

BLACK SLUICE

INTERNAL DRAINAGE BOARD



Board Meeting

Wednesday, 25th November 2020 at 2pm

Virtual Meeting



Black Sluice Internal Drainage Board

Station Road
Swineshead
Boston
Lincolnshire
PE20 3PW

01205 821440

www.blacksluiceidb.gov.uk

mailbox@blacksluiceidb.gov.uk

Our Ref: IW/DPW/B10_1

Your Ref:

Date: 18th November 2020

To the Chairman and Members of the Board

Notice is hereby given that a Meeting of the Board will be held remotely on Wednesday, 25th November 2020 at 2:00pm at which your attendance is requested.

Due to COVID-19, this meeting will be held remotely in accordance with The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

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 30th June 2020 (**pages 1 - 12**)
4. Matters Arising.
5. To receive the unconfirmed Committee Minutes and Matters Arising of the following meetings:
 - (a) Executive Committee Meeting held on 23rd September 2020 (pages 13 - 21)

To approve the following:

 - i) First draft 2021/22 budget & ten year estimates (**page 22 - 24**)
 - ii) 2021/22 Plant Budget (**page 25**)
 - iii) Draft timetable for 2021 meetings (amended) (**page 26**)

To adopt the following:

 - iv) Policy No. 28: Land Drains discharging into Board Maintained Watercourses (**page 27**)
 - (b) Audit & Risk Committee Meeting held on 14th October 2020 (pages 28 - 34)

To approve the following:

 - i) Annual Return including External Auditor's Opinion for 2019/20 (**pages 35 - 40**)

To adopt the following Policies:

 - ii) Policy No. 15: Employees Code of Conduct (**pages 41 - 44**)
 - iii) Policy No. 16: Fraud & Corruption (**pages 45 - 48**)
 - iv) Policy No. 20: Officers Car Loan (**pages 49 - 51**)
 - v) Policy No. 42: Near Miss Reporting (**pages 52 & 53**)
 - vi) Policy No. 47: Business Continuity Plan – COVID-19 (**pages 54 - 65**)
 - (c) Northern Works Committee Meeting held on 4th November 2020 (pages 66 - 78)

To adopt the following:

 - i) Northern Works Committee Terms of Reference (**page 79 & 80**)
 - (d) Southern Works Committee Meeting held on 12th November 2020 (pages 81 - 91)
6. To review Policy No. 46: Crop Loss Compensation (**pages 92 - 97**)
7. To review the Risk Register (**page 98**)
8. To receive a report on Finance & Admin:
 - (a) Period 07 Management Accounts (**pages 99 - 105**)
 - (b) Drainage Rates Report (**page 106**)
9. To receive the Annual Report on Health and Safety including Near Misses (**pages 107 - 109**)

10. To consider reports on the following:
 - (a) Monthly Accounts: June 2020 to October 2020 (**pages 110 - 126**)
 - (b) Schedule of Consents: June 2020 to October 2020 (**pages 127 - 132**)
 - (c) Rainfall (**pages 133 & 134**)

11. Any Other Business.

BLACK SLUICE INTERNAL DRAINAGE BOARD

MINUTES

of the proceedings of a Meeting of the Board

held remotely on
30th June 2020 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)

Due to COVID-19, this meeting was held remotely in accordance with The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

1624 APOLOGIES FOR ABSENCE - Agenda Item 1

Apologies for absence were received from Cllr C Benn and Cllr M Cooper.

1625 DECLARATIONS OF INTEREST - Agenda Item 2

There were no declarations of interest.

1626 TO ADOPT THE AMENDED STANDING ORDERS (POLICY No. 12) - Agenda Item 3

The Chairman presented the amended Standing Orders, which have been amended to allow virtual meetings, they have been approved by the Chairman and Chief Executive and require retrospective approval from the Board.

The Board RESOLVED that the Standing Orders (Policy No. 12) be adopted.

1627 MINUTES OF THE LAST BOARD MEETING - Agenda Item 4

The Minutes of the last meeting of the Board held on the 7th February 2020, copies of which had been circulated, were considered and it was AGREED that they should be signed as a true record.

1628 CONFIDENTIAL MINUTES OF THE LAST BOARD MEETING - Agenda Item 5

The Confidential Minutes of the last meeting of the Board held on the 7th February 2020, copies of which had been circulated, were considered and it was AGREED that they should be signed as a true record.

1629 MATTERS ARISING - Agenda Item 6

(a) SCHEDULE OF CONSENTS (OCTOBER 2019 – JANUARY 2020) - Minute 1582(b)

The Chief Executive made reference to Mr V Barker's question in minute 1582(b) about consents in relation to riparian watercourses, noting his response that consent is required, even for private drains. The Chief Executive explained that he has since spoken to the Planning & Byelaw Officer and found that actually there is not a definitive answer to Mr V Barker's question. Some are consented in relation to size and flows (i.e. housing estate into riparian watercourse) and others aren't consented in relation to size and flows (i.e. land drainage pipe into riparian watercourse). There is no policy around this issue currently and therefore the Chief Executive proposed that a new policy is formed and presented at the next relevant meeting.

Mr V Barker questioned if it could go to the Structures Committee?

It was agreed the policy would be presented to the Structures Committee if they are able to hold a meeting, in light of COVID-19. If not, it will have to be presented to the Executive Committee and then adopted by the Board.

Mr R Leggott made reference to the fee of £50 per consent, noting he was aware ADA are considering increasing this charge. The Chief Executive responded that this will be discussed further at minute 1630(c)(aa).

1630 TO RECEIVE THE UNCONFIRMED MINUTES OF THE FOLLOWING MEETINGS - Agenda Item 7

(a) SOUTHERN WORKS COMMITTEE

The Chairman of the Southern Works Committee presented the unconfirmed Minutes of the Southern Works Committee meeting held on the 4th March 2020, copies of which had been circulated. The Board RESOLVED that the Minutes should be received.

MATTERS ARISING

(aa) DRAINAGE & MAINTENANCE ISSUES – LAND SOUTH OF THE RISEGATE EAU, GOSBERTON FEN - Minute 1591(a)

Mr V Barker made reference to the following sentence; '*Following a survey, it may also show that the conveyance could be improved...*'. He felt that that the word '*could*' should be '*would*'. Mr P Nicholson noted that it is still subject to survey and so '*could*' is correct.

(ab) LEVEL OF STAFFING - Minute 1593(a)

Mr V Barker made reference to his previous point about the level of staffing, noting that he believes one of the excavator drivers is off sick, raising his concern in light of the upcoming summer cutting season, questioning if there are sufficient staff levels?

The Chief Executive responded that one of the operators is currently shielding from the coronavirus and another off sick temporarily due to a recent injury to his eye. A new Ganger commences work on Monday 6th July and the summer cutting works are intended to commence on 6th / 7th July. Mr V Barker was happy with this.

TO ADOPT THE FOLLOWING:

(i) ADOPT THE SOUTHERN WORKS COMMITTEE TERMS OF REFERENCE

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

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

(b) AUDIT & RISK COMMITTEE

The Chairman of the Audit & Risk Committee presented the unconfirmed Minutes of the Audit & Risk Committee meeting held on the 13th May 2020, copies of which had been circulated.

Mr R Leggott noted minute 1600(d), the Emergency Response Plan – Operation of Pumping Stations, that in the seventh paragraph, the word '*defiantly*' should be '*definitely*'.

The Board RESOLVED that the Minutes should be received.

MATTERS ARISING

(aa) IDENTIFY HEALTH & SAFETY TRAINING REQUIREMENTS - Minute 1602

The Chairman of the Audit & Risk highlighted this, emphasising that it was felt that all the recommendations from ADA were actually already in practice.

Further reference was made to health surveillance, it being noted that previously the Workforce was tested for Weil's disease, with the Chief Executive going to investigate why this was ceased. The Operations Manager stated that, actually, employees were not previously tested for Weil's disease, but for cholinesterase levels in blood samples in relation to spraying. The Chief Executive added that further work will be done into health surveillance.

The Audit & Risk Chairman further noted the health and safety issue raised regarding Gosberton Pumping Station. Mr V Barker added that it has happened again today, one of the workforce members was inside the pumping station with the gate still locked, presumably having climbed over the fence.

The Operations Manager informed that this has been looked into and a supplier is currently being sourced to put a pedestrian gate adjacent to the main gate with an extension of the fence to make the gate secure.

TO ADOPT THE FOLLOWING:

(i) ADOPTION OF THE RISK MANAGEMENT STRATEGY (POLICY No. 1)

The Chairman of the Audit & Risk Committee presented the Risk Management Strategy.

The A&R Chairman highlighted risk 1.1. – the risk of being unable to prevent flooding to property or land. He made reference to previous concerns around the Black Sluice Pumping Station (Boston) site and so it has been split into separate risks of coastal flooding and fluvial flooding, so the high risk is just associated with fluvial flooding.

The A&R Chairman further highlighted that the fluvial flooding still remains at the high-risk level of 6 due to still not having received the operations manual documentation from the Environment Agency (EA) for the operation of the sluice and nav lock at Black Sluice Pumping Station (Boston).

The Chief Executive added that he is holding a virtual meeting with Norman Robinson (EA) this week and the operations manual for the sluice and nav lock is on the agenda.

The Board RESOLVED that the Risk Management Strategy (Policy No. 1) be adopted.

(ii) ADOPTION OF THE INVESTMENT STRATEGY (POLICY No. 5)

The Chairman of the Audit & Risk Committee presented the Investment Strategy, questions and comments invited.

The Board RESOLVED that the Investment Strategy (Policy No. 5) be adopted.

(iii) ADOPTION OF THE EMERGENCY RESPONSE PLAN (POLICY No. 13)

The Chairman of the Audit & Risk Committee presented the Emergency Response Plan, questions and comments invited.

The A&R Chairman noted that the failure of the Environment Agency (EA) to produce the operational manual for the sluice and nav lock at the Black Sluice Pumping Station (Boston) not only impacts on the Risk Management Strategy, but also on the Emergency Plan, further noted that, once received, this information will be inputted into the emergency plan.

Mr V Barker made reference to the Extended Area Map included within the Emergency Plan and his previous point regarding an area West of Bourne and whether that should be highlighted as part of the Board's extended area. He continued by explaining that he has further looked at this and feels it does not require changing.

However, he did note that if the land between the Cawthorpe turning and the Stamford road was ever developed it would run into the Car Dyke and then into the Bourne Eau which can overtop into our catchment.

The Board RESOLVED that the Emergency Response Plan (Policy No. 13) be adopted.

(iv) ADOPTION OF THE H&S CONTROL & MANAGEMENT OF ASBESTOS POLICY (POLICY No. 21)

The Chairman of the Audit & Risk Committee presented the H&S Control and Management of Asbestos Policy, questions and comments invited.

The Board RESOLVED that the H&S Control & Management of Asbestos Policy (Policy No. 21) be adopted.

(v) ADOPTION OF THE H&S CONTROL OF NOISE POLICY (POLICY No. 22)

The Chairman of the Audit & Risk Committee presented the H&S Control and Management of Noise Policy, questions and comments invited.

The Board RESOLVED that the H&S Control & Management of Noise Policy (Policy No. 22) be adopted.

(vi) ADOPTION OF THE H&S FIRST AID & ACCIDENT REPORTING POLICY (POLICY No. 24)

The Chairman of the Audit & Risk Committee presented the H&S First Aid & Accident Reporting Policy, questions and comments invited.

The Board RESOLVED that the H&S First Aid and Accident Reporting Policy (Policy No. 24) be adopted.

(vii) ADOPTION OF THE LOCAL GOVERNMENT PENSION SCHEME DISCRETIONS STATEMENT (POLICY No. 30)

The Chairman of the Audit & Risk Committee presented the Local Government Pension Scheme Discretions Statement, questions and comments invited.

The Board RESOLVED that the Local Government Pension Scheme Discretions Statement (Policy No. 30) be adopted.

(viii) ADOPTION OF THE FIRE MANAGEMENT PLAN (POLICY No. 35)

The Chairman of the Audit & Risk Committee presented the Fire Management Plan, questions and comments invited.

The Board RESOLVED that the Fire Management Plan (Policy No. 35) be adopted.

TO APPROVE THE FOLLOWING:

(ix) APPROVAL OF THE INTERNAL AUDITORS REPORT 2019/20

The Chairman of the Audit & Risk Committee presented the Internal Auditors Report, outlining the achievement of 'substantial assurance'. The Chairman & Audit & Risk Chairman commended the Board's staff on this respectable achievement, seconded by Mr V Barker.

The Board RESOLVED that the Internal Auditors Report be noted.

(x) APPROVAL OF THE AUDIT PROGRAMME 2020/21

The Audit & Risk Chairman presented the Audit Programme 2020/21.

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

(c) EXECUTIVE COMMITTEE

The Chairman presented the unconfirmed Minutes of the Executive Committee meeting held on the 10th June 2020, copies of which had been circulated. The Board RESOLVED that the minutes should be received.

MATTERS ARISING

(aa) LAND DRAINAGE ACT SECTION 23 CONSENT CHARGES - Minute 1617(a)

The Chief Executive made reference to the current consent fee of £50, explaining that ADA have requested that all IDBs send their opinion and comments in regard to increasing this fee from the current £50 to £250.

The Chief Executive felt that if it was increased to £250, there may be many unconsented works due to the high consent fee. The Chief Executive therefore proposed that they suggest to ADA a band system of consent fees ranging from £50 to £250 dependant on the complexity and workload having to be undertaken by the Board's officers.

Mr P Holmes declared an ongoing interest in this matter.

Mr J Fowler questioned if the bands would be based on riparian and drainage board drains and further questioned how an applicant would determine how expensive the consent would be?

The Chief Executive responded that it would be based on the time an officer of the Board would have to spend working on the application to get it to the point of consent, which could be indicated at the point of application. Mr J Fowler agreed with this idea.

All AGREED that the Chief Executive will respond to ADA suggesting a band system from £50 to £250 dependant on the complexity and workload for Board Officers.

(ab) SLWP AQUATIC SURVEYS - Minute 1623(b)

The Chief Executive gave an update on this matter, informing members of the Board that, yesterday, the SLWP (South Lincs Water Partnership) received confirmation from the Ministry for Housing, Communities & Local Government (MHCLG) that the European Social Funding (ESF) bid for a £700k grant has been approved and the grant can be obtained and commence works immediately.

The works are for 20 No. gravity flow monitoring sites (all highland carriers and some gravity channels at PS), 10 No. additional rainfall gauges & 9 No. soil moisture readers all linked to our existing telemetry for recording purposes.

In addition, the SLWP will be completing refurbishment works to some PS gravity channels, installing 15 additional CCTV monitoring sites at some of Black Sluice's Pumping Stations, implementing weed screen running hours software, all paid for the next 4 years.

The SLWP have other applications for funding being applied for this afternoon, via the WRE, AWA, AWS funding streams which could be approved by the time this meeting is over. They consist of the following:

- An Environmental Scoping Report c£35k. This work through ESF match funding from LCC commenced last week, it was hoped that 40 different aquatic species would be identified over the four year period. Lincolnshire Wildlife Trust are over the moon that they identified 60+ within the first week of surveys, this has been pointed out by LWT to ourselves this is primarily due to Black Sluice's current watercourse maintenance works.
- A 2 year Landowner Engagement Review/Report c£225k
- An Environmental Land Management Scheme review c£100k
- Hydrology & Storage Options c£50k
- Reservoir Commissioning & Operating Strategy c£100k
- Funding 2 full time SLWP Project Team posts for 3 years c£300k
- South Lincs Reservoir, environmental & social appraisal c£62k
- Technical Assurance Plan c£12k

In total approaching £900k.

The Chief Executive added that he is the Chairman of the SLWP and are becoming ever more confident the SLWP and in turn the South Lincs Reservoir (SLR) will be approved by Water Resources East (WRE) and Ofwat and will partner AWS (Anglian Water Services) and Affinity Water (AW) in the project, resulting in multiple benefits for our catchment and beyond, least of all enhanced flooding resilience for the South Forty Foot Catchment.

(ac) WORKFORCE DRIVING ON RIVER BANKS - Minute 1623(c)

Mr V Barker questioned if any members of the workforce had been on the LANTRA qualified land rover course yet? The Operations Manager noted that they were on the course today and so feedback will follow shortly.

(ad) VIKING LINK - Minute 1623(d)

The Chairman noted that Mr C Wray, co-opted member of the Board, will be representing the Board at the quarterly meetings held during the construction phase.

(ad) STRUCTURAL SURVEYS - Minute 1623(e)

The Chairman highlighted this matter, noting that he felt the quote was good to ensure that there are no future problems. The Chief Executive added that this is also on the agenda for the meeting with Norman Robinson (EA) to try and get the EA to fund.

(ae) PURCHASE OF DRONE – Minute 1623(f)

Mr R Leggott made reference to the purchase of a drone, questioning if there is enough work for it? Secondly asking, if there is enough work for it, would it be better to purchase a larger drone?

The Chief Executive responded that this was discussed at the Executive meeting, there is enough work for it and will hopefully save time and money. He added, that at the current time, the small drone is all that is required, with the larger drones costing a lot more.

TO APPROVE THE FOLLOWING:

(i) APPROVAL OF THE PERIOD 12 MANAGEMENT ACCOUNTS

Mr R Leggott noted his concern about the amount of maintenance work not completed, acknowledging the extraordinary year faced this year, but also noted that there is a level of maintenance that needs to be completed in order to have an efficient system. Mr R Leggott made particular reference to the North Forty Foot Drain and how much maintenance will be required to remove all the reeds.

The Operations Manager responded that he thinks this has been raised previously and that using a weed boat would be looked into for the places inaccessible by machine.

Mr R Leggott further noted his concern for reeds, noting that they were probably set for environmental purposes but worries they will overtake us.

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

(ii) APPROVAL OF BOURNE FEN FARM ACCOUNTS

The Finance Manager presented the Bourne Fen Farm Accounts.

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

(iii) APPROVAL OF OUTSTANDING MATTERS FROM CANCELLED COMMITTEE MEETINGS

The Chairman explained that the committee meetings that were cancelled due to COVID-19 restrictions have been reviewed and any important outstanding items were presented to the Executive Committee.

The Chairmen of the three committee meetings that were cancelled, the Structures, Environment and Northern Works, were all in attendance at the Executive Committee and recommended as detailed in minute 1621.

All AGREED the following in light of the cancellation of committee meetings:

Structures Committee

The Structures Replacement Policy be kept as it is until the next review of the Structures Committee in 2021.

Environment Committee

The Biodiversity Action Plan (BAP) review be delayed and the proposed environmental works, in line with the budget of £20,400 for 2020/21, go ahead.

Northern Works

The following works to go ahead, in line with the associated budgets;

2020/21

- Wyberton Marsh p/s Weedscreen cleaner replacement budget of £110,000
- NFF revetment £350,000
- Jetting to major pipelines £50,000

2021/22

- Proposed refurbish weedscreen cleaner at Great Hale pumping station £46,000
- Proposed new roof Kirton Marsh p/s £10,000
- Kirton Drain – adjacent to Balaclava Cottage (AOB at Joint Works in November 2019)

(iv) ADOPTION OF THE BUSINESS CONTINUITY PLAN – COVID-19

The Audit & Risk Chairman made reference to the COVID-19 Business Continuity Plan, noting that the review of this policy is delegated to the CEO, with the Executive Committee and Board reviewing retrospectively because of the need to be adaptable to the fluid situation.

The Finance Manager added that the COVID-19 Business Continuity Plan was substantially reviewed and changed between the Audit & Risk Committee meeting and Executive Committee meeting.

The Chairman thanked the Finance Manager for his work on the COVID-19 Business Continuity Plan.

The Board RESOLVED that the Business Continuity Plan (Policy No. 47) be retrospectively adopted.

TO CONSIDER THE FOLLOWING:

(v) ADA PROPOSED REVISIONS TO THE MODEL IDB LAND DRAINAGE BYELAWS

There were no comments on this item.

1631 TO CONSIDER PERIOD 02 MANAGEMENT ACCOUNTS - Agenda Item 8

The Finance Manager presented the Period 2 Management Accounts, outlining that by the end of Period 2, other than the wages on cost account, the position of the Board was fairly neutral. He further highlighted that a lot is affected by timing, noting that drain maintenance was overspent due to the winter maintenance overrunning.

1632 TO RECEIVE THE AMENDED TEN-YEAR PLANT REPLACEMENT BUDGET - Agenda Item 9

The Chief Executive presented the amended ten-year plant replacement budget, noting that the amendments are in relation to the addition of the Drott and also the adjustment of the timing of changing some of the plant in order to therefore alter some of the Net Spend figures, following Mr M Rollinson's concern at the Executive Committee meeting about the extent of fluctuation in these figures year on year and the suggestion that they be evened out.

Mr M Rollinson was pleased to see this had been completed.

The Board AGREED to adopt the ten-year Plant Account proposals as presented.

1633 APPROVAL OF THE DRAFT UNAUDITED FINANCIAL STATEMENTS FOR YEAR ENDING 31 MARCH 2020 - Agenda Item 10

The Finance Manager explained that the draft unaudited financial statements are a summary of the Period 12 Management Accounts.

The Board RESOLVED for the Chairman to sign the unaudited financial statements for the year ending 31 March 2020.

1634 TO REVIEW AND APPROVE THE ANNUAL GOVERNANCE STATEMENT - Agenda Item 11

The Finance Manager explained that this is part of the Annual Governance and Accountability Return 2019/20, which is a further summary of the unaudited financial statements.

The Finance Manager referred to item 4 of the Annual Governance Statement which is agreed as 'no'. He explained that this has to be 'no' due to the oversight last year of not giving the public 30 working days to view the accounts. This year the Finance Manager will be extra vigilant to ensure it is available for the correct 30 working days.

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

1635 APPROVAL AND AUTHORISATION FOR THE CHAIRMAN TO SIGN THE ANNUAL RETURN FOR THE YEAR ENDING 31 MARCH 2020 - Agenda Item 12

The Finance Manager presented the annual return.

The Board RESOLVED that the Annual Return for the year ending 31 March 2020 be signed and approved.

1636 TO RECEIVE THE MINUTES OF THE ADA JOINT LINCOLNSHIRE BRANCH AND WELLAND AND NENE BRANCH MEETING ON 17 OCTOBER 2019 AND 19 FEBRUARY 2020 - Agenda Item 13

The Chairman presented the minutes of the two meetings.

Mr P Holmes noted that on the first page of the minutes of the meeting held on Thursday 17th October 2019, it states that Mr K Casswell was both in attendance and gave his apologies for absence. The Chairman noted that he will point it out at the next meeting.

The Chief Executive referred to the minutes of the meeting held on the 19th February 2020, agenda item 5, the Environment Agency update, highlighting that the EA thanked the IDBs for their cooperation and not pumping during emergency events. The Chief Executive stated that he is going to use this and show to Norman Robinson (EA) that a partnership works two ways – and we are still awaiting the operation manual for the nav lock and sluice at Black Sluice Pumping Station (Boston).

The Chief Executive referred again to this agenda item, noting it stated '...no IDB in Lincolnshire had renewed its 5-Year PSCA with the EA'. He added that the Black Sluice IDB have now signed it, with other IDBs in Lincolnshire also about to sign. The agreement will be backdated and will expire 31st September 2024 and the Operations Manager has orders for all the general EA maintenance work.

Cllr M Head left the meeting.

1637 TO REVIEW THE RISK REGISTER - Agenda Item 14

The Audit & Risk Chairman noted that there is only the one risk with a red score of 6 which relates to the risk of fluvial flooding from failure or overtopping of defences. This being due to still not having received the operations manual for the nav lock and sluice at Black Sluice Pumping Station (Boston).

The Board RESOLVED the Risk Register be accepted.

1638 REPORTS ON THE FOLLOWING: - Agenda Item 15

(a) MONTHLY ACCOUNTS (FEBRUARY 2020 - MAY 2020)

The Board's monthly accounts, inclusive of February 2020 - May 2020, were circulated.

Mr V Barker referred to Woldmarsh, noting the sizeable figures in each period for it. He felt breaking it down would be a lot more entries, but also noted that it could cover up a 'sin' as it is not shown what each individual item is.

The Chief Executive stated that it is mostly used for electricity, fuel and aggregates. He also added that they seek at least three quotations and offer competitive prices.

The Finance Manager displayed the breakdown of the total sum for Woldmarsh on screen.

The Board RESOLVED that this report be noted.

(b) SCHEDULE OF CONSENTS (FEBRUARY 2020 - MAY 2020)

The Chief Executive presented the Schedule of Consents, consisting of February 2020 - May 2020, copies of which had been circulated. The Board RESOLVED that this report be noted.

(c) RAINFALL

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

1639 ANY OTHER BUSINESS - Agenda Item 16

(a) DRAFT MINUTES OF THIS MEETING

Mr V Barker noted that it has been quite hard to hear exactly what was being said at times. It was AGREED that a draft set of minutes will be circulated in the next week.

The Chairman thanked members for their virtual attendance.

There being no further business the meeting closed at 15.07.

BLACK SLUICE INTERNAL DRAINAGE BOARD

MINUTES

of the proceedings of a meeting of the Executive Committee

held at the Offices of the Board on
23rd September 2020 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)

1640 **APOLOGIES FOR ABSENCE - Agenda Item 1**

There were no apologies for absence.

1641 **DECLARATIONS OF INTEREST - Agenda Item 2**

No declarations of interest were received.

1642 **MINUTES OF THE LAST MEETING - Agenda Item 3**

Minutes of the last meeting held on 10th June 2020, 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 1608 - 'The Chairman thanked Mr P Homes...' should be 'The Chairman thanked Mr P Holmes...'.

1643 **CONFIDENTIAL MINUTES OF THE LAST MEETING - Agenda Item 4**

Confidential Minutes of the last meeting held on 10th June 2020, copies of which had been circulated, were considered and it was AGREED that they should be signed as a true record.

1644 **MATTERS ARISING - Agenda Item 5**

(a) **VIKING LINK – Minute 1623(d)**

The Chairman confirmed that Chris Wray will be representing the Board in relation to the Viking Link quarterly meetings.

(b) STRUCTURAL SURVEYS - Minute 1623(e)

The Chief Executive confirmed that the initial surveys are complete, with further content to be completed which is ongoing.

(c) CONFIDENTIAL - BOARD MEMBERS INVOLVMENT - Minute 1620

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 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

(d) CONFIDENTIAL - EA PRECEPT - Minute 1622

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 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

(e) CONFIDENTIAL - DAMAGE TO WORKSHOP DOOR - Minute 1623(a)

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 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

1645 TO CONSIDER PERIOD 05 MANAGEMENT ACCOUNTS - Agenda Item 6

The Finance Manager presented the period five management accounts, highlighting the following to the committee; there are four areas of concern in relation to overspend, giving a total overspend of £148,000 currently. This situation is looking to be improved as the quarter 2 forecast is produced at the end of the month. The Chairman noted that the written report at the beginning of the accounts are particularly helpful.

The Chairman also made reference to the Investment Summary, noting that it is a little short, with the Finance Manager noting that it could have been a lot worse.

1646 TO CONSIDER A REPORT ON THE 2020/21 BUDGET & TEN-YEAR ESTIMATES - Agenda Item 7

The Finance Manager explained that he has produced 3 options as follows;

- Option 1: Estimates based on the agreement made last year; 1.9% for one year and 2.5% the following years. This result, in year ten, is a 27.99% reserve % of expenditure and an annual surplus of £49,186.
- Option 2: Estimates based on the current direction in the financial regulations, which is 20% of reserves and a balanced income over expenditure. This result, in year ten, is a 20.69% reserve % of expenditure and a surplus of £5,714.
- Option 3: Estimates based on the 1-year benefit requested by Boston Borough Council last year with 2021/22 at 1.56% increase in the rate, resuming at 2.5% thereafter. This gives the same reserve % of expenditure (20.69%) as option 2 but gives a surplus of £25,778.

Mr P Holmes made reference to year 2023/24, noting that there is only a closing balance difference of £22,000 between options 1 and 2, adding that the difference could pay for pumping which seems to be becoming more frequently required.

The Chairman also noted that there are now more problems with maintenance of pumps that will be explained during any other business, therefore Option 1 is favourable.

All AGREED to recommend to the Board continuing with the original estimates - option 1.

(a) 2020/21 CAPITAL SCHEMES BUDGETS

(i) MAINTENANCE WORKS

The Chief Executive explained that the Summer Cutting Maintenance works are on programme, with no major breakdowns or interruptions with the plant or workforce so far.

The Chief Executive noted that the capital schemes do not commence until the summer cutting is complete. Further noting that other than the initial delays with Periods 1, 2 and 3 running into the maintenance period, in his opinion, the money will be caught up at the end of the financial year.

The Chief Executive also noted that the notices for the desilting works will be sent out early next week.

(ii) NATURAL FLOOD MANAGEMENT - SWATON

The Chief Executive next referred to the works in Swaton, noting that Arup's, the EA's agents have now said that planning permission is required for the swales and ponds which is a 13-week minimum process. The funding for this, approx. £300,000 is already in the Board's account, if the works do not go ahead because all the criteria can't be met, then this money will be returned.

(iii) DESILTING NORTH FORTY FOOT & SOUTH FORTY FOOT DRAIN

The Chief Executive made reference to the North Forty Foot (NFF), noting that Royal Smals have commenced an 86 day programme desilting the River Steeping (9/10km), once this is finished it is planned that Royal Smals will move to the NFF. He added that they are currently talking to the landowners about the positioning of a lagoon. There are two potential sites, however, it has now been identified that at one site there are low overhead wires and at the other there is a high pressure gas main running through the middle of it.

Therefore, it may be that two smaller lagoons are constructed around the gas mains rather than one larger one. The Chief Executive also added that Royal Smals have also been storing their equipment at the depot for a number of years, which has now been moved to be used, therefore Royal Smals will be asked if they wish to rent that part of the yard, if not it will be used again for the Board's storage.

The Chief Executive further explained that, in relation to the South Forty Foot Drain (SFFD), he was promised a phone call from Ade Clack which has not yet taken place. The money is ring fenced, with the worst-case scenario being that the bushing works are carried out for the next 3km this winter and desilted in November 2021.

There is still a decision to be made about whether the whole margin to margin is to be desilted or just the centre third; the surveys are still to be completed.

The Chairman noted that ADA National wanted to have an open day for the desilting of the Steeping but was unsure how this would be able to go ahead with COVID-19 restrictions. Cllr P Bedford noted that it may be that groups are invited at specific time slots.

(iv) PUMPING STATION AUTOMATION & GAUGE BOARDS

The Finance Manager gave an update on the pumping station automation and gauge boards, informing the committee that the control panels in 18 pumping stations have been changed and are ready to accept the new pump control outstations. Two sites have already been installed and are successfully running (Holland Fen and Dyke Fen). Five more outstations are on order ready for the completion of five more sites. If all goes to plan, all 18 sites should be upgraded within the budget agreed. The Finance Manager further explained, in relation to the gauge boards, that the ODN levels at all pumping stations have been checked and installation work this winter should get the agreed sites completed.

