

**Minutes of the Finance & General Purposes Committee of the  
Lower Severn (2005) Internal Drainage Board  
Meeting held Wednesday 16<sup>th</sup> December 2020 at 14.00pm  
Blended Meeting**

Present:

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

Cllr M Riddle  
Mr G Simms  
Ald M Sykes

Martin Dear  
Kieran Warren  
Louise Reading

Accounts Officer  
Principal Officer  
Minutes

AO  
PO

<b>3140</b>	<p><b>Election of Chairman for 2021/22</b></p> <p>The PO invited nominations for the post of Chairman. Ald Williams was proposed and seconded for the post. No other nominations were proposed.</p> <p><b>It was resolved that:</b></p> <ul style="list-style-type: none"> <li><b>Ald Williams be elected Chairman for the ensuing year.</b></li> </ul> <p>Ald Williams thanked Members for their confidence in him to continue this role in the coming year.</p>	
<b>3141</b>	<p><b>Apologies:</b></p> <p>Apologies were received from Cllr P Abraham and Cllr Griffin</p>	
<b>3142</b>	<p><b>Chairman's Announcements</b></p> <p>The Chairman explained to Members that an update on Elmore Back would be provide under item 11as this would have a significant impact on the Board's Finances.</p>	
<b>3143</b>	<p><b>Declarations of Interest</b></p> <p>There were no declarations of interest.</p>	
<b>3144</b>	<p><b>Minutes of the Previous Meeting</b></p> <p><b>It was resolved that:</b></p> <ul style="list-style-type: none"> <li><b>Subject to the alteration of the date of the minutes the Finance &amp; General Purposes Committee Meeting held on 9<sup>th</sup> September 2020 be approved as a correct record.</b></li> </ul>	
<b>3145</b>	<p><b>Renewal of IT Contract</b></p> <p>This item was withdrawn.</p>	
<b>3146</b>	<p><b>Internal Audit Services</b></p> <p>The Chairman reminded Members that in September 2017 it was agreed that the work undertaken by the auditors would be selected by them. However, recognising the importance of the Capital Programme, the Chairman suggested that an exemption be made this year and the auditors be asked to ensure that the Board were following its tendering and procurement policies and procedures.</p>	

	<p>The PO advised Members that he had spoken with Bishop Fleming and they can check that procurement had been in line with procedures and that he would need to check if this would attract further costs.</p> <p><b>It was resolved that:</b></p> <ul style="list-style-type: none"> <li>• <b>The Internal Auditor be requested to look at the procurement procedure regarding capital schemes when undertaking their internal audit in January 2021 and the PO to investigate if extra charges would be incurred.</b></li> </ul>	
<b>3147</b>	<p><b>Reserves Policy</b></p> <p>Discussed in the Governance and Probity Committee it was agreed that having a 100% reserve was unachievable. The 30% that the Board had agreed and used over the many years had proved appropriate.</p> <p>In response to a question from Mr Hore, the PO stated that the change in advice had arisen when the new ADA guidance booklet that was issued in 2018.</p> <p>The Chairman asked if the Board was to be wound up would there be sufficient funds to administer this to which the PO confirmed that it was believed so but further checks were being made to confirm this.</p> <p><b>It was recommended that</b></p> <ul style="list-style-type: none"> <li>• <b>The Board reaffirms its Reserves Policy as set out in the current Financial Regulations.</b></li> </ul>	
<b>3148</b>	<p><b>External Audit Report for Year Ended 31 March 2020</b></p> <p>The AO advised Members that the External Auditors have published a clean report and certificate for 2019/20 and this signals the closure of the accounts for 2019/20.</p> <p><b>It was resolved that:</b></p> <ul style="list-style-type: none"> <li>• <b>The External Auditor report be noted for 2019/20</b></li> </ul>	
<b>3149</b>	<p><b>Precept and Foreign Water Contribution</b></p> <p>The AO informed Members that a letter had been received from the EA to advise the Board of a 2% increase to the precept and foreign water contribution for 2021/22. This is in line with the principle 6-year agreement that IDBs in the English Severn and Wye Catchment agreed to.</p> <p><b>It was resolved that;</b></p> <ul style="list-style-type: none"> <li>• <b>The letter from the EA be noted;</b></li> <li>• <b>The AO reply to the letter to confirm the increase the precept and forging water contribution for 2021/22 are acceptable.</b></li> </ul>	
<b>3150</b>	<p><b>Financial Reports</b></p> <p><u>Elmore Back Pumping Station Update</u></p> <p>Mr Barnes advised Members that at an earlier Engineering meeting an overspend of £200k at Elmore Back had been discussed. Whilst accepting the significant impact on the Board's finances, the Engineering Committee had recommended the following:</p> <ul style="list-style-type: none"> <li>• A Board meeting be held on the 23<sup>rd</sup> December 2020 to approve the alterations to the Capital Programme</li> <li>• The Committee recommends to the Board that the alterations be accepted by the Board</li> <li>• The Committee recommends that the Board approve the increase in expenditure for Elmore Back Pump station to £700k</li> <li>• The depreciation for the pumping stations is applied on a straight-line basis over 40 years for new buildings and 15 years for the pumps and electrical equipment.</li> <li>• Officers be requested to produce a project review report for consideration at the next Engineering Committee meeting addressing the issues</li> </ul>	

	<p>encountered in the Elmore Back scheme and containing recommendations for improved project management in respect of the remaining pumping station replacements.</p> <p>The Chairman expressed concerns in respect of the impact on the Boards Finances and felt that in light of this an increase in the rate of at least 5% should be considered for 2021/2022.</p> <p>Mr Simms agreed and felt it imperative that Members had confidence in and understanding of the figures they were making decisions upon. He felt that it would also be important to review how this overspend came about including recommendations to avoid any future re-occurrence.</p> <p>In response to Mr Littleton's question, the PO confirmed that the pump replacement programme would need to be extended by a year to absorb costs. He was confident that, whilst this wasn't ideal, a further 1-year extension would be approved by the EA.</p> <p>Mr Hore also expressed his concerns on this overspend and agreed that it was important that there was understanding of its impact going forward.</p> <p>Cllr Riddle advised Members that a review report could not be expected to be ready for a meeting next week and that it would be sensible to arrange an Engineering Committee meeting early next year to review the findings.</p> <p>The Chairman suggested that it would be prudent for a joint meeting with the Engineering Committee in January 2021 as both Committees were significantly impacted.</p> <p><b>It was resolved that:</b></p> <ul style="list-style-type: none"> <li><b>The Finance and General Purposes Committee request a joint meeting with the Engineering Committee in January next year to discuss the Elmore Back review report recommended by the Engineering Committee.</b></li> </ul> <p><b>It was recommended that:</b></p> <ul style="list-style-type: none"> <li><b>The Board approve the increase in expenditure for the Elmore Back scheme to £700k.</b></li> </ul> <p><u>Management Accounts 1<sup>st</sup> April 2020 – 30<sup>th</sup> September 2020</u> The AO presented the first quarter accounts to Members and advised that accounts up to 31<sup>st</sup> October 2020 had now also been completed and there were no material changes to report.</p> <p><u>Forecast results for the year ended 31 March 2021</u> The AO informed Members that the outturn forecast a predicted surplus of £16,427 against a budgeted surplus of £10,917. Cllr Riddle thanked the AO for his hard work.</p> <p><u>Draft Budget for 2021/22</u> The draft budget showed a deficit of £44,121 for 2021/22 and this assumes a rate rise of 0.5p.</p> <p>Some discussion was had around the pay increase figure and the Chairman reminded Members that this would be dealt with at the Staff and Pensions Committee and that a figure needed to be agreed in order for the AO to provide a budget to take to the Board in February. This figure would be subject to change so to err on the side of Caution the figure remained as had been reported.</p> <p><u>Capital Expenditure for 2020/21 and 2021/22</u></p>	
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	<p>The AO presented the Capital Expenditure for the next two years. This would require changing dependent on the outcome of the Extraordinary Board Meeting scheduled next week.</p> <p><u>Apportionment between Charging Authorities 2021/22</u> The AO presented the report that showed income raised by ratepayers and each Council based on a rate increase of 0.5p.</p> <p><u>Capital Programme to 2027/28</u> The AO informed Members that expenditure on the Capital Programme till 2028 was £4,559,808.</p> <p><u>Medium Term Financial Plan 2021/26</u> The AO advised Members that there was a steady deficit increase over the next 5 years.</p> <p><u>Cash Flow to April 2021</u> The AO advised Members that the cash flow showed a projected cash balance of £1,081,000 at the end of this year.</p> <p><u>Cash Flow to April 2022</u> The AO advised Members that the cash flow showed a projected cash balance of £653,000 at the end of 2022. Subject to Board decision on Elmore back next week this could change considerable.</p> <p><u>Developers Funds as at 30<sup>th</sup> November 2020</u> The AO presented the developers funds to Members.</p> <p><b>It was resolved that:</b></p> <ul style="list-style-type: none"> <li>• <b>That the following reports be noted and updated for the F &amp; GP Committee Meeting on 20<sup>th</sup> January 2021</b> <ul style="list-style-type: none"> <li>○ <b>Management Accounts - 1 April 2020 to 30<sup>th</sup> September 2020;</b></li> <li>○ <b>Forecast results for the year ended 31<sup>st</sup> March 2021;</b></li> <li>○ <b>Draft Budget for 2021/22;</b></li> <li>○ <b>Capital Expenditure for 2020/21 and 2021/22;</b></li> <li>○ <b>Apportionment between Charging Authorities;</b></li> <li>○ <b>Capital Programme to 2027/28;</b></li> <li>○ <b>Medium Term Financial Plan 2021/26;</b></li> <li>○ <b>Cash Flow to April 2021;</b></li> <li>○ <b>Cash Flow for 2021/2022;</b></li> <li>○ <b>Developers Funds as at 30<sup>th</sup> September 2020.</b></li> </ul> </li> </ul>	
3151	<p><b>Payments Noted</b></p> <p><b>It was resolved that:</b></p> <ul style="list-style-type: none"> <li>• <b>The payments made between 1<sup>st</sup> August 2020 and 31<sup>st</sup> October 2020 and transfers made between accounts, as per Appendix A be noted.</b></li> </ul>	
3152	<p><b>Date of Next meeting</b> Members noted that the next Finance and General Purposes meeting would be held on 20<sup>th</sup> January 2021. The PO suggested that in light of the Finance and General Purposes requesting a joint meeting with Engineering, that perhaps this date would be suitable. The Chairman agreed and the PO indicated that he would speak with the Engineering Chairman.</p> <p>NB. In consultation with the appropriate Chairmen, the PO subsequently arranged for the review report originally intended for the joint meeting referred to above to be considered by the Full Board at its meeting on 3 February 2021.</p>	

	Meeting closed at 15.30pm	

## No 1 Account

## Lower Severn (2005) Internal Drainage Board

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## Payments to be Noted

August 2020

<u>Supplier</u>	<u>Details</u>	<u>Amount Paid this Period</u>
Orchard Computer Services	Quarterley Maintenance Cover 08/06/20-07/09/20	389.00
RS COMPONENTS LTD	Spare Bulbs	22.44
RS COMPONENTS LTD	Items for Workshop Improvements	143.64
Thornbury Motors	Petrol for Chainsaws/Strimmers	42.89
PowerToolSpares.com	Cordless grinder parts	19.31
RS COMPONENTS LTD	Storeage Boxes	320.06
Giffgaff Ltd	Sim Monthly Plan - Slimbridge WLMP	8.00
TAILORMADE OFFICE SUP.LTD	Scissors	4.28
TAILORMADE OFFICE SUP.LTD	Ink for KW Computer (Work from home)	20.40
CROMWELL GROUP HOLDINGS LTD	Airmate Pro-Tech Compressor	1,041.59
CROMWELL GROUP HOLDINGS LTD	Assort drill bits, Paint markers	123.79
RS COMPONENTS LTD	PVC Conduit for workshop improvements	20.69
Konica Minolta Business Solutions (UK) Ltd	Quarterly printing charges	70.31
Konica Minolta Business Solutions (UK) Ltd	Quarterly Photocopier Hire Charge	83.88
Halfords	Air Con Recharge Cans	199.96
DVLA	Vehicle Tax for WO14 OEY	165.00
DVLA	Credit Card Charge	2.50
Claas Western Ltd	Filters for WO14 LGO	113.88
Claas Western Ltd	Glass for OU07 JXX	342.86
Hydroscand Ltd	Hose Assembly for VX65 HTA	24.70
Water 2 Business	Water Bill 21/01/2020 - 15/07/2020	55.51
Water Environment Ltd	Model Maintenance & Update	5,265.00
RS COMPONENTS LTD	Cable supports for workshop	11.38
RS COMPONENTS LTD	Cable supports for workshop	2.53
TAILORMADE OFFICE SUP.LTD	A4 Paper	45.36
Zoom Video Communications Inc.	Zoom subscription 23/07/20-22/08/20	11.99
Amazon.co.uk	Headset for MD	29.99
Amazon.co.uk	Headset for KW	29.99
Tincknell Fuels Ltd	2,000 litres Derv	2,163.60
Avon Fire Systems Ltd	12 months maint on Fire Alarm from 16/03/2020 (Inv	378.00
GAP SUPPLIES	Power Posts for Workshop	473.12
ARCO LTD	Hand Sanitiser	2.94
Avon Hydraulics (UK) Ltd	Hose assembly for WV19 FUU	72.00
MERRETT D C	Labour on repairs to WX14 LGO	1,860.00
MERRETT D C	Parts on repairs to WX14 LGO	1,349.31
Mr C.JN Williams	C Williams - Mileages for meeting with MD	23.40
Hydroscand Ltd	Hose assembly, oil & soak up pads for WU16 TZM	152.77
Moorepay Ltd	Payroll costs for July	153.42
Pirtek Bristol	Hose assembly & parts for WV19 FUU	238.21
Force 4 Chandlery	Heavy duty wiper arm & motor for WX20 FGM	101.80
TAILORMADE OFFICE SUP.LTD	Ink for LR, Yr Planner, Post Its	145.89
Worldpay (UK) Ltd	Subscription for Aug	11.94
Plan Communications Ltd	Mobile Phones Bill	258.00
ZEN INTERNET LTD	Monthly Internet Charge	46.50
Citation Ltd	Legal Fees	315.52
SOUTH GLOUCESTERSHIRE COUNCIL	Business Rates	761.00
Hydroscand Ltd	Hoses & Parts for VX65 HVB	272.51
Motion Consultants Ltd	Elmore Back Pump Modifications for Jun Avonmouth	18,628.80
Motion Consultants Ltd	Consultancy for Jun 20	1,620.00
Motion Consultants Ltd	Marshfield P/S Modifications for Jun 20	3,003.53
Motion Consultants Ltd	Lapperditch P/S Modifications for Jun 20	3,003.53
Motion Consultants Ltd	Wicks Green P/S Modifications for Jun 20	3,003.53
Motion Consultants Ltd	Oldbury P/S Modifications for Jun 20	3,003.52
K J Conner & Son	Cleaning for July	276.00
FILTRATION LTD	Filters for WO14 OEY	67.73
FILTRATION LTD	Filters for WU16 TZM	67.73
FILTRATION LTD	Filters for OU07 JXX	84.80
SG Bailey Paints Ltd	Assort Paints for Workshop	415.27
Worldpay (UK) Ltd	Credit Card Transaction Charges for Jul	16.73
Worldpay (UK) Ltd	Vatable charges	6.66

Invoice FYI

Invoice FYI

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## No 1 Account Contd.

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

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## August 2020

<u>Supplier</u>	<u>Details</u>	<u>Amount Paid this Period</u>
Mole Country Stores	Link Quick Repairs, Hooks	14.45
Mole Country Stores	Handwash	4.10
Mole Country Stores	Assort Screws, S/Driver Bits, Plate Hooks, Bolts	74.87
Mole Country Stores	Hand Gel	15.98
Smiths (Gloucester) Ltd	Waste Management for Jul	38.69
CROMWELL GROUP HOLDINGS LTD	WD-40, 3in1, Grease Guns	356.88
CROMWELL GROUP HOLDINGS LTD	Handles, Identity Tags, Load Straps, Cable Ties,	247.43
CROMWELL GROUP HOLDINGS LTD	Handwash, Paper Rolls	117.60
CROMWELL GROUP HOLDINGS LTD	Window Cleaner	7.20
MERRETT D C	Transportation for WU16 TZM	180.00
JOHN DAVIDSON (PIPES) LTD	Drain cover	22.39
JOHN DAVIDSON (PIPES) LTD	Water pipe Connectors	74.77
Bedford Pumps Ltd	Elmore Back 10% payment on submission of drawings	<b>Invoice FYI</b> 11,724.60
Certas Energy UK Ltd	7,477 litres Gas Oil	3,795.32
Cablestream Ltd	Office Phone Line Rental & Calls	98.65
Corona Energy	Office Electricity 01/07/20-31/07/20	130.96
Corona Energy	Wicks Green P/S Electricity 01/07/20-31/07/20	15.03
Corona Energy	Saul P/S Electricity 01/07/20-31/07/20	22.66
Corona Energy	Oldbury P/S Electricity 01/07/20-31/07/20	31.61
Corona Energy	Lapperditch P/S Electricity 01/07/20-31/07/20	23.70
Corona Energy	Marshfield P/S Electricity 01/07/20-31/07/20	299.55
Corona Energy	Elmore Back P/S Electricity 01/07/20-31/07/20	795.98
Corona Energy	Elmore Back P/S Electricity Account Catch up	<b>Invoice FYI</b> 6,662.22
BRITISH TELECOM	Quarterly charge for 2nd phone line	45.47
		<u>75,388.80</u>

Please note that the amounts shown above include Vat where applicable

Amount Paid this Period	75,388.80
Corona Electricity Credit	<u>(1,294.15)</u>
<b>Amount Paid this Period (Supplier Invoices)</b>	<b>74,094.65</b>

## Bank Payments for August 2020

NatWest	Bankline Charge & Bank Charges	<u>92.34</u>
	<b>Amount Paid this Period (Bank Payments)</b>	<b>92.34</b>

**Total Amount Paid this Period**  
**£74,186.99**

## No 1 Account

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

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September 2020

<u>Supplier</u>	<u>Details</u>	<u>Amount Paid this Period</u>
Smiths (Gloucester) Ltd	Duty of Care 01/12/2019-30/06/2020	60.00
Information Commissioner's Office	Data Protection Renewal Fee	55.00
TESCO	Petrol for Chainsaws	28.41
LEES MEND A SHOE	Padlock	29.99
MOWER DOCTOR	Repairs to Belle Mixer	105.54
Tilney Ltd	Pension Consultancy 01/02/2020 - 31/07/2020	638.40
BRT Industrial Services	Universal Joint for Bomford Mower	52.52
BRT Industrial Services	Bearings for VX65 HVB	125.15
BRT Industrial Services	Bearings for VX65 HTA	125.15
BRT Industrial Services	Bearings for WX20 FGM	125.16
LISTER WILDER LTD	Silencer Clamps for Stock	8.95
Hydroscand Ltd	Fittings for WX65 HTA	30.71
Hydroscand Ltd	Fittings for WX65 HVB	30.71
Hydroscand Ltd	Fittings for WX20 FGM	30.73
Orchard Computer Services	Quarterly Maintenance Cover 08/09/20 - 07/12/20	389.00
Pirtek Bristol	Fittings for WX20 FGM	141.19
Hydroscand Ltd	2 x Hose Assemblies & Fittings for WX65 HVB	358.60
CROMWELL GROUP HOLDINGS LTD	Assort Bungees	17.28
CROMWELL GROUP HOLDINGS LTD	Assort Screws, Studding, Handles, Tape	236.40
Hydroscand Ltd	Hoses & Fittings for WX65 HTA	174.22
Hydroscand Ltd	Hoses & Fittings for WX65 HVB	174.22
Hydroscand Ltd	Hoses & Fittings for WX20 FGM	174.23
ENGINEERING & HIRE LTD	Replacement Ridding Bucket Parts for WX12 CWL	1,081.22
ENGINEERING & HIRE LTD	Replacement Ridding Bucket Parts for WV14 OEY	1,081.22
ENGINEERING & HIRE LTD	Replacement Ridding Bucket Parts for VX65 HTA	1,081.22
ENGINEERING & HIRE LTD	Replacement Ridding Bucket Parts for VX65 HVB	1,081.22
ENGINEERING & HIRE LTD	Replacement Ridding Bucket Parts for WU16 TZM	1,081.22
ENGINEERING & HIRE LTD	Replacement Ridding Bucket Parts for WV19 FUU	1,081.22
RS COMPONENTS LTD	Strain Relief Glands for Stock	48.72
RS COMPONENTS LTD	Grommets for Stock	26.65
MERRETT D C	Transportation of WU16 TZM	240.00
ARCO LTD	Disp. Face Masks	358.40
Lanes Group Plc	Ryalls Lane, Slimbridge CCTV Monitoring	3,180.00
LISTER WILDER LTD	Water Pipe Connectors	39.08
PMC Fluidpower Ltd t/as Group HES	Motor for Spearheads - VX65 HTA	999.70
PMC Fluidpower Ltd t/as Group HES	Motor for Spearheads - VX65 HVB	999.70
PMC Fluidpower Ltd t/as Group HES	Motor for Spearheads - WX20 FGM	999.71
Pitney Bowes Ltd	Franking Machine hire for Jul & Aug	31.08
K J Conner & Son	Cleaning for August	276.00
LEES MEND A SHOE	Key Cut	4.50
Mole Country Stores	Clamps, Hinge Pins	68.09
Mole Country Stores	Safety Boots	52.99
Mole Country Stores	Handwash	7.10
Mole Country Stores	Battery terminals, Forks	31.68
Miles Tyre & Exhaust Services	New tyre & ballasting for WX14 LGP	1,510.20
Joe Turner (Equipment) Ltd	ICS Control Box for Bomford Mower	1,080.00
Joe Turner (Equipment) Ltd	Balance Rotor on VX65 HTA	165.00
Joe Turner (Equipment) Ltd	Balance Rotor on VX65 HVB	165.00
Leader Air Conditioning Ltd	Annual Maintenance on Air Con 04/10/2020 -	468.00
Certas Energy UK Ltd	7.500 litres Gas Oil	3,713.40
Avon Hydraulics (UK) Ltd	Hose for Bomford Mower	48.00
AVON ALARMS LTD	12 months maintenace on Intruder Alarm System	96.00
Motion Consultants Ltd	Marshfield P/S Modifications for Jul	2,037.00
Motion Consultants Ltd	Lapperditch P/S Modifications for Jul	2,037.00
Motion Consultants Ltd	Wicks Green P/S Modifications for Jul	2,037.00
Motion Consultants Ltd	Oldbury P/S Modifications for Jul	2,037.00
Motion Consultants Ltd	Avonmouth/Sevenside Consultancy for Jul	2,916.00
Motion Consultants Ltd	Elmore Back P/S Modifications for Jul	17,110.80
Hydroscand Ltd	replacement hose assembly for WU16 TZM	65.53
Worldpay (UK) Ltd	Credit Card Transaction Charges for Aug 20	15.00

Invoice FYI

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## No 1 Account Contd.

