

HUNDRED FOOT WASHES INTERNAL DRAINAGE BOARD

At a Meeting of the Hundred Foot Washes Internal Drainage Board
hosted at the Middle Level Offices, March on Monday 13th May 2024

Present:

B Burling Esq
C A Carson Esq
P Harrington Esq
S Franklin Esq
C James Esq

J Taylor Esq
S A Calton Esq (Chairman)
L J Marshall Esq (Vice Chairman) (arrived at 2.30pm)
D Tough Esq (arrived at 2.30pm)

P Burrows (Clerk & MLC Chief Executive) and Mrs Ruth Martin (Lead Clerk) were in attendance.

Welcome and Apologies

Apologies: Ms H Phillips

The Chairman reflected on the sad loss of A Martin Esq, who had passed away since the last Board meeting. The Board agreed he will be missed.

B.1369 Declarations of Interest

The Clerk reminded Members of the importance of declaring an interest in any matter included in today's agenda that involved or was likely to affect any individual on the Board.

Mr Harrington declared an interest in Item 12 on the agenda: Superintendents fees.

B.1370 Great Ouse Landscape Recovery Project presentation by RSPB rep

Unfortunately, due to the meeting date being changed, the RSPB representative giving the presentation was unable to attend. However, Mr Taylor offered to bring the Board up to date with his knowledge of the project.

He outlined that the Government were attempting to bring together the RSPB and neighbouring farmers to work on the Landscape Recovery Project which would fall under the Ouse Washes umbrella. This would be separate to any other projects. They would build a business model which would create further wetland outside of the Ouse Washes, giving an additional 1000Ha of new habitat. The first phase of the project is due to take 2 years, followed by a 20 year implementation phase, although at this stage any changes to the land would most likely be irreversible. The deep peat sites considered lend themselves to being wetlands and wet grasslands – the grasslands becoming increasingly important to the Ouse Washes and providing areas that can be used for livestock grazing. There is also a large area of land near the River Wissey that could also become part of large wetland area. The 2 year discovery phase would establish this.

The Clerk asked if Mr Taylor saw there were impacts or opportunities for the IDB within the project, including if this project could help with the funding of the slacker works that were required. Mr Taylor thought this could be possible but beyond this there is little impact or involvement needed from the IDB.

The Chairman asked if the project would affect any other neighbouring landowner, but Mr Taylor advised that at present it concerned land owned by the RPSB and the WWT. Mr Carson asked if the project would benefit grazing management. Mr Taylor confirmed that it would, although with the additional grazing at the Coveney site he felt that in 5 years time there would be an excess of land and it could create a market in the area for cattle grazing.

The Chairman thanked Mr Taylor for his update.

B.1371 Minutes of Last Meeting and Matters Arising

Mr Calton observed that minute B.1351 would affect him as a landowner, but that as an affected landowner he had not received formal notification that the drainage lengths had been adopted. The Clerk agreed to look into this.

It was agreed that all other matters arising from the previous meeting would all be covered in the agenda items.

RESOLVED

That confirmation that the drainage lengths as minute B.1351 have been adopted.

That the Minutes of the Meetings of the Board held on the 11th April 2023 are recorded correctly and that they be confirmed and signed.

B.1372 Constitution and Membership

Viz;

Provided by the Middle Level Commissioners		Item No:	4
Meeting:	HUNDRED FOOT WASHES IDB	Subject:	CONSTITUTION & MEMBERSHIP
Date:	Tuesday 9 th April 2024	Officer Responsible:	Polly Tombleson

RECOMMENDATIONS

The Board is asked to:

A. Election

The Clerk will report that as the number of candidates for membership did not exceed the number of persons to be elected (twelve), the following candidates were elected as Members of the Board for a period of three years from 1st November 2023:

Paul Harrington (district 1), Brian Burling (district 2), Cliff Carson (district 3), Steve Franklin (district 3), Matthew Hamilton (district 3), Carwyn James (district 3), Hannah Phillips (district 3), Jonathan Taylor (district 3), Steven Calton (district 4), Leigh Marshall (district 4), David Tough (district 4)

- B. Note the current status of its membership and the role they each play as members serving the interests of the Board.
- C. Review attendance records and identify any resolutions as necessary.
- D. There is currently **1** vacancy (district 3)
- E. Determine whether there are composition changes and/or amalgamations it wishes to progress.
- F. Reenforce the need for members to view all five 'Good Governance' videos.
- G. Identify any topic areas for additional training, as well as any inspection/site visit requirements.

1. Current status

- 1.1 The table below outline the current composition of the Board and the quorum as detailed in the standing orders.

	Elected Members	Appointed Members	Total Members	Quorum
Composition	12	N/A		7
Actual	11	N/A	11	
Vacancies	1	N/A	1	

1.2 The table below details the current elected members of the Board

No	Name	Status (one of four categories)	Commentary
1	Paul Harrington (district 1)	Nominee of ratepayer (RSPB – Ouse Washes Land)	
2	Brian Burling (district 2)	Nominee of ratepayer (Fenland Wildfowlers Ass)	
3	Cliff Carson (district 3)	Nominee of ratepayer (Wildfowl & Wetlands Trust)	
4	Steve Franklin (district 3)	Nominee of ratepayer (Fenland Wildfowlers Ass)	
5	Matthew Hamilton (district 3)	Nominee of ratepayer (Fenland Wildfowlers Ass)	
6	Carwyn James (district 3)	Nominee of ratepayer (RSPB – Ouse Washes Land)	
7	Hannah Phillips (district 3)	Nominee of ratepayer (RSPB – Ouse Washes Land)	
8	Jonathan Taylor (district 3)	Nominee of ratepayer (RSPB – Ouse Washes Land)	
9	Steven Calton (district 4)	Nominee of ratepayer (Fenland Wildfowlers Ass)	Chair
10	Leigh Marshall (district 4)	Nominee of ratepayer (Wildfowl & Wetlands Trust)	Vice Chair
11	David Tough (district 4)	Nominee of ratepayer (Wildfowl & Wetlands Trust)	
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2. Attendance

2.1 The table below outlines the attendance record for the last four meetings of the Board.

Elected Members

No	Name	11/4/2023	12/4/2022	20/4/2021	14/4/2020
1	Paul Harrington (district 1)	Attended	Attended	Attended	Attended
2	Brian Burling (district 2)	Attended	Apologies	Attended	Attended
3	Cliff Carson (district 3)	Attended	Attended	Attended	Attended
4	Steve Franklin (district 3)	N/A	N/A	N/A	N/A
5	Matthew Hamilton (district 3)	Attended		Attended	
6	Carwyn James (district 3)	Attended	Apologies		apologies
7	Hannah Phillips (district 3)	Apologies	Attended		
8	Jonathan Taylor (district 3)	Apologies	Attended	Apologies	Attended
9	Steven Calton (district 4)	Attended	Attended	Attended	Attended
10	Leigh Marshall (district 4)	Attended	Attended	Attended	Attended
11	David Tough (district 4)	Attended	Attended	Attended	Attended
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Attendance at Chairs Meetings

No	Name	6/10/2023	13/12/2022	12/4/2022	2/11/2021
1	Steven Calton	Attended	Attended	Attended	Attended

3. Elections, vacancies & appointments

3.1 To appoint Chair & Vice-Chair.

3.2 To consider the 1 vacancy on the Board (district 3).

3.3 To Welcome Steve Franklin to the Board.

4. Composition and amalgamations

4.1 The Board is encouraged to continually monitor and review its membership, financial and climate resilience, along with assessing its influence locally, regionally and nationally. These are all factors that may lead the Board to consider changing its composition and/or amalgamation with (an)other Board(s).

4.2 Amalgamations and composition changes are not swift processes and can take a number of years. They require planning and additional/specialist resourcing by the MLC as your clerk, Environment Agency and Defra. Therefore, the Board is encouraged to think ahead five to ten years in its decision making, thinking about the next generation.

5. Training

- 5.1 All Members are asked to digest the Good Governance Guide for Internal Drainage Boards published by the Association of Drainage Authorities and view the five accompanying videos intended to bring the guide to life. They are available via <https://middlelevel.gov.uk/about/idb-governance/>
- 5.2 To date 0 of 11 Board Members have reported viewing all five videos.
To date 6 of 11 Board Members have reported viewing 2 of the 5 videos.
- 5.3 Members are asked to identify any topics areas they would value further training on as well as any site inspections that would help them undertake their role on the Board more effectively.
- 5.4 Member training is reported to Defra as part of the annual IDB1 return.

Author Name: Polly Tombleson

Role: Senior Business Support Officer

The Clerk referred the Board to page 17 of the report and confirmed that following last years' elections, all present were elected to the Board.

The Chairman advised that he has spoken with Mr Marshall (as he had not yet arrived at the meeting) and that he would be happy to remain as Vice Chair. The Chairman also advised he had recently had some ill health but was well recovered and that he would be prepared to continue as Chairman.

The Board agreed the Mr Calton be appointed as Chairman

The Board agreed the Mr Marshall be appointed as Vice Chairman

Mr Carson advised that this may be his last meeting as he has plans to move from the area. Mr Carson was thanked for his past work. It was agreed that no action be taken until Mr Carson formally resigns.

The Chairman reported (in his absence) that due to work commitments, Mr Marshall would like to stand down as Superintendent for the Northern Section. Mr Tough offered to take on the role and this was agreed.

There followed some discussions of the accuracy of the listed nomination status of some members. This will be corrected on the records. There also followed some discussion as to the most appropriate representatives from the RSPB. The Clerk requested that Mr Taylor ask the RSPB to write to confirm who their representatives will be.

The Chairman advised that a vacancy still remains in District 3, following the loss of Mr Martin. As he was an independent grazier it would be good to have someone with a similar background, although all agreed that this may be a challenge. Mr Marshall (having now arrived at the meeting) suggested that Lizzie Bruce, the new WWT manager, would be happy to join. The Board agreed that Ms Bruce be approached and that the Board would be happy to co-opt her into the vacancy.

RESOLVED

That Mr Calton be appointed as Chairman

That Mr Marshall be appointed as Vice Chairman

That Mr Tough be appointed as Superintendent for the Northern Section

That Lizzie Bruce be co-opted into the vacancy, pending her agreement

Training

The Clerk reported that ADA are in the process of updating the Good Governance Guide, and a new version is expected with new training materials. The Clerk agreed to circulate this once it has been published.

B.1373 Clerks Report

Viz;

Provided by the Middle Level Commissioners		Item No:	5
Meeting:	HUNDRED FOOT WASHES IDB	Subject:	CLERK'S REPORT
Date:	Tuesday 9 th April 2024	Officer Responsible:	Paul Burrows
RECOMMENDATIONS The Board is asked to: A. Note the content of the report and feedback on items as appropriate. B. Support the proposed approach to determining the next electricity contract. C. In determining their valuations for insurance purposes, recognise the limitations associated with their current valuations and the risks they hold of being underinsured. D. Boards are asked to note the banking overview and that unless there is collective approval, they will not be maximising their interest on available balances.			

1. MLC Services available for IDBs

- 1.1 There has been significant incremental change over the last 10-20 years in terms of IDB governance standards, financial requirements, health & safety, environmental legislation and capital works delivery, along with a significant increase in the scale and nature of planning and partnership work.
- 1.2 However, what limited agreements and fee arrangements there are in place with IDBs about the MLC Services offered and received pre-date much of this evolution and as such there is significant ambiguity.
- 1.3 As an example of this, the current 'Clerkship agreements' with Boards was agreed in 2014 however there are many services provided by the MLC that all parties would consider as core 'clerkship' services that are not specified within the current agreement, including managing elections, arranging meeting, taking minutes, reviewing policies and publications.
- 1.4 The scale and nature of change ahead of us may well be more significant than that which has been experienced in the last decade. The services provided by the MLC to local IDBs require a review and refresh such that they become fit for the future.
- 1.5 The intent is to develop a service catalogue over the next 12-18 months that will clarify the full range of services that are offered by MLC staff, along with associated terms and conditions and fee arrangements.
- 1.6 Boards will be offered opportunity to engage in the development of the catalogue, such that if there are capacity and capability gaps between the services Boards want and what capacity and capability MLC staffing has to deliver, then the MLC Board can consider if and how they address this within a final service offer.

2. The IDB governance future within the Middle Level of the Fens

2.1 At the MLC and IDB Chairs session on 6th October 2023, Paul Burrows shared the observations from his first suite of IDB meetings and outlined the viability concerns of Conington & Holme IDB that have been escalated to Defra. Observations include that some Boards:

1. struggle for membership and attendance.
2. want to amalgamate but with no one willing to amalgamate with
3. have with no clear succession for critical roles
4. are underwritten by the hands-on inputs of a few (with costs not always passed on within rates)
5. where there's limited involvement from all members around the table
6. with limited financial reserves
7. with aging assets and limited capital reserves
8. will potentially struggle to afford to deliver their ever-increasing statutory duties, powers & governance standards

2.2 The Chairs explored the following question;

Beneath the surface, how healthy is your Board today, for tomorrow and for the next generation?

- What worries you?
- Do we have a good picture of the relative strengths and weaknesses of our Boards?
- How do we ensure risks and issues are tackled proactively?
- How can we better share success, learning and support across Boards?

2.3 The intent is to develop a suite of 'Key Health Indicators' (KHIs) and comparison metrics for the Middle Level Commissioners and administered IDBs. These will help Boards better understand and proactively address their key risks and understand their relative health. KHIs will also help the Middle Level Commissioners assure and focus their service provision for IDBs.

2.4 The picture created will provide an evidence base to inform a business case for change in terms of the IDB landscape within the Middle Level, as the Chairs reflected back to work undertaken by Geoff Beal a number of years ago. Chairs were supportive of the need to develop future options, assess costs:benefits and identify a preferred option proactively locally, rather than risk a national instruction to change. Any business case for change will need to be properly planned and resourced, with considerable engagement included within any scope. This will need to be scoped in due course.

2.5 On 15th February 2024 the Chairs, Vice Chairs and Board Members who sit on more than one IDB within the Middle Level (and those outside the catchment that we administer) had been invited to an informal session in Ramsey to share thoughts about the future IDB governance landscape within the Middle Level and whether action was needed to ensure this was resilient for the future.

2.6 There was consensus from those who attended that we needed to act and a small group has been identified to draft an initial case for change. This will be shared when ready for wider inputs and views.

3. Association of Drainage Authorities - Summary

- 3.1 ADA continues to work effectively on behalf of IDBs and following their role in influencing the additional payments to Councils to help off-set the energy cost impacts on special levies, they have been in negotiation with Defra to secure the Lowland Agricultural Peat Small Infrastructure Pilot (LAPSIP) fund for IDBs. This marks a considerable departure with a new role within government funding administration.
- 3.2 Flood & Water Live returned to the ADA calendar and was held in Lincolnshire during July 2023 and the annual conference returns to the Institution of Civil Engineers on 21st November 2023 with a different approach to the day. The AGM aspects has now taken place virtually, so the morning is focussed on stalls and networking, then a buffet lunch ahead of conference session with keynote attendees.
- 3.3 In February 2024, ADA hosted their second Environment Day, held at Park Farm, Thorney. Sofi Lloyd presented jointly with Robin Price of Anglian Water on the topic of IDB and water quality.
- 3.4 At the AGM it was confirmed that there would be 6.5% increase in fees for 2024/25 with and in principle same increase for the following two years.
- 3.5 Locally, Marc Heading continues to Chair the Great Ouse branch and the clerking role of the branch is being transferred from the Middle Level Commissioners to Phil Camamile at the Water Management Alliance on behalf of the Bedford Group of Drainage Boards. John Heading's term as the Gt Ouse branch's Director on the ADA Board ended in June with a replacement still to be confirmed.
- 3.6 IDBs locally continue to fund an ADA Directorship place on the Board of Water Resources East. With his retirement from the Middle Level Commissioners, David Thomas vacated this role and has been replaced by Giles Bloomfield of the Water Management Alliance.

4. Fens 2100+

- 4.1 The Environment Agency launched Fens 2100+ with an introductory session for IDB representatives in June 2023. This programme of activity is crucial in informing the medium to long term flood management decision making across the whole Fens as well as framing and driving more tactical and short-term investments.
- 4.2 The governance for the programme is currently being finalised. Paul Burrows will Chair the 'Asset Managers Steering Group' and through this have a seat on the Programme Board.
- 4.3 Projects in Fens 2100+

Fens-wide investment framework

- Give the justification to taking a catchment-scale investment approach.
- Explains how the asset managers (and wider partners) will work together across the landscape to determine what investment is needed when.
- In contract with suppliers and scope agreed.
- Underpinning evidence being developed along with communications and engagement plan.

Catchment-scale asset investment plans

- Applies the framework set out above to each catchment to determine the likely investment requirements over the next 30 years.

- Confirms the immediate (2027-2023) asset (and other) investment requirements across each catchment.
- Planning to scope and get suppliers on board in 2024

Catchment-baseline reports

- Provides an overview of each catchment and the current FCRM operational situation and current and future flood risk.
- Explains future asset investment funding challenges.
- Currently scoping contracts with suppliers, aiming to contract in early 2024.