The Chief Executive, in relation to the gauge boards, explained that the EA use the hands-off level at Black Sluice Pumping Station (Boston) for their abstraction licences. The Chief Executive noted that this level has no relevance, which has been repeatedly stated to the EA. Darren Smith (EA) has now requested, on behalf of the Board, some funding to install new gauge boards in around 30 new sites around the catchment which will be positioned easily for observation and give more localised hands-off levels.

(b) 2021/22 PLANT BUDGET

The Chief Executive presented the plant budget, noting that Mr M Rollinson's previous suggestion of 'smoothing out' the fluctuations between the years of net spend has been completed.

The Finance Manager explained that the plant budget presented to the Board was based on 7 year replacements for the excavators and Twigas, whereas this is based on 8 year replacements, there are 8 machines and 8 years and so, logically, one machine to be replaced each year.

The Finance Manager noted that by making these changes the JCB JS145 excavator shown on the budget due to be replaced in 2021/22 actually dropped off, and so had to be put back in.

Mr P Holmes questioned if any further progress has been made in relation to the purchase of a Drott? The Chief Executive responded that enquires have been made with merchants, but nothing has yet come back.

The Chief Executive further added that the Board's Unimog is currently transporting a Drott that is larger than the Chief Executive originally thought was able to be transported with the Boards equipment and so this will give further options. It was also noted that is has been mentioned to other IDBs, where there is an interest.

Mr M Rollinson noted that the Twigas are the highest capital cost against the least value trading in, highlighting that in two of the three years that the Twigas are traded in, there is also approx. £60,000 worth of vehicles being traded in.

The Finance Manager responded that from his point of view, the smoothing of the balance carried forward is what is desired, not what it is a year, there are no negatives.

Mr M Rollinson also questioned if the Twigas are going better this year? Mr P Holmes noted that he had spoken to a member of staff at Irelands Farm Machinery who had outlined that they are like different machines now that there are single dedicated drivers on them. The Chairman agreed that it seems to have helped.

The Chief Executive noted that the only issue that has occurred is with the 19 plate Twiga, the front window screen has broken three times in short period of time. The first occurrence was overnight, but there does not appear to be any signs to suggest vandalism. It is therefore currently being queried with Irelands Farm Machinery and Spearhead and questioned if any other IDBs are having similar issues. It was also decided at the time not to claim on the insurance to protect the no claims.

(c) CONFIDENTIAL - SALARY REVIEWS

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 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

1647 TO REVIEW THE POLICY ON LAND DRAINS DISCHARGING INTO BOARD MAINTAINED WATERCOURSES (POLICY No. 28) - Agenda Item 8

The Chief Executive explained that this has been presented following confusion at a previous Board meeting around when consent is required. He noted the only changes are within the introduction, highlighted in red in the agenda.

Mr M Rollinson questioned whether it is correct to name a specific manufacturer within the policy? The Chief Executive noted that additional 'or similar approved'. Mr P Holmes felt it gave definitive guideline of where to begin and by also stating 'or similar approved' it is not saying that they specifically must be used. Mr M Brookes agreed.

The Committee RESOLVED to recommend that the Land Drains Discharging into Board Maintained Watercourses (No. 28) be approved at the next Board meeting.

1648 TO RETROSPECTIVELY REVIEW THE BUSINESS CONTINUITY PLAN – COVID-19 (POLICY No. 47) - Agenda Item 9

The Finance Manager presented the policy, noting that there are some changes to be made to the changes, in light of the recently announced guidelines put in place since the printing of the agenda.

The Finance Manager highlighted the following;

- The symptoms have been updated to include the loss of smell and taste
- The last paragraph of section 2, the Delay Phase, needs removing, as on the 22nd September 2020, the 'Work from home if you can' guidance was reinstated
- The additional section on face coverings is in line with the law

The Committee RESOLVED to recommend that the Business Continuity Plan COVID-19 (No. 47) be retrospectively approved at the next Board meeting.

The Chairman thanked the Finance Manager for his work in relation to COVID-19.

1649 CONFIDENTIAL - DRAINAGE RATE REVIEW REQUEST - RSPB FRAMPTON MARSH RESERVES - Agenda Item 10

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 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

1650 TO REVIEW ARRANGEMENTS FOR FUTURE MEETINGS - Agenda Item 11

The Finance Manager explained that the meeting room has been set up for the maximum amount of people it can hold with social distancing measures in place, which is ten.

The Audit & Risk Committee would be ten people including both committee members and staff, however Mr M Brookes noted that he would be happy to hold the meeting virtually, depending on what other committee members preference was. All AGREED to ask the Audit & Risk Committee their preference on holding the meeting virtually or physically.

Discussion moved to the Joint Works, with Mr P Holmes questioning if there are any regulations etc. that mean there has to be a meeting held? It was confirmed that there are no legalities, it would just mean that the Board meeting would have to be longer to address and discuss more.

The Chief Executive also noted that it is planned to introduce at the Joint Works Committee meeting the rescheduling of the summer cutting programme and then at the separate meetings of the Northern and Southern Committees in Spring 2021 to introduce the costs to discuss whether the change should be phased or all introduced at once.

The Chief Executive therefore noted that there will be a lot of visual displays for this and so members would need to be able to see a screen rather than dialling in on a phone if the meeting was to go ahead virtually. Mr P Holmes suggested that they could be included within the agenda.

Mr P Holmes suggested that the Executive Committee and staff members could attend physically and conduct the Joint Works meeting virtually, noting that it is easier for the Chair of the committee to pass over to other officers when they are all in the room together. The Finance Manager noted that it could lead to the members in virtual attendance feeling an 'outsider'. The Chairman felt this was a option, if no alternatives were available.

The Chief Executive noted that this was included in the agenda for discussion, but does not mean that there has to be a plan in place for every meeting, it may be that regulations will change again and will dictate how the meeting will be held.

Mr M Rollinson felt that the Joint Works Committee would be too many people, especially to hold virtually, and so suggested the Joint Works is split into Southern and Northern Committees, also noting that there could be apologies reducing the numbers. Mr M Rollinson felt they are the most important meetings of the year because it brings local knowledge from people that aren't on the Board, who enjoy it, also noting that there may be some agenda items that would clash between the two committees and it would be pointless discussing them twice. Mr M Rollinson concluded by adding that he is conscious that the Northern Works Committee did not have a meeting in the Spring due to COVID-19 and so felt it was very important for that Committee to have an Autumn meeting.

Cllr P Bedford noted that Zoom seems to be a good system for virtual meetings; there is a button for raising your hand and all attendees can be seen.

The Chief Executive noted that there is enough room to be able to hold the Joint Works meeting socially distanced in the Stores building to the rear of the office, with the idea that the big screen and projector could be used. The Chairman noted it would be beneficial to be able to hold a Board meeting in the Stores as well as the Joint Works. Mr P Holmes felt physically attended meetings are more productive, suggesting that the members are asked how they would feel about physically attending the meetings in the Stores, adhering to COVID-19 regulations of that time and social distancing. All AGREED to gather feedback from members about the possibility of holding the Board and Joint Works meeting in the Stores, with the option to attend virtually if they would rather.

1651 TO REVIEW THE DRAFT TIMETABLE FOR 2021 MEETINGS - Agenda Item 12

The Chairman presented the draft timetable for 2021 meetings, noting that it has been scheduled as a 'normal' year.

1652 TO REVIEW THE EXTERNAL AUDITORS OPINION FOR 2019/20 - Agenda Item 13

The External Auditors opinion for 2019/20 had not yet been received.

1653 ANY OTHER BUSINESS - Agenda Item 14

(a) DUNSBY PUMPING STATION

The Finance Manager referred to Dunsby Pumping Station, a single pump station, explaining that it is believed that the bearings in the pump have failed. The pump therefore needs to be taken out at an initial estimated cost of £15,000 to repair, which hasn't been included in the budget. Due to being a single pump station, it is important to get it out, repaired and back as soon as possible. All AGREED for this work at Dunsby Pumping Station to go ahead.

(b) DOWSBY PUMPING STATION

The Finance Manager referred to Dowsby Pumping Station, a two-pump station, explaining that the motor has broken, with an estimated cost of between £2,500 to £3,000 for refurbishment or in excess of £10,000 for a replacement motor.

It is unknown if it can be refurbished until it has been taken out and in the workshop. All AGREED for this work at Dowsby Pumping Station to go ahead.

(c) PAY AWARD (APRIL 2021)

The Finance Manager (ADA Pay & Conditions Committee Secretary) informed the committee that the pay award is 4.1% for April 2021. Based on this financial year's salary rates, 4.1% is £42,873 (Admin = £15,000 and Operations = £28,000). The 4.1% is the result of a three-year agreement based on the specific formula agreed upon.

The Chairman noted that some of the ADA Pay & Conditions Committee members are not happy with the pay award of 4.1%. The Chairman felt that an agreement should be honoured, whether the formula gives the result you wanted or not. The Chairman felt the Board should honour it, noting the benefits of a settled workforce. The Chairman also noted his concern that if a lot of IDBs pull out, it could end the ADA Pay & Conditions Committee.

The Finance Manager noted that all other sectors are in minus figures because of COVID-19, the public sector have carried on working through the pandemic which is reflected in the 4.1%.

Mr P Holmes also felt it should be honoured, noting that it could have good repercussions for the Board such as being able to compete with the pay rate of the construction industry and therefore recruit more qualified workforce.

All AGREED that the pay award of 4.1% should be honoured.

(d) INSURANCE RENEWAL

The Finance Manager informed the committee that the insurance renewal is due on the 30th September 2020. Eleven days before the renewal the Finance Manager was informed that there was an issue with the combined insurance. The premiums for IDBs are agreed on the 31st March and were agreed at a very similar rate to previous years.

However, now, the combined insurance which was £22,000 in the current year has increased by £12,000, an increase of 55%. John Cooke from Townergate Insurance is working on it currently, arguing that they should honour the agreed rates set in March and will be informing the Finance Manager of the outcome by the end of the week. The worst-case scenario being that an extension will need to be agreed whilst quotes are obtained.

(e) BUSINESS RATES

The Finance Manager explained that a new business rate invoice has been received from the Boston Borough Council with an increase in the valuation of £2,000. A revaluation was requested by the Council based on that there are the solar panels on the roof, which is the reason for the increase. The Finance Manager further explained that there is a lower rate if the majority energy is exported. He was therefore going to contact the council to explain that the majority is exported, but then noted that it has only been increased from 4th September 2020 and so it could be backdated to the 1st March 2017, meaning it would cost the Board around £4,500 if it was backdated.

It will therefore be an ongoing increase in rates, meaning it will take longer to recover the installation cost. It was also noted that the office / depot is the only site that has to pay business rates, the pumping stations are all exempt.

(f) INSULATION RESISTANCE TESTS AT PUMPING STATIONS

The Finance Manager informed the committee that the Pump Engineer has been conducting insulation resistance tests on the pumping stations, currently 18 of the 34 have been completed. From the completed pumps, he has concluded that 4 are very poor and likely to fail very shortly (Dowsby Pumping Station included) and 8 that are poor and likely to fail in the next few years.

The Chairman noted this could be a result of the sheer amount of pumping having to be done in the recent heavy rainfall events in 2019.

The Chief Executive also added that work has been completed on the quantities pumped annually to be presented to the South Lincs Water Partnership (SLWP). The Chief Executive felt it would be interesting to also present this to the Board and compare to this year's figures also.

(g) WYBERTON MARSH PUMPING STATION

The Finance Manager made reference to Wyberton Marsh Pumping Station, explaining that one pump is out for repair, one is poor and the other is very poor. The Operations Manager is therefore suggesting that the Great Hale Pumping Station Weed Screen refurbishment, that is included in next years budget, is changed to refurbish the pumps at Wyberton Marsh Pumping Station. This will be proposed in the budgets presented at the Executive Committee Meeting in December. The Chairman noted the amount of pumping required from these pumps during the breach.

(h) TYTTON LANE EAST

Cllr P Bedford made reference to the dyke at Tytton Lane East, with a property owner complaining that his garden floods and has had no response from officers. The Chief Executive believed it was a riparian drain but will look into it.

There being no further business the meeting closed at 15:46.

BLACK SLUICE INTERNAL DRAINAGE BOARD
2021/22 Budget and 10 Year Estimates
Option 1 - Stick with plan from last year

Income	Actual	Budget	Forecast @ P03	Budget / Estimates									
	2019/20	2020/21	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31
Rates and Levies	2,094,287	2,146,823	2,145,243	2,200,326	2,255,502	2,312,349	2,370,868	2,429,388	2,489,579	2,551,442	2,614,978	2,680,185	2,747,064
Interest & Investment Income	22,992	18,500	16,480	16,810	17,146	17,489	17,838	18,195	18,559	18,930	19,309	19,695	20,089
Grants/Local Levy	405,864	110,000	251,986	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	5,000
Other Income	24,308	22,866	24,740	25,235	25,739	26,254	26,779	27,315	27,861	28,418	28,987	29,567	30,158
Rechargeable Income	507,653	702,100	680,210	595,302	270,608	276,020	281,541	287,171	292,915	298,773	304,749	310,844	317,060
Solar Panel Income	16,605	18,383	18,572	18,943	19,322	19,709	20,103	20,505	20,915	21,333	21,760	22,195	22,639
TOTAL INCOME	3,076,709	3,023,672	3,142,231	2,963,616	2,593,318	2,656,821	2,722,129	2,787,575	2,854,829	2,923,897	2,994,782	3,067,486	3,142,011

Expenditure	Actual	Budget	Forecast @ P03	Budget / Estimates									
	2019/20	2020/21	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31
Capital Schemes	460,524	935,671	926,933	327,000	230,000	237,000	241,000	254,000	255,000	273,000	281,000	290,000	295,800
Pumping Station Maintenance	676,429	377,400	382,562	390,213	398,018	405,978	414,097	422,379	430,827	439,443	448,232	457,197	466,341
Electricity													
Drain Maintenance	683,540	843,556	828,301	860,427	877,636	895,188	913,092	931,354	949,981	968,981	988,360	1,008,127	1,028,290
Environmental Works	5,283	20,400	19,953	20,352	20,759	21,174	21,598	22,030	22,470	22,920	23,378	23,846	24,323
Administration & Establishment	552,154	532,754	533,139	543,802	554,678	565,771	577,087	588,629	600,401	612,409	624,657	637,150	649,893
EA Precept	276,552	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	440,875	638,273	623,512	541,184	246,007	250,927	255,946	261,065	266,286	271,612	277,044	282,585	288,237
Solar Panel Expenditure	2,433	2,485	2,318	2,364	2,412	2,460	2,509	2,559	2,610	2,663	2,716	2,770	2,826
TOTAL EXPENDITURE	3,097,790	3,627,091	3,593,270	2,967,425	2,617,234	2,671,978	2,724,678	2,787,351	2,839,018	2,908,699	2,969,413	3,032,181	3,092,825

OPENING BALANCE	1,242,027	1,220,946	1,220,946	769,907	766,098	742,182	727,024	724,476	724,699	740,510	755,709	781,078	816,383
SURPLUS / (DEFICIT) IN YEAR	(21,081)	(603,419)	(451,039)	(3,809)	(23,916)	(15,157)	(2,548)	223	15,811	15,199	25,370	35,305	49,186
CLOSING BALANCE	1,220,946	617,527	769,907	766,098	742,182	727,024	724,476	724,699	740,510	755,709	781,078	816,383	865,569

Reserve % of Expenditure	39.41%	17.03%	21.43%	25.82%	28.36%	27.21%	26.59%	26.00%	26.08%	25.98%	26.30%	26.92%	27.99%
--------------------------	--------	--------	--------	--------	--------	--------	--------	--------	--------	--------	--------	--------	--------

RATE	12.60	12.84	12.84	13.16	13.49	13.83	14.18	14.53	14.89	15.26	15.64	16.03	16.43
Increase in Rates		1.90%	1.90%	2.49%	2.51%	2.52%	2.53%	2.47%	2.48%	2.48%	2.49%	2.49%	2.50%

BLACK SLUICE INTERNAL DRAINAGE BOARD

2021/22 Budget and 10 Year Estimates

Option 2 - Minimal increase spread over 10 years (maintaining 20% Reserves)

Income	Actual	Budget	Forecast @ P03	Budget / Estimates									
	2019/20	2020/21	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31
Rates and Levies	2,094,287	2,146,823	2,145,243	2,196,982	2,248,814	2,300,645	2,354,149	2,409,324	2,466,171	2,523,019	2,581,538	2,641,729	2,703,592
Interest & Investment Income	22,992	18,500	16,480	16,810	17,146	17,489	17,838	18,195	18,559	18,930	19,309	19,695	20,089
Grants/Local Levy	405,864	110,000	251,986	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	5,000
Other Income	24,308	22,866	24,740	25,235	25,739	26,254	26,779	27,315	27,861	28,418	28,987	29,567	30,158
Rechargeable Income	507,653	702,100	680,210	595,302	270,608	276,020	281,541	287,171	292,915	298,773	304,749	310,844	317,060
Solar Panel Income	16,605	18,383	18,572	18,943	19,322	19,709	20,103	20,505	20,915	21,333	21,760	22,195	22,639
TOTAL INCOME	3,076,709	3,023,672	3,142,231	2,960,272	2,586,630	2,645,117	2,705,410	2,767,511	2,831,421	2,895,474	2,961,342	3,029,030	3,098,539

Expenditure	Actual	Budget	Forecast @ P03	Budget / Estimates									
	2019/20	2020/21	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31
Capital Schemes	460,524	935,671	926,933	327,000	230,000	237,000	241,000	254,000	255,000	273,000	281,000	290,000	295,800
Pumping Station Maintenance	676,429	377,400	382,562	390,213	398,018	405,978	414,097	422,379	430,827	439,443	448,232	457,197	466,341
Electricity													
Drain Maintenance	683,540	843,556	828,301	860,427	877,636	895,188	913,092	931,354	949,981	968,981	988,360	1,008,127	1,028,290
Environmental Works	5,283	20,400	19,953	20,352	20,759	21,174	21,598	22,030	22,470	22,920	23,378	23,846	24,323
Administration & Establishment	552,154	532,754	533,139	543,802	554,678	565,771	577,087	588,629	600,401	612,409	624,657	637,150	649,893
EA Precept	276,552	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	440,875	638,273	623,512	541,184	246,007	250,927	255,946	261,065	266,286	271,612	277,044	282,585	288,237
Solar Panel Expenditure	2,433	2,485	2,318	2,364	2,412	2,460	2,509	2,559	2,610	2,663	2,716	2,770	2,826
TOTAL EXPENDITURE	3,097,790	3,627,091	3,593,270	2,967,425	2,617,234	2,671,978	2,724,678	2,787,351	2,839,018	2,908,699	2,969,413	3,032,181	3,092,825

OPENING BALANCE	1,242,027	1,220,946	1,220,946	769,907	762,754	732,150	705,288	686,021	666,180	658,583	645,359	637,288	634,137
SURPLUS / (DEFICIT) IN YEAR	(21,081)	(603,419)	(451,039)	(7,153)	(30,604)	(26,861)	(19,267)	(19,841)	(7,597)	(13,224)	(8,070)	(3,151)	5,714
CLOSING BALANCE	1,220,946	617,527	769,907	762,754	732,150	705,288	686,021	666,180	658,583	645,359	637,288	634,137	639,851

Reserve % of Expenditure	39.41%	17.03%	21.43%	25.70%	27.97%	26.40%	25.18%	23.90%	23.20%	22.19%	21.46%	20.91%	20.69%
--------------------------	--------	--------	--------	--------	--------	--------	--------	--------	--------	--------	--------	--------	--------

RATE	12.60	12.84	12.84	13.14	13.45	13.76	14.08	14.41	14.75	15.09	15.44	15.80	16.17
Increase in Rates		1.90%	1.90%	2.34%	2.36%	2.30%	2.33%	2.34%	2.36%	2.31%	2.32%	2.33%	2.34%

BLACK SLUICE INTERNAL DRAINAGE BOARD
2021/22 Budget and 10 Year Estimates
Option 3 - Maximum 1st year benefit (maintaining 20% Reserves)

Income	Actual	Budget	Forecast @ P03	Budget / Estimates									
	2019/20	2020/21	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31
Rates and Levies	2,094,287	2,146,823	2,145,243	2,180,263	2,235,438	2,290,613	2,347,461	2,405,980	2,466,171	2,528,035	2,591,570	2,656,777	2,723,656
Interest & Investment Income	22,992	18,500	16,480	16,810	17,146	17,489	17,838	18,195	18,559	18,930	19,309	19,695	20,089
Grants/Local Levy	405,864	110,000	251,986	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	5,000
Other Income	24,308	22,866	24,740	25,235	25,739	26,254	26,779	27,315	27,861	28,418	28,987	29,567	30,158
Rechargeable Income	507,653	702,100	680,210	595,302	270,608	276,020	281,541	287,171	292,915	298,773	304,749	310,844	317,060
Solar Panel Income	16,605	18,383	18,572	18,943	19,322	19,709	20,103	20,505	20,915	21,333	21,760	22,195	22,639
TOTAL INCOME	3,076,709	3,023,672	3,142,231	2,943,553	2,573,254	2,635,085	2,698,722	2,764,167	2,831,421	2,900,490	2,971,374	3,044,078	3,118,603

Expenditure	Actual	Budget	Forecast @ P03	Budget / Estimates									
	2019/20	2020/21	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31
Capital Schemes	460,524	935,671	926,933	327,000	230,000	237,000	241,000	254,000	255,000	273,000	281,000	290,000	295,800
Pumping Station Maintenance	676,429	377,400	382,562	390,213	398,018	405,978	414,097	422,379	430,827	439,443	448,232	457,197	466,341
Electricity													
Drain Maintenance	683,540	843,556	828,301	860,427	877,636	895,188	913,092	931,354	949,981	968,981	988,360	1,008,127	1,028,290
Environmental Works	5,283	20,400	19,953	20,352	20,759	21,174	21,598	22,030	22,470	22,920	23,378	23,846	24,323
Administration & Establishment	552,154	532,754	533,139	543,802	554,678	565,771	577,087	588,629	600,401	612,409	624,657	637,150	649,893
EA Precept	276,552	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	440,875	638,273	623,512	541,184	246,007	250,927	255,946	261,065	266,286	271,612	277,044	282,585	288,237
Solar Panel Expenditure	2,433	2,485	2,318	2,364	2,412	2,460	2,509	2,559	2,610	2,663	2,716	2,770	2,826
TOTAL EXPENDITURE	3,097,790	3,627,091	3,593,270	2,967,425	2,617,234	2,671,978	2,724,678	2,787,351	2,839,018	2,908,699	2,969,413	3,032,181	3,092,825

OPENING BALANCE	1,242,027	1,220,946	1,220,946	769,907	746,035	702,055	665,161	639,206	616,021	608,424	600,216	602,177	614,074
SURPLUS / (DEFICIT) IN YEAR	(21,081)	(603,419)	(451,039)	(23,872)	(43,980)	(36,893)	(25,955)	(23,185)	(7,597)	(8,208)	1,962	11,897	25,778
CLOSING BALANCE	1,220,946	617,527	769,907	746,035	702,055	665,161	639,206	616,021	608,424	600,216	602,177	614,074	639,852

Reserve % of Expenditure	39.41%	17.03%	21.43%	25.14%	26.82%	24.89%	23.46%	22.10%	21.43%	20.64%	20.28%	20.25%	20.69%
--------------------------	--------	--------	--------	--------	--------	--------	--------	--------	--------	--------	--------	--------	--------

RATE	12.60	12.84	12.84	13.04	13.37	13.70	14.04	14.39	14.75	15.12	15.50	15.89	16.29
Increase in Rates		1.90%	1.90%	1.56%	2.53%	2.47%	2.48%	2.49%	2.50%	2.51%	2.51%	2.52%	2.52%

PLANT REPLACEMENT BUDGETS 2020/21 - Updated for Executive Committee Meeting September 2020

Existing Plant/Equipment	Year Purchased	Hours / Miles	Age	Replace Year	New Plant	Cost	Trade in	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31
Brought Forward		As at September 2020						-£16,952	£30,048	£5,848	£74,024	£35,654	£86,816	£109,591	£181,562	£74,763	£85,354	£161,526
Twiga SPV2 (2015)	2015/16	4,678 hrs	8 years	2023/24	Twiga/Herder?	£200,000	£25,000				£175,000							
Twiga SPV2 (2019)	2019/20	1,202 hrs	8 years	2027/28	Twiga/Herder?	£200,000	£25,000								£175,000			
Twiga SPV2 (2017)	2017/18	2,602 hrs	8 years	2025/26	Twiga/Herder?	£205,000	£25,000						£180,000					
Aebi T211	2016/17	2,405 hrs	9 years	2028/29	Aebi & Rear Flail	£80,000	£25,000									£55,000		
Hitachi ZX 210LC-5B	2016/17	4,756 hrs	8 years	2024/25	20T Excavator	£150,000	£40,000					£110,000						
Unimog	2009/10	10,932 km	8 years	2020/21	New unimog	£148,000	£36,000	£112,000								£128,800		
JCB 130 Telescopic LR	2019/20	1,988 hrs	8 years	2027/28	13T Telescopic Exc.	£105,000	£23,500								£81,500			
JCB 145 Telescopic LR	2019/20	1,101 hrs	8 years	2026/27	13T LR	£138,000	£25,000							£113,000				
JCB 145 Telescopic LR	2013/14	7,669 hrs	8 years	2021/22	16T Telescopic Exc	£130,000	£25,000	£105,000									£120,750	
JCB 130 Telescopic LR	2014/15	7,918 hrs	8 years	2022/23	13T Telescopic Exc.	£110,000	£22,000			£88,000								£101,200
JCB 531 Teleporter	2012/13	3003 hrs																
Vauxhall (Fitter)	2019/20	15,649 miles	7 years	2026/27	Fitters Van	£17,000	£3,000							£16,000				
Mitsubishi(Pump Engineer)	2019/20	19,867 miles	4 years	2023/24	Pick-Up	£24,000	£5,000				£19,000				£20,163			
Mitsubishi(Works Supervisor)	2019/20	36,354 miles	4 years	2023/24	Pick-Up	£24,000	£4,000				£20,000				£21,224			
Mitsubishi(Pump Maintenance)	2019/20	14,000 miles	4 years	2023/24	Pick-Up	£24,000	£5,000				£19,000				£20,163			
Mitsubishi (Works Manager)	2019/20	6,144 miles	4 years	2024/25	Pick-Up	£24,000	£5,000					£20,000				£21,224		
Vauxhall Tipper	2012/13	79,760 miles	8 years	2020/21	Tipper	£25,000	£8,000		£17,000								£19,145	
Dump Trailer 1	2006			2022/23	Dump Trailer	£19,500				£19,500								
Low Loader Trailer	2004		16 years	2020/21	Low Loader	£27,000	£2,000	£25,000										
Tipping Trailer									£5,000									
4m Trailer									£5,000									
100mm Self priming Pump			15 years	2022/23		£22,000				£22,000								
Vibrating piling hammer	2015/16		20 years	2035/36														
150mm Portable Pump	2006		15 years	2021/22		£30,000			£30,000									
Compressor	2008		18 years	2023/24		£6,000								£6,000				
Weedbaskets								£6,000	£6,000		£7,000	£7,000	£7,000	£7,000	£7,000	£7,000	£8,000	
Lawnmower & Trailer etc	2016/17	862 hrs	8 Years	2024/25		£17,000	£2,000					£15,000						
Fuel Tanks												£2,500					£3,000	
Drott				2021/22		£50,000			£50,000									
Net Spend from Plant Reserve								£143,000	£218,000	£129,500	£240,000	£154,500	£187,000	£142,000	£325,050	£212,024	£150,895	£101,200
Generated								£190,000	£193,800	£197,676	£201,630	£205,662	£209,775	£213,971	£218,250	£222,615	£227,068	£231,609
Balance C/F								£30,048	£5,848	£74,024	£35,654	£86,816	£109,591	£181,562	£74,763	£85,354	£161,526	£291,935

Black Sluice IDB

2021

	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 9	4	5	6	7	8	9	10	11	12	13	14 Payment Run	15	16	17	18	19 Salary	20 Exec	21	22	23	24	25	26	27	28 Payment Run	29	30	31 10		
Feb	1	2	3	4	5	6	7	8	9	10 Board	11 Payment Run	12	13	14	15	16	17	18	19 Salary	20	21	22	23	24	25 Payment Run	26	27	28 11	29	30	31						
Mar	1	2	3 Northern Works	4	5	6	7	8	9	10	11 Payment Run	12	13	14	15	16	17	18	19 Salary	20	21	22	23	24 Structures	25	26	27	28	29	30 Payment Run	31 12						
Apr				1	2	3	4	5	6	7	8	9	10	11	12	13	14 Southern Works	15 Payment Run	16	17	18	19	20 Salary	21	22	23	24	25	26	27	28 Env	29	30	31			
May					1	2	3 1	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20 A&R	21 Salary	22	23	24	25	26	27	28 Payment Run	29	30	31 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 3	29	30	31					
Jul				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20 Salary	21	22	23	24	25	26	27	28	29 Payment Run	30	31			
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 5		
Sep			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21 Salary	22	23	24	25	26	27	28	29	30	31				
Oct					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20 Salary	21	22	23	24	25	26	27	28	29	30	31 7		
Nov	1	2	3	4	5	6	7	8	9	10	11 Payment Run	12	13	14	15	16	17	18	19 Salary	20	21	22	23	24	25	26	27	28	29	30	31	2022					
Dec			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17 Salary	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4

Black Sluice Internal Drainage Board

Policy No: 28

Policy on Land Drains discharging into Board Maintained Watercourses

Review	Executive Committee 23 September 2020
Board Approved	Board on 7 th November 2018
Due for Review	Within 5 years

INTRODUCTION

All new land drain outfalls **discharging into Board maintained watercourses** should be consented and approved by the Board.

Consent is not required for new land drain outfalls discharging into non-Board maintained watercourses.

The Conditions for land drains, specified on the application form, are as follows:

1. Where a land drain outfall enters a Board maintained watercourse it shall consist of a single three metre length of pitch fibre or rigid plastic pipe; the end of the pipe shall be laid flush with the existing batter with no protrusion, in order to facilitate mechanical flailing or mowing.
2. The land drain outfall should be fitted with a suitably approved Kwik Fit Type GRC outfall tray, manufactured by J.K.H Drainage Units Ltd of Mildenhall, Suffolk or similar approved, in order to protect the watercourse bank against scour or slips.
3. The Board to be absolved from any liability for any interruption to drainage by means of the land drains or any damage resulting there from.
4. The applicant and his successors in title to make good any damage or slips in the Board's maintained banks which may result from the operation or presence of the land drains.
5. The Board to be absolved from any suits, costs or claims arising out of the laying or operation or presence of the land drains into the Board's maintained watercourse.

If the Board carry out improvement works which involve the cutting back of the side of a watercourse which displaces the land drains and/or outfall trays, then the Board will, following the completion of the works, replace the outfall trays/land drains, or if the outfall trays have been damaged during the work, replace these with new outfall trays.

However, if there are no outfall trays fitted to the land drains, the landowner will be required to pay for the cost of the outfall trays that are required to be fitted to the land drains, and the Board will fit these free of charge.

