

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

Full Board Meeting

Wednesday 9th June 2021

**Virtual Meeting
2pm**

Minutes of the additional meeting of the Lower Severn (2005) Internal Drainage Board
Held on Wednesday 28th April 2021 at 2.00 pm
Virtual Meeting

Present:

Cllr M Riddle Chairman
Cllr P Abrahams
Cllr B Behan
Cllr K Burchell
Cllr P Burford
Mrs F Collins
Mr J Cornock
Mr T Cullimore
Mr R Godwin
Cllr R Griffin
Miss R Hewlett
Mr J Hore

Cllr J Jones
Cllr P Howells
Mr G R Littleton
Mr J Nichols
Mr I Ractliffe
Mr G Simms
Ald M Sykes
Ald C Williams
Cllr M Williams
Mr K Withers

Staff:

Kieran Warren
Martin Dear
James Druett
James Thomas
Louise Reading

Principal Officer
Accounts Officer
Land Drainage Engineer
Civil Engineer
Minutes

PO
AO
LDE
CE

Public attendance
Peter Williams

Forest of Dean District Council

3206	<p>Apologies Apologies were received from Mr Barnes, Cllr Hance and Mr Goodey.</p>	
3207	<p>Chairman's Announcements <u>Meeting with Innes Thomson</u> The Chair advised Members that he had attended a virtual meeting in February with the CE of ADA, Innes Thomson. A wide range of topics were discussed.</p> <p>Members were informed that demanment of main rivers would be included in the Government's next environmental Bill, this would give the opportunity for IDBs to take over some river maintenance.</p> <p>The Chair also stated that Innes Thomson had congratulated the LSIDB on its pump replacement programme to date and advised that pump replacement works were proving challenging for many IDBs. Innes Thomson also added that the only external funding for the pump replacements would be via the Public Works Loan Board.</p> <p>Finally, the Government were looking into the removal of the red diesel cost reduction IDBs currently benefit from. This would result in an increase in fuel costs of approximately 46p per litre equating to around £30,000 a year to the Board. The Chair had written to his local MP to raise this issue and encouraged Members to do the same.</p> <p>The Chair encouraged Members to access the ADA website where there was a range of training modules available.</p> <p>On the subject of remote meetings and a recent communication from Defra, the Chair advised Members that this would be discussed under item 8.</p> <p><u>Procurement</u></p>	

	<p>The Chair informed Members that together with Ald Williams, he and 6 staff attended a procurement training event on 21st April 2021. It was delivered by two senior legal officers from Bristol City Council. This now gave the Board a solid platform for future tendering and contractual work related to the supply of good and services.</p> <p>The Chair thanked Bristol City Council, South Gloucestershire Council and Forest of Dean District Council for their offers of ongoing support in respect of procurement best practice.</p> <p><u>Performance Management Working Group</u> The Chair informed Members that the Performance Working Management Group had met twice and would report to the Board in June. He thanked Mr Nichols, Mr Godwin, Mrs Collins, Mr Simms, Ald Williams and Kieran Warren for working on this issue.</p>	
3208	<p>Declaration of Members Interest There were no declarations of interest.</p>	
3209	<p>Minutes of Previous Meetings Cllr Burford requested that under minute number 3174 a paragraph be added about ceasing any further works involving Motion Consultants until such a time the competitive tender process had been concluded. Paragraph to read:</p> <p><i>Members further discussed at length Cllr Burford proposal that all works involving Motion should cease immediately. Again, whilst some Members were in agreement others felt that this would have unfavourable consequences for the Avonmouth Severnside Enterprise Area.</i></p> <p>It was resolved that:</p> <ul style="list-style-type: none"> • Subject to the addition of the above paragraph, the Minutes of the meeting held on 3rd February 2021 be approved as a correct record. 	
3210	<p>Matters arising from the Minutes Ald Williams raised his concerns that answers in response to issues raised by him to Officers had been continually delayed and this needed to be addressed.</p> <p>The PO agreed that delays had occurred and explained that it was a capacity issue and perhaps the Staff and Pensions Committee would need to explore this.</p> <p>Cllr Burford asked why had there been a sudden change in capacity.</p> <p>Miss Hewlett reminded Members that the staffing structure had been dramatically reduced some years ago.</p> <p>The PO added that since the reduction in staffing levels in 2017 there had been an increase in workload especially with the pumping stations programme, which had accelerated within the last 12 months.</p> <p>It was agreed that staff capacity would be discussed by the Staff and Pensions Committee.</p>	
3211	<p>Committee Updates</p> <p><u>Governance & Probity Committee Update – 31st March 2021.</u> Cllr Behan informed Members that the Governance and Probity Committee had investigated the level of reserves required should the Board cease operations. Members were happy that the reserves were sufficient to meet its liabilities.</p> <p>Members had also discussed remote meetings and the consensus was that a mixture of both was preferable going forward.</p>	

	<p>In response to Cllr Buford's question, the PO pointed out that IDBs were not held to the same legislation as Local Authorities that barred remote meetings after the 7th May 2021. The Board was able to apply to Defra to continue the use of remote meetings at their discretion.</p> <p>Cllr Behan reported that the Governance and Probity Committee had reviewed four policies. The first was the Biodiversity policy. It was agreed that whilst it was still fit for purpose it should be issued for consultation to local authorities' and ADA for review.</p> <p>The Data protection policy had also been reviewed and the Committee were happy that this policy remained up to date.</p> <p>The employee handbook was revisited and Members agreed that it would be a useful exercise to check that employee's car insurance covered the vehicle for business use.</p> <p>The Standing Orders required some minor wording amendments.</p> <p>It was resolved that:</p> <ul style="list-style-type: none"> • The Data Protection be approved as per Appendix A; and • The Standing Orders be approved as per Appendix B 	
3212	<p>Report from Project Steering Group</p> <p>The Chair advised Members that since the December Board meeting Mr Simms had been working closely with the LDE and CE to provide project management support. The Chair thanked Mr Simms for the considerable amount of time he had spent on this to date.</p> <p>The Board had resolved to set up a Project Steering Group (PSG). Mr Simms extended to up this group and thanks were given to Miss Hewlett, Ald Williams the LDE, CE and PO who comprised this group</p> <p>Mr Simms updated Members as to the work that the PSG had undertaken to date. The group had tried to keep the Elmore Back project moving operationally and stated that the group always worked towards unanimity in its decision making.</p> <p><u>Review of Elmore Back</u></p> <p>The review at Elmore back had found no evidence to suggest anything other than best endeavours had been employed on this project.</p> <p>The LDE was appointed as project lead and Mr Simms was complimentary of the working relationship between the LDE and CE.</p> <p>He advised that a live risk register was now in place and that all costs had been re-examined. As part of accountability, financial statements were produced and reviewed monthly. He explained to Members that the nature of this project will see cost variations emerging but that regular review would provide risk mitigation and explanation.</p> <p>There were a number of factors that prevented the Elmore Back original start date from being met and these were:</p> <ul style="list-style-type: none"> • Unclear pumping requirements • Access to the site • Lack of EA consent • No contractual arrangements • Changes to specification that had adverse effects on the project • Communications with the EA 	

	<p>Mr Simms was pleased to confirm to Members that since then the access to the pump station has been resolved with the IDB carrying out these works providing a significant cost saving. The group had also managed to secure the use of pumps from the EA at no charge. The IDB would insure these pumps and provide the fuel. Finally, there was a contract in place between the IDB and Aqua Management. At this point in time there was nothing to suggest that the project would overrun.</p> <p>Mr Simms explained that the project was a complex one and none of the previous pumps including Elmore Back had been subject to a sufficient initiation phase. Members to note that the IDB was set up to deal with the day to day running and maintenance of the 550km watercourse and staff were not trained sufficiently to run Capital Programmes.</p> <p>The Capital Programme could not be run efficiently when only reporting to the Board three to four times a year and the PSG would be able to steer, provide support and ensure good practice whilst overseeing the day to day running of operations.</p> <p>Mr Simms also expressed how a lack of financial reporting had made the reporting arrangements laborious and requested that SAGE be investigated to see if there was the option to provide better reporting on the Capital Programme.</p> <p>The PSG had also produced terms of reference for Members' consideration.</p> <p><u>Sevenside and Avonmouth Enterprise Area.</u></p> <p>Mr Simms advised the Board that Water Environment were engaged in modelling and reporting work in respect of development. Motion were also used to provide drawings and support with developer negotiations at this location.</p> <p>The PSG agreed that present arrangements should continue in the short term in view of the risk of application decisions not being given within the required time frame.</p> <p>A full review of these arrangements was planned.</p> <p>In response to Members questions as to Motions Consultancy fees to date for Elmore Back, Mr Simms advised Members that as there were no defined deliverables it was difficult to measure value for money and therefore Members needed to make their own judgement on this.</p> <p>Cllr Burford expressed concerns that as no tender exercise was carried out that Members couldn't know whether this was value for money and agreed that it was key to agree a specification before speaking with possible suppliers. He raised concerns that Motion may have been carrying out works that could be completed in-house and asked whether the PSG had the authority to makes these decisions. He also stated that Water Environment Ltd should also have been subjected to the tendering processes and asked if there was a penalty should applications made via Sevenside and Avonmouth Enterprise Area not be determined within a certain time frame.</p> <p>Ald Williams added that compliance training issues needed to be addressed and felt that the Board was unaware of the Public Contracts Regulations 2015.</p> <p>Miss Hewlett advised that the PSG had moved as quickly as possible and given a considerable amount of time to date; that everything had been done with the best intentions within the available time frames. Decisions needed to be made as there wasn't time to wait for the next Board meeting.</p> <p>The Chaired informed Members that he was going to bring a report on the Board's structure to a future Board meeting.</p>	
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	<p>Mr Godwin proposed that a local representative should make up part of the Project Steering Group and Mr Simms agreed.</p> <p>Cllr Howells agreed with Cllr Burford and felt that Motion's costs for Elmore Back should be subjected to further investigation.</p> <p>Miss Hewlett explained that Motion completed a considerable amount of work and support to the Board that some Members may not be aware of including but not limited to: Hydraulic modelling, designing, tendering and liaison with suppliers and developers.</p> <p>Cllr Burford expressed concerns that some Members were defending Motion Consultants and proposed a notice of motion to be considered by the Board.</p> <p>The Chair advised that any new motion needed to be submitted before the meeting and therefore it couldn't be accepted. An amendment to an existing recommendation could be proposed.</p> <p>Cllr Burford was disgusted that the motion wasn't allowed in a bid to find out what had happened with the failure to tender and follow procedure.</p> <p>Mr Simms objected to Cllr Burford's comment that Members were defending Motion and explained that it was damaging to cease operations midway through projects.</p> <p>The PSG made 5 recommendations to the Board.</p> <p>An amendment to recommendation 4 to the effect that Motion Consultants Limited and Water Environment Limited continue to support the Boards regulatory work in the Avonmouth Severnside Enterprise Area only after a tender and contract process has been completed was defeated by 13 votes to 3.</p> <p>Whilst some Members felt that this amendment should be carried, other Members expressed concerns as to what would happen with the current applications if the IDB didn't have access to the modelling software. Developers may not comply with the IDB recommended method of drainage. The Board had worked with developers for many years to achieve the best outcomes. Miss Hewlett explained to Members that the review into the Avonmouth Severnside Enterprise Area was the priority for the PSG and they looked to report to the Board at earliest opportunity. The report would provide Members with a full review and inform for future decision-making</p> <p>The Chair then put each recommendation to the vote and</p> <p>It was resolved that:</p> <ul style="list-style-type: none"> • (1) the Terms of Reference be noted; • (2) That compliance training be given to all the Chairs and Vice Chairs of each Committee and the Board, and any other Members wishing to receive it; • (3) the PO and AO explore an upgrade of the current Sage accounts system that is capable of meeting 'best practice' project management demands, clear and concise reporting with regards to the Capital Programme, and providing any financial reports required by Officers and Committees. • (4) Motion Consultants Limited be allowed to continue to support the Board's regulatory work in the Avonmouth Severnside Enterprise Area, during the Project Steering Group's review; and • (5) Officers receive training in project and contract management. 	
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3213	<p>Contract Reviews</p> <p>The PO presented four procurement schedules and advised Members that all four were compliant in line with Financial Regulations and Standing Orders.</p> <p>Ald Williams disagreed with this and felt there had been multiple breaches which had not been shown in the schedules and he felt that reports had not been forwarded to the Board or appropriate Committees.</p> <p>Cllr Burford asked the LDE how much the New Spearhead had cost. The LDE responded that it was approximately £200,000. He also advised Members that for this particular piece of kit there was a very limited choice of supplier. Cllr Burford disputed this and also expressed concerns that European Procurement rules had been broken.</p> <p>In response to a question from Cllr Burford the Chair further advised Members that these schedules had been produced to provide a user-friendly summary, which he had drawn up after looking into these contracts at Cllr Burford's request.</p> <p>It was resolved that:</p> <ul style="list-style-type: none"> • The report be noted 	
3214	<p>Any other item the Chair decides is urgent</p> <p>The Chair informed Members that he had received an email from Defra on 27th April 2021 in respect of remote meetings. The PO added that IDBs were able to apply for Ministerial consent if they wished to continue with the option of remote meetings. This would mean a small change to the Standing Orders. If a decision wasn't reached then remote meetings would be barred.</p> <p>In response to a question from Ald Williams the PO confirmed the change to the standing orders was in relation to remote meetings only.</p> <p>The Chair observed that whilst the pandemic continued to present a public health risk that it might be wise to retain remote meetings as an option.</p> <p>Miss Hewlett agreed and felt that remote meetings made it easier for the PSG to meet.</p> <p>It was resolved that;</p> <ul style="list-style-type: none"> • The PO be requested to apply to Defra for further continuation of remote meetings and that the Boards Standing Orders be amended to facilitate this. 	
3215	<p>Date of next meeting</p> <p>Members noted that the next Full Board meeting was scheduled for 9th June 2021.</p>	
	<p>The meeting closed at 16:35 pm.</p>	

Lower Severn (2005) Internal Drainage Board

DATA PROTECTION POLICY

Introduction

The Data Protection Act 2018 (“the Act”) has replaced the Data Protection Act 1988 and came into force on 25 May 2018.

The General Data Protection Regulation (“the Regulation”) came into force on 25 May 2018 and is designed to cover the collecting, storing, processing and distribution of personal data. It gives rights to individuals about whom information is recorded. This applies to all individuals whether they are employees, members, ratepayers or other customers, suppliers or members of the public.

The General Data Protection Regulation is being implemented in the UK through the Data Protection Act 2018.

Policy Statement

In order to meet its legal obligations and to operate effectively the Lower Severn (2005) Internal Drainage Board (“the Board”) needs to collect, maintain and use certain personal information about current and past employees, members, ratepayers and other customers, suppliers and others with whom it has dealings. All such personal information, whether held on paper, computer or other format will be obtained, handled, processed, transported and stored lawfully and correctly in accordance with the Act.

The Board will aim to ensure that all employees and others who have access to any information held are fully aware of and abide by their duties and responsibilities under the Act.

The Board recognises that personal information is confidential and that unauthorised disclosure is a criminal offence under the Act.

Lawful Basis for Collecting and Processing Data

The Board is defined as a Public Authority under the Act. The Board has a lawful basis for collecting and using data under the Land Drainage Act 1991, in particular Section 52 Register of Drainage Hereditaments and Section 53 Power to require information. This data is categorised under the Act as a legal obligation to hold for the purpose of usage under the requirements of the Land Drainage Act 1991. The intended purposes for processing the personal data is for the Board’s legal obligations of the Land Drainage Act 1991 and any other relevant Act.

An individual or organisation has no right to object to the Board holding this relevant data. The Board does not require consent to hold the relevant data and there is no right to have it erased.

Data Protection Principles

The Board is committed to the principles contained in the Act.

These principles are:

- Personal data shall be processed fairly and lawfully and, in particular, shall not be processed unless specific conditions are met;
- Personal data shall be obtained only for one or more specified and lawful purposes and shall not be further processed in any way incompatible with that purpose or those purposes;
- Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed;
- Personal data shall be accurate and where necessary, kept up to date;
- Personal data processed for any purpose or purposes shall not be kept longer than is necessary for that purpose or those purposes;
- Personal data shall be processed in accordance with the right of data subjects under the Act;
- Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data;
- Personal data shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedom of data subjects in relation to the processing of personal data.

To meet the requirements of the Act the Board is committed to the following:

That personal information shall be:

- Processed lawfully, fairly and in a transparent manner in relation to individuals;
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes;
- Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- Accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;
- Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the Act in order to safeguard the rights and freedoms of individuals;
- Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

Compliance with the Data Protection Principles

In order to comply with the data protection principles, the Board will:

- Observe fully all conditions regarding the fair collection and use of personal information;
- Meet its legal obligations to specify the purpose for which information is used;
- Collect and process appropriate personal information only to the extent that it is needed to fulfil operational needs or to comply with legal obligations;
- Ensure that the personal information used is as accurate as possible;
- Apply strict checks to determine the length of time personal information is held and ensure that personal information is not held any longer than is necessary;
- Ensure that individuals about whom information is held are able to exercise their rights under the Act, including the right to be informed that processing is taking place, the right of access to their own personal information, the right to prevent processing in certain circumstances and the right to correct, rectify, block or erase incorrect information;
- Take appropriate technical and organisational security measures to safeguard personal information;
- Ensure that personal information is not transferred outside the EEA without suitable safeguards.

