE

The only proposed change, within step 5 of the policy was pointed out, stating that it used to say ‘within 15 days’, this has been proposed to change to ‘following the next Board meeting’ due to not having Board meetings frequently enough to be able to provide the response within 15 days.

It was clarified that this is step 5 and so this is if the complaint has already been through the rest of the process and the decision of the Chief Executive is now being appealed.

Cllr S Walsh voiced his concerns about the length of time between Board meetings and therefore the prolonged length of time the complainant could be waiting for a response, which could also damage the reputation of the Board.

The Finance Manager questioned whether it could be delegated to the Executive Committee and reported to the Board?

Mr V Barker felt that the length of time to the next Board meeting would not matter as it would not be a ‘life or death’ matter. Mr R Leggott disagreed, noting that in the eyes of the complainant, the matter is very important to them.

Mr N Scott further noted that unnecessary meetings of the Board may then have to be called over trivial matters if there is a deadline put on the length of time to the next Board meeting.

Cllr S Walsh suggested that it could be left as the unwritten that if, in the opinion of the Chief Executive, it can’t wait until the next Board meeting, he would call an immediate Board meeting, at his discretion.

Cllr S Walsh felt that the 'Steps to follow' within the policy didn't read as steps, but instead read as simply part of the policy. Therefore, it was AGREED that the word 'step' be included in front of each of the numbers within the steps to make it clearer.

It was clarified that this policy is entirely for members of the public and internal staff would use the grievance policy.

Mr R Leggott made reference to the complaint form, suggesting that the form should ask what impact it has had to show the Board is taking an interest in their point of view. Mr N Scott felt this was a good idea, as it may make the complainant think about the seriousness of the complaint and will give the Board an idea of the gravity of the situation.

It was suggested that it is added to 'What went wrong' to read 'What went wrong *and what impact has this had on you / your business?*' All AGREED.

The Committee RESOLVED to recommend that the Complaints Procedure (No. 14) be approved at the next Board meeting with the following additional proposals:

- Add the word '*step*' in front of the number for each step
- Add '*and what impact has this had on you / your business?*' to the question 'What went wrong' on the complaint form

(b) POLICY No. 33: SMOKING POLICY

The Finance Manager noted that the only change is the change in telephone number for the NHS Smoking helpline.

It was confirmed that the policy also covers vaping under electronic cigarettes.

The Committee RESOLVED to recommend that the Smoking Policy (No. 33) be approved at the next Board meeting.

(c) POLICY No. 36: H&S MANUAL HANDLING OPERATIONS

Cllr M Brookes raised attention to paragraph 2, regarding the last sentence 'This may involve carrying out a risk assessment' explaining that he feels it should be clarified when the risk assessment is required.

The Finance Manager suggested adding the following to the end of the sentence, 'if outside of the existing controls on the generic risk assessment'.

Cllr S Walsh noted that he would include a reference to the employers responsibility for the training of staff under 'Manager Responsibilities', noting that every entity needs to be covered within the policy.

The Finance Manager felt this would be covered as a control within the risk assessment.

Cllr S Walsh suggested it be added as paragraph 4 under Manager Responsibilities as follows, 'The Managers must ensure that all staff are appropriately trained'.

The Finance Manager raised his concern about the phrase 'all staff' because not all staff, i.e. administrative, require such formal training.

The wording was amended to read 'All staff under your responsibility have received training appropriate for their role.'

Cllr R Austin made reference to extreme cases where a somebody may pick up something heavy and hurt themselves, and how this would fit in the policy? It was clarified that the responsibility would be with the employee as per paragraph 3 under employee responsibilities.

Cllr S Walsh further added that he would include the phrase 'or others' to the last sentence as follows, '...and not put yourself *or others* at increased risk'.

The Committee RESOLVED to recommend that the Health & Safety Policy for Manual Handling (No. 36) be approved at the next Board meeting with the following additional proposals:

- Add 'if outside of the existing controls on the generic risk assessment' to the sentence 'This may involve carrying out a risk assessment..' (paragraph 2 of manager responsibilities)
- Add a fourth paragraph to Manager responsibilities as follows, 'You must ensure that all staff under your responsibility have received training appropriate for their role.'
- Add the phrase 'or others' to the third paragraph of employee responsibilities as follows, '...and not put yourself or others at increased risk'.

(d) POLICY No. 37: H&S MANAGING STRESS IN THE WORKPLACE

Cllr M Brookes felt that the grievance procedure should be mentioned within employee responsibilities, as somebody may be experiencing stress due to a Manager.

Mr N Scott felt that that lies within the grievance policy and so it not required in this policy for managing stress. Mr V Barker agreed, making reference also to the whistle blowing policy. Mr R Leggott also agreed.

The Finance Manger suggested an additional paragraph under employee responsibilities as follows, 'Should you have concerns that your stress is not being managed as you see it should be then the grievance policy should be referred to'.

Cllr S Walsh also added that, in reference to paragraph 1 of employee responsibilities, there should be an alternative to informing the Manager, as if the Manager is the cause of the stress, then the individual is not going to approach them about it.

Further discussion around the relativeness of the grievance policy to this policy took place. It was noted that the ACAS Grievance Procedure is the policy the Board use and the first 'port of call' in this policy is the immediate Line Manager.

The Finance Manager felt that is the individual was stressed then that should be able to be reviewed with the immediate Line Manager, whereas if the individual was being bullied which was causing the stress, then that is a grievance matter as the grievance is the factor causing the stress.

Cllr S Walsh disagreed, feeling that it is relevant to this policy, referring that it has already been identified in the opening paragraph of the policy. Further adding that the member of staff should be able to address this without having to go through the grievance policy, therefore suggesting again that there is an alternative person to talk to other than the Manager.

Mr N Scott felt that the ACAS policy starts with informally dealing with it and so the grievance policy should still be used in such scenarios.

Cllr M Brookes noted that it may be difficult to identify an alternative to speak to in such a small organisation.

Mr N Scott suggested adding 'or relevant person'. It was amended to 'or an alternative supervisor'.

Cllr S Walsh drew attention to the word 'he' in paragraph 2 of employee responsibilities, stating that it should say 'they'.

The Finance Manager suggested the following wording for the reference to the grievance policy; 'If you are not satisfied that your concerns have been addressed then the grievance procedure should be considered'.

The Finance Manager also noted the same addition as in the previous policy regarding risk assessments; '...if outside of the existing controls on the generic risk assessment'.

The Committee RESOLVED to recommend that the Health & Safety Policy for Managing Stress in the Workplace (No. 37) be approved at the next Board meeting with the following additional proposals:

- Add 'or an alternative supervisor' in paragraph 1 of employee responsibilities as follows, 'You must inform your Manager *or an alternative supervisor* if you feel...'
- Change 'when he carries' in the first sentence of paragraph 2 of employee responsibilities to 'when *they carry*'
- Add a fifth paragraph to employee responsibilities as follows, 'If you are not satisfied that your concerns have been addressed then the grievance procedure should be considered.'
- Add '..if outside of the existing controls on the generic risk assessment' to the final sentence of paragraph 1 of manager responsibilities, '...which may involve carrying out a risk assessment *if outside of the existing controls on the generic risk assessment*'.

(e) POLICY No. 38: H&S VIBRATION AT WORK

The Finance Manager noted that the same will apply again as the previous policies with risk assessments with the addition of 'if outside of the existing controls on the generic risk assessment'.

Cllr S Walsh made reference to the word 'significant' in the opening paragraph, questioning how 'significant' can be defined, suggesting it is removed.

The Committee RESOLVED to recommend that the Health & Safety Policy for Vibration at Work (No. 38) be approved at the next Board meeting with the following additional proposals:

- Delete the word 'significant' in the opening paragraph
- Add '..if outside of the existing controls on the generic risk assessment' to the final sentence of paragraph 3 of manager responsibilities, '...This may involve carrying out a risk assessment *if outside of the existing controls on the generic risk assessment*'.

(f) POLICY No. 39: H&S WEARING OF SEATBELTS IN BOARD'S VEHICLES

The Chairman pointed out the phrase 'where practical', questioning where this is appropriate and how it is concluded whether it is practical or not.

Reference was made to lawful exemptions of wearing the seatbelt such as postmen.

Mr N Scott made reference to green flashing lights that can be put on vehicles which flash when the operator of the vehicle is wearing a seatbelt. Therefore, if the vehicle is moving and the green light is not flashing it can be reported that the operator is not wearing the seatbelt.

Mr N Scott felt the 'where practical' should be removed. The Finance Manager related it to water, adding that if the vehicle is going to end up in the water then it would be better if the operator was conscious from wearing the seatbelt.

Cllr S Walsh added that in the penultimate paragraph it states 'where vehicles are fitted with seatbelts they must be worn, unless the job you are doing specifically precludes their use' questioning if there is a list of the jobs that are excluded and that it needs to be added to the policy unless 'unless the job you are doing specifically precludes their use' is removed.

The committee felt that it should be removed in addition to with 'where practical'.

The Committee RESOLVED to recommend that the Health & Safety Policy for the Wearing of Seatbelts in Board's Vehicles (No. 39) be approved at the next Board meeting with the following additional proposals:

- Delete ',and where practical,' from the first paragraph of the 'Regulations' section
- Delete 'unless the job you are doing specifically precludes their use' from the second paragraph of the 'Regulations' section

1524 RECEIVE THE CATALOGUE OF BOARD POLICIES WITH RECOMMENDED APPROVAL DATES - Agenda Item 9

It was noted that the Emergency Flood plan will be reviewed in the April 2020 meeting.

Cllr S Walsh raised his concern about the length of time between reviews, feeling that five years was too long in light of new regulations that the policy may need to be adapted to abide by.

The Finance Manager explained that the officers of the Board are aware of any new legislation or regulations and would bring the relevant policy for review early if necessary.

It was clarified that the investment strategy is for financial investments.

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

1525 TO REVIEW THE RISK REGISTER - Agenda Item 10

The Chairman pointed out the only risk in red – being unable to prevent flooding to property or land of fluvial flooding from failure or overtopping of defences. He further added that this is still such a high score because the Environment Agency have still not provided the policy for the opening of the navigation lock.

Mr V Barker voiced his concerns about looking to the future and considering factors such as global warming and rising sea levels. He pointed out that the Board's catchment includes areas near the Wash and although he realises we are not directly responsible for the coastal defences, we are responsible once it has come past the initial sea defences and into our catchment. It is then the Board's responsibility to remove that water. Mr V Barker expressed that he feels there is not enough 'push' being put on ministers / politicians etc. regarding these issues of rising sea levels and global warming etc.

The Finance Manager noted that the Board are only responsible for fluvial and surface water and so can only spend money on these things, therefore cannot do any physical work to coastal defences to improve this.

Mr V Barker argued that once the water is in the Board's system it is then our problem. It may not get into our system if the correct coastal defences are in place.

The Finance Manger added again that a breach in coastal defences is something the IDB can't prevent or influence as it is not the Board's responsibility. The Board is only responsible once the water is in the Board's system.

Cllr R Austin felt that local awareness needed to be raised, however, there is a cost to this and so it needs to be supported by local authorities.

Mr R Leggott noted that this influences the Board's risk register, as the only red high risk is due to the risk of a coastal breach and water therefore entering the Board's system that then needs removing.

Discussion took place around the work that is currently being done, i.e. the raising of banks, and around lobbying to push for more. Mr N Scott suggested that it might be interesting for the Wash Action Group to present to the Board to explain the works being undertaken.

The Chairman suggested that the point the committee were making is that even once the policy is received from the EA regarding the operation of the navigation lock, the risk still needs to remain high because of the risk of breach from coastal defences.

