



Scunthorpe & Gainsborough WMB
Grange Park Golf Club
Messingham
Scunthorpe, DN17 3PP

Meeting *Papers*

13 November 2017


2:00pm


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Meeting Papers

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Purpose

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1. Governance

Recommendation:

- Note the information contained in this report

1.1 Apologies for Absence

1.2 Declaration of Interest

1.3 Minutes of the Meeting held 12 June 2017

Present

Margaret Arminger	MA
Dave Barratt	DB
Adrian Black (Chairman)	AB
Chris Black	CB
Frank Bottamley	FB
David Forrington	DF
Jonathan Jackson	JJ
Benjamin Jackson	BJ
Pat Mewies	PM
Ralph Ogg	RO
Dave Oldfield	DO
Neil Poole	NP
Jeff Summers	JS
David Templeton	DT

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

Ian Benn (Clerk)	CI
Craig Benson (Finance Officer)	FO
Alison Briggs (Environment Officer)	EO
Malcolm Muscroft (Senior Engineer)	Eng.

Apologies for Absence.

2017.29 Apologies for absence were received from John Collinson, John England, John Coggan, Sam Godfrey, Trevor Foster and the Board Engineer Paul Jones.

Declaration of Interest

2017.30 DT, DB and DF in Ravensfleet Pump Station.

Minutes of the Last Meeting

2017.31 Minutes of the meeting held 6 February 2017, copies of which had been circulated previously to members were considered by the Board and were agreed as a true record. BJ proposed signed by the Chairman, seconded MA, all in agreement.

Matters Arising

2017.32 None.

Complaints

2017.33 Healeys Drain rabbits – the complaint thread and its contents were noted by Members.

CEO's Report

2017.34 The CEO's report, copies of which had been circulated to members was considered. The Clerk advised report for information only with exception of resolution required in connection with complaint policy.

Complaint Policy

2017.35 JJ proposed Board approve Complaint Policy and Persistent Complaint Policy, PA seconded, all in agreement.

2017.36 ADA FloodEX – It was reported the turnover not thought as great as last year but increased take up of stand sites had been seen. It was hoped income generated 2017 will be as good as the inaugural show.

Financial Report

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

Matters Arising

2017.37 Rating Report – 56% of rate demands issued in April has been received and 50% of special levies collected.

2017.38 Internal Audit – FO advised internal audit had been completed, the report expected shortly after which it will be issued to Members. No concerns had been raised by Auditors however, Auditors noted the importance of all Member attendance.

2017.39 Annual Return – Board was required to review and approve Section 1 Annual Governance Statement. **BJ proposed this was done, DF seconded, all in agreement.**

2017.40 Budget comparison – FO advised most items were within budget and overall the Board was within its budgeted expenditure. Balance at year end has been increased and would be useful when considering options for Ravensfleet catchment.

2017.41 Accounts y/e 31 March 2017 – Income £503,000, expenditure £442,000. Members noted pump station costs are reflective of a drier year. Drain maintenance has increased on previous years but within budget set for drains maintenance, and did account for the PSCA work on Messingham Catchwater Drain. **JS proposed Board approval of Accounts, seconded BJ, all in agreement.**

2017.42 Annual Return Section 2 Accounting Statements – DT proposed Board review and approve Section 2 Accounting Statement DT, seconded DF, all in agreement.

2017.43 List of payments – Noted meter operator service related to equivalent of standing charge for size of station. **BJ proposed approval of payments, seconded NP, all in agreement.**



2017.44 5-year budget estimate – Noted saving on new telemetry contract. Ravensfleet catchment work more expensive than original refurbishment however takes into account additional catchments of Whoofer and Jenny Hurn.

2017.45 Apportionment of costs with Ancholme IDB. Noted by Members.

2017.46 River Eau and Scotter. JS queried relationship between EA and IDB regarding that area. Agency run trials with outfalls as agreed but abandoned as it was not working. Noted Board could carry out work on behalf of Agency if it wished to do so and Members considered although between village and Trent had been cleared, higher upstream did impact on some Board ratepayers. Board considered may be appropriate to be lead partners in a Catchment approach within the District. Members agreed appropriate to consider being also a willing partner in any de-maintenance or asset transfer process.

Engineer Report

2017.47 The Engineer Report, copies of which had been circulated to members with the Meeting papers, was considered. The Engineer advised his report for information with some updates.

2017.48 Maintenance – Members discussed requirement for a sub-committee or T&F Group to look at future maintenance contracts and employee succession planning, noting the Committee should reflect the bare majority in favour of special levy. Agreed members R Ogg, J Summers, P Arminger, Chairman and B Jackson. Agreed another Board Member could act as substitute on the T&F group if volunteer Member was unable to attend.

2017.49 Ravensfleet PS - Members viewed presentation, considered options for catchment rationalisation and noted Engineers recommended option which was to approve the preferred option for Ravensfleet to allow the business case to be submitted to the EA for approval of the funding/contribution towards the scheme and progression to tender for a design and build contract. The preferred option was to:

- refurbish the existing Ravensfleet structure, including upgrade of building for pumping, office & storage facilities, and discharge pipework
- replace diesel pumps with submersible/axial flow type electric 'storm' pump sets and variable speed drives,
- replace electric pump with Archimedean screw pump lifting directly into Great Catchwater,
- provide a watercourse connection between Whoofer and Ravensfleet approach drain beneath Great Catchwater,
- decommission or 'mothball' Whoofer Pumping Station and Jenny Hurn Pumping Station.
- The decommissioned stations would remain in situ in the short term with a watercourse diversion channel cut around Whoofer.
- The full decommissioning (to dispose of the asset, isolate electric supply, and reverse modifications made to the site) is intended at a later date.

Members viewed 1:10 and 1:100-year flood outlines presented by the Eng. with and without proposed alterations, noting very little changes were identified when Ravensfleet took water currently included in Jenny Hurn and Whoofer catchments. Eng. advised management was looking at variable frequency Archimedean screw pump and Great Catchwater drain and the current reservoir downstream of Ravensfleet pump station would not be separate as is the current situation. The Eng. will endeavour to maximise use to achieve maximum pump efficiency; use of a variable speed Archimedes screw pump could be triggered higher up the catchment to avoid current situation of pumping water and immediately lowering levels close to pump station but not affecting the water level position further upstream. A new station will roughly double capacity to take additional water from the proposed mothballed or de-commissioned sites. DF enquired whether the stations of Whoofer and Jenny Hurn could remain viable to be used during times of inundation. Eng. advised it would provide little benefit in doing so particularly with the additional cost of maintenance. Current designs include reuse of the existing station building to improve employee facilities including welfare and as storage. Current



high-level scheme cost estimate at £932,240. As scheme advances, costs will be investigated further however he advised at current prices, electricity costs over 25-year period and existing maintenance costs alone will deliver a saving of £360,732 to Board. The Eng. advised the recommendation included look for a design and build contract which should bring procurement cost savings to Board. North Lincolnshire Council would be used as procurement agents.

2017.50 NP advised those previously declaring an interest in the matter should not be part of the decision-making process. He sought clarification from the EO on the Board's Standing Orders and its Member Code of Conduct. EO advised the Standing Orders provided for Members declaring whether they have an interest in a matter to be discussed, the Chairman to decide what part, if any, a member can take in discussions and whether they can vote. The Code of Conduct advises a Member must not promote personal interests and it details how Conflicts of Interest must be managed. BJ felt the Members contribution to discussions and questions asked had been helpful, they had knowledge of that part of the District. The EO suggested everyone would benefit from a refresher on Code of Conduct, Conflicts of Interest and Declarations. NP agreed the types of conflict which could be encountered should be clearly set out. Some Members considered they were elected to the Board because they had an interest. The EO advised one did not need to be a ratepayer to be elected to the Board.

DF, DB and DT left the room; P Mewies and J Summers left as local councillors with an interest in their electorate.

2017.51 NP advised his position as Chair of Standards Committee with North Lincs Council and the importance of understanding general interest and pecuniary interests. He advised discussions on the new Ravensfleet PS had taken place including those Members with an interest which should not have happened and, as that members land is going to directly benefit from the scheme, they have a prejudicial interest.

It was agreed that an advisory note should go to all members on declaration of interest. Members were informed any work would be funded through loan repayments. The Board was required to obtain EA approval and Defra Ministerial approval of any loan required to progress the work. Members considered the scheme would include use of reserve monies to progress it and agreed it necessary to consider the cost of a loan and the impact on all ratepayers for the benefit of part of the Gainsborough District and particularly the cost to the Special Levy paying Council. A Member observed this matter had dominated the last few meetings. Members were concerned the lack of investment in the Gainsborough District was impacting on other parts of the District which had implemented a project of good capital forward planning.