Commitment to Data Protection

The Board adheres to its commitment to the Act by:

- Allocating specific responsibility for data protection to at least one person;
- Ensuring that employees handling personal information are supervised appropriately;
- Processing requests for access to personal information in a timely and courteous manner;
- Recording any breaches in data protecting policy and taking disciplinary action as necessary;
- Periodically reviewing the management of personal information and updating the policy and procedures accordingly.

Lawful Processing

Before any processing of personal data takes place the lawful basis for processing will be established. The Lawfulness of processing conditions include:

- Consent of the data subject;
- Processing is necessary for the performance of a contract with the data subject or to take steps to enter into a contract;
- Processing is necessary for compliance with a legal obligation;
- Processing is necessary to protect the vital interests of a data subject or another person;
- Processing is necessary for the performance of a task carried on the public interest or in the exercise of official authority vested in the Board.

Responsibilities

The overall responsibility of ensuring compliance to the Act remains with the Board. However:

- The day to day responsibility rests with the office based employees;
- It is the responsibility of all employees to ensure that personal information provided to the Board, for example current address, is accurate and up to date. To this end employees are required to inform the Board immediately when changes occur;
- Employees whose role involves the collection, maintenance and processing of personal information about other employees, ratepayers, customers, suppliers or any other individuals with whom the Board has dealings are responsible for following the Boards rules on good data protection practise as notified from time to time.

Individuals' Rights

Individuals have the following rights. The right:

- To be informed;
- Of access;
- To rectification;
- To erasure;
- To restrict processing;
- To data portability;
- To object;
- Not to be subject to automated decision-making including profiling.

Individuals' Rights are restricted if the information is lawfully collected.

Access to Information

Anyone who is the subject of personal information held by the Board has the right to make a subject access request. Those who wish to exercise this right should write to the Principal Officer. The Board reserves the right to charge £10 for responding to such requests. If, as a result of a subject access request, any personal information is found to be incorrect, it will be amended. The Board will deal promptly and in a courteous manner with subject access requests and will normally respond within 40 days. If there is a reason for delay, the person making the request will be informed accordingly.

Breach of the Policy

Breach of this policy by an employee will be regarded as a disciplinary offence and will be dealt with under the Board's formal discipline procedure.

Employees who consider that there has been a breach of this policy in relation to personal information about them held by the Board should raise the matter via the Board's formal grievance procedure.

Contact

If you have any questions, comments or complaints about this Data Protection Policy please contact Martin Dear using the details below:

Martin Dear
Data Protection Officer
Lower Severn (2005) Internal Drainage Board
Waterside Buildings
Oldbury Naite
Thornbury
South Gloucestershire
BS35 1RF

Email: MDear@lowersevernidb.org.uk

Updating this Data Protection Policy

The Board may update or amend this Data Protection Policy from time to time, to comply with law or to meet changing business requirements. When updates are made to this Policy, the Board will take appropriate measures to inform you, consistent with the significance of the changes made.

Lower Severn (2005) Internal Drainage Board

STANDING ORDERS

Rules made by the Lower Severn (2005) Internal Drainage Board with the approval of the Secretary of State under paragraph 3(1) of the Second Schedule to the Land Drainage Act, 1991. The relevant statutory provisions governing the proceedings of an Internal Drainage Board are set out in the Annex to these Rules for reference purposes.

Regulations as to Proceedings

1. Meetings of the Board, for which five clear working days' notice will be given, will be open to the public and press who will on the invitation of the Chairman be able to speak at the meeting. The Board can pass a resolution to exclude the public and/or press from a meeting or part thereof where it is considered that the nature of the business to be transacted so requires. In that event the reasons for such exclusion shall be clearly recorded in the minutes:-
 - a) The Board will hold an Annual General Meeting in November each year together with such other meetings as it may determine.
 - b) At one such meeting the Board will determine the drainage rate and special levies to be set to enable the latter to be served on the special levy councils by no later than the 15th February in respect to the following financial year.
 - c) In addition either the Chairman and/or 10 or more members may call a Special Meeting to consider any urgent matter.
2. For each meeting, members will receive an Agenda and any accompanying papers by post or other means dispatched at least five clear working days before the meeting.
3. No business shall be transacted by the Board, other than that which appears on the Agenda, unless 75% of the members present agree to any such additional issue being discussed as a matter of urgency. The reasons for such urgent consideration shall be recorded in the minutes of the meeting.
4.
 - a) A formal meeting of the Board cannot be conducted unless at least half plus one members are present at the start of and during the meeting. If departures reduce the number below the quorum then the Chairman will terminate the meeting at that point.
 - b) All resolutions and proposals will be decided by a majority of votes of the members present. Except as provided elsewhere in these rules, voting shall be by show of hands.
 - c) In the case of an equality of votes at any meeting, the Chairman for the time being of such meeting shall have a second or casting vote.
5. The Board shall meet at a venue to be determined from time to time with such venue being specified in the agenda.
6. The Board shall, at the Annual General Meeting appoint a Chairman and Vice-Chairman whose terms of office shall continue until the following Annual General Meeting. Wherever practicable, one of these positions shall be held by an elected member and the other by an appointed member.
7. If any vacancy occurs in the office of Chairman or Vice-Chairman, the Board shall as soon as they conveniently can after the occurrence of such vacancy, choose someone

of their number to fill such vacancy.

8.
 - a) At any meeting of the Board the Chairman, if present, shall preside.
 - b) If the Chairman is absent from a meeting of the Board, the Vice-Chairman, if present, shall preside.
 - c) If at any meeting of the Board both the Chairman and Vice-Chairman are not present at the time the members present shall choose someone of their number to be Chairman of such meeting.
9. The Board shall cause Minutes to be made of all meetings, posted on the Board's website marked as 'Draft' or 'Approved' as appropriate and recorded in an appropriate form:-
 - a) of all appointments of Officers made by the Board
 - b) of the names of the members present at each meeting of the Board and Committees or Sub-Committees of the Board
 - c) of all orders made by the Board and Committees or Sub-Committees of the Board, and
 - d) of all resolutions and proceedings of meetings of the Board and of Committees or Sub-Committees of the Board.

The Board will approve, with or without amendment, the minutes of the preceding meeting and these will be duly signed by the Chairman together with any financial statements presented at that meeting.

10. All proceedings, resolutions and reports of every Committee, Sub-Committee or Working Group intended to be laid before the Board shall be circulated among the members of the Board at least five clear working days before the meeting of the Board at which the same are to be submitted.

Committees and Sub-Committees or Working Groups

11. The Board may appoint such Committees or Sub-Committees as they think fit and the quorum for these meetings shall be in the same proportion as the quorum required for Board meetings. The acts of any Committee, Sub-Committees shall be subject to the approval of the Board unless the Board has delegated its powers to that Committee or Sub-Committee.
12. A Committee, Sub-Committee or Working Group may elect a Chairman of their meetings. If no such Chairman is elected, or if he/she is not present, the members present shall choose someone of their number to be Chairman of such meeting.
13. A Committee, Sub-Committee or Working Group may meet and adjourn as they think proper. Proposals at any meeting shall be determined by a majority of votes of the members present, and shall be decided by a show of hands. In case of any equal division of votes the Chairman shall have a second or casting vote.
14. Regulations 9 and 10 shall apply to minutes of Committees, Sub-Committees and Working Groups.

Notices of Motion

15. Notice of every motion shall be in writing, signed by the member or members of the Board giving the notice, and delivered at least ten clear working days before the next meeting of the Board, at the offices of Principal Officer by whom it shall be dated, numbered in the order in which it is received, and entered in a book which shall be open to the inspection of every member of the Board.
16. The Principal Officer shall set out in the report for every meeting of the Board all motions of which notice has been duly given in the order in which they have been received, unless the member giving such notice intimated in writing, when giving it, that he/she proposed to move it at some later meeting or has since withdrawn it in writing.
17. If a motion thus set out in the report be not moved either by a member who gave notice thereof or by some other member on his/her behalf it shall, unless postponed by consent of the Board, be treated as withdrawn and shall not be moved without fresh notice.

Standing Orders Order of Debate

18. Every proposal or amendment, other than a proposal for the approval of a Committee, Sub-Committee or Working Group, shall be proposed and seconded and shall, if required, be written out and handed to the Chairman who shall read it out before it is further discussed or put to the meeting.
19. The Chairman will invite members to speak on the subject under discussion.
20. Members must declare where they have an interest in a matter to be discussed, the Chairman then deciding what if any part the member can take in any ensuing discussion and whether the member can vote.
21. A proposal or amendment once made shall not be withdrawn without the consent of the Board.
22. Every amendment shall be relevant to the proposal to which it is applied and its effect must not be to negate the wording of the motion.
23. Whenever an amendment upon an original resolution has been proposed and seconded, no second or subsequent amendment shall be moved until the first amendment shall have been dealt with, but notice of any number of amendments may be given.
24. If an amendment is rejected then other amendments may be proposed on the original resolution or proposal.
25. If an amendment is carried the proposal as amended shall take the place of the original proposal and shall become the question upon which any further amendment may be moved.
26. The mover of a motion has a right of reply at the end of the debate immediately before the motion is put to the vote.
27. If an amendment is moved, the mover of the original motion has a right of reply at the end of the debate upon the amendment but may not otherwise speak on the amendment.

28. The mover of an amendment has no right of reply to the debate on the amendment.
29. No proposal to rescind any resolution which has been passed within the preceding six months, nor any proposal to the same effect as any proposal which has been negated within the preceding six months shall be in order.

The Common Seal

30. The Common Seal of the Board shall be kept in some safe place. All deeds and other documents to which the Common Seal of the Board shall require to be affixed shall be sealed in pursuance of the Board, and in the presence of both the Chairman and the Principal Officer of the Board.
31. Copies of all sealed documents must be retained.

Suspension of Standing Orders

32. Any one or more of the standing orders, in any case of urgency or upon resolution or proposal made on a notice duly given, may be suspended at any meeting, so far as regards any business at such meeting, provided that 75% of the members of the Board present and voting are in agreement.

Authority for Virtual Meetings

33. In relation to any meeting held before 7th May 2021, “presence” at a meeting includes physical attendance and being present through remote attendance. “Remote attendance” means attending or participating in a meeting by electronic means, including by one or more of the following:
- (i) telephone conference
 - (ii) video conference
 - (iii) live webcast
 - (iv) live interactive streaming.
34. *In relation to any meeting held before 7th May 2021, regulation 5 is suspended and the Board shall instead provide members with relevant details to enable members to attend and participate in meetings, including remotely. The Board shall provide confirmation of these details in the agenda. For these purposes, “details” includes one or more of the following:*
- (i) the venue
 - (ii) the availability of a telephone conference facility and the manner of accessing such facility
 - (iii) the availability of a video conference facility and the manner of accessing such facility
 - (iv) the availability of a live webcast facility and the manner of accessing such facility
 - (v) the availability of a live interactive streaming facility and the manner of accessing such facility.

Unapproved

**STATUTORY PROVISIONS REGARDING THE PROCEEDINGS OF AN
INTERNAL DRAINAGE BOARD SET OUT IN PARAGRAPH 3 OF SCHEDULE 2
TO THE LAND DRAINAGE ACT, 1991.**

3. (1) An internal drainage board may, with the approval of the relevant Minister, make rules—

- a) for regulating the proceedings of the board, including quorum, place of meetings and notices to be given of meetings;
- b) with respect to the appointment of a chairman and a vice-chairman;
- c) for enabling the board to constitute committees; and
- d) for authorising the delegation to committees of any of the powers of the board and for regulating the proceedings of committees, including quorum, place of meetings and notices to be given of meetings.

(2) The first meeting of an internal drainage board shall be held on such day and at such time and place as may be fixed by the relevant Minister; and the relevant Minister shall cause notice of the meeting to be sent by post to each member of the board not less than fourteen days before the appointed day.

(3) Any member of an internal drainage board who is interested in any company with which the board has, or proposes to make, any contract shall—

- a) disclose to the board the fact and nature of his interest; and
- b) take no part in any deliberation or decision of the board relating to such contract;

And such disclosure shall be forthwith recorded in the minutes of the board.

(4) A minute of the proceedings of a meeting of an internal drainage board, or of a committee of such a board, purporting to be signed at that or the next ensuing meeting by a person describing himself as, or appearing to be, the chairman of the meeting to the proceedings of which the minute relates—

- a) shall be evidence of the proceedings; and
- b) shall be received in evidence without further proof.

(5) Until the contrary is proved—

- a) every meeting in respect of the proceedings of which a minute has been so signed shall be deemed to have been duly convened and held;
- b) all the proceedings had at any such meeting shall be deemed to have been duly had; and
- c) where the proceedings at any such meeting are the proceedings of a committee, the committee shall be deemed to have been duly constituted and to have had power to deal with the matters referred to in the minute.

(6) The proceedings of an internal drainage board shall not be invalidated by any vacancy in the membership of the board or by any defect in the appointment or qualification of any member of the board.

**Minutes of the Finance & General Purposes Committee of the
Lower Severn (2005) Internal Drainage Board
Meeting held Wednesday 19th May 2021 at 10.30 am
Virtual Meeting**

Present:

Ald C Williams
Mr G Simms
Mr M Barnes

Chairman

Ald M Sykes
Mr J Cornock
Cllr M Riddle

Martin Dear
Louise Reading

Accounts Officer
Minutes

AO

3216	Apologies Apologies were received from Cllr P Abraham, Mr J Hore, Cllr R Griffin and Mr G Littleton.	
3217	Chairman's Announcements There were no Chairman's Announcements.	
3218	Declarations of Interest There were no declarations of interest.	
3219	Minutes of the Previous Meetings It was resolved that: <ul style="list-style-type: none"> The minutes of the Finance and General Purposes Committee meeting held on 20th January 2021 be approved as a correct record. 	
3220	Treasury Sub Committee Report It was resolved that: <ul style="list-style-type: none"> The minutes of the Treasury Sub Committee meeting held on 10th March 2021 be noted. The Treasury Management Policy, as per Appendix A, be presented to the Board for approval. The Capital Financing and Reserves Policy, as per Appendix B, be presented to the Board for approval. 	
3221	Internal Audit The Internal Audit report was presented to Members. The Chairman asked Members to refer to page 33. In light of recent discussions held around breaches of the Boards Financial Regulations and The Public Contract Regulations, the Chairman asked Members if they felt that Bishop Fleming should be contacted for an explanation as to why any breach was not discovered. Cllr Riddle advised that he wrote to the National Audit Office and they suggested that the Board should ask the auditors to investigate this next time as the issue of the breach had been unearthed after the audit had taken place. The auditors would not have been aware of the Boards concerns at the time of the audit.	

