

BLACK SLUICE

INTERNAL DRAINAGE BOARD



Board Meeting

Wednesday, 7th November 2018 at 2pm

Station Road, Swineshead, Lincolnshire PE20 3PW



Black Sluice Internal Drainage Board

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Our Ref: IW/DPW/B10_1

Your Ref:

Date: 31st October 2018

To the Chairman and Members of the Board

Notice is hereby given that a Meeting of the Board will be held at the Offices of the Board on Wednesday, 7th November 2018 at 2pm at which your attendance is requested.

Prior to the meeting a Member's Induction and Refresher Training will be held from 11:00am. A buffet lunch will be available from one hour prior to the Board meeting to encourage and facilitate Members, Staff and Officers discussion.

Enclosed is a Declaration of Members interests form which it would be appreciated if you could return at the meeting. Also enclosed is the ADA Member Communications Form, as previously explained in an email.

Chief Executive

AGENDA

1. To appoint the Chairman of the Board.
2. To appoint the Vice Chairman of the Board.
3. Apologies for absence.
4. Declarations of Interest (new forms to be completed).
5. To appoint Board Members and Co-opted Members to constitute the following Committees (**pages 1- 3**):
 - (a) Executive
 - (b) Northern Works
 - (c) Southern Works
 - (d) Environment
 - (e) Audit & Risk
 - (f) Structures
 - (g) Nominations
6. To appoint the Chairman for the following Committees (**pages 1 - 3**):
 - (a) Northern Works
 - (b) Southern Works
 - (c) Environment
 - (d) Audit & Risk
 - (e) Structures
 - (f) Ex officio Members
7. To receive and, if correct, sign the Minutes of the meeting of the Board held on 30th May 2018 (**pages 4 - 27**)
8. **CONFIDENTIAL** - To receive and, if correct, sign the Confidential Minutes of the meeting of the Board held on 30th May 2018 (**page 28**)
9. Matters Arising.
10. To receive the unconfirmed Committee Minutes and Matters Arising of the following meetings:
 - (a) Environment Committee Meeting held on 27th June 2018 (pages 29 - 48)
 - i) To receive an Experimental Brief Plan for the Control of 'Yellow Flower' (**pages 49**)
 - ii) To receive a presentation on the GIS Overlay of Machine Drivers Recordings (**page 50**)
 - (b) Executive Committee Meeting held on 12th September 2018 (pages 51 - 67)

To approve the following:

 - i) Period 05 Management Accounts (**pages 68 - 72**)
 - ii) 2018/19 Capital Schemes Budgets (**page 73**)
 - iii) Revised (since the Executive Committee) 8-year Plant Budget and review quotes for the replacement of the JCB 130 Excavator (**page 74**)

(c) Audit & Risk Committee Meeting held on 17th October 2018 (pages 75 - 84)

To approve the following:

- i) Annual Return including External Auditor's Opinion for 2017/18
(pages 85 - 90)
- ii) Audit Programme for 2018/19 **(pages 91 & 92)**
- iii) Report Removed **(pages 93 - 105)**

To adopt the following Policies:

- iv) Control of Ragwort **(pages 106 & 107)**
- v) Land Drains discharging into Board Maintained Watercourses **(page 108)**
- vi) Control of Rabbits, Rats & other Rodents **(page 109)**
- vii) Publication Scheme **(pages 110 - 113)**
- viii) Gifts & Hospitality **(page 114)**
- ix) Emergency Response Plan (Personal Information removed for Data Protection purposes) **(pages 115 - 144)**
- x) Development Control Charges & Fees **(pages 145 & 146)**

11. To review the Risk Register **(page 147)**

12. To receive a report on Finance, Administration and Rating:

- (a) Period 06 Management Accounts **(pages 148 – 151(a))**
- (b) Quarter 2 Forecast **(pages 152 & 153)**

13. To receive the Annual Report on Health and Safety including Near Misses **(pages 154 - 157)**

14. To consider reports on the following:

- (a) Monthly Accounts: May 2018 to October 2018 **(pages 158 - 177)**
- (b) Schedule of Consents: May 2018 to October 2018 **(pages 178 - 182)**
- (c) Rainfall **(pages 183 & 184)**

15. To confirm dates of meetings for the next 12 months **(page 185)**

16. Any Other Business.

BLACK SLUICE INTERNAL DRAINAGE BOARD

BOARD MEETING - 7th NOVEMBER 2018

AGENDA ITEM No 5

Board Members

| Elected Board Members | | |
|-----------------------|---|------------------------|
| Electoral District | Area's Encompassed | Elected Representative |
| A | Amber Hill, Harts Grounds, Kirton Fen, Pelhams Land, Frampton Great Fen, Brothertoft and Wyberton Fen | Richard Leggott |
| B | Great Hale, Pt. Little Hale, Heckington, Pt. Burton Pedwardine, Swineshead North, Asgarby, Howell, Ewerby, Evedon, Pt. Kirkby La Thorpe, Pt. Sleaford UD, South Kyme & Pt. North Kyme | Nick Scott |
| | | Peter Robinson |
| F | Bicker with Swineshead, Wigtoft Marshes, Swineshead and Pt. Wigtoft | Mark Rollinson |
| G | Kirton, Pt. Fosdyke, Pt. Sutterton, Frampton, Wyberton with Boston | Paul Holmes |
| | | Jonathan Fowler |
| C | Pointon, Sempringham, Billingborough, Horbling Fens, Swaton and Helpringham Fens, Silk Willoughby, Pt Burton Pedwardine, Pt Kirkby-La-Thorpe, Aswarby, Swaby, Screddington, Osbournby, Threekingham, Pt. Sleaford UD, and Pt. Little Hale | Vic Barker |
| D | Bourne North and Dyke Fens, Morton and Hacconby Fens, Dunsby, Rippingale, Dowsby Lode, Aslackby Fen and Laughton | John Atkinson |
| | | Will Ash |
| E | Quadring Fen, Surfleet Fen, Gosberton Fen, Donington, Pinchbeck, Burtsey Fen, Pinchbeck (Star Lode and Leaves Lake) | Keith Casswell |
| | | Richard Wray |

| Members Appointed by District Councils | |
|--|---------------------------------|
| Cllr Tom Ashton | Boston Borough Council |
| Cllr Peter Bedford | Boston Borough Council |
| Cllr Michael Brookes | Boston Borough Council |
| Cllr Colin Brotherton | Boston Borough Council |
| Cllr Michael Cooper | Boston Borough Council |
| Cllr Mrs Claire Rylott | Boston Borough Council |
| Cllr Paul Skinner | Boston Borough Council |
| Cllr Mrs Susan Waring | North Kesteven District Council |
| Cllr Mrs Susan Wray | South Holland District Council |
| Cllr Bob Russell | South Kesteven District Council |

Suggestions from the Nominations Committee for appointment to the Board's sub-committees are as follows;

AGENDA ITEM 5(a) – EXECUTIVE COMMITTEE

| Executive Committee | |
|---------------------------------------|----------------------|
| Chairman | Mr Keith Casswell |
| Vice-Chairman | Mr Paul Holmes |
| Chairman NW Committee | Duplicate |
| Chairman SW Committee | Mr Mark Rollinson |
| Chairman Environment Committee | Duplicate |
| Chairman Audit & Risk Committee | Cllr Michael Brookes |
| Chairman Structures Committee | Mr Jonathan Fowler |
| Boston Borough Council Representative | Cllr Peter Bedford |

AGENDA ITEM 5(b) & 6(a) – NORTHERN WORKS COMMITTEE

| Northern Works Committee | |
|---------------------------------|-------------------------|
| Board Members | Co-opted Members |
| Mr Paul Holmes (Chairman) | Mr James Pocklington |
| Mr Peter Robinson | Mr David Casswell |
| Mr Richard Leggott | Mr Roger Welberry |
| Mr Jonathan Fowler | Mr Robert Needham |
| Mr Nick Scott | |
| Cllr Tom Ashton | |
| Cllr Peter Bedford | |
| Cllr Colin Brotherton | |
| Cllr Michael Brookes | |
| Cllr Mrs Claire Rylott | |
| Cllr Paul Skinner | |
| Cllr Michael Cooper | |
| Cllr Mrs Susan Waring | |

AGENDA ITEM 5(c) & 6(b) – SOUTHERN WORKS COMMITTEE

| Southern Works Committee | |
|---------------------------------|-------------------------|
| Board Members | Co-opted Members |
| Mr Mark Rollinson (Chairman) | Mr Ross Dorrington |
| Mr John Atkinson | Mr Mark Mowbray |
| Mr Keith Casswell | Mr James Casswell |
| Mr Richard Wray | Mr Chris Dring |
| Mr Will Ash | Mr Andrew Mair |
| Mr Vic Barker | Mr Chris Wray |
| Cllr Susan Wray | |
| Cllr Bob Russell | |

AGENDA ITEM 5(d) & 6(c) – ENVIRONMENT COMMITTEE

| Environment Committee | |
|------------------------------|-----------------------|
| Northern Works | Southern Works |
| Mr Paul Holmes (Chairman) | Mr Keith Casswell |
| Mr Roger Welberry | Mr Vic Barker |
| Mr Richard Leggott | Mr John Atkinson |
| Mr Peter Robinson | Mr Richard Wray |
| Cllr Colin Brotherton | Mr Will Ash |

AGENDA ITEM 5(e) & 6(d) – AUDIT & RISK COMMITTEE

| Audit & Risk Committee | |
|-----------------------------------|---------------------------------|
| Northern Works | Mr Richard Leggott |
| Northern Works | Mr Nick Scott |
| Southern Works | Mr Vic Barker |
| Southern Works | Mr Will Ash |
| Appointed Member | Cllr Michael Brookes (Chairman) |
| Appointed Member | Cllr Bob Russell |
| Additional Member | Cllr S Waring |

AGENDA ITEM 5(f) & 6(e) – STRUCTURES COMMITTEE

| Structures Committee | |
|-------------------------------|--------------------|
| Mr Jonathan Fowler (Chairman) | Mr Peter Robinson |
| Mr Will Ash | Mr Vic Barker |
| Mr Paul Holmes | Mr Richard Leggott |
| Cllr Paul Skinner | Vacancy |

AGENDA ITEM 5(g) – NOMINATIONS COMMITTEE

| Nominations Committee | |
|---------------------------------|----------------------|
| Chairman | Mr Keith Casswell |
| Vice-Chairman | Mr Paul Holmes |
| Chairman Audit & Risk Committee | Cllr Michael Brookes |

AGENDA ITEM 6(f) – EX OFFICIO MEMBERS

The Chairman and Vice Chairman are members of all the Committees of the Board by virtue of their office held except the Audit & Risk Committee.

BLACK SLUICE INTERNAL DRAINAGE BOARD

MINUTES

of the proceedings of a Meeting of the Board

held at the Offices of the Board on
30th May 2018 at 2pm

Members

Chairman - * Mr K C Casswell

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

* Member Present

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

The Chairman welcomed Cllr Tom Ashton from Boston Borough Council and Cllr Mrs Susan Wray from South Holland District Council who are both attending their first meeting. The Chairman hoped they enjoy their time on the Board. He stated that there will be an Induction for new Board Members before the next Board meeting which will include all Board Members after the Election.

The Chairman thanked Cllr R Austin, who was also on the Audit & Risk Committee for all he has done for the Board in the times he has served on the Black Sluice IDB. The Chairman stated that he will send a letter to thank him.

The Finance Manager stated he would like to add an agenda item to the meeting:

11(d) – To Approve the Register of Electors

He added that this will need 75% agreement by the Board Members present. The Chairman proposed that this item be added to the agenda, all AGREED.

1282 **APOLOGIES FOR ABSENCE - Agenda Item 1**

Apologies for absence was received from Mr N Scott. Cllr C Brotherton and Cllr P Skinner were non attendees.

1283 DECLARATIONS OF INTEREST - Agenda Item 2

(a) Drain 27/1 Haconby Fen Culvert 604

A declaration of interest was received from Mr J Atkinson with regard to Minute 1288(a)(ii).

(b) Drain 5/30 Bank Slippage - Amulree, Kirton Holme

A declaration of interest was received from Cllr C Rylott with regard to Minute 1290 (a)(ii).

1284 MINUTES OF LAST BOARD MEETING - Agenda Item 3

The Minutes of the last meeting of the Board held on the 14th February 2018, copies of which had been circulated, were considered. It was AGREED that they should be signed as a true record.

1285 MATTERS ARISING - Agenda Item 4

(a) ADA Model of Land Drainage Byelaws - Minute 1221(b)

Mr R Leggott asked if a response from ADA had been received regarding the Land Drainage Byelaws. The Finance Manager responded that he has received some slight acknowledgements and consultations from Defra and the Defra Lawyers but as it stands at this time the final wording has not been approved by the Defra Lawyers, we are waiting on that before we can get the final approved copy signed. Mr Leggott added that if we miss this opportunity for his suggestions – ‘that it is making it plain that it is the Officers judgement should be taken’ may compromise the Board in the future. The Finance Manager responded that Defra are now taking that on board as well as the initial points raised Defra accepted they have taken the whole of the responses on board and the Officers are waiting to see what Defra come back with.

(b) Report on Rating - Minute 1229

The Finance Manager reported that a revaluation was completed and the Board approved sending out a determination notice to the occupier. On the twenty eighth day a notice of objection was received regarding that revaluation. The Officers have re-engaged Mr R Hurst from Fisher German to deal with this on behalf of the Board. He added that it went beyond the time that it should have done to tribunal because we were in negotiation with the landowner. Mr R Hurst has agreed the revaluation, the Finance Manager presented this on screen (see below);

SCHEDULE OF BUILDINGS

| No | Building | Area (sq m) | Age when erected | Year of erection on site | Annual value (£/sq m) | Annual value (£) | less 10% for overall size of glass | Total annual value |
|----|------------|-------------|------------------|--------------------------|-----------------------|------------------|------------------------------------|--------------------|
| 1 | Office | 76.89 | - | - | 7 | 538.23 | - | 538.23 |
| 2 | Glasshouse | 2,255.34 | 30 | 2001 | 1.61 | 3,631.09 | 363.11 | 3,267.98 |
| 3 | Polytunnel | - | - | - | - | - | - | - |
| 4 | Shed | 81 | Unknown | Unknown | 3.33 | 269.73 | - | 269.73 |
| 5 | Glasshouse | 278.4 | 30 | 2001 | 1.61 | 448.55 | 44.85 | 403.69 |
| 6 | Shed | 109.8 | Unknown | - | 3.33 | 365.63 | - | 365.63 |
| 7 | Glasshouse | 9,728 | 20 yrs + | 2012/13 | 1.93 | 18,775.04 | 1,877.50 | 16,897.54 |
| 8 | Glasshouse | 8,601 | 20 yrs + | 2017 | 2.15 | 18,492.15 | 1,849.21 | 16,642.93 |
| | | | | | | | | 38,385.73 |

The Finance Manager pointed out that it was agreed that the valuation above, is a reduction in valuation of £11,064 the reason for this is the glass which had been installed had been valued as new glass when actually it was second-hand glass this is the reason for the reduction in the valuation. This will then require a write off of £1,394.06 from what has been included within the drainage rate demand this year.

| Account Ref | Location of Revaluation | Description | Existing Valuation | Proposed Valuation | Write Off |
|---------------|-------------------------|-----------------------------|--------------------|--------------------|-----------|
| 2983/02011302 | Blackjack Road Kirton | Revised nursery revaluation | £49,450 | £38,386 | £1,394.06 |

It is recommended that the new valuation be backdated and effective from 1st April 2018 and recommended that the write off be approved to be included in the accounts of the Board for the year ending 31st March 2019.

The Board AGREED to write off the sum of £1,394.06 in respect of drainage rate account No 2983/02011302 and the valuation determination backdated to 1st April 2018.

1286 MINUTES OF THE EXECUTIVE COMMITTEE MEETING - Agenda Item 5(a)

The Chairman presented the confirmed minutes of the meeting held on the 5th March 2018, copies of which had been circulated. The Board RESOLVED that the minutes should be received. There were no matters arising.

1287 MINUTES OF THE SOUTHERN WORKS COMMITTEE MEETING - Agenda Item 5(b)

The Southern Works Committee Chairman presented the unconfirmed minutes of the meeting held on the 7th March 2018, copies of which had been circulated. The Board RESOLVED that the minutes should be received. There were no matters arising.

Mr M Rollinson moved that these minutes and resolutions contained therein be accepted by the Board. All AGREED.

1288 MINUTES OF THE STRUCTURES COMMITTEE MEETING - Agenda Item 5(c)

The Structures Chairman presented the unconfirmed minutes of the meeting held on the 21st March 2018, copies of which had been circulated. The Board RESOLVED that the minutes should be received.

(a) MATTERS ARISING

(i) Access by Third Parties using Pumping Stations as Crossing Points – Minute 1251

The Chief Executive referred to the signs stating they have been erected at the pumping stations. He presented on screen photographs of the signs.

(ii) Drain 27/1 Culvert 604 Haconby Fen - Minute 1253(a)

Mr J Fowler asked if there had been any response from the owners of the properties at the Haconby Fen culvert site. The Chief Executive responded no, there has been no response to the formal letter requesting that they identify the fact they believe that the culvert belongs to the drainage board.

Mr V Barker concluded that if something goes wrong the Board then has the right to pull the lot out of the drain and let them worry about their access.

Mr J Fowler moved that these minutes and resolutions contained therein be accepted by the Board. All AGREED.

1289 TO ADOPT THE STRUCTURES REPLACEMENT POLICY - Agenda Item 5(c)(i)

Mr J Fowler presented the Structures Replacement Policy on page 42 - 45, the Chief Executive added that there were no alterations to this policy. He stated that it is now in its second year but it will be dated that it was last reviewed on the 30th May 2018.

The Chairman asked Board Members if this policy should be adopted. The Board RESOLVED that the Structures Replacement Policy be adopted.

1290 MINUTES OF THE NORTHERN WORKS COMMITTEE MEETING - Agenda Item 5(d)

The Northern Works Committee Chairman presented the unconfirmed minutes of the meeting held on the 11th April 2018, copies of which had been circulated. The Board RESOLVED that the minutes should be received.

(a) MATTERS ARISING

(i) Damage to Concrete Farm Yard – Claydike Farm, Holland Fen - Minute 1257(b)

The Operations Manager reported that he has met with the landowner and discussed the Northern Works Committee meeting proposal made which was the offer of £3,000 towards the value of the concrete (in concrete) to replace those bays.

Email – from the Operations Manager to the Landowner

Thank you for meeting me this morning and discussing the concrete hard standing in your yard at Claydike on Martins Cross Drove was an agenda item on the Northern Works Committee meeting on the 11th April 2018. To recap the Northern Works Committee discussed this item and proposed a contribution to the value of £3,000 worth of ready mixed concrete based upon the following; the area of the concrete bay is 4m x 36m at a recognised thickness of 200mm which equates to a value of concrete 30 metres cubed of circa £3,000. As discussed at our site meeting today the Board agreed in the 2006 letter, which he attached in the email that if the concrete deteriorates

significantly over the next few years that it would be reasonable for the Board to come to an agreement with yourself on a suitable contribution towards any works required to refurbish it.

Since this email the Operations Manager, has received a response from the landowner;

In response to the following events and communications by Black Sluice – Northern Works Committee visit with site inspection of the broken strip of concrete at Claydike Farm yard. References Mr S Hemming's letter of 2006, also the concrete was originally broken by Black Sluice excavator during the 1990s – this refers to the older/wider cracks that Mr Hemming's notices and mentioned in his letter. The damage caused in the 1990s was also the reason the Black Sluice reconstructed the worsened cracks section. Mr Hemming's this reconstructed section in his letter the new cracks were made in 2006. In the period since Mr Hemming's letter the cracks have widened the surface has become un-level and reverse slop towards the drain has developed. The landowner would like answers to the following questions before he can make full and reasonable response to the proposal;

- Following Mr Hemming's letter accepting responsibility what decisions were taken to minimise further damage to the concrete by the excavators passing through***
- What damage preventative measures were put into practise and in which years since 2006***
- What instruction were given to excavator operators of how damage could be averted so limiting the value of the Black Sluice contribution?***

I did not see or am aware of any measures, which were put into practise every 'passing through' of the excavators, which would have prevented the initial damage being exacerbated.

The Operations Manager asked the question the concrete was there which pre-dates arguably any byelaws and he believed it was put down in the late 1960s early 1970s. We have carried out what we believe is some testing around the thickness of the concrete and its strength. The Operations Manager stated that the problem is that we need access along there and the issue of the concrete hardstanding which we believed had been resolved with the agreed value of the contribution towards the costs the Board offered. He asked Board Members where we go and what response the Board gives to the landowner.

Mr P Holmes stated that it was an unconditional offer and its was a take it or leave it, without prejudice and unconditional £3,000 worth of concrete. Mr W Ash asked if the landowner has specified a sum he wants to recover. The Operations Manager responded he has not mentioned it in his email but that is what he is trying to gain with the questions at the end of his email. The landowner did mention onsite that it would be all the Boards cost to replace it.

Mr V Barker asked does the Board have a legal right of way through and over the concrete or over anything which is there. The Chief Executive responded through our byelaws we have a right of way, through the Land Drainage Act.

This particular drain other than the 10 years desilting the excavator has travelled once a year by a rubber wheeled flail followed by a tracked excavator. The yard is regularly used by other HGV farm equipment of the landowners own or landowners contractors.

Mr Holmes added that when this was decided at the Northern Works Committee meeting was the proposal to put to the Board or was it discussion at the Board, how do the Committee stand? The Finance Manager responded that the Committee has delegated authority to make the offer up to £10,000. The Finance Manager continued by saying this is the response from the landowner and asked Board Members what do you want to do. The Finance Managers view would be not to respond to any of those questions because by responding you may be accepting responsibility. Mr Ash asked in Mr S Hemmings letter did he accept responsibility for the damage, the Chief Executive responded showing a map showing the concrete hatched area, replaced by the Board he is assuming at that time we accepted. Mr J Fowler stated that the offer should be reiterated saying despite your questioning the situation is as it is today and the Boards offer stands without trying to answer his enquires – in good faith.

The Chairman stated at the time we thought it is a fairly tight yard and the lorry's being loading will be standing in that area on the side of the drain as you can't get a forklift to it so they are exacerbating the concrete yard as well. Mr Robinson added that he had spoken to the landowner who made this point to him that it is not solely the Black Sluice IDB vehicles using the concrete yard, he claimed that it had been damaged then subsequent use by the landowner had made it worse.

The Chief Executive stated that in the email ref Mr S Hemmings letter dated 10 August 2006 stating in the last paragraph;

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

The Chief Executive added that he would suggest that the Board has offered a suitable contribution and he has declined it. Mr Holmes concluded that it is either re sending the same offer letter or do nothing. He confirmed that no other or start entering negotiations about previous damage or anything like that this is the offer.

Cllr T Ashton stated that the Board has already been incredibly generous on this point referring to a photograph on screen of the concrete yard – this concrete having been laid in the 1970s its doing remarkably well, he would be proud to have it in his own yard.

The Chairman clarified that the Board reiterates the Northern Works Committee offer. This has been ratified by the Board – all AGREED.

(ii) Drain 5/30 Bank Slippage Amulree, Kirton Holme - Minute 1253(h)

The Operations Manager reported discussing with Cllr C Rylott before this meeting. He reported that he had a meeting with the owners a couple of weeks ago to discuss what we discussed at the Northern Works Committee and decide on the way forward. Initially they thought they would still like to put a pipe culvert past the property it now seems they no longer want to follow that option but they would like the Board to consider an extension to the proposed revetment. He believes it is 3/4 metres, for the Board to consider an extension to the proposed option 2;

Option 2: New revetment placed at a higher design level 4m close-piled sheets & re-profile bank, to create a flatter profile and increase the top crest width c£9,000. To take some of that bearing weight off the bank, to provide more stability with a view to curing the problem in its longevity. This option with a 50% contribution by the owners.

He stated that this would be an additional cost and he would need to work out the costings and go back to the landowner and speak to them but they said they would be prepared to pay all those additional costs with the extension of that option of revetment. He will go and speak to them and formalise this and make this process happen.

Mr Holmes thanked the Operations Manager concluding that the Board would contribute 50% (£4,500) with any additional works and the other 50% being paid for by the owners.

(iii) Great Hale Pumping Station - Minute 1253(i)

The Chief Executive presented on screen a photograph of the signs which have been erected at various pumping stations informing users/crossers of those pumping stations through various scenarios from pedestrians to livestock to light weight vehicles to heavy agricultural vehicles. These signs have been posted in very prominent parts. To date we have not received a single enquiry or correspondence, he is sure they will be received in the future. We will firstly inspect their claim of legal right and then we will negotiate with them a suitable agreed crossing agreement.

Mr R Leggott referred to looking at the legal right, the Board has not yet received any claims, the Chief Executive responded that he is expecting a claim of right of crossing whether it is a legal right of crossing is another matter.

Mr M Rollinson asked that this pumping station is unique as the land is landlocked, the Chief Executive responded that it is not landlocked there is access, each one is bespoke, each one is unique in its own way its land locked in the terminology in the form of transport you are going to use to gain entry into that field you can obtain permission to drive through some private land and probably take a one hour detour its not locked, in reality it is landlocked. The Great Hale pumping station is going to be the tricky one.

He added that some of our crossing bays, outfall bays are being used by pedestrians, livestock or the machinery he has stated and the Board have a Health & Safety liability concern with regards to people crossing them and the state they are left in for safety of the Boards workforce, and this bay is being used by a 13 ton tractor with a 15 ton loaded trailer tracking across and vibrating through that structure causing possible damage to electrically equipment – failure in the pumps etc.

The Chief Executive concluded that we need to start looking at these concrete suction bays and outfall bays as they were not designed in the 1960s to carry these sorts of weights we have to seriously contest the scenario.

Cllr T Ashton asked that the Officers are assuming more claims after they have been closed than before. The Chief Executive agreed, yes this is why we have given a long lead in period on those signs.

Mr P Holmes moved that these minutes and resolutions contained therein be accepted by the Board. All AGREED.

1291 MINUTES OF THE AUDIT & RISK COMMITTEE MEETING - Agenda Item 5(e)

The Audit & Risk Chairman presented the unconfirmed minutes of the meeting held on the 25th April 2018, copies of which had been circulated. The Board RESOLVED that the minutes should be received. There were no matters arising.

Cllr M Brookes moved that these minutes and resolutions contained therein be accepted by the Board. All AGREED.

1292 TO ADOPT THE RISK MANAGEMENT STRATEGY POLICY - Agenda Item 5(e)(i)

Cllr M Brookes presented the amended Risk Management Strategy Policy on pages 84 - 106, which was reviewed by the Audit & Risk Committee on the 25th April 2018.

Cllr S Waring asked there are a lot of risks in the register - when do you get to a point when all three are green is there any reason why it should still remain on the risk register when there is no risk. Mr V Barker responded that there is a reason for them to remain on the register the fact we have reviewed each risk and seen there is nothing changing, if it had not been on the list and something happen we would be wrong for not having it on the list and the fact we are looking and go through each one it needs to remain on whether green or not. Cllr M Brookes responded he agreed the fact is we will come back and look at that the next time it is reviewed, it could be that they have slightly moved and we could be upping the risk. Cllr S Waring added that if there continues to be no risk any category how long would you leave them on the risk register, you could go on forever. The Finance Manager offered clarity that just because on the matrix they are 'LOW' and 'LOW' does not mean there is no risk it just means its below '£10,000', 'would not affect us for over a day and would not cause serious injury but could cause some injury' and then on the likelihood 'it is most un likely to happen' is LOW not that is never going to happen.

Cllr S Waring concluded that with so many risks on the register you have to ensure that someone is looking at them individually and properly and sometimes, it gets to overcrowded.

The Finance Manager stated that for the benefit of the Board the training which was referred to early on in the meeting, the new Internal Auditor is going to come in November 2018 and do an hour session on 'risk management' and how we can look at it. It may be something for then. Cllr S Waring agreed.

Cllr M Brookes referred to the following risks;

- “1.1(a) - Coastal or Fluvial flooding from failure or overtopping of defences” on page 93. He stated that this is due to the likelihood increase with the decommissioning of the Black Sluice (Boston) pumping station.
- “1.5 – Risk of Operating Machinery to Maintain Watercourses” on page 95 this is because the Llantra training which has been adopted which the operational staff have had. Therefore this has reduced the likelihood of an incident so this has been reduced.
- “1.6 – Risk of Claims from Third Parties for damage to property or injury” on page 96 again a similar reduction due to the Llantra which has been completed.
- “1.7 – Risk of Third Parties damage to Board maintained assets, it was recommended to add this additional risk. He presented on screen a view of the risk detailed below;

1.7 Risk of Third Parties damage to Board maintained assets

| | |
|----------------------|---|
| Risk: | Damage to Board Maintained Assets Damage to Board Owned Assets |
| Consequence: | Assets not performing as they are designed to. |
| How risk is managed: | Managed Assets – Board Byelaws Owned Assets - Insurance |

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

- “5.5 – Fraudulent use of Credit Cards”, this was identified and the Finance Manager introduced into the Risk Management Strategy whilst going through the Insurance policies. The risk being that in total the Officers have £12,500 credit on credit cards between the three Senior Officers the insurance only covers £1,000.
- “8.5 – Risk of Breach in Cyber Security”, all staff have now completed classroom and online training provided by our IT consultants and Sophos as a minimum. So that risk aside for each site security the potential likelihood of risk has reduced and the risk level has gone down as recommended.

The Board RESOLVED that the Risk Management Strategy Policy be adopted.

1293 TO ADOPT THE FINANCIAL REGULATIONS POLICY - Agenda Item 5(e)(ii)

Cllr M Brookes presented the amended Financial Regulations Policy on pages 107 - 111, which was reviewed by the Audit & Risk Committee on the 25th April 2018.

The Finance Manager stated that many of the adjustments in this policy are on the recommendations of the Internal Auditor.

The Board RESOLVED that the Financial Regulations Policy be adopted.

1294 TO ADOPT THE PROCUREMENT POLICY - Agenda Item 5(e)(iii)

Cllr M Brookes presented the amended Procurement Policy on pages 112 - 115, which was reviewed by the Audit & Risk Committee on the 25th April 2018.

The Board RESOLVED that the Procurement Policy be adopted.

1295 TO ADOPT THE H&S POLICY FOR DISPLAY SCREEN EQUIPMENT - Agenda Item 5(e)(iv)

Cllr M Brookes presented the H&S Policy for Display Screen Equipment on page 116, which was reviewed by the Audit & Risk Committee on the 25th April 2018.

The Board RESOLVED that the H&S Policy for Display Screen Equipment be adopted.

1296 TO ADOPT THE LONE WORKER POLICY - Agenda Item 5(e)(v)

Cllr M Brookes presented the amended Lone Worker Policy on pages 117 & 118, which was reviewed by the Audit & Risk Committee on the 25th April 2018.

Cllr M Brookes stated that the Board provide the Lone Worker Devices which is now part of this policy. Mr V Barker asked if these new mobiles are working satisfactorily now, the Finance Manager replied having had such a torrid time with the previous devices he is not getting any complaints.

The Board RESOLVED that the Lone Worker Policy be adopted.

1297 TO ADOPT THE DATA PROTECTION POLICY - Agenda Item 5(e)(vi)

Cllr M Brookes presented the new draft Data Protection Policy on pages 119 - 128, which was reviewed by the Audit & Risk Committee on the 25th April 2018.

Cllr M Brookes reported that the Finance Manager had managed to condense lots of lots of pages down into nine pages in this policy. Cllr S Waring remarked that it is one of the best she has viewed. He confirmed that this policy has been passed onto to ADA and it might be sent out to other IDBs in a similar format. He stated that the Board will use this policy and get the recommendations later. The Finance Manager reported that ADA are setting up a Working Group which has not met yet to review and put a draft policy out even though the new GDPR rules came into force 25th May 2018. He did not feel the Board could wait to be caught by the enforcement date.

Cllr M Brookes highlighted the Privacy Notice on pages 127 – 128 which goes with GDPR.

The Board RESOLVED that the Data Protection Policy be adopted.

The Chairman concluded that it shows the value of having an Audit & Risk Committee to look at all these policies in detail, which few other IDBs do. The Chairman made reference to the Finance Manager's achievement on the GDPR policy he stated this Board is ahead of the game again which is gratifying. He thanked Cllr M Brookes for chairing that committee, it is nearly three years that the Chairmen have chaired these Committees that work is done outside of the Board and it is a reporting 'for information' action to the Board I think it shows strength in depth what we have at the Black Sluice.

1298 MINUTES OF THE EXECUTIVE COMMITTEE MEETING - Agenda Item 5(f)

The Chairman presented the unconfirmed minutes of the meeting held on the 9th May 2018, copies of which had been circulated. The Board RESOLVED that the minutes should be received.

(a) Matters Arising

(i) Mr J Scott, Brewin Dolphin - Minute 1272

The Chairman stated that a member of the Board had highlighted investing the Boards reserves. When Mr J Scott came to present from Brewin Dolphin the Executive Committee decided to look at a whole scenario of what to do because the banks interest is rubbish but the Board could invest with Brewin Dolphin an amount of money and even if Brewin Dolphin went under the portfolio would belong to the Board regardless. The Executive Committee thought it is a safe way of putting money aside. The Finance Manager put three scenarios on the screen:

| Risk Category | | £300,000 | | £500,000 | |
|---------------|---|----------------|----------------------|----------------|----------------------|
| | | Current Income | Average Total Return | Current Income | Average Total Return |
| 3 | You place a higher priority on preserving the value of your investments over investment returns and typically will be sensitive to large negative movements in the value of your investment. You are looking to maintain the real value of your investments against inflation and are happy to accept a small degree of fluctuation in the value of the portfolio to achieve this. As a result, the portfolio will hold a greater proportion in lower risk asset classes, such as cash, fixed income and alternatives, relative to the higher risk asset class of equities. | £450 | £20,100 | £470 | £33,500 |
| 4 | Preserving the value of your investments remains important to you and you would like to maintain the real value of your investments against inflation. Your portfolio is likely to be more evenly balanced between equities and fixed income investments. The amount invested in equities is such that your portfolio is likely to experience some market volatility in exchange for the potential of increased levels of return. | £450 | £22,800 | £470 | £38,000 |
| 5 | You are looking to maintain the real value of your investments by achieving returns above inflation. Preserving the value of your investment remains important, but you are willing to accept short term volatility to generate potentially higher long-term investment returns. The portfolio will be more evenly balanced between equities and the combined asset classes of cash, fixed interest and alternatives. | £450 | £24,900 | £470 | £41,500 |

The Chairman presented the above to the Board Members, one is investing £500,000 rather than £300,000 to do this we would need to overturn something the Board put in place about "not investing over £300,000" but he believes if the Board is going to set something like this up and we have the funds available it would be sensible to put £500,000 in one of these investments for the time it would be open ended as we are able to get access to the funds.

The Finance Manager confirmed that the portfolio could be liquidated within seven days. The Chairman continued stating that the money does not disappear, as the Chief Executive had stated at the Executive Committee meeting the Board would not need the money within seven days most suppliers work on 28 days credit.

The Chairman stated that we are putting this to the Board as a way of putting aside a 'sore' that has been running for a while of not knowing what to do with the funds. You can see on screen, what the Board is receiving now and the potential earnings even taking the lowest risk which is '3'.

Mr V Barker expressed that in order for the Board to do this it has to be 100% commitment by every Board Member this is a serious decision you have to get 100% by every Board Member. The Chairman agreed with this and stated the only way we are slightly exposed would be if the day we wanted to liquidate the funds it happens to be on a little bit of the downer but as the Chief Executive at the Executive meeting stated the chances of that happening when we could not wait a few weeks or even a month or two and wait for the downer to go up. The Chairman added that you could put it into one of the banks and lose the lot because none of them have the ratings that Mr N Scott mentioned at the last Board meeting. This is what the Executive Committee have come up with and he asked for the Board Members views.

The Chief Executive reiterated the fact that the funds are held in the Boards name not in anyone else's name. The Finance Manager stated that Brewin Dolphin would be the broker and a separate holding company where the bonds, funds are all held in trust so if Brewin Dolphin got into trouble and went bust those bonds and funds would be in Black Sluice IDB name within this alternative company.

Cllr S Waring asked if any of the Boards constitution limit the Members in any way in investing, the Finance Manager responded yes the Financial Regulations do which have just been approved but there is no reason you could not change the Financial Regulations Policy if that is something the Board wanted to consider, it currently states "the Board has limited funds that may be deposited at fixed term investment with any institution £300,000, the Board only places deposits with financially institution which are regulated by the Financial Conduct Authority". Therefore this would not be a fixed term investment it would be an investment with the broker Brewin Dolphin, currently the Executive Committee have a separate fund for the Bourne Fen Farm Trust that is in a portfolio at a risk level of '5' – this is for the ratepayers in that area it elevates their rates – this is the level which is set for that portfolio. For the Board's fund the Finance Manager suggested that the Board would not be that brave.

The Chairman added that the reason there are extra funds available is because of the efficient way the Board is run and the way that one/two things have happened in the year which has gone in our favour. He added the Board did not put the rate up obviously there is the possibility of not putting it up again and that will be for the new Board to decide.

Cllr B Russell clarified by asking are the Members considering increasing investment from £300,000 to £500,000, the Chairman responded he believed that if we are going to do it we may as well. Cllr Russell added that he is slightly uneasy about the change in concept by increasing the investment amount we are involving in it at the same time.

Cllr M Brookes pointed out that it refers to £300,000 all in one place, where as this would be £500,000 spread over a lot of different investments within the portfolio so its not like the risk of putting it in one place. The Finance Manager explained that there is a Brewin Dolphin guide sent with the agenda papers which has of a breakdown how they would see each risk being broken down therefore in this case it would be 51% fixed income, 26% alternatives, 20.5% equities and a holding of 2.5% cash.

Cllr M Brookes reponded that the point he is trying to make is that it would be across a portfolio it is not like putting all of the your money in one bank its different because you are spreading it across different funds.

The Chief Executive responded that having spoken with the Finance Manger the risk categories 3, 4 or 5 this is from Brewin Dolphin they do not involve themselves with capital investment any lower than category 3. He pointed out that at a risk category 5 for the Bourne Fen Farm Trust account you have to look at the difference between an investment of £500,000 the current income the Board could recover from £500,000 is £470 per year. At a risk category 3 that could be from Brewin Dolphin portfolio as high as £33,500 which is a good opportunity with the risk being spread so widely.

The Chairman asked Members if they have anything against this form of investment with Boards funds, Cllr B Russell asked is it the case that the fund contains a number of investment and are they looked at individually or if the funds fails do all of them come down. The Finance Manager responded no, it's a managed portfolio so Brewin Dolphin will manage on the Boards behalf, ie the Bourne Fen Farm Trust has in the region of 30/40 different separate investments if one of those investments failed then you only lose that particular one. Cllr Russell asked is it not an individual fund encompassing all these, it's just a loose arrangement of individual contracts – he responded that is fine.

Mr W Ash, reiterated that if one loses value then a lot of them would lose value if there is a down turn in the economy.

The Finance Manager stated that over an average of 15 years Brewin Dolphin has the history within the guide in the agenda papers. They start off with a portfolio value of £1,000 and it has gone up to just over £2,500 over the 15 year period they did have a big trough in 2008 but it is still two and a half times what it was 15 years ago. Cllr Russell added that in the last 15 years the UK has had a hell of a market problem.

Mr J Fowler raised his concern that with a managed portfolio you have an ongoing annual cost from Brewin Dolphin which he believed would be 1% – 2% which is a cost, a management cost which you cannot get away from which is done on the capital value of the portfolio that is fine when the portfolio is performing, when the portfolio does not then Brewin Dolphin

will still take their 1 - 2% management charge. Apart from that he believes it is a good spread of risk between say equities and government bonds and he would welcome it.

The Chairman reminded Members that it requires 100% and asked for a show of hands, is the Board happy to do this type of investment – all Members were AGREED. He then asked about the fund amount of £500,000 within this investment, Mr Fowler responded that if you are spreading your risk much more than you are with the £300,000 in a bank because you are spreading between a great range of portfolio investments, the risk of any one thing failing is currently very much lower.

Cllr B Russell withdrew his objection.

Mr M Rollinson asked does the management fee come down with the more that is invested? The Finance Manager responded he did not know and the Chairman clarified that we will ask the question.

Mr V Barker asked is there a charge for withdrawing? The Finance Manager responded that there are dealing charges/fees - for every buy and sell there will be a fee attached to that. Mr Barker then stated that regarding the 100% agreement there are Members of the Board not attending today, I would like to suggest that a letter goes to them telling them what other Board Members have done and state unless they contact the Officers we will assume that they agree – we don't want Members saying that they would not have agreed if there were not here. The Chairman agreed with this to happen.

Cllr T Ashton stated that he is fully on board with this, this is the direction travel across with local government he believes any risk attached has been well debated and he is content to see £500,000 put into this investment.

Mr P Holmes added that if the Board has £500,000 to invest if we are only going to do the £300,000 to get a potential of £20,100 then clearly the £200,000 we are not investing in this portfolio is only going to accrue £400 a year that is going to look a poor relation for the £200,000 we don't invest in the portfolio against the £300,000 we do.

The Chairman asked Members if they are happy to investment £500,000. All AGREED.

Mr V Barker acknowledged that the Board is dealing with public money and it should be invested properly to give a return.

Mr J Fowler asked if we could have clarification from Brewin Dolphin of what their management fee is on the portfolio in writing. The Chairman agreed yes. Mr P Holmes added that both the setup fee and the management fee because there will be a setup fee as well. The Finance Manager responded that he will get all the details and bring it back to the Executive Committee.

The Chairman suggested the risk level of '3', he asked Members for their decision. All AGREED a risk level of '3'.

(ii) Black Sluice (Boston) Pumping Station - Minute 1275(a)

The Chairman updated the Board regarding the Black Sluice (Boston) Pumping Station stating we are not going to get involved with the pumping station, as we said at the meeting we had here with the EA, we feel the risks are too high for this Board and some Councillors seem unhappy about the potential costs so we have resolved we are walking away from the pumping station. There has been two really wet periods since the pumping station closed and the recovery on the South Forty Foot by using the navigation sluice has been in the first instance remarkably quick, in the second instance not so quick. We had a meeting here about what we assumed is a problem with Mr N Robinson (EA) and he said there was not a problem it never got to 2 metres at Black Hole Drove or anywhere else. But he has promised we will input our information on everything that goes on there and will get an input. He does not believe we will ever run it but we will get an input on how we manage the South Forty Foot, and at the moment there were two biggish amounts of rain and they did manage it especially in the first instance very well so providing they are prepared to open that navigation sluice I feel we should be ok.

The Chief Executive concluded there is a second meeting preparing to be held in July 2018 and he believes following the outcome of that meeting there will then be a formal notification and announcement from the EA about the future of the Black Sluice (Boston) pumping station, until that group formally collectively agree the direction we know no announcement will happen until that date. The Chairman added that unfortunately he will not be able to attend that meeting but Mr P Holmes will go in his place.

Mr V Barker asked for clarification about the level of 2 metres at Black Hole Drove he questioned whether that is set a bit high - if it was 1.8 metres or something? The other thing he noticed is that the summer level on the South Forty Foot is running higher than it would do normally and he was disappointed that the 'buddy up' that the workforce did with the EA did not include the use of the navigation lock and questions whether we now need to go further with this 'buddy up' with the navigation lock? It is no good waiting for someone to come from Northampton like in December 2017. The Chairman thought that Mr N Robinson felt that would happen, he said they are learning on their feet in public. But they intend to get it right else they know they are going to have a lot of disgruntled people.

He probably does accept that it was very inopportune to put it at summer levels in face of another inch and half of rain but he said they have these rules, somebody should have looked at it before they set those levels but they were expecting boats to go up there at Easter so they had to get the level up.

Mr V Barker believes that 2 metres is too high, that before the Forty Foot was cleaned out those boats came up at a lower level with more silt in the bottom of the Forty Foot, he has pictures, he saw them that's why I say that the summer level is running higher than normal I think it should be lowered. The Operations Manager asked by how much higher, Mr Barker responded a decimetre – about 0.10 metre. Mr R Leggott commented about our standard, what is it at the moment in other matters?

Perhaps the assets are a bit of a worry, is that we may be further away from having any control over the water level management – is it possible that we can go forward with not taking part not taking it over in broad terms with an increased input into the water level management because the thing which has always been the bug is that the EA are not acting quick enough.

The Chief Executive responded that other than the Board switching the pumps off we have no involvement in the South Forty Foot water level management so we cannot be further away. Clearly we need to be involved as this Board has known since the very early days, our suggestion to the EA is that following full training on the operational of the sluice gates and the navigation lock as a secondary fluvial event channel not to operate for navigation purely as a fluvial channel. Following adequate training and the implementation of a management plan that the EA will control ie lower water level control we have offered ourselves to control those assets under the PSCA, we are waiting to hear from the EA – there will not be an immediate response whether they are favourable towards that. Mr R Leggott responded that he feels the Chief Executive is responding to the physical side of it and he is thinking about the administration side of it making a decision to open it or not.

The Chief Executive clarified that this will be written into the management plan, projected weather forecasts to be allowed to drop the level at an early stage of Met Office warnings.

Mr V Barker explained he has mentioned in the past a lot of the water comes off the highland carriers and he believes the wood line from Bourne to Temple Wood and knowing the rainfall there we do know that Mr Richardson to the west of Temple Wood keeps a daily record of the rainfall and that rainfall takes time to come down sometimes less than twelve hours, but if we have access to what the rainfall is up there in times expected fluvial events I think it would help to get those gates open if need be.

The Chief Executive responded that there is a wider catchment plan approach being reviewed for a number of years now but in mitigation he believes if possible decommissioning the pumping station the EA seem to want to push it a lot further now regards to restricting highland water upper catchment flows into the highland carriers and beyond from a log across a stream in Temple Wood to vee boards or even gates on the highland carriers, not saying there is going to be gates, there used to be a gate across the Skerth Drain. The EA have asked for a list of possible mitigation works that could be reviewed from ourselves and if you can imagine that was an awful long list we provided. He believes the EA are wanting to learn and listen from the local IDB with regards to what opportunities there are to restrict fast acting catchments from holding water back to letting more water go through the double gravity channels of using the pumps. They are looking for that balance.

Mr P Holmes enquired that in answer to both questions after our meeting in the beginning of July 2018 with Mr N Robinson that after that we have there will be definite rules or guidelines in writing of a management agreement with the EA and he would like to think going forward in order to report back to the next full Board meeting and then beyond that the next meeting it will be put into practice we have to report that positively that there is a cooperation between us.

Cllr B Russell referred to Mr Barker's statement regarding highland water in Bourne, he has concerns about the attitude of planning around that part of Bourne it seems to be 'what water problems' there is a pinch point – the Carr Dyke is a pinch point to be quite happy through surface water and other water I have not noticed high levels of highland water coming down but I know the system around Bourne and particularly Else Park it is supposed to be designed for highland water there is a stream coming down through the – Mr Barker interjected Else Park goes through Welland & Deeping IDB, Cllr Russell no it goes under the roundabout on the A15 down into Carr Dyke and through the side of Bourne it is his understanding. Mr Barker explained that the south side of Bourne is Welland & Deeping side.

The Chairman reported that when there was a problem Mr N Robinson EA met with the Black Sluice and said he would come to this Board meeting today if Members were unhappy about the decisions being made. The Chairman confirmed that we have the arrangement with the EA we get on ok with them and they are there on the phone if we have any issues.

