

UPWELL INTERNAL DRAINAGE BOARD

Contact: Polly Tombleson, Senior Business Support Officer

Email: enquiries@middlelevel.gov.uk

Telephone: DD (01354) 699377

Administered by:



17th May 2024

Dear Board Members

Upcoming meeting of the Board

~~Wednesday 15th May 2024~~

Friday 31st May 2024

Please find overleaf the agenda for the Inspection of the District followed by the meeting of the Board to be hosted at the Lamb & Flag, Welney, PE14 9RB starting at 2.45pm (Inspection) then meeting at 5.30pm followed by a meal on Friday 31st May 2024.

PLEASE NOTE THAT THIS AGENDA INCLUDES CONFIDENTIAL PAPERS. APART FROM THE COPY RETAINED WITH THE CONFIDENTIAL MINUTES THEY WILL BE DESTROYED FOLLOWING THE MEETING AND MEMBERS ARE REMINDED THAT THEY MUST NOT BE DISCUSSED WITH ANYONE OTHER THAN A BOARD MEMBER.

AFTER THE MEETING PLEASE DESTROY YOUR COPY OF THE PAPERS OR RETURN THEM TO THE OFFICE TO BE DESTROYED.

As you'll be aware, we administer thirty Boards that mostly all meet within similar date ranges. Thank you to the majority of Members who already confirm their attendance proactively.

Please help us manage your Board effectively by **proactively letting Polly know as soon as possible, by telephone or email, if you can attend the meeting, or not, or if you're uncertain.** This results in less abortive time and cost to the running of all Boards.

It is important that we have early confirmation whether or not the Board will be quorate.

Yours truly

P BURROWS, FCIWEM C.WEM CEnv

Clerk to the Board

UPWELL INTERNAL DRAINAGE BOARD

Friday 31st May 2024 – 2.45pm

Meeting approx. 5.30pm followed by meal

The Lamb & Flag, Welney PE14 9RB

Agenda:

Item No	Topic	Format	Lead
	Inspection of the District		Chair
1	Welcome & apologies	Verbal	Chair
2	Declarations of Interest	Verbal	Chair
3	Minutes of last meeting and matters arising - Rates outstanding for more than one year - Clearance of trees at Mumby's Drove - Gate at Hen Meadows/Cock fen PS - Gate at Nordelph PS	Pages 3 - 12	Chair
4	Constitution & Membership - Attendance - Vacancies & appointments - Composition and amalgamations - Training	Pages 13 - 15	Clerk
5	Clerk's Report	Pages 16 - 20	Clerk
6	Environment Officer's Report	Pages 21 -23	Clerk
7	Consulting Engineer's Reports, including: - Capital Programme & FCRM Grant-In-Aid - Cock Fen Pumping Station Electrification Summary	Pages 24 - 35 Page36	Clerk or Engineer
8	Health & Safety update	Verbal	Chair
9	District Foreman's Report	Pages 37 - 38	DO
10	Finance Committee Report	Verbal	Clerk
11	Governance - Financial Regulations & Financial Code - Review of internal controls - Consideration of potential litigation, liabilities, commitments - Annual Governance Statement	Pages 39 - 41 Pages 42 - 59 Page 60	Clerk
12	Finance Report: looking back - Finance officer's review - Payments 2023/2024 - Annual Accounts and Finance papers 2023/2024 - Annual Return 2023/2024	Page 61 Pages 62 - 64 Pages 65 - 68 Page 69	Clerk
13	Finance Report: looking forward - Finance Officer's summary - Fees, remuneration and subscriptions - Determination of land for rating purposes Confidential papers - Rate arrears Confidential papers - Rating Estimates for 2024/2025 - Agricultural Drainage Rates and Special Levy requirements or 2024/2025	Pages 70 - 71 Page 72 Page 73	Clerk
14	Date of Next Meeting	Verbal	Chair
15	Any other business	Verbal	Chair

UPWELL INTERNAL DRAINAGE BOARD

**At a Meeting of the Upwell Internal Drainage Board
hosted at the Lamb & Flag, Welney on Wednesday 24th January 2024**

PRESENT

K Goodger Esq (Chairman)	J Kirk Esq (KLWN)
P Clabon Esq (Vice Chairman)	S Hartley Esq
H G Bliss Esq	C Marks (FDC)
S Calton Esq	A Quail Esq
R D Gladwin Esq	J Quail Esq
R Gott Esq	C N T Rose (KLWN)

Miss Samantha Ablett (representing the Clerk to the Board), Mr Carl Nunn (District Foreman), Mrs Rebecca Young, who was attending on behalf of Mr Adrian Kew and Ms Megan Hudson from Fenland Soil were also in attendance.

The Chairman enquired whether ALL Board members were happy for the meeting to be recorded. All members were in agreement.

The Chairman welcomed Cllr C Marks to his first meeting of the Board, Mrs Rebecca Young, who was attending on behalf of Mr Adrian Kew, but who would take no part in the meeting and Ms Megan Hudson who would be making a presentation to the Board on behalf of Fenland Soil.

Apologies for absence

Apologies for absence were received from C J Crofts (KLWN), G W Gowler Esq, A Kew Esq and R Means Esq

B.2117 Declarations of Interest

Miss Ablett 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.

Cllr C Marks declared interests in all Fenland District Council planning matters, as Vice Chairman of FDC planning Committee.

Roger Gladwin declared an interest in the Old Croft Maintenance Agreement as a member of Manea & Welney DDC.

Cllr C Rose declared an interest in the development at Three Holes.

B.2118 Confirmation of Minutes

RESOLVED

That the Minutes of the Meeting of the Board held on the 17th May 2023 are recorded correctly and that they be confirmed and signed.

B.2219 Fenland Soil

A presentation was given to the Board by Megan Hudson on behalf of Fenland SOIL.

She reported a project was being undertaken in the Upwell IDB District and as part of this project Fenland SOIL was looking for ways in which they could generate opportunities for land management, whether by improving the way in which water was used in the Fens or the way in which the land could be better used.

She explained in more detail the work that was being undertaken, part of which was to check the condition of soil in terms of productivity, to prove to DEFRA that there were large areas of land within the Fens that did not contain peat and therefore did not emit any carbon. She also explained what would be required from farmers if they agreed to be included as part of the project and enquired whether Members would be willing to give up some of their time to take part.

Roger Gladwin advised he had taken part in the project undertaken last year in the Manea & Welney DDC district as he considered farmers had a far better knowledge of their land in order to categorise the soil. He further advised that taking part in the project was not difficult and had not taken up too much of his time.

The Chairman thanked Megan for her presentation to the Board and advised Members that both he and the Vice Chairman had agreed to take part in the project and hoped other Members would also be willing.

B.2220 Constitution & Membership

Miss Ablett reported that during the Clerk's 10 months in his role as Clerk to the Boards, he had attended a number of meetings and taken stock of the way in which the Middle Level Commissioners were supporting Boards with the right paperwork to ensure they were providing clarity and consistency across Boards. She advised that with this in mind the Clerk considered the agendas needed a refresh to assist Members with the flow and make it easier for minutes of the meetings to be prepared to a better standard and in a timely manner.

Miss Ablett reported that having attended several Board meetings during the past year, it had become clear to the Clerk that some Boards did not have as good attendance as others and were struggling in term of membership and governance. She added that the purpose of this agenda item was to assist in reporting this information to Defra in order to bring greater clarity around the strength of Boards in terms of membership. It was the Clerk's intention w that for those Boards that

were struggling it may trigger conversations around whether they needed to consider amalgamating with neighbouring Boards.

Appointment of Chairman

RESOLVED

That Mr K Goodger be appointed as Chairman

Appointment of Vice-Chair

RESOLVED

That Mr P Clabon be appointed as Vice-Chair

Appointment of Finance Committee

RESOLVED

That the following be appointed as Members of the Finance Committee:

Chairman
Vice Chairman
Roger Gladwin
Jonathan Quail
Steven Hartley

Filling of Vacancies

Members gave consideration to filling the vacancy on the board.

As both Michael Fairey of Maurice Crouch Growers and William Gladwin had been proposed and seconded to join the Board a vote was taken by the members, following which it was decided to ask William Gladwin to join the Board.

RESOLVED

That Mr William Gladwin be invited to become a member of the board.

Amalgamations

Miss Ablett referred to informal discussions that had been had in the past regarding potential amalgamation with Sutton & Mepal IDB and Manea & Welney DDC. She advised the Clerk would soon be hosting a 'meeting of minds' for all Chairman, Vice Chairman and Board Members who sit on more than one Board to informally share thoughts regarding the future and anything that comes from this will be relayed back to IDB's for their deliberation.

Training

Miss Ablett referred to the ADA governance training videos and to the number of Members who have reported viewing them.

Some Members advised they had viewed the videos but hadn't reported it to the Office and enquired whether there was any other way this could be reported.

Miss Ablett confirmed she would make enquiries and get back to the Chairman.

B.2221 Governance

Review of Internal Controls

Miss Ablett 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.

RESOLVED

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

Risk Management

Miss Ablett reported that the Board's risk management strategy had been due an update and the Clerk had drafted and published an updated strategy for all Boards clerked by the Middle Level Commissioners. She referred to the Risk Management Strategy that would run from 2024-2027 and outlined how Members and the Middle Level Commissioners' staff govern the Board's risks.

RESOLVED

The Board considered and approved the Risk Management Strategy.

IDB 1

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

Exercise of Public Rights

Miss Ablett referred to the publishing of the Notices 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.

Banking

Miss Ablett reported that funds were being deposited monthly into both a business premium account and a Treasury Deposit account in order to generate income for the Board.

She further advised that Mr Hill was looking at ways to maximise this income and his proposals would be put to the Board at the next meeting.

B.2222 Clerk's Report

Miss Ablett referred to the Clerk's proposals to review and refresh the services provided by Middle Level to Internal Drainage Boards to develop a 'Service Catalogue' over the next 12-18 months,

She referred to the development of IDB Key Health Indicators, which would help Boards better understand and proactively assess their strengths and weaknesses to help identify and manage risk.

Miss Ablett informed Members of the discontinuing support for the DRS software and the Middle Level request to be part of a team to scope any future system.

Miss Ablett referred to the existing electricity contract and the need to plan for procurement of the next contract. She advised the proposed approach was to bring together a small group of the IDB Chairs in early 2024 to review options, identify a preferred option and ultimately decide on the next contract.

Miss Ablett enquired whether Members would authorise this group to decide upon the contract requirements for the Board.

This was discussed by the Board and agreed that the Chairman should be included in the group. And that the group be authorised to agree the method of procurement of electricity for the Board.

RESOLVED

That the Chairman be included in the group and that the group be authorised to agree the method of procurement of electricity for the Board.

That the Death in Service benefit be provided to the Board's employee.

B.2223 Environment Officer's Report

Miss Ablett reported that the lack of a written report for this meeting from the Environment Officer was due to her priority being focussed on the Middle Level Bank Raising scheme and on urgent badger management issues. She informed Members that part of these works was to put Environmental/Conservation process and procedures in place, which would then subsequently provide benefit to all IDBs, with badger training planned to be rolled out soon.

