SWAVESEY INTERNAL DRAINAGE BOARD

Contact: Polly Tombleson, Senior Business Support Officer

Email: enquiries@middlelevel.gov.uk

Telephone: DD (01354) 699377

Administered by:

13th June 2025

Dear Board Members

Upcoming meeting of the Board
Wednesday 25th June 2025

Please find overleaf the agenda for the meeting of the Board to be hosted via TEAM's at 11am on Wednesday 25th June 2025.

The link for this TEAMS meeting was emailed out on 10th June 2025.

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

SWAVESEY INTERNAL DRAINAGE BOARD

Wednesday 25th June 2025 – 11am

Via TEAM's

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 - 12	Chair
3a	Transfer of Service Provision	Pages 13 - 15	Clerk
4	Governance • Risk Management Assessment/Strategy • Insurance • Review updated Policy Statement • Review of internal controls • Exercise of Public Rights • Consideration of potential litigation, liabilities, commitments • IDB1 • Annual Governance Statement	Pages 16 - 18 Pages 19 - 24 Pages 25 - 35 Page 36	
5	Finance Report • Finance Officer's Review • Budget review • Payments for 2024/2025 • Annual Accounts and Finance papers 2024/2025 • Annual Return 2024/2025	Page 37 Page 38 Page 39 Pages 40 – 42 Page 43	Clerk
6	Date of Next Meeting – Tuesday 10th February 2026 at 2.30pm at Memorial Hall	Verbal	Chair
7	Any other business	Verbal	Chair

(NB: If required for any agenda item:

In pursuance of Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the public be excluded from the meeting when the above matters are being considered by reason of the confidential nature of the business to be transacted.)

SWAVESEY INTERNAL DRAINAGE BOARD

At a Meeting of the Swavesey Internal Drainage Board
Held at the Memorial Hall, Swavesey on Tuesday 11th February 2025.

PRESENT

K Wilderspin (Chairman)
J Dodson (Vice-Chair)
Mrs S Dodson
Ms S Ellington (SCDC)
Ms H Parish
N Stroude
Ms N Warren-Green (SCDC)

Mrs Ruth Martin (representing the Clerk to the Board) was in attendance.

Mr Iain Smith also attended as an observer.

Welcome and Apologies

The Chairman welcomed Mr Iain Smith who was already well known to the Board, and Mrs Ruth Martin who was attending her first meeting of the Board.

Apologies for absence were received from J Burgess.

B.1157 Declarations of Interest

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

The Chairman declared an interest as Superintendent to the Board and advised that he would vacate the meeting when fees were discussed.

Miss H Parish declared an interest in any discussions relating to Helen Parish.

B.1158 Minutes of the Last Meeting and Matters Arising

The minutes of the last meeting were agreed. The Chairman reported that due to the pressures of winter works, no progress had been made on the lighting upgrade discussed at the last meeting, and similarly the signage requirements identified in the Cope Report had not been resolved. A meeting to discuss the Investment Strategy had also not been arranged.

RESOLVED

> That the Minutes of the Meeting of the Board/Commissioners held on the 25th June 2025 are recorded correctly and that they be confirmed and signed.

B.1159 Constitution & Membership

Mrs Martin advised the Board that at present there are no vacancies on the Board, and the Board were then asked to consider the appointments of Chair and Vice Chair.

Ms Parish nominated Mr Wilderspin. This was seconded by Ms Ellington and agreed unanimously.

Mr Wilderspin then nominated Mr Dodson as Vice Chairman, and this was seconded by Ms Ellington and agreed unanimously.
Both Mr Wilderspin and Mr Dodson advised that they were happy to accept the nominations.

Annual Appointments

RESOLVED

That Mr K Wilderspin be appointed as Chairman of the Board.

That Mr J Dodson be appointed as Vice-Chairman of the Board.

Training

Mrs Martin reminded the Board of the importance of training and asked that they advise the Clerk once the ADA governance training videos were viewed.

B.1160 Clerk's Report

Mrs Martin drew the Board’s attention to the Clerks Report and asked the Board to note its content.

Mrs Martin advised the Board of the current position regarding Highland Water and IDB Precept. Although this item would be covered in more detail in the Finance report, Mrs Martin outlined the current position of the reduced payment of Highland Water claims along with the increase in IDB precept. Mr Dodson questioned why the Board should be asked to pay for Precept in full when the Highland Water claim was not being met in full and if there was a good reason why the EA were so short of money.

Mr Smith advised that at the last meeting of the RFCC the IDB representatives had been consulted with and agreed the 2% increase to the Precept. This funding is then used to cover the costs of maintaining the main rivers into which most Boards flow. The EA have been given no additional funding from Defra to meet the additional costs from the Winter funding, and their funding has been reduced from £13 million to £5 million. There is also no GiA funding available, but Mr Smith reported that the local RFCC may consider using the Local Levy funding to cover the shortfall in the Highland Water claim, although this may set an awkward precedent and will take funds from Capital budgets to Maintenance budgets. The RFCC are due to meet in two days’ time.

The Board agreed to support the proposal to appeal both items if the Chairman and the Clerk thought it appropriate.

Mr Smith added that for the Board’s information, the neighbouring RFCC (Northern area) agreed at their most recent meeting to supplement the shortfall in Highland Water claims from the Local Levy funding. The Chairman added that he would be reluctant to see funding used in this way given the works that are needed at Brownshill Sluice and would prefer to see expenditure on this rather than Highland Water. Mr Smith added that by using the Local Levy in this way, the Local Authorities that set the levy may resist payment of the levy in future, creating a circular funding issue.

RESOLVED

The Board delegate the decision to the Clerk in conjunction with the Chairman on whether to appeal (under s57(4) if the Land Drainage Act) any reduced or non-payment of its Highland Water Claims. The Board supports the packaging of any such appeal with similar appeals from MLC administered IDBs and potentially IDBs from the wider Gt Ouse catchment. Any appeal must be lodged within 6 weeks of formal notification.

The Board delegate the decision on whether to appeal the IDB Precept (under s40 of the Water Resources Act) to the Clerk in conjunction with the Chairman. Any appeal must be lodged within 6 weeks of formal notification.

B.1161 Environment Officers' Report

Hannah Parish declared an interest in this item.

The Chairman reported to the Board that he proposed to review the Environmental Service provision. As the written Environment Officers' report details, MLC are increasing the cost of the Service Provision, proposing that for this Board this increases from £700 to £1100 for the year 2024/25, and to £2,375 pa from 2025/26. The Chairman advised that he has already objected to this change, and that has reached an agreement with MLC that no charges will be made for 2024/25 and proposes that the Service Provision is moved away from MLC from 1st April 2025.

The Chairman has been in discussion with Helen Parish and has agreed that Helen will provide ecological services to the Board from 1st April 2025, at an agreed hourly rate. A meeting has been planned at the end of March to facilitate a handover between Helen and Sofi Lloyd, MLC's Ecology and Environmental Services Manager.

The Board agreed with the proposal and asked the Chairman to progress the work as he sees fit.

Ms Hannah Parish abstained from voting.

Mrs Martin reminded the Board of the content of the Environment Officers report, and the Chairman added that there is a legal requirement for the Board to engage in these works, and that the BAP meeting would be held at the same time as the handover meeting.

RESOLVED

That the Environment Report be approved.

That Ecological Services will be provided by Helen Parish from 1st April 2025, and MLC Ecological Services will terminate on the same date.

B.1162 Chairman's Items

The Chairman gave a verbal report. Following on from the notice given by MLC to withdraw services from 1st April 2026, he has been meeting with the Ely Group of Internal Drainage Boards, and the Water Management Alliance on the Board's behalf to discuss future provisions. He reported that he had been disappointed with the Ely Groups timely responses to queries, and that he and the Chairman of the Haddenham Level IDB are currently awaiting more information from the Ely Group.

The Board agreed with the Chairman's continuing approach to this matter.

B.1163 Consulting Engineers' Reports

Mrs Martin drew the Board's attention to the Consulting Engineers' Report, including the Operational Services and Mechanical and Electrical Engineers' report. She advised that the reports would be taken as read and highlighted some particular items for discussion.

The proposal to introduce charges for developers following the review of a charging model was reported on, and this was discussed at length by the Board. Ms Ellington asked where any planning applications were referred to and was advised that as the Board are not a statutory consultee, the Board are not advised by the Council Planning department of any developments within the Board's area. The Chairman explained that where developments do require the developer to carry out some consultation with the Board, this is currently carried out by MLC on the Boards' behalf and generally funded by the Board. He added that the Bar Farm development resulted in an agreement with Stantec paying the Board's expenses. Ms Ellington added that Councils have been looking at a 5-year supply of land, but the change in Government has resulted in a decision that South Cambs must increase the development land available by a considerable amount, and that the village envelope criteria that had previously been used to control development would be much harder to implement. They are expecting the Dairy Farm development to come forward and this will directly affect this Board. The Chairman added that the changes proposed by MLC should help the Board in these circumstances. Ms Warren-Green agreed, adding that the pressure from the Government's development requirements will put a squeeze on timing, speeding up development. All agreed that they were surprised by the fierceness of the transition period, especially with the accepted water issues in the area. The Chairman concluded that development in the Cambridge area would affect this Board more than any other.

