

Scunthorpe and Gainsborough Water Management Board

Grange Park Golf Club
Messingham
Scunthorpe, DN17 3PP



Meeting *Papers*

Thursday 4 February 2016
2:00pm

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Meeting Papers

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Reviewed by



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Clerk to the Board

Purpose

These meeting papers have been prepared solely as a record for the Internal Drainage Board. JBA Consulting accepts no responsibility or liability for any use that is made of this document other than by the Drainage Board for the purposes for which it was originally commissioned and prepared.

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1. Governance

Recommendation:

- Note the information contained in this report

1.1 Apologies for Absence

Apologies for absence have been received from Pat Mewies.

1.2 Declaration of Interest

The Shire Group of IDBs declare an interest on behalf of JBA Consulting in Item 4.1.2 (Ravensfleet Pumping Station) as JBA Consulting completed the previous Ravensfleet catchment modelling and may choose to tender for the wider modelling work. The invitation and evaluation of tenders will be undertaken independently by North Lincolnshire Council.

1.3 Minutes of the Meeting held 19 November 2015

Present	Adrian Black (Chairman)	AB
	Chris Black	CB
	Frank Bottamley	FB
	Jonathan Jackson	JJ
	John Coggan	JC
	David Forrington	DF
	Cllr Jeff Summers	JS
	Cllr John Collinson	JC
	Cllr John England	JE
	Cllr Trevor Foster	TF
	Cllr Pat Mewis	PM
	Cllr Margaret Arminger	MA
	Cllr Mick Grant	MG
	Cllr Ralph Ogg	RO
	David Templeton	DT

In attendance on behalf of JBA Consulting, Clerk, Engineer and Environmental Officer:

Ian Benn (Clerk)	CI
Craig Benson (Finance Officer)	FO
Paul Jones (Engineer)	Eng
Alison Briggs (Environment Officer)	EO
Malcolm Muscroft (Engineer)	MM

Appointment of Chair and Vice Chair.

2015.54 DT proposed Adrian Black continue as Chair for a second term, JE seconded, all in agreement. AB proposed David Templeton as Vice Chair, seconded JS, all in agreement.

Apologies for Absence

2015.55 Apologies for absence were received from Benjamin Jackson, Rod Chapman, David Barrett, Neil Poole, Helen Rowson .

Declaration of Interest

- 2015.56** JJ in connection with Agenda item 4.3.2 Planning - Lincolnshire Lakes Project, JC in connection with Agenda item 4.2.2. Main River - River Eau.

Minutes of the Last Meeting

Minutes of the meeting held 23 June 2015, copies of which had been circulated previously to members were considered by the Board and were agreed as a true record. Proposed signed by the Chairman by CB, seconded JE, agreed by all.

Matters Arising

- 2015.57 Healey's Drain** – Members noted Recommendation required in connection with Complaints regarding rabbits at Healey's Drain. JJ declared an interest, his grandfather sold the land. Members reviewed the extensive correspondence. CB confirmed he had looked at the site, rabbit holes in embankment indicated an extensive warren however no rabbit damage to the new wheat was evidence. He suggested a pest control contractor be appointed to gas the rabbits and flail mow the outside edge of the drain. JJ agreed use of ferrets would be appropriate. Member advised use of public money to fence the site would be inappropriate and would set a precedent. DF opined some would be happy to rid the land of rabbit free of charge. Members in favour of pest control but agreed it inappropriate for the Board to undertake this ad infinitum. Management advised the reservoir continued to pass its official inspection irrespective of any warren. Officer advised ferreting was to be undertaken by those with shooting agreement. DT advised pest control negates any shooting rights. Members offered no support for the claim. Chairman asked Management to investigate incorporating specifically rabbit control into a Shooting Licence.

- 2015.58 Lea Marshes** – Members agreed this was land with a designated function to flood, the Board will not consider its decision. It was noted 2015/16 rates remain unpaid, Members agreed the usual action be taken for recovery.

CEO's Report

The CEO's report, copies of which had been circulated to members was considered. The Clerk advised update and expansion on some items.

Board Property

- 2015.59** DF declared an interest as owner of the track adjacent to the cottage. Separate and independent access for a vehicle is being arranged by new owner. Members were advised the speed at which the sale finally proceeded noting completion had now taken place and agreed Chairman's action.

Board website

- 2015.60** Clerk advised the requirement for a new website within which the Board would have independent identity. By sharing costs with other Boards within the group a website could be procured more cheaply. The website is the facilitator of information to Members and the public, it would show what the board does. Preliminary cost to the Board likely to be in the region of £1,200. Outline costs estimated the whole website at £6,000-£10,000. Management would produce a preliminary specification for a service provider and a mock up for the board to view. Members agreed.

ADA

- 2015.61** Conference – Attended by the Chairman. Rory Stewart MP addressed the conference without notes and answered questions; very different from previous Ministers. He would not commit to revenue expenditure advising £2,300,000 expenditure was available and planned by the Agency over this next 6 years, this required partnership monies raising by stakeholders.

Ex gratia payment

- 2015.62** Ex gratia payment had been sanctioned by the Chairman. Members were advised of the difficulties encountered this year, crops not maturing consistently offering no continuity for maintenance work. This had involved contractors dipping in and out of the district. The Clerk noted this also highlighted a contact issue, all landowner ratepayers had been asked if contact details could be released to contractors allowing a better delivery,

only 24% of landowners had responded. Clerk advised Board had to function in a cost effective manner which required continuity for contractors. Although a Statutory Authority with Powers of Entry, the Board endeavoured to undertake function through cooperation with landowners, who benefited from riparian drains being maintained by Board. DT acknowledged this was not a new problem nor a unique situation. The Clerk suggested one way to reduce expenditure could be to concentrate on strategic main drains. JC informed other Boards provide crop loss payments. The EO advised the Act provides for payment to be made for injury to land but only where a Board can be shown to have acted irresponsibly; possibly those other Boards had a policy in place for crop loss payments to be made. JS noted later in the Agenda was an item regarding phosphate in watercourses. The way in which nitrate, erosion material and phosphates entering watercourse could be reduced is through provision of buffer strips. JC advised landowners could obtain derogations if margins were in ELS or HLS schemes. TF was concerned about the idea of crop loss payments and use of public money suggesting if the Board did proceed to offer payments, there must be a legally binding agreement in place with landowners with fixed amounts.

ACTION: AB requested Management provide the Board with options for consideration.

Financial Report

The Financial Report, copies of which had been circulated to members was considered.

Matters Arising

- 2015.63** Rating Report – This had reduced to £14,279, £12,700 of which relates to instalment payments and Lea Marshes.
- 2015.64** List of Payments – The FO refreshed Members regarding the payment to Ancholme IDB in respect of its employee .
- 2015.65** Budget comparison – noted.
- 2015.66** 5 year budget estimate – FO advised it did not yet take into account the telemetry contract or the potential costs associated with the Ravensfleet catchment.

Engineer Report

The Engineer Report, copies of which had been circulated to members with the Meeting papers, was considered.

Matters Arising

- 2015.67** Eng. confirmed report was for information with the exception of updates on the following:
- 2015.68** Progress with ControlStar – updated quote for telemetry awaited
- 2015.69** Maintenance – substantially complete with minor roadside work to be completed as soon as possible.
- 2015.70** Main River – a presentation was made in connection with Scotter/Eau works. Messingham Catchwater is the only main river requiring additional works, Board to undertake the work working with the Agency. Currently awaiting EA confirmation dependent upon type of species found within that system.
- 2015.71** Ravensfleet Capital works – MM confirmed Management had commenced looking at the catchment and wider area; there is potential for wider improvements and rationalisation in the longer term involving cost savings. Area currently served by Susworth, Jenny Hurn, Woofer and Ravensfleet catchments and serviced by the Highland Catchwater drains. Reasons for separation of catchments is largely historic; options will relate to improvement at Ravensfleet and rationalising Susworth and Jenny Hurn. In terms of Eel Regulations this has benefits, all these sites are designated High Priority and will require Regulation compliance. The Project Appraisal Report for Ravensfleet in isolation precludes work on other sites. MM described the whole system. LiDAR showed the lowest points of the catchment and Catchwater Drain only takes highland water.