Mr R Leggott added he hoped that further talks will take place and the Board will be brought up to date with those talks. Mr Holmes clarified that this Board is part of those talks and therefore they are not discussing things and telling us afterwards, we are part of the discussions. Mr Leggott asked if the whole Board would be brought up to date. The Chairman agreed yes.

(iii) Fisher German (on behalf of the EA) - Minute 1281(d)

Cllr P Bedford asked if the Board's offer of £1 for each lot was accepted. The Chairman responded no the EA had a better offer.

(iv) Office Alterations - Minute 1281(g)

The Chief Executive proposed to obtain three quotations to bring to the Board today, unfortunately because of the timeframe, we have not been able to obtain all three, he currently has one and he will be seeking to obtain two others. He believes that the maximum price for the structural opening downstairs ie knocking the wall out between the operations managers room and the operations supervisor/works managers wall to open this out to one large room. Plus some alterations in the drawing office being the large office basically splitting that in half to make one half an open plan office the other half to be a meeting room and also an office for the Operations Manager. That cost has come in writing a fixed price of just under £10,000 plus the air conditioning, he is quite confident that he will be able to get between the budget of £10,000 to £15,000.

We will continue to obtain two other quotations on the understanding we will fit within that budget and some final tweaking on the actual plans as we speak to other construction builders who were coming up with different ideas possible cost saving ideas in order to seek approval by the Board today we continue with those alterations in the forgoing months.

The Chairman asked the Board Members if they were happy to proceed with this proposal – all AGREED.

(v) Tour of the Netherlands - Minute 1281(h)

The Chief Executive stated there is a detailed literary, vouchers for hotel accommodation, there has been a couple of questions about departure from Swineshead - we are leaving at 6am from the office on Monday morning, if you come to the main depot gate we will be able to park vehicles in the depot and these will then be locked in. We have three pickups on the way, Brothertoft, New York, and Louth with a view to being at Humberside Airport at 8am and the flight is at 9am. Everything else has been catered for the costs are more or less finalised. We have a last minute request from one of the largest drainage boards in the Netherlands, they would like a few hours with this Board looking at some of their pumping station equipment which will be very interesting. He spoke with the Chairman we have on the last evening some very elevated guests joining for dinner and the Chief Executive stated that initially he sent around information that it was informal dress code, he has spoken on the phone as we are only taking hand luggage and the scenarios shirt/tie jackets, they are more than happy to receive us in informal dress on that evening in fact they are looking forward to it.

It is an informative tour, wear comfortable clothing, with your hand luggage you can also carry one accessory ie handbag.

The Chief Executive enquired if anyone has not received the itinerary let the office know and we will forward it again. There are fourteen of us attending, 13 from the Board and there is a new Communications Officer called Ryan Dixon based at ADA HQ he is accompanying us he is the official photographer and he will write up the article for the ADA Gazette.

(b) To Approve the Period 12 Management Accounts – Agenda Item 5(f)(i)

The Chairman referred to the Period 12 Management accounts on pages 146 – 150, the Finance Manager added that these have been reviewed within the Executive Minutes.

(c) To Approve the Internal Auditors Report 2017/18 – Agenda item 5(f)(ii)

The Chairman referred Members to the Internal Auditors Report on pages 151 – 162, he highlighted page 152 which shows the Board with 'substantial assurance'.

(d) To Approve the Bourne Fen Farm Trust Fund – Agenda Item 5(f)(iii)

The Chairman referred the Board to page 163, stating this is the Bourne Fen Farm Trust Fund, which has been mentioned whilst discussing the Boards investment.

The Chairman invited opinions from Members. All favourable.

1299 TO ADOPT THE POLICY STATEMENT ON WATER LEVEL AND FLOOD RISK MANAGEMENT – Agenda Item 6

The Chairman referred the Board to review and approve a new policy 'Statement on Water Level and Flood Risk Management'. The Finance Manager stated that this was not proposed to be reviewed until November 2019 but ADA and Defra have brought out this new template that they would like IDBs to use and when the comparison was done between what they are asking and suggesting and what we already had, they were vastly different although saying most of the same things with more of an environmental slant. He has not been able to highlight in red what's changed because it was whole paragraphs, so this is the new policy all the figures have been updated and made sure they are correct and asked Members for any feedback on this policy.

The Chairman asked Members for any questions, all favourable.

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

1300 TO REVIEW AND APPROVE THE ANNUAL GOVERNANCE STATEMENT - Agenda Item 7

The Chairman asked Members to review the Annual Governance Statement on page 176 of the agenda.

The Finance Manager reported that this is the Board's responses to the Accounting Statements on page 176 on the left side of the column, and then on the right side is what this actually means. This is almost identical to the statement last year, if this has been reviewed by the Board Members, and favourable for the Chairman to sign to say that the Board Members have given the correct answers.

The Chairman asked Members if there were favourable that he could sign approval.

The Board AGREED to approve the Chairman and Finance Manager to sign the Annual Governance Statement.

1301 APPROVAL OF THE UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDING 31st MARCH 2018 - Agenda Item 8

The Chairman stated the unaudited financial statements which had been circulated under a separate cover and had been reviewed by the Executive Committee at their meeting on 9th May 2018.

The Finance Manager stated that the Period 12 management accounts were at an earlier agenda item attached to the Executive Committee minutes – they are the very detailed accounts which are then put into the more formal layout of the unaudited financial statements which are GAAP compliant accounts. It includes the Governance Statement and everything else which we used to have when this was the document used to be audited before we had the Annual Return. This document in turn then is summarised even further into what then becomes the nine boxes on page 177 of the Annual Return.

The Board RESOLVED that the Unaudited Financial Statements should be approved and that the Chairman and Finance Manager should sign the Balance Sheet and Statement of Responsibilities.

1302 TO APPROVE AND AUTHORISE THE CHAIRMAN TO SIGN THE ANNUAL RETURN FOR THE YEAR ENDING 31st MARCH 2018 - Agenda Item 9

The Chairman outlined to the Board that Section 2 on page 177 of the Annual Return summarises the Boards official accounts for the year ending 31st March 2018. The Chairman will be asked to sign approving these accounting statements on pages 173 – 178 upon approval of the Board.

The Board RESOLVED that the Annual Return should be approved and that the Chairman should sign the Annual Return for the year ending 31st March 2018.

1303 TO REVIEW THE RISK REGISTER - Agenda Item 10

The Chairman presented the risk register on page 179. The Finance Manager stated that one item he has picked up is 1.1 is going to need to be broken down into (a), (b) & (c) now as they don't have the same score – it is now 6, 3, 2 so 1.1 will split out as per the Risk Management Strategy.

The Board RESOLVED that the Risk Register be accepted.

1304 REPORTS - Agenda Item 11

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

The Board's monthly accounts on pages 180 - 190, which included February to April 2018, were circulated. The Board RESOLVED that this report be noted.

(b) Schedule of Consents - Agenda Item 11(b)

The Chief Executive presented the Schedule of Consents on pages 191 - 195, copies of which had been circulated. The Board RESOLVED that this report be noted.

(i) Relaxation of 9 metre byelaw – Mayflower Farm, Tydd Road, West Pinchbeck

The Chief Executive referred Board Members to pages 193 – 195 and presented onscreen design outline view for a proposal. He stated this is a relaxation of the 9 metre byelaw, he referred to page 9 minute 1230(b)(ii) at the previous Board meeting it was agreed to relax the 9 metre byelaw for the property to the south of this applicant (160 Six House Bank) which

the Board agreed to relax. He stated that he could not see why there is any justification to not relax following relaxation of the adjacent property at the same time the Board allowed for the piping of the watercourse were as this application is purely for relaxation to 6 metres from brink of bank but he would bring this to the Board to show how realistically as these properties have developed and have worked towards joining that entire frontage.

The Board RESOLVED that the application to relax the 9 metre byelaw be granted.

(c) Rainfall - Agenda Item 11(c)

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.

(d) Approve Register of Electors - Agenda Item 11(d)

The Finance Manager stated the register of electors was advertised for anybody with an interest to inspect, we had no objections or claims on the register of electors therefore he recommended that the Board approve that they are happy with the register of electors, if you would like to review it he can place it on the screens to be viewed. There were no Members requiring to view on screen, all AGREED to approve the register of electors.

1305 ANY OTHER BUSINESS - Agenda Item 12

(a) Environment Agency – Initial Priority Catchments

The Chief Executive stated a copy of the Environment Agency Initial Priority Catchment paper was distributed at the meeting, this is something that EA National have selected the Boards Catchment along with three others to agree a project area for water abstraction.

An EA Officer Darren Smith is the Officer managing our priority catchment plan, predominately this revolves around different control mechanisms for abstraction and the realisation that it is not just about removing water now off land its about the importance of containment or transfer of water so this will be an interesting development over the next few months if not years. It requires standards by 2021 which gives a couple of years to be involved with this amongst other things.

He believes this is a good thing we are now exploring every avenue, every opportunity within this catchment and obviously that the EA at National and local level trust the Officers and Board Members to be able to move forward with a project such as this.

Mr R Leggott reported that the Witham 4th, within their area have a water transfer route do we have any within the Boards area. The Chief Executive responded no, we are expecting to have one of the biggest ones in the Country over the next 10/20 years but at the moment, no.

(b) Heckington Show – 28th & 29th July 2018

The Chief Executive reported that the Lincolnshire IDB Show Committee have put it to Lincs ADA Branch Committee that they would like to attend this show and possibly a show even further south of Lincolnshire therefore Lincs ADA are being represented at the two day show event at Heckington. There may be some of the Boards machinery, there will be some of the Boards staff involved. If you are attending please call in and see us.

(c) South Lincolnshire Water Partnership at Lincolnshire Show 20th & 21st June 2018

The Chief Executive stated that the South Lincolnshire Water Partnership/WRE concept which could be in a few years time is having a marquee at the Lincolnshire Show, if you are at the show please call in and see them.

(d) EPIC Centre

The Chief Executive stated that an invitation has been sent to attend the Lincolnshire Show Epic Centre on the 9th July 2018. He will send out this invitation to the two new Board Members. This is a specialist invitation only event that's crafted around the South Lincs Water Partnership by putting groups of individuals from every sector in a unique group and they are going through a whole life experience of South Lincs Water Partnership. It is a learning exercise, it will be quite an experience to attend, you are openly invited to attend but you have to pre book so those that are interested please get involved.

(e) Yellow Flower Growing on Drain sides

The Operations Manager stated that this Board had discussed this previously at a meeting about 'yellow flower' growing on riverbanks and drain sides. Wherever you seem to look, it seems to be growing quite recently, he had a meeting with a landowner to discuss this subject and what, if anything, the Board were prepared to do about it. He believes that it was discussed at a previous meeting but nothing was really resolved there was never any action to take from it to the Officers from the Board Members around what proposals the Board would want to commit to if any.

During that meeting I was asked if there were ways to control it and what ways there are to control it whether it be chemical, flailing at the right time of year and what if any proposals we could offer so the Operations Manager put it back to the Board Members again around what are we prepared to offer as a Board towards any form of control if any around 'yellow flower'.

Mr J Atkinson believes this meeting was with one of his family, there is a lot more which could be added to this subject. It is growing very thick and very wild in certain parts and obviously he is talking about his area but it is particularly on the South Forty Foot bank and tributaries close to the South Forty Foot and he thinks there are two issues here, wildlife - no birds are nesting in it whatsoever it is far too thick and the other agronomic issue that oil seed rape crops - we are supposed to get low erucic acid in them they were getting contamination and the results last year around the country apparently the erucic acid was going up and it is being blamed through the pollination on this wild hedge mustard 'yellow

flower'. The birds nesting particularly interests Mr J Atkinson, and on his private dykes he has done some tests and we have mowed it one year/two years/and third year and after about the third year it disappears the grass comes back and birds start to nest and all problems of yellow plant are gone. He wondered if the Board would be willing to do some tests and mow some particular bad areas next year it's too late this year obviously.

Mr P Holmes remembered this he believes it was probably brought up at a Northern Works Committee meeting, from recollection he believes we said we would if the farmer concerned was that concerned about it then there would be no reason why he could not flail a Board dyke at a time of year of his choosing obviously when the crop was clear, or when it was clear of frost. With this plant whatever it may be there are opportune times to mow it to stop it flowering and seeding and then setting seeds for another year, if you do that and do it persistently then the plant soon give in and grass takes over and you have the stability of the bank it is something that from recollection we as a Board we took responsibility for it but then said that if the farmer was that concerned if the Board operatives could get to it with one of the Board machines there is no reason why the farmer could not do that and give it a mow before they got there.

Mr J Atkinson responded, that there are a couple of things relevant, that to put it on the Boards website that permission is being given for farmers to do this on their own bank and the other he does not think in all honesty farmers can do the big ~Forty Foot or tributaries where they are at their widest near the Forty Foot. Mr P Holmes replied that a lot of those are not even the Boards responsibility they are probably EA. Mr Atkinson added that the Board might look after these banks, the Operations Manager responded yes.

The Chairman asked if this could be brought up at the Environment Committee meeting, Mr Robinson responded that it was discussed last time because it was around the North Forty Foot around Boston where it comes up to A52 that has been done the last two years, there is now more grass growing and the certain stability of that bank because it was just a mass of this 'yellow weed'. The Chairman suggested we should have a word with the EA and ask them what they say, by referring to nesting birds not nesting because of this 'yellow flower'.

Mr J Atkinson added that when you mow it for the first two years but for the long term good the grasses are going to come back and be more environmentally and bird friendly.

Mr R Leggott asked is it the time of year when the flail takes place to stop the next years crop, if you do it once at the right time of year rather than three times. Is there any research we could look at. Mr M Rollinson googled it and it is annual so if mowed before the seed set then you should be alright. Mr V Barker added that this particular plant wants mowing twice if you mow before the seed sets then it will come again.

The Chief Executive added that the Board has the equipment, but do we have the budgets. The Operations Manager asked to clarify that within the Boards policies if the Board were to go and flail any extra additional lengths we would have to start flail mowing at the end of March and continue that process every 4 to 6 weeks depending on growth to keep that growth down due to nesting birds,

to stop nesting birds that is the only way we could maintain those banks unless we maintain those banks additionally later on in the year after the end of July and start flailing.

Mr M Rollinson asked is it occurring where the banks are no longer grazed this could bring up a whole other issue. Mr J Atkinson responded yes it is where they are not grazed by animals.

The Operations Manager responded that the Board cannot go out early we would have to do it after the cutting season which starts in July and any time between July and the end of the year we could go and flail it but before July we could not flail it. Mr J Atkinson asked is that because of the nesting birds. The Operations Manager responded that if that is the case we would have to go and start at the end of March. If you did want the Board to be involved in any additional flail work one of our machines circa £3,500 per week to run he believes that it can cover between 3 and 4 km an hour, depending on bank heights and passes. If you have three passes to complete a section you would get 3 km completed in three hours. The Operations Manager concluded that where he met with the landowner onsite at Dunsby Fen where the Board drain passes under the road back towards the pumping station that is about 1 km up that roadside length that would achieve those three passes we should get that done in an hour its whether the Board wants to look at a trial area that we could trial some additional flailing where the yellow flower grows and to see if it could be controlled in that way. The problem being it is quite prevalent wherever you look throughout the district.

The Finance Manager added that it is something which the Environmental budget could be used for therefore he suggests that it is brought up at the Environment Committee meeting.

The Chairman stated that this is the last official Board meeting before the elections, after this Board serving for three years. He thanked all Members who have committed to the Black Sluice IDB and thanked all for the support of the Members.

There being no further business the meeting closed at 15:53.

BLACK SLUICE INTERNAL DRAINAGE BOARD

MINUTES

of the proceedings of a meeting of the Environment Committee

held at the offices of the Board on
27th June 2018 at 2pm

Members

Chairman - * Mr P Holmes

| | | |
|-------------------|---|-------------------|
| Mr W Ash | * | Mr J Atkinson |
| * Mr V Barker | | Cllr C Brotherton |
| * Mr K C Casswell | * | Mr R Leggott |
| * Mr P Robinson | * | Mr R Welberry |
| * Mr J R Wray | | |

* Member Present

In attendance: Mr I Warsap (Chief Executive)
Mr P Nicholson (Operations Manager)
Celia Commowick (Scarborough Nixon Associates)
Amanda Jenkins (South Lincolnshire Fenlands Partnership)
Mr & Mrs P Bowler (Butterfly & Wildlife Conservation Garden)

The Chairman welcomed Celia Commowick from Scarborough Nixon and Amanda Jenkins from South Lincolnshire Fenlands Partnership.

1306 **APOLOGIES FOR ABSENCE - Agenda Item 1**

Apologies were received from Cllr C Brotherton, Mr W Ash was a non attendee.

1307 **DECLARATIONS OF INTEREST - Agenda Item 2**

There were no declarations of interest.

1308 **MINUTES OF THE ENVIRONMENT COMMITTEE MEETING - Agenda Item 3**

The Minutes of the last meeting of the Environment Committee held on the 10th May 2017, copies of which had been circulated, were considered. It was agreed that they should be signed as a true record with the following amendment;

Control of Mink - Minute 1114(d)

In the third paragraph, second line it should read 'Lincolnshire Rivers Trust and the Chalk Stream Project' – amendment from 'Calk' to 'Chalk'.

1309 MATTERS ARISING - Agenda Item 4

(a) Syndicate Proposal Update - Minute 1112

The Chief Executive reported that because of the Lincolnshire Wildlife Trust intension to purchase the 50 hectares of land around the pond this will be reported on in another agenda item.

He has spoken to the Syndicate Members and all have agreed that at this moment in time they will withdraw their intension to lease the fishing rights because of the Nature Partnership involvement with regards to enhancement of that area. At the moment it has been agreed to suspend negotiations until such time that land is purchased and that area becomes a nature reserve. In the future the Board will probably not be involved with any fishing rights with the Syndicate regarding that pond. It will become controlled, following the Boards agreement, by Lincolnshire Wildlife Trust.

(b) 100 metres of Reed Bed - Minute 1114(w)(i)

Amanda Jenkins asked has the new reed bed area been identified? The Chief Executive responded that this BAP target was identified as a new 100/200 metres section of reed bed to develop within a watercourse which is Board maintained. Due to the proposed nature reserve at Bourne North Fen this has not been pursued because we then want to negotiate with Lincolnshire Wildlife Trust about the reed beds that they are going to plant and we could incorporate into the Boards BAP.

1310 TO REVIEW THE ENVIRONMENT COMMITTEE TERMS OF REFERENCE - Agenda Item 5

The Chairman presented the Committees terms of reference on page 13. The Chief Executive stated that this complies with all the terms, it has been brought to this Committee because it only sits once a year, it will be for the Board to resolve that this Committee retains the existing terms or change them, he clarified that he sees no reason to change these terms of reference. The Chairman asked Members for any comments and if they were happy with these, all AGREED.

1311 TO RECEIVE A REPORT ON ENVIRONMENTAL WORK COMPLETED IN 2017/18 AND RECOMMENDATIONS FOR PROPOSED WORKS FOR 2018/19 - Agenda Item 6

The Chief Executive presented the report on Environmental works completed in 2017/18 on pages 14 to 22 including the recommendations for 2018/19 and seeking approval for the budgetary recommendations. The Chief Executive stated that the key focus of today's meeting are the proposals at the end of this report for this year.

Completed Works 2017/18

(a) Owl Boxes

The Chief Executive presented on screen a photograph showing a typical owl box repair and/or replacement which has been carried out throughout the year.

(b) Early Flailing Works

The Chief Executive reported that these have been carried out within the Public Sector Co-operation Agreement on the main rivers.

(c) Water Vole Monitoring Surveys

The Chief Executive stated that Scarborough Nixon will give some information later in the agenda. He presented on screen a photograph of a water vole swimming which was taken by one of the machine operators.

Amanda asked if the Board send reports from the GPS devices to the Environmental Records Centre? The Chief Executive responded that all the GPS recorded data is collated in the Office. There maybe a delay this year because the Board has employed a new GIS Technician and he may not be caught up with all data entry since the last Technician left. He confirmed that we may not have sent the information off to the Lincolnshire Environmental Recording Centre (LERC) but we are recording it and have it to send.

(d) Control of Mink

The Chief Executive stated that liaison between agricultural landowners and Board Members informing them about trapping and the importance of frequent inspection and humanly despatching. Although as previously noted the Boards initial thoughts are that there are lower numbers being caught this year.

(e) Environmental surveys of larger hedge rows in our bushing programme

The Chief Executive stated that the Board does inspect ourselves and have in the past employed Scarborough Nixon to inspect some of the large bushes and hedgerows – we did carry out daily inspections on the South Forty Foot when we were in the bird nesting season prior to actively removing bushes and trees from the banks.

(f) South Forty Foot Drain Environmental Works associated with the de-silting works

The Chief Executive stated this was a complete success story and the Spined Loach scenario was catered for. He presented on screen some photographs showing a year ago and today at Sempringham silt lagoon, that shows how it has dried out, and another view which shows where a tractor has worked over an area. He added that we are now in negotiations about whether to start spreading the silt – the last course of work is to put a machine in there, no more than once. The land have been rented for 5 years so we are well on course for those to dry out within that 5 year period.

(g) RSPB Water Abstraction for Frampton Marsh

The Chief Executive reported the water abstraction from Frampton Marsh is an ongoing permission which is granted in line with the EA and the Board for water abstraction and flushing Frampton Marsh nature reserve that water then comes back into the systems in front of Wyberton Marsh pumping station.

(h) Big Boston Clean Up

The Chief Executive referred Members to the screen which showed a number of slides picturing rubbish dumped, one at the back of Joy Paine Close, this typifies some of the rubbish which is tipped into watercourses around Boston. This shows some of the problems the Board has, we use the Boston Clean up crew to help clear and remove this rubbish.

(i) Fly Swat Team

The Chief Executive stated the photograph onscreen shows Dowsby Fen where some tyres and wheels had been dumped. Thankfully a lot of this type of rubbish can be taken up by the Fly Swat Team and disposed of at no additional cost to the Board.

Mr V Barker asked if this crew just work around Boston, the Chief Executive responded he could not today answer that question but they have now spread south into the South Holland area.

(j) Invasive Species

The Chief Executive informed Committee Members that the GLNP produce some excellent documents on invasive species - which can be handed out.

The Chief Executive then referred Members to the screen photograph of 'yellow flower – bastard cabbage' this is a problem which was discussed at the last Board meeting. Whatever decisions are made by this Committee will have to go back to the Board and the next Board Meeting is 7th November 2018. Whatever is agreed or implemented today will not be implemented until the next growing season which is early spring of 2019.

He reintroduced a paper that Lindsey Marsh IDB have produced on "oil seed rape and wild brassica rapa" this is a detailed investigation and basically quite simply what funding do you have available to do additional cutting or spraying. Lindsey Marsh IDB decided they could not afford the additional £138,000 it would cost to remove the 'yellow flower weed' from 20% of their lineal watercourse maintenance regime off three cuts per bankside.

Mr P Robinson asked how does that compare with chemical spraying and how does the cost stack-up? The Chief Executive responded you can only spray with herbicides which are not going to harm the watercourse. The Chairman added that this problem has been over a couple of years now, at Floodex we looked at spraying from a boat because you cannot spray off the top of the bank or it is more difficult to spray from the top of the bank. He then asked his agronomist and he said there are no chemicals on the market that are suitable on a dyke bank adjacent to a watercourse. The Chairman added over the discussions we've had that flailing is probably the answer but if we do flail we would need to go in early enough ie March before the vegetation gets too high as it will deter any ground nesting birds from starting to nest. Therefore it would also need 3/4 cuts and detailed costings would need to be looked at which could be c£11,000 per kilometre per season to do four separate cuts, March, April, May and June and start as the cutting programme would do in July.

An estimate of what area the Board would need to cut, if the Board were to take this responsibility on which they are not of a mind to do, it would cost the Board £350,000 per year just to tackle this yellow flower weed. This will be charged out at cost without the 5% surcharge.

Mr V Barker referred to the chemicals he has heard this year that double spraying with Fox has controlled it, there used to be an aquatic roundup it must be suitable for spraying next to watercourses.

The Chairman responded he did not think there was a suitable applicator, there are situations where it is easier done by boat and there are situations where it is easier done on the bankside but there is not a 'one size fits all' application for the operation.

Mr Barker responded that you could soon find a suitable applicator, he remembers they put applicators on trains there may not be an applicator machine at the moment but chemical versus distance travelled by flail it may work out more cost effective. The Chairman responded that this would need to be done at a certain time of the year when probably crops would be in the adjacent fields therefore, there would be compensation to the farmers to consider unless the farmer wanted to waiver that compensation to get his banks sprayed.

The Chairman pointed out that the Board do not see it as their responsibility. Mr J Atkinson believes the Board is over compensating the scenario, about mowing it off, his experience is that in private dykes he has mowed it in the middle of May. You might say that nests have been destroyed but he assured the Committee that birds will not nest in this yellow flower weed. The first year it is quite an operation to mow it but the second year you get about half the amount growing and the third year it is more or less gone and grass is growing naturally in its place and birds are nesting again. He suggested they don't tackle minor ditches but the South Forty Foot is the important one and I think it would really be the Boards duty to do that to get rid of it because it is bad in the South Forty Foot. He believes there is no worries about birds nesting and the costs being quoted extraordinary.

The Chairman clarified that the costing is for four cuts and the South Forty Foot is not the Boards responsibility or the highland carriers, Mr Atkinson then added that he is talking about only doing the one cut at the right time of year. The Chairman asked if the main concern was for cross contamination with existing rape crops, by using farm machinery reaching two thirds down the side creating an 8 metre buffer in the bottom of the drain, is that a big enough buffer to stop the cross contamination. Mr J Atkinson responded that every bit helps, we are not going to wipe it out. He believes there should be a prescribed trial – he knows it is bad in his area, not sure about other areas.

Mr K C Casswell asked do we have this yellow flower weed on Board maintained drains.

Mr P Robinson mentioned that you have completed cutting around the cricket ground and that grass is growing back. The Operations Manager responded that we have to go with the environmental remit, if we want to mow banks we have to start late March early April before nesting birds think about nesting, if the Boards machines go within the environmental policy we would have to mow those banks early and frequently. We could not cut that bank in May.

Celia Commowick responded, that it might be cheaper, rather than do several cuts, to send someone out to do a quick walk through to check for nesting birds, you will flush any birds if there aren't any then you can cut – then you could do that at any time of year. That is what Scarborough Nixon would do as a standard bird check and quite often we look at wild scrub and hedgerows because its not always obvious immediately, but when you walk along, you will hear the territorial bird calling and you will know if there are birds nesting there or not, if they are there then you just leave a buffer zone around the nest and carry on with the rest of it.

Mr P Robinson added that a farmer near Holland Fen, grows seed as in turnip seed and he has liaised where we are going to put rape because of the cross contamination, because it has to be so many metres away from his crop therefore he is restricted on what fields he can grow seed on. This 'yellow flower' continues to grow and expanding its area.

Mr R Leggott confirmed that when he used to grow sweet seed, he would ring his neighbours also. Mechanical mowers could do this job which might not be palatable for some people, have we looked into if there is research into competing plants species, he is not aware of any research. The Chairman expressed that Mr Atkinson in some respects has completed an experiment and by letting the light back into the bank sides encourages grass to regrow, and it offers stability to the banks. Amanda Jenkins responded that this 'yellow flower' is very vigorously growing you would have a struggle to find a native species that was as vigorous as that 'yellow flower'.

The Chairman believes we should establish who's responsibility it is. Mr P Robinson's concern would be whether the 'yellow flower', where there is no grass growing, whether or not it destabilises the bank.

Mr R Wray asked if the fact machines cannot mow in March is this a legal thing? The Operations Manager responded we do up to 70 kms when we start flailing early, so you can maintain those watercourses if we go to do them and we don't walk the banks previous to cutting them we have to start in March before the birds think about nesting in the long grass. The Chief Executive added that this is a directive from the Boards Biodiversity Action Plan we write this ourselves for the environmental benefit within the Boards catchment. Mr Wray then clarified that if you wanted to cut it in full flower in May you cannot do it, the Chief Executive responded that we can change those rules and liaise with the experts because of this introduction we should be cutting early or later.

The Chairman clarified this is why this has come to this Committee because this is an environmental problem.

Mr K C Casswell asked could we write an exception for something like this bank on the North Forty Foot and see what happens if we mow this 2/3 times as Mr J Atkinson stated because if we could reintroduce the grass we would have something to go to the Environment Agency and say that their banks are bad we need to do something about them as well. We control this ourselves which would be a good starting point, Mr Welberry agreed.

The Chairman asked about the cross contamination, he asked Mr Atkinson if May is the right time to go? Mr J Atkinson responded that you are looking at another year ahead now, its reducing it by 50% each year and by year three you might only have 10% left. Mr J Atkinson reiterated that when the yellow flower is present on the bank side he has not found any birds nesting in that weed material.

The Chairman added that this would need to be put to the Board and ask that funding be found from the Board. The Chief Executive responded that this Committee has £20,000 environmental budget to control, he has recommended budgetary spending for the next year but there is nothing to say that an element of that budget can be put towards an experimental cutting of different lengths of this problem area.

He is very conscious that once we start current sections of particular banks, that other landowners are going to ask why are we not cutting their bank sides.

Mr R Leggott asked if we are going to do this route of experimental banks this will be done over a three year period we would have to entail that part of bank with whoever to the landowner neighbours in order for them to plan their cropping accordingly to some extent. If the Board is going to do it then let's involve landowners in order for them to know and plan in advance.

The Chairman agreed that liaison with all landowners is essential and in certain situations where if we approach them they might have an appetite for mowing the bank sides themselves. Mr J Atkinson felt it should be put on the website and communicated to landowners that they can do this to encourage farmers if it was agreed to take it upon themselves to mow.

Mr P Robinson asked who paid for the cutting around the cricket ground, the Operations Manager responded the Board, it comes out of the early season flailing budget as are the public areas that we flail early around Tesco on the Hammond Beck.

Celia added that it is not just within the Board's BAP regarding cutting season around nesting birds, it's a legality that if you are going to flail and there is potential for nesting birds, then you would need to get it checked first.

The Chairman asked the Members, that it is proposed to the Board as a cost to the Board a trial area(s) and also encourage landowners to approach the Board to seek approval to take the flailing upon themselves with all the right directions pre checks.

The Chief Executive clarified that if we identify fairly immediately, what we are going to identify for any experimental lengths for next year, we approach the landowners that this maintained watercourse will be used as an experimental area and do a half kilometre how much funding do we want to allocate and do we want to allocate it out of the environmental budget or put it to the Board for them to fund from the Boards own maintenance budget these works.

The Chairman asked is there £5,000 that could be allocated from the environmental budget to do this. He understands that Mr Atkinson has already done his own experiment on it and do think we could probably do half

kilometre in a May cut and we also do a March, April cut and different cuts and see which is best from an economical point of view. Mr Atkinson reiterated that once is enough. The Chairman acknowledged that if Mr Atkinson is happy that the experiments he has done over the last three years. Mr Atkinson explained that he might have got rid of it in three years instead of four if he had done it more than once a year but to save his own costs he did it once a year when the yellow flower was in full flower.

Mr P Robinson interjected that the experiment has already been completed, around the cricket ground because you have been flailing it the last three years. The Operations Manager confirmed yes. Mr J Atkinson added that about the cost you do have the machines and if you did it in May it's a time of year which is not the Boards busiest time of year, and you are paying the work force anyway, so how do you allocate a cost.

The Chief Executive explained that the funding for those works has to be found, he has allocated all the environmental budget in the proposed environmental works. How much does this Committee want to allocate to this experiment and deducting from one of the proposed environmental projects.

Mr R Leggott believes that there is a good case for this experiment to be funded from other budgets and not come out of the environmental budget because in the end it will be the results that matter and the Board will make a decision on how this should be dealt with in the future. He really thinks it is a Board matter rather than an environmental. The Chairman agreed and Members also agreed.

Celia asked if Lindsey Marsh IDB had tried any flailing scenario, is it worth asking Chris Manning. The Chief Executive responded that they have produced a detailed document but there is no indication that there is a conclusion.

Mr R Wray, pointed out that if we do not do anything and this 'yellow flower' weed takes over all the banks then surely that is an environmental catastrophe so we have to do something.

Mr K C Casswell agreed that we have to do something as it's only going to get worse.

The Chief Executive clarified that this Committee have agreed that this will go back to the Board and will implement and design an experimental brief for next spring and request a £5,000 allocation from the main drain maintenance budget. All AGREED.

Mr R Leggott added that we should also look at the important thing about competing species, any research to be found for the Board.

(k) Bat Boxes and Surveys

The Chief Executive stated that there are bat boxes on every pumping station and he showed a photograph on screen of what they look like. It can take 2 or 3 years before bats use them as nesting boxes.

(l) Environmental Scheme – Eel Passability at Boards 'Category A' Pumping Stations

The Chief Executive stated to go back to the agenda papers on page 23, there is an update regarding eel passage. This was only produced on the 20th June 2018.

(m) Environmental Scheme - Bird Survey

The Chief Executive stated that this may be introduced in the agenda later.

Proposed Works and Environmental Involvement in 2018/19

(n) South Lincolnshire Water Partnership (SLWP) Official Launch

The Chief Executive stated the details regarding the official launch are on pages 24 – 27.

This is the Water Resource East and SLWP have had a meeting on the 27th June 2018 it was very well received at the Lincolnshire Show and had numerous landowners visit their marquee. The future of water concept (SLWP) headed by the WRE is having their official launch at the Epic Centre, Lincolnshire Showground on the 9th July 2018, there are still invitations available if anybody wants to attend. You have to apply yourselves by reserving a place on the website <https://futureofwater.eventbrite.co.uk>

(o) Bourne North Fen Ponds

The Chief Executive stated that he has mentioned this earlier in the meeting. The SLWP and Lincolnshire Wildlife Trust vision is for a c50 hectare wet fenland wildlife site.

(p) Water Vole Surveys

The Chief Executive stated that with Scarborough Nixon involvement these water vole surveys proposed estimated cost of c£3,500 contribution to continue with the monitoring for the sites we have been monitoring in the past and any possible major desilting schemes to carry out water vole environmental mitigation inspection works required.

Mr R Welberry asked if the water voles are still having issues with mink, Amanda Jenkins responded that water voles are generally having issues with mink if there are still mink in the catchment. He reported that he has sighted two mink near the Holland Fen and Hammond Beck near Kirkstead Bridge.

(q) Winter Bushing and Cleansing

The Chief Executive stated this will be continued, this is a request for c£1,000 when we complete deep water desilting and we dam up and pump down we electrode fish and relocate.

(r) Summer Cutting and Vegetation Clearance

The Chief Executive referred Members to the agenda.

(s) Owl Boxes

The Chief Executive explained that the owl boxes have reached sufficient numbers therefore this is a request of £1,500 for repair and replacing broken boxes. The boxes are now being cleaned, cleansed and redressed by the Board Pumping Station Grounds Person which has reduced the costs.

(t) Recording by Machine Drivers

The Chief Executive reported this has continued, and we will continue to send our records to the GLNP/VERC.

Mr R Leggott asked have we had any report examples of the results for the Committee, the Chief Executive responded yes, we have at previous meetings and can show an overlay GIS layer to the next Board meeting.

(u) High Profile Watercourse Assets

The Chief Executive stated that the Operations Manager has eluded to this already regarding the seasonal flailing on the important watercourses.

(v) Water Levels

The Chief Executive reported the water levels are controlled in line to assist any environmental impacts within the catchment.

(w) Invasive Non-Native Species (INNS)

The Chief Executive stated this is now becoming quite relevant there is the invasive species we are all aware of ie Japanese Knotweed, Giant Hogweed etc. He reported that a new problem signal crayfish, he referred Members to pages 39 – 42 and presented on screen the difference between the native species 'v' invasive species. He asked do we, or should we be carrying out a Board investigation?

Amanda Jenkins added that they are very rarely found together because usually the invasive crayfish carries a disease which wipes out the natives, and where it does not wipe them out it competes because the invasive crayfish is so much bigger it does not kill it just out competes it. Amanda was not aware that it had reached this catchment – they only have them in the Upper Witham around Belton.

The Chief Executive responded that he is not aware, as we have never carried out any investigative work, he did not believe they were in ordinary watercourses. Amanda added that the EA have done some surveys.

The Chief Executive requested a £2,000 budget to identify do we have this type of invasive species or not.

Mr V Barker asked with the desilting works was there any sign of any of the lagoons. The Chief Executive responded that the only signs were interest from the local birds at the lagoons, there was nothing being removed from silt if there was crayfish in there he was not aware.

Mr V Barker suggested that possible for consideration of the next lagoon which is done netting it or something so that the birds cannot get to it and we can view it first.

The Chief Executive stated from the outset of the desilting works there will be an Environmental Clerk of Works which in all probability will be someone from Scarborough Nixon and we can incorporate this into their remit.

Mr R Welberry asked once the invasive species colonise an area do they stay or move around, Amanda Jenkins responded they move up and down, they can be wiped out themselves ie if a pollution event which may reduce them, but usually they wipe out only native species there would not be both there, its still a reportable species you need to report sightings to the Environment Agency.

(x) Fens for the Future

The Chief Executive referred to the agenda which is an update.

(y) Fly Swat Partner

The Chief Executive stated the Board has contributed to the Fly Swat project for 2018/19 which is £2,641. He reminded the Committee that there was a time when the Board was spending £14,000 a year removing items from the watercourses, this is a significant reduction on what the Board was paying.

(z) Big Boston Clean up

The Chief Executive stated that generally a couple of workmen and a vehicle are provided which costs c£600. The Big Boston clean up generally takes place in April of each year.

(aa) Sand Martin Nesting Site

The Chief Executive referred members to a screen photograph of a suggested design someone who has built their own artificial Sand Martin breeding site, we don't know if this is an approved or what type of nesting site we would use we would probably go to Scarborough Nixon to obtain some advice. Mr R Welberry stated there is a very successful one at Frampton Marsh, Mr Robinson added there is one at the South Forty Foot. The Chief Executive suggested that one is built using Scarborough Nixon as the experts and use some of the material we have in Gosberton dump to build it inside the dump, we would need to look and decide as it is close to the South Forty Foot but again its really seeking the approval for c£3,000 request.

(bb) South Lincolnshire Fenland Partnership

The Chief Executive explained this is a general update.

(cc) Grass Snake Nesting Sites

The Chief Executive referred Members to a picture on screen of two dump areas. He recommended a budget of £300 per site to put a post rail fence

around the sites once identified to cordon off the site to stop anyone walking around if such persons ever got in the area.

(dd) Wildflower Meadow

The Chief Executive referred Members to a picture of a site on screen which has wildflowers at Cooks Lock alongside the North Forty Foot, it might have an environmental advantage without introducing further wildflower seed. Its 100 metres long by 16/20 metres wide, it is not used and its gated off so again its really just the budget allocation and then to talk to the experts about possible development and introduction of seed.

Mr V Barker asked if Scarborough Nixon would be able to tell us when that particular site would need mowing. Celia added that if it is a wildflower to cut it once in late summer and remove the arising's. There are many invertebrates who would love that there is wildlife value in it remaining like that.

(ee) Water Framework Directive

The Chief Executive stated he has had meetings with the Water Framework Directive including Mr D Hitchinson (EA) the WFD Officers, this is an important continuous approach to water management. He concluded we want to continue to develop this.

(ff) Bug Hotel

The Chief Executive referred Members to a picture on screen taken on the recent trip to the Netherlands, of two bug hotels requesting c£500 to build one or two of these actually near the pond at the front of the office. He believes that we could scavenge those materials in the yard to make it up.

Mr R Welberry suggested that it might be a good kids project from the local primary school.

Amanda Jenkins added that the South Lincolnshire Fenlands Partnership are going to suggest a pollination project because the EA are doing one at the pumping station and alongside some banks. We suggest ADA do the same thing perhaps working with Scarborough Nixon, building pollination palaces is one of the things we would like to do in the villages and project areas, and I think this is an excellent idea, and you can get some cracking structures, there is one at Ferry Meadows.

(gg) The Wash and North Norfolk Marine Partnership

The Chief Executive reported this was previously known as the 'the Wash and North Norfolk Coast European Marine Site (WNNC EMS)' we are a partner for c£400 per year there is a Wild Sea Week coming up on 3rd to 12th August 2018 - this information was emailed to all Board Members. He invited Members to get involved, there is a website <http://wnnmp.co.uk> further updates on page 21.

He stated that part of the budget is for a skip to be placed at Kirton Marsh as they are going to do a beach litter pick, which the Board has said they will pay for.

(hh) Heckington Show 28-29 July 2018

The Chief Executive presented a photograph of last year's stand at Lincolnshire showground when the Association of Lincolnshire Drainage Boards won the Game Keepers Trophy for the best stand in the relevant sector in the Countryside Section. He was pleased to announce that Lincolnshire ADA had retained the trophy this year. A similar type of show will be attending the Heckington Show from the Southern Boards of Lincolnshire, at this moment in time we do not know if any machinery will be there.

(ii) Gulf Wedged Clam (Rangia)

The Chief Executive presented a couple of photographs of the Gulf Wedged Clam, he referred Members to his report on page 22. He believes it has only been identified in the South Forty Foot in the entire Country – we see it as quite a serious problem there are various studies being undertaken and they are still investigating the possibility of using bio-bullets.

He added that for the Board there could be a problem if they start congregating around pumping stations and collectively building inside some of the pipe work although we have some very high pressure water moving through those pipes, when it does move through. We can see possibilities of failures in the future.

Mr R Welberry asked if they can live in fresh water or salt water or both. The Chief Executive answered yes the theory is that they have come out of ships balancing tanks and come to the South Forty Foot.

(jj) Operation Galileo

The Chief Executive stated this is an update on page 43 – 46 on the operation galileo. It is starting to be a success and there seems to be a down turn in the hare coursing but it is an operation that the Lincolnshire Police along with NFU will continue to support.

(kk) Biodiversity Action Plan (BAP) Target Works

The Chief Executive stated the Biodiversity Action Plan which runs alongside national plans is up for review. He stated that it is continually reviewed but its next major review is in May 2019 so that will be ongoing work this coming year.

The Chief Executive asked that this Committee agree to the proposed works above with the budgetary figures allocated. The Chairman asked Members if they had any questions, then asked Members approval for these recommended works and their associated costs.

Mr V Barker asked about the Risegate bank environment project, the Chief executive responded – he believes we have failed on that bank, we have tried different seed mixtures, we looked at holding water back and implementing

different vegetation at the bottom of the watercourse. It is still open to discussion and debate, we have not given-up on it but it is something we seem to struggle with that length of bank because of the high quality of the soils and that seems to be the issue. The Chairman added that it's very difficult because of the competition and just getting wildflowers established in high fertile areas. Mr V Barker added that the Operations Manager did come down and take pictures of what does grow on high quality soil. The Chief Executive added if we have spare capacity in the budget then as a reserve proposal that we look at the new seed mixtures in theory for the Risegate bank.

Amanda Jenkins asked if there was any room in the budget to fit in some local Wildlife Site surveys as well as the water voles surveys or at the same time because you probably have loads of really good species particularly in the watercourses there are lots of fantastic species in the fens that we don't know about. She wondered if local Wildlife Surveys particularly on the de-maining sites but also building up a picture while you are having a certain type of survey carried out look including a wildlife survey as well and see what type of botanicals there are. Celia responded that they would note this as a matter of course.

The Chief Executive responded that yes if we could understand the costs involved and have this as a reserve scheme. Although we budget for all these proposals in some instances it's not always the case we can fulfil them all. If we have some reserve schemes in place we can bring them in to the budget.

Mr R Leggott added that often this is recorded by Officers and Workmen on machines have we not done this survey already. The Chairman agreed it is arguably that we are already doing ongoing surveys of wildlife. Amanda Jenkins responded that it is not by experts and its not a botanical survey and if you get to know what's in your watercourses then you can record and manage a little bit better or differently then what you have in your rivers and drains in terms of plants will then encourage insects, water voles and otters the basic is a botanical survey then everything else builds upon the structure of the drains in terms of environment.

Celia responded that it would not cost anything extra to get that data, it might cost a little bit extra if you had to write a report to present to you where we think you might qualify for local wildlife sites then you can maybe look at those biodiversity hot spots and manage those sections differently. That is an option.

The Chairman clarified that whilst you are doing the water vole and bat surveys you are also looking at others.

Celia answered yes, we generally take a botanical list of every drain we go to. It's an ongoing thing.

The Chairman asked to seek approval for all of those budgeted allocations, all AGREED.

1312 TO RECEIVE A REPORT ON BARN OWL NESTING BOXES FOR 2017/18 - Agenda Item 7

The Chief Executive referred Members to pages 47 - 49 which is the annual check of Black Sluice IDB barn owl nest boxes.

This report has been prepared by the Hawk and Owl Trust – Alan Ball email:

Firstly I have not checked all the boxes there are only a few boxes have been checked. Barn Owls are not doing very well this year, possibly due to the late Spring cold weather and hence I have not yet checked all the boxes. However certainly your northern boxes seem to be bucking the trend and are fairly productive with Barn Owls and Kestrels.

I have been approached by a film company who are keen to try and get some footage of piracy by Kestrels taking food off Barn Owls and have only found one box in the county that has both kestrel and barn owl chicks at the same time - which is the box at Barry Halls. The film company have, with agreement from Barry, set up a hide here and hopefully will get the footage to be shown at a later series of Springwatch.

He presented on screen the kingfisher nesting site which was built following approval from this Committee 3/4 years ago. Unfortunately we have not had any kingfishers nesting in it yet, but we do have a couple of swans nesting on the bank side.

Mr R Welberry asked about the volume of jackdaws, the Chief Executive replied there does not seem to be any clear indication of them, every year all the jackdaws nests are removed from the owl boxes during our general maintenance routine.

1313 TO RECEIVE A VERBAL PRESENTATION BY SCARBOROUGH NIXON ASSOCIATES - Agenda Item 8

Celia Commowick from Scarborough Nixon Associates reported firstly about the otter cam survey which have been going on for sometime now but unfortunately they have not had any sightings of otters. We have had various species, ie Newts, Swan, Mallard, Moorhen, Fox, Deer, Little Grebe. The surveys will carry on it would help if anyone has any recent sightings of otters to let them know.

She stated that reports have been received of Otters sighted Kyme Eau so we are going to try putting the webcam out at Damford grounds, South Kyme.

The Chief Executive reported that the Operations Manager along with two EA Officers, whilst walking a watercourse in Pointon spotted an Otter which swam out into the watercourse, unfortunately no one took a photograph.

Mr R Welberry reported that he had seen a dead Dog Otter towards the end of Station Road, the Chief Executive responded by asking Members if you do see a dead otter please let the office know because Mr C Manning the Environmental Officer at Lindsey Marsh is the Lincolnshire Mammals Recorder.

She continued her report stating that the Water Vole surveys, the latrines have only just started to be put out, some of them will need setting using a boat. This will be in the Great Hale and Little Hale catchments once all the rafts are all set we will leave them for a couple of weeks, we will return and do bank top surveys and we should be able to see any droppings on the rafts and from the number of droppings and where they are we can extrapolate what kind of water vole populations are in those sections of drains.

The Operations Manager asked will you give locations of these rafts because the machines could damage them, Celia responded that she has a map and she will let the Board know where they are placed.

