

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

# F&GP Meeting

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Wednesday 11th December 2019

**The Gables Hotel, Falfield**  
**10.30am**

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

## **TERMS OF REFERENCE OF FINANCE AND GENERAL PURPOSES COMMITTEE**

**Approved 22 June 2016 Minute No.2349 (a)**

### **Matters for determination by the Committee.**

1. The appointment of Internal Auditors.
2. Consideration of any Report or Opinion from the Internal Auditors.
3. Consideration of a summary of internal audit work undertaken (whether of a financial or ethical nature).
4. Commissioning work from either the Internal or External Auditor.
5. The approval/revision of the Risk Register.
6. The approval/revision of the Business Continuity Plan.
7. Reviewing payments made.
8. The recovery of rate arrears and sundry debts.
9. To monitor spending against the approved budget.

### **Matters for recommendation by the Committee to the Board**

10. To consider the Annual Budget and Rate Setting prior to the February Board meeting in each year.
11. To review the Annual Business Plan.
12. To review the Medium Term Financial Plan.
13. To monitor the Board's Treasury Management policies and practices.
14. To keep under review the Board's insurance policies.
15. To liaise with the National Audit Office or any successor or equivalent, regarding the appointment of the External Auditor.
16. To consider any letter or report issued by the External Auditor.
17. To ensure the effective monitoring and review of policies and strategies.
18. To consider legislative changes (or proposed legislative changes) which may affect the Board's statutory functions.
19. To identify any Member training needs in various aspects of the Board's responsibilities.

**Minutes of the Finance & General Purposes Committee of the  
Lower Severn (2005) Internal Drainage Board  
Meeting held Wednesday 11<sup>th</sup> September 2019 at 10.30 am  
At the Gables Hotel Falfield**

Present:

Ald C Williams  
Cllr P Abraham  
Mr J Hore  
Mr G Littleton

Chairman

Mr Simms  
Cllr M Riddle  
Mr M Barnes

Martin Dear  
Kieran Warren  
Louise Reading

Accounts Officer  
Principal Officer  
Minutes

AO  
PO

<b>2905</b>	<b>Apologies:</b> No apologies were received.	
<b>2906</b>	<b>Chairman's Announcements</b> There were no Chairman's announcements.	
<b>2907</b>	<b>Declarations of Interest</b> There were no declarations of interest.	
<b>2908</b>	<b>Minutes of the Previous Meeting</b>  <b>It was resolved that:</b> <ul style="list-style-type: none"> <li><b>The minutes of the Finance &amp; General Purposes Committee Meeting held on 22<sup>nd</sup> May 2019 be approved.</b></li> </ul>	
<b>2909</b>	<b>Actions from the previous minutes.</b>  Actions 1, 2, 4, 5, 6 & 7 are complete.  Action 3 The PO has investigated purchasing training. There is a fixed format to the training offered by several of the providers. The Officers have devised a set of specific requirements and the research for a provider is ongoing.  Action 8 The AO informed the members that the second phone line noted on the payment to be confirmed, is a backup line in case we suffer a loss of internet service; our main phone system runs over the internet.	
<b>2910</b>	<b>Matters Arising from the Minutes</b>  <u>Minute 2867 Capital Programme</u> Members agreed with Mr Simms question that the validity, need and value of the works undertaken on the Capital Programme would be the prime purpose when allocating reserves.  The Capital Programme is driven by the Engineering Committee and Ald Williams informed the Members that he hadn't appreciated that the Engineering Committee only met once a year.  Members felt that the Engineering Committee may need to meet more frequently.  Mr Barnes explained that historically the Engineering Committee had focused on the purchase of machinery. He noted that it would be	

	<p>prudent to have another meeting each year and this would allow them to develop a capital programme.</p> <p>The PO summarised that a report was being prepared for an Engineering Committee meeting and once approved it would go to the Finance and General Purposes Committee for consideration of the financial implications and then to the Board for approval.</p> <p><u>Bristol Mayor Visit to Avonmouth.</u> Cllr Riddle advised the Members that he had spoken with Marvin Rees to arrange a tour around Avonmouth/ Severnside.</p>	
2911	<p><b>Treasury Sub Committee Report.</b> Ald Williams informed Members they had agreed to seek advice on investing £150,000 of developer's funds into a Worldwide Tracker.</p> <p>Members noted the Treasury Minutes.</p>	
2912	<p><b>Risk Register</b> There were no major changes to the Risk Register this year.</p> <p>Mr Simms requested that the annual changes be highlighted for ease when reporting to the Finance and General Purposes Committee.</p> <p><b>It was resolved that:</b></p> <ul style="list-style-type: none"> <li>• <b>The Risk Register be forwarded to the Board for noting as per Appendix A.</b></li> </ul>	
2913	<p><b>Financial Reports</b> <u>Management Accounts 1<sup>st</sup> April 2019 – 30<sup>th</sup> June 2019</u> The Members agreed the first quarters Management Accounts.</p> <p><b>It was resolved that:</b></p> <ul style="list-style-type: none"> <li>• <b>The Management Accounts for 1<sup>st</sup> April 2019- 30<sup>th</sup> June 2019 be submitted to the Board for approval as per Appendix B.</b></li> </ul>	
2914	<p><u>Cash Flow</u> The AO presented a healthy cash flow to Members.</p> <p>Mr Simms asked at what point would the funds be shown in the accounts for the Capital programme.</p> <p>The AO explained that the Cash Flow will only show funds on Capital Programmes when the money has actually been spent.</p> <p>Ald Williams reminded Members that £150,000 from the cash flow was to be invested as discussed in minute number 2911. It was also pointed out that the Treasury Meeting had agreed to move cash sums into the 32- and 35-day accounts more regularly. This would maximise return whilst allowing urgent access should the need arise.</p> <p><b>It was resolved:</b></p> <ul style="list-style-type: none"> <li>• <b>The cash flow be agreed and noted.</b></li> </ul>	
2915	<p><u>Developers funds</u> <b>It was resolved that:</b></p> <ul style="list-style-type: none"> <li>• <b>The Developers Funds be agreed and noted.</b></li> </ul>	

<b>2916</b>	<p><b>Medium Term Financial Plan (MTFP)</b> The AO explained that the plan assumed a 0.5p rise in the £1 per year. Any changes to this assumption would change the income figure and hence the level of reserves.</p> <p>The main change to these figures was the pay award.</p> <p>Cllr Riddle stated that some Members had pushed back quite hard at the last rate setting meeting and asked the AO to provide figures based on inflation.</p> <p>The AO confirmed he would be providing figures in different formats for the December meeting.</p> <p>Mr Simms added that despite the push back starting the year with a proposed deficit was not sensible.</p> <p><b>It was resolved that:</b></p> <ul style="list-style-type: none"> <li>• <b>The MTFP be agreed and noted.</b></li> </ul>	
<b>2917</b>	<p><b>External Audit Report</b> The AO was happy to report that the external audit report was signed off with no issues.</p>	
<b>2918</b>	<p><b>Defra Report</b> The AO presented the Defra report. No comments were received.</p>	
<b>2919</b>	<p><b>Default Ratepayers</b> The Members noted 5 rate payers totalling £248.87 have defaulted and that court action will be taken.</p>	
<b>2920</b>	<p><b>Payments Noted</b> Mr Barnes asked about the cost of the Barcan Kirby invoice for legal and recovery costs in relation to the debt amount. The PO and Cllr Riddle recapped the Boards position that the Board will invariably pursue defaulters.</p> <p>Mr Hore questioned the Just Ecology Invoice for £3620. The PO confirmed that this was for the Slimbridge Water Level Management Plan and that funds had been set aside for this work.</p> <p><b>It was resolved that:</b></p> <ul style="list-style-type: none"> <li>• <b>The payments to be confirmed be noted as per Appendix C</b></li> </ul>	
<b>2921</b>	<p><b>Date of Next meeting</b> Members noted that the next F&amp;GP meeting would be held 11<sup>th</sup> December.</p>	
	Meeting closed at 11.15 am	

**Minutes of the additional Finance & General Purposes Committee of the  
Lower Severn (2005) Internal Drainage Board  
Meeting held Wednesday 6<sup>th</sup> November 2019 at 12.00 pm  
At the Gables Hotel Falfield**

Present:

Ald C Williams  
Mr J Hore  
Mr G Littleton  
Mr J Cornock

Chairman

Mr G Simms  
Cllr M Riddle  
Mr M Barnes  
Mr R Thatcher

Martin Dear  
Kieran Warren  
James Druett  
James Thomas  
Louise Reading

Accounts Officer  
Principal Officer  
Land Drainage Engineer  
Civil Engineering  
Minutes

AO  
PO  
LDE  
CE

<b>2938</b>	<b>Apologies</b> No apologies were received.	
<b>2939</b>	<b>Chairman's Announcements</b> The Chairman informed Members that paragraph C of the Chairman's comments should have stated 'points 6 & 9' not 'points 6 & 8'.	
<b>2940</b>	<b>Declarations of Interest</b> There were no declarations of interest.	
<b>2941</b>	<b>Minutes of the Engineering meeting held on 24<sup>th</sup> October 2019</b> The PO informed Members that owing to the importance of the Capital Programme it was sensible that the minutes were noted by the Finance and General Purposes Committee for the purpose of this meeting.	
<b>2942</b>	<p><b>Update on Capital Programme</b> The PO advised Members that the Capital Programme had been approved by the Engineering Committee.</p> <p><u>Pump Station Replacement Programme</u> The PO acknowledged the significant increase in the Pump Station Replacement Programme figures adding that experience in respect of the Saul installation and external advice had greatly increased officer confidence in the updated figures.</p> <p>The PO requested the Committee's endorsement of the Engineering Committee recommendation, including requesting a 2-year extension from the EA. The Chairman asked that this be done soonest as a negative response would put a huge strain on the Board's Finances.</p> <p>Mr Simms said he was encouraged by the new figures and felt that a regular review of the Programme would reduce the risk of future momentous changes. He also suggested listing the benefits of all programmes to underline the benefits of the works.</p> <p>The PO reminded Members that in addition to legislation there was a huge public benefit by updating the aged pumps, cost savings, health and safety benefits as well as having better access and control via the telemetry system.</p> <p>In response to Mr Littleton's question, the CE confirmed that the new figures were based on worst case scenario.</p>	

	<p>Ald Williams repeated that this was a statutory obligation and the LDE advised that any non-compliant pumps would have to be switched off by the 2025/2026 deadline.</p> <p>Cllr Riddle asked the Engineers to provide a report at the next Board meeting to list the benefits of the new pumps.</p> <p><b>It was recommended that:</b></p> <ul style="list-style-type: none"> <li>• <b>The revised Capital Programme, be approved subject to the Engineering Committee meeting more frequently to review the budget and timescales.</b></li> <li>• <b>The means by which new projects will be assessed and added to the Capital Programme be approved.</b></li> <li>• <b>The transfer of £200,000 be moved from unallocated income and expenditure reserve to the pump replacement reserve be approved.</b></li> <li>• <b>The LDE to write to the EA to request an extension from the 2025/2026 deadline for a further 2 years.</b></li> </ul>	<p><u>Action 1</u> The CE/LDE provide a report at next Board meeting highlighting the benefits.</p>
2943	<p><b>Machinery Replacement Programme</b></p> <p>The AO advised that all finances up to 2027/28 would be absorbed within the Machinery Replacement Programme and Pump Station Replacement Programme.</p> <p>The Chairman expressed concerns that the benefits of this new purchase (a Spearhead SPV2 mower/excavator) was not highlighted.</p> <p>Mr Simms added that it would be valuable if all programmes had benefits reported as this provides reasoning and assurance. He also enquired if the Board should be replacing machinery on a need basis not on current criteria of 7000 hours or 7 years.</p> <p>Cllr Riddle echoed both Mr Simms and the Chairman's comments.</p> <p>Mr Hore and Mr Thatcher expressed concerns over the second hand trade in value for the Energreen against the new Spearhead.</p> <p>The LDE explained that having deferred the replacement of the Energreen from last year – the machine was 9 years old and had 10000 hours on the clock - its maintenance and repair bills were becoming excessive.</p> <p>Mr Barnes echoed the LDE's comments and added that its specialist nature affected to the trade in price.</p> <p>The LDE confirmed that the machine cost per metre had not been calculated in reply to Mr Thatcher's question.</p> <p>Mr Barnes agreed that this could be done and expressed his opinion that good machinery was fundamental to maintaining the quality of staff and work efficiency.</p> <p>In response to questions from Mr Thatcher and Mr Cornock about developers' contributions to the machinery, the CE and AO advised that a percentage of these funds were moved across annually to contribute to maintenance and machinery.</p> <p><b>It was recommended that:</b></p> <ul style="list-style-type: none"> <li>• <b>The Machinery Replacement Programme be incorporated into the Capital Programme and one reserve set up for all Capital Programme items.</b></li> </ul>	

2944	<b>Date of Next meeting</b> Members noted that the next F&GP meeting would be held 11 <sup>th</sup> December 2019.	
	Meeting closed at 12:55 pm	

Un-approved



**REF: MD**

**REPORT BY: Accounts Officer**

## **PRECEPT AND FOREIGN WATER CONTRIBUTION**

### **Introduction**

At the November 2018 liaison meeting between the Environment Agency and Local Drainage Boards the annual 2% increase in precept and foreign water contribution was discussed. Subsequently the proposed 2% increase was approved.

A letter, which is attached, has been issued by the Environment Agency in connection with the proposed 2% increase to precept and foreign water contributions for the forthcoming financial year 2020/21.

This is in line with the 2% annual increase that was agreed in principle by all IDBs in the English Severn and Wye catchment at the start of Defra's 6-year investment programme for flood and coastal risk management, which runs from 2015/21.

The letter provides details of the amount of Precept and Foreign Water Contribution from 2015/16 to 2020/21.

This increase has been assumed in the draft budget for 2020/21 and the Medium Term Financial Plan assumes a 2% increase per annum.

### **Actions**

The Environment Agency is asking for a response to this letter to confirm that the proposed 2% increase to precept and foreign water contributions for 2020/21 are acceptable.

### **Recommendations**

- That the letter from the Environment Agency be noted.
- The Accounts Officer to respond to this letter stating that the proposed 2% increase to precept and foreign water contributions for 2020/21 are acceptable.

*Martin Dear*

*Accounts Officer*

Cllr M Riddle  
Lower Severn Internal Drainage Board  
Waterside Buildings  
Oldbury Naite  
Thornbury  
South Glos.  
BS35 1RF

**Our ref: LSIDB/DLE**

**Date: 18 November 2019**

Dear Cllr Riddle

### **Increase in Precept and Foreign Water Contribution**

As you will be aware, the Internal Drainage board liaison meeting is due to be held in Bewdley on Tuesday 26 November 2019.

You may remember that at the last meeting in November 2018 we discussed the annual 2% increase in precept and foreign water contribution. The proposed increase was agreed via correspondence during the weeks following.

The principle of the approach to annual precept and foreign water contribution increases was agreed with yourselves at the commencement of the Environment Agency's six year programme in 2015. That being said, the upcoming meeting provides an opportunity to either reconfirm the agreement, or raise an exception, by voting on the matter at the meeting next week. If the Lower Severn Internal Drainage Board are likely to vote to agree to the proposed 2% increase then no further action is required in advance of the vote. If, however you would like to discuss the matter with us in advance of the meeting, then I would ask that you contact me as soon as possible.

The outcome of the vote will be notified to the Severn and Wye Regional Flood and Coastal Committee in time for formal approval at their meeting, which is scheduled for 21 January 2020.

The table below sets out how the precept and foreign water contribution has changed for the Lower Severn Internal Drainage Board since the approval in principle in 2015.

<b>Year</b>	<b>Precept, £</b>	<b>Foreign Water Contribution, £</b>	<b>Net Precept / FWC, £</b>
2015	193,651	151,495	42,156
2016	197,603	154,587	43,016
2017	201,556	157,687	43,869
2018	205,587	160,841	44,746
2019	209,699	164,058	45,641
<b>2020</b>	<b>213,893*</b>	<b>167,339*</b>	<b>46,554</b>

\* subject to agreement

You will note, this year, that proposed changes result in a net increase in cost to the Board of £913. I trust that this gives you sufficient information with which to confirm that changes for 2020 are acceptable on the Board's behalf, and would ask that you respond to this letter before the meeting next week, if possible.

If you require any further information, please do not hesitate to contact me.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Edwards', with a long horizontal flourish extending to the left.

**David Edwards**  
**Partnerships and Strategic Overview Team Leader**  
**West Midlands (Covering Shropshire Herefordshire Worcestershire and Gloucestershire)**

Environment Agency, West Midlands area, Hafren House, Welshpool Road, Shelton,  
Shrewsbury, Shropshire, SY3 8BB  
Phone: 07341 868 350  
E-mail: [dave.edwards@environment-agency.gov.uk](mailto:dave.edwards@environment-agency.gov.uk)  
[www.gov.uk/environment-agency](http://www.gov.uk/environment-agency)

REF: MD

REPORT BY: Accounts Officer

## **ACCOUNTS OFFICER REPORTS**

### **Introduction**

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

**1. 2<sup>nd</sup> Quarter Management Accounts - 1 April 2019 to 30<sup>th</sup> September 2019.**

The management accounts to 30<sup>th</sup> September 2019 shows a projected surplus of £11,693. This is against a budgeted surplus of £18,879. A negative variance of £7,186. The supporting notes explains the reasons for the variance.

**2. Forecast results for the year ended 31<sup>st</sup> March 2020.**

The outturn forecast shows a predicted surplus of £22,022. This is against a budgeted surplus of £9,684. A positive variance of £12,338. The supporting notes explains the reasons for the variance.

**3. Draft Budget for 2020/21**

The draft budget shows a surplus of £9,993. The draft budget assumes that the rate and levy is increased from 9.0p to 9.3p. The supporting notes explains the proposed increases/decreases in income and expenditure from the previous year.

**4. Capital Expenditure for 2019/20 and 2020/21**

The supporting papers include the proposed Capital Expenditure for 2020/21 and the actual Capital Expenditure in 2019/20 to 30<sup>th</sup> September 2019.

**5. Apportionment between Charging Authorities**

The annual values have been calculated as at 31 October 2019. This apportions the Special Levies between the Charging Authorities and the amount to be collected from the Agricultural Rate. A rate of 9.3p is illustrated.

**6. Medium Term Financial Plan 2020/25**

The Medium Term Financial Plan 2020/25 shows the following:

- In 2020/21 a surplus of £10,000;
- In 2021/22 a surplus of £18,000;
- In 2022/23 a deficit of £8,000;
- In 2023/24 a surplus of £13,000;
- In 2024/25 a surplus of £42,000.

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

## **7. Cash Flow to April 2020**

The projected cash flow to April 2020 shows a projected cash balance of £920,000 at the end of this year.

## **8. Developers Funds as at 30<sup>th</sup> September 2019**

The schedule of Developers Funds shows the estimated balances as at 31<sup>st</sup> March 2020 and 31<sup>st</sup> March 2021.

### **Actions**

For the meeting of the F&GP Committee on 22 January 2020 the following will be updated:

- Management Accounts - 1 April 2019 to 30<sup>th</sup> November 2019;
- Forecast results for the year ended 31<sup>st</sup> March 2020;
- Draft Budget for 2020/21;
- Capital Expenditure for 2019/20 and 2020/21;
- Apportionment between Charging Authorities for 2020/21;
- Medium Term Financial Plan 2020/21 to 2024/25;
- Cash Flow to April 2020;
- Cash Flow for 2020/2021;
- Developers Funds as at 30<sup>th</sup> November 2019;
- Capital Programme 2020/21 to 2027/28.

### **Recommendations**

That the following reports be noted:

1. 2<sup>nd</sup> Quarter Management Accounts - 1 April 2019 to 30<sup>th</sup> September 2019;
2. Forecast results for the year ended 31<sup>st</sup> March 2020;
3. Draft Budget for 2020/21;
4. Capital Expenditure for 2019/20 and 2020/21;
5. Apportionment between Charging Authorities;
6. Medium Term Financial Plan 2020/21 to 2024/25;
7. Cash Flow to April 2020;
8. Developers Funds as at 30<sup>th</sup> September 2019.

*Martin Dear*

*Accounts Officer*

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

## **BALANCE SHEET AS AT 30 SEPTEMBER 2019**

	Note	£	30/09/19 £	30/09/18 £	Variance £	31/03/19 £	Variance £
<b>FIXED ASSETS</b>							
Fixed Assets	1	<u>851,612</u>	<b>851,612</b>	<b>753,177</b>	98,435	<b>692,402</b>	159,210
<b>LONG TERM ASSETS</b>							
Investments		<u>631,446</u>	<b>631,446</b>	<b>604,445</b>	27,001	<b>603,932</b>	27,514
<b>CURRENT ASSETS</b>							
Stock +WiP		53,412		55,165	-1,753	47,973	5,439
Trade debtors		1,948		2,100	-152	6,773	-4,825
Drainage rate debtors		268		292	-24	96	172
Levy Debtors		0		0	0	0	0
VAT Claim		23,589		5,851	17,738	5,829	17,760
Special Levies		0		0	0	0	0
Severnside		0		0	0	0	0
Prepayments		20,083		18,709	1,374	32,280	-12,197
Cash at bank and in hand		358,122		1,233,175	-875,053	852,523	-494,401
Short term deposits		<u>1,054,375</u>		0	1,054,375	501,013	553,362
			<b>1,511,797</b>	<b>1,315,292</b>	196,505	<b>1,446,487</b>	65,310
<b>CURRENT LIABILITIES</b>							
Trade Creditors		-123,241		-36,551	-86,690	-38,061	-85,180
Other Creditors		-34,810		-33,395	-1,415	-25,341	-9,469
Accrued expenses		-3,297		-515	-2,782	-6,685	3,388
Finance Leases due within one year		-508		-886	378	-1,016	508
Prepaid Rates	2	-57,662		-55,145	-2,517	-200	-57,462
Prepaid Levies	2	-9,626		-9,090	-536	-1,519	-8,107
Special Levies		0		0	0	0	0
Prepaid Severnside		<u>-21,218</u>		-20,600	-618	0	-21,218
			<b>-250,362</b>	<b>-156,182</b>	-94,180	<b>-72,822</b>	-177,540
<b>NET CURRENT ASSETS</b>			<b>1,261,435</b>	<b>1,159,110</b>	102,325	<b>1,373,665</b>	-112,230
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			<b>2,744,493</b>	<b>2,516,732</b>	227,761	<b>2,669,999</b>	74,494
<b>LONG TERM LIABILITIES</b>							
Finance Leases		0		-533	533	0	0
Pension scheme deficit		<u>-1,276,000</u>		-954,000	-322,000	-1,276,000	0
			<b>-1,276,000</b>	<b>-954,533</b>	-321,467	<b>-1,276,000</b>	0
<b>NET ASSETS</b>			<b>1,468,493</b>	<b>1,562,199</b>	-93,706	<b>1,393,999</b>	74,494
<b>FINANCED BY:</b>							
<b>CAPITAL ACCOUNT</b>			<b>666,569</b>	<b>666,569</b>	0	<b>666,569</b>	0
<b>INCOME AND EXPENDITURE ACCOUNT</b>							
Balance brought forward		572,203		523,570	48,633	523,570	48,633
Net surplus for the 6 months		<u>11,693</u>		10,743	950	48,633	-36,940
			<b>583,896</b>	<b>534,313</b>	49,583	<b>572,203</b>	11,693
Developer (Commutated Sums) Reserve			<b>899,756</b>	<b>832,729</b>	67,027	<b>914,678</b>	-14,922
Revaluation Reserve			<b>144,583</b>	<b>144,583</b>	0	<b>144,583</b>	0
Pump Station Cash Reserve	3		<b>333,263</b>	<b>338,005</b>	-4,742	<b>371,966</b>	-38,703
Pump Station Future Depreciation Reserve			<b>116,426</b>	<b>0</b>	116,426	<b>0</b>	116,426
Pension Reserve			<b>-1,276,000</b>	<b>-954,000</b>	-322,000	<b>-1,276,000</b>	0
			<b>1,468,493</b>	<b>1,562,199</b>	-93,706	<b>1,393,999</b>	74,494

## **Notes**

1. Fixed Assets include purchases, sales and depreciation for 6 months to 30 September 2019.
  2. In all cases the balance sheet has been adjusted to reflect receipts and payments made in advance of the period earned or due.
  3. This Reserve is held as cash and increases by £16,667 each month.
- There is a corresponding monthly charge in the income and expenditure account.

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

## **INCOME AND EXPENDITURE 6 MONTHS TO 30 SEPTEMBER 2019**

Income	Note	Actual	Budget	Variance	30 September 2018	Variance
		£	£	£	£	£
Levies charged to Authorities	1	629,537	629,537	0	592,581	36,956
Agricultural Rates	1	58,336	58,336	0	55,144	3,192
Rechargeable works		642	8,000	-7,358	10,704	-10,062
Application fees		1,000	1,500	-500	2,300	-1,300
Consultancy Fees Recharged		9,174	0	9,174	9,600	-426
Surplus on sale of assets		9,489	9,489	0	605	8,884
Miscellaneous Income		279	0	279	0	279
Foreign Water Grant		82,029	81,927	102	80,421	1,608
Severnside drawdowns	1	21,218	21,218	0	20,600	618
Interest		3,861	1,500	2,361	1,112	2,749
<b>Total</b>		<b>815,565</b>	<b>811,507</b>	<b>4,058</b>	<b>773,067</b>	<b>42,498</b>
<b>Expenditure</b>						
Payroll	2	355,686	349,533	-6,153	345,799	-9,887
Office maintenance		8,218	12,575	4,357	10,947	2,729
Maintenance	3	206,363	195,288	-11,075	185,303	-21,060
EA Levy		104,849	104,849	0	102,794	-2,055
Motor travel and subsistence	4	14,602	12,663	-1,939	10,667	-3,935
Communications		2,579	2,625	46	2,822	243
Administration	5	19,002	17,465	-1,537	15,932	-3,070
Engineering Consultancy fees		31,770	37,500	5,730	24,698	-7,072
M49 culvert consultants fees		0	0	0	0	0
Legal and professional fees		2,837	1,500	-1,337	1,734	-1,103
Audit and Accountancy fees		0	0	0	0	0
Depreciation		57,130	57,130	0	60,128	2,998
Bank charges		836	1,500	664	1,500	664
<b>Total</b>		<b>803,872</b>	<b>792,628</b>	<b>-11,244</b>	<b>762,324</b>	<b>-41,548</b>
<b>Surplus for 6 months</b>		<b>11,693</b>	<b>18,879</b>	<b>-7,186</b>	<b>10,743</b>	<b>950</b>

## Notes on Variances

The results for 6 months show a surplus of £11,693 against a budget surplus of £18,879.

The major reasons for the variances are:-

1) In all these cases the income and expenditure has been included for the 6 months irrespective of when the monies are received or paid. The appropriate adjustments are made on the balance sheet.

2) Payroll - Increase due to annual pay award.

3) Maintenance costs analysis is as follows:

	Actual £	Budget £	Variance £	Explanation of major variances
Plant Maintenance	48,118	36,100	-12,018	Tyres, Boom Repairs, Sensor Faults
Maintenance Compensation	0	500	500	
Vehicle, Plant	43,752	42,750	-1,002	
Workshop Fixtures & Fittings	8,825	5,300	-3,525	Remedial Electrical works
Pump Station Electricity	2,649	7,038	4,389	
Health & Safety	3,019	3,600	581	
Pump Station Reserve	100,000	100,000	0	
	206,363	195,288	-11,075	

4) Administration - Increase due to long service awards.

5) Legal and Professional Fees - Increase due to Debt Recovery costs.



# LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

F&GP December 2019

## Proposed Budget 2020/21

	Budget 2019/20 9.0p	Predicted Out turn 2019/20	Variance	Notes	Proposed Budget 2020/21 9.3p	Variance	Notes
column	£ 1	£ 2	£ 3(2-1)		£ 4	£ 5(4-2)	
<b>Income</b>							
Levies charged to authorities	1,259,073	1,259,073	0		1,301,042	41,969	7
Agricultural rate	116,673	116,673	0		120,427	3,754	7
Foreign Water Grant	163,854	164,058			167,339	3,281	12
Rechargeable works	20,000	1,200	-18,800	1	2,000	800	
Application fees & wayleaves	3,000	2,000	-1,000	1	3,000	1,000	
Plan checking fees	0	0	0		0	0	
Eng. Consultancy recharged	0	24,300	24,300	1	18,000	-6,300	
Severnside capital drawdown	21,218	21,218	0		21,836	618	8
Severnside maintenance drawdown	21,218	21,218	0		21,836	618	8
Bank interest	3,000	7,000	4,000	1	6,000	-1,000	
Miscellaneous income	0	279	279		0	-279	
Book profit (loss) on plant sales	9,489	9,489	0	2	15,537	6,048	9
<b>Total</b>	<b>1,617,525</b>	<b>1,626,508</b>	<b>8,779</b>		<b>1,677,017</b>	<b>50,509</b>	
<b>Expenditure</b>							
Payroll	713,733	714,058	-325		733,943	-19,885	10
Office maintenance	22,475	22,475	0		22,475	0	
Plant maintenance	193,500	198,000	-4,500	3	203,500	-5,500	11
EA Levy	209,699	209,699	0		213,893	-4,194	12
Motor, travel & subsistence	26,246	26,246	0		26,246	0	
Communications	5,250	5,250	0		5,250	0	
Administration	36,680	36,680	0		37,083	-403	
Eng. Consultancy general	45,000	64,000	-19,000		45,000	19,000	
Eng. Consultancy recharged	0	0	0		0	0	
Eng. Consultancy De-maining	30,000	0	30,000	4	0	0	13
Legal & professional fees	3,000	3,000	0		3,000	0	
Audit & accountancy fees	5,000	5,000	0		5,000	0	
Depreciation	114,258	117,078	-2,820	5	143,634	-26,556	14
Bank charges	3,000	3,000	0		3,000	0	
<b>Total</b>	<b>-1,407,841</b>	<b>-1,404,486</b>	<b>3,355</b>		<b>-1,442,024</b>	<b>-37,538</b>	
<b>Transfer to pumping station reserve</b>	<b>-200,000</b>	<b>-200,000</b>	<b>0</b>		<b>-225,000</b>	<b>-25,000</b>	15
<b>Surplus (deficit) to (from) General reserve</b>	<b>9,684</b>	<b>22,022</b>	<b>12,134</b>		<b>9,993</b>	<b>-12,029</b>	

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

### **Predicted out turn**

**2019/20**

#### **Notes**

- 1 This reflects the activity in the year to 30 September 2019.
- 2 Net effect of the sale of the New Holland Excavator.
- 3 Plant Maintenance is going to be overspent due to machinery repair costs and remedial electrical works. This is partly offset by pump station electricity costs being below budget.
- 4 The budget to cover de-maining surveys is no longer required.
- 5 The Depreciation charge higher than expected. This is due to the purchase of a weed bucket, used 1000l Bowser, Roller Shutter Door and a computer.

### **Proposed Budget**

**2020/21**

#### **Notes**

The proposed budget indicates a surplus of £9,993 if the rate is increased to 9.3p.  
An increase of 1p in the rate generates additional income of £152,000.

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

- 7 This figure indicates a levy increase to 9.3p. Agricultural rates based on 125 Annual Value and below are deemed uneconomic to collect. This is estimated to be £2,266 in 2020/21.
- 8 Severnside drawdowns are based on a 3% increase each year.
- 9 This is the assumed profit on sale of the Energreen AU11 HCH.
- 10 Payroll assumes an annual pay award of 2.5%.
- 11 Plant Maintenance has been increased by 5%, to reflect the continued pressure on this budget.
- 12 The EA levy and the Foreign Water Grant will increase by 2% per annum.
- 13 Provision for Eng. Consultancy Fees for De-maining project was for 2019/20 only.
- 14 The Depreciation Charge increase is due to the purchase of a new Energreen Machine.
- 15 The transfer to the Pump Station Reserve has been increased to £225,000.

# LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

F&GP December 2019

## Capital Expenditure Budget 2020/21

	Budget Purchases cost	Purchase cost	Sales book value	Proceeds of sale	Book profit on sale (loss)
	£	£	£	£	£
<b>Plant and Machinery</b>					
Energreen 1500	211,946				
Sale of Energreen - AU11 HCH			9,463	25,000	15,537
Water level Monitoring Equipment	8,000				
	<b>219,946</b>	<b>0</b>	<b>9,463</b>	<b>25,000</b>	<b>15,537</b>
<b>Motor Vehicles</b>					
	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Pumps</b>					
Elmore Back - eel pump	250,000				
Disposal of Elmore Back Axial Flow Gynnes Pumps-2			0	0	0
	<b>250,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total fixed asset changes</b>	<b>469,946</b>	<b>0</b>	<b>9,463</b>	<b>25,000</b>	<b>15,537</b>

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

**F&GP December 2019**

## **Capital Expenditure Budget 2019/20**

	<b>Budget Purchases cost £</b>	<b>Purchase cost £</b>	<b>Sales book value £</b>	<b>Proceeds of sale £</b>	<b>Book profit on sale £</b>
<b>Plant and Machinery</b>					
New Excavator JCB Hydradig - WV19 FUU	97,250				
Sale of Excavator New Holland - WX09 FYF			4,011	13,500	9,489
Items not included in original budget					
Purchase of used 1000l Diesel Bowser		695			
	<b>97,250</b>	<b>695</b>	<b>4,011</b>	<b>13,500</b>	<b>9,489</b>
<b>Office</b>					
Items not included in original budget					
Purchase of Roller Shutter Door		3,740			
Purchase of 1 Computer		2,240			
	<b>0</b>	<b>5,980</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Motor Vehicles</b>					
	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Pumps</b>					
Saul - Hidrostal Pump	116,426				
Disposal of Saul - Gilkes Pump Number 1			0	0	0
	<b>116,426</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total fixed asset changes</b>	<b>213,676</b>	<b>6,675</b>	<b>4,011</b>	<b>13,500</b>	<b>9,489</b>

## LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

### APPORTIONMENT BETWEEN CHARGING AUTHORITIES

#### CHARGING AUTHORITIES LEVIES ANNUAL VALUES AS AT

Charging Authorities	AV	Percentage	Proposed Levy 2020/21	Previous Levy 2019/20	Increase due to land transfers, rates to levies	Increase due to levy and rate rise of 0.3p	Total Increase	
			0.093 £	0.090 £	£	£	£	
Bristol City Council	7,589,404	49.65	705,815	683,046	0	22,768	22,769	
South Gloucestershire Council	3,410,262	22.31	317,154	306,924	0	10,231	10,230	
Stroud District Council	1,596,563	10.45	148,480	143,691	0	4,790	4,789	
Gloucester City Council	729,073	4.77	67,804	65,617	0	2,187	2,187	
Forest of Dean Council	450,501	2.95	41,897	40,545	0	1,352	1,352	
Herefordshire Council	123,087	0.81	11,447	11,078	0	369	369	
Tewkesbury Borough Council	73,933	0.48	6,876	6,654	0	222	222	
Malvern Hills District Council	16,880	0.11	1,570	1,519	0	51	51	
	<b>13,989,703</b>	<b>91.53</b>	<b>1,301,042</b>	<b>1,259,074</b>	<b>-1</b>	<b>41,969</b>	<b>41,968</b>	0.00
<b>Local Authorities</b>	13,989,703	91.53	1,301,042	1,259,074	-1	41,969	41,968	
<b>Agricultural rates</b>	1,294,919	8.47	120,427	116,673	-130	3,885	3,754	
(per DRS)	<b>15,284,622</b>	<b>100.00</b>	<b>1,421,470</b>	<b>1,375,747</b>	<b>-131</b>	<b>45,854</b>	<b>45,723</b>	0.00

The final percentages will be based on 31 December 2019 annual values

# LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

## MTFP ( Medium Term Financial Plan)

### A) Income and Expenditure

	Rate - Pence in the Pound						
	9.0	9.3	10.0	10.5	11.0	11.5	
	No Increase	Increase	The future annual rates shown are for illustrative purposes only.				
	Year 2020/21 Budget £000's	Year 2020/21 Budget £000's	Year 1 2021/22 Estimate £000's	Year 2 2022/23 Estimate £000's	Year 3 2023/24 Estimate £000's	Year 4 2024/25 Estimate £000's	Total all years 2021/25 £000's
Income (line10)	1,632	1,677	1,778	1,862	1,929	2,042	7,611
Expenditure (line 24)	1,667	1,667	1,760	1,870	1,915	2,000	7,546
Net surplus/-deficit (line 25)	-35	10	18	-8	13	42	65
Free reserves b/f (line26)	394	394	404	422	415	428	404
Free reserves c/f (line27)	359	404	422	415	428	470	470
Revenue reserve as % of expenditure	21.54%	24.26%	23.98%	22.17%	22.34%	23.47%	6.22%

### B) Working Capital - Cash Flow

	Year 2020/21 Budget £000's	Year 2020/21 Budget £000's	Year 1 2021/22 Estimate £000's	Year 2 2022/23 Estimate £000's	Year 3 2023/24 Estimate £000's	Year 4 2024/25 Estimate £000's	Total all years 2021/25 £000's
Balances b/f	436	436	379	297	151	255	379
Net cash movement	-102	-57	-82	-146	104	-21	-146
<b>Balances c/f</b>	<b>334</b>	<b>379</b>	<b>297</b>	<b>151</b>	<b>255</b>	<b>233</b>	<b>233</b>

### C) Cash at Bank

	Year 2020/21 Budget £000's	Year 2020/21 Budget £000's	Year 1 2021/22 Estimate £000's	Year 2 2022/23 Estimate £000's	Year 3 2023/24 Estimate £000's	Year 4 2024/25 Estimate £000's	Total all years 2021/25 £000's
<b>Working Capital</b>	<b>334</b>	<b>379</b>	<b>297</b>	<b>151</b>	<b>255</b>	<b>233</b>	<b>233</b>
<b>Pump Station Reserve</b>	<b>38</b>	<b>38</b>	<b>134</b>	<b>3</b>	<b>139</b>	<b>-91</b>	<b>-91</b>
<b>Developer Reserve</b>	<b>74</b>	<b>74</b>	<b>29</b>	<b>-18</b>	<b>-66</b>	<b>-116</b>	<b>-116</b>
	<b>446</b>	<b>491</b>	<b>460</b>	<b>136</b>	<b>328</b>	<b>27</b>	<b>27</b>

# LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

Medium Term Financial Plan (MTFP)

			Rate - Pence in the Pound						
			9.0	9.3	10.0	10.5	11.0	11.5	
			No Increase	Increase	The future annual rates shown are for illustrative purposes only.				
Income and Expenditure basis	Line	Note	YEAR 2020/21 Budget £000's	YEAR 2020/21 Budget £000's	YEAR 1 2021/22 Estimate £000's	YEAR 2 2022/23 Estimate £000's	YEAR 3 2023/24 Estimate £000's	YEAR 4 2024/25 Estimate £000's	Total all years 2021/25 £000's
<b>Income</b>									
Levies and charges to Authorities	1	1	1,259	1,301	1,399	1,469	1,539	1,609	6,016
Agricultural rates	2	2	117	120	129	136	142	149	557
sub total +	3		1,376	1,421	1,528	1,605	1,681	1,758	6,572
Foreign Water Grant		3	167	167	170	174	177	181	702
Drawdown from Severnside funds	5	4	44	44	45	47	48	50	190
Other Income	6		23	23	15	15	15	15	60
Bank interest	7	5	6	6	6	6	6	6	24
Surplus on sale of fixed assets	8		16	16	13	16	1	33	63
sub total +	9		256	256	250	257	247	284	1,039
total+	10		1,632	1,677	1,778	1,862	1,929	2,042	7,611
<b>Expenditure</b>									
Payroll	11	6	734	734	752	771	790	810	3,124
Office maintenance	12		22	22	22	22	22	22	88
Maintenance plant and machinery	13	7	204	204	210	216	223	230	879
EA Levy	14	3	214	214	218	223	227	232	900
Motor travel and subsistence	15		26	26	26	26	26	26	104
Communications	16		5	5	5	5	5	5	20
Administration	17	8	37	37	38	38	39	40	155
Engineering consultancy fees	18	9	45	45	45	45	45	45	180
Legal and professional fees	19		3	3	3	3	3	3	12
Audit and Accountancy fees	20		5	5	5	5	5	5	20
Depreciation	21	10	144	144	183	237	227	255	902
Bank charges	22		3	3	3	3	3	3	12
Transfer to pumping station reserve	23	11	225	225	250	275	300	325	1,150
total	24		1,667	1,667	1,760	1,870	1,915	2,000	7,546
<b>Net estimated +surplus -deficit</b>									
	25		-35	10	18	-8	13	42	65
Free reserves	26	b/f	394	394	404	422	415	428	404
Free reserves	27	c/f	359	404	422	415	428	470	470
<b>Adjust for non cash items</b>									
Depreciation	28	10	144	144	183	237	227	255	902
Surplus on sale on fixed assets	29		-16	-16	-13	-16	-1	-33	-63
<b>Cash items not included</b>									
Capital purchases net of sales receipts	30	12	-195	-195	-270	-360	-135	-285	-1,050
Adjustment for cash flow purposes	31		-67	-67	-100	-139	91	-63	-211
Net creditors/debtors	32		0	0					
Net cash flow movement	33		-102	-57	-82	-146	104	-21	-146
Working Capital	34	b/f	436	436	379	297	151	255	379
Working Capital	35		334	379	297	151	255	233	233
Add pump station reserve	36		38	38	134	3	139	-91	-91
Add Developer Reserve	37		74	74	29	-18	-66	-116	-116
Bank balances	38	c/f	446	491	460	136	328	27	27

## Note:

- Proposed rates and levies increase.
- Agricultural rates - there will be a write off of £2,266 due to under 125 AV not collected.
- EA have informed the Board that a net annual payment of £45,000 will increase by 2% per annum
- Assumes a 3% increase per annum.
- Bank interest assumed at current level.
- Based on current headcount. 2.5% annual pay increase 2020 to 2025.
- Assumes a 3% increase in costs per annum.
- Assumes that Business Rates and Utility bills increase by 3% per annum.
- De-mainig surveys budget of £30,000 was for 1 year only (2019/20).
- Depreciation is a non cash item and is added back for cash flow purposes.
- The transfer to the Pump Station Reserve increases by £25,000 per annum. Final year is 2027/28.
- Capital purchases/sales include :-
  - In 2020/21 Energreen 1500, £212k less proceeds Energreen AU11 HCH £25k = £187k.
  - Water Level Monitoring Equipment, £8k. Total for the year £195k.
  - In 2021/22 Claas Mower £160k, less proceeds Claas 697 OU07 JXX £10k = 150k
  - New Holland Excavator £140k, less proceeds Hyundai WX12 CWL £10k = £130k. Total for the year £280k
  - In 2022/23 Energreen SPV3 £400k, less proceeds Energreen VX65 HVB £40k = £360k.
  - In 2023/24 New Kobelco Excavator £160k , less proceeds Kobelco Excavator WU16 TZM £15k = £145k.
  - New Isuzu £35k, less proceeds Isuzu WU17 NVD £5K = £25k. Total for the year £175k.
  - In 2024/25 Energreen SPV2 £300k, less proceeds Energreen VX65 HTA £40k = £260k
  - New Ford Ranger £40k, less proceeds Isuzu VO62 RPY £5K = £35k. Total for the year £295k.
  - In 2025/26 There are no programmed capital purchases.

# Lower Severn (2005) Internal Drainage Board

2019/20

## CASH FLOW

		2019					2020							
	Note	Mar £ 000's	Apr £ 000's	May £ 000's	Jun £ 000's	Jul £ 000's	Aug £ 000's	Sep £ 000's	Oct £ 000's	Nov £ 000's	Dec £ 000's	Jan £ 000's	Feb £ 000's	Mar £ 000's
			actual	actual	actual	actual	actual	actual	forecast	forecast	forecast	forecast	forecast	forecast
<b>NatWest No 1 A/c</b>														
Balance b/f			50	138	98	91	74	60	56	49	69	62	42	19
Other income	3		4	0	11	1	0	0	2	2	1	1	1	1
Plant & Machinery Sales			16	0	0	0	0	0	0	0	0	0	0	0
VAT			5	0	23	11	8	10	5	17	5	4	4	4
Levies	1		20	612	7	0	0	0	0	620	0	0	0	0
Rates	2		63	26	7	12	2	1	0	0	0	0	0	0
sub total			158	776	146	115	84	71	63	688	75	67	47	24
Expenditure	3		-33	-30	-37	-43	-31	-54	-40	-39	-39	-40	-39	-38
Plant			-111	0	0	0	0	0	0	0	0	0	0	0
Pump Expenditure			-6	-1	-3	-22	-13	-21	-72	-15	-15	-15	-80	-80
Developer Expenditure			0	0	0	0	0	0	0	0	-94	0	0	0
EA Levy			0	-12	0	-11	0	0	-12	0	0	-11	0	0
Transfer to No. 2 A/c for Salaries			-55	-35	-65	-65	-65	-65	-80	-65	-65	-59	-59	-58
Net transfers	3		185	-600	50	100	85	125	190	-500	200	100	150	180
sub total			-20	-678	-55	-41	-24	-15	-14	-619	-13	-25	-28	4
Balance c/f		50	138	98	91	74	60	56	49	69	62	42	19	28
<b>Other balances</b>														
<b>NatWest</b>														
No 2 Account		38	38	18	25	31	35	32	38	38	38	38	38	38
Direct Reserve	4	765	280	880	580	480	395	270	80	580	380	280	130	50
Deposit	5	100	400	400	651	651	652	652	652	502	502	502	502	402
Lloyds Deposit	6	401	401	401	401	402	402	402	402	402	402	402	402	402
Total		1,304	1,119	1,699	1,657	1,564	1,484	1,356	1,172	1,522	1,322	1,222	1,072	892
All LSIDB balances		1,354	1,257	1,797	1,748	1,638	1,544	1,412	1,221	1,591	1,384	1,264	1,091	920

The Pump Station reserve as at 31/03/2019 is £371,966. There are transfers to this reserve of £400,000 in 2019/20.

The forecast spend in year is £406,197. Forecast Pump Station Reserve at 31/03/2020 is £365,769.

Pump Station Reserve as at 31/08/2019 is £333,263.