Investing monies now looking at hydraulic modelling, survey of adjacent catchments, investigate adjacent catchments and build into Project Appraisal Report (PAR) for Ravensfleet. Taking some pump stations out of commission, sending water in direction of

Ravensfleet initially looks it would provide the Board with a more efficient and better system. DT – queried a presumption the Board will be taking over Catchwater. MM not discussed specifically but it was recognised as something the EA is likely to wish to discuss, the Agency is looking at maintenance and de-maining elsewhere. De-maining may potentially change precept. Benefit to looking at system in wider area, during larger events the Catchwater overtops in any event. JC - EA designation is low risk, the Board will have to consider taking it over. AB advised both Loughton and Catchwater both designated low priority. MM noted LiDAR data illustrated land at low lying level divided by Great Catchwater Drain. Historically these may have been different Board areas, if starting from a clean sheet now, it is not what would be done now. Ravensfleet was surveyed and modelled a number of years ago but the equivalent data is not available for other catchments that would allow the board to look at options in detail. Funding additional £25,000 on survey and modelling now allows options to be run that will inform project appraisal report for Ravensfleet. All stations are in EA forward plan in any event, and will be looking at hydraulic model and studies in any event will make use of that data if not used for Ravensfleet noting Agency looking for efficiencies within multiple catchments. There is an opportunity to attract additional local levy and grant monies. Eng. confirmed today's presentation was about getting Board approval about concept of understanding wider catchment. Clerk advised modelling of catchments is an investment and allows factual decision making. The Board cannot undertake any work without proof. To refurbish a pump station is circa £500,000, new station £2,000,000. The Board has a portfolio of £6,000,000, this research work may save £4,000,000. JC agreed the Board must look at local levy and GiA, EA is keen on rationalisation of pump stations. MM early discussions with Agency which is very keen on idea and suggesting flexible in terms of GiA. Best information allows for making best decisions. JC suggested could slip this one in because gaps in projects at moment.

Recommendations

- 2015.72** JC proposed Management obtain tenders for proposed modelling and liaise with EA regarding funding, TF seconded, all in agreement.

Maintenance

- 2015.73** Scotter – Board has been requested to work with EA under PSCA in the upper and lower catchment providing storage for upper areas and in the lower area downstream of Scotter channel improvements works are likely. Noted Scotter would remain a pinch point.

Environment

The Environmental Report, copies of which had been circulated to members with the Meeting papers, was considered.

Matters arising

- 2015.74** EO advised information contained in report for note. EO advised substantial savings to be made if Jenny Hurn and Woofer were decommissioned in terms of Eels Regulation compliance. EO advised successful removal of Flixborough PS as requiring Eels Regs compliance.

Recommendations

- 2015.75** Biodiversity Action Plan – JE proposed approval of BAP targets, actions, indicators and reporting, seconded TF, all in agreement.

Health & Safety

The Health and Safety Report, copies of which had been circulated to members with the Meeting papers, was noted by the Board.

Date of Next Meetings

- 2015.76** 4th February 2016, 13 June 2016, 17 November 2016
2015.77 P Mewies gave apologies for meeting 4 February 2016

1.4 Matters arising not discussed elsewhere on Agenda

1.5 Complaint

1.5.1 Healey's Drain – Rabbits

Further correspondence received following November 2015 meeting:

1. 20 November 2015 – email

Sent: 20 November 2015 09:38

To: 'Adrian Black' <blackbankfarm@gmail.com>

Cc: Alison Briggs <Alison.Briggs@shiregroup-idbs.gov.uk>

Subject: Healys drain

Adrian

I just wanted to remind you to discuss our claim for crop loss at the next board meeting please. I note some mowing has been done and we have been and gassed rabbit holes on the bank facing our field which I maintain is not our responsibility. The bank has to be in the Boards ownership from a purely logical point of view.

We are already seeing evidence of grazing damage in the new crop of wheat and so a solution will have to be agreed between us as soon as possible.

Our claim for last year's loss remains as submitted and it is my hope that the board will accept their responsibilities for this.

Kind regards,

2. Board response 23 November 2015

Re: Brick Pit, Healey's Drain

Thank you for your email of 20th November regarding the above.

At a meeting of Scunthorpe & Gainsborough WMB held 19 November 2015 there was no appetite expressed by Members in support of your claim for crop loss.

I note you have arranged for the warren on the reservoir side facing your land to be gassed.

Full Minutes of the meeting will be available following Board approval in February 2016.

Yours faithfully



Alison Briggs BSc (Hons) Env. Sc., MSc Env. Mngt. (Climate Change)

Environmental Officer and Administrator to the Board

alison.briggs@shiregroup-idbs.gov.uk

3. 3 December 2015

Dear Alison

Thank you for your recent email and attached letter, which to be quite honest about, I am appalled at the attitude of the Board.

They may well state they have "no appetite" to our claim, but that is simply not the point. Let me make it quite clear – we have no appetite for continuous crop loss as a result of the Boards total lack of vermin control within their property. Already we are seeing significant damage to

the current growing crop, despite me spending my time and money gassing and closing burrows up in the pit. This is not my responsibility, not my cost and not my duty and yet I have seen no evidence whatsoever of any attempt by the Board to mitigate this serious situation.

Look at the attached photograph to see for yourself the size of just one of the many rabbit burrows within the pit. It is quite inexcusable that the Board are turning a blind eye to this issue, but not only that, they are not complying with the Pests Act 1954, where an owner or occupier has an obligation to prevent rabbits from damage to neighbouring property.

I do not comprehend why they will not accept their responsibilities, regardless of their "appetite".

I am becoming extremely frustrated at this ongoing written and inconclusive argument. Please stop this nonsense and arrange for a comprehensive gassing programme, full rabbit proof fencing work and payment of our crop loss for 2015.

4. 7 December 2015

Re: Brick Pit, Healey's Drain

Thank you for your email of 3rd December regarding the above.

On behalf of the Board we are currently investigating options with regard to this issue.

The Board made no resolution your claim for crop loss would be met.

Yours faithfully



Alison Briggs BSc (Hons) Env. Sc., MSc Env. Mngt. (Climate Change)
Environmental Officer and Administrator to the Board
alison.briggs@shiregroup-idbs.gov.uk

1.5.2 Lea Marshes

1. 17 December 2015

Drainage Rate payment for Lea Marsh
enclosed.
Mr I Benn has agreed to look into
our circumstance again with a hope to
reassessing our rates down there.
Our argument is short we take
flood water from everybody else plus the
flood in flood we have spent a lot of money on

improving the marsh - drainage, tracks.
fencing site clearing removing gypsy
horses etc etc. yet still have to pay
high water rates for very little return -
no pumping no electric used etc.
We should really be compensated
for crop damage by flood never mind
having to pay water rates.
A site meeting would be
welcome. Your sincere A 11

2. 6 January 2016

Re: Drainage at Lea Marsh Farm, Gainsborough

I have sight of the comments made with your drainage rate payment on 17th December 2015. Neither the Board nor Management will reassess your annual value upon which the drainage rate is based. This has to be an action by you following the correct and appropriate procedure.

Please be advised of the provisions contained in the Land Drainage Act 1991 (as amended) Part VI, Chapter II. Section 45 relates to appeal against determination of annual value which were determined by the Board as of 31 December 1992, and Section 51 provides for other appeals against drainage rates by application to the County Court. Agricultural land annual values were based on 1988 rental values.

Drainage rates are equal across the Board District whether land benefits from being in a pumped catchment or is maintained by the Board and not the riparian owner.

Yours faithfully

Alison Briggs BSc (Hons) Env. Sc., MSc Env. Mngt. (Climate Change)
Environmental Officer and Administrator to the Board
alison.briggs@shiregroup-idbs.gov.uk

3. 18 January 2016

The Board was contacted by the complainant's NFU representative on 18 January 2016 requesting an on-site meeting with Management. The request from the NFU is to agree with the complainant what works can be done to alleviate his flooding, or if this is not possible, to consider a drainage rate rebate for the land which floods regularly.

