



Goole & Airmyn

Internal Drainage Board

The Courtyard
Goole
DN14 6AE

Meeting *Papers*

Tuesday 14 November 2017
5:00pm



Shire

Group of IDBs


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Meeting Papers

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Clerk to the Board

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 14 June 2017

Member	11.2.20 16	24.3.20 16	23.6.20 16	01.09.20 16	01.11.20 16	08.02.20 17	16.06. 27
Mrs Rosemary J Webster (Chair)	✓	✓	✓	✓	✓	x	✓
Mr John Richard Fawbert	✓	✓	A	A	✓	x	
Mr G W Martinson	✓		-				
5 VACANCIES							
East Riding of Yorkshire							
Mrs Rita Brough	✓	✓	✓	✓	✓	x	✓
Cllr Malcolm Boatman	✓	✓	✓	✓	✓	x	A
Cllr Keith Moore (V Chair)	✓	✓	✓	✓	✓	A	✓
Cllr Brent Huntington	A	A	✓	✓	✓	x	✓
Cllr Josie Head	A	✓	✓	✓	✓	x	A
Mick Head (ER)	✓	✓	-	✓	A	A	
Stephen Harrison		✓	A				Resigned
Cllr Caroline Fox	✓	✓	✓	✓	A	A	A
2 VACANCY							



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

Ian Benn (Clerk)	Cl.
Craig Benson (Finance Officer)	FO
Roger Smith (Engineer)	Eng.
Alison Briggs (Environment & Administration)	EO

2017.27 Apologies for absence - received from Caroline Fox, Josie Head and Mally Boatman. Richard Fawbert's apologies were received through the Chair. Mr S Harrison resigned from the Board following the last meeting. Members discussed actively encouraging landowners to join the Board and the difficulties in doing so.

2017.28 Declaration of Interest - None received. Brief discussion on pecuniary and non-pecuniary interests and the suggestion of training sessions for Members

2017.29 Minutes of Meeting 8 February 2017 - KM proposed Minutes as true record for signature by Chair, seconded RB, all in agreement

2017.30 There were no matters arising not discussed elsewhere on the Agenda

2017.31 FOI request and complaints - None.

CLERKS REPORT

The Clerk's Report, copies of which had been circulated to members with the Meeting papers, was considered. All matters in the paper are for information only.

2017.32 Environment Agency - Humber Flood Risk Management Strategy – BH concerned the strategy now includes the tidal rivers where it had not been included previously. Working toward Total Catchment Management would suggest to a layman that it should always have been included. Cl confirmed main focus still on Estuary itself and no additional funding will be available. Members noted Goole lay in a precarious position sandwiched between two tidal rivers of Aire and Don. BH wondered if those involved were capable of delivering the Humber Flood Risk Management Strategy. BH advised of flood alert for Upper Derwent, 10 minutes later Lower Derwent which included Howden area and minutes later on the river Foulness. Cl. Advised key issue was to defend estuary from tidal influence particularly associated with sea level rise.

FINANCIAL REPORT

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

2017.33 Rate Collection - Noted all rates had been collected at y/e 31.3.2017. Of drainage rates and special levies issued totalling £253,291.11, 79.65% of drainage rates have been collected and 50% of special levies. Balance outstanding as at today is £125,052.73

2017.34 List of Payments - Members considered List of Payments noting total of £57,344.02 of which £5,398.81 had been sanctioned by Clerk only. Other payments directly from the bank account totalled £8,432.80. BH queried telemetry invoice, confirmed a payment was made up front, this is the remainder which includes VAT of which the Board reclaims. KM moved list of payments approved.

2017.35 Audit – Members advised completed, no issues arising but awaiting issue of the formal report

2017.36 Annual Return – Section 1 Annual Governance Statement. Following review, KM proposed the Board approve Section 1 of the Annual Return, BH seconded, all in agreement.

2017.37 Budget comparison for y/e 31.3.2017. FO took Members through the out-turn figures

2017.38 Accounts for y/e 31.3.2017 – draft accounts had been issued with the papers however the Final Accounts were now available, the FO had been waiting for details of interest. Members noted legal fees within administration had been higher than planned for. Members noted y/e monies available in the account are in surplus. KM proposed approval of accounts as presented, BH seconded, all in agreement



- 2017.39** Annual return Section 2 Accounting Statements - following review, KM proposed, BH seconded, all in agreement.
- 2017.40** KM apologised and left the meeting. The Board continued with the meeting although at this time was not quorate, there were no complex resolutions required that could not fall within the Chairman's remit.
- 2017.41** Five-year budget estimate – BH noted issues may arise following asset survey and it was appropriate savings were building.
- 2017.42** Insurance – FO further reported on the weedscreen failure at New Potter Grange and issues with the insurer. FO produced copy correspondence between NFU and former Clerk and Engineer which included Board requirements for the weed screen. When produced, the policy did not include that. Waiting for NFU complaint procedure to be completed. Members expressed surprise that when pump infrastructure inspected, the NFU engineer did not advise of other equipment included within the station site.

ENGINEER'S REPORT

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

- 2017.43** Asset Management – asset condition survey is underway as previously noted.
- 2017.44** Pumping Stations – Outfall at Downes Ground. Noted quotation received, additional quotations are being sought as the quotation was higher than anticipated.
- 2017.45** Telemetry – been very useful particularly during period of very dry weather and manipulation to provide for abstractions.
- 2017.46** Ordinary watercourse – enquired of Martinsons, Sweetings, Ebsford Environmental, Colwill, 27km of drain maintenance being quoted against. Once tender return date has been reached, the Engineer will deal with the tender opening with the Chairman.
- 2017.47** Westborne Grove Dyke – BH commented on email received regarding trees overshadowing her property advising part of trunk within the dyke. Eng reported not an open watercourse, the drain is culverted at that point, however work has previously been undertaken, the responsibility lies with the riparian owner. ERYC has now put inspection chambers into the culvert.
- 2017.48** BH noted wooden fence at New Potter Grange broken and requires mending. **ACTION: Eng. to progress.** Members discussed Peter Ward fencing shown in Environmental report to be in breach of Board byelaws which prohibited Board ability to undertake drain maintenance. **ACTION: Eng. to contact architect and arrange for removal**

ENVIRONMENTAL REPORT

The Environmental Report, copies of which had been circulated to members with the Meeting papers, was considered. The report was for information only with the exception of resolution in respect of additional BAP suggestions.

