

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

# Full Board Meeting

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Wednesday 2nd February 2022

**The Gables, Falfield  
2pm**

**Minutes of the meeting of the Lower Severn (2005) Internal Drainage Board**  
**Held on Wednesday 3<sup>rd</sup> November 2021 at 2.00 pm**  
**The Gables**

**Present:**

Cllr M Riddle	Chairman	Mr R Hyslop
Mr M Barnes	Vice-Chairman	Mr G Littleton
Cllr B Behan		Mr J Nichols
Mrs F Collins		Mr G Simms
Mr J Cornock		Ald M Sykes
Cllr R Griffin		Cllr P Toleman
Cllr F Hance		Cllr M Topping
Mr J Hore		Ald C Williams
Cllr P Howells		

**Staff:**

Kieran Warren	Principal Officer	PO
Martin Dear	Accounts Officer	AO
James Druett	Land Drainage Engineer	LDE
James Thomas	Civil Engineer	CE

<b>3287</b>	<p><b>Election of Chairman 2021/22</b></p> <p>The PO invited nominations for the post of Chairman. Cllr Riddle was proposed and seconded for the post. No other nominations were proposed.</p> <p><b>Resolved that:</b></p> <p style="text-align: center;"><b>Cllr M Riddle be elected Chairman for the ensuing year.</b></p> <p>Cllr Riddle thanked Members for their support over the previous years which he hoped would continue in the coming year.</p>	
<b>3288</b>	<p><b>Election of Vice-Chairman 2021/22</b></p> <p>Cllr Riddle took the Chair and invited nominations for the post of Vice-Chairman. Mr M Barnes was proposed and seconded for the post. No other nominations were proposed.</p> <p><b>Resolved that:</b></p> <ul style="list-style-type: none"> <li><b>Mr M Barnes be elected Vice-Chairman for the ensuing year.</b></li> </ul>	
<b>3289</b>	<p><b>Welcome/Apologies</b></p> <p>The Chair welcomed a new Member to the Board, Cllr Topping the representative of the Forest of Dean District Council.</p> <p>Apologies were received from Miss R Hewlett, Cllr J Jones, Mrs S Milestone, Ald P Abraham and Cllr K Birchell.</p>	
<b>3290</b>	<p><b>Chairman's Announcements</b></p> <p>The Chair thanked Board Members and staff for all their efforts and work for the Board and thanked those Members who did not seek re-election this year for their many years of service.</p> <p>The Chair reminded Members that the ADA AGM conference will be virtual and will take place on 10<sup>th</sup> November and thanked those Members who had signed up for this.</p> <p>The Chair thanked those Members who had already sent suggestions to him in relation to the Boards Organisation and Structure and advised he would be happy to receive suggestions up to 12<sup>th</sup> November 2021. The working group that has been set up to look at this will be having its first meeting in a couple of weeks' time.</p>	

3291	<b>Declaration of Members Interest</b> None	
3292	<b>Minutes of Previous Meeting</b>  <b>It was resolved that:</b> <ul style="list-style-type: none"> <li>• <b>The Minutes of the meeting held 6<sup>th</sup> October 2021 be approved as a true &amp; correct record.</b></li> </ul>	
9293	<b>Matters arising from the Minutes</b> The Chair was actioned to write to the Government to find out if there would be any changes or rescindments to the eel regulations now that the UK has left the EU. The Chairman had written to the Defra Minister and was awaiting a reply  In relation to minute 3273 (Project Steering Group) Mr Simms updated Members that it was hoped that at the February 2022 Board meeting the PSG will present a close down report for Elmore Back. This will include a summary of what has occurred, final costs and the lessons learnt so that they can be measured and applied to the remaining four pump stations.  Mr Simms added that Members should consider closing down the PSG after the Elmore Back report is presented at the February Board meeting. He went on to say Members should consider the establishment of a new working group with clear objectives, to support and assist the completion of the four remaining pump stations in the Capital Programme.  The LDE updated Members on Elmore Back advising that both pumps at Elmore Back are now operating and working successfully. The pumps borrowed from the EA have been returned.  Mr Nichols asked if the report would have a detailed breakdown of the fee's charged by Motion Consultants. Mr Simms explained that there will be reporting at the level that is available to the PSG and that the PSG would not recommend spending a great amount of time trying to provide this level of detail as the group was not set up to report on this. Going forward these objectives should be considered and agreed for the next pump station project.	
3294	<b>Committee Minutes</b> <b>Engineering Committee – 20<sup>th</sup> October 2021</b> Mr Barnes reminded Members that the Machinery replacement programme was designed to keep the expenditure as smooth as possible to aid the Boards cashflow.  He further advised that the Engineering Committee had approved the purchase of a new MX95 Spearhead which was almost like for like for the machine it would be replacing. The LDE added that he was still negotiating the part exchange price and enquiring about a warranty extension.  Mr Barnes informed Members that the Committee had considered that some staff were approaching retirement age and that these operatives hold a wealth of knowledge and experience and therefore discussion around succession planning would be important.  Mrs Collins added that this had also come up in the Staff & Pensions Committee recently.  In response to Mr Littleton's question, the PO confirmed that asking operatives their retirement plans or if they could recommend anyone that might be fit for such a role would be a good idea. Members agreed that	

	<p>this would give a rough idea of when the recruitment of replacement staff might be required.</p> <p>Mr Simms referenced a report received by the Engineering Committee from the Chairman of the F&amp;GP Committee. The Engineering Committee did not discuss this fully at this meeting. There were some very important considerations in this report that needed discussion and he suggested a separate meeting might be prudent.</p> <p>Ald Williams, the Chairman of the Finance &amp; General Purposes Committee expressed his concerns that the Engineering Committee is the highest spending Committee and thus significantly impacts the work of his Committee. Ald Williams also expressed concern that the Engineering Committee can approve to purchase a machine without it then going to the Board for final approval.</p> <p>The Chair reassured Ald Williams that there was a very thorough process and discussion about the purchase of machinery.</p> <p>In response to a question from Mr Cornock, the Chair of the Board informed Members that he had approached other Boards about their approach to the pump station replacement programme and ADA had advised that many Boards were struggling with issues similar to those facing the LSIDB.</p> <p>Ald Williams also highlighted that two years ago it was agreed to synchronise the Engineering Committee and Finance and General Purposes Committee meetings due to the level of expenditure approved by the Engineering Committee. He suggested that the Engineering Committee meet more often and any decisions made then filter into the Finance and General Purposes Committee meetings. He wished for this to be considered in the Chairs restructuring of the Board.</p> <p>Mr Nichols asked if a consortium of Boards could collaborate to help all Boards struggling to complete this pump stations project. Mr Simms advised that there are a couple already established mainly in the East of the country, however we must be mindful that the pump replacements are very unique to the area they serve.</p> <p><b>Staff &amp; Pensions Committee – 27<sup>th</sup> October 2021</b>  Mrs Collins, the Chair of the Staff and Pensions raised, from previous minutes, the issue about the annual staff pay rise. She said that the Committee would write to the Lincolnshire Board for any updates on this year's figure.</p> <p>Homeworking was discussed at the meeting. This had come about due to Covid19 restrictions, The office-based staff have been operating a flexible homeworking policy. The PO produced an informative report and policy that covered the aspects of homeworking. The general consensus was it was working very well and, in the future, it could provide a benefit for retention and recruitment of staff. The Staff and Pensions Committee recommended that that the homeworking policy should be adopted with immediate effect with all staff signing a checklist to confirm understanding of the policy. This policy would be added to the list of Policies that G &amp; P regularly review</p> <p>Mr Simms asked as this is a new policy and new conditions for staff could be reviewed and reported the June 2022 Board meeting.</p>	
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	<p>Cllr Howells asked if the policy could also include Mental Health/Counselling, Isolation, Social Media Abuse and actions to take if IT systems were hacked/attacked.</p> <p><b>It was resolved that;</b></p> <ul style="list-style-type: none"> <li>• <b>The homeworking policy be adopted;</b></li> <li>• <b>Staff sign a checklist to agree to it;</b></li> <li>• <b>Governance and Probity Committee review the policy and report to the Full Board in June 2022</b></li> </ul> <p>Mrs Collins advised that the Committee had also looked at Staffing levels in the wake of a significant increase in office workload. This was difficult to resolve in the short term as the Board was waiting on the restructuring review being carried out by the Chairman. Mrs Collins advised that in the interim the PO and the Admin and Rating Officer were willing to work extra hours and for this to be reviewed in 6 months. The Staff and Pensions Committee recommended that the Principal Officer and Admin and Ratings Administration Officer be authorised to be paid to work a maximum of an additional 3 hours a week during this period.</p> <p><b>It was resolved that:</b></p> <ul style="list-style-type: none"> <li>• <b>The Principal Officer and Ratings and Administration Officer be authorised to be paid for an additional 3 hours of work per a week when required;</b></li> <li>• <b>This position be reviewed in 6 months' time</b></li> </ul> <p>The final issued discussed was the age profile of staff and successional planning. There were number of staff that may look to retire in the next few years. Job descriptions will be addressed once staff appraisals are completed to ensure they are up to date. The Committee considered the employment of a trainee/apprentice to train up while the knowledgeable and experienced operational staff are still with the Board, an initiative that could be extended to office-based staff.</p> <p>The Chair added that this would be looked at in the Working Group being tasked with the review of the Board's organisation and structure.</p>	
3295	<p><b>Report from Performance Management Group</b></p> <p>The Chair advised Members that this group had been set up and chaired by Mr Simms. The group was to look at how the Board can be better managed and providing better information available to Members.</p> <p>Mr Simms advised Members that the group was in its infancy and the report was open to discussion. The report addressed 5 main areas - Safety, Assets, Operations, Compliance and Standing Orders.</p> <p>The recommendations will help to improve clarity and transparency of reporting and subsequently improve performance.</p> <p>Mr Hore asked if under item 4 was it was a national problem in terms of obtaining EA consents. The Chair advised that it was and he would again raise it with Innes Thompson (Chief Executive of ADA). Mr Simms and The CE advised he would document and monitor applications.</p> <p>It was discussed and agreed that within the category of Safety Data to include Protection breaches</p> <p><b>It was resolved that:</b></p> <ul style="list-style-type: none"> <li>• <b>The recommendations of the Performance Management Working Group as set out in the report be adopted by the Board as per appendix A.</b></li> </ul>	

3296	<p><b>Dates of Future Board Meetings</b></p> <p>The PO had prepared a schedule of dates for November 2021 to February 2022 Board and Committee meetings for approval.</p> <p><b>It was resolved that:</b></p> <ul style="list-style-type: none"> <li><b>The following schedule of meetings be approved:</b></li> </ul> <table border="1" data-bbox="359 376 1209 1509"> <thead> <tr> <th>Meeting</th><th>Date</th><th>Time</th></tr> </thead> <tbody> <tr> <td><i>Governance &amp; Probity</i></td><td><i>1 December 2021</i></td><td><i>10.30am</i></td></tr> <tr> <td><i>F&amp;GP</i></td><td><i>8 December 2021</i></td><td><i>10.30am</i></td></tr> <tr> <td><i>Staff &amp; Pensions</i></td><td><i>12 January 2022</i></td><td><i>10.30am</i></td></tr> <tr> <td><i>F&amp;GP</i></td><td><i>19 January 2022</i></td><td><i>10.30am</i></td></tr> <tr> <td><b>Full Board Meeting – Rate Setting</b></td><td><b>2 February 2022</b></td><td><b>2.00 pm</b></td></tr> <tr> <td>Treasury Sub</td><td>9 March 2022</td><td>10.30 am</td></tr> <tr> <td>Governance &amp; Probity</td><td>30 March 2022</td><td>10.30 am</td></tr> <tr> <td>Engineering Committee</td><td>13 April 2022</td><td>10.30am</td></tr> <tr> <td>Staff &amp; Pensions</td><td>4 May 2022</td><td>10.30 am</td></tr> <tr> <td>F&amp;GP</td><td>18 May 2022</td><td>10.30 am</td></tr> <tr> <td><b>Full Board Meeting</b></td><td><b>8 June 2022</b></td><td><b>2.00 pm</b></td></tr> <tr> <td>Treasury Sub</td><td>31<sup>st</sup> August 2022</td><td>10.30 am</td></tr> <tr> <td>F&amp;GP</td><td>7 September 2022</td><td>10.30 am</td></tr> <tr> <td><b>Full Board Meeting</b></td><td><b>21 September 2022</b></td><td><b>2.00 pm</b></td></tr> <tr> <td>Engineering Committee</td><td>19 October 2022</td><td>10.30am</td></tr> <tr> <td><b>Full Board Meeting – Annual Meeting</b></td><td><b>2 November 2022</b></td><td><b>2.00 pm</b></td></tr> <tr> <td>Governance &amp; Probity</td><td>30 November 2022</td><td>10.30 am</td></tr> <tr> <td>F&amp;GP</td><td>7 December 2022</td><td>10.30am</td></tr> <tr> <td>F&amp;GP</td><td>18 January 2023</td><td>10.30 am</td></tr> <tr> <td><b>Full Board Meeting – Rate Setting</b></td><td><b>1 February 2023</b></td><td><b>2.00pm</b></td></tr> <tr> <td>Staff &amp; Pensions</td><td>8 February 2023</td><td>10.30am</td></tr> </tbody> </table>	Meeting	Date	Time	<i>Governance &amp; Probity</i>	<i>1 December 2021</i>	<i>10.30am</i>	<i>F&amp;GP</i>	<i>8 December 2021</i>	<i>10.30am</i>	<i>Staff &amp; Pensions</i>	<i>12 January 2022</i>	<i>10.30am</i>	<i>F&amp;GP</i>	<i>19 January 2022</i>	<i>10.30am</i>	<b>Full Board Meeting – Rate Setting</b>	<b>2 February 2022</b>	<b>2.00 pm</b>	Treasury Sub	9 March 2022	10.30 am	Governance & Probity	30 March 2022	10.30 am	Engineering Committee	13 April 2022	10.30am	Staff & Pensions	4 May 2022	10.30 am	F&GP	18 May 2022	10.30 am	<b>Full Board Meeting</b>	<b>8 June 2022</b>	<b>2.00 pm</b>	Treasury Sub	31 <sup>st</sup> August 2022	10.30 am	F&GP	7 September 2022	10.30 am	<b>Full Board Meeting</b>	<b>21 September 2022</b>	<b>2.00 pm</b>	Engineering Committee	19 October 2022	10.30am	<b>Full Board Meeting – Annual Meeting</b>	<b>2 November 2022</b>	<b>2.00 pm</b>	Governance & Probity	30 November 2022	10.30 am	F&GP	7 December 2022	10.30am	F&GP	18 January 2023	10.30 am	<b>Full Board Meeting – Rate Setting</b>	<b>1 February 2023</b>	<b>2.00pm</b>	Staff & Pensions	8 February 2023	10.30am	
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3297	<p><b>Appointment of Committees for 2021/2022</b></p> <p><b>It was resolved that</b></p> <ul style="list-style-type: none"> <li><b>The membership of the Committees for the ensuing year be as shown below.</b></li> <li><b>Committee numbers are subject to change once the elected member vacancies are filled.</b></li> </ul> <p><b><u>Finance &amp; General Purposes Committee – 9 Members</u></b></p> <table border="1" data-bbox="359 1895 1230 1993"> <tbody> <tr> <td>Mr J Cornock</td><td>Cllr R Griffin</td><td>Cllr F Hance</td></tr> <tr> <td>Mr J Hore</td><td>Mr G Littleton</td><td>Cllr M Riddle</td></tr> <tr> <td>Mr G Simms</td><td>Ald M Sykes</td><td>Ald C Williams</td></tr> </tbody> </table> <p><b><u>Engineering Committee – 8 Members</u></b></p>	Mr J Cornock	Cllr R Griffin	Cllr F Hance	Mr J Hore	Mr G Littleton	Cllr M Riddle	Mr G Simms	Ald M Sykes	Ald C Williams																																																										
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3298	<p><b>Election Results and Co-option.</b> The PO advised Members that the results showed there are 5 vacancies for elected Members. Any qualified person can apply by completing a simple nomination paper and enclosing a brief statement as to their suitability for the role.</p> <p><b>It was resolved that</b></p> <ul style="list-style-type: none"> <li>• <b>The vacancies be filled via co-option and the PO report back at the next meeting.</b></li> </ul>																															
3299	<p><b>Rating Write Off</b> The PO explained that the Board had actively been trying to recover an outstanding debt from a ratepayer for rate dues for the period 2019 – 2020 and 2020-2021. Despite all the steps being taken it remains unrecovered. Bailiffs have been unsuccessful in recovering the debt therefore it was recommended that the debt be written off.</p> <p><b>It was resolved that</b></p> <ul style="list-style-type: none"> <li>• <b>The sum of £161.37 be written off as unrecoverable.</b></li> </ul>																															
3300	<p><b>Any Other Item Which the Chair Decides in Urgent</b> The Chairman advised Members that the last two Committee meetings held by the Board have resulted in the meetings not being quorate. The suspension of Standing Orders had been necessary to allow decisions to be taken. This had happened for a number of reasons including illness, Covid precautions and the recent election where a number of members have stepped down. Therefore, it was recommended for the next 12 months to re-adopt the previous quorum of 8 out of 29 Members for the Board meeting and pro rata for Committees</p> <p><b>It was resolved that:</b></p> <ul style="list-style-type: none"> <li>• <b>To re-adopt the previous quorum of 8 out of 29 Member's for a Board meeting and this be pro rata for Committee Meetings</b></li> </ul>																															
3301	<p><b>Date of next meeting</b> Members noted that the next Full Board meeting would be held on 2<sup>nd</sup> February 2022.</p>																															

	The meeting closed at 16:00 pm.	
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MEETING: FULL BOARD - AGM

MEETING DATE: 03.11.2021

REF: GS

REPORT BY: Geoff Simms

**Performance Management Working Group****Performance measures for 2021/2022/2023****Introduction**

Due to resource constraints, due to the pumping station project work, in conjunction with the Chairman, Matthew, it was agreed to delay the 'Performance Management' discussions until a more appropriate time. In response to a previous Board meeting proposal the working group has explored areas for which it would be useful to establish some initial measures to assist in improving IDB performance and to be able to 'trial' the process in 2021/2022. In taking a pragmatic approach the group has sought to minimise any additional resource needs to establish the process whilst concentrating on areas that can be readily reported on and have opportunity for improvement. It is intended that the measures will be reported on, at each Full Board meeting, giving all members the opportunity to monitor progress. We seek to establish this in a 'safe' environment so as to determine its effectiveness as a process without resort to personal performance. The LDB has already reinstated the staff appraisal system to enable individuals to have a one to one discussion about their role, performance and ongoing development opportunities in line with the needs of the LDB and the individual.

A number of measures, shown below, are being suggested to enable the Performance management process to commence and will be an opportunity to trial the mechanism, they are as follows:

1. SAFETY is often quoted, by companies, as its number one priority but can often fail to engage its staff and stakeholders in this important journey of maintaining and improving safety which can massively affect the performance of the business. To give greater priority to this important area of managing safety we propose the following :

**1.1 At each Full Board meeting the first item on the agenda will be a safety update, by the Chairman, covering, in the first instance, the following:**

**Lost Time Accidents, Minor Injuries and Near Miss Reporting\***

**A Near Miss Reporting system needs to be set up and all staff encouraged to participate in this reporting mechanism. Near Misses are known to be the feed stock for more serious accidents and can significantly mitigate the risk of accidents.**

2. ASSETS of the IDB are contained in an asset register that historically has only been used in terms of financial management. If extended to include all assets, namely machinery, pumping station

assets and their maintenance/ breakdown costs then it would provide better information when planning future expenditure on replacements. For 2021/2022 we propose :

- 2.1 That the Asset register is expanded to include all machinery and plant items with ready access to past expenditure on those items including a record of reliability.**
- 2.2 That this register is utilised, by the Engineering Committee, as part of its consideration for expenditure on replacement items.**
- 2.3 These considerations and recommendations, for expenditure, will be reported at the earliest Full Board meeting.**

- 3. OPERATIONS, in the field, are a key activity of the IDB and it currently maintains a good reputation for the standard of delivery. We currently report on number of kilometres maintained per year and commonly a level of 500km is the number quoted. However this does not provide a measure that indicates a performance level and therefore provides no opportunity for considering measures that would improve this. For example different machinery or staffing levels may provide a more effective delivery. For 2021/2022 we propose:

- 3.1 That we establish the total quantity of maintenance for which the IDB has responsibility.**
- 3.2 Establish a prioritisation of our yearly maintenance strategy**
- 3.3 Report to the Engineering committee on any areas for improvement, to be considered, in terms of delivery.**

- 4. COMPLIANCE is a very important aspect for the management of the IDB. Its foundation is one of 'best endeavours' to provide value for money for its rate payers; it is not primarily a profit making business. It is unusual in that it is both being 'regulated' and in its own right is a 'regulator'. Its primary Regulator is the Environment Agency and itself 'regulates' for development applications in the Severnside area. Aspects of both of these areas have opportunity for improvement and for 2021/2022 we propose:

**4.1 We produce a draft document for the process of managing a 'consent' application, with the EA, and gain approval, by collaboration with the EA. This is a most important improvement for the forthcoming pumping station refurbishments needing timely 'consent' approvals. As the regulator for Severnside Developments we currently have a good reputation for our timely delivery in this area. To maintain the standard and improve where possible for 2021/2022 we propose:**

- 4.2 The process for this activity is documented**
- 4.3 The applications are reported including the cycle time from receipt to completion of the application process.**
- 4.4 Maintaining the delivery within the 12 week application period is paramount in maintaining the reputation of the IDB.**

- 5. STANDING ORDERS are rules made by the Lower Severn Drainage Board with the approval of the Secretary of State. They set out the rules under which the Board carries out its business and therefore shows the importance of these 'orders' being the subject of timely review and

assurance that board members are fully aware of the content and have understanding of the application of these standing orders. For 2021/2022 we propose the following:

- 5.1 That the Standing Orders are fully reviewed in the context of their compliance with the standard model and meeting the requirements of the Lower Severn Drainage Board.**
- 5.2 Each of the individual orders need to be considered in terms of their applicability and practical application.**
- 5.3 Within this period all Board members should be made fully conversant with the reviewed Standing Orders.**

In adopting these measures we give ourselves the opportunity to progress some 'areas for improvement' and to be able to give the concepts of performance management a trial. We feel sure that overall benefit will be derived from this process, adjusting from experience, as we move forward.

All measures will be reported in one short report at each Board meeting.

Geoff Simms

18<sup>th</sup> October 2021

**Minutes of the Finance & General Purposes Committee of the  
Lower Severn (2005) Internal Drainage Board  
Meeting held Wednesday 8<sup>th</sup> December 2021 at 10.30 am  
The Gables Hotel**

Present:

Ald C Williams  
Mr J Cornock  
Mr J Hore

Chairman

Mr G Littleton  
Ald M Sykes

Martin Dear  
Kieran Warren  
Louise Reading

Accounts Officer  
Principal Officer  
Minutes

AO  
PO

<b>3302</b>	<b>Election of Chairman 2021/22</b> The PO invited nominations for the post of Chairman. Ald Williams was proposed and seconded for the post. No other nominations were proposed.  <b>Resolved that:</b> <ul style="list-style-type: none"> <li><b>Ald Williams be elected Chairman for the ensuing year.</b></li> </ul>	
<b>3303</b>	<b>Apologies</b> Apologies were received from Cllr M Riddle and Mr G Simms.	
<b>3304</b>	<b>Chairman's Announcements</b> There were no Chairman's Announcements.	
<b>3305</b>	<b>Declarations of Interest</b> There were no declarations of interest.	
<b>3306</b>	<b>Minutes of the Previous Meetings</b>  <b>It was resolved that:</b> <ul style="list-style-type: none"> <li><b>The minutes of the Finance and General Purposes Committee meeting held on 8<sup>th</sup> September be approved as a true and correct record.</b></li> </ul>	
<b>3307</b>	<b>Matters arising from the Minutes</b>  <u>3259 – Sage reporting</u> The AO advised Members that the PSG had received report templates and would pass them to the Engineering Committee for review, as the Engineering Committee is the lead authority for the Capital Programme. Once the formatting was agreed it was suggested that the Board look to implement the new reports into our current SAGE systems.  <u>3260 – Action 20210908F&amp;GP1 – Breakdown of maintenance figures</u> The AO provided Members with a summary from the Engineers, viz: “The Board have never accounted for these “liabilities” in the way that the committee have asked for and it is a departure from the way that the Board have, dealt with this issue. The idea of the payments is to ease the burden on the public purse of maintaining assets that we would otherwise undertake maintenance on anyway.	