1. Levies received May and November
2. Rates received in May
3. Income and Expenditure as per Budget profile.
4. Direct Reserve - instant access earns 0.2% interest
5. Deposit Account - 35 Day Notice earns 0.75% interest
6. Deposit Account - 32 Day Notice earns 0.75% interest



## Lower Severn (2005) Internal Drainage Board

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

	£	£
<b>Balance Sheet as at 30 September 2019</b>		
Cash at bank and in hand	358,122	
Short term Deposits	1,054,375	
Less Petty Cash	291	
Cash at Bank	<u>1,412,205</u>	
 <b>LSIDB Working Cash</b>	 810,632	
<b>Pump Reserve</b>	333,263	
<b>Developer Reserve</b>	<u>268,310</u>	
	<u>1,412,205</u>	

### Investments

**As at 30 September 2019**  
£

Capital	
Amount through Smith & Williamson (net)	500,000
Market value	623,213
<b>Change in value</b>	<u>123,213</u>
Income	8,233
<b>Total return</b>	<u>131,446</u>
 <b>Portfolio return since 31 December 2018</b>	 <b>11.26%</b>
Note: Market Index Movements	
MSCI WMA Balanced NR	14.62%
MSCI World NR	21.55%

### Developers Funds as at 30 September 2019

	£
Developer Reserve as per Balance Sheet	<u>899,756</u>
Funds held as:	
Investments	631,446
Cash held at Bank	<u>268,310</u>
	<u>899,756</u>

## LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

### Developers Funds September 2019

	£			
Balance at 1 April 2019	914,678			
Increase in value of investments	27,514			
Developers Contributions - received	0			
Transfer to Board 2019/20 Severnside drawdowns	-42,436			
<b>Current Balance</b>	<b>899,756</b>	<b>split</b>	Investments	£ 631,446
			Cash at Bank	268,310
<b>Estimated balance 31/03/2020</b>	<b>899,756</b>	<b>split</b>	Investments	£ 781,446
Transfer to Board 2020/21 Maintenance and Capital	-43,709		Cash at Bank	118,310
<b>Estimated balance 31/03/2021</b>	<b>856,047</b>	<b>split</b>	Investments	£ 781,446
			Cash at Bank	74,601

Payments to be **Noted****August 2019**

<u>Supplier</u>	<u>Details</u>	<u>Amount Paid this Period</u>
Orchard Computer Services	Quarterly Maintenance Cover	389.00
Kingsley Welding Alloys Ltd	Jasic Arc 200 PFC Welding Plant	413.51
Thornbury Motors	Petrol for chainsaws etc	21.84
Ford Fuel Oils	Assort oils & Adblue	532.03
CROMWELL GROUP HOLDINGS LTD	Rivets	27.46
CROMWELL GROUP HOLDINGS LTD	Welders chipping hammers	30.22
Water Environment Ltd	Plot M & N Modelling (Invoice 1)	<b>Invoice FYI</b> 7,574.40
DVLA	Licence for WO14 OEY	165.00
DVLA	Credit card fees	2.50
Screwfix Direct Ltd	Assort Coveralls	46.10
Pitney Bowes Ltd	Franking machine hire for July	15.54
Konica Minolta Business Solutions (UK) Ltd	Quarterley photocopier hire	83.88
CROMWELL GROUP HOLDINGS LTD	Welding rods, cutting discs, drill driver	182.87
ARCO LTD	Safety boots & ear plugs	192.16
ARCO LTD	Safety boots, hand cleanser, handwash	367.78
BRT Group	Bearings for VX65 HVB	24.84
K J Conner & Son	Cleaning for July	276.00
Certas Energy UK Ltd	6038 litres Gas Oil	4,027.82
Konica Minolta Business Solutions (UK) Ltd	Quarterly copy charge	131.45
MERRETT D C	Transportation of WU16 TZM	240.00
MERRETT D C	Transportation of WO14 OEY	240.00
Spaldings Ltd	Assort Water connectors, liners, stop taps	787.20
ARCO LTD	Evostik Epoxy Tube	5.24
GREENHAM TRADING LTD	Bleach & Toilet Rolls	93.92
MERRETT D C	Transportation of WU16 TZM	180.00
GAP SUPPLIES	3 x loads type 1 stone	1,164.66
GAP SUPPLIES	Wood adhesive, & hinges	8.03
Glos Enterprise Ltd	Minute taking course for LR	162.00
LISTER WILDER LTD	Prop Valve for VX65 HVB	519.29
Green Farm Seeds Ltd	Grass Seed	320.00
TAILORMADE OFFICE SUP.LTD	Head set	7.73
Batsford Timber Ltd	Creosoted round stakes	1,031.76
PKF Littlejohn LLP	Limited Assurance Audit for YE 31/03/19	2,400.00
Claas Western Ltd	Belt for WX14 LGO	46.97
GREENHAM TRADING LTD	Safety Boots	77.88
MERRETT D C	Labour repairs to AU11 HCH (Failed Boom Arm)	1,200.00
MERRETT D C	Parts on repairs to AU11 HCH (Failed Boom Arm)	120.00
Motion Consultants Ltd	Consultancy advice for Avonmouth Jun 19	<b>Invoices FYI</b> 2,880.00
Motion Consultants Ltd	Contract Management for Saul P/S Jun 19	" " " " 3,178.08
Motion Consultants Ltd	Modifications of Elmore Back P/S Jun 19	" " " " 2,808.00
Motion Consultants Ltd	Eel friendly modifications design of Elmore Back	" " " " 1,684.60
Motion Consultants Ltd	Eel friendly modifications design of Lapperditch	" " " " 1,684.60
Motion Consultants Ltd	Eel friendly modifications design of Wicks Green	" " " " 1,684.60
Motion Consultants Ltd	Eel friendly modifications design of Oldbury	" " " " 1,684.58
Water Management Alliance	DRS Annual Maintenance	1,047.71
Moorepay Ltd	Pension Amendment	60.00
Moorepay Ltd	Payroll costs for July	141.72
Smiths (Gloucester) Ltd	Waste Management for July & Duty of care charge	107.68
SOUTH GLOUCESTERSHIRE COUNCIL	Business Rates	749.00
Citation Ltd	Legal Fees	309.00
Cablestream Ltd	Office phone line rental & calls	80.04
CROMWELL GROUP HOLDINGS LTD	Rivet nuts	27.56
Hydroscand Ltd	Plugs & seals for Bomford Eagle Mower	16.44
Holt JCB Ltd	Wheel & Tyre for WV19 FUU	1,140.00
BBL BATTERIES	Battery for VN62 RPY	76.55
Plan Communications Ltd	Mobile phones bill	258.00
ZEN INTERNET LTD	Monthly internet charge	46.50
Ford Fuel Oils	Assort Lubricants	806.14
ARCO LTD	Respirators & assort gloves	129.50
Halfords	Aircon recharge cans	40.00

Payments to be **Noted****August 2019**

<u>Supplier</u>	<u>Details</u>	<u>Amount Paid this Period</u>
Andrew Wilkins Ltd	1000L 2nd Hand Diesel Bowser	834.00
BRT Group	Seals & Bearings for Stock	142.75
BRITISH TELECOM	Quarterley Bill for alternative phone line	45.47
Corona Energy	Wicks Green Electricity 01/06/19 - 30/06/19	120.19
Corona Energy	Wicks Green Electricity 01/07/19 - 31/07/19	22.96
Corona Energy	Office Electricity	216.51
Corona Energy	Oldbury P/S Electricity	40.72
Corona Energy	Saul Electricity	16.33
Corona Energy	Elmore Back Electricity	69.14
Corona Energy	Marshfield Electricity	24.97
Corona Energy	Lapperditch Electricity	26.49
		<u>45,308.91</u>

Please note that the amounts shown above include Vat where applicable

Amount Paid this Period	45,308.91
Corona Credit	(265.43)
Aircon cans refund	<u>(40.00)</u>
<b>Amount Paid this Period (Supplier Invoices)</b>	<b>45,003.48</b>

**Bank Payments for August 2019**

NatWest	Bankline Charge & Bank Charges	<u>97.86</u>
	<b>Amount Paid this Period (Bank Payments)</b>	<b>97.86</b>

**Total Amount Paid this Period****£45,101.34**

Payments to be **Noted****September 2019**

<u>Supplier</u>	<u>Details</u>	<u>Amount Paid this Period</u>
Water 2 Business	Water Rates	63.22
Information Commissioner's Office	Annual Data Protection Fee	55.00
Orchard Computer Services	Quarterley Maintenance Cover	389.00
TESCO	Petrol for chainsaws/strimmers	24.16
TESCO	Water for office	16.80
Safetyliftinggear.com	Chainsling	64.98
LEES MEND A SHOE	Keys cut	17.97
Halfords	Aircon recharge cans	259.95
LISTER WILDER LTD	Pipe liners & stoptaps	86.70
LISTER WILDER LTD	Spare Flashing beacons & mounts for stock	119.60
Tilney Ltd	Pension Consultancy Services 01/02/19 - 31/07/19	620.40
Avon Hydraulics (UK) Ltd	Hydraulic hose assemblies for WO14 OEY	264.00
MERRETT D C	Transportation of WO14 OEY	240.00
MERRETT D C	Transportation of WX12 CWL	240.00
MERRETT D C	Transportation of WU16 TZM	180.00
Certas Energy UK Ltd	5501 litres Gas Oil	3,656.40
BBL BATTERIES	Batteries for WX12 CWL	136.72
Pitney Bowes Ltd	Top up of franking machine	413.00
Orchard Computer Services	Manual Domain Licence renewal	118.80
Western Global	Caps & Valve for Bowser	56.46
Spaldings Ltd	Impact Socket Set	43.16
Spaldings Ltd	Plugs, Couplings & Adaptors	46.87
Claas Western Ltd	Long life grease	444.00
Tincknell Fuels Ltd	6000 litres Gas Oil	3,959.28
M J FEWS LTD	Lamp for WU17 NVD	199.96
K J Conner & Son	Cleaning for August	276.00
LISTER WILDER LTD	Boom Pump for VX65 HVB	<b>Invoice FYI</b> 6,707.44
MERRETT D C	Transportation of WX12 CWL	180.00
Anthony Brookes Surveys Ltd	Survey work at Wicks Green P/S	<b>Invoice FYI</b> 1,464.00
Anthony Brookes Surveys Ltd	Survey work at Lapperditch P/S	" " " " 1,704.00
Anthony Brookes Surveys Ltd	Survey work at Marshfield P/S	" " " " 1,704.00
Anthony Brookes Surveys Ltd	Survey work at Oldbury P/S	" " " " 2,724.00
TyreRight (Gloucester) Ltd	Tyre repair to WV19 FUU	54.00
ASSOCIATION OF DRAINAGE AUTHORITIES	2 x Delegates for Ada Conference	300.00
Screwfix Direct Ltd	Water heater for mens toilet	69.99
Screwfix Direct Ltd	Ladder	149.99
TESCO	Petrol for chanisaws	33.96
Spaldings Ltd	Spare flow meter	180.22
Spaldings Ltd	Parts for Bowser	817.72
Leader Air Conditioning Ltd	Annual maintenance & service agreement starting	456.00
Avon Hydraulics (UK) Ltd	2 x hoses for Bomford Mower	480.00
ARCO LTD	Gloves	33.24
Moorepay Ltd	Payroll costs for August	141.72
GAP SUPPLIES	Fence Post	7.21
ALLCAP LTD	Padlocks	381.67
ENGINEERING & HIRE LTD	Knife assembly for AU11 HCH	182.90
ENGINEERING & HIRE LTD	Knife assembly for WX12 CWL	182.90
ENGINEERING & HIRE LTD	Knife assembly for WO14 OEY	182.90
ENGINEERING & HIRE LTD	Knife assembly for WX65 HTA	182.90
ENGINEERING & HIRE LTD	Knife assembly for WX65 HVB	182.90
ENGINEERING & HIRE LTD	Knife assembly for WU16 TMZ	182.90
AVON ALARMS LTD	Annual maintenance on Intuder Alarm System	96.00
TAILORMADE OFFICE SUP.LTD	Keyboard mouse	10.79
TAILORMADE OFFICE SUP.LTD	Treasury Tags	3.04
TAILORMADE OFFICE SUP.LTD	Hole Punch, Dividers, Highlighters	65.12
Motion Consultants Ltd	Elmore Back P/S Modifications - July 19	<b>Invoice FYI</b> 3,994.80
Motion Consultants Ltd	Marshfield P/S Modifications - July 19	" " " " 1,882.50
Motion Consultants Ltd	Lapperditch P/S Modifications - July 19	" " " " 1,882.50
Motion Consultants Ltd	Wicks Green P/S Modifications - July 19	" " " " 1,882.50
Motion Consultants Ltd	Oldbury P/S Modifications - July 19	" " " " 1,882.52

Payments to be **Noted****September 2019**

<u>Supplier</u>	<u>Details</u>	<u>Amount Paid this Period</u>
Motion Consultants Ltd	Saul P/S Modifications - July 19	<b>Invoice FYI</b> 2,016.00
Motion Consultants Ltd	Avonmouth Consultancy - Jul 19	" " " " 2,880.00
Smiths (Gloucester) Ltd	Waste Management for Aug 19	35.78
Concept13 Ltd	Monitoring for Slimbridge WLMP	4,923.60
Hidrostal Ltd	Commissioning of Saul Pump	780.00
Miles Tyre & Exhaust Services	Inner tube for Norton Triler	23.97
Miles Tyre & Exhaust Services	2 x tyres for VN62 RPY	351.14
Miles Tyre & Exhaust Services	Tyre for AU11 HCH	1,172.76
Miles Tyre & Exhaust Services	Tyre disposal charge for AU11 HCH	27.54
Miles Tyre & Exhaust Services	Tyre repair on AU11 hCH	114.00
Miles Tyre & Exhaust Services	Tyre for WU19 FUU	1,075.20
Miles Tyre & Exhaust Services	Tyre disposal charge for WU19 FUU	27.54
PMC Fluidpower Ltd t/as Group HES	Spare hydraulic motor	343.07
PMC Fluidpower Ltd t/as Group HES	Sensor for VX65 HVB	120.59
ZEN INTERNET LTD	Monthly internet charge	46.50
Nomenca Ltd	Saul P/S Payment No 4	<b>Invoice FYI</b> 9,910.18
Robert Harber	Fabricate manhole cover frame	150.00
Spearhead Machinery Ltd	Call Out to VX65 HTA (AGS Sensor) <b>(Credit)</b>	1,316.57
Nomenca Ltd	Saul P/S Payment No 3	<b>Invoice FYI</b> 5,255.16
Mole Country Stores	Safety Boots	62.99
Plan Communications Ltd	Mobile phones bill	258.00
Citation Ltd	Legal Fees	309.00
SOUTH GLOUCESTERSHIRE COUNCIL	Business Rates	749.00
TyreRight (Gloucester) Ltd	Tyre for OU07 JXX	1,560.00
TyreRight (Gloucester) Ltd	Call out & tyre repair to OU07 JXX	78.00
Corona Energy	Office Electricity 01/08/19 - 31/08/19	173.52
Corona Energy	Oldbury P/S Electricity 01/08/19 - 31/08/19	41.92
Corona Energy	Lapperditch P/S Electricity 01/08/19 - 31/08/19	22.38
Corona Energy	Wicks Green P/S Electricity 01/08/19 - 31/08/19	25.28
Corona Energy	Marshfield P/S Electricity 01/08/19 - 31/08/19	54.99
Corona Energy	Elmore Back P/S Electricity 01/08/19 - 31/08/19	156.51
Corona Energy	Saul P/S Electricity 01/08/19 - 31/08/19	17.90
Cablestream Ltd	Office phone line rental & calls	80.69
		<u>76,538.54</u>

Please note that the amounts shown above include Vat where applicable

Amount Paid this Period	76,538.54
Spearhead Credit	<u>(1,316.57)</u>
<b>Amount Paid this Period (Supplier Invoices)</b>	<b>75,221.97</b>

**Bank Payments for September 2019**

NatWest	Bankline Charge & Bank Charges	<u>73.27</u>
	<b>Amount Paid this Period (Bank Payments)</b>	<b>73.27</b>

**Total Amount Paid this Period****£75,295.24**

Payments to be **Noted****October 2019**

<u>Supplier</u>	<u>Details</u>	<u>Amount Paid this Period</u>
Kingsley Welding Alloys Ltd	Welding Helmet & Respiratory Power Kit	45.00
Orchard Computer Services	Quarterley Maintenance Cover	389.00
The Trainline.Com	Train travel to Ada Conference for MR	135.33
Glamorgan Telecom Ltd	Annual Maintenance on telephone system 14/10/19 -	297.60
Mr P Abraham	P`Abrahām - Mileages for 04/09/19	14.40
Mr CJN Williams	C Williams - Mileages for 04/09/19	23.40
South West Fasteners Ltd	Set screws	12.00
South West Fasteners Ltd	Gloves	23.62
The Trainline.Com	Train travel for JD - Ada Conference	102.00
HM Land Registry	Land registry search	6.00
HM Land Registry	Land registry search	6.00
HM Land Registry	Land registry search	6.00
G R Tuck	Materials for manhole conver	214.80
Molson Equipment Services Ltd	Labour on repairs to WX12 CWL (Sensor Fault)	1,131.00
Molson Equipment Services Ltd	Parts on repairs to WX12 CWL (Sensor Fault)	652.90
Certas Energy UK Ltd	6,000 litres Gas Oil	3,996.00
CARR R MR	Rhine spraying at Arlingham	200.00
Mr CJN Williams	C Williams - Mileages for 11/09/19	19.80
Mr R Thatcher	R Thatcher - Mileages for 11/09/19	31.50
LITTLETON MR G	G Littleton - Mileages for 11/09/19	16.20
HORE MR J	J Hore - Mileages for 11/09/19	9.00
Mr P Abraham	P Abraham - Mileages for 11/09/19	14.40
RS COMPONENTS LTD	Spare assort bulbs & Connectors	141.84
RS COMPONENTS LTD	Thread kit for VX65 HVB	113.04
MERRETT D C	Transportation of WX12 CWL	180.00
JOHN DAVIDSON (PIPES) LTD	Assort twinwall pipes & couplers	1,949.02
Malpas Online	Flails for Au11 HCH	66.55
Malpas Online	Flails for VX65 HTA	66.55
Malpas Online	Flails for VX65 HVB	66.58
Flowfit	Valve for AU11 HCH	65.40
G.R.Fasteners & Eng Supplies	Drill Bit	29.95
Pitney Bowes Ltd	Franking Machine hire for Aug & Sep	31.08
Nomenca Ltd	Final Payment Certificate 5	
BOMFORD TURNER LTD	Oil cooler for Bomford mower	1,378.97
CROMWELL GROUP HOLDINGS LTD	Workshop Consumables	116.57
CROMWELL GROUP HOLDINGS LTD	Assort grease & lubricants	128.76
Claas Western Ltd	Filters for WX14 LGO	86.11
The Gables Hotel	Room hire & refreshments for 11/09/19	110.00
LISTER WILDER LTD	Yoke & U Joint for Mormat Mower	109.06
LISTER WILDER LTD	Roller brackets, washers & nuts for VX65 HTA	715.58
LISTER WILDER LTD	Roller brackets, washers & nuts for VX65 HVB	715.58
LISTER WILDER LTD	Roller brackets, washers & nuts for AU11 HCH	715.62
LISTER WILDER LTD	Roller end caps & hinges for VX65 HTA	105.10
LISTER WILDER LTD	Roller end caps & hinges for VX65 HVB	105.10
LISTER WILDER LTD	Roller end caps & hinges for AU11 HCH	105.11
LISTER WILDER LTD	Parts for Normat mower	106.46
LISTER WILDER LTD	Fuse holder & studlocks	23.28
K J Conner & Son	Cleaning for September	276.00
Certas Energy UK Ltd	7000 litres Gas Oil	4,746.00
M J FEWS LTD	24,000 mile service to WU17 NVD	540.35
Avon Hydraulics (UK) Ltd	Hydraulic hoses for AU11 HCH	55.08
ClIr Fi Hance	F Hance - Mileages for 25/09/19	14.40
Mary Sykes	M Sykes - Mileages for 25/09/19	18.90
Mrs F Collins	F Collins - Mileages for 25/09/19	26.10
Mr CJN Williams	C Williams - Mileages for 25/09/19	19.80
Mr P Abraham	P Abraham - Mileages for 25/09/19	15.30
LITTLETON MR G	G Littleton - Mileages for 25/09/19	16.20
HORE MR J	J Hore - Mileages for 25/09/19	9.00
Rose Hewlett	R Hewlett - Mileages for 25/09/19	11.25
Mr W J Cornock	J Cornock - Mileages for 25/09/19	5.40
	<b>Invoice FYI</b>	<b>78,925.90</b>

## Payments to be Noted

October 2019

<u>Supplier</u>	<u>Details</u>	<u>Amount Paid this Period</u>
Mr J Nichols	J Nichols - Mileages for 25/09/19	5.40
HYSLOP MR R	R Hyslop - Mileages for 25/09/19	22.95
Mr I Ractliffe	I Ractliffe - Mileages for 25/09/19	21.60
Cllr Paul Toleman	P Toleman - Mileages for 25/09/19	17.10
Mr G Simms	G Simms - Mileages for 25/09/19	8.55
Mr K Withers	K Withers - Mileages for 25/09/19	12.60
Tallis Amos Group Ltd	Exhaust manifold, cap screws & gasket for AU11 HCH	466.47
Tallis Amos Group Ltd	Carriage	10.00
NBC Group Ltd	Slewing ring for VX65 HTA	316.39
NBC Group Ltd	Slewing ring for VX65 HVB	316.39
NBC Group Ltd	Slewing ring for AU11 HCH	316.42
HM Land Registry	Land Registry Search	6.00
ENVIRONMENT AGENCY	Precept net of FWG	<b>Invoice FYI</b> 11,410.00
GAP SUPPLIES	Postfast	44.64
ALLCAP LTD	Assort screws	21.12
Moorepay Ltd	Payroll costs for Sep	141.72
MERRETT D C	Transportation for WV12 CWL	240.00
MERRETT D C	Transportatopn of WU16 TZM	120.00
MERRETT D C	Labour on repairs to WU16 TZM - Main Boom Pin	600.00
MERRETT D C	Parts on repairs to WU16 TZM - Main Boom Pin Failure	1,522.21
Claas Western Ltd	Longlife Grease	444.00
JOHN DAVIDSON (PIPES) LTD	Twinwall pipes	1,273.13
CROMWELL GROUP HOLDINGS LTD	Coil Springs, Cutting Discs, Assort Nuts	119.52
The Gables Hotel	Room Hire, Lunch & Refreshments for 25/09/19	473.00
LISTER WILDER LTD	Yoke & U/Joint for Normat Mower	104.80
BNP PARIBAS LEASE GROUP	Quarterly Office telecoms rental	414.00
Smiths (Gloucester) Ltd	Waste Management Services for Sep	35.78
Mr R Godwin	R Godwin - Mileages for 25/09/19	14.40
MOWER DOCTOR	Spark Plugs for Chainsaws	8.64
MOWER DOCTOR	Labour on repairs to Chainsaw	48.00
MOWER DOCTOR	Parts on repairs to Chainsaw	6.60
SWADA	Swada annual subscription 2019/20	700.00
The Trainline.Com	Train travel for LR to Kings Lynn - DRS Training	66.14
FILTRATION LTD	Filters for Bomford Eagle Mower	116.28
FILTRATION LTD	Filters for VX65 HVB	205.30
FILTRATION LTD	Filters for WX14 LGO	426.40
FILTRATION LTD	Filters for WU16 TZM	96.47
FILTRATION LTD	Filters for VX65 HTA	294.29
Motion Consultants Ltd	Marshfield P/S Eel modifications - Aug 19	<b>Invoice FYI</b> 1,024.01
Motion Consultants Ltd	Lapperditch P/S Eel modifications - Aug 19	" " " " 1,024.01
Motion Consultants Ltd	Wicks Green P/S Eel modifications - Aug 19	" " " " 1,024.01
Motion Consultants Ltd	Oldbury P/S Eel modifications - Aug 19	" " " " 1,024.00
Motion Consultants Ltd	Elmore Back P/S Eel modifications - Aug 19	" " " " 5,904.00
Motion Consultants Ltd	Saul P/S Eel modifications - Aug 19	" " " " 1,728.00
Motion Consultants Ltd	Severnside/ Avonmouth consultancy - Aug 19	" " " " 2,688.00
Plan Communications Ltd	Mobile phones bill	258.10
ZEN INTERNET LTD	Monthly internet charge	46.50
Thomas Silvey Ltd	7040 litres Gas Oil	4,688.64
PMC Fluidpower Ltd t/as Group HES	Seals, Washers, Gaskets for VX65 HVB	455.78
PMC Fluidpower Ltd t/as Group HES	Seals, Washers, Gaskets for VX65 HTA	455.79
M J Burgess Ltd	MOT for WN03 NVK	54.00
M J Burgess Ltd	MOT for VN62 RPY	54.00
TAILORMADE OFFICE SUP.LTD	A4 Paper, Labels, Data Sticks, Binding Covers	161.06
Citation Ltd	Legal Fees	309.00
SOUTH GLOUCESTERSHIRE COUNCIL	Business Rates	749.00
Cablestream Ltd	Office phone line rental & calls	87.64
Corona Energy	Wicks Green Electricity 01/09/19 - 30/09/19	37.88
Corona Energy	Lapperditch Electricity 01/09/19 - 30/09/19	25.45
Corona Energy	Elmore Back Electricity 01/09/19 - 30/09/19	160.20
Corona Energy	Saul Electricity 01/09/19 - 30/09/19	21.81
Corona Energy	Oldbury P/S Electricity 01/09/19 - 30/09/19	30.92
Corona Energy	Office Electricity 01/09/19 - 30/09/19	240.73
Corona Energy	Marshfield Electricity 01/08/19 - 31/08/19	28.67



Payments to be **Noted****October 2019**

<u>Supplier</u>	<u>Details</u>	<u>Amount Paid this Period</u>
Corona Energy	Marshfield Electricity 01/09/19 - 30/09/19	30.39
		<u>142,034.84</u>

Please note that the amounts shown above include Vat where applicable

Amount Paid this Period	142,034.84
Corona Credit	(54.99)
Kingsley Credit	<u>(45.00)</u>
<b>Amount Paid this Period (Supplier Invoices)</b>	<b>141,934.85</b>

**Bank Payments for October 2019**

NatWest	Bankline Charge & Bank Charges	<u>66.62</u>
	<b>Amount Paid this Period (Bank Payments)</b>	<b>66.62</b>

**Total Amount Paid this Period****£142,001.47****Payments to be Noted August 2019 - October 2019**

Aug 19	45,101.34
Sep 19	75,295.24
Oct 19	<u>142,001.47</u>
<b>Total</b>	<b>£262,398.05</b>

# Lower Severn (2005) Internal Drainage Board

## Payments to be Noted

Date From : 01/08/2019

August 2019 - October 2019

Date To : 31/10/2019

### Payroll Reports FYI

No	Type	Date	N/C	Ref	Details	Net Amount	Tax Amount	Gross Amount	Bank Rec.	
									B	Date
83811	BP	15/08/2019	2231	D/D	<b>Aug 19</b> Peoples Pension Cont - Jul 19	1,125.60	0.00	1,125.60	R	31/08/2019
83812	BP	19/08/2019	2230	D/D	Glos CC - Pension Cont for Jul	13,480.06	0.00	13,480.06	R	31/08/2019
83813	BP	22/08/2019	2210	D/D	HMRC - Liability for Jul 19	12,328.66	0.00	12,328.66	R	31/08/2019
83814	BP	28/08/2019	2220	D/D	LSIDB Salary for Aug 19	33,543.52	0.00	33,543.52	R	31/08/2019
83815	BP	28/08/2019	2211	D/D	GMB - Union Cont for Aug 19	27.40	0.00	27.40	R	31/08/2019
84115	BP	16/09/2019	2231	D/D	<b>Sep 19</b> Peoples Pension Cont - Aug 19	1,260.04	0.00	1,260.04	R	30/09/2019
84116	BP	19/09/2019	2230	D/D	Glos CC - Pension Cont for Aug	14,306.86	0.00	14,306.86	R	30/09/2019
84117	BP	20/09/2019	2210	D/D	HMRC - Liability for Aug 19	14,687.37	0.00	14,687.37	R	30/09/2019
84118	BP	27/09/2019	2220	D/D1	LSIDB Salary for Sep 19	38,096.87	0.00	38,096.87	R	30/09/2019
84119	BP	27/09/2019	2211	D/D2	GMB - Union Cont for Sep 19	27.40	0.00	27.40	R	30/09/2019
84373	BP	15/10/2019	2231	D/D	<b>Oct 19</b> Peoples Pension Cont - Sep 19	1,591.16	0.00	1,591.16	R	31/10/2019
84374	BP	18/10/2019	2230	D/D	Glos CC - Pension Cont for Sep	15,419.97	0.00	15,419.97	R	31/10/2019
84375	BP	22/10/2019	2210	D/D	HMRC - Liability for Sep 19	17,798.80	0.00	17,798.80	R	31/10/2019
84376	BP	28/10/2019	2220	D/D	LSIDB Salary for Oct 19	35,806.07	0.00	35,806.07	R	31/10/2019
84377	BP	28/10/2019	2211	D/D	GMB - Union Cont for Oct 19	28.28	0.00	28.28	R	31/10/2019
						<u>199,528.06</u>	<u>0.00</u>	<u>199,528.06</u>		
						<u>199,528.06</u>	<u>0.00</u>	<u>199,528.06</u>		

Date From: 01/08/2019  
Date To: 31/10/2019

## August 2019 - October 2019

No	Type	Date	Ref	Details		Net £	Tax £	Gross £	B	Bank Rec.	Date
83826	CP	01/08/2019	7415	Butties - Working Lunch	<b>Aug 19</b>	9.75	0.00	9.75	R	31/08/2019	
83827	CP	05/08/2019	7416	Co-op - Milk		3.10	0.00	3.10	R	31/08/2019	
83828	CP	12/08/2019	7417	Tesco - Milk		1.89	0.00	1.89	R	31/08/2019	
83829	CP	12/08/2019	7418	Parking for JT		3.75	0.75	4.50	R	31/08/2019	
83830	CP	19/08/2019	7419	Tesco - Coffee, Tea, Sugar		32.47	0.00	32.47	R	31/08/2019	
83831	CP	27/08/2019	7420	Tesco - Milk		1.09	0.00	1.09	R	31/08/2019	
84123	CP	02/09/2019	7421	Tesco - Milk	<b>Sep 19</b>	1.09	0.00	1.09	R	30/09/2019	
84124	CP	02/09/2019	7422	Sweeteners		2.30	0.00	2.30	R	30/09/2019	
84125	CP	09/09/2019	7423	Tesco - 2 x Milks		2.18	0.00	2.18	R	30/09/2019	
84126	CP	11/09/2019	7424	Butties - Working Lunch		14.00	0.00	14.00	R	30/09/2019	
84127	CP	16/09/2019	7425	Waitrose - 2 x Milks		2.00	0.00	2.00	R	30/09/2019	
84128	CP	16/09/2019	7426	Postage		2.64	0.00	2.64	R	30/09/2019	
84129	CP	23/09/2019	7427	Tesco - 2 x Milks		2.18	0.00	2.18	R	30/09/2019	
84130	CP	30/09/2019	7428	Tesco - Milk & decaf Teabags		6.89	0.00	6.89	R	30/09/2019	
84381	CP	07/10/2019	7429	Tescos - 2 x Milks	<b>Oct 19</b>	2.18	0.00	2.18	R	31/10/2019	
84382	CP	14/10/2019	7430	Tescos - 2 x Milks		2.18	0.00	2.18	R	31/10/2019	
84383	CP	15/10/2019	7431	Car Parking for LR - Parkway		13.34	2.66	16.00	R	31/10/2019	
84384	CP	15/10/2019	7432	Evening Meal for LR - DRS		17.00	3.40	20.40	R	31/10/2019	
84385	CP	16/10/2019	7433	Subsistence for travelling for IR		22.46	3.04	25.50	R	31/10/2019	
84386	CP	16/10/2019	7434	Breakfast for LR		5.95	1.19	7.14	R	31/10/2019	
84387	CP	28/10/2019	7435	Tescos - 2 x Milks		2.18	0.00	2.18	R	31/10/2019	
Totals						£ 150.62	11.04	161.66			

## Transfers Between Accounts August 2019 - October 2019

Bank	NominalRecord.AccountName	Type	Date	Journal	TransactionNominal.Details	Amount
1200	NAT WEST ACCOUNT NO 1:	JD	16/08/2019	J1395	Tsf from Direct Res to No1 Acc	85,000.00
1200	NAT WEST ACCOUNT NO 1:	JC	16/08/2019	J1396	Tsf from No1 Acc to No2 Acc (Re Wages)	-65,000.00
1200	NAT WEST ACCOUNT NO 1:	JD	06/09/2019	J1403	Tsf from Direct Res to No1 Acc	125,000.00
1200	NAT WEST ACCOUNT NO 1:	JC	06/09/2019	J1404	Tsf from No1 Acc to No2 Acc (Re Wages)	-65,000.00
1200	NAT WEST ACCOUNT NO 1:	JC	27/09/2019	J1408 (010915)	Tsf from lloyds Current to No1 Acc	-150.00
1200	NAT WEST ACCOUNT NO 1:	JD	03/10/2019	J1411	Tsf from Direct Res to No1 Acc	190,000.00
1200	NAT WEST ACCOUNT NO 1:	JC	03/10/2019	J1412	Tsf from No1 Acc to No2 Acc (Re Wages)	-80,000.00
1201	NAT WEST ACCOUNT NO 2:	JD	16/08/2019	J1396	Tsf from No1 Acc to No2 Acc (Re Wages)	65,000.00
1201	NAT WEST ACCOUNT NO 2:	JD	06/09/2019	J1404	Tsf from No1 Acc to No2 Acc (Re Wages)	65,000.00
1201	NAT WEST ACCOUNT NO 2:	JD	03/10/2019	J1412	Tsf from No1 Acc to No2 Acc (Re Wages)	80,000.00
1230	PETTY CASH	JD	27/09/2019	J1408 (010915)	Tsf from lloyds Current to No1 Acc	150.00
1257	Nat West Direct Reserve Acc	JC	16/08/2019	J1395	Tsf from Direct Res to No1 Acc	-85,000.00
1257	Nat West Direct Reserve Acc	JC	06/09/2019	J1403	Tsf from Direct Res to No1 Acc	-125,000.00
1257	Nat West Direct Reserve Acc	JC	03/10/2019	J1411	Tsf from Direct Res to No1 Acc	-190,000.00

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

# Additional F&GP Meeting

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Wednesday 6th November 2019

**The Gables Hotel, Falfield  
At 12.00**

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

## **TERMS OF REFERENCE OF FINANCE AND GENERAL PURPOSES COMMITTEE**

**Approved 22 June 2016 Minute No.2349 (a)**

### **Matters for determination by the Committee.**

1. The appointment of Internal Auditors.
2. Consideration of any Report or Opinion from the Internal Auditors.
3. Consideration of a summary of internal audit work undertaken (whether of a financial or ethical nature).
4. Commissioning work from either the Internal or External Auditor.
5. The approval/revision of the Risk Register.
6. The approval/revision of the Business Continuity Plan.
7. Reviewing payments made.
8. The recovery of rate arrears and sundry debts.
9. To monitor spending against the approved budget.

### **Matters for recommendation by the Committee to the Board**

10. To consider the Annual Budget and Rate Setting prior to the February Board meeting in each year.
11. To review the Annual Business Plan.
12. To review the Medium Term Financial Plan.
13. To monitor the Board's Treasury Management policies and practices.
14. To keep under review the Board's insurance policies.
15. To liaise with the National Audit Office or any successor or equivalent, regarding the appointment of the External Auditor.
16. To consider any letter or report issued by the External Auditor.
17. To ensure the effective monitoring and review of policies and strategies.
18. To consider legislative changes (or proposed legislative changes) which may affect the Board's statutory functions.
19. To identify any Member training needs in various aspects of the Board's responsibilities

**Minutes of the Engineering Committee  
of the Lower Severn (2005) Internal Drainage Board  
Meeting held Wednesday 24<sup>th</sup> October 2019 at 10.30 am  
at The Gables Hotel Falfield**

**Present:**

Mr Barnes  
Mr W J Cornock  
Miss R Hewlett  
Mr Hyslop

Chairman

Mr G Littleton – Deputising for Cllr J Jones  
Mr G Simms

**Staff:**

Martin Dear                      Accounts Officer  
James Druett                    Land Drainage Engineer  
James Thomas                Civil Engineer  
Kieran Warren                Principal Officer  
Andrew Terrett                Foreman  
Louise Reading                Minutes

AO  
LDE  
CE  
PO

<b>2933</b>	<b>Apologies</b> Apologies were received from Patrick Goodey, Rodger Godwin, Ian Ractliffe & Cllr J Jones.	
<b>2934</b>	<b>Declarations of Interest</b> No interests were declared.	
<b>2935</b>	<b>Minutes of Previous Engineering Committee Meeting</b> Miss Hewlett informed the Board that the initials NFU were no longer used by the Gloucestershire Severn Estuary Stake Holders and thus should be removed from minute number 2779.  <b>It was resolved that:</b> <ul style="list-style-type: none"> <li><b>Subject to the above alteration the minutes of the meeting held on 21<sup>st</sup> November 2018 are approved.</b></li> </ul>	
<b>2936</b>	<b>Update of the Capital Programme</b> The PO advised the Board that the first part of the report was a summary of how the programme had evolved and Appendix A was now historical as it related to the picture in February this year.  Officers were aware that the forecasted figures were unreliable and out of date and reminded Members of the importance of revisiting and updating these figures more frequently based on experiences of completed schemes, material costs and possible additional works such as refurbishing or replacing current structures. Having done this the global cost of the Programme had increased from £2.3m to £3.5m.  Some schemes had dropped out of the Programme as they hadn't been fully costed and remained aspirational. These works will undergo assessment, prioritisation and financial approval in the future alongside other works.  The Capital Programme focused on the Pump station replacement programme and machinery replacement over the next few years.  Mr Simms asked whether clarity should be sought for the responsibility for the management of the Capital Programme and the PO confirmed that Capital Programme projects were to be decided and agreed by the Engineering Committee. They would then go to the Finance & General Purposes Committee to agree how these schemes would be financed and then to the Board for approval.	

	<p>Mis Hewlett suggested that the meeting schedule should reflect this.</p> <p>The CE recommended the Terms of Reference be amended to provide clarity as to the respective responsibilities of each Committee.</p> <p>In response to Mr Hyslop question about building new pump stations alongside the existing one and then decommissioning, the Engineers indicated that all aspects of design were taken into consideration when replacing or refurbishing the pumps.</p> <p>Members heard that the Programme as revised and attached at Appendix B was complete as of today's date taken together with the vehicle and plant replacement programme. It had been extended by 2 years to avoid a steep rise in drainage rates. If approved at the next Board meeting, the LDE will write to the EA to request an extension. On the morning of the Board meeting a Finance and General Purposes meeting will be held to decide how to best fund the revised programme and the Engineering Committee will recommend that £200,000 from the unallocated reserves be transferred to the pump replacement reserve.</p> <p><b>It was resolved that:</b></p> <ul style="list-style-type: none"> <li>• <b>The Capital Programme as set out in Appendix B, be approved: and</b></li> <li>• <b>The means by which the new proposals will be assessed and added to the Capital Programme be approved.</b></li> <li>• <b>Subject to the meeting of Finance and General Purposes on 6<sup>th</sup> November 2019, requests the Board move £200k from the unallocated reserves to the pump replacement programme.</b></li> <li>• <b>The LDE to write to the EA to request an extension from the 2025/2026 deadline for a further 2 years</b></li> <li>• <b>The Terms of Reference be amended and submitted to the Board for approval.</b></li> </ul>	
2937	<p><b>Machinery Replacement Programme</b></p> <p><u>Energreen 1500 AU11 HCH</u></p> <p>The LDE reminded the Committee that the replacement of this machine had been deferred from 2018/19 for one year, owing to low hours. The LDE recommended that a replacement should now be agreed as the machine was starting to show signs of increase maintenance and repair. He also did not want to replace this machine any later as it would clash with other replacements and create a financial spike in the programme.</p> <p>The quote for the new Energreen was £212,000 with a part exchange available of £25,000 costing £187,000 + VAT</p> <p>In response to Mr Hyslop's concerns that the part exchange value was low the LDE and Mr Barnes reiterated that the machine was a specialist item and that made it difficult to sale second hand.</p> <p><b>It was resolved that:</b></p> <ul style="list-style-type: none"> <li>• <b>A new Spearhead SPV2 be purchased on 2020/21, part exchanging with AU11 HCH.</b></li> </ul>	
	<p>The meeting closed at 11.20</p>	



### **Capital Programme** **Assessment Criteria**

In order to ensure consistency and fair consideration for all potential projects, it will be helpful to identify and agree the criteria by which these projects will be judged prior to their inclusion in the programme. The following criteria are proposed:

1. The number of residential, agricultural and commercial properties that will enjoy greater flood protection benefits.
2. The area of farmland that will enjoy greater flood protection benefits.
3. The status of the land, ie where it is designated as a RAMSAR, SPA or SSSI site, the site of a Scheduled Ancient Monument or supports the implementation of the Board's Biodiversity Action Plan.
4. The extent (if any) to which the project assists the Board in the discharge of its statutory responsibilities.
5. The ongoing maintenance costs of the project (if any) post-completion.
6. The extent to which the Board's general maintenance programme might reduce as a result of the proposed works.
7. Confirmation of the Board's ability to finance the project in the proposed timescale.
8. The availability of external funding to support the financing of the works.
9. Where it can be measured, the Return on Investment for the project.

These principles should also govern the priority attached to each project. Should the Board need to respond urgently to a flooding event, then funds may have to be diverted from the Capital Programme. In such a case slippage might be unavoidable.

#### **LSIDB PROJECTS 2019/20 - 2025/26**

<b>Project</b>	<b>Benefits</b>	<b>Net Cost Estimate</b>  <b>£K</b>	<b>Maintenance Implications</b>  <b>+ Or -</b>	<b>Timescale</b>	<b>Return on Investment</b>	<b>Comments</b>  <b>description of scheme</b>  <b>criteria met</b>
<b>Plant + Vehicles</b> Tractor/mower	Health & Safety and Efficiency	140*		2021/22		Offset by sale of old machine
Excavator	Health & Safety and Efficiency	90*  130*  110*		2019/20  2021/22  2023/24		Offset by sale of old machine
Vehicles	Health & Safety and Efficiency	25*  25*		2023/24  2024/25		Offset by sale of old machine
Spearhead m/cs	Health & Safety and Efficiency	170*  360*  260*		2020/21  2022/23  2024/25		Offset by sale of old machine

<b>Pumping Stations</b>	Statutory, Environmental and Efficiency	200*		2019/20		
Renewals		225*		2020/21		
		250*		2021/22		
		275*		2022/23		
<b>Drainage Schemes</b>						
Hill Pill outfall		75				Survey work approved
Aust/Olveston		500		?		
Demainment works		30		2019/20		
Cornham		500		?		
Rea Lane pumps		250		?		
Epney				?		
Rockhampton				?		
Renew office and workshop		400		?		

\* Sum already budgeted.

REVISED																APPENDIX B	
Cash Flow Forecast for the Pump Replacement Programme																	
Annual Increment of £25,000 from 2018/19 to 2025/26																	
		£	£	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	Total	
		Original Budget (June 2015)	Revised Budget	£	£	£	£	£	£	£	£	£	£	£	£	£	
				actual	actual	actual	forecast	forecast	forecast	forecast	forecast	forecast	forecast	forecast	forecast	forecast	
<b>Income</b>																	
	Provision from Income and Expenditure A/c	2,400,000	3,175,000	150,000	150,000	175,000	200,000	225,000	250,000	275,000	300,000	325,000	350,000	375,000	400,000	3,175,000	
	Provision from Unallocated Reserves		320,000				200,000							120,000		320,000	
	<b>Income Total</b>	<b>2,400,000</b>	<b>3,495,000</b>	<b>150,000</b>	<b>150,000</b>	<b>175,000</b>	<b>400,000</b>	<b>225,000</b>	<b>250,000</b>	<b>275,000</b>	<b>300,000</b>	<b>325,000</b>	<b>350,000</b>	<b>495,000</b>	<b>400,000</b>	<b>3,495,000</b>	
<b>Expenditure</b>																	
	<b>Pump Station</b>																
	<b>No. of Pumps</b>																
	<b>Oldbury</b>	3	513,300	867,358			6,779							553,110	307,469	867,358	
	<b>Marshfield</b>	2	385,860	577,247			6,776			406,562	163,909					577,247	
	<b>Lapperditch</b>	2	352,820	514,500			8,177	351,823	154,500							514,500	
	<b>Wicks Green</b>	2	553,420	851,854			5,728					556,307	289,819			851,854	
	<b>Elmore Back</b>	2	327,391	500,000	2,891	13,540	283,569	200,000								500,000	
	<b>Saul</b>	1	169,457	180,000	6,887	24,387	55,329	91,755	1,642							180,000	
	<b>Expenditure Total</b>	<b>2,302,248</b>	<b>3,490,959</b>	<b>9,778</b>	<b>24,387</b>	<b>68,869</b>	<b>402,784</b>	<b>553,465</b>	<b>154,500</b>	<b>406,562</b>	<b>163,909</b>	<b>556,307</b>	<b>289,819</b>	<b>553,110</b>	<b>307,469</b>	<b>3,490,959</b>	
	<b>Net Movement in the year</b>			140,222	125,613	106,131	-2,784	-328,465	95,500	-131,562	136,091	-231,307	60,181	-58,110	92,531		
<b>Reserve</b>																	
	Balance b/f				140,222	265,835	371,966	369,182	40,717	136,217	4,655	140,746	-90,561	-30,380	-88,490		
	In year movement			140,222	125,613	106,131	-2,784	-328,465	95,500	-131,562	136,091	-231,307	60,181	-58,110	92,531		
	Balance c/f			140,222	265,835	371,966	369,182	40,717	136,217	4,655	140,746	-90,561	-30,380	-88,490	4,041	4,041	
Notes:																	
1 Assumes inflation of 3% per annum.																	
2 Extends the period of income required fromn the Income and Expenditure Account.																	
3 Assumes two transfers of funds from Unallocated Reserves.																	
4 Moves the start date of Oldbury pump replacemtn from 2025/26 to 2026/27.																	

**REF: MD**

**REPORT BY: Accounts Officer**

## **Update of the Capital Programme**

### **Introduction**

At the meeting of the Engineering Committee, on 24 October 2019, an agenda item was the update on the Capital Programme. The paper considered by the Engineering Committee is attached.

The update is a revision of pump station replacement programme costs. In June 2015, the Board was given, a ball park estimate of £2.3million in order to complete the programme. These costs have now risen to £3.49million.

Reasons for the increase in cost are given in Appendix C.

The financial details of the scheme are being reported to the Finance and General Purposes Committee to ensure that the scheme can be fully funded. This Committee will need to make recommendations to the Board, for their approval, in order to achieve this.

The proposal to meet the additional costs is to extend the length of the project by 2 years and to transfer funds from the unallocated Income and Expenditure Reserve. Further details are given in Appendix D.

The recommendations being made by the Engineering Committee to the Board, regarding the update of the Capital Programme, are included in the previous item – Minutes of the Engineering Meeting held 24 Oct 2019.

### **Recommendations**

- 1. To note the recommendations of the Engineering Committee to the Board;**
- 2. To recommend to the Board, for approval, the transfer of £200,000 from the Unallocated Income and Expenditure Reserve to the Pump Replacement Reserve**
- 3. To submit to the Board, for noting, the implication of the revised costings on the pump replacement programme and the effect on the Revenue Budget for 2020/2021 to 2027/28. This being as per the Cash Flow Forecast for the Pump Replacement Programme (Appendix D).**

*Martin Dear*

*Accounts Officer*

### **UPDATE OF THE CAPITAL PROGRAMME**

#### **Introduction**

At the Board meeting held on 21 November 2018, Members considered the contents of a draft Capital Programme for all major works planned by the Board. The Minute reads:

#### **Production of Capital Programme**

In accordance with Minute 2693 the PO had produced a draft Capital Programme. He explained that this was a working document. The plan included the pump replacement programme and machinery replacement programme. In consultation with the Engineers and Accounts Officer, eight new projects had been added that could be considered once the pump replacement programme had been completed.

The PO had also proposed assessment criteria to evaluate the merits and benefits of each project and prioritise the schemes. He envisaged there would be several drafts for the Committee to consider before a final version was accepted by the Board.

The AO explained that the £350k per annum that had been generated from rates to fund the pump replacement programme could be used to finance the Capital Programme, if members decided to adopt the programme.

Mr Hyslop was mindful that the pump replacements programme was just underway and it was too early to know what the final expenditure would be.

Mr Simms stated that the Board needed to consider the future and that this programme would start a healthy process and debate.

#### **It was resolved that:**

- (1) The format and proposed assessment criteria for the Capital Programme, as set out at Appendix 2, be referred to the Board for approval;**
- (2) All Members be invited to propose projects for inclusion in the Programme**
- (3) The Capital Programme be included on all Committee agendas at least on an annual basis.**
- (4) The Capital Programme be included as a standard item on the agenda for all future Engineering Committee meetings so that information can be regularly updated and progress monitored.**
- (5) The Engineering Committee continue to manage the Programme on behalf of the Board.**

[Minute 2778 refers.]

This decision was ratified by the Board at the meeting held on 6 February 2019:

#### **Capital Programme**

The Engineering Committee had considered the PO's proposal to produce a capital programme. The Committee supported the production of a programme for approval by the Board.

The Chairman commented that a capital programme would be a positive planning mechanism for the Board and it also addressed the matter of undesignated reserves that had been highlighted by the F&GP Committee.

**It was resolved that:**

- 1. The format and assessment criteria for the Capital Programme appended B to these minutes be approved**
- 2. All Members be invited to propose projects for inclusion in the Programme**
- 3. The Capital Programme be included on all Committee agendas at least on an annual basis.**
- 4. The Capital Programme be included as a standard item on the agenda for all future Engineering Committee meetings so that information can be regularly updated and progress monitored.**
- 5. The Engineering Committee would continue to manage the Programme on behalf of the Board.**

[Minute 2822 refers. The Appendix cited above is attached to this report as Appendix A for ease of reference.]

Subsequently a pro-forma was distributed to all Members should they wish to propose particular schemes for inclusion in this programme. A copy of the pro-forma is attached at Appendix B. No additional projects have come forward via this means at the time of writing.

### **Revision of Programme**

The programme originally drafted relied upon figures which were only ever broad-brush financial estimates. Additionally, these figures are now two or three years out of date (see appendix C for more details). A more accurate forecast of the expenditure involved in these schemes, and the funds required to finance them over the timescale indicated is attached at Appendix D.

As feasibility studies have not been carried out in respect of the drainage schemes shown in Appendix A, these projects have been dropped from the programme until further investigative work is completed.

### **How projects will be added to the Programme**

I propose the following assessment process to ensure that a consistent method of evaluation is adopted for every project from inception through to commissioning:

1. Proposal put forward by a Member, a Committee, the Board or staff.
2. Proposal scrutinised by the Engineers with reference to the criteria cited at Appendix A and costed with the assistance of the AO. External consultants will be engaged where appropriate so that financial predictions can be made with greater certainty.
3. A full report on the benefits and likely costs of the scheme is submitted to and approved by the Engineering Committee.
4. The financial details of the scheme are reported the Finance and General Purposes Committee to ensure that the scheme can be fully funded within the recommended timescale.
5. The recommendations of both Committees are submitted to the Board for approval.
6. The scheme is added to the Capital Programme for implementation.

**Recommendations:** That

- (1) The revised Capital Programme, as set out at Appendix C, be approved; and
- (2) The means by which new proposals will be assessed and added to the Capital Programme be approved.
- (3) Subject to the meeting F&GP on 11<sup>th</sup> December requests the Board move £200k from the unallocated reserves to the pump replacement reserve.
- (4) The LDE to write to the E.A to request an extension from the 2025/26 deadline for a further 2 years.

