

# ISLE OF AXHOLME AND NORTH NOTTINGHAMSHIRE WATER LEVEL MANAGEMENT BOARD

Minutes of the Annual General Meeting of the Isle of Axholme and North Nottinghamshire Water Level Management Board held at the Epworth Imperial Hall on 26th November 2024 commencing at 10.30 a.m. after a short members' training session.

## Elected Members

*	Messrs	J. Coggon (Chairman)
*		P. Cornish (Vice-Chairman)
*		R.J. Adam
*		J.P. Bramhill
*		T.R. Dickinson
		J.W. Fretwell
*		M.A. Harris
*		R.C. Mason
		M.T. Smith
*		M.T. Wagstaff
	Two vacancies	

## Appointed by North Lincolnshire Council

	Mr	P. Bayes
*	Cllr	I. Bint
*	Mrs	C. Finch
	Mrs	B. Guest
*	Cllrs	Mrs J. Kennedy
*		T. Mitchell
V	Mr	M.D. Pilkington
	Cllrs	Mrs J. Reed
*		D. Rose
*	Dr	P. Shore
*	Mr	R. Stewart
*		

## Appointed by Bassetlaw District Council

*	Cllrs	Mrs H. Brand
V		Mrs J. Sanger

\* *Present*

V = *MS Teams attendance*

## Officers

*	Messrs	A. McGill (Chief Executive)
*		R. Brown (Senior Engineer)
*		A.J. Malin (Senior Operations Manager)
*		Graham Sutton (Operations Manager)
*	Mesdames	N.J. Hind (Finance Manager)
*		C.B. Davies (Corporate Services Manager)
*	<i>In attendance</i>	

## 1. APPOINTMENT OF CHAIRMAN PRO TEM

The Chief Executive was appointed Chairman pro tem to conduct the election of Chairman of the Board.

## 2. ELECTION OF CHAIRMAN

As a new member, Mr R. Stewart abstained from voting on the election of Chairman and Vice-Chairman.

RESOLVED

That Mr J. Coggon be elected Chairman of the Board for the ensuing year.

## 3. ELECTION OF VICE-CHAIRMAN

RESOLVED

That Mr P. Cornish be elected Vice-Chairman of the Board for the ensuing year.

4. APOLOGIES

Apologies for absence were received from Messrs P. Bayes, J.W. Fretwell, M.T. Smith, Mrs B. Guest and Cllr Mrs J. Reed.

5. DECLARATIONS OF INTEREST

None.

6. NOTIFICATION OF ITEMS OF ANY OTHER BUSINESS

None.

7. BOARD MEMBERSHIP AND MEETINGS

(a) Land Drainage (Election of Drainage Boards) Regulations 1938 as Amended by the Land Drainage (Election of Internal Drainage Boards)(Amendment) Regulations 1977

The election of members to represent the agricultural drainage ratepayers was held in accordance with the statutory rules. The following members were elected to hold office from 1st November 2024 to 31st October 2027:

<u>Electoral District</u>	<u>Members Elected</u>
Adlingfleet and Whitgift	Mr J.P. Bramhill
Althorpe	Mr M.T. Smith
Crowle	Mr R.C. Mason
Everton	Mr P.A.M. Cornish
	Mr T.R. Dickinson
Rivers Idle and Ryton	Mr R.J. Adam
	Mr M.T. Wagstaff
South Axholme	Mr M.A. Harris
West Axholme	Mr J. Fretwell
West Butterwick	Mr J. Coggon

Two vacancies remained on the Board, one in the Garthorpe electoral district and one in the Rivers Idle and Ryton electoral district. These had been advertised on the Board's website in October but there had been no interest to date. Mr M.A. Harris encouraged members to lobby for representatives to fill these vacancies. Expressions of interest would be considered by the Board at the January meeting.

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(b) Members Appointed by Local Charging Authorities

It was noted that the following representatives had been appointed by North Lincolnshire Council to fill the vacancies on the Board: Mr P. Bayes, Mrs C. Finch, Ms B. Guest, Mr R. Stewart (with effect from 10th October 2024) and Dr P. Shore (with effect from 6th November 2024 to replace Cllr D. Robinson).

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(c) Meeting Dates

The following Board and Committee dates were proposed:

<i>Date</i>	<i>Time</i>	<i>Meeting</i>
28th January 2025	10.00 a.m.	Board (approval of estimates and rate setting)
25th March 2025	10.00 a.m.	Board
16th April 2025	10.00 a.m.	Conservation Advisory Group
14th May 2025	11.00 a.m.	Consortium Committee
14th May 2025	2.00 p.m.	Joint Negotiating Committee
3rd June 2025	10.00 a.m.	Finance and Plant Committee
24th June 2025	10.00 a.m.	Board (Approval of final accounts)
17th September 2025	10.00 a.m.	Conservation Advisory Group
23rd September 2025	10.00 a.m.	Board
22nd October 2025	11.00 a.m.	Consortium Committee
22nd October 2025	2.00 p.m.	Joint Negotiating Committee
4th November 2025	10.00 a.m.	Finance and Plant Committee
25th November 2025	10.00 a.m.	Board (Annual General meeting)

The following dates were circulated for information:

3rd December 2024		ADA AGM (online)
28th January 2025		ADA Policy Committee
11th February 2025		ADA Advisory Committee
12th February 2025 Provisional		ADA Trent Branch and Annual EA/IDB Liaison Meeting (postponed from November)
20th May 2025		ADA Policy Committee
10th June 2025		ADA Advisory Committee
11th June 2025 Provisional		ADA Trent Branch AGM
18th and 19th June 2025		Lincolnshire Show
10th September 2025		ADA Policy Committee
23rd September 2025		ADA Advisory Committee
12th November 2025 TBC		ADA Conference
19th November 2025 Provisional		ADA Trent Branch and Annual EA/IDB Liaison Meeting

Diary invitations would be sent out to all members via MS Outlook. Members were encouraged to attend the ADA Trent Branch meetings which provided an opportunity for the local flood risk management authorities to meet, update on progress, discuss issues and share ideas. They also offered members the opportunity to ask questions and share any concerns they may have regarding local flood risk and water level management.

RESOLVED

That the above meeting dates be approved and noted.

(d) Committees

It was noted that there was one vacancy on the Standards Committee and two on the Conservation Advisory Group where Mr P. Cornish had represented both the AX and DE boards last year. As no names were put forward it was agreed to review this again in January and it was agreed that membership of the Committees would remain as previously.

RESOLVED that the following membership be confirmed:

- (i) Standards Committee - Chairman and Vice-Chairman of the Board, Mr M. Wagstaff, Cllrs D. Rose and Mrs J. Reed (one vacancy).
- (ii) Finance and Plant Committee - Chairman and Vice-Chairman of the Board, Messrs R. Adam, R. Mason, M.D. Pilkington, Cllrs D. Rose, Mrs H. Brand and Mrs J. Sanger.
- (iii) Consortium Committee - Chairman and Vice-Chairman of the Board with Mr M.A. Harris as alternate.
- (iv) Joint Negotiating Committee - Chairman of the Board, with Vice-Chairman as alternate.
- (v) Conservation Advisory Group - Mr P. Cornish to represent both DE and AX.

8. BOARD MINUTES (Pages 803 to 809)

RESOLVED

That the minutes of the meeting of the Board held on 24th September be confirmed as a correct record.

9. MATTERS ARISING

None.

10. CONSORTIUM COMMITTEE MEETING

The attached minutes of the meeting held on 29th October were presented. Regarding the amount awarded to the EA for maintenance work (Minute 5, Page 1), it was reported that in the Midlands Region of the £29M requested, only £12.6M had been awarded for operational maintenance (£1M less than in 2024/25) and, because of the priority system the EA would struggle to justify spending this in the AX area.

The Chief Executive stated that the Board had not been successful in its application for Tranche 2 funding and Officers would be querying the reason why. A bid had initially been made for £1.2M but this had been reduced to £460k as it would not have been possible to complete the work before 31st March 2025.

RESOLVED

That the minutes of the meeting of the Consortium Committee held on 29th October 2024 be approved and adopted with the exclusion of the recommendation in Minute 8 which would be discussed under item 11 (below).

11. JOINT NEGOTIATING COMMITTEE

The attached minutes of the meeting held on 29th October 2024 were presented.

Officers left the meeting whilst this item was discussed.

After considerable discussion it was RESOLVED

- (a) That the minutes of the meeting of the Joint Negotiating Committee held on 29th October 2024 be noted.

- (b) That a decision on the Duty Officer payments and annual pay award for 2025/26 be deferred until the January Board meeting.

## 12. FINANCE AND PLANT COMMITTEE

The attached minutes of the meeting held on 12th November 2024 were presented.

Details of the new taxation rules in respect of 4x4 vehicles were included in the Finance Report at paragraph 2.2.2. Mr R. Stewart queried whether the decision to replace the pickup was financial rather than based on its condition and suggested that if in reasonable condition, replacement could be deferred and any underspend carried over to the next year. In response, the Senior Engineer confirmed that both aspects were taken into account and reassured members that a full evaluation of the condition of equipment was undertaken before tenders were sought and a report brought back to the Board for approval at that time. Mr R. Adam stated that ideally the Board needed to include an amount in the estimates each year for plant replacement, e.g. £200k, to smooth the effect on the rate. He also highlighted that machinery costs were rising. It was noted that the plant reserve was now zero.

RESOLVED

That the minutes of the meeting of the Finance and Plant Committee held on 12th November 2024 be noted.

## 13. HEALTH AND SAFETY

The Operations Manager reported on three incidents across the Consortium since the last Board meeting which included one near miss in the AX area. There had been no serious injuries or major issues of concern.

It was noted that a temporary screen had been installed on the culvert at Misterton to prevent access until work was completed early in the new year.

The Action Plan included in the Consortium's Health and Safety Policy would be discussed by the Health and Safety Committee at its next meeting in December 2024.

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## 14. OPERATIONS

Officers presented the attached report for information, updating on summer and winter works, and pump run hours. It was noted that only one quotation had been received for the replacement mulching head; further quotations would be sought and presented to the January Board meeting for consideration.

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## 15. PUMPING STATION STATUS

Officers presented the attached report and highlighted, in particular, the issues at Cow Lane, Heckdyke and Wiseton Pumping Stations.

The issues at Heckdyke meant that there were no fixed pumps at the site, however, to mitigate the risk, a mobile pump was on site, levels were being monitored, and a further mobile pump would be deployed if necessary. One of the two fixed pumps was planned to be operational by the end of the week.

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## **16. ASSET RENEWAL AND REFURBISHMENT**

The attached project update was presented for information.

Referring to 2:2 of the attached report, Mr M.A. Harris expressed concern about the Environment Agency's attitude to the penstock at Heckdyke Pumping Station which was essential for the Board to let water out of the system. He stated that this would continue to be a problem when the station was refurbished. The Senior Engineer understood that the EA wanted to seal the penstock as it would not allow eel passage. As the existing pipework was not eel compliant, a new discharge line would need to be installed under the road and the concrete manhole utilising the existing gravity discharge; this would mean that the penstock would no longer be required.

Mr M.A. Harris further stated that the Board had previously been able to let water into the Heckdyke catchment from the River Trent but could no longer do so. The Senior Engineer stated that Southfield Pumping Station had a dedicated intake to allow water back in but there was no dedicated route for letting back water at Heckdyke - this had been previously undertaken on a local basis without proper licences. He further reported that a licence had been refused when the Board had requested this. In response to this, Mr Harris understood that historically the water had always been let back and the structure had been the Board's. He emphasised that landowners in the area needed to have this facility.

Some members expressed concern about the proposed rationalisation of Langholme and Four Bridges pumping stations. The proposal was to continue and build a new station capable of coping with the wider catchment.

It was noted that the tenders for the new pumps at Wiseton Pumping Station (2:3 of the attached report) would be issued shortly and a full report with recommendation would be presented to the January Board meeting for consideration. By this time, further information would be available on the grants available. Detailed design would commence in late January 2025 with work on site due to start in March 2026.

The Senior Engineer presented a slide giving an overview of planned projects across the Consortium; this would be circulated separately to members.

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## **17. PLANNING, CONSENTING AND ENFORCEMENT ISSUES**

### **(a) Delegated Authority**

Officers reported on one planning application where comments relating to surface water drainage had been submitted and gave an update on large scale developments within the Board's area.

One Byelaw consent had been issued (IOANN/LDC/2024/016-017) under delegated authority for the installation of temporary monitoring equipment within nine metres but no closer than six metres of the Board maintained Old River Drain at Crowle Sewage Treatment Works at national grid references 476566 412585 and 476612 412617 in the parishes of Crowle and Ealand.

Mr M.D. Pilkington referred to the contravention at Graizelound (reported previously) and stated that the Board needed to be firm regarding contraventions of the Board's Byelaws and take immediate action. He further stated that the caravan had still not been removed at Gunthorpe and the drain had not been cleared. Mr Pilkington stated that such issues needed to be dealt with quicker.

RESOLVED

That the Officers' actions be approved.

(b) Byelaw Contravention - Occupation Lane Drain, Akeferry

This was considered by the Board in September 2020 and it was resolved that the Board would not take action to remedy the contravention provided that the landowners entered into a Deed of Indemnity with the Board at their cost. This decision was on the proviso that no damage had been caused to the pipe when the extension was constructed. A CCTV of the culvert had been undertaken and no damage to the culvert was visible. However, the Deed of Indemnity had not been completed and the landowner was not engaging with the Board's Officers.

It was proposed by Mr I. Bint, seconded by Mr P. Cornish and RESOLVED

That the Board's solicitor be appointed to pursue completion of the Deed of Indemnity in respect of the extension which had been located within nine metres of the Board maintained Occupation Lane Drain culvert at Akeferry, and to seek recovery of the cost from the landowner.

(b) Byelaw Application - Kelfield Catchwater Drain

Officers reported on an application for retrospective consent for the installation of land drainage outfalls into the above Board maintained watercourse which the applicant stated were required to prevent flooding to arable land located east of Newlands Lane at Epworth. Officers had requested information regarding the location, size and reason for the outfalls but stated that these had not been installed to the Board's required standard. Despite multiple requests, the applicant had not provided this information.

