



Black Drain

Drainage Board

Vermuyden Centre

Thorne Library

Field Side

Thorne

DN8 4BQ

Meeting Papers

Monday, 20 May 2019

Meeting 09:15am



Shire

Group of IDBs

Epsom House

Chase Park, Redhouse Interchange

Doncaster

South Yorkshire

DN6 7FE

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Meeting Papers

Prepared by:

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CQP

Engineer - Paul Jones BSc (Hons) MSc (Eng) GMICE

Environment Officer – Alison Briggs BSc (Hons) Env. Sc., MSc Env. Mngt
(Climate Change), C.Env, MIEMA

Asset Manager - Martin Spoor BSc (Hons) Engineering, Geology, and
Geotechnics

Finance Officer – Craig Benson BA Business Studies

Finance Officer - David Blake BSc (Hons) Accounting

Finance Officer - Mark Joynes BSc (Hons) Mathematics

Rating Officer - Janette Parker

Purpose

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

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Agenda

1.	Governance	3
1.1	Apologies	3
1.2	Declaration of Interest.....	3
1.1	Minutes of the Meeting held on 14 January 2019	3
1.2	Matters arising not discussed elsewhere.....	9
1.3	Complaints and FOI requests.....	9
2.	Moving toward Asset Management	10
3.	Organisational.....	11
3.1	Recommendations	11
3.2	Legislation.....	11
3.3	Events & Representation	11
4.	Risk & Review	12
4.1	Recommendations	12
4.2	Management Review, Audit & Assurance	12
4.3	Accounts for the Year Ended 31 March 2019	12
4.4	Budget Comparison for the Year Ended 31 March 2019	13
4.5	Annual Governance and Accountability Return (AGAR) Section 2 - Financial Statements 2018/19	15
4.6	Asset Costing & Valuation	16
4.7	List of Cheques and Other Payments.....	16
5.	Strategy & Planning.....	18
5.1	Recommendations	18
5.2	Asset Management Policy	18
5.3	Strategic Planning.....	18
6.	Asset Management Decision-Making	22
6.1	Recommendations	22
6.2	Capital Investment Decision-Making	22
6.3	Operations & Maintenance Decision-Making	22
6.4	Forward Plan	23
7.	Life Cycle Delivery	25
7.1	Recommendations	25
7.2	Technical Standards & Legislation	25
7.3	Maintenance Delivery	25
7.4	Asset Operations	25
8.	Organisation & People	26
8.1	Recommendations	26
8.1	Health, Safety & Wellbeing	26
8.2	Procurement & Supply Chain Management	27
9.	Date(s) of Next Meeting.....	28
10.	Professional Services	28
11.	APPENDIX A – Sections of the AGAR	29

1. Governance

1.1 Apologies

1.2 Declaration of Interest

1.1 Minutes of the Meeting held on 14 January 2019

Present

	23 .1. 14	26 .6. 14	13. 11. 14	22 .1. 15	18 .6. 15	12 .1. 15	21 .1. 16	16 .6. 16	10 .1. 16	26 .1. 17	15 .1. 17	6. 11 .1 7	22 .0 18	21 .5. 18	5. 11 .1 8	20 .5. 19
David Backhouse DB						Ap poi nt ed	x	x	x	x	A	x	-	x	x	
Michael Conroy MC	x	X	x	X	-	X	x	x	-	x	x	x	x	x	x	
David Hinchliffe (Chair)			x	X	X	X	x	x	x	x	x	A	x	x	x	
Richard Hinchliffe RH			x	X	X	X	x	A	x	A	x	x	x	x	x	
Walter Ketteringham WK (ViceChair)	x	X	x	X	X	X	x	x	x	x	A	x	A	x	A	
Sam Longthorp SL	x	X	x	X	X	A	x	A	A	A	A	x	x	x	x	
Richard Ketteringham RK	x	X	x	X	X	A	x	x	x	x	A	x	A	x	x	
Pat Hagan PH									x	x	x	A	x	x	A	
Kim Parkinson KP			x	X	X	X	x	x	x	x	A	x	X	x	x	
Kyle Heydon KH														x	A	
Martin Oldknow MO		X	x	X	X	X	x	A	x	x	x	x	X	x	x	
David Oldroyd DO	X	X	x	X	X	X	x	x	x	x	x	x	X	x	x	
Dave Ridge DR									A	x	A	x	A	x	x	A

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

Ian Benn CEO	x
David Blake FO	x
Paul Jones Eng	x
Alison Briggs EO/Admin	x

Governance

Apologies

2019.1 Apologies have been given by Mr D. Ridge.

Declaration of Interest

2019.2 None.

Minutes of the Meeting 5 November 2018

2019.3 RK advised in connection with **Minute 2018.83** the initial KH should read RK, agreed appropriate amendment would be made. Minutes of previous meeting had been issued to Members following meeting. **WK proposed the minutes be signed as true record by the Chairman, SL seconded. All in agreement**

Matters arising

2019.4 None.

Complaints and FOI requests

2019.5 EO advised there had been none.

Moving toward Asset Management

Organisational

Recommendations

2019.6 Clerk advised the information contained in the report was to note.

Legislation

2019.7 **GDPR** – The Policy is now on the website.

Events & Representation

2019.8 **ADA Northern** branch event noted. KP may be able to attend. The EO advised her 3-year term on the Committee was at an end but she had been asked to remain on the workstream association with BAP guidance, advising as the Workstream hadn't achieved production of guidance associated with Biodiversity 2020, although it had been incorporated into the Board's BAP, ADA now wished to provide guidance aligned to the new Environment Plan.

Strategy & Planning

2019.9 **Recommendations** – note the report

2019.10 **Asset Management Policy** – The Clerk advised the importance of a Policy and Strategy to deliver moving forward to ensure its decision-making is based on fact and knowledge. Management currently working on wording of a policy which will be brought to the Board for its consideration. Such a policy should bolster GiA applications; showing the EA the Board makes its decisions in association with management of assets over a whole life cost. Chairman very supportive, the appropriate way of managing assets is by being proactive, not reactive and would place the Board in a good situation for the future. DO agreed strongly.

