WARBOYS, SOMERSHAM & PIDLEY INTERNAL DRAINAGE BOARD

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Administered by:

29th May 2024

Dear Board Members

Upcoming meeting of the Board
Thursday 6th June 2024

Please find overleaf the agenda for the meeting of the Board to be hosted at the Lakeside Lodge, Pidley PE28 3DF at 5.30pm on Thursday 6th June 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

WARBOYS, SOMERSHAM & PIDLEY INTERNAL DRAINAGE BOARD

Thursday 6th June 2024 – 5.30pm

Lakeside Lodge, Pidley PE28 3DF

Agenda:

Item No	*Topic*	*Format*	*Lead*
1	Welcome & apologies	Verbal	Chair
2	Declarations of Interest	Verbal	Chair
3	Minutes of last meetings and matters arising • Puddock Bungalow agreement • Persimmon Homes byelaw • Review of Barletts agreements • Pocket Park Agreements	Pages 3 - 18	Chair/Clerk
4	Constitution & Membership • Attendance • Vacancies & appointments • Composition and amalgamations • Training	Pages 19 - 21	Clerk
5	Clerk's Report	Pages 22 - 25	Clerk
6	Environment Officer's Report	To follow/at meeting	Clerk
7	Consulting Engineer's Reports, including: • Capital Programme & FCRM Grant-In-Aid	Pages 26 - 37	Clerk or Engineer
8	Health & Safety	Pages 38 - 44	Chair
9	District Officer's Report	Verbal	DO
10	Governance • Risk Management Assessment/Strategy • Finance Regulations & Financial Code • Review of internal controls • Exercise of Public Rights • Consideration of potential litigation, liabilities, commitments • Annual Governance Statement	Pages 45 - 47 Pages 48 - 49 Pages 50 - 67 Page 68	Clerk
11	Finance Report: looking back • Finance officer's review • Budgeting • Payments 2023/2024 • Highland Water Contributions • Annual Accounts and Finance papers 2023/2024 • Annual Return 2023/2024	Pages 69 - 70 Page 71 Pages 72 - 73 Pages 74 - 78 Page 79	Clerk
12	Finance Report: looking forward • Finance Officer's summary • Fees, remuneration and subscriptions • Rate arrears Confidential papers • Precept to the Environment Agency • Rating Estimates for 2024/2025 • Agricultural Drainage Rates and Special Levy requirements or 2024/2025	Pages 80 - 81 Pages 82 - 83 Pages 84	Clerk
13	Date of Next Meeting	Verbal	Chair
14	Any other business	Verbal	Chair

Warboys, Somersham & Pidley IDB

At an Inspection and Meeting of the Warboys, Somersham & Pidley IDB
hosted at Lakeside Lodge, Pidley at 2.00pm on Thursday 30th November 2023

PRESENT

C Leadbetter (Chairman)	D England	Ms L Munns
D Brown (Vice-Chair)	M England	T Noble
J Armstrong	D Fabb	J Short
J Carney	J German	Rupert Waters
D Cornwell– not at inspection	I Johnson	H Whittome
S Edgley	S Johnson	S Whittome
D Edwards – not at inspection	Ms C Lowe	

Mr Paul Burrows (Clerk), Mr Dave Bantoft (M&E Engineer) and Mr Graham Moore (Planning Engineer) were also in attendance

Apologies for absence

Apologies were received from James Carney and Richard Wilmer (District Officer)

B.1892 Inspection

Members that attended the inspection are as above with the exception of D Cornwell & D Edwards.

The Board travelled to two locations for their inspection.

At Washways Pumping Station, the Vice Chair highlighted the issues with over-heating during Storm Babet and Mr I Johnson outlined the current trial using a siphon.

The trial is intended to save electricity during the irrigation season by transferring water from downstream of the station to upstream in lieu of addressing the seized valve within the station that would ordinarily perform this function.

The Vice Chair referred to the unknown integrity of the piling downstream of the pumping station and the potential risk by transferring water. Mr D Bantoft outlined the importance of the catchment study in terms of addressing the pumping station and its seized valve as well as inspecting the below water structural integrity of the piling within the downstream channel.

RESOLVED

The Board approved expenditure of up to £3,000 for the trial.

At the Womb Farm/Abbot Walk Persimmon Homes development site abutting Fillenham's drain, the Board met Mr Simon Ireland, Persimmon Homes' engineering lead for the site to review the latest plans for the site and how concerns regarding encroachment within the Board's 9m Byelaw easement are being addressed.

Mr Ireland outlined that the design will be a consistent gradient berm similar to the opposite bank with a slight slope rather than being flat. The elevation will vary along the site as it does now. The bank would be moved drainwards in locations to keep development clear of the 9m byelaw easement. Upon questions from various members, he also outlined:

- The land between the properties and drain will be public land owned by Persimmon Homes and managed by an in-house management company. There will be knee-rail fencing to keep cars away from the public area.

- Access for IDB machinery will be as per existing arrangements, with some new access available via the adoptable roadway within the development. No access is available from the private drives that are part of the development.
  - Footings and foundations are buried and work can commence once the Board's consent is received.
  - There will be no drainage assets, eg manholes, within the 9m and no change to the current engineered section of drain.
- There will be no works within 3m of channel as per environmental advice and to manage Persimmon's health and safety risks.
- It may be the middle of 2024 before homes are starting to be built on the estate closest to the drain.
- Board access will be allowed during construction but with a sign-in arrangement.
- Persimmon happy to include information that the Board may produce within new home-owners welcome packs.
- In terms of stability of reprofiled bank for heavy machinery, it is felt the design is an improvement on the existing and no steeper than the current bank.
- Slubbed material can still be deposited within the 9m and alternatives could be considered with the management company.

The Board deferred resolutions on the above until later in the Meeting (See Consulting Engineer's report section)

B.1893 Declarations of Interest

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

The Chairman declared an interest in item 3.1 within the Consulting Engineer's report, the Somersham Pocket Park.

Mr S Whittome and Mr H Whittome declared an interest in matters relating to the Middle Level Commissioners.

B.1894 Confirmation of Minutes

RESOLVED

That the Minutes of the Board held on 8th June 2023 are recorded correctly and that they be confirmed and signed.

B.1895 Matters arising from the minutes.

None raised

B.1896 Constitution & Membership

Mr Burrows reported that during his 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. He 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.

He advised that having attended several Board meetings during the past year, it was evident that some Boards did not have as good attendance as others and were struggling in term of membership and governance. He 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 that those Boards that were struggling it may trigger conversations around whether they needed to consider amalgamating with neighbouring Boards.

The Clerk reported that the agenda item would also encourage Members to think about training they may need to assist them with the important role they undertook on behalf of the Board and to consider whether there was any additional training they would like or required that wasn't facilitated through the ADA videos, that had been provided in the past. He added that if this was the case a conversation could be had as to whether the Middle Level Commissioners could support Boards with that or whether it was something the Board could arrange themselves.

The Clerk outlined that the composition change approved by the Board at their last meeting had been submitted to the Environment Agency and that on behalf of the Board he would be seeking Anglian (Great Ouse) Regional Flood & Coastal Committee (RFCC) approval at their meeting in January 2024. This then triggers the Environment Agency engaging Defra and moving the process forward. In light of the Board's intention to reduce elected member numbers, the Board were asked to clarify whether the current vacancy would remain vacant to assist with the reduction.

The Chairman announced that he wishes to step down as Chair given his time commitments and proposed that the Vice Chairman would make a natural Chair.

RESOLVED

Not to fill the vacancy left by the retirement of The Lord de Ramsey.

Mr D Brown appointed as Chairman (to start after this meeting)

Mr T Noble appointed as Vice Chairman (to start after this meeting)

Middle Level Commissioners continue to be appointed as Clerk

That Mr I Johnson be added to the Finance Committee and existing members be reappointed.

That a 'Pump Committee' be set up including the Chairman, Vice Chair and Mr I Johnson.

B.1897 Governance

a) Review of Internal Controls

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

b) Risk Management Assessment

The Board considered and approved the Boards Risk Management policy.

c) IDB1

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

d) Exercise of Public Rights

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

B.1898 Clerks Report

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

Concerning the management of risk, the Clerk reported that he was looking to gain greater clarity by bringing in Key Health Indicators, which would allow and assist Boards to assess their strengths and weaknesses to help identify an manage risk.

Adding to the written report regarding Rating, the clerk added that it may be that Board's will need to also earmark and account for budget within rates to act as a contribution towards the development of any replacement software system.

RESOLVED

That the Chairman be part of the group assessing and determining the next electricity contract.

That the Board offer death in service insurance benefit to the new District Officer once appointed.

B.1899 Environment Officers Update

The Clerk 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– he informed Members that part of these works is to put Environmental/Conservation process and procedures in place, which will then subsequently provide benefit to all IDBs.

B.1900 Consulting Engineers' Reports, including CIP & FCRM Grant-in-Aid

The Board noted the contents of the report and focussed their discussions on the key items reported below.

Somersham Pocket Park (ref 333/22)

The Chairman, Mr C Leadbetter left the room due to his personal interests in this item.

Mr I Johnson, referring to the discussion at the last Board meeting, reported that he had now secured information from the Land Registry and provided copies of a 'Transfer of whole registered title(s)' document dated 31 December 2012 to members of the Board.

He read out the clauses relating to 'The Pump' which makes no mention of the Board and indicates sole responsibilities on Lafarge Aggregates Limited (now Tarmac) as Transferor and William Gosney Limited as Transferee. He recommended that all Board related work associated with the Somersham Pocket Park be paused whilst this new information is considered alongside any pre 2012 paperwork involving the Board.

Womb Farm/Abbot Walk Persimmon Homes development site, Chatteris

Reflecting on the morning's inspection, Members thanked Mr G Moore for his efforts in negotiating with Persimmon to address the main concerns of the Board. The Board suggested that they would need to have an enhanced and focussed maintenance programme as the housing is constructed and residents move in to set expectations as to the role of the channel, the berm and the Board.

The Board supported Mr G Moore in finalising and issuing the consent with the following aspects to be considered either within the consent or within follow-up arrangements with the management company.

- The suitability of the proposed fencing as a means to deter the public/residents from the drain edge and to dump rubbish/garden waste.

- The importance of the Board in keeping control over the berm, so it is maintained as a drainage berm along with the Board's environmental obligations rather than as an extension of a potential public grassed area.
- Consider some form of warranty arrangement in case of bank slippage due to Board's machinery

M&E

Mr D Bantoft referred Members to his report and added following a query from Mr D Cornwell that in terms of Puddock Pumping Station he advised there is no need for significant expense ahead of the findings of the proposed catchment study.

Mr H Whittome asked about level control at Washways PS and Mr Bantoft outlined the issues experienced with the current 'dead band' and that in his view there were non-expensive options to address by raising the sensor or defaulting to pumping in case of the 'dead band' being triggered.

Mr I Johnson asked about the opportunity to use diesel at Washways rather than electric given relative costs at the moment. Mr D Bantoft recommended not given the criticality of the diesel as back-up, reflecting that it is a difficult balance between stressing and losing resilience versus operational cost.

The Vice Chair thanked Mr B Bantoft and Mr A Lakey for their really helpful response during Storm Babet. Mr Bantoft was grateful for the feedback and highlighted that there was an element of luck within that response as with over 80 pumping stations to look after, whilst Washways will always be relatively high up the priority list, St Germans and Bevills' Leam are his highest priority.

RESOLVED

i) That the Commissioners noted and approved the Consulting Engineers Report
ii) That the Chair and Vice Chair work with MLC staff to scope the catchment study
iii) That all Board related work associated with Somersham Pocket Park be paused and a Committee be formed to include Chairman, Vice Chair, Mr I Johnson, Mr D Cornwell and the MLC Chief Engineer and empowered to determine any immediate actions required in order to bring clarity to the situation.
iv) In light of the good condition, take no mitigating action at the moment on Dents Diversion
v) Allocate up to £300 for a professional graphic designed leaflet targeted at future Abbot Walk residents outlining the Board's role.
vi) The Chair and Vice Chair with the MLC Chief Engineer to review and update the capital programme, adding the catchment study (noting a Board financial contribution may be needed) and subsequent potential works at Puddock PS.
vii) That the M&E Engineer develop and install a solution to the level control 'dead band' at Washways PS.

B.1901 Health & Safety

The Chairman reported that there had been no accidents or H&S issues to report.

B.1902 District officer report

The District Officer's report was noted and the Board discussed the impending departure of Richard Wilmer in January 2024. The Clerk highlighted that the MLC are not recruitment specialists, but have a job description that could be used and can advertise any vacancy on their website.

RESOLVED

That the Board strive to recruit and appoint a replacement District Officer.

The Board forms a Committee including the Chair, Vice Chair and Ms C Lowe to progress this matter.

The Clerk assess whether or not the District Officer's truck can be left at the MLC depot until the new employee is in place.

As a contingency and/or to assist with the new District Officer's induction, that the MLC Operations team arrange contractors for the Board's Autumn 2024 drain maintenance requirements and link with the Chair and Vice Chair to scope requirements.