NP suggested the recommendation and a possible proposal should also explore the ultimate financing of the project to include investigation into all possible sources of funding and the associated cost in terms of rate impact. **JJ proposed the Board agree the Engineers recommendations with the addition of work to explore how the project would be financed and the associated cost, CB seconded, all in agreement.**

2017.52 Eng. Jenny Hurn requires pump refurbishment. Members considered whether it the appropriate time to overhaul the pumps or leave them in view of proposed works at Ravensfleet. NP queried the likely time comparison between Ravensfleet PS project being delivered and length of life remaining in the Jenny Hurn pumps in their current condition. It was suggested Ravensfleet may not be operational until 2020 and there was doubt whether the Jenny Hurn pumps would last in their current condition. **JJ proposed the Board undertake the work required to the Jenny Hurn pumps, CB seconded, all in agreement.**

2017.53 Members DT, DF, DB, PM and JS returned to the table.

Environment

2017.54 The Environmental Report, copies of which had been circulated to members with the Meeting papers, was considered. Members noted extent of water vole surveys undertaken and the disparity of water vole populations within and between Board maintained watercourses. The EO advised on the lack of opportunity for water vole migration into other parts of the Board District where separated by long culverts under

roads, railways and motorways. The EO also commented on the large width of uncultivated land strip adjacent to Board maintained drains which facilitated easy passage for survey and also maintenance.

Health & Safety

2017.55 The Health and Safety Report, copies of which had been circulated to members with the Meeting papers, was noted by the Board. It was noted the Clerk had delivered H&S workshops at FloodEx and offered to provide the Board with similar information should Members consider it.

2017.56 Representation - Members noted the fora on which the Board had been represented.

Date of Next Meetings

2017.57 13 November 2017 commencing 2.00pm Grange Golf Club, Messingham. Cllr Mewies gave apologies for that meeting.

2017.58 Meeting closed 15.40pm

1.4 Matters arising not discussed elsewhere on Agenda

1.5 Appointment of Vice-Chairman

1.6 Casual Vacancy

A nomination has been received to fill the Casual Vacancy following the resignation of Mr Templeton.

1.7 Complaints/FOI requests

None received

2. Clerks Report

Recommendation:

- Note the information contained in this report

2.1 Policy

Nothing to report

2.2 Legislation

Nothing to report.

2.3 Defra

Nothing to report.

2.4 Environment Agency

2.4.1 Comprehensive Review of the Humber Strategy

Management has attended several workshops discussing the Comprehensive Review.

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.



2.4.2 Anglian Northern RFCC

Chairman introduction

RFCC Chairs meeting in London.

Anglian Northern RFCC well thought of within Government circles as is Northamptonshire Council for its initiatives. Apparently, having set up a working group to investigate issues around property resilience Government is acting indifferently to feedback being offered.

Defra 25-year environmental plan will be published in the next two months.

Recent adverse weather caused some erosion issues around South Ferriby Defences.

Anglian water PR19 and Amp7

- 71 IDBs in the wider area
- 77,000 km of sewer (twice around the world)
- 4,000 pumping stations
- 1,000 water treatment/sewage works

Offwat introducing new metrics in amp7 details will be available shortly

Presentation by the EA and Black Sluice IDB on the demaining of South Forty Foot Drain. Abigail Jackson will disseminate demaining criteria. NOTE: this does require detailed walkovers of strategic watercourses.

Defra are to make available within the next few weeks more detail on the demaining process.

Ground water flooding in Grimsby being attributed to reduced abstraction.

There is to be incident management exchange between the EA and Dutch counterparts.

2.5 Succession Planning

A brief report will be given at the meeting.

2.6 Partnership Approach to Catchment Management (PACM)

For information only. The first meeting of the Ancholme PACM proved to be very useful in highlighting the requirements and issues off all the attendees.

2.7 Association of Drainage Authorities (ADA)

2.7.1 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**

2.7.2 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.**

2.7.3 ADA Conference

The 2017 ADA Annual Conference & AGM will be held on **Thursday 16th November 2017** at One Great George Street, Westminster, London, SW1P 3AA.

The Conference will once again bring together delegates from across the flood and water level management industry, including the Environment Agency, internal drainage boards, local authorities, regional flood and coastal committees, Natural Resources Wales, DfI Rivers and many suppliers.

This year's Conference is particularly special as it marks the start of our **80th Anniversary** celebrations since the Association of Drainage Authorities was formed on 2nd December 1937. With this, comes some exciting additional surprises, accompanied by an influential line-up of speakers who will be presenting at this year's Conference:

- **Thérèse Coffey MP**, Parliamentary Under Secretary of State for the Environment & Rural Life Opportunities.
- **Sir James Bevan**, Chief Executive, Environment Agency.
- **Councillor Derek Antrobus**, Lead Member for Planning and Sustainable Development, Salford City Council.
- **Lord Deben**, Chairman, Committee on Climate Change.

3. Financial Report

Recommendations:

- To note the comments made by the External Auditor
- To note the comments made by the Internal Auditor
- To approve the list of payments

3.1 Rating Report

Details of the Rates and Special Levies issued and payments received up to and including 27th October 2017: -

	£	£
Balance Brought forward at 1 April 2017		104.71
2017/2018 Drainage Rates and Special Levies		
Drainage Rates		134,992.74
Special Levies		
North Lincolnshire Council	254,391.00	
West Lindsey District Council	57,496.00	311,887.00
Total Drainage Rates Due		<u>446,984.45</u>
Less Paid: -		
Drainage Rates		122,548.97
Special Levies		
North Lincolnshire Council	127,195.50	
West Lindsey District Council	28,748.00	155,943.50
Total Drainage Rates Paid		<u>278,492.47</u>
Admin Adjustment		<u>-15.40</u>
Balance Outstanding as at 27th October 2017		<u>168,476.58</u>
<i>Messingham</i> £8,721.31		
<i>Scunthorpe</i> £71.47		
<i>Gainsborough</i> £3,740.30		

3.2 Audit

3.2.1 External Audit

The completed annual return, including the auditor comments are shown at Appendix A for members note.

3.2.2 Internal Audit

The internal audit has been completed and the report is attached at Appendix B.

3.2.3 Internal Audit Review Meeting

The meeting will take place on 27 November 2017.



3.3 Budget Comparison for the Year Ending 31 March 2018

The comparison of expenditure in the year compared with the budget is shown below.

2017/18					2017/18
Approved Estimate		Actual Todate		24 October 2017	%
£	£	£	£		
INCOME					
134,748		122,016	134,993	Drainage Rates on Agricultural Land:-	90.55%
Special Levies					
57,496		28,748		West Lindsey District Council	50.00%
254,391		127,151		North Lincolnshire Council	49.98%
Other Income:-					
40,000		40,786		Foreign Water Contribution (FWC)	101.97%
0		0		PSCA contribution	0.00%
900		438		Other Income	48.63%
200	487,735	25	319,163	Interest etc	12.47%
EXPENDITURE					
99,146		49,573		PWLB Loans	50.00%
6,200		0		Ravensfleet PS New Loan	0.00%
66,215		52,004		Administration:-	78.54%
234,500		61,673		Drains Maintenance:-	26.30%
126,000	532,061	38,387	201,721	Pumping Stations, etc.	30.47%
	(44,326)		117,442	Surplus - (Deficit)	
	404,596		422,877	Balance Brought Forward	104.52%
	0		0	Transfer to NW&P Account	
	360,270		540,319	Balance Carried Forward	149.98%

NEW WORKS AND PLANT ACCOUNT					
2017/18					2017/18
Approved Estimate		Actual Todate			%
£	£	£	£		£
INCOME					
0		0		Transfer from Revenue Account	0.00%
200		0		Interest	0.00%
0		0		Ravensfleet to Susworth Study - GiA	0.00%
100,000		0		PWLB Loan	0.00%
323,000	423,200	0	0	Grant Income - Ravensfleet PS Scheme	0.00%
EXPENDITURE					
0		2,555		Burringham PS Grant Adjustment	0.00%
0		3,471		Flixborough PS Grant Adjustment	0.00%
573,000		0		Ravensfleet PS Refurbishment	0.00%
12,332	585,332	5,060	11,085	Ravensfleet to Susworth Study	41.03%
	(162,132)		(11,085)	Surplus - (Deficit)	6.84%
	244,350		224,281	Balance Brought Forward	91.79%
	82,218		213,195	Balance Carried Forward	259.31%

3.4 List of Payments

3.4.1 List of Cheques

Cheques raised since those in the schedule presented to the board at the previous meeting:

DATE	CHEQUE	REF	PAYEE	DESCRIPTION	TOTAL	
					CHEQUE	
2017					£	
Jun	1st	000079	-	W Foster Thornton	Refund	40.00 *
				Total Amount of all Cheques		40.00
				* Total Amount of Cheques sent out signed by the Clerk & Engineer Only		40.00

3.4.2 List of Payments made direct from the bank account

Payment made directly from the bank account since those in the schedule presented to the board at the previous meeting:

DATE	REF	PAYEE	DESCRIPTION	PAYMENT	
				VALUE	
2017				£	
May	10th	2	Remote Asset Management Ltd	Vehicle Tracking	21.60 *
	15th	20	Fuel Genie	Fuel Account	88.01 *
		-	NatWest	Bankline Fees	38.10 *
	18th	-	HMRC	PAYE/NI	343.48 *
		28	Dexel Tyre & Auto Centre	Vehicle Maintenance	46.50 *
		26	Integrated Utility Services	Lysaghts PS - High Voltage Operation	1,015.69 *
		243-4	Lincoln Electrical Services	Ultra-Sonic Level Controllers	3,453.00 *
		245	Lyons of Gainsborough Ltd	Tools & Equipment	11.74 *
		24	Lincolnshire Wildlife Trust	BAP - Service Level Agreement	300.00 *
		19,27	Controlstar Systems	Telemetry Maintenance Contract, etc.	1,615.20 *
	22nd	29	Iris Business Software Ltd	Auto-enrolment Fees	14.78 *
		30	Iris Business Software Ltd	Open Payslips	6.60 *
		25	Woldmarsh Produces Ltd	Supply to Susworth PS	679.22 *
				Supply to Lysaghts PS	1,290.16 *
				Supply to Burringham PS	1,353.55 *
				Supply to East Butterwick PS	615.22 *
				Supply to Black Bank PS	612.13 *
				Supply to Ravensfleet PS	756.12 *
				Supply to Flixborough PS	32.72 *
				Supply to Pauls Malt PS	70.89 *
				Supply to Jenny Hurn PS	1,273.12 *
				Mobile Telephone & Telemetry Lines	87.60 *
				Membership Fees	247.70 *
		21	Wireless Logic Ltd	Vehicle Tracking	2.40 *
May	25th	-	Employee	Wages	1,162.58 *
		-	B&CE Holdings	Pension Contributions	25.58 *
	31st	-	NatWest	Bank Charges	19.49 *
Jun	8th	32	ADA Trent Branch	Conference Fees	80.00 *
		33	ID Spares & Services Ltd	Lysaghts PS - Weedscreen Repairs	752.14 *
		34	NPower	Susworth PS - Annual Meter Charge	474.00 *
		35	Savills (UK) Limited	Land Agent Fees	240.00 *
		22-3,38	JBA Consulting	Fee Account	

				Ravensfleet to Susworth Strategic Study	702.00	
				BAP Implementation	1,823.10	
Jun	12th	49	Remote Asset Management Ltd	Vehicle Tracking	21.60	*
	13th	36	Fuel Genie	Fuel Account	135.00	*
	15th	-	NatWest	Bankline	35.70	*
	16th	31	Public Works Loan Board	Loan Repayment	37,899.09	*
	20th	48	Woldmarsh Produces Ltd	Supply to Susworth PS	318.19	*
				Supply to Lysaghts PS	775.81	*
				Supply to Burringham PS	568.34	*
				Supply to East Butterwick PS	218.59	*
				Supply to Black Bank PS	247.52	*
				Supply to Ravensfleet PS	706.96	*
				Supply to Jenny Hurn PS	381.77	*
				Supply to Flixborough PS	24.69	*
				Supply to Whoofer PS	396.73	*
				Mobile Telephone & Telemetry Lines	72.63	*
	21st	40	Iris Business Software Ltd	Auto-enrolment Fees	14.78	*
		37	Wireless Logic Ltd	Vehicle Tracking	2.40	*
	22nd	-	Employee	Wages	1,143.58	*
		-	HMRC	PAYE/NI	356.37	*
		-	B&CE Holdings	Pension Contributions	25.07	*
	23rd	41	Iris Business Software Ltd	Open Payslips	6.60	*
	30th	-	NatWest	Bank Fees	18.31	*
Jul	5th	44	Anglian Water	Water Supply to Jenny Hurn PS	9.47	*
		46	Anglian Water	Water Supply to Susworth PS	12.10	*
		39	Brodericks GBC	Internal Audit Fee 2016/17	1,314.00	*
		45	Evans Halshaw	Vehicle Maintenance	365.90	*
		42	Grange Park	Meeting Expenses	75.00	*
		47	H Mell & Son	Ravensfleet PS - Pump Maintenance	537.00	*
		-	HMRC	PAYE/NI	343.48	*
	10th	49	Remote Asset Management Ltd	Fuel Account	20.64	*
	13th	50	Fuel Genie	Fuel Account	141.00	*
	17th	-	NatWest	Bankline Fees	35.30	*
	18th	52	JBA Consulting	Management Fees	11,310.25	
		-	Environment Agency	Balance on PSCA Work	13,535.00	
	20th	55	Woldmarsh Produces Ltd	Supply to Susworth PS	248.94	*
				Supply to Lysaghts PS	961.26	*
				Supply to Burringham	554.32	*
				Mobile Telephone & Telemetry Lines	84.19	*
		-	Employee	Wages	1,143.58	*
		-	B&CE Holdings	Pension Contributions	25.07	*
	21st	57	Iris Business Software Ltd	Auto-enrolment Fees	14.78	*
		58	Iris Business Software Ltd	Open Payslips	6.60	*
		51	Wireless Logic Ltd	Vehicle Tracking	2.40	*
	31st	-	NatWest	Bank Fees	9.61	*
Aug	3rd	60	H Mell & Son	Tractor Maintenance	2,541.58	*
		53	ID Spares & Services Ltd	Lysaghts PS - Weedscreen Maintenance	991.30	*
		43	Lyons of Gainsborough Ltd	Tools & Equipment	25.20	*
		54,56	Perry's Pumps Ltd	pumping Station Maintenance	2,400.00	*
	10th	59	Public Works Loan Board	Loan Repayment	8,148.65	*
		49	Remote Asset Management Ltd	Vehicle Tracking	20.64	*
	14th	-	HMRC	PAYE/NI	343.48	*
	15th	66	Fuel Genie	Fuel Account	89.00	*

		-	NatWest	Bankline Fees	36.90	*
Aug	17th	-	Employee	Wages	1,389.88	*
	21st	63	Woldmarsh Produces Ltd	Supply to Susworth PS	233.80	*
				Supply to Lysaghts PS	1,240.45	*
				Supply to Burringham PS	658.75	*
				Supply to East Butterwick PS	67.36	*
				Supply to Black Bank PS	244.02	*
				Supply to Ravensfleet PS	692.94	*
				Supply to Flixborough PS	71.49	*
				Supply to Jenny Hurn PS	237.44	*
				Supply to Pauls Malt PS	29.36	*
				Telemetry Maintenance Contract, etc.	96.44	*
				Membership Fees	183.61	*
		-	B&CE Holdings	Pension Contributions	31.66	*
	22nd	67	Iris Business Software Ltd	Auto-enrolment Fees	14.78	*
		68	Iris Business Software Ltd	Open Payslips	6.60	*
	29th	65	A Revill & Son	Relief Pumping Costs	72.00	*
		70	Controlstar Systems	Telemetry Maintenance Contract	1,146.00	*
		61	Lyons of Gainsborough Ltd	Tools & Equipment	9.39	*
		64	Peacock & Binnington	Grease	68.54	*
	31st	-	NatWest	Bank Fees	8.80	*
Sep	11th	69	Watson Petroleum	Gas Oil	648.01	*
		49	Remote Asset Management Ltd	Vehicle Tracking	20.64	*
	13th	79	Fuel Genie	Fuel Account	149.00	*
	14th	72-6	Bell Waste Control	Skip Hire	1,225.00	
		77	DC Bichan	Maintenance	26,517.54	
		62	JBA Consulting	Fee Account - Ravensfleet to Susworth Strategic Study	2,358.00	
		78	PKF Littlejohn LLP	Audit Fee 2016/17	3,840.00	
		-	Employee	Wages	1,584.65	
		-	HMRC	PAYE/NI	511.48	
		-	B&CE Holdings	Pension Contributions	36.88	*
	15th	-	NatWest	Bankline Fees	36.50	*
	20th	71	Woldmarsh Produces Ltd	Supply to Susworth PS	345.30	*
				Supply to Lysaghts PS	1,111.61	*
				Supply to Burringham PS	636.94	*
				Supply to Whoofer PS	128.48	*
				Mobile Telephone & Telemetry Lines	85.48	*
	21st	80	Iris Business Software Ltd	Auto-enrolment Fees	14.78	*
		81	Iris Business Software Ltd	Open Payslips	6.60	*
	25th	82	Public Works Loan Board	Loan Repayment	3,524.80	*
	27th	86	Anglian Water	Water Supply to Jenny Hurn PS	14.73	*
		84	Danvm Drainage Commissioners	Website Hosting Fee, etc.	137.53	*
		85	Humber Nature Partnership	Membership Fees	288.00	*
		88	Hewitt Plant Hire Ltd	Maintenance	729.60	*
		87	ID Spares & Services Ltd	Black Bank PS - Weedscreen Maintenance	105.90	*
		89	Perry's Pumps Ltd	Mechanical Inspections & Report	1,500.00	*
		83	Watson Petroleum	Gas Oil	607.74	*
	29th	-	NatWest	Bank Fees	9.89	*
Oct	10th	99	Remote Asset Management Ltd	Vehicle Tracking	20.64	*
	12th	90	ADA Trent Branch	Annual Subscription	45.00	*
		94	Controlstar Systems	Burringham PS - Telemetry Maintenance	840.00	*
		96	H Mell & Son	Hydraulic Oil	63.36	*