An approach had been made to the North Lincolnshire Council's (NLC) planning team for information as a pre-application submission had been made in respect of a proposed residential development on land immediately south of the field where the outfalls had been installed. NLC had advised that no information could be shared with the Board.

It was proposed by Mr M.A. Harris, seconded by Mr R. Mason and RESOLVED unanimously

That the Board take enforcement action for the removal of pipework and outfalls from the Board maintained Kelfield Catchwater Drain.

18. ENVIRONMENTAL REPORT

The attached report was presented for information. Cllr I. Bint and Mr R. Adam were pleased to see the mink trapping going well. Mr R. Adam referred to 2:4:2 of the attached report and was pleased to note that the Board would have a means to deal with any issues caused by Beavers and prevent flooding.

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19. FINANCE

The attached report was presented for information and the Finance Manager went through the Management Accounts for the period up to 30th September 2024 (Appendix 2).

The Forecast of Outturn at 31st March 2025 showed a deficit of £11,996 which was £58,483 more favourable than expected at the beginning of the year, largely due to receipt of the

Tranche 1 money. This would result in balances of £708,394.91 at the year-end (38.26% of net operating costs).

It was noted that a bid for funding the work in the Wiseton catchment had been included in the Tranche 2 application, however, the work would go ahead regardless of whether the bid was successful and, if necessary, the cost would be met from the Pumping Station Renewal Reserve.

Four loans remained outstanding with the Public Works Loan Board totalling £744,135.12 were noted (details on Appendix 1 of the attached report).

The Schedule of Payments over £500 (Appendix 4 of the attached report) was presented.

The Finance Manager highlighted 3:3 confirming that tenders for the provision of internal audit services had been sought and the contract awarded; the internal audit programme was shown in Appendix 5 of the report.

**RESOLVED**

- (a) That the attached Management Accounts for the period up to 30th September 2024 be approved.
- (b) That the Forecast of Outturn figure of £708,394.91 at 31st March 2025 be noted (38.26% of net operating costs).
- (c) That the attached Schedule of Payments over £500 totalling £327,948.42 be approved.
- (d) That Lighthouse UK Consultancy Ltd be appointed as the Board's Internal Auditor with effect from 2024/25 for a period of five years with an option to renew for a further two.
- (e) That the attached 2024/25 Internal Audit Programme be approved.

**20. DRAINAGE RATES AND SPECIAL LEVIES**

A total of £141,993.87 remained outstanding in respect of drainage rates (79.02% had been collected). Special levies had been paid in full.

**RESOLVED**

**21. ENVIRONMENT AGENCY AND PARTNERSHIP MATTERS**

Officers had attended a meeting with residents of Daryl Road, Bassetlaw District Council and the Environment Agency. There appeared to be some movement on the Carr Dyke with the EA looking to make some improvements to reduce flooding immediately such as raising the bank in one of the three low spots which allowed flood waters to escape and inundate the lowland system. Modelling was also being undertaken by the EA to establish if a flood storage area south of the Board's temporary throttle would make a difference and if it would be affordable. Results of the modelling were expected in the next 6 months.

The Chief Executive informed members that DEFRA was undertaking a cost review of IDBs and that it had been stated by ADA that this would initially involve a triage of information already in the public domain. There had been discussions regarding the award of the contract for this work and he would keep members updated regarding the progress of the review.



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**22. DRAFT ESTIMATES OF INCOME AND EXPENDITURE FOR THE PERIOD 1ST APRIL 2025 TO 31ST MARCH 2026**

The Finance Manager presented DRAFT estimates of income and expenditure for the period 1st April 2025 to 31st March 2026. To maintain reserves of 30% (as recommended by the Auditor) a 14.75% increase in the rates and special levies would be required in 2025/26.

The Finance Manager stated that inflation was only a good measure of increases if expenditure remained the same. In the case of the Board, if new schemes were planned then additional funds would be required as the Board did not have sufficient reserves to cover the cost and would be required to fund this via loan. Ideally, provision needed to be made in the Pumping Station Reserve account for future works and to smooth the rate. Officers stated that schemes had been moved to the right for several years and more breakdowns were now occurring. The cost to lift a pump for inspection was in the region of £20k. The Finance Manager referred to the five-year plan and highlighted that loan repayments would count for in excess of 5% of the rating income.

The Finance Manager presented various scenarios showing the effect of 5%, 7%, 9%, 14.75% and 21% increases in the rate for 2025/26. She stated that a 5% annual increase in 2025/26 and 2026/27 would result in the Board running out of money completely by the end of 2027/28 and emphasised that it was the Board Members' legal responsibility to make sure that it did not go bankrupt.

As requested at the Finance and Plant Committee meeting, Officers had reviewed where cuts could be made to achieve a 5% rate rise over the next five years. To achieve this, Officers reported that expenditure would need to be cut by £1,087,000 and the following schemes would need to be abandoned: Wiseton, Heckdyke, Trentside, Occupation Lane Drain, and Bewcarrs, South Street, Rushcarr, Godnow, Kelfield and Cow Lane Pumping Station refurbishments. In addition, there would need to be a reduction in the overtime currently undertaken on summer weedcutting. Should the pumping station refurbishments not be undertaken, there would undoubtedly be an increased number of breakdowns and pump failures, and this would soon deplete the £40k-£50k annual emergency repair budget. In addition, the summer weedcutting programme would not be achievable.

The Finance Manager stated that an annual 9% rate increase for the next five years would keep reserves at around the 30% mark but would still mean delaying projects such as Bewcarrs and South Street pumping station refurbishments.

Cllr D. Rose stated that he had only asked for figures relating to what savings could be made this year in order to achieve a 5% increase. He queried whether it was possible to seek additional funding from the councils, EA or Government for reimbursement of additional costs incurred during a flood event. In response, the Finance Manager explained that the Board had tried to claim from North Lincolnshire Council last year but as the council had not been too badly affected it had not submitted a Belwin claim. It was noted that IDBs could not apply for flood recovery funds directly under the Belwin formula. The Chief Executive stated that if the Board did not have sufficient funds, schemes would not be completed and consideration would need to be given to relinquishing watercourses.

Cllr D. Rose suggested that the Board may want to consider making savings in other areas. In response to Cllr T. Mitchell, the Chief Executive reported that the flood recovery money awarded to IDBs by the Government (Tranche 1 funding) was already included in the estimates. The Chief Executive stated that the Board would not be able to maintain services and deliver its current asset renewals programme with a 5% increase. The Finance Manager stated that operational costs had already been reviewed and overtime would need to be cut

should a 5% increase be agreed. Officers stated that this would not only impact on delivery of the annual maintenance programme but it would also impact on emergency response. Cllr D. Rose emphasised that each year the Board had been told it needed to approve an eye-watering increase or would go bankrupt or would flood and it had still managed with a lower increase. The Finance Manager stated that she had recommended an increase every year to retain operating balances of 30% and ensure that money was put aside in the plant and scheme reserves but the Board had consistently agreed a lower rate and this had a knock on effect. Cllr T. Mitchell emphasised that all public bodies were in the same position and facing the same challenges and any increases needed to be palatable. The Finance Manager pointed out that many other public bodies had reserves but the Board did not have much in balances and was now in a position where pumping stations were failing.

Cllr T. Mitchell stated that a neighbouring board was increasing by inflation and still managing to deliver. The Finance Manager explained that every year this Board had set a rate lower than recommended, whereas some other boards had previously agreed a large increase to cover the exceptionally high electricity costs and were now looking at zero or very low increases. The Chairman stated that the Board to which Cllr T. Mitchell referred to was significantly smaller with only a few pumping stations and a small number of watercourses, it also received a large highland water contribution and had just been awarded Tranche 2 funding. The Chief Executive referred to the Wiseton scheme which was only eligible for a minimal amount of flood defence grant-in-aid funding because the area protected was mainly agricultural with few properties. He further stated that although ideally, the Board would want automatic weedscreen cleaners installed at the majority of stations, this may not be affordable. All projects were already value engineered to ensure they were delivered as cost-effectively as possible. The Chief Executive understood the impact on the local councils and the Consortium had been doing everything possible to highlight the issue faced by those councils within an internal drainage district, lobbying MPs and pushing for reimbursement of the special levy from central Government. Savings had been considered by the Board already, e.g. the plant fleet had been reviewed and use of contractors considered but this had proved to be more expensive, Officers also sought additional funding wherever possible. The Chief Executive stressed the importance of having staff available outside hours to monitor the systems, take calls and respond to breakdowns and flooding.

Mr R. Adam stated that weather patterns were changing and the number of flood events had increased. Another member emphasised that the Board needed to be able to provide protection for communities and help to alleviate flooding and that the Board had a moral duty to do something about this; it cost millions of pounds to deal with a flood event and the aftermath and such events were becoming more and more frequent across the whole country.

The Chairman stated that the Board would need to approve the estimates and agree the rates and special levies for 2025/26 at the January Board meeting and asked members to contact Officers if they had any queries or suggestions in the meantime.

Cllr H. Brand reported that Bassetlaw District Council would support a 9% increase should this be necessary to meet the expenditure required to maintain the level of service and deliver the capital works programme.

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CHAIRMAN

# CONSORTIUM COMMITTEE

Minutes of a Meeting held at 1.00 p.m. on Tuesday, 29th October 2024 at Torksey Pumping Station.

Present: Messrs J. Coggon (Committee Chairman) and Peter Cornish (AX), J. Miller (TV), G. Crust and S.W. Eyre (LM), and C. McGuinness and Peter Horne (DE).

In attendance: Mr A. McGill (Chief Executive) and Mrs C. Davies (Corporate Services Manager).

It was agreed that Mr J. Coggon would continue as Chairman for a further 12 months.

## 1. APOLOGIES

Apologies for absence were received from Mr T.H. Farr and Mrs L. Dales.

## 2. MINUTES OF THE LAST MEETING

The minutes of the meeting held on 15th May 2024 were noted; these had already been approved by the four Boards.

## 3. MATTERS ARISING

### 3:1 Minute 3:1, Page 1 - Telemetry

The Chief Executive confirmed that, where possible, an additional 'storm level' setting had been implemented. It was agreed that Duty Officers monitoring the telemetry must be aware of the need to make adjustments or take appropriate actions when pumps were removed/out of action.

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### 3:2 Minute 9:5, Page 5 - Storm Recovery and Asset Improvement Fund

The Chief Executive reported that although the Tranche 1 bids had been successful, payment had not yet been received. Officers were still awaiting a decision on the Tranche 2 applications.

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## 4. UPDATE ON PROJECT DELIVERY

The Chief Executive reported that a review of the Asset Renewals and Refurbishment Programme had been undertaken to ensure it was deliverable and had resulted in some projects being put back 18 months. Additional work had been included following the storms earlier in the year but many of these were small pumps, e.g. in the DE area. There was a lot of work in the programme and the Boards did not have the resources to do everything; a more focussed schedule should improve productivity. There needed to be some resilience to enable additional work to be undertaken, e.g. small investigations. The revised programme would be presented to the individual boards.

It was noted that preparation of the Outline Business Case for Wiseton Pumping Station was underway and channel works in the catchment would be undertaken this winter.

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## 5. MAIN RIVER MAINTENANCE/PSCA WORKS

The Chief Executive had recently attended a meeting organised by the Lincolnshire National Farmers Union and given a presentation on the work undertaken by LM on main rivers; EA Officers were also present and Mrs V. Atkins, M.P. attended remotely. It had been reported that £11.3M had been awarded to the EA to undertake main river maintenance work compared to their regional maintenance bid of £27M. In response to Mr C. McGuinness, the Chief Executive agreed to forward costs for the Trent and Nottinghamshire areas. Concern had been expressed at the meeting about the cut backs. Mr C. McGuinness understood that this maintenance money had been robbed to enable them to top up the capital fund and emphasised that more houses were at risk of flooding now than previously. Mr P. Cornish referred to the £3.2B allocated for capital works that the EA could not spend and stated that some of this should be used for maintenance. He stated that the boards must continue to push this with their local MPs. The Chief Executive reported that Mr P. Lockhart from the EA had said that all major capital investment in the Nottinghamshire area was complete.

Members expressed concern about a recent comment from the EA that 'IDBs just do land drainage, the EA does flood risk'. He was expecting the narrative to change from 'they are not doing maintenance' to 'they are cash strapped'.

In response to members, the Chief Executive confirmed that the trial in the LM area had gone well. LM had undertaken maintenance on six of the seven agreed main rivers to the Board's standard and feedback from the adjacent landowners had been very positive.

The Chief Executive reported that there was talk about a similar arrangement in the Nottinghamshire area and the EA seemed positive about this. All works were recharged at cost (man and machine) plus a small cost to cover administration costs. If a firm commitment was given by the EA for future works, the boards could consider hiring an additional member of staff.

It was noted that work was due to commence today on the River Smite. In response to Mr J. Miller, the Chief Executive reported that he had seen no changes in the EA following the change in Government.

Mr P. Cornish confirmed that work had started on the River Idle at Bawtry (from Bawtry to the mushroom factory) and reported silt levels of one metre which the contractor reported was worse than expected.

Mr C. McGuinness referred to the last ADA Trent Branch meeting where he had asked why the EA was applying more environmental benefit than was required.

The Chief Executive stated that a uniformed approach across all government departments was required.

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#### 6. UPDATE FROM INDIVIDUAL BOARDS ON OTHER MATTERS

Mr G. Crust expressed disappointment at the liaison between the Lincolnshire councils and IDBs, in particular with regard to the special levy which they classed as a drain on their finances. He was concerned about the way the Special Interest Group was taking this and the possibility of splitting the special levy from the council tax. Mr C. McGuinness agreed, stating that this could mean that if IDBs needed additional funding, they could be told they had a mechanism for raising funds locally. The Chief Executive had attended the meeting in Parliament on 8th October 2024 and understood that ADA was now fully aware of the boards' position on this.

