



Black Drain

Drainage Board

**Epsom House
Malton Way
Adwick le Street
Doncaster DN6 7FE**

Meeting Papers

6 November 2017

Meeting 2.00pm



Shire

Group of IDBs


**Epsom House
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Meeting Papers

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Clerk to the Board

Purpose

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1. Governance

1.1 Apologies

1.2 Declaration of Interest

1.3 Minutes of the Meeting held on 15 June 2017

Present

| | 23.1 .14 | 26.6 .14 | 13.11 .14 | 22. 1.1 5 | 18. 6.1 5 | 12. 11. 15 | 21. 116 | 16. 6.1 6 | 10. 11. 16 | 26. 1.1 7 | 15. 1.1 7 |
|------------------------------------|-------------|-------------|--------------|-----------------|-----------------|------------------|------------|-----------------|------------------|-----------------|-----------------|
| David Backhouse DB | | | x | X | X | Appointed | x | x | x | x | A |
| Michael Conroy MC | x | X | x | X | - | x | x | x | - | x | x |
| David Hinchliffe (Chair) | | | x | X | X | x | x | x | x | x | x |
| Richard Hinchliffe RH | | | x | X | X | x | x | A | x | A | x |
| Walter Ketteringham WK (ViceChair) | x | X | x | X | X | x | x | x | x | x | A |
| Sam Longthorp SL | x | X | x | X | X | A | x | A | A | A | A |
| Don Parkinson DP | x | X | x | X | X | x | A | x | x | A | A |
| Richard Ketteringham RK | x | X | x | X | X | A | x | x | x | x | A |
| Pat Hagan | | | | | | | | | x | x | x |
| Kim Parkinson | | | x | X | X | x | x | x | x | x | A |
| Arthur Allott AA | x | X | x | X | X | x | x | x | x | x | x |
| Richard Ward | A | X | x | A | A | x | A | x | x | x | A |
| Martin Oldknow MO | | X | x | X | X | x | x | A | x | x | x |
| David Oldroyd DO | X | X | x | X | X | x | x | x | x | x | x |
| Mick Barron (MB) | Not Mbr | x | A | A | - | - | - | x | A | A | - |
| Peter Jackson | | | | | | A | x | x | x | x | x |
| Kevin Abell | Not Mbr | - | A | - | - | - | - | - | A | - | - |
| George Derx GD | - | x | x | - | - | - | - | x | A | - | - |
| Dave Ridge DR | | | | | | | | | A | x | A |

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

| | |
|------------------|---|
| Craig Benson FO | x |
| Alison Briggs EO | x |
| Paul Jones Eng | x |



Governance

Apologies

2017.27 David Backhouse, Sam Longthorp, Kim Parkinson, Don Parkinson, Walter Ketteringham, Richard Ketteringham, Richard Ward, Dave Ridge.

Declaration of Interest

2017.28 None.

Minutes of the Meeting 26 January 2017

2017.29 AA moved as a true record of the meeting.

Matters arising

2017.30 Only as detailed at Agenda item 1.4 which was noted.

Complaints and FOI requests

2017.31 EO advised there had been none.

Future meeting venue

2017.32 Chair indicated he had asked Management to include as an Agenda item, noting if the previous offer of a day time meeting venue at Epsom House was still available, he thought it a more professional environment within which to conduct the meeting, moreover it was more convenient for officers such as the Asset manager to be present and for all with young families, evening meetings are less family sociable. AA confirmed he would have difficulties getting to north Doncaster. DO advised he was locked in with other day time meetings for the next year. Chairman advised meeting days and timing could be flexible, suggesting 2pm for November and 9.30am for June meetings. MO asked Members to consider the travel distance and timing to north Doncaster. Chair suggested car sharing may be appropriate and was willing to give lifts to anyone requiring one. The Chair noted office facilities in terms of IT, staff availability and production of any information would be easier in the Board offices. Members discussed the matter further. **Chair proposed November meeting 14:00 at Epsom House and June meeting 09:30 at Epsom House. All in agreement.**

Clerks Report

2017.33 Members noted majority report for information only.

2017.34 To agree election procedure – **MO proposed, AA seconded, all in Agreement.**

2017.35 Clerk advised the new Data Protection Regulations may impact on Board and its Data Sharing Agreement with contractors. Chair expressed concern, noted issues Board had previously experienced were associated with lack of communication between landowners and contractors. EO suggested as the District was not large and generally Board Members knew the landowners with a Board maintained drain, if Management did not have contact telephone numbers, that Members could seek landowner consent to pass the information onto Management and specific agreement to share contact details with Contractors would be possible. PJ suggested Management undertake a review of the new regulations and come back to the Board with the results of that review. EO advised this Board with others within the Shire



Group could share the cost of obtaining legal advice to ensure the correct advice was given to the Board. **All in agreement.**

2017.36 Humber FRMP – Clerk advised at another IDB meeting one member had expressed horror that the EA had only recently included the full tidal extent into the plan. Members noted the situation.

2017.37 CDM – Members noted Clerk's professional advice was to fully apply the principles to all maintenance activity. RH advised whilst it should be encouraged to deliver H&S best practice, he wondered whether there would be an additional cost to compliance. Clerk advised not and key issue was to follow best practice.

Finance Report

2017.38 Rating – Rating officer has collected more than due with payments in advance. 87% of drainage rates issued already and 50% of special levies.

2017.39 Audit – Section 1 Annual Return, Annual Governance Statement – Following review, **DO proposed the Annual Governance Statement approved for signature, MO seconded, all in agreement.**

2017.40 Internal Audit – now complete, no issues, will be emailed to Members when available.

2017.41 Accounts y/e 31.3.2017 – Members noted the graphical representation for the budget estimate. FO took Members through the detailed accounts. **DO proposed the accounts be approved, AA seconded, all in agreement.**

2017.42 Section 2 Annual Return – Financial Statements – Section 2 was reviewed by Members and queries answered particularly regarding insurance values. **AA proposed Section 2 of the Annual Return, Finance Statements be approved for signature, MC seconded, all in agreement.** MO queried whether insurance cost appeared under Other Administration, noting other administration costs were decreasing whereas insurance costs were increasing. FO advised Liability insurances were not increasing but physical pump station costs were.

2017.43 Five-year budget estimate – Noted, slip repair costs have changed, less work required than budgeted for.

2017.44 List of cheques – Total amount of all cheques totalled £41,752.91 of which £7,783.68 were signed by the clerk only. **MO proposed sign as true record, seconded DO, all in agreement.**

Engineer's Report

2017.45 Eng. advised majority of his report was for information only.

2017.46 Maintenance - Chairman provided an update with regard to maintenance across the district. Highways England, Ebsford Environmental, A1+, and Chairman had met with Board officers to discuss maintenance. Key message was locally HE want to undertake routine maintenance but are struggling at National Level for annual or routine maintenance which requires to be bid for each year. Clerk and Engineer attended Highways England offices in Leeds and met with its Manchester team to better advise on the function of IDB and importance to HE of appropriate drainage on its and Board's infrastructure. More clarity is now apparent but the Engineer had also asked ADA to assist at national level to try and support Black Drain specifically. Noted work done with HE, C&RT, Network Rail with other Boards within the Group including this Board had proved valuable with regard to formal notices served. Chair advised HE had not yet been released from the Notice served and would not be until the Board received its commitment to an annual maintenance programme. HE was very keen to show this Board's way of working with HE advising the aim was to roll it out nationally. Clerk advised service of a formal notice had focussed HE mind. HE legal adviser had confirmed the notice under LDA was cast iron and unable to provide any wriggle room. Eng. confirmed the Board always tried to work with organisations



but often meeting with limited success however service of Notice has given their internal organisations the authority required for officers to work with IDBs.

2017.47 PSCA - At next meeting a performance review on Danvm's MEICA team will be provided. Noted night time tariff trial results has produced a saving; by raising the day time start level of pumps with emergency over ride factored in, the energy tariff was lower and the reduced stop/start action also reduces wear and tear on the pumps. RH noted saved a considerable amount in such a dry spring, savings in a wet spring will be interesting. Eng. reported Danvm MEICA were also reviewing variable speed and frequency drives within the Danvm District in conjunction with the Coal Authority. A reduction in Hz providing potential cost saving at the Danvm/Coal Authority site. Eng. advised it required a balance of trying to cope with dry weather flows more efficiently and save money but being able to ramp up the speed of pumping when required. It was envisaged it should be possible to plot and graph the savings for members. When consider refurbishment of stations Management always seeks to use new available technology and make savings. Management and the MEICA team were looking at replacing the large panels/control cabinets and replacement to existing control panels. DO noted Board reserves should be used for this type of investment purpose.

Environmental Adviser's Report

2017.48 The EO confirmed her report was for information only. The second recommendation regarding contribution toward the Eel R&D fund was an error copied over from the last meeting.