B.1903 Finance – 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.1904 Finance – looking forward;

The Clerk reported that the main area for variance would be pumping costs, but currently there was no indication to vary the forecast from the approved budget.

RESOLVED

That the report be approved

That a fee of £150 per month be offered to Mr I Johnson for pump attendance whilst a replacement District Officer is being recruited.

That the determination recommended be adopted by the Board.

That the rate arrears be written off.

B.1905 Date & Time of next Meeting

Thursday 6th June, 17:30, Lakeside Lodge, Pidley

Warboys Somersham & Pidley Internal Drainage Board

Meeting of the finance committee – Thursday 23rd May 2024

Present:

D Brown – Chairman
T Noble – Vice-Chairman
D England
Daniel Fabb
Ian Johnson
Sam Johnson
H Whittome

Mr Robert Hill representing the clerk and Mr Dave Bantoft representing the consulting engineer attended the meeting.

Apologies received from:

James German

Mr Hill reported that Mr Mark England had confirmed that he wished to stand down as a member of the finance committee.
The chairman reported that he had discussed this matter with Mr England and other members of the finance committee and they had agreed to propose Mr Sam Johnson to be a member of the committee and ahead of the Board meeting had invited him to attend the meeting.
The chairman thanked members for attending today's meeting and welcomed Ian and Sam Johnson who were attending their first meeting of the committee.

Accounts for the year ended 31st March 2023

Mr Hill outlined the accounts for the year ended 31st March 2024. Concerning the income during the year, a rate of 27.00p was set, raising £224,285.47 and the calculated balance for the highland water contribution of £24,956.65 due from the Environment Agency had been received in the year.

The rate setting process was centred around the new electricity contract and the uncertainty of the impact of a significant rainfall event. As members were aware 2023/2024 became an ongoing rainfall event.

A budget monitoring exercise was carried out for the December 2023 board meeting which was based on figures to October 2023, with no invoices having been received from Corona energy. A further update was made based on figures to December 2023 which provisionally indicated pumping costs could be in-excess of £60,000 of the budgeted allowance. 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 £197,481.08.

A new heating system was installed at the Puddock pumping station bungalow at a cost of £8,799.06 with all other heads of expenditure balancing out to overall budget allowances.

In view of the increase in the rate for 2023/2024 the Board approved not to raise funding for the pump overhaul programme or future improvement works. The Boards policy previously to raise £10,000 per annum towards the pump overhaul programme and the equivalent of a 1.50p rate towards future improvement works.

Mr Hill reported that during the year, the Boards revenue balances, without any transfers for future works to the capital reserve account had decreased by £80,699.20 to £72,548.91, and the Board had a balance of £889.34 for the annual depreciation of the plant assets.
The Development charges account, after transferring the sum of £4,414.80 for engineering consultancy fees for further investigations concerning the Low-Level restoration was £361,385.74, the capital reserve fund was £124,955.38 and the Low-Level Restoration Fund £50,000.00.

The Committee gave consideration to the current balance within the Low-Level Restoration Fund.

The Committee reviewed the current balance in the Capital Reserve Fund (£124,955.28) and Mr Hill referred to the fund being for future refurbishment of pumping units and pumping stations, with current approximate costs for a pump overhaul were between £15,000 and £20,000 per unit and the Board had thirteen pumping units. Members agreed to retain balances for future works.

The finance committee approved to recommend to the Board:

i That no transfer to the Capital Reserve Account be made for 2023/2024.:

ii To retain the sum of £50,000 transferred from the development charges account to the low-level restoration scheme, and for this fund to be reviewed following the review of drainage arrangements for the scheme.

iii To approve the accounts.

Annual Governance Statement 2023/2024

Mr Hill referred to the current Practitioners' guide to proper practices to be applied in the preparation of statutory annual accounts and governance statements which had recently been updated, and to the additional documentation for Board members to review.

Members reviewed:

Budget monitoring

Internal Controls

Internal Auditor

Mr Hill reported that after tendering Whiting LLP had been appointed as internal auditor for a five-year period commencing 1st April 2023.

Risk Management Assessment

i) Consideration to the Board's Risk management policy

ii) The insured value of the Boards buildings.

RESOLVED
That the finance committee recommend that the revised risk management policy be approved and adopted by the Board.

Finance Regulations & Finance Code

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

RESOLVED

That the Finance Committee recommend to the Board that the current Finance regulations and Finance Code Policy be approved for a further year and the Clerk and Responsible Finance Officer be authorised to carry out a full review of both and report at next year's meeting.

Consideration of potential litigation, liabilities, commitments

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

RESOLVED.

That there are no such events that would have an adverse financial impact on the Board that would need to be included within the accounting statements for the financial year ended 31st March 2024.

Asset valuation/insurances

Mr Hill reminded members that they had previously approved for the engineer to revalue all pumping stations and when this was completed to then index link the valuations for insurance purposes. However, valuations are ever increasingly complex and the Middle Level do not have the required expertise currently to offer a service for valuation for insurance purposes and there were currently no relevant pumping station replacements that can be used as a guide. Mr Whittome reported that on another Board he was a member of the Board approved to value pumping stations at £1m per pumping unit within the structure. Members discussed options available pending the engineer being able to either carry out this function or a suitably qualified way in which to do so.

RESOLVED.
That the finance committee recommend to the Board:

That the insured valuations for pumping stations be uplifted by 30% and then index link the valuations annually.
That when the engineer is able to provide a suitably qualified method of valuation the Boards pumping stations are revalued for insurance purposes.

Exercise of Public Rights

Mr Hill referred to the publishing of the Notice of public rights and publication of unaudited annual return, statement of accounts, annual governance statement and the notice of conclusion of the audit and right to inspect the Annual Return.

Payment's year ended 31.03.2024.

The Chairman declared an interest in the payment made to himself for the refund of advertising costs for the District officer vacancy.
Mr Whittome declared an interest in the payments made to the Middle Level Commissioners as a member of the Middle Level Board.

Bank Reconciliation – Year ended 31.03.2024.

The finance committee approved the budget monitoring for the 2022/2023 financial year, the internal controls, the appointment of Whiting LLP as Internal auditor for a five-year period, risk management, insured value of properties, bank reconciliation and payments for the year ended 31st March 2024, and to recommend the Board to approve these reviews.

Members reviewed the Annual Governance Statement.
The finance committee approved to recommend to the Board that the Chairman be authorised to sign the Statement for 2023/2024 on behalf of the Board.

Determination of annual values – write-offs

Mr Hill referred to the schedule for determination of annual values for rating purposes.

The finance committee agreed to recommend the Board approved the rate write-off as proposed.

Private works

The meeting gave consideration to the current rates charged for private works using the Boards machinery. The Chairman considered there was likely to be little opportunity to carry out these works, but that the Board should have approved rates should any works be completed. Members considered that all rates should be increased by £10 per hour.

The finance committee approved to recommend to the Board:

i That all hourly rates for charges for hire of plant when engaged for private work should increase by £10 per hour to:

Doosan DX 140W excavator.

Increase to: £70.00 per hour inside the District
£75.00 per hour outside the District.

Flail mower

Increase to: £75.00 per hour inside the District
£80.00 per hour outside the District

Reviews and updates.

Access issues – Womb Farm development (Abbotts Walk, Chatteris)
The chairman reported that he had carried out site visits with Tom Noble and Ian Johnson where they had set out the Boards requirements which had been agreed with the developer. These conditions had been taken away by the consulting engineer to formalise the agreements.
The chairman confirmed that he would continue to monitor the situation.

Discharge channel new cut – performance deed
Mr Hill out-lined the position concerning the performance deed for the new cut as discussed at last year's meeting. The chairman confirmed that he had carried out site inspections and liaised with the Middle Level planning engineer. Mr Hill reported that the Middle Level planning engineer was currently off work on sick leave and no further updates were available.

Review of Bartletts agreements
Mr Hill referred to the agreements in place with Albert Bartlett and Son for access and services over the Washways pumping station discharge channel and concerning the agreements for the carting and disposal of spoil from the Fenton Lode upstream of Washways pumping station on Bartletts side of the drain and that Mr Toby Bartlett had been in contact concerning these agreements.
The chairman reported that the District Officer had been in contact with representatives of the site concerning fencing arrangements and spoil heaps within the 9m byelaw strip and that he had arranged for proper access to be made available.
Resolved:
That the clerk review the agreements update the agreements as may be necessary.

Drain maintenance:
The chairman reported that the main drain maintenance works for the coming year would be the Pidley district for which a longer reach machine would be required. He confirmed he had been in contact with contractors to supply a machine and driver and also the self-drive hire and was currently waiting for all quotes to be received but with the current working arrangements he favoured the machine with driver hire option at this time.

Resolved
To recommend to the Board that the Board that the chairman be authorised to make the arrangement for the drain maintenance works for the coming year.

Puddock bungalow
The chairman reported that it was necessary to install a new heating system in the bungalow and he was not aware of any further issues.

Mr Whittome referred to the importance of making sure that the agreement was in the name of Mrs Kent only and that, if necessary, the contractual agreement was updated at every six months to ensure the agreement remained a short-term tenancy only.

Standing Orders – reduction of elected members

Mr Hill reported that at last years meeting it was approved to reduce the number of elected members from 21 to 15 with the quorum reduce to 8 and further reported that there was no specific update at this time but that information/requests were currently being reviewed by the Environment Agency and Defra.

Lafarge low level restoration/pumping agreement

Mr Hill referred to the terms of the original agreement between the Board and the developer and the chairman reported that currently the developer was using a temporary pump over-winter to maintain satisfactory levels.

The chairman reported that he and the vice-chairman had been to a meeting Mr & Mrs Leadbetter to review the current position and that it appeared that the transfer of the site from the developer had not included agreements concerning the drainage board. Members discussed the consulting engineer's opinion that it may be possible for the site to be drained by gravity.

District Officer

The chairman reported that the new District Officer was settling in well and that he was pleased how quickly he had started to acquaint himself with the complexities of the District system.

In response to the chairman Mr Hill confirmed that it had previously been the Board policy to increase the District Officers salary by the Middle Level pay award at the anniversary of their starting employment with the Board. The chairman confirmed that the new officer started in February.

Resolved:

That the committee recommend to the Board that the District officers' salary be increased by the Middle Level pay award for 2024 on the anniversary of his commencement of employment with the Board and that this indicator be used annually for the District officer salary.

Engineer report - Pumping stations

Mr Hill referred to the Boards pump overhaul policy and that no overhaul had been completed since 2015. A pump motor at High Fen pumping station had been overhauled in 2019/2020 and a pump replaced in 2021. It was reported that the old pump at High Fen pumping station had been retained and was stored in case of future problems.

Mr Hill reminded the meeting of the schedule produced by the engineer for last year's meeting detailing the dates of the last overhaul of the pumping units at each pumping station:

Last pumping plant overhaul dates

Acre Fen pumping station

No.1 2006 (broken shaft repair in 2014)

High Fen pumping station

No.1 2021 - Replaced 2021

No. 2 2009 - pump motor overhauled 2019/20

Weed-screen cleaner and control panel installed 2020/21

Pidley pumping station

No.1 2005

No.2 2006

Control equipment replaced 2016

Puddock pumping station

No.1 2004

No.2 None to-date

Washways pumping station

No.1 2014

No.2 2014

No.3 2014

No.4 2015

Control equipment replaced 2015

Westmoor pumping station

No.1 2007

No.2 2008

Control equipment replaced 2011

Mr Bantoft referred to the pump at Puddock pumping station and its possible replacement. In response to Mr Fabb the engineer confirmed that the lead time from placing an order would be in the region of 26-28 weeks. Mr Ian Johnson reported that even through the winter it was only on rare occasions that both pumps were running at the same time. Mr Fabb enquired that if both pumps were the same at Puddock pumping station would it be beneficial to purchase a spare now have available if one failed. The engineer did not consider this to be the best policy as the pump would likely deteriorate as it was not ideal to have pumps standing out of water.

Mr Bantoft referred to the Boards previous policy of overhauling pumps and it was now time to start this policy again. Mr Hill reported that the last cycle of overhauls was largely reactive in that they were being addressed through failure.

Mr Bantoft referred to the proposed works at Washways pumping station this year and to repair the bearing on the pump at Westmoor pumping station. He informed members that it was proposed to address the bearing replacement in-situ but if this was not possible then it was likely that the pump would have to be removed and the most likely course of action then would be to replace it. In response to Mr Ian Johnson, he estimated the replacement cost to be in the £40-50,000 region.

Members discussed the emergency winter flood fund and Mr Hill reported that further details had only just been received and that the funding was to be in two tranches. Tranche 1 was for recovery of excess expenditure dealing with the rainfall events over winter and tranche 2 was for asset replacement/improvement resulting from the winters events. He considered that the time-scales set for submitting claims for both trances to be very challenging.

Members considered that the engineer should include for the over-winter repairs in maintaining pumping capacity and also for the pump replacement at Puddock pumping station and for the possible pump replacement at Westmoor pumping station, both of which should be able to be delivered within the year.

The chairman asked if it was possible to have the Washways pumping station automatic weed-screen cleaning equipment altered to allow a surface clean rather than just the deep clean and the engineer agreed to look into this.