The Board acknowledged the introduction of interim charges.

The Board were reminded of the MLC's Standing Advice Note, which was issued to local Councils and the Environment Agency in May of 2024. The Board were invited to consider issuing similar advice notes for its District. The Chairman added that if all IDBs in the area issue similar advice, the Planning authorities would need to listen. Mr Smith asked if there had been any further reports from the study of Uttons Drove WRC, but the Chairman advised that the Board had heard nothing. The Board agreed to the development of standing advice for this Board.

Mrs Martin drew the Boards attention to the larger planning applications as listed in the report. She also advised the Board of the understanding that GiA funding is unlikely to be available for the next year. She drew the Board's attention to the Capital improvement programme for 2025/26, which shows £30k to replacement control equipment and £5k pumping station compound improvements, plus £45k for weedscreen replacement in the 2026/27 financial year. The Board were asked to note the estimated costs for drain maintenance and weed control from the Operational Services report, and that the Mechanical and Electrical report again reminds the Board of the GiA funding query and invites the Board to consider development of an investment plan.

The report reminds the Board that the pumps are ageing, and main isolators are hard to operate, and that a new control panel is needed. In addition, the weedscreen cleaner and control panel are due an overhaul. The Chairman advised that he had been in contact with Dave Bantoft, the MLC M&E Engineer, who had advised that he is seriously concerned about the isolator switches and that both switches need replacement, which would cost £2-4k. Mr Bantoft has advised that these are not switched off until they are replaced. A full replacement of the panel is likely to cost in the region of £20-30k, but as a minimum something needs to be done with the isolator switches. The Chairman questioned if it would be sensible to spend £2-4k on the something that may be replaced as a whole package in the near future. Ms Parish added her concern that there are a lot of things that need doing, to which the Chairman added that he had been told that if something went wrong with the electrics it would be possible to make some temporary fixes to keep the pumps running, but if there was an issue with the pumps themselves, the Board would be in trouble. He has been advised that it would be most appropriate to replace the pumps with like for like, and that any changes to the pump designs would require compliance with the Eel Regulations which would add additional costs. However, he has not asked for any budget costs for this work. Ms Ellington asked that as equipment does not get any cheaper, can the Board consider doing something soon, but the Chairman advised that it is unlikely that and GiA funding would become available soon. Mr Smith added that the Strategic Study had been deferred, and this had delayed projects.

RESOLVED

> The Board acknowledge the proposed approach to introduce interim charges for responding to applicant's questions.

The Board wish to create, adopt and issue standing advice notes for its district and instructs the Consulting Engineer accordingly.

B.1164 Health & Safety

Ms Parish advised that a meeting had been held with Cope Safety Management, but that the written report had not yet been received. However, she advised that nothing was identified as requiring immediate action.

B.1165 District Superintendents' Report

The Chairman gave a verbal report in his capacity of District Superintendent.

Following the previous Health and Safety visit, it was identified that a number of boards required replacement on the rack platform, and the Board had put budget provision of £3k in place. However, the materials alone would cost £3k. It was suggested that Lattenbury be approached to provide a quotation for the works, but no response was received. The Superintendent then looked to repair the worst of the boards himself and found that 3 needed immediate replacement. These were ordered along with 3 spares at a cost of around £1500. The repairs have been carried out and the 3 spare boards have been stored.

The Superintendent reported that the drains are currently in a reasonable condition, although Mr Stroude advised that the culvert at Cow Fen between the footpath from Rampton Road to Cow Fen Road is blocked and between points 24 and 20 is silted up. The Superintendent advised his disappointment about this as the culvert had been cleaned in the previous year. However, he agreed to add this to the drain clearing programme. Mr Stroude reported that where the ditches have been flailed upstream, the debris has washed downstream and been caught in the culvert, and nothing except water can get through. The Superintendent reminded the Board that only £1,000 had been budgeted for drain clearance and that this sum would not stretch far.

The Superintendent advised that with the MLC staff, all of the PCSA works for the previous year had been completed. This year the EA have asked if the Board would do the bushing on the riverbank under the same agreement and therefore at no cost to the Board. The Superintendent added that he is conscious he is not as young as he was and that he has been very grateful to Ms Parish and Mr Stroude for all their assistance. He has spoken to the Chairman of the Haddenham Levels IDB and agreed that if required their District Officer could come in and assist the Board but advised the Board that this would be at a cost to the Board. With this in mind the District Superintendent asked the Board to consider giving him an allowance to allow him to commission works without needing a full Board meeting to agree. Haddenham Levels District Officer has access to a wheeled excavator which would assist this Board's maintenance works. Ms Parish agreed that if is good to have access to someone who is knowledgeable of this Board's assets available, and the Board agreed that an allowance would be considered.

The District Superintendent was thanked for all that he does for the Board.

B.1166 Governance

Mrs Martin drew the Board's attention to the Governance report, advising that this would be taken as read.

a) Completion of the Annual Accounts and Annual Return of the Board – 2023/2024

RESOLVED

i) The Board considered and approved the comments of the Auditors on the Annual Return for the year that ended on the 31st March 2024

ii) The Board considered and approved the Audit Report of the Internal Auditor for the year that ended on the 31st March 2024

The Board noted and agreed the continued appointment of Whitings.

b) Review of Internal Controls

Mrs Martin reported that the internal controls that the Middle Level Commissioners have in place in their services to the Board have now been summarised and are available on the Boards web-page.

RESOLVED

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

c) Approval of authorised officers for operational/regulatory roles

RESOLVED

The Board were asked to confirm that all employees and contractors of the Middle Level Commissioners are considered duly authorised officers, and that the Board's Chairman, Vice Chairman and District Superintendent are considered as duly authorised officers and therefore able to use the Board's powers and IDB Byelaws for their operational and regulatory roles on behalf of the Board.

d) Responsible Finance Officer

Following the retirement of Robert Hill, the MLC Treasurer and the appointment of Andrew Wool as the new MLC Head of Finance, the Board approved the relevant resolutions to manage the transition.

RESOLVED

i) That the role of position of Head of Finance to the Middle Level Commissioners is to include the appointment as Responsible Financial Officer to the Board.

ii) That the person appointed as Head of Finance for the Middle Level Commissioners be added to the Barclays Bank PLC mandate and authorised to sign cheques and authorised to make payments on behalf of the Board.

iii) That the person appointed as clerk to the Middle Level Commissioners be added to the Barclays Bank PLC mandate and be authorised to sign cheques and to authorise payments on behalf of the Board.

iv) That the person appointed as Head of Finance to the Middle Level Commissioners will be appointed as the administrator on behalf of the Middle Level Commissioners to the Barclays Bank PLC internet banking platform as used by the Middle Level Commissioners.

v) That following Mr Robert Hill leaving the employment of the Commissioners that the Head of Finance of the Middle Level Commissioners be delegated the authority to appoint a member of the finance team to be an additional administrator on the Barclays Bank PLC internet banking platform as used by the Board.

e) Risk Management Strategy and insured Values

RESOLVED

The Board considered and approved the sums insured and that these continue to be index linked.

f) Policy Reviews

Further to minute B.1153, Mrs Martin referred to the Board's Finance Regulations and Finance Code Policy which has been reviewed and updated by the clerk and responsible financial officer. The Board also reviewed the Complaints Procedure, Privacy Policy and Anti-Bribery policy and approved the Data Protection Officer.

RESOLVED

i) That the update and re-publication of the Complaints Procedure and Privacy Policy is approved.

ii) That the Board reviewed and approved the publication of an Anti-Bribery policy, and the Financial Regulations policy.

iii) That the MLC Lead Clerk, currently Ruth Martin, acts as the Board's Data Protection Officer and acknowledges that this role will be associated within the incumbent employee role of MLC Lead Clerk.

g) Exercise of Public Rights

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

h) Consideration of potential litigation, liabilities, commitments.

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

RESOLVED

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

B.1167 Finance Report – Looking Back

Finance officer's review and key messages

The Board considered and noted the key finance messages of the Finance Officer, noting that a claim for £8,767.62 had been submitted on behalf of the Board for excess winter pumping costs in Tranche 1 of the Storm Recovery Grant.

a) Payments for 2024

The Board considered and approved the payments for 2024.

b) Budgeting and Highland Water Contributions from the Environment Agency

Mrs Martin referred to the Highland Water Contributions received for 2024/2025 and advised that the Storm Recovery Grant had been adjusted against the Highland Water claim, reducing the claim by £400. Therefore, the original claim of £11,227.30 was reduced to £10,827.30 and a payment of £9,094.20 received leaving a shortfall of £2,133.10.