2017.49 Members discussed the lack of water voles and possible reasons. The Chairman advised more predation from raptors could be a factor. He had seen Marsh Harriers taking prey from drains. Thanks to conservation efforts there are greater populations of both raptors and heron which also predate water vole then existed until the early 1990s. Chairman thanked EO for her additional observances and photographs taken during the ecological surveys regarding condition of assets, obstructions and consented discharges.

H&S Report

2017.50 Clerk commented on FloodEx demonstration at which he had delivered H&S workshops over the two days of the exhibition. He offered to deliver part of the presentations on slides at the November meeting if required. He also referred to working in the sun and a sun screen minimum factor 30 should be used and reapply every 2 hours.

Representation

2017.51 Members noted fora at which Board had been represented.

Date of next meeting:

2017.52 Monday 6th November 2017, 14:00 at Epsom House, Malton Way Adwick le Street, Doncaster DN6 7FE.

1.4 Matters arising not discussed elsewhere

1.5 Complaints and FOI requests

None received.

2. Clerk's report

2.1 Recommendations

- To note the information contained in this report
- Resolution required (Management Services Item 2.3.1)

2.2 IDB Review East Riding of Yorkshire Council

Special Levy Charging Authority East Riding of Yorkshire Council undertook a review of IDBs for which it raises Special Levy. The report on operations, governance and clerking arrangements is available at Appendix A for Member perusal. The recommendations received by ERYC full Council on 11 October 2017 were:

Recommendation 1:

That the Lead Local Flood Authority works with Department for Environment, Food and Rural Affairs agencies to develop a wide-ranging licensing scheme for each Internal Drainage District with a form of standing advice.

Recommendation 2:

"That the Association of Drainage Authorities, in conjunction with the Lead Local Flood Authority, lobbies the Department for Environment, Food and Rural Affairs to work with the Environment Agency in order that Public Sector Co-Operation Agreements can be extended for longer periods, subject to the appropriate funding."

Recommendation 3:

That the Association of Drainage Authorities, in consultation with the Lead Local Flood Authority, supports very small Internal Drainage Boards to form consortia or amalgamate where appropriate.

Recommendation 4:

That the Association of Drainage Authorities, in consultation with the Lead Local Flood Authority, encourages Internal Drainage Boards to cap its membership at a maximum of 17 members where appropriate.

Recommendation 5:

That, when vacancies arise on Internal Drainage Boards, Democratic Services, on behalf of the Chief Executive, considers approaching town and parish councils to seek suitable local representation.

Recommendation 6:

That the Association of Drainage Authorities, in consultation with the Lead Local Flood Authority, reviews the number of appointed members on smaller Internal Drainage Boards.

Recommendation 7:

"That Internal Drainage Board members newly appointed by the Council be provided with a briefing regarding their role and remit on drainage boards and operations of Internal Drainage Boards and that appointed members be proactive in seeking an induction from the Clerk of their Internal Drainage Board."

Recommendation 8:

That the Lead Local Flood Authority liaise with the Association of Drainage Authorities in establishing a standard set of Key Performance Indicators for Internal Drainage Boards in order to encourage the sharing of good practice.

Recommendation 9:

That the Environment and Regeneration Overview and Scrutiny Sub-Committee undertake a rolling programme to receive Internal Drainage Boards' annual reports and review vacancy levels.

Recommendation 10:

"That Internal Drainage Boards, in conjunction with East Riding of Yorkshire Council, raise their profile within their communities and demonstrate their operational spend and value for money of the levy placed on the Council and paid for by taxpayers."

Recommendation 11:

That Internal Drainage Boards and town and parish councils within known flood risk areas be encouraged to work together to form riparian owner working groups and raise awareness of riparian ownership.

The full report is attached as a separate document.

2.3 Management Services

2.3.1 Current provision

The current contract is for a period of 3 years, between 1 April 2015 and 31 March 2018 with an option to extend the contract by a further period of 24 months at the sole discretion of the Board.

2.3.2 Flood & Water Management Act 2010 and Land Drainage Act 1991

Flood & Water Management Act Section 13 Co Operation and Arrangements

The Board was contacted by East Riding of Yorkshire Council in July on this subject. ERYC wished to advise the Board of the provision of the Flood & Water Management Act 2010.

The Act provides for one Risk Management Authority arranging for its flood risk management function to be exercised on its behalf by another Risk Management Authority. ERYC advised it could enter into a co-operation Agreement with the Board to carry out any functions required without the need to go through a costly tender process.

In consultation with the Chairman the Board responded by raising several points and legalities covering:

- The Board would be unable to justify use of a co-operation agreement as suggested; this course of action would not adhere to the Board's own Financial Regulations.
- Public bodies cannot enter into fixed fee contracts, they must recharge all costs of officer time, travel, paper etc., the Board would neither be able to produce nor deliver an accurate budget.
- Use of one of the Board's Special Levy Charging Authority to provide management services would be perceived as a conflict of interest situation.

The Board advised this would be the subject of an Agenda item for this meeting and asked if ERYC would advise on officer hourly rates that would be applied to Clerk, Engineer, Environment Officer, Rating Officer, Asset Manager, Administrator in order your proposal may be further considered. No response has been received.

Land Drainage Act 1991 Section 11 Arrangements between Drainage Authorities

Section 11(5) provides for two internal drainage boards may agree that one is to provide administrative, professional, or technical services for the other.

- The Board's managerial and administrative requirements could not be delivered for a fixed fee.
- The Board can and must only enter into contracts or other arrangements having first followed its own Financial Regulations.

2.4 Legislation

Nothing to report.

2.5 ADA

2.5.1 Technical & Environment Committee

Discussions surrounded:

- Vehicle Operator Licences, IDB machinery not Exempt under Agricultural Exemption. Requirement for lorry, cab and trailer to be subject to regular testing and inspection similar to inspections by road hauliers. IDB vehicles should use white diesel. IDB work similar to that undertaken by EA which obtains all appropriate licensing.
- Committee workstreams.
- Biodiversity 2020 and changes to the Annual Return IDB1 covering BAPs including review since produced, targets and actions, and reporting thereon.
- De-maining and asset transfer

2.5.2 ADA Policy & Finance Committee

Discussions surrounded:

- Information displayed on IDB websites, specifically looking at general public and the level of transparency required.
- Membership of ADA and the level of any subscription increase to be proposed at Conference. The Committee agreed to support a 1% increase.
- Success of the ADA stand at the Lincolnshire Show.
- Changes to the IDB1 form.
- Committee workstreams.

2.6 Comprehensive Review of the Humber Strategy

Draft Objectives

The Environment Agency, Local Authorities and the Humber LEP will work in partnership to redefine the strategic approach to managing tidal flood risk on the Humber, setting the way forward for the next 100 years taking into account predicted sea level rise and climate change.

The new strategy, which builds on existing work, will be adopted by the Local Authorities partners and we aim to obtain Defra approval in 2019.

With our partners:

- We will maximise funding by aligning flood risk investment with other stakeholders' and developers' infrastructure and economic growth programmes to ensure the agreed strategic solution delivers the most sustainable, cost effective and suitable approach to managing tidal risk.
- We will deliver multi-benefit schemes, seeking to deliver environmental, sustainable and wider enhancements, through our flood risk management works.
- We will deliver an adaptable approach to better protect homes and livelihoods, businesses and development sites, helping to promote sustainable economic growth, and improving resilience, taking account of climate change and sea level rise.
- We will engage with stakeholders, local people, businesses and key industry partners to seek support, ideas, and agreement on innovative solutions to managing tidal flood risk around the estuary as well as improve their understanding of flood risk and the action they can take to reduce their own risk.
- We will share and use the best available data and most appropriate information on the existing defences, the current flood risk and how this may increase with climate change, to inform decisions about how to manage risk.

- We will commit to necessary and timely reviews of the strategy, as we develop new understanding, including following significant tidal flooding, to ensure it continues to deliver its agreed objectives for the benefit of people, property and infrastructure.

3. Financial Report

3.1 Recommendations

- To note the information contained in this report
- To Approve the schedules of payments

3.2 Rating Report

Details of the Rates and Special Levies issued and payments received up to and including 19th October 2017: -

| | £ | £ |
|---|-----------|-------------------------|
| Balance Brought forward at 1 April 2017 | | -42.20 |
| | | |
| 2017/2018 Drainage Rates and Special Levies | | |
| Drainage Rates | | 16,769.28 |
| Special Levies | | |
| Doncaster Metropolitan Borough Council | 61,245.00 | |
| East Riding of Yorkshire Council | 431.00 | 61,676.00 |
| Total Drainage Rates Due | | <u>78,403.08</u> |
| | | |
| Less Paid: - | | |
| Drainage Rates | | 16,524.55 |
| Special Levies: - | | |
| Doncaster Metropolitan Borough Council | 30,622.50 | |
| East Riding of Yorkshire Council | 431.00 | 31,053.50 |
| Total Drainage Rates Paid | | <u>47,578.05</u> |
| | | |
| Balance Outstanding as at 19th October 2017 | | <u>30,825.03</u> |

3.3 Audit

3.3.1 External Audit

The completed annual return and the external auditor comments can be viewed at Appendix A.