<u>Replacement excavator</u>

The Chairman reported that the Boards Doosan machine was operating satisfactorily and previously it had not been possible to find a suitable replacement. He reported that he had recently been approached by the Ely Group of Drainage Authorities who had a second-hand machine for sale at £46,000.

Mr Whittome considered that although the Board did not have sufficient revenue/asset balances at this time, if the machine proved suitable then it should provide longer term value for money.

Mr Hill reported that if the Board were to proceed and purchase a machine then they would need to 'borrow' the funds from the development account and replace this by money raised in future years rates. Members considered this to be acceptable. Mr Hill further reported that in June 2021 the Board approved to increase the amount to be available to replace the excavator to £50,000 and delegated the decision to the chairman and vice-chairman.

The chairman considered in the current circumstances that the matter should be referred to the Board for confirmation before proceeding with a replacement.

<u>Resolved</u>

That the chairman make further enquiries concerning the machine with the Ely Group and the matter be discussed further at the next meeting of the Board.

Board meeting June 2021

B.1747 Replacement Excavator Machine

Further to minute 1725, there was an extended discussion on this item covering the merits of replacing the current machine verses retaining it. Possible changes to the skill base of employees at some point in the future together with the challenges with obtaining a machine within the current £30k budget were noted, as was the up and coming Bartlett sales. In the end it was decided that the Chairman and Vice Chairman should have the flexibility to act should an opportunity arise now or in the future.

RESOLVED

To increase the approved net sum for a change of excavator to £50k and to leave the final decision on when and if to change the machine to the Chairman and Vice Chairman.

Capital Improvement programme

Mr Hill referred to the capital programme submitted by the engineer and that it was proposed to carry out a grant-aided district study in 2025/2026 following which the programme would be updated.

Rate budget 2024/2025

Mr Hill reported that he had used standard budget provisions in drafting a budget proposal, and the problems in estimating 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. In response to Mr Whittome Mr Hill confirmed that the draft submitted was based on the previous years volume at an estimated new contract price of 50% of the unit rates of the current contract.
In response to the chairman Mr Whittome out-lined how the new contract would be agreed and Mr Hill confirmed that the Board would have the chairman or vice-chairman sitting on the committee. In response to the chairman Mr Hill confirmed that the committee was currently judged to be sufficient and representative of the boards. The chairman enquired if the board could propose further members to sit on the committee and if the board would also then be able to carry out their own review the satisfy that the proposed contract was the best available for the board. Mr Whittome referred to the complexities involved in comparing quotes and Mr Hill referred to the contract being based on the supply capacity to all the pumping stations, not just the boards. He raised concerns over potentially giving authority to a number of different organisations to access and quote based on the boards supply data.
He reported further that at the meeting the Board would be asked to confirm if they were happy for the new supply contract to be agreed by the committee. If they were not then the board would be able to make their own arrangements but this would also mean that the board would be responsible for the management and administration of the contract themselves. In response to the chairman Mr Hill agreed to put these points forward to the committee.

Mr Hill informed the meeting that the draft figures included for the full highland water claim of approx. £45,000, which included for the excess pumping over winter, the claim for 2023/2024 being approx. £25,000. He referred to the risk element involved concerning the ability of the Environment Agencies to meet these substantial claims.

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Mr Hill referred to the proposed works at Washways pumping station and that previously the Board had approved to utilise development funds for these types of works. Members approved to utilise the development fund to pay for the works at Washways pumping station. Mr Hill reported that this would be net of highland water as the works were to be included within the current year's claims.

Mr Hill informed members that the proposal included for the recovery of balances depleted during the winter pumping. The proposal being to firstly restore general fund balances to those at the start of the last financial year. To do this the proposal was to achieve this over a three-year period following which the Board should then look to increase general fund balances to be at an average year's expenditure in hand. He commented that the Board were in a fortunate position in having the development fund to use as cash flow support but in the near future these are likely to be used for asset improvement and before then the Board must look to get revenue balances properly aligned with annual expenditure requirements. Mr Whittome supported the proposal and commented that by next year the Board could be in a position, dependent on any success concerning the winter flood funding, to re-appraise the position going forward, but for this year assessments should be made not taking into account the possibility of a potentially successful bid for funding from the Government proposal.

In response to the chairman Mr Hill confirmed that the draft figures did not include an allowance of £10,000 for the pump overhaul programme and the equivalent of 1.5p rate for future works (approx. £12,500). Mr Whittome considered that for this year the Board should consider it acceptable to not raise funding in this way but that they must look to do so in future years.

Mr Hill confirmed that the with the adjustment proposed the draft figures indicated a rate requirement of just over 32p.
Members discussed the proposal to make and approved to present a budget proposal with a rate requirement of 32.0p.

Provided by the Middle Level Commissioners		Item No:	4
Meeting:	**WARBOYS, SOMERSHAM & PIDLEY INTERNAL DRAINAGE BOARD**	**Subject:**	**CONSTITUTION & MEMBERSHIP**
Date:	**Thursday 30th November 2023**	**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. Consider the **1** vacancy on the Board
D. Determine whether there are composition changes and/or amalgamations it wishes to progress.
E. Reenforce 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	21	N/A	24	12
Actual	20	1 FDC, 2 HDC	23	
Vacancies	1			

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

No	Name	Status (one of four categories)	Commentary
1	Jacob Armstrong	Nominee of ratepayer (Mr C Armstrong)	
2	Daniel Brown	Ratepayer	Chairman
3	Stuart Cornwell	Nominee of ratepayer (Mr D Cornwell)	
4	Lord de Ramsey	Ratepayer	
5	Stephen Edgley	Nominee of Ratepayer (Mr A Edgley)	
6	Daniel Edwards	Ratepayer	
7	David England	Ratepayer	
8	Mark England	Ratepayer	
9	Daniel Fabb	Ratepayer	
10	James German	Ratepayer	
11	Marc Heading	Ratepayer	
12	Ian Johnson	Ratepayer	
13	Sam Johnson	Ratepayer	
14	Charles Leadbetter	Ratepayer	
15	Lucy Munns	Nominee of ratepayer (Mr G Munns)	
16	Thomas Noble	Ratepayer	Vice-Chair
17	Jonathan Short	Ratepayer	
18	Rupert Waters	Nominee of ratepayer (Abbots Ripton Farming)	
19	Hugh Whittome	Ratepayer	
20	Stephen Whittome	Ratepayer	
21			

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	James Carney	FDC	Councillor
2	Adela Costello	HDC	Councillor
3	Charlotte Lowe	HDC	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	30/11/2023	8/6/2023	1/12/2022	26/5/2022
1	Jacob Armstrong	Present		attended	apologies
2	Daniel Brown	Present	attended	attended	apologies
3	David Cornwell	Present	N/A	N/A	N/A
4	Lord de Ramsey		apologies	apologies	apologies
5	Stephen Edgley	Present	attended	attended	apologies
6	Daniel Edwards	Present		attended	attended
7	David England	Present	attended	attended	attended
8	Mark England	Present	attended	attended	attended
9	Daniel Fabb	Present		Apologies	
10	James German	Present	attended	attended	attended
11	Marc Heading		attended		attended
12	Ian Johnson	Present	attended	attended	attended
13	Sam Johnson	Present	attended	attended	attended
14	Charles Leadbetter	Present	attended	attended	attended
15	Lucy Munns	Present	apologies	apologies	attended
16	Thomas Noble	Present	attended	attended	attended
17	Jonathan Short	Present	attended	attended	attended
18	Rupert Waters	Present	attended	attended	apologies
19	Hugh Whittome	Present	attended	attended	apologies
20	Stephen Whittome	Present	apologies	attended	apologies
21					

Attendance at Chairs Meetings

No	Name	6/10/2023	13/12/2022	12/4/2022	2/11/2021
1	Charles Leadbetter	apologies	attended		N/A

Appointed Members (current and previous)

No	Name (Council)	30/11/2023	8/6/2023	1/12/2022	26/5/2022
1	James Carney (FDC)	Apologies		N/A	N/A
2	Adela Costello (HDC) substitute if C Lowe not available	N/A	apologies	attended	

3	Charlotte Lowe (HDC)	Present		attended	

3. Elections, vacancies & appointments

3.1 There is currently **1** vacancy on the Board

3.2 To appoint the finance committee

4. Composition and amalgamations

4.1 The Clerk to provide an update on the reconstitution of the Board.

5. Training

5.1 All Members are asked to digest the Good Governance Guide for Internal Drainage Boards published by the Association of Drainage Authorities and view the five accompanying videos intended to bring the guide to life. They are available via https://middlelevel.gov.uk/about/idb-governance/

5.2 To date 0 of 24 Board Members have reported viewing all five videos.
To date 14 of 24 Board Members have reported viewing 2 or 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:	**WARBOYS, SOMERSHAM & PIDLEY IDB**	**Subject:**	**CLERK'S REPORT**
Date:	**Thursday 6th June 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. Note the staffing update

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 The 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. Electricity and Insurance

2.1 The contract for the Middle Level Commissioners and our administrated IDBs' electricity portfolio ends in September 2024. We have been impressed by the brokers of our current service (Green Energy Advice Bureau) however we and the brokers have complaints logged about the standard of service provide by our suppliers Corona Energy.

2.2 Complaints have been escalated to Corona's Managing Director with the request to release us from our contract with them at no penalty. This has resulted in a great impetus in terms of rectifying the issues, but at the time of writing the situation is far from perfect.

2.3 The additional time this has taken our Assistant Treasurer has been significant and the scale of pumping has compounded the issue. This has meant developing a plan for our next contract is behind where we'd like to be and will need due focus over the coming months, bringing together a small group of IDB Chairs to review options and ultimately decide on the next contract arrangements.

2.4 OFGEM's new approach to regulation has had an unexpected and considerable impact upon the standing charges within our electricity portfolio. Unless the regulations change this level of standing charge is now baked into future bills regardless of our supplier.

2.5 We have flagged the impact this issue will have on Highland Water Claims with the Environment Agency.

2.6 We responded to OFGEMs review of Standing Charges and also escalated the issues and our response with local MPs. However, it was the interest of BBC Countryfile who saw a MLC 'tweet' about the issue, that triggered OFGEM to reach out directly to ADA and we joined a session with their policy leads to discuss the issue.

2.7 From this and following BBC Countryfile, we understand there to be a recognition that our sector has been unfairly and unintentionally impacted and there's a commitment to review and address.

2.8 To clarify questions raised by Members and IDBs in response to our 2023/24 insurance renewal and personal accident cover for members over 80 years old.

2.9 With the current insurer, the age limit is 75 years of age to benefit from all the personal accident cover:

- Death - £100,000
- Permanent total disability - £100,000
- Permanent Disabling Injuries - £100,000
- Temporary Total Disablement – Weekly amount £200 for 104 weeks (Deferment period 34 weeks)
- Temporary Partial Disablement – Weekly amount £100 for 104 weeks (Deferment period 34 weeks)

2.10 The benefits, as above, will apply to persons above the age of 75 years with the exception of the temporary weekly benefits. This in no way affects the liability cover of the Board, as with all employees & board members, if they are injured as a result of the Board's negligence, then a claim can be considered by them under the main AXA liability insurance.

2.11 In previous years, the personal accident cover only applied to persons up to 75 years of age. For 2023-2024 we requested the policy be extended to persons over 80 years of age. Although we were unable to do this for all benefits, we were able to increase the age for the benefits as mentioned above. The personal accident cover has only been in place since 2017/2018 as it is part of the AXA insurance policy. It was not included in any of the previous insurers' policies.

2.12 Over the last round of board meetings a number of IDBs have asked for re-assessments of their pumping stations for insurance purposes. Having taken stock on these requests, this is not a service we are currently able to offer at the Middle Level Commissioners without procuring what would likely be considerable supplier experience that would then be an additional cost to Boards.

2.13 Appendix 1 explains the rationale with the recommendation that Boards, in determining their valuations for insurance purposes, recognise the limitations associated with their current valuations and the risks they hold of being underinsured.

3. Banking

3.1 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.

3.2 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.

3.3 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.

3.4 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.

3.5 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.

3.6 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.

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

4. Rating

4.1 On 7th September 2023 we were advised that South Holland IDB and the Water Management Alliance will no longer be supporting DRS operating on local area networks after 31 March 2025. This rating and election management software has been in place for 25 years. DRS is owned by South Holland IDB and was originally developed by this Board around the year 2000, primarily for its own use.

4.2 Since that time, most other IDBs have decided to use DRS under licence and it is therefore their view today that the next rating system should be controlled and developed by ADA, for use by its IDB membership should they want to, given that all but 3 IDBs and 1 DDC in England and Wales now use DRS. ADA have confirmed that they are in positive discussions on this matter.

4.3 This presents a significant risk to the Middle Level Commissioners as well as to the clerking service we provide to our administered IDBs which all rely on this system. However, it also presents an opportunity for an improved system as we are currently unable to efficiently and optimally use the full capabilities of the system, as it doesn’t cater well for dual rated areas and penalties. We have asked to be part of any team scoping any future system and/or system support.