	<p>In order to carry out this exercise we will need additional resources to survey and account for costings. We would need to look at the drainage network in detail, we do not have the records available to do this as a desktop exercise. A rough and ready approach is possible however, the quality of the information provided would lead to, in our opinion a poor output.</p> <p>The Committee agreed that at the moment with the more pressing issue of the pump station replacement programme, time and money would be better spent on this than pursuing a lengthy and costly breakdown of maintenance figures.</p> <p><u>3260 – 20210908F&amp;GP2 – Changes of Land Use</u> The PO updated Members that he had spoken to both the Valuations Office and Land Registry in respect of the Drainage Board being advised when agricultural land is developed.</p> <p>The Valuations Office advised that this is not work that they undertake or get involved in and that the Board would need to contact the local authorities via the billing and/or planning departments.</p> <p>The Land Registry office also did not perform such a role and again advised the Board to approach the relevant planning authority.</p> <p>The advice from both the Valuation Office and land registry was noted</p> <p><u>3261 - 20210908F&amp;GP3 – Amendment to Risk Register</u> Completed</p> <p><u>3261 – 20210908F&amp;GP4 – Office Appraisal</u> The PO informed members that there were three options to the Board</p> <ul style="list-style-type: none"> <li>• Refurbishing existing building and yard</li> <li>• Demolish and rebuild on existing site</li> <li>• Relocate</li> </ul> <p>He had contacted David James and Partners as the Board had used them historically.</p> <p>In order to keep wasted costs and time to a minimum it seemed prudent that the Board make a decision as to whether they would want to relocate or refurb/rebuild on the existing site.</p> <p>Members agreed that the PO be asked to produce a report for the next Board meeting outlining this for consideration. Once a decision had been made then the F &amp; GP Committee would consider it within the context of the Capital Programme.</p> <p><u>3262 – 20210809F&amp;GP5 – Internal Audit</u> The PO advised Members that the internal auditors could add the review of contracts to the works they currently carry out. It would be additional work and would come at a cost of £200 per a contract.</p> <p>The AO added that the Board had highlighted the issue to the external auditor and that the audit had still been signed off because the error had been identified and the correct action taken going forward.</p> <p>Members agreed that retrospective works would not present good value for money and that the important thing was that going forward the Board must maintain a regime of contractual compliance.</p>	<p><b><u>20211208F&amp;GP1</u></b> The PO to produce a report for the next Full Board Meeting outlining options for office premises</p>
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	<p><b>Renewal of IT Contract</b></p> <p>The PO informed Members that the Board had used Orchard Computer Services for a number of years and were extremely happy with the service. The company were proactive in highlighting issues and were quick to respond to issues and hazards that were logged and offered advice and upgrades to software. There was around a £300 pa increase in cost for a further three-year fixed term contract.</p> <p><b>It resolved that;</b></p> <ul style="list-style-type: none"> <li>• <b>The three-year fixed price quote from Orchard Computer Services be accepted</b></li> </ul>	
3308	<p><b>External Audit</b></p> <p>The AO advised Members that the External Auditors have signed off the Report and Certificate on page 6 of the AGAR for 2020/2021.</p> <p><b>It was resolved that</b></p> <ul style="list-style-type: none"> <li>• <b>The external auditors report and certificate for 2020/21 be noted</b></li> </ul>	
3309	<p><b>Precept and Foreign Water Contribution 2022/2023</b></p> <p>The AO informed Members that a letter had been received from the EA to advise the Board of a 2% increase to the precept and foreign water contribution for 2022/23. This is in line with the principle 6-year agreement that IDBs in the English Severn and Wye Catchment agreed to.</p> <p><b>It was resolved that:</b></p> <ul style="list-style-type: none"> <li>• <b>The letter from the Environment Agency be noted; and</b></li> <li>• <b>The AO respond to the letter stating the increase of 2% to the precept and foreign water contributions for 2022/23 are acceptable.</b></li> </ul>	
3310	<p><b>Financial Reports</b></p> <p>Members reviewed all the Financial Reports presented by the AO.</p> <p><u>Management Accounts – 1<sup>st</sup> April 2021 to 30<sup>th</sup> September 2021.</u></p> <p>The AO presented the management accounts to 30<sup>th</sup> September 2021 and advised that the Management accounts for October 2021 had now been completed and there were no material changes to report.</p> <p><u>Forecast results for the year ended 31<sup>st</sup> March 2022.</u></p> <p>The AO informed Members that the outturn forecast predicted a deficit of £13,869 against a budgeted deficit of £32,816. An improvement of £18,947. The Chairman stated that these figures were after the transfer Capital Expenditure Reserve and that taking this into account, operationally, there was a surplus.</p> <p><u>Draft Budget for 2022/23</u></p> <p>The draft budget showed a deficit of £31,917 and assumed that the rate and levy is increased from 9.7p to 10.6p. The AO advised Members that the majority of the increases in expenditure were due to circumstances that were outside of the Boards control. For example, the increase in the National Insurance contribution of 1.25%, the rise in the cost of diesel, the end of being able to use red diesel and general inflation increases. A breakdown had been provided that showed where the additional 0.9p was being allocated to. Members found this explanation very useful. If Members wanted to decrease the proposed increase in the rate and levy for 2022/23 then there were three options available:</p> <ul style="list-style-type: none"> <li>• Increase the budgeted deficit</li> </ul>	

	<ul style="list-style-type: none"> <li>• No increase in the amount appropriated to the Capital Programme</li> <li>• Increase the Developers Funds Contribution</li> </ul> <p><u>Estimated Balance Sheets as at 31<sup>st</sup> March 2022 and 2023</u> The AO advised Members the balance sheet was based on the assumption of a rate and levy of 10.6p.</p> <p><u>Capital Expenditure for 2021/22 and 2022/23</u> The AO presented the Capital Expenditure for the current and next years.</p> <p><u>Apportionment between Charging Authorities</u> The annual values have been calculated as at 31<sup>st</sup> October 2021 and included a rate and levy of 10.6p.</p> <p><u>Capital Programme to 2028/29</u> The Capital Programme shows expenditure of £9,652,193 during the period. The Chairmen shared his concerns with other Members over the magnitude of the figures shown on the Capital Programme. He posed the question as to whether the annual increase of the transfer to the Capital Programme Reserve was sufficient. He suggested that the annual increase should be increased from its present level of £25,000. Members felt it would be better for a gradual increase in rates and levies over a number of years rather than a significant increase in one year in the future. Members were also informed that due to the size of the Capital Programme, relating to the pump station replacement programme. The Board would need to borrow funds in the future and that this loan would require servicing.</p> <p>The AO suggested that he provide a supplementary report to the next meeting that would show how much the rate and levy would increase if the annual transfer increase was increased. Members agreed that this was a good idea.</p> <p><u>Medium Term Financial Plan 2022/27</u> The AO advised members that the MTF plan showed a deficit over the next five years</p> <p><u>Cash Flow to April 2022 and Cash Flow for 2022/2023</u> The AO advised Members that the cash flow showed a healthy surplus. This was because cash funds were building up prior to large expenditures occurring.</p> <p><u>Developers Funds as at 30<sup>th</sup> September 2021</u> The AO presented the Developers Funds report to Members</p> <p>The AO advised Members that for the meeting of the F&amp;GP Committee on 19<sup>th</sup> January 2022 all the above reports would be updated:</p> <p><b>It was resolved that;</b> <b>The following reports be noted:</b></p> <ul style="list-style-type: none"> <li>• <b>Management Accounts - 1 April 2021 to 30<sup>th</sup> September 2021;</b></li> <li>• <b>Forecast results for the year ended 31<sup>st</sup> March 2022;</b></li> <li>• <b>Draft Budget for 2022/23;</b></li> </ul>	<p><b><u>20211208F&amp;GP2</u></b> The AO produce a report to show the effect on the rate and levy of varying rate increases to the transfer of funds to the Capital Programme Reserve.</p>
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	<ul style="list-style-type: none"> <li>• <b>Estimated Balance Sheets as at 31<sup>st</sup> March 2022 and 2023;</b></li> <li>• <b>Capital Expenditure for 2021/22 and 2022/23;</b></li> <li>• <b>Apportionment between Charging Authorities;</b></li> <li>• <b>Capital Programme to 2028/29;</b></li> <li>• <b>Medium Term Financial Plan 2022/27;</b></li> <li>• <b>Cash Flow to April 2022;</b></li> <li>• <b>Cash Flow for 2022/2023;</b></li> <li>• <b>Developers Funds as at 30<sup>th</sup> September 2021.</b></li> </ul>	
<b>3311</b>	<p><b>Payments to be Noted.</b></p> <p><b>It was resolved that:</b></p> <ul style="list-style-type: none"> <li>• <b>The payments to be confirmed be noted as per Appendix A.</b></li> </ul>	
<b>3312</b>	<p><b>Date of Next meeting</b></p> <p>Members noted that the next F&amp;GP meeting would be held on 19<sup>th</sup> January 2022.</p>	
	Meeting closed at 11.55am	



# Lower Severn (2005) Internal Drainage Board Payments to be Noted

## August 2021

<u>Supplier</u>	<u>Details</u>	<u>Amount Paid this Period</u>
Ross Farm Machinery Ltd	8.0M Bomford Eagle Mower	Inv FYI 50,400.00
Orchard Computer Services	Quarterly Maintenance Cover	389.00
Galleon Supplies Ltd	Paper Towels & Rolls	237.00
Giffgaff Ltd	Monthly Sim - KW Mobile	10.00
Flowfit	Diverter valve for WX12 CWL	158.92
LEES MEND A SHOE	Keys Cut	43.00
LEES MEND A SHOE	Keys Cut	35.00
Spaldings Ltd	Fuel Can	30.08
Konica Minolta Business Solutions (UK) Ltd	Quarterly Printing for 17/04/21-16/07/21	79.54
Konica Minolta Business Solutions (UK) Ltd	Quarterly Photocopier Hire 147/07/21-16/10/21	83.88
ENGINEERING & HIRE LTD	Pipe block for WX12 CWL	37.39
ENGINEERING & HIRE LTD	Pipe block for VX65 HTA	37.39
ENGINEERING & HIRE LTD	Pipe block for VX65 HVB	37.39
ENGINEERING & HIRE LTD	Pipe block for WU16 TZM	37.39
ENGINEERING & HIRE LTD	Pipe block for WV19 FUJ	37.39
ENGINEERING & HIRE LTD	Pipe block for WX20 FGM	37.45
FILTRATION LTD	Filters for WX14 LGO	42.31
Ford Fuel Oils	Assort Oils, Screenwash, Antifreeze	792.00
Ford Fuel Oils	Long life Oat Coolant	50.40
TESCO	Milk for Office/Workshop	4.05
Avon Hydraulics (UK) Ltd	Hose assembly & fittings for Bomford Mower	403.01
Molson Equipment Services Ltd	Nuts & Bolts for WU16 TZM	44.81
Ebay	Camouflage netting for On-site Bowsers	39.90
Parker Products Ltd	Fuel Pump for tank	144.66
Direct Water Tanks	IBC 1,000 litre tank & fittings	318.55
MERRETT D C	Transportation of WU16 TZM	240.00
G Tuck	Angle Iron for Stock	22.32
RS COMPONENTS LTD	Cable Ties, Side Cutters & Jubilee Clips	39.18
TESCO	Petrol for Chainsaws/Strimmers	68.20
Aqua Management Ltd	Works undertaken at Elmore BACK	Inv FYI 28,103.40
Avon Hydraulics (UK) Ltd	Hose assembly for VX65 HTA	98.76
Ford Fuel Oils	Anti freeze	346.80
Moorepay Ltd	Payroll costs for Jul 21	157.46
Water Management Alliance	DRS Annual Maintenance	1,106.40
BOC LTD	Oxygen & Acetylene Cylinders	301.02
Motion Consultants Ltd	Avonmouth Consultancy for Jun 21	Inv FYI 5,940.00
Motion Consultants Ltd	Elmore back P/S Modifications for Jun 21	" " " 13,906.42
Water Environment Ltd	Project Silver (Area F) Modelling	" " " 8,232.00
Ebay	Metal Tin Boxes for use on Machines	69.28
Antifriction Components Ltd	Oil seals for all Ridding Buckets	71.38
TyreRight (Gloucester) Ltd	Tyre repair to WX20 FGM	78.00
Worldpay (UK) Ltd	Credit card transaction charges	15.00
Worldpay (UK) Ltd	Vatable charges	6.28
Mole Country Stores	Saw, Brackets & Hook Plares	47.52
Mole Country Stores	Cabin Hooks & Dishwasher tablets	10.78
Smiths (Gloucester) Ltd	Waste Management	40.73
Avon Hydraulics (UK) Ltd	Fittings for all machines	338.39
Tincknell Fuels Ltd	7,000 litres Gas Oil	4,818.24
Hydroscand Ltd	Ridding bucket hoses for stock & grease connectors	102.29
CROMWELL GROUP HOLDINGS LTD	Workshop Consumables	175.82
Citation Ltd	Legal Fees	319.75
SOUTH GLOUCESTERSHIRE COUNCIL	Business Rates	761.00
Giffgaff Ltd	Slimbridge WLMP - Jul 21	8.00
Zoom Video Communications Inc.	Zoom Subscription 23/07/21-22/08/21	11.99
FENTON INSURANCE SOLUTIONS LTD	Insurance adjustment	587.92
Safe Fence Ltd	Eork Extensions for WX08 0SY	328.79
Worldpay (UK) Ltd	Bredit Card Subscription - Aug 21	11.94
Corona Energy	Saul P/S Electricity 01/06/21-30/06/21	23.35
Corona Energy	Saul P/S Electricity 01/07/21-31/07/21	23.01
Corona Energy	Marshfield P/S Electricity 01/07/21-31/07/21	167.55

## Lower Severn (2005) Internal Drainage Board Payments to be Noted

### August 2021

<u>Supplier</u>	<u>Details</u>	<u>Amount Paid this Period</u>
Corona Energy	Lapperditch P/S Electricity 01/07/21-31/07/21	34.53
Corona Energy	Wicks Green P/S Electricity 01/07/21-31/07/21	72.40
Corona Energy	Oldbury P/S Electricity 01/07/21-31/07/21	15.56
Corona Energy	Office Electricity 01/07/21-31/07/21	143.94
BRITISH TELECOM	Alternative phone line	45.47
Blizzard Telecom Ltd	Office Telecoms	181.08
Western Global	950L ABBI Highway Tow Bowser	4,717.98
Plan Communications Ltd	Mobile Phones Bill	258.00
		<b><u>125,578.44</u></b>

**Please note that the amounts shown above include Vat where applicable**

Amount Paid this Period	125,578.44
Corona Credit	(480.34)
Western Global POA	<u>(4,717.98)</u>
<b>Amount Paid this Period (Supplier Invoices)</b>	<b>120,380.12</b>

### Bank Payments for August 2021

NatWest	Bank Charges & Bankline Charge	<u>81.32</u>
	<b>Amount Paid this Period (Bank Payments)</b>	<b>81.32</b>

**Total Paid this Period**  
**£120,461.44**



## Lower Severn (2005) Internal Drainage Board Payments to be Noted

September 2021

<u>Supplier</u>	<u>Details</u>	<u>Amount Paid this Period</u>
Information Commissioner's Office	Data Protection Annual Renewal	55.00
Water 2 Business	Water bill 03/02/21-27/07/21	41.19
TESCO	Milk	4.05
RS COMPONENTS LTD	Fuses	4.88
Orchard Computer Services	Quarterley Maintenance Cover	389.00
Giffgaff Ltd	Slimbridge WLMP - Aug 21	8.00
Giffgaff Ltd	KW Mobile Phone - Aug 21	10.00
HC Waterbeheersing	Elmore 10% from Contract Price (by Delivery)	Inv FYI 7,955.00
HC Waterbeheersing	50% from Contract Price 18,700 by Delivery	" " " 9,350.00
HC Waterbeheersing	Eel pass assembly 10% from Contract Price 18,700	" " " 1,870.00
Tilney Ltd	Pension Consultancy 01/02/21-31/07/21	637.00
RS COMPONENTS LTD	Battery Lifting Tool	19.13
Pitney Bowes Ltd	Franking Machine Hire - Jul & Aug 21	31.08
Ford Fuel Oils	Adblue & Prem Hyd 46	762.00
Molson Equipment Services Ltd	Exhaust Connector pipe & clamp	94.54
L&S Engineers Ltd	Chain Sprocket for Chainsaw	21.18
Channel Plant (A McEwen Smith)	Transportation of WO14 OEY on 05/07/21	216.00
Channel Plant (A McEwen Smith)	Transportation of WX12 CWL on 26/07/21	216.00
GAP SUPPLIES	Buckets & Screws	8.59
Leader Air Conditioning Ltd	Annual Maintenance on Air Con 04/10/21-03/10/21	480.00
Avon Fire Systems Ltd	Replacement Sounder Base on Fire Alarm	150.00
Smiths (Gloucester) Ltd	Waste Management	40.73
ALLCAP LTD	Padlocks	467.76
Moorepay Ltd	Payroll Services for Aug 21	157.46
Claas Western Ltd	Parts for WX14 LGO	351.64
Claas Western Ltd	Longlife Grease	178.50
Claas Western Ltd	Longlife Grease	331.50
Worldpay (UK) Ltd	Credit Card Subscription Fee for Sep 21	11.94
Plan Communications Ltd	Mobile Phones Bill	258.00
Citation Ltd	Legal Fees	319.75
SOUTH GLOUCESTERSHIRE COUNCIL	Business Rates	761.00
Daypack	Jerry Cans	33.88
APB Trading Ltd	Jerry Cans & Spouts	84.60
TESCO	Milk	3.20
Tincknell Fuels Ltd	7,000 litres Gas Oil	4,473.00
AVON ALARMS LTD	Annual Maintenance Intruder Alarm	102.00
MERRETT D C	Transportation of WU16 TZM	180.00
Chandlers (Farm Equipment) Ltd	Air Blow Gun	18.48
Chandlers (Farm Equipment) Ltd	Cab glass for VX65 HTA	573.41
Chandlers (Farm Equipment) Ltd	Rotator for Spearheads - VX65 HTA	1,228.39
Chandlers (Farm Equipment) Ltd	Rotator for Spearheads - VX65 HVB	1,228.39
Chandlers (Farm Equipment) Ltd	Rotator for Spearheads - WX20 FGM	1,228.40
MERRETT D C	Labour on repairs to VX65 HVB	Inv FYI 2,220.00
MERRETT D C	Slewing bearing & parts on repairs to VX65 HVB	" " " 11,776.71
Worldpay (UK) Ltd	Credit Card Transaction Charges	15.00
Worldpay (UK) Ltd	Vatable Charges	6.28
Ross Farm Machinery Ltd	Parts for Bomford Mower	3,085.93
Claas Western Ltd	Carriage charge omitted from invoice	7.55
Motion Consultants Ltd	Elmore Back P/S Modifications - Jul 21	Inv FYI 18,003.98
Motion Consultants Ltd	Avonmouth/Sevenside Consultancy - Jul 21	" " " 5,542.26
CROMWELL GROUP HOLDINGS LTD	Workshop consumables	363.13
Mr CJN Williams	C Williams - Mileages for 08/09/21	19.80
John Hore	J Hore - Mileages for 08/09/21	9.90
The Gables Hotel	Room Hire for 08/09/21	80.00
The Gables Hotel	Refreshments for Board Meeting	27.50
Tincknell Fuels Ltd	7,000 litres Gas Oil	4,725.00
Blizzard Telecom Ltd	Office Telecoms	184.16
Corona Energy	Marshfield Electricity 01/07/21 - 31/07/21	27.58
Corona Energy	Marshfield Electricity 01/08/21 - 31/08/21	43.97
Corona Energy	Wicks Green Electricity 01/08/21 - 31/08/21	24.03

No 1 Account  
contd.

## Lower Severn (2005) Internal Drainage Board Payments to be Noted

### September 2021

<u>Supplier</u>	<u>Details</u>	<u>Amount Paid this Period</u>
Corona Energy	Lapperditch Electricity 01/08/21 - 31/08/21	22.09
Corona Energy	Saul Electricity 01/08/21 - 31/08/21	2,469.98
Corona Energy	Oldbury P/S Electricity 01/08/21 - 31/08/21	32.35
Corona Energy	Office Electricity 01/08/21 - 31/08/21	153.06
Zoom Video Communications Inc.	Subscription for 23/08/21 - 22/09/21	11.99
Ebay	Storage Boxes (No vat receipt)	69.28
Ebay	Stick On Number Plates (No vat receipt)	17.98
		<b><u>83,294.18</u></b>

**Please note that the amounts shown above include Vat where applicable**

Amount Paid this Period	83,294.18
Corona Credit	(213.69)
<b>Amount Paid this Period (Supplier Invoices)</b>	<b>83,080.49</b>

### Bank Payments for September 2021

NatWest	Bank Charges & Bankline Charge	<u>89.17</u>
	<b>Amount Paid this Period (Bank Payments)</b>	<b>89.17</b>

**Total Amount Paid this Period**  
**£83,169.66**



# Lower Severn (2005) Internal Drainage Board Payments to be Noted

October 2021

<u>Supplier</u>	<u>Details</u>	<u>Amount Paid this Period</u>
Orchard Computer Services	Quarterley Maintenance Cover	389.00
Cotswold Trailers Ltd	Parts for IW Trailer	10.80
Ebay	Portable Electric Fuel Pump (not vat reg)	38.99
R.A.M Autos	MOT on WP18 GXY	47.00
Hydroscand Ltd	Hose assembly for VX65 HVB	43.79
Hydroscand Ltd	Hose assembly for VX65 HVB & oil pads	61.56
PKF Littlejohn LLP	Limited Assurance Audit for YE 31/03/2021	2,400.00
Avon Fire Systems Ltd	Attending to fault on Fire Alarm System	186.00
MOWER DOCTOR	Pole Saw Parts	64.22
CROMWELL GROUP HOLDINGS LTD	Safety Boots, Extinguishers, Bleach	335.84
CROMWELL GROUP HOLDINGS LTD	Workshop Consumables	21.49
CROMWELL GROUP HOLDINGS LTD	Containers for Workshop	47.95
MERRETT D C	Transportation of WU16 TZM	180.00
RS COMPONENTS LTD	Fuses	4.88
RS COMPONENTS LTD	Fuses	9.77
Molson Equipment Services Ltd	Pressure sensor for WU16 TZM	388.68
AVON ALARMS LTD	Attending to fault on Intruder Alarm System	227.95
Spaldings Ltd	Oil spray gun, lens's & Wide angle mirrors	158.15
Deutz AG - UK Branch	DPF Regen to VX65 HVB	420.00
Giffgaff Ltd	Slimbridge WLMP Sim plan	8.00
Giffgaff Ltd	KW Mobile Sim Plan	10.00
PowerToolSpares.com	Motor for cordless Drill	21.75
TESCO	Tea, Coffee, Milk	24.93
Screwfix Direct Ltd	scres, Insulation Foam	38.15
L&S Engineers Ltd	Filler caps for Chainsaws	32.03
Screwfix Direct Ltd	Safety Boots	94.98
Screwfix Direct Ltd	Glass Cleaner	18.95
BP Express Shopping Ltd	Diesel for WU17 NVD	110.81
Zoom Video Communications Inc.	Diesel for WU17 NVD	11.99
Corona Energy	Elmore Back 112 kVA Availability	23.30
CROMWELL GROUP HOLDINGS LTD	Tyre Pressure Guage	25.58
CROMWELL GROUP HOLDINGS LTD	Workshop Containers	47.95
CROMWELL GROUP HOLDINGS LTD	Workshop Containers	40.46
HYDRA ENGINEERING SERVICES LTD	Ram repair to VX65 HVB	453.60
Motion Consultants Ltd	Avonmouth Consultancy for Aug 21	1,152.00
Aqua Management Ltd	Elmore back - Payment No 2	62,062.94
Mr CJN Williams	C Williams - Mileages for 28/09/21	19.80
Hydroscand Ltd	Hose assemblies for VX65 HTA	104.82
Joe Turner (Equipment) Ltd	Parts for Bomford Mower	569.88
Joe Turner (Equipment) Ltd	Filters for Bomford Mower	600.47
Tincknell Fuels Ltd	6,000 litres Gas Oil	4,338.00
GAP SUPPLIES	Caulk	5.52
Moorepay Ltd	Payroll costs for Sep 21	157.46
CROMWELL GROUP HOLDINGS LTD	Seat Cover for WU17 NVD	68.98
CROMWELL GROUP HOLDINGS LTD	Funnel Set	2.98
Smiths (Gloucester) Ltd	Waste Management for Sep 21	61.09
Claas Western Ltd	Service Contract Charge (Annual)	1,032.00
Motion Consultants Ltd	Elmore back P/S Modifications - Aug 21	21,826.07
TAILORMADE OFFICE SUP.LTD	A4 Paper	30.24
Worldpay (UK) Ltd	Credit Card Subscription for Oct 21	11.94
Holt JCB Ltd	Service Agreement for WV19 FUU 25/07/21-24/10/21	321.20
TyreRight (Gloucester) Ltd	Call out & new Tyre for WX20 FGM	3,024.00
Mole Country Stores	Fork Handles, Screws, Bolts	59.30
Mole Country Stores	Safety Boots	67.99
Janes Cleaning Services South West Ltd	Deep Clean Office & Weekly Cleaning - SEP	120.60
The Gables Hotel	Room Hire for 28/09/21	80.00
The Gables Hotel	Refreshments for 28/09/21	12.50
Plan Communications Ltd	Mobile Phones Bill	260.70
Chartered Institution of Water & Environmental	CIWEM Membership for JD for 2022	146.00
Miles Tyre & Exhaust Services	4 x tyres for WP18 GXY	847.72