The claim for 2023/24 had been paid in full.

c) Budgeting monitoring

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

B.1168 Finance Report – Looking Forward

Finance officer's review and key messages

The Board considered and noted the key finance messages of the Finance Officer.

Fees, Remuneration & Subscriptions :

a) District Superintendent's Fee

In accordance with holding the role of District Superintendent, the Chairman left the room for the duration of the discussion.

The Board gave consideration to the District Superintendent's fee for 2025-2026. Last year these were increased by 4%.

Mr Dodson said that the Board could not consider giving a dramatic rise due to the financial situation of the Board, and also that the Superintendent needs additional support. Ms Parish agreed, adding that if support is needed from elsewhere then the Board will need to be prepared to pay for this. She added that the Board needed to consider the value of the Superintendent, and that much of his time is not claimed for. Ms Warren-Green added that having a willing and knowledgeable Superintendent is invaluable, and he is worth his money.

Ms Parish proposed a rise of 3% and this was seconded by Mr. Stroude. This was unanimously agreed.

The Chairman returned to the room.

After some further discussion, the Board agreed that the District Superintendent would have access to a contingency of £1000 for the purpose of engaging maintenance works where maintenance support is needed. Any works costing over £1000 would need to be agreed by the Board. The Chairman requested prompt responses to any email correspondence where a decision is required, and that as the Board's quorum is 4, 4 responses to any decision would be required.

RESOLVED

That the Board agree that the District Superintendents fee be increased by 3% for 2025/2026.

That the District Superintendent be approved to spend £1000 for the purpose of engaging maintenance works where maintenance support is needed.

b) ADA subscription

Mrs Martin reported that ADA increased subscriptions by 6.5% for 2025, to £678. The Chairman felt that a 6.5% increase is high, but as the Board may need the assistance of ADA that this subscription should be paid.

RESOLVED

That the requested increased ADA subscription for 2025 be paid.

c) Precept

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

The Anglian (Great Ouse) Regional Flood & Coastal Committee (RFCC) determined that the Precept will increase by 2% for 2024/2025 to £1,982.79.

The precept for 2023/2024 was £1,943.91.

d) Highland Water Contributions

Further to the earlier discussions regarding the Highland Water Contributions, Mrs Martin reported that early indications for 2025/26 are that the claim will be capped around £5,777.36.

Mr Smith advised that Defra are currently looking at a number of internal drainage board issues, including rating changes and where and how highland water money is paid, which could result in a review. Mrs Martin added that nothing has been formally reported.

e) Contributions from Developers

The confidential papers were reviewed. Some discussions followed on how local developments affect the Board's district. Mr Smith advised that Anglian Water have a permit to discharge from the Uttons Drove WTC, although he is not aware that this discharge has ever been measured. This has caused problems with the Swavesey drain which affects this Board.

f) Estimates & Rate Requirements for 2025/26

Mrs Martin advised that when considering the rating estimates and the Agricultural Drainage Rates and Special Levy requirements for 2025/2026, the Commissioners should note the comments made by the Responsible Finance Officer

Mrs Martin highlighted to the Board that this included the items identified by the Operations Engineer and was based on receiving a capped Highland Water claim. She advised that the budget did not include any capital improvement funding or provision for pump overhaul.

Mr Stroude referred back to the previous year's budget and expenditure, where only £19,000 of the budgeted £25,000 had been spent on maintenance. He questioned the need to increase the rate but also felt the need to prepare for funding capital projects. Ms Parish added that any savings were due to the diligence of the Chairman, and the Chairman pointed out that in the previous year no maintenance had been carried out on the drains.

It was suggested to the Board by Mr Smith that due to the way this Board is rated, a rate divisible by 3.5 or 7 may be preferable. With this in mind, Mr Stoude proposed that a rate of 98p in the £ be set. This was seconded by Ms Parish and agreed unanimously.

The Board considered estimates of expenditure and proposals for special levy and drainage rates in respect of the financial year 2025/2026 and were informed 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 as follows:

Area 1 62.42% drainage rate and 37.58% special levy
Area 2 70.25% drainage rate and 29.75% special levy
Area 3 100% drainage rates

<u>RESOLVED</u>

i) That the estimates be approved.

ii) That a total sum of £ 27,145 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 £ 18,328 and £8,817 respectively.

iv) That the following rates be laid and assessed on Agricultural hereditaments in the District.
   i. Area 1: 98p in the £
   ii. Area 2: 42p in the £
   iii. Area 3: 14p in the £

v) That a Special levy of £8,817 be made and issued to the South Cambs District Council 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.

<u>B.1169 Date of next Meeting</u>

<u>RESOLVED</u>

That next Meeting of the Board be held on Tuesday 10th February 2026, at the Memorial Hall, Swavesey with a meeting to agree the Accounts provisionally scheduled for Wednesday 25th June via Teams.

<u>B.1170 Any Other Business</u>

The Chairman advised the Board that it may be necessary to call a special meeting of the Board to discuss their future administrative arrangements. The Board agreed that they were happy for the Chairman to continue to make enquiries on their behalf, and the Vice Chairman offered to assist with this.

The meeting closed at 4.05pm

Provided by the Middle Level Commissioners		Item No:	3a
Meeting:	**SWAVESEY IDB**	**Subject:**	**TRANSFER OF SERVICE PROVISION**
Date:	**Wednesday 25th June 2025**	**Officer Responsible:**	**Paul Burrows** **Clerk to the IDB and MLC Chief Executive**

RECOMMENDATIONS

The Board is asked to:

A. Confirm their approval of their future service provider arrangements by minute at a quorate board meeting.

B. Review and approve the resolutions in Section 3 of this paper to enable the effective transfer of services to the nominated future service provider(s).

1. Recap

1.1 In July 2024, the Middle Level Commissioners (MLC) provided notice of a re-focussing of their service provision to local Internal Drainage Boards.

1.2 As a result, they issued notice to this Board that their service offer would discontinue and that the IDB would need to source an alternative service provider(s) to come into effect from 1st April 2026 at the latest. This covers all the services currently provided by MLC, i.e. clerking (admin, governance and finance), environment, M&E, planning & consenting, operations, survey, GIS and capital works.

1.3 The Middle Level Commissioners will conclude the year-end accounts and annual returns for the IDB for 2025/26, which happens after 1st April 2026. It should be acknowledged that there may be certain pieces of work or activities that need to continue after this date as part of a transition plan.

1.4 This Board have now confirmed that the following service provider(s) will be managing board affairs moving forward and they have agreed the service provider(s) relevant terms of engagement.

Service	Organisation
Clerking (inc Office functions, Finance, Governance, Insurance & Utilities)	further to board decision (Recommendation A)
Environmental	Ecologylink (Helen Parish)
M&E	further to board decision (Recommendation A) or N/A where there are no M&E assets
Planning & Consenting	further to board decision (Recommendation A)
Capital Works and other Technical Services	further to board decision (Recommendation A)

2. Transition

2.1 Transition arrangements are to be completed by the 1st of April 2026 and will include elements set out in section 3 of this report. MLC and new service provider will work together to deliver these throughout the 2025/2026 financial year.

2.2 A year end/start handover is preferable to an in-year handover. However, an in-year transfer of some aspects of service provision may be practical.

3. Resolutions

3.1 The Board is asked to review and approve the following resolutions to enable the effective transfer of services and to manage their risks and those of the respective suppliers:

Ref	Theme	Resolution
A	Clerkship	That the position of clerk to the IDB transfer from Middle Level Commissioners to the approved future service provider at or as close to 1st April 2026 as possible and the provision of clerkship services begin from that date.
B	Finance	That the RFO from the approved future service provider be added to the Barclays Bank PLC Mandate and authorised to sign cheques and authorised to make payments on behalf of the Board. Once handover of Financial services is complete, then MLC staff are resolved to be removed from the mandate and authorisations. The Board also approve to change banks, if required, by the new service provider.
C	Finance	That the RFO from the approved future service provider be added as an additional administrator to the Barclays Bank PLC internet banking platform and once handover of Financial services is complete, they will become the primary administrator and MLC staff are resolved to be removed as administrators.
D	Finance	That the position of Responsible Finance Officer (RFO) to the IDB in transferred from the Middle Level Commissioners' Head of Finance to the RFO of the approved future service provider at or as close to 1st April 2026 as possible and the provision of clerkship services begin from that date. At this point the Board will need to adopt new Financial Regulations and Internal Controls.
E	Finance	That at the point of handover, the IDB are removed from the Middle Level Commissioners group banking arrangements with Barclays Bank PLC.
F	Finance	That the Middle Level Commissioners will finalise and submit accounts for 2025/26 and the IDB1 return.
G	Finance	That the preparation of 2026/27 budget estimates and rate assessment be developed by both parties, but any meetings and decisions made after the position of clerk has been handed-over be led by the approved future service provider. The issuing and collection of drainage rates for 2026/27 along with collection of past debt will be undertaken by the new service provider after handover of banking arrangements and the RFO role.
H	Finance	That the Board's internal audit services move from the Middle Level Commissioners' group arrangements with Whitings LLP to that as agreed with the approved future service provider as of April 2026.
I	Clerkship	That the approved future service provider provides a named person who becomes a shadow Data Protection Officer on behalf of the Board alongside the Lead Clerk of the Middle Level Commissioners and that both parties are considered as 'Data Handlers' on behalf of the Board who is 'Data Controller'.
J	Clerkship	Once handover of all data and information for all areas of service provision has been completed, then the person nominated in I above becomes the Board's sole Data Protection Officer.
K	Clerkship	That the Board authorise their 'Data Handlers' to transfer all relevant data and information, including personal data and any operational information held.
L	Clerkship	Authorise the approved future service provider to develop a shadow webpage for the Board and the removal of the MLC hosted webpage once clerkship services have transferred. At this point the Board approve to adopt their new supplier's Privacy Policy and Complaints Procedure with the new supplier being the new public and partner point of contact for the Board at this point for all incoming/outgoing correspondence.
M	Clerkship	Other than the Board's Financial Regulations, Internal Controls, Privacy Policy and Complaints Procedure, the Board's other existing policies will remain in place until new or adapted policies are proposed by their new suppliers.

N	Clerkship	That the Board will remain within the Middle Level Commissioners Group insurance policy until they are included within their new suppliers' arrangements.
O	Clerkship	Where relevant the Board will remain within the Middle Level Commissioners group approach to electricity contract arrangements (current contract ends Sept 2025) until they are included within their new suppliers' arrangements. The Board recognise this may be before or after 1st April 2026.
P	Governance	The Board will adopt the model Reserved Matters, Financial Regulations and Scheme of Delegation of the new service provider from 1 April 2026.
Q	H&S	The IDB H&S lead and the new service provider will let the MLC know, if appropriate to the IDB, whether the current services of COPE Safety Management as advisors to the Board (within MLC Group arrangements with COPE) will continue or whether there will be a new approach. The IDB H&S lead will inform the new service provider of all details relating to any near miss, learning events, or other relevant Health and Safety related events or information pertaining to the IDB and its operation.
R	Capital Works	The MLC will provide transfer all details and IPR relating to capital projects and their management and admin underway or in a medium-term plan for the IDB and will inform the Environment Agency and DEFRA of the change of service provider where required.
S	Other Services	That the Chairman and Vice Chairman of the board are authorised to agree with the MLC Chief Executive and/or Chief Engineer and the approved future service provider to the transition arrangements (including timescales and fees) associated with the transition of M&E, Environmental, Planning & Consenting, Capital Works and other Technical Services.
T	Finance	That payroll functions for the Board's employee will transfer and their pension arrangements will transfer from MLC to the new service provider. As the employee is employed by the Board and not the MLC, the Transfer of Undertakings (Protection of Employment) – TUPE – does not apply.

4. Next steps

4.1 With resolutions in place, existing and approved future service provider(s) can undertake the transition and handover with confidence and with risk managed.

4.2 Timescales, handover dates and associated issues will be reported to the Chairman and tabled at future meetings of the Board. Special meetings of the Board may be required.

Author Name: Paul Burrows
Role:
Chief Executive, Middle Level Commissioners
Clerk to Swavesey IDB

Provided by the Middle Level Commissioners		Item No:	4
Meeting:	**SWAVESEY INTERNAL DRAINAGE BOARD**	**Subject:**	**GOVERNANCE**
Date:	**Wednesday 25th June 2025**	**Officer Responsible:**	**Paul Burrows**

RECOMMENDATIONS

The Board is asked to:

A. Review the Board's Policy Statement
B. Insurance
C. 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.
D. 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.
E. To note and approve the submission of the IDB1 return made on its behalf to Defra.
F. To review and approve the submission of their Annual Governance Statement for 2025 and authorising the Chairman and Clerk to sign the statement.
G. Exercise of Public Rights
H. Consideration of potential litigation, liabilities, commitments

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

1.1 The AGAR provides the framework by which the governance of the Board is assessed. The Board's last AGAR is available on its page via www.middlelevel.gov.uk

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

2. 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. Insurance

Our insurance has been arranged using Towergate insurance brokers for the year to 31*st* March 2025. AXA offered a 2-year extension of the tripartite agreement we had previously signed and this was accepted as they offered to keep our business combined policy premium at the same rate for 2025-2026, subject to there not being any changes to the existing cover, i.e. increase in valuations.

Covering MLC and our administered IDBs, the business combined policy premium has increased this year by £16,875, due to the significant increase in pumping station valuations following the meetings last year. The fleet policy premium has also increased considerably due to the both the number and size of claims during the year, together with there being additional vehicles and plant. We have been warned that AXA capped the increase in the fleet premium, but if this had gone out to tender would probably have been in the region of £110,000 plus 12% Insurance Premium Tax. This equates to an increase of £68,000.

More concerningly, AXA will no longer be offering a specific policy for IDBs going forward so this is likely to have a significant impact on the premium for 2026-2027 as there are only a few insurance companies that will quote for our business. NFU have declined to quote.

4. Risk Assessment

4.1 The Board are asked to consider and approve their Risk Management Strategy (published in 2024 and on the website).

5. Policy Reviews

We have an ongoing review and update of policies. Within this we are also improving our management of Freedom of Information requests. The update to the Privacy Policy has identified some area of Data Protection that require further attention. It is timely to schedule a Data Audit, which will help to identify any further areas that require updating. Additional staff and Board/IDB training will be a likely result, along with some other strengthening of procedures across the business.

The Board is asked to review their Policy Statement (Appendix 1).

4. IDB1

4.1 To note and support the IDB1 return to Defra submitted for the year 2023/24 is included as Appendix 2.

5. Annual Governance Statement:

5.1 To review and approve the submission of their Annual Governance Statement for 2024/25 and authorising the Chairman and Clerk to sign the statement. (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.

8. Transparency Code for Smaller Authorities

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

Author Name: Paul Burrows
Role: Clerk

Appendix 1 Policy Statement
Appendix 2 IDB1
Appendix 3 Annual Governance Statement

Swavesey Internal Drainage Board

Administered by:

middle level commissioners

Governance

Policy Statement on Water Level and Flood Risk Management

1 Issued

1.1 This policy is issued and has been adopted by the Swavesey Internal Drainage Board.

1.2 The policy was last reviewed and republished in June 2025 and will be reviewed at least every five years.

2 Introduction

Purpose

2.1 This policy statement has been prepared by the Swavesey Internal Drainage Board to provide a public statement of the Boards' approach to its management of water levels and flood risk within their District (the District). The Swavesey Internal Drainage Board are constituted by order of Parliament operating under the terms of the Land Drainage Act 1991 and is designated as a flood risk and coastal erosion 'Risk Management Authority' (RMA) under the Flood and Water Management Act 2010.

2.2 The Board serves the local community by managing water levels in ordinary watercourses and other water infrastructures within the District to mitigate against the risks from flooding and drought. In delivering its functions the Board will meet its environmental obligations and commitments and seek opportunities to enhance the environment. The Board recognises their responsibility for good governance, local accountability and financial security, achieving value for money from all its activities. As an independent public body the Board are committed to the pursuit of economy, efficiency and effectiveness.

2.3 It should be noted that although this document refers to 'flood and coastal erosion risk management' (FCERM) the District is not affected by coastal erosion.

Background

2.4 The Department of the Environment, Food and Rural Affairs (Defra) has policy responsibility for flood and coastal erosion risk management in England. The Environment Agency is responsible for taking a strategic overview of the management of all sources of flooding and coastal erosion. Lead Local Flood Authorities (unitary authorities or county councils) are responsible for developing, maintaining and applying a strategy for local flood risk management in their areas. Delivery is the responsibility of a number of flood risk and coastal erosion "Risk Management Authorities" (RMA), which includes the Swavesey Internal Drainage Board.

2.5 This Policy Statement sets out the Board's approach to meeting the national policy aims and objectives in this area, as stated in the *National flood and coastal erosion risk management strategy for England*

2020 (the National Strategy); the statement will be revised to reflect future revisions of the National Strategy. It summaries what plans the Board have in place to manage water levels and reduce flood risk, whilst protecting and enhancing the environment, and ensuring good governance and local accountability. Copies of this Policy Statement are available from the Board's office at Middle Level Offices, 85 Whittlesey Road, March, Cambridgeshire, PE15 0AH. Digital copies can be downloaded from the Middle Level Commissioners website: www.middlelevel.gov.uk.