Cllr S Walsh noted that it is a case of assessing what actions the Board could take to prevent the risk and the barriers faced to taking the actions, i.e. it not being the Board's responsibility and therefore cannot do any physical works. Therefore, the Board is reliant on others and so the risk may always be high because of this, which is therefore not a negative towards the Board as it is being recognised.

The risk management strategy was displayed on screen for reference.

Mr R Leggott questioned, even if the policy for the opening of the navigation lock is provided from the EA, how is it known that they will definitely follow it? The Chairman noted that it is much more difficult not to follow something that is formally written in a document.

The Finance Manger referred to the risk management strategy, noting that there isn't actually a risk to the Board financially or death or injury of several people. There would be a major service disruption, but out of all these things the Board is responsible for, it is only the service disruption that the Board is responsible for. He further highlighted again that the Board have no responsibility or risk for coastal defences.

The Chairman added that whilst the Board wouldn't be responsible for the event of a coastal breach, the Board would be responsible for the recovery and getting the water away. However, the Finance Manager corrected that it would be central government that would be responsible and pay for it.

All AGREED to leave the risk register as it is, with the high risk remaining at a risk score of 6 due to not yet having the documentation for the EA about the navigation lock. It will need to be re-addressed once the documentation has been received to decide whether it should stay at risk score 6 or be reduced.

1526 ANY OTHER BUSINESS - Agenda Item 11

(a) SEA EMBANKMENT WORKS

Mr V Barker suggested the consideration of Simeon Disley attending the Joint Works Committee to present to the Board about the raised sea embankment works that have been carried out around the Wash. The Finance Manager will pass this onto to the Works Chairmen as possible matter of interest, due to ratepayers of Black Sluice having land behind raised embankments. It was also questioned whether lobbying should also be considered.

(b) AGREEMENTS FOR THE TRANSFER OF WATER FROM ONE IDB AREA TO ANOTHER

Cllr R Austin made reference to the burst of the Steeping and water being transferred from one IDB area to another. He questioned whether a formal agreement needed to be in place to allow more easily the transfer of water in scenarios like these. The Finance Manager stated that he didn't feel a formal agreement was required as the IDBs all work well together and did in this particular scenario, as the agreement between the two IDBs was made instantly, the issue was waiting for the EA to install their pump. It was also noted that the EA are the supervising body and so could have forced the agreement anyway.

There being no further business the meeting closed at 16:01.

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.			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	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
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.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
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.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
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.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>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.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
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.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
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
1498

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

KC SIGNATURE REQUIRED

Clerk

D. Withnall SIGNATURE REQUIRED

Other information required by the Transparency Codes (not part of Annual Governance Statement)

Authority web address

AUTHORITY WEBSITE ADDRESS

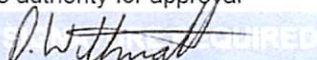
Section 2 – Accounting Statements 2018/19 for

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



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 1499

Signed by Chairman of the meeting where the Accounting Statements were approved



Section 3 – External Auditor Report and Certificate 2018/19

In respect of **Black Sluice Internal Drainage Board – DB0010**

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

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR 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.

Other matters not affecting our opinion which we draw to the attention of the authority:

- We note that the smaller authority did not comply with Regulation 15 of the Accounts and Audit Regulations 2015 as it failed to make proper provision during the year 2019/20 for the exercise of public rights, since the period for the exercise of public rights was less than 30 consecutive working days in length. As a result, the smaller authority must answer 'No' to Assertion 4 of the Annual Governance Statement for 2019/20 and ensure that it makes proper provision for the exercise of public rights during 2020/21.

3 External auditor certificate 2018/19

We 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.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

22/08/2019

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2018/19 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Black Sluice Internal Drainage Board

Policy No: 14

Complaints Procedure

Review Dates:

Original Issue	10 December 2014
Board Approved	4 th February 2015
Due for Review	

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

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

What is a Complaint?

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

The Steps to Follow

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

- Step 5.** If you are not satisfied with our reply, please let us know why. If possible, we will investigate further and if then your concerns are still unresolved, the matter will be discussed at a full Board Meeting. We will keep you informed of progress and provide a further reply ~~within 15 working days of receiving your letter~~ following the next Board meeting.

The Local Government Ombudsman

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

For example it might be maladministration if the Board:-

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

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

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

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

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

Why we want to hear from you

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

Contact Details: - ~~Board approved 4th February 2015~~

mailbox@blacksluiceidb.gov.uk
821440
~~820671~~

Chief Executive
Station Road, Swineshead, Boston, Lincs, PE20 3PW

Tel: 01205
~~Fax: 01205~~

BLACK SLUICE INTERNAL DRAINAGE BOARD

Station Road, Swineshead, Boston Lincolnshire PE20 3PW
Tel: 01205 821440 ~~Fax: 01205 820671~~

COMPLAINT FORM

Your name:

Your address, including postcode:

Your telephone number:

Your e-mail address:

What, briefly, is the nature of your complaint?

What went wrong **and what impact has this had on you / your business?**
(please give as much detail as you can)

What do you think the Black Sluice IDB should do to put things right?

--

Signed:

Date:

--	--

A copy of this form will be logged in a register by the Chief Executive who will identify a senior person in the Board to deal with your complaint. We will send you an acknowledgement within five working days, telling you who is dealing with your complaint. ~~Within 15 working days of the date of that acknowledgement~~ **Following the next Board meeting**, that person will send you, in writing, either a full response, or a progress report if more details or investigation is required.

If you are not satisfied with the reply you receive then you should write again to the above address and arrangements will be made for a further review to be carried out at a more senior level in the Board.

FOR OFFICIAL USE:

Date received:

Reference number:

Person dealing:

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Black Sluice Internal Drainage Board

Policy No: 33

Smoking Policy

Review Dates:

Original Issue	10 December 2014
Board Approved	4 th February 2015
Due for Review	

Introduction

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

The Penalties for Non-Compliance with the Legislation

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

The Management of this Policy

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

This policy also covers the use of Electronic Cigarettes.

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

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

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

Enforcement of the Smoke-Free Legislation

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

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

Help for those who Smoke

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

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

- NHS Smoking Helpline ~~08008401533 or 01522 574200~~ 0300 123 1044
- Lincolnshire Phoenix Stop Smoking Service 0800 8401533

Non Compliance

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

Black Sluice Internal Drainage Board

Policy No: 36

Manual Handling Operations

Review Dates:

Original Issue	10 December 2014
Board Approved	4 th February 2015
Due for Review	

Manual handling operations undertaken at work may result in a number of ill health conditions or injuries. Personnel who are engaged in manual handling, as a significant part of their normal work, may be at risk. The purpose of this policy is to state who is responsible, and what they must do, in order to minimise any possible health and safety risks associated with manual handling activities.

Manager responsibilities

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

Employee responsibilities

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

Black Sluice Internal Drainage Board

Policy No: 37

Managing Stress in the Workplace

Review Dates:

Original Issue	10 December 2014
Board Approved	4 th February 2015
Due for Review	

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

Manager responsibilities

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

Employee responsibilities

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

Black Sluice Internal Drainage Board

Policy No: 38

Vibration at Work

Review Dates:

Original Issue	10 December 2014
Board Approved	4 th February 2015
Due for Review	

Exposure to hand-arm or whole-body vibration at work may result in a number of ill health conditions or injuries. Personnel who are engaged in operations where they may be exposed to hand-arm or whole-body vibration, for example, when using hand held tools or when driving vehicles, as a **significant** part of their normal work, may be at risk. The purpose of this policy is to state who is responsible, and what they must do, in order to minimise any possible health and safety risks associated with vibration at work.

Manager responsibilities

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

Employee responsibilities

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

Black Sluice Internal Drainage Board

Policy No: 39

Wearing of Seat Belts in Vehicles

Review Dates:

Original Issue	10 December 2014
Board Approved	4 th February 2015
Due for Review	

Background

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

Regulations

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

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

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

BLACK SLUICE INTERNAL DRAINAGE BOARD

BOARD MEETING - 30 OCTOBER 2019

AGENDA ITEM No 06(b)(viii)

DATATAG SYSTEM

Introduction

At the meeting of the Audit and Risk Committee on 9th October, plant tracking was explored. It was felt that trackers were expensive and easily removed/tampered with, making the machine untraceable. Therefore, alternative options were explored, including the Datatag system. It was agreed that further research into the system would be carried out.

The vehicles that require this system are as listed below:

- 5 x Excavators
- 3 x Twiga's
- 1 x Teleporter
- 1 x Unimog (new)

Overview

'Datatag makes your vehicles and property identifiable to the Police in such a way that is virtually impossible for a thief to defeat, therefore the risk involved in stealing this marked property becomes high to the criminals who tend to avoid stealing the property in the first place.

Criminals prefer to steal property where they can easily remove or change the original manufacturer's identification numbers or marks. Tampering with these important identification numbers makes the stolen property less likely to be identified and hinders the police in tracing the real owner.

Datatag changes this; our systems can include literally thousands of unique identification marks or tags which can be permanently hidden within your property. A thief now has the impossible task of removing every single identification mark without damaging the stolen property to avoid the risk of detection whereas a Police Officer now only needs to locate and identify one or two of the marks to assist with a prosecution.

Datatag has made a major impact on reducing theft and the Crown Prosecution Service has a 100% successful prosecution rate when evidence has been supplied by Datatag. Our award winning systems are used to deter theft but increasingly they are being used as a valuable asset tracking system.'

CESAR Scheme (Datatag System Supplier)

- Been running for around 27 years
- The Datatag stays on the machines for life
- The dealer will fit the system
- The dealer will give a form (Reg certificate) to the purchaser and Datatag for each machine
- Police have access to all machinery with the Datatag system installed

Each machine is fitted with each of the following tags:

CESAR Construction System Technology



Unique Plant Identification Plate

These tamper-proof plates carry a unique plant identification number ensuring that your property can be tracked and returned in the event of theft. Datatag will take legal action against any copying or unauthorised production of these unique ID plates that contain Datatag's world wide registered trademark.



Glass Tag Transponders

This transponder is roughly the size of a grain of rice and can be easily installed. It contains a unique code number which is permanently programmed into it's integrated circuit. The number cannot be altered or deleted.



Self-Adhesive Tag

This flexible self-adhesive transponder contains a unique code number which is permanently programmed into its integrated circuit. The number cannot be altered or deleted and is impervious to attack by electric shock and magnetic waves.



Datadots®

A superior microdot identification system developed for ease of use. The Datadots can be applied to any surface, thus making it virtually impossible for the criminals to locate and remove them all.



Datatag DNA

Is a unique chemical DNA solution. Each piece of plant or machinery will be protected with an invisible unique DNA code. Criminals will have to be confident they have removed every molecule of Datatag DNA.

Three quotes from dealers that are the closest distance to BSIDB (price per vehicle includes the fitting of all tags shown above):

Doubleday (0 miles) Swineshead

- £220.00 per vehicle
- If machine not at depot and extra traveling time required; technicians time @ £71.50 per hour would be charged further for this

G & J Peck Ltd (10miles) Pinchbeck

- 1 to 3 vehicles £120.00 each and 4+ is £100.00 each plus travel time to site

The Burdens Group Ltd (11miles) Wrangle

- The cost of fitting Datatag is £225 per machine plus travelling to and from site

Therefore, based on the quotes provided, the recommendation is to use G & J Peck Ltd. The price being £100.00 per vehicle inclusive of the discount added for 4+ vehicles. The machinery being recommend for this system are as follows, 5 x Excavators, 3 x Twiga's, 1 x Teleporter and 1 x Unimog (new).