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

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## September 2020

<u>Supplier</u>	<u>Details</u>	<u>Amount Paid this Period</u>
Worldpay (UK) Ltd	Vatable Charges	6.06
CROMWELL GROUP HOLDINGS LTD	Asort drill bits, Welding Rods, Nuts, Wire Rope,	193.80
Moorepay Ltd	Payroll Costs	153.42
Smiths (Gloucester) Ltd	Waste management	38.69
ALLCAP LTD	Padlocks	396.86
Worldpay (UK) Ltd	Subscription Fees for Credit Card for Sep 20	11.94
Plan Communications Ltd	Mobile Phones Bill	258.00
PMC Fluidpower Ltd t/as Group HES	Motor shafts & seals for VX65 HTA	170.53
PMC Fluidpower Ltd t/as Group HES	Motor shafts & seals for VX65 HVB	170.53
PMC Fluidpower Ltd t/as Group HES	Motor shafts & seals for WX20 FGM	170.53
ZEN INTERNET LTD	Monthly Internet Charge	46.50
Hydroscand Ltd	Hose assembly for VX65 HTA	94.16
Citation Ltd	Legal Fees	315.52
SOUTH GLOUCESTERSHIRE COUNCIL	Business Rates	761.00
Eurocarparts	Filters for VN62 RPY	41.95
Eurocarparts	Filters for WN03 NVK	47.07
Corona Energy	Elmore Back Electricity 01/08/20 - 31/08/20	741.38
Corona Energy	Marshfield Electricity 01/08/20 - 31/08/20	277.04
Corona Energy	Wicks Green Electricity 01/08/20 - 31/08/20	590.15
Corona Energy	Lapperditch Electricity 01/08/20 - 31/08/20	48.56
Corona Energy	Saul Electricity 01/08/20 - 31/08/20	22.66
Corona Energy	Oldbury Electricity 01/08/20 - 31/08/20	55.76
Corona Energy	Office Electricity 01/08/20 - 31/08/20	126.75
LISTER WILDER LTD	Door hinge for VX65 HTA	63.08
LISTER WILDER LTD	Door hinge for VX65 HVB	63.08
LISTER WILDER LTD	Door hinge for WX20 FGM	63.12
LISTER WILDER LTD	Parts for VX65 HTA	688.76
LISTER WILDER LTD	Parts for VX65 HVB	688.76
LISTER WILDER LTD	Parts for WX20 FGM	688.78
Claas Western Ltd	Dattery for WX14 LGO	207.50
Cablestream Ltd	Office phone line rental & calls	89.90
AP Air Ltd	Clutch tool kit & Coil for VX65 HTA	169.62
Giffgaff Ltd	Monthly Sim for Slimbridge WLMP - Aug	8.00
Amazon.co.uk	Headphones for PO	29.99
Amazon.co.uk	Headphones for JT & JD	59.98
Amazon.co.uk	Headphones for LR	36.99
Zoom Video Communications Inc.	Zoom Subscription 23/08/20 - 22/09/20	11.99
Amazon.co.uk	Headphones for Board Member	29.99
		<u>60,101.61</u>

Please note that the amounts shown above include Vat where applicable

Amount Paid this Period	<u>60,101.61</u>
<b>Amount Paid this Period (Supplier Invoices)</b>	<b>60,101.61</b>

## Bank Payments for September 2020

NatWest	Bankline Charge & Bank Charges	66.07
L Reading	Payback for postage bought during Lockdown	68.32
J Thomas	Payback for Sim Cards bought during Lockdown	<u>120.00</u>
	<b>Amount Paid this Period (Bank Payments)</b>	<b>254.39</b>

**Total Amount Paid this Period**  
**£60,356.00**

## No 1 Account

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

Page: 1

October 2020

<u>Supplier</u>	<u>Details</u>	<u>Amount Paid this Period</u>
Orchard Computer Services	Quarterly Maintenance Cover 08/09/20 - 07/12/20	389.00
DM Components	switch & Wiper Lens for WX20 FGM	14.92
Glamorgan Telecom Ltd	Annual Maintenance 14/10/20 - 13/10/20 (To be	297.60
Hydroscand Ltd	Hose assembly for VX65 HTA	40.98
CROMWELL GROUP HOLDINGS LTD	Screwdrivers, Gaskets, Clipboards, Spanners	140.30
MERRETT D C	Transportation of WU16 TZM	240.00
Water Environment Ltd	Model Maintenance & Update 01/07/20-31/08/20	8,443.50
Barcan & Kirby	Legal services for debt recovery	549.60
BBL BATTERIES	Battery for VX65 HTA	178.18
Miles Tyre & Exhaust Services	2 x tyres for IW Trailer	159.14
Autoelectrical.parts	Warning lights for WX20 FGM	144.98
Giffgaff Ltd	Monthly Sim for Slimbridge WLMP - Sep	8.00
Certas Energy UK Ltd	6,530 litres Gas Oil	3,016.86
MERRETT D C	Hire of Vactor for Elmore Back	1,598.40
BRT Industrial Services	Bearings for Bomford Mower	24.84
BRT Industrial Services	Bearings for VX65 HTA	53.04
BRT Industrial Services	Bearings for VX65 HVB	53.04
BRT Industrial Services	Bearings for WX20 FGM	53.03
CROMWELL GROUP HOLDINGS LTD	Hydraulic Connectors & Hydraulic Nipples	119.88
Molson Equipment Services Ltd	Call out to WU16 TZM - Labour	292.50
Molson Equipment Services Ltd	Call out to WU16 TZM	165.60
Orchard Computer Services	Conference Room Equipment & Set-up	1,812.00
Orchard Computer Services	Conference Room Equipment & Set-up	365.40
LISTER WILDER LTD	Control Brackets for VX65 HVB	407.16
BRT Industrial Services	Timing belts for VX65 HTA	79.56
BRT Industrial Services	Timing belts for VX65 HVB	79.56
BRT Industrial Services	Timing belts for WX20 FGM	79.58
Hydroscand Ltd	Hose assembly for tree shears	41.58
Mr W J Cornock	J Cornock - Mileages for 23/09/2020	5.40
Mr CJN Williams	C Williams - Mileages for 23/09/2020	19.80
HYSLOP MR R	R Hyslop - Mileages for 23/09/2020	22.50
LITTLETON MR G	G Littleton - Mileages for 23/09/2020	16.20
K J Conner & Son	Cleaning for September	276.00
ARCO LTD	Hand Wash	89.82
ARCO LTD	Hand Wash	35.93
SG Bailey Paints Ltd	Yellow paint for Ridding Buckets	72.90
Ford Fuel Oils	Anti-freeze	322.78
Amazon.co.uk	Headphones for Board Member	36.99
Zoom Video Communications Inc.	Zoom Subscription 23/09/20 - 22/10/20	11.99
TESCO	Petrol for Chainsaws	59.30
Certas Energy UK Ltd	7,000 litres Gas Oil	3,276.00
PKF Littlejohn LLP	Limited Assurance Audit for YE 31/03/2020	2,400.00
Spearhead Machinery Ltd	500 hour service on WX20 FGM	737.98
BARNES MR M	Vice Chairs Honorarium for 2019/20	1,077.00
ENVIRONMENT AGENCY	Levy net of FWG	11,638.25
Picksons	Mirror for WV19 FUU	15.54
Picksons	Work light for WX20 FGM	23.40
Avon Hydraulics (UK) Ltd	Hydraulic hose assembly	60.00
BRT Industrial Services	Bearings for VX65 HTA	72.88
BRT Industrial Services	Bearings for VX65 HVB	72.88
BRT Industrial Services	Bearings for WX20 FGM	72.86
Motion Consultants Ltd	Avonmouth consultancy for Aug 20	4,492.85
Hydroscand Ltd	Hose assembly for WO14 OEY	59.69
Hydroscand Ltd	Hose assembly for VX65 HVB	116.82
Moorepay Ltd	Payroll costs for Sep	153.42
TAILORMADE OFFICE SUP.LTD	A4 Paper, Binding covers & combs, Memo pads	111.96
Smiths (Gloucester) Ltd	Waste Management - Sep	58.03
MERRETT D C	Transportation for WU16 TZM	240.00
Severn Controls Ltd	Call out to Marshfield P/S	223.60
Severn Controls Ltd	Call out to Wicks Green	366.84

Invoice FYI

Invoice FYI

No 1 Account Contd.

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

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### October 2020

<u>Supplier</u>	<u>Details</u>	<u>Amount Paid this Period</u>
Severn Controls Ltd	Call out to Oldbury P/S	533.70
CROMWELL GROUP HOLDINGS LTD	Window cleaner	1.80
Holt JCB Ltd	Quarterly Service Agreement 25/07/20-24/10/20	321.20
Worldpay (UK) Ltd	Credit Card Subscription for Oct	11.94
Nomenca Ltd	Saul P/S Retention - final invoice	1,970.86
Citation Ltd	Legal Fees	315.52
SOUTH GLOUCESTERSHIRE COUNCIL	Business Rates	761.00
Amazon.co.uk	Headset for Board Member	36.99
Farming Parts Online (John McElderry (M&T))	Replacement flails for VX65 HTA	124.80
Farming Parts Online (John McElderry (M&T))	Replacement flails for VX65 HVB	124.80
Farming Parts Online (John McElderry (M&T))	Replacement flails for WX20 FGM	124.81
The Gables Hotel	Room hire for 23/09/2020	200.00
The Gables Hotel	Trefreshments for 23/09/2020	12.50
DM Components	Switch for WX20 FGM	16.38
ZEN INTERNET LTD	Monthly internet charge	46.50
metals4U.co.uk	Assort lengths of steel for workshop	519.12
Plan Communications Ltd	Mobile phones bill	258.45
Miles Tyre & Exhaust Services	MOT on WN03 NVK	54.00
Chartered Institution of Water & Environmental	CIWEM annual membership for JD	144.00
Mole Country Stores	Battery booster cable, Staples	87.88
Worldpay (UK) Ltd	Credit card transaction charges for Sep	15.00
Worldpay (UK) Ltd	Vatable charges	6.17
Western Power Distribution	Disconnection/Reconnection for Electrical Contractor	81.85
Molson Equipment Services Ltd	Repairs to WU16 TZM	521.04
Bedford Pumps Ltd	Elmore Back - 10% payment on receipt of machined	11,724.60
Bedford Pumps Ltd	Elmore Back - 20% payment on receipt of major	23,449.20
Chartered Institution of Water & Environmental	CIWEM annual membership for JT	144.00
Cablestream Ltd	Office phone line rental & calls	84.41
Pitney Bowes Ltd	Hire of Franking Machine for Sep	15.54
Pitney Bowes Ltd	Postage Top Up	413.00
Corona Energy	Lapperditch P/S Electricity 01/09/20-30/09/20	25.59
Corona Energy	Saul P/S Electricity 01/09/20-30/09/20	19.48
Corona Energy	Oldbury P/S Electricity 01/09/20-30/09/20	31.74
Corona Energy	Office Electricity 01/09/20-30/09/20	168.64
Corona Energy	Wicks Green P/S Electricity 01/08/20-31/08/20	99.85
Corona Energy	Wicks Green P/S Electricity 01/09/20-30/09/20	21.30
Corona Energy	Elmore Back P/S Electricity 01/07/20-31/07/20	78.98
Corona Energy	Elmore Back P/S Electricity 01/08/20-31/08/20	74.32
Corona Energy	Elmore Back P/S Electricity 01/09/20-30/09/20	92.98
Corona Energy	Marshfield P/S Electricity 01/06/20-30/06/20	28.56
Corona Energy	Marshfield P/S Electricity 01/07/20-31/07/20	28.22
Corona Energy	Marshfield P/S Electricity 01/08/20-31/08/20	31.30
Corona Energy	Marshfield P/S Electricity 01/09/20-30/09/20	70.16
LISTER WILDER LTD	Light units for Bomford Mower	53.76
		<b><u>88,033.78</u></b>

Please note that the amounts shown above include Vat where applicable

Amount Paid this Period	88,033.78
Corona Credits	(771.12)
Lister Credit	(53.76)
<b>Amount Paid this Period (Supplier Invoices)</b>	<b>87,208.90</b>

#### Bank Payments for October 2020

NatWest	Bankline Charge & Bank Charges	67.87
<b>Amount Paid this Period (Bank Charges)</b>		<b>67.87</b>

**Amount Paid this Period**  
**£87,276.77**

#### Payments to be Noted August 2020 - October 2020

Aug 20	74,186.99
Sep 20	60,356.00
Oct 20	<u>87,276.77</u>
<b>Total</b>	<b>£221,819.76</b>

No 2 Account

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

Page: 1

### August 2020 - October 2020

Date From : 01/08/2020

Date To : 31/10/2020

### Payroll Reports FYI

No	Type	Date	N/C	Ref	Details	Net Amount	Tax Amount	Gross Amount	Bank Rec.	
									B	Date
91453	BP	17/08/2020	2231	D/D	<b>Aug 20</b> Peoples Pension Cont - Jul 20	1,478.93	0.00	1,478.93	R	31/08/2020
91454	BP	19/08/2020	2230	D/D	LGPS Pension Cont - Jul 20	14,210.14	0.00	14,210.14	R	31/08/2020
91455	BP	21/08/2020	2210	D/D	HMRC Liability - Jul 20	13,209.16	0.00	13,209.16	R	31/08/2020
91456	BP	28/08/2020	2220	D/D	LSIDB Salary - Aug 20	34,476.17	0.00	34,476.17	R	31/08/2020
91457	BP	28/08/2020	2211	D/D	GMB Union - Aug 20	28.28	0.00	<u>28.28</u>	R	<u>31/08/2020</u>
91678	BP	15/09/2020	2231	D/D	<b>Sep 20</b> Peoples Pension Cont - Aug 20	1,632.42	0.00	1,632.42	R	30/09/2020
91679	BP	18/09/2020	2230	D/D	LGPS Pension Cont - Aug 20	15,111.40	0.00	15,111.40	R	30/09/2020
91680	BP	22/09/2020	2210	D/D	HMRC Liability - Aug 20	15,210.76	0.00	15,210.76	R	30/09/2020
91681	BP	28/09/2020	2220	D/D	LSIDB Salary - Sep 20	36,773.54	0.00	36,773.54	R	30/09/2020
91682	BP	28/09/2020	2211	D/D	GMB Union - Sep 20	28.28	0.00	<u>28.28</u>	R	<u>30/09/2020</u>
91964	BP	15/10/2020	2231	D/D	<b>Oct 20</b> Peoples Pension Cont - Sep 20	1,716.64	0.00	1,716.64	R	31/10/2020
91965	BP	19/10/2020	2230	D/D	LGPS Pension Cont - Sep 20	16,215.91	0.00	16,215.91	R	31/10/2020
91966	BP	22/10/2020	2210	D/D	HMRC Liability - Sep 20	17,077.59	0.00	17,077.59	R	31/10/2020
91967	BP	28/10/2020	2220	D/D	LSIDB Salary - Oct 20	36,242.00	0.00	36,242.00	R	31/10/2020
91968	BP	28/10/2020	2211	D/D	GMB Union - Oct 20	29.14	0.00	29.14	R	31/10/2020
						<u>203,440.36</u>	<u>0.00</u>	<u>203,440.36</u>		
						<u>203,440.36</u>	<u>0.00</u>	<u>203,440.36</u>		

## Petty Cash

# Lower Severn (2005) Internal Drainage Board

## Payments to be Noted

Page: 1

Date From: 01/08/2020  
Date To: 31/10/2020

### August 2020 - October 2020

No	Type	Date	Ref	Details	Net £	Tax £	Gross £	B	Bank Rec.	Date
91499	CP	03/08/2020	7484	Tesco - Milk	<b>Aug 20</b> 1.35	0.00	1.35	R	31/08/2020	
91500	CP	10/08/2020	7485	Tesco's - Tea, Coffee, Sugar,	17.93	0.00	17.93	R	31/08/2020	
91501	CP	17/08/2020	7486	Tesco's - Milk	1.35	0.00	1.35	R	31/08/2020	
91502	CP	24/08/2020	7487	Tesco's - Milk	1.35	0.00	<u>1.35</u>	R	<u>31/08/2020</u>	
91623	CP	23/09/2020	LR Payback	Vat on delivery (Omitted from	<b>Sep 20</b> 0.00	0.66	0.66	R	30/09/2020	
91739	CP	07/09/2020	7488	Tesco - Milk	1.35	0.00	1.35	R	30/09/2020	
91740	CP	14/09/2020	7489	Tesco - 2 x Milks	2.18	0.00	2.18	R	30/09/2020	
91741	CP	21/09/2020	7490	tesco - Milk & water for Office	7.65	0.00	7.65	R	30/09/2020	
91743	CP	28/09/2020	7492	Tesco - Milk	1.35	0.00	<u>1.35</u>	R	<u>30/09/2020</u>	
91954	CP	05/10/2020	7493	Tesco - Milk	<b>Oct 20</b> 1.35	0.00	1.35	R	31/10/2020	
91955	CP	12/10/2020	7494	Tesco - Milk	1.35	0.00	1.35	R	31/10/2020	
91956	CP	14/10/2020	7496	Specsavers - eyetest	35.00	0.00	35.00	R	31/10/2020	
91957	CP	19/10/2020	7497	Post Office - Stamps	15.60	0.00	15.60	R	31/10/2020	
91958	CP	19/10/2020	7498	Tesco - Milk	1.35	0.00	1.35	R	31/10/2020	
91959	CP	22/10/2020	7499	Calendars	6.48	1.32	7.80	R	31/10/2020	
91960	CP	26/10/2020	7495	Tescos - Milk, Paracetamols	5.60	0.00	5.60	R	31/10/2020	
91961	CP	27/10/2020	7500	Postage for Court Summons	16.48	0.00	16.48	R	31/10/2020	
Totals					£ <u>117.72</u>	<u>1.98</u>	<u>119.70</u>			

## Transfea Between Accounts August 2020 - October 2020

Bank	NominalRecord.AccountName	Type	Date	Journal	TransactionNominal.Details	Amount
1200	NAT WEST ACCOUNT NO 1:	JD	07/08/2020	J1509	Tsf from Direct Res to No1 Acc	70,000.00
1200	NAT WEST ACCOUNT NO 1:	JC	07/08/2020	J1510	Tsf from No1 Acc to No2 Acc Re: Wages	-60,000.00
1200	NAT WEST ACCOUNT NO 1:	JD	19/08/2020	J1511	Tsf from Direct Res to No1 Acc	20,000.00
1200	NAT WEST ACCOUNT NO 1:	JD	09/09/2020	J1516	Tsf from Direct Res to No1 Acc	70,000.00
1200	NAT WEST ACCOUNT NO 1:	JC	09/09/2020	J1517	Tsf from No1 Acc to No2 Acc Re: Wages	-70,000.00
1200	NAT WEST ACCOUNT NO 1:	JD	10/09/2020	J1518	Tsf from Direct Res to No1 Acc	60,000.00
1200	NAT WEST ACCOUNT NO 1:	JC	11/09/2020	J1519 - 010928	Tsf from No1 Acc to Petty Cash	-200.00
1200	NAT WEST ACCOUNT NO 1:	JD	11/09/2020	J1520	Tsf from 35 Day Notice to No1 Acc	200,000.00
1200	NAT WEST ACCOUNT NO 1:	JD	17/09/2020	J1521	Tsf from 35 Day Notice to No1 Acc	200,000.00
1200	NAT WEST ACCOUNT NO 1:	JC	07/10/2020	J1526	Tsf from No1 Acc to No2 Acc Re: Wages	-80,000.00
1200	NAT WEST ACCOUNT NO 1:	JC	21/10/2020	J1527	Tsf from No1 Acc to Direct Reserve	-100,000.00
1201	NAT WEST ACCOUNT NO 2:	JD	07/08/2020	J1510	Tsf from No1 Acc to No2 Acc Re: Wages	60,000.00
1201	NAT WEST ACCOUNT NO 2:	JD	09/09/2020	J1517	Tsf from No1 Acc to No2 Acc Re: Wages	70,000.00
1201	NAT WEST ACCOUNT NO 2:	JD	07/10/2020	J1526	Tsf from No1 Acc to No2 Acc Re: Wages	80,000.00
1230	PETTY CASH	JD	11/09/2020	J1519 - 010928	Tsf from No1 Acc to Petty Cash	200.00
1257	Nat West Direct Reserve Acc	JC	07/08/2020	J1509	Tsf from Direct Res to No1 Acc	-70,000.00
1257	Nat West Direct Reserve Acc	JC	19/08/2020	J1511	Tsf from Direct Res to No1 Acc	-20,000.00
1257	Nat West Direct Reserve Acc	JC	09/09/2020	J1516	Tsf from Direct Res to No1 Acc	-70,000.00
1257	Nat West Direct Reserve Acc	JC	10/09/2020	J1518	Tsf from Direct Res to No1 Acc	-60,000.00
1257	Nat West Direct Reserve Acc	JD	21/10/2020	J1527	Tsf from No1 Acc to Direct Reserve	100,000.00
1261	Nat West 35 Day Notice :	JC	11/09/2020	J1520	Tsf from 35 Day Notice to No1 Acc	-200,000.00
1261	Nat West 35 Day Notice :	JC	17/09/2020	J1521	Tsf from 35 Day Notice to No1 Acc	-200,000.00

**Minutes of the Finance & General Purposes Committee of the  
Lower Severn (2005) Internal Drainage Board  
Meeting held Wednesday 9<sup>th</sup> September 2020 at 10.00am  
Zoom Virtual Meeting**

Present:

Ald C Williams

Chairman (from  
item 3094)

Mr G Simms (Chairman for Items 3089 to  
3093)

Mr M Barnes

Cllr K Burchell deputising for Cllr M Riddle

Mr J Cornock

Ald M Sykes

Mr G Littleton

Martin Dear

Accounts Officer

AO

Kieran Warren

Principal Officer

PO

James Thomas

Civil Engineer

CE

Louise Reading

Minutes

<b>3089</b>	<b>Apologies:</b> Apologies were received from Cllr R Griffin, Mr J Hore and Cllr M Riddle.	
<b>3090</b>	<b>Chairman's Announcements</b> There were no Chairman's announcements.	
<b>3091</b>	<b>Declarations of Interest</b> There were no declarations of interest.	
<b>3092</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 1<sup>st</sup> July 2020 be approved as a correct record.</b></li> </ul>	
<b>3093</b>	<b>Actions from the previous minutes.</b> Actions 1, 2, 3 & 4 are complete. Action 5 is being actioned by the PO.	
<b>3094</b>	<b>Treasury Sub Committee Minutes</b> The minutes from the Treasury Sub Committee on 26 <sup>th</sup> August 2020 were noted.  The Chairman confirmed that the AO had instructed Smith and Williamson in respect of the investments.  The Chairman asked Members to consider the Capital and Financing Policy up to the final paragraph - Level of Reserves. Members were happy with the wording of this Policy.  The Chairman explained to Members that ADA recommended IDB's held an unallocated reserve balance of 100% of their expenditure. This could have a huge impact on the rate and levy set by the Board.  Because of this at the Treasury Sub Committee meeting Cllr Riddle suggested that this be reviewed at the Governance and Probity Committee Meeting, prior to being discussed at this meeting.	

	<p>The comments and recommendations of the Governance and Probity Committee have been circulated to Members of this Committee. The recommendations were that the PO contact ADA for clarification as to why the level was set at 100% and that in the meantime the Board maintain its existing policy of holding a 30% level of reserves.</p> <p>In response to Mr Simms question the Chairman confirmed that it was not a statutory requirement to follow ADA's guidance.</p> <p>Members agreed that the Level of Reserves Paragraph should not be changed from the current policy.</p> <p><b>It was resolved that:</b></p> <ul style="list-style-type: none"> <li>• <b>The minutes of the Treasury Sub Committee on 26<sup>th</sup> August 2020 be noted as per Appendix A.</b></li> <li>• <b>The Capital Financing and Reserve Policy be amended as agreed above;</b></li> <li>• <b>The Capital Financing and Reserve Policy be submitted to the Board for approval as per Appendix B.</b></li> </ul>	<p><b><u>Action20200902 F&amp;GP1</u></b> For noting by the Board</p> <p><b><u>Action20200902 F&amp;GP2</u></b> For Board Approval</p>
<b>3095</b>	<p><b>Capital Programme</b></p> <p>Mr Barnes, Chairman of the Engineering Committee, advised that the Capital Programme had encountered estimated additional expenditure of around £80,000. This included some desirable works in addition to the mandatory works.</p> <p>However, once the tenders were received and considered the Engineering Committee would finalise what additional works could be included within budget constraints. The was echoed by the PO.</p> <p>Mr Simms raised concerns that any additional works included should be selected in order of priority and provide financial payback.</p> <p>Mr Barnes agreed and advised that only when the Engineering Committee received tenders will they be in a position to finalise the figures.</p> <p><b>It was resolved that:</b></p> <ul style="list-style-type: none"> <li>• <b>The Engineering Committee continue to liaise with the Finance and General Purposes Committee in relation to pump replacement expenditure.</b></li> </ul>	
<b>3096</b>	<p><b>Risk Register</b></p> <p>The PO informed Members that the AO had co-ordinated the changes to the risk register including new risks that the Covid-19 pandemic had highlighted.</p> <p>In response to Mr Simms question, the AO advised Members that while there had been narrative changes to the risk register there had been no changes to the level of risk.</p> <p><b>It was resolved that:</b></p> <ul style="list-style-type: none"> <li>• <b>The Risk Register is approved and submitted to the Board for noting as per Appendix C</b></li> </ul>	<p><b><u>Action20200902 F&amp;GP3</u></b> For noting by the Board</p>





3100	<p><b>Any Other Business</b></p> <p>Mr Simms asked the PO when meetings in person were likely to commence. The PO advised that, in light of recent government Covid-19 updates regarding numbers of people meeting, he would confirm the situation with the venue. It was hoped that as work-related activities appeared to be an exemption to the new ruling blended meetings could be arranged. This would enable meetings in person with virtual links to individuals who didn't wish to attend the venue.</p> <p>The CE advised that equipment to provide the virtual elements of the blended meeting had been purchased.</p> <p>Cllr Burchell suggested that it was possible the advice could change very quickly and it would be good to have something in place for every eventuality at short notice.</p>	
3101	<p><b>Date of Next meeting</b></p> <p>Members noted that the next F&amp;GP meeting would be held on 9<sup>th</sup> December 2020.</p>	
	Meeting closed at 11.00am	

**Minutes of Treasury Sub-Committee Meeting  
Of the Lower Severn (2005) Internal Drainage Board  
Held Wednesday 26<sup>th</sup> August 2020 at 10.00am  
Via Zoom Virtual Meetings**

**Present:** Ald C Williams                      Chairman  
Cllr M Riddle  
Mr J Nichols  
Mr M Barnes  
Cllr P Howells

Martin Dear                      Accounts Officer                      AO  
Louise Reading                      Minutes  
Mr V Boscawen                      Smith & Williamson                      S&W  
(For items 3056, 3057 & 3058)