3. Governance and local accountability

3.1 The Board will ensure that its policies and procedures enable effective representation of and accountability to drainage rate payers and the occupiers of non-agricultural land within the district, including elections in line with the requirements of the Land Drainage Act 1991, and timely engagement with charging authorities to fill vacancies in seats allocated to appointed members.

3.2 Board members must take decisions objectively in their best interest and uphold the ethical standards expected of public officeholders. Board members must adhere to the Board's Members Code of Conduct, including the seven principles of public life (Nolan Principles). The Board will make sure that there is suitable training in place for board members and staff, including on financial and environmental matters as appropriate.

3.3 Board members must declare financial and other interests relevant to their function with the Board. Board members will recuse themselves as appropriate where conflicts of interest may occur in relation to procurement, contract management and decision making.

4. Delivering the National Strategy's policy aim and objectives

Aim

4.1 The overall aim of the National Strategy is to ensure the risk of flooding and coastal erosion is properly managed by using the full range of options in a co-ordinated way. The Strategy states that communities, individuals, voluntary groups and private and public sector organisations will work together to manage the risk to people and their property, facilitate decision-making and action at the appropriate level, and achieve environmental, social and economic benefits, consistent with the principles of sustainable development.

Objectives

4.2 The 2011 Strategy sets out five objectives in pursuance of the overall aim as follows.

- understand the risks of flooding and coastal erosion, working together to put in place long term sustainable plans to manage these risks and making sure that other plans take account of them;
- avoid inappropriate development in areas of flood and coastal erosion risk and being careful to manage land elsewhere to avoid increasing risks;
- build, maintain and improve flood and coastal erosion management infrastructure and systems to reduce the likelihood of harm to people and damage to the economy, environment and society as well as achieving wider environmental benefits;
- increase public awareness of the risk that remains and engaging with people at risk to encourage them to take action to manage the risks that they face and to make their property mor resilient; and
- improving the detection, forecasting and issue of warnings of flooding, co-ordinating a rapid response to flood emergencies and promoting faster recovery from flooding.

4.3 The Board supports the national aim and objectives for the management of flood risk and water levels and the Board's policy and approach will be consistent with them.

5. Flood risk and water level management in the Board's District

5.1 The District has been determined to derive benefit, or avoid danger, as a result of drainage operations. As such the whole of the District is at some risk from flooding, but that risk is managed wherever it is practically, environmentally and financially viable[1].

5.2 The Board makes decisions regarding flood risk within the District taking into account the following:

- assets in place considering design standard and life;
- Environment Agency and Lead Local Flood Authority flood risk strategies, plans and maps; and
- other information such as the history of flooding and land use impacts.

5.3 The following outlines the key details of the District:

- Total area of the drainage district: 462 ha
- Catchment area draining to and including the District: 560 ha
- Area of Agricultural Land: 431 ha
- Area of other (non-agricultural) land: 31 ha

5.4 Assets for which the Board have operational responsibility:

- Water Level Control Structures: 3 No
- Watercourses (maintained): 8 km
- Raised embankments: 0 km
- Reservoirs: 0 ha
- Sustainable drainage systems (SuDS): 0 no
- Pumping Stations: 1 no

5.5 Assets within or adjacent to the District that are maintained by the Environment Agency:

- Main Rivers: 10.5 km
- Raised embankments/flood walls: 10.8 km
- Pumping Stations: 0 no

[1] It should be noted that the Land Drainage Act 1991 provides the Board with statutory powers to carry out works of maintenance and improvement for land drainage and flood defence purposes, rather than imposing a duty on the Board to carry out such works.

6. Building, maintaining and improving flood and coastal erosion risk management systems

6.1 Through the operation, maintenance and improvement of watercourses and other water control assets within the District, the Board seeks to achieve a general standard of water level management that enables navigation, the drainage and irrigation of agricultural land, reduces flood risk to developed areas, and sustains environmental features throughout the District.

6.2 The Board monitors and reviews the condition of its watercourses and other assets, particularly those designated as critical, over-spilling from which could affect people and property. Consistent with the resultant needs established, a routine maintenance programme is in place to ensure that the condition of the assets is commensurate with the standards required. The programme is reviewed periodically by the Board to ensure it is delivering the appropriate condition.

6.3 Where standards are not at the desired level, improvement works will be sought where they are considered to be practical and financially viable by the Board. Where improvement works meet the criteria set by Defra, financial support will be sought from the Government's Flood and Coastal Resilience Partnership Funding. Where appropriate works will be undertaken in partnership with other Risk Management Authorities and take opportunities to work with natural processes.

6.4 Work for and by the Board will be carried out in accordance with best practice and to deliver best value for money taking due regard of local flood risk management requirements and strategies, opportunities for partnership working, environmental obligations and guidance available from Defra, the Environment Agency and other organisations.

6.5 The Board's powers to carry out water level and flood risk management works are permissive (i.e. the Board are not obliged to carry out works) and their resources are limited. The Board's policy is therefore to designate what they consider to be the most important watercourses in the District as "District Drains" and prioritise their resources to the appropriate maintenance and, where necessary, improvement of such channels and associated structures. The watercourses and structures so designated will change over time as necessary but the current designated watercourses and structures are shown on the plan attached to this Statement.

6.6 Other watercourses usually are the responsibility of other bodies or the adjoining owners. The Board will only take action in respect of these latter watercourses where resources are available and where it is in all the circumstances appropriate for the Board to becomes involved, bearing in mind the powers available to other persons or bodies.

6.7 The Board have a supervisory duty, under section 1(2)(d) of the Land Drainage Act 1991 over all matters relating to the drainage of land in their District and will, under this duty where appropriate advise others regarding the undertaking of works when it is not appropriate for the Board to exercise its own powers.

6.8 The Board will also seek to ensure, where possible that assets managed by other risk Management Authorities, which also reduce flood risk to the District, are maintained at a satisfactory standard and may enter into a Public Sector Co-operation Agreement with another Risk Management Authority to achieve better value for money when carrying out work to reduce flood risk.

7. Regulation of activities – avoiding inappropriate development and land management

7.1 The Board will take appropriate steps to help riparian owners understand their responsibilities for maintenance, byelaw compliance and environmental regulations.

7.2 The Board will regulate as necessary, using available legislative powers and byelaws, the activity of others to ensure their actions within, alongside, and otherwise impacting its drainage system do not increase flood risk, prevent the efficient working of drainage systems, or adversely impact the environment.

7.3 The potential impact on flood risk from future development both within the District and the wider catchment draining into the District, is fully recognised by the Board. The Board will take an active role in the assessment of local plans, major development and, individual (planning) applications, to prevent inappropriate development and land use to ensure that flood risk is not increased. This will include, where appropriate, providing pre-application advice and checking of flood risk assessments.

7.4 Where appropriate the Board will seek contributions from developers to cover the cost of consultations and advice and for both immediate and longer term works necessary to mitigate against any resultant increase in flood risk. Such contributions will be recorded in accordance with the National Planning Policy Framework and associated technical guidance.

7.5 The Board will where appropriate designate structures or features affecting flood risk using Section 30 of the Flood and Water Management Act 2010.

8. Communication and transparency

8.1 The Board will publicise the local risks from flooding, the reasons for managing water levels within the District and articulate the efforts being undertaken by the Board to manage water levels and flood risk as well as the steps the local community and land managers can take to assist in its management.

8.2 The Board will be open and transparent in its actions and decisions. The Board will comply with the requirements set out in the relevant Local Government transparency code.

8.3 The Board will provide an overview of the objectives and costs of its water level management operations by publishing on its website:-

- A record of the watercourses it periodically maintains;
- A statement of the types of general maintenance activities it routinely undertakes and why;
- Its Annual Report to Defra (IDB1 Form); and
- Approved Board minutes and papers.

8.4 The Board will seek views and respond to enquiries from the local general public in this regard and work with local partners to build a culture within which watercourses are seen as vital to managing flood risk, and enhancing habitat and amenity. Every effort will be made to dissuade abuse of watercourses.

8.5 The Board invite any comments regarding the condition of its system, which could assist with the management of water levels.

9. Working together

9.1 The Board will co-operate and share information with other relevant authorities in the exercise of their flood and coastal erosion flood risk management function. The Board will contribute to strategies, plans and consultations relevant to its catchment and functions.

9.2 The Board will assist the Environment Agency wherever possible in its provision of adequate and cost effective flood warning systems, and assist Risk Management Authorities where necessary during flood emergencies. The Board will participate as necessary in exercises to develop and test emergency response procedures.

9.3 The Board have provided the Environment Agency and other local Risk Management Authorities with information on the major flood defence assets for which they are responsible. The information is available from the Environment Agency.