**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		
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

BOARD MEETING - 30 OCTOBER 2019

AGENDA ITEM No 08

PERIOD 06 MANAGEMENT ACCOUNTS

Income

- 98.58% of drainage rates have been collected. The Court date is booked for Monday 28 October and we have summons for 28 case but some have since paid.
- The outstanding balance at the end of Period 6 was £14,936.61
- The balance of the Special Levies will be received by the end of November.
- Investment income and interest is £2,603 favourable
- Recoverable income is £81k up from where we budgeted for this period.
- Solar panel income is performing as expected.

Expenditure

- Schemes show as overspent but some of this relates to schemes budgeted in previous year and a revise schedule will be presented as part of the Board Papers.
- Pumping Station Maintenance Expenditure is £4k adverse and we are still carrying a reasonable contingency for June's Electric. The bills have just been received and it looks like this contingency will cover the actual cost.
- Drain Maintenance overall is £27k overspent compared to budget but Summer cutting is within budget.
- Admin Salary is £17k favourable relating to the Rating Officer Salary that is not being spent and Dennis not attending as much as expected.
- Office Equipment is overspent by £6k relating to the purchase of the server for £13k which was not included in this year's budget but previously agreed to replace this year.
- Solar Expenses overspend relates to a timing issue that will catch up right at the end of the year, This relates to us getting a free years additional servicing and monitoring in year 2 which will be allowed for in the 2020/21 budget.

Balance

- Plant Account surplus is £11k behind compared to last year. Whilst the Generated amount is up by £34k there is also £45k additional expenditure this year.
- There is currently £61k of rechargeable invoices that need to be sent out, £37k of this relates to EA PSCA works. Amy will send the list separately.
- Wages On-cost has recovered to a positive figure of £6,718 and this will continue to be monitored.
- Investments this month is showing an improved performance and the valuation is greater than the initial investment.

Overall after making allowances for the Scheme Works and Rechargeable works the Board is about where we expected it to be at this point in the year.

Black Sluice Internal Drainage Board

Project Summary

2019/20

Period 06 - September 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	52,818	49,249	3,569	1,550,415	1,517,005	33,410	0	1,550,415	1,551,095	(680)
Interest & Grants	2,585	2,316	269	23,759	9,806	13,953	0	23,759	(769)	24,527
Development Fund	0	0	0	0	0	0	0	0	0	0
Other Income	450	950	(500)	10,402	10,466	(64)	0	10,402	18,672	(8,269)
Rechargeable Income	46,315	20,834	25,481	206,723	125,000	81,723	0	206,723	96,096	110,628
Solar Panel Income	2,235	1,657	578	13,089	12,988	101	0	13,089	14,193	(1,104)
Total Income	104,403	75,006	29,397	1,804,388	1,675,265	129,123	0	1,804,388	1,679,287	125,101
Schemes	0	14,000	14,000	149,590	94,984	(54,606)	0	(149,590)	18,515	(131,075)
Pumping Station Schemes	8,230	52,000	43,770	8,321	125,175	116,854	0	(8,321)	8,381	60
Pumping Station Maintenance	15,639	23,273	1,238	117,031	187,927	(2,342)	0	(190,269)	132,731	1,226
Electricity	6,396			73,238					58,764	0
Drain Maintenance	94,873	90,828	(4,045)	361,224	333,739	(27,485)	0	(361,224)	319,948	(41,277)
Environmental Schemes	381	987	606	3,927	5,694	1,767	0	(3,927)	6,294	2,367
Administration & Establishment	39,369	40,103	734	264,930	280,751	15,821	0	(264,930)	254,375	(10,554)
EA Precept	0	0	0	138,276	138,276	0	0	(138,276)	138,276	0
Rechargeable Expenditure	46,015	19,842	(19,542)	204,212	119,048	(116,536)	0	2,512	85,150	(8,434)
Solar Panel Expenses	250	0	(250)	2,538	0	(2,538)	0	(2,538)	1,095	(1,442)
Total Expenditure	211,153	241,033	36,511	1,323,287	1,285,594	(69,065)	0	(1,116,564)	1,023,530	(189,129)
Surplus / (Deficit)	(106,750)	(166,027)	59,277	481,101	389,671	91,430	0	481,101	655,757	(174,656)
Movement on reserves										
Plant Reserve	(39,228)	(60,101)	(20,873)	(128,064)	174,699	302,763	0	128,064	(139,532)	(11,469)
Wages oncost Reserve	(5,966)	0	5,966	(36,596)	0	36,596	0	36,596	38,164	74,759
Grants Manager	(5,798)	0	5,798	6,658	0	(6,658)	0	(6,658)	0	(6,658)
Surplus / (Deficit)	(55,759)	(105,926)	68,387	639,102	214,972	(241,271)	0	323,100	757,126	(231,289)

Black Sluice Internal Drainage Board Drainage Rates & Special Levies

2019/20

Period 06 - September 2019

Drainage Rates & Special Levies Due

Drainage Rates

Annual Drainage Rates - Land and/or buildings	1,054,355.66	
Land/Property - Value Decreased	(5,600.26)	
Land/Property - Value Increased	3,632.83	
New Assessment	1,910.98	
Write Offs & Irrecoverables	(4.62)	
Adjustments required for Special Levy	4.78	

Balance	1,054,299.37	50.35%
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Special Levies

Boston Borough Council	787,059.25	
South Holland District Council	126,222.77	
North Kesteven District Council	68,197.12	
South Kesteven District Council	58,113.22	

	1,039,592.36	49.65%
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Total Due	2,093,891.73	100.00%
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Drainage Rates & Special Levies Collected

B/F Arrears/(Allowances)	(217.91)	
Payments Posted	1,030,515.78	
Returned Amount	(73.33)	98.58%
Paid Refund	(105.97)	
Bourne North Fen Trust Contribution	9,244.19	
Special Levies Received	520,296.18	50.05%

Total Received	1,559,658.94	
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Drainage Rates & Special Levies Debtors

Special Levy Outstanding	519,296.18	49.95%
Drainage Rates Outstanding	14,936.61	1.42%

	534,232.79	
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	2,093,891.73	
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Black Sluice Internal Drainage Board

Income & Expenditure Summary

2019/20

Period 06 - September 2019

	This Year	Last Year	Variance
Drainage Rates	1,030,119	1,032,561	(2,442)
Special Levies	520,296	518,534	1,762
Recoverable	206,723	96,096	110,628
Misc Income	35,098	18,622	16,476
Solar Panel Income	13,089	14,193	(1,104)
	1,805,325	1,680,006	125,319
Employment Costs	556,693	543,217	(13,476)
Property	95,425	80,548	(14,876)
General Expenses	95,636	91,615	(4,021)
Materials / Stock	12,828	8,170	(4,658)
Motor & Plant	120,837	99,685	(21,152)
Miscellaneous	284,804	157,188	(127,617)
Recharges	(321,438)	(343,391)	(21,953)
Plant	321,438	285,849	(35,589)
Total Expenditure	1,166,223	922,881	(243,342)
Net Surplus / (Deficit)	639,102	757,125	(118,023)

Black Sluice Internal Drainage Board

Balance Sheet at Period End

2019/20

Period 06 - September 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	994,807		768,508	
Fixed Assets		5,725,511		5,499,212
Stock	32,577		33,771	
Debtors Control	55,575		120,396	
VAT	14,250		(461)	
Drainage Rates Control	0		0	
Car Loans	17,640		19,105	
Prepayments	26,279		25,834	
Drawings Bank Account	(19,147)		(15,498)	
Call Bank Account	310,321		310,512	
Petty Cash	298		174	
Highland Water	2,059		202	
Work in Progress	(174,833)		73,862	
Nat West Government Procurement C	(1,632)		(883)	
Brewin Dolphin Investment	502,975		497,958	
Natwest Reserve Account	1,250,563		1,138,501	
Total Current Assets		2,016,926		2,187,154
Trade Creditors	(11,200)		(12,000)	
Accruals	(37,439)		(154,601)	
Suspense	(0)		(0)	
Total Liabilities		(84,235)		(193,612)
Pension Liability		(3,655,000)		(3,353,000)
		4,003,202		4,139,755
Capital Reserve	5,454,315		5,493,709	
Pension Reserve	(3,655,000)		(3,353,000)	
Brewin Dolphin Revaluation	2,975		0	
Total Capital		1,802,290		2,140,709
Revenue Reserve	1,242,026		1,166,811	
Development Reserve	200,907		153,405	
Plant Reserve	148,755		(118,398)	
Wag Oncost Reserve	(29,878)		40,103	
General Resere	639,102		757,125	
Total Reserves		2,200,912		1,999,046
		4,003,202	0	4,139,755
<u>Cash & Bank Balances</u>				
Drawings Account		(19,147)		
Call Account		10,321	310,321	
Natwest Reserve Account @ 0.01%		1,250,563		
Petty Cash		298		
Chargecard		(1,632)		
Monmouthshire BS @ 0.15%		300,000	30 Day Notice	
		1,540,403		

Black Sluice Internal Drainage Board

Investment Summary

2019/20

Period 06 - September 2019

OWNER NAME Black Sluice Internal Drainage Board - New Account

PORTFOLIO P1684056

VALUATION DATE 30 Sep 2019

GROUP BY ASSET ALLOCATION L1

Portfolio Overview

OWNER NAME

Black Sluice Internal Drainage Board -
New Account

LAST 12 MONTHS PERFORMANCE
6.38%

TOTAL VALUE
502,974.90 GBP

ESTIMATED ANNUAL INCOME
17,737.00 GBP

INVESTMENT OBJECTIVE

Income

MANAGEMENT TYPE

Discretionary

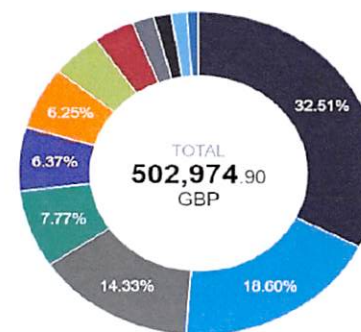
RISK PROFILE

Risk Level 3

My Accounts

ACCOUNT	TOTAL CASH	TOTAL STOCK	TOTAL VALUE	TOTAL INC
BLACK1665	7,182.25 GBP	495,792.65 GBP	502,974.90 GBP	17,737.00
	7,182.25 GBP	495,792.65 GBP	502,974.90 GBP	17,737.00

Portfolio Summary



UK Bonds
163,517.58
GBP

Property
72,071.00
GBP

Other Investments
32,038.00
GBP

North American Equities
22,802.85
GBP

Asia Pacific Equities
9,964.00
GBP

Cash
7,182.25
GBP

Absolute Return
93,541.12
GBP

UK Equities
39,073.05
GBP

Overseas Bonds
31,451.62
GBP

Global Investments
18,359.70
GBP

European Equities
7,864.40
GBP

Japanese Equities
5,084.33
GBP

BLACK SLUICE INTERNAL DRAINAGE BOARD

BOARD MEETING - 30 OCTOBER 2019

AGENDA ITEM No 09

ANNUAL REPORT ON HEALTH & SAFETY

The following report outlines to Board Members how Health & Safety is effectively managed by the Board. Listed below are the methods that the Board are implementing and reviewing Health and Safety within the organisation.

1. A new 5 year contract with Cope Safety Management has been agreed which commenced June 2019 to act as our Health & Safety Advisors.

The cost to the Board is £1,385.52 per annum. The Operations Manager carries out day to day management of Health and Safety with onsite inspections undertaken by the Works Supervisor and the Planning & Enforcement Officer who has a NEBOSH qualification.

