Annual Report for the year ended

31 March 2015

Department for Environment Food & Rural Affairs

The Law – the following annual report is provided in accordance with Paragraph 4 of Schedule 2 to the Land Drainage Act 1991.

No later than 31 August 2015 a copy must be provided to:

- Department for Environment, Food and Rural Affairs, Flood Management Division, Area 3C, Nobel House, 17 Smith Square, London SW1P 3JR via floodreports@defra.gsi.gov.uk
- National Flood and Coastal Risk Manager (Strategic Delivery), The Environment Agency, Horizon House, Deanery Road, Bristol, BS1 5AH via rachael.hill@environment-agency.gov.uk
- The Chief Executives of:
  - all local authorities that pay special levies to the Board;
  - all County Councils or London Boroughs within which the Board is situated.

Please complete the form electronically. If you are unable to complete the form electronically, please complete in BLOCK LETTERS using **black ink**.

Please round all cash figures down to nearest whole £.

BENWICK	Internal Drainage Board

Section A – Financial information

Preliminary information on special levies issued by the Board for 2015-16

Information requested below is essential in calculating future formula spending share. It is not covered elsewhere on this form or by the external auditor's certificate.

Special levies information for financial year 2015-16 (forecast)	
Name of local authority	**2015-16 forecast £**
1. FENLAND DISTRICT COUNCIL	23,544
2. HUNTIGDONSHIRE DISTRICT COUNCIL	1,958
3.	
4.	
5.	
6.	
7.	
8.	
Total	25,502

Income and Expenditure Account for the year ending 31 March 2015

All Internal Drainage Boards must ensure that the Income and Expenditure information provided below is consistent with the Board's annual accounting statements which have been prepared in accordance with proper practices found in *Governance and Accountability in Internal Drainage Boards in England – A Practitioners' Guide 2006 (Revised November 2007)*

	Notes	Year ending 31 March 2015 £
INCOME		
Drainage Rates		61,471
Special Levies		27,893
Contributions from the Environment Agency		754
Contributions applied from developers/other beneficiaries		0
Government Grants		0
Rechargeable Works		0
Interest and Investment Income		175
Rents and Acknowledgements		1,000
Other Income		0
Total income		**91,293**
EXPENDITURE		
New Works and Improvement Works		0
Contributions to the Environment Agency		7,595
Drains Maintenance		19,692
Pumping Stations, Sluices and Water level control structures		18,135
Administration		9,909
Rechargeable Works		0
Finance Charges		9,501
SSSIs		0
IDB Biodiversity Action Plan actions or other biodiversity activities		443
Other Expenditure		267
Total expenditure		**65,542**
EXCEPTIONAL ITEMS		
Profits/(losses) arising from the disposal of fixed assets		**0**
Net Operating Surplus/(Deficit) for the year		**25,751**

Notes:

1. Include all other Income, such as absorption account surpluses (for example plant and labour absorption accounts).
2. State the gross cost of undertaking minor capital works that have not been capitalised and the annual depreciation charges of all major schemes that have been capitalised. You should also include a fair proportion of the support costs directly associated with delivery of the schemes.
3. State the total precept demanded for the year as properly issued by the Environment Agency, in accordance with section 141 of the Water Resources Act 1991. Providing that the precept has been properly issued as before stated it should always be included here, even when the Board has appealed against the amount of contribution, in accordance with section 140 of the Water Resources Act 1991. Where the Board knows with certainty the outcome of any such appeal, it should also include the appropriate accrual/prepayment.
4. State all costs associated with the maintenance of watercourses, meaning work associated with open channels, pipelines, culverts, bridges, etc. Plant, vehicle and labour charges should include a fair proportion of the overheads such as depot/workshop costs, employment on-costs, insurances and depreciation, etc. You should also include a fair proportion of the support costs directly associated with delivery of the maintenance programme.
5. State all costs associated with maintaining and operating the pumping stations, sluices and water level control structures. Plant, vehicle and labour charges should include a fair proportion of the overheads such as depot/workshop costs, employment on-costs, insurances and depreciation, etc. You should also include a fair proportion of the support costs directly associated with maintaining and operating the pumping stations, sluices and water level control structures.
6. Include the cost of non-technical staff only, office accommodation, annual depreciation of office equipment that has been capitalised, minor office equipment that has not been capitalised, postages, telecoms', stationery, printing, advertising, auditing of accounts, general insurances and all other costs associated with supporting the organisation. Please note that this does not include support costs, which are directly associated with the delivery of front line services.
7. State all costs associated with undertaking work for third parties. Plant, vehicle and labour charges should include a fair proportion of the overheads such as depot/workshop costs, employment on-costs, insurances and depreciation, etc. You should also include a fair proportion of the support costs directly associated with undertaking the rechargeable work.
8. Include the cost of servicing any borrowing, in terms of bank/loan/hire purchase Interest payable.
9. State all costs associated with undertaking works – capital or maintenance – specifically for helping to achieve favourable condition on Sites of Special Scientific Interest (SSSIs). In most cases, these costs will be incurred in implementing actions set out in SSSI Water Level Management Plans or SSSI River Restoration Plans.
10. State all costs associated with undertaking works – capital or maintenance – that are intended to help conserve biodiversity (other than works on SSSIs). These costs are likely to be incurred in implementing actions set out in an IDB's Biodiversity Action Plan, but may include other activities.
11. Include all other expenditure, such as a provision for bad/doubtful debts, write-offs, and absorption account deficits (for example plant and labour absorption accounts).