3.3.2 Internal Audit Review Meeting

The meeting will take place on Monday 27 November 2017.



3.4 Budget Comparison for the Year Ending 31 March 2018

| 2017/18 | | | | | | |
|--------------|---------------|--------------|---------------|--|---------|--------|
| Approved | | Actual | | | | |
| Estimate | | Todate | | 17 October 2017 | % | |
| £ | £ | £ | £ | | | |
| | | | | INCOME | | |
| | | | | Drainage Rates on Agricultural Land:- | | |
| 16,742 | | 16,505 | 16,769 | 11p in £ on AV of £152,204 | 98.58% | |
| | | | | Special Levies (11p in £) | | |
| 61,245 | | 30,622 | 61,676 | Doncaster MBC - AV £556,770 | 50.00% | |
| 431 | | 431 | | East Riding of Yorkshire Council - AV £3,914 | 100.00% | |
| | | | | Other Income:- | | |
| 18,911 | | 5,850 | | Contribution to Maintenance and PS's | 30.93% | |
| 0 | | 0 | | Other Income | 0.00% | |
| <u>300</u> | 97,629 | <u>98</u> | 53,505 | Interest | 32.64% | 54.80% |
| | | | | EXPENDITURE | | |
| 7,065 | | 6,859 | | Flood Defence Levy | 97.08% | |
| 24,925 | | 12,463 | | Loan Repayments:- | 50.00% | |
| 26,324 | | 8,499 | | Pumping Stations | 32.29% | |
| 16,450 | | 4,654 | | Drain Maintenance | 28.29% | |
| 14,742 | | 7,573 | | Other Expenditure | 51.37% | |
| <u>9,420</u> | <u>98,926</u> | <u>5,806</u> | <u>45,855</u> | Administration Costs | 61.64% | 46.35% |
| | (1,297) | | 7,650 | Surplus - (Deficit) | | |
| | <u>38,125</u> | | <u>35,338</u> | Balance Brought Forward | 92.69% | |
| | 36,828 | | 42,988 | | | |
| | <u>0</u> | | <u>0</u> | Contribution to Capital Reserve Account | 0.00% | |
| | 36,828 | | 42,988 | Balance Carried Forward | 116.73% | |



3.4.1 Five Year Budget Estimate

The five-year budget estimate is shown below.

| Black Drain DB | 0 | 0 | 1 | 2 | 3 | 4 | 5 |
|-------------------------------------|---------------|----------------|----------------|----------------|----------------|----------------|----------------|
| Revenue Account | 2017/18 | 2017/18 | 2018/19 | 2019/20 | 2020/21 | 2021/22 | 2022/23 |
| | App | Estimated | | | | | |
| | Budget | Out-turn | | | | | |
| | £ | £ | £ | £ | £ | £ | £ |
| Income | | | | | | | |
| Drainage Rates | 16,742 | 16,742 | 18,264 | 19,026 | 19,787 | 20,167 | 20,548 |
| Special Levies | 61,675 | 61,675 | 67,282 | 70,086 | 72,889 | 74,291 | 75,692 |
| Contributions | 18,911 | 19,403 | 19,568 | 17,343 | 17,689 | 18,045 | 18,412 |
| Bank Interest | 300 | 300 | 300 | 100 | 100 | 100 | 100 |
| Total Income | 97,629 | 98,121 | 105,415 | 106,554 | 110,465 | 112,603 | 114,752 |
| Expenditure | | | | | | | |
| Flood Defence Levy | 7,065 | 6,859 | 7,065 | 7,277 | 7,495 | 7,720 | 7,951 |
| Management Fees | 12,747 | 12,742 | 13,124 | 13,518 | 13,924 | 14,341 | 14,771 |
| Other Administration | 9,420 | 9,034 | 9,335 | 9,382 | 9,429 | 9,476 | 9,523 |
| Maintenance of Drains | 15,200 | 15,200 | 15,656 | 16,126 | 16,609 | 17,108 | 17,621 |
| PS contractor | 11,124 | 7,900 | 8,400 | 8,652 | 8,912 | 9,179 | 9,454 |
| Pumping Stations | 16,450 | 22,487 | 22,070 | 22,732 | 23,414 | 24,116 | 24,840 |
| Reservoir Registrations Act | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 |
| Biodiversity Action Plan | 1,000 | 2,600 | 1,500 | 1,500 | 1,500 | 1,500 | 1,500 |
| Loan Repayments:- | 24,925 | 24,925 | 24,925 | 24,925 | 24,925 | 24,925 | 24,925 |
| Total Expenditure | 98,931 | 102,747 | 103,075 | 105,111 | 107,207 | 109,365 | 111,586 |
| Surplus/(Deficit) | (1,302) | (4,626) | 2,340 | 1,443 | 3,257 | 3,238 | 3,165 |
| Balance Brought Forward | 38,127 | 35,339 | 30,713 | 33,052 | 34,495 | 37,753 | 40,991 |
| | 36,825 | 30,713 | 33,052 | 34,495 | 37,753 | 40,991 | 44,156 |
| Transfer to Capital Reserve Account | - | - | - | - | - | - | - |
| Balance Carried Forward | 36,825 | 30,713 | 33,052 | 34,495 | 37,753 | 40,991 | 44,156 |
| Capital Reserve Account | 63,796 | 59,968 | 63,946 | 64,096 | 64,246 | 64,396 | 64,546 |
| Penny Rate in £ | 11.00p | 11.00p | 12.00p | 12.50p | 13.00p | 13.25p | 13.50p |
| Penny Rate £7,129 | 37.22% | 29.89% | 32.07% | 32.82% | 35.21% | 37.48% | 39.57% |

| | 2017/18 | 2017/18 | 2018/19 | 2019/20 | 2020/21 | 2021/22 | 2022/23 |
|--------------------------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| | App | Estimated | | | | | |
| | Budget | Out-turn | | | | | |
| | £ | £ | £ | £ | £ | £ | £ |
| Capital Reserve Account | | | | | | | |
| Income | | | | | | | |
| Transfer from I&E | | | | | | | |
| Interest | 500 | 100 | 150 | 150 | 150 | 150 | 150 |
| Total Income | 500 | 100 | 150 | 150 | 150 | 150 | 150 |
| Expenditure | | | | | | | |
| Watercourse Slip Repairs | | 15,816 | | | | | |
| Total Expenditure | - | 15,816 | - | - | - | - | - |
| Surplus/(Deficit) | 500 | (15,716) | 150 | 150 | 150 | 150 | 150 |
| Balance Brought Forward | 63,296 | 75,684 | 63,796 | 63,946 | 64,096 | 64,246 | 64,396 |
| Balance Carried Forward | 63,796 | 59,968 | 63,946 | 64,096 | 64,246 | 64,396 | 64,546 |

3.5 List of Cheques

Cheques paid since those reported in the previous meeting papers.

| DATE | | CHEQUE | REF | PAYEE | DESCRIPTION | TOTAL | |
|------|------|--------|---------|--|----------------------------------|------------------|---|
| | | NO. | | | | CHEQUE | |
| 2017 | | | | | | £ | |
| Jun | 23rd | 001399 | | JBA Consulting | Fee Accounts: - | | |
| | | | 21 | | Management Fees - May 2017 | 1,296.20 | |
| | | | 22 | | BAP Implementation | 508.80 | |
| Jul | 12th | 001400 | 25 | Brodericks GBC | Internal Audit Fees | 690.00 | * |
| | | 001401 | 27 | Controlstar Systems | Telemetry Maintenance Contract | 1,044.00 | * |
| | | 001402 | 26 | Danvm Drainage Commissioners | Pump Attendant's Fees | 864.54 | * |
| | | 001403 | 24 | Emmanuel Schools Foundation | Meeting Expenses | 52.50 | * |
| | 31st | 001404 | 29 | JBA Consulting | Management Fees - June | 1,269.68 | |
| Aug | 25th | 001405 | 33-4 | Danvm Drainage Commissioners | Pump Attendant's Fees | 1,671.11 | |
| | | 001406 | 35 | Eon Energy (Nimbus Park) | Supply to Nimbus Park Weedscreen | 56.14 | |
| | | 001407 | 32 | JBA Consulting | Clerk & Engineer's Fees | 1,276.70 | |
| Sep | 21st | 001408 | 37,40-1 | Danvm Drainage Commissioners | Pump Attendant's Fees, etc. | 2,742.62 | |
| | | 001409 | 39 | JBA Consulting | Management Fees - August | 1,236.20 | |
| | | 001410 | 38 | PKF Littlejohn | Audit Fee 2016/17 | 480.00 | |
| Oct | 5th | 001411 | 46 | ADA Northern Branch | Contribution to Shows | 150.00 | * |
| | | 001412 | 47 | Controlstar Systems | Telemetry Maintenance Contract | 1,044.00 | * |
| | | 001413 | 43 | Danvm Drainage Commissioners | Pump Attendant's Fees | 1,271.93 | * |
| | | 001414 | 42 | University of Hull | Contribution to Eel & PS Project | 120.00 | * |
| | | | | | | | |
| | | | | Total Amount of all Cheques | | 15,774.42 | |
| | | | | | | | |
| | | | | | | | |
| | | | | * Total Amount of Cheques sent out signed by the Clerk's Only | | 5,236.97 | |