Date: 15/11/2021  
Time: 13:55:47

## Lower Severn (2005) Internal Drainage

### Payments to be Confirmed - 270916

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<u>Supplier</u>	<u>Details</u>	<u>Amount Paid this Period</u>
SOUTH GLOUCESTERSHIRE COUNCIL	Business Rates	761.00
Citation Ltd	Legal Fees	319.75
Corona Energy	Office Electricity - 01/09/21 - 30/09/21	151.02
Corona Energy	Oldbury P/S Electricity - 01/09/21-30/09/21	31.70
Corona Energy	Saul P/S Electricity - 01/09/21-30/09/21	400.07
Corona Energy	Marshfield P/S Electricity - 01/09/21-30/09/21	151.41
Corona Energy	Lapperditch P/S Electricity - 01/09/21-30/09/21	21.85
Corona Energy	Wicks Green P/S Electricity - 01/09/21-30/09/21	25.24
CROMWELL GROUP HOLDINGS LTD	Torxkey set, Clamp set, Terminals	183.32
Worldpay (UK) Ltd	Credit Card TRansaction Charges	15.00
Worldpay (UK) Ltd	Vatable Charges	6.32
TyreRight (Gloucester) Ltd	Casing disposal WX20 FGM	36.00
The Gables Hotel	Room Hire for 06/10/21	150.00
The Gables Hotel	Refreshments for 06/10/21	82.50
Tincknell Fuels Ltd	7,000 litres Gas Oil	<b>Invoice FYI</b> 5,748.12
Blizzard Telecom Ltd	Apple iphones (To be Credited)	224.94
Blizzard Telecom Ltd	Apple iphone contract	56.23
Blizzard Telecom Ltd	Office Telecoms	185.70
		<u>111,532.92</u>

Please note that the amounts shown above include Vat where applicable

Amount Paid this Period	111,532.92
Blizzard Credit	(224.94)
<b>Amount Paid this Period (Supplier Invoices)</b>	<b>111,307.98</b>

#### **Bank Payments for October 2021**

NatWest	Bank Charges & Bankline Charge	<u>56.92</u>
	<b>Amount Paid this Period (Bank Charges)</b>	<b>56.92</b>

### **Total Amount Paid thid Period**

### **£111,364.90**

<b>Payments to be Noted</b>	
<b>Aug 21</b>	<b>120,461.44</b>
<b>Sep 21</b>	<b>83,169.66</b>
<b>Oct 21</b>	<b><u>111,364.90</u></b>
<b>Total</b>	<b>£314,996.00</b>

No 2 Account

## Lower Severn (2005) Internal Drainage Board Payments to be Noted

Page: 1

Date From : 01/08/2021

August 2021 - October 2021

Date To : 31/10/2021

Payroll reports FYI

No	Type	Date	N/C	Ref	Details	Net Amount	Tax Amount	Gross Amount	Bank Rec.	
									B	Date
99101	BP	16/08/2021	2231	D/D	<b>Aug 21</b> Peoples Pension Cont - Jul 21	1,537.28	0.00	1,537.28	R	31/08/2021
99102	BP	19/08/2021	2230	D/D	LGPS Pension Cont - Jul 21	14,578.37	0.00	14,578.37	R	31/08/2021
99103	BP	20/08/2021	2210	D/D	HMRC Liability - Jul 21	13,585.79	0.00	13,585.79	R	31/08/2021
99104	BP	27/08/2021	2220	D/D	LSIDB Salary - Aug 21	34,572.39	0.00	34,572.39	R	31/08/2021
99105	BP	27/08/2021	2211	D/D	GMB Union - Aug 21	29.14	0.00	29.14	R	31/08/2021
99297	BP	15/09/2021	2231	D/D	<b>Sep 21</b> Peoples Pension Cont - Aug 21	1,662.07	0.00	1,662.07	R	30/09/2021
99298	BP	17/09/2021	2230	D/D	LGPS Pension Cont - Aug 21	15,438.74	0.00	15,438.74	R	30/09/2021
99299	BP	22/09/2021	2210	D/D	HMRC Liability - Aug 21	15,386.51	0.00	15,386.51	R	30/09/2021
99300	BP	28/09/2021	2220	D/D	LSIDB Salary - Sep 21	37,968.49	0.00	37,968.49	R	30/09/2021
99301	BP	28/09/2021	2211	D/D	GMB Union - Sep 21	29.14	0.00	29.14	R	30/09/2021
99517	BP	15/10/2021	2231	D/D	<b>Oct 21</b> Peoples Pension Cont - Sep 21	1,803.45	0.00	1,803.45	R	31/10/2021
99518	BP	19/10/2021	2230	D/D	LGPS Pension Cont - Sep 21	16,498.88	0.00	16,498.88	R	31/10/2021
99519	BP	22/10/2021	2210	D/D	HMRC Liability - Sep 21	17,403.75	0.00	17,403.75	R	31/10/2021
99520	BP	28/10/2021	2220	D/D	LSIDB Salary - Oct 21	39,799.37	0.00	39,799.37	R	31/10/2021
99521	BP	28/10/2021	2211	D/D	GMB Union - Oct 21	29.14	0.00	29.14	R	31/10/2021
						<u>210,322.51</u>	<u>0.00</u>	<u>210,322.51</u>		
						<u>210,322.51</u>	<u>0.00</u>	<u>210,322.51</u>		

## Petty Cash

# Lower Severn (2005) Internal Drainage Board Payments to be Noted

Page: 1

Date From: 01/08/2021  
Date To: 31/10/2021

August 2021 - October 2021

No	Type	Date	Ref	Details	Net £	Tax £	Gross £	B	Bank Rec. Date
99294	CP	06/09/2021	7519	Sep 21 Land registry search	3.00	0.00	3.00	R	30/09/2021
99295	CP	08/09/2021	7520	Recorded delivery for default	24.75	0.00	24.75	R	30/09/2021
99296	CP	22/09/2021	7521	Recorded delivery for LDE	2.25	0.00	<u>2.25</u>	R	<u>30/09/2021</u>
99501	CP	25/10/2021	7522	Oct 21 Tea, Coffee, Milk	20.31	0.00	20.31	R	31/10/2021
Totals £					<u>50.31</u>	<u>0.00</u>	<u>50.31</u>		



**Transfers Between Accounts August 2021 - October 2021**

Bank	Account Name	Type	Date	Journal	Transaction Details	Amount
1200	NAT WEST ACCOUNT NO 1:	JD	11/08/2021	J1617	Tsf from Direct Res to No1 Acc	80,000.00
1200	NAT WEST ACCOUNT NO 1:	JC	11/08/2021	J1618	Tsf from No1 Acc to No2 Acc Re: Wages	-70,000.00
1200	NAT WEST ACCOUNT NO 1:	JD	08/09/2021	J1623	Tsf from Direct Res to No1 Acc	50,000.00
1200	NAT WEST ACCOUNT NO 1:	JC	08/09/2021	J1624	Tsf from No1 Acc to No2 Acc Re: Wages	-70,000.00
1200	NAT WEST ACCOUNT NO 1:	JD	04/10/2021	J1629	Tsf from Direct Res to No1 Acc	50,000.00
1200	NAT WEST ACCOUNT NO 1:	JD	07/10/2021	J1630	Tsf from Direct Res to No1 Acc	130,000.00
1200	NAT WEST ACCOUNT NO 1:	JC	07/10/2021	J1631	Tsf from No1 Acc to No2 Acc Re: Wages	-80,000.00
1201	NAT WEST ACCOUNT NO 2:	JD	11/08/2021	J1618	Tsf from No1 Acc to No2 Acc Re: Wages	70,000.00
1201	NAT WEST ACCOUNT NO 2:	JD	08/09/2021	J1624	Tsf from No1 Acc to No2 Acc Re: Wages	70,000.00
1201	NAT WEST ACCOUNT NO 2:	JD	07/10/2021	J1631	Tsf from No1 Acc to No2 Acc Re: Wages	80,000.00
1257	Nat West Direct Reserve Acc	JC	11/08/2021	J1617	Tsf from Direct Res to No1 Acc	-80,000.00
1257	Nat West Direct Reserve Acc	JC	08/09/2021	J1623	Tsf from Direct Res to No1 Acc	-50,000.00
1257	Nat West Direct Reserve Acc	JC	04/10/2021	J1629	Tsf from Direct Res to No1 Acc	-50,000.00
1257	Nat West Direct Reserve Acc	JC	07/10/2021	J1630	Tsf from Direct Res to No1 Acc	-130,000.00

# Staff & Pensions Committee Minutes

Due to the sensitive nature of these meetings all documents are classed as confidential.

**Minutes of the Governance & Probity Committee Meeting  
Of the Lower Severn (2005) Internal Drainage Board  
Held Wednesday 12 January 2022 at 14.00 pm  
Virtual Meeting**

**Present:** Cllr B Behan Chairman  
Cllr P Abraham  
Mrs F Collins  
Cllr J Jones  
Cllr M Riddle

**Staff:** Kieran Warren Principal Officer PO  
Louise Reading Minutes

3313	<b>Appointment of Chairman</b> Nominations were invited for Chairman. Cllr B Behan was proposed and seconded. No other nominations were received.  <b>Resolved that:</b> <ul style="list-style-type: none"> <li>Cllr B Behan be appointed Committee Chairman for the ensuing year.</li> </ul>	
3314	<b>Declaration of Members' Interests.</b> There were no declarations of Member's interest	
3315	<b>Minutes of the Previous Meeting</b> <b>Resolved that:</b> <ul style="list-style-type: none"> <li>The minutes of the meeting held on 31<sup>st</sup> March 2021 be approved as a true and correct record.</li> </ul>	
3316	<b>Signing of Minutes</b> The PO advised Members that when a meeting was virtual the minutes of the previous meeting could not be signed. In the event of a virtual meeting Admin staff would continue to post a copy of the approved minutes to the Committee Chairman to be signed and returned.	
3317	<b>Council Entitlement to Appoint Members</b> The report listed the number of appointed Members from each council the Board levied. Thanks was given to Bristol City Council for not taking its full allocation of eight as this allowed for representation from all the levied councils on the Board.  <b>It was resolved that:</b> <ul style="list-style-type: none"> <li>The report be noted</li> </ul>	
3318	<b>Co-option of Elected Members</b> The Admin and Ratings Officer advised Members that since the report was prepared two further requests for nomination papers had been received. All the nomination papers would be presented at the Board Meeting in February for consideration.  <b>It was resolved that:</b> <ul style="list-style-type: none"> <li>The report be noted</li> </ul>	
3319	<b>Review of Existing Policy and Procedures</b> The Committee reviewed the Members/Officer Protocol, Substitute Member Protocol and Voting on Appointments procedure.	

	<p>The PO advised that there were no good practice or legislative updates that needed to be included.</p> <p><u>Member/Officer Protocol</u> In response to a question from Cllr Jones the PO confirmed there had been no conflict between Members and Officers.</p> <p>Members asked if new Members were made aware of the Member/Officer Protocol. It was confirmed that a new Member welcome pack was issued to new Members and this policy was included.</p> <p>Members agreed that no changes were required.</p> <p><u>Substitute Member Protocol</u> Members agreed that no changes were required.</p> <p><u>Voting on Appointments Procedure</u> Cllr Riddle asked for clarification on point f. Members discussed and agreed that this referred to advance notice of nominations for the role of Board Chair and Vice Chair so the nominated Member was aware and willing to stand for nomination prior to the Board meeting. The PO advised he would rewrite this in a more reader friendly format.</p> <p><b>It was recommended that:</b></p> <ul style="list-style-type: none"> <li>• The Member/Officer Protocol be submitted to the Board for approval as per Appendix A;</li> <li>• The Substitute Members Protocol be submitted to the Board for approval as per Appendix B; and</li> <li>• The PO to amend point F in the Voting on Appointments Procedure to be reviewed at the next Governance and Probity Committee meeting.</li> </ul>	<p><b><u>ACTION1G&amp;P</u></b> The PO to amend Voting on Appointment procedure</p>
3320	<p><b>Schedule of Policies with Review Dates</b> Members noted the contents of the above Schedule.</p> <p><b>It was resolved that:</b></p> <ul style="list-style-type: none"> <li>• The Schedule of Policies be noted.</li> </ul>	
3321	<p><b>Risk Register</b> The PO advised that the F&amp;GP has recommended that prior to going to the Full Board the Risk Register be considered by Committees. The Finance and General Purposes Committee had also recommended the Risk Register be presented at the Board Meetings bi-annually.</p> <p>The Chair reminded Members that it was agreed that any great risk should be presented at a Full Board meeting as a matter of course.</p> <p>After some discussion Members felt that it was unnecessary for Committees to receive the Risk Register and an annual review of this document at Board meeting was sufficient.</p> <p><b>It was resolved that:</b></p> <ul style="list-style-type: none"> <li>• The Governance and Probity Committee did not wish to receive the Risk Register prior to Board Meetings.</li> </ul> <p><b>It was recommended that:</b></p> <ul style="list-style-type: none"> <li>• The Risk Register be reviewed at the Full Board meeting once a year.</li> </ul>	



3322	<p><b>Car Insurance Cover</b></p> <p>The PO advised Members that all staff had provided valid car insurance certificates.</p> <p>Periodic monitoring of all staff insurance documents would continue to ensure compliance.</p> <p><b>It was resolved that;</b></p> <ul style="list-style-type: none"> <li>• <b>The report be noted</b></li> </ul>	
3323	<p><b>Data Protection Training</b></p> <p>The PO reported that he had spoken with the Accounts Officer, who also acts as the Boards Data Protection Officer, about organising data protection training to provide staff with a refresher.</p> <p>He reassured Members that there had been no changes to regulations since the AO had provided training to Officers so a refresher would be sufficient.</p> <p>The Chair expressed her thanks to the Accounting Officer for his valuable work as Data Protection Officer.</p> <p><b>It was resolved that</b></p> <ul style="list-style-type: none"> <li>• <b>The report be noted</b></li> </ul>	
3324	<p><b>Biodiversity Action Plan – Consultation</b></p> <p>The Chair was interested at the differing feedback from Gloucestershire and Wiltshire Wildlife Trusts. The PO added that elements of the new environmental act would also need to be included.</p> <p>The PO also explained that the BAP was important as it assisted with the completion of the annual AGAR and audit processes.</p> <p>Members discussed the difficulties and limitations the Board faced as the Bio Diversity Plan applied to land that was not owned by the Board.</p> <p><b>It was resolved that;</b></p> <ul style="list-style-type: none"> <li>• <b>The report be noted; and</b></li> <li>• <b>The BAP remain on the schedule of policies and be reviewed periodically.</b></li> </ul>	
3325	<p><b>Date of Next Meeting</b></p> <p>Members noted that the next Governance and Probity meeting would be held on 30<sup>th</sup> March 2022.</p>	
	The meeting closed at 15.00pm	

**LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD****MEMBER/OFFICER PROTOCOL****1.0 GENERALLY**

The Board will not function to its full potential unless Members and Officers are able to establish and maintain a business-like and harmonious working relationship based on trust and mutual respect for each other. Both Members and officers are representatives of the Board and it is important that rate and precept payers, partners and others see them working in harmony.

The following are illustrative of the characteristics essential for a good Member/Officer relationship:

- a) Members and Officers understand and respect their respective roles.
- b) Members and Officers' value each other's contributions.
- c) Members and Officers behave appropriately to each other at all times.
- d) Good communications between Members and Officers
- e) neither party should seek to take advantage of their position or seek to exert undue influence on the other party.

If any of the above items come into question, it is essential that there is a collective will to rectify the position.

**2.0 REASONABLE MEMBER EXPECTATIONS**

- a) that Officers will understand the context within which Members (whether elected or appointed), operate.
- b) that Officers should treat Member as colleagues who require priority attention.
- c) that Officers will treat Members with courtesy and consideration at all times.

**3.0 REASONABLE OFFICER EXPECTATIONS**

- a) that Members will not abuse their positions of authority.
- b) that Members will treat officers with courtesy and consideration at all times.
- c) that Members will not intimidate, bully or harass officers and will endeavour not to place unreasonable demands on them.
- d) without prejudice to any informal discussions which may take place between Members and Officers, individual Members will not seek to give instructions to Officers. If an Officer considers that any matter should be referred to the Board or to a Committee for decision, then Members are expected to accept that view.

## LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

### SUBSTITUTE MEMBER PROTOCOL

#### Introduction

Where a member of a Committee, Sub-Committee, Working Group or Panel is unable to attend a meeting of that body and wishes to appoint another Board Member as a substitute for that meeting, the provisions of this protocol, as set out below, will apply.

#### Attendance by Substitute Members.

1. A Substitute Member must be a Member of the Board and can only attend a meeting if the appointed Member is unable to do so.
2. Substitute Members will have the same rights to speak and vote as has the Member unable to attend and who has requested them to attend the meeting.
3. For a substitution to be valid and to enable appropriate documentation to be despatched, the PO should be notified by the appointing Member as soon as possible after that Member knows that he/she will be unable to attend the relevant meeting and has arranged for a substitute Member to do so.
4. At the commencement of the meeting, the Committee or other body will be advised of the substitution.
5. A duly appointed Member is entitled to appoint his/her own substitute Member. If the duly appointed Member so chooses, he/she may instead ask the officers to advise all the other Members as appropriate in order to recruit a substitute Member.
6. Any substitution will only be valid for a single meeting.

Signed..... Chairman

Dated: 2<sup>nd</sup> February 2022

**Minutes of the Finance & General Purposes Committee of the  
Lower Severn (2005) Internal Drainage Board  
Meeting held Wednesday 19th January 2022 at 10.30 am  
Virtual Meeting**

Present:

Ald C Williams

Chairman

Mr J Hore

Ald M Sykes

Mr G Littleton

Cllr M Riddle

Cllr R Griffin

Martin Dear

Louise Reading

Accounts Officer

Minutes

AO

3326	<b>Apologies</b> Apologies were received from Cllr F Hance, Mr G Simms and Mr Cornock.	
3327	<b>Chairman's Announcements</b> There were no Chairman's Announcements.	
3328	<b>Declarations of Interest</b> There were no declarations of interest.	
3329	<b>Minutes of the Previous Meetings</b>  <b>It was resolved that:</b> <ul style="list-style-type: none"> <li>The Finance and General Purposes Committee meeting held on 8<sup>th</sup> December 2021 be approved as a true and correct record</li> </ul>	
3330	<b>Matters arising from the minutes</b> <u>Minute 3307</u> In response to a question from the Chairman, the AO confirmed that the SAGE reporting requirements would be an agenda item at the next Engineering Committee meeting.  Under the section of changes of land use the Chairman informed Members that he had asked the PO/AO and the Engineers to check what impact, if any, the new Environmental Act 2021 has on the Board.  Also, under this minute the Chairman acknowledged that the PO would be providing the Board with a report outlining the options for the office premises.  <u>Minute 3310</u> The Chairman advised Members that the action requesting the AO to provide a report to show the effect on the Rate and Levy of varying increases of funds to the Capital Programme Reserve was included, and would be discussed, under agenda item 7.	
3331	<b>Risk Register</b> The AO explained that the Risk Register had been considered by the Staff and Pensions Committee and the Governance and Probity Committee. The AO informed Members of the draft minutes that had been recorded at these meetings.	



	<p>The Staff and Pensions Committee resolved that <b>‘That Member consideration of the Risk Register be confined to its presentation to the full Board as previously.’</b></p> <p>The Governance and Probity Committee resolved that <b>‘The Governance and Probity Committee did not wish to receive the Risk Register before Board meetings’ and it also recommended that ‘The Risk Register be reviewed at the Full Board once a year’</b></p> <p>Members were happy with the Risk Register, although the Chairman pointed out that there were several items outstanding. It was noted that these items are being and would be addressed at the appropriate time.</p> <p><b>It was resolved that:</b></p> <ul style="list-style-type: none"> <li>• <b>No changes were required to the Risk Register.</b></li> </ul> <p><b>It was recommended that:</b></p> <ul style="list-style-type: none"> <li>• <b>The Risk Register be submitted to the Board for approval.</b></li> </ul>	
3332	<p><b>Financial Reports</b></p> <p>Members reviewed all the Financial Reports presented by the AO</p> <p><u>Management Accounts 1<sup>st</sup> April 2021 – 30<sup>th</sup> November 2021</u> Members noted that the Management Accounts to 30 November 2021 showed a surplus of £14,847. A positive variance of £38,012.</p> <p><u>Forecast results for y/e 31<sup>st</sup> March 2022</u> Members noted that the forecast showed a predicted deficit of £14,393. A positive variance of £18,423.</p> <p><u>Draft Budget 2022/23</u> The Draft Budget shows a surplus of £244,300 before a transfer of £275,000 to the Capital Expenditure Reserve. The net effect being a deficit of £30,750.</p> <p>The draft budget assumes that the rate and levy is increased from 9.7p to 10.6p.</p> <p>The amount to be transferred to the Capital Expenditure Reserve is subject to discussions under agenda item 7.</p> <p>Members were pleased with the breakdown of proposed increases provided under the notes. This breakdown showed the increase on a per person basis for different categories of expenditure.</p> <p><u>Capital Expenditure 2021/22 &amp; 2022/23</u> Members noted the Capital Expenditure reports.</p> <p><u>Appointment between Charging Authorities 2022/23</u> The AO advised there had been an increase to Stroud Councils Levy due to a change in land use within their area.</p> <p><u>Capital Programme to 2028/29</u> The AO updated Members that the Capital Programme to 2028/29 was subject to change depending on the cost and timing of the remaining 4 pumps station replacements.</p> <p><u>Medium Term Financial Plan 2022/27</u> Members noted that this was for illustrative purposes only.</p> <p><u>Cash Flow to April 2022 &amp; Cash Flow to April 2023</u></p>	

	<p>In response to a question from the Chairman the AO explained that the change to the developer's fund figure was due to additional funds being received from developers and the contribution to revenue expenses during the year.</p> <p><u>Developers Funds as at 30<sup>th</sup> November 2021</u> Members noted this reported.</p> <p><b>It was resolved that:</b> <b>The following reports be noted:</b></p> <ul style="list-style-type: none"> <li>• <b>The Management Accounts 1st April 2021 to 30<sup>th</sup> November 2021 as per Appendix A.</b></li> <li>• <b>The Cash Flow to April 2022 as per Appendix B</b></li> <li>• <b>The Cash Flow to April 2023 as per Appendix C</b></li> </ul> <p><b>The following reports be noted and presented to the Board for noting:</b></p> <ul style="list-style-type: none"> <li>• <b>Forecast results for the year ending 31<sup>st</sup> March 2022 as Appendix D.</b></li> <li>• <b>The Capital Expenditure for 2021/22 and 2022/23 as per Appendix E.</b></li> <li>• <b>The Apportionment between Charging Authorities as per Appendix F.</b></li> <li>• <b>The Capital Programme to 2028/29 as per Appendix G</b></li> <li>• <b>The Developers funds as at 30<sup>th</sup> November 2021 as per Appendix H.</b></li> </ul> <p><b>The following notes be agreed and presented to the Board for approval.</b></p> <ul style="list-style-type: none"> <li>• <b>The Draft Budget 2022/23 as per Appendix I.</b></li> <li>• <b>The Medium-Term Financial Plan 2022/29 as per Appendix J.</b></li> </ul>	
3333	<p><b>Revenue Contribution to the Capital Expenditure Reserve</b> At the last Finance and General Purposes Committee meeting Members had considered the magnitude of the Capital Programme figures and whether an annual gradual increase in the levy and rate would be preferable to a significant increase in one year.</p> <p>The AO presented Members were with a breakdown of the amount of income raised with varying increases in the levy and rate.</p> <p>Mr Hore expressed that as the Board would need to borrow money as part of the pump station replacement programme and that the level of borrowing would have an impact on future levy and rate increases.</p> <p>The AO provided some examples of loan repayment figures, which was subject to the amount borrowed and the loan period.</p> <p>After some discussion Members agreed that it would be sensible to wait for more accurate figures and timings of the remaining pump stations before recommending any additional increase in the levy and rate to the Board, other than the budgeted increase of £25,000 budgeted for 2022/23.</p> <p><b>It was resolved that;</b></p> <ul style="list-style-type: none"> <li>• <b>No recommendation would be made to the Board at this time,</b></li> </ul>	