5. Electricity and Insurance

- 5.1 The contract for the Middle Level Commissioners and our administrated IDBs' electricity portfolio ends in September 2024. We have been impressed by the brokers of our current service (Green Energy Advice Bureau) however we and the brokers have complaints logged about the standard of service provide by our suppliers Corona Energy.
- 5.2 Complaints have been escalated to Corona's Managing Director with the request to release us from our contract with them at no penalty. This has resulted in a great impetus in terms of rectifying the issues, but at the time of writing the situation is far from perfect.
- 5.3 The additional time this has taken our Assistant Treasurer has been significant and the scale of pumping has compounded the issue. This has meant developing a plan for our next contract is behind where we'd like to be and will need due focus over the coming months, bringing together a small group of IDB Chairs to review options and ultimately decide on the next contract arrangements.
- 5.4 OFGEM's new approach to regulation has had an unexpected and considerable impact upon the standing charges within our electricity portfolio. Unless the regulations change this level of standing charge is now baked into future bills regardless of our supplier.
- 5.5 We have flagged the impact this issue will have on Highland Water Claims with the Environment Agency.
- 5.6 We responded to OFGEMs review of Standing Charges and also escalated the issues and our response with local MPs. However, it was the interest of BBC Countryfile who saw a MLC 'tweet' about the issue, that triggered OFGEM to reach out directly to ADA and we joined a session with their policy leads to discuss the issue.
- 5.7 From this and following BBC Countryfile, we understand there to be a recognition that our sector has been unfairly and unintentionally impacted and there's a commitment to review and address.
- 5.8 To clarify questions raised by Members and IDBs in response to our 2023/24 insurance renewal and personal accident cover for members over 80 years old.
- 5.9 With the current insurer, the age limit is 75 years of age to benefit from all the personal accident cover:
 - Death - £100,000
 - Permanent total disability - £100,000
 - Permanent Disabling Injuries - £100,000
 - Temporary Total Disablement – Weekly amount £200 for 104 weeks (Deferment period 34 weeks)

- Temporary Partial Disablement – Weekly amount £100 for 104 weeks (Deferment period 34 weeks)

- 5.10 The benefits, as above, will apply to persons above the age of 75 years with the exception of the temporary weekly benefits. This in no way affects the liability cover of the Board, as with all employees & board members, if they are injured as a result of the Board's negligence, then a claim can be considered by them under the main AXA liability insurance.
- 5.11 In previous years, the personal accident cover only applied to persons up to 75 years of age. For 2023-2024 we requested the policy be extended to persons over 80 years of age. Although we were unable to do this for all benefits, we were able to increase the age for the benefits as mentioned above. The personal accident cover has only been in place since 2017/2018 as it is part of the AXA insurance policy. It was not included in any of the previous insurers' policies.
- 5.12 Over the last round of board meetings a number of IDBs have asked for re-assessments of their pumping stations for insurance purposes. Having taken stock on these requests, this is not a service we are currently able to offer at the Middle Level Commissioners without procuring what would likely be considerable supplier experience that would then be an additional cost to Boards.
- 5.13 Appendix 1 explains the rationale with the recommendation that Boards, in determining their valuations for insurance purposes, recognise the limitations associated with their current valuations and the risks they hold of being underinsured.

6. Banking

- 6.1 As has previously been reported, due to regulatory changes from our bankers, the type of accounts held by all authorities had changed. The current arrangements within our delegations from all the Boards we administer are that we have free banking in return for a non-interest-bearing current account and an interest-bearing Business Premium account within which higher interest could be gained on 'surplus' balances by putting them on deposit for fixed periods. The minimum balance for the Business Premium account is £100,000 and higher rates of interest are available for higher deposit amounts and longer periods of investments.
- 6.2 For the larger Boards with >£100,000 available, the Treasurer actively transfers funding between accounts and monitors the situation monthly, balancing the need to have funds available for outgoings versus the ability to maximise income. This is relatively resource intensive.
- 6.3 Following discussion on maximising banking interest at some IDB meetings last year, consideration had been given to Boards 'pooling' deposit funds into a single Business Premium account to enable all Boards to access better rates of interest on balances. To allow this, Boards balances would have to be transferred into a single named account from which the deposit investments would be made.
- 6.4 In order to gauge views on this outline proposal, it has been raised at IDB meetings over the winter period, at which reservations were raised by all Boards. There were reservations about 'investing' Board balances through a third-party name (another IDB) and the possible security of balances under these circumstances.
- 6.5 Given that none of the Boards approached approved to proceed along these lines and under these circumstances we will not be actively developing or promoting this option further unless being directly requested to by all Boards.
- 6.6 With regards to balance security above the FCA Compensation limit, consideration could be given to opening an account with National Savings and Investments where balances are fully backed by the Government. However, to operate these accounts would need to be an online account with

mandated authority given to a single person as ‘administrator.’ As this delegation was an area of concern raised with regards to deposit balance investments, this has not been pursued and is left for the future consideration and instruction.

- 6.7 Boards are asked to note that they will therefore not be maximising their potential interest individually and collectively.

7. Rating

- 7.1 On 7th September 2023 we were advised that South Holland IDB and the Water Management Alliance will no longer be supporting DRS operating on local area networks after 31 March 2025. This rating and election management software has been in place for 25 years. DRS is owned by South Holland IDB and was originally developed by this Board around the year 2000, primarily for its own use.
- 7.2 Since that time, most other IDBs have decided to use DRS under licence and it is therefore their view today that the next rating system should be controlled and developed by ADA, for use by its IDB membership should they want to, given that all but 3 IDBs and 1 DDC in England and Wales now use DRS. ADA have confirmed that they are in positive discussions on this matter.
- 7.3 This presents a significant risk to the Middle Level Commissioners as well as to the clerking service we provide to our administered IDBs which all rely on this system. However, it also presents an opportunity for an improved system as we are currently unable to efficiently and optimally use the full capabilities of the system, as it doesn’t cater well for dual rated areas and penalties. We have asked to be part of any team scoping any future system and/or system support.
- 7.4 ADA has recently concluded that the Association is not best placed to drive the design or own or manage any DRS future software as they do not have the experience or knowledge to do that. We can, however, very much help administratively support an active working group and we will be setting up a meeting in Spring/Summer 2024 to seek volunteers for this working group.

8. Lowland Agricultural Peat

- 8.1 Led by Robert Caudwell, the Lowland Agricultural Task Force’s report was published by Defra in June 2023. The report has a strong focus on the role Internal Drainage Boards could play in supporting and enabling landowners and land-managers. In particular, recommendation three includes:
- Government assessing the legal implications of asking responsible bodies to raise water levels in the interests of preserving peat soil carbon.
 - Government considers giving IDBs new powers.
- 8.2 The Government’s response to the Caudwell report recommendation three:
Recommendation 3: Legal protection and powers for managing water for carbon
We agree with recommendation 3 that authorities responsible for water management must have the legal protection and powers to manage water differently to play their part in peat preservation. We will undertake an assessment of the legal implications of asking responsible authorities to raise water levels in the interests of preserving peat soil carbon as we implement the Plan for Water action to streamline our water policy and legal framework. This will inform relevant new powers and any required legislation.
- 8.3 Fenland SOIL is a not-for-profit members organisation that aims to inform and develop ‘whole farm’ land use policies, aimed at achieving climate change mitigation and biodiversity enhancement in the Fens, and to help establish an agreed set of numbers for GHG emissions for deep, shallow and wasted peat soils. They have a small, dedicated team with farmers at its core to tackle climate

issues relating to agriculture and peat in the Fens. They have recently undertaken opportunity mapping assessments across Manea & Welney district and have just started similar covering Upwell district.

- 8.4 Fenland SOIL currently offer Growers/Farmers and Corporate Membership and are keen to develop an affordable membership offer for IDB Groups. We are working with them to agree a Middle Level Commissioners and administered IDB group membership. Not only is this important to help Boards with their environmental enhancement duties, but it will be crucial if we are to maximise future funding and partnership working opportunities.

9. MLC Staffing

- 9.1 Lorna McShane, Assistant Clerk/Solicitor, left the organisation in March 2024 and we have successfully recruited Ruth Martin to a new role of Lead Clerk. Ruth starts in April 2024. Ruth brings survey, assets, drainage and engineering experience from her time with Breheny contractors, Anglian Water and Haskoning. Since 2008, she has had leadership roles focussed on property, estates and facilities management and joins us from a charity where she leads the facilities management for 48 leased properties across East Anglia.
- 9.2 This role marks an adjustment for us all, for the Commissioners and for our services to IDBs in that we no longer have in-house legal qualified expertise. Ruth will have a key role in pooling and using the knowledge and experience we have within the office and within our networks, whilst learning and developing her own knowledge. The intent is to develop and drive a clearer suite of Legal and Estates work packages, using external suppliers where appropriate in a more considered and structured manner.
- 9.3 Sofi Lloyd our Environment Officer has been promoted into a new role of Ecology & Environmental Services Manager. The Environment Act 2021 was a game-changer for IDBs and our journey towards enhancing the environment as part of our delivering our wide range of services now comes with greater expectations, greater responsibilities, greater scrutiny, greater risk and a necessity to work in partnership and collaboration with an increasing variety of groups and organisations. There is also now the opportunity we need to unlock to use our land, assets, operations and waterways to enable the biodiversity net gain responsibilities of others and bring in some income. The MLC Executive Committee recognised this and the need to scale up our ecological capacity and capability. We will be looking to recruit to an Ecologist/Environment Officer role reporting to Sofi in due course as part of the suite of new roles needed to enable the delivery of the increased MLC and IDB capital programme.
- 9.4 One of the other new roles needed to enable increased capital delivery is within our M&E team and we welcomed Richard Wilmer to the organisation in February 2024.

Author Name: Paul Burrows

Role: Clerk

The Clerk referred to Board to his report and drew out the item relating to the MLC Services available for IDBs specifically. The Clerk referred to the current 'Clerkship Agreements' which were due a refresh to keep pace with the changing IDB governance standards, financial requirements, health and safety, environmental legislation and capital Works delivery and that the Clerk to the Boards would be fully assessing the services to IDBs over the next 12-18 months to ensure that there is clarity on the full range of serviced offered, along with the associated terms and conditions and fee arrangements.

In summary, MLC staffing is spread far too thinly and this is directly impacting our ability to deliver the Middle Level Commissioners' responsibilities and is therefore increasing their risk and costs. He added that the pressures on services for the MLC and IDBs are particularly acute within M&E, Planning & Consenting

and Finance. He added that within our service review, it is likely that the MLC services will need to be rationalised. He added that this presents a risk to the Board that they need to be aware of. To add to this the Treasurer has also announced his intention to retire early next year, after 26 years of diligently managing finances, and recruitment to the role is currently underway.

Mr Marshall asked how this Board fits in with other Boards, given its unique position. The Clerk advised that there are a number of unique Boards, but this Board, like many others, does not fit the stereotypical view of an Internal Drainage Board.

A discussion followed on how the Board of the future may look, and how the catchment worked now and how it may work in the future. The Clerk was asked to consider the connectivity of systems in the area and how water arrives at and leaves the Ouse Washes, and to report back.

The Clerk concluded by drawing the Boards attention to other items in his written report, and there were no further questions from the Board in this regard.

RESOLVED

- i) That the report be noted
- ii) That the Board have noted the banking overview and that unless there is collective approval, they will not be maximising their interest on available balances.
- iii) That The Clerk consider the connectivity of the systems in the area

B.1374 Environment Officers Report

Viz;

Provided by the Middle Level Commissioners		Item No:	6
Meeting:	HUNDREN FOOT WASHES IDB BOARD	Subject:	ENVIRONMENT OFFICER'S REPORT
Date:	THURS 9 th May 2024	Officer Responsible:	Sofi Lloyd

RECOMMENDATIONS

The Board is asked to:

- A. Identify who is best placed to be the Environmental Representative for the Board to help us to define and agree the ongoing service provision.
- B. Review their current BAP ahead of Env Officers' visit
- C. Ensure an Ecological Screening Report (ESR) is completed and submitted to Sofi well in advance of any non-routine work
- D. Note and comply with the provided flail mowing, badger, water vole and weed screen guidance

1. Services provision to the Board.

Protecting and improving biodiversity and the environment are higher than ever on the political agenda, and the Government is looking for strong environmental delivery from Public Bodies to contribute towards their own challenging statutory environmental targets. The Fens are an area of particular importance due to national peat protection and water resource management strategies. Our local communities are more focussed than ever on our work as a result of the bank raising project but also, because the general public is nowadays much better informed and aware of the state of nature. For these reasons, it is more important than ever for us to be able to evidence how we have considered the environment when determining our

approaches to our flood risk and water level management. Inevitably, this has meant that IDBs now require greater support to meet their statutory environmental duties.

Historically, IDBs have made a contribution towards the MLC Environment Officers' salary in order to access ecological and environmental advice and guidance if required. There has been little definition around what services have been included. This is now being reviewed to ensure that we are able to efficiently plan and secure resources to support IDBs to achieve environmental compliance. It is anticipated that fees will need to be increased to reflect this but we expect the fees will remain very competitive against those of qualified external environmental consultants. While we define the level of service required by the IDB over the longer term, but in recognition of the already significantly increased service requirements, the 2024-2025 fees will include a transitional uplift. It is expected that from 2025, the fees charged will be reflective of the defined and agreed environmental and ecological services provided to the IDB.

We have begun to define what a standard IDB support package will need to include to support minimum compliance and the following services have been identified:

- One review visit by Env Officer per year & subsequent reporting
- 1 environmental training day per year
- Budget setting and expenditure recording
- Review & assessment of annual programme of works
- ESR review and sign-off for all non-routine works
- BAP report & review for Board
- Consent applications advice & guidance
- Communication of relevant updates in policy, legislation, regulation and best practice

Please identify who is best placed to be the Environmental Representative for the Board to help us to define and agree the ongoing service provision.

2. BAP Refresh Visit

Sofi will contact the Chairman to organise a district visit in order to discuss and refresh the BAP in the next month. Please advise who is best placed to lead that visit and discussions. Please in the meantime review the most current BAP, which is available on the MLC website: [Appendix 1 \(middlelevel.wpenginepowered.com\)](https://middlelevel.wpenginepowered.com)

3. Work Package Ecological Screening Report (ESR)

Please be reminded that any non-routine maintenance works may require environmental screening in order to identify any ecological or environmental risks and their mitigations. This will ensure that the work is completed compliantly. Please contact Sofi for the ESR template for any such works. This will include bank reprofiling, culverts, piling and significant extents of woody vegetation removal. If there is any uncertainty, please contact Sofi.

4. Flail mowing and compliance

Please ensure that the Boards' flail mowing contractors are aware and comply with the following:

- Undertake grass bank mowing outside the bird nesting season (March to end August). If mowing within the bird nesting season, and vegetation is over 25cm tall, a walkover survey is likely to be required to ensure that any nesting birds are identified and a stand-off area is applied around nesting birds. This will minimise the risk of disturbing them, which would be an offence under wildlife law.
- Flail cutter heights are set to 10cm or higher to reduce the risk of impacting reptiles between March to the end of Sept.
- Any planned flail mowing over a known badger sett must be reported to Sofi at least two weeks ahead of works being undertaken. Please see next bullet point below for more info regarding badgers.

- The locations of all newly discovered badger setts must be reported to Sofi using W3W.
- Flail mowing must not be undertaken within 1m of the waters' edge to avoid the risk of damaging any water vole habitats present. If mowing must take place within 1m of the waters' edge either:
 - a. Vegetation height of no less than 30cm must be maintained on both banks or
 - b. Only one bank should be mown to the waters' edge, leaving at least a 1m width of bankside vegetation uncut on the other bank to ensure refuge and habitat is maintained

5. Badgers and licences

There is a badger licence available specifically to all IDBs nationally, which allows them to undertake a number of routine operations (flailing, bank reprofiling, desilting etc.) near badger setts which would otherwise be classed as an offence under the Badger Act. MLC now operates under these licences. It is the intention to offer badger licence training and administration services to all MLC-serviced IDBs as soon as possible to enable them to improve their operational compliance. However, in the last month, some interpretation discrepancies regarding the conditions of the licence have arisen nationally, which has put this offer on hold temporarily until a clearer understanding is reached and confirmed by Natural England. Until then, it is advised that a stand-off area of 30m around all badger setts is maintained, where no flailing or bank reprofiling or any other maintenance activity should take place, and de-silting arisings should not be placed. Please see the link below to view the full list of activities that are usually licensable that should be avoided around badger setts. It is hoped that a resolution will be reached by late autumn this year to allow routine maintenance to recommence compliantly and the service will then be offered by MLC. If any necessary or urgent works are needed around badger setts in the meantime, please contact me to agree the approach.

[Licence to interfere with badger setts for watercourse and drainage purposes \(CL27\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/licence-to-interfere-with-badger-setts-for-watercourse-and-drainage-purposes-cl27)

Please be reminded that it is an offence to disturb or interfere with a badger sett in any way without a licence. If any interference or disturbance is required, please contact Sofi ASAP.

6. Water Voles

As always, for any work that plans to "break ground" on the any of banks, (bank reformation, bank slip repair, vegetation removal or cutting vegetation lower than 30cm within 1m of the waters' edge, mooring construction, culverting, head walls, piling etc, please complete the ESR document mentioned earlier in this report and send to Sofi. The ESR will be needed some months ahead of planned works to ensure that all necessary surveys and mitigations can be planned and conducted in plenty of time so that the work is not delayed. Water vole surveys and mitigations can only take place between Feb and Oct. **NOTE:** This process would also need to be followed if a drain needs to be dewatered in order to carry out routine desilting. Dewatering a drain where water voles are present would be considered an offence without a licence.

Please also be reminded that routine ditch cleansing using excavators must ensure that the bank faces are not touched, in order to avoid damaging water vole burrows and habitat, which would be an offence. Buckets should enter and be lifted from the ditch before reaching the bank toe so the bank toe and bank face are not scraped.

For more information on complaint maintenance approaches, please see [IDB Biodiversity Manual – Middle Level](#)

7. Mink Control

We are very much in need of further volunteers to respond to mink raft activation alerts in the area. Any activation would need to be attended promptly within a few hours but the need to respond is likely to be very occasional. Please let me know of any interest. Please also report any suspected mink sightings to Sofi.

A link to the most up to date mink project newsletter can be found here:

[Waterlife-Recovery-Trust-Newsletter-6-Final.pdf \(waterliferecoverytrust.org.uk\)](https://www.waterliferecoverytrust.org.uk/Waterlife-Recovery-Trust-Newsletter-6-Final.pdf)

8. Invasive species

When any non-native species (particularly the following) are spotted, please record the location using what3words if possible (if not postcode or grid ref) and inform us ASAP. Useful identification guides and information can be found online at www.nonnativespecies.org

- Floating Pennywort
- Mink
- Himalayan Balsam
- Parrot's feather
- New Zealand pigmyweed (Australian swamp stonecrop - Crassula)
- Japanese Knotweed

Author Name: Sofi Lloyd

Role: Environment Officer

The Clerk drew the Boards attention to the Environment Officer's Report. He advised that as staying compliant becomes more challenging, Board's are having to scale up their response.

The Board were asked to identify who is best placed to be the Environmental Representative for the Board. Mr Taylor volunteered to take on the role. The Chairman spoke of his positive day on the Washes with the Ecology Manager.

