MANEA & WELNEY DISTRICT DRAINAGE COMMISSIONERS

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Administered by:

6th June 2024

Dear Board Members

Upcoming meeting of the Board
Thursday 13th June 2024

Please find overleaf the agenda for the meeting of the Commissioners to be hosted at the Lamb & Flag, Welney PE14 9RB at 10.00am on Thursday 13th June 2024, with the Inspection & lunch to follow:

Meeting of Commissioners – 10.00am to 11am
Visit Salters Lode – approx. 11.15am
Lunch – 1pm – The Heron, Stowbridge
Tour of St Germans – approx. 2.30pm

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

MANEA & WELNEY DISTRICT DRAINAGE COMMISSIONERS

Thursday 13th June 2024 – 10.00am

Lamb & Flag, Welney PE14 9RB

Agenda:

Item No	*Topic*	*Format*	*Lead*
1	Welcome & apologies	Verbal	Chair
2	Declarations of Interest	Verbal	Chair
3	Minutes of last meeting and matters arising	Pages 3 - 19	Chair
4	Constitution & Membership • Attendance • Vacancies & appointments • Composition and amalgamations • Training	Pages 20 - 22	Clerk
5	Clerk's Report	Pages 23 - 28	Clerk
6	Environment Officer's Report	Pages 29 - 32	Clerk
7	Consulting Engineer's Reports, including: • Capital Programme & FCRM Grant-In-Aid	Pages 33 - 43	Clerk or Engineer
8	Health & Safety	Pages 44 - 46	Chair
9	District Officer's Report	Pages 47 - 48	DO
10	Governance • Banking • Risk Management Assessment/Strategy • Financial Regulations & Financial Code • Review of internal controls • Exercise of Public Rights • Consideration of potential litigation, liabilities, commitments • Annual Governance Statement	Pages 49 - 51 Pages 52 - 53 Pages 54 - 71 Page 72	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 73 - 74 Page 75 Pages 76 - 77 Pages 78 - 81 Page 82	Clerk
12	Finance Report: looking forward • Contributions from Developers Confidential papers		Clerk
13	Date of Next Meeting	Verbal	Chair
14	Any other business	Verbal	Chair

MANEA AND WELNEY DISTRICT DRAINAGE COMMISSIONERS

At a Meeting of the Manea and Welney District Drainage Commissioners held at The Lamb and Flag Public House, Welney on Wednesday 10th January 2024

PRESENT

J E Heading Esq (Chairman)	R Gladwin Esq
R M C Sears Esq (Vice Chairman)	J H Hawes Esq
C Barnes Esq	M E Heading Esq
J Carney Esq	C Marks Esq
N Cook Esq	Mrs A J Morris
C Crofts Esq	N V M Walker Esq

M D R Fairey Esq

Mr Robert Hill (representing the Clerk to the Commissioners) & Mrs Nicola Oldfield (Chief Engineer) were in attendance.

Apologies for Absence

Apologies for absence were received from P D Hawes Esq, S Imafidon Esq and C W Sears Esq.

The Chairman referred to the death of Mr Paul Jolley on Sunday 24th September 2023 and informed them that he had been a Commissioner since May 1987 and a Member of the Finance Committee since February 2005.

RESOLVED

> That The Commissioners appreciated of the services rendered by Mr Jolley to the district be recorded in the minutes.

C.1010 Declarations of Interest

Mr Hill reminded the Commissioners of the importance of declaring an interest in any matter included in today's agenda that involved or was likely to affect any of them.

The Chairman, M Heading and Councillor Crofts declared interests (as Members of the Middle Level Board) in the payments made to and any matters concerning the Middle Level Commissioners.

Councillor Crofts and Mr Gladwin declared interests (as Members of Upwell IDB) in the payments made to and any matters concerning the Upwell IDB.

Councillor Crofts declared an interest (as a Councillor) in the payment made to Borough Council of Kings Lynn & West Norfolk

Councillor C Marks declared an interest (as a member of the planning committee of Fenland District Council) in any planning matters concerning Fenland District District.

C.1011 Confirmation of Minutes

RESOLVED

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

C.1012 Constitution & Membership

a) Appointment of Chairman

RESOLVED

That J E Heading be appointed Chairman of the Commissioners

b) Appointment of Vice-Chair

RESOLVED

That R M C Sears be appointed Vice-Chair of the Commissioners

c) Appointment of Finance Committee

RESOLVED

That the Finance Committee be constituted as follows:

Cllr C Crofts, R D Gladwin, M D R Fairey, J E Heading, Ms A Morris & R M C Sears.

Mr Hill reported that during the now Clerk's 10 months in his role as Clerk to the Boards, he had attended a number of meetings and taken stock of the way in which the Middle Level Commissioners were supporting Boards with the right paperwork to ensure they were providing clarity and consistency across Boards. 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.

Mr Hill advised that the Clerk 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 terms 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 for those Boards that were struggling it may trigger conversations around whether they needed to consider amalgamating with neighbouring Boards.

Mr Hill 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.

C.1013 Governance

Internal Controls

Mr Hill reported that there had been no changes to the Internal Controls in place and that these had now been set out in a summary document which had now been put on the website. He further reported that these controls were generally financial and it was proposed to look at formalising 'controls' for the internal management process of the boards.

RESOLVED

The Commissioners considered that they are satisfied with the current Internal Controls.

Risk Management

Mr Hill reported that the Clerk was currently reviewing and updating the Commissioners Risk Management Policy and it was likely that this would be put forward for consideration and approval at the next scheduled meeting of the Commissioners.

RESOLVED

The Commissioners gave consideration and approved the Risk Management Policy.

IDB1

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

Exercise of Public Rights

Mr Hill referred to the publishing of the Notices of Public Rights and publication of unaudited Annual Return, Statement of Accounts, Annual Governance Statement and the Notice of Conclusion of the Audit and right to inspect the Annual Return.

Banking

Mr Hill reported, that as had previously been reported, due to regulatory changes from the Commissioners bankers, the type of accounts held by al authorities had changed. He informed members that the new arrangements were a non-interest-bearing current account and an interest-bearing treasury deposit account and that higher interest could be gained on 'surplus' balances by putting them on deposit for fixed periods, however, the minimum balance for this as £100,00 and higher rates of interest was available for higher deposit amounts and longer periods of investments. He explained the process for placing deposits and discussions he had had with the Clerk and that they wanted to gauge Board's views on 'pooling' investments funds into a single account to enable all Board's to access better rates of interest on balances. He confirmed that to allow this, Board's balances would have to be transferred into a single named account, likely in the name of Middle Level Commissioners.

In response to queries raised, Mr Hill confirmed:

- All Board's would continue to operate their current and Treasury deposit accounts for normal payments/receipts.
- The proposal would allow Boards with 'surplus' funds less than £100,000 to access higher interest rates
- The proposal would allow Boards with 'surplus' funds over £100,000 to access higher interest rates
- The interest rates change daily, and from 'entry level' to highest level can be between 1.75% - 2.0% higher
- The highest rates are available for 'long-term' deposits
- Interest on 'pooled' deposits would be appointed pro-rota to each individual Board's deposit and transferred to each Board's banking account
- If Boards were in agreement with the proposal, then a Governance document would need to be put in place to cover all aspects of the operation of the proposal and concerns raised by Boards
- Participation in the proposal could be delegated to the Chairman, and if an individual Board wished to withdraw, then this could be actioned on the instruction of the Chairman
- Any 'notice period' to withdraw would be determined by the remaining period of any investment deposit held by the Board
- The deposits would be within the Barclays portfolio, as this was within the mandated authority currently given
- It would not currently be possible to deposit funds outside of Barclays as there was no mandated authority given by the Boards
- If it was decided better returns could be gained by investing outside of Barclays, then resolutions to open accounts/invest in these institutions would need to be made at Board level.

Members considered the proposal would provide additional benefit to the Commissioners, but with likely reducing base rates, the margin would likely reduce further.

They resolved to review further at the next meeting when further information may be available and a written 'Governance' proposal could be reviewed.

C.1014 Clerks Report

Mr Hill referred to the Clerk's proposals to review and refresh the services provided by Middle Level to Internal Drainage Board's to develop a 'Service Catalogue' over the next 12-18 months.

With Regards to reference point 1.3, Mr V Walker considered that in drawing up the original Service Level Agreement there were, and continue to be, a standard level of 'core' services that would be expected to be covered by the Clerk and he would not expect these 'standard' services to now be viewed as 'additional chargeable services'.

The Chairman welcomed the review and to clearly define services. His expectation was to receive an excellent service and that the costs to provide that service should be reflective of that quality which he would be happy to pay. He considers that the level of service had dropped in recent years an he was pleased that the new Clerk was looking to address this.

Mr Hill referred to the development of IDB Key Health Indicators, which would help Board's better understand and proactively address their Key Risks and understand their relative health.

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

Mr Hill reported that the Association of Drainage Authorities proposed to increase subscriptions by 6.5% for 2024/2025. Mr Hill confirmed that the subscription for 2024 would be £724.

RESOLVED

> That the Board subscribe to the Association of Drainage Authorities for 2024 at the increased cost of £724.

C.1015 Environment Officer's Report

Mr Hill 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 – he informed Members that part of these works is to put Environmental/Conservation process and procedures in place, which will then subsequently provide benefits to all IDB's. He encouraged the Board to consider appointing an Environmental representative, similar to the Board's Health & Safety representative.

Ms Morris queried if there would need to be an EIA for 'all works', which would therefore cover general routine maintenance works. Mrs Oldfield confirmed that the process would be looking at standard maintenance practices, which would be updated. Ms Morris queried if the maintenance guide would be updated with further requirements. Mrs Oldfield did not consider this to be an additional intention but agreed to follow this up with the Environment Officer.

C.1016 Consulting Engineers Reports

Mrs Oldfield informed members that it was useful for any data available concerning the operation of the district system during rainfall events to be collected, which could be used to feed into future studies, and requested members to forward any information, photographs etc concerning this.
The Chairman referred to works carried out in the village by the Commissioners to alleviate issues during rainfall events and Mr C Marks thanked the Commissioners for these works, which were very much appreciated and asked that thanks be passed onto the District Superintendent for all the support he had given.

Ms Morris referred to the comments from the finance committee that when these works were carried out thy should be reported to the local parish council, to ensure they are aware of the support given by the Commissioners.