4.4 ADA has recently concluded that the Association is not best placed to drive the design or own or manage any DRS future software as they do not have the experience or knowledge to do that. We can, however, very much help administratively support an active working group and we will be setting up a meeting in Spring/Summer 2024 to seek volunteers for this working group.

5. MLC Staffing

5.1 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.

5.2 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.

5.3 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.

5.4 One of the other new roles needed to enable increased capital delivery is within our M&E team and we welcomed Richard Wilmer to the organisation in February 2024.

Author Name: Paul Burrows
Role: Clerk

Provided by the Middle Level Commissioners		Item No:		7
Meeting:	**WARBOYS SOMERSHAM & PIDLEY IDB (Hereafter referred to as the Board)**	**Subject:**	**CONSULTING ENGINEERS REPORT: CHIEF ENGINEER'S SUMMARY & CAPITAL PROGRAMME**	
Date:	**Thursday 6th June 2024**	**Officer Responsible:**		**Nicola Oldfield**

RECOMMENDATIONS

The Board is asked to:

A. **Provide its views on item 2.2.1 *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 decision can be made and parts ordered quickly without the need for a full Board meeting.**
D. **Review the pumping station key dates provided in Appendix 4, item 4.1 and advise if there are any discrepancies or if further details can be added.**

1. Chief Engineer's summary

1.1 Somersham Pocket Park (Ref 333/22)

The Board has instructed the Consulting Engineer to stop work on this until further notice.

1.2 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 A list of the planning, consent and infiltration device applications responded to since the last report are provided as Appendix 3.

2.2 Summary of key planning issues

2.2.1 ***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.

2.2.2 ***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 5 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.

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

3. Capital Programme

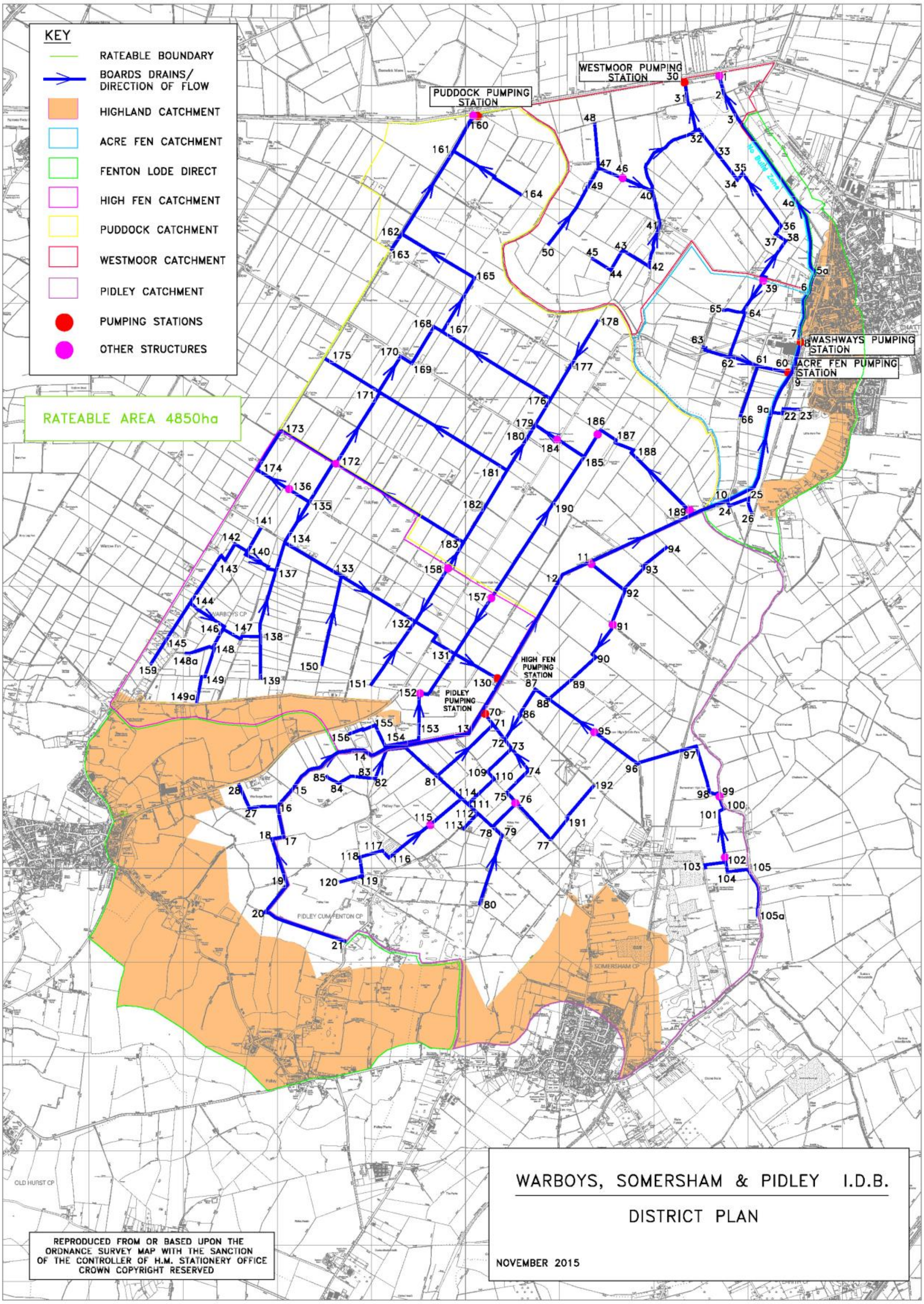
The Board’s Capital Programme is shown as Appendix 2. **The Board is asked to approve its capital programme.**

These works will be further informed by the completion of the grant-aided System Study which is currently programmed to start in 2025/26.

Author Name: Nicola Oldfield
Role: Chief Engineer

Appendix 1: **District Plan**
Appendix 2: **Capital Programme**
Appendix 3: **List of planning applications since last report**
Appendix 4: **M&E Report**
Appendix 5: **MLC001: Middle Level System Flood & Drainage Infrastructure Capacity**

Appendix 1


KEY
RATEABLE BOUNDARY
BOARDS DRAINS/ DIRECTION OF FLOW
HIGHLAND CATCHMENT
ACRE FEN CATCHMENT
FENTON LODE DIRECT
HIGH FEN CATCHMENT
PUDDOCK CATCHMENT
WESTMOOR CATCHMENT
PIDLEY CATCHMENT
PUMPING STATIONS
OTHER STRUCTURES
RATEABLE AREA 4850ha
PUDDOCK PUMPING STATION
WESTMOOR PUMPING STATION
WASHWAYS PUMPING STATION
ACRE FEN PUMPING STATION
HIGH FEN PUMPING STATION
PIDLEY PUMPING STATION
WARBOYS, SOMERSHAM & PIDLEY I.D.B.
DISTRICT PLAN
NOVEMBER 2015
REPRODUCED FROM OR BASED UPON THE ORDNANCE SURVEY MAP WITH THE SANCTION OF THE CONTROLLER OF H.M. STATIONERY OFFICE CROWN COPYRIGHT RESERVED

Appendix 2

Warboys Somersham & Pidley 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
Acre 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	0.0	0.0
	Pumping station pumping and control equipment replacement	4.6	252.0	0.0	0.0	0.0	0.0	0.0	100.0	0.0	0.0	0.0	0.0	356.6
	Pumping station automatic weedscreen cleaning equipmet	0	0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	90.0	0.0	90.0
	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	20.0	20.0
	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
High 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	0.0	0.0
	Pumping station pumping and control equipment replacement	4.6	0.0	0.0	10.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	14.6
	Pumping station automatic weedscreen cleaning equipmet	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	10.0	0.0	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	0.0
Pidley 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	0.0	0.0
	Pumping station pumping and control equipment replacement	4.6	0.0	0.0	0.0	0.0	0.0	0.0	45.0	0.0	0.0	0.0	0.0	49.6
	Pumping station automatic weedscreen cleaning equipmet	0	0	0.0	15.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	15.0
	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	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
Puddock 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	0.0	0.0
	Pumping station pumping and control equipment replacement	4.6	0.0	0.0	60.0	0.0	0.0	0.0	0.0	0.0	150.0	0.0	0.0	214.6
	Pumping station automatic weedscreen cleaning equipmet	0	0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	90.0	0.0	90.0
	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
Westmoor 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	0.0	0.0
	Pumping station pumping and control equipment replacement	4.6	0.0	50.0	0.0	0.0	0.0	0.0	40.0	0.0	0.0	0.0	0.0	94.6
	Pumping station automatic weedscreen cleaning equipmet	0.0	0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	15.0	15.0
	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	10.0	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
Washways p/s	Refurbishment of pumping station	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 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 pumping and control equipment replacement	4.6	0.0	15.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	19.6
	Pumping station automatic weedscreen cleaning equipmet	0	0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	20.0	20.0
	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	30.0	30.0
	Pumping station compound/surrounds improvements	0	0	0.0	0.0	0.0	0.0	10.0	0.0	0.0	0.0	0.0	0.0	10.0
Plant	Isuzu d-Max - AO17 WMW	0	0	15.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	15.0
	Doosan DX140W Excavator - AU09 FEW	0	0	50.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	50.0
Property	Puddock pumping station bungalow	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
Drainage Channels	Washways discharge channel piling replacement	0	0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	75.0	0.0	0.0	75.0
		27.6	**252.0**	**130**	**95**	**0**	**0**	**10**	**185**	**0**	**225**	**180**	**95**	**1,200**

Appendix 3

MLC Ref.	*Council Ref*	*Applicant*	*Type of development*	*Location*
1268	H/23/02053/FUL	Mr C Loizos	Residence (Annexe)	Heath Road, Warboys
1269	F/YR23/0940/F	Minster Property Group	Residential (70 dwellings)	West Street, Chatteris
1270	H/23/02272/HHFUL	Mr P Savill	Residence (Extension)	Parkhall Road, Somersham
1271	H/23/80450/COND	Qualitec Construction Ltd	Residential (6 dwellings)	Warboys Road, Pidley
1272	H/23/02300/HHFUL	Mr & Mrs King/Wall	Residence (Extension)	Puddock Road, Warboys,
1273	F/YR23/0997/F	Ely Design Group	Residential (7 dwellings)	Huntingdon Road, Chatteris
1274	F/YR23/1033/F	Urban Developments Peterborough Ltd	Residential (22 dwellings)	West Street, Chatteris
1275	H/23/02500/FUL	Mr & Mrs Robinson	Residence	Puddock Road, Warboys
1276	H/24/80025/COND	Mr M Hutchings	Residence	Pond Close, Pidley
1277	F/YR24/0085/O	Mr V Salisbury	Residential (5 dwellings)	Blackmill Road, Chatteris
1278	H/24/00202/HHFUL	Mr J Armstrong	Residence (Extension)	Puddock Road, Warboys
1279	H/24/00298/AGDET	D R A Fabb	Agricultural (Store)	Fenside Road, Warboys
1280	H/24/00311/FUL	Ms A Whittome	Wind Turbine (Repowering)	Puddock Road, Warboys
1281	H/24/00351/AGDET	J & V Short	Agricultural (building)	Heath Road, Warboys
1282	H/24/00275/AGDET	G W England & Son	Agricultural (store)	Heath Road, Warboys
1283	H/24/80089/COND	Qualitec Construction Ltd	Residential (6 dwellings)	Warboys Road, Pidley
1284	H/24/00427/HHFUL	Ms S Wall	Residence (Extension)	Puddock Road, Warboys
1285	H/24/00464/FUL	Fenside Leisure Ltd	Change of Use (Touring caravan site to mixed touring and caravan park)	Puddock Road, Warboys

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

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*
1192	22/00221/HHFUL	Option 1	Mill Green, Warboys	10/10/23
1266	23/01964/AGDET	Option 1	Parkhall Road, Somersham	10/1/24 advised Option 2 required
1280	24/00311/FUL	Option 1	Puddock Road, Warboys	12/3/24

Appendix 4

Provided by the Middle Level Commissioners		**Item No:**		**7**
Meeting:	**WARBOYS SOMERSHAM & PIDLEY IDB (Hereafter referred to as the Board)**	**Subject:**	**CONSULTING ENGINEERS REPORT: MECHANICAL & ELECTRICAL**	
Date:	**Thursday 6th June 2024**	**Officer Responsible:**		**Dave Bantoft**

1. M&E key messages and advice

1.1 **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.**

2. Minor Works

2.1 <u>Puddock</u>
The pumps have run well through this period but as previously reported they are at an age to consider overhaul or replacement.

2.2 <u>Westmoor</u>
Pump 2 is noisy and needs to be investigated, it is thought to be the thrust bearing which may be possible to rectify in situ, if not the pump will need to be removed for an overhaul. The pump overload was replaced during January 2024 as it was nuisance tripping.

2.3 <u>Acre Fen</u>
Nothing to report.

2.4 <u>High Fen</u>
Pump 2 insulation resistance has started to drop which may be an indication of water ingress into the motor. Pump 2 has been set to duty and will continue to be monitored. If pump 2 requires replacement the support frame will also need replacing as it is heavily corroded. Pump 2 discharge pipe is weeping which needs to be investigated to determine repair required.