Management advised the Board considered a number of actions at its February 2014 meeting and the Board noted alleviation of flood waters only occurred when the tidal Trent allowed. The Complainant was in receipt of various correspondence from the Board on this matter, he had been advised of the procedures he could implement regarding appeal against drainage rates. The NFU representative was further advised the land purchased by the complainant is an Environment Agency offline flood storage area protecting Gainsborough. The site is adjacent to Lea Marshes SSSI, an important area of unimproved floodplain meadow and wet pasture on seasonally-inundated alluvial soils and includes an unusually large area of a nationally rare grassland type. The NFU was further advised this matter has been considered on a number occasions by the Board which resolved at its February meeting not to alter what it currently provides in watercourse maintenance.

2. Clerks Report

Recommendation:

- **Note the information contained in this report**

2.1 Board Website

The CEO met with 25 students from Doncaster College to discuss individual Board logo's for the new website. An update will be given at the meeting.

2.2 Legislation

Nothing to report.

2.3 Defra

2.3.1 DCLG Flooding information -

Just short of 20,000 residential properties flooded.

Mostly Cumbria and West Yorkshire.

2.4 Environment Agency

2.4.1 Public Sector Cooperation Agreements (PSCAs)

The clerk has signed the PSCA on behalf of the Board. This will allow the Board (or its agents) to be considered for support works to the EA on a recharge basis. There is also opportunity to utilise these agreements with other Risk Management Authorities (RMAs) such as the Lead Local Flood Authority (LLFA).

2.4.2 Humber Flood Risk Management Steering Group

The next meeting is scheduled for the 1st February 2016.

2.4.3 Humber Newsletter

Is available on the Shire group website.

2.4.4 North Lincs Flood Risk Management Board

Last meeting took place on the 9th of December.

EA reported the progression of their 6 year Humber Investment Plan which is investing £86 million of government spending around the Humber, reducing the risk to over 50,000 homes.

2.5 Association of Drainage Authorities (ADA)

Your Clerk has been appointed Senior Advisor to ADA on matters of Health, Safety and Welfare. The Finance Officer has been appointed to ADA Policy & Finance Committee and the Environmental Officer appointed to ADA Technical & Environment committee.

2.5.1 Technical & Environment Committee

Your Environment Officer has been appointed to the Committee. At the meeting on 12 January discussions surrounded working groups for:

- Data and evidence
- Total catchment management

- Public sector co-operation agreements
- Biodiversity 2020
- WFD opportunities
- Water transfer and abstraction
- Planning, Suds and consenting
- Asset Management

2.5.2 Policy & Finance Committee

Your Finance Officer has been appointed to the Committee. At the meeting on 12 January discussion surrounded working groups for:

- Ratings
- Audit – Transparency Code and Fund, Practitioners' Guide
- Asset transfer and Main River demaining
- ADA Business Plan 2017-2020

2.5.3 Press Statements

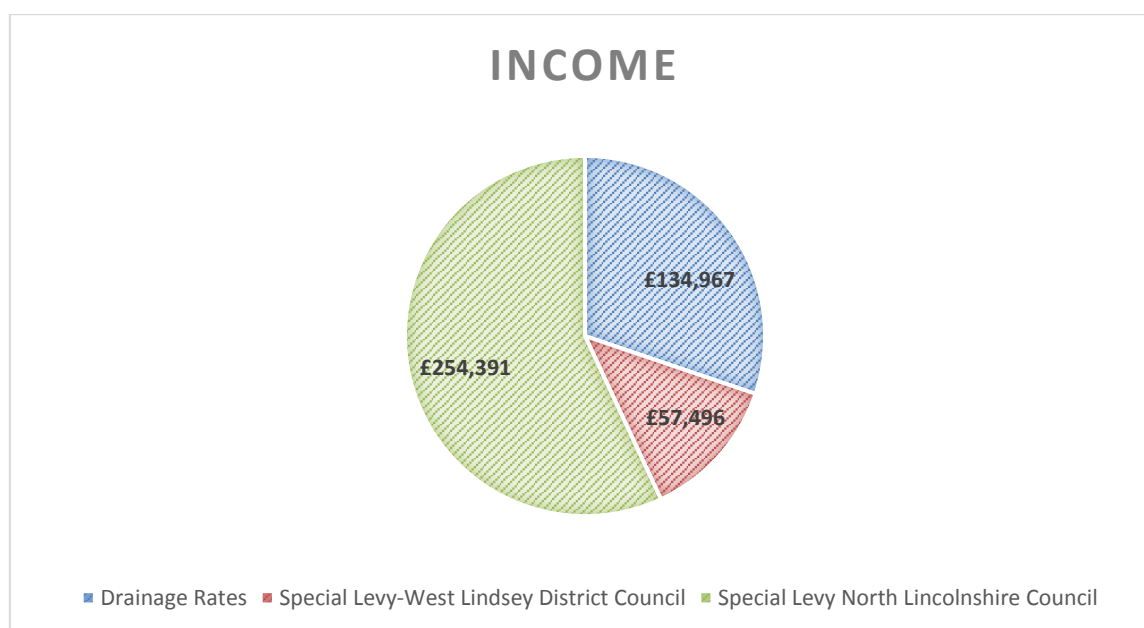
Included as attachments for information only.

2.6 Board Information

The data in this section is intended to provide background information for Members to the constitution and income of the Board.

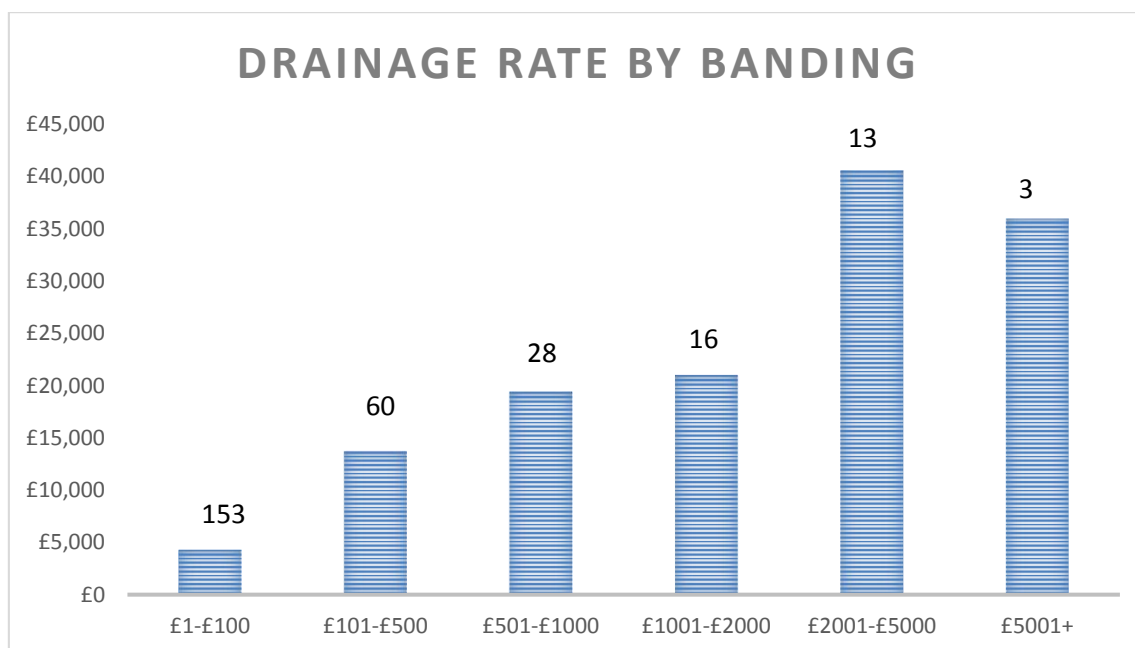
Income Split

Total income form Rates/Levies is **£446,855**, **70%** of which is made up of Special Levies. The Special Levy payment is collected by the District Council on behalf of the board.