Mr C Marks referred to areas of restrictions by culverts and that Fenland District Council were currently looking at areas of poor maintenance and restrictions in the village area. The Chairman referred to the high levels of water for 24 – 36 hours which had caused issues at pinch points in the system, but beyond that the district system operated well.

The Chairman referred to SuDS and proposals for attenuation, which he considered current design practises do not allow for exceptional weather conditions, and in these, systems become overwhelmed. He considered that design parameters needed to be updated to take into account changing weather patterns.

With regards to planning, Mr Marks reported that Fenland District Council had identified IDB comment into the planning process as an area of concern and that they were looking to identify any implications within board's 9m byelaw strip but stressed it was imperative for the planning officers to receive comments from the boards, as without these, they were unable to raise concerns/issues.

Mrs Oldfield reported that reports were awaited from Anglian Water concerning the Manea Lots STW, which would then allow further discussions. The Chairman referred to ongoing issues with the STW an that the massive increase in housing had not been aligned with an increase in investment to upgrade AW facilities – he considered a major factor in this was the restriction placed on water authorities to raise funding in invest in their infrastructure.

Mr V Walker referred to the district study and queried if it would extend to areas outside of the district, particularly referring to discharges from the board and flows in the tidal river, which are restricted by siltation.

Mrs Oldfield confirmed that the Environment Agency were carrying out a study on the tidal river and the impact siltation has on discharges. The Chairman referred to technology available to monitor bed levels, which could improve the situation. Mrs Oldfield referred to the district study, which would identify areas to be addressed and then give access to potential grant-in-aid funding for any proposed schemes. She referred to the Capital Programme, which would be updated following the conclusion of the study. She confirmed that she was looking to submit an application for the study, which would be carried out in parallel with Upwell IDB study, and that the costs for the study would be fully funding by grants.

The Chairman reported that proposals to upgrade Glenhouse Pumping Station had been proposed some 5 years ago and he was disappointed that it had taken so long to reach this stage, however, it may be that advances and changes during this period could be beneficial to the Commissioners upgrade proposals. He referred to any proposals, which he considered needed to take into account power generation costs, the Commissioners meeting their Environmental requirements. Members discussed alternative power sources and the Chairman considered that it may now be beneficial to electrify two pumps and convert the other two diesel engines to run on alternative fuel.

Mr M Fairey considered any proposals to electrify pumps at Glenhouse would require back-up generators which should be included in any proposal.

In response to queries raised by members, Mrs Oldfield confirmed that the study would look at all the implications of climate change, government proposals for farming and the Environment Agency Cranbrook Study and that these would be taken into account for any proposals.

The Chairman reported that it was the recommendation of the finance committee that the works van is not replaced this year and that it be reviewed further by the committee next year.

The Chairman raised concerns that in the past, the Commissioners had relied on the Middle Level for all their engineering requirements and it now appeared that they would be more and more reliant on external consultants.

Mrs Oldfield confirmed that there was likely to be in excess of 20 IDB grant-in-aid proposals and the current staffing levels were not sufficient to service this demand. She confirmed that any consultants will be managed by Middle Level employees and hoped that boards would engage in the process of appointing consultants.

RESOLVED

i) That the report and actions referred therein be approved
ii) That the Capital Improvement Programmes be approved in principal and be updated as more information becomes available with regards to the improvement scheme at Glenhouse Pumping Station
iii) That Mr R Sears, Mr M Fairey and Mr M Heading be the authorised representatives to work with the consulting engineer to propose a project brief or the Manea & Welney district study.

C.1017 Maintenance Works in the District

The Chairman reported that the majority of works last year had been completed in accordance with the Commissioners maintenance policy and it was intended to carry out works for the coming year inline with the programme again.
He reported that he considered the watercourses were in good order and requested if any members had concerns over any sections of the district system, that they should contact him.

RESOLVED

To continue with the Commissioner' annual maintenance programme in 2024/25.

C.1018 Health & Safety

The Chairman reported that Cope Safety Management had a planned visit on 15th February 2024 and that all matters previously discussed with Cope had been attended to.

C.1019 District Superintendents Report

The Chairman referred to the District Superintendents report and considered he was doing an excellent job in challenging conditions. He reported that rainfall was recorded every day and currently there was 857mm of rainfall recorded, which was approximately 50% more than an average year.
In response to Mr Walker, the Chairman confirmed that the superintendent was equipped for lone working with notification procedures in place and the use of the 'What Three Words' app. Mr C Barnes reported that he would be happy to be listed as a contact if needed.
Mr Crofts considered the District Superintendents report to be the most comprehensive he has seen and the Superintendent should be thanked for both the quality of his works in the district and also of his reports.

RESOLVED

i) That the report and actions therein be approved.
ii) That the Chairman thank the Superintendent for the quality of his report and for his service over the preceding year.

C.1020 Finance Report – Looking Back

Payments

The Commissioners considered and approved payments amounting to £193,934.69 which had been made during the period from 1st April to 30th November 2023.
NB - The Chairman, Mr M Heading and Cllr C Crofts declared interest (as members of the Middle Level Board) in the payments made to the Middle Level Commissioners.
NB – Cllr C Crofts and Mr R Gladwin declared interests (as members of Upwell IDB) in the payments made to Upwell IDB.

NB- Cllr C Crofts declared an interest (as a Councillor) in the payment made to Borough Council of Kings Lynn & West Norfolk.

C.1021 Finance – Looking Forward

Fees, Remuneration and Subscriptions

ADA

Mr Hill reported that ADA has increased subscriptions by 6.5% for 2024. The subscription for 2023 was £679 and will be £724 for 2024.

RESOLVED

That the increased subscription be paid for 2024.

Water Resources East

Mr Hill reported that WRE have indicated that their subscription for 2024 would be £150.00, an increase of £25.00 on the previous year.

RESOLVED

That the Commissioners subscribe to WRE at the requested contribution of £150.00.

Claims for Highland Water Contributions – Section 57 Land Drainage Act 1991

The Clerk will report that following his submission of claims for contributions the gross sum of £8.33 (£688.71 less £680.38 paid 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 £865.43 in respect of 80% of the Board's estimated expenditure for the financial year 2023/2024.

District Superintendents Remuneration

The Chairman reported that the District Superintendent enjoys his works and that he considers he does an excellent job. He reminded members that his wages had previously been increased to a level commensurate with his experience and responsibilities and that subsequent increases would be inflationary allowances only. Mr Hill reported that last year's increase was 5.6%.

Mr Hill reported on the death in service provision for the Middle Level Commissioners employees in the NEST pension scheme as reported in the Clerks report, and that the insurers had confirmed that this would be available to the administered IDB's with employees in the NEST pension scheme. He informed members that the benefit was a payment of three times the annual salary and from the premium paid by the Middle Level estimated that the cost to the Commissioners would be between £150 and £200 per annum.

Mr Hill reported that the Commissioners had previously agreed to match the employees' pension contributions up to a maximum of 10% and that currently the contributions being paid were employee 11%, employer 10%.

The Chairman reported that he has not yet discussed matter with the Superintendent and that it was the recommendation of the finance committee that he be authorised to review a pay award with the District Superintendent during March.

RESOLVED

i) That the Chairman be authorised to discuss a pay award with the District Superintendent and to make any arrangements concerning the pay of the superintendent as he considers appropriate.
ii) That the Commissioners provide the death in service benefit for the District Superintendent as referred to.
iii) That the Commissioners pension contributions arrangements remain unchanged.

Development Contributions

Mr Hill reported that Contributions from Developers had been received.

Precept to the Environment Agency

Mr Hill reported that the Anglian (Great Ouse) Regional Flood & Coastal Committee determined that there were exceptional circumstances to consider on the agreed 2% increase on Precepts on Internal Drainage Boards. The Committee voted for an additional 1% increase (reflecting exceptional circumstances) above the agreed 2% for the year ending 31st March 2025 – total of a 3% increase on the level of precept on internal Drainage Boards for the year ending 31st March 2025.

Completion of the Annual Accounts and Annual Return of the Commissioners 2022/2023.

a) The Commissioners considered and approved the comments of the Auditors on the Annual Return for the year ended on 31st March 2023.

b) The Commissioners considered and approved the Audit Report of the Internal Auditor for the year ended on the 31st March 2023.

Expenditure estimated and Drainage Rates and Special Levy requirements for 2024/2025

The Board were informed by the Clerk that under the Land Drainage Act 1991 the proportions of their net expenditure to be met by drainage rates on agricultural hereditaments and by special levy on local billing authorities would be respectively 71.73% and 28.27%.

The Chairman reported that the finance committee had discussed the rate requirement in detail and it was their recommendation that an additional £5,000 should be added for fuel costs and that the rate for 2024/2025 should be set at 50.0p

RESOLVED

a) That £5,000 be added to the rate estimates for 2024/2025

b) Drainage rates:

i) That the estimates be approved.

ii) That a total sum of £238,263 be raised by drainage rates and special levy.

iii) That the amounts comprised in the sum referred to in ii) above to be raised by drainage rates and to be met by special levy are £170,832 and £67,431 respectively.

iv) That a rate of 50.0p in the £ be laid and assessed on Agricultural hereditaments in the District.

v) That a Special levy of £42,723 be made and issued to Fenland District Council & £24,708 to BCKLWN for the purpose of meeting such expenditure.

vi) That the seal of the Board be affixed to the record of drainage rates and special levies and to the special levy referred to in resolution (v).

vii) That the Clerk be authorised to recover all unpaid rates and levy by such statutory powers as may be available.

C.1022 Date of Next Meeting

The Chairman enquired if the Commissioners considered there was value in a District Inspection. members were in favour of an inspection and were happy to leave the arrangements with the Chairman. The Chairman reported that he would need to liaise with the engineers to ensure relevant staff members were available.

Resolved

i) The Chairman be authorised to liaise with the consultant engineer to arrange an inspection for the summer meeting.

ii) When a suitable date has been agreed the Chairman will inform the Clerk who would send notification to all members.

C.1023 Any Other Business

The Chairman reported that he had arranged for Gary Roberts, Consultant Engineer to attend the meeting to give a presentation on the Environment Agency Counter Drain/Old Bedford proposals. However, unfortunately Gary was now unable to attend.

The Chairman informed members that it was his understanding that the Environment agency were looking at proposals for the future use of the Old Bedford River, the Counter Drain and Welches Dam Pumping Station and any proposals would also need to take into account WLMP's and environment requirements.