RESOLVED

- i) That the report be noted
- ii) That Mr Taylor is the Board's Environmental Representative.
- iii) That the current BAP will be reviewed
- iv) That an Ecological Screening Report (ESR) is completed and submitted to the Ecology and Environmental Services Manager well in advance of any non-routine work
- v) That they have noted and will comply with the provided flail mowing, badger, water vole and weed screen guidance.

B.1375 Consulting Engineers Report

Viz;

Provided by the Middle Level Commissioners		Item No:	7
Meeting:	HUNDRED FOOT WASHES IDB	Subject:	CONSULTING ENGINEERS REPORT: CHIEF ENGINEER'S SUMMARY & CAPITAL PROGRAMME
Date:	Tuesday 9 th April 2024	Officer Responsible:	Nicola Oldfield

RECOMMENDATIONS

The Board is asked to:

A. Review and approve its Capital Programme taking account of the advice in Section 4.

1. Overview of services provided to the Board

- 1.1 The Middle Level Commissioners currently act as Consulting Engineers to the Board providing the following services. These are provided for set fees, hourly rates and/or at cost by the in-house team (capped within our limited capacity and capability) and are supplemented by consultants, contractors and specialist services where necessary.
- Capital works: Advising the Board and undertaking client, project and contract management roles and water level management.
 - GIS & Survey
 - Strategic Planning: Inputs on behalf of the Board to relevant spatial plans (eg Local Plans), flood & water strategies and plans (eg Drainage & Wastewater Management Plans, Fens 2100+)
 - Planning and consenting: Responding to Planning Applications and related matters on behalf of the Board and advising on and issuing byelaw consents.
- 1.2 Please note that our planning and consenting services currently only have the capacity to be reactive and there is no proactive enforcement service defined and resourced with no allowance made in the Board's/Commissioners' budget for such action.
- 1.3 A Strategic Spatial Planning report will be compiled and published periodically on www.middlelevel.gov.uk and cover the interests of the Middle Level Commissioners and all its administered Boards.
- 1.4 In order to reduce the cost to the Board and focus limited resources on delivery rather than reporting, the Board has previously resolved to not have a detailed planning report as part of the Consulting Engineer's report. However, this may have governance related implications and does place a burden on the Board's Officers and/or the Clerk's representative attending the Board Meeting.
- 1.5 The Middle Level Commissioners intend to refresh the services provided to IDBs by developing a service catalogue that will clarify the full range of services that are offered, along with associated terms and conditions and fee arrangements. This is expected to be developed over the next 12-18

months. Boards will be offered the opportunity to engage in this process to help define the final service offer.

2. Chief Engineer's summary

2.1 The new process for delivering grant-aided schemes is now in progress. As more grant-aided projects come online, the MLC engineers' workload will need to be balanced with additional resources. We are using a number of different external consultants and will be monitoring their performance, using this to inform our future delivery model. The Board is reminded that should it wish to progress any capital schemes that grant-in-aid may be available and any future proposals should be included in the forward capital forecasts provided in the Environment Agency.

2.2 Fens Reservoir

Anglian Water's Fens Reservoir development work is moving fast. The Middle Level System has a significant role to play in enabling its delivery, with benefits to all parties; there are potentially significant improvements and financial benefit opportunities to secure. It is imperative that MLC staff continue to be closely involved in consultation with Anglian Water's various design and assessment teams to ensure that the Reservoir does not have any adverse impacts on the Middle Level System and our ability to continue to manage water for the IDB districts. Therefore, it is likely that MLC staff may be required to join meetings with the Anglian Water team at short notice and this may briefly affect work we are delivering for the Boards. In this event, we will make any necessary arrangements to limit the impacts this may have.

3. Technical Services

3.1 High Rainfall Event and Flooding Incident – December 2020

Further to the last meeting report the Middle Level Commissioners' Planning Engineer has continued to raise concerns about the issues experienced within Cambridgeshire during or following high rainfall and/or exceptional circumstance type events and the apparent lack of action being taken and has enquired of other partners whether, given the time that has elapsed, any progress is being made to resolve some of the issues.

In view of the above it is considered appropriate to advise the appropriate RMA, where relevant, on areas which experience problems, particularly within the urban environment, and require protection, intervention and/or investment.

Initially, three areas of designation are proposed:

- A. Business as usual - Areas where there are no known problems with the local water level and flood risk management systems that cannot be solved through the Board's "day-to-day activities".
- B. Areas of concern - An area served by a water level and flood risk management system that can approach capacity during rainfall events which has been the subject of or is at an increased risk of flooding that is unlikely to be solved through the Board's "day-to-day activities" and may require protection, intervention and/or investment by the relevant RMA(s).
- C. Acute drainage areas – A geographical area with multiple or interlinked sources of flood risk where there is a need for a higher standard of water level and flood risk management than normal to ensure that any new development will not increase flood risk that affects

people, properties and local infrastructure and may require protection, intervention and/or investment by the relevant RMA(s).

Neither items B nor C are the same as a “critical drainage area” which has a specific meaning in flood risk terms i.e., “A Critical Drainage Area (CDA) is an area that has critical drainage problems and which has been notified to the local planning authority as such by the Environment Agency in line with the National Planning Policy Framework (NPPF).”

3.2 Cambridgeshire Flood Risk Programme

The County Council’s Flood and Water team are currently in the process of developing a programme of flood risk schemes/works across sixteen locations in Cambridgeshire, which are identified in the Local Flood Risk Management Strategy as key areas requiring further investigation. To undertake this piece of work the Council has commissioned AtkinsRéalis (SNC-Lavalin Atkins), a multi-disciplinary consultant that provides the County Council’s Highways Management Services, who are currently working on the first phase which includes:

- A review of existing information at each of the locations
- Site walkovers
- Gap analysis
- Survey scoping
- Stakeholder analysis
- Concept solution identification

As key partners, the Commissioners’ Planning Engineer, together with representatives from other RMA, recently attended a workshop to identify and discuss any ongoing flood management projects that are being progressed, aspirations and needs for each area, opportunities for partnership working, option constraints, relevant data and general receptiveness to solutions within the areas.

3.3 Ouse Washes Water Level Management Plan (WLMP)

The Environment Agency has recently completed updating the WLMP with comments from key consultees.

4. **Capital Programme**

- 4.1 The Board’s Capital Programme is shown as Appendix 1. The Board is asked to review and approve its capital programme.
- 4.2 In terms of FCRM Grant-in-Aid (FCRM GIA) from the Environment Agency (EA), approval to progress the River Delph Study was finally received from the EA on 6 February 2024. We were hoping to piggy-back off an existing contract the EA have in place for the Ouse Washes WLMP but that is not possible due to their current commercial arrangements. We can investigate the possibility of using their WLMP consultant (Mott MacDonald) by directly appointing them rather than going through a tender process. This will save time and cost and will maximise the efficient use of a project team that already have knowledge of the area and will ensure integration with the work done on the WLMP. However, given the demands on MLC resources over the last few months this has not yet been progressed.

Author Name: Nicola Oldfield

Role: Chief Engineer

Appendix 1: Capital Programme

Appendix 1

[illegible]

The Clerk referred to Board to the Consulting Engineers Report, including the Chief Engineer's Summary, M&E Report and Capital Programme.

The Clerk reported that the Capital Programme for this Board is a relatively small one. The issues encountered with the slackers was discussed, with all 17 slackers requiring some work. The Chairman felt there was an existing H&S issue with the cleaning of the slackers, especially as every one is different, and water levels are constantly changing. The Chairman had asked for prioritisation of the worst slackers to be considered, although it was agreed that this may be difficult to do.

Various solutions to the problems with the slackers were discussed, with an agreement being made that Mr. Taylor and Mr Harrington would make contact with suppliers, develop a design and seek quotations from local fabrication companies for the works. The Clerk agreed to ask the Chief Engineer if she could recommend any contractors.

RESOLVED

- i) That the reports be approved
- ii) That the Capital programme is agreed in principle
- iii) That works to the slackers are quoted for

B.1376 Health and Safety

The Clerk drew the Board's attention to the Cope Health and Safety report. It was noted that there had been no changes since the last report, viz;



Site Safety Inspection Record

Middle Level Hundred Foot Washes SSI 150224 Complete

Name of organisation:	Middle Level Commissioners
Date of site visit	15.02.2024 09:00 GMT
Address of inspected premises	Hundred Foot Wash - No assets visited.
Name of Advisor	Kathryn Simmonds
Time of arrival at site:	15.02.2024 09:00 GMT
Audit Name	Middle Level Hundred Foot Washes SSI 150224

Audit

An opening meeting was held with

Steve Calton, Paul Harrington (RSPB) and David Tough (WWT)

1

It was reported that there have been no significant changes since the last visit. No slacker points were visited during the visit due to inaccessibility. The Washes is understood to be tidal, and no pumps, etc. are present to assist with the management of water or clearing of debris and silt.

2

It is understood that most clearing of blockages on the pinstock gates at points are manually cleared, however there are some points where a digger is used where appropriate, which is carried out by an external contractor. It was also reported that some of these points can be difficult to access, due to the bank being steep or no suitable access is provided. It was reported that the provision of suitable access platforms have been requested in the annual Middle Level meeting, however no further information has been provided regarding the implementation of measures, etc. It is recommended that a suitable plan is put into place and communicated to those who look after the necessary points.

3

It was also understood that large items can cause blockages on the gates, such as tree trunks. It may be beneficial to install a form of catchment, i.e. netting, screens, etc. where practical to prevent large items of debris from blocking the gates. It was noted that this is one of the main causes of persons needing to gain access to these areas. It should be ensured that those which are deemed to be higher risk, i.e. those more likely to suffer blockages, are addressed initially, and then followed up with the remaining points.

4

Each point along the wash has a different set up so varied measures would be required. Manual handling tasks have been reviewed and assessed by those within the organisations that carry out inlet tasks (RSPB and WWT).

5

Lone working was discussed. It was good to hear that persons ensure colleagues are aware of their location and how long they will be at the points for. Radios were noted to be used and What3Words locations are available for some sections. It is recommended that each slacker point is provided with a What3Words location, so these can be provided to emergency services if necessary.

Photographic Risk Assessment

Signature of person informed

Signature of person informed 1

Signature of person informed



Steve Calton
15.02.2024 10:16 GMT

Advisor's signature



Kathryn Simmonds
15.02.2024 10:16 GMT

Departure time

15.02.2024 10:16 GMT

Number of outstanding Photographic Risk Assessments

0
From 0 to 99

B.1377 District Officer's Reports

Viz;

Hundred Foot Washes IDB Suspension Bridge – John Martin Sluice Superintendents Report for 2023 -24

Summary of the year

Water levels on the Ouse washes north of the A1101 wash road, from early March were bank to bank until early May 2023.

Once levels dropped enough to allow washes drain off we were able to have a late nesting season and having a productive year. Cattle started a few weeks later given conditions and some farmers had a very short season as we had a full flood and evacuation required 21st Oct which brought an end to the grazing season on the washes for 2023.

All management and topping was completed by this time.

Continued Improvements were made over the summer months with many of the water control structure's and sections of the internal ditches and false ditches, previous two years this work has been hampered by early flooding in October.

Overall a positive year with all management work carried out for the site in preparation for 2024 season.

Oct 23 we saw a several heavy days of rain of which triggered the Earith sluice gates and through the majority of the winter saw high flooding resulting in poor conditions for wintering duck and directly affecting the conservation importance of the Ouse washes. Day of writing this report water the levels on the Ouse washes are still consistently high and most likely start to affect a consecutive breeding season on the Ouse washes.

Internal Drainage Board Works

Slubbing works

Fen Ditching were required on three separate occasions during the year for the de-silting/slubbing sections of the header drain and clearance of the three slackers for a consecutive year. This was again due to a combination of cut reed and silt blocking all three slackers.

Slacker maintenance

All slackers, Hagen Smarts, The Charity inlet and Deptfords were greased and are in good working order and regularly unblocked because of the debris due to the heavy flows in the river.

Water Level Management Plan

The Review of the Ouse washes Water level management plan was continued and a final proof should be in circulation this year. Photo taken August 2023 of the New Bedford river and the concerning conditions of lack of maintenance and the narrowness with a small boat in view. Dredging works were being done from Welmore sluice going south less than 500m was carried out as the works coinciding with spring tides that make work unsafe and was abandoned. EA has been advised to discuss 2024 dredging program to find solutions for work to be done sooner given the importance of this critical management work of the Ouse Washes.



WWT Management

Slubbing programme

Russell Fowler carried out a total of 120 hours of renewing/repairing water control structures and the annual program of slubbing ditches on the Ouse washes section and some on the lady fen lands.

Ecological Surveys

Key Breeding waders

Ouse Washes SSSI	redshank	snipe	lapwing	black tailed godwit
2023	11	10	30	3
2022	15	17	39	8
2021	8	37	29	4
2020	33	36	64	3
2019	35	18	42	0

Lady Fen (includes all wetland creation)	redshank	snipe	lapwing	black tailed godwit
2023	28	12	64	11
2022	14	3	23	5
2021	29	1	60	10
2020	28	1	60	5
2019	47	5	111	8

Black tailed Godwits

11 pairs at Welney have been documented nesting this season. The first nest was discovered on the 17th of April and a total of 15 nests have been found throughout the whole of the season. From these 15 nest, 6 have successfully hatched, 5 have been predated, 1 deserted and 1 flooded by late high water levels out on the wash. Lady fen has been

the busiest area on reserve with 8 of the 15 nests being found here, compared to only 3 on the wash; highlighting the importance of this 'life boat site' when high spring water levels on the washes cause the godwits to look elsewhere for nesting opportunities. 20 out of the 22 breeding birds at Welney were a bird from the headstarting project with all pairs containing at least 1 headstarted bird.

Leigh Marshall
21.3.24

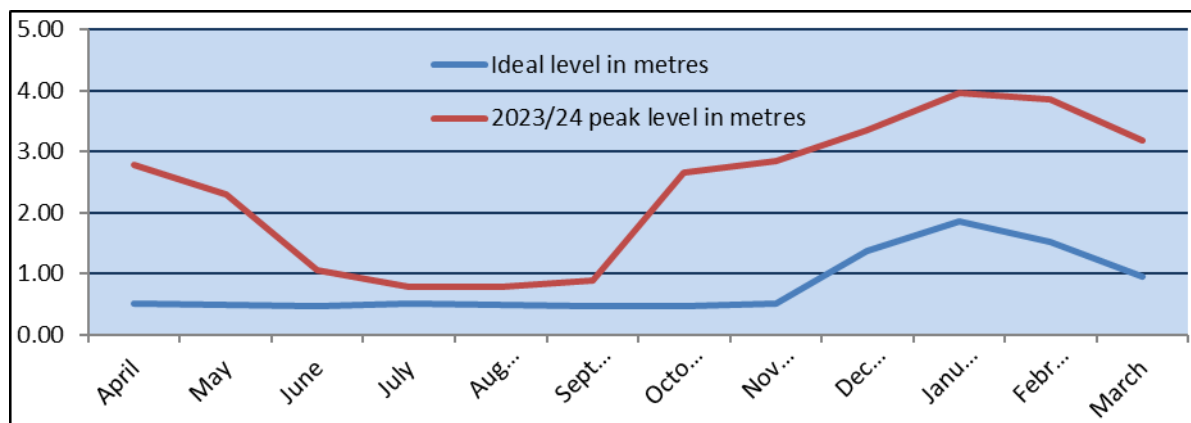
Superintendents Report 2023 – 2024 Welney to Earith.

Water Levels

The Washes remained flooded throughout March, April, and May and didn't begin to drain off until levels reached 1.00m on the 6th June. Summer retention (0.56mAOD at Welches Dam) was never met with the closest being 0.63m in July and again in August. The washes remained flood free until mid October. Average monthly levels were April 2.27m, May 1.80m, June 0.80m, July 0.69m, August 0.73m, September 0.75m.

Early winter flooding began in mid October when levels rose from 0.72m to 1.12m by the 14th and continued to steadily rise, peaking at 2.65m on the 25th. This required a very prompt and co-ordinated evacuation of cattle.

October average was 1.42m with a peak of 2.65m on the 25th.
November average was 2.57m with a peak of 2.84m on the 7th.
December average was 2.87m with a peak of 3.36m on the 15th.
January average was 2.97m with a winter flood peak of 3.97 on the 9th.
February average was 2.99m with a peak of 3.86m on the 15th.
March average so far 2.75m with a current peak of 3.18m on the 1st.
Current level 2.63 (18th March).



IDB drain management.

Fen Group supplied 360 digger for 115.5 hours @ £46 an hour. Total cost £5,315

A total of 3,092m of the header dyke was maintained and the slub banks in Common Wash Dimmock's Railway Top, Mott's Leg and Izzys Washes were levelled.

Slacker Inlets

Mott's Leg (Nott's), Day's Hay (Kent's), Starling's Top (Hartley's), Morton's, and Cambient and Detached inlets were cleared of silt at the beginning of the season. Mott's Leg (Nott's), Day's Hay (Kent's), Starling's Top (Hartley's) were cleared again at the end of the season.

All slacker mechanisms were greased as required throughout the season. The operation of all slackers will be checked in 2024 as soon as the flood level allows.

Willow Wash (Witcham Gravel) slacker – the slight leak did not cause a problem in 2023

Youngs Holt slacker – A slight leak was detected towards the end of the season and will need investigating in 2024

All other slackers were operational at the end of the season.

what3words locations for slackers

Mott's Leg (Nott's) – hits.copiers.skinning

Day's Hay (Kent's) – breezy.playing.scooters

Starling's Top (Hartley's) – conducted.swelling.flagged

Morton's – places.townhouse.thatched

Cambient and Detached – resorting.pencils.sparrows

Oxlode – purist.improvise.professes

Singing Wash – covertly.tarnish.drainage

Common Wash – mixing.tribes.tasteful

Pontoon – sifts.shampoos.united

Willow Wash – football.roadways.engulfing

Reed's – feast.screening.hiker

Sutton Drove – become.brilliant.hammocks

Young's Holt – simply.spines.besotted

Black Sluice – relegate.pasting.replayed

Reserve management

90% of the total reserve washland was managed.
Including privately owned washes

1,164ha grazed, 427ha topped, 275ha hayed, 137ha no management.

Cattle numbers peaked at approximately 2,100, including approximately 200 privately shepherded in the Sutton to Earith section of the reserve and 60 privately shepherded in the Mepal to Welney section. BCMS cattle on movements to the Reserve holding totalled 1,806 (2044 in 2022) including Pilot Project and Coveney.