BLACK SLUICE INTERNAL DRAINAGE BOARD

MINUTES

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

held remotely on
14th October 2020 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 I Warsap (Chief Executive)
Mr D Withnall (Finance Manager)

1654 APOLOGIES FOR ABSENCE - Agenda Item 1

Apologies for absence were received from Cllr R Austin.

1655 DECLARATIONS OF INTEREST - Agenda Item 2

No declarations of interest were received.

1656 MINUTES OF THE LAST MEETING - Agenda Item 3

Minutes of the last meeting held on 13th May 2020, 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 1600(a) – 1.2 Risk of Loss of Electrical Supply – Within paragraph two of this section should read ‘...which have enough for brief interruption’ rather than ‘...which have enough or brief introduction’.

1657 CONFIDENTIAL MINUTES OF THE LAST MEETING - Agenda Item 4

Confidential Minutes of the last meeting held on 13th May 2020, copies of which had been circulated, were considered and it was AGREED that they should be signed as a true record.

1658 MATTERS ARISING - Agenda Item 5

(a) POLICY No. 01: RISK MANAGEMENT STRATEGY - Minute 1600(a)

The Chairman referred to Section 3 – Skills and Expertise, noting that it was agreed at the last meeting that the officers would look into the qualification used by the EA for operating vehicles on bank tops.

The Chief Executive gave an update on this, explaining that three members of the workforce were sent, at a cost of approximately £240 each. The attendees have noted that the course was informative and interesting, it being especially useful that they were able to complete the training using their own vehicles, allowing them to find out the capabilities of them. It was added that the Operations Manager feels it could be beneficial for more of the workforce to attend this course, but at the moment, the three attendees are assessing the benefits of the course before sending more employees.

Mr V Barker noted that he has spoken to one of the attendees and was surprised that they were not told to wind down electric windows in case of not being able to get them open in the event of entering water. The Chief Executive noted that he will pass the comment on to the course provider.

(b) POLICY No.1: RISK MANAGEMENT STRATEGY - Minute 1600(a)

The Chairman referred to Appendix C, Risk of being unable to prevent flooding to property or land, noting that it was agreed at the last meeting that the Chief Executive would contact the EA and re-emphasise the need for the operational manual.

The Chief Executive gave an update on this, explaining that he has had various meetings with Norman Robinson and EA Managers, at the last meeting held on 28th September 2020 (the last meeting of the South Forty Foot Steering Group which are 'handing over the baton' to the South Lincs Water Partnership) Norman Robinson, the Area Director for Lincs, was extremely embarrassed to be informed that we have still not yet received anything from his team. He has therefore taken it onboard himself to get this operation manual produced and circulated. Once the Chief Executive has received it, it will then be relayed to the Board and relevant committees.

(c) POLICY No. 13: EMERGENCY RESPONSE PLAN - Minute 1600(d)

The Chairman referred to the section regarding the Operation of Pumping Stations, noting that it was agreed at the last meeting that the Chief Executive would look into the level of the banks and land in relation to the pump at Dowsby Lode.

The Chief Executive gave an update on this, explaining that works are currently being undertaken at Dowsby Lode and the banks. The raised banks have not yet been levelled as a badger sett has been discovered and so discussion is currently taking place with the EA in relation to relocating the sett. The Chief Executive noted that they don't believe the land levels will change dramatically and so if there is a change needed to be made to the schedule within the emergency plan then it will be changed accordingly. The survey will not be conducted until all of the works are completed.

Mr V Barker thanked the Chief Executive for this, next making reference to the section headed 'Emergency Response Section – Summary'. He questioned if there was anything further to report in regard to the EA pump at the end of the Bourne Eau?

The Chief Executive explained that there is now a 'bigger picture' in relation to this, informing the committee that the Lincolnshire Wildlife Trust have made a bid for the Green Recovery Project Fund which has passed the first stage of this process. The application is to purchase 50ha of land around the Bourne Eau pond that is owned by the Board, with the idea of turning it into a nature reserve and water polishing wetland taking water from the Bourne Eau before it could enter the River Glen. The water would then be lifted back into the Glen or, in negotiation with the Board, ran back into The Weir Dyke before being lifted into the South Forty Foot Drain. Therefore, nothing has moved forward regarding the pumping station until there is more certainty around the potential reduction in water.

(d) IDENTIFY HEALTH & SAFETY REQUIREMENTS - Minute 1602

The Chairman made reference to employees climbing over the fence at Gosberton Pumping Station to use the welfare facilities.

The Chief Executive gave an update on this, explaining that all the materials have been purchased and received to put in a pedestrian gate. The Pumping Station Maintenance Person will be constructing this in the next 4 – 6 weeks.

1659 RECEIVE A REPORT ON INSURANCE ARRANGEMENTS - Agenda Item 6

The Finance Manager introduced this item, noting that there are no changes to the cover for this renewal. At one point, it was looking like there was going to be a 55% increase on the commercial combined renewal, even though the rates were agreed as a group IDB policy on 31 March 2020, these rates have now been reinstated.

The figures highlighted in yellow in the agenda are estimate figures, with the idea being that the Finance Manager would be able to give an update with the actual figures. The Finance Manager presented on screen the updated renewal figures, noting that the low claims rebate is still highlighted as, at today, this figure is still being awaited, but it is expected to be within region of the estimate. The Finance Manager added that the reason for the increase in the commercial combined renewal is because the business interruption cover was increased from £100,000 to £500,000 last year.

The Chairman added that an overall premium increase of 1% is excellent.

All AGREED to accept these insurance arrangements.

1660 RECEIVE THE ANNUAL RETURN INCLUDING EXTERNAL AUDITORS OPINION FOR 2019/20 - Agenda Item 7

The Finance Manager reminded the committee that they have already received the Annual Return, the only new part to this is the external auditors report, on page 22 of the agenda.

The Chairman noted the good achievement, with no matters for concern being picked up by the external auditors. The Chairman thanked the officers and the team for their hard work, congratulating them on this achievement.

All AGREED to receive the Annual Return including External Auditors Opinion for 2019/20.

1661 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. 15: EMPLOYEES CODE OF CONDUCT

The committee were informed that there are no proposed changes to this policy and there were no questions or comments from the committee.

The Committee RESOLVED to recommend that the Employees Code of Conduct (No. 15) be approved at the next Board meeting.

(b) POLICY No. 16: FRAUD & CORRUPTION

The committee were informed that the only proposed change to this policy is around the definition of fraud. The Finance Manager explained that it did previously state that fraud was not a criminal offence, however, this changed with the Fraud Act 2006.

The Committee RESOLVED to recommend that the Fraud & Corruption Policy (No. 16) be approved at the next Board meeting.

(c) POLICY No. 20: OFFICERS CAR LOAN

The committee were informed that there are no proposed changes to this policy.

Mr V Barker made reference to section 2 of the policy and the interest being paid at 1% above the Bank of England Base Rate. He noted the uncertain times ahead, with predictions being of minus base rates, suggesting that it should be outlined in the policy that it be a minimum of 1%.

All AGREED to the following addition; 'Simple interest shall be paid *at a minimum of 1% or 1% above the Bank of England Base Rate, whichever is the greatest* when the loan is taken out, and be fixed for the term of the loan.'

The Committee RESOLVED to recommend that the Officers Car Loan Policy (No. 20) be approved with the above amendment at the next Board meeting.

(d) POLICY No. 42: NEAR MISS REPORTING

The committee were informed that the only proposed changes are in relation to the responsibilities of the managers.

The Chief Executive highlighted that the workforce receive toolbox talks where they are encouraged to report near misses in a no-blame culture. These near misses need to be reported so that they can be acted upon and the risk reduced to a level as low as reasonably possible.

The Chief Executive explained that according to the reports, there are very few near misses. However, with the number of workforce and industry that they work in, it does seem surprising that there are very few near miss incidents.

Therefore, emphasis has been given to try and encourage employees to report near miss incidents and remove any reluctance to record them.

Mr V Barker noted that he has watched some of the twigas in operation and some of the positions they have ended up in, especially in wet conditions, he would think they would be classed as a near miss. The Chief Executive noted that if any members witness anything they believe should be reported as a near miss, please inform the Operations Team.

The Chairman acknowledged the importance of near misses being reported so that there is opportunity to do something about it and ensure it doesn't result in something worse. The Chairman also noted that, quite often, near misses aren't reported because they were doing something in a way they shouldn't be.

The Chief Executive noted that it needs reporting for the safeguarding of the employees and the toolbox talks will continue.

Mr R Leggott added that different individuals have different perceptions of what a near miss is and so hopefully through education the variation of what constitutes a near miss can be reduced.

Mr W Ash noted that also, often, near misses are due to operator error and so they are then not going to want to highlight it to management.

The Chief Executive added that there are also very few reported accidents and so it may just be that there are no near misses to report.

The Committee RESOLVED to recommend that the Near Miss Reporting Policy (No. 42) be approved at the next Board meeting.

(e) POLICY No. 47: BUSINESS CONTINUITY PLAN – COVID-19

The committee were informed that this was presented to the Executive committee in September and, at the time of printing the agenda, there were no proposed changes. However, the Finance Manager noted that following the Prime Minister's announcement on 12th October 2020 regarding the three-tier system, it may be useful to include that.

It was clarified that the changes are made by the Chief Executive as and when necessary and it is then retrospectively reviewed by the Executive committee and Board.

Mr R Leggott made reference to the COVID-19 Secure section, noting that it currently states that ten people can be in the Boardroom, questioning whether this requires reducing to six? The Finance Manager explained that there is an exemption for business', meaning that more than 6 people can meet, provided that they are able to social distance. Ten people is the maximum number of people that could fit in the Boardroom socially distanced. However, the decision has been taken that future meetings should be held remotely due to the increasing infection levels.

The Committee RESOLVED to recommend that the Business Continuity Plan - COVID-19 (No. 47) be retrospectively approved at the next Board meeting with the addition of the newly announced tier system.

1662 TO RECEIVE A NEW POLICY ON CROP LOSS COMPENSATION (POLICY No. 46)
- Agenda Item 9

The Chief Executive explained that this a new policy, however, the information within the policy is already in place, it just wasn't formally set out in a policy format, so the figures and procedure have already been approved by the Board.

The Finance Manager noted that a change needs to be made to the Land Loss Calculator; the 'Average *Rentable Value*' should be the '*Annual Rateable value*'.

The Chairman clarified that they are locally agreed rates, questioning how they compare to other local Board's rates? The Chief Executive responded that Welland & Deepings IDB and Witham 4th IDB do not pay any compensation for their annual summer maintenance works. The Chief Executive added that the Board pay around £10,000 - £15,000 per year in crop and land loss compensation, which the Board may feel could be used better for something else i.e. capital schemes etc.

The Chairman confirmed that at this committee meeting, all the committee are doing are agreeing to the policy outlining what is already in practice. Any changes to the procedure or rates need to be discussed at the Board.

Mr V Barker made two points, the first being that sometimes the land is let by the ratepayer. The second being in reference to bulbs, explaining that they can be in for c3 years and already be in before the decision is made for the drain maintenance to take place. He added that the value would be greater than for cereals and rape and so didn't believe that the value was appropriate for bulbs.

The Finance Manager responded to Mr V Barkers first point, explaining that any crop loss payment will be paid to the occupier as per the drainage rate system. Any land loss payment will be paid to the owner.

The Chairman confirmed that the values will need to be discussed by the Board.

Mr N Scott added that it is a clear policy, but it would be beneficial to have a section on how the procedure works. For example, whether the ratepayer needs to make a claim for the payment and what this involves or whether it is automatically paid. All AGREED this would be a beneficial addition.

The Committee RESOLVED to recommend that the Crop Loss Compensation Policy (No. 46) be approved at the next Board meeting with the addition of a new section explaining how the process works.

1663 RECEIVE THE CATALOGUE OF BOARD POLICIES WITH RECOMMENDED
APPROVAL DATES - Agenda Item 10

The Finance Manager explained that the catalogue is based on the maximum review time and so for the April 2021 meeting some may be pulled forward.

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

1664 TO REVIEW THE RISK REGISTER - Agenda Item 11

The Chairman presented the Risk Register, highlighting the risk score of 6 associated with the risk of fluvial flooding from failure or overtopping of defences. This being such a high risk due to still waiting for the operation manual from the EA, once this is received, this risk can be re-assessed.

Mr R Leggott questioned whether this risk score is being relayed to the EA in the discussions about the urgency of the operations manual? The Chief Executive responded that this has been highlighted to Normal Robinson, who was rather shocked and so is actioning it himself.

The committee AGREED that the Risk Register be accepted.

1665 ANY OTHER BUSINESS - Agenda Item 12

There was no additional business.

There being no further business the meeting closed at 14:55.

Annual Governance and Accountability Return 2019/20 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 that:
 - 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 2019/20

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 2020**.
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) **no later than 30 June 2020**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2020
 - 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 2019/20

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 limited assurance review and is able to give an opinion, 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 2020 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 2019/20**, approved and signed, page 4
- **Section 2 - Accounting Statements 2019/20**, approved and signed, page 5

Not later than 30 September 2020 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 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 2019/20

- 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 (no highlighted boxes left empty), 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 AGAR 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 before approving the annual governance statement and 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) no later than 30 June 2020.
- 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 2019) equals the balance brought forward in the current year (Box 1 of 2020).
- 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 2020**.

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', has an explanation been published?	✓	
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 published?	✓	
	Has the bank reconciliation as at 31 March 2020 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 2019/20

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 2020.

The internal audit for 2019/20 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 2018/19, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2018/19 AGAR tick "not covered")</i>			✓
L. The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.	✓		
M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).


Date(s) internal audit undertaken

Name of person who carried out the internal audit

21/01/20 22/01/20

CHRISTOPHER R. HARRIS

Signature of person who carried out the internal audit



Date

27/05/20

*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 2019/20

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 2020, that:

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

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

30/06/20

and recorded as minute reference:

1634

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

Chairman

KCe

Clerk

D. Withmatt

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

www.blacksluiceidb.gov.uk

Section 2 – Accounting Statements 2019/20 for

Black Sluice Internal Drainage Board

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	1,215,291	897,175	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	2,091,886	2,094,287	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	735,582	982,421	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	1,109,305	1,199,214	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
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	2,036,279	1,914,515	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	897,175	860,154	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	1,236,663	869,382	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	5,954,313	6,061,652	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 2020 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

D. Witham

Date

19/05/2020

I confirm that these Accounting Statements were approved by this authority on this date:

30/06/20

as recorded in minute reference:

1635

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

KC

Section 3 – External Auditor Report and Certificate 2019/20

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 2020; 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 2019/20

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:

None.

3 External auditor certificate 2019/20

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 2020.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature



Date

24/09/2020

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2019/20 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 15

EMPLOYEES CODE OF CONDUCT

1. INTRODUCTION

The Board's Code of Conduct is set out below. It covers the main standards of behaviour the Board requires from employees and includes the Board Rules, which employees need to follow.

The Board's Rules and the examples of misconduct are not exhaustive. All employees are under a duty to comply with the standards of behaviour and performance required by the Board and to behave in a reasonable manner at all times.

A breach of the Board's Rules may result in disciplinary action. A single instance of gross misconduct may result in dismissal without notice.

2. BOARD RULES

2.1 Attendance and Timekeeping

Employees are required to:

- a) comply with the rules relating to notification and certification of sickness as set out in the ADA Lincolnshire White Book;
- b) arrive at work promptly, ready to start work at their contracted starting times;
- c) remain at work until their contracted finishing times.

Employees must obtain management authorisation if for any reason they wish to arrive later or leave earlier than their agreed normal start and finish times.

The Board reserves the right not to pay employees in respect of working time lost because of poor timekeeping.

Persistent poor timekeeping may result in disciplinary action.

2.2 Standards and Conduct

Employees are required to:

- a) behave in a way that does not constitute unlawful discrimination;
- b) comply with all reasonable management instructions;
- c) comply with the Board's operating policies and procedures;
- d) co-operate fully with their colleagues and with management;
- e) maintain satisfactory standards of performance at work;

- f) ensure that any queries received from the media are referred immediately to the CHIEF EXECUTIVE. Employees must not attempt to deal with queries themselves;
- g) ensure the maintenance of acceptable standards of politeness;
- h) take all necessary steps to safeguard the Board's public image and preserve positive relationships with:
 - i) Local Authorities
 - ii) Members of the public
 - iii) Other associates
 - iv) Other Boards
 - v) Ratepayers of the District

2.3 Flexibility

Employees may be required:

- a) from time to time to undertake duties outside their normal job remit;
- b) from time to time to work at locations other than their normal place of work;
- c) to work additional hours at short notice, in accordance with the needs of the Board.

2.4 Confidentiality

Employees are required to keep confidential, both during their employment and at any time after its termination, all information gained in the course of their employment about the Board's business, members, colleagues or ratepayers, except as required by law or in the proper course of their duties.

Employees are not permitted to engage in any activity outside their employment with the Board, which could reasonably be interpreted, as competing with the Board.

2.5 Work Clothing and Personal Protective Equipment

Employees are required to:

- a) wear the appropriate clothing for the role in which they are employed;
- b) wear or use any personal protective equipment as instructed by and supplied by the Board.

2.6 Health and Safety

2.6.1 General

Employees are required to:

- a) make an entry in the Board's Accident Book of all accidents, however small;
- b) report all accidents, however small, as soon as possible to the Health and Safety Officer;
- c) observe the Board's health and safety procedures;
- d) ensure that safety equipment and clothing are always used in accordance with the Board's health and safety procedures;

- e) ensure lone-worker devices are used at all times in accordance with instructions and training provided.
- f) gain an understanding of the Board's health and safety procedures.

2.6.2 On Site Rules

Employees working on site are required to:

- a) follow any site-specific rules;
- b) wear any required Personal Protective equipment on site at all times.

2.6.3 Smoking

In order to comply with the Law and Board policies, Employees **must not** smoke or vape or allow any non-employees to smoke or vape;

- a) in any of the Board's Buildings
- b) in any of the Board's vehicles
- c) anywhere on site or outside on the Board's premises where it would cause:
 - i) an unpleasant environment for non-smokers
 - ii) offence to others
 - iii) the harmful effects of second hand smoke to be experienced by others
 - iv) anywhere it would cause a fire risk

The designated smoking area for the offices and depot at Swineshead is located at the front of the building in the smoking shelter.

2.7 Property and Equipment

Employees must not without permission of the Chief Executive:

- a) Use the Board's telephone, fax, postal or other services for any reason except on authorized Board's business.
- b) remove Board or site property or equipment from Board or site premises unless for use on authorised Board business

On termination of their employment employees must return **all** Board property, such as keys, laptops, mobile telephones, vehicles, documents or any other items belonging to the Board. This list is not exhaustive.

Where an employee damages property belonging to the Board, either through misuse or carelessness, the Board reserves the right to make a deduction from the employee's pay in respect of the damaged property.

2.8 Personal Property

Personal possessions on Board premises are the sole responsibility of employees who should ensure that their personal possessions are kept in a safe place at all times.

2.9 Environment

In order to provide a cost-effective service, employees are requested:

- a) handle all materials with care;
- b) switch off equipment when it is not in use;
- c) to use the Board's equipment, materials and services wisely;
- d) to try to reduce wastage and the subsequent impact on the environment ensuring that they close windows, avoid using unnecessary lighting or heating or leaving taps running.

2.10 Changes in Personal Details

To ensure the prompt payment of monies due to you and ensure the Board is able to contact you or another designated person in case of an emergency, employee must notify the Board as soon as possible of any change of:

- a) name
- b) address
- c) marital status
- d) next of kin
- e) telephone number
- f) bank account (*which effects where monies due to you from the Board are received*)

2.11 Gross Misconduct

Examples of behaviour which the Board treats as misconduct can be found In the Lincolnshire Branch of ADA's Wages, Salaries and conditions of Service booklet provided to all employees.

Board Approved 4th November 2015

Black Sluice Internal Drainage Board

Policy No 16

Fraud and Corruption Policy

1. INTRODUCTION

One of the basic principles of public sector organisations is the proper use of public funds. It is therefore important that all those working in the public sector are aware of the risk of wrongdoing and the means of enforcing the rules against it. The aim of this document is to set out a policy and response plan for the organisation for suspected or detected irregularities.

2. POLICY

The Board is committed to a culture of honesty, openness and fairness. It is therefore also committed to the elimination of any fraud and corruption and to the rigorous investigation of any such cases and the punishment of those involved.

The Board actively encourages anyone having reasonable suspicion of irregularities to report them. It is also the policy of the Board that no employee should suffer as a result of reporting reasonably held suspicions.

The Board will always seek to recover fully all losses from those responsible in proven cases of fraud or corruption including all costs incurred in the pursuit of action against them.

3. DEFINITIONS

The Fraud Act 2006 introduced an offence of Fraud and Section 1 of this Act states the following;

Fraud

(1) A person is guilty of fraud if he is in breach of any of the sections listed in subsection (2) (which provide for different ways of committing the offence).

(2) The sections are—

(a) section 2 (fraud by false representation),

(b) section 3 (fraud by failing to disclose information), and

(c) section 4 (fraud by abuse of position).

(3) A person who is guilty of fraud is liable—

(a) on summary conviction, to imprisonment for a term not exceeding 12 months or to a fine not exceeding the statutory maximum (or to both);

(b) on conviction on indictment, to imprisonment for a term not exceeding 10 years or to a fine (or to both).

(4) Subsection (3)(a) applies in relation to Northern Ireland as if the reference to 12 months were a reference to 6 months.

Fraud can be defined as – “the intentional distortion of financial statements or other records by persons internal or external to the authority which is carried out to conceal the misappropriation of assets or otherwise for gain”.

Corruption can be defined as – “the offering, giving, soliciting or acceptance of an inducement or reward which may influence the action of any person”.

4. DISCOVERY OF FINANCIAL IRREGULARITIES

Financial irregularities can come to light in a number of ways. They are usually discovered as a result of:

- Manual & Craft employees or Office Staff becoming aware of or suspecting that management controls are not being complied with;
- Routine work, or Audit testing;
- Information (tip-off) from a third party, internal or external to the organisation.

Any allegation, but particularly an anonymous one, should be treated with caution and discretion, because what appears to be suspicious circumstances may have a reasonable explanation. There is also a risk that some reports may be malicious.

Under no circumstances should information about any suspected irregularity, be passed to a third party or to the media without the **express authority** of the Chief Executive or Internal Auditor.

5. RESPONSIBILITY OF EMPLOYEES

Employees who are aware of, or suspect that a financial irregularity is taking place, or has taken place, have a duty to report their suspicions, since by doing nothing they may be implicating themselves.

Employees who may feel uncomfortable referring suspicions to line managers are encouraged to contact an Executive Committee Board Member or the Internal Auditor. If these reporting lines are unacceptable to an employee, an alternative is available in the Board’s “Whistle Blowing Procedure”.

If an employee suspects that a financial irregularity of any type has occurred or is in progress, they should immediately inform their line manager. The only exception to this rule is where the employee suspects that the *line manager* might be involved in the irregularity. In that event, the employee should advise the Chief Executive, Internal Auditor or an Executive Committee Board Member.

Employees must not attempt to investigate suspected irregularities themselves, or discuss their suspicions other than with more senior managers in accordance with the guidance above..

Examples of the types of financial irregularity that might be suspected are: -

Theft or abuse of Board property or funds

Deception or falsification of records (e.g. fraudulent time or expense claims)

6. RESPONSIBILITIES OF MANAGERS

It is Management's responsibility to maintain system controls to ensure that the Board's resources are properly applied in the manner, on the activities and within the limits approved. This includes responsibility for the prevention and detection of fraud and other irregularities.

Where a manager receives a report from an employee or other party of a suspected financial irregularity, they should immediately inform the Chief Executive, who in turn will notify the duly appointed Internal Auditor.

Line Managers should not themselves attempt to undertake any detailed investigation of the possible irregularity and should not discuss their suspicions or those reported to them, other than with the Chief Executive and the Internal Auditor.

In cases of suspected irregularities, it is often necessary to suspend a suspect from duty. Before an employee is suspended, advice should be sought from the Chief Executive. The purpose of suspension is to prevent any suggestion of a suspect having the opportunity to continue with the act complained of, falsify or destroy records, influence witnesses, etc. Suspension is not a punishment nor does it imply any fault or guilt on the part of the employee concerned.

7. RESPONSE PLAN

Upon receiving a report of suspected financial irregularity, the Internal Auditor will launch an investigation and a record will be made in the Board's Fraud Log. The Log will record all reported suspicions including those dismissed as unsubstantiated, minor or otherwise not investigated. It will also contain details of actions taken and conclusions reached. Significant matters will be reported to the Board and the Chairman will be updated on the situation.

The Internal Auditor will confer with the Chief Executive to agree the action plan to be adopted in the light of the particular circumstances.

When a prima facie case of fraud or corruption has been established, the Internal Auditor and Chief Executive will inform the Chairman and consultation with the Police will take place as soon as possible.

Depending upon Police advice, the case will be reviewed by the above officers and the Chairman who will decide if it should be referred officially to the Police for investigation. If it is decided to do so the Chief Executive will authorise the official complaint.

Following the official report to the Police, any further investigations by the Internal Auditor that are considered necessary will be planned and executed in close co-operation with the Police, with the Chief Executive and Chairman of the Board being kept informed.

8. INVOLVING THE POLICE

Internal Auditors and Chief Executives may be reluctant to involve the Police in the belief that: -

- They are only interested if the alleged criminal offence is greater than a specific monetary value
- They will not be interested because of the potential complexity of the issues involved which render little chance of a successful prosecution
- The organisation prefers to deal with such incidents internally, avoid publicity but implementing dismissal and recovery through civil action
- The Police will want hard evidence before they will pursue investigations, but when it is provided they advise that the rules of evidence have not been complied with.

Protracted internal investigations often unnecessarily delay involving the Police, thereby diminishing the value of co-operation with them. However properly organised investigations, conducted by individuals with an inside working knowledge of the organisation, will be of great assistance to any subsequent Police enquiry, and management should follow the above procedure and liaise with the Police as soon as the issues are identified.

Telephone Contacts :

Chief Executive 01205 821440

Internal Auditor – TIAA Ltd. 0845 3003333

Revised 14 October 2020

Board Approved 4th November 2015

Black Sluice Internal Drainage Board

Policy No 20

Officers Car Loan Policy

1. INTRODUCTION

Salaried Officers of the Board who are paid an Essential Car User Allowance and have in their terms of employment the requirement that they should provide a car to use for their employment can request a loan for the purchase of a suitable vehicle.

2. POLICY

Any Salaried Officer can apply for a loan after one month's employment by the Board.

The loan shall be limited to 90% of the cost of the vehicle.

Simple interest shall be paid at a minimum of 1% or 1% above the Bank of England Base Rate, whichever is the greatest when the loan is taken out, and be fixed for the term of the loan.

The maximum term of the loan should be four years.

The loan shall be repaid by deductions from the Officers pay each month.

3. RESPONSIBILITY OF EMPLOYEES

If the Officer leaves the Board's employment he/she shall repay the entire loan before the final day of that employment.

4. RESPONSIBILITIES OF MANAGERS

The agreement shall be signed by the Chief Executive and reported to the next meeting of the Board Executive Committee.

Revised 14 October 2020

Board approved 4th November 2015

THIS AGREEMENT is made the day of Two Thousand and nine BETWEEN(full name) of(Address) (hereinafter called "the Officer") of the one part and BLACK SLUICE INTERNAL DRAINAGE BOARD (hereinafter called "the Board") of the other part.

WHEREAS:

1. The Officer is employed by the Board.
2. The Board consider that it is essential in the interests of the efficient conduct of the business of the Board that the Officer shall be permitted to use his private motor car in carrying out his official duties.
3. The Board have been requested by the Officer to make an advance to the Officer to enable him to complete the purchase of a motor car.
4. The Board have agreed to advance to the Officer the sum of £.....(numbers) (typed in words) for the said purchase upon the terms and conditions hereinafter contained.

NOW IT IS HEREBY AGREED as follows:-

1. IN consideration of the sum of £..... paid to the Officer by the Board on the (date) (the receipt whereof the Officer hereby acknowledges) the Officer shall repay to the Board the said sum of £..... together with interest thereon at the rate of% fixed on the loan by equal monthly instalments of £..... per month until the whole of the said sum of £..... together with interest thereon as aforesaid has been repaid the first instalment being due on the 1st day of (date).
2. THAT if before the whole of the said sum of £..... and interest has been repaid to the Board by the Officer as aforesaid the Officer shall:-
 - 2.1. Dies; or
 - 2.2. Cease to serve the Board for any reason whatsoever; or
 - 2.3. Fail to observe any term or terms of this deed; or
 - 2.4. Become bankrupt; or make any composition or arrangement with his creditors.
3. IN the event of any balance of the said sum of £..... becoming repayable as provided under Clause 2 thereof the Board shall in addition to exercising all other legal or equitable rights and remedies be entitled to deduct such balance from any sum that may be or become due to the Officer whether by way of salary refund or superannuation contributions or otherwise.

4. THE Board may affect with an Insurance Company a fidelity guarantee bond for the due performance by the Officer of his obligations under this deed and the Officer will repay to the Board the premium required in connection therewith.
5. THE Officer shall keep the Motor Car and all parts thereof in good repair condition and working order (reasonable wear and tear only excepted).
6. EXEMPT when the Motor Car is receiving necessary repairs or over hauls the Officer shall during the continuance of this Agreement utilise the Motor Car in the performance of his official duties as required by the Board.
7. THE Officer shall during the continuance of this Agreement maintain a comprehensive policy of insurance covering the Motor Car with an approved Insurance Company and shall whenever requested so to do by the Board produce such policy of insurance and the last receipt for this premium for inspection.
8. THE Officer shall be solely responsible for the Motor Car and for any accidents or injuries arising to himself or third parties by reason of the user thereof and hereby indemnifies the Board against all proceedings costs and claims demands or liability whatsoever in respect of any claims howsoever arising or through any default in repayment of the loan or through the breach of non-performance of any of the terms of this Agreement.
9. THE Officer may at any time during the subsistence of this Agreement on the last day of any calendar month repay to the Board any balance of the said sum of £..... or part thereof with interest.
10. THE Board shall be entitled to deduct the above mentioned monthly instalments of loan and interest and the fidelity bond premium or any other monies due hereunder from the salary or other monies from time to time due from the Board to the Officer.

SIGNED, SEALED and DELIVERED by

THE said(full name)

In the presence of:

Black Sluice Internal Drainage Board

Policy No 42

Near Miss Reporting Policy

1. INTRODUCTION

A near miss is an unplanned event that did not result in injury, illness or damage but had the potential to do so. 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 near miss events.

2. RESPONSIBILITIES OF MANAGERS

You must ensure that the work areas for which you have responsibility, an approved Risk Assessment procedure is in place, and potential for near miss events has been avoided so far as is reasonably practicable.

You must ensure that all employees report near miss events. **Minimal or no reports suggest people are not completing the reports due to a lack of understanding of relevance.**

You must ensure reports of near misses are acted upon with further training or an amended task Risk Assessment to reduce potential future events.

Repeated issues must be acted upon with some urgency in identifying the reason for risk and the method by which it can be removed.