He reported on the current use of alternative fuel at Welches Dam Pumping Station and the use of redundant gravel pits for storage when the Pumping Station reaches the end of its useful working life.

He did not consider the case for decommissioning Welches Dam Pumping Station was convincing Mrs Oldfield referred to the project being part of a larger scheme for the re-instatement of the Block Fen area, with wetland habitat areas. She considered that the current proposals for a Fenland Reservoir could affect the proposals. She reported that as part of the Manea & Welney system study, the Old Bedford/Counter Drain proposals would need to be taken into account and referred to issues concerning gravity drainage into the tidal river which was also being investigated by the Environment Agency. The Chairman reported that it was considered that with every tide 80% of the silt brought in gets left behind, so siltation in the tidal river is an ongoing issue. Mrs Oldfield referred to the historical position of moving discharge points into the tidal river downstream and the Chairman referred to the complexities of the current Salters Lode systems. He also considered that the width of the river was about ⅓ of its design size.

Mr Walker referred to the possibility if pumps were installed, could these be designed to have the capability to pump both into the Block Fen area for storage and also into the Ouse Washes.

In response to queries concerning the remaining life of the Welches Dam Pumping Station, the Chairman considered that when it was refurbished it has an estimated life of around 20 years and the refurbishment was carried out around 2011.

Mr Hawes queried if there will be a public consultation and the Chairman confirmed there would be. Mrs Oldfield agreed to send members a link to the Strategy.

Ms Morris queried current ongoing issues regarding peat and Mr M Heading reported that some of the original proposals had been shown to be unworkable. He reported that as we become better informed about peat levels in the area proposals concerning future cropping and associated proposals would be based on a more robust factual base.

Mr Walker enquired on the level of communication with Sutton & Mepal IDB and the need for a 'common approach'. The Chairman reported that he was in regular contact with the Chairman of both Sutton & Mepal IDB and Upwell IDB as all the Boards have a common interest being their discharge into the Old Bedford River.

Ms Morris enquired about Mrs Oldfield vision for the next 50 years and she considered that we would need to be 'smarter' on how we deal with the water. Currently vast quantities are 'stored' in the Ouse Washes only to be discharged to sea. She considered that systems needed to be modified/adapted to allow the use of this water during the summer months. She referred to the Middle Level Studies concerning the Bevills Leam pond and alternative storage for Woodwalton Fen. Mr Sears and Ms Morris referred to the need to get agriculture seen as a priority to enable stakeholders to develop policies to benefit agriculture.

MANEA AND WELNEY DISTRICT DRAINAGE COMMISSIONERS

At a Meeting of the Manea and Welney Finance Committee held at the Lamb and Flag Public House, Welney on Wednesday 10th January 2024

PRESENT

J E Heading Esq (Chairman)
C J Crofts Esq
R Gladwin Esq
A Morris
R Sears Esq

Mr Robert Hill (representing the Clerk to the Commissioners) was in attendance.

Apology for Absence

No Apologies

The Chairman referred to the death of Mr Paul Jolley on Sunday 24th September 2023 and informed them that he had been a member of this Committee from February 2005.

RESOLVED

> That the Commissioners appreciation of the services rendered by Mr Jolley as a Member of the Committee be recorded in the minutes.

F.275 Confirmation of Minutes

RESOLVED

That the Minutes of the Meeting of the Finance Committee held on the 8th February 2023 are recorded correctly and that they be confirmed and signed.

F.276 Matters Arising

No matters arising.

F.277 Old Glenhouse Pumping Station

Further to minute F.260, the Chairman reported that there had been no works carried out to the old building since around 1997 and it therefore had continued to deteriorate, with the roof being the main area that needed addressing.

Ms Morris queried the ‘long-term’ future of the building and raised concerns over its remote location and therefore likely appeal to attract visitors were it to be restored.

Mr R Sears raised concerns about spending money on the building now when there were pressing operational concerns that required investment.

Mr C Crofts reported that other Board's he sits on were not looking to spend money on restoration of old buildings as they consider there is other preserved historical building in the area.

RESOLVED

> That the works to replace the roof and doors at the Old Glenhouse Pumping Station building be deferred this year and be re-assessed by the Finance Committee at next year's meeting.

F.278 Risk Management Assessment

Mr Hill reporter that the Clerk was currently reviewing and updating the Commissioners Risk Management Policy and it was likely that this would be put forward for approval at the summer meeting of the Commissioners.

Further to minute F.261 (a), the Committee considered and expressed satisfaction with the Commissioners' current Risk Management Policy.

The Chairman reported that Cope Safety Management had a planned visit on 15th February 2024 and that all matters previously discussed with Cope had been attended to.

F.279 Banking

Mr Hill reported, that as had previously been reported, due to regulatory changes from the Commissioners bankers, the type of accounts held by al authorities had changed. He informed members that the new arrangements were a non-interest-bearing current account and an interest-bearing treasury deposit account and that higher interest could be gained on 'surplus' balances by putting them on deposit for fixed periods, however, the minimum balance for this as £100,00 and higher rates of interest was available for higher deposit amounts and longer periods of investments. He explained the process for placing deposits and discussions he had had with the Clerk and that they wanted to gauge Board's views on 'pooling' investments funds into a single account to enable al Board's to access better rates of interest on balances. He confirmed that to allow this, Board's balances would have to be transferred into a single named account, likely in the name of Middle Level Commissioners.

In response to queries raised, Mr Hill confirmed:

- All Board's would continue to operate their current and Treasury deposit accounts for normal payments/receipts.
- The proposal would allow Boards with 'surplus' funds less than £100,000 to access higher interest rates
- The proposal would allow Boards with 'surplus' funds over £100,000 to access higher interest rates
- The interest rates change daily, and from 'entry level' to highest level can be between 1.75% - 2.0% higher
- The highest rates are available for 'long-term' deposits
- Interest on 'pooled' deposits would be appointed pro-rota to each individual Board's deposit and transferred to each Board's banking account

- If Boards were in agreement with the proposal, then a Governance document would need to be put in place to cover all aspects of the operation of the proposal and concerns raised by Boards
- Participation in the proposal could be delegated to the Chairman, and if an individual Board wished to withdraw, then this could be actioned on the instruction of the Chairman
- Any 'notice period' to withdraw would be determined by the remaining period of any investment deposit held by the Board
- The deposits would be within the Barclays portfolio, as this was within the mandated authority currently given
- It would not currently be possible to deposit funds outside of Barclays as there was no mandated authority given by the Boards
- If it was decided better returns could be gained by investing outside of Barclays, then resolutions to open accounts/invest in these institutions would need to be made at Board level.

Members considered the proposal would provide additional benefit to the Commissioners, but with likely reducing base rates, the margin would likely reduce further.

They resolved to review further at the next meeting when further information may be available and a written 'Governance' proposal could be reviewed.

F.280 Payments

The Commissioners considered and approved payments amounting to £193,934.69 which had been made during the period 1st April to 30th November 2023.

RESOLVED

That the payments be approved

(NB) – The Chairman and Cllrs Crofts & Sutton declared interests (as a Member of the Middle Level Board) in the payments made to the Middle Level Commissioners.
(NB) – Mr C Crofts declared an interest (as a member of Upwell IDB) in the payment made to Upwell IDB
(NB) – Mr C Crofts declared an interest (as a Councillor) in the payment made to Borough Council of Kings Lynn & West Norfolk.

F.281 Consulting Engineers' Report & Pumping Stations

Pumping Stations

The Chairman raised concerns that previously the Commissioners had relied on the Middle Level Commissioners for all Engineering services and it now appeared from the report that more work would be carried out by consultants. In response to Ms Morris, the Chairman considered that currently engineers time was being taken up with major studies/works for the Middle Level.
Mr Hill informed the Members that as there was likely to be a large refurbishment/replacement programme across all IDB's, there would not be capacity within the department and it was proposed, to progress these studies, to use consultants.
The Chaiman raised concerns that it was first mentioned about replacing the pumping units at Glenhouse pumping station approximately 5 years ago, and these had been no significant progress.

He considered that the Commissioners needed to take into account future running costs when replacing engines/motors and also their environmental obligations. He estimated that 2 pumps could cost up to £500,000 and that would be beneficial.
Members briefly discussed alternative power suppliers.

F.282 Maintenance Equipment & Vehicles

Further to minute F.265, the Chairman reported that the tractor and flail mower were both working well and with the addition of the weed-bucket were providing a significant value for money benefit.

He considered that the van was working well and although it would be 9 years old this year, he did not consider it necessary to change it at this moment.

He confirmed that as previously agreed, works were carried out within the village of Manea to alleviate flooding issues and that these works were greatly appreciated by the local community.

Ms Morris considered that it should be recorded with the Parish Council when said works were carried out. In response to Mr Sears, the Chairman considered that the issues within the village this year were of a different nature to the previous year, so it was difficult to assess if matters were better or worst.

F.283 Joint Maintenance of the Old Croft River – Upwell IDB

Further to minute F.266, The Chairman reported that there were two issues concerning the agreement, the shared costs for maintenance works and the split development contributions concerning discharge into the Old Croft River.

While he was content with the established arrangement to split maintenance costs 50/50 with Upwell IDB, he did not agree with the previous clerks view that development contributions should also be split 50/50. His opinion was that the contribution should be for the district in which the development is within, a view he confirmed that was shared by the Charman of Upwell IDB.
Mr Hill reported that because of this, the Clerk had drafted an agreement which was only for the shared maintenance costs.

RESOLVED

> For the Chairman to be authorised to sign the agreement for the split of shared costs for maintenance works on the Old Croft River with Upwell IDB

F.284 Maintenance Works in the District

Further to minute F.267, the Chairman reported that the Commissioners policy to attend to as much of the district system as possible had been followed this year and although it has been a difficult year, he considered the policy provided benefit and the system was able to deal with successive rainfall events.

He reported that there had been 857mm rain during 2023 and that the District Superintendent had calculated that 1.3m tonnes of water had been pumped during October and 1.4m tonnes have been pumped during this current event.

He confirmed that it was again intended to continue with the policy of regular light maintenance across the district, to maintain the system to allow water to be evacuated quickly. He asked that if any Member had concerns on any section of the District System, they should contact him.

F.285 Residential Development to the north west of The Grange at the south east of New Road, Welney

The Chairman reported that works at the development site were continuing and that the solutions to drainage issues provided were satisfactory and acceptable to the Planning Engineer.