Miss Ablett advised the Clerk was encouraging the Board to consider appointing an environmental representative, similar to the Board's Health & Safety representative, who will act as Sofi's go to person.

RESOLVED

That the Vice Chairman be appointed as the Board's Environmental representative.

B.2224 Consulting Engineers' Report

The Board considered the report of the consulting engineers.

RESOLVED

- i) That the report and actions therein be approved.
- ii) That the capital programme be approved in principle and be developed further when the District Wide study has been completed and the availability of FRCM Grant-In-Aid available.

B.2225 Chairman's Items

The Chairman updated the Board on matters arising from the last meeting.

- i) Clearance of trees at Mumby Drove

The Chairman reported that following the last meeting no further communication had been received from the landowner regarding the reinstatement of the hedge following maintenance works.

He reminded Members the Board wished to install a gate on land to allow access to the Old Croft River and he considered that either he or the Board's District Foreman should Rallingham Hall to discuss the Board's request further.

Miss Ablett advised that if the landowner was willing to allow the erection of a gate this could give rise to the Board establishing a right of way to the Old Croft River, for which there may be a cost attached and that the other landowner may still insist on the hedge being re-instated.

- ii) Erection of Gate at Hen Meadows adjacent to Cock Fen pumping station

The Vice Chairman reported that as he had been unsuccessful in identifying the landowner a gate had not yet been erected, but confirmed he would continue to make enquiries.

iii) Gate at Nordelph Pumping Station

Miss Ablett reported that the neighbouring landowner fully appreciated why the Board wished to improve security at the pumping station and they were prepared to contribute towards the gate subject to agreeing costs first.

She advised that if the Board wished to continue with its approach, it ought to acknowledge and accept the risk of entering into a legal dispute and having to fund any legal advice and defence.

iv) The agreement for the Old Croft maintenance contributions

Miss Ablett reported the agreement had been signed by the Chairman of Manea & Welney DDC and advised that if the Board were happy with the contents, it needed to be signed by the Chairman.

She added the Chairman of Manea & Welney DDC had agreed with the Chairman that any discharge contributions received should be assigned to the Board in which the development occurs.

v) Right of Way at Cock Fen Pumping Station

Miss Ablett reported an agreement between South Yorkshire Pensions Fund and Eastern Power Networks had largely been agreed by both parties, although the solicitor for South Yorkshire Pension Fund had advised of a few small amendments.

She advised that originally, the Board had not been included as part of the agreement, but this had been amended to include the Board, as it was paying the costs. She added the costs were likely to be capped at £4,000, but it was anticipated the costs would not be in excess of this sum.

Miss Ablett reported the Assistant Clerk had amended the agreement and returned this to the solicitors for South Yorkshire Pension Fund and it was hoped they should be able to finalise the agreement shortly.

She confirmed this would give the Board a permanent legal right of way.

vi) Rates Outstanding for more than one year

Miss Ablett reported that the Clerk had emailed fellow clerks around the country and although this was not a unique issue, it was one that had not been solved by any of the clerks who had responded to him.

She further reported that the Assistant Clerk would be retiring at 31st March and the Clerk had advised that a review of the bailiff options would be added to the long list for the new Lead Clerk to action.

RESOLVED

- i) That the Chairman and District Foreman meet with the owner of Rallingham Hall, regarding the right of way and access to the Old Croft River

- ii) That the Vice Chairman continue to identify the landowner and take appropriate action
- iii) That the Clerk writes to the neighbouring landowner to Nordelph Pumping Station advising that no contribution to costs will be necessary and a key to the gate will be provided to him, but access is not to be used by tractors and trailers due to the septic tank being under the road and the risk of further subsidence.
- iv) That the Chairman be authorised to sign the agreement on behalf of the Board.

That development contributions that discharge into the Old Croft River be assigned to the area in which the development is undertaken.

B.2226 Health & Safety

The Chairman referred to the report from COPE Safety Management following their visit on 11th January and advised that the actions/recommendations made by them were being actioned by the District Foreman.

The Charman referred to the comments made in the report concerning the increased risk of manual handling injuries whilst clearing the weedscreen at Nordelph pumping station and he considered this highlighted that the Board should perhaps make enquiries regarding the cost of installing a weedscreen cleaner. The Chairman advised he had spoken, on behalf of the Board, with Dave Bantoft, the consulting mechanical & electrical engineer, regarding the options available to the Board. He reported the Consulting Engineer had advised the Board could look at installing either an automatic or semi-automatic weedscreen cleaner at the pumping station as part of the district wide study, as it may be possible to obtain grant funding.

The Chairman added that as the loan had been drawn down for the electrification of Cock Fen pumping station, it was hoped there would be funds remaining, even if the Board approved for diesel engines be installed instead.

B.2227 District Officer's Report

The Vice Chairman referred to comments made by the District Foreman in his report on the condition of the flail mower, which the Board had been using for over 8 years. He advised the cost of replacing the flail mower would in the region of £30,000 and the tractor would cost approximately £56,000 and enquired whether the Board would consider replacing the assets.

Members discussed the matter further and approved for quotes to be obtained for replacing both the flail mower and tractor and for these to be reviewed by the finance committee. They requested the Clerk be asked to provide details of the costs of repairs for both the tractor and flail mower to the Chairman, in advance of the finance committee meeting.

The Chairman suggested the recommendations made by the finance committee should be sent to all Members for their comments and approval. This was agreed by all Members.

RESOLVED

- i) That the Clerk be asked to provide details of the costs of repairs for both the tractor and flail mower to the Chairman in advance of the finance committee meeting.
- ii) That 3 quotes be obtained for the purchase of both a flail mower and tractor for review by the finance committee and the recommendations made by the finance committee be sent to all Board members for their approval.

B.2228 Finance Committee Report

The Chairman reported that no Finance Committee had been held since the last meeting of the Board.

B.2229 Finance Report: looking back

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

- a) The Board considered and approved the comments of the Auditors on the Annual Return for the year that ended on the 31st March 2023.
- b) The Board considered and approved the Audit Report of the Internal Auditor for the year that ended on the 31st March 2023.

B.2230 Finance Report – Looking Forward

ADA Subscription

The Board considered and approved the increased ADA subscription of £975 be paid.

Determination of Annual Values

The Board considered & approved the recommendation for the determination of annual value for rating purposes.

Rate Write-off

The Board considered & approved the write off of the rate arrears.

Precept

Miss Ablett reported that the Anglian (Great Ouse) Regional Flood & Coastal Committee determined that there were exceptional circumstances to consider on the agreed 2% increase on Precepts on Internal Drainage Boards. The Committee voted for an additional 1% increase (reflecting exceptional

circumstances) above the agreed 2% for the year ending 31st March 2025 – total of a 3% increase on the level of precept on internal Drainage Boards for the year ending 31st March 2025.

Budget Monitoring

Miss Ablett referred to the schedule and confirmed the Treasurer had reviewed the figures with the Chairman. She advised that in view of the recent rainfall events it was likely the boards pumping costs would increase beyond the forecast.

Members accepted the position in that they had no control over the weather patterns and were required to do all they could to provide effective drainage to the district.

B.2231 Dates of next Meetings

That the next meetings of the Board shall be held at the Lamb & Flag as follows: -

- i) Wednesday 15th May 2024 at 5.30pm
- ii) Thursday 13th June 2024 at 5.00pm for an inspection

Provided by the Middle Level Commissioners		Item No:	4
Meeting:	UPWELL IDB	Subject:	CONSTITUTION & MEMBERSHIP
Date:	Friday 31 st May 2024	Officer Responsible:	Polly Tombleson

RECOMMENDATIONS

The Board is asked to:

- A. Note the current status of its membership and the role they each play as members serving the interests of the Board.
- B. Review attendance records and identify any resolutions as necessary.
- C. There are currently no vacancies
- D. To consider previous discussions of amalgamation – SM, MWe & Up.
- E. Reinforce the need for members to view all five ‘Good Governance’ videos.
- F. 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	14	N/A		7
Actual	14	2 FDC, 3 KLWN	19	
Vacancies	0		0	

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

No	Name	Status (one of four categories)	Commentary
1	H Bliss	Ratepayer	
2	S Calton	Nominee of ratepayer (Fred Hartley Estates Ltd)	
3	P Clabon	Ratepayer	Vice-Chair & District officer
4	R Gladwin	Ratepayer	
5	W Gladwin	Nominee of Ratepayer (?)	
6	K Goodger	Ratepayer	Chair & District Officer
7	R Gott	Ratepayer	
8	G Gowler	Ratepayer	
9	P Hartley	Nominee of Ratepayer – (Frank Hartley & Sons)	
10	S Hartley	Nominee of Ratepayer – (Frank Hartley & Sons)	
11	A Kew	Nominee of Ratepayer - (Waldersey Farms Ltd)	
12	R Means	Nominee of Ratepayer – (Fred Hartley Estates Ltd)	
13	A Quail	Ratepayer	
14	J Quail	Nominee of Ratepayer – (Scott Oldroyd & Co)	

- 1.3 The table below details the current appointed members of the Board.

- 1.4 Special levy paying District Councils appoint members to Boards and their role is to be part of the Board representing all the non-agricultural interests within the Board’s district. The Council must consider appointing members who have relevant knowledge or experience that is relevant to the Board and its district.

- 1.5 Appointed members do not need to be councillors or employees of the Council, therefore can represent wider relevant interests within the district, eg major infrastructure, commerce, community groups, environmental interests.

No	Name	Appointing Council	Commentary (one of three categories)
1	C Crofts	BCKLWN	Councillor
2	J French	FDC	Councillor
3	J Kirk	BCKLWN	Councillor
4	C Marks	FDC	Councillor
5	C Rose	BCKLWN	Councillor

- 1.6 All Members are reminded that have equal status to each-other around the Board table and are here to serve the interests of the Board.

2. Attendance

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

Elected Members

No	Name	18/1/2024	17/5/2023	23/1/2023	18/5/2022
1	H Bliss	Present	Attended	Attended	Attended
2	S Calton	Present	Apologies	Attended	Attended
3	P Clabon	Present	Attended	Attended	Attended
4	R Gladwin	Present	Attended	Attended	Attended
5	W Gladwin	N/A	N/A	N/A	N/A
6	K Goodger	Present	Attended	Attended	Attended
7	R Gott	Present	Apologies	Attended	Attended
8	G Gowler	Present	Attended	Attended	Attended
9	P Hartley	Present	Attended	Attended	Attended
10	S Hartley	Present	Attended	Apologies	Attended
11	A Kew	Apologies	N/A	N/A	N/A
12	R Means	Apologies	Attended	Attended	Attended
13	A Quail	Present	Attended	Attended	Attended
14	J Quail	Present	Attended	Attended	Attended

Attendance at Chairs Meetings

No	Name	6/10/2023	13/12/2022	12/4/2022	2/11/2021
1	K Goodger	Apologies		Attended	Apologies

Appointed Members (current and previous)

No	Name (Council)	18/01/2024	17/5/2023	23/1/2023	18/5/2022
1	C Crofts (BCKLWN)	Apologies	Attended	Apologies	Attended
2	J French (FDC)		N/A	N/A	N/A
3	J Kirk (BCKLWN)	Present	Apologies	Attended	Attended
4	C Marks (FDC)	Present	N/A	N/A	N/A
5	C Rose (BCKLWN)	Present	Attended	Attended	apologies

3. Elections, vacancies & appointments

- 3.1 There are no vacancies on 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.
- 4.3 The Clerk to report on previous discussions regarding a possible amalgamation between – SM, MWe & Up.