2.5 <u>Washways</u>
Pump 2 power factor correction capacitors and main contactor need replacement, the cables had also overheated and have been replaced to ensure pump was available.

Pump 4 Newbrook gearbox needs overhaul which has been quoted as £3550, there will also be the costs involved with removal and refitting of the gearbox which may require crane onsite.

2.6 <u>Pidley</u>
New ultrasonic level sensor and cabling fitted.

3. Inspections

3.1 HSB Engineering annual inspections for insurance were carried out on 27th September 2023.

3.2 The mandatory site Electrical Installation Condition Reports (due every 5 years) were completed successfully in December 2023.

Station	EICR Date	EICR Due
Acre Fen	6-Dec-2023	6-Dec-2028
High Fen	6-Dec-2023	6-Dec-2028
Pidley	13-Dec-2023	13-Dec-2028
Puddock	13-Dec-2023	13-Dec-2028
Washways	6-Dec-2023	6-Dec-2028
Westmoor	13-Dec-2023	13-Dec-2028

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				Weedscreen			
Station	**Built**	**Pump**	**Pump Overhaul**	**Controls**	**Weedscreen Bars**	**WSC**	**WSC O/H**	**Controls**
Acre Fen	1984	1984	2006	1984	1984	N/A	N/A	N/A
High Fen	1976	2021 (1) 2009 (2)	2021 (1) 2009 (2)	2020	2020	2020		2020
Pidley	1940s	1979	2005 & 2007	2016	2003	2003		2003
Puddock	1992	1992	2004 (1)	1992	1992	N/A	N/A	N/A
Washways	1975	1975	2016	2016	1998	1998	2016	2016
Westmoor	1962	1962	2007 (1) 2008 (2)	2011	2000	2016		2016

Author Name: Dave Bantoft
Role: M&E Engineer

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 withing 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.

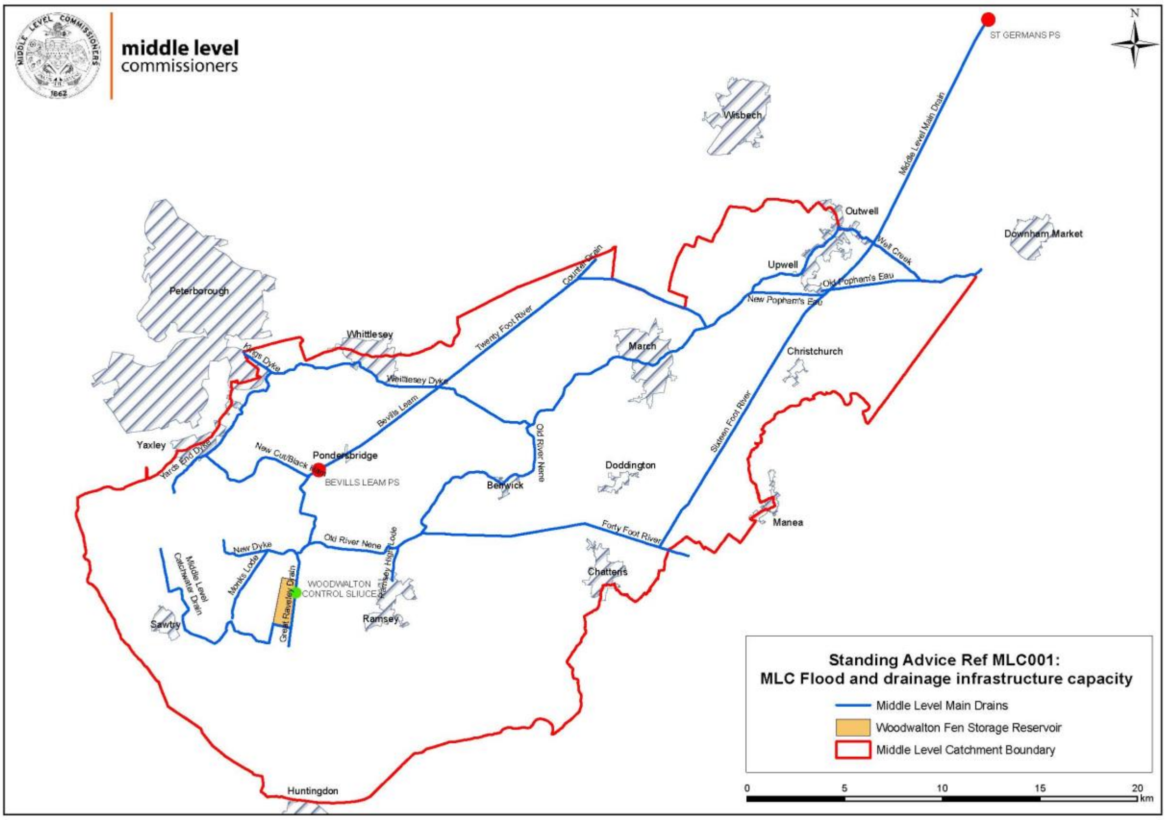
The Commissioners elect a Board and, via an Executive Committee, appoint a Chief Executive who leads a staffing structure to deliver their various statutory duties and responsibilities.

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 750km^2 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 Bevills Leam elevates and transfers water from the lowest land in the country (we call this our Bevills Pond) into the main Middle Level drainage system (we call this our St Germans Pond). Bevills Leam Pumping Station was constructed in the 1980s and requires major refurbishment in the coming years.

Our pumping station at Wiggenhall 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 Bevills 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 Bevills Pond being a bowl within that giant bowl. The Bevills 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
chiefofficers@middlelevel.gov.uk

1 May 2024

Site Safety Inspection Record

Warboys Somersham and Pidley IDB

Complete

Name of organisation:	Warboys Somersham and Pidley IDB
Date of site visit	19.01.2024 08:56 GMT
Address of inspected premises	Washways Pumping station PE16 6EG
Name of Advisor	Martin Clark
Audit Name	Warboys Somersham and Pidley IDB

Audit

An opening meeting was held with

Warboys Somersham and Pidley IDB

Have there been any accidents since our last visit? No

None recorded

Have there been any new starters since our last visit? No

None recorded

1

It was understood that a new district officer is due to take over on 29 March 2024 and in the interim a care taking arrangement has been in place.

No significant issues were raised during this visit.


Photo 1


Photo 2

2

Signage. Previous recommendations had been made regarding the replacement of faded or illegible hazard warning signage at the pumping station sites, e.g. electrical hazard and automated machinery operating without warning.

Most of the sites have been provided with replacement signage for automatic machinery.
In order to provide a consistent standard of signage at each of the pumping station sites, it is recommended that signage is displayed on the site access gate(s) or perimeter fencing where provided, or pumping station building that has the following information:
- Pumping Station Name.
- IDB Name.
- Location details. eg. Grid ref, 'What Three Words'
- Contact details for emergency (e.g. name, phone number, email).
- Hazard warning pictograms relevant to the site, e.g electric shock, automatic machinery, deep water or fall from edge, no unauthorised entry, etc.

It was suggested that Middle Level Commissioners are contacted to facilitate this

3

With the exception of signage - see para 2 above, nosignificant issues were raised at Westmoor and Acre Fen and HighFen stations .

It was pleasing to note that housekeeping was observed to be at a good standard in all locations.


Photo 3


Photo 4


Photo 5


Photo 6


Photo 7


Photo 8


Photo 9


Photo 10


Photo 11


Photo 12

4

It was understood that the old buildings at Puddock Bridge pumping station have been sold off and are being redeveloped into private dwellings.

At the time of this visit these were not yet completed and therefore public access to the pumping station is not likely.

The gate and fencing at the pumping station have now been extend around the pumping station and appropriate signage will be be required before any occupation of the private dwellings.

It was also understood that some issues are extant with drainage from the private dwellings which may impact pumping station operations.

It is recommended that the developer is informed of the requirement to keep the pumping station separate from the general public and this should include any services such as drainage that may require maintenance.

It was understood that this is an ongoing issue and the developer is being engaged to resolve any potential issues.


Photo 13

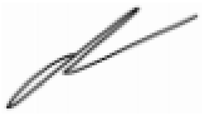

Photo 14


Photo 15


Photo 16

Photographic Risk Assessment

Advisor's signature



Signed by advisor on behalf of district officer
23.01.2024 18:44 GMT

Departure time	19.01.2024 11:32 GMT

Photographic Risk Assessments closed out during the visit.

Nil

Number of outstanding Photographic Risk Assessments	0 From 0 to 99

Media summary

Photo 1

Photo 2

Photo 3

Photo 4

Photo 5

Photo 6

Photo 7

Photo 8

Photo 9

Photo 10

Photo 11

Photo 12

Photo 13

Photo 14

Photo 15

Photo 16

Provided by the Middle Level Commissioners		Item No:	10
Meeting:	**WARBOYS, SOMERSHAM & PIDLEY INTERNAL DRAINAGE BOARD**	**Subject:**	**GOVERNANCE**
Date:	**Thursday 6th June 2024**	**Officer Responsible:**	**Paul Burrows**

RECOMMENDATIONS

The Board is asked to:

A. Note the continued appointment of Whitings as Internal Auditor.
B. Review and approve the updated Risk Management Strategy.
C. Review and approve the Financial Regulations & Financial Code
D. Highlight if there are any specific risks or issues not covered within its Risk Management Strategy that may need review ahead of the next formal update.
E. Advise on any changes they wish to make to insured values.
F. Note the system of financial Internal Controls that are in place and consider whether additional controls are required within the running and decision making of the Board.
G. Exercise of Public Rights
H. Consideration of potential litigation, liabilities, commitments
I. 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 are reminded that Whitings LLP were appointed as internal auditor for a five-year period commencing 1st April 2023 (financial years 2023/24 to 2027/28).

1.3 The Board is asked to act on the advice of the Auditor within its decision making.

2. Internal Controls & Banking

2.1 Within the financial operations at the Middle Level offices there are a series of controls in place to ensure the segregation of duties, so as far as practical within a small workforce, that no one person has control of a single operation from start to finish. The Internal Controls are available via the website within the 'Governance' section on the Board's page.

2.2 Note the Financial Code for the Board is included within its 'Governance Documents' also available on its page via www.middlevel.gov.uk

2.3 The Board needs to ensure there is adequate separation of duties within its running and decision making. Members are asked to refresh themselves as to the Member Code of Conduct (available within the Governance Documents on the Board's webpage) and ensure their declarations of interests are clear and up-to-date.

2.4 If a Board Member (or their business) undertakes contracted work (or bids for such work) for the Board it is recommended that they be excluded from any decision making as a matter of course and that appropriate contractual arrangements are in place.

2.5 If the Member also has a lead role for the Board (eg Chairman/Vice Chairman) then it is important that the Board puts in place safeguards to ensure a separation of duties, particularly being clear on who is acting as lead client for the contractor.

2.6 **Banking** - It is necessary to update the signatories on the Barclays accounts.

3. Risk Assessment and Insured Values

3.1 The Board's Risk Management Strategy has been recently updated and is available as Appendix 1. It is due for formal review and update in 2027. The Board are asked to review and approve the updated strategy.

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

WARBOYS SOMERSHAM & PIDLEY IDB
INSURED VALUE OF FIXED ASSETS

PUMPING STATIONS & BUNGALOW

	As at 1st April 2024
Puddock Pumping Station	770,000.00
Pidley Pumping Station	900,000.00
High Fen Pumping Station	734,000.00
Acre Fen Pumping Station	460,000.00
Washways Pumping Station	1,700,000.00
Westmoor Pumping Station	775,000.00
	5,339,000.00
Puddock Bungalow	150,000.00
	5,489,000.00

4. Financial Regulations & Code

4.1 To review and approve the Financial Regulations & Financial Code and to confirm the next review period (Appendix 2)

5. Annual Governance Statement:

5.1 To review and complete the Annual Governance Statement for the year ended 31st March 2024. (Appendix 3)

6. Exercise of Public Rights

6.1 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.

6.2 In order to warrant a positive response to this assertation 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.

6.3 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.

6.4 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.

7. Consideration of potential litigation, liabilities, commitments:

7.1 The clerk to report.

Author Name: Paul Burrows
Role: Clerk

Appendix 1 Risk Management Strategy 2024 – 2027
Appendix 2 Financial Regulations & Financial Code
Appendix 3 Annual Governance Statement 2024

Appendix 1

WARBOYS, SOMERSHAM & PIDLEY INTERNAL DRAINAGE BOARD

Administered by:

Governance

Risk Management Strategy 2024 - 2027

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

Risk Management Principles

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

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

Risk Definition

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

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

Risk Categorisation

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

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

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

Risk (and Issue) Management Choices

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

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

Treat - the risk may occur, but its impact or likelihood will be lessened through mitigating actions.
Transfer - the ownership of the risk will be formally moved to someone else not currently the risk. manager. *The new owner may decide to terminate, treat or tolerate the risk.*
Tolerate (Lightest strategy) - the risk will be allowed to occur with little to no mitigating action.