F.286 District Superintendent Report

The Chairman referred to the report and the challenges that the rainfall events provided, which he considered the District Superintendent had dealt with in a professional manner. He confirmed to the Members that he has regular meetings with the Superintendent and has total confidence in him and that his work is very much appreciated.

Mr Crofts considered the District Superintendent’s report to be the most comprehensive he has seen and that the District Superintendent should be thanked for both the quality of his work in the District and also of his reports.

F.287 Clerk’s Fee

Further to minute F.271, Mr Hill reported that it was too early to have figures available concerning charges for 2024/2025 but indicators were that there would need to be an inflationary increase applied.

He further reported that there would be staffing changes due to the retirement of the Middle Level solicitor and that the Clerk would be carrying out a comprehensive review of the administration services provided to develop a catalogue, and that Board’s would be consulted as to their expectations and requirements of the service – he further reported that staffing capacity and costs would also need to be reviewed when developing the service catalogue.

The Chairman reported that he was happy that this area was going to be reviewed and that services would be clearly defined. His expectation was to receive an excellent service and that the costs of that service was to be reflective of their quality, which he would be happy to pay.

(NB) – The Chairman and Mr Crofts declared an interest (as a Member of the Middle Level Board) when this item was discussed.

F.288 District Superintendent

i) The Chairman reported that the District Superintendent enjoys his work and that he considers he does an excellent job. He reminded members that his wages previously increased to a level commensurate with his experience and responsibilities and that subsequent increases would now be inflationary allowances only.

Mr Hill reported that last year's increase was 5.6%.

The Chairman informed members that he had not yet discussed matters with the District Superintendent and that, if the Commissioners were in agreement, intended to leave discussions until March.

ii) The Chairman reported that the Commissioners had previously agreed to match the contributions of the District Superintendent up to a maximum of 10% and Mr Hill confirmed that the current contributions were:

Employee – 11% Employer – 10%

RESOLVED

To recommend to the Commissioners;

i) That the Chairman be authorised to review a pay award with the District Superintendent and to make arrangements as he considers appropriate.

ii) That the Commissioners pension arrangements remain unchanged at 10%.

F.289 Budget 2024/2025, Special Levy and Rate Requirement

The Chairman reported that he had been through the budget estimates for the coming year with the Middle Level Commissioners Treasurer and he considered reasonable provisions had been made for likely expenditure in the year.

He referred to successive rainfall events during the year and the most recent event subsequent to the budget proposal being drafted, and that in view of this he considered additional provision for fuel should be added, which he considered a further £5,000 to be appropriate.
Mr Hill reported that out-run costs were estimates only and future contract rates for electricity and diesel costs were unknown, and the Chairman's assumptions were reasonable.

Members considered the budget and the provision for fuel for pumping and agreed with the Chairman's recommendation.

The Chairman considered, that with an additional provision for fuel being added, the rate requirement for 2024/25 should be 50.0p.

RESOLVED

To recommend to the Commissioners that for 2024/2025 a rate of 50.0p in the £ should be set.

F.290 Rate Collection and Arrears

Mr Hill reported that the normal collection procedures were being carried out for outstanding balances.

Provided by the Middle Level Commissioners		Item No:	4
Meeting:	**MANEA & WELNEY DDC**	**Subject:**	**CONSTITUTION & MEMBERSHIP**
Date:	**Thursday 13th June 2024**	**Officer Responsible:**	**Polly Tombleson**

RECOMMENDATIONS

The Board is asked to:

A. Note the current status of its membership and the role they each play as members serving the interests of the Board.
B. Review attendance records and identify any resolutions as necessary.
C. There are currently **2** vacancies
D. To consider previous discussions of amalgamation – SM, MWe & Up.
E. Reinforce the need for members to view all five 'Good Governance' videos.
F. Identify any topic areas for additional training, as well as any inspection/site visit requirements.

1. Current status

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

	Elected Members	Appointed Members	Total Members	Quorum
Composition	14	N/A		5
Actual	12	3 FDC, 1 KLWN	16	
Vacancies	2		2	

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

No	Name	Status (one of four categories)	Commentary
1	Christopher Barnes	Ratepayer	
2	Neil Cook	Co-opted member to vacancy - ratepayer	Oddfellows rep
3	Michael Fairey	Nominee of Ratepayer (M Crouch)	
4	Roger Gladwin	Ratepayer	
5	James Hawes	Nominee of Ratepayer (Westfield Farms)	
6	Peter Hawes	Ratepayer	
7	John Heading	Ratepayer	Chairman
8	Marc Heading	Ratepayer	
9	Alison Morris	Ratepayer	
10	Charles Sears	Ratepayer	
11	Robert Sears	Ratepayer	Vice-Chair
12	Verden Walker	Nominee of ratepayer (M Crouch)	
13			
14			

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	Christopher Crofts	(BCKLWN)	Councillor
3	Sidney Imafidon	(FDC)	Councillor
4	Charlie Marks	(FDC)	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	10/1/2024	8/6/2023	8/2/2023	2/2/2022
1	Christopher Barnes	Present	apologies		attended
2	Neil Cook	Present	attended	attended	attended
3	Michael Fairey	Present	attended	attended	apologies
4	Roger Gladwin	Present	apologies	attended	
5	James Hawes	Present	attended	apologies	attended
6	Peter Hawes	Apologies	attended	apologies	apologies
7	John Heading	Present	attended	attended	attended
8	Marc Heading	Present	attended	attended	attended
9	Alison Morris	Present	attended	attended	attended
10	Charles Sears	Apologies	apologies	attended	apologies
11	Robert Sears	Present	attended	apologies	attended
12	Verden Walker	Present	apologies	attended	attended
13					
14					

Attendance at Chairs Meetings

No	Name	6/10/2023	13/12/2022	12/4/2022	2/11/2021
1	John Heading	apologies	attended		apologies

Appointed Members (current and previous)

No	Name (Council)	10/1/2024	8/6/2023	8/2/2023	2/2/2022
1	James Carney (FDC)	Present		n/a	n/a
2	Christopher Crofts (BCKLWN)	Present	attended	attended	attended
3	Sidney Imafidon (FDC)	Apologies		n/a	n/a
4	Charlie Marks (FDC)	Present	attended		

3. Vacancies & appointments

3.1 There are currently 2 vacancies.

4. Composition and amalgamations

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

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

4.3 The Clerk to report on previous discussions regarding a possible amalgamation between – SM, MWe & Up.

5. Training

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

5.2 To date 1 of 16 Board Members have reported viewing all five videos.
To date 5 of 16 Board Members have reported viewing 2 of the 5 videos.
To date 1 of 16 Board Members has reported viewing 3 of the 5 videos.

5.3 Members are asked to identify any topics areas they would value further training on as well as any site inspections that would help them undertake their role on the Board more effectively.

5.4 Member training is reported to Defra as part of the annual IDB1 return.

Author Name: Polly Tombleson
Role: Senior Business Support Officer

Provided by the Middle Level Commissioners		Item No:	5
Meeting:	**MANEA & WELNEY DISTRICT DRAINAGE COMMISSIONERS**	**Subject:**	**CLERK'S REPORT**
Date:	**Thursday 13th 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. Support the proposed approach to determining the next electricity contract.
C. In determining their valuations for insurance purposes, recognise the limitations associated with their current valuations and the risks they hold of being underinsured.
D. Boards are asked to note the banking overview and that unless there is collective approval, they will not be maximising their interest on available balances.

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

1.1 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.

1.2 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. Association of Drainage Authorities - Summary

2.1 In February 2024, ADA hosted their second Environment Day, held at Park Farm, Thorney. Sofi Lloyd presented jointly with Robin Price of Anglian Water on the topic of IDB and water quality.

3. Electricity and Insurance

3.1 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.

3.2 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.

3.3 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.

3.4 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.

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

3.6 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.

3.7 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.

3.8 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.

3.9 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)

3.10 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.

3.11 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.

3.12 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.

3.13 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.

4. Banking

4.1 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.

4.2 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.

4.3 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.

4.4 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.

4.5 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.

4.6 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.

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

5. Rating

5.1 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.

5.2 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.

5.3 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.

5.4 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.

6. MLC Staffing

6.1 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.

6.2 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.

6.3 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.

6.4 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

middle level commissioners

MLC Services for IDBs

Pumping Station Insurance Valuations

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

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

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

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

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

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

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

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

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

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

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

Proudly managing water levels in the Fens since 1862
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Over the next 3-10 years there will be a suite of pumping station refurbishments and replacements locally led by the MLC, so we will be better placed to undertake assessments in a similar manner to those undertaken in 2015. These assessments would be billed to Boards at the hourly rate for the technical staff involved.

Our recommendation is that Boards in determining their valuations for insurance purposes recognise the limitations associated with their current valuations and the risks they hold of being underinsured.

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

Paul Burrows, Chief Executive

Nicola Oldfield, Chief Engineer

October 2023

Provided by the Middle Level Commissioners		Item No:	6
Meeting:	**MANEA & WELNEY DISTRICT DRAINAGE COMMISSIONERS**	**Subject:**	**ENVIRONMENT OFFICER'S REPORT**
Date:	**Thursday 13th June 2024**	**Officer Responsible:**	**Sofi Lloyd**

RECOMMENDATIONS

The Board is asked to:

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

1. Services provision to the Board.

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

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

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

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

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

2. New Hedgerow Regulations

The new Management of Hedgerows (England) Regulations 2024 puts the baseline for hedgerow management practices into law, providing a consistent approach for their protection across the country. This includes:

- a 2-metre buffer strip, measured from the centre of a hedgerow, where a green cover must be established and maintained. Also, no cultivation or the application of pesticides or fertilisers should take place within this buffer strip
- a hedgerow cutting ban from 1 March to 31 August (inclusive).