2019.11 **Strategic Planning**

2019.12 **Humber Comprehensive Review** – Clerk advised a Newsletter will be made available shortly from the Strategy Group however he had a draft of that report which was passed around. He advised during recent teleconferences he was aware some stakeholders in the review appeared more behind the curve than others. The Chair agreed it vital the strategy communicated with stakeholders clearly and effectively and this should be considered before the Review Committee issued newsletters. Chair considered whilst the list had been reduced, it remained extensive and likely contained only one or two which were viable; commenting the only way to manage nature was to work with it. Clerk suggested part of working with nature was identifying areas of higher catchment where storage for water could be facilitated. DO thought it appropriate to remind the local authority the importance of its role in the review and it must tackle the issue in a proactive

manner. The Clerk advised the current list of stakeholders did not include IDB and Local Authority attendance was poor. MO felt Authority Officers being sent were not of sufficient grade to influence Council policy. DO considered DMBC Officers inappropriate representatives, they did not represent local areas subject to flooding and the Board needed to influence DMBC Executive if Cllrs were not interested in attending. A Member considered DMBC Officers would struggle to know who they were representing, their remit dominated by DMBC thinking. DO suggested the requirement for a Policy on the Humber Strategy to be embedded in DMBC Policy. Members considered there appeared no joined up thinking and the local authority does not take on board how the Strategy affects the Borough long term. DO considered it may be appropriate for a letter from the Board to DMBC Executive asking whether the Mayor is aware of the Strategy, whether DMBC is part of it. As part of good governance, the Board is showing it is considering the Strategy of importance to its district and the Local Authority appeared not to be.

2019.13 De-maintenance & asset transfer – Information at Appendix A, page 24. The Clerk advised Board Officers had previously put together process flow charts covering PSCA, asset transfer and de-maintenance which had been delivered to several Boards within the Shire Group at the time and had specifically issued it to ADA for dissemination to other Boards but did not believe this had happened.

2019.14 Isle of Axholme Strategy – MS had attended, the refurbishment costs of Keadby PS had reduced significantly, however several associated with IDBs still considered it too expensive, suggesting it could be done far more cheaply.

Asset Management Decision-Making

2019.15 Recommendations –

- to support the proposed investment Strategy for supply and installation of VSD inverters at Inlet and Outlet PS
- To delegate authority to Board Chairman to determine outcome of weed screen Cleaner proposed review and appoint contractor

The Engineer advised the recommendations would be included as he reported on updates to information contained in the papers.

Capital Investment Decision Making

2019.16 Approved Capital Investment – Outlet PS Discharge Bay, Thorne Times had been in touch with the office regarding the Chairman's tweet associated with the work and the Engineer had responded with information about the works.

2019.17 Future capital investment – Strategic Forward Plan – The FO advised the Board had agreed to borrow from itself to deliver short term capital investment. If proceed with VFD and weed screen repairs costs circa £80,000, intention to transfer £40,000 from one commuted sum account and the balance from capital reserve. £5000 p/a is paid back to commuted sum until settled, forecast is 8 years. The capital reserve balance would be low during this period, but at present no other capital works is foreseen, the board start to replenish the Capital Reserve account in 2026/27, it is forecasted the balance will be back to current levels within 10 years. Board loan repaid 2032/2033 won't owe anything and the board financially will be in a very healthy position.

Operations & maintenance decision-making

2019.18 Variable Frequency Drives – Eng. advised the drives managed flows more efficiently, speed of motor alters and adjusts to suit incoming flow. RH concerned if VFD installed Inlet and Outlet stations, looking at the £2,000 savings that could have been made last year, a wetter year despite the hot weather, would require 20-years to payback. Chair advised existing control panels on pumps are very dated and will require renewal before life expectancy of newly refurbished pumps comes to an end. The Board needs to replace the control panels in any event. RH thought it difficult for Members to make

decision when they do not see the assets or photographs of them. Chair requested trip be arranged associated with the May meeting. Eng. advised Danvm MEICA would be asked to attend and advise. **ACTION – Eng. to arrange**

2019.19 Weed screen cleaners – Outlet PS weed cleaner contractor has been found, costed proposal received, rewire panel is required, existing structural beams and grabs can be used. Eng. will be discussing with Chairman, however cost estimated at approximately £20,000. Been reviewed by Danvm MEICA to try and simplify panel for weed screen cleaner and waiting for software information. Some electrical elements within grab can be brought down to ground level and reduce working at height. RH queried warranty period, usually 12 months but suggested the Eng. attempted to push for a longer warranty period. Chair noted it had always been electrics and controls causing the issue. The solution seems to be working on a station in other area however he was keen this Board should not be used as a guinea pig, asking the Eng. to push for a 24-month warranty. RH suggested asking for 36 months. **Members agreed delegated power to Chair to move forward. ACTION – Eng. to extend warranty period as long as possible**

2019.20 Durham's Warping Drain – Eng. advised he had received a report associated with storage of water above surrounding ground levels and its high-risk reservoir classification. Volume calculations completed, drain can store up to the spill point associated with the screw pumps at Inlet PS less than 10,000m³; if reservoir legislation changes the volume the drain can hold is less than required at moment for reservoir classification (25,000 m³). He felt there was a strong case to feed back to EA and Reservoir Panel Engineer to get better appreciation of spillway and volumes the drain can actually hold before that spill works and attempt to de-classify but ultimately gain an improved understanding of risk. There are currently various costs associated with its reservoir classification including approximately £1,000 annual reservoir inspection by the Reservoir Engineer and a large bill for its inspection every 10 years. Chair requested Eng. proceed with this work. Members noted if station changed its pumps from screw to submersible and changed the structure, the Board must retain a spillway to avoid any possible reclassification if the Engineer is successful in his endeavours.

Forward Plan

2019.21 Mid-term budget estimate – The FO advised of the need to make surplus to enable repayments associated with Board borrowing from itself. Pump Station expenditure out-turn £3,000 higher than budget and associated with reactive work to stations. Pumps are refurbished, weed screen will be done this year and with all in good repair, it is hoped MEICA team will not need to visit so frequently and therefore future maintenance costs will be reduced. Graph illustrated penny rate line required to deliver planned work. The Board will need to rebuild its reserves back to 50% over 5 years and start replenishing Capital Reserve account and Commuted Sums back to full amount but all dependent on rate increases illustrated in graph. WK was concerned about the rate increases considered it an unsustainable way to manage accounts which were increasing Board income by £21,000 over 3 years. Chair advised the Board was in this position because it had historically held the rate at an artificially low level for some 10 years; with no investment into Board assets which are now deteriorating and must be put right. DO advised the Board has a public responsibility is to make sure its District stays dry, it had previously relied on grants, but funding availability is now reduced, and the Board hasn't made plans for asset funding requirements, placing it in a difficult position. Clerk advised in the past the Board ran its business in a very reactive way, rates were not even raised in parallel with inflation or considering future requirements therefore it has no money saved for the rainy day. MO agreed £21,000 over 3 years seemed inappropriate but had the Board made small regular increases of £1000 a year over time, this would not seem so large. Chair advised April 2018 the Board had a close call with Outlet PS and problems elsewhere and escaped the wet April by skin of teeth, otherwise would have been severely criticised. MO expressed surprised that no DMBC Officers were present bearing in mind future plans for the rate. The Chair advised the aim was to leave assets in better condition

than they had been found. WK advised current Chair was the best Board had ever had. Further discussions regarding the Special Levy paying council. The Administrator advised DMBC budgeted for a £100,000 year on year increase in special levy to the 3 IDBs and the EA; the EA had not increased its precept for several years and increases in special levy for all did not in any way cut into the increase for which DMBC budgeted. She advised this was collected through council tax and only monies required by the IDBs and EA was issued, the rest being spent delivering other DMBC requirements. Members expressed both surprise and concern in the approach taken by the Council questioning the ethics of raising money for IDB precept and spending it elsewhere. Admin. advised she had raised the question of budget increases with another Board nominated member who agreed that was the case but reasoned DMBC had a budget funding gap. Members agreed that was not the Board's concern.