Mr J. Miller praised the TV workforce, stating that they had been busy catching up with work that did not get done last year; there was still more to do but work on the ground was going well. He emphasised that it was important for the community to see work being undertaken, particularly following the flooding last winter.

Mr C. McGuinness reported that some councils were less keen to engage on matters where there were issues with joint assets. He explained that many of the council representatives on the DE board were not councillors so it was important that the council officer attended to feed back. Overall, support from DMBC was positive and they understood the need for the rate increase to maintain services. Mr P. Horne reported that the delivery time for pumps/spares seemed to have increased. In response, the Chief Executive reported that this was not helped by the fact that many IDBs were experiencing pump failures due to increased runtime last winter and they too were undertaking repairs/replacement. He stated that this demonstrated the need to keep assets in good order, e.g. regular maintenance/refurbishment and reforming, as it took a long time to catch up if the programme slipped. Mr C. McGuinness agreed, stating that this also helped with financial planning to smooth the rate.

Mr J. Coggon reported that two pumping stations were out of action in AX but the summer maintenance programme was progressing well with work in the northern area completed. Both the AX Chairman and Vice-Chairman were pleased to see an improvement in communication.

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## 7. STRATEGIC ENGAGEMENT AND PUBLIC RELATIONS

The Chief Executive updated on the following meetings:

8th October	AX	Parliamentary Reception – Special Interest Group regarding special levies (attended by MPs, IDBs, DCs)	Andrew McGill
9th October	AX	Daryl Road, Retford – meeting with residents regarding Carr Dyke and River Idle (attended by EA, IDB, DCs)	Chief Executive and Engineer
5th November	TV	North Scarle Flood Group	Engineer, Senior Operations Manager and Operations Manager
11th November	TV	Nottinghamshire NFU	Chief Executive
11th November	TV	Sutton-on-Trent Flood Alleviation Scheme meeting with Parish Council followed by meeting with landowners (work due to commence before Christmas 2024)	Chairman, Engineer, Senior Operations Manager and Operations Manager
12th November	AX	Wiseton Pumping Station and Catchment Improvements – meeting with landowners	Vice-Chairman, Engineer, Senior Operations Manager and Operations Manager
27th November	LM	Lincolnshire NFU	Chief Executive
28th November	TV	Thurgarton Flood Group	
13th November		ADA Conference	

The Chief Executive reported that there were more M.P.s present at the recent Parliamentary reception and he had met with several local ones and would be following this up with an invitation to visit the boards' areas. Mr J. Miller referred to the DEFRA visit in August and suggested that the new Floods Resilience Taskforce should be invited to visit the boards.

The Chief Executive reported that a review of the cost of IDBs was being undertaken and he had suggested that this should also include the value of IDBs.

### RECEIVED

## 8. STAFFING

The Corporate Services Manager updated on staffing across the Consortium.

Regarding the pay increase for 2025/26, the Union had submitted a claim for a consolidated £500 plus a 5.1% increase, applicable to all salary points and this was circulated to members. Members were also provided with information from the Office of National Statistics and a schedule showing the additional cost to each board for a lump sum of £300 plus options for a 3%, 4% and 5.15% increase, and a straight 5.1% increase (no lump sum).

The Corporate Services Manager reported that concerns had been raised by the TV workforce regarding use of their own vehicles for work and it was agreed that this would be discussed by the TV Board in November.

The Corporate Services Manager further reported that (in accordance with the Terms and Conditions which stated that these would be reviewed every three years) the Duty Officer payments were now due for review. She explained the roles of the WMC Duty Officer and the DLO Duty/Appointed Person.

*The Chief Executive and Corporate Services Manager left the meeting whilst the 2025/26 pay increase was discussed.*

### RECOMMENDED

- (a) That the annual Duty Officer payments be increased from £1,950 to £2,067 and from £975 to £1,033.50 respectively (an increase of 6%).

- (b) That with effect from 1st April 2025 the Consortium increase all salary points by £500 and then apply an increase of 5.1%.

9. ANY OTHER BUSINESS

None.

CHAIRMAN

# Water Management Consortium

## Joint Negotiating Committee

Minutes of a Meeting held at 3.00 p.m. on Tuesday, 29th October 2024 at Torksey Depot.

Present:

Board representatives: Giles Crust (LM Chairman), John Coggon (AX Chairman), John Miller (TV Chairman) and Chris McGuinness (DE Chairman).

Employee representatives: [REDACTED] (TV DLO), [REDACTED] (LM DLO) and [REDACTED] (DE DLO).

Union representative: [REDACTED] (Secretary, Unison East Midlands IDBs Branch).

In attendance:

Officers: Andrew McGill (Chief Executive) and Carol Davies (Corporate Services Manager).  
LM Vice-Chairman, S.W. Eyre.

John Coggon chaired the meeting.

### 1. APOLOGIES

Apologies for absence were received from [REDACTED], [REDACTED] and [REDACTED].

### 2. NOTES OF THE LAST MEETING

The Notes of the meeting held on 15th May 2024 were circulated for information, these had been approved by the Boards.

RECEIVED

### 3. MATTERS ARISING

It was noted that AX and DE were still awaiting costs from the East Riding Pension Scheme.

### 4. PAY INCREASE FOR 2025/26

John Miller stated that the Chairmen were aware that the DLO pay had been reviewed but not the office staff which may mean that they may still be slightly behind inflation.

The DLO had asked for annual increases to be applied to the Duty Officer payments, stating that this was what used to happen prior to the salary review and it was not made clear at the time that this would not be the case going forward. John Miller agreed that this could be reviewed every year, however, the Chairman stated that there were no guarantees that it would be increased.

[REDACTED] supported the paper put forward by the Union for a £500 plus 5.1% increase.

The Chairman reported that the pay increase had been considered at the Consortium Committee meeting and had accepted that some spine points could be slightly behind and agreed to recommend that the boards approve (with effect from 1st April 2025) a £500 increase on all spine points and then apply a 5.1% increase. In addition to this, they would recommend that the Duty Officer payments be increased by 6% and reviewed again next year.

██████████ stated that the TV DLO would be more than happy with the pay offer, ██████████ and ██████████ also stated that the DE, AX and LM DLO would be happy with the offer.

██████████ stated that he would have to take this back to the Union members but was confident they would be accept the offer.

#### 5. TERMS AND CONDITIONS

John Miller confirmed to ██████████ that the TV Board would be considering travelling and provision of vehicles at the November Board meeting. ██████████ stated that all other Land Drainage Operatives across the Consortium were provided with a vehicle, the TV DLO were incurring huge costs for using their own vehicles for work (e.g. insurance, additional servicing and wear and tear) and felt that the current mileage allowance did not cover this.

██████████ agreed to send through some examples of this to ██████████ so that it could be taken into account.

CHAIRMAN



Minutes of a meeting of the Finance and Plant Committee held on Tuesday, 12th November 2024 at 10.00 a.m. at The Gables, Epworth.

*	Messrs	R. Adam	*	Cllrs	Mrs H. Brand
		J. Coggon	*		D. Rose
*		P. Cornish	-v-		Mrs J. Sanger
*		R. Mason			
		M.D. Pilkington			

\* Present

-v-	Messrs	A. McGill (Chief Executive)
*		A.J. Malin (Senior Operations Manager)
*		R. Brown (Senior Engineer)
*		G. Sutton (Operations Manager)
*	Mesdames	N.J. Hind (Finance Manager)
*		C.B. Davies (Corporate Services Manager)

\* In attendance

In the absence of Mr J. Coggon, Mr P. Cornish chaired the meeting.

#### 1. APOLOGIES

Apologies for absence were received from Messrs J. Coggon and M.D. Pilkington. The Chief Executive would be attending virtually until he had to leave for another meeting at 11.00 a.m.

#### 2. DECLARATIONS OF INTEREST

None.

#### 3. NOTIFICATION OF ITEMS OF ANY OTHER BUSINESS

None.

#### 4. MINUTES OF THE LAST MEETING

The minutes of a meeting held on 4th June 2024, as approved at the September 2024 Board meeting, were presented for members information.

RECEIVED

#### 5. MATTERS ARISING

In response to Mr P. Cornish, Officers confirmed that an update on Wrays Drain and the IDB Flood Recovery Fund would be given under agenda item 6.

#### 6. FINANCE

The Finance Manager presented members with the DRAFT Finance report which would be presented to the June Board meeting. This predicted a deficit of £11,996 at

31st March 2025. The Finance Manager reported that the Tranche 1 money had been included in the forecast but had not yet been received. It was noted that Severn Trent had paid the £249,844.95 outstanding since the report was prepared.

The Senior Engineer reported that the boards had been asked to confirm what work in the Tranche 2 bid was deliverable before the end of the financial year. In the AX area, this included extensive work on three watercourses in the Wiseton catchment and the installation of nine water level sensors across the area and totalled £446,945.60. There were no guarantees that the bid would be successful and it would only be paid if the work was completed before the year-end. It was hoped that confirmation would be received by the end of November.

Regarding Wrays Drain, the Senior Engineer reported that additional grant money was available and a bid for this would be submitted before Christmas 2024. Work was planned to recommence in April/May 2025 and the funding should be in place before then. There was currently £160k remaining in the project fund although the scheme was overspent. In response to Mr P. Cornish, the Senior Engineer confirmed that this would not affect the estimates for 2025/26, however, there was still a risk if further problems were encountered but this would be managed and mitigated. In response to Mr R. Mason, the Senior Engineer reported that flood relief would not be realised until the scheme was completed, although some properties along Godnow Road may benefit now. It was noted that there was still an issue along Lindum Grove.

Cllr D. Rose queried whether solar panels could be installed to reduce costs. In response, the Senior Engineer stated that there would be little benefit of installing these on existing buildings. He reported that to benefit, would require a bank of panels on land and the Board had neither the money nor the resources to look at this now. The next major break in the asset renewal programme was 2032 to 2034 and he suggested it could be considered for the future.

RECEIVED

## 7. PLANT AND EQUIPMENT

The Senior Operations Manager presented a report detailing the following:

### 7:1 Plant Purchases/Disposals 2024/25

The sale of the Ford Ranger pickup delayed from 2023/24 had realised £5,021.87.

A new Komatsu excavator had been purchased this year (to replace the Volvo) together with a new skip for storage of materials at the depot. The net spend to date was £122,023.99, however, a mulching head was still to be purchased at a cost of £15,000 and would be brought to the November Board meeting for approval.

RECEIVED

### 7:2 Proposed Plant Purchases 2025/26

Provision had been made in the 2025/26 DRAFT estimates for replacement of the vehicles below at a total net cost of £154,500:

New Holland (registration FY63 LXA) yard tractor – to be replaced with a suitable front loader at an estimated cost of £90,000. The existing machine had already completed 4,869 hours and was showing signs of wear; this would meet the replacement policy of 4,000 hours at the time of replacement. £6,000 had been spent on electrical repairs since April this year and more costs were likely.

Ford Ranger (registration YP69 XZN, current mileage 69,900) – to be replaced with a suitable 4x4 pickup at an estimated cost of £30,000.

Two Toyota Hilux pickups (registrations FT70 CVU and FT70 CVV, existing mileage 55,238 and 55,900 respectively) to be replaced with two suitable 4x4 pickups at an estimated cost of £28,000 each.

Weedbasket (year 2011, completed 13 seasons, previously refurbished and now beyond economical repair) to be replaced at an estimated cost of £11,000.

The Toyota pickups were originally due to be replaced in 2026/27, however, Officers recommended that their replacement be brought forward. The normal replacement period was 75,000 miles, however, bringing these forward would realise a higher trade-in and it was expected that an additional 10,000 and 5,000 miles would be covered before March 2025. Should these vehicles not be brought forward, there would be a significant increase in the finance required in 2026/27 when the Volvo excavator was due for replacement. The attached plant replacement programme for 2026/27 to 2030/31 demonstrated this.

Mr P. Cornish queried the impact of the new taxation rules for double cab pickups. Officers understood that they would apply to any double cab purchased on or after 6th April 2025 but would not apply to existing vehicles. Any double cab with a payload of one tonne or more purchased after that time would no longer be classed as a commercial vehicle. Mr P. Cornish suggested that a decision on the replacement of the vehicles be delayed until the implications of this were fully understood.

In response to Mr R. Adam, the Operations Manager confirmed that a reasonable number of 4x4 vehicles were required to carry passengers to and from their machines and to respond during an emergency event. The current fleet consisted of four 4x4 vehicles and four vans which was considered the right combination. The Senior Operations Manager would investigate which manufacturers could provide a king cab rather than a double cab although these no longer seemed as readily available.

Cllr D. Rose questioned the sale of the tractor when £6,000 had been spent on repairs this year. In response, the Senior Operations Manager stated that the repairs had to be undertaken as the vehicle was not operable.

#### RESOLVED

That a report on the replacement of the pickups and the impact of the new taxation rules be presented to the November Board meeting.

7:2 Plant Replacement Programme 2026/27 to 2030/31

Officers presented the proposed future plant replacement programme. The Senior Operations Manager highlighted that the McConnel flail (due for disposal in 2029/30) may need to be brought forward. Several breakdowns (predominantly due to failure of bearings and belt drives) had occurred this year with three in a two-month period resulting in the loss of 14 days productivity. Officers explained that the flail had been purchased in December 2023 with a three-year warranty and, so far, the manufacture had borne the cost of the repairs. The bearings had been upgraded, however, the problem seemed to be reoccurring, and Officers were concerned that the manufacturer would not continue to pay for the repairs indefinitely. Members stated that the manufacturer needed to get to the root of the problem, suggesting that something could be out of balance and they needed to investigate this further. Even though the repairs were covered under warranty, the Board was still incurring costs in downtime. The Senior Operations Manager would pursue this with the manufacturer and ask them to undertake a thorough investigation, taking into account whether it was balanced correctly, if there could be a design fault, whether the machine was robust enough for the work required of it, or if it could just be a 'rogue' machine and required replacing.

Mr R. Adam stated that it was logical for the plant expenditure to be smoothed over a period of time to avoid having to replace several large items of plant in one year. He stated that the Board having its own plant and workforce was much cheaper and more efficient than using contractors. The Finance Manager reminded members that leasing of plant had also been considered by the Board in the past and also proved more expensive.