<b>3050</b>	<b>Apologies/Welcome</b> The Chairman welcomed all Members  The Chairman welcomed Vere Boscawen to the meeting at 10.30am.	
<b>3051</b>	<b>Chairman's Announcements.</b> There were no announcements.	
<b>3052</b>	<b>Declaration of Members' Interests</b> No interests were declared.	
<b>3053</b>	<b>Minutes of the Previous Meeting</b>  <b>It was resolved that:</b> <ul style="list-style-type: none"> <li>• <b>Subject to Cllr P Howells being added as present, the minutes of the meeting held on 11<sup>th</sup> March 2020 be approved.</b></li> </ul>	
<b>3054</b>	<b>Matters arising from the minutes</b> All actions were complete.	
<b>3055</b>	<b>Management Fees charged by Smith &amp; Williamson</b> Members discussed the AOs report outlining the fees charged by Smith & Williamson for managing the Portfolio.  In response to Cllr Howells question, the Chairman advised that the fees were in line with what other companies would charge.  Mr Nichols asked if the investment figures in the Smith and Williams report were net of fees. The AO advised that they were not and that the fees came out of the Investment account.  Mr Nichols also informed Members that he has received a factsheet from Baillie Gifford advising that their fund management fee was 0.43%, The Chairman advised that this was not a comparative fee as Smith & Williamson managed the Boards entire portfolio.  <b>It was resolved that:</b> <ul style="list-style-type: none"> <li>• <b>The report be noted.</b></li> </ul>	
<b>3056</b>	<b>Review of current Portfolio</b> The Chairman welcomed Mr Boscawen to the meeting.  Mr Boscawen explained that despite the COVID 19 pandemic the Boards funds had performed satisfactorily. Whilst there had been	

	significant reduction on return by some funds held by the Board, 3 funds managed by Baillie Gifford had provided a significant return. This meant that overall, the Board had seen a return of +3.6% against an average of -1.4% across the market.	
<b>3057</b>	<p><b>Market Update</b></p> <p>Mr Boscawen advised Members that Asian markets had recovered well in comparison to America and Europe. Europe, including Britain, being hit hardest.</p> <p>Funds held within leisure, retail, hospitality and travel had seen significant reductions in return. However, it looked promising that these economically sensitive stocks would successfully grow again in the long term.</p> <p>The technology giants had continued to report growth especially as Covid 19 forced business to adapt quickly to provide homeworking resources.</p> <p>Funds held in commercial property stocks hadn't performed well due to Covid 19 and the realisation that now home working would become a more permanent feature.</p> <p>Mr Boscawen also advised Members against investment in the gilt and bond markets as it was felt this would take longest to recover, as interest rates would not increase for a long time.</p>	
<b>3058</b>	<p><b>Future Investment Strategy</b></p> <p>Although happy with the performance of the portfolio overall during such turbulent times Mr Boscawen recommended the following investment changes:</p> <ol style="list-style-type: none"> <li>Polar Emerging Markets be sold and reinvested in JP Morgan Emerging Markets.</li> <li>The income account be invested 50:50 to Monks Investment Trust and Schroder UK Mid Capital Fund</li> </ol> <p>The Chairman thanked Mr Boscawen for his time and Mr Boscawen left the meeting.</p> <p><b>It was resolved that:</b></p> <ol style="list-style-type: none"> <li><b>Polar Emerging Markets be sold and reinvested in JP Morgan Emerging Markets.</b></li> <li><b>The income account be invested 50:50 to Monks Investment Trust and Schroder UK Mid Capital Fund</b></li> </ol>	<p><b>20200826TRE1</b> AO to instruct S&amp;W</p>
<b>3059</b>	<p><b>Balance Sheet &amp; Developers Funds as at 30<sup>th</sup> June 2020</b></p> <p><b>It was resolved that:</b></p> <ul style="list-style-type: none"> <li><b>The Balance Sheet and Developers fund be noted.</b></li> </ul>	
<b>3060</b>	<p><b>Schedule of Investments</b></p> <p>The Chairman reminded Members that investment funds derived from Developers funds only. These funds were considered a long-term investment.</p> <p>He also mentioned that when producing comparisons, over a time frame, the starting date will have an effect on the results shown.</p>	

	<p>The AO explained to Members that the reports showed movement on the first investment amount of £500,000 in April 2017 separately to the additional £150,000 invested in December 2019.</p> <p><b>It was resolved that:</b></p> <ul style="list-style-type: none"> <li>• <b>The Schedule of Investments be noted.</b></li> </ul>	
<b>3061</b>	<p><b>Consideration of Information Received from Baillie Gifford</b></p> <p>The Chairman informed Members that the information requested had not been received from Baillie Gifford thus this item could not be considered.</p> <p>As and when the information became available an additional Treasury Sub-Committee meeting may be arranged to discuss this item, as appropriate.</p>	
<b>3062</b>	<p><b>Cash flow forecast – Capital Programme 2020/2028</b></p> <p>The AO explained to Members that this cash flow would form an appendix to the Capital Report that is going to the next Engineering Committee Meeting on 2<sup>nd</sup> September 2020.</p> <p>The Chairman noted that it was important to remember that the further into the future the cash flow went, the less certainty there is and these figures were reflective on the programme being delivered within budget and on time.</p> <p><b>It was resolved that:</b></p> <ul style="list-style-type: none"> <li>• <b>The Cash Flow forecast – Capital Programme 2020/2028 be noted.</b></li> </ul>	
<b>3063</b>	<p><b>Cash Flow 2020/2021</b></p> <p>The AO advised Members that cash at the beginning of the year was £1.2m and this reduced to £591,000 by the end of the financial year. This was predominately due to Capital Programme Expenditure.</p> <p>In reply to Cllr Howells question, the AO advised that on completion of the Pump Replacement Programme in 2028, the cash flow would show an increase in monies as the Capital Reserve improved, until the next capital project took place.</p> <p><b>It was resolved that:</b></p> <ul style="list-style-type: none"> <li>• <b>The Cash flow 2020/2021 be noted.</b></li> <li>•</li> </ul>	
<b>3064</b>	<p><b>Cash Flow Forecast for 2020/2021 – 2024/2025</b></p> <p>The Chair highlighted to Members that by 2024/2025 the cash figure was significantly reduced with developers and capital reserved displaying negativity. This affirmed the need for the Capital Programme's budget and timetable to be monitored regularly.</p> <p>The AO explained that if further developers' funds were not received then funds would be taken from investment dividends as cash, instead of dividends being reinvested.</p> <p>Cllr Riddle felt that even with the negative balances it was positive that the Board were aware of the situation.</p> <p><b>It was resolved that:</b></p> <ul style="list-style-type: none"> <li>• <b>The Cash Flow 2020/2021 – 2024/2025 be noted.</b></li> </ul>	

3065	<p><b>Review of Reserves.</b></p> <p>The AO advised that the review of the reserves was the responsibility of the Treasury Sub Committee annually.</p> <p>The Chairman also informed Members that along with the AO he had spent considerable time in determining the wording for the Capital Financing and Reserves Policy.</p> <p>The Chair guided Members through each section.</p> <p>Under Level of Reserves held, Cllr Riddle questioned that previously the reserves held were around 30% but now the suggestion was 100% of annual expenditure.</p> <p>The Chairman explained that this was in line with guidance from The ADA Good Guidance Booklet and whilst historically 30% had been agreed the Board had a duty to follow any good guidance provided by ADA.</p> <p>The AO referred members to the paragraph in the policy which states that an explanation will be provided when the reserves are not within 25% of the normal year's expenditure. It seemed sensible to increase this reserve gradually and not to the detriment of the ratepayer.</p> <p>Cllr Riddle was concerned that this advice was standard across all IDBs and not all IDBs were the same in respect of size, business models, and history.</p> <p>If the policy was agreed, then there would be an impact on the Financial Regulations. Which would be amended to reflect the change in the level of reserves to be held.</p> <p>Members thought it best practice if this could be considered at the next Governance and Probity Committee Meeting due to be held on Wednesday 2<sup>nd</sup> September.</p> <p>Cllr Riddle agreed as Chair of the Board he would contact Cllr Behan, Chair of the Governance and Probity Committee, to add this on as an urgent item.</p> <p>This would allow for the Capital Financing and Reserves Policy to be submitted to the next Finance and General Purposes Meeting and subsequent Board Meeting for approval.</p> <p><b>It was resolved that:</b></p> <ul style="list-style-type: none"> <li>• <b>The Level of Reserves change from around 30% of annual expenditure to 100% annual income be submitted to the Governance and Probity Committee as an urgent item on 2<sup>nd</sup> September 2020.</b></li> <li>• <b>The new Capital financing and Reserves wording be accepted and submitted to the Finance and General Purposes Committee for review and then forwarded to the Board for approval as per Appendix A.</b></li> <li>• <b>Subject to the above, to note that the Financial Regulations, will need to be amended to reflect these changes, to agree these changes and submit to the Finance and General Purposes Committee for agreeing and then forwarded to the Board for approval.</b></li> </ul>	<p><b>20200826TRE2</b></p> <p>Cllr Riddle to speak with Cllr Behan about inclusion of item at the next G&amp;P</p>
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3066	<b>Date of next meeting</b> The date of next meeting to be advised	
	The Meeting closed at 12.10pm	

Unapproved

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

## **Capital Financing and Reserves Policy**

**To be approved by the Board on 23<sup>rd</sup> September 2020**

### **Introduction**

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

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

### **Background**

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

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

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

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

### **Types of Reserve**

There are two types of Reserves:

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



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

## Reserves Held

### Earmarked

- **Capital Account**

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

- **Developers Funds**

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

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

- **Capital Expenditure**

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

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

- **Pension**

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

- **Revaluation**

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

## **Unallocated**

- **Accumulated Fund**

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

## **Review of Reserves**

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

## **Creation / Cessation of a Reserve**

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

## **Level of Reserves Held**

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

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

In practice Auditors consider a Board to be acting properly if the level of the Unallocated Reserve (Accumulated Fund) is a normal year's expenditure less any grant funding received.

If, at the year end, the Accumulated Fund is over 25% higher or lower than the normal years expenditure less any grant funding received then an explanation will be provided by the Board. The Board's Financial Regulations state that the general provision, including a contingency, should be maintained which is a normal year's expenditure less any grant funding received.

## **Liquidity of Reserves**

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

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

### **Capital Financing and Reserves Policy**

**To be approved by the Board on 23<sup>rd</sup> September 2020**

#### **Introduction**

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

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

#### **Background**

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

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

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

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

#### **Types of Reserve**

There are two types of Reserves:

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

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

## Reserves Held

### Earmarked

- **Capital Account**

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

- **Developers Funds**

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

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

- **Capital Expenditure**

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

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

- **Pension**

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

- **Revaluation**

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

## **Unallocated**

- **Accumulated Fund**

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

## **Review of Reserves**

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

## **Creation / Cessation of a Reserve**

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

## **Level of Reserves Held**

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

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

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

## **Liquidity of Reserves**

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

# Lower Severn (2005) Internal Drainage Board

## Appendix C

### RISK REGISTER

As at 9 September 2020

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.				
<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, Chair and Vice Chair 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

## Appendix C

G5	There is no overall strategy for the organisation as a whole.	High	High	High	<b>Treat</b> The Board has a <b>capital programme</b> , 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. <b>There is a long term strategic capital programme to 2028.</b>	Medium	Medium	Medium	Board
G6	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 <b>reappointed for a further two years.</b>					
G7	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.				
G8	<b>Poor</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. <b>Liaison between the Engineering Committee and the F&amp;GP Committee to ensure cost projections are regularly reviewed.</b>	Low	High	Medium	Board

## Appendix C

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 for a <b>further two years</b> .	Agenda item at the <b>July 2020</b> 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 of <b>Smith &amp; Williamson</b> .	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.				



## Appendix C

V6	Fraud occurring through deliberate activity.	High	High	High	Transfer 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
					Treat Chair and Vice Chair 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
					Transfer Increased Fidelity Guarantee Insurance.	Cover reviewed annually.	Community insurance cover with Zurich Municipal.				Board and PO
					Treat 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
					Treat Register of members interests held on file.	Register maintained and available for review.	Updated as members interests change.				PO
					Treat 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 of inflation and exchange rate movements on specific areas.	Low	Low	Low	Treat 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. The Board has no influence over national rates of inflation or international exchange rates. Assumption of increased costs e.g. on salaries included in draft budgets.	Low	Low	Low	Board , F&GP Committee and AO
V8	Impact of movements in interest rates on income.	Low	Low	Low	Treat All cash balances held in approved banks.	Monitoring of budget, Medium Term Financial Plan, Capital Reserve and Developers Fund Reserve.	Actual rates and revised estimated presented to Board in February and November. Revision to the Treasury Management Policy approved by the Board in September 2020.	Low	Low	Low	Board, F&GP Committee and AO
V9	Failure to achieve value for money.	Medium	Medium	Medium	Treat 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.	Chair and Vice Chair informed of award and reasons.	Low	Low	Low	Board and AO

## Appendix C

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. <b>Out-of-hours response arrangements in place.</b>	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

## Appendix C

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. <b>In-house</b> computer <b>provided</b> to enable online <b>safe, and cost-effective</b> 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. Employer contribution to defined contribution pension scheme <b>is reviewed</b> .				

## Appendix C

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> A member of staff contracts Covid-19.	All staff have been given or have access to PPE. LDE regularly reviews the current situation and decides if any further action needs to be taken. Office based staff working from home on a rota basis.	All operators have had individual meetings with the Foreman/LDE, where operators were informed as to how to minimise the risk. All staff have been issued with the 'Managing COVID-19 in the Workplace (Social Distancing) Handbook.' Also issued with a COVID-19 Risk Assessment which is reviewed when necessary in line with Citation/Government guidelines.				
<b>Treat</b> First aid training.	Health and Safety Training schedules are maintained.	All workers have completed first aid training.	Low	Low	Low	AO, LDE and CE					
<b>Transfer</b> Fidelity Guarantee Insurance cover.	Cover reviewed annually.	Cover under community Insurance through Zurich Municipal.									
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	<p><b>Treat</b> Ensure compliance with Data Protection Act 2018 and General Data Protection Regulation.</p>	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	<p><b>Transfer</b> Level of Insurance cover is reviewed annually .</p>	Cover reviewed annually.	Cover provided through Zurich Municipal.	Low	Low	Low	AO
O4	Inadequate functionality of IT systems.	Low	Medium	Low	<p><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.</p>	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

## Appendix D

### LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

#### BALANCE SHEET AS AT 30 JUNE 2020

	Note	£	30/06/20 £	30/06/19 £	Variance £	31/03/20 £	Variance £
<b>FIXED ASSETS</b>							
Fixed Assets	1	949,047	<b>949,047</b>	<b>763,056</b>	185,991	<b>784,420</b>	164,627
<b>LONG TERM ASSETS</b>							
Investments		764,833	<b>764,833</b>	<b>636,139</b>	128,694	<b>668,038</b>	96,795
<b>CURRENT ASSETS</b>							
Stock +WiP		53,748		45,909	7,839	52,116	1,632
Trade debtors		50		5,061	-5,011	6,418	-6,368
Drainage rate debtors		3,721		3,997	-276	295	3,426
Levy Debtors		0		0	0	0	0
VAT Claim		5,431		10,595	-5,164	8,322	-2,891
Special Levies		0		0	0	0	0
Developers Funds Due		0		0	0	0	0
Prepayments		27,098		29,342	-2,244	33,535	-6,437
Cash at bank and in hand		535,026		695,901	-160,875	127,931	407,095
Short term deposits		1,009,249		1,052,340	-43,091	1,108,312	-99,063
			<b>1,634,323</b>	<b>1,843,145</b>	-208,822	<b>1,336,929</b>	297,394
<b>CURRENT LIABILITIES</b>							
Trade Creditors		-32,907		-59,982	27,075	-39,291	6,384
Other Creditors		-28,770		-28,253	-517	-27,755	-1,015
Accrued expenses		-12,129		-5,180	-6,949	-23,177	11,048
Finance Leases due within one year		0		-532	532	0	0
Prepaid Rates	2	-76,037		-72,905	-3,132	0	-76,037
Prepaid Levies	2	-335,207		-324,394	-10,813	0	-335,207
Special Levies		0		0	0	0	0
Prepaid Developers Funds		-32,754		-31,827	-927	0	-32,754
			<b>-517,804</b>	<b>-523,073</b>	5,269	<b>-90,223</b>	-427,581
<b>NET CURRENT ASSETS</b>			<b>1,116,519</b>	<b>1,320,072</b>	-203,553	<b>1,246,706</b>	-130,187
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			<b>2,830,399</b>	<b>2,719,267</b>	111,132	<b>2,699,164</b>	131,235
<b>LONG TERM LIABILITIES</b>							
Finance Leases		0		0	0	0	0
Pension scheme deficit		-951,000		-1,276,000	325,000	-951,000	0
			<b>-951,000</b>	<b>-1,276,000</b>	325,000	<b>-951,000</b>	0
<b>NET ASSETS</b>			<b>1,879,399</b>	<b>1,443,267</b>	436,132	<b>1,748,164</b>	131,235
<b>FINANCED BY:</b>							
<b>CAPITAL ACCOUNT</b>							
			<b>666,569</b>	<b>666,569</b>	0	<b>666,569</b>	0
<b>ACCUMULATED FUND</b>							
Balance brought forward		546,655		572,203	-25,548	572,203	-25,548
Surplus for the 3 months		106,677		81,149	25,528	258,026	-151,349
Transfer to Capital Expenditure Reserve		-56,250		-50,000	-6,250	-200,000	143,750
Additional Transfer to Capital Exp. Res.		0		0	0	-200,000	200,000
Transfer from Capital Expenditure Reserve		0		0	0	116,426	-116,426
			<b>597,082</b>	<b>603,352</b>	-6,270	<b>546,655</b>	50,427
<b>Developers Funds Reserve</b>							
Investments at cost		650,000		500,000	150,000	650,000	0
Increase in value		114,833		136,139	-21,306	18,038	96,795
Investments at current value		764,833		636,139	128,694	668,038	96,795
Cash at Bank		76,253		268,310	-192,057	119,925	-43,672
			<b>841,086</b>	<b>904,449</b>	-63,363	<b>787,963</b>	53,123
<b>Capital Expenditure Reserve</b>			<b>581,079</b>	<b>400,314</b>	180,765	<b>553,394</b>	27,685
<b>Pension reserve</b>			<b>-951,000</b>	<b>-1,276,000</b>	325,000	<b>-951,000</b>	0
<b>Revaluation Reserve</b>			<b>144,583</b>	<b>144,583</b>	0	<b>144,583</b>	0
			<b>1,879,399</b>	<b>1,443,267</b>	436,132	<b>1,748,164</b>	131,235

#### Notes

1. Fixed assets include purchases, sales and depreciation for 3 months to 30 June 2020.
  2. In all these cases the balance sheet has been adjusted to reflect receipts
  3. This Reserve is held as cash and increases by £18,750 each month.
- There is a corresponding monthly charge in the income and expenditure account.

**LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD****INCOME AND EXPENDITURE 3 MONTHS TO 30 JUNE 2020**

<b>Income</b>	<b>Note</b>	<b>Actual £</b>	<b>Budget £</b>	<b>Variance £</b>	<b>30 June 2019 £</b>	<b>Variance £</b>
Levies charged to Authorities	1	325,261	325,261	0	314,769	10,492
Agricultural Rates	1	30,107	30,107	0	29,168	939
Rechargeable works		1,533	200	1,333	592	941
Application fees		850	750	100	150	700
Consultancy Fees Recharged		0	4,500	-4,500	9,174	-9,174
Surplus on sale of assets		15,537	13,692	1,845	9,489	6,048
Miscellaneous Income		0	0	0	279	-279
Foreign Water Grant		41,835	41,835	0	41,015	820
Developers Fund Contributions	1	10,918	10,918	0	10,609	309
Interest		940	1,500	-560	1,614	-674
<b>Total</b>		<b>426,981</b>	<b>428,763</b>	<b>-1,782</b>	<b>416,859</b>	<b>10,122</b>
<b>Expenditure</b>						
Payroll		172,350	175,872	3,522	166,345	-6,005
Office maintenance	2	3,778	5,713	1,935	4,068	290
Maintenance	3	29,363	42,613	13,250	40,770	11,407
EA Levy		53,473	53,473	0	52,425	-1,048
Motor travel and subsistence	4	2,450	6,322	3,872	6,756	4,306
Communications		1,106	1,313	207	1,207	101
Administration	5	9,447	10,350	903	12,845	3,398
Engineering Consultancy fees		10,510	11,250	740	20,628	10,118
Legal and professional fees	6	1,359	750	-609	1,524	165
Audit and Accountancy fees		0	0	0	0	0
Depreciation		35,910	35,910	0	28,565	-7,345
Bank charges		557	750	193	577	20
<b>Total</b>		<b>320,303</b>	<b>344,316</b>	<b>24,013</b>	<b>335,710</b>	<b>15,407</b>
<b>Surplus for 3 months</b>		<b>106,678</b>	<b>84,447</b>	<b>22,231</b>	<b>81,149</b>	<b>25,529</b>
<b>Transfer to Capital Expenditure Res.</b>		<b>56,250</b>	<b>56,250</b>	<b>0</b>	<b>50,000</b>	<b>6,250</b>
<b>Net Surplus for 3 months</b>		<b>50,428</b>	<b>28,197</b>	<b>22,231</b>	<b>31,149</b>	<b>19,279</b>

The results for 3 months show a surplus of £50,428 against a budget surplus of £28,197.

The major reasons for the variances are:-

1) In all these cases the income and expenditure has been included for the 2 months irrespective of when the monies are received or paid. The appropriate adjustments are made on the balance sheet.

2) Office Maintenance -

3) Maintenance costs analysis is as follows:

	Actual	Budget	Variance	Explanation for major variances
	£	£	£	
Plant Maintenance	9,262	16,050	6,788	
Maintenance Compensator	407	250	-157	
Vehicle, Plant	12,105	18,650	6,545	
Workshop Fixtures & Fitting	1,746	2,650	904	
Pump Station Electricity	2,974	3,213	239	
Health & Safety	2,869	1,800	-1,069	
	29,363	42,613	13,250	

4) Administration -

5) Engineering Consultancy fees -

	Actual	Budget	Variance
	£	£	£
Non Rechargeable Fees	10,510	11,250	740
Rechargeable Fees	0	0	0
	10,510	11,250	740

6) Legal and Professional Fees -



## No 1 Account

# Lower Severn (2005) Internal Drainage Board

## Payments to be Noted

May 2020

<u>Supplier</u>	<u>Details</u>	<u>Amount Paid this Period</u>
Orchard Computer Services	Quarterly Maintenance Cover	389.00
Konica Minolta Business Solutions (UK) Ltd	Quarterly Photocopier Rental 17/04/20 - 16/04/20	83.88
Konica Minolta Business Solutions (UK) Ltd	Quarterly Printing 17/01/20 - 16/04/20	195.67
ENVIRONMENT AGENCY	Precept net of FWG	<b>Invoice FYI</b> 11,638.25
Moorepay Ltd	Payroll costs for April & Year End	255.42
MERRETT D C	Welding to Tree shears	72.00
Motion Consultants Ltd	Elmore Back P/S Modifications - Mar 20	<b>Invoice FYI</b> 6,258.72
Motion Consultants Ltd	Marshfield P/S Modifications - Mar 20	" " " " 880.12
Motion Consultants Ltd	Lapperditch P/S Modifications - Mar 20	" " " " 880.12
Motion Consultants Ltd	Wicks Green P/S Modifications - Mar 20	" " " " 880.11
Motion Consultants Ltd	Oldbury P/S Modifications - Mar 20	" " " " 880.15
Motion Consultants Ltd	Avonmouth Consultancy Advice for Mar 20	" " " " 2,592.00
Spearhead Machinery Ltd	Spearhead Twiga SPV2 Prestige	<b>Invoice FYI</b> 250,436.57
TAILORMADE OFFICE SUP.LTD	Cleaning wipes (Invoice not received before YE)	17.73
BOC LTD	Annual rental of Acetylene	255.66
Worldpay (UK) Ltd	Monthly service fee for May	11.94
ZEN INTERNET LTD	Monthly Internet Charge	46.50
Plan Communications Ltd	Mobile Phones Bill	258.00
Citation Ltd	Legal Fees	315.52
SOUTH GLOUCESTERSHIRE COUNCIL	Business Rates	761.00
Giffgaff Ltd	Sim monthly plan - Slimbridge WLMF	8.00
Worldpay (UK) Ltd	Credit Card Transaction Charges for April	63.52
Worldpay (UK) Ltd	Vatable charges for April	0.88
CARR R MR	Rhine Spraying	730.00
CARR R MR	Rhine Spraying - March Common, Severn Beach	500.00
Water Environment Ltd	CNG Avonmouth North Modelling Report	<b>Invoice FYI</b> 6,714.00
CROMWELL GROUP HOLDINGS LTD	Hand Sanitiser	502.20
ARCO LTD	Disinfectant Sprays	227.04
ARCO LTD	Disp. Gloves	337.40
BRITISH TELECOM	Quarterley bill for 2nd phone line	45.60
Cablestream Ltd	Office phone line rental & calls	79.84
Corona Energy	Lapperditch Electricity 01/04/20-30/04/20	35.47
Corona Energy	Saul Electricity 01/04/20-30/04/20	22.32
Corona Energy	Oldbury P/SI Electricity 01/04/20-30/04/20	31.44
Corona Energy	Marshfield Electricity 01/04/20-30/04/20	657.85
Corona Energy	Elmore Back Electricity 01/04/20-30/04/20	321.08
Corona Energy	Office Electricity 01/04/20-30/04/20	165.06
Corona Energy	Wicks Green Electricity 01/04/20-30/04/20	1,687.96
Corona Energy	Wicks Green Electricity 01/04/20-30/04/20	<b>Credit</b> 84.15
Molson Equipment Services Ltd	AC V-belt & Fan belt for WX12 CWL (TO CREDIT)	<b>Credit</b> 181.78
		<u>289,503.95</u>

Please note that the amounts shown above include Vat where applicable

Amount Paid this Period	289,503.95
Corona Electricity Credit	(84.15)
Molson Credit	(181.78)
<b>Amount Paid this Period (Supplier Invoices)</b>	<b>289,238.02</b>

## Bank Payments for May 2020

NatWest	Bankline Charge & Bank Charges	127.22
<b>Amount Paid this Period (Bank Payments)</b>		<b>127.22</b>