- 2017.49** Biodiversity Action Plan – Members noted the extent of surveys undertaken during the spring. Additional Species Action Plans for bats, grass snake and invertebrates. EO advised of the small actions that could be taken which could result in disproportionate environmental benefits. Members agreed the EO should progress with the initiative.

Health & Safety Report

- 2017.50** Members noted the Clerk had presented workshops over two days at FloodEx.
- 2017.51** Accidents and Incidents – Members noted issue referred to previously regarding the weed screen
- 2017.52** Lone Worker Arrangements – Members noted the EO used a lone worker Identicom device which worked well.



Representation

2017.53 Members noted the fora at which the Board had been represented

Date of Next Meeting

2017.54 1 November 2017 commencing 17.00 at The Courtyard, Goole, DN14 6AE. BH would be unable to attend. Changed to Tuesday 14th November 2017. Meeting closed 19:30.

1.4 Matters arising not discussed elsewhere on Agenda

1.5 FOI/Complaints

Goole & Airmyn IDB											
Epsom House, Malton Way, Adwick le Street, Doncaster DN6 7FE											
Register of Complaints						Dealt With	Pending	Outstanding			
Status	Date Received	Submitted By:-	Acknowledged By:-	Format	Concerning	Nature of Complaint/FOI request	Dealt with by:-	Response / Action Taken	Matter resolved to satisfaction of	Location of Correspondence	Date of response
FOI	02.10.2017	Airmyn PC	AB	email	Drains within Airmyn area	Date of last survey Airmyn village, map of watercourses within Airmyn Parish, responsibility of Airmyn PC	AB	Details of 2017 watercourse survey dates, location of map and other information provided	Believed so	2015s3683-04-L003-001	02.10.2017

Details are available at Appendix A

1.6 IDB Review East Riding of Yorkshire Council

The Clerk and Environment Officer attended a meeting with ERYC Overview & Scrutiny Review Panel early 2017. The report on operations, governance and clerking arrangements is available as a separate document for Member perusal.

The recommendations received by ERYC full Council on 11 October 2017 were:

Recommendation 1:

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

Recommendation 2:

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

Recommendation 3:

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

Recommendation 4:

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

Recommendation 5:

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

Recommendation 6:

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

Recommendation 7:

"That Internal Drainage Board members newly appointed by the Council be provided with a

briefing regarding their role and remit on drainage boards and operations of Internal Drainage Boards and that appointed members be proactive in seeking an induction from the Clerk of their Internal Drainage Board.”

Recommendation 8:

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

Recommendation 9:

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

Recommendation 10:

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

Recommendation 11:

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

1.7 Board Membership

The following text was taken from the Minutes of Airmyn Parish Council meeting of April 2017 available at:

http://www.airmynparishcouncil.org.uk/images/ACAMinutes/2017/2017_04_APC_Minutes.pdf and was also detailed in the Airmyn Parish News Volume 18 Issue 05 available at http://www.airmynparishcouncil.org.uk/images/airmynnews/June_17_newsletter.pdf.

Minutes of the Airmyn Parish Council meeting held on Wednesday 12 April 2017 at 7.00pm, in the RL Walker Room, Airmyn Memorial Hall. Councillors present were S Hayward(Chair), C Fox and P Gardner. 4 members of the public and the PCSO S Chandler.

11/1718 Ward Councillor report.Residents are also needed to sit on the Goole and Airmyn Drainage Board as this is also an example of people spending our money without any representation from the village. A letter will be drafted and delivered to every house to explain how new parish councillors are vital for the good of the village.

It appeared attendees were not advised that Cllr C Fox, resident of Airmyn, Member of Airmyn Parish Council, Ward Councillor, of her position on the Board. The News Letter referred was produced and distributed around the village, of which there is approximately 328 households.

Correspondence was sent to the Clerk of the Parish Council expressing disappointment Cllr Fox’s position was not made clear within the meeting and detailing the election procedure to be followed by all IDBs as set out in the Land Drainage Act 1991 (as amended). The Parish Council subsequently advised there had been an error in the Minutes which have now been rectified. Cllr Fox since tendered her resignation from the Board due to a burgeoning work load.

Correspondence is available at Appendix B.



1.8 Board Key Performance Indicators

The table presents a reasonable assessment of Board status.

Goole & Airmyn IDB Key Performance Indicators		Inadequate	Work to be done	Adquate	Good	Very good
Management of the Board	Compliance with internal audit requirements					
	Governance					
	Health & safety					
	Partnership working					
	OVERALL					
Reduction of water logging and flood risk to assets	Asset management					
	Flood Risk management					
	Flooding - learning					
	OVERALL					
Environment	Biodiversity Action Plan					
	Water Framework Directive					
	Partnership working					
	OVERALL					
Financial	Financial statements					
	Drainage rate collection					
	OVERALL					

2. Clerks Report

Recommendation:

- Note information contained in the 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 Humber Flood Risk Management Strategy

Draft Objectives

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

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

With our partners:

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



2.5 Association of Drainage Authorities (ADA)

2.5.1 Technical & Environment Committee

Discussions surrounded:

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

2.5.2 ADA Policy & Finance Committee

Discussions surrounded:

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

2.5.3 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

2.5.5 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

3. Financial Report

Recommendations:

- To note the information contained in this report
- 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		NIL
2017/2018 Drainage Rates and Special Levies		
Drainage Rates – District 1	192.19	
Drainage Rates – District 2	5,179.92	5,372.11
Special Levies – East Riding of Yorkshire Council	247,919.00	247,919.00
Total Drainage Rates Due		<u>253,291.11</u>
Less Paid: -		
Drainage Rates – District 1	192.19	
Drainage Rates – District 2	4,820.84	5,013.03
Special Levies – East Riding of Yorkshire Council	247,919.00	247,919.00
Total Drainage Rates Paid		<u>252,932.03</u>
Paid Refund		<u>48.58</u>
Balance Outstanding as at 27th October 2017		<u>407.66</u>