2. Cope Safety Management has carried out the following inspections and reviews this year:-

Full Day - 08/07/2019 with a further half day provisionally arranged in December; Review of Safe System of Work and Risk Assessments and Method Statements, to include site visits and general review of Policy.

3. The Board has a Health and Safety Policy statement, signed by the Chief Executive and displayed at the Office, this will be reviewed in April 2020.

During the period 25th October 2018 to 24th October 2019 there have been no near miss reports.

4. Two accidents have been recorded in the Accident book during the period 25th October 2018 to 24th October 2019.

Date	Accident	Weighting
12/11/18	Cut finger trapped while torqueing wheel nuts	1
27/11/18	Cut finger while changing knife blade sections	1

Accident Weighting Factor

- 1 = Low Return to work the same/next day
2 = Medium RIDDOR reportable accident (3 day rule)
3 = High RIDDOR reportable (major injury or condition)

5. The Board are continuing to work with Western Power Distribution and the Health and Safety Executive to ensure that a safe method of working is followed when operating machinery near overhead electrical wires.

All machine operators were reminded of their actions and consequences at the Pre-Cutting Briefing.

6. The following Health & Safety and Plant training courses have taken place during the period:

<u>Name</u>	<u>Date</u>	<u>Type of Course</u>
G Warnes	26/10/18	City & Guilds NPTC Level 2 Chainsaw maintenance & Crosscut
G Warnes	02/11/18	City & Guilds NPTC Level 2 Felling & Processing up to 380mm
R Banham	02/11/18	City & Guilds NPTC Level 2 Felling & Processing up to 380mm
R Smith	26/10/18	City & Guilds NPTC Level 2 Chainsaw maintenance & Crosscut
R Smith	02/11/08	City & Guilds NPTC Level 2 Felling & Processing up to 380mm
A Warnes	26/10/18	City & Guilds NPTC Level 2 Chainsaw maintenance & Crosscut
A Warnes	02/11/18	City & Guilds NPTC Level 2 Felling & Processing up to 380mm
A Warnes	15/11/18	Lantra - Chipper/Shredder
R Smith	04/12/18	Emergency First Aid at Work
R Smith	10/07/19	Driver CPC - Vehicle checks driver hours
R Smith	11/07/19	Driver CPC - First Aid Traffic incident management
R Smith	15/07/19	Driver CPC - Company image vulnerable road users
R Smith	23/07/19	Driver CPC - Eco and professional/Legal vehicle requirements
R Smith	24/07/19	Driver CPC - Vehicle checks driver hours
I Rose	04/12/18	Emergency First Aid at Work
I Rose	10/07/19	Driver CPC - Vehicle checks driver hours
I Rose	11/07/19	Driver CPC - First Aid Traffic incident management
P Nicholson	10/07/19	Driver CPC - Vehicle checks driver hours
P Nicholson	11/07/19	Driver CPC - First aid Traffic incident management
P Nicholson	15/07/19	Driver CPC - Company image vulnerable road users
P Nicholson	23/07/19	Driver CPC - Eco and Professional/Legal vehicle requirements
P Nicholson	24/07/19	Driver CPC - Vehicle checks driver hours

7. Risk Assessments for high risk areas of work are prepared by the Operations Manager, designed to identify any risk and thereafter reduce the risk of any danger and/or accident by developing a safe method of working via a Method Statement. The Method Statements are introduced to the workforce prior to any works taking place.
8. Health & Safety Booklets have been issued to all employees.
9. Personal Protective Equipment relevant to the Boards operations is issued and kept up to date with all employees.
10. Annual Lifting Operations and Lifting Equipment Regulations (LOLER) testing is carried out on all the Boards lifting equipment (access platform, chains, slings, eye bolts, straps) by/for our insurers, defective items being replaced.
11. A Lone Workers Policy is currently in place and a new automated lone working device using mobile phone technology is now being used by all operatives.

P Nicholson
Operations Manager

Black Sluice Internal Drainage Board

Printed on 16/10/2019 at 15:08 by JB2

From 01/06/2019 To 30/06/2019

Purchase Ledger Payments & Adjustments**Black Sluice Internal Drainage Board****Payments & Adjustments From 01/06/2019 To 30/06/2019**

Page 1

Account	Date	Type	Ref 1	Ref 2	Value	Details
HBP001	05/06/2019	Payment	P03	Bacs	-3973.66	HBP Systems Ltd
ADC001	13/06/2019	Payment	11196	Bacs	-23083.92	ADC (East Anglia) Ltd
ANG101	13/06/2019	Payment	0076577654	Bacs	-102.73	Anglian Water (Swineshead HQ)
ASH001	13/06/2019	Payment	18649127	Bacs	-655.20	Ashtead Plant Hire Co Ltd
AZT001	13/06/2019	Payment	003729	Bacs	-750.00	Aztec Signs
BLU001	13/06/2019	Payment	25733	Bacs	-60.00	Blue Line Trailers
BOC001	13/06/2019	Payment	3053079367	Bacs	-784.56	BOC
BOS002	13/06/2019	Payment	27714	Bacs	-740.28	Boston Commercial Cleaners Ltd
BOS003	13/06/2019	Payment	02443	Bacs	-5.34	Boston Engineering Supplies
CAR002	13/06/2019	Payment	45381	Bacs	-30.95	J Carr & Son
CLA001	13/06/2019	Payment	72440	Bacs	-116.16	Frank Clayton & Son Ltd
COP002	13/06/2019	Payment	INV-47237	Bacs	-134.52	Cope Safety Management Ltd.
COV001	13/06/2019	Payment	10933	Bacs	-1716.00	Cover Up
CRA004	13/06/2019	Payment	9958	Bacs	-53.11	Craftwork Engineering Ltd
CRP001	13/06/2019	Payment	CRPS/5JUNE/BSLUICE	Bacs	-40.00	C & R Property Services
DAV001	13/06/2019	Payment	BSIDB05	Bacs	-300.00	David Hoskins
DON001	13/06/2019	Payment	DCI0010192	Bacs	-56.95	Donington Engineering Supplies
ELL002	13/06/2019	Payment	P105448	Bacs	-124.84	Ellgia Ltd
HBP001	13/06/2019	Payment	SIN048882	Bacs	-234.16	HBP Systems Ltd
IDS001	13/06/2019	Payment	47199	Bacs	-2418.32	iD Specialist Machinery
INL001	13/06/2019	Payment	475/L507 (P11D(b))	Bacs	-17761.10	HM Revenue & Customs
IRE001	13/06/2019	Payment	214082	Bacs	-184.65	Irelands Farm Machinery Ltd
LAR001	13/06/2019	Payment	64741	Bacs	-70.80	Ray Larrington Hydraulics
LIN002	13/06/2019	Payment	2019-P02	Bacs	-21247.93	Lincolnshire C C Pension Fund
MAS001	13/06/2019	Payment	ESI000580	Bacs	-6604.09	Mastenbroek Environmental Ltd
MOT001	13/06/2019	Payment	BTT153955	Bacs	-196.05	Motor Parts Direct Limited
MOW002	13/06/2019	Payment	2	Bacs	-6325.00	G C Mowbray Ltd

Account	Date	Type	Ref 1	Ref 2	Value	Details
NOT001	13/06/2019	Payment	INV02784	Bacs	-114.00	P G & C Nottingham
PEO001	13/06/2019	Payment	INV62129	Bacs	-264.60	Rocksure Systems T/A Peoplesaf
PET003	13/06/2019	Payment	2203	Bacs	-1154.64	Peter Smith Commercials Ltd
ROY002	13/06/2019	Payment	1802142279	Bacs	-944.40	Royal Mail Group Ltd
SIL001	13/06/2019	Payment	IN502684	Bacs	-88.27	Silt Side Services Ltd
SWI001	13/06/2019	Payment	BN058593	Bacs	-151.20	Switch Electrical Wholesale Ltd
TFM001	13/06/2019	Payment	246700	Bacs	-1015.17	TFM Supplies
THO002	13/06/2019	Payment	266	Bacs	-420.00	Thompson & Smith
VEG001	13/06/2019	Payment	837773	Bacs	-1335.60	VEGA Controls Ltd
WEL004	13/06/2019	Payment	2617	Bacs	-37374.00	Wells Plant Hire
WES002	13/06/2019	Payment	MI00135145	Bacs	-300.00	Western Power Distribution
WIT001	13/06/2019	Payment	INV03959	Bacs	-459.36	Witham Fourth IDB
WOO001	13/06/2019	Payment	974683	Bacs	-182.78	Woodco Business Machines
ANG101	27/06/2019	Payment	9071363868	Bacs	-265.89	Anglian Water (Swineshead HQ)
ANG104	27/06/2019	Payment	0376809597	Bacs	-64.08	Anglian Water (Trade Effluent)
AZT001	27/06/2019	Payment	003742	Bacs	-477.60	Aztec Signs
CEM001	27/06/2019	Payment	3011496383	Bacs	-206.28	Cemex UK Materials Ltd
CLA001	27/06/2019	Payment	72693	Bacs	-224.20	Frank Clayton & Son Ltd
CRA004	27/06/2019	Payment	9959	Bacs	-225.72	Craftwork Engineering Ltd
DIC001	27/06/2019	Payment	4464	Bacs	-325.00	D & J Dickinson
DON001	27/06/2019	Payment	DCI0010215	Bacs	-25.80	Donington Engineering Supplies
GUA001	27/06/2019	Payment	9854	Bacs	-338.40	Guardian Press
HIL002	27/06/2019	Payment	141951	Bacs	-50.28	Charles H Hill Ltd
HIT001	27/06/2019	Payment	20105079	Bacs	-54.29	Hitachi Construction Machinery
IRE001	27/06/2019	Payment	214397	Bacs	-721.90	Irelands Farm Machinery Ltd
LIN002	27/06/2019	Payment	10084225	Bacs	-407.19	Lincolnshire C C Pension Fund
LON003	27/06/2019	Payment	116622	Bacs	-1699.20	Longwater Construction
MOT001	27/06/2019	Payment	BTT154177	Bacs	-699.34	Motor Parts Direct Limited
PET003	27/06/2019	Payment	2407	Bacs	-616.93	Peter Smith Commercials Ltd
TAY002	27/06/2019	Payment	53002877	Bacs	-54.12	Taylor's of Boston
THO002	27/06/2019	Payment	36043	Bacs	-786.00	Thompson & Smith
TRA006	27/06/2019	Payment	0986078824	Bacs	-59.98	Trade UK
SWA001	04/06/2019	Refund	P03	Refund	15.99	Swalec

Account	Date	Type	Ref 1	Ref 2	Value	Details
THO002	04/06/2019	Payment	P03	Bacs	-15254.00	Thompson & Smith
BAR005	10/06/2019	Payment	P03	Direct Deb	-58.24	Barclaycard Merchant Services
BAR005	10/06/2019	Payment	P03	Direct Deb	-13.39	Barclaycard Merchant Services
TOM002	14/06/2019	Payment	P03	Direct Deb	-194.70	TomTom
WOL001	20/06/2019	Payment	P03	Direct Deb	-15302.68	Woldmarsh Producers Ltd
EVE002	20/06/2019	Payment	P03	Direct Deb	-777.29	Everything Everywhere
PAY001	25/06/2019	Payment	P03	Direct Deb	-13.20	Payzone UK Limited
NAT004	28/06/2019	Payment	P03	Direct Deb	-102.37	Natwest
NAT004	28/06/2019	Payment	P03	Direct Deb	-5.60	Natwest
BOS001	28/06/2019	Payment	P03	Direct Deb	-2480.00	Boston Borough Council (Rates)

Account	Date	Type	Ref 1	Ref 2	Value	Details
				Total Payments	-173078.01	
				Total Discounts		
				Total Adjustments		
				Total Refunds	15.99	
				Total	-173062.02	

Payments

Bacs	-154130.54	Cheque		Direct Deb	-18947.47	Chargecard
Bulk Bacs						

Adjustments

Disc		Contra SL				
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Refunds

Refund	15.99					
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Chief Executive


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Finance Manager

The Chief Executive Officer will review these accounts following his return to work. This will be noted in the minutes of the following meeting.