3. RESPONSIBILITY OF EMPLOYEES

You must adhere to the Risk Assessment for the specific task, using the appropriate equipment.

You must report any near miss events to your line manager using the form provided.

Board Approved 4th November 2015

Black Sluice Internal Drainage Board

Near Miss and Hazard Alert Report Form

Near Miss is an occurrence that has not resulted in any injury or damage, but easily could have done.

Hazard Alert is notification of unsafe plant, equipment, substances, procedures etc. or unsafe behaviour.

Drainage Board..... Date.....

Location of Near Miss Incident / Hazard.....

Brief description of Near Miss Incident / Hazard and any actions taken

.....
.....
.....

Your idea(s) to eliminate the problem

.....
.....

When was the Near Miss Incident / Hazard first identified?

Date..... Time.....

Reported by.....

Please ensure that your Manager or Supervisor receives this information

Thank you for your support

To be completed by Supervisor or Manager and handed to Office

Corrective Action taken.....

.....

Date of Action Taken..... Name.....

Black Sluice Internal Drainage Board

Policy No: 47

COVID-19 Business Continuity plan

Review Dates:

Reviewed	23 September 2020 (Exec)
Board Approved	30 June 2020

Introduction

A coronavirus is a type of virus. As a group, coronaviruses are common across the world. COVID-19 is a new strain of coronavirus first identified in Wuhan City, China in January 2020.

The incubation period of COVID-19 is between 2 to 14 days.

Stay aware of the latest information on the COVID-19 outbreak, available on the World Health Organisation website and through your national and local public health authority. Many countries around the world have seen cases of COVID-19 and several have seen outbreaks. Authorities in China and some other countries have succeeded in slowing or stopping their outbreaks. However, the situation is unpredictable so check regularly for the latest news.

The latest information on COVID 19 in the UK can be found at <https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public>

Phases and Actions

- 1. Contain Phase.** Across the whole of the UK, public health agencies and authorities, the NHS, and Health and Social Care NI (HSCNI) have established plans and procedures to detect and isolate the first cases of COVID-19 as they emerge in the UK.
 - Anyone visiting infected areas in the previous 14 days should self-isolate and contact NHS 111 or use the NHS 111 online tool.
 - Anyone that has been in contact with someone with confirmed COVID-19 should self-isolate and contact NHS 111 or use the NHS 111 online tool.
 - Anyone experiencing COVID-19 symptoms (fever, dry cough, loss of smell or taste) should stay at home and contact NHS 111 or use the NHS 111 online tool.
 - Make sure the Sickness reporting procedures are followed.
 - Is it necessary to shake hands?
 - If you have any plans to travel abroad please discuss these with your line manager.
- 2. Delay Phase.** The Delay phase buys time for the testing of drugs and initial development of vaccines and/or improved therapies or tests to help reduce the impact of the disease.
 - Continue actions as per Contain Phase
 - People with COVID-19 symptoms (fever, dry cough, loss of smell or taste) may be asked to self-isolate by the authorities
 - If you have any plans to travel abroad please discuss these with your line manager.
 - Consider postponing or cancelling meetings. Given the age of Board members some will be at greater risk of death if they were to contract COVID-19. Could meetings be held by Webinar if this phase became prolonged?

- **Workforce**
 - Encourage Lone-working – 1 person per machine
 - Don't congregate – e.g scan and send timesheets (install adobe scan on work phones)
- **Office Staff**
 - Clean surfaces regularly, daily as a minimum (Desks, keyboards, phones, light switches, door handles, anything you touch)
 - Can you work from home? Discuss with your line manager
 - Consider Reception and phone answering functions – rota basis from home? (Jill, Alex, Jess)
 - Restrict visitors to the office, can the outcome be achieved with a phone call or remote meeting? (The Board has set up web conferencing using Go To Meeting and MS Teams)
 - On 22nd September 2020 the 'Work from home if you can' guidance was re-instated

3. Research Phase It is possible that an outbreak or pandemic of COVID-19 could occur in multiple waves (it is not known yet if the disease will have a seasonal pattern, like flu) and therefore, depending upon what the emerging evidence starts to tell us, it may be necessary to ensure readiness for a future wave of activity.

The intention is to gather evidence about effective interventions in order to inform decision-making going forward. The UK government will keep emerging research needs under close review and progress research activities set out above.

4. Mitigate Phase As and when the disease moves into different phases, for example if transmission of the virus becomes established in the UK population, the nature and scale of the response will change. The chief focus will be to provide essential services, helping those most at risk to access the right treatment.

General Advice to Prevent the Spread of COVID-19

Public Health England (PHE) recommends that the following general cold and flu precautions are taken to help prevent people from catching and spreading COVID-19:

- cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze.
- put used tissues in the bin straight away
- wash your hands with soap and water often – use hand sanitiser gel or the provided wipes if soap and water are not available.
- try to avoid close contact with people who are unwell
- clean and disinfect frequently touched objects and surfaces
- do not touch your eyes, nose or mouth if your hands are not clean
- Avoid being face to face with people outside your household

Face Coverings

In England, you must wear a face covering in premises providing professional, legal or financial services which includes the Board's Offices. You are expected to wear a face covering before entering any of these settings and must keep it on until you leave unless there is a reasonable excuse for removing it. More detailed advice on the application of these requirements in different settings can be found in the Government's guidance for working safely.

All visitors to the office will be expected to wear a face covering for the entirety of their visit with the exception of pre-planned meetings, where the meeting room will be set up in a COVID Secure way, and then should be worn unless seated in their designated seat.

Whilst working social distancing should be adhered to at all times, if this is not possible to complete as specific task then you should discuss this with your Line Manager.

COVID Secure

COVID Secure is the terminology used for an employer to demonstrate it has taken all the necessary considerations to allow its employees to work in as safe an environment as possible. The actions taken so far for the workforce and the office include;

1. Purchase of divider screens for shared offices and offices that are or will become thoroughfares.
2. Screens purchased for reception to barrier public from staff. (Public will only be permitted to enter the office in exceptional circumstances.)
3. Contractors will only be permitted on site if necessary and if they can work adhering to Social Distancing guidelines. (2m Apart) All surfaces where they have worked to be cleaned when they have left.
4. Daily temperature monitoring of all employees in the office/depot and regularly for workforce working remotely.
5. Introduced limitations to number of people in each part of the building with signage as follows;
 - a. Reception
 - i. Public side – 1 person
 - ii. Staff Side – 2 people
 - b. Administration Office
 - i. 3 people
 - c. Rear Administration Office (Photocopier) – 2 People
 - d. Strong room – 1 Person
 - e. Toilets – 2 People
 - f. Operations Office – 5 People (3 desks + 2)
 - g. Chief Executive Officer Office – 4 People
 - h. Finance Manager Office – 3 People
 - i. Boardroom – 10 People (we can set out tables and measure later?)
 - j. Kitchen – 1 Person
 - k. Drawing Office – 4 People (2 desks + 2)
 - l. Server room – 1 Person
 - m. Meeting room – 2 People
 - n. Operations Manager – 3 People
 - o. Fitter – 2 People
 - p. Workforce Handwash/Toilet – 2 People
 - q. Canteen – 2 People
 - r. Small Workshop – 2 People
 - s. Pump Store – 1 Person
 - t. General Store – 1 Person
 - u. Workshop – Keep 2m apart
 - v. Store – Keep 2m apart
6. Hand sanitiser stations have been set up at the foot entrance to the Workshop, at the entrance to the canteen, staff entrance to the office and public entrance to the office as well as hand sanitiser and sanitising wipes being provided at every individual workstation.
7. Workforce have all been provided hand wipes to clean hands whilst on site without access to hand washing facilities.
8. COVID-19 Risk Assessments have been completed for Office, Construction and Outdoors and Use of Vehicles

9. Regular cleansing of all multiple user hard surfaces (e.g. Light switches, door handles, photocopiers, printers, stair banisters, telephones, Multiple user Machines)
10. Staff to be encouraged to open windows and doors regularly to aid ventilation.
11. Staff to use assigned printers and photocopiers etc.
12. Paper towels have been re-instated in toilets for drying of hands and then opening doors.
13. Non fire doors are to be propped open to avoid having to touch more door handles than necessary. Fire doors that are used frequently have Fire Compliant holding open devices fitted.

Appendixes

Please see attached the following documents:

1. Safe System of Work for Protecting the Workforce During COVID-19
2. Risk Assessment Coronavirus – COVID-19
3. COVID-19 Procedures for Guests attending the Office

Policy Review

Due to the requirement of this policy to be adaptable according to the situation, responsibility to review the policy will be delegated to the CEO with the Executive Committee and Board reviewing retrospectively.

Safe System of Work for Protecting the Workforce During COVID-19

Precautions to be taken by management include:

- All Managers and Supervisors are empowered to enforce the measures adopted. Managers will ensure employees are fully briefed so that they have a clear understanding of why measures must be adopted, what measures have been adopted and what the consequences are if the measures are not followed;
- Office based staff were permitted to return to their COVID Secure workplace from 03 August but arrangements to work from home will remain in a state of preparedness in case there is a requirement to return to home working
- Every effort will be made to comply with the social distancing guidelines set out by the Government (see below);
- Vulnerable or extremely vulnerable employees, as well as persons who live with them, will be identified and supported following the recommendations set out by the Government¹;
- **No employees / visitors who are unwell with symptoms of COVID-19 (a high temperature ($\geq 37.8^{\circ}\text{C}$) or a new persistent cough) are permitted to travel to work and / or enter the place of work;**
- Signage will be placed at entrances reminding employees / visitors not to enter the place of work if they have any symptoms;
- Where employees / visitors who are unwell with symptoms do travel to work and / or enter the premises, this will be dealt with and the area cleaned in accordance with the Government advice²;
- Work times / break times will be staggered to reduce the risk of employees meeting at such times;
- The number of washing / toilet facilities will be increased, where possible, and / or limits will be imposed to the numbers of employees using them at any one time (with signage applied to doors), again to reduce the risk of employees meeting. Signage and other resources can be accessed at Public Health England³;
- Access / egress points to the site will be improved, wherever possible, to enable social distancing, e.g. using different doors / one-way systems;
- Entry systems that require skin contact, e.g. fingerprint scanners, will be disabled. Where necessary, an alternative system to record who is on site will be kept for emergency purposes;
- Enough space will be provided between workstations and areas where employees need to wait e.g. changing rooms. This will be achieved using signage and / or floor markings, e.g. spaced at 2 metres;
- Employees will be encouraged to use alternative means of travel to work other than public transport or the sharing of vehicles;
- Where employees do use public transport, they are advised to avoid peak times (05:45 -07:30 and 16:00 – 17:30); and
- Managers are to refer employees to the Finance Manager for further guidance regarding statutory sick pay, sick notes etc.

Precautions to be taken to mitigate of reduce the risk of transmission between employees when at work include:

- **Travel to Work:**
 - Employees will, wherever possible, travel to work alone using their own transport;
 - If employees need to share transport the following measures need to be complied with:
 - Journeys should be with the same individuals with numbers kept to a minimum, e.g. two;
 - Improve ventilation by opening windows back and front, face away from each or one in the rear and front;

¹ <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

² <https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-coronavirus-covid-19>

³ <https://coronavirusresources.phe.gov.uk/>

- Regularly clean vehicles with standard cleaning products. Gloves should be worn when undertaking this task. Particular attention should be paid to door handles and other areas that may have been touched; and
 - On arrival all employees must wash their hands with soap and water for 20 seconds.
- **Work Access:**
 - Stop all non-essential visitors, see below with regards to maintenance / visitors;
 - Use access / egress point, if assigned, and stand at least 2 metres apart or follow the floor markings if present; and
 - Wash hands for 20 seconds with soap and water.
- **Toilet/Changing Rooms and Hand Washing Facilities:**
 - Wash hands frequently during the working day;
 - Use the designated facilities for your area if assigned, keep the 2 metre distance if waiting outside or when inside facility, and keep to the numbers allowed;
 - Ensure that there is plenty of soap and paper towels, inform management if supplies are running low;
 - If provided, use a wipe disinfectant cloth to clean any surface that you may have touched; for example, door handles, toilet flush handle and taps etc; and
 - Dispose of all paper towels in bin provided (keep lid open or use the foot operated version) and empty bin if full.
- **Canteen/Rest Areas:**
 - Bring your own food and drinks
 - Abide by the numbers allowed into the facility and if allocated a time of use;
 - Wash hands before entering;
 - Maintain 2 metre distancing - do not remove tape if used to screen off tables / chairs;
 - Area to be kept clean with all rubbish placed in the bins provided;
 - Avoid using drink machines - if used then they should be cleaned regularly, and individuals should wash hands after use;
 - Crockery, including cups should not be used unless they are disposable or cleaned between use;
- **Driving for Work:**
 - If travelling between sites or undertaking deliveries / collections, then where possible this should be undertaken alone;
 - If not possible then the vehicle should be shared by the same person or minimum required to undertake task;
 - Keep windows open and face away from each other or site one to the front, and rear seats, before entering and getting out of vehicle;
 - Wash hands with soap and water or hand sanitiser if not available;
 - Obey client site rules for social distancing etc; and
 - Regularly clean vehicle using gloves and with standard cleaning products, paying attention to door handles and other surfaces that may have been touched during the journey.
- **Cleaning:**
 - Cleaning across the workplace will be enhanced, especially communal areas and at touch points:
 - Taps and washing facilities;
 - Toilet flush and seats;
 - Door handles and push plates;
 - Handrails on staircases and corridors;
 - Lift controls;
 - Machinery and equipment controls;
 - Canteen / welfare areas will be cleaned between breaktimes and shifts, include chairs, vending machines, and any payment devices;
 - Telephone equipment;
 - Keyboards, photocopier, and other office equipment; and
 - Rubbish collection and storage areas will be emptied regularly throughout the day and at the end of each day.

- **Work Planning:**

- Below is an overview of how the risk of transmission will be reduced where work activities must be undertaken.

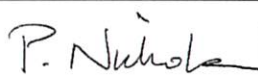
Eliminate	<ul style="list-style-type: none"> • Workers who are unwell with symptoms of COVID-19 will not travel to work. • Tasks will be rearranged to enable them to be done by either one person, or by maintaining social distancing (2 metres). • Skin to skin and face to face contact will be avoided. • Stairs will be used rather than lifts. • Alternative or additional mechanical aids will be considered to reduce the need for worker interface e.g. two persons lifts. • Site meetings will be avoided or will be conducted by telephone or video conferencing. • Where meetings must take place, only necessary meeting participants should attend, attendees will be kept 2 metres apart from each other, rooms will be well ventilated / windows kept open to all air circulation or held outside.
Reduce	<p>Where the social distancing rules cannot be achieved:</p> <ul style="list-style-type: none"> • The time and frequency employees are within 2 metres of each other will be minimised. • The number of employees involved will be reduced to a minimum. • Employees will work side by side or face away from each other not face to face. • Where lifts must be used, the capacity will be reduced to reduce congestion. • Common touch points, doors, buttons, handles, vehicle cabs, tools, equipment etc., will be regularly cleaned. • The ventilation in enclosed areas will be increased – open doors or windows where possible. • Workers will be reminded to wash their hands regularly during the working day not just on arrival or before break time.
Isolate	<ul style="list-style-type: none"> • Shifts and teams will be kept together. • The sizes of shifts and teams will be kept as small as possible. • Shifts and teams will be kept away from other works where possible.
Control	<p>Where face to face working is ESSENTIAL to undertake a task and social distancing cannot be achieved:</p> <ul style="list-style-type: none"> • The work will be kept to 15 minutes or less. • Authorisation processes, such as a permit to work, will be used. • Additional supervision will be provided to monitor compliance.
Personal Protective Equipment (PPE)	<p>Sites should not need to use Respiratory Protective Equipment (RPE) for COVID-19 where the 2 metre social distancing guidelines are met.</p> <ul style="list-style-type: none"> • Where it is not possible to maintain a 2 metre distance, each activity will be assessed using the hierarchy of controls and any sector-specific guidance. The use of PPE and RPE is a last resort. • Re-usable RPE will be cleaned between use and NOT shared. • Single use PPE / RPE will be disposed of so it cannot be reused. • If works must take place in areas where persons have symptoms, are shielding or have confirmed cases, e.g. healthcare facilities, additional PPE will be required, and information will be sought before attending site.

Safe System of Work Progress and Review Sheet
--

Issue:	1	Task:	Safe System of Work for Protecting the Workforce During COVID-19
Company Name:			

Date:	Details of Progress Made:	Initials:

Date:	Details/Reason for Review:	Initials:

Risk Assessment No:		Issue:	1	Task:	Coronavirus – COVID-19		
Company Name:	Black Sluice Internal Drainage Board			Signature & Position:		Operations Manager	Date: 27.04.2020

Probability		Severity		Risk Factor = Probability x Severity Low Risk = 1 to 6 Medium = 7 to 11 High = 12 +	The following guidelines should be applied to risk factors after control measures have been applied: Risk factor after control measures: 1 – 6 OK to proceed Risk factor after control measures: 7 – 11 Further control measures should be applied. Seek further advice if unsure. Risk factor after control measures: 12+ Unacceptable – Do not proceed
5	Very Likely	5	Fatality		
4	Likely	4	Major Injury		
3	Probable	3	Medical Injury		
2	Possible	2	Minor Injury		
1	Very Unlikely	1	No Injury		

Relevant legislation <i>This list is not exhaustive</i>	Health and Safety at Work Etc. Act 1974	Provision and Use of Work Equipment Regulations 1998
	Management of Health and Safety at Work Regulations 1999 (as amended)	Lifting Operations and Lifting Equipment Regulations 1998
	Manual Handling Operations Regulations 1992 (as amended)	Personal Protective Equipment Regulations 1992
	Control of Substances Hazardous to Health Regulations 2002 (as amended)	Workplace (Health, Safety, Welfare) Regulations 1992 (as amended)

Hazard:	Risk:	Risk Factor Before Control:	Control Measure	Risk Factor After Control:																																																																								
Employees attending work showing symptoms of COVID-19	Infecting people who are in close vicinity. Persons contracting COVID-19	<table border="1"> <tr><td>5</td><td>Green</td><td>Yellow</td><td>Red</td><td>Red</td><td>Red</td></tr> <tr><td>4</td><td>Green</td><td>Yellow</td><td>Red</td><td>Red</td><td>Red</td></tr> <tr><td>3</td><td>Green</td><td>Green</td><td>Yellow</td><td>Red</td><td>Red</td></tr> <tr><td>2</td><td>Green</td><td>Green</td><td>Green</td><td>Yellow</td><td>Yellow</td></tr> <tr><td>1</td><td>Green</td><td>Green</td><td>Green</td><td>Green</td><td>Green</td></tr> <tr><td>0</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> </table>	5	Green	Yellow	Red	Red	Red	4	Green	Yellow	Red	Red	Red	3	Green	Green	Yellow	Red	Red	2	Green	Green	Green	Yellow	Yellow	1	Green	Green	Green	Green	Green	0	1	2	3	4	5	Current Control Measures: <ul style="list-style-type: none"> Employees who experience symptoms of continuous coughing and a high temperature (37.8 degrees centigrade or higher) are advised to stay at home, self-isolate and follow NHS current advice. Current advice can be found on www.nhs.uk/coronavirus and https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance, including where a person becomes ill at work. All other employees undertaking thorough personal hygiene and cough etiquette. Recommended Control Measures: <ul style="list-style-type: none"> Monitor and review. 	<table border="1"> <tr><td>5</td><td>Green</td><td>Yellow</td><td>Red</td><td>Red</td><td>Red</td></tr> <tr><td>4</td><td>Green</td><td>Yellow</td><td>Red</td><td>Red</td><td>Red</td></tr> <tr><td>3</td><td>Green</td><td>Green</td><td>Yellow</td><td>Red</td><td>Red</td></tr> <tr><td>2</td><td>Green</td><td>Green</td><td>Green</td><td>Yellow</td><td>Yellow</td></tr> <tr><td>1</td><td>Green</td><td>Green</td><td>Green</td><td>Green</td><td>Green</td></tr> <tr><td>0</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> </table>	5	Green	Yellow	Red	Red	Red	4	Green	Yellow	Red	Red	Red	3	Green	Green	Yellow	Red	Red	2	Green	Green	Green	Yellow	Yellow	1	Green	Green	Green	Green	Green	0	1	2	3	4	5
		5	Green	Yellow	Red	Red	Red																																																																					
		4	Green	Yellow	Red	Red	Red																																																																					
		3	Green	Green	Yellow	Red	Red																																																																					
		2	Green	Green	Green	Yellow	Yellow																																																																					
		1	Green	Green	Green	Green	Green																																																																					
0	1	2	3	4	5																																																																							
5	Green	Yellow	Red	Red	Red																																																																							
4	Green	Yellow	Red	Red	Red																																																																							
3	Green	Green	Yellow	Red	Red																																																																							
2	Green	Green	Green	Yellow	Yellow																																																																							
1	Green	Green	Green	Green	Green																																																																							
0	1	2	3	4	5																																																																							

Hazard:	Risk:	Risk Factor Before Control:	Control Measure	Risk Factor After Control:																																																																																																																
Employees attending a customers site showing symptoms of COVID-19	Infecting people who are in close vicinity. Persons contracting COVID-19	<table border="1"> <tr><td>Probability</td><td>5</td><td>4</td><td>3</td><td>2</td><td>1</td><td>0</td></tr> <tr><td></td><td>5</td><td>4</td><td>3</td><td>2</td><td>1</td><td>0</td></tr> <tr><td></td><td>4</td><td>3</td><td>2</td><td>1</td><td>0</td><td></td></tr> <tr><td></td><td>3</td><td>2</td><td>1</td><td>0</td><td></td><td></td></tr> <tr><td></td><td>2</td><td>1</td><td>0</td><td></td><td></td><td></td></tr> <tr><td></td><td>1</td><td>0</td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td>0</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td></td><td colspan="6">Severity</td></tr> </table>	Probability	5	4	3	2	1	0		5	4	3	2	1	0		4	3	2	1	0			3	2	1	0				2	1	0					1	0						0	1	2	3	4	5		Severity						<p>Current Control Measures:</p> <ul style="list-style-type: none"> Employees experience symptoms of continuous coughing and a high temperature (37.8 degrees centigrade or higher) are advised to stay at home, self-isolate and follow NHS current advice. Current advice can be found on www.nhs.uk/coronavirus and https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance. All other employees undertaking thorough personal hygiene and cough etiquette. <p>Recommended Control Measures:</p> <ul style="list-style-type: none"> Monitor and review. 	<table border="1"> <tr><td>Probability</td><td>5</td><td>4</td><td>3</td><td>2</td><td>1</td><td>0</td></tr> <tr><td></td><td>5</td><td>4</td><td>3</td><td>2</td><td>1</td><td>0</td></tr> <tr><td></td><td>4</td><td>3</td><td>2</td><td>1</td><td>0</td><td></td></tr> <tr><td></td><td>3</td><td>2</td><td>1</td><td>0</td><td></td><td></td></tr> <tr><td></td><td>2</td><td>1</td><td>0</td><td></td><td></td><td></td></tr> <tr><td></td><td>1</td><td>0</td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td>0</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td></td><td colspan="6">Severity</td></tr> </table>	Probability	5	4	3	2	1	0		5	4	3	2	1	0		4	3	2	1	0			3	2	1	0				2	1	0					1	0						0	1	2	3	4	5		Severity					
Probability	5	4	3	2	1	0																																																																																																														
	5	4	3	2	1	0																																																																																																														
	4	3	2	1	0																																																																																																															
	3	2	1	0																																																																																																																
	2	1	0																																																																																																																	
	1	0																																																																																																																		
	0	1	2	3	4	5																																																																																																														
	Severity																																																																																																																			
Probability	5	4	3	2	1	0																																																																																																														
	5	4	3	2	1	0																																																																																																														
	4	3	2	1	0																																																																																																															
	3	2	1	0																																																																																																																
	2	1	0																																																																																																																	
	1	0																																																																																																																		
	0	1	2	3	4	5																																																																																																														
	Severity																																																																																																																			
Visitors coming to site showing symptoms of COVID-19	Visitors having travelled to areas where infection is likely or having contact with a confirmed case. Persons contracting COVID-19	<table border="1"> <tr><td>Probability</td><td>5</td><td>4</td><td>3</td><td>2</td><td>1</td><td>0</td></tr> <tr><td></td><td>5</td><td>4</td><td>3</td><td>2</td><td>1</td><td>0</td></tr> <tr><td></td><td>4</td><td>3</td><td>2</td><td>1</td><td>0</td><td></td></tr> <tr><td></td><td>3</td><td>2</td><td>1</td><td>0</td><td></td><td></td></tr> <tr><td></td><td>2</td><td>1</td><td>0</td><td></td><td></td><td></td></tr> <tr><td></td><td>1</td><td>0</td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td>0</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td></td><td colspan="6">Severity</td></tr> </table>	Probability	5	4	3	2	1	0		5	4	3	2	1	0		4	3	2	1	0			3	2	1	0				2	1	0					1	0						0	1	2	3	4	5		Severity						<p>Current Control Measures:</p> <ul style="list-style-type: none"> Visitors are asked not to attend site if they are showing symptoms of COVID-19. If they have travelled to any affected area or if they have had contact with a confirmed case. Employees or visitors who experience symptoms of continuous coughing and a high temperature (37.8 degrees centigrade or higher) are advised to stay at home, self-isolate and follow NHS current advice. Current advice can be found on www.nhs.uk/coronavirus and https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance. All other visitors invited to undertake thorough personal hygiene and cough etiquette. <p>Recommended Control Measures:</p> <ul style="list-style-type: none"> Monitor and review. 	<table border="1"> <tr><td>Probability</td><td>5</td><td>4</td><td>3</td><td>2</td><td>1</td><td>0</td></tr> <tr><td></td><td>5</td><td>4</td><td>3</td><td>2</td><td>1</td><td>0</td></tr> <tr><td></td><td>4</td><td>3</td><td>2</td><td>1</td><td>0</td><td></td></tr> <tr><td></td><td>3</td><td>2</td><td>1</td><td>0</td><td></td><td></td></tr> <tr><td></td><td>2</td><td>1</td><td>0</td><td></td><td></td><td></td></tr> <tr><td></td><td>1</td><td>0</td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td>0</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td></td><td colspan="6">Severity</td></tr> </table>	Probability	5	4	3	2	1	0		5	4	3	2	1	0		4	3	2	1	0			3	2	1	0				2	1	0					1	0						0	1	2	3	4	5		Severity					
Probability	5	4	3	2	1	0																																																																																																														
	5	4	3	2	1	0																																																																																																														
	4	3	2	1	0																																																																																																															
	3	2	1	0																																																																																																																
	2	1	0																																																																																																																	
	1	0																																																																																																																		
	0	1	2	3	4	5																																																																																																														
	Severity																																																																																																																			
Probability	5	4	3	2	1	0																																																																																																														
	5	4	3	2	1	0																																																																																																														
	4	3	2	1	0																																																																																																															
	3	2	1	0																																																																																																																
	2	1	0																																																																																																																	
	1	0																																																																																																																		
	0	1	2	3	4	5																																																																																																														
	Severity																																																																																																																			
Employees remaining or returning to work during the COVID-19 pandemic	Persons contracting COVID-19 from persons with symptoms, persons who are asymptomatic	<table border="1"> <tr><td>Probability</td><td>5</td><td>4</td><td>3</td><td>2</td><td>1</td><td>0</td></tr> <tr><td></td><td>5</td><td>4</td><td>3</td><td>2</td><td>1</td><td>0</td></tr> <tr><td></td><td>4</td><td>3</td><td>2</td><td>1</td><td>0</td><td></td></tr> <tr><td></td><td>3</td><td>2</td><td>1</td><td>0</td><td></td><td></td></tr> <tr><td></td><td>2</td><td>1</td><td>0</td><td></td><td></td><td></td></tr> <tr><td></td><td>1</td><td>0</td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td>0</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td></td><td colspan="6">Severity</td></tr> </table>	Probability	5	4	3	2	1	0		5	4	3	2	1	0		4	3	2	1	0			3	2	1	0				2	1	0					1	0						0	1	2	3	4	5		Severity						<p>Current Control Measures:</p> <ul style="list-style-type: none"> Employees and visitors are asked not to attend site if they are showing symptoms of COVID-19. If they have travelled to any affected area or if they have had contact with a confirmed case. Employees or visitors who experience symptoms of continuous coughing and a high temperature (37.8 degrees centigrade or higher) are advised to stay at home, self-isolate and follow NHS current advice. Daily temperature checks to all workforce completed by supervisor Current advice can be found on www.nhs.uk/coronavirus and https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance All other visitors invited to undertake thorough personal hygiene and cough etiquette. A safe system of work for protective the workforce during COVID-19 is in place. <p>Recommended Control Measures:</p> <ul style="list-style-type: none"> Ensure the safe system of work is communicated to all affected employees and that managers and supervisors are enacted to enforce. 	<table border="1"> <tr><td>Probability</td><td>5</td><td>4</td><td>3</td><td>2</td><td>1</td><td>0</td></tr> <tr><td></td><td>5</td><td>4</td><td>3</td><td>2</td><td>1</td><td>0</td></tr> <tr><td></td><td>4</td><td>3</td><td>2</td><td>1</td><td>0</td><td></td></tr> <tr><td></td><td>3</td><td>2</td><td>1</td><td>0</td><td></td><td></td></tr> <tr><td></td><td>2</td><td>1</td><td>0</td><td></td><td></td><td></td></tr> <tr><td></td><td>1</td><td>0</td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td>0</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td></td><td colspan="6">Severity</td></tr> </table>	Probability	5	4	3	2	1	0		5	4	3	2	1	0		4	3	2	1	0			3	2	1	0				2	1	0					1	0						0	1	2	3	4	5		Severity					
Probability	5	4	3	2	1	0																																																																																																														
	5	4	3	2	1	0																																																																																																														
	4	3	2	1	0																																																																																																															
	3	2	1	0																																																																																																																
	2	1	0																																																																																																																	
	1	0																																																																																																																		
	0	1	2	3	4	5																																																																																																														
	Severity																																																																																																																			
Probability	5	4	3	2	1	0																																																																																																														
	5	4	3	2	1	0																																																																																																														
	4	3	2	1	0																																																																																																															
	3	2	1	0																																																																																																																
	2	1	0																																																																																																																	
	1	0																																																																																																																		
	0	1	2	3	4	5																																																																																																														
	Severity																																																																																																																			

			• Monitor and review.	
--	--	--	-----------------------	--

This risk assessment accurately defines the work, identifies Health and Safety risks and the appropriate controls required. This risk assessment will be taken as approved by the Company unless the author is advised to the contrary before work commences and in any event a period not exceeding 7 days from receipt.

This risk assessment must be communicated to all personnel concerned. Signatures confirming receipt and understanding of information are required.