Risk Management Approach

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

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

Strategy published: January 2024

WARBOYS SOMERSHAM AND PIDLEY INTERNAL DRAINAGE BOARD

Financial Regulations

INDEX

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 Warboys Somersham and Pidley 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 <u>to</u> the Board, where a tender is accepted other than the highest, the approval of the Chairman of the Board, or of the Board itself shall be obtained.

C. RESPONSIBILITY OF OFFICERS

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

D. ESTIMATES

1. The Clerk shall be responsible for the preparation of annual Estimates.

2. The Estimates should be determined as at the commencement of each financial year – using the best information available.

3. The Estimates shall be approved by the Board each year in order that the rates and special levies can be determined at the appropriate time.

4. The Clerk shall be responsible for seeking reasons and causes for deviation from the Estimates and shall inform the Board of all material variances.

E. BANKING

1. The Clerk shall advise the Board's bankers in writing of the conditions under which each bank account (which account must be in the Board's name) shall be operated.

2. All payments other than those made from Petty Cash shall be made by either cheque, BACS, direct debit or internet banking or via the Board's Office Credit card.

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

   a) Where payment is made by cheque:-

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

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

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

3. Salaries and Wages will be paid by BACS and all BACS transactions will be authorised by the Clerk.

4. All bank transfers to non-Board bank accounts (save those solely made between inter office accounts which may be made by the Clerk) shall be authorised as in paragraph 2. of this Section.

5. The Clerk shall seek to ensure that the Board's bank accounts are managed so as to produce maximum benefits for the Board.

F. INCOME

1. An official receipt shall be made out for every sum received by the Board and must show:-

   (a) Date of receipt
   (b) Amount received
   (c) Type of remittance
   (d) Account Reference

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

2. Board monies shall not be used for the encashment of private cheques.

3. All cheques, cash etc received shall be banked at least weekly. Disbursements shall not be made from cash received but from the Petty Cash float. Banking shall be daily when large sums are received which require this.

4. Keys to safes, cash boxes etc shall be carried only by those authorised to do so and shall only be used by or under the supervision of such persons.

5. The Clerk shall be responsible for ensuring that all monies received are properly brought to account in the Board's accounting records.

6. Any debts which the Clerk considers are not recoverable may be written off with the Board's approval unless they are considered not recoverable following legal advice when the Clerk in conjunction with the Chairman may authorise them to be written off.

G. PURCHASES OF GOODS AND SERVICES

1. Any goods and services for which provision is made in the Estimates may be purchased by an authorised employee, officer or member.

2. The purchase of any goods or services may be effected by an authorised employee, officer or member where they are of a type the authority to purchase which has been delegated to that employee, officer or member by the Board.

3. The purchase of any goods or services not referred to in paragraphs 1 or 2 of this Section may be authorised by the Chairman or District Officer where they are of a routine or recurring nature or form part of the Board's maintenance expenditure.

4. For all goods and services other than as provided for in this Section, the Board's approval shall be obtained prior to the purchase being effected.

5. The requirements under this Section may be dispensed with if the goods or services are required urgently such that it would not be feasible or practical to obtain the necessary approval. In such cases, the Chairman shall be authorised to effect the purchase in conjunction with the Clerk. Any purchase made under this paragraph shall be specifically reported to the Board at the earliest opportunity.

6. An official order shall be placed for all goods and services.

7. All invoices for payment shall be examined, coded and approved and shall be certified by the appropriate authorised employee, officer or member.

8. See Section B "Contracts" for further Financial Regulations in connection with the purchase of goods and services.

H. EMPLOYEES

1. The Board's approval shall be required for the employment of additional permanent employees.

2. The Chairman or District Officer shall have authority to employ additional temporary employees provided the revenue consequences are contained within the current annual Estimates.

3. All time records and other pay records shall be in a form approved by the Chairman or District Officer in conjunction with the Clerk and shall be certified and submitted in accordance with their instructions.

4. The Clerk shall be responsible for the proper compilation of the payroll and for the final determination of pay.

I. STORES

1. Stores records shall be in such a form and shall comply with such systems of control as the Chairman or District Officer shall in conjunction with the Clerk approve.

2. All goods received shall be checked as regards quantity and/or weight and inspected as to quality, condition and specification. A delivery note shall be obtained from the supplier, wherever possible, and signed by the person receiving the goods. No goods shall be signed for as "in good condition" or similar wording without being properly inspected. Therefore most goods delivered should be signed for as 'received uninspected'.

3. All goods issued from stores shall be properly accounted for and recorded.

4. All breakages and losses of goods held in store shall be recorded and reported to the Board's office in order that appropriate action can be taken.

5. There shall be a physical check of all items in store at least once a year and the stock taking records shall be signed by the responsible person(s).

J. ASSETS

1. All assets other than stores owned by the Board shall be accounted for in an asset register maintained by the Clerk. The asset register shall reflect additions and disposals of assets and record the cost or valuation of the assets.

2. From time to time as the Board deem appropriate the accuracy of the asset register shall be compared with a physical inspection of the Board's assets.

3. The asset register shall be placed before the Board for inspection at the earliest opportunity following the completion of the annual Accounts.
4. Any sale of Board assets will be undertaken either through competitive Tender or in the manner approved of by the Board.

5. See Section B "Contracts" for further Financial Regulations in connection with Tenders.

K. AUDIT

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

2. Authority of Internal Audit

   Auditors are authorised to:

   (a) Access/enter at all reasonable times any Board premises or land

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

Auditors are not authorised to:

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

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

L. FRAUD OR OTHER IRREGULARITIES

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

2. Any financial irregularity involving an employee of the Board will be dealt with in accordance with the Disciplinary Procedure.

M. WRITE OFFS

1. In addition to the exercise of any powers under Section F above the Clerk shall have the authority to write off the following:-

   (a) damaged or stolen goods for which it is not considered that the Board may make a valid insurance claim, where those goods do not form part of a stock account
   (b) surplus goods and materials
   (c) goods, vehicles or materials that are considered to have no material value due to deterioration or obsolescence.

2. The appropriate employees, members or officers shall inform the Clerk of any item under paragraph 1 of this Section that they consider should be written off together with:-

   - details of the item or debt to be written off
   - the circumstances necessitating the write off
   - the reasons why he/she considers that the debt is irrecoverable or that no proceeds on sale would accrue to the Board

3. Where any items to be written off do constitute part of a stock account, the procedures for recording the write off within the Board's accounts and the method of disposing of the goods

shall be approved of by the Clerk. The Clerk shall then make the appropriate adjustments to the Board's accounting records.

N. SALARIES, WAGES AND PENSIONS

1. The payment of all salaries, wages, compensation and other emoluments to all present or former employees, members or officers shall be made by the Clerk or under arrangements controlled by him.

2. Each responsible employee, member or officer shall notify the Clerk immediately, and in the form prescribed by him, of all matters affecting such payments, and in particular:-

    - resignations, dismissals, suspensions, secondments and transfers
    - absences from duty for sickness, unpaid leave or other reason, but not normal leave
    - changes in remuneration, other than pay awards and agreements of general application
    - information necessary to maintain records of service for pensions, income tax, national insurance and the like

3. Unless determined otherwise by the Board, the Clerk shall be responsible for overseeing the private use of the Board's vehicles and shall be notified by the responsible employee, member or officer of any financial contributions in respect thereof, to be made by members, employees or officers.

O. BOARD EMPLOYEES etc

1. All members, officers and employees of the Board shall conduct themselves in a polite and courteous manner as expected by the Board.
2. Members, officers and employees must declare to an appropriate responsible officer any financial or other interest, which could conflict with the Board's interests.

3. It is a criminal offence for a member, an employee or an officer of the Board to receive or give any gift, loan, fee, reward or advantage for doing or not doing anything, or showing favour or disfavour, from or to any person, in their official capacity as such a Board member, employee or officer.

4. In terms of hospitality and gifts, only usable gifts of a small value may be accepted by individual staff or a section as a whole. Under no circumstances may cash be accepted as a gift.

5. Hospitality of a value greater than the value specified from time to time by the Board by resolution must be recorded in a Hospitality Book to be kept at the Board's offices.

6. Where an outside organisation is seeking to sponsor a Board activity (whether by invitation, tender, negotiation or voluntarily), the basic rules concerning acceptance of gifts and hospitality shall apply.

P. MEMBERS' AND EMPLOYEES' ALLOWANCES

1. All claims for payment of car allowances, subsistence allowances, travelling and any other incidental expense shall be submitted as required duly certified, in a form approved by the Clerk.

2. The certification by or on behalf of the responsible member, employee or officer shall imply that the certifying person is satisfied that the journeys were authorised, the expenses properly and necessarily incurred and that the allowances are properly payable by the Board.

3. An employee or officer shall not certify a claim form made payable to him/herself.

4. Payments to members, (including co-opted members of the Board or its Committees), who are entitled to claim travelling or other allowances will be made by the Clerk upon receipt of the completed prescribed form.

5. No member shall be allowed to claim an allowance or expenses from more than one body.

Q. INSURANCES

1. The Clerk shall, in consultation with the Board's insurance broker initiate all insurance cover and oversee the negotiation of all claims in consultation with other members, employees or officers where necessary or appropriate.

2. Responsible employees, officers or members shall promptly notify the Clerk of all new risks, properties or vehicles needing to be insured, and of any disposals or alterations affecting existing insurances.

3. Responsible employees, officers or members shall promptly notify the Clerk of any loss, liability or damage or any event likely to lead to a claim on any Board policy, and shall where appropriate notify the police of the relevant circumstances.

4. All appropriate employees of the Board shall be included in a suitable fidelity guarantee insurance.

5. The Clerk shall annually, or at such other period as he considers necessary, review all insurances held by the Board in consultation with such others as may be appropriate.

6. Responsible employees, members or officers shall consult the Clerk in respect of the terms of any indemnity which the Board is requested to give.

7. The responsible employee, member or officer shall inspect insurance policies of contractors who undertake works on behalf of the Board to ensure as far as possible that all necessary cover has been taken out.

R. SECURITY

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

2. All members, employees and officers of the Board have a duty to comply with the requirements of the Data Protection Act 1998 and any amending legislation. Responsible officers shall ensure that members, employees and officers are aware of their responsibilities under this legislation through the provision of suitable training and the circulation of relevant information on the subject.

3. Keys to safes and similar receptacles are either to be carried on the person of those responsible or kept locked away in a safe and secure place at all times. A list of such key holders shall be

supplied to the Clerk. Where keys are transferred, the new recipient assumes responsibility. The loss of any keys must be reported immediately to the Clerk.

S. PROTECTION OF PRIVATE PROPERTY

1. Each responsible employee, member or officer shall notify the Clerk of any case where steps are necessary to prevent or mitigate loss of or damage to moveable property.

2. The Board shall not be liable for accidental loss or damage to the personal possessions which members, employees or officers use whilst on Board business that are not included under the Board's insurance policies.

3. All recovered valuables such as jewellery, watches and other small items of a similar nature and documents of title shall be kept under safe custody as directed by the Clerk, and shall, if not claimed, be disposed of in a manner determined by him.

3. 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.

WARBOYS SOMERSHAM AND PIDLEY INTERNAL DRAINAGE BOARD

FINANCIAL CODE

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:

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

WARBOYS SOMERSHAM & PIDLEY IDB

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

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

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

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

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

Chair SIGNATURE REQUIRED

Clerk SIGNATURE REQUIRED

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Provided by the Middle Level Commissioners		Item No:	11
Meeting:	**WARBOYS, SOMERSHAM & PIDLEY INTERNAL DRAINAGE BOARD**	**Subject:**	**FINANCE REPORT: LOOKING BACK**
Date:	**Thursday 6th June 2024**	**Officer Responsible:**	**Robert Hill/Sam Ablett**

RECOMMENDATIONS

The Board is asked to:

A. Note the Budgeting review within Appendix 1.
B. Note the Highland Water contributions
C. Consider and approve the payments detailed within Appendix 2.
D. Consider and approve the Annual Accounts & Finance Papers 2023/2024 within Appendix 3.

Finance Officer's review and key messages

For 2023/2024 the Board had estimated expenditure for the year of £249,207 equivalent to a rate of 30.0p, adjustments were made to remove improvement works funding from the budget proposal – pump overhaul £10,000 and future works funding £12,461 and other reductions to leave net expenditure at £224,286 and set a rate of 27.00p 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 for the winter board meeting and this was reviewed 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 £60,000 more than that previously estimated. 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 for the year of £197,481.

Repairs have been higher than budgeted, with additional service/repair costs at the pumping stations resulting from increased wear. Also included is the installation of a new heating system at the bungalow - £8,799. District labour costs are down as there was a change of District Officer in the year. Other areas of expenditure have been generally in-line with budget provisions.

Over-all this gives a decrease in the Boards General Fund of £80,699 to a balance of £72,549 at 31st March 2024, the balance at 1st April 2023 being £153,248. 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. Budgeting

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

2. Payments for 2023

2.1 Payments are detailed within Appendix 2

3. Highland Water Contributions

3.1 Under Section 57 of Land Drainage Act 1991 the Board can make a claim for funding to the Environment Agency for the additional costs of the onward management of water from the district's highland. It is at the Environment Agency's discretion if they pay the contribution and it is accounted for within the local team's annual maintenance budget.