Black Sluice Internal Drainage Board

Printed on 16/10/2019 at 15:23 by JB2

From 01/07/2019 To 31/07/2019

Purchase Ledger Payments & Adjustments**Black Sluice Internal Drainage Board****Payments & Adjustments From 01/07/2019 To 31/07/2019**

Page 1

Account	Date	Type	Ref 1	Ref 2	Value	Details
CRO004	04/07/2019	Payment	000262	Cheque	-89.70	CROP LOSS
ADA001	11/07/2019	Payment	70559	Bacs	-182.58	Adan Limited
ALA001	11/07/2019	Payment	519689	Bacs	-70.87	Alarmline Security Ltd
ANG101	11/07/2019	Payment	0076577654	Bacs	-53.69	Anglian Water (Swineshead HQ)
ATK002	11/07/2019	Payment	19027963	Bacs	-621.72	Atkins Ltd
BOS002	11/07/2019	Payment	27791	Bacs	-592.22	Boston Commercial Cleaners Ltd
CAR002	11/07/2019	Payment	45520	Bacs	-34.56	J Carr & Son
CEM001	11/07/2019	Payment	3011533069	Bacs	-643.32	Cemex UK Materials Ltd
CLA001	11/07/2019	Payment	72760	Bacs	-89.89	Frank Clayton & Son Ltd
CRA001	11/07/2019	Payment	SI-1142	Bacs	-12.59	Craven & Nicholas Ltd
CRP001	11/07/2019	Payment	CRPS/BSLUICE/3JUL19	Bacs	-80.00	C & R Property Services
ELL002	11/07/2019	Payment	P112522	Bacs	-106.42	Eilgia Ltd
FLE001	11/07/2019	Payment	6923	Bacs	-234.00	Fleet Sense Ltd
HGV001	11/07/2019	Payment	VBCV205623	Bacs	-256.42	Alliance Automotive T/A HGV Tr
HIL002	11/07/2019	Payment	142311	Bacs	-289.34	Charles H Hill Ltd
INL001	11/07/2019	Payment	2019-P03	Bacs	-24017.82	HM Revenue & Customs
KWM001	11/07/2019	Payment	10449	Bacs	-171.60	K & W Mechanical Services Ltd
LAR001	11/07/2019	Payment	64956	Bacs	-40.03	Ray Larrington Hydraulics
LIN002	11/07/2019	Payment	2019-P03	Bacs	-23730.23	Lincolnshire C C Pension Fund
PHI001	11/07/2019	Payment	3744	Bacs	-63528.00	Philip G Wright Excavations Ld
SAM001	11/07/2019	Payment	063355	Bacs	-382.80	SAMS
SWI001	11/07/2019	Payment	BN059173	Bacs	-122.40	Switch Electrical WholesaleLtd
SYS001	11/07/2019	Payment	132043	Bacs	-116.40	Systematic Print Management
TFM001	11/07/2019	Payment	247463	Bacs	-487.87	TFM Supplies
TRA002	11/07/2019	Payment	9146 AHA711	Bacs	-82.80	Travis Perkins Trading Co Ltd.
WIT001	11/07/2019	Payment	INV03969	Bacs	-2032.56	Witham Fourth IDB
WOO001	11/07/2019	Payment	974951	Bacs	-245.86	Woodco Business Machines

Account	Date	Type	Ref 1	Ref 2	Value	Details
HBP001	22/07/2019	Payment	SQU004243	Bacs	-11920.95	HBP Systems Ltd
CRO004	22/07/2019	Payment	000263	Cheque	-77.50	CROP LOSS
CRO004	22/07/2019	Payment	000264	Cheque	-31.75	CROP LOSS
CRO004	22/07/2019	Payment	P04	Bacs	-84.76	CROP LOSS
CRO004	22/07/2019	Payment	P04	Bacs	-91.57	CROP LOSS
CRO004	22/07/2019	Payment	P04	Bacs	-126.81	CROP LOSS
CRO004	22/07/2019	Payment	P04	Bacs	-176.72	CROP LOSS
CRO004	22/07/2019	Payment	P04	Bacs	-313.62	CROP LOSS
CRO004	22/07/2019	Payment	P04	Bacs	-390.65	CROP LOSS
CRO004	22/07/2019	Payment	P04	Bacs	-177.11	CROP LOSS
CRO004	22/07/2019	Payment	P04	Bacs	-266.98	CROP LOSS
CRO004	22/07/2019	Payment	P04	Bacs	-76.90	CROP LOSS
CRO004	22/07/2019	Payment	P04	Bacs	-284.66	CROP LOSS
CRO004	22/07/2019	Payment	P04	Bacs	-323.96	CROP LOSS
CRO004	22/07/2019	Payment	P04	Bacs	-60.92	CROP LOSS
CRO004	22/07/2019	Payment	P04	Bacs	-303.52	CROP LOSS
CRO004	22/07/2019	Payment	P04	Bacs	-453.52	CROP LOSS
CRO004	22/07/2019	Payment	P04	Bacs	-1156.21	CROP LOSS
CRO004	22/07/2019	Payment	000265	Cheque	-468.00	CROP LOSS
ANG101	31/07/2019	Payment	0076577654	Bacs	-65.51	Anglian Water (Swineshead HQ)
BLU001	31/07/2019	Payment	25878	Bacs	-24.40	Blue Line Trailers
BUM001	31/07/2019	Payment	37	Bacs	-200.00	Bumper 2 Bumper
CEM001	31/07/2019	Payment	3011544154	Bacs	-309.42	Cemex UK Materials Ltd
CLA001	31/07/2019	Payment	72901	Bacs	-333.82	Frank Clayton & Son Ltd
COP002	31/07/2019	Payment	INV-47698	Bacs	-277.10	Cope Safety Management Ltd.
CRA001	31/07/2019	Payment	SI-1257	Bacs	-206.44	Craven & Nicholas Ltd
CRA004	31/07/2019	Payment	2023	Bacs	-71.81	Craftwork Engineering Ltd
CRO001	31/07/2019	Payment	8203623740	Bacs	-21.83	Crown Decorating Centres
CRP001	31/07/2019	Payment	CRPS/BSLUICE/29JUL19	Bacs	-40.00	C & R Property Services
DAV001	31/07/2019	Payment	BSIDB06	Bacs	-600.00	David Hoskins
DON001	31/07/2019	Payment	DCI0010317	Bacs	-5.82	Donington Engineering Supplies
HAR001	31/07/2019	Payment	23545886	Bacs	-329.16	TC Harrison JCB
HBP001	31/07/2019	Payment	SIN049214	Bacs	-938.40	HBP Systems Ltd

Account	Date	Type	Ref 1	Ref 2	Value	Details
IRE001	31/07/2019	Payment	214737	Bacs	-43.22	Irelands Farm Machinery Ltd
KIO001	31/07/2019	Payment	SIP-1329953	Bacs	-23.77	Kiowa Ltd
MAN001	31/07/2019	Payment	34455	Bacs	-216.00	Mandy's Coffee Services
MAS001	31/07/2019	Payment	ESI000660	Bacs	-16140.00	Mastenbroek Environmental Ltd
MOT001	31/07/2019	Payment	BTT155483	Bacs	-315.30	Motor Parts Direct Limited
NOT001	31/07/2019	Payment	INV03765	Bacs	-83.88	P G & C Nottingham
ROS001	31/07/2019	Payment	616039	Bacs	-62.00	Rossendales Ltd
SIL001	31/07/2019	Payment	IN505960	Bacs	-41.33	Silt Side Services Ltd
TMC001	31/07/2019	Payment	19773	Bacs	-47.06	TMC Lifting
TOW001	31/07/2019	Payment	39106806	Bacs	-56.69	Towergate Insurance
TRA002	31/07/2019	Payment	9146 AHB907	Bacs	-44.36	Travis Perkins Trading Co Ltd.
UNI006	31/07/2019	Payment	00095455	Bacs	-2789.28	Unique Employment Services Ltd
WAT001	31/07/2019	Payment	0000002028	Bacs	-6000.00	Water Management Alliance
WIT001	31/07/2019	Payment	INV03977	Bacs	-1002.16	Witham Fourth IDB
BAR005	10/07/2019	Payment	P04	Direct Deb	-71.48	Barclaycard Merchant Services
BAR005	10/07/2019	Payment	P04	Direct Deb	-12.88	Barclaycard Merchant Services
TOM002	15/07/2019	Payment	P04	Direct Deb	-194.70	TomTom
WOL001	22/07/2019	Payment	P04	Direct Deb	-19657.29	Woldmarsh Producers Ltd
PAY001	22/07/2019	Payment	P04	Direct Deb	-13.20	Payzone UK Limited
EVE002	22/07/2019	Payment	P04	Direct Deb	-849.41	Everything Everywhere
BRI005	25/07/2019	Payment	P04	Direct Deb	-221.97	British Telecom DD
PIT001	26/07/2019	Payment	P04	Direct Deb	-511.13	Pitney Bowes Ltd
BOS001	29/07/2019	Payment	P04	Direct Deb	-2480.00	Boston Borough Council (Rates)
NAT004	31/07/2019	Payment	P04	Direct Deb	-98.70	Natwest
NAT004	31/07/2019	Payment	P04	Direct Deb	-5.00	Natwest

Account	Date	Type	Ref 1	Ref 2	Value	Details
				Total Payments	-189506.32	
				Total Discounts		
				Total Adjustments		
				Total Refunds		
				Total	-189506.32	

Payments

Bacs	-164723.61		Cheque	-666.95	Direct Deb	-24115.76	Chargecard
Bulk Bacs							

Adjustments

Disc			Contra SL				
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Refunds

Refund							
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Chief Executive



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Finance Manager

The Chief Executive Officer will review these accounts following his return to work. This will be noted in the minutes of the following meeting.