Rate Payers

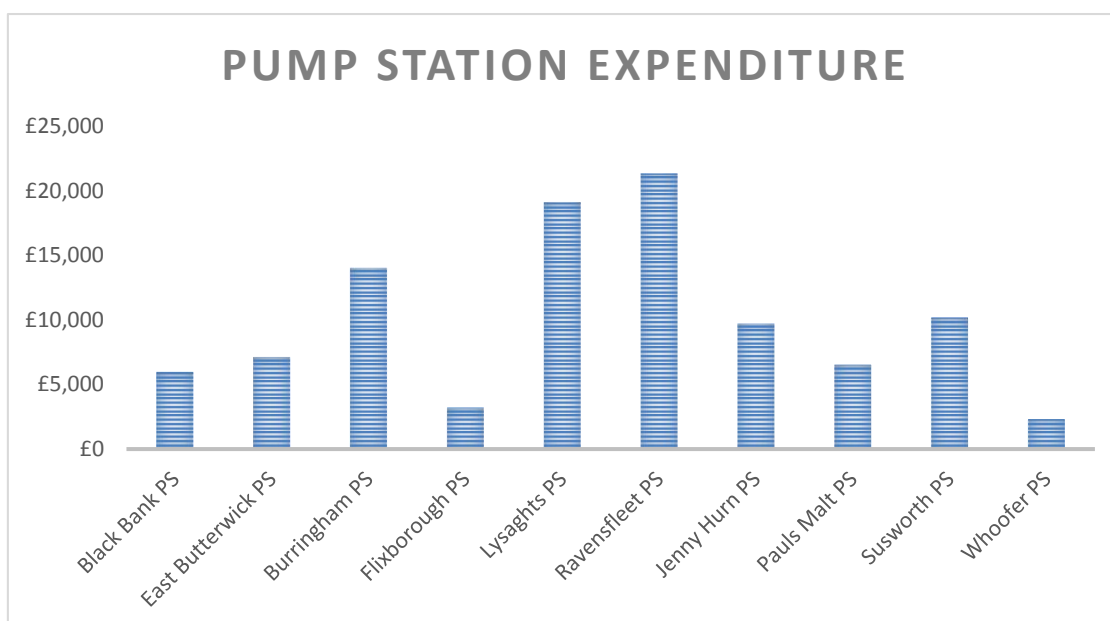
A total of **£134,967** is collected from **273** Ratepayers. **16** Ratepayers contribute **57%** of all rates collected. While **153** ratepayers contribute **3%** of all rates due. The highest amount paid by an individual ratepayer is **£15,989**. The chart below sets out the banded drainage rates payable



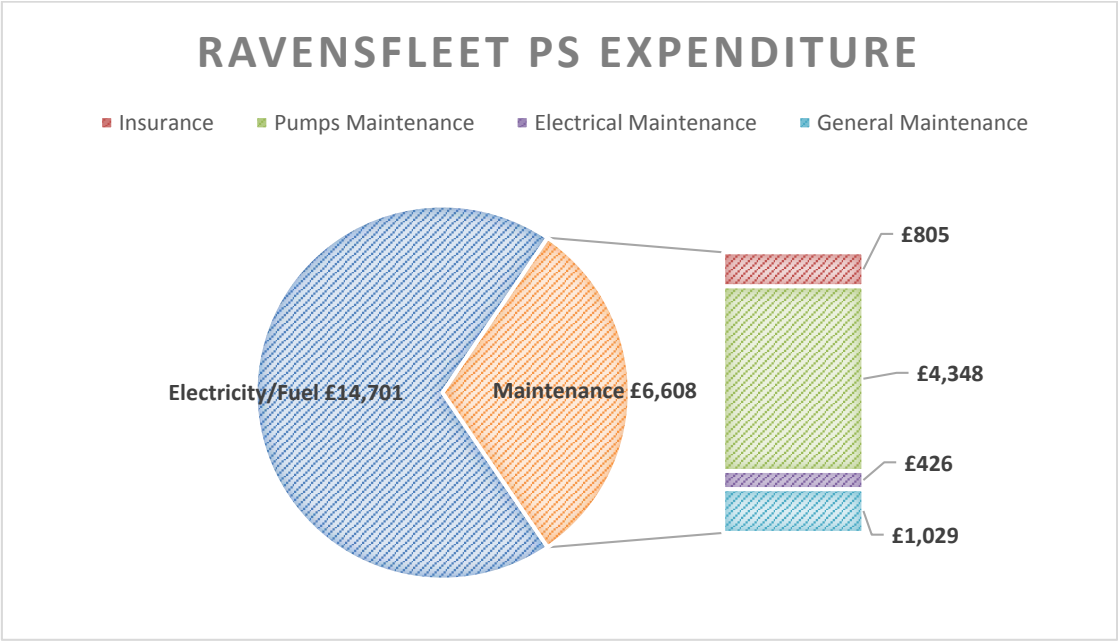
Pumping Station Information

There are 10 pumping stations within the Scunthorpe and Gainsborough Water Level Management district, all of which are 100% board funded.

The graph below shows total expenditure for Pump stations over a 4 year period. Average Pumping station expenditure over the period ranges from **£2,316** at Whoofer PS to **£21,310** at Ravensfleet PS.



A breakdown of type of expenditure for Ravensfleet PS is provided in the chart below.



3. Financial Report

Recommendations:

- Note information contained in the report
- Members note the information in the Internal Audit Review meeting
- Members approve the Risk Register
- Members approve the budget estimate for the year ending 31 March 2017

3.1 Rating Report

Details of the Rates and Special Levies issued and payments received up to and including 12th January 2016:-

	£	£
Balance Brought forward at 1 April 2015		3,539.55
2015/2016 Drainage Rates and Special Levies		
Drainage Rates		134,982.07
Special Levies		
North Lincolnshire Council	254,391.00	
West Lindsey District Council	<u>57,496.00</u>	<u>311,887.00</u>
Total Drainage Rates Due		<u>450,408.62</u>
Less Paid:-		
Drainage Rates		133,825.43
Special Levies		
North Lincolnshire Council	254,391.00	
West Lindsey District Council	<u>57,496.00</u>	<u>311,887.00</u>
Total Drainage Rates Paid		<u>445,712.43</u>
Balance Outstanding as at 12th January 2016		<u>4,696.19</u>
Messingham £3,197.72		
Scunthorpe £4.68		
Gainsborough £1,493.79		

3.2 Audit

3.2.1 Internal Audit

The internal audit service has been subject to a review as it had been in place for ten years and the outcome was to invite quotations from suitably qualified companies to undertake this important role. The result of this process is that the current provider will continue to provide the service for the next five years.

3.2.2 System of Internal Audit Review and Risk Register

Please find attached at Appendix A the minutes of the internal audit review meeting and the Risk Register at Appendix B, that requires formal approval by the Board.

3.2.3 External Audit

Nothing to report.

3.3 List of Payments

3.3.1 List of Cheques

None to report.

3.3.2 List of Payments Made Direct From the Bank Account

DATE		REF	PAYEE	DESCRIPTION	TOTAL	
					CHEQUE	
2015					£	
Oct	29th	118	Danvm Drainage Commissioners	Mobile Phones, etc.	275.65	*
		114	ID Spares & Services Ltd	Lysaghts PS - Weedscreen Repairs	354.02	*
		117	Integrated Utility Services	Lysaghts PS - High Voltage Operation	458.40	*
		113	Schofield Sweeney	Legal Fees - Dispute with Ebsords, etc.	1,884.00	*
		83	West Lindsey District Council	Cottage Rates	83.00	*
		68-9,81,105	Vodafone	Telemetry Lines (four months)	248.94	*
	30th	-	NatWest	Bank Charges	11.43	*
Nov	5th	115	AA Sewer care Ltd	Pauls Malt PS - CCTV Survey	4,469.04	
		128	DC Bichan	Maintenance	20,522.78	
		119-23	Ebsford Environmental Ltd	Maintenance	27,583.49	
		116	Lincoln Electrical Services	Susworth PS - Inverter Trails	7,532.40	
	10th	131	Remote Asset Management Ltd	Vehicle Tracking	21.60	*
	11th	126	Doncaster East IDB	Cardnet Fees, etc.	40.89	*
		125	H Mell & Son	Tractor Maintenance, etc.	660.49	*
		127	Vodafone	Telemetry Lines	61.74	*
	12th	-	Employee	Wages	1,197.35	*
		-	HMRC	PAYE/NI	563.98	*
	13th	143	Fuel Genie	Fuel Card	116.91	*
	16th	-	NatWest	Bankline Fees	39.70	*
	20th	140	Woldmarsh Produces Ltd	Supply to Susworth PS	176.47	*
				Supply to Lysaghts PS	1,578.76	*
				Supply to Burringham PS	436.70	*
				Supply to Ravensfleet PS	245.83	*
				Supply to Whoofer PS	-135.80	*
				Supply to Jenny Hurn PS	90.44	*
				Supply to Black Bank PS	321.38	*
				Supply to East Butterwick PS	334.36	*
				Supply to Flixborough PS	110.31	*
				Membership Fees	114.48	*
	23rd	146	Wireless Logic Ltd	Vehicle Tracking	2.40	*
	30th	-	NatWest	Bank Charges	9.68	*
Dec	7th	-	Employee	Wages	1,197.35	*
	10th	148	Remote Asset Management Ltd	Vehicle Tracking	21.60	*
	14th	144	Watson Petroleum	Gas Oil	549.67	*
	15th	-	Fuel Genie	Fuel Card	147.00	*
		-	NatWest	Bankline Fees	36.10	*
	16th	138	Anglian Water	Water Supply to Jenny Hurn PS	14.42	*
		136	Anglian Water	Water Supply to Susworth Hurn PS	15.05	*
		147	Bell Waste Control	Riddings Lagoon - Skip Hire	123.35	*
		134	Controlstar Systems	Telemetry Maintenance Contract	1,146.00	*
Dec	16th	133	Evans Halshaw	Vehicle Part	6.48	*
		149	Grange Park	Meeting Expenses	70.00	*
		150	H Mell & Son	Tractor Maintenance	36.39	*
		153	Peacock & Binnington	Tools & Equipment	16.93	*