Returning to the budget estimate, Members agreed with the Chair that borrowing from self was a very efficient way of working, noting after 10 years Board will be in very good position, and the maxim short term pain for long term gain.

KP requested detailing what "other expenditure" comprised for future reports.

Eng. advised of the potential for Grant in Aid for capital works moving forward, the budget presented represents effectively worst-case scenario. the Medium-Term Plan has been updated but whether grant is available and how much in future depends upon central government.

Lifecycle Delivery

Recommendations

2019.22 To note information in report. Eng. confirmed nothing to add other than Highways England information for future maintenance and Contractor rates for this year as reported.

Maintenance Delivery

2019.23 Riparian owner/occupier watercourses – Highways England – Eng. waiting to hear from HE the scope of works and start date. When know, information will be circulated to Members. Hoping for meeting with Highway England with a view to requesting maintenance be undertaken from the land side and would aim for maintenance to be done on the Board's annual maintenance contract and be recharged to Highways England perhaps under a PSCA.

2019.24 Network rail – KP queried section from Broomhill Road to Inlet Pump. Chair advised held up by issues at Nimbus Park but would ask Asset Manager to confirm

2019.25 Public Sector Cooperation Agreement Asset Operations

Organisation & People

2019.26 Recommendations – to note the information contained in the report

2019.27 Health Safety & Wellbeing – Accidents & Incidents – there had been none. Safety Observations – concerns had been raised regarding access to Inlet PS, a site visit had agreed the scope of works and contractors appointed to progress.

Procurement & Supply Chain Management

2019.28 Watercourse maintenance contract for removal of emergent growth, flailing and spraying – progressing

Risk & Review

2019.29 Recommendations –

- Note information in the report
- Approve rating adjustments.
- Approve budget 2019/20
- Approve list of cheques and payments

Management Review, Audit & Assurance

2019.30 Internal Audit – nothing to report

2019.31 External Audit – nothing to report

2019.32 Internal Audit Review Meeting – Minutes of meeting at Appendix B from 25th Nov. Meeting associated with Risk Register at Appendix C and needs approval today

2019.33 Risk Register – Register at Appendix C requiring Board approval. New layout, old register generic to all IDBs, new register very specific to this Board. Objective 1 – asset failure/suitable contractors. Risk is high but with capital investment plan, refurbishments, VFDs believe risk will reduce, score will reduce so control and assurance will reduce that risk. MO pleased with layout, Chair noted good aide memoire. Objective 4 – ADA workshop to be held at Doncaster Rugby Club and would commend Members to attend what should be useful meeting. **MO proposed adoption of the risk register, DO seconded, all in agreement**

Asset Costing & Valuation

2019.34 Rating - noted position, advised administration adjustments to rating required approval. **DO proposed Board agree adjustments, RH seconded, all in agreement**

2019.35 Rates Estimates & Special Levies for y/e 31.3.2020 – FO first took members through Estimates and Out-Turn. Increase to admin. cost was associated with GDPR Policy production and GisMapp licence. Based on expenditure require Board to increase £/p rate for 2019/20.

2019.36 Capital Reserve Account – Pumps and roof at Outlet and PSCA works with EA were unknown at beginning of year. Estimate out-turn £45,000, next year weed screens, VFDs and expect to make loss of £24,000 and balance reduce to £21,000.

2019.37 Chair requested proposers. DO proposed accept budget estimate, seconded MO, all in agreement.

2019.38 RK proposed rate increase to 13p in £, seconded by DB, all in agreement.

2019.39 Members agreed the proposed special levy amounts required from both Charging Authorities.

2019.40 List of Cheques and other payments – Members noted total cheque value £23,816.18 from the account £1,343.11 of which had been signed by Clerk only. Direct payments from Bank Account totalled £956.20. **Members approved the List of cheques and payment information provided**

2019.41 Stakeholder Engagement – EA main river– Old course of Don, Waterside, Thorne had been discussed. KP queried whether PSCA could be done with Highways England. Confirmed working toward that outcome but Highways England tied into contract with A1+ at moment. Similar issues with C&RT which is coming to end of its fixed term contract.

AOB

2019.42 Durham's Warping Drain – Members considered lack of contractor availability to erect fence, noting fence required as land used for grazing. Chair to approach adjacent Board to discuss PSCA work associated with fence. Noted leylandii hedge line would impede contractor flail maintenance.

2019.43 Unknown land – MC queried matter previously raised regarding land he believed within the ownership of the Board. Admin advised no evidence of deeds or title and Minutes were silent on the subject, she had considered it to be within the ownership of Longthorp farms, SL did not think that the case. Members discussed possessory title and agreed pursuance appropriate. **ACTION – Admin to liaise with MC and register possessory title**

Date of next meeting

2019.44 20th May 2019, 4 November 2019. Meeting closed 11:15

1.2 Matters arising not discussed elsewhere

Minute 2019.43 unknown land – Following further investigation, copy Epitome of Title within the Board's possession evidences this land being at one time within the ownership of the successors to A E & A G Brown Ltd of Shearburn's Farm, now Moorends Farm. There is no evidence why the Board is holding this Epitome of Title. Board Minutes from 1969-1990 make no reference to any purchase from AE & AG Brown Ltd or its successor in title and details of payments made within the Minute Book make no reference to this land purchase. The only reference to this area of the District is contained in Minutes from 1980, 1985 and 1990 in reference to slips and piling to the rear of the Old School House. The rightful owner of this land has now been identified.

1.3 Complaints and FOI requests

None received.