Celia reported on the bird surveys being carried out in the Boards catchment having just been completed therefore the full results have not yet been compiled. Celia confirmed sighting of a breeding pair of Marsh Harriers and can only confirm one chick at the moment. Common Tern have been seen every survey they have not been breeding there but obviously fishing there therefore one of the suggestions would be perhaps in future years, a Tern raft on the pond these can be fairly inexpensive if you build them yourselves and that would encourage them for breeding.

Celia then mentioned the bat boxes monitoring now these bat boxes have been up for two years, if there is any scope either this year or next year to do some bat box checks and confirm whether you have roosting bats then you can increase the provision for roosting bats and that can be confirmed and can then contribute towards your BAP targets. In the same instance if we are visiting all the pumping stations we can also do checks for Otter spray while we are onsite at no additional cost which will also help build up a more recent picture and try to identify where the Otters might be.

At Holland Fen pumping station where there was a potential maternity roost of Daubentons bats in 2016 we could possibly look to carry out an internal inspection of the pumping station if we can get access in order to get an idea where they are roosting which may be in the pumping station or under one of the bridges near by. We could set up an infra red camera to try and capture where they are then you could use this information to enhance the surrounding area for that species. Which will also contribute to your BAP targets.

Celia suggested perhaps some grass snakes surveys, but did not know if you have had any of these carried out, as it is in the BAP. The Chief Executive responded that he has no surveys but has frequent sightings in the southern fens. Celia added that if you are doing all this work building grass snake nesting sites in it might be a nice idea to put some tin sheets out and then have somebody check them to see if we have anything there which would give you a monitoring system in place.

1314 TO RECEIVE A VERBAL PRESENTATION BY SOUTH LINCOLNSHIRE FENLANDS PARTNERSHIP AND GREATER LINCOLNSHIRE NATURE PARTNERSHIP - Agenda Item 9

Amanda Jenkins from South Lincolnshire Fenlands Partnership, stated that she works two days a week as a Conservation Officer for Lincolnshire Wildlife Trust covering Boston and South Holland this is a fairly new role, plus two days a week as the South Fenlands Partnership Project Officer which really just branches into the Black Sluice catchment just north of the River Glen.

She presented a map showing the Baston & Thurlby Fen Project, with South Lincolnshire Fenland Partnership which was built up in 2004. We try and work with our 22 partners and the Black Sluice is one of them the lead partner is Lincolnshire Wildlife Trust. Local farmers are involved, Waterside Garden Centre is on the Steering Group, all parish councils are represented on the group.

County and District Councillors and local representatives from Natural England and the Environment Agency. Part of the project is Willow Tree Fen which was purchased in 2009 the aim of the project is to create more wetland and fenland in that area and beyond. Baston & Thurlby Fen is very small and very narrow, we have lost a lot of iconic old fashioned fenland species like bittern and crane and a lot of the old plants and butterflies things that you used to find in the fens have gone and those two areas by themselves are very small. So the idea of the partnership is to work with people to grow a bit more wetland and fenland where it's appropriate. We are working with communities to bring them on board with what we are doing and we recently held a minerals workshop where Lincolnshire County Council were working on a minerals plan.

Amanda stated that currently they are looking at the area up to the A52 in making that a nature improvement area, we had 70 members of the local community that came to the meeting and wanted to improve nature improvement areas. We provide events at Willow Tree Fen and we have things like pond building, heron nest building, mud workshops, kids and garden workshops. Any funding that can be given to help the aim of the partnership is always well received. We are working with farmers through a countryside stewardship facilitation fund and we have been invited through Defra to see if we can help to shape the environmental land management scheme which might come next and the idea of this countryside stewardship scheme is that all farmers work together to put in schemes across the landscape and they join up across an area. In addition farmers are working on owl boxes, Tree Sparrow project etc.

Amanda stated that Sarah Barker GLNP – is working on a pollinator project, these are a quick and easy way and a low cost approaches to improving pollination. This brochure has been printed and is available to Members whom would like one. Amanda explained that Sarah was unable to come to the meeting but would be very willing to come and speak to Members on the pollination project and asked if these brochures could be sent out to some of your Members.

We are hoping to purchase a portion of land in the area called Glebelands in the minerals area and hoping to put a sculpture up at Willow Tree Fen. She again mentioned the local wildlife surveys, alongside drain sides – you survey a river and drain, you look at the plant life and species and you match them up to a list. Ten off this list of important species will designate you as an area of local wildlife site and there is up to 30 different species in some of the rivers and drains. The drainage board work by cutting the bottom of a watercourse is doing it some good. The best watercourses regarding wildlife are the ones that are the most heavily maintained/managed. Going forward with the Black Sluice if you are thinking of changing your management lots of people think less management is a good thing for wildlife but is not always the case most certainly not in the aquatic environment. The drainage boards are producing a fantastic diverse wildlife environment.

Amanda then made reference to the Environment Agency pollinator project whereby they are working with their operatives and Steven Falk (Entomologist) and what they are doing by looking at easy ways around pumping stations and along assets ie river banks to improve the plight of pollinators. Amanda stated they will be contacting ADA and suggesting running some trials with the IDBs across the county this will be interesting to work with the Black Sluice area.

Amanda asked Members if they need any help where might there be areas they can help or any information needed please let her know.

The Chief Executive concluded that the GLNP brochure on pollinators is available, and a GLNP updated printed if anyone would like a copy. He referred to the possible interest by ADA and also on the ADA website regarding those pollinator sites, they will await to hear and believe it could be something the Board will be interested on in the future.

The Chairman thanked Amanda and asked Members if they had any questions. There were none so he moved on.

1315 TO RECEIVE A VERBAL PRESENTATION BY MR & MRS P BOWLER ON THE AMBER HILL BUTTERFLY AND WILDLIFE CONSERVATION AREA - Agenda Item 10

The Chairman presented Mr & Mrs Bowler to the Committee.

Mrs Bowler read from her notes they live along the claydyke and they have a meadow, pond and woodland garden. She outlined the history of the garden, stating that her husband Phil has been interested in butterflies since his childhood which has developed into a passion that by understanding the butterfly lifecycles and characteristics of each specie. As a boy he dreamed of having his own butterfly wild garden and since 1985 his wish has been fulfilled. The first butterfly garden was in Derbyshire and it became an award winning garden receiving major recognition and featured on television and in the Independent newspaper. However it eventually proved too inaccessible and increasingly difficult to work with the garden being on a slope of 45 degrees. Following on we moved to Lincolnshire before moving we submitted records of sightings in the local area to the Lincolnshire Branch of Butterfly Conservation <https://butterfly-conservation.org/in-your-area/lincolnshire-branch> and they were amazed at the findings they had written off this area as being not being suitable for butterflies due to the massive expanse of arable farm land.

Mrs Bowler continued that what they had overlooked was the enormous linear habitat of dyke banks rich in wild flora and largely protected from the wind, these natural corridors allow the creation of many colonies of butterflies and other wildlife allowing them to spread into other areas. Mr & Mrs Bowler's garden impacts on this and creates a permanent nucleus and breeding ground for them this is not just the place to attract passing butterflies around to refuel with nectar it is a purposely designed mini habitat to breed and thrive in. This garden started as a clean slate other than the already created large pond so all the other glades etc the meadow have been totally designed and created by Mr & Mrs Bowler, it is one acre in size and benefits from having the dyke running along the west side boundary and a large field adjacent which is not arable. The larva food plants are particularly important in creating the correct environment which varies from species to species some of the food plants are trees such as buckthorn, holly, oak and elm. The White Letter Hairstreak butterfly which uses elm as a larval food plant has suffered nationally from dutch-elm disease. Many of the butterflies are woodland species the planting of native trees was one of the major tasks at the beginning, and now that they have matured is proving very locative. Even the rare White Admiral very much a woodland butterfly that uses honeysuckle as its larval plant has shown up. Few colonies are found in Lincolnshire the nearest one is Woodhall Spa in this region. Most butterflies do not have the wondering capabilities of the White Admiral particularly the Green Hairstreaks which are not seen in this area but to Mr & Mrs Bowler extremely surprised to find them in the garden in 2014 it could only have been that somewhere along the drain system a mini colony exist

as yet unrecorded proof that the drainage boards are doing the right thing when it comes to conservation work and habitat management.

Mr Bowler added very few actually travel far at all, if it had hatched from its chrysalis it would not move from outside that immediate area, they just don't do it only the fast flying the minority that do. When you get a Green Hairstreak arrive where could it have come from, these wonderful dyke banks are linking little mini colonies together.

Mrs Bowler continued, some species will use the dyke networks to expand their territories, but the dyke banks themselves are not suitable as a permanent breeding habitat for them as their habitat requires a higher specific. This is where the garden comes into its own with its purpose design and habitat types for all the various species, and this is the point which needs emphasising. Everything which is planted in the garden is for wildlife butterflies in particular and its now 21 years in the making and widely recognised as a successful conservation exercise especially regarding butterfly conservation and wildlife trust. Despite setting out to create a mini habitat for butterflies we were pleasantly surprised when the project became so successful we have had a tremendous achievement in attracting 27 species of butterfly – 20 of them breeding successfully onsite. We first knew we were on the right tracks when we sighted the Speckled Wood a shade loving butterfly moved in soon followed by the Brown Argos the butterfly that can no way be classed as a garden species and currently regarded as a flagship species especially as the three worst butterfly years were 2007, 2012 and 2016 it has bounced back with a vengeance in the following years.

Mrs Bowler mentioned some other species which are in decline, Wall Browns, Small Heath, Small Copper are declining rapidly. We have been nominated to become a special wildlife site and Boston Borough Council are commissioning a year long ecological study of the garden which will take place within 2019 and will look at all wildlife.

Mr R Welberry asked about moths, Mr Bowler responded that yes there are numerous other species of moths including night flying moths, but we have not been able to net catch them due to time and record them.

The Chairman thanked Mr & Mrs Bowler, he hoped that by attending this meeting they gain an insight into what the Board does for the environment.

1316 TO REVIEW THE ENVIRONMENT AGENCY INITIAL PRIORITY CATCHMENT – IMPROVING THE WAY WE MANAGE WATER MAY 2018 - Agenda Item 11

The Chief Executive referred Members to pages 50 & 51 stating the Environment Agency Initial Priority Catchments (IPC) he has attended a meeting reference this part of the interaction with the South Lincolnshire Water Partnership. This could be a completely new approach and re write the abstraction plan he can only see this from an environmental impact assessment and from the Boards prospective by increasing the recognition of drainage boards in the UK. We are going to re write the abstraction policy and reform the abstraction process and the main abstraction policing is to involve drainage boards in a lot more detail including interaction. This process has only been realised in May 2018. This Board is one of only four IDBs Initial Priority Catchments running alongside the Rationalising of Main River Network which the Board is one of five. It is very interesting times, he will regularly update the Board on these matters.

1317 TO RECEIVE MINUTES OF THE ADA LINCOLNSHIRE BRANCH ENVIRONMENT COMMITTEE - Agenda Item 12

The Chief Executive referred Members to pages 52 – 67 stating these are minutes from the various ADA Lincolnshire Branch Environment Committee meeting. He asked for any questions or comments. There were none.

1318 ANY OTHER BUSINESS - Agenda Item 13

(a) ADA Gazette

The Chief Executive informed Members the Board visit to the Netherlands is in the ADA Gazette a full report of the tour will be produced and published on the ADA website.

There being no further business the meeting ended at 4:15pm.

BLACK SLUICE INTERNAL DRAINAGE BOARD

BOARD MEETING - 7th NOVEMBER 2018

AGENDA ITEM No 10(a)(i)

EXPERIMENTAL BRIEF PLAN FOR THE CONTROL OF YELLOW FLOWER

Following discussion at the Environment Committee on the 27th June 2018 it was agreed by the members that an Experimental Brief Plan for control of an invasive species of yellow flower (bastard cabbage) growing on Board maintained drains be completed, based upon a potential budget of £5,000.00

Three potential sites adjacent to roads for ease of access have been identified for trial:

- North Forty Foot Bank 1.0km
- Old Hammond Beck – Frampton Bank 3.5km
- Dunsby Fen 1.1km

The linear length identified and to be considered is 5.6km, possible, dependent upon the methodology agreed.

If an average of 5 flail width cuts are required per km the total linear length is 28km.

It is estimated at an average output of 2km/hr + maintenance/travel to the sites this could be completed in 2 days / 18 hours.

The current rate per hour for the Twiga SPV2 including fuel is £96.50.

Therefore, to cut the 3 sites identified once would cost £1737.00, the total cost being indicative should, as suggested at the Environment Meeting, the 3 sites are cut 3 times (£5,211.00) or 4 times (£6,948.00) monthly commencing in March as per the early season programme.

P Nicholson
Operations Manager

BLACK SLUICE INTERNAL DRAINAGE BOARD

BOARD MEETING - 7th NOVEMBER 2018

AGENDA ITEM No 10(a)(ii)

GIS OVERLAY OF MACHINE DRIVERS RECORDINGS

All Board plant, excavators and flailmowing machines have trackers fitted to them which produce a digital data point every few seconds.

These data points are then available to view as a layer on the digital map (Arcmap). An example of Arcmap can be found on the Board's website.

This digital overlay creates the tracker layer, which was originally used to confirm that all drains had been maintained within the summer maintenance programme.

When the first tracker system used was no longer supported, TomTom units were installed.

Recently updated benefits of the TomTom equipment include the head unit within the cab that can be used to send a report, maintenance issue, or an environmental sighting.

The information provided by the operators is then collated into an environment layer.

The Board also share the environmental information collated from the catchment with the Greater Lincolnshire Nature Partnership (GLNP).

The Lincolnshire Environmental Records Centre (LERC) collates wildlife and geological information for Greater Lincolnshire from various sources and makes it available for various uses.

P Nicholson
Operations Manager

BLACK SLUICE INTERNAL DRAINAGE BOARD

MINUTES

of the proceedings of a meeting of the Executive Committee

held at the Offices of the Board on
12th September 2018 at 2pm

Members

Chairman - * Mr K C Casswell

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

* Member Present

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

1319 **APOLOGIES FOR ABSENCE - Agenda Item 1**

There were no apologies.

1320 **DECLARATIONS OF INTEREST - Agenda Item 2**

There were no declarations of interest.

1321 **MINUTES OF THE LAST MEETING - Agenda Item 3**

Minutes of the last meeting held on 9th May 2018, copies of which had been circulated, were considered and it was AGREED that they should be signed as a true record.

1322 **CONFIDENTIAL MINUTES OF THE LAST MEETING - Agenda Item 4**

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

1323 **MATTERS ARISING - Agenda Item 5**

(a) **BREWIN DOLPHIN BOURNE FEN FARM PORTFOLIO MANAGEMENT OPTIONS - Minute 1272**

The Finance Manager reminded the Committee of the update he had sent out regarding the Brewin Dolphin Portfolio. He presented on screen the Portfolio update, explaining that it is live and so can be viewed at any point. Currently it is at £3000 in the red, however it does fluctuate. Discussion took place around the reasons for this and the effects of Brexit and exchange rates. The Chairman questioned that there was still an estimated income of £17,000?

The Finance Manager clarified, yes, suggesting that once clear of the £500,000 invested the Committee will be more pleased with it. Mr M Rollinson noted that it is still over 3% which is not what you would get elsewhere. The Finance Manager will keep the Committee updated.

(b) PERIOD 12 PROJECT SUMMARY - Minute 1276 (a)

In reference to the Q1 Development, the Chief Executive stated that Chestnut Homes have got no plans to realign the drain at the moment as they do not own that section of land. The principle of the alignment of the drain from the A16 through to, possibly, the old London Road has been agreed, but they cannot undertake the work at current because they are not the owners of the land.

(c) SOUTH FORTY FOOT SCHEME SUMMARY - Minute 1276 (c)

The Chief Executive explained that a recent meeting with the Environment Agency (EA) has been held and that all information requested has been forwarded on to them. We are now waiting for an order for £406,000 to commence work to desilt from where it stopped near Neslam Bridge through to the A52, to begin the first week of October 2018. The Chairman asked whether a dredger has been sourced for it? The Chief Executive responded that the dredger will be going in the water on the 7th October 2018 and will then take five days to change from sea to fresh water river format. The Chief Executive also noted that the lagoon at Rippingale is no longer there, it has been spread and levelled. The lagoon at Sempringham is half spread and levelled as it is thicker and wetter. Discussion took place around the compensation rates and the benefits of the hot, dry weather on the lagoons.

The Chairman questioned whether the £406,000 includes the de-bushing? The Chief Executive clarified that it includes the de-bushing of the next 3 km north of the A52. Mr M Rollinson referred to a 'big ball of weed' he had noted in the SFFD recently. The Chief Executive explained that there has been no flow in the SFFD due to the weather and so there has been nothing flushing it through. Mr P Holmes asked, if weed cutting was continued without flow, could it be possible that when there is a flow all of the weed that has gathered will end up at the pumping station? The Chief Executive responded, yes, it could. Additionally, he noted that one of the reasons for not opening the Navigation Channel for additional flood relief was because of the possibility of damage caused by floating objects. Mr P Bedford questioned if there are any more reeds to be taken out? The Chief Executive answered that it will be cut again, the biggest problem is the root growth in the two margins.

(d) 2017/18 UNAUDITED FINANCIAL STATEMENTS - Minute 1277

The Finance Manager referred to the concern raised over the plant account. He explained that it is the excavators rather than the twigga's that the problems relate to. To address this, there has been a slight increase to the excavator rate, backdated to the 1st April 2018.

(e) ACCOUNTS FOR THE BOURNE FEN FARM - Minute 1280

The Finance Manager explained that he had calculated an income of £16,000 whereas James Scott of Brewin Dolphin had calculated an income of £12,000.

He continued that the difference in these figures is the result of J Scott using the figure after Brewin Dolphin's charges had been deducted, whereas the Finance Manager had to use the full amount of income without deductions for accounting purposes.

(f) IAN RUSSELL (EA PARTNERSHIP MANAGER) RETIREMENT - Minute 1281 (a)

The Chief Executive expressed that Ian Russell was very complimentary towards the Board at the last ADA Branch meeting. The Chairman added that the letter Ian Russell responded with was very nice.

(g) RATIONALISING THE MAIN RIVER NETWORK - Minute 1281 (b)

The Chief Executive explained that it is still an ongoing process, there have been a couple of elements that have hindered it, but the rivers that are planned to be transferred will be transferred. It is due to go out for final consultation in two weeks' time.

(h) COLIN RICHARDS RETIREMENT - Minute 1281 (c)

The Chairman noted that it was a good turnout for Colin's retirement.

(i) WATER RESOURCE EAST (WRE) - Minute 1281 (f)

The Chief Executive stated he has something to introduce in relation to the South Lincs Water Partnership (SLWP) which falls under the 'umbrella' of the Water Resource East (WRE). He continued that at the last meeting of all the partners on 6th September 2018 he introduced this concept. He continued that he wanted to emphasise the enormity of the subsequent reward that this partnership, if fulfilled, will have. The main question at the moment is who owns the asset? - the asset being water. If it's Black Sluice IDB's asset then it would be our choice to determine what is done with it, it could be sold to anybody that wants to buy it.

The Chief Executive stated that Anglian Water, at current, charge approximately £1.75 per cube of water when purchased for domestic purposes. Anglian Water want to buy 150 mega litres a day, so if it was sold to them for a quarter of the price that they sell it at, it will generate two million pounds a month income. Additionally, that figure is only selling the water to Anglian Water, many others will also want the water for things such as irrigation, wetlands etc.

The Chief Executive also explained that, arguably, it is the south of the country that need the water, he outlined three options that they currently have to get water:

- Desalination – turning salt water into clean water, this can only be done on the coast, in large quantities, storage, piping and pumping will be required, it therefore coming at a high cost.
- Water purification – this can only be done where there are large quantities of water, it requires large habitation and urban areas, it is already being done in London and so there is nowhere else to do it really.

- Open Water Transfer – it is currently being done and taken out of the Thames. However, there are concerns that too much is being taken and that therefore the dock and estuary will silt up and stop navigation, hence they are not going to take any more from the Thames.

All other options, including those above, can't offer the quantities that this project, through the SLWP, could offer. If the government are to maintain the strategy that they don't want people to be switching stand pipes on in the south east in years to come, then they will have to use this SLWP project to transfer the water.

The Chief Executive continued that he has calculated some approximations and that to move the water to the south east and build the reservoirs required it would be a billion-pound contract. He further continued by referring to a 'vision' - is it possible that if organisations such as the Lincolnshire Wildlife Trust (LWT), EA, IDBs, agricultural irrigators and such like form a partnership – will a saving of 20% of our current annual expenditure be able to be made? The Chief Executive continued with this vision stating that this income could evolve into no drainage rates being paid in this district. The Chairman added that it would not just be water from Black Sluice IDB, it would also be from the River Glenn, Welland & Deepings IDB etc.

The Chief Executive added that Anglian Water have been told by the Office of Water Services (OFWAT) that they cannot own the reservoir. Therefore, the ask will be, can SLWP build this reservoir, own the system and sell the asset that's being transferred through it? The Chairman noted that it might not be one big reservoir, but actually a chain of smaller. Mr P Holmes asked if any locations had been identified? The Chief Executive responded that seven locations have been identified.

Cllr P Bedford questioned what would happen if the Government decide to class it as a national infrastructure project? He added that if that is the case, then the IDB will get nothing. The Chief Executive stated that the question has already been raised but the answer is unknown. Cllr M Brookes added that even if it was a national infrastructure project the costs would be recoverable or it would be government funded.

Mr J Fowler raised his concern over 'ownership' of the water and felt it should be avoided if possible. He continued that rather than ownership of the water, it would be providing a water transfer service and therefore not selling water as a commodity but instead providing a service to put the water in the required place. The Committee felt that it was a good point being raised and the Chief Executive acknowledged that this point had already been discussed previously. The Chief Executive continued that this would be where an agreement could be made between the landowner and the Trust, for example, reduced drainage rates in return for the water.

The Chairman added that farmers might have to farm slightly differently because of the quality of water that would be required. Mr P Holmes added that samples have already been taken from the area in order to ensure that the quality of the water is at a good enough standard currently, so the area wouldn't have been chosen if the water had been full of chemicals such as nitrates and metaldehyde.

The Chief Executive further added that Anglian Water are interested in this catchment area because the water quality is high, therefore, the higher the initial quality the less money and resource is required to bring it up to the standard required. The Chairman further noted that this is an abstraction area; one of the three / four areas that the EA have identified.

The Committee AGREED that the Board should still continue to be involved in this project. Also noting that if it does develop further we may need to employ somebody to push it forward.

(j) OFFICE ALTERATIONS - Minute 1281 (g)

The Chief Executive stated that the work has not started yet because only two quotes have been obtained so far. Once a third quote is obtained, for a fair comparison, we will go ahead with the works. The Chief Executive presented two plans on screen, one showing proposed work for the ground floor, the second showing proposed work for upstairs. Proposed alterations for the ground floor include knocking down the wall highlighted orange on the plan which will create an open plan office for the Pump Engineer, Works Manager and the GIS Technician. The door in the corner of the office leading to the Workshop, shown in orange on the plan, will be shut and the door highlighted in green will be used instead. Proposed work for the first floor includes building a central wall down the office highlighted yellow on the plan, this will create a meeting room for general use and the Operations Manager will move into that office. It is planned that the work will be carried out during out of office hours and weekends in order to cause minimal disruption to staff.

The Chairman also noted that there were no applications for the RFCC post. The Chief Executive added that at the next meeting it will be requested that the RFCC suggest to the EA that there is a post seconded from the EA to the IDBs for twelve months to undertake this work.

(k) TOUR OF THE NETHERLANDS - Minute 1281 (h)

It was felt by all that it was a very enjoyable and interesting trip. Thanks was given to all involved.

(l) BLACK SLUICE PUMPING STATION (BOSTON) - Minute 1275 (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 2 of the Public Bodies (Admission to Meetings) Act 1960.

1324 TO REVIEW THE BOSTON BOROUGH COUNCIL LETTER AND CONSIDER A RESPONSE - Agenda Item 6

The Chairman introduced this item, explaining that a holding letter was sent back to Phil Drury as an initial response to the letter presented on pages 21-29 of the agenda. Welland and Deepings IDB and Witham 4th IDB then contacted to say that they wanted a joint holding letter, however, it had already been sent, as shown below, as it was felt an immediate response was required.

'Dear Phil

Internal Drainage Board special levies impacts on local authority revenue budgets pressures

Thank you for letter in relation to the above subject, I read the enclosures with interest.

Black Sluice IDB are continuously working to improve all aspects of our financial management, governance and transparency, testament to that being the achieving Substantial Assurance in our most recent Internal Audit.

I am sure that you will agree that Boston Borough Council and Black Sluice IDB work closely together through the partnership working in place in Lincolnshire and for ad-hoc for projects such as the Boston Barrier and the Q1 Development.

We do have long term financial planning in place with the aim of reducing our revenue reserves and achieving a balanced budget within a ten-year period and this is how, in negotiation with yourselves, we have been able to limit the increases in the rate over the last ten years.

It is my intention to present this letter to the Executive Committee on the 12th September 2018 and following this meeting we will draft a more comprehensive reply.

*Yours sincerely,
Keith Casswell'*

The Chairman further explained that it will no longer be confidential once the Committee has finalised the response.

Cllr P Bedford noted that he had spoken to Phil Drury who had said that he didn't want this letter to cause any conflict and that he wants to support Black Sluice IDB. Mr P Holmes felt that something could have been written in the letter to recognise that Black Sluice IDB have got a very good working relationship with Boston Borough Council. Cllr M Brookes added that he had spoken to Mike Cooper, who had said the same as Phil Drury – he acknowledged that Black Sluice IDB work well with the council. Mr P Holmes felt this was reassuring to hear but that it would have been nicer to have it included in the initial letter.

The Chairman felt that it would be beneficial to respond from only Black Sluice IDB rather than a joint response from all the IDBs as he felt Black Sluice IDB are at a different place with the Council in comparison to others. The Chief Executive added that he has sent a copy of the holding letter to Witham 4th and Welland and Deepings and have informed them that once this Committee has agreed the response letter, and with the Committee's approval, a copy of the letter will also be sent.

Mr M Rollinson wondered if anything had been received from any other councils such as South Holland or North Kesteven? The Chief Executive clarified that this enquiry has only been received from Boston Borough Council.

The Chairman voiced the concern that the main worry is the undercurrent that may be created within the drainage industry if it goes any further.

As a Drainage Board our main aim is keeping people dry which could be compromised if the money for Drainage Boards is reduced dramatically and we therefore can't do the maintenance.

Cllr M Brookes made reference to another ongoing initiative of trying to get IDB rates separate. Mr P Holmes stated that he thought this was brought up at last year's ADA Conference, the idea being that the Special Levy that goes to the IDBs would be ring-fenced and it would have no implication on council tax.

It was felt that the proposed response letter is very well written. Mr J Fowler noted that the only amendment he would make would be the addition of 'sea bank boundaries' in the comparison of IDBs. It was agreed to add '...and some border sea defences' after '...so cover great areas' in Item 2 of the letter. Thanks was given to the Finance Manager for putting together this letter.

It was AGREED that the letter, as shown below, is to be sent in response to Phil Drury and also to Witham 4th and Welland and Deepings IDB.

'Dear Phil,

Internal Drainage Board Special Levies Impacts on Local Authority Revenue Budget Pressures

As stated in my letter to you, dated 10th August 2018, I have presented and discussed your letter and enclosures and produced this reply.

The prime concerns of the East Riding of Yorkshire Council would appear to be the concerns IDB Levies are having on the ability to provide services and concerns that the Environment Agency are transferring responsibility for assets to IDBs, resulting in additional cost.

The East Riding of Yorkshire Council have sought to address this by proposing a 'Protocol' that they appear to have ambition to impose upon all IDBs in the country to address the two concerns above although they would appear to be far more wide reaching than this. The protocols that IDBs work to are those set down in law, primarily, as per the Land Drainage Act 1991.

We have worked closely with the Boston Borough Council for many years directly and as part of various country wide initiatives.

Black Sluice IDB prides itself in being transparent and ensures it is at the forefront of all policy and guidance in relation to transparency and governance.

Black Sluice IDB is pleased to include ten, of the twenty-one, Board Members on the Board with seven of these from Boston Borough Council.

The Boards finances are monitored monthly by the Executive Committee and presented at every meeting of the Board.

A ten-year budget and estimates is updated annually with the aim of reducing the General Reserves to a level of 20% whilst achieving a balanced budget at the end of the ten-year period.

Over the past few years Black Sluice IDB have been very successful in securing work from the Environment Agency under the Public Sector Cooperation Agreement which has resulted in the Board's income increasing significantly.

In turn, this has increased the surpluses deposited to the General Reserve which has allowed us to limit any increases in the Penny Rate and the amount charged in Special Levies and Agricultural Drainage Rates.

Transparency and Accountability

1. ***IDBs should ensure that every effort is made to operate at least cost/best value and that innovation and financial efficiency is encouraged. This is something that Black Sluice IDB has been making great progress in over the last ten years by:***
 - *Restructuring the Management and Administration team*
 - *Combining the Depot and Offices*
 - *Restructure of the Workforce*
 - *Investing in Solar Panel Technology*

 - *Investing in modern machinery and new ways of working*
 - *Recent investment in a low risk Stock Market Investment*

2. ***IDBs are encouraged to establish a standard local set of Key Performance Indicators and report them annually to the RFCC in order to strengthen existing audit arrangements at regional level. IDBs are all very different in what they have to undertake in their respective areas to achieve their overall objectives. Some IDBs follow the course of a river, resulting in very long but narrow Boards, where others are within marshes and fens so cover greater areas and some border sea defences. Black Sluice IDB is a combination of these and for this reason Key Performance Indicators to compare one Board with another would be pointless as you would not be comparing like with like.***

3. ***IDBs should present an annual plan of proposed revenue and capital works to RFCC for discussion to coincide with annual levy and highland water charge decisions. The annual plan for revenue and capital works is reviewed and set by the Board locally and only matters relating to Local Levy funding or Flood Defence Grant in Aid are subject to outside review. To remove this function and authority from the Board would render the Board pointless resulting in loss of local control.***

4. ***The local authority will liaise with IDBs and vice versa on the development of, and updates to, the relevant strategies and plans and on long term investment programmes in relation to flood risk and surface water management. This is something that, in Lincolnshire, the Board feels we are very good at with the partnership and collaborations at all levels between local authorities.***

5. ***IDBs should ensure the ratio between administrative spend (including all staff costs) and operational spend does not increase. This is something that the Board has been acutely aware of for many years and was one of the drivers for the Managerial and Administration review mentioned previously.***

6. ***IDBs should ensure consistency in the completion of Annual reports and Accounting Statements (clearer guidance notes) which will allow for direct comparison. We agree that this is something that would be useful to all, including IDBs. As an industry we would like to think this is progressing but we are very much in the hands of external agencies for this.***

DEFRA sets the format for the annual IDB1 return and the SAAA, formed following the abolishment of the National Audit Office, sets the format for the Annual Governance and Assurance Report.

- 7. Appointed IDB Members should provide quarterly feedback on Board activity and investment to local authority officers, and annual updates to full council.** Given that the Appointed Members attendance at Black Sluice IDB Board Meetings and Sub-Committee meeting is very good I can only assume that these Appointed Members report back to their parent Borough and District Councils? This, of course, would be a process to be driven by the Councils and Officers of Black Sluice IDB would be pleased to provide any additional information Members felt they required in order to facilitate that.

FINANCIAL

Special Levies from District and Borough Councils attributed 49.08% of Drainage Rate income, with the remainder being charged to the Agricultural Drainage Rate payers. Due to Black Sluice IDBs forward planning and willingness to identify other drainage related sources of income and other investment opportunities, the Drainage Rates of the Board only accounted for 67.15% of the Board's income in 2017/18 with other Capital Projects, of benefit to the Board, being funded from other sources.

- 8. The local authority will, if asked and resources allow, assist with financial forward planning for the IDBs.** Black Sluice IDB has a good and open relationship with Boston Borough Council and we hope this continues long into the future.
- 9. IDBs should ensure that where an increase is proposed, the percentage of the increased Special Levy demanded does not exceed the percentage Council Tax increase allowed to be raised by the local authority without the need for a referendum (subject to reasonable increases incurred from development enabling increased land values.)** It would not be helpful to the Council or the IDB to force a referendum and as we have done with the Black Sluice Pumping Station decommissioning and the Quadrant Development, we would approach the Council to discuss any potential increase in advance and work together to minimise the impact on both organisations. The developments in the Boston Borough area are substantial and are likely to lead to substantial increases in the land values and in turn the Special Levies in future years. We will work with you, as we have with the Quadrant Development, to only transfer these from agricultural drainage rates to special levies when the income is realised by the council as commercial or residential rates.
- 10. Further to point 9, the local authority will, if asked and resources allow, assist with bidding for capital grants. A briefing paper on the various sources of funding will be prepared in Summer 2018 as part of the IDB Review Process.** This would be something that Black Sluice IDB would welcome and we have also been working with the County Council with particular relation to the LEP.
- 11. IDBs should ensure that the Special Levy demanded is affordable to the local authority and that increased levies are openly discussed with the local authority at the appropriate level and with sufficient notice to influence the budget setting process.**

Increases in the levy should be accompanied by clear information about the purpose of the proposed activities and additionality. As previously referred to, Black Sluice IDB increased its income to carry out Revenue and Capital works by just over £1,000,000 from sources other than Drainage Rates in 2017/18 and whilst this was an exceptional year the Board and its Officers are constantly searching for opportunities.

In conclusion, Black Sluice IDB are constantly working to modernise the operations of the Board which leads to increased efficiency and greater accountability and governance. The Board has again received a 'Substantial Assurance' rating in its most recent Internal Audit assessment.

Black Sluice IDB looks forward to continuing to work with Boston Borough Council in the future for the benefit of both of our organisations and would welcome any dialogue or suggestions from the Council now or in the future.

***Yours sincerely
Keith Casswell'***

1325 TO RECEIVE THE EXTERNAL AUDITORS OPINION 2017/18 - Agenda Item 7

The Finance Manager reported that the Annual Return has been received. He presented on screen 'Section 2 – Accounting Statements 2017/18' and apologised for transposing the figure in box 1 incorrectly. Instead of £1,219,413 it should have been £1,129,413. Therefore, the Annual Return has been qualified based on the figure £1,219,413. He continued to explain that the amendment shown in box 7 is fine and that he can only apologise for the mistake.

1326 TO CONSIDER PERIOD 05 MANAGEMENT ACCOUNTS - Agenda Item 8

The Finance Manager referred to page 40, reporting that 93.97% of drainage rates have now been collected and the remainder have had final reminders. Court notifications will be sent out at the beginning of October 2018. Mr P Holmes questioned whether it was the usual people that haven't paid? The Finance Manager responded that there are a few new names but there are also the expected.

He further reported that Interest and Grants includes the revaluation amount of the Brewin Dolphin account, £3,268, which is the figure it was at the end of Period 05 on 26th August 2018. However, as previously discussed in Minute 1323(a), it is now the other way and in the red.

The Finance Manager continued to report that Other Income includes £7,500 for Triton Knoll consents on account.

Further to this, solar power income is up by £2,800 which is not surprising with the hot summer this year. However, one of the three invertors at the Swineshead office was not operational for approximately six weeks during the hot period. The reason for it not being dealt with sooner was that it wasn't picked up very early because it was producing so much electricity due to the exceptional weather, hence it wasn't noted that anything was wrong. Mr M Rollinson asked if there was an export meter at the Swineshead office? The Finance Manager responded, yes and explained that it also has live monitoring and so any figures going into the accounts are actual figures.

The Finance Manager continued, referring to Schemes, reporting that £20,000 of the budget hasn't been spent on the Graft Drain Improvements and £56,000 of the budget hasn't been spent on Culvert Replacements yet. However, an additional £6000 has been spent on the Kirton Meeres Culvert which was a flood defence Grant in Aid Scheme. A variation order has been submitted to try and recover the money from the Environment Agency.

The Finance Manager referred to Pumping Station Maintenance and gave an overview of this financial year as follows:

- Period 1: £40,000 over spent
- Period 2: £42,000 over spent
- Period 3: £52,000 over spent
- Period 4: £45,000 over spent
- Period 5: £36,000 over spent

He continued by stating that he is hoping with the good weather over summer, the raising of some of the levels within the drains and the duty pump levels that some of that will come back over the year and we'll hopefully be on a par by the end of the year. The Chief Executive added that regular conversations have been taking place with the Pump Engineer and Operations Manager regarding gradually lifting the majority of the larger pump catchments by around 200mm. Mr M Rollinson questioned whether these higher retention levels would be at the higher level during the summer only or all year round? The Chief Executive confirmed all year round. Mr P Holmes questioned whether the pumps are run during prolonged periods of not needing to run to ensure they are working? The Chief Executive replied that the Pump Engineer carries out maintenance runs.

The Finance Manager detailed an exercise carried out on electricity costs over the past five years, reporting the cost of electricity each year as follows:

- 2018/19: £53,000 (to date)
- 2017/18: -£941 (due to lots of refunds)
- 2016/17: £42,000
- 2015/16: £36,000
- 2014/15: £36,000
- 2013/14: £26,000

Therefore, based on five years ago, the price of electricity this year has doubled. This is due to such wet weather during Spring 2018. It was further acknowledged that a saving of 26% was made two years ago through Woldmarsh and that actually Black Sluice IDB are probably paying the same price for electricity as we were five years ago.

The Chief Executive referred to Drain Maintenance, stating that both Drain Maintenance (3006) and Summer Cutting (3002) are overspent. The Finance Manager presented on screen an email from the Operations Manager identifying what the money had been spent on. The Chief Executive referred back to summer cutting (3002) explaining that the work needs to be done even if it is costing a bit more and so it may be that the budgets need addressing. The Finance Manager continued by stating that around £54,000 of the overspend is with drain maintenance (3006) and £27,000 with summer cutting (3002). The Finance Manager will look further into the additional costs and send the findings to all Committee members via email.

The Finance Manager reported on the Administration salary that it is £4000 overspent. This is due to the temporary uplifts for Amy Chamberlain and Jessica Baxter whilst 'acting up' for Sue Knox. It was also not budgeted for any of Dennis Bambridge's costs (Solicitor to the Board) and some overtime for Andrew Scott for Heckington Show. He further added, in reference to the cost associated with Dennis Bambridge, that the cost accompanying the South Forty Foot works will be moved onto the rechargeable code and so the Environment Agency will pay for that.

The Finance Manager made the final observation that the Plant Reserve is currently positive by £26,000 after all the adjustments have been made. He also noted that the years on the top of the pages will be changed to 'This Year' and 'Last Year' so that they always reflect the correct year.

The Chairman invited any questions.

1327 DIRECTON ON 2018/19 BUDGETS - Agenda Item 9

(a) REVIEW OF 2018/19 CAPITAL SCHEMES BUDGETS - Agenda Item 9(a)

The Finance Manager explained that he is working on the assumption that the Committee want to hold the rate again this year, he will put the budget together if that's what the Committee agree today.

The Chairman felt it would be beneficial to hold the rate again and invited opinions of the Committee. All AGREED that the rate is held for this year.

(b) 8 YEAR PLANT BUDGET - Agenda Item 9(b)

The Chief Executive referred to the Eight Year Plant Replacement Budgets, presented on page 46, and explained that he has spoken to the Operations Manager and put this together as if the 'brought forward' balance was non-existent. He continued that there are problems with two machines currently. These being the first excavator on the list, the JCB 130 Telescopic Long Reach 2009/10 and the JCB 160 Telescopic Long Reach 2010/11.

The JCB 130 has just come back from T C Harrison following a head gasket repair as water was getting in and then overheating. The day we received the machine back it overheated again and so the simple solution to this is that it now has a fan on running permanently. The Black Sluice IDB Workshop is happy that it will run until the end of the year. These repairs will cost £7000, and the machine is believed to be valued at between £12,000 and £15,000 and not £18,000 as identified in the budget. The machine does need replacing, however, it is felt that it will make it through to the end of the summer cutting season and has therefore been brought forward into next years (19/20) budget.

The Chief Executive referred to the problems with the JCB 160 Telescopic Long Reach 2010/11, explaining that it is also nearing 'the end of its life'. The Operations Manager has identified that this machine completes a lot of the Environment Agency PSCA work, so therefore it doesn't actually require the telescopic element. It will come with two conventional arms – a long reach arm and short reach arm.

The Chief Executive explained that because we've got the two JCB Excavators for replacement in 2019/20 it puts the carried forward balance as a negative figure. Therefore, it has been assessed whether we could afford to replace the Unimog and has been identified that, no, we can't afford it. Suggestions for replacing the Unimog with a JCB Fastrac 4220 have been put forward, however, investigations will be taken to ensure it is the exact machine required and ensure it is suitable for the job.

The Chief Executive continued by putting two proposals to the Committee as follows:

1. The Chief Executive expressed that he would like to request that this Committee approve the budget to bring the JCB 130 Excavator into the year 2019/20. This will mean that the year's brought forward balance will be minus £45,000. All other machines will be retained where they are.
2. The Chief Executive continued stating that this proposal is not a priority, suggesting that the JCB 130 Excavator is replaced in this calendar year rather than waiting until April 2019 whilst it still holds some value.

The Chairman felt that there is no point in keeping costly machines. He further asked if quotes are being sought for replacement from JCB, Hitachi etc.? The Chief Executive responded by explaining that Hitachi don't do the telescopic arm which we need on the JCB 130 Excavator machine.

The Chairman asked whether a straight purchase or buying over a period of time is being considered? The Chief Executive responded that Black Sluice IDB have always straight purchased in the past. The Finance Manager felt that the capital is available, which is looking to be invested and get returns on, so therefore it may as well be used to purchase the machine rather than pay the premium you would pay on a lease.

Mr P Holmes referred to the Unimog replacement, asking if the replacement date of 2020/21 is the extended replacement date after the new engine was fitted? The Chief Executive clarified yes.

The Chairman added that he knows a good JCB dealer of the name Richard Sedgefield, he recommended his service and suggested that a quote is obtained from him as well as others such as T C Harrison and Pecks.

The Chief Executive drew the Committee back to the two problematic excavators. It was felt that there wasn't a lot of option with the JCB 130. The Finance Manager reminded the Committee that they aren't authorised to make the final decision on this, but that their recommendation will go to the Board for approval.

Mr P Holmes raised the point that if the JCB 130 Excavator lasted through to November 2018, then after this time the work load would drop, it could be parked up until April 2019 and another machine do the work? The Chief Executive replied that, yes, it could be parked at November 2018 but he would like to try replacing it at a different time to April/May/June as this is when all IDBs, including Black Sluice IDB, purchase these machines.

All of the suppliers are aware of this and so the prices are high, hence we are interested to see where the prices would be at November/December in relation to April/May and then perhaps change the procurement plan according to the findings. If there are not many being sold at that time of year then there may be better discounts.

Mr P Holmes questioned if there were any other machines that's replacement could be delayed? The Chief Executive responded that reassessments and readjustments have been made stating that the fitter's van has been delayed by a year, and if you start delaying things such as the Nissans then they will end up needing more spent on them. The dump trailer and vibrating piling hammer have been taken out completely.

Mr M Rollinson raised one final question regarding the Unimog; what would the price be of a new Unimog? The Chief Executive responded that it would be around £250,000.

It was AGREED to recommend to the Board to bring forward the replacement of the JCB 130 Telescopic Long Reach 2009/10. Quotes for its replacement will be presented to the Board on 7th November 2018 to be implemented immediately subject to Board approval.

It was also noted that the date of the Board meeting has been swapped with the Joint Works Committee Meeting and so the Board is now to be held on the 7th November 2018 and the Joint Works on the 28th November 2018.

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

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

1328 TO CONSIDER THE REFURBISHMENT OF PUMP No 3 AT EWERBY PUMPING STATION - Agenda Item 10

The Chief Executive referred to page 50, the refurbishment of Pump No.3 at Ewerby Pumping Station. He stated that this pump does not work, has been assessed by multiple people who have said that it needs lifting, removing, taking to the workshop and stripping down. The Chief Executive explained that the Operations Manager and Pump Engineer have assessed whether the pump is required and it was felt it is required based on the number of hours it has previously run. The Chief Executive stated that the best quote is from a company Black Sluice IDB have used before, Perry Pumps, at a price of £12,500 + parts + VAT. However, this has not been identified in future capital or maintenance schemes, therefore it is requested to find the funding to refurbish the pump.

The Chairman questioned what would happen if stripping it down etc. doesn't work? The Chief Executive responded that we will attend their workshop, it will be explained to us what parts are required, and the parts will be offered competitively.

Mr P Holmes questioned why pump one has carried out nearly ten times more hours than pump three? The Chief Executive explained that it is made up of two 'sub-catchments' within the one catchment and so pump three caters for a different area to pump one.

Mr P Holmes further questioned the difference in pump hours between pumps one and two if they cater for the same area? The Chief Executive stated that there is a duty pump, which is predominately run, to avoid both pumps wearing at the same time. However, it was felt the difference in the hours was quite excessive.

It was AGREED that the funding for the refurbishment of Pump No.3 at Ewerby Pumping Station should be allocated.

1329 ANY OTHER BUSINESS - Agenda Item 11

(a) ATTENDEES FOR THE NATIONAL ADA CONFERENCE - Agenda Item 11(a)

It was generally felt that the Chairman and Vice Chairman should attend every year and that other Committee Members should rotate. It was therefore AGREED that the following would attend this year's ADA Conference to be held on Wednesday 14th November 2018.

To attend: Mr K C Casswell, Mr P Holmes, Mr I Warsap, Mr J Fowler, Cllr M Cooper, Cllr M Brookes, Cllr P Bedford.

(b) ENVIRONMENT AGENCY BOARD VISIT - Agenda Item 11(b)

The Chief Executive stated that there will be an Environment Agency Full Board Visit on the 26th and 27th September 2018. Initially, it was requested that both days were fully booked out for the visit, it has now been reduced. The Chief Executive continued that the only two invitations that he is currently aware of are for himself to attend an evening event at the Guild Hall after a tour of the Boston Stump and an invitation for himself and the Chairman to attend and have an input in the visit to the Black Sluice Pumping Station (Boston). The Chief Executive added that he is currently trying to encourage an invitation for Steve Moncaster to also attend the pumping station from a SLWP perspective.

(c) SOUTH FORTY FOOT UPPER CATCHMENT UPDATE - Agenda Item 11(c)

The Chief Executive gave an update on the South Forty Foot Upper Catchment, referring to the Local Choice Request, stating that a request has been formulated for £100,000 from the Research and Development Fund of the RFCC. This is to employ one graduate Flood Risk Specialist and one Farm Engagement Advisor for twelve months. It is yet to be approved, but the Chief Executive has received a response stating that they are mostly supportive with just the one question - will the information already have been obtained by other similar projects - are we just repeating that or filling in data gaps? The Chief Executive responded to this, stating that the data gap is a uniqueness of each upper sub catchment where different approaches and outcomes will be determined by the Research and Development Project. The RFCC have also asked whether the IDB would mind not controlling these two employees, but instead be controlled by other ongoing projects. The Chief Executive reported that he has responded we wouldn't mind if they were controlled by ongoing teams, he felt it was looking quite promising.

(d) IDENTIFYING CONSENTED WORK OBSTRUCTIONS - Agenda Item 11(d)

The Chief Executive stated that he will be bringing this matter to the Joint Works Committee. He explained that during November 2017, Black Sluice IDB have accidentally struck a terminal hydrant at the Thorpe and Asgarby Estate.