You can find guidance on these rules and exemptions in the buffer strip guidance and the cutting and trimming guidance here: Hedgerow regulations now law – Farming (blog.gov.uk)

3. BAP Refresh Visit

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

4. Work Package Ecological Screening Report (ESR)

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

5. Flail mowing and compliance

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

- Undertake grass bank mowing outside the bird nesting season (March to mid-August). If mowing within the bird nesting season, and vegetation is over 25cm tall, a walkover survey is likely to be required to ensure that any nesting birds are identified and a stand-off area is applied around nesting birds. This will minimise the risk of disturbing them, which would be an offence under wildlife law.
- Flail cutter heights are set to 10cm or higher to reduce the risk of impacting reptiles between March to the end of Sept.
- Any planned flail mowing over a known badger sett must be reported to Sofi at least two weeks ahead of works being undertaken. Please see next bullet point below for more info regarding badgers.
- The locations of all newly discovered badger setts must be reported to Sofi using W3W.
- Flail mowing must not be undertaken within 1m of the waters' edge to avoid the risk of damaging any water vole habitats present or disturbing water voles. If mowing must take place within 1m of the waters' edge either:
    a. Vegetation height of no less than 30cm must be maintained on both banks or
    b. Only one bank should be mown to the waters' edge, leaving at least a 1m width of bankside vegetation uncut on the other bank down to the water line to ensure refuge and habitat is maintained

6. Badgers and licences

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

Licence to interfere with badger setts for watercourse and drainage purposes (CL27) - GOV.UK (www.gov.uk)

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

7. Water Voles

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

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

For more information on complaint maintenance approaches, please see IDB Biodiversity Manual – Middle Level

8. Mink Control

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

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

Waterlife-Recovery-Trust-Newsletter-6-Final.pdf (waterliferecoverytrust.org.uk)

9. Weed screen spoil heaps

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

10. Invasive species

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

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

Author Name: Sofi Lloyd
Role: Environment Officer

Provided by the Middle Level Commissioners		Item No:	7
Meeting:	**MANEA & WELNEY DDC (Hereafter referred to as the Board)**	**Subject:**	**CONSULTING ENGINEERS REPORT: CHIEF ENGINEER'S SUMMARY & CAPITAL PROGRAMME**
Date:	**Thursday 13th June 2024**	**Officer Responsible:**	**Nicola Oldfield**

RECOMMENDATIONS

The Board is asked to:

A. **Provide its views on item 2.1.1 *New developments and the use of SuDS.***
B. **Review and approve its Capital Programme.**
C. **Approve if it would like the MLC to take quarterly meter readings at an approximate cost of £60 per station per quarter.**
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 M&E Resources

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

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

2. Technical Services

2.1 Summary of Key Planning Issues

2.1.1 ***New developments and the use of SuDS***

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

In addition, current design does not allow for the complex network of water level and flood risk management systems within the Fens particularly when they are "at capacity" during October to April and/or where flows can become "locked" due to high water levels taking many days to return to a "normal" level.

Therefore, consideration is being given to requiring designs to:

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

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

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

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

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

The Board’s views on this would be appreciated.

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

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

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

Our station worked in combination with over 70 smaller Internal Drainage Board stations, hundreds of kilometres of drains and raised embankments, to keep our Fens relatively dry and protect local communities and the economy from flooding. We are hoping for a drier 2024/25 but need to plan for this being the new normal. This winter really helped highlight the importance of, and also the weaknesses, in our infrastructure and operations.

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

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

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

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

2.2 **Cranbrook/Counter Drain (CCD) Flood Risk Management (FRM) Strategy**
The MLC Planning Engineer continues to represent the Boards on the Stakeholder Group and associated engagement with the relevant interested parties.

Following a change of the EA's Project Manager the once regular Update Meetings have become less frequent but work continues on this long-term Strategy. The MLC Planning Engineer continues to provide updates to the Chairman as these become available

The EA has offered to give an update presentation to the Board at a future meeting and the timings of this will be discussed with the Board's Chair.

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

3. Capital Programme

3.1 The Board's Capital Programme is shown as Appendix 1.

The Programme has been updated with future costs for pumping station works based on recent similar projects.

These works will be further informed by the completion of the System Study described below.

3.2 In terms of FCRM Grant-in-Aid (FCRM GIA) from the Environment Agency, the System Study is now programmed for start in 2024. The Study will also include consideration of the potential impacts of works arising from the EA's Cranbrook Counter Drain FRM Strategy.

Author Name: Nicola Oldfield
Role: Chief Engineer

Appendix 1: **Capital Programme**
Appendix 2: **List of applications responded to since last meeting**
Appendix 3: **M&E Report**
Appendix 4: **MLC001: Middle Level System Flood & Drainage Infrastructure Capacity**

Appendix 1

Manea & Welney District Drainage Commissioners														
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
Glenhouse 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	0	0	0.0	0.0	750.0	750.0	0.0	0.0	0.0	0.0	0.0	0.0	1500.0
	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	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	15.0	15.0
	Pumping station compound/surrounds improvements	0	0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Purls Bridge p/s	Pumping station replacement	0	0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	5,000.0	5000.0
	Pumping station pumping and control equipment replacement	0	0	0.0	70.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	70.0
	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	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
	John Deere Tractor - *purchased April 2020 - £111,480*	0	0	0.0	0.0	0.0	0.0	0.0	0.0	85.0	0.0	0.0	0.0	85.0
	Herder Cavalier Flail Mower - *purchased June 2020 - £71,100*	4	0	0.0	0.0	0.0	0.0	0.0	0.0	65.0	0.0	0.0	0.0	69.0
	Citroen van - *purchased 13/03/2015 - £8,753*	0	0	15.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	15.0
System Study	To inform future refurb needs	0	0	10.0	20.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	30.0
Drainage Channels		0	0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	Refurbishment of inlets/outfalls	0	0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
		4	**0**	**25**	**90**	**750**	**750**	**0**	**0**	**150**	**0**	**0**	**5,015**	**6,784**

Appendix 2

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

MLC Ref.	*Council Ref.*	*Applicant*	*Type of Development*	*Location*
678	F/YR24/0028/PNCO4	George Heys Farming Ltd	Change of use (Agricultural to residential [2 dwellings])	Station Road, Manea
679	F/YR24/0067/F	Mr P Gale	Residential (2 dwellings)	Station Road, Manea
680	F/YR24/0190/F	Mr G Wallis	Residence (Annexe)	Station Road, Manea
681	F/YR24/0161/F + 24/00429/CON	Mr R Gladwin	Erect 1x dwelling (2storey - 4 bed) in association of existing farm and formation of an access	Padgetts Road, Christchurch
682	F/YR24/0197/F	John Reeve	Erect a part single-storey/part 2-storey rear extension and front porch to existing dwelling, involving the demolition of existing rear extension and conservatory	Station Road, Manea
683	F/YR24/0261/F	Mr & Mrs Butler	Residence (Extension)	Charlemont Drive, Manea
684	CCC/24/036/DCON	Cambridgeshire County Council	Education (Primary School)	Station Road, Manea
685	F/YR24/0355/F	Mr E Barnes	Change of Use (Commercial/Residential to Residential [2 dwellings])	High Street, Manea

The following applications for Byelaw Consent (to discharge to a watercourse) have been granted since the last report:

MLC Ref	*Council Ref*	*Consent No*	*Applicant*	*Location*	*Date consent granted*
493 & 666	F/YR15/0036/F & F/YR23/0342/F	DC/17	Manea Parish Council	Park Road, Manea	10/1/24
673	CCC/23//124/FUL	DC/18	Manea Primary School	Station Road, Manea	2/5/24

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

MLC Ref	*Council Ref*	*Option 1 (Self-certification) or Option 2 (Checking Form)*	*Location*	Date acknowledged
670	F/YR23/0639/F	Option 1	Valentine Close, Manea	6/12/23

No Byelaw Consent (to undertake works in and around watercourses) applications have been granted during the reporting period

Appendix 3

Provided by the Middle Level Commissioners		Item No:		7
Meeting:	**MANEA & WELNEY DDC (Hereafter referred to as the Board)**	**Subject:**	**CONSULTING ENGINEERS REPORT: MECHANICAL & ELECTRICAL**	
Date:	**Thursday 13th June 2024**	**Officer Responsible:**		**Dave Bantoft**

1. M&E key messages and advice

1.1 Other than the matters described below or previously reported, only routine maintenance has been carried out since the last meeting and the pumping plant at each of the stations is mechanically and electrically in a satisfactory condition. The stations, pumps and control panels are at an age where reliability is a concern, this will be addressed in the upcoming System Study.

1.2 Electricity Readings

Taking regular and accurate manual electricity meter readings is very important; even for sites with meters that are read remotely. There have been cases of significant variances between bills and actual usage, regular meter readings and pump hours readings are essential for verifying bills and forecasting usage. **This year we have been able to successfully challenge 93000 kWh of incorrectly invoiced electricity, this would not have been possible without the manual readings.**

Moving forward it is requested that the Pump Attendants/District Officers take electricity meter readings and pump run hours readings monthly (as close to the 1st of each month as they can) and then forward them onto the M&E Engineer on david.bantoft@middlelevel.gov.uk or 07768 026119.

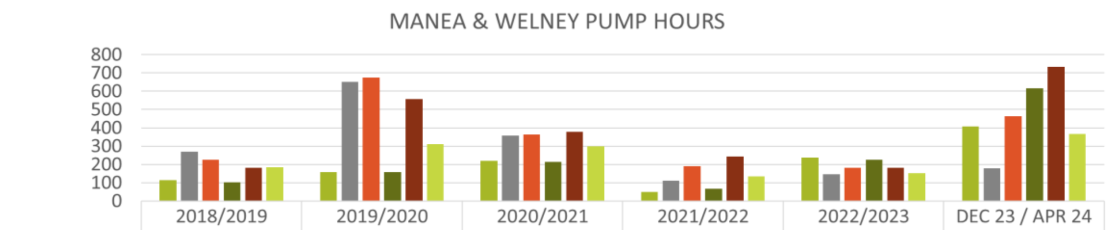
If you are unable to provide readings, or would prefer, the MLC can take quarterly readings; these will be at a cost to the Board for the time and mileage involved. Please approve this if it is required. Approximate cost will be £60 per station per quarter.

1.3 Purls Bridge

The insulation resistance of pump 1 had deteriorated to 12 M ohm at the September 2023 routine inspection; this pump has been set to duty through this pumping season and the resistance has improved considerably to 283 M ohm at the April 2024 routine inspection. This shows there may be moisture ingress into the pump which has improved with the heat of regular running. This will continue to be monitored. It should be run regularly to help prevent the ingress of water. This pump was last overhauled in 2016. Overhauling this unit again is not recommended as due to its age it is unlikely to be viable or reliable. The insulation resistance of the pump deteriorated slowly over several years before the last overhaul and may do again but its reliability is a concern. Bedford Pumps have advised that a replacement of this type would be in the range of £70k to £100k.