3.6 Other Payments

Payments made directly form the bank account since those reported in the previous meeting papers.

| DATE | | REF | PAYEE | DESCRIPTION | TOTAL |
|------|------|-----|-------------------------|------------------------|------------------|
| | | | | | PAYMENT |
| 2017 | | | | | £ |
| May | 31st | - | NatWest | Bank Fees | 10.80 |
| Jun | 20th | 20 | Woldmarsh | Supply to Outlet PS | 158.59 |
| | | | | Supply to Inlet PS | 111.59 |
| | | | | Supply to Rawcliffe PS | 45.13 |
| | | | | Telemetry Lines | 29.49 |
| | 30th | - | NatWest | Bank Fees | 11.01 |
| Jul | 20th | 28 | Woldmarsh | Telemetry Lines | 29.49 |
| | 31st | - | NatWest | Bank Fees | 6.66 |
| Aug | 15th | 30 | Public Works Loan Board | Loan Repayment | 12,462.52 |
| | 21st | 31 | Woldmarsh | Supply to Rawcliffe PS | 85.88 |
| | | | | Supply to Outlet PS | 194.98 |
| | | | | Supply to Inlet PS | 136.22 |
| | | | | Mobile Telephone | 30.54 |
| | | | | Membership Fees | 62.42 |
| | 31st | - | NatWest | Bank Fees | 8.07 |
| Sep | 20th | 45 | Woldmarsh | Supply to Rawcliffe PS | 1,731.99 |
| | | | | Telemetry Lines | 29.84 |
| | 29th | - | Bank Fees | | 7.22 |
| | | | | | |
| | | | Total | | 15,152.44 |

4. Engineer's Report

Recommendation(s):

- Members note the information contained in this report
- Resolution required Maintenance Contract (Item 4.1)

4.1 Maintenance Contract

Following a review of this and previous year's performance by existing Contractors with the Board's Chairman, the following recommendations are made:

- Flail Mowing be extended for a further year, with the scope of works to remain unaltered.
- Mechanical De-weeding, existing contract not to be extended and alternative rate only based quotes obtained moving forwards to provide more flexibility to the dynamic maintenance programme. The scope to be based on an annual minimum contract of Durhams Warping Reservoir & Black Drain, all other watercourses reviewed annually and works scheduled based on need. Because of the heavily engineered nature of watercourses in the District, and those predominantly being priority watercourses, the Board chooses not to leave a margin of vegetation in relation to Water Vole and biodiversity.
- An additional rate only based quote to be considered for Herbicide application, no guaranteed minimum but a price per m requirement to be submitted to cover the variety of drains within the current scope of Board maintained systems, requirements to be assessed annually.

4.2 Asset Management

4.2.1 Pumping Stations

Night Time Tariff operations have temporarily been removed from Inlet & Outlet P. Stns, whilst works to resolve the automatic operation of the weedscreen cleaner at Outlet continue. Progress is being made but it is still uncertain as to if and when a permanent solution can be achieved, Danvm DC MEICA team is currently working through the PLC logic control programming.

4.2.2 Performance Review Danvm DC MEICA team

The PSCA with Danvm DC and their MEICA Team commenced on 20th February 2017, now 8 months into the agreement.



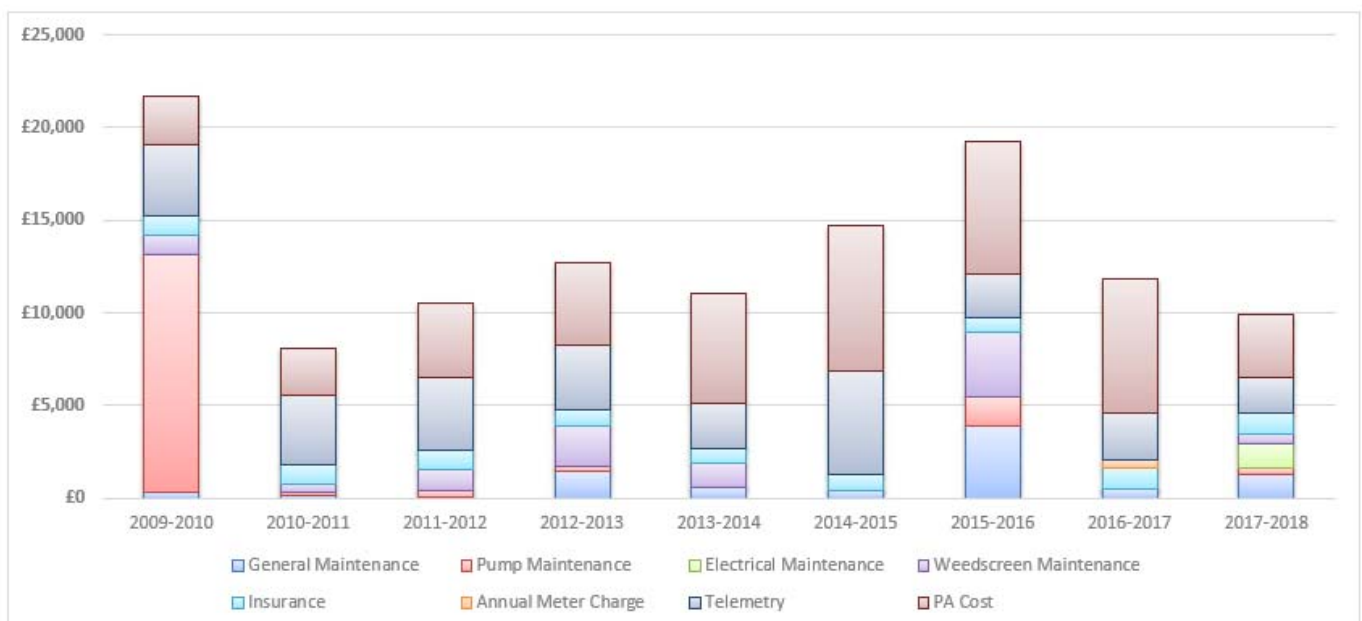
In **addition to the outline duties and improved availability to respond**, the following duties have been undertaken to improve the Boards operational systems.

- An overload issue impacting on the efficiency of the Outlet pumps has been identified dating back to around 2012/13 and rectified; reducing strain on the electrical system, risk of failure, and running costs.
- All stations into night-time tariff operation
- All stations in telemetry control
- DDC MEICA Team has resolved a number of issues with the cleaner over several months in addition to their pumping station duties. The cleaner is currently in manual operation and MEICA are investigating a return to automatic operation.

| Item | Description |
|------------------|--|
| Weekly Activity | <ul style="list-style-type: none"> • Daily telemetry checks • External examination on all plant, compound, security checks • Non-intrusive mechanical and electrical inspection • Checking weedscreen <u>cleaners</u> operation and monitoring weed screen debris • PPM reports to highlight maintenance requirements as a proactive approach |
| Monthly Activity | <ul style="list-style-type: none"> • Maintaining auto-greasers, greasing pumps and motors, checking bolt integrity, wear and tear on drive belts, and gear box oil levels |
| Annual Activity | <ul style="list-style-type: none"> • Semi-intrusive annual PPM Electrical Inspection |