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 2 of 18 Board Members have reported viewing all five videos.
To date 8 of 18 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

Provided by the Middle Level Commissioners		Item No:	5
Meeting:	UPWELL IDB	Subject:	CLERK'S REPORT
Date:	Friday 31 st May 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. 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.
- C. Boards are asked to note the MLC staffing update
- D. In determining their valuations for insurance purposes, recognise the limitations associated with their current valuations and the risks they hold of being underinsured.

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

1.1 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

1.2 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?

1.3 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.

1.4 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.

- 1.5 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.
- 1.6 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.

2. Banking

- 2.1 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.
- 2.2 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.
- 2.3 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.
- 2.4 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.
- 2.5 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.
- 2.6 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.
- 2.7 Boards are asked to note that they will therefore not be maximising their potential interest individually and collectively.

3. MLC Staffing

- 3.1 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.

- 3.2 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.
- 3.3 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.
- 3.4 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.

4. Insurance Valuations

- 4.1 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.

Author Name: Paul Burrows

Role: Clerk

Appendix 1 Pumping Station Insurance Valuation



**middle level
commissioners**

MLC Services for IDBs

Pumping Station Insurance Valuations

Many of our administered Internal Drainage Boards have asked for a re-assessment of the replacement costs of their pumping stations to ensure they have adequate insurance cover.

Within insurance cover this is called the 'Declared Value' and includes for:

- Reinstatement of building (eg station house)
- Replacement of contents (eg pumps and associated M&E)
- Professional fees (eg consultant and contractor costs)
- Debris removal (eg demolition of damaged station)
- Costs to comply with new 'public authority requirements' (eg eel regulations)

There are many factors that influence the costs of replacement pumping stations with many not well understood until business cases are in development. The last three replacement pumping stations locally all virtually doubled in 'value' from their initial flag within the Environment Agency's capital programme to business case stage. They are difficult to estimate, requiring a range of engineering capability and experience.

The existing insurance valuations across the pumping stations within our IDBs' portfolio are based on an assessment a previous MLC M&E Engineer undertook in 2015. He used his 40-years of experience in the industry, including overseeing a suite of replacement pumping stations, to make a judgement. He used asset appraisals undertaken by a consultant to inform this. This would likely have been sufficiently robust at that time.

Since then, there have been occasional percentage uplifts from this baseline and more recently each Board has taken a view on whether or not to index link their valuations.

The delivery and economic landscape have changed immeasurably since 2015 and since the suite of replacements that informed the baselines used to inform current valuations. There are also a range of new requirements and technology not catered for within the baselines.

As such Boards need to be aware that the MLC cannot provide reassurance that their 'Declared Values' are appropriate and they need to recognise the risk that they are more likely than not to be under-insured. We accept no liability for the consequences of this in the event of a Board needing to make a claim.

We do not currently have the capacity, capability and breadth of recent delivery experience to re-undertake assessments similar to those undertaken in 2015.

It is unlikely that there is a supplier who would undertake a bespoke assessment to determine a valuation without this being a costly exercise for the IDB, alongside invoiced costs from the MLC to explore this possibility.

We could work with a supplier to create a framework for valuations based on complexity and then assign each of our local pumping stations to a scoring within any framework. This would need all our IDBs to support and there would be a shared cost to setting up this framework and approach.



middle level
commissioners

Over the next 3-10 years there will be a suite of pumping station refurbishments and replacements locally led by the MLC, so we will be better placed to undertake assessments in a similar manner to those undertaken in 2015. These assessments would be billed to Boards at the hourly rate for the technical staff involved.

Our recommendation is 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.

Unless they wish to invest to explore the 'bespoke assessment' or 'framework' approach, then they need to accept the risks in the medium term until we have sufficient information, evidence and experience to undertake suitable assessments.

Paul Burrows, Chief Executive

Nicola Oldfield, Chief Engineer

October 2023

Provided by the Middle Level Commissioners		Item No:	6
Meeting:	UPWELL INTERNAL DRAINAGE BOARD	Subject:	ENVIRONMENT OFFICER'S REPORT
Date:	Weds 15th 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 \(waterliferecoverytrust.org.uk\)](#)

8. Weed screen spoil heaps

These can provide important refuge for a range of species. If they have been in situ for some time, and they now need to be removed it is advised that they are taken apart carefully using hand tools to ensure that any wildlife can flee without being injured. An excavator bucket can be used carefully and slowly if a banksman is observing directly at the edge of the pile to ensure that any wildlife is spotted and allowed to flee if necessary. If any reptiles or reptile nests or eggs are discovered, they should be re-covered carefully and left in order to remain compliant.

9. 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

Provided by the Middle Level Commissioners		Item No:	7
Meeting:	UPWELL IDB (Hereafter referred to as the Board)	Subject:	CONSULTING ENGINEERS REPORT: CHIEF ENGINEER'S SUMMARY & CAPITAL PROGRAMME
Date:	Friday 31 st May 2024	Officer Responsible:	Nicola Oldfield

RECOMMENDATIONS

The Board is asked to:

- A. Provide its views on item 2.1.1 *New developments and the use of SuDS*.
- B. Review and approve its Capital Programme taking account of the advice in item 3.
- C. Consider authorising a sub-committee to make decisions in relation to pumping plant repairs so that if any high-cost items are needed decisions can be made and parts ordered quickly without the need for a full Board meeting as reported in Appendix 3 item 1.
- D. Review the pumping station key dates provided in Appendix 3, item 4.1 and advise if there are any discrepancies or if any further details can be added.

1. Chief Engineer's Summary

1.1 M&E Resources

Our small M&E team is extremely stretched after the wet winter of 2023/24. It has taken some time to identify all the remedial works required to pumping stations across the Middle Level. These works are in addition to our regular inspection and maintenance programme. We have prioritised remedial works and will deliver those most critical to get through next winter. This work is becoming more and more complex due to ageing and deteriorating assets, changes in regulations and the standards needed to achieve compliance. We need to expand our M&E team in order to continue to provide a suitable standard of service to IDBs. Our focus this summer is therefore on ensuring that St Germans and Bevills Leam pumping stations are adequately maintained, and that critical works are delivered for IDB stations. Some routine works will be paused (e.g. routine inspections) until we have the capacity in the team to resume.

Regular checking of pumps and running for a short period of time by pump attendants/district officers is vitally important and any issues should be reported so they can be added to the remedials list.

2. Technical Services

2.1 Summary of Key Planning Issues

2.1.1 *New developments and the use of SuDS*

As discussed in the last Meeting Report it is considered from the adverse weather conditions experienced within the last few years that there is sufficient evidence to prove that current surface water design practices are not changing quickly enough and/or do not allow for exceptional weather conditions, such as that experienced in recent years – long periods of wet weather resulting in a high ground water table such as that experienced prior to the December 2020 event; storms experienced featuring several intense back-to-back storms together with periods of wet weather between October 2023 – March 2024; Storm Babet (October 2023) and Henk (January 2024).

In addition, current design does not allow for the complex network of water level and flood risk management systems within the Fens particularly when they are “at capacity” during October to

April and/or where flows can become “locked” due to high water levels taking many days to return to a “normal” level.

Therefore, consideration is being given to requiring designs to:

1. Incorporate a higher Standard of Protection (SoP), possibly up to 0.5% AEP (1 in 200 year) event,
2. Include a greater allowance for Climate Change, in excess of 40%,
3. Consider the consequences and impacts of back-to-back storms,
4. Consider the timing of the discharge to minimise any adverse impacts on the receiving system,
5. Be able to “store” water on site for several days until the peak flows have passed,
6. Use complex controls to enable the most suitable means and time of the discharge.

Several other Boards have raised concerns about the installation and efficiency of SuDS facilities particularly in the longer term and the adverse impacts on their systems. Concerns include, the following:

1. The approval and supervision of the installation of SuDS with no post-construction review against their design and performance reviews through their lifecycle.
2. Long term appropriate maintenance and inspection is considered a deficiency and will, in time, result in higher run off rates being discharged into its system that may have a cumulative impact.
3. That despite the weather conditions being experienced recently many balancing ponds are either very full or empty. There have been several reports of ponds overtopping.
4. The cumulative impact of attenuating surface water from developments has been to elongate the duration that the system is under stress. This increases operational costs and could increase the risk of flooding.
5. The need to meet the greater expectations from residents, occupants, operators and promoters of development which requires more regular maintenance operations to alleviate flooding.

The introduction of Schedule 3 of the Flood and Water Management Act may assist in resolving some of the points raised above, particularly if the MLC represent the Board on the SuDS Approval Board (SAB), but the implementation of this has now been set back further, until the end of the year at the earliest.

The above matter was briefly discussed at a C&P FloW Partnership meeting and other IDBs and Cambridge City Council raised similar concerns.

The Board’s views on this would be appreciated.

2.1.2 *MLC001: Middle Level System Flood & Drainage Infrastructure Capacity*

This is directly relevant to the Boards that drain and/or pump into the MLC system and will be of interest to others.

As you will be aware, 2023/24 broke records for rainfall and the amount of water pumped at St Germans. Over 227,000 million litres of water were safely pumped into the Tidal Great Ouse that would have otherwise been flooding homes, land, businesses, roads and other critical infrastructure, significantly affecting other vital public services.

Our station worked in combination with over 70 smaller Internal Drainage Board stations, hundreds of kilometres of drains and raised embankments, to keep our Fens relatively dry and protect local communities and the economy from flooding. We are hoping for a drier 2024/25 but need to plan

for this being the new normal. This winter really helped highlight the importance of, and also the weaknesses, in our infrastructure and operations.

Alongside this, and within the constraints of our limited staff capacity, we are improving how we engage as non-statutory consultees in the planning process. We want to provide planning authorities, developers and others with an earlier, much clearer stance from us, to inform plans strategically (e.g. within Local Plan development) and tactically (e.g. within individual planning applications).

With these factors in mind, we have published our first 'standing advice note' which is included in Appendix 4 and is available on our website <https://middlelevel.gov.uk/standing-advice-2/>. Standing Advice Note MLC001 effectively declares our flood and drainage infrastructure 'at capacity'. The intent is to develop and publish further notes over the coming months.

This note was issued to local Councils and the Environment Agency on Wednesday 8th May for them to consider within their decision making. Boards will need to appreciate and plan for the limitations within the MLC receiving system within their own pumping station improvement schemes.

Boards may choose to create, adopt and issue similar standing advice notes for their districts.

2.2 Cranbrook/Counter Drain (CCD) Flood Risk Management (FRM) Strategy

The Middle Level Commissioners' Planning Engineer continues to represent the Board/Commissioners on the Stakeholder Group and associated engagement with the relevant interested parties.