Black Sluice Internal Drainage Board

Station Road
Swineshead
Boston
Lincolnshire
PE20 3PW

01205 821440

www.blacksluiceidb.gov.uk

mailbox@blacksluiceidb.gov.uk

COVID-19 Office Procedure for attending Guests

Please follow the guidelines below: -

Entering the building

- Please do not attend the offices if you or anybody in your household are displaying any symptoms of COVID-19.
- Please wear a face covering at all times in the building. You may take it off once sat in the meeting room.
- Upon entering the building, please use the hand sanitiser provided.
- The meeting host will take and record your temperature, anybody with a temperature over 37.8°C will be asked to leave the building.
- When taking your temperature, the meeting host will also ask for a contact number for the track and trace system.
- Social distancing must always be adhered to (2 metres).

Preventing cross contamination & maintaining social distance

- All doors will be open, please leave them open.
- There is signage on each room door indicating the maximum number of persons allowed in the room, please respect this.
- Refreshments will be provided but made only by the meeting host.
- Please use the disabled toilet only, to prevent cross contamination between employees and members of the public.
- If attending for a meeting in the Board Room, please fill seats from the furthest away end of the room first and vacate accordingly.

Thank you for your co-operation in helping prevent the spread of COVID-19.

HM Government

**CORONAVIRUS
STAY ALERT TO
THE SYMPTOMS**

**HIGH TEMPERATURE OR
NEW CONTINUOUS COUGH OR
LOSS OF TASTE OR SMELL?**

Find out how to get a test, and how long to isolate, at [nhs.uk/coronavirus](https://www.nhs.uk/coronavirus)

NHS

**STAY ALERT
CONTROL
THE VIRUS
SAVE LIVES**

BLACK SLUICE INTERNAL DRAINAGE BOARD

MINUTES

of the proceedings of a Meeting of the
Northern Works Committee

held remotely on the
4th November 2020

Members

Chairman - * Mr P Holmes

* Cllr T Ashton	* Cllr R Austin
* Cllr P Bedford	* Mr M Brookes
Mr D Casswell	* Cllr M Cooper
* Mr J Fowler	* Cllr M Head
Mr R Leggott	* Mr R Needham
* Cllr F Pickett	* Mr J E Pocklington
Mr P Robinson	Mr N Scott
* Cllr P Skinner	Mr R Welberry

(* Member Present)

In attendance: Mr D Withnall (Finance Manager)
Mr P Nicholson (Operations Manager)
Mr S Harrison (Works Manager)
Mr K Methley (Pump Engineer)
Mr K Casswell (Chairman)

1666 APOLOGIES FOR ABSENCE - Agenda Item 1

Apologies for absence were received from the Chief Executive, Mr P Robinson, Mr R Leggott and Mr D Caswell.

1667 DECLARATIONS OF INTEREST - Agenda Item 2

Mr J Pocklington declared an interest in Minute 1672(a)(i) - North Forty Foot Cleansing / Revetment & Langrick Road Pipeline as landowner of the proposed lagoon.

1668 MINUTES OF LAST MEETING - Agenda Item 3

The Minutes of the Joint Works Committee, which was held on 21st November 2019, copies of which had been circulated, were considered. It was AGREED that the Minutes should be jointly signed as a true record.

1669 MATTERS ARISING - Agenda Item 4

There were no matters arising.

1670 TERMS OF REFERENCE - Agenda Item 5

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

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

1671 TO CONSIDER PERIOD 06 MANAGEMENT ACCOUNTS - Agenda Item 6

The Finance Manager presented the Period 06 Management Accounts, noting that the forecast will be presented after the Engineer's Report, inviting questions and comments from the committee.

1672 REPORT ON ENGINEERING WORKS 2020 - Agenda Item 7

The Operations Manager presented the report on Engineering Works 2020, highlighting particular points as follows. He also noted that 2020 has been a challenging year in light of COVID-19 and the challenges it has caused making it difficult to remain on schedule. Many building materials have been more difficult to source and staff levels have been more difficult to maintain (both internal and external contractors).

(a) CAPITAL ASSET IMPROVEMENTS

2020/21 Defra/EA Funded Grant in Aid (GiA) Schemes

(i) North Forty Foot Cleansing / Revetment & Langrick Road Pipeline - Schemes 2103 & 2133

Royal Smals are going to be doing the desilting, they are currently desilting sections of the River Steeping and are then coming to complete the North Forty Foot in mid-January 2021, the section from Cooks Lock to the back of Rosebery Avenue Playing Field.

There have been some complications with the proposed lagoon site as there is a high pressure gas main that runs through the proposed site. It is expected a site meeting with Cadent Gas will resolve any ongoing issues.

There is a budget of £350,000, as outlined in the Capital Schemes Budget.

Bushing works have commenced and part of these works included investigation work underneath Cooks Lock Pumping Station. Whilst the water levels were reduced, it was found that the bell mouth of one of the pumps was no longer attached due to rusting of the bolts. In total 10 investigations at pumping stations have been completed and these works are to continue this year.

Some silt removal from the channel by machine also took place whilst the water levels were reduced.

2020/21 Board Funded Capital Schemes

(ii) Wyberton Marsh PS Weedscreen Cleaner Replacement

The contractors have been on site over the last few weeks but have encountered a few challenges in relation to weather and ground conditions. However, works are still within budget (£110,000) and is now up and running, with the old equipment removed from site. Photographs were displayed on screen.

(iii) Jetting to Major Pipelines

A map showing the proposed jetting and completed jetting of Kirton was presented on screen. A site meeting has taken place in regard to partnership works with Lincolnshire County Council to alleviate flooding in the area of the War Memorial in the village of Kirton.

(iv) Remote Monitoring & Control (H&S Scheme)

This work involves the automation of pumping stations, installing metric gauge boards and installing CCTV cameras. The CCTV cameras will be especially beneficial in relation to Health & Safety as officers will be able to see what is happening at the pumping stations without having to send members of the Workforce in an emergency and potentially dangerous situations.

The Board has made their contribution to the works (£57,000), and it was hoped to achieve funding from GiA (£55,000) and Local Levy (£55,000). However, it is becoming unlikely that any funding will be achieved through GiA, but it is hoped that all of the remaining budget can be achieved through Local Levy (£110,000). Discussions are currently taking place with the EA around the Local Levy application.

(v) General Culvert Contributions

A map showing the identified culverts for replacement was presented on screen, outlining culverts 635, 2880 and 1795 for replacement.

There is only a small budget for culvert replacements (£5,000). It was noted that there was a mistake within the agenda report; it should be £5,000 as opposed to £500.

Culvert 1795 is the only culvert that a contribution will be considered for, with the watercourses that culverts 635 and 2880 are on being proposed to be given up.

Proposed Works 2021/22 - Board Funded Capital Schemes

(vi) Jetting to Major Pipelines

It is important to complete this camera survey work so that the conditions of the pipelines are known, so that blockages and potential failures can be dealt with and prevented.

(vii) General Culvert Contributions

Like this year, there will be a small budget for incidental culvert replacements contributions (£5,000).

Proposed Works 2021/22 – Pumping Station Schemes

(viii) Great Hale PS Weedscreen Refurbishment - Scheme 2225

This work has been previously deferred, the weedscreen cleaner was installed in 1999 but doesn't do as much work in comparison to some of the other pumping stations.

This scheme may be deferred again due to problems at Wyberton Marsh Pumping Station with the pumps that may take priority. There have been a few issues with various pumps and pump motors, which may be a result of the excessive rainfall received in 2019.

The Chairman questioned if it is a standardised weedscreen cleaner and if spare parts could be used to keep it working into another financial year? The Pump Engineer responded that it is Bosker, the one generally used, however, not all parts are interchangeable, but felt it was feasible for it to last a few more years.

Mr R Needham questioned if the hours of the weedscreen cleaners are known or whether it is purely done on a timeline in regard to replacement? The Pump Engineer responded that the hours the weedscreen cleaners do is currently not monitored, replacement is based on a timeline of c20 years. However, the Pump Engineer explained that he is trying to implement a system that will record the number of hours the weedscreen cleaners operate through the telemetry system. Mr R Needham noted that it could be connected into the CCTV installation if possible.

The Chairman questioned if it would correlate with pump hours? The Pump Engineer noted that there wouldn't be a correlation as they are all set up differently and don't run constantly whilst the pumps are running. The Operations Manager added that some weedscreen cleaners work harder than others, even if doing the same hours; some will have a lot more weed to pull out on a cycle than others.

(b) DRAIN MAINTENANCE

(i) Prior Notice given for Summer Cutting

The committee were directed to the map shown on page 29 of the agenda, showing the proposed alternate bank and early cutting 2021/22.

The Operations Team have been tasked with reviewing the summer cutting programme. A similar programme has been completed for the past 3 / 4 years, commencing and completing at around the same time each year, which has proven to be quite successful.

However, at the beginning of the 2020/21 summer cutting season (mid July 2020) there were complaints received about damage to wildlife, for the first time. Similar complaints having also been received this year in relation to the cutting completed by the Board on early bank top cuts under instruction from the EA.

The Board maintains 750km of watercourse and c150km for the EA.

The proposed alternate bank flailmowing and early cutting has been based around where the officers know they will be able to get on site. The early flailing (c40km) is proposed to commence, dependant on weather conditions, at the end of March / early April on a four-week cycle. The proposed alternate bank cutting is c40km.

The Operations Manager felt that the programme did need to change and move with the times. However, noted that challenges that could be faced with the new proposed programme include the weather conditions and causing more damage to land and crops. The programme can be tailored, it may take a few years to get to the ultimate programme or it may be that different programmes are completed each year on a 2/3/4-yearly cycle, for example.

The costs of the proposed programme can be looked at and compared to that of the current programme.

The Chairman felt it was a case of trying it and seeing, and about balancing the complaints about the wildlife with the complaints from landowners for damaging crops with the complaints about not moving the water. The Chairman gave credit to the Operations Manager and his team for creating the proposed plan, noting that it will take time to get it completely fine-tuned.

Mr K Casswell questioned whether the costings would be worked out and presented to the Board in November or at the Board Meeting in Spring? The Operations Manager responded as soon as possible. Mr K Casswell expressed his support for the change in programme.

Cllr R Austin questioned if other IDBs are experiencing similar issues? Other IDBs have had similar complaints, with their response being that they are following a programme. The Chairman noted that this Board seem to take a 'softer' approach compared to other Board's in the area.

The Operations Manager believed that the complaints about the wildlife are trying to protect what they believe is right and that he believes they do have a valid point.

Mr J Fowler questioned if part of the problem is because the programme has always started in one particular area and if those complaining are in the early cut areas and tend to notice it more? The Operations Manager didn't believe so, noting that the programme followed this year has been followed for the past 3 / 4 years with no complaints. The Operations Manager highlighted that this year many people have been at home more or exercising in their local area due to COVID-19 and therefore may have had more opportunity to notice.

The Chairman noted that one of the complaints he has encountered from landowners is that communication is not like it once was, the Chairman explains to them that the Board haven't got the time or resources they did have, there aren't as many 'feet on the ground'. The Chairman also emphasised the importance of landowners providing their contact details to the Board for communication purposes.

Cllr M Head felt that the operations staff were in a difficult position and acknowledged the environmental aspect, especially from a NKDC perspective, but also noted he appreciates that the Board has a job to do and needs to maintain the drains. He questioned whether some of these issues could be allayed through communication and explanation of the need for maintenance of the drains, noting this could be done through social media platforms. It was confirmed that Black Sluice IDB have a Facebook and Twitter account.

The Operations Manager noted that they have held a meeting with one of the individuals who complained about the summer maintenance works and explained to them what the Board does, how it is carried out and why it is carried out the way it is. The complainant did understand this.

The Operations Manager added that although the idea is to complete cutting either earlier or after nesting birds, some birds can have multiple broods in a season if the weather conditions are favourable.

Cllr M Head noted that he is going to take this onboard to some of the NKDC projects and expressed his support for the programme.

The Operations Manager next referred the committee to page 27, showing the summer machine roding 2020/21 and page 26, showing summer machine flailing 2020/21. This is due to be substantially complete by the end of November, having not experienced too many issues this year.

(ii) Proposed Desilting, Bushing and Cleansing Works

The Operations Manager referred the committee to page 28, showing proposed winter cleansing 2020/21. The Board maintain c750km, so if 75km are cleansed a year then the target of cleansing the drains every ten years will be met. The notifications have been sent out and so the Operations Manager noted that if anybody is in receipt of this notification and has any concerns or specific requirements the please contact the office.

(c) PUMPING STATION MAINTENANCE

There was heavy rainfall received October 2019 onwards which created a few problems at South Kyme Pumping Station, Ewerby Pumping Station and Damford Pumping Station.

External initial inspections (£1,150) have been completed and costs given for further inspections works required (£22,050). There will be further support works required from the Board (£6,000).

The Board's Officers have been engaging with the EA about this and it is expected that the EA will provide a contribution to the costs, if not the full amount. Currently this confirmation of funding from the EA has not been confirmed. The investigations are important as, currently, the Board are not aware of any damage that may have been caused. It has been taken to director level at the EA, but a response is still being awaited.

Mr K Casswell questioned whether the insurance would help if the EA did not provide the funding? The Finance Manager reminded that committee that it is currently for identifying if there is damage, as opposed to making a claim for damage that has been done. Mr K Casswell felt it was important to go ahead with as any damage needs to be dealt with. The Finance Manager added that, whether the EA pay or not, he feels it is something the Board should consider funding, for the long term assurance that the foundations of the three pumping stations are sound.

Mr K Casswell questioned which one the Operations Manager would complete first, which is the most critical? The Operations Manager noted that typically you are drawn to the one that looks worse on the surface, but until it is known what unseen damage has been done it is hard to say.

The Finance Manager added that he will have discussions with the insurance company, the EA and the Chief Executive and bring back some proposals to be Board in November.

(d) HEALTH & SAFETY

Cllr R Austin questioned if any of the Board's employees has been infected with COVID-19?

The Finance Manager explained that the Chief Executive tested positive for COVID-19 last week and has been quite poorly with it, which is why he is not present at this meeting. The Operations Manager and Pump Engineer are in isolation due to being in contact with the Chief Executive.

The Chairman thanked the Operations Manager for his report and presentation.

1673 QUARTER 2 FORECAST - Agenda Item 8

The Finance Manager explained that the overall outcome of this, with the adjustments for the GiA Schemes being pushed into next year, is that the Board's General Reserve will have an additional £20,484 as it stands currently. The Finance Manager invited questions and comments.

1674 REVIEW OF POLICY No. 46: CROP LOSS COMPENSATION - Agenda Item 9

The Chairman presented this, thanking the Audit & Risk Chairman and Committee for their work on, noting that something that he wanted to highlight was that landowners need to provide the operations team with contact details to allow communication.

Mr M Brookes added that this policy just documents what is already in place, highlighting points including that the onus is on the landowner to claim it, it is not paid automatically and that other adjacent IDBs do not pay compensation, even though it does state in the Land Drainage Act that IDBs are liable to pay for injury sustained.

The Finance Manager further added that this is a new policy that was presented to the Audit & Risk Committee on 14th October 2020, noting the mistake in the table in the last paragraph – the 'Annual Rentable Value' should be 'Annual Rateable Value'. It was suggested at the meeting that an additional paragraph be included to explain how the process of claiming the compensation works. The Operations Team, Chief Executive and Finance Manager had a meeting about this and concluded the points listed within the agenda for further committee discussion. Therefore, the ask of this committee is what to include within the additional paragraph?

Mr K Casswell felt it was a good idea to put the onus onto the landowners to claim it, as some may not then claim it.

The Operations Manager noted the importance of getting across the understanding that the onus is on the landowner to claim to ensure the Operations Team time is used as efficiently as possible.

Mr M Brookes suggested that the forms should be included in the policy as an appendix.

All AGREED for the Board's Officers to propose a paragraph they believe to be suitable and present to the Board and include the forms in the policy as an appendix.

Mr J Fowler questioned how much is currently claimed for crop loss? The Finance Manager responded that it is around an average of £8,000 a year. The Chairman felt that it is not that much for the claimant or Board but is a good will gesture.

1675 REPORT ON THE SOUTH FORTY FOOT CATCHMENT UPDATES - Agenda Item 10

The Chairman explained that the Chief Executive was going to present this report and so he, the Operations Manager and Finance Manager will try to answer any questions. Any questions that can't be answered will be passed onto the Chief Executive once he is well again to answer.

(a) Boston Tidal Barrier

Mr K Casswell noted that the EA have been given an award for good practice in relation to the barrier.

(b) Boston Haven Bank Improvements

The Operations Manager noted that the Board has been involved with these works.

(c) EA/BSIDB Public Sector Cooperation Agreement (PSCA)

The Finance Manager noted that it was started late this year due to delays in receiving orders which has impacted on the timings of the budget, but it should be complete by the end of November 2020.

The EA PSCA Works for 2021 were displayed on screen.

(d) South Lincolnshire Water Partnership (SLWP)

Mr K Casswell explained that the Chief Executive is Chairman of the SLWP, explaining that it is a slow process, but a long list of potential sites is currently being reviewed. Also noting that there is a bid for £800,000 to look at the quality of water within the Board's and Welland and Deepings IDB catchment.

Lincolnshire Wildlife Trust (LWT) have been successful in an Elms bid for 50ha in Bourne North Fen. This is next to a pit owned by the Board. This site would be able to polish enough water to supply Bourne and if the South Lincs Reservoir goes ahead it would require twenty sites of the same size. There has been no landowner / public engagement around the South Lincs Reservoir yet as it is unknown whether it will actually go ahead. If it does go ahead, it will start to be constructed around 2025/26.

Cllr P Skinner added that this is an interesting project, noting the potential for brining tourism to the area and the possibility of large barges being able to pass through the town, making the area more prosperous. Cllr P Skinner also noted that water has previously been treated as a problem, when actually it is a resource and needs to be treated as one and get value from it.

Mr K Casswell noted that once a value is put on the water, difficulty arises over who owns the water.

Cllr M Head noted that he has had a meeting with Katherine Samms of the EA this morning regarding the Sleaford end of the River Sleas, noting that North Kesteven District Council are very interested in the regeneration of the River Sleas, it is an economic resource for the area. He added the importance of getting people working together. Cllr M Head also added that there was a webinar held by Anglian Water about the potential reservoir and the transfer of water from the north of the region down to a large reservoir. Cllr M Head got the impression that this a project that is likely to go ahead with Water Resources East.

Mr K Casswell noted that Anglian Water are still yet to decide whether the resources within the area will be sufficient or whether they take it from the River Trent in a pipe, but hopefully Defra will support the option of open water transfer and all its benefits.

(e) The Black Sluice Pumping Station (Boston) (BSPS) Effectiveness Initiative Project

Cllr R Austin informed the committee that a meeting was held a few days ago and all of the options are being seriously considered.

(f) The Black Sluice Gravity Sluice and Navigation Lock

The Chairman noted that he thinks the work has progressed reasonably well.

Mr K Casswell noted that discussions are still ongoing with the EA regarding the contingency plan documentation for if one of the structures failed. It has now been left with Norman Robinson at the EA.

The Chairman made reference to the telemetry traces presented within the agenda, showing a four-month period (June – September) for 2019 and 2020. The Chairman noted that, despite scepticism of their modelling, it can be seen by the telemetry traces that they got rid of the exceptional amount of water received in 2019 very well.

(g) SFFD De-silting Work

The Operations Manager noted that the three lagoons (Sempringham, Rippingale and Billingborough) have been successfully pushed out. Discussions with the EA have taken place, work on the next 3km downstream of the A52 is hoped to begin October onwards. The aim is to get things in place to start the desilting process and next section of bushing next year.

(h) Upper Catchment Natural Flood Management (NFM) and Control Analysis

The Operations Manager noted that it is proposed to put this into local choices, so funding is being sought for the seven catchments (Aslackby, Morton, Rippingale, Billingborough, Helpringham, Heckington, Swaton) to take the initial investigations further. It is on programme.

(i) The Lower Witham Flood Resilience Project 2020

There were no further comments or questions regarding this project.

1676 REPORT ON RAINFALL - Agenda Item 11

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

1677 ANY OTHER BUSINESS - Agenda Item 12

The following planning and byelaw matters were presented and discussed:

(a) BYELAW APPLICATION - FX1707 - DRAINSIDE SOUTH

The Operations Manager explained that an application has been received for a house extension, which is extremely close to a piped section of maintained watercourse. The Operations Manager and his team feel it is too close to be consented, even following reviews of their plans.

The Operations Manager further explained that the property is semi-detached and the neighbour's application for an extension was approved in 2006. However, the drain runs away from the back of that property.

Mr M Brookes felt the committee should take the advice of the Board's Engineers.

All AGREED to RECOMMEND that the byelaw consent is refused.

(b) PLANNING APPLICATION B/20/0235 - TYTTON LANE EAST, WYBERTON

The Operations Manager noted that this is for information purposes only, presenting on screen the plans for 132 dwellings.

The Operations Manager made reference to Cllr P Bedford having an enquiry a few weeks ago from a local resident about problems with his property, that the Operations Manager is aware of and has spoken with the property owner about before.

(c) PLANNING APPLICATION B/20/0293 - LONDON ROAD, KIRTON

The Operations Manager noted that this is for information purposes only, presenting on screen the plans for 42 dwellings.

(d) BANK SLIP - FX1339 - DRAINSIDE, KIRTON MEERES

The Operations Manager explained that the property owner originally had a hedge on the bank side of his property. He was advised not to remove the hedge as it will destabilise the bank but did remove it and put up a fence, meaning bank slips started to occur. The property owner has paid the Board an agreed sum of money (£8,000) to complete revetment works and protect the bank from failing in the future.

(e) ACCESS TO SWINESHEAD PUMPING STATION - FX1688 - SYKE MOUTH DROVE

The Operations Manager informed the committee that a meeting took place in July with a representative of the landowner regarding access to Swineshead Pumping Station.

The Operations Manager explained that many years ago, the landowner put an artic trailer across the end of the Board's registered land at Syke Mouth and was agreed informally that as long as the Board have access to the Pumping Station from the A17 it wasn't a problem. The landowner has contacted the Board to inform them that they have spent £20,000 repairing the roadways, both from the A17 and Syke Mouth Drove, questioning if the Board would be willing to make a contribution to this cost.

It was agreed at the meeting that the Board would potentially make a contribution, but that it would be based on the upkeep of the road rather than bringing the road to a passable condition. The Operations Manager invited thoughts on a suitable contribution?

The Chairman noted that at the meeting it was discussed that the Board wouldn't be contributing to the initial repair of the road because the Board hasn't contributed to the disrepair of it. The Chairman made reference to the landowner at Ewerby Pumping Station, where the Board contribute a load of stone / hard core (1/2 loads per year) for the landowner to use to maintain the road.

The Operations Manager further added that the Board travel down to Swineshead Pumping Station in 4x4 vehicles, the artic low loader and machine only travels down the road at the maximum twice a year. The Chairman noted that the landowner has a grain store which they will cart cereal crops to and from along the roadway, with tractors, trailers and lorries.

All AGREED to offer a contribution of a load of stone / hard core / road plainings for the landowner to use to maintain the roadway as they feel necessary, on the provision that the roadway has been brought up to an acceptable standard.

(f) FALLEN TREE - FX1742 - NORTH FORTY FOOT DRAIN

The Operations Manager informed the committee that a tree had fallen into the North Forty Foot Drain caused by high winds, it is an inaccessible area from both bank tops and so a contractor was employed to remove the tree at a cost of c£5,000 + VAT.

Discussion has taken place with the landowner, who is arguing that it is not her tree or responsibility. Common law has been explained, which states that the adjacent landowner is responsible up to the centreline of the watercourse, unless proven otherwise.

The Operations Manager believes that the landowner will legally oppose any invoice sent. Therefore, the Operations Manager has spoken to the Board's legal representative about this matter, who is currently struggling to get confirmation from the Land Registry, once received he will be able to give more detail, but, in principle, he doesn't believe there would be a problem if pursued.

The Chairman questioned if the rest of the bank is going to be debushed as part of the desilting works? The Operations Manager noted that it will.

The Operations Manager explained that there is a large pond adjacent to the North Forty Foot and the tree was growing in the bank of the pond. The Board do not own any trees, raising the point that if this happened every week and the Board paid, how long could it be sustained.

Cllr M Head noted a similar scenario in South Kyme, where building plots have been sold exclusive of the footpath and adjacent bank to the river, so that the residual ownership remains with the previous landowner.

The Finance Manager presented the map from land registry, showing the red line up to the bank. However, in line with common law the adjacent landowner owns up to the centre line, irrespective of whether it is a Board maintained watercourse or not.

Mr J Fowler noted that he has had a similar situation in Frampton, with the end result being that the landowner on the road opposite and the parish council share the cost of the tree removal. Mr J Fowler felt that it would set a dangerous precedent if the removal costs were pursued, or a share of it at least.

Cllr P Bedford noted that the pond has been owned by the same family for generations, noting that he also feels it should be pursued.

Mr K Casswell felt the response of the Board's legal representative should be waited for to ensure the Board are on a sound footing. The Operations Manager noted that he will provide any more information at the next Board meeting.

The committee wanted to pass on their best wishes to the Chief Executive for a speedy recovery.

There being no further business the meeting closed at 16:18.

BLACK SLUICE INTERNAL DRAINAGE BOARD

NORTHERN WORKS COMMITTEE - 4th NOVEMBER 2020

AGENDA ITEM 05(c)(i)

TERMS OF REFERENCE: NORTHERN WORKS COMMITTEE

1. **GENERAL**

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

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

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

2. **MEETINGS OF THE COMMITTEE**

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

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

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

3. **POWERS OF THE COMMITTEE**

(a) Any formal consent which requires determination before the next Board Meeting which officers cannot approve.

(b) Approve any individual works or scheme up to a value of £25,000.

4. **RESPONSIBILITIES OF THE COMMITTEE**

The responsibilities of the Committee shall be:

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

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

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

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

5. REPORTING

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

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

REVIEWED BY THE COMMITTEE: 04 November 2020
APPROVED BY THE BOARD:

BLACK SLUICE INTERNAL DRAINAGE BOARD

MINUTES

of the proceedings of a Meeting of the
Southern Works Committee

held remotely on the
12th November 2020

Members

Chairman - * Mr M Rollinson

* Mr W Ash	Mr J F Atkinson
* Mr V A Barker	* Mr K C Casswell
Mr J Caswell	Mr R Dorrington
* Mr C Dring	Mr A Mair
* Cllr P Moseley	Mr M Mowbray
* Cllr S Walsh	* Mr C Wray
* Mr J R Wray	

(* Member Present)

In attendance: Mr D Withnall (Finance Manager)
Mr P Nicholson (Operations Manager)
Mr S Harrison (Works Manager)
Mr K Methley (Pump Engineer)
Mr P Holmes (Vice Chairman & Northern Works Chairman)

The Chairman welcomed Cllr P Moseley to his first committee meeting.

1678 APOLOGIES FOR ABSENCE - Agenda Item 1

Apologies for absence were received from Mr R Dorrington, Mr A Mair, Mr J Atkinson and the Chief Executive.

1679 DECLARATIONS OF INTEREST - Agenda Item 2

Mr V Barker declared an interest in Minute 1680, minutes of the last meeting, in relation to minute 1591(a) – drainage and maintenance issues at land south of the Risegate Eau. Gosberton Fen.

1680 MINUTES OF LAST MEETING - Agenda Item 3

The Minutes of the Southern Works Committee, which was held on 4th March 2020, copies of which had been circulated, were considered. It was AGREED that the Minutes should be signed as a true record.

1681 MATTERS ARISING - Agenda Item 4

There were no matters arising.

1682 TO CONSIDER PERIOD 06 MANAGEMENT ACCOUNTS - Agenda Item 5

The Finance Manager presented the Period 06 Management Accounts, noting that the forecast will be presented after the Engineer's Report, inviting questions and comments from the committee.

1683 REPORT ON ENGINEERING WORKS 2020 - Agenda Item 6

The Operations Manager presented the report on Engineering Works 2020, highlighting points as follows. He also noted that 2020 has been a challenging year considering COVID-19 and the challenges it has caused making it difficult to remain on schedule. Many building materials have been more difficult to source and staff levels have been more difficult to maintain (both internal and external contractors).

Unfortunately, not all committee members could see the presentation being displayed on screen. It was noted that the presentation would be circulated following the meeting so that all could view them.

(a) CAPITAL ASSET IMPROVEMENTS

2020/21 Defra/EA Funded Grant in Aid (GiA) Schemes

(i) SEMPRINGHAM FEN PUMPING STATION REFURBISHMENT

The delivery of this work has been affected by the impacts of COVID-19 due to the Pump Engineer having to shield for 16 weeks during the first lockdown and needing to be on site to manage these works.

The weedscreen contractors have been on site this week, reviewing proposals and awaiting further proposal to move it forward. It is planned that the work to the dump area will be carried out over the following few months and is programmed to be complete by the end of March 2021. The weedscreen cleaner is programmed to be completed by October 2021.

2020/21 Board Funded Capital Schemes

(ii) GRAFT DRAIN IMPROVEMENTS - Scheme 2086

The intention was to have the Graft Drain work completed by now, it is now due to be completed by the end of this financial year (March 2021).

(iii) DOWSBY LODGE IMPROVEMENTS

Everything that was intended to be completed has been, other than the northern bank, where this is currently an issue with a badger sett. In July 2020, a meeting was held with an environmental consultant used by the EA who have advised that there is an option to move the sett. Once this sett has been relocated, works can continue with either improving the existing banks so it can be travelled on or level the bank out by spreading the soil in situ or placing the soil on the southern side bank.

Mr V Barker noted that there are some slips, where the existing slip was, but it is not blocking the watercourse. The Works Manager will investigate this and programme repair.

(iv) JETTING TO MAJOR PIPELINES

The initial programme is still in progress, however, some of the works were outstanding from previous year due to access difficulty, especially in Donington. One option is to look at different equipment to be able to gain access and complete. Once this area is complete, work will continue in other areas in the southern catchment.

(v) REMOTE MONITORING & CONTROL (H&S SCHEME)

The Board have contributed £57,000 to this work, with the additional £110,000 proposed originally to be funded by GiA and Local Levy equally. It is now known that there are not any opportunities for GiA funding for this scheme. It is now hoped that the full remaining amount of £110,000 can be obtained through Local Levy.

Cllr P Moseley questioned if there was a contingency in place for if the Local Levy funding is not achieved? The Operations Manager highlighted the importance of the works and that it would have to be considered for the Board to fund it. The Finance Manager added that currently there is £57,000 within the budget in regard to this work which will try to cover as much as possible, if any further funding was required then it would have to be approved by the Board. The £57,000 budget is proposed to be used as follows:

(vi) GENERAL CULVERT CONTRIBUTIONS

A mistake within the agenda was noted, it being confirmed that it should be a budget of £5,000 as opposed to £500.

Culverts 635, 2880 and 1795 have been identified in the northern area as being in poor condition, however, some are on drains that are being considered to be given up. There may be a requirement for some contribution from the Board within the £5,000 budget.

Proposed Works 2021/22 - Board Funded Capital Schemes

(vii) JETTING TO MAJOR PIPELINES

A map was presented on screen displaying the proposed jetting works to be completed next year in Donington. It was also confirmed that the budget for this is £54,000.

(viii) GRAFT DRAIN IMPROVEMENTS - Scheme 2086

A map was presented on screen displayed completed works (red), proposed works 20/21 (green) and proposed works 21/22 (purple). It is hoped that this work will carry on continuously from this financial year to the next, improving the drain and removing and replacing culverts where necessary.