In response to Mr P. Cornish, the Operations Manager confirmed that the Bailey dump trailer due for replacement in 2028/29 would be reviewed nearer the time and would only be replaced if necessary. This applied to all equipment and tenders would be sought for any replacements and brought back to the Board for consideration before any purchases were made.

7:3 Plant Schedule

The attached schedules detailing all large items of plant and equipment, their condition and mileage together with running costs were presented for information.

RECEIVED

8. DRAFT ESTIMATES OF INCOME AND EXPENDITURE 2025/26

The Finance Manager presented DRAFT estimates for 2025/26 and highlighted that, to achieve a 30% reserve (the amount recommended by the Internal Auditor), an increase of 14.75% would be required next year. She did, however, understand that this may not be palatable to the Board and presented the five-year plan based on a 9% increase for the next four years, with a 1.5% increase in 2029/30; this would result in balances dropping to 20.28% in 2027/28 but increasing to 29.89% by 2029/30.

Figures were also presented for a 7% increase next year with 7% for the following four years; this would result in cash reserves dropping to as low as 5.3% of net operating costs.

The Finance Manager emphasised that a 5% increase for the next five years would result in any cash reserves being depleted by early 2028 with a debt of £277,204.09 by the end of that year.

Officers went through each budget heading and the following were highlighted in particular:

#### Emergency Pumping Station Funds

A budget of £50,000 had been included but costs to date amounted to £46,000. Typical spend was between £50,000 and £100,000 with any additional amounts being taken from balances. As more pumping stations were refurbished, it was hoped that these repair costs would come down.

#### Wiseton and Heckdyke Loans

If further work was required, this would need to be funded by the Board as the grants had been exhausted. Heckdyke - £2.1M grant, £480,000 Board, most of which was from loan. Wiseton - £1.7M grant, £419,000 Board. Due to the lack of funds, savings were being considered wherever possible and included the use of sheet piles in the sump rather than concreting the structure as this would be cheaper to construct but would need more maintenance in the future. As the Wiseton scheme progressed, should additional costs be incurred and the Board did not have the funds, further savings may need to be made, e.g. it may not be initially be possible to afford an automatic weedscreen cleaner. Mr R. Mason stated that not providing an automatic weedscreen cleaner on a newly refurbished station was a step backwards, further, it was essential that the pumps were not run dry and the Board did not have the manpower, particularly during a heavy rainfall event, to manually rake weedscreens. Mr Mason stated that the Board must make provision for an automatic weedscreen cleaner. Mr R. Adam emphasised that this was a step backward, and the health and safety of the workforce must also be taken into account. The Engineer reported that more accurate costs would be known once the tenders were returned for the pumps. Although, the Board may wish to deliver the whole scheme within the allocated budget, the Senior Engineer stated that it must be aware that there was a risk that additional costs may be incurred. The Finance Manager stated that a 5% increase in the rates would only cover the cost of the loans and these may not be enough if scheme costs increased.

The drain maintenance work in the Wiseton catchment planned for this year and next had been included in the Tranche 2 submission, however, Officers recommended that, should this bid not be successful, any shortfall be taken from the £249,845 treated effluent fees. Referring also to Item 6 (paragraph 2 above), Mr R. Adam queried whether contractors would be able to assist with the Tranche 2 work to ensure it was completed before the end of the financial year and the Board did not lose the funding. Officers stated that contractors were not available to assist with this.

Members were asked to consider whether they wished to retain the recommended cash balances of 30% of net operating costs as per the Financial Regulations.

Cllr D. Rose reported that inflation was at 2% and the Board expected a surplus cash reserve this year of 39.33%; the implication of an above inflation increase would be hard to stomach. Cllr Rose suggested that the Board consider what would be required to achieve a 5% increase and a reserves policy of 25% and asked Officers to identify some of the potential cuts that could be made. The Finance Manager agreed that

inflationary costs were a good measure provided that there was no new expenditure and emphasised that the cost of repaying the loans amounted to 5%. She queried what cuts could be made. The Senior Engineer asked members whether they wished to consider cutting staff costs, plant budgets or delaying schemes.

Mr P. Cornish stated that the Board was in this position because the rate had not been increased to meet the additional costs incurred over the last few years. The Finance Manager agreed, stating that she had advised six years ago that an 8% rate rise would be required each year and last year that a 26% rise was required and there had been a constant moving back of projects which were now more expensive to deliver. She asked members to move away from thinking of the amount in percentages and instead consider this in monetary terms, for example a 9% rise would cost the councils £110,000.

Cllr D. Rose suggested it would strengthen the position at the Board meeting if Officers could demonstrate what could or could not be delivered with the various funding options.

In response to Cllr H. Brand, Officers confirmed that they met with the district councils to discuss the special levies but these meetings did not take place until a steer on the likely rate rise was given by the Board, e.g. at the November Board meetings.

Mr P. Cornish stated that the rate had been kept at 2% for several years and schemes had been delayed resulting in additional repair costs at stations. He further stated that the Board's assets and infrastructure needed to operate effectively and efficiently to continue to protect land and property.

The Finance Manager clarified that any schemes where grant money had already been received would have to be completed as the Board did not have the funds to repay the money.

Mr P. Cornish stated that sufficient balances needed to be maintained to cover an emergency event, e.g. electricity costs, breakdowns, manpower etc. Mr R. Adam also stated that the Board must take into account the increased cost of materials and the increased frequency of heavy rainfall events. Mr Cornish was concerned that if reserves were reduced below 25% the Board may not have sufficient funds to deal with this and may need to make some difficult decisions, e.g. not pumping.

From looking at the figures Cllr Mrs J. Sanger did not think a 5% rise was suitable and she expressed concern that a 9% increase may not be sufficient either. The Finance Manager advised that it would be better for the Board to take a large hit this year in order to secure the financial position and retain reserves sufficient to cater for any unforeseen events.

Mr R. Mason queried whether anything could be cut from the reforming budget. In response, the Senior Operations Manager stated that this would have little saving as the work was undertaken using the Board's own plant and equipment.

It was noted that the asset renewal and refurbishment programme had already been reviewed and reprofiled and a further review was being undertaken to ensure the work was deliverable.

Cllr Mrs H. Brand stated that she would support an increase in the rate of 9% subject to Officers providing additional information for the November meeting to show what work could or could not be delivered.

Cllr D. Rose stated that he would take this back to the Leader of North Lincolnshire Council and report back to the November Board meeting.

Officers would present further information on any cost savings and the implications on the level of service provided by the Board.

RECEIVED

**9. ANY OTHER BUSINESS**

Officers reported that a meeting was to be held in the afternoon with landowners from the Wiseton catchment to discuss the proposed works; Messrs R. Adam and P. Cornish would be attending. It was noted that dates for the scheme had already slipped but Officers would present plans showing the proposed work which would commence this winter on three watercourses in the catchment.

CHAIRMAN

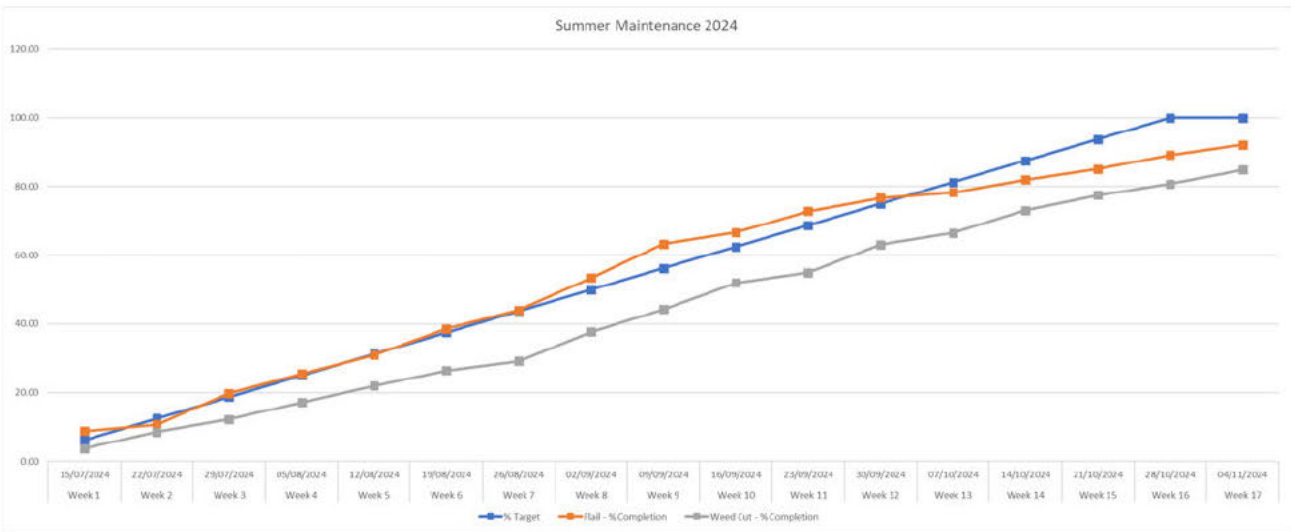
FOR MEMBERS' INFORMATION ONLY

<b>ISLE OF AXHOLME AND NORTH NOTTINGHAMSHIRE WATER LEVEL MANAGEMENT BOARD</b>	File Ref:	Agenda Item: <b>14</b>
Meeting: Board Meeting Date: <b>26th November 2024</b>	Subject: <b>OPERATIONS</b>	

1. Overview

1:1 Summer Maintenance Progress

At the time of writing this report 93% of the flailing and 87% of the weed cutting work has been completed. Officers remain confident that the full works programme will be completed by the end of the summer cutting season.



2 Winter Maintenance Works

2:1 The Boards 2024/25 winter works programme will prioritise the Wiseton catchment for watercourse improvements up to the end of March 2025. Works on two additional watercourses within the Wiseton catchment, Tiln Farm Drain and Gunns Beck will be carried out from April 2025

Drain Name	Catchment	Description of Works	Length (m)
New EA Drain	Wiseton	Reforming Tree and Bushing	5,333 319
Black Syke Drain	Wiseton	Reforming Tree and Bushing	1,850 915
Long Road West Drain	Wiseton	Reforming Tree and Bushing	935 370
<b>Total</b>			<b>9,722</b>



- 2:2 The proposed winter maintenance programme for 2025/26 is detailed below. The 2025/26 programme will prioritise the Whitgift catchment with improvements being carried out on eight watercourses.

Drain Name	Catchment	Description of Works	Length (m)
Tiln Farm Drain	Wiseton	Reforming	1990
Gunns Beck	Wiseton	Reforming	2868
Whitgift Sewer	Whitgift	Reforming	3796
Church Hall Drain	Whitgift	Reforming	303
Infield Drain	Whitgift	Reforming	253
Dog Hall Drain	Whitgift	Reforming	891
Quart Lane Drain	Whitgift	Reforming	846
Moxon Close Drain	Whitgift	Reforming	1750
<b>Total</b>			<b>12,697</b>

### 2:3 Mitigation Works

The October mitigation period has recently closed with drains being cut or sprayed in readiness for the upcoming winter works programme. Any mitigation work that has not yet been completed will be carried forward to the second mitigation period commencing on the 15th of February 2025.

## 3. Matters for Note

### 3:1 Plant and Equipment

Quotations are now being sought for the purchase of a suitable mulching head. A recommendation for purchase will be presented at the meeting for the members consideration.

## 4. Pump Run Hours

- 4:1 Pump run hours are attached for information.

### **Recommendation:**

To note report of Officers.

A. Malin  
Senior Operations Manager

G. Sutton  
Operations Manager

FOR MEMBERS' INFORMATION ONLY

<b>ISLE OF AXHOLME AND NORTH NOTTINGHAMSHIRE WATER LEVEL MANAGEMENT BOARD</b>	File Ref:	Agenda Item: <b>16</b>
Meeting: Board Meeting Date: <b>26th November 2024</b>	Subject: <b>PUMPING STATION STATUS</b>	

1. Overview (Current Focus and/or Status)

1:1 The current issues at the Board's pumping stations are shown below.