Pump Station Expenditure

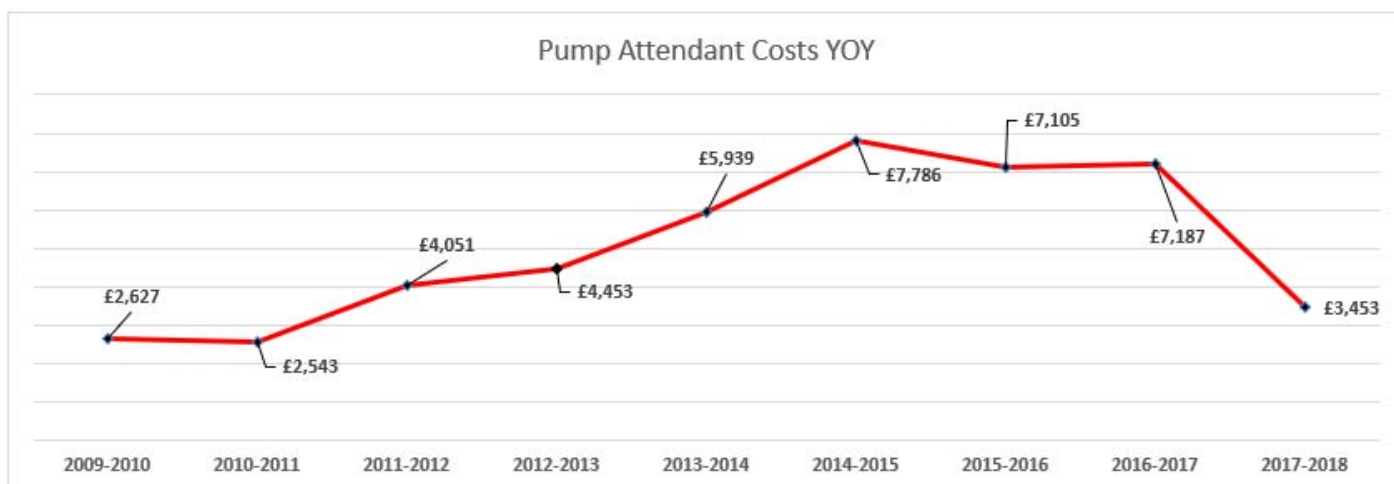
The graph provides detail of Pump Station (PS) Expenditure ranging from 2009/10 to 2017/18, it is then split into specific maintenance categories. PS Maintenance expenditure is expected to rise YoY, this is largely down to a small amount of PS maintenance in the year of 2016/17 and the introduction of the Danvm Drainage Commissioners (DDC) MEICA team.





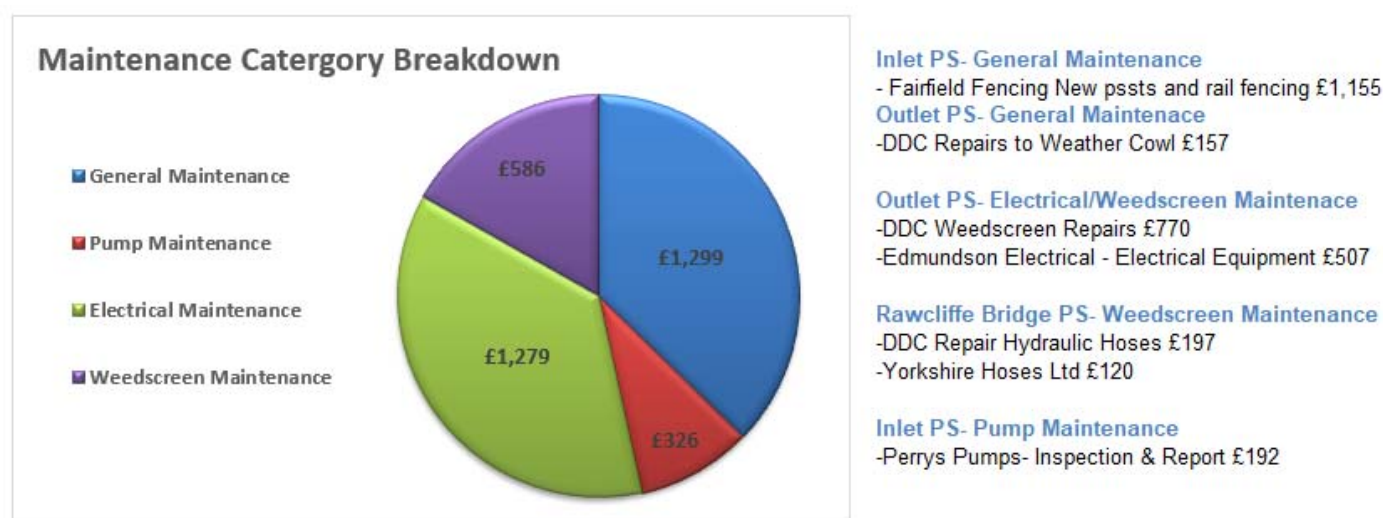
Pump Attendant Costs

Graph 2 illustrates the costs associated with that of a Pump Attendant generally inclusive of the weekly, monthly & annual duties listed above. For the first half of the financial year PA costs are **£3,453** and in line with the total of **£7,215 p/a** as agreed within the PSCA.



Specialist Maintenance/Repair

During routine inspections the DDC MEICA team will determine if further maintenance is required and if it is outside the scope of the Pump Attendant duties. The pie diagram below splits the specialist maintenance into specific categories for 2017/2018. Specialist maintenance costs have increased YoY due the amount of activity identified and undertaken in the first half of 2016/17.



Historically, such specialist maintenance would have been undertaken by an outside contractor under the instruction of the board. The PSCA means where applicable work is now undertaken by the qualified MEICA team, dramatically reducing costs.

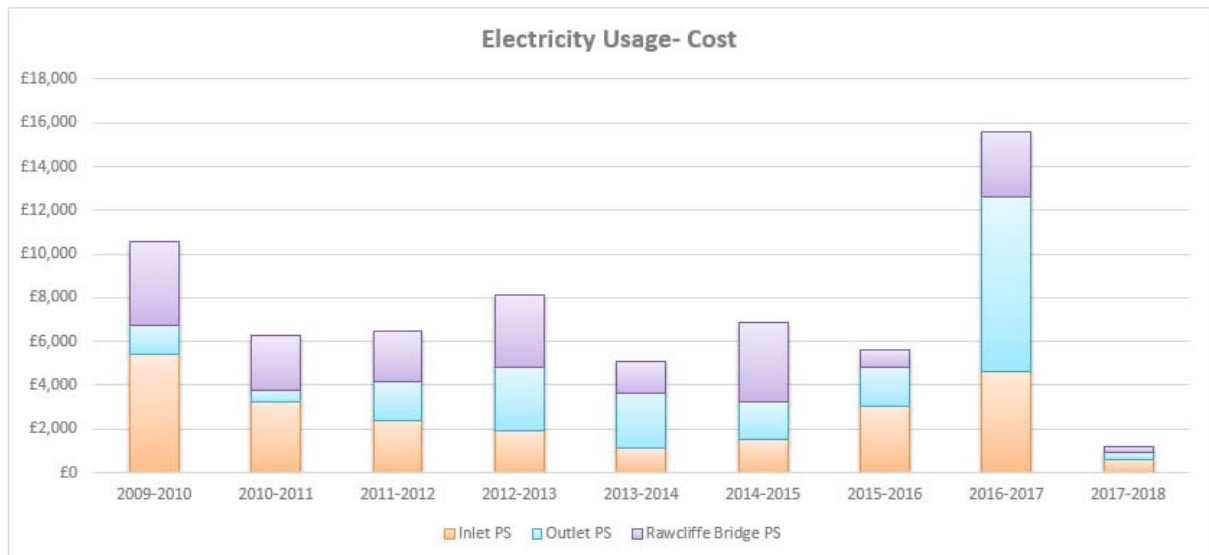
The DDC MEICA have repaired a failed weedscreen at Outlet PS at a cost of approx. **£1,300** (including parts).

In comparison, a weedscreen failure and repair at Inlet PS in 2016 cost **£3,500** in total, showing the significant cost savings and demonstrating the value for money that BDDB is receiving through the DDC MEICA team.

Electrical Cost Analysis

The MEICA team have rectified an electrical overload issue at Outlet PS, a reduction in electricity usage is clearly shown below. In 2016/2017, consumption equalled £8k in costs compared to £300 for the current financial year.

A move to night time pumping has also assisted in reducing electricity costs across the 3 sites.



In summary, for 2017-2018 there will be no reduction directly in Pump Attendant expenditure costs, However, significant savings have been in areas such as specialist maintenance and electricity.

4.2.3 Ordinary Watercourses

2017 Maintenance:

Programmed flailing works are substantial complete.

Herbicide application added to this year's maintenance regime has been completed, but was some 4 to 6 weeks late in its delivery. The benefits from last year's application were evident and future targeted applications will continue to build on this.

Mechanical de-weeding has been undertaken in two parts, long reach works on Black Drain, Durhams Warping Reservoir and Marsh Drain are complete. A return visit with a shorter reach excavator is programmed during w/c 23rd Oct, which will complete the outstanding scheduled maintenance around the Waterside area and Nth Common Drain.



Timber toe piling of slips on Black Drain have either been successfully completed back in May 2017, immediately adjacent to the entrance of Plum Tree Farm, or are due (late Oct/early Nov) opposite the Dutchman Public House. The later scheme being fully funded by YW, who accepted liability for the slip following a water main failure at that locality.