10,693m RSPB 437m WT ditching and 600m private ditching maintained.

Pool maintained in Willow Wash

Scrapes maintained in Spoilheaps, 1st Lagoon Dry, 2nd Lagoon Wet, Morton's, Dimmock's Railway, Stockdale's, Soles/Hawkins, Rickwood Scrape, 1st Singing Wash and Burgess 1.

Breeding birds - Welney to Earith

	2019 (minor flood event)	2020 No flooding	2021 Major flood	2022 No flood	2023 Major flood
Lapwing	166	110	136	160	4
Redshank	124	86	87	119	12
Snipe	114	100	122	111	102

Breeding wader pairs Pilot Project and Carroll's Ground

	2019	2020	2021	2022	2023
Lapwing	73	130	148	128	114
Redshank	65	75	106	75	98
Black-tailed godwit	4	7	6	5	9
Snipe	29	25	23	19	26

Breeding wader pairs Coveney

	2019	2020	2021	2022	2023
Lapwing	12	36	56	80	86
Redshank	4	30	60	50	64
Black-tailed godwit	0	0	0	0	0
Snipe	6	6	14	19	38

Other Birds of note

Corncrake - 3 males in Cricket Wash, Izzy's and Clayton's

Spotted crane - 1 male in Steven's Wash.

Great Egrets 13 nests in 10-acre Osier (5 in 2022)

Little Egrets 23 nests in 10 acre Osiers. 50 in Four Fields osiers

Cattle egret – 1 pair present at Four Fields Osiers on 15th June but no breeding recorded.

Spoonbill - 3 present in early May and 1 pair present at Four Fields Osiers on 15th June but no breeding recorded.

Paul Harrington

The two District Officer's reports were noted by the Board. It was requested that the WhatThreeWords references be added to the Board's drainage plans.

The Clerk asked at what point do the washes become non-viable for grazing. It was advised that this is usually mitigated by mowing but that it was July last year. The degradation of the habitat from extended flooding periods means that less animals come onto the land. This represents a loss of income to the owners, but also adds more cost to the graziers as they have to find alternative feed. The Chairman observed that this has some affect on the Boards maintenance but is not a major factor. Mr Marshall advised that it can take 3 to 4 years after a bad winter for the grass to return to a good standard. The land provided by river banks for grazing are becoming more and more important, and allowing them to be grazed instead of mowing is an ecologically sound move. Mr Taylor agreed, adding that the Washes needed to be an area for bird conservation and not purely a flood plain. If flooding periods extend further, there will come a point when the land is no longer viable for bird conservation of this type.

B.1378 Slubbing and Spreading Works 2024

Two tenders were received for the Slubbing and Spreading Works. Both quotations were considered in great depth but it was decided to accept the quotation from Fen Group.

The Chairman asked that B J Plant Hire be thanked for their submission.

RESOLVED

That the tender received from Fen Group to undertake Slubbing and Spreading works for 2024 be accepted.

B.1379 Governance

Viz;

Provided by the Middle Level Commissioners		Item No:	10
Meeting:	HUNDRED FOOT WASHES INTERNAL DRAINAGE BOARD	Subject:	GOVERNANCE
Date:	Tuesday 9 th April 2024	Officer Responsible:	Paul Burrows

RECOMMENDATIONS

The Board is asked to:

- A. Consider and approve the Annual Accounts for the year ending 31st March 2023
- B. Note the continued appointment of Whittings as Internal Auditor.
- C. Review and approve the updated Risk Management Strategy.
- D. Review and approve the Financial Regulations & Financial Code.
- E. Highlight if there are any specific risks or issues not covered within its Risk Management Strategy that may need review ahead of the next formal update.
- F. Note the system of financial Internal Controls that are in place and consider whether additional controls are required within the running and decision making of the Board.
- G. Exercise of Public Rights
- H. Consideration of potential litigation, liabilities, commitments
- I. Continue with a limited assurance review approach.
- J. Note the IDB1 return made on its behalf to Defra.
- K. Authorise the Chairman to sign the annual return for 2024.

1. Annual Governance & Accountability Return (AGAR) and Internal Auditor

- 1.1 The AGAR provides the framework by which the governance of the Board is assessed. The Board's last AGAR is available on its page via www.middlelevel.gov.uk
- 1.2 The Board/Commissioners to consider:
 - the comments of the auditors on the Annual Return for the year ended 31st March 2023. (Appendix 1)
 - the Audit Report of the Internal Auditor for the year ended 31st March 2023. (Appendix 2)
- 1.4 The Board are reminded that Whittings LLP were appointed as internal auditor for a five-year period commencing 1st April 2023 (financial years 2023/24 to 2027/28).
- 1.5 The Board is asked to act on the advice of the Auditor within its decision making.

2. Internal Controls

- 2.1 Within the financial operations at the Middle Level offices there are a series of controls in place to ensure the segregation of duties, so as far as practical within a small workforce, that no one person has control of a single operation from start to finish. The [Internal Controls](#) are available via the website within the 'Governance' section on the Board's page.
- 2.2 Note the Financial Code for the Board is included within its 'Governance Documents' also available on its page via www.middlelevel.gov.uk
- 2.3 The Board needs to ensure there is adequate separation of duties within its running and decision making. Members are asked to refresh themselves as to the Member Code of Conduct (available within the Governance Documents on the Board's webpage) and ensure their declarations of interests are clear and up-to-date.
- 2.4 If a Board Member (or their business) undertakes contracted work (or bids for such work) for the Board it is recommended that they be excluded from any decision making as a matter of course and that appropriate contractual arrangements are in place.
- 2.5 If the Member also has a lead role for the Board (eg Chairman/Vice Chairman) then it is important that the Board puts in place safeguards to ensure a separation of duties, particularly being clear on who is acting as lead client for the contractor.

3. Risk Assessment and Insured Values

- 3.1 The Board's Risk Management Strategy has been recently updated and is available as Appendix 3. It is due for formal review and update in 2027. The Board are asked to review and approve the updated strategy.

4. Financial Regulations & Code

- 4.1 To review and approve the Financial Regulations & Financial Code and to confirm the next review period (Appendix 4)

5. IDB1

- 5.1 The Board's IDB1 return to Defra for the year 2022/23 is included as Appendix 5.

6. Annual Governance Statement:

- 6.1 To review and complete the Annual Governance Statement for the year ended 31st March 2024. (Appendix 6)

7. Exercise of Public Rights

- 7.1 For completion of the Annual Governance Statement the Board is required to confirm that they provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.
- 7.2 In order to warrant a positive response to this assertion the authority needs to have taken the following actions in respect of the previous annual return:

Exercise of Public Rights: The authority provided for the exercise of public rights set out in Sections 26 and 27 of the Local Audit and Accountability Act 2014. Part 5 of the Accounts and Audit Regulations 2015 requires the RFO to have published including on the authority's website or other website:

- Sections 1 and 2 of the annual 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.

7.3 In addition, a notice of the conclusion of the external auditor’s limited assurance review of the annual return, together with relevant accompanying information, has been published in accordance with the requirements of Regulation 16 of the Accounts and Audit Regulations 2015. We also display the [‘Local Authority Accounts – A Summary of Your Rights’](#) with the notice.

7.4 The Clerk to refer to the publishing of the Notice of Public Rights and publication of unaudited Annual Return, Statement of Accounts, Annual Governance Statement and the Notice of Conclusion of the Audit and right to inspect the Annual Return.

8. Consideration of potential litigation, liabilities, commitments:

8.1 The clerk to report.

9. Transparency Code for Smaller Authorities

9.1 In previous years the Board has continued with a limited assurance review approach and not take advantage of the audit exemption available for smaller public bodies with income and expenditure less than £25,000.

Author Name: Paul Burrows

Role: Clerk

Appendix 1	Annual Governance & Accountability Return (AGAR) for the year ending 2023
Appendix 2	Internal Audit Report
Appendix 3	Risk Management Strategy 2024 – 2027
Appendix 4	Financial Regulations & Financial Code
Appendix 5	IDB1 2022/23
Appendix 6	Annual Governance Statement 2024

Hundred Foot Washes Internal Drainage Board

Notice of conclusion of the audit

Annual Governance & Accountability Return for the year ended 31st March 2023

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014
Accounts and Audit Regulations 2015 (SI 2015 /234)

- 1 The Audit of accounts for the Hundred Foot Washes Internal Drainage Board for the year ended 31st March 2023 has been completed and the accounts have been published.
- 2 The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of Hundred Foot Washes Internal Drainage Board on application to:

The Clerk
Hundred Foot Washes Internal Drainage Board
85 Whittlesey Road
March
Cambridgeshire
PE15 0AH

between the hours of 9.00am and 4.00pm on Mondays to Fridays (excluding public holidays), when any local elector may make copies of the Annual Return.
- 3 Copies will be provided to any local elector on payment of £2.40 for each copy of the Annual Return

Announcement made by: P Burrows - Clerk to the Board

Date of Announcement: 25th August 2023

Annual Internal Audit Report 2022/23

HUNDRED FOOT WASHES INTERNAL DRAINAGE BOARD

WWW.MIDDLELEVEL.GOV.UK

During the financial year ended 31 March 2023, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2022/23 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	☒	☐	☐
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	☒	☐	☐
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	☒	☐	☐
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	☒	☐	☐
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	☒	☐	☐
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	☒	☐	☐
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	☒	☐	☐
H. Asset and investments registers were complete and accurate and properly maintained.	☒	☐	☐
I. Periodic bank account reconciliations were properly carried out during the year.	☒	☐	☐
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	☒	☐	☐
K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR risk 'not covered')	☐	☐	☒
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	☒	☐	☐
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	☒	☐	☐
N. The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes)	☒	☐	☐
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	☐	☐	☒

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

Date(s) internal audit undertaken

Name of person who carried out the internal audit

12/04/2023 13/04/2023 27/04/2023

WHITING LLP

Signature of person who carried out the internal audit

EEVEN - WHITING LLP

Date

27/04/2023

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

HUNDRED FOOT WASHES INTERNAL DRAINAGE BOARD

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

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

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

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

1/6/2023

and recorded as minutes reference:

B.1364

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

Chairman



Clerk



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Section 2 – Accounting Statements 2022/23 for

HUNDRED FOOT WASHES INTERNAL DRAINAGE BOARD

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	31,023	33,889	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	25,235	26,040	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	2	0	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	0	0	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	22,371	23,635	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	33,889	36,294	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	36,487	43,653	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	0	0	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)				The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)				The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Date

5th April 2023

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

11/04/2023

as recorded in minute reference:

B.1366

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



Section 3 – External Auditor's Report and Certificate 2022/23

In respect of

Hundred Foot Washes Internal Drainage Board – DB0037

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2022/23

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with *Proper Practices* and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

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

None.

3 External auditor certificate 2022/23

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

Date

21/08/2023



Fenland House, 15 B Hostmoor Avenue
March, Cambridgeshire, PE15 0AX

t: 01354 652304

e: march@whitingsllp.co.uk

w: whitingsllp.co.uk

BB/MM053
30 June 2023

Messrs. P Burrows, R Hill and S Ablett
Middle Level Offices
85 Whittlesey Road
March
Cambs.
PE15 0AH

Dear Messrs. P Burrows, R. Hill, and S Ablett,

MLC administered Internal Drainage Boards - Internal Audit 2022-2023

Having completed the internal audit work for the various Internal Drainage Boards administered by the Middle Level Commissioners officers for the year ended 31 March 2023, we are pleased to provide you with the following recommendations to be considered for implementation. We have included some general points and some points which are related to specific boards.

General points

1. Asset Valuations and Insurances – mainly for residential properties

It is noted that, whilst a large proportion of boards took the option to revalue for insurance purposes their pumping station and residential assets during recent years, there are still some boards that have not followed suit. We have seen elsewhere that such revaluations have sometimes resulted in significant uplifts in value, and as such we would suggest that any remaining boards that have yet to carry out such an exercise do so at the earliest convenience. It should be noted that this is largely in relation to residential property. Should a complete rebuild following an unforeseen catastrophic event be required, current valuations may no longer be appropriate given today's prices which may lead to a shortfall in funds which would have to be drawn out of surplus funds if other financial arrangements were not available.

PARTNERS

James D Coker FCA
Christopher D Ruggan FCA
Andrew P Winward FCA

Ian G C Piper FCA
Andrew R Band FCA
Trina J Platts FCA

Keith J Day FCA
Amanda E Piveman FCA
Paul H Jefferson FCA

Jonathan P Moynihan ACA
Nicholas Copley CTA
Stephen D Mallett ACA

ASSOCIATES

Richard A Alcock ATT
Ben Gresham ACA
Scott R Bishop FCA

Hannah R Widley ACA
Mike Blackledge CTA
Janine King ACA

PRACTICE MANAGER

Joanne S Frostick

Whitings LLP is a limited liability partnership registered in England and Wales, number 00431218. The above listed Partners and Whitings Capital Ltd are the members of Whitings LLP. The registered office is: Greenwood House, Greenwood Court, 14/15 May, Bury St Edmunds, Suffolk, IP87 7GY. Registered to undertake audit work in the UK; regulated for a range of investment business activities; and licensed to carry out the reserved legal activity of non-chartered tax practice in England and Wales by the Institute of Chartered Accountants in England and Wales.

BURY ST EDMUNDS | ELY | KING'S LYNN | MARCH | MILDENHALL | PETERBOROUGH | RAMSEY | ST IVES | ST NEOTS | WISBECH

We would recommend that in the absence of specific information to the contrary suggesting need for earlier review, that a revaluation exercise be performed for insurance purposes at least every 5 years on all major board assets. This is especially important given the significant increase in material and labour costs seen in recent times as a result of rising inflation and global material shortages. However, we are pleased to note that boards are being asked whether they wish for insurance to be index linked going forward and would strong suggest that all boards agree to this proposal.

Client comment:

While we have put it to Boards to review pumping station valuations for insurance purposes, as separate statutory authorities it is up to each Board to review and approve what they consider to be an appropriate valuation and your point concerning possible under-insured amounts having to be funded directly by the Board following an event has been highlighted previously. We are recommending that Boards should look to index link valuations and we will be asking all Boards again to consider this at subsequent meetings, along with consideration of current valuations. Valuation of residential property is an area we have focussed on for the 2023 meetings.

A number of Boards have recognised the potential impact of increased costs on valuations and have taking steps to re-value, however, the consulting engineer is currently reviewing the methodology for valuation of pumping stations, to ensure there is a robust process, which will be then used going forward.

This is an area already programmed to be reviewed every five years and hopefully with indexing we may not require such individual valuations going forward.

2. Employee Benefits

In 2020 a high-level tax case was brought by HM Revenue & Customs against Coca-Cola European Partners Great Britain Limited relating to vehicles provided to employees of Coca-Cola and whether these 'dual purpose' vehicles should be classed as a van or a car for benefit in-kind (BIK) and other taxation purposes. Typical example of such a vehicle being a double cab pickup as operated by some boards. The Court of Appeal ruled in favour of HMRC and, as a result HMRC are now reminding employers of the importance to ensure that they have classified their vehicles correctly and as a result we would advise that this matter is kept under review both now and into the future to mitigate the risk of an unexpected tax bill arising. We would advise that this is considered across all boards going forward if this is not being taken into account already.

With regards to other employee benefits, we note that where applicable these are being recognised as benefits in kind and disclosed on the P11d, we would encourage the value of these benefits to be reviewed on a regular basis to ensure that these are reflective of what the employee receives, especially where some boards providing the living accommodation to their employees.

Client comment:

We are aware of the case and potential implications to employees of classification of vehicles. Generally, we do not make changes concerning additional passenger/load capabilities to that of the original manufacturer's specification, which are relied upon alongside the HMRC guidance when designating vehicles for taxation/benefits in kind.

The benefit charge for living accommodation is calculated in accordance with HMRC recommended valuations. We are looking at payrolling any standard benefits but are currently unable to do this for accommodation and use of vehicles.

3. Provisions

We are pleased to note that, in the main; provisions for amounts owing to and owed from applicable boards, are being monitored and written back should the underlying potential asset/liability be extinguished. There are still odd cases where provisions are "brought forward and carried forward" that relate in excess of the standard life of debt, being 6 years. On review in some cases whilst the underlying rationale of these balances are reasonable, we would question whether payments could still be enforced if chased, aside from in relation to development contributions. As such we would encourage continued review of provisions as a whole, with special consideration being made to aged provisions that have existed for a number of years and ideally the rationale being documented in the accounts pack provided to us as part of the internal audit.

We would also recommend that any such old debts or provisions (apart from development contribution provisions), say over 3 years old, be presented at the board meeting annually and approved.

Client comment:

As part of the year end accounting procedures, provisions/balances are looked at on an individual basis and decisions made on relevance as to retain or to write back.

4. Budget figures

We note that budget figures are prepared annually in advance, but we note these are not updated in the late Autumn even when notable variances may have occurred for various factors. Whilst not necessary to do so for all boards, we suggest that Chairperson of each individual board be given the opportunity to request updated budgets after the half year point for the remainder of the year and distribute to board members if they feel it appropriate in light of any unforeseen significant variances arising.

The budgets that have been set for 2023/24 year may need to be increased throughout the year due to the significant cost increases that are largely as a result of the ongoing conflict between Russia and Ukraine.

Client comment:

As part of the finance regulations, we are required to carry out a budget monitoring exercise during the course of the year. For those Boards that have a relevant meeting, this is reviewed by the Board at their autumn/winter meeting. For all other Boards the monitoring exercise is completed as at the end of the calendar year, at this point the majority of the drain maintenance works have been completed, as would be any planned maintenance works at pumping stations. The expenditure to-date is then forecast to the end of the financial year and compared to the budget and initially sent to the chairman for review. Depending on the outcome of the monitoring exercise depends on whether it is considered appropriate to hold an emergency meeting. However, it is likely that if there were an extraordinary event the Board would be aware "in real time" and appropriate action taken at that point. It is not policy to update budgets depending on levels of expenditure but to use these as comparative to analyse variances of actual expenditure against.