2. Moving toward Asset Management

		Complete	Audited
Strategy and Planning 	Asset Management Policy	✓	
	Asset Management Strategy and Objectives		
	Demand Analysis		
	Strategic Planning	✓	
	Asset Management Planning		
Asset Management Decision-Making 	Capital Investment Decision Making	✓	
	Operations and Maintenance Decision Making	✓	
	Lifecycle Value Realisation		
	Resourcing Strategy		
	Shutdowns and Outage Strategy		
Lifecycle Delivery 	Technical Standards and Legislation	✓	
	Asset Creation and Acquisition		
	Systems Engineering		
	Configuration Management		
	Maintenance Delivery	✓	
	Reliability Engineering		
	Asset Operations	✓	
	Resource Management		
	Shutdown and Outage Management	✓	
	Fault and Incident Response	✓	
	Asset Decommissioning and Disposal		
Asset Information 	Asset Information Strategy		
	Asset Information Standards		
	Asset Information Systems		
	Data and Information Management		
Organisation and People 	Procurement and Supply Chain Management	✓	
	Asset Management Leadership		
	Organisational Structure		
	Organisational Culture		
	Competence Management		
Risk and Review 	Risk Assessment and Management		
	Contingency Planning and Resilience Analysis		
	Sustainable Development		
	Management of Change		
	Asset Performance and Health Monitoring		
	Asset Management System Monitoring		
	Management Review, Audit and Assurance	✓	
	Asset Costing and Valuation	✓	
	Stakeholder Engagement	✓	

3. Organisational

3.1 Recommendations

- To note the information contained in this report

3.2 Legislation

3.2.1 The Eels (England & Wales) Regulations 2009

The Agency is implementing a new project, Changes to the Eels Regulation Process (ChERP) which is intended to deliver a new regulatory process that can be implemented successfully for the protection and benefit of eels without unreasonably impacting on operators. There are several sectors affected by implementation of the Eels Regulations including Water Companies, Flood Risk and Land Drainage, Thermal Combustion, Hydropower, Agriculture and Nuclear Power. As Regulator, the Environment Agency intends to develop and incorporate new elements into the process to enable decisions by the regulator to be objective and based on best available evidence. The new elements will include Best Achievable Eel protection (BAEP), Economics and Site Specific Eel Risk Assessment (SiERA). Whilst this Board Stations are not affected, some agricultural ratepayers may be affected.

3.2.2 Rivers Authorities and Land Drainage Bill

The Rivers Authority and Land Drainage Bill has received its third reading in Parliament which seeks to effectively reintroduce Rivers Authorities with the power of precept raising public and responsibilities for mitigation of flood risk. Creation of this public body arose out of the flooding in Somerset 2014. If thought appropriate locally, Rivers Authorities could be created around the country, where there is a perceived need, stakeholder support and willingness to pay. The Environment Agency currently operates in the area of flood risk under permissive powers.

3.3 Events & Representation

3.3.1 Representation

The Board has been represented at:

Flood Risk Management	Other
Humber Flood Risk Management Steering Group	
Comprehensive Review Humber FRMS	

4. Risk & Review

4.1 Recommendations

- To note the information contained in this report
- To approve Section 1 of the AGAR
- To approve the Accounts for the Year Ended 31 March 2019
- To approve Section 2 of the AGAR
- To approve the schedule of payments

4.2 Management Review, Audit & Assurance

4.2.1 Internal Audit

The Internal Audit of the Board's financial statements for the year ended 31 March 2019 is underway. An update will be given at the meeting.

4.2.2 Annual Governance and Accountability Return (AGAR) Section 1 - Annual Governance Statement 2018/19

Members are asked to review and approve Section 1 of the AGAR which can be viewed at Appendix A.

4.3 Accounts for the Year Ended 31 March 2019

The accounts for the year ending 31 March 2019 are included as a separate item in your pack.

4.4 Budget Comparison for the Year Ended 31 March 2019

BLACK DRAIN DRAINAGE BOARD

BUDGET FOR THE YEAR ENDING 31ST MARCH 2019

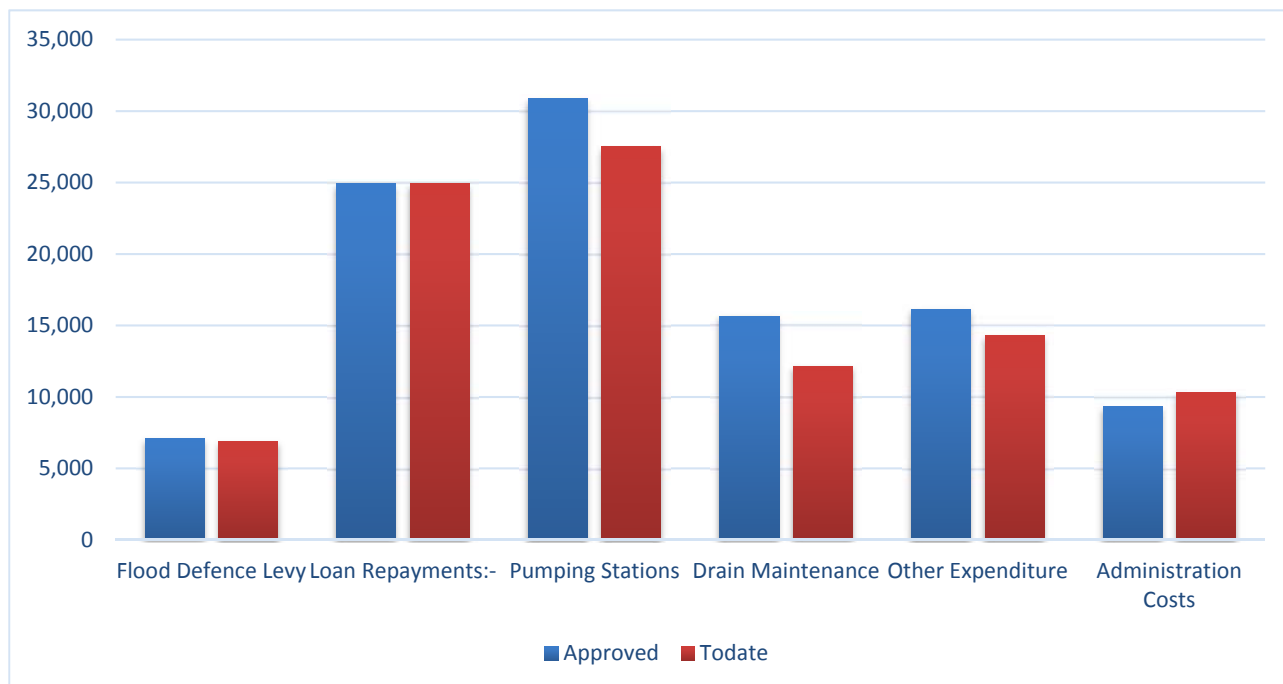
2018/19							
Approved Estimate		Actual to Date		31 March 2019		%	
£	£	£	£				
<u>INCOME</u>							
Drainage Rates on Agricultural Land:-							
18,329		18,322	18,322	12p in £ on AV of £152,746		100.0%	
Special Levies (12p in £)							
66,812		66,812		Doncaster MBC - AV £556,770		100.00%	
470		470	67,282	East Riding of Yorkshire Council - AV £3,914		100.00%	
Other Income:-							
19,652		16,226		Contribution to Maintenance and PS's		82.56%	
0		0		Other Income	-		
<u>300</u>	105,563	<u>103</u>	101,933	Interest		34.43%	96.56%
<u>EXPENDITURE</u>							
7,065		6,859		Flood Defence Levy		97.08%	
24,925		24,925		Loan Repayments:-		100.00%	
30,870		27,510		Pumping Stations		89.12%	
15,656		12,169		Drain Maintenance		77.73%	
16,124		14,296		Other Expenditure		88.66%	
<u>9,335</u>	<u>103,975</u>	<u>10,319</u>	<u>96,077</u>	Administration Costs		110.54%	92.40%
	1,588		5,856	Surplus - (Deficit)			368.76%
	<u>30,591</u>		<u>29,473</u>	Balance Brought Forward			96.35%
	<u>0</u>		<u>0</u>	Contribution to Capital Reserve Account			
32,179		35,329	Balance Carried Forward				109.79%