Photographs showing this matter were shown on screen. He continued that a wheel and tyre were over the top of it, it was hit, which subsequently blew out the bank. The Estate have challenged why this is the first year it has been hit? The Chief Executive has responded that it is unconsented work, so we have no previous knowledge apart from the local information of the, now retired, operative. Therefore, Black Sluice IDB have repaired the bank and charged the Estate for it because it is unconsented. The Estate have invoiced Black Sluice IDB to bore under the watercourse and for the repair work, totalling £5,500. The Operations Manager is meeting with the Estate Manager later in the week to explain the process of applying for consent. There is also now a questionnaire being distributed to all Black Sluice IDB operatives to establish how they would have identified the obstruction. The Chief Executive suggested that with every byelaw consent, as part of the consent, wherever there is an obstruction it should be clearly marked with a bright coloured concrete post with the agreement that the applicant annually sprays off the vegetation around that obstruction.

Mr P Holmes questioned whether Black Sluice IDB are supported by the Land Drainage Act in this matter? The Chief Executive responded yes. Mr M Rollinson pointed out that it is a huge Estate and so it is likely that there will be more than this one unconsented. The Chief Executive acknowledged that the Operations Manager will be looking at any other unconsented work when he meets them later in the week.

Mr P Holmes felt that in the future it should be part of the consent to clearly mark the obstruction. The Chief Executive agreed, acknowledging that it will be a condition of the consent.

The Chief Executive also noted that if it is a large estate that only provides conveyance for one farm then Black Sluice IDB could give it up and no longer maintain it. He concluded that it is an ongoing matter and that a proposal for the identification of obstructions will be put forward to the Joint Works Committee.

(e) ABSTRACTION INITIAL PRIORITY CATCHMENTS - Agenda Item 11(e)

The Chief Executive reported that there is now going to be regular Abstraction Reform Updates, he referred to the August 2018 update, inviting the Committee to take a copy. The Chief Executive stated that he will also email these updates to all Board Members and post them on the website.

The Chief Executive continued that on Tuesday 18th September, Darren Smith of the EA will be attending the office to start to implement the Abstraction Reform and how Black Sluice IDB want to be involved. A local landowner will also be attending to address cooperation between landowners.

The Chairman suggested whether, as this develops, it may be worth Darren Smith coming to talk to either the Executive Committee or Board.

(f) SOUTHERN WORKS COMMITTEE MEMBER - Agenda Item 11(f)

Mr M Rollinson raised the point that he is one member down on the Southern Works Committee. He asked whether anybody had any ideas on suitable people who could fill this? He continued that he had thought about Nick who is Farm Manager for the Duchy of Lancaster Farm in Donington.

Mr M Rollinson suggested inviting him to the Works Tour in Spring 2019 which Committee members felt was a good idea. The Finance Manager reminded the Committee that there will be the election at the AGM in November 2018 and so it could be that he is co-opted onto the Joint Works Committee then. Mr M Rollinson will approach him about it.

(g) TRITON KNOLL COMMUNITY SCHEMES - Agenda Item 11(g)

Mr M Rollinson wanted to make the Committee aware of a 'pot of money' available through Triton Knoll for projects in Donington, Bicker and Swineshead. He continued that private individuals can't approach it, but public bodies can. The Chief Executive stated that he has previously made an application and will make further enquires.

The Chairman thanked the Committee for their work over the last three years.

There being no further business the meeting closed at 4:26pm.

Black Sluice Internal Drainage Board

Project Summary

2018/19

Period 05 - August 2018

| 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 | 39,111 | 49,205 | (10,094) | 1,500,100 | 1,488,784 | 11,316 | 1,491,470 | 8,630 | 1,472,394 | 27,706 |
| Interest & Grants | 3,537 | 83 | 3,454 | 4,235 | 415 | 3,820 | 600 | 3,635 | 424 | 3,811 |
| Development Fund | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 83,830 | (83,830) |
| Other Income | 650 | 400 | 250 | 16,832 | 5,965 | 10,867 | 16,431 | 401 | 6,868 | 9,963 |
| Rechargeable Profit | 10,949 | 0 | (10,949) | 14,477 | 0 | 14,477 | 0 | 14,477 | (975) | 15,452 |
| Solar Panel Income | 2,829 | 2,007 | 822 | 12,837 | 10,038 | 2,799 | 9,808 | 3,029 | 10,698 | 2,139 |
| Total Income | 57,076 | 51,695 | (16,516) | 1,548,481 | 1,505,202 | 43,279 | 1,518,309 | 30,172 | 1,573,239 | (24,758) |
| Schemes | 0 | 0 | 0 | 18,515 | 88,200 | 69,685 | 13,810 | (4,705) | 116,291 | 97,776 |
| Pumping Station Schemes | 0 | 0 | 0 | 111 | 0 | (111) | 110 | (1) | 0 | (111) |
| Pumping Station Maintenance | 13,898 | 29,299 | 8,651 | 118,528 | 135,381 | (36,588) | 187,728 | 15,759 | 105,422 | (67,488) |
| Electricity | 6,750 | | | 53,440 | | | | | (941) | 0 |
| Drain Maintenance | 83,015 | 90,999 | 7,984 | 247,339 | 171,325 | (76,014) | 211,639 | (35,700) | 178,772 | (68,567) |
| Environmental Schemes | 253 | 72 | (181) | 5,224 | 7,627 | 2,403 | 4,818 | (406) | 6,134 | 910 |
| Administration & Establishment | 44,389 | 37,311 | (7,078) | 220,536 | 216,712 | (3,824) | 227,341 | 6,805 | 203,878 | (16,658) |
| EA Precept | 0 | 0 | 0 | 138,276 | 138,276 | 0 | 138,276 | 0 | 138,276 | 0 |
| Solar Panel Expenses | 0 | 0 | 0 | 344 | 0 | (344) | 339 | (5) | 315 | (29) |
| Total Expenditure | 148,305 | 157,681 | 9,376 | 802,313 | 757,521 | (44,792) | 784,061 | (18,252) | 748,147 | (54,166) |
| Surplus / (Deficit) | (91,229) | (105,986) | 14,757 | 746,168 | 747,681 | (1,513) | 734,248 | 11,920 | 825,092 | (78,924) |
| Movement on reserves | | | | | | | | | | |
| Plant Reserve | (37,197) | 38,246 | 75,443 | (95,345) | (68,773) | 26,572 | 0 | 95,345 | (50,784) | 44,561 |
| Wages oncost Reserve | 4,266 | 0 | (4,266) | 34,671 | 0 | (34,671) | 0 | (34,671) | 4,930 | (29,741) |
| Surplus / (Deficit) | (58,298) | (144,232) | (56,420) | 806,842 | 816,454 | 6,585 | 734,248 | (48,755) | 870,946 | (93,744) |

Black Sluice Internal Drainage Board Drainage Rates & Special Levies

2018/19

Period 05 - August 2018

Drainage Rates & Special Levies Due

Drainage Rates

| | | |
|---|--------------|--------|
| Annual Drainage Rates - Land and/or buildings | 1,055,802.64 | |
| Land/Property - Value Decreased | (21,100.36) | |
| Land/Property - Value Increased | 20,843.94 | |
| New Assessment | 256.42 | |
| Write Offs & Irrecoverables | | |
| Summons Collection Costs | | |
| Credit Due | (1,398.69) | |
| Costs Due | 0.06 | |
| Balance | 1,054,404.01 | 50.41% |

Special Levies

| | | |
|---------------------------------|--------------|--------|
| Boston Borough Council | 784,760.51 | |
| South Holland District Council | 126,089.96 | |
| North Kesteven District Council | 68,105.02 | |
| South Kesteven District Council | 58,113.22 | |
| | 1,037,068.71 | 49.59% |

| | | |
|------------------|---------------------|----------------|
| Total Due | 2,091,472.72 | 100.00% |
|------------------|---------------------|----------------|

Drainage Rates & Special Levies Collected

| | | |
|-------------------------------------|---------------------|--------|
| B/F Arrears/(Allowances) | 0.38 | |
| Payments Posted | 981,565.67 | 93.97% |
| Bourne North Fen Trust Contribution | 9,248.64 | |
| Special Levies Received | 518,534.36 | 50.00% |
| Total Received | 1,509,349.05 | |

Drainage Rates & Special Levies Debtors

| | | |
|----------------------------|---------------------|--------|
| Special Levy Outstanding | 518,534.35 | 50.00% |
| Drainage Rates Outstanding | 63,589.32 | 6.03% |
| | 582,123.67 | |
| | 2,091,472.72 | |

Black Sluice Internal Drainage Board

Income & Expenditure Summary

2018/19

Period 05 - August 2018

| | 2017/18 | 2016/17 | Variance |
|--------------------------------|----------------|----------------|-----------------|
| Drainage Rates | 981,566 | 963,447 | 18,119 |
| Special Levies | 518,534 | 508,947 | 9,587 |
| Recoverable | 40,501 | 540,704 | (500,203) |
| Misc Income | 21,641 | 94,152 | (72,511) |
| Solar Panel Income | 12,837 | 10,698 | 2,139 |
| | 1,575,080 | 2,117,949 | (542,869) |
| | | | |
| Employment Costs | 452,764 | 464,069 | 11,305 |
| Property | 71,781 | 15,157 | (56,624) |
| General Expenses | 76,184 | 131,870 | 55,686 |
| Materials / Stock | 8,085 | 22,342 | 14,258 |
| Motor & Plant | 76,884 | 82,269 | 5,385 |
| Miscellaneous | 149,225 | 391,231 | 242,006 |
| Recharges | (283,145) | (34,297) | 248,847 |
| Plant | 216,459 | 172,278 | (44,181) |
| | | | |
| Total Expenditure | 768,237 | 1,244,919 | 476,682 |
| | | | |
| Net Surplus / (Deficit) | 806,842 | 873,029 | (66,187) |

Black Sluice Internal Drainage Board
Balance Sheet at Period End
2018/19
Period 05 - August 2018

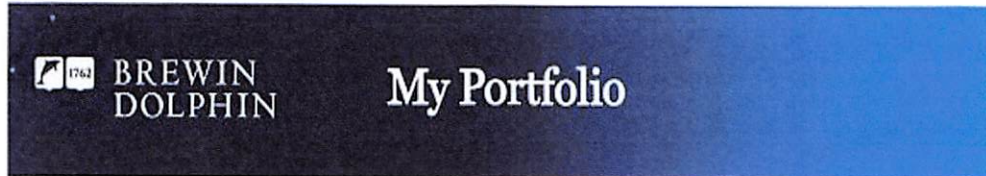
| | <u>2017/18</u> | | <u>2016/17</u> | |
|--|----------------|--------------------|----------------|------------------|
| | £ | £ | £ | £ |
| Operational Land & Buildings Cost | 739,350 | | 739,350 | |
| Pumping Stations Cost | 3,861,354 | | 3,861,354 | |
| Non-operational Property Cost | 130,000 | | 130,000 | |
| Vehicles, Plant & Machinery Cost | 768,508 | | 877,147 | |
| Fixed Assets | | <u>5,499,212</u> | | <u>5,607,851</u> |
| Stock | 28,699 | | 25,765 | |
| Debtors Cont | 74,073 | | 73,640 | |
| VAT | (820) | | 19,996 | |
| Grants Debtor | (16,320) | | (16,320) | |
| Car Loans | 20,110 | | 42,242 | |
| Prepayments | 25,268 | | 19,233 | |
| Draw Acc | (10,234) | | (18,830) | |
| Call Acc | 314,740 | | 310,000 | |
| Petty Cash | 176 | | 313 | |
| Highland Water | 202 | | 1,260 | |
| Rechargeable Work in Progress | 83,006 | | (83,619) | |
| Natwest Government Procurement C | (947) | | (2,711) | |
| Brewin Dolphin Investment | 503,268 | | 0 | |
| Reserve Account | 1,225,189 | | 1,528,696 | |
| Total Current Assets | | <u>2,246,409</u> | | <u>1,899,668</u> |
| Trade Creditors | (14,583) | | (6,028) | |
| PAYE & NI Control Account | (20,150) | | (18,718) | |
| Superannuation Contrl Account | (13,515) | | (12,207) | |
| Union Subs Control Account | 0 | | (99) | |
| Accruals | (154,901) | | (192,794) | |
| Wag & Sal Cont | 0 | | 0 | |
| Wage Adv | 0 | | 0 | |
| Suspense | (0) | | (0) | |
| Total Liabilities | | <u>(203,149)</u> | | <u>(229,847)</u> |
| Pension Liability | | (3,353,000) | | (3,343,000) |
| | | <u>4,189,472</u> | | <u>3,934,673</u> |
| Capital Outlay | 5,493,709 | | 5,450,044 | |
| Pension Reserve | (3,353,000) | | (3,343,000) | |
| Total Capital | | <u>2,140,709</u> | | <u>2,107,044</u> |
| General Reserve | 1,166,811 | | 910,190 | |
| Development Reserve | 153,405 | | 97,009 | |
| Plant Reserve | (118,398) | | (87,474) | |
| Wage On-Cost Reserve | 40,103 | | 34,874 | |
| Surplus/Deficit in Period | 806,842 | | 873,029 | |
| Total Reserves | | <u>2,048,763</u> | | <u>1,827,629</u> |
| | | <u>4,189,472</u> 0 | | <u>3,934,673</u> |
| <u>Cash & Bank Balances</u> | | | | |
| Drawings Account | | (10,234) | | |
| Call Account | | 14,740 | 314,740 | |
| Natwest Reserve Account @ 0.01% | | 1,225,189 | | |
| Petty Cash | | 176 | | |
| Chargecard | | (947) | | |
| Monmouthshire BS @ 0.15% | | 300,000 | 30 Day Notice | |
| | | <u>1,528,923</u> | | |

Black Sluice Internal Drainage Board

Investment Summary

2018/19

Period 05 - August 2018



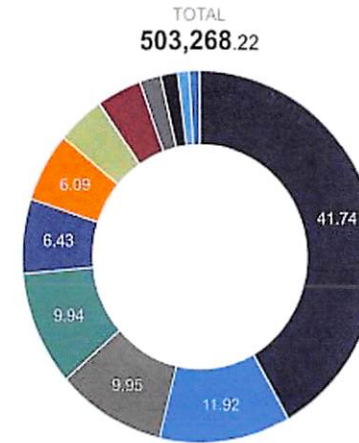
PORTFOLIO P1684056 VALUATION DATE 29 Aug 2018

| | | |
|--|--------------------------------------|---|
| LAST 12 MONTHS PERFORMANCE 0.65% | TOTAL VALUE 503,268.22 GBP | ESTIMATED ANNUAL INCOME 17,555.39 GBP |
|--|--------------------------------------|---|

OWNER NAME
Black Sluice Internal Drainage Board - New Account

INVESTMENT OBJECTIVE: Income
MANAGEMENT TYPE: Discretionary
RISK PROFILE: Risk Level 3

| ACCOUNT | TOTAL CASH | TOTAL STOCK | TOTAL VALUE | TOTAL INCOME |
|-----------|--------------|----------------|----------------|---------------|
| BLACK1665 | 5,200.01 GBP | 498,068.21 GBP | 503,268.22 GBP | 17,555.39 GBP |
| | 5,200.01 GBP | 498,068.21 GBP | 503,268.22 GBP | 17,555.39 GBP |



| | | | | |
|---|---|--|--|--|
| UK Bonds 210,076.25 GBP | UK Equities 59,975.44 GBP | Property 50,062.20 GBP | Absolute Return 50,037.00 GBP | Overseas Bonds 32,385.04 GBP |
| Other Investments 30,667.70 GBP | North American Equities 21,976.08 GBP | Global Investments 20,425.00 GBP | Asia Pacific Equities 9,808.50 GBP | European Equities 7,791.00 GBP |
| Cash 5,200.01 GBP | | | | Japanese Equities 4,864.00 GBP |

**Black Sluice Internal Drainage Board
Capital Scheme Budget
2018/19 to 2028/29**

| Year | Type | Scheme | Total | Grant | Local Levy | Drain | PS | Dev Fund |
|---------|-----------------------------|---|-----------|-----------|------------|-----------|-----------|----------|
| 2018/19 | Pump | Donington NI, replace weedscreen cleaner | £ 104,000 | | | | £ 104,000 | |
| | Pump | Mallard Hurn PS, new roof | £ 8,300 | | | | £ 8,300 | |
| | Drain | Jetting to major pipelines | £ 55,000 | | | £ 55,000 | | |
| | Drain | Graft Drain improvements | £ 20,000 | | | £ 20,000 | | |
| | Drain | NFF Revetment & Langrick Road pipeline scheme | £ 450,000 | £ 81,000 | £ 299,000 | £ 70,000 | | |
| | Drain | Sempringham Fen PS refurbishment | £ 180,500 | £ 43,000 | £ 110,000 | £ 27,500 | | |
| | Drain | General Culvert replacement | £ 68,200 | | | £ 68,200 | | |
| | | | £ 886,000 | £ 124,000 | £ 409,000 | £ 240,700 | £ 112,300 | £ - |
| 2019/20 | Pump | Chain Bridge PS, refurbish weedscreen cleaner | £ 45,000 | | | | £ 45,000 | |
| | Pump | Dyke Fen PS, replacement control panel | £ 43,000 | | | | £ 43,000 | |
| | Pump | Pinchbeck Fen PS, new roof | £ 9,000 | | | | £ 9,000 | |
| | Drain | Dowsby Lode Improvements | £ 50,000 | | | £ 50,000 | | |
| | Drain | Graft Drain improvements | £ 20,000 | | | £ 20,000 | | |
| | Drain | Wyberton Towns Drain re-alignment | £ 23,500 | | | £ 23,500 | | |
| | Drain | Jetting to major pipelines | £ 25,000 | | | £ 25,000 | | |
| | Drain | General Culvert replacement | £ 2,984 | | | £ 2,984 | | |
| | | | £ 218,484 | £ - | £ - | £ 121,484 | £ 97,000 | £ - |
| 2020/21 | Pump | Wyberton Marsh PS, replace weedscreen cleaner | £ 110,000 | | | | £ 110,000 | |
| | Drain | Graft Drain improvements | £ 60,000 | | | £ 60,000 | | |
| | Drain | Jetting to major pipelines | £ 50,000 | | | £ 50,000 | | |
| | Drain | General Culvert replacement | £ 2,854 | | | £ 2,854 | | |
| | | | £ 222,854 | £ - | £ - | £ 112,854 | £ 110,000 | £ - |
| 2021/22 | Pump | Great Hale PS refurbish weedscreen cleaner | £ 46,000 | | | | £ 46,000 | |
| | Pump | Dunsby Fen PS, replace control panel | £ 30,000 | | | | £ 30,000 | |
| | Drain | Jetting to major pipelines | £ 55,000 | | | £ 55,000 | | |
| | Drain | Graft Drain improvements | | | | £ 60,000 | | |
| | Pump | Horbling ps new roof | £ 9,000 | | | | £ 9,000 | |
| | Drain | Leaves Lake Drove SFFD outfall | | £ 90,000 | | | | |
| | Drain | Lane Dyke Culvert replacement | £ 90,000 | £ 90,000 | | | | |
| Drain | General Culvert replacement | £ 27,311 | | | £ 27,311 | | | |
| | | | £ 257,311 | £ 180,000 | £ - | £ 142,311 | £ 85,000 | £ - |
| 2022/23 | Pump | Dunsby PS, replacement weedscreen cleaner | £ 90,000 | | | | £ 90,000 | |
| | Pump | Kirton Marsh PS new roof | £ 10,000 | | | | £ 10,000 | |
| | Drain | Graft Drain improvements | £ 60,000 | | | £ 60,000 | | |
| | Drain | SFFD Desilting Guthrum to Blackhole Drove PS | £ 65,000 | | | £ 65,000 | | |
| | Drain | General Culvert replacement | £ 6,857 | | | £ 6,857 | | |
| | | | £ 231,857 | £ - | £ - | £ 131,857 | £ 100,000 | £ - |
| 2023/24 | Pump | Gosberton PS, replace control panel | £ 65,000 | | | | £ 65,000 | |
| | Drain | Quadring North Fen roadside revetment | £ 24,000 | | | £ 24,000 | | |
| | Pump | Helpringham Fen PS, new roof | £ 10,000 | | | | £ 10,000 | |
| | Pump | Dowsby Fen PS, refurbish axial flow pumps | £ 25,000 | | | | £ 25,000 | |
| | Drain | SFFD Desilting Guthrum to Blackhole Drove PS | £ 65,000 | | | £ 65,000 | | |
| | Drain | Jetting to major pipelines | £ 40,000 | | | £ 40,000 | | |
| | Drain | General Culvert replacement | £ 7,494 | | | £ 7,494 | | |
| | | | £ 236,494 | £ - | £ - | £ 136,494 | £ 100,000 | £ - |
| 2024/25 | Pump | Ewerby Fen PS Replace control panel | £ 45,000 | | | | £ 45,000 | |
| | Pump | Dunsby Fen PS Refurbish axial flow pump | £ 13,000 | | | | £ 13,000 | |
| | Pump | Dyke Fen PS Refurbish 2x axial flow pumps | £ 26,000 | | | | £ 26,000 | |
| | Pump | Dyke Fen PS new roof | £ 15,000 | | | | £ 15,000 | |
| | Drain | Jetting to major pipelines | | | | £ 60,000 | | |
| | Drain | Dyke Fen (New Dyke) revetments | | | | £ 25,000 | | |
| | Drain | NFF Desilting | £ 50,000 | | | £ 50,000 | | |
| Drain | General Culvert replacement | £ 7,224 | | | £ 7,224 | | | |
| | | | £ 156,224 | £ - | £ - | £ 142,224 | £ 99,000 | £ - |
| 2025/26 | Drain | Claydyke desilting | £ 65,000 | | | £ 65,000 | | |
| | Drain | NFF Desilting | | | | £ 35,000 | | |
| | Drain | Jetting to major pipelines | £ 60,000 | | | £ 60,000 | | |
| | Pump | Kirton Marsh PS refurbish axial flow pump | £ 14,000 | | | | £ 14,000 | |
| | Pump | Donington NI Replace control panel | £ 65,000 | | | | £ 65,000 | |
| | Drain | Dyke Fen (New Dyke) revetments | | | | £ 35,000 | | |
| | Drain | General Culvert replacement | £ 7,048 | | | £ 7,048 | | |
| | | | £ 211,048 | £ - | £ - | £ 202,048 | £ 79,000 | £ - |
| 2026/27 | Drain | Jetting to major pipelines | £ 60,000 | | | £ 60,000 | | |
| | Drain | Cleansing Wyberton Marsh | £ 60,000 | | | £ 60,000 | | |
| | Drain | Bourne Fen 28/10 drain revetment | | | | £ 30,000 | | |
| | Pump | Gosberton Fen PS Refurbish 3 x axial flow pumps | £ 40,000 | | | | £ 40,000 | |
| | Pump | Hacconby Fen PS Replace control panel | £ 35,000 | | | | £ 35,000 | |
| | Drain | Claydyke desilting | | | | £ 65,000 | | |
| Drain | General Culvert replacement | £ 25,969 | | | £ 25,969 | | | |
| | | | £ 220,969 | £ - | £ - | £ 240,969 | £ 75,000 | £ - |
| 2027/28 | Drain | Old Hammond Beck Desilting | £ 80,000 | | | £ 80,000 | | |
| | Drain | New Hammond Beck Desilting | | | | £ 40,000 | | |
| | Drain | Jetting to major pipelines | £ 60,000 | | | £ 60,000 | | |
| | Pump | Bicker Fen 1 x axial flow pump refurb | £ 15,000 | | | | £ 15,000 | |
| | Pump | Bicker Fen replacement control panel | £ 33,000 | | | | £ 33,000 | |
| | Pump | Cooks Lock p/s refurbish weedscreen cleaner | | | | | £ 50,000 | |
| | Drain | General Culvert replacement | £ 27,989 | | | £ 27,989 | | |
| | | | £ 215,989 | £ - | £ - | £ 207,989 | £ 98,000 | £ - |
| 2028/29 | Drain | Old Hammond Beck Desilting | £ 80,000 | | | £ 80,000 | | |
| | Drain | Jetting to major pipelines | £ 60,000 | | | £ 60,000 | | |
| | Pump | Donington NI refurbish 3 x axial flow pumps | £ 43,000 | | | | £ 43,000 | |
| | Pump | Kirton Marsh p/s replace control panel | £ 37,000 | | | | £ 37,000 | |
| | Pump | Helpringham p/s new roof | | | | | £ 11,000 | |
| Drain | General Culvert replacement | £ 35,989 | | | £ 35,989 | | | |
| | | | £ 255,989 | £ - | £ - | £ 175,989 | £ 91,000 | £ - |

BLACK SLUICE INTERNAL DRAINAGE BOARD
REVISED SINCE THE EXECUTIVE COMMITTEE MEETING
EIGHT YEAR PLANT REPLACEMENT BUDGETS

| Existing Plant/Equipment | Year Purchased | Age | Replace Year | New Plant | Cost | Trade in | 2018/19 | 2019/20 | 2020/21 | 2021/22 | 2022/23 | 2023/24 | 2024/25 | 2025/26 | 2026/27 | 2027/28 |
|------------------------------|----------------|----------|--------------|---------------------|----------|-----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| Brought Forward | | | | | | | -£118,398 | -£59,653 | -£28,588 | £30,858 | £84,754 | £136,667 | £268,668 | £135,829 | £123,224 | £119,427 |
| Twiga SPV2 (2015) | 2015/16 | 9 years | 2024/25 | Twiga/Herder? | £200,000 | £20,000 | | | | | | | £180,000 | | | |
| Twiga SPV2 (2016) | 2016/17 | 9 years | 2025/26 | Twiga/Herder? | £200,000 | £20,000 | | | | | | | | £180,000 | | |
| Twiga SPV2 (2017) | 2017/18 | 9 years | 2026/27 | Twiga/Herder? | £205,000 | £20,000 | | | | | | | | | £185,000 | |
| Aebi & Flail | 2016/17 | 12 years | | Rear Side Flail | £15,000 | | £15,000 | | | | | | | | | |
| Hitachi ZX 210LC-5B | 2016/17 | 8 years | 2024/25 | 20T Excavator | £150,000 | £35,000 | | | | | | | £115,000 | | | |
| Unimog | 2009/10 | 11 years | 2020/21 | JCB Fastrac 4220 | £130,000 | £40,000 | | | £90,000 | | | | | | | |
| JCB 130 Telescopic LR | 2009/10 | 10 Years | 2018/19 | 13T Telescopic Exc. | £105,000 | £18,500 | £86,500 | | | | | | | | | £90,000 |
| JCB 160 Telescopic LR | 2010/11 | 9 years | 2019/20 | 13T LR | £98,000 | £22,000 | | £76,000 | | | | | | | | £110,000 |
| JCB 145 Telescopic LR | 2013/14 | 8 years | 2021/22 | 16T Telescopic Exc | £120,000 | £19,000 | | | | £101,000 | | | | | | |
| JCB 130 Telescopic LR | 2014/15 | 8 years | 2022/23 | 13T Telescopic Exc. | £110,000 | £17,000 | | | | | £93,000 | | | | | |
| JCB 531 Teleporter | 2012/13 | | | | | | | | | | | | | | | |
| Vauxhall (Fitter) | 2012/13 | 7 years | 2019/20 | Fitters Van | £17,000 | £3,000 | | £14,000 | | | | | | £16,000 | | |
| Nissan (Ops Manager) | 2015/16 | 4 years | 2019/20 | Pick-Up | £22,000 | £6,000 | | £16,000 | | | | £17,000 | | | | £19,000 |
| Nissan (Ops Supervisor) | 2015/16 | 4 years | 2019/20 | Pick-Up | £22,000 | £6,000 | | £16,000 | | | | £17,000 | | | | £19,000 |
| Nissan (Pump Eng) | 2015/16 | 4 years | 2019/20 | Pick-Up | £22,000 | £6,000 | | £16,000 | | | | £17,000 | | | | £19,000 |
| Vauxhall Tipper | 2012/13 | 8 years | 2020/21 | Tipper | £25,000 | £8,000 | | | £17,000 | | | | | | | |
| Dump Trailer 1 | 2006 | | | Dump Trailer | | | | | | | | | | | | |
| Low Loader Trailer | 2004 | 18 years | 2022/23 | Low Loader | £15,000 | £2,000 | | | | | £13,000 | | | | | |
| 100mm Self priming Pump | | 15 years | 2017/18 | | £15,000 | | | | | | £15,000 | | | | | |
| Vibrating piling hammer | 2015/16 | 20 years | 2035/36 | | | | | | | | | | | | | |
| 150mm Portable Pump | 2006 | 15 years | 2021/22 | | £15,000 | | | | £15,000 | | | | | | | |
| Compressor | 2008 | 18 years | 2023/24 | | £6,000 | | | | | | | | | | | £6,000 |
| Weedbaskets | | | | | | | £5,505 | | £6,000 | £6,000 | £6,500 | | £7,000 | £ 7,000 | £ 7,000 | |
| Lawnmower & Trailer etc | 2016/17 | 8 Years | 2024/25 | | 17000 | 2000 | | | | | | | £15,000 | | | |
| Fuel Tanks | | | | | | | | | | | | | £2,500 | | | |
| Net Spend from Plant Reserve | | | | | | | £107,005 | £138,000 | £113,000 | £122,000 | £127,500 | £51,000 | £319,500 | £203,000 | £198,000 | £257,000 |
| Generated | | | | | | | £165,750 | £169,065 | £172,446 | £175,895 | £179,413 | £183,001 | £186,661 | £190,395 | £194,203 | £198,087 |
| Balance C/F | | | | | | -£118,398 | -£59,653 | -£28,588 | £30,858 | £84,754 | £136,667 | £268,668 | £135,829 | £123,224 | £119,427 | £60,513 |

BLACK SLUICE INTERNAL DRAINAGE BOARD

MINUTES

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

held at the offices` of the Board on
17th October 2018 at 2pm

Members

Chairman - * Cllr M Brookes

| | |
|------------------|---------------|
| * Mr W Ash | * Mr V Barker |
| * Mr R Leggott | * Mr N Scott |
| * Cllr B Russell | |

* Member Present

In attendance: Mr I Warsap (Chief Executive)
Mr D Withnall (Finance Manager)
Mr J Cooke (Insurance Advisor)

The Chairman welcomed Mr J Cooke to the meeting and thanked him for his attendance.

1330 APOLOGIES FOR ABSENCE - Agenda Item 1

There were no apologies.

1331 DECLARATIONS OF INTEREST - Agenda Item 2

There were no declarations of interest.

1332 MINUTES OF THE LAST MEETING - Agenda Item 3

Minutes of the last meeting held on 25th April 2018, copies of which had been circulated, were considered and it was AGREED that they should be signed as a true record.

Mr W Ash entered the meeting.

1333 CONFIDENTIAL MINUTES OF THE LAST MEETING - Agenda Item 4

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

1334 MATTERS ARISING - Agenda Item 5

(a) WOLDMARSH CONTRACT - Minute 1265(c)

Mr V Barker made reference to the Woldmarsh contract mentioned on page seventeen, stating that he is pleased with how efficient the Woldmarsh process is.

(b) BOARD'S RENTED PROPERTY - Minute 1269

Mr R Leggott made reference to the Board's rented property. It was clarified that the only time there would be an increase in risk would be a change in tenant, it has previously been agreed that if this were to happen the property would possibly be sold.

Mr N Scott felt that the Minutes were quite lengthy and suggested a more summarised approach.

1335 TO RECEIVE A REPORT ON INSURANCE ARRANGEMENTS - Agenda Item 6

The Chief Executive informed the Committee that this level of cover has already been purchased and so this Agenda Item is for the Committee to assess whether they feel the level of cover needs adjusting.

Mr J Cooke presented the report to the Committee and highlighted a feature that is new this year; a Low Claims Rebate, explaining that where there is a good claims experience this Rebate will be awarded. It was noted that it is similar to a 'no claims discount'. At current for Black Sluice IDB, all the property insurances are good, the only thing that could alter it would be a late notified liability claim. This will be paid in November 2018.

Mr J Cooke continued by explaining that the policies have to be adapted accordingly for different organisations and their various risks and requirements so that there are no 'loop holes'. This process was carried out for Black Sluice IDB three years ago, explaining that at the moment everything remains the same.

Mr J Cooke went through the insurance documents, giving the following information and explanations:

Commercial Combined Insurance – Material Damage

The Commercial Combined Insurance covers for material damage to the Board's buildings and constructions, highlighting the importance of keeping up to date with the values of the property and machines in order to get a reasonable sum back in the event of a claim. The sums insured on the buildings and contents of the pumping stations have increased again this year by 5%. The Chairman clarified that this is based on full reinstatement. The Finance Manager also clarified that the revaluations were completed with the new pump regulations in mind and so the new fish / eel friendly pumps have been allowed for. There is also a clause within the policy that states if there are new regulations in place that require replacement with something different then the altered replacement will be completed.

Mr R Leggott raised a query around the different theft covers - 'Full Theft' and 'Theft involving Forcible & Violent Entry or Exit'. Mr J Cooke explained that the 'Theft involving Forcible & Violent Entry or Exit' aspect is actually covered within 'Full Theft'. With 'Full Theft', Black Sluice IDB is additionally covered if, for example, something was stolen whilst the door was left open – with no forcible entry.

Commercial Combined Insurance – Business Interruption

Mr J Cooke highlighted that if a disaster were to happen to the Swineshead site or Pumping Stations then the policy would pay for items known as 'Increased Costs of Working'. Therefore, if an alternative office was required, i.e. a porta cabin, then the Increased Costs of Working would cover that.

Commercial Combined Insurance – Goods in Transit & Contractors Plant

With reference to stock, Mr J Cooke noted that it is also covered when it has left the Depot and is in transit to other sites. Mr V Barker raised the query of whether this covered machinery attachments out on site that are not physically attached to the machine? Mr J Cooke explained that this would be covered under the Motor Policy – whether the equipment is attached or detached. Mr J Cooke also noted the Contractors Plant policy on page 32, which covers all Contractor's equipment and any equipment hired by Black Sluice IDB.

Commercial Combined Insurance – Money

Mr J Cooke continued, focusing on the Money cover, explaining that this is designed to cover physical cash rather than bank assets.

Commercial Combined Insurance – Fidelity Guarantee

The Fidelity Guarantee has been developed to cover both dishonesty of Employees and Board members. Mr R Leggott made reference to an instance where at another Drainage Board a cheque had been altered significantly – asking whether Black Sluice IDB is covered for such instances? The Finance Manager felt that it would be covered by the bank on the basis of Illegal Practice and Fraud.

Mr V Barker made reference to an instance where the accountant of an organisation had altered cheques without the appropriate signatures. The bank did correct it, but refused to give facilities to trade with and caused bankruptcy. Mr J Cooke responded that if it was a third party alteration then it would come under a third party Crime Policy that was deemed not necessary for Black Sluice IDB. If it was altered by an Employee or Board Member, then it would be covered under the Fidelity Guarantee policy.

Mr N Scott asked for the difference between the Fidelity cover under the Commercial Combined Insurance as opposed to the Fidelity cover under Professional Indemnity Insurance? Mr J Cooke explained that under the Commercial Combined Insurance it is for losses of the IDB whereas under Professional Indemnity it is more of a liability policy, covering financial losses of third parties.

Commercial Combined Insurance – Employers Liability

Mr J Cooke continued with Employers liability, explaining that this policy is for injury to Employees, noting that IDBs don't seem to have claims as frequently as you see in other business sectors. The basis of the wage roles has been increased to reflect the IDB's current situation and the Limit of Indemnity has also been increased from the standard figure of £10,000,000 to £15,000,000.

Cllr B Russell raised the point around Contractors and Sub-Contractors, clarifying that Black Sluice IDB have a process in which Contractors are asked to provide evidence of Employer's Liability Insurance – asking if this policy is just to 'sit-upon' in case anything goes wrong as opposed to actually needing it?

Mr J Cooke explained that the main Contractors will be covered under the Public Liability Policy. If temporary labour is brought in, then this will also be covered, it being clarified that Black Sluice IDB hire temporary labour every year. Mr J Cooke also added that if something were to happen then it would be likely that the Contractors insurance would pay out, but if that wasn't enough or they went bankrupt then there is an indemnity for that within the policy.

Commercial Combined Insurance – Public & Products Liability

Mr J Cooke noted that the Public Liability figure was increased to £10,000,000 for the SFFD works last year. He also highlighted the contamination and pollution cover up to £1,000,000.

Group Personal Accident

The Group Personal Accident and Business Travel Policy has some cross over with the Employers Liability Policy to a certain extent, however, it excludes any instances that arise in an area where the Road Traffic Act (RTA) applies. The Group Personal Accident and Business Travel Policy will cover that area.

Mr J Cooke also clarified that it will be paid to the IDB because the Policy is in the IDB's name. It is then up to the IDB what they decide to do with that money – i.e. it may cover the cost of temporary labour to cover an Employee being off.

Further clarification was made around who the amount would be paid out to. If the Employee is making the claim, then it would be made to the Employee under the Employers Liability Policy. If it was the Employer making a claim under the Personal Accident Policy, then it would be paid to the Employer, i.e. the IDB, to then decide what to do with the funds.

Professional Indemnity Insurance

Mr J Cooke continued with the Professional Indemnity Insurance. Mr R Leggott voiced his concern around the Pollution Exclusion under Endorsements. It was identified that pollution and contamination is covered within the Public and Products Liability, as previously mentioned.

It was further explained that this policy covers for advisory work rather than actually creating the pollution. For example, providing advice on planning applications etc.

Cllr B Russel noted that there is a move for Local Authorities to involve IDBs in major planning developments. The Finance Manager stated that currently Black Sluice IDB are consulted on planning. Further discussion took place around whether the pollution arising from advice given aspect needed to be included, with the Chief Executive stating that the IDB don't give advice directly but instead confirm acceptance of the designer's proposals.

Mr V Barker raised the point of Triton Knoll conferring with the IDB with regards to their building work – clarifying that the IDB wouldn't be liable if it flooded? The Chief Executive stated that we have not recommended that they build there, they have brought a proposal and we have simply given them the factual information about it.

Mr N Scott raised the point of the Retroactive date (01.05.09) on the policy. Mr J Cooke explained that any claim made from that date onwards would be recorded within the policy that's in place at that time.

Board Members & Officers Liability Insurance

The Board Members and Officers Liability Insurance Policy protects Employees and Officers of the IDB against any action against them as an individual. For instance, if an Employee / Officer / Board Member was to commit a wrongful act then legal defence fees would be covered by this policy. There is also some Employment Practices Liability which is for if an Employee was to take action for compensation against the IDB for unfair or constructive dismissal for example. There is also an element of fraud cover within this policy.

Engineering Inspection & Insurance

Mr J Cooke directed the Committee to the Engineering Inspection and Insurance, explaining that the inspection side is to ensure legislation is complied with. Mr R Leggott identified 'Damage to Own Surrounding Property' cover. It was clarified that if somebody's else's property got damaged from an instance that occurred it would be covered by the Public Liability Policy.

Commercial Legal Protection Cover

Mr J Cooke referred to the Commercial Legal Protection Cover, explaining that it provides a variety of cover. He continued by explaining the difficulties with administering it, highlighting that there are more exclusions than inclusions, but for the small cost of £112 it's there if required.

Motor Fleet Insurance

Mr J Cooke concluded with the Motor Insurance, confirming that it covers all the IDBs vehicles, machinery, attachments etc. It also covers third party working risks. This refers to when working on the roadside and the vehicle may be half on the road and half off. Therefore, half in the Road Traffic Act area and half not and so falls between the Motor Policy and Public Liability Policy. It has therefore been added as an extension to the Motor Policy.

Mr J Cooke invited any questions.

The Chairman brought the Committee's attention back to the Third Party Crime Cover that had been mentioned previously, asking whether the Committee felt that it is something that should be added?

Mr N Scott noted that it was deemed not necessary at the previous meeting on the basis of looking at the risk to the IDB, which is most likely going to be cyber theft from the bank as opposed to taking physical cash to the bank which rarely happens now.

Further discussion took place around the matter, with it being noted that it is about assessing the risks and whether sufficient preventative action can be taken in house. The Finance Manager added that this policy would concern offences that are reportable to the Police; in the ten years he has been at Black Sluice IDB he has never had to report anything.

The Finance Manager also noted that he would hope that the Board would be assured that the governance is in place and so actually the insurance is not required.

Mr W Ash asked what the cost would likely be? Last year it was £600.

The Chairman concluded that after consideration the Committee were of the opinion that a Third Party Full Crime Policy was not required as the risk to the IDB is not that great.

Cllr B Russell referred back to the 'no claims discount'. Mr J Cooke responded that they are currently looking into and putting further pressure on regarding this.

Mr R Leggott asked what the definition of 'carried out during the period of insurance' is? Mr J Cooke explained that it refers to which policy a claim is logged to. For instance, somebody may injure themselves but the claim may not arise until six months later. It would therefore be logged against the policy that was in place at the time of the incident (six months previous).

It was further clarified that the prices in the summary sheet includes Insurance Premium Tax, with Mr J Cooke voicing that he expects that this will rise up towards 20%.

Mr N Scott asked Mr J Cooke to include brokerage rates within the report in the future. He continued by asking if Credit Rating is considered? Mr J Cooke explained that nothing below B+ is used and that he is given a panel of insurers he can and can't use that is monitored continuously by a dedicated team.

Cllr B Russell made reference to the syndicates, which it was clarified that they are Lloyds and they are A rated.

Conversation reverted back to Credit Rating, the Chairman emphasising Mr N Scott's point that the IDB may want to pay a little bit more for a better rating, it being decided that Mr J Cooke will send through a Schedule of Credit Ratings so that the Committee can look at this. It was also noted that the client would be notified if there were concerns over the rating of an insurer. Mr W Ash questioned whether you could move providers if an insurers rating dropped half way through a period of insurance? It was clarified that, generally speaking, you wouldn't be able to 'move' as such but you would be able to purchase the insurance again.

The Chairman thanked Mr J Cooke for his time.

1336 TO RECEIVE THE ANNUAL RETURN INCLUDING EXTERNAL AUDITORS OPINION 2017/18 - Agenda Item 7

The Finance Manager stated that this has already been presented to the Executive Committee on the 12th September 2018. He apologised for his mistake, shown in Figure Box One on page 50, which was transposed.

1337 TO RECEIVE THE AUDIT PROGRAMME 2018/19 - Agenda Item 8

The Finance Manager explained that this is the work Chris Harris, the Internal Auditor, is planning to undertake over the twelve-month period, noting that he won't attend the IDB now until the final quarter of the year.

1338 TO REVIEW THE FOLLOWING BOARD'S POLICIES - Agenda Item 9

The Chief Executive explained that these are policies that have been identified for review and any changes have been made in red.

(a) POLICY No. 27: CONTROL OF RAGWORT

The Chief Executive stated that there are no proposed changes to this policy – so the only thing that will change will be the reviewed date.

The Committee RESOLVED to recommend that the Control of Ragwort Policy (No. 27) be approved at the next board meeting.

(b) POLICY No. 28: LAND DRAINS DISCHARGING INTO BOARD MAINTAINED WATERCOURSES

The Chief Executive presented this policy, again, stating that there are no proposed changes to this policy.

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

(c) POLICY No. 29: CONTROL OF RABBITS, RATS AND OTHER RODENTS

The Chief Executive explained that the only changes to this policy are a change in position from the Operations Supervisor to Works Manager and an additional sentence to the last paragraph.

Mr W Ash asked about the situation around badgers? The Chief Executive responded that badgers are a protected species and so there are detailed guidelines for working around badgers that must be followed. The Chief Executive continued by explaining that the IDB has recently been reported to the Police by a member of the public for working near badgers. The Police attended the site and it was concluded that the IDB are abiding by the guidelines for badgers.

It was also noted that records are kept in regards to where the badgers are located and that the number of them is increasing. The Chief Executive highlighted the problems they can cause such as machines being tipped over when collapsing into badger setts. He also made reference to a new movement from the Environment Agency regarding some of their raised main river banks which entails enticing the badgers to relocate.

Mr N Scott clarified the two risks brought about by badgers – legislative and a Health & Safety risk. It was further clarified that there is not a Black Sluice IDB policy for badgers as the legislation around it is within the documents of Natural England.

The Committee RESOLVED to recommend that the Policy for the Control of Rabbits, Rats and Other Rodents (No. 29) be approved at the next board meeting.

(d) POLICY No. 31: PUBLICATION SCHEME

The Chief Executive presented the Publication Scheme, explaining that the only change is to the website address'.

The Committee RESOLVED to recommend that the Publication Scheme (No. 31) be approved at the next board meeting.

(e) POLICY No. 34: GIFTS AND HOSPITALITY

The Chief Executive explained that in a quick review of the Agenda with the Chairman prior to the meeting it was identified that an additional sentence was required. The updated document, with the additional sentence highlighted in red, was distributed to the Committee. The amended paragraph was as below:

'Employees and members should treat with extreme caution any offer of a gift in excess of £25, favour or hospitality that is made to them personally. Any gift, favour, tokens of goodwill or hospitality in excess of £25 will be brought to the attention of the Chief Executive for further discussion and if approved registered in the Gifts & Hospitality Register held by the Chief Executive. The person or organisation making the offer may be doing or seeking to do business with the

Board or may be applying to the Board for some decision to be taken in his favour or someone with whom he is connected.'

The Chief Executive continued that the old Gifts & Hospitality Register has no entries. Once this policy has been approved by the Board it will be issued to all staff so that they are all aware of the procedure.

The information that will be documented in the new Gifts & Hospitality Register is as follows; Registration Number, date, Officer's name, hospitality provider, hospitality type, estimated value, approval – yes/no and the Chief Executive's signature.

Cllr B Russell raised the critical point that the offer being made needs to be recorded whether accepted or not. Discussion took place around suitable wording to ensure this is incorporated. It was concluded that the beginning of the additional sentence should read 'Any *offer of a gift...*'. The phrase 'if approved' in the additional sentence should also be removed.

Mr R Leggott voiced his opinion that he would be happy for the £25 limit to be removed. The Committee felt that £25 was an acceptable figure – it then allows for items such as pens, calendars, diaries etc. without the need to record it.

Mr V Barker questioned whether trips, where attendees are entertained, such as the Holland Trip in June 2018, should be recorded? The Finance Manager responded that it is exempt in accordance with paragraph two – 'attending such functions or events as part of an official Board delegation'. However, it was also noted that there are no geographical limits to the policy.

The Committee RESOLVED to recommend that the Gifts and Hospitality Policy (No. 34) be approved at the next board meeting.

(f) CONFIDENTIAL POLICY No. 13: EMERGENCY FLOOD RESPONSE PLAN

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

1339 TO RECEIVE & REVIEW A PROPOSED DEVELOPMENT CONTROL CHARGES AND FEES POLICY - Agenda Item 10

The Chief Executive presented the new proposed policy. He explained that the IDB currently have development control charges and fees built into the byelaw consenting process. The IDB are starting to be questioned by some developers on how these figures are calculated and so it was felt a policy was required.

The Chief Executive continued by explaining that all of the information within this policy is actually already implemented through the consenting process. Therefore, there is no change being applied other than the information is now in a separate policy.

In the past, the IDB have followed the Water Management Alliance (WMA) guidelines. The Chief Executive further explained that between producing the document and this meeting, the WMA have reviewed their own guidelines. The 'Current Rate of Application per Impermeable Hectare' has been significantly changed.