Asset	Pumps Available	WSC Available	At Risk	Planned Works & Owner	Completion Date
Cow Lane PS	1	N/A	Flooding of Farmland	Pump 3 out of service awaiting removal for inspection and repair - Industrial Pumps to attend site - PS currently running on two pumps and no current concerns regarding available pump capacity	30/11/2024 (Industrial Pumps have advised new date of w/c 18/11/24)
	2				
	3 RED				
Paupers PS	1	Yes	Protects parts of Crowle and Eastoft and large arable areas	No issues	
	2				
	3				
Common Carrs PS	1	N/A	Flooding of Farmland	No issues	
Bewcarrs PS	1	Yes	Protects Keadby Power Station and National Grid Primary Transmission infrastructure and some housing	No issues	
	2				
Godnow PS	1	N/A	Extra pressure on Paupers & Wrays Drain, pathway for breach if North Soak Bank fails	No issues	
Althorpe PS	1	N/A	Flooding of Farmland, Could impact A18 and then some properties	No issues	
	2				
Derrythorpe PS	1	N/A	Flooding to Farmland & settlement of houses.	No issues	
	2				

Asset	Pumps Available	WSC Available	At Risk	Planned Works & Owner	Completion Date
Rushcarr PS	1	N/A	Water from the M180 and the North of the West Butterwick Village.	No issues	
Trentside PS	1	N/A	The station pumps all of Rushcarrs water which includes water from the M180 and the North of the West Butterwick Village.	No issues	
Southfield PS	1	Yes	South of the village of West Butterwick (specifically Parklands) and the North of the village of Owston Ferry, has been supporting the Kelfield system as well	No issues	
	2				
	3				
Greenholme PS	1	Yes	West End Road and Battle Green Epworth and Low Burnham. SLED issues potentially undermining the station	No issues	
	2				
	3				
Kelfield PS	1	Yes	Risk of flooding to agricultural land.	No issues	
	2				
Blackdyke PS		N/A	N/A		
South Street PS	1	Yes	Reduced operation for Three Bridges, Four Bridges and Park Drain should the levels get too high – Overtopping towards Westwoodside	No issues	
	2				
	3				
Drain Head PS	1	N/A	Reduced operation for Three Bridges, Four Bridges and Park Drain should the levels get too high – Overtopping towards Westwoodside	No issues	
	2				
	3				
Three Bridges PS	1	N/A	Flooding of Farmland & EA Depot	No issues	
Four Bridges PS	1	N/A	Flooding of Farmland, would overspill into Heckdyke catchment before impacting property	No issues	
	2				



Asset	Pumps Available	WSC Available	At Risk	Planned Works & Owner	Completion Date
Heckdyke PS	1 RED	N/A	Flooding of Farmland and at very high levels property	Currently no operational pumps at the PS - Both pumps have been lifted by NLE. 12" mobile flange / pipework has been installed - Currently there is the 6" mobile pump on site and pumping (12" pump at Derrythorpe Depot), water levels being held lower to allow for additional storage - DUTY OFFICER TO MONITOR	31/10/2024 (likely to be 30/11/2024)
	2 RED				
Gringley PS	1	Yes	Large arable catchment with some isolated property	No issues	
	2				
	3				
	4				
Scaftworth PS	1	N/A	Flooding of Farmland	No issues	
	2				
Wiseton PS	1 RED	Yes	Clayworth village (toft dyke), Hayton, Clarborough	PS due for full refurbishment	2025 / 2026
	2				
	3				
	4				
	5 RED				
	6				

## 2. Matters for Note

### 2:1 Pumping Station Emergency Repairs - Heckdyke Pumping Station

2:1:1 Since the last Board meeting, the remaining pump at Heckdyke failed, a temporary pump from Lindsey Marsh Drainage Board's Gibraltar Point Pumping Station was installed. Unfortunately, the motor on this pump has suffered damage due to incompatibilities with the control panel. The station has no permanent pumping arrangement with one of the Board's 6" mobile pumps currently on site to manage flows. Modifications to one of the discharge lines has been undertaken to enable connection to a 12" mobile pump.

2:1:2 Works are ongoing in an attempt to get one working pump from the two original pumps removed from Heckdyke in addition to repairs to the pump taken from Gibraltar Point Pumping Station. Following this work, the station should have two operational pumps sufficient to provide water level management whilst the station is refurbished.

**Recommendation:**

To note report of Officers.

Robert Brown  
Senior Engineer

Antony Malin  
Senior Operations Manager

FOR MEMBERS' INFORMATION ONLY

<b>ISLE OF AXHOLME AND NORTH NOTTINGHAMSHIRE WATER LEVEL MANAGEMENT BOARD</b>	File Ref:	Agenda Item: <b>16</b>
Meeting: Board Meeting Date: <b>26th November 2024</b>	Subject: <b>ASSET RENEWAL AND REFURBISHMENT PROJECTS</b>	

1. Overview of Current Focus

1:1 Projects – Completed

Project and Tasks	Description of Works	Budget	Expenditure	Final Outturn
<b>Kelfield Pumping Station - Outside Pump overhaul and reinstall - emergency repairs</b>	Investigations / repairs to pump which is noisy and vibrating	PS Emergency Repair Budget 24/25	17,526.00	N
<b>Derrythorpe Pumping Station - Replacement weedscreen</b>	H&S issue corroded weedscreen - design, fabricate and install new weedscreen	33,027.57	28,600.09	N
<b>Kelfield Pumped Catchment Area Improvement Scheme</b>	Refurbishment of Kelfield Pumping Station and associated drain works linking to Southfield Pumping Station & decommissioning of Black Dyke PS	718,000.00	706,829.03	N
<b>Southfield Pumping Station Refurbishment</b>	Refurbishment of Southfield Pumping Station – including demolition of old station, provision for temporary pumping, new control panel, 2 new pumps and refurbishment of pump 3	322,421.00	330,663.17	N
<b>Kelfield Pumping Station - Inside pump breakdown and repairs</b>	Investigations / repairs to inside pump at Kelfield PS	PS Emergency Repair Budget 24/25	24,703.00	N
<b>Drain Head PS - Control Panel and repairs to diesel engines</b>	New control panel and repairs to diesel engines	PS Maintenance & Emergency Repair Budgets 24/25	24,300.00	Y

1:2 Projects – Current Focus

Del Order	Project and Tasks	Description of Works	Budget	Expenditure	Planned Completion
2	<b>South Street PS Museum Alarms &amp; Lighting</b>	Repairs to museum domestic wiring, lighting and installation of fire alarm system to meet requirements and specifications of insurance and fire service for the building type.	20,000.00	16,579.00	30/11/24
1	<b>Heckdyke Pumping Station - Emergency Pump Repair</b>	No operational pumps at the station - Currently 6" mobile pump on site - Pipework and flange modified now for 12" mobile pump if required - currently looking at permanent (short term) options for pumping until new pumps as part of PS refurbishment are installed	PS Emergency Repair budget	20,998.00	
3	<b>Cow Lane Pumping Station - Pump 3 emergency repairs</b>	P3 has a fault and requires lifting	PS Emergency Repair budget	3,890.00	22/11/2024
4	<b>Wray's Drain Flood Alleviation Scheme</b>	Joint partnership scheme with NLC & STW to alleviate flooding in Crowle.	931,000.00	1,047,871.69	31/10/2025
5	<b>Heckdyke Pumping Station Refurbishment</b>	Major refurbishment of pumping station including rationalisation with Four Bridges PS and DEIDB's Langholme PS	2,159,643.95	70,582.39	30/09/2026
6	<b>Wiseton Pumping Station Refurbishment</b>	Major refurbishment / rebuild of PS with new intake sump and discharge arrangement	1,650,000.00	90,760.91	30/09/2026
7	<b>South Street Pumping Station Refurbishment</b>	Major PS refurbishment	891,000.00	815,830.74	30/09/2025
8	<b>Cow Lane Pumping Station - Surge chamber covers and repairs to penstocks</b>	Surge chamber covers require replacement and repairs to penstocks	31,955.95	26,210.11	30/11/2024
9	<b>Three Bridges Pumping Station - Emergency Electrical Repairs</b>	Following the NICEIC inspection electrical repairs are required to the incoming feed and panel at the station	PS Emergency Repair Budget 24/25	16,293.00	30/11/2024



### 1:3 Projects – Not being progressed

The following projects are within the planned works programme, but are not being progressed due to lack of resource which has been diverted to focus on the more critical schemes, emergency works and the Flood Recovery Bids and projects.

Risk	Del Order	Project and Tasks	Description of Works
	1	<b>Mother Drain SSSI Culvert, Misterton, Investigations</b>	Investigations, Study and Initial Designs for the repairs to the head walls and installation of guarding and raking grid to prevent access and ensure maintenance.
	2	<b>Drain Head Pumping Station Refurbishment</b>	Refurbishment of Pumping Station to include replacement of diesel pumps with fish and eel compliant pumps including control panel and mechanical weedscreen cleaner. May require diesel back up
	3	<b>Gringley and Scaftworth Pumping Station Refurbishment</b>	Study of catchment to consider feasibility of rationalising Scaftworth into Gringley pumped catchment. Refurbishment of Gringley including increase in capacity and fish and eel compliant pumps
	4	<b>Derrythorpe Pumping Station Refurbishment</b>	Refurbishment of Pumping Station including substantial repairs to sump, replacement of pumps and control panel. Consider future rationalisation with Rushcarr and Trentside with capacity allowance.
	5	<b>Trentside Pumping Station Refurbishment</b>	Refurbishment of Pumping station plant and equipment, consider rationalising with Rushcarr and Derrythorpe pumped catchments
	6	<b>Occupation Lane Drain</b>	Replacement of 400m culverted sections of Occupation Lane Drain.
	7	<b>Carr Dyke Flood Relief Scheme</b>	Potential flood relief scheme for Carr Dyke, Retford.

## 2. Matters for Note

### 2:1 IDB Storm Recovery and Asset Improvements

2:1:1 Members will recall that funding was awarded for the Tranche 1 bids with payment due in full during September 2024. There has been a delay in receiving payment which is due to further information being required by the EA including the issue of eel exemptions.



Officers were not made aware of this until recently and a project closure report and further claim form has now been completed and submitted. The EA have confirmed payment in full can now be made.

2:2 Heckdyke Pumping Station Refurbishment

- 2:2:1 The tenders for the new fish friendly pumps at both Heckdyke and Wiseton Pumping Stations are to be packaged together. At the time of writing, the tender documents are being prepared and contractors will be invited to tender week commencing 25<sup>th</sup> November 2024. A full report and recommendation will be presented at the January 2025 Board meeting.
- 2:2:2 Preparation for the control panel tenders will commence in February 2025 with a full report and recommendation being presented to the March Board meeting.
- 2:2:3 Following award of the contract for the new pumps, detailed design will start in early February for the civils work with a full report and recommendation being presented to the June Board meeting.

2:3 Wiseton Pumping Station Refurbishment

- 2:3:1 As reported above, the tenders for the new pumps will be packaged together with Heckdyke. Tenders are currently being prepared for despatch to contractors during week commencing 25<sup>th</sup> November 2024. A full report and recommendation will be presented at the January 2025 Board meeting.
- 2:3:2 Detailed design is currently programmed to commence late January 2025 with civil works tenders to follow. Construction on site is likely to commence in March 2026. It is intended that the new station sump will be built behind where the external pump is currently situated. The new sump will be a simple sheet piled box with concrete capping beams and suitable steel to support the selected pump. The existing pumping station building will be altered to provide a new access into the control panel room from outside, with the existing internal door to be removed and bricked up.
- 2:3:3 The station will remain operational whilst the new pump arrangement is constructed.

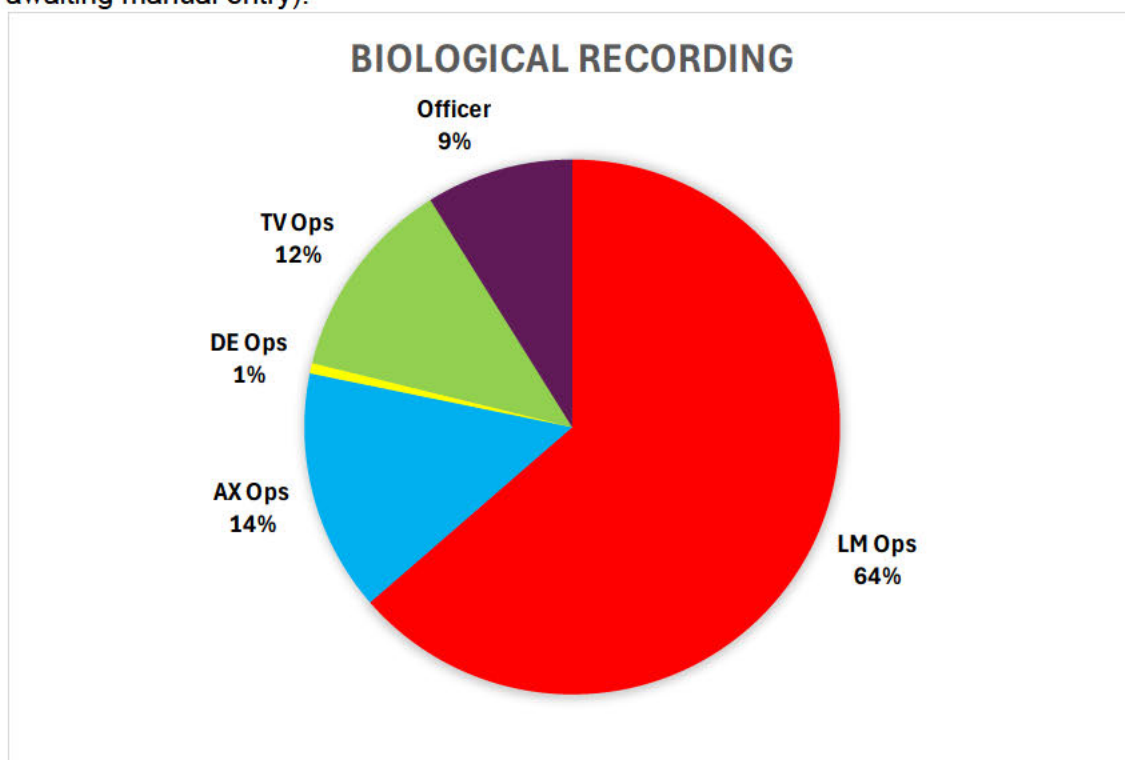
Robert Brown  
Senior Engineer

FOR MEMBERS' INFORMATION ONLY

<b>ISLE OF AXHOLME AND NORTH NOTTINGHAMSHIRE WATER LEVEL MANAGEMENT BOARD</b>	File Ref:	Agenda Item: <b>18</b>
Meeting: Board Meeting Date: <b>26th November 2024</b>	Subject: <b>Environmental Matters</b>	

1. Overview (Current Focus and/or Status)

- 1:1 **Electronic Recording** – Over 1100 biological records have been collected across the Consortium so far this year, this already exceeds last year's total. The chart below indicates where the data has been collected across the Consortium (NB - DE numbers are awaiting manual entry).