3.2 List of Payments

3.2.1 Cheques

DATE		CHEQUE	REF	PAYEE	DESCRIPTION	TOTAL	
		NO.				CHEQUE	
2017						£	
Jun	2nd	104476	4,6,8,9	JBA Consulting	Fee Accounts: -		
					Management Fees - Mar 2017	3,960.00	
					BAP Implementations - Mar 2017	1,010.70	
					Management Fees - April 2017	3,420.00	
					BAP Implementations - April 2017	63.60	
	28th	104477	-	James Cowling	Rates	48.58	*
Jul	3rd	104478	16	Environment Agency	Flood Defence Levy	17,215.00	
		104479	14-15	JBA Consulting	Fee Accounts: -		
					Management Fees - May 2017	3,240.00	
					BAP Implementations - May 2017	459.78	
		104480	18-23	Towergate Insurance	Insurances	6,245.79	
	13th	104481	24	Brodericks GBC	Internal Audit Fee 2016/17	1,314.00	*
		104482	11,25	Danvm Drainage Commissioners	Workforce Costs - April & May 2017	576.70	*
		104483	118	Doncaster East IDB	Land Registry Searches, etc.	31.10	*
		104484	26	The Courtyard	Meeting Expenses	37.50	*
Aug	10th	104485	29	Danvm Drainage Commissioners	Workforce Costs - June 2017	727.57	
		104486	27,30	JBA Consulting	Fee Accounts: -		
					Management Fees - June 2017	3,240.00	
					Management Fees - July 2017	3,240.00	
Sep	12th	104487	31,37	Danvm Drainage Commissioners	Workforce Costs - July & August 2017	1,256.16	
		104488	36	Environment Agency	Flood Defence Levy	17,215.00	
		104489	38	JBA Consulting	Management Fees - August 2017	3,240.00	
		104490	35	PKF Littlejohn LLP	Audit Fee 2016/17	960.00	
	21st	104491	50	ADA Northern	Contributions	150.00	*
		104492	41-2	Danvm Drainage Commissioners	Pumping Station Clearances (DW Foster), etc.	1,007.36	*
		104493	43	Humber Nature Partnership	Membership Fees	120.00	*
				Total Amount of all Cheques		68,778.84	
				*Total Amount of Cheques sent out signed by the Clerk's		3,285.24	

3.2.2 Other Payments

DATE		REF	PAYEE	DESCRIPTION	TOTAL
					CHEQUE
2017					£
May	10th	46	O2	Mobile Telephone	11.86
	15th	5	Vodafone	Telemetry Lines	45.00
	19th	-	HSBC	Bank Charges	17.70
	22nd	7	Woldmarsh Producers Ltd	Supply to Orchard Cottage PS	477.14
				Membership Fees	80.12
Jun	9th	47	O2	Mobile Telephone	11.86
	16th	10	Vodafone	Telemetry Lines	45.24
	18th	-	HSBC	Bank Charges	12.90
Jul	12th	48	O2	Mobile Telephone	11.86
	14th	33	Vodafone	Telemetry Lines	45.24
	21st	-	HSBC	Bank Charges	7.60
Aug	9th	49	O2	Mobile Telephone	11.86
	14th	45	Vodafone	Telemetry Lines	72.96
	18th	28	Information Commissioner	Data Protection Registration	35.00
		-	HSBC	Bank Charges	13.20
	21st	32	Woldmarsh Producers Ltd	Supply to Orchard Cottage PS	1,345.14
				Supply to Hook Clough PS	349.32
				Supply to Downes Ground PS	1,572.84
				Supply to Potter Grange PS	2,141.89
				Supply to Southfield Lane PS	561.26
				Membership Fees	34.76
Sep	11th	39	O2	Mobile Telephone	11.86
	12th	33	Vodafone	Telemetry Lines	45.24
	18th	-	HSBC	Bank Charges	7.60
	20th	34	Woldmarsh Producers Ltd	Supply to Orchard Cottage PS	457.08
				Supply to Hook Clough PS	369.52
				Supply to Downes Ground PS	370.56
				Supply to Southfield Lane PS	593.70
				Supply to Potter Grange PS	2,268.26
Total Amount of all Payments					11,028.57

3.3 Audit

3.3.1 External Audit

The external audit is complete and the auditor comments along with the annual return is shown at Appendix C.

3.3.2 Internal Audit

The internal audit of the Board's financial statements has been completed and the auditor's report is shown at Appendix D.

3.3.3 Internal Audit Review Meeting

This meeting will take place on 27 November 2017.

3.4 Budget Comparison for the Year Ended 31 March 2018

The comparison of the expenditure incurred against the budgeted total is shown over the page.

ESTIMATES FOR THE YEAR ENDING 31ST MARCH 2018					
2017/18				24/10/2017	2017/18
Approved Estimate		Budget Todate			% of Budget
£	£	£	£		
INCOME					
Drainage Rates on District 1:-					
5,372		4,925		4.9p in £ on Av of £4,054	92%
Drainage Rates on District 2:-					
				4.9p in £ on Av of £107,292	
Special Levies					
East Riding of Yorkshire - District 1					
247,919		123,960		4.9p in £ on Av of £4,977,159	50%
East Riding of Yorkshire - District 2					
				4.9p in £ on Av of £72,755	
Other Income:-					
20,000		21,752		Department of Transport	109%
50		150		Other Income	300%
0		0		Grant in Aid	0%
0	273,341	0	150,786	Bank Interest	0%
					55%
EXPENDITURE					
70,926		51,645		Environment Agency Precept	73%
7,374		7,374		Board Loans	100%
10,000		35		New Works and Improvement	0%
51,372		30,864		Administration	60%
5,500		2,058		Other Expenditure	37%
28,000		0		Drain Maintenance	0%
38,000	211,172	13,970	105,946	Pumping Stations	37%
					50%
	62,169		44,840	Surplus - (Deficit)	72.13%
	20,536		37,341	Balance Brought Forward	181.83%
	82,705		82,181	Balance Carried Forward	