Black Sluice Internal Drainage Board

Printed on 16/10/2019 at 15:27 by JB2

From 01/08/2019 To 31/08/2019

Purchase Ledger Payments & Adjustments**Black Sluice Internal Drainage Board****Payments & Adjustments From 01/08/2019 To 31/08/2019**

Page 1

Account	Date	Type	Ref 1	Ref 2	Value	Details
CRO004	08/08/2019	Payment	000266	Cheque	-93.25	CROP LOSS
CRO004	08/08/2019	Payment	000267	Cheque	-225.88	CROP LOSS
BAX001	14/08/2019	Payment	5429	Bacs	-636.00	Alan Baxter Haulage & Training
BOS002	14/08/2019	Payment	27862	Bacs	-740.28	Boston Commercial Cleaners Ltd
BUS002	14/08/2019	Payment	BO204149	Bacs	-113.56	B A Bush & Son Ltd
CAR002	14/08/2019	Payment	45635	Bacs	-35.89	J Carr & Son
CHA001	14/08/2019	Payment	460273	Bacs	-202.17	Chandlers (Farm Equipment) Ltd
CLA001	14/08/2019	Payment	73069	Bacs	-47.76	Frank Clayton & Son Ltd
CRA004	14/08/2019	Payment	10423	Bacs	-8.39	Craftwork Engineering Ltd
CRO001	14/08/2019	Payment	8203707048	Bacs	-81.31	Crown Decorating Centres
DAV001	14/08/2019	Payment	BSIDB07	Bacs	-400.00	David Hoskins
DOU001	14/08/2019	Payment	426179	Bacs	-37.70	John W Doubleday Limited
DOV001	14/08/2019	Payment	459	Bacs	-792.00	Dovecote Farming
ELL002	14/08/2019	Payment	P120888	Bacs	-106.42	Eilgia Ltd
ENG001	14/08/2019	Payment	44047	Bacs	-713.40	Engineering & Hire Ltd
HAR001	14/08/2019	Payment	23545941	Bacs	-9086.35	TC Harrison JCB
HIL002	14/08/2019	Payment	143159	Bacs	-492.47	Charles H Hill Ltd
IDS001	14/08/2019	Payment	47573	Bacs	-3874.29	iD Specialist Machinery
INL001	14/08/2019	Payment	2019-P04	Bacs	-18564.00	HM Revenue & Customs
IRE001	14/08/2019	Payment	214882	Bacs	-432.14	Irelands Farm Machinery Ltd
KIO001	14/08/2019	Payment	SIP-1331747	Bacs	-59.94	Kiowa Ltd
LAR001	14/08/2019	Payment	65405	Bacs	-70.63	Ray Larrington Hydraulics
LIN002	14/08/2019	Payment	2019-P04	Bacs	-21477.32	Lincolnshire C C Pension Fund
LIN007	14/08/2019	Payment	AGM 2019	Bacs	-450.00	Lincs ADA
NOT001	14/08/2019	Payment	INV04092	Bacs	-320.11	P G & C Nottingham
ONE002	14/08/2019	Payment	26/06BS	Bacs	-159.85	O'Neils Catering Services
PEO001	14/08/2019	Payment	INV64263	Bacs	-264.60	Rocksure Systems T/A Peoplesaf

Account	Date	Type	Ref 1	Ref 2	Value	Details
PET003	14/08/2019	Payment	2598	Bacs	-984.25	Peter Smith Commercials Ltd
TAY002	14/08/2019	Payment	5400849	Bacs	-960.81	Taylor's of Boston
TFM001	14/08/2019	Payment	248317	Bacs	-865.90	TFM Supplies
TRA006	14/08/2019	Payment	0997505419	Bacs	-20.49	Trade UK
UNI006	14/08/2019	Payment	00095703	Bacs	-2295.80	Unique Employment Services Ltd
WAT001	14/08/2019	Payment	0000002067	Bacs	-902.42	Water Management Alliance
WEL004	14/08/2019	Payment	2666	Bacs	-1493.10	Wells Plant Hire
WES002	14/08/2019	Payment	MI00138281	Bacs	-3300.00	Western Power Distribution
WIT001	14/08/2019	Payment	INV03985	Bacs	-2162.16	Witham Fourth IDB
WIT002	14/08/2019	Payment	I00131197	Bacs	-290.30	Witham Oil & Paint
WOO001	14/08/2019	Payment	975187	Bacs	-111.61	Woodco Business Machines
ALA001	29/08/2019	Payment	520118	Bacs	-806.40	Alarmline Security Ltd
AXI001	29/08/2019	Payment	4535/19	Bacs	-3480.00	Axis Surveys Ltd
CLA001	29/08/2019	Payment	73193	Bacs	-130.05	Frank Clayton & Son Ltd
CRP001	29/08/2019	Payment	CRPS/BSLUICE/27AUG19	Bacs	-40.00	C & R Property Services
HAR001	29/08/2019	Payment	23169494	Bacs	-508.36	TC Harrison JCB
HGV001	29/08/2019	Payment	VBCV210966	Bacs	-56.83	Alliance Automotive T/A HGV Tr
IDS001	29/08/2019	Payment	47586	Bacs	-527.50	iD Specialist Machinery
KIO001	29/08/2019	Payment	SIP-1334099	Bacs	-62.11	Kiowa Ltd
LIN028	29/08/2019	Payment	11640	Bacs	-306.00	Lincolnshire Waste Oil
NOT001	29/08/2019	Payment	11827	Bacs	-55.80	P G & C Nottingham
PAR001	29/08/2019	Payment	ZBJV106928	Bacs	-93.60	C F Parkinson Ltd
PER001	29/08/2019	Payment	AL0929	Bacs	-787.20	Perry's Pumps Ltd
PKF001	29/08/2019	Payment	SB20190763	Bacs	-3360.00	PKF Littlejohn LLP
RUS001	29/08/2019	Payment	7352	Bacs	-247.97	Roy Rust Refrigeration
SAM001	29/08/2019	Payment	063847	Bacs	-883.80	SAMS
TAY002	29/08/2019	Payment	53003091	Bacs	-73.55	Taylor's of Boston
TMC001	29/08/2019	Payment	19810	Bacs	-273.01	TMC Lifting
UNI006	29/08/2019	Payment	00095823	Bacs	-972.67	Unique Employment Services Ltd
WOO001	29/08/2019	Payment	975392	Bacs	-76.99	Woodco Business Machines
BAR005	12/08/2019	Payment	P05	Direct Deb	-12.88	Barclaycard Merchant Services
BAR005	12/08/2019	Payment	P05	Direct Deb	-12.88	Barclaycard Merchant Services
TOM002	15/08/2019	Payment	P05	Direct Deb	-194.70	TomTom

Account	Date	Type	Ref 1	Ref 2	Value	Details
SWA001	15/08/2019	Payment	P05	Direct Deb	-141.94	Swalec
PAY001	16/08/2019	Payment	P05	Direct Deb	-13.20	Payzone UK Limited
WOL001	20/08/2019	Payment	P05	Direct Deb	-44058.54	Woldmarsh Producers Ltd
EVE002	20/08/2019	Payment	P05	Direct Deb	-830.33	Everything Everywhere
BRI001	21/08/2019	Payment	P05	Direct Deb	-1531.45	British Telecom
BOS001	28/08/2019	Payment	P05	Direct Deb	-2480.00	Boston Borough Council (Rates)
NAT004	30/08/2019	Payment	P05	Direct Deb	-60.20	Natwest
NAT004	30/08/2019	Payment	P05	Direct Deb	-7.35	Natwest

Account	Date	Type	Ref 1	Ref 2	Value	Details
				Total Payments	-134957.86	
				Total Discounts		
				Total Adjustments		
				Total Refunds		
				Total	-134957.86	

Payments

Bacs	-85295.26	Cheque	-319.13	Direct Deb	-49343.47	Chargcard
Bulk Bacs						

Adjustments

Disc		Contra SL				
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Refunds

Refund						
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Chief Executive


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Finance Manager

The Chief Executive Officer will review these accounts following his return to work. This will be noted in the minutes of the following meeting.

Black Sluice Internal Drainage Board

Printed on 16/10/2019 at 15:29 by JB2

From 01/09/2019 To 30/09/2019

Purchase Ledger Payments & Adjustments**Black Sluice Internal Drainage Board****Payments & Adjustments From 01/09/2019 To 30/09/2019**

Page 1

Account	Date	Type	Ref 1	Ref 2	Value	Details
CRO004	11/09/2019	Payment	000268	Cheque	-471.60	CROP LOSS
ALA001	12/09/2019	Payment	520294	Bacs	-177.00	Alarmline Security Ltd
ANT002	12/09/2019	Payment	1479	Bacs	-132.00	Anthony Elston
ATK001	12/09/2019	Payment	1239	Bacs	-6500.00	J E Atkinson & Son
BLU001	12/09/2019	Payment	26148	Bacs	-52.20	Blue Line Trailers
BOS002	12/09/2019	Payment	27938	Bacs	-592.22	Boston Commercial Cleaners Ltd
BUS002	12/09/2019	Payment	BO204377	Bacs	-142.23	B A Bush & Son Ltd
CAR002	12/09/2019	Payment	45774	Bacs	-21.79	J Carr & Son
CLA001	12/09/2019	Payment	73194	Bacs	-62.80	Frank Clayton & Son Ltd
COP002	12/09/2019	Payment	INV-47907	Bacs	-138.55	Cope Safety Management Ltd.
ELL002	12/09/2019	Payment	P127073	Bacs	-133.02	Elgia Ltd
FLE001	12/09/2019	Payment	7232	Bacs	-324.00	Fleet Sense Ltd
HAR001	12/09/2019	Payment	23546235	Bacs	-469.08	TC Harrison JCB
HIT001	12/09/2019	Payment	20403585	Bacs	-936.00	Hitachi Construction Machinery
IBB001	12/09/2019	Payment	158420	Bacs	-1838.52	Arthur Ibbett Limited
INL001	12/09/2019	Payment	2019-P05	Bacs	-21044.75	HM Revenue & Customs
INT002	12/09/2019	Payment	5519	Bacs	-190.04	InterLec
IRE001	12/09/2019	Payment	215149	Bacs	-1713.10	Irelands Farm Machinery Ltd
JOE001	12/09/2019	Payment	33060	Bacs	-420.00	Joe Turner (Equipment) Ltd
KWM001	12/09/2019	Payment	10681	Bacs	-63.60	K & W Mechanical Services Ltd
LIN002	12/09/2019	Payment	2019-P05	Bacs	-22983.58	Lincolnshire C C Pension Fund
MOT001	12/09/2019	Payment	BTT157060	Bacs	-255.27	Motor Parts Direct Limited
NOT001	12/09/2019	Payment	INV04538	Bacs	-159.60	P G & C Nottingham
PEA001	12/09/2019	Payment	159186	Bacs	-36.12	Pearson Hydraulics Ltd
PES002	12/09/2019	Payment	2190	Bacs	-300.00	Pestforce
PRE005	12/09/2019	Payment	1316	Bacs	-438.00	Premier Conditioned Air Servic
TFM001	12/09/2019	Payment	248935	Bacs	-742.72	TFM Supplies

Account	Date	Type	Ref 1	Ref 2	Value	Details
TOW001	12/09/2019	Payment	40006310	Bacs	-84.62	Towergate Insurance
UNI006	12/09/2019	Payment	00096192	Bacs	-958.37	Unique Employment Services Ltd
WES002	12/09/2019	Payment	MI00138700	Bacs	-300.00	Western Power Distribution
CRO004	19/09/2019	Payment	000269	Cheque	-324.90	CROP LOSS
ASS001	26/09/2019	Payment	ADA-2019-926	Bacs	-600.00	Assoc. of Drainage Authorities
BLU001	26/09/2019	Payment	26211	Bacs	-15.00	Blue Line Trailers
CLA001	26/09/2019	Payment	73427	Bacs	-314.92	Frank Clayton & Son Ltd
CRO001	26/09/2019	Payment	8203898761	Bacs	-126.41	Crown Decorating Centres
DRA003	26/09/2019	Payment	192966	Bacs	-165.90	Drayton Welding
DSE001	26/09/2019	Payment	859	Bacs	-180.00	DS Engineering
ENG001	26/09/2019	Payment	44727	Bacs	-1621.28	Engineering & Hire Ltd
GRA002	26/09/2019	Payment	P 213	Bacs	-191.99	Grays of Holbeach Ltd
HBP001	26/09/2019	Payment	SIN049478	Bacs	-7702.80	HBP Systems Ltd
HGV001	26/09/2019	Payment	VBCV211417	Bacs	-188.38	Alliance Automotive T/A HGV Tr
IRE001	26/09/2019	Payment	215171	Bacs	-418.52	Irelands Farm Machinery Ltd
LAR001	26/09/2019	Payment	65751	Bacs	-151.20	Ray Larrington Hydraulics
MOT001	26/09/2019	Payment	BTT157181	Bacs	-24.00	Motor Parts Direct Limited
POP001	26/09/2019	Payment	2414	Bacs	-9876.00	B Pope and Sons Ltd
SIL001	26/09/2019	Payment	IN508970	Bacs	-84.60	Silt Side Services Ltd
TRA006	26/09/2019	Payment	1010078542	Bacs	-68.20	Trade UK
UNI006	26/09/2019	Payment	00096326	Bacs	-972.67	Unique Employment Services Ltd
WEL004	26/09/2019	Payment	2681	Bacs	-6444.90	Wells Plant Hire
PAR001	02/09/2019	Refund	P06	Refund	93.60	C F Parkinson Ltd
SWA001	02/09/2019	Refund	P06	Refund	67.43	Swalec
BAR005	10/09/2019	Payment	P06	Direct Deb	-13.39	Barclaycard Merchant Services
BAR005	10/09/2019	Payment	P06	Direct Deb	-12.88	Barclaycard Merchant Services
TOM002	12/09/2019	Payment	P06	Direct Deb	-194.70	TomTom
PAY001	20/09/2019	Payment	P06	Direct Deb	-13.20	Payzone UK Limited
WOL001	20/09/2019	Payment	P06	Direct Deb	-22215.86	Woldmarsh Producers Ltd
EVE002	20/09/2019	Payment	P06	Direct Deb	-888.59	Everything Everywhere