4.2.4 Main River

A site meeting with the EA has been scheduled for Wed 1st October 2017, following an initial successful partnership meeting to discuss Main River & PSCA works/issues. The site meeting will cover remedial requirements for the Outlet P. Stn discharge channel following initial EA funded Board completed PSCA vegetation clearance works and maintenance of the Old Course of the Don at Waterside.

4.3 Planning, pre-application advice and consents

4.3.1 Planning Applications

Planning applications have been reviewed on a weekly basis and 1no. applications have required comment on behalf of the board between 23rd May 2017 and 17 October 2017.

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

0no. consents have been issued on behalf of the Board between 23rd May 2017 and 17 October 2017.

5. Environmental Officer Report

Recommendations:

- Members note the information contained in this report

5.1 Legislation

5.1.1 Environmental Impact Assessment (Land Drainage Improvement Work Regulations 1994 (as amended))

Following an Assessment identifying no significant adverse environmental impacts the Board is to undertaking timber toe piling work on Black Drain within the vicinity of The Dutchman to repair the slip caused by a water main burst earlier in the year. Natural England confirmed no objection to the proposed work which was advertised locally.

5.2 Policy

5.2.1 Biodiversity Action Plan 2015-2020

Board maintenance activity at Durham's Warping Drain necessitated presence under the Protection of Badgers Act 1992. Water vole survey was undertaken at the same time to reduce costs to the Board. Latrine evidence of water vole activity was noted particularly in the vicinity of the middle culvert section between Inlet PS and the M18.



Information on Board 2017/18 BAP Actions, Indicators and Reporting to date is available overleaf.

5.2.2 BAP delivery 2017

| Biodiversity 2020 | Habitat/Species Action Plan | Target Ref. | Target | Action Ref. | IDB Actions | Indicators | Reporting | 2016 | 2017 |
|--|--|-------------|--|-------------|---|---------------------------------|--------------------|---|---|
| Key Sector: Water Management Outcome 1C: Habitats and Ecosystems on land Priority Action 1.1 and 3.12 | Eutrophic Standing Waters - Standing Open Waters and Canals | 1 | Maintain and enhance the existing habitat and species diversity of watercourses within the Black drain drainage district | 1.1 | Ensure the appropriate management of the Black Drain maintained watercourses through an integrated Biodiversity Action Plan and Maintenance regime following best practice guidance | Plan update and production | Annually | Durham's Warping Drain banks to be maintained up to 3 times a year to comply with recommendations of reservoir inspector and to encourage greater diversity of bank side species. | Environmental Appraisal and EIA (Land Drainage Improvement works) Regulations 1999 preparation and service of Notice for Black Drain toe piling and bank reprofile. Reseeding with species rich grasses. Breeding Bird Survey on 4km Durham's Warping Drain to facilitate 3 cuts p/a on reservoir. Regular cutting will increase species richness |
| | | | | 1.2 | Monitor known non-native invasive plant and animal species on and/or adjacent to Board maintained watercourses | Length (m) channel surveyed | Annually from 2016 | | |
| | | 2 | Recording stands of non-native invasive species on IDB maintained watercourses | 2.1 | Record and monitor non-native invasive plant and animal species on and/or adjacent to IDB watercourses, report to GB Non-Native Species Secretariat | length (m) watercourse assessed | 2016 onwards | WV survey DWD May 2016. Phragmites present but naturalised. Consider reporting Nuttalls Pondweed | Nuttalls pondweed Durham's Warping Drain. Consider contacting EA Fisheries with view to introducing Carp |

| Key Sector: Water Management Outcome 3: Species Priority Action 1.3 | Water Vole | 3 | Maintain and enhance suitable habitat for Water Vole within Board maintained drains | 3.1 | Assess existing habitat suitability of IDB watercourses for Water Vole | Length (m) assessed | Annually | Durham's Warping Drain HIGH, parts of Black Drain HIGH, Reedholme Drain, Bunting Drain, Marsh Drain, North Common Drain, M18 Soak drains MEDIUM | Waterside Drain Boating Dike, March 2017, 1000m. |
|--|------------|---|---|-----|---|--|----------|---|--|
| | | | | 3.2 | Ensure appropriate habitat management of IDB watercourses with known Water Vole populations | Length (m) of Board managed and maintained watercourse | Annually | Environmental best practice guidance | Environmental best practice guidance |
| | | | | 3.3 | Review maintenance regimes and identify watercourses where the mowing and weed cutting regime can be altered to enhance and increase Water Vole habitat in accordance with Board drain maintenance priority | Length (m) enhanced Board maintained watercourse | Annually | Environmental best practice guidance followed for drain maintenance. 16km of watercourse | Environmental best practice guidance followed for drain maintenance. 16km of watercourse |
| | | | | 3.4 | Provide training to IDB contractors on legislation pertaining to Water Vole and their habitat | Provision of training | Annually | Contractors Ebsford aware of legislation and habitat requirements. Environmental best practice guidance followed for maintenance | Contractors Ebsford aware of legislation and habitat requirements. Environmental best practice guidance followed for maintenance |



| | | | | | | | | | |
|--|----------|---|---|-----|--|----------------------------|-------------|--|--|
| | | 4 | Ensure all IDB works comply with relevant legislation protecting Water Vole and their habitat | 4.1 | Ensure Water Vole surveys are conducted prior to any bank improvement, drainage or other engineering works | Number of records collated | Annually | No bank improvement or engineering works 2016/17 | EIA for timber toe piling and bank reprofiling Black Drain adjacent Plum Tree Farm. EIA for timber toe piling and bank reprofiling Black Drain opposite Dutchman |
| | | 5 | Monitor populations of Water Vole within the drainage district. | 5.1 | Submit all Water Vole records from the drainage district to Doncaster MBC Biodiversity Office | No of records submitted | Annually | Reported to DMBC Biodiversity | Reported to DMBC Biodiversity |
| | | | | 5.2 | Undertake monitoring of key Water Vole colonies | Length (m) assessed | Annually | Durham's Warping Drain, Dikes Marsh Lane area. 2km survey, burrows, no latrines or grazing evidence | Survey Boating Dike, Waterside Drain and Bunting Drain - one dead, predated watervole found. Burrows behind timber toe piling. 3300m. Durham's Warping Drain 2000m |
| | | | | | | | | | |
| | | | | | | | | | |
| Key Sector: Water Management Outcome 3: Species Priority Action 1.3 | Barn Owl | 6 | Monitor Barn Owl numbers within the drainage district | 6.1 | Erect Barn Owl boxes on or around IDB pumping stations or surrounding land with consent of Landowner | Number of boxes erected | end of term | Inlet PS remains only viable option for erection of box in absence of Member agreement. Siting agreed with Wildlife Conservation Trust taking into account proximity M18 | Barn Owl box erected on barns at Hall Farm, Moorends |

| | | | | | | | | | |
|--|--------------------|---|---|-----|---|-------------------------------------|----------|---|--|
| Key sector: Water Management Outcome 3: Species Priority Action 1.3 | | | | 6.3 | Submit all Barn Owl records from the drainage district to Doncaster MBC Biodiversity Officer | Number of records submitted | end term | | |
| | | | | 6.4 | Monitor the use of Barn Owl boxes erected within District | % of boxes monitored | Annually | | |
| | | | | | | | | | |
| | Great Crested Newt | 7 | Maintain suitable breeding habitat for Great Crested Newts within the District | 7.1 | Seek to retain appropriate aquatic plants used by GCN to deposit eggs | area of retained plants (m) squared | annually | | Population GCN located by developer ecologists in area for development adjacent Railway Delves. Pond adjacent White Lane track used for breeding. Will be relocated into LWS of Railway Delves |
| | | 8 | Ensure all IDB works comply with relevant legislation protecting Great Crested Newts and their habitats | 8.1 | Provide training to IDB contractors on legislation pertaining to Great Crested Newts and their habitats | Provision of training | ongoing | Contractors Ebsford aware of legislation and habitat. No known GCN in vicinity of Board maintained drains | |
| | | | | 8.2 | Ensure GCN surveys are conducted prior to any drainage or other engineering works in close proximity to ponds | No. of surveys | Ongoing | no engineering works 2016/17 | |

| | | | | | | | | | |
|--|---------------------|----|---|------|--|--------------------------------|---------------|---|---|
| | | 9 | Monitor populations of Great Crested Newts within Black Drain district | 9.1 | Submit all Great Crested Newt records from the district to Doncaster biological record centre | No records submitted | ongoing | | |
| | | | | | | | | | |
| Key sector: Water Management Outcome 3: Species Priority Action 1.3 | European Eel | 10 | Maintain and enhance suitable habitat for European Eel within the drainage district | 10.1 | Review maintenance regimes and identify watercourses where the desilting and weed cutting regime can be altered to enhance and increase European Eel habitat | Length of watercourse surveyed | Annually | Durham's Warping Drain considered moderate-good eel habitat however insufficient length of habitat to be suitable. | No appropriate habitat upstream of any pump station |
| | | | | 10.2 | Where suspected sub-optimal habitat for eel undertake eel habitat suitability assessment for specific catchment | No of catchments assessed | Annually | Inlet Pump Station catchment eel habitat suitability report undertaken. EA confirm Inlet and Outlet PS are not required Eel Regulation compliance | |
| | | 11 | Reduce the impacts of existing barriers to migration on escapement and recruitment | 11.1 | Secure funding to enable prioritisation of existing barriers to migration for mitigation works | Funding secured | On completion | | |
| | | | | 11.2 | Source funding to enable mitigation works and associated pre- and post-project monitoring programme on existing priority structures | Funding secured | On completion | | |

| | | | | | | | | | |
|--|--|--|--|------|---|-------------------------------|---------------|--|--|
| | | | | 11.3 | Undertake mitigation works on priority structures | Number of structures improved | On completion | | |
| | | | | | | | | | |