The low level relay failed in April and was replaced with a modern unit.

2. Pumping summary



	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	DEC 23 / APR 24
GH PUMP 1	113	159	219	50	236	407
GH PUMP 2	270	650	356	112	146	178
GH PUMP 3	226	675	363	191	180	464
GH PUMP 4	102	159	213	66	225	617
PB PUMP 1	182	556	379	244	180	734
PB PUMP 2	185	311	298	135	152	365

3. Inspections

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

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

Glenhouse	12-Nov-2020	12-Nov-2025
Purls Bridge	12-Nov-2020	12-Nov-2025

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	Built	Pump	Pump Overhaul	Controls	Weedscreen Bars	WSC	WSC Overhaul	Controls
Glenhouse	1948/ 1997	1997		1997	1997	1997	2021	1997
Purls Bridge	1978	1999 (1) 1986 (2)	2016 (1)	1978	2008	2008		2008

Author Name: Dave Bantoft
Role: M&E Engineer

Appendix 4

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.

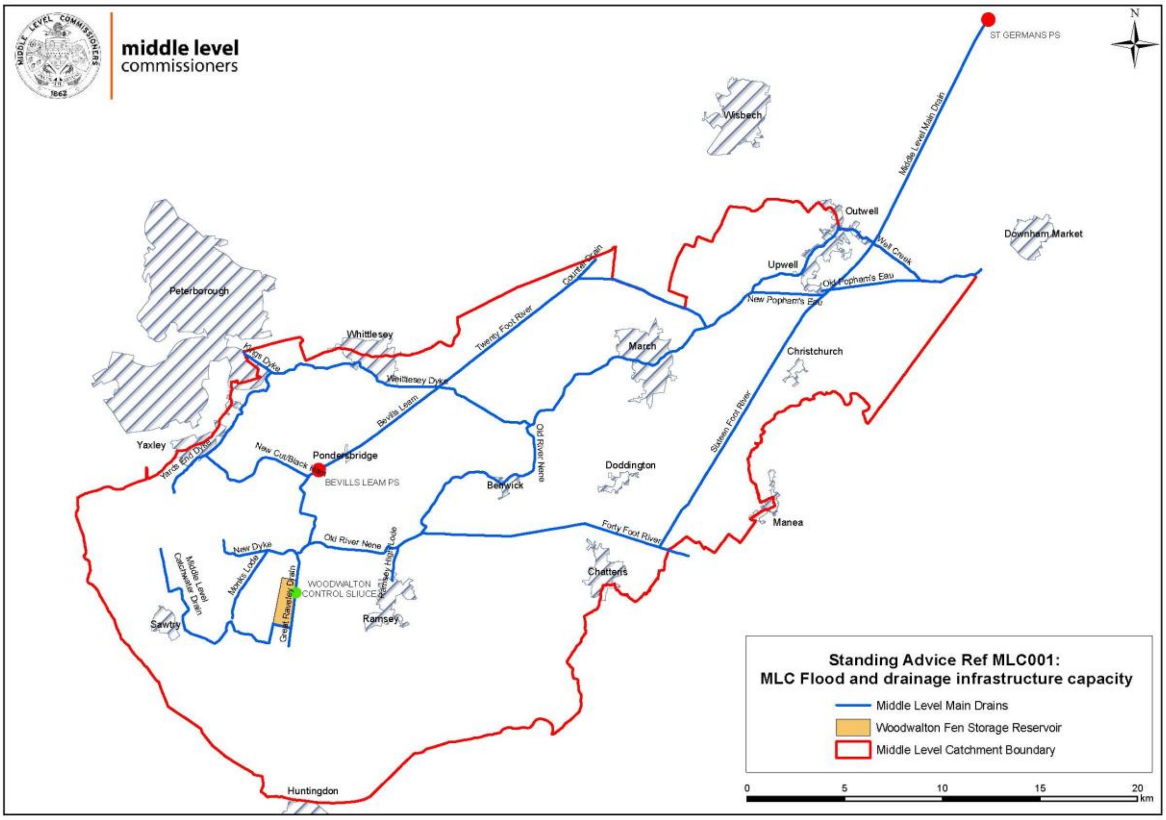
The Commissioners elect a Board and, via an Executive Committee, appoint a Chief Executive who leads a staffing structure to deliver their various statutory duties and responsibilities.

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

SAFETY MANAGEMENT

Site Safety Inspection Record

Middle Level Manea & Welney 150224

Complete

Name of organisation:	Middle Level Commissioners
Date of site visit	15.02.2024 11:40 GMT
Address of inspected premises	Glen House Pumping Station Old Bedford Bank Manea PE14 8TB
Name of Advisor	Kathryn Simmonds
Time of arrival at site:	15.02.2024 11:40 GMT
Audit Name	Middle Level Manea & Welney 150224

Audit

An opening meeting was held with

Andy Maddams

1

Only Glen House Pump Station was visited due to access. It was noted that Glen House is fitted with an automatic screen cleaner and this is surrounded by suitable edge protection. It is understood that very little manual works are required for this station, unless a blockage has occurred and it is not possible to use the available tractor and mechanical attachments.

Access steps and handrails were observed to be fitted but the steps require levelling as they are currently uneven, which will increase the risk of trips and falls, particularly in times of darkness. It is recommended that these steps are reviewed and adjusted accordingly.


Photo 1

2

Lone working was discussed. It was good to hear that What3Words is utilised when going to the pump stations and you provide an approximate time that you will be there, to ensure communication is maintained.

3

It is understood that you carry out all of the necessary flailing and weed cutting throughout the year and this appeared to be suitably managed at the time of the visit.

4

Some signage was observed to be in place, however these have become faded. It is recommended that one signage board is provided with all of the relevant hazards for the site displayed. This could be positioned in a prominent position at the pump station entrance.

Photographic Risk Assessment

Advisor's signature

Kathryn Simmonds
15.02.2024 12:24 GMT

Departure time	15.02.2024 12:24 GMT
Number of outstanding Photographic Risk Assessments	0 From 0 to 99

Media summary

Photo 1

Manea & Welney District Drainage Commissioners
Superintendents Report Summer 2024

The winter of 2023/4 is in the past, it was quite extraordinary in the amount of rainfall and, subsequently, pumping that affected the District. Following the wettest October recorded by me, we endured the wettest November, second wettest December and January. The wettest February was also the second wettest month on record too. Those five months accounted for 521mm of rainfall, more than, or equal to three whole year totals.

In that five-month period, the District pumps moved circa ten million tonnes of water into the Old Bedford River, which also accounts for the rather alarming increase in our energy consumption. I tried all manner of different settings for the triggers at Purls Bridge, but the water flows were so high throughout the period there was no way of preventing the pumps from running on the peak rate tariff.

The drain level was held at 97.00 throughout the winter, not being allowed to rise until March 11th. That level is 30cm lower than the usual low winter level, and was maintained in order to give land drains as much chance as possible to run freely. The flip side of the low level is the risk of bank slips, and there have been a couple of minor slips in the District, and a couple of existing ones have worsened slightly.

March initially looked as though things might be drying up a bit, however, a wet period in the middle of the month scuppered those thoughts. With a total of 45mm, March had about average rainfall.

April seemed promising too, with damp days, but no major rainfall until the 29th, when 23mm fell just to top things up again.

May also had a sting in its tail with 39mm in a thirty-six-hour period around the 22nd. This slightly wrong footed us, as by this time we had attained the usual summer level of 98.00. With the Environment Agency apparently deciding not to heed our requests that the Old Bedford be allowed to rise to a useful level for transfer of water into the District, I was loath to let our water go, but by the Bank Holiday weekend there was no choice but to pump the District down by 0.5m.

Writing this on the 6th of June, the pumps have been switched off for 48 hours and our levels have only risen by 8cm in forty-eight hours, I expect the summer level will slowly be attained by the middle of the month.

Curiously, since the deluge at the end of May, the EA have allowed the Old Bedford to rise to the level we have been suggesting for the last four years as a summer retention, and they have also altered the trigger points for Welches Dam pumps and are now trimming their level rather than dumping huge amounts out into the Delph. I suspect some of their policy has been brought about by pressure from parties interested in using the Washes for summer grazing, two big spring floods have managed to ruin another breeding season there and graziers are getting tetchy about their summer feeding arrangements.

Despite the hard winter work, all of our pumps have remained fairly reliable. A replacement radiator was required for No2 set at Glen House, following an overheating event. Similar high temperature readings are being seen on No3 set, and a new radiator is in stock awaiting fitting. The ‘simple’ job of radiator replacement is, in reality, a monumental task due to the design of the cabinets making access difficult at best, near impossible at times, and all the heaviest components need to be handled at an arm’s length, one handed. It’s a good job there are no near neighbours to hear the bad language!
A low-level trip fused at Purls Bridge, the MLC electrician was able to diagnose and cure the fault.

The high flow rates over the winter caused a few blockages of pipes, large amounts of weed debris being the cause, and these were dealt with easily with the dredging bucket attachment on the Herder, as well as some vigorous work with the drain rods.

A pipe has collapsed near Welches Dam, but following liaison with the farm concerned, we are planning to deal with the issue during our normal maintenance programme.

The van was treated to its annual service and MOT test in early March. The brakes needed some attention. I have subsequently suffered a run of punctures and also a deformed tyre due to broken cords. On the whole, the Berlingo does pretty well and all at 50+ mpg, the mileage has just topped 44,000.

The John Deere and Herder combo has proven to be nicely reliable sor far this season, I had replaced the roller bearings on the flail head in the winter, the first set needed, which is a huge improvement over the old Bomford which used to get through at least two sets each year. I have also replaced some of the knives on the mowing basket, ready for reed cutting as the summer progresses. Next winter will finally be time to fit new flails to the mower, the originals are now on their fifth mowing season, again this was an annual job with the previous set up.

The tractor will soon be due its 3000 hours service, for which, ideally, it will be taken to the dealers workshop in Coates.

Despite being a generally cool and damp spring and early summer, the wildlife around the District has made up for lost time, small flotillas of young ducklings are appearing every day. I fear the wet winter may have caused a reduction in the barn owl population, which was really to be expected, but most other species seem to be doing fairly well, most especially the various deer that lurk around the District. The last day of the fishing season (March15th), saw pike caught at both Glen House and Purls Bridge, the fish being in prime condition.