*Kieran Warren*

*Principal Officer*

*October 2019*

### **Capital Programme** **Assessment Criteria**

In order to ensure consistency and fair consideration for all potential projects, it will be helpful to identify and agree the criteria by which these projects will be judged prior to their inclusion in the programme. The following criteria are proposed:

1. The number of residential, agricultural and commercial properties that will enjoy greater flood protection benefits.
2. The area of farmland that will enjoy greater flood protection benefits.
3. The status of the land, ie where it is designated as a RAMSAR, SPA or SSSI site, the site of a Scheduled Ancient Monument or supports the implementation of the Board's Biodiversity Action Plan.
4. The extent (if any) to which the project assists the Board in the discharge of its statutory responsibilities.
5. The ongoing maintenance costs of the project (if any) post-completion.
6. The extent to which the Board's general maintenance programme might reduce as a result of the proposed works.
7. Confirmation of the Board's ability to finance the project in the proposed timescale.
8. The availability of external funding to support the financing of the works.
9. Where it can be measured, the Return on Investment for the project.

These principles should also govern the priority attached to each project. Should the Board need to respond urgently to a flooding event, then funds may have to be diverted from the Capital Programme. In such a case slippage might be unavoidable.

#### **LSIDB PROJECTS 2019/20 - 2025/26**

<b>Project</b>	<b>Benefits</b>	<b>Net Cost Estimate</b>  <b>£K</b>	<b>Maintenance Implications</b>  <b>+ Or -</b>	<b>Timescale</b>	<b>Return on Investment</b>	<b>Comments</b>  <b>description of scheme</b>  <b>criteria met</b>
<b>Plant + Vehicles</b> Tractor/mower	Health & Safety and Efficiency	140*		2021/22		Offset by sale of old machine
Excavator	Health & Safety and Efficiency	90*  130*  110*		2019/20  2021/22  2023/24		Offset by sale of old machine
Vehicles	Health & Safety and Efficiency	25*  25*		2023/24  2024/25		Offset by sale of old machine
Spearhead m/cs	Health & Safety and Efficiency	170*  360*  260*		2020/21  2022/23  2024/25		Offset by sale of old machine



<b>Pumping Stations</b>	Statutory, Environmental and Efficiency	200*		2019/20		
Renewals		225*		2020/21		
		250*		2021/22		
		275*		2022/23		
<b>Drainage Schemes</b>						
Hill Pill outfall		75				Survey work approved
Aust/Olveston		500		?		
Demainment works		30		2019/20		
Cornham		500		?		
Rea Lane pumps		250		?		
Epney				?		
Rockhampton				?		
Renew office and workshop		400		?		

\* Sum already budgeted.

TO: Engineering Committee

## REQUEST FOR INCLUSION OF SCHEME IN THE LSIDB CAPITAL PROGRAMME

<b>LOCATION</b>	
<b>CURRENT SITUATION</b>	
<b>WORKS REQUIRED</b>	
<b>ESTIMATE OF COSTS (if known)</b>	<b>£</b>
<b>BENEFICIARIES</b>	
<b>CRITERIA MET (tick all that apply)</b> <ol style="list-style-type: none"> <li>1. Residential, agricultural and commercial properties will enjoy greater flood protection benefits.</li> <li>2. Farmland that will enjoy greater flood protection benefits.</li> <li>3. The land, is designated as a RAMSAR, SPA or SSSI site, the site of a Scheduled Ancient Monument or supports the implementation of the Board's Biodiversity Action Plan.</li> <li>4. The project assists the Board in the discharge of its statutory responsibilities.</li> <li>5. The ongoing maintenance costs of the project (if any) post-completion are nil or lower than at present.</li> <li>6. The general maintenance programme will reduce as a result of the proposed works.</li> <li>7. The Board is able to finance the project.</li> <li>8. External funding is available.</li> <li>9. The Return On Investment for the project.</li> </ol> <b>Please supply supporting information wherever possible.</b>	
<b>PRIORITY (High, Medium or Low) and PROPOSED START DATE</b>	
<b>SKETCH or PLAN ATTACHED (Yes or No)</b>	

NAME:

DATE:

*NB. The Board's Engineers will initially assess the details of your proposals so that the Engineering Committee have as much information as possible at its disposal when considering this scheme. You will be advised of the date of the relevant Committee meeting, which you are welcome to attend in order both to promote the scheme and to answer any questions Members may have.*

TO : Engineering Committee

### **REVISION OF PUMP STATION REPLACEMENT PROGRAMME**

The Boards' Engineer's originally gave the Board, in June 2015, a ball park estimate of 2.3 million pounds to make all 6 of the Boards pumping stations Eel Regulation compliant.

Unfortunately during the past 4 years costs of all raw materials and plant have escalated and after receiving some accurate cost estimates for the first large pumping station project at Elmore, it is clear that the original estimated budget is not adequate.

#### **Elmore Back Pumping Station**

The original ball park figure was £327,000 in June 2015.

The updated cost estimate is £500,000. This may be lower dependent upon whether or not the existing civils are structurally sound. Accurate pump prices, weed screen cleaner and all parts together with necessary civils have been obtained.

#### **Implications for the Remaining Pump Station Costs**

Due to such cost increases these figures have been used to revise the cost of rebuilding the remaining pump stations, as these are of similar layout and size.

REVISED

Cash Flow Forecast for the Pump Replacement Programme  
 Annual Increment of £25,000 from 2018/19 to 2025/26

			2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	Total	
			£	£	£	£	£	£	£	£	£	£	£	£	£	
			Original Budget (June 2015)	Revised Budget	actual	actual	actual	forecast	forecast	forecast	forecast	forecast	forecast	forecast	forecast	
<b>Income</b>																
Provision from Income and Expenditure A/c			2,400,000	3,175,000	150,000	150,000	175,000	200,000	225,000	250,000	275,000	300,000	325,000	350,000	3,175,000	
Provision from Unallocated Reserves				320,000			200,000							120,000	320,000	
<b>Income Total</b>			<u>2,400,000</u>	<u>3,495,000</u>	<u>150,000</u>	<u>150,000</u>	<u>175,000</u>	<u>400,000</u>	<u>225,000</u>	<u>250,000</u>	<u>275,000</u>	<u>300,000</u>	<u>325,000</u>	<u>350,000</u>	<u>3,495,000</u>	
<b>Expenditure</b>																
<b>Pump Station</b>	<b>No. of Pumps</b>															
<b>Oldbury</b>	3		513,300	867,358			6,779							553,110	307,469	867,358
<b>Marshfield</b>	2		385,860	577,247			6,776		406,562	163,909						577,247
<b>Lapperditch</b>	2		352,820	514,500			8,177	351,823	154,500							514,500
<b>Wicks Green</b>	2		553,420	851,854			5,728				556,307	289,819				851,854
<b>Elmore Back</b>	2		327,391	500,000	2,891		13,540	283,569	200,000							500,000
<b>Saul</b>	1		169,457	180,000	6,887	24,387	55,329	91,755	1,642							180,000
<b>Expenditure Total</b>			<u>2,302,248</u>	<u>3,490,959</u>	<u>9,778</u>	<u>24,387</u>	<u>68,869</u>	<u>402,784</u>	<u>553,465</u>	<u>154,500</u>	<u>406,562</u>	<u>163,909</u>	<u>556,307</u>	<u>289,819</u>	<u>553,110</u>	<u>3,490,959</u>
<b>Net Movement in the year</b>					140,222	125,613	106,131	-2,784	-328,465	95,500	-131,562	136,091	-231,307	60,181	-58,110	92,531
<b>Reserve</b>																
Balance b/f						140,222	265,835	371,966	369,182	40,717	136,217	4,655	140,746	-90,561	-30,380	-88,490
In year movement					140,222	125,613	106,131	-2,784	-328,465	95,500	-131,562	136,091	-231,307	60,181	-58,110	92,531
Balance c/f					140,222	265,835	371,966	369,182	40,717	136,217	4,655	140,746	-90,561	-30,380	-88,490	4,041

- Notes:
- 1 Assumes inflation of 3% per annum.
  - 2 Extends the period of income required fromn the Income and Expenditure Account.
  - 3 Assumes two transfers of funds from Unallocated Reserves.
  - 4 Moves the start date of Oldbury pump replacemtn from 2025/26 to 2026/27.

# F&GP Meeting

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Wednesday 11th September 2019

**The Gables Hotel, Falfield  
10.30am**

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

## **TERMS OF REFERENCE OF FINANCE AND GENERAL PURPOSES COMMITTEE**

**Approved 22 June 2016 Minute No.2349 (a)**

### **Matters for determination by the Committee.**

1. The appointment of Internal Auditors.
2. Consideration of any Report or Opinion from the Internal Auditors.
3. Consideration of a summary of internal audit work undertaken (whether of a financial or ethical nature).
4. Commissioning work from either the Internal or External Auditor.
5. The approval/revision of the Risk Register.
6. The approval/revision of the Business Continuity Plan.
7. Reviewing payments made.
8. The recovery of rate arrears and sundry debts.
9. To monitor spending against the approved budget.

### **Matters for recommendation by the Committee to the Board**

10. To consider the Annual Budget and Rate Setting prior to the February Board meeting in each year.
11. To review the Annual Business Plan.
12. To review the Medium Term Financial Plan.
13. To monitor the Board's Treasury Management policies and practices.
14. To keep under review the Board's insurance policies.
15. To liaise with the National Audit Office or any successor or equivalent, regarding the appointment of the External Auditor.
16. To consider any letter or report issued by the External Auditor.
17. To ensure the effective monitoring and review of policies and strategies.
18. To consider legislative changes (or proposed legislative changes) which may affect the Board's statutory functions.
19. To identify any Member training needs in various aspects of the Board's responsibilities.

**Minutes of the Finance & General Purposes Committee of the  
Lower Severn (2005) Internal Drainage Board  
Meeting held Wednesday 22<sup>nd</sup> May 2019 at 10.30 am  
At the Gables Hotel Falfield**

Present:

Ald C Williams  
Cllr P Abraham  
Mr J Hore  
Mr G Littleton

Chairman

Cllr M Riddle  
Mr M Barnes  
Mr P Awford

Martin Dear  
Kieran Warren  
Louise Reading

Accounts Officer  
Principal Officer  
Minutes

AO  
PO

2860	<b>Apologies:</b> Apologies were received from Mr R Thatcher & Mr G Simms	
2861	<b>Declarations of Interest</b> There were no declarations of interest.	
2862	<b>Minutes of the Previous Meeting</b>  <b>It was resolved that:</b> <ul style="list-style-type: none"> <li><b>The minutes of the Finance &amp; General Purposes Committee Meeting held on 23rd January 2019 be approved as a correct record.</b></li> </ul>	
2863	<b>Actions from the previous minutes.</b>  Action 1 –IT Support contract completed by PO.  Action 2 – Board Chairman to write to BCC Mayor is outstanding.	
2864	<b>Treasury Sub Committee Report.</b> Mr Littleton noted that there was some dissatisfaction with Smith & Williamson(S&W) investment management in 2018. Ald Williams informed the committee that the market had improved significantly in the first quarter of 2019. The AO had drafted a letter to S&W to register the Board's concerns and to advise them that we would monitor investments in 2019. The minutes of the Treasury Sub Committee Meeting held on 13 March 2019 were noted by the Committee.	
2865	<b>Treasury Sub Committee – Terms of Reference</b> The AO presented the Treasury Sub Committee Terms of Reference for consideration.  The Chairman observed that these Terms would need to be amended if the Board delegates to the Treasury Sub Committee the power to re-invest Developer Funds.  Mr Barnes concurred that these would be amended to reflect any changes going forward in line with other Committees' Terms of Reference.  <b>It was recommended that:</b> <ul style="list-style-type: none"> <li><b>The Treasury Sub Committee Terms of reference be amended to authorise the Treasury Sub Committee to invest future Developer Funds</b></li> </ul>	

	<ul style="list-style-type: none"> <li>• <b>Subject to the above amendment, the Terms of Reference, be submitted to the Board for approval.</b></li> </ul>	<u>Action 1</u> For Board Approval
2866	<p><b>Treasury Management Policy</b></p> <p>The AO explained that the Treasury Management Policy required updating to reflect the current position.</p> <p>The Committee discussed under Minute 2870 and agreed that authority should be given to the AO to move cash between the Bonus Saver account and the two Notice accounts, in line with business needs to increase the interest received on cash balances.</p> <p><b>It was recommended that:</b></p> <ul style="list-style-type: none"> <li>• <b>The Treasury Management Policy be amended to authorise the AO to move unallocated sums and cash between the Bonus Saver and the two Notice Deposit accounts</b></li> <li>• <b>Subject to the above amendment, the Treasury Management Policy, be submitted to the Board for approval.</b></li> </ul>	<u>Action 2</u> For Board Approval
2867	<p><b>Capital Programme</b></p> <p>The PO reported that there had always been a Capital programme, however it hadn't been formalised. The PO had sent out a proforma to members welcoming comments and proposals.</p> <p>There are projects in the pipeline, however consideration needs to be given to the resources required and how projects should be prioritised.</p> <p>Mr Awford informed the Committee that the situation at Cornham was under review with the EA and other flood teams as it could play a crucial role in future flood defence systems to address the expected tidal push of 1m by 2050 and that any work completed by the Drainage Board may be overtaken by events.</p> <p>Cllr Riddle asked the AO once all the capital programmes were added together what the outcome was on surplus funds.</p> <p>The AO responded that once the Board approve the Capital Programme, funds would be allocated from General Reserves. Projects would be reflected in the accounts independently much like the pump station programme. This along with a budget for potential overspend on the pumps will see a notable decrease in unallocated reserves.</p> <p>Cllr Riddle commented that when this is taken into consideration at the next Board meeting it should be reassuring to members that the surplus of reserves is not an issue.</p> <p>Mr Hore stated that purchasing training for the Engineers may be beneficial in light of the significant expenditure on plant, machinery and the pumping stations. The PO agreed to investigate this further and report back.</p> <p><b>It was resolved that:</b></p> <ul style="list-style-type: none"> <li>• <b>The position be noted</b></li> </ul>	<u>Action 3</u> PO to discuss possible purchasing training with Engineers



2868	<p><b>Financial Regulations Level of Reserves.</b></p> <p>The PO referred to the consideration given to this issue by the Governance and Probity Committee; the Committee had agreed that no change was necessary.</p> <p>Cllr Riddle added that he felt nervous about changing a policy to fit in with a short-term issue.</p> <p>The Committee were happy with the Governance &amp; Probity Committees recommendation that there be no changes going to the Board for approval.</p>	
2869	<p><b>Internal Audit Report.</b></p> <p>The PO advised Members that the Internal Auditors had carried out 31 tests. The exercise had resulted in 3 green level outcomes and 1 amber level outcome. His report contained proposed actions to address these outcomes.</p> <p>The PO advised that he was fairly happy with the report.</p> <p>Ald Williams noted that in line with the proposed action for the petty cash limit being set at £50, the Financial Regulations would need to be amended to reflect this.</p> <p><b>It was resolved that:</b></p> <ul style="list-style-type: none"> <li>• <b>The Internal Audit, be approved and that the Financial Regulations are amended to incorporate this.</b></li> </ul> <p><b>It was recommended that:</b></p> <ul style="list-style-type: none"> <li>• <b>Financial Regulations be amended in respect of the proposed addition of a limit to petty cash claims.</b></li> </ul>	<p><u>Action 4</u> For Board Approval</p>
2870	<p><b>Accounts Officer Report</b></p> <p><u>Management Accounts 1<sup>st</sup> April 2018 – 231<sup>st</sup> March 2019</u></p> <p>The annual Management Accounts showed a surplus of £48,633 against a budget of £17,460. The surplus is similar to previous years.</p> <p>Ald Williams asked the AO why the investment figure did not match the developer commuted sums figure. The AO explained this was due to cash reserves.</p> <p><b>It was recommended that:</b></p> <ul style="list-style-type: none"> <li>• <b>The Management Accounts, be submitted to the Board for approval.</b></li> </ul> <p><u>Reconciliation of Accounts to the AGAR statement.</u></p> <p>The AO explained that the external auditors required accounts on a cash basis. This report shows the reconciliation between the management accounts and the AGAR which goes to the External Auditors.</p> <p><u>Annual Governance &amp; Accountability Return 2018/2019</u></p> <p>Page 52 is the internal audit report and this has been completed and signed by Bishop Fleming. Page 53 in the Annual Governance Statement which has been completed and will be signed by the PO and the Chair on approval from the Board. On Page 54 are the Accounting Statements which will be signed by the AO and then the Chair on approval from the Board. Page 55 is completed by the external auditor and will be completed by them by 30 September 2019.</p>	<p><u>Action 5</u> For Board Approval</p> <p><u>Action 5</u> For Board Approval and signing by the Chair and PO ( see Agenda Item 8)</p>

	<p><b>It was recommended that:</b></p> <ul style="list-style-type: none"> <li><b>The AGAR be submitted to the Board for approval</b></li> </ul> <p><u>Cash Flow to 31<sup>st</sup> March 2020</u> The AO presented the annual cashflow. He informed the Committee that this would change from month to month but is a good indicator of cash reserves.</p> <p>Ald Williams asked why money from the Bonus Saver couldn't be invested in the short term 35 days deposits account to maximise the return on the IDB's cash reserves and recommend that discretionary powers be given to the AO to move money as appropriate in line with business needs.</p> <p>Cllr Abraham mentioned this had been raised previously with no solution and concurred with Ald Williams suggestion as long as regular updates were provided to the Committee in line with best practise.</p> <p>Mr Awford asked should this go to the Board for approval.</p> <p>Ald Williams &amp; the AO believed this sat under the remit of the Finance &amp; General Purposes Committee however for clarity purposes, as the Treasury Management Policy was going for Board approval then the Board would approve this via recommendation under minute 2866.</p> <p><u>LGPS Pension figures</u> These figures were noted by the Committee who agreed that the liability had been curtailed by the closure of the scheme in 2015. The scheme would continue to be monitored.</p> <p><u>Insurance Policies 2019/2020</u> Policies have been renewed for another year with a reduction with Zurich. Ald Williams asked if members were happy with cover. Discussion was had around legal expenses and the AO confirmed there was legal cover with the Zurich Policy. The Committee agreed that the insurance was sufficient.</p> <p><b>It was recommended that:</b></p> <ul style="list-style-type: none"> <li><b>The insurance policies be presented to the Board for approval and signing by the Chair.</b></li> </ul>	<p><u>Action 6</u> For Board Approval (see Minute 2866)</p> <p><u>Action 7</u> For Board Approval and signing by the Chair</p>
2871	<p><b>Payments Noted</b> Members noted the payments made between 1st January 2019 and 30<sup>th</sup> April 2019 and transfers made between accounts.</p> <p>Mr Hore enquired about a repair invoice from Claas Western Ltd. He reviewed the invoice and was satisfied.</p> <p>Ald Williams enquired about the BT invoice for an alternative phone line. The PO will confirm this at the next meeting.</p>	<p><u>Action 8</u> PO to inform the Committee of the reason for the invoice at the next meeting</p>
2872	<p><b>Date of Next meeting</b> Members noted that the next F&amp;GP meeting would be held 11<sup>th</sup> September 2019 at 10.30am at The Gables</p>	
	Meeting closed at 11.30 am	

**Minutes of Treasury Sub-Committee Meeting  
Of the Lower Severn (2005) Internal Drainage Board  
Held Wednesday 4<sup>th</sup> September 2019 at 10.30am  
At the LSIDB Offices**

**Present:** Ald C Williams Chairman  
Cllr M Riddle  
Mr J Nichols  
Cllr P Abraham Deputy for Mike Barnes  
Martin Dear Accounts Officer AO  
Louise Reading Minutes  
Mr V Boscawen Smith & Williamson S&W  
(For items 2897, 2898 & 2899)

<b>2891</b>	<b>Apologies/Welcome</b> Apologies were received from Mike Barnes.  The Chairman welcomed Cllr P Abraham to the meeting who was deputising for Mike Barnes.  The Chairman welcomed Vere Boscawen to the meeting at 11.15.	
<b>2892</b>	<b>Chairman's Announcements.</b> There were no announcements.	
<b>2893</b>	<b>Declaration of Members' Interests</b> No interests were declared.	
<b>2894</b>	<b>Minutes of the Previous Meeting</b>  <b>It was resolved that:</b> <ul style="list-style-type: none"> <li>The minutes of the meeting held on 13<sup>th</sup> March 2019 be approved.</li> </ul>	
<b>2895</b>	<b>Matters arising from the minutes</b> All actions were complete.	
<b>2896</b>	<b>Schedule of Investments</b> Ald Williams provided Cllr Abraham with a brief overview.  The equity portfolio had not performed well and Mr Nicholls raised the point that perhaps some funds should be invested into a Worldwide Tracker Index.  The AO handed out copies of the original contract taken out with S&W, which originally instructed S&W to provide a balanced portfolio.  Discussion took place as to whether the cash balance in the developer's funds could be invested to increase return and perhaps these funds could be invested into a Worldwide Tracker Index.  The AO reminded the Members that working capital and cash flow would need to be considered prior to the investment of any large cash sums.  The AO asked Members which investment schedules they would like to see at future meetings. <b>It was resolved that:</b> <ul style="list-style-type: none"> <li>The AO will provide the Treasury Sub Committee with an investment schedule from 1<sup>st</sup> April 2017 to the current date at future meetings.</li> </ul>	<b>Action 1</b> <b>AO to provide investment schedules from 1<sup>st</sup> April 2017</b>

2897	<b>Review of current Portfolio</b> Mr Boscawen reported to Members that the value of the current portfolio had delivered a return of 11.89% against a benchmark of 13.83% since 1 <sup>st</sup> January 2019 with a yield of 3.6%.	
2898	<b>Market Update</b> The market fell sharply in Q4 of 2018 but has since recovered in 2019. Economical Growth in the USA has declined impacting on stocks and shares across the globe due to the trade war with China. It is considered that this will deescalate soon with impending elections in the USA.  Brexit is also still a concern to international investors and thus they are not investing in the UK markets. Its predicted that once a deal is finalised the UK will reattract international investors.	
2899	<b>Future Investment Strategy</b> Mr Boscawen advised that in future the Board should invest in shares that provide capital growth rather than income generated.  Mr Boscawen recommended the following investment changes: <ol style="list-style-type: none"> <li>Miton UK Multi Cap be sold and reinvested in Standard Life UK Smaller Companies Trusts Plc.</li> <li>Kames Capital Plc Corporate Bond be sold and reinvested into Black Rock Corporate.</li> <li>Henderson's Far East Income be sold and reinvested into Pacific Horizon Investment Trust Plc.</li> <li>Cash be reinvested into Murray Income and North American Inc Plc</li> </ol> The Chairman thanked Mr Boscawen for his time and Mr Boscawen left the meeting.  After discussion Members decided that Black Rock was not the right fund to reinvest money due to its performance history.  <b>It was resolved that:</b> <ul style="list-style-type: none"> <li><b>Miton UK Multi Cap be sold and reinvested in Standard Life UK Smaller Companies Trusts Plc</b></li> <li><b>Kames Capital Plc Corporate Bond be sold and reinvested 50:50 to Invesco Fund Managers and Murray Income.</b></li> <li><b>Henderson's Far East Income be sold and reinvested into Pacific Horizon Investment Trust Plc.</b></li> <li><b>The surplus cash within S&amp;W be invested 50:50 into Murray Income and North American Inc Plc.</b></li> </ul>	<b>Action 2</b> <b>AO to instruct S&amp;W</b>
2900	<b>Balance Sheet &amp; Developers Funds as at 30<sup>th</sup> June 2019</b> The Chairman advised that he had checked with the AO that there were no material changes to these figures in July or August. Other than earlier discussions on the investment of cash there was no further comment.	
2901	<b>Cash flow forecast Pump replacement to 2025/2026</b> The AO informed the Sub Committee that he was planning to visit these figures as they were 3 years old.  The Members supported the AO suggested that the pump replacement programme already budgets for an annual increase in drainage rate and levy of £25,000, it would be prudent that of any further funds are needed that this is met from unallocated reserves in the first instance.	

2902	<p><b>Cash flow for 2019/2020</b> The AO reported to the Sub Committee that the cash flow was healthy.</p> <p>Cllr Williams proposed transferring some money from the direct reserve account into a 32- or 35-days deposit. This to be reviewed on a monthly basis.</p> <p>Mr Nicholls suggested asking the bank to set up parameters in which money could be automatically moved at the end of each month.</p>	<p><b>Action 3</b> <b>The AO to speak to the bank.</b></p>
2903	<p><b>Cash Flow 2019/2020 – 2023/2024</b> The figures were presented to the Sub Committee.</p> <p>Mr Nichols asked what would happen in the event of serve flood damage. The AO explained dependent on severity, other bodies may be responsible. The Board had Insurance in place to cover its responsibilities.</p>	
2904	<p><b>Review of Reserves.</b> The Chairman hadn't appreciated that the Engineering Committee only meet once a year and therefore they hadn't considered the Capital Programme. Thus, the review of the reserves policy was made in this context. The Sub Committee discussed if it would be more prudent for the Engineering Committee to meet more frequently.</p> <p>The reserves were reviewed. Observations were made in respect that the Pump Station Replacement may require further allocation and that the Pensions Reserve remained a liability to the Board.</p> <p>It was agreed by the Members that £150,000 from the Developers Reserves should be invested into a Worldwide Tracker Index. Whether this should be with S&amp;W or managed as a separate entity in house depending on how much administration was required and the additional charges S&amp;W would require,</p> <p>The AO reminded the Members that ADA Good Guidance suggests that professional advice should be sought and if advice isn't taken then clear guidance as to why should be recorded.</p> <p>The Members further discussed chargeable fees and how they would differ from self-managed, a nominee or through a Broker.</p> <p>It was suggested that perhaps NatWest could act on the Boards behalf in this case.</p> <p><b>It was resolved that:</b></p> <ul style="list-style-type: none"> <li>• <b>The AO would seek advice from S&amp;W about investing £150,000 into a Worldwide tracker Index, what the top three funds would be, the fees or charges for holding or administering this investment.</b></li> <li>• <b>The AO would also enquire with the bank about holding the investment.</b></li> <li>• <b>The AO will circulate his findings by email and Members will respond electronically to decide the way forward.</b></li> </ul>	<p><b>Action 4</b> <b>Cllr Riddle to discuss with the Engineering Committee Chair.</b></p> <p><b>Action 5</b> <b>The AO to investigate options.</b></p>
	The date of next meeting to be advised	
	The Meeting closed at 12.30pm	

## Lower Severn (2005) Internal Drainage Board

### RISK REGISTER

As at 11 September 2019

The owner of this document is the Principal Officer

Category of Risk	Risk	Likelihood (without controls)	Impact (without controls)	Risk Level (without controls)	Risk response and control procedure	Monitoring and Assurance	Actions	Likelihood (with current controls)	Impact (with current controls)	Risk Level (with current controls)	Responsibility
<b>Governance</b>											
<b>G1</b>	Gradual or sudden loss of reputation	High	High	High	<b>Treat</b> As an action or non-action by the Board, employee, subcontractor or supplier. This includes personal behaviour.	Ensure that all risks are minimised. Ensure plans are fulfilled.	Use governance arrangements to utilise monitoring and feedback controls and assurances. Ensure that the Board is sensitive to changes and can respond accordingly. Publicly available website that is regularly updated and reviewed.	Low	High	Medium	Board, PO, AO, LDE, CE
					<b>Treat</b> Inappropriate behaviour by a member of staff. Staff not aware of their importance in maintaining the Board's reputation.	Staff training given on the importance of their actions or non action. Emphasise that they are the contact point for members of the public.	Staff receive ongoing appropriate training. All staff are issued with the Board's approved Employee Handbook.				
<b>G2</b>	Board doesn't have adequate competency/skills to understand or control the business.	Medium	Medium	Medium	<b>Treat</b> 14 elected members, landowners and owner occupiers have a vested interest in ensuring drainage is effective.	The Board consists of 14 elected members and 15 appointed members. The appointed members are determined by the local Councils within the Board's area.	Board members receive appropriate ongoing training. Good Governance Guide, published by ADA, made available to all Members. ADA Good Governance workshop took place in March 2019.	Low	Medium	Low	Board
<b>G3</b>	Difficulty in appointing new Board Members.	Low	Low	Low	<b>Tolerate</b> Board consists of elected and appointed members. Member turnover is low.	Electoral register in place and updated to enable elections to take place. Last elections took place in October 2018.	Open elections for new Board Members due in October 2021.	Low	Low	Low	Board
<b>G4</b>	Susceptibility to concentration of power.	High	High	High	<b>Treat</b> Management meetings held on a regular basis, Chairman and Vice Chairman involved.	There are five committees that report to the Board. Each committee has an appointed Chair.	Segregation of duties and regular meetings between Board and key members of staff to review major issues and future actions. Schemes of delegation to both Chair and Officers in place.	Medium	Medium	Medium	Board

<b>G5</b>	There is no overall strategy for the organisation as a whole.	High	High	High	<b>Treat</b> The Board has a business plan and a corporate strategy.	Business plan in place and reviewed annually.	Regular review of forthcoming reporting deadlines at the Board meetings. Agenda Items for the Board and Committees reviewed annually. The Board operates in accordance with its approved capital and maintenance programmes.	Medium	Medium	Medium	Board
<b>G6</b>	Failure to comply with key legislation, regulations and Corporation requirements.	High	High	High	<b>Treat</b> Regular Board meetings take place.	Reports to Board on new legislation and regulations. Membership of Association of Drainage Authorities (ADA). Regular review of publicly available websites.	Regular review of forthcoming reporting deadlines at the board meetings. Access specialist advice as appropriate.	Low	High	Medium	Board
					<b>Transfer</b> Audit takes place on Management and Accounts to ensure compliance with legislation.	PKF Littlejohn appointed as external auditors by Smaller Authorities' Audit Appointments Ltd. Internal Auditors appointed on a two year contract.					
<b>G7</b>	Board not assuming control of key statutory requirements e.g. Health and Safety and Risk.	High	High	High	<b>Treat</b> Citation appointed as Health and Safety and Human Resources advisors.	Reports to Board. LDE monitors and maintains Health and Safety records.	Board have been made aware of the key legislative requirements to ensure they understand their responsibilities. Board members to attend training courses as appropriate.	Low	Low	Low	Board
					<b>Transfer</b> Indemnity policy is in place so board do not have to pay compensation.	Included in insurance cover with Zurich Municipal. Zurich Municipal appointed on a five year contract.	Level of cover reviewed annually.				
<b>G8</b>	Implementation of Eel Regulations.	High	High	High	<b>Treat</b> Consultants appointed to report on steps to take to meet the statutory regulations.	Engineers to report to Engineering Committee as necessary. Pump replacement programme in place and being implemented..	Frequent update to Engineering Committee and Full Board.	Low	High	Medium	Board

Category of Risk	Risk	Likelihood (without controls)	Impact (without controls)	Risk Level without controls	Risk response and control procedure	Monitoring and Assurance	Actions	Likelihood (with current controls)	Impact (with current controls)	Risk Level (with current controls)	Responsibility
<b>Finance</b>											
<b>V1.</b>	Inaccurate assumptions in place within the Business Plan.	High	High	High	<b>Treat</b> There is a Business Plan in place and it is reviewed annually.	Business plan reviewed by the Board at least annually. Medium Term Financial Plan reviewed by F&GP Committee.	Business Plan stating objectives of the Board is in place. Medium Term Financial Plan prepared.	Medium	Medium	Medium	Board and F&GP Committee
<b>V2</b>	Inadequate internal control resulting in poor financial management.	Medium	High	High	<b>Treat</b> Bishop Fleming have been appointed as Internal Auditors.	Internal Auditors appointed on a two year contract.	Appointed at the September 2018 F&GP meeting.	Low	Medium	Low	Board
<b>V3</b>	Security of deposit takers.	Medium	High	High	<b>Treat</b> Use NatWest as the main bankers. Cash deposits to be placed with any of the four main clearing banks. There are to be two or three deposit accounts. The maximum notice on a notice account to be six months. For fixed term accounts the maximum notice to be six months.	Treasury Sub Committee to review investments and performance.	Regular reporting to the Treasury Sub Committee.	Low	Medium	Low	Board and F&GP Committee
<b>V4</b>	Investments.	High	High	High	<b>Treat</b> Appointed Smith and Williamson as investment managers.	Treasury Sub Committee to review investments and performance.	Regular reporting to the Treasury Sub Committee.	Low	Medium	Low	F&GP Committee
<b>V5</b>	Inaccurate Accounting.	Medium	High	High	<b>Transfer</b> Accounts are audited by External Auditors appointed by Smaller Authorities' Audit Appointments Ltd.	External Auditors report on and certify the Annual Governance and Accountability Return (AGAR).	AO responds and takes action regarding recommendations made by the External or Internal Auditors.	Low	Medium	Low	AO and F&GP Committee
					<b>Treat</b> Accounts Officer to be responsible to the preparation of accounts.	Management Accounts are regularly presented to F&GP Committee and then onto the Full Board.	Accounts/budgets prepared by Accounts Officer.				



V6	Fraud occurring through deliberate activity.	High	High	High	<b>Transfer</b> Internal audit will look for fraudulent activity as part of the annual audit process.	Performed by Internal Auditors	Fraud and whistle blowing policy circulated to all staff.	Medium	Medium	Medium	All Staff
					<b>Treat</b> Chairman and Vice Chairman have access to internet banking.	Access log available.	Accounts Officer has been added as a bank signatory and internet banking. Further segregation of duties.				Board
					<b>Transfer</b> Increased Fidelity Guarantee Insurance.	Cover reviewed annually.	Community insurance cover with Zurich Municipal.				Board and PO
					<b>Treat</b> Fraud policy and whistle blowing policy in place.	Policy in place approved by the Board. Fraud and whistle blowing policy circulated to all staff.	Fraud and whistle blowing policy circulated to new staff.				PO
					<b>Treat</b> Register of members interests held on file.	Register maintained and available for review.	Updated as members interests change.				PO
					<b>Treat</b> Ensure no unauthorised transfer of funds from bank accounts.	Bank signatories regularly reviewed. Monthly bank reconciliations undertaken. Approved financial regulations. Segregation of duties - authorising invoices processing invoices for payment - authorising invoice payment.	Dual authorisation of payments and bank transfers required.				PO and AO
V7	Effect on inflation and exchange rate movements on specific areas.	Low	Low	Low	<b>Treat</b> Budget overspent in year.	Budget agreed by the Board in February. Considered when levy and agricultural rate set by Board in February.	Monitored regularly by F&GP Committee.	Low	Low	Low	Board , F&GP Committee and AO
V8	Impact of movements in interest rates on income.	Low	Low	Low	<b>Treat</b> All cash balances held in approved banks.	Monitoring of budget, Medium Term Financial Plan, Pump Station Reserve and Developer (Commutated Sums) Reserve.	Actual rates and revised estimated presented to Board in February and November. Revision to the Treasury Management Policy approved by the Board in June 2019.	Low	Low	Low	Board, F&GP Committee and AO
V9	Failure to achieve value for money.	Medium	Medium	Medium	<b>Treat</b> Three quotes are obtained for any major purchase over £5,000 unless there are few suppliers. Compliance with Financial Regulations.	AO reviews with LDE/CE.	Chairman and Vice Chairman informed of award and reasons.	Low	Low	Low	Board and AO

Category of Risk	Risk	Likelihood (without controls)	Impact (without controls)	Risk Level without controls	Risk response and control procedure	Monitoring and Assurance	Actions	Likelihood (with current controls)	Impact (with current controls)	Risk Level (with current controls)	Responsibility
<b>Management and Maintenance</b>											
<b>M1</b>	Increased risk of flooding owing to inaccurate assumptions affecting the planned maintenance programme.	Medium	High	High	<b>Treat</b> There is a realistic planned annual maintenance programme.	LDE monitors progress of the plan throughout the year.	Progress regularly reported to the Engineering Committee and the Board.	Low	High	Medium	Board, Engineering Committee and LDE
<b>M2</b>	Inadequate provision for safeguarding the Boards assets. Loss of Machinery through theft or damage.	Medium	High	High	<b>Treat</b> Machines are locked up and fenced off. Spare Machines are available to meet work schedules.	Location is reported daily. Spares either held in workshop, or immediate delivery. Repairs carried out on site/workshop. Assets checked against the Fixed Assets Register. Monthly stocktake undertaken.	Staff training on type of equipment and all aspects of Health, Safety and risk review. All plant machinery insured through Fenton Insurance Services. All machines are tagged.	Low	High	Medium	LDE
<b>M3</b>	Loss of specific personnel leading to work being incomplete on schedule.	Low	High	Medium	<b>Treat</b> Skilled workers are trained up so if one could not work then another could, ensuring minimum down time.	Training schedules are maintained by the LDE.	Staff are trained to use equipment as appropriate.	Low	Low	Low	LDE
<b>M4</b>	Damage to Third Party property or individuals	Medium	High	High	<b>Treat</b> Risk assessments undertaken	Close Supervision by Foreman and LDE. Covered by insurance	Regular staff training and updating of information held re maps, access etc.	Low	High	Medium	LDE
<b>M5</b>	Pumps fail to operate	Medium	High	High	<b>Treat</b> Pumps maintained and checked at regular intervals	Planned maintenance undertaken. Pumps checked by Foreman	Pump replacement programme enacted	Low	High	Medium	LDE
<b>M6</b>	Watercourse unable to convey water	High	High	High	<b>Treat</b> Rhines and ditches regularly cleared of weed growth. Flaps desilted on a regular basis . Culverts regularly checked and cleared out.	Planned maintenance undertaken. Rhines and Ditches checked by Foreman.	Planned annual maintenance schedule.	Low	High	Medium	LDE
<b>M7</b>	Lack of progress of the Biodiversity Action Plan	High	High	High	<b>Treat</b> Aims and objectives are met.	Approved by Board.	Implementation of plan by modifications to standard operations in designated locations and in special projects with partners. Progress regularly reported to the Board on meeting the targets in the plan.	Medium	Medium	Medium	CE and LDE

Category of Risk	Risk	Likelihood (without controls)	Impact (without controls)	Risk Level without controls	Risk response and control procedure	Monitoring and Assurance	Actions	Likelihood (with current controls)	Impact (with current controls)	Risk Level (with current controls)	Responsibility
Human Resources											
HR1	Inability to retain or recruit new staff.	Medium	Medium	Medium	<b>Treat</b> Unsure of role or expectations.	Clear job descriptions in place.	Staff issued with Job Descriptions and Employee Handbook. Open communications through staff meetings and open door policy.	Low	Medium	Low	Board, PO and AO
					<b>Treat</b> Pay review, pensions.	Board agree all pay reviews and changes.	Pay scales are reviewed to ensure they remain competitive.				
					<b>Tolerate</b> Pay in line with expected action of skill level of staff.	Pay scales are set annually, at national level. Changes to staff responsibilities are set against tables/spine points.	Pay scales and conditions are reviewed at least bi-annually to ensure they remain competitive. Non monetary benefits such as holiday entitlement is monitored to ensure that this also remains competitive to aid recruitment and retention.				
					<b>Treat</b> Increase training.	Training schedules are maintained.	Staff receive ongoing relevant training. Computer made available to enable online training to take place.				
					<b>Transfer</b> Pension fund review.	Annual review by actuaries of Glos LGPS. LGPS scheme closed to new staff in July 2015. Staff appointed since August 2015 are auto enrolled into a defined contribution Pension Scheme. The Employee contribution to this scheme is set at 2% above the Government minimum.	LGPS Employer contributions are revised on basis of actuaries triennial review. Review of Employer contribution to defined contribution pension scheme.				

HR2	Incidents to staff.	Medium	High	High	<b>Treat</b> Lone working training, manual handling and use of ladders.	Training schedules are maintained. Skyguard Lone worker system in place.	Where possible restrict amount of lone working.	Low	High	Medium	LDE
					<b>Treat</b> Street work signage training has been given.	Training schedules are maintained.	All workers have completed signage training.				
					<b>Treat</b> Accident occurs which injures a member of staff.	Risk assessments are undertaken before starting a job. Staff wear appropriate Personal Protective Equipment. Staff are trained on machinery before they operate it. Accidents are reported and logged.	All workers have completed appropriate training. The LDE reviews all risk assessments. All staff are issued with the Board's approved Employee Handbook.				
					<b>Treat</b> A member of staff contracts a disease.						
					<b>Treat</b> First aid training.	Health and Safety Training schedules are maintained.	All workers have completed first aid training.				
					<b>Transfer</b> Fidelity Guarantee Insurance cover.	Cover reviewed annually.	Cover under community Insurance through Zurich Municipal.				AO
HR3	Loss of key members of staff in a small team.	Medium	Medium	Medium	<b>Tolerate</b> Other drainage boards, Environment Agency and Local Authorities could be asked to advise on operational needs if engineers were to leave.	Member of ADA and in dialogue with other Boards and use of consultants.	Ensure that admin duties are understood by more than one individual. Engineers overlap to ensure spread of knowledge.	Low	Low	Low	AO,LDE and CE

Category of Risk	Risk	Likelihood (without controls)	Impact (without controls)	Risk Level (without controls)	Risk response and control procedure	Monitoring and Assurance	Actions	Likelihood (with current controls)	Impact (with current controls)	Risk Level (with current controls)	Responsibility
<b>Office Systems/IT</b>											
O1	Disaster to office premises/IT.	Low	High	Medium	<p><b>Treat</b> Can work from home using a Laptop which will have server access.</p> <p><b>Treat</b> Backups of server daily and once a week major backup.</p>	Business Continuity/Disaster Recovery plan tested satisfactorily in 2011 with Orchard computers.	<p>A disaster recovery plan has been approved and clearly explains the steps that should be taken dependent on the type of disaster that occurs.</p> <p>Orchard Computer services. Daily/weekly backups.</p>	Low	Medium	Low	PO,CE, LDE and AO
O2	Failure to store confidential and personal data in a secure environment.	High	High	High	<b>Treat</b> Ensure compliance with Data Protection Act 2018 and General Data Protection Regulation.	Review of data held annually. Destruction of data that is either out of date or no longer required. Paper records to be destroyed by a secure method and computer records to be deleted and erased.	Ensure that all staff and the Board are aware of the need to keep data secure and the implications of releasing personal sensitive data. Produce a GDPR Document Schedule. Produce a Document retention and destruction timetable.	Low	High	Medium	AO
O3	Failure to provide adequate insurance cover.	Medium	High	High	<b>Transfer</b> Level of Insurance cover is reviewed annually .	Cover reviewed annually.	Cover provided through Zurich Municipal.	Low	Low	Low	AO
O4	Inadequate functionality of IT systems.	Low	Medium	Low	<b>Tolerate</b> IT Systems are updated as and when they are needed. No specific high spec computers are needed, all packages used are basic and non bespoke.	Sage upgrades are incorporated as available. Microsoft Office upgraded as appropriate. Data base holding rating information updated as necessary. Drainage Rating System (DRS) has been implemented.	IT Systems are reviewed on a regular basis. New/upgrades to software packages only purchased as necessary to improve information and efficiency of the business.	Low	Low	Low	PO and CE

**Key:** CE - Civil Engineer  
LDE - Land Drainage Engineer  
AO - Accounts Officer  
PO - Principal Officer

F&GP Committee - Finance & General Purposes Committee

REF: MD

REPORT BY: Accounts Officer

## **FINANCIAL REPORTS**

### **Introduction**

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

**1. Management Accounts - 1 April 2019 to 30 June 2019.**

The management accounts to 30 June 2019 show a surplus of £31,149. This is against a budgeted surplus of £23,813. A positive variance of £7,336. The supporting notes explains the reasons for the variance.

**2. Cash Flow to 31 March 2020.**

The projected cash flow to April 2020 shows a projected cash balance of £1,232,000 at the end of this financial year.

**3. Developers Funds as at 30 June 2019.**

Estimated balance at year end of £810,449.

Investments £636,139.

Cash £174,310.

**4. Medium Term Financial Plan 2019-2024 Update.**

The Medium Term Financial Plan 2019/24 has been updated to reflect:

- a revised payroll expenditure;
- the actual free reserves and working capital brought forward from 2018/19;
- a revised capital purchases net of sales receipts for 2019/20;
- a revised pump station and developer reserves.

The future annual levy and agricultural rate are shown for illustrative purposes only.

The levy and rate will be determined annually at the February meeting of the Board.

### **Recommendations**

1. **Management Accounts 1 April 2019 to 30 June 2019** – be agreed and presented to the Board for approval;
2. **Cash Flow to March 2020** – be noted;
3. **Developers Funds as at 30 June 2019** – be noted;
4. **Medium Term Financial Forecast 2019-2024 Update** – be noted.

*Martin Dear*

*Accounts Officer*

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

## **BALANCE SHEET AS AT 30 JUNE 2019**

	Note	£	30/06/19 £	30/06/18 £	Variance £	31/03/19 £	Variance £
<b>FIXED ASSETS</b>							
Fixed Assets	1	763,056	<b>763,056</b>	<b>758,527</b>	4,529	<b>692,402</b>	70,654
<b>LONG TERM ASSETS</b>							
Investments		636,139	<b>636,139</b>	<b>600,143</b>	35,996	<b>603,932</b>	32,207
<b>CURRENT ASSETS</b>							
Stock +WiP		45,909		46,817	-908	47,973	-2,064
Trade debtors		5,061		17,635	-12,574	6,773	-1,712
Drainage rate debtors		3,997		3,592	405	96	3,901
Levy Debtors		0		0	0	0	0
VAT Claim		10,595		2,510	8,085	5,829	4,766
Special Levies		0		0	0	0	0
Severnside		0		0	0	0	0
Prepayments		29,342		26,859	2,483	32,280	-2,938
Cash at bank and in hand		695,901		1,089,887	-393,986	852,523	-156,622
Short term deposits		1,052,340		400,769	651,571	501,013	551,327
			<b>1,843,145</b>	<b>1,588,069</b>	255,076	<b>1,446,487</b>	396,658
<b>CURRENT LIABILITIES</b>							
Trade Creditors		-59,982		-24,559	-35,423	-38,061	-21,921
Other Creditors		-28,253		-25,352	-2,901	-25,341	-2,912
Accrued expenses		-5,180		-2,515	-2,665	-6,685	1,505
Finance Leases due within one year		-532		-886	354	-1,016	484
Prepaid Rates	2	-72,905		-71,940	-965	-200	-72,705
Prepaid Levies	2	-324,394		-305,381	-19,013	-1,519	-322,875
Special Levies		0		0	0	0	0
Prepaid Severnside		-31,827		0	-31,827	0	-31,827
			<b>-523,073</b>	<b>-430,633</b>	-92,440	<b>-72,822</b>	-450,251
<b>NET CURRENT ASSETS</b>			<b>1,320,072</b>	<b>1,157,436</b>	162,636	<b>1,373,665</b>	-53,593
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			<b>2,719,267</b>	<b>2,516,106</b>	203,161	<b>2,669,999</b>	49,268
<b>LONG TERM LIABILITIES</b>							
Finance Leases		0		-754	754	0	0
Pension scheme deficit		-1,276,000		-954,000	-322,000	-1,276,000	0
			<b>-1,276,000</b>	<b>-954,754</b>	-321,246	<b>-1,276,000</b>	0
<b>NET ASSETS</b>			<b>1,443,267</b>	<b>1,561,352</b>	-118,085	<b>1,393,999</b>	49,268
<b>FINANCED BY:</b>							
<b>CAPITAL ACCOUNT</b>			<b>666,569</b>	<b>666,569</b>	0	<b>666,569</b>	0
<b>INCOME AND EXPENDITURE ACCOUNT</b>							
Balance brought forward		572,203		523,570	48,633	523,570	48,633
Net surplus for the 3 months		31,149		16,717	14,432	48,633	-17,484
			<b>603,352</b>	<b>540,287</b>	63,065	<b>572,203</b>	31,149
Developer (Commutated Sums) Reserve			<b>904,449</b>	<b>859,304</b>	45,145	<b>914,678</b>	-10,229
Revaluation Reserve			<b>144,583</b>	<b>146,042</b>	-1,459	<b>144,583</b>	0
Pump Station Reserve	3		<b>400,314</b>	<b>303,150</b>	97,164	<b>371,966</b>	28,348
Pension Reserve			<b>-1,276,000</b>	<b>-954,000</b>	-322,000	<b>-1,276,000</b>	0
			<b>1,443,267</b>	<b>1,561,352</b>	-118,085	<b>1,393,999</b>	49,268

## **Notes**

1. Fixed Assets include purchases, sales and depreciation for 3 months to 30 June 2019.
  2. In all cases the balance sheet has been adjusted to reflect receipts and payments made in advance of the period earned or due.
  3. This Reserve is held as cash and increases by £16,667 each month.
- There is a corresponding monthly charge in the income and expenditure account.