**Total Amount Paid this Period**  
**£289,365.24**

## No 1 Account

# Lower Severn (2005) Internal Drainage Board

## Payments to be Noted

June 2020

<u>Supplier</u>	<u>Details</u>	<u>Amount Paid this Period</u>
Amazon.co.uk	Laptop for LR (Working from Home)	299.98
Giffgaff Ltd	Sim monthly plan - Slimbridge WLMP	8.00
Orchard Computer Services	Quarterley Maintenance Cover 08/06/20-07/09/20	389.00
Miles Tyre & Exhaust Services	Tyre for Large IW Trailer	97.54
Miles Tyre & Exhaust Services	Tyre for Large IW Trailer	97.54
TAILORMADE OFFICE SUP.LTD	A4 Paper, Ink for At Home Printers, Norebooks	132.29
BBL BATTERIES	Batteries for WU16 TZM	210.91
BBL BATTERIES	Battery for VX05 OGT	137.50
ARCO LTD	Hessian Sandbags	340.13
ARCO LTD	Hand Cleanser Wipes, Domestos, Blue Roll	381.12
ARCO LTD	Hessian Sandbags	56.69
Pitney Bowes Ltd	Franking Machine Hire Apr & May	31.08
Ford Fuel Oils	Coolant	322.80
Ford Fuel Oils	Hyd HV 46	752.76
Holt JCB Ltd	Seat cover for WV19 FUU	46.80
JustWorkGloves	Face Masks	99.50
Amazon.co.uk	Digital Thermometers	86.49
Amazon.co.uk	Webcam for KWarren (Work form home)	39.99
Thornbury Motors	Petrol for Chainsaws/Strimmers	29.60
TESCO	Petrol for Chainsaws/Strimmers	20.76
L&S Engineers Ltd	Spring for chainsaw	3.78
Motion Consultants Ltd	Avonmouth Consultancy - April 20	3,132.00
Motion Consultants Ltd	Elmore Back P/S Modifications - Apr 20	15,186.08
Motion Consultants Ltd	Marshfield P/S Modifications	1,245.14
Motion Consultants Ltd	Lapperditch P/S Modifications	1,245.14
Motion Consultants Ltd	Wicks Green P/S Modifications	1,245.14
Motion Consultants Ltd	Oldbury P/S Modifications	1,245.18
ARCO LTD	Face Masks	335.00
Moorepay Ltd	Payroll costs for May 20	153.42
GAP SUPPLIES	Cement, Limestone, 4 x loads Type 1	2,567.08
CROMWELL GROUP HOLDINGS LTD	Anti slip mat for VX65 HVB	31.58
Molson Equipment Services Ltd	AC V-belt & Fan belt for WX12 CWL (TO CREDIT)	8.00
Molson Equipment Services Ltd	Fan belt for WX12 CWL	181.78
SG Bailey Paints Ltd	Paint & Thinners for Yard	136.16
Smiths (Gloucester) Ltd	Waste Management for May	19.34
ZEN INTERNET LTD	Monthly Internet Charge	46.50
Plan Communications Ltd	Mobile Phones Bill	258.94
Gloucestershire LGPS	Actuarial Recharge for FRS102/IAS19	522.00
Worldpay (UK) Ltd	Monthly Service Chrg for June	11.94
Citation Ltd	Legal Fees	315.52
SOUTH GLOUCESTERSHIRE COUNCIL	Business Rates	761.00
Worldpay (UK) Ltd	Credit Card Transaction Charges for May 20	28.43
Worldpay (UK) Ltd	Vatable Charges for May	6.28
HYDRA ENGINEERING SERVICES LTD	Ram repair to VX65 HVB	472.80
MOWER DOCTOR	Husqvarna Brushcutter	330.00
Cablestream Ltd	Office phone line rental & calls	82.55
FENTON INSURANCE SOLUTIONS LTD	Addition of WX20 FGM	1,913.47
Western Global	Lens & lamps for Browsers	53.94
Corona Energy	Office Electricity 01/05/20-31/05/20	147.98
Corona Energy	Lapperditch P/S Electricity 01/05/20-31/05/20	23.96
Corona Energy	Oldbury P/S Electricity 01/05/20-31/05/20	32.07
Corona Energy	Saul P/S Electricity 01/05/20-31/05/20	22.66
Corona Energy	Marshfield P/S Electricity 01/04/20-30/04/20	27.87
Corona Energy	Marshfield P/S Electricity 01/05/20-31/05/20	24.13
Corona Energy	Wicks Green P/S Electricity 01/05/20-31/05/20	24.72
Amazon.co.uk	Face Masks	242.59
Amazon.co.uk	Disp Vinyl Gloves	187.35
		<b>35,852.00</b>

Please note that the amounts shown above include Vat where applicable

No 1 Account contd.

Page 2

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

Amount Paid this Period	35,852.00
Corona Credits	<u>(303.39)</u>
<b>Amount Paid this Period (Supplier Invoices)</b>	<b>35,548.61</b>

**Bank Payments for June 2020**

J Druett	Long Service Award	1,000.00
Godsell & Sons	Compensation Payment	407.00
NatWest	Bankline Charge & Bank Charges	<u>179.67</u>
	<b>Amount Paid this Period (Bank Payments)</b>	<b>1,586.67</b>

**Total Amount Paid this Period**  
**£37,135.28**

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

July 2020

<u>Supplier</u>	<u>Details</u>	<u>Amount Paid this Period</u>
Sawbits.co.uk	Ignition Coil for Chainsaw	41.48
Orchard Computer Services	Quarterley Maintenance Cover 08/06/20-07/09/20	389.00
RS COMPONENTS LTD	Sockets	16.13
Machine Mart Ltd	POwer Probe Diagnostic Tool	31.97
Thornbury Motors	Petrol for Chainsaws/Strimmers	20.52
Autoelectrical.parts	Windscreen washer pump for WX65 HVB	31.44
TAILORMADE OFFICE SUP.LTD	Ink for LR Computer (Work from home)	33.00
TAILORMADE OFFICE SUP.LTD	Ink for LR Computer (Work from home)	33.00
TAILORMADE OFFICE SUP.LTD	"Copy" Stamp, Correction Pens & Jotter Notebooks	63.40
Spaldings Ltd	Assort pipe couplings, elbows, liners etc	725.89
Certas Energy UK Ltd	6,000 litres Gas Oil	3,002.40
Avon Fire Systems Ltd	Fit replacement fire extinguishers	229.20
GREENHAM TRADING LTD	Bleach	23.65
GREENHAM TRADING LTD	Sand Bags	264.00
SG Bailey Paints Ltd	Paint for Workshop	153.65
DVLA	Vehicle Tax for WN03 NVK	265.00
DVLA	Credit Card Charge	2.50
DVLA	Vehicle Tax for WP18 GXY	265.00
DVLA	Credit Card Charge	2.50
DVLA	Vehicle Tax for WU17 NVD	265.00
DVLA	Credit Card Charge	2.50
DVLA	Vehicle Tax for WU16 TZM	165.00
DVLA	Credit Card Charge	2.50
Dustbag.co.uk	Filter for Workshop Vacuum	13.98
Skyguard Ltd	Lone Worker Annual Subscription for 12 people	1,866.24
MERRETT D C	Call out to WO14 OEY	120.00
RS COMPONENTS LTD	Storeage Bins	80.02
ARCO LTD	Disinfectant Wet Wipes	27.41
ARCO LTD	Disposable Gloves	62.50
ENVIRONMENT AGENCY	Levy net of FWG	11,638.25
GAP SUPPLIES	Sand	710.64
Moorepay Ltd	Payroll costs for Jun 20	153.42
Motion Consultants Ltd	Avonmoth Consultancy for May 20	2,880.00
Motion Consultants Ltd	Elmore Back P/S Modifications for May 20	9,408.00
Motion Consultants Ltd	Marshfield P/S Modifications for May 20	1,176.00
Motion Consultants Ltd	Lapperditch P/S Modifications for May 20	1,176.00
Motion Consultants Ltd	Wicks Green P/S Modifications for May 20	1,176.00
Motion Consultants Ltd	Oldbury P/S Modifications for May 20	1,176.00
Avon Hydraulics (UK) Ltd	Hose assemblies for WX12 CWL	244.56
TAILORMADE OFFICE SUP.LTD	Pens, Tape, Hole Punch, Calculator	67.82
Holt JCB Ltd	Quarterly Holt JCB Service Agreement	321.20
Spaldings Ltd	Waterpipe connectors	45.40
Spaldings Ltd	Waterpipe connectors	205.40
Spaldings Ltd	Waterpipe connectors	41.52
Picksons	Mirror Head & glass for VX65 HVB	61.08
BNP PARIBAS LEASE GROUP	Quarterly Office telecoms rental	462.00
Picksons	Spare Wiper Blades	6.00
Water Management Alliance	Annual DRS Maintenance	1,084.38
Smiths (Gloucester) Ltd	Waste Management	38.69
ZEN INTERNET LTD	Monthly Internet Charge	46.50
CROMWELL GROUP HOLDINGS LTD	Assort wire brushes, Rubber air hose	164.17
Worldpay (UK) Ltd	Subscription Fees for Jul 20	11.94
Tincknell Fuels Ltd	6000 litres Gas Oil	3,092.40
Ford Fuel Oils	Adblue for WV19 FUU	41.44
Ford Fuel Oils	Adblue for WX20 FGM	41.44
Ford Fuel Oils	Adblue for WP18 GXY	41.44
MERRETT D C	Transportation of WO14 OEY	180.00
Orchard Computer Services	Microsoft Office 365 Installation, Configuration	1,823.04
ARCO LTD	Handwipes	545.50
SOUTH GLOUCESTERSHIRE COUNCIL	Business Rates	761.00

No 1 Account contd.

# Lower Severn (2005) Internal Drainage Board

## Payments to be Noted

Page: 2

### July 2020

<u>Supplier</u>	<u>Details</u>	<u>Amount Paid this Period</u>
Citation Ltd	Legal Fees	315.52
Plan Communications Ltd	MobilePhones Bill	262.83
Claas Western Ltd	Support bracket for OU07 JXX	51.86
LISTER WILDER LTD	2 x U Joints for Normat Mower	55.08
LISTER WILDER LTD	Step for WX20 FGM	137.90
LISTER WILDER LTD	1 x U Joint for Normat Mower	20.45
Ebay	Carbonless Duplicate Books (no vat invoice)	40.80
FILTRATION LTD	Filters for WX12 CWL	74.60
FILTRATION LTD	Filters for WO14 OEY	198.74
FILTRATION LTD	Filters for WU16 TZM	198.74
FILTRATION LTD	Filters for VX65 HVB	211.50
FILTRATION LTD	Filters for Bomford Mower	239.57
FILTRATION LTD	Filters for OU07 JXX	113.15
FILTRATION LTD	Filters for VX05 OGT	8.35
Giffgaff Ltd	Sim Monthly Plan - Slimbridge WLMP	8.00
Amazon.co.uk	Webcam for MD Computer	38.97
Mole Country Stores	Hand Sanitising	91.96
Mole Country Stores	Cable, Plug, Springs	54.85
Mole Country Stores	Disp Gloves	16.64
Mole Country Stores	Broom handle. Stiff broom	10.99
Water Environment Ltd	Access 18 Phase 8 Modelling	4,800.00
Worldpay (UK) Ltd	Credit Card Transaction Charges for Jun 20	24.28
Worldpay (UK) Ltd	Vatable Charges for Jun 20	6.66
CROMWELL GROUP HOLDINGS LTD	Gloves	38.16
CROMWELL GROUP HOLDINGS LTD	Grease Nipples	19.94
CROMWELL GROUP HOLDINGS LTD	Hose repair, clips, couplers for stock	38.63
Ford Fuel Oils	Adblue	506.16
Cablestream Ltd	Office phone line rental & calls	98.34
Corona Energy	Lapperditch Electricity 01/06/20 - 30/06/20	Credit 32.30
Corona Energy	Wicks Green Electricity 01/06/20 - 30/06/20	" " 46.73
Corona Energy	Oldbury P/S Electricity 01/06/20 - 30/06/20	" " 31.14
Corona Energy	Marshfield P/S Electricity 01/06/20 - 30/06/20	" " 306.70
Corona Energy	Saul P/S Electricity 01/06/20 - 30/06/20	" " 22.16
Corona Energy	Office Electricity 01/06/20 - 30/06/20	" " 136.12
MERRETT D C	Transportation of WU16 TZM	192.00
Molson Equipment Services Ltd	Repairs to WOL14 OEY - Solonaid valve	450.65
Molson Equipment Services Ltd	Repairs to WOL14 OEY - Labour	627.18
Pitney Bowes Ltd	Franking Machine Hire for Jun	15.54
K J Conner & Son	Cleaning for May	138.00
K J Conner & Son	Cleaning for June	276.00
Bedford Pumps Ltd	Elmore Back Pump - 15% Order Placement	
		<b>Invoice FYI</b> 17,586.90
		<u>74,564.20</u>

Please note that the amounts shown above include Vat where applicable

Amount Paid this Period	74,564.20
Corona Electricity Credit	(575.15)
Sawbits Write Off	(41.48)
<b>Amount Paid this Period (Supplier Invoices)</b>	<b>73,947.57</b>

### Bank Payments for July 2020

P Robbins	Long Service Award	1,000.00
NatWest	Bankline Charge & Bank Charges	99.83
<b>Amount Paid this Period (Bank Payments)</b>		<b>1,099.83</b>

**Total Amount Paid this Period**  
**£75,047.74**

### Payments to be Noted May 2020 - July 2020

May 20	289,365.24
Jun 20	37,135.28
Jul 20	75,047.40
<b>Total</b>	<b>£401,547.92</b>

## No 2 Account

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

Page: 1

Date From : 01/05/2020

Date To : 31/07/2020

**May 2020 - July 2020****Payroll Reports FYI**

No	Type	Date	N/C	Ref	Details	Net Amount	Tax Amount	Gross Amount	Bank Rec. B Date
90389	BP	15/05/2020	2231	D/D	<b>May 20</b> Peoples Pension Cont - Apr 20	1,463.03	0.00	1,463.03	R 31/05/2020
90390	BP	19/05/2020	2230	D/D	LGPS Pension Cont - Apr 20 20	14,079.17	0.00	14,079.17	R 31/05/2020
90391	BP	22/05/2020	2210	D/D	HMRC Liability - Apr 20	12,949.22	0.00	12,949.22	R 31/05/2020
90392	BP	28/05/2020	2220	D/D	LSIDB Salary - May 20	29,403.13	0.00	29,403.13	R 31/05/2020
90393	BP	28/05/2020	2211	D/D	GMB Union - May 20	28.28	0.00	<u>28.28</u>	R <u>31/05/2020</u>
90776	BP	15/06/2020	2231	D/D	<b>Jun 20</b> Peoples Pension Cont - May 20	1,463.03	0.00	1,463.03	R 30/06/2020
90777	BP	19/06/2020	2230	D/D	LGPS Pension Cont - May 20	14,079.17	0.00	14,079.17	R 30/06/2020
90778	BP	22/06/2020	2210	D/D	HMRC Liability - May 20	12,950.82	0.00	12,950.82	R 30/06/2020
90779	BP	26/06/2020	2220	D/D	LSIDB Salary - Jun 20	30,151.85	0.00	30,151.85	R 30/06/2020
90780	BP	26/06/2020	2211	D/D	GMB Union - Jun 20	28.28	0.00	<u>28.28</u>	R <u>30/06/2020</u>
91251	BP	15/07/2020	2231	D/D	<b>Jul 20</b> Peoples Pension Cont - Jun 20	1,474.25	0.00	1,474.25	R 31/07/2020
91252	BP	20/07/2020	2230	D/D	LGPS Pension Cont - Jun 20	14,167.96	0.00	14,167.96	R 31/07/2020
91253	BP	22/07/2020	2210	D/D	HMRC Liability - Jun 20	13,128.31	0.00	13,128.31	R 31/07/2020
91254	BP	28/07/2020	2220	D/D	LSIDB Salary - Jul 20	30,680.98	0.00	30,680.98	R 31/07/2020
91255	BP	28/07/2020	2211	D/D	GMB Union - Jul 20	28.28	0.00	28.28	R 31/07/2020
						<u>176,075.76</u>	<u>0.00</u>	<u>176,075.76</u>	
						<u>176,075.76</u>	<u>0.00</u>	<u>176,075.76</u>	

## Petty Cash

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

Page: 1

Date From: 01/05/2020  
Date To: 31/07/2020

May 2020 - July 2020

No	Type	Date	Ref	Details	Net £	Tax £	Gross £	B	Bank Rec.	Date
90408	CP	01/05/2020	7476	Land Registry Search	<b>May 20</b> 6.00	0.00	6.00	R	31/05/2020	
90409	CP	27/05/2020	7477	Land Registry Search	6.00	0.00	<u>6.00</u>	R	<u>31/05/2020</u>	
90808	CP	12/06/2020	7478	Number plate for new machine	<b>Jun 20</b> 22.48	4.50	<u>26.98</u>	R	<u>30/06/2020</u>	
91169	CP	06/07/2020	7479	Tesco - Milk	<b>Jul 20</b> 1.09	0.00	1.09	R	31/07/2020	
91170	CP	13/07/2020	7480	Tesco - Milk	1.09	0.00	1.09	R	31/07/2020	
91171	CP	20/07/2020	7481	Tesco - Milk	1.09	0.00	1.09	R	31/07/2020	
91172	CP	27/07/2020	7482	Aldi - Milk	1.09	0.00	1.09	R	31/07/2020	
91173	CP	29/07/2020	7483	L Reading - Land Registry	30.00	0.00	30.00	R	31/07/2020	
Totals					£ <u>68.84</u>	<u>4.50</u>	<u>73.34</u>			

**Transfers Between Accounts May 2020 - July 2020**

Bank	NominalRecord.AccountName	Type	Date	Journal	TransactionNominal.Details	Amount
1200	NAT WEST ACCOUNT NO 1:	JC	06/05/2020	J1488	Tsf from No1 Acc to No2 Acc Re: Wages	-60000
1200	NAT WEST ACCOUNT NO 1:	JD	05/06/2020	J1496	Tsf from No1 Acc to No2 Acc Re: Wages	-55000
1200	NAT WEST ACCOUNT NO 1:	JC	08/07/2020	J1501	Tsf from No1 Acc to No2 Acc Re: Wages	-60000
1200	NAT WEST ACCOUNT NO 1:	JC	08/07/2020	J1502	Tsf from No1 Acc to Direct Reserve	-100000
1200	NAT WEST ACCOUNT NO 1:	JC	09/07/2020	J1503	Tsf from No1 Acc to Direct Reserve	-100000
1200	NAT WEST ACCOUNT NO 1:	JC	10/07/2020	J1504	Tsf from No1 Acc to Direct Reserve	-100000
1201	NAT WEST ACCOUNT NO 2:	JD	06/05/2020	J1488	Tsf from No1 Acc to No2 Acc Re: Wages	60000
1201	NAT WEST ACCOUNT NO 2:	JD	05/06/2020	J1496	Tsf from No1 Acc to No2 Acc Re: Wages	55000
1201	NAT WEST ACCOUNT NO 2:	JD	08/07/2020	J1501	Tsf from No1 Acc to No2 Acc Re: Wages	60000
1257	Nat West Direct Reserve Acc	JD	08/07/2020	J1502	Tsf from No1 Acc to Direct Reserve	100000
1257	Nat West Direct Reserve Acc	JD	09/07/2020	J1503	Tsf from No1 Acc to Direct Reserve	100000
1257	Nat West Direct Reserve Acc	JD	10/07/2020	J1504	Tsf from No1 Acc to Direct Reserve	100000



**Minutes of the Finance & General Purposes Committee of the  
Lower Severn (2005) Internal Drainage Board  
Meeting held Wednesday 1<sup>st</sup> July 2020 at 10.00am  
Microsoft Teams Virtual Meeting**

Present:

Ald C Williams                      Chairman  
Mr M Barnes  
Mr J Hore  
Mr G Littleton  
Cllr R Griffin

Cllr M Riddle  
Mr J Cornock  
Mr G Simms  
Ald M Sykes

Martin Dear                      Accounts Officer  
Kieran Warren                  Principal Officer  
James Thomas                  Civil Engineer  
Louise Reading                  Minutes

AO  
PO  
CE

**\*\*Please refer to your meeting papers as dated above for the documents referred to in these minutes\*\***

<b>3023</b>	<b>Apologies:</b> No apologies were received.	
<b>3024</b>	<b>Chairman's Announcements</b> There were no Chairman's announcements.	
<b>3025</b>	<b>Declarations of Interest</b> There were no declarations of interest.	
<b>3026</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> January 2020 be approved as a correct record.</b></li> </ul>	
<b>3027</b>	<b>Actions from the previous minutes.</b> All actions completed.	
<b>3028</b>	<b>Treasury Sub Committee Minutes</b>  The minutes from the Treasury Sub Committee on 11 <sup>th</sup> March 2020 were noted.  The Chairman explained to Members that at the meeting it was agreed that the Accounting Officer and the Chairman should review the "Capital Financing and Reserves Policy", together with the terminology used in the associated cash flow forecasts, with a view to obtaining greater clarity. Since that meeting there has been considerable email correspondence between the Accounting Officer and the Chairman relating to this with a view to meeting in person to finalise the recommendations to be made. This will be undertaken as soon as the Covid 19 Regulations allow.  <b>It was resolved that:</b> <ul style="list-style-type: none"> <li><b>The minutes of the Treasury Sub Committee on 11<sup>th</sup> March be noted as per Appendix A.</b></li> <li><b>The Treasury Management Policy, as per Appendix B be presented to the Board for approval.</b></li> </ul>	<b>Action20200701 F&amp;GP1</b> For Board Approval

	<ul style="list-style-type: none"> <li>• <b>The Capital Financing and Reserve Policy be amended with agreement of the Chairman of the Treasury Sub Committee and the Accounts Officer prior to being presented to the Board for approval.</b></li> </ul>	
<b>3029</b>	<p><b>Impact of Covid on the Boards Managerial and Operational Activities.</b></p> <p>The PO updated Members on the situation in respect of the Covid 19 pandemic.</p> <p>Members heard that the Board employees 15 staff, 6 office staff and 9 operatives. The office staff had been able to work from home and thus able to carry on working with little disruption. Virtual meetings, texting and phone calls had all greatly assisted staff communications.</p> <p>The operatives were unable to resume normal duties, owing to the lockdown for a 7-week period which resulted in 8km of watercourse not dredged and 2km of watercourse trees not maintained.</p> <p>He also reported that rate demands had been issued on scheduled, generating payments in the usual way as well as by card.</p> <p>Since the operatives have returned, sufficient PPE and information has been provided and all operatives are working individually and safely.</p> <p>The PO advised that the Board had performed reasonably well during this pandemic.</p> <p>Cllr Riddle thanked the PO for the helpful and reassuring updates that had been provided since March 23<sup>rd</sup> 2020.</p> <p><b>It was resolved that:</b></p> <ul style="list-style-type: none"> <li>• <b>The report be noted.</b></li> </ul>	
<b>3030</b>	<p><b>Capital Programme</b></p> <p>The PO explained that the Capital Programme was still on target for projects and expenditure this year despite the Covid 19 crisis.</p> <p>An issue with regards to Elmore Back requiring a boost to the power supply had arisen. This was an unforeseen expense and would be covered by the budgeted contingency.</p> <p>In response to the Chairman's question, the CE advised that the current estimate for the Western Power works was £16,000.</p> <p>Mr Simms commented that electrical works could be notoriously expensive and the Finance and General Purposes Committee would benefit knowing the specific cost as soon as possible.</p> <p>Mr Simms also asked if the design for the Water Level Management Plan had been finalised so that accurate modelling could take place.</p> <p>The CE advised that works were set to go ahead just prior to the lockdown and that he and the Land Drainage Engineer had seen consultants this week and works were set to commence in about two weeks' time.</p>	

	<p>The PO also informed Members that a new Spearhead machine had been purchased this year and was in operation.</p> <p>He recommended no adjustments to the Capital Programme at the present time.</p> <p><b>It was resolved that:</b></p> <ul style="list-style-type: none"> <li>• <b>The report be noted.</b></li> </ul>	
<b>3031</b>	<p><b>Internal Audit Report</b></p> <p>The PO informed Members that the internal audit was completed just before lockdown had gone well. The report, as per Appendix B, reflected this in that the 30 tests carried out by Bishop Fleming resulted in only one minor recommendation regarding the dating of purchase authorisations.</p> <p><b>It was resolved that:</b></p> <ul style="list-style-type: none"> <li>• <b>The report be noted as per Appendix C.</b></li> </ul>	
<b>3032</b>	<p><b>Appointment of Internal Auditors 2020/21</b></p> <p>The PO reminded Members that the appointment of the Internal Auditor was completed every two years and was due for renewal.</p> <p>Historically there had been a poor response to invitations to tender as the job wasn't commercially attractive to many firms.</p> <p>The PO felt Bishop Fleming had served the Board well during its appointment and advised that the Board could reinstruct Bishop Fleming this year or go out to tender.</p> <p>Mr Simms suggested that owing to the small size of the contract financially, that it would be worth getting a quote from Bishop Fleming again for two years then go out to tender in 2022/2023.</p> <p>Mr Hore and Cllr Riddle both agreed and supported this idea. Cllr Riddle added that the quote should be discussed with the Finance and General Purposes Chairman before a final decision is taken.</p> <p>Cllr Griffin recommended that an inflation proof quote should be sought, to cover both years of the proposed contract.</p> <p><b>It was resolved that:</b></p> <ul style="list-style-type: none"> <li>• <b>The PO to request a quote from Bishop Fleming and consult with the Finance and General Purposes Chairman,</b></li> <li>• <b>If the quote is satisfactory, appoint Bishop Fleming,</b></li> <li>• <b>Tenders be sought in 2 years' time.</b></li> </ul>	
<b>3033</b>	<p><b>Default Works Recovery Costs</b></p> <p>The PO reminded Members about a case where the Board pursued the debt in relation to works not carried out by a ratepayer resulting in a charge on his land for non-payment.</p> <p>He reported that the ratepayer has since paid the debt. Once the cheque has cleared the PO will instruct the Land Registry to remove the charge from the land.</p> <p><b>It was resolved that:</b></p> <ul style="list-style-type: none"> <li>• <b>The report be noted.</b></li> </ul>	