As always, I continue to work closely with our Chairman in our efforts to run the District in as efficient, and practical manner as we can. We faced the challenges of the winter, and managed to keep the water flowing as it should with few problems. I expect the summer to throw a few unexpected problems at us, but we are always able to react in a timely manner in order that the District functions as it should.

Andy Maddams

Provided by the Middle Level Commissioners		Item No:	10
Meeting:	**MANEA & WELNEY DISTRICT DRAINAGE COMMISSIONERS**	**Subject:**	**GOVERNANCE**
Date:	**Thursday 13th 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

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.

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:

MANEA & WELNEY DDC
INSURED VALUE OF FIXED ASSETS

PUMPING STATIONS

	As At 1st April 2024
PURLS BRIDGE PUMPING STATION	903,257.00
GLEN HOUSE PUMPING STATION	1,842,150.00
OLD GLENHOUSE PUMPING STATION	363,630.00
WELCHES DAM	6,060.00
	3,115,097.00

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

MANEA & WELNEY DISTRICT DRAINAGE COMMISSIONERS

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) Empower and recognise that the MLC Senior Officers and staff engage in wider relationships, partnerships and strategic projects on their behalf to help identify and mitigate generic tactical and strategic risks. This includes Fens 2100+ and the Fens Reservoir programmes.
f) Start to use language and terminology from this strategy at Board meetings within their consideration of risks.
g) Adopt formal project risk management as part of any capital works projects led by MLC staff on behalf of the Board.
h) Keep under review the need, benefit and cost of developing a formal risk assessment, risk register and risk response plan. It is currently not considered a proportionate approach.

Strategy published: January 2024

MANEA AND WELNEY DISTRICT DRAINAGE COMMISSIONERS

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 Manea and Welney District Drainage Commissioners.

B. CONTRACTS

1. The Board shall determine the procedures to be employed in connection with the procurement of goods and services save that, if no procedures be specified, three (or more) written quotations shall be invited unless the obtaining of tenders is prescribed by the rules applicable to the particular procurement.

2. Tendering may be selective or open, although, whenever possible, selective tendering shall be used and tenders invited to seek to ensure that the required number of tenders are actually received.

3. Tenders shall be opened, not earlier than the closing date prescribed in the tender documents, in the presence of such person or persons as may be authorised by the Board. A declaration shall be signed to such effect by the persons present at the opening of the tender(s) and a report on the tenders received shall be made to the Board.

4. Where a tender is accepted other than the lowest, the approval of the Chairman of the Board, or of the Board itself shall be obtained.

5. In the case of a tender for rents or similar sums where these are to be paid to the Board, where a tender is accepted other than the highest, the approval of the Chairman of the Board, or of the Board itself shall be obtained.

C. RESPONSIBILITY OF OFFICERS

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

D. ESTIMATES

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

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

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

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

E. BANKING

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

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

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

   a) Where payment is made by cheque:-

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

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

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

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

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

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

F. INCOME

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

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

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

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

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

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

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

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

G. PURCHASES OF GOODS AND SERVICES

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

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

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

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

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

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

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

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

H. EMPLOYEES

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

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

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

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

I. STORES

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

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

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

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

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

J. ASSETS

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

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

3. The asset register shall be placed before the Board for inspection at the earliest opportunity following the completion of the annual Accounts.

4. Any sale of Board assets will be undertaken either through competitive Tender or in the manner approved of by the Board.

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

K. AUDIT

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

2. Authority of Internal Audit

   Auditors are authorised to:

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

Auditors are not authorised to:

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

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

L. FRAUD OR OTHER IRREGULARITIES

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

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

M. WRITE OFFS

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

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

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

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

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

N. SALARIES, WAGES AND PENSIONS

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

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

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

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

O. BOARD EMPLOYEES etc

1. All members, officers and employees of the Board shall conduct themselves in a polite and courteous manner as expected by the Board.

2. Members, officers and employees must declare to an appropriate responsible officer any financial or other interest, which could conflict with the Board's interests.

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

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

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

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

P. MEMBERS' AND EMPLOYEES' ALLOWANCES

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

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

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

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

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

Q. INSURANCES

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

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

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

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

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

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

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

R. SECURITY

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

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

3. Keys to safes and similar receptacles are either to be carried on the person of those responsible or kept locked away in a safe and secure place at all times. A list of such key holders shall be supplied to the Clerk. Where keys are transferred, the new recipient assumes responsibility. The loss of any keys must be reported immediately to the Clerk.

S. PROTECTION OF PRIVATE PROPERTY

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

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

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

4. In the event of theft of personal items from employees, officers or members, a full report shall be made by the person affected as soon as the theft has been discovered. All such incidents shall be recorded and investigated and where appropriate reported to the Police. Where possible, the Clerk or responsible employee, officer or member shall make appropriate recommendations to improve security.

T. REVIEW

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

MANEA AND WELNEY DISTRICT DRAINAGE COMMISSIONERS

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 **7 December** 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:

MANEA & WELNEY DISTRICT DRAINAGE COMMISSIONERS

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:

and recorded as minute reference:

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

Chair

Clerk

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Provided by the Middle Level Commissioners		Item No:	11
Meeting:	**MANEA & WELNEY DISTRICT DRAINAGE COMMISSIONERS**	**Subject:**	**FINANCE REPORT: LOOKING BACK**
Date:	**Thursday 13th June 2024**	**Officer Responsible:**	**Robert Hill/Sam Ablett**

RECOMMENDATIONS

The Board is asked to:

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

Finance Officer's review and key messages

Accounts to 31st March 2024

At the Commissioners meeting 11th January 2024 a 'probable actual' position had been drafted, based around actual expenditure recorded to the end of November 2023 and estimates/forecasts to the 31st March 2024. At this point no invoices had been received from the electricity supplier.

At this time the forecast was to continue diverting as much water from the Purls Bridge catchment to the Glen House catchment to minimise the use of electricity for pumping. Subsequently there was significant rainfall during the remainder of January and February was the wettest on record. This resulted in more pumping through Purls Bridge pumping station. The probable actual figures were also based around forecasting other areas of expenditure to budget allocations, giving 'savings' against channel maintenance and repairs. The rating estimates for 2023/2024 included an allowance of £15,000 for future plant overhauls/refurbishments but due to the significant overspend against pumping this was not transferred in the year. Changes to the banking arrangements allowed for additional interest to be accrued, a total of £6,719.90 being received in the period.

Overall this gave a reduction in general fund balances of £21,652 to a balance of £246,060 at 31st March 2024, this currently being in excess of a years expenditure in hand.

During February 2024 the Prime Minister announced a £75m fund of financial aid specifically for IDB's for winter 2023/2024 storm recovery. This is for recovery of excess costs dealing with the winter storms and for future resilience improvements that could be made – all schemes and expenditure must be completed by 31st March 2025.

An application on behalf of the Commissioners for recovery of excess over winter costs will be submitted (tranche 1) but at this time there is no indication of how well the fund will be subscribed. There is an allocation of £25m for Tranche 1 claims.

The balances are reflected in the Commissioners accounts and Annual Return, which they are asked to review and approve.

1. Budgeting

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

2. Payments for 2023

2.1 Payments are detailed within Appendix 2

3. Annual Accounts and Finance papers 2023/2024:

3.1 Annual Return 2023/2024:

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

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

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

Appendix 1

MANEA & WELNEY DISTRICT DRAINAGE COMMISSIONERS

Monitoring - accounts/etimates 2023/2024

	Approved Estimates 2023/2024	Probable Actual 2023/2024	Accounts 2023/2024
1 CHANNEL MAINTENANCE	18,500	17,000	10,238
2 LABOUR	43,500	42,500	40,855
3 REPAIRS AND RENEWALS	10,500	10,000	5,563
Pump overhaul	15,000	15,000	0
4 FUEL	33,000	33,000	85,040
5 RATES, INSURANCES & TELEPHONES	3,500	4,250	4,204
6 ADMINISTRATION	17,775	17,775	17,649
7 TECHNICAL SERVICES	3,000	3,000	2,134
8 E. A. PRECEPT	79,150	79,107	79,107
9 PLANT REPLACEMENT	0	0	0
	223,925	**221,632**	**244,790**
INCOME	**835**	**3,132**	**6,212**
Net Expenditure	**223,090**	**218,500**	**238,578**
Rate Requirement	**0.4700**		
Increase on previous year budget			

rate meeting was held 11/01/24 based on expenditure to 30/11/23 with provisions to year-end

At time pumping was estimated utilising Glenhouse for both catchments - there was significant rainfall in January and February was the wettest on record. This resulted in Purls Bridge running, accounting for the significant increase in fuel.

Fuel usage 2023/2024:

Electricity - pumping	50,683
Gas oil	33,899
Road fuel	458
	85,040

AV 477,147

			Probable Actual	Accounts
Gen. Fund balance	open		260,230	260,230
Rates raised		*Rate set - 47.00*	223,967	224,408
net expenditure			218,500	238,578
closing balance			**265,698**	**246,060**