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

## **INCOME AND EXPENDITURE 3 MONTHS TO 30 JUNE 2019**

Income	Note	Actual £	Budget £	Variance £	30 June 2018 £	Variance £
Levies charged to Authorities	1	314,769	314,769	0	296,291	18,478
Agricultural Rates	1	29,168	29,168	0	27,572	1,596
Rechargeable works		592	2,000	-1,408	7,334	-6,742
Application fees		150	750	-600	650	-500
Consultancy Fees Recharged		9,174	0	9,174	9,600	-426
Surplus on sale of assets		9,489	9,489	0	605	8,884
Miscellaneous Income		279	0	279	0	279
Foreign Water Grant		41,015	40,963	52	40,210	805
Severnside drawdowns	1	10,609	10,609	0	10,300	309
Interest		1,614	750	864	623	991
<b>Total</b>		<b>416,859</b>	<b>408,498</b>	<b>8,361</b>	<b>393,185</b>	<b>23,674</b>
<b>Expenditure</b>						
Payroll	2	166,345	162,603	-3,742	160,124	-6,221
Office maintenance		4,068	6,288	2,220	4,828	760
Maintenance	3	90,770	97,238	6,468	94,008	3,238
EA Levy		52,425	52,425	0	51,397	-1,028
Motor travel and subsistence	4	6,756	6,171	-585	5,605	-1,151
Communications		1,207	1,312	105	1,257	50
Administration	5	12,845	9,833	-3,012	11,211	-1,634
Engineering Consultancy fees		20,628	18,750	-1,878	15,391	-5,237
M49 culvert consultants fees		0	0	0	0	0
Legal and professional fees		1,524	750	-774	825	-699
Audit and Accountancy fees		0	0	0	0	0
Depreciation		28,565	28,565	0	30,793	2,228
Bank charges		577	750	173	1,029	452
<b>Total</b>		<b>385,710</b>	<b>384,685</b>	<b>-1,025</b>	<b>376,468</b>	<b>-9,242</b>
<b>Surplus for 3 months</b>		<b>31,149</b>	<b>23,813</b>	<b>7,336</b>	<b>16,717</b>	<b>14,432</b>



## Notes on Variances

The results for 3 months show a surplus of £31,149 against a budget surplus of £23,813.

The major reasons for the variances are:-

1) In all these cases the income and expenditure has been included for the 3 months irrespective of when the monies are received or paid. The appropriate adjustments are made on the balance sheet.

2) Payroll - Increase due to annual pay award.

3) Maintenance costs analysis is as follows:

	Actual £	Budget £	Variance £	Explanation of major variances
Plant Maintenance	15,138	18,050	2,912	
Maintenance Compensation	0	250	250	
Vehicle, Plant	15,843	21,275	5,432	
Workshop Fixtures & Fittings	6,281	2,650	-3,631	Remedial Electricity works
Pump Station Electricity	1,744	3,213	1,469	
Health & Safety	1,764	1,800	36	
Pump Station Reserve	50,000	50,000	0	
	90,770	97,238	6,468	

4) Administration - Increase due to long service awards.

# Lower Severn (2005) Internal Drainage Board

2019/20

## CASH FLOW

		2019							2020						
Note		Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	
		£ 000's	£ 000's	£ 000's	£ 000's	£ 000's	£ 000's	£ 000's	£ 000's	£ 000's	£ 000's	£ 000's	£ 000's	£ 000's	
NatWest No 1 A/c			actual	actual	actual	forecast	forecast	forecast	forecast	forecast	forecast	forecast	forecast	forecast	
Balance b/f			50	138	98	91	88	71	52	23	26	15	42	52	
Other income 3			4	0	11	2	2	1	1	1	1	1	1	1	26
Plant & Machinery Sales			16	0	0	0	0	0	0	0	0	0	0	0	16
VAT			5	0	23	11	5	5	5	5	5	5	5	5	79
Levies 1			20	612	7	0	0	0	0	620	0	0	0	0	1259
Rates 2			63	26	7	21	0	0	0	0	0	0	0	0	117
sub total			158	776	146	125	95	77	58	649	32	21	48	58	
Expenditure 3			-33	-30	-37	-39	-39	-39	-39	-39	-39	-39	-38	-38	-449
Plant			-111	0	0	0	0	0	0	0	0	0	0	0	-111
Pump Expenditure			-6	-1	-3	-22	-20	-72	-20	-20	-20	-21	0	0	-205
Developer Expenditure			0	0	0	0	0	0	0	0	-94	0	0	0	-94
EA Levy			0	-12	0	-11	0	0	-12	0	0	-11	0	0	-46
Transfer to No. 2 A/c for Salaries			-55	-35	-65	-65	-65	-64	-64	-64	-64	-58	-58	-58	-715
Net transfers 3			185	-600	50	100	100	150	100	-500	200	150	100	50	85
sub total			-20	-678	-55	-37	-24	-25	-35	-623	-17	21	4	-46	
Balance c/f			50	138	98	91	88	71	52	23	26	15	42	52	12
Other balances															
NatWest															
No 2 Account			38	38	18	25	38	38	38	38	38	38	38	38	
Direct Reserve 4			765	280	880	580	480	380	230	630	430	280	180	130	
Deposit 5			100	400	400	651	651	651	651	651	651	651	651	651	
Lloyds Deposit 6			401	401	401	401	401	401	401	401	401	401	401	401	
Total			1,304	1,119	1,699	1,657	1,570	1,470	1,320	1,220	1,720	1,520	1,370	1,270	1,220
All LSIDB balances			1,354	1,257	1,797	1,748	1,658	1,541	1,372	1,243	1,746	1,535	1,412	1,322	1,232

The Pump Station reserve as at 31/03/2019 is £371,966. There are transfers to this reserve of £200,000 in 2019/20.

The forecast spend in year is £204,458. Forecast Pump Station Reserve at 31/03/2020 is £367,508.

Pump Station Reserve as at 30/06/2019 is £400,314.

1. Levies received May and November

2. Rates received in May

3. Income and Expenditure as per Budget profile.

4. Direct Reserve - instant access earns 0.2% interest

5. Deposit Account - 35 Day Notice earns 0.75% interest

6. Deposit Account - 32 Day Notice earns 0.75% interest

# Lower Severn (2005) Internal Drainage Board

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

	£	£
<b>Balance Sheet as at 30 June 2019</b>		
Cash at bank and in hand	695,901	
Short term Deposits	1,052,340	
Less Petty Cash	240	
Cash at Bank	<u>1,748,001</u>	
<b>LSIDB Working Cash</b>	1,079,377	
<b>Pump Reserve</b>	400,314	
<b>Developer Reserve</b>	<u>268,310</u>	
	<u>1,748,001</u>	

## Investments

As at 30 June 2019  
£

Capital	
Amount through Smith & Williamson (net)	500,000
Market value	<u>617,590</u>
<b>Change in value</b>	<u>117,590</u>
Income	<u>18,549</u>
<b>Total return</b>	<u>136,139</u>

## Portfolio return since 31 December 2018

13.79%

Note: Market Index Movements

MSCI WMA Balanced NR	11.60
MSCI World NR	17.06

## Developers Funds as at 30 June 2019

	£
Developer Reserve as per Balance Sheet	<u>904,449</u>
Funds held as:	
Investments	636,139
Cash held at Bank	<u>268,310</u>
	<u>904,449</u>

## LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

### Developers Funds June 2019

	£			
Balance at 1 April 2019	914,678			
Increase in value of investments	32,207			
Developers Contributions - received	0			
Transfer to Board 2019/20 Sevenside drawdowns	-42,436			
<b>Current Balance</b>	<b>904,449</b>	<b>split</b>		<b>£</b>
			Investments	636,139
			Cash at Bank	268,310
Transfer to Board 2019/20 M49 Contribution Fees	-94,000			
<b>Estimated balance 31/03/2020</b>	<b>810,449</b>			
Transfer to Board 2020/21 Maintenance and Capital	-43,709			
<b>Estimated balance 31/03/2021</b>	<b>766,740</b>	<b>split</b>		<b>£</b>
			Investments	636,139
			Cash at Bank	130,601

# LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

MTFP ( Medium Term Financial Plan)

Post Budget Setting

## A) Income and Expenditure

	Rate - Pence in the Pound						Total all years 2020/24 £000's
	9.0	9.0	9.5	10.0	10.5	11.0	
	No Increase	Increase	The future annual rates shown are for illustrative purposes only.				
	Year 2019/20 Budget £000's	Year 2019/20 Budget £000's	Year 1 2020/21 Estimate £000's	Year 2 2021/22 Estimate £000's	Year 3 2022/23 Estimate £000's	Year 4 2023/24 Estimate £000's	
Income (line10)	1,617	1,617	1,706	1,770	1,863	1,929	7,268
Expenditure (line 24)	1,601	1,608	1,653	1,747	1,859	1,897	7,156
Net surplus/-deficit (line 25)	16	9	52	23	4	33	112
Free reserves b/f (line26)	530	572	581	633	656	660	581
Free reserves c/f (line27)	546	581	633	656	660	693	693

Revenue reserve as %  
of expenditure

34.09% 36.12% 38.29% 37.56% 35.52% 36.54% 36.93%

## B) Working Capital - Cash Flow

	Year 2019/20 Budget £000's	Year 2019/20 Budget £000's	Year 1 2020/21 Estimate £000's	Year 2 2021/22 Estimate £000's	Year 3 2022/23 Estimate £000's	Year 4 2023/24 Estimate £000's	Total all years 2020/24 £000's
Balances b/f	650	671	690	687	610	468	690
Net cash movement	41	19	-3	-77	-141	108	-113
<b>Balances c/f</b>	<b>691</b>	<b>690</b>	<b>687</b>	<b>610</b>	<b>468</b>	<b>577</b>	<b>577</b>

## C) Cash at Bank

	Year 2019/20 Budget £000's	Year 2019/20 Budget £000's	Year 1 2020/21 Estimate £000's	Year 2 2021/22 Estimate £000's	Year 3 2022/23 Estimate £000's	Year 4 2023/24 Estimate £000's	Total all years 2020/24 £000's
<b>Working Capital</b>	<b>691</b>	<b>690</b>	<b>687</b>	<b>610</b>	<b>468</b>	<b>577</b>	<b>577</b>
<b>Pump Station Reserve</b>	<b>178</b>	<b>367</b>	<b>43</b>	<b>293</b>	<b>186</b>	<b>486</b>	<b>486</b>
<b>Developer Reserve</b>	<b>269</b>	<b>175</b>	<b>131</b>	<b>86</b>	<b>40</b>	<b>-8</b>	<b>-8</b>
	<b>1,138</b>	<b>1,232</b>	<b>861</b>	<b>989</b>	<b>694</b>	<b>1,055</b>	<b>1,055</b>

# LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

## Post Budget Setting

### Medium Term Financial Plan (MTFP)

			Rate - Pence in the Pound						
			9.0	9.0	9.5	10.0	10.5	11.0	
			Original	Updated	The future annual rates shown are for illustrative purposes only.				
			Budget	Budget	YEAR 1	YEAR 2	YEAR 3	YEAR 4	Total
			YEAR	YEAR	2020/21	2021/22	2022/23	2023/24	all years
			2019/20	2019/20	Estimate	Estimate	Estimate	Estimate	2020/24
			Budget	Budget	Estimate	Estimate	Estimate	Estimate	Estimate
			£000's	£000's	£000's	£000's	£000's	£000's	£000's
Income and Expenditure basis	Line	Note							
<b>Income</b>									
Levies and charges to Authorities	1	1	1,259	1,259	1,329	1,399	1,469	1,539	5,736
Agricultural rates	2	2	117	117	123	130	136	143	532
sub total +	3		1,376	1,376	1,452	1,529	1,605	1,681	6,267
Foreign Water Grant + Grant in aid		3	164	164	167	171	174	178	689
Drawdown from Severnside funds	5	4	42	42	43	45	46	47	181
Other Income	6		23	23	20	20	20	20	80
Bank interest	7	5	3	3	2	2	2	2	8
Surplus on sale of fixed assets	8		9	9	21	4	16	1	42
sub total +	9		241	241	254	241	258	248	1,000
total+	10		1,617	1,617	1,706	1,770	1,863	1,929	7,268
<b>Expenditure</b>									
Payroll	11	6	707	714	728	743	758	773	3,002
Office maintenance	12		22	22	22	22	22	22	88
Maintenance plant and machinery	13	7	194	194	204	214	225	236	878
EA Levy	14	3	210	210	214	218	223	227	883
Motor travel and subsistence	15		26	26	26	26	26	26	104
Communications	16		5	5	5	5	5	5	20
Administration	17	8	37	37	38	38	39	40	155
Engineering consultancy fees	18	9	75	75	45	45	45	45	180
Legal and professional fees	19		3	3	3	3	3	3	12
Audit and Accountancy fees	20		5	5	5	5	5	5	20
Depreciation	21	10	114	114	136	174	231	212	752
Bank charges	22		3	3	3	3	3	3	12
Transfer to pumping station reserve	23	11	200	200	225	250	275	300	1,050
total	24		1,601	1,608	1,653	1,747	1,859	1,897	7,156
<b>Net estimated +surplus -deficit</b>	25		16	9	52	23	4	33	112
<b>Free reserves</b>	26	b/f	530	572	581	633	656	660	581
<b>Free reserves</b>	27	c/f	546	581	633	656	660	693	693
<b>Adjust for non cash items</b>									
Depreciation	28	10	114	114	136	174	231	212	752
Surplus on sale on fixed assets	29		-9	-9	-21	-4	-16	-1	-42
<b>Cash items not included</b>									
Capital purchases net of sales receipts	30	12	-80	-95	-170	-270	-360	-135	-935
<b>Adjustment for cash flow purposes</b>	31		25	10	-56	-100	-145	76	-225
Net creditors/debtors	32		0	0					
<b>Net cash flow movement</b>	33		41	19	-3	-77	-141	108	-113
Working Capital	34	b/f	650	671	690	687	610	468	690
<b>Working Capital</b>	35		691	690	687	610	468	577	577
Add pump station reserve	36		178	367	43	293	186	486	486
Add Developer Reserve	37		269	175	131	86	40	-8	-8
<b>Bank balances</b>	38	c/f	1,138	1,232	861	989	694	1,055	1,055

#### Note:

- Proposed rates and levies increase.
- Agricultural rates - there will be a write off of £2,170 due to under 125 AV not collected.
- EA have informed the Board that a net annual payment of £45,000 will increase by 2% per annum
- Assumes a 3% increase per annum.
- Bank interest assumed at 0.5% on average annual balances
- Based on current headcount. 2.0% annual pay increase 2020 to 2024.
- Assumes a 5% increase in costs per annum.
- Assumes that Business Rates and Utility bills increase by 3% per annum.
- Includes £30,000 for De-maining surveys for 1 year only (2019/20).
- Depreciation is a non cash item and is added back for cash flow purposes.
- The transfer to the Pump Station Reserve increases by £25,000 per annum.
- Capital purchases/sales include :-  
In 2019/20 JCB Hydradig Wheeled Excavator £93k less proceeds New Holland WX09 FYF £13k = £80k  
In 2020/21 Energreen 1500, £200k less proceeds Energreen AU11 HCH £30k = £170k.  
In 2021/22 Claas Mower £150k, less proceeds Claas 697 OU07 JXX £10k = 140k  
New Holland Excavator £140k, less proceeds Hyundai WX12 CWL £10k = £130k. Total for the year £270k  
In 2022/23 Energreen SPV3 £400k, less proceeds Energreen VX65 HVB £40k = £360k.  
In 2023/24 New Kobelco Excavator £125k , less proceeds Kobelco Excavator WU16 TZM £15k = £110k.  
New Isuzu £30k, less proceeds Isuzu WU17 NVD £5K = £25k. Total for the year £135k.  
In 2024/25 Energreen SPV2 £300k, less proceeds Energreen VX65 HTA £40k = £260k  
New Ford Ranger £30k, less proceeds Ford WP18 GXY £5K = £25k. Total for the year £285k.

**COMMITTEE: Finance & General Purposes**

**MEETING DATE: 11.09.2019**

**REF: MD**

**REPORT BY: Accounts Officer**

**EXTERNAL AUDIT REPORT**  
**For the year ending 31 March 2019**

**Introduction**

The External Auditors have now published their report and certificate for 2018/19.

The report and certificate is included within the Annual Governance and Accountability Return (AGAR) 2018/19, which is attached to this report.

It is the opinion of the Auditors that Sections 1 and 2 of the AGAR have been completed in accordance with proper practices and that no other matters have come to their attention.

The AGAR has been published on the Board's website together with a Notice of conclusion of audit.

**Recommendations**

That the external auditors report and certificate for 2018/19 be noted.

*Martin Dear*  
*Accounts Officer*

# Annual Governance and Accountability Return 2018/19 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:
  - 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 2018/19

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** is completed by the authority's internal auditor.
  - **Sections 1 and 2** are to 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 **before 1 July 2019**.
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):
  - the Annual Governance and Accountability Return Sections 1 and 2, together with
  - a bank reconciliation as at 31 March 2019
  - 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 2018/19

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 review and is able to give an opinion on the limited assurance review, 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 a publicly accessible website:

Before 1 July 2019 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 2018/19**, approved and signed, page 4
- **Section 2 - Accounting Statements 2018/19**, approved and signed, page 5

Not later than 30 September 2019 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 & 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 2018/19

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return. *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 Annual Governance and Accountability Return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Where amendments are made by the authority to the AGAR after it has been approved by the authority and before it has been reviewed by the external auditor, the Chairman and RFO should initial the amendments and if necessary republish the amended AGAR and recommence the period for the exercise of public rights. If the Annual Governance and Accountability Return 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 if possible prior to approving the annual governance statement and before approving the accounts.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before returning it to the external auditor by email or post (not both).
- 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 email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the Annual Governance and Accountability Return 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 2018) equals the balance brought forward in the current year (Box 1 of 2019).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the period for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the approved accounts and accounting records can be inspected. Whatever period the RFO sets it **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish 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 2019**.

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 <b>the dates set for the period for the exercise of public rights</b> , 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', is an explanation provided?		
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 provided?		
	Has the bank reconciliation as at <b>31 March 2019</b> 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? <b>NB:</b> 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](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://www.ada.org.uk)

## Annual Internal Audit Report 2018/19

### Lower Severn (2005) Internal Drainage Board

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2019.

The internal audit for 2018/19 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	Agreed? Please choose one of the following		
	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 and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. IF the authority certified itself as exempt from a limited assurance review in 2017/18, it met the exemption criteria and correctly declared itself exempt. ("Not Covered" should only be ticked where the authority had a limited assurance review of its 2017/18 AGAR)			✓
L. During summer 2018 this authority has correctly provided the proper opportunity for the exercise of public rights in accordance with the requirements of the Accounts and Audit Regulations.			Not applicable ✓
M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

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

06/10/19 07/10/19

Name of person who carried out the internal audit

BISHOP FLEMING LLP AUDITOR

Signature of person who carried out the internal audit

Bishop Fleming LLP

Date

04/10/19

\*If the response is 'no' you must include a note to 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 2018/19

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 2019, 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
			✓

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

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

05/06/2019

and recorded as minute reference:

MINUTE REFERENCE  
2884

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

Chairman

*[Signature]*

Clerk

*[Signature]*

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

Authority web address

[www.lowersevernidb.org.uk/EGS](http://www.lowersevernidb.org.uk/EGS)



## Section 2 – Accounting Statements 2018/19 for

### Lower Severn (2005) Internal Drainage Board

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
<b>1. Balances brought forward</b>	<b>708,289</b> <i>RESTATED</i>	<b>1,083,985</b>	<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>
<b>2. (+) Precept or Rates and Levies</b>	<b>1,238,796</b>	<b>1,295,461</b>	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
<b>3. (+) Total other receipts</b>	<b>375,459</b> <i>RESTATED</i>	<b>312,067</b>	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
<b>4. (-) Staff costs</b>	<b>667,478</b>	<b>711,467</b>	<i>Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.</i>
<b>5. (-) Loan interest/capital repayments</b>	<b>0</b>	<b>0</b>	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
<b>6. (-) All other payments</b>	<b>571,081</b>	<b>606,381</b>	<i>Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
<b>7. (=) Balances carried forward</b>	<b>1,083,985</b> <i>RESTATED</i>	<b>1,373,665</b>	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
<b>8. Total value of cash and short term investments</b>	<b>1,375,894</b>	<b>1,353,536</b>	<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>
<b>9. Total fixed assets plus long term investments and assets</b>	<b>1,287,465</b> <i>RESTATED</i>	<b>1,192,402</b>	<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>
<b>10. Total borrowings</b>	<b>0</b>	<b>0</b>	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
<b>11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)</b>	<b>Yes</b>	<b>No</b>	<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 2019 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

*M. J. Dear*

Date

23/05/2019

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

05/06/2019

as recorded in minute reference:

2885

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

*U. R. Ryall*

## Section 3 – External Auditor Report and Certificate 2018/19

In respect of **Lower Severn (2005) Internal Drainage Board – DB0131**

### 1 Respective responsibilities of the body and the auditor

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 2019; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

### 2 External auditor report 2018/19

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR 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.

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

None

### 3 External auditor certificate 2018/19

We 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 2019.

External Auditor Name

**PKF LITTLEJOHN LLP**

External Auditor Signature

*PKF Littlejohn LLP*

Date

31/7/2019

\* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2018/19 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))



# Annual Report for the year ended

31 March 2019

**The Law** – the following annual report is provided in accordance with Paragraph 4 of Schedule 2 to the Land Drainage Act 1991.

**No later than 30 September 2019 a copy must be provided to:**

- Department for Environment, Food and Rural Affairs, Flood Management Division, Floor 3, Seacole, 2 Marsham Street, London SW1P 4DF via [floodreports@defra.gsi.gov.uk](mailto:floodreports@defra.gsi.gov.uk)
- National Flood and Coastal Risk Manager (Strategic Delivery), The Environment Agency, Horizon House, Deanery Road, Bristol, BS1 5AH via [rachael.hill@environment-agency.gov.uk](mailto:rachael.hill@environment-agency.gov.uk)
- The Chief Executives of:
  - all local authorities that pay special levies to the Board;
  - all County Councils or London Boroughs within which the Board is situated.

Please complete the form electronically. If you are unable to complete the form electronically, please complete in BLOCK LETTERS using **black ink**.

Please round all cash figures down to nearest whole £.

LOWER SEVERN (2005)

Internal Drainage Board

## Section A – Financial information

### Preliminary information on special levies issued by the Board for 2019- 20

*Information requested below is essential in calculating future formula spending share. It is not covered elsewhere on this form or by the external auditor's certificate.*

Special levies information for financial year 2019-20 (forecast)	
Name of local authority	2019-20 forecast £
1. BRISTOL CITY COUNCIL	683,046
2. SOUTH GLOUCESTERSHIRE COUNCIL	306,924
3. STROUD DISTRICT COUNCIL	143,691
4. GLOUCESTER CITY COUNCIL	65,617
5. FOREST OF DEAN DISTRICT COUNCIL	40,545
6. HEREFORDSHIRE COUNCIL	11,078
7. TEWKESBURY BOROUGH COUNCIL	6,654
8. MALVERN HILLS COUNCIL	1,519
<b>Total</b>	<b>1,259,074</b>

## Section A – Financial information (continued)

### Income and Expenditure Account for the year ending 31 March 2019

All Internal Drainage Boards must ensure that the Income and Expenditure information provided below is consistent with the Board's annual accounting statements which have been prepared in accordance with proper practices found in *Governance and Accountability for Smaller Authorities in England – A Practitioners' Guide to proper practices to be applied in the preparation of statutory annual accounts and governance statements March 2017*

	Notes	Year ending 31 March 2019 £
<b>INCOME</b>		
1. Drainage Rates		110,299
2. Special Levies		1,185,162
3. Higher Land Water Contributions from the Environment Agency		160,841
4. Contributions received from developers/other beneficiaries		41,200
5. Government Grants (includes capital grants from EA and levy contributions)		0
6. PSCAs from EA and other RMAs		0
7. Loans		0
8. Rechargeable Works		54,635
9. Interest and Investment Income		3,837
10. Rents and Acknowledgements		0
11. Other Income		3,900
<b>Total income</b>		<b>1,559,874</b>
<b>EXPENDITURE</b>		
12. New Works and Improvement Works		0
13. Total precept to the Environment Agency		205,587
14. Watercourse maintenance		888,002
15. Pumping Stations, Sluices and Water level control structures		195,437
16. Administration		171,770
17. PSCAs		0
18. Rechargeable Works		51,059
19. Finance Charges		0
20. SSSIs		0
21. IDB Biodiversity and conservation (other than item 20 expenditure)		0
22. Other Expenditure		0
<b>Total expenditure</b>		<b>1,511,855</b>

EXCEPTIONAL ITEMS		
23. Profits/(losses) arising from the disposal of fixed assets		614
<b>Net Operating Surplus/(Deficit) for the year</b>		48,633
24. Developers Funds income not applied in year		914,678
25. Grant income not applied in year		0



## Notes:

11. Include all other Income, such as absorption account surpluses (for example plant and labour absorption accounts).
12. State the gross cost of undertaking minor capital works that have not been capitalised and the annual depreciation charges of all major schemes that have been capitalised. You should also include a fair proportion of the support costs directly associated with delivery of the schemes.
13. State the total precept demanded for the year as properly issued by the Environment Agency, in accordance with section 141 of the Water Resources Act 1991. Providing that the precept has been properly issued as before stated it should always be included here, even when the Board has appealed against the amount of contribution, in accordance with section 140 of the Water Resources Act 1991. Where the Board knows with certainty the outcome of any such appeal, it should also include the appropriate accrual/prepayment.
14. State all costs associated with the maintenance of watercourses, meaning work associated with open channels, pipelines, culverts, bridges, etc. Plant, vehicle and labour charges should include a fair proportion of the overheads such as depot/workshop costs, employment on-costs, insurances and depreciation, etc. You should also include a fair proportion of the support costs directly associated with delivery of the maintenance programme.
15. State all costs associated with maintaining and operating the pumping stations, sluices and water level control structures. Plant, vehicle and labour charges should include a fair proportion of the overheads such as depot/workshop costs, employment on-costs, insurances and depreciation, etc. You should also include a fair proportion of the support costs directly associated with maintaining and operating the pumping stations, sluices and water level control structures.
16. Include the cost of non-technical staff only, office accommodation, annual depreciation of office equipment that has been capitalised, minor office equipment that has not been capitalised, postages, telecoms', stationery, printing, advertising, auditing of accounts, general insurances and all other costs associated with supporting the organisation. Please note that this does not include support costs, which are directly associated with the delivery of front line services.
17. State all costs associated with the PSCA
18. State all costs associated with undertaking work for third parties. Plant, vehicle and labour charges should include a fair proportion of the overheads such as depot/workshop costs, employment on-costs, insurances and depreciation, etc. You should also include a fair proportion of the support costs directly associated with undertaking the rechargeable work.
19. Include the cost of servicing any borrowing, in terms of bank/loan/hire purchase Interest payable.
20. State all costs associated with undertaking works – capital or maintenance – specifically for helping to achieve favourable condition on Sites of Special Scientific Interest (SSSIs). In most cases, these costs will be incurred in implementing actions set out in SSSI Water Level Management Plans or SSSI River Restoration Plans.
21. State all costs associated with undertaking works – capital or maintenance – that are likely intended to help conserve biodiversity (other than works on SSSIs). These costs are likely to be incurred in implementing actions set out in an IDB's Biodiversity Action Plan or other conservation actions on non-designated sites.
22. Include all other expenditure, such as a provision for bad/doubtful debts, write-offs, and absorption account deficits (for example plant and labour absorption accounts).
23. For the disposal of assets, state the difference between any proceeds from the sale/disposal of the asset and the cost of the asset less accumulated depreciation.
24. Total balance of developer fund year end.
25. Unspent grant at year end.

## Section B –IDB Reporting

### Policy Delivery Statement

Boards are required to produce a publicly available policy statement setting out their plans for delivering the Government's policy aims and objectives. It is recommended that these statements be published on Boards' websites where they have them and reviewed every three years.

Is an up to date statement in place and copy (or weblink) provided to Defra, and EA? ..... Yes ☒ No ☐

### Biodiversity

Please indicate whether your Board has a Biodiversity Action Plan ..... Yes ☒ No ☐

If "yes" is the Biodiversity Action Plan available on your website? ..... Yes ☒ No ☐

What year was your Biodiversity Action Plan last updated? ..... 2018

Have you reported progress on BAP implementation on your web site? ..... Yes ☐ No ☒

When was biodiversity last discussed at a Board meeting (date)? ..... 6 February 2019

Do you have a biosecurity process? ..... Yes ☒ No ☐

### SSSI water level management plans

Please indicate whether your Board is responsible for any SSSI water level management plans? ..... Yes ☒ No ☐

If so, which ones:

Walmore Common, Burley Dean, Slimbridge WWT, Chaceley Meadow, Ashleworth Hams.

Area of SSSI with IDB water level management plans ..... 419 Hectares

Area of SSSI where IDB water level management activities are contributing to recovering or favourable condition? ..... 373 Hectares

Area of SSSI where IDB water level management actions are required to achieve recovering or favourable condition?

0

**Access to environmental expertise**

Does your IDB have access to environmental expertise? If so please tick all those options below through which environmental expertise is regularly provided to your IDB:

Appropriately skilled Board Members (e.g. Board member from an Environmental Body/Authority)	<input type="checkbox"/>
Co-opted members	<input type="checkbox"/>
Directly employed staff	<input type="checkbox"/>
Contracted persons or consultants	<input checked="" type="checkbox"/>
Environmental Partners/NGOs	<input checked="" type="checkbox"/>
Other (please describe)	<input type="checkbox"/>

**Asset Management**

What system/database does your Board use to manage the assets it is responsible for?

ADIS	<input type="checkbox"/>
Paper Records	<input type="checkbox"/>
Other Electronic System	<input checked="" type="checkbox"/>

Has your Board continued to undertake visual inspections and update asset databases on an annual basis?

Yes ☒ No ☐

What is the cumulative total of identified watercourse (in km) that the Board periodically maintains?

550 Km

How many pumping stations does the Board operate?

6

What is the cumulative design capacity of the Board's pumping station(s) (enter zero if no stations are operated)?

4.5 metres cubic per second

**Health and Safety**

Does the Board have a current Health and Safety policy in place?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Does the Board have a responsible officer for Health and Safety?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Have there been any reportable incidents in the past year?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

If so, please summarise in the box below:

Guidance and Best Practice

Has your IDB adopted a formal Scheme of Delegation?

Yes☒

No☐

Has your IDB provided training for board members in the last year in the any of the following areas?

Governance

☐

Finance

☐

Environment

☐

Health, safety and welfare

☐

Communications and engagement

☐

Other (please describe)

☐

Is your Board's website information current for this financial year? (Board membership, audited accounts, programmes of works, WLMPS, etc) .....

Yes☒

No☐

Has your IDB adopted computerised accounting and rating systems? .....

Yes☒

No☐

Has your board published all minutes of meetings on the website?.....

Yes☒

No☐

Does the Board publish information on its website on its approach to maintenance works and provide contact details to allow for and encourage public engagement?

Yes☒

No☐

When planning maintenance and capital works are environmental impacts taken into account and wherever possible best practice applied?

Yes☒

No☐

Has your Board adopted the following governance documents?

Standing Orders .....

Yes☒

No☐

Have the Standing Orders been approved by Ministers .....

Yes☒

No☐

Byelaws .....

Yes☒

No☐

If you have Byelaws, have you adopted the latest model byelaws published in 2012.....

Yes☐

No☒

Have the Byelaws been approved by Ministers.....

Yes☒

No☐

Code of Conduct for Board Members.....

Yes☒

No☐

Financial Regulations.....Yes ☒ No ☐

Register of Member's Interests.....Yes ☒ No ☐

Anti-fraud and corruption policy.....Yes ☒ No ☐

### Board membership and attendance

How many Board members (in total – elected and appointed) do you have on your IDB?	29
Seats available to appointed members under the Land Drainage Act 1991.	15
Number of elected members on the board at year end.	14
Number of appointed members on the board at year end.	15
Mean average number of elected members in attendance at each board meeting over the last financial year.	10
Mean average number of appointed members in attendance at each board meeting over the last financial year.	10

Have you held elections within the last three years?.....Yes ☒ No ☐ N/A ☐

Did elections comply with the requirements specified by the Secretary of State under Regulation 28 of the Land Drainage (Election of Drainage Boards) Regulations 1938?..... Yes ☒ No ☐ N/A ☐

### Complaints procedure

Is the procedure for a member of the public to make a complaint about the IDB accessible from the front page of its website?.....Yes ☒ No ☐

Number of complaints received in the financial year?	0
Number of complaints outstanding in the financial year?	0
Number of complaints referred to the Local Government Ombudsman?	0
Number of complaints upheld by the Local Government Ombudsman?	0

### Public Engagement

Set out what your Board has done in this financial year to engage with the public (tick relevant box(es) below):

Press releases	<input type="checkbox"/>
Newsletters	<input checked="" type="checkbox"/>
Web site	<input checked="" type="checkbox"/>
Meetings	<input checked="" type="checkbox"/>
Shows/events (including open days/inspections)	<input type="checkbox"/>
Consultations	<input type="checkbox"/>
Notices	<input checked="" type="checkbox"/>

Percentage (in value) of drainage rates outstanding at year end?

0.087%
--------

## Section B: NOTES

### Guidance and Best Practice

Has your Board published **all** minutes of meetings on the web site? In answering this question, this should apply to all the main Board meetings held in the year and any appropriate meetings the Board has held with external stakeholders.

### Board membership and attendance

When referring to **elected members** of the Board, this relates to the number of landowners/drainage rate payers that are elected to the Board.

When referring to **appointed members** of the Board, this relates to the number of members appointed by the local authorities to represent the local council taxpayers.

When referring to mean average number of elected and appointed members in attendance at meetings at each board meeting – **this should be expressed as a number of attendees** and not as a percentage attendance.

With regard to elections, under Schedule 1 of the Land Drainage Act 1991, elected members should hold office for three years, at which point a further election is held. When elections are held, they should comply with the requirements under Regulation 28 of the Land Drainage (Election of Drainage Boards) Regulations 1938 – to advertise and notify local stakeholders accordingly.

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## Section C – Declaration

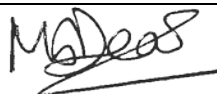
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LOWER SEVERN (2005)

Internal Drainage Board

I confirm that the information provided in sections A-C or with this form is correct.

Signature



Date

11 July 2019

Name in BLOCK LETTERS

Martin Dear

Designation

Accounts Officer

Email address

MDear@lowersevernidb.org.uk

Payments to be **Noted****May 2019**

<u>Supplier</u>	<u>Details</u>	<u>Amount Paid this Period</u>
Corona Energy	Wicks Green Electricity	311.55
Corona Energy	Saul Electricity	30.72
Corona Energy	Oldbury P/S Electricity	363.70
Corona Energy	Office Electricity	363.61
Corona Energy	Elmore Back Electricity 01/12/18 - 31/12/18	117.20
Corona Energy	Elmore Back Electricity 01/01/19 - 31/01/19	138.97
Corona Energy	Marshfield Electricity 01/12/18 - 31/12/18	135.66
Corona Energy	Marshfield Electricity 01/01/19 - 31/01/19	68.30
Corona Energy	Lapperditch Electricity 01/12/18 - 31/12/18	36.89
Corona Energy	Lapperditch Electricity 01/01/19 - 31/01/19	107.62
Corona Energy	Office Electricity 01/01/19 - 31/01/19	463.88
Corona Energy	Oldbury P/S Electricity 01/01/19 - 31/01/19	279.14
Corona Energy	Saul Electricity 01/01/19 - 31/01/19	16.80
Corona Energy	Wicks Green Electricity 01/01/19 - 31/01/19	532.99
Orchard Computer Services	New contract - Quarterly Maintenance Cover	389.00
Corona Energy	Office Electricity	391.36
Corona Energy	Oldbury P/S Electricity	481.27
Corona Energy	Saul P/S Electricity	30.10
Corona Energy	Elmore Back Electricity	449.30
Corona Energy	Marshfield Electricity	128.98
Corona Energy	Lapperditch Electricity	41.53
Corona Energy	Wicks Green Electricity	288.40
Molson Equipment Services Ltd	Sensors for WX12 CWL	379.60
TESCO	Petrol for Chainsaws	70.75
HYDRA ENGINEERING SERVICES LTD	Ram repair to VX65 HVB	595.20
HYDRA ENGINEERING SERVICES LTD	Ram repair to WO16 OEY	655.20
HYDRA ENGINEERING SERVICES LTD	Ram repair to Tree Shears	582.00
Miles Tyre & Exhaust Services	Tyre for iW Trailer	68.94
CROMWELL GROUP HOLDINGS LTD	Marker Paint, Welding Rods, Cleaner	144.22
Exac One Ltd	Brackets for VX65 HTA	540.00
Exac One Ltd	Brackets for VX65 HVB	540.00
GREENHAM TRADING LTD	Safety Boots & Wellingtons	226.15
Green Farm Seeds Ltd	Grass Seed	320.00
The Gables Hotel	Room hire & Refreshments for 03/04/19	100.00
CROMWELL GROUP HOLDINGS LTD	Coveralls	55.08
Konica Minolta Business Solutions (UK) Ltd	Quarterly copy charge	188.72
T.H. Chamberlayne & Son	Wicks Green Pump Attendant for 2018/19	840.00
T.H. Chamberlayne & Son	Lapperditch Pump Attendant for 2018/19	840.00
T.H. Chamberlayne & Son	Marshfield Pump Attendant for 2018/19	840.00
Moorepay Ltd	Y/E Payroll Costs	106.80
Severn Controls Ltd (Rewinds Division)	Inspection & remedial works of electricity - Office	1,782.00
Severn Controls Ltd (Rewinds Division)	Inspection & remedial works of electricity - Workshop	1,782.00
Motion Consultants Ltd	Elmore Back Consultancy Fees for Mar 19	1,200.00
Motion Consultants Ltd	Severnside Consultancy Fees for Mar 19	1,859.78
Pitney Bowes Ltd	Rental of Franking Machine	15.54
Pitney Bowes Ltd	Postage Top Up	413.00
Screwfix Direct Ltd	Safety Boots	74.99
DVLA	Licence for WX09 FYF	165.00
DVLA	Credit card charge	2.50
ENVIRONMENT AGENCY	EA Levy net of FWG	<b>Invoice FYI</b> 11,410.00
K J Conner & Son	Cleaning for April	276.00
Konica Minolta Business Solutions (UK) Ltd	Quarterley photocopier hire	83.88
Moorepay Ltd	Payroll company changes (AE Rate Increase)	120.00
Moorepay Ltd	Payroll costs for Apr 19	141.72
GAP SUPPLIES	Plasterboard fixings & assort screws	16.75
Avon Hydraulics (UK) Ltd	2 x hose assemblies for WO14 OEY	96.00
Picksons	Spare Mirrors	53.82
BOC LTD	Annual Acetylene rental	225.54
FENTON INSURANCE SOLUTIONS LTD	Addition of Excavator on Loan	1,051.41
FENTON INSURANCE SOLUTIONS LTD	Addition of WV19 FUU	1,352.26



Payments to be **Noted****May 2019**

<u>Supplier</u>	<u>Details</u>	<u>Amount Paid this Period</u>
Barcan & Kirby	Legal Services for unpaid invoice	59.60
Barcan & Kirby	Court Fees (Not vatable)	110.00
Smiths (Gloucester) Ltd	Waste Management	35.78
Plan Communications Ltd	Mobile phones bill	238.37
Citation Ltd	Legal Fees	309.00
SOUTH GLOUCESTERSHIRE COUNCIL	Business Rates	749.00
ZEN INTERNET LTD	Monthly Internet charge	46.50
LISTER WILDER LTD	Chainsaw gloves	33.00
LISTER WILDER LTD	Chainsaw helmet	36.91
LISTER WILDER LTD	Gate Hangers	6.53
LISTER WILDER LTD	Chainsaw Trousers	271.69
Mole Country Stores	Stakes & Posts	353.41
Mole Country Stores	Fencing posts	85.43
Mole Country Stores	Wire strainers & posts	120.72
Mole Country Stores	Creosoted posts & barbed wire	409.42
University of Hull	2nd Contribution to Eel Project agreed in 2016	1,200.00
Corona Energy	Wicks Green Electricity	147.80
Corona Energy	Lapperditch Electricity	238.18
Corona Energy	Marshfield Electricity	35.99
Corona Energy	Elmore Back Electricity	392.70
Corona Energy	Saul electricity	16.49
Corona Energy	Oldbury P/S Electricity	30.72
Corona Energy	Office Electricity	378.13
Hydroscand Ltd	2 x hose assemblies for VX65 HVB	53.18
CARR R MR	Rhine Spraying	696.00
CARR R MR	Rhine Spraying Severnside	480.00
MOWER DOCTOR	Files for chainsaws	23.20
Cablestream Ltd	Office phone line rental & calls	88.78
BRITISH TELECOM	Alternative phone line	45.52
Mole Country Stores	Stakes	229.20
		<u>41,303.07</u>

Please note that the amounts shown above include Vat where applicable

Amount Paid this Period	41,303.07
Molson Credit	(229.20)
<b>Amount Paid this Period (Supplier Invoices)</b>	<b>41,073.87</b>

**Bank Payments for May 2019**

NatWest	Bankline Charge & Bank Charges	<u>349.16</u>
	<b>Amount Paid this Period (Bank Payments)</b>	<b>349.16</b>

**Total Amount Paid this Period**  
**£41,423.03**

Payments to be **Noted****June 2019**

<u>Supplier</u>	<u>Details</u>	<u>Amount Paid this Period</u>
Mr J Nichols	J Nicholls - Mileages for 13/03/19	0.90
Halfords	Replacement radio for WX14 LGO	50.00
Halfords	Test Thermomet	4.99
RS COMPONENTS LTD	Replacement strip lights for workshop	155.98
TESCO	Petrol for chainsaws	24.99
metals4U.co.uk	Steel for workshop	250.49
Orchard Computer Services	Quarterly Maintenance Cover	389.00
Oakham Treasures	Annual storage of machines 01/05/19 - 30/04/20	1,200.00
LISTER WILDER LTD	Replacement parts for chainsaws	235.86
TAILORMADE OFFICE SUP.LTD	A4 Paper, Envelopes, Notebooks	107.85
Avon Industrial Doors Ltd	Roller Shutter Doors	4,488.00
Gloucestershire LGPS	FRS 102 Report	300.00
Green Farm Seeds Ltd	Grass Seed	320.00
Anthony Brookes Surveys Ltd	Survey on Elmore Back P/S	1,482.00
Mr CJN Williams	C Williams - Mileages for 22/05/19	19.80
LITTLETON MR G	G Littleton - Mileages for 22/05/19	16.20
Mr P Abraham	P Abraham - Mileages for 22/05/19	15.30
Cllr P Awford	P Awford - Mileages for 22/05/19	30.60
HORE MR J	J Hore - Mileages for 22/05/19	9.90
CROMWELL GROUP HOLDINGS LTD	Holesaws & assort cutting discs	155.64
Ford Fuel Oils	Chainsaw Oil	87.11
K J Conner & Son	Cleaning for May	276.00
Motion Consultants Ltd	Consultancy advice for Severnside for Apr 19	<b>Invoices FYI</b> 5,742.16
Motion Consultants Ltd	Modifications to Elmore Back P/S for Apr 19	" " " " 1,512.00
Motion Consultants Ltd	Contract Management of Saul P/S for Apr 19	" " " " 1,344.00
TESCO	Petrol for Chainsaws	47.55
TESCO	Water for Office	14.70
Safetyliftinggear.com	Lifting & towing chains	144.82
Chainsdirect Ltd	Replacement chains for Chainsaws	466.40
Sawbits.co.uk	Replacement coils for chainsaws	63.46
Workshopping.co.uk	Wire wheel for bench grinder	24.47
The Green Spark Plug Company Ltd	Sparkplugs for Chainsaws	15.50
ENGINEERING & HIRE LTD	Replacement knives	<b>Invoice FYI</b> 1,080.00
ENGINEERING & HIRE LTD	Weed bucket for JCB	" " " " 5,520.00
RS COMPONENTS LTD	Battery & Fuses	11.84
GAP SUPPLIES	Cement & Concrete blocks	387.74
The Gables Hotel	Room hire & Refreshments for 22/05/19	110.00
Orchard Computer Services	Pro rata anti virus until renewal	12.60
Orchard Computer Services	Computer for Training & Email accts for workmen	2,688.00
Mike's Travel	Coach hire for Swada	175.00
Smiths (Gloucester) Ltd	Waste management	35.78
Mole Country Stores	Creosoted stakes	390.00
Mole Country Stores	Barbed wire	131.76
Moorepay Ltd	Payroll costs for May	141.72
Plan Communications Ltd	Mobile phones bill	223.20
ZEN INTERNET LTD	Monthly internet charge	46.50
Mr CJN Williams	C Williams - Mileages for 05/06/19	19.80
Rose Hewlett	R Hewlett - Mileages for 05/06/19	11.25
Cllr Fi Hance	F Hance - Mileages for 05/06/19	19.80
Cllr Bronwen Behan	B Behan - Mileages for 05/06/19	26.10
LITTLETON MR G	G Littleton - Mileages for 05/06/19	16.20
Mrs F Collins	F Collins - Mileages for 05/06/19	26.10
Mr W J Cornock	J Cornock - Mileages for 05/06/19	5.40
Mr J Nichols	J Nicholls - Mileages for 05/06/19	5.40
Mary Sykes	M Sykes - Mileages for 05/06/19	20.25
Mr P Abraham	P Abraham - Mileages for 05/06/19	15.30
Mr K Withers	K Withers - Mileages for 05/06/19	13.50
Cllr Paul Toleman	P Toleman - Mileages for 05/06/19	17.10
HYSLOP MR R	R Hyslop - Mileages for 05/06/19	22.95
Mr R Thatcher	R Thatcher - Mileages for 05/06/19	31.50

Payments to be **Noted****June 2019**

<u>Supplier</u>	<u>Details</u>	<u>Amount Paid this Period</u>
MERRETT D C	Transportation of WU16 TZM	180.00
SOUTH GLOUCESTERSHIRE COUNCIL	Business Rates	749.00
Citation Ltd	Legal Fees	309.00
Workshopping.co.uk	Delivery omitted from original invoice	7.14
CROMWELL GROUP HOLDINGS LTD	Workshop Consumables	244.94
The Gables Hotel	Room hire & refreshments for 05/06/19	175.00
PMC Fluidpower Ltd t/as Group HES	Hydraulic fittings for VX65 HVB	226.54
Just Ecology Environmental Consultancy Ltd	Implementation of Slimbridge WLMP - Invoice 1	3,620.00
Cablestream Ltd	Office phone line rental & calls	73.02
Skyguard Ltd	Annual Lone worker subs (12 men)	1,866.24
Corona Energy	Elmore Back Electricity 01/04/19 - 30/04/19	146.12
Corona Energy	Elmore Back Electricity 01/05/19 - 31/05/19	136.56
Corona Energy	Wicks Green Electricity 01/04/19 - 30/04/19	91.82
Corona Energy	Wicks Green Electricity 01/05/19 - 31/05/19	20.18
Corona Energy	Marshfield Electricity	25.04
Corona Energy	Lapperditch Electricity	23.92
Corona Energy	Saul Electricity	16.33
Corona Energy	Oldbury P/S Electricity	31.20
Corona Energy	Office Electricity	313.55
		<u>38,456.06</u>

Please note that the amounts shown above include Vat where applicable

Amount Paid this Period	38,456.06
Corona Credit	<u>(540.50)</u>
<b>Amount Paid this Period (Supplier Invoices)</b>	<b>37,915.56</b>

**Bank Payments for June 2019**

NatWest	Long Service Award for 3 x Existing Employees (Back Pay)	2,550.00
	Bankline Charge & Bank Charges	<u>99.97</u>
	<b>Amount Paid this Period (Bank Payments)</b>	<b>2,649.97</b>