3.5 Five Year Budget Estimate

Goole & Airmyn IDB	0	0	1	2	3	4	5
Revenue Account	2017/18	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
	App Budget	Estimated Out-turn					
Income	£	£	£	£	£	£	£
Drainage Rates	5,372	5,372	5,372	5,372	5,372	5,372	5,372
Special Levies	247,919	247,919	247,919	247,919	247,919	247,919	247,919
Highways England Contribution	20,000	21,752	20,000	20,000	20,000	20,000	20,000
Bank Interest, consents etc	50	170	50	50	50	100	100
Total Income	273,341	275,213	273,341	273,341	273,341	273,391	273,391
Expenditure							
Flood Defence Levy	70,926	68,860	70,926	73,054	75,245	77,503	79,828
New and Improvement Works	10,000	15,035	-	-	-	-	-
Drain Maintenance	31,000	31,000	29,000	29,870	30,766	31,689	32,640
Other Expenditure	2,500	2,500	3,000	3,090	3,183	3,278	3,377
Pumping Stations	38,000	38,100	38,350	39,501	40,686	41,906	43,163
Administration	51,372	48,399	52,358	53,929	55,547	57,213	58,929
PWLB Loan	7,374	7,374	7,374	7,374	7,374	7,374	7,374
New Loan							
Total Expenditure	211,172	211,268	201,008	206,817	212,800	218,963	225,311
Surplus/(Deficit)	62,169	63,945	72,333	66,524	60,541	54,428	48,081
Balance Brought Forward	20,536	37,342	101,287	123,620	140,145	150,686	155,114
Transfer to/from Com Sum Accounts	-	-	-	-	-	-	-
Transfer to Capital Reserve Acc	-	-	50,000	50,000	50,000	50,000	40,000
Balance Carried Forward	82,705	101,287	123,620	140,145	150,686	155,114	163,194
Penny Rate in £	4.80p	4.80p	4.80p	4.80p	4.80p	4.80p	4.80p
Penny Rate £52,769	4.80p	4.80p	4.80p	4.80p	4.80p	4.80p	4.80p
Commuted Sum Balance	193,057	193,057	193,057	193,057	193,057	193,057	193,057
Capital Reserve Account	9,500	6,732	56,732	106,732	156,732	206,732	246,732
% of Expenditure	39.16%	47.94%	61.50%	67.76%	70.81%	70.84%	72.43%

	2017/18	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
Capital Reserve Account	App Budget	Estimated Out-turn					
	£	£	£	£	£	£	£
Income							
Interest	-	-	-	-	-	-	-
PWLB Loan	-	-	-	-	-	-	-
FGIA Grant							
PS Scheme Contributions							
Total Income	-	-	-	-	-	-	-
Expenditure							
Asset Inspections		3,000					
New Loan - Capital	-	-	-	-	-	-	-
Pumping Station Refurbishment	-	-	-	-	-	-	-
Total Expenditure	-	3,000	-	-	-	-	-
Surplus/(Deficit)	0	(3,000)	0	0	0	0	0
Balance Brought Forward	9,500	9,732	6,732	56,732	106,732	156,732	206,732
Transfer from Revenue		-	50,000	50,000	50,000	50,000	40,000
Transfer from Commuted Sum	-						
Balance Carried Forward	9,500	6,732	56,732	106,732	156,732	206,732	246,732

4. Engineer's Report

Recommendations:

- Note the information contained in this report

4.1 Asset Management

4.1.1 Asset Condition Survey

This work is ongoing.

4.1.2 Pumping Stations

Hook Clough Pumping Station: Due to several vehicle accidents within the vicinity of the pumping station the board have been approached by ERYC to establish the board's requirements for access. The response stated that regular access is required for maintenance, and that when pumping plant is required for refurbishment then an area of hard standing is needed for a crane.

New Potter Grange Pumping Station: The wire stops for the weed screen cleaner have been replaced. It was noted that the previous wire stop was of the incorrect type. A quote has been requested for repairing the existing palisade fence panel.

4.1.3 Telemetry

Southfield Lane Pumping Station: Encountering communication problems with the outstation. Oriol Systems are investigating the situation.

4.2 Maintenance

4.2.1 Pump station MEICA Support

The services of Danvm DC continue to be used.

4.2.2 Ordinary Watercourses

Maintenance Contract:

The requirements were split into two lots as described below and tenders were invited for any combination of lots:

Lot 1 – Removal of Aquatic Vegetation from Bed and Clearance of Culverts in the District

Lot 2 – Flail Mowing and Clearance of Culverts in the District

6 tenders were issued who are known to deliver similar works.

The results were:

Difuria Plant Ltd did not return a tender

Colwill Contract Ltd did not return a tender, correspondence (not a tender) was received after the deadline.

F Martinson did not return a tender.

Ebsford Environmental returned tender document blank prior to the deadline.

Sweeting Brothers Ltd has confirmed through clarification that they have priced the two Lots independently and that Lot 2 will be sub contracted using F Martinson.

Hagrapat's Ltd failed to submit supporting documentation and the tender arrived beyond the submission deadline.

The most economical advantageous tender for Lot One is Sweeting Brother Ltd and for Lot Two is Sweeting Brothers Ltd.

Messrs Sweeting Brothers have been appointed to undertake the watercourse maintenance works within the boards catchment. Messrs Martinson's are sub contracted to undertake the flail mowing works. The maintenance works commenced early August, as of the 10th October the maintenance programme was 80% complete.

4.3 Planning applications and development control

4.3.1 The position of an IDB

An Internal Drainage Board is not a statutory consultee in the Planning Application process undertaken by the Local Planning Authority. However, a Board will endeavour to make comment on weekly Planning Applications in relation to Land Drainage Act 1991 Section 23 and Section 66 (byelaws) related consent requirements.

The Shire Group management team encourages all developers to check if their site falls within a Drainage District and then contact the Board at the earliest possible stage, especially if seeking pre-development advice from the Planning Authority.