- 1:1:1 **Top Recorders** – A mention for the top five Operational Staff collecting biological records this year to date:

1. [REDACTED] LM 213
2. [REDACTED] LM 113
3. [REDACTED] AX 98
4. [REDACTED] LM 97
5. [REDACTED] LM 70

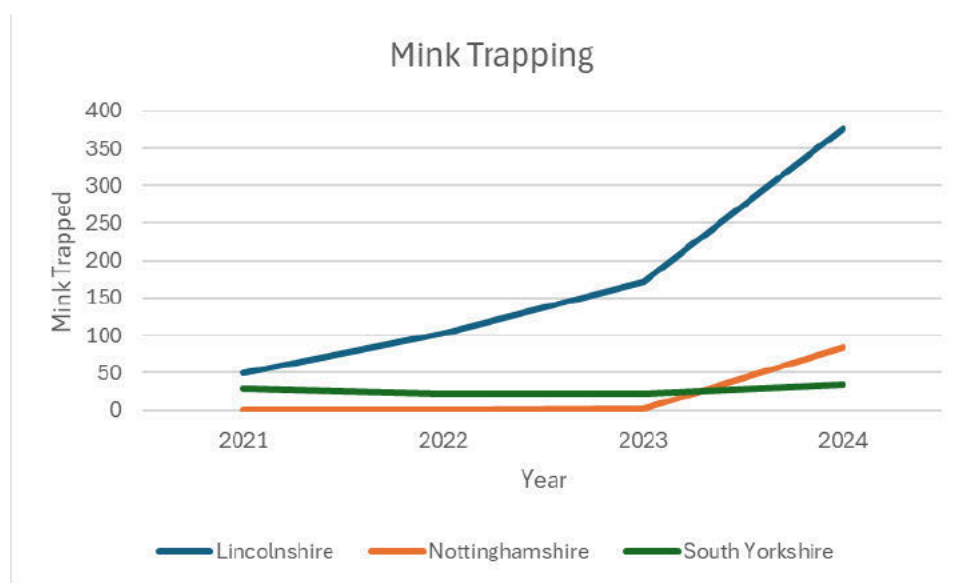
- 1:2 **Ecological Surveys** - The table below represents Board areas in which ecological surveys are being undertaken to enable the winter works programme and licensable monitoring of protected species.

Area of Focus	Survey Reason(s)	Status	Concerns / Mitigation
Whitgift	Winter works	Complete	requiring mitigation
Wiseton	Winter works	Ongoing	requiring mitigation
Crowle Moor	monitoring	Ongoing	Southmoor absent so far but unchecked Brunyee delayed
Brunyee works delayed,			
Stockwith	monitoring	Ongoing	
Keadby	Winter works	Awaiting instruction	Boskerdyke delayed
Heckdyke	PS and winter works	Early stages	Walkovers required for watercourses
Adlingfleet	monitoring	Ongoing	
Ryton	monitoring	Ongoing	

## 2. Matters for Note

### 2:1 Mink and Water Vole

2:1:1 There is continuing success regarding mink eradication across the UK, 1394 have been dispatched so far this year (latest data to 30th September), with a predicted 2000 by the years end. Currently, Lincolnshire has the highest number caught this year. The graph below shows the importance in continuing to support mink eradication within our Consortium.



## 2:2 Badgers

2:2:1 Following meetings between IDB Environmental Officers, ADA and Natural England there is now an improved understanding Class Licence (CL27). The licence allows vital works to continue whilst causing minimal disturbance to badgers. Officers had noted inconsistencies and grey areas within in the wording of the licence.

## 2:3 Birds

2:3:1 As previously reported, IDB Environmental Officers were discussing whether training developed by the British Trust of Ornithology (BTO) and delivered to the Environment Agency would be beneficial to IDB Operational Staff. The training had been trialled by one group of IDBs but would not be recommended to IDBs more widely given its general scope. One group of IDBs is developing more condensed and relevant guidance and is willing to share its work.

## 2:4 Beavers

2:4:1 Environmental Officers recently had a discussion around beavers and their impacts within lowland pumped catchments. The River Stour IDB in Kent hosted a field visit by the National Beaver Management Forum set up by Natural England (NE) in June to look at the impacts of their presence on lowland water management. ADA's Technical Manager has been invited to join an Infrastructure sub-group of the Beaver Management Forum set up by the Environment Agency (EA) who are looking to commission guidance on the management of beavers. ADA attended alongside representatives of EA, NE and the Canal and Rivers Trust (CRT) to discuss this challenge further.

2:4:2 IDB Environmental Officers, as well as relevant staff from the CRT will be attending a training course in November hosted by NE to be held over two days within Kent, where free living beavers are present. This training will be relevant for Officers working towards a licence to modify or remove dams, burrows and lodges (CL51).

### **Recommendation:**

- To note report of Officers.

Robert Brown  
Senior Engineer

Iain Turner  
Environmental Officer

FOR MEMBERS' INFORMATION ONLY

<b>ISLE OF AXHOLME AND NORTH NOTTINGHAMSHIRE WATER LEVEL MANAGEMENT BOARD</b>  Meeting: <b>Board Meeting</b>  Date: <b>26th November 2024</b>	File Ref:	Agenda Item: <b>19</b>
	Subject: <b>FINANCE</b>	

1. Overview – Current Position

1:1:1 Current Cash / Bank Position – as at 30<sup>th</sup> September 2024

<i>Account name</i>	<i>Balance</i>	<i>Interest Rate %</i>
HSBC Current Account	£97,401.84	0.00%
HSBC BMM Account	£786,596.68	1.85%
Santander Bank	£203,079.11	1.04%
Beverley Building Society	£4,825.20	1.75%
Monmouthshire Building Society	£345,134.31	1.25%
Petty cash	£200.00	
<b>Total</b>	<b>£1,437,237.14</b>	

Monies have been transferred on 6<sup>th</sup> & 7<sup>th</sup> November 2024, to increase the Monmouthshire Building Society and Santander Bank balances and to reduce the HSBC BMM Account balance to within the £500,000 limit as per the Board's policy.

1:1:2 Current Investments / holdings

<i>Account name</i>	<i>Invested Sum</i>	<i>Term End date</i>	<i>Interest on term end</i>	<i>Interest Rate</i>
Skipton B/soc Term Deposit	£250,000.00	6 <sup>th</sup> March 2025	£5,764.73	4.65%

1:2:1 Current Loan Position – as at 30<sup>th</sup> September 2024

<i>31<sup>st</sup> March 2024 Balance</i>	<i>30<sup>th</sup> September 2024 Balance</i>	<i>Capital Repayments in Period</i>	<i>Interest Charge in period</i>
£744,135.12	£725,415.85	£18,719.27	£10,825.03

A breakdown of individual loan amounts and interest rates can be found on **Appendix 1**

1:2:2 Future loan Position

No new loans are planned to be drawn in this financial year.



### 1:3:1 Management Accounts: Actual vs Budgets – as at 30<sup>th</sup> September 2024

<i>The accounts are prepared on an Accruals basis when income or expenditure is due rather than when cash is paid or received</i>	<i>Whole Year Budget for 2024/25 – As per Estimates approved Jan 2024</i>	<i>Variance – overall negative variance represents lower than expected position</i>	<i>Weighted Budgets for period</i>	<i>Actuals for period</i>
	£	£	£	£
Income	1,902,214	8,252.19	1,276,014.50	1,284,266.69
Own use of plant or labour on Schemes	0.00	9,349.73	0.00	9,349.73
<b>Total Funds In</b>	<b>1,902,214</b>	<b>17,601.92</b>	<b>1,276,014.50</b>	<b>1,293,616.42</b>
Maintenance costs for drains & PS etc	-591,077	-130,636.07	-157,971.00	-288,607.07
Supportive Costs	-1,105,905	18,811.75	-559,583.00	-540,771.25
Balance sheet costs incl Assets & Loans	-182,711	8,997.61	-148,719.00	-139,721.39
Board funding to schemes	-93,000	0.00	-93,000	-93,000
<b>Total Funds Out</b>	<b>-1,972,693</b>	<b>-102,826.71</b>	<b>-959,273.00</b>	<b>-1,062,099.71</b>
Unplanned adjustment to / (from) Reserves to Schemes	0.00	0.00	0.00	0.00
<b>Surplus / (Deficit) for the Year / Period</b>	<b>-70,479</b>	<b>-85,224.79</b>	<b>316,741.50</b>	<b>231,516.71</b>

Most of the negative variance in the 6 months to September 2024 relates to Pumping Station annual expenditure with an overspend on Electric of **£71.5k** and an overspend on Contractors/Consultants of **£57k**. These expenses are met out of normal running costs and do not include the Emergency Pump Repair expenditure that is held within Schemes.

A detailed version of the Budgetary Management Accounts, including notes, can be found on **Appendix 2**

### 1:4:1 Balance Sheet – as at 30<sup>th</sup> September 2024

A detailed version of the Balance Sheet can be found on **Appendix 3**

### 1:4:2 Fixed Asset Movements

<i>Additions Asset description</i>	<i>Asset Cost</i>	<i>Incl in Estimates</i>	<i>Funds to come from Plant Reserves</i>	<i>Variance. (Added) / Taken from General Reserves</i>
Komatsu Crawler Excavator PC210LC PLN7877	£155,625.00	£160,000.00	£0.00	(£4,375.00)
8 Yard Skip with Drop Door PLN7878	£1,398.99	£0.00	£0.00	£1,398.99
<b>Totals</b>	<b>£157,023.99</b>	<b>£160,000.00</b>	<b>£0.00</b>	<b>(£2,976.01)</b>

<i>Disposal</i> <i>Asset description</i>	<i>Asset Disposal Proceeds</i>	<i>Incl in Estimates</i>	<i>Funds to return to Plant Reserves</i>	<i>Variance. (Added) / Taken from General Reserves</i>
Ford Ranger YM16PGE PLN7849	(£5,021.87)	(£0.00)	(£4,000.00)	(£1,021.87)
Volvo Ec220 Excavator EU15 DGX PLN7846	(£35,000.00)	(£30,000.00)	(£0.00)	(£5,000.00)
Totals	(£40,021.87)	(£30,000.00)	(£4,000.00)	(£6,021.87)

#### 1:4:3 Trade Debtors – at 30<sup>th</sup> September 2024

<i>Customer</i>	<i>Notes</i>	<i>Debt risk included in Period Balance Total</i>	<i>Period Balance Total</i>	<i>31<sup>st</sup> March 2024 Balance</i>
			<b>£257,785.52</b>	<b>£327,522.67</b>
Severn Trent Water Ltd	Relates to Treated Effluent charge March 24	£249,844.95	All debts are being chased.	
Total		£249,844.95		

The debt from Severn Trent was received on 5<sup>th</sup> November.

#### 1:4:4 Trade Creditors & Retentions – at 30<sup>th</sup> September 2024

<i>Supplier</i>	<i>Notes</i>	<i>Credit balances of note included in period balance</i>	<i>Period Balance Total</i>	<i>31<sup>st</sup> March 2024 Balance</i>
			£290,224.31	£226,811.51
Trade Creditors		£257,481.92		
Supplier Retentions	Relates to projects	£32,742.39		
Total		£290,224.31		

#### 1:4:5 Reserves – Plant Reserve – at 30<sup>th</sup> September 2024

Plant Reserve Balance at 1 <sup>st</sup> April 2024	-£4,000.00
Funds moved back to Plant reserve from General reserves on receipt of Sales proceeds	£4,000.00
Planned addition to Plant Reserve in 2024/25 Estimates	£0.00
Planned use of Reserve for additions of new plant	-£0.00
Unplanned use of Reserve for additions of new plant	-£0.00
<b>Remaining Balance in Plant reserve</b>	<b>£0.00</b>

1:4:6 Reserves – Schemes Reserve – at 30<sup>th</sup> September 2024

Scheme Reserve Balance at 1 <sup>st</sup> April 2024	£544,099.26
Board funding - Planned addition to Schemes from Rating Income in 2024/25 Estimates	£93,000.00
Board funding - Loan funding received into Schemes in period	£0.00
3 <sup>rd</sup> Party funding - Funding into the Schemes from External Sources – including grants & contributions	£430,750.00
Expenditure within Schemes in year to date	-£126,810.60
Unplanned Adjustments from / (to) general reserves	£0.00
<b>Remaining Balance in Schemes Reserve at period end</b>	<b>£941,038.66</b>

Within the Remaining Balance, the PS Renewal Reserve, used to fund future schemes, currently holds £309,845 in balances, which was boosted by the £249,845 from Severn Trent relating to the Treated Effluent Fees.

The funds held in the Schemes are earmarked for use by that scheme and only where there are transfers in or out of the schemes into General Reserves will it affect the Cash Surplus Reserve of the Board.

1:4:7

**Recommendations:**

- To approve the Budgetary Management Accounts, including Balance Sheet, for the Period to 30<sup>th</sup> September 2024



2. Overview – Forecast Position – Unforeseen Expenditure & Income  
2:1 Forecast of Outturn affecting General Reserves at 31<sup>st</sup> March 2025

Where the Board receives income or incurs expenditure not included within the 24/25 Estimates, these sums will affect the Expected Surplus or (deficit) position for the year & in turn the funds to be met from or received into General Reserves.	1	Whole Year Budget for 2024/25 – As per Estimates approved Jan 2024	Sums forecasted to improve the Board's position. Additional income or lower expenditure	Sums forecasted to worsen the Board's position. Lower income or additional expenditure	Forecasted Position for the year to 31 <sup>st</sup> March 2025
	2	£	£	£	£
Income	3	1,902,214			2,099,560
• Tranche 1 money	4		189,730		
• Work performed	5		980		
• Private Mileage reimbursed	6		330		
• Rental Income - Fishing	7			-694	
• Interest	8		7,000		
Use of plant or labour on Schemes	9	0.00			9,350
• Use of labour/plant within schemes	10		9,350		
<b>Total Funds In</b>	11	<b>1,902,214</b>	<b>207,390</b>	<b>- 694</b>	<b>2,108,910</b>
Maintenance costs for drains & PS etc	12	-591,077			-732,577
• PS contractor/consult expenditure	13			-60,000	
• PS electric	14			-70,000	
• PS insurances	15			-11,500	
• Drains Mntnce expenditure	16			0	-1,093,799
Supportive Costs	17	-1,105,905			
• Direct Costs - consumables	18			-1,000	
• Depot costs – renewals & premises	19			-4,000	
• Non-motorised plant	20			-5,000	
• Consortium Costs	21		35,000		
• Employment/Professional Advice	22			-11,000	
• Insurances	23			-1,200	
• Bad debt relating to Fishing 23/24	24			-694	
Balance sheet costs incl Assets & Loans	25	-182,711	9,000		-173,711
Board funding to schemes	26	-93,000			-93,000
<b>Total Funds Out</b>	27	<b>-1,972,693</b>	<b>44,000</b>	<b>-164,394</b>	<b>-2,093,087</b>
Unplanned adjustment to / (from) Reserves to Schemes	28	0.00	0.00	-27,819	-27,819
<b>Surplus/(Deficit) for Year/period</b>	29	<b>-70,479</b>	<b>251,390</b>	<b>-192,907</b>	<b>-11,996</b>
<b>Improvement in Surplus / (deficit) position</b>	30				<b>58,483</b>

## 2:2 Forecast of Surplus Cash Position at 31<sup>st</sup> March 2025

Surplus Cash Reserve Balance at 1 <sup>st</sup> April 2024	£724,390.91
Funds to be withheld for Plant Reserve at 1 <sup>st</sup> April 2024	-£4,000.00
Funds to be held for Commuted Sum Reserve at 1 <sup>st</sup> April 2024	£0.00
<b>Total Cash reserves at 1<sup>st</sup> of April 2024</b>	<b>£720,390.91</b>
Expected Deficit position for the year to 31 <sup>st</sup> March 2025	-£70,479.00
Forecasted difference to Surplus / (deficit) position at 31 <sup>st</sup> March 2025	£58,483.00
<b>Forecasted Total Cash Reserve at 31<sup>st</sup> March 2025</b>	<b>£708,394.91</b>
Forecasted funds held in Plant Reserve at 31 <sup>st</sup> March 2025	-£0.00
Forecasted funds held in Reserves / Commuted Sums at 31 <sup>st</sup> March 2025	-£0.00
<b>Forecasted Surplus Cash Position at 31<sup>st</sup> March 2025</b>	<b>£708,394.91</b>
Predicted net operating costs for 2024/25 (costs less rating income)	£1,851,614
<i>Forecasted Surplus Cash as a % of 24/25 forecasted net operating costs</i>	<i>38.26%</i>

Should the forecast of outturn position worsen, for instance if the cost of electric is a much higher than the £70k overspend predicted, this will affect the forecasted surplus cash position.