Section B – Defra high level target and IDB Review Reporting

This section relates to the Board's achievement of High Level Targets (HLTs) issued by Defra in March 2005, including information required by the Environment Agency as a result of the targets or in relation to their general supervisory duty. Only those HLTs relevant to IDBs are covered below. This section also allows for reporting on IDB Review Targets.

HLT 1 – Policy Delivery Statement

Boards were required to produce a publicly available policy statement by 31 March 2001 setting out their plans for delivering the Government's policy aims and objectives. The full range of issues to be covered was set out in a template issued in June 2000. It is recommended that these statements be published on Boards' websites where they have them and reviewed every three years.

Is an up to date statement in place and copy (or weblink)
provided to Defra, EA and CLG?..... Yes ☒ No ☐

If 'NO', please say why not and when the statement will be produced/revised:

HLT 2 – Information on the National Flood and Coastal Defence Database

The IDB Review Project Board and the Environment Agency have agreed the means to allow data to be stored on the National Flood and Coastal Defence Database or equivalent systems. Boards are required to report on their asset holding and asset condition at the end of 2007/08.

HLT 3 – Biodiversity

Please indicate whether your Board has published a Biodiversity Action Plan ..... Yes ☒ No ☐

Access to environmental expertise

Does your IDB have access to environmental expertise? If so please tick all those options below through which environmental expertise is regularly provided to your IDB:

Appropriately skilled Board Members (e.g. Board member from an Environmental Body/Authority) ☐
Directly employed staff ☐
Contracted persons or consultants ☒
Environmental Partners/NGOs ☐
Other (please describe) ☐

Asset Management (IDB Review Strand A3)

What system/database does your Board use to manage the assets it is responsible for?
(A) ADIS (B) NFCDD (C) Paper Records (D) Other Electronic System (please describe)

(A) ADIS

Has your Board continued to undertake visual inspections and update asset databases on an annual basis? ..... Yes ☒ No ☐

Guidance and Best Practice (IDB Review Section B)

How many Board members (in total – elected and appointed) do you have on your IDB? 13

Has your IDB adopted a formal Scheme of Delegation? ..... Yes ☒ No ☐

Has your IDB provided training for members in the last year?

Considered: ..... Yes ☒ No ☐

Implemented: ..... Yes ☐ No ☒

Please detail:

Immediate Action (IDB Review Section C)

Has your IDB adopted minimum website requirements as specified in the IDB Review Implementation Plan? ..... Yes ☒ No ☐

Is your Board's website information current for 2014? (Board membership, audited accounts, programmes of works, WLMPS, etc) ..... Yes ☒ No ☐

Has your IDB adopted computerised accounting and rating systems, as specified in the IDB Review Implementation Plan? ..... Yes ☒ No ☐

Has your Board adopted the following governance documents?

Standing Orders ..... Yes ☒ No ☐

Have the Standing Orders been approved by Ministers ..... Yes ☒ No ☐

Byelaws ..... Yes ☒ No ☐

Have the Byelaws been approved by Ministers ..... Yes ☒ No ☐

Code of Conduct for Board Members ..... Yes ☒ No ☐

Financial Regulations ..... Yes ☒ No ☐

Register of Member's Interests ..... Yes ☒ No ☐

Section C – Declaration

BENWICK	Internal Drainage Board

I confirm that the information provided in sections A-C or with this form is correct.

Signature	
Date	
Name in BLOCK LETTERS	MISS SAMANTHA ABLETT
Designation	ASSISTANT TREASURER
Email address	ADMIN@MIDDLELEVEL.GOV.UK