	<p><b>Rate Setting 2022/23</b> The Committee having considered the AO reports were unanimous in recommending to the Board a levy and rate of 10.6p in the £</p> <p><b>It was recommended that:</b></p> <ul style="list-style-type: none"> <li>• <b>A drainage levy and rate of 10.6p in the £ for 2022/23 be recommended to the Board for approval.</b></li> </ul>	
3334	<p><b>Payments to be Noted.</b> In light of ever-increasing fuel costs Mr Hore suggested that the Board explore the option of joining the Fram Farmers Trading group. This would give the Board access to cheaper diesel. He would pass the details onto the AO who would investigate.</p> <p><b>It was resolved that:</b></p> <ul style="list-style-type: none"> <li>• <b>The payments to be confirmed be noted as per Appendix K.</b></li> </ul>	<p><b><u>20220119F&amp;GP1</u></b> The AO to investigate membership to the Fram Farmers Trading Group</p>
3335	<p><b>Date of Next meeting</b> Members noted that the next F&amp;GP meeting would be held on 18 Ma 2022.</p>	
	Meeting closed at 11.20 am	

## LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

## BALANCE SHEET AS AT 30 NOVEMBER 2021

	Note	£	30/11/21 £	30/11/20 £	Variance £	31/03/21 £	Variance £
<b>FIXED ASSETS</b>							
Fixed Assets	1	953,927	<b>953,927</b>	<b>895,114</b>	58,813	<b>843,541</b>	110,386
<b>LONG TERM ASSETS</b>							
Investments		1,015,880	<b>1,015,880</b>	<b>877,527</b>	138,353	<b>938,012</b>	77,868
<b>CURRENT ASSETS</b>							
Stock +WiP		69,166		61,382	7,784	57,421	11,745
Trade Debtors		21,238		50	21,188	38,165	-16,927
Drainage Rate Debtors		577		439	138	1,513	-93
Levy Debtors		0		0	0	0	0
VAT Claim		15,588		12,098	3,490	14,665	923
Special Levies - Environment Agency		15,828		3,879	11,949	0	5,828
Prepayments		14,440		12,678	1,762	38,383	-2,943
Cash at Bank and in hand		940,441		914,840	25,601	384,209	556,632
Short Term Deposits		409,846		609,587	-199,741	609,110	99,864
			<b>1,487,124</b>	<b>1,614,953</b>	-127,829	<b>1,140,066</b>	347,058
<b>CURRENT LIABILITIES</b>							
Trade Creditors		-28,599		-66,849	38,250	-41,116	12,647
Other Creditors		-34,378		-31,181	-3,197	-28,371	-6,006
Accrued Expenses		-7,862		-5,214	-2,648	22,826	14,964
Finance Leases due within one year		0		0	0	0	0
Prepaid Rates	2	-41,258		-39,647	-1,611	325	-40,933
Prepaid Levies	2	-452,334		-433,681	18,653	0	-452,334
Payments Received in Advance		-16,800		0	-16,800	0	-16,800
Prepaid Developers Funds		-14,994		-14,557	-437	0	-14,994
			<b>-596,225</b>	<b>-591,111</b>	-5,096	<b>-92,769</b>	-486,656
<b>NET CURRENT ASSETS</b>			<b>890,899</b>	<b>1,023,842</b>	-132,925	<b>1,051,297</b>	-160,398
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			<b>2,860,706</b>	<b>96,465</b>	64,241	<b>2,832,850</b>	27,856
<b>LONG TERM LIABILITIES</b>							
Finance Leases		0		0	0	0	0
Pension scheme deficit		-1,412,000		-951,000	-461,000	-1,412,000	0
			<b>-1,412,000</b>	<b>951,000</b>	-461,000	<b>-1,412,000</b>	0
<b>NET ASSETS</b>			<b>448,706</b>	<b>1,845,465</b>	-396,759	<b>1,420,850</b>	27,856
<b>FINANCED BY:</b>							
<b>CAPITAL ACCOUNT</b>			<b>66,569</b>	<b>666,569</b>	0	<b>666,569</b>	0
<b>ACCUMULATED FUND</b>							
Balance brought forward		596,114		546,655	49,405	546,655	49,405
Surplus for the 8 months		181,514		168,170	13,344	274,405	-92,891
Transfer to Capital Expenditure Reserve		-6,667		-150,000	-16,667	-225,000	58,333
Additional Transfer to Capital Expenditure Reserve		0		0	0	0	0
Transfer from Capital Expenditure Reserve		0		0	0	0	0
			<b>610,907</b>	<b>564,825</b>	46,082	<b>596,060</b>	14,847
<b>Developers Fund - Reserve</b>							
Investment at cost		650,000		650,000	0	650,000	0
Increase in value		365,880		227,527	138,353	288,012	77,868
Investments at current value		1,015,880		877,527	138,353	938,012	77,868
Cash at Bank		111,134		76,307	34,827	76,319	34,815
			<b>1,127,014</b>	<b>953,834</b>	173,180	<b>1,014,331</b>	112,683
<b>Capital Expenditure Reserve</b>	3		<b>311,633</b>	<b>466,654</b>	-155,021	<b>411,307</b>	-99,674
<b>Pension Reserve</b>			<b>-1,412,000</b>	<b>-951,000</b>	-461,000	<b>-1,412,000</b>	0
<b>Revaluation Reserve</b>			<b>144,583</b>	<b>144,583</b>	0	<b>144,583</b>	0
			<b>1,448,706</b>	<b>1,845,465</b>	-396,759	<b>1,420,850</b>	27,856

## Notes

- Fixed assets include purchases, sales and depreciation for 8 months to 30 November 2021.
- In all these cases the balance sheet has been adjusted to reflect receipts
- This Reserve is held as cash and increases by £20,833 each month.  
There is a corresponding monthly charge in the income and expenditure account.  
As the new pumps are capitalised as a fixed asset, they are depreciated over 15 years.

# LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

INCOME AND EXPENDITURE 8 MONTHS TO 30 NOVEMBER 2021

YEAR TO DATE

Income	Note	Actual	Budget	Variance	30 November 2020	Variance
		£	£	£	£	£
Levies Charged to Authorities	1	904,667	904,667	0	867,361	37,306
Agricultural Rates	1	83,737	83,737	0	80,285	3,452
Rechargeable Works		49,418	17,000	32,418	4,214	45,204
Application Fees		1,800	2,000	-200	1,800	0
Consultancy Fees Recharged		276	12,000	-11,724	0	276
Surplus on Sale of Assets		36,996	29,258	7,738	14,811	22,185
Miscellaneous Income		0	0	0	300	-300
Foreign Water Grant - EA		113,791	113,791	0	111,559	2,232
Developers Fund Contribution	1	29,988	29,988	0	29,115	873
Interest		170	2,000	-1,830	232	-1,062
<b>Total</b>		<b>1,220,843</b>	<b>1,194,441</b>	<b>26,402</b>	<b>1,110,617</b>	<b>110,166</b>
<b>Expenditure</b>						
Payroll		521,944	519,889	-2,055	495,216	-26,728
Office Maintenance	2	10,569	15,233	4,664	11,645	1,076
Maintenance	3	143,279	127,005	16,274	110,901	-32,378
EA Levy		145,447	145,447	0	142,596	-2,851
Motor Travel and Subsistence	4	15,825	15,724	101	12,485	-3,340
Communications		3,353	3,500	-147	3,706	-353
Administration	5	25,139	29,203	4,064	30,317	5,178
Engineering Consultancy Fees		27,569	0,000	27,569	35,348	7,779
Legal and Professional Fees	6	2,861	2,000	861	3,298	437
Audit and Accountancy Fees		1,150	0	1,150	0	-1,150
Depreciation		140,938	140,388	550	95,755	-45,183
Bank Charges		1,255	2,000	-745	1,240	-15
<b>Total</b>		<b>1,039,329</b>	<b>950,939</b>	<b>88,390</b>	<b>942,507</b>	<b>-96,822</b>
<b>Surplus for 8 months</b>		<b>181,514</b>	<b>143,502</b>	<b>38,012</b>	<b>168,110</b>	<b>13,404</b>
<b>Transfer to Capital Expenditure Res.</b>		<b>166</b>	<b>166,667</b>	<b>0</b>	<b>150,000</b>	<b>16,667</b>
<b>Net Surplus for 8 months</b>		<b>4,847</b>	<b>-23,165</b>	<b>38,012</b>	<b>18,110</b>	<b>-3,263</b>

The results for 8 months show a surplus of £4,847 against a budget of -£23,165 a positive difference of £38,012.

The major reasons for the variances are:-

1) In all these cases the income and expenditure has been included for the 8 months irrespective of when the monies are received or paid. The appropriate adjustments are made on the balance sheet.

2) Office Maintenance -

3) Maintenance costs analysis is as follows:

	Actual £	Budget £	Variance £	Explanation for major variances
Plant Maintenance	53,344	50,841	-2,503	Repairs to Spearhead VX65 HVB
Maintenance Compensation	0	667	667	
Vehicle, Plant	69,286	56,267	-13,019	Insurance and Diesel for hired pumps at Elmore Back Increase in cost of Diesel
Workshop Fixtures & Fittings	7,334	4,400	-2,934	
Pump Station Electricity	9,671	10,030	359	
Health & Safety	3,644	4,800	1,156	
	143,279	127,005	-16,274	

4) Administration -

5) Engineering Consultancy fees -

	Actual £	Budget £	Variance £
Non Rechargeable Fees	27,569	40,000	12,431
Rechargeable Fees	0	10,000	10,000
	27,569	50,000	22,431

6) Legal and Professional Fees -

Notes:

Surplus on sale of assets is:	£
Kobelco Excavator WO14 OEY	19,38
Claas Tractor OU7 JXX	17,35
	<hr/> 36,996

# LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

## FORECAST TO YEAR END

### INCOME AND EXPENDITURE FORECAST TO YEAR END - 31 MARCH 2022

Income	Note	Projected Outturn £	Budget £	Variance £	31 March 2021 £	Variance £
Levies charged to Authorities	1	1,357,001	1,357,001	0	1,301,042	55,959
Agricultural Rates	1	125,607	125,607	0	120,427	5,180
Rechargeable Works		49,418	17,000	32,418	24,434	24,984
Application Fees		2,700	3,000	-300	5,900	-3,200
Consultancy Fees Recharged		18,000	18,000	0	26,304	-8,304
Surplus on Sale of Assets		36,996	29,258	7,738	19,723	17,273
Miscellaneous Income		276	0	276	300	-24
Foreign Water Grant - EA		170,686	170,686	0	67,339	3,347
Developers Fund Contribution	1	44,982	44,982	0	4,672	1,310
Interest		255	3,000	-2,745	1,300	-1,105
<b>Total</b>		<b>1,805,921</b>	<b>1,768,534</b>	<b>37,387</b>	<b>710,501</b>	<b>95,420</b>
<b>Expenditure</b>						
Payroll		765,822	765,822	0	27,889	-37,933
Office Maintenance	2	15,854	20,975	5,121	15,595	-259
Maintenance	3	200,000	180,000	-20,000	191,481	-8,519
EA Levy		218,171	218,171	0	213,892	-4,279
Motor Travel and Subsistence	4	23,737	23,746	-9	18,912	-4,825
Communications		5,029	5,250	-221	5,551	-522
Administration	5	42,969	39,979	-2,990	39,350	-3,619
Engineering Consultancy Fees		75,000	75,000	0	60,740	-14,260
Legal and Professional Fees	6	4,292	3,000	-1,292	5,047	-755
Audit and Accountancy Fees		6,150	5,000	-1,150	3,500	-2,650
Depreciation		211,407	211,407	0	151,990	-59,417
Bank Charges		1,883	3,000	-1,117	2,149	-266
<b>Total</b>		<b>1,570,311</b>	<b>1,551,350</b>	<b>-18,964</b>	<b>1,436,096</b>	<b>-134,218</b>
<b>Anticipated Surplus at Year End</b>		<b>235,607</b>	<b>217,184</b>	<b>18,423</b>	<b>274,405</b>	<b>-38,798</b>
<b>Transfer to Capital Expenditure Res</b>		<b>250,000</b>	<b>250,000</b>	<b>0</b>	<b>225,000</b>	<b>25,000</b>
<b>Anticipated Net Surplus at Year End</b>		<b>143,333</b>	<b>-32,816</b>	<b>18,423</b>	<b>49,405</b>	<b>-63,798</b>

## Notes

This reflects the activity to the year to 30 November 2021.

The major variances from the Budget relate to activity to 30 November 2021.

## Lower Severn (2005) Internal Drainage Board

## CASH FLOW

2021/22

		2021									2022			
	Note	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
		£ 000's	£ 000's	£ 000's	£ 000's	£ 000's	£ 000's	£ 000's	£ 000's	£ 000's	£ 000's	£ 000's	£ 000's	£ 000's
		actual	actual	actual	actual	actual	actual	actual	actual	actual	forecast	forecast	forecast	forecast
<b>NatWest No.1 A/c</b>														
<b>Balance b/f</b>			<b>38</b>	<b>540</b>	<b>299</b>	<b>153</b>	<b>199</b>	<b>141</b>	<b>63</b>	<b>106</b>	<b>179</b>	<b>91</b>	<b>86</b>	<b>63</b>
Other income	3		0	0	0	81	45	12	1	0	18	1	1	1
Plant & Machinery Sales			16	23	0	0	0	0	0	0	0	0	0	0
VAT			15	40	9	3	3	12	18	7	15	14	14	33
Levies	1		299	390	0	0	0	0	35	633	0	0	0	0
Rates	2		77	20	9	11	4	1	0	1	3	0	0	0
<b>sub total</b>			<b>445</b>	<b>1,013</b>	<b>317</b>	<b>248</b>	<b>251</b>	<b>166</b>	<b>117</b>	<b>747</b>	<b>215</b>	<b>106</b>	<b>101</b>	<b>97</b>
Expenditure	3		-28	-24	-24	-22	-22	-46	-27	-52	-54	-52	-52	-52
Plant			0	-196	-5	0	-50	0	0	-4	0	0	0	0
Pump Expenditure			-12	-34	-28	-7	-4	7	-84	-82	-5	-5	-73	-5
Developer Expenditure			0	0	0	0	0	0	0	0	0	0	0	0
EA Levy			0	0	-47	0	0	0	0	0	0	0	0	0
Salaries (paid via No.2 A/c)			-65	-60	-60	-60	-70	-70	-80	-70	-65	-63	-63	-63
Net transfers	3		200	-400	0		80	50	180	-360	0	100	150	100
<b>sub total</b>			<b>95</b>	<b>-714</b>	<b>-164</b>	<b>-49</b>	<b>-110</b>	<b>-103</b>	<b>-11</b>	<b>-568</b>	<b>-124</b>	<b>-20</b>	<b>-38</b>	<b>-20</b>
<b>Balance c/f</b>		<b>38</b>	<b>540</b>	<b>299</b>	<b>153</b>	<b>99</b>	<b>141</b>	<b>63</b>	<b>106</b>	<b>179</b>	<b>91</b>	<b>86</b>	<b>63</b>	<b>77</b>
<b>Other balances</b>														
<b>NatWest</b>														
No 2 Account		31	36	34	3	30	35	35	40	36	36	36	36	36
Bonus Saver	4	315	315	715	71	675	595	545	365	725	725	625	475	375
Deposit Account	5	206	206	206	206	206	206	206	206	206	206	206	206	206
Lloyds Deposit	6	328	128	17	3	138	93	93	93	93	93	93	93	93
<b>Total</b>		<b>880</b>	<b>685</b>	<b>1,128</b>	<b>1,127</b>	<b>1,049</b>	<b>929</b>	<b>879</b>	<b>704</b>	<b>1,060</b>	<b>1,060</b>	<b>960</b>	<b>810</b>	<b>710</b>
<b>Developers Funds Cash</b>														
Lloyds Deposit	6	<b>76</b>	<b>76</b>	<b>3</b>	<b>31</b>	<b>66</b>	<b>111</b>	<b>111</b>	<b>111</b>	<b>111</b>	<b>111</b>	<b>111</b>	<b>111</b>	<b>111</b>
<b>All LSIDB balances</b>		<b>994</b>	<b>1,01</b>	<b>1,458</b>	<b>1,311</b>	<b>1,314</b>	<b>1,181</b>	<b>1,053</b>	<b>921</b>	<b>1,350</b>	<b>1,262</b>	<b>1,157</b>	<b>984</b>	<b>898</b>
<b>LSIDB Working Cash</b>		<b>57</b>	<b>805</b>	<b>1,011</b>	<b>850</b>	<b>852</b>	<b>673</b>	<b>594</b>	<b>457</b>	<b>993</b>	<b>888</b>	<b>767</b>	<b>577</b>	<b>456</b>
<b>Capital Reserve</b>		<b>411</b>	<b>420</b>	<b>416</b>	<b>430</b>	<b>396</b>	<b>397</b>	<b>348</b>	<b>353</b>	<b>246</b>	<b>263</b>	<b>279</b>	<b>296</b>	<b>331</b>
<b>Developer Reserve</b>		<b>76</b>	<b>7</b>	<b>31</b>	<b>31</b>	<b>66</b>	<b>111</b>	<b>111</b>	<b>111</b>	<b>111</b>	<b>111</b>	<b>111</b>	<b>111</b>	<b>111</b>
		<b>994</b>	<b>1,301</b>	<b>1,458</b>	<b>1,311</b>	<b>1,314</b>	<b>1,181</b>	<b>1,053</b>	<b>921</b>	<b>1,350</b>	<b>1,262</b>	<b>1,157</b>	<b>984</b>	<b>898</b>

1. Levies received May and November

2. Rates received in May

3. Income and Expenditure as per Budget profile.



4. Direct Bonus Saver earns 0.01% interest
5. Deposit Account - 35 Day Notice earns 0.1% interest. From 1 July 2021 interest rate is 0.05%.
6. Deposit Account - 32 Day Notice earns 0.03% interest

### Lower Severn (2005) Internal Drainage Board

## Reconciliation of cash as per the Balance Sheet and the Cash Flow Statement

	£	£
<b>Balance Sheet as at 30 November 2021</b>		
Cash at bank and in hand	940,441	
Short term Deposits	409,846	
Less Petty Cash	213	
Cash at Bank	<u>1,350,074</u>	
<b>LSIDB Working Cash</b>	927,300	
<b>Capital Expenditure Reserve</b>	3,163	
<b>Developers Funds Reserve</b>	11,134	
	<u>350,074</u>	

## Investments

### As at 30 November 2021

	£
Capital	
Amount through Smith & Williamson (net)	650,000
Market value	<u>1,015,880</u>
<b>Change in value</b>	<b>365,880</b>
<b>Portfolio return since 1 November 2021</b>	<b>-0.44%</b>
Note: Market Index Movements	
MSCI WMA Balanced NR	0.55%
MSCI World NR	1.34%
MSCI ACWI (All Countries World Index)	1.11%
MSCI All World ex UK	1.23%

## Developers Funds as at 30 November 2021

	£
Developers Funds Reserve as per Balance Sheet	<u>1,127,014</u>
Funds held as:	
Investments	1,015,880

Cash held at Bank

111,134  
1,127,014

Unapproved

## Lower Severn (2005) Internal Drainage Board

Cash		Cash flow No 1 A/C NatWest										2022/23		
		2022										2023		
	Note	Mar £ 000's forecast	Apr £ 000's forecast	May £ 000's forecast	Jun £ 000's forecast	Jul £ 000's forecast	Aug £ 000's forecast	Sep £ 000's forecast	Oct £ 000's forecast	Nov £ 000's forecast	Dec £ 000's forecast	Jan £ 000's forecast	Feb £ 000's forecast	Mar £ 000's forecast
Balance b/f			77	87	79	99	99	87	76	64	83	94	104	113
Other income	3		4	4	5	4	4	5	4	4	5	4	4	5
Plant & Machinery Sales			0	0	46	0	0	0	0		0	0	0	0
VAT			6	6	8	47	6	6	6	6	6	6	6	6
Levies	1		0	754	0	0	0	0	0	731	0	0	0	0
Rates	2		0	137	0	0	0	0	0	0	0	0	0	0
sub total			87	989	137	149	109	98	86	805	94	104	114	125
Expenditure	3		-42	-42	-42	-42	-42	-4	-42	-42	-42	-42	-42	-42
Plant			0	-10	-288	0	0	0	0	0	0	0	0	0
Pump Expenditure			0	0	0	0	0	0	0	0	0	0	0	0
Developer Expenditure			0	0	0	0	0	0	0	0	0	0	0	0
EA Levy			-49	0	0	0	0	0	0	0	0	0	0	0
Salaries (paid via No.2 A/c)			-58	-58	-58	-58	-80	-80	-80	-80	-58	-58	-58	-58
Net transfers	3		150	-800	350	50	00	100	100	-600	100	100	100	50
sub total			1	-910	-38	-50	-2	-22	-22	-722	0	0	0	-50
Balance c/f		77	87	79	99	99	87	76	64	83	94	104	113	74
Other balances														
NatWest														
No 2 Account		36	36	36	6	36	36	36	36	36	36	36	36	36
Bonus Saver	4	375	225	1,025	675	25	525	425	325	625	525	425	325	275
Deposit Account	5	206	206	206	206	206	206	206	206	506	506	506	506	506
Lloyds Deposit	6	93	93	13	39	139	139	139	139	139	139	139	139	139
Total		710	560	1,406	1,006	1,006	906	806	706	1,306	1,206	1,106	1,006	956
Developers Funds Cash														
Lloyds Deposit	6	111	111	5	65	65	65	65	65	65	65	65	65	65
All LSIDB balances														
		898	758	1,550	1,220	1,170	1,058	947	835	1,454	1,365	1,275	1,184	1,095
LSIDB Working Cash														
		56	293	1,062	709	637	548	414	279	875	763	649	536	424
Capital Reserve		33	354	377	400	423	446	469	491	514	537	560	583	606
Developer Reserve		111	11	111	111	111	65	65	65	65	65	65	65	65
		898	758	1,550	1,220	1,170	1,058	947	835	1,454	1,365	1,275	1,184	1,095

1. Levies received May and November

2. Rates received in May

3. Income and Expenditure as per Budget profile.

4. Direct Bonus Saver earns 0.01% interest
5. Deposit Account - 35 Day Notice earns 0.05% interest
6. Deposit Account - 32 Day Notice earns 0.03% interest

**Reconciliation to Annual Budget 2022/23**

	£000's		£000's
<b>Cash Received</b>	1,834	<b>Closing Cash</b>	10
<b>Cash Spent</b>	-1,637	<b>Opening Cash</b>	-898
	<u>197</u>		<u>19</u>
<b>Net Cash Movement</b>			
<b>Adjust</b>			
<b>Plant and Machinery</b>			
Purchases	248		
Sales	-38		
P&L non cash - Book Profit o	<u>14</u>		
	224		
<b>Pump Stations</b>			
Purchases	0		
P&L Non cash - Provision	<u>-275</u>		
	-275		
<b>Developers Funds</b>			
Purchases	0		
Income			
P&L Non cash - Income	<u>46</u>		
	46		
<b>Depreciation</b>			
P&L Non cash - Provision	-223		
	<u>-31</u>		
	<u><u>-31</u></u>		
<b>Budget 2022/2</b>	<u><u>-31</u></u>		
<b>Difference</b>	0		

## LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

## BALANCE SHEET AS AT 31 MARCH

	£	Actual 31/03/21 £	Estimated 31/03/22 £	Variance £	Estimated 31/03/23 £	Variance £
<b>FIXED ASSETS</b>						
Fixed Assets	843,541	<b>843,541</b>	<b>1,257,865</b>	-414,324	<b>1,259,150</b>	-415,609
<b>LONG TERM ASSETS</b>						
Investments	938,012	<b>938,012</b>	<b>1,015,880</b>	-77,868	<b>1,015,880</b>	-77,868
<b>CURRENT ASSETS</b>						
Stock +WiP	57,421		69,166	-11,745	69,166	-11,745
Trade debtors	38,165		22,154	16,011	22,154	16,011
Drainage rate debtors	1,513		1,500	13	500	13
VAT Claim	14,665		6,000	8,665	6,000	8,665
Prepayments	38,383		36,890	1,493	36,523	1,860
Cash at bank and in hand	384,209		488,000	-103,791	385,000	-791
Short term deposits	609,710		410,000	199,710	700,000	-100,290
		<b>1,144,066</b>	<b>1,033,710</b>	110,356	<b>1,230,343</b>	-86,277
<b>CURRENT LIABILITIES</b>						
Trade Creditors	-41,246		-28,599	12,647	-28,599	-12,647
Other Creditors	-28,372		-34,000	6,000	-34,378	6,006
Accrued expenses	-22,826		8,274	-4,552	-18,274	-4,552
Finance Leases due within one year	0		0	0	0	0
Prepaid Rates	-325		0	-325	0	-325
Prepaid Levies	0		0	0	0	0
		<b>-92,769</b>	<b>-81,251</b>	-11,518	<b>-81,251</b>	-11,518
<b>NET CURRENT ASSETS</b>		<b>1,051,297</b>	<b>52,459</b>	98,838	<b>1,149,092</b>	-97,795
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<b>2,88,850</b>	<b>3,226,204</b>	-393,354	<b>3,424,122</b>	-591,272
<b>LONG TERM LIABILITIES</b>						
Pension scheme deficit	-1,412,000		-1,412,000	0	-1,412,000	0
		<b>-1,412,000</b>	<b>-1,412,000</b>	0	<b>-1,412,000</b>	0
<b>NET ASSETS</b>		<b>1,420,850</b>	<b>1,814,204</b>	-393,354	<b>2,012,122</b>	-591,272
<b>FINANCED BY:</b>						
<b>CAPITAL ACCOUNT</b>		<b>666,569</b>	<b>666,569</b>	0	<b>666,569</b>	0
<b>ACCUMULATED RESERVE</b>						
Balance brought forward	546,655		596,060	-49,405	956,667	-410,012
Surplus for the 12 months	274,405		235,607	38,798	244,250	30,155
Transfer to Capital Expenditure Reserve	-225,000		-250,000	25,000	-275,000	50,000
Additional Transfer to Capital Exp. Res.	0		0	0	0	0
Transfer from Capital Expenditure Reserve	0		375,000	-375,000	0	0
		<b>596,060</b>	<b>956,667</b>	-360,607	<b>925,917</b>	-329,857
<b>Developers Fund Reserve</b>						
Investments at cost	650,000		650,000	0	<b>650,000</b>	0
Increase in value	288,012		365,880	-77,868	<b>365,880</b>	-77,868
Investments at current value	938,012		1,015,880	-77,868	1,015,880	-77,868
Cash at Bank	76,319		111,134	-34,815	64,802	11,517
		<b>1,014,331</b>	<b>1,127,014</b>	-112,683	<b>1,080,682</b>	-66,351
<b>Revaluation Reserve</b>		<b>144,583</b>	<b>144,583</b>	0	<b>144,583</b>	0
<b>Capital Expenditure Reserve</b>		<b>411,307</b>	<b>331,371</b>	79,936	<b>606,371</b>	-195,064
<b>Pension Reserve</b>		<b>-1,412,000</b>	<b>-1,412,000</b>	0	<b>-1,412,000</b>	0
		<b>1,420,850</b>	<b>1,814,204</b>	-393,354	<b>2,012,122</b>	-591,272

# LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

F&GP January 2022

## Capital Expenditure Budget 2021/22

	Budget Purchases cost	Purchase cost	Sales book value	Proceeds of sale	Book profit on sale (loss)
	£	£	£	£	£
<b>Plant and Machinery</b>					
New Claas 650 Tractor and Bomford Mower - OU21 BXW	126,000				
Sale of Class 697 - OU07 JXX			642	18,000	17,358
New Hitachi ZX135 NL21 CHG	130,534				
Sale of Kobelco Excavator WO14 OEY			10,362	30,000	19,638
Items not included in original budget					
Abbi 950 litres towing Bowser		3,932			
	<b>256,534</b>	<b>3,932</b>	<b>11,004</b>	<b>48,000</b>	<b>36,996</b>
<b>Office</b>					
Items not included in original budget					
Laptop x2		1,861			
	<b>0</b>	<b>1,861</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Motor Vehicles</b>					
	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Pumps</b>					
Elmore Back - Nomenca Pumps - 2	375,000				
Disposal of Building at Elmore Back			5,187	0	-5,187
	<b>375,000</b>	<b>0</b>	<b>5,187</b>	<b>0</b>	<b>-5,187</b>
<b>Total fixed asset changes</b>	<b>631,534</b>	<b>5,793</b>	<b>16,191</b>	<b>48,000</b>	<b>31,809</b>

# LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

F&GP January 2022

## Capital Expenditure Budget 2022/23

	Budget Purchases cost £	Purchase cost £	Sales book value £	Proceeds of sale £	Book profit on sale £
<b>Plant and Machinery</b>					
New Energreen SPV3 - 95XT	240,370				
Sale of Energreen 2000 - VX65 HVB			24,377	38,000	13,623
Water Level Management Equipment	8,000				
(Approved by the Board 25/09/2019)					
	<b>248,370</b>	<b>0</b>	<b>24,377</b>	<b>38,000</b>	<b>13,623</b>
<b>Office</b>					
	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Motor Vehicles</b>					
	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Pumps</b>					
	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total fixed asset changes</b>	<b>248,370</b>	<b>0</b>	<b>24,377</b>	<b>38,000</b>	<b>13,623</b>

# LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

## APPORTIONMENT BETWEEN CHARGING AUTHORITIES

CHARGING AUTHORITIES LEVIES ANNUAL VALUES AS AT			Proposed Levy 2022/23	Previous Levy 2021/22	Increase due to land transfers, rates to levies	Increase due levy and rate rise of 0.9p	Total Increase	
Charging Authorities	AV	31 December 2021 Percentage						
			0.106 £	0.097 £	£	£	£	
Bristol City Council	7,589,404	49.59	804,477	736,172	0	68,305	68,305	
South Gloucestershire Council	3,410,262	22.29	361,488	330,795	0	30,692	30,693	
Stroud District Council	1,615,360	10.56	171,228	154,877	1,823	14,538	16,361	
Gloucester City Council	729,073	4.76	77,282	70,720	0	6,562	6,562	
Forest of Dean Council	450,501	2.94	47,753	43,699	0	4,054	4,054	
Herefordshire Council	123,087	0.80	13,047	11,931	0	1,108	1,108	
Tewkesbury Borough Council	73,933	0.48	7,837	7,172	0	665	665	
Malvern Hills District Council	16,880	0.11	1,789	1,637	0	151	152	
	<b>14,008,500</b>	<b>91.54</b>	<b>1,484,901</b>	<b>1,357,001</b>	<b>1,823</b>	<b>126,076</b>	<b>127,900</b>	0.00
<b>Local Authorities</b>	14,008,500	91.54	1,484,901	1,357,001	1,823	126,076	127,900	
<b>Agricultural rates</b>	1,294,303	8.46	137,166	125,607	-60	11,649	11,589	
(per DRS)	<b>15,302,803</b>	<b>100.00</b>	<b>1,622,067</b>	<b>1,482,608</b>	<b>1,763</b>	<b>137,725</b>	<b>139,489</b>	0.00



## LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

## Expenditure Forecast for the Capital Programme - 2021/22 to 2028/29

As at 30 November 2021

		2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	Total 2021/29
		£	£	£	£	£	£	£		£
<b>Pump Stations</b>										
	<b>No. of Pumps</b>									
Oldbury	3							2,563,042	905,704	3,468,746
Marshfield	2			733,102	397,837					1,130,939
Lapperditch	2			797,997	436,425					1,234,422
Wicks Green	2					1,269,664	68,982			1,948,646
Elmore Back	2	329,936								329,936
Saul	1									0
<b>Pump Expenditure Total</b>		<b>329,936</b>	<b>0</b>	<b>1,531,099</b>	<b>834,262</b>	<b>1,269,664</b>	<b>678,982</b>	<b>2,563,042</b>	<b>905,704</b>	<b>8,112,689</b>
<b>Plant and Vehicles</b>										
<b>Water Level Monitoring Equipment</b>			8,000							8,000
<b>Claas Mower</b>		126,000								126,000
Class Mower OU07 JXX		-30,000								-30,000
<b>Kobelco Excavator</b>		127,134								127,134
Hyundai WX12 CWL		-18,000								-18,000
<b>Energreen SPV3</b>			20,370							240,370
Energreen VX65 HVB			8,000							-38,000
<b>Kobelco Excavator</b>				10,000						160,000
Kobelco Excavator WU16 TZM				-15,000						-15,000
<b>Isuzu Truck</b>				35,000						35,000
Isuzu Truck WU17 NVD				-5,000						-5,000
<b>Energreen SPV2</b>					300,000					300,000
Energreen VX65 HTA					-40,000					-40,000
<b>Ford Ranger Truck</b>					40,000					40,000
Isuzu Truck VO62 RPY					-5,000					-5,000
<b>Loadall/Material Handler</b>							90,000			90,000
Merlo Loadall WX08 OSY							-1,000			-1,000
<b>Claas Tractor/Mower</b>								210,000		210,000
Claas 697 WX14 LGO								-22,000		-22,000
<b>Hitachi Excavator</b>								220,000		220,000
Hyundai WX12 CWL								-15,000		-15,000
<b>JCB Wheeled Excavator</b>								190,000		190,000
JCB WV19 FUU								-18,000		-18,000
<b>Plant and Vehicles Expenditure Total</b>		<b>205,134</b>	<b>210,370</b>	<b>175,000</b>	<b>295,000</b>	<b>0</b>	<b>89,000</b>	<b>0</b>	<b>565,000</b>	<b>1,539,504</b>
<b>Capital Expenditure Total</b>		<b>535,070</b>	<b>210,370</b>	<b>1,706,099</b>	<b>1,129,262</b>	<b>1,269,664</b>	<b>767,982</b>	<b>2,563,042</b>	<b>1,470,704</b>	<b>9,652,193</b>

### Details of Budget and Expenditure on Pump Stations

		Previous Years										
		Budget	Expenditure	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	Total
		£	£	£	£	£	£	£	£	£		£
<b>Pump Stations</b>	<b>No. of Pumps</b>											
<b>Oldbury</b>	3	3,493,429	24,683							2,563,042	95,704	3,493,429
<b>Marshfield</b>	2	1,156,385	25,446			733,102	397,837					1,156,385
<b>Lapperditch</b>	2	1,207,343	33,288			797,997	436,425					1,267,710
<b>Wicks Green</b>	2	1,972,281	23,635					1,269,664	678,912			1,972,281
<b>Elmore Back</b>	2	700,000	402,256	329,936								732,192
<b>Saul</b>	1	180,000	179,383									179,383
	<b>Pump Expenditure Total</b>	<b>8,709,438</b>	<b>688,691</b>	<b>329,936</b>	<b>0</b>	<b>1,531,099</b>	<b>834,262</b>	<b>1,269,664</b>	<b>678,982</b>	<b>2,563,042</b>	<b>905,704</b>	<b>8,801,380</b>

### Details of Expenditure on Pump Stations in 2021/22

Pump Stations		Spend in current financial year, 2021/22, to 1 November 2021		Spend in current financial year, 2021/22, to 31 December 2021		Expected spend for the current financial year from the expected spend for the current financial year		Original Total expected spend for the current financial year	Difference between Original and anticipated total spend - positive figure represents an underspend
		£	£	£	£	£	£	£	£
	No. of Pumps								
Oldbury	3				0		0	0	0
Marshfield	2		0		0		0	0	0
Lapperditch	2		0		0		0	0	0
Wicks Green	2		0		0		0	0	0
Elmore Back	2	204,2	62,051	266,341	63,595	329,936	329,936	0	0
Saul	1		0		0		0	0	0
Tot		204,90	62,051	266,341	63,595	329,936	329,936	0	0
				0		0			0

# **LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD**

## **Developers Funds November 2021**

	£			
Balance at 1 April 2021	1,014,331			
Increase in value of investments	77,868			
Transfer of cash to investments	0			
Interest on Cash held in Deposit Account	7			
Developers Contributions - received	79,790			
Transfer to Board 2021/22				
Developers drawdowns	-44,982			
<b>Current Balance</b>	<b><u>1,127,014</u></b>	<b>split</b>	Investments	£ 1,015,880
			Cash at Bank	111,134
<b>Estimated balance 31/03/2022</b>	<b><u>1,127,014</u></b>	<b>split</b>	Investmen	£ 1,015,880
			ash at Bank	111,134

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

F&GP December 2021

Proposed Budget 2022/23

	Budget 2021/22 9.7p	Predicted Out turn 2021/22	Variance	Proposed Budget 2022/23 10.6p	Variance	Notes
	£	£	£	£	£	
<b>Income</b>						
Levies charged to authorities	1,357,001	1,357,001	0	1,484,901	127,900	1
Agricultural rate	125,607	125,607	0	137,196	11,589	1
Foreign Water Grant	170,686	170,686		174,099	3,413	2
Rechargeable works	17,000	49,418	32,418	18,000	1,000	
Application fees & wayleaves	3,000	2,700	-300	3,000	0	
Plan checking fees	0	0	0	0	0	
Eng. Consultancy recharged	18,000	18,000	0	18,000	0	
Developers Fund Contribution	44,982	44,982	0	46,332	1,350	3
Bank interest	3,000	255	-2,745	1,000	-2,000	
Miscellaneous income	0	276	276	0	0	
Book profit (loss) on plant sales	29,258	36,996	7,738	13,623	-5,635	5
<b>Total</b>	<b>1,768,534</b>	<b>1,805,921</b>	<b>37,387</b>	<b>1,816,151</b>	<b>127,617</b>	
<b>Expenditure</b>						
Payroll	765,822	765,822	0	3,739	17,917	6
Office maintenance	20,975	15,854	5,121	2,731	2,098	7&8
Plant maintenance	180,000	200,000	-20,000	232,200	52,200	7,8&9
EA Levy	218,171	218,171	0	222,534	4,363	10
Motor, travel & subsistence	23,746	23,737	9	26,510	2,764	7&8
Communications	5,250	5,029	1	6,435	1,185	7&8
Administration	39,979	42,969	-2,990	46,433	6,454	878
Eng. Consultancy general	60,000	60,000	0	60,000	0	
Eng. Consultancy recharged	15,000	1,000	0	15,000	0	
Legal & professional fees	3,000	292	1,292	4,950	1,950	7&8
Audit & accountancy fees	5,000	150	-1,150	5,019	19	7&8
Depreciation	211,407	211,117	0	222,708	11,301	11
Bank charges	3,000	1,883	1,117	3,300	300	7&8
<b>Total</b>	<b>-1,551,350</b>	<b>-1,571,314</b>	<b>-18,964</b>	<b>-1,651,901</b>	<b>100,551</b>	
<b>Transfer to Capital Expenditure Reserve</b>	<b>-250,000</b>	<b>-250,000</b>	<b>0</b>	<b>-275,000</b>	-25,000	12
<b>Surplus (deficit) to (from)</b>						
<b>Accumulated Reserve</b>	<b>2,816</b>	<b>4,393</b>	<b>18,423</b>	<b>-30,750</b>	2,066	

**LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD**

<b>Proposed Budget</b>	<b>2022/23</b>
<b>Notes</b>	

The proposed budget indicates a deficit of £30,750 if the rate is increased to 10.6p.  
An increase of 1p in the rate generates additional income of £153,000.

Each budget line has been reviewed in detail with particular emphasis on cost savings.

1. Increase due to land transfers and assumed increase of rate by 0.9p to 10.6p
2. A 2% increase in the Foreign Water Grant.
3. Assumes a 3% increase in Developers Fund Contribution
4. Decrease reflects the current interest rates reduction.
5. Sales as per Capital Expenditure Budget 2022/23.
6. As per Salaries working paper. Assumes an annual pay award of 2.5% and the increase in National Insurance contribution of 1.25%.
7. To reflect anticipated year end position.
8. Assumes a general increase on goods and materials of 10%.
9. An increase of £30,000 to reflect no longer able to use Red Diesel and £10,000 for increase in general fuel costs.
10. A 2% increase in the Environment Agency Levy.
11. Anticipated Depreciation charge for 2022/23.
12. The transfer to the Capital Expenditure Reserve has been increased by £25,000.

**Breakdown of Proposed Increase**

Increase in payroll costs	0.12 p
Increase in cost of Diesel	0.26 p
General provision	0.15 p
Reduction in Net Profit on Sale of Asset from previous year	0.10 p
Increase in provision for Depreciation	0.08 p
Other	0.03 p
Increase in transfer to Capital Expenditure Reserve	0.16 p
	<u>0.90 p</u>

# LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

## MTFP (Medium Term Financial Plan)

### A) Income and Expenditure

	Rate - Pence in the Pound						
	9.7	10.6	11.3	11.9	12.5	13.1	
	The future annual rates shown are for illustrative purposes only.						
	YEAR 2021/22 Budget £000's	YEAR 2022/23 Budget £000's	YEAR 1 2023/24 Estimate £000's	YEAR 2 2024/25 Estimate £000's	YEAR 3 2025/26 Estimate £000's	YEAR 4 2026/27 Estimate £000's	Total all years 2023/27 £000's
Income (line10)	1,768	1,896	1,993	2,122	2,185	2,282	8,583
Expenditure (line 24)	1,551	1,652	1,781	1,883	1,988	2,076	855
<b>Estimated +surplus -deficit (line 23)</b>	<b>217</b>	<b>244</b>	<b>212</b>	<b>238</b>	<b>198</b>	<b>207</b>	<b>7,728</b>
<b>Transfer to Capital Reserve (line 24)</b>	<b>250</b>	<b>275</b>	<b>300</b>	<b>325</b>	<b>350</b>	<b>375</b>	<b>1,350</b>
<b>Net estimated +surplus -deficit (line 25)</b>	<b>-33</b>	<b>-31</b>	<b>-88</b>	<b>-87</b>	<b>-15</b>	<b>-8</b>	<b>-495</b>
<b>Transfer from Capital Res. (line 26)</b>	<b>375</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>350</b>	<b>0</b>	<b>350</b>
<b>Accumulated Res. b/f (line27)</b>	<b>596</b>	<b>957</b>	<b>926</b>	<b>838</b>	<b>751</b>	<b>949</b>	<b>926</b>
<b>Accumulated Res. c/f (line28)</b>	<b>938</b>	<b>926</b>	<b>838</b>	<b>1</b>	<b>949</b>	<b>781</b>	<b>781</b>
<b>Accumulated Reserve as % of expenditure</b>	<b>60.48%</b>	<b>56.05%</b>	<b>47.06%</b>	<b>39.90%</b>	<b>47.75%</b>	<b>37.61%</b>	<b>91.34%</b>

### B) Working Capital - Cash Flow

	YEAR 2021/22 Budget £000's	YEAR 2022/23 Budget £000's	YEAR 1 2023/24 Estimate £000's	YEAR 2 2024/25 Estimate £000's	YEAR 3 2025/26 Estimate £000's	YEAR 4 2026/27 Estimate £000's	Total all years 2023/27 £000's
Balances b/f	507	46	424	297	397	417	424
Net cash movement	-87	-32	-127	100	20	355	347
Balances c/f	<b>420</b>	<b>424</b>	<b>297</b>	<b>397</b>	<b>417</b>	<b>771</b>	<b>771</b>

### C) Cash at Bank

	YEAR 2021/22 Budget £000's	YEAR 2022/23 Budget £000's	YEAR 1 2023/24 Estimate £000's	YEAR 2 2024/25 Estimate £000's	YEAR 3 2025/26 Estimate £000's	YEAR 4 2026/27 Estimate £000's	Total all years 2023/27 £000's
Working Capital	420	424	297	397	417	771	771
Capital Expenditure Reserve	313	606	-625	-1,134	-2,054	-2,358	-2,358
Developers Reserve	31	65	20	-29	-79	-131	-131
	<b>764</b>	<b>1,095</b>	<b>-308</b>	<b>-766</b>	<b>-1,716</b>	<b>-1,717</b>	<b>-1,717</b>

# LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

## Medium Term Financial Plan (MTFP)

			Rate - Pence in the Pound						
			9.7	10.6	11.3	11.9	12.5	13.1	
			The future annual rates shown are for illustrative purposes only.						
Income and Expenditure basis	Line	Note	YEAR 2021/22 Budget £000's	YEAR 2022/23 Budget £000's	YEAR 1 2023/24 Estimate £000's	YEAR 2 2024/25 Estimate £000's	YEAR 3 2025/26 Estimate £000's	YEAR 4 2026/27 Estimate £000's	Total all years 2023/27 £000's
<b>Income</b>									
Levies and charges to Authorities	1	1	1,357	1,485	1,581	1,665	1,749	1,833	6,827
Agricultural rates	2	2	126	137	146	154	162	170	632
sub total +	3		1,483	1,622	1,727	1,819	1,911	2,002	7,459
Foreign Water Grant		3	171	174	177	181	185	188	732
Developers Fund Contribution	5	4	45	46	47	49	50	52	198
Other Income	6		37	39	39	39	39	39	156
Bank interest	7	5	3	1	1	1	1	1	4
Surplus on sale of fixed assets	8		29	14	1	33	0	0	34
sub total +	9		285	274	266	303	275	280	1,124
total income	10		1,768	1,896	1,993	2,122	2,185	2,282	583
<b>Expenditure</b>									
Payroll	11	6	766	784	804	824	844	86	3,33
Office maintenance	12		21	23	23	23	23	2	92
Maintenance plant and machinery	13	7	180	232	237	241	246	251	975
EA Levy	14	3	218	223	227	232	237	41	8
Motor travel and subsistence	15		24	27	27	27	27	27	108
Communications	16		5	6	6	6	6	6	24
Administration	17	8	40	46	47	48	49	50	193
Engineering consultancy fees	18		75	75	75	75	75	7	300
Legal and professional fees	19		3	5	5	5	5	5	20
Audit and Accountancy fees	20		5	5	5		6	6	22
Depreciation	21	9	211	223	322	394	4	523	1,707
Bank charges	22		3	3	3	3		3	12
total expenditure			1,551	1,652	1,781	1,88	1,988	2,076	7,728
Estimated +surplus -deficit	23		217	244	212	238	198	207	855
<b>Transfer to Capital Reserve</b>									
Net estimated +surplus -deficit	25	10	-33	-31	-88	8	-152	-168	-495
Transfer from Capital Reserve	26	11	375		0	0	350	0	350
Accumulated Fund	27	b/f	596	957	26	838	751	949	926
Contribution to Accumulated Fund	28	c/f	938	926	83	751	949	781	781
<b>Adjust for non cash items</b>									
Depreciation	29	9	211	223	322	394	467	523	1,707
Surplus on sale on fixed assets	30		-29	14	-1	-33	0	0	-34
<b>Cash items not included</b>									
Plant purchases net of sales receipts	31	12	-236	-210	-360	-175	-295	0	-830
Adjustment for cash flow purposes	32		-54	-1	-39	186	172	523	843
Net creditors/debtors	33		0	0					
Net cash flow movement	34		7	-32	-127	100	20	355	347
Working Capital	35	b	50	456	424	297	397	417	424
Working Capital	37		420	424	297	397	417	771	771
Add Capital Expenditure Reserve	38		13	606	-625	-1,134	-2,054	-2,358	-2,358
Add Developers Fund Reserve	39		31	65	20	-29	-79	-131	-131
Bank balances	0	c/f	764	1,095	-308	-766	-1,716	-1,717	-1,717

### Note:

- Proposed rates and levies increase.
- Agricultural rates - there will be a write off of £2,657 due to under 125 AV not collected.
- EA have informed the Board that the net annual payment will increase by 2%.
- Assumes a 3% increase per annum.
- Bank interest assumed at current level.
- Based on current headcount. 2.5% annual pay increase 2023 to 2027.
- Assumes an increase of 0.5% per annum.
- Assumes that Business Rates and Utility bills increase by 3% per annum.
- Depreciation is a non cash item and is added back for cash flow purposes.
- The transfer to the Capital Reserve increases by £25,000 per annum.
- When a new pump is purchased it becomes a Fixed Asset, paid for by cash. There is no longer a requirement to hold an amount in the Capital Reserve for this new pump. Hence the purchase price is transferred to the Accumulated Reserve.
- Plant purchases/sales include :-  
In 2022/23 Energreen SPV3 £240k, less proceeds Energreen VX65 HVB £38k = £202k.  
Water Level Monitoring Equipment, £8k. Total for the year £210k.  
In 2023/24 New Kobelco Excavator £160k , less proceeds Kobelco Excavator WU16 T2M £15k = £145k.  
New Isuzu £35k, less proceeds Isuzu WU17 NVD £5K = £25k. Total for the year £175k.  
In 2024/25 Energreen SPV2 £300k, less proceeds Energreen VX65 HTA £40k = £260k  
New Ford Ranger £40k, less proceeds Isuzu VO62 RPY £5K = £35k. Total for the year £295k.  
In 2025/26 There are no programmed plant purchases.  
In 2026/27 New Loadall/Material Handler £90k, less proceeds £1,000 Merlo Loadall WX08 OSY = £89k.