Progress IDB actions

| | |
|--|-------------------|
| | Not yet commenced |
| | Ongoing |
| | Completed |

6. Health and Safety Report

Recommendation:

- Note the information contained in this report

6.1 Board Contractor

6.1.1 Accidents and Incidents

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

Health and Safety Information available on the Shire Group website

- Presentation to ADA Board
- ADA T&E Report September 2017
- CDM 2015
- HSE Fatality Data 2016/7
- Overhead Power Line Strikes
- Safety Alert regarding Flooded Electrical Equipment

7. HSE - About Health and Safety in Agriculture¹

In the last ten years, almost one person a week has been killed as a direct result of agricultural work. Many more have been seriously injured or made ill by their work.

People have a right to return home from work safe and sound. Good farmers and employers recognise the benefits of reducing incidents and ill health among their workers, and are aware of the financial and other reasons to aim for and maintain good standards of health and safety.

Health and safety is a fundamental requirement of a sustainable farming business and should be regarded as an essential part of farm business management. Unwise risk-taking is an underlying problem in the industry and those working on their own are especially vulnerable.

The personal costs of injury and ill health can be devastating. Life is never the same again for family members left behind after a work-related death, or for those looking after someone with a long-term illness or serious injury caused by their work.

Managing risks in a sensible way protects you, your family, your workers and your business and can bring the following benefits:

- a reduction in injuries and ill health and the resulting financial and personal costs;
- improved productivity, good morale and a happier, healthier workforce;
- better farming practice to help develop a sustainable farming business;
- the ability to carry out weather-critical operations at the right time;
- reduced sickness payments and recruitment/training costs for replacement workers;
- reduced loss of output resulting from experienced and competent workers being off work;
- longer life for equipment and machinery;
- less chance of damage to machinery, buildings and product;
- lower insurance premiums and legal costs;

¹ <http://www.hse.gov.uk/agriculture/hsagriculture.htm>

- less chance of enforcement action and its costs, e.g. the cost of dealing with an incident and/or fines;
- reduced risk of damage to the reputation of the business.

7.1 Injuries and ill health in agriculture

Farming is a hazardous industry. Farmers and farm workers work with potentially dangerous machinery, vehicles, chemicals, livestock, at height or near pits and silos. They are exposed to the effects of bad weather, noise and dust. The risks also include family members working at the farm and children living at the farm.

Agricultural work can also be physically demanding and the repetitive nature of the work causes a range of health problems, including severe back pain.

With high numbers and rates of fatal injury, agriculture, forestry and fishing is the riskiest industry sector. Just over one in a hundred workers (employees and the self-employed) work in agriculture, but it accounts for about one in five fatal injuries to workers. Further information on numbers and rates of injury and ill health in agriculture can be found at:

<http://www.hse.gov.uk/statistics/industry/agriculture/index.htm>

<http://www.hse.gov.uk/statistics/industry/agriculture/agriculture.pdf>

7.2 The costs and causes of death and injury

The total annual cost of injuries (in farming, forestry and horticulture) to society is estimated at £190 million and around two-thirds of that is due to reportable injuries (£130 million), with fatalities accounting for around another third (£55 million).

The most common causes of death are:

- transport – being struck by moving vehicles;
- being struck by a moving or falling object, eg bales, trees etc;
- falls from height;
- asphyxiation or drowning;
- contact with machinery;
- injury by an animal;
- being trapped by something collapsing or overturning;
- contact with electricity, nearly two-thirds of which involves overhead power lines (OHPLs).

There are many more injuries which do not result in death. Less than half of reportable injuries to workers across all industry sectors are reported each year, but the level for agriculture, forestry and fishing is much lower. Surveys suggest that of those injuries to workers in agriculture (the most serious) which should be reported by law, only 16% are actually reported. HSE estimates that there could be as many as 10 000 unreported injuries in the industry each year. Each one involves costs to the injured person and to the business.

The most common causes of non-fatal injuries are:

- slip, trip or fall on the same level;
- being struck by moving, including flying or falling, objects;
- falls from height;
- contact with machinery;
- being injured by an animal.

People working in the industry can also be permanently disabled by ill health. Breathing in dusts, handling loads, being exposed to noise or vibration, using chemicals and working with animals can all cause ill health, with symptoms that can take years to develop. In some cases this can result in premature death.

Many of those in the industry do not consult their doctor unless seriously ill and so levels of ill health are unclear. However, in agriculture:

about 12 000 people suffered from an illness which was caused or made worse by their current or most recent job;

musculoskeletal injury (back pain, sprains or strains) is over three times the rate for all industries;

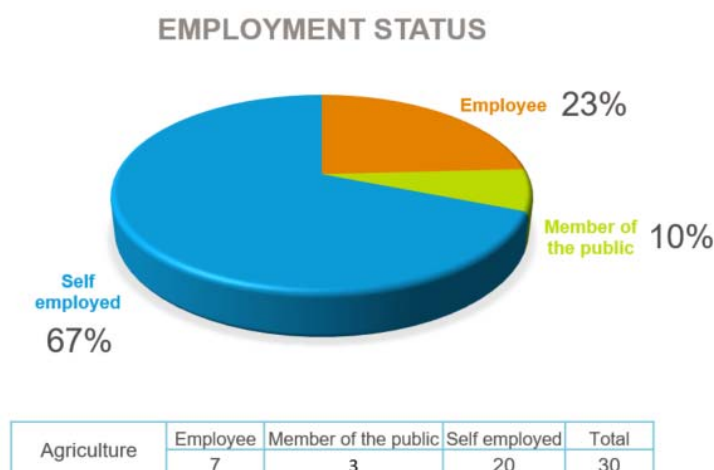
the number of people affected by asthma is twice the national average;

about 20 000 people are affected by zoonoses (diseases passed from animals to humans) each year.

Workers may be exposed to extreme heat, cold, high humidity and radiation from direct and prolonged exposure to the sun (all of which imposes stress on the worker). They may also be exposed to excessive vibration, noise, or may have to work in uncomfortable positions for long periods and handle a wide range of chemicals such as fertilisers or pesticides.

2016/7 – 30 people killed

The worker fatal injury rate is 6 times higher than in construction and 20 times than across all industries



Transport remains the biggest killer in agriculture and nearly half of the workers killed were over 65

8. Representation

The Board has been represented at:

| Environmental | Flood Risk Management | Other |
|----------------------------------|---|---------------------------------------|
| Humberhead Levels Steering Group | Humber Flood Risk Management Steering Group | ADA Technical & Environment Committee |
| | | ADA Policy & Finance Committee |
| | | FloodEX |

9. Date of Next Meeting

25 January 2018, 31 May 2018, 5 November 2018



10. APPENDIX A: Annual Return and Auditor comments

A copy of the completed Annual Return can be found over the following pages.

Local Councils, Internal Drainage Boards and other Smaller Authorities in England

Annual return for the year ended 31 March 2017

Every smaller authority in England with an annual turnover of £6.5 million or less must complete an annual return at the end of each financial year in accordance with proper practices summarising its activities. In this annual return the term 'smaller authority'* includes a Parish Meeting, a Parish Council, a Town Council and an Internal Drainage Board.

The annual return on pages 2 to 4 is made up of three sections:

- Sections 1 and 2 are completed by the smaller authority. **Smaller authorities must approve Section 1 before Section 2.**
- Section 3 is completed by the external auditor.

In addition, the **internal audit report** is completed by the smaller authority's internal audit provider.

Each smaller authority must approve Section 1 and Section 2 in order and in accordance with the requirements of the Accounts and Audit Regulations 2015.

Completing your annual return

Guidance notes, including a completion checklist, are provided on page 6 and at relevant points in the annual return.

Complete all highlighted sections. Do not leave any highlighted box blank. Incomplete or incorrect returns require additional external auditor work and may incur additional costs.

Send the annual return, together with the bank reconciliation as at 31 March 2017, an explanation of any significant year on year variances in the accounting statements, **your notification of the commencement date of the period for the exercise of public rights** and any additional information requested, to your external auditor by the due date.