Following a change of the EA's Project Manager the once regular Update Meetings have become less frequent, but work continues on this long-term Strategy.

The EA's consultant, Mott MacDonald, has been undertaking Optioneering Work concerning the provision and operation of the storage facilities within the Block Fen area of Sutton and Mepal IDB.

The EA has offered to give an update presentation to the Board and this is being discussed with the Board's Chair.

- 2.3 The MLC Planning Engineer is currently on indeterminate sick leave and there are no additional planning updates provided in this report.

3. **Capital Programme**

- 3.1 The Board's Capital Programme is shown as Appendix 1. The programme has been updated with future costs for replacing the pumping station based on recent similar projects. These costs will be further informed by the completion of the System Study.

In terms of FCRM Grant-in-Aid (FCRM GiA) from the Environment Agency, there is an allocation for culvert works and for undertaking a System Study to identify any improvements needed in the system. Works arising have also been included, starting in 2026, and will be updated following completion of the System Study.

Culvert works are programmed for completion in 2025/26 once the outline business case has been approved and grant funding released.

Start of the Upwell IDB System Study has been reprogrammed for 2024 and will include channel surveys, structural condition assessments of pumping stations and other assets, hydraulic modelling, economic and environmental assessments, and development of recommendations/solutions with

the aim of securing further grant for the delivery of those solutions. The Study will also include consideration of the potential impacts of works arising from the EA's Cranbrook Counter Drain FRM Strategy.

I will contact the Chair to arrange a meeting to review and finalise the scope of work before appointing consultants to undertake the study.

Author Name: Nicola Oldfield

Role: Chief Engineer

Appendix 1: Capital Programme

Appendix 2: List of applications since last report

Appendix 3: M&E Report

Appendix 4: MLC001: Middle Level System Flood & Drainage Infrastructure Capacity

Appendix 1

Upwell Internal Drainage Board														
Capital Improvement Programme (2024/2025)		PREVIOUS YEARS	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	FUTURE YEARS	ALL YEARS
		Pre Yr 0	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Post Year 10	Total Expenditure
Bedlam Bridge p/s	Pumping station replacement	0	0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	5,000.0	5000.0
	Pumping station pumping and control equipment replacement	4.4	0.0	0.0	0.0	0.0	0.0	0.0	90.0	0.0	0.0	0.0	0.0	94.4
	Pumping station automatic weedscreen cleaning equipment	0.0	0	0.0	10.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	10.0
	Pumping station Control building refurbishment/replacement	0	0	0.0	0.0	30.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	30.0
	Pumping station compound/surrounds improvements	0	0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Cock Fen p/s	Pumping station replacement	0	0	0.0	0.0	10,000.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	10000.0
	Pumping station pumping and control equipment replacement	59.1	8.3	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	67.4
	Pumping station automatic weedscreen cleaning equipment	0.0	0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	Pumping station Control building refurbishment/replacement	0.0	0	15.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	15.0
	Pumping station compound/surrounds improvements	0	0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Nordelph p/s	Pumping station replacement	0	0	0.0	0.0	0.0	5,000.0	0.0	0.0	0.0	0.0	0.0	0.0	5000.0
	Pumping station pumping and control equipment replacement	4.4	0.0	0.0	15.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	19.4
	Pumping station automatic weedscreen cleaning equipment	0	0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	Pumping station Control building refurbishment/replacement	0	0	0.0	0.0	10.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	10.0
	Pumping station compound/surrounds improvements	0	0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Padgetts p/s	Pumping station replacement	0	0	0.0	0.0	0.0	0.0	0.0	2,000.0	0.0	0.0	0.0	300.0	2300.0
	Pumping station pumping and control equipment replacement	4.4	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	4.4
	Pumping station automatic weedscreen cleaning equipment	0	0	0.0	6.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	6.0
	Pumping station Control building refurbishment/replacement	0	0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	Pumping station compound/surrounds improvements	0	0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Upwell fen p/s	Pumping station replacement	0	0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	5,000.0	5000.0
	Pumping station pumping and control equipment replacement	4.4	0.0	0.0	0.0	0.0	0.0	0.0	25.0	0.0	0.0	0.0	0.0	29.4
	Pumping station automatic weedscreen cleaning equipment	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	Pumping station Control building refurbishment/replacement	0.0	0	0.0	0.0	0.0	10.0	0.0	0.0	0.0	0.0	0.0	0.0	10.0
	Pumping station compound/surrounds improvements	0	0	0.0	0.0	0.0	0.0	15.0	0.0	0.0	0.0	0.0	0.0	15.0
Plant	Ford Ranger - MK15 YAY	13.5	0	0.0	15.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	28.5
	New Holland Tractor AE67 BXX (March '18 - £75,000)	0.0	0	51.0	0.0	50.0	0.0	0.0	0.0	0.0	0.0	0.0	50.0	151.0
	Shelbourne Reynolds Flail mower (Sept '16 - £26,000)	0.0	0	26.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	20.0	0.0	46.0
Drainage Channels	Piling works - (Old Croft River)	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	Asset refurbishments	0.2	0.0	8.0	300.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	308.2
		90.4	8.3	100	346	10,090	5,010	15	2,115	0	0	20	10,350	28,145

Appendix 2

The following planning applications have been responded to since the last meeting:

MLC Ref.	Council Ref.	Applicant	Type of Development	Location
568	24/00180	Mr L Bishop	Storage (Vintage machinery and bygones)	Birchfield Road, Nordelph
569	24/00305/F	H.G Bliss Farms Ltd	Agricultural (lean-to building off existing grain store)	Penny Toll Road, Lott's bridge, Three Holes
570	24/00464/F	Mr Lee Bishop	Residence	Silt Road, Nordelph, Downham Market
571	F/YR24/0252/F	Mr & Mrs Almond	Residence (Extension)	Padgetts Road, Christchurch,
572	24/00610/RM	Fox Anglia Homes Ltd	Residence	Birchfield Road, Nordelph,

The following infiltration device applications have been acknowledged since the last meeting:

MLC Ref	Council Ref	Option 1 (Self-certification) or Option 2 (Checking Form)	Location	Date acknowledged
556	23/01150/F	Option 1	Coronation Avenue, Nordelph	9/10/2023

No applications for Byelaw Consent (to undertake works in and around watercourses or to discharge to a watercourse) have been granted since the last meeting.

Provided by the Middle Level Commissioners		Item No:	7
Meeting:	UPWELL IDB (Hereafter referred to as the Board)	Subject:	CONSULTING ENGINEERS REPORT: MECHANICAL & ELECTRICAL
Date:	Friday 31 st May 2024	Officer Responsible:	Dave Bantoft

1. M&E key messages and advice

There are several outstanding pumping plant issues that need to be investigated and then obtain quotes for repair. Please consider authorising a sub-committee to make decisions in relation to pumping plant repairs so that if any high-cost items are needed decisions can be made and parts ordered quickly without the need for a full Board meeting.

1.1 Padgetts Corner

The pump contactors were replaced in December 2023 and operated well this season. The level sensor is mounted quite low in the sump and it needs to be investigated to see if this can be raised to prevent intermittent faults at high levels. This type of sensor fails when the level is within 300mm of the sensor face.

1.2 Upwell Fen

The discharge pipe thrust block leak has deteriorated. The thrust block is cracked and water is seeping out of cracks, it leaks out more with the pump running. The pipe work is metal up to the joint at the thrust block, then concrete through the bank into the Old Bedford River. The concrete pipe just outside the compound is now exposed as the land has shrunk. The concrete pipe is being run over by tractors to gain access to the field adjacent which is the most likely cause of the leak.

1.3 Cock Fen

Pump 1 drive is noisy and initial inspection indicates that it is a bearing starting to fail in the Rossi gearbox. This will be removed to allow drive to be investigated further and gearbox overhauled if required. The engine control panel and components are badly corroded.

2. Pumping summary

2.1 The main pumping report will be provided by the District Officer.

3. Inspections, maintenance and minor works

3.1 HSB Engineering annual inspections for insurance were carried out during September 2023.

3.2 The mandatory site Electrical Installation Condition Reports (due every 5 years) are in date.

	EICR	
Station	EICR Date	EICR Due
Bedlam Bridge	21-Jul-2022	21-Jul-2027
Cock Fen	21-Jul-2022	21-Jul-2027
Nordelph	20-Jul-2022	20-Jul-2027
Nordelph Bungalow	18-Aug-2022	18-Aug-2025
Padgetts Corner	21-Jul-2022	21-Jul-2027
Upwell Fen	20-Jul-2022	20-Jul-2027

4. Pumping Station Key Dates

- 4.1 Please review the pumping station key dates below, if there are any discrepancies or you can add any details, please let me know. The key dates are an important reference and will feed into the upcoming Key Health Indicators and District Studies.

	Station				
Station	Built	Pump	Pump Overhaul	Motor O/H	Controls
Bedlam Bridge	1948	1980(1) 2006 (2)	2015(1) 2006(2)	2015 (1) 2006 (2)	1980
Cock Fen	1975	1975	2013(1) 2012 (2)	2010 (1) 2010 (2)	1975
Nordelph	1932/1970	1970	2011	2011	1970/1991
Padgetts Corner	1980	2012	2012	2012	2015
Upwell Fen	1967	1976	2011	2011	2018

	Weedscreen			
Station	Bars	WSC	WSC O/H	Controls
Bedlam Bridge	1980	2006		2006
Cock Fen	2018	2018		2018
Nordelph	1991	N/A	N/A	N/A
Padgetts Corner	1980	N/A	N/A	N/A
Upwell Fen	2018	2018		2018

Author Name: Dave Bantoft
Role: M&E Engineer



middle level
commissioners

Proudly managing water levels in the Fens since 1862

Standing Advice Note MLC001:

Middle Level Flood and Drainage Infrastructure Capacity

Issued: 01 May 2024 (Version 1)

Key messages

- A. Our flood and drainage infrastructure should be considered as 'at capacity' during October to April.
- B. Unless there is a compelling exception case, we will not consent surface water discharges greater than greenfield run-off rate and/or any new water entering our catchment across a watershed.
- C. We consider that the cumulative impact of attenuating surface water from developments and timing of discharges has been to elongate the duration that our system is under stress. This increases our operational costs and could increase the risk of flooding.
- D. We are concerned that there is seemingly no post-construction review of SuDS against their design and performance reviews through their lifecycle. Therefore, even well-designed SuDS may not be performing as expected/consented and there may be a cumulative impact of this across our catchment. Long term appropriate maintenance and inspection is considered a deficiency.
- E. The opportunity to release stored water into our system during May to September should be actively explored within strategic flood risk assessments, development masterplans and local flood risk management strategies and in consultation with our engineers.
- F. In considering and granting planning permission, Local Planning Authorities need to understand, consider and acknowledge the impact of new development upon their special levy and future funding requests under [Defra's Partnership Funding](#) policy. It should be noted that under this policy housing built or converted after January 2012 is not included within FCRM government grant-in-aid calculations.
- G. Prior to granting outline planning permission, Local Planning Authorities must consider whether any proposed Biodiversity Net Gain provisions will be compatible with the flood risk management activities undertaken by MLC and other IDBs, for the full 30-year registration period. If this is not known, the LPA should seek advice from MLC prior to granting outline planning permission.
- H. In considering and granting planning permission, Local Planning Authorities ought to secure funding from developers towards future capital investment in our water management infrastructure.
- I. The Environment Agency needs to understand, consider and acknowledge the impact of new development and sub-optimal SuDS upon the Highland Water claims from the Middle Level Commissioners.
- J. As statutory consultees and fellow Risk Management Authorities under the Flood & Water Management Act, Lead Local Flood Authorities and the Environment Agency need to consider and reflect this advice within their responses to Local Planning Authorities so as not to increase flood risk within the Middle Level.
- K. Developers and Local Planning Authorities ought to consider the adoption of measures such as rainwater harvesting and re-use to avoid as much water as possible from entering the drainage network.
- L. When considering abstraction licences for unrestricted winter fill applications from irrigators within the Middle Level catchment, the Environment Agency should take account of the potential

benefit to the capacity of the system, operational costs, Highland Water costs and their responsibility to reduce flood risk within their determinations.