<b>3036</b>	<b>Any Other Business</b> Mr Simms asked if there could be a form of recording and reporting actions across all meetings. The PO agreed to look at this.	<b>Action 20200701F&amp;GP5</b> To look into feasibility of recording actions and reporting across multiple Committees
<b>3037</b>	<b>Date of Next meeting</b> Members noted that the next F&GP meeting would be held on 9 <sup>th</sup> September 2020.	
	Meeting closed at 11.00am	

**Minutes of Treasury Sub-Committee Meeting  
Of the Lower Severn (2005) Internal Drainage Board  
Held Wednesday 11<sup>th</sup> March 2020 at 11.00am  
At the LSIDB Offices**

**Present:**

Ald C Williams	Chairman	
Mr J Cornock	Deputy for Cllr Riddle	
Mr J Nichols		
Cllr F Hance	Deputy for Mike Barnes	
 Martin Dear	 Accounts Officer	 AO
Louise Reading	Minutes	

	<p><b>Election of Chairman for 2019/2020</b> The AO requested nominations for Chairman. Mr Cornock proposed Ald Williams and this was seconded by Cllr Hance. There were no further nominations.</p> <p><b>It was resolved unanimously that</b></p> <ul style="list-style-type: none"> <li><b>Ald Williams be elected Chairman of the Committee for the coming year.</b></li> </ul>	
	<p><b>Apologies/Welcome</b> Apologised were received from Mr Barnes and Cllr Riddle.</p> <p>The Chairman welcomed and thanked Cllr Hance and Mr Cornock who were deputising for Mr Barnes and Cllr Riddle.</p> <p>The Chairman extended his welcomes to new Treasury Sub-Committee Member Cllr Howells.</p>	
	<p><b>Chairman's Announcements.</b> There were no announcements.</p>	
	<p><b>Declaration of Members' Interests</b> There were no declaration of interests.</p>	
	<p><b>Minutes of the Previous Meeting</b></p> <p><b>It was resolved that:</b></p> <ul style="list-style-type: none"> <li><b>The minutes of the meeting held on 11<sup>th</sup> March 2020 be approved.</b></li> </ul>	
	<p><b>Matters arising from the minutes</b> All actions were complete.</p>	
	<p><b>Performance Schedule - Report from Smith and Williamson</b> The Investment valuations, as in the papers, were as at 31 January 2020.</p> <p>The Chairman gave a brief history of the investment of developer's funds for Cllr Howells and the Members deputising.</p> <p>Mr Nicholls asked if the AO had the investment valuations as at today's date. The AO explained that today's figures had not been sought, the market was extremely volatile in light of Covid-19 and the market was rapidly changing.</p>	

	<p>The investment valuations for 29 February 2020 will be sent to Members shortly and that the next report is due at the end of March 2020. It was felt that day to day monitoring provided no benefit in the current climate.</p> <p>Mr Nichols asked if the figures were net of charges. The AO advised the figures were gross. Charges were taken quarterly, by Smith &amp; Williamson, from the investment account.</p> <p>Mr Nichols further asked if the AO could note the charges on the Smith &amp; Williamson schedules.</p> <p>The Chairman suggested that a single sheet be compiled showing the management charges and that this be presented at future meetings.</p> <p><b>It was resolved that:</b></p> <ul style="list-style-type: none"> <li>• <b>At future meetings a paper showing management charges be presented.</b></li> </ul>	<p><u>Action 1</u> The AO to include a charges summary for future meetings</p>
	<p><b>Review of Treasury Management Policy</b></p> <p>The AO did not propose any changes to the current policy.</p> <p><b>It was resolved that:</b></p> <ul style="list-style-type: none"> <li>• <b>The Treasury Management Policy, as per Appendix A, be presented to F&amp; GP Committee and the Full Board for approval.</b></li> </ul>	
	<p><b>Review of Capital Financing and Reserve Policy.</b></p> <p>The AO presented the Capital Financial and Reserve Policy as per Appendix B.</p> <p>The Chairman suggested that under Capital the wording be replaced with:</p> <p>'this reserve is needed to regularly appropriate from the expected excess income arising annually from the Income and Expenditure Account a sum of such magnitude as to be sufficient to cover the expected cost of the Board's approved capital expenditure which is incorporated into its medium-term financial plan. The major element of this reserve will be to cover the expected cost of replacing pumps at pumping stations to meet the 2009 Eel Regulations'</p> <p>and delete all the yellow highlighted explanation at the end of the Policy.</p> <p>Discussion was held around the wording in the policy with particular reference to the aspect of depreciation of the new pumps. Cllr Howells felt this was beneficial to have this separate.</p> <p>It was agreed to accept the changes with the added request that the Chairman and the AO make any further minor amendments as they see fit.</p> <p>Discussion then took place concerning the management accounts and the presentation of the new pumps as a fixed asset, the capital reserve and the future depreciation of the new pumps.</p> <p><b>It was resolved that:</b></p> <ul style="list-style-type: none"> <li>• <b>The Capital Financing and Reserve Policy be amended and the Chairman and AO agree on any further minor amendments.</b></li> </ul>	<p><u>Action 2</u> The AO and Chairman agree any minor changes to the Capital Financing and Reserve Policy and any changes to the presentation of the management accounts</p>

	<ul style="list-style-type: none"> <li>• <b>The Capital Financing and Reserve policy, as per Appendix B, be presented to F&amp; GP Committee and the Full Board for approval.</b></li> <li>• <b>The AO and Chairman to discuss further and agree the presentation changes to the management accounts.</b></li> </ul>	
	<p><b>Balance Sheet and Developers funds as at 30<sup>th</sup> November 2019</b>  <u>Balance Sheet</u>  Members noted there were no material changes to the Balance Sheet since November 2019.</p> <p>Cllr Hance asked if the figures were audited. The AO explained that the Board was subjected to an annual internal audit performed by an external audit firm. The audit was classed as internal as the Board appointed the audit firm.</p> <p>The Board was subject to a National External audit where the audit firm were appointed by the Smaller Authorities' Audit Appointments Ltd. This external audit took the form of a distance audit where papers were sent to the External Audit firm. There was no visit to the Board's premises. The main form to be completed and sent to the External Auditors was the Annual Governance and Accountability Return (AGAR), which was completed on a cash basis. This meant that the management accounts needed adjusting to a cash basis before the AGAR could be completed.</p> <p><u>Developers Funds</u>  The Chairman informed Members that there was £118,310 of Developer's funds in cash. He proposed that with the falling markers now would be a good time to invest further funds into the market.</p> <p>Cllr Hance commented that the stocks and shares may continue go down.</p> <p>The AO explained that there is an annual charge from the Developer's funds to the income and expenditure account. This is a transfer of cash, so £44,000 will transfer in 2020/21 and a further £45,000 in 2021/22. Currently we do not know if and when there will be future payments from new developers. The Investment in the market was originally agreed as a long term investment strategy and putting some monies in for a short term didn't agree with this strategy.</p> <p>The AO advised Members that it was important to keep the Board's cash flow and Developer's reserves separate at all times.</p> <p>Mr Cornock felt that the risk of investments dropping further outweighed the possible return.</p> <p>The AO also pointed out that should no developers fund be received over the next couple of years then the investments dividends would be needed to pay for the annual transfers to the income and expenditure account rather than invested in the market.</p> <p><b>It was resolved that</b></p> <ul style="list-style-type: none"> <li>• <b>Due to the volatility of the current market no further Developers' funds would be invested and for this to be revisited at the next meeting.</b></li> </ul>	
	<p><b>Schedule of Investments</b>  Members noted the schedule of investments for the periods</p> <ul style="list-style-type: none"> <li>• 1<sup>st</sup> April 2017 – 31<sup>st</sup> January 2020;</li> <li>• 1<sup>st</sup> January 2019 - 31<sup>st</sup> January 2020;</li> <li>• 1<sup>st</sup> April 2019 – 31<sup>st</sup> January 2020;</li> </ul>	



	<ul style="list-style-type: none"> <li>• 1<sup>s</sup> January 2020 to 31<sup>st</sup> January 2020 for review.</li> </ul> <p><b>It was resolved that:</b></p> <ul style="list-style-type: none"> <li>• <b>For future meetings schedules for the current financial year, the current physical year and from April 2017 would be provided.</b></li> </ul>	
	<p><b>Cash Flow</b> The AO reported that the current cashflow looked healthy however an expensive year was forecast with the pumps at two pumping stations being replaced. This will significantly impact amount of cash that the Board has.</p> <p><b>It was resolved that:</b></p> <ul style="list-style-type: none"> <li>• <b>The cash flow forecasts be noted</b></li> </ul>	
	<p><b>Date of next meeting</b> Members agreed that the next Treasury Sub-Committee would be held on Wednesday 26<sup>th</sup> August 2020 at 10.30am.</p>	
	The Meeting closed at 12.25pm	

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

## **Treasury Management Policy**

**Approved 5<sup>th</sup> June 2019, Minute 2880**

**To be reviewed 10<sup>th</sup> June 2020**

### **Introduction**

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

### **1. The Board's funds**

#### **Approved Financial Institutions**

The Board's principal banker is NatWest.

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

### **2. Accountabilities**

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

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

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

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

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

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

### **3. Funds received from Developers**

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

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

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

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

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

### **Capital Financing and Reserves Policy**

**To be approved by the Board on 10<sup>th</sup> June 2020**

#### **Introduction**

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

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

#### **Background**

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

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

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

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

## Types of Reserve

There are two types of Reserves:

- Earmarked Reserves – funds that are set aside to meet known or future predicted future spending.
- Unallocated Reserves – funds that are working balances to manage cash flow and protect annual budgets against unplanned expenditure.

## Reserves Held

### Earmarked

- **Development (Commuted Sums)**  
This reserve consists of sums received from developers to maintain agreed rhines, ditches and ponds in perpetuity within specified areas.
- **Capital Pump Replacement**  
This reserve is, **predominantly**, a provision to meet the costs of replacing the pumps at pumping stations to meet the 2009 Eel Regulations
- **Pump Station Future Depreciation Provision**  
This reserve is a provision to meet the future depreciation costs of the new pumps at pumping stations.
- **Pension**  
This reserve is the liability, of the Board, related to the defined benefit pension scheme. Note it is a negative reserve.
- **Revaluation**  
This reserve is the increase in value of land and buildings, from cost, as at 15 January 2015.

### Unallocated

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

## **Review of Reserves**

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

## **Creation / Cessation of a Reserve**

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

## **Level of Reserves Held**

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

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

## **Liquidity of Reserves**

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

## **Explanation of the creation of the Pump Station Future Depreciation Provision Reserve**

The function of depreciation is to make the Balance Sheet more accurately reflect the current value of fixed assets. The objective of charging depreciation is to spread the cost of the fixed asset over its useful life. Depreciation is a source of internal financing which does not affect working capital as it does not involve the outflow of any cash like other expenses.

The full cost of the new pumps have already been allowed for via the transfer of funds from the Income and Expenditure Account to the Capital Reserve. However the pumps have a useful economic life stretching over a number of years and therefore need to be recognised as a fixed asset with an annual depreciation charge being made to the Income and Expenditure Account. If there was no future depreciation provision reserve then the Income and Expenditure Account would be charged twice. Once for the original purchase of the pumps via the transfer of funds to the Capital Reserve and secondly by the annual depreciation charge. A transfer from this depreciation provision reserve will be made annually to the Income and Expenditure Account. This will nullify the depreciation charge and hence the pumps will only be financially accounted for once.

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

### **Capital Financing and Reserves Policy**

**To be approved by the Board on 10<sup>th</sup> June 2020**

#### **Introduction**

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- **Capital Expenditure Pump Replacement**  
This reserve is, needed to regularly appropriate from the expected excess income arising annually from the Income and Expenditure Account a sum of such magnitude as to be sufficient to cover the expected cost of the Board's approved capital expenditure which is incorporated into its medium term financial plan. The major element of this reserve will be to cover the expected cost a provision to meet the costs of replacing the pumps at pumping stations to meet the 2009 Eel Regulations.  
  
Subsequent to the purchase of an asset, annual depreciation will be applied at its appropriate rate and charged to the Income and Expenditure Account. Simultaneously the same amount will be removed from the Capital Reserve by a transfer back to the Income and Expenditure Account.
- **Pension**  
This reserve is the liability, of the Board, related to the defined benefit pension scheme. Note it is a negative reserve.
- **Revaluation**  
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### Unallocated

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

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

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

## **Internal Audit Report 2019/20**



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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.

## **TRAFFIC LIGHT SYSTEM COLOUR KEY**

Matters that we consider should be brought to your attention and recommendations we have for possible improvements are summarised in the columns in the body of the report. The final 'outcome' column uses a 'traffic light' system:

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.

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.

**Disclaimer**

We have prepared our report solely for the confidential use of the Lower Severn (2005) Internal Drainage Board in accordance with our letter of engagement. 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.

It is management's responsibility to develop and maintain sound systems of internal control. Our internal audit work is not a substitute for management's responsibilities to ensure that adequate controls are in place and operating effectively across the organisation, and our work should not be relied upon to identify all strengths and weaknesses that may exist. Neither should our work be relied upon to identify all circumstances of fraud and irregularity should there be any.

The matters raised in this report are only those which came to our attention during the course of our review and are not necessarily a comprehensive statement of all the weaknesses that exist or all improvements that might be made. Suggested actions raised within the report should be assessed by you for their full impact before they are implemented.

## **SUMMARY**

This report documents the findings from our visit during February 2020 in which we reviewed key controls operating within the following systems and processes at the Board:

- Purchases
- Risks and Budgets
- Income and Debtors
- Bank and Cash
- Wages and Payroll
- Fixed Assets and Investments
- Accounting Systems; and
- Exercise of Public Rights

As a result of our testing, we have made 1 recommendation in this report, categorised as green. The recommendations arising from testing in each area was as follows:



Review	Number of recommendations		
	Red	Amber	Green
Purchases	-	-	1
Risks and Budgets	-	-	-
Income and Debtors	-	-	-
Bank and Petty Cash	-	-	-
Wages and Payroll	-	-	-
Fixed Assets and Investments	-	-	-
Accounting Systems	-	-	-
Exercise of Public Rights	-	-	-
<b>Total</b>	-	-	<b>1</b>


The one minor recommendation raised related to an instance where a purchase invoice was not dated upon authorisation.

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

During the visit we were able to follow up on the single amber recommendation made in our previous report. This related to petty cash, more specifically the lack of authorisation, supporting receipts and accounting for the VAT on the claim forms. At the date of our visit, the prior recommendation had been accepted and the suggested adjustments were made and the system appeared to be working in practice. Details of this can be found on pages 23 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, as well as a working proposed copy that had been updated but yet to be formally approved or adopted. 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>VAT has been correctly posted to the accounting system for each transaction</li> </ul>	<p>A sample of 20 transactions from throughout the year (weighted towards larger transactions) 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>All POs and invoices were authorised and all matched to payments per the bank.</p> <p>The invoice details, including VAT amounts, had been correctly posted to Sage.</p>	<p>Expenditure tested appeared to be properly documented, payments were supported by authorised resources in all cases and VAT was appropriately accounted for.</p> <p>All POs and invoices tested were authorised. There was one individual invoice that had been signed as authorised but was not dated. This could have meant that the invoice was authorised after payment. However, all others included authorisation dates.</p>	It is recommended that all authorisations are dated when signed.	

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.	Based on our sample, expenditure is appropriate.	There are no recommendations to be made at this time.	



**RISK AND BUDGETS**



TEST	RESULTS	CONCLUSIONS	RECOMMENDATIONS	OUTCOME
<p><b>Test 1:</b> Ensure there is a regularly updated Risk Register in place. Review the adequacy and coverage 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 September 2019 and is a responsibility of the Finance &amp; General Purposes Committee.</p> <p>The Risk Register is comprehensive. It includes details of control procedures and ownership of responsibilities surrounding the management of risks. There is adequate consideration of the significance of risks relating to fraud.</p>	<p>There is a regularly updated Risk Register in place, with controls identified against the broad range of risks that appear reasonable to mitigate the risk (noting that we have not performed detailed testing on each of these).</p>	<p>There are no recommendations to be made at this time.</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 corresponding four-year expenditure forecast and eight-year Capital Programme have been reviewed and compared to 2019-20 results to date. The budgets were found to incorporate key changes to income and expenditure such as rate changes, changes to the amount of the EA Levy and the Foreign Water Grant and increases to the Capital Grant transfers.</p>	<p>The Board has budgets in place. The budgets include assumptions regarding anticipated changes to income and expenditure, and appears reasonable from limited review.</p>	<p>There are no recommendations to be made at this time.</p>	

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 by the Accounts officer and discussed at the December meeting of the Finance &amp; General Purposes Committee. Any 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>	<p>Based on our sample, all budget variations are properly approved by the Finance &amp; General Purposes Committee and the full board.</p>	<p>There are no recommendations to be made at this time.</p>	
<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 9.0p to 9.3p for 2020/21 so that the Board's reserves are maintained at a consistent level.</p>	<p>The process and approach for setting the budgeted levels of reserves appear appropriate..</p>	<p>There are no recommendations to be made at this time.</p>	



**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 within the previous IA, however this individual was not available therefore the following details were checked with the Accounts team and were confirmed to be the same.</p> <p>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 automatically 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>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.</p>	<p>W</p>

TEST	RESULTS	CONCLUSIONS	RECOMMENDATIONS	OUTCOME
	<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>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. These write offs can also be seen in sage within their own nominal.</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 2020 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 of below £2.</p>			



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.	
<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 20<sup>th</sup> February 2020 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 which was also explained within our report last year. The Principal Officer explained that they have now obtained a court order against this dispute. This is for a total of £287.</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>	Based on our sample testing, there appear to be relatively few old balances on the Aged Debtor report and the procedures in place around chasing bad debts are sufficient to ensure these remain closely monitored.	There are no recommendations to be made at this time.	

**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 reconciling items are at a reasonable level.</p> <p>If there is an unreconciled balance, 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 reconciliations were agreed to the bank statements and Sage.</p> <p>Reconciliations were authorised and signed on review by the Accounts Officer.</p> <p>Reconciling items were mostly trivial, except for one slightly larger amount. This was made up of 5 separate payments and was confirmed to have cleared the week 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 and regularly, with evidence of them being reviewed.</p> <p>Reconciling items were confirmed to have cleared in a timely manner.</p>	<p>There are no recommendations to be made at this time.</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>Testing indicated 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>	




TEST	RESULTS	CONCLUSIONS	RECOMMENDATIONS	OUTCOME
<p><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>	<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. All of the twenty claims tested were 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 and VAT was recognised upon posting.</p>	<p>Within the prior year, not all claims were supported with receipts, authorised and VAT was not recognised appropriately. A limit of £50 was also suggested.</p> <p>All recommendations from the prior year appear to have been accepted and their processes altered to maximise completeness and verifiability. A limit was set of £50 and all vouchers/ claims tested were supported by receipts and VAT was appropriately identified.</p>	<p>All previous recommendations were actioned.</p> <p>No further recommendations are made at this time.</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>A trivial variance was noted but after discussion with the Admin/Payroll Officer it was identified that this was 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>From our sample, 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><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>From our sample, payroll amendments are processed accurately and claims are authorised appropriately.</p>	<p>There are no recommendations to be made at this time.</p>	





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.	From our sample, 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 and the Accounts 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 May 2019 was used within the testing. The report had been prepared by the Admin/Payroll Officer and signed as reviewed by the Accounts Officer.</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>	Our testing indicated that payroll is posted appropriately to the accounting system after being reviewed.	There are no recommendations to be made at this time.	

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 2019 payroll were examined. A total of 15 employees were paid in this month. There were no instances of duplicate details.	<p>Assurance has been gained that payments are only being made to genuine employees.</p> <p>We would note that it is practical and reasonable for the Board to review the paid list of employees in total as only 15 employees were paid in the month we reviewed, which, when combined with our separate existence testing and payroll system walkthrough, provides assurance regarding the completeness and accuracy of the payroll.</p>	There are no recommendations to be made at this time.	
<b>Test 7:</b> Test check payroll deductions to ensure correct rates are being applied.	An employee was selected at random from the May 2019 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.	Our testing indicated 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.	
<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.	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	From our sample testing, payroll control accounts are being adequately cleared and this process is being reviewed.	There are no recommendations to be made at this time.	

TEST	RESULTS	CONCLUSIONS	RECOMMENDATIONS	OUTCOME
	<p>the Admin/Payroll Officer and reviewed by the Accounts Officer.</p> <p>The May and August 2019 journal postings were reviewed. It was confirmed that the journal had been posted correctly and that the posting cleared the payroll control accounts.</p>			



**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 2020 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.	Based on our sample testing, fixed asset additions are being recognised appropriately and an adequate fixed asset register is maintained.	There are no recommendations to be made at this time.	W
<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 2019 accounts.	Based on our sample testing, 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.	W
<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 and up to date taxation certificates 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 by the board.	Based on our sample testing, 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.	W

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 9 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.	Based on our sample testing, there are few assets with costs fully written off included in the fixed asset register and depreciation policies are reasonable.	There are no recommendations to be made at this time.	
<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 2020 was tested and found to have been calculated correctly.	Based on our sample testing, 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.	

TEST	RESULTS	CONCLUSIONS	RECOMMENDATIONS	OUTCOME
<p><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.</p>	<p>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.</p>	<p>As the portfolio is managed by Smith and Williamson, no further testing on investments is proposed.</p>	<p>There are no recommendations to be made at this time.</p>	<p style="text-align: center;">W</p>


**ACCOUNTING SYSTEMS**

TEST	RESULTS	CONCLUSIONS	RECOMMENDATIONS	OUTCOME
<b>Test 1:</b> Ensure that the opening balances on the accounting system agree to the 2019 accounts.	The opening balances on Sage were checked to the opening figures from the 2019 accounts.	Based on our sample testing, the accounts prepared during the year agree to the accounting system.	There are no recommendations to be made at this time.	
<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 2019 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 correctly treated. 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, then released over the year.</p> <p>The Accounts Officer confirmed that trivial accruals are not included in the management accounts as it is not</p>	<p>Based on our sample testing, treatment of income and expenditure appears appropriate for the purposes of the management accounts and consistent with the prior year.</p> <p>No issues were identified surrounding cut off procedures.</p>	There are no recommendations to be made at this time.	