(ix) HORBLING PUMPING STATION NEW ROOF

There is a £9,000 budget to put an apex roof on Horbling Pumping Station.

The Chairman questioned how many pumping stations roofs have been completed and how many are still to do? The Pump Engineer responded that there is around 5/6 left to complete.

Mr W Ash questioned the choice of a pitch roof, listing alternatives including fibre cement and fibre glass. The Operations Manager responded that the Board made the decision many years ago when apex roofs were first proposed, and alternatives have not been looked into due to knowing they are fit for purpose, noting that alternatives can be looked into. The Chairman felt it may be useful to get some quotes for fibre glass roofs when completing the remaining pumping station roofs.

Mr V Barker noted that consideration should be given to the possible addition of solar panels on the roofs in the future.

(x) GENERAL CULVERT CONTRIBUTIONS

It is not looking likely that the identified culverts, 635, 2880 and 1795 will have any work completed on them this financial year and so they have been included in next years budget.

Proposed Works 2021/22 - Pumping Station Schemes

(xi) DUNSBY FEN PUMPING STATION REPLACE CONTROL PANEL

The panel was built in 1996 and it is wanted to move away from 'fix following fail'. There are no interchangeable parts that could be used.

Proposed Works 2021/22 – Defra/EA Funded Grant in Aid (GiA) Schemes

(xii) LANE DYKE CULVERT REPLACEMENT

This is still at the proposal stage. The existing culvert is a 900mm Armco and following a catchment study was found to be under capacity. It is proposed to be replaced with a larger diameter (1500mm) which will increase capacity and increase the potential of allowing the Lane Dyke to evacuate its water efficiently during high flow conditions. With GiA funding, there are additional costs which increase the cost of the scheme including contingency, risk factors and potential consultant costs. If it is successful, it is proposed for the culvert to be replaced next year.

(b) DRAIN MAINTENANCE

(i) Annual Summer Flail Mowing / Cutting

The Board maintain around 750km of watercourse every year.

The committee were directed to page 23 of the agenda, highlighting the 124km remaining at the time of printing. The cutting programme is now complete. The Summer Machine Roding is programmed to be complete by the end of November. The weather has been good this season for travelling and therefore have been able to keep on time and budget. The EA PSCA works have also been completed (150km) and it is anticipated the same amount of work will be completed next year.. The SKDC and Lincolnshire Housing Partnership (Mayflower) hand roding contracts work has also been completed on time and budget.

(ii) Prior Notice given for Summer Cutting

The committee were directed to page 26 of the agenda, proposed alternate bank and early cutting, being informed that the Board has received some strong complaints via social media and email. This is the first complaint received around the Boards summer cutting and machine roding programme. Other IDBs have also received similar complaints about the wildlife and nesting birds.

The Operations Manager has met with the complainant and explained the Board's programme and why it is programmed this way. However, the challenge that the Board now face is that the grass cannot be cut before 1st August. This year, cutting commenced in the second week in July. This same programme has been completed for the past 3 / 4 years without receiving any complaints, however, it may be that more has been noticed this year due to people spending more time at home during lockdown. The Operations Manager noted that a review of the programme was planned anyway.

Therefore, a small area has been identified, where it is known work can be done from the opposite side, shown in green on page 26 of the agenda. The proposal is to look at the difference in cost from the current way of working in comparison to the new proposed alternate bank cutting programme.

It is also proposed to complete early flail mowing. as If the watercourses are flailed early, commencing in late March early April then they can be cut early, probably around mid June. If the cutting programme changes, it will also impact on other works programmes throughout the year

The Northern Works Chairman noted that since the Northern Works Committee meeting, he has had correspondence with a member, Mr J Pocklington, who wanted to highlight his concern regarding the necessity of the early cutting on the lower usage watercourses.

The Operations Manager noted that he has also had correspondence with the member regarding this, unfortunately he had had to leave the meeting early, due to connection problems, and so wasn't able to voice it at the meeting. Mr J Pocklington's main question being is it value for money to be cutting on four weekly cycle, dependant on the growing season.

The Operations Manager explained that his understanding has always been that the banks are flail mowed so that the machine operators can see what they are doing, if they didn't need to see what they were doing, the banks wouldn't be flail mowed. The cutting that is followed up from the flail mowing is the best option regarding cost.

This will be proposed after it has been trialled with the identified area (80km, c40km early flailing and c40km alternate bank cutting which is around 10% of the Board's total maintained) that it is known can be accessed from both sides. Challenges will be faced when other areas in the catchment are proposed as machines will have to travel on cropped land. If the flail mowing is not started early and the window for cutting not extended, then there are options to work longer hours with the existing machines (however, the workforce are already working longer hours), hire machines or extend the Board's fleet (however, there wouldn't be work for another machine outside of cutting season).

Mr K Casswell expressed that he felt the proposed programme is a good idea and that the Operations Manager is, hopefully, going to work out the costings to present to the Board in November, so that a decision can be made by the Board.

Cllr P Mosley explained that he is new to the work of the IDB and so questioned what roding is? He further questioned the impact of the cutting on bank efficiency and whether doing is based on cost or need is better? Lastly, asking for more information around the nature of the complaints received?

The Chairman noted that the complaints are regarding environmental concerns around nesting birds and wildlife, highlighting that nothing has been done differently this year in comparison to previous years, but people have spent more time at home this year and outdoors due to COVID-19. The Chairman agreed with Mr K Casswell, that this is a good starting point to go forward and show that we are responding to complaints. Also adding that more accurate costs will be known next year once it has been tried.

The Operations Manager added that the machine has a reciprocating blade, like a combine, on a cutting basket as an attachment on the arm of the excavator which removes weed and reed. This weed is placed on the bank being worked on; therefore, it is all done on one side, it is flail mowed, cut and arisings are put all on the same side. There are a few exceptions where the weed cannot be placed on the same side bank due to it being too steep and rolling back into the watercourse. This is completed to maintain conveyance of the watercourses, referring to cott problems and the importance of clearing channels. Everything is maintained at least once a year and the critical watercourses are flailed early, around April, and are maintained at least twice per year.

The Northern Works Chairman noted that he has received concern from a farmer who can remember the days when a Foreman would visit farmers to inform them that the IDB would be coming on their land.

The Northern Works Chairman made reference to current communication including the text message service, being on the website, emails etc. but that it does need to be realised that not all farmers / land occupiers are converse with technology and some may not even have internet access.

The Operations Manager noted that, fortunately, with the thousands of ratepayers, there are only a handful that present any difficulty.

(iii) Proposed Desilting, Bushing and Cleansing Works

An optimistic cleansing programme has been programmed this year, around 77km, and are looking at dedicating at least four machines to complete this work within the programmed timescale. If the work is going to affect any members land or anybody has any queries, please contact the Operations Team to discuss.

(c) PUMPING STATION MAINTENANCE

These issues relate to the northern area of the catchment, but the Operations Manager felt it important for both works committees to be aware of them.

During high water levels, issues were found at South Kyme, Damford and Ewerby Pumping Station. Photographs and videos were displayed on screen, showing that when the main river outfalls were at high levels, water was coming through the bank and around and under the pumping station, causing concern around the damage the water was causing. Initial investigations have been completed and further investigative works are required at a total cost of approximately £22,000 . There will be additional costs to complete any work derived from the investigations. The EA have been approached to fund this work, however, in the opinion of the Operations Manager and Northern Works Committee, this work is extremely important to find out any damage and deal with it accordingly.

(d) HEALTH & SAFETY

The Board have entered another 5-year agreement with Copes, the Board's Health and Safety Consultants, which works well.

1684 QUARTER 2 FORECAST - Agenda Item 7

The Finance Manager presented the Quarter 2 Forecast, noting that the adjustments explained within the Engineer's Report have been included within the forecast. Currently, the Board should be in position with an additional £20,000 at the end of the financial year.

This is a healthy position, especially in comparison to this time last year. The Period 07 Management Accounts have also just been produced and are also indicating an additional c£15,000 at the end of the financial year.

1685 REVIEW OF POLICY No. 46: CROP LOSS COMPENSATION - Agenda Item 8

The Finance Manager explained that this policy has been produced to document what is already in practice. This was presented to the Audit & Risk Committee on 14th October 2020, at which it was suggested that an additional paragraph be included to explain how farmers claim the compensation. The officers of the Board therefore held a meeting to discuss this, with the outcomes of this meeting outlined in the agenda. This has been presented to both works committee to gain input around what detail the committees feel should be included within this additional paragraph for the policy, questions and comments were invited.

Mr W Ash felt that the compensation is fair and should stay as it is and the policy will make it easier to claim. Also noting that farmers need to remember that they are having their drains cleared and land kept dry.

Mr K Casswell felt it would be beneficial to put the onus onto the landowner to claim the compensation, also noting that other adjacent IDBs don't pay any compensation, even though it states within the Land Drainage Act that compensation should be paid for injury sustained.

The Chairman felt it was important to pay compensation to maintain the good relationship with landowners.

The Operations Manager noted the proposed slight change in the current procedure that the onus will be on the landowner to claim the compensation as opposed to the Board's Officers chasing it.

The Chairman asked about the current winter compensation claim procedure? The Operations Manager explained that the winter maintenance compensation is worked out from the drivers cropping sheets, unless a large, agreed area is being used.

The Northern Works Chairman questioned how many landowners / occupiers have provided the Board with contact details? The Operations Manager explained that the main source of contact is from the rate paying system, some of which all we have is names and address', with no contact number. The Northern Works Chairman highlighted that it has been included in the Rating Brochure for the last few years for land occupiers to provide contact details i.e. a contact number or email, further adding how are the Board supposed to notify them if they don't provide contact details, adding that he feels that 99% of farmers would have a mobile phone and are therefore contactable via phone.

The Chairman agreed with the Northern Works Committee Chairman, that the farmers need to provide contact details, and that perhaps an alternative way of getting this message to them should be considered.

It was confirmed that a proposed paragraph, displayed on screen, will be presented to the Board for approval.

1686 REPORT ON THE SOUTH FORTY FOOT CATCHMENT UPDATES - Agenda Item 9

The Chairman explained that the Chief Executive was going to present this report and so he, the Operations Manager and Finance Manager will try to answer any questions. Any questions that cannot be answered will be passed onto the Chief Executive once he is well enough to answer.

(a) Boston Tidal Barrier

The Chairman noted that he is sure all the committee members have seen this and how impressive it is. The Chairman questioned whether it would be possible to visit in Spring 2021 if Works Committee Inspection Tours can go ahead then.

(b) Boston Haven Bank Improvements

No questions were posed.

(c) EA/BSIDB Public Sector Cooperation Agreement (PSCA)

The EA PSCA Works for 2021 were displayed on screen.

(d) South Lincolnshire Water Partnership (SLWP)

Mr K Casswell explained that the Chief Executive is Chairman of the SLWP, the aim being for water transfer via open water conveyance with wildlife sites along the banks of the SFFD.

Lincolnshire Wildlife Trust (LWT) have been successful in an Elms bid for 50ha in Bourne North Fen. This is next to a pit owned by the Board. This site would be able to polish enough water to supply Bourne and if the South Lincs Reservoir goes ahead it would require twenty sites of the same size.

There has been no landowner / public engagement around the South Lincs Reservoir yet as it is unknown whether it will go ahead. If it does go ahead, it will start to be constructed around 2025/26. They are currently looking at a long list of sites.

Mr K Casswell also noted that there is a bid for £800,000 to look at the quality of water within the Board's and Welland and Deepings IDB catchment.

Mr K Casswell noted that Anglian Water are still yet to decide whether the resources within the area will be sufficient or whether they take water from the River Trent in a pipe, but hopefully Defra will support the option of open water transfer and all its benefits.

Mr K Casswell concluded that it is a wonderful thing that this catchment is so heavily involved in.

(e) SFFD De-silting Work

The Chairman noted that the silt cutter is on the River Steeping, questioning if there is any idea when it will be with the Board?

The Operations Manager explained that it should be back to commence desilting work on the NFFD the second week of January. There is still no progression regarding the desilting of the SFFD, however, the EA have indicated about doing more work next year. There is 9km remaining to the A17, which is dependant on the EA.

(f) Upper Catchment Natural Flood Management (NFM) and Control Analysis

The Operations Manager noted that a Farm Engagement Consultant, Lesley Sharpe, has been employed to walk the upper catchments and provide a report. £100,000 has been secured towards progressing the seven sub-catchments and a Local Choices bid has been submitted. Any further budget for other schemes has not yet been allocated until the outcomes of Swaton are known.

(g) The Lower Witham Flood Resilience Project 2020

It was confirmed that W16 is the only area within the Board's catchment. Some of the banks are 200 years old and the concern is that the banks may fail during high water levels. It is therefore good news that they are being proactive and replacing, reinforcing and reinstating where required.

1687 REPORT ON RAINFALL - Agenda Item 10

The rainfall figures at Black Hole Drove were circulated. The Committee RESOLVED that this report be noted.

1688 ANY OTHER BUSINESS - Agenda Item 11

(a) REPLACEMENT OF CULVERT 1959 - FX1130 - GOSBERTON HIGH FEN

The Operations Manager explained that culvert 1959 failed several years ago and has now subsequently been replaced. The Board were approached to provide a quote for replacement but was told it was too expensive by the tenant. Works have now been completed, but not completed to the specification provided, especially in relation to the headwalls, as displayed in photographs shown on screen.

If the culvert were to fail it would be treated as any other obstruction in a watercourse would and be removed.

The Southern Works Committee noted that it is tenanted land, and this has been ongoing through multiple tenants. If this fails with a different tenant, will the onus lie with landowner to rectify it?

The Operations Manager confirmed that this has been ongoing for several years, highlighting that the Board do not make any money out of replacing culverts, a quote is simply given to replace to specification.

The Chairman felt it needed addressing with the Structures Committee and that if the Board provide a specification, it should be met and that the Board do not want this to set a precedent.

Mr W Ash suggested that an inspection by one of the Board's Officers takes place whilst works are being carried out to ensure they are being completed to specification.

The Works Manager explained that himself and the Works Supervisor went to site to meet the contactors, but they could not commence works that day due to water levels being too high. The next contact received was upon completion, nobody had notified that they were commencing works. The Board's Officers can only be on site if they are told and know when works are commencing.

The Northern Southern? Works Chairman questioned what the next course of action is? Do they need to be asked to rectify it?

The Operations Manager explained that that is the reason for bringing it to the attention of the committee.

The Chairman felt it needed to be presented to the next Structures Committee meeting, for them to produce a policy.

Mr C Wray referred to public liability and indemnity, noting that if you complete work on a public highway, you have to have a certain amount of liability insurance and have to indemnify the work. Mr C Wray felt it should be a similar thing for the watercourses, concerning the ultimate damage that could come from a collapse. By completing works to a sub-standard level, they are then taking liability upon themselves for any problems i.e. downstream flooding, caused from the culvert issue.

The Operations Manager emphasised that the Board do not provide a specification because we want to complete the works but provide a specification so that they are completed to a standard.

Mr K Casswell felt it needed to be discussed by the Structures Committee and that it needed to be insisted that the Board are notified when works are commencing. If this is not done, then the Board should have the right to say it has not been completed to specification.

Mr W Ash felt that if the work has not been carried out to standard then it should be rectified and brought up to standard by the tenant immediately rather than waiting for it to fail.

The Chairman questioned whether if it is signed off once complete, like building regulations? The Operations Manager responded that once consent is given, they can commence works, there is no further sign off.

The Chairman felt a policy needs altering / forming, noting that discussion should take place with the Structures Chairman.

The Chairman apologised for any technical problems and noted his hope that an inspection tour would be possible in the Spring.

There being no further business the meeting closed at 15.42.

Black Sluice Internal Drainage Board

Policy No: 46

Crop Loss Compensation

Review	Audit & Risk Committee 14 October 2020
Board Approved	

1. PURPOSE

This document sets out the policy of the Black Sluice Internal Drainage Board concerning crop loss compensation for summer drain maintenance, any other maintenance works and permanent loss of land.

2. WHEN DOES CROP LOSS COMPENSATION APPLY?

The Board will only pay crop loss compensation to the ratepayer if a field is cropped at the time the work is carried out and the work causes damage to the crop or coverage of the crop with arising's from the works. There is a twelve-month cut-off date for claiming compensation following any such crop damage. Following any crop damage, the Boards Officers seek to agree any crop loss payments with the relevant party involved.

3. SUMMER DRAIN MAINTENANCE (WEED CUTTING)

Where the Board travels through standing crops to undertake weed cutting operations, compensation will be paid for crop loss at the rate of 25p per linear metre for all cereal crops and 44p per linear metre for oil seed rape. Root crops will be subject to private negotiation. Compensation will not be payable for access through grassland.

The Board has authorised the Operations Department to go through standing crops where deemed necessary in the interest of economy, efficiency and to minimise soil structure damage.

Cereals: 1000m x 25p per metre = £250.00
Oil Seed Rape: 1000m x 44p per metre = £440.00

4. OTHER MAINTENANCE WORKS (DE-SILTING/BUSHING)

Where **notice of entry (August/September notice) has been served** before a field has been cultivated, drilled, or planted, compensation will be calculated at the rate of **£1,310 per hectare whatever crop** is in the field.

Where **notice of entry has not been served** and a field has been cultivated, drilled, planted or sprayed, compensation will be calculated at the rate of **£1,495 per hectare for cereals** and **£1,720 per hectare for oil seed rape**.

5. PERMANENT LOSS OF LAND

The Board will only pay land loss compensation to the landowner for widths lost greater than 500mm, the Board has limited records on landowners, if the compensation forms are posted to the ratepayer and they are not the landowner the ratepayer must immediately inform the Board and pass on the papers to the landowner. There is a twelve-month cut-off date for claiming compensation following any such land loss.

Land Loss Calculator			
Multiplier	Annual rateable value £/acre	Comp £/acre	Comp £/ha
125	85	10,625	26,254
125	80	10,000	24,710
125	75	9,375	23,165
125	70	8,750	21,621
125	65	8,125	20,077
125	60	7,500	18,532
125	55	6,875	16,988
125	50	6,250	15,444
125	45	5,625	13,899

6. HOW THIS POLICY WILL BE APPLIED

Summer Cutting

1. Notice is included with the drainage rate brochure and plan kept up to date on the website.
2. The Works Supervisor will endeavour to contact the occupier.
3. If the crop is due to be harvested imminently the programme will be adjusted to accommodate this where practicable.
4. If the crop is not due to be harvested imminently then the standard compensation rates will be agreed with the occupier.
5. The occupier is to be handed a leaflet explaining the process and policy or emailed it as a PDF attachment.
6. The occupier claims crop loss by contacting the office, within twelve months of the loss.
7. Claim form completed by the Works Supervisor, including bank details, and submits to finance for payment.
8. Payment is authorised by the Chief Executive Officer or Finance Manager.
9. Claim is paid by the end of the following month it is claimed subject to the occupier matching the records on the drainage rate records.

Winter cleansing

1. Notice is sent in a letter in September/October prior to the works commencing in December of the same year.
2. The GIS Technician collates the crop loss from the drivers weekly report sheets.
3. The GIS Technician raises claim forms and posts to the occupier as per the drainage rate records.
4. The occupier signs and returns the claim form including their bank details, within twelve months of the form being sent.
5. The GIS Technician records the receipt of the claim form and if correct passes to finance for payment.
6. Payment is authorised by the Chief Executive Officer or Finance Manager
7. Claim is paid by the end of the following month it is claimed.

Land Loss

1. Notice is sent in a letter in September/October prior to the works commencing in December of the same year.
2. The GIS Technician collates the land loss from the drivers weekly report sheets.
3. The GIS Technician raises claim forms and posts to the occupier as per the drainage rate records requesting the details of the owner of the land, if not known.
4. The GIS Technician sends the claim forms to the owner if different to the occupier.
5. The owner signs and returns the claim form including their bank details, within twelve months of the form being sent.
6. The GIS Technician records the receipt of the claim form and if correct passes to finance for payment.
7. Payment is authorised by the Chief Executive Officer or Finance Manager.
8. Claim is paid by the end of the following month it is claimed.

Appendixes

Please see attached the following documents:

1. Compensation for Loss of Cropping
2. Claim Form for Crop Loss (Occupiers)
3. Claim Form for Land Loss (Owners)

Black Sluice Internal Drainage Board

Station Road
Swineshead
Boston
Lincolnshire
PE20 3PW

01205 821440

www.blacksluiceidb.gov.uk

mailbox@blacksluiceidb.gov.uk

COMPENSATION FOR LOSS OF CROPPING

The Board wish to gain access onto cropped fields and are willing to pay compensation to the Occupier:

Current Rate of compensation £ per metre Date / /

NAME OF OCCUPIER

ADDRESS OF OCCUPIER

.....
.....
.....
.....

TELEPHONE NUMBER

FIELD No:

DRAIN No:

LENGTH OF DRAIN CONCERNED

METRES

COMPENSATION PAYABLE

METRES X £

METRE

= £

Agreed on behalf of Occupier.....

Agreed on behalf of Board.....

BLACK SLUICE INTERNAL DRAINAGE BOARD

CLAIM FORM FOR CROP LOSS (OCCUPIERS)

26/10/2020

RPA Sheet ID	RPA Parcel ID	Length (m)	Width (m)	Area of Crop Loss (Hectares)	Rate of Compensation	Amount of Compensation
Drain 22 / 28	Gosberton					
TF1927	5141	398	0.00	0.0000	£1,310	£1.00

I/we the undersigned and being the occupier of the above mentioned fields am/are prepared to accept in full and final settlement of my/our claim for compensation the sum of:-

£1.00

Signature

Date

Occupier: BLACK SLUICE I D B
STATION ROAD
SWINESHEAD
BOSTON
LINCS
PE20 3PW

Please sign and return GREEN copy to BSIDB.

The white copy is for your own records.

Payment of Crop Loss Compensation

It is the Board's policy to make all payments wherever possible by direct transfer.

Please provide account details below:-

Account in name of

Sort Code

Account Number

BLACK SLUICE INTERNAL DRAINAGE BOARD

CLAIM FORM FOR LAND LOSS (OWNERS)

LAND LOSS

Drain: /

26/10/2020

RPA Sheet ID	RPA Parcel ID	Length (m)	Width (m)	Area of Land Loss (Hectares)	Rate of Compensation	Amount of Compensation
--------------	---------------	------------	-----------	------------------------------	----------------------	------------------------

I/we the undersigned and being the owner of the above mentioned fields am/are prepared to accept in full and final settlement of my/our claim for compensation the sum of:-

£0.00

Signature

Date

Occupier:

Owner:

.....
.....
.....
.....

Please sign and return GREEN copy to BSIDB.

The white copy is for your own records.

Payment of Land Loss Compensation

It is the Board's policy to make all payments wherever possible by direct transfer.

Please provide account details below:-

Account in name of

Sort Code

Account Number

**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 (a) Coastal flooding from failure or overtopping of defences	High	Low	3		
	1.1	(b) Fluvial flooding from failure or overtopping of defences	High	Medium	6		
	1.1	(c) Flooding from failure of IDB pumping stations or excess rainfall	High	Low	3		
	1.1	(d) 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.	1.10	Reduction in staff performance	Medium	Low	2		
	1.11	Insufficient staff resources	Medium	Low	2		Review
To provide a 24 hour/365 day emergency response for the community	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 safe and fulfilling working environment for staff.	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 maintain financial records that are correct and comply with all recommended accounting practice.	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
	5.1	Loss of cash	Low	Low	1	None	
To ensure that all actions taken by the Board comply with all current UK and EU legislation	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		
A cost efficient IDB that provides a Value for Money service.	6.1	Board Members in making decisions	Low	Low	1		
	6.2	Not complying with all employment regulations and laws	Medium	Low	2		
Information Technology and Communications	7.1	Collecting insufficient income to fund expenditure	Low	Low	1		Accounts
	7.2	IDB abolished or taken over	Low	Low	1		
	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 - 25th NOVEMBER 2020

AGENDA ITEM 08(a)

PERIOD 07 MANAGEMENT ACCOUNTS

Income

- The last 2% of drainage rates are proving difficult to get in. I surmise that is due to the delaying of court action this year due to COVID and those that would normally pay on notice of legal action or a court summons have not paid.
 - £24,530.79 outstanding
 - We have been doing some detailed reviewing of the outstanding rates and generally it is the usual suspects that are outstanding.
 - We hope to be able to get a court date early in 2021
- Overall investment income is £869 down on budget but £557 more than the Q2 Forecast
- Rechargeable Income is £8,366 up on budget

Expenditure

- Another £4,293 of non budgeted Emergency Slip Repairs included in Period 7 taking the total to £27,254
- A payment for Dyke Fen PS Electrical Control Panel £11,165 was made in P7 which was brought forward from last year. (Not included in Q2 Forecast)
- Pumping Station Maintenance is £9,342 favourable but will have PS Engineer COVID recharges to put against it making it an adverse figure of £4,482.
 - Electric currently £105,046 less than last year.
- Summer Drain Maintenance was £22,923 overspent in P7 leaving the budget overspent by £62,613, £17,923 overspent compared to the Q2 Forecast
- Drain Maintenance is overall £127,933 overspent, £15,559 overspent compared to the Forecast which allows for the change in programme in the early part of the year.
 - £56,618 Labour
 - £78,088 Plant
- Overall Admin & Establishment is £21,219 overspent.
 - £8,469 of this is Admin Salaries that are only slightly overspent for the year as demonstrated in previous months
 - £10,356 is Dept expenditure being investigated by the Op's team as previously reported.
 - An additional £4,324 has been spent to assist homeworking and make the Board COVID Secure.

Balance Sheet

- The Plant Account continues to perform strongly compared to last year with a £96,254 greater surplus.
 - £68,097 additional generated
 - £28,157 less expenditure

- The Wages oncost Account remains positive
 - £12,220 less on wages related costs
 - £4,997 less on other expenditure
 - £39,173 more recharges than last year
 - £35,766 more expenditure in relation to Supervisors (Paul, Simon & Dale)
- Invoice from B&M for £542.68 outstanding from 10 February 2020, 1 other outstanding > 3 months paid in P8

Overall

Based on the Q2 Forecast we are £25,525 less favourable at the end of P7 than predicted and this will leave us £5k adverse to budget for the year but the £14,168 difference on Rates should be recovered and leave us with an additional £10k for the general reserve.

Black Sluice Internal Drainage Board Project Summary 2020/21

Period 07 - October 2020

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	5,327	12,091	(6,764)	1,582,749	1,600,257	(17,508)	1,596,917	(14,168)	1,567,261	15,488
Interest & Grants	765	2,378	(1,613)	127,972	11,855	116,117	127,415	557	25,733	102,239
Development Fund	(15,773)	0	(15,773)	0	0	0	0	0	0	0
Other Income	700	6,150	(5,450)	27,111	16,616	10,495	27,361	(250)	37,737	(10,626)
Rechargeable Income	44,518	160	44,358	244,144	235,778	8,366	249,786	(5,642)	251,753	(7,609)
Solar Panel Income	1,796	1,088	708	14,396	14,596	(200)	13,690	706	13,121	1,275
Total Income	37,333	21,867	15,466	1,996,372	1,879,102	117,270	2,015,169	(18,797)	1,895,605	100,768
Schemes	4,847	0	(4,847)	67,868	359,000	291,132	63,023	(4,845)	178,059	110,191
Pumping Station Schemes	12,428	110,000	97,572	56,144	145,000	88,856	51,216	(4,928)	8,321	(47,823)
Pumping Station Maintenance	26,449	28,989	1,713	148,180	203,161	9,342	195,528	1,709	150,510	108,921
Electricity	827			45,639					152,230	0
Drain Maintenance	128,475	104,916	(23,559)	563,678	435,745	(127,933)	548,119	(15,559)	433,189	(130,489)
Environmental Schemes	208	114	(94)	5,661	3,751	(1,910)	5,567	(94)	4,008	(1,653)
Administration & Establishment	46,289	40,484	(5,805)	323,649	302,430	(21,219)	309,142	(14,507)	306,142	(17,507)
EA Precept	0	0	0	0	138,276	138,276	0	0	138,276	138,276
Rechargeable Expenditure	42,658	0	1,859	212,643	0	(212,643)	244,144	31,501	240,980	20,728
Solar Panel Expenses	0	0	0	2,327	0	(2,327)	2,323	(4)	2,538	211
Total Expenditure	262,182	284,503	66,839	1,425,790	1,587,363	161,573	1,419,062	(6,728)	1,614,254	180,855
Surplus / (Deficit)	(224,849)	(262,636)	37,787	570,582	291,739	278,843	596,107	(25,525)	281,351	289,231
Movement on reserves										
Plant Reserve	(45,602)	0	45,602	(257,114)	0	257,114	(257,114)	0	(161,242)	95,872
Pump Engineer Oncost	(1,537)	0	1,537	13,824	0	(13,824)	15,362	1,538	(4,910)	(18,735)
Wages oncost Reserve	(22,330)	0	22,330	(59,885)	0	59,885	(59,885)	0	(63,699)	(3,814)
Grants Manager	0	0	0	0	0	0	0	0	11,490	11,490
Surplus / (Deficit)	(155,380)	(262,636)	(31,682)	873,757	291,739	(24,332)	897,744	(27,063)	499,712	204,418

Black Sluice Internal Drainage Board Drainage Rates & Special Levies

2020/21

Period 07 - October 2020

Drainage Rates & Special Levies Due

Drainage Rates

Annual Drainage Rates - Land and/or buildings	1,073,939.99	
Land/Property - Value Decreased	(6,790.46)	
Land/Property - Value Increased	2,397.36	
New Assessment	1,299.16	
Write Offs & Irrecoverables	(21.30)	
Adjustments required for Special Levy		
Summons Collection Costs		
Balance	1,070,824.75	49.95%

Special Levies

Boston Borough Council	813,156.42	
South Holland District Council	131,037.08	
North Kesteven District Council	69,496.10	
South Kesteven District Council	59,220.12	
	1,072,909.72	50.05%

Total Due	2,143,734.47	100.00%
------------------	---------------------	----------------

Drainage Rates & Special Levies Collected

B/F Arrears/(Allowances)	149.37	
Payments Posted	1,036,927.41	
Returned Amount		97.71%
Paid Refund	(27.50)	
Bourne North Fen Trust Contribution	9,244.68	
Special Levies Received	536,454.86	50.00%
Total Received	1,582,748.82	

Drainage Rates & Special Levies Debtors

Special Levy Outstanding	536,454.86	50.00%
Drainage Rates Outstanding	24,530.79	2.29%
	560,985.65	
	2,143,734.47	

Black Sluice Internal Drainage Board

Income & Expenditure Summary

2020/21

Period 07 - October 2020

	This Year	Last Year	Variance
Drainage Rates	1,046,294	1,046,964	(670)
Special Levies	536,455	520,296	16,159
Recoverable	244,144	251,753	(7,609)
Misc Income	155,615	64,488	91,127
Solar Panel Income	14,396	13,121	1,275
	1,996,904	1,896,622	100,281
Employment Costs	669,577	654,661	(14,916)
Property	82,400	178,106	95,706
General Expenses	119,844	107,604	(12,241)
Materials / Stock	19,718	18,460	(1,258)
Motor & Plant	155,305	139,907	(15,397)
Miscellaneous	76,303	298,173	221,870
Recharges	(453,009)	(390,282)	62,727
Plant	453,009	390,282	(62,727)
Total Expenditure	1,123,147	1,396,910	273,763
Net Surplus / (Deficit)	873,757	499,712	374,045