A table was presented on screen showing the increase over the past eleven years in this rate. The rate originally proposed, as on the policy within the Agenda, is £77,800 per impermeable hectare. The new WMA adopted rate after review is now £117,131 per impermeable hectare which is a 51% increase. The Chief Executive highlighted that the IDB does state that our rate is subject to review and change at the Board's discretion.

The Chief Executive asked the Committee whether in light of the new WMA Figure of £117,131, who we usually follow, does the proposed figure of £77,800 need reviewing? He additionally noted that he is unsure why we follow the WMA guidelines, other than they probably spent more time working on developing their Planning and Byelaw Policy than other IDBs.

The Chairman questioned the reason behind such a significant increase? The Chief Executive explained that he has tried to find this out, and at current none of the WMA Officers have this reason.

The Committee felt that until the reasoning behind the increase is found out, it would be difficult to review the figure. It was felt that it should be left for the Board to consider. The Chief Executive will try and find the answer for the increase for the Board Meeting.

Mr N Scott questioned whether Black Sluice IDB want to use the rate as a disincentive – would the IDB prefer other methods of catching water used, i.e. soakaways? The Chief Executive responded that the IDB would prefer Greenfield Runoff Rate (below 1.4 litres per second per hectare). Mr V Barker voiced his concerns over methods such as SuDS when there is exceptional rainfall. The Chief Executive stated that the designs are tested and inspected and so, in theory, they shouldn't cause problems.

The Committee RESOLVED to recommend that the new Development Control Charges and Fees Policy (No. 44) be approved at the next Board Meeting following review of the Rate of Application per Impermeable Hectare.

1340 REVIEW OF THE ANNUAL ACCOUNTS - Agenda Item 11

The Chairman reminded the Committee that they are looking at the structure and format of the Annual Accounts rather than the figures.

The Chairman proposed that it is reviewed by this Committee every three years (in-line with elections) as opposed to every year. The Finance Manager proposed that the Management Accounts are reviewed three yearly also.

The Committee AGREED to review the format of the Annual Accounts and Management Accounts every election year, every three years, as opposed to annually.

1341 TO RECEIVE THE CATALOGUE OF BOARD POLICIES WITH RECOMMENDED APPROVAL DATES - Agenda Item 12

The Chief Executive stated that in addition to the already programmed policies he is going to bring two policies forward to the next Audit and Risk Meeting; Policy No. 41 Public Sector Cooperation Agreement (PSCA) and Policy No. 40 Commercial Works Policy. This is because the Environment Agency are sending out their new PSCA soon.

The Chief Executive also noted that there will be a new Policy (No.45) for Mobile Phones and Devices that will be presented at the next meeting, which is being issued to the Workforce next week.

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

1342 TO REVIEW THE RISK REGISTER - Agenda Item 13

The Chairman referred the Committee to any scores higher than four – the only one being 1.1. The Finance Manager suggested that in light of the uncertainty around the Black Sluice Pumping Station (Boston) it be left as it is until the next full strategy review, by which time the Environment Agency's Operations Plan will hopefully be available.

The Committee AGREED that the Risk Register is to remain the same until the next full strategy review.

1343 ANY OTHER BUSINESS - Agenda Item 14

(a) CALCULATING CONTRACT PRICES

Mr V Barker made reference to the way in which Contracts and prices are calculated and drawn up in light of a recent situation. The Chief Executive explained that this process is within Policy No. 40, Commercial Works, which is currently under review to be presented at the next meeting of the Audit and Risk Committee.

There being no further business the meeting closed at 16:06.

Local Councils, Internal Drainage Boards and other Smaller Authorities in England Annual Governance and Accountability Return 2017/18 Part 3

To be completed by:

- all smaller authorities* where either the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; and
- any other smaller authorities that either:
 - are unable to certify themselves as exempt; or
 - have requested a limited assurance review.

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2017/18

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 **before 2 July 2018**.
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 requesting a limited assurance review, **must** send to the external auditor:
 - the Annual Governance and Accountability Return Sections 1, 2 and 3, together with
 - a bank reconciliation as at 31 March 2018
 - an explanation of any significant year on year variances in the accounting statements
 - your notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2017/18

Unless requested, do not send any original records to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed and is able to give an opinion on the limited assurance review, the Annual Governance and Accountability Return including Section 3 – External Auditor Report and Certificate will be returned to the authority.

Publication Requirements

Smaller authorities with either income or expenditure exceeding £25,000 **must** publish on a public website, under the Accounts and Audit Regulations 2015, the Annual Governance and Accountability Return:

- Section 1 – Annual Governance Statement 2017/18, page 4
- Section 2 – Accounting Statements 2017/18, page 5
- Section 3 – The External Auditor Report and Certificate 2017/18, page 6
- Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.

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 Local Audit and Accountability Act 2014.

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2017/18

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the Annual Governance and Accountability Return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Avoid making amendments to the completed Annual Governance and Accountability Return. Any amendments must be approved by the authority, properly initialled and accompanied by an explanation. If the Annual Governance and Accountability Return contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the annual internal audit report prior to approving the annual governance statement and before approving the accounts.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before sending it to the external auditor.
- Do not send the external auditor any information not specifically requested. However, you **must** inform your external auditor about any change of Clerk, Responsible Finance 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 explanation.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs will be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2017) equals the balance brought forward in the current year (Box 1 of 2018).
- Please enter the authority's name **only** in Section 3 on Page 6. **Do not complete the remainder of that section**, which is reserved for the external auditor.
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the 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.

| 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 have been completed by the internal auditor and explanations provided? | | |
| Section 1 | For any statement to which the response is 'no', is an explanation provided? | | |
| Section 2 | Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting? | | |
| | Has an explanation of significant variations from last year to this year been provided? | | |
| | The bank reconciliation as at 31 March 2018 is agreed 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 is a sole managing trustee? NB: do not send trust accounting statements unless requested or instructed. | | |

*More guidance on completing this annual return is available in *Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, which can be downloaded from www.nalc.gov.uk or from www.slcc.co.uk or from www.ada.org.uk

Annual Internal Audit Report 2017/18

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 2018.

The internal audit for 2017/18 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. (For local councils only) | Yes | No | Not applicable |
| Trust funds (including charitable) – The council met its responsibilities as a trustee. | | | |

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

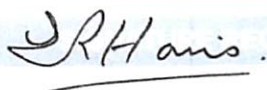
Date(s) internal audit undertaken

15/02/18

Name of person who carried out the internal audit

CHRISTOPHER R. HARRIS EDITOR

Signature of person who carried out the internal audit



Date

25/04/18

*If the response is 'no' please 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 2017/18

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 2018, 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. Describe how the authority will address the weaknesses identified.

This Annual Governance Statement is approved by this authority and recorded as minute reference:

1300

dated 30/05/2018

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

Chairman

Clerk




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

Authority web address

www.blacksluiceidb.gov.uk

Section 2 – Accounting Statements 2017/18 for

Black Sluice Internal Drainage Board

| | Year ending | | Notes and guidance |
|---|---|---|---|
| | 31 March 2017 £ | 31 March 2018 £ | |
| 1. Balances brought forward | 1,219,413 Dw 1,129,413 KCC 06/09/18 | 984,012 | 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 | 2,058,353 | 2,073,657 | Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received. |
| 3. (+) Total other receipts | 424,984 | 1,014,324 | 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 | 1,048,536 | 1,100,770 | Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses. |
| 5. (-) Loan interest/capital repayments | 0 | 0 | Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any). |
| 6. (-) All other payments | 1,580,202 | 1,755,932 | 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 | 984,012 | Dw 1,215,291 KCC 1,755,932 31/05/18 | 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 | 1,283,286 | 1,321,676 | 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 | 5,450,042 | 5,493,707 | 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 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 2018 the Accounting Statements in this Annual Governance and Accountability Return present fairly the financial position of this authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

D. W. [Signature]

Date 26/05/18

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

30/05/18

and recorded as minute reference:

1302

Signed by Chairman of the meeting where approval of the Accounting Statements is given

[Signature]

Section 3 – External Auditor Report and Certificate 2017/18

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 2018; 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 2017/18

Except for the matters reported below, 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.

The AGAR was not accurately completed before submission for review:

- The figure in Section 2, Box 1 of the prior year comparative column does not agree to the prior year final signed Annual Return due to a transposition error. The correct figure is £1,129,413

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

None

3 External auditor certificate 2017/18

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 2018.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

30/08/2018

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2017/18 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

BLACK SLUICE INTERNAL DRAINAGE BOARD
AUDIT & RISK COMMITTEE - 17TH OCTOBER 2018

AGENDA ITEM No 8
AUDIT PROGRAMME 2018/19

- 1) Follow up of all and any recommendations from previous audit work.
- 2) To pay particular attention to payroll and the treatment of any adjustments.
- 3) To apply a lighter touch to Governance items that were specifically reviewed during the 2017/18 audit. (For new drainage Boards being audited this year a detailed review of governance matters will be undertaken.)
- 4) To continue the discussion on risk management to enable Boards to focus on what are truly important risks for them to manage.
- 5) To verify (if time permits) the actual existence of a sample of assets held.
- 6) To undertake sufficient audit assessment to enable the small authorities returns to be completed as detailed below.

Directed Risks

Governance

- 1) Review Constitution, Standing Orders, Financial Regulations, Award of Contracts and other procedures
- 2) Review Board agendas and minutes for the year
- 3) Review any Committee agendas and minutes for the year

Risk Management

- 1) Review risk management policy and procedures
- 2) Review risk register
- 3) Review process and procedures for how risk is managed on a day by day basis
- 4) Review key objectives for the IDB and the risks associated with achieving these objectives
- 5) Review the controls in place to mitigate these risks and see how effective they are

Operational Risks

Accounting Records

- 1) Review the accounting records for the IDB
- 2) Are these up to date and in balance?

Expenditure

- 1) Review accounts payable (creditors)
- 2) Test a sample of payments made to verify they have been correctly paid. Check, if possible, the receipt of the goods. Check accuracy, procedures (purchase order system) and approval process – was this in accordance with Financial Regulations?
- 3) Check treatment of VAT

Budget

- 1) Review the budgetary arrangements
- 2) Review the precept of rates
- 3) Review how the budget is monitored
- 4) Review reserves and the policy for these

Income

- 1) Review accounts receivable (debtors)
- 2) Review debt collection procedures
- 3) Review any write off arrangements
- 4) Review recording and banking of income
- 5) Test a sample of payments received to verify they have been correctly dealt with. Check accuracy and procedures – was this in accordance with Financial Regulations?
- 6) Check treatment of VAT

Petty Cash

- 1) Check the Petty Cash arrangements where held
- 2) Verify Petty cash is in balance, test a sample of transactions for relevance and accuracy and that a valid receipt is present.
- 3) Check treatment of VAT

Payroll

- 1) Review the payroll system
- 2) Test a sample of employees for accuracy of pay and **treatment of variations** including Tax and NI
- 3) Verify PAYE and NI requirements have been met

Asset Register

- 1) Verify the asset register is complete and up to date.
- 2) Verify, where possible, the asset and investment exists.

Bank

- 1) Verify and confirm bank reconciliations have been regularly undertaken.
- 2) Confirm end of year bank reconciliation

Accounting Statements

- 1) Verify accounting statements have been undertaken and reconciled to the cash book
- 2) Review and verify the audit trail of sums feeding into the accounting statements

Black Sluice Internal Drainage Board

Policy No: 27

Policy for the Control of Ragwort

| | |
|----------------|---|
| Review | Audit & Risk Committee on 17 th October 2018 |
| Board Approved | Board on 2 nd November 2016 |
| Reviewed | Within 5 years |

Introduction

The DEFRA “Code of Practice on How to Prevent the Spread of Ragwort” expects that larger organisations will have written policies for the control of ragwort on land under their control. This Policy was adopted by the Board on 7th July 2004.

Common ragwort is a specified weed under the Ragwort Control Act 2003 and the Code of Practice recommends it should be controlled, if practical wherever it presents a medium to high risk to animal welfare;

- High Risk** - Within 50 metres of land used for grazing horses or other animals or forage production.
- Medium Risk** - Within 100 metres of land used for grazing horses or other animals or forage production.
- Low Risk** - Greater than 100 metres from land used for grazing horses or other animals or forage production.

Section 9 of the Code of Practice states:

“When seeking to prevent the spread of ragwort it is expected that all landowners, occupiers and managers will co-operate and, where necessary, take collective responsibility for ensuring that effective control of the spread of ragwort is achieved”.

The Board therefore will only undertake Ragwort control if:

- (a) All other parties in the area have agreed to collectively carry out control.
- (b) There is sufficient resource to undertake the work.

The Board’s policy is only to carry out control of ragwort in exceptional circumstances.

Biology

Common ragwort is normally a biennial. In the first year it forms a set of basal leaves and overwinters; in the second year it sends up a single leafy stem with flower heads at the top. It flowers June – October and then dies. However if damaged, such as by pulling, it will act as a perennial flowering every year.

Methods of Control

- Cutting:** Method of last resort. It is used to reduce seed production and dispersal. Cutting will stimulate growth the following year.
- Pulling:** If root fragments are not removed, weak re-growth follows. Best done when ground is damp. A special fork is marketed.
- Spraying:** Can only use chemicals approved for use near or in water, they are 2,4-D and Glyphosate (Roundup). The Environment Agency must be notified.
- Biological:** Cinebar moth eggs and caterpillars are marketed.

The risk assessment carried out before control may dictate the method of control. In general pulling/digging will be tried first and monitored. Where this is not successful spraying will be considered. Other methods are not ruled out.

Health and Safety

Ragwort contains pyrrolizidine alkaloides (PAs) which are toxic to animals and man. Anecdotal evidence indicates that PAs can be absorbed through the skin and therefore protective gloves and trousers shall be worn when pulling or handling ragwort.

Disposal of Pulled Ragwort

Ragwort remains toxic when dead and becomes more palatable to livestock. Dead plants can still set seeds. Plants in flower should be placed in plastic bags and disposed of by landfill at an approved facility.

Black Sluice Internal Drainage Board

Policy No: 28

Policy on Land Drains discharging into Board Maintained Watercourses

| | |
|----------------|---|
| Review | Audit & Risk Committee on 17 th October 2018 |
| Board Approved | Board on 2 nd November 2016 |
| Due for Review | Within 5 years |

INTRODUCTION

All new land drain outfalls should be consented and approved by the Board.

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

Policy No: 29

Policy for the Control of Rabbits, Rats and other Rodents in Board Maintained Watercourses

| | |
|----------------|---|
| Review | Audit & Risk Committee on 17 th October 2018 |
| Board Approved | Board on 2 nd November 2016 |
| Due for Review | Within 5 years |

Introduction

The Board has in the past responded to any request to control rabbits and rats in Board's maintained watercourses.

The response has been to send workmen from the roding gang to investigate the situation, and they were expected to place phostoxin tablets into the holes dug by the rodents, a process known as "gassing".

Some Workmen have been trained to handle and place the phostoxin pellets in a safe manner. However, there is a question whether workmen have the environmental knowledge to correctly differentiate between say rat and water vole habitat.

There is also a question about whether the Board has adequate resources to be able to respond to every request to control rabbits and rats.

Proposed Policy

If a request is received from a ratepayer or a member of the public to control vermin, this should be passed to the **Works Manager**. The person taking the enquiry should tell the applicant that the Board does not automatically carry out control of vermin, but the **Works Manager** will visit site to assess the situation before taking any action.

Methods of Control

The **Works Manager** when he visits the site should make the following assessments:

- (a) Is damage being caused to the bank of the **watercourse**?
- (b) Is it clearly vermin that are causing damage?
- (c) Is the problem only in the watercourse, or is it associated with an adjoining site.
- (d) Can control be safely carried out?

If the **Works Manager** considers the damage to be such that if uncontrolled extra maintenance will be required to the bank, then control of vermin can be considered.

Control can also be considered if the landowner(s) concerned are prepared to also carry out control on adjoining land/properties.

If the **Works Manager** is unsure of how to proceed he should seek a second opinion from the Operations Manager.

The Board reserves the right to implement Byelaw 12 (Control of Vermin) and / or Byelaw 13 (Damage by animals to bank).

Black Sluice Internal Drainage Board

Policy No: 31

Publication Scheme

Review Dates:

| | |
|----------------|--|
| Original Issue | 16 th January 2013 |
| Board Approved | 15 th June 2016 |
| Reviewed | Audit & Risk Committee 17 th October 2018 |

INTRODUCTION

What is and why does, the Black Sluice IDB use a Publication Scheme?

The Freedom of Information Act 2000 (“the Act”) gives a general right of access to recorded information held by public authorities and sets out exemptions from that right and places a number of obligations on public authorities. The Black Sluice Internal Drainage Board is deemed to be a non-departmental public body for the purposes of the Act. Further information about the Act can be obtained from The **Information Commissioner** (<https://ico.org.uk/>).

The Board is required to adopt and maintain a publication scheme setting out the classes of information it holds, the manner in which it intends to publish the information, and whether a charge will be made for the information. The purpose of a scheme is to ensure a significant amount of information is available, without the need for a specific request. Schemes are intended to encourage organisations to publish more information proactively and to develop a greater culture of openness.

What information is routinely available?

The IDB information is grouped into seven classes.

- 1. Who we are and what we do**
Organisational information, structures, locations and contacts.
- 2. What we spend and how we spend it**
Financial information relating to projected and actual income and expenditure, procurement, contracts and audited accounts.
- 3. What our priorities are and how we are doing**
Strategies and plans, value for money indicators, audits, inspections and reviews.
- 4. How we make decisions**
Decision making processes and records of decisions.
- 5. Our policies and procedures**
Current written protocols, policies and procedures for delivering our services and responsibilities.
- 6. List and registers**
All statutory and non-statutory registers.

7. The services we offer

Information about the services we currently provide including leaflets, guidance and newsletters produced.

How to access the information?

The information contained in each class may be accessed through a variety of means and in a number of formats where available. All information is available for inspection on request and by prior appointment, where appropriate copies can be made available. A charge may be applied to the information supplied; each case is considered individually. Information will be provided within 28 days, if the request is reasonable.

1. On the Black Sluice IDB web-site

Some information will be available on the web-site. This information is non-chargeable.

2. By e-mail

E-mail mailbox@blacksluiceidb.gov.uk with 'Freedom of Information Request' in the subject line.

3. By post To obtain paper copies of the information please contact:

Mr I Warsap,
Chief Executive
Black Sluice IDB
Station Road
Swineshead
Boston
Lincs
PE20 3PW

Tel: (01205) 821440 <https://www.blacksluiceidb.gov.uk>

Please note that where hard copies of information will normally be supplied upon request, multiple copies cannot normally be provided.

4. In person

Please contact the office to arrange an appointment.

Charges and Exempt Information

Charges may be imposed for the provision of some of the information within this publication scheme. Where a class contains information which may levy a charge this is made clear with a £ symbol shown below. In adopting this scheme there has been an effort to be as open as possible but there are instances where, for legitimate reasons, certain information is not available. Where this is the case the reasons behind the decision to exclude certain information is clearly stated. Justification for excluding information is made in consideration of the general exemptions contained in the Act, the Environmental Information Regulations, the Data Protection Act or where it may be of a confidential or commercially sensitive nature.

All copyright is reserved by the Board.

The Information Available:

- 1. Who we are and what we do**
 - Constitution of the Board, including their structure & membership
 - Staffing Structure
 - Geographical area covered
 - Outline of responsibilities
 - Location of offices and contact details

- 2. What we spend and how we spend it (£)**
 - Annual accounts
 - Audit of accounts
 - Revenue and capital spending plans
 - Procurement Regulations
 - Funding; details of drainage rates, special levies, grants and other financial contributions
 - Staff and Board members allowances and expenses
 - Contracts awarded and their value

- 3. What our priorities are and how we are doing (£)**
 - Aims, objectives and plans
 - Performance against aims and plans
 - Programme of works

- 4. How we make decisions**
 - Board meeting and sub-committee minutes
 - Public consultations
 - Reports of advisory groups
 - Environmental Impact Assessments
 - Assessment of flooding risks
 - Other publicly available reports

- 5. Our policies and procedures**
 - Policies and procedures for the conduct of the Boards business
 - Policies and procedures about the provision of services
 - Policies and procedures about employment matters
 - Whistle blowing policy
 - Anti-fraud & corruption policy
 - Data protection policy
 - Freedom of Information Publication Scheme
 - Customer complaints procedure
 - Charging regimes and policies

- 6. List and registers (£)**
 - Register of Drainage Infrastructure
 - Nuisance Register
 - Complaints Register
 - Rate Book
 - Electoral Register (for the purposes of an Election of IDB Members)
 - Register of Members' Interests
 - Register of Gifts and Hospitality
 - Members Attendance Register
 - Freedom of Information Act disclosure log

7. The services we offer (£)

Regulatory role

Byelaws

Information for landowners, developments and operations

Notices, leaflets and guidance

Media releases

Details of the services for which the Board is entitled to recover a fee together with those fees

Feedback

Feedback, comments or complaints about this publication scheme should be directed to the Chief Executive or the Chairman of the Board, forwarded to the address stated in section 3 above; How to Access Information - 3. By Post. If you are not satisfied that information is being published in accordance with this scheme you can refer your complaint to the Information Commissioner:

The Case Reception Unit
Customer Services Team
Information Commissioners Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

www.ico.gov.uk/complaints/freedom_of_information.aspx

Approved by the Board on 15th June 2016

Black Sluice Internal Drainage Board

Policy No: 34

Gifts and Hospitality Policy

| | |
|----------------|--|
| Reviewed | Audit & Risk Committee 17 th October 2018 |
| Board Approved | Board on 2 nd November 2016 |
| Due for Review | Within 5 years |

INTRODUCTION

The following paragraphs are given as guidance to members and employees who may be offered gifts or hospitality. Boards are required to have in place a policy on the acceptance of gifts and hospitality, and as a public sector organisation, the Board has a duty to ensure that its resources are utilised effectively. The arrangements outlined within this policy apply to all members and staff employed by the Board and for those carrying out work on behalf of or at the request of the Board.

The purpose of this policy is to provide guidance to members and staff on the action that can, or should, be taken in the event that they are offered gifts and/or hospitality. There is a limited set of exceptions and this policy sets out the standards and procedures that member's and staff should follow to protect both themselves and the Board. In any case of doubt or uncertainty they should consult the Chief Executive.

1. Employees and members should treat with extreme caution any offer of a gift in excess of £25, favour or hospitality that is made to them personally. **Any offer of a gift, favour, tokens of goodwill or hospitality in excess of £25 will be brought to the attention of the Chief Executive for further discussion and registered in the Gifts & Hospitality Register held by the Chief Executive.** The person or organisation making the offer may be doing or seeking to do business with the Board or may be applying to the Board for some decision to be taken in his favour or someone with whom he is connected.
2. There are no hard and fast rules about the acceptance or refusal of hospitality or tokens of goodwill. For example, working lunches may be an appropriate way of doing business provided they are approved by the Chief Executive and provided no extravagance is involved. In the same way it may be reasonable for staff to represent the Board at a social function or sporting event organised by outside persons or bodies. Persons attending such functions or events as part of an official Board delegation are exempt from the above registration requirement, providing their attendance has been approved by the Chief Executive.
3. Each member or employee is personally responsible for all decisions connected with the acceptance or offer of gifts or hospitality and for avoiding risk of damage to public confidence. The receipt and detail of gifts and hospitality should always be reported to the Chief Executive.
4. When hospitality has to be declined, those making the offer should be courteously but firmly informed of the procedures and standards operated by the Board and told why hospitality cannot be accepted.
5. Members and employees should not accept significant personal gifts in excess of £25 from contractors and outside suppliers, although the Board will allow members and employees to keep insignificant items or token value such as pens, calendars and diaries. These insignificant items do not require recording in the Gifts and Hospitality Register.
6. Acceptance by members and employees of hospitality through attendance at relevant conferences, courses, equipment/plant inspections, suppliers or services is acceptable where it is clear the hospitality is corporate rather than personal and where the member or employee is satisfied that any purchasing decisions will not be compromised or jeopardise the integrity of any subsequent purchasing decisions.

BLACK SLUICE INTERNAL DRAINAGE BOARD



Emergency Response Plan

| | |
|--------------------------------|-------------------------------|
| Control Copy Number | 1 of 8 |
| Original issued no | 1 |
| Original Issue for use only by | ER Team |
| Initial Issue date | 3 rd March 2011 |
| Seventh Revision date | 17 th October 2018 |
| Prepared by | Ian Warsap |

Version 1.4

Index

Read Me First Section

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- Two – Emergency Operation of Dual Drive Gearboxes at Pumping Stations
- Three – **Emergency Plan** Team Roles
- Four – District Maps
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- Six – Silver Control Support Plan

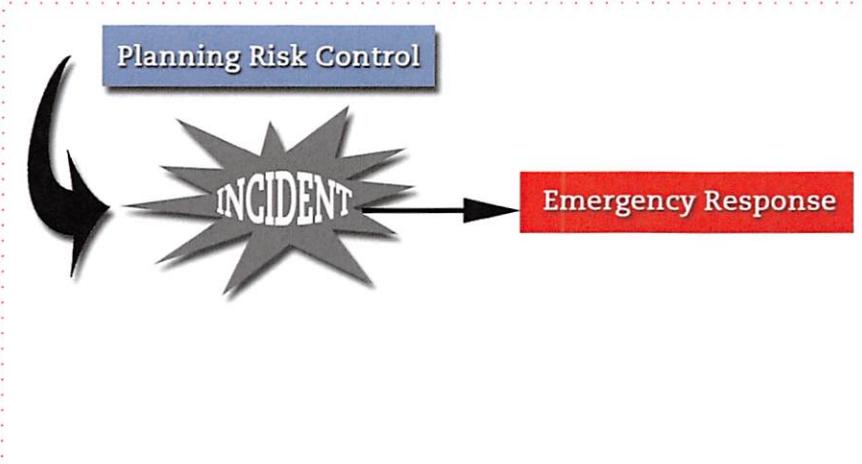
Introduction

The Emergency Response Plan (ERP)

This **ERP** provides overall guidance to the Board's Officers when responding to any significant incident. It works at the **worst case** level.

The main aim of the plan is to ensure that there are adequate systems in place to enable the Board to respond to an emergency situation and to support other agencies and emergency services where appropriate.

The plan also focuses on how officers should handle the issues that will arise after an incident has occurred. This is illustrated as follows:



To some extent the risk planning process also addresses the adequacy of current risk controls and may have identified improvements. Such improvements, if implemented, will form an integral part of this document. The central feature of the plan is covering the entire response from the initial emergency through to the resumption of normal or near normal operations.

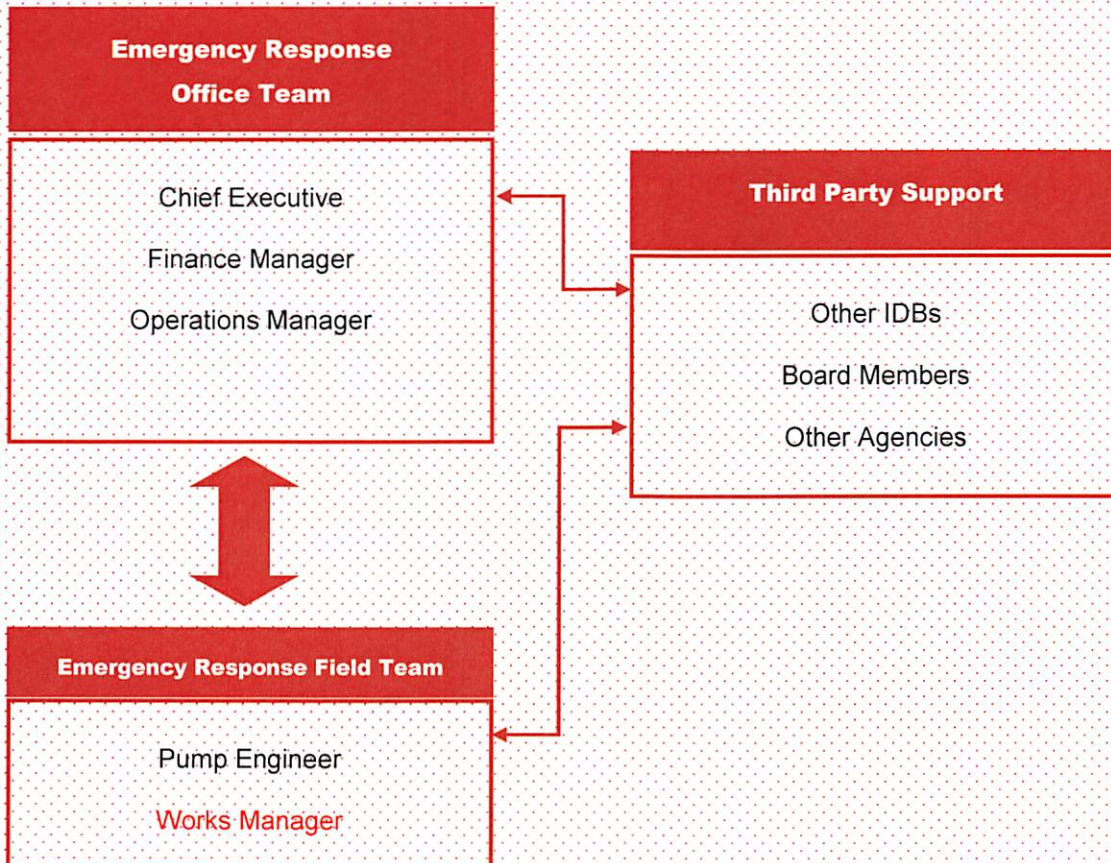
The key actions that may need to be performed and the key issues that are likely to arise are summarised. The pages are designed for use very much like checklists, helping to ensure that no major actions or issues are neglected.

A variety of procedures, guidelines and contacts, in support of these checklists, are included in the plan.

Command and Control

Incident Command and Control Arrangements

The Command and Control arrangements in managing a Major Flood Incident can be graphically shown as follows:



Emergency Response Plan Objective

The objective of the ERP is to ensure that the Board can provide and co-ordinate adequate resources to respond to a major flood event and to ensure that those resources have the experience and ability to handle such an event.

Key Principals Statement

The key principals to our response should be:

- (1) To ensure that the health, safety and well-being of employees engaged in any emergency response is protected
- (2) To ensure the safety and continued use of the Board's pumping stations, assets, plant and equipment.

In fulfilling these principals the Board will be better able to carry out its primary function of land drainage and flood defence and in so doing, provide other Risk Management Authorities with the best opportunity to carry out their respective functions.

Plan Assumptions

In developing the plan, a number of assumptions have been made as detailed below

| Assumption | |
|------------|---|
| 1. | There is a major flood event (one threatening death, injury or damage to property, or the environment, or disruption to the community) |
| 2. | The Board are either dealing with the incident or are assisting another agency e.g. assisting the EA with an incident under their control |
| 3. | The severity of the event will disrupt normal Board operations |
| 4. | At least 75% of normal staff will be available to deal with the incident |
| 5. | Staff will be expected to make themselves available to be utilised in any capacity that is required. |

Plan Distribution List

| Name | Title | Printed copy With Flashdrive | Electronic copy | Controlled Copy No |
|-----------------|--------------------|------------------------------------|--------------------|-----------------------|
| Ian Warsap | Chief Executive | Full Plan | - | 2 |
| Kevin Methley | Pump Engineer | Full Plan | - | 3 |
| Paul Green | Works Manager | Full Plan | - | 4 |
| Paul Nicholson | Operations Manager | Full Plan | - | 5 |
| Daniel Withnall | Finance Manager | - | Issued | 6 |
| K C Casswell | Chairman | Full Plan | - | 7 |
| P Holmes | Vice Chairman | Full Plan | - | 8 |

Access to Plans

ERP Team members should keep copies of their plans readily available at all times. It is suggested that they consider one or more of the following options:

- In the office
- In the car
- In a briefcase
- At home (by the telephone)
- Electronic storage (on a flash drive)

Chief Executive:



Date:

17th October 2018

Invocation Procedure

Emergency Response Team

| Name | Contact |
|----------------------|------------------|
| Chief Executive # | See appendix one |
| Operations Manager # | See appendix one |
| Finance Manager # | See appendix one |
| Pump Engineer | See appendix one |
| Works Manager | See appendix one |

Only the above members marked # can invoke the Plan.

In doing so, the ER Team will decide whether to authorise the invocation of the Plan in part or in full.

Issues to consider:

| | | |
|----------|--|--|
| A | Has the Board received a flood or weather warning? | The ER Plan will be invoked in accordance with the considerations set out in APPENDIX THREE |
| B | Is the incident a major flooding incident in the Board's District? | The ER Plan will be invoked immediately |
| C | Has the Board been contacted by another agency to offer support for an incident as set out in the above assumptions? | The ER Plan will be invoked immediately which may include Appendix Five – Silver Control Support |
| D | Is the incident neither A, B nor C? | Further information is likely to be sought before a decision is made. |

Recovery Strategy

In the event of a flood incident, the strategy for managing the crisis and recovering the situation is based upon the key objectives detailed below:

| THE CRISIS | Objective | Strategy |
|--------------|---|---|
| 1. | To ensure that the Board can provide and co-ordinate adequate resources to respond to a major flood event and to ensure that those resources have the experience and ability to handle such an event in order to: | To test this plan alongside other stakeholders to ensure that it is fit for purpose and that the information contained in the plan is both relevant and accurate. Training will be provided to key members of the ER Team to ensure they are capable of performing their role. |
| 2. | Protect People from the risk of injury or death. | As above |
| 3. | Protect domestic and commercial Property from flooding | As above |
| 4. | Maintain Food Security by protecting agricultural land from flooding . | As above |
| THE RECOVERY | Objective | Strategy |
| 5. | Flood Defence is maintained and does not suffer significant deterioration. | We are able to deliver services again quickly and any additional costs of operating will be recorded. |
| 6. | Operations are not adversely affected, thus maintaining the quality of management and the ability to meet statutory requirements. | As above |
| 7. | Members expectations and quality of service continue to be met, or managed, in such a way that ratepayers continue to get good service from the Board. | As above |
| 8. | Reputation and image to stakeholders and the public are not negatively affected. | Proactive PR and management of the impact of the emergency event. |

Testing and Maintenance

This plan must work. It is therefore essential that the plan be reviewed every 6 months. Where this review reveals the need for any updating of the plan, maintenance must be carried out and this plan re-issued to those on the Distribution List within 4 weeks of the review. If the 6 monthly review reveals no change is required, those on the Distribution List should be notified to keep this plan fresh in their minds.

In addition to the 6 monthly reviews should the organisation undergo any major change, plans should be adjusted to reflect and address the changes.

| Version | Date Tested/ Amended | Sections Tested/ Amended | Tested/ Amended By |
|---------|-------------------------|--------------------------|-----------------------|
| 1.1 | January 2013 | Whole plan | EFR Team |
| 1.2 | December 2013 | Whole plan | EFR Team |
| 1.3 | April 2016 | Whole plan | EFR Team |
| 1.4 | October 2018 | Whole Plan | ER Team |

Emergency Response Section

The object of the **Emergency Response Plan (ERP)** is to provide the co-ordinate resources to respond to a major flood event, which can be defined as:

- (1) A tidal event that overtops and/or breaches the defences.
- (2) A fluvial event where the level of the South Forty Foot Drain at Black Hole Drove exceeds 2.70m (19ft).
- (3) Failure of an IDB asset which causes water to flood onto land adjacent to a watercourse.

Summary

(1) A Tidal Emergency

- Warnings would be received from EA. (see table below)
- Wyberton Marsh PS and Kirton Marsh PS would be at risk of flooding.
- Will we need to make a decision whether we have to switch down the pumping station (s) and/ or remove the motors.

(2) A Fluvial Emergency

- This is flooding from any embanked watercourse (EA Main River) in the South Forty Foot Catchment.

(3) An Emergency caused by an IDB or Riparian Asset Failure

- This is flooding caused by the failure of any of the Board's assets (ie pumping station, watercourse, culvert, siphon etc) and/or the failure of any Riparian asset resulting in emergency flooding.

| <u>A Tidal Emergency</u> It is anticipated that an event will unfold as follows: | |
|---|---|
| 3-4 days prior | Warnings received from EA |
| 1 day prior | Likelihood of severe flooding predicted by EA Undertake work to mitigate damage at pumping station. |
| During the Event | Monitor & react to the situation safely |
| 1 day after the Event | Check the areas around the pumping stations flooded. Make plans to operate pumps with emergency generators, if the pumps are none operational. |
| As soon as possible | Operate pumps to evacuate water. |

| | |
|---|--|
| <p>A Fluvial Emergency 1 day prior</p> | <p>Warnings received from EA Operate IDB pumping stations to lower water levels. Liaise with EA Operations Team</p> |
| <p>During the Event</p> | <p>The levels of the South Forty Foot Drain will be monitored by the Board's telemetry. In the event of a complete failure of the telemetry, workmen will be stationed at Black Hole Drove, Gosberton and Donington North Ing Pumping Stations.</p> <p>The South Forty Foot Banks are seen to be at risk of breaching if water levels are allowed to rise above 2.70 metres O.D.N. (19ft on old gauge boards). Therefore the Board has agreed the following course of action if these high water levels occur:</p> <p>(1) When the level of the South Forty Foot Drain reaches</p> <p>19ft on the gauge board (2.70 metres O.D.N.) whilst the pumps are running.</p> <p>NB: Due to the historical equations 10ft on the gauge board equates to 0.00m O.D.N.</p> <p>In the discharge bay of Black Hole Drove Pumping Station, then the pumps at the pumping stations shall start to be switched off as agreed by the ER Team.</p> <p>A member of staff shall be allocated to continuously monitor the telemetry until the end of the event.</p> <p>(2) The pumps shall remain switched off until the level of the water in the South Forty Foot Drain has dropped to:</p> <p>17.5ft on the gauge board (2.30 metres O.D.N) with the pumps switched off.</p> <p>Or until the upstream/suction water level has risen to the maximum level shown in column five in the table on page 13 (Pumping Station/Catchment Information) when that pumping station can be restarted noting 3 below.</p> <p>(3) If the situation continues the Board's Pumping Stations shall only pump sufficient water to hold water levels at the maximum design water levels shown in column five below, until water levels begin to fall at Black Hole Drove PS in the South Forty Foot Drain.</p> <p>If the event becomes more extreme then a decision will need to be made by the ER Team in conjunction with the Chairman of the Board on whether water levels in the Fens should be allowed to rise higher than the figures shown in the table on page 13.</p> |

| | |
|--|---|
| | <p>There is always the possibility of a breach occurring in the banks of the South Forty Foot Drain or the highland carriers. The first indication of this will be:</p> <p style="text-align: center;">Either: Monitored levels on South Forty Foot Drain suddenly going down.</p> <p style="text-align: center;">Or: A report from a landowner or a member of the Board's staff.</p> <p>EA should be informed of the situation.</p> <p>An assessment of how the breach can be repaired should be carried out if it is safe to do this.</p> |
|--|---|

Summary

Emergency Response Phase

This phase covers the first minutes and hours following notification of a flood incident and the immediate actions that are likely to be required:

The phase covers:

- ER Team assembly
- Allocation of team roles
- Liaison with other authorities
- Pumping operations
- District Overview
- HR resource assessment
- Communication control
- IT assessment
- Admin support provision

Emergency Response Team Assembly

Look at **Appendix Two** to ensure that there is allocated responsibility for the primary tasks shown, using secondary roles where necessary. Use **ACTION TASK LISTS** below to ensure that all tasks are understood and actioned

| Emergency Flood Response Team | Contact |
|-------------------------------|------------------|
| Chief Executive | See appendix one |
| Operations Manager | See appendix one |
| Pump Engineer | See appendix one |
| Works Manager | See appendix one |
| Finance Manager | See appendix one |

Other Plans

Note: Depending on the type of incident it may be appropriate to refer to other plans and procedures developed for specific situations. Such as:

| Incident | Plans/ Procedures | Location |
|----------|-------------------|----------|
| | | |
| | | |
| | | |

Operation of Pumping Stations

All pumping stations are set up to operate automatically.

The water levels and operation will initially be monitored by the pump engineer.

If the water level at Black Hole Drove PS reaches 2.30m (17.5ft on the gauge board) then an emergency situation is declared and the ER Team will take over the monitoring of the telemetry.

The instructions on "A Fluvial Emergency" should then be followed.

| Catchment/Pumping Station | To be switched off in Emergency | Area Hec | P Station Capacity litre/sec | Maximum Design W.Level | Highest known W.Level | Highest W.Level telemet98 | Lowest Land Level | Lowest Property Level |
|---------------------------|---------------------------------|----------|------------------------------|------------------------|-----------------------|---------------------------|-------------------|-----------------------|
| DONINGTON MAL. H. | √ | 365 | 566 | Zero | 0.83 | 0.8 | 1.5 | 2.00 |
| DONINGTON N. INGS | √ | 2,262 | 3058 | Zero | 0.9 | 0.35 | 1.7 | |
| BICKER FEN | √ | 848 | 1416 | -0.30 | 0.65 | 0.53 | 1.4 | |
| SWINESHEAD | √ | 4,824 | 6795 | -0.15 | 0.9 | 0.33 | 1.35 | |
| FRAMPTON & KIRTON | √ | 2,509 | 3695 | -0.30 | 0.65 | 0.31 | 1.1 | |
| WYBERTON MARSH | √ | 1,982 | 2803 | zero | 0.9 | 0.55 | 2.1 | |
| KIRTON MARSH | √ | 774 | 934 | +0.60 | 1.25 | 0.8 | 1.5 | |
| EWERBY | √ | 1,141 | 2237 | -0.30 | -0.08 | -0.08 | 0.75 | |
| HECKINGTON | √ | 1,577 | 2661 | -0.60 | -0.13 | -0.13 | 0.85 | 1.71 |
| GREAT HALE | √ | 2,363 | 3482 | -0.30 | 0.9 | 0.68 | 1.7 | |
| HOLLAND FEN | √ | 3,505 | 4841 | -0.60 | 0.63 | -0.08 | 1 | |
| BOSTON WEST | √ | 2,902 | 3907 | -0.30 | 0.8 | -0.01 | 1.3 | |
| DAMFORD | √ | 893 | 1189 | Zero | 0.01 | -0.5 | 0.4 | |
| SOUTH KYME | √ | 1,101 | 1302 | -0.60 | -0.22 | -0.36 | 0.3 | |
| TRINITY COLLEGE | √ | 609 | 1133 | -0.60 | -0.24 | 0.35 | 0.85 | |
| HELPRINGHAM | √ | 814 | 1331 | Zero | 1.1 | 0.91 | 1.5 | 2 |
| SWATON | √ | 851 | 1133 | 0.15 | 1.35 | 0.9 | 1.75 | 2.3 |
| HORBLING | √ | 886 | 1331 | 0 | 0.9 | 0.6 | 1.6 | |
| BILLINGBOROUGH | √ | 775 | 934 | 0 | 1.2 | 0.68 | 1.4 | 2 |
| SEMPRINGHAM | √ | 824 | 1189 | 0 | 1 | 0.71 | 1.4 | 2 |
| DOWSBY FEN | √ | 1,003 | 1699 | 0 | 0.45 | 0.15 | 1.3 | |
| GOSBERTON | √ | 2,885 | 3992 | 0 | 0.9 | 0.5 | 1.5 | |
| DOWSBY LODE | √ | 355 | 1019 | 0.6 | 1.8 | 1.2 | 2.1 | |
| RIPPINGALE | √ | 496 | 1019 | 0 | 1.1 | 0.65 | 1.6 | |
| DUNSBY | √ | 568 | 651 | -0.6 | 0.8 | 0.35 | 1.25 | 2 |
| PINCHBECK | √ | 655 | 906 | 0.6 | 0.9 | 0.6 | 1.9 | 2.7 |
| HACCONBY | √ | 503 | 850 | -1 | 1 | 0.7 | 1.5 | |
| BLACK HOLE DROVE | √ | 4,150 | 5776 | -0.6 | 0.01 | 0.01 | 0.3 | |
| DYKE FEN | √ | 1,862 | 2660 | -1.2 | -0.01 | -0.9 | 0 | |
| TWENTY | √ | 607 | 849 | -1.2 | -0.6 | -0.6 | 0 | |
| QUADRING | √ | 400 | 566 | 0 | 1 | 0.6 | 1.4 | 2 |
| BICKER EAU | √ | 365 | 450 | 1.4 | 1.7 | 1.7 | 2.8 | |
| DONINGTON WYKES | √ | | 421 | 1.2 | 1.5 | 1.22 | 2.2 | |
| ALLAN HOUSE | √ | | 180 | 1.2 | 1.4 | 1.2 | 2.1 | |
| KIRKBY LA THORPE | | 1,339 | GRAVITY | | | | | |
| SCREDINGTON | | 2,691 | GRAVITY | | | | | |
| WESTERN VILLAGES | | 373 | GRAVITY | | | | | |
| TOTALS | | 47,223 | 66975 | | | | | |

Notes:

1. "shading" indicates a sub-catchment to a larger catchment and not included in the total.
2. A blank space indicates no value at present.
3. All levels are metres Ordnance Datum Newlyn (mODN).
4. The Board's drainage system is designed to provide approximately 1.00m freeboard to lowest land in 1:10 year flows.

Operation of Installing Allan House Pumping Station Flood Resilience Doors.

The pumping station is located in the Asda Car Park, off Lister Way, Boston. PE21 8EQ

Installation of flood door and cable entry cover

In the event of possible flooding around Allan House pumping station the flood door and cable entry cover will need to be manually installed to prevent water ingress into the station and control panel.

This procedure can be completed by 1 person and should take around 10 minutes.
All relevant doors/covers and fastenings are stored inside of the station.
1 x box of fastenings and allen key
1 x cable entry cover
1 x door flood barrier

Installation procedure

- 1) Take small stainless steel cable entry cover and place over the cable entry hole on the outside of the building lining up the 4 fastening holes in the plate and wall. In the box of fastenings there are 4 bolts that are to be inserted into the cover plate and are to be tightened evenly into the wall until hand tight and a good seal is achieved.
- 2) Take the main flood door, the rest of the fixings and the allen key from the box and place them outside of the station. Directly in front of the main door there is a channel along the floor, this has a blanking plate inside the channel that will need to be removed and left inside the station before closing and locking the main door. Insert the flood door with the 2 handles on top and the rubber seal facing the wall into the channel around the doorway. Push firmly down while inserting 4 allen screws into the 4 lower holes on either side of the channel and tighten until a good seal is achieved. Lastly take the 2 L brackets and insert them into the slots on the top of the channel either side of the door. Insert the remaining allen keys into the L brackets and tighten sufficiently so the door will not lift.

Once the threat has passed all items should be removed in reverse order of the procedure set out above and all items are to be stored back inside the pumping station.

Operational Headquarters

The Offices and Depot are located at Swineshead:

Station Road
Swineshead
Boston
PE20 3PW

Tel: 01205 821440
duty.officer@blacksluiceidb.gov.uk

Out of office hours the telephone will automatically transfer to the mobile telephone held by the Duty Officer.

If in the unlikely event that Swineshead Offices and Depot cannot operate then arrangements will need to be made to operate from one of the following:

- Relocate to a neighbouring IDB's office/depot (Witham 4th IDB, Boston have offered their office in such an emergency)
- The Chief Executive, Finance Manager & Operations Manager would work from home whilst the recovery took place. Our Administration, Finance and GIS would relocate to Witham 4th IDB offices, the Works Manager and Pump Engineer would be mobile until a time we locate temporary office space.
- We would negotiate and relocate our depot based equipment to a local unaffected farm yard.
- We would use an unaffected pumping station(s) as a secondary depot/base.