5. Surplus Funds

It is noted a number of IDB's hold significant cash reserves, with inflation having peaked at a 40 year high within the last 12 months, all IDB's need to consider investing their surplus funds, in order to achieve greater return on public funds and to ensure value for money principles are observed and cash asset values are not eroded overtime. We appreciate that in recent years interest rates would have made such an exercise unfruitful when taking into account the associated admin cost involved in such an undertaking. We note that some of IDBs decided to switch from the business premium bank account to business current bank account, these accounts no longer earn interest but are free from bank charges and fees. However, with the Bank of England now increasing interest rates to combat rising inflation in the UK, we would advise that this is now an opportune time to conduct such an exercise.

Client comment:

A brief summary of treasury management:

There are 30 separate authorities administered through the Middle Level offices, all of which are required to maintain their own banking arrangements, we do look at bulk/group arrangements to do this and it is a requirement that all boards are treated the same. In the past it was found that there was a lot of staff time being spent in investment transfers and following discussions with the bank it was decided that for ease of operation all balances would be treated the same and the bank would offer a competitive interest rate and free banking. To do this all boards had a "client premium" account. This is the type of account operated by businesses looking after clients' money (solicitors etc). They are generally specific accounts in the name of the business but it is for "third party monies."

Our arrangement worked fine until the (first) crash around 2008 – at this time interest rates plummeted below our arrangement rate – specifically, under the terms of the arrangement we could have been required to pay the bank for looking after our money. The arrangement was changed to retain free banking, but as with all accounts interest was minimal.

During last financial year our bankers started taking more of an interest in the number of client premium accounts they had across the country and were surprised with the number held in March. The use of such accounts is for very specific purposes which we as an organisation do not qualify and alarm bells were ringing with the bank that they were operating outside of all banking standards/regulations. We were notified that as a result of this the accounts would need to be closed and other accounts opened. This would involve a basic current account and an interest bearing second account – transfers to be made between the two for cash flow purposes. We made the bank aware of our concerns about transferring accounts with regards to the payment of direct debits and the collection of rates by direct debit, payment by ratepayers etc for which our account details were with many suppliers/customers and we did not want to go down the route of having payments/receipts rejected and details having to be re-registered with all parties.

While this was being put in place we had a general increase in interest rates but as previously advised we now have started to rationalise the arrangements – there will be some fine tuning required but currently the process is a standard current account for normal payments/receipts and an interest-bearing account. Additionally, balances can be transferred for deposit/investment.

We are currently making treasury deposits for individual Boards but need to manage this with specific cash flow requirements while also making consideration to having balances available for potential event situations requiring immediate cash. We will be monitoring additional staff time required to manage this while discussing matters further with our bankers.

6. Rental of Land

It was previously noted that some IDB's were renting out land to tenants for less than market value and that this should be reviewed to ensure value for money principles were being applied.

We are happy to note that some IDB's have increased the rental values of land to market rates, although there are still some IDB's where the rental value is significantly below market value and we advise that the market values are increased for these boards to ensure value for money principles are applied going forwards.

Client comment:

Boards which have land holding for rent generally review rents in accordance with tenancy agreements and use local land agents for guidance. A number of Boards have small holdings of land which are let at reasonable rates with a view to keep the land tidy and in good order as they are not necessarily commercially viable. A number of Boards have slump land, which cannot be considered the same as general agricultural land for rental purposes. All Boards look to get the best rents available, but these are relevant to the size and type of land being let.

7. Financial Regulations

We noted that the last update and approve of Financial Regulations for all boards was in 2013 with the next review in 2023. However due the recent retirement of Chief Executive and the joint of new Chief Executive/Clerk in February 2023, the review of Financial Regulations has not been completed by the financial year under review. We have been informed that the new Chief Executive and Treasurer are aware of these requirements and the Financial Regulations are due to be updated by the end of this year, we look forward to reviewing this in due course.

Client comments:

There is a full review of the provision of clerking services and will be, as has been mentioned looking at reviewing these regulations towards the end of 2023 with a view to then having them updated by the Boards.

Specific Points

Conington & Holme IDB

We note that the pumping station owned by the board is insured at less than the latest revaluation amount, see below;

Insured value	610,000
Latest revaluation	685,630
Underinsured	75,630

We understand that the board took the conscious decision not to uplift the insurance value in line with the revaluation figure suggested by the engineer. As already highlighted above, should any significant event occur, such as a major fire, resulting in the need to reinstate the asset in full, the board run the risk of the shortfall which would require the use of surplus balances to cover the resulting deficit in funds. We would therefore strongly recommend that the board consider increasing the insured value to the revaluation figure.

Client comment:

For the 2023 meeting the Board approved an insured value of £701,500 and for this to be index linked.

Waldersey IDB and Hundred of Wisbech IDB – Joint Pumping Arrangement

As in previous years it is noted that there is a discrepancy between debtor held in Waldersey IDB and the creditor held in Hundred of Wisbech IDB.

Waldersey IDB – Debtor	£52,324.26
Hundred of Wisbech IDB - Creditor	£52,436.95
Difference	£112.69

We are pleased to note that this difference is insignificant for the current year. The difference arises due to the accounts of Hundred of Wisbech IDB being completed before Waldersey IDB, leading to a provision being required in the former's books in the absence of more accurate information being available. The difference is adjusted in the following year's Accounts for Hundred of Wisbech.

We note that there have been discussions to potentially amalgamate the two boards, this would eradicate the anomaly. However, in the absence of this, we suggest that meetings and account preparation periods be brought into line, if possible, to eradicate this issue.

Client comment:

These costs relate to the contribution for the costs of the shared pumping facility and at the time of production of the year end accounting statements discussions were taking place concerning potential changes to the contribution as a result of changes in land use. A new proposal had been put forward which was broadly approved by both Boards.

There are no current plans to change meeting dates so as one set of accounts is finalised before the other there is likely to remain creditor/debtor position in both sets of accounts although now that all older balances have been cleared, any in-year balance should be cleared, generally a year in arrears.

March East IDB

During our review it was noted that the onsite pumping station attendant's payments were not authorised during the year, the amounts charged by the attendant are similar to the rental costs charged to the individual for occupying residential property owned by the district. We understand that this arrangement has been agreed at board level to ensure that the individual is not financially penalised in carrying out their duties for the board. However, this treatment appears to be at odds with the amount charged being disproportionate when compared to other IDB's that we have audited. We would advise that these amounts most certainly should be authorised to ensure adequate controls are maintained over the purchase function and we would also question how HMRC would interpret the arrangement should they carry out any follow up review in the future.

Client comment:

Following a review in the previous financial year residential property rent was re-assessed in line with current guidance from HMRC. At the same time the value of the attendant's services was re-appraised. These reviews were approved by the Board. There were no changes proposed for 2022 so the original resolution remained unchanged. However, we agree with your comments and both areas will be considered annually as separate agenda items.

Hundred of Wisbech

During the course of our audit, we noted that the 2021/22 accounts and payment list had not been published on the website, we are pleased to note that following notification of this fact the accounts and payment list were promptly uploaded. We are satisfied that this is an isolated incident but would remind all boards of their obligation to comply with the requirements in this area and to ensure that all relevant documents are published in a timely manner.

We also notice that the statement of NS & I accounts shows the name and the address of old Chief Executive who is retired in February 2023. We understand that this matter will be brought to the attention of the board on the next general meeting to approve the changes in signatory.

Client comment:

Every effort is made to update the relevant pages of all authorities in an efficient and timely manner and in accordance with the regulations.

Your comment is noted and procedures are being amended concerning this for the future.

Ramsey First (Hollow) IDB

During our review it was noted that the actual wages increase of the employee during the year has exceeded the increase authorised by the board during the meeting. We understand that it was an isolated error and understand that this matter will be brought to the attention of the board during the next general meeting. The overall error is equal to 0.50% of the total expenditures and will be adjusted next year. We understand that the internal process is being reviewed and address to ensure that this scenario doesn't arise again in the future.

Client comment:

This administration error was reviewed by the Board at their 2023 meeting and the relevant adjustment is being made through the 2023 payroll process. We have looked at our internal processes and made appropriate adjustments to mitigate future risk.

March 3rd IDB

Whilst the board are using the budget setting process to determine the rates set on an annual basis, we note that the rates had been the same for the last 5 years. In a view of the capital improvement program – the plans for the pumping station replacement in 2026/27, the current rate of inflation and the fact that rates have been increased across other boards under the administration of the Middle Level Commissioners, we would recommend that the rates raised be reviewed and uplifted as necessary to take account of the factors outlined above.

Client comment:

The points raised are made to the Commissioners when setting the rate but there it is the appointed members who have been against rate increases, indicating that the council will address any shortfall in the following year should this be the case. This is a situation that has occurred on other Boards for the setting of the 2023/2024 rates and levies.

We take this opportunity to thank your staff involved in our audit for their assistance and cooperation in achieving substantial completion by the stated target deadlines. We trust that the engagement team have not caused significant disruption during the execution of their procedures.

Yours sincerely,

Whiting LLP

HUNDRED FOOT WASHES INTERNAL DRAINAGE BOARD

Administered by:



**middle level
commissioners**

Governance

Risk Management Strategy 2024 - 2027

This document replaces the Board's 2020 risk management documentation and outlines how Members, officers/employees and the Middle Level Commissioners staff govern the Board's risks.

Risk Management Principles

The five key principles from the UK Government's 'Orange Book' shall be used in a proportionate manner, recognising Internal Drainage Boards as small public authorities with limited resources.

- A. Risk management shall be an essential part of governance and leadership, and fundamental to how the organisation is directed, managed and controlled at all levels.
- B. Risk management shall be an integral part of all organisational activities to support decision-making in achieving objectives.
- C. Risk management shall be collaborative and informed by the best available information and expertise.
- D. Risk management processes shall be structured.
- E. Risk management shall be continually improved through learning and experience.

Risk Definition

A risk is the threat that an event or action will adversely affect the Board's ability to achieve its statutory responsibilities; remain viable and sustainable; deliver any wider objectives and; manage its reputation.

Risk is a function of the likelihood or probability of the event occurring versus the impact. A risk that materialises is no longer a risk, it is an issue.

Risk Categorisation

The Board will consider tactical risks and strategic risks that are within its control and/or influence to address.

Tactical risks will tend to be short term time horizon risks that are specific to the Board and within its control to address (ie it has the capacity, capability, finance, information, technology and responsibility).

Strategic risks will tend to be more generic to the local IDB community and potentially longer term in their time horizon. These are less likely to be within a single IDB's control to mitigate but will be within collective influence by IDBs working together and with other relevant authorities.

Risk (and Issue) Management Choices

The following four standard categories of risk response will be considered:

Terminate (heaviest strategy) - the risk will not be allowed to occur.

Treat - the risk may occur, but its impact or likelihood will be lessened through mitigating actions.

Transfer - the ownership of the risk will be formally moved to someone else not currently the risk manager. *The new owner may decide to terminate, treat or tolerate the risk.*

Tolerate (Lightest strategy) - the risk will be allowed to occur with little to no mitigating action.

Risk Management Approach

These are the actions and approaches the Board will take to managing its risks through the period 2024-2027.

- a) Receive papers and reports from MLC staff covering the topics Governance, Constitution & Membership, Finance, Environmental, Clerk's Report, Consulting Engineer (Inc Operations, Capital Works and M&E) helping the Board identify and make choices around management of tactical and strategic risks.
- b) Receive papers and reports from the Board's District Officer(s), Health & Safety rep and others as appropriate to help the Board identify and make choices around management of tactical risks.
- c) Support the development and adoption of Key Health Indicators (KHIs) and Comparison Metrics across the portfolio of IDBs administered by MLC staff. These will be integrated into MLC staff authored papers and reports.
- d) The Chairman & Vice Chairman will actively engage with the MLC & IDB Chairs community and MLC Senior Officers to identify and mitigate generic tactical and strategic risks that impact multiple IDBs.
- e) Empower and recognise that the MLC Senior Officers and staff engage in wider relationships, partnerships and strategic projects on their behalf to help identify and mitigate generic tactical and strategic risks. This includes Fens 2100+ and the Fens Reservoir programmes.
- f) Start to use language and terminology from this strategy at Board meetings within their consideration of risks.
- g) Adopt formal project risk management as part of any capital works projects led by MLC staff on behalf of the Board.
- h) Keep under review the need, benefit and cost of developing a formal risk assessment, risk register and risk response plan. It is currently not considered a proportionate approach.

HUNDRED FOOT WASHES INTERNAL DRAINAGE BOARD

Financial Regulations

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A. INTRODUCTION

1. These Financial Regulations are designed to supplement the Board's Standing Orders and to ensure that the funds and assets of the Board are properly accounted for and controlled.
2. Any variation to these Regulations shall be made by a resolution of the Board.
3. The Clerk shall, where appropriate, prepare additional rules of procedure, supplementary to these Regulations, to ensure the maintenance of financial control and security.
4. The Clerk or such officer as shall be designated by him ("together referred to as "the Clerk") shall, together with the Board's Internal Auditor, be responsible for determining the format of the Board's accounting systems, annual Accounts and supporting records and shall ensure that the accounting systems determined by him are observed and that the accounts of the Board and supporting records are kept up to date.
5. The Clerk shall be responsible for maintaining an adequate and effective internal audit of the accounts of the Board in the manner he considers to be best.
6. The Clerk shall ensure that the Board's annual Accounts are prepared as soon as possible after 31st March in each year, and in accordance with the dates as set out in the Accounts and Audit Regulations 2003 (as amended).
7. "The Board" shall mean the Hundred Foot Washes Internal Drainage Board.

B. CONTRACTS

1. The Board shall determine the procedures to be employed in connection with the procurement of goods and services save that, if no procedures be specified, three (or more) written quotations shall be invited unless the obtaining of tenders is prescribed by the rules applicable to the particular procurement.
2. Tendering may be selective or open, although, whenever possible, selective tendering shall be used and tenders invited to seek to ensure that the required number of tenders are actually received.
3. Tenders shall be opened, not earlier than the closing date prescribed in the tender documents, in the presence of such person or persons as may be authorised by the Board. A declaration shall be signed to such effect by the persons present at the opening of the tender(s) and a report on the tenders received shall be made to the Board.
4. Where a tender is accepted other than the lowest, the approval of the Chairman of the Board, or of the Board itself shall be obtained.
5. In the case of a tender for rents or similar sums where these are to be paid to the Board, where a tender is accepted other than the highest, the approval of the Chairman of the Board, or of the Board itself shall be obtained.

C. RESPONSIBILITY OF OFFICERS

1. All employees, officers and members of the Board have a general responsibility for the security of the property of the Board, for the avoidance of loss and for economy, efficiency and effectiveness in the use of resources.

D. ESTIMATES

1. The Clerk shall be responsible for the preparation of annual Estimates.
2. The Estimates should be determined as at the commencement of each financial year – using the best information available.
3. The Estimates shall be approved by the Board each year in order that the rates and special levies can be determined at the appropriate time.
4. The Clerk shall be responsible for seeking reasons and causes for deviation from the Estimates and shall inform the Board of all material variances.

E. BANKING

1. The Clerk shall advise the Board's bankers in writing of the conditions under which each bank account (which account must be in the Board's name) shall be operated.
2. All payments other than those made from Petty Cash shall be made by either cheque, BACS, direct debit or internet banking or via the Board's Office Credit card.

The main bank accounts will be operated on the following basis:-

a) Where payment is made by cheque:-

Current Account – All cheques will be signed by both an authorised officer and an authorised member.

Labour Account – All cheques will be signed by an authorised officer.

b) Where payment is made by any other means the invoice will be authorised by a Board Member and payment made by an authorised officer.

3. Salaries and Wages will be paid by BACS and all BACS transactions will be authorised by the Clerk.
4. All bank transfers to non-Board bank accounts (save those solely made between inter office accounts which may be made by the Clerk) shall be authorised as in paragraph 2. of this Section.
5. The Clerk shall seek to ensure that the Board's bank accounts are managed so as to produce maximum benefits for the Board.

F. INCOME

1. An official receipt shall be made out for every sum received by the Board and must show:-
 - (a) Date of receipt
 - (b) Amount received
 - (c) Type of remittance
 - (d) Account Reference

Copies of all receipts raised shall be retained by the Board.

2. Board monies shall not be used for the encashment of private cheques.
3. All cheques, cash etc received shall be banked at least weekly. Disbursements shall not be made from cash received but from the Petty Cash float. Banking shall be daily when large sums are received which require this.
4. Keys to safes, cash boxes etc shall be carried only by those authorised to do so and shall only be used by or under the supervision of such persons.
5. The Clerk shall be responsible for ensuring that all monies received are properly brought to account in the Board's accounting records.
6. Any debts which the Clerk considers are not recoverable may be written off with the Board's approval unless they are considered not recoverable following legal advice when the Clerk in conjunction with the Chairman may authorise them to be written off.

G. PURCHASES OF GOODS AND SERVICES

1. Any goods and services for which provision is made in the Estimates may be purchased by an authorised employee, officer or member.
2. The purchase of any goods or services may be effected by an authorised employee, officer or member where they are of a type the authority to purchase which has been delegated to that employee, officer or member by the Board.
3. The purchase of any goods or services not referred to in paragraphs 1 or 2 of this Section may be authorised by the Chairman or District Officer where they are of a routine or recurring nature or form part of the Board's maintenance expenditure.
4. For all goods and services other than as provided for in this Section, the Board's approval shall be obtained prior to the purchase being effected.
5. The requirements under this Section may be dispensed with if the goods or services are required urgently such that it would not be feasible or practical to obtain the necessary approval. In such cases, the Chairman shall be authorised to effect the purchase in conjunction with the Clerk. Any purchase made under this paragraph shall be specifically reported to the Board at the earliest opportunity.
6. An official order shall be placed for all goods and services.
7. All invoices for payment shall be examined, coded and approved and shall be certified by the appropriate authorised employee, officer or member.
8. See Section B "Contracts" for further Financial Regulations in connection with the purchase of goods and services.

H. EMPLOYEES

1. The Board's approval shall be required for the employment of additional permanent employees.
2. The Chairman or District Officer shall have authority to employ additional temporary employees provided the revenue consequences are contained within the current annual Estimates.

3. All time records and other pay records shall be in a form approved by the Chairman or District Officer in conjunction with the Clerk and shall be certified and submitted in accordance with their instructions.
4. The Clerk shall be responsible for the proper compilation of the payroll and for the final determination of pay.