- M. In addressing historic mis-connections to the foul sewer network and within changes to discharges of treated effluent water, Anglian Water and Local Authorities need to appreciate the potential impact on the surface water drainage network and receiving system.
- N. Internal Drainage Boards within the Middle Level catchment may wish to consider adopting similar Standing Advice. They also need to appreciate and plan for the limitations in the capacity of the MLC system with their own pumping station improvement schemes.

Advice Primarily For:

- **Local Planning Authorities (LPAs):** Fenland District Council, Huntingdonshire District Council, King's Lynn & West Norfolk Borough Council, Peterborough City Council
- **Lead Local Flood Authorities (LLFAs):** Peterborough City Council, Cambridgeshire County Council, Norfolk County Council
- **Minerals & Waste Planning Authorities:** Peterborough City Council, Norfolk County Council, Cambridgeshire County Council
- **Highways Authorities:** National Highways, Peterborough City Council, Norfolk County Council, Cambridgeshire County Council
- **Environment Agency**
- **Developers**
- **Internal Drainage Boards within the Middle Level catchment area**
- **Anglian Water**

About us:

The Middle Level Commissioners are a public authority comprising agricultural ratepayers (those rated on >100 acres of land) who benefit from drainage services provided by their watercourses and assets.

The Commissioners elect a Board and, via an Executive Committee, appoint a Chief Executive who leads a staffing structure to deliver their various statutory duties and responsibilities.

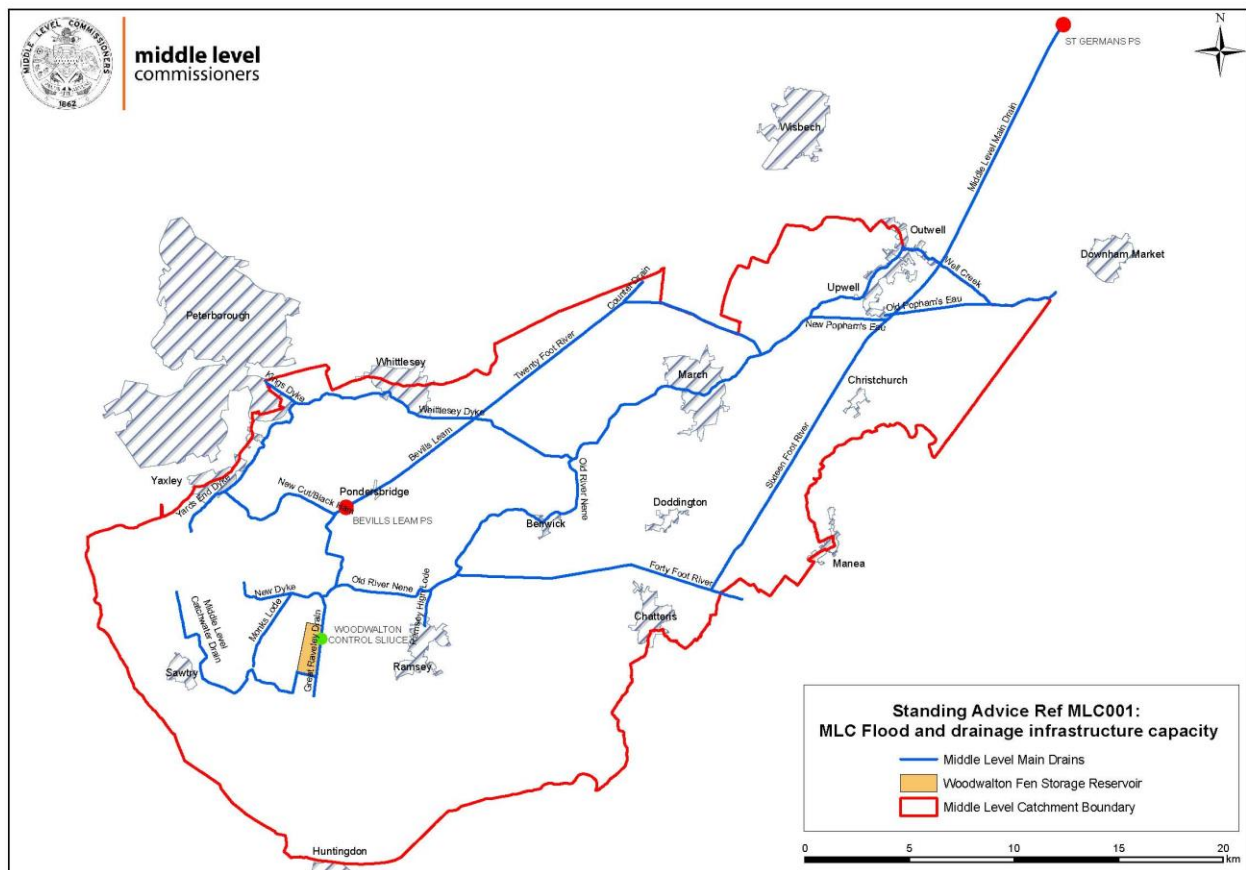
The Commissioners are, for all intents and purposes, an Internal Drainage Board (IDB) and therefore a Risk Management Authority under the Flood & Water Management Act 2010 and we have a duty to enhance the environment under the Environment Act 2021. The Commissioners also have duties and powers under bespoke Acts of Parliament, most notable of these is our role as the fourth largest Navigation Authority in England. We also provide a summer water transfer service, with legacy rights to import water into our catchment from the River Nene.

We are not statutory consultees in the Town & Country Planning Act process, however paragraph 166 of the [National Planning Policy Framework](#) advises that strategic policies "should take account of advice from the Environment Agency and other relevant flood risk management authorities, such as lead local flood authorities and internal drainage boards.". Independent from the planning process, developers are likely to need consent from us and/or an Internal Drainage Board under the Land Drainage Act 1991 and/or Byelaws.

We only have a technical team of 2.5 staff inputting and responding as a non-statutory consultee into planning applications and consent determinations on behalf of the Middle Level Commissioners and over thirty other Internal Drainage Boards in the area.

Geographical coverage:

The Middle Level catchment boundary plus areas where there is the potential through development to transfer water across the watershed into the Middle Level.



Our system:

We own and operate two major land drainage pumping stations. These work in combination with approximately 190km of waterways and 300km of raised embankments to convey excess water from, and provide flood resilience to, land, property and businesses within our 750km² catchment.

Whilst the Fens is known for being flat, the catchment's higher land towards and beyond the A1 is very responsive to rainfall and funnels water quickly into the lowest land in the country, below sea level. We provide the second tier of drainage along with 25 Internal Drainage Boards and a handful of private districts either pumping or gravity draining into our system. We have no operational control over the 70+ pumping stations that add water into our system. Within the Middle Level 61% of the catchment is pumped twice, 19% is pumped three times and 15% is pumped once.

Our booster station at Bevil's Leam elevates and transfers water from the lowest land in the country (we call this our Bevil's Pond) into the main Middle Level drainage system (we call this our St Germans Pond). Bevil's Leam Pumping Station was constructed in the 1980s and requires major refurbishment in the coming years.

Our pumping station at Wiggshall St Germans is the largest land drainage pumping station in the UK. It came online in 2010 and is the only outfall from our system, pumping excess water from the whole catchment into the Great Ouse Tidal River. It has an 80-year design life.

The biggest operational challenge we have in times of flood concern is the ability to get vast amounts of water through Bevil's Leam Pumping Station and then through the main system (high level carriers and embanked watercourses) to St Germans. Both Stations need to pump early to lower water levels, creating a 'hole' which then draws water to them, given the fact there is no fall/gradient in their respective ponds.

Our system is effectively a giant bowl, with the Bevil's Pond being a bowl within that giant bowl. The Bevil's Pond is a greater concern in terms of capacity than the St Germans Pond and is considered particularly vulnerable to intense, repeat and elongated rainfall and run-off.

The standard of protection the system provides to local communities, businesses and agricultural land was last assessed prior to 2020. A strategic assessment recommended significant, complex and costly bank raising and desilting works to return the capacity of our system to a 1.51% (or 1 in 66 year) annual exceedance probability for a 15-year design life until the next major intervention will be required.

Will there be future increases in the capacity of our system?

This cannot be, and is not, guaranteed. The current management approach across the Great Ouse Fens is to sustain infrastructure standards of service until a longer-term strategic plan is developed. It should be noted that sustaining standards of service does not keep pace with the impacts of climate change on the standards of protection our infrastructure provides.

We are working with the Environment Agency as part of Fens 2100+. This is a £9.8m programme to develop a Fens-wide flood resilience investment strategy that achieves long-term value for money and generates regional and national benefits. It's being developed with, and for, Flood Risk Management Authorities so they can plan for the next 20-25 years of flood risk management.

Nicola Oldfield
Chief Engineer, [Middle Level Commissioners](mailto:chiefofficers@middlelevel.gov.uk)
chiefofficers@middlelevel.gov.uk

1 May 2024

Upwell IDB

Cock Fen pumping station electrification.

Summary of transactions.

Public Works Loan Board

Loan drawn	£300,000.00	Deal date	17th February 2021
Standard interest	2.04%	Term	30 years
Total repayable	£402,586.39	Maturity date	19th February 2051
1/2 yearly repayments - £6,709.78			

Payments made:

	<u>Engineering Consultancy</u>	<u>Easement/ legal</u>	<u>E Rand & Co panels/ motors</u>	<u>UK Power Networks</u>	<u>Total</u>	<u>Loan balance</u>
						300,000.00
<u>2020/2021</u>	4,388.50	0.00	14,009.40	85,461.07	103,858.97	196,141.03
<u>2021/2022</u>	0.00	0.00	0.00	0.00	0.00	196,141.03
<u>2022/2023</u>	606.12	2,771.15	51,364.80	0.00	54,742.07	141,398.96
<u>2022/2023</u>	Smart Level telemetry installation				10,970.87	130,428.09
<u>2023/2024</u>	1,058.50	0.00	7,263.80	0.00	8,322.30	122,105.79
<u>2020/2024</u>	6,053.12	2,771.15	72,638.00	85,461.07	177,894.21	122,105.79

Upwell IDB work report January 2024 to May 2024 – Report of the Board's District Foreman

Drainworks

The 2024 drainworks programme will be as stated in the January report concentrating on the Bedlam Bridge and Christchurch side of the district while managing any other issues that may arise or that have been previously planned.