TEST	RESULTS	CONCLUSIONS	RECOMMENDATIONS	OUTCOME
	<p>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>			



**EXERCISE OF PUBLIC RIGHTS**

TEST	RESULTS	CONCLUSIONS	RECOMMENDATIONS	OUTCOME
<b>Test 1:</b> Ensure that the authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.	<p>The authority provided notice to its external auditors informing them of the dates of the period for the exercise of public rights, and posted a notice on the LSIDB website with the same dates / period. This notice is still visible on the website. We further understand that the form was also posted on the noticeboard on the front gate (although this is not mandatory it is considered best practice).</p> <p>The Board's audit arrangements, meeting dates, reports and minutes are all regularly posted on the website, as well as at the entrance to the offices at Oldbury Naite.</p>	<p>The authority has demonstrated that it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.</p>	<p>There are no recommendations to be made at this time.</p>	

## FOLLOW UP ON PREVIOUS RECOMMENDATIONS

## Recommendations from 2018/19- Amber Point.

TEST	PRIOR CONCLUSIONS	PRIOR RECOMMENDATIONS	FOLLOW UP	OUTCOME
<p><b><u>Petty Cash</u></b></p> <p><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>	<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>	<p>All claims tested this year (see page 13) were authorised and paid were supported by the relevant receipts.</p> <p>VAT had been accurately included and recovered where applicable and posted to Sage. Each voucher showed the breakdown of the VAT included and the relevant VAT registration number where detail lacked.</p> <p>A limit of £50 has been set for all petty cash claims and on review of the year, there were no claims that exceeded this threshold.</p> <p>All recommendations have been adequately satisfied and can be cleared.</p>	<div>W</div> <div>W</div>

**LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD****BALANCE SHEET AS AT 31 MARCH 2020**

	Note	£	31/03/20 £	31/03/19 £	Variance £
<b>FIXED ASSETS</b>					
Fixed Assets	1	784,420	<b>784,420</b>	<b>692,402</b>	92,018
<b>LONG TERM ASSETS</b>					
Investments		668,038	<b>668,038</b>	<b>603,932</b>	64,106
<b>CURRENT ASSETS</b>					
Stock +WiP		52,116		47,973	4,143
Trade debtors		6,418		6,773	-355
Drainage rate debtors		295		96	199
Levy Debtors		0		0	0
VAT Claim		8,322		5,829	2,493
Special Levies		0		0	0
Developers Funds Due		0		0	0
Prepayments		33,535		32,280	1,255
Cash at bank and in hand		127,931		852,523	-724,592
Short term deposits		1,108,312		501,013	607,299
			<b>1,336,929</b>	<b>1,446,487</b>	-109,558
<b>CURRENT LIABILITIES</b>					
Trade Creditors		-39,291		-38,061	-1,230
Other Creditors		-27,755		-25,341	-2,414
Accrued expenses		-23,177		-6,685	-16,492
Finance Leases due within one year		0		-1,016	1,016
Prepaid Rates	2	0		-200	200
Prepaid Levies	2	0		-1,519	1,519
Prepaid Developers Funds		0		0	0
			<b>-90,223</b>	<b>-72,822</b>	-17,401
<b>NET CURRENT ASSETS</b>			<b>1,246,706</b>	<b>1,373,665</b>	-126,959
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			<b>2,699,164</b>	<b>2,669,999</b>	29,165
<b>LONG TERM LIABILITIES</b>					
Finance Leases		0		0	0
Pension scheme deficit		-951,000		-1,276,000	325,000
			<b>-951,000</b>	<b>-1,276,000</b>	325,000
<b>NET ASSETS</b>			<b>1,748,164</b>	<b>1,393,999</b>	354,165
<b>FINANCED BY:</b>					
<b>CAPITAL ACCOUNT</b>			<b>666,569</b>	<b>666,569</b>	0
<b>ACCUMULATED FUND</b>					
Balance brought forward		572,203		523,570	48,633
Surplus for the 12 months		258,026		223,633	34,393
Transfer to Capital Expenditure Reserve		-200,000		-175,000	-25,000
Additional Transfer to Capital Exp. Res.		-200,000		0	-200,000
Transfer from Capital Expenditure Reserve		116,426		0	116,426
			<b>546,655</b>	<b>572,203</b>	-25,548
Developers Funds Reserve					
Investments at cost		650,000		500,000	150,000
Increase in value		18,038		103,932	-85,894
Investments current value		668,038		603,932	64,106
Cash at Bank		119,925		310,746	-190,821
			<b>787,963</b>	<b>914,678</b>	-126,715
Revaluation Reserve			<b>144,583</b>	<b>144,583</b>	0
Capital Expenditure Reserve	3		<b>553,394</b>	<b>371,966</b>	181,428
Pension Reserve			<b>-951,000</b>	<b>-1,276,000</b>	325,000
			<b>1,748,164</b>	<b>1,393,999</b>	354,165

**Notes**

- Fixed Assets include purchases, sales and depreciation for 12 months to 31 March 2020.
  - In all cases the balance sheet has been adjusted to reflect receipts and payments made in advance of the period earned or due.
  - 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 12 MONTHS TO 31 MARCH 2020**

Income	Note	Actual £	Budget £	Variance £	31 March 2019	
					£	Variance £
Levies charged to Authorities	1	1,259,073	1,259,073	0	1,185,162	73,911
Agricultural Rates	1	116,673	116,673	0	110,299	6,374
Rechargeable works		28,276	20,000	8,276	33,179	-4,903
Application fees		1,700	3,000	-1,300	3,900	-2,200
Consultancy Fees Recharged		25,830	0	25,830	21,456	4,374
Surplus on sale of assets		9,961	9,489	472	614	9,347
Miscellaneous Income		369	0	369	0	369
Foreign Water Grant		164,058	163,854	204	160,841	3,217
Developers Funds Contribution	1	42,436	42,436	0	41,200	1,236
Interest		6,341	3,000	3,341	3,837	2,504
<b>Total</b>		<b>1,654,717</b>	<b>1,617,525</b>	<b>37,192</b>	<b>1,560,488</b>	<b>94,229</b>
<b>Expenditure</b>						
Payroll		707,325	707,201	-124	689,585	-17,740
Office maintenance	2	15,245	23,275	8,030	19,236	3,991
Maintenance	3	193,059	193,500	441	180,228	-12,831
EA Levy		209,698	209,699	1	205,587	-4,111
Motor travel and subsistence	4	25,293	25,646	353	27,404	2,111
Communications		4,591	5,250	659	5,308	717
Administration	5	39,145	36,480	-2,665	33,858	-5,287
Engineering Consultancy fees		65,262	75,000	9,738	46,855	-18,407
Legal and professional fees	6	6,087	3,000	-3,087	5,105	-982
Audit and Accountancy fees		4,600	5,000	400	4,550	-50
Depreciation		125,012	114,258	-10,754	116,744	-8,268
Bank charges		1,374	3,000	1,626	2,395	1,021
<b>Total</b>		<b>1,396,691</b>	<b>1,401,309</b>	<b>4,618</b>	<b>1,336,855</b>	<b>-59,836</b>
<b>Surplus for 12 months</b>		<b>258,026</b>	<b>216,216</b>	<b>41,810</b>	<b>223,633</b>	<b>34,393</b>
<b>Transfer to Capital Expenditure Reserve</b>		<b>200,000</b>	<b>200,000</b>	<b>0</b>	<b>175,000</b>	<b>25,000</b>
<b>Net Surplus for 12 months</b>		<b>58,026</b>	<b>16,216</b>	<b>41,810</b>	<b>48,633</b>	<b>9,393</b>

## Notes on Variances

The results for 12 months show a net surplus of £58,026 against a budget surplus of £16,216.

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) Office Maintenance - A reduction in the premium for Public Liability and Premises Insurance

3) Maintenance costs analysis is as follows:

	Actual £	Budget £	Variance £	Explanation for major variances
Plant Maintenance	70,551	72,200	1,649	Tyres, Boom Repairs, Sensor Faults, Dipper Ram.
Maintenance Compensation	0	1,000	1,000	
Vehicle, Plant	69,795	85,500	15,705	Diesel
Workshop Fixtures & Fittings	14,036	10,600	-3,436	Remedial Electrical works
Pump Station Electricity	32,376	17,000	-15,376	
Health & Safety	6,301	7,200	899	
	193,059	193,500	441	

4) Administration - Increase due to long service awards.

5) Engineering Consultancy fees -

	Actual £	Budget £	Variance £
Non Rechargeable Fees	43,737	45,000	1,263
De-Maining Surveys	0	30,000	30,000
Rechargeable Fees	21,525	0	-21,525
	65,262	75,000	9,738

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

Insurance Policies - 2020/21					Appendix E		
Insurer	Policy No	Cover	Renewal Date	Incl IPT 2020/21 Premium	Incl IPT 2019/20 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>	01/04/2020	£12,265.00	£12,598.00	Mar-20	-£333.00
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>	01/04/2020	£7,813.00	£6,928.00	Mar-20	£885.00
<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>	01/04/2020	£3,171.00	£2,932.13	Mar-20	£238.87
<b>Total premiums</b>				<b>£23,249.00</b>	<b>£22,458.13</b>		<b>£790.87</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:.....		

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

**January 2020**

<u>Supplier</u>	<u>Details</u>	<u>Amount Paid this Period</u>
Orchard Computer Services	Quarterly Maintenance Cover	389.00
RS COMPONENTS LTD	Hours meters	26.81
LEES MEND A SHOE	Keys Cut	16.50
Spaldings Ltd	Filters for Bowsers	72.00
Spaldings Ltd	Filters for Bowsers	72.00
Spaldings Ltd	Filters for Bowsers	72.00
The Gables Hotel	Room hire & refreshments for 11/12/19	112.50
CROMWELL GROUP HOLDINGS LTD	Spade	12.59
CROMWELL GROUP HOLDINGS LTD	Hacksaw & frames	40.90
CROMWELL GROUP HOLDINGS LTD	Lopper, Shovel & Grease Guns	185.66
CROMWELL GROUP HOLDINGS LTD	Pro-Tech Compressor	261.82
Certas Energy UK Ltd	6,000 litres Gas Oil	4,032.00
Malt House	Christmas Meal	209.50
Honey Brothers Ltd	Chainsaw Sharpener	51.16
K J Conner & Son	Cleaning for December	276.00
Pitney Bowes Ltd	Franking Machine Hire for Dec	15.54
HM Land Registry	Land Registry Search	3.00
HM Land Registry	Land Registry Search	3.00
HM Land Registry	Land Registry Search	3.00
TESCO	Water for Office	10.50
North Bristol Plumbing Services	Modifications to Bowser	107.23
ALLCAP LTD	Padlocks	399.65
GAP SUPPLIES	Light Bulbs, Lamp & Fuses	13.25
SG Bailey Paints Ltd	Assort paints & thinners	425.51
Motion Consultants Ltd	Avonmouth Consultancy for Nov 19	2,376.00
Motion Consultants Ltd	Elmore Back P/S Modifications for Nov 19	3,768.00
Motion Consultants Ltd	Marshfield P/S Modifications for Nov 19	1,656.00
Motion Consultants Ltd	Lapperditch P/S Modifications for Nov 19	1,656.00
Motion Consultants Ltd	Wicks Green P/S Modifications for Nov 19	1,656.00
Motion Consultants Ltd	Oldbury P/S Modifications for Nov 19	1,656.00
ENVIRONMENT AGENCY	Precept net of FWG	11,410.00
ASSOCIATION OF DRAINAGE AUTHORITIES	Annual Subscription for 2020	5,092.80
Amazon.co.uk	3 x Mouse Mats	11.97
Giffgaff Ltd	Sim monthly plan for Slimbridge WLMP	8.00
Spaldings Ltd	Fuel Treatment	76.80
BNP PARIBAS LEASE GROUP	Quarterly Office Telecoms Rental	414.00
Holt JCB Ltd	Service Agreement 25/10/19 - 24/01/2020	321.20
Smiths (Gloucester) Ltd	Waste Management for Dec	35.78
Skyguard Ltd	1 x Additional ManDown Annual Subscription	142.32
CROMWELL GROUP HOLDINGS LTD	Assort Burrs & Cutting Discs	80.04
ZEN INTERNET LTD	Monthly Internet Charges	46.50
Citation Ltd	Legal Fees	315.52
SOUTH GLOUCESTERSHIRE COUNCIL	Business Rates	749.00
Channel Plant	Recover stuck vehicle - AU11 HCH	84.00
Channel Plant	Recover stuck vehicle - V19 FUU	84.00
Mole Country Stores	gate Hooks, Gate PLates, Screws & Chisel	102.54
Plan Communications Ltd	Mobile Phones Bill	258.00
Moorepay Ltd	Payroll Costs for December	165.12
Miles Tyre & Exhaust Services	2 x tyres for IW Trailer	110.23
Cablestream Ltd	Office phone line rental & calls	74.66
CROMWELL GROUP HOLDINGS LTD	Spade	12.59
LISTER WILDER LTD	Top link balls & couplers for stock	39.36
Corona Energy	Elmore Back Electricity 01/12/19 - 31/12/19	309.41
Corona Energy	Saul Electricity 01/12/19 - 31/12/19	93.93
Corona Energy	Office Electricity 01/12/19 - 31/12/19	529.04
Corona Energy	Lapperditch Electricity 01/12/19 - 31/12/19	268.46
Corona Energy	Oldbury P/S Electricity 01/12/19 - 31/12/19	2,123.54
Corona Energy	Wicks Green Electricity 01/12/19 - 31/12/19	1,447.56
Corona Energy	Marshfield Electricity 01/12/19 - 31/12/19	1,103.07
Bussell Parts Ltd	Dipper Ram for WU16 TZM	2,280.00
		<b><u>47,368.56</u></b>

**Invoice FYI**

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No 1 Account contd

Page: 2

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

**January 2020**

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

<b>Amount Paid this Period (Supplier Invoices)</b>	<b>47,368.56</b>
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**Bank Payments for January 2020**  
 NatWest

Bankline Charge & Bank Charges

	<u>58.42</u>
<b>Amount Paid this Period (Bank Payments)</b>	<b>58.42</b>

**Total Amount Paid thid Period**  
**£47,426.98**



## February 2020

<u>Supplier</u>	<u>Details</u>	<u>Amount Paid this Period</u>
Orchard Computer Services	Quarterly Maintenance Cover	389.00
Honey Brothers Ltd	Folding Saw, Pruning Saw & replacement blades	194.61
Chainsdirect Ltd	Chainsaw guide bars	80.00
Chainsdirect Ltd	Guide bar & replacement chains for chainsaw	96.60
Konica Minolta Business Solutions (UK) Ltd	Quarterly Photo Copier Hire 17/01/20-16/04/20	83.88
Konica Minolta Business Solutions (UK) Ltd	Quarterly Copy Charge 17/10/18 - 16/01/20	107.36
Spaldings Ltd	Filters for fuel bowsers	45.00
West Oils Environmental Ltd	Collection of waste oil	412.80
CROMWELL GROUP HOLDINGS LTD	Taps, sockets & screws	67.04
TESCO	Fuel for chainsaws	25.04
www.workgloves.co.uk	Heat Resistant Gloves	150.14
MERRETT D C	Transportation of WX12 CWL	240.00
MOWER DOCTOR	Assort files for Chainsaws	28.80
Mr W J Cornock	J Cornock - Mileages for 22/01/2020	5.40
HORE MR J	J Hore - Mileages for 22/01/2020	9.90
Mr R Thatcher	R Thatcher - Mileages for 22/01/2020	31.50
LITTLETON MR G	G Littleton - Mileages for 22/01/2020	16.20
Mr C J N Williams	C Williams - Mileages for 22/01/2020	19.80
Water 2 Business	Water Bill for 24/07/2019 - 20/01/2020	63.36
Water Environment Ltd	Elmore Back Stage 2 Hydraulic Modelling	<b>Invoice FYI</b> 6,600.00
The Gables Hotel	Room hire & refreshments for 22/01/2020	115.00
CROMWELL GROUP HOLDINGS LTD	Safets Specs & dust masks	104.92
ARCO LTD	Evostik Glue	16.09
ARCO LTD	Hand Cleanser Wipes	240.48
K J Conner & Son	Cleaning for January	276.00
Just Ecology Environmental Consultancy Ltd	Slimbridge WLMP - Invoice 2	3,620.00
HM Land Registry	Land Registry Search 1	3.00
HM Land Registry	Land Registry Search 2	6.00
HM Land Registry	Land Registry Search 3	3.00
Honey Brothers Ltd	Felling Lever, Long Breaking Bar & assort File Holders	243.54
Hydroscand Ltd	Parts for Tree Shears	51.22
Hydroscand Ltd	2 x hose assemblies for tree shears	53.18
Motion Consultants Ltd	Avonmouth consultancy advice for Dec 19	<b>Invoice FYI</b> 2,880.00
BOC LTD	125.65	150.78
Moorepay Ltd	Payroll costs for Jan 20	153.42
TAILORMADE OFFICE SUP.LTD	Binding Combs	8.05
TAILORMADE OFFICE SUP.LTD	A4 Paper. A3 Paper, Envelopes, Binding Covers	158.49
Smiths (Gloucester) Ltd	Waste management for Jan	35.78
ZEN INTERNET LTD	Monthly internet charge	46.50
Giffgaff Ltd	Sim monthly plan for Slimbridge WLMP	8.00
Mole Country Stores	Gate eyes & hurdles	39.95
Mole Country Stores	Gate hooks, eyes, staples, springs	115.92
Molson Equipment Services Ltd	Labour on call out to WO14 OEY - Dipper Arm	480.84
Ford Fuel Oils	Assort oils, grease, screenwash	556.79
ClIr Bronwen Behan	B Behan - Mileages for 05/02/2020	26.10
LITTLETON MR G	G Littleton - Mileages for 05/02/2020	16.20
Mr R Godwin	R Godwin - Mileages for 05/02/2020	16.20
HYSLOP MR R	R Hyslop - Mileages for 05/02/2020	22.95
Mr C J N Williams	C Williams - Mileages for 05/02/2020	19.80
Mr J Nichols	J Nichols- Mileages for 05/02/2020	5.85
HORE MR J	J Hore - Mileages for 05/02/2020	9.90
Mrs F Collins	F Collins - Mileages for 05/02/2020	26.10
Rose Hewlett	R Hewlett - Mileages for 05/02/2020	11.25
ClIr Paul Toleman	P Toleman - Mileages for 05/02/2020	17.10
Mr P Abraham	P Abraham - Mileages for 05/02/2020	15.30
Mary Sykes	M Sykes - Mileages for 05/02/2020	18.90
Plan Communications Ltd	Mobile phones bill	258.36
Severn Controls Ltd (Rewinds Division)	SMS Device installed at Saul P/S	318.00
CROMWELL GROUP HOLDINGS LTD	Drill bits, washers steel repair kit	59.16
CROMWELL GROUP HOLDINGS LTD	Brake cleaner, WD40, Oils	106.80

No 1 Account contd

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

Page: 2

### February 2020

<u>Supplier</u>	<u>Details</u>	<u>Amount Paid this Period</u>
CROMWELL GROUP HOLDINGS LTD	First Aid Kits, Eye pods & station	212.12
Orchard Computer Services	Dell Optiplex Computer & Software Installation	1,092.00
Orchard Computer Services	2 x Upgrades to Windows 10	924.00
Andy Gardner	Annual website hosting	196.00
Cablestream Ltd	Office phone line rental & calls	77.75
MOWER DOCTOR	Husqvarna air filter	12.17
Bussell Parts Ltd	Kick glss for WO14 OEY	115.20
Motion Consultants Ltd	Marshfield P/S Modifications - Dec 19	2,399.62
Motion Consultants Ltd	Lapperditch P/S Modifications - Dec 19	2,399.62
Motion Consultants Ltd	Wicks Green P/S Modifications - Dec 19	2,399.61
Motion Consultants Ltd	Oldbury P/S Modifications - Dec 19	2,399.65
Motion Consultants Ltd	Elmore Back P/S Modifications - Dec 19	4,079.33
Tilney Ltd	Ongoing pension consultancy 01/08/19 - 31/01/2020	620.40
The Gables Hotel	Room hire& refreshments for 05/02/2020	175.00
Citation Ltd	Legal Fees	315.52
BRITISH TELECOM	Quarterly 2nd phone line	45.54
Corona Energy	Elmore Back Electricity 01/01/20-31/01/20	323.77
Corona Energy	Office Electricity 01/01/20-31/01/20	574.79
Corona Energy	Wicks Green Electricity 01/01/20-31/01/20	1,726.78
Corona Energy	Saul Electricity 01/01/20-31/01/20	93.30
Corona Energy	Lapperditch Electricity 01/01/20-31/01/20	299.45
Corona Energy	Oldbury P/S Electricity 01/01/20-31/01/20	1,571.08
Corona Energy	Marshfield Electricity 01/12/19-31/12/19	301.62
Corona Energy	Marshfield Electricity 01/01/20-31/01/20	393.20
Butties Sandwich Bar	Sandwiches for working lunch	27.36
		<u>41,756.23</u>

Please note that the amounts shown above include Vat where applicable

Amount Paid this Period	41,756.23
Corona Electricity Credit	<u>(1,103.07)</u>
<b>Amount Paid this Period (Supplier Invoices)</b>	<b>40,653.16</b>

### Bank Payments for February 2020

NatWest	Bankline Charge & Bank Charges	54.27
	<b>Amount Paid this Period (Bank Payments)</b>	<b><u>54.27</u></b>

**Total Amount Paid this Period**  
**£40,707.43**

No 1 Account

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

Page: 1

March 2020

<u>Supplier</u>	<u>Details</u>	<u>Amount Paid this Period</u>
Halfords	Aerial for VN62 RPY	4.00
Sawbits.co.uk	2 x Ignition coils for chainsaws	79.46
LEES MEND A SHOE	New combination lock for Saul P/S	29.99
TESCO	Fuel for chainsaws	39.53
Ladders-Direct.com	Self adhesive Clow Inspection Tags	24.00
Somerset Commercials Ltd	Tech A&B Compound Tyre Rubber Fillers	28.96
Molson Equipment Services Ltd	To attend fault on WO14 OEY - Fault with arm	420.90
RS COMPONENTS LTD	Hose clamp pliers	64.40
LISTER WILDER LTD	Expansion vessel for VX65 HTA	585.60
LISTER WILDER LTD	Expansion vessel for VX65 HVB	585.60
Orchard Computer Services	Quarterly Maintenance Cover	389.00
Orchard Computer Services	To upgrade Sage to V26 onto server	96.00
Pitney Bowes Ltd	Franking machine rental for Jan & Feb	31.08
HCL Fasteners Ltd	Assort spring band clamps	35.82
HYDRA ENGINEERING SERVICES LTD	Bomford Mower Ram Repair	748.80
HYDRA ENGINEERING SERVICES LTD	Bomford Mower Ram Reseal	475.20
Certas Energy UK Ltd	2,000 litres Derv	2,332.80
Ada Lincolnshire Branch	2020/21 White Book Subscription	50.00
K J Conner & Son	Cleaning for February	276.00
Online Safety Supplies	Assort wellingtons & waders	232.07
Barrington Ventures Ltd	Miniflex Level Controller for Elmore Back	103.10
DVLA	Licence for WX12 CWL	165.00
DVLA	Credit card charge	2.50
Safetygloves.co.uk	Assort Gloves	124.42
Motion Consultants Ltd	Avonmouth Consultancy advice for Jan 20	2,160.00
Motion Consultants Ltd	Elmore Back Pump Station Modifications - Jan 20	5,032.68
Motion Consultants Ltd	Marshfield Pump Station Modifications - Jan 20	1,675.50
Motion Consultants Ltd	Lapperditch Pump Station Modifications - Jan 20	1,675.50
Motion Consultants Ltd	Wicks Green Pump Station Modifications - Jan 20	1,675.50
Motion Consultants Ltd	Oldbury Pump Station Modifications - Jan 20	1,675.50
ZEN INTERNET LTD	Annual cPanel Bronze Charge 16/03/2020-15/03-2021	71.86
Orchard Computer Services	Annual Mimecast renewal	648.00
MERRETT D C	Tanks Emptied	180.00
ZEN INTERNET LTD	Annual Domain Charge 17/03/20 - 16/03/21	8.39
Moorepay Ltd	Payroll costs for Feb	153.42
GAP SUPPLIES	Assort silicone & sealants	39.83
Smiths (Gloucester) Ltd	Waste Management Services for Feb	35.78
Bishop Fleming LLP	Internal Audit for YE 31/03/20	3,120.00
G R Tuck	Length of box steel	18.38
Plan Communications Ltd	Mobile phones bill	258.36
MOWER DOCTOR	Stihl HL92 KC-E Hedgetrimmer	564.00
MOWER DOCTOR	Husqvarna Clamping Sleeve	30.48
MOWER DOCTOR	Chainsaw Chain	23.64
Adobe Systems Software Ireland Ltd	Annual adobe software for LR	171.84
Amazon.co.uk	Ink for Franking Machine	19.99
JOHN DAVIDSON (PIPES) LTD	AssortTwinwall Pipes & Couplers	1,524.10
ZEN INTERNET LTD	Monthly Internet Charge	46.50
Screwfix Direct Ltd	2 x Safety Boots	179.98
ALLCAP LTD	Hand Wipes	18.05
ALLCAP LTD	Cutting Discs & Duct Tape	75.73
Citation Ltd	Legal Fees	315.52
Green Farm Seeds Ltd	Grass Seed	402.00
Giffgaff Ltd	Sim monthly plan - Slimbridge WLMP	8.00
Mole Country Stores	Gate Hooks & Digging Fork	31.68
Mr C.J.N Williams	C Williams - Mileages for 11/03/20	23.40
Clr Fi Hance	F Hance - Mileages for 11/03/20	17.10
Cablestream Ltd	Office phone line rental & calls	82.70
Cemex UK Materials Ltd	20 x tons Limestone (To recharge)	431.83
Corona Energy	Office Electricity - 01/02/20-29/02/20	535.73
Corona Energy	Oldbury P/S Electricity - 01/02/20-29/02/20	3,452.30

Invoice FYI

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

## **March 2020**

<u>Supplier</u>	<u>Details</u>	<u>Amount Paid this Period</u>
Corona Energy	Saul P/S Electricity - 01/02/20-29/02/20	<b>Invoice FYI</b> 265.98
Corona Energy	Elmore Back P/S Electricity - 01/02/20-29/02/20	" " " " 302.54
Corona Energy	Marshfield P/S Electricity - 01/02/20-29/02/20	" " " " 773.91
Corona Energy	Lapperditch P/S Electricity - 01/02/20-29/02/20	" " " " 485.58
Corona Energy	Wicks Green P/S Electricity - 01/02/20-29/02/20	" " " " 3,005.65
Zurich Insurance plc	Public Liability Insurance 2020/21	<b>Invoice FYI</b> 3,921.13
Zurich Insurance plc	Building & Contents Insurance 2020/21	" " " " 2,500.00
Zurich Municipal	Crime Insurance 2020/21	" " " " 1,392.22
FENTON INSURANCE SOLUTIONS LTD	Motor Fleet Insurance 2020/21	<b>Invoice FYO</b> 12,265.20
FENTON INSURANCE SOLUTIONS LTD	Engineering & Construction Insurance 2020/21	" " " " 2,898.80
FENTON INSURANCE SOLUTIONS LTD	Insurance Premium & IPT	" " " " 680.23
FENTON INSURANCE SOLUTIONS LTD	Customer Service Charge	" " " " 75.00
Worldpay (UK) Ltd	Credit Card Set Up Misc Fees	" " " " 15.00
		<u>61,888.74</u>

Please note that the amounts shown above include Vat where applicable

Amount Paid this Period	61,888.74
Supplier write off	<u>(0.01)</u>
<b>Amount Paid this Period (Supplier Invoices)</b>	<b>61,888.73</b>

### **Bank Payments for March 2020**

NatWest	Bankline Charge & Bank Charges	63.77
	Employee Long Service Award	<u>1,000.00</u>
	<b>Amount Paid this Period (Bank Payments)</b>	<b>1,063.77</b>