9.4 The Board will seek to work with all relevant local organisations, in carrying out its flood and coastal erosion risk management functions and environmental obligations.

10. Environmental Measures

10.1 The Board have nature conservation duties under the Land Drainage Act 1991, the Wildlife and Countryside Act 1981, the Protection of Badgers Act 1992, the Countryside and Rights of Way Act 2000, the Water Environment (Water Framework Directive) (England and Wales) Regulations 2017, the Eels (England and Wales) Regulations 2009 and Amendments 2011, the Flood and Water Management Act 2010, the Natural Environment and Rural Communities Act 2006, Salmon and Freshwater Fisheries Act 1975, the Environment Act 2021, and as a competent authority under the Conservation of Habitats and Species Regulations 2017. The Board will fulfil these in a positive way.

10.1.1 Further to the requirements of the Environment Act 2021, the Board will review their Water Level Management Plans and Biodiversity Action Plans with reference to the local nature recovery strategy and relevant species conservation or protected site strategy for their areas.

10.2 Much of the Board's watercourse maintenance work constitutes vegetation control and desilting and is often a vital and routine requirement. Whilst inevitably some short-term impacts will arise, this management is often essential to maintain the distinct assemblage of aquatic habitat and species present in the District. Such work will be carried out in a way that manages the potential risks to the environment. The Board have access to environmental expertise from their Ecology and Environmental Services Manager and have a Biodiversity Action Plan, developed according to ADA and Natural England guidelines, which indicate the way in which their functions can be carried out in a way appropriate to the environment and how the environment can be enhanced. The Board maintain only a small proportion of the total watercourse length in the District, the significant majority being the responsibility of the adjoining land owners or of other bodies.

10.3 When carrying out work, be it maintenance or improvement, and consistent with the need to maintain satisfactory flood protection standards, the Board will aim to:-

- Avoid any unnecessary or long term damage to agricultural interests and to natural habitats and species;

- Carry out the monitoring of any gains and losses of biodiversity and report annually to the Environment Agency; and

- Take appropriate opportunities to achieve multiple environmental outcomes and work with natural processes, wherever possible, including the enhancement of habitats and water bodies within the District.

10.4 The District encompasses no sites of national and international biological or geological interest.

10.5 The Board has no Water Level Management Plan.

10.6 The Board will play its full role in sustaining the Water Level Management Plans prepared for SSSIs to maintain, or bring sites into, favourable condition, in conjunction with Natural England and other interested parties and review the plans in accordance with guidance.

Internal drainage boards in England

Annual Report for the year ended

31 March 2024

Department for Environment Food & Rural Affairs

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

No later than 28 February 2025 a copy must be provided to:

- Flood and Coastal Erosion Risk Management Division, Department for Environment, Food and Rural Affairs via flood.reports@defra.gov.uk
- Asset Management and Engineering, Environment Agency via idbfund@environment-agency.gov.uk
- The Chief Executives of:
  - all local authorities that pay special levies to the Board;
  - all County Councils or London Boroughs within which the Board is situated.

Please complete the form electronically, and please answer **ALL QUESTIONS.**

Please round all cash figures down to nearest whole £.

SWAVESEY INTERNAL DRAINAGE BOARD

Section A – Financial information

Preliminary information on special levies issued by the Board for 2024-25

Special levies information for financial year 2024-25	
Name of local authority	**£**
1. SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL	8,188
2.	
3.	
4.	
5.	
6.	
7.	
8.	
Total	8,188

Section A – Financial information (continued)

Income and Expenditure Account for the year ending 31 March 2024

All internal drainage boards must ensure that the Income and Expenditure information provided below is consistent with the Board's annual accounting statements which have been prepared in accordance with proper practices found in *Governance and Accountability for Smaller Authorities in England – A Practitioners' Guide to proper practices to be applied in the preparation of statutory annual accounts and governance statements March 2023*[1]

	Notes	Year ending 31 March 2024 £
INCOME		
A. Drainage Rates		15,709
B. Special Levies		7,558
C. Higher Land Water Contributions from the Environment Agency		5,736
D. Contributions received from developers/other beneficiaries		434
E. Government Grants (includes capital grants from EA and levy contributions)		
F. PSCAs overall total Breakdown: from EA from other RMAs		
G. Loans		
H. Rechargeable Works		
I. Interest and Investment Income		842
J. Rents and Acknowledgements		
K. Other Income Engineering consultancy fee		4,200
Total income		**34,479**
EXPENDITURE		
L. New Works and Improvement Works		
M. Total precept to the Environment Agency		1,887
N. Watercourse maintenance		11,980
O. Pumping Stations, Sluices and Water level control structures		1,212
P. Administration		6,202
Q. PSCAs		
R. Rechargeable Works		

[1] https://saaa.co.uk/wp-content/uploads/2023/06/PractitionersGuide 2023.pdf

S. Finance Charges		
T. Biodiversity enhancement and conservation – overall total Breakdown: General, across the whole region SSSI specific, where relevant	 708	708
U. Other Expenditure Insurance		 670
Electricity costs – overall total Breakdown (if possible): Standing charge (per annum) Unit charge (per annum)	 282 16,696	16,978
Fuel (petrol and diesel costs) – overall total Breakdown: Pumping stations Fleet and plant machinery		
Total expenditure		**39,637**
EXCEPTIONAL ITEMS		
V. Profits/(losses) arising from the disposal of fixed assets		
Net Operating Surplus/(Deficit) for the year		**(5,158)**
W. Developers Funds income not applied in year		
X. Grant income not applied in year		

Value of drainage rates outstanding at year end?

0 %
£ 0.16

Value of special levies outstanding at year end?

0 %
£ 0

Notes:

K. Include all other Income, such as absorption account surpluses (for example plant and labour absorption accounts). Please include sub-total of all other income in the first row and then a breakdown in separate rows below.

L. State the gross cost of undertaking minor capital works that have not been capitalised and the annual depreciation charges of all major schemes that have been capitalised. You should also include a fair proportion of the support costs directly associated with delivery of the schemes.

M. State the total precept demanded for the year as properly issued by the Environment Agency, in accordance with section 141 of the Water Resources Act 1991. Providing that the precept has been properly issued as before stated it should always be included here, even when the Board has appealed against the amount of contribution, in accordance with section 140 of the Water Resources Act 1991. Where the Board knows with certainty the outcome of any such appeal, it should also include the appropriate accrual/prepayment.

N. State all costs associated with the maintenance of watercourses, meaning work associated with open channels, pipelines, culverts, bridges, etc. Plant, vehicle and labour charges should include a fair proportion of the overheads such as depot/workshop costs, employment on-costs, insurances and depreciation, etc. You should also include a fair proportion of the support costs directly associated with delivery of the maintenance programme. Please do not include electricity or fuel costs as these are captured separately.

O. State all costs associated with maintaining and operating the pumping stations, sluices and water level control structures. Plant, vehicle and labour charges should include a fair proportion of the overheads such as depot/workshop costs, employment on-costs, insurances and depreciation, etc. You should also include a fair proportion of the support costs directly associated with maintaining and operating the pumping stations, sluices and water level control structures. Please do not include electricity or fuel costs as these are captured separately.

P. Include the cost of non-technical staff only, office accommodation, annual depreciation of office equipment that has been capitalised, minor office equipment that has not been capitalised, postages, telecoms', stationery, printing, advertising, auditing of accounts, general insurances and all other costs associated with supporting the organisation. Please note that this does not include support costs, which are directly associated with the delivery of front line services. Please do not include electricity or fuel costs as these are captured separately.

Q. State all costs associated with the PSCA.

R. State all costs associated with undertaking work for third parties. Plant, vehicle and labour charges should include a fair proportion of the overheads such as depot/workshop costs, employment on-costs, insurances and depreciation, etc. You should also include a fair proportion of the support costs directly associated with undertaking the rechargeable work.

S. Include the cost of servicing any borrowing, in terms of bank/loan/hire purchase interest payable.

T. State all costs associated with undertaking works – capital or maintenance – that are likely intended to help enhance and/or conserve biodiversity. These costs are likely to be incurred in implementing actions set out in an IDB's Biodiversity Action Plan or other conservation actions. If possible, you should identify the overall costs and break them down into two groups: general across the whole IDB area, and SSSI specific areas (in implementing actions set out in SSSI Water Level Management Plans or SSSI River Restoration Plans). Please do not include electricity or fuel costs as these are captured separately.

U. Include all other expenditure, such as a provision for bad/doubtful debts, write-offs, and absorption account deficits (for example plant and labour absorption accounts). Please include sub-total of all other expenditure in the first row and then a breakdown in separate rows below.

V. For the disposal of assets, state the difference between any proceeds from the sale/disposal of the asset and the cost of the asset less accumulated depreciation.