Your external auditor will ask for any additional documents needed for their work. Unless requested, do not send any original financial records to the external auditor.

Once the external auditor has completed their work, certified annual returns will be returned to the smaller authority for publication and public display of Sections 1, 2 and 3. You must publish and display the annual return, including the external auditor's report, by 30 September 2017.

It should not be necessary for you to contact the external auditor for guidance.

More guidance on completing this annual return is available in the Practitioners' Guide that can be downloaded from www.nalc.gov.uk or from www.slcc.co.uk or from www.ada.org.uk

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to Local Audit and Accountability Act 2014

Section 1 – Annual governance statement 2016/17

We acknowledge as the members of:

Enter name of
smaller authority here:

BLACK DRAIN DRAINAGE BOARD

our responsibility for ensuring that there is a sound system of internal control, including 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 2017, that:

| | Agreed | | 'Yes' means that this smaller authority: |
|---|--------|-----|---|
| | Yes | No* | |
| 1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements. | ✓ | | prepared its accounting statements in accordance with the Accounts and Audit Regulations. |
| 2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness. | ✓ | | made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge. |
| 3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on 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 smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required. | ✓ | | considered the financial and other risks it faces and has 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 smaller 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 | NA |
| | | | has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts. |

This annual governance statement is approved by this smaller authority on:

15/06/2017

and recorded as minute reference:

2017.39

Signed by Chair at meeting where approval is given:

D.N. Hutchings

Clerk:

Signature

*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how this smaller authority will address the weaknesses identified.

Section 2 – Accounting statements 2016/17 for

Enter name of
smaller authority here:

BLACK DRAIN DRAINAGE BOARD

| | Year ending | | Notes and guidance |
|---|-----------------------|-----------------------|---|
| | 31 March 2016 £ | 31 March 2017 £ | |
| 1. Balances brought forward | 282441 | 249815 | 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 | 64164 | 71313 | Total amount of precept (or for IDBs, rates and levies) received or receivable in the year. Exclude any grants received. |
| 3. (+) Total other receipts | 18620 | 20317 | 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 salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses. |
| 5. (-) Loan interest/capital repayments | 24925 | 24925 | Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any). |
| 6. (-) All other payments | 90485 | 86911 | Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5). |
| 7. (=) Balances carried forward | 249815 | 229609 | 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 | 250525 | 238907 | 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 | 752000 | 1,200,000 | This cell shows the value of all the property the authority owns. It is made up of its fixed assets and long-term investments. |
| 10. Total borrowings | 255669 | 242687 | The outstanding capital balance as at 31 March of all loans from third parties (including PWLB). |
| 11. (For Local Councils Only) Disclosure note re Trust funds (including charitable) | Yes | No | The Council acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions. |

I certify that for the year ended 31 March 2017 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer:

Date

23/05/2017

I confirm that these accounting statements were approved by this smaller authority on:

15/06/2017

and recorded as minute reference:

2017.42

Signed by Chair at meeting where approval is given:

W.n.H. Hinch

Section 3 – External auditor report and certificate

In respect of:

Enter name of
smaller authority here:

BLACK DRAIN DRAINAGE BOARD

1. Respective responsibilities of the body and the auditor

This smaller authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The smaller authority prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2017; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review the annual return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and does not provide the same level of assurance that such an audit would do.

2. 2016/17 External auditor report (HU0032)

On the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no other matters have come to our attention giving cause for concern that relevant legislative and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the smaller authority:

The Board's policy is hold assets at replacement/insurance value. We note that the Board has revalued its assets as at 31 March 2017 following an updated insurance valuation. Given the significant increase in value between 31 March 2016 and 31 March 2017, we recommend that the Board considers formalising and increasing the frequency of the revaluations performed to ensure that the values carried in Box 9 remain a reasonable estimate of the current replacement/insurance value.

3. 2016/17 External auditor certificate

We certify that we have completed our review of the annual return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2017.

External auditor signature PKF Littlejohn LLP

External auditor name PKF Littlejohn LLP

Date 5/9/17

Note: The NAO issued guidance applicable to external auditors' work on 2016/17 accounts in Auditor Guidance Note AGN02. The AGN is available from the NAO website (www.nao.org.uk)

Annual internal audit report 2016/17 to

Enter name of
smaller authority here:

BLACK DRAIN DRAINAGE BOARD

This smaller authority's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2017.

Internal audit has been carried out in accordance with this smaller authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this smaller authority.

| Internal control objective | Agreed? Please choose only one of the following | | |
|--|---|-----|--------------------|
| | Yes | No* | Not covered** |
| A. Appropriate accounting records have been kept properly throughout the year. | ✓ | | |
| B. This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for. | ✓ | | |
| C. This smaller authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these. | ✓ | | |
| D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate. | ✓ | | |
| E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for. | ✓ | | |
| F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for. | | | NOT COVERED (NONE) |
| G. Salaries to employees and allowances to members were paid in accordance with this smaller authority's approvals, and PAYE and NI requirements were properly applied. | | | NOT COVERED (NONE) |
| H. Asset and investments registers were complete and accurate and properly maintained. | ✓ | | |
| I. Periodic and year-end bank account reconciliations were properly carried out. | ✓ | | |
| J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded. | ✓ | | |
| K. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee. | Yes | No | Not applicable |
| | | | ✓ |

For any other risk areas identified by this smaller authority adequate controls existed (list any other risk areas below or on separate sheets if needed)

Name of person who carried out the internal audit

MR ANDREW CANE - FCCA - CHARTERED CERTIFIED ACCOUNTANT

Signature of person who carried out the internal audit

SIGNATURE

Date

05/06/2017.

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, internal audit must explain why not (add separate sheets if needed).

Guidance notes on completing the 2016/17 annual return

1. You must apply proper practices for preparing this annual return. Proper practices are found in the Practitioners' Guide* which is updated from time to time and contains everything you should need to prepare successfully for your financial year-end and the subsequent work by the auditor. NALC, SLCC and ADA have helplines if you want to talk through any problem you encounter.
2. Make sure that your annual return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Avoid making amendments to the completed return. Any amendments must be approved by the smaller authority, properly initialled and explanation provided. Annual returns containing unexplained or unapproved amendments may be returned and incur additional costs.
3. **Smaller authorities must approve Section 1 on page 2 before approving Section 2 on page 3.**
4. Use the checklist provided below. Use a second pair of eyes, perhaps a Councillor or Board Member, to review the annual return for completeness and accuracy before sending it to the external auditor.
5. Do not send the external auditor any information not specifically asked for. Doing so is not helpful. However, you must tell the external auditor about any change of Clerk, Responsible Finance Officer or Chair.
6. Make sure that the copy of the bank reconciliation which you send to your external auditor with the annual return covers all your bank accounts. If your smaller authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree your bank reconciliation to Box 8 on the accounting statements (Section 2 on page 3). You must provide an explanation for any difference between Box 7 and Box 8. More help on bank reconciliation is available in the Practitioners' Guide*.
7. Explain fully significant variances in the accounting statements on page 3. Do not just send in a copy of your detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include a complete numerical and narrative analysis to support your explanation. There are a number of examples provided in the Practitioners' Guide* to assist you.
8. If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or you do not fully explain variances, this may incur additional costs for which the auditor will make a charge.
9. **You must inform the external auditor of the date set for the commencement of the period for the exercise of public rights.**
10. Make sure that your accounting statements add up and the balance carried forward from the previous year (Box 7 of 2016) equals the balance brought forward in the current year (Box 1 of 2017).
11. Do not complete Section 3 which is reserved for the external auditor.

| Completion checklist – 'No' answers mean you may not have met requirements | | Done? |
|--|---|-------|
| All sections | All highlighted boxes have been completed? | ✓ |
| | All additional information requested, including the dates set for the period for the exercise of public rights, has been provided for the external auditor? | ✓ |
| Section 1 | For any statement to which the response is 'no', an explanation is provided? | ✓ |
| Section 2 | Smaller authority approval of the accounting statements is confirmed by the signature of the Chair of the approval meeting? | ✓ |
| | An explanation of significant variations from last year to this year is provided? | ✓ |
| | Bank reconciliation as at 31 March 2017 agreed to Box 8? | ✓ |
| | An explanation of any difference between Box 7 and Box 8 is provided? | ✓ |
| Sections 1 and 2 | Trust funds – all disclosures made if a Council is a sole managing trustee? NB: Do not send trust accounting statements unless requested. | |
| Internal Audit report | All highlighted boxes completed by internal audit and explanations provided? | ✓ |

*Note: The Practitioners' Guide is available from your local NALC, SLCC or ADA representatives or from www.nalc.gov.uk or www.slcc.co.uk or www.ada.org.uk.



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