Should the electric overspend reach £140k, this will reduce the surplus cash to £638,394.91 and the equivalent of 33.22% of net operating costs.

## 2:3 Fixed Asset Future Movements

<i>Remaining Additions in the financial year as included in the estimates and or Plant reserves: Asset description</i>	<i>Asset Cost</i>	<i>Incl in Estimates</i>	<i>Funds to come from Plant Reserves</i>
Mulching Head for Excavator	£0.00	£15,000.00	£0.00
Totals	£0.00	£15,000.00	£0.00

## 2:4

### **Recommendations:**

- To approve the Forecast of Outturn Position to 31<sup>st</sup> March 2025.

## 3. Matters for Note

### 3:1 Forecast of Outturn

The Tranche 2 funding or any associated costs for the work included in the Tranche 2 claim have been excluded from the Forecast position.

We have recently submitted a second Tranche 2 claim detailing the works that can be completed by the 31<sup>st</sup> March 2025 and we are awaiting the decision if these can be fully

funded.

Whilst the officers remain hopeful that the funding claim will be successful, should it not be, the works within the Wiseton Catchment will continue as planned and the Officers recommend that any overspend is met from the Pumping Station Renewal Reserve fund holding the Treated Effluent funds.

### 3:2 Payments over £500

A schedule of payments over £500 made by the Board since the last meeting is attached for approval at **Appendix 4**.

#### **Recommendations:**

- To approve the schedule of payments.

### 3:3 Internal Audit

#### 3:3:1 Internal Audit Provision

The Lincolnshire & Bedford Drainage Boards, on behalf of the WMC Boards, have sought tenders for the provision of Internal Audit Services, with the successful tender being awarded to Lighthouse UK Consultancy Limited (LHCUK). LHCUK will provide Internal Audit services for the WMC Boards for an initial 5-year term for the period 1<sup>st</sup> October 2024 to 31<sup>st</sup> July 2029, with a possible two-year extension to 31<sup>st</sup> July 2031.

██████████ previously an auditor with TIAA Ltd, is the lead auditor at LHCUK.

#### 3:3:2 Internal Audit Provision for 2024/25

Due to the appointment of a new internal auditor with affect from 2024/25, Lighthouse UK Consultancy Limited have provided the audit program of the planned areas of work to be covered in the forthcoming audit. Should the Board consider any areas of concern, these can be discussed with the Auditor and the program can be agreed and adapted.

The planned 2024/25 Internal Audit Program is attached for the Board's consideration and approval at **Appendix 5**

#### **Recommendations:**

- To approve the appointment of Lighthouse UK Consultancy Limited as the Board's internal Audit firm.
- To consider and approve the 2024/25 Internal Audit Program.

Mrs N. Hind FCCA  
Finance Manager

## Appendix 1

The following annuity loans are outstanding with the Public Works Loan Board

<i>Loan Number</i>	<i>Scheme</i>	<i>Original Loan amount</i>	<i>Year of Loan</i>	<i>Term of Loan in Years</i>	<i>Interest Rate</i>	<i>Balance outstanding</i>
504464	Crowle	£350,000	2015	20	2.93%	£225,600.59
501506	Southfield	£250,000	2022	20	2.90%	£230,968.23
501507	Kelfield	£50,000	2022	20	2.90%	£46,193.65
501508	South Street	£241,000	2022	20	2.90%	£222,653.38
Total						£725,415.85

## Appendix 2

### Isle of Axholme & NNWLMB

#### Variance to Estimates Report - For the 6 months to 30th September 2024

	Whole Yr Estimate	30.09.24 Variance	30.09.24 Estimate	30.09.24 Actual	Notes
<b>INCOME</b>					
Where the Income variance is negative this shows that the income received is less than estimated for					
The following income is not related to Engineering Schemes					
Agricultural drainage rates	648,792.00	(46.07)	648,792.00	648,745.93	
Special levies	1,190,826.00	0.00	596,433.50	596,433.50	
Rental, wayleaves & grazing income	7,125.00	(691.73)	4,367.00	3,675.27	
Income from PSCAs	0.00	0.00	0.00	0.00	
Income from rechargeable works	0.00	981.82	0.00	981.82	Works done for other Boards
Income from recharge of disbursements	0.00	8.33	0.00	8.33	Income matched to expenditure
Income from consenting	10,000.00	24.80	4,868.00	4,892.80	Surface Water £3,753.80. Consents £1,139
Contributions to PS expenditure	0.00	0.00	0.00	0.00	
Contributions to Drain Maintenance expenditure	0.00	0.00	0.00	0.00	
Contributions to other costs	29,471.00	332.21	14,733.00	15,065.21	
Deferred income, commuted sums & contributions	0.00	0.00	0.00	0.00	
Other income	0.00	(187.04)	0.00	(187.04)	Incl a return of Apprentice funds -£750;
Investment interest	16,000.00	7,829.87	6,821.00	14,650.87	Higher interest rates than estimated for
<b>TOTAL INCOME - not including absorption income</b>	<b>1,902,214.00</b>	<b>8,252.19</b>	<b>1,276,014.50</b>	<b>1,284,266.69</b>	<b>Positive Variance on Monetary Income</b>
<b>Absorption Income - offset to costs</b>					
<b>Own use of plant recharged (absorption) to Schemes</b>	<b>0.00</b>	<b>2,378.00</b>	<b>0.00</b>	<b>2,378.00</b>	Use of own plant within schemes improves the General Surplus Cash Position of the Board. Agrees to Project report for Schemes
<b>Own use of labour recharged (absorption) to Schemes</b>	<b>0.00</b>	<b>6,971.73</b>	<b>0.00</b>	<b>6,971.73</b>	Use of own DLO labour & OPS manager labour within schemes improves the General Surplus Cash Position of the Board.
<b>TOTAL INCOME - including absorption income in schemes</b>	<b>1,902,214.00</b>	<b>17,601.92</b>	<b>1,276,014.50</b>	<b>1,293,616.42</b>	<b>Positive Variance on Income - will increase General Cash Reserves.</b>

# Isle of Axholme & NNWLMB

## Variance to Estimates Report - For the 6 months to 30th September 2024

	Whole Yr Estimate	30.09.24 Variance	30.09.24 Estimate	30.09.24 Actual	Notes
<b>EXPENDITURE</b>					
Where the expenditure variance is negative this shows that the expenditure is more than estimated for					
<b>MAINTENANCE &amp; DEVELOPMENT EXPENDITURE</b>					
Drain maintenance expenditure	66,363.00	10,112.18	17,722.00	7,609.82	{ Contractors underspent by <b>£8,041</b> . Material underspent by <b>£3,002</b>
Pumping station expenditure	505,076.00	(140,332.44)	131,112.00	271,444.44	{ Electric <b>£71,473</b> overspent. Contractors/consult <b>£57,280</b> overspent; Stocks <b>£2,110</b> overspent.
PSCA Recharge expenditure	0.00	0.00	0.00	0.00	{
Recharge expenditure	0.00	0.00	0.00	0.00	{
Consenting time expenditure	19,638.00	72.51	9,137.00	9,064.49	{ External Consenting costs higher resulting in lower Consortium costs
Disbursement Costs	0.00	(8.33)	0.00	8.33	
Cost of goods sold & stock variances	0.00	(479.99)	0.00	479.99	Stocktake variances
<b>TOTAL MAINTENANCE &amp; DEVELOPMENT EXPENDITURE</b>	<b>591,077.00</b>	<b>(130,636.07)</b>	<b>157,971.00</b>	<b>288,607.07</b>	
<b>SUPPORTIVE EXPENDITURE</b>					
DLO costs	352,520.00	317.04	157,205.00	156,887.96	Overtime over by <b>£2.9k</b> ; Training under by <b>£2.6k</b>
Other direct expenses	21,116.00	(427.28)	9,317.00	9,744.28	Consumables over <b>£529</b>
Environment Agency precept	60,619.00	0.50	30,310.00	30,309.50	
Support & establishment costs	648,158.00	19,649.94	350,587.00	330,937.06	{ Consortium lower <b>£18.5k</b> I.T <b>£3.8k</b> Plant/vehicle running <b>£1.3k</b> Depot Exp <b>£2.1k</b> Legal/Prof <b>£2.8k</b>
Finance costs	23,217.00	(36.27)	11,889.00	11,925.27	{ Loan interest and bank charges
Depreciation costs	0.00	0.00	0.00	0.00	This is a non-monetary accounting adjustment.
Bad debt costs	0.00	(694.00)	0.00	694.00	
Biodiversity & environmental costs	275.00	1.82	275.00	273.18	
<b>TOTAL SUPPORTIVE EXPENDITURE</b>	<b>1,105,905.00</b>	<b>18,811.75</b>	<b>559,583.00</b>	<b>540,771.25</b>	
<b>TOTAL EXPENDITURE</b>	<b>1,696,982.00</b>	<b>(111,824.32)</b>	<b>717,554.00</b>	<b>829,378.32</b>	
	205,232.00	(94,222.40)	558,460.50	464,238.10	
<b>EXCEPTIONAL INCOME</b>	0.00	26,622.37	0.00	26,622.37	This is a non-monetary accounting adjustment
<b>INCOME OVER EXPENDITURE</b>	<b>205,232.00</b>	<b>(67,600.03)</b>	<b>558,460.50</b>	<b>490,860.47</b>	{

**Isle of Axholme & NNWLMB**  
**Variance to Estimates Report**

**INCOME OVER EXPENDITURE**

<i>Whole Yr Estimate</i>	<i>30.09.24 Variance</i>	<i>30.09.24 Estimate</i>	<i>30.09.24 Actual</i>
205,232.00	(67,600.03)	558,460.50	490,860.47

**ADJUSTMENTS TO THE FINANCIAL STATEMENTS TO  
ARRIVE AT THE ESTIMATES VALUES**

**ADJUSTMENTS FOR NON MONETARY ITEMS**

Remove the effects of Depreciation costs	0.00	0.00	0.00	0.00	This is a non-monetary accounting adjustment
Remove the effects of Profit on Disposal - exception income	0.00	(26,622.37)	0.00	(26,622.37)	This is a non-monetary accounting adjustment
	205,232.00	(94,222.40)	558,460.50	464,238.10	

**ADJUSTMENTS FOR BALANCE SHEET ENTRIES**

**Adjustments for Reserves Movements**

Add the intended transfer to Plant Renewals Fund -trf in reserves (rated for)	0.00	0.00		0.00	BS32
Additional Transfer of funds from Cash Reserves to meet Plant Renewals	0.00	0.00	0.00	0.00	
Plant/Vehicle planned net expenditure not occurred in year - held over to Plant reserve	0.00	4,000.00	0.00	4,000.00	<i>Budgets held in Plant Reserves BS32. Vehicle disposal not taken place</i>
Funds transferred from plant reserve back to general reserves to meet expenditure	0.00	0.00	0.00	0.00	£0 funds remaining in Plant reserves - See Plant Note & BS31
	0.00	4,000.00	0.00	4,000.00	

**Fixed Asset Adjustments**

**Motor additions**

0.00	0.00	0.00	
0.00	0.00	0.00	
0.00	0.00	0.00	0.00

BS51

**Vehicle disposals  
new disposals list**

Ford Ranger PLN7849 YM16 PGE	0.00	(5,021.87)	0.00	(5,021.87)	Funds held in plant reserve £4k. Sold22/05/24
	0.00	0.00			
	0.00	0.00			
	0.00	0.00			
	0.00	0.00			
	0.00	(5,021.87)	0.00	(5,021.87)	BS52

**Plant additions**

**New additions - list**

Komatsu Crawler Excavator PC210LC	160,000.00	(4,375.00)	160,000.00	155,625.00	15/07/2024
Mulching head for excavator	15,000.00	0.00	0.00	0.00	Expected December time
8 Yard Skip with Drop Door	0.00	1,398.99	0.00	1,398.99	09/04/2024
	0.00	0.00	0.00	0.00	

**Plant disposals**

**new disposals list**

Excavator Volvo EC220 EU15 DGX Long reach	(30,000.00)	(5,000.00)	(30,000.00)	(35,000.00)	15/07/2024
		0.00	0.00	0.00	
	0.00	0.00	0.00	0.00	
	(30,000.00)	(5,000.00)	(30,000.00)	(35,000.00)	BS42