	<p>Mr Simms added that he could see no value in revisiting what the Board already knew.</p> <p>In response to a question from the Chairman the AO advised that Bishop Fleming were appointed on a three-year term and this was the second year of three.</p> <p>The Chairman proposed, and it was agreed, that at the September meeting of the Finance and General Purposes Committee, Members would consider if there were additional areas that they specifically wanted Internal Audit to look at. The Internal Auditors would then be asked to undertake this work during the next audit that would take place in the Autumn/Winter of 2021.</p> <p>It was resolved that:</p> <ul style="list-style-type: none"> • The Internal Audit report be noted and presented to the Board for noting. • An additional item considering internal audit requirements for 2021/22 be added to the Agenda of the 8 September 2021 meeting. 	
3222	<p>Financial Reports</p> <p>Members reviewed all the Financial Reports presented by the AO.</p> <p><u>Management Accounts 1st April 2020 – 31st March 2021</u></p> <p>Members noted that the Management Accounts to 31st March 2021 showed a surplus of around £49,000 in comparison to the budget of around £11,000.</p> <p>The Chairman highlighted to Members two material figures on the balance sheet. The assets which showed a large increase due to the recovery of the investments since the pandemic and the Pension Fund Liability that showed a large increase.</p> <p><u>Reconciliation of the Accounts to the AGAR Statement.</u></p> <p>The AO presented the documents that supported the reconciliation of the Management Accounts to the entries on the statutory return.</p> <p><u>Annual Governance and Accountability Return 2020/21</u></p> <p>The AO informed Members that: pages 1 and 2 are for information; page 3 is completed by the Internal Auditor; pages 4 and 5 must be approved by the Board; page 6 is completed by the External Auditor.</p> <p><u>Page 4, the Annual Governance Statement.</u></p> <p>On this section the answer to question 3 was no. For all of the other questions the answer was yes. If any question was answered with a 'no' then when submitting the return, the Board needed to provide explanations and describe how the weakness was being addressed.</p> <p><u>Page 5, the Accounting Statements.</u></p> <p>AO explained that the two figures that were shown as restated were due to a clarification in the definition of staff costs.</p> <p><u>Cash Flow to 31 March 2022</u></p> <p>The cash flow showed a healthy cash balance as at 31st March 2022.</p> <p><u>Cash Flow 2021-26</u></p> <p>The AO explained to Members that the Developers Fund cash balance would become negative from 2022/23. This meant that if further Developers' Funds were not received then the AO proposed that cash was taken from the investments. The Chairman did not think that taking cash out of investments was a good thing to do. Any decision in this area could wait and it didn't need to be resolved at this meeting.</p>	

	<p><u>Pump Replacement Cash Flow to 2029</u></p> <p>The Chairman expressed that this would be entirely dependent on the pump replacement programme and its consequential financial implications. He also advised Members that he had requested that other income streams be investigated and that the PO had advised that there was no capacity at the moment.</p> <p>Mr Simms agreed that additional funding from the Public Works Loan Board should be looked into in order to provide the funds to accelerate the timings of the pump replacement programme.</p> <p>Cllr Riddle advised that he had spoken to the PO in respect of the information the Chairman had requested in respect of further income avenues. Cllr Riddle said that he would, as Chair of the Board, write to the organisations that the Chairman had put forward to ascertain if any funding was available.</p> <p>Mr Barnes added that he felt the staff already worked hard maintaining the 550km watercourse and completing routine tasks. It would be difficult to undertake additional work within the current staffing levels.</p> <p>Members felt that it was necessary to investigate additional income streams and the Chairman thanked Cllr Riddle for assistance. Members further agreed that the Public Works Loan Board may be a viable option to the Board in order to accelerate the pump replacement programme.</p> <p><u>Insurance Policies for 2021/22</u></p> <p>The AO presented the Insurance policy schedule. This schedule will be presented to the Board for approval and signing by the Chair. He informed Members that there was an additional schedule for the insurance of the temporary pumps received from the EA at Elmore Back.</p> <p>In response to a question from the Chairman, the AO advised that the correct tender policy had been followed with the insurances. He had gone out to tender to 3 companies and based on a 5-year period the Boards existing insurer provided the best quote. This is the third year of the contract.</p> <p>Mr Simms advised members that there had been a problem securing the insurance for the loaned pumps. He asked if the Boards current insurer was the best in terms of policy changes.</p> <p>The AO advised that timing had been an issue with this particular request.</p> <p>It was resolved that: The following reports be agreed:</p> <ul style="list-style-type: none"> • Reconciliation of the Accounts to the AGAR Statement as per Appendix C <p>The following reports be noted:</p> <ul style="list-style-type: none"> • The Cash Flow to 31st March 2022 as per Appendix D • The Cash Flow 2021-26 as per Appendix E • Pump Replacement Cash Flow to 2029 as per Appendix F <p>The following reports be noted and presented to the Board for noting:</p> <ul style="list-style-type: none"> • Capital Programme to 2029 as per Appendix G 	
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	<p>The following notes be agreed and presented to the Board for approval.</p> <ul style="list-style-type: none"> • Management Accounts 1st April 2020 to 31st March 2021 as per Appendix H • Annual Governance and Accountability Return 2020/21 as per Appendix I • Insurance Policies for 2021/22 as per Appendix J 	
3223	<p>Payments to be Noted.</p> <p>It was resolved that:</p> <ul style="list-style-type: none"> • The payments to be confirmed be noted as per Appendix K. 	
3224	<p>Any other item which the Chairman decides is urgent.</p> <p>Mr Simms updated members on the ability to utilise the SAGE accounting system for improved financial and project output.</p> <p>The next steps would be to confirm that the current version of Sage would meet our requirements and to obtain some external resource in order to spend time creating the reports needed. This would require input and feedback from the Committees during its development to ensure that the required outputs were achieved. Members of F&GP Committee supported this.</p>	
3225	<p>Date of Next meeting</p> <p>Members noted that the next F&GP meeting would be held on 8th September 2021.</p>	
	Meeting closed at 11.25am	

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

Treasury Management Policy

To be approved by the Board on 9th June 2021

Introduction

The primary principle governing the Board's investment criteria is the security of the financial institution in which the Board places its funds. Yield/return and liquidity are also key considerations.

1. The Board's funds

Approved Financial Institutions

The Board's principal banker is NatWest.

Cash may be deposited with any of the four main clearing banks (NatWest, Lloyds, Barclays and HSBC).

2. Accountabilities

The Treasury Sub-Committee will determine the amount of cash that is available for deposit with the four main clearing banks.

In addition to the NatWest Direct Reserve account, there will be two or three other deposit accounts.

Cash may be deposited in instant access accounts, fixed term accounts or notice accounts

If deposited in a fixed term account then the maximum fixed term period is six months.

If deposited in a notice account then the maximum notice period is six months.

The Accounts Officer to have flexibility to allocate funds between accounts in order to attract the best return. In particular the Accounts Officer is authorised to move funds between the Bonus Saver and the two Notice Accounts to increase the return of interest received on cash balances having regards to the cash flow requirements of the Board.

3. Funds received from Developers

Under minute No. 2218 at 24 June 2015 Board Meeting, the Board approved the appointment of Smith & Williamson Investment Managers. They manage the fund on a non-discretionary basis.

The Board resolved to invest £500,000 of the funds into a balanced multi asset portfolio. The income from these investments are to be re-invested.

The Treasury Sub Committee has the authority to invest future sums received from Developers. Before investing any future sums received, the Treasury Sub-Committee must take into account the cash flow requirements of the Board.

The Treasury Sub-Committee has the authority to agree into which funds these should be invested following consultation with Smith & Williamson.

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

Capital Financing and Reserves Policy

To be approved by the Board on 9th June 2021

Introduction

Reserves are an essential part of good financial management. They help the Board cope with unpredictable financial pressures and plan for future spending commitments. The purpose of this Reserves policy is to maintain an adequate level of funds to support the ongoing operations of the Board and to provide a source of internal funds for operational priorities such as rhine and ditch maintenance, pumping station running costs and repair, capital replacement and improvement programmes.

The Reserves policy will complement other governance and financial policies and will support the goals and strategies contained in strategic and operational plans.

Background

The Board is required to set a balanced budget annually, which broadly means that cash raised within the year correlates to the cash expended in that year. However variances to the budget will occur. This may result in surplus funds through unbudgeted income such as Developer Contributions, better values achieved on the sale of assets or additional income from grants, contributions and recharges. Expenditure might be greater than budgeted for example such as lower values achieved on sales of assets, greater maintenance costs than predicted or an increase in pump electricity usage.

There will also be the funding of major (capital) spend. Most purchases, mainly vehicles and plant, are resourced through internal funds which are then replenished through appropriate depreciation charges based upon the life of the assets.

However, there may be instances where monies need to be identified to fund larger capital spend items such as the replacement of pumps or significant flood alleviation and land drainage management schemes. When this occurs forward planning will need to take place in order to ensure that sufficient funds are available at the appropriate times.

Importantly, there is a requirement to manage cash flows to ensure that cash is available when needed.

Types of Reserve

There are two types of Reserves:

- Earmarked Reserves – funds that are set aside to meet known or future predicted future spending.

- Unallocated Reserves – funds that are working balances to manage cash flow and protect annual budgets against unplanned expenditure.

Reserves Held

Earmarked

- **Capital Account**

This reserve consists of the total net value/worth, (assets less liabilities) of the Individual Drainage Boards when they amalgamated in 2005 to become one entity, the Lower Severn (2005) Internal Drainage Board.

- **Developers Funds**

This reserve consists of sums received from Developers. A Developer will pay the Board an agreed sum, up front, for the Board to maintain agreed rhines, ditches and ponds over the lifespan of the Developers project within the Developers specified areas of responsibility.

Annually, an amount will be transferred from this Reserve to the Income and Expenditure Account, to cover the applicable income and maintenance costs in that year. Within the Income and Expenditure Account there will be an income entry showing the transfer of funds. The corresponding expenditure will be shown within the relevant expenditure headings.

- **Capital Expenditure**

This reserve is needed to regularly appropriate from the expected excess income arising annually from the Income and Expenditure Account a sum of such magnitude as to be sufficient to cover the expected cost of the Board's approved capital expenditure which is incorporated into its medium term financial plan. The major element of this reserve will be to cover the expected cost of replacing pumps at pumping stations to meet the 2009 Eel Regulations.

Subsequent to the purchase of an asset, annual depreciation will be applied at its appropriate rate and charged to the Income and Expenditure Account. The annual depreciation charged will be as follows:

Plant and Machinery; Motor Vehicles; Office Equipment;
Furniture and Fittings; Intangible Assets – Depreciation
25% on the reducing balance
Land - Depreciation not taken
Buildings – Depreciation over 20 years straight line, over
40 years straight line from 1 April 2021
Pumps - Depreciation over 15 years straight line

- **Pension**

This reserve is the liability, of the Board, related to the defined benefit pension scheme. Note it is a negative reserve.

- **Revaluation**

This reserve is the increase in value of land and buildings, from cost, as at 15 January 2015.

Unallocated

- **Accumulated Fund**

This reserve provides protection against unplanned expenditure. Any under spend, at the year end, is transferred to this reserve. Any over spend, at the year end, is met from this reserve.

Review of Reserves

Each reserve will be reviewed, on an annual basis by the Treasury Sub-Committee prior to review by the Board. The Board's review will form part of the annual budget setting process. Part of this review will include considering guidance published by the Association of Drainage Authorities.

Creation / Cessation of a Reserve

An earmarked reserve may be created for a specific purpose if it is agreed by the Board. Likewise the Board may close an earmarked reserve if it is no longer required. Any remaining funds in a Reserve to be closed will be transferred to another reserve.

Level of Reserves Held

The Board has no legal powers to hold reserves other than those for reasonable working capital needs, or for specifically earmarked purposes.

Earmarked Reserves will only be held for genuine and intended purposes and their levels regularly reviewed. Each Earmarked Reserve will be separately identified and enumerated.

If, at the year end, the Accumulated Fund is significantly higher than the annual Special Levies and Agricultural Rates income then an explanation will be provided by the Board. The Board's Financial Regulations state that the general provision, including a contingency, should be maintained which is equivalent to approximately 30% of the Board's annual expenditure.

Liquidity of Reserves

Reserves will be held jointly in general cash and investment accounts of the Board.

Reconciliation of the Accounts to AGAR

Not Sent

	2020/21 £	2019/20 £		
1 Balances Brought Forward				
Capital Account	666,569	666,569	0	
Balance brought forward	546,655	572,203	25,548	Surplus for 2019/20 of £58,204 plus transfer from and to Capital Reserve of -£200,000 and £116,426
Revaluation reserve	144,583	144,583	0	
Capital Reserve	553,394	371,966	-181,428	Increase in Capital Reserve in 2019/20
Developers Funds	787,963	914,678	126,715	Decrease in Developers Funds Reserve in 2019/20
Pension Reserve	-951,000	-1,276,000	-325,000	Decrease in LGPS Liability
As per Accounts	1,748,164	1,393,999	-354,165	0
Net Book Value of Fixed Assets	784,420	692,402	-92,018	Excavator JCB Hydradig and Saul Pump purchases in 2019/20
Investments	668,038	603,932	-64,106	Increase in original Investments and additional input of £150,000 2019/20
Pension Liability	-951,000	-1,276,000	-325,000	Decrease in LGPS Liability
	501,458	20,334	-481,124	0
Balances Brought Forward	1,246,706	1,373,665	126,959	0
2 Rates and Levies				
Agricultural Rates	120,427	116,673	-3,754	Increase in Rate from 9.0p to 9.3p
Special Levies	1,301,042	1,259,073	-41,969	Increase in Levy from 9.0p to 9.3p
Rates and Levies	1,421,469	1,375,746	-45,723	-3.22%

				0
3 Total Other Receipts				
Foreign Water Grant	167,339	164,058	-3,281	Annual Increase of 2%
Rechargeable Works	24,434	28,276	3,842	Reduction in rechargeable works
Application Fees	5,900	1,700	-4,200	Increase in application fees
Miscellaneous Income	300	369	69	Hosting SWADA (2019/20) and recoverable court fees
Draw down from Developers Funds	43,672	42,436	-1,236	Annual Increase of 3%
Bank Interest	1,360	6,341	4,981	Decrease in interest received
Consultancy Fees	26,304	25,830	-474	
Net profit on disposal of fixed assets	19,723	9,961	-9,762	Increase in profit on sale of fixed assets
	289,032	278,971	-10,061	0
Income from Sale of Fixed Assets				
Cost	156,071	88,826	-67,245	Disposal of Energreen 1500 and Normat Magistra Mower
Depreciation	-145,294	-84,595	60,699	Disposal of Energreen 1500 and Normat Magistra Mower
	10,777	4,231	-6,546	0
Income from Developers Funds				
Reserve at the beginning of the year	-787,963	-914,678	-126,715	Decrease in Reserve 2019/20
Reserve at the end of the year	1,014,331	787,963	-226,368	Increase in Reserve 2020/21
Less increase in Investments:				
Investments -beginning of the year	668,038	603,932	-64,106	Increase in Investments 2019/20
Additional Investments in year	0	150,000	150,000	Additional Investment into Tracker Funds 2019/20
Investments at the end of the year	-938,012	-668,038	269,974	Increase in original Investments and additional input of £150,000 2019/20
	-43,606	-40,821	2,785	0
Total Other Receipts	256,203	242,381	-13,822	-5.39%
				0
4 Staff Costs				
Payroll	727,889	707,325	-20,564	Pay Award
Long Service Awards	2,000	3,550	1,550	
Staff Costs	729,889	710,875 Restated	-19,014	-2.61%
				0
5 Loan Interest/Capital Repayments	0	0	0	0.00%

6 All Other payments

Summary

Expenditure for 12 months	1,436,096	1,396,691	-39,405	
Payroll	-729,889	-710,875	19,014	
Depreciation	-151,990	-125,012	26,978	
Decrease (Increase) in Capital Expenditure Reserve	142,087	-181,428	-323,515	
Transfer to Capital Expenditure Reserve	225,000	200,000	-25,000	
Less transfer from unallocated reserve		200,000	200,000	
Investment Purchase		150,000	150,000	
Fixed Assets Purchases	221,888	221,261	-627	
Less transfer from Capital Reserve		-116,426	-116,426	
	1,143,192	1,034,211	-108,981	0

Detail

Office Maintenance	15,595	15,245	-350	
Maintenance	191,481	193,059	1,578	
EA Levy	213,892	209,698	-4,194	Annual Increase of 2%
Motor, Travelling and Subsistence	18,912	25,293	6,381	Reduction in travel and attendance at meetings
Communications	5,551	4,591	-960	
Administration	39,350	39,145	-205	
Engineering Consultancy Fees	60,740	65,262	4,522	Reduction in non rechargeable fees
Legal and Professional Fees	5,047	6,087	1,040	
Audit and Accountancy	3,500	4,600	1,100	
Depreciation	151,990	125,012	-26,978	Increase re Spearhead Twiga SP2 purchase in 2020/21
Bank Charges	2,149	1,374	-775	
Capital Expenditure Reserve	225,000	200,000	-25,000	
	933,207	889,366	-43,841	0
Long Service Awards	-2,000	-3,550	-1,550	
Mileage Expenses	0	0	0	
Essential Car Users	0	0	0	
Depreciation	-151,990	-125,012	26,978	Increase re Spearhead Twiga SP2 purchase in 2020/21
Transfer to Capital Expenditure Reserve	142,087	-181,428	-323,515	Expenditure occurring in year
Less transfer from unallocated reserve		200,000	200,000	
Fixed Asset Additions	221,888	221,261	-627	Spearhead Twiga SP2 (2020/21), Excavator JCB Hydradig and Saul Pump purchases (2019/20)
Less transfer from Capital Reserve		-116,426	-116,426	
Investment Additions	0	150,000	150,000	Investment in Tracker Fund in 2019/20
	209,985	144,845	-65,140	0

All Other payments **1,143,192** **1,034,211 Restated** **-108,981** -9.53%

				0	0	0
7 Balances Carried Forward						
Capital Account	666,569	666,569	0			
Balance brought forward	596,060	546,655	-49,405	Surplus for 2020/21		
Transfer to Capital Reserve			0			
Revaluation reserve	144,583	144,583	0			
Capital Expenditure Reserve	411,307	553,394	142,087	Decrease in Capital Reserve in 2020/21		
Developers Funds	1,014,331	787,963	-226,368	Increase in Developers Funds		
Pension Reserve	-1,412,000	-951,000	461,000	Decrease in LGPS Liability		
As per Accounts	<u>1,420,850</u>	<u>1,748,164</u>	<u>327,314</u>	0		
			0			
Net Book Value of Tangible Fixed Assets	843,541	784,420	-59,121	Spearhead Twiga SP2 and Depreciation		
Investments	938,012	668,038	-269,974	Increase in Investments		
Pension Liability	<u>-1,412,000</u>	<u>-951,000</u>	<u>461,000</u>	Decrease in LGPS Liability		
	<u>369,553</u>	<u>501,458</u>	<u>131,905</u>	0		
Balances Carried Forward	1,051,297	1,246,706	195,409	0		
Reconciliation	0	0				
8 Total value of cash and short term investments						
Cash at bank and in hand	384,209	127,931	-256,278	Increase in cash		
Short term deposits	609,710	1,108,312	498,602	Decrease in short term deposits		
Total value of cash and short term investments	993,919	1,236,243	242,324	0		
9 Total fixed assets plus long term investments and assets						
Fixed Assets	843,541	784,420	-59,121	Spearhead Twiga SP2 and Depreciation		
Investments - at cost price	650,000	650,000	0			
Total fixed assets plus long term investments and assets	1,493,541	1,434,420	-59,121	0		
10 Total Borrowings	0	0	0	0.00%		