November 2021

<u>Supplier</u>	<u>Details</u>	<u>Amount Paid this Period</u>
Orchard Computer Services	Quarterley Maintenance Cover	389.00
Mary Sykes	M Sykes - Mileages for 06/10/21	21.60
HYSLOP MR R	R Hyslop - Mileages for 06/10/21	22.50
Fiona Collins	F Collins - Mileages for 06/10/21	26.10
Mr CJN Williams	C Williams - Mileages for 06/10/21	19.80
Mr J Nichols	J Nichols - Mileages for 06/10/21	6.30
Molson Equipment Services Ltd	Call out to WU16 TZM	473.40
Avon Hydraulics (UK) Ltd	2 x hose assemblies for Bomford Mower	309.55
Avon Hydraulics (UK) Ltd	Hose assembly for WX20 FGM	92.35
Avon Hydraulics (UK) Ltd	Hose assembly & parts for NL21 CHG	206.18
Konica Minolta Business Solutions (UK) Ltd	Photocopier Hire 17/10/21 - 16/01/22	83.88
Pirtek Bristol	Hose assembly & parts for VX65 HTA	247.07
CROMWELL GROUP HOLDINGS LTD	Assort Adj Spanners & Ratchets	331.95
CROMWELL GROUP HOLDINGS LTD	Gloves	98.66
West Oils Environmental Ltd	Disposal of Oil Filters	126.00
Giffgaff Ltd	Monthly Sim for Mobile - KW	10.00
Giffgaff Ltd	Monthly Sim for Slimbridge WLMF	8.00
R.A.M Autos	MOT on VN62 RPY	24.50
R.A.M Autos	MOT on VN62 RPY	25.00
TESCO	Milk & Water for Office	4.80
FILTRATION LTD	Various filters for WX14 LGO	231.38
FILTRATION LTD	Various filters for WU16 TZM	162.40
FILTRATION LTD	Various filters for WX20 FGM	126.83
Pitney Bowes Ltd	Franking Machine Hire Sep & Oct	31.08
Konica Minolta Business Solutions (UK) Ltd	Quarterley Printing Charge	115.98
Mr W J Cornock	J Cornock - Mileages for 20/10/21	5.40
HYSLOP MR R	R Hyslop - Mileages for 20/10/21	22.50
Mr G Simms	G Simms - Mileage for 20/10/21	8.55
The Gables Hotel	Room hire for 20/10/21	150.00
The Gables Hotel	Refreshments for 20/10/21	42.50
Hydroscand Ltd	Hose for WX08 SY	21.92
Hydroscand Ltd	Air blower gun	8.26
Hydroscand Ltd	Hose for VX65 HTA	29.82
CROMWELL GROUP HOLDINGS LTD	Co Spanner	16.99
R.A.M Autos	MOT & Parts for WN03 NVK	25.00
R.A.M Autos	MOT & Parts for WN03 NVK	111.45
Wynnstay (Agricultural Supplies) Ltd	Replacement water trough	236.46
Kingsley Welding Alloys Ltd	Welding Equipment	316.84
DVLA	Licence for VN62 RPY	275.00
DVLA	Credit card charge	2.50
CROMWELL GROUP HOLDING LTD	Disp. Face Masks	71.82
TAILORMADE OFFICE SUP.LTD	A3 Paper, A4 Paper Dry Wipe Markers	43.13
Tincknell Fuels Ltd	8,000 litres Gas Oil	7,159.68
Motion Consultants Ltd	Severnside Consultancy - SEp021	1,188.00
Moorepay Ltd	Payroll Costs for Oct	157.46
Antifriction Components Ltd	Bearings for Bomford Mower	270.02
Hydroscand Ltd	3 x Hose assemblies for VX65 HTA	495.36
Screwfix Direct Ltd	Safety Boots	69.99
Rose Hewlett	R Hewlett - Mileages for 20/10/21	11.25
MERRETT D C	Labour on repairs to WU16 TZM (Crack on lift arm)	660.00
MERRETT D C	Parts on repairs to WU16 TZM (Crack on lift arm)	68.40
Chandlers (Farm Equipment) Ltd	Prop Valve for VX65 HTA	632.28
Chandlers (Farm Equipment) Ltd	Brackets for VX65 HTA	431.91
Chandlers (Farm Equipment) Ltd	Levers for VX65 HVB	609.51
Mole Country Stores	Roll of Geotex membrane	266.40
The Gables Hotel	Room hire for 27/10/21	80.00
The Gables Hotel	Refreshments for 27/10/21	22.50
Chartered Institution of Water & Environmental	Membership for JT	146.00
Miles Tyre & Exhaust Services	New tyre for fuel bowser	65.95
Janes Cleaning Services South West Ltd	Office cleaning for Oct 21	251.26



**Lower Severn (2005) Internal Drainage**  
**Payments to be Confirmed - 270916**

<u>Supplier</u>	<u>Details</u>	<u>Amount Paid this Period</u>
Certas Energy UK Ltd	1,991 litres Derv	2,812.80
Worldpay (UK) Ltd	Credit Card Transaction Charges	15.00
Worldpay (UK) Ltd	Vatable Charges	6.06
Fiona Collins	F Collins - Mileages for 27/10/21	26.10
Mr J Nichols	J Nichols - Mileages for 27/10/21	5.40
Cllr B Behan	B Behan - Mileages for 27/10/21	26.10
Smiths (Gloucester) Ltd	Waste Management for Oct	40.73
Worldpay (UK) Ltd	Credit Card Subscription for Nov 21	11.94
Ford Fuel Oils	Adblue	194.40
BARNES MR M	Vice-Chairs Honorarium for 2021/22	1,214.00
RIDDLE MR M	Chairmans Honorarium for 2021/22	4,047.00
Plan Communications Ltd	Mobile Phones Bill	258.00
GREENHAM TRADING LTD	Hi-Viz Coat	101.28
The Gables Hotel	Room Hire for 03/11/21	150.00
The Gables Hotel	Refreshments for 03/11/21	82.50
CROMWELL GROUP HOLDINGS LTD	Industrial Torque Wrench	344.00
SOUTH GLOUCESTERSHIRE COUNCIL	Business Rates	761.00
Citation Ltd	Legal Fees	319.75
John Hore	J Hore - Mileages for 03/11/21	9.90
Cllr B Behan	B Behan - Mileages for 03/11/21	26.10
Cllr F Hance	F Hance - Mileages for 03/11/21	17.10
Mr CJN Williams	C Williams - Mileages for 03/11/21	19.80
Mark Topping	M Topping - Mileages for 03/11/21	22.50
Cllr P Howells	P Howells - Mileages for 03/11/21	46.80
HYSLOP MR R	R Hyslop - Mileages for 03/11/21	22.50
Cllr P Toleman	P Toleman - Mileages for 03/11/21	22.50
Mary Sykes	M Sykes - Mileages for 03/11/ 1	20.70
Mr W J Cornock	J Cornock - Mileages for 03/ / 21	6.50
Mr W J Cornock	J Cornock - Mileages for 01/11/ 1	27.50
Motion Consultants Ltd	Elmore Back P/S Modification - S - 21	19,178.52
Zoom Video Communications Inc.	Zoom Subscription 23/10/21 - 22/11/21	11.99
NATWEST	Credit Card Fee for AT	35.00
NATWEST	Credit Card Fee for JD	35.00
NATWEST	Credit Card Fee for JT	35.00
NATWEST	Credit Card Fee for PD	35.00
Cadcorp	Annual Maintenance 01/12/21 - 30/11/22	672.00
Aqua Management Ltd	Elmore Back Payment No 3	31,488.32
Aqua Management Ltd	Elmore Back Payment No 3	31,488.34
Water Environment Ltd	Land Easement M49 Modelling	8,532.00
Water Environment Ltd	Former Avlon Works Modelling	9,056.40
Avonmouth Engineering Services Ltd	Cost to Oldbury Pump Station	2,530.02
BRITISH TELECOM	Alternative phone line	45.47
Blizzard Telecom Ltd	Apple iPhones contract	131.66
Blizzard Telecom Ltd	Office telecoms	176.65
Corona Energy	Marshfield Electricity 01/09/21-30/09/21	45.04
Corona Energy	Marshfield Electricity 01/10/21-31/10/21	52.11
Corona Energy	Oldbury Electricity 01/10/21-31/10/21	786.83
Corona Energy	Saul Electricity 01/10/21-31/10/21	458.30
Corona Energy	Lapperditch Electricity 01/10/21-31/10/21	120.88
Corona Energy	Wicks Green Electricity 01/10/21-31/10/21	705.68
Corona Energy	Office Electricity 01/10/21-31/10/21	237.44
Corona Energy	Elmore Back 112 kVA Standing Charge	180.58
Corona Energy	01/09/21-30/09/21 Elmore Back Energy Charge 01/09/21-30/09/21	1.20
Corona Energy	Elmore Back 112 kVA Standing Charge	180.58
Corona Energy	01/10/21-31/10/21 Elmore Back Energy Charge 01/10/21-31/10/21	3.61
Hitachi Construction Machinery (uk) Ltd	Extended Warranty	4,080.00
		<b><u>138,130.00</u></b>

Please note that the amounts shown above include Vat where applicable

Bank Payments for November 2021  
Nat West

Bank Charges & Bankline Charge

Amount Paid this Period 138,130.00  
Corona Credit (151.41)  
Bad Debt Write Off 0.02  
**Amount Paid this Period (Supplier Invoices) 137,978.61**  
56.82

**Total Amount Paid this Period**  
**£138,035.43**



# Lower Severn (2005) Internal Drainage Board Payments to be Noted

December 2021

<u>Supplier</u>	<u>Details</u>	<u>Amount Paid this Period</u>
Orchard Computer Services	Quarterly Maintenance Cover 08/12/21 - 07/03/22	389.00
Giffgaff Ltd	Sim monthly plan - KW mobile	10.00
Giffgaff Ltd	Sim monthly plan - Slimbridge WLMP	8.00
M J FEWS LTD	Service, new tyres & MOT on WU17 NVD	1,132.01
CROMWELL GROUP HOLDINGS LTD	Biles, Hammers, Funnels, Saws, Welding Rods	378.64
GREENHAM TRADING LTD	Mugs	8.84
HYDRA ENGINEERING SERVICES LTD	Hydraulic ram repair to WX12 CWL	523.20
RS COMPONENTS LTD	Batteries & assort Tapes	42.60
PW & DP Round & Son	Pump Attendant Fees 2021/22	682.26
Pitney Bowes Ltd	Franking Machine Hire - Nov 21	15.54
Antifriction Components Ltd	Timing Belts for Mowers	229.87
Hydroscand Ltd	Hose for Tree Shears	28.06
MOWER DOCTOR	Stihl MS181 Chainsaw	280.00
TESCO	Petrol for Chainsaws	61.59
Safetyliftinggear.com	3.75 ton D Shackles	38.33
Safetyliftinggear.com	2 tonne latch hooks	47.38
Metal Cages & Pallets (T/as Prospect	2 x Folding Pallet Cages	339.60
L&S Engineers Ltd	Wing Nuts for Pole Saw	10.96
MERRETT D C	Manufacture Linkage Plates for VX65 HVB	168.00
MERRETT D C	Labour on repairs to VX65 HVB - Wiring Fault	450.00
MERRETT D C	Parts on repairs to VX65 HVB - Wiring Fault	24.00
MERRETT D C	Transportation of VX65 HVB to DCM Yard	204.00
TAILORMADE OFFICE SUP.LTD	A5 Notebooks, USB Sticks, Screen wipes Computer	108.08
GAP SUPPLIES	Cement, Sand, 10mm-Dust	1,859.15
Moorepay Ltd	Payroll Costs for Nov 21	157.46
Hydroscand Ltd	Hydraulic hose & fittings for W 6 T2M	16.99
PMC Fluidpower Ltd t/as Group HES	Coil for VX65 HVB	83.72
PMC Fluidpower Ltd t/as Group HES	Manifold for VX65 TA	171.85
RS COMPONENTS LTD	Safety Glasses	30.00
Mole Country Stores	Pipes & Couplings	81.44
Motion Consultants Ltd	Elmore Back P/S Modifications - Oct 21	11,484.32
Motion Consultants Ltd	Avon Mouth/Severn Rede Contingency - Oct 21	1,944.00
Smiths (Gloucester) Ltd	Waste management	40.73
Worldpay (UK) Ltd	C/C d Subs on for Dec 21	11.94
SAGE UK LTD	Sage 5 c annual Subscription 01/12/21-30/11/22	2,756.16
FILTRATION LTD	Filters for WX14 L O	71.44
FILTRATION LTD	Filters for WU16 T2M	51.28
FILTRATION LTD	Filters for WX20 FGM	46.75
Zoom Video Communications Inc	Zoom Subscription 23/11/21-22/12/21	11.99
Channel Plant (A McEwen Smith)	Transportation of NL21 CHG	216.00
G Tuck	Lengths of steel for workshop	106.15
Worldpay (UK) Ltd	Credit Card Transaction Charges	15.00
Worldpay (UK) Ltd	Vatable Charges	6.11
Mr CJN Williams	C Williams - Mileages for 01/12/21	19.80
Fiona Collins	F Collins - Mileages for 01/12/21	26.10
Clr B Behan	B Behan - Mileages for 01/12/21	26.10
John Hore	J Hore - Mileages for 08/12/21	9.00
Mr CJN Williams	C Williams - Mileages for 08/12/21	19.80
LITTLETON MR G	G Littleton - Mileages for 08/12/21	17.10
Mr W J Cornock	J Cornock - Mileages for 08/12/21	5.40
Mary Sykes	M Sykes - Mileages for 08/12/21	19.80
Miles Tyre & Exhaust Services	Puncture repair to IW TRailer	23.88
Plan Communications Ltd	Mobile phones bill	264.90
The Gables Hotel	Room Hire for 01/12/21	80.00
The Gables Hotel	Refreshments for 01/12/21	15.00
The Gables Hotel	Room Hire for 08/12/21	75.00
The Gables Hotel	Refreshments for 08/12/21	30.00
Janes Cleaning Services South West Ltd	Office cleaning for Nov 21	201.00
Orchard Computer Services	Annual Firewall & Anti-Virus Renewals	978.00
Tincknell Fuels Ltd	7,000 litres Gas Oil	5,568.36

## December 2021

<u>Supplier</u>	<u>Details</u>	<u>Amount Paid this Period</u>
Corona Energy	Oldbury P/S Electricity 01/11/21-30/11/21	577.43
Corona Energy	Saul P/S Electricity 01/11/21-30/11/21	524.04
Corona Energy	Marshfield P/S Electricity 01/11/21-30/11/21	263.08
Corona Energy	Wicks Green P/S Electricity 01/11/21-30/11/21	409.64
Corona Energy	Lapperditch P/S Electricity 01/11/21-30/11/21	69.86
Corona Energy	Office Electricity 01/11/21-30/11/21	396.33
Corona Energy	Elmore Back 112 kVA Standing Charge	206.38
Corona Energy	Elmore Back Electricity 01/11/21-30/11/21	634.92
CROMWELL GROUP HOLDINGS LTD	Door closer, Bungee Straps & Cargo Straps	147.66
SOUTH GLOUCESTERSHIRE COUNCIL	Business Rates	761.00
Blizzard Telecom Ltd	Office Telecoms	211.84
Blizzard Telecom Ltd	Apple iPhones contract	108.85
Eurocarparts	Filters for WN03 NVK	40.97
Eurocarparts	Filters for VN62 RPY	43.68
Citation Ltd	Legal Fees	329.34
		<b><u>36,446.70</u></b>

Please note that the amounts shown above include Vat where applicable

Amount Paid this Period 36,446.70  
 Amount Paid this Period (Supplier Invoices) 36,446.70

**Bank Payments for December 2021**  
 NatWest

Bank Charges & Bankline Charge 73.45  
 Amount Paid this Period (Bank Payments) 73.45

**Total Amount Paid this Period**  
**36,520.15**

**Payments to be Noted**  
**No 21 138,035.43**  
**Dec 21 36,520.15**  
**Total £174,555.58**

# Lower Severn (2005) Internal Drainage Board

## Payments to be Noted

November 2021- December 2021

Date From : 01/11/2021

Date To : 31/12/2021

## Payroll reports FYI

No	Type	Date	N/C	Ref	Details	Net Amount	Tax Amount	Gross Amount	Bank Rec. B	Date
99799	BP	10/11/2021	2231	D/D	<b>Nov 21</b> Peoples Pension Cont - Oct 21	1,978.96	0.00	1,978.96	R	30/11/2021
99800	BP	15/11/2021	2230	D/D	LGPS Pension Cont - Oct 21	16,645.75	0.00	16,645.75	R	30/11/2021
99801	BP	19/11/2021	2210	D/D	HMRC Liability - Oct 21	18,141.34	0.00	18,141.34	R	30/11/2021
99802	BP	26/11/2021	2220	D/D	LSIDB Salary - Nov 21	37,271.33	0.00	37,271.33	R	30/11/2021
99803	BP	26/11/2021	2211	D/D	GMB Union - Nov 21	29.14	0.00	29.14	R	30/11/2021
99985	BP	15/12/2021	2231	D/D	<b>Dec 21</b> Peoples Pension Cont - Nov 21	1,796.63	0.00	1,796.63	R	31/12/2021
99986	BP	17/12/2021	2230	D/D	LGPS Pension Cont - Nov 21	16,001.76	0.00	16,001.76	R	31/12/2021
99987	BP	21/12/2021	2220	D/D	LSIDB Salary - Dec 21	31,823.11	0.00	31,823.11	R	31/12/2021
99988	BP	21/12/2021	2211	D/D	GMB Union - Dec 21	29.14	0.00	29.14	R	31/12/2021
99989	BP	22/12/2021	2210	D/D	HMRC Liability - Noiv 21	16,579.04	0.00	16,579.04	R	31/12/2021
						<u>140,296.20</u>	<u>0</u>	<u>140,296.20</u>		
						<u>140,296.20</u>	<u>0.00</u>	<u>140,296.20</u>		



Date From: 01/11/2021  
Date To: 31/12/2021

November 2021 - December 2021

No	Type	Date	Ref	Details	Net £	Tax £	Gross £	B Bank Rec. Date
99785	CP	01/11/2021	7523	Card for JT	Nov 21 1.25	0.25	1.50	R 30/11/2021
99786	CP	03/11/2021	7524	Gift for IW (40 years service)	31.67	6.33	38.00	R 30/11/2021
99787	CP	03/11/2021	7525	4 x Calendars	3.30	0.66	3.96	R 30/11/2021
99788	CP	03/11/2021	7526	Card for iW	1.49	0.00	1.49	R 30/11/2021
99789	CP	04/11/2021	7527	Recorded Delivery	2.25	0.00	2.25	R 30/11/2021
99790	CP	04/11/2021	7528	LR Payback for Land Registry	12.00	0.00	12.00	R 30/11/2021
99791	CP	08/11/2021	7529	Tescos - Milk	5.70	0.00	5.70	R 30/11/2021
99792	CP	10/11/2021	7530	LR Payback for Land Registry	6.00	0.00	6.00	R 30/11/2021
99793	CP	17/11/2021	7531	Recorded Delivery	6.85	0.00	6.85	R 30/11/2021
99794	CP	22/11/2021	7532	Card for LR	1.49	0.00	1.49	R 30/11/2021
99795	CP	24/11/2021	7533	Ink for Franking Machine	16.66	0.33	16.99	R 30/11/2021
99796	CP	26/11/2021	7534	Tescos - Milk	2.70	0.00	2.70	R 30/11/2021
99941	CP	24/11/2021	7535	30 piece Divider	2.91	0.88	3.79	R 31/12/2021
99942	CP	01/12/2021	7536	Cake & Card	Dec 21 10.42	2.08	12.50	R 31/12/2021
99943	CP	01/12/2021	7536	Tea, Coffee, Sugar, Milk	14.35	0.00	14.35	R 31/12/2021
99944	CP	13/12/2021	7537	Milks	2.70	0.00	2.70	R 31/12/2021
Totals					£ 121.74	13.23	134.97	

# Transfers Between Accounts November 2021 - December 2021

Bank	Account Name	Type	Date	Journal	Transaction Details	Amount
1200	NAT WEST ACCOUNT NO 1:	JC	05/11/2021	J1636	Tsf from No1 Acc to Direct Reserve	-90,000.00
1200	NAT WEST ACCOUNT NO 1:	JC	10/11/2021	J1637	Tsf from No1 Acc to Direct Reserve	-90,000.00
1200	NAT WEST ACCOUNT NO 1:	JC	10/11/2021	J1638	Tsf from No1 Acc to No2 Acc Re: Wages	-70,000.00
1200	NAT WEST ACCOUNT NO 1:	JC	11/11/2021	J1639	Tsf from No1 Acc to Direct Reserve	-90,000.00
1200	NAT WEST ACCOUNT NO 1:	JC	12/11/2021	J1640	Tsf from No1 Acc to Direct Reserve	-90,000.00
1200	NAT WEST ACCOUNT NO 1:	JC	12/11/2021	J1641	Tsf from No1 Acc to Petty Cash	-150.00
1200	NAT WEST ACCOUNT NO 1:	JC	08/12/2021	J1646	Tsf from No1 Acc to No2 Acc Re: Wages	-65,000.00
1201	NAT WEST ACCOUNT NO 2:	JD	10/11/2021	J1638	Tsf from No1 Acc to No2 Acc Re: Wages	70,000.00
1201	NAT WEST ACCOUNT NO 2:	JD	08/12/2021	J1646	Tsf from No1 Acc to No2 Acc Re: Wages	65,000.00
1230	PETTY CASH	JD	12/11/2021	J1641	Tsf from No1 Acc to Petty Cash	150.00
1257	Nat West Direct Reserve Acc	JD	05/11/2021	J1636	Tsf from No1 Acc to Direct Reserve	90,000.00
1257	Nat West Direct Reserve Acc	JD	10/11/2021	J1637	Tsf from No1 Acc to Direct Reserve	90,000.00
1257	Nat West Direct Reserve Acc	JD	11/11/2021	J1639	Tsf from No1 Acc to Direct Reserve	90,000.00
1257	Nat West Direct Reserve Acc	JD	12/11/2021	J1640	Tsf from No1 Acc to Direct Reserve	90,000.00

REF: MD

REPORT BY: Accounts Officer

## **ACCOUNTS OFFICER REPORTS**

### **Introduction**

The supporting information for items listed below are included in this section of the papers.

**1. Draft Budget for 2022/23**

The draft budget shows a surplus of £244,250 before a transfer to the Capital Reserve of £275,000. The net effect being a deficit of £30,750. The draft budget assumes that the rate and levy is increased from 9.7p to 10.6p. The supporting notes explains the proposed increases/decreases in income and expenditure from the previous year.

**2. Medium Term Financial Plan 2022/27**

The Medium Term Financial Plan 2022/27 shows the following:

- In 2022/23 a deficit of £31,000;
- In 2023/24 a deficit of £88,000;
- In 2024/25 a deficit of £87,000;
- In 2025/26 a deficit of £152,000;
- In 2026/27 a deficit of £168,000.

The supporting notes explains the proposed/anticipated increases in income and expenditure for the next five years.