Dec	16th	132	Schofield Sweeney	Legal Fees - Land Entry	570.00	*
		137	Vodafone	Telemetry Lines	61.74	*
		135	Ebsford Environmental Ltd	Bottesford Beck Maintenance	600.00	*
		141	JBA Consulting	Fee Account - BAP Implementation	352.44	
		152	Lincoln Electrical Services	Susworth PS - Inverter Installation	21,144.00	
		139	Public Works Loan Board	Loan Repayment	42,584.71	*
	18th	151	Iris Business Software Ltd	Auto Enrolment Fees	8.04	*
		-	HMRC	PAYE/NI	397.61	*
	21st	154	Woldmarsh Produces Ltd	Supply to Susworth PS	180.87	*
				Supply to Burringham PS	468.34	*
				Supply to Lysaghts PS	795.34	*
				Supply to East Butterwick PS	-744.04	*
				Supply to Black Bank PS	-641.75	*
				Supply to Flixborough PS	79.61	*
				Supply to Jenny Hurn PS	195.77	*
				Supply to Ravensfleet PS	394.47	*
		-	Wireless Logic Ltd	Vehicle Tracking	2.40	*
	31st	-	NatWest	Bank Charges	8.26	*
2016						
Jan	7th	-	Employee	Wages	1,130.84	*
	8th	-	HMRC	PAYE/NI	397.61	*
	11th	148	Remote Asset Management Ltd	Vehicle Tracking	21.60	*
	13th	-	Fuel Genie	Fuel Card	133.00	*
	15th	-	NatWest	Bankline Fees	38.50	*
			Total		140,970.52	
			* Total amount of direct debits and payments approved by the Clerk Only		59,366.37	

3.4 Budget Estimates for Year Ending 31 March 2017

<u>Revenue Account</u>					
2015/16				2016/17	
Approved Estimate	Estimated Out-Turn			Estimate	
£	£	£	£	£	£
<u>INCOME</u>					
Drainage Rates on Agricultural Land:-					
99,018	99,018			98,799	
8.75p in £ on Av of £1,129,136					
Drainage Rates on Intensive Agricultural Units:-					
35,949	35,949			35,949	
8.75p in £ on Av of £410,845					
Special Levies					
West Lindsey District Council					
57,496	57,496			57,496	
8.75p in £ on Av of £657,101					
North Lincolnshire Council					
254,391	254,391			254,391	
8.75p in £ on Av of £2,907,329					
Other Income:-					
40,000	40,786			40,000	
0	1,783			900	
<u>200</u>	487,054	<u>75</u>	489,498	<u>200</u>	487,736
Interest etc.					
<u>EXPENDITURE</u>					
90,616	90,616			90,616	
Board Loans					
17,900	17,900			8,530	
Environment Agency Loans					
0	0			6,200	
New Loan - Ravensfleet PS scheme					
0	500			0	
Capital:-					
Bottesford Beck Scheme					
Administration:-					
35,160	35,160			36,215	
Management Fees					
30,000	31,500			25,000	
Other Administration Expenses					
Works Maintenance:-					
43,950	41,700			43,200	
Wages & Other Shared Costs					
97,602	85,200			91,500	
Drain Maintenance (Contract)					
0	0			30,000	
Drain Maintenance Silt Removal (Lysaghts)					
0	0			21,000	
Telemetry Contract					
29,000	0			29,000	
Asset Condition Study, EA Main Rivers					
500	260			0	
Cottages					
4,000	1,000			4,000	
Biodiversity Action Plan					
12,500	11,000			12,500	
Plant and Vehicles					
<u>124,650</u>	<u>485,878</u>	<u>157,412</u>	<u>472,248</u>	<u>126,300</u>	<u>524,061</u>
Pumping Stations, etc.					
1,176	17,250			(36,325)	
Surplus - (Deficit)					
<u>312,847</u>	<u>316,146</u>			<u>333,396</u>	
0	0			0	
Balance Brought Forward					
Transfer to NW&P Account					
<u>314,023</u>	<u>333,396</u>	Balance Carried Forward		<u>297,071</u>	

Previous Years Rates in the £ - 8.75p
Penny Rate : £51,044

NEW WORKS AND PLANT ACCOUNT

2015/16				2016/17	
Approved Estimate		Estimated Out-Turn		Estimate	
£	£	£	£	£	£
<u>INCOME</u>					
0		0		0	
100		150		200	
0		0		100,000	
0		15,000		0	
0		0		323,000	
<u>0</u>	100	<u>135,000</u>	150,150	<u>0</u>	423,200
<u>EXPENDITURE</u>					
6,000		20,000		573,000	
0		0		0	
<u>0</u>	<u>6,000</u>	<u>0</u>	<u>20,000</u>	<u>0</u>	<u>573,000</u>
(5,900)		130,150		(149,800)	
<u>123,153</u>		<u>123,117</u>		<u>253,267</u>	
<u>117,253</u>		<u>253,267</u>	Balance Carried Forward	<u>103,467</u>	

3.5 Five year budget estimate

Income & Expenditure Account	2015/16 App Est	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21
	£	Estimated Out turn					
		£	£	£	£	£	£
Income							
Drainage Rates	134,967	134,967	134,748	134,748	134,748	34,748	138,598
Special Levies	311,887	311,888	311,888	311,888	311,888	311,888	320,799
Foreign Water Contribution	40,000	40,786	40,000	40,000	40,000	40,000	40,000
Bottesford Beck	-	500	-	-	-	-	-
Other Income	-	1,283	900	927	955	983	1,013
Bank Interest	200	75	200	500	1,500	1,500	2,000
Total Income	487,054	489,499	487,736	488,063	489,091	489,119	502,410
Expenditure							
Drain Maintenance (Silt Removal)	-	-	30,000	-	-	-	-
Management Fees	35,160	35,160	36,215	37,120	38,048	39,000	39,975
Other Administration	30,000	31,500	25,000	30,000	30,000	30,000	30,000
Maintenance of Drains	97,602	85,200	91,500	93,330	95,197	97,101	99,043
Maintenance of Pumping Stations	124,650	157,412	126,300	128,826	131,403	134,031	136,711
Telemetry Contract	-	-	21,000	21,000	21,000	21,000	21,000
Biodiversity Action Plan etc.	4,000	1,000	4,000	4,000	4,000	4,000	4,000
Cottages	500	260	-	-	-	-	-
Revenue Maintenance	29,000	-	29,000	-	-	-	4,500
Bottesford Beck	-	500	-	-	-	-	-
Wages and other costs	43,950	41,700	43,200	44,064	44,945	45,844	46,761
Plant and Vehicles	12,500	11,000	12,500	12,500	12,500	12,500	12,500
Loan Repayments:-	108,516	108,516	99,145	99,145	99,145	99,145	99,145
Possible New Loans		-	6,179	6,179	6,179	6,179	24,715
Total Expenditure	485,878	472,248	524,039	476,164	482,417	488,799	518,349
Surplus/(Deficit)	1,176	17,251	(36,303)	11,899	6,674	321	(15,940)
Balance Brought Forward	312,847	316,146	333,397	297,094	308,993	315,667	315,988
Contribution to NW&P Account	-	-	-	-	-	-	60,000
Balance Carried Forward	314,023	333,397	297,094	308,993	315,667	315,988	300,048
New Works and Plant Account	113,456	253,267	103,467	83,717	53,717	47,717	70,717
Penny Rate in £	8.75p	8.75p	8.75p	8.75p	8.75p	8.75p	9.00p
Penny Rate £51,069	88%	124%	76%	82%	77%	74%	64%
I&E Balance as % of Expenditure	65%	71%	57%	65%	65%	65%	58%