BLACK DRAIN DRAINAGE BOARD

BUDGET FOR THE YEAR ENDING 31ST MARCH 2019

CAPITAL RESERVE ACCOUNT

2018/19					
Approved Estimate		Actual to Date		31 March 2019	%
£	£	£	£		
<u>INCOME</u>					
0		0		Transfer from Income & Expenditure Account	0.00%
500		266		Interest	53.15%
0		20,915		PSCA - Contribution	0.00%
0		1,556		Contribution - Inlet PS Roof Repairs	0.00%
0		3,779		Contribution - Outlet PS Pump 1 repairs	0.00%
0		919		Contribution- Rawcliffe Roof Repairs	0.00%
0	<u>500</u>	2,558	<u>29,992</u>	Contribution - Outlet PS Pump 2 repairs	0.00%
<u>EXPENDITURE</u>					
0		20,915		PSCA - Durhams Warping Drain	0.00%
0		17,993		Outlet PS - Pump 1 Refurbishment	0.00%
0		12,180		Outlet PS - Pump 2 Refurbishment	0.00%
0		4,375		Rawcliffe Roof Repairs	0.00%
0	<u>0</u>	7,410	<u>62,873</u>	Inlet PS - Roof Repairs	0.00%
	500	(32,881)		Surplus - (Deficit)	-6576%
	<u>63,296</u>		<u>75,823</u>	Balance Brought Forward	119.79%
	63,796		42,942	Balance Carried Forward	67.31%



4.5 Annual Governance and Accountability Return (AGAR) Section 2 - Financial Statements 2018/19

Members are asked to review and approve Section 2 of the AGAR which can also be viewed at Appendix A.

4.6 Asset Costing & Valuation

4.6.1 Rating

Details of the Rates and Special Levies issued, and payments received up to and including 29 March 2019:-

	£	£
Balance Brought forward at 1 April 2018		-21.98
2018/2019 Drainage Rates and Special Levies		
Drainage Rates		18,329.52
Special Levies		
Doncaster Metropolitan Borough Council	66,812.00	
East Riding of Yorkshire Council	470.00	67,282.00
Total Drainage Rates Due		<u>85,589.54</u>
Less Paid: -		
Drainage Rates		18,152.26
Special Levies: -		
Doncaster Metropolitan Borough Council	66,812.00	
East Riding of Yorkshire Council	470.00	67,282.00
Total Drainage Rates Paid		<u>85,434.26</u>
Admin Adjustments		<u>-7.62</u>
Balance Outstanding as at 29th March 2019		<u>147.66</u>

4.7 List of Cheques and Other Payments

Payments made since those reported at the previous meeting:

DATE	PAYMENT	REF	PAYEE	DESCRIPTION	TOTAL	
	NUMBER	No.			PAYMENT	
2018					£	
Dec	20th	d/d	49	Woldmarsh	Supply to Rawcliffe PS	53.28 *
					Supply to Outlet PS	138.08 *
					Supply to Inlet PS	114.46 *
					Telemetry Lines	29.52 *
	31st	d/d	-	NatWest	Bank Fees	5.00 *
2019						
Jan	9th	001473	53	ADA	Annual Subscription	754.80
		001474	54	Controlstar Systems	Telemetry Maintenance Contract	1,044.00
		001475	52,55-6	JBA Consulting	Fee Accounts: -	4,133.56
		001476	57	Raceway Builders Ltd	Rawcliffe PS - Roof Works	5,250.00
	21st	d/d	58	Woldmarsh	Supply to Rawcliffe PS	67.78 *
					Supply to Outlet PS	320.51 *
					Supply to Inlet PS	247.39 *
					Inlet PS - Meter Operator Service	168.00 *
					Outlet PS - Meter Operator Services	168.00 *

					Rawcliffe PS - Meter Operator Service	168.00	*
		d/d	58	Information Commissioner	Data Protection Registration	35.00	*
	31st	d/d	-	NatWest	Bank Fees	5.00	*
Feb	14th	001477	59,63,65	Danvm Drainage Commissioners	Site Visits in District, etc.	2,491.61	
		001478	60	Doncaster MBC	Meeting Expenses	25.50	*
		001479	61	J&S Welding Services	Inlet PS - Gate Modifications	150.00	*
		001480	67	University of Hull	Eel & Pumping Station Project -	120.00	*
		001481	66	Sweeting Bros (Land Drainage) Ltd	Durhams Warping Drain Outfall	20,910.24	
		001482	68	JBA Consulting	Management Services	1,418.90	
	15th	d/d	62	Public Works Loan Board	Loan Repayment	12,462.52	*
	18th	d/d	64	Woldmarsh	Supply to Outlet PS	1,401.07	*
					Supply to Rawcliffe PS	318.66	*
					Supply to Inlet PS	958.15	*
					Supply to Nimbus PS	37.76	*
					Telemetry Lines	59.53	*
					Membership Fees	212.29	*
	28th	d/d	-	Bank Fees	Bank Fees	5.00	*
Mar	14th	001483	69	Danvm Drainage Commissioners	Site Visits in District	891.48	*
		001484	70	J&S Welding Services	Inlet PS - Lock Box	300.00	*
		001485	73	Raceway Builders Ltd	Rawcliffe PS - Roof Works	1,284.00	*
	20th	d/d	72	Woldmarsh	Telemetry Lines	29.77	*
	29th	d/d	-	NatWest	Bank Fees	7.35	*
Apr	5th	001486	74	Complete Weed Control	EA Licencing Application	120.00	
		001487		JBA Consulting	Fee Accounts: -		
			71		Management Services - Feb 2019	1,236.20	
			1		GISmapp	600.00	
		001488	76	Obsurvus	Durhams Warping Drain - Survey	720.00	
	17th	001489	2	JBA Consulting	Management Services - Mar 2019	1,290.74	
		001490	78	Sweeting Bros (Land Drainage) Ltd	Maintenance	6,202.66	
	23rd	d/d	75	Woldmarsh	Supply to Inlet PS	629.40	*
					Supply to Outlet PS	992.19	*
					Supply to Rawcliffe PS	199.63	*
					Telemetry Lines	31.23	*
				Total		67,808.26	
				* Total amount of direct debits and payments approved by the Clerk only		21,635.55	

5. Strategy & Planning

5.1 Recommendations

- To note the information contained in this report
- To consider questions raised in association with organisational changes (Item 4.3.6)

5.2 Asset Management Policy

We would encourage and seek support from the board on the development of an Asset Management Corporate Plan, Asset Management Policy, Strategic Asset Management Plan, and Asset Management Plans.