### **Recommendations**

- 1. Proposed Budget for 2022/23 – be approved;**
- 2. Medium Term Financial Plan 2022/27 – be approved.**

*Martin Dear*

*Accounts Officer*

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

Board February 2022

Proposed Budget 2022/23

	Budget 2021/22 9.7p	Predicted Out turn 2021/22	Variance	Proposed Budget 2022/23 10.6p	Variance	Notes
	£	£	£	£	£	
<b>Income</b>						
Levies charged to authorities	1,357,001	1,357,001	0	1,484,901	127,900	1
Agricultural rate	125,607	125,607	0	137,196	11,589	1
Foreign Water Grant	170,686	170,686		174,099	3,413	2
Rechargeable works	17,000	49,418	32,418	18,000	1,000	
Application fees & wayleaves	3,000	2,700	-300	3,000	0	
Plan checking fees	0	0	0	0	0	
Eng. Consultancy recharged	18,000	18,000	0	18,000	0	
Developers Fund Contribution	44,982	44,982	0	46,332	1,350	3
Bank interest	3,000	255	-2,745	1,000	-2,000	4
Miscellaneous income	0	276	276	0	0	
Book profit (loss) on plant sales	29,258	36,996	7,738	13,623	-15,635	5
<b>Total</b>	<b>1,768,534</b>	<b>1,805,921</b>	<b>37,387</b>	<b>1,896,151</b>	<b>127,617</b>	
<b>Expenditure</b>						
Payroll	765,822	765,822	0	783,739	17,917	6
Office maintenance	20,975	15,854	5,121	23,073	2,098	7&8
Plant maintenance	180,000	200,000	-20,000	232,200	52,200	7,8&9
EA Levy	218,171	218,171	0	222,534	4,363	10
Motor, travel & subsistence	23,746	23,737	9	26,510	2,764	7&8
Communications	5,250	5,029	221	6,435	1,185	7&8
Administration	39,979	42,969	-2,990	46,433	6,454	878
Eng. Consultancy general	60,000	60,000	0	60,000	0	
Eng. Consultancy recharged	15,000	15,000	0	15,000	0	
Legal & professional fees	3,000	4,292	-1,292	4,950	1,950	7&8
Audit & accountancy fees	5,000	6,150	-1,150	5,019	19	7&8
Depreciation	211,407	211,407	0	222,708	11,301	11
Bank charges	3,000	1,883	1,117	3,300	300	7&8
<b>Total</b>	<b>-1,551,350</b>	<b>-1,570,314</b>	<b>-18,964</b>	<b>-1,651,901</b>	<b>100,551</b>	
<b>Transfer to Capital Expenditure Reserve</b>	<b>-250,000</b>	<b>-250,000</b>	<b>0</b>	<b>-275,000</b>	-25,000	12
<b>Surplus (deficit) to (from)</b>						
<b>Accumulated Reserve</b>	<b>-32,816</b>	<b>-14,393</b>	<b>18,423</b>	<b>-30,750</b>	2,066	



## LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

	Proposed Budget	2022/23
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### Notes

The proposed budget indicates a deficit of £30,750 if the rate is increased to 10.6p.  
An increase of 1p in the rate generates additional income of £153,000.

Each budget line has been reviewed in detail with particular emphasis on cost savings.

1. Increase due to land transfers and assumed increase of rate by 0.9p to 10.6p
2. A 2% increase in the Foreign Water Grant.
3. Assumes a 3% increase in Developers Fund Contribution
4. Decrease reflects the current interest rates reduction.
5. Sales as per Capital Expenditure Budget 2022/23.
6. As per Salaries working paper. Assumes an annual pay award of 2.5% and the increase in National Insurance contribution of 1.25%.
7. To reflect anticipated year end position.
8. Assumes a general increase on goods and materials of 10%.
9. An increase of £30,000 to reflect no longer able to use Red Diesel and £10,000 for increase in general fuel costs.
10. A 2% increase in the Environment Agency Levy.
11. Anticipated Depreciation charge for 2022/23.
12. The transfer to the Capital Expenditure Reserve has been increased by £25,000.

### Breakdown of Proposed Increase

	Increase in Payroll costs	0.12 p
	Increase in cost of Diesel	0.26 p
	General Inflation Provision	0.15 p
Reduction in Net Profit on Sale of Assets from previous year		0.10 p
	Increase in provision for Depreciation	0.08 p
	Other	0.03 p
	Increase in transfer to Capital Expenditure Reserve	0.16 p
		<u>0.90 p</u>

# LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

## MTFP (Medium Term Financial Plan)

### A) Income and Expenditure

	Rate - Pence in the Pound						
	9.7	10.6	11.3	11.9	12.5	13.1	
	The future annual rates shown are for illustrative purposes only.						
	YEAR 2021/22 Budget £000's	YEAR 2022/23 Budget £000's	YEAR 1 2023/24 Estimate £000's	YEAR 2 2024/25 Estimate £000's	YEAR 3 2025/26 Estimate £000's	YEAR 4 2026/27 Estimate £000's	Total all years 2023/27 £000's
Income (line10)	1,768	1,896	1,993	2,122	2,185	2,282	8,583
Expenditure (line 24)	1,551	1,652	1,781	1,883	1,988	2,076	855
<b>Estimated +surplus -deficit (line 23)</b>	<b>217</b>	<b>244</b>	<b>212</b>	<b>238</b>	<b>198</b>	<b>207</b>	<b>7,728</b>
<b>Transfer to Capital Reserve (line 24)</b>	<b>250</b>	<b>275</b>	<b>300</b>	<b>325</b>	<b>350</b>	<b>375</b>	<b>1,350</b>
<b>Net estimated +surplus -deficit (line 25)</b>	<b>-33</b>	<b>-31</b>	<b>-88</b>	<b>-87</b>	<b>-152</b>	<b>-168</b>	<b>-495</b>
<b>Transfer from Capital Res. (line 26)</b>	<b>375</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>350</b>	<b>0</b>	<b>350</b>
<b>Accumulated Res. b/f (line27)</b>	<b>596</b>	<b>957</b>	<b>926</b>	<b>838</b>	<b>751</b>	<b>949</b>	<b>926</b>
<b>Accumulated Res. c/f (line28)</b>	<b>938</b>	<b>926</b>	<b>838</b>	<b>751</b>	<b>949</b>	<b>781</b>	<b>781</b>
<b>Accumulated Reserve as % of expenditure</b>	<b>60.48%</b>	<b>56.05%</b>	<b>47.06%</b>	<b>39.90%</b>	<b>47.75%</b>	<b>37.61%</b>	<b>91.34%</b>

### B) Working Capital - Cash Flow

	YEAR 2021/22 Budget £000's	YEAR 2022/23 Budget £000's	YEAR 1 2023/24 Estimate £000's	YEAR 2 2024/25 Estimate £000's	YEAR 3 2025/26 Estimate £000's	YEAR 4 2026/27 Estimate £000's	Total all years 2023/27 £000's
Balances b/f	507	456	424	297	397	417	424
Net cash movement	-87	-32	-127	100	20	355	347
<b>Balances c/f</b>	<b>420</b>	<b>424</b>	<b>297</b>	<b>397</b>	<b>417</b>	<b>771</b>	<b>771</b>

### C) Cash at Bank

	YEAR 2021/22 Budget £000's	YEAR 2022/23 Budget £000's	YEAR 1 2023/24 Estimate £000's	YEAR 2 2024/25 Estimate £000's	YEAR 3 2025/26 Estimate £000's	YEAR 4 2026/27 Estimate £000's	Total all years 2023/27 £000's
<b>Working Capital</b>	<b>420</b>	<b>424</b>	<b>297</b>	<b>397</b>	<b>417</b>	<b>771</b>	<b>771</b>
<b>Capital Expenditure Reserve</b>	<b>313</b>	<b>606</b>	<b>-625</b>	<b>-1,134</b>	<b>-2,054</b>	<b>-2,358</b>	<b>-2,358</b>
<b>Developers Reserve</b>	<b>31</b>	<b>65</b>	<b>20</b>	<b>-29</b>	<b>-79</b>	<b>-131</b>	<b>-131</b>
	<b>764</b>	<b>1,095</b>	<b>-308</b>	<b>-766</b>	<b>-1,716</b>	<b>-1,717</b>	<b>-1,717</b>

# LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

## Medium Term Financial Plan (MTFP)

			Rate - Pence in the Pound						
			9.7	10.6	11.3	11.9	12.5	13.1	
			The future annual rates shown are for illustrative purposes only.						
Income and Expenditure basis	Line	Note	YEAR 2021/22 Budget £000's	YEAR 2022/23 Budget £000's	YEAR 1 2023/24 Estimate £000's	YEAR 2 2024/25 Estimate £000's	YEAR 3 2025/26 Estimate £000's	YEAR 4 2026/27 Estimate £000's	Total all years 2023/27 £000's
<b>Income</b>									
Levies and charges to Authorities	1	1	1,357	1,485	1,581	1,665	1,749	1,833	6,827
Agricultural rates	2	2	126	137	146	154	162	170	632
sub total +	3		1,483	1,622	1,727	1,819	1,911	2,002	7,459
Foreign Water Grant		3	171	174	177	181	185	188	732
Developers Fund Contribution	5	4	45	46	47	49	50	52	198
Other Income	6		37	39	39	39	39	39	156
Bank interest	7	5	3	1	1	1	1	1	4
Surplus on sale of fixed assets	8		29	14	1	33	0	0	34
sub total +	9		285	274	266	303	275	280	1,124
total income	10		1,768	1,896	1,993	2,122	2,185	2,282	8,583
<b>Expenditure</b>									
Payroll	11	6	766	784	804	824	844	865	3,337
Office maintenance	12		21	23	23	23	23	23	92
Maintenance plant and machinery	13	7	180	232	237	241	246	251	975
EA Levy	14	3	218	223	227	232	237	241	938
Motor travel and subsistence	15		24	27	27	27	27	27	108
Communications	16		5	6	6	6	6	6	24
Administration	17	8	40	46	47	48	49	50	193
Engineering consultancy fees	18		75	75	75	75	75	75	300
Legal and professional fees	19		3	5	5	5	5	5	20
Audit and Accountancy fees	20		5	5	5	5	6	6	22
Depreciation	21	9	211	223	322	394	467	523	1,707
Bank charges	22		3	3	3	3	3	3	12
total expenditure			1,551	1,652	1,781	1,883	1,988	2,076	7,728
<b>Estimated +surplus -deficit</b>	23		217	244	212	238	198	207	855
<b>Transfer to Capital Reserve</b>	24	10	250	275	300	325	350	375	1,350
<b>Net estimated +surplus -deficit</b>	25		-33	-31	-88	-87	-152	-168	-495
<b>Transfer from Capital Reserve</b>	26	11	375		0	0	350	0	350
<b>Accumulated Fund</b>	27	b/f	596	957	926	838	751	949	926
<b>Contribution to Accumulated Fund</b>	28	c/f	938	926	838	751	949	781	781
<b>Adjust for non cash items</b>									
Depreciation	29	9	211	223	322	394	467	523	1,707
Surplus on sale on fixed assets	30		-29	-14	-1	-33	0	0	-34
<b>Cash items not included</b>									
Plant purchases net of sales receipts	31	12	-236	-210	-360	-175	-295	0	-830
<b>Adjustment for cash flow purposes</b>	32		-54	-1	-39	186	172	523	843
Net creditors/debtors	33		0	0					
<b>Net cash flow movement</b>	34		-87	-32	-127	100	20	355	347
Working Capital	35	b/f	507	456	424	297	397	417	424
<b>Working Capital</b>	37		420	424	297	397	417	771	771
Add Capital Expenditure Reserve	38		313	606	-625	-1,134	-2,054	-2,358	-2,358
Add Developers Fund Reserve	39		31	65	20	-29	-79	-131	-131
<b>Bank balances</b>	40	c/f	764	1,095	-308	-766	-1,716	-1,717	-1,717

### Note:

- Proposed rates and levies increase.
- Agricultural rates - there will be a write off of £2,657 due to under 125 AV not collected.
- EA have informed the Board that a net annual payment will increase by 2%.
- Assumes a 3% increase per annum.
- Bank interest assumed at current level.
- Based on current headcount. 2.5% annual pay increase 2023 to 2027.
- Assumes an increase of 2% per annum.
- Assumes that Business Rates and Utility bills increase by 3% per annum.
- Depreciation is a non cash item and is added back for cash flow purposes.
- The transfer to the Capital Reserve increases by £25,000 per annum.
- When a new pump is purchased it becomes a Fixed Asset, paid for by cash.  
There is no longer a requirement to hold an amount in the Capital Reserve for this new pump.  
Hence the purchase price is transferred to the Accumulated Reserve.
- Plant purchases/sales include :-  
In 2022/23 Energreen SPV3 £240k, less proceeds Energreen VX65 HVB £38k = £202k.  
Water Level Monitoring Equipment, £8k. Total for the year £210k.  
In 2023/24 New Kobelco Excavator £160k , less proceeds Kobelco Excavator WU16 T2M £15k = £145k.  
New Isuzu £35k, less proceeds Isuzu WU17 NVD £5K = £25k. Total for the year £175k.  
In 2024/25 Energreen SPV2 £300k, less proceeds Energreen VX65 HTA £40k = £260k  
New Ford Ranger £40k, less proceeds Isuzu VO62 RPY £5K = £35k. Total for the year £295k.  
In 2025/26 There are no programmed plant purchases.  
In 2026/27 New Loadall/Material Handler £90k, less proceeds £1,000 Merlo Loadall WX08 OSY = £89k.

**COMMITTEE: Board**

**MEETING DATE: 02.02.2022**

**REF: MD**

**REPORT BY: Accounts Officer**

**DECLARATION OF LEVY AND DRAINAGE RATES FOR 2022/23**

**Introduction**

The Board is required under Section 40 of the Land Drainage Act 1991 to set a Levy and Drainage Rate by the 15<sup>th</sup> February in the financial year preceding that of which it is made.

The annual values for Local Authorities and Agricultural Land have been calculated as at 31 December 2021. This apportions the Special Levies between the Charging Authorities and the amount to be collected from the Agricultural Rate. A rate of 10.6p is illustrated in Appendix A.

**Recommendation**

That the Board determines the 2022/23 Levy and Drainage Rate.

*Martin Dear*

*Accounts Officer*

## LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

### APPORTIONMENT BETWEEN CHARGING AUTHORITIES

CHARGING AUTHORITIES LEVIES ANNUAL VALUES AS AT 31 December 2021			Proposed Levy 2022/23	Previous Levy 2021/22	Increase due to land transfers, rates to levies	Increase due to levy and rate rise of 0.9p	Total Increase	
Charging Authorities	AV	Percentage	0.106 £	0.097 £	£	£	£	
Bristol City Council	7,589,404	49.59	804,477	736,172	0	68,305	68,305	
South Gloucestershire Council	3,410,262	22.29	361,488	330,795	0	30,692	30,693	
Stroud District Council	1,615,360	10.56	171,228	154,867	1,823	14,538	16,361	
Gloucester City Council	729,073	4.76	77,282	70,720	0	6,562	6,562	
Forest of Dean Council	450,501	2.94	47,753	43,699	0	4,054	4,054	
Herefordshire Council	123,087	0.80	13,047	11,939	0	1,108	1,108	
Tewkesbury Borough Council	73,933	0.48	7,837	7,172	0	665	665	
Malvern Hills District Council	16,880	0.11	1,789	1,637	0	151	152	
	<b>14,008,500</b>	<b>91.54</b>	<b>1,484,901</b>	<b>1,357,001</b>	<b>1,823</b>	<b>126,076</b>	<b>127,900</b>	0.00
<b>Local Authorities</b>	14,008,500	91.54	1,484,901	1,357,001	1,823	126,076	127,900	
<b>Agricultural rates</b>	1,294,303	8.46	137,196	125,607	-60	11,649	11,589	
(per DRS)	<b>15,302,803</b>	<b>100.00</b>	<b>1,622,097</b>	<b>1,482,608</b>	<b>1,763</b>	<b>137,725</b>	<b>139,489</b>	0.00



# Representing Drainage Water Level & Flood Risk Management Authorities

## TECHNICAL NOTE

18<sup>th</sup> November 2021

# The Environment Act 2021 Impacts and Opportunities for IDBs

Sofi Lloyd

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## 1. Introduction

The 25 Year Environment Plan, published in January 2018 defined the 4 areas of environmental conservation that the UK Government deemed a priority: air quality, waste and resource efficiency, water, and biodiversity. The main focus of the Environment Act 2021 (the Act) is to make the Government's commitment to delivering the targets set against these 4 priority legally binding.

Some aspects of the Act have a direct impact on internal drainage boards (IDBs) and are the result of many years of lobbying by ADA and other industry stakeholders. Other elements of the Act have more subtle and indirect impacts and some offer strategic opportunities for the water level management sector.

Much of the content of the Act now requires secondary legislation or regulation to be developed and consulted upon to fill in the details, as well as setting a date from when the provisions will come into force. ADA will be keeping a watchful eye on developments to ensure that members' interests are understood and represented where necessary, through consultation responses or otherwise.

Below is a summary of all the elements of the Act which are expected to impact IDBs in some way in the forthcoming months and years, in order of significance and immediacy of impact.

## 2. Office for Environmental Protection (OEP)

A new public body, the Office for Environmental Protection (OEP) (<https://www.theoep.org.uk>) was legally formed with the passing of the Environment Act 2021, although it was already functioning in an interim form. Its purpose is to strengthen environmental accountability by holding government and public authorities to account, and to monitor the Government's progress towards their environmental improvement targets, such as those set out in the 25 Year Environment Plan.

The body, now being referred to as the "Environmental Watchdog", will have scrutiny and advice functions, as well as complaints, investigation, and enforcement mechanisms relating to the failure of public bodies to comply with environmental law. In this context "public authority" means a person carrying out any function of a public nature, and so does include IDBs.

The scope and extent of these mechanisms are set out in detail in Part 1 of the Act, Chapter 2, Sections 33-34 and include how information relating to the complaint made against a public body will be requested and handled and how investigations and proceedings will be notified.

The failure of a Public Body to comply with environmental law is defined by the Act as:

- (a) unlawfully failing to take proper account of environmental law when exercising its functions;
- (b) unlawfully exercising, or failing to exercise, any function it has under environmental law.



The complaints function of the OEP went live in January 2020 under the management of the Interim Environmental Governance Secretariat (IEGS) based within Defra. Members of the public are able to submit complaints concerning alleged failures by public authorities to comply with legal requirements in areas such as: the protection of air or water quality, nature conservation, or the management of waste. Complaints may be made via the OEP's website (<https://www.theoep.org.uk/>) or by email, post or phone using the template provided online.

The OEP is required to regularly report on the number of complaints they have received and how they are being progressed and examples of these reports are available, along with other useful related resources and information, on their website: <https://www.theoep.org.uk/reports-publications>

Other functions of the OEP are expected to go live in 2022 once their strategy, detailing how they will carry out their functions, has been developed then issued for consultation and ratified. This will include further detail around their enforcement policies such as the definition of seriousness in terms of incidents and how complaints will be prioritised. While we await this detail, some policy elements are beginning to take shape and are being used to manage current complaints such as the categorisation of complaints into relevant areas of environmental law:

- Nature conservation
- Pollution control
- Environmental monitoring and assessment
- Waste and resources
- Climate change
- Environmental governance
- Not environmental law

**IDBs will be expected to** cooperate with the OEP and provide the environmental data it requests and as set out in the Act.

ADA will continue to monitor the progress of the developing OEP and will update members when necessary.

### 3. Land valuation for the purposes of calculating land drainage charges

Part 5, Sections 94 to 96 of the Act has provided for regulations to be written to change and update the way that land is valued for the purpose of calculating drainage charges applied to those who benefit from the functions of IDBs.

Current valuation calculations for IDBs are set out in primary legislation from 1991. This means that all IDBs must follow the same methodology and sources of data to rate land in order to apportion their costs. The Act amends the Land Drainage Act 1991 and The Environment (Wales) Act 2016 enabling certain valuation calculations to be stipulated (and updated) in secondary legislation, future-proofing the calculations as land drainage needs change.

The way drainage rates and special levies are currently calculated to apportion the costs of each IDB are based upon historic land valuation lists. For non-agricultural property these ratings lists were created decades ago for the purposes of calculating business and residential rates by Local Authorities.





Now that Local Authorities use a different system to calculate council taxes etc., often those rating lists no longer exist other than those that have been kept by IDBs to apportion their costs. Therefore, there has been no means to calculate the value of other areas of land being considered for inclusion within a new or expanded drainage district, and consequently the drainage charges that would be applied to them.

The provisions in the Act will, once the regulations have been made, **enable IDBs to rate land using more contemporary data and using a more up to date methodology. This will allow for the creation of new IDBs or enable existing IDBs to extend their boundaries**, to include other land where the water level management functions of an IDB are locally deemed to be required.

This measure may affect how some IDBs apportion their costs, but it does not determine the amount each IDB needs to raise. New and expanding IDBs must use the updated valuation calculations, but the remainder of IDBs can choose to adopt the new valuation calculation if they wish to. This is an enabling measure, and in the immediate term the government does not plan to require all IDBs to adopt the changes. However, once available ADA would encourage all IDBs to consider switching to the new methodology in order to enable rating calculations to be made using more contemporary data.

#### 4. Biodiversity Assessment and Reporting

Section 102 of the Act strengthens the duty of public authorities, set out by Section 40 of the Natural Environment & Rural Communities (NERC) Act 2006, to require enhancement as well as conservation, of biodiversity through their functions. This section requires public authorities to actively carry out Strategic Assessments of the actions they can take to enhance and conserve biodiversity, and then take that action. The first Strategic Assessment must be carried out within 1 year of enactment and subsequent assessments no more than every 5 years apart. **This applies to IDBs.**

As they carry out the Strategic Assessment public authorities must have regard (which means proactively find out what they are and integrate their priorities and concepts) to relevant Local Nature Recovery Strategies (LNRS), Species Conservation Strategies and Protected Site Strategies.

Section 103 sets out the requirement for biodiversity reporting. Public authorities with the greatest potential to enhance biodiversity will be designated by regulations, and as such will have a biodiversity reporting duty in line with this section. **IDBs are not currently** an authority which are subject to these reporting requirements, but this could change. Biodiversity reports must include details of the actions taken to comply with the new duty during the reporting period and provide plans of action for the next 5 year reporting period. The regulations will also set out what quantitative data must be included in the reports.

The first biodiversity report must cover a period of no more than 3 years from the day the authority becomes subject to the duty. Subsequent reports must be generated consecutively for periods of no more than 5 years

In practice, it is likely that each **IDB's Biodiversity Action Plan**, alongside its Best Practice Operations Manual, will adequately demonstrate that an IDB has made a Strategic Assessment and has identified the conservation and enhancement actions it plans to take and has taken. **IDBs will need to** keep abreast of any changed or new local strategies or priorities and build them in as they come online to remain compliant. Completing the National Annual Biometrics Survey for IDBs, launched by ADA in 2021, will also help IDBs to gather further quantitative data that will assist them with action reporting if it is requested.

## 5. Local Nature Recovery Strategies

The development of Local Nature Recovery Strategies (LNRS) is required by Section 104 of the Act. The LNRS are expected to be led mainly by Local Authorities but developed and delivered in partnership with a wide range of local stakeholders. Regulations relating to the preparation and management of LNRS are in development and development processes have been trialed by a number of LNRS pilot areas. ADA responded to a consultation relating to proposed LNRS regulations in October 2021 to ensure that the importance of IDB contribution to the development of LNRS in lowland areas is clearly set out.

All LNRS will have the same key elements, which include: definition of the current biodiversity, biodiversity enhancement priorities, opportunities for enhancement or recovery of biodiversity, and details of the proposed actions which will be needed to realise the enhancements. They will identify and map valuable habitats and where there are opportunities for biodiversity restoration and enhancement including habitat creation on a landscape-scale and supporting wider national objectives such as mitigating or adapting to climate change in an area.

LNRS are expected to take a wider natural capital benefits approach to managing the environment. Critically, as well as considering improvements to core wildlife sites, each LNRS will also prioritise improving the 'permeability' of the surrounding landscape for the movement of wildlife, and the creation of corridors or stepping stones of connecting habitat (e.g. drainage ditches and hedgerows).

**IDBs will have to have regard for** the relevant LNRS when considering the actions they can take 'to further' the conservation and enhancement of biodiversity. Having regard for means planning and then taking auditable action. IDBs are already in a good position to shape and contribute to the LNRS where they have an up to date Biodiversity Action Plan (BAP) setting out their plans in this regard. In time each IDB may need to further align their IDB BAP, Environmental Policy and Best Practice Operations Manual with those priorities set out in the LNRS.

## 6. Species Conservation Strategies and Protected Sites Strategies

Section 109 allows for the development of Species Conservation Strategies, which may be prepared by Natural England with the purpose of improving the conservation status of any species of flora or fauna. Any strategy must relate to a particular area and is likely to set out the activities which may impact the species and therefore must be avoided or mitigated. It may also seek to progress habitat creation or enhancement in order to benefit the species.

**IDBs may be designated** by regulation, as a “prescribed authority” and therefore will be expected to co-operate with Natural England in the development and implementation of such strategies if they relate to areas under IDB management. If designated the **IDB will also have a duty to consider** (which includes planning and taking auditable action) the strategies whilst carrying out its functions, including when consenting the work of others.