4.3.2 Section 23 Land Drainage Act 1991.

Section 23 prohibits obstructions etc. in watercourses and states no person shall erect any mill dam, weir or other like obstruction or erect any culvert that would be likely to affect the flow of any watercourse ... without the consent in writing of the drainage board concerned

Developers may require Board consent for Flood Defence works for a development under Section 23. To consider this type of application for consent, depending on the nature of the site, the Board may require details of the position of any structures (bridges, pipes, ducts, ways of crossing the watercourse, culverts and screens, embankments, walls, outfalls and so on) which may influence local hydraulics and the treatment and volume of any discharge.

Section 23 1(A) Land Drainage Act 1991 indicates consent under this section may be **given subject to reasonable conditions**.

Section 23 3(A) Land Drainage Act 1991 indicates the consent **is not to be unreasonably withheld**

The Land Drainage Act sets out clearly the question of **reasonableness**

For Section 23 Consent, Section 23(5) LDA says if any question arises under this section whether the consent of the drainage board concerned is **unreasonably withheld**, that question shall be referred to a single arbitrator to be agreed between the parties or, failing agreement, to be appointed by the President of the Institution of Civil Engineers.

If there is any contravention of conditions attached to a Section 23 consent, that act of contravention constitutes a nuisance and **notice can be served requiring abatement of the nuisance**. If that doesn't happen the offender is guilty and liable on summary conviction to a fine **not exceeding level 5 on the standard scale (£5,000)** and on further continuance of the nuisance **a further fine not exceeding £40 for every day** on which the contravention or failure is so continued. The Board can remove an obstruction and recover costs from the person in default however this may involve court proceedings. This however is the extent of Board power.

4.3.3 Section 66 Land Drainage Act 1991

Section 66 provides an IDB with the power to make byelaws which state that *no person shall ... introduce any water into any watercourse in the District so as to directly or indirectly increase the flow or volume of water ... without the previous consent of the Board and no person ... shall erect any building or structure whether temporary or permanent, or plant any tree, shrub, willow ... without the previous consent of the Board, amongst other byelaws specific to each IDB.*

Byelaw 3 - Control of Introduction of Water and Increase in Flow or Volume of Water

Byelaw 6 - Diversion or Stopping up of Watercourses

Byelaw 10 - No Obstructions within 9 Metres of the Edge of the Watercourse

Byelaw 15 - Banks not to be Used for Storage

Byelaw 17 – Fences, excavation, pipes etc.

Byelaw 29 – Arbitration. For any breach of Byelaws (work without IDB consent) or consented works not being executed to the satisfaction of the Board, the Institute of Civil Engineers undertake arbitration whose decision shall be binding. For Byelaws 3, 6, 10, 16 or 17 where any person must refrain from doing any act without the consent of the Board, that consent shall not be unreasonably withheld and may be either unconditional or subject to such reasonable conditions as the Board may consider appropriate. Dispute referred to the Institute for Civil Engineers whose decision shall be binding.

4.3.4 Power of an IDB

- An IDB is **not** a Statutory Consultee in the planning process
- An IDB comments on developments within its district to raise Developer awareness of the fact the development is within an IDB District and Board consent may be required both for with Flood Defence works (Section 23 LDA) to the development site and for Board byelaws (Section 66 LDA).
- The Local Planning Authority is not obliged to include any IDB requirements within any permission granted as a Condition
- An IDB may object to a planning permission being granted, the purpose of which is to draw Developer attention to IDB Consent under LDA 1991 as noted above. The Local Planning Authority is not obliged to consider that objection
- An IDB may comment that details of surface water discharge arrangements must be agreed with the Planning Authority in conjunction with the IDB prior to any works commencing on site. The Planning Authority is not obliged to include that as a condition on planning approval.
- Byelaws - An IDB has no powers of enforcement available to it neither can it retrospectively grant consent. Arbitration is through the Institute of Civil Engineers

4.3.5 Sustainable Drainage Systems (SuDS)

It was originally proposed SuDS would be dealt with through the Flood & Water Management Act 2010 and the system would be approved before development commenced by a SuDS approval body (SAB) which would be set up by local authorities. The purpose was to ensure that SuDS are designed to a national standard. Defra has now published non-statutory technical standards for the design, maintenance and operation of SuDS for surface water drainage.

The Flood & Water Management Act required local planning authorities to adopt and maintain approved SuDS which function properly and serve more than one property.

Developers raised concerns that this would cause delays by introducing a second tier of approval to that required through the planning process. Concerns were also expressed that the approval bodies may not be equipped to cope with their legislative duty in a timely fashion causing further delays to development.

Under subsequent Planning Guidance introduced April 2015, local planning authorities are now required to:

- ensure that SuDS are considered within the planning application,
- consult the relevant Lead Local Flood Authority (LLFA) on the management of surface water,
- satisfy themselves that the proposed minimum standards of operation are appropriate
- through planning conditions or obligations, identify clear arrangements for ongoing maintenance of SuDS over the lifetime of the development. The operation and maintenance of the system must be economically proportionate.

Inclusion of SuDS within a development application could be weighted as a reason to approve applications, while those without may be rejected more easily.

SuDS are designed to manage excess rainwater where it falls rather than the traditional approach of channelling it through drains. Examples include ponds, reed beds, drainage channels and porous driveways.

A developer must show that the hierarchy of drainage options have been considered and why certain types of SuDS have been discounted. The hierarchy is:

1. into the ground (infiltration);
2. to a surface water body;
3. to a surface water sewer, highway drain, or another drainage system;
4. to a combined sewer.

It is the responsibility of the LLFA (East Riding of Yorkshire Council for this Board District), to ensure that SuDS options are investigated throughout and to ensure the Developer has made every effort to demonstrate this.

It is the duty of the LLFA to ensure that any matter concerning surface water is dealt with appropriately; usually undertaken in the very early stages of development control and incorporated into the Flood Risk Assessment.

4.4 Planning, pre-application advice and consents

4.4.1 Planning Applications

The Board may only comment on surface water run-off in excess of the green field run-off rate of 1.4 litres per second per hectare. 33 planning applications upon which the Board is required to comment have been made between 20th May 2017

4.4.2 Land Drainage Act 1991 Section 23 and 66 (20th Byelaws) Consents

0no. consent have been issued between 8th February 2017 and 19th May 2017.