Black Sluice Internal Drainage Board

Balance Sheet at Period End

2020/21

Period 07 - October 2020

	<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	1,011,648		1,144,657	
Fixed Assets		<u>5,742,352</u>		<u>5,875,361</u>
Stock	19,772		28,469	
Debtors Control	63,384		105,570	
VAT	(37,860)		43,082	
Car Loans	11,181		16,848	
Prepayments	81,337		69,748	
Drawings Bank Account	(97,065)		889	
Call Bank Account	310,000		310,000	
Petty Cash	360		249	
Highland Water	0		0	
Work in Progress	(412,815)		(175,809)	
Nat West Government Procurement (0		0	
Brewin Dolphin Investment	464,900		499,811	
Natwest Reserve Account	1,730,316		1,065,159	
Total Current Assets		<u>2,133,510</u>		<u>1,964,015</u>
Trade Creditors	9,477		(137,805)	
PAYE & NI Control Account	(22,666)		(20,991)	
Superannuation Contrl Account	(16,194)		(14,232)	
Accruals	(34,242)		(150,700)	
Total Liabilities		<u>(63,626)</u>		<u>(323,728)</u>
Pension Liability		(2,744,000)		(3,655,000)
		<u><u>5,068,237</u></u>		<u><u>3,860,649</u></u>
Capital Reserve	5,561,654		5,454,315	
Pension Reserve	(2,744,000)		(3,655,000)	
Brewin Dolphin Revaluation	(35,100)		(189)	
Total Capital		<u>2,782,554</u>		<u>1,799,126</u>
Revenue Reserve	1,220,944		1,242,026	
Development Reserve	198,476		200,907	
Plant Reserve	19,408		148,755	
Wages Oncost Reserve	(26,902)		(29,878)	
General Resere	873,757		499,712	
Total Reserves		<u>2,285,682</u>		<u>2,061,522</u>
		<u><u>5,068,237</u></u> 0		<u><u>3,860,649</u></u>
<u>Cash & Bank Balances</u>				
Drawings Account		(97,065)		
Call Account		8,485	310,000	
Natwest Reserve Account @ 0.01%		1,730,316		
Petty Cash		360		
Chargecard		0		
Monmouthshire BS @ 0.40%		301,515	30 Day Notice	
		<u><u>1,943,611</u></u>		

Black Sluice Internal Drainage Board Investment Summary 2020/21 Period 07 - October 2020

OWNER NAME Black Sluice Internal Drainage Board - New Account PORTFOLIO P1684056 VALUATION DATE 06 Nov 2020

01/11/2019 - 01/11/2020

Portfolio Overview

PERFORMANCE FROM 01/11/2019 - 01/11/2020
-2.06%

TOTAL VALUE
464,900.46 GBP

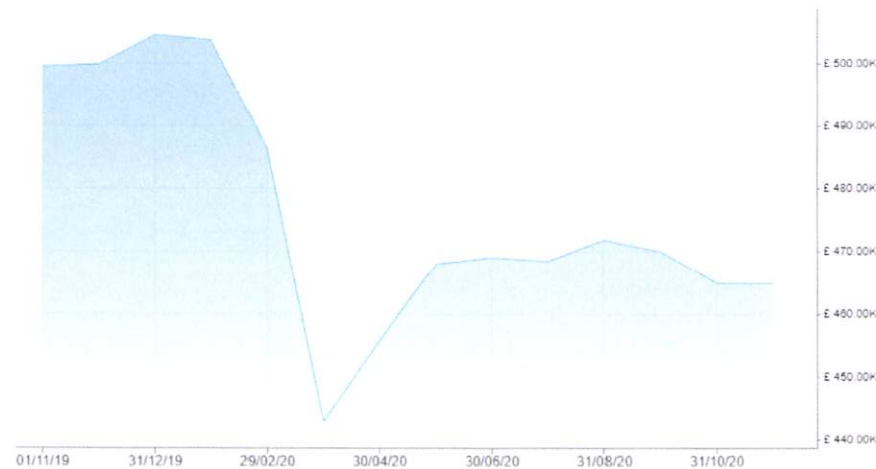
ESTIMATED ANNUAL INCOME
14,481.26 GBP

Performance

CHART
Portfolio Value

PORTFOLIO VALUE

DATE: 01 Nov 2019 PORTFOLIO VALUE: 499,520.43 GBP PERIODIC PERFORMANCE: 0.00%
CUMULATIVE PERFORMANCE: 0.00%



Portfolio Summary

BOOK COST
472,383.56 GBP

OVERALL GAIN OR LOSS
-1.58%

ESTIMATED ANNUAL INCOME
14,481.26 GBP

ESTIMATED YIELD %
3.11%

BLACK SLUICE INTERNAL DRAINAGE BOARD

BOARD MEETING - 25th NOVEMBER 2020

AGENDA ITEM 08(b)

RATING REPORT

1. Drainage Rate Revaluations

Listed below recommendation for drainage rate revaluations:

Account Ref	Location of Revaluation	Description	Existing Valuation	Proposed Valuation	Write Off
2860	North Forty Foot Bank/ Kirton Drove, Amber Hill	Poultry shed changed use to storage	£13,381	£1,785	£1,488.93

2. Drainage Rate Write Offs

Listed below recommendation for drainage rate write offs:

Account Ref	Location of Revaluation	Description	Existing Valuation	Proposed Valuation	Write Off
3305	Claydyke Bank, Amber Hill	Owner/ Occupier cannot be traced, land recently sold	£270 (x3 years)	£0	£102.06
3478	Southfields House, Church End, Frampton	Tenant left property and not traceable. Paid by owner this year	£158 (last year)	£0	£19.91

BLACK SLUICE INTERNAL DRAINAGE BOARD

BOARD MEETING - 25th NOVEMBER 2020

AGENDA ITEM 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 Manager and Works Supervisor.

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

Full Day - 15/06/2020 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 2021.

During the period 25th October 2019 to 24th October 2020 there have been 5 near miss reports.

Date	Report
22/05/2020	Machine cab guards, not secured during transport
21/07/2020	Twiga 19 Broken windscreen
29/07/2020	Twiga 19 Broken windscreen
09/10/2020	Twiga 19 stuck required recovery due to bank collapse
22/10/2020	Twiga 15 stuck required owing out due to soft bank top

4. Two accidents have been recorded in the Accident book during the period 25th October 2019 to 24th October 2020.

Date	Accident	Weighting
29/07/2020	Smashed windscreen, wiper blade cut head	1
05/11/2020	Cut finger while changing knife section	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>
Pat Banham	23.12.19	H&S Awareness Training
Ryan Banham	23.12.19	H&S Awareness Training
Stephan Brown	23.12.19	H&S Awareness Training
Stuart Hangar	23.12.19	H&S Awareness Training
Martin Henton	23.12.19	H&S Awareness Training
Mick Lancaster	23.12.19	H&S Awareness Training
Ian Rose	23.12.19	H&S Awareness Training
Dale Roy	23.12.19	H&S Awareness Training
Adam Scott	23.12.19	H&S Awareness Training
Rob Smith	23.12.19	H&S Awareness Training
Adam Warnes	23.12.19	H&S Awareness Training
Gareth Warnes	23.12.19	H&S Awareness Training
Tom Wilson	23.12.19	H&S Awareness Training
Mervyn Wood	23.12.19	H&S Awareness Training
Gareth Warnes	18.02.20	NOCN_Cskills Level 2 NVQ Plant Operations Excavating
Pat Banham	10.09.20	NPORS Operator refresher
Stephan Brown	14.01.20	LANTRA Chainsaw Maintenance Cross cutting/Felling up to 380mm Refresher
Stephan Brown	06.08.20	LANTRA Off road vehicle operating(4x4)
Stuart Hangar	06.11.19	RTITB Rough Terrain telescopic forklift
Stuart Hangar	07.02.20	LANTRA Chainsaw maintenance Cross cutting/felling up to 380mm
Simon Harrison	06.08.20	LANTRA Off road vehicle operating(4x4)
Ian Rose	11.11.19	AITT Rough Terrain telescopic Forklift
Dale Roy	06.08.20	LANTRA Off road vehicle operating(4x4)
Dale Roy	14.01.20	LANTRA Chainsaw Maintenance Cross cutting/Felling up to 380mm Refresher
Rob Smith	18.02.20	NOCN_Cskills Level 2 NVQ Plant Operations Excavating
Adam Warnes	06.11.19	RTITB Rough Terrain telescopic forklift
Tom Wilson	28.11.19	LANTRA Chainsaw Maintenance Cross cutting/Felling up to 380mm Refresher

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

Purchase Ledger Payments & Adjustments

Black Sluice Internal Drainage Board

Payments & Adjustments From 01/06/2020 To 30/06/2020

Page 1

Account	Date	Type	Ref 1	Ref 2	Value	Details
ANG102	11/06/2020	Payment	7191558	Bacs	-11.76	Anglian Water (Holland Fen PS)
ASH001	11/06/2020	Payment	20028173	Bacs	-84.48	Sunbelt Rentals Ltd
BLU001	11/06/2020	Payment	27452	Bacs	-25.56	Blue Line Trailers
BOC001	11/06/2020	Payment	3058361440	Bacs	-820.92	BOC
BOS014	11/06/2020	Payment	R0006977	Bacs	-3288.39	Boston Borough Council (Other)
BUS002	11/06/2020	Payment	WC072699	Bacs	-71.34	B A Bush & Son Ltd
CAR002	11/06/2020	Payment	46729	Bacs	-128.83	J Carr & Son
CEM001	11/06/2020	Payment	3012212520	Bacs	-452.16	Cemex UK Materials Ltd
COP002	11/06/2020	Payment	INV-50031	Bacs	-138.55	Cope Safety Management Ltd.
INL001	11/06/2020	Payment	475/L507	Bacs	-19381.74	HM Revenue & Customs
IRE001	11/06/2020	Payment	217516	Bacs	-486.31	Irelands Farm Machinery Ltd
JAC001	11/06/2020	Payment	BTN/393892	Bacs	-71.11	Jackson Buildbase
JEW001	11/06/2020	Payment	0170/00170616	Bacs	-78.72	Jewson Limited
LIN002	11/06/2020	Payment	2020-P02	Bacs	-19762.10	Lincolnshire C C Pension Fund
MOT001	11/06/2020	Payment	BTT165624	Bacs	-36.55	Motor Parts Direct Limited
NOT001	11/06/2020	Payment	INV09620	Bacs	-82.38	P G & C Nottingham
PES002	11/06/2020	Payment	2517	Bacs	-300.00	Pestforce
PHI001	11/06/2020	Payment	3873	Bacs	-1200.00	Philip G Wright Excavations Ld
ROY002	11/06/2020	Payment	1802249900	Bacs	-944.40	Royal Mail Group Ltd
SAM001	11/06/2020	Payment	065655	Bacs	-278.00	SAMS
TFM001	11/06/2020	Payment	254385	Bacs	-353.29	TFM Supplies
TRA002	11/06/2020	Payment	9146 AHN823	Bacs	-130.32	Travis Perkins Trading Co Ltd.
WOO001	11/06/2020	Payment	977552	Bacs	-96.31	WBM Office Solutions Limited
FLE001	18/06/2020	Payment	4772	Bacs	-90.00	Fleet Sense Ltd
ALA001	25/06/2020	Payment	523145	Bacs	-62.40	Alarmline Security Ltd
ASH001	25/06/2020	Payment	20119351	Bacs	-15.36	Sunbelt Rentals Ltd
AXI001	25/06/2020	Payment	4628/20	Bacs	-180.00	Axis Surveys Ltd
BOS002	25/06/2020	Payment	28639	Bacs	-763.04	Boston Commercial Cleaners Ltd
BUS002	25/06/2020	Payment	WC073189	Bacs	-260.97	B A Bush & Son Ltd

Account	Date	Type	Ref 1	Ref 2	Value	Details
CEM001	25/06/2020	Payment	3012249084	Bacs	-337.38	Cemex UK Materials Ltd
CLA001	25/06/2020	Payment	75242	Bacs	-163.44	Frank Clayton & Son Ltd
CRA001	25/06/2020	Payment	SI-3254	Bacs	-50.81	Craven & Nicholas Ltd
CRA004	25/06/2020	Payment	13135	Bacs	-206.98	Craftwork Engineering Ltd
ELL002	25/06/2020	Payment	P176139	Bacs	-57.34	Ellgia Ltd
IDS001	25/06/2020	Payment	48314	Bacs	-1080.66	iD Specialist Machinery
IRE001	25/06/2020	Payment	217661	Bacs	-37.08	Irelands Farm Machinery Ltd
LIN019	25/06/2020	Payment	M20-057	Bacs	-318.28	Lincolnshire Wildlife Trust
MAS001	25/06/2020	Payment	ESI001115	Bacs	-39.34	Mastenbroek Environmental Ltd
MEL001	25/06/2020	Payment	8004	Bacs	-472.50	H Mell & Son Services Ltd
MOT001	25/06/2020	Payment	BTT165065	Bacs	-6.00	Motor Parts Direct Limited
PET003	25/06/2020	Payment	3594	Bacs	-132.00	Peter Smith Commercials Ltd
SAM001	25/06/2020	Payment	065842	Bacs	-50.00	SAMS
SHE001	25/06/2020	Payment	24362	Bacs	-7140.00	Shelley Signs Ltd
SYS001	25/06/2020	Payment	139244	Bacs	-90.00	Systematic Print Management
TMC001	25/06/2020	Payment	20708	Bacs	-143.28	TMC Lifting
BAR005	10/06/2020	Payment	P03	Direct Deb	-125.72	Barclaycard Merchant Services
BAR005	10/06/2020	Payment	P03	Direct Deb	-11.08	Barclaycard Merchant Services
TOM002	12/06/2020	Payment	P03	Direct Deb	-193.32	TomTom
PAY001	18/06/2020	Payment	P03	Direct Deb	-13.20	Payzone UK Limited
WOL001	22/06/2020	Payment	P03	Direct Deb	-11412.12	Woldmarsh Producers Ltd
EVE002	22/06/2020	Payment	P03	Direct Deb	-911.71	Everything Everywhere
PIT001	23/06/2020	Payment	P03	Direct Deb	-510.68	Pitney Bowes Ltd
BOS001	29/06/2020	Payment	P04	Direct Deb	-1550.61	Boston Borough Council (Rates)
NAT004	30/06/2020	Payment	P04	Direct Deb	-95.55	Natwest
NAT004	30/06/2020	Payment	P04	Direct Deb	-4.90	Natwest

Account	Date	Type	Ref 1	Ref 2	Value	Details
				Total Payments	-74748.97	
				Total Discounts		
				Total Adjustments		
				Total Refunds		
				Total	-74748.97	
Payments						
Bacs	-59920.08		Cheque	Direct Deb	-14828.89	Chargecard
Bulk Bacs						
Adjustments						
Disc			Contra SL			
Refunds						
Refund						

The monthly accounts have not been signed by the Chief Executive or Finance Manager due to COVID-19 restrictions.

.....
 Chief Executive

.....
 Finance Manager

Purchase Ledger Payments & Adjustments

Account	Date	Type	Ref 1	Ref 2	Value	Details
ASS001	09/07/2020	Payment	2619	Bacs	-221.16	Assoc. of Drainage Authorities
AXI001	09/07/2020	Payment	4640/20	Bacs	-5034.00	Axis Surveys Ltd
BEE001	09/07/2020	Payment	009872	Bacs	-18.00	Beesons of Boston Ltd
BLU001	09/07/2020	Payment	27572	Bacs	-71.70	Blue Line Trailers
BOC001	09/07/2020	Payment	3058736540	Bacs	-209.83	BOC
BUS002	09/07/2020	Payment	WC072444	Bacs	-90.78	B A Bush & Son Ltd
CAJ001	09/07/2020	Payment	68014	Bacs	-243.96	C & J Supplies
CAR002	09/07/2020	Payment	46878	Bacs	-119.38	J Carr & Son
CEM001	09/07/2020	Payment	3012267773	Bacs	-904.32	Cemex UK Materials Ltd
CHA001	09/07/2020	Payment	496483	Bacs	-175.44	Chandlers (Farm Equipment) Ltd
CLA001	09/07/2020	Payment	75373	Bacs	-325.12	Frank Clayton & Son Ltd
COP002	09/07/2020	Payment	INV-50254	Bacs	-138.55	Cope Safety Management Ltd.
COV001	09/07/2020	Payment	11158	Bacs	-306.00	Cover Up
DOV001	09/07/2020	Payment	220520	Bacs	-1296.00	Dovecote Farming
INL001	09/07/2020	Payment	P03 June 2020	Bacs	-19747.57	HM Revenue & Customs
JOE001	09/07/2020	Payment	34316	Bacs	-324.00	Joe Turner (Equipment) Ltd
LIN002	09/07/2020	Payment	2020 P03	Bacs	-21064.72	Lincolnshire C C Pension Fund
MIL002	09/07/2020	Payment	MTI-25529	Bacs	-42.00	Mill Tyres
PEO001	09/07/2020	Payment	INV69727	Bacs	-264.60	Rocksure Systems T/APeoplesaf
SIL001	09/07/2020	Payment	IN524620	Bacs	-35.35	Silt Side Services Ltd
TAU002	09/07/2020	Payment	20024955	Bacs	-605.56	TAUWI c/o Atkins Ltd
UNI006	09/07/2020	Payment	00101319	Bacs	-2245.86	Unique Employment Services Ltd
WIT001	09/07/2020	Payment	INV04234	Bacs	-902.88	Witham Fourth IDB
WIT002	09/07/2020	Payment	I00146062	Bacs	-1320.00	Witham Oil & Paint
ANG101	30/07/2020	Payment	7458440	Bacs	-161.11	Anglian Water (Swineshead HQ)
ANG103	30/07/2020	Payment	7483325	Bacs	-7.16	Anglian Water (Black Hole PS)
ASH001	30/07/2020	Payment	20192701	Bacs	-64.18	Sunbelt Rentals Ltd
BOS002	30/07/2020	Payment	28687	Bacs	-627.50	Boston Commercial Cleaners Ltd
BRA002	30/07/2020	Payment	139795	Bacs	-89.10	Brauncewell Quarries Ltd

Account	Date	Type	Ref 1	Ref 2	Value	Details
CAJ001	30/07/2020	Payment	68240	Bacs	-47.04	C & J Supplies
CLA001	30/07/2020	Payment	75432	Bacs	-270.72	Frank Clayton & Son Ltd
CRA004	30/07/2020	Payment	13457	Bacs	-1288.80	Craftwork Engineering Ltd
DON001	30/07/2020	Payment	DCI0011433	Bacs	-26.92	Donington Engineering Supplies
DOU001	30/07/2020	Payment	430498	Bacs	-215.19	John W Doubleday Limited
HIL002	30/07/2020	Payment	148657	Bacs	-13.48	Charles H Hill Ltd
IDS001	30/07/2020	Payment	48504	Bacs	-189.00	iD Specialist Machinery
INT002	30/07/2020	Payment	5662	Bacs	-446.40	InterLec
IRE001	30/07/2020	Payment	217867	Bacs	-375.64	Irelands Farm Machinery Ltd
JOE001	30/07/2020	Payment	34365	Bacs	-324.00	Joe Turner (Equipment) Ltd
KIO001	30/07/2020	Payment	SIP-1363534	Bacs	-92.09	Kiowa Ltd
LIN002	30/07/2020	Payment	10106742	Bacs	-414.12	Lincolnshire C C Pension Fund
LIN018	30/07/2020	Payment	00016934	Bacs	-120.00	SDG Access Limited
LON003	30/07/2020	Payment	125172	Bacs	-44.64	Longwater Construction
MAY001	30/07/2020	Payment	8214443	Bacs	-3855.36	Mabey Hire Services Ltd
MET002	30/07/2020	Payment	485075	Bacs	-186.70	The Metal Store Ltd
MIL002	30/07/2020	Payment	MTI-25517	Bacs	-3134.40	Mill Tyres
SHA006	30/07/2020	Payment	1007	Bacs	-6000.00	L A Sharpe Ltd
TFM001	30/07/2020	Payment	255471	Bacs	-1030.88	TFM Supplies
TRA006	30/07/2020	Payment	1083418327	Bacs	-22.00	Trade UK
UNI006	30/07/2020	Payment	00101600	Bacs	-3585.85	Unique Employment Services Ltd
WAT001	30/07/2020	Payment	0000002497	Bacs	-936.26	Water Management Alliance
WIT001	30/07/2020	Payment	INV04242	Bacs	-538.56	Witham Fourth IDB
WOO001	30/07/2020	Payment	977775	Bacs	-383.20	WBM Office Solutions Limited
WOO005	30/07/2020	Payment	90954	Bacs	-201.41	Woodco Office Equipment Ltd
BAR005	10/07/2020	Payment	P04	Direct Deb	-151.87	Barclaycard Merchant Services
BAR005	10/07/2020	Payment	P04	Direct Deb	-22.65	Barclaycard Merchant Services
TOM002	15/07/2020	Payment	P04	Direct Deb	-193.32	TomTom
PAY001	16/07/2020	Payment	P04	Direct Deb	-13.20	Payzone UK Limited
WOL001	20/07/2020	Payment	P04	Direct Deb	-25313.83	Woldmarsh Producers Ltd
EVE002	20/07/2020	Payment	P04	Direct Deb	-913.15	Everything Everywhere
BRI005	27/07/2020	Payment	P04	Direct Deb	-223.97	British Telecom DD
BOS001	28/07/2020	Payment	P04	Direct Deb	-2520.00	Boston Borough Council (Rates)
NAT004	31/07/2020	Payment	P04	Direct Deb	-117.06	Natwest
NAT004	31/07/2020	Payment	P04	Direct Deb	-5.25	Natwest

Account	Date	Type	Ref 1	Ref 2	Value	Details
				Total Payments	-109872.79	
				Total Discounts		
				Total Adjustments		
				Total Refunds		
				Total	-109872.79	

Payments

Bacs	-80398.49		Cheque		Direct Deb	-29474.30	Chargecard
Bulk Bacs							

Adjustments

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

Refunds

Refund							
--------	--	--	--	--	--	--	--

The monthly accounts have not been signed by the Chief Executive or Finance Manager due to COVID-19 restrictions.

.....
Chief Executive

.....
Finance Manager

Black Sluice Internal Drainage Board

Printed on 12/11/2020 at 10:03 by JB2

From 01/08/2020 To 31/08/2020

Purchase Ledger Payments & Adjustments

Black Sluice Internal Drainage Board

Payments & Adjustments From 01/08/2020 To 31/08/2020

Page 1

Account	Date	Type	Ref 1	Ref 2	Value	Details
ALA001	13/08/2020	Payment	523665	Bacs	-4314.00	Alarmline Security Ltd
ARB001	13/08/2020	Payment	1853	Bacs	-3000.00	Arb-Core Tree Care Ltd
BOS002	13/08/2020	Payment	28715	Bacs	-784.38	Boston Commercial Cleaners Ltd
BRA002	13/08/2020	Payment	139794	Bacs	-265.68	Brauncewell Quarries Ltd
CLA001	13/08/2020	Payment	75514	Bacs	-243.13	Frank Clayton & Son Ltd
CRP001	13/08/2020	Payment	CRPS/BSIDBWINDOW	Bacs	-40.00	C & R Property Services
DON001	13/08/2020	Payment	DCI0011344	Bacs	-11.46	Donington Engineering Supplies
HBP001	13/08/2020	Payment	SIN052245	Bacs	-806.40	HBP Systems Ltd
HGV001	13/08/2020	Payment	VBCV246476	Bacs	-11.40	Alliance Automotive T/A HGV Tr
HIL002	13/08/2020	Payment	149224	Bacs	-46.07	Charles H Hill Ltd
IBB001	13/08/2020	Payment	177567	Bacs	-670.32	Arthur Ibbett Limited
IDS001	13/08/2020	Payment	48625	Bacs	-795.68	ID Specialist Machinery
INL001	13/08/2020	Payment	P04 July2020	Bacs	-19639.59	HM Revenue & Customs
IRE001	13/08/2020	Payment	218112	Bacs	-2739.54	Irelands Farm Machinery Ltd
JAC001	13/08/2020	Payment	BTN/398253	Bacs	-49.14	Jackson Buildbase
JEW001	13/08/2020	Payment	0170/00172701	Bacs	-94.80	Jewson Limited
LAR001	13/08/2020	Payment	67812	Bacs	-52.56	Ray Larrington Hydraulics
LIN001	13/08/2020	Payment	INV-5169	Bacs	-96.00	LWOL Ltd
LIN002	13/08/2020	Payment	2020 P04	Bacs	-19896.61	Lincolnshire C C Pension Fund
LIN007	13/08/2020	Payment	2019/20 Subscption	Bacs	-400.00	Lincs ADA
LIN018	13/08/2020	Payment	00016925	Bacs	-6168.00	SDG Access Limited
MOT001	13/08/2020	Payment	BTT167715	Bacs	-76.20	Motor Parts Direct Limited
NOT001	13/08/2020	Payment	INV09925	Bacs	-422.75	P G & C Nottingham
OVI001	13/08/2020	Payment	36150	Bacs	-26400.00	Ovivo UK Ltd
PET003	13/08/2020	Payment	3758	Bacs	-439.36	Peter Smith Commercials Ltd
SYS001	13/08/2020	Payment	139872	Bacs	-90.00	Systematic Print Management
TAY002	13/08/2020	Payment	53004179	Bacs	-519.23	Taylor's of Boston
TFM001	13/08/2020	Payment	256128	Bacs	-414.73	TFM Supplies
TRA006	13/08/2020	Payment	1085506819	Bacs	-31.50	Trade UK

Account	Date	Type	Ref 1	Ref 2	Value	Details
UNI006	13/08/2020	Payment	00101805	Bacs	-2279.93	Unique Employment Services Ltd
WES002	13/08/2020	Payment	20034578	Bacs	-156.94	Western Power Distribution
WIT001	13/08/2020	Payment	INV04249	Bacs	-665.28	Witham Fourth IDB
CRO004	20/08/2020	Payment	P05	Bacs	-195.32	CROP LOSS
CRO004	20/08/2020	Payment	P05	Bacs	-8.78	CROP LOSS
CRO004	20/08/2020	Payment	P05	Bacs	-74.41	CROP LOSS
CRO004	20/08/2020	Payment	P05	Bacs	-152.23	CROP LOSS
CRO004	20/08/2020	Payment	P05	Bacs	-251.65	CROP LOSS
CRO004	20/08/2020	Payment	P05	Bacs	-84.76	CROP LOSS
CRO004	20/08/2020	Payment	P05	Bacs	-149.34	CROP LOSS
CRO004	20/08/2020	Payment	P05	Bacs	-20.04	CROP LOSS
CRO004	20/08/2020	Payment	P05	Bacs	-833.02	CROP LOSS
CRO004	20/08/2020	Payment	P05	Bacs	-67.99	CROP LOSS
CHI001	26/08/2020	Payment	41322	Bacs	-24300.00	Chieftain Trailers Ltd
INF002	26/08/2020	Payment	P05	Bacs	-1143.60	T.W. Infield
ADC001	27/08/2020	Payment	INV-12093	Bacs	-6480.00	ADC (East Anglia) Ltd
ANG102	27/08/2020	Payment	7630427	Bacs	-13.36	Anglian Water (Holland Fen PS)
BUS002	27/08/2020	Payment	BO206972	Bacs	-78.32	B A Bush & Son Ltd
CLA001	27/08/2020	Payment	75713	Bacs	-399.61	Frank Clayton & Son Ltd
COP002	27/08/2020	Payment	INV-50463	Bacs	-138.55	Cope Safety Management Ltd.
CRA004	27/08/2020	Payment	13742	Bacs	-72.46	Craftwork Engineering Ltd
ELL002	27/08/2020	Payment	P202783	Bacs	-31.78	Ellgia Ltd
ENG001	27/08/2020	Payment	47958	Bacs	-1348.38	Engineering & Hire Ltd
GLE001	27/08/2020	Payment	34410	Bacs	-165.00	Glen Farrow Ltd
HAR001	27/08/2020	Payment	23176596	Bacs	-2867.30	TC Harrison JCB
HBP001	27/08/2020	Payment	SIN052455	Bacs	-3327.84	HBP Systems Ltd
HIL002	27/08/2020	Payment	149419	Bacs	-46.00	Charles H Hill Ltd
INT002	27/08/2020	Payment	5674	Bacs	-20298.00	InterLec
IRE001	27/08/2020	Payment	218305	Bacs	-87.66	Irelands Farm Machinery Ltd
KEN001	27/08/2020	Payment	6310	Bacs	-168.00	Kentra Training Limited
LAR001	27/08/2020	Payment	67864	Bacs	-231.60	Ray Larrington Hydraulics
LIN021	27/08/2020	Payment	5961	Bacs	-180.00	Lincolnshire Drainage Co. Ltd
MAS001	27/08/2020	Payment	ESI001215	Bacs	-78.68	Mastenbroek Environmental Ltd
MOT001	27/08/2020	Payment	BTT168267	Bacs	-13.64	Motor Parts Direct Limited
NOT001	27/08/2020	Payment	INV11235	Bacs	-308.97	P G & C Nottingham

Account	Date	Type	Ref 1	Ref 2	Value	Details
ORI001	27/08/2020	Payment	INV-101391	Bacs	-1464.76	Oriel Systems Ltd
SEC002	27/08/2020	Payment	2232	Bacs	-102.00	Security Gates & Doors
SIL001	27/08/2020	Payment	IN527257	Bacs	-20.04	Silt Side Services Ltd
STAN001	27/08/2020	Payment	174850 DSH	Bacs	-1800.00	Stantec UK Limited
SWI001	27/08/2020	Payment	BN069900	Bacs	-53.72	Switch Electrical WholesaleLtd
SYS001	27/08/2020	Payment	140235	Bacs	-39.60	Systematic Print Management
TMC001	27/08/2020	Payment	20876	Bacs	-101.23	TMC Lifting
TRA006	27/08/2020	Payment	1091215871	Bacs	-57.42	Trade UK
UNI006	27/08/2020	Payment	00102011	Bacs	-1064.50	Unique Employment Services Ltd
WEL004	27/08/2020	Payment	2861	Bacs	-2721.60	Wells Plant Hire
WIT001	27/08/2020	Payment	INV04244	Bacs	-3300.00	Witham Fourth IDB
WIT002	27/08/2020	Payment	I00147646	Bacs	-286.85	Witham Oil & Paint
WOO001	27/08/2020	Payment	977980	Bacs	-68.24	WBM Office Solutions Limited
BAR005	10/08/2020	Payment	P05	Direct Deb	-64.05	Barclaycard Merchant Services
BAR005	10/08/2020	Payment	P05	Direct Deb	-12.88	Barclaycard Merchant Services
TOM002	12/08/2020	Payment	P05	Direct Deb	-193.32	TomTom
PAY001	17/08/2020	Payment	P05	Direct Deb	-13.20	Payzone UK Limited
SWA001	17/08/2020	Payment	P05	Direct Deb	-142.00	Swalec
WOL001	20/08/2020	Payment	P05	Direct Deb	-25945.82	Woldmarsh Producers Ltd
EVE002	20/08/2020	Payment	P05	Direct Deb	-855.92	Everything Everywhere
BRI001	21/08/2020	Payment	P05	Direct Deb	-1667.85	British Telecom
NAT004	28/08/2020	Payment	P05	Direct Deb	-57.05	Natwest
NAT004	28/08/2020	Payment	P05	Direct Deb	-3.85	Natwest
BOS001	28/08/2020	Payment	P05	Direct Deb	-2520.00	Boston Borough Council (Rates)

Account	Date	Type	Ref 1	Ref 2	Value	Details
				Total Payments	-197792.87	
				Total Discounts		
				Total Adjustments		
				Total Refunds		
				Total	-197792.87	

Payments

Bacs	-166316.93	Cheque		Direct Deb	-31475.94	Chargecard
Bulk Bacs						

Adjustments

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

Refunds

Refund						
--------	--	--	--	--	--	--

The monthly accounts have not been signed by the Chief Executive or Finance Manager due to COVID-19 restrictions.