**Total Amount Paid this Period**  
**£40,565.53**

Payments to be **Noted****July 2019**

<u>Supplier</u>	<u>Details</u>	<u>Amount Paid this Period</u>
Orchard Computer Services	Quarterly Maintenance Cover	389.00
Boars Head	Refreshments for Swada (To Re-charge)	28.40
Sawbits.co.uk	Replacement parts for chainsaws	35.13
Boars Head	Swada Lunch (To be re-charged)	78.00
Screwfix Direct Ltd	Makita batteries & charger	354.99
DVLA	Licence for WU17 NVD	260.00
DVLA	Licence for WU17 NVD - Credit card charge	2.50
DVLA	Licence for WN03 NVK	260.00
DVLA	Licence for WN03 NVK - Credit card charge	2.50
DVLA	Licence for WU16 TZM	165.00
DVLA	Licence for WU16 TZM - Credit card charge	2.50
DVLA	Licence for WP18 GXY	260.00
DVLA	Licence for WP18 GXY - Credit card charge	2.50
Eurocarparts	Filters for WN03 NVK	45.08
Eurocarparts	Filters for VN62 RPY	26.30
RS COMPONENTS LTD	Switched for VX65 HVB	13.32
RS COMPONENTS LTD	Chargers	73.99
Hydrosand Ltd	2 x Hydraulic hoses for VX65 HVB	35.87
Water Environment Ltd	Lapperditch P/S Data Collection (Eel Regs Pumps)	<b>Invoices FYI</b> 2,700.60
Water Environment Ltd	Marshfield P/S Data Collection (Eel Regs Pumps)	" " " " 2,700.60
Water Environment Ltd	Plot 2 Modelling (Re-Charged)	" " " " 10,374.00
Avon Hydraulics (UK) Ltd	Hosesd & Fittings for WV19 FUU	432.00
Avon Hydraulics (UK) Ltd	Fittings for cutter bar on VX65 HTA	208.58
Tubosider Uk Ltd	Assort Galv Pipes	2,260.80
Pitney Bowes Ltd	Franking Machine Hire for May & Jun	31.08
Clacket North	Subsistence for JT & JD - Isle of Sheppey Visit	15.96
Moto Reading	Subsistence for JT & JD - Isle of Sheppey Visit (No	11.77
Sawbits.co.uk	Ignition coil for chainsaw	24.48
TESCO	Petrol for chainsaws	24.92
CROMWELL GROUP HOLDINGS LTD	Various Work Trousers	59.87
Certas Energy UK Ltd	5999 litres Gas Oil	3,740.50
ENGINEERING & HIRE LTD	Replacement Ridding Bucket Parts for AU11 HCH	<b>Invoice FYI</b> 1,153.54
ENGINEERING & HIRE LTD	Replacement Ridding Bucket Parts for WX12 CWL	" " " " 1,153.54
ENGINEERING & HIRE LTD	Replacement Ridding Bucket Parts for WO14 OEY	" " " " 1,153.54
ENGINEERING & HIRE LTD	Replacement Ridding Bucket Parts for VX65 HTA	" " " " 1,153.54
ENGINEERING & HIRE LTD	Replacement Ridding Bucket Parts for VX65 HVB	" " " " 1,153.54
ENGINEERING & HIRE LTD	Replacement Ridding Bucket Parts for WU16 TZM	" " " " 1,153.57
PMC Fluidpower Ltd t/as Group HES	Valve assemblies for Normat Mower	784.38
PMC Fluidpower Ltd t/as Group HES	2 x Hydraulic Hoses for WV19 FUU	37.37
Moreton C Cullimore (Gravels) Ltd	Type 1 Stone	149.69
LISTER WILDER LTD	Axle Valve for VX65 HVB	397.44
K J Conner & Son	Cleaning for June	276.00
Kingsley Welding Alloys Ltd	Welding Helmet & Respiratory Power Kit	649.80
Thornbury Motors	Petrol for Chainsaws/Strimmers	25.74
John Lewis & Partners	Kitchen Appliance	25.00
HM Land Registry	Land Registry Search	3.00
HM Land Registry	Land Registry Search	6.00
HM Land Registry	Land Registry Search	6.00
HM Land Registry	Land Registry Search	6.00
ENVIRONMENT AGENCY	Precept net of FWG	<b>Invoice FYI</b> 11,410.00
Avon Hydraulics (UK) Ltd	Hydraulic hose for WX14 LGO	48.00
Barcan & Kirby	Debt Recovery	734.40
Barcan & Kirby	Debt Recovery	20.00
GAP SUPPLIES	Hinges & Gutter Sealant	9.37
GAP SUPPLIES	Type 1 Stone	381.77
Motion Consultants Ltd	Elmore Back Pump Station Modifications	<b>Invoices FYI</b> 4,269.24
Motion Consultants Ltd	Oldbury P/S Modification Design	" " " " 1,842.92
Motion Consultants Ltd	Marshfield P/S Modification Design	" " " " 1,842.92
Motion Consultants Ltd	Lapperditch P/S Modification Design	" " " " 1,842.92
Motion Consultants Ltd	Wicks Green P/S Modification Design	" " " " 1,842.92

Payments to be **Noted****July 2019**

<u>Supplier</u>	<u>Details</u>	<u>Amount Paid this Period</u>
Motion Consultants Ltd	Elmore Back P/S Modification Design	<b>Invoice FYI</b> 1,842.95
Motion Consultants Ltd	Saul Pump Station Modifications	" " " " 2,760.00
Motion Consultants Ltd	Avonmouth Consultancy Advice for May	" " " " 2,521.08
BNP PARIBAS LEASE GROUP	Office Telecoms Rental	462.00
LISTER WILDER LTD	Spare Windscreen Wipers	27.79
TAILORMADE OFFICE SUP.LTD	A4 Paper, Box Files, Envelopes	122.85
TAILORMADE OFFICE SUP.LTD	Replacement arms for chair	31.19
CROMWELL GROUP HOLDINGS LTD	Assort welding rods & Fencing tools	312.59
CROMWELL GROUP HOLDINGS LTD	Assort combination spanners	25.45
CROMWELL GROUP HOLDINGS LTD	C/Sunk screws	19.94
Moorepay Ltd	Payroll costs for June	141.72
Halfords	Rain repellant Sprays	47.94
Plan Communications Ltd	Mobile phones bill	298.90
Joe Turner (Equipment) Ltd	Flails for VX65 HTA	177.36
Joe Turner (Equipment) Ltd	Flails for VX65 HVB	177.36
Certas Energy UK Ltd	2000 litres Derv	2,429.04
Wandfluh UK Ltd	Valve cartridge for VX65 HVB	111.16
Smiths (Gloucester) Ltd	Waste management	35.78
ZEN INTERNET LTD	Monthly internet charge	46.50
Citation Ltd	Legal Fees	309.00
SOUTH GLOUCESTERSHIRE COUNCIL	Business Rates	749.00
CROMWELL GROUP HOLDINGS LTD	Sockets, Rechargeable LED, Wire Brushes	143.12
Mole Country Stores	Round rails	118.32
Hydroscand Ltd	2 x Hydraulic hoses for WV19 FUU	34.73
HYDRA ENGINEERING SERVICES LTD	1st Ram repair to Bomford Mower	333.60
HYDRA ENGINEERING SERVICES LTD	2nd Ram repair to Bomford Mower	333.60
LISTER WILDER LTD	Chain Brake Lever for chainsaw	28.87
Batsford Timber Ltd	Assort Creosoted stakes, Rails, Barbed Wire	4,376.74
MERRETT D C	Transportation of WO14 OEY	300.00
Hydroscand Ltd	Fittings for VX65 HVB	23.02
Corona Energy	Oldbury P/S Electricity	63.86
Corona Energy	Saul P/S Electricity	16.33
Corona Energy	Elmore Back P/S Electricity	106.06
Corona Energy	Marshfield P/S Electricity	78.42
Corona Energy	Lapperditch P/S Electricity	46.00
Corona Energy	Wicks Green P/S Electricity	265.43
Corona Energy	Office Electricity	247.89
Cablestream Ltd	Office phone line rental & calls	78.77
		<u>77,396.75</u>

Please note that the amounts shown above include Vat where applicable

Amount Paid this Period 77,396.75  
**Amount Paid this Period (Supplier Invoices) 77,396.75**

**Bank Payments for July 2019**

NatWest	Bankline Charge & Bank Charges	<u>84.22</u>
	<b>Amount Paid this Period (Bank Payments)</b>	<b>84.22</b>

**Total Amount Paid this Period**

**£77,480.97**

**Payments to be Noted May 19 - Jul 19**

May 19	41,423.03
Jun 19	40,565.53
Jul 19	<u>77,480.97</u>
<b>Total</b>	<b>£159,469.53</b>

# Lower Severn (2005) Internal Drainage Board

## Payments to be Noted

### May 2019 - July 2019

Date From : 01/05/2019

Date To : 31/07/2019

### Payroll Reports FYI

No	Type	Date	N/C	Ref	Details	Net Amount	Tax Amount	Gross Amount	Bank Rec. B Date
82775	BP	15/05/2019	2231	D/D	<b>May 19</b> Peoples Pension Cont - Apr 19	1,068.70	0.00	1,068.70	R 31/05/2019
82776	BP	17/05/2019	2230	D/D	Glos CC - Pension Cont for Apr	13,138.30	0.00	13,138.30	R 31/05/2019
82777	BP	22/05/2019	2210	D/D	HMRC - Liability for Apr 19	11,985.49	0.00	11,985.49	R 31/05/2019
82778	BP	28/05/2019	2220	D/D	LSIDB Salary for May 19	29,211.50	0.00	29,211.50	R 31/05/2019
82779	BP	28/05/2019	2211	D/D	GMB - Union Cont for May 19	27.40	0.00	27.40	R 31/05/2019
83185	BP	17/06/2019	2231	D/D	<b>Jun 19</b> Peoples Pension Cont - May 19	1,075.61	0.00	1,075.61	R 30/06/2019
83186	BP	19/06/2019	2230	D/D	Glos CC - Pension Cont for May	13,059.44	0.00	13,059.44	R 30/06/2019
83187	BP	21/06/2019	2210	D/D	HMRC - Liability for May 19	11,874.75	0.00	11,874.75	R 30/06/2019
83188	BP	28/06/2019	2220	D/D1	LSIDB Salary for Jun 19	31,651.63	0.00	31,651.63	R 30/06/2019
83189	BP	28/06/2019	2211	D/D2	GMB - Union Cont for Jun 19	27.40	0.00	27.40	R 30/06/2019
83499	BP	15/07/2019	2231	D/D	<b>Jul 19</b> Peoples Pension Cont - Jun 19	1,154.69	0.00	1,154.69	R 31/07/2019
83500	BP	19/07/2019	2230	D/D	Glos CC - Pension Cont for Jun	13,756.07	0.00	13,756.07	R 31/07/2019
83501	BP	22/07/2019	2210	D/D	HMRC - Liability for Jun 19	13,342.05	0.00	13,342.05	R 31/07/2019
83502	BP	26/07/2019	2220	D/D	LSIDB Salary for Jul 19	30,771.64	0.00	30,771.64	R 31/07/2019
83503	BP	26/07/2019	2211	D/D	GMB - Union Cont for Jul 19	27.40	0.00	27.40	R 31/07/2019
						<u>172,172.07</u>	<u>0.00</u>	<u>172,172.07</u>	
						<u>172,172.07</u>	<u>0.00</u>	<u>172,172.07</u>	

## Payments to be Noted

Date From: 01/05/2019  
Date To: 31/07/2019

**May 2019 - July 2019**

Bank: 1230 Currency: Pound Sterling

No	Type	Date	Ref	Details	Net £	Tax £	Gross £	B	Bank Rec.	Date
82780	CP	07/05/2019	7395	Tesco - 2 x Milks	<b>May 19</b> 2.18	0.00	2.18	R	31/05/2019	
82781	CP	07/05/2019	7396	Document holders	12.80	2.56	15.36	R	31/05/2019	
82782	CP	13/05/2019	7397	Tescos - Tea, Coffee, Sugar	36.25	0.00	36.25	R	31/05/2019	
82783	CP	20/05/2019	7398	Oldbury Shop - Milk	1.65	0.00	1.65	R	31/05/2019	
82784	CP	22/05/2019	7399	McColls - Milk	1.95	0.00	1.95	R	31/05/2019	
82785	CP	22/05/2019	7400	Co-op - Milk	2.20	0.00	2.20	R	31/05/2019	
82786	CP	28/05/2019	7401	Tesco - 2 x Milks	2.18	0.00	2.18	R	31/05/2019	
83194	CP	10/06/2019	7402	Tesco - 2 x Milks	<b>Jun 19</b> 2.18	0.00	2.18	R	30/06/2019	
83195	CP	13/06/2019	7403	Refreshments for JD & JT	6.18	0.00	6.18	R	30/06/2019	
83196	CP	13/06/2019	7403	Refreshments for JD & JT	3.99	0.80	4.79	R	30/06/2019	
83197	CP	17/06/2019	7404	Tesco - 2 x Milks	2.18	0.00	2.18	R	30/06/2019	
83198	CP	21/06/2019	7405	Card for JD	1.25	0.25	1.50	R	30/06/2019	
83199	CP	24/06/2019	7406	Tesco - 2 x Milks	2.18	0.00	2.18	R	30/06/2019	
83584	CP	01/07/2019	7407	Tesco - 2 x Milks	<b>Jul 19</b> 2.18	0.00	2.18	R	31/07/2019	
83585	CP	08/07/2019	7408	Tesco - 2 x Milks	2.18	0.00	2.18	R	31/07/2019	
83586	CP	15/07/2019	7409	Tesco - Milk	1.09	0.00	1.09	R	31/07/2019	
83587	CP	19/07/2019	7410	Co-op - Milk	0.90	0.00	0.90	R	31/07/2019	
83588	CP	22/07/2019	7411	Tesco - 2 x Milks	2.18	0.00	2.18	R	31/07/2019	
83589	CP	22/07/2019	7411	tesco - Paracetamol & Ibuprofen	1.04	0.21	1.25	R	31/07/2019	
83590	CP	23/07/2019	7412	Card Factory - Card for SW	0.83	0.16	0.99	R	31/07/2019	
83591	CP	29/07/2019	7413	Tesco - Milk	1.09	0.00	1.09	R	31/07/2019	
83592	CP	31/07/2019	7414	Card Factory - Card for MD	0.83	0.16	0.99	R	31/07/2019	
Totals					<u>£ 89.49</u>	<u>4.14</u>	<u>93.63</u>			

Transfers Between Accounts May 2019 - July 2019

Bank	NominalRecord.AccountName	Type	Date	Journal	TransactionNominal.Details	Amount
1200	NAT WEST ACCOUNT NO 1:	JC	09/05/2019	J1371	Tsf from No1 Acc to No2 Acc (Re Wages)	-35,000.00
1200	NAT WEST ACCOUNT NO 1:	JC	17/05/2019	J1372	Tsf from No1 Acc to Direct Res	-600,000.00
1200	NAT WEST ACCOUNT NO 1:	JC	31/05/2019	J1375 (010914)	Tsf from No1 Acc to Petty Cash	-150.00
1200	NAT WEST ACCOUNT NO 1:	JD	07/06/2019	J1381	Tsf from Direct Res to No1 Acc	50,000.00
1200	NAT WEST ACCOUNT NO 1:	JC	07/06/2019	J1382	Tsf from No1 Acc to No2 Acc (Re Wages)	-65,000.00
1200	NAT WEST ACCOUNT NO 1:	JD	03/07/2019	J1388	Tsf from Direct Res to No1 Acc	100,000.00
1200	NAT WEST ACCOUNT NO 1:	JC	03/07/2019	J1389	Tsf from No1 Acc to No2 Acc (Re Wages)	-65,000.00
1201	NAT WEST ACCOUNT NO 2:	JD	09/05/2019	J1371	Tsf from No1 Acc to No2 Acc (Re Wages)	35,000.00
1201	NAT WEST ACCOUNT NO 2:	JD	07/06/2019	J1382	Tsf from No1 Acc to No2 Acc (Re Wages)	65,000.00
1201	NAT WEST ACCOUNT NO 2:	JD	03/07/2019	J1389	Tsf from No1 Acc to No2 Acc (Re Wages)	65,000.00
1230	PETTY CASH	JD	31/05/2019	J1375 (010914)	Tsf from No1 Acc to Petty Cash	150.00
1257	Nat West Direct Reserve Acc	JD	17/05/2019	J1372	Tsf from No1 Acc to Direct Res	600,000.00
1257	Nat West Direct Reserve Acc	JC	07/06/2019	J1381	Tsf from Direct Res to No1 Acc	-50,000.00
1257	Nat West Direct Reserve Acc	JC	26/06/2019	J1383	Tsf from Dir Reserve to 35 Day Notice	-250,000.00
1257	Nat West Direct Reserve Acc	JC	03/07/2019	J1388	Tsf from Direct Res to No1 Acc	-100,000.00
1261	Nat West 35 Day Notice :	JD	26/06/2019	J1383	Tsf from Dir Reserve to 35 Day Notice	250,000.00



# F&GP Meeting

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Wednesday 22 May 2019

**The Gables Hotel, Falfield  
10.30am**

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

## **TERMS OF REFERENCE OF FINANCE AND GENERAL PURPOSES COMMITTEE**

**Approved 22 June 2016 Minute No.2349 (a)**

### **Matters for determination by the Committee.**

1. The appointment of Internal Auditors.
2. Consideration of any Report or Opinion from the Internal Auditors.
3. Consideration of a summary of internal audit work undertaken (whether of a financial or ethical nature).
4. Commissioning work from either the Internal or External Auditor.
5. The approval/revision of the Risk Register.
6. The approval/revision of the Business Continuity Plan.
7. Reviewing payments made.
8. The recovery of rate arrears and sundry debts.
9. To monitor spending against the approved budget.

### **Matters for recommendation by the Committee to the Board**

10. To consider the Annual Budget and Rate Setting prior to the February Board meeting in each year.
11. To review the Annual Business Plan.
12. To review the Medium Term Financial Plan.
13. To monitor the Board's Treasury Management policies and practices.
14. To keep under review the Board's insurance policies.
15. To liaise with the National Audit Office or any successor or equivalent, regarding the appointment of the External Auditor.
16. To consider any letter or report issued by the External Auditor.
17. To ensure the effective monitoring and review of policies and strategies.
18. To consider legislative changes (or proposed legislative changes) which may affect the Board's statutory functions.
19. To identify any Member training needs in various aspects of the Board's responsibilities.

**Minutes of the Finance & General Purposes Committee of the  
Lower Severn (2005) Internal Drainage Board  
Meeting held Wednesday 23<sup>rd</sup> January 2019 at 10.30 am  
At the Gables Hotel Falfield**

Present:

Ald C Williams  
Cllr P Abraham  
Mr J Hore  
Mr G Littleton

Chairman

Cllr M Riddle  
Mr G Simms  
Mr R Thatcher

Martin Dear  
Kieran Warren  
Susan Williams

Accounts Officer  
Principal Officer  
Minutes

AO  
PO

2808.	<b>Apologies:</b> Apologies were received from: Mr M Barnes and Ald B Richards.	
2809.	<b>Declarations of Interest</b> There were no declarations of interest.	
2810.	<b>Minutes of the Previous Meeting</b>  <b>It was resolved that:</b> <ul style="list-style-type: none"> <li><b>The minutes of the Finance &amp; General Purposes Committee Meeting held on 12<sup>th</sup> December 2018 be approved as a correct record.</b></li> </ul>	
2811.	<b>IT Review</b> The PO reported he had received from Company A quotes for a two- and three-year option, each with savings on the original one-year tender. Members were satisfied with this outcome.  <b>It was resolved that:</b> <ul style="list-style-type: none"> <li><b>The three-year fixed price deal from Company A be accepted.</b></li> </ul>	<u>Action 1</u> PO to accept the 3-year IT support contract.
2812.	<b>Accounts Officer's Reports</b> <u>Management Accounts 1<sup>st</sup> April 2018 to 30<sup>th</sup> November 2018</u> These accounts showed a surplus of £1,536.  The AO updated the Committee; in December he had placed £500k of cash in short term deposit accounts (Lloyds - £400k and NatWest - £100k) as approved by the Treasury Sub Committee (Minute 2767 refers).  Members noted these Management Accounts  <u>Forecast Results for the ended 31<sup>st</sup> March 2019</u> The year-end forecast predicted a surplus of £6,121. This was a negative variance of £11,339 from the budgeted outturn. The most significant differences were an overspend on machinery repairs and fuel which were offset by an underspend on pump station electricity. Also following the Staff & Pension Committee meeting the AO had incorporated into the accounts the recommended increase in staffing costs which related to pay awards and pension contributions.  <b>It was recommended that:</b> <ul style="list-style-type: none"> <li><b>Forecast Results for the year ended 31<sup>st</sup> March 2019 be referred to the Board for noting.</b></li> </ul>	

	<p><b>Draft Budget for 2019/20</b> The AO had prepared a draft budget with a 9.0p rate for 2019/20 this was an increase of 0.5p on the previous year's rate. This budget predicted a surplus of £16,216 at the 31<sup>st</sup> March 2020. The Committee approved the draft budget and were satisfied that this budget predicted a surplus balance at year end.</p> <p><b>It was recommended that:</b></p> <ul style="list-style-type: none"> <li>• <b>A budget with a 9.0p rate in the £ be referred to the Board for approval.</b></li> </ul> <p><u>Capital Expenditure</u> Members noted the AO had updated the 2019/20 capital budget with the latest cost and sales figures.</p> <p><b>It was recommended that the:</b></p> <ul style="list-style-type: none"> <li>• <b>Capital Expenditure for 2018/19 and 2019/20 be referred to the Board for noting.</b></li> </ul> <p><u>Apportionment Between Charging Authorities and Agricultural Rates</u> The AO had prepared the schedule of 2019/20 charging authorities levies based on a rate of 9.0p in the £. This showed the increased levy due from each authority taking in to account land transfers and the 0.5p increase in rate. Members had noted the levies.</p> <p>It was reported that South Gloucestershire Council had included a separate entry to identify the LSIDB levy in their budgets.</p> <p>Members from Bristol City Council were aware their authority was reviewing its representation on the LSIDB, in light of the proportion of levy income collected by Bristol City Council.</p> <p>It was suggested that the Chairman of the Board write to the Bristol City's Mayor with an invitation to see the LSIDB's work.</p> <p><b>It was recommended that:</b></p> <ul style="list-style-type: none"> <li>• <b>The 'Apportionment Between Charging Authorities and Agricultural Rates' be referred to the Board for noting.</b></li> </ul> <p><u>Medium Term Financial Plan</u> The plan had been updated to reflect the proposed rate of 9.0p in 2019/20 with an annual increase of 0.5p until 2023/24.</p> <p>Mr Simms asked whether the MTFP reflected the change from a fixed term machinery replacement programme to one based on engines hours/reliability.</p> <p>The AO replied that the new method had been reflected in this MTFP.</p> <p>The Chairman brought members attention to the heading 'Revenue reserves as a % of expenditure'. This figure ranged between 41.43% to 44.06% in the updated plan. He referred the Committee to the Board's Financial Regulations;</p> <p>3.5. Uncommitted provisions in the revenue budget shall not be carried forward to a subsequent year. However, a general provision including a contingency should be maintained which is equivalent to approximately 30% of the Board's annual expenditure.</p> <p>He had identified that there was a conflict between the level of reserves in the MTFP and the Financial Regulations. He acknowledged that the Financial Regulations were scheduled to be</p>	<p><u>Action 2</u> Board Chairman to write to BCC Mayor</p>
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	<p>reviewed by the G&amp;P Committee and that a capital programme, if approved, proposed to designate some reserves to future expenditure.</p> <p>The AO confirmed that a suitable capital programme would reduce the general reserves to below 30%.</p> <p>The Chairman asked the PO about the timescale to produce and agree a capital programme.</p> <p>The PO replied that if the Board approved the Engineering Committee's recommendation for a capital programme, he would issue pro-forma to all members inviting suggestions for projects to be included. These projects would then be assessed by the Engineering Committee for inclusion in the programme. The Engineering Committee were scheduled to meet in November.</p> <p>Members would be uncomfortable increasing the percentage of reserves when the Financial Regulations were reviewed. It was agreed that it was important for the Board to drive a capital programme forward.</p> <p>The Committee agreed the Medium Term Financial Plan</p> <p><b>It was recommended that the:</b></p> <ul style="list-style-type: none"> <li>• <b>The MTFP be referred to the Board for approval.</b></li> </ul>	
<b>2813.</b>	<p><b>Cash Flow</b></p> <p>Members noted the Cash Flow to November 2019.</p>	
<b>2814.</b>	<p><b>Developers Funds</b></p> <p><b>It was recommended that:</b></p> <ul style="list-style-type: none"> <li>• <b>The Developers Funds Statement as at 30<sup>th</sup> November 2018 be referred to the Board for noting.</b></li> </ul>	
<b>2815.</b>	<p><b>Rate Setting 2019/20</b></p> <p>The Committee having considered the AO reports were unanimous in setting a 9.0p rate in the £.</p> <p><b>It was recommended that:</b></p> <ul style="list-style-type: none"> <li>• <b>A drainage rate of 9.0p in the £ be referred to the Board for approval.</b></li> </ul>	
<b>2816.</b>	<p><b>Payments Noted</b></p> <p>Members noted the payments made between 1<sup>st</sup> November 2018 and 31<sup>st</sup> December 2018 and transfers made between accounts.</p> <p>Mr Hore noted from the payments in November that £30,926.16 had been paid for the eel friendly pump for Saul Pumping Station. He asked when this would be installed. The PO explained that obtaining the formal consent from the Environment Agency was holding up the project.</p>	
<b>2817.</b>	<p><b>Date of Next meeting</b></p> <p>Members noted that the next F&amp;GP meeting would be held 22<sup>nd</sup> May 2019.</p>	
	Meeting closed at 11.30 am	

**Minutes of Treasury Sub-Committee Meeting  
Of the Lower Severn (2005) Internal Drainage Board  
Held Wednesday 13<sup>th</sup> March 2019 at 10.30am  
At the LSIDB Offices**

**Present:** Ald C Williams Chairman  
Mr M Barnes  
Mr J Nichols  
Martin Dear Accounts Officer AO  
Louise Reading Minutes

<b>2835</b>	<b>Apologies/Welcome</b> Apologies were received from Cllr M Riddle.	
<b>2836</b>	<b>Chairman's Announcements</b> The Chairman welcomed Louise Reading to the Board.	
<b>2837</b>	<b>Declaration of Member's Interest</b> No interests were declared.	
<b>2838</b>	<b>Minutes of the Previous Meeting</b> Minute 2770 should be corrected to say the last year not the last quarter.  <b>It was resolved that:</b> <ul style="list-style-type: none"> <li><b>Subject to this amendment the minutes of the 7<sup>th</sup> November 2018 meeting be approved as a true and accurate record.</b></li> </ul>	
<b>2839</b>	<b>Treasury Management and Reserves Policy</b> Alderman Williams raised 2 points on the proposed Treasury Management and Reserve Policy, firstly to take out the word Management from The Treasury Management Sub-Committee.  Secondly, should there be a mechanism within the board as to what to do with surplus developer's funds.  It was suggested that surplus funds be invested.  Mr Nichols questioned could the surplus cash reserves be reinvested in investments; concerns were raised over accessibility of the cash and it was agreed that it would only be for developer's funds as this is long term funding and hence can be invested in long term investments.  The AO said he would like terms of reference for the Treasury Sub-Committee to be compiled. These terms of reference will need to be agreed by the Finance and General Purposes Committee.  <b>It was resolved that:</b> <ul style="list-style-type: none"> <li><b>A paragraph, solely for developers' funds, should be drafted and agreed by the Chairman, to say having regard to the overall cash flow, this sub-committee has the authority to invest future sums received from Developers.</b></li> </ul>	<u>Action 1</u> Remove Management from the section 2 Accountabilities  <u>Action 2</u> Add paragraph to Treasury Management & Reserve Policy  <u>Action 3</u> AO to produce Terms of Reference for the consideration at the next F&GP meeting.
<b>2840</b>	<b>Developers Funds</b> The AO has included the M49 improvement works contribution in the figures for 2019/2020. Should this payment be made then the cash reserves will decrease considerably.	

	<p>These figures did not include any income from developers. Any funds received from developers will change the figures significantly.</p> <p>The AO assured Alderman Williams that the annual increase of 3% of the sum transferred to the Income and Expenditure account is currently adequate.</p>	
2841	<p><b>Investment Performance Smith &amp; Williamson</b></p> <p>The underperformance of investments was discussed at great length. Concerns were raised as to why the funds had performed so badly against the balanced and world indices.</p> <p>The overall value of investments had improved in the February 2019 report.</p> <p>Mr Nichols suggested that a strong letter be sent to Smith &amp; Williamson outlining concerns on the underperformance and that we may consider alternative investment companies.</p> <p>Mr Nichols too raised concerns that the portfolio is missing a couple of leading funds.</p> <p>The AO suggested that we can give Smith &amp; Williamson to September to improve and then have a lengthy conversation at the September meeting.</p> <p>Mr Nichols asked if the figures on the AO's spreadsheets are net of fees.</p> <p>The AO explained the figures on his spreadsheet were not net of fees, however they were also not inclusive of cash held. The amount of cash held is net of fees. The figures net of fees can be found in the Smith &amp; Williams report.</p> <p>It was agreed that the AO did not need to provide any other schedules for comparative purposes.</p> <p><b>It was resolved that:</b></p> <ul style="list-style-type: none"> <li>• <b>A letter be sent to Smith &amp; Williamson to address and discuss concerns over underperformance and if no improvements are seen we may need to review our situation in the September meeting.</b></li> </ul>	<p><u>Action 3</u> Chairman/AO to write Letter to S &amp; W addressing concerns</p>
2842	<p><b>Cash Flow – Pump Replacement Programme</b></p> <p>Alderman Williams asked Mr Barnes if the figures and timescales were reasonable for the pump replacement programme. Mr Barnes informed the committee that the Land Drainage Engineer had carefully considered all aspects and that he was as happy as he can that this is currently a reasonable and fair cash flow. However, there will be things that occur that can not be foreseen.</p> <p>The AO reassured the sub-committee that enough was being transferred in to the designated reserve.</p> <p>Mr Nichols enquired if there were price comparisons available as pumps were being completed over several years. Unfortunately, the pumps vary and it is hard to estimate future pricing of pumps. The Engineers are monitoring this.</p> <p>It was agreed that the pump replacement programme and capital programme would be treated in isolation until the capital programme was fully developed.</p>	

2843	<p><b>Cash Flow 18/19 &amp; 19/20</b> Alderman Williams questioned would it benefit the Board to have more cash on deposit as there are high levels of surplus cash in both this cash flow and next year's cash flow. It is important to retain easy access.</p> <p><b>It was resolved that</b> <b>£300,000 be transferred from the bonus saver to NatWest 35-day Account.</b></p>	<p><u>Action 4</u> AO to move money into Deposit account</p>
2844	<p><b>Cash Flow 2019/2020 – 2023/2024</b> A high-level overview of the next few years cashflow was presented by the AO.</p>	
2845	<p><b>Chairman's Items</b> To assist committee members living a considerable distance it was requested that the meeting start time be moved to 10.30am This was agreed.</p> <p>At the Boards instruction the Financial Regulations are to be reviewed at the next Board meeting on 5<sup>th</sup> June. The Engineering Committee do not have a meeting scheduled before this time. Mr Barnes suggested that the Capital Program will take some time and it is unlikely that the Engineering committee will meet before this time.</p> <p>The Financial Regulations will need to be submitted to the Governance and Probity Meeting on April 3<sup>rd</sup> for advice then onto the Finance and General Purposes meeting on 22<sup>nd</sup> May for comment before being submitted to the Full Board for final determination.</p> <p><b>It was resolved that</b></p> <ul style="list-style-type: none"> <li><b>The Treasury Sub-Committee meetings will start at 10.30am</b></li> </ul>	<p><u>Action 5</u> AO to liaise with Principal Officer.</p>
	The Meeting closed at 12.05pm	



REF: MD

REPORT BY: Accounts Officer

## **TREASURY SUB COMMITTEE - TERMS OF REFERENCE**

### **Introduction**

1. The Treasury Sub Committee doesn't currently have explicit terms of reference. It would seem appropriate that this situation is corrected.
2. Reviewing the topics that are regularly on the agenda and having regard to this Committee's Terms of Reference, draft Terms of Reference have been drawn up for the Treasury Sub Committee, which is attached as Appendix A.
3. These draft terms of reference are entirely consistent with this Committee's Terms of Reference and as such can be approved by this Committee.

### **Recommendation**

That the Terms of Reference for the Treasury Sub Committee be approved.

*Martin Dear*

*Accounts Officer*

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

## **TERMS OF REFERENCE OF THE TREASURY SUB COMMITTEE**

**To be approved**

### **Matters for determination by the Sub Committee.**

1. To ensure that the Sub Committee meets at least twice a year.
2. To determine the future investment strategy of the funds held as long term investments, having taken professional advice.
3. To reinvest the income accumulated from the long term investments, having taken professional advice.
4. To undertake portfolio reviews of the investment strategy twice a year.
5. To plan cash management and determine the placing of short term cash surpluses in deposit accounts on an annual basis.

### **Matters for recommendation by the Sub Committee to the Finance and General Purposes Committee**

6. To review the Treasury Management Policy.
7. To review the Capital Financing and Reserves Policy annually.

**COMMITTEE: Finance & General Purposes**

**MEETING DATE: 22.05.2019**

**REF: MD**

**REPORT BY: Accounts Officer**

## **TREASURY MANAGEMENT POLICY**

### **Introduction**

At the Treasury Sub Committee Meeting of 13 March 2019, an agenda item considered the Treasury Management Policy.

At this meeting it was resolved that the Treasury Management Policy did need revising in order to reflect the current position. A proposed Treasury Management Policy is attached as Appendix A.

### **Recommendation**

That the Treasury Management Policy be agreed and presented to the Board for approval.

*Martin Dear*

*Accounts Officer*

## **PROPOSED**

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

## **Treasury Management Policy**

**Date: 22/05/2019 Version: 2019/02 Author: MD**

**To be approved at the Board Meeting on 5 June 2019**

### **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.

### **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.

### **CAPITAL PROGRAMME – PROGRESS REPORT**

#### **Introduction**

At the Board meeting held on 27 June 2018, Members resolved as follows:

- **A Capital Programme be prepared to commence on the completion of the pump replacement programme;**
- **A capital Programme to include all capital items of expenditure in one plan;**
- **The Engineering Committee consider;**
  - **A means by which a Capital Programme could be managed most effectively;**
  - **Timescale for implementation; and**
  - **Funding**
- **The Committee to report back to the Board.**

[Minute 2693 refers.]

The Engineering Committee, at the meeting of 21 November 2018, considered a report on the Capital Programme and resolved the following:

- (1) The format and proposed assessment criteria for the Capital Programme, as set out at Appendix 2, be referred to the Board for approval;**
- (2) All Members be invited to propose projects for inclusion in the Programme**
- (3) The Capital Programme be included on all Committee agendas at least on an annual basis.**
- (4) The Capital Programme be included as a standard item on the agenda for all future Engineering Committee meetings so that information can be regularly updated and progress monitored.**
- (5) The Engineering Committee continue to manage the Programme on behalf of the Board.**

[Minute 2778 refers.]

At the Board meeting held on 6 February 2019, Members agreed and approved the five resolutions of the Engineering Committee as stated above.

[Minute 2822 refers.]

In addition the Board resolved the following:

- **A meeting of the Engineering Committee be convened before the next Board meeting in order to develop the Capital Programme. The minutes of this meeting to be available for the F&GP meeting on 22 May 2019.**

[Minute 2827 refers.]

#### **Update on Progress**

Following the Board meeting of 6 February 2019, the Principal Officer emailed all Members of the Board to invite them to submit their suggestions for Capital Schemes. To date no schemes have been received.

Subsequently, having spoken to the Chair of the Engineering Committee, the Principal Officer sent an email to the Chair of the Board and Chairman of the Finance & General Purposes Committee regarding the situation of having an additional Engineering Committee meeting. The email said:

The fact is that we are not in a position to call this additional meeting because

- (i) the schemes so far identified by staff have yet to be worked up in enough detail to enable meaningful discussion and
- (ii) to date no bids have been received from Members.

These would also require some assessment work before being presented to the Engineering Committee. I shall hold an internal meeting soon in order to map out what work is required in respect of the schemes so far identified. I know that we all wish to ensure that this important initiative maintains momentum and I will keep you informed about when we are ready to proceed.

The response from Chair of the Board was:

Please do keep up the pace on this work because it does greatly impact into the Board's treasury management and the issue of our reserves.

The response from the Chairman of the Finance & General Purposes Committee was:

I fully appreciate the present position but, as you quite rightly mention, I think it is important that we maintain the momentum because only with a fully evaluated capital programme will we be able to plan a meaningful medium term financial strategy.

**Recommendation:**

To note the progress made on the preparation of a Capital Programme.

*Kieran Warren*

*Principal Officer*

*Please note that for the purposes of this report there is no Appendix A.*

### **Capital Programme** **Assessment Criteria**

In order to ensure consistency and fair consideration for all potential projects, it will be helpful to identify and agree the criteria by which these projects will be judged prior to their inclusion in the programme. The following criteria are proposed:

1. The number of residential, agricultural and commercial properties that will enjoy greater flood protection benefits.
2. The area of farmland that will enjoy greater flood protection benefits.
3. The status of the land, ie where it is designated as a RAMSAR, SPA or SSSI site, the site of a Scheduled Ancient Monument or supports the implementation of the Board's Biodiversity Action Plan.
4. The extent (if any) to which the project assists the Board in the discharge of its statutory responsibilities.
5. The ongoing maintenance costs of the project (if any) post-completion.
6. The extent to which the Board's general maintenance programme might reduce as a result of the proposed works.
7. Confirmation of the Board's ability to finance the project in the proposed timescale.
8. The availability of external funding to support the financing of the works.
9. Where it can be measured, the Return on Investment for the project.

These principles should also govern the priority attached to each project. Should the Board need to respond urgently to a flooding event, then funds may have to be diverted from the Capital Programme. In such a case slippage might be unavoidable.

#### **LSIDB PROJECTS 2019/20 - 2025/26**

<b>Project</b>	<b>Benefits</b>	<b>Net Cost Estimate £K</b>	<b>Maintenance Implications + Or -</b>	<b>Timescale</b>	<b>Return on Investment</b>	<b>Comments description of scheme criteria met</b>
<b>Plant + Vehicles</b> Tractor/mower	Health & Safety and Efficiency	140*		2021/22		Offset by sale of old machine
Excavator	Health & Safety and Efficiency	90* 130* 110*		2019/20 2021/22 2023/24		Offset by sale of old machine
Vehicles	Health & Safety and Efficiency	25* 25*		2023/24 2024/25		Offset by sale of old machine
Spearhead m/cs	Health & Safety and Efficiency	170* 360* 260*		2020/21 2022/23 2024/25		Offset by sale of old machine
<b>Pumping Stations</b> Renewals	Statutory, Environmental and Efficiency	200* 225* 250* 275*		2019/20 2020/21 2021/22 2022/23		
<b>Drainage Schemes</b>						
Hill Pill outfall		75				Survey work approved
Aust/Olveston		500		?		
Demainment works		30		2019/20		
Cornham		500		?		
Rea Lane pumps		250		?		
Epney				?		
Rockhampton				?		
Renew office and workshop		400		?		

\* Sum already budgeted.

### FINANCIAL REGULATIONS - LEVEL OF RESERVES

#### Introduction

At the Board meeting held on 6 February 2019, Members resolved as follows:

- **For the rate setting 2019/20, the Board temporarily suspend Financial Regulation 3.5, pending review by the Governance & Probity and F&GP Committees until the next Board meeting to be held 5<sup>th</sup> June 2019.**

[Minute 2827 refers.]

#### Financial Regulation 3.5

This Regulation states:

3.5. Uncommitted provisions in the revenue budget shall not be carried forward to a subsequent year. However a general provision including a contingency should be maintained which is equivalent to approximately 30% of the Board's annual expenditure.

For comparison, the Accounts Officer has looked at the Regulations applied in other Drainage Boards; many are not specific about the level of reserves to be maintained. The following figures provide two examples of the policies adopted elsewhere:

- Black Sluice IDB – 20%
- ADA Business Plan – at least 30%

There is no statutory or best-practice percentage figure set down by government, or by the main accounting and audit authorities, and the Regulation currently in place has served the Board well since 2005. Indeed, when the Rate for 2019/20 was approved at the February Board meeting, the rule was not breached when the “approximately 30%” requirement is borne in mind.

At the meeting of the Governance Committee on 3 April 2019 members were presented with two options:

- (1) The Committee might wish to consider an amendment to Regulation 3.5 to the effect that the Board's financial contingency must be maintained “at 30%, subject to a maximum tolerance of plus or minus 10%”; or
- (2) Leave the Regulation unchanged.

**The draft minute, concerning the level of Reserves, from the Governance and Probity Committee meeting states:**

The Committee discussed the percentage of reserves, the ADA meeting showed Drainage Boards used different measures and that there is no definitive percentage level used. The reserves need to be available in the event of unforeseen circumstances

It was resolved that

- The regulation remain unchanged and reviewed next year once the Capital Programme was up and running.



**Recommendation:**

To consider the draft minute from the Governance and Probity Committee and to make any comments prior to the Board meeting on 5 June 2019

*Kieran Warren*

*Principal Officer*

*Martin Dear*

*Accounts Officer*

**INTERNAL AUDIT REPORT 2018/19****Introduction**

The Board's Internal Auditors, Bishop Fleming LLP, have submitted their report for the year 2018/19 – a copy is enclosed at Appendix A. In all, 31 tests were carried out and the auditors have made 4 recommendations, 1 of which is amber and 3 are green. The colour coding is explained on page 3 of the report.

**Audit Recommendations and Proposed Actions**

Number	Area of activity	Audit Recommendation	Proposed Action
1 Green	Purchases	It is recommended that all purchase orders are authorised by a relevant person prior to the order being placed.  It is recommended that invoices are not paid until they have been checked and authorised.	<ul style="list-style-type: none"> <li>All staff to be instructed to raise purchase orders for ALL transactions</li> <li>All staff to be informed that invoices will not be paid until they have been checked and authorised</li> </ul>
2 Green	Bank and Petty Cash	It is recommend that bank reconciliations are reviewed by the Accounts Officer or another member of the finance team and that this is documented on the reconciliation.	<ul style="list-style-type: none"> <li>Accounts Officer to review monthly reconciliations and for this to be documented</li> </ul>
3 Amber	Bank and Petty Cash	It is recommended that petty cash claims are not authorised and paid without being supported by appropriate receipts, except in unusual circumstances.  Care needs to be taken to ensure VAT is recovered when applicable, being first identified from each claim by the Admin/Payroll Officer and then posted to Sage.	<ul style="list-style-type: none"> <li>All staff to be informed that petty cash claims will not be paid without supporting receipts, except in unusual circumstances</li> <li>Admin/Payroll Officer to ensure that VAT is recovered when applicable</li> </ul>

		It was also noted that there is no claim limit per the financial regulations. To reduce the impact of fraud should it occur, it is recommended that a maximum limit for petty cash claims is set. Kieran Warren has suggested £50 as an appropriate limit.	<ul style="list-style-type: none"> <li>• A maximum of £50 per claim is set for petty cash claims</li> </ul>
4 Green	Wages and Payroll	It is recommended that the Accounts Officer reviews payroll prints in addition to the journal posting. This would ensure that more than one person is responsible for payroll processing, and that any amendments can be queried prior to payments being made.	<ul style="list-style-type: none"> <li>• Accounts Officer to review payroll prints and for this to be documented</li> </ul>

### **Recommendations**

That the proposed actions be approved.

*Kieran Warren*

*Principal Officer*

# **Lower Severn (2005) Internal Drainage Board**

## **Internal Audit Report 2018/19**



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## **INTRODUCTION**

As stated in our engagement letter, you have instructed us to undertake a series of Internal Audit visits for the Board. We understand this role is to provide you, the Board of Members, with additional assurance as part of an on-going independent oversight of the Board's financial affairs, in addition to the internal procedures already carried out by the Board's Finance Department. The Financial Regulations have been reviewed and discussed with the Finance Department at the start of each visit to ensure thorough understanding of the internal controls being tested.

In accordance with instructions given to us, we have prepared our report solely for the confidential use of Lower Severn (2005) Internal Drainage Board. It may not be relied upon by Lower Severn (2005) Internal Drainage Board for any other purpose. Our report must not be recited or referred to in whole or part in any other document and must not be made available, copied or recited to any other party without our express written permission. Bishop Fleming neither owes nor accepts any duty to any other party and shall not be liable for any loss, damage or expense of whatsoever nature which is caused by their reliance on our report.

Matters that we consider should be brought to your attention and recommendations we have for possible improvements are summarised in the columns in section 2 - the final 'outcome' column uses a 'traffic light' system.

### **TRAFFIC LIGHT SYSTEM COLOUR KEY**

The key is as follows;



This recommendation must be addressed as a matter of priority, as the required internal controls are not currently in place.



This recommendation should be addressed as weaknesses have been identified with the current internal controls.



This recommendation will improve the current internal controls and be in line with best practice.



No recommendation, as the internal controls in place are sufficient.



At the time of our visit there was nothing to report on this particular area.

#### **NOTE TO MEMBERS:**

If we were to report on two previous occasions that a particular control we have tested has been 'amber' then it will automatically be reported as 'red' on the next report, if no improvements to the internal control have been made.

If in any report a control has been reported as 'red' we will re-visit this particular test at our next visit to assess whether new procedures have been introduced.

## **SUMMARY**

This report documents the findings from our visit during February 2019 in which we reviewed the systems in place at the Board.

Overall, it appears that there are adequate procedures and policies in place. However, we have made 4 recommendations in this report, 1 of which is amber.

Review	Number of recommendations		
	Red	Amber	Green
Purchases	0	0	1
Risks and Budgets	0	0	0
Income and Debtors	0	0	0
Bank and Petty Cash	0	1	1
Wages and Payroll	0	0	1
Fixed Assets and Investments	0	0	0
Accounting Systems	0	0	0

The issues identified are summarised below:



- Two purchases orders and one purchase invoice had not been authorised appropriately.
- Bank reconciliations were not being reviewed by an appropriate member of the finance team.
- Petty cash claims were not always supported by receipts. There was also an instance of the VAT on a petty cash claim not being recorded correctly on the accounting system.
- Payroll prints were not being reviewed by an appropriate member of the finance team and there was no segregation of duties in the preparation of payroll.

### **Follow up on previous recommendations**

During the visit we were able to follow up on 4 recommendations made in our previous report. At the date of our visit, all prior recommendations had been accepted and appeared to be working in practice. Details of these can be found on pages 21-22 of this report.



## **PURCHASES**

TEST	RESULTS	CONCLUSIONS	RECOMMENDATIONS	OUTCOME
<b>Test 1:</b> Gain an understanding of the purchasing system in place at the Board and ensure procedures are being carried out in line with the financial regulations.	A copy of the Board's financial regulations was obtained. The purchases system was discussed with the Admin/Payroll Officer who fully understood the procedures and was aware of all authorisation limits.	The finance team fully understand the financial regulations and can confirm that procedures are being carried out in line with them.	There are no recommendations to be made at this time.	
<b>Test 2:</b> Select 20 purchases made within the period and ensure: <ul style="list-style-type: none"> <li>that quotes were obtained where over the prescribed level</li> <li>that the order has been placed with an appropriate supplier</li> <li>the order was correctly authorised in line with the systems described above</li> <li>invoice agrees to order</li> <li>invoice correctly authorised</li> <li>payment correctly recorded in accounting system</li> <li>payment correctly authorised</li> <li>VAT has been correctly posted to the accounting system for each transaction</li> </ul>	<p>A sample of 20 transactions from throughout the year were selected for testing. The transactions were agreed to purchase orders (POs) and invoices to ensure that details matched and that authorisation was appropriate.</p> <p>All purchases could be matched to POs, which were dated prior to the corresponding invoices.</p> <p>Two purchase orders were found to have not been authorised and one invoice had not been authorised for payment.</p> <p>The invoice details, including VAT amounts, had been correctly posted to Sage.</p>	<p>Expenditure tested appeared in most cases to be properly documented and purchase orders had been completed for all orders.</p> <p>However, two purchase orders and one invoice had not been documented as authorised in line with the financial regulations. This could lead to invoices being paid where an order is incorrect or not genuine.</p>	<p>It is recommended that all purchase orders are authorised by a relevant person prior to the order being placed.</p> <p>It is recommended that invoices are not paid until they have been checked and authorised.</p>	



Lower Severn (2005) Internal Drainage Board  
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TEST	RESULTS	CONCLUSIONS	RECOMMENDATIONS	OUTCOME
<b>Test 3:</b> Regularity testing for each item of expenditure tested, ensure: <ul style="list-style-type: none"> <li>that the expenditure is necessary</li> <li>that the expenditure is appropriate for the Board</li> <li>that value for money has been considered</li> <li>that the expenditure was not for an employee's personal use.</li> </ul>	All expenditure which was tested appeared to be reasonable and appropriate for the Board. There were no indications that purchases were for personal use or that the cost was not value for money.	Comfort has been gained that the expenditure tested is necessary, reasonable and not for the personal use of any employees.	There are no recommendations to be made at this time.	<div style="border: 1px solid black; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">W</div>

## **RISK AND BUDGETS**

TEST	RESULTS	CONCLUSIONS	RECOMMENDATIONS	OUTCOME
<p><b>Test 1:</b> Ensure there is a Risk Register in place and it is regularly updated. Review the adequacy of arrangements made to manage the risks and ensure controls are relevant and up-to-date.</p> <p>Ensure fraud risk is considered within the Risk Register.</p>	<p>The Accounts Officer confirmed that the Risk Register is reviewed throughout the year and is updated annually. This was last carried out in December 2018 and is a responsibility of the Finance &amp; General Purposes Committee.</p> <p>The Risk Register is comprehensive and includes details of control procedures ownership of responsibilities surrounding the management of risks. There is adequate consideration of the significance of risks relating to fraud.</p>	<p>Comfort has been gained that there is a regularly updated Risk Register in place and that controls implemented to manage the risks are adequate.</p>	<p>There are no recommendations to be made at this time.</p>	<p>W</p>
<p><b>Test 2:</b> Ensure client has a budget for more than one year and that it includes key changes to expected income and expenditure.</p>	<p>The budget for 2019-20 and four-year forecast have been reviewed and compared to 2018-19 results to date. The budgets were found to incorporate key changes to income and expenditure such as rate changes and changes to the amount of the Foreign Water Grant.</p>	<p>The Board has budgets in place for the next four years. The budgets include assumptions in changes to income and expenditure as appropriate.</p>	<p>There are no recommendations to be made at this time.</p>	<p>W</p>

Lower Severn (2005) Internal Drainage Board  
Internal Audit Report – 2018/19

TEST	RESULTS	CONCLUSIONS	RECOMMENDATIONS	OUTCOME
<b>Test 3:</b> Ensure all budget variations are approved by the Finance & General Purposes Committee and the full board.	<p>It was confirmed that the first draft budget for the following year is presented and discussed at the December meeting of the Finance &amp; General Purposes Committee. Changes are then made at the January meeting and a draft is agreed to be sent to the board.</p> <p>The full board meeting takes place in February, where the final draft of the budget is reviewed, and rates are set for the following year.</p>	Comfort has been gained that all budget variations are approved by the Finance & General Purposes Committee and the full board.	There are no recommendations to be made at this time.	
<b>Test 4:</b> Ensure that the budgeted levels of reserves are adequate for the Board's future plans, and obtain an explanation of the method used by the Board in arriving at the rate each year.	<p>The Accounts Officer confirmed that rates are set based on the budgets and forecasts. Significant capital expenditure will be required in future for the Pump Station in order to meet future legislative requirements. Therefore, the rates have been increased from 8.5p to 9.0p for 2019/20 so that the Board's reserves are maintained at a consistent level.</p>	Comfort has been gained that the budgeted levels of reserves are adequate for the future plans of the entity. The method for setting rates is deemed to be reasonable.	There are no recommendations to be made at this time.	