Lower Severn (2005) Internal Drainage Board

Appendix D 2021/22

CASH FLOW

	Note	2021										2022		
		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	forecast	forecast	forecast	forecast	forecast	forecast	forecast	forecast	forecast	forecast	forecast	forecast
NatWest No.1 A/c														
Balance b/f			38	-50	-51	-38	-60	-2	-58	-27	-14	-49	-44	-27
Other income	3		4	4	5	4	4	4	4	5	4	4	4	5
Plant & Machinery Sales			22	29	0	0	0	0	0	0	0	0	0	0
VAT			6	46	43	20	21	6	6	6	6	7	7	7
Levies	1		0	689	0	0	0	0	0	668	0	0	0	0
Rates	2		0	126	0	0	0	0	0	0	0	0	0	0
sub total			69	844	-4	-14	-36	8	-49	652	-5	-38	-33	-15
Expenditure	3		-33	-33	-33	-33	-33	-33	-33	-33	-33	-33	-33	-66
Plant			-173	-161	0	0	0	0	0	0	0	0	0	0
Pump Expenditure			-95	-95	-95	-95	-5	-5	-5	-5	-5	-5	-5	-5
Developer Expenditure			0	0	0	0	0	0	0	0	0	0	0	0
EA Levy			-12	0	0	-12	0	0	-12	0	0	-11	0	0
Salaries (paid via No.2 A/c)			-57	-57	-57	-57	-78	-78	-78	-78	-57	-57	-57	-57
Net transfers	3		250	-550	150	150	150	50	150	-550	50	100	100	100
sub total			-119	-895	-34	-46	34	-66	22	-666	-44	-5	6	-27
Balance c/f		38	-50	-51	-38	-60	-2	-58	-27	-14	-49	-44	-27	-42
Other balances														
NatWest														
No 2 Account		31	31	31	31	31	31	31	31	31	31	31	31	31
Bonus Saver	4	315	265	815	665	515	365	315	265	815	765	665	565	465
Deposit Account	5	206	206	206	206	206	206	206	106	106	106	106	106	106
Lloyds Deposit	6	328	128	128	128	128	173	173	173	173	173	173	173	173
Total		880	630	1,180	1,030	880	775	725	575	1,125	1,075	975	875	775
Developers Funds Cash														
Lloyds Deposit	6	76	76	76	76	76	31	31	31	31	31	31	31	31
All LSIDB balances		994	656	1,205	1,068	896	804	698	579	1,142	1,057	962	879	764
LSIDB Working Cash		507	227	834	756	642	578	455	319	865	764	652	552	420
Capital Reserve		411	353	295	237	178	195	212	229	246	263	279	296	313
Developer Reserve		76	76	76	76	76	31	31	31	31	31	31	31	31
		994	656	1,205	1,068	896	804	698	579	1,142	1,057	962	879	764

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

Reconciliation to Annual Budget 2021/22

	£000's		£000's
Cash Received	1,761	Closing Cash	764
Cash Spent	-1,991	Opening Cash	-994
Net Cash Movement	-230		-230
Adjust			
Plant and Machinery			
Purchases	278		
Sales	-42		
P&L non cash - Book Profit o	29		
	265		
Pump Stations			
Purchases	348		
P&L Non cash - Provision	-250		
	98		
Developers Funds			
Purchases	0		
Income			
P&L Non cash - Income	45		
	45		
Depreciation			
P&L Non cash - Provision	-211		
	-33		
Budget 2021/22	-33		
Difference	0		

Cash Flow Forecast for 2021/22 to 2025/26

Summary	2021/22 £000's	2022/23 £000's	2023/24 £000's	2024/25 £000's	2025/26 £000's
Working Capital	420	245	291	212	421
Capital Reserve	313	125	37	198	10
Developer Reserve Note 1.	31	-15	-63	-112	-163
Total Cash at Bank	764	355	265	298	268
Cash Brought Forward	994	764	355	265	298
Income	1,768	1,822	1,888	1,971	1,989
Expenditure	-1,944	-2,113	-2,079	-1,920	-2,302
Add back Depreciation	211	258	277	310	283
Less Capital Purchases	-265	-376	-176	-328	0
Cash at year end	764	355	265	298	268

Note

- 1 In order not to have a negative balance, cash will need to be transferred from the Investments.
This will occur as and when necessary.

	£000's	£000's
Cash at Bank - 1 April 2021		
Number 1 Account	38	
Number 2 Account	31	
Bonus Saver	315	
Deposit NatWest	206	
Deposit Lloyds	404	
		994
Working Capital	507	
Pump Station Reserve	411	
Developer Reserve	76	
		994
Difference		0

Detail	2021/22 £000's	2022/23 £000's	2023/24 £000's	2024/25 £000's	2025/26 £000's
Working Capital					
Cash Brought Forward	507	420	245	291	212
Income	1,768	1,822	1,888	1,971	1,989
Expenditure	-1,551	-1,604	-1,643	-1,707	-1,713
Transfer to Capital Reserve	-250	-275	-300	-325	-350
Add back Depreciation	211	258	277	310	283
Less Capital Purchases	-265	-376	-176	-328	0
Cash at year end	420	245	291	212	421
Capital Reserve					
Cash Brought Forward	411	313	125	37	198
Transfer from working capital	250	275	300	325	350
Expenditure	-348	-463	-388	-164	-538
Cash at year end	313	125	37	198	10
Developer Reserve					
Cash Brought Forward	76	31	-15	-63	-112
Income from Developers	0	0	0	0	0
Expenditure	-45	-46	-48	-49	-51
Cash at year end	31	-15	-63	-112	-163

Cash Flow Forecast for the Pump Replacement Programme

Annual Increment of £25,000 from 2018/19 to 2028/29

		£	£	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	Total
		Original Budget (June 2015)	Revised Budget	£	£	£	£	£	£	£	£	£	£	£	£	£	£
				actual	actual	actual	actual	actual	forecast	forecast	forecast	forecast	forecast	forecast	forecast	forecast	forecast
Income																	
	Provision from Income and Expenditure A/c	2,400,000	3,575,000	150,000	150,000	175,000	200,000	225,000	250,000	275,000	300,000	325,000	350,000	375,000	400,000	425,000	3,600,000
	Provision from Unallocated Reserves		320,000				200,000							120,000			320,000
	Income Total	2,400,000	3,895,000	150,000	150,000	175,000	400,000	225,000	250,000	275,000	300,000	325,000	350,000	495,000	400,000	425,000	3,920,000
Expenditure																	
Pump Station	No. of Pumps																
Oldbury	3	513,300	867,358				18,466	6,217							535,206	307,468	867,358
Marshfield	2	385,860	577,247				18,463	6,983			387,892	163,909					577,247
Lapperditch	2	352,820	514,500				19,865	13,423	17,795	463,417							514,500
Wicks Green	2	553,420	851,854				17,417	6,218					538,400	289,819			851,854
Elmore Back	2	327,391	700,000	2,891		13,540	54,151	331,674	329,936								732,192
Saul	1	169,457	180,000	6,887	24,387	55,329	90,208	2,572									179,383
	Expenditure Total	2,302,248	3,690,959	9,778	24,387	68,869	218,572	367,087	347,731	463,417	387,892	163,909	538,400	289,819	535,206	307,468	3,722,534
Net Movement in the year				140,222	125,613	106,131	181,428	-142,087	-97,731	-188,417	-87,892	161,091	-188,400	205,181	-135,206	117,532	
Reserve																	
	Balance b/f				140,222	265,835	371,966	553,394	411,307	313,576	125,159	37,267	198,358	9,958	215,140	79,934	
	In year movement			140,222	125,613	106,131	181,428	-142,087	-97,731	-188,417	-87,892	161,091	-188,400	205,181	-135,206	117,532	
	Balance c/f			140,222	265,835	371,966	553,394	411,307	313,576	125,159	37,267	198,358	9,958	215,140	79,934	197,465	197,466

Notes:

- 1 Assumes inflation of 3% per annum.
- 2 Extends the period of income required from the Income and Expenditure Account by 2 years.
- 3 Assumes two transfers of funds from Unallocated Reserves.
- 4 Moves the start date of Oldbury pump replacement from 2025/26 to 2026/27.
- 5 Moves all pump replacement back by a year from 2021/22
- 6 Extends the period of income by another year

		V2																
Cash Flow Forecast for the Pump Replacement Programme		Inflation of 3%															Extended	
Annual Increment of £25,000 from 2018/19 to 2028/29																		
	£	£	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	Total		
	Original Budget (June 2015)	Revised Budget	£	£	£	£	£	forecast	forecast	£	£	£	£	£	£	£	£	forecast
Income																		
Provision from Income and Expenditure A/c	2,400,000	3,575,000	150,000	150,000	175,000	200,000	225,000	250,000	275,000	300,000	325,000	350,000	375,000	400,000	425,000	3,600,000		
Provision from Unallocated Reserves		320,000				200,000								120,000		320,000		
	2,400,000	3,895,000	150,000	150,000	175,000	400,000	225,000	250,000	275,000	300,000	325,000	350,000	375,000	520,000	425,000	3,920,000		
Expenditure																		
Pump Station	No. of Pumps																	
Oldbury	3																	
Professional Fees - Motion						16,196	6,217							535,206	307,468	842,674		
Survey - Anthony Brookes						2,270										22,413		
Contractor -																2,270		
																0		
	513,300	867,358	0	0	0	18,466	6,217	0	0	0	0	0	0	535,206	307,468	867,358		
Marshfield	2																	
Drainage Strategy - Water Environment						2,251				387,892	163,909					551,801		
Professional Fees - Motion						14,792	6,983									2,251		
Survey - Anthony Brookes						1,420										21,775		
Contractor -																1,420		
																0		
	385,860	577,247	0	0	0	18,463	6,983	0	0	387,892	163,909	0	0	0	0	577,247		
Lapperditch	2																	
Drainage Strategy - Water Environment						2,250		17,795	463,417							481,212		
Professional Fees - Motion						16,195	13,423									2,250		
Survey - Anthony Brookes						1,420										29,618		
Contractor -																1,420		
																0		
	352,820	514,500	0	0	0	19,865	13,423	17,795	463,417	0	0	0	0	0	0	514,500		
Wicks Green	2																	
Professional Fees - Motion						16,197	6,218					538,400	289,819			828,219		
Survey - Anthony Brookes						1,220										22,415		
Contractor -																1,220		
																0		
	553,420	851,854	0	0	0	17,417	6,218	0	0	0	0	538,400	289,819	0	0	851,854		
Elmore Back	2																	
Professional Fees - Motion					7,017	52,916	174,543	329,936								329,936		
Drainage Strategy - Water Environment			2,891													234,476		
Modelling - Water Environment					6,523											2,891		
Survey - Anthony Brookes						1,235										6,523		
Pump and Drive Motors - Bedford Total £97,705 to £110,648.								97,706								1,235		
Design Element and Eel Pass Assembly - HC Water Control								59,425								97,706		
Contractor -																59,425		
																0		
	327,391	700,000	2,891	0	13,540	54,151	331,674	329,936	0	0	0	0	0	0	0	732,192		
Saul	1																	
Drainage Strategy - Water Environment			6,887	7,860												0		
Professional Fees - Motion				16,527	19,604	11,149	930									14,747		
Pump - Hidrostral					27,320	650										48,210		
Contractor - Nomenca					8,405	78,409										27,970		
Contractor - Nomenca - Retention							1,642									86,814		
																1,642		
	169,457	180,000	6,887	24,387	55,329	90,208	2,572	0	0	0	0	0	0	0	0	179,383		
Total	97,752	204,041	9,778	24,387	68,869	218,572	367,087	347,731	463,417	387,892	163,909	538,400	289,819	535,206	307,468	3,722,534		
Reserve																		
Balance b/f				140,222	265,835	371,966	553,394	411,307	313,576	125,159	37,267	198,358	9,958	95,140	79,934			
In year			140,222	125,613	106,131	181,428	-142,087	-97,731	-188,417	-87,892	161,091	-188,400	85,181	-15,206	117,532			
Balance c/f			140,222	265,835	371,966	553,394	411,307	313,576	125,159	37,267	198,358	9,958	95,140	79,934	197,465			

Notes:

- 1 Assumes inflation of 3% per annum.
- 2 Extends the period of income required from the Income and Expenditure Account by 2 years.
- 3 Assumes two transfers of funds from Unallocated Reserves.
- 4 Moves the start date of Oldbury pump replacement from 2025/26 to 2026/27.
- 5 December 2020 - Moves the start dates of Lapperditch, Marshfield, Wicks Green and Oldbury by an additional year.

Expenditure Forecast for the Capital Programme - 2020/21 to 2028/29

As at 31 March 2021

		2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	Total 2020/29	
		£	£	£	£	£	£	£	£		£	
Pump Stations												
	No. of Pumps											
Oldbury	3	6,217							535,206	307,468	848,891	
Marshfield	2	6,983			387,892	163,909					558,784	
Lapperditch	2	13,423	17,795	463,417							494,635	
Wicks Green	2	6,218					538,400	289,819			834,437	
Elmore Back	2	331,674	329,936								661,610	
Saul	1	2,572									2,572	
Pump Expenditure Total		367,087	347,731	463,417	387,892	163,909	538,400	289,819	535,206	307,468	3,400,929	0
Plant and Vehicles												
Energreen 1500		210,000									210,000	
Energreen AU11 HCH		-25,000									-25,000	
Water Level Monitoring Equipment			8,000								8,000	
Claas Mower			126,000								126,000	
Class Mower OU07 JXX			-24,000								-24,000	
Kobelco Excavator			144,000								144,000	
Hyundai WX12 CWL			-18,000								-18,000	
Energreen SPV3				400,000							400,000	
Energreen VX65 HVB				-40,000							-40,000	
Kobelco Excavator					160,000						160,000	
Kobelco Excavator WU16 T2M					-15,000						-15,000	
Isuzu Truck					35,000						35,000	
Isuzu Truck WU17 NVD					-5,000						-5,000	
Energreen SPV2						300,000					300,000	
Energreen VX65 HTA						-40,000					-40,000	
Ford Ranger Truck						40,000					40,000	
Isuzu Truck VO62 RPY						-5,000					-5,000	
Loadall/Material Handler								90,000			90,000	
Merlo Loadall WX08 OSY								-1,000			-1,000	
Claas Tractor/Mower										210,000	210,000	
Claas 697 WX14 LGO										-22,000	-22,000	
Hitachi Excavator										220,000	220,000	
Hyundai WX12 CWL										-15,000	-15,000	
JCB Wheeled Excavator										190,000	190,000	
JCB WV19 FUU										-18,000	-18,000	
Plant and Vehicles Expenditure Total		185,000	236,000	360,000	175,000	295,000	0	89,000	0	565,000	1,905,000	0
Capital Expenditure Total		552,087	583,731	823,417	562,892	458,909	538,400	378,819	535,206	872,468	5,305,929	

Details of Budget and Expenditure on Pump Stations

		Budget	Previous Years Expenditure	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	Total
		£	£	£	£	£	£	£	£	£	£		£
Pump Stations	No. of Pumps												
Oldbury	3	867,358	18,466	6,217							535,206	307,468	867,357
Marshfield	2	577,247	18,463	6,983			387,892	163,909					577,247
Lapperditch	2	514,500	19,865	13,423	17,795	463,417							514,500
Wicks Green	2	851,854	17,417	6,218					538,400	289,819			851,854
Elmore Back	2	700,000	70,582	331,674	329,936								732,192
Saul	1	180,000	176,811	2,572									179,383
Pump Expenditure Total		3,690,959	321,604	367,087	347,731	463,417	387,892	163,909	538,400	289,819	535,206	307,468	3,722,533

Details of Expenditure on Pump Stations in 2020/21

		Spend in current financial year, 2020/21, to 31 March 2021	Total Spend to date	Expected spend in current financial year from 1 April 2021	Revised Total 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
		£	£	£	£	£	£
Pump Stations	No. of Pumps						
Oldbury	3	6,217	6,217		6,217	0	-6,217
Marshfield	2	6,983	6,983		6,983	0	-6,983
Lapperditch	2	13,423	13,423		13,423	340,135	326,712
Wicks Green	2	6,218	6,218		6,218	0	-6,218
Elmore Back	2	318,317	318,317		318,317	429,418	111,101
Saul	1	2,572	2,572		2,572	3,189	617
Total		353,730	353,730	0	353,730	772,742	419,012
			0		-13,357		0
					Accrual		