.....
Chief Executive

.....
Finance Manager

Account	Date	Type	Ref 1	Ref 2	Value	Details
CRO004	10/09/2020	Payment	000273	Cheque	-147.36	CROP LOSS
BOS013	10/09/2020	Payment	0316	Bacs	-288.00	Boston Shotblasting Services
COP002	10/09/2020	Payment	INV-50691	Bacs	-138.55	Cope Safety Management Ltd.
DOU001	10/09/2020	Payment	431338	Bacs	-38.27	John W Doubleday Limited
HBP001	10/09/2020	Payment	SIN052496	Bacs	-7702.80	HBP Systems Ltd
HGV001	10/09/2020	Payment	VBCV249841	Bacs	-94.47	Alliance Automotive T/A HGV Tr
HIL002	10/09/2020	Payment	149235	Bacs	-690.46	Charles H Hill Ltd
INL001	10/09/2020	Payment	P05 August 20	Bacs	-22850.42	HM Revenue & Customs
IRE001	10/09/2020	Payment	218547	Bacs	-1651.39	Irelands Farm Machinery Ltd
KIO001	10/09/2020	Payment	SIP-1367831	Bacs	-73.52	Kiowa Ltd
LIN002	10/09/2020	Payment	2020 P05	Bacs	-22014.74	Lincolnshire C C Pension Fund
LIN024	10/09/2020	Payment	10108201	Bacs	-288.00	Lincolnshire County Council
OVI001	10/09/2020	Payment	36227	Bacs	-701.08	Ovivo UK Ltd
PEO001	10/09/2020	Payment	INV71191	Bacs	-264.60	Rocksure Systems T/APeoplesaf
SRP001	10/09/2020	Payment	CO136462	Bacs	-105.60	SRP Toilet Hire
TFM001	10/09/2020	Payment	256540	Bacs	-289.11	TFM Supplies
UNI006	10/09/2020	Payment	00102240	Bacs	-2168.71	Unique Employment Services Ltd
WAK001	10/09/2020	Payment	17893	Bacs	-252.00	Wakefield Autos
WIT001	10/09/2020	Payment	INV04254	Bacs	-1725.58	Witham Fourth IDB
WOO001	10/09/2020	Payment	978228	Bacs	-81.70	WBM Office Solutions Limited
WOO005	10/09/2020	Payment	91215	Bacs	-226.64	Woodco Office Equipment Ltd
ZEN001	10/09/2020	Payment	8574655	Bacs	-600.00	ESS Salesforce
HBP001	14/09/2020	Payment	SQU004560	Bacs	-2018.30	HBP Systems Ltd
CRO004	17/09/2020	Payment	000274	Cheque	-75.00	CROP LOSS
CRO004	17/09/2020	Payment	000275	Cheque	-123.50	CROP LOSS
CRO004	17/09/2020	Payment	000276	Cheque	-104.50	CROP LOSS
CRO004	17/09/2020	Payment	000277	Cheque	-198.88	CROP LOSS
CRO004	17/09/2020	Payment	000278	Cheque	-425.25	CROP LOSS
CRO004	17/09/2020	Payment	000279	Cheque	-317.25	CROP LOSS

Account	Date	Type	Ref 1	Ref 2	Value	Details
CRO004	17/09/2020	Payment	000280	Cheque	-45.25	CROP LOSS
CRO004	17/09/2020	Payment	000281	Cheque	-83.20	CROP LOSS
CRO004	17/09/2020	Payment	000282	Cheque	-116.25	CROP LOSS
CRO004	17/09/2020	Payment	000283	Cheque	-112.50	CROP LOSS
CRO004	22/09/2020	Payment	000284	Cheque	-181.50	CROP LOSS
ASS003	24/09/2020	Payment	20316624	Bacs	-99.00	Association of Accounting Tech
ATK002	24/09/2020	Payment	20039193	Bacs	-44.24	Atkins Ltd
BAR006	24/09/2020	Payment	4807	Bacs	-739.20	D & M Barthorpe Ltd
CLA001	24/09/2020	Payment	75833	Bacs	-146.33	Frank Clayton & Son Ltd
CRA001	24/09/2020	Payment	SI-3775	Bacs	-156.14	Craven & Nicholas Ltd
CRA004	24/09/2020	Payment	14088	Bacs	-10.84	Craftwork Engineering Ltd
CRO001	24/09/2020	Payment	8205333648	Bacs	-101.92	Crown Decorating Centres
CRP001	24/09/2020	Payment	BS/WINDOWS16/09/20	Bacs	-40.00	C & R Property Services
EVA001	24/09/2020	Payment	IDB072	Bacs	-775.00	Noel Evans Window Cleaning
GRA002	24/09/2020	Payment	S3152	Bacs	-636.71	Grays of Holbeach Ltd
HAR001	24/09/2020	Payment	23177101	Bacs	-1743.57	TC Harrison JCB
HGV001	24/09/2020	Payment	VBCV252515	Bacs	-182.40	Alliance Automotive T/A HGV Tr
HIL002	24/09/2020	Payment	150312	Bacs	-34.38	Charles H Hill Ltd
HIT001	24/09/2020	Payment	20406253	Bacs	-936.00	Hitachi Construction Machinery
IDS001	24/09/2020	Payment	48722	Bacs	-1288.18	iD Specialist Machinery
INT002	24/09/2020	Payment	5679	Bacs	-2100.06	InterLec
IRE001	24/09/2020	Payment	218556	Bacs	-2759.78	Irelands Farm Machinery Ltd
KIO001	24/09/2020	Payment	SIP-1370151	Bacs	-258.06	Kiowa Ltd
KWM001	24/09/2020	Payment	11571	Bacs	-163.20	K & W Mechanical Services Ltd
LAR001	24/09/2020	Payment	68267	Bacs	-224.04	Ray Larrington Hydraulics
NOT001	24/09/2020	Payment	INV12199	Bacs	-241.94	P G & C Nottingham
ORI001	24/09/2020	Payment	INV-101392	Bacs	-3880.12	Oriel Systems Ltd
PET003	24/09/2020	Payment	3916	Bacs	-90.00	Peter Smith Commercials Ltd
SAF003	24/09/2020	Payment	50193	Bacs	-683.88	The Safety Storage Centre
SIL001	24/09/2020	Payment	IN529213	Bacs	-20.04	Silt Side Services Ltd
TAY002	24/09/2020	Payment	53004281	Bacs	-53.12	Taylors of Boston
TMC001	24/09/2020	Payment	20951	Bacs	-284.90	TMC Lifting
TMS001	24/09/2020	Payment	27202	Bacs	-690.00	Traffic Management ServicesLtd
TRA002	24/09/2020	Payment	0458 AJD950	Bacs	-7.20	Travis Perkins Trading Co Ltd.
TRA006	24/09/2020	Payment	1098641752	Bacs	-10.00	Trade UK

Account	Date	Type	Ref 1	Ref 2	Value	Details
UNI006	24/09/2020	Payment	00102464	Bacs	-2144.88	Unique Employment Services Ltd
WEL004	24/09/2020	Payment	2873	Bacs	-6388.20	Wells Plant Hire
WES002	24/09/2020	Payment	20051184	Bacs	-300.00	Western Power Distribution
WIT001	24/09/2020	Payment	INV04073	Bacs	-380.16	Witham Fourth IDB
BAR005	10/09/2020	Payment	P06	Direct Deb	-12.88	Barclaycard Merchant Services
BAR005	10/09/2020	Payment	P06	Direct Deb	-12.88	Barclaycard Merchant Services
TOM002	14/09/2020	Payment	P06	Direct Deb	-193.32	TomTom
BOS001	15/09/2020	Refund	P06	Refund	15.54	Boston Borough Council (Rates)
PAY001	16/09/2020	Payment	P06	Direct Deb	-13.20	Payzone UK Limited
WOL001	21/09/2020	Payment	P06	Direct Deb	-13851.30	Woldmarsh Producers Ltd
EVE002	21/09/2020	Payment	P06	Direct Deb	-871.12	Everything Everywhere
BOS001	28/09/2020	Payment	P07	Direct Deb	-3683.65	Boston Borough Council (Rates)
NAT004	30/09/2020	Payment	P07	Direct Deb	-19.25	Natwest
NAT004	30/09/2020	Payment	P07	Direct Deb	-4.20	Natwest

Account	Date	Type	Ref 1	Ref 2	Value	Details
				Total Payments	-112469.67	
				Total Discounts		
				Total Adjustments		
				Total Refunds	15.54	
				Total	-112454.13	

Payments

Bacs	-91877.43		Cheque	-1930.44	Direct Deb	-18661.80	Chargecard
Bulk Bacs							

Adjustments

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

Refunds

Refund	15.54						
--------	-------	--	--	--	--	--	--

The monthly accounts have not been signed by the Chief Executive or Finance Manager due to COVID-19 restrictions.

.....
Chief Executive

.....
Finance Manager

Black Sluice Internal Drainage Board

Printed on 12/11/2020 at 10:30 by JB2

From 01/10/2020 To 31/10/2020

Purchase Ledger Payments & Adjustments

Black Sluice Internal Drainage Board

Payments & Adjustments From 01/10/2020 To 31/10/2020

Page 1

Account	Date	Type	Ref 1	Ref 2	Value	Details
CLA001	09/10/2020	Payment	75899	Bacs	-35.64	Frank Clayton & Son Ltd
COP002	09/10/2020	Payment	INV-50904	Bacs	-138.55	Cope Safety Management Ltd.
COU002	09/10/2020	Payment	970009081	Bacs	-3354.00	Coulstock & Place Eng Co. Ltd
CRA004	09/10/2020	Payment	14446	Bacs	-1275.47	Craftwork Engineering Ltd
ENG001	09/10/2020	Payment	48599	Bacs	-540.00	Engineering & Hire Ltd
ESR001	09/10/2020	Payment	UK-SIN021797	Bacs	-3012.00	ESRI Ltd
HAR001	09/10/2020	Payment	23549613	Bacs	-1435.20	TC Harrison JCB
HBP001	09/10/2020	Payment	SQU004586	Bacs	-6054.90	HBP Systems Ltd
HGV001	09/10/2020	Payment	VBCV253033	Bacs	-444.00	Alliance Automotive T/A HGV Tr
INL001	09/10/2020	Payment	2020 P06	Bacs	-23715.97	HM Revenue & Customs
IRE001	09/10/2020	Payment	218838	Bacs	-7452.09	Irelands Farm Machinery Ltd
LAR001	09/10/2020	Payment	68367	Bacs	-75.89	Ray Larrington Hydraulics
LAR002	09/10/2020	Payment	102185	Bacs	-84.00	Larrington Trailers Ltd
LIN002	09/10/2020	Payment	2020 P06	Bacs	-22436.73	Lincolnshire C C Pension Fund
LIN017	09/10/2020	Payment	TUIT104549	Bacs	-1265.00	Lincoln College
PEC001	09/10/2020	Payment	489145	Bacs	-214.20	G & J Peck Ltd
UNI006	09/10/2020	Payment	00102692	Bacs	-2458.17	Unique Employment Services Ltd
WEL004	09/10/2020	Payment	2887	Bacs	-5027.40	Wells Plant Hire
WIT001	09/10/2020	Payment	INV04266	Bacs	-1425.60	Witham Fourth IDB
WOO001	09/10/2020	Payment	978439	Bacs	-76.42	WBM Office Solutions Limited
001RIL	29/10/2020	Payment	39386	Bacs	-600.00	Rilmac Insulation Limited
ANG101	29/10/2020	Payment	7900407	Bacs	-125.57	Anglian Water (Swineshead HQ)
ANG103	29/10/2020	Payment	7896785	Bacs	-24.53	Anglian Water (Black Hole PS)
ASH001	29/10/2020	Payment	20639489	Bacs	-551.23	Sunbelt Rentals Ltd
BLU001	29/10/2020	Payment	28292	Bacs	-292.80	Blue Line Trailers
BOS002	29/10/2020	Payment	28881	Bacs	-1411.88	Boston Commercial Cleaners Ltd
BUS002	29/10/2020	Payment	WC072444(CREDIT)	Bacs	-83.12	B A Bush & Son Ltd
CRA004	29/10/2020	Payment	14558	Bacs	-50.67	Craftwork Engineering Ltd
CRP001	29/10/2020	Payment	BS/WINDOWS/22/10/20	Bacs	-40.00	C & R Property Services

Account	Date	Type	Ref 1	Ref 2	Value	Details
ENG001	29/10/2020	Payment	48819	Bacs	-3472.56	Engineering & Hire Ltd
HAR001	29/10/2020	Payment	23549774	Bacs	-2160.00	TC Harrison JCB
HIL002	29/10/2020	Payment	150898	Bacs	-164.59	Charles H Hill Ltd
HUM001	29/10/2020	Payment	10702	Bacs	-594.91	Humberside Materials Lab Ltd
INT002	29/10/2020	Payment	5687	Bacs	-14178.00	InterLec
IRE001	29/10/2020	Payment	218936	Bacs	-215.26	Irelands Farm Machinery Ltd
KIO001	29/10/2020	Payment	SIP-1372043	Bacs	-8.28	Kiowa Ltd
MOT001	29/10/2020	Payment	BTT170856	Bacs	-198.00	Motor Parts Direct Limited
MOW002	29/10/2020	Payment	1	Bacs	-4427.50	G C Mowbray Ltd
NFU003	29/10/2020	Payment	QU10E	Bacs	-295.20	NFU Subscription
PET003	29/10/2020	Payment	4094	Bacs	-608.16	Peter Smith Commercials Ltd
SAM001	29/10/2020	Payment	066991	Bacs	-1036.66	SAMS
SHA006	29/10/2020	Payment	1031	Bacs	-15600.00	L A Sharpe Ltd
TAY002	29/10/2020	Payment	54011999	Bacs	-637.95	Taylor's of Boston
TFM001	29/10/2020	Payment	257507	Bacs	-739.95	TFM Supplies
TOW001	29/10/2020	Payment	502567172	Bacs	-56986.48	Towergate Insurance
UNI006	29/10/2020	Payment	00102811	Bacs	-1080.38	Unique Employment Services Ltd
WEL005	29/10/2020	Payment	1577	Bacs	-420.00	Welland & Deepings IDB
WIT001	29/10/2020	Payment	INV04267	Bacs	-570.24	Witham Fourth IDB
WOO005	29/10/2020	Payment	91857	Bacs	-71.86	Woodco Office Equipment Ltd
ZEN001	29/10/2020	Payment	8754371	Bacs	-186.00	ESS Safeforce
PIT001	02/10/2020	Payment	P07	Direct Deb	-509.60	Pitney Bowes Ltd
BAR005	12/10/2020	Payment	P07	Direct Deb	-12.88	Barclaycard Merchant Services
BAR005	12/10/2020	Payment	P07	Direct Deb	-12.88	Barclaycard Merchant Services
TOM002	13/10/2020	Payment	P07	Direct Deb	-193.32	TomTom
PAY001	16/10/2020	Payment	P07	Direct Deb	-13.20	Payzone UK Limited
WOL001	20/10/2020	Payment	P07	Direct Deb	-15245.09	Woldmarsh Producers Ltd
EVE002	20/10/2020	Payment	P07	Direct Deb	-862.63	Everything Everywhere
BRI005	26/10/2020	Payment	P07	Direct Deb	-225.57	British Telecom DD
BOS001	28/10/2020	Payment	P07	Direct Deb	-2712.00	Boston Borough Council (Rates)
NAT004	30/10/2020	Payment	P07	Direct Deb	-24.15	Natwest
NAT004	30/10/2020	Payment	P07	Direct Deb	-9.10	Natwest

Account	Date	Type	Ref 1	Ref 2	Value	Details
				Total Payments	-207173.43	
				Total Discounts		
				Total Adjustments		
				Total Refunds		
				Total	-207173.43	

Payments

Bacs	-187353.01	Cheque		Direct Deb	-19820.42	Chargecard
Bulk Bacs						

Adjustments

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

Refunds

Refund						
--------	--	--	--	--	--	--

The monthly accounts have not been signed by the Chief Executive or Finance Manager due to COVID-19 restrictions.

.....
Chief Executive

.....
Finance Manager

BLACK SLUICE INTERNAL DRAINAGE BOARD

BOARD MEETING - 25th NOVEMBER 2020

AGENDA ITEM 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 30th June 2020:

2020/B08	Anglian Water Services Ltd Enterprise House Witham Park Lincoln LN5 7JE	Works to install blanking plates in a water main Grid Ref: 530908, 340384 BSIDB Drain: 5/18
2020/B09	Cadent Gas Ltd Ashbrook Court Prologis Park Central Boulevard Coventry CV7 8PE	Replacement underground gas pipeline Grid Ref: 532907, 342540 BSIDB Drain: 6/30
2020/B10	Western Power Distribution Isaac Newton Way Alma Park Industrial Estate Grantham NG31 9RT	Laying of underground cable Grid Ref: 529947, 338506 BSIDB Drain: 5/30 (Kirtton Drain)
2020/B11	Anglian Water Services Ltd Enterprise House Witham Park Lincoln LN5 7JE	Replace a water meter on existing water main Grid Ref: 533832, 341932 BSIDB Drain: 6/25
2020/B12	P & N Anderson & Son Ferry Lane Brothertoft Boston PE20 3SR	Install abstraction & irrigation infrastructure Grid Ref: 529390, 341695 BSIDB Drain: 5/24
2020/B13	Anglian Water Services Ltd Enterprise House Witham Park Lincoln LN5 7JE	Diversion works on existing water main. Grid Ref: 516730, 322062 BSIDB Drain: 28/6

(b) **Culvert Consents**

The following culvert consents have been issued by the Board since 30th June 2020:

2020/C03	Western Power Distribution Isaac Newton Way Alma Park Industrial Estate Grantham NG31 9RT	Underground cable Grid Refs: 528049, 336087 528072, 336091 Ordinary Watercourse
2020/C04	Lincolnshire County Council Technical Services Partnership Crown House Grantham Street Lincoln LN2 1BD	Remedial works to highway culvert Grid Ref: 530979, 338419 BSIDB Drain: 7/8
2020/C05	Anglian Water Services Ltd Enterprise House Witham Park Lincoln LN5 7JE	TEMPORARY Culvert Grid Ref: 516743, 322073 Ordinary Watercourse
2020/C06	BAM Nuttall St James House Knoll Road Camberley Surrey GU15 3XW	TEMPORARY Culvert Grid Refs: 533880, 341978 533970, 341866 Ordinary Watercourse
2020/C07	Chestnut Homes Ltd The Old School Wragby Road Langworth Lincoln LN3 5BJ	Two access culverts Grid Refs: 533346, 341790 533395, 341774 Ordinary Watercourse
2020/C08	The Crown Estate c/o Carter Jonas 12 Waterside Way Bedford Road Northampton NN4 7XD	Filling of redundant watercourse Grid Ref: 515810, 328235 Ordinary Watercourse
2020/C09	Wray Farms Northorpe Farm Donington Spalding PE11 4XY	Filling of redundant watercourses Grid Refs: 518934, 336697 519023, 336666 519193, 336527 519409, 336285 519596, 336346 Ordinary Watercourses

2020/C91	National Grid Viking Link Ltd 35 Homer Road Solihull Birmingham B91 3QJ	Works to carry out badger sett closure works within the banks of a Board-maintained watercourse Grid Refs: 519160, 336459 518725, 336529 BSIDB Drain: 2/3
2020/C92	National Grid Viking Link Ltd 35 Homer Road Solihull Birmingham B91 3QJ	Installation of outfall headwalls in the banks of ordinary & IDB-maintained watercourses Grid Refs: Various BSIDB Drains: 2/2, 2/3, 2/4, 2/11, 2/33, 3/15
2020/C93	National Grid Viking Link Ltd 35 Homer Road Solihull Birmingham B91 3QJ	Construction of a TEMPORARY access road culvert within a Board-maintained watercourse Grid Ref: 519265, 336417 BSIDB Drain: 2/2 (Hammond Beck)
2020/C94	National Grid Viking Link Ltd 35 Homer Road Solihull Birmingham B91 3QJ	Construction of a permanent access road culvert within a Board-maintained watercourse Grid Ref: 518588, 337121 BSIDB Drain: 3/15
2020/C95	National Grid Viking Link Ltd 35 Homer Road Solihull Birmingham B91 3QJ	Reinforcement of an existing culvert within a Board-maintained watercourse Grid Ref: 518585, 337108 BSIDB Drain: 2/4
2020/C96	National Grid Viking Link Ltd 35 Homer Road Solihull Birmingham B91 3QJ	Construction of a permanent access road culvert Grid Ref: 519189, 336471 Ordinary Watercourse
2020/C97	National Grid Viking Link Ltd 35 Homer Road Solihull Birmingham B91 3QJ	Construction of a permanent access road culvert Grid Ref: 519589, 336216 Ordinary Watercourse

2020/C98	National Grid Viking Link Ltd 35 Homer Road Solihull Birmingham B91 3QJ	Construction of a permanent access road culvert within a Board-maintained watercourse Grid Ref: 519846, 336112 BSIDB Drain: 2/33
2020/C99	National Grid Viking Link Ltd 35 Homer Road Solihull Birmingham B91 3QJ	Construction of a permanent access road culvert within a Board-maintained watercourse Grid Ref: 519268, 336422 BSIDB Drain: 2/2 (Hammond Beck)

c) Development Agreements

The following development agreements have been issued by the Board since 30th June 2020:

2020/D03	Seagate Homes (UK) Ltd Holbeach Manor Fleet Road Holbeach Spalding PE12 7AX	Discharge of surface water from a residential development Grid Ref: 531158,345075 BSIDB Drain: 12/2
2020/D04	Mr Brian Benton Walnut Farm 2 North Drove Twenty Spalding PE10 0BH	Disposal of treated effluent Grid Ref: 515391, 320845 BSIDB Drain: 28/15

(d) Land Drainage Consents

The following land drainage consents have been issued by the Board since 30th June 2020:

2020/L05	M & I Hladun & son Ltd Four Crossroads Farm Frampton Fen Boston PE20 1SJ	16 Outfalls Grid Ref: 528965, 340597 BSIDB Drain: 5/29 (Craile Eau)
2020/L06	C Wright Farmers Ltd Church Road Old Leake Boston PE22 9V	26 Outfalls Grid Ref: 520304, 350759 BSIDB Drain: 11/14 (Fifteen Foot Drain)

2020/L07	Bannister Farms Ltd The Beeches Clatterdyke Road Frampton Boston PE20 1AL	7 Outfalls Grid Ref: 530692, 340384 BSIDB Drain: 5/18
2020/L08	Lincolnshire County Council c/o Savills Olympic House Doddington Road Lincoln LN6 3SE	13 Outfalls Grid Refs: 523169, 338699 523386, 338862 523465, 339205 BSIDB Drains: 4/55, 4/59
2020/L09	Jonathan Fowler & Sons College Farm Sandholme Lane Kirton Boston PE20 1NF	18 Outfalls Grid Refs: 534198, 338760 534307, 338704 534299, 338570 BSIDB Drain: 6/7
2020/L10	M E Sharpe Orchard House 71 Main Street Lyddington Rutland LE15 9LS	3 Outfalls Grid Ref: 523985, 337435 BSIDB Drain: 4/62
2020/L11	Lincolnshire County Council C/O Savills Olympic House Doddington Road Lincoln LN6 3SE	11 Outfalls Grid Ref: 521916, 3411376 BSIDB Drain: 4/49
2020/L12	J B Robinson & Son North Drove Quadring Fen Spalding PE11 4QS	20 Outfalls Grid Ref: 521649, 334246 BSIDB Drain: 2/30
2020/L13	Jonathon Fowler & Sons College Farm Sandholme Lane Kirton Boston PE20 1NF	16 Outfalls Grid Ref: 534561, 338357 BSIDB Drain: 6/7

2020/L14	D G Banham Dovecote Farm North Drove Bicker Boston PE20 3BQ	9 Outfalls Grid Refs: 520477, 339294 520359, 339047 520494, 339291 BSIDB Drain: 3/8
2020/L15	The Crown Estate c/o Carter Jonas 12 Waterside Way Bedford Road Northampton NN4 7XD	20 Outfalls Grid Refs: 515743, 331904 516054, 331870 BSIDB Drain: 20/1 (Sempringham Lode)

(e) **Extended Area Consents**

The following extended area consents have been issued by the Board since 30th June 2020:

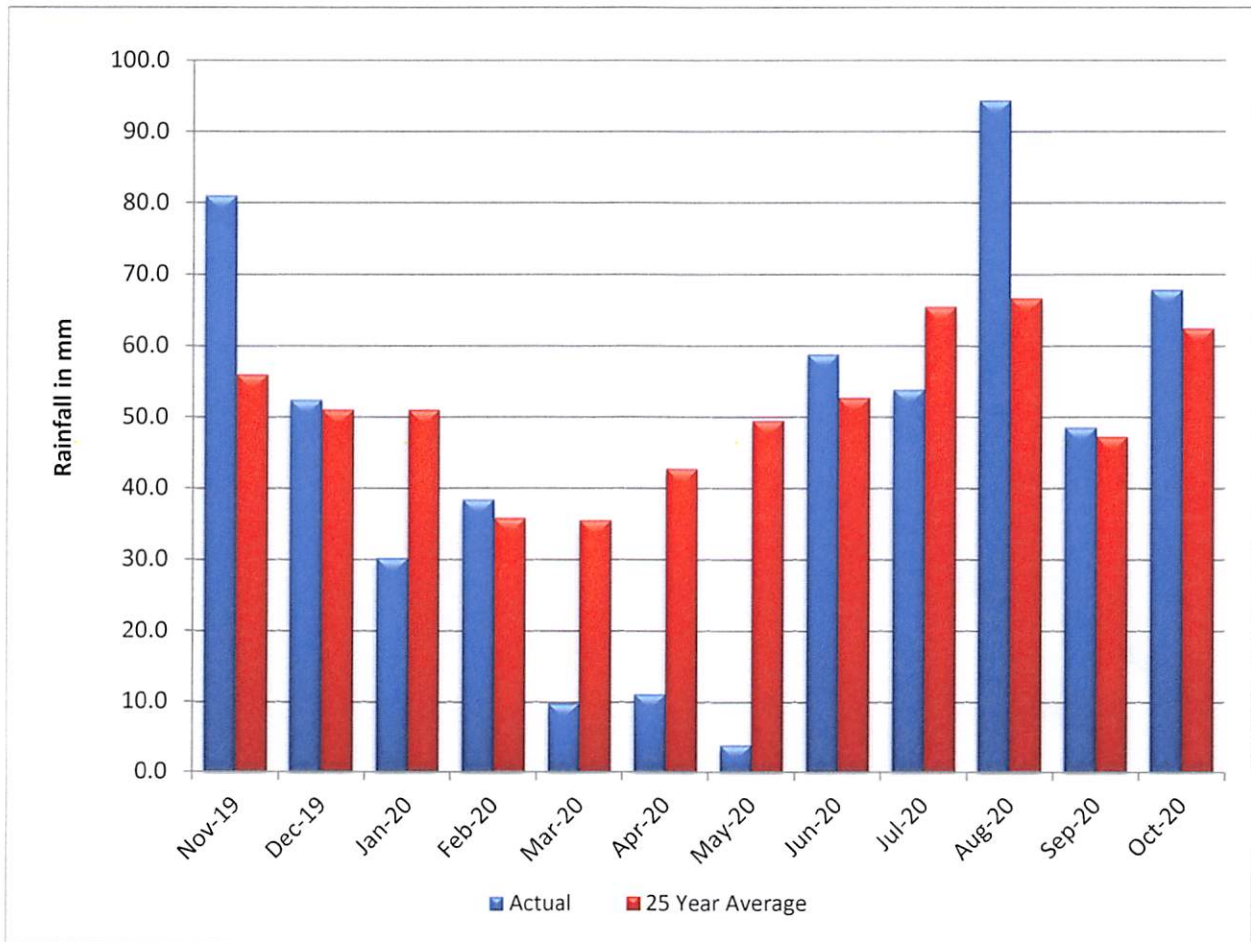
2020/X02	Ms Nicky Donley 9 Siskin Close Rippingale Bourne PE10 0WD	Installation of piped culvert 9 Siskin Close, Rippingale Grid Ref: 509987, 328232 Ordinary Watercourse
----------	---	---

2. **Consent Applications / Contraventions**

There have been no consent applications/contraventions reported to the Board since 30th June 2020.

BLACK SLUICE INTERNAL DRAINAGE BOARD Rainfall at Swineshead Depot

MONTH	Rainfall		Actual / Average
	Actual	25 Year Average	
	mm	mm	%
Nov-19	81.0	56.0	144.64%
Dec-19	52.4	51.0	102.75%
Jan-20	30.2	51.0	59.22%
Feb-20	38.4	35.8	107.26%
Mar-20	9.8	35.5	27.61%
Apr-20	11.1	42.7	26.00%
May-20	3.9	49.5	7.88%
Jun-20	58.8	52.7	111.57%
Jul-20	53.9	65.5	82.29%
Aug-20	94.4	66.7	141.53%
Sep-20	48.5	47.2	102.75%
Oct-20	67.9	62.5	108.64%
Totals	550.3	616.1	89.32%



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

MONTH	Rainfall		Actual / Average
	Actual	25 Year Average	
	mm	mm	%
Nov-19	82.8	56.1	147.59%
Dec-19	37.2	48.8	76.23%
Jan-20	16.2	49.0	33.06%
Feb-20	36.8	32.4	113.58%
Mar-20	5.4	34.2	15.79%
Apr-20	18.6	41.9	44.39%
May-20	3.2	50.2	6.37%
Jun-20	50.4	54.5	92.48%
Jul-20	34.0	61.4	55.37%
Aug-20	71.0	62.2	114.15%
Sep-20	26.4	46.9	56.29%
Oct-20	44.6	59.1	75.47%
Totals	426.6	596.7	71.49%