3.2 Following the submission of claims for contributions the gross sum of £4,015.32 (£17,030.62 less £13,015.30 received on account) (inclusive of supervision) has been received from the Environment Agency for the financial year 2022/2023 based on the Board's actual expenditure on maintenance work for that financial year and the sum of £21,238.81 in respect of 80% of the Board's estimated expenditure for the financial year 2023/2024.

4. Annual Accounts and Finance papers 2023/2024:

4.1 Annual Return 2023/2024:

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

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

Appendix 1	**Budget Review**
Appendix 2	**Payments for 2023/24**
Appendix 3	**Annual Accounts & Finance Papers 2023/24**

Appendix 1

WARBOYS SOMERSHAM AND PIDLEY INTERNAL DRAINAGE BOARD
BUDGET MONITORING 2023/2024

		Approved budget 2023/2024 £	Expenditure to 30.09.2023 £	Est. Expenditure 01.10.23 to 31.03.24	Estimated out-turn at 31.03.2024 £	Variance to budget £	Actual 2022/2023 £
1	District labour (including District Officer's salary)	41,500	37,145	8,526	42,500 [A]	1,000	65,747
2	Rates, insurances and telephones	6,000	5,614	330	6,300 [B]	300	4,616
3	Repairs and renewals	17,000 [C]	29,494 [C]	7,431	37,000 [C]	20,000	17,122
4	Drainworks	20,000 [D]	12,354 [D]	6,929	25,000 [D]	5,000	16,267
	Piling works						
5	Fuel (oil and electricity)-including District Officer's travelling	125,000 [E]	210,247 [E]	100,507	141,750 [E]	16,750	68,792
6	Administration charge, Audit fee, printing, stationery, advertising, Association of Drainage Authorities subscriptions etc	25,250	25,531	969	26,500	1,250	23,975
7	Environment Agency - Precept	22,984	22,984	690	23,673	689	22,314
8	Capital Reserve Fund	0	0	0	0	0	0
		257,734	343,369	125,381	302,723	44,989	218,833
	Improvement works	0	0	0	0	0	28,361
	Bad debt provision	0	483	-483	0	0	0
	Less income						
	Budgeted income	33,448 [F]	39,276 [F]	24,787	64,062 [F]	30,615	54,987
		224,286	304,576	100,111	238,660	14,374	192,206
	Rate Requirement	*0.2700 p*					
	Rate set	*0.2700 p*					

General Fund					
Opening balance	153,248	*153,248*	*-17,016*	153,248	162,670
Rate income	224,285	*134,312*	*89,945*	224,257	182,784
Write back of provisions					0
Net expenditure	224,286	*304,576*	*100,111*	238,660	192,206
Use of balances	0	*0*	*0*	0	0
Closing balance	153,247	*-17,016*	*-27,182*	138,845	153,248

Appendix 2

WARBOYS SOMERSHAM & PIDLEY INTERNAL DRAINAGE BOARD

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

Middle Level Commisssioners - Fees (Planning and development applications)	371.40
Middle Level Commissioners - Telemetry charges up to termination of contract (Account from Vodafone)	507.00
Middle Level Commissioners - Repairs to automatic weedscreen cleaning equipment (Washways pumping station)	2,629.89
Middle Level Commissioners - Court costs (Liability orders)	0.50
Middle Level Commissioners - Repairs to automatic weedscreen cleaning equipment (Westmoor pumping station)	148.24
Middle Level Commissioners - IDB Health & Safety Re-charge 2022-2023 (Account from COPE Safety Management)	628.80
Middle Level Commissioners - Pumping station maintenance	244.80
Middle Level Commissioners - Installation of telemetry at pumping stations (net of 50% grant-in-aid)	19,428.49
Middle Level Commissioners - Administration charge, postages, telephone charges, stationery and traveling	12,776.18
L R Boon & Sons Ltd - 5 litres of screen wash, gas refill, roll of agri tape and 2 tins of tyre repair	58.43
Lakeside Lodge Golf Centre - Expenses in connection with Board meeting	120.00
Anglia Farmers Ltd - Mobile telephone charges and derv	447.76
L R Boon & Sons Ltd - Bulbs, roll of hand paper, 1 box of grease cartridges, 3 packs of gloves and 5 litres of TFR	109.07
Cambridgeshire County Council - Right of way (Warners Drove, Somersham)	30.00
Environment Agency - Precept	11,491.90
Anglia Farmers Ltd - Mobile telephone charges and derv	321.29
Middle Level Commissioners - Pumping station maintenance	1,587.84
K R German & Son - Expenses in connection with finance meeting	66.50
Anglia Farmers Ltd - Mobile telephone charges and derv	295.10
Association of Drainage Authorities - Subscription 2023	1,098.00
Middle Level Commissioners - Repairs to guard on diesel pump (Washways pumping station)	209.92
Middle Level Commissioners - Supply of a Stihl brushcutter with blade, 15 litres of knapsack sprayer, helmet and 5 litres of Aspen	716.28
Cole & Day - MOT and service of Isuzu D-Max AO17 WMW	1,140.28
C Leadbetter - Expenses in connection with retirment of District Officer	249.90
L R Boon & Sons Ltd - New 5344 battery supplied and fitted on truck	198.54
Mervyn Lambert Plant Ltd - 1,000 hour service to excavator AU09 FEW	2,425.76
Anglia Farmers Ltd - Mobile telephone charges and derv	354.13
L R Boon & Sons Ltd - Wiper blades	15.00
Middle Level Commissioners - Supply road tax - AO17 WMW	320.00
Middle Level Commissioners - Manufacture bracket and replace ultrasonic cable and test (High Fen pumping station)	541.04
Mrs J Payne - Refund of drainage rates due to redetermination of land	14.07
Anglia Farmers Ltd - Mobile telephone charges and derv	300.77
R Wilmer - Reimbursement for fuel purchased	39.80
PKF Littlejohn LLP - Audit fee (2022-2023 accounts)	756.00
Bank charges - Same day payment	15.00
Messrs L & E Munns - Refund of drainage rates paid twice	4,293.81
Anglia Farmers Ltd - Mobile telephone charges and derv	228.14
Middle Level Commisssioners - Fees (Production of Board report, attendance at meetings, work in connection with investigation of pumping options, setting of summer levels, planning and development applications)	5,768.12
Middle Level Commissioners - Internal audit fees (Whiting & Partners 2022-2023 accounts)	1,596.00
Middle Level Commissioners - Administration charge, postages and telephone charges,	11,932.27
Information Commissioner - Data Protection Registration renewal	40.00
Anglia Farmers Ltd - Mobile telephone charges, derv, supply and fit tyres to excavator and supply of gas for bungalow	2,077.07
Middle Level Commissioners - Pumping station maintenance	1,664.64
R Wilmer - Reimbursement for fuel purchased	80.75

Lakeside Lodge Golf Centre - Expenses in connection with Board meeting	120.00
Mervyn Lambert Plant Ltd - Supply of parts for repair of excavator AU09 FEW	548.70
Middle Level Commissioners - Renewal of insurances	5,552.91
Middle Level Commissioners - Repairs to flap door (Westmoor pumping station)	779.89
Middle Level Commissioners - Supply road tax - AU09 FEW	165.00
Middle Level Commissioners - Recover and repair truck (Accounts from KPS Services)	1,058.95
Cope Safety Management Ltd - Provision of Lone Working online training	33.60
White Plumbing Ltd - Installation of new heating system at Puddock bungalow	10,558.87
Environment Agency - Precept	11,491.90
Anglia Farmers Ltd - Mobile telephone charges, derv and supply of gas oil	5,698.73
T Underwood - Repair of excavator AU09 FEW	936.60
Middle Level Commisssioners - Fees (Planning and development applications)	693.90
Anglia Farmers Ltd - Mobile telephone charges and derv	440.59
Lakeside Lodge Golf Centre - Expenses in connection with Board meeting	630.40
GR Wadsworth & Son - Emergency weed removal at Queens Drain	787.50
Middle Level Commissioners - Preparation of highland water claims	356.98
Anglia Farmers Ltd - Mobile telephone charges, derv and supply of gas oil	4,169.91
Daniel Brown - Recruitment advert and keys	285.00
L R Boon & Sons Ltd - 30mm combination spanner	38.47
Anglia Farmers Ltd - Mobile telephone charges, derv and supply of gas oil	1,615.51
Middle Level Commisssioners - Fees (Production of Board report, correspondence with Chairman, planning and development applications)	5,966.52
Middle Level Commissioners - Pumping station maintenance	1,194.00
Middle Level Commissioners - Contribution (Environmental Officer)	708.00
Mervyn Lambert Plant Ltd - Supply of parts for repair of excavator AU09 FEW	82.08
Association of Drainage Authorities (River Great Ouse branch) - Subscription 2022-2023	30.00
Anglia Farmers Ltd - Mobile telephone charges and derv	189.73
Agri-mend - Repairs to excavator AU09 FEW	270.00
Lakeside Lodge Golf Centre - Expenses in connection with Board meeting	130.00
Mervyn Lambert Plant Ltd - Actuator, fuel filter and water sep filter	164.53
Corona Energy - Electricity supply (Acre Fen pumping station)	1,902.52
Corona Energy - Electricity supply (High Fen pumping station)	1,591.23
Corona Energy - Electricity supply (Pidley pumping station)	6,814.05
Corona Energy - Electricity supply (Puddock pumping station)	3,141.34
Corona Energy - Electricity supply (Westmoor pumping station)	1,923.88
Corona Energy - Electricity supply (Washways pumping station)	12,711.73
Anglia Farmers - Electricity supply (Acre Fen pumping station)	293.94
Anglia Farmers - Electricity supply (High Fen pumping station)	901.75
Anglia Farmers - Electricity supply (Pidley pumping station)	3,323.73
Anglia Farmers - Electricity supply (Puddock pumping station)	1,453.86
Anglia Farmers - Electricity supply (Westmoor pumping station)	628.28
Anglia Farmers - Electricity supply (Washways pumping station)	5,046.83
Anglia Farmers - Electricity Meter Operator Charges (Puddock pumping station)	210.47
Anglia Farmers - Electricity Meter Operator Charges (Washways pumping station)	210.47
District Labour	38,613.44
	220,804.27

(NB - Amounts shown include Value Added Tax)

Appendix 3

WARBOYS SOMERSHAM AND PIDLEY INTERNAL DRAINAGE BOARD
ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2024
GENERAL FUND

2024				2023			
Mar-31	Expenditure during the year:-			Apr-01	Balance brought forward		154,636.31
	Precept		22,983.80	2024			
	Rates, insurances, telephones	5,614.34		Mar-31	Rate income & Special levies		223,877.06
	Repairs & Renewals	29,493.68			Interest		3,154.30
	Fuel	210,246.51			Consents		50.00
	Drainworks	7,939.40			Rent		6,600.00
	District Labour	37,145.32			Highland Water Contributions		24,956.65
	Administration charge, Audit fee,				Vehicle Contribution		0.00
	printing, stationery, advertising etc	25,531.31	315,970.56		Write back of provisions		100.00
	Improvement works						
	Low Level Restoration - consultancy fee	4,414.80			Development Fund		
		0.00	4,414.80		Low Level Restoration - consultancy fees		4,414.80
	Transfers to Capital Reserve Fund:						
	Rates Raised 2023/2024	0.00					
	Pump overhaul provision	0.00	0.00				
	Depreciation charge		981.71				
	Balance carried forward		73,438.25				
			417,789.12				417,789.12

BALANCE SHEET
Capital Section

Liabilities		Assets		
Capital Provisions	5,139,791.00	Bungalow, Puddock Pumping Station	126,291.00	
		Pumping Stations	5,013,500.00	
		Plant Assets	889.34	
	5,139,791.00	Stock	6,841.58	5,147,521.92

Revenue Section

General Fund					
Revenue	72,548.91		Ratepayers' Account - Arrears		28,807.47
Capital	889.34	73,438.25	Sundry Debtors		1,535.89
			Value Added Tax		36,087.58
Development Charges Account		361,385.74	Balance in hand -		
Grant in Aid		164,011.21	Treasurer's Account	79,691.40	
Sundry Creditors		237,512.95	Business premium Account	257,450.17	
Capital Reserve Fund		124,955.28	Treasury Deposit Account	600,000.00	937,141.57
Low Level Restoration Fund		50,000.00			
		6,151,094.43			6,151,094.43

WARBOYS SOMERSHAM AND PIDLEY INTERNAL DRAINAGE BOARD
ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2024
DEVELOPMENT CHARGES ACCOUNT

2024			2023		
Mar-31	Expenditure during the year:-		Apr-01	Balance brought forward	358,488.03
	Middle Level Charges	0.00	2024		
	Transfer to General Fund		Mar-31	Receipts during the year	0.00
	Low Level restoration - consultancy fees	4,414.80			
				Interest	7,312.51
	Balance carried forward	361,385.74			
		365,800.54			365,800.54