New Works and Plant Account	2015/16	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21
	App Est £	Estimated Out turn					
		£	£	£	£	£	£
Income							
Transfer from I&E	-	-	-	-	-	-	60,000
Interest	100	150	200	250	-	-	-
Loan	-	-	100,000	-	-	-	300,000
Possible Grant Income	-	-	323,000	-	-	-	131,000
Local Levy (Ravensfleet PS ref)	-	15,000	-	-	-	-	-
Sale of Cottages	-	135,000	-	-	-	-	-
Total Income	100	150,150	423,200	250	-	-	491,000
Expenditure							
Catchment Modelling	-	-	-	-	-	-	-
New Tractor & Flail	-	-	-	-	30,000	-	-
New 4x4 vehicle	-	-	-	20,000	-	-	-
Burringham PS Refurbishment	-	-	-	-	-	-	-
Flixborough PS Refurbishment	-	-	-	-	-	-	-
Lysaghts PS Refurbishment	-	-	-	-	-	-	-
East Butterwick PS Refurbishment	-	-	-	-	-	-	-
Black Bank PS Refurbishment	-	-	-	-	-	-	-
Jenny Hurn PS refurbishment	-	-	-	-	-	-	251,000
Ravensfleet PS Refurbishment	6,000	20,000	573,000	-	-	-	-
Whoofer PS Refurbishment	-	-	-	-	-	3,000	67,000
Susworth PS Refurbishment	-	-	-	-	-	3,000	150,000
Pauls Malt PS Refurbishment	-	-	-	-	-	-	-
Total Expenditure	6,000	20,000	573,000	20,000	30,000	6,000	468,000
Surplus/(Deficit)	(5,900)	130,150	(149,800)	(19,750)	(30,000)	(6,000)	23,000
Balance Brought Forward	119,356	123,117	253,267	103,467	83,717	53,717	47,717
Balance Carried Forward	113,456	253,267	103,467	83,717	53,717	47,717	70,717

4. Engineer's Report

Recommendations:

1. Provision of grazing and shooting license on Healey's Drain to Brick Pit Farm owner (item 4.1.1)
2. Extend EU compliant Southern Area Watercourse Maintenance Contract for a further 12 months to Ebsford Environmental Ltd. (Item 4.2.1)

4.1 Asset Management

4.1.1 Healey's Drain

Rabbit complaint and proposed Grazing Licence

The Environment Officer has inspected the area and reported on the rabbit complaint in Appendix C.

It is not considered that rabbit are responsible for the injury on adjacent land.

The Board is asked to consider offering a grazing and shooting license to the Brick Pit Farm owner on Healey's Drain bank to mitigate the population of rabbit on a Board owned asset.

4.1.2 Ravensfleet Pumping Station

We have instructed North Lincolnshire Council as procurement agents to manage the invitation and evaluation process for the wider hydraulic modelling and Project Appraisal Report (Environment Agency business case).

Tender documentation is being prepared for invitation and the evaluation is to take place on or soon after 1st February. Completion of the study and business case is anticipated as close to the end of the financial year as possible.

We have submitted an application for Local Levy monies through the Agency to the RFCC to support the wider hydraulic modelling. We understand this has been successful and will contribute c.£15,000 towards the modelling currently estimated at c.£27,500.

The evaluation of tenders will be undertaken independently from association with JBA Consulting through NLC with assistance from the Environment Agency. NLC will manage the invitation and evaluation and provide a recommendation to the Chairman for approval in line with the Boards Financial Regulations.

4.2 Maintenance

4.2.1 Ordinary Watercourses

Northern Area Watercourse Maintenance Contract (Messingham, Scunthorpe, Burringham)

No issues have arisen for the attention of the Board.

Southern Area Watercourse Maintenance Contract (Gainsborough)

The EU compliant tender for the Southern area of the Drainage District now permits the Board to extend for 3 further periods of 12 months from 1st July each year.

After review of the 2015/16 maintenance season and no formal complaints received we consider Ebsford Environmental Ltd. performance to be satisfactory but note the following development needs:

- Maintenance access through communication (dependant on data protection)

- Notice of Entry (improvement being revised by the Board Solicitor for 2016/17)
- Data Protection and provision of owners details (improvement to be provided through Board Solicitor and new Notice of Entry)
- Crop Policy (to be informed by Board Solicitor and developed by the Board)
- Vegetation re-growth / frequency of maintenance
- Review of de-silting requirements (dependant on culvert inverts and bank stability)

4.2.2 Main River

Maintenance on Messingham Catchwater Drain had been identified for this financial year subject to:

- The PSCA needs an amended schedule 3 from the EA
- The Environment Agency need to confirm species constraints
- Ebsford are to visit the site and provide a price for approval of the EA

We understand that schedule 3 has now been updated to allow the Board and EA to work in partnership under the Flood & Water Management Act 2010. We await details on any species constraints from the Agency before pricing the works. It is likely that works will be unable to commence until the next financial year.

4.3 Planning, pre-application advice and consents

4.3.1 Planning Applications

Planning applications have been reviewed on a weekly basis and no applications have required comment on behalf of the board between 3rd November 2015 and 18th January 2016. All other applications reviewed relate to discharge into mains sewers and/or soakaway systems.

4.3.2 Land Drainage Act 1991 Section 23 and 66 (Byelaws) Consents

1no. consent has been issued on behalf of the Board between 3rd November 2015 and 18th January 2016.

Applicant	Location	IDB	Proposal	Permanent / Temporary Works	Date received	Payment received	Approved/R efused/ other	Date issued
Lockhart Garratt Ltd	Scotter Road Wood, Scunthorpe	SGWMB	New Access Culvert (circa 600mm diameter x 4m)	Permanent	24.08.2015	Yes	Application withdrawn	
National Grid	Twigmoor, off Kilton Road, Scunthorpe. NG 492229, 406311	SGWMB	Repair to Thornton Curtis to West Butterwick West CAT2, electricity pipeline	Temporary	25.08.2015	Yes	Approved	10.09.2015

4.3.3 Extended District Consents (Land Drainage Act 1991 Section 23)

No consents have been issued on behalf of the Board between 3rd November 2015 and 18th January 2016.

4.3.4 Pre application advice

A meeting has been scheduled with Severn Trent Water in February to discuss proposals linked to the Lincolnshire Lakes and the Boards requirements in terms of Consent will be provided.

5. Environmental Report

Recommendation:

- Note the information contained in this report

5.1 Legislation

5.1.1 Water Vole Class Licence

Further amendments are being made to the class licence and guidance notes issued by Natural England

5.1.2 Eels (England & Wales) Regulations 2009

The Environment Agency issued a clarification of approach/guidance on its implementation of Eels Regulations in November 2015. The Agency will be more flexible around the timing of require improvements for compliance, working with operators through their scheduled programmes of work, including routine maintenance and refurbishment programmes and planned capital investment programmes. By scheduling action for eel into other programmes of work, eel protection should become more cost-effective and achievable.

5.2 Advice on Maintenance issues

Nothing to report at this time

5.3 Biodiversity Action Plan

5.3.1 BAP Actions 2016/17

Actions planned for 2016/17 include identification of suitable sites on Board owned land for the erection of Barn Owl boxes. The Board is working with the Wildlife Conservation Partnership as recommended by ADA in its Barn Owl Species Action Plan which accompanies the papers.