## INCOME AND DEBTORS

TEST	RESULTS	CONCLUSIONS	RECOMMENDATIONS	OUTCOME
<p><b>Test 1:</b> Ascertain the procedures in place around the posting of rates income to the accounting system.</p> <p>Agree a sample of rates charges from the DRS system to corresponding demand notes and to the relevant postings on the accounting system.</p> <p>Select a month at random and review the DRS/Sage reconciliation, investigating any discrepancies.</p>	<p>The system around the receipt of levy and rates income was discussed in detail with the Ratings/Admin Officer, who is solely responsible for this income stream. The bespoke DRS system used by the majority of Drainage Boards was found to automatically produce demand notes on the 1<sup>st</sup> of April for agricultural landowners not covered by business rates or the council tax system. The system has a record of the rateable value for each parcel of land under the jurisdiction of the Board, and the total rateable value of land owned by each landowner. Once the demand note is posted and payment is received, it is inputted manually onto the DRS system. A weekly GL Batch Update is run detailing the income received in the form of an Excel document which is then journaled into Sage by the Admin/Payroll Officer.</p> <p>At the end of each month, the closing balance on DRS is reconciled to the income on the Sage trial balance.</p> <p>Transfers of land are also calculated by DRS based on the annual value of the land changing hands, time apportioned in the year of transfer.</p>	<p>The systems surrounding income from the DRS system appear to be operating as expected. Income was posted to the accounting system correctly with VAT recorded accurately.</p> <p>No issues were identified surrounding the production of demand notes and income received could be traced to the bank accounts.</p> <p>Income per the DRS system reconciled to Sage. The reconciliation had been prepared and reviewed by relevant personnel.</p>	<p>There are no recommendations to be made at this time. Please see 'follow up on previous recommendations' at the bottom of this report for progress on recommendations made in this area in the prior year.</p>	<p>W</p>



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TEST	RESULTS	CONCLUSIONS	RECOMMENDATIONS	OUTCOME
	<p>Rates are not collected for land with a rateable value of less than £125, as the administrative cost is considered too great. This leads to a total amount of approximately £2,000 being written off each year.</p> <p>The system surrounding levies operates slightly differently, in that the demand note must be manually prepared for the eight different District Councils, rather than one being automatically generated by DRS.</p> <p>A sample of ten levies and rates amounts due per DRS were agreed to the associated demand note and then to the income journal on Sage. The funds were also agreed to receipts in the current account. No issues were identified.</p> <p>The DRS reconciliation for January 2019 was reviewed. It had been prepared by the Ratings/Admin Officer and reviewed by the Accounts Officer. There was a trivial difference between the amounts posted which was found to be a reconciling item from December 2018.</p>			

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TEST	RESULTS	CONCLUSIONS	RECOMMENDATIONS	OUTCOME
<b>Test 2:</b> Agree a sample of recharge receipts from the accounting system to invoice and ensure the procedures for documenting other income is operating as expected, including the posting of VAT.	Recharge income consists of monies received for work done on landowners' property, developers' consent invoices and area wide charges to maintain drainage around new developments on an ongoing basis. This income stream is accounted for through Sage as it consists predominantly of large, one-off payments. A sample of ten recharges was chosen from Sage and agreed to corresponding invoices. It was confirmed that VAT relating to these transactions had been posted correctly to the accounting system.	Comfort has been gained that the system for recording recharge income is operating as expected, and that VAT is recorded accurately.	There are no recommendations to be made at this time.	<div>W</div>
<b>Test 3:</b> Review the Aged Debtor report at the point of the visit and identify any old balances. Ascertain the reasons for the outstanding income if any, and the entity's policy and procedures around chasing bad debts.	<p>The Aged Debtor report as at 7<sup>th</sup> February was reviewed. There was one balance older than 30 days which was discussed with the Principal Officer. This was found to relate to an ongoing dispute from the prior year which has entered court proceedings. This is for a trivial amount.</p> <p>Per discussion with the Admin/Payroll Officer, debtors are chased via letter if an invoice is unpaid one month after being sent. If payment is still not made within the two weeks following the letter, debtors are chased via telephone call. It is rare that it is necessary to chase debtors.</p>	Comfort gained that there are few old balances on the Aged Debtor report and that the procedures in place around chasing bad debts are adequate.	There are no recommendations to be made at this time.	<div>W</div>

## **BANK AND PETTY CASH**

TEST	RESULTS	CONCLUSIONS	RECOMMENDATIONS	OUTCOME
<p><b>Test 1:</b> Review bank reconciliations for five months, including the last month of the prior year, to ensure that they have been appropriately prepared and authorised.</p> <p>Ensure that the balances per the reconciliation agree to the bank statement and to the accounting system, and that unreconciled items are at a reasonable level.</p> <p>If the unreconciled balance is high, ascertain what is being done to reconcile the transactions.</p>	<p>Five bank reconciliations were reviewed. Reconciliations were carried out at a reasonable frequency given the level of activity in the bank accounts. The balances per the reconciliation were confirmed to agree to the bank statements and Sage.</p> <p>Reconciliations were not signed as reviewed and there was no evidence of this occurring. This was discussed with the Admin/Payroll Officer who confirmed that the Accounts Officer did review reconciliations.</p> <p>Reconciling items were mostly trivial, except for one significant amount. This was confirmed to have cleared the day after the reconciliation was performed. The majority of reconciling items were rates refunds, which are often issued via cheque and therefore it is reasonable that they can take a while to clear.</p>	<p>Bank reconciliations appear to be prepared correctly however there is no evidence that they are being reviewed.</p> <p>Reconciling items were confirmed to have cleared in a timely manner.</p>	<p>It is recommended that bank reconciliations are reviewed by the Accounts Officer or another member of the finance team and that this is documented on the reconciliation.</p>	
<p><b>Test 2:</b> Confirm that the balance in petty cash at the date of the visit agrees to the accounting system.</p>	<p>The sum of the monies inside the petty cash tin and the values on the petty cash slips inside the tin agreed to the balance per Sage.</p>	<p>Comfort has been gained that the amount in the petty cash tin agrees to the accounting system.</p>	<p>There are no recommendations to be made at this time.</p>	






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TEST	RESULTS	CONCLUSIONS	RECOMMENDATIONS	OUTCOME
<b>Test 3:</b> Select a sample of 20 cash paid expense claims or petty cash vouchers, then agree to supporting documentation, ensure have been appropriately authorised and appropriately posted onto the accounting system.	<p>Petty cash activity per Sage was obtained and a sample of 20 transactions selected for testing. The transactions were agreed to petty cash claims and supporting receipts. Three of the twenty claims tested were not supported by relevant receipts.</p> <p>Claims were also checked for appropriate authorisation and that VAT was recorded correctly when posted to Sage. Each claim had appropriate authorisation. The VAT on one claim had not been recognised when posted to Sage.</p>	<p>There are some weaknesses in the controls surrounding petty cash.</p> <p>All claims should be supported by receipts where possible and should not usually be paid otherwise.</p> <p>VAT needs to be identified and split out when posting to the accounting system.</p>	<p>It is recommended that petty cash claims are not authorised and paid without being supported by appropriate receipts, except in unusual circumstances.</p> <p>Care needs to be taken to ensure VAT is recovered when applicable, being first identified from each claim by the Admin/Payroll Officer and then posted to Sage.</p> <p>It was also noted that there is no claim limit per the financial regulations. To reduce the impact of fraud should it occur, it is recommended that a maximum limit for petty cash claims is set. Kieran Warren has suggested £50 as an appropriate limit.</p>	

## WAGES AND PAYROLL

TEST	RESULTS	CONCLUSIONS	RECOMMENDATIONS	OUTCOME
<p><b>Test 1:</b> Select a sample of three employees from the payroll and check salary details back to personnel files and confirm that the amount paid is in line with expectations.</p> <p>Check there is a signed employment contract on file.</p>	<p>Three employees were tested at random from the payroll reports. Their expected annual salaries were calculated and compared to the most recent salary details held in personnel files.</p> <p>Trivial variances were discovered but after discussion with the Admin/Payroll Officer it was identified that these were due to the hours of contractual overtime worked in a month differing slightly depending on how many weeks fell in that month.</p> <p>The employment contracts that were examined were all signed.</p>	<p>Salary details per personnel files agree to amounts actually paid via payroll. Employment details are up to date and signed contracts are held on file.</p>	<p>There are no recommendations to be made at this time.</p>	<p>W</p>
<p><b>Test 2:</b> Check one amendment to the payroll to ensure that appropriately authorised documentation exists.</p>	<p>Employees complete timesheets for overtime in excess of the contractual amount. The timesheets are authorised by the relevant manager and then passed to the Admin/Payroll Officer for upload to the payroll server.</p> <p>A timesheet was selected at random and was found to have been appropriately authorised. The calculated payment based on overtime rates agreed to the amount paid via payroll.</p>	<p>Comfort has been gained that payroll amendments are processed accurately and that claims are authorised appropriately.</p>	<p>There are no recommendations to be made at this time.</p>	<p>W</p>




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TEST	RESULTS	CONCLUSIONS	RECOMMENDATIONS	OUTCOME
<b>Test 3:</b> Check two expense claims paid through payroll (e.g. reimbursement of travel expenses) to ensure they are appropriately authorised and supporting source documentation exists.	Two mileage expense claim forms were reviewed and agreed to payroll reports. Both claims appeared to be appropriately authorised and had been calculated correctly.	Comfort has been gained that expense claim forms are appropriately authorised and processed correctly.	There are no recommendations to be made at this time.	
<b>Test 4:</b> Obtain details of one new starter and ensure they have a signed contract.	The Admin/Payroll Officer confirmed that there had been no new starters in the year to date.	No conclusions can be drawn.	No recommendations can be made at this time.	
<b>Test 5:</b> Review the payroll print for one month to ensure it has been appropriately authorised and posted appropriately to the accounting system.	<p>The payroll report for September 2018 was reviewed. The report had been prepared by the Admin/Payroll Officer but had not been reviewed.</p> <p>A sample of the payments were agreed to the Sage journal posting. This had been processed by the Admin/Payroll Officer after being reviewed by the Accounts Officer.</p> <p>All amounts were found to agree and had been posted to appropriate nominal codes.</p>	<p>Comfort has been gained that payroll is posted appropriately to the accounting system.</p> <p>Payroll prints appear to be prepared correctly, however they are not reviewed. This could lead to fabricated payroll amendments being processed as these would not necessarily be picked up in the totals when the journal posting is reviewed.</p>	It is recommended that the Accounts Officer reviews payroll prints in addition to the journal posting. This would ensure that more than one person is responsible for payroll processing, and that any amendments can be queried prior to payments being made.	

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TEST	RESULTS	CONCLUSIONS	RECOMMENDATIONS	OUTCOME
<b>Test 6:</b> To ensure payment is made to bona fide employees, review one month's payroll for duplicate employee names and where possible bank account details for duplication. Obtain explanations for any instances of duplications.	The employee names and bank account details from the August 2018 payroll were examined. A total of 15 employees were paid in this month. There were no instances of duplicate details.	Comfort has been gained that payments are only being made to genuine employees.	There are no recommendations to be made at this time.	<div>W</div>
<b>Test 7:</b> Test check payroll deductions to ensure correct rates are being applied.	An employee was selected at random from the December 2018 payroll and their PAYE, NI and pension deductions were recalculated. All deductions were found to have been calculated correctly and the correct rates had been applied.	Comfort has been gained that the payroll system is operating as expected and that deductions are being calculated correctly.	There are no recommendations to be made at this time.	<div>W</div>
<b>Test 8:</b> Review payroll control accounts reconciliations for one month (including PAYE/NI, net wages, pension) to ensure that they have been appropriately prepared and authorised.	<p>The Accounts Officer explained that there is not a formal reconciliation of payroll control accounts. The payroll provider (Moorepay) sends the journal posting for each month's payroll. This is processed by the Admin/Payroll Officer and reviewed by the Accounts Officer.</p> <p>The September 2018 journal posting was reviewed. It was confirmed that the journal had been posted correctly and that the posting cleared the payroll control accounts.</p>	Although there is no physical reconciliation, comfort has been gained that payroll control accounts are being adequately cleared and that this process is being reviewed.	There are no recommendations to be made at this time.	<div>W</div>

## **FIXED ASSETS AND INVESTMENTS**

TEST	RESULTS	CONCLUSIONS	RECOMMENDATIONS	OUTCOME
<b>Test 1:</b> Review the Fixed Asset Register or schedule of additions to ensure fixed asset additions are being appropriately recognised and it is being regularly updated.	The Fixed Asset Register for the year ending 31 March 2019 was reviewed. The register was found to be updated with fixed assets purchased in the year to date. All additions were recorded with sufficient detail in order to calculate depreciation.	Comfort has been gained that fixed asset additions are being recognised appropriately and that an adequate fixed asset register is maintained.	There are no recommendations to be made at this time.	
<b>Test 2:</b> Ensure the brought forward fixed asset balances agree to the prior year accounts.	The brought forward fixed asset balances as shown in the trial balance were agreed to the net book value carried forward in the 2018 accounts.	Comfort has been gained that the brought forward fixed asset balances agree to the balances in the prior year accounts.	There are no recommendations to be made at this time.	
<b>Test 3:</b> Physically verify a sample of assets to confirm that assets included on the register are owned, being utilised in the business, and do not show obvious signs of impairment.	A sample of 15 fixed assets were selected from the fixed asset register. Assets were physically verified where available, or vouched to registration documents if they were in use off site at the time of the visit. All assets were verified and there were no obvious signs of impairment. Sufficient evidence was gathered that the assets were currently being utilised in the business.	Comfort has been gained that the assets in the fixed asset register are owned and are being utilised by the organisation.	There are no recommendations to be made at this time.	

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TEST	RESULTS	CONCLUSIONS	RECOMMENDATIONS	OUTCOME
<b>Test 4:</b> Review the Fixed Asset Register for items older than their useful economic life. If there a large number of fully depreciated items listed, consider whether the depreciation policies being applied are reasonable.	The Fixed Asset Register was reviewed and there were a total of 8 assets which had been fully depreciated. The majority of these assets were pumps, which are still in use. Depreciation policies were reviewed and found to be reasonable, with all assets appropriately classified.	Comfort has been gained that there are few fully depreciated assets included in the fixed asset register and that depreciation policies are reasonable.	There are no recommendations to be made at this time.	W
<b>Test 5:</b> Identify any intangible assets on the books and ensure that the correct accounting treatment has been applied, and they are recorded appropriately on the register.	Intangibles included in fixed assets are two items of software - the DRS system and Cadcorp Map Editor. These are included in the relevant intangibles nominal in Sage and amortised at 25% reducing balance. They are also recorded appropriately on the fixed asset register. Amortisation for the year ending 31 March 2019 was found to have been calculated correctly.	Comfort has been gained that intangible assets on the balance sheet are being treated appropriately and are recorded correctly on the accounting system and in the fixed asset register.	There are no recommendations to be made at this time.	W

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TEST	RESULTS	CONCLUSIONS	RECOMMENDATIONS	OUTCOME
<b>Test 6:</b> Discuss any material investments with the Accounting Officer. Gain an understanding of how the portfolio is maintained. Obtain a register of the investments held.	The Smith and Williamson investments are overseen by the Treasury Committee. It was confirmed that a monthly valuation of securities is received from Smith and Williamson, and every six months a summary of the investment performance (reconciled to the valuation) is presented to the Committee. The portfolio is managed by Smith and Williamson, who make recommendations, although the committee makes the final decision as to acquisitions and sales.	As the portfolio is managed by Smith and Williamson, no further testing on investments is required.	There are no recommendations to be made at this time.	<div>W</div>

## ACCOUNTING SYSTEMS

TEST	RESULTS	CONCLUSIONS	RECOMMENDATIONS	OUTCOME
<b>Test 1:</b> Ensure that the opening balances on the accounting system agree to the 2018 accounts.	The opening balances on Sage were checked to the balance sheet in the 2018 year end accounts. All balances were found to agree.	Comfort has been gained that the accounts prepared during the year agree to the accounting system.	There are no recommendations to be made at this time.	<div>W</div>

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TEST	RESULTS	CONCLUSIONS	RECOMMENDATIONS	OUTCOME
<b>Test 2:</b> Review the most recent management reporting documents. Perform cut-off testing around this date to ensure cut-off issues have been accounted for and that documents have been prepared on the correct basis.	<p>The management accounts for December 2018 were reviewed and cut off testing was performed.</p> <p>There were two large payments made around the month end. It was confirmed that these were correct to not have been accrued for. There was no prepayment for the net precept quarterly payment to the Environment Agency as the management accounts reviewed were at a quarter end.</p> <p>The majority of rates and levies income is received at the start of the year and is deferred.</p> <p>The Accounts Officer confirmed that trivial accruals are not included in the management accounts as it is not considered necessary due to the income and spending patterns of the Board.</p> <p>It was confirmed that the balances in the management accounts agreed to the accounting system.</p>	<p>Treatment of income and expenditure appears appropriate for the purposes of the management accounts. No issues were identified surrounding cut off procedures.</p>	<p>There are no recommendations to be made at this time.</p>	<div>W</div>



### Recommendations from 2017/18

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TEST	PRIOR CONCLUSIONS	PRIOR RECOMMENDATIONS	FOLLOW UP	OUTCOME
<b><u>Purchases</u></b> <b>Test 2:</b> Select 20 purchases made within the period and ensure: <ul style="list-style-type: none"> <li>that quotes were obtained where over the prescribed level</li> <li>that the order has been placed with an appropriate supplier</li> <li>order correctly authorised in line with the systems described above</li> <li>invoice agrees to order</li> <li>invoice correctly authorised</li> <li>payment correctly recorded in accounting system</li> <li>payment correctly authorised</li> <li>VAT has been correctly posted to the accounting system for each transaction</li> </ul>	All order forms, invoices and payments were appropriately authorised. However quite a large number of invoices tested were attached to purchase orders with a later date than the invoice. There was also an issue of altering the date of an invoice to suit personal preferences.	We recommended that purchase orders are raised prior to the order being made for all transactions.  In addition, the dates of invoices should not be changed in order to negate the need to account for prepayments and accruals.	All purchases tested during this visit had purchase orders which were dated prior to the invoice. Therefore, comfort has been gained that purchase orders are being raised and authorised in advance of purchases being made.  There was no evidence of invoice dates being altered. Comfort has been gained that invoices are being recorded at the correct date.  Both recommendations have been adequately satisfied and can be cleared.	<div>W</div> <div>W</div>

REF: MD

REPORT BY: Accounts Officer

## **ACCOUNTS OFFICER REPORTS**

### **Introduction**

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

**1. Management Accounts - 1 April 2018 to 31 March 2019.**

The management accounts to 31 March 2019 shows a surplus of £48,633. This is against a budgeted surplus of £17,460. A positive variance of £31,173. The supporting notes explain the reasons for the variance.

**2. Reconciliation of the Accounts to the AGAR Statement**

The supporting reconciliation shows how the Board's Accounts translate to the entries on the statutory return.

**3. Annual Governance and Accountability Return (AGAR) 2018/19.**

There are two elements of this return that the Board has to agree prior to submission to the External Auditors. The first element is Section 1 – Annual Governance Statement 2018/19 on page 4 and the second is Section 2 – Accounting Statements 2018/19 on page 5.

**4. Cash Flow to 31 March 2020.**

The projected cash flow to April 2020 shows a projected cash balance of £1,064,000 at the end of this financial year.

**5. LGPS Pension Fund.**

The pension fund position shows a negative movement from the previous year of £322,000 to a liability of £1,276,000. The contribution paid in the year was £149,000.

**6. Insurance Policies for 2019/20.**

The supporting schedules show that the policies in place to cover the Board's liabilities. It is considered that the policies cover the Board's requirements.

## **Recommendations**

1. **Management Accounts - 1 April 2018 to 31 March 2019** – be agreed and presented to the Board for approval;
2. **Reconciliation of the Accounts to the AGAR Statement** – be agreed
3. **Annual Governance and Accountability Return 2018/19** – be agreed and presented to the Board for approval;
4. **Cash Flow to 31 March 2020** – be noted;
5. **LGPS Pension Fund** – be noted;
6. **Insurance Policies for 2019/20** – be agreed and presented to the Board for approval and signing by the Chair.

*Martin Dear*

*Accounts Officer*

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

## **BALANCE SHEET AS AT 31 MARCH 2019**

	Note	£	31/03/19 £	31/03/18 £	Variance £
<b>FIXED ASSETS</b>					
Fixed Assets	1	<u>692,402</u>	<b>692,402</b>	<b>787,465</b>	-95,063
<b>LONG TERM ASSETS</b>					
Investments		<u>603,932</u>	<b>603,932</b>	<b>573,801</b>	30,131
<b>CURRENT ASSETS</b>					
Stock +WiP		47,973		53,208	-5,235
Trade debtors		6,773		917	5,856
Drainage rate debtors		96		0	96
Levy Debtors		0		0	0
VAT Claim		5,829		5,289	540
Special Levies		0		0	0
Severnside		0		0	0
Prepayments		32,280		35,660	-3,380
Cash at bank and in hand		852,523		975,669	-123,146
Short term deposits		<u>501,013</u>		<u>400,225</u>	<u>100,788</u>
			<b>1,446,487</b>	<b>1,470,968</b>	-24,481
<b>CURRENT LIABILITIES</b>					
Trade Creditors		-38,061		-20,577	-17,484
Other Creditors		-25,341		-25,697	356
Accrued expenses		-6,685		-10,025	3,340
Finance Leases due within one year		-1,016		-886	-130
Prepaid Rates	2	-200		0	-200
Prepaid Levies	2	-1,519		-328,782	327,263
Prepaid Severnside		<u>0</u>		<u>0</u>	<u>0</u>
			<b>-72,822</b>	<b>-385,967</b>	313,145
<b>NET CURRENT ASSETS</b>			<b>1,373,665</b>	<b>1,085,001</b>	288,664
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			<b>2,669,999</b>	<b>2,446,267</b>	223,732
<b>LONG TERM LIABILITIES</b>					
Finance Leases		0		-1,016	1,016
Pension scheme deficit		<u>-1,276,000</u>		<u>-954,000</u>	<u>-322,000</u>
			<b>-1,276,000</b>	<b>-955,016</b>	-320,984
<b>NET ASSETS</b>			<b>1,393,999</b>	<b>1,491,251</b>	-97,252
<b>FINANCED BY:</b>					
<b>CAPITAL ACCOUNT</b>			<b>666,569</b>	<b>666,569</b>	0
<b>INCOME AND EXPENDITURE ACCOUNT</b>					
Balance brought forward		523,570		477,926	45,644
Net surplus for the 12 months		<u>48,633</u>		<u>45,644</u>	<u>2,989</u>
			<b>572,203</b>	<b>523,570</b>	48,633
Developer (Commutated Sums) Reserve			<b>914,678</b>	<b>843,235</b>	71,443
Revaluation Reserve			<b>144,583</b>	<b>146,042</b>	-1,459
Pump Station Reserve	3		<b>371,966</b>	<b>265,835</b>	106,131
Pension Reserve			<b>-1,276,000</b>	<b>-954,000</b>	-322,000
			<b>1,393,999</b>	<b>1,491,251</b>	-97,252

### **Notes**

1. Fixed Assets include purchases, sales and depreciation for 12 months to 31 March 2019.
  2. In all cases the balance sheet has been adjusted to reflect receipts and payments made in advance of the period earned or due.
  3. This Reserve is held as cash and increases by £14,583 each month.
- There is a corresponding monthly charge in the income and expenditure account.

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

## **INCOME AND EXPENDITURE 12 MONTHS TO 31 MARCH 2019**

Income	Note	Actual	Budget	Variance	31 March 2018	Variance
		£	£	£	£	£
Levies charged to Authorities	1	1,185,162	1,185,162	0	1,132,342	52,820
Agricultural Rates	1	110,299	110,299	0	106,454	3,845
Rechargeable works		33,179	20,000	13,179	27,813	5,366
Application fees		3,900	0	3,900	1,750	2,150
Consultancy Fees Recharged		21,456	0	21,456	31,230	-9,774
Surplus on sale of assets		614	-158	772	3,249	-2,635
Miscellaneous Income		0	1,200	-1,200	9,859	-9,859
Foreign Water Grant		160,841	160,641	200	157,687	3,154
Severnside drawdowns	1	41,200	41,200	0	46,000	-4,800
Interest		3,837	1,500	2,337	1,496	2,341
<b>Total</b>		<b>1,560,488</b>	<b>1,519,844</b>	<b>40,644</b>	<b>1,517,880</b>	<b>42,608</b>
<b>Expenditure</b>						
Payroll	2	689,585	673,511	-16,074	650,488	-39,097
Office maintenance		19,236	23,600	4,364	16,079	-3,157
Maintenance	3	355,228	358,500	3,272	319,662	-35,566
EA Levy		205,587	205,587	0	201,556	-4,031
Motor travel and subsistence	4	27,404	20,262	-7,142	22,116	-5,288
Communications		5,308	4,250	-1,058	5,356	48
Administration	5	33,858	34,900	1,042	35,331	1,473
Engineering Consultancy fees		46,855	45,000	-1,855	54,985	8,130
M49 culvert consultants fees		0	0	0	6,000	6,000
Legal and professional fees		5,105	6,000	895	6,674	1,569
Audit and Accountancy fees		4,550	5,000	450	6,613	2,063
Depreciation		116,744	123,174	6,430	144,348	27,604
Bank charges		2,395	2,600	205	3,028	633
<b>Total</b>		<b>1,511,855</b>	<b>1,502,384</b>	<b>-9,471</b>	<b>1,472,236</b>	<b>-39,619</b>
<b>Surplus for 12 months</b>		<b>48,633</b>	<b>17,460</b>	<b>31,173</b>	<b>45,644</b>	<b>2,989</b>

## Notes on Variances

The results for 12 months show a surplus of £48,633 against a budget surplus of £17,460.

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) Payroll - Increase due to pay awards.

3) Maintenance costs analysis is as follows:

	Actual £	Budget £	Variance £	Explanation of major variances
Plant Maintenance	79,311	72,200	-7,111	Energreen, Bomford Mower and Claas Tractor repairs. Gates, pipes, posts, fill material and fencing. Installing Flap Valves at Oldbury (£3,715 recharged).
Maintenance Compensation	1,006	1,000	-6	
Vehicle, Plant	72,905	72,500	-405	Red Diesel (Gas Oil) Purchases
Workshop Fixtures & Fittings	8,768	10,600	1,832	
Pump Station Electricity	10,480	20,000	9,520	
Health & Safety	7,758	7,200	-558	
Pump Station Reserve	175,000	175,000	0	
	355,228	358,500	3,272	

4) Motor travel and subsistence - increase due to backdated ECU and room hire and lunch for board meeting 7 November 2018.

5) Administration costs include £2,244 in respect of 2018/19 rates which are based on land holdings less than 125 AV and deemed uneconomical to collect.

## LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

### Reconciliation of the Accounts to AGAR

	2017/18	2018/19	
	£	£	
1 Balances Brought Forward			
Capital Account	666,569	666,569	0
Balance brought forward	477,926	523,570	45,644 Surplus for 2017/18
Revaluation reserve	146,042	146,042	0
Pump Station Reserve	140,222	265,835	125,613 Added to pump station reserve in 2017/18
Developers Funds	739,796	843,235	103,439 Added to Developers Funds Reserve in 2017/18
Pension Reserve	-1,097,000	-954,000	143,000 Reduction in LGPS Liability
As per Accounts	<u>1,073,555</u>	<u>1,491,251</u>	<u>417,696</u>
Net Book Value of Fixed Assets	898,781	787,465	-111,316 Depn charge no major purchases of machinery in 2017/18
Investments	563,485	573,801	10,316 Increase in investments in 2017/18
Pension Liability	-1,097,000	-954,000	143,000 Reduction in LGPS Liability
	<u>365,266</u>	<u>407,266</u>	<u>42,000</u>
<b>Balances Brought Forward</b>	<b>708,289</b>	<b>1,083,985</b>	<b>375,696</b>
2 Rates and Levies			
Agricultural Rates	106,454	110,299	3,845
Special Levies	<u>1,132,342</u>	<u>1,185,162</u>	<u>52,820</u>
<b>Rates and Levies</b>	<b><u>1,238,796</u></b>	<b><u>1,295,461</u></b>	<b><u>56,665</u></b> 4.57%



### 3 Total Other Receipts

Foreign Water Grant	157,687	160,841	3,154	
Rechargeable Works	27,813	33,179	5,366	
Application Fees	1,750	3,900	2,150	
Miscellaneous Income	9,859	0	-9,859	Predominaetly insurance settlements
Draw down from Severnside	46,000	41,200	-4,800	Additional £6,000 drawdown in 2017/18 re M49 contribution
Bank Interest	1,496	3,837	2,341	
Consultancy Fees	31,230	21,456	-9,774	Reduction in rechargeable consultancy fees
Net profit on disposal of fixed assets	3,249	614	-2,635	Reduction in profit on sale of fixed assets
	<b>279,084</b>	<b>265,027</b>	<b>-14,057</b>	
Income from Sale of Fixed Assets				
Cost	18,267	18,957	690	
Depreciation	-15,015	-13,229	1,786	
	<b>3,252</b>	<b>5,728</b>	<b>2,476</b>	
Income from Developers Funds				
Reserve at the beginning of the year	-739,796	-843,235	-103,439	
Reserve at the end of the year	843,235	914,678	71,443	
Less increase in Investments:				
Investments -beginning of the year	563,485	573,801	10,316	
Investments at the end of the year	-573,801	-603,932	-30,131	
	<b>93,123</b>	<b>41,312</b>	<b>-51,811</b>	Less income received from Developers
<b>Total Other Receipts</b>	<b>375,459</b>	<b>312,067</b>	<b>-63,392</b>	-16.88%

### 4 Staff Costs

<b>Mileage</b> Payroll	650,488	689,585	39,097	Increase:pay awards to Fitter, Foreman and AO in 2018/19
<b>Allowance</b> Mileage and Expenses	14,988	13,970	-1,018	
Essential Car Users	2,002	7,912	5,910	Increase to ECU for Engineers
<b>Staff Costs</b>	<b>667,478</b>	<b>711,467</b>	<b>43,989</b>	6.59%

### 5 Loan Interest/Capital Repayments

<b>0</b>	<b>0</b>	<b>0</b>	0.00%
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## 6 All Other payments

### Summary

Expenditure for 12 months	1,472,236	1,511,855	39,619
Payroll	-667,478	-711,467	-43,989
Depreciation	-144,348	-116,744	27,604
Increase in pump station reserve	-125,613	-106,131	19,482
Fixed Assets Purchases	36,284	28,868	-7,416
	<b>571,081</b>	<b>606,381</b>	<b>35,300</b>

### Detail

Office Maintenance	16,079	19,236	3,157	No major single item increase
Maintenance	169,662	180,228	10,566	Major repairs in 2018/19
EA Levy	201,556	205,587	4,031	
Motor, Travelling and Subsistence	22,116	27,404	5,288	Increase to ECU for Engineers
Communications	5,356	5,308	-48	
Administration	35,331	33,858	-1,473	
Engineering Consultancy Fees	60,985	46,855	-14,130	Reduction in rechargeable consultancy fees
Legal and Professional Fees	6,674	5,105	-1,569	
Audit and Accountancy	6,613	4,550	-2,063	
Depreciation	144,348	116,744	-27,604	Reduction as no major machinery purchase in 2018/19
Bank Charges	3,028	2,395	-633	
Pump Station Reserve	150,000	175,000	25,000	
	<b>821,748</b>	<b>822,270</b>	<b>522</b>	
Mileage Expenses	-14,988	-13,970	1,018	
Essential Car Users	-2,002	-7,912	-5,910	Increase to ECU for Engineers
Depreciation	-144,348	-116,744	27,604	Reduction as no major machinery purchase in 2018/19
Transfer to Pump Station Reserve	-125,613	-106,131	19,482	Some expenditure occurring in year
Fixed Asset Additions	36,284	28,868	-7,416	No major purchases
	<b>-250,667</b>	<b>-215,889</b>	<b>34,778</b>	

<b>All Other payments</b>	<b>571,081</b>	<b>606,381</b>	<b>35,300</b>	6.18%
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7 Balances Carried Forward			
Capital Account	666,569	666,569	0
Balance brought forward	523,570	572,203	48,633 Surplus for 2018/19
Revaluation reserve	146,042	144,583	-1,459
Pump Station Reserve	265,835	371,966	106,131 Added to pump station reserve in 2018/19
Developers Funds	843,235	914,678	71,443 Increase in Developers Funds
Pension Reserve	-954,000	-1,276,000	-322,000 Increase in LGPS Liability
As per Accounts	<b>1,491,251</b>	<b>1,393,999</b>	<b>-97,252</b>
			0
Net Book Value of Tangible Fixed Assets	787,465	692,402	-95,063 Depn charge no major purchases of machinery in 2018/19
Investments	573,801	603,932	30,131 Increase in investments in 2018/19
Pension Liability	-954,000	-1,276,000	-322,000 Increase in LGPS Liability
	<b>407,266</b>	<b>20,334</b>	<b>-386,932</b>
<b>Balances Carried Forward</b>	<b>1,083,985</b>	<b>1,373,665</b>	<b>289,680</b>
8 Total value of cash and short term investments			
Cash at bank and in hand	975,669	852,523	-123,146 Decrease in cash
Short term deposits	400,225	501,013	100,788 Increase in short term deposits
<b>Total value of cash and short term investments</b>	<b>1,375,894</b>	<b>1,353,536</b>	<b>-22,358</b>
9 Total fixed assets plus long term investments and assets			
Fixed Assets	787,465	692,402	-95,063 Depn charge no major purchases of machinery
Investments - at cost price	500,000	500,000	0
<b>Total fixed assets plus long term investments and assets</b>	<b>1,287,465</b>	<b>1,192,402</b>	<b>-95,063</b>
10 <b>Total Borrowings</b>	<b>0</b>	<b>0</b>	<b>0</b> 0.00%

# Annual Governance and Accountability Return 2018/19 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:
  - 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 2018/19

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** is completed by the authority's internal auditor.
  - **Sections 1 and 2** are to 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 **before 1 July 2019**.
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):
  - the Annual Governance and Accountability Return Sections 1 and 2, together with
  - a bank reconciliation as at 31 March 2019
  - 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 2018/19

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 review and is able to give an opinion on the limited assurance review, 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 a publicly accessible website:

Before 1 July 2019 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 2018/19**, approved and signed, page 4
- **Section 2 - Accounting Statements 2018/19**, approved and signed, page 5

Not later than 30 September 2019 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 & 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 2018/19

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return. *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 Annual Governance and Accountability Return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Where amendments are made by the authority to the AGAR after it has been approved by the authority and before it has been reviewed by the external auditor, the Chairman and RFO should initial the amendments and if necessary republish the amended AGAR and recommence the period for the exercise of public rights. If the Annual Governance and Accountability Return 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 if possible prior to approving the annual governance statement and before approving the accounts.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before returning it to the external auditor by email or post (not both).
- 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 email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the Annual Governance and Accountability Return 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 2018) equals the balance brought forward in the current year (Box 1 of 2019).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the period for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the approved accounts and accounting records can be inspected. Whatever period the RFO sets it **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish 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 2019**.

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 <b>the dates set for the period for the exercise of public rights</b> , 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', is an explanation provided?		
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 provided?		
	Has the bank reconciliation as at <b>31 March 2019</b> 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? <b>NB:</b> 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](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://www.ada.org.uk)

## Annual Internal Audit Report 2018/19

### Lower Severn (2005) Internal Drainage Board

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2019.

The internal audit for 2018/19 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	Agreed? Please choose one of the following		
	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 and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. IF the authority certified itself as exempt from a limited assurance review in 2017/18, it met the exemption criteria and correctly declared itself exempt. ("Not Covered" should only be ticked where the authority had a limited assurance review of its 2017/18 AGAR)			✓
L. During summer 2018 this authority has correctly provided the proper opportunity for the exercise of public rights in accordance with the requirements of the Accounts and Audit Regulations.			Not applicable ✓
M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

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

06/10/19 07/10/19

Name of person who carried out the internal audit

BISHOP FLEMING LLP AUDITOR

Signature of person who carried out the internal audit

Bishop Fleming LLP

Date

04/10/19

\*If the response is 'no' you must include a note to 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 2018/19

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

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

	Agreed		'Yes' 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 should be published with the Annual Governance Statement.

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

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

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

Authority web address

AUTHORITY WEBSITE ADDRESS

## Section 2 – Accounting Statements 2018/19 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
			<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>
<b>1.</b> Balances brought forward			<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>
<b>2.</b> (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
<b>3.</b> (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
<b>4.</b> (-) Staff costs			<i>Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.</i>
<b>5.</b> (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
<b>6.</b> (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
<b>7.</b> (=) Balances carried forward			<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
<b>8.</b> Total value of cash and short term investments			<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b></i>
<b>9.</b> Total fixed assets plus long term investments and assets			<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>
<b>10.</b> Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
<b>11.</b> (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 2019 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

SIGNATURE REQUIRED

Date

DD/MM/YY

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 Report and Certificate 2018/19

In respect of

ENTER NAME OF AUTHORITY

### 1 Respective responsibilities of the body and the auditor

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 2019; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

### 2 External auditor report 2018/19

(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 2018/19

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 2019.

\*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YY

\*Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))

**Cash flow No 1 A/C NatWest**

2019/20

1. Levies received May and November
2. Rates received in May
3. Income and Expenditure as per Budget profile.
4. Direct Bonus Saver earns 0.2% interest
5. Deposit Account - 35 Day Notice earns 0.55% interest
6. Deposit Account - 32 Day Notice earns 0.75% interest

## Reconciliation to Annual Budget 2019/20

		£000's		£000's
Cash Received		1,475	Closing Cash	1,064
Cash Spent		<u>-1,765</u>	Opening Cash	<u>-1,354</u>
	Net Cash Movement	-290		-290
Adjust				
Plant and Machinery				
	Purchases	93		
	Sales	-13		
	P&L non cash - Book Profit on	<u>9</u>		
		89		
Pump Stations				
	Purchases	395		
	P&L Non cash - Provision	<u>-200</u>		
		195		
Sevenside				
	Purchases	94		
	P&L Non cash - Income	<u>42</u>		
		136		
Depreciation				
	P&L Non cash - Provision	-114		
		<u>16</u>		
		<u>16</u>		
	Budget 2019/20	<u>16</u>		
	Difference	0		

## LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

### LGPS Pension Fund - Position as at 31 March 2019

The results of the Actuarial valuation at 31 March 2019 have been received

The results indicate an increase in the unfunded liabilities compared with 31 March 2018 of £322,000.

#### LGPS Pension scheme deficit/reserve

	2018/19 £000's	2017/18 £000's
Value of assets	4,520	4,310
Value of liabilities	-5,796	-5,264
<b>Net unfunded liability</b>	<b>-1,276</b>	<b>-954</b>

#### Employer Contribution costs

	2018/19 £000's	2017/18 £000's
Employers contribution	92	92
Lump sum contribution	57	57
<b>Total</b>	<b>149</b>	<b>149</b>

#### Analysis of the movement in the net pension deficit for the year

	2018/19 £000's	2017/18 £000's
Net deficit at the beginning of the year	-954	-1,096
Movement in year		
Contributions paid	149	149
Current service cost	-149	-150
Interest Income	116	106
Interest cost on defined benefit obligation.	-142	-135
Return on assets excluding interest	126	74
Changes in financial assumptions	-422	98
<b>Net deficit at the end of the year</b>	<b>-1,276</b>	<b>-954</b>

The Local Government Pension Scheme (LGPS) is a defined benefit scheme. This means that the retirement benefits are determined independently of the investments in the scheme. The Board has an obligation to make extra contributions where assets are insufficient to meet employee benefits.

The Board's contribution is determined by actuarial valuation every three years.

The contribution rate is calculated to achieve full funding over the average future working life of our employees in the scheme.

An actuarial valuation has taken place as at 31 March 2019. This will determine the Board's contributions from April 2020.

This defined benefits scheme was closed to new employees on 31 July 2015.

Insurance Policies - 2019/20							
Insurer	Policy No	Cover	Renewal Date	Incl IPT 2019/20 Premium	Incl IPT 2018/19 Premium	Paid	Increase
Lloyds Syndicate ERS218 (Fenton Insurance Solutions)	50030626	<i>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 &amp; Pleasure. £100 Excess accidental damage, fire, theft, windscreen.</i>	01/04/2019	£12,598.00	£14,046.00	Mar-19	-£1,448.00
Zurich Municipal	XAO 272027-0033	<i>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.</i>	01/04/2019	£6,928.00	£9,246.00	Mar-19	-£2,318.00
<b>Please Note! We are not insured for: Money, Hirers Liability, Libel &amp; Slander, Legal Expenses &amp; Uninsured loss recovery, Deterioration of Stock, Legal Expenses.</b>							
Allianz Insurance Engineering (Fentons insurance Solutions)	NZ/22726215	<i>Cover includes all pumps and related equipment. An indemnity limit of £250,000 for machinery damage/ breakdown to 12 pumps and machinery.</i>	01/04/2019	£2,932.13	£2,703.22	Mar-19	£228.91
<b>Total premiums</b>				<b>£22,458.13</b>	<b>£25,995.22</b>		<b>-£3,537.09</b>
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:.....		