4.4.3 Pre-application advice

Project Indigo:

AECOM have been involved with a potential design for a client, which involves the purchase of Plot E within the Capitol Park scheme. A total of 42 options have been investigated involving the surface water and the boards designated watercourses. Investigations have included improving the boards existing pumping stations and plant north and south of the catchment, and the possibility of a new pumping station site.

If agreed the scheme will involve Yorkshire Water adopting a small pumping station and attenuation tanks.

The potential scheme will involve improving the existing rail structure and network within the area.

5. Environmental Report

Recommendation:

- Note the information contained in this report
- Ratification of Chair and Vice Chair decision (Item 5.1.2)

5.1 Legislation

5.1.1 Biodiversity Action Plan 2015-2020

Friends of Oakhill – Chair and Vice Chair gave support for work under the BAP to assist FOO in identifying old field under drainage outfalls which continued to drain the site reed beds. If possible work within the site to block outfalls identified could be delivered with assistance of the Board, subject to cost.

Two outfalls were located during a site visit. A plan has been made available to FOO to liaise with the former owner of the site to identify the route of field under drainage.

In July, the Environment Officer presented to FOO AGM on the work of Humber Estuary Relevant Authorities Group, of which the Board is a Member, the management of the Estuary and the importance of Friends of Oakhill in delivering habitat conservation within the context of that management.

5.1.2 Protected Species – Newt and Water Vole – Coniston Way, Goole

Site developers have made contact expressing a desire to work with the Board to protect newt and vole in and around the IDB network. Developer has been asked to provide suggestions how this collaborative approach could work whilst taking into account Board function and environmental duties. The correspondence received is set out below:

Dear Sirs

Goole & Airmyn Internal Drainage Board
Our Involvement, land north of 49 Coniston Way

Thank you for your email and telephone responses.

Your email to ERYC indicated sightings of a great crested newt (GCN) near to the boundary of our proposed development site.

We carried out eDNA testing for GCN by way of water sampling in June at various locations both in our site and in the nearby IDB drains. One sample was positive for the

presence of GCN. It is therefore necessary for this company to mitigate for the presence of this protected species.

You will be aware of the newt life cycle

Pond activity

Eggs – Feb – end of June

Larvae – March – early October

Adults Feb – Mid August

That is adults emerge from hibernation (terrestrial) and migrate to pond through May, with egg laying up to the end of June, larvae growth and development (pond side) up to early October, and metamorphosis and juvenile emigration through to the end of November.

We were surprised by your dyke bank flail cutting maintenance activities in early September this year.

Our position is that the IDB network is in effect a series of longitudinal interconnected ponds with the possibility/probability of GCN breeding waterbodies across the whole of the network. The dykes have little (or no) hydraulic gradient, have stagnant areas, and lengths of dyke which are dry for much of the year (e.g. the length along our northern boundary). The dykes do not contain fish.

It is reasonable to assume that the GCN on or adjacent to our development site, and which breed in the IDB maintained dyke are not an exceptional isolated occurrence. It is also reasonable to assume that our site, which has been left to fallow for a number of years is suitable terrain for the GCN.

Any licence to migrate from our site would require receptor waterbodies and we are seeking to work with yourselves for the protection and management (i.e. habitat improvement) of the GCN population within your Goole and Airmyn IDB.

We have identified a number of large parcels of land near to our site which appear suitable terrain for GCN, e.g. the two areas now considered to be local nature reserves (east of Broompark Road, east of our site up to the railway embankment) and also the fallow field bounded by hawthorn hedgerow north of Carr Lane, west of Thorntree Lane. All these sites having adjoining IDB dykes. There are also other land margins including the IDB maintenance strips, railway land and general fallow accommodation land adjoining the IDB dykes which appear suitable GCN terrain.

With your sighting of a GCN and with modern eDNA test procedures we believe that it would be a responsible action of the IDB to carry out a comprehensive GCN survey of its Goole and Airmyn network. We do not know the IDB funding arrangement and maintenance remit but its role as a statutory authority must now encompass ecological matters.

My position is that the IDB are an element in the combined authority, Environment Agency, Local Authority, and IDB which manage surface water/flooding issues. Access to funding for ecological assessment will be available.

My position is that the EA, LA, and IDB should actively promote improving GCN habitats across the whole of the watercourses that they are responsible for. The alternative is continuation practices such as flail cutting of IDB dykes during the GCN breeding season along watercourses which are known or suspected to be GCN habitat.

I consider that a meeting at your Redhouse offices would be valuable. I can be contacted on 07712 771616 or email gary@kremerproperties.co.uk

6. Health and Safety Report

Recommendations:

- To note the information contained in the report

6.1 Contractor Management

Messrs Sweeting Brothers receive periodic updates on any relevant matters relating to Health and Safety.

6.1.1 Accidents and Incidents

Nothing to report

6.1.2 Lone Worker Arrangements

Nothing to report

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;

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



- 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;

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;

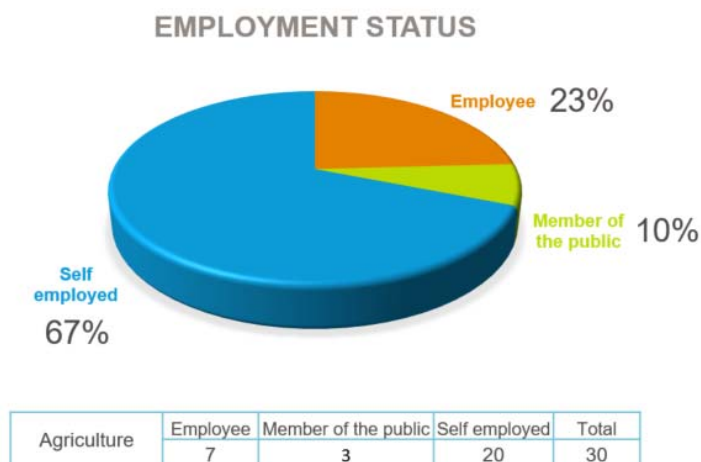
the number of people affected by asthma is twice the national average;