Operational procedures

The following Operational Procedures will be adhered to at all times:-

- The workforce will operate in teams of two (minimum).
- Telemetry logging information will be passed over from the Finance Manager to all ER Team members.
- In the event of Silver Control being opened an assessment of how the event is affecting our catchment will be made by the ER Team prior to agreeing attendance.
- An Event/Communication Log (attached) will be kept by each member of the ER Team. This information will be placed on a live windows 'Event Data Log' as soon as possible throughout the event. An 'Event Data Log' shortcut will be available on all users computer desktop.
- Following an initial review by the ER Team an early decision will be made regarding the offer of assistance to other authorities within or outside of the Board's catchments.
- All workforce inspections (sea defences, river banks, pumping stations etc) will have a mandatory 20 minutes reporting in procedure to the Event Logiest.

Action Task Lists – To be used where an event in the district has occurred using the invocation procedure classification C or D, as A or B events will be managed by others.

First Action: Ring your spouse/partner and tell them you are going to be late

Overall Event Control

| | |
|--------------------------|---|
| <input type="checkbox"/> | Obtain your event/communications log sheets |
| <input type="checkbox"/> | Receive advice of situation/ information |
| <input type="checkbox"/> | Ensure Emergency Services have been contacted as appropriate |
| <input type="checkbox"/> | Call out appropriate members of the ERT and meet at an agreed point |
| <input type="checkbox"/> | Determine if evacuation is required |
| <input type="checkbox"/> | Liaise with the Emergency Services, Facilities Management and Security |
| <input type="checkbox"/> | Establish control of the incident |
| <input type="checkbox"/> | Call out rest of ER Team and brief members |
| <input type="checkbox"/> | Refer any media enquiries to another member of the Team |
| <input type="checkbox"/> | Initiate instructions to all Management and staff using the call out/cascade arrangements |
| <input type="checkbox"/> | Act as main point of contact at the incident site for the ER Team |

Liaison with other Agencies

| | |
|--------------------------|--|
| <input type="checkbox"/> | Obtain your event/communications log sheets |
| <input type="checkbox"/> | Meet up with ER Team Leader at an agreed point – establish common understanding |
| <input type="checkbox"/> | Inform relevant RMA s of the event |
| <input type="checkbox"/> | Manage requests for assistance to other RMA s |
| <input type="checkbox"/> | Ensure regular updates are given to them |
| <input type="checkbox"/> | Obtain visitors and contractors logs |

Pumping operations

| | |
|--------------------------|--|
| <input type="checkbox"/> | Obtain your event/communications log sheets |
| <input type="checkbox"/> | Meet up with ER Team Leader at an agreed point – establish common understanding |
| <input type="checkbox"/> | Contact all pumping stations to establish resource requirements |
| <input type="checkbox"/> | Contact attendants, assistants or reserves as necessary to arrange cover |
| <input type="checkbox"/> | Contact suppliers for fuel or other needs as necessary |
| <input type="checkbox"/> | Ensure regular updates are received from pumping stations and log these (where manned) |
| <input type="checkbox"/> | Obtain visitors and contractors logs |

District overview

| | |
|--------------------------|---|
| <input type="checkbox"/> | Obtain your event/communications log sheets |
| <input type="checkbox"/> | Meet up with ER Team Leader at an agreed point – establish common understanding |
| <input type="checkbox"/> | Record flood incidents across the district |
| <input type="checkbox"/> | Record these on a map if possible to aid our response |
| <input type="checkbox"/> | Liaise with works supervisor and agree response priorities |
| <input type="checkbox"/> | Regularly update the Team Leader on response priorities |

Communication control

| | |
|--------------------------|---|
| <input type="checkbox"/> | Obtain your event/communications log sheets |
| <input type="checkbox"/> | Meet up with ER Team Leader at an agreed point – establish common understanding |
| <input type="checkbox"/> | Prepare briefing notes to go to media and regularly update them |
| <input type="checkbox"/> | Respond to media enquiries |
| <input type="checkbox"/> | Respond to calls from the public |

Controlling Human Resources

| | |
|--------------------------|---|
| <input type="checkbox"/> | Obtain your event/communications log sheets |
| <input type="checkbox"/> | Meet up with ER Team Leader at an agreed point – establish common understanding |
| <input type="checkbox"/> | Contact all staff and update them on the situation |
| <input type="checkbox"/> | Contact Board members and others who are able to offer support |
| <input type="checkbox"/> | Agree cover for the ER team if the event will last over 24 hours |
| <input type="checkbox"/> | Log the hours worked by all those involved in the event |
| <input type="checkbox"/> | Agree emergency payments if required |

Maintenance of IT network

| | |
|--------------------------|---|
| <input type="checkbox"/> | Inform IT support team of the event to ensure there is no down time |
| <input type="checkbox"/> | Manage the network to avoid disruptive events e.g. back up routines etc |

Admin Support

| | |
|--------------------------|--|
| <input type="checkbox"/> | Ensure that there is support in the office for the ER Team 24/7 |
| <input type="checkbox"/> | Ensure that there is ample supply of drinks and food for the Team and those working in the district unable to leave their position |
| <input type="checkbox"/> | Ensure there is enough Petty Cash to deal with emergency purchases |

Event/Communications Log

To be used to record events and communications between members of the Emergency Flood Risk Team and others. It should assist in ensuring a consistent message is given concerning the incident and provide a reference throughout the crisis. Each member of the ER Team should keep their own log.

| Contact from or to / Event? | Where from? | Time? | Action or Outcome? |
|-----------------------------|-------------|-------|--------------------|
| | | | |
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Emergency Response

APPENDIX ONE - Contact Lists

Telephone Number of Offices and Depot – 01205 821440

Emergency Response Team Members

| Name | Title | Home Tel | Mobile |
|-----------------|--------------------|----------|--------|
| Ian Warsap | Chief Executive | | |
| Paul Nicholson | Operations Manager | | |
| Kevin Methley | Pump Engineer | | |
| Paul Green | Works Manager | | |
| Daniel Withnall | Finance Manager | | |
| K C Casswell | Chairman | | |
| P Holmes | Vice Chairman | | |

Other Office Employees

| Name | Title | Home Tel | Mobile |
|-----------------|---------------------------|----------|--------|
| Office 1 | Emergency Mobile 1 | | |
| Office 2 | Emergency Mobile 2 | | |
| Sue Knox | Finance Supervisor | | |
| Jill Himsworth | Admin Assistant | | |
| Amy Chamberlain | Finance Assistant | | |
| Andy Scott | Planning & Bylaw Officer | | |
| Ben Brown | GIS Technician | | |
| Jessica Baxter | Admin Assistant | | |
| Alexandra Emms | Business Admin Apprentice | | |

Other Employees

| Name | Home Tel | Work Mobile | Private Mobile |
|-------------|----------|-------------|----------------|
| R Banham | | | |
| S Brown | | | |
| M L Henton | | | |
| M Lancaster | | | |
| P Reynolds | | | |
| I Rose | | | |
| D Roy | | | |
| A Scott | | | |
| R Smith | | | |
| A Warnes | | | |
| G Warnes | | | |
| T Wilson | | | |

| | | | |
|-------------|--|--|--|
| K N Wiseman | | | |
| M J Wood | | | |

Flood Emergency Contacts List

| EA Anglian Region Contacts | Office | Tel |
|---|--------------|---------------|
| Regional Communication Centre Lincolnshire Emergency Planning Unit (24 hrs) | | 01522 582220 |
| Emergency Hotline – ask for Anglian Region | | 08459881188 |
| EA Flood Incident Duty Officer | | 07827982471 |
| Incident Communications Service Sheffield (communications outside of event) | | 0845 850 3518 |
| Area Control Room flood control room during Tidal and River flood risk periods | | |
| Area Dissemination Room Flood warning dissemination Tidal and River flood risk periods | | |
| Catchment Incident Room Operational Response during significant flood risk periods | | |
| District Incident Room Catchment incident room open for tidal and fluvial risk periods in catchment | | |
| EA Incident Room - Lincoln | | 0300 200 3181 |
| EA Emergency Incident | | 0800 807 060 |
| Floodline | | 0345 988 1188 |
| EA Lincoln Area Office | | 01522 513100 |
| Fire & Rescue | Boston | 01205 363231 |
| Police | Boston | 01205 366222 |
| | Lincoln | 01522 532222 |
| | Skegness | 01754 762222 |
| LCC Highways | Out of hours | 01522 532222 |

Utilities

| Supplier | Office | Emergency No. |
|----------------------------|---------------|---------------|
| National Grid | Gas 24 hrs | 0800 111 999 |
| East Midlands | Power failure | 0800 056 8090 |
| Western Power Distribution | | 0800 056 8090 |
| BT Faults | | 0800 800 151 |
| Anglian Water | | 0845 714 5145 |
| | | |

Neighbouring IDBs

| IDB | Office | Emergency No. |
|---------------------|--------------|---------------|
| Witham Third | 01522 697123 | |
| Witham Fourth | 01205 310099 | |
| Welland & Deeping | 01775 725861 | |
| Upper Witham | 01522 697123 | |
| South Holland | 01406 424933 | |
| North Level | 01733 270333 | |
| NE Lindsey | 01522 697123 | |
| Trent Valley | 01636 704371 | |
| Lindsey Marsh | 01507 328095 | |
| Lindsey Marsh Depot | 01507 451349 | |

Local Authorities Contact List

| Authority | Office | Emergency Tel. |
|---------------------------------|--------------|----------------|
| South Kesteven District Council | 01476 406080 | 01476 590044 |
| South Holland District Council | 01775 761161 | |
| North Kesteven District Council | 01529 414155 | 01529 308308 |
| Lincolnshire County Council | 01522 552222 | 01522 782082 |
| Boston Borough Council | 01205 314200 | 01205 362151 |
| | | |

Other Risk Management Authorities Contact Details

| Authority | Office/Contact | Tel |
|-------------------------------------|----------------|---------------|
| Water Company – Anglian Water | 08457145145 | 01522 341000 |
| Environment Agency General Enquires | | 03708 506 506 |
| | | |

Pumping Station Contact Details

| Pumping Station | Address | Tel/Fax |
|------------------------------|---------|--------------|
| Black Sluice Pumping Station | | 01205 363458 |
| | | |

Pump suppliers Contact List

| Company | Location | Tel |
|-------------|-------------|-----------------------------|
| Perry Pumps | | 01522 691200 or 07737691725 |
| Metalcraft | Weedscreens | 01354 692391 |
| Ovivo | Weedscreens | 01206 756600 |
| | | |

Telecommunications – Contractors Contact List

| Supplier | Company | Name | Work | Mobile |
|-----------|---------|------|--------------|--------|
| BT Faults | | | 0800 800 154 | |
| | | | | |

General Support Contact List

| Supplier | Company | Work Tel | Emergency Tel |
|-----------------------|------------------|-----------------------------|---------------|
| Woldmarsh | | 01507 602396 | |
| Plant Hire | | | |
| Engineering & Hire | Flails/buckets | 01427 718561 | |
| SLD Pumps | | 0800146763 / 08701820657 | |
| Pell Plant Hire | Drott | 01754 874288 | 07795077329 |
| Dysart Plant Ltd | | 01400 230763 | |
| Maurice Belton Ltd | Excavators | 01205 750791 | 07831446866 |
| Aquatic Control Eng | | 01777 249080 | 07850123454 |
| A Plant Boston | | 01205 311672 | |
| Wells Plant Hire | Excavators/Drott | 01507 359038 | 07768 384852 |
| Electrical | | | |
| Interlec | | 01427 880021 | 07860 146446 |
| Oriel Systems | Telemetry | 01249 705070 | 07962 403705 |
| Generator Hire | | | |
| SLD Pumps | Peterborough | 01778 560387 | |
| Aggreko | Doncaster | 03458247365 | |
| C&J Supplies | Locks | 01529 240774 | |
| SG Baker | Sandbags | 01476 565501 | 0800 612 9637 |
| Stone | | | |
| Creeton Quarry | | 01780 410202 | |
| SJR Contractors | Haulage & stone | 01529 240053 | |
| Premier Lime & Stone | AS blast large | 01780 410202 | |
| Longwood Quarries | Limestone | 01526 320208 | |
| Cemex | Sand & gravel | 01788 517000 | |
| Breedon | Pitching stone | 01332 862254 | |
| Bardon Aggregates | Pitching stone | 01455 285200 | |
| Tyres | | | |
| BA Bush | | 01205 356565 | |

APPENDIX TWO

Emergency Operation of Dual Drive Gearboxes at Pumping Stations

If electricity is lost to pumping stations then the first action that can be taken is to operate one pump at the station concerned with a tractor driving the dual drive gearbox. Details of the stations with gearboxes, and the type of PTO required, are shown below:

If generators are available the power requirement and collection type are shown below.

| | Pump Speed | Dual drive gearbox speed | Number of splines on PTO | Tractor HP required | Generator size | Connection type |
|--------------------------|------------|--------------------------|--------------------------|---------------------|----------------|-----------------|
| Donington Mallard Hurn | 720 | 540 | 7 | 60 | | |
| Donington North Ing | 570 | 540 | 7 | 120 | 300kva | Bolt on lugs |
| Bicker Fen | 485 | 1000 | 21 | 160 | | |
| Swineshead | 420 | n/a | n/a | n/a | 600kva | Bolt on lugs |
| Chain Bridge | 580 | 1000 | 21 | 140 | 300kva | Bolt on lugs |
| Wyberton Marsh | 575 | 1000 | 21 | 140 | 400kva | Bolt on lugs |
| Kirton Marsh | 580 | 540 | 21 | 140 | 200kva | Bolt on lugs |
| Ewerby | 485 | 540 | 7 | 60 | | |
| Heckington | 482 | 1000 | 21 | 160 | | |
| Great Hale & Little Hale | 575 | 1000 | 21 | 140 | 300kva | Bolt on lugs |
| Holland Fen | 420 | n/a | n/a | n/a | 500kva | Bolt on lugs |
| Cooks Lock | 480 | 1000 | 21 | 160 | 400kva | Bolt on lugs |
| Damford | 730 | 540 | 7 | 100 | | |
| South Kyme | 720 | 540 | 7 | 60 | | |
| Trinity College | 720 | 540 | 7 | 60 | | |
| Helpringham | 483 | 1000 | 21 | 160 | | |
| Swaton | 580 | 540 | 7 | 140 | | |
| Horbling | 483 | 1000 | 21 | 160 | | |
| Billingborough | 580 | 540 | 7 | 100 | | |
| Sempringham | 580 | 540 | 7 | 140 | | |
| Dowsby Fen | 570 | 540 | 7 | 100 | | |
| Gosberton | 483 | 1000 | 21 | 160 | 400 kva | Bolt on lugs |
| Dowsby Lode | 585 | 540 | 7 | 100 | | |
| Rippingale | 586 | 540 | 7 | 110 | | |
| Dunsby | 720 | 540 | 7 | 60 | | |
| Pinchbeck | 580 | 540 | 7 | 100 | | |
| Hacconby | 740 | 540 | 7 | 140 | | |
| Black Hole | 420 | n/a | n/a | n/a | 600kva | Bolt on lugs |
| Dyke Fen | 585 | 1000 | 21 | 160 | 300kva | Bolt on lugs |
| Twenty | 480 | 540 | 7 | 60 | | |
| Quadring | 720 | 540 | 7 | 80 | | |
| Bicker Eau | 950 | n/a | n/a | n/a | | |
| Donington Wykes | 965 | n/a | n/a | n/a | | |
| Allan House | 960 | n/a | n/a | n/a | | |

This Plan contains sensitive information and should be treated in a private and confidential manner

Board Members and Farmers who can be contacted to hire tractors.

| Name | Address | Contact Name | Office Tel | Home/Mob Tel |
|------|---------|--------------|------------|--------------|
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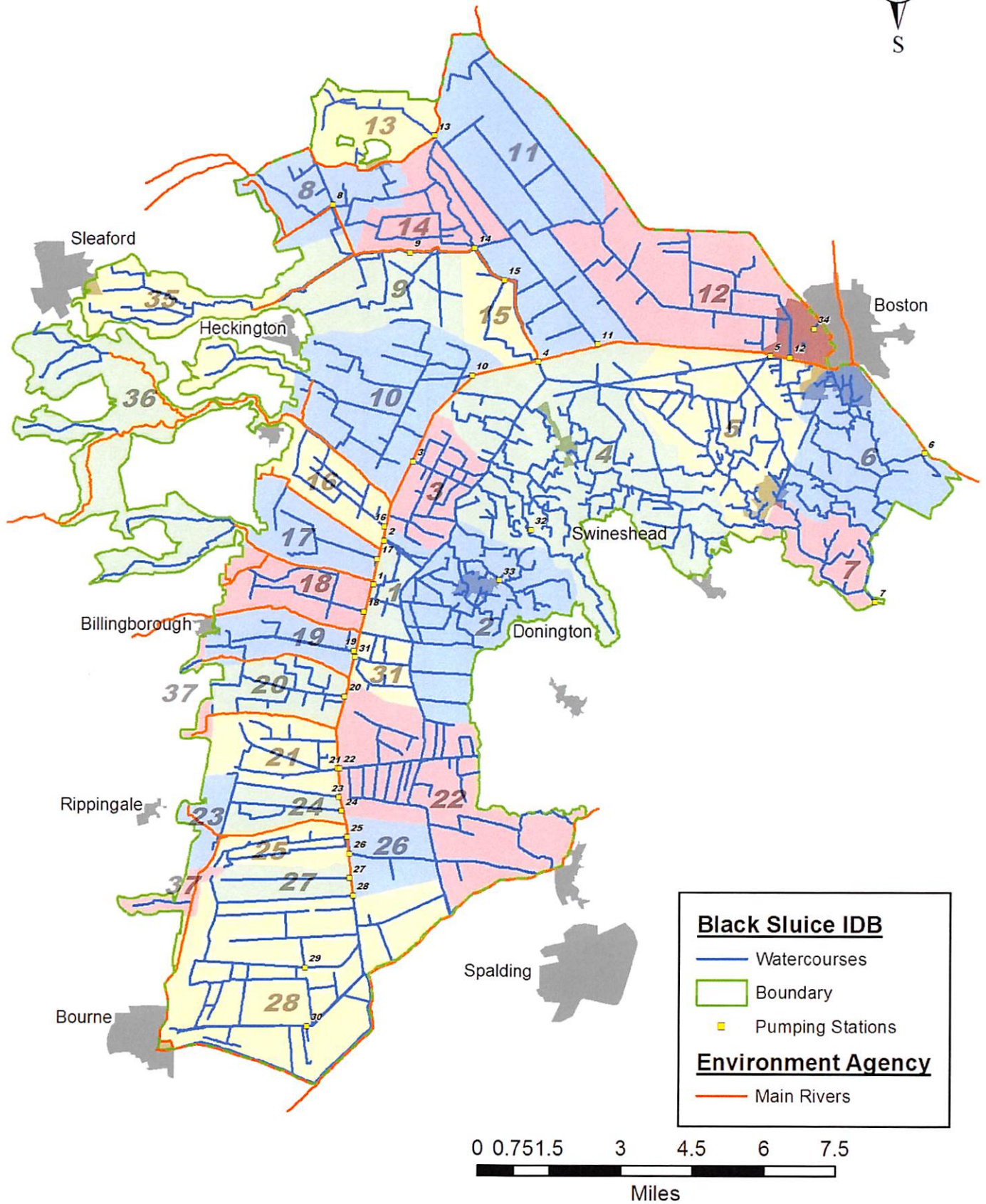
APPENDIX THREE – ER Team Roles

To be used to record the primary and secondary roles and responsibilities of the Team. It should assist in ensuring that all key areas are covered should a member of the team not be available on the day:

| TASKS | Primary tasks | Primary responsibility | Secondary responsibility |
|-----------------------------------|---|------------------------|--------------------------|
| Event Control | Overall event control | Operations Manager | Pump Engineer |
| | Liaison with other agencies | Finance Manager | Chief Executive |
| | Pumping Operations | Pump Engineer | Works Manager |
| | District Overview | Finance Manager | Works Manager |
| Communication Control | Inform the public | Chief Executive | Finance Manager |
| | Media liaison | Chief Executive | Finance Manager |
| Controlling all Human Resources | Management of Employees or retired employees | Chief Executive | Rating Officer |
| Maintenance of IT/telecom systems | To ensure that all internet and telephone communications are maintained | Finance Manager | Secretary |
| Administration support | To support the above during the Board's Emergency Response | Secretary | Admin Assistant |

Emergency Response

APPENDIX FOUR – District Maps



Black Sluice IDB

- Watercourses
- Boundary
- Pumping Stations

Environment Agency

- Main Rivers

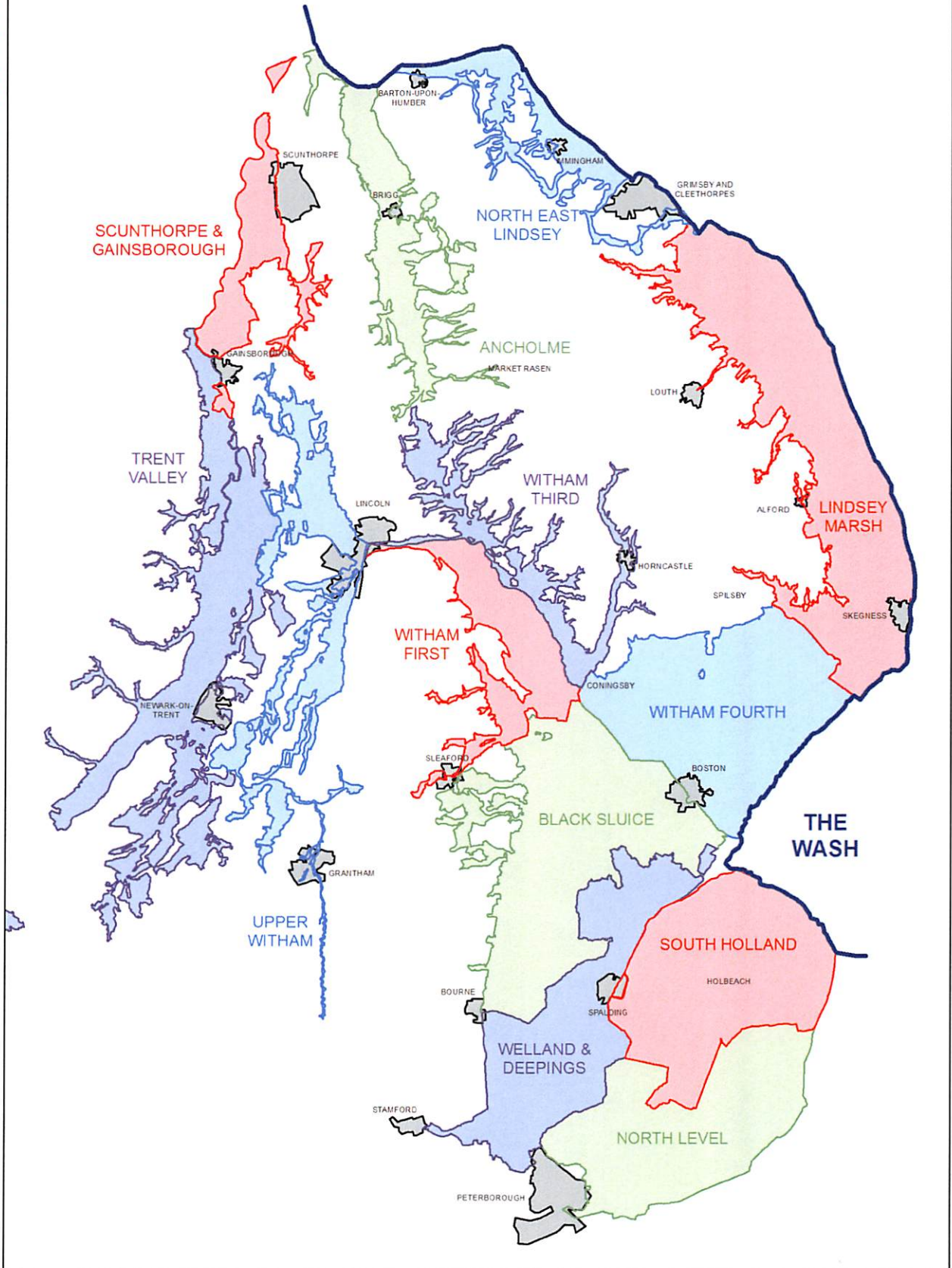


Black Sluice Internal Drainage Board
 Station Road, Swineshead
 Boston, Lincolnshire PE20 3PW
 Tel: 01205 821440
 Email: mailbox@blacksluiceidb.gov.uk

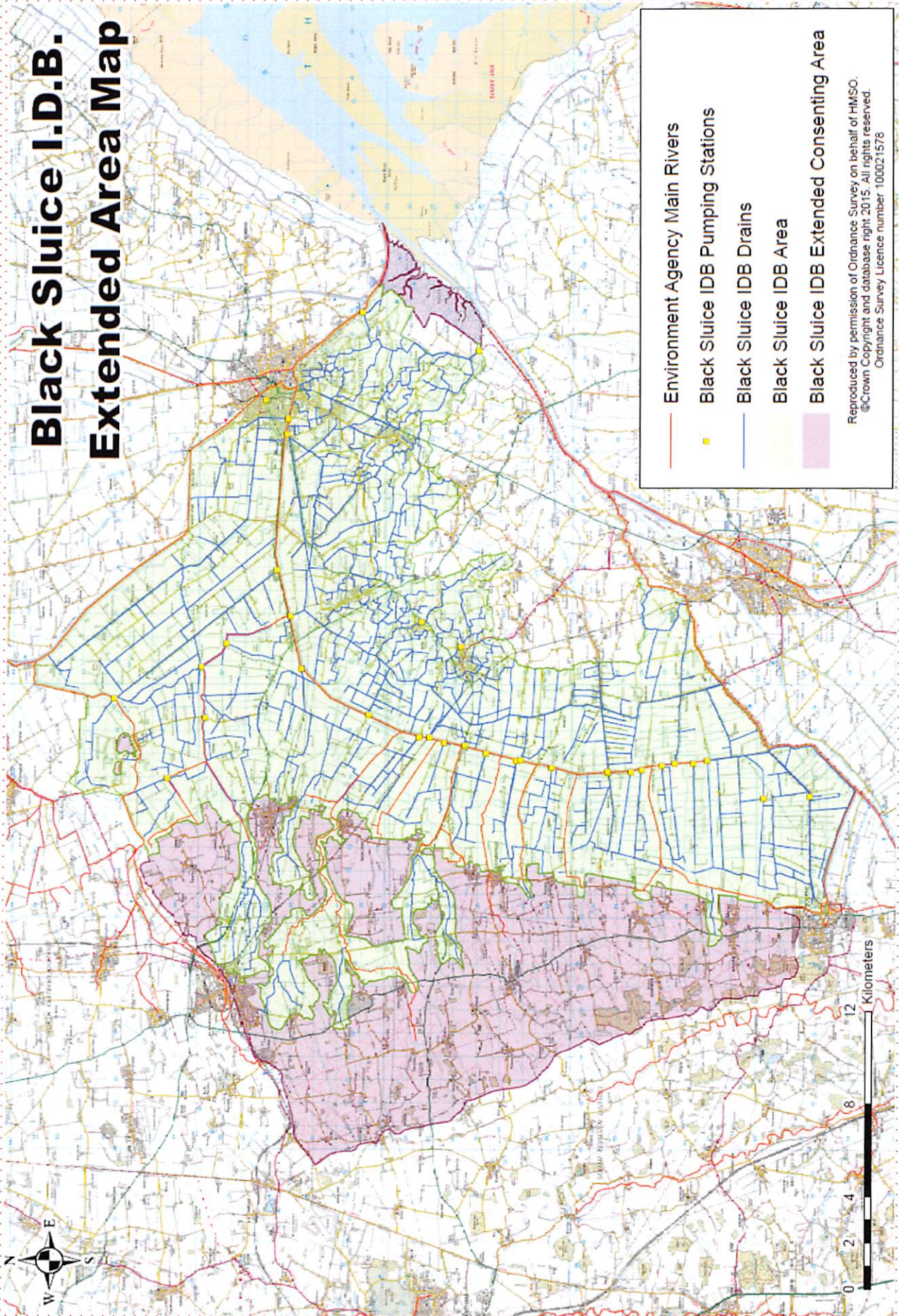
Black Sluice I.D.B. Catchment Map

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Lincolnshire Internal Drainage Boards



Black Sluice I.D.B. Extended Area Map



APPENDIX FIVE – Warnings

Flood and Weather Warning Response

The Board's response to warnings received from the Environment Agency, Flood Forecast Centre or Met Office should be appropriate to the severity of the warning. See Action Task Lists below for response. The responses listed in the Action Task Lists are compatible with the generic responses for Internal Drainage Boards listed in the Multi Agency Flood Plan.

Specific actions – weather warnings and flood forecasts

| | | |
|--|---|--------------------------|
| 10 Day Outlook from Flood Forecasting Centre | no specific action other than monitor situation | <input type="checkbox"/> |
| 5 Day Tidal Outlook from FFC | all staff & operatives made aware & ensure everything in order ready for response if needed | <input type="checkbox"/> |
| County scale Flood Guidance Statement from FFC issued daily for next 5 days | response as above plus consider lowering water levels in key watercourses | <input type="checkbox"/> |
| Flash Severe Weather Warning. Issued when the Met Office has 80% or greater confidence that severe weather is expected in the next few hours | response as above | <input type="checkbox"/> |
| Extreme Rainfall Alert | response as above | <input type="checkbox"/> |

Consideration for implementing the plan will be made based on the severity of the warning and prevailing conditions within the Board's District

Specific actions – Environment Agency Warnings

| | | |
|---|---|--------------------------|
| Flood Alert Flooding possible – issued 2 hours to 2 days in advance of flooding | All staff & operatives made aware & ensure everything in order ready for response if needed | <input type="checkbox"/> |
| | Consider implementing Emergency Plan | <input type="checkbox"/> |
| | | <input type="checkbox"/> |
| Flood Warning Flooding expected, immediate action required – issued half and hour to 1 day in advance of flooding | Implement Emergency Plan | <input type="checkbox"/> |
| | Inspect specific critical infrastructure sites | <input type="checkbox"/> |
| Severe Flood Warning Flooding has occurred and there is a danger to life | As above plus constant monitoring by duty officer | <input type="checkbox"/> |
| | Establish central control. | <input type="checkbox"/> |
| | Liaise with Silver Control and/or other local responders | <input type="checkbox"/> |
| | Assist with emergency evacuation and response dependent on resources | <input type="checkbox"/> |

Black Sluice Internal Drainage Board

Policy No: 44

Development Control Charges & Fees

Review Dates:

| | |
|----------------|--|
| Reviewed | Audit & Risk Committee 17 th October 2018 |
| Board Approved | |
| Due for Review | Within 5 years |

Table 1: Listing of applicable Charges and Fees

| Description | Reason for the charge being levied | Fee Due ¹ |
|---|---|----------------------|
| Application to alter a watercourse | Application under Section 23 of the Land Drainage Act 1991 (and Board's Byelaws where the watercourse is Board-maintained) | £50.00 |
| Application for relaxation of one of the Board's Byelaws (not Byelaw 3) | Application for a relaxation of Board's Byelaw (usually Byelaw 10) | £50.00 |
| Application to install land tile outfalls ² | Application for a relaxation of Board's Byelaws | £50.00 |
| Application to discharge surface water to a watercourse | Application for a relaxation of Byelaw 3 (and possibly other Byelaws) | £100.00 |
| Application to discharge treated foul water to a watercourse ² | Application for a relaxation of Byelaw 3 (and possibly other Byelaws) | £100.00 |
| Surface Water Development Contribution (SWDC) | To help fund the cost of improvements to the drainage network that are required to cater for increases in the rate and / or volume of surface water flows | See next page |
| Commutated Maintenance and Wayleave Fees (CMWF) | Paid where the Board will be responsible for the future maintenance of a culvert, outfall structure or other infrastructure, and / or if the Board owns the watercourse or land where the construction will take place. | See next page |

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

¹ VAT is not payable on applications to the Board (beyond the scope).

² An application is normally only required where the outfall(s) will be into a Board-maintained drain(s) (the fee is charged per affected watercourse).

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

Surface Water Development Contribution (SWDC) Rates

Prior written consent is required from the Board where a development will result in an increase in the rate or volume of flows in any watercourse, and one of the conditions imposed as part of any such approval is the payment of a development contribution to the Board. Where the discharge rate is unrestricted, the contribution due is calculated by multiplying the increase in the site's impermeable area by the Board's standard charging rate per impermeable hectare.

The rate currently applicable is £77,800 per impermeable hectare however this is subject to review and change at the Board's discretion.

Where there is an attenuated discharge from a site to a watercourse, a development contribution will still be due to the Board, but in these circumstances, the contribution due will be calculated based on one of five 'bands', as shown in the table below (each run-off band includes the upper and lower figures listed):

Table 2: Surface Water Development Contribution Rate Bandings

| Band No. | Equivalent Run-Off Rate (litres per second per hectare) | SWDC Rate |
|-----------------|--|------------------|
| 1 | 1.41 to 25 | 20% |
| 2 | 25.01 to 50 | 40% |
| 3 | 50.01 to 75 | 60% |
| 4 | 75.01 to 100 | 80% |
| 5 | 100.01 to un-attenuated | 100% |

Surface Water Development Contributions are payable at the time and rate applicable when consent is granted by the Board for the discharge.

Commutated Maintenance and Wayleave Fees (CMWF)

A CMWF is a one-off charge payable where the Board become involved with various designs and differing complexities of drainage systems and drainage infrastructure, this could involve legal agreements. The CMWF is paid by the applicant in addition to the costs of any construction, maintenance and / or wayleave payments which will also be due to the Board to reflect the costs involved.

The CMWF will be calculated on a case-by-case basis.

**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 Coastal or Fluvial flooding from failure or overtopping of defences (a) | High | Medium | 6 | | |
| | 1.1 | (b) Flooding from failure of IDB pumping stations or excess rainfall | High | Low | 3 | | |
| | 1.1 | (c) Flooding from sewers or riparian watercourses | Medium | Low | 2 | | |
| | 1.2 | Loss of Electrical Supply | High | Low | 3 | | |
| | 1.3 | Pumps failing to operate | High | Low | 3 | | Maintenance |
| | 1.4 | Board Watercourses being unable to convey water | Medium | Low | 2 | | Maintenance |
| | 1.5 | Operating machinery to maintain watercourses | Medium | Low | 2 | | Training |
| | 1.6 | Claims from third parties for damage to property or injury | Medium | Low | 2 | | |
| | 1.7 | Third Parties damage to Board maintained assets | Medium | Low | 2 | | |
| | 1.8 | Loss of senior staff | Medium | Low | 2 | | |
| | 1.9 | Insufficient finance to carry out works | Medium | Low | 2 | | |
| | 1.10 | Reduction in staff performance | Medium | Low | 2 | | |
| 1.11 | Insufficient staff resources | Medium | Low | 2 | | Review | |
| To conserve and enhance the environment wherever practical and possible to ensure there is no net loss of biodiversity. | 2.1 | Prosecution for not adhering to environmental legislation | Medium | Low | 2 | | BAP |
| | 2.2 | Non delivery of objectives | Low | Low | 1 | | BAP |
| To provide a 24 hour/365 day emergency response for the community | 3.1 | Emergency Plan inadequate or not up to date | Low | Low | 1 | | Review |
| | 3.2 | Insufficient resources (Staff and Equipment) | Medium | Low | 2 | | Review |
| | 3.3 | Critical Incident loss of office | High | Low | 3 | None | |
| To provide a safe and fulfilling working environment for staff. | 4.1 | Injury to staff and subsequent claims and losses | Medium | Low | 2 | | Training |
| | 4.2 | Not complying with Health and Safety legislation | High | Low | 3 | | Consultant |
| To maintain financial records that are correct and comply with all recommended accounting practice. | 5.1 | Loss of cash | Low | Low | 1 | None | |
| | 5.2 | Loss of money invested in building societies and banks | Medium | Low | 2 | None | |
| | 5.3 | Fraud by senior officers | Low | Low | 1 | None | |
| | 5.4 | Inadequacy of Internal Checks | Medium | Low | 2 | | |
| | 5.5 | Fraudulent use of credit cards | Low | Medium | 2 | | |
| To ensure that all actions taken by the Board comply with all current UK and EU legislation | 6.1 | Board Members in making decisions | Low | Low | 1 | | |
| | 6.2 | Not complying with all employment regulations and laws | Medium | Low | 2 | | |
| A cost efficient IDB that provides a Value for Money service. | 7.1 | Collecting insufficient income to fund expenditure | Low | Low | 1 | | Accounts |
| | 7.2 | IDB abolished or taken over | Low | Low | 1 | | |
| Information Technology and Communications | 8.1 | Loss of telemetry | Medium | Low | 2 | | Maintenance |
| | 8.2 | Loss of telephone Communications | Low | Low | 1 | | |
| | 8.3 | Loss of Internet Connection | Medium | Low | 2 | | |
| | 8.4 | Network Failure | High | Low | 3 | | |
| | 8.5 | Breach in Cyber Security | Medium | Low | 2 | | |
| | 8.6 | Network Security Breach | Medium | Low | 2 | | |
| | 8.7 | Virus being introduced to Network | Medium | Low | 2 | | |
| | 8.8 | Loss of accounting records | Medium | Low | 2 | None | |
| | 8.9 | Loss of rating records | Medium | Low | 2 | None | |

Black Sluice Internal Drainage Board

Project Summary

2018/19

Period 06 - September 2018

| 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 | 50,995 | 34,745 | 16,250 | 1,551,095 | 1,523,529 | 27,566 | 1,526,215 | 24,880 | 1,506,725 | 44,370 |
| Interest & Grants | (5,004) | 83 | (5,087) | (769) | 498 | (1,267) | 2,083 | (2,852) | 470 | (1,238) |
| Development Fund | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 83,830 | (83,830) |
| Other Income | 1,840 | 3,690 | (1,850) | 18,672 | 9,655 | 9,017 | 20,121 | (1,449) | 11,450 | 7,222 |
| Rechargeable Profit | (426) | 0 | 426 | 10,946 | 0 | 10,946 | 0 | 10,946 | 51 | 10,895 |
| Solar Panel Income | 1,356 | 1,620 | (264) | 14,193 | 11,658 | 2,535 | 11,428 | 2,765 | 12,145 | 2,048 |
| Total Income | 48,761 | 40,138 | 9,475 | 1,594,137 | 1,545,340 | 48,797 | 1,559,847 | 34,290 | 1,614,670 | (20,534) |
| Schemes | 0 | 0 | 0 | 18,515 | 88,200 | 69,685 | 13,810 | (4,705) | 116,291 | 97,776 |
| Pumping Station Schemes | 8,271 | 90,000 | 81,730 | 8,381 | 90,000 | 81,619 | 90,110 | 81,729 | 8,230 | (151) |
| Pumping Station Maintenance | 14,203 | 32,816 | 13,289 | 132,731 | 168,197 | (23,298) | 220,544 | 29,049 | 123,825 | (60,679) |
| Electricity | 5,323 | | | 58,764 | | | | | 6,992 | 0 |
| Drain Maintenance | 72,608 | 88,349 | 15,741 | 319,948 | 259,674 | (60,274) | 299,988 | (19,960) | 249,511 | (70,436) |
| Environmental Schemes | 1,070 | 344 | (726) | 6,294 | 7,971 | 1,677 | 5,162 | (1,132) | 6,521 | 227 |
| Administration & Establishment | 33,442 | 39,746 | 6,304 | 254,375 | 256,458 | 2,083 | 269,587 | 15,212 | 238,883 | (15,493) |
| EA Precept | 0 | 0 | 0 | 138,276 | 138,276 | 0 | 138,276 | 0 | 138,276 | 0 |
| Solar Panel Expenses | 752 | 0 | (752) | 1,095 | 0 | (1,095) | 339 | (756) | 565 | (530) |
| Total Expenditure | 135,669 | 251,255 | 115,586 | 938,380 | 1,008,776 | 70,396 | 1,037,816 | 99,436 | 889,093 | (49,287) |
| Surplus / (Deficit) | (86,908) | (211,117) | 124,209 | 655,757 | 536,564 | 119,193 | 522,031 | 133,726 | 725,577 | (69,820) |
| Movement on reserves | | | | | | | | | | |
| Plant Reserve | (44,554) | 39,060 | 83,614 | (139,532) | (107,833) | 31,699 | 0 | 139,532 | (74,485) | 65,047 |
| Wages oncost Reserve | 3,165 | 0 | (3,165) | 38,164 | 0 | (38,164) | 0 | (38,164) | 5,880 | (32,284) |
| Surplus / (Deficit) | (45,519) | (250,177) | 43,759 | 757,125 | 644,397 | 125,658 | 522,031 | 32,358 | 794,182 | (102,583) |

Black Sluice Internal Drainage Board Drainage Rates & Special Levies

2018/19

Period 06 - September 2018

Drainage Rates & Special Levies Due

Drainage Rates

| | | |
|---|--------------|--------|
| Annual Drainage Rates - Land and/or buildings | 1,055,802.64 | |
| Land/Property - Value Decreased | (22,131.14) | |
| Land/Property - Value Increased | 21,874.72 | |
| New Assessment | 256.42 | |
| Write Offs & Irrecoverables | | |
| Summons Collection Costs | | |
| Credit Due | (1,398.69) | |
| Costs Due | 0.06 | |
| Balance | 1,054,404.01 | 50.41% |

Special Levies

| | | |
|---------------------------------|--------------|--------|
| Boston Borough Council | 784,760.51 | |
| South Holland District Council | 126,089.96 | |
| North Kesteven District Council | 68,105.02 | |
| South Kesteven District Council | 58,113.22 | |
| | 1,037,068.71 | 49.59% |

| | | |
|------------------|---------------------|----------------|
| Total Due | 2,091,472.72 | 100.00% |
|------------------|---------------------|----------------|

Drainage Rates & Special Levies Collected

| | | |
|-------------------------------------|---------------------|--------|
| B/F Arrears/(Allowances) | 0.38 | |
| Payments Posted | 1,023,311.59 | 97.93% |
| Bourne North Fen Trust Contribution | 9,248.64 | |
| Special Levies Received | 518,534.36 | 50.00% |
| Total Received | 1,551,094.97 | |

Drainage Rates & Special Levies Debtors

| | | |
|----------------------------|---------------------|--------|
| Special Levy Outstanding | 518,534.35 | 50.00% |
| Drainage Rates Outstanding | 21,843.40 | 2.07% |
| | 540,377.75 | |
| | 2,091,472.72 | |

Black Sluice Internal Drainage Board

Income & Expenditure Summary

2018/19

Period 06 - September 2018

| | This Year | Last Year | Variance |
|--------------------------------|----------------|----------------|-----------------|
| Drainage Rates | 1,032,561 | 997,778 | 34,783 |
| Special Levies | 518,534 | 508,947 | 9,587 |
| Recoverable | 96,096 | 565,968 | (469,872) |
| Misc Income | 18,622 | 96,826 | (78,203) |
| Solar Panel Income | 14,193 | 12,145 | 2,048 |
| | 1,680,006 | 2,181,663 | (501,658) |
| Employment Costs | 543,217 | 555,860 | 12,643 |
| Property | 80,548 | 26,477 | (54,071) |
| General Expenses | 91,615 | 141,078 | 49,463 |
| Materials / Stock | 8,170 | 22,371 | 14,202 |
| Motor & Plant | 99,685 | 91,761 | (7,924) |
| Miscellaneous | 157,188 | 612,103 | 454,916 |
| Recharges | (343,391) | (277,914) | 65,477 |
| Plant | 285,849 | 215,744 | (70,105) |
| Total Expenditure | 922,881 | 1,387,481 | 464,600 |
| Net Surplus / (Deficit) | 757,125 | 794,183 | (37,058) |

Black Sluice Internal Drainage Board

Balance Sheet at Period End

2018/19

Period 06 - September 2018

| | <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 | 768,508 | | 877,147 | |
| Fixed Assets | | 5,499,212 | | 5,607,851 |
| Stock | 33,771 | | 27,179 | |
| Debtors Cont | 120,396 | | 136,292 | |
| VAT | (461) | | 55,459 | (23,298) |
| Grants Debtor | (16,320) | | (16,320) | |
| Car Loans | 19,105 | | 40,776 | |
| Prepayments | 25,834 | | 13,062 | |
| Draw Acc | (15,498) | | (12,279) | |
| Call Acc | 310,512 | | 314,914 | |
| Petty Cash | 174 | | 303 | |
| Highland Water | 202 | | 5,442 | |
| Rechargeable Work in Progress | 73,862 | | 116,532 | |
| Natwest Government Procurement C | (883) | | (1,321) | |
| Brewin Dolphin Investment | 497,958 | | 0 | |
| Reserve Account | 1,138,501 | | 1,171,261 | |
| Total Current Assets | | 2,187,154 | | 1,851,299 |
| Trade Creditors | (12,000) | | 21 | |
| PAYE & NI Control Account | (21,255) | | (19,505) | |
| Superannuation Contrl Account | (5,756) | | (12,637) | |
| Union Subs Control Account | 0 | | (99) | |
| Accruals | (154,601) | | (196,847) | |
| Wag & Sal Cont | 0 | | 0 | |
| Wage Adv | 0 | | 0 | |
| Suspense | (0) | | (0) | |
| Total Liabilities | | (193,612) | | (229,068) |
| Pension Liability | | (3,353,000) | | (3,343,000) |
| | | 4,139,755 | | 3,887,082 |
| Capital Outlay | 5,493,709 | | 5,450,044 | |
| Pension Reserve | (3,353,000) | | (3,343,000) | |
| Total Capital | | 2,140,709 | | 2,107,044 |
| General Reserve | 1,166,811 | | 910,190 | |
| Development Reserve | 153,405 | | 128,265 | |
| Plant Reserve | (118,398) | | (87,474) | |
| Wage On-Cost Reserve | 40,103 | | 34,874 | |
| Surplus/Deficit in Period | 757,125 | | 794,183 | |
| Total Reserves | | 1,999,046 | | 1,780,039 |
| | | 4,139,755 | 0 | 3,887,082 |
| <u>Cash & Bank Balances</u> | | | | |
| Drawings Account | | (15,498) | | |
| Call Account | | 10,512 | 310,512 | |
| Natwest Reserve Account @ 0.01% | | 1,138,501 | | |
| Petty Cash | | 174 | | |
| Chargecard | | (883) | | |
| Monmouthshire BS @ 0.15% | | 300,000 | 30 Day Notice | |
| | | 1,432,806 | | |

Black Sluice Internal Drainage Board Investment Summary 2018/19 Period 06 - September 2018