5.3 Strategic Planning

5.3.1 Humber Strategy Comprehensive Review

The Engineering workstream associated with the Strategy is looking at the issue of tide locking or outfalls becoming non-operational due sediment build up around the estuary. It is hoped the scale of siltation/tidal locking can be quantified and locations of the issue across the estuary can be mapped in order consideration can be given as to how the Strategy engages and recognises the difficulty. There will be pieces of work, probably within geomorphology and erosion which will play a part in understanding what processes are impacting it, as well as considering what sea level rise/climate change will look like into the future. Considering it at the strategical level will hopefully allow the true scale can be quantified and best practice can be shared as well as a consistent approach to benefit/outcomes sharing.

A shapefile of outfalls currently affected and potential to be affected during the life of the Humber FRMS has been produced and shared with the Strategy Engineering workstream delivery lead.

5.3.2 Humber Nature Partnership

The Environmental Officer has been invited to take a seat on the Humber Nature Partnership Board as a Director. The seat is allocated for a Member representing a Statutory Regulator. The Humber Nature Partnership is one of only 48 Local Nature Partnerships around England and works closely with the Humber Estuary Relevant Authorities Group (HERAG) on which this Board is represented.

The Humber Nature Partnership works with organisations, businesses, communities and individuals to ensure an environment thriving with biodiversity around the Humber. It operates with the Humber Local Enterprise Partnership and others to encourage the growth and prosperity of ports, industry and agriculture promoting sustainable employment and contributing to a healthy Humber estuary.

The Partnership is involved with the Comprehensive Review of the Humber FRM Strategy which affects this Board's district. The partnership is working to manage the risk of flooding around the Estuary whilst retaining quality waters of a high ecological status.

5.3.3 Strategically Apportioning Benefits – Success

The Environment Agency has confirmed that the Black Drain Drainage Boards' decision to share benefits and therefore work with the EA to strategically apportion benefits to help manage flood risk in the area over the next couple of years is being praised within the EA as this has enabled a collective Risk Management Authority achievement as set out below.



Half-way to 300,000 target of homes better protected from flooding!

Planned embankment repair work will better protect 863 homes.

Working towards 300,000

We have recently hit the half-way point in our target to better protect 300,000 homes from flooding by the end of 2021 thanks to a project in East Yorkshire.

We have committed to reducing the risk of flooding from rivers, the sea, groundwater, surface water and from coastal erosion, for at least 300,000 homes, between 2015 and 2021 by investing £2.6 billion in flood and coastal erosion risk management projects.

The planned embankment repair work on Dutch River (Lower Don catchment) at Rawcliffe Bridge, near Goole in East Yorkshire, took place as the embankment was nearing the end of its design life and numerous burrows of a badger sett has also jeopardised the structural stability of the defence.

Improving flood protection

The work has improved the protection to 863 homes in the area which took us over the 150,000 homes protected mark - a key milestone in our six-year capital investment programme.

The area around Rawcliffe Bridge is very low-lying and flat so if the embankment overtops flood water can travel hundreds of metres.

It was affected by the June 2007 floods and is also part of the tidal River Ouse catchment.

The Rawcliffe Bridge work, which started last summer and was completed in December, included installing 65 metres of steel piling to stabilise the embankment and make it impenetrable to water.

Project Manager Darren Gallagher, who is based in the Lateral office in Leeds, said: "Site restrictions meant that we had to install a temporary track alongside the existing track to maintain access to a farm, prior to the main phase of the work.

"Approximately 65 linear metres of steel piles were driven into the main access track just behind the badger sett in order to stabilise the bank and to prevent the badgers burrowing back in the bank.

"The piles were driven below ground level under the track and backfilled using compacted material. The exclusion netting and gates were then removed and the ground in front of the piles forming the slope of the bank was fully reinstated."

Further work

The site is immediately upstream of the recently completed £6.5 million Chantry's Cottages capital scheme and in the same flood risk zone area. That scheme better protected more than 3,000 properties.

Rawcliffe is just one of 500 schemes that have better protected homes during our current 6 year programme. It's thanks to all the work that has gone into these schemes that we have achieved this milestone and over 150,000 homes are now better protected from flooding and coastal erosion.

5.3.4 Isle of Axholme Strategy

The Isle of Axholme Strategy has helped to apportion benefits for the Black Drain DB Assets in the Forward Plan which have been submitted to the Environment Agency, Yorkshire, who will deal with all future Grant in Aid allocations related to Black Drain.

5.3.5 ADA Governance Workshops

In total over 170 attended the workshops and ADA is reporting back to Defra on which IDBs and other authorities were represented at these events.

Slides

The slides delivered on the day are available on ADA's website under I have made pdfs of the slides from these events available on the Governance & Accountability page of the ADA website at https://www.ada.org.uk/wp-content/uploads/2019/04/Good_Governance_Workshop_Slides_2019.pdf

Training Modules

ADA made an audio recording of the workshop at CIWEM Venue in London and is working on a series of 20-25 minute training videos with this audio synchronised with the slides to provide a series of 5 training modules for Board Members/Officers. ADA hopes these will be on its website during May/June.

5.3.6 Defra Policy Advisory Group (PAG)

Defra holds these meetings approximately quarterly with a range of wider stakeholders interested in Defra policy related to IDBs. Updates are given on key topics such as the Rivers Authority & Land Drainage Bill (RALD) and De-Maining amongst other policy topics.

The PAG can trace its history back to the Defra Review of IDBs, which included proposals for sub-catchment IDBs, Biodiversity Action Plans, and 'indicative requirements' for IDBs

Defra has set for the PAG five 'questions' to look at in 2018-19, some of which overlap with ADA Committees' Workstreams.