W. Total balance of developer fund year end.

X. Unspent grant at year end.

Section B – IDB Reporting

Please answer **ALL QUESTIONS**. We will assume a negative response for any that are not answered.

Policy Delivery Statement

Boards are required to produce a publicly available policy statement setting out their plans for delivering the Government's policy aims and objectives. It is recommended that these statements be published on Boards' websites where they have them and reviewed every three years.

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

2. What year was your statement last updated?.. 2019

Biodiversity

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

4. If "yes" is the Biodiversity Action Plan available on your website? ....Yes ☒ No ☐

5. What year was your Biodiversity Action Plan last updated?............................... 2022

6. Have you reported progress on BAP implementation on your website?.................................Yes ☐ No ☒

7. When was biodiversity last discussed at a Board meeting (date)?................................. 06/02/2024

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

SSSI water level management plans

9. Are you responsible for any SSSI water level management plans?..Yes ☐ No ☒

If so, please complete the following table:

Name	Partners	Date of last review	Date of last update

10. Do you contribute towards any SSSI water level management plans?......................................Yes ☐ No ☒

If so, please complete the following table:

Name	Partners	Date of last review	Date of last update

11. Area of SSSI with IDB responsible for water level management plan/s............ 0 hectares

12. Area of SSSI with IDB contribution towards water level management plan/s............ 0 hectares

13. Area of SSSI where IDB water level management activities are contributing to recovering or favourable condition?............ 0 hectares

14. Area of SSSI where IDB water level management actions are needed to achieve recovering or favourable condition?............ 0 hectares

Access to environmental expertise

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

15. Appropriately skilled Board Members (e.g. Board member from an Environmental Body/Authority) ☐

16. Co-opted members ☐

17. Directly employed staff ☐

18. Contracted persons or consultants ☒

19. Environmental Partners/NGOs ☐

20. Other ☐

If so, please list:

Public sector cooperation agreements (PSCAs)

21. How many active PSCAs are you working on? 0

22. Which risk management authorities are you working with on a PSCA?

Environment Agency	
Lead local flood authority	
Local authority (not a lead local flood authority)	
Internal drainage board	
Water company	
Other	

If other, please list:

23. Please indicate the type of work being undertaken.

Routine maintenance	
Asset operation and monitoring	
Asset repairs	
Support during flood incident	
Support during flood recovery	
Other	

If other, please list:

Asset Management

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

24. ADIS ☐

25. Paper Records ☐

26. Other Electronic System ☒

If so, please list:

Excel

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

28. What is the cumulative total of identified watercourse that the Board periodically maintains?

8.2 kilometres

29. How many pumping stations does the Board operate?

1 pumping station

30. How many pumps does the Board operate?

electric	2
diesel	
renewable energy pumps (e.g. directly powered by wind, solar, hydro, etc)	
temporary / mobile pumps	
other type of pumps	

31. If other, please list:

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

0.68 cm3/sec

Health and Safety

33. Does the Board have a current Health and Safety policy in place? Yes ☒ No ☐

34. Does the Board have a Board Member focused on ensuring that Health and Safety is considered when board decisions are made? Yes ☒ No ☐

35. Does the Board have a responsible officer for Health and Safety? Yes ☒ No ☐

36. Have there been any reportable incidents in the past year? Yes ☐ No ☒

If so, please summarise in the box below:

Guidance and Best Practice

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

Has your IDB provided, or accessed via a third party, training for board members in the last year in any of the following areas?

38. Governance ☒

39. Finance ☒

40. Environment ☒

41. Health, safety and welfare ☐

42. Communications and engagement ☐

43. Other ☐

If so, please specify:

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

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

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

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

48. When planning maintenance and capital works are environmental impacts taken into account and wherever possible best practice applied?........ Yes ☒ No ☐

Has your Board adopted the following governance documents:

49. Standing Orders .... Yes ☒ No ☐

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

51. Byelaws .... Yes ☒ No ☐

If you have Byelaws, have:

52. you adopted the 2021 model byelaws........ Yes ☒ No ☐

53. Or have you adopted the 2012 model byelaws........ Yes ☐ No ☒

54. the byelaws been approved by Ministers........ Yes ☒ No ☐

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

56. Financial Regulations........ Yes ☒ No ☐

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

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

Board membership and attendance

59. How many Board members (in total – elected and appointed) do you have on your IDB?	9
60. Seats available to appointed members under the Land Drainage Act 1991.	2
61. Number of elected members on the board at year end.	7
62. Number of appointed members on the board at year end.	1
63. Mean average number of elected members in attendance at each board meeting over the last financial year.	6

64. Mean average number of appointed members in attendance at each board meeting over the last financial year.	1

65. Have you held elections (with or without a vote) within the last three years?........................Yes ☒ No ☐

66. If you have held elections, did they comply with the requirements specified by the Secretary of State under Regulation 28 of the Land Drainage (Election of Drainage Boards) Regulations 1938?..........Yes ☒ No ☐

Complaints procedure

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

68. Number of complaints received in the financial year?	0
69. Number of complaints outstanding in the financial year?	0
70. Number of complaints referred to the Local Government & Social Care Ombudsman?	0
71. Number of complaints upheld by the Local Government & Social Care Ombudsman?	0

Public Engagement

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

Published:

72. your completed IDB1 Form ☒

73. press release/s ☐

74. newsletter/s ☐

75. notice/s ☒

76. public consultation ☐

77. updated your IDB website ☒

Media engagement with:

78. national and/or local media e.g. TV, radio, etc ☐

79. national and/or local media e.g. newspaper, magazine, etc ☐

80. trade media ☐

81. social media ☒

Public meetings:

82. Held public meeting/s ☒

83. Attended meetings e.g. Parish Council, local interest group, local flood group, etc ☒

Public events:

84. attended show/event/s e.g. county shows, fairs, etc ☐

85. attended trade event e.g. Flood and Coast, Flood and Water Live, etc ☐

86. hosted IDB open day ☐

Section B: NOTES

Guidance and Best Practice

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

Board membership and attendance

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

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

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

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

Section C – Declaration

SWAVESEY INTERNAL DRAINAGE BOARD

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

Signature	S Ablett
Date	18/02/2025
Name in BLOCK LETTERS	MISS SAMANTHA ABLETT
Designation	ASSISTANT TREASURER
Email address	sam.ablett@middlelevel.gov.uk

Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

SWAVESEY INTERNAL DRAINAGE BOARD

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, 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

WWW.MIDDLELEVEL.GOV.UK

Provided by the Middle Level Commissioners		Item No:	5
Meeting:	**SWAVESEY INTERNAL DRAINAGE BOARD**	**Subject:**	**FINANCE REPORT**
Date:	**Wednesday 25th June 2025**	**Officer Responsible:**	**Andrew Wool/Sam Ablett**

RECOMMENDATIONS

The Board is asked to:

A. Consider and approve the payments detailed within Appendix 1.
B. Consider and approve the Annual Accounts & Finance Papers 2023/2024 within Appendix 2.
C. To authorise the Chairman to sign the Annual Return for 2023/2024 (Appendix 3)

Finance Officer's review and key messages

For 2024/2025 the Board set a full rate of 91.00p to raise a total of £25,206 in agricultural drainage rates and special levies against estimated net expenditure of £25,690.

At the Board meeting 11th February 2025, a 'probable actual' position had been drafted, based around actual expenditure recorded to the end of December 2024. The final out-turn for the year being £9,835 giving a increase in the General Fund balance of £15,371.05 to £58,100.89 at 31st March 2025.

The Board have £36,138.91 in their development charges account and £12,066.95 in their future works account at this date.

These balances are shown in the attached accounts, finance papers and Annual return which the Board are required to consider 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 2025 is included as Appendix 1.