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

7. Representation

Officers represent the Board in several fora:

Environmental	Flood Risk Management	Other
Humberhead Levels Steering Group	Humber Flood Risk Management Steering Group	ADA Northern branch meeting
Humber Estuary Relevant Authorities Group	Meeting with East Riding of Yorkshire Council FRM Officers	ADA T&E
Friends of Oakhill AGM	Humber Liaison Forum	ADA P&F
	Comprehensive Review Humber Strategy	

8. Date of Next Meeting

31st January 2018, 30th May 2018, 13 November 2018



9. Appendix A: FOI/Complaints

Airmyn Parish Council
Clerk: Mrs Nichola Ingleton
22 Field Road Crowle Scunthorpe DN17 4HP.
Tel: 01724 712553. E-mail: airmynpc@gmail.com

02 October 2017

The Clerk
Goole and Airmyn
Internal Drainage Board
Shire Group of IDBS
Epsom House
Malton Way
Adwick le Street
Doncaster
DN6 7FE

Dear Alison

The parish councillors wish to enquire when the water courses in Airmyn village were last checked, it is thought 4/5 years ago. Can you please let us have a map detailing the relevant water courses which fall under Airmyn parish and highlight to us which dykes we as a parish council have responsibility for? We need to ensure we are prepared for any extreme weather.

We would also request a copy of the last report to assist us with Riparian ownership issues.

Yours sincerely

Nichola Ingleton

Clerk



2 October 2017

Clerk
Airmyn Parish Council

By email: airmynpc@gmail.com

Dear Clerk,

FOI request: Airmyn village watercourses

Thank you for your request for information received today.

Your request covers the following:

- When watercourses in Airmyn village were last checked by the Board.
- A map delineating watercourses within Airmyn Parish
- Details of any watercourses for which Airmyn Parish Council has responsibility
- A report to assist the Parish Council with riparian ownership issues

Please find Board responses below:

- Goole & Airmyn IDB does not check or survey watercourses within Airmyn village however, there are several watercourses which the Board chooses to maintain which lie within the Parish. Watercourses known by the names of Airmyn Butts Drain, Township Drain from Rawcliffe Road to Downes Ground pump station, Township Drain east from Elite Furnishings to culvert under M62, Towns Drain from M62 culvert to Parson's Lane track and Town's Drain upper from M62 to A614 have been surveyed for asset condition and environmental reasons. The drains identified above were surveyed late May/early June 2017. The majority of the drains identified above were also surveyed early September as part of the asset condition work, the remainder on 22nd September. The Engineer has also visited drains within the vicinity of Airmyn village not maintained by the Board following issues raised by Cllr Fox. This is the drain to the north of the Sports Ground and the drain which borders the village from the top of Parson's Lane track to where that drain joins with Towns Drain. One problem that was identified, and from old records appears to have been a regular problem, is the deposition of garden waste into the drain on the north of the Sports Ground under the belt of trees. Such deposition will cause an obstruction to the flow of water during period of inundation and advice could be given to the Council's Parishioners on that point.
- Details of the drains within Airmyn Parish which the Board chooses to maintain under its permissive powers set out in the Land Drainage Act can be identified from the Board website at <https://www.shiregroup-idbs.gov.uk/idbs/goole-airmyn/>
- The Board does not maintain a register of watercourses the responsibility of other public bodies to maintain. The extent of maintenance obligation for the Parish Council will depend on whether it owns any land through which a watercourse passes or upon any agreement the Parish Council has entered with third parties.
- There are no reports available on watercourse surveys apart from any which may have been produced and issued with Board meeting papers. Should

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Clerk and Engineer to
Ancholme IDB
Black Drain DB
Danwm Drainage Commissioners
Doncaster East IDB
Goole & Airmyn IDB
Goole Fields District DB
Scunthorpe & Gainsborough WMB
Sow and Penk IDB

Engineer to
Selby Area IDB
Swale and Ure DB

The Shire Group of
Internal Drainage Boards
is managed by JBA Consulting

Registered Office
South Barn
Broughton Hall
Skipton
North Yorkshire
BD23 3AE
United Kingdom

Jeremy Benn Associates Limited
Registered in England 3246693



there be any reports within meeting papers these can be found on the aforementioned website under Governance, Meeting information. In connection with riparian issues, the Board has referred members of the public to a helpful document produced by the Environment Agency "Living on the Edge" which can be found at: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/454562/LIT_7114.pdf which may assist the Parish Council with riparian responsibilities in general.

Yours faithfully

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

10. Appendix B: Correspondence

1. Board letter to Airmyn PC

Our Ref: 2015s3683-9-L012-001

Your Ref: The Chairman

21 June 2017

Cllr S. Hayward
Chairman
Airmyn Parish Council

By email: airmynpc@gmail.com

Dear Mr Chairman,

Re: Goole & Airmyn IDB

The Board was alerted at its recent meeting, to a News Letter issued to Airmyn residents following a Parish Council Meeting held 12 April 2017.

I perused Minutes of the Meeting held 12th April, available at http://www.airmynparishcouncil.org.uk/images/ACAMinutes/2017/2017_04_APC_Minutes.pdf.

I am surprised to read the text at Minute 11/1718 “.....Residents are also needed to sit on the Goole and Airmyn Drainage Board as this is also an example of people spending our money without any representation from the village”.

Cllr C. Fox would surely have declared an interest in the matter before informing the meeting that she, a local resident, Member of the Parish Council, and Ward Councillor, is also a Member of Goole & Airmyn Internal Drainage Board?

To clarify the matter regarding appointment to the Board, the Land Drainage Act 1991 (as amended) sets out clearly the conditions required to become an Elected Member. The Act is available online on the www.gov.uk website, however below is an extract:

Qualification for election

- 4 (1) A person shall not be qualified for election as a member of an internal drainage board unless he is:
- (a) both the owner and the occupier of not less than four hectares of land in respect of which a drainage rate may be levied by the board and which is situated in the electoral district for which he is a candidate for election; or
 - (b) the occupier, whether under tenancies of year to year or otherwise, of not less than eight hectares of such land as aforesaid; or
 - (c) the occupier of land which is of an assessable value of £30 or upwards and is situated in the electoral district for which he is a candidate for election; or
 - (d) a person nominated as a candidate for election by the person (whether an individual or a body of persons) who is both the owner and the occupier of land which:
 - (i) is situated in the electoral district in question; and
 - (ii) is either of not less than four hectares in extent or of an assessable value of £30 or upwards.