Portfolio Overview

OWNER NAME

Black Sluice Internal Drainage Board -
New Account

LAST 12 MONTHS PERFORMANCE

-0.39%



TOTAL VALUE

497,958.34 GBP

ESTIMATED ANNUAL INCOME

17,514.65 GBP

INVESTMENT OBJECTIVE

Income

MANAGEMENT TYPE

Discretionary

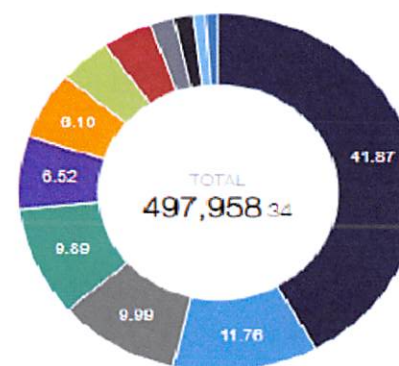
RISK PROFILE

Risk Level 3

My Accounts

| ACCOUNT | TOTAL CASH | TOTAL STOCK | TOTAL VALUE | TOTAL INCOME |
|-----------|--------------|----------------|----------------|---------------|
| BLACK1665 | 5,200.01 GBP | 492,758.33 GBP | 497,958.34 GBP | 17,514.65 GBP |
| | 5,200.01 GBP | 492,758.33 GBP | 497,958.34 GBP | 17,514.65 GBP |

Portfolio Summary



UK Bonds
209,497.08
GBP

Absolute Return
49,729.02
GBP

Overseas Bonds
32,491.03
GBP

North American Equities
21,531.58
GBP

Asia Pacific Equities
9,828.00
GBP

Cash
5,200.01
GBP

UK Equities
59,541.07
GBP

Property
49,227.40
GBP

Other Investments
30,359.90
GBP

Global Investments
20,102.95
GBP

European Equities
7,341.10
GBP

Japanese Equities
4,018.40
GBP

Black Sluice Internal Drainage Board

2018/19 Forecast

Quarter 2 - Period 6 - September 2018

| Description | 2018/19 Budget | 2018/19 Forecast | Difference | Q1 | Q2 | Q3 | Q4 |
|--------------------------------|-------------------|---------------------|------------------|------------------|------------------|----------------|------------------|
| | | | | Actual | Actual | Forecast | Forecast |
| Rates & Levies | 2,074,446 | 2,091,472 | 17,026 | 1,270,382 | 280,713 | 536,048 | 4,329 |
| Interest & Grants | 234,996 | 9,009 | (225,987) | 435 | 727 | 2,730 | 5,117 |
| Development Fund | 5,000 | 5,000 | 0 | 0 | 0 | 0 | 5,000 |
| Other Income | 19,266 | 89,827 | 70,561 | 15,632 | 3,040 | 64,569 | 6,586 |
| Rechargeable Profit | 12,500 | 33,221 | 20,721 | 14 | 10,932 | 21,025 | 1,250 |
| Solar Income | 15,864 | 18,399 | 2,535 | 6,251 | 7,942 | 1,729 | 2,477 |
| Total Income | 2,362,072 | 2,246,927 | (115,145) | 1,292,713 | 303,354 | 626,101 | 24,759 |
| Capital Schemes | 473,700 | 244,832 | 228,868 | 13,921 | 12,975 | 16,686 | 201,250 |
| Pumping Station Maintenance | 369,994 | 393,292 | (23,298) | 119,056 | 72,439 | 82,128 | 119,669 |
| Drain Maintenance | 750,000 | 768,390 | (18,390) | 73,621 | 246,327 | 221,354 | 227,088 |
| Environmental Schemes | 20,002 | 20,790 | (788) | 4,667 | 1,627 | 6,927 | 7,569 |
| Administration & Establishment | 510,614 | 540,501 | (29,887) | 136,907 | 117,468 | 137,232 | 148,894 |
| EA Precept | 276,552 | 276,552 | 0 | 138,276 | 0 | 138,276 | 0 |
| Solar Expenses | 2,311 | 3,076 | (765) | 344 | 752 | 0 | 1,981 |
| Total Expenditure | 2,403,173 | 2,247,434 | 155,739 | 486,792 | 451,588 | 602,603 | 706,451 |
| Surplus / Deficit | (41,101) | (507) | 40,594 | 805,921 | (148,234) | 23,498 | (681,692) |

Black Sluice Internal Drainage Board

2018/19

Quarter 2 - Period 6 - September 2018

| Account | Description | 2018/19 Budget | 2018/19 Estimate | Variance | April Actual 01 | May Actual 02 | June Actual 03 | July Actual 04 | August Actual 05 | September Actual 06 | October Forecast 07 | November Forecast 08 | December Forecast 09 | January Forecast 10 | February Forecast 11 | March Forecast 12 |
|---------------------|------------------------------------|------------------|------------------|------------------|-----------------|----------------|----------------|----------------|------------------|---------------------|---------------------|----------------------|----------------------|---------------------|----------------------|-------------------|
| 8001 | Drainage Rates | 1,056,549 | 1,054,404 | (2,145) | 260,714 | 358,351 | 132,782 | 190,608 | 39,111 | 50,995 | 8,481 | 6,369 | 2,664 | 543 | 312 | 3,474 |
| 8002 | Special Levies | 1,017,897 | 1,037,068 | 19,171 | | 63,109 | 455,425 | | | | | 63,109 | 455,425 | | | |
| | Rates & Levies | 2,074,446 | 2,091,472 | 17,026 | 260,714 | 421,460 | 588,207 | 190,608 | 39,111 | 50,995 | 8,481 | 69,478 | 458,089 | 543 | 312 | 3,474 |
| 8007 | Interest | 996 | 9,009 | 8,013 | 43 | 181 | 210 | 263 | 269 | 195 | 630 | 1,090 | 1,010 | 1,707 | 1,561 | 1,849 |
| 8008 | Grants | 234,000 | | (234,000) | | | | | | | | | | | | |
| | Interest & Grants | 234,996 | 9,009 | (225,987) | 43 | 181 | 210 | 263 | 269 | 195 | 630 | 1,090 | 1,010 | 1,707 | 1,561 | 1,849 |
| 8013 | Use of Dev Fund | 5,000 | 5,000 | | | | | | | | | | | | | 5,000 |
| | Development Fund | 5,000 | 5,000 | | | | | | | | | | | | | 5,000 |
| 8003 | Rents | 6,565 | 7,366 | 801 | 3,365 | 300 | 1,001 | 300 | 300 | 300 | 300 | 300 | 300 | 300 | 300 | 300 |
| 8004 | Consents | 2,200 | 10,000 | 7,800 | | 7,750 | 1,050 | 250 | 350 | | | | | | | |
| 8010 | Highland Water | 5,500 | 5,754 | 254 | | | | | | | 4,603 | | | | | 1,151 |
| 8012 | Misc Inc | 5,001 | 66,706 | 61,705 | 1,500 | 665 | | | | 1,540 | | | 58,766 | 187 | 255 | 3,793 |
| | Other Income | 19,266 | 89,827 | 70,561 | 4,865 | 8,715 | 2,051 | 550 | 650 | 1,840 | 5,003 | 400 | 59,166 | 587 | 655 | 5,344 |
| <<7000.7999 | Rechargeable Profit | 12,500 | 33,221 | 20,721 | | (324) | 338 | 3,514 | 7,844 | (426) | | 375 | 20,650 | | | 1,250 |
| | Rechargeable Profit | 12,500 | 33,221 | 20,721 | | (324) | 338 | 3,514 | 7,844 | (426) | | 375 | 20,650 | | | 1,250 |
| 8020 | Solar Income - Swineshead PS | 1,776 | 1,855 | 79 | 207 | 259 | 242 | 465 | 99 | 158 | 95 | 46 | 33 | 33 | 72 | 146 |
| 8021 | Solar Income - Swineshead HQ | 4,056 | 6,301 | 2,245 | 416 | 912 | 416 | 875 | 2,168 | 394 | 250 | 118 | 92 | 117 | 184 | 359 |
| 8022 | Solar Income - Donington NI PS | 1,194 | 1,235 | 41 | 127 | 171 | 159 | 300 | 63 | 98 | 71 | 34 | 26 | 31 | 52 | 103 |
| 8023 | Solar Income - Chainbridge PS | 1,194 | 1,291 | 97 | 127 | 193 | 170 | 268 | 114 | 103 | 71 | 34 | 26 | 31 | 52 | 103 |
| 8024 | Solar Income - Wyberton PS | 1,194 | 1,210 | 16 | 127 | 168 | 154 | 288 | 63 | 95 | 71 | 34 | 26 | 31 | 52 | 103 |
| 8025 | Solar Income - Great Hale PS | 705 | 698 | (7) | 75 | 91 | 89 | 165 | 37 | 53 | 42 | 20 | 15 | 18 | 31 | 61 |
| 8026 | Solar Income - Holland Fen PS | 925 | 1,108 | 183 | 99 | 186 | 146 | 276 | 61 | 94 | 55 | 26 | 20 | 24 | 41 | 80 |
| 8027 | Solar Income - Cooks Lock PS | 821 | 946 | 125 | 88 | 152 | 117 | 234 | 55 | 83 | 49 | 23 | 18 | 21 | 36 | 71 |
| 8028 | Solar Income - Gosberton PS | 1,329 | 848 | (481) | 142 | 19 | 87 | 451 | (255) | 53 | 79 | 37 | 29 | 34 | 58 | 115 |
| 8029 | Solar Income - Black Hole Drove PS | 767 | 903 | 136 | 82 | 145 | 120 | 225 | 49 | 79 | 45 | 22 | 16 | 20 | 34 | 66 |
| 8030 | Solar Income - Heckington PS | 664 | 646 | (18) | 71 | 83 | 83 | 151 | 37 | 46 | 39 | 19 | 14 | 17 | 29 | 58 |
| 8031 | Solar Income - Damford PS | 575 | 490 | (85) | 61 | 50 | 60 | 126 | 7 | 34 | 34 | 16 | 12 | 15 | 25 | 50 |
| 8032 | Solar Income - Dowsby Fen PS | | 507 | 507 | | 164 | 89 | (125) | 325 | 54 | | | | | | |
| 8033 | Solar Income - Dyke Fen PS | 664 | 361 | (303) | 71 | 2 | 31 | 61 | 8 | 11 | 39 | 19 | 14 | 17 | 29 | 58 |
| | Solar Panel Income | 15,864 | 18,399 | 2,535 | 1,693 | 2,595 | 1,963 | 3,757 | 2,829 | 1,356 | 940 | 448 | 341 | 409 | 695 | 1,373 |
| Total Income | | 2,362,072 | 2,246,927 | (115,145) | 267,316 | 432,628 | 592,769 | 198,692 | 50,703 | 53,959 | 15,054 | 71,791 | 539,256 | 3,246 | 3,223 | 18,290 |
| 1035 | Kirton Meeres Long Culvert | | 629 | (629) | (21,256) | 26,607 | | 777 | | | | | | | | (5,500) |
| 1037 | Graft Drain Improvements | 20,000 | | | | | | | | | | | | | | 20,000 |
| 1042 | Malting Lane | | | | | | | | | (60,500) | | | | | 60,500 | |
| 1222 | Clay Dyke Cleansing | | 393 | (393) | | | | 393 | | | | | | | | |
| 1226 | Swaton Bank Stability 17/18 | | 8,000 | (8,000) | | | | | | | 8,000 | | | | | |
| 1227 | Scredington Beck Improve 17/18 | | 10,470 | (10,470) | 470 | | | | | | | 10,000 | | | | |
| 1228 | Jetting Major Pipelines 18/19 | 55,000 | 55,000 | | | | | | | | | | 13,750 | 13,750 | 13,750 | 13,750 |
| 1229 | NFF Revetments/Pipeline 18/19 | 50,000 | 13,111 | 36,889 | | | | | | | (16,889) | | | | | 30,000 |
| 1300 | General Culvert Replacement | 68,200 | 21,524 | 46,676 | 649 | 6,723 | 618 | 3,535 | | | | | | 5,000 | 5,000 | |
| 1156 | Gosberton PS - Weedscreen 17/18 | | 84 | (84) | | | 84 | | | | | | | | | |
| 1159 | Donington NI Weedscreen 18/19 | 90,000 | 107,000 | (17,000) | | | | | | | 90,000 | | | | | 17,000 |
| 1160 | Mallard Hurn PS Roof 18/19 | 10,000 | (1,703) | 11,703 | | 27 | | | | 8,271 | (10,000) | | | | | |
| 1161 | Sempringham PS Refurb 18/19 | 180,500 | 10,325 | 170,175 | | | | | | | (17,675) | | | | | 28,000 |
| | Schemes | 473,700 | 244,832 | 228,868 | (20,138) | 33,357 | 702 | 4,705 | | 8,271 | (15,064) | 8,000 | 23,750 | 18,750 | 79,250 | 103,250 |
| 3002 | Summer Cutting | 425,000 | 437,243 | (12,243) | 6,455 | 8,805 | 10,923 | 76,824 | 81,982 | 71,785 | 90,613 | 58,099 | 31,758 | | | |
| 3006 | Drain Maintenance | 240,000 | 243,711 | (3,711) | 17,085 | 18,990 | 9,938 | 11,191 | 1,034 | 824 | 2,525 | | 19,949 | 52,811 | 58,719 | 50,646 |
| 3008 | Bushing | 65,000 | 67,436 | (2,436) | 2,098 | 927 | | 239 | | | | 5,013 | 13,397 | 28,404 | 9,700 | 7,658 |
| 3010 | Jetting | 20,000 | 20,000 | | (1,600) | | | 2,450 | | | | | | | | 19,150 |
| | Drain Maintenance | 750,000 | 768,390 | (18,390) | 24,037 | 28,722 | 20,861 | 90,703 | 83,015 | 72,608 | 93,138 | 63,112 | 65,104 | 81,215 | 87,569 | 58,304 |
| 3011 | Environmental | 10,001 | 10,645 | (644) | 81 | 81 | 81 | 185 | 253 | 700 | 64 | 370 | 1,263 | 5,705 | 1,491 | 373 |
| 3012 | Rubbish Collection | 5,000 | 5,144 | (144) | 3,927 | 499 | | 120 | | 370 | 229 | | | | | |
| 3013 | Environmental Surveying | 5,001 | 5,001 | | | | | | | | 644 | 3,595 | 762 | | | |
| | Environmental Schemes | 20,002 | 20,790 | (788) | 4,008 | 579 | 81 | 304 | 253 | 1,070 | 937 | 3,965 | 2,025 | 5,705 | 1,491 | 373 |
| 4001 | Admin Salary | 380,000 | 390,488 | (10,488) | 29,849 | 32,473 | 32,670 | 32,709 | 33,383 | 29,237 | 33,500 | 36,000 | 31,000 | 32,553 | 32,506 | 34,609 |
| | Administration Staff Costs | 380,000 | 390,488 | (10,488) | 29,849 | 32,473 | 32,670 | 32,709 | 33,383 | 29,237 | 33,500 | 36,000 | 31,000 | 32,553 | 32,506 | 34,609 |
| 4002 | New Office | 10,000 | 24,275 | (14,275) | (578) | 1,149 | 628 | 1,857 | 649 | 690 | 484 | 567 | 655 | 797 | 16,369 | 1,009 |
| 4003 | Administration | 48,200 | 46,762 | 1,438 | 6,641 | 4,244 | 4,804 | 3,698 | 4,503 | 193 | 4,370 | 2,054 | 2,219 | 8,293 | 5,612 | 132 |
| | Establishment Costs | 58,200 | 71,037 | (12,837) | 6,064 | 5,393 | 5,431 | 5,554 | 5,151 | 883 | 4,854 | 2,621 | 2,874 | 9,090 | 21,981 | 1,141 |
| 4005 | Environment Agency Precept | 276,552 | 276,552 | | | | 138,276 | | | | | 138,276 | | | | |
| | EA Precept | 276,552 | 276,552 | | | | 138,276 | | | | | 138,276 | | | | |
| 4004 | Miscellaneous | 7,214 | 11,129 | (3,915) | 1,248 | 306 | 12,939 | (5,860) | (378) | 203 | 56 | 70 | 617 | 245 | 59 | 1,622 |
| 4006 | Inspection | 5,500 | 2,328 | 4,172 | 265 | 579 | (17) | 1 | | | | | | | | 1,500 |
| 4007 | Election | 1,500 | 1,500 | | | | | | | | | | | | | |
| 4010 | Equipment / Building Maint | 15,000 | 14,836 | 164 | | | 18 | | 3,818 | | 6,000 | | 2,500 | | 2,500 | |
| | Miscellaneous Charges | 30,214 | 28,293 | 1,921 | 1,513 | 904 | 12,923 | (5,859) | 3,440 | 203 | 6,056 | 70 | 3,117 | 245 | 4,059 | 1,622 |
| 5001 | Depot | 42,000 | 45,608 | (3,608) | 2,824 | 3,963 | 2,901 | 6,836 | 2,812 | 3,119 | 3,381 | 5,268 | 3,491 | 3,623 | 3,924 | 3,466 |
| 5003 | Hessle Drive | 200 | 5,075 | (4,875) | | | | | | | | 5,000 | | 75 | | |
| | Depot Costs | 42,200 | 50,683 | (8,483) | 2,824 | 3,963 | 2,901 | 6,836 | 2,812 | 3,119 | 3,381 | 10,268 | 3,491 | 3,698 | 3,924 | 3,466 |
| 5020 | Solar Expenses - Swineshead PS | 165 | 342 | (177) | 101 | | | | | 241 | | | | | | |
| 5021 | Solar Expenses - Swineshead HQ | 165 | 725 | (560) | 214 | | | | | 511 | | | | | | |
| 5022 | Solar Expenses - Donington NI | 165</ | | | | | | | | | | | | | | |

BLACK SLUICE INTERNAL DRAINAGE BOARD

BOARD MEETING - 7th NOVEMBER 2018

AGENDA ITEM No 13

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. Cope Safety management have been employed since June 2014 on a five year contract to act as our Health & Safety Advisors.

The cost to the Board is £1,345.20 per annum. The Operations Manager carries out day to day management of Health and Safety with onsite inspections undertaken by the Works Manager and the Planning & Enforcement Officer who have NEBOSH qualification.

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

Full Day - 05/07/2018 with a further half day to be 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 2019.

During the period 25th October 2017 to 24th October 2018 there has been 2 near miss reports.

| Date | Report |
|----------|---|
| 04.01.18 | Cab guard falling off during low loader transit |
| 19.07.18 | Twiga SPV2 over culvert edge requiring recovery |

4. Four accidents have been recorded in the Accident book during the period 25th October 2017 to 24th October 2018.

| Date | Accident | Weighting |
|----------|--------------------|-----------|
| 25.04.18 | Fractured toe | 1 |
| 01.05.18 | Hit Head | 1 |
| 23.10.18 | Wasp sting eyelid | 1 |
| 24.10.18 | Metal shard in eye | 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> |
|-------------|-------------|---|
| A Scott | 06/12/17 | Spearhead - Twiga |
| A Scott | 20/12/17 | Lantra - Chipper/Shredder |
| A Scott | 22/12/17 | Cope Safety - Manual Handling/site safety awareness |
| A Scott | 30/01/18 | SHOC - Overhead Cable Awareness |
| A Scott | 17/05/18 | Teleporter |
| A Scott | 24/05/18 | Nifty Lift |
| A Scott | 12/06/18 | SHOC - Underground Cable Awareness |
| A Scott | 25/06/18 | Emergency First Aid at Work |
| D Roy | 06/12/17 | Spearhead - Twiga |
| D Roy | 20/12/17 | Lantra - Chipper/Shredder |
| D Roy | 22/12/17 | Cope Safety - Manual Handling/site safety awareness |
| D Roy | 30/01/18 | SHOC - Overhead Cable Awareness |
| D Roy | 12/06/18 | SHOC - Underground Cable Awareness |
| G Warnes | 22/12/17 | Cope Safety - Manual Handling/site safety awareness |
| G Warnes | 30/01/18 | SHOC - Overhead Cable Awareness |
| G Warnes | 06/06/18 | Teleporter |
| G Warnes | 12/06/18 | SHOC - Underground Cable Awareness |
| G Warnes | 25/06/18 | Emergency First Aid at Work |
| R Banham | 06/12/17 | Spearhead - Twiga |
| R Banham | 20/12/17 | Lantra - Chipper/Shredder |
| R Banham | 22/12/17 | Cope Safety - Manual Handling/site safety awareness |
| R Banham | 01/12/17 | Lantra - Chainsaw maintenance and crosscut |
| R Banham | 30/01/18 | SHOC - Overhead Cable Awareness |
| R Banham | 12/06/18 | SHOC - Underground Cable Awareness |
| R Banham | 25/06/18 | Emergency First Aid at Work |
| K Wiseman | 22/12/17 | Cope Safety - Manual Handling/site safety awareness |
| K Wiseman | 30/01/18 | SHOC - Overhead Cable Awareness |
| K Wiseman | 12/06/18 | SHOC - Underground Cable Awareness |
| K Wiseman | 25/06/18 | Emergency First Aid at Work |
| M Henton | 12/04/18 | SHOC - Overhead Cable Awareness |
| M Henton | 12/06/18 | SHOC - Underground Cable Awareness |

| | | |
|-------------|----------|---|
| M Henton | 22/12/17 | SHOC - Underground Cable Awareness |
| M Henton | 25/06/18 | Emergency First Aid at Work |
| M Lancaster | 22/12/17 | Cope Safety - Manual Handling/site safety awareness |
| M Lancaster | 12/04/18 | SHOC - Overhead Cable Awareness |
| M Lancaster | 12/06/18 | SHOC - Underground Cable Awareness |
| M Lancaster | 25/06/18 | Emergency First Aid at Work |
| M Wood | 22/12/17 | Cope Safety - Manual Handling/site safety awareness |
| M Wood | 12/04/18 | SHOC - Overhead Cable Awareness |
| M Wood | 25/06/18 | Emergency First Aid at Work |
| M Wood | 06/12/17 | Spearhead - Twiga |
| P Reynolds | 20/12/17 | Lantra - Chipper/Shredder |
| P Reynolds | 22/12/17 | Cope Safety - Manual Handling/site safety awareness |
| P Reynolds | 01/12/17 | Lantra - Chainsaw maintenance and crosscut |
| P Reynolds | 12/04/18 | SHOC - Overhead Cable Awareness |
| P Reynolds | 12/06/18 | SHOC - Underground Cable Awareness |
| P Reynolds | 25/06/18 | Emergency First Aid at Work |
| R Smith | 17/05/18 | Teleporter |
| R Smith | 22/12/17 | Cope Safety - Manual Handling/site safety awareness |
| R Smith | 12/04/18 | SHOC - Overhead Cable Awareness |
| R Smith | 12/06/18 | SHOC - Underground Cable Awareness |
| R Smith | 25/06/18 | Emergency First Aid at Work |
| S Brown | 06/06/18 | Teleporter |
| S Brown | 24/05/18 | Nifty Lift |
| S Brown | 22/12/17 | Cope Safety - Manual Handling/site safety awareness |
| S Brown | 12/04/18 | SHOC - Overhead Cable Awareness |
| S Brown | 12/06/18 | SHOC - Underground Cable Awareness |
| S Brown | 25/06/18 | Emergency First Aid at Work |
| T Wilson | 17/05/18 | Teleporter |
| T Wilson | 24/05/18 | Nifty Lift |
| T Wilson | 20/12/17 | Lantra - Chipper/Shredder |
| T Wilson | 12/04/18 | SHOC - Overhead Cable Awareness |
| T Wilson | 12/06/18 | SHOC - Underground Cable Awareness |
| T Wilson | 22/12/17 | Cope Safety - Manual Handling/site safety awareness |
| T Wilson | 25/06/18 | Emergency First Aid at Work |
| P Green | 06/06/18 | Teleporter |
| P Green | 30/01/18 | SHOC - Overhead Cable Awareness |
| P Green | 12/06/18 | SHOC - Underground Cable Awareness |
| P Green | 25/06/18 | Emergency First Aid at Work |

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

P Nicholson
Operations Manager

Black Sluice Internal Drainage Board

Printed on 24/10/2018 at 15:51 by JB

From 01/05/2018 To 31/05/2018

Purchase Ledger Payments & Adjustments**Black Sluice Internal Drainage Board****Payments & Adjustments From 01/05/2018 To 31/05/2018**

Page 1

| Account | Date | Type | Ref 1 | Ref 2 | Value | Details |
|---------|------------|---------|----------------------|-------|-----------|--------------------------------|
| CRY001 | 10/05/2018 | Payment | P02 | Bacs | -461.34 | Marshall Nissan |
| ANG103 | 10/05/2018 | Payment | 8059473523 | Bacs | -41.30 | Anglian Water (Black Hole PS) |
| BOS002 | 10/05/2018 | Payment | 26659 | Bacs | -569.04 | Boston Commercial Cleaners Ltd |
| CAR002 | 10/05/2018 | Payment | 43589 | Bacs | -31.54 | J Carr & Son |
| CEM001 | 10/05/2018 | Payment | 3010489506 | Bacs | -1621.00 | Cemex UK Materials Ltd |
| CLA001 | 10/05/2018 | Payment | 68783 | Bacs | -296.60 | Frank Clayton & Son Ltd |
| COP002 | 10/05/2018 | Payment | INV-44053 | Bacs | -134.52 | Cope Safety Management Ltd. |
| COV001 | 10/05/2018 | Payment | 10592 | Bacs | -102.00 | Cover Up |
| CRA001 | 10/05/2018 | Payment | 55398 | Bacs | -33.67 | Craven & Nicholas Ltd |
| CRA004 | 10/05/2018 | Payment | 6935 | Bacs | -27.24 | Craftwork Engineering Ltd |
| CRP001 | 10/05/2018 | Payment | CRPS/BSLUICE/02MAY18 | Bacs | -40.00 | C & R Property Services |
| DON001 | 10/05/2018 | Payment | DIN0010075 | Bacs | -13.08 | Donington Engineering Supplies |
| DRA003 | 10/05/2018 | Payment | 181900 | Bacs | -1020.00 | Drayton Welding |
| ENG001 | 10/05/2018 | Payment | 39532 | Bacs | -25253.85 | Engineering & Hire Ltd |
| GRE004 | 10/05/2018 | Payment | 32655 | Bacs | -175.32 | Mervyn Greatrix |
| HAR001 | 10/05/2018 | Payment | 23158789 | Bacs | -304.71 | TC Harrison JCB |
| HGV001 | 10/05/2018 | Payment | VBCV157115 | Bacs | -297.22 | HGV Truck Parts |
| HUT001 | 10/05/2018 | Payment | H 26316 | Bacs | -316.80 | Hutsons Signs |
| IDS001 | 10/05/2018 | Payment | 45956 | Bacs | -501.42 | iD Specialist Machinery |
| ILI001 | 10/05/2018 | Payment | LPH/gh/APP | Bacs | -30679.38 | iLine Technologies Ltd |
| INL001 | 10/05/2018 | Payment | 2018- P01 | Bacs | -20000.67 | HM Revenue & Customs |
| INT002 | 10/05/2018 | Payment | 5296 | Bacs | -834.00 | InterLec |
| JKH001 | 10/05/2018 | Payment | 42859 | Bacs | -896.40 | JKH Drainage |
| LAR001 | 10/05/2018 | Payment | 62064 | Bacs | -52.74 | Ray Larrington Hydraulics |
| LIN002 | 10/05/2018 | Payment | 2018- P01 | Bacs | -21506.19 | Lincolnshire C C Pension Fund |
| MOT001 | 10/05/2018 | Payment | BTT140247 | Bacs | -5.10 | Motor Parts Direct Limited |
| NAV001 | 10/05/2018 | Payment | 35890 | Bacs | -2367.25 | Navitron |

| Account | Date | Type | Ref 1 | Ref 2 | Value | Details |
|---------|------------|---------|-------------|------------|----------|--------------------------------|
| ORI001 | 10/05/2018 | Payment | 101179 | Bacs | -1112.40 | Oriel Systems Ltd |
| PRE005 | 10/05/2018 | Payment | 1224 | Bacs | -759.60 | Premier Conditioned Air Servic |
| RIN001 | 10/05/2018 | Payment | 35691 | Bacs | -428.40 | Ringrose Law |
| SRP001 | 10/05/2018 | Payment | C0116273 | Bacs | -182.40 | SRP Toilet Hire |
| SWI001 | 10/05/2018 | Payment | BN045697 | Bacs | -183.22 | Switch Electrical WholesaleLtd |
| TAY002 | 10/05/2018 | Payment | 53000707 | Bacs | -509.40 | Taylor's of Boston |
| TFM001 | 10/05/2018 | Payment | 237595 | Bacs | -479.51 | TFM Supplies |
| THO001 | 10/05/2018 | Payment | 12636 | Bacs | -600.00 | TFM Country Store |
| TRA006 | 10/05/2018 | Payment | 0877441057 | Bacs | -42.98 | Trade UK |
| UNI001 | 10/05/2018 | Payment | 2018- P01 | Bacs | -101.25 | Unison |
| WAK001 | 10/05/2018 | Payment | 10852 | Bacs | -252.00 | Wakefield Autos |
| WEL004 | 10/05/2018 | Payment | 2332 | Bacs | -1219.92 | Wells Plant Hire |
| WIT001 | 10/05/2018 | Payment | INV03684 | Bacs | -174.24 | Witham Fourth IDB |
| WOO001 | 10/05/2018 | Payment | 971527 | Bacs | -269.12 | Woodco Business Machines |
| ANG102 | 23/05/2018 | Payment | 9065128135 | Bacs | -13.06 | Anglian Water (Holland Fen PS) |
| ASH001 | 23/05/2018 | Payment | 17126364 | Bacs | -31.27 | Ashtead Plant Hire Co Ltd |
| BLU001 | 23/05/2018 | Payment | 23472 | Bacs | -29.16 | Blue Line Trailers |
| CEM001 | 23/05/2018 | Payment | 3010489507 | Bacs | -552.72 | Cemex UK Materials Ltd |
| COLA001 | 23/05/2018 | Payment | 2515 | Bacs | -1062.00 | Cola Training Services |
| DIC001 | 23/05/2018 | Payment | 3675 | Bacs | -288.00 | D & J Dickinson |
| ELL002 | 23/05/2018 | Payment | P20691 | Bacs | -106.33 | Ellgia Ltd |
| HAR001 | 23/05/2018 | Payment | 23159192 | Bacs | -330.74 | TC Harrison JCB |
| HGV001 | 23/05/2018 | Payment | VBCV158220 | Bacs | -16.94 | HGV Truck Parts |
| IDS001 | 23/05/2018 | Payment | 45993 | Bacs | -92.08 | iD Specialist Machinery |
| LIN002 | 23/05/2018 | Payment | 10059808 | Bacs | -397.65 | Lincolnshire C C Pension Fund |
| MOT001 | 23/05/2018 | Payment | BTT140452 | Bacs | -48.58 | Motor Parts Direct Limited |
| SWI001 | 23/05/2018 | Payment | BN046036 | Bacs | -104.39 | Switch Electrical WholesaleLtd |
| TRA002 | 23/05/2018 | Payment | 9146 AGI772 | Bacs | -647.08 | Travis Perkins Trading Co Ltd. |
| CRO004 | 23/05/2018 | Payment | 000245 | Cheque | -85.51 | CROP LOSS |
| BAR005 | 10/05/2018 | Payment | P02 | Direct Deb | -82.64 | Barclaycard Merchant Services |
| BAR005 | 10/05/2018 | Payment | P02 | Direct Deb | -23.47 | Barclaycard Merchant Services |
| SWA001 | 10/05/2018 | Payment | P02 | Direct Deb | -105.72 | Swalec |
| PAY001 | 17/05/2018 | Payment | P02 | Direct Deb | -13.20 | Payzone UK Limited |

| Account | Date | Type | Ref 1 | Ref 2 | Value | Details |
|---------|------------|---------|-------|------------|------------|--------------------------------|
| TOM002 | 17/05/2018 | Payment | P02 | Direct Deb | -193.32 | TomTom |
| WOL001 | 21/05/2018 | Payment | P02 | Direct Deb | -24909.29 | Woldmarsh Producers Ltd |
| BRI001 | 21/05/2018 | Payment | P02 | Direct Deb | -1634.86 | British Telecom |
| EVE002 | 21/05/2018 | Payment | P02 | Direct Deb | -968.24 | Everything Everywhere |
| ENV001 | 31/05/2018 | Payment | P03 | Bacs | -138276.00 | Environment Agency |
| SCO003 | 31/05/2018 | Payment | P03 | Bacs | -868.88 | J Scott (Builder) |
| BOS001 | 29/05/2018 | Payment | P03 | Direct Deb | -2424.00 | Boston Borough Council (Rates) |
| NAT004 | 31/05/2018 | Payment | P03 | Direct Deb | -320.90 | Natwest |
| NAT004 | 31/05/2018 | Payment | P03 | Direct Deb | -5.60 | Natwest |
| SKY002 | 31/05/2018 | Payment | P03 | Direct Deb | -22.60 | Sky UK Ltd |

| Account | Date | Type | Ref 1 | Ref 2 | Value | Details |
|---------|------|------|-------|-------------------|------------|---------|
| | | | | Total Payments | -287551.05 | |
| | | | | Total Discounts | | |
| | | | | Total Adjustments | | |
| | | | | Total Refunds | | |
| | | | | Total | -287551.05 | |

Payments

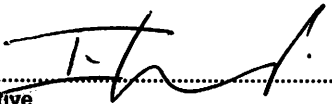
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| Bacs | -256761.70 | Cheque | -85.51 | Direct Deb | -30703.84 | Chargecard |
| Bulk Bacs | | | | | | |

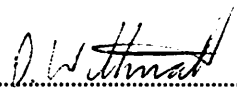
Adjustments

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Refunds

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 Chief Executive

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 Finance Manager

Black Sluice Internal Drainage Board

Printed on 24/10/2018 at 15:52 by JB

From 01/06/2018 To 30/06/2018

Purchase Ledger Payments & Adjustments**Black Sluice Internal Drainage Board****Payments & Adjustments From 01/06/2018 To 30/06/2018**

Page 1

| Account | Date | Type | Ref 1 | Ref 2 | Value | Details |
|---------|------------|---------|------------|-------|-----------|--------------------------------|
| ALA001 | 07/06/2018 | Payment | 514266 | Bacs | -5421.60 | Alarmline Security Ltd |
| CLA001 | 07/06/2018 | Payment | 68946 | Bacs | -424.56 | Frank Clayton & Son Ltd |
| COP002 | 07/06/2018 | Payment | INV-44284 | Bacs | -134.52 | Cope Safety Management Ltd. |
| CRA001 | 07/06/2018 | Payment | 55550 | Bacs | -18.86 | Craven & Nicholas Ltd |
| FIS002 | 07/06/2018 | Payment | 2036368 | Bacs | -820.80 | Fisher German LLP |
| GUA001 | 07/06/2018 | Payment | 9640 | Bacs | -253.00 | Guardian Press |
| INL001 | 07/06/2018 | Payment | 2018- P02 | Bacs | -19247.65 | HM Revenue & Customs |
| INT002 | 07/06/2018 | Payment | 5308 | Bacs | -1092.00 | InterLec |
| JAC001 | 07/06/2018 | Payment | BTN/331702 | Bacs | -50.04 | Jackson Buildbase |
| KIN007 | 07/06/2018 | Payment | 2111 | Bacs | -460.00 | Kings |
| LIN002 | 07/06/2018 | Payment | 2018- P02 | Bacs | -22197.96 | Lincolnshire C C Pension Fund |
| SHO001 | 07/06/2018 | Payment | SH990 | Bacs | -1560.00 | SHOC Consultancy Ltd |
| SYS001 | 07/06/2018 | Payment | 122270 | Bacs | -84.00 | Systematic Print Management |
| TRA006 | 07/06/2018 | Payment | 0883235986 | Bacs | -11.38 | Trade UK |
| UNI001 | 07/06/2018 | Payment | 2018- P02 | Bacs | -101.25 | Unison |
| WOO001 | 07/06/2018 | Payment | 971724 | Bacs | -443.56 | Woodco Business Machines |
| HMR001 | 11/06/2018 | Payment | P03 | Bacs | -3297.44 | HMRC (VAT) |
| ASH001 | 21/06/2018 | Payment | 17253619 | Bacs | -148.61 | Ashtead Plant Hire Co Ltd |
| BLU001 | 21/06/2018 | Payment | 23642 | Bacs | -30.00 | Blue Line Trailers |
| BOC001 | 21/06/2018 | Payment | 3047518695 | Bacs | -962.84 | BOC |
| BOS002 | 21/06/2018 | Payment | 26740 | Bacs | -711.30 | Boston Commercial Cleaners Ltd |
| BUS002 | 21/06/2018 | Payment | BO200966 | Bacs | -27.60 | B A Bush & Son Ltd |
| CHA001 | 21/06/2018 | Payment | 417603 | Bacs | -47.48 | Chandlers (Farm Equipment) Ltd |
| CLA001 | 21/06/2018 | Payment | 69132 | Bacs | -336.23 | Frank Clayton & Son Ltd |
| CRA004 | 21/06/2018 | Payment | 7170 | Bacs | -3.48 | Craftwork Engineering Ltd |
| DOU001 | 21/06/2018 | Payment | 420636 | Bacs | -50.21 | John W Doubleday Limited |
| HAR001 | 21/06/2018 | Payment | 23159398 | Bacs | -24.47 | TC Harrison JCB |

| Account | Date | Type | Ref 1 | Ref 2 | Value | Details |
|---------|------------|---------|------------------|------------|-----------|--------------------------------|
| HGV001 | 21/06/2018 | Payment | VBCV160290 | Bacs | -238.99 | HGV Truck Parts |
| IDS001 | 21/06/2018 | Payment | 46119 | Bacs | -76.63 | iD Specialist Machinery |
| IRE001 | 21/06/2018 | Payment | 211115 | Bacs | -919.34 | Irelands Farm Machinery Ltd |
| LIV001 | 21/06/2018 | Payment | 19-1-5320 | Bacs | -1520.00 | LIVES Training |
| ORI001 | 21/06/2018 | Payment | 101181 | Bacs | -11700.01 | Oriel Systems Ltd |
| OVI001 | 21/06/2018 | Payment | 34446 | Bacs | -210.26 | Ovivo UK Ltd |
| ROY002 | 21/06/2018 | Payment | 1802032483 | Bacs | -944.40 | Royal Mail Group Ltd |
| SHO | 21/06/2018 | Payment | 44 Ref Inv 40675 | Bacs | -1108.80 | Fenflow Ltd |
| SHO001 | 21/06/2018 | Payment | SH1026 | Bacs | -1140.00 | SHOC Consultancy Ltd |
| SKY001 | 21/06/2018 | Payment | SI-18254 | Bacs | -792.00 | Skyreach Access Solutions Ltd |
| SWI001 | 21/06/2018 | Payment | BN046491 | Bacs | -181.32 | Switch Electrical WholesaleLtd |
| TFM001 | 21/06/2018 | Payment | 237893 | Bacs | -74.81 | TFM Supplies |
| WIT002 | 21/06/2018 | Payment | I00110552 | Bacs | -207.65 | Witham Oil & Paint |
| BAR005 | 11/06/2018 | Payment | P03 | Direct Deb | -113.96 | Barclaycard Merchant Services |
| BAR005 | 11/06/2018 | Payment | P03 | Direct Deb | -12.88 | Barclaycard Merchant Services |
| PAY001 | 19/06/2018 | Payment | P03 | Direct Deb | -13.20 | Payzone UK Limited |
| TOM002 | 19/06/2018 | Payment | P03 | Direct Deb | -193.32 | TomTom |
| WOL001 | 20/06/2018 | Payment | P03 | Direct Deb | -41190.75 | Woldmarsh Producers Ltd |
| EVE002 | 20/06/2018 | Payment | P03 | Direct Deb | -970.55 | Everything Everywhere |
| BOS001 | 28/06/2018 | Payment | P04 | Direct Deb | -2424.00 | Boston Borough Council (Rates) |
| NAT004 | 29/06/2018 | Payment | P04 | Direct Deb | -123.76 | Natwest |
| NAT004 | 29/06/2018 | Payment | P04 | Direct Deb | -5.00 | Natwest |

| Account | Date | Type | Ref 1 | Ref 2 | Value | Details |
|---------|------|------|-------|-------------------|------------|---------|
| | | | | Total Payments | -122122.47 | |
| | | | | Total Discounts | | |
| | | | | Total Adjustments | | |
| | | | | Total Refunds | | |
| | | | | Total | -122122.47 | |

Payments

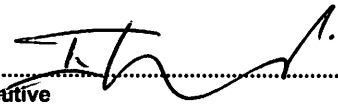
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|-----------|-----------|--------|--|------------|-----------|------------|
| Bacs | -77075.05 | Cheque | | Direct Deb | -45047.42 | Chargecard |
| Bulk Bacs | | | | | | |


Adjustments

| | | | | | | |
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Refunds

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 Chief Executive

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 Finance Manager

Black Sluice Internal Drainage Board

Printed on 24/10/2018 at 15:53 by JB

From 01/07/2018 To 31/07/2018

Purchase Ledger Payments & Adjustments**Black Sluice Internal Drainage Board****Payments & Adjustments From 01/07/2018 To 31/07/2018**

Page 1

| Account | Date | Type | Ref 1 | Ref 2 | Value | Details |
|---------|------------|---------|---------------|-------|-----------|--------------------------------|
| ALA001 | 12/07/2018 | Payment | 13 INV 511170 | Bacs | -108.00 | Alarmline Security Ltd |
| ANG101 | 12/07/2018 | Payment | 9066176244 | Bacs | -118.04 | Anglian Water (Swineshead HQ) |
| ATK001 | 12/07/2018 | Payment | 378 | Bacs | -6500.00 | J E Atkinson & Son |
| BOS002 | 12/07/2018 | Payment | 26816 | Bacs | -569.04 | Boston Commercial Cleaners Ltd |
| BUS001 | 12/07/2018 | Payment | 953360440 | Bacs | -699.62 | British Gas Business |
| CAJ001 | 12/07/2018 | Payment | 60986 | Bacs | -403.20 | C & J Supplies |
| COP002 | 12/07/2018 | Payment | INV-44538 | Bacs | -134.52 | Cope Safety Management Ltd. |
| COV001 | 12/07/2018 | Payment | 10633 | Bacs | -306.00 | Cover Up |
| DOR002 | 12/07/2018 | Payment | 1001167 | Bacs | -537.00 | Dormar Products |
| DRA005 | 12/07/2018 | Payment | 91345 | Bacs | -94.37 | DBAS Ltd |
| DSE001 | 12/07/2018 | Payment | 713 | Bacs | -87.30 | DS Engineering |
| ELL002 | 12/07/2018 | Payment | P43615 | Bacs | -120.72 | Ellgia Ltd |
| HGV001 | 12/07/2018 | Payment | VBCV162121 | Bacs | -119.50 | HGV Truck Parts |
| INL001 | 12/07/2018 | Payment | 2018 - P03 | Bacs | -17721.11 | HM Revenue & Customs |
| IRE001 | 12/07/2018 | Payment | 211270 | Bacs | -5719.30 | Irelands Farm Machinery Ltd |
| JKH001 | 12/07/2018 | Payment | 43154 | Bacs | -1669.20 | JKH Drainage |
| KWM001 | 12/07/2018 | Payment | 9339 | Bacs | -675.62 | K & W Mechanical Services Ltd |
| LAR001 | 12/07/2018 | Payment | 62516 | Bacs | -102.62 | Ray Larrington Hydraulics |
| LIN002 | 12/07/2018 | Payment | 2018-P03 | Bacs | -20731.00 | Lincolnshire C C Pension Fund |
| MWN001 | 12/07/2018 | Payment | 18/9147 | Bacs | -2220.00 | MW Nice Fencing Ltd |
| PRE005 | 12/07/2018 | Payment | 1243 | Bacs | -355.20 | Premier Conditioned Air Servic |
| SHE002 | 12/07/2018 | Payment | BSIDBINV002 | Bacs | -182.00 | Sheppard's Delight |
| SWI001 | 12/07/2018 | Payment | BN047114 | Bacs | -236.39 | Switch Electrical WholesaleLtd |
| TFM001 | 12/07/2018 | Payment | 238992 | Bacs | -1166.24 | TFM Supplies |
| TRA002 | 12/07/2018 | Payment | 9146 AGL329 | Bacs | -20.10 | Travis Perkins Trading Co Ltd. |
| WIT001 | 12/07/2018 | Payment | INV03691 | Bacs | -3634.56 | Witham Fourth IDB |
| WOO001 | 12/07/2018 | Payment | 971947 | Bacs | -220.56 | Woodco Business Machines |

| Account | Date | Type | Ref 1 | Ref 2 | Value | Details |
|---------|------------|---------|----------------------|------------|-----------|--------------------------------|
| WOO005 | 12/07/2018 | Payment | 84318 | Bacs | -31.19 | Woodco Office Equipment Ltd |
| CRO004 | 19/07/2018 | Payment | 000246 | Cheque | -393.00 | CROP LOSS |
| CRO004 | 19/07/2018 | Payment | 000247 | Cheque | -3066.71 | CROP LOSS |
| ALA001 | 25/07/2018 | Payment | 515155 | Bacs | -62.40 | Alarmline Security Ltd |
| ANG103 | 25/07/2018 | Payment | 9066775504 | Bacs | -11.57 | Anglian Water (Black Hole PS) |
| BOS018 | 25/07/2018 | Payment | 29628 | Bacs | -145.00 | Boston HGV Testing Station Ltd |
| CAB001 | 25/07/2018 | Payment | 58638 | Bacs | -155.46 | Cabcare Products Ltd |
| CAJ001 | 25/07/2018 | Payment | 61223 | Bacs | -26.40 | C & J Supplies |
| CHA002 | 25/07/2018 | Payment | Members Travel 17/18 | Bacs | -936.45 | Chairmans account |
| CLA001 | 25/07/2018 | Payment | 69569 | Bacs | -1089.51 | Frank Clayton & Son Ltd |
| CRA001 | 25/07/2018 | Payment | 55787 | Bacs | -124.42 | Craven & Nicholas Ltd |
| CRO001 | 25/07/2018 | Payment | 8202216645 | Bacs | -258.99 | Crown Decorating Centres |
| CRY001 | 25/07/2018 | Payment | 66421445 | Bacs | -233.35 | Marshall Nissan |
| ELL002 | 25/07/2018 | Payment | P38952 | Bacs | -106.87 | Ellgia Ltd |
| GUA001 | 25/07/2018 | Payment | 7682 | Bacs | -150.00 | Guardian Press |
| IWJ001 | 25/07/2018 | Payment | 0000005398 | Bacs | -2940.00 | IWJS |
| JAC001 | 25/07/2018 | Payment | BTN/336321 | Bacs | -70.61 | Jackson Buildbase |
| MAN001 | 25/07/2018 | Payment | 32204 | Bacs | -132.00 | Mandy's Coffee Services |
| PUL001 | 25/07/2018 | Payment | INV69690 | Bacs | -236.64 | Pulsar Process Measurement |
| SWI001 | 25/07/2018 | Payment | BN047921 | Bacs | -21.60 | Switch Electrical WholesaleLtd |
| TAY002 | 25/07/2018 | Payment | 54002971 | Bacs | -53.28 | Taylor's of Boston |
| TRA006 | 25/07/2018 | Payment | 0895738880 | Bacs | -98.95 | Trade UK |
| UNI006 | 25/07/2018 | Payment | 00088593 | Bacs | -1294.51 | Unique Employment Services Ltd |
| WIT002 | 25/07/2018 | Payment | I00113328 | Bacs | -85.80 | Witham Oil & Paint |
| BAR005 | 10/07/2018 | Payment | P04 | Direct Deb | -45.96 | Barclaycard Merchant Services |
| BAR005 | 10/07/2018 | Payment | P04 | Direct Deb | -13.95 | Barclaycard Merchant Services |
| PAY001 | 18/07/2018 | Payment | P04 | Direct Deb | -13.20 | Payzone UK Limited |
| WOL001 | 20/07/2018 | Payment | P04 | Direct Deb | -26370.88 | Woldmarsh Producers Ltd |
| TOM002 | 20/07/2018 | Payment | P04 | Direct Deb | -193.32 | TomTom |
| EVE002 | 20/07/2018 | Payment | P04 | Direct Deb | -879.95 | Everything Everywhere |
| BRI005 | 25/07/2018 | Payment | P04 | Direct Deb | -211.94 | British Telecom DD |
| BOS001 | 30/07/2018 | Payment | P05 | Direct Deb | -2424.00 | Boston Borough Council (Rates) |
| NAT004 | 31/07/2018 | Payment | P05 | Direct Deb | -81.31 | Natwest |

| Account | Date | Type | Ref 1 | Ref 2 | Value | Details |
|---------|------------|---------|-------|------------|-----------------------|-------------------|
| NAT004 | 31/07/2018 | Payment | P05 | Direct Deb | -5.00 | Natwest |
| | | | | | <u>Total Payments</u> | -106415.43 |
| | | | | | Total Discounts | |
| | | | | | Total Adjustments | |
| | | | | | Total Refunds | |
| | | | | | <u>Total</u> | <u>-106415.43</u> |