Payments to be **Noted**

January 2019

Payment Date From : 01/01/2019

Payment Date To : 31/01/2019

<u>Supplier</u>	<u>Details</u>	<u>Amount Paid this Period</u>
Orchard Computer Services	Quarterly Maintenance Cover	558.00
Arbil 4X4	Rear suspension kit for WP18 GXY	622.86
Mount Pleasant Trees	Replacement hedge plants	170.40
Certas Energy UK Ltd	5028 litres gas oil	3,172.46
Hydroscand Ltd	2 x Hose assemblies for AU11 HCH	69.76
MERRETT D C	Transportation of WO14 OEY	180.00
The Gables Hotel	Room hire & refreshments for 12/12/18	97.50
Screwfix Direct Ltd	Safety Boots	169.98
MERRETT D C	Transportation of WO14 OEY	240.00
Pitney Bowes Ltd	Hire of franking machine for Nov & Dec	31.08
Interpro Automotive Ltd	Paint renovator & Resin Polish for VX05 OGT	21.55
Rapid Racking	Containers for workshop	168.00
ENGINEERING & HIRE LTD	Bolts & Lock Nuts for Normat Mower	93.72
ENVIRONMENT AGENCY	Precept net of FWG	11,186.50
Certas Energy UK Ltd	2000 litres derv	2,414.40
TH Whites	Decal for VX05 OGT	66.76
Motion Consultants Ltd	Consultancy advice for Severnside - Nov 18	1,152.00
Motion Consultants Ltd	Elmore Back Eel Friendly pump replacement - Nov 18	864.00
CROMWELL GROUP HOLDINGS LTD	Ratchet, Pressure Gauge, Drill Bits, Hameer	115.93
Moorepay Ltd	Payroll costs for Dec	100.14
K J Conner & Son	Cleaning for Dec	276.00
LISTER WILDER LTD	Rotor Coupling Drive for VX65 HVB	217.94
LISTER WILDER LTD	Rotor Coupling Drive for VX65 HTA	217.94
LISTER WILDER LTD	Rotor Coupling Drive for AU11 HCH	217.96
BNP PARIBAS LEASE GROUP	Office Telecoms Rental	414.00
Smiths (Gloucester) Ltd	Waste Management for Dec	32.88
ASSOCIATION OF DRAINAGE AUTHORITIES	2019 Membership Subs	4,992.00
Plan Communications Ltd	Mobile phones bill	226.20
Skyguard Ltd	Annual Subs for additional device	142.32
ZEN INTERNET LTD	Monthly Internet Charge	46.50
ARCO LTD	Gloves, Hand Cleanser & Wipes	281.21
ARCO LTD	Paint Aerosol	25.16
CROMWELL GROUP HOLDINGS LTD	Washers, Springs, Clips	38.85
Miles Tyre & Exhaust Services	Wiper blades for VX05 OGT	32.36
Dual Energy Direct Ltd	Marshfield Electricity	104.37
Dual Energy Direct Ltd	Elmore Back Electricity	779.81
Hydroscand Ltd	Hose assembly for VX65 HVB	25.61
Ford Fuel Oils	Assort Lubricants	1,283.58
Cablestream Ltd	Office phone line rental & calls	70.48
The Gables Hotel	Room hire & refreshments for 09/01/19	87.50
SOUTH GLOUCESTERSHIRE COUNCIL	Business Rates	732.00
Citation Ltd	Legal Fees	309.00
Andy Gardner	Website Design Balance	1,475.00
Dual Energy Direct Ltd	Oldbury P/S Electricity <b>(Credit)</b>	80.58
		<u>33,604.29</u>

Please note that the amounts shown above include Vat where applicable

Amount Paid this Period	33,604.26
Credits	<u>(80.58)</u>
<b>Amount Paid this Period (Supplier Invoices)</b>	<b>33,523.71</b>

**Bank Payments for January 2019**

NatWest	Bankline Charge	106.90
NatWest	Bank Charges	<u>30.02</u>
	<b>Amount Paid this Period (Bank Payments)</b>	<b>136.92</b>

**Total Amount Paid this Period - January 2019**  
**33,660.63**

**February 2019**

Payment Date From : 01/02/2019

Payment Date To : 28/02/2019

<u>Supplier</u>	<u>Details</u>	<u>Amount Paid this Period</u>
Orchard Computer Services	Quarterly Maintenance Cover	558.00
RS COMPONENTS LTD	Strip Lights for Workshop	269.10
Dual Energy Direct Ltd	Elmore Back Electricity	<b>Credit</b> 0.01
Mrs F Collins	F Collins - Mileages for 09/01/19	26.10
Cllr P Awford	P Awford - Mileages for 09/01/19	30.60
Cllr Bronwen Behan	B Behan - Mileages for 09/01/19	26.10
LITTLETON MR G	G Littleton - Mileages for 09/01/19	16.20
Mr R Godwin	R Godwin - Mileages for 09/01/19	15.30
TESCO	Petrol for Chainsaws	22.50
HM Land Registry	Land Registry Search	6.00
HM Land Registry	Land Registry Search	6.00
Screwfix Direct Ltd	Safety Boots	69.99
Newsquest	Land Drainage Operative Job Advert	410.40
Newsquest	Ratings Officer job advert	621.60
Corona Energy	Lapperditch Electricity	<b>Credit</b> 43.85
Corona Energy	Marshfield Electricity	<b>Credit</b> 102.02
Corona Energy	Elmore Back Electricity	<b>Credit</b> 565.50
Motion Consultants Ltd	Consultancy advice for Severnside for Dec	1,152.00
Motion Consultants Ltd	Consultancy advice for Elmore - Eel regs for Dec	864.00
Avon Hydraulics (UK) Ltd	Hose assembly for AU11 HCH	96.00
Claas Western Ltd	Labour on repairs to WX14 LGO - Split Tractor	<b>Invoice FYI</b> 4,273.80
Claas Western Ltd	Parts on repairs to WX14 LGO - Split Tractor	1,009.99
Ford Fuel Oils	Demineralised Water	30.53
Rose Hewlett	R Hewlett - Mileages for 16/01/19	17.10
TAILORMADE OFFICE SUP.LTD	A4 Paper, Envelopes, Dividers,	77.04
TAILORMADE OFFICE SUP.LTD	Dish washer tablets	34.80
Konica Minolta Business Solutions (UK) Ltd	Quarterly photocopier hire charge	83.88
Konica Minolta Business Solutions (UK) Ltd	Quarterly copy charge	81.59
Pitney Bowes Ltd	Franking machine hire	15.54
CROMWELL GROUP HOLDINGS LTD	Hammers, Scissors, Welding rods, assort tape	175.03
Butties Sandwich Bar	Sandwiches for 16/01/19	44.40
The Tape Store	Automatic Level	334.80
Bristol Angling Centre	Tide Time Tables	65.10
G.R.Fasteners & Eng Supplies	A Flat Washers	19.20
Eurocarparts	Adblue for WP18 GXY	53.36
Galleon Supplies Ltd	Assort paper rolls/towels	307.80
Self Adhesive Supplies	Assort foam tape	37.00
Just Ecology Environmental Consultancy Ltd	Slimbridge WLMP - Supply executive summary	354.00
HORE MR J	J Hore - Mileages for 23/01/19	10.80
Mr C.J.N Williams	C Williams - Mileages for 23/01/19	19.80
Mr R Thatcher	R Thatcher - Mileages for 23/01/19	33.30
LITTLETON MR G	G Littleton - Mileages for 23/01/19	16.20
Mr P Abraham	P Abraham - Mileages for 23/01/19	15.30
Mr G Simms	G Simms - Mileages for 23/01/19	8.55
HYDRA ENGINEERING SERVICES LTD	Repair of ram on tree shears	391.20
Molson Equipment Services Ltd	Replacement glass for WO14 OEY	370.23
CERTEX LIFTING LTD T/A CERTEX UK	Inspection of slings & replacements	504.42
Moorepay Ltd	Payroll Costs for Jan 19	100.32
ARCO LTD	Shovels	52.19
The Gables Hotel	Room hire & refreshments for 23/01/19	92.50
K J Conner & Son	Cleaning for Jan 19	276.00
BRT Group	Bearings for Bomford Eagle Mower	156.00
LEES MEND A SHOE	Spare keys cut	16.98
GAP SUPPLIES	Electric wire & clips for Workshop	1.80
MOWER DOCTOR	Chainsaw chains & guide bars	236.08
ARCO LTD	Cable Laying Shovel	41.70
PMC Fluidpower Ltd t/as Group HES	Fittings for VX65 HVB	12.85
BRT Group	Bearings for AU11 HCH	24.22
BOC LTD	Annual rental of Oxygen cylinder	140.16
CROMWELL GROUP HOLDINGS LTD	Safety Boots	75.53

Payments to be **Noted****February 2019**

<u>Supplier</u>	<u>Details</u>	<u>Amount Paid this Period</u>
BRT Group	Assort Circlips	25.20
Absolute Industrial Ltd	Link chain	142.98
Picksons	Silicone sealant for WO14 OEY	9.24
Thomas Silvey Ltd	6000 litres Gas Oil	3,811.68
Mole Country Stores	Sledge Hammer, Bolt Cutters & Fork	93.67
Mole Country Stores	Pipe liners, couplings, joiners	92.12
Avon Hydraulics (UK) Ltd	2 x hose assemblies for WX12 CWL	72.00
Avon Hydraulics (UK) Ltd	Hydraulic hoses for Bomford Mower	576.00
Avon Hydraulics (UK) Ltd	2 x hose assemblies for AU11 HCH	132.00
RIDDLE MR M	M Riddle - Mileages Nov - Jan	95.52
Smiths (Gloucester) Ltd	Waste Management for Jan	49.32
CERTEX LIFTING LTD T/A CERTEX UK	replacement slings	107.11
HYDRA ENGINEERING SERVICES LTD	Repair of ram on VX65 HVB	302.40
Plan Communications Ltd	Mobile phones bill	227.10
ZEN INTERNET LTD	Monthly internet charge	46.50
Cllr P Awford	P Awford - Mileages for 06/02/19	30.60
Mr C.J.N Williams	C Williams - Mileages for 06/02/19	19.80
Mr P Burford	P Burford - Mileages for 06/02/19	27.00
Mrs F Collins	F Collins - Mileages for 06/02/19	26.10
Mr R Thatcher	R Thatcher - Mileages for 06/02/19	31.50
Cllr S Morgan	S Morgan - Mileages for 06/02/19	16.65
Mr J Nichols	J Nichols - Mileages for 06/02/19	5.85
Cllr Bronwen Behan	B Behan - Mileages for 06/02/19	26.10
LITTLETON MR G	G Littleton - Mileages for 06/02/20	13.50
Mr G Simms	G Simms - Mileages for 06/02/20	8.55
Rose Hewlett	R Hewlett - Mileages for 06/02/20	11.25
Mr P Abraham	P Abraham - Mileages for 06/02/20	15.30
Mr I Ractliffe	I Ractliffe - Mileages for 06/02/20	18.90
HYSLOP MR R	R Hyslop - Mileages for 06/02/20	27.00
HORE MR J	J Hore - Mileages for 06/02/20	9.90
Mr R Godwin	R Godwin - Mileages for 06/02/20	15.75
Dual Energy Direct Ltd	Oldbury P/S Electricity	<b>Credit</b> 0.01
The Gables Hotel	Room hire & refreshments for 06/02/19	255.00
CROMWELL GROUP HOLDINGS LTD	Assort Gloves	227.47
CROMWELL GROUP HOLDINGS LTD	First aid kits	79.88
Butties Sandwich Bar	Sandwiches for 22/01/19	26.64
Butties Sandwich Bar	Sandwiches for 31/01/19	88.80
Cablestream Ltd	Office phone line rental & calls	72.37
Nomenca Ltd	Saul P/S Paymant application No. 2	<b>Invoice FYI</b> 6,631.00
Citation Ltd	Legal Fees	309.00
Cutwel Ltd	Bad Debt Write Off	<b>Credit</b> 0.01
BRITISH TELECOM	Alternative phone line	45.47
ZEN INTERNET LTD	Annual cPanel Bronze Internet Charge 16/03/19 -	<b>Credit</b> 39.19
Motion Consultants Ltd	Consultancy fees for Elmore P/S - Jan 19	<b>Cancelled Tran.</b> 1,944.00
		<u>30,317.79</u>

Please note that the amounts shown above include Vat where applicable

Amount Paid this Period	30,317.79
Credits	<u>(2,694.59)</u>
<b>Amount Paid this Period (Supplier Invoices)</b>	<b>27,623.20</b>

**Bank Payments for February 2019**

NatWest	Bank Charges	<u>52.22</u>
	<b>Amount Paid this Period (Bank Payments)</b>	<b>52.22</b>

**Total Amount Paid this Period - February 2019****£27,675.42**



Payments to be **Noted****March 2019**

Payment Date From : 01/03/2019

Payment Date To : 31/03/2019

<u>Supplier</u>	<u>Details</u>	<u>Amount Paid this Period</u>
Ebay	Ebay fees	0.72
Chainsdirect Ltd	Replacement chains for chainsaws	422.70
TESCO	Petrol for Chainsaws	50.69
HM Land Registry	Land Registry search	6.00
Caterspeed Ltd	teaspoons & dispenser	17.07
Water 2 Business	Water rates	58.43
LEES MEND A SHOE	Keys cut	12.00
Chainsdirect Ltd	Tungsten chainsaw chains	217.80
Screwfix Direct Ltd	Lights for Marshfield P/S	45.83
Screwfix Direct Ltd	Lights for Wicks Green P/S	45.85
Gardenmachinerydirect	Husqvarna Short Hedge Trimmer Attachment	224.00
Gardenmachinerydirect	Husqvarna Extension Attachment	66.00
Ford Fuel Oils	Screenwash, Grease etc	172.08
Pitney Bowes Ltd	Rental of franking machine - Feb 19	15.54
MERRETT D C	Transportation of WU16 T2M	180.00
Severn Controls Ltd (Rewinds Division)	New set up for Lapperditch P/S	3,777.60
Avon Fire Systems Ltd	Replacement Battery to Fire Alarm	96.00
HYDRA ENGINEERING SERVICES LTD	Hydraulic ram repair to Bomford Mower	535.20
CROMWELL GROUP HOLDINGS LTD	Assort sockets	62.09
CROMWELL GROUP HOLDINGS LTD	Assort Gloves	85.43
BOMFORD TURNER LTD	Bushes for Bomford Eagle Mower	43.37
BOMFORD TURNER LTD	Bushes for Bomford Eagle Mower	9.72
RS COMPONENTS LTD	Fuses	2.38
M J FEWS LTD	Mirror for VN62 RPY	90.13
Butties Sandwich Bar	Sandwiches for 13/02/19	41.04
Water Environment Ltd	Elmore P/S model & study	2,376.00
K J Conner & Son	Cleaning for Feb	276.00
Plot-It	Printhead for Plotter	170.33
Staples	Ink for Plotter	142.15
Sawbits.co.uk	Replacement parts for chainsaws	32.42
The Anchor Inn	S Williams leaving lunch	72.05
DVLA	Licence for WX12 CWL	165.00
DVLA	Credit card fees	2.50
Hydroscand Ltd	Hydraulic hoses for VX65 HVB	52.20
Orchard Computer Services	New contract - Quarterly Maintenance Cover	389.00
Mouser Electronics	Spare switches for VX65 HTA	15.92
Mouser Electronics	Spare switches for VX65 HVB	15.94
ZEN INTERNET LTD	Annual cPanel Bronze Internet Charge 16/03/19 -	32.67
ZEN INTERNET LTD	Annual Domain Charge	8.39
LISTER WILDER LTD	Starter Motor for WX08 OSY	402.00
Moorepay Ltd	Payroll costs for Feb 19	98.54
Orchard Computer Services	Annual Mimecast renewal	648.00
Hydroscand Ltd	Hose assembly for Bomford Mower	24.66
Motion Consultants Ltd	Consultancy fees for Avonmouth - Jan 19	<b>Invoice FYI</b> 5,073.38
Motion Consultants Ltd	Consultancy fees for Saul P/S - Jan 19	<b>Invoice FYI</b> 3,240.00
CROMWELL GROUP HOLDINGS LTD	Rivertnut Inserters, Rivets, Connectors	218.46
Smiths (Gloucester) Ltd	Waste Management	32.88
Molson Equipment Services Ltd	Labour on WX12 CWL Investigations	536.34
Molson Equipment Services Ltd	Shock Absorber for WX09 FYF	129.96
MERRETT D C	Transportation of WX12 CWL	180.00
Citation Ltd	Legal Fees	309.00
ZEN INTERNET LTD	Internet Charges	46.50
Plan Communications Ltd	Mobile phones bill	209.02
FENTON INSURANCE SOLUTIONS LTD	Additional Inspection Fees for Mar 19	<b>Credit (£58.30)</b> 229.36
Ebay	Ebay fees for Jan 19	0.36
TESCO	Petrol for Chainsaws	23.17
Mole Country Stores	Sawn rails, staples & nails	212.71
Mole Country Stores	Barbed Wire	141.84
CROMWELL GROUP HOLDINGS LTD	C/Sunk screws	12.36
Green Farm Seeds Ltd	Grass Seed	320.00

**March 2019**

<u>Supplier</u>	<u>Details</u>	<u>Amount Paid this Period</u>
Ada Lincolnshire Branch	2019/20 White Book Subscription	50.00
Andy Gardner	Annual Website hosting & training	396.00
Cablestream Ltd	Office phone line rental & calls	85.37
Hydroscand Ltd	Fittings for WU16 T2M	37.46
LISTER WILDER LTD	Chainsaw trousers & braces	<b>Credit</b> 222.30
Motion Consultants Ltd	Consultancy fees for Elmore P/S - Jan 19	<b>Invoice FYI</b> 1,944.00
Aust Village Hall	Hire of Hall for Swada Meeting on 29/05/19	15.00
FENTON INSURANCE SOLUTIONS LTD	Motor Fleet Insurance 2019/20	<b>Invoice FYI</b> 12,598.00
FENTON INSURANCE SOLUTIONS LTD	Engineering Inspection Service 2019/20	" " " 2,741.15
FENTON INSURANCE SOLUTIONS LTD	Insurance Premium & IPT	647.84
Zurich Insurance plc	Public Liability Insurance 2019/20	<b>Invoice FYI</b> 3,098.89
Zurich Insurance plc	Premises Insurance 2019/20	" " " 2,500.00
Zurich Municipal	Crime Policy Insurance 2019/20	" " " 1,328.93
		<u>47,781.72</u>

Please note that the amounts shown above include Vat where applicable

Amount Paid this Period	47,781.72
Credits	(280.60)
Orchard PoA	<u>169.00</u>
<b>Amount Paid this Period (Supplier Invoices)</b>	<b>47,670.12</b>

**Bank Payments for March 2019**

NatWest	Bank Charges	<u>64.32</u>
	<b>Amount Paid this Period (Bank Payments)</b>	<b>64.32</b>

**Total Amount Paid this Period - March 2019**  
**£47,734.44**

Payments to be **Noted****April 2019**

Payment Date From : 01/04/2019

Payment Date To : 30/04/2019

<u>Supplier</u>	<u>Details</u>	<u>Amount Paid this Period</u>
Orchard Computer Services	New contract - Quarterly Maintenance Cover	389.00
Ropes Direct	Starter Cord for Strimmer	24.84
Simply Bearings Ltd	Copper Washers	10.48
BP Express Shopping Ltd	Diesel for WU17 NVD	25.07
LISTER WILDER LTD	Chainsaw trousers & braces	40.01
Screwfix Direct Ltd	Safety Boots	94.99
LEES MEND A SHOE	Keys cut	24.00
Mr CJN Williams	C Williams - Mileages for 13/03/19	23.40
M J FEWS LTD	Rear lens for VN62 RPY	126.67
TAILORMADE OFFICE SUP.LTD	Shorthand pads, Binders, Dividers, Notebooks	68.06
TAILORMADE OFFICE SUP.LTD	Binding combs	8.09
TAILORMADE OFFICE SUP.LTD	A4 Paper, Envelopes, Binding Covers	103.72
Avon Fire Systems Ltd	Replacement Fire Extinguishers	378.00
Gloucestershire LGPS	Non Ill Health Early Retirement Charge for N Gulwell	41.22
Thomas Silvey Ltd	5980 litres Gas Oil	3,910.92
LISTER WILDER LTD	Fuel oil cans	72.00
CROMWELL GROUP HOLDINGS LTD	Polo shirts, Sweatshirts	84.68
CROMWELL GROUP HOLDINGS LTD	Pick & Hook set	20.63
Tilney Ltd	Pension Consultancy Services 01/08/18 - 31/01/19	620.40
Pitney Bowes Ltd	Franking Machine Hire	15.54
ARCO LTD	Hand Wipes & wash	196.01
ARCO LTD	Marker Paint	25.09
Canal & River Trust	Flap valve rental 2019/20	110.30
TESCO	Water for Office	12.60
Halfords	Phone Chargers	9.00
Certas Energy UK Ltd	2001 Litres Diesel	2,429.05
CROMWELL GROUP HOLDINGS LTD	Polo Shirts	23.54
ARCO LTD	Bodywarmers	121.43
ARCO LTD	Marker Paint	25.09
K J Conner & Son	Cleaning for March 19	276.00
Molson Equipment Services Ltd	Labour on repairs to WU16 TZM - Rotation Circuit	503.10
Amazon.co.uk	Phone Chargers	55.99
Molson Equipment Services Ltd	Rear cab glass for WU16 TZM	233.89
Molson Equipment Services Ltd	Spacers & Wiper arm assemblies	192.28
Hydroscand Ltd	Parts for WX14 LGO	41.09
GAP SUPPLIES	Drill bits	8.53
BOC LTD	Acetylene & Oxygen replacements	268.69
TAILORMADE OFFICE SUP.LTD	A3 Paper, Lever Arch Files, Crown Seats	143.54
BNP PARIBAS LEASE GROUP	Office Telecoms Rental 26/04/19 - 25/07/19	414.00
AVON ALARMS LTD	12 months maintenance & CCTV Monitoring from	1,362.00
Avon Fire Systems Ltd	12 months maintenance for fire alarm & PFFE from	378.00
Moorepay Ltd	Payroll costs for Mar 19	98.54
LISTER WILDER LTD	Chainsaw trousers	170.01
LISTER WILDER LTD	Spacers & Pins for workshop	8.72
Vistaprint	Rubber Stamp	22.78
HORE MR J	J Hore - Mileages for 26/03/19 Ada Gov	9.90
Mr G Simms	G Simms - Mileages for 26/03/19 Ada Gov	8.55
LITTLETON MR G	G Littleton - Mileages for 26/03/19 Ada Gov	16.20
Mrs F Collins	F Collins - Mileages for 26/03/19 Ada Gov	26.10
Smiths (Gloucester) Ltd	Waste Management Services for Mar 19	32.88
RIDDLE MR M	M Riddle - Mileages 01/02/19 - 31/03/19	42.84
Bishop Fleming LLP	Internal Audit Report Y/E 31 March 2019	3,060.00
FILTRATION LTD	Filters for VX05 OGT	240.12
FILTRATION LTD	Filters for WX12 CWL	35.18
FILTRATION LTD	Filters for WX14 LGO	50.20
FILTRATION LTD	Filters for Wu16 TZM	50.20
FILTRATION LTD	Filters for VX65 HTA	167.62
FILTRATION LTD	Filters for AU11 HCH	223.61
Mole Country Stores	Creosoted Stakes & Round Stakes	1,042.02
Mole Country Stores	Fencing & Barbed Wire	440.86

Payments to be **Noted****April 2019**

<u>Supplier</u>	<u>Details</u>	<u>Amount Paid this Period</u>
Mole Country Stores	Galv Hang Post	76.96
Mole Country Stores	Gate Locks, Plates, Hooks & Screws	79.39
Mole Country Stores	Fencing Pliers	50.47
BARNES MR M	M Barnes - Mileages Apr 18 - Mar 19	307.80
BARNES MR M	Reimbursement of expenses outside remit of	126.00
Motion Consultants Ltd	Elmore Back P/S Modifications - feb 19	3,548.63
Motion Consultants Ltd	Saul P/S Modifications - Feb 19	2,112.00
Motion Consultants Ltd	Severnside/Avonmouth Matters - Feb 19	3,262.80
BOMFORD TURNER LTD	Springs for Bomford Mower	137.64
Plan Communications Ltd	Mobile Phones Bill I	223.20
Claas Western Ltd	Longlife Grease	355.20
ClIr Bronwen Behan	B Behan - Mileages for 03/04/19	26.10
ZEN INTERNET LTD	Fonthly Internet Charge	46.50
Hydroscand Ltd	Hose Assemblies & Parts for AU11 HCH	322.51
TH Whites	Weed Killer	187.99
Citation Ltd	Legal Fees	309.00
SOUTH GLOUCESTERSHIRE COUNCIL	Business Rates	746.75
MERRETT D C	Transportation of WO14 OEY	180.00
LISTER WILDER LTD	Chainsaw Gloves	66.00
LISTER WILDER LTD	Tyre Sealant	54.00
Cablestream Ltd	Office Phone line rental & calls	80.00
Hymans Robertson Financial Services LLP	Ill Health Liability Insurance 2019/20	5,045.58
Holt JCB Ltd	New JCB Excavator	111,180.00
Corona Energy	Saul Electricity	20.87
Corona Energy	Elmore Back Electricity	455.63
Corona Energy	Marshfield Electricity	131.76
Corona Energy	Wicks Green Electricity	958.22
Corona Energy	Office Electricity	354.68
Corona Energy	Oldbury P/S Electricity	368.81
Corona Energy	Lapperditch Electricity	44.34
		<u>149,516.10</u>

Please note that the amounts shown above include Vat where applicable

Amount Paid this Period	149,516.10
Solicitors Payment on Account	460.00
<b>Amount Paid this Period (Supplier Invoices)</b>	<b>149,976.10</b>

**Bank Payments for April 2019**

Malvern Hills	Levy Reversal	1,519.20
NatWest	Bank Charges	116.29
	<b>Amount Paid this Period (Bank Payments)</b>	<b>1,635.49</b>

**Total Amount Paid this Period**  
**£151,611.59**

**Payments to be Noted Jan 19 - Apr 19**

Jan 19	33,660.63
Feb 19	27,675.42
Mar 19	47,734.44
Apr 19	<u>151,611.59</u>
<b>Total</b>	<b>260,682.08</b>

# Lower Severn (2005) Internal Drainage Board

## Payments to be Noted

Date From : 01/01/2019

January 2019 - April 2019

Date To : 30/04/2019

No	Type	Date	N/C	Ref	Details	Net Amount	Tax Amount	Gross Amount	Bank Rec. B Date
77218	BP	15/01/2019	2231	D/D <b>Jan 19</b>	Peoples Pension Cont - Dec 18	625.76	0.00	625.76	R 31/01/2019
77219	BP	18/01/2019	2230	D/D	Glos CC - Pension Cont for Dec	14,154.37	0.00	14,154.37	R 31/01/2019
77220	BP	22/01/2019	2210	D/D	HMRC - Liability for Dec 18	11,548.24	0.00	11,548.24	R 31/01/2019
77221	BP	28/01/2019	2220	D/D	LSIDB Salary for Jan 19	28,652.58	0.00	28,652.58	R 31/01/2019
77222	BP	28/01/2019	2211	D/D	GMB - Union Cont for Jan 19	27.40	0.00	27.40	R 31/01/2019
77462	BP	15/02/2019	2231	D/D <b>Feb 19</b>	Peoples Pension Cont - Jan 19	632.00	0.00	632.00	R 28/02/2019
77463	BP	19/02/2019	2230	D/D	Glos CC - Pension Cont for Jan	14,302.81	0.00	14,302.81	R 28/02/2019
77464	BP	22/02/2019	2210	D/D	HMRC - Liability for Jan 19	11,793.77	0.00	11,793.77	R 28/02/2019
77465	BP	28/02/2019	2220	D/D	LSIDB Salary for Feb 19	32,521.12	0.00	32,521.12	R 28/02/2019
77466	BP	28/02/2019	2211	D/D	GMB - Union Cont for Feb 19	27.40	0.00	27.40	R 28/02/2019
77662	BP	15/03/2019	2231	D/D <b>Mar 19</b>	Peoples Pension Cont - Feb 19	1,179.92	0.00	1,179.92	R 31/03/2019
77663	BP	19/03/2019	2230	D/D	Glos CC - Pension Cont for Feb	13,702.11	0.00	13,702.11	R 31/03/2019
77664	BP	22/03/2019	2210	D/D	HMRC - Liability for Feb 19	14,168.72	0.00	14,168.72	R 31/03/2019
77665	BP	28/03/2019	2220	D/D	LSIDB Salary for Mar 19	27,111.61	0.00	27,111.61	R 31/03/2019
77666	BP	28/03/2019	2211	D/D	GMB - Union Cont for Mar 19	27.40	0.00	27.40	R 31/03/2019
81447	BP	15/04/2019	2231	D/D <b>Apr 19</b>	Peoples Pension Cont - Mar 19	756.71	0.00	756.71	R 30/04/2019
81448	BP	18/04/2019	2210	D/D	HMRC - Liability for Mar 19	11,445.74	0.00	11,445.74	R 30/04/2019
81449	BP	18/04/2019	2230	D/D	Glos CC - Pension Cont for Mar	13,138.80	0.00	13,138.80	R 30/04/2019
81450	BP	26/04/2019	2220	D/D	LSIDB Salary for Apr 19	29,435.98	0.00	29,435.98	R 30/04/2019
81451	BP	26/04/2019	2211	D/D	GMB - Union Cont for Apr 19	27.40	0.00	27.40	R 30/04/2019
						<u>225,279.84</u>	<u>0.00</u>	<u>225,279.84</u>	
						<u>225,279.84</u>	<u>0.00</u>	<u>225,279.84</u>	

Date From: 01/01/2019  
Date To: 30/04/2019

January 2019 - April 2019

No	Type	Date	Ref	Details		Net £	Tax £	Gross £	B	Bank Rec.	Date
77175	CP	02/01/2019	7355	Tescos - Milk & Sugar	<b>Jan 19</b>	2.87	0.00	2.87	R	31/01/2019	
77176	CP	07/01/2019	7356	Tescos - 2 x Milks		2.18	0.00	2.18	R	31/01/2019	
77177	CP	10/01/2019	7357	Card for SW		2.50	0.00	2.50	R	31/01/2019	
77178	CP	14/01/2019	7358	Tescos - 2 x Milks		2.18	0.00	2.18	R	31/01/2019	
77179	CP	15/01/2019	7359	PO - Milk		3.18	0.00	3.18	R	31/01/2019	
77180	CP	18/01/2019	7360	Leaving cards for NG & SW		2.50	0.50	3.00	R	31/01/2019	
77181	CP	18/01/2019	7361	Tesco - Milk		1.09	0.00	1.09	R	31/01/2019	
77182	CP	21/01/2019	7362	Tescos - Tea, Coffee, Sugar,		26.76	0.00	26.76	R	31/01/2019	
77183	CP	22/01/2019	7363	Signed for Mail		2.11	0.00	2.11	R	31/01/2019	
77184	CP	28/01/2019	7364	PO - Milk		3.50	0.00	3.50	R	31/01/2019	
77185	CP	29/01/2019	7365	Tescos - 2 x Milks		2.18	0.00	2.18	R	31/01/2019	
77186	CP	30/01/2019	7366	Cakes & crisps for NG leaving		10.00	0.00	10.00	R	31/01/2019	
77439	CP	04/02/2019	7367	Tesco - Milk	<b>Feb 19</b>	1.09	0.00	1.09	R	28/02/2019	
77440	CP	08/02/2019	7368	Tesco - Card for KW		1.25	0.25	1.50	R	28/02/2019	
77441	CP	08/02/2019	7369	Co-op - Milk		0.52	0.00	0.52	R	28/02/2019	
77442	CP	11/02/2019	7370	Tesco - 2 x Milks		2.18	0.00	2.18	R	28/02/2019	
77443	CP	12/02/2019	7371	Butties - Sandwiches for		6.90	0.00	6.90	R	28/02/2019	
77444	CP	14/02/2019	7372	Tesco - Cake for KW		6.00	0.00	6.00	R	28/02/2019	
77445	CP	15/02/2019	7373	Co-op - Milk		1.52	0.00	1.52	R	28/02/2019	
77446	CP	18/02/2019	7374	Tesco - 2 x Milks		2.18	0.00	2.18	R	28/02/2019	
77447	CP	18/02/2019	7375	Lunch for 18/02/19		24.00	0.00	24.00	R	28/02/2019	
77448	CP	20/02/2019	7376	Butties - Lunch for 20/02/19		6.60	0.00	6.60	R	28/02/2019	
77449	CP	21/02/2019	7377	Tesco - Flowers for SW		8.33	1.67	10.00	R	28/02/2019	
77450	CP	25/02/2019	7378	Co-op - 2 x Milks		3.04	0.00	3.04	R	28/02/2019	
77669	CP	04/03/2019	7379	Tesco - Tea, Coffee, Sugar, Milk		27.16	0.00	27.16	R	31/03/2019	
77670	CP	01/03/2019	7380	Car Parking for JT (No receipt)	<b>Mar 19</b>	6.50	0.00	6.50	R	31/03/2019	
77671	CP	08/03/2019	7381	PO - Milk		1.75	0.00	1.75	R	31/03/2019	
77672	CP	08/03/2019	7382	Co-op - Milk		1.50	0.00	1.50	R	31/03/2019	
77673	CP	13/03/2019	7383	Milk & Biscuits for meeting		2.50	0.00	2.50	R	31/03/2019	
77674	CP	15/03/2019	7384	De-caf Tea Bags		5.80	0.00	5.80	R	31/03/2019	
77675	CP	15/03/2019	7385	Postage		1.50	0.00	1.50	R	31/03/2019	
77676	CP	18/03/2019	7386	Tesco - 2 x Milks		2.18	0.00	2.18	R	31/03/2019	
77677	CP	25/03/2019	7387	Tesco - 2 x Milks		2.18	0.00	2.18	R	31/03/2019	
77678	CP	25/03/2019	7387	Air freshners		2.50	0.50	3.00	R	31/03/2019	
81471	CP	01/04/2019	7388	Co-op - 2 x Milks	<b>Apr 19</b>	2.20	0.00	2.20	R	30/04/2019	
81472	CP	03/04/2019	7389	Tesco - Milk		1.09	0.00	1.09	R	30/04/2019	
81473	CP	08/04/2019	7390	Tesco - 2 x Milks		2.18	0.00	2.18	R	30/04/2019	
81474	CP	16/04/2019	7391	Butties - Working Lunch, JT &		14.10	0.00	14.10	R	30/04/2019	
81475	CP	15/04/2019	7392	Tesco - Milk		1.09	0.00	1.09	R	30/04/2019	
81476	CP	23/04/2019	7393	Tesco - Milk		1.09	0.00	1.09	R	30/04/2019	
81477	CP	29/04/2019	7394	Tesco - 2 x Milks		2.18	0.00	2.18	R	30/04/2019	
Totals						£ 202.16	2.92	205.08			

Transfers between Accounts - January 2019 - April 2019

Bank	AccountName	Type	Date	Journal	TransactionNominal.Details	Amount
1200	NAT WEST ACCOUNT NO 1:	JD	09/01/2019	J1324	Tsf from Direct Res to No1 Acc	60,000.00
1200	NAT WEST ACCOUNT NO 1:	JC	09/01/2019	J1325	Tsf from No1 Acc to No2 Acc (Re Wages)	-50,000.00
1200	NAT WEST ACCOUNT NO 1:	JD	08/02/2019	J1330	Tsf from Direct Res to No1 Acc	80,000.00
1200	NAT WEST ACCOUNT NO 1:	JC	08/02/2019	J1331	Tsf from No1 Acc to No2 Acc (Re Wages)	-60,000.00
1200	NAT WEST ACCOUNT NO 1:	JC	08/02/2019	J1332	Tsf from No1 Acc to Petty Cash	-100.00
1200	NAT WEST ACCOUNT NO 1:	JD	08/03/2019	J1337	Tsf from Direct Res to No1 Acc	80,000.00
1200	NAT WEST ACCOUNT NO 1:	JC	08/03/2019	J1338	Tsf from No1 Acc to No2 Acc (Re Wages)	-60,000.00
1200	NAT WEST ACCOUNT NO 1:	JC	15/03/2019	J1339	Tsf from No1 Acc to Petty Cash	-100.00
1200	NAT WEST ACCOUNT NO 1:	JD	03/04/2019	J1364	Tsf from Direct Res to No1 Acc	185,000.00
1200	NAT WEST ACCOUNT NO 1:	JC	17/04/2019	J1364	Tsf from No1 acc to No2 acc Re : Wages	-55,000.00
1201	NAT WEST ACCOUNT NO 2:	JD	09/01/2019	J1325	Tsf from No1 Acc to No2 Acc (Re Wages)	50,000.00
1201	NAT WEST ACCOUNT NO 2:	JD	08/02/2019	J1331	Tsf from No1 Acc to No2 Acc (Re Wages)	60,000.00
1201	NAT WEST ACCOUNT NO 2:	JD	08/03/2019	J1338	Tsf from No1 Acc to No2 Acc (Re Wages)	60,000.00
1201	NAT WEST ACCOUNT NO 2:	JD	17/04/2019	J1364	Tsf from No1 acc to No2 acc Re : Wages	55,000.00
1230	PETTY CASH	JD	08/02/2019	J1332	Tsf from No1 Acc to Petty Cash	100.00
1230	PETTY CASH	JD	15/03/2019	J1339	Tsf from No1 Acc to Petty Cash	100.00
1257	Nat West Direct Reserve Acc	JC	09/01/2019	J1324	Tsf from Direct Res to No1 Acc	-60,000.00
1257	Nat West Direct Reserve Acc	JC	08/02/2019	J1330	Tsf from Direct Res to No1 Acc	-80,000.00
1257	Nat West Direct Reserve Acc	JC	08/03/2019	J1337	Tsf from Direct Res to No1 Acc	-80,000.00
1257	Nat West Direct Reserve Acc	JC	03/04/2019	J1364	Tsf from Direct Res to No1 Acc	-185,000.00
1257	Nat West Direct Reserve Acc	JC	05/04/2019	J1369	Tsf from Direct Res to 35 Day Notice	-300,000.00
1261	Nat West 35 Day Notice :	JD	05/04/2019	J1369	Tsf from Direct Res to 35 Day Notice	300,000.00

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

# F&GP Meeting

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Wednesday 23 January 2019

**The Gables Hotel, Falfield  
10.30am**



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

## **TERMS OF REFERENCE OF FINANCE AND GENERAL PURPOSES COMMITTEE**

**Approved 22 June 2016 Minute No.2349 (a)**

### **Matters for determination by the Committee.**

1. The appointment of Internal Auditors.
2. Consideration of any Report or Opinion from the Internal Auditors.
3. Consideration of a summary of internal audit work undertaken (whether of a financial or ethical nature).
4. Commissioning work from either the Internal or External Auditor.
5. The approval/revision of the Risk Register.
6. The approval/revision of the Business Continuity Plan.
7. Reviewing payments made.
8. The recovery of rate arrears and sundry debts.
9. To monitor spending against the approved budget.

### **Matters for recommendation by the Committee to the Board**

10. To consider the Annual Budget and Rate Setting prior to the February Board meeting in each year.
11. To review the Annual Business Plan.
12. To review the Medium Term Financial Plan.
13. To monitor the Board's Treasury Management policies and practices.
14. To keep under review the Board's insurance policies.
15. To liaise with the National Audit Office or any successor or equivalent, regarding the appointment of the External Auditor.
16. To consider any letter or report issued by the External Auditor.
17. To ensure the effective monitoring and review of policies and strategies.
18. To consider legislative changes (or proposed legislative changes) which may affect the Board's statutory functions.
19. To identify any Member training needs in various aspects of the Board's responsibilities.

**Minutes of the Finance & General Purposes Committee of the  
Lower Severn (2005) Internal Drainage Board  
Meeting held Wednesday 12<sup>th</sup> December 2018 at 10.30 am  
At the Gables Hotel Falfield**

Present:

Ald C Williams                      Chairman

Cllr P Abraham  
Mr M Barnes  
Mr J Cornock  
Mr J Hore

Mr G Littleton  
Cllr M Riddle  
Mr G Simms

Martin Dear                      Accounts Officer  
James Thomas                  Civil Engineer  
Kieran Warren                  Principal Officer

AO  
CE  
PO

2794.	<b>Apologies:</b> Apologies were received from: Ald B Richards and Mr R Thatcher	
2795.	<b>Appointment of Chairman</b> <ul style="list-style-type: none"> <li><b>Ald C Williams was appointed Committee Chairman for the ensuing year.</b></li> </ul>	
2796.	<b>Declarations of Interest</b> There were no declarations of interest.	
2797.	<b>Minutes of the Previous Meeting</b>  <b>It was resolved that:</b> <ul style="list-style-type: none"> <li><b>The minutes of the Finance &amp; General Purposes Committee Meeting held on 12<sup>th</sup> September 2018 be approved as a correct record.</b></li> </ul>	
2798.	<b>Actions from Previous Meeting</b> <u>Action 5 - Developers' Contributions</u> The CE confirmed that a report would be presented to the Board at their next meeting.	
2799.	<b>Treasury Sub-Committee Report</b>  <u>Cash Deposits</u> The AO had identified that the LSIDB was not protected under the FSCS scheme. The Sub-Committee was asked, by the AO, if they wanted to re-consider their previous decision to place deposits with challenger banks. The Committee agreed that deposits should be confined to the four main clearing banks which would be a more secure investment.  Minutes of the Sub-Committee meeting held 7 <sup>th</sup> November 2018 were noted by the Committee.	
2800.	<b>External Audit Report for Y/e 31<sup>st</sup> March 2018</b> The AO reported that the external audit had issued their report and certificate for the 2017/18 accounts. The Annual Governance and Accountability Return (AGAR) had been published on the Board's website together with the 'Notice of Conclusion of Audit'. The Committee noted the auditor's comments with regard to two matters of account presentation. The auditor did not require a restatement of the AGAR for 2017/18 but requested that next year's submission is presented taking into account the report recommendations.	

	<p>The AO accepted the auditor's comments and he would make the changes to next year's AGAR submission. He informed the Committee that he would continue to present the quarterly management accounts in the same format as before.</p> <p>The Committee noted the External Auditor Report.</p>	
<b>2801.</b>	<p><b>Risk Register</b> The AO had updated the Risk Register with entries as recommended by the Committee (minute 2725 refers);</p> <ul style="list-style-type: none"> <li>• The Principal Officer was stated as the owner of the document.</li> <li>• Reputational Risk had been added to the Governance category G1.</li> <li>• Additional risk responses had been included under the Human Resources category HR2.</li> </ul> <p><b>It was resolved that:</b></p> <ul style="list-style-type: none"> <li>• <b>The Risk Register Appendix A, be approved.</b></li> </ul>	<p><u>Action 1</u> Report to Board for noting. Publish on website</p>
<b>2802.</b>	<p><b>IT Review</b> The PO had invited quotes from IT support providers and received two responses. Members discussed the bids. The PO was waiting for a further reference from the fresh bidder. The Committee asked the PO to contact the Board's current supplier, who had proved reliable, and request a quote for a two-year contract and report back to the next Committee meeting.</p>	<p><u>Action 2</u> PO to obtain a quote from the current IT provider for a 2-year contract.</p>
<b>2803.</b>	<p><b>Precept and Foreign Water Grant</b> A letter from the EA requested that the Board confirm acceptance of the increase in precept and foreign water grant. This was in line with the principle approved in 2015 to increase the precept and foreign water grant by 2% per annum until 2021. The draft budget for 2019/20 and the MTFP prepared by the AO had assumed this.</p> <p>Members noted the contents of the EA letter. The AO would write to confirm the acceptance.</p>	<p><u>Action 3</u> AO to confirm precept and foreign water grant with EA.</p>
<b>2804.</b>	<p><b>Engineering Committee Meeting held 21<sup>st</sup> November 2018</b> The Chairman of the Engineering Committee gave a report the of the meeting.</p> <p><u>Biosecurity Action Plan</u> This new policy and procedure had been approved by the Engineering Committee for adoption by the Board. This was required to address the spread of invasive plant species in the Board's area.</p> <p><u>Machinery Replacement Programme</u> The programme had been updated using machine hours as the basis for determining replacement rather than a fixed seven-year term. The LDE had considered that 7,000 hours was a sensible benchmark to use. By this standard machine that were used seasonally would be replaced every nine years but the majority of machines that averaged 1,000 hours per annum would be replaced every seven years.</p> <p>The Energreen 1500, which was used seasonally, would be deferred until 2020/21, based on machine hours.</p> <p>The New Holland 3.6 wheeled excavator would be replaced in 2019/20. The Engineering Committee Chairman reported that the</p>	

	<p>LDE had seen a demonstration of a JCB Hydradig and this machine had proved suitable for the Board's requirements.</p> <p>The LDE had been asked by the Committee to investigate the merits of extended warranties with a high excess on new machinery. The Engineering Committee Chairman reported that since the meeting the LDE had looked into this and considered that it looked attractive to cover a major repair event.</p> <p><u>De-Maining</u></p> <p>The Engineers had proposed to use the schedule that prioritised the Board's watercourses to relegate some of the less strategic watercourses to less frequent maintenance. By restructuring the maintenance programme, they anticipated that the de-mainment of the; Longdon Brook, Tirley Main Drains and the Wicksters/Capehall Brook would have a net effect on the maintenance budget.</p> <p>The Engineering Committee had resolved to formally approach the Environment Agency to apply for de-mainment of the; Longdon Brook, Tirley Main Drains and the Wicksters/Capehall Brook</p> <p>The Engineering Committee had also resolved to set a budget of £30,000 to allow for survey work to help process the de-mainment application. The survey work would also highlight any capital expenditure that would be required on these watercourses.</p> <p><u>Production of Capital Programme</u></p> <p>The PO had prepared a first draft of a Capital Programme which included eight schemes. Members would be asked to suggest further projects for inclusion.</p> <p>It was resolved to refer an assessment criteria to the Board for approval. Once agreed this would provide the Engineering Committee with a consistent measure to assess the merits of suggested projects for inclusion in the programme.</p> <p>F&amp;GP members were pleased to see the draft of a programme. Members agreed that costs and benefits of a project could be better understood closer to the present day. Projects more than five years ahead, the predictions would be less confident.</p> <p>The AO suggested that the programme be presented to the Board in three formats; two years, three to five years and a five-years plus.</p> <p>The CE left the meeting.</p>	
2805.	<p><b>Accounts Officer Reports</b></p> <p><u>2<sup>nd</sup> Quarter Management Accounts</u></p> <p>These accounts showed a projected surplus of £10,743 to the 30<sup>th</sup> September 2018.</p> <p>Mr Hore asked for an update on the M49 culvert situation. The AO explained that the Board had put aside £94,000 from the developers fund but as yet there had been no demand for payment.</p> <p>The Chairman suggested members who required more detailed information regarding the M49 culvert to contact the CE who could email his response to the Committee.</p> <p><u>Forecast to 31 March 2019 and Draft Budget 2019/20</u></p> <p>The AO predicted a £21,853 deficit at the year end. He proposed that this deficit could be met from the Board's unallocated reserves for this year only.</p>	

	<p>In preparing the draft budget for 2019/20 the AO had worked on the assumption that the proposals to be considered by the S&amp; P Committee on the 9<sup>th</sup> January 2019 would be approved.</p> <p>He predicted a drainage rate of 9.0p in the pound would meet the budgeted expenditure. This was an increase of 6% on the previous year's rate.</p> <p>Concern was expressed about the practice funding a deficit from reserves. The AO explained that the reserves had been accumulated from year end surplus over a number of years.</p> <p>After discussion the Committee preferred the option to maintain the reserve and to fund the predicted deficit from a higher rate. Prior to the next F&amp;GP meeting the AO would update the 2018/19 accounts and would be able to more accurately predict the outturn at 31<sup>st</sup> March 2019. The AO would prepare a budget to fund any deficit from an increase in drainage rate.</p> <p>The Committee considered that ratepayers should be aware that the statutory requirements of the Eels Regulations accounted for the biggest proportion of the increase. The PO explained that the statement posted with the rate demand had been used to illustrate this point to ratepayers.</p> <p><u>Medium Term Financial Plan</u> The AO had prepared the plan based on rate of 9.0p for 2019/20. The plan included the machinery replacement programme agreed by the Engineering Committee. Taking on board the earlier decision of the F&amp;GP Committee to fund a deficit from a rate increase the AO would amend the plan for the next meeting for the Committee to consider again.</p> <p><u>Cash Flow</u> The cash flow table to the end of March 2019 showed a projected cash balance of £1,082,000. From October 2018 the Developers Fund was included in the total, this had been identified on the balance sheet previously.</p>	<p><u>Action 4</u> AO to prepare a budget that funded a deficit from an increase in rate.</p>
<b>2806.</b>	<p><b>Payments Noted</b> Members noted the payments made between 1<sup>st</sup> August 2018 and 31<sup>st</sup> October 2018 and transfers made between accounts.</p>	
<b>2807.</b>	<p><b>Date of Next F&amp;GP Meeting</b> Members noted the next F&amp;GP Committee meeting would be held 23<sup>rd</sup> January 2019.</p>	
	Meeting closed at 11.45 am	

MEETING: FINANCE &amp; GENERAL PURPOSES COMMITTEE

MEETING DATE: 23 January 2019

REF: KW/A.2/2019

REPORT BY: PO

**IT REVIEW****Introduction**

At the F & GP Committee meeting held on 12 December 2018, Members resolved as follows:

***IT Review***

*The PO had invited quotes from IT support providers and received two responses. Members discussed the bids. The PO was waiting for a further reference from the fresh bidder. The Committee asked the PO to contact the Board's current supplier, who had proved reliable, and request a quote for a two-year contract and report back to the next Committee meeting.*

[Minute 2802 refers].

**Comparative costs from other providers**

As a reminder, the figures reported at the last meeting are repeated below.

COMPANY	TENDER FIGURE £pa
A	4,420.00
B	3,690.00
C	No bid
D	No bid

The Board's current supplier (Company A) is offering:

**For a three-year deal:**

- Annual costs held for the whole contract period irrespective of call volumes
- £200 pa discount off the Silver cover
- £100 pa discount off e-mail mobile support
- TOTAL savings of £900 over three years

**For a two-year deal:**

- As above minus the e-mail mobile support discount
- TOTAL savings of £600 over two years

**Recommendation** That in view of the savings illustrated above, Company A be appointed on the basis of a three-year contract.

*Kieran Warren*

*Principal Officer*

REF: MD

REPORT BY: Accounts Officer

## **ACCOUNTS OFFICER REPORTS**

### **Introduction**

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

**1. Management Accounts - 1 April 2018 to 30<sup>th</sup> November 2018.**

The management accounts to 30<sup>th</sup> November 2018 shows a projected surplus of £1,536. This is against a budgeted surplus of £121. A positive variance of £1,415. The supporting notes explains the reasons for the variance.

**2. Forecast results for the year ended 31<sup>st</sup> March 2019.**

The outturn forecast shows a predicted surplus of £6,121. This is against a budgeted surplus of £17,460. A negative variance of £11,339. The supporting notes explains the reasons for the variance.

**3. Draft Budget for 2019/20**

The draft budget shows a surplus of £16,216. The draft budget assumes that the rate and levy is increased from 8.5p to 9.0p. The supporting notes explains the proposed increases/decreases in income and expenditure from the previous year.

**4. Capital Expenditure for 2018/19 and 2019/20**

The supporting papers include the proposed Capital Expenditure for 2019/20 and the actual Capital Expenditure in 2018/19 to 30<sup>th</sup> November 2018.

**5. Apportionment between Charging Authorities**

The annual values have been calculated as at 31 December 2018. This apportions the Special Levies between the Charging Authorities and the amount to be collected from the Agricultural Rate. A rate of 9.0p is illustrated.

**6. Medium Term Financial Plan 2019/24**

The Medium Term Financial Plan 2019/24 shows the following:

- In 2019/20 a surplus of £16,000;
- In 2020/21 a surplus of £59,000;
- In 2021/22 a surplus of £30,000;
- In 2022/23 a surplus of £12,000;
- In 2024/25 a surplus of £40,000.

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



## **7. Cash Flow to April 2019**

The projected cash flow to April 2019 shows a projected cash balance of £1,189,000 at the end of this year.

## **8. Developers Funds as at 30<sup>th</sup> November 2018**

The schedule of Developers Funds shows the estimated balances as at 31<sup>st</sup> March 2019 and 31<sup>st</sup> March 2020.

## **Recommendations**

1. **Management Accounts - 1 April 2018 to 30<sup>th</sup> November 2018** – be noted;
2. **Forecast results for the year ended 31<sup>st</sup> March 2019** – be noted and presented to the Board for noting;
3. **Draft Budget for 2019/20** – be agreed and presented to the Board for approval;
4. **Capital Expenditure for 2018/19 and 2019/20** – be noted and presented to the Board for noting;
5. **Apportionment between Charging Authorities** – be noted and presented to the Board for noting;
6. **Medium Term Financial Plan 2019/24** – be agreed and presented to the Board for approval;
7. **Cash Flow to April 2019** - be noted;
8. **Developers Funds as at 30<sup>th</sup> November 2018** - be noted and presented to the Board for noting.

*Martin Dear*

*Accounts Officer*

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

## **BALANCE SHEET AS AT 30 NOVEMBER 2018**

	Note	£	30/11/18 £	30/11/17 £	Variance £	31/03/18 £	Variance £
<b>FIXED ASSETS</b>							
Fixed Assets	1	728,489	<b>728,489</b>	<b>830,651</b>	-102,162	<b>787,465</b>	-58,976
<b>LONG TERM ASSETS</b>							
Investments		576,886	<b>576,886</b>	<b>586,501</b>	-9,615	<b>573,801</b>	3,085
<b>CURRENT ASSETS</b>							
Stock +WiP		45,703		39,569	6,134	53,208	-7,505
Trade debtors		2,030		252	1,778	917	1,113
Drainage rate debtors		106		8,732	-8,626	0	106
Levy Debtors		0		0	0	0	0
VAT Claim		5,265		3,066	2,199	5,289	-24
Special Levies		3,596		0	3,596	0	3,596
Severnside		0		44,667	-44,667	0	0
Prepayments		13,739		16,579	-2,840	35,660	-21,921
Cash at bank and in hand		1,683,422		953,207	730,215	975,669	707,753
Short term deposits		0		400,000	-400,000	400,225	-400,225
			<b>1,753,861</b>	<b>1,466,072</b>	287,789	<b>1,470,968</b>	282,893
<b>CURRENT LIABILITIES</b>							
Trade Creditors		-24,284		-15,224	-9,060	-20,577	-3,707
Other Creditors		-31,168		-28,669	-2,499	-25,697	-5,471
Accrued expenses		-622		0	-622	-10,025	9,403
Finance Leases due within one year		-886		0	-886	-886	0
Prepaid Rates	2	-36,763		-35,589	-1,174	0	-36,763
Prepaid Levies	2	-395,054		-386,224	-8,830	-328,782	-66,272
Prepaid Severnside		-13,733		0	-13,733	0	-13,733
			<b>-502,510</b>	<b>-465,706</b>	-36,804	<b>-385,967</b>	-116,543
<b>NET CURRENT ASSETS</b>			<b>1,251,351</b>	<b>1,000,366</b>	250,985	<b>1,085,001</b>	166,350
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			<b>2,556,726</b>	<b>2,417,518</b>	139,208	<b>2,446,267</b>	110,459
<b>LONG TERM LIABILITIES</b>							
Finance Leases		-221		-1,504	1,283	-1,016	795
Pension scheme deficit		-954,000		-1,097,000	143,000	-954,000	0
			<b>-954,221</b>	<b>-1,098,504</b>	144,283	<b>-955,016</b>	795
<b>NET ASSETS</b>			<b>1,602,505</b>	<b>1,319,014</b>	<b>283,491</b>	<b>1,491,251</b>	<b>111,254</b>
<b>FINANCED BY:</b>							
<b>CAPITAL ACCOUNT</b>			<b>666,569</b>	<b>666,569</b>	0	<b>666,569</b>	0
<b>INCOME AND EXPENDITURE ACCOUNT</b>							
Balance brought forward		523,570		477,926	45,644	477,926	45,644
Net surplus for the 8 months		1,536		-9,715	11,251	45,644	-44,108
			<b>525,106</b>	<b>468,211</b>	56,895	<b>523,570</b>	1,536
Developer (Commutated Sums) Reserve			<b>887,632</b>	<b>901,899</b>	-14,267	<b>843,235</b>	44,397
Revaluation Reserve			<b>144,583</b>	<b>146,042</b>	-1,459	<b>146,042</b>	-1,459
Pump Station Reserve	3		<b>332,615</b>	<b>233,293</b>	99,322	<b>265,835</b>	66,780
Pension Reserve			<b>-954,000</b>	<b>-1,097,000</b>	143,000	<b>-954,000</b>	0
			<b>1,602,505</b>	<b>1,319,014</b>	<b>283,491</b>	<b>1,491,251</b>	<b>111,254</b>

### Notes

1. Fixed Assets include purchases, sales and depreciation for 8 months to 30 November 2018.
  2. In all cases the balance sheet has been adjusted to reflect receipts and payments made in advance of the period earned or due.
  3. This Reserve is held as cash and increases by £14,583 each month.
- There is a corresponding monthly charge in the income and expenditure account.