Appendix 2

MANEA & WELNEY DISTRICT DRAINAGE COMMISSIONERS

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

Middle Level Commissioners - Fees (Production of Board report, planning and development applications)		1,110.83
Middle Level Commissioners - Road tax for AU15 XHB		290.00
Middle Level Commissioners - IDB Health & Safety Re-charge 2022-2023 (Account from COPE Safety Management)		427.20
Middle Level Commissioners - Administration charge, postages, telephone charges, stationery and travelling		8,817.19
Middle Level Commissioners - Telemetry installation at pumping stations (net of 50% graant-in-aid)		6,476.16
Bank charges		3.00
Vodafone - Mobile telephone charges		13.06
Ratatak - Pest control (April - June 2023)		90.40
Wave - Metered water supply		33.52
Environment Agency - Precept		39,553.52
Vodafone - Mobile telephone charges		14.72
Water Resources East - Contribution to operating costs 2023-2024		150.00
LW Vehicle Services Limited - Supply, fit and balance tyre		100.44
Middle Level Commissioners - Pumping station maintenance		270.31
Vodafone - Mobile telephone charges		15.92
LW Vehicle Services Limited - Supply alternator belt		24.82
Vodafone - Mobile telephone charges		15.92
Ratatak - Pest control (July - September 2023)		90.40
Middle Level Commissioners - Expenses in connection with Board meeting		250.00
Upwell Internal Drainage Board - Shared costs of maintenance works carried out to the Old Croft River		13,884.23
Wave - Metered water supply		38.70
Ben Burgess Coates - 2250 hour service of John Deere Tractor - AO20 NWL		968.99
Vodafone - Mobile telephone charges		14.82
NL Hydraulics - 3/4" 2SN Rockmaster x 1330mm, 30mm Males Each End		53.66
Corona Energy - Electricity Supply - (Purls Bridge pumping station)	1,635.36	
Corona Energy - Electricity Supply - (Purls Bridge pumping station)	1,319.76	2,955.12
Corona Energy - Electricity Supply - (Glenhouse pumping station)	553.25	
Corona Energy - Electricity Supply - (Glenhouse pumping station)	206.78	760.03
NL Hydraulics - 3/8" 2SCN Rockmaster x 1100mm, 16mm		51.06
Vodafone - Mobile telephone charges		15.37
Mastenbroek - Knife, screws, locknuts and rivet		210.12
PKF Littlejohn LLP - Audit fee (2022-2023 accounts)		756.00
Middle Level Commissioners - Fees (Production of Board report, attendance at meeting, planning and development applications)		1,364.10
Middle Level Commissioners - Internal audit fees (Whiting & Partners, 2022-2023 accounts)		984.00
Middle Level Commissioners - Administration charge, postages and telephone charges		7,821.90
NL Hydraulics - 1/4" Quick release carriers and probes		64.80
Corona Energy - Electricity Supply - (Glenhouse pumping station)		212.84
Ratatak - Pest control (October - December 2023)		90.40
Middle Level Commissioners - Renewal of insurances		4,019.97
Wave - Metered water supply		21.08
Vodafone - Mobile telephone charges		15.18
FJS Services Ltd - 10 packs of 5"x 9m WR mainline pipe, 5"x 5"x4" hydrant tee and 5" male end plug		1,652.92
Fen Group - Drain maintenance		11,694.00
FJS Services Ltd - Washers, nuts and bolts		8.96

Environment Agency - Precept	39,553.51
Borough of Kings Lynn & West Norfolk Council - Refund of overpayment of special levy	11,612.50
LW Vehicle Services Limited - Puncture repair and balancing of tyre	24.00
Mastenbroek - Rubber strip, V rings, bearings, O rings and travelling roller brush	368.03
Middle Level Commissioners - Fees (Planning and development applications)	237.79
Cambridgeshire County Council - Annual rent (Right of access)	100.00
Bank charges	3.00
Vodafone - Mobile telephone charges	14.82
Bank charges	3.00
Middle Level Commissioners - Preparation of highland water claims	23.36
Vodafone - Mobile telephone charges	14.82
Corona Energy - Electricity supply	12,582.58
LW Vehicle Services Limited - Repairs to AU15 XHB	321.72
Bank charges	3.00
Vodafone - Mobile telephone charges	14.82
Ratatak - Pest control (January - March 2024)	90.40
Association of Drainage Authorities - Subscription 2024	868.80
Corona Energy - Electricity supply - (Glenhouse pumping station)	444.99
Vodafone - Mobile telephone charges	14.82
FJS Services Ltd - Hex set, Hex bolts, flat washers and full nuts	13.56
Middle Level Commissioners - Fees (Production of Board report, planning and development applications)	775.8
Middle Level Commissioners - Contribution (Environmental Officer)	492.5
Middle Level Commissioners - Health & safety course and meeting expenses	313.74
Middle Level Commissioners - Repairs to automatic weedscreen cleaning equipment	868.97
Bank charges	3.00
N L Hydraulics - Wire	56.60
Information Commissioners - Data Protection Registration renewal	40.00
LW Vehicle Services Limited - Puncture repair	24.00
FJS Services Ltd - Hex set, Hex bolts, flat washers, full nuts and radiator	423.67
Association of Drainage Authorities (River Great Ouse branch) - Subscription 2023-2024	36.00
Vodafone - Mobile telephone charges	15.37
LW Vehicle Services Limited - Service and repairs to AU15 XHB	685.53
Anglia Farmers - Electricity Supply - (Glenhouse pumping station)	364.61
Anglia Farmers - Electricity Supply - (Purls Bridge pumping station)	156.57
Anglia Farmers - Electricity metering charges - (Purls Bridge pumping station)	210.47
Anglia Farmers - Diesel	629.57
Anglia Farmers - Gas oil	33,895.32
Anglia Farmers - Repairs	109.24
District labour	34,474.41
NEST Pension Contributions	5,955.84
	251,246.39

(NB - Amounts shown include Value Added Tax)

Appendix 3

MANEA AND WELNEY DISTRICT DRAINAGE COMMISSIONERS
ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2024
GENERAL FUND

2024				2023			
Mar-31	Expenditure during the year:-			Apr-01	Balance brought forward		361,097.44
	Precept		79,107.03	2024			
				Mar-31	Rate income & Special levy	224,407.79	
	Rates, Insurances, Telephones	4,203.87			Interest on Deposit Accounts	4,462.95	
	Repairs & Renewals	5,563.28			Highland Water Contributions	854.29	
	Fuel	85,040.13			Water Transfer - EA	276.19	
	Drainworks	10,237.50			Consents	150.00	
	District Labour	40,855.24			Write back of provisions	468.74	
	Administration	17,649.11					
	Technical Services	2,133.66	165,682.79				230,619.96
	Transfer to Capital Reserve Fund						
	Pump overhaul provision		0.00				
	Depreciation Charge		31,219.78				
	Balance carried forward		315,707.80				
			591,717.40				591,717.40

BALANCE SHEET

Capital Section

Liabilities			Assets		
			Pumping Stations	2,415,000.00	
			Plant Assets	69,647.82	
Capital Provisions		2,415,000.00			2,484,647.82

Revenue Section

General Fund			Ratepayers' Account - Arrears		9,320.97
Revenue	246,059.98		Stock		15,634.62
Capital	69,647.82	315,707.80	Value added tax - Refunds due		10,853.56
Sundry Creditors		112,898.08	Sundry Debtors		1,046.66
Development Contributions		51,699.30			
Contributions holding account		14,621.47	Balance in hand:-		
Capital Reserve Fund		133,507.62	Barclays Current Account	69,273.67	
Grant Aid Received in Advance		7,445.02	Barclays Business Premium Accou	110101.99	
			Barclays treasury Deposit Account	350,000.00	529,375.66
		3,050,879.29			3,050,879.29

Manea & Welney nternal Drainage Board

Summary of Bank Reconciliations as at 31st March 2024

Treasurers Account 2023/2024

1st April 2023			31st March 2024	
Balance brought forward		490,272.17	Payments made during the year	251,246.39
31st March 2024				
Receipts during the year				
Clerk's collection account	283,946.14			
Interest on deposit accounts	6,403.74			
		290,349.88	Balance carried forward	529,375.66
		780,622.05		**780,622.05**

Summary of Bank Reconciliations as at 31st March 2024

Barclays Bank PLc

Current Account

Balance per Statement as at 31st March 2024	69,273.67
Less unpresented cheques	0.00
O/S lodgement	0.00
Balance per Trial Balance	**69,273.67**

Cash balances as at 31st March 2024

Barclays Bank PLc

Current Account	**69,273.67**
Business Premium Account	**110,101.99**
Treasury Deposit	**350,000.00**
Total reconciled cash balances per accounts	**529,375.66**

Manea & Welney DDC
Reconciliation between statement of accounts and Annual Return

Financial year ended 31st March 2024

					Per Annual Return
Line 1	**Balances brought forward**				
	General Fund		260,229.84		
	Development charges account		50,732.28		
	Capital reserve account		131,877.69		
	Contributions Holding Account		4,056.82		
				446,896.63	**446,897**
Line 2	**Rates and Special Levies**				
	Agricultural rates		160,582.43		
	Special Levies		63,385.00		
	Penalty		562.84		
	Costs		25.00		
	Write-off		-147.48		
				224,407.79	**224,408**
Line 3	**Total other receipts**				
	Interest				
		General fund	4,462.95		
		Development charges account	627.02		
		Capital reserve account	1,629.93		
	Highland Water		854.29		
	Discharge contributions		10,904.65		
	Consents		150.00		
	Water Transfer - EA		276.19		
	Insurance Claim		0.00		
	Write Back of Provisions		468.74		
				19,373.77	**19,373**
Line 4	**Staff costs**				
	Wages/salaries		34,220.11		
	National insurance contributions		3,467.13		
	Pension costs		3,168.00		
	Travelling expenses		0.00		
				40,855.24	**40,855**
Line 5	**Loan repayments**				
	PWLB - Principal		0.00		
	PWLB - Interest		0.00		
				0.00	**0**
Line 6	**All other payments**				
	Precept		79,107.03		
	Rates, insurances, telephones		4,203.87		
	Repairs and renewals		5,563.28		
	Fuel		85,040.13		
	Drainworks		10,237.50		
	Administration		17,649.11		
	Development charges fees		0.00		
	Planning fees		2,133.66		
	Purchase of Asset		0.00		
				203,934.58	**203,935**

Manea & Welney DDC
Reconciliation between statement of accounts and Annual Return

Financial year ended 31st March 2024

				Per Annual Return
Line 7	**Balances carried forward**			
	General Fund	246,059.98		
	Development charges account	51,699.30		
	Capital reserve account	133,507.62		
	Contributions Holdings Account	14,621.47		
			445,888.37	**445,888**
	Reconciliation			
	Line 1 + Line 2 + Line 3 - Line 4 - Line 5 - Line 6		445,888.37	
	Rounding		0.00	
	Reconciliation to Accounts			
	Balances carried forward per Annual Return - As above		445,888.37	
	Add Back:-			
	Adjustments for Prior Years	100,867.60		
	Depreciation	-31,219.78		
	Purchase of Asset	0.00		
			69,647.82	
	Balances carried forward per Accounts			
	General Fund	315,707.80		
	Development charges account	51,699.30		
	Capital reserve account	133,507.62		
	Contributions Holdings Account	14,621.47		
			515,536.19	

Section 2 – Accounting Statements 2023/24 for

MANEA & WELNEY DISTRICT DRAINAGE COMMISSIONERS

	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	419,586	446,897	*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	205,552	224,408	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	13,338	19,373	*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	40,156	40,855	*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	151,423	203,935	*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	446,897	445,888	*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	490,272	529,376	*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	2,611,078	2,611,078	*The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.*
10. Total borrowings	0	0	*The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).*

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

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

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

Date 30/05/2024

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

as recorded in minute reference:

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