		92	University Of Hull	Eel & Pumping Station Project - Contribution	1,200.00	*
		-	HMRC	PAYE/NI	644.26	*
		-	Employee	Wages	1,268.50	*
		-	B&CE Holdings	Pension Contributions	28.42	*
Oct	13th	91	Fuel Genie	Fuel Account	105.00	*
	16th	-	NatWest	Bankline Fees	25.40	*
	19th	98,102	DC Bichan	Maintenance	8,805.76	
		100	Dexel Tyre & Auto Centre	Tractor Maintenance	133.20	
		95	Ebsford Environmental Ltd	Maintenance	13,676.92	
		93	JBA Consulting	Management Fees	11,245.03	
	20th	99	Woldmarsh Produces Ltd	Supply to Susworth PS	691.54	*
				Supply to Lysaghts PS	1,421.09	*
				Supply to Burringham PS	1,201.48	*
				Supply to East Butterwick PS	148.34	*
				Supply to Ravensfleet PS	1,074.83	*
				Supply to East Butterwick PS	484.94	*
				Supply to Flixborough PS	65.02	*
				Supply to Flixborough PS	46.33	*
				Supply to Jenny Hurn PS	1,336.59	*
				Mobile Telephone & Telemetry Lines	110.42	*
	23rd	101	Iris Business Software Ltd	Auto-enrolment Fees	14.78	*
		97	Iris Business Software Ltd	Open Payslips	6.60	*
			Total		205,352.63	
			* Total amount of direct debits and payments approved by the Clerk Only		108,084.70	

3.5 Five Year Budget

The five-year budget plan can be found over the pages.

		0	1	2	3	4	5
	2017/18	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
	App	Estimated Out-turn					
Income & Expenditure Account	Budget						
	£	£	£	£	£	£	£
Income							
Drainage Rates	134,748	135,005	135,005	138,862	138,862	142,719	150,434
Special Levies	311,888	311,888	311,888	320,799	320,799	329,710	347,532
Rental Income	200	200	200	200	200	200	200
Foreign Water Contribution	40,000	40,786	40,786	40,786	40,786	40,786	40,786
PSCA Contributions							
Other Income	700	700	721	743	765	788	811
Bank Interest	200	50	50	50	50	50	50
Total Income	487,736	488,628	488,649	501,439	501,462	514,253	539,813
Expenditure							
Drain Maintenance (Silt Removal)	27,000	27,000	-	-	-	-	-
Management Fees	36,215	36,672	37,589	38,529	39,492	40,479	41,491
Other Administration	30,000	30,000	30,000	30,000	30,000	30,000	30,000
Maintenance of Drains	96,000	97,335	99,282	101,267	103,293	105,359	107,466
Maintenance of Pumping Stations	126,000	129,700	132,294	134,940	137,639	140,391	143,199
Telemetry Contract	21,000	25,853	21,503	21,503	21,503	21,503	22,580
Biodiversity Action Plan etc	4,000	4,000	4,000	4,000	4,000	4,000	4,000
- PSCA Main River Maintenance	29,000	29,000	5,000	5,000	4,500	4,500	4,500
Rechargeable Works		84					
Wages and other costs	45,000	45,700	46,614	47,546	48,497	49,467	50,456
Plant and Vehicles	12,500	11,000	12,500	12,500	12,500	12,500	12,500
Loan Repayments:-	99,146	99,146	99,145	99,145	99,145	99,145	99,145
Possible New Loans	6,200	24,715	24,715	24,715	24,715	24,715	24,715
Total Expenditure	532,061	560,205	512,642	519,145	525,283	532,059	540,053
Surplus/(Deficit)	(44,325)	(71,577)	(23,992)	(17,706)	(23,822)	(17,806)	(239)
Balance Brought Forward	404,596	422,875	351,298	307,306	289,600	265,779	247,972
Contribution to NW&P Account	-	20,000	20,000	-	-	-	10,000
Balance Carried Forward	360,271	351,298	307,306	289,600	265,779	247,972	247,733
New Works and Plant Account	64,281	206,074	124,834	124,834	16,834	16,834	6,834
Penny Rate in £	8.75p	8.75p	8.75p	9.00p	9.00p	9.25p	9.75p
Penny Rate £51,073	80%	96%	81%	80%	54%	50%	46%
I&E Balance as % of Expenditure	68%	63%	60%	56%	51%	47%	46%

	2017/18	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
	App	Estimated Out-turn					
New Works and Plant Account	Budget						
		£	£	£	£	£	£
Income							
Transfer from I&E	-	20,000	20,000	-	-	-	10,000
Interest	150	150	-	-	-	-	-
Loan	100,000	-	400,000	-	-	-	-
Possible Grant Income	323,000	-	431,000	-	42,000	-	-
Local Levy (Ravensfleet PS ref)	-	-	-	-	-	-	-
Total Income	423,150	20,150	851,000	-	42,000	-	10,000
Expenditure							
New 4x4 vehicle	20,000	20,000	-	-	-	-	20,000
Burringham PS Grant Adjustment		2,555					
Flixborough PS Grant Adjustment		3,471					
Ravensfleet PS Refurbishment	573,000	-	932,240	-	-	-	-
Ravensfleet to Susworth Strategic Study		12,332	-	-	-	-	-
Susworth PS Refurbishment	-	-	-	-	150,000	-	-
Total Expenditure	593,000	38,357	932,240	-	150,000	-	20,000
Surplus/(Deficit)	(169,850)	(18,207)	(81,240)	-	(108,000)	-	(10,000)
Balance Brought Forward	234,131	224,281	206,074	124,834	124,834	16,834	16,834
Balance Carried Forward	64,281	206,074	124,834	124,834	16,834	16,834	6,834

4. Engineer's Report

Recommendations:

- To note the information within this report
- Board to consider its position on the Southern area maintenance contract for the next season (Item 4.1.1)
- Board to consider its position on the Northern area maintenance contract for the next season (item 4.1.1)
- Board delegate authority to the Chairman for the Design & Build Contract specification to be develop by Officers under Specialist Services of the Management Contract (Item 4.1.2)

4.1 Asset Management

4.1.1 Ordinary Watercourses

A pre-season maintenance regime meeting was held with the Board Chairman and selected Board members on Wednesday 10th May 2017, which reached a conclusion that the appointed Contractor in the Southern region should commence works earlier than previous years, ideally in August subject to continuity of works being available.

A pre-start meeting was held with the Contractor, the Board Flail Operative/Area Supervisor & the Asset Manager on Wednesday 9th August 2017 to agree a start date and programme of delivery, based on cropping information, harvest progress and flailing operations. The following is a confirmation of the agreed outcomes;

"Following our site meeting of last and the ongoing contacts and concerns raised by Board Members and Landowners regarding the heavily choked nature of the drainage channels, resulting in reduced impact of pumping and therefore high upstream water levels, we need you as discussed to commit to having an excavator on site undertaking maintenance in the Ravensfleet Catchment on Tuesday 29th August, this would be followed by a second & potentially a third the week after, large areas of crop are coming off which will permit continuity of operation without lots of moves for you."

The long reach excavator started works on the 12th September 2017 and a second shorter reach excavator arrived on the 4th Oct. Works are currently behind that which was delivered in 2016, see the documents attached in Appendix C for comparison.

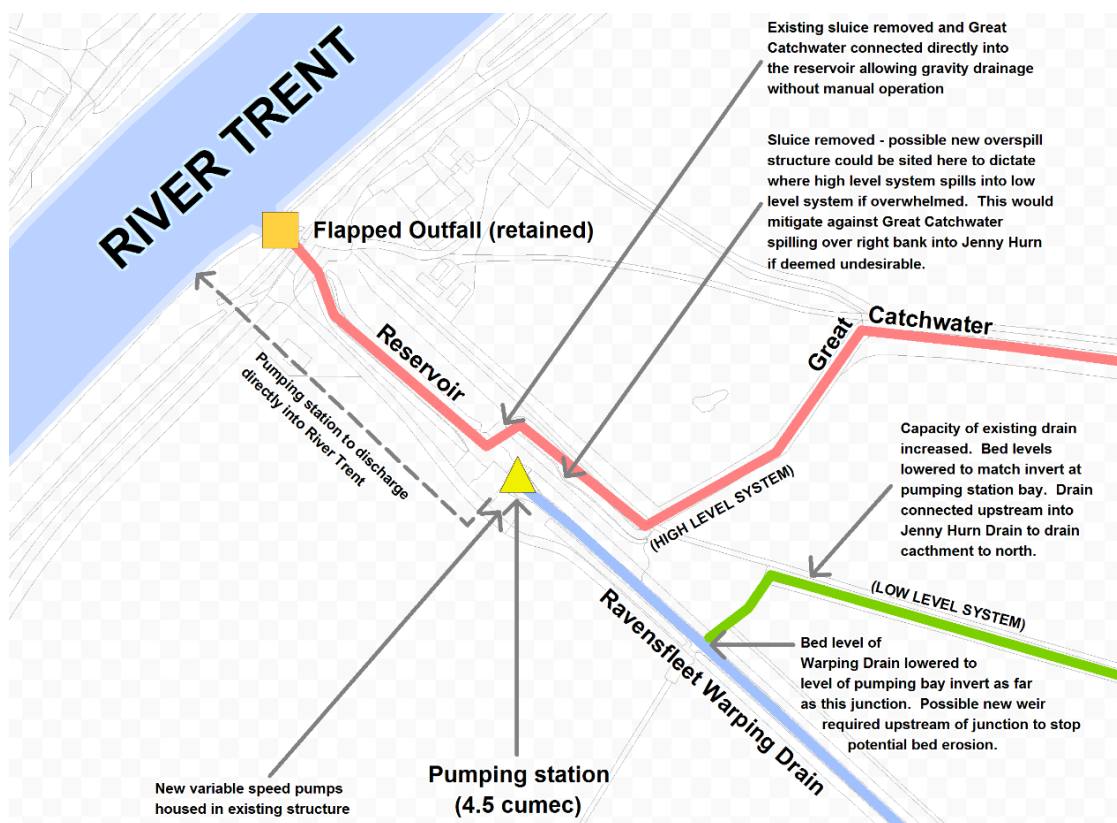
A requested completion programme and delivery date supplied by the Contractor, identifies completion as being achieved by the 30th November 2017.