Payments

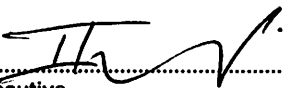
| | | | | | | |
|-----------|-----------|--------|----------|------------|-----------|------------|
| Bacs | -72716.21 | Cheque | -3459.71 | Direct Deb | -30239.51 | Chargecard |
| Bulk Bacs | | | | | | |


Adjustments

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Refunds

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 Chief Executive

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 Finance Manager

Black Sluice Internal Drainage Board

Printed on 24/10/2018 at 15:54 by JB

From 01/08/2018 To 31/08/2018

Purchase Ledger Payments & Adjustments**Black Sluice Internal Drainage Board****Payments & Adjustments From 01/08/2018 To 31/08/2018**

Page 1

| Account | Date | Type | Ref 1 | Ref 2 | Value | Details |
|---------|------------|---------|----------------------|-------|-----------|--------------------------------|
| ANG002 | 09/08/2018 | Payment | 277733 | Bacs | -234.52 | Anglia Bearing Company |
| ANG101 | 09/08/2018 | Payment | 9066176244 | Bacs | -99.11 | Anglian Water (Swineshead HQ) |
| BOS002 | 09/08/2018 | Payment | 26905 | Bacs | -569.04 | Boston Commercial Cleaners Ltd |
| CAR002 | 09/08/2018 | Payment | 43998 | Bacs | -33.71 | J Carr & Son |
| CEF001 | 09/08/2018 | Payment | BOS/241590 | Bacs | -96.14 | CEF (Boston) |
| COP002 | 09/08/2018 | Payment | INV-44797 | Bacs | -134.52 | Cope Safety Management Ltd. |
| COS001 | 09/08/2018 | Payment | 32838 | Bacs | -570.00 | Peter & David Cosby |
| CRA004 | 09/08/2018 | Payment | 7575 | Bacs | -44.07 | Craftwork Engineering Ltd |
| CRP001 | 09/08/2018 | Payment | CRPS/BSLUICE/26JUNE1 | Bacs | -110.00 | C & R Property Services |
| CRY001 | 09/08/2018 | Payment | 66421133 | Bacs | -127.80 | Marshall Nissan |
| DON001 | 09/08/2018 | Payment | DIN0010423 | Bacs | -130.04 | Donington Engineering Supplies |
| GUA001 | 09/08/2018 | Payment | 9708 | Bacs | -159.60 | Guardian Press |
| HAR001 | 09/08/2018 | Payment | 23161073 | Bacs | -436.79 | TC Harrison JCB |
| HBP001 | 09/08/2018 | Payment | SIN046035 | Bacs | -806.40 | HBP Systems Ltd |
| IDS001 | 09/08/2018 | Payment | 46344 | Bacs | -489.00 | iD Specialist Machinery |
| INL001 | 09/08/2018 | Payment | 2018-P04 | Bacs | -17477.41 | HM Revenue & Customs |
| IRE001 | 09/08/2018 | Payment | 211486 | Bacs | -221.61 | Irelands Farm Machinery Ltd |
| KIO001 | 09/08/2018 | Payment | SIP-1290575 | Bacs | -131.66 | Kiowa Ltd |
| LIN002 | 09/08/2018 | Payment | 2018-P04 | Bacs | -20584.09 | Lincolnshire C C Pension Fund |
| MOT001 | 09/08/2018 | Payment | BTT143117 | Bacs | -335.94 | Motor Parts Direct Limited |
| NOT001 | 09/08/2018 | Payment | 89145/2 | Bacs | -193.14 | P G & C Nottingham |
| PEA001 | 09/08/2018 | Payment | 134371 | Bacs | -175.70 | Pearson Hydraulics Ltd |
| PET003 | 09/08/2018 | Payment | 1316 | Bacs | -309.60 | Peter Smith Commercials Ltd |
| TFM001 | 09/08/2018 | Payment | 239866 | Bacs | -479.66 | TFM Supplies |
| TRA006 | 09/08/2018 | Payment | 0899653731 | Bacs | -14.99 | Trade UK |
| UNI006 | 09/08/2018 | Payment | 00088883 | Bacs | -3207.67 | Unique Employment Services Ltd |
| WIT001 | 09/08/2018 | Payment | INV03694 | Bacs | -396.00 | Witham Fourth IDB |

| Account | Date | Type | Ref 1 | Ref 2 | Value | Details |
|---------|------------|---------|----------------------|------------|----------|--------------------------------|
| WOO001 | 09/08/2018 | Payment | 972246 | Bacs | -189.55 | Woodco Business Machines |
| ZEN001 | 09/08/2018 | Payment | 5894967 | Bacs | -108.00 | ESS Safeforce |
| ANG002 | 23/08/2018 | Payment | 278444 | Bacs | -141.53 | Anglia Bearing Company |
| ANG102 | 23/08/2018 | Payment | 9067678638 | Bacs | -11.70 | Anglian Water (Holland Fen PS) |
| ANG104 | 23/08/2018 | Payment | 9366595583 | Bacs | -144.25 | Anglian Water (Trade Effluent) |
| ANT002 | 23/08/2018 | Payment | 1389 | Bacs | -604.50 | Anthony Elston |
| ATK002 | 23/08/2018 | Payment | 18025813 | Bacs | -626.06 | Atkins Ltd |
| BLU001 | 23/08/2018 | Payment | 23914 | Bacs | -48.00 | Blue Line Trailers |
| CEF001 | 23/08/2018 | Payment | BOS/241578 | Bacs | -94.95 | CEF (Boston) |
| CLA001 | 23/08/2018 | Payment | 69667 | Bacs | -235.15 | Frank Clayton & Son Ltd |
| CRP001 | 23/08/2018 | Payment | CRPS/BSLUICE/17AUG18 | Bacs | -40.00 | C & R Property Services |
| ELL002 | 23/08/2018 | Payment | P46278 | Bacs | -111.37 | Ellgia Ltd |
| FRI001 | 23/08/2018 | Payment | 243991 | Bacs | -23.62 | J T Friskney Ltd |
| HAR001 | 23/08/2018 | Payment | 23161174 | Bacs | -708.12 | TC Harrison JCB |
| HGV001 | 23/08/2018 | Payment | VBCV167598 | Bacs | -47.31 | HGV Truck Parts |
| IBB001 | 23/08/2018 | Payment | 135736 | Bacs | -1170.36 | Arthur Ibbett Limited |
| KIO001 | 23/08/2018 | Payment | SIP-1293122 | Bacs | -348.34 | Kiowa Ltd |
| MAS001 | 23/08/2018 | Payment | ESI000189 | Bacs | -1525.40 | Mastenbroek Environmental Ltd |
| MOT001 | 23/08/2018 | Payment | BTT141254 | Bacs | -74.30 | Motor Parts Direct Limited |
| NOT001 | 23/08/2018 | Payment | 89371/2 | Bacs | -109.51 | P G & C Nottingham |
| ORI001 | 23/08/2018 | Payment | 101210 | Bacs | -600.00 | Oriel Systems Ltd |
| SAM001 | 23/08/2018 | Payment | 060713 | Bacs | -1684.07 | SAMS |
| SCO002 | 23/08/2018 | Payment | 100,680 | Bacs | -66.00 | Scott Trailers Ltd |
| SIL001 | 23/08/2018 | Payment | IN483445 | Bacs | -34.80 | Silt Side Services Ltd |
| TRA006 | 23/08/2018 | Payment | 0904775658 | Bacs | -87.94 | Trade UK |
| UNI006 | 23/08/2018 | Payment | 00089160 | Bacs | -1337.42 | Unique Employment Services Ltd |
| WAT001 | 23/08/2018 | Payment | 0000001638 | Bacs | -878.70 | Water Management Alliance |
| WES002 | 23/08/2018 | Payment | MI00127267 | Bacs | -3300.00 | Western Power Distribution |
| WIT002 | 23/08/2018 | Payment | I00114227 | Bacs | -1591.68 | Witham Oil & Paint |
| WOO001 | 23/08/2018 | Payment | 972320 | Bacs | -4589.36 | Woodco Business Machines |
| PIT001 | 08/08/2018 | Payment | P05 | Direct Deb | -510.63 | Pitney Bowes Ltd |
| BAR005 | 10/08/2018 | Payment | P05 | Direct Deb | -17.46 | Barclaycard Merchant Services |
| BAR005 | 10/08/2018 | Payment | P05 | Direct Deb | -12.90 | Barclaycard Merchant Services |

| Account | Date | Type | Ref 1 | Ref 2 | Value | Details |
|---------|------------|---------|-------|------------|-----------|--------------------------------|
| TOM002 | 14/08/2018 | Payment | P05 | Direct Deb | -193.32 | TomTom |
| SWA001 | 16/08/2018 | Payment | P05 | Direct Deb | -89.76 | Swalec |
| PAY001 | 17/08/2018 | Payment | P05 | Direct Deb | -13.20 | Payzone UK Limited |
| WOL001 | 20/08/2018 | Payment | P05 | Direct Deb | -14315.39 | Woldmarsh Producers Ltd |
| EVE002 | 20/08/2018 | Payment | P05 | Direct Deb | -949.79 | Everything Everywhere |
| BRI001 | 21/08/2018 | Payment | P05 | Direct Deb | -1482.42 | British Telecom |
| TOW001 | 26/08/2018 | Refund | P05 | Refund | 584.18 | Towergate Insurance |
| BOS001 | 28/08/2018 | Payment | P06 | Direct Deb | -2424.00 | Boston Borough Council (Rates) |
| NAT004 | 31/08/2018 | Payment | P06 | Direct Deb | -89.83 | Natwest |
| NAT004 | 31/08/2018 | Payment | P06 | Direct Deb | -7.35 | Natwest |

| Account | Date | Type | Ref 1 | Ref 2 | Value | Details |
|---------|------|------|-------|-------------------|-----------|---------|
| | | | | Total Payments | -88206.25 | |
| | | | | Total Discounts | | |
| | | | | Total Adjustments | | |
| | | | | Total Refunds | 584.18 | |
| | | | | Total | -87622.07 | |

Payments

| | | | | | | |
|-----------|-----------|--------|--|------------|-----------|------------|
| Bacs | -68100.20 | Cheque | | Direct Deb | -20106.05 | Chargecard |
| Bulk Bacs | | | | | | |

Adjustments


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Refunds

| | | | | | | |
|--------|--------|--|--|--|--|--|
| Refund | 584.18 | | | | | |
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 Chief Executive

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 Finance Manager

Black Sluice Internal Drainage Board

Printed on 24/10/2018 at 15:55 by JB

From 01/09/2018 To 30/09/2018

Purchase Ledger Payments & Adjustments**Black Sluice Internal Drainage Board****Payments & Adjustments From 01/09/2018 To 30/09/2018**

Page 1

| Account | Date | Type | Ref 1 | Ref 2 | Value | Details |
|---------|------------|---------|-------------|--------|-----------|--------------------------------|
| BUS002 | 05/09/2018 | Payment | BO201600 | Bacs | -63.12 | B A Bush & Son Ltd |
| CLA001 | 05/09/2018 | Payment | 69983 | Bacs | -345.88 | Frank Clayton & Son Ltd |
| COP002 | 05/09/2018 | Payment | INV-45032 | Bacs | -134.52 | Cope Safety Management Ltd. |
| CRA001 | 05/09/2018 | Payment | 56152 | Bacs | -72.03 | Craven & Nicholas Ltd |
| DON001 | 05/09/2018 | Payment | DIN0010564 | Bacs | -5.81 | Donington Engineering Supplies |
| HIL001 | 05/09/2018 | Payment | 7255 | Bacs | -55.00 | Jeff Hill |
| INL001 | 05/09/2018 | Payment | 2018-P05 | Bacs | -20150.24 | HM Revenue & Customs |
| IRE001 | 05/09/2018 | Payment | 211734 | Bacs | -236.74 | Irelands Farm Machinery Ltd |
| LIN002 | 05/09/2018 | Payment | 2018-P05 | Bacs | -21912.56 | Lincolnshire C C Pension Fund |
| MAS002 | 05/09/2018 | Payment | 11019 | Bacs | -113.04 | Pete Maskell |
| MOT001 | 05/09/2018 | Payment | BTT144052 | Bacs | -12.73 | Motor Parts Direct Limited |
| NOT001 | 05/09/2018 | Payment | 89431/2 | Bacs | -22.74 | P G & C Nottingham |
| ORI001 | 05/09/2018 | Payment | 101215 | Bacs | -185.66 | Oriel Systems Ltd |
| PKF001 | 05/09/2018 | Payment | SB201800840 | Bacs | -3360.00 | PKF Littlejohn LLP |
| POP001 | 05/09/2018 | Payment | 2343 | Bacs | -9876.00 | B Pope and Sons Ltd |
| ROW001 | 05/09/2018 | Payment | 154652 | Bacs | -3726.00 | F G Rowland Ltd |
| SYS001 | 05/09/2018 | Payment | 124670 | Bacs | -84.00 | Systematic Print Management |
| TAY002 | 05/09/2018 | Payment | 53001351 | Bacs | -152.93 | Taylor's of Boston |
| TFM001 | 05/09/2018 | Payment | 240494 | Bacs | -273.55 | TFM Supplies |
| TOW001 | 05/09/2018 | Payment | 33010788 | Bacs | -210.24 | Towergate Insurance |
| UNI006 | 05/09/2018 | Payment | 00089437 | Bacs | -4913.42 | Unique Employment Services Ltd |
| WIT001 | 05/09/2018 | Payment | INV03702 | Bacs | -934.56 | Witham Fourth IDB |
| WOO001 | 05/09/2018 | Payment | 972382 | Bacs | -133.07 | Woodco Business Machines |
| CRO004 | 13/09/2018 | Payment | 000249 | Cheque | -412.80 | CROP LOSS |
| CRO004 | 13/09/2018 | Payment | 000250 | Cheque | -75.00 | CROP LOSS |
| ALA001 | 19/09/2018 | Payment | 515847 | Bacs | -256.18 | Alarmline Security Ltd |
| ANG002 | 19/09/2018 | Payment | 279150 | Bacs | -141.53 | Anglia Bearing Company |

| Account | Date | Type | Ref 1 | Ref 2 | Value | Details |
|---------|------------|---------|----------------------|------------|-----------|--------------------------------|
| ANG101 | 19/09/2018 | Payment | 9068760191 | Bacs | -98.59 | Anglian Water (Swineshead HQ) |
| ANG103 | 19/09/2018 | Payment | 9064261420 | Bacs | -24.63 | Anglian Water (Black Hole PS) |
| ANT002 | 19/09/2018 | Payment | 1402 | Bacs | -316.50 | Anthony Elston |
| BOS002 | 19/09/2018 | Payment | 26984 | Bacs | -711.30 | Boston Commercial Cleaners Ltd |
| CEF001 | 19/09/2018 | Payment | BOS/243508 | Bacs | -65.59 | CEF (Boston) |
| CLA001 | 19/09/2018 | Payment | 70149 | Bacs | -333.55 | Frank Clayton & Son Ltd |
| CRA004 | 19/09/2018 | Payment | 7840 | Bacs | -369.00 | Craftwork Engineering Ltd |
| CRP001 | 19/09/2018 | Payment | CRPS/BSLUICE/11SEP18 | Bacs | -40.00 | C & R Property Services |
| DOU001 | 19/09/2018 | Payment | 421802 | Bacs | -129.23 | John W Doubleday Limited |
| ELL002 | 19/09/2018 | Payment | P48938 | Bacs | -125.94 | Elgia Ltd |
| EVE003 | 19/09/2018 | Payment | 960007866 | Bacs | -177.60 | Orange Equipment |
| HBP001 | 19/09/2018 | Payment | SIN046299 | Bacs | -7691.28 | HBP Systems Ltd |
| IRE001 | 19/09/2018 | Payment | 212007 | Bacs | -8672.06 | Irelands Farm Machinery Ltd |
| KIO001 | 19/09/2018 | Payment | SIP1295795 | Bacs | -45.68 | Kiowa Ltd |
| LAR001 | 19/09/2018 | Payment | 62921 | Bacs | -298.98 | Ray Larrington Hydraulics |
| LIN019 | 19/09/2018 | Payment | M18-277 | Bacs | -300.00 | Lincolnshire Wildlife Trust |
| NAV001 | 19/09/2018 | Payment | 36587 | Bacs | -602.02 | Navitron |
| SAM001 | 19/09/2018 | Payment | 061038 | Bacs | -271.80 | SAMS |
| TRA006 | 19/09/2018 | Payment | 0909862834 | Bacs | -16.47 | Trade UK |
| UNI006 | 19/09/2018 | Payment | 00089720 | Bacs | -2875.10 | Unique Employment Services Ltd |
| WAK001 | 19/09/2018 | Payment | 12089 | Bacs | -252.00 | Wakefield Autos |
| WES002 | 19/09/2018 | Payment | MI00127604 | Bacs | -300.00 | Western Power Distribution |
| WIT002 | 19/09/2018 | Payment | I00115512 | Bacs | -869.95 | Witham Oil & Paint |
| BAR005 | 10/09/2018 | Payment | P06 | Direct Deb | -17.33 | Barclaycard Merchant Services |
| BAR005 | 10/09/2018 | Payment | P06 | Direct Deb | -13.68 | Barclaycard Merchant Services |
| TOM002 | 14/09/2018 | Payment | P06 | Direct Deb | -193.32 | TomTom |
| PAY001 | 19/09/2018 | Payment | P06 | Direct Deb | -13.20 | Payzone UK Limited |
| WOL001 | 20/09/2018 | Payment | P06 | Direct Deb | -19560.14 | Woldmarsh Producers Ltd |
| EVE002 | 20/09/2018 | Payment | P06 | Direct Deb | -930.57 | Everything Everywhere |
| CRO004 | 27/09/2018 | Payment | 000252 | Cheque | -257.00 | CROP LOSS |
| CRO004 | 27/09/2018 | Payment | 000253 | Cheque | -170.25 | CROP LOSS |
| CRO004 | 27/09/2018 | Payment | 000254 | Cheque | -21.16 | CROP LOSS |
| CRO004 | 27/09/2018 | Payment | 000255 | Cheque | -445.40 | CROP LOSS |

| Account | Date | Type | Ref 1 | Ref 2 | Value | Details |
|---------|------|------|-------|-------------------|------------|---------|
| | | | | Total Payments | -114068.67 | |
| | | | | Total Discounts | | |
| | | | | Total Adjustments | | |
| | | | | Total Refunds | | |
| | | | | Total | -114068.67 | |

Payments


| | | | | | | |
|-----------|-----------|--------|----------|------------|-----------|------------|
| Bacs | -91958.82 | Cheque | -1381.61 | Direct Deb | -20728.24 | Chargecard |
| Bulk Bacs | | | | | | |


Adjustments

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Refunds

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 Chief Executive

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 Finance Manager

Black Sluice Internal Drainage Board

Printed on 25/10/2018 at 14:12 by JB

From 01/10/2018 To 31/10/2018

Purchase Ledger Payments & Adjustments**Black Sluice Internal Drainage Board****Payments & Adjustments From 01/10/2018 To 31/10/2018**

Page 1

| Account | Date | Type | Ref 1 | Ref 2 | Value | Details |
|---------|------------|---------|----------------------|-------|-----------|--------------------------------|
| ANG103 | 11/10/2018 | Payment | 9069444638 | Bacs | -12.10 | Anglian Water (Black Hole PS) |
| ANG104 | 11/10/2018 | Payment | 9369261478 | Bacs | -64.09 | Anglian Water (Trade Effluent) |
| ASS001 | 11/10/2018 | Payment | ADA-2018-367 | Bacs | -1008.00 | Assoc. of Drainage Authorities |
| AXI001 | 11/10/2018 | Payment | 4483/18 | Bacs | -738.00 | Axis Surveys Ltd |
| BEE001 | 11/10/2018 | Payment | 005440 | Bacs | -156.00 | Beesons of Boston Ltd |
| BOS002 | 11/10/2018 | Payment | 27063 | Bacs | -569.04 | Boston Commercial Cleaners Ltd |
| BUS002 | 11/10/2018 | Payment | BO201778 | Bacs | -88.95 | B A Bush & Son Ltd |
| CAR002 | 11/10/2018 | Payment | 44331 | Bacs | -26.77 | J Carr & Son |
| CLA001 | 11/10/2018 | Payment | 70163 | Bacs | -83.90 | Frank Clayton & Son Ltd |
| COP002 | 11/10/2018 | Payment | INV-45131 | Bacs | -134.52 | Cope Safety Management Ltd. |
| CRP001 | 11/10/2018 | Payment | CRPS/B-SLUICE/9OCT18 | Bacs | -80.00 | C & R Property Services |
| DON001 | 11/10/2018 | Payment | DIN0010732 | Bacs | -67.97 | Donington Engineering Supplies |
| DOU001 | 11/10/2018 | Payment | 422252 | Bacs | -123.76 | John W Doubleday Limited |
| EAS004 | 11/10/2018 | Payment | ESF/SAC/18-19/14 | Bacs | -306.00 | Eastern Inshore Fisheries & Co |
| ELL002 | 11/10/2018 | Payment | P51611 | Bacs | -100.75 | Ellgia Ltd |
| ENG001 | 11/10/2018 | Payment | 41409 | Bacs | -657.62 | Engineering & Hire Ltd |
| EVA001 | 11/10/2018 | Payment | Inv IDB058 | Bacs | -220.00 | Noel Evans Window Cleaning |
| HAR001 | 11/10/2018 | Payment | 23162770 | Bacs | -8777.75 | TC Harrison JCB |
| HGV001 | 11/10/2018 | Payment | VBCV174233 | Bacs | -58.27 | HGV Truck Parts |
| HIT001 | 11/10/2018 | Payment | 20401112 | Bacs | -936.00 | Hitachi Construction Machinery |
| IBB001 | 11/10/2018 | Payment | 138741 | Bacs | -8343.61 | Arthur Ibbett Limited |
| IDS001 | 11/10/2018 | Payment | 46607 | Bacs | -1083.31 | iD Specialist Machinery |
| INL001 | 11/10/2018 | Payment | 2018-P06 | Bacs | -21255.12 | HM Revenue & Customs |
| IRE001 | 11/10/2018 | Payment | 212171 | Bacs | -8303.41 | Irelands Farm Machinery Ltd |
| KWM001 | 11/10/2018 | Payment | 9661 | Bacs | -847.02 | K & W Mechanical Services Ltd |
| LAR001 | 11/10/2018 | Payment | 63208 | Bacs | -238.57 | Ray Larrington Hydraulics |
| LIN002 | 11/10/2018 | Payment | 2018-P06 | Bacs | -22153.39 | Lincolnshire C C Pension Fund |

| Account | Date | Type | Ref 1 | Ref 2 | Value | Details |
|---------|------------|---------|---------------|-------|------------|--------------------------------|
| MOT001 | 11/10/2018 | Payment | BTT145280 | Bacs | -284.33 | Motor Parts Direct Limited |
| NFU003 | 11/10/2018 | Payment | QU10E (18/19) | Bacs | -285.60 | NFU Subscription |
| NOT001 | 11/10/2018 | Payment | 89693/2 | Bacs | -214.48 | P G & C Nottingham |
| OVI001 | 11/10/2018 | Payment | 34675 | Bacs | -108000.00 | Ovivo UK Ltd |
| PEA001 | 11/10/2018 | Payment | 137498 | Bacs | -210.31 | Pearson Hydraulics Ltd |
| PET003 | 11/10/2018 | Payment | 1537 | Bacs | -129.48 | Peter Smith Commercials Ltd |
| SIL001 | 11/10/2018 | Payment | IN488536 | Bacs | -40.32 | Silt Side Services Ltd |
| SWI001 | 11/10/2018 | Payment | BN049869 | Bacs | -2.22 | Switch Electrical WholesaleLtd |
| TAY002 | 11/10/2018 | Payment | 53001573 | Bacs | -74.34 | Taylor's of Boston |
| TFM001 | 11/10/2018 | Payment | 240668 | Bacs | -142.21 | TFM Supplies |
| TRA006 | 11/10/2018 | Payment | 0916987167 | Bacs | -14.99 | Trade UK |
| UNI006 | 11/10/2018 | Payment | 00090158 | Bacs | -2782.13 | Unique Employment Services Ltd |
| WEL004 | 11/10/2018 | Payment | 2477 | Bacs | -7755.00 | Wells Plant Hire |
| WIT001 | 11/10/2018 | Payment | INV03718 | Bacs | -2011.68 | Witham Fourth IDB |
| WOO001 | 11/10/2018 | Payment | 972720 | Bacs | -147.96 | Woodco Business Machines |
| WOO005 | 11/10/2018 | Payment | 85381 | Bacs | -10.77 | Woodco Office Equipment Ltd |
| ENV001 | 11/10/2018 | Payment | P07 | Bacs | -17735.50 | Environment Agency |
| ENV001 | 11/10/2018 | Payment | P07 | Bacs | -17945.50 | Environment Agency |
| BOS005 | 25/10/2018 | Payment | SI31134 | Bacs | -2500.00 | Boston College |
| BUR002 | 25/10/2018 | Payment | 215427 | Bacs | -341.52 | The Burdens Group Ltd |
| CLA001 | 25/10/2018 | Payment | 70341 | Bacs | -282.21 | Frank Clayton & Son Ltd |
| COV001 | 25/10/2018 | Payment | 10716 | Bacs | -172.80 | Cover Up |
| CRA004 | 25/10/2018 | Payment | 8041 | Bacs | -33.18 | Craftwork Engineering Ltd |
| DON001 | 25/10/2018 | Payment | DIN0010803 | Bacs | -9.72 | Donington Engineering Supplies |
| ENG001 | 25/10/2018 | Payment | 41479 | Bacs | -983.28 | Engineering & Hire Ltd |
| EVA001 | 25/10/2018 | Payment | IDB059 | Bacs | -250.00 | Noel Evans Window Cleaning |
| HAR001 | 25/10/2018 | Payment | 23162939 | Bacs | -1660.80 | TC Harrison JCB |
| HGV001 | 25/10/2018 | Payment | VBCV174971 | Bacs | -24.48 | HGV Truck Parts |
| HIL002 | 25/10/2018 | Payment | 137058 | Bacs | -808.48 | Charles H Hill Ltd |
| JOE001 | 25/10/2018 | Payment | 31636 | Bacs | -102.00 | Joe Turner (Equipment) Ltd |
| MOT001 | 25/10/2018 | Payment | BTT145742 | Bacs | -124.56 | Motor Parts Direct Limited |
| NOT001 | 25/10/2018 | Payment | 89793/2 | Bacs | -126.55 | P G & C Nottingham |
| ONE002 | 25/10/2018 | Payment | 08/10BS/JB | Bacs | -201.55 | O'Neils Catering Services |

| Account | Date | Type | Ref 1 | Ref 2 | Value | Details |
|-------------------|------------|---------|-----------|-------|------------|--------------------------------|
| SAM001 | 25/10/2018 | Payment | 061284 | Bacs | -292.84 | SAMS |
| SWI001 | 25/10/2018 | Payment | BN003904 | Bacs | -87.30 | Switch Electrical WholesaleLtd |
| TOW001 | 25/10/2018 | Payment | 34124551 | Bacs | -49633.65 | Towergate Insurance |
| UNI006 | 25/10/2018 | Payment | 00090446 | Bacs | -2174.21 | Unique Employment Services Ltd |
| WIT002 | 25/10/2018 | Payment | I00117341 | Bacs | -420.00 | Witham Oil & Paint |
| Total Payments | | | | | -294449.87 | |
| Total Discounts | | | | | | |
| Total Adjustments | | | | | | |
| Total Refunds | | | | | | |
| Total | | | | | -294449.87 | |

Payments

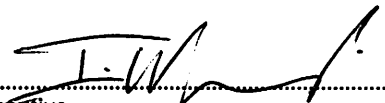
| | | | | |
|-----------|------------|--------|------------|------------|
| Bacs | -294449.87 | Cheque | Direct Deb | Chargecard |
| Bulk Bacs | | | | |

Adjustments

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| Disc | Contra SL |
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Refunds

Refund

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 Chief Executive

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 Finance Manager

BLACK SLUICE INTERNAL DRAINAGE BOARD

BOARD MEETING – 7TH NOVEMBER 2018

AGENDA ITEM No 14(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 May 2018:

| | | |
|-----------------|---|--|
| 2018/B04 | Mr David Matthews Sycamore House Leaveslake Drove West Pinchbeck Spalding Lincs PE11 3QJ | Installation of infrastructure for the purpose of abstracting water. BSIDB Drain 28/1 Grid Ref: 516863 324324 |
| 2018/B05 | Western Power Distribution Endeavour Park Gilbert Drive Boston Lincs PE21 7TW | Realignment of an existing LV overhead line and the installation of an underground electric cable. BSIDB Drain 12/15 Grid Ref: 524919 346476 |
| 2018/B06 | Chestnut Homes Ltd The Old School Wragby Road Langworth Lincoln LN3 5BJ | Erection of stone entrance walls to the Quadrant residential and business development. BSIDB Drain 6/28 Grid Ref: 532320 341610 |
| 2018/B07 | Mr & Mrs N & K P Stockdale Mayflower Farm Tydd Road West Pinchbeck Spalding Lincs PE11 3QA | Erection of a dwelling. BSIDB Drain 22/2 (Dovehirne Drain) Grid Ref: 519878324997 |
| 2018/B08 | Ashley King Developments Ltd 1 Goodison Road Lincs Gateway Business Park Spalding Lincs PE12 6FY | Laying of foul water pipe over board maintained piped watercourse. Grid Refs: 523271,340727 BSIDB Drain 4/44 |

| | | |
|-----------------|---|--|
| 2018/B09 | Ms Cecilia Dobson Kelvyn Wash Road Kirton Boston Lincs PE20 1QG | Erection of timber fence. Drain: 7/1 Kirton Drain Grid Refs: 531164,337483 |
| 2018/B10 | Openreach Lincoln New TEC Lime Kiln Way Greetwell Road Lincoln LN2 4DL | Erection of below & above ground infrastructure Grid Refs: 518609 332661 BSIDB Drain 2/2 |

(b) Culvert Consents

The following culvert consents have been issued by the Board since 30th May 2018:

| | | |
|-----------------|---|---|
| 2018/C05 | Ashwood Homes 1 Goodison Road Lincs Gateway Business Park Spalding Lincs PE12 6FY | Installation of a piped culvert to provide a public footpath and a surface water outfall for the adjacent residential development. Grid Refs: 520789 335282 Drain: Ordinary (non- Board-maintained) |
| 2018/C06 | E A Dring Farms Ltd Pelhams Land Farm Holland Fen Chapel Hill Lincoln LN4 4QG | Filling of redundant watercourses to allow the amalgamation of existing fields. Grid Refs: 526907 347346 527337 347267 527844 347274 Drain: Ordinary (non- Board-maintained) |
| 2018/C07 | Ashley King (Developments) Ltd 1 Goodison Road Lincs Gateway Business Park Spalding Lincs PE12 6FY | Construction of a highway access culvert. Grid Refs: 523239 340914 Drain: BSIDB Drain 4/44 |
| 2018/C08 | Mr & Mrs S Green Hawthorn House Great Fen Road Wyberton Fen Boston Lincs PE21 7PB | Construction of a new residential access culvert. Grid Refs: 529825 344101 Drain: Ordinary (non-Board-maintained) |

| | | |
|-----------------|---|---|
| 2018/C09 | Mr Carl Burdall Crosskeys Farm Quadring Bank Quadring, Spalding, Lincs PE11 4RE | Construction of new culvert. Grid Refs: 520570,332951 Drain: Ordinary (non-Board Maintained). |
| 2018/C10 | V A Barker & Son Bottom Farm Fen Road Dowsby Bourne Lincs PE10 0TX | Extension of existing culvert. Grid Refs: 515743,330594 Drain: Ordinary (non-Board maintained) |
| 2018/C11 | V A Barker & Son Bottom Farm Fen Road Dowsby Bourne Lincs PE10 0TX | Filling of ordinary watercourse. Grid Refs: 517524,332790 Drain: Ordinary (non-Board maintained) |
| 2018/C12 | Wyeplants Ltd Mallard Road Spalding Lincs PE12 6ND | Construction of access culvert. Grid Refs: 527562,339550 Drain: Ordinary (non- Board maintained) |
| 2018/C13 | Mr Stephan King Shire Cottage North Forty Foot Bank Holland Fen Lincoln LN4 4QH | Culvert to provide domestic vehicular access Grid Refs: 523877 349165 Drain: BSIDB 11/12 |
| 2018/C14 | Western Power Distribution Endeavour Park Gilbert Drive Boston Lincolnshire PE21 7TW | Installation of underground electric cables Grid Refs: 525365 341733 Drain: Ordinary (Not Board-maintained) |

(c) Development Agreements

The following development agreements have been issued by the Board since 30th May 2018:

| | | |
|-----------------|---|---|
| 2018/D04 | Ashwood Homes 1 Goodison Road Lincs Gateway Business Park Spalding Lincs PE12 6FY | Discharge of surface water from residential development. Grid Refs: 520765,335226 Private Drain |
|-----------------|---|---|

| | | |
|-----------------|--|---|
| 2018/D05 | Europa Tyres Ltd 69 Clough Road Gosberton Risegate Spalding Lincs PE11 4JW | Discharge of surface water from an industrial development. Grid Ref: 520310 329700 BSIDB Drain: 22/20 |
| 2018/D06 | Mr & Mrs N & K P Stockdale Mayflower Farm Tydd Road West Pinchbeck Spalding Lincs PE11 3QA | Discharge of treated effluent into a watercourse. Grid Ref: 519890 325000 BSIDB Drain: 22/2 (Dovehirne Drain) |
| 2018/D07 | Ashley King (Developments)Ltd 1 Goodison Road Lincs Gateway Business Park Spalding Lincs PE12 6FY | Discharge of surface water from residential development. Grid Ref: 523225,340810 BSIDB Drain: 4/44 |
| 2018/D08 | Mr R D Dunlop Brinsworth Farm (Annexe) Holme Road Kirton Holme Boston Lincs PE20 1SY | Disposal of treated effluent. Grid Ref: 526315,341919 BSIDB Drain 5/30 |
| 2018/D09 | Lincolnshire Housing Partnership Chantry House 3 Lincoln Lane Boston Lincs PE21 8RU | Disposal of treated effluent. Grid Refs: 526910,341467 Drain: BSIDB 5/30 (Kirton Drain) |

(d) Land Drainage Agreements

The following land drainage agreement has been issued by the Board since 30th May 2018:

| | | |
|-----------------|--|--|
| 2018/L02 | Mr V A Barker Bottom Farm Fen Road Dowsby Bourne Lincs PE10 0TX | New land drain outfall. 1 Outfall Drain 23/1 Grid Refs: 515536,328544 |
| 2018/L03 | Mr V A Barker Bottom Farm Fen Road Dowsby Bourne Lincs PE10 0TX | New land drain outfall. Drain 31/1 Grid Refs: 517535,332954 |

| | | |
|-----------------|--|--|
| 2018/L04 | J N Booth & Sons Pastures Farm Fenhouses Swineshead Boston Lincs PE20 3HF | New land drain outfalls – 9 1 Outfall Grid Refs: 520486,339809 8 Outfalls Grid Refs: 520393,339632 |
|-----------------|--|--|

(e) Extended Area Consents

The following extended area consents have been issued since the 30th May 2018:

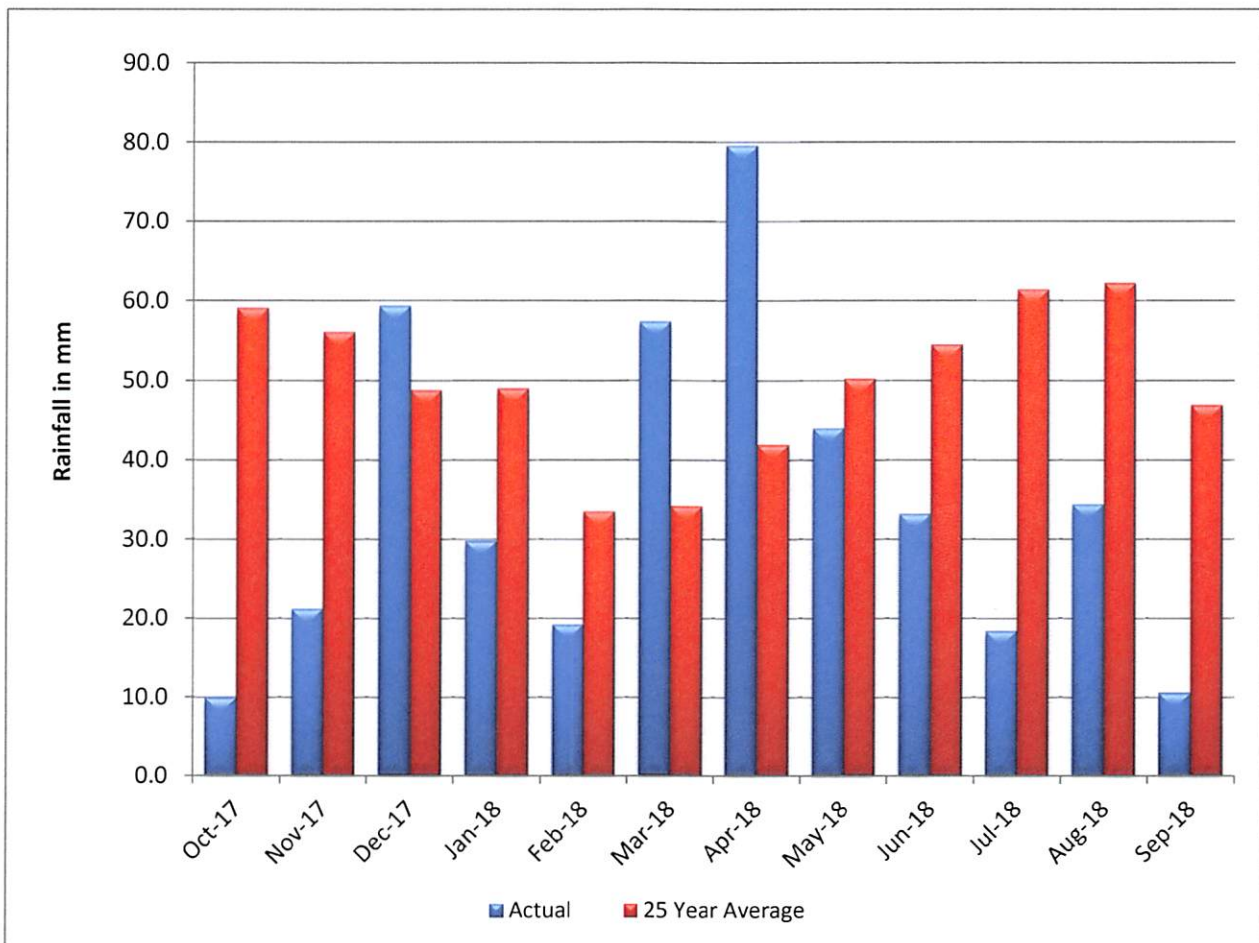
| | | |
|-----------------|---|---|
| 2018/X01 | NJA Property Management Ltd 10 High Street South Ruskington Sleaford Lincs NG34 9DT | Installation of two access culverts in a watercourse. Private Watercourse. Grid Ref: 514717 344031 |
|-----------------|---|---|

2. Consent Applications / Contraventions

There are no consent contraventions to present to the Board.

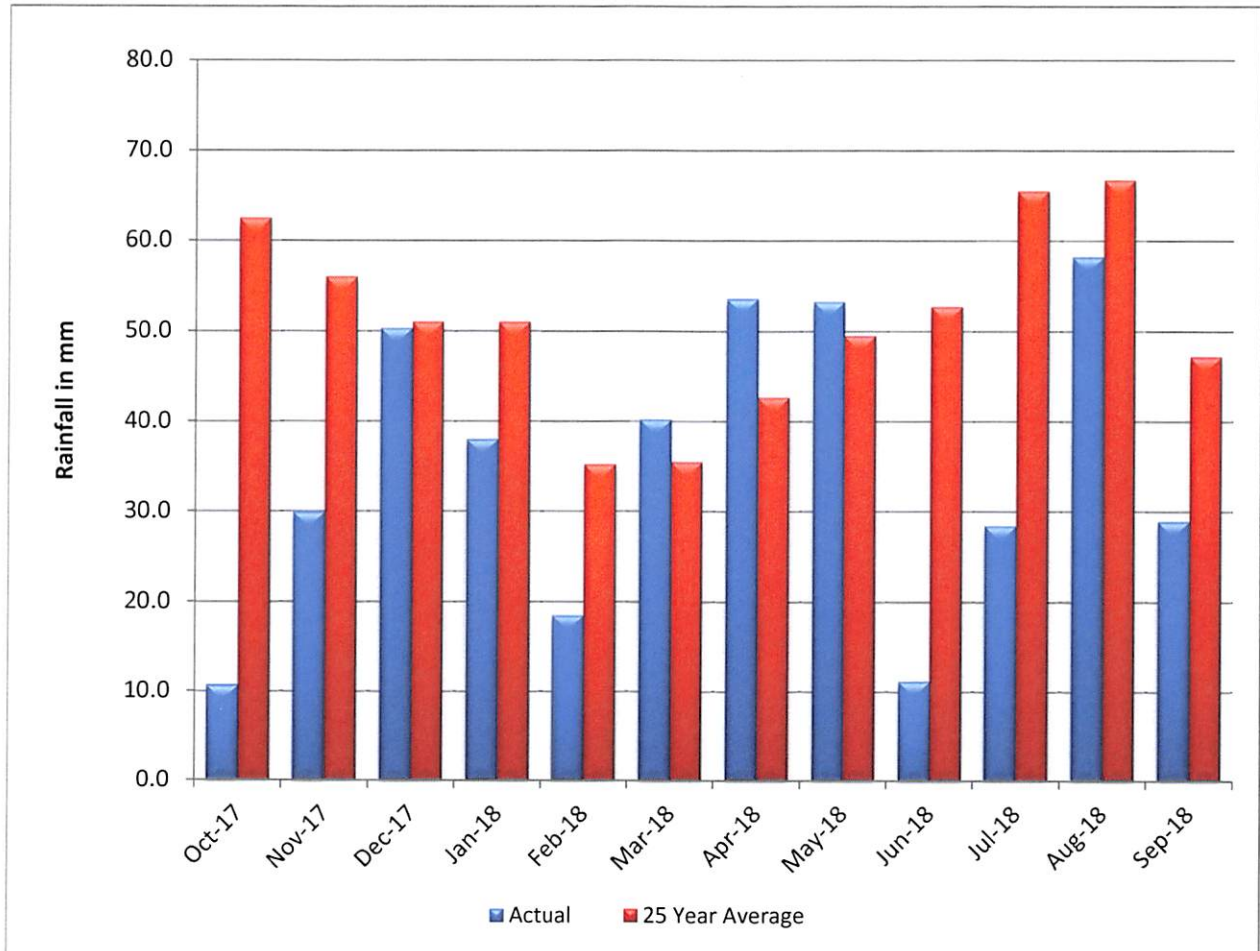
BLACK SLUICE INTERNAL DRAINAGE BOARD Rainfall at Black Hole Drove Pumping Station

| MONTH | Rainfall | | Actual / Average |
|---------------|----------|-----------------|------------------|
| | Actual | 25 Year Average | |
| | mm | mm | % |
| Oct-17 | 10.0 | 59.1 | 16.92% |
| Nov-17 | 21.2 | 56.1 | 37.79% |
| Dec-17 | 59.4 | 48.8 | 121.72% |
| Jan-18 | 29.8 | 49.0 | 60.82% |
| Feb-18 | 19.2 | 33.5 | 57.31% |
| Mar-18 | 57.4 | 34.2 | 167.84% |
| Apr-18 | 79.6 | 41.9 | 189.98% |
| May-18 | 44.0 | 50.2 | 87.65% |
| Jun-18 | 33.2 | 54.5 | 60.92% |
| Jul-18 | 18.4 | 61.4 | 29.97% |
| Aug-18 | 34.4 | 62.2 | 55.31% |
| Sep-18 | 10.6 | 46.9 | 22.60% |
| Totals | 417.2 | 597.8 | 69.79% |



BLACK SLUICE INTERNAL DRAINAGE BOARD Rainfall at Swineshead Depot

| MONTH | Rainfall | | Actual / Average |
|---------------|--------------|-----------------|------------------|
| | Actual | 25 Year Average | |
| | mm | mm | % |
| Oct-17 | 10.7 | 62.5 | 17.12% |
| Nov-17 | 29.9 | 56.0 | 53.39% |
| Dec-17 | 50.3 | 51.0 | 98.63% |
| Jan-18 | 38.0 | 51.0 | 74.51% |
| Feb-18 | 18.5 | 35.2 | 52.56% |
| Mar-18 | 40.2 | 35.5 | 113.24% |
| Apr-18 | 53.6 | 42.7 | 125.53% |
| May-18 | 53.3 | 49.5 | 107.68% |
| Jun-18 | 11.2 | 52.7 | 21.25% |
| Jul-18 | 28.4 | 65.5 | 43.36% |
| Aug-18 | 58.2 | 66.7 | 87.26% |
| Sep-18 | 28.9 | 47.2 | 61.23% |
| Totals | 421.2 | 615.5 | 68.43% |



BLACK SLUICE INTERNAL DRAINAGE BOARD

BOARD MEETING – 7TH NOVEMBER 2018

AGENDA ITEM No 15

DATES OF MEETINGS FOR 2019

| | | |
|-----------|-------------------|------------------------------|
| Wednesday | 13 February 2019 | Board |
| Tuesday | 26 February 2019 | Northern Works Inspection |
| Wednesday | 13 March 2019 | Structures |
| Wednesday | 3 April 2019 | Southern Works Inspection |
| Wednesday | 24 April 2019 | Audit & Risk |
| Wednesday | 15 May 2019 | Environment |
| Wednesday | 29 May 2019 | Executive |
| Wednesday | 19 June 2019 | Board |
| Wednesday | 18 September 2019 | Executive |
| Wednesday | 9 October 2019 | Audit & Risk |
| Wednesday | 30 October 2019 | Board |
| Thursday | 21 November 2019 | Joint Works |
| Wednesday | 11 December 2019 | Executive |