Appendix H

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

BALANCE SHEET AS AT 31 MARCH 2021

	Note	£	31/03/21 £	31/03/20 £	Variance £
FIXED ASSETS					
Fixed Assets	1	843,541	843,541	784,420	59,121
LONG TERM ASSETS					
Investments		938,012	938,012	668,038	269,974
CURRENT ASSETS					
Stock +WIP		57,421		52,116	5,305
Trade debtors		38,165		6,418	31,747
Drainage rate debtors		1,513		295	1,218
Levy Debtors		0		0	0
VAT Claim		14,665		8,322	6,343
Special Levies		0		0	0
Developers Funds Due		0		0	0
Prepayments		38,383		33,535	4,848
Cash at bank and in hand		384,209		127,931	256,278
Short term deposits		609,710		1,108,312	-498,602
			1,144,066	1,336,929	-192,863
CURRENT LIABILITIES					
Trade Creditors		-41,246		-39,291	-1,955
Other Creditors		-28,372		-27,755	-617
Accrued expenses		-22,826		-23,177	351
Finance Leases due within one year		0		0	0
Prepaid Rates	2	-325		0	-325
Prepaid Levies	2	0		0	0
Special Levies		0		0	0
Prepaid Developers Funds		0		0	0
			-92,769	-90,223	-2,546
NET CURRENT ASSETS			1,051,297	1,246,706	-195,409
TOTAL ASSETS LESS CURRENT LIABILITIES			2,832,850	2,699,164	133,686
LONG TERM LIABILITIES					
Finance Leases		0		0	0
Pension scheme deficit		-1,412,000		-951,000	-461,000
			-1,412,000	-951,000	-461,000
NET ASSETS			1,420,850	1,748,164	-327,314
FINANCED BY:					
CAPITAL ACCOUNT			666,569	666,569	0
ACCUMULATED FUND					
Balance brought forward		546,655		572,203	-25,548
Surplus for the 12 months		274,405		258,026	16,379
Transfer to Capital Expenditure Reserve		-225,000		-200,000	-25,000
Additional Transfer to Capital Exp. Res.		0		-200,000	200,000
Transfer from Capital Expenditure Reserve		0		116,426	-116,426
			596,060	546,655	49,405
Developers Funds Reserve					
Avonmouth Severnside Enterprise Area (ASEA)					
Investments at cost		650,000		650,000	0
Increase in value		288,012		18,038	269,974
Investments at current value		938,012		668,038	269,974
Cash at Bank		76,319		119,925	-43,606
			1,014,331	787,963	226,368
Capital Expenditure Reserve	3		411,307	553,394	-142,087
Pension reserve			-1,412,000	-951,000	-461,000
Revaluation Reserve			144,583	144,583	0
			1,420,850	1,748,164	-327,314

Notes

1. Fixed assets include purchases, sales and depreciation for 12 months to 31 March 2021.
2. In all these cases the balance sheet has been adjusted to reflect
3. This Reserve is held as cash and increases by £18,750 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 12 MONTHS TO 31 MARCH 2021

Income	Note	Actual	Budget	Variance	31 March 2020	Variance
		£	£	£	£	£
Levies charged to Authorities	1	1,301,042	1,301,042	0	1,259,073	41,969
Agricultural Rates	1	120,427	120,427	0	116,673	3,754
Rechargeable works		24,434	2,000	22,434	28,276	-3,842
Application fees for Consents		5,900	3,000	2,900	1,700	4,200
Consultancy Fees Recharged		26,304	18,000	8,304	25,830	474
Surplus on sale of assets		19,723	13,692	6,031	9,961	9,762
Miscellaneous Income		300	0	300	369	-69
Foreign Water Grant		167,339	167,339	0	164,058	3,281
Developers Fund Contribution	1	43,672	43,672	0	42,436	1,236
Interest		1,360	6,000	-4,640	6,341	-4,981
Total		1,710,501	1,675,172	35,329	1,654,717	55,784
Expenditure						
Payroll		727,889	731,174	3,285	707,325	-20,564
Office maintenance	2	15,595	20,975	5,380	15,245	-350
Maintenance	3	191,481	203,500	12,019	193,059	1,578
EA Levy		213,892	213,893	1	209,698	-4,194
Motor travel and subsistence	4	18,912	26,246	7,334	25,293	6,381
Communications		5,551	5,250	-301	4,591	-960
Administration	5	39,350	38,583	-767	39,145	-205
Engineering Consultancy fees		60,740	45,000	-15,740	65,262	4,522
Legal and professional fees	6	5,047	3,000	-2,047	6,087	1,040
Audit and Accountancy fees		3,500	5,000	1,500	4,600	1,100
Depreciation		151,990	143,634	-8,356	125,012	-26,978
Bank charges		2,149	3,000	851	1,374	-775
Total		1,436,096	1,439,255	3,159	1,396,691	-39,405
Surplus for 12 months		274,405	235,917	38,488	258,026	16,379
Transfer to Capital Expenditure Res.		225,000	225,000	0	200,000	25,000
Net Surplus for 12 months		49,405	10,917	38,488	58,026	-8,621

The results for 12 months show a surplus of £49,405 against a budget of £10,917 a positive difference of £38,488.

The major reasons for the variances are:-

1) In all these cases the income and expenditure has been included for the 12 months irrespective of when the monies are received or paid. The appropriate adjustments are made on the balance sheet.

2) Maintenance costs analysis is as follows:

	Actual £	Budget £	Variance £	Explanation for major variances
Plant Maintenance	79,322	82,200	2,878	
Maintenance Compensation	407	1,000	593	
Vehicle, Plant	63,391	85,500	22,109	
Workshop Fixtures & Fittings	10,106	10,600	494	
Pump Station Electricity	28,788	17,000	-11,788	
Health & Safety	9,467	7,200	-2,267	
	191,481	203,500	12,019	

3) Engineering Consultancy fees are:

	Actual £	Budget £	Variance £
Non Rechargeable Fees	38,820	30,000	-8,820
Rechargeable Fees	21,920	15,000	-6,920
	60,740	45,000	-15,740

4) Surplus on sale of assets is:

	£
Energreen 1500 AU11 HCH	15,537
Laptops x2	-726
Normat Magistra Mower	4,912
	<u>19,723</u>

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2020/21

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** must be completed by the authority's internal auditor.
 - **Sections 1 and 2** must be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2021**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2021**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2021
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2020/21

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2021 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2020/21**, approved and signed, page 4
- **Section 2 - Accounting Statements 2020/21**, approved and signed, page 5

Not later than 30 September 2021 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

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

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2021.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2020) equals the balance brought forward in the current year (Box 1 of 2021).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2021**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', has an explanation been published?	✓	
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?	✓	
	Has an explanation of significant variations from last year to this year been published?	✓	
	Has the bank reconciliation as at 31 March 2021 been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2020/21

Lower Severn (2005) Internal Drainage Board

www.lowersevernldb.org.uk/

During the financial year ended 31 March 2021, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2020/21 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")</i>			✓
L. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.			✓
M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set)</i> .	✓		
N. The authority has complied with the publication requirements for 2019/20 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .	✓		
O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

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

Date(s) internal audit undertaken

06/01/2021

Name of person who carried out the internal audit

Bishop Fleming LLP

Signature of person who carried out the internal audit

Bishop Fleming LLP

Date

15/04/2021

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

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

We acknowledge as the members of:

Lower Severn (2005) Internal Drainage Board

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

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

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

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

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

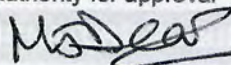
ENTER HERE THE FULL URL OF THE WEBSITE/WEBPAGE ADDRESS

Lower Severn (2005) Internal Drainage Board

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	1,246,706	1,373,665	<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i> <i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	1,421,469	1,375,746	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	256,203	242,381	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	729,889	710,875 RESTATE	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	1,143,192	1,034,211 RESTATE	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	1,051,297	1,246,706	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	993,919	1,236,243	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	1,493,541	1,434,420	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i> <i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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



Date

07/05/2021

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

as recorded in minute reference:

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

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2021; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2020/21

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

3 External auditor certificate 2020/21

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2021.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YY

Insurance Policies - 2021/22					Appendix J		
Insurer	Policy No	Cover	Renewal Date	Incl IPT 2021/22 Premium	Incl IPT 2020/21 Premium	Paid	Increase
Lloyds Syndicate ERS218 (Fenton Insurance Solutions)	50030626	Comprehensive Cover including plant, unspecified non self propelled attached or detached implements exceeding £20,000 and trailers not exceeding £100,000. Any Items are specified. Any authorised licensed driver 25 and over on Drainage Board Business and Social Domestic & Pleasure. £100 Excess accidental damage, fire, theft, windscreen.	01/04/2021	£16,279.00	£12,265.00	Mar-21	£4,014.00
Zurich Municipal	XAO 272027-0033	Material Damage, All Risks, Public/ Products/Pollution Liability £10,000,000, Employers Liability £10,000,000, Fidelity Guarantee £2,000,000, Personal Accident £500,000-£1,000,000. Excess £250 for Malicious Damage, Storm or Flood, escape of water, falling trees or branches. £100 theft, accidental damage. In addition Business interruption Insurance has been taken out to cover any additional costs in the event that the board's premises are not accessible (Fire, flood etc). The cover is £220,000 for the year.	01/04/2021	£6,911.00	£7,813.00	Mar-21	£902.00
Please Note! We are not insured for: Money, Hirers Liability, Libel & Slander, Legal Expenses & Uninsured loss recovery, Deterioration of Stock, Legal Expenses.							
Allianz Insurance Engineering (Fentons insurance Solutions)	NZ/22726215	Cover includes all pumps and related equipment. An indemnity limit of £250,000 for machinery damage/ breakdown to 12 pumps and machinery.	01/04/2021	£3,739.00	£3,171.00	Mar-21	£568.00
Nilefern t/a Nelson Policies at Lloyd's (Erskine Murray)	NP038418/04/21	Cover for Hired in Property. Sum insured £60,000. Excess of £750. Commenced 9 April 2022.	09/04/2022	£1,740.00	£0.00	Apr-21	£1,740.00
Total premiums				£28,669.00	£23,249.00		£5,420.00
This Insurance Policy Schedule has been reviewed and is agreed to be sufficient for the Lower Severn (2005) Internal Drainage Boards needs.							
Signed:..... M Riddle (Chairman)			Dated:.....		Minute Number:.....		

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

January 2021

<u>Supplier</u>	<u>Details</u>	<u>Amount Paid this Period</u>
Orchard Computer Services	Quarterly Maintenance Cover (08/12/20-07/03/21)	389.00
RS COMPONENTS LTD	Batteries & Thread Repair Kits	102.24
Taunton Trailers Ltd	Bolt on Hinges	31.50
Galleon Supplies Ltd	Hand Sanitiser, Wiper rolls	348.90
Chainsdirect Ltd	Replacement chains. Bars for Chainsaws	119.00
metals4U.co.uk	Lengths os Steel	157.56
Safetyliftinggear.com	Chainsling	73.60
The Window Film Company UK Ltd	Clear Window Film	528.00
Tincknell Fuels Ltd	2,000 litres Derv	2,265.13
Orchard Computer Services	Sonic Firewall Renewal & Anti-Virus	817.20
TESCO	Petrol for Chainsaws	42.10
HYSLOP MR R	R Hyslop - Mileages for 16/12/20	27.00
Channel Plant (A McEwen Smith)	Transportation of WX12 CWL	216.00
RS COMPONENTS LTD	Flashing eacon for WX12 CWL	45.36
RS COMPONENTS LTD	Clear plastic sheet for repairs to broken windows	239.51
ARCO LTD	Betteries	12.12
Pitney Bowes Ltd	Franking machine hire for Dec 20	15.54
BP Express Shopping Ltd	Fuel for WP18 GXY	24.18
ENVIRONMENT AGENCY	Levy net of FWG	11,638.25
RS COMPONENTS LTD	Threaded socket for WX12 CWL	16.48
MERRETT D C	Transportation of WO14 OEY	240.00
MERRETT D C	Transportation of WU16 TZM	240.00
Moorepay Ltd	Payroll VCOSTs for Dec 20	153.42
TAILORMADE OFFICE SUP.LTD	Diaries	27.00
TAILORMADE OFFICE SUP.LTD	A4 Paper, Binding Combs, Storeage Boxes	246.18
CROMWELL GROUP HOLDINGS LTD	Window Cleaner	10.44
Motion Consultants Ltd	Consultancy Advice for Severnside - Nov 20	2,376.00
Motion Consultants Ltd	Elmore back P/S Modifications - ov 20	13,668.42
Motion Consultants Ltd	Lapperditch P/S M odifications - Nov 20	3,717.00
GREENHAM TRADING LTD	Batteries & Mugs	22.64
GREENHAM TRADING LTD	Assort Sweatshirts	79.20
Bedford Pumps Ltd	Elmore Back 25% Contract Price of Pump	29,311.50
Smiths (Gloucester) Ltd	Waste Management	38.69
Holt JCB Ltd	Quarterly Service Agreement 25/10/20-24/01/21	321.20
Worldpay (UK) Ltd	Credit Card Subscription Fee for Ja 21	11.94
ASSOCIATION OF DRAINAGE AUTHORITIES	Membership Renewal for 2021	5,092.80
Skyguard Ltd T/A Peoplesafe	1 x Lone Worker Subscription	142.32
JOHN DAVIDSON (PIPES) LTD	Assort Twinwall Pipes	1,277.21
P C Jones Service Centres	Repairs to Pressure Washer	387.65
Citation Ltd	Legal Fees	319.75
Ada Lincolnshire Branch	2021/22 White Book Subscription	50.00
Worldpay (UK) Ltd	Credit Card TRAnsaction Charges	15.00
Worldpay (UK) Ltd	Vatable Charges	6.00
SOUTH GLOUCESTERSHIRE COUNCIL	Business Rates	761.00
FILTRATION LTD	Filters for WX14 LGO	80.21
Plan Communications Ltd	Mobile Phones Bill	258.00
Mole Country Stores	Rat Bait, Pressure Sprayers	101.64
Mole Country Stores	Safety Boots & Wellingtons	106.38
MERRETT D C	Hire of machine to unload screen	120.00
Concept13 Ltd	Slimbridge WLMP Monitoring Equipment	590.40
Miles Tyre & Exhaust Services	2 x Tyres for WP18 GXY	358.34
BRT Industrial Services	Bearings for Bomford Mower	199.85
BRT Industrial Services	Bearing for VX65 HTA	78.20
Blizzard Telecom Ltd	Phones Bill	166.80
Zoom Video Communications Inc.	Zoom Subscription 23/12/20-22/01/21	11.99
Giffgaff Ltd	Sim monthly plan for Slimbridge WLMP - Dec 20	8.00
MOWER DOCTOR	Stihl MS261 Chainsaw	780.00
Corona Energy	Office Electricity 01/12/20-31/12/20	472.70
Corona Energy	Oldbury P/S Electricity 01/12/20-31/12/20	3,019.08
Corona Energy	Saul P/S Electricity 01/12/20-31/12/20	38.36

No 1 Account contd

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

Page: 2

January 2021

<u>Supplier</u>	<u>Details</u>	<u>Amount Paid this Period</u>
Corona Energy	Elmore Back P/S Electricity 01/12/20-31/12/20	779.24
Corona Energy	Marshfield P/S Electricity 01/12/20-31/12/20	316.40
Corona Energy	Lapperditch P/S Electricity 01/12/20-31/12/20	650.94
Corona Energy	Wicks Green P/S Electricity 01/12/20-31/12/20	3,863.93
Mole Country Stores	Gates, Barbed Wire, Stakes	680.40
		<u>88,304.89</u>

Please note that the amounts shown above include Vat where applicable

Amount Paid this Period	88,304.89
Mole Credit	<u>(680.40)</u>
Amount Paid this Period (Supplier Invoices)	87,624.49

Bank Payments for January 2021

NatWest	Bankline Charge & Bank Charges	<u>50.92</u>
	Amount Paid this Period (Bank Payments)	50.92