Barn Owl	9	Enhance Barn Owl numbers within the drainage district	9.1	Erect 3 Barn Owl boxes on or around IDB pumping stations and Board owned land adjacent to the River Trent	Number of boxes erected
	10	Monitor Barn Owl numbers within the drainage district	10.1	Submit all Barn Owl records from the drainage district to Lincolnshire Ecological Records Centre	No of records submitted
Bats	11	Enhance habitat for bats	11.1	Maintain areas of open water in drainage ditches for Daubenton's Bats	Length (m) assessed
			11.2	Erect bat boxes in suitable locations to provide summer roost sites	No. Erected
			11.3	Retain veteran trees adjacent to IDB drains	Length (m) extended
	12	Ascertain Bat population	12.1	Survey IDB structures for the presence of bats	No of items surveyed

Other actions for 2016/17 will include Bat surveys at Board structures to identify which bat species use the area.

6. Health and Safety Report

Recommendations:

- To note the information contained in the report

6.1 Board Employees

6.1.1 Accidents and Incidents

There have been no accidents or incidents to report since the last meeting.

6.1.2 Lone Worker Arrangements

Currently being reviewed

6.1.3 ADA Technical and Environment Committee – Health and Safety Report

Human Behaviours. This meeting we will look into the production of Risk Assessments and Method Statements and their role in the daily management of health and safety issues. The question being asked is it now time to consider the role of the method statement and its role supporting the initial production of the risk assessment. Do method statements add value to the risk evaluation and mitigation process?

Risk Assessments and Method Statements¹

Method Statements (MS) have been utilised in the support of health and safety in construction projects for over 30 years. The legal requirement regarding the production of Risk Assessments (RA) led to the acronym 'RAMS' (Risk Assessment and Method Statement).

The HSE RA ideology is clearly documented noting that RAs are a scrutiny of hazards relating to work activities and the subsequent controls required to mitigate these hazards.

Employers must carry out a risk assessment but only need to record the “significant findings” when they employ five or more people. The HSE acknowledge that safety method statements are not required by law, the important action being that risks are controlled.

Therefore, it is pertinent to ask, 'do method statements help to control risk'?

Despite the fact that nearly everyone uses method statements it is not uncommon to hear comments such as “nobody reads the method statement” or that the MS is convoluted, inaccurate or just plainly far too long. Unfortunately it is also highly likely that the MS has been produced without reference or input to those carrying out the work.

The reality is that method statements are often viewed as the necessary paperwork required to placate clients or the HSE bearing only a passing resemblance of how risk is managed in reality.

Confirming that the MS is realistic, being followed and is accepted by those it is seeking to protect is nearly always a lesser consideration to having the document 'signed off'.

It is not unusual that following an accident or incident to hear claims of the unsuitability of the method statement.

So, is it therefore time to rethink the role of Method Statements?

Questions we may consider asking include:

- Why do some managers and H&S advisers still insist the production of something which is not a legal requirement?
- Would it not be prudent spending more effort on implementing the risk assessment which already identifies the hazards and required controls?

¹ <http://www.ppconstructionsafety.com/>

- Would this not allow more time for checking that controls identified in the risk assessment are being implemented?
- Surely it is vitally important to ensure that those carrying out works are involved in understanding the best way to control risks?
- By involving those in carrying out works in the mitigation of hazards are they more likely to cooperate in managing risks effectively?

- In summary it could be argued that method statements still have a role and responsibility to play in the management of health and safety, but they must be fit for purpose and produced in conjunction with those that are expected to adhere to them.

Other reading taken from the HSE Website

‘Paperwork makes H&S risk assessments a “bugbear”

Judith Hackitt, HSE Chair, has stressed that ‘paperwork’ is a cause of obsessive fear, anxiety, or irritation for those undertaking the risk assessments required by the; The Management of Health and Safety at Work Regulations 1999 – Regulation 3.

Ms Hackitt is concerned that a focus on the risk assessment paperwork is “completely out of line with the HSE emphasis on managing risks” and that thinking about risks and “doing something about the really serious ones” is what HSE require people to do.

Risk Assessment Review

“There is no legal requirement to re-do risk assessments annually, risk assessments only need to be reviewed if there have been significant changes. It is important that, once risks are assessed, appropriate measures are put in place.

Imposing a blanket annual review is likely to lead to “box ticking” rather proper consideration as and when circumstances change and is not an approach which HSE or official guidance endorses.

Model Risk Assessments

The new HSE guidance endorses “model risk assessments” to cover similar workplaces e.g. in the construction sector stating:

“If you control a number of similar workplaces containing similar activities, you can produce a model risk assessment reflecting the common hazards and risks associated with these activities” and;

“Where the nature of your work changes fairly frequently or the workplace changes and develops (e.g. a construction site), or where your workers move from site to site, your risk assessment may have to concentrate more on a broad range of risks that can be anticipated.”

7. Date of next meeting

8. APPENDIX A - Minutes of the Meeting of the Audit Review Panel

MINUTES OF PREVIOUS YEAR'S REVIEW

Held at JBA Consulting, Epsom House,
Monday, 23 November 2015

Present:	Mr Adrian Black	Scunthorpe & Gainsborough WMB
	Mr David Hinchcliffe (standing in for Mr Martin Oldknow)	Black Drain Drainage Board
	Mrs Veronica Chapman	Doncaster East IDB
	Mr Andy Cane	Brodericks GBC

In Attendance on behalf of JBA Consulting:

Mr Craig Benson (Senior Financial Officer to the Shire Group of IDBs)
Mr Mark Joynes (Financial Officer to the Shire Group of IDBs)
Mr David Blake (Financial Officer to the Shire Group of IDBs)

Introductions and Apologies for Absence

Apologies for Absence were received from Christopher Day, Mr Peter Horne, Mr Steve Lomas, Mr Martin Oldknow, and Cllr. RM Sutherland.

Minutes of the Last Meeting/Matters Arising

The panel approved the minutes as a true and fair record with no matters arising.

Paperless Accounting Systems & Electronic Payment Systems

David Blake set out the work done and the position of the Shire Group officers. He explained that dealing with large volumes of paper invoices is both time-consuming and inefficient. He also set out some of the advantages of electronic filing systems, including tighter controls, better time-efficiency and a better audit trail. He advised the panel that the team had obtained quotes from various service providers and were currently preparing a business case.

David Hinchcliffe raised concerns about the use of emails to send confidential/commercially sensitive information. Craig Benson gave a brief outline of the current process, pointing out that the smaller Shire Group members still use cheques. The panel discussed whether it was worthwhile the smaller members adopting electronic payment systems. Craig Benson pointed out Lloyds bank plc are not currently charging for online banking facilities. The finance officers explained payments are made through a secure online facility, requiring passwords, pin sentries, etc. The only information sent by email are schedules of the invoices to be paid and scans of the invoices themselves, though Adrian Black pointed out that many supplier invoices contain beneficiary bank details. David Blake gave a brief description of the controls currently in place to prevent fraud and error.

Risk Register

The finance officers explained the register had been updated in November 2015 and adjustments to dates were shown as highlighted. Inserted text was shown as underlined and Craig Benson suggested new text ought to be highlighted also. The panel discussed the following items before approving the document.

Training Seminars

Adrian Black enquired whether the training seminars had proved useful. Craig Benson pointed out that DEFRA had recommended the boards carry out such training sessions and that they had indeed proved very useful. He also pointed out that the sessions were open to all members. David Hinchcliffe felt the sessions were a good idea and would like to see them rolled out to

other boards including Black Drain Drainage Board. Craig Benson said the intention was to roll out the program with the possibility of joint boards, drawing attention to the benefits of different views being heard. Veronica Chapman said the sessions were generally very good although not particularly well attended, wondering if some members felt they didn't need or want training.

Register of Members' Interests

Adrian Black enquired how often the register is updated. Craig Benson said members should advise Shire Group officers whenever there are any changes so the register may be updated. He further suggested a reminder could be included in the boards' meeting papers every year.