Account	Date	Type	Ref 1	Ref 2	Value	Details
				Total Payments	-114491.07	
				Total Discounts		
				Total Adjustments		
				Total Refunds	161.03	
				Total	-114330.04	

Payments

Bacs	-90355.95	Cheque	-796.50	Direct Deb	-23338.62	Chargecard
Bulk Bacs						

Adjustments

Disc		Contra SL				
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Refunds

Refund	161.03					
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.....
Chief Executive



.....
Finance Manager

The Chief Executive Officer will review these accounts following his return to work. This will be noted in the minutes of the following meeting.

BLACK SLUICE INTERNAL DRAINAGE BOARD

BOARD MEETING - 30 October 2019

AGENDA ITEM No 10(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 26th June 2019:

2019/B05	Western Power Distribution Endeavour Park Gilbert Drive Boston Lincs PE21 7TW	Laying of underground cable. Grid Refs: 526254,342016 BSIDB W.C 5/30 Kirton Drain
2019/B06	Anglian Water Services Ltd Enterprise House Witham Park Lincoln LN5 7JE	Capping of water main. Grid Refs: 529781,338723 BSIDB W.C 5/30
2019/B07	Western Power Distribution Isaac Newton Way Alma Park Industrial Estate Grantham Lincolnshire NG31 9RT	Laying of underground cable. Grid Refs: 521152, 339324 BSIDB W.C 4/2
2019/B08	Henry Tunnard Ltd Blossom Hall Kirton Skeldyke Boston Lincolnshire PE20 1LU	Erection of stock fence within 9 metres of Board maintained watercourse. Grid Refs: 534070, 335325 BSIDB W.C 7/1
2019/B09	Western Power Distribution Endeavour Park Gilbert Drive Boston Lincs PE21 7TW	Laying of underground cable. Grid Refs: 534082,341565 534014,341149 BSIDB Drain 6/19 6/32
2019/B10	J E Atkinson & Son (Partnership) Haconby Hall Haconby Bourne Lincs PE10 0UY	Siting of structures or planting. Grid Refs: 514586,326888 B.S.I.D.B Drain 25/1
2019/B11	P & N Benjamin Gauntlet House Fore Lane Bicker Boston, Lincs PE20 3AZ	Erection of a post & wire cattle fence. Grid Refs: 522366,339328 B.S.I.D.B Drain 4/55

2019/B12	Western Power Distribution Endeavour Park Gilbert Drive Boston Lincs PE21 7TW	Laying of underground cable. Grid Refs: 533218,341665 B.S.I.D.B Drain 6/20 (Wyberton Towns Drain)
2019/B13	Lincolnshire County Council c/o Savills Olympic House Doddington Road Lincoln LN6 3SE	Erection of two access gates. Grid Refs: 532819,342263 532996,342292 B.S.I.D.B Drain 6/27
2019/B14	Eleanor Paris 2A The Barns North Drove Twenty Bourne Lincs PE10 0BH	Erection of fence within 9 metres. Grid Refs: 515461,320842 BSIDB W.C 28/7

(b) **Culvert Consents**

The following culvert consents have been issued by the Board since 26th June 2019:

2019/C06	Chestnut Homes Ltd The Old School Wragby Road Langworth Lincoln LN3 5BJ	Culverting of Board-maintained watercourse. Grid Refs: 533327,341666 (Not previously reported to the Board)
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
2019/C09	Hamish McConchie Cottage Farm High Street Heckington Sleaford Lincs NG34 9QX	Piping of ordinary watercourse. Grid Refs: 513777,343379 Ordinary Drain.
2019/C10	My Lockup.com Alanbrooke Industrial Estate Topcliffe North Yorkshire YO7 3SE	Culverting of watercourse Grid Refs: 529650,343500 Non-Maintained drain.

(c) **Development Agreements**

The following development agreements have been issued by the Board since 26th June 2019:

2019/D01 (Part B)	Sleaford Property Developments Ltd 33 St James Street LONDON SW1A 1HD	Discharge of surface water. Grid Refs: 506301,344017 BSIDB Drain 36/4 (Moor Drain)
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2019/D07	Ashwood Homes 1 Goodison Road Lincs Gateway Business Park Spalding Lincolnshire PE12 6FY	Discharge of surface water. Grid Refs: 530022, 338414 Ordinary (Non Board-maintained)
2019/D09	Ashwood Homes 1 Goodison Road Lincs Gateway Business Park Spalding Lincs PE12 6FY	Surface water discharge. Grid Refs: 530123,338237 Ordinary Drain

(b) Land Drainage Consents

The following land drainage consents have been issued by the Board since 26th June 2019:

2019/L02	J G Litherland 9 Bicker Road Donington Spalding Lincs PE11 4XP	New land drain outfalls. Grid Refs: 520258,338188 Branch east from Hammond Beck to Cowbridge
2019/L90	Triton Knoll Offshore Wind Farm. 2 Eastbourne Terrace London W2 6LG	J Murphy's & Sons Cross Green Approach Leeds LS9 0SG Grid Refs: 520268, 342021 Drain: 4/46

(c) Extended Area Consents

The following extended area consents have been issued since the 26th June 2019:

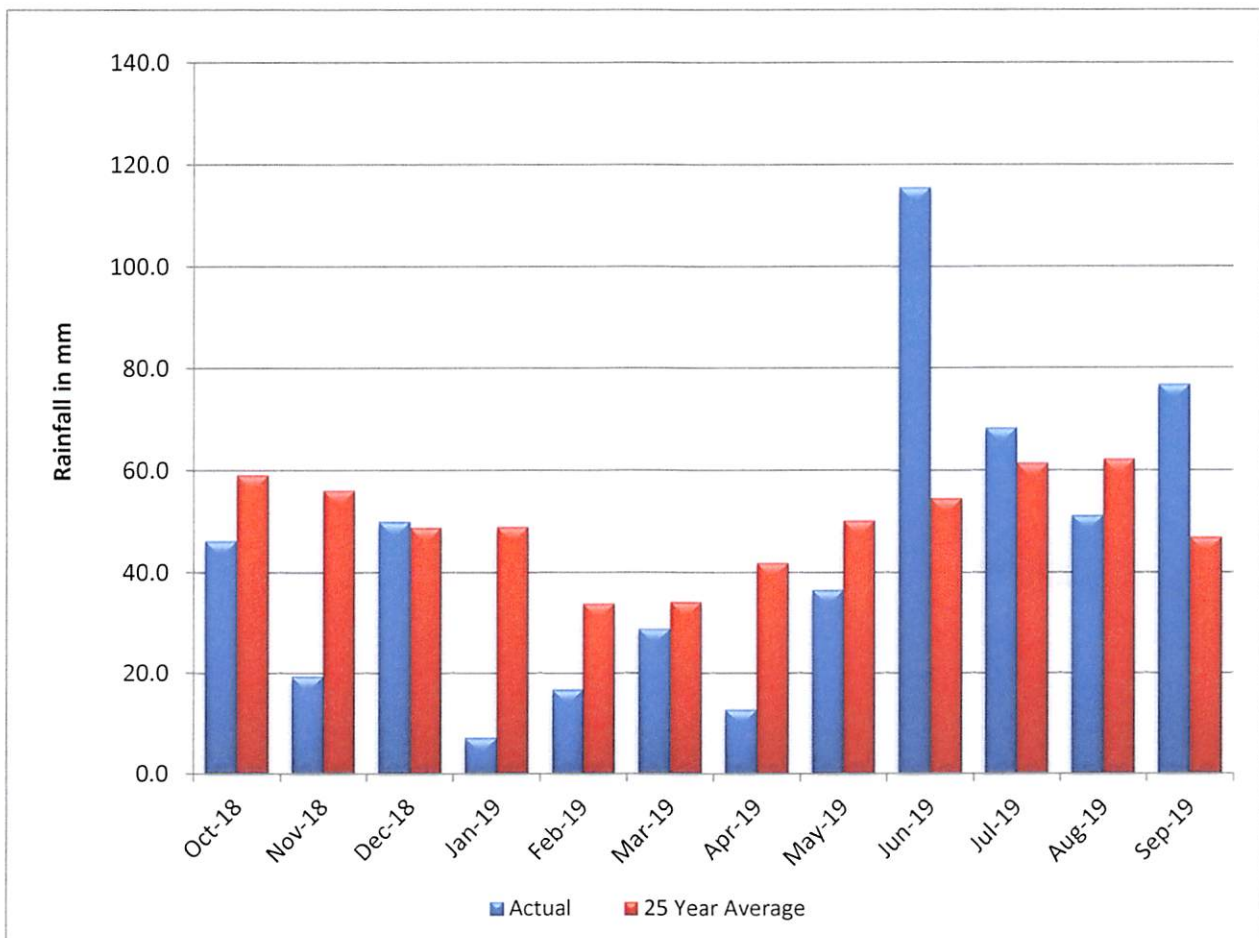
2019/X03	Sally Lister Spa Farm Stainfield Bourne Lincs PE10 0RT	Installation of access culvert. Grid Refs: 508010,325320 Private Watercourse.
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2. Consent Applications / Contraventions

There have been no consent applications/contraventions reported to the Board since 26th June 2019.