Total Amount Paid this Period
£87,6754.41

No 1 Account

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

Page: 1

February 2021

<u>Supplier</u>	<u>Details</u>	<u>Amount Paid this Period</u>
Orchard Computer Services	Quarterly Maintenance Cover (08/12/20-07/03/21)	389.00
BP Express Shopping Ltd	Fuel for WU17 NVD	83.76
TESCO	Petrol for Chainsaws	30.20
Screwfix Direct Ltd	Safety Boots	94.98
Screwfix Direct Ltd	Assort Trousers	53.98
RS COMPONENTS LTD	Anderson Connector Handles	44.64
RS COMPONENTS LTD	Key safe for yard	36.56
RS COMPONENTS LTD	Disp Respirators	82.32
CROMWELL GROUP HOLDINGS LTD	Load Straps & Bin Liners	54.54
CROMWELL GROUP HOLDINGS LTD	Assort Gloves	202.32
Konica Minolta Business Solutions (UK) Ltd	Photo Copier Hire 17/01/21-16/04/21	83.88
Giffgaff Ltd	Sim monthly plan for Slimbridge WLMP - Jan 21	8.00
Cotswold Trailers Ltd	Brake Cables for TRailer	144.00
Amazon.co.uk	LaserJet Printer for Home Working	346.99
Joe Turner (Equipment) Ltd	Balancing Rotor on VX65 HTA	165.00
Joe Turner (Equipment) Ltd	Balancing Rotor on VX65 HVB	165.00
HYDRA ENGINEERING SERVICES LTD	Ram repair to VX65 HVB	415.20
Pitney Bowes Ltd	Franking Machine Hire - Jan 21	15.54
RS COMPONENTS LTD	Batteries & Magnetic Clamp	39.41
RS COMPONENTS LTD	Workshop Lighting	184.79
Konica Minolta Business Solutions (UK) Ltd	Quarterly Copy Printing 17/10/20-16/01/21	88.73
Ford Fuel Oils	Assoer Oils, lubricants, screenwash	1,023.73
CROMWELL GROUP HOLDINGS LTD	Dewalt storage box	57.60
CROMWELL GROUP HOLDINGS LTD	Body warmers	42.98
TAILORMADE OFFICE SUP.LTD	Binding Covers	21.98
TAILORMADE OFFICE SUP.LTD	HP304 Ink for LR, A4 Paper, Binding Combs,	198.05
Hydroscand Ltd	Hose assembly for VX65 HVB	45.31
M J FEWS LTD	Service on WU17 NVD	487.64
Oakham Treasures	Storage of Machines at Washingpool Farm	1,200.00
Motion Consultants Ltd	Avonmouth consultancy advice - Dec 20	2,592.00
Motion Consultants Ltd	Elmore Back P/S Modifications - Dec 20	9,228.00
Motion Consultants Ltd	Saul P/S Contract Management & Final Compltion	1,116.00
ARCO LTD	Sand bags	83.52
ARCO LTD	Handwash, Wipes	247.22
RS COMPONENTS LTD	Paper Towels	89.74
Moorepay Ltd	Payroll Costs for Jan 21	153.42
GAP SUPPLIES	Pallet of cement & 2 x loads Type 1	1,050.02
BOC LTD	12 Months Oxygen Rental	155.94
Miles Tyre & Exhaust Services	2 x Tyres for WU17 NVD	389.60
Honey Brothers Ltd	Chainsaw Trousers	199.99
Honey Brothers Ltd	Chainsaw Trousers, Gloves & Helmets	378.74
Honey Brothers Ltd	Combi Can & Socket Tool	75.60
D.W.R. Services	New security doors for Main Entrance	2,940.00
Orchard Computer Services	Laptop for MD	1,044.00
Orchard Computer Services	Installation & Configuration	211.80
Screwfix Direct Ltd	Workshop lighting	14.99
ALLCAP LTD	Padlocks	435.34
Worldpay (UK) Ltd	Credit Card Subscription for Feb 21	11.94
Smiths (Gloucester) Ltd	Waste Management	28.66
Zoom Video Communications Inc.	Zoom Subscription 23/01/21-22/02/21	11.99
Bishop Fleming LLP	Internal Audit 2020/21	1,800.00
Plan Communications Ltd	Mobile phones bill	258.00
CROMWELL GROUP HOLDINGS LTD	Assort Bolts, Screws, Nuts	224.90
Skyguard Ltd T/A Peoplesafe	Annual Subscription & 11 x Devices	788.34
Avon Hydraulics (UK) Ltd	Hose assembly for WX12 CWL	101.11
Citation Ltd	Legal Fees	319.75
Mole Country Stores	Gates, Barbed Wire, Stakes	992.88
Mole Country Stores	Safety Boots	49.99
Mole Country Stores	Gate plates & staples	100.37
Mole Country Stores	Stakes	628.74

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

February 2021

<u>Supplier</u>	<u>Details</u>	<u>Amount Paid this Period</u>
Worldpay (UK) Ltd	C/Card transaction charges - Jan	15.00
Worldpay (UK) Ltd	Vatable charges	6.28
Safetyliftinggear.com	Shackles & Chainsling	144.10
AVON ALARMS LTD	Video Entry System	1,914.00
AVON ALARMS LTD	12 months maintenance on Video Entry System	102.00
The Metal Store	Steel to repair Ridding Buckets	165.73
Tilney Ltd	Pension Consultancy 01/08/20-31/01/21	620.40
CROMWELL GROUP HOLDINGS LTD	Ratchet	31.49
CROMWELL GROUP HOLDINGS LTD	Body Warmers	85.97
Corona Energy	Wicks Green P/S Electricity 01/01/21-31/01/21	1,701.66
Corona Energy	Saul P/S Electricity 01/01/21-31/01/21	41.50
Corona Energy	Marshfield P/S Electricity 01/01/21-31/01/21	1,284.05
Corona Energy	Elmore Back P/S Electricity 01/01/21-31/01/21	874.19
Corona Energy	Lapperditch P/S Electricity 01/01/21-31/01/21	384.25
Corona Energy	Oldbury P/S Electricity 01/01/21-31/01/21	1,930.21
Corona Energy	Office Electricity 01/01/21-31/01/21	522.65
metals4U.co.uk	Steel for workshop	93.78
BRITISH TELECOM	Quarterly charge for alternative phone line	45.47
Blizzard Telecom Ltd	Office Telecoms	195.08
		<u>41,686.53</u>

Please note that the amounts shown above include Vat where applicable

Amount Paid this Period	41,686.53
Skyguard Credit	(788.34)
Acc W/O	<u>0.02</u>
Amount Paid this Period (Supplier Invoices)	40,898.21

Bank Payments for February 2021

NatWest	Bankline Charge & Bank Charges	<u>59.82</u>
	Amount Paid this Period (Bank Payments)	59.82

Total Amount Paid this Period
£40,958.03

No 1 Account

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

Page: 1

March 2021

<u>Supplier</u>	<u>Details</u>	<u>Amount Paid this Period</u>
Plates for Cars Ltd	Number Plate for WX20 FGM	26.98
Amazon.co.uk	Digital Thermometers	0.01
LEES MEND A SHOE	Keys for Main Door	69.00
Bristol Angling Centre	Tide Time Tables	63.70
Skyguard Ltd T/A Peoplesafe	Annual Subscription & 11 x Devices	1,177.26
Amazon.co.uk	Laptop for MD	16.99
RS COMPONENTS LTD	Cable for power tool repairs	70.08
Water 2 Business	Water Rates	48.51
Amazon.co.uk	Toner cartridge for printer	58.28
RS COMPONENTS LTD	Gas soldering iron kit & refill	53.65
Severn Controls Ltd	Marshfield P/S Repairs	806.40
L&S Engineers Ltd	Harness for chainsaws	17.94
TESCO	Tea, coffee, sugar, milk	14.53
Spaldings Ltd	Tyre repair kits, Gaskets & Rakes	155.70
Hydroscand Ltd	Hose assembly for WX65 HVB	35.33
Channel Plant (A McEwen Smith)	Transportation of WX12 CWL	216.00
TAILORMADE OFFICE SUP.LTD	Black toner for printer (Work from home)	69.60
MOWER DOCTOR	Chainsaw chains	51.48
ZEN INTERNET LTD	Annual cPanel Bronze charge 16/03/21-15/03/22	71.86
ZEN INTERNET LTD	Annual Domain Name Charge 14/03/21-16/03/21	9.59
SG Bailey Paints Ltd	Paint for workshop	32.40
MERRETT D C	Transportation of WU6 TZM	240.00
Moorepay Ltd	Payroll costs for Feb	153.42
Miles Tyre & Exhaust Services	Spare wiper blades	33.51
Tincknell Fuels Ltd	6767 litres Gas Oil	3,994.43
Molson Equipment Services Ltd	Labour on repairs to WU16 TZM	409.50
Molson Equipment Services Ltd	Parts on repairs to WU16 TZM	182.88
Screwfix Direct Ltd	Safety boots	179.97
Screwfix Direct Ltd	First aid kits	67.96
Orchard Computer Services	Quarterly Maintenance Cover	389.00
Honey Brothers Ltd	Bad Debt Write Off	0.02
Worldpay (UK) Ltd	Credit Card Subscripion for Feb 21	11.94
Hydroscand Ltd	2 x Hydraulic hoses for tree shears	104.60
Water Environment Ltd	Access 18 Phase 8 Modelling	14,304.00
Mole Country Stores	Gate staples, Hooks, Jerry Cans	116.66
Worldpay (UK) Ltd	C/Card Transaction Charges	15.00
Worldpay (UK) Ltd	Vatable Charges	6.06
Smiths (Gloucester) Ltd	Waste Management	38.69
Motion Consultants Ltd	Avonmouth Consultancy Advice	3,240.00
Motion Consultants Ltd	Elmore Back P/S Modifications	13,710.00
Motion Consultants Ltd	Lapperditch P/S Modifications	4,119.00
Plan Communications Ltd	Mobile Phones Bill	258.00
Citation Ltd	Legal Fees	319.75
T.H. Chamberlayne & Son	Wicks Green - Pump Attendant Fees for 2020/21	840.00
T.H. Chamberlayne & Son	Lapperditch - Pump Attendant Fees for 2020/21	840.00
T.H. Chamberlayne & Son	Marshfield - Pump Attendant Fees for 2020/21	840.00
TESCO	Petrol fro Chainsaws (No vat claimed - no receipt)	24.52
Moreton C Cullimore (Gravels) Ltd	3 x loads stone - Elmore Back P/S Track	1,042.01
Corona Energy	Saul P/S Electricity 01/02/21-28/02/21	394.80
Corona Energy	Marshfield P/S Electricity 01/02/21-28/02/21	658.51
Corona Energy	Wicks Green P/S Electricity 01/02/21-28/02/21	2,532.95
Corona Energy	Oldbury P/S Electricity 01/02/21-28/02/21	1,269.59
Corona Energy	Lapperditch P/S Electricity 01/02/21-28/02/21	319.68
Corona Energy	Elmore Back P/S Electricity 01/02/21-28/02/21	746.17
Corona Energy	Office Electricity 01/02/21-28/02/21	508.41
RIDDLE MR M	M Riddle Mileages Apr 20 - Mar 21	35.64
Zoom Video Communications Inc.	Zoom subscription 23/02/21-22/03/21	11.99
FENTON INSURANCE SOLUTIONS LTD	Engineering & Construction Insurance - Inspect. Fee	3,024.54
FENTON INSURANCE SOLUTIONS LTD	Engineering & Construction Insurance - Premium &	714.25
FENTON INSURANCE SOLUTIONS LTD	Motor Fleet Insurance 2021/22	16,279.20

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

March 2021

<u>Supplier</u>	<u>Details</u>	<u>Amount Paid this Period</u>
Zurich Insurance plc	Public Liability Insurance 2021/22	3,773.01
Zurich Insurance plc	Building & Contents Insurance 2021/22	2,500.00
HYDRA ENGINEERING SERVICES LTD	Ram repair to VX65 HVB	355.20
HYDRA ENGINEERING SERVICES LTD	Ram repair to tree shears	398.40
Giffgaff Ltd	Sim for Slimbridge WLMP	8.00
Toolstop Ltd	Tool Box	44.00
Bedford Pumps Ltd	Elmore Back 2.5% completion of installation &	5,862.31
Pitney Bowes Ltd	Franking Machine Hire - Feb 21	15.54
Zurich Municipal	Crime Policy Insurance 01/04/210-031/03/22	637.58
Blizzard Telecom Ltd	Office Telecoms	170.69
Avonmouth Engineering Services Ltd	Saul Pump Repairs	420.00
SWADA	Annual Subscription Apr 20 - Mar 21	700.00
Corona Energy	Lapperditch P/S Electricity 01/02/21-28/02/21	319.68
Corona Energy	Marshfield P/S Electricity 01/02/21-28/02/21	658.51
Corona Energy	Wicks Green P/S Electricity 01/02/21-28/02/21	2,532.95
Corona Energy	Oldbury P/S Electricity 01/02/21-28/02/21	1,269.59
Corona Energy	Saul P/S Electricity 01/02/21-28/02/21	394.80
Corona Energy	Elmore Back P/S Electricity 01/02/21-28/02/21	746.17
Corona Energy	Office Electricity 01/02/21-28/02/21	508.41
		<u>96,356.78</u>

Please note that the amounts shown above include Vat where applicable

Amount Paid this Period	96,356.78
Corona Credit	(6,430.11)
Fenton Credit	(136.67)
Swada Credit	(700.00)
Write Off	(27.01)
Amount Paid this Period (Supplier Invoices)	89,062.99

Bank Payments for March 2021

NatWest	Bankline Charge & Bank Charges	50.77
J Thomas	Payback for Giff Gaff Sim Cards (Set up in Lockdown)	<u>100.00</u>
	Amount Paid this Period (Bank Payments)	150.77

Total Amount Paid this Period
£89,213.76

Payments to be Noted Jan 21 - Mar 21

Jan 21	87,675.41
Feb 21	40,958.03
Mar 21	89,213.76
Total	£217,847.20

No 2 Account

Lower Severn (2005) Internal Drainage Board
Payments to Noted

Page: 1

January 2021 - March 2021

Date From : 01/01/2021

Date To : 31/03/2021

Payroll Reports FYI

No	Type	Date	N/C	Ref	Details	Net Amount	Tax Amount	Gross Amount	Bank Rec. B Date
92624	BP	15/01/2021	2231	D/D	Jan 21 Peoples Pension Cont - Dec 20	1,463.03	0.00	1,463.03	R 31/01/2021
92625	BP	19/01/2021	2230	D/D	LGPS Pension Cont - Dec 20	14,079.17	0.00	14,079.17	R 31/01/2021
92626	BP	22/01/2021	2210	D/D	HMRC Liability - Dec 20	12,945.62	0.00	12,945.62	R 31/01/2021
92627	BP	28/01/2021	2220	D/D	LSIDB Salary - Jan 21	33,111.09	0.00	33,111.09	R 31/01/2021
92628	BP	28/01/2021	2211	D/D	GMB Union - Jan 21	29.14	0.00	29.14	R 31/01/2021
92813	BP	15/02/2021	2231	D/D	Feb 21 Peoples Pension Cont - Jan 21	1,463.03	0.00	1,463.03	R 28/02/2021
92814	BP	19/02/2021	2230	D/D	LGPS Pension Cont - Jan 21	14,479.21	0.00	14,479.21	R 28/02/2021
92815	BP	22/02/2021	2210	D/D	HMRC Liability - Jan 21	11,273.68	0.00	11,273.68	R 28/02/2021
92816	BP	26/02/2021	2220	D/D	LSIDB Salary - Feb 21	31,777.02	0.00	31,777.02	R 28/02/2021
92817	BP	26/02/2021	2211	D/D	GMB Union - Feb 21	29.14	0.00	29.14	R 28/02/2021
93027	BP	15/03/2021	2231	D/D	Mar 21 Peoples Pension Cont - Feb 21	1,474.25	0.00	1,474.25	R 31/03/2021
93028	BP	19/03/2021	2230	D/D	LGPS Pension Cont - Feb 21	14,167.96	0.00	14,167.96	R 31/03/2021
93029	BP	22/03/2021	2210	D/D	HMRC Liability - Feb 21	13,375.94	0.00	13,375.94	R 31/03/2021
93030	BP	26/03/2021	2220	D/D	LSIDB Salary - Mar 21	31,159.53	0.00	31,159.53	R 31/03/2021
93031	BP	26/03/2021	2211	D/D	GMB Union - Mar 21	29.14	0.00	29.14	R 31/03/2021
						<u>180,856.95</u>	<u>0.00</u>	<u>180,856.95</u>	
						<u>180,856.95</u>	<u>0.00</u>	<u>180,856.95</u>	

Petty Cash

Lower Severn (2005) Internal Drainage Board

Payments to be Noted

Page: 1

Date From: 01/01/2021
Date To: 31/03/2021

January 2021 - March 2021

Bank From: 1230
Bank To: 1230

No	Type	Date	Ref	Details	Net £	Tax £	Gross £	B	Bank Rec. Date
92747	CP	03/01/2021	7511	Milk (Lockdown)	Jan 21 1.75	0.00	1.75	R	28/02/2021
92748	CP	20/01/2021	7512	Recorded Delivery (Lockdown)	2.06	0.00	2.06	R	28/02/2021
92749	CP	25/01/2021	7513	Committee Papers Posted	5.97	0.00	<u>5.97</u>	R	<u>28/02/2021</u>
92750	CP	03/02/2021	7514	Land Registry Search	Feb 21 6.00	0.00	6.00	R	28/02/2021
92751	CP	04/02/2021	7515	Recorded delivery Default	9.00	0.00	<u>9.00</u>	R	<u>28/02/2021</u>
93024	CP	08/03/2021	7516	Recorded Delivery	Mar 21 2.25	0.00	2.25	R	31/03/2021
93025	CP	11/03/2021	7517	Land Registry Search	3.00	0.00	3.00	R	31/03/2021
Totals					£ <u>30.03</u>	<u>0.00</u>	<u>30.03</u>		

Transfers Between Accounts January 2021 - March 2021

Bank	AccountName	Type	Date	Journal	Transaction Details	Amount
1200	NAT WEST ACCOUNT NO 1:	JD	08/01/2021	J1548	Tsf from Direct Res to No1 Acc	100,000.00
1200	NAT WEST ACCOUNT NO 1:	JC	08/01/2021	J1549	Tsf from No1 Acc to No2 Acc Re: Wages	-60,000.00
1200	NAT WEST ACCOUNT NO 1:	JD	22/01/2021	J1551	Tsf from Direct Res to No1 Acc	50,000.00
1200	NAT WEST ACCOUNT NO 1:	JD	10/02/2021	J1555	Tsf from Direct Res to No1 Acc	80,000.00
1200	NAT WEST ACCOUNT NO 1:	JC	10/02/2021	J1556	Tsf from No1 Acc to No2 Acc Re: Wages	-60,000.00
1200	NAT WEST ACCOUNT NO 1:	JD	10/03/2021	J1562	Tsf from Direct Res to No1 Acc	85,000.00
1200	NAT WEST ACCOUNT NO 1:	JC	10/03/2021	J1563	Tsf from No1 Acc to No2 Acc Re: Wages	-60,000.00
1200	NAT WEST ACCOUNT NO 1:	JC	22/03/2021	J1564-Chq 010935	Tsf from No1 Acc to Petty Cash	-150.00
1201	NAT WEST ACCOUNT NO 2:	JD	08/01/2021	J1549	Tsf from No1 Acc to No2 Acc Re: Wages	60,000.00
1201	NAT WEST ACCOUNT NO 2:	JD	10/02/2021	J1556	Tsf from No1 Acc to No2 Acc Re: Wages	60,000.00
1201	NAT WEST ACCOUNT NO 2:	JD	10/03/2021	J1563	Tsf from No1 Acc to No2 Acc Re: Wages	60,000.00
1230	PETTY CASH	JD	22/03/2021	J1564-Chq 010935	Tsf from No1 Acc to Petty Cash	150.00
1257	Nat West Direct Reserve Acc	JC	08/01/2021	J1548	Tsf from Direct Res to No1 Acc	-100,000.00
1257	Nat West Direct Reserve Acc	JC	22/01/2021	J1551	Tsf from Direct Res to No1 Acc	-50,000.00
1257	Nat West Direct Reserve Acc	JC	10/02/2021	J1555	Tsf from Direct Res to No1 Acc	-80,000.00
1257	Nat West Direct Reserve Acc	JC	10/03/2021	J1562	Tsf from Direct Res to No1 Acc	-85,000.00

Annual Governance and Accountability Return (AGAR) 2020/21

Introduction

For 2020/21 the Board is subject to a Limited Liability Audit. The External Auditor appointed for all IDBs is PKF Littlejohn.