I will be mapping crops soon ready to draw up the plans for dredging whilst attempting to minimise excavator travelling and maximise dredging then issue notices to landowners for proposed works.

A new Fen Stock and pipework was installed at green lane on Bliss's farm in March due to sink holes caused by the existing pipework corroding away, a Fen Stock was installed as it provides better water management than the old dam board structure which was also corroding away.

Pumping Stations

Cock Fen - Both engines have been serviced over this period and both engines have had new batteries fitted, new temperature sensor was fitted to engine 2 along with a new starter motor. The vibration is concerning on engine 1 as it cracked one of the engine mounts which had to be repaired, the vibration seems to be coming from the gearbox or pump shaft and will be looked at soon.

Bedlam Bridge - Both pumps have been working well although there is an issue with pump one where the pump clock keeps going even though the pump has stopped (happens rarely but is being looked at). The weedscreen cleaner had some new switch gear fitted as it had failed.

Padgetts - The pump has been running fine with no issues since it had new contactors last year.

Upwell Fen - The pump and weedscreen cleaner are working fine but there is an ongoing issue with the outfall pipework which has a small leak and is being looked at being resolved shortly, the pipework was dug out further along to inspect the condition of it.

Nordelph - The pump is running well although there is still an issue with it knocking fuse breakers in the bungalow when it starts up since a new fuse board was fitted, an electrician has tested the bungalow and found no problem so it seems the new fuse board is sensitive to the power draw from the pump on start up.

Due to a recent health and safety inspection, I can no longer put the drain debris on the bridge so a barrow was purchased so I can clear it away as I do it but it just means it takes longer to do now.

Works Truck

The Ford Ranger has had a few more issues with a new starter motor and battery fitted in March, one of the rear springs snapped so was replaced with a used one that I kept from last year as it had 2 new ones fitted after one snapped previously.

Tractor and Flailmower

The Tractor and Flailmower was traded in at the start of April and currently waiting for the new one to arrive at time of writing.

Summary

Since the January meeting we had quite a lot more rainfall making it one of the wettest years in the last 24 years I can look back on, the pumps have all done considerably more hours than an average year but the drains all coped well although there was a lot of time clearing culverts due to the fast-moving water washing debris to pipes causing them to restrict flow and dam up on occasions.

All pumps are currently turned off with water backing up for the summer with levels monitored regularly.

If anyone has any questions or queries, please don't hesitate to contact me or I will be happy to answer questions at the meeting.

Carl Nunn

UPWELL INTERNAL DRAINAGE BOARD

Pumping undertaken during the year

	Total No. of Hours to date	Hours run in 2023/24	Hours run in 2022/23
Cock Fen			
No.1 Perkins	3215	511	83
No.2 Perkins	4561	1145	28
Weedscreen	2186	1387	143
Upwell Fen	1745	707	90
Weedscreen	362	78	97
Nordelph	4836	336	62
Bedlam Bridge			
No.1 Old Electric	2190*	293	54
No.2 New Electric	5465	826	63
Weedscreen	2009	231	26
Padgetts Corner	3148	933	74

***Pump 1 clock continued running with pump stopped over a few days for approximately 40 hours**

Oil Stocks on the 31st March 2024 were: -

Cock Fen	-	5600 litres of Diesel Oil	10 litres of Engine Oil
Nordelph	-	800 litres of Diesel Oil	0 litres of Engine Oil 40 litres of Hydraulic Oil

Plant and vehicle

The New Holland tractor has worked **628** hrs during the year and to date has worked a total of **4052** hrs.

The Board's Ford Ranger Pick Up truck was purchased second hand in September 2022 and to date has a mileage of **91021**.

Carl Nunn

Provided by the Middle Level Commissioners		Item No:	11
Meeting:	UPWELL INTERNAL DRAINAGE BOARD	Subject:	GOVERNANCE
Date:	Friday 31 st May 2024	Officer Responsible:	Paul Burrows

RECOMMENDATIONS

The Board is asked to:

- A. Review and approve the Financial Regulations & Financial Code.
- B. Advise on any changes they wish to make to insured values.
- C. 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.
- D. Exercise of Public Rights
- E. Consideration of potential litigation, liabilities, commitments
- G. 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 is asked to act on the advice of the Auditor within its decision making.

2. Risk Assessment and Insured Values

- 2.1 The insured values for the Board's assets are detailed below:

UPWELL IDB INSURED VALUE OF FIXED ASSETS

PUMPING STATIONS & BUNGALOW

	As At 1st April 2024
Cock Fen Pumping Station	1,278,800.00
Padgetts Corner Pumping Station	294,400.00
Bedlam Bridge Pumping Station	1,048,800.00
Upwell Fen Pumping Station	675,625.00
Nordelph Pumping Station	784,875.00
	4,082,500.00
Nordelph Bungalow	130,000.00
	4,212,500.00

3. Financial Regulations & Code

- 3.1 To review and approve the Financial Regulations & Financial Code and to confirm the next review period (Appendix 1)

4. Annual Governance Statement:

- 4.1 To review and complete the Annual Governance Statement for the year ended 31st March 2024. (Appendix 2)

5. Exercise of Public Rights

- 5.1 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.
- 5.2 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.

- 5.3 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.
- 5.4 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.

6. Consideration of potential litigation, liabilities, commitments:

- 6.1 The clerk to report.

Author Name: Paul Burrows

Role: Clerk

Appendix 1 Financial Regulations & Financial Code
Appendix 2 Annual Governance Statement 2024

UPWELL INTERNAL DRAINAGE BOARD**Financial Regulations****INDEX**

<u>Section</u>	<u>Page</u>
A INTRODUCTION	1
B CONTRACTS	1
C RESPONSIBILITY OF OFFICERS	2
D ESTIMATES	2
E BANKING	2
F INCOME	2
G PURCHASES OF GOODS AND SERVICES	3
H EMPLOYEES	4
I STORES	4
J ASSETS	4
K AUDIT	5
L FRAUD OR OTHER IRREGULARITIES	5
M WRITE OFFS	6
N SALARIES, WAGES AND PENSIONS	6
O BOARD EMPLOYEES ETC	6
P MEMBERS AND EMPLOYEES ALLOWANCES	7
Q INSURANCES	7
R SECURITY	8
S PROTECTION OF PRIVATE PROPERTY	8
T REVIEW	9

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 Upwell 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.
4. 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.

UPWELL INTERNAL DRAINAGE BOARD

FINANCIAL CODE

SECTION		Page
A	SUMMARY	2
B	SCHEME OF BUDGET DELEGATION	2
C	MANAGING BUDGETS & REPORTING	3
D	PURCHASING GOODS & SERVICES	4
E	BANK MANDATE & INVESTMENTS	6
F	INVESTMENTS AND LOANS STRATEGY	6
G	COLLECTING MONEY	7
H	SUNDRY DEBTORS	7
I	EMPLOYING/MANAGING STAFF	7
J	STOCK IN STORES/DELIVERED TO SITE	8
K	ASSET ACCOUNTING/MANAGEMENT	8
L	AUDIT	8
M	SALARIES AND WAGES	8
N	INSURANCES	9
O	SECURITY	9
P	REVIEW OF FINANCIAL CODE	9

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.
3. This Code shall be reviewed at the same time as the Financial Regulations.

Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

UPWELL 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 elections' 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:

DATE

and recorded as minute reference:

MINUTE REFERENCE

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

Chair

Clerk

SIGNATURE REQUIRED

SIGNATURE REQUIRED

ENTER URL: WWW.MIDDLELEVEL.GOV.UK PAGE ADDRESS

Provided by the Middle Level Commissioners		Item No:	12
Meeting:	UPWELL INTERNAL DRAINAGE BOARD	Subject:	FINANCE REPORT: LOOKING BACK
Date:	Friday 31 st May 2024	Officer Responsible:	Robert Hill/Sam Ablett
RECOMMENDATIONS The Board is asked to: A. Consider and approve the payments detailed within Appendix 1. B. Consider and approve the Annual Accounts & Finance Papers 2023/2024 within Appendix 2.			
Finance Officer's review and key messages For 2023/2024 the Board had estimated expenditure for the year of £254,091 and set a rate of 27.0p to raise this through agricultural drainage rates and Special Levies. The rate setting process was centred around the new electricity contract and the uncertainty of the impact of a significant rainfall event. As members will be aware 2023/2024 became an ongoing rainfall event. A budget monitoring exercise was carried out in January 2024 based on figures to December 2023 which at that point gave an indicative estimate that electricity costs could be in the region of the budget estimate of £47,800, with no supply accounts having been received from the supplier. Subsequently we had further significant rainfall in January and the wettest February on record. Accounts have now been received from the supplier to February 2024 and an estimate has been made for the month of March 2024 based on meter reads, giving a total cost of electricity for the year of £69,833. Repairs have been higher than budgeted, with additional service/repair costs to the tractor/mower and works truck. Figures for the year also include the security system installed at Cock fen pumping station - £4,341. Other areas of expenditure have been generally in-line with budget provisions. Over-all this gives a decrease in the Boards General Fund of £34,647 to a balance of £140,513 at 31st March 2024, the balance at 1st April 2023 being £175,160. This starting point is significantly lower than a recommended minimum of a year-in-hand and following reinstatement of the balances lost in 2023/2024 the Board must then look to restore balances to a minimum of a year-in-hand. These balances are reflected in the Boards financial statements and Annual Return which they are requested to review and approve.			