I. STORES

1. Stores records shall be in such a form and shall comply with such systems of control as the Chairman or District Officer shall in conjunction with the Clerk approve.
2. All goods received shall be checked as regards quantity and/or weight and inspected as to quality, condition and specification. A delivery note shall be obtained from the supplier, wherever possible, and signed by the person receiving the goods. No goods shall be signed for as “in good condition” or similar wording without being properly inspected. Therefore most goods delivered should be signed for as ‘received uninspected’.
3. All goods issued from stores shall be properly accounted for and recorded.
4. All breakages and losses of goods held in store shall be recorded and reported to the Board’s office in order that appropriate action can be taken.
5. There shall be a physical check of all items in store at least once a year and the stock taking records shall be signed by the responsible person(s).

J. ASSETS

1. All assets other than stores owned by the Board shall be accounted for in an asset register maintained by the Clerk. The asset register shall reflect additions and disposals of assets and record the cost or valuation of the assets.
2. From time to time as the Board deem appropriate the accuracy of the asset register shall be compared with a physical inspection of the Board’s assets.
3. The asset register shall be placed before the Board for inspection at the earliest opportunity following the completion of the annual Accounts.
4. Any sale of Board assets will be undertaken either through competitive Tender or in the manner approved of by the Board.
5. See Section B “Contracts” for further Financial Regulations in connection with Tenders.

K. AUDIT

1. As a requirement of the Accounts and Audit Regulations 2003 (as amended) the Clerk shall arrange for an internal audit of accounting, financial management and other operations of the Board to take place. This audit will be undertaken by an external person qualified to perform this function.
2. Authority of Internal Audit

Auditors are authorised to:

- (a) Access/enter at all reasonable times any Board premises or land
- (b) Have access to all assets, records, documents, minutes, correspondence and control systems relating to any aspect of the Board
- (c) Require and receive any information and explanation considered necessary concerning any matter under examination
- (d) Require any employee, officer or member of the Board to produce or account for cash, stores or any other Board asset under his or her control
- (e) Request access to records belonging to third parties, such as contractors
- (f) Have full and free access to all employees, officers, members and committees
- (g) Allocate resources, set frequencies, select subjects, determine scope of work, and apply the techniques required to accompany audit objectives

Auditors are not authorised to:

- (a) Perform any operational duties for the Board
- (b) Initiate or approve accounting transactions
- (c) Direct the activities of any Board employee, member or officer, except to the extent that such employee, member or officer has been appropriately assigned to assist the Internal Auditor.

3. In addition all employees, members or officers of the Board are required to assist the External Auditor, or his/her authorised representative, in the performance of his/her duties under the Audit Commission Act 1998.

L. FRAUD OR OTHER IRREGULARITIES

1. Any employee, officer or member concerned shall immediately notify the Clerk and/or the Internal Auditor in accordance with the Board's Fraud and Corruption Policy of any matter which involves, or is thought to involve, irregularities concerning cash, stores or other property of the Board or any suspected irregularity in the exercise of the functions of the Board.
2. Any financial irregularity involving an employee of the Board will be dealt with in accordance with the Disciplinary Procedure.

M. WRITE OFFS

1. In addition to the exercise of any powers under Section F above the Clerk shall have the authority to write off the following:-
 - (a) damaged or stolen goods for which it is not considered that the Board may make a valid insurance claim, where those goods do not form part of a stock account
 - (b) surplus goods and materials
 - (c) goods, vehicles or materials that are considered to have no material value due to deterioration or obsolescence.
2. The appropriate employees, members or officers shall inform the Clerk of any item under paragraph 1 of this Section that they consider should be written off together with:-
 - details of the item or debt to be written off
 - the circumstances necessitating the write off
 - the reasons why he/she considers that the debt is irrecoverable or that no proceeds on sale would accrue to the Board

3. Where any items to be written off do constitute part of a stock account, the procedures for recording the write off within the Board's accounts and the method of disposing of the goods shall be approved of by the Clerk. The Clerk shall then make the appropriate adjustments to the Board's accounting records.

N. SALARIES, WAGES AND PENSIONS

1. The payment of all salaries, wages, compensation and other emoluments to all present or former employees, members or officers shall be made by the Clerk or under arrangements controlled by him.
2. Each responsible employee, member or officer shall notify the Clerk immediately, and in the form prescribed by him, of all matters affecting such payments, and in particular:-
 - resignations, dismissals, suspensions, secondments and transfers
 - absences from duty for sickness, unpaid leave or other reason, but not normal leave
 - changes in remuneration, other than pay awards and agreements of general application
 - information necessary to maintain records of service for pensions, income tax, national insurance and the like
3. Unless determined otherwise by the Board, the Clerk shall be responsible for overseeing the private use of the Board's vehicles and shall be notified by the responsible employee, member or officer of any financial contributions in respect thereof, to be made by members, employees or officers.

O. BOARD EMPLOYEES etc

1. All members, officers and employees of the Board shall conduct themselves in a polite and courteous manner as expected by the Board.
2. Members, officers and employees must declare to an appropriate responsible officer any financial or other interest, which could conflict with the Board's interests.
3. It is a criminal offence for a member, an employee or an officer of the Board to receive or give any gift, loan, fee, reward or advantage for doing or not doing anything, or showing favour or disfavour, from or to any person, in their official capacity as such a Board member, employee or officer.
4. In terms of hospitality and gifts, only usable gifts of a small value may be accepted by individual staff or a section as a whole. Under no circumstances may cash be accepted as a gift.
5. Hospitality of a value greater than the value specified from time to time by the Board by resolution must be recorded in a Hospitality Book to be kept at the Board's offices.
6. Where an outside organisation is seeking to sponsor a Board activity (whether by invitation, tender, negotiation or voluntarily), the basic rules concerning acceptance of gifts and hospitality shall apply.

P. MEMBERS' AND EMPLOYEES' ALLOWANCES

1. All claims for payment of car allowances, subsistence allowances, travelling and any other incidental expense shall be submitted as required duly certified, in a form approved by the Clerk.
2. The certification by or on behalf of the responsible member, employee or officer shall imply that the certifying person is satisfied that the journeys were authorised, the expenses properly and necessarily incurred and that the allowances are properly payable by the Board.
3. An employee or officer shall not certify a claim form made payable to him/herself.
4. Payments to members, (including co-opted members of the Board or its Committees), who are entitled to claim travelling or other allowances will be made by the Clerk upon receipt of the completed prescribed form.
5. No member shall be allowed to claim an allowance or expenses from more than one body.

Q. INSURANCES

1. The Clerk shall, in consultation with the Board's insurance broker initiate all insurance cover and oversee the negotiation of all claims in consultation with other members, employees or officers where necessary or appropriate.
2. Responsible employees, officers or members shall promptly notify the Clerk of all new risks, properties or vehicles needing to be insured, and of any disposals or alterations affecting existing insurances.
3. Responsible employees, officers or members shall promptly notify the Clerk of any loss, liability or damage or any event likely to lead to a claim on any Board policy, and shall where appropriate notify the police of the relevant circumstances.
4. All appropriate employees of the Board shall be included in a suitable fidelity guarantee insurance.
5. The Clerk shall annually, or at such other period as he considers necessary, review all insurances held by the Board in consultation with such others as may be appropriate.
6. Responsible employees, members or officers shall consult the Clerk in respect of the terms of any indemnity which the Board is requested to give.
7. The responsible employee, member or officer shall inspect insurance policies of contractors who undertake works on behalf of the Board to ensure as far as possible that all necessary cover has been taken out.

R. SECURITY

1. Each responsible employee, member or officer is responsible for maintaining proper security at all times for all buildings, stores, plant, vehicles, equipment, cash, documents and information under his/her control. Each responsible person shall consult the Clerk in any case where security is thought to be defective or where it is considered that special security arrangements may be needed.

2. All members, employees and officers of the Board have a duty to comply with the requirements of the Data Protection Act 1998 and any amending legislation. Responsible officers shall ensure that members, employees and officers are aware of their responsibilities under this legislation through the provision of suitable training and the circulation of relevant information on the subject.
3. Keys to safes and similar receptacles are either to be carried on the person of those responsible or kept locked away in a safe and secure place at all times. A list of such key holders shall be supplied to the Clerk. Where keys are transferred, the new recipient assumes responsibility. The loss of any keys must be reported immediately to the Clerk.

S. PROTECTION OF PRIVATE PROPERTY

1. Each responsible employee, member or officer shall notify the Clerk of any case where steps are necessary to prevent or mitigate loss of or damage to moveable property.
2. The Board shall not be liable for accidental loss or damage to the personal possessions which members, employees or officers use whilst on Board business that are not included under the Board's insurance policies.
3. All recovered valuables such as jewellery, watches and other small items of a similar nature and documents of title shall be kept under safe custody as directed by the Clerk, and shall, if not claimed, be disposed of in a manner determined by him.
4. In the event of theft of personal items from employees, officers or members, a full report shall be made by the person affected as soon as the theft has been discovered. All such incidents shall be recorded and investigated and where appropriate reported to the Police. Where possible, the Clerk or responsible employee, officer or member shall make appropriate recommendations to improve security.

T. REVIEW

These Financial Regulations shall be reviewed at least every ten years by the Board.

HUNDRED FOOT WASHES INTERNAL DRAINAGE BOARD

FINANCIAL CODE

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A SUMMARY

1. This Financial Code supplements the Board's Financial Regulations, Standing Orders, Schedule of Reserved Matters and Scheme of Delegations to ensure that its resources are properly managed, accounted for and controlled. It should be read together with those Regulations, Orders, Schedule and Scheme together with any supplementary guidance produced by the Clerk in respect thereof.
2. The level at which decisions relating to the finances and functions of the Board are to be taken are as set out in the Schedule of Reserved Matters and the Scheme of Delegations
3. The Clerk shall be responsible for maintaining adequate and effective controls and procedures in the manner and format he/she considers to be best and shall where appropriate, prepare additional rules of procedure or guidance, supplementary to this Code.
4. The Clerk shall be responsible for setting up and maintaining the financial and management accounting/reporting systems, processes, procedures and coding lists. Such systems shall be properly documented and shall not be changed save by or with the approval of the Clerk. The Treasurer to the Middle Level Commissioners from time to time shall be the Board's Responsible Financial Officer, as defined in and for the purposes of the Accounts and Audit Regulations.
5. The Clerk shall be responsible to the Board for securing economy, efficiency and effectiveness in its use of resources and for ensuring that value for money is provided.
6. The Clerk shall ensure that the Board's Financial Statements for each Financial Year ending 31 March are prepared in accordance with any advice received from the Internal Auditor and with the provisions in force from time to time of the Accounts and Audit Regulations and the Financial Reporting Standard for Smaller Entities and, so far as may be appropriate, the Practitioners' Guide to the Preparation of Financial Statements for IDBs..
7. The Clerk shall ensure that the Board considers and approves its Financial Statements for a Financial Year in accordance with the provisions of the Accounts and Audit Regulations.
8. References in this Code to "the Clerk" shall be a reference to such officers of the Middle Level Commissioners as may from time to time undertake the relevant work or functions on behalf of the Board and references to "the Chairman" shall also include the Vice Chairman.

B SCHEME OF BUDGET DELEGATION

1. The Clerk shall be a budget holder and is responsible to the Board for the overall management of the Board's Finances, the Expenditure Estimates and all Budgets.
2. The Board's Consulting Engineer is responsible to the Board to the extent that he is so authorised by the Board and is allocated funds for the purpose for preparing and managing the Board's Capital Works Budget

3. The Board's Consulting Engineer and/or the Chairman and/or the District Officer are responsible to the Board to the extent that they are so authorised by the Board and are allocated funds for the purpose for preparing and managing the Board's Maintenance Works Budget, the Plant/Labour Operating Accounts, the Plant Renewals Budget, the Stock Control Account and the Rechargeable Works Budget and any other matter in respect of which they are authorised under the Scheme of Delegations.
4. Other than as set out in the Scheme of Delegations or where authorised to do so by a resolution of the Board, no other person shall be empowered to enter into contracts on behalf of the Board unless authorised to do so by a budget holder. Nor shall any other person commit the Board to a particular course of action or provide an undertaking or assurance to any third party without the prior consent of the Clerk or of the Chairman.
5. No budget holder other than the Chairman shall procure goods and services, charge, allocate or otherwise commit expenditure against a budget that they have no budgetary responsibility for.
6. All correcting journal entries shall always be authorised and approved by the Clerk.
7. All employees and members have a responsibility for health and safety, compliance with policies, procedures and codes of practice, for the general security of the Board's property, and, for economy efficiency and effectiveness in the use of resources.
8. All members and employees shall familiarise themselves with and observe the Schedule of Reserved Matters, the Financial Regulations, the Scheme of Delegations and this Code.
9. Failure to comply with any aspect of this Code may result in disciplinary action being taken against the individual(s) concerned. Serious breaches by Board Members may result in action being taken against them, in accordance with the Members Code of Conduct.

C MANAGING BUDGETS & REPORTING

1. The Clerk shall be responsible for preparing the Board's Estimates/Budgets, for monitoring income and expenditure during the course of the year, for alerting the Chairman to any material variances, and, for providing budget holders with the financial information that they require and assisting them as necessary to enable them to properly prepare/manage their budgets. The Clerk shall further ensure that the Board are presented with and consider the proposed expenditure estimates in order that the Rates and Special Levies can be determined for each financial year in due time in accordance with the Land Drainage Act 1991 and it is the individual budget holder's responsibility to provide him/her with their detailed budgets and supporting information in order that this may be done.
2. Any drainage rate refunds due for whatever reason shall be approved by the Clerk prior to being paid or otherwise accounted for.
3. The Clerk shall be responsible for ensuring that the Drainage Rates and Special Levies are substantially collected by **1 November** each year. Outstanding Rates/Levies shall be pursued in a timely manner after that date.

4. The Clerk shall ensure that appropriate procedures are in place for alerting the Clerk immediately should a Local Authority fail to make their Special Levy payment at the agreed time, or where Drainage Rates are outstanding following reminder.
5. Every budget holder is responsible for seeking to ensure that actual expenditure on each of their budgets does not exceed the budget as approved and shall regularly monitor income/expenditure to this end. Budget holders shall whenever practicable get approval for material adverse variances to any of their budgets that are anticipated. Approval shall be sought in accordance with the Schedule of Reserved Matters and the Scheme of Delegations.
6. The Clerk may convene a meeting of the Board or a Committee. The Chairman or any 3 other Board members shall also have the power to convene such a meeting.
7. The Consulting Engineer shall prepare a Report for each Board meeting at which such items appear on the agenda detailing amongst other things the progress made on approved capital schemes in respect of which he has been instructed during the reporting period as compared to approved budgeted costs, and, when appropriate, will propose new capital schemes for consideration. Such Report will also detail any maintenance work which he has organised for the Board during the reporting period and the cost of such work.
8. The Clerk shall also prepare a Financial Report for each Board meeting and, shall prepare any other management accounting/financial report that may be required by the Board.

D PURCHASING GOODS & SERVICES (INCLUDING PLANT)

1. Unless otherwise authorised by the Board by resolution or required under the terms of any formal procedures relating to such work, budget holders shall always comply with the following procedures when procuring goods and services.

Quotations/Tenders will be sought as follows, other than in emergency situations where approved buying groups or approved contractors/consultants/suppliers for a particular area of work or expertise have been appointed or are used or where approved service level agreements are in force. These threshold amounts may be amended from time to time by resolution of the Board:

<u>Estimated Value of Goods/Services Quotes/ obtained</u>	<u>Quotation/Tenders to be</u>
<= £2,000	No quotations/tenders required
> £2,000 and <= £5,000	Obtain 1 written quotation
> £5,000	Obtain 3 quotations or 3
tenders as	appropriate

2. The budget holder shall be responsible for ensuring that quotations or tenders are sought when required by the above table. Where it is not possible to get the required quotations or tenders, the Chairman's written approval must be obtained prior to awarding any contract.
3. Any approved contractors, consultants or suppliers list shall be maintained and kept up to date by the Clerk.

4. A budget holder must never agree to permit a third party to provide them with goods/services where tenders or quotations are required without obtaining a copy of their terms of business beforehand.
5. Budget holders shall fully comply with all competition law and the Bribery Act 2010 and shall so far as is reasonable, satisfy themselves as to the insurance policies of contractors, and their systems of work before awarding works contracts.
6. Budget holders shall not enter in to any contract that has been reserved to the Board or delegated to a Board Committee without obtaining the Clerk's approval beforehand. The Clerk shall not permit any budget holder to enter in to such a contract if he/she considers it to be inappropriate or that the required approval has not been given.
7. The relevant budget holder is responsible for ensuring that the procurement of all goods and services is authorised by the Board or in accordance with the Scheme of Delegations. All emergency work must be approved by the Chairman.
8. All procurement of goods and services shall be authorised by the signing and dating of an official purchase order or purchase instruction. On so authorising the procurement of goods or services the budget holder will have satisfied themselves that the Financial Regulations and this Code have been complied with and that any approval required by the Schedule of Reserved Matters and the Scheme of Delegations has been obtained. The Clerk shall be authorised to raise, sign and date a purchase order or purchase instruction where the procurement has been authorised by resolution of the Board.
9. The budget holder must never break down a job and string a number of purchase orders or authorisations together simply to avoid having to get 3 written quotations/tenders.
10. The following information must be clearly stated on each purchase order or instruction:
 - i. The name of the supplier.
 - ii. The agreed price of the goods/services required, other than in an emergency or where impractical to do so.
 - iii. The cost centres to which the item(s) will be allocated and thereby charged to.
 - iv. The Unique Order No as approved by the budget holder.
11. The Clerk shall ensure that procedures are in place for establishing when goods or services, have been charged, allocated or otherwise expenditure has been committed against an unauthorised budget.
12. All quotes/tenders, delivery notes, invoices for payment and credit notes shall be matched to the official purchase order or instruction, examined and coded before they are proposed for payment or set off. If the budget holder or the Clerk deems any invoice/credit note to be incorrect they shall not process such invoices/credit notes for payment or set off until satisfied that payment or set off is properly due. The quotes/tenders, purchase orders and delivery notes where required to be signed or where amended, shall all be filed together with the invoices/credit notes as otherwise directed by the Clerk

13. The Clerk shall ensure that all Invoices which have been approved for payment are duly scheduled for payment.
14. All Invoices shall be authorised by the Chairman and checked by the Clerk prior to making payment.
15. Where it is considered that there are valid reasons for departing from these procedures the approval of the Chairman shall be obtained. Any such departure shall be reported to the Board.