The External Auditor requires the completion of the Annual Governance and Accountability Return (AGAR) 2020/21 (see attached) and the submission of supporting documentation.

There are two elements of the AGAR that the Board has to agree prior to submission to the External Auditors. The first element is Section 1 – Annual Governance Statement 2020/21 on page 4 and the second is Section 2 – Accounting Statements 2020/21 on page 5.

The Finance and General Purposes Committee, on 19 May 2021, considered the contents of the AGAR 2020/21 and the reconciliation of these figures to the management accounts for the year ending 31 March 2021. Their recommendation to the Board is contained within the minutes of their meeting.

Along with this return the Board is required to submit:

- Bank reconciliations as at 31 March 2021;
- An explanation of any significant year on year variances in the accounting statements;
- Reconciliation between Boxes 7 and 8 on page 5 of the AGAR;
- The reasons for any 'No' responses on Section 1 and a description of how the Board will address the weaknesses identified;
- Notification of the period for the exercise of public rights;
- Section 48 notice of agricultural rates and special levies;
- Evidence that the authority is registered as an employer with HMRC;
- Contact Details – Accounts Officer and Chair

Recommendations

1. **To receive and note the Annual Internal Report on page 3;**
2. **To approve the Annual Governance Statement 2020/21 - on page 4 and for the Chair and Principal Officer to sign the Annual Governance Statement;**
3. **To approve the Accounting Statements 2020/21 - on page 5 and for the Chair to sign the Accounting Statements.**

Martin Dear

Accounts Officer

Annual Governance and Accountability Return 2020/21 Part 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2020/21

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** must be completed by the authority's internal auditor.
 - **Sections 1 and 2** must be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2021**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2021**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2021
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2020/21

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2021 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2020/21**, approved and signed, page 4
- **Section 2 - Accounting Statements 2020/21**, approved and signed, page 5

Not later than 30 September 2021 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

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

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return (AGAR) 2020/21

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2021.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2020) **equals the balance brought forward** in the current year (Box 1 of 2021).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2021**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', has an explanation been published?	✓	
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?	✓	
	Has an explanation of significant variations from last year to this year been published?	✓	
	Has the bank reconciliation as at 31 March 2021 been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2020/21

Lower Severn (2005) Internal Drainage Board

www.lowersevernidb.org.uk/

During the financial year ended 31 March 2021, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2020/21 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")</i>			✓
L. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.			✓
M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set)</i> .	✓		
N. The authority has complied with the publication requirements for 2019/20 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .	✓		
O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

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

Date(s) internal audit undertaken

06/01/2021

Name of person who carried out the internal audit

Bishop Fleming LLP

Signature of person who carried out the internal audit

Bishop Fleming LLP

Date

15/04/2021

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

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

Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

Lower Severn (2005) Internal Drainage Board

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

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

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

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

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER YOUR AUTHORITY'S WEBSITE/WEBPAGE ADDRESS
www.lowersevernidb.org.uk/

Section 2 – Accounting Statements 2020/21 for

Lower Severn (2005) Internal Drainage Board

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	1,373,665	1,246,706	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	1,375,746	1,421,469	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	242,381	256,203	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	710,875 <i>RESTATE</i>	729,889	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	1,034,211 <i>RESTATE</i>	1,143,192	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	1,246,706	1,051,297	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	1,236,243	993,919	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	1,434,420	1,493,541	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

SIGNATURE REQUIRED

Date

07/05/2021

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

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

Section 3 – External Auditor's Report and Certificate 2020/21

In respect of

Lower Severn (2005) Internal Drainage Board

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2021; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2020/21

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with *Proper Practices* and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

3 External auditor certificate 2020/21

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2021.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YY

Additional Information – Annual Governance Statement 2020/21
Assurance Item Number 3

Extract From: Minutes of the meeting of the Lower Severn (2005) Internal Drainage Board
Held on Wednesday 23rd December 2020 at 10.00am

3156	<p>Elmore Back Pumping Station Update</p> <p>The Chairman advised Members that the Engineering Committee were recommending that expenditure at Elmore Back be increased by £200k.</p> <p>The Engineering Committee also agreed that a project review report would be completed to understand the issues that had arisen at Elmore Back and provided recommendations for improved project management for the remaining pump station schemes.</p> <p>The Chairman stated that after consultation with the Engineering and F&GP Committee Chairmen and the PO, the report would be presented to the next full Board meeting in February so that all Members could evaluate the report.</p> <p>He went on to announce that Mr Simms had offered to support the Officers with the pump station replacement programme. Mr Simms expertise and support were positively welcomed.</p> <p>Mr Barnes advised Members that owing to various factors, unknown when the budget was first set, there had been a significant financial increase; however, confidence was high in the revised figure.</p> <p>The PO added that whilst a review of Elmore Back was essential, this should be done at the Board meeting in February. Today's meeting was to determine whether the additional funding was to be approved. The options were: a) approve funding or b) switch off the pumps.</p> <p>The CE introduced the Boards consultant Mr Betteridge from Motion Consultant. Members noted Mr Betteridge's qualifications and valuable experience in drainage and water management. He had provided professional advice the Board for many years.</p> <p>Mr Betteridge advised that the most important cause of increased expenditure was the non - completion of a feasibility study before costing the project. Without a feasibility study, the project scope of the scheme could not be fully understood and would undoubtedly result in low confidence figures that would be subject to change.</p> <p>Miss Hewlett observed that some equipment had already been purchased in order to avoid any Brexit supply issues or increase in tariff charges.</p> <p>The LDE confirmed that £150k had already been committed in the purchase of the conveyor, screen and 50% of the cost of the pumps.</p> <p>Ald Williams had grave concerns about the implications for the Boards finances. He reminded Members that a 53% increase had already been approved in February of this year and sought reassurance that on approval today, the Board would not find themselves in this position again. He informed Members that should the rest of the programme increase in line with today's recommendation the Board would have to fund a further £1.2million of expenditure.</p> <p>The CE advised that confidence in this revised Elmore back figure was high, it would be prudent for the Board to undertake feasibility studies on the remaining pump stations and revise the figures where appropriate.</p>
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	<p>The CE was also confident that a request for a further year extension from the EA would not pose the Board any issues.</p> <p>The Chairman suggested that it might be beneficial to wait until after any pump station programme review before requesting any extension.</p> <p>Mr Simms, whilst agreeing with the concerns of Members, supported the recommendation. He felt that in order to provide a higher confidence in the financial figures it was important to review and revise the pump replacement programme in order to better understand the scope of the work and provide more effective costings.</p> <p>Generally, Members agreed that whilst the increase in expenditure brought some concerns the recommendation was supported so long as a review of the Elmore Back scheme was undertaken, the programme was revisited and figures were produced that could provide higher confidence.</p> <p>Cllr Burford was unhappy that this situation had arisen again and had no confidence in the project. He said that equipment shouldn't have been bought, and there was zero project management. He felt that Officers had been incompetent and negligent, bordering on misconduct.</p> <p>Mr Simms was confident that revised figures would provide a more accurate costing for future projects, he was uneasy with the reference to incompetence and negligence and suggested that these comments should be withdrawn.</p> <p>Cllr Burford did not wish to withdraw his comments.</p> <p>Miss Hewlett reminded Members that the Board had asked the Engineers to draw up a budget with very little information and at all times the Engineers were clear that these figures could not be held in high confidence. The Board should stand with the Engineers and she felt that the reference to misconduct was unfounded.</p> <p>The Chairman agreed and advised Members that the increase in expenditure was a reflection on the Board's actions.</p> <p>Mr Nichols asked what impact this would have on ratepayers. The AO advised that delaying the project by a year would avoid any leap in the rate/levy.</p> <p>It was resolved that:</p> <ul style="list-style-type: none"> • The Board approve the increase in expenditure for the Elmore Back Scheme to £700k; • Officers produce a project review report for consideration at the next Board meeting addressing the issues encountered at Elmore Back and containing recommendations for improved project management in respect of the remaining pumping station replacements.
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**Extract From: Minutes of the meeting of the Lower Severn (2005) Internal Drainage Board
Held on Wednesday 3rd February 2021 at 2.00 pm**

3174	<p>Pump Station Review</p> <p>By way of introducing the reports presented by the PO and Mr Simms, the Chair thanked the Review Team (comprising the PO, LDE, CE and Mr Simms) for the timely work they had done to review and report back with recommendations in respect of the pump replacement programme.</p> <p>The PO addressed Member concerns about the costs and timescale of the Elmore Back scheme and the use of consultants. The report chronicled the history of the project from June 2015 to December 2020 and acknowledged the lack of clearly defined inputs and outputs, managerial responsibility and financial controls which adversely affected the smooth process of the project from the outset. Nonetheless, the Engineers had engaged proactively at the scheme's inception, calling upon expert advice and professional experience from external agencies like the Environment Agency, Water Environment, Motion Consultants, Bedford Pumps and Severn Controls. This process highlighted a number of important lessons going forward. The PO added that the Board's Internal Auditors had confirmed that a proper procurement procedure had been followed.</p> <p>Mr Simms advised Members that he had reviewed the entire pumping station programme. He explained that the first phase for any project was 'initiation', followed by planning, execution, monitoring and evaluation. He also asked Members to note that because the Board's income stream was limited, any increase to costs would result in a delay to the project completion date.</p> <p>Mr Simms acknowledged the honesty of the Officers in undertaking this review and their continued desire to make this a good legacy project for the Board notwithstanding the fact that the Board's approval of the programme was driven by a need for compliance with the 2009 Eel Regulations.</p> <p>He stated that the initiation phase of the project had been very weak and that the Board should have been more proactive. No feasibility study had been carried out and many areas had not been fully considered such as:</p> <ul style="list-style-type: none"> • Resources • Possible training requirements • Understanding of the scope • Assignment of a project manager/project lead • Contracts in place with external resource • Insufficient monitoring in previous years • Establishing reporting routes • Agreeing deliverables to measure against • A small working group to provide support <p>Mr Simms was confident that the remaining four pumping stations could be delivered using good project management principles which would include a solid initiation phase. In a lengthy debate, Members expressed concerns in the following areas:</p> <ul style="list-style-type: none"> • The amount spent on consultation fees • No detailed breakdown of consultancy costs • The lack of contract documentation and risk assessments • The omission of competitive tendering • The lack of discussion with ADA or other IDBs undertaking similar projects • A possible breach of the procurement process <p>Some Members felt that all activities should be suspended immediately; other Members recognised the danger of a disruptive and costly outcome for the Elmore Back scheme, with the</p>	
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	<p>works due to start on 1 March 2021, if such a course of action were to be adopted. It was agreed that it would be better to continue with Elmore Back and suspend all other works involving external consultants temporarily.</p> <p>Members further discussed at length Cllr Burford proposal that all works involving Motion should cease immediately. Again, whilst some Members were in agreement others felt that this would have unfavourable consequences for the Avonmouth Severnside Enterprise Area.</p> <p>Mr Simms made five recommendations to the Board and these were supplemented by further recommendations from Ald C Williams [Recommendation 6] and Cllr Burford [Recommendation 7]. A recommendation proposed by Cllr Burford to the effect that the Board should issue a statement to ratepayers and levying Councils warning that there may be some delay in the completion of the pumping station replacement programme was not seconded and therefore fell.</p> <p>An amendment to Recommendation 1 by Cllr Burford to the effect that Motion Consultants be asked to take part in a competitive tendering exercise, in compliance with the Board's procurement processes, for the completion of the Elmore scheme was defeated by 9 votes to 5.</p> <p>The Chair then put each recommendation to the vote and</p> <p>It was resolved that:</p> <ul style="list-style-type: none"> • (1) on a 'value for money' basis, the Elmore Pumping Station be continued to completion, specifically stating the work required by Motion to complete this phase and asking Motion to quote for this work subject to compliance with the Board's procurement process; • (2) the remaining pump stations be delayed until the Steering Group carries out a project review, set against good project management principles, to establish our strategy for the management and organisation for the successful delivery of the remaining pump stations; • (3) the Board establishes a small 'Project Board/Project Steering group' to monitor project change and support this important legacy project, its composition, reporting route, terms of reference, to be determined; • (4) The content of the Avonmouth Development work be reviewed to establish the most effective way to execute this work and arrangements with Motion be suspended until the review is complete; • (5) the project related training requirements of the staff be reviewed to assist and give support to the successful delivery of the project; • (6) Officers be requested to investigate additional income streams to assist the funding of the pump replacement scheme; and • (7) other projects/procurements costing over £10,000 be reviewed to ensure their compliance with Financial Regulations. 	
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Copy of Email to National Audit Office from Matthew Riddle, Chair
Dated Monday 22nd February 2021

From: Matthew Riddle
Sent: 22 February 2021 21:07
To: enquiries@nao.org.uk
Subject: Lower Severn Internal Drainage Board

Dear Sir/ Madam,

with regard to your website where you offer help and support, and with regard your report into Internal Drainage Boards of 2017, I am contacting you as the Chair of the Lower Severn Internal Drainage Board for advice and support about an issue that was reported at our last Board Meeting earlier this month.

It was reported that Mr Richard Bettridge and Motion Consultants Ltd (initially it was just him, but in recent years he has become part of Motion Consultants Ltd) has been working for the Lower Severn Internal Drainage Board for the last 25 years as a consultant engineer without a contract and without a competitive tender ever been undertaken. This is an issue that has never been flagged up by any internal or external audit over this time. I must stress that no one has ever questioned the quality of his or Motion Consultants Ltd's work and we find it of a good standard.

At the Board meeting, when this was reported, Members resolved to :

Other projects/procurements costing over £10,000 be reviewed to ensure their compliance with Financial Regulations. That work is now being undertaken.

In addition to that I have recently :

1. Undertaken an audit of the procurement paperwork of the last three pieces of equipment that the Board purchased and I found that to be sound.
2. Requested that all members staff involved in procurement have training regarding procurement procedures and the Board's Financial Regulations (the Chair of the Finance and General Purposes Committee will also sit in on the training). This training will take place in March, externally by Bristol City Council Legal and Procurement Officers.
3. I have discussed the issue with the Chief Executive of Association of Drainage Authorities and informed him of the actions I and the Board have taken to date.

Therefore, any further advice or help you can give, would be most welcome.