1. Payments for 2023/24

1.1 Payments are detailed within Appendix 1

2. Annual Accounts and Finance papers 2023/2024:

2.1 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 2

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

Appendix 1 Payments for 2023/24
Appendix 2 Annual Accounts & Finance Papers 2023/24

UPWELL INTERNAL DRAINAGE BOARDPayments 2023/2024 (1st April 2023 to 31st March 2024)

Middle Level Commissioners - Repairs to automatic weedscreen cleaning equipment and corroded floor plates (Cock Fen pumping station)	3,063.18
Middle Level Commissioners - Court costs - liability orders	1.00
Middle Level Commissioners - Telemetry charges up to termination of contract (Account from Vodafone)	255.50
Middle Level Commissioners - Fees (Production of Board report, planning and development applications)	1,824.23
Middle Level Commissioners - Legal fees in connection with deed of easement for Cock Fen pumping station - (Account from Fraser Dawbarns)	550.80
Middle Level Commissioners - Professional fees in connection with deed of easement for Cock Fen pumping station - (Account from Dalcour Maclaren Ltd)	2,774.58
Middle Level Commissioners - Mobile charges - Cock Fen p/s security (Account from Anglia Farmers)	94.04
Middle Level Commissioners - Supply of diesel for MK15 YAY (Account from Allstar)	616.44
Middle Level Commissioners - IDB Health & Safety Re-charge 2022-2023 (Account from COPE Safety Management)	628.80
Middle Level Commissioners - Administration charge, postages, telephone charges, stationery and travelling	13,028.88
Middle Level Commissioners - Installation of telemetry at pumping stations (net of 50% grant-in-aid)	15,359.22
Middle Level Commissioners - Refund of insurance premium - AU14 UTS	-168.00
Fen Group - Drain maintenance	120.00
LW Vehicle Services Limited - Supply and fit both rear leaf springs to MK15 YAY	634.79
Public Works Loan Board - Loan repayment	8,449.00
Environment Agency - Precept	29,378.93
Carl Nunn - Fuel for hire truck	60.00
Ernest Doe & Sons Ltd - 2 litre of synthetic oil	37.51
EE - Mobile telephone charges	33.56
EE - Mobile telephone charges	19.56
Richard Askew Supplies Ltd - Combination padlock and pair of dealer boots	168.56
EE - Mobile telephone charges	19.56
Hyperion Security Specialists - Deposit on security alarm system at Cock Fen pumping station	2,469.66
Ernest Doe & Sons Ltd - 24 T flails, bearings and adaptor sleeve	405.74
A J Farnham - Repairs to sink hole at Nordelph pumping station	396.00
Richard Askew Supplies Ltd - 2 x flexiseal 100mm - 115mm drain couple and nitrile gloves	39.67
Ernest Doe & Sons Ltd - Shaft seal and hydraulic filters	77.62
Middle Level Commissioners - Supply of diesel for MK15 YAY (Account from Allstar)	353.86
Middle Level Commissioners - Supply of roundup and posts	288.80
EE - Mobile telephone charges	19.56
Ernest Doe & Sons Ltd - 20 litres of Mastergold oil	101.40
Watson Fuels - Supply of 3,773 litres of gas oil	3,133.10
Fenland Fire Appliance LLP - Servicing of fire extinguishers	124.14
L R Boon & Sons Ltd - Chequer plate	372.00
Public Works Loan Board - Loan repayment	6,709.78
Hyperion Security Specialists - Balance payable on security alarm system at Cock Fen pumping station	2,739.66
EE - Mobile telephone charges	19.56
Middle Level Commissioners - Supply of diesel for MK15 YAY (Account from Allstar)	340.40
The Lamb & Flag - Expenses in connection with Board meeting	500.00
The Lamb & Flag - Expenses in connection with Board meeting	282.60
Ernest Doe & Sons Ltd - Bolts and lh axle bracket	1,013.95
Ernest Doe & Sons Ltd - 200 litres of Adblue	239.94
Ernest Doe & Sons Ltd - 3,600 hour service of tractor - Reg. no. AE67 BXX	2,410.82

Ernest Doe & Sons Ltd - Replacement of axle casting on tractor - Reg. no. AE67 BXX	3,226.85
LW Vehicle Services Limited - MOT and service to MK15 YAY	382.65
Richard Askew Supplies Ltd - 12 lithium complex cartridges and nitrile gloves	68.93
EE - Mobile telephone charges	19.56
PKF Littlejohn LLP - Audit fee (2022-2023 accounts)	756.00
Middle Level Commissioners - Fees (Production of Board report, work in connection with the electrification of Cock Fen pumping station, planning and development applications)	2,302.50
Middle Level Commissioners - Internal audit fees (Whiting & Partners, 2022-2023 accounts)	1,596.00
Middle Level Commissioners - Administration charge, postages and telephone charges	12,435.92
Middle Level Commissioners - Pumping station maintenance	1,148.38
Russell Fowler - Drain maintenance and flail mowing	8,538.00
EE - Mobile telephone charges	19.56
Public Works Loan Board - Loan repayment	3,629.41
Public Works Loan Board - Loan repayment	4,819.59
Russell Fowler - Drain maintenance and flail mowing	8,078.40
Watson Fuels - Supply of 4,067 litres of gas oil	3,997.04
LW Vehicle Services Limited - Supply and fit DPF particulate filter and exhaust sensors to MK15 YAY	1,571.81
Middle Level Commissioners - Renewal of insurances	3,953.36
Middle Level Commissioners - Road tax for MK15 YAY	320.00
Middle Level Commissioners - Supply order books (Account from D J Richards)	48.29
Middle Level Commissioners - Supply of diesel for MK15 YAY (Account from Allstar)	100.28
Middle Level Commissioners - Supply of diesel for MK15 YAY (Account from Allstar)	219.56
Richard Askew Supplies Ltd - Nitrile gloves, 205 litres of Adblue and sealant	230.90
Environment Agency - Precept	29,378.92
EE - Mobile telephone charges	19.56
D J & A Lunn Ltd - Drainage pipes	330.00
LW Vehicle Services Limited - Supply and fit new temperature sensor and repair gear lever mechanism to MK15 YAY	275.41
Middle Level Commissioners - Fees (Correspondence with Chairman concerning ownership of field no. 748, site meeting in connection with Cock Fen electrification, planning and development applications)	637.50
EE - Mobile telephone charges	19.56
Hyperion Security Specialists - Annual SIM charge for security alarm system at Cock Fen pumping station and SIM charge for EE SIM card for 4g router	192.00
Russell Fowler - Drain maintenance and flail mowing	693.60
EE - Mobile telephone charges	19.56
Public Works Loan Board - Loan repayment	6,709.78
Richard Askew Supplies Ltd - Oil filters, fuel filters, head torch, AAA batteries, rain gauge	129.73
Richard Askew Supplies Ltd - 40 litres of oil & fuel, LED floodlight bulb, LED security light bulb and hydraulic hose assembly	337.82
Association of Drainage Authorities - Subscription 2024	1,170.00
EE - Mobile telephone charges	19.56
K Goodger - Reimbursement of meeting expenses	95.70
Fen Group - Drain maintenance	5,177.76
Middle Level Commissioners - Retention on motors and control panel - Cock Fen pumping station (Account from E Rand)	8,716.56
Middle Level Commissioners - Repairs to pump panel at Padgetts Corner pumping station	1,278.76
Middle Level Commissioners - Repairs to automatic weedscreen cleaning equipment and pump frame (Cock Fen pumping station)	591.28
Middle Level Commissioners - Supply of diesel for MK15 YAY and rodent bait, together with personnel safety lone workers course	974.29
Middle Level Commissioners - Environmental Officer Contribution	690.00
Middle Level Commissioners - Fees (Production of Board report, planning and development applications)	1,111.68
Russell Fowler - Drain maintenance and flail mowing	664.80

Information Commissioner - Data Protection Registration renewal	40.00
King's Lynn Auto Electrical Ltd - Supply of starter motor	192.00
Richard Askew Supplies Ltd - Twin wheel barrow, 5 litres of Synto gear oil, 25 litres of HD EP85/140 gear oil, silicon sealer, gloves and oil suction gun	335.28
EE - Mobile telephone charges	19.56
P Clabon - District Officer's Fee for 2023-2024	2,421.00
Anglia Farmers Ltd - Electricity supply (Bedlam Bridge pumping station)	3,177.60
Anglian Farmers Ltd - Electricity supply (Cock Fen pumping station)	262.21
Anglian Farmers Ltd - Electricity supply (Nordelph pumping station)	(3,678.12)
Anglian Farmers Ltd - Electricity supply (Padgetts Corner pumping station)	1,146.54
Anglian Farmers Ltd - Electricity supply (Upwell Fen pumping station)	(5,680.25)
Corona Energy - Electricity supply (Bedlam Bridge pumping station)	3,481.30
Corona Energy - Electricity supply (Cock Fen pumping station)	540.88
Corona Energy - Electricity supply (Nordelph pumping station)	4,176.83
Corona Energy - Electricity supply (Padgetts Corner pumping station)	583.87
Corona Energy - Electricity supply (Upwell Fen pumping station)	5,188.21
Anglian Farmers Ltd - Gas oil	29,122.85
District Labour	40,179.42
	<u>297,194.40</u>

(NB - Amounts shown include Value Added Tax)

Appendix 2

UPWELL INTERNAL DRAINAGE BOARD ACCOUNTS FOR THE YEAR ENDED 31st MARCH 2024

2024			2023		
Mar-31			Mar-31		
			2024		
			Mar-31		
GENERAL FUND					
Expenditure during the year			Balance brought forward		175,159.96
Precept		42,852.85			
Insurances, telephones etc	4,088.21		Rate income & Special levies		253,978.40
Repairs & Renewals (Mechanical)	20,373.68		Interest on Deposit Accounts		1,960.00
Fuel	99,832.71		Private works		635.35
Drainworks	24,094.12		Development Charges Account		1,770.00
Contractors charges	4,842.00		Consents		150.00
District Labour	41,127.11				0.00
Administration charge, Audit fee, printing, stationery, advertising etc	25,712.59	220,070.42	Asset Replacement Fund		
Asset Replacement Fund			Depreciation (Plant)	15,090.44	
- Raised in year		0.00	Cock Fen p/s electrification	8,322.30	23,412.74
Loan Repayments:			Write back of provisions		100.00
Principal	18,256.98				
Interest	12,060.58	30,317.56			
<u>Scheme costs</u>					
Cock Fen pumping station - Electrification		8,322.30			
Depreciation charge					
Heavy Plant	15,090.44				
Light Plant	0.00	15,090.44			
Balance carried forward		140,512.88			
		<u>457,166.45</u>			<u>457,166.45</u>
BALANCE SHEET					
<u>Capital Section</u>			<u>Assets</u>		
<u>Liabilities</u>			Pumping Stations	3,304,000.00	
Capital Provisions	2,948,288.49		Nordelph Pumping Station-Bungalow	110,000.00	
Public Works Loan (Outstanding)	465,711.51		Heavy Plant	8,161.25	
			Light Plant	7.00	
			Small Tool & Equipment	2.00	
			Oils & Greases	7,177.51	
		<u>3,414,000.00</u>			3,429,347.76
<u>Revenue Section</u>			<u>Assets</u>		
General Fund			Ratepayers Account - Arrears	7,847.15	
- Revenue balance	140,512.88		Value added Tax - Refunds due	16,884.91	
- Asset Fund (plant)	29,212.10		Sundry Debtors	1,013.27	
- Asset Fund (capital)	122,105.79	291,830.77	Private Works Account	0.00	
Sundry Creditors		101,607.54	Debtors - Old Croft River Account	0.00	
Development Charges Account		33,567.50	Balance in hand -		
			Barclays -Treasurer's Account	100,065.07	
			Barclays -Business premium Account	130,010.53	
			Barclays -Treasury deposit Account	150,000.00	
			National Savings - Treasurer's Account	5,837.12	385,912.72
		<u>3,841,005.81</u>			<u>3,841,005.81</u>

Upwell Internal Drainage Board

Summary of Bank Reconciliations as at 31st March 2024

Barclays - Treasurers Account 2023/2024

1st April 2023		31st March 2024	
Balance brought forward	357,311.30	Payments made during the year	297,194.40
		Rates payments returned	260.19
31st March 2024			<u>297,454.59</u>
Receipts during the year			
Clerk's collection account	316,042.24		
Interest on deposit accounts	<u>4,176.65</u>	Balance carried forward	380,075.60
	<u>677,530.19</u>		<u>677,530.19</u>