The questions are:

- How can we encourage closer partnership working between IDBs and other RMAs at the local level along the lines of the Lincolnshire strategic flood risk model? What are the barriers to closer partnership working? (ADA Lead)
- How can IDBs locally showcase their environmental practices, particularly on conservation and biodiversity, and also how can we identify and spread good environmental practice across IDBs? (NE Lead)
- What are the opportunities beyond drainage rates and special levies for IDBs to secure sustainable funding and publicise the benefits? (EA Lead)
- Establishing and extending IDBs
 1. Where is there support/interest in a new IDB being formed or which IDBs want to extend their boundaries (ADA to provide information)
 2. What more do we need to do to enable and support new IDBs being created, or pre-existing boards extending their boundaries, where there is local support, in areas across the country? (ADA Lead)
- IDB membership appointment and attendance
 1. How do we secure active and appropriate membership and what are the minimum requirements for good governance? (Defra Lead)
 2. What would a role model IDB look like? (Defra Lead)

To assist with Defra's planning for future changes and possible creation of new IDBs, Defra has asked ADA to collate information about what organisational changes IDBs are seeking to make, and to indicate whether the changes being sought are:

- a. in the near future (ASAP, e.g. immediately following the Rivers Authorities & Land Drainage Bill becoming an Act),
- b. in the medium future (within the next 5 years), or



- c. in the longer term (over 5 years away).

Organisational changes are anything that would require an Order from Defra under Section 3 of the Land Drainage Act 1991 and could include:

- Boundary changes (e.g. expansion to sub-catchment)
- Amalgamation (e.g. to create larger, more strategic, sub-catchment IDBs)
- Reconstitution (e.g. to change the number of Board Members, or to alter electoral or rateable sub-districts)


6. Asset Management Decision-Making

6.1 Recommendations

- To note the information contained in this report

6.2 Capital Investment Decision-Making

6.2.1 Approved Capital Investment

Asset Management Decision Making	YEAR	2018/19	2019/20	2020/21	2021/22	2022/23
	PRIORITY					
Inlet PS & Outlet PS VFD installation	1	 <div>Quotation Inlet £19,892 Outlet £19,376</div>				



6.2.2 Future Capital Investment

Strategic Forward Plan

EA Number	Project Name	Estimated Business Case Preparation	Estimated Construction Start
YOC501E/000A/294A	Warping Drain (Inlet & Outlet) Pumping Stations	04/2034	10/2036
YOC501E/000A/295A	Rawcliffe Pumping Station	04/2039	10/2041

6.3 Operations & Maintenance Decision-Making

6.3.1 Weedscreen Cleaners

Asset Management Decision Making	YEAR	2018/19	2019/20	2020/21	2021/22	2022/23
	PRIORITY					
Inlet PS & Outlet PS Weedscreen repairs	1	 <div>£42k approx, based on quotation for Outlet PS</div>				
Inlet PS, Outlet PS & Rawcliffe PS Asset Inspection	3	 <div>£10k p/s</div>				

A quotation and proposal has been received from ESS but an alternative is also being investigated with IDS who will be present during the pumping station site visits.

6.3.2 Durham's Warping Drain

The calculations for water stored above surrounding ground levels have been received by the Reservoir Engineer who has confirmed that the Board should move forwards with removing this watercourse from the Act.

We await details from the Reservoir Engineer on the process required along with any cost.

6.4 Forward Plan

6.4.1 Mid-term Budget Estimate

Black Drain DB Revenue Account	0 2018/19 Actual Out-turn £	1 2019/20 App Budget £	1 2019/20 £	2 2020/21 Estimated Out-turn £	3 2021/22 £	4 2022/23 £	5 2023/24 £
Income							
Drainage Rates	18,322	19,849	19,849	21,376	22,140	22,903	22,903
Special Levies	67,282	72,889	72,889	78,496	81,299	84,103	84,103
Other Contributions	1,785	-	-	-	-	-	-
PA Contributions	-	-	-	-	-	-	-
Contributions	14,341	20,083	18,453	18,453	20,062	20,481	20,912
Consents	100	-	-	-	-	-	-
Bank Interest	103	65	65	100	100	100	100
Total Income	101,933	112,886	111,256	118,425	123,601	127,586	128,018
Expenditure							
Flood Defence Levy	6,859	7,065	6,859	7,065	7,277	7,495	7,720
Other Administration	10,319	10,635	10,635	10,688	10,742	10,795	10,849
Drain Maintenance	12,169	16,126	16,126	16,609	17,108	17,621	18,150
Pumping Stations	27,510	32,040	32,040	33,001	33,991	35,011	36,061
Other Expenditure	14,295	16,412	16,412	16,904	17,411	17,934	18,472
Loan Repayments:-	24,925	24,925	24,925	24,925	24,925	24,925	24,925
Total Expenditure	96,077	107,203	106,997	109,193	111,454	113,781	116,177
Surplus/(Deficit)	5,856	5,683	4,260	9,232	12,147	13,805	11,841
Balance Brought Forward	29,473	29,019	35,329	39,588	43,820	50,967	59,772
	35,329	34,702	39,588	48,820	55,967	64,772	71,613
Transfer to Capital Reserve Account	-	-	-	-	-	-	-
Transfer to Commuted Sum	-	-	-	5,000	5,000	5,000	5,000
Balance Carried Forward	35,329	34,702	39,588	43,820	50,967	59,772	66,613
Capital Reserve Account	42,942	18,737	18,891	19,041	19,191	19,341	19,491
Penny Rate in £	12.00p	13.00p	13.00p	14.00p	14.50p	15.00p	15.00p
Penny Rate £7,134	36.77%	32.37%	37.00%	40.13%	45.73%	52.53%	57.34%

Capital Reserve Account	2018/19	2019/20	2019/20	2020/21	2021/22	2022/23	2023/24
	Out- turn	App Budget	Estimated Out-turn				
	£	£	£	£	£	£	£
Income							
Transfer from I&E	-	-	-	-	-	-	-
Transfer from Commuted Sum	-	40,000	40,000	-	-	-	-
Interest	266	150	150	150	150	150	150
Durhams Warping Drain outlet channel	20,915	-	-	-	-	-	-
Contributions - Highways England	8,811	17,066	17,066	-	-	-	-
Total Income	29,992	57,216	57,216	150	150	150	150
Expenditure							
Rawcliffe PS - Roof Repairs	4,375	-	-	-	-	-	-
Inlet PS Roof Repairs	7,410	-	-	-	-	-	-
Inlet PS- VSD Installation	-	19,892	19,892	-	-	-	-
Inlet PS- Weedscreen	-	21,000	21,000	-	-	-	-
Outlet PS Refurbishment Works	30,173	-	-	-	-	-	-
Outlet PS- VSD Installation	-	19,376	19,376	-	-	-	-
Outlet PS- Weedscreen	-	21,000	21,000	-	-	-	-
Durhams Warping Drain outlet channel	20,915	-	-	-	-	-	-
Total Expenditure	62,873	81,268	81,268	-	-	-	-
Surplus/(Deficit)	(32,881)	(24,052)	(24,052)	150	150	150	150
Balance Brought Forward	75,823	42,839	42,942	18,891	19,041	19,191	19,341
Balance Carried Forward	42,942	18,787	18,891	19,041	19,191	19,341	19,491

7. Life Cycle Delivery

7.1 Recommendations

- To note the information contained in this report

7.2 Technical Standards & Legislation

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

0 consents have been issued on behalf of the Board between 19 December 2018 and 1 May 2019.