Clause 106 allows for the development of Protected Site Strategies, which may be prepared by Natural England with the purpose of improving the conservation and management of a protected site (specifically European sites, SSSIs, or MCZs), and managing the impact of activity, such as off-site development, on those sites. This section differs from section 109 slightly in that the designation of a “prescribed authority” is not required. **IDBs will be expected to co-operate** with Natural England in the development and implementation of such strategies if they relate to areas under IDB management and must have regard for them whilst undertaking their functions.

## 7. Biodiversity Net Gain

The Town and Country Planning Act 1990 has been amended by Section 98 of the Act and its associated Schedule 17 to include the provision to make biodiversity net gain mandatory for new developments. These net gain sites are to be listed on a register and must be maintained for a minimum of 30 years. This aims to avoid more poorly designed and managed biodiversity areas and features which have been installed over recent years following development.

To underpin the net gain system, the Act requires that a biodiversity metric is used to calculate the biodiversity value of a site prior to development. A developer is then required to submit a Biodiversity Gain Plan setting out what actions will be taken to enhance the original biodiversity value of the site through development by a minimum of 10% and maintain and secure that enhancement for 30 years. The same biodiversity metric will be used to calculate the expected biodiversity value of the post developed site to demonstrate the 10% enhancement.

Whilst it is not explicitly stated in the Act, this metric is expected to be the Biodiversity Metric 3.0 (and later versions), developed by Defra, which is already available for use (<http://publications.naturalengland.org.uk/publication/6049804846366720>). The metric is complex and is not intended to replace formal ecological expertise, but rather to be a tool used by them, consistently across the UK’s planning system. In broad terms, the metric calculates biodiversity units using the size of a parcel of habitat, i.e. its area or linear length, and its quality.



Where it is not possible for the minimum 10% biodiversity enhancement to be achieved on-site within the development, the Act allows for two further options. Firstly, an off-site biodiversity gain can be considered, using the same biodiversity metric. Secondly, the Act sets out the plans for the development of a biodiversity credit purchase system controlled by the Secretary of State. Developers will be able to pay a determined sum to fund biodiversity enhancement elsewhere. There is a restricted range of activities on which the Government can spend monies received in this regard, namely only for biodiversity net gain projects such as habitat enhancement or land purchase for conservation areas and the associated administration.

Regulations which will give teeth to the net gain and biodiversity credit provisions are in development and will be consulted upon in the coming months. The provisions are expected to become law in late 2023.

**Where IDBs are planning development** which will require planning permission, they will be subject to the new net gain rules from 2023, including the management of the site to deliver the required outcomes for at least 30 years following project completion. Ecological expertise will be required to manage the calculation of biodiversity values and the development of biodiversity gain plans. The Local Government Association's (LGA) Planning Advisory Service website provides some useful information relating to the development of biodiversity net gain, including webinars and templates but it should be kept in mind that the information is aimed at planning authorities so the associated duties will not apply to IDBs:

<https://www.local.gov.uk/pas/topics/environment/biodiversity-net-gain>

Where a third party development requiring planning permission includes an IDB drainage channel or other water level management infrastructure within the development boundary, the associated Biodiversity Gain Plan may well propose measures to increase the biodiversity value within or adjacent to that channel or infrastructure. Although it is not explicitly set out in the Act, **IDBs should prepare to assess** Biodiversity Gain Plans to ensure that the proposed measures are compatible with the IDB's delivery of flood and water level management, byelaws, and consents.

The IDB should consider how the proposed measures will impact flood risk as they mature over the minimum 30 year term. For example, newly-planted riparian trees may not pose much risk until they are mature when larger roots may be more likely to affect bank stability and branches and debris are more likely to fall or wash into the channel if not correctly managed. Channel widening or re-profiling and planting within the channel will all have maintenance requirements if the level of flood risk protection is to be maintained so the IDB must assess the maintenance plans to ensure they are appropriate.

Under current planning law, where net gain has been included as a development condition, the plans for the long term maintenance of habitats to secure the enhancement have been inadequate due to difficulty in engaging established and enduring contractors for the required maintenance term. Biodiversity net gain requirements could create a **strategic opportunity for**



**IDBs** offer reliable long-term maintenance contracts for registered net-gain sites linked to IDB channels and networks and perhaps even strategic SUDS within the district. The IDB would also benefit from having control of the maintenance required to maintain conveyance and capacity of such areas and therefore the impact on other IDB assets.

The need for offsite biodiversity net-gain sites to offset local development may present further **opportunity to IDBs**. Developing and publicising “shovel-ready” biodiversity net-gain projects which can be registered as net gain sites would be attractive for support by developers. Similarly, such shovel-ready projects could attract funding from biodiversity credits.

## 8. Abstraction

The Act has implemented two main changes to the Water Resources Act 1991 in relation to abstraction licensing, through Part 5, Section 88. The amendments confer power to the Environment Agency from 2028, to remove the consistently unused headroom from an abstraction license. This means the ability to revise a licence to reflect what has historically been used in actuality, and the ability to revoke a license if it is deemed that the revision is necessary to protect the environment. Importantly, no liability for compensation will be made for either revision or revocation from the date indicated.

Anticipated responses to these changes are wide-ranging. In practical terms, this will mean that food producers and manufacturers will have to adapt to become more resilient to changes in water provision. Some landowners may look to secure a more reliable access to water to help sustain their irrigation needs. For example, through the creation of on-farm water storage or adapt their business to be less reliant on water.

These legislative changes are part of a longer term package of reforms to water resource management in England. **IDBs may be able to assist** land managers and businesses to adapt to these changes in the future through their infrastructure, networks and expertise.

**IDBs should consider the impacts of permanently reduced abstraction** in environmentally vulnerable areas within and adjacent to IDB districts, and resulting shifts in local abstraction demand. For instance, this may result in requests to maintain higher water levels within some IDB drains for irrigation purposes if the production of irrigated crops is moved away from more sensitive areas which are at risk of abstraction restrictions.

## 9. Waste and resource efficiency

Part 3, Sections 50-56 of the Act and its associated Schedules 5-8 make provisions aimed at strengthening a producers' duty to improve resource efficiency and reduce waste associated with their products. This could include the reduction of waste associated with production, use or obsolescence of the product. The schedules indicate the detail which associated regulation can be expected to enforce in this regard.



This does not appear to directly impact IDBs, however such duties placed upon the **suppliers of products to IDBs** may result in increased production costs and prices.

Section 57 of the Act amends the Environmental Protection Act 1990 to require the preparation of waste to be collected and the collection of waste. In particular, it requires that waste must be sorted into and collected separately in waste “streams” which separate out recyclable materials i.e.:

- Glass
- Metal
- Plastic
- paper and card
- food waste

Regulations relating to these amendments are expected to be drafted and issued for consultation to waste authorities prior to ratification. However, **an IDB would be prudent** to pay some thought prior to regulations being ratified as to how these waste streams will be managed and stored separately for collection to comply with the new duty.

Section 58 and 60 and the associated schedules aim to tackle waste crime, pollution and fly tipping. There are provisions for the development of an electronic waste tagging system and for developing further regulation around the handling and management of hazardous waste. There are also provisions which will allow more non-compliant activities to be considered criminal offences and for penalties for such offences to be increased. All costs in terms of the disposal of waste and environmental permits are expected to be reviewed.

Some of these provisions **may affect the way IDBs** manage waste so ADA will be continuing to watch for opportunities to review and shape developing regulation on behalf of members.

## 10. Collaborative water resource planning

Regional Water Resource Management Plans aim to address the balance of water supply and demand. Part 5, Section 78 of the Act amends the Water Industry Act 1991 to provide for statutory water resource management planning to undertaken collaboratively with all stakeholders reliant on the provision of water, when directed by regulation. That regulation is yet to be developed however we have already examples of how this can work with the establishment of regional water resource partnerships such as Water Resources East (WRE). ADA would encourage **IDBs to actively engage with their local water resource planning partnership** in order to put forward their case and contributions to the development of this catchment approach to water resource management.





## 11. Wildlife licensing

Section 111 of the Act details amendments to the Wildlife & Countryside Act 1981 which allow protected species licenses to be granted to enable the progression of a development in situations of overriding public interest. Terms of the licence also include that there must be no other satisfactory alternatives and that the “grant of the licence is not detrimental to the survival of any population of the species of animal or plant to which the licence relates”. Flood defence projects in some circumstances may be of the type that qualify as being of overriding public interest to progress, but it is more likely that other mitigations will be possible and the section will not need to be relied upon.

## 12. Habitat Regulations

The changes to the Habitats Regulations will not come into play until after a consultation process and after 1 February 2023. Provisions will allow biodiversity targets and objectives to be developed and would require IDBs as public authorities to carry out their functions whilst furthering these objectives and targets. Until such targets and objectives are known it will not be easy to understand what changes if any an IDB would have to make to maintain compliance. However, as the general target is to reduce biodiversity declines by 2030, we can expect some robust species and habitat-specific enhancement targets to be proposed. ADA will be responding to consultations on the matter where necessary.

## 13. Conservation covenants

Part 7 of the Act, sets out how land owners will be able to enter into a voluntary but legally binding agreement, paid or otherwise, to assign a particular piece of land to be managed for conservation and the public good, by themselves or a ‘responsible body’. The default term for such covenants is indefinite, in order to secure the purpose and condition of the land through successive ownership but can be negotiated. Leasehold land is also eligible if the lease is for more than 7 years with time remaining. The default end of term for a leasehold conservation covenant would be the end of the lease.

At this stage it is unclear whether an IDB could apply to act as a responsible body. The detail suggests that such a body must demonstrate that at least some of its main purpose or function relate to conservation and it could be reasonably determined that an IDB fulfils this criteria.

Conservation Covenants can be used to deliver biodiversity net gain requirements for development so where this includes IDB assets, there could be opportunities here for IDBs similarly to those set out above in respect of biodiversity net gain sites. IDBs may be able to apply to become a responsible body for a conservation covenant and be responsible for the management and maintenance of the habitat as part of the net gain requirements of a local development, and be paid for their services. IDBs are encouraged to give some thought of how the approach could be applicable and beneficial to them.

MEETING: Full Board

MEETING DATE: 02.02.2022

REF: KW/A12/2022

REPORT BY: Principal Officer

## **OFFICES APPRAISAL**

### **INTRODUCTION**

At the meeting of the Finance & General Purposes Committee on 8 December 2021, Members briefly discussed the options available to the Board for the refurbishment or replacement of the existing IDB Oldbury Naite offices OR a relocation to an alternative site. The Minute reads:

#### **3261 – 20210908F&GP4 – Office Appraisal**

*The PO informed members that there were three options to the Board*

- *Refurbishing existing building and yard*
- *Demolish and rebuild on existing site*
- *Relocate*

*He had contacted David James and Partners as the Board had used them historically.*

*In order to keep wasted costs and time to a minimum it seemed prudent that the Board make a decision as to whether they would want to relocate or refurb/rebuild on the existing site.*

*Members agreed that the PO be asked to produce a report for the next Board meeting outlining this for consideration. Once a decision had been made then the F & GP Committee would consider it within the context of the Capital Programme.*

*[Minute 3307 refers.]*

### **ANALYSIS**

As a result of mergers with other Drainage Boards to the north, the freehold site which the Board presently occupies lies to the south of the area it manages. In terms of size and facilities, the offices, outbuildings and storage areas are perfectly adequate for current needs, although the condition of the buildings and yard are not of a standard desirable in 2022. Nonetheless, there has been some debate in the past about the pros and cons of relocation to a more central position within our administrative area.

Clearly, a decision to assess all three of these options – improvement, rebuild and relocation – would cause a deal of abortive and expensive work to be undertaken. Before instructing a surveyor/land agent, Members should indicate their preference for retaining the Oldbury Naite site or seeking a new site. Once an ‘in principle’ decision has been made, then further consideration can be given to the detailed work flowing from that decision.



**Recommendation:**

That a decision be made as to the Board's future occupation of the Oldbury Naite site or a shift to a new location.

*Kieran Warren*

*Principal Officer*

*February 2022*

**MEETING: Full Board**

**MEETING DATE: 02/02/22**

**REF: KW/B3.3**

**REPORT BY: Principal Officer**

### **Co-option of Elected Members**

#### **Introduction**

The Board currently has five vacancies for Elected Members. At the Boards AGM on 3<sup>rd</sup> November 2021, it was resolved under minute 3298 that Member vacancies will be filled by Co-option.

Vacancies were advertised.

#### **Current situation**

Six nomination papers have been received and are attached to this report for consideration. The nominations are were from three returning members Mr T Cullimore, Mr R Godwin & Mr K Withers and three new Members Mr C Daniell, Mrs P Ensor and Mr J North.

#### **RECOMMENDATION:**

The Board decide on the five nominees they wish to approve for co-option onto the LSIDB.

*K Warren*

*Principal Officer*

*20<sup>th</sup> Jan 2022*

## **UNPAID RATES – WRITE-OFF**

### **Introduction**

The Board have been actively trying to recover an outstanding debt for a ratepayer for the periods 1/4/2019-31/3/2020, 1/4/2020 – 31/03/2021 and 1/4/2021 – 31/03/2022 without success.

In line with Paragraph 11 of the Financial Regulations Board approval is required to write off this debt. The amount to be written off is £193.52, this is made up of £93.52 in rates and £100 in court costs.

### **History of the debt**

- Rate demands issued in April 2019, 2020 and 2021
- Reminders sent in June and July of each year
- Additional letters due to Covid issued each year
- In 2019 we were unable to attend court owing to the Covid pandemic
- In 2020 summons and liability orders were granted
- Chase emails sent throughout
- Bailiffs instructed in 2020
- Several Land Registry checks
- Most recent land registry advised that [REDACTED] were named on deeds.
- Letters issued [REDACTED].
- Land to be transferred to new occupier account to try and capture new owner details. Land registry to be checked periodically for new owner details.

### **Recommendation:**

- That the sum of £193.52 be written off as irrecoverable.

*Louise Reading*

*Ratings Officer*

*November 2021*

**Report from the Structure and Organisation Review Group**

**Introduction**

At the November Board Meeting the Board resolved to set up a Working Group to review the structure and operation of the Board to ensure it is fit for purpose in the future. The working Group met in early December and now recommends the following changes as a Stage 1 of their work:

1. All Committees to elect annually a Vice Chairman to assist and support the Committee Chairman in their roles.
2. The Board's Chairmen and Vice Chairmen term of office is limited to maximum of five consecutive years. A Member may have more than one term of office in either of these two roles, but with a break in between each term.
3. The Board will receive a Principal Officer's report at each Board Meeting to include matters which they think are important for Members to evaluate.
4. The Project Steering Group, which is overseeing the Pump Replacement Programme will report to a joint meeting of the Fand GP and Engineering Committees, when necessary.
5. The F and GP Committee will become responsibility for overseeing and deciding the Board's pension policy and monitor its effect on the Board's finances. This is currently the role of the Staff and Pensions Committee.
6. The Staff and Pensions Committee will be renamed the Human Resources Committee and will be responsible for all staffing matters. This Committee to be asked to consider new post of Deputy Foreman and the employment of apprentices.
7. The Engineering Committee will review the Capital Programme.
8. The Board will set up Working Groups to assist in the work of the Board. These will operate as 'task and finish' groups.
9. There will be a meeting of the Chairman and Vice Chairman of the Board and Committees every three months to coordinate the work of the Board and to discuss cross cutting and topical issues.
10. The Board's and the Committees' Terms of Reference will be reviewed.
11. The Board's Financial Standing Orders will be reviewed.

12. It reaffirms that the Principal Officer is responsible for Risk Register, in consultation with Board Members.
13. The Principal Officer can make decisions on behalf of The Board in emergencies, after consultation with the Boards' Chairman and the appropriate Committee Chairman. The decision will then be reported at the following Board meeting.

#### **RECOMMENDATION**

**The Board approves the changes 1-13, contained within the report.**

Matthew Riddle  
Chairman of LSIDB

**Lower Severn Drainage Board Strategic Plan February 2022**

**Introduction**

The Lower Severn Internal Drainage Board is responsible for the maintenance of the network rhines and other associated drainage systems from Avonmouth in the south to parts of Worcestershire and Herefordshire in north. It also owns and operates six pumping stations within its area. It is funded mainly by a mixture of rates levied on Local Councils and, farmers and landowner within its area.

In this Strategic Plan the Board sets out its aims and direction of travel for this year, the next five years and the next ten years.

**This year the Board's aim is to:**

- a. Produce a plan that sets out how the remaining four pumping stations will be replaced and paid for. The plan will include consideration of temporary mitigation measures to buy more time to allow for the major works to happen in future years. The plan will investigate other sources of finance. The replacements are necessary to comply with the Eel Regulations but will also allow the installation of modern, state of the art pumps that are more energy efficient and help future proof the system from Climate Change.
- b. Continue the process of reviewing the Board's structures and operations to ensure they are fit for purpose for the future.
- c. Continue to implement the fuller use of the SAGE accounting package into the Board's work to improve cost control and reporting of variances.

**Over the next five years:**

- a. The Board will carry out the work to replace the remaining four pumping stations.
- b. Investigate the 'demaining' powers contained within the new Environment Act. Decide if the Board should take on the maintenance of some of the Main Rivers currently maintained by the Environment Agency.
- c. Investigate the replacement of the Board's current offices at Oldbury-on-Severn.

**Over the next 10 years**

- a. Build a new Board Office either at Oldbury-on-Severn or at another location.

**RECOMMENDATION The Board approves the Strategic Plan.**

*Matthew Riddle, Chairman of the LSIDB*

## **LAND DRAINAGE ENGINEERS REPORT**

### **Introduction**

Ground conditions have been relatively dry throughout the 2021 weed cutting season but towards the end of the year ground conditions deteriorated which slowed the annual maintenance programme. Unfortunately, machinery breakdown also delayed some of the operatives finishing all the mowing and weed cutting by the end of December 2021.

We are currently in the process of finishing the annual maintenance programme in some areas and this will be completed within the next few days.

Some operators have already commenced the 2022 tree cutting and dredging programme.

### **Health and Safety 2022**

The above heading will now be a regular feature in this report to keep members updated on this important topic.

We currently have a system in place to report any near misses which may occur on site or in the workshop. The operators weekly time sheet incorporates a box which has to be ticked if there have been no incidents. Obviously, it's extremely important to have a near miss reported so that management can investigate and take action, update the risk assessment to help prevent a similar accident occurring in the future.

I am pleased to report that in 2021 and to date we have no near misses recorded. There have been no minor accidents recorded in the accident book and no accidents have occurred that needed reporting to the HSE.

At the end of January, the LDE will meet with Citation who will undertake the annual Health and Safety audit of the Board. This includes visual inspections of the premises and checking all documentation which is required by law to help protect employees.

### **Dredging Programme 2022**

An operator is currently working at Pilning, South Gloucestershire adjacent to the Chesil rhine utilising excavator mounted tree shears removing overhanging vegetation to create easier access in the future when carrying out routine work. Once finished the operator will move to the Gumhurn rhine, Pilning to undertake dredging work.

Works will be undertaken shortly at the downstream section of the Lords Rhine, Aust which discharges into the Severn Estuary west of the A403 coast road.

A new access culvert is currently being constructed at Duckhole, Thornbury for the Boards use as the existing culvert had fallen into disrepair.

Further small tributaries to the River Leadon at various locations such as Wellington Heath, Ketford will be undertaken in the near future.

Works are also planned at Maisemore dredging a rhine which discharges into the downstream end of the River Leadon just before discharging into the River Severn.

### **. Machinery 2022/2023**

After the machinery Committee meeting dated 20<sup>th</sup> October 2021 the LDE has placed an order for a new SPV 3 – Spearhead self-propelled mower in the sum of £239,582.00

### **Elmore Back Pump Station update**

The LDE verbally reported at the last full Board meeting that the new Pumps had just been commissioned. The temporary pumping arrangements were dismantled by the Boards employees and returned to the Environment Agency.

Works progressed on site during December 2021. As mentioned at the last meeting the gabion basket wall to support the concrete slab and conveyor which had been only part designed had to be abandoned due to the poor ground conditions. Further laboratory analysis confirmed that the deeper the excavation the poorer the ground condition. To build a suitable gabion supporting structure would have meant huge amount spoil excavation and stone fill which would have been extremely expensive and would have also been outside the Boards land boundary which would create a host of other issues.

Piles have been driven down to the rock layer after a suitable mat was prepared to host the piling rig. The reinforced concrete slab has now been cast on top of the piles and sheet piling has also been installed on the edge of the watercourse for stability.

There are numerous items left to carry out on site such as security compound fencing, gates, c.c.tv installation, water level monitoring equipment, concrete finishing and of course when the Dutch are allowed to travel, we have the automated weed screen, conveyor and elver pass to install and associated electronics.

The LDE has a progress meeting with Aqua management and Motion on Thursday 27<sup>th</sup> January and should have a completion date to report to the Board at the meeting.

### **Recommendations:**

That the report be noted

*James Druett  
Land Drainage Engineer*



**MEETING: FULL BOARD**

**MEETING DATE: 02/02/2022**

**REF: JT**

**REPORT BY: Civil Engineer**

## **CIVIL ENGINEERS REPORT**

### **Introduction**

After the usual pre-Christmas slowdown workload has increased in January. The Civil Engineer, along with the Boards modelling consultants, Water Environment are constructing a work flow system to better track ongoing projects. It is anticipated this will be available for the Board to view later in the year.

### **Educational Involvement**

The Civil Engineer has been liaising with ADA and Education Specialists with a view to providing a small presentation to a number of Geography GCSE students. The aim is to provide some interest items on how Internal Drainage Boards operate and the importance of IDB operations. It is anticipated that a visit to a pumping station will be made as well as discussions surrounding how the Board maintains areas below sea level.

### **Land East of M49**

The last large undeveloped area within the extant planning permission is now being developed. The Boards model has been interrogated and preliminary works are being undertaken in the area. It is anticipated that the Board will adopt several new lengths of watercourse and a number of flood storage areas.

### **National Grid Hinkley to Sea Bank HV Connector**

Amendments to consents continue to be made as this large scheme progresses through the Boards area. There are a number of temporary and permanent crossings and diversions that have been installed to permit access for the installation of new pylons and associated infrastructure.

### **New Flogas Pipeline**

This new pipeline to provide gas to Seabank Power Station directly from Avonmouth Docks is currently in the planning and design stage and the early consultation with the Board has enabled the Civil Engineer to ensure that the Boards consenting standards are adhered to.

### **Area F Hallen**

Several Developments are ongoing in this area to the west of Hallen. This is an area that has been semi serviced and split into smaller development plots. Each being sold off to individual landowners. It is not the preferred method of dealing with sites of this nature however, the Board have no control over the sale of sale of the plots as this is a commercial decision by the landowner.

### **Recommendations:**

The report be noted.

*James Thomas*  
*Civil Engineer*

MEETING: Full Board

MEETING DATE: 02.02.2022

REF: KW/B3.2/2022

REPORT BY: Principal Officer

## **MEMBER REQUEST FOR EXTENDED ABSENCE**

### **INTRODUCTION**

The Chairman has received a request for an extended period of absence from Board meetings in order to provide full support to a family member. The identity of the Member and the reason for his request will be provided in confidential session at the meeting.

### **ANALYSIS**

The Board maintains a policy for dealing with requests of this nature; a copy is attached for ease of reference. The present request is for a six-month absence, at which point the position can be reviewed.

### **Recommendation:**

That the request be granted.

*Kieran Warren*

*Principal Officer*

*February 2022*

## **LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD**

### **GUIDANCE NOTE FOR ELECTED MEMBERS IN RESPECT OF EXTENDED ABSENCE**

**Approved 22 June 2016**

**Minute 2352**

1. It is the responsibility of elected Members to ensure that their membership of the Board does not cease by reason of unapproved absence.
2. Without prejudice to the above, an appropriate officer will maintain a check on attendance and will contact a Member if there appears to be a danger of losing their membership of the Board through non- attendance at meetings.
3. Prior to the expiration of 6 months from their last attendance at a meeting of the Board (which term includes Committees, Sub-Committees and Working Parties or Panels), the Member should apply for an extension in writing (by letter or e-mail) if he or she believes that they will not be able to attend another meeting within the 6 month period, stating the reasons for the request and indicating the anticipated length of extension required.
4. If time constraints allow, the request will be put to the next available Board meeting. If time constraints do not allow this, the Chairman and Vice- Chairman of the Board will determine the request after consulting the Chairman of the Governance& Probity Committee and the Head of Governance.
5. Once an extension has been given, any further application to extend the period granted in respect of the initial request will be a matter solely for a Board meeting to determine.