National Savings - Treasurers Account 2023/2024

1st April 2023		31st March 2024	
Balance brought forward	5,831.62	Payments made during the year	0.00
31st March 2024			
Interest on deposit accounts	5.50	Balance carried forward	5,837.12
	<u>5,837.12</u>		<u>5,837.12</u>

Barclays Bank PLC

Current Account

Balance per Statement as at 31st March 2024	100,065.07
Less unpresented cheques	0.00
Add outstanding lodgements	0.00
Balance per Trial Balance	<u>100,065.07</u>

Cash balances as at 31st March 2024

Barclays Bank PLC

Current Account	100,065.07
Business Premium Account	130,010.53
Treasury Deposit Account	150,000.00

National Savings

Investment Account per passbook	5,837.12
---------------------------------	----------

<u>Total reconciled cash balances per accounts</u>	<u>385,912.72</u>
--	-------------------

Upwell IDB**Reconciliation between statement of accounts and Annual Return****Financial year ended 31st March 2024****Annual
Return**

Line 1	Balances brought forward		
	General Fund	245,427.60	
	Development charges account	34,202.52	
	Asset replacement fund	79,268.39	
		358,898.51	358,899
Line 2	Rates and Special Levies		
	Agricultural rates	192,204.90	
	Special Levies	61,886.00	
	Penalty	0.00	
	Costs	25.00	
	Write-off	-137.50	
		253,978.40	253,978
Line 3	Total other receipts		
	Interest		
	General fund	1,960.00	
	Development charges account	382.76	
	Asset replacement fund	1,933.91	
	Private works	635.35	
	Consent applications	150.00	
	Recoverable Costs	0.00	
	Grant in Aid	0.00	
	Contribution to Old Croft	0.00	
	Discharge contributions	0.00	
	Write Back of Provision	852.22	
	Sale of Assets	0.00	
	Public Works Loan - Loan Advance	0.00	
		5,914.24	5,914
Line 4	Staff costs		
	Wages/salaries	35,704.87	
	National insurance contributions	4,213.92	
	Pension costs	1,208.32	
	Travelling expenses	0.00	
		41,127.11	41,127
Line 5	Loan repayments		
	PWLB - Principal	18,256.98	
	PWLB - Interest	12,060.58	
		30,317.56	30,318

Upwell IDB**Reconciliation between statement of accounts and Annual Return****Financial year ended 31st March 2024**

<u>Line 6</u>	All other payments		
	Precept	42,852.85	
	Rates, insurances, telephones	4,088.21	
	Repairs and renewals	20,373.68	
	Fuel	99,832.71	
	Drainworks	24,094.12	
	Administration	25,712.59	
	Development charges fees	0.00	
	Contractors charges	4,842.00	
	Improvements	8,322.30	
	Purchase of Asset	0.00	
		230,118.46	230,118

<u>Line 7</u>	Balances carried forward		
	General Fund	225,870.96	
	Development charges account	33,567.50	
	Asset replacement fund	57,789.56	
		317,228.02	317,228

Reconciliation

Line 1 + Line 2 + Line 3 - Line 4 - Line 5 - Line 6	317,228.02
	0.00

Reconciliation to Accounts

Balances carried forward per Annual Return - As above	317,228.02
---	------------

Add Back:-

Adjustments for Prior Years	23,260.69	
Depreciation	-15,090.44	
		8,170.25

Balances carried forward per Accounts

General Fund	140,512.88	
Development charges account	33,567.50	
Asset replacement fund - Plant	29,212.10	
Asset replacement fund - Capital	122,105.79	
		325,398.27

Section 2 – Accounting Statements 2023/24 for

UPWELL INTERNAL DRAINAGE BOARD

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	404,696	358,899	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	216,547	253,978	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	28,744	5,914	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	35,778	41,127	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	30,318	30,318	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	224,992	230,118	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	358,899	317,228	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	363,143	385,913	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	3,540,347	3,540,347	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	483,968	465,712	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

19/04/2024

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

DATE/TIME

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

Provided by the Middle Level Commissioners		Item No:	13
Meeting:	UPWELL INTERNAL DRAINAGE BOARD	Subject:	FINANCE REPORT: LOOKING FORWARD
Date:	Friday 31 st May 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. Review & approve Determination of land for rating purposes, Rate arrears & Contributions from Developers (Confidential papers) D. Note the Precept to the Environment Agency E. Review & Approve Rating Estimates for 2024/2025 F. Consider & approve the Agricultural Drainage Rates and Special Levy requirements for 2024/2025			
Finance Officer’s summary and key messages For the rating estimates for 2024/2025 standard provisions have been made for general expenditure with specific items included where known. Standard figures have been reviewed and approved by the chairman and vice-chairman. Estimates for pumping costs are as problematical as last year in that we need to factor in an ‘average’ pumping year, taking-into-account the impact of climate change. Further, we will have a new electricity supply contract from October 2024 with no current indications of possible unit costs. The provision is therefore an estimate of pumping volumes at an estimate of possible new contract rates. Members should therefore consider if they think the provision is reasonable when setting the rate. The engineer has identified some works likely to be required during the year: Cock Fen pumping station: Gear box overhaul - £5,000 Upwell Fen pumping station: Repairs to discharge pipework - £5,000 Please note since the drafting of this budget proposal the engineer has carried out further investigative works at Upwell fen pumping station and the costs of works required are likely to be significantly in excess of those shown above. The engineer will appraise these works within the engineers report together with updated budget costings. Members will need to take these into account when setting the rate for 2024/2025. It is proposed to utilise £5,000 from the capital loans balance for the works at Cock Fen pumping station and £5,000 from the Asset Account for the works at Upwell Fen pumping station. Members should note that if works in excess of these figures are required there are not sufficient balances to fund these and additional monies will need to be raised through the rates and Special Levies. During the year the Board approved to replace the tractor and flail mower combination and although at that time the full impact of the winter pumping was not known it may have been more prudent, in view of the Board already reduced balances to have postpone this decision for a further year. Going forward sufficient provisions will need to be maintained within the annual rate budget to finance these and subsequent purchases. The budget proposal includes for the recovery of balances depleted during winter 2023/2024 pumping to the years starting position of £175,160, this starting point is significantly lower than a recommended minimum of a year-in-hand and following reinstatement of the balances lost in 2023/2024 the Board must then look to restore balances to a minimum of a year-in-hand through future years rates. Members should also consider likely future capital investment requirements at the pumping stations.			

1. Fees, Remunerations and Subscriptions

1.1 Consider the District Labour fees for the Board's employees

1.2 Consider the District Officer's fees

1.3 Consider charge for hire of plant when engaged on private work for 2025:

The present charges are:-

Flail mower

Present charge - £45 per hour (inclusive of operator's wages etc)

(NB – Travelling time being charged in addition to working time.)

2. Determination of land for rating purposes & rate arrears – Confidential papers

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

**Enclosure 1 Determination of Land Values for Rating (CONFIDENTIAL PAPERS)
Rate Arrears (CONFIDENTIAL PAPERS)**

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

Appendix 1

UPWELL INTERNAL DRAINAGE BOARD

BUDGET 2024/2025

	Approved budget 2023/2024 £	Actual 2023/2024 £	Budget 2024/2025 £	Remarks	
				A Service/repair tractor-mower	6,262
				Serevice/repair works truck	2,167
1 District labour	41,000	41,127	45,500		
2 Insurances and telephones	5,000	4,088	4,750	B - Includes for contractor hire: slubbing	20,000
3 Repairs and renewals	10,000	20,374 ^A	10,000	C - Includes for contractor hire: slubbing	14,979
4 General maintenance	28,500 ^B	24,094 ^C	28,500 ^D	D - Includes for contractor hire: slubbing	20,000
5 Fuel (oil and electricity)	47,800	99,833 ^E	66,750 ^F	E - Includes accounts to February, estimated for March	
6 District Officers' fees etc	5,000	4,842	5,200	F - Provision based on increased annual pumped volume and estimate for new contract rates from October 2024	
7 Administration charge, Health and, Safety contract, Audit fee, printing, stationery, advertising etc	26,175	25,713	27,275	G - Funding for plant replacement strategy	
8 Plant Replacement funding	14,116 ^G	0 ^G	19,375 ^G	H - Environment Agency charge	60,521
9 Public Works Loan	30,318	30,318	30,318	Middle Level contribution	16,383
10 Environment Agency - Precept	42,853	42,853	44,138 ^H	I - Asset replacement fund (Annual Depreciation)	44,138
11 Tractor / Flail mower replacement	15,100 ^I	15,090 ^I	22,325 ^I	J - Cock Fen p/s electrification	
12 Improvement works	145,000 ^J	8,322 ^J	10,000 ^K	Cock Fen electrification on hold - engineer to update	
13 Reinstatement of balances	0	0	34,647 ^L	K - Cock Fen p/s - gear box overhaul	5,000
	410,862	316,654	348,777	Upwell Fen p/s - Discharge pipework repairs	5,000
LESS Deposit Accounts interest, Fishery Rent etc	156,771	28,028 ^M	35,631 ^N	L - Provision for reinstaement of balances reduced by winter 23/24 pumping (not to a 'year-in-hand')	
	254,091	288,625	313,146	M - Includes:	
				Asset replacement fund (Depreciation)	15,090
				Loan funding - Cock Fen p/s electrification	8,322
				N - Includes:	
				Asset replacement fund (Depreciation)	22,325
				Loan funding - Cock Fen p/s gear box overhaul	5,000
				Asset fund - Upwell Fen p/s discharge pipe repairs	5,000
Estimated General Fund:					
Open balance at 01.04.2024	175,160	175,160	140,513		
Rates Raised - 27.00p	254,091	253,978	313,146		
Net Expenditure	254,091	288,625	313,146		
Balances	0	0	34,647		
(Estimated) Closing balance	175,160	140,513	175,160		

Upwell Internal Drainage BoardRate and levy requirements

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

- a) Proportion to be borne by the Agricultural Sector – 75.55%
- b) Proportion to be borne by Special levies issued to Councils:-

Borough of Kings Lynn & Norfolk –	14.74%
Fenland District Council –	<u>9.71%</u>
	24.45%

The product of a rate of 1p in the £ on Agricultural land and buildings is £7,115.

In 2024/2025 a rate of 1p together with corresponding Special levies would raise £9,418

Revenue balance in hand on 31st March 2024 - £140,513

The estimated net expenditure of £313,146 in 2024/2025, which includes provision for funding for future capital/plant replacement funding is equivalent to:-

- a) a rate in the £ on Agricultural land and buildings of 33.25p
- b) a Special levy on the Borough Council of Kings Lynn and West Norfolk of £46,144 and
- c) a Special levy on Fenland District Council of £30,420

In 2023/2024 a rate of 27.00p in the £ was raised together with a Special levy of £24,702 on Fenland District Council and £37,184 on Borough Council of Kings Lynn & West Norfolk.

Members should consider future capital investment and cash flow requirements when setting the rate.

P BURROWS

Clerk to the Board

May 2024