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

## **INCOME AND EXPENDITURE 8 MONTHS TO 30 November 2018**

Income	Note	Actual	Budget	Variance	30 November 2017	Variance
		£	£	£	£	£
Levies charged to Authorities	1	790,108	790,108	0	754,895	35,213
Agricultural Rates	1	73,526	73,533	-7	71,178	2,348
Rechargeable works		12,636	12,000	636	24,741	-12,105
Application fees		2,850	0	2,850	1,200	1,650
Consultancy Fees Recharged		21,456	0	21,456	0	21,456
Surplus on sale of assets		614	-158	772	3,249	-2,635
Miscellaneous Income		0	800	-800	120	-120
Foreign Water Grant		107,094	107,094	0	105,119	1,975
Severnside drawdowns	1	27,467	27,467	0	32,667	-5,200
Interest		1,793	1,000	793	689	1,104
<b>Total</b>		<b>1,037,544</b>	<b>1,011,844</b>	<b>25,700</b>	<b>993,858</b>	<b>43,686</b>
<b>Expenditure</b>						
Payroll	2	471,224	461,296	-9,928	441,843	-29,381
Office maintenance		14,336	18,000	3,664	13,596	-740
Maintenance	3	244,060	237,346	-6,714	224,750	-19,310
EA Levy		137,058	137,058	0	134,370	-2,688
Motor travel and subsistence	4	20,017	13,441	-6,576	15,513	-4,504
Communications		3,353	2,833	-520	2,341	-1,012
Administration	5	23,825	24,033	208	27,946	4,121
Engineering Consultancy fees		36,618	30,000	-6,618	36,080	-538
M49 culvert consultants fees		0	0	0	6,000	6,000
Legal and professional fees		2,880	4,000	1,120	4,564	1,684
Audit and Accountancy fees		0	0	0	2,113	2,113
Depreciation		80,658	82,116	1,458	92,706	12,048
Bank charges		1,979	1,600	-379	1,751	-228
<b>Total</b>		<b>1,036,008</b>	<b>1,011,723</b>	<b>-24,285</b>	<b>1,003,573</b>	<b>-32,435</b>
<b>Surplus for 8 months</b>		<b>1,536</b>	<b>121</b>	<b>1,415</b>	<b>-9,715</b>	<b>11,251</b>

## Notes on Variances

The results for 8 months show a surplus of £1,536 against a budget surplus of £121.

The major reasons for the variances are:-

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

2) Payroll - Increase due to pay awards.

3) Maintenance costs analysis is as follows:

	Actual £	Budget £	Variance £	Explanation of major variances
Plant Maintenance	54,504	48,130	-6,374	Energreen, Bomford Mower and Claas Tractor repairs. Gates, pipes, posts, fill material and fencing. Installing Flap Valves at Oldbury (£3,715 recharged).
Maintenance Compensation	1,006	700	-306	
Vehicle, Plant	55,748	48,240	-7,508	Red Diesel (Gas Oil) Purchases
Workshop Fixtures & Fittings	6,479	7,060	581	
Pump Station Electricity	5,410	11,750	6,340	
Health & Safety	4,247	4,800	553	
Pump Station Reserve	116,666	116,666	0	
	244,060	237,346	-6,714	

4) Motor travel and subsistence - increase due to backdated ECU and room hire and lunch for board meeting 7 November 2018.

5) Administration costs include £2,026 in respect of 2018/19 rates which are based on land holdings less than 125 AV and deemed uneconomical to collect.

# LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

## Proposed Budget 2019/20

	Budget 2018/19 8.5p	Predicted Out turn 2018/19	Variance	Notes	Proposed Budget 2019/20 9.0p	Variance	Notes
column	£ 1	£ 2	£ 3(2-1)		£ 4	£ 5(4-2)	
<b>Income</b>							
Levies charged to authorities	1,185,162	1,185,162	0		1,259,073	73,911	10
Agricultural rate	110,299	110,330	31		116,673	6,343	10
Foreign Water Grant	160,641	160,641			163,854	3,213	17
Rechargeable works	20,000	20,000	0		20,000	0	
Application fees & wayleaves	1,200	2,850	1,650	1	3,000	150	
Plan checking fees	0	0	0		0	0	
Eng. Consultancy recharged	0	21,456	21,456	1	0	-21,456	11
Severnside capital drawdown	20,600	20,600	0		21,218	618	12
Severnside maintenance drawdown	20,600	20,600	0		21,218	618	12
Bank interest	1,500	3,000	1,500	1	3,000	0	
Miscellaneous income	0	0	0		0	0	
Book profit (loss) on plant sales	-158	614	772	2	9,489	8,875	13
<b>Total</b>	<b>1,519,844</b>	<b>1,545,253</b>	<b>25,409</b>		<b>1,617,525</b>	<b>72,272</b>	
<b>Expenditure</b>							
Payroll	673,511	697,190	-23,679	3	707,201	-10,011	14
Office maintenance	21,800	21,800	0		22,475	-675	
Plant maintenance	183,500	190,500	-7,000	4	193,500	-3,000	15
EA Levy	205,587	205,587	0		209,699	-4,112	16
Motor, travel & subsistence	20,862	22,862	-2,000	5	26,246	-3,384	17
Communications	4,250	5,250	-1,000	6	5,250	0	18
Administration	36,100	36,100	0		36,680	-580	
Eng. Consultancy general	45,000	55,000	-10,000	7	45,000	10,000	
Eng. Consultancy recharged	0	0	0		0	0	
Eng. Consultancy De-maining	0	0	0		30,000	-30,000	19
Legal & professional fees	6,000	3,000	3,000	8	3,000	0	
Audit & accountancy fees	5,000	5,000	0		5,000	0	
Depreciation	123,174	119,243	3,931	9	114,258	4,985	20
Bank charges	2,600	2,600	0		3,000	-400	
<b>Total</b>	<b>-1,327,384</b>	<b>-1,364,132</b>	<b>-36,748</b>		<b>-1,401,309</b>	<b>-37,177</b>	
<b>Transfer to pump station reserve</b>	<b>-175,000</b>	<b>-175,000</b>	<b>0</b>		<b>-200,000</b>	<b>-25,000</b>	21
<b>Surplus to General reserve</b>	<b>17,460</b>	<b>6,121</b>	<b>-11,339</b>		<b>16,216</b>	<b>10,095</b>	

## LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

**Predicted out turn                      2018/19**

### Notes

- 1 This reflects the activity in the year to 30 November 2018.
- 2 Net effect of the sale of the Norton trailer, the Nissan Navara and obsolete computer equipment being written off. Plus the sale of the Land Rover canopy.
- 3 Increase due to annual pay award and Fitter, Foreman and Accounts Officer pay reviews.
- 4 Plant Maintenance is going to be overspent due to machinery repair costs and the cost of Diesel. This is partly offset by pump station electricity costs being below budget.
- 5 Increase due to backdated ECU allowance.
- 6 This reflects the activity in the year to 30 November 2018.
- 7 This increased expenditure results from increased income for recharged consultancy fees.
- 8 This reflects the activity in the year to 30 November 2018.
- 9 The Depreciation charge lower than expected. This is due to an adjustment of the revaluation of Marshfield building and no unexpected purchases.

**Proposed Budget                      2019/20**

### Notes

The proposed budget indicates a surplus of £16,216 if the rate is increased to 9.0p.  
An increase of 1p in the rate generates additional income of £153,000.

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

- 10 This figure indicates a levy increase to 9.0p. Agricultural rates based on 125 Annual Value and below are deemed uneconomic to collect. This is estimated to be £2,170 in 2019/20.
- 11 Income does not include any consultancy fees recharged in respect of any rechargeable work that might be carried out.
- 12 Severnside drawdowns are based on a 3% increase each year.
- 13 This is the assumed profit on sale of the New Holland Excavator.
- 14 Payroll assumes an annual pay award of 2% in July 2019.
- 15 Plant Maintenance has been increased to reflect the continued pressure on this budget.
- 16 The EA levy and the Foreign Water Grant will increase by 2% per annum.
- 17 This is the increase in the ECU allowance
- 18 Decrease in Public Notice Adverts budget as no longer required to place notices in local press.
- 19 Provision for Eng. Consultancy Fees for De-maining project.
- 20 Depreciation Charge is low and will increase in future years as major plant and machinery purchases are made.
- 21 The transfer to the Pump Station Reserve has been increased to £200,000.

## LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

### Capital Expenditure Budget 2019/20

	Budget Purchases cost	Purchase cost	Sales book value	Proceeds of sale	Book profit on sale (loss)
	£	£	£	£	£
<b>Plant and Machinery</b>					
JCB JS110W Hydradig Wheeled Excavator	92,650				
Sale of New Holland Excavator WX09 FYF			4,011	13,500	9,489
	<b>92,650</b>	<b>0</b>	<b>4,011</b>	<b>13,500</b>	<b>9,489</b>
<b>Motor Vehicles</b>					
	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total fixed asset changes</b>	<b>92,650</b>	<b>0</b>	<b>4,011</b>	<b>13,500</b>	<b>9,489</b>

## LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

### Capital Expenditure Budget 2018/19

	Budget Purchases cost £	Purchase cost £	Sales book value £	Proceeds of sale £	Book profit on sale £
<b>Plant and Machinery</b>					
Items not included in original budget					
Purchase of Bowser 950l Double Axle		3,525			
Sale of Trailer Norton No.2			2	1,909	1,907
	<b>0</b>	<b>3,525</b>	<b>2</b>	<b>1,909</b>	<b>1,907</b>
<b>Office</b>					
Items not included in original budget					
Write off - ECPC Core duo			47		-47
Write off - ECPC Core duo			61		-61
Write off - Server and Laptops			1,460		-1,460
Purchase - 2 Laptops and 1 Computer		1,765			
	<b>0</b>	<b>1,765</b>	<b>1,568</b>	<b>0</b>	<b>-1,568</b>
<b>Motor Vehicles</b>					
New Ford Ranger - WP18 GXY	25,000	23,578			
Sale of Nissan Navara OV57 FPK			4,158	4,167	9
	<b>25,000</b>	<b>23,578</b>	<b>4,158</b>	<b>4,167</b>	<b>9</b>
<b>Total fixed asset changes</b>	<b>25,000</b>	<b>28,868</b>	<b>5,728</b>	<b>6,076</b>	<b>348</b>



## LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

### APPORTIONMENT BETWEEN CHARGING AUTHORITIES

CHARGING AUTHORITIES LEVIES ANNUAL VALUES AS AT			Proposed Levy 2019/20	Previous Levy 2018/19	Increase due to land transfers, rates to levies	Increase due to levy and rate rise of 0.5p	Total Increase
31 December 2018							
Charging Authorities	AV	Percentage	0.090 £	0.085 £	£	£	£
Bristol City Council	7,589,404	49.65	683,046	645,099	0	37,947	37,947
South Gloucestershire Council	3,410,262	22.31	306,924	286,090	3,782	17,051	20,834
Stroud District Council	1,596,563	10.44	143,691	135,708	0	7,983	7,983
Gloucester City Council	729,073	4.77	65,617	61,971	0	3,645	3,646
Forest of Dean Council	450,501	2.95	40,545	38,113	180	2,253	2,432
Herefordshire Council	123,087	0.81	11,078	10,462	0	615	616
Tewkesbury Borough Council	73,933	0.48	6,654	6,284	0	370	370
Malvern Hills District Council	16,880	0.11	1,519	1,435	0	84	84
	<b>13,989,703</b>	<b>91.52</b>	<b>1,259,073</b>	<b>1,185,162</b>	<b>3,963</b>	<b>69,949</b>	<b>73,911</b>
<b>Local Authorities</b>	13,989,703	91.52	1,259,073	1,185,162	3,963	69,949	73,911
<b>Agricultural rates</b>	1,296,367	8.48	116,673	110,299	-108	6,482	6,374
(per DRS)	<b>15,286,070</b>	<b>100.00</b>	<b>1,375,746</b>	<b>1,295,461</b>	<b>3,855</b>	<b>76,430</b>	<b>80,285</b>

# LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

## MTFP ( Medium Term Financial Plan)

### A) Income and Expenditure

	Rate - Pence in the Pound						
	8.5 No Increase	9.0 Increase	9.5	10.0	10.5	11.0	
	Year 2019/20 Budget £000's	Year 2019/20 Budget £000's	Year 1 2020/21 Estimate £000's	Year 2 2021/22 Estimate £000's	Year 3 2022/23 Estimate £000's	Year 4 2023/24 Estimate £000's	Total all years 2020/24 £000's
Income (line10)	1,536	1,617	1,706	1,770	1,863	1,929	7,268
Expenditure (line 24)	1,601	1,601	1,646	1,739	1,851	1,889	7,126
<b>Net surplus/-deficit (line 25)</b>	<b>-65</b>	<b>16</b>	<b>59</b>	<b>30</b>	<b>12</b>	<b>40</b>	<b>142</b>
<b>Free reserves b/f (line26)</b>	<b>650</b>	<b>650</b>	<b>666</b>	<b>725</b>	<b>756</b>	<b>767</b>	<b>666</b>
<b>Free reserves c/f (line27)</b>	<b>585</b>	<b>666</b>	<b>725</b>	<b>756</b>	<b>767</b>	<b>807</b>	<b>807</b>
<b>Revenue reserve as % of expenditure</b>	<b>36.57%</b>	<b>41.59%</b>	<b>44.06%</b>	<b>43.44%</b>	<b>41.43%</b>	<b>42.74%</b>	<b>11.33%</b>

### B) Working Capital - Cash Flow

	Year 2019/20 Budget £000's	Year 2019/20 Budget £000's	Year 1 2020/21 Estimate £000's	Year 2 2021/22 Estimate £000's	Year 3 2022/23 Estimate £000's	Year 4 2023/24 Estimate £000's	Total all years 2020/24 £000's
Balances b/f	650	650	691	695	625	491	691
Net cash movement	-40	41	4	-70	-134	116	-84
<b>Balances c/f</b>	<b>610</b>	<b>691</b>	<b>695</b>	<b>625</b>	<b>491</b>	<b>607</b>	<b>607</b>

### C) Cash at Bank

	Year 2019/20 Budget £000's	Year 2019/20 Budget £000's	Year 1 2020/21 Estimate £000's	Year 2 2021/22 Estimate £000's	Year 3 2022/23 Estimate £000's	Year 4 2023/24 Estimate £000's	Total all years 2020/24 £000's
<b>Working Capital</b>	<b>610</b>	<b>691</b>	<b>695</b>	<b>625</b>	<b>491</b>	<b>607</b>	<b>607</b>
<b>Pump Station Reserve</b>	<b>178</b>	<b>178</b>	<b>50</b>	<b>300</b>	<b>189</b>	<b>489</b>	<b>489</b>
<b>Developer Reserve</b>	<b>269</b>	<b>269</b>	<b>226</b>	<b>181</b>	<b>135</b>	<b>88</b>	<b>88</b>
	<b>1,057</b>	<b>1,138</b>	<b>971</b>	<b>1,106</b>	<b>816</b>	<b>1,184</b>	<b>1,184</b>

## LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

### Medium Term Financial Plan (MTFP)

			Rate - Pence in the Pound						
			8.5	9.0	9.5	10.0	10.5	11.0	
Income and Expenditure basis	Line	Note	No Increase	Increase					
			YEAR	YEAR	YEAR 1	YEAR 2	YEAR 3	YEAR 4	Total
			2019/20	2019/20	2020/21	2021/22	2022/23	2023/24	all years
			Budget	Budget	Estimate	Estimate	Estimate	Estimate	2020/24
			£000's	£000's	£000's	£000's	£000's	£000's	£000's
<b>Income</b>									
Levies and charges to Authorities	1	1	1,185	1,259	1,329	1,399	1,469	1,539	5,736
Agricultural rates	2	2	110	117	123	130	136	143	532
sub total +	3		1,295	1,376	1,452	1,529	1,605	1,681	6,267
Foreign Water Grant + Grant in aid		3	164	164	167	171	174	178	689
Drawdown from Severnside funds	5	4	42	42	43	45	46	47	181
Other Income	6		23	23	20	20	20	20	80
Bank interest	7	5	3	3	2	2	2	2	8
Surplus on sale of fixed assets	8		9	9	21	4	16	1	42
sub total +	9		241	241	254	241	258	248	1,000
total+	10		1,536	1,617	1,706	1,770	1,863	1,929	7,268
<b>Expenditure</b>									
Payroll	11	6	707	707	721	736	750	765	2,972
Office maintenance	12		22	22	22	22	22	22	88
Maintenance plant and machinery	13	7	194	194	204	214	225	236	878
EA Levy	14	3	210	210	214	218	223	227	883
Motor travel and subsistence	15		26	26	26	26	26	26	104
Communications	16		5	5	5	5	5	5	20
Administration	17	8	37	37	38	38	39	40	155
Engineering consultancy fees	18	9	75	75	45	45	45	45	180
Legal and professional fees	19		3	3	3	3	3	3	12
Audit and Accountancy fees	20		5	5	5	5	5	5	20
Depreciation	21	10	114	114	136	174	231	212	752
Bank charges	22		3	3	3	3	3	3	12
Transfer to pump station reserve	23	11	200	200	225	250	275	300	1,050
total	24		1,601	1,601	1,646	1,739	1,851	1,889	7,126
<b>Net estimated +surplus -deficit</b>									
	25		-65	16	59	30	12	40	142
Free reserves	26	b/f	650	650	666	725	756	767	666
Free reserves	27	c/f	585	666	725	756	767	807	807
<b>Adjust for non cash items</b>									
Depreciation	28	10	114	114	136	174	231	212	752
Surplus on sale on fixed assets	29		-9	-9	-21	-4	-16	-1	-42
<b>Cash items not included</b>									
Capital purchases net of sales receipts	30	12	-80	-80	-170	-270	-360	-135	-935
Adjustment for cash flow purposes	31		25	25	-56	-100	-145	76	-225
Net creditors/debtors	32		0	0					
Net cash flow movement	33		-40	41	4	-70	-134	116	-84
Working Capital	34	b/f	650	650	691	695	625	491	691
Working Capital	35		610	691	695	625	491	607	607
Add pump station reserve	36		178	178	50	300	189	489	489
Add Developer Reserve	37		269	269	226	181	135	88	88
Bank balances	38	c/f	1,057	1,138	971	1,106	816	1,184	1,184

#### Note:

- Proposed rates and levies increase.
- Agricultural rates - there will be a write off of £2,170 due to under 125 AV not collected.
- EA have informed the Board that a net annual payment of £45,000 will increase by 2% per annum
- Assumes a 3% increase per annum.
- Bank interest assumed at 0.5% on average annual balances
- Based on current headcount. 2.0% annual pay increase 2019 to 2024.
- Assumes a 5% increase in costs per annum.
- Assumes that Business Rates and Utility bills increase by 3% per annum.
- Includes £30,000 for De-maining surveys for 1 year only (2019/20).
- Depreciation is a non cash item and is added back for cash flow purposes.
- The transfer to the Pump Station Reserve increases by £25,000 per annum.
- Capital purchases/sales include :-  
In 2019/20 JCB Hydradig Wheeled Excavator £93k less proceeds New Holland WX09 FYF £13k = £80k  
In 2020/21 Energreen 1500, £200k less proceeds Energreen AU11 HCH £30k = £170k.  
In 2021/22 Claas Mower £150k, less proceeds Claas 697 OU07 JXX £10k = 140k  
New Holland Excavator £140k, less proceeds Hyundai WX12 CWL £10k = £130k. Total for the year £270k  
In 2022/23 Energreen SPV3 £400k, less proceeds Energreen VX65 HVB £40k = £360k.  
In 2023/24 New Kobelco Excavator £125k , less proceeds Kobelco Excavator WU16 TZM £15k = £110k.  
New Isuzu £30k, less proceeds Isuzu WU17 NVD £5K = £25k. Total for the year £135k.  
In 2024/25 Energreen SPV2 £300k, less proceeds Energreen VX65 HTA £40k = £260k  
New Ford Ranger £30k, less proceeds Ford WP18 GXY £5K = £25k. Total for the year £285k.

## Lower Severn (2005) Internal Drainage Board

### CASH FLOW

		2018										2019		
		Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
		£ 000's	£ 000's	£ 000's	£ 000's	£ 000's	£ 000's	£ 000's	£ 000's	£ 000's	£ 000's	£ 000's	£ 000's	£ 000's
		actual	actual	actual	actual	actual	actual	actual	actual	actual	forecast	forecast	forecast	forecast
<b>NatWest No 1 A/c</b>														
<b>Balance b/f</b>		<b>391</b>	<b>100</b>	<b>233</b>	<b>139</b>	<b>62</b>	<b>74</b>	<b>100</b>	<b>67</b>	<b>67</b>	<b>211</b>	<b>49</b>	<b>35</b>	<b>30</b>
Other income	3	18	1	6	9	16	2	3	22	83	9	7	7	7
VAT		0	5	4	5	3	9	5	6	5	3	2	2	2
Severnside		0	46	0	0	0	41	0	0	0	0	0	0	0
Levies	1	0	99	175	0	0	0	0	0	583	0	0	0	0
Rates	2	0	63	22	0	9	4	1	1	0	0	0	0	0
<b>sub total</b>		<b>409</b>	<b>314</b>	<b>440</b>	<b>153</b>	<b>90</b>	<b>130</b>	<b>109</b>	<b>96</b>	<b>738</b>	<b>223</b>	<b>58</b>	<b>44</b>	<b>39</b>
Expenditure	3	-54	-26	-40	-36	-31	-30	-27	-48	-57	-119	-57	-60	-60
Plant		0	0	0	0	-29	0	0	0	0	0	0	0	0
EA Levy		0	0	-11	0	-11	0	0	-11	0	0	-11	0	0
Transfer to No. 2 A/c		-55	-55	-50	-55	-55	-65	-65	-70	-70	-55	-55	-54	-55
Net transfers	3	-200	0	-200	0	110	65	50	100	-400	0	100	100	150
<b>sub total</b>		<b>-309</b>	<b>-81</b>	<b>-301</b>	<b>-91</b>	<b>-16</b>	<b>-30</b>	<b>-42</b>	<b>-29</b>	<b>-527</b>	<b>-174</b>	<b>-23</b>	<b>-14</b>	<b>35</b>
<b>Balance c/f</b>		<b>100</b>	<b>233</b>	<b>139</b>	<b>62</b>	<b>74</b>	<b>100</b>	<b>67</b>	<b>67</b>	<b>211</b>	<b>49</b>	<b>35</b>	<b>30</b>	<b>74</b>
<b>Other balances</b>														
<b>NatWest</b>														
No 2 Account		31	32	29	30	29	33	32	34	38	31	31	31	31
Bonus Saver	4	529	529	729	729	619	554	599	1,034	1,434	934	834	734	584
Deposit	5										100	100	100	100
<b>Lloyds Deposit</b>	<b>6</b>	<b>400</b>	<b>400</b>	<b>400</b>	<b>400</b>	<b>401</b>	<b>401</b>	<b>307</b>	<b>0</b>	<b>0</b>	<b>400</b>	<b>400</b>	<b>400</b>	<b>400</b>
<b>Total</b>		<b>960</b>	<b>961</b>	<b>1,158</b>	<b>1,159</b>	<b>1,049</b>	<b>988</b>	<b>938</b>	<b>1,068</b>	<b>1,472</b>	<b>1,465</b>	<b>1,365</b>	<b>1,265</b>	<b>1,115</b>
<b>All LSIDB balances</b>		<b>1,060</b>	<b>1,194</b>	<b>1,297</b>	<b>1,221</b>	<b>1,123</b>	<b>1,088</b>	<b>1,005</b>	<b>1,135</b>	<b>1,683</b>	<b>1,514</b>	<b>1,400</b>	<b>1,295</b>	<b>1,189</b>

The LSIDB balances include £265,835 of pumping station reserve at 31/03/2018. There are transfers to this reserve of £175,000 in 2018/19.

The forecast spend in year is £212,683. Forecast Pump Station Reserve at 31/03/2019 is £228,152.

Pump Station Reserve as at 30/11/2018 is £332,615.

From October All LSIBD Balances includes Developers (Commutated Sums) cash.

1. Levies received May and November
2. Rates received in May
3. Income and Expenditure as per Budget profile.
4. Direct Bonus Saver earns 0.2% interest
5. Deposit Account - 35 Day Notice earns 0.55% interest
6. Deposit Account - 32 Day Notice earns 0.75% interest

## Lower Severn (2005) Internal Drainage Board

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

	£	£
<b>Balance Sheet as at 30 November 2018</b>		
Cash at bank and in hand	1,683,422	
Less Petty Cash	<u>184</u>	
Cash at Bank	1,683,238	
Less: Cash Flow as at 30 November 2018	<u>1,683,238</u>	0
 <b>LSIDB Working Cash</b>	 1,039,877	
<b>Pump Reserve</b>	332,615	
<b>Developer Reserve</b>	<u>310,746</u>	
	<u>1,683,238</u>	0

### Investments

#### As at 30 November 2018

	£
Capital	
Amount through Smith & Williamson (net)	500,000
Market value	<u>566,707</u>
<b>Change in value</b>	66,707
 Income	 10,179
<b>Total return</b>	<u><b>76,886</b></u>
 <b>Portfolio return since 31 December 2017</b>	 <b>-4.05%</b>
Note: Market Index Movements	
MSCI WMA Balanced NR	-1.18
MSCI World NR	4.75

## LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

### Developers Funds November 2018

	£
Balance at 1 April 2018	843,235
Increase in value of investments	3,085
Unit 7 Central Park	82,450
Interest received	62
Transfer to Board 2018/19 Maintenance and Capital	-41,200
<b>Estimated balance 31/03/2019</b>	<u>887,632</u>
Transfer to Board 2019/20 Maintenance and Capital	-42,436
<b>Estimated balance 31/03/2020</b>	<u><b>845,196</b></u>

Payments to be **Noted****November 2018**

Payment Date From : 01/11/2018

Payment Date To : 30/11/2018

<u>Supplier</u>	<u>Details</u>	<u>Amount Paid this Period</u>
Orchard Computer Services	Quarterly Maintenance Cover	563.00
Mr P Burford	P Burford - Mileages for 26/09/18	27.00
The Trainline.Com	Train travel for MR to Ada Conference	207.47
RS COMPONENTS LTD	Replacement LED Lights for Workshop	393.98
TAILORMADE OFFICE SUP.LTD	Clipboards	13.15
RS COMPONENTS LTD	LED Lighting for workshop	248.47
CROMWELL GROUP HOLDINGS LTD	Gloves	33.60
CROMWELL GROUP HOLDINGS LTD	Welding rods, Cutting Discs	175.27
CROMWELL GROUP HOLDINGS LTD	Drill Bits, Gal Spray	56.71
CROMWELL GROUP HOLDINGS LTD	Gloves	20.16
Chartered Institution of Water & Environmental	Annual Membership for 2019 for JD	98.00
Chartered Institution of Water & Environmental	Annual Membership for 2019 for JT	98.00
ENGINEERING & HIRE LTD	Replacement knives for WX09 FYF	127.56
ENGINEERING & HIRE LTD	Replacement knives for AU11 HCH	127.56
ENGINEERING & HIRE LTD	Replacement knives for WX12 CWL	127.56
ENGINEERING & HIRE LTD	Replacement knives for WO14 OEY	127.56
ENGINEERING & HIRE LTD	Replacement knives for VX65 HTA	127.56
ENGINEERING & HIRE LTD	Replacement knives for VX65 HTB	127.56
ENGINEERING & HIRE LTD	Replacement knives for WU16 TZM	127.63
DVLA	Vehicle Tax for VN62 RPY	250.00
DVLA	Credit card fee	2.50
AVON ALARMS LTD	Attending to fault on Intruder System	148.39
Legal & General Assurance Society Ltd	Balance on Ill Health Liability Insurance	692.70
Konica Minolta Business Solutions (UK) Ltd	Quarterly Hire of Photocopier	83.88
K J Conner & Son	Cleaning for October	276.00
TESCO	Petrol for Chainsaws	33.48
Rapid Racking	Euro stack boxes	134.40
Konica Minolta Business Solutions (UK) Ltd	Quarterley Printing Charge	85.14
BRT Group	Bearings & Seal for Energreen	62.54
Pitney Bowes Ltd	Franking Machine Rental	15.54
Certas Energy UK Ltd	6070 litres Gas Oil	4,443.24
Motion Consultants Ltd	General Consultancy Advice for Sep	1,008.00
Motion Consultants Ltd	Saul Pump Station Project for Sep	3,500.38
Moorepay Ltd	Payroll costs for Oct	100.14
RS COMPONENTS LTD	Battery for Fuel Pump	4.64
Avon Hydraulics (UK) Ltd	Hydraulic hose assembly for WX09 FYF	60.00
Avon Hydraulics (UK) Ltd	Replacement hose for fuel tank	120.00
MERRETT D C	Transportation for WU16 TZM	180.00
NATWEST	Card Fee for AT	35.00
NATWEST	Card Fee for JD	35.00
NATWEST	Card Fee for JT	35.00
NATWEST	Card Fee for PD`	35.00
Picksons	Work lamps for VX65 HTA	80.02
Hydroscand Ltd	2 x hose assemblies for WU16 TZM	69.73
Molson Equipment Services Ltd	Labour on repairs to WO14 OEY	721.50
Molson Equipment Services Ltd	Parts on repairs to WO14 OEY	235.39
Hidrostal Ltd	Supply of new eel friendly pump for Saul P/S	<b>Invoice FYI 30,926.16</b>
ALLCAP LTD	Padlocks	369.12
GAP SUPPLIES	Overflow pipe for yard lighting	2.50
Smiths (Gloucester) Ltd	Waste Management Services	32.88
Myshowplates.com	Number plates for WP18 GXY	34.90
The Trainline.Com	Train travel for JT - Ada Conference	172.31
Mr G Simms	Train travel for GS - Ada Conference	101.35
FILTRATION LTD	Filters for OU07 JXX	61.00
FILTRATION LTD	Filters for WX14 LGO	272.10
FILTRATION LTD	Filters for VX65 HTA	27.60
FILTRATION LTD	Filters for AU11 HCH	266.86
FILTRATION LTD	Filters for VX05 OGT	57.06
FILTRATION LTD	Filters for WU16 TZM	132.46
FILTRATION LTD	Filters for WO14 OEY	132.46

Payments to be **Noted****November 2018**

<u>Supplier</u>	<u>Details</u>	<u>Amount Paid this Period</u>
FILTRATION LTD	Filters for vx65 hvb	70.44
TONY CULLIMORE SERVICES	Gate spring hooks, Repair links, Hooks	33.07
Dual Energy Direct Ltd	Lapperditch Electricity	17.67
Dual Energy Direct Ltd	Wicks Green Electricity	26.33
Dual Energy Direct Ltd	Oldbury P/S Electricity	28.85
Dual Energy Direct Ltd	Saul Electricity	12.11
Dual Energy Direct Ltd	Elmore Back Electricity	9.93
Dual Energy Direct Ltd	Office Electricity	237.80
Dual Energy Direct Ltd	Marshfield Electricity	85.52
ZEN INTERNET LTD	Monthly Internet Charge	46.50
LISTER WILDER LTD	Parts for AU11 HCH	260.64
LISTER WILDER LTD	Parts for VX65 HTA	260.64
LISTER WILDER LTD	Parts for VX65 HVB	260.66
SOUTH GLOUCESTERSHIRE COUNCIL	Business Rates	732.00
Citation Ltd	Legal Fees	300.00
BBL BATTERIES	To Recharge (AT)	131.23
Hidrostal Ltd	Change Saul pump to VSD operation	957.60
Plan Communications Ltd	Mobile phones bill	223.20
Hydroscand Ltd	Hydraulic hose for WX12 CWL	64.01
RIDDLE MR M	Chairmans Honorarium for Nov 18 - Nov 19	3,787.50
Cllr S Morgan	S Morgan - Mileages for 07/11/18	16.65
Mr BB Richards	B Richards - Mileages for 07/11/18	20.70
Mrs F Collins	F Collins - Mileages for 07/11/18	26.10
Mr CJN Williams	C Williams - Mileages for 07/11/18	19.80
Cllr Bronwen Behan	B Behan - Mileages for 07/11/18	26.10
Mr K Withers	K Withers - Mileages for 07/11/18	13.50
HORE MR J	J Hore - Mileages for 07/11/18	9.90
Mr P Abraham	P Abraham - Mileages for 07/11/18	19.00
Rose Hewlett	R Hewlett - Mileages for 07/11/18	11.25
Cllr E Orpen	E Orpen - Mileages for 07/11/18	9.00
Mr R Godwin	R Godwin - Mileages for 07/11/18	15.30
Mr I Ractliffe	I Ractliffe - Mileages for 07/11/18	11.25
Mr P Burford	P Burford - Mileages for 07/11/18	27.00
Mr J Nicholls	J Nicholls - Mileages for 07/11/18	5.40
Hidrostal Ltd	BPL Pump Condition Monitor	900.00
CROMWELL GROUP HOLDINGS LTD	Assort screws, bolts, nuts etc	176.74
CROMWELL GROUP HOLDINGS LTD	Keyless Drill Chuck	69.40
SWADA	Lunch for 3 x delegates	30.00
BRITISH TELECOM	Alternative phone line	45.47
Cablestream Ltd	Office phone line rental & calls	75.62
Information Commissioner's Office	Registration fee for 2018/19	55.00
		<u>56,993.05</u>

Please note that the amounts shown above include Vat where applicable

Amount Paid this Period	56,993.05
Credits	(58.80)
<b>Amount Paid this Period (Supplier Invoices)</b>	<b>56,934.25</b>

**Bank Payments for November 2018**

NatWest	Bankline Charge	109.80
NatWest	Bank Charges	40.03
	<b>Amount Paid this Period (Bank Payments)</b>	<b>149.83</b>

**Total Amount Paid this Period - November 2018**  
**£57,084.08**



Payments to be **Noted****December 2018**

Payment Date From : 01/12/2018

Payment Date To : 31/12/2018

<u>Supplier</u>	<u>Details</u>	<u>Amount Paid this Period</u>
HYSLOP MR R	R Hyslop - Mileages for 10/05/18	26.10
Fuel Tank Shop Ltd	Fuel level guage for diesel tank	78.00
HM Land Registry	Map Enquiry	3.00
HM Land Registry	Map Enquiry	3.00
HM Land Registry	Map Enquiry	3.00
HM Land Registry	Map Enquiry	6.00
HM Land Registry	Map Enquiry	6.00
HM Land Registry	Map Enquiry	3.00
HM Land Registry	Map Enquiry	3.00
HM Land Registry	Map Enquiry	3.00
G.R.Fasteners & Eng Supplies	Socket cap screws for stock	10.80
Ebay	Ebay fees for Oct 18	60.64
Orchard Computer Services	Quarterly Maintanance Cover	558.00
Vehicle Wiring Products	Pin towing plugs & sockets	29.54
Cutwel Ltd	Various drill bits	56.12
TESCO	Petrol for chainsaws	25.25
HM Land Registry	Map Enquiry	6.00
Certas Energy UK Ltd	6000 litres Gas Oil	4,366.80
Cadcorp	Maintenance renewal 01/12/18-30/11/19	594.00
PMC Fluidpower Ltd t/as Group HES	Parts for Normat Mower	65.50
HYDRA ENGINEERING SERVICES LTD	Repair to Ram on WX12 CWL	681.60
The Gables Hotel	Room hire & lunch for 07/11/18	744.00
SOUTH GLOUCESTERSHIRE COUNCIL	Comparative Data on Pay Conditions	132.00
Moreton C Cullimore (Gravels) Ltd	Use of Weighbridge for WP18 6XY	12.00
CROMWELL GROUP HOLDINGS LTD	Clock, Tape,Light Bulbs	29.57
CROMWELL GROUP HOLDINGS LTD	Welding Helmet, Outer lens	82.18
CROMWELL GROUP HOLDINGS LTD	Grease & WD40	109.22
Avon Hydraulics (UK) Ltd	2 x hose assembly's for AU11 HCH	144.00
TAILORMADE OFFICE SUP.LTD	Epsom Projector	362.34
TAILORMADE OFFICE SUP.LTD	A4 paper. Dividers, Binding Products	84.97
M J FEWS LTD	12,000 Mile serice to WU17 NVD	395.34
Rose Hewlett	R Hewlett - Mileages for 21/11/18	11.25
Mr R Godwin	R Godwin - Mileages for 21/11/18	15.30
Mr W J Cornock	J Cornock - Mileages for 07/11/18	5.40
Mr W J Cornock	J Cornock - Mileages for 21/11/18	5.40
HYSLOP MR R	R Hyslop - Mileages for 21/11/18	23.40
Mr I Ractliffe	I Ractliffe - Mileages for 21/11/18	18.00
Mr R Thatcher	R Thatcher - Mileages for 21/11/18	31.50
Mr R Thatcher	R Thatcher - Passenger Mileages fo MB onr 21/11/18	3.50
Joe Turner (Equipment) Ltd	Balance Rotor Shafts & Supply Flails AU11 HCH	359.56
Joe Turner (Equipment) Ltd	Balance Rotor Shafts & Supply Flails VX65 HTA	359.56
Joe Turner (Equipment) Ltd	Balance Rotor Shafts & Supply Flails VX65 HVB	359.55
Cutwel Ltd	27mm Jobber Drill	55.99
Screwfix Direct Ltd	Heater for WC	17.99
TESCO	Petrol for Courtesy Car (Fews)	8.08
Pitney Bowes Ltd	Postal top up	308.00
Orchard Computer Services	Installation of Sage onto Server	48.00
Joe Turner (Equipment) Ltd	Parts for AU11 HCH	183.00
Joe Turner (Equipment) Ltd	Parts for WX14 LGO	183.00
Joe Turner (Equipment) Ltd	Parts for OU07 JXX	183.02
K J Conner & Son	Cleaning for November	276.00
The Gables Hotel	Room hire & refreshments for 21/11/18	110.00
BRT Group	seals for Mowers	8.16
CROMWELL GROUP HOLDINGS LTD	Assort Screws & self locking nuts	168.65
Severn Controls Ltd (Rewinds Division)	Attend Wicks Green to reset levels	108.00
LISTER WILDER LTD	Flashing light for AU11 HCH	49.52
LISTER WILDER LTD	Roller Brackets for AU11 HCH	201.40
LISTER WILDER LTD	Roller Brackets for VX65 HTA	201.40
LISTER WILDER LTD	Roller Brackets for VX65 HVB	201.42
Moorepay Ltd	Payroll Costs	100.14

**Board Payments to be Noted**

**December 2018**

<u>Supplier</u>	<u>Details</u>	<u>Amount Paid this Period</u>
Orchard Computer Services	Firewall & Anti-Virus renewal	667.20
MERRETT D C	Transportation of WX12 CWL	300.00
GAP SUPPLIES	3 x Posts	23.59
GREENHAM TRADING LTD	Safety Boots, Wipes, Paper Towels	370.21
Avon Hydraulics (UK) Ltd	Hose assembly for WX09 FYF	48.00
Avon Hydraulics (UK) Ltd	Hose assembly for WX09 FYF	72.00
Avon Hydraulics (UK) Ltd	Hose assembly for WX09 FYF	204.00
Smiths (Gloucester) Ltd	Waste Management for Nov 18	32.88
ALLCAP LTD	Padlocks	369.12
Plan Communications Ltd	Mobile phones bill	226.40
ZEN INTERNET LTD	Monthly internet charges	46.50
BRT Group	Oil seals for Energreen Mowers	18.65
SAGE UK LTD	Annual Sage Accounts Cover & Upgrade	2,483.04
The Gables Hotel	Room Hire & refreshments for 05/12/18	85.00
ClIr Bronwen Behan	B Behan - Mileages for 05/12/18	26.10
Mr K Withers	K Withers - Mileages for 05/12/18	13.50
Mr P Abraham	P Abraham - Mileages for 05/12/18	14.40
Mr P Abraham	P Abraham - Mileages Swada	29.25
Claas Western Ltd	Expansion Kit for WX14 LGO	218.61
SOUTH GLOUCESTERSHIRE COUNCIL	Busoness Rates	732.00
Motion Consultants Ltd	Saul P/S Project for Oct 18	1,728.00
Motion Consultants Ltd	General Consultancy Severnside for Oct 18	1,440.00
Mole Country Stores	Safety Wellingtons	54.99
Mole Country Stores	Assort Creosoted Stakes, Rails, Gates	2,852.69
FILTRATION LTD	Filters for WX14 LGO	77.26
MERRETT D C	Diagnose faulty valve block on WU16 TZM	162.00
Molson Equipment Services Ltd	New DPF Centre Section for WO14 OEY	2,537.54
Molson Equipment Services Ltd	New DPF Centre Section for WO16 TZM	2,537.56
Molson Equipment Services Ltd	Labour on (Regeneration) to WO14 OEY	465.42
Molson Equipment Services Ltd	Labour on repairs to WU16 TZM (Rotation Circuit)	1,014.00
Molson Equipment Services Ltd	Parts on repairs to WU16 TZM (Rotation Circuit)	895.75
Citation Ltd	Legal Fees	309.00
Hydroscand Ltd	Seals for WU16 TZM	1.76
LISTER WILDER LTD	PTO shaft repair to Normat Mower	136.26
TAILORMADE OFFICE SUP.LTD	Data sticks, suspension files, duplicate books	141.39
Cablestream Ltd	Office phone line renatl & calls	86.08
Hydroscand Ltd	2 x replacement hoses for	73.63
HORE MR J	J Hore - Mileages for 12/12/18	9.00
Mr W J Cornock	J Cornock - Mileages for 12/12/18	5.40
Mr CJN Williams	C Williams - Mileages for 12/12/18	19.80
Dual Energy Direct Ltd	Saul Electricity	7.52
Dual Energy Direct Ltd	Lapperditch Electricity	7.52
Dual Energy Direct Ltd	Office Electricity	506.41
		<u>33,337.59</u>

**Invoice FYI**

Please note that the amounts shown above include Vat where applicable

**Amount Paid this Period (Supplier Invoices) 33,337.59**

**Bank Payments for December 2018**

NatWest	Bankline Charge	110.60
NatWest	Bank Charges incl Chaps Charge	48.83
	<b>Amount Paid this Period (Bank Payments)</b>	<b>159.43</b>

**Total Amount Paid this Period - December 2018**

**£33,497.02**

**Payments to be Noted Nov 18 - Dec 18**

Nov 18	57,084.08
Dec 18	<u>33,497.02</u>
<b>Total</b>	<b>£90,581.10</b>

# Lower Severn (2005) Internal Drainage Board

## Payments to be Noted

Date From : 01/11/2018

**Nov 2018 - Dec 2018**

Date To : 31/12/2018

No	Type	Date	N/C	Ref	Details	Net Amount	Tax Amount	Gross Amount	Bank Rec. B Date
76753	BP	15/11/2018	2231	D/D	<b>Nov 18</b> Peoples Pension Cont - Oct 18	802.04	0.00	802.04	R 30/11/2018
76754	BP	19/11/2018	2230	D/D	Glos CC - Pension Cont for Oct	16,548.50	0.00	16,548.50	R 30/11/2018
76755	BP	22/11/2018	2210	D/D	HMRC - Liability for Oct 18	15,699.07	0.00	15,699.07	R 30/11/2018
76756	BP	28/11/2018	2220	D/D	LSIDB Salary for Nov 18	33,176.26	0.00	33,176.26	R 30/11/2018
76757	BP	28/11/2018	2211	D/D	GMB - Union Cont for Nov 18	27.40	0.00	27.40	R 30/11/2018
76992	BP	17/12/2018	2231	D/D	<b>Dec 18</b> Peoples Pension Cont - Nov 18	674.12	0.00	674.12	R 31/12/2018
76993	BP	19/12/2018	2230	D/D	Glos CC - Pension Cont for Nov	14,970.10	0.00	14,970.10	R 31/12/2018
76994	BP	21/12/2018	2210	D/D	HMRC - Liability for Nov 18	15,524.52	0.00	15,524.52	R 31/12/2018
76995	BP	21/12/2018	2220	D/D	LSIDB Salary for Dec 18	28,539.45	0.00	28,539.45	R 31/12/2018
76996	BP	21/12/2018	2211	D/D	GMB - Union Cont for Dec 18	27.40	0.00	27.40	R 31/12/2018
						<u>125,988.86</u>	<u>0.00</u>	<u>125,988.86</u>	
						<u>125,988.86</u>	<u>0.00</u>	<u>125,988.86</u>	

Date From: 01/11/2018  
Date To: 31/12/2018

Nov 2018 - Dec 2018

No	Type	Date	Ref	Details		Net £	Tax £	Gross £	B	Bank Rec.	Date
76759	CP	05/11/2018	7346	Tescos - Tea, Coffee, Sugar	<b>Nov 18</b>	27.56	0.00	27.56	R	30/11/2018	
76760	CP	07/11/2018	7347	Wrapping Paper		2.00	0.00	2.00	R	30/11/2018	
76761	CP	12/11/2018	7348	Tescos - 2 x Milks		2.18	0.00	2.18	R	30/11/2018	
76762	CP	19/11/2018	7349	Tescos - 2 x Milks		2.18	0.00	2.18	R	30/11/2018	
76763	CP	26/11/2018	7350	Tescos - 2 x Milks		2.18	0.00	<u>2.18</u>	R	<u>30/11/2018</u>	
76998	CP	03/12/2018	7351	Lidl - 2 x milks (No receipt)	<b>Dec 18</b>	2.18	0.00	2.18	R	31/12/2018	
76999	CP	10/12/2018	7352	Tescos - 2 x Milks		2.18	0.00	2.18	R	31/12/2018	
77000	CP	13/12/2018	7353	4 x Calendars		3.56	0.00	3.56	R	31/12/2018	
77001	CP	17/12/2018	7354	Tescos - Milk		1.09	0.00	1.09	R	31/12/2018	
Totals						<u>45.11</u>	<u>0.00</u>	<u>45.11</u>			

**Transfers Between Accounts : November 2018 - December 2018**

Bank	Bank Account	Type	Date	Journal	TransactionNominal.Details	Amount
1200	NAT WEST ACCOUNT NO 1:	JC	09/11/2018	J1309	Tsf from No1 Acc to No2 Acc (Re Wages)	-70000
1200	NAT WEST ACCOUNT NO 1:	JC	09/11/2018	J1310	Tsf from No1 Acc to Direct Res	-400000
1200	NAT WEST ACCOUNT NO 1:	JD	12/12/2018	J1315	Tsf from Direct Res to No1 Acc (To open Lloyds 32 day)	400000
1200	NAT WEST ACCOUNT NO 1:	JD	12/12/2018	J1316	Tsf from Direct Res to No1 Acc (To open Lloyds 32 day)	50000
1200	NAT WEST ACCOUNT NO 1:	JC	12/12/2018	J1317	Tsf from No1 Acc to No2 Acc (Re Wages)	-60000
1200	NAT WEST ACCOUNT NO 1:	JC	17/12/2018	J1318	Tsf to open Lloyds 32 Day Account	-400000
1200	NAT WEST ACCOUNT NO 1:	JC	20/12/2018	J1321	Tsf from No1 acc to open NW 35 day A/C	-100000
1201	NAT WEST ACCOUNT NO 2:	JD	09/11/2018	J1309	Tsf from No1 Acc to No2 Acc (Re Wages)	70000
1201	NAT WEST ACCOUNT NO 2:	JD	12/12/2018	J1317	Tsf from No1 Acc to No2 Acc (Re Wages)	60000
1257	Nat West Direct Reserve Acc	JD	09/11/2018	J1310	Tsf from No1 Acc to Direct Res	400000
1257	Nat West Direct Reserve Acc	JC	12/12/2018	J1315	Tsf from Direct Res to No1 Acc (To open Lloyds 32 day)	-400000
1257	Nat West Direct Reserve Acc	JC	12/12/2018	J1316	Tsf from Direct Res to No1 Acc (To open Lloyds 32 day)	-50000
1260	Lloyds 32 Day Notice	JD	17/12/2018	J1318	Tsf to open Lloyds 32 Day Account	400000
1261	Nat West 35 Day Notice :	JD	20/12/2018	J1321	Tsf from No1 acc to open NW 35 day A/C	100000