I trust this information is of value to the Parish Council.

An Internal Drainage Board is a non-departmental public body, falling under the Defra family. The function and purpose of an Internal Drainage Board is to implement a scheme of water level management throughout the drainage district in a sustainable and cost-effective manner. The Board undertakes annual maintenance on several drains of strategic importance within the District and funds

the energy use, maintenance, refurbishment and replacement of five pumping stations, without which there would be little opportunity for agriculture or for development in the area.

I would suggest that Parish Council Members take time to review the Goole & Airmyn IDB website.

I should be grateful to see this issue referred to in the next Parish Council Meeting and the tone of the Ward Councillors report addressed, particularly in terms of *"an example of people spending our money without any representation from the village"*.

On behalf of the board, I look forward to hearing from you.

Yours faithfully



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

2. Airmyn Parish Council Minutes: 12 July 2017

57.2 Goole & Airmyn Internal Drainage Board. The chair had received a letter from Goole Drainage Board querying the minutes of the parish council meeting held on the 12 April 2017. The three Councillors and the members of the public present at that meeting were aware that Councillor Fox is also a member of the drainage board but an error was made in not recording this in the minutes. No further action taken.

11. Appendix C – Annual Return 2016/17

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

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

Annual return for the year ended 31 March 2017

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

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

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

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

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

Completing your annual return

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

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

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

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

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

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

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

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

Section 1 – Annual governance statement 2016/17

We acknowledge as the members of:

Enter name of
smaller authority here:

GOOLE AND AIRMYN INTERNAL DRAINAGE BOARD

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2017, that:

	Agreed		'Yes' means that this smaller authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.	✓		has only done what it has the legal power to do and has complied with proper practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered the financial and other risks it faces and has dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	NA
			has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

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

14/06/2017

and recorded as minute reference:

2017.36

Signed by Chair at meeting where approval is given:

 SURE

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:

GOOLE AND AIRMYN INTERNAL DRAINAGE BOARD

	Year ending		Notes and guidance
	31 March 2016 £	31 March 2017 £	
1. Balances brought forward	175 436	133 664	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	198 977	252 950	Total amount of precept (or for IDBs, rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	117 314	63 877	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	12 677	0	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	7374	7374	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).
6. (-) All other payments	338 012	205 824	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	133 664	237 293	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	161 667	230 094	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	1771 682	1771 682	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	79 807	75 981	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

08/06/2017

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

14/06/2017

and recorded as minute reference:

2017-39

Signed by Chair at meeting where approval is given:

Section 3 – External auditor report and certificate

In respect of:

Enter name of
smaller authority here:

GOOLE & AIRMYN IDB

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 (HU0097)

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.

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:

GOOLE AND AIRMYN INTERNAL DRAINAGE BOARD

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

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

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

K. (For local councils only)	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 GANE - FCCA

BRAXELICKS GBC
CHARTERED CERTIFIED
ACCOUNTANTS

Signature of person who carried out the internal audit

SIGNATURE A.C.

Date

09/06/2017

*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.

12. Appendix D – Internal Audit Report 2016/17

Goole & Airmyn Internal Drainage 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 Goole & Airmyn Internal Drainage 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 should 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 being 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 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.

Whilst this is not a mandatory meeting it has been maintained on an annual basis as part of exercising good practice.

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 Goole & Airmyn IDB 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.

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

The following areas are identified as risk areas:

Risk areas

Comments in relation to specific areas highlighted above

(a) Decision-making: -

The percentage of income contributed in respect of the special levies for the year ended 31st March 2017 represents around 88% of consistent total income.

During the course of the year the following statistics were evident in respect of attendance at the board meetings held: -

Month	Appointed members	Elected members	Total attendance
June 2016	6	1	7
September 2016	7	1	8
November 2016	5	2	7
February 2017	4	2	6

The overall structure of the board is in accordance with the percentage of drainage rates to special levy income in that there are positions for 9 appointed members and 8 elected members. However, the position at 31st March 2017 is that 5 elected positions and 1 appointed position are vacant.

Attendance at board meetings, as can be seen above, on the whole is reasonable. It is noted that special levy income has increased substantially in 2017 and as such the attendance statistics above are viewed as being in line with the percentage of special levy income.

This area is key to the board's decision-making process and therefore should be under frequent review and consideration by the board to ensure that any decision-making process is made in line with the above ratio and certainly to reflect appointed members outnumbering elected members by at least one.

Other risk areas

Financial Risk

Reserves and Commuted Sums

We previously reported that at 31st March 2016 negative reserve level existed of revenue reserves (not including capital and commuted sum reserves) in the amount of (£59,393). Therefore, commuted sum reserves in the amount of £59,393 were being utilised at this point in order to fund the day to day operations of the board.

The reserve level of the commuted sums as at 31st March 2017 were £190,219. This level should be maintained as a specific reserve if that is what the agreements state. The background and detail of the commuted sums are still being considered by the Clerks to the Board to ensure that the correct amount of reserves are held in this regard moving forward.

In the year to 31st March 2017 a surplus of £96,735 is evident and as such the commuted sum reserves are now intact and a positive revenue reserve of £37,341 was held at this point.

This represents just over two months' average consistent expenditure and we would recommend that the focus is on increasing this reserve level.

On reviewing the budget for 2017/18 a surplus of £62,169 is budgeted and if achieved will result in a satisfactory reserve position for the board moving forward.

We are aware that a reserves policy for the board is in place along with a five-year strategic plan which has been prepared by the Clerks to the Board. This is with a view to maintaining a suitable revenue reserves position, maintaining the correct commuted sums and the introduction of a capital reserve provision to assist in funding any future capital projects which the Board consider appropriate.

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: 9th June 2017



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