E BANK MANDATE AND INVESTMENTS

1. No changes shall be made to the Board's bankers or the bank mandate without the prior consent of the Board.
2. Approved signatories for the Board's bank accounts are as follows:
 1. The Chairman
 2. Such other member(s) as shall from time to time be authorised by the Board
 3. Such officers of the Middle Level Commissioners as shall from time to time be authorised by the Board
3. All cheque books, deposit books, banking cards and other documentation or materials relating to the Board's bank accounts shall be retained in the custody of the Clerk.
4. All payments, bank transfers and Investments shall be made in the most efficient/secure manner as determined from time to time by the Clerk
5. The Clerk shall maintain a Register of Passwords and Contact Details relating to financial transactions. All bank accounts shall be reconciled monthly and checked at regular intervals by separate officers of the Clerk.

F INVESTMENTS AND LOANS STRATEGY

1. All investments made by the Board are made within guidance received from CIPFA (Chartered Institute of Public Finance Accountants) Guidance for the Public Sector, and relevant legislation:
 - The Board's investment activities are limited by statute
 - The Board may invest in major Banks and Building Societies
 - The Board's investments are to be regarded as low/medium risk
 - The Board's investments must be made in the name of the Board and not any named individual
2. All investments shall be negotiated by the Clerk and reported to the Board. They must be for an appropriate period.

3. All borrowings shall be effected in the name of the Board and shall be from the Public Works Loans Board unless a short term or emergency loan is required.
4. No loans shall be taken out without a resolution of the Board.
5. All investment certificates and other documents relating thereto shall be retained in the custody of the Clerk.

G COLLECTING MONEY

1. The Clerk shall be responsible for ensuring that all monies received are properly recorded in the accounting records.
2. Electronic copies of all receipts issued shall be retained for at least six years.

H SUNDRY DEBTORS

1. Each budget holder shall be responsible for providing the Clerk with the necessary information to enable rechargeable work to be properly accounted for and invoiced, and, any other debts due to be properly invoiced. The budget holder shall advise the Clerk whenever an Invoice is to be raised for goods provided or services rendered, under their control.
2. The Clerk shall ensure that all such Invoices are properly raised as soon as practicable after being authorised.
3. The Clerk shall be responsible for ensuring that all other debts due to the Board are properly raised when required and collected promptly.
4. The Clerk shall be responsible for ensuring that the Board consider whether any rents payable to them should be reviewed by a Chartered Surveyor at least once every 5 years.
5. The Clerk shall calculate any claims for highland water payments from the Environment Agency and send such claims to the Agency by the dates specified by the Agency.
6. Any refunds due to debtors for whatever reason shall be approved by the Clerk prior to being paid or otherwise accounted for.
7. The Clerk shall ensure that procedures are in place for all debts to be substantially collected within 30 days from the Debtor Invoice tax point date and for when a debt becomes 3 months overdue or whenever a debt becomes doubtful or is disputed.
8. The Clerk shall be empowered to collect all sundry debts due.
9. The Clerk shall obtain the Board's approval for instigating legal proceedings to collect outstanding amounts in excess of the County Court Small Claims limit.

I EMPLOYING/MANAGING STAFF

1. The Chairman and/or the District Officer shall be responsible to the Board for all matters regarding any employees.
2. The Board's approval shall be required for the employment of additional permanent staff.
3. The Chairman and/or the District Officer shall have the authority to employ temporary staff and replace permanent staff provided the employment costs are contained within the Expenditure Estimates/Budgets approved by the Board and to take disciplinary action against (including the dismissal of) Board employees.
4. Subject to the above paragraphs and to the terms of any employee's contract, Board members shall not individually have the power to formally offer anyone any form of employment or to dismiss a Board employee, or otherwise take disciplinary action against any of the Board's employees unless the Board has specifically authorised such action by resolution.
5. Board members other than the Chairman and the District Officer shall not individually give instructions to any of the Board's employees.
6. The Chairman and the District Officer shall be responsible for managing the day to day activities of employees and for determining the nature and extent of these activities.

J STOCK IN STORES/DELIVERED TO SITE

1. The Board's Consulting Engineer shall be responsible to the Board for all matters relating to the security of the stock in stores or delivered to site and for managing stock in and out in respect of any works which he is undertaking on behalf of the Board.
2. The responsible person regarding the physical check of and accounting for all other items in stock will be the Chairman or the District Officer.

K ASSET ACCOUNTING/MANAGEMENT

1. Any assets to be sold will be advertised in the appropriate media or by the method most appropriate for securing best value and will be sold for the highest offer unless they are being part-exchanged or traded-in when acquiring another asset, or otherwise sold for a budget price approved by the Board.
2. The Clerk shall be responsible for documenting and maintaining the records of the Board's Assets.

L AUDIT

1. As a requirement of the Accounts and Audit Regulations the Clerk shall ensure that the Board is presented with the Internal Auditor's Report each year.

M SALARIES AND WAGES

1. The Board shall where appropriate seek independent advice before making significant changes to terms and conditions of employment and, save where such changes are as a result of legislative change no changes shall be made to terms and conditions of employment (deliberately or otherwise) without the prior consent of the Board.

2. The Clerk shall be responsible for the proper compilation of the payroll(s) and for the final determination of pay, as approved by the Board.
3. All annual holiday entitlements (including any carried forward provisions) shall be agreed with the Chairman and/or the District Officer at the beginning of every financial year and signed off by him/her as such, in accordance with the Board's terms and conditions of employment.
4. All time-off in lieu, sick leave, working-from-home arrangements and other absences from work or the work place shall be approved in writing by the Chairman and/or the District Officer.
5. All proposed payments of salaries and wages shall be authorised by the Clerk prior to being made.

N INSURANCES

1. The Clerk shall be responsible for expeditiously submitting all insurance claims that the Board agrees should be pursued. The Board shall be responsible for providing the Clerk with all of the necessary information he/she deems necessary in order to successfully make an insurance claim.
2. The Chairman and/or the District Officer shall immediately notify the Clerk of any loss, liability or damage or any event likely to lead to a claim on any of the Board's insurance policies and shall where appropriate notify the police of the relevant circumstances.

O SECURITY

- 1 Keys to the Board's buildings and property shall be controlled by the Chairman and/or the District Officer who shall maintain the list of such key holders.

P REVIEW OF FINANCIAL CODE

1. The Board reserves the right to make reasonable changes to this Code at any time in future.
2. Failure to take action against any employee following a breach of the Financial Regulations or of this Code does not constitute a waiver of the Board's right to take disciplinary action on any future breaches of the Financial Regulations or this Code and no single or partial action taken shall prevent any further disciplinary action being taken or other action being taken against any employee.
4. This Code shall be reviewed at the same time as the Financial Regulations.



Annual Report for the year ended 31 March 2023

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 October 2023 a copy must be provided to:

- Department for Environment, Food and Rural Affairs, Flood and Coastal Erosion Risk Management Division, Ground Floor, Seacole, 2 Marsham Street, London SW1P 4DF via flood.reports@defra.gov.uk
- Engineering & Standards - Policy Manager, Asset Management and Engineering, **Environment Agency**, Goldcrest House, Alice Holt Lodge, Farnham, Surrey. GU10 4LH via james.addicott@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 £.

HUNDRED FOOT WASHES INTERNAL DRANAGE BOARD

Section A – Financial information

Preliminary information on special levies issued by the Board for 2023-24

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 2023-24 (forecast)	
Name of local authority	2023-24 forecast £
1. KINGS LYNN & WEST NORFOLK DISTRICT COUNCIL	166
2. EAST CAMBRIDGESHIRE DISTRICT COUNCIL	10
3.	
4.	
5.	
6.	
7.	
8.	
Total	176

Section A – Financial information (continued)

Income and Expenditure Account for the year ending 31 March 2023

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 for Smaller Authorities in England – A Practitioners' Guide to proper practices to be applied in the preparation of statutory annual accounts and governance statements March 2017*

	Notes	Year ending 31 March 2023 £
INCOME		
1. Drainage Rates		25,880
2. Special Levies		160
3. Higher Land Water Contributions from the Environment Agency		
4. Contributions received from developers/other beneficiaries		
5. Government Grants (includes capital grants from EA and levy contributions)		
6. PSCAs from EA and other RMAs		
7. Loans		
8. Rechargeable Works		
9. Interest and Investment Income		1
10. Rents and Acknowledgements		
11. Other Income		
Total income		26,041
EXPENDITURE		
12. New Works and Improvement Works		
13. Total precept to the Environment Agency		1,353
14. Watercourse maintenance		15,235
15. Pumping Stations, Sluices and Water level control structures		
16. Administration		6,548
17. PSCAs		
18. Rechargeable Works		
19. Finance Charges		
20. SSSIs		
21. IDB Biodiversity and conservation (other than item 20 expenditure)		270
22. Other Expenditure		230
Total expenditure		23,636

EXCEPTIONAL ITEMS		
23. Profits/(losses) arising from the disposal of fixed assets		
Net Operating Surplus/(Deficit) for the year		2,405
24. Developers Funds income not applied in year		
25. Grant income not applied in year		1,885

Notes:

11. Include all other Income, such as absorption account surpluses (for example plant and labour absorption accounts).
12. 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.
13. 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.
14. 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.
15. 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.
16. 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.
17. State all costs associated with the PSCA
18. 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.
19. Include the cost of servicing any borrowing, in terms of bank/loan/hire purchase Interest payable.
20. 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.
21. State all costs associated with undertaking works – capital or maintenance – that are likely 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 or other conservation actions on non-designated sites.
22. 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).
23. For the disposal of assets, state the difference between any proceeds from the sale/disposal of the asset and the cost of the asset less accumulated depreciation.
24. Total balance of developer fund year end.
25. Unspent grant at year end.

Section B –IDB Reporting

Policy Delivery Statement

Boards are required to produce a publicly available policy statement setting out their plans for delivering the Government's policy aims and objectives. 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, and EA? Yes ☒ No ☐

Biodiversity

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

If "yes" is the Biodiversity Action Plan available on your website?

Yes ☒ No ☐

What year was your Biodiversity Action Plan last updated?).....

2022

Have you reported progress on BAP implementation on your web site?..... Yes ☐ No ☒

When was biodiversity last discussed at a Board meeting (date)?

12/04/2022

Do you have a biosecurity process?..... Yes ☒ No ☐

SSSI water level management plans

Please indicate whether your Board is responsible for any SSSI water level management plans?

Yes ☐ No ☒

If so, which ones:

Area of SSSI with IDB water level management plans.....

Area of SSSI where IDB water level management activities are contributing to recovering or favourable condition?

Area of SSSI where IDB water level management actions are required to achieve recovering or favourable condition?

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)

☐

Co-opted members

☐

Directly employed staff

☒

Contracted persons or consultants

☐

Environmental Partners/NGOs

☐

Other (please describe)

☐

Asset Management

What system/database does your Board use to manage the assets it is responsible for?

ADIS

☐

Paper Records

☒

Other Electronic System

☒

Has your Board continued to undertake visual inspections and update asset databases on an annual basis?

Yes ☒

No ☐

What is the cumulative total of identified watercourse (in km) that the Board periodically maintains?

21.4

How many pumping stations does the Board operate?

0

What is the cumulative design capacity of the Board's pumping station(s) (enter zero if no stations are operated)?

0

Health and Safety

Does the Board have a current Health and Safety policy in place?

Yes ☒

No ☐

Does the Board have a responsible officer for Health and Safety?

Yes ☒

No ☐

Have there been any reportable incidents in the past year?

Yes ☐

No ☒

If so, please summarise in the box below:

Guidance and Best Practice

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

Has your IDB provided training for board members in the last year in the any of the following areas?

Governance ☒

Finance ☒

Environment ☒

Health, safety and welfare ☐

Communications and engagement ☐

Other (please describe) ☐

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

Has your IDB adopted computerised accounting and rating systems?..... Yes ☒ No ☐

Has your board published all minutes of meetings on the website?..... Yes ☒ No ☐

Does the Board publish information on its website on its approach to maintenance works and provide contact details to allow for and encourage public engagement? Yes ☒ No ☐

When planning maintenance and capital works are environmental impacts taken into account and wherever possible best practice applied? 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 ☐

If you have Byelaws, have you adopted the latest model byelaws published in 2012..... 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 ☐

Anti-fraud and corruption policy..... Yes ☒ No ☐

Board membership and attendance

How many Board members (in total – elected and appointed) do you have on your IDB?	12
Seats available to appointed members under the Land Drainage Act 1991.	0
Number of elected members on the board at year end.	12
Number of appointed members on the board at year end.	0
Mean average number of elected members in attendance at each board meeting over the last financial year.	7
Mean average number of appointed members in attendance at each board meeting over the last financial year.	0

Have you held elections within the last three years?.....Yes ☒ No ☐ N/A ☐

Did elections comply with the requirements specified by the Secretary of State under Regulation 28 of the Land Drainage (Election of Drainage Boards) Regulations 1938?.....Yes ☒ No ☐ N/A ☐

Complaints procedure

Is the procedure for a member of the public to make a complaint about the IDB accessible from the front page of its website?.....Yes ☒ No ☐

Number of complaints received in the financial year?	0
Number of complaints outstanding in the financial year?	0
Number of complaints referred to the Local Government Ombudsman?	0
Number of complaints upheld by the Local Government Ombudsman?	0

Public Engagement

Set out what your Board has done in this financial year to engage with the public (tick relevant box(es) below):

Press releases	☐
Newsletters	☐
Web site	☒
Meetings	☒
Shows/events (including open days/inspections)	☐
Consultations	☐
Notices	☒

Percentage (in value) of drainage rates outstanding at year end?

0.02%

Section B: NOTES

Guidance and Best Practice

Has your Board published **all** minutes of meetings on the web site? In answering this question, this should apply to all the main Board meetings held in the year and any appropriate meetings the Board has held with external stakeholders.

Board membership and attendance

When referring to **elected members** of the Board, this relates to the number of landowners/drainage rate payers that are elected to the Board.

When referring to **appointed members** of the Board, this relates to the number of members appointed by the local authorities to represent the local council taxpayers.

When referring to mean average number of elected and appointed members in attendance at meetings at each board meeting – **this should be expressed as a number of attendees** and not as a percentage attendance.

With regard to elections, under Schedule 1 of the Land Drainage Act 1991, elected members should hold office for three years, at which point a further election is held. When elections are held, they should comply with the requirements under Regulation 28 of the Land Drainage (Election of Drainage Boards) Regulations 1938 – to advertise and notify local stakeholders accordingly.

Section C – Declaration

HUNDRED FOOT WASHES INTERNAL DRAINAGE BOARD

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

Signature



Date

17/10/2023

Name in BLOCK LETTERS

MISS SAMANTHA ABLETT

Designation

ASSISTANT TREASURER

Email address

sam.ablett@middlelevel.gov.uk

Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

HUNDRED FOOT WASHES INTERNAL DRAINAGE BOARD

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

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

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

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

and recorded as minute reference:

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

Chair

Clerk

WWW.MIDDLELEVEL.GOV.UK

The Clerk referred the Board to the Governance report and summarised its content.

Completion of the Annual Accounts and Annual Return of the Board – 2022/2023

The Board considered and approved the comments of the Auditors on the Annual Return for the year that ended on the 31st March 2023.

The Board considered and approved the Audit Report of the Internal Auditor for the year that ended on the 31st March 2023.

Risk Management Strategy and Insured Values

The Clerk outlined that the Board's Risk Management Strategy had been due an update, that he had drafted and published an updated strategy for all IDBs clerked by the Middle Level Commissioners. The new strategy will run from 2024 to 2027 and outlines how Members and the Middle Level Commissioners staff govern the Board's risks. The Clerk outlined the strategy for the Board.

Finance Regulations & Finance Code

The Clerk reported that the Board's Finance Regulations and Finance Code Policy were due for review and renewal this year. However, he informed the Board that it was intended to carry out a full review of the Middle Level Service Provision, the introduction of Key Health Indicators and to start a review of the IDB landscape of drainage boards within the Middle Level. Further, these reviews would also trigger a review of the finance dept. at the Middle Level and all these matters would likely influence areas of delegation regarding finance through the Middle Level offices, it would therefore make sense to retain the current regulations and policy pending a more in-depth review.

Review of Internal Controls

The Clerk reported that the financial controls that the Middle Level Commissioners have in place in their services to the Board have now been summarised and are available on the Board's web-page.

The Board considered and expressed satisfaction with the current system of internal controls.

Exercise of Public Rights

The Clerk referred to the publishing of the Notice of Public Rights and publication of unaudited Annual return, Statement of Accounts, Annual Governance Statement and the Notice of Conclusion of the Audit and Right to inspect the Annual Return.

Consideration of potential litigation, liabilities, commitments.

The Clerk reported that as part of the Annual Governance review the Board were required to consider if there were any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end that have a financial impact on the authority. He confirmed that there were no such matters that have been raised through the office of the clerk. Members gave consideration to the position.

Transparency Code for Smaller Authorities

The Board agreed to continue with a limited assurance review.

DEFRA IDB1 Return

The Clerk referred to the completed IDB1 form for 2022/2023 which the Board noted and approved.

Annual Governance Statement

That the Chairman be authorised to sign the Annual Governance Statement on behalf of the Board for the financial year ended 31st March 2024.

RESOLVED

- i) That the Annual Accounts for the year ending 31st March 2023 are agreed
- ii) That Whitings be appointed as Internal Auditor
- iii) That the Risk Management Strategy is agreed by the Board
- iv) That the Board's current Finance regulations and Finance Code Policy be approved for a further year and the Clerk and Responsible Finance Officer be authorised to carry out a full review of both and report at next year's meeting.
- v) That there are no such events that would have an adverse financial impact on the Board that would need to be included within the accounting statements for the financial year ended 31st March 2024.

B.1380 Finance Report: looking back

Viz;

Provided by the Middle Level Commissioners		Item No:	11
Meeting:	HUNDRED FOOT WASHES INTERNAL DRAINAGE BOARD	Subject:	FINANCE REPORT: LOOKING BACK
Date:	Tuesday 9 th April 2024	Officer Responsible:	Robert Hill/Sam Ablett
RECOMMENDATIONS The Board is asked to: A. Note the Budgeting review within Appendix 1. B. Consider and approve the payments detailed within Appendix 2. C. Consider and approve the Annual Accounts & Finance Papers 2023/2024 within Appendix 3.			