Internal Auditor's Report

The internal auditor reviewed the work undertaken on the 2014/15 accounts. In general, the internal auditor was satisfied with how things are running. The panel discussed the following points:

Decision Making

Once again the panel noted this issue had been raised in all eight reports, emphasising the danger of decisions being taken without appropriate input from the financiers. The auditor acknowledged it was not possible to force members to attend but expressed concern that the % split in members attending did not reflect the % split in the boards' constitutions, between elected and nominated members. Adrian Black said this was a difficult issue, and that boards could hardly throw out selected members at meetings in order to achieve a particular % split. Craig Benson said it is important to encourage members to attend. He said DEFRA are not particularly looking at this issue at the moment but it is likely to rumble on and on. David Hinchcliffe expressed concern at poor attendance and pointed out the different, important skills that elected and nominated members bring. Veronica Chapman said she had always lauded IDBs and recommended all members definitely attend, though she acknowledged that members have other meetings, engagements, etc. to consider. In summary the internal auditor remarked this was an easy matter to bring up but a difficult one to resolve.

Reserves Policy

The panel discussed the reasonableness of reserves policy. Craig Benson said they were flexible and this is an ongoing issue. Adrian Black suggested having a policy 'set in stone' is the worst thing to do. Veronica Chapman pointed out the difficulties of new bodies adopting such policies.

Unsigned Cheques

The internal auditor reported this was an issue they had closely investigated, not only authorisations on cheque payments but also online payments. David Hinchcliffe expressed concern that the bankers no longer employ stringent checks when processing cheque payments. Craig Benson said the onus was on signatories and Shire Group officers to carry out their own checks.

Future Audits

The internal auditor asked if there were any areas the panel would particularly like to be covered when planning subsequent audits. Adrian Black suggested direct debit payments could be reviewed, as the chairman doesn't generally see these items. Craig Benson said that, according to financial regulations, officers have the right to approve budgeted expenditure, but that this was contradicted elsewhere in the regulations, in that officers are restricted in the amounts they can authorise. Adrian Black pointed out the restrictions on bank mandates are also likely to prove an obstruction.

External Auditor's Report

The Annual Returns were reviewed by the panel and more specifically the External Auditors' comments. The following matters were discussed.

Treatment of Fixed Assets

The panel discussed the new practitioners' guide which sets out valuation methods for fixed assets. Members expressed concern about the creation of new revaluation reserves and the danger of this artificially increasing the boards' reserves. Andy Cane stressed new items on the balance sheet could not be regarded as 'cash'. Craig Benson reminded the panel that detailed guidelines had not yet been published. David Hinchcliffe noted that government grants were

not as available as they may have been in previous times. The internal auditor advised the boards' should not adopt a policy of depreciating their fixed assets as this would only increase the danger of users misunderstanding the financial statements, and that depreciation amounted to little more than guesswork. Adrian Black recalled the time Scunthorpe IDB used depreciation and the confusion it caused. Craig Benson recalled the Dun Drainage Commissioners' use of 'negative budgeting' in order to allow for depreciation. The panel were in agreement the boards should not depreciate their fixed assets.

Future Audits

Craig Benson advised the panel the officers will continue to work closely with the internal auditors and will continue to comply with regulations. He noted the information sent to external audits is minimal, and that the boards can incur fines for sending too much information. He wondered how an external audit can realistically carry out an audit without ever having sight of the accounts. It was assumed the external auditor places heavy reliance on the findings of the internal auditor. David Hinchcliffe noted that the nature of audit had changed much over recent years. Craig Benson informed the panel the boards will have some choice in appointing external auditors going forward, and that the Association of Drainage Authorities are currently drafting guidelines. He suggested there was no need to change auditors and recalled the time when there were five separate auditors working on Shire Group members' accounts. Adrian Black agreed more auditors could create more problems.

Any Other Business

Internal Audit Contract

Craig Benson advised the panel the contract with the current internal auditor was under review. He stressed he was very happy with the internal auditors who had submitted tenders and that a decision would be announced at the January/February 2016 board meetings.

Date of Next Meeting and Close of Meeting

The finance officers thanked members for attending and, in particular, encouraged David Hinchcliffe to attend subsequent meetings. The next meeting of the panel will be held on Monday, 28 November 2016 at 10.00am at JBA Consulting, Epsom House, Redhouse Interchange, Doncaster, DN6 7FE.

9. APPENDIX B – Risk Register

Introduction

All organisations face risks from both fraud and error. They are compelled to have in place a robust system of internal controls to prevent & detect such occurrences, thus safeguarding against these risks. The main types of risks facing the organisation are:

- Governance
- Operational
- Financial
- External
- Compliance with law and regulation

Risk Registers

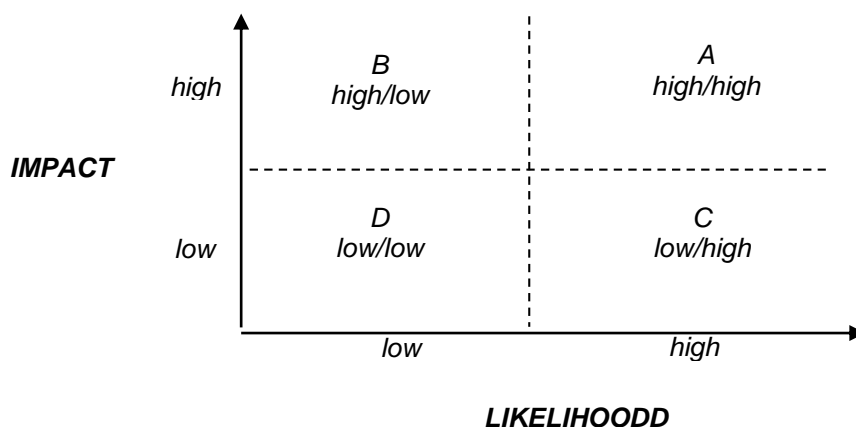
A crucial risk management tool is the Risk Register. Maintaining such a register helps an organisation operate more efficiently. It will help the organisation achieve its goals and help to ensure that undesirable events do not occur, or at least to ensure that the risk of occurrence is reduced to an acceptably low level.

The original register was drafted by the internal auditor. It is reviewed & updated by the clerks and internal auditor every year, with any changes from the previous year marked in red.

Note that the all the boards are required to approve the register individually. Any points made or queries raised by this panel will be reported to all the boards.

Risk Mapping

The areas of risk are categorised in terms of both likelihood of occurrence, and impact in the event should they occur. They are graded from A to D accordingly:



A = Immediate action

B = Consider action and have a contingency plan

C/D = Consider action or keep under periodic review

The Register

The register can be found as an attached document. It was updated in November 2015

10. APPENDIX C – Healey’s Drain Report

Scunthorpe & Gainsborough WMB

Site Visit: Healey’s Drain, Burringham. 9 December 2015

Attendee: Alison Briggs Environment Officer

Purpose of Visit: Ascertain crop damage by rabbit

1. Day clear, bright and blustery.
2. Access site from Burringham Road.
3. Evidence of rabbit activity on banked bunding adjacent to horse paddocks run by Brick Yard Farm, Burringham Road. This amounted to rough scratchings and scrapings of grass, and one enlarged rabbit hole that looks it could now be occupied by a fox – photograph rough scrapings below



4. Walked field around length of bund and brick pit looking for evidence of rabbit destruction of rape crop. Could find no evidence of rabbit droppings except at one point east of brick pit bund, however rape at this point appears pecked by pigeons and ground conditions wet - see below



5. Where rape seed has been cast onto bund grass it is growing strongly, neither waterlogged nor pecked, this is adjacent ground to the picture above. See photograph below



6. Evidence of poorly drained ground adjacent to brick pit bund



7. Evidence of old warrens within brick pit north edge adjacent drain, extensive warren, couple of burrows in use.



8. One new burrow with footprint evidence



9. Only evidence of deer, set of footprints for one deer around old rabbit warrens north edge of brick pit.

10. Picture below bank adjacent horse paddocks possibly enlarged by fox.



11. Brick Pit Farm owner confirms large number of rabbits during summer playing on bank adjacent to paddock, no evidence of large rabbit attack on crop, seem to concentrate around bank and horse paddocks.
12. Brick Pit Farm owner has expressed an interest in renting the banks top immediately adjacent to paddock area for horse grazing. Her husband shoots and prepared to deal with excessive rabbit numbers if required. The existing shooting agreement relates to brick pit area only. Any grazing licence will include annual access for machinery to flail mow inside Healey's Drain banks. The area would be electric fenced by Brick Pit Farm owners providing annual ease of removal. Grazing would be during daylight hours only April-September at an annual market rent of £200 for 1.7 acres.

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