**Loan Capital Adjustment**

PWLB Loan repayments - Existing  
PWLB Loan repayments - Future

37,711.00	0.27	18,719.00	18,719.27	
0.00	0.00	0.00	0.00	
37,711.00	0.27	18,719.00	18,719.27	BS23

**Non I&E (Costs) & Income**

182,711.00	(8,997.61)	148,719.00	139,721.39
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**Variance at 30/09/2024**

22,521.00	(85,224.79)	409,741.50	324,516.71
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Planned Board Funding towards schemes

(93,000.00)	0.00	(93,000.00)	(93,000.00)
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**Surplus/(deficit) to be taken from General Reserves as at  
30th September 2024**

(70,479.00)	(85,224.79)	316,741.50	231,516.71
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**Unplanned adjustments to Reserves during period:**

**See Transfer of Budgets:**

Additional Funds Required for Engineering Schemes to be taken from Applied Reserves

0.00	0.00	0.00	
------	------	------	--

Engineering/Ops Scheme funds transferred back to General Reserves

0.00	0.00	0.00	
------	------	------	--

**Surplus/(deficit) to be taken from General Reserves as at  
30th September 2024**

(70,479.00)	(85,224.79)	316,741.50	231,516.71
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## Appendix 3

### Isle of Axholme and North Nottinghamshire Balance Sheet Report

Date 31/10/2024

Time 08:52:54

All Values are shown in Pound Sterling

Selected Period 6 ending 30/09/2024

	Current Year	Previous Year
<b>FIXED ASSETS</b>		
PLANT & EQUIPMENT	618077.24	474452.75
MOTOR VEHICLES	111586.97	111586.97
<b>TOTAL FIXED ASSETS</b>	<u>729664.21</u>	<u>586039.72</u>
<b>CURRENT ASSETS</b>		
BANK ACCOUNTS	1687237.14	1065182.73
STOCK	41600.26	44586.28
DEBTORS CONTROL ACCOUNT	257785.52	327522.67
RATES DEBTORS ACCOUNT	159965.61	27969.56
OTHER DEBTORS	14406.73	62.29
<b>TOTAL CURRENT ASSETS</b>	<u>2160995.26</u>	<u>1465323.53</u>
<b>CURRENT LIABILITIES</b>		
TRADE CREDITORS & SUPPLIER RETENTIONS	290224.31	226811.51
OTHER CREDITORS	411.88	4951.96
ACCRUALS		12035.66
VAT LIABILITY	(41780.19)	(56829.13)
PAYE CONTROLS	11226.16	9896.54
LOANS	18991.93	37711.20
DEFERRED INCOME & COMMUTED SUMS	3700.86	3700.86
<b>TOTAL CURRENT LIABILITIES</b>	<u>282774.95</u>	<u>238278.60</u>
<b>LONG TERM LIABILITIES</b>		
LOANS DUE AFTER ONE YEAR	706423.92	706423.92
<b>TOTAL LONG TERM LIABILITIES</b>	<u>706423.92</u>	<u>706423.92</u>
<b>NET ASSETS</b>	<u>1901480.80</u>	<u>1106660.73</u>
<b>RESERVES:</b>		
<b>EARMARKED</b>		
PLANT RESERVES		(4000.00)
ENGINEERING PROJECTS RESERVE	941038.66	544099.26
<b>TOTAL EARMARKED</b>	<u>941038.66</u>	<u>540099.26</u>
CURRENT PERIOD SURPLUS / (DEFICIT)	794799.87	(522317.02)
P & L RESERVES	165622.07	1088878.49
<b>TOTAL UN-EARMARKED</b>	<u>960421.94</u>	<u>566561.47</u>
<b>NON-DISTRIBUTABLE</b>		
<b>TOTAL NON-DISTRIBUTABLE</b>		
<b>TOTAL RESERVES</b>	<u>1901480.80</u>	<u>1106660.73</u>



## Appendix 4

### Schedule of Payments over £500 submitted to the Isle of Axholme and North Nottinghamshire Water Level Management Board on 26th November 2024

Trans Date	Account	Narrative	Payment Value £	Notes
10/09/2024	Total Energies	PP/TOTG001	4,594.35	Pumping Station electricity
10/09/2024	Total Energies	PP/TOTG001	2,391.57	Pumping Station electricity
10/09/2024	Total Energies	PP/TOTG001	625.61	Pumping Station electricity
10/09/2024	Total Energies	PP/TOTG001	3,674.22	Pumping Station electricity
10/09/2024	Total Energies	PP/TOTG001	3,509.40	Pumping Station electricity
10/09/2024	Total Energies	PP/TOTG001	876.77	Pumping Station electricity
10/09/2024	Total Energies	PP/TOTG001	5,781.43	Pumping Station electricity
10/09/2024	Total Energies	PP/TOTG001	694.72	Pumping Station electricity
11/09/2024	Scottish Hydro Electric	PP/SCOT001	2,306.84	Pumping Station electricity
12/09/2024	Net Wages	Wages Week 23	19,646.48	
12/09/2024	Total Energies	PP/TOTG001	2,789.05	Pumping Station electricity
13/09/2024	P.A.Y.E.	PAYE	11,060.40	
13/09/2024	Belton Motor Services	PP/BELT001	829.92	
13/09/2024	Services Machinery Trucks	PP/SERV001	1,558.50	
16/09/2024	Pension Fund	NEST	2,643.11	
16/09/2024	Total Energies	PP/TOTG001	5,124.51	Pumping Station electricity
18/09/2024	Total Energies	PP/TOTG001	2,450.76	Pumping Station electricity
19/09/2024	Net Wages	Salaries Month 6	5,500.64	
20/09/2024	Pension Fund	Pension Month 6	739.98	
20/09/2024	Woldmarsh Producers Ltd	PP/WOLD001	9,802.92	Fuel, materials etc
23/09/2024	A P S Movements	PP/APSM001	900.00	
23/09/2024	H E Brinkley Ltd	PP/BRIN001	2,835.00	Office rental
23/09/2024	Lincolnshire Wildlife Trust	PP/LWI001	2,000.00	Contribution to Keady mink project
23/09/2024	Services Machinery Trucks	PP/SERV001	2,939.06	Repairs to Volvo excavator
27/09/2024	Doncaster East Internal Drainage	PP/DEIB001	1,757.00	Shared employee costs
27/09/2024	Lindsey Marsh Drainage Board	PP/LMDB001	12,637.77	Engineering, Consent & Disbursement recharges Aug 24
07/10/2024	Environment Agency - Precept	PP/ENVA001	15,154.75	Flood & coastal erosion risk management levy
07/10/2024	Lindsey Marsh Drainage Board	PP/LMDB001	29,907.13	Consortium recharges Aug 24
07/10/2024	Mastenbroek Ltd	PP/MAST001	666.22	
07/10/2024	PKF Littlejohn LLP	PP/PKFL001	3,024.00	Annual Governance & Accountability Return 2023/24
07/10/2024	Scottish Hydro Electric	PP/SCOT001	16,770.80	Pumping Station electricity
08/10/2024	Total Energies	PP/TOTG001	724.31	Pumping Station electricity
08/10/2024	Total Energies	PP/TOTG001	4,940.03	Pumping Station electricity
08/10/2024	Total Energies	PP/TOTG001	1,984.67	Pumping Station electricity
08/10/2024	Total Energies	PP/TOTG001	621.47	Pumping Station electricity
08/10/2024	Total Energies	PP/TOTG001	2,904.72	Pumping Station electricity
08/10/2024	Total Energies	PP/TOTG001	2,017.27	Pumping Station electricity
08/10/2024	Total Energies	PP/TOTG001	876.77	Pumping Station electricity
08/10/2024	Total Energies	PP/TOTG001	4,822.11	Pumping Station electricity
08/10/2024	Total Energies	PP/TOTG001	681.55	Pumping Station electricity
10/10/2024	Net Wages	Week 27	19,799.87	
11/10/2024	P.A.Y.E.	PAYE Month 6	11,226.16	
11/10/2024	Department of Education	SP/DEPT001	1,500.00	Return of half of apprentice money

11/10/2024	North Lincs Engineering Ltd	PP/NLEN001	4,114.80	Installation of greaser at Southfield PS
14/10/2024	Scottish Hydro Electric	PP/SCOT001	1,965.33	Pumping Station electricity
17/10/2024	Net Wages	Salaries Month 7	5,398.41	
18/10/2024	John Roe Ltd	PP/JOHN	705.10	
18/10/2024	Towergate Risk Solutions	PP/TOWE001	85,950.54	Annual insurance premiums 01.09.24-31.08.25
25/10/2024	North Lincs Engineering Ltd	PP/NLEN001	2,522.40	Cannister vibrations on pump at Kelfield PS

**Total**

**327,948.42**

For data protection purposes some information may be excluded from this report, for example where payments have been made to individuals.

## **Drainage Board Audits – Framework for an Audit Programme**

The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts.

### **Internal audit**

(1) A relevant authority must undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance.

(2) Any officer or member of a relevant authority must, if required to do so for the purposes of the internal audit—

- (a) make available such documents and records; and
  - (b) supply such information and explanations;
- as are considered necessary by those conducting the internal audit.

(3) In this regulation “documents and records” includes information recorded in an electronic form.

### **Governance**

Check a sample of Policies and Procedures and confirm these are current (in date) and have been appropriately approved. (These should all appear on the Boards web site)

Check a sample of Board and Committee meeting agendas and minutes (latest three). Confirm adequate attendance and that governance arrangements were maintained (decision items proposed, seconded and voted upon). Note penny rate approval (February meeting), approval of major items of expenditure, Health and Safety reporting, financial reporting, approving policies etc.

Web site (check)

- 1) The Board published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.
- 2) In the year covered by this AGAR, the Board correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 20xx-xx AGAR period, were public rights in relation to the 20yy-yy (previous year) AGAR evidenced by a notice on the website and/or Board approved minutes confirming the dates set).
- 3) The Board has complied with the publication requirements for 20zz/zz AGAR (see AGAR Page 1 Guidance Notes). (Sections 1 and 2 of the Annual Governance and Accountability Return; a declaration that the status of the statement of accounts is ‘unaudited’; and a statement that sets out details of how public rights can be

exercised, as set out in Regulation 15(2)(b), which includes the period for the exercise of public rights.)

(External Auditor's Review — A notice of the conclusion of the external auditor's limited assurance review of the Annual Governance and Accountability Return, together with relevant accompanying information, was published (including on the Board's website or other website) in accordance with the requirements of Regulation 16 the Accounts and Audit Regulations 2015.)

Check the website for the posting of the above AGAR requirements.

## Risk

### **1) *Significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.***

Identifying and assessing risks — The Board needs to identify, assess and record risks associated with actions and decisions it has taken or considered taking during the year that could have financial or reputational consequences.

Addressing risks — Having identified, assessed and recorded the risks, the Board needs to address them by ensuring that appropriate measures are in place to mitigate and manage risk. This might include the introduction of internal controls and/or appropriate use of insurance cover.

Examine the risk management policy, procedures and reporting to the Board.

Examine the current risk register – to include controls and mitigations.

Examine the management and monitoring arrangements for risk management.

## Financial

### ***Appropriate financial records have been kept.***

Request the following documentation at the start of the audit:

- Current trial balance;
- Latest balance sheet;
- Latest income and expenditure summary
- Latest Aged Debtors
- Latest Aged Creditors

Confirm accounting records are in order and up to date.

The Board needs to have satisfied itself that its Responsible Finance Officer (RFO) has determined a system of financial controls and discharged their duties under Regulation 4 of the Accounts and Audit Regulations 2015. The RFO needs to have put in place effective procedures to accurately and promptly record all financial transactions and maintain up to date accounting records throughout the year, together with all necessary supporting information. The accounting statements in Section 2 of the Annual Governance and Accountability Return need to agree to the underlying records.

- 2) 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.**

Check previous years accounting statement and, in particular, the brought, and carried forward totals.

- 3) Complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.**

Check creditors (to include a sample of payments for large purchases which demonstrates compliance with Financial Regulations). Sample size 3 – 5.

Obtain aged creditor listing for old invoices. Establish action being taken with these.

Confirm from the sample selected that payments were supported by invoices, expenditure was approved and VAT correctly accounted for.

- 4) The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.**

Check the penny rate approved for the year and that this has been correctly applied.

Check the procedure for the rating process – invoicing, reminders, collection of debt.

Check budget for year is in place and monitored.

Check reserves remain within the sums approved by the Board.

Check 5 or ten year financial forecast to determine that rate rises are proportionate year on year and therefore maintain a balanced budget.

- 5) Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.**

Check a sample of debtors both rates and general income. Sample size 3-5.

Request an aged debtors report (both rates and general) and establish what action is being taken regarding old debts.

- 6) Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.**

Most Boards no longer have a petty cash. For those that do confirm reconciled balance for year end purposes. Confirm accuracy of petty cash and that VAT, where appropriate, has been correctly dealt with.

- 7) Salaries to employees and allowances to members were paid in accordance with this Board's approvals, and PAYE and NI requirements were properly applied. (To include pension arrangements)**

Select a month and test the accuracy of the payroll and that HMRC and pension deductions have been correctly and timely made.

**8) *Asset and investments registers were complete and accurate and properly maintained.***

Examine the asset register. Confirm it is up to date and in order.  
If appropriate, sample verify that the asset exists.

**9) *Periodic bank account reconciliations were properly carried out during the year.***

Check bank reconciliations and that these are undertaken on a regular basis. Also check the end of the financial year bank reconciliation.

**10) Miscellaneous**

To include any other governance, risk, control or financial matter that the Board/Chief Executive raise and require an audit opinion. (This might require an additional fee depending upon the request and how long it might take to audit. Such additional fee to be discussed and negotiated with the Chief Executive at the time of being requested.)

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End of year work.

Obtain end of year trial balance, balance sheet and income and expenditure statement.  
Obtain end of year bank reconciliation  
Complete section 3 (Internal Audit) of the AGAR.