Yours faithfully,

Cllr Matthew Riddle

Chair, Lower Severn Internal Drainage Board

Extract From: Minutes of the additional meeting of the Lower Severn (2005) Internal Drainage Board
Held on Wednesday 28th April 2021 at 2.00 pm

3212	<p>Report from Project Steering Group</p> <p>The Chair advised Members that since the December Board meeting Mr Simms had been working closely with the LDE and CE to provide project management support. The Chair thanked Mr Simms for the considerable amount of time he had spent on this to date.</p> <p>The Board had resolved to set up a Project Steering Group (PSG). Mr Simms extended to up this group and thanks were given to Miss Hewlett, Ald Williams the LDE, CE and PO who comprised this group</p> <p>Mr Simms updated Members as to the work that the PSG had undertaken to date. The group had tried to keep the Elmore Back project moving operationally and stated that the group always worked towards unanimity in its decision making.</p> <p><u>Review of Elmore Back</u></p> <p>The review at Elmore back had found no evidence to suggest anything other than best endeavours had been employed on this project.</p> <p>The LDE was appointed as project lead and Mr Simms was complimentary of the working relationship between the LDE and CE.</p> <p>He advised that a live risk register was now in place and that all costs had been re-examined. As part of accountability, financial statements were produced and reviewed monthly. He explained to Members that the nature of this project will see cost variations emerging but that regular review would provide risk mitigation and explanation.</p> <p>There were a number of factors that prevented the Elmore Back original start date from being met and these were:</p> <ul style="list-style-type: none"> • Unclear pumping requirements • Access to the site • Lack of EA consent • No contractual arrangements • Changes to specification that had adverse effects on the project • Communications with the EA <p>Mr Simms was pleased to confirm to Members that since then the access to the pump station has been resolved with the IDB carrying out these works providing a significant cost saving. The group had also managed to secure the use of pumps from the EA at no charge. The IDB would insure these pumps and provide the fuel. Finally, there was a contract in place between the IDB and Aqua Management. At this point in time there was nothing to suggest that the project would overrun.</p> <p>Mr Simms explained that the project was a complex one and none of the previous pumps including Elmore Back had been subject to a sufficient initiation phase. Members to note that the IDB was set up to deal with the day to day running and maintenance of the 550km watercourse and staff were not trained sufficiently to run Capital Programmes.</p>
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	<p>The Capital Programme could not be run efficiently when only reporting to the Board three to four times a year and the PSG would be able to steer, provide support and ensure good practice whilst overseeing the day to day running of operations.</p> <p>Mr Simms also expressed how a lack of financial reporting had made the reporting arrangements laborious and requested that SAGE be investigated to see if there was the option to provide better reporting on the Capital Programme.</p> <p>The PSG had also produced terms of reference for Members' consideration.</p> <p><u>Sevenside and Avonmouth Enterprise Area.</u></p> <p>Mr Simms advised the Board that Water Environment were engaged in modelling and reporting work in respect of development. Motion were also used to provide drawings and support with developer negotiations at this location.</p> <p>The PSG agreed that present arrangements should continue in the short term in view of the risk of application decisions not being given within the required time frame.</p> <p>A full review of these arrangements was planned.</p> <p>In response to Members questions as to Motions Consultancy fees to date for Elmore Back, Mr Simms advised Members that as there were no defined deliverables it was difficult to measure value for money and therefore Members needed to make their own judgement on this.</p> <p>Cllr Burford expressed concerns that as no tender exercise was carried out that Members couldn't know whether this was value for money and agreed that it was key to agree a specification before speaking with possible suppliers. He raised concerns that Motion may have been carrying out works that could be completed in-house and asked whether the PSG had the authority to makes these decisions. He also stated that Water Environment Ltd should also have been subjected to the tendering processes and asked if there was a penalty should applications made via Sevenside and Avonmouth Enterprise Area not be determined within a certain time frame.</p> <p>Ald Williams added that compliance training issues needed to be addressed and felt that the Board was unaware of the Public Contracts Regulations 2015.</p> <p>Miss Hewlett advised that the PSG had moved as quickly as possible and given a considerable amount of time to date; that everything had been done with the best intentions within the available time frames. Decisions needed to be made as there wasn't time to wait for the next Board meeting.</p> <p>The Chaired informed Members that he was going to bring a report on the Board's structure to a future Board meeting.</p> <p>Mr Godwin proposed that a local representative should make up part of the Project Steering Group and Mr Simms agreed.</p> <p>Cllr Howells agreed with Cllr Burford and felt that Motion's costs for Elmore Back should be subjected to further investigation.</p> <p>Miss Hewlett explained that Motion completed a considerable amount of work and support to the Board that some Members may not be aware of including but not limited to: Hydraulic modelling, designing, tendering and liaison with suppliers and developers.</p>
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	<p>Cllr Burford expressed concerns that some Members were defending Motion Consultants and proposed a notice of motion to be considered by the Board.</p> <p>The Chair advised that any new motion needed to be submitted before the meeting and therefore it couldn't be accepted. An amendment to an existing recommendation could be proposed.</p> <p>Cllr Burford was disgusted that the motion wasn't allowed in a bid to find out what had happened with the failure to tender and follow procedure.</p> <p>Mr Simms objected to Cllr Burford's comment that Members were defending Motion and explained that it was damaging to cease operations midway through projects.</p> <p>The PSG made 5 recommendations to the Board.</p> <p>An amendment to recommendation 4 to the effect that Motion Consultants Limited and Water Environment Limited continue to support the Boards regulatory work in the Avonmouth Severnside Enterprise Area only after a tender and contract process has been completed was defeated by 13 votes to 3.</p> <p>Whilst some Members felt that this amendment should be carried, other Members expressed concerns as to what would happen with the current applications if the IDB didn't have access to the modelling software. Developers may not comply with the IDB recommended method of drainage. The Board had worked with developers for many years to achieve the best outcomes. Miss Hewlett explained to Members that the review into the Avonmouth Severnside Enterprise Area was the priority for the PSG and they looked to report to the Board at earliest opportunity. The report would provide Members with a full review and inform for future decision-making</p> <p>The Chair then put each recommendation to the vote and</p> <p>It was resolved that:</p> <ul style="list-style-type: none"> • (1) the Terms of Reference be noted; • (2) That compliance training be given to all the Chairs and Vice Chairs of each Committee and the Board, and any other Members wishing to receive it; • (3) the PO and AO explore an upgrade of the current Sage accounts system that is capable of meeting 'best practice' project management demands, clear and concise reporting with regards to the Capital Programme, and providing any financial reports required by Officers and Committees. • (4) Motion Consultants Limited be allowed to continue to support the Board's regulatory work in the Avonmouth Severnside Enterprise Area, during the Project Steering Group's review; and • (5) Officers receive training in project and contract management.
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KEY: PO – Principal Officer
LDE – Land Drainage Engineer
CE – Civil Engineer
AO – Accounts Officer

PROJECT STEERING GROUP- REPORT TO THE FULL BOARD MEETING JUNE 2021

The following Terms of Reference were noted at the Board Meeting of 28th April 2021:

1. To ensure the Elmore Back pumping station project is delivered in accordance with all agreed financial, contractual and regulatory processes.
2. To develop and oversee an accountable strategy for the project management and successful delivery of the remaining pumping stations in accordance with all agreed financial, contractual and regulatory processes, subject to Board approval
3. To review the content of the Avonmouth Severnside Enterprise Area work, and develop and oversee a strategy which delivers it in the most cost-effective and accountable way, subject to Board approval
4. To review the accountability procedures and project management skills of current officers relating to the remaining pumping stations projects and the Avonmouth Severnside Enterprise Area work, and make recommendations to the Board should this need to be strengthened.
5. To submit regular progress reports to the Board.

In addition, at the meeting of the 28th April 2021 the following recommendations were agreed:

Recommendation: That compliance training be given to all chairmen and vice chairmen of each Committee and the Board, and any other members wishing to receive it.

Recommendation: That the Principal Officer and Accounts Officer explore an upgrade of the current Sage Accounting system that is capable of meeting 'best practice' project management demands, clear and concise reporting with regard to the capital programme, and any financial reports required by Officers and Committees. Their proposal should be put to the Board at its next meeting.

Recommendation: That Motion Consultants Limited continues to support the Board's regulatory work in the Avonmouth Severnside Enterprise Area during the Project Steering Group's review.

Recommendation: That Officers receive training in project and contract management.

Project Steering Group – Update

1. I reluctantly have to report to the Board that due to significant other commitments Rose Hewlett has resigned from the Project Steering Group. I would like to thank her for the significant contribution that she has made and the personal support that she has given me throughout her time with the group.
2. The Elmore project is running well and to programme. The pumping station structure has now been demolished and we are 'overpumping' using Environment Agency equipment. Due to a period of unusually high rainfall we have deployed a further two pumps due to excessive

flooding in the area. It is expected this additional pumping will continue for no more than four weeks. Currently there are no variances to the agreed budget

AS WAS!



NOW!



3. We have carried a number of exploratory discussions concerning the 'Sage' accounting system to establish the systems current capability and to examine the coding structure which is currently deployed. The current limitations result in manual interventions to provide financial accounts reporting as well as a lack of, readily available, reporting mechanisms for individual projects and, for example, vital reporting, on individual machinery, to enable better informed new machine selection. The new system will greatly streamline our reporting capability and will minimise manual intervention. The proposed way forward is to seek 'Sage' advice on our current system capability, upgrade if it is necessary and temporarily employ a suitable resource to populate the new coding structure (approx. two months). It is of note that we currently have a high level coded structure so we are assured that this provides accurate data for all of our financial activities. There will be opportunity for trialling outputs to ensure that the resultant reporting meets the needs of the Internal Drainage Board. Both Principal Officer and Finance Officer are supportive of this action.
4. With the Elmore project in a satisfactory status we have carried out a full review of the processes deployed to facilitate our role as 'regulator' in 'Flood Defence Applications' in the Avonmouth Severnside Enterprise Area. Our objective is to capture detailed process information and understanding for all of the key stages in these processes taking full account of the inputs made by consultancies i.e. Motion and Water Management. We are at a stage where we believe that collectively we understand these processes and to achieve this we have fully engaged both James Thomas and Kieran Warren, James having a detailed long established knowledge and experience of this work.

To progress this work James/Kieran are working on a draft document detailing this work in preparation for its consideration by independent expertise. We are working in a staged approach which will deal with each part of the contracted work separately. A link has been established with Bristol City Council, through the 'Procurement and Financial Regulations' training event, who has offered to provide assistance in this matter. They have a lot of experience in this field, as a public body they will most certainly operate a procurement process that will be applicable to an IDB with all the documentation adaptable and able to meet our needs, they are also equipped to give an independent legal view. In practical terms, to make progress, we will complete the preparation of the process of how the work of 'Water Environment' is currently carried out and procured. This work will be shared with our colleagues in Bristol City Council to enable them to access it against their procurement process and to consider any recommendations they make.

5. Within the PSG scope of work and its findings the important matter of training, qualification and experience was highlighted. As a result officers of the IDB, the Board Chairman and the Chairman of the F & GP committee attended a part day awareness session on procurement and financial regulations. In addition the Principal Officer is re-establishing the staff appraisal system which will facilitate the forum for identifying individual development opportunities for all staff.
6. Currently, for Elmore, we have an established project management arrangement in line with best project management practice. Every consideration is now being given to the four remaining pumping stations and their refurbishment. There is no doubt that there are many advantages in continuing to finish the remaining pumping stations rather than have a 'delayed'

approach purely due to cash flow constraints which would stretch the project out to completion possibly as far as 2031 resulting in the loss of the following advantages:

- i. Continuity of experience gained from Elmore and subsequent refurbishments.
- ii. To give better protection against any long term impact of inflationary financial influences.
- iii. The utilisation of local and known suppliers of services and appropriate equipment supply.
- iv. Stable and knowledgeable Staff and Board members.
- v. An organisational strategy can be deployment without a long term diversion of a significant project management environment.

To take advantage of a shorter deployment time of refurbishing the remaining pumping station there needs to be a strategic review of the 'source of funds' that can be made available to complete the remaining pumping stations in a timescale in 2/3 years rather than the currently planned 8/10 years. The outcome of the financial review will necessarily impact on the future organisation of the IDB which therefore needs to be part of the strategic review. For example, other sources such as grants and from charitable organisations, release of some of the IDB's investment funds and consideration of the Public Works Loan Board facility need to be considered.

A paper will be presented to the Full Board to consider this matter. As part of this activity the Chairman, of the Board, is currently investigating the grants and charities sector to establish if monies are available for our purposes.

Geoff Simms
Board Member

MEETING: FULL BOARD

MEETING DATE: 09/06/2021

REF: MR

REPORT BY: M Riddle

REVIEW OF THE BOARD'S STRUCTURE AND ORGANISATION

Recommendation: That a Working Group is formed to review the Board and Committee structure, the role of the Chairman, Vice Chairman, Committee Chairman, Terms of References, Delegations, Standing Orders, Financial Regulations, timing and frequency of meetings and that it brings forward recommendations to the Board.

The Lower Severn Internal Drainage Board in its current structure and organisation has remained unchanged for over five years now. Historically the Board's work was done by the main Board, an Engineering Committee that met once a year to approve machinery purchases and an Inspection Committee that met on 'as needs' basis to look at issues in 'the field'. The Finance and General Purposes Committee, Staff and Pension Committee, and Governance and Probity Committee were then created, and the Inspection Committee removed.

During this time, the Board's main activities remain the maintenance of water courses, the operation of the six pumping stations and the consenting of drainage permits in the Avonmouth and Severnside Enterprise Area. In more recent years, the Board has started a capital programme replacing the six pumping stations to adhere to Eel Regulations. This programme will also bring the benefits of having new modern pumping stations, with remote monitoring, automatic cleaning, greater capacity to discharge water quicker and future proofing for climate change.

However, it has been a challenge as the Board is not set up organisationally or financially to undertake these once in a generation, larger capital works. The work so far on the pumping station replacement programme has flagged up issues which I believe need be considered and addressed going forward.

To that end I am proposing that the Board forms a Working Group to review and bring forward recommendations for the Board to consider. It will cover the following: Board and Committee structure, the role of the Chairman, Vice Chairman, Committee Chairman, Terms of References, Delegations, Standing Orders and Financial Regulations.

The Working Group's final recommendations will not be made until the Board has decided the future programme for the four remaining pumping stations. If the present pumping station replacement programme, ie over the next eight years, is continued, the Board structure and organisation might need to be different compared for example, to a two-year programme.

I propose to ask the Vice Chairman of the Board, the three other Committee Chairman, two other Board Members and the Principal Officer, to join me on the Working Group.

Matthew Riddle
Chairman LSIDB

LAND DRAINAGE ENGINEERS REPORT

Introduction

The dredging programme across the Boards district has continued since February which was aided by very dry ground conditions and low water levels in the watercourses during early spring. However, this all changed at the beginning of the month. We experienced heavy rainfall, very wet ground conditions and currently on track for the wettest and coldest May on record.

The exceptional rainfall has also caused high water levels at Elmore Back which meant having to draft in 2 more additional temporary pumps to evacuate water from the catchment into the River Severn whilst works continue on the existing pump station.

Dredging Programme 2021

Maintenance work on the Stony Brook, Bosbury has been completed which consisted of desilting and blockage/tree removal along 2330m of the watercourse.

A short length of watercourse (total 300m) was also dredged after vegetation clearance at Pugh's sale ground just to the south of Ledbury.

The machine travelled further south of Ledbury and carried out tree clearance/dredging to a couple short lengths of channel approx. 400m at Donnington which have never been maintained since our amalgamation with the West Gloucestershire Board.

Works were also carried out to 3 watercourses south of Staunton totalling 440m which discharge into the Glynch Brook. The LDE contacted the Environment Agency regarding obstructions to the flow in the Glynch which is classified as main river.

In addition, 3 other adopted watercourses which are tributaries to the Leadon, west of Staunton were also maintained.

Dredging work is currently been undertaken at Wellington Heath.

Dredging is still continuing at Ingst, South Gloucestershire (approx. 2500m), together with the installation of a series of new access culverts and gateways for the Boards use between different land holdings which will save time in the future when carrying out routine maintenance activities.

Tree cutting and vegetation clearance has been undertaken at Pilning adjacent to the Chesil Pill to allow easier access for the Boards machinery in the future.

The Salt and West Rhines at Western Approach, Severn Beach (approx. 4850m) are currently being dredged and in the near future we are undertaking a rechargeable task for a developer at Hallen which involves the reconditioning of several drainage channels and rhine crossings so that the Board can maintain the channels in the future after receiving a commuted sum.

Machinery 2021/2022

The LDE placed orders for a new Claas tractor, Bomford mower and Hitachi at the beginning of the year and delivery is imminent.

We will be part exchanging the existing Kobelco tracked excavator with Hitachi who valued the machine at £30,000.

The LDE sold the Noremat Magistra Mower via ebay in the sum of £6500.

Recommendations:

That the report be noted

*James Druett
Land Drainage Engineer*

MEETING: FULL BOARD

MEETING DATE: 09/06/2021

REF: JT

REPORT BY: Civil Engineer

CIVIL ENGINEERS REPORT

Introduction

The first few months of 2021 have seen a marked increase in the interest in development in the extant planning consent area of Severnside. There appears to be an upturn in the requirement for distribution centres and the installation of the new motorway junction on the M49 seems to have increased interest in the area as a whole given the transport links that benefit this part of the South West. With the beginning of the ASEA Ecology Mitigation and Flood Defence Scheme, developers appear confident in investing in construction in the area.

Airliquid, Kings Weston Lane, Avonmouth

A relatively small site that is on the periphery of the wider Cabot Park area. An area wide charge of £14,790 has been agreed to facilitate the development.

New Transport Yard, Area F Hallen

Land Drainage Consent has been refused on the grounds that the developer has refused to undertake the appropriate modelling assessment to allow the consent to be reviewed responsibly. Negotiations are ongoing with the developer to ensure that the assessment is carried out.

Flogas Pipeline

A new Flogas pipeline is being designed and consents are being sought for watercourse crossing and accesses. The Civil Engineer and Land Drainage Engineer have met with the companies agents for informal consultations on the route and crossing methods.

ASEA Ecological Mitigation and Flood Defence Scheme

The latest batch of consents have been issued after detailed consultation with Mott Macdonald who are acting as consultants for the project.

National Grid Hinkley to Sea Bank HV Connector

All Land Drainage Consents have now been issued for all crossing and works adjacent to watercourses. This has been an 18 month consultation process.

Land East of M49

Having gone quiet for around 3 years Arup who represent the developer are looking to begin installing the transport infrastructure for a large scale development. This represents a particularly challenging technical exercise given the area is very low and the development will reduce the available fluvial flood storage. A large amount of technical appraisal has been undertaken and the area has benefitted from the construction of a new tunnel underneath the M49. There is still a large amount of technical negotiation to be undertaken with the developer.

Recommendations:

The report be noted.

James Thomas
Civil Engineer