Maintenance works in the Northern area are substantially complete, no issues arising or reported.

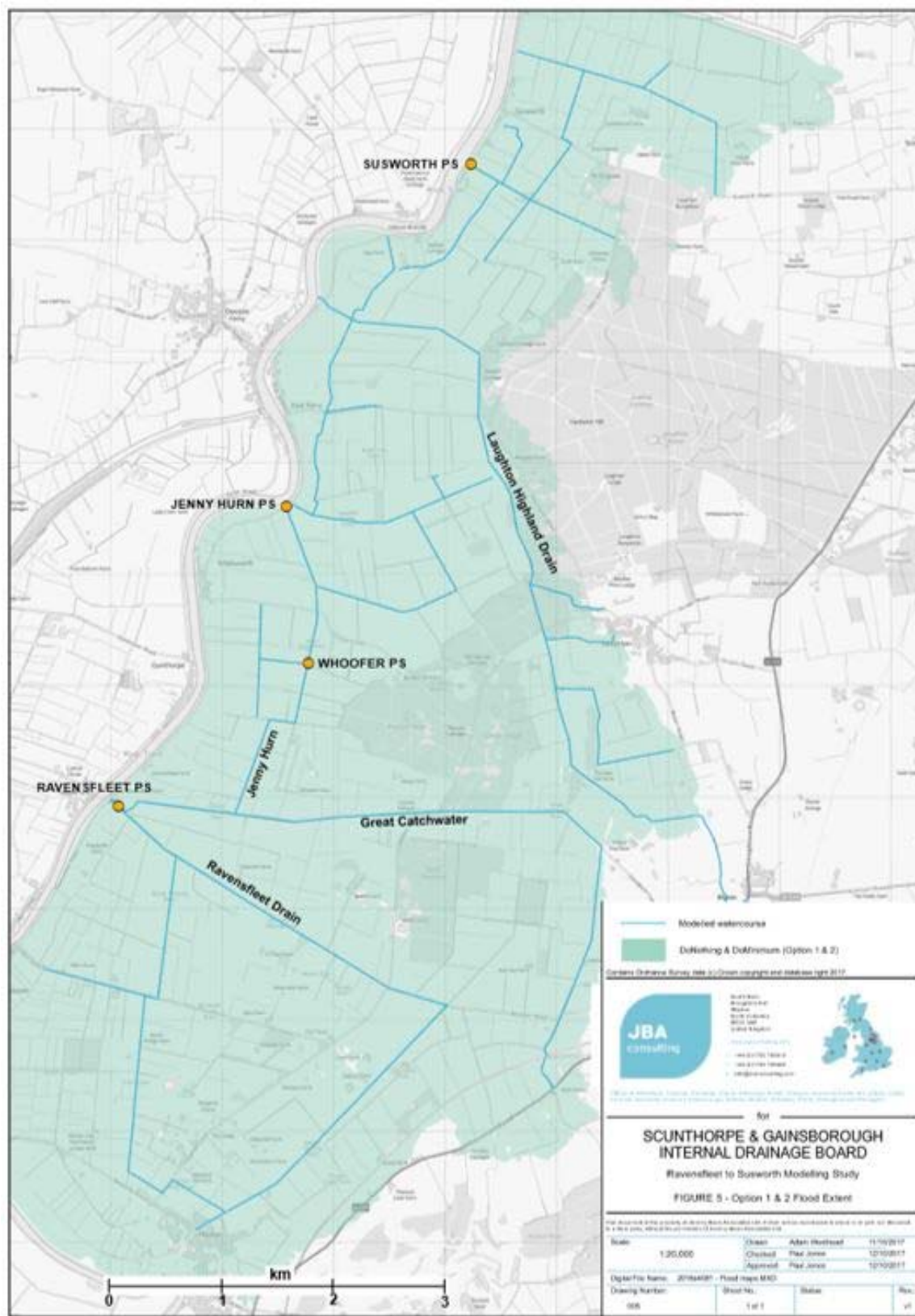
4.1.2 Ravensfleet Pumping Station

Following approval of the preferred option at the last board meeting 200 hours have been committed to finalising the 300 page business case which includes the following documentation:

- Project Appraisal Report (Outline Business Case)
- Partnership Funding Calculator
- Economic Assessment spreadsheets
- Economic Assessment Report
- Flood Mapping including the Do Nothing Flood Extent
- 2012 Hydraulic Model Report
- 2017 Hydraulic Model Report
- Environmental Appraisal
- Preferred Option Environmental Appraisal
- Water Framework Directive Assessment
- Eels Regulation compliance



The benefit area being used to justify the scheme in the Do Nothing and Do minimum scenarios is as shown below representing 4,060 hectares and 434 households. This was determined through LiDAR data given that the water level within the Ravensfleet catchment would rise to approximately 4.8mAOD. This would inundate almost all of the 4,060ha of the catchment, including high value agricultural land and many properties, including those within the communities of Morton, Walkerith, East Stockwith, Wildsworth, East Ferry and Susworth.





Considering sources of flood risk and avoiding double counting we are proceeding on the basis of utilising only the benefits needed to justify the scheme. This currently forecasts use of less than 20% of total damages in the area leaving the remaining 80% for surface water and main river.

	Option 1 Do Nothing	Option 2 Do Minimum	Option 3 Refurbish- ment	Option 4 Replacement & catchment rationalisation	Option 5 Refurbishment & catchment rationalisation
Total PV Costs including 60% optimism bias	-	1,279	6,713	6,790	4,991
PV damage (£k) (total)	407,822	345,606	3,494	3,417	3,469
Scaling factor	77%	77%	77%	77%	77%
PV damage (£k) (scaled)	93,799	79,489	804	786	798
PV damage avoided (£k) (scaled)	-	14,310	92,995	93,013	93,001
Net present value (£k)	-	13,031	86,282	86,223	88,010
Benefit-cost ratio	-	11.2	13.9	13.7	18.6

Options considered and being put forwards are summarised as:

Option	Ravensfleet	Jenny Hurn	Whoofer	Susworth
Option 1 - Do Nothing	Walk-away	Walk-away	Walk-away	Walk-away
Option 2 - Do Minimum	Maintain (until 2019)	Maintain (until 2023)	Maintain (until 2023)	Maintain (until 2023)
Option 3	Refurbish (2018)	Refurbish (2023)	Refurbish (2023)	Refurbish (2023)
Option 4	Replace	Decommission	Decommission	Refurbish (2023)
Option 5	Refurbish improved pumps, controls, etc	Decommission	Decommission	Refurbish (2023)

The current scheme estimated is £c.930,000 but optimism bias must be applied at appraisal stage of 60% and therefore the overall application is for a scheme cost of £1.5 million. The cost benefit assessment table above shows c.£4.9 million as the whole life economics include all future capital costs which must be compared to damages over the whole life of the asset including replacement of the station in approximately 40 years.

The **previously submitted EA and IDB forward plan allocations** were as follows, however, the **contributions need to be reassessed** based upon the revised scheme cost and **substantial benefits** identified for the scheme due to the **catchment based approach**.

Pumping Station	Previous Project Estimate	Grant in Aid	IDB	Year
Ravensfleet	£573k	£323k	£250k	2016/17
Jenny Hurn	£260k	£79k	£181k	2020/21
Whoofer	£67k	£10k	£57k	2020/21



The benefit cost of the scheme is providing a ratio of at least 18:1, even with only 20% of the damages being utilised for this scheme.

Once submitted to the Environment Agency for approval of funding the next stage is to develop a Design & Build Contract Specification of which the Board are asked to delegate authority to the Chairman for the specification to be developed by your officers under Specialist Services of the Management Contract.