Finance officer's review and key messages For 2023/2024 the Board set a rate of 27.75p to raise a total of £28,641 in agricultural drainage rates and special levies. The estimates against which the rate income was raised included the sum of £1,000 for future works. The wet conditions last year gave a reduced use of the slackers which led to less silt being built up. This gave a reduced slubbing programme for the year with an underspend against the budget provision made. In view of likely works to the slackers it has been proposed to transfer the surplus to the future works account. This will leave the General Fund balance at around a year's expenditure in hand and the Future Works Fund at £11,000 at 31 st March 2024. This position is reflected in the Boards financial statements and Annual Return which they are requested to review and approve.

1. Budgeting

- 1.1 The budget comparison of the forecast out-turn and the actual out-turn for the financial year ending 31st March 2024 is included as Appendix 1.

2. Payments for 2023

2.1 Payments are detailed within Appendix 2

3. Annual Accounts and Finance papers 2023/2024:

3.1 Annual Return 2023/2024:

To consider the Annual Accounts and bank reconciliation for the year ended on the 31st March 2024 and the completion of Section 2 of the Annual Return as required in the Audit Regulations. Appendix 3

Author Name: Robert Hill/Sam Ablett

Role: Treasurer/Assistant Treasurer

Appendix 1 Budget Review

Appendix 2 Payments for 2023/24

Appendix 3 Annual Accounts & Finance Papers 2023/24

HUNDRED FOOT WASHES INTERNAL DRAINAGE BOARD
BUDGET MONITORING 2023/2024

Page no.

	<u>Budget</u> <u>2023/2024</u> £	<u>Budget to</u> <u>31.12.2023</u> £	<u>Forecast to</u> <u>31.03.2024</u> £	<u>Remarks</u>
1 Insurances	400	160	175	
2 Drainworks (including Environmental measures), repairs and renewals, Washes Superintendents' fees etc	18,950	9,777	15,000	
3 Administration charge, Health and Safety contract, Audit fee, printing, stationery, advertising, Association of Drainage Authorities subscriptions etc	6,900	2,883	6,850	
4 Environment Agency - Precept	1,393	1,393	1,393	
5 Improvement works: Inlet structures	1,000	0	1,000	
	28,643	14,213	24,418	
LESS Government grant, Deposit Accounts interest etc	2	180	267	
	28,641	14,033	24,151	

Rates raised 2023/2024 27.75 p £28,641

HUNDRED FOOT WASHES INTERNAL DRAINAGE BOARD

Payments 2023/2024 (1st April 2023 - 31st March 2024)

Leigh Marshall - Washes superintendent duties - (2022-2023)	753.00
Middle Level Commissioners - Administration charge, postages, telephone charges, stationery and travelling	3,550.45
Middle Level Commissioners - IDB Health & safety Re-charge 2022-2023	216.00
P Harrington - Washes superintendent duties - (2022-2023)	753.00
Middle Level Commissioners - Fees - (Planning and development applications)	18.30
Information Commissioner - Data Protection Registration renewal	40.00
Association of Drainage Authorities - Annual Subscription 2023	716.40
Water Resources East - Contribution to operating costs for 2023-2024	150.00
Environment Agency - Precept	696.57
WWT - Clearance of slackers	204.00
Fen Group - Drainworks	4,394.40
Fen Group - Drainworks	2,269.20
PKF Littlejohns LLP - Audit fee (2022-2023 accounts)	252.00
Middle Level Commissioners - Fees - (Production of Board report)	271.20
Middle Level Commissioners - Administration charge, postages and telephone charges	2,736.32
Middle Level Commissioners - Internal audit fees (Whiting & Partners, 2022-2023 accounts)	588.00
Fen Group - Drainworks	4,422.00
Middle Level Commissioners - Renewal of insurances	160.32
Environment Agency - Precept	696.57
RSPB Sales Ltd - Clearance of 14 slackers, 2023	420.00
Middle Level Commissioners - Contribution (Conservation Officer)	284.00
Association of Drainage Authorities (River Great Ouse branch) - Subscription 2023-2024	6.00
P Harrington - Washes superintendent duties - (2023-2024)	807.00
Information Commissioner - Data Protection Registration renewal	40.00
Leigh Marshall - Washes superintendent duties - (2023-2024)	807.00
	25,251.73

(NB - Amounts shown included Value Added Tax)

HUNDRED FOOT WASHES INTERNAL DRAINAGE BOARD
ACCOUNTS FOR THE YEAR ENDED 31st MARCH 2024

GENERAL FUND

2024				2023			
Mar-31	Expenditure during the year			Apr-01	Balance brought forward		33,293.03
	Precept		1,393.14	2024			
	Insurances	160.32		Mar-31	Rate income & Special levies	28,640.81	
	Repairs, renewals & drainworks	11,525.00			Interest on Deposit Accounts	<u>290.68</u>	28,931.49
	Administration charge, Audit fee, printing, stationery, advertising etc	<u>6,739.45</u>	18,424.77		Write back of provisions		93.50
	Future works - rates raised	1,000.00					
	Future works - surplus in year	<u>7,000.00</u>	8,000.00				
	Balance carried forward		<u>34,500.11</u>				
			<u>62,318.02</u>				<u>62,318.02</u>

BALANCE SHEET

Revenue Section

Liabilities

General Fund	34,500.11
Future Works Fund	11,027.57
Sundry Creditors	4,151.52
Grant overdrawn	1,885.14
	<u>51,564.34</u>

Assets

Ratepayers' Account - Arrears	309.18
Value added Tax - Refunds due	545.59
Sundry Debtors	187.50
Balance in hand - Treasurer's Account	
Treasurers Account	18,313.85
Business Premium Account	31,608.58
National Savings Account	<u>599.64</u>
	50,522.07
	<u>51,564.34</u>

Hundred Foot Washes Internal Drainage Board

Summary of Bank Reconciliations as at 31st March 2024

Treasurers Account 2023/2024

1st April 2023		31st March 2024	
Balance brought forward	43,054.05	Payments made during the year	25,251.73
		Transfers	0.00
31st March 2024			<u>25,251.73</u>
Receipts during the year			
Clerk's collection account	31,803.83		
Interest on deposit accounts	<u>316.28</u>	Balance carried forward	49,922.43
	32,120.11		
	<u>75,174.16</u>		<u>75,174.16</u>

National Savings - Treasurers Account 2023/2024

1st April 2023		31st March 2024	
Balance brought forward	599.04	Payments made during the year	0.00
31st March 2024			
Interest on deposit accounts	0.60	Balance carried forward	599.64
	<u>599.64</u>		<u>599.64</u>

Barclays Bank PLC

Current Account

Balance per Statement as at 31st March 2024	19,967.85
Less unpresented cheques	1,654.00
O/S lodgement	0.00
Balance per Trial Balance	<u>18,313.85</u>

Cash balances as at 31st March 2024

Barclays Bank PLC

Current Account	18,313.85
Business Premium Account	31,608.58
	<u>49,922.43</u>

National Savings

Investment Account per passbook	599.64
<u>Total reconciled cash balances per accounts</u>	<u>50,522.07</u>

Hundred Foot Washes

Financial year ended 31st March 2024

Reconciliation between statement of accounts and Annual Return

Per Annual
Return

Line 1	Balances brought forward General Fund Future Works Fund	33,293.03 3,001.37 36,294.40	36,294
Line 2	Rates and Special Levies Agricultural rates Special Levies Penalty Costs Write-off	28,464.81 176.00 0.00 0.00 0.00 28,640.81	28,641
Line 3	Total other receipts Interest Consent applications General fund Future works	290.68 26.20 0.00 93.50 410.38	411
Line 4	Staff costs Wages/salaries National insurance contributions Pension costs Travelling expenses	0.00 0.00 0.00 0.00 0.00	0
Line 5	Loan repayments PWLB - Principal PWLB - Interest	0.00 0.00 0.00	0
Line 6	All other payments Precept Rates, insurances, telephones Drainworks Improvement works Administration	1,393.14 160.32 11,525.00 0.00 6,739.45 19,817.91	19,818
Line 7	Balances carried forward General Fund Future Works Fund	34,500.11 11,027.57 45,527.68	45,528
Reconciliation Line 1 + Line 2 + Line 3 - Line 4 - Line 5 - Line 6		45,527.68	
Balances carried forward Per Annual return		0.00	

Section 2 – Accounting Statements 2023/24 for

HUNDRED FOOT WASHES INTERNAL DRAINAGE BOARD

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	33,889	36,294	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	26,040	28,641	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	0	411	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	0	0	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	23,635	19,818	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	36,294	45,528	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	43,653	50,522	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	0	0	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)				The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)				The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Date

05/04/2024

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

as recorded in minute reference:

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

Finance officer's review and key messages

The Clerk asked the Board to consider the key finance messages included in Mr Hill's 'Finance Report: Looking Back' report. The attention of the Board was drawn to the decrease in the Boards General Fund.

The Board approved the key finance messages.

Budgeting

The Board considered and approved the budget comparison of the forecast out-turn and the actual out-turn for the financial year ending 31st March 2024.

Payments 2023

The Board considered and approved the Payments for 2023.

Annual Accounts and Annual Return 2023/2024

The Board considered and approved the Annual accounts and Finance Papers for 2023 – 24, and authorised the Vice Chair to complete & sign the Annual return 2023 – 24.

B.1381 Finance report: looking forward

Viz;

Provided by the Middle Level Commissioners		Item No:	12
Meeting:	HUNDRED FOOT WASHES INTERNAL DRAINAGE BOARD	Subject:	FINANCE REPORT: LOOKING FORWARD
Date:	Tuesday 9 th April 2024	Officer Responsible:	Robert Hill/Sam Ablett

RECOMMENDATIONS

The Board is asked to:

- A. Consider the Finance Officer's summary
- B. Fees, remuneration and subscriptions
- C. Note the Precept to the Environment Agency
- D. Review & Approve Rating Estimates for 2024/2025
- E. Consider & approve the Agricultural Drainage Rates and Special Levy requirements for 2024/2025

Finance Officer's summary and key messages

Standard budget provisions have been made, retaining the slubbing budget for a normal year's work.

A provision of £3,000 has been included for Future Works and the District Superintendents will report on this further at the meeting. Currently the engineer is liaising with the Environment Agency concerning the possibility of promoting a grant-in-aid scheme for a refurbishment/replacement scheme for the inlet slackers.

It is hoped that there will be an update concerning this for the meeting and the Board will need to approve the delegation to act for the Board in Project Initiation concerning this.

1. Fees, Remunerations and Subscriptions

1.1 Subscription to the Association of Drainage Authorities (ADA) will increase by 6.5%, from £597 to £636. The Board is also asked to consider and reaffirm its contribution estimated to be £150 towards the Board Member role representing local IDBs within Water Resources East (WRE).

1.2 To consider the Wash Superintendents fees for 2024/2025.

1.3 To consider the fees for cleaning of culverts;

Current fees- £20 per culvert

2. Precept to the Environment Agency

2.1 Internal Drainage Boards are required to pay a Precept (IDB Precept) to the Environment Agency for their expenses managing water passing into main rivers. Predominantly, the Precept funds additional maintenance downstream of and/or benefitting IDB districts.

2.2 The Anglian (Great Ouse) Regional Flood & Coastal Committee (RFCC) determined that the Precept will increase by 3% for 2024

2.3 The precept for 2023 was £1,393.14.

3. Estimates for 2024/25

3.1 The estimated budget for 2024/25 is shown in Appendix 1.

3.2 The Board are reminded that it is standard practice to budget for an average year in terms of rainfall and associated pumping requirements.

4. Rate Requirements for 2024/25

4.1 Appendix 2 details the rate requirement that needs to be set and approved by the Board in order to raise sufficient rate and special levy income to cover the budget estimate.

4.2 Board Members are welcome to propose alternative rate requirements and invite these for consideration by the Board along with their supporting rationale and proposed mechanism for catering within the budget estimate and/or the Board's investment strategy.

Author Name: Robert Hill/Sam Ablett
Role: Treasurer/Assistant Treasurer

Appendix 1 Estimates for 2024/25
Appendix 2 Rate Requirements for 2024/25

HUNDRED FOOT WASHES INTERNAL DRAINAGE BOARD
BUDGET 2024/2025

	<u>Budget</u> <u>2023/2024</u>	<u>Actual</u> <u>2023/2024</u>	<u>Budget</u> <u>2024/2025</u>	<u>Remarks</u>	
	£	£	£		
1 Insurances	400	160	175	A - Slubbing - 193 hrs	9,031
				Silt spreading	0
				Superintendents fees	1,614
2 Drainworks (including Environmental measures), repairs and renewals, Washes Superintendents' fees etc	18,950	11,525 ^A	20,000 ^B	Cleaning culverts	425
				Fees and miscellaneous	455
					<u>11,525</u>
3 Administration charge, Health and Safety contract, Audit fee, printing, stationery, advertising, Association of Drainage Authorities subscriptions etc	6,900	6,739	7,200	B - Slubbing - 290 hrs @ 47.50	13,775
				Spreading	3,000
				Superintendents fees	1,730
				Cleaning culverts	425
				Fees and miscellaneous	1,070
					<u>20,000</u>
4 Environment Agency - Precept	1,393	1,393	1,435	C - Provision for Future Works	
5 Improvement works: Inlet structures	1,000 ^C	8,000 ^D	3,000 ^C	D - Raised in rating estimates	1,000
				Surplus transferred in year	7,000
	28,643	27,818	31,810		
LESS Government grant, Deposit Accounts interest etc	2	384	331	Balances at 31st March 2024	
				General Fund	34,500
				Future Works Fund	11,028
	28,641	27,434	31,479		<u>45,528</u>

Rates raised 2023/2024 27.75 p £28,641

Hundred Foot Washes Internal Drainage Board

Rate and levy requirements

Under Section 37 of the Land Drainage Act 1991, the appropriate proportions in which the net expenditure of the Board must be borne for 2024/2025 is:-

a)	Proportion to be borne by the Agricultural Sector –	99.39%
b)	Proportion to be borne by Special levies issued to:-	
	Borough Council of Kings Lynn and West Norfolk –	0.57%
	East Cambridgeshire District Council -	<u>0.04%</u>
		0.61%

The product of a rate of 1p in the £ on Agricultural land and buildings is £1,026.

In 2024/2025 a rate of 1p together with corresponding Special levies would raise £1,032.

Revenue cash in balance on 31st March 2024 - £34,500.

The estimated net expenditure in 2024/2025 is £31,479 and is equivalent to:-

- a) a rate in the £ on Agricultural land and buildings of 30.50p
- b) a Special levy on the Borough Council of Kings Lynn and West Norfolk of £182 and
- c) a Special levy on East Cambridgeshire District Council of £11

In 2023/2024 a rate of 27.75p in the £ was raised together with Special levies of £166 on the Borough Council of Kings Lynn and West Norfolk and £10 on East Cambridgeshire District Council.

The Board should give consideration to the future level of balances required when setting the rate for 2024/2025.

P BURROWS

Clerk to the Board

April 2024

Finance officer's review and key messages

The Clerk asked the Board to consider the key finance messages included in Mr Hill's 'Finance Report: Looking Forward' report.

The Board considered and approved the key finance messages by Mr Hill.

Fees, Remuneration & Subscriptions:

ADA subscription

Some discussion over the relevance of ADA to this Board, and the increasing cost of membership followed. The resulted in the Clerk asking Mr Marshall to summarise his concerns over ADA membership for Boards with nuanced needs, and how ADA plan to diversify to cover this and how this is reflected in ADAs business plan.

The Board also asked the Clerk to contact ADA to query the value of membership to Board's like this one, where there are a small number of drains and no pumping.

The Board decided to continue its membership and agreed the Membership fee of £636 be paid. The Board also reaffirmed its contribution of £150 towards the Board Member role within Water Resources East (WRE).

Wash Superintendents

Mr Harrington and Mr Marshal declared an interest in this item as Wash Superintendents.

It was agreed that the fee for the services of Superintendent be increased by the Middle Level pay award of 7.53%. The proposed formula is a 50% inflation rate (CPI + 18%) and 50% Average Wage Earning (AWE), with AWE being based on public sector and adjusted to exclude public sector bonuses.

A further discussion followed on the difference between the two Superintendents duties, especially as the payment is equal. The Chairman pointed out the only way to manage payment fairly would be for each Superintendent to be paid for the hours worked. It was agreed not to change the current payment regime, but this may require future review.

Cleaning of Culverts

It was agreed to leave the Culvert Cleaning fees at £20 per culvert.

Estimates & Rate Requirements for 2024/25

The Clerk drew the attention of the Board to the Finance Officer's comments in his report, and went through the detail of the report and asked the Board to be sure they were comfortable with the estimates made. The Board reflected on provisions for funding the proposed capital works, and accepted that although funding from central Government has been muted, the rating must be raised on the information they have in front of them

The Board agreed that the rate should rise from 27.75p to 30.50p.

The Board considered estimates of expenditure and proposals for special levy and drainage rates in respect of the financial year 2024/2025 and were informed by the Clerk that under the Land Drainage Act 1991 the proportions of their net expenditure to be met by drainage rates on agricultural hereditaments and by special levy on local billing authorities would be respectively 99.39% and 0.61%.

RESOLVED

- i) That the estimates be approved.
- ii) That a total sum of £31,479 be raised by drainage rates and special levy.

- iii) That a rate of 30.50p in the £ be laid and assessed on Agricultural hereditaments in the District.
- iv) That a Special levy of £182 be made and issued to the Borough Council of Kings Lynn and West Norfolk and a Special levy of £11 be made and issued to the East Cambridgeshire District Council for the purpose of meeting such expenditure.
- v) That the seal of the Board be affixed to the record of drainage rates and special levies and to the special levy referred to in resolution iv).
- vi) That the Clerk be authorised to recover all unpaid rates and levy by such statutory powers as may be available.

B.1382 Date of Next Meeting

RESOLVED

That the next meeting of the Board be held on Tuesday 8th April 2025 at the Middle Level Offices at 2pm.

B.1383 Any Other Business

Nothing was raised, and the Chairman thanked everyone for their attendance. The meeting closed at 3.35pm

.....
Chairman

.....
Date