7.2.2 Planning Applications

Officers have reviewed planning applications between 19 December 2018 and 1 May 2019 of which 1 has required comment on behalf of the Board.

7.3 Maintenance Delivery

7.3.1 Ordinary Watercourses

Pre-start meeting would be arranged with appointed Contractors.

7.3.2 Riparian Owner/Occupier Watercourses

Highways England

A scheme of works has been undertaken but for environmental reasons (bird nesting & water voles) has delivered limited improvements benefits in terms of conveyance and water level management. Discussions have been held with Highways England with a view to changes in delivery of the works and their timing, we await final details of any proposed future delivery mechanism and/or scope.

Network Rail

Works are scheduled for a start of delivery in May 2019 as part of a 5yr funding commitment up until 2022/23, when a new delivery period will be started into which these works will again need to be included.

7.3.3 Public Sector Cooperation Agreement

Old Course of River Don, Waterside, Thorne

Works and funding have been completed. An annual programme is to be discussed with the Environment Agency.

7.4 Asset Operations

7.4.1 Pump Run Hours

Over the last 12-month period Rawcliffe Bridge has pumped for 133hrs, Inlet for 225hrs and Outlet for 1688hrs.

8. Organisation & People

8.1 Recommendations

- To note the information and recommendations contained in this report

8.1 Health, Safety & Wellbeing

8.1.1 Accidents and Incidents

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

8.1.1 Health, Safety and Welfare - For information

As several IDBs insist on undertaking hedge cutting activities prior to drain maintenance, they should ensure that the any plant is guarded appropriately, particularly when tractor/flail mower combinations are used.

The HSE document seeks to give clear guidance and advice on any hedge cutting activity.

For Boards that utilise Contractors, it would therefore be prudent to highlight the following information regarding the legal status of Health and Safety Guidance Notes and Approved Codes of Practise (ACOPs) from the HSE website (see below):

In simple terms, if you are not following Guidance or ACOP (where applicable) then you should be doing something at least equal or better than what's suggested otherwise these documents will be used by the HSE should any incident occur to support a prosecution.

For Boards that do use contractors who flail hedges, they should question the use of any plant or equipment that is not sufficiently protected.

Recommendation: Disseminate this information to Contractors immediately.

Please note there is no minimum or maximum requirement to comply with this guidance.

What are HSE guidance notes?

HSE guidance provides advice to help you understand how to comply with the law; explanations of specific requirements in law; specific technical information or references to further sources of information to help you comply with your legal duties. 28 Nov 2013

Legal status of HSE guidance and ACOPs

HSE publishes guidance (in the form of leaflets, books and on its webpages) and Approved Codes of Practice (ACOPs).

HSE guidance provides advice to help you understand how to comply with the law; explanations of specific requirements in law; specific technical information or references to further sources of information to help you comply with your legal duties.

ACOPs describe preferred or recommended methods that can be used (or standards to be met) to comply with regulations and the duties imposed by the Health and Safety at Work etc Act.

The legal status of guidance and ACOPs is given below and will appear in the relevant publications.

HSE guidance legal status

This guidance is issued by the Health and Safety Executive. Following the guidance is not compulsory, unless specifically stated, and you are free to take other action. But if you do follow the guidance you will normally be doing enough to comply with the law. Health and safety inspectors seek to secure compliance with the law and may refer to this guidance.

Approved Codes of Practice (ACOPs) legal status

Each ACOP is approved by the Health and Safety Executive, with the consent of the Secretary of State. It gives practical advice on how to comply with the law. If you follow the advice you will be doing enough to comply with the law in respect of those specific matters on which the Code gives advice. You may use alternative methods to those set out in the Code in order to comply with the law.

However, the Code has a special legal status. If you are prosecuted for breach of health and safety law, and it is proved that you did not follow the relevant provisions of the Code, you will need to show that you have complied with the law in some other way or a Court will find you at fault.

Work on the public highway or adjacent to public footpaths or bridleways

Contractors should ensure that traffic management is put in place for any works undertaken in public places. I would strongly recommend this is discussed with Contractors to ascertain what arrangements they have in place prior to maintenance works beginning. Any review should seek to identify where hazards and risks have not been identified and suitably mitigated. A review of their risk assessments and method statements would be prudent, documenting any shortcomings and agreed improvements.

Contractors Plant, Equipment and Operators

Contractors should only use plant and equipment that is suitable and sufficient for the task at hand, is maintained as per manufacturers requirements and is fitted with Prolec Height Restrictor and Wire Watcher (or similar). Contractors must only use competent staff to operate machinery with the relevant experience and qualifications.

8.2 Procurement & Supply Chain Management

8.2.1 Watercourse Maintenance Contract (Removal of Emergent Growth)

Two bids returned, both have been tasked with providing their own flailing works and a further bid submitted to cover this.

8.2.2 Watercourse Maintenance Contract (Flailing)

No initial bids returned.

8.2.3 Watercourse Maintenance Contract (Spraying)

Only one bid returned.

A Tender Review Panel has been assembled from Board members and Management Staff to review the submissions and make the appropriate appointments.



9. Date(s) of Next Meeting

4th November 2019

10. Professional Services

This item discussion will be a closed session.

The Board has now commenced the final year of the 2-year extension provided for in its management services contract, due to expire 31 March 2020.



11. APPENDIX A – Sections of the AGAR

The relevant sections the Annual Governance & Accountability Return for the year ended 31 March 2019 can be found over the following pages

Section 1 – Annual Governance Statement 2018/19

We acknowledge as the members of:

BLACK DRAIN DRAINAGE BOARD

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2019, that:

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

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets should be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

Other information required by the Transparency Codes (not part of Annual Governance Statement)

Authority web address

WWW.SHIREGROUP-IDBS.GOV.UK ORITY WEBSITE ADDRESS

Section 2 – Accounting Statements 2018/19 for

BLACK DRAIN DRAINAGE BOARD

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
1. Balances brought forward	229,609	221,636	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	78,445	85,604	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	23,128	46,728	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	NIL	NIL	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	24,925	24,925	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	84,621	136,781	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	221,636	192,262	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	229,939	208,711	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	1,200,000	1,200,000	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	229,078	214,813	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, as a body corporate, 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 2019 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

 SIGNATURE REQUIRED

Date 07/05/19

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED



Shire

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