4.1.3 Jenny Hurn Pumping Station: pump refurbishment

The instruction for refurbishment of both pumps at Jenny Hurn were issued on the 12th September 2017. The appointed Contractor visited site to assess lifting requirements on Tuesday 19th September, which resulted in a revised method of working and risk assessment, as a result of the crane operator ruling out a safe method of working, due to the size requirements and presence of overhead power lines. Further developments of the H&S requirements for the revised scheme were requested and this resulted in the postponement of the planned start date 12th October 2017. Further communications from the Contractor are awaited setting out a new start date and fully developed method of works and supporting Construction Phase Plan.

4.2 Planning, pre-application advice and consents

4.2.1 Planning Applications

Planning applications have been reviewed on a weekly basis and 5 no. application has required comment on behalf of the board between 23rd May 2017 and 27 October 2017.

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

2 no. consent has been issued on behalf of the Board between 23rd May 2017 and 27 October 2017.

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

No consents have been issued on behalf of the Board between 23rd May 2017.

5. Environmental Report

Recommendation:

- Note the information contained in this report

5.1 Legislation

5.1.1 Biodiversity Action Plan 2015-2020

Actions have concentrated on water vole populations. No firm evidence of water vole has been identified in 2017 surveys with exception of Burringham Carr Dike area.

Biodiversity 2020	Habitat/Species	Target Ref.	Target	Action Ref.	IDB Actions	Indicators	Reporting	2016 Report	2017 Report
Key Sector: Water Management Outcome 1C: Habitats and Ecosystems on land Priority Action 1.1	Ponds	1	Improve understanding of status of ponds	1.1	undertake quality surveys of the Scunthorpe & Gainsborough drainage district owned ponds using Pond Conservation Management techniques	No surveyed	within life of Plan	none identified	none identified
				1.2	Submit all records from surveys to local biological records centres and National Ponds Monitoring Network	Number of records submitted	within life of Plan		
		2	Maintain and improve quality of ponds within Board ownership	2.1	Identify if quality of Board owned ponds require improvement	improvement work required	within life of Plan		

					particularly for BAP Species Action Plans				
Key sector: water Management Outcome 1C: Habitats and Ecosystems on land Priority Action 1.1	Eutrophic Standing Waters	3	Maintain and enhance the existing habitat and species diversity of watercourses within the Scunthorpe & Gainsborough drainage district	3.1	Ensure the appropriate management of the Scunthorpe & Gainsborough IDB watercourses through an integrated Biodiversity Action Plan and Maintenance regime following environmental best practice guidance	Plan production	Annually	Environmental best practice guidelines followed for Board maintenance works	EBP not seen undertaken in Scunthorpe & Messingham areas
			Control non-native invasive species along IDB waterways	3.2	Record stands of non-native invasive plant species on and/or adjacent to Board maintained watercourses and report to GB Non-Native Species Secretariat	No of reports	Annually from 2016	None identified during surveys	None identified during surveys
Key sector: Water Management Outcome 3: Species Priority Action 1.3	European Eel	4	Maintain and enhance suitable habitat for European Eel within the drainage district	4.1	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	Eel observed Lee Marshes Main Drain 2010.	
		5	Reduce the impacts of existing barriers to migration on escapement and recruitment	5.1	Secure funding to enable prioritisation of existing barriers to migration for mitigation works	Funding secured	On completion	Meeting with EA Fisheries to discuss proposed catchment rationalization works	
				5.2		Funding secured	On completion		

Key Sector: Water Management Outcome 3: Species Priority Action 1.3	Water Vole	6	Maintain and enhance suitable habitat for Water Vole within the drainage district		Source funding to enable mitigation works and associated pre- and post-project monitoring programme on existing priority structures			Funding will be proportionate part of any GiA	EBP not evident following maintenance of Board maintained drains in Scunthorpe & Messingham Districts.
				5.3	Undertake mitigation works on priority structures	Number of structures improved	On completion	Eel Regulation Guidance issued Nov 15 has rendered priority ranking obsolete.	
				6.1	Ensure appropriate habitat management of IDB watercourses with known Water Vole populations	Length (m) managed/maintained	Annually	Contractor working to environmental best practice guidelines 153km	
				6.2	Review maintenance regimes and identify watercourses where the mowing and weed cutting regime can be altered to enhance and increase Water Vole habitat	Length (m) enhanced	Annually	Contractor working to environmental best practice guidelines 153km watercourse	



				Provide training to IDB employees and contractors on legislation pertaining to Water Vole and their habitat	No of persons trained	Annually	Maintenance contractors informed on legislation and habitat	
	7	Ensure all IDB works comply with relevant legislation protecting Water Vole and their habitat	7.1	Ensure Water Vole surveys are conducted prior to any bank improvement, drainage or other engineering works in accordance with Land Drainage Act (Improvement Works) Regulations	No of surveys undertaken	Annually	Ravensfleet Warping Drain, Plowland Drain, Ten Foot Drain, Princes Drain surveyed April 2016, 5565m survey in readiness for Ravensfleet PS works	No bank improvement works undertaken



				8.1	Submit all Water Vole records from the drainage district to Lincolnshire Ecological Records Centre	Number of records submitted	Annually	Contacted to confirm absence of water vole in drains surveyed	Neap House Drain, Jacques Drain, Soak Mere Drain, Gunness Green Drain, Healeys Drain, Carr Dikey North and South, Burringham Sewer Drain 17.5km drain surveyed. No evidence latrine or vegetation grazing around burrows other than Carr Dikey area. Several burrows identified but not evidence of water vole. Brumby Lane Drain, Earl Beauchamp's Warping Drain, Ings Drain, Brumby Sewer 7.5km drain surveyed. Burton & Flixborough Drain 3,300m drain surveyed
		8	Monitor populations of Water Vole within the drainage district.	8.2	Undertake monitoring of key Water Vole colonies	Length (m) surveyed	Annually	5565m watercourse surveyed Ravensfleet area April 2016. No evidence located	10,800m drain surveyed Burton on Stather, Gunness, East Butterwick and Susworth areas

Key sector: water Management Outcome 3: Species Priority Action 1.3	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	Annually	Barn Owl boxes purchased and erected at Ravensfleet PS, Board owned track approaching Lee Marshes outfall, Burringham PS, Susworth PS	Monitoring by Wildlife partnership
		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	Annually	Monitoring through Wildlife Conservation Partnership	Monitoring through Wildlife Conservation Partnership
Key sector: Water Management Outcome 3: Species Priority Action 1.3	Bats	11	Enhance habitat for bats	11.1	Maintain areas of open water in drainage ditches for Daubenton's Bats	Length (m) assessed	Annually	Healeys Drain maintained open water 2500m	Healeys Drain maintained open water 2500m
				11.2	Erect bat boxes in suitable locations to provide summer roost sites	No. Erected	throughout life of BAP		
				11.3	Retain veteran trees adjacent to IDB drains	Length (m) extended	When required		
		12	Ascertain Bat population	12.1	Survey IDB structures for the presence of bats	No of items surveyed	Throughout life of BAP	No tree removal	No tree removal

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 are no accidents or incidents to report involving either the Board employee or contractors.

6.2 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

6.3 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.

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>

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;

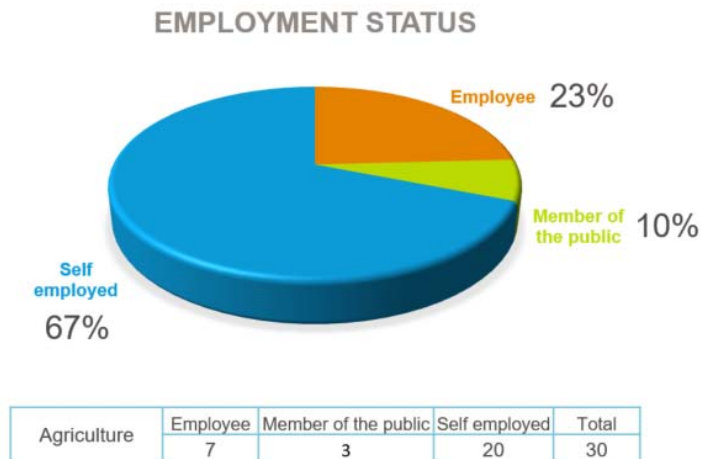
the number of people affected by asthma is twice the national average;

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

Agriculture	Employee	Member of the public	Self employed	Total
	7	3	20	30

7. Representation

The Board is represented at several fora:

Environmental	Flood Risk Management	Other
Humberhead Levels Steering Group	Humber Flood Risk Management Steering Group	ADA Technical & Environment Committee
Humberhead Levels Partnership Group	Isle of Axholme Implementation Group	ADA Policy & Finance Committee
EA/ADA Eel Liaison Group	EA - CIRIA Partnership Funding Opportunities	

8. Date of next meeting

5 February 2018, 21 May 2018, 12 November 2018.

9. APPENDIX A – External Audit 2016/17

A copy of the completed report 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:

SCUNTHORPE & CAWSBOROUGH WATER MANAGEMENT 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:

12/06/2017

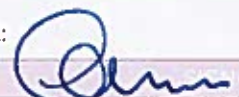
and recorded as minute reference:

2017.39

Signed by Chair at meeting where approval is given:

 SIGNATURE

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:

SCUNTHORPE & GAINSBOROUGH WATER MANAGEMENT BOARD

	Year ending		Notes and guidance
	31 March 2016 £	31 March 2017 £	
1. Balances brought forward	469353	647556	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	446860	446818	Total amount of precept (or for IDBs, rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	211247	140171	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	21480	22436	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	108516	99145	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).
6. (-) All other payments	349908	435705	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	647556	677259	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	680463	735176	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	2239000	3464000	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	927133	871787	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:

12/06/2017

and recorded as minute reference:

2017-42

Signed by Chair at meeting where approval is given:

 SIGNATURE

Section 3 – External auditor report and certificate

In respect of:

Enter name of
smaller authority here:

SCUNTHORPE & GAINSBOROUGH WATER MGMT 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 (HU0205)

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:

We note that the Board does not hold copies of annual declarations of interests for all of its members. Maintaining such information would ensure improved accountability to the public by 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:

SCUNTHORPE & GAINSBOROUGH WATER MANAGEMENT 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.	✓		
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)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

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 CAINE - FCCA - CHARTERED CERTIFIED ACCOUNTANTS

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

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.

10. APPENDIX B – Internal Audit Report 2016/17

A copy of the Internal Auditor's report can be found over the following pages.

Scunthorpe & Gainsborough Water Management Board

Report of the Internal Auditor on the internal controls of the Drainage Board for the year ended 31st March 2017.

Dear Sirs

We have audited the Internal Control System of Scunthorpe & Gainsborough Water Management Board operational for the year ended 31st March 2017.

1) Scope and Responsibility

The Board is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively. The Board also has a duty to make arrangements to secure continuous improvements in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.

In discharging this overall responsibility, the Board is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Boards functions and which includes arrangements for the management of risk.

2) The Purpose of the System of Internal Control

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives; it can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of the Boards policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

3) The Internal Control Environment

The key elements of the internal control environment, which the Board have addressed, are in ensuring that they:

- ☐ Prepare its accounting statements in the way prescribed by law.
- ☐ Make proper arrangements and accept responsibility for safeguarding public money and resources in its charge.
- ☐ Have only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it has done so.
- ☐ Have given all persons interested the opportunity to inspect and ask questions about the board's accounts.
- ☐ Considered the financial and other risks it faces and has dealt with them properly
- ☐ Arranged for a competent person, independent of the board's financial controls and procedures, to give an objective view on whether these meet the needs of the board and reviewed the impact of this work.
- ☐ Responded to matters brought to its attention by internal and external audit.
- ☐ Disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.

4) Review of Effectiveness

JBA Consulting are Clerks to the Board. Certain procedures are prescribed by statute. Our internal audit has covered the procedures and controls exercised by JBA over the Drainage Board. Our audit has been carried out on a test basis.

An assessment of the risks facing the organisation is being updated by JBA on an ongoing basis. This is then discussed with ourselves and reviewed on an annual basis and updated further as appropriate. The risk assessment is summarised using the following heads:

- ☐ Governance
- ☐ Operational
- ☐ Financial
- ☐ External
- ☐ Compliance with Law and Regulation

The risks identified are categorised depending on the assessment of their impact on the organisation and their likelihood of occurrence. Each area is been attributed an:

- ☐ A Denoting immediate action, or
- ☐ B Denoting consider action and have a contingency plan, or
- ☐ C/D Consider action or keep under periodic review.

The risk assessments are also currently reviewed and discussed as part of the 'Review of the Effectiveness of the System of Internal Audit' meeting, which currently takes place annually in November.

In addition further work has been carried out in establishing the administrative and accounting procedures in terms of segregation of duties and recording of financial information.

Specific Internal audit review work

The following areas relevant to Scunthorpe & Gainsborough Water Management Board were reviewed in detail in line with the principal of ensuring the standards and characteristics of an effective internal control system are evident:-

The Board's governance arrangements should include and ensure

- There is clarity of purpose and strategic direction.
- They act within their legal framework.
- Roles of officers and board members are clear and documented.
- Decisions are transparent and clearly reported
- Conduct of Board members and officers is of a high standard.

The Board's decision-making framework should include and ensure

- The board has a scheme of rules, including standing orders, which have been subject to minister approval.
- The make up of the board is in accordance with the land drainage act 1991.
- Adequate minutes of all board meetings are maintained.
- Adequate financial regulations are in place and followed.
- No conflicts of interest are evident.

Budgets

The budget process undertaken by the board is reviewed in detail during the course of our internal audit work. This incorporates both the process itself and details comparison between the budget set and actual income and expenditure. This culminates in the calculation of any variances and then ascertaining the reasoning and explanations for these variances.

This is underpinned by the budgetary work undertaken on an ongoing basis during the course of the year by the clerks to the board as follows:

- On a monthly basis the sage 200 software is exported through to the formal accounts produced in order to ensure all items of income and expenditure are included.

- The figures from the accounts are then pulled through to the approved budget statement and a percentage comparison from budget to actual is calculated automatically on the spreadsheet.
- This is then reviewed fully by the clerk to assess the ongoing budgetary position.
- Reporting to the board can then be undertaken promptly as necessary.
- Within the November meeting all budget reports and reviews updated at that point in time are included within the meeting papers for discussion and ultimate approval.

Change to Internal Control Procedures

During the year under review the internal control system relating to purchase invoices was updated. This was mainly necessary to adapt the current system to cater for the increasing number of suppliers who submit their invoices to the board electronically.

Once received all purchase invoices (whether received electronically or posted and then scanned in) are held in a folder named awaiting authorisation. These are then moved to a folder awaiting input, then through awaiting payment until ultimately being moved to an account paid folder.

Moving forward no hard copies of purchase invoices will be kept.

Our internal control system notes have been fully updated to reflect the above.

5) Significant Internal Control Issues

In general, the Drainage Board is underpinned by a sound management and operational structure through the offices of JBA Consulting.

The following areas are identified as risk areas:

Risk areas

Comments in relation to specific areas highlighted above

Decision-making: -

The percentage of income contributed in respect of the special levies for the year ended 31st March 2017 represents around 62% of consistent total income.

At the June 2016 meeting, there were 5 appointed and 9 elected members present (36% appointed member percentage), the November 2016 meeting 6 appointed and 7 elected members present (46% appointed member percentage), and at the February 2017 meeting 5 appointed and 7 elected members present (42% appointed member percentage).

At the board meetings narrated above any decision-making was undertaken without the necessary input from appointed members due to the above noted attendance statistics at the meetings.

It is noted that all none attendance of the appointed members is reported to the council and that it is not possible to essentially force individuals to attend meetings. However, this is a risk area to the board's decision-making process and as stated previously needs to be considered and addressed.

We would therefore suggest that the above is discussed at the earliest opportunity.

The overall make-up of the board is in accordance with the percentage of drainage rates to special levy income so the issue is purely one of attendance.

Other risk areas

Financial Risk

Reserves

We emphasise the importance of maintaining the strategic plan and the continuing monitoring of reserves in line with this in order to ensure ultimate protection of the boards reserves moving forward.

As at 31st March 2017 the revenue reserves of the board stood at £422,877. This represents approximately 11 months of current consistent expenditure which when reviewing future budget calculations appears reasonable at this stage.

Bank mandate/Natwest bankline payment system

During the year an electronic payment system has been operated (BACS) in respect of making payments to creditors.

This system incorporates a two-tier authorisation process of the payments, which involves first stage authorisation from the chairman directly via the bankline system and second stage authorisation via the clerk.

We have assessed the control procedures in place in respect of the bankline system and with the two-tier authorisation system in place the instruction within the bank mandate are being maintained.

Whilst risk in this area cannot be totally eliminated, the system being operated is robust and keeps risk down to an acceptable level.

In addition to the current control procedures in place we have recommended to the clerk to the Board the following in respect of any change of bank account details for existing suppliers and for any new suppliers to the Board: -

1. Insist on written and signed confirmation from the supplier.
2. No electronic communication in respect of the change be accepted.
3. Request that an authorised individual known to the Board and Clerk, personally deliver the signed document to the Clerks offices.

We would recommend to the Board that the above additional procedure be approved at the earliest opportunity.

We have maintained the undertaking of additional extensive walk through testing of the bankline system for the year ended 31st March 2017, no issues have arisen and our sample tests suggest that the current system is working effectively.

System back up Procedures

In line with the above internal control change and the Boards whole reliance on electronic data files (E.g. Sage 200) we have undertaken a renewed review of the data recovery system of the clerks to the board.

Our conclusion is that the system is acceptable and includes an offsite data backup facility. Recognised anti-virus software is being operated to reduce risk in this area.

We have updated our internal control system notes to reflect the current above procedures.