2. Payments for 2025

2.1 Payments are detailed within Appendix 2

3. Annual Accounts and Finance papers 2024/2025:

3.1 Annual Return 2024/2025:

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: Andrew Wool/Sam Ablett
Role: Responsible Finance Officer/Assistant Treasurer

Appendix 1	**Budget Review**
Appendix 2	**Payments for 2024/25**
Appendix 3	**Annual Accounts & Finance Papers 2024/25**
Appendix 4	**Annual Return 2024/2025**

Appendix 1

SWAVESEY INTERNAL DRAINAGE BOARD
ACCOUNTS/ESTIMATES MONITORING 2024/2025

		Estimated 2024/2025 £	Probable Actual 2024/2025 £	Actual 2024/2025 £	Remarks
1	Insurances	725	670	1,024	
2	Repairs and renewals	5,500	2,000	2,766	
3	Fuel	4,000	12,000	7,981	
4	Drainworks (including Environmental measures)	13,500	8,000	7,928	
5	Planning applications	1,800	1,800	2,068	
6	Administration charge, Health and Safety contract, Audit fee, Printing, Stationery, Advertising etc	6,900	6,650	6,773	
7	Environment Agency - Precept	1,944	1,887	1,944	
8	Improvement works	1,000	0	0	
		35,369	33,007	30,484	
	LESS Deposit Accounts interest, Highland Water contributions etc	9,679	6,131	20,649	
		25,690	26,876	9,835	

Estimated General Fund Opening Balance	42,730	42,730	42,730
Rates Raised	25,206	25,206	25,206
Net Expenditure	25,690	26,876	9,835
Closing Balance	42,246	41,060	58,101

Appendix 2

Swavesey Internal Drainage Board

Payments made 2024/2025 (1st April 2024 - 31st March 2025)

Middle Level Commissioners - IDB Health & safety Re-charge 2023-2024	204.00
Middle Level Commissioners - Administration charge, postages, telephone charges, stationery and Travelling	3,288.04
Middle Level Commissioners - Pumping station maintenance	103.51
Middle Level Commissioners - Fees (Weed control and drain maintenance 2023/2024, production of board report, planning and development applications)	1,163.70
Middle Level Commissioners - Telemetry charges (Account from Andrew Arnold)	63.40
Middle Level Commissioners - Assisting insurance assessor	66.29
Middle Level Commissioners - Attending site and taking electricity meter reads	69.99
Stantec UL Ltd. - Drainage review at Slate Hall Farm, Barhill	5,040.00
Environment Agency - Precept	971.96
Anglia Farmers Ltd - Electricity meter operator charges	105.23
Corona Energy - Electricity supply to High Causeway pumping station (Payment on account)	8,450.00
Middle Level Commissioners - Supply of electrical installation condition report (Account from CMS Electrical)	168.00
Middle Level Commissioners - Pumping station maintenance	297.00
Corona Energy - Electricity supply to High Causeway pumping station (Payment on account)	4,225.00
Corona Energy - Electricity supply to High Causeway pumping station	680.08
Corona Energy - Electricity supply to High Causeway pumping station	947.05
Middle Level Commissioners - Internal audit fees (Whitings LLP 2023/2024 accounts)	618.00
Corona Energy - Electricity supply to High Causeway pumping station (Payment on account)	4,225.00
Corona Energy - Electricity supply to High Causeway pumping station	172.38
Corona Energy - Electricity supply to High Causeway pumping station	(103.68)
Corona Energy - Electricity supply to High Causeway pumping station	264.16
PKF Littlejohn LLP - Audit fee (2023/2024 accounts)	252.00
Middle Level Commissioners - Fees (Production of board, planning and development applications)	489.00
Corona Energy - Electricity supply to High Causeway pumping station (Payment on account)	4,257.70
Faben Joinery - Supply and fit new Iroko boards to weedscreen platform	1,783.20
Corona Energy - Electricity supply to High Causeway pumping station	107.20
Middle Level Commissioners - Administration charge, postages and telephone charges	2,737.82
Information Commissioner - Data Protection Registration renewal	40.00
Environment Agency - Precept	971.95
Middle Level Commissioners - Renewal of insurances	994.08
Middle Level Commissioners - Pumping station maintenance	114.60
Middle Level Commissioners - Fees (Planning and development applications)	615.60
Lattenbury Services Ltd - Flailmowing	5,241.60
IMServ - Electricity meter operating agreement	174.66
Corona Energy - Electricity supply to High Causeway pumping station	514.89
Middle Level Commissioners - Pumping station maintenance	297.00
IMServ - Electricity meter adoption fee	72.00
The George Long Charity - Room hire for meeting	27.00
Middle Level Commissioners - Chemical weed control of District drains	938.56
Middle Level Commissioners - Fees (Production of board, planning and development applications)	664.80
Middle Level Commissioners - Contribution towards retirement gift	100.00
Association of Drainage Authorities - Subscription 2024	813.60
K & P J Wilderspin - Supervisors fee (2024/2025)	2,433.60
	54,659.97

(NB - Amounts shown include Value Added Tax)

Appendix 3

SWAVESEY INTERNAL DRAINAGE BOARD
ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2025

GENERAL FUND

2025				2024		
Mar-31	Payments made during the year:-			Apr-01	By balance brought forward	42,729.84
	Environment Agency - Precept		1,943.91	2025		
	Insurances	1,023.88		Mar-31	Rate income & Special levy	25,206.04
	Repairs & renewals	2,765.68			Interest on Deposit Account	653.74
	Fuel	7,981.43			Highland Water contributions	11,627.30
	Drainworks	7,928.13			Storm Recovery Grant	8,367.62
	Planning Fees	2,067.50				
	Administration charge, audit fee, printing, stationery, advertising etc	6,773.12	28,539.74			
	Balance carried forward		58,100.89			
			88,584.54			88,584.54

BALANCE SHEET

Capital Section

Liabilities		Assets		
Capital Provisions	513,000.00	Swavesey Drain Area - Pumping Station & Ancillary Drainworks (inc Weedscreen Cleaning Equipment)		513,000.00
	513,000.00			513,000.00

Revenue Section

General Fund	58,100.89	Ratepayers Account - Arrears		1,770.25
Development Charges Account	36,138.91	Value added Tax - Refunds due		2,002.10
Pumping Station Future Works Account	12,066.95	Sundry Debtors		508.50
Sundry Creditors	10,381.12	Balance in hand:-		
		Barclays - Treasurer's Account	15,000.00	
		Barclays - Business Premium	97,407.02	112,407.02
	629,687.87			629,687.87

Swavesey Internal Drainage Board

Summary of Bank Reconciliations as at 31st March 2025

Treasurers Account 2024/2025

1st April 2024			31st March 2025	
Balance brought forward		107,892.69	Payments made during the year	54,659.97
31st March 2025				
Receipts during the year				
Clerk's collection account	57,476.17			
Write back of old cheque	318.00			
Interest on deposit accounts	1,380.13	59,174.30	Balance carried forward	112,407.02
		167,066.99		**167,066.99**

Barclays Bank PLc

Current Account

Balance per Statement as at 31st March 2025	15,000.00
Less unpresented cheques	0.00
O/S lodgement	0.00
Balance per Trial Balance	**15,000.00**

Cash balances as at 31st March 2025

Barclays Bank PLc

Current Account	**15,000.00**
Business Premium Account	**97,407.02**
Total reconciled cash balances per accounts	**112,407.02**

Swavesey IDB
Reconciliation between statement of accounts and Annual Return
Financial year ended 31st March 2025

				Per Annual Return
Line 1	**Balances brought forward**			
	General Fund	42,729.84		
	Development charges account	35,594.35		
	Future works	11,885.12		
			90,209.31	**90,209**
Line 2	**Rates and Special Levies**			
	Agricultural rates	17,018.04		
	Special Levies	8,188.00		
	Penalty	0.00		
	Costs	0.00		
	Write-off	0.00		
			25,206.04	**25,206**
Line 3	**Total other receipts**			
	Interest			
	General fund	653.74		
	Development charges account	544.56		
	Future works	181.83		
	Storm Recovery Grant	8,367.62		
	Engineering Consultancy Fees	0.00		
	Highland Water	11,627.30		
	Discharge contributions	0.00		
	Write back of provisions	0.00		
	Discharge consent application administration fee	0.00		
			21,375.05	**21,375**
Line 4	**Staff costs**			
	Wages/salaries	0.00		
	National insurance contributions	0.00		
	Pension costs	0.00		
	Travelling expenses	0.00		
			0.00	**0**
Line 5	**Loan repayments**			
	PWLB - Principal	0.00		
	PWLB - Interest	0.00		
			0.00	**0**
Line 6	**All other payments**			
	Precept	1,943.91		
	Rates, insurances, telephones	1,023.88		
	Repairs and renewals	2,765.68		
	Fuel	7,981.43		
	Drainworks	7,928.13		
	Administration	6,773.12		
	Development charges fees	0.00		
	Improvement works	0.00		
	Planning fees	2,067.50		
	Provision for old balances	0.00		
			30,483.65	**30,483**
Line 7	**Balances carried forward**			
	General Fund	58,100.89		
	Development charges account	36,138.91		
	Future works	12,066.95		
			106,306.75	**106,307**

Reconciliation
Line 1 + Line 2 + Line 3 - Line 4 - Line 5 - Line 6 106,306.75

Section 2 – Accounting Statements 2024/25 for

SWAVESEY INTERNAL DRAINAGE BOARD

	Year ending 31 March 2024 £	Year ending 31 March 2025 £	Notes and guidance: *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	95,367	90,209	*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	23,267	25,206	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	11,213	21,375	*Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.*
4. (-) Staff costs	0	0	*Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.*
5. (-) Loan interest/capital repayments	0	0	*Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).*
6. (-) All other payments	39,638	30,483	*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	90,209	106,307	*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	107,893	112,407	*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	513,000	513,000	*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 2025 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

AWood

Date 12/06/2025

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