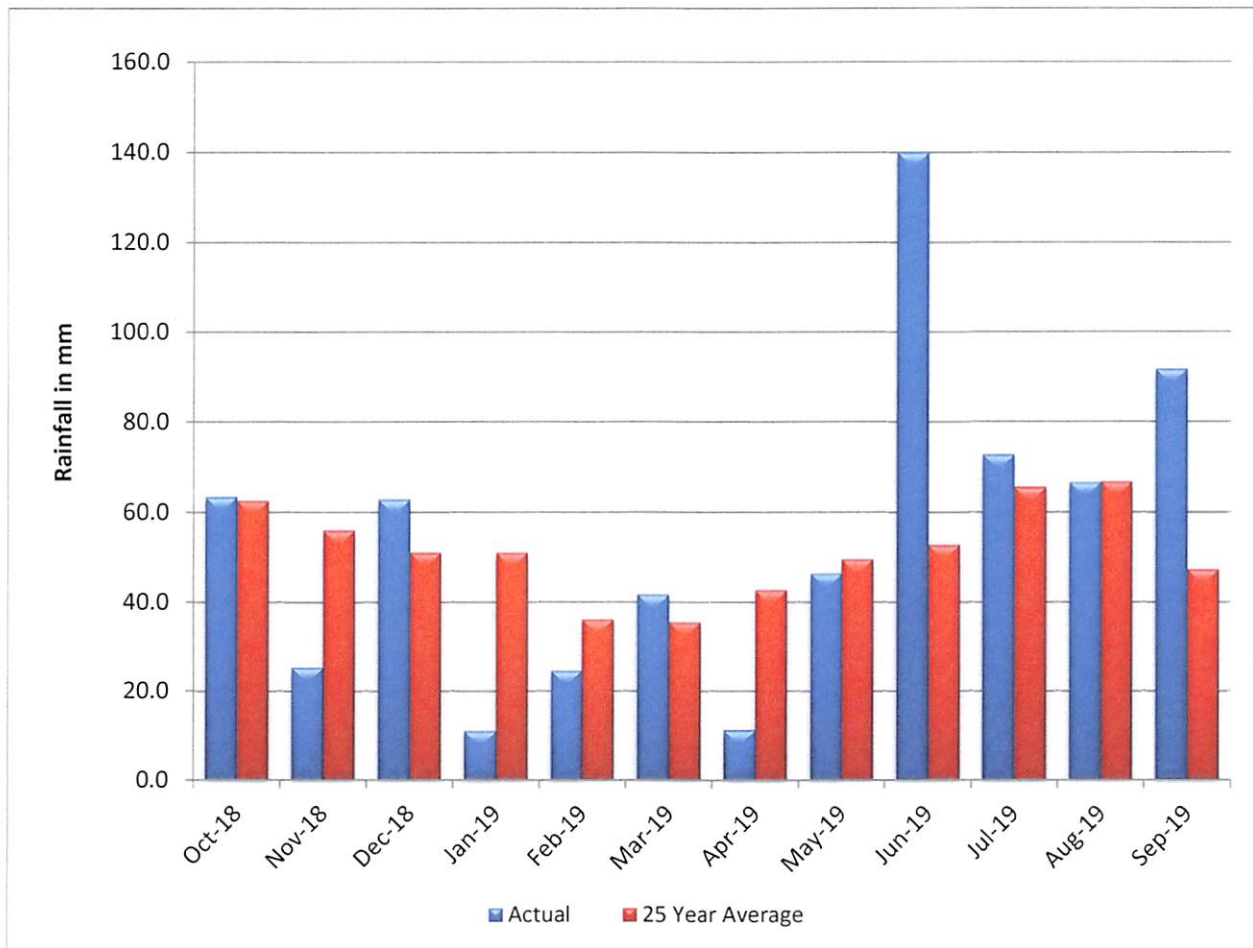
BLACK SLUICE INTERNAL DRAINAGE BOARD Rainfall at Black Hole Drove Pumping Station

MONTH	Rainfall		Actual / Average
	Actual	25 Year Average	
	mm	mm	%
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%
Jun-19	115.6	54.5	212.11%
Jul-19	68.2	61.4	111.07%
Aug-19	51.2	62.2	82.32%
Sep-19	76.8	46.9	163.75%
Totals	529.6	598.2	88.53%



BLACK SLUICE INTERNAL DRAINAGE BOARD Rainfall at Swineshead Depot

MONTH	Rainfall		Actual / Average
	Actual	25 Year Average	
	mm	mm	%
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%
Jun-19	140.0	52.7	265.65%
Jul-19	72.7	65.5	110.99%
Aug-19	66.6	66.7	99.85%
Sep-19	91.7	47.2	194.28%
Totals	657.6	616.4	106.68%



BLACK SLUICE INTERNAL DRAINAGE BOARD

BOARD MEETING - 30 OCTOBER 2019

AGENDA ITEM No 11

REPORT ON MEETING WITH BOSTON BOROUGH COUNCIL & BUDGET AND ESTIMATE PROPOSAL

Introduction

At the Executive Committee meeting on 18 September 2019 it was suggested that the Chief Executive and Finance Manager meet with representatives from Boston Borough Council to discuss the future of the Board and the proposed finances going forward. This meeting was arranged for 21 October 2019 attended by the Chairman and Finance Manager, due to the Chief Executive being off work sick.

The meeting was productive and gave both organisations a clearer understanding of the pressures each were subject to and we presented details of the rate applied in the past ten years and the estimates, as presented to the September Executive meeting, for the next ten years.

Cllr Aaron Spencer requested that the Board consider phasing the increases over the ten year period and using more of our reserves in the earlier years giving additional time to plan for the increases, which would be greater, in the future when it is hoped the settlement from central government will be more generous to the council.

The message below was received in support of this request;

Message sent on behalf of Cllr Aaron Spencer, Leader of Boston Borough Council on 21st October 2019:

Hello Daniel & Keith

Thank you for offering to come and meet us today. We found the Board's long term planning extremely helpful and the discussion we had sharing the financial circumstances we both faced was informative. We appreciate your commitment to try and support the Council in the shorter term by limiting levying increases to the absolute minimum at this particularly difficult time for local government finance. The Council again faces uncertainty in respect of its future budgeting with the financial position for 2020/21 still being unclear.

At this stage, in the absence of any further conflicting information, the Council is looking to realise a further £1m of savings over the next 4 years, including over £½m in 2020/21. For this reason the Council would seek the support of the Board to ensure that its use of reserves are utilised much sooner than the initial spreadsheet predictions you shared with us. In making this suggestion we do of course recognise that the level of levy increase towards the end of your current 10 year planning will be adjusted accordingly.

Yours sincerely

*Cllr Aaron Spencer
Leader of the Council*

The original proposal of increasing the rate by 1.90% to 12.84p in the £ resulted in an increase in Special Levy to Boston Borough Council of £14,992.

	Budget / Estimates									
	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30
OPENING BALANCE	1,027,362	923,815	873,564	802,918	725,566	668,613	623,878	604,165	593,260	601,932
SURPLUS / (DEFICIT) IN YEAR	(103,547)	(50,251)	(70,646)	(77,352)	(56,953)	(44,735)	(19,713)	(10,905)	8,672	29,662
CLOSING BALANCE	923,815	873,564	802,918	725,566	668,613	623,878	604,165	593,260	601,932	631,595
Reserve % of Expenditure	29.68%	29.24%	30.60%	27.09%	24.48%	22.33%	21.23%	20.35%	20.22%	20.78%
RATE	12.84	13.09	13.34	13.59	13.99	14.40	14.82	15.25	15.69	16.15
Increase in Rates	1.90%	1.95%	1.91%	1.87%	2.94%	2.93%	2.92%	2.90%	2.89%	2.93%

To restrict the increase to 1% in 2020/21 and then increase by 0.25% each year would result in the Board becoming Bankrupt in 2028/29.

Income	Budget / Estimates									
	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30
OPENING BALANCE	1,027,362	903,873	818,723	703,207	577,661	450,910	319,758	201,995	86,393	-9,632
SURPLUS / (DEFICIT) IN YEAR	(123,489)	(85,150)	(115,516)	(125,546)	(126,751)	(131,152)	(117,763)	(115,602)	(96,025)	(70,050)
CLOSING BALANCE	903,873	818,723	703,207	577,661	450,910	319,758	201,995	86,393	-9,632	-79,681
Reserve % of Expenditure	29.04%	27.41%	26.80%	21.57%	16.51%	11.44%	7.10%	2.96%	-0.32%	-2.62%
RATE	12.72	12.88	13.07	13.30	13.57	13.88	14.23	14.62	15.06	15.55
Increase in Rates	0.95%	1.26%	1.48%	1.76%	2.03%	2.28%	2.52%	2.74%	3.01%	3.25%

To restrict the increase to 1% in 2020/21 and then increase by 0.25% but maintaining the reserves to 20% of Expenditure would meet the aims of our policy in relation to reserves but would require an increase of 7.44% in 2025/26. A lot can change in the intervening years and although Boston Borough Council may be in a position to accept this in the hope that it would reduce before we get there I am not sure that the other councils would be of the same opinion and the agricultural rates payers most likely would not want to see such a large increase in one year.

	Budget / Estimates									
	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30
OPENING BALANCE	1,027,362	938,978	883,593	781,607	669,863	557,189	556,726	566,616	580,621	592,897
SURPLUS / (DEFICIT) IN YEAR	(88,384)	(55,385)	(101,986)	(111,745)	(112,674)	(462)	9,890	14,005	12,277	11,967
CLOSING BALANCE	938,978	883,593	781,607	669,863	557,189	556,726	566,616	580,621	592,897	604,864
Reserve % of Expenditure	30.51%	29.88%	29.95%	25.14%	20.51%	20.03%	20.01%	20.02%	20.02%	20.00%
RATE	12.72	12.88	13.07	13.30	13.57	14.58	14.91	15.31	15.62	15.95
Increase in Rates	0.95%	1.26%	1.48%	1.76%	2.03%	7.44%	2.26%	2.68%	2.02%	2.11%

The Board could take a view that the reserves could be allowed to drop to a level below that included in the policy by smoothing the increase out over the remaining five years with the 20% being re-achieved in 2029/30 but this would then not satisfy the other aim in the policy of having a balanced budget as in 2029/30 a surplus of £173,168 would be generated which then would present a challenge in 2030/31.

	Budget / Estimates									
	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30
OPENING BALANCE	1,027,362	938,978	883,593	781,607	669,863	557,189	453,690	390,458	372,888	436,682
SURPLUS / (DEFICIT) IN YEAR	(88,384)	(55,385)	(101,986)	(111,745)	(112,674)	(103,498)	(63,232)	(17,570)	63,795	173,168
CLOSING BALANCE	938,978	883,593	781,607	669,863	557,189	453,690	390,458	372,888	436,682	609,850
Reserve % of Expenditure	30.51%	29.88%	29.95%	25.14%	20.51%	16.32%	13.79%	12.85%	14.75%	20.17%
RATE	12.72	12.88	13.07	13.30	13.57	13.96	14.47	15.12	15.93	16.92
Increase in Rates	0.95%	1.26%	1.48%	1.76%	2.03%	2.87%	3.65%	4.49%	5.36%	6.21%

A less severe option to those above would be to restrict the 2020/21 increase to 1% and then apply an additional 0.38% increase each year. This would achieve the aim of having 20% of reserves at the ten year point but in that year the surplus required would be £95,060. The reserves in this example would only just fall below the £500,000 mark. A lot will change in the next ten years and the profile of the increases can be smoothed out further as the years go by if this was the option the Board wished to consider.

	Budget / Estimates									
	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30
OPENING BALANCE	1,027,362	938,978	886,917	794,902	701,439	618,678	546,755	506,789	492,543	526,423
SURPLUS / (DEFICIT) IN YEAR	(88,384)	(52,061)	(92,015)	(93,464)	(82,761)	(71,922)	(39,966)	(14,246)	33,881	95,060
CLOSING BALANCE	938,978	886,917	794,902	701,439	618,678	546,755	506,789	492,543	526,423	621,483
Reserve % of Expenditure	30.51%	29.99%	30.46%	26.32%	22.77%	19.67%	17.90%	16.98%	17.78%	20.55%
RATE	12.72	12.90	13.13	13.41	13.75	14.15	14.61	15.14	15.75	16.45
Increase in Rates	0.95%	1.42%	1.78%	2.13%	2.54%	2.91%	3.25%	3.63%	4.03%	4.44%