Brodericks GBC
Chartered Certified Accountants and
Registered Auditors
Melbourne House
27 Thorne Road
Doncaster
DN1 2EZ

Dated: 5th June 2017



11. APPENDIX C – Contractor Progress Reports

11.1 2016 Progress Report

A copy of the report can be found over the following pages.

	Original Value	Sep-16		Oct-16		Nov-16		Dec-16	
Description	m	%	Total	%	Total	%	Total	%	Total
Susworth & Jenny Hurn Catchments									
Sennefleet Drain	322	0%		100%	Susworth Tributary	0%		0%	
North Ings Drain	1685	57%	Susworth Tributary	43%	Susworth Tributary	0%		0%	
Lump Holes Drain	687	0%		100%	Susworth Tributary	0%		0%	
Susworth New Cut	1369	100%	Priority	0%		0%		0%	
South Ings Lane Drain	1447	43%	Priority	57%		0%		0%	
Outgangs Drain	577	0%		100%	Susworth Tributary	0%		0%	
Intake Drain	1275	0%		100%	Susworth Tributary	0%		0%	
East Ferry Drain (N)	906	0%		100%	Laughton Tributary	0%		0%	
East Ferry Ings Drain (S)	1865	7%	Laughton Tributary	93%	Laughton Tributary	0%		0%	
South Ings Lane Drain (Trib)	670	0%		100%	Laughton Tributary	0%		0%	
Laughton Outfall Drain	1682	52%	Priority	48%		0%		0%	
Jenny Hurn Drain	2988	0%		57%	Priority	43%	Crops Earlier	0%	
Engine Drain	1319	0%		100%	Jenny Hurn Tributary	0%		0%	
Hornsey Hill Drain	794	0%		100%	Jenny Hurn Tributary	0%		0%	
Whoofer Approach	426	0%		100%	Jenny Hurn Tributary	0%		0%	
Whoofer Lane Drain	1038	0%		0%		100%	Crops Earlier	0%	
Ravensfleet Warping Drain	2851	0%	Priority	0%		0%		0%	
Blyton Warping Drain	1271	100%	Priority	0%		0%		0%	
Ravensfleet Catchment									
Princess Drain	837	100%	Ravensfleet Tributary	0%		0%		0%	
Stockwith North Sewer	975	100%	Ravensfleet Tributary	0%		0%		0%	
Stockwith Sewer	1696	8%	Ravensfleet Tributary	0%		0%		0%	
Cross Drain	1558	100%	Ravensfleet Tributary	0%		0%		0%	
Walkerith Drain	1372	100%	Ravensfleet Tributary	0%		0%		0%	
Wood Close Drain	1850	61%	Ravensfleet Tributary	0%		0%		0%	
Plowlands Drain	564	100%	Ravensfleet Tributary	0%		0%		0%	
Ten Foot Drain	1491	26%	Ravensfleet Tributary	0%		0%		74%	Single Section
Morton Warping Drain	4671	86%	Ravensfleet Tributary	0%		0%		14%	Single Section
Wharton Road Drain	426	100%	Ravensfleet Tributary	0%		0%		0%	
Morton Cross Drain	261	100%	Ravensfleet Tributary	0%		0%		0%	
Little Catchwater Drain	1977	100%	Ravensfleet Tributary	0%		0%		0%	
Thonnack Hall Drain	412	100%	Ravensfleet Tributary	0%		0%		0%	
Wharton Gate Drain	653	100%	Ravensfleet Tributary	0%		0%		0%	
New Cut - Un-named Drain	113	100%	Ravensfleet Tributary	0%		0%		0%	
Hawcrofts Drain	1506	100%	Ravensfleet Tributary	0%		0%		0%	
Thonnack Lane Drain	182	100%	Ravensfleet Tributary	0%		0%		0%	
Earles Drain	983	100%	Ravensfleet Tributary	0%		0%		0%	
Morton Poor Drain	1069	53%	Ravensfleet Tributary	0%		0%		0%	
Gravity Catchment									
Mellcarr	1398	0%		100%	Single Section	0%		0%	

North Moor Drain	516	0%		0%		0%		0%	
Becks Drain	772	0%		0%		0%		0%	
Laughton Highland Drain	7048	0%		60%	Priority (Downstream Section).	0%		40%	Single Section
Laughton Beck	721	0%		0%		0%		0%	
Laughton Village Drain	703	0%		100%	Laughton Tributary	0%		0%	
Laughton Ings Drain	1488	0%		0%		0%		100%	Levelling Works
Humble Carr	1319	0%		0%		0%		0%	
Lea Marshes Drain	2740	0%		0%		10%		0%	
Corringham Beck	1637	0%		0%		100%	Corringham Area	0%	
Aisby Beck	1018	0%		0%		100%	Corringham Area	0%	
River Eau	1465	0%		0%		100%	Corringham Area	0%	
Yawthorpe Beck	1695	0%		0%		100%	Corringham Area	0%	
Northorpe Beck	975	0%		0%		100%	Corringham Area	0%	
Horse Pasture	2972	0%		65%	Kirton Area	0%		0%	
Manton Sewer	3739	0%		100%	Kirton Area	0%		0%	
Stray Garth Drain	1014	0%		100%	Kirton Area	0%		0%	
Cow Pasture Drain	1582	0%		100%	Kirton Area	0%		0%	
Off Cow Pasture	795	0%		100%	Kirton Area	0%		0%	
Ings Drain (Kirton Lindsey)	2638	0%		100%	Kirton Area	0%		0%	
Hawcroft (Kirton Lindsey)	360	0%		100%	Kirton Area	0%		0%	
Dar Beck	286	0%		100%	Kirton Area	0%		0%	
Extra Works									
Description									
De-silting Ravensfleet Warping Drain		100%							
De-silting Plowland Drain		100%							
Laughton Ings Drain Levelling Works						100%			
Stockwith Sewer Road Works									
Morton Poor Drain Road Works									
Laughton Beck drain clearance and earth levelling								100%	
Laughton Highland Levelling Works								100%	
			-		-		-		-



11.2 2017 Progress Report

A copy of the report can be found over the following pages.

			Original Value		Invoice No.1 (September 2017)		Invoice No.2 (October 2017)	
Cluster	Item No	Description	Qty	Unit (m)	Qty Complete	Total	Qty Complete	
		Susworth & Jenny Hurn Catchments						
Ext	8.1	Sennefleet Drain	322		0%	£ -	100%	
Ext	8.2	North Ings Drain	1685		50%	£ 1,053.13	30%	
Ext	8.3	Lump Holes Drain	687		0%	£ -	0%	
Ext	8.4	Susworth New Cut	1369		100%	£ 1,711.25	0%	
Ext	8.5	South Ings Lane Drain	1447		50%	£ 904.38	35%	
Ext	8.6	Outgangs Drain	577		0%	£ -	0%	
Ext	8.7	Intake Drain	1275		100%	£ 1,593.75	0%	
Ext	8.8	East Ferry Drain (N)	906		100%	£ 1,132.50	0%	
Ext	8.9	East Ferry Ings Drain (S)	1865		0%	£ -	70%	
Ext	8.1	South Ings Lane Drain (Trib)	670		0%	£ -	0%	
Ext	8.11	Laughton Outfall Drain	1682		0%	£ -	100%	
Ext	8.12	Jenny Hurn Drain	2988		0%	£ -	100%	
Ext	8.13	Engine Drain	1319		0%	£ -	100%	
Ext	8.14	Hornsey Hill Drain	794		0%	£ -	100%	
Ext	8.15	Whoofer Approach	426		0%	£ -	100%	
Ext	8.16	Whoofer Lane Drain	1038		0%	£ -	100%	
Ext	8.17	Ravensfleet Warping Drain	2839		70%	£ 2,484.13	100%	
Ext	8.18	Blyton Warping Drain	1271		100%	£ 1,588.75	0%	
		Ravensfleet Catchment						
6	9.1	Princess Drain	837		0%	£ -	100%	
6	9.2	Stockwith North Sewer	975		100%	£ 370.50	0%	
6	9.3	Stockwith Sewer	1696		50%	£ 322.24	0%	
6	9.4	Cross Drain	1558		40%	£ 236.82	60%	
6	9.5	Walkerith Drain	1372		0%	£ -	65%	
6	9.6	Wood Close Drain	1850		0%	£ -	90%	
6	9.7	Plowlands Drain	314		0%	£ -	100%	
6	9.8	Ten Foot Drain	1491		0%	£ -	20%	
6	9.9	Morton Warping Drain	4671		0%	£ -	45%	
6	9.1	Wharton Road Drain	426		0%	£ -	100%	
6	9.11	Morton Cross Drain	261		0%	£ -	100%	
6	9.12	Little Catchwater Drain	1977		0%	£ -	95%	
6	9.13	Thonnack Hall Drain	412		0%	£ -	0%	
6	9.14	Wharton Gate Drain	653		0%	£ -	0%	
6	9.15	New Cut - Un-named Drain	113		0%	£ -	0%	
6	9.16	Hawcrofts Drain	1506		0%	£ -	0%	



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