CAPITAL RESERVE ACCOUNT

2024			2023		
Mar-31			Apr-01	Balance brought forward	122,457.37
	General Fund	0.00			.
			2024		
				Rates Raised 2023/2024	0.00
			Mar-31	Pump overhaul provision	0.00
	Balance carried forward	124,955.28		Interest	2497.91
		124,955.28			124,955.28

Warboys Somersham & Pidley Internal Drainage Board

Summary of Bank Reconciliations as at 31st March 2024

Treasurers Account 2023/2024

1st April 2023			31st March 2024		
Balance brought forward		861,352.74	Payments made during the year	220,804.27	
			Returned direct debit	770.74	
31st March 2024					221,575.01
Receipts during the year					
Clerk's collection account	285,006.68				
Interest on deposit accounts	12,357.16	297,363.84	Balance carried forward		937,141.57
		1,158,716.58			**1,158,716.58**

Barclays Bank PLc

Current Account

Balance per Statement as at 31st March 2024				80,000.00
Less unpresented cheques:	20/06/2023	Payne - refund	14.07	0.00
	25/03/2024	2023/68	130.00	
	25/03/2024	2023/69	164.53	
				308.60
Add outstanding lodgements:				0.00
Balance per Trial Balance				**79,691.40**

Cash balances as at 31st March 2024

Barclays Bank PLc

Current Account	**79,691.40**
Business Premium Account	**257,450.17**
Treasury Deposit Account	**600,000.00**
Total reconciled cash balances per accounts	**937,141.57**

Warboys Somersham & Pidley IDB
Reconciliation between statement of accounts and Annual Return

Financial year ended 31st March 2024				Per Annual Return
Line 1	**Balances brought forward**			
	General Fund	190,146.82		
	Development charges account	358,488.03		
	Capital reserve account	85,558.66		
	Low level restoration fund	50,000.00		
			684,193.51	**684,194**
Line 2	**Rates and Special Levies**			
	Agricultural rates	199,546.87		
	Special Levies	24,334.00		
	Penalty	0.00		
	Costs	25.00		
	Write-off	-28.81		
			223,877.06	**223,877**
Line 3	**Total other receipts**			
	Interest			
	General fund	3,154.30		
	Development charges account	7,312.51		
	Capital reserve account	2,497.91		
	Consent applications	50.00		
	Rent	6,600.00		
	Vehicle Contribution	0.00		
	Highland Water	24,956.65		
	Grant in Aid	0.00		
	Discharge contributions	0.00		
	Land owners consent	0.00		
	Private Works	0.00		
	Write back of provisions	100.00		
			44,671.37	**44,671**
Line 4	**Staff costs**			
	Wages/salaries	32,126.93		
	National insurance contributions	3,733.32		
	Pension costs	1,285.07		
	Travelling expenses	0.00		
			37,145.32	**37,145**
Line 5	**Loan repayments**			
	PWLB - Principal	0.00		
	PWLB - Interest	0.00		
			0.00	**0**

Warboys Somersham & Pidley IDB
Reconciliation between statement of accounts and Annual Return

Financial year ended 31st March 2024

				Per Annual Return
Line 6	**All other payments**			
	Precept	22,983.80		
	Rates, insurances, telephones	5,614.34		
	Repairs and renewals	29,493.68		
	Fuel	217,246.51		
	Drainworks	7,939.40		
	Administration	25,531.31		
	Development charges fees	0.00		
	Bad Debt Provision	0.00		
	Write back of provisions	0.00		
	Purchase of Asset	482.85		
	High Fen p/s Weedscreen Cleaner and Footbridge Improvements	0.00		
	Pocket Park Improvements : Low Level restoration	4,414.80		
			313,706.69	**313,707**
Line 7	**Balances carried forward**			
	General Fund	102,447.62		
	Development charges account	361,385.74		
	Capital reserve account	88,056.57		
	Low level restoration fund	50,000.00		
			601,889.93	**601,890**

Reconciliation		
Line 1 + Line 2 + Line 3 - Line 4 - Line 5 - Line 6		601,889.93
Reconciliation to Accounts		
Balances carried forward per Annual Return - As above		601,889.93
Add Back:-		
Restatement of Assets	1,388.20	
Depreciation	-981.71	
Assets acquired in year	482.85	
Assets disposed of in year	0.00	
Profit on disposal	0.00	
		889.34
Balances carried forward per Accounts		
General Fund	66,438.25	
Development charges account	361,385.74	
Capital reserve account	124,955.28	
Low level restoration fund	50,000.00	
		602,779.27

Section 2 – Accounting Statements 2023/24 for

WARBOYS SOMERSHAM & PIDLEY IDB

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	*Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.*
1. Balances brought forward	707,687	684,194	*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	182,784	223,877	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	40,961	44,671	*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	65,746	37,145	*Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.*
5. (-) Loan interest/capital repayments	0	0	*Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).*
6. (-) All other payments	181,492	306,707	*Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).*
7. (=) Balances carried forward	684,194	609,890	*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	861,353	937,142	*The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March –* ***To agree with bank reconciliation.***
9. Total fixed assets plus long term investments and assets	5,226,826	5,227,309	*The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.*
10. Total borrowings	0	0	*The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).*

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

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

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

SIGNATURE REQUIRED

Date 21/05/2024

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

DD/MM/YYYY

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:**	**12**
Meeting:	**WARBOYS, SOMERSHAM & PIDLEY INTERNAL DRAINAGE BOARD**	**Subject:**	**FINANCE REPORT: LOOKING FORWARD**
Date:	**Thursday 6th June 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 Rate arrears (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 finance committee.

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 finance committee gave consideration to replacing the Boards excavator – see finance committee minutes for further detail. The budget proposal does not include provision to fund the replacement if the Board were to proceed and purchase a machine then they would need to 'borrow' the funds from the development account and replace this by money raised in future years rates.

Members should note that the budget proposal includes for the full recovery of highland water claims of £44,880.

The budget proposal includes for the recovery of balances depleted during winter 2023/2024 pumping over a three-year period. Longer term the board will need to address balances to restore them to a minimum of a year-in-hand. When considering the rate for 2024/2025 members should also consider likely future capital investment requirements at the pumping stations.

After fully reviewing the Estimates, the Boards Reserves, and likely future annual running costs, the Finance Committee recommend that for 2024/2025 the rate should be increased to 32.00p together with a Special levy of £7,346 on Fenland District Council and a Special levy of £21,585 on Huntingdonshire District Council.

1. Fees, Renumerations and Subscriptions

1.1 Subscription to the Association of Drainage Authorities (ADA) will increase by 6.5%, from £915 to £975.

1.2 Consider the Clerk's fee.
1.3 Consider the District Officer's salary

1.4 Consider the charges for hire of plant on private work;

charges for hire of plant when engaged on private work last reviewed June 2023:-

(i) Doosan DX 140W Excavator

- £60 per hour in the District) (inclusive of operator's wages)

  £65 per hour outside the District)

(ii) Flail Mower

- £65 per hour inside the District) (inclusive of operator's wages)

  £70 per hour outside the District)

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

2. Precept to the Environment Agency

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

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

2.3 The precept for 2022/2023 was £22,314.

3. Rate arrears – Confidential papers

4. Estimates for 2024/25

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

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

5. Rate Requirements for 2024/25

5.1 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.

5.2 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 Rate Arrears (CONFIDENTIAL PAPERS)

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

Appendix 1

WARBOYS SOMERSHAM AND PIDLEY INTERNAL DRAINAGE BOARD
BUDGET PROPOSAL 2024/2025

	Actual 2019/2020	*Actual 2020/2021*	*Actual 2021/2022*	*Actual 2022/2023*	Approved budget 2023/2024 £	Actual 2023/2024 £	Proposed budget 2024/2025 £
1 District labour (including District Officer's salary)	*34,055*	*35,077*	*36,089*	*65,747*	41,500	37,145	42,500 [A]
2 Rates, insurances and telephones	*4,622*	*4,430*	*4,452*	*4,616*	6,000	5,614	6,300 [B]
3 Repairs and renewals	*27,260*	*16,700*	*19,401*	*17,122*	17,000 [C]	29,494 [C]	37,000 [C]
4 Drainworks	*21,813*	*26,894*	*83,345*	*16,267*	20,000 [D]	12,354 [D]	25,000 [D]
Piling works							
5 Fuel (oil and electricity)-including District Officer's travelling	*48,319*	*61,477*	*48,545*	*68,792*	125,000	210,247 [E]	141,750 [F]
6 Administration charge, Audit fee, printing, stationery, advertising, Association of Drainage Authorities subscriptions etc	*26,570*	*23,218*	*23,516*	*23,975*	25,250	25,531	26,500
7 Environment Agency - Precept	*21,343*	*21,877*	*21,877*	*22,314*	22,984	22,984	23,673
8 Reinstatement of balances	*0*	*0*	*0*	*0*	0	0	27,066 [G]
9 Capital Reserve Fund	*17,532*	*22,532*	*12,532*	*0*	0	0	0 [H]
	201,514	*212,205*	*249,757*	*218,833*	257,734	343,369	329,789
Bad debt provision	*0*	*0*	*0*	*0*		0	
Improvement works	*48,181*	*99,562*	*10,632*	*28,361*	0	0	0
Washways improvement scheme	*0*	*0*	*0*	*0*	0	483	0
LESS Interest on Deposit Accounts, private works, Highland water contributions, contributions from Development Charges Account etc	*85,880*	*122,844*	*72,719*	*54,987*	33,448 [I]	39,276 [I]	64,062 [I]
Net Expenditure	*163,815*	*188,923*	*187,669*	*192,207*	224,286	304,576	265,726
Rate Requirement					*224,286*		*0.3200 p*
Rate set	*20.00p*	*20.00p*	*21.00p*	*22.00p*	27.00 p	*27.00* p	

General Fund			
Opening balance	153,248	153,248	72,549
Rate income	224,286	223,877	265,726
Write back of provisions		0	
Net expenditure	224,286	304,576	265,726
use of balances	0	0	27,066
Closing balance	153,248	72,549	99,615

Budget proposal 2024/2025

Remarks		Budget 2023/2024	Actual 2023/2024	Budget 2024/2025
A -	Includes provision to increase by Middle Level pay award from anniversary of commencement of employment.			
B -	Includes provision for increased insurances, telephones			
C -	Includes provisions for:			
	General provisions	17,000	13,420	13,000
	Replace heating system at bungalow	0	8,799	0
	Washways p/s screen cleaner overhaul and power capaci	0	0	15,000
	Westmoor p/s bearing replacement	0	0	5,000
	truck	0	2,336	1,000
	digger	0	4,939	3,000
		17,000	29,494	37,000
	Pump overhaul provision 2023/24 not raised			
D -	Includes contractors accounts:-			
	Flail Mowing	4,000	656	0
	Slubbing (machine hire)	6,000	0	15,000
	Chemical weed control	500	0	500
		10,500	656	15,500
E -	Includes accounts to February, estimated for March			
F -	Provision based on increased annual pumped volume and estimate for new contract rates from October 2024			
G -	Provision for recovery of balances depleted in winter 2023/2024 pumping. Proposal to recover to balance at 31st March 2023 over a three year period.			
H -	Does not include provision for future asset improvement fund			
F -	Estimated income includes:			
	Full calculated highland water claim	25,000	24,957	44,880
aa	Development charges account			
	Opening balance at 01.04.2023	358,488	358,488	361,385
	Receipts in year	0	7,312	0
	Expenditure in year	0	-4,415	-10,800
	Estimated closing balance -	358,488	361,385	350,585
ab	Capital reserve Fund			
	Opening balance at 01.04.2023	122,457	122,457	124,955
	Raised - Provision at 1.50p	0	0	0
	Rates raised - Pump overhaul provision	0	0	0
	Income in year	0	2,498	0
	Replacement pump - Puddock pumping station	0	0	0
	Telemetry installation at pumping stations	0	0	0
	High Fen p/s pump replacement	0	0	0
	Puddock outfall flap valves	0	0	0
	Piling - Pidley catchment	0	0	0
		0	0	0
	Estimated closing balance -	122,457	124,955	124,955

Appendix 2

Warboys Somersham & Pidley Internal Drainage Board

Rate and levy requirements

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

a) Proportion to be borne by the Agricultural Sector - 89.11%

b) Proportion to be borne by Special levies issued to Councils:-

Huntingdonshire District Council -	8.12%	
Fenland District Council -	2.77%	10.89%

The product of a rate of 1p in the £ on Agricultural land and buildings is £7,400.

In 2024/2025 a rate of 1p together with corresponding Special levies would raise £8,304.

Revenue cash balance in hand on 31st March 2024 - £72,549.

The estimated net expenditure for the Boards Revenue and Capital Programmes in 2024/2025 is £265,726, this does not include for any future works funding and equivalent to:-

a) a rate in the £ on Agricultural land and buildings of 32.00p

b) a Special levy on Fenland District Council of £7,346 and

c) a Special levy on Huntingdonshire District Council of £21,585

In 2023/2024 a rate of 27.00p in the £ was raised together with a Special levy of £6,198 on Fenland District Council and a Special levy of £18,136 on Huntingdonshire District Council.

P BURROWS

Clerk of the Board

May 2024