**Total Amount Paid this Period**  
**£62,952.50**

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

## April 2020

<u>Supplier</u>	<u>Details</u>	<u>Amount Paid this Period</u>
Orchard Computer Services	Quarterly Maintenance Cover	389.00
TESCO	Petrol for Chainsaws	23.65
TESCO	Water for Office	12.60
L&S Engineers Ltd	3 x Chain & Sprocket Kits	111.78
L&S Engineers Ltd	Chain Adjustment Screw Kit	10.74
Certas Energy UK Ltd	6,532 litres Gas Oil	3,760.86
Giffgaff Ltd	Sim monthly plan - Slimbridge WLMP	8.00
L&S Engineers Ltd	3 x Chain catchers for chainsaws	6.48
L&S Engineers Ltd	Various parts for Chainsaws	199.49
TAILORMADE OFFICE SUP.LTD	A4 Paper, Envelopes, Lever Arch Files, Crown Sheets	195.66
TAILORMADE OFFICE SUP.LTD	Trodat Stamp	32.63
LISTER WILDER LTD	U/J Joint for Norematic Mower	20.45
T.H. Chamberlayne & Son	Wicks Green Pump Attendant 2019/2020	840.00
T.H. Chamberlayne & Son	Lapperditch Pump Attendant 2019/2020	840.00
T.H. Chamberlayne & Son	Marshfield Pump Attendant 2019/2020	840.00
Hydroscand Ltd	Hose assembly for VX65 HVB	68.51
Pitney Bowes Ltd	Franking Machine Rental for Mar20	15.54
CROMWELL GROUP HOLDINGS LTD	Hi Viz Vests & Rainsuits & Paper Towels	358.71
CROMWELL GROUP HOLDINGS LTD	Containers & Lids	112.22
CROMWELL GROUP HOLDINGS LTD	Assort Nuts, Bolts, Screws, Bolt Cutters & Welding	304.73
Water Environment Ltd	Recovery Facility Hydraulic Modelling Report	4,026.00
Orchard Computer Services	Annual Multi Domain Licence	234.00
L&S Engineers Ltd	Bar Cover for Chainsaw	6.79
Galleon Supplies Ltd	Toilet Rolls & Wypall Wipes	205.20
Lidl	Shovels	38.97
Lidl	Assort Shovels	77.94
TESCO	Petrol for Chainsaws	23.12
Honey Brothers Ltd	Fibre glass Screwfit poles	273.48
DVLA	Licence for WV19 FUU	165.00
DVLA	Credit card fee	2.50
Avon Hydraulics (UK) Ltd	Hydraulic Hoses for VX65 HVB	160.20
TAILORMADE OFFICE SUP.LTD	Plates	12.71
RIDDLE MR M	M Riddle - Mileages for 01/04/19 - 31/03/2020	148.32
Motion Consultants Ltd	Avonmouth Consultancy Advice for Feb 20	3,648.00
Concept13 Ltd	Expenses for Slimbridge WLMP	180.00
K J Conner & Son	Cleaning for March 2020	276.00
Wire Watcher Co	Wire Watcher for WV19 FUU	744.00
Wire Watcher Co	Fitting of Wire Watcher to WV19 FUU	240.00
Canal & River Trust	Flap Valve Rental @ Buckholt Syphon 01/04/20 -	113.02
Glamorgan Telecom Ltd	To set up phone divers	108.00
BARNES MR M	M Barnes - mileages for 01/04/19 - 31/03/20	167.40
BARNES MR M	M Barnes - Outside remit of Vice-Chair	108.00
Just Ecology Environmental Consultancy Ltd	Slimbridge WLMP - Final Invoice	2,970.00
Moorepay Ltd	Payroll costs for Mar 20	153.42
AVON ALARMS LTD	Annual maintenance & CCTV Monitoring from	1,362.00
Post Office	Stamps for Rates (Franking machine not working)	455.00
Amazon.co.uk	Samsung Galaxy A10 for KW (Work from home)	126.90
Amazon.co.uk	Samsung Galaxy A10 for LR (Work from home)	126.90
Motion Consultants Ltd	Marshfield P/S Modifications - Feb 20	2,184.00
Motion Consultants Ltd	Lapperditch P/S Modifications - Feb 20	2,184.00
Motion Consultants Ltd	Wicks Green P/S Modifications - Feb 20	2,184.00
Motion Consultants Ltd	Oldbury P/S Modifications - Feb 20	2,184.00
Motion Consultants Ltd	Elmore Back P/S Modifications - Feb 20	5,184.00
BNP PARIBAS LEASE GROUP	Quarterly Office Telecoms Rental	414.00
Mole Country Stores	Barbed Wire, Staples & assort nails	446.83
Worldpay (UK) Ltd	Worldpay Charges	15.00
Smiths (Gloucester) Ltd	Waste Management Charges for Mar 20	35.78
Holt JCB Ltd	Quarterly Holt JCB Service Agreement	321.20
Plan Communications Ltd	Mobile Phones Bill	258.00
Worldpay (UK) Ltd	Subscription for April	11.94

**Invoice FYI**

**Invoices FYI**

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

### April 2020

<u>Supplier</u>	<u>Details</u>	<u>Amount Paid this Period</u>
ZEN INTERNET LTD	Monthly Internet Charge	46.50
SOUTH GLOUCESTERSHIRE COUNCIL	Business Rates	760.75
Corona Energy	Saul P/S Electricity 01/03/20 - 31/03/20	<b>Invoices FYI</b> 34.32
Corona Energy	Oldbury P/S Electricity 01/03/20 - 31/03/20	" " " " 1,485.65
Corona Energy	Marshfield P/S Electricity 01/03/20 - 31/03/20	" " " " 221.83
Corona Energy	Elmore Back P/S Electricity 01/03/20 - 31/03/20	" " " " 303.19
Corona Energy	Office Electricity 01/03/20 - 31/03/20	" " " " 489.71
Corona Energy	Wicks Green P/S Electricity 01/03/20 - 31/03/20	" " " " 2,971.86
Corona Energy	Lapperditch P/S Electricity 01/03/20 - 31/03/20	" " " " 160.91
Cablestream Ltd	Office Phone Line Rental & Calls	91.13
Citation Ltd	Legal Fees	315.52
Worldpay (UK) Ltd	Subscription for Mar (Refunded)	<b>Credit</b> 11.94
Spearhead Machinery Ltd	Spearhead Twiga SPV2 Prestige	<b>Credit</b> 1,563.43
		<u>48,183.41</u>

Please note that the amounts shown above include Vat where applicable

Amount paid this Period	48,183.41
Worldpay Credit	(11.94)
Spearhead Credit	<u>(1,563.43)</u>
<b>Amount Paid this Period (Supplier Invoices)</b>	<b>46,608.04</b>

### Bank Payments for April 2020

NatWest	Bankline Charge & Bank Charges	74.97
	Ultrasonic Mouse Repellants	<u>75.92</u>
	<b>Amount Paid this Period (Bank Payments)</b>	<b>150.89</b>

### Total Amount Paid this Period £46,758.93

### Payments to be Noted January 2020 - April 2020

Jan 20	47,426.98
Feb 20	40,707.43
Mar 20	62,952.50
Apr 20	<u>46,758.93</u>
<b>Total</b>	<b>£197,845.84</b>

No 2 Account

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

Page: 1

Date From : 01/01/2020

January 2020 - April 2020

Date To : 30/04/2020

### Payroll Reports FYI

No	Type	Date	N/C	Ref	Details	Net Amount	Tax Amount	Gross Amount	Bank Rec. B Date
85073	BP	15/01/2020	2231	D/D	<b>Jan 20</b> Peoples Pension Cont - Dec 19	1,421.28	0.00	1,421.28	R 31/01/2020
85074	BP	17/01/2020	2230	D/D	Glos CC - Pension Cont for Dec	13,403.27	0.00	13,403.27	R 31/01/2020
85075	BP	22/01/2020	2210	D/D	HMRC - Liability for Dec 19	12,725.44	0.00	12,725.44	R 31/01/2020
85076	BP	28/01/2020	2220	D/D	LSIDB Salary for Jan 20	30,729.94	0.00	30,729.94	R 31/01/2020
85077	BP	28/01/2020	2211	D/D	GMB - Union Cont for Jan 20	28.28	0.00	28.28	R 31/01/2020
85315	BP	17/02/2020	2231	D/D	<b>Feb 20</b> Peoples Pension Cont - Jan 20	1,410.48	0.00	1,410.48	R 29/02/2020
85316	BP	19/02/2020	2230	D/D	LGPS Pension Cont - Jan 20	13,305.26	0.00	13,305.26	R 29/02/2020
85317	BP	21/02/2020	2210	D/D	HMRC Liability - Jan 20	10,780.50	0.00	10,780.50	R 29/02/2020
85318	BP	28/02/2020	2220	D/D	LSIDB Salary - Feb 20	29,279.41	0.00	29,279.41	R 29/02/2020
85319	BP	28/02/2020	2211	D/D	GMB Union - Feb 20	28.28	0.00	28.28	R 29/02/2020
85491	BP	16/03/2020	2231	D/D	<b>Mar 20</b> Peoples Pension Cont - Feb 20	1,410.48	0.00	1,410.48	R 31/03/2020
85492	BP	19/03/2020	2230	D/D	LGPS Pension Cont - Feb 20	13,296.89	0.00	13,296.89	R 31/03/2020
85493	BP	20/03/2020	2210	D/D	HMRC Liability - Feb 20	12,343.83	0.00	12,343.83	R 31/03/2020
85494	BP	27/03/2020	2220	D/D	LSIDB Salary - Mar 20	29,645.26	0.00	29,645.26	R 31/03/2020
85495	BP	27/03/2020	2211	D/D	GMB Union - Mar 20	28.28	0.00	28.28	R 31/03/2020
88971	BP	15/04/2020	2231	D/D	<b>Apr 20</b> Peoples Pension Cont - Mar 20	1,421.28	0.00	1,421.28	R 30/04/2020
88972	BP	17/04/2020	2230	D/D	LGPS Pension Cont - Mar 20	13,560.50	0.00	13,560.50	R 30/04/2020
88973	BP	22/04/2020	2210	D/D	HMRC Liability - Mar 20	12,772.51	0.00	12,772.51	R 30/04/2020
88974	BP	28/04/2020	2220	D/D	LSIDB Salary - Apr 20	29,404.73	0.00	29,404.73	R 30/04/2020
88975	BP	28/04/2020	2211	D/D	GMB Union - Apr 20	28.28	0.00	28.28	R 30/04/2020
						<u>227,024.18</u>	<u>0.00</u>	<u>227,024.18</u>	
						<u>227,024.18</u>	<u>0.00</u>	<u>227,024.18</u>	

## Petty Cash

# Lower Severn (2005) Internal Drainage Board

## Payments to be Noted

Page: 1

Date From: 01/01/2020  
Date To: 30/04/2020

### January 2020 - April 2020

No	Type	Date	Ref	Details	Net £	Tax £	Gross £	B	Bank Rec.	Date
85040	CP	02/01/2020	7447	Tesco - 1 x Milk	<b>Jan 19</b> 1.10	0.00	1.10	R	31/01/2020	
85041	CP	06/01/2020	7448	Falfield Stores - Milk	1.75	0.00	1.75	R	31/01/2020	
85042	CP	06/01/2020	7449	Car Parking for JT - Cheltenham	5.00	1.00	6.00	R	31/01/2020	
85043	CP	06/01/2020	7450	Car Parking for LR -	2.50	0.50	3.00	R	31/01/2020	
85044	CP	07/01/2020	7451	Tesco - 1 x Milk	1.10	0.00	1.10	R	31/01/2020	
85045	CP	08/01/2020	7452	Car Parking for JT - Sedgemoor	1.40	0.00	1.40	R	31/01/2020	
85046	CP	13/01/2020	7453	Tesco - 2 x Milks	2.20	0.00	2.20	R	31/01/2020	
85047	CP	14/01/2020	7454	Registered Postage	2.70	0.00	2.70	R	31/01/2020	
85048	CP	15/01/2020	7455	Car Parking for JT - Broadmead	7.50	1.50	9.00	R	31/01/2020	
85049	CP	20/01/2020	7456	Tesco - Milk & Teabags	8.19	0.00	8.19	R	31/01/2020	
85050	CP	31/01/2020	7457	Registered Postage	5.70	0.00	<u>5.70</u>	R	<u>31/01/2020</u>	
85208	CP	28/01/2020	7458	Tesco- 2 x Milks	<b>Feb 20</b> 2.20	0.00	2.20	R	29/02/2020	
85209	CP	03/02/2020	7459	Tesco - Tea, Coffee, Milks	37.55	0.00	37.55	R	29/02/2020	
85210	CP	07/02/2020	7460	Recorded Delivery	3.55	0.00	3.55	R	29/02/2020	
85211	CP	10/02/2020	7461	Tesco - 2 x Milks	2.20	0.00	2.20	R	29/02/2020	
85212	CP	17/02/2020	7462	Tesco - 2 x Milks	2.20	0.00	2.20	R	29/02/2020	
85213	CP	19/02/2020	7463	Tesco - Decaf teabags,sugar	8.88	0.00	8.88	R	29/02/2020	
85214	CP	19/02/2020	7463	Tesco - Toilet rolls, Air freshner,	12.58	2.52	15.10	R	29/02/2020	
85322	CP	24/02/2020	7465	Tesco's - Milk	1.10	0.00	<u>1.10</u>	R	<u>29/02/2020</u>	
85523	CP	02/03/2020	7466	Tesco- 2 x Milks	<b>Mar 20</b> 2.20	0.00	2.20	R	31/03/2020	
85524	CP	05/03/2020	7467	Management meeting	22.80	4.56	27.36	R	31/03/2020	
85525	CP	04/03/2020	7468	Registered Post	6.60	0.00	6.60	R	31/03/2020	
85526	CP	09/03/2020	7469	Tesco- 2 x Milks	2.20	0.00	2.20	R	31/03/2020	
85527	CP	15/03/2020	7470	Welcome Break - Milks	4.40	0.00	4.40	R	31/03/2020	
85528	CP	18/03/2020	7471	Recorded Delivery	5.70	0.00	5.70	R	31/03/2020	
85529	CP	18/03/2020	7472	Petrol for chainsaws	8.33	1.67	10.00	R	31/03/2020	
85530	CP	19/03/2020	7473	Bleach sprays, kitchen towels	5.64	1.13	6.77	R	31/03/2020	
85531	CP	20/03/2020	7474	Tesco - Milk	1.10	0.00	<u>1.10</u>	R	<u>31/03/2020</u>	
88969	CP	24/04/2020	7475	Ink for LR Printer (No vat	<b>Apr 20</b> 24.95	0.00	24.95	R	30/04/2020	
Totals					£ <u>193.32</u>	<u>12.88</u>	<u>206.20</u>			



## Transfers Between Accounts January 2020 - April 2020

Bank	NominalRecord.AccountName	Type	Date	Journal	TransactionNominal.Details	Amount
1200	NAT WEST ACCOUNT NO 1:	JD	09/01/2020	J1437	Tsf from Direct Res to No1 Acc	75,000.00
1200	NAT WEST ACCOUNT NO 1:	JC	09/01/2020	J1438	Tsf from No1 Acc to No2 Acc (Re Wages)	-55,000.00
1200	NAT WEST ACCOUNT NO 1:	JD	07/02/2020	J1443	Tsf from Direct Res to No1 Acc	65,000.00
1200	NAT WEST ACCOUNT NO 1:	JC	07/02/2020	J1444	Tsf from No1 Acc to No2 Acc Re: Wages	-55,000.00
1200	NAT WEST ACCOUNT NO 1:	JC	14/02/2020	J1445	Tsf from No1 Acc to Petty Cash	-200.00
1200	NAT WEST ACCOUNT NO 1:	JD	04/03/2020	J1451	Tsf from Direct Res to No1 Acc	80,000.00
1200	NAT WEST ACCOUNT NO 1:	JC	04/03/2020	J1452	Tsf from No1 Acc to No2 Acc Re: Wages	-60,000.00
1200	NAT WEST ACCOUNT NO 1:	JD	27/03/2020	J1453	Tsf from Direct Res to No1 Acc	20,000.00
1200	NAT WEST ACCOUNT NO 1:	JD	08/04/2020	J1459	Tsf from Direct Res to no1 Account	40,000.00
1200	NAT WEST ACCOUNT NO 1:	JC	08/04/2020	J1460	Tsf from No1 Acc to No2 Acc Re: Wages	-30,000.00
1200	NAT WEST ACCOUNT NO 1:	JD	09/04/2020	J1461	Tsf from 35 Day Notice to No1 Acc	100,000.00
1200	NAT WEST ACCOUNT NO 1:	JC	15/04/2020	J1486	Tsf from No1 Acc to No2 Acc Re: Wages	-30,000.00
1201	NAT WEST ACCOUNT NO 2:	JD	09/01/2020	J1438	Tsf from No1 Acc to No2 Acc (Re Wages)	55,000.00
1201	NAT WEST ACCOUNT NO 2:	JD	07/02/2020	J1444	Tsf from No1 Acc to No2 Acc Re: Wages	55,000.00
1201	NAT WEST ACCOUNT NO 2:	JD	04/03/2020	J1452	Tsf from No1 Acc to No2 Acc Re: Wages	60,000.00
1201	NAT WEST ACCOUNT NO 2:	JD	08/04/2020	J1460	Tsf from No1 Acc to No2 Acc Re: Wages	30,000.00
1201	NAT WEST ACCOUNT NO 2:	JD	15/04/2020	J1486	Tsf from No1 Acc to No2 Acc Re: Wages	30,000.00
1230	PETTY CASH	JD	14/02/2020	J1445	Tsf from No1 Acc to Petty Cash	200.00
1257	Nat West Direct Reserve Acc	JC	09/01/2020	J1437	Tsf from Direct Res to No1 Acc	-75,000.00
1257	Nat West Direct Reserve Acc	JC	07/02/2020	J1443	Tsf from Direct Res to No1 Acc	-65,000.00
1257	Nat West Direct Reserve Acc	JC	04/03/2020	J1451	Tsf from Direct Res to No1 Acc	-80,000.00
1257	Nat West Direct Reserve Acc	JC	27/03/2020	J1453	Tsf from Direct Res to No1 Acc	-20,000.00
1257	Nat West Direct Reserve Acc	JC	08/04/2020	J1459	Tsf from Direct Res to no1 Account	-40,000.00
1261	Nat West 35 Day Notice :	JC	09/04/2020	J1461	Tsf from 35 Day Notice to No1 Acc	-100,000.00

**Minutes of the additional Finance & General Purposes Committee of the  
Lower Severn (2005) Internal Drainage Board  
Meeting held Wednesday 22<sup>nd</sup> January 2020 at 2.00 pm  
At the Gables Hotel Falfield**

Present:

Ald C Williams  
Mr J Hore  
Mr G Littleton  
Mr J Cornock  
Cllr M Riddle  
Mr R Thatcher

Chairman

Mr G Simms  
Cllr R Griffin

Kieran Warren  
Martin Dear  
James Thomas  
Louise Reading

Principal Officer  
Accounts Officer  
Civil Engineer  
Minutes

PO  
AO  
CE

<b>2986</b>	<b>Apologies</b> Apologies were received from Mr Barnes and Ald Sykes.	
<b>2987</b>	<b>Chairman's Announcements</b> There were no Chairman's Announcements.	
<b>2988</b>	<b>Declarations of Interest</b> There were no declarations of interest.	
<b>2989</b>	<b>Minutes of the Previous Meetings</b>  <b>It was resolved that:</b> <ul style="list-style-type: none"> <li><b>The minutes of the Finance and General Purposes Committee meeting held on 11<sup>th</sup> December 2019 be approved.</b></li> </ul>	
<b>2990</b>	<b>Matters arising from the Minutes</b> <u>Action 1</u> Complete.  <u>Action 2</u> The CE was present in order to take questions about the disposal of the old pumps.  Mr Cornock enquired about selling the old pumps. The PO advised that it would be wrong to sell on a pump that may be used for pumping water which is not compliant with the Eel Regulations. The CE agreed and advised they couldn't consent to its use in the Boards area.  The CE went on to explain that going forward on the Pump Replacement Programme the disposal of old pumps would be part of the contract. Therefore, any value the old pump might have would reduce the cost of the contract.  Mr Simms highlighted that there were 2 issues that needed resolution. 1) The depreciation of the new pumps, for which he felt these pumps would have a life expectancy of around 25 years and 2) the disposal of the old pumps which he felt should be scrapped.	

	<p>Cllr Riddle endorsed the treatment of old pumps within the tender process as a good resolution.</p> <p>The Chairman pointed out to Members that ultimately it is the Engineering's Committee responsibility to make appropriate arrangements for pump disposal.</p> <p>Concerns were raised as to when to start a reserve for the replacement of the next set of pumps in what could be as soon as 25 years' time.</p> <p>The AO advised that setting up a reserve now whilst funding the current Pump Replacement Programme would cause a significant increase in the Levy and the rate. It would be prudent to wait until 2028 when the new pumps were fully installed before setting up a sinking fund to cover the cost of replacing these new pumps.</p> <p>Mr Thatcher added that the amount agreed for the current Pump Replacement Programme could then continue to be used to fund the new reserve.</p> <p>In response to a question from Mr Cornock and Mr Hore the CE informed Members that the pump warranty was 3-5 years dependent on the manufacturer. Mr Cornock further asked why the pumps were not purchased from the same supplier. The CE advised that there were different requirements for each pump and each station needed to be looked at individually as no one supplier covered our requirements.</p> <p><b>It was resolved that:</b></p> <ul style="list-style-type: none"> <li>• <b>The Engineering Committee report to the Finance and General Purposes Committee bi-annually in relation to the budget and timing of the Capital Programme.</b></li> <li>• <b>The Engineering Committee provide the Finance and General Purposes Committee with a life expectancy for the new pumps.</b></li> <li>• <b>The AO to ensure apportionment of revenue is sufficient to cover the costs of the Capital Programme.</b></li> </ul> <p><u>Action 3</u> Complete.</p>	
<b>2991</b>	<p><b>Matters arising from the Minutes</b></p> <p>The CE asked Members if they were happy with the current 2% annual increase in percept and foreign water contributions. Members agreed that the new system worked much better and that the rate seemed fair. The CE said that the current arrangement was entering its final year (2020/21) and asked if he should pursue a continuation of this agreement. Members agreed to this.</p> <p>Cllr Riddle requested the CE keep the Board Chairman and Finance and General Purposes Chairman informed of any material changes.</p> <p><b>It was resolved that:</b></p> <ul style="list-style-type: none"> <li>• <b>The CE seek to extend the current arrangement for a similar period (i.e. 5 years)</b></li> <li>• <b>The CE keeps the Boards Chairman and the Finance and General Purposes Chairman informed of any developments.</b></li> </ul>	
<b>2992</b>	<p><b>Financial Regulations</b></p> <p>The AO explained that the Governance and Probity Committee had reviewed the Financial Regulations and wished to give the Finance and</p>	

	<p>General Purposes Committee the opportunity to make comments before the Board approve the Financial Regulations.</p> <p>The AO explained that the changes were highlighted in yellow. The main changes were to the monetary values and to make the regulations more comprehensive.</p> <p><b>It was resolved that:</b></p> <ul style="list-style-type: none"> <li>• <b>Members agreed no changes to the Financial Regulations</b></li> </ul>	
<b>2993</b>	<p><b>Financial Reports</b> Members reviewed then Financial Reports presented by the AO.</p> <p><b>It was resolved that:</b></p> <ul style="list-style-type: none"> <li>• <b>The Management Accounts 1st April 2019 to 30<sup>th</sup> November 2020 be noted as per Appendix A.</b></li> <li>• <b>The Forecast results for the year ended 31<sup>st</sup> March 2020 be noted and presented to the Board for noting.</b></li> <li>• <b>The Draft Budget 20/21 be noted and submitted to the Board for approval.</b></li> <li>• <b>The Capital Expenditure for 2019/20 and 2020/21 be noted and presented to the Board for noting.</b></li> <li>• <b>The Apportionment between Charging Authorities be noted and presented to the Board for noting.</b></li> <li>• <b>The Capital Programme 2020/28 be noted and presented to the Board for noting.</b></li> <li>• <b>The Medium-Term Financial Plan 2020/25 be agreed and submitted to the Board for approval.</b></li> <li>• <b>The Cash Flow to April 2020 be noted as per Appendix B.</b></li> <li>• <b>The Cash Flow to April 2021 be noted as per Appendix C.</b></li> <li>• <b>The Developers funds as at 30<sup>th</sup> November 2019 be noted and presented to the Board for noting.</b></li> </ul>	
<b>2994</b>	<p><b>Default Ratepayers</b> The Ratings and Admin Officer advised the Board had been successful in securing liability orders on three default ratepayers.</p>	
<b>2995</b>	<p><b>Authority to Attend Court</b> Following a recent change of personnel, the PO requested the Finance &amp; General Purposes Committee authorise the latest staff appointment to attend Court for the purposes of pursuing default rate payers.</p> <p><b>It was resolved that:</b></p> <ul style="list-style-type: none"> <li>• <b>Louise Reading, Admin &amp; Ratings Officer, be authorised to act on behalf of the Board in Court Proceedings.</b></li> </ul>	
<b>2996</b>	<p><b>Payments to be Noted.</b></p> <p><b>It was resolved that:</b></p> <ul style="list-style-type: none"> <li>• <b>The payments to be confirmed be noted as per Appendix D.</b></li> </ul>	

<b>2997</b>	<b>Date of Next meeting</b> Members noted that the next F&GP meeting would be held on 20 <sup>th</sup> May 2020 @ 10.30am	
	Meeting closed at 15.00pm	

## LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

## BALANCE SHEET AS AT 30 NOVEMBER 2019

	Note	£	30/11/19 £	30/11/18 £	Variance £	31/03/19 £	Variance £
<b>FIXED ASSETS</b>							
Fixed Assets	1	832,569	<b>832,569</b>	<b>728,489</b>	104,080	<b>692,402</b>	140,167
<b>LONG TERM ASSETS</b>							
Investments		653,935	<b>653,935</b>	<b>576,886</b>	77,049	<b>603,932</b>	50,003
<b>CURRENT ASSETS</b>							
Stock +WiP		66,403		45,703	20,700	47,973	18,430
Trade debtors		8,470		2,030	6,440	6,773	1,697
Drainage rate debtors		190		106	84	96	94
Levy Debtors		108,266		0	108,266	0	108,266
VAT Claim		5,456		5,265	191	5,829	-373
Special Levies		3,803		3,596	207	0	3,803
Avonmouth/Severnside		0		0	0	0	0
Prepayments		12,945		13,739	-794	32,280	-19,335
Cash at bank and in hand		351,213		1,683,422	-1,332,209	852,523	-501,310
Short term deposits		1,055,675		0	1,055,675	501,013	554,662
			<b>1,612,421</b>	<b>1,753,861</b>	-141,440	<b>1,446,487</b>	165,934
<b>CURRENT LIABILITIES</b>							
Trade Creditors		-33,023		-24,284	-8,739	-38,061	5,038
Other Creditors		-29,818		-31,168	1,350	-25,341	-4,477
Accrued expenses		-4,830		-622	-4,208	-6,685	1,855
Finance Leases due within one year		-339		-886	547	-1,016	677
Prepaid Rates	2	-38,667		-36,763	-1,904	-200	-38,467
Prepaid Levies	2	-192,009		-395,054	203,045	-1,519	-190,490
Special Levies		0		0	0	0	0
Prepaid Avonmouth/Severnside		-14,145		-13,733	-412	0	-14,145
			<b>-312,831</b>	<b>-502,510</b>	189,679	<b>-72,822</b>	-240,009
<b>NET CURRENT ASSETS</b>			<b>1,299,590</b>	<b>1,251,351</b>	48,239	<b>1,373,665</b>	-74,075
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			<b>2,786,094</b>	<b>2,556,726</b>	229,368	<b>2,669,999</b>	116,095
<b>LONG TERM LIABILITIES</b>							
Finance Leases		0		-221	221	0	0
Pension scheme deficit		-1,276,000		-954,000	-322,000	-1,276,000	0
			<b>-1,276,000</b>	<b>-954,221</b>	-321,779	<b>-1,276,000</b>	0
<b>NET ASSETS</b>			<b>1,510,094</b>	<b>1,602,505</b>	-92,411	<b>1,393,999</b>	116,095
<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
Transfer to Capital Reserve		-200,000		0	-200,000	0	-200,000
Net surplus for the 8 months		22,253		1,536	20,717	48,633	-26,380
			<b>394,456</b>	<b>525,106</b>	-130,650	<b>572,203</b>	-177,747
Developers Reserve			<b>922,245</b>	<b>887,632</b>	34,613	<b>914,678</b>	7,567
Revaluation Reserve			<b>144,583</b>	<b>144,583</b>	0	<b>144,583</b>	0
Capital Reserve	3		<b>541,815</b>	<b>332,615</b>	209,200	<b>371,966</b>	169,849
Pump Station Future Depreciation Provision			<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>1,510,094</b>	<b>1,602,505</b>	-92,411	<b>1,393,999</b>	116,095

## Notes

1. Fixed Assets include purchases, sales and depreciation for 8 months to 30 November 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 8 MONTHS TO 30 NOVEMBER 2019

Income	Note	Actual	Budget	Variance	30 November 2018	Variance
		£	£	£	£	£
Levies charged to Authorities	1	839,382	839,382	0	790,108	49,274
Agricultural Rates	1	77,782	77,782	0	73,526	4,256
Rechargeable works		9,004	12,000	-2,996	12,636	-3,632
Application fees		1,150	2,000	-850	2,850	-1,700
Consultancy Fees Recharged		9,174	0	9,174	21,456	-12,282
Surplus on sale of assets		9,489	9,489	0	614	8,875
Miscellaneous Income		429	0	429	0	429
Foreign Water Grant		109,372	109,236	136	107,094	2,278
Avonmouth/Severnside drawdowns	1	28,291	28,291	0	27,467	824
Interest		5,203	2,000	3,203	1,793	3,410
<b>Total</b>		<b>1,089,276</b>	<b>1,080,180</b>	<b>9,096</b>	<b>1,037,544</b>	<b>51,732</b>
<b>Expenditure</b>						
Payroll	2	484,069	477,486	-6,583	471,224	-12,845
Office maintenance		11,227	16,766	5,539	14,336	3,109
Maintenance	3	264,189	260,964	-3,225	244,060	-20,129
EA Levy		139,799	139,799	0	137,058	-2,741
Motor travel and subsistence	4	18,927	16,990	-1,937	20,017	1,090
Communications		3,334	3,500	166	3,353	19
Administration	5	28,536	26,304	-2,232	23,825	-4,711
Engineering Consultancy fees		35,771	50,000	14,229	36,618	847
M49 culvert consultants fees		0	0	0	0	0
Legal and professional fees		3,890	2,000	-1,890	2,880	-1,010
Audit and Accountancy fees		0	0	0	0	0
Depreciation		76,173	76,173	0	80,658	4,485
Bank charges		1,108	2,000	892	1,979	871
<b>Total</b>		<b>1,067,023</b>	<b>1,071,982</b>	<b>4,959</b>	<b>1,036,008</b>	<b>-31,015</b>
<b>Surplus for 8 months</b>		<b>22,253</b>	<b>8,198</b>	<b>14,055</b>	<b>1,536</b>	<b>20,717</b>

### Notes on Variances

The results for 8 months show a surplus of £22,253 against a budget surplus of £8,198.

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 annual pay award.

3) Maintenance costs analysis is as follows:

	Actual £	Budget £	Variance £	Explanation of major variances
Plant Maintenance	51,163	48,133	-3,030	Tyres, Boom Repairs, Sensor Faults
Maintenance Compensation	0	667	667	
Vehicle, Plant	57,245	56,934	-311	Diesel
Workshop Fixtures & Fittings	10,166	7,067	-3,099	Remedial Electricity works
Pump Station Electricity	8,099	10,030	1,931	
Health & Safety	4,183	4,800	617	
Capital Reserve	133,333	133,333	0	
	264,189	260,964	-3,225	

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

2019/20

## CASH FLOW

	Note	2019										2020		
		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	forecast	forecast	forecast	forecast
<b>NatWest No 1 A/c</b>														
<b>Balance b/f</b>			<b>50</b>	<b>138</b>	<b>98</b>	<b>91</b>	<b>74</b>	<b>60</b>	<b>56</b>	<b>49</b>	<b>135</b>	<b>64</b>	<b>38</b>	<b>64</b>
Other income	3		4	0	11	1	0	0	1	3	1	1	1	1
Plant Sales			16	0	0	0	0	0	0	0	0	0	0	0
VAT			5	0	23	11	8	10	23	6	3	3	3	3
Levies	1		20	612	7	0	0	0	0	284	334	0	0	0
Rates	2		63	26	7	12	2	1	0	0	0	0	0	0
<b>sub total</b>			<b>158</b>	<b>776</b>	<b>146</b>	<b>115</b>	<b>84</b>	<b>71</b>	<b>80</b>	<b>342</b>	<b>473</b>	<b>68</b>	<b>42</b>	<b>68</b>
Expenditure	3		-33	-30	-37	-43	-31	-54	-38	-32	-39	-44	-48	-49
Plant			-111	0	0	0	0	0	0	0	0	0	0	0
Pump Expenditure			-6	-1	-3	-22	-13	-21	-91	-15	-15	-15	-20	-20
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	-60	-55	-60	-60	-60
Net transfers	3		185	-600	50	100	85	125	190	-100	-300	100	150	100
<b>sub total</b>			<b>-20</b>	<b>-678</b>	<b>-55</b>	<b>-41</b>	<b>-24</b>	<b>-15</b>	<b>-31</b>	<b>-207</b>	<b>-409</b>	<b>-30</b>	<b>22</b>	<b>-29</b>
<b>Balance c/f</b>		<b>50</b>	<b>138</b>	<b>98</b>	<b>91</b>	<b>74</b>	<b>60</b>	<b>56</b>	<b>49</b>	<b>135</b>	<b>64</b>	<b>38</b>	<b>64</b>	<b>39</b>
<b>Other balances</b>														
<b>NatWest</b>														
No 2 Account		38	38	18	25	31	35	32	41	36	30	30	30	30
Direct Reserve	4	765	280	880	580	480	395	270	80	180	280	180	130	130
Deposit	5	100	400	400	651	651	652	652	652	653	853	853	753	653
<b>Lloyds Deposit</b>	6	401	401	401	401	402	402	402	403	403	403	403	403	403
<b>Total</b>		<b>1,304</b>	<b>1,119</b>	<b>1,699</b>	<b>1,657</b>	<b>1,564</b>	<b>1,484</b>	<b>1,356</b>	<b>1,176</b>	<b>1,272</b>	<b>1,566</b>	<b>1,466</b>	<b>1,316</b>	<b>1,216</b>
<b>All LSIDB balances</b>		<b>1,354</b>	<b>1,257</b>	<b>1,797</b>	<b>1,748</b>	<b>1,638</b>	<b>1,544</b>	<b>1,412</b>	<b>1,225</b>	<b>1,407</b>	<b>1,630</b>	<b>1,504</b>	<b>1,380</b>	<b>1,255</b>

The Capital 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 £170,218. Forecast Capital Reserve at 31/03/2020 is £601,748.

Capital Reserve as at 30/11/2019 is £541,815.

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 November 2019</b>			
Cash at bank and in hand	351,213		
Short term Deposits	1,055,675		
Less Petty Cash	234		
Cash at Bank	<u>1,406,654</u>		
<b>LSIDB Working Cash</b>	596,529		535
<b>Capital Reserve</b>	541,815		602
<b>Developers Reserve</b>	268,310		118
	<u>1,406,654</u>		<u>1,255</u>

## Investments

## As at 30 November 2019

	£
Capital	
Amount through Smith & Williamson (net)	500,000
Market value	644,416
<b>Change in value</b>	<u>144,416</u>
Income	9,519
<b>Total return</b>	<u>153,935</u>
<b>Portfolio return since 31 December 2018</b>	<b>16.98%</b>
Note: Market Index Movements	
MSCI WMA Balanced NR	14.77%
MSCI World NR	22.05%

## Developers Funds as at 30 November 2019

	£
Developers Reserve as per Balance Sheet	<u>922,245</u>
Funds held as:	
Investments	653,935
Cash held at Bank	268,310
	<u>922,245</u>

## Lower Severn (2005) Internal Drainage Board

## CASH FLOW

2020/21

		2020										2021		
	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
		forecast	forecast	forecast	forecast	forecast	forecast	forecast	forecast	forecast	forecast	forecast	forecast	forecast
<b>NatWest No. 1 A/c</b>														
<b>Balance b/f</b>			<b>39</b>	<b>21</b>	<b>47</b>	<b>38</b>	<b>49</b>	<b>54</b>	<b>46</b>	<b>10</b>	<b>43</b>	<b>72</b>	<b>32</b>	<b>62</b>
Other income	3		2	2	2	3	2	3	2	3	2	3	2	3
Plant Sales			0	0	25	0	0	0	0	0	0	0	0	0
VAT			5	10	27	67	23	23	9	9	15	23	41	14
Levies	1		0	661	0	0	0	0	0	640	0	0	0	0
Rates	2		0	120	0	0	0	0	0	0	0	0	0	0
<b>sub total</b>			<b>46</b>	<b>814</b>	<b>100</b>	<b>109</b>	<b>74</b>	<b>81</b>	<b>57</b>	<b>662</b>	<b>60</b>	<b>97</b>	<b>75</b>	<b>79</b>
Expenditure	3		-34	-34	-34	-34	-34	-34	-34	-34	-34	-34	-34	-34
Plant			0	-10	-254	0	0	0	0	0	0	0	0	0
Pump Expenditure			-25	-120	-120	-110	-110	-25	-25	-60	-100	-216	-25	-24
EA Levy			-12	0	0	-12	0	0	-13	0	0	-12	0	0
Salaries (paid via No.2 A/c)			-54	-54	-54	-54	-75	-75	-75	-75	-54	-54	-54	-54
Net transfers	3		100	-550	400	150	200	100	100	-450	200	250	100	100
<b>sub total</b>			<b>-25</b>	<b>-767</b>	<b>-62</b>	<b>-60</b>	<b>-20</b>	<b>-35</b>	<b>-48</b>	<b>-620</b>	<b>12</b>	<b>-66</b>	<b>-13</b>	<b>-12</b>
<b>Balance c/f</b>		<b>39</b>	<b>21</b>	<b>47</b>	<b>38</b>	<b>49</b>	<b>54</b>	<b>46</b>	<b>10</b>	<b>43</b>	<b>72</b>	<b>32</b>	<b>62</b>	<b>67</b>
<b>Other balances</b>														
<b>NatWest</b>														
No 2 Account		30	30	30	30	30	30	30	30	30	30	30	30	30
Bonus Saver	4	130	132	682	282	132	132	232	234	384	184	134	234	134
Deposit Account	5	653	551	551	551	551	351	151	151	451	451	251	251	251
<b>Lloyds Deposit</b>	6	403	403	403	403	403	403	403	301	301	301	301	101	101
<b>Total</b>		<b>1,216</b>	<b>1,116</b>	<b>1,666</b>	<b>1,266</b>	<b>1,116</b>	<b>916</b>	<b>816</b>	<b>716</b>	<b>1,166</b>	<b>966</b>	<b>716</b>	<b>616</b>	<b>516</b>
<b>All LSIDB balances</b>		<b>1,255</b>	<b>1,137</b>	<b>1,713</b>	<b>1,304</b>	<b>1,165</b>	<b>970</b>	<b>862</b>	<b>726</b>	<b>1,209</b>	<b>1,038</b>	<b>748</b>	<b>678</b>	<b>583</b>
<b>LSIDB Working Cash</b>		<b>535</b>	<b>419</b>	<b>1,076</b>	<b>749</b>	<b>682</b>	<b>604</b>	<b>498</b>	<b>363</b>	<b>877</b>	<b>771</b>	<b>642</b>	<b>574</b>	<b>481</b>
<b>Capital Reserve</b>		<b>602</b>	<b>600</b>	<b>519</b>	<b>437</b>	<b>365</b>	<b>292</b>	<b>290</b>	<b>287</b>	<b>256</b>	<b>192</b>	<b>30</b>	<b>28</b>	<b>27</b>
<b>Developer Reserve</b>		<b>118</b>	<b>118</b>	<b>118</b>	<b>118</b>	<b>118</b>	<b>75</b>	<b>75</b>	<b>75</b>	<b>75</b>	<b>75</b>	<b>75</b>	<b>75</b>	<b>75</b>
		<b>1,255</b>	<b>1,137</b>	<b>1,713</b>	<b>1,304</b>	<b>1,165</b>	<b>970</b>	<b>862</b>	<b>726</b>	<b>1,209</b>	<b>1,038</b>	<b>748</b>	<b>678</b>	<b>583</b>

1. Levies received May and November

2. Rates received in May

3. Income and Expenditure as per Budget profile.

4. Direct Bonus Saver earns 0.2% interest

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

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

## Reconciliation to Annual Budget 2020/21

	£000's		£000's
Cash Received	1,742	Closing Cash	583
Cash Spent	-2,414	Opening Cash	-1,255
Net Cash Movement	-672		-672
Adjust			
Plant and Vehicles			
Purchases	220		
Sales	-25		
P&L non cash - Book Profit on	14		
	209		
Pump Stations			
Purchases	799		
P&L Non cash - Provision	-225		
	574		
Avonmouth/Sevenside			
Purchases	0		
Income			
P&L Non cash - Income	44		
	44		
Depreciation			
P&L Non cash - Provision	-143		
	12		
Budget 2020/21	11		
Difference	1		

Payments to be **Noted****November 2019**

<u>Supplier</u>	<u>Details</u>	<u>Amount Paid this Period</u>
Orchard Computer Services	Quarterley Maintenance Cover	389.00
Holt JCB Ltd	Parts for 500 hour service	400.84
Tallis Amos Group Ltd	Alternator for AU11 HCH	418.84
Globe Hotel	Overnight accomodation for LR - DRS User Group,	79.00
Chartered Institution of Water & Environmental	Annual Membership for JT	142.00
Chartered Institution of Water & Environmental	Annual Membership for JD	142.00
Molson Equipment Services Ltd	Filters for WU16 T2M	67.01
Hydroscand Ltd	2 x hose assemblies for WU16 T2M	87.24
Hydroscand Ltd	Flat face carrier for VX65 HTA	85.37
Hydroscand Ltd	Flat face probe for VX65 HTA	52.04
Hydroscand Ltd	Hose assembly for VX54 HTA	190.27
K J Conner & Son	Carpet cleaning for 2 x downstairs offices	198.00
DVLA	Licence for VN62 RPY	260.00
DVLA	Credit card fee	2.50
HYDRA ENGINEERING SERVICES LTD	Ram re-seal on VX65 HTA	388.80
Konica Minolta Business Solutions (UK) Ltd	Quarterley Photocopier Hire	83.88
Konica Minolta Business Solutions (UK) Ltd	Quarterley Copy Charge	92.26
HM Land Registry	Land Registry Search	6.00
Pitney Bowes Ltd	Franking Machine Rental for Oct	15.54
Certas Energy UK Ltd	2000 litres Derv	2,433.36
RS COMPONENTS LTD	Spare Bulbs	8.96
LISTER WILDER LTD	PTO Yoke & U Joints for Bomford Mower	104.80
Holt JCB Ltd	Service Agreement 25/04/19 - 24/10/19	642.40
Mr W J Cornock	J Cornock - Mileages for 24/10/19	5.40
Rose Hewlett	R Hewlett - Mileages for 24/10/19	11.25
HYSLOP MR R	R Hyslop - Mileages for 24/10/19	22.95
LITTLETON MR G	G Littleton - Mileages for 24/10/19	16.20
Mr G Simms	G Simms - Mileages for 24/10/19	8.55
The Gables Hotel	Room hire & refreshments for 24/10/19	115.00
K J Conner & Son	Cleaning for Oct	276.00
CROMWELL GROUP HOLDINGS LTD	VariousTrousers	39.91
CROMWELL GROUP HOLDINGS LTD	Assort Trousers & Hi-viz jackets	487.18
CROMWELL GROUP HOLDINGS LTD	Hinges	47.23
Miles Tyre & Exhaust Services	Wheelbarrow tyre & tube	24.24
Demon Tweeks	Silicone hose for VX65 HTA	24.25
TESCO	Fuel for WP18 GXY	80.29
Claas Western Ltd	Rear window for WX14 LGO	635.56
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
GAP SUPPLIES	Cement, Sand, Con Mix, 10mm to Dust	1,543.45
Motion Consultants Ltd	Avonmouth Consultancy Advice for Sep	2,304.00
Motion Consultants Ltd	Marshfield P/S Eel Regs Design	2,022.24
Motion Consultants Ltd	Lapperditch P/S Eel Regs Design	2,022.24
Motion Consultants Ltd	Wicks Green P/S Eel Regs Design	2,022.24
Motion Consultants Ltd	Oldbury P/S Eel Regs Design	2,022.26
Motion Consultants Ltd	Elmore Back P/S Eel Regs Modifications	4,800.94
Motion Consultants Ltd	Saul P/S Contract Management	2,352.00
CROMWELL GROUP HOLDINGS LTD	Welding Rods. Black Tape	245.77
FILTRATION LTD	Filters for Gas Oil Tank	40.03
Smiths (Gloucester) Ltd	Waste Management Services for Oct	35.78
Thomas Silvey Ltd	7000 litres Gas Oil	4,632.60
Moorepay Ltd	Payroll costs for Oct	141.72
The Red Lion	Lunch for Arlingham Visit	66.80
Plan Communications Ltd	Mobile phones bill	259.95
PW & DP Round & Son	Elmore Back Pump Attendant Fees 2018/19 & 2019/20	1,247.40
ZEN INTERNET LTD	Monthly Internet Charge	46.50
Barcan & Kirby	Debt Recovery	638.40
Claas Western Ltd	Long Life Grease	502.20

**Invoice FYI**

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Payments to be **Noted****November 2019**

<u>Supplier</u>	<u>Details</u>	<u>Amount Paid this Period</u>
ALLCAP LTD	Nuts & bolts for VX54 HVB	46.61
ALLCAP LTD	Nuts & bolts for VX54 HTA	46.61
ALLCAP LTD	Nuts & bolts for AU11 HCH	46.60
M J FEWS LTD	Air filter for VN62 RPY	55.24
SWADA	Swada meeting lunch for 3 x delegates	36.00
RIDDLE MR M	Chairmans Honorarium for 2019/20	3,890.00
Mr C.J.N Williams	C Williams - Mileages for 06/11/19	19.80
Mr W J Cornock	J Cornock - Mileages for 06/11/19	5.40
LITTLETON MR G	G Littleton - Mileages for 06/11/19	16.20
Mr R Thatcher	R Thatcher - Mileages for 06/11/19	31.50
Mr G Simms	G Simms - Mileages for 06/11/19	8.55
HORE MR J	J Hore - Mileages for 06/11/19	9.00
Cllr Fi Hance	F Hance - Mileages for 06/11/19	14.40
HYSLOP MR R	R Hyslop - Mileages for 06/11/19	22.95
Cllr M Williams	M Williams - Mileages for 06/11/19	25.20
Rose Hewlett	R Hewlett - Mileages for 06/11/19	11.25
Mr J Nichols	J Nichols - Mileages for 06/11/19	5.40
Mr I Ractliffe	I Ractliffe - Mileages for 06/11/19	18.90
Cllr Bronwen Behan	B Behan - Mileages for 06/11/19	26.10
Mary Sykes	M Sykes - Mileages for 06/11/19	18.90
Mr P Burford	P Burford - Mileages for 06/11/19	27.00
Mr R Godwin	R Godwin - Mileages for 06/11/19	15.30
Citation Ltd	Legal Fees	309.00
SOUTH GLOUCESTERSHIRE COUNCIL	Business Rates	749.00
Cadcorp	nnual Map Editor Maintenance (01/12/19 - 30/11/20)	618.00
Mole Country Stores	Gate plates, hooks, catches, wire	133.49
The Gables Hotel	Room hire, refreshments & lunch for 06/11/19	35.00
MERRETT D C	Transportation of WU16 TZM	120.00
Severn Controls Ltd (Rewinds Division)	Fault with Oldbury P/S	876.60
LISTER WILDER LTD	Assort shackles	19.97
Cablestream Ltd	Office phone line rental & calls	88.06
Ford Fuel Oils	Assort Oils & Lubricants	959.10
Corona Energy	Office Electricity 01/10/19 - 31/10/19	351.59
Corona Energy	Saul P/S Electricity 01/10/19 - 31/10/19	24.93
Corona Energy	Oldbury P/S Electricity 01/10/19 - 31/10/19	1,119.72
Corona Energy	Elmore Back P/S Electricity 01/10/19 - 31/10/19	462.89
Corona Energy	Lapperditch P/S Electricity 01/10/19 - 31/10/19	271.14
Corona Energy	Wicks Green P/S Electricity 01/10/19 - 31/10/19	1,521.50
Corona Energy	Marshfield P/S Electricity 01/10/19 - 31/10/19	415.75
BRITISH TELECOM	Quarterly bill for 2nd phone line	45.47
Mole Country Stores	Water Trough	24.90
		<u>47,713.66</u>

Please note that the amounts shown above include Vat where applicable

Amount Paid this Period	47,713.66
Gables Credit	(35.00)
JCB Credit	(400.84)
Mole Country Credit	(24.90)
<b>Amount Paid this Period (Supplier Invoices)</b>	<b>47,252.92</b>

**Bank Payments for November 2019**

NatWest	Bankline Charge & Bank Charges	63.97
	<b>Amount Paid this Period (Bank Payments)</b>	<b>63.97</b>

**Total Amount Paid this Period**  
**£47,316.89**

No 1 Account

Lower Severn (2005) Internal Drainage Board

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## Payments to be Noted

December 2019

<u>Supplier</u>	<u>Details</u>	<u>Amount Paid this Period</u>
HYDRA ENGINEERING SERVICES LTD	Awaiting Credit (Charged on old & new system)	369.60
HYDRA ENGINEERING SERVICES LTD	Awaiting Credit (Charged on old & new system)	369.60
Honey Brothers Ltd	Fibreglass replacement screwfit pole & pole ends	189.48
Honey Brothers Ltd	HB Glassfibre Park Screwfit Pole Set	299.94
LEES MEND A SHOE	Keys cut for padlocks	34.00
The Gables Hotel	Room hire, refreshments & lunch for 06/11/19	329.00
Orchard Computer Services	Quarterly Maintenance Cover	389.00
Thornbury Motors	Petrol for chainsaws	46.47
TESCO	Water for office	8.40
Water Environment Ltd	Plots M and N Modelling - Final Invoice	<b>Invoice FYI</b> 5,055.60
MERRETT D C	Transportation of WX12 CWL	240.00
BBL BATTERIES	Battery for WX08 OSY	94.20
Hydroscand Ltd	Hose assembly for VX65 HTA	56.54
Batsford Timber Ltd	Assort stakes, rails, gates & barbed wire	4,361.37
Pitney Bowes Ltd	Franking machine hire for Nov	15.54
Nisbets	Water Boiler for Kitchen	311.98
K J Conner & Son	Cleaning for November	276.00
CROMWELL GROUP HOLDINGS LTD	Assort gloves	26.88
CROMWELL GROUP HOLDINGS LTD	Assort nails & screws	268.12
CROMWELL GROUP HOLDINGS LTD	Assort gloves	87.60
TAILORMADE OFFICE SUP.LTD	Logitech Mouse x 2	20.09
TAILORMADE OFFICE SUP.LTD	Binding Combs	7.38
TAILORMADE OFFICE SUP.LTD	Crown Sheets, Notebooks & Diary	71.14
G R Tuck	Lengths of steel	40.81
Avon Hydraulics (UK) Ltd	Hose assembly for Ridding Bucket - AU11 HCH	48.00
Avon Hydraulics (UK) Ltd	Hose assembly for Ridding Bucket - WX12 CWL	48.00
Avon Hydraulics (UK) Ltd	Hose assembly for Ridding Bucket - WO14 )EY	48.00
Avon Hydraulics (UK) Ltd	Hose assembly for Ridding Bucket - VX65 HTA	48.00
Avon Hydraulics (UK) Ltd	Hose assembly for WX12 CWL	72.00
Avon Hydraulics (UK) Ltd	Spare Parts for stock	204.00
Avon Hydraulics (UK) Ltd	2 x Hose assemblies for WX12 CWL	144.00
LISTER WILDER LTD	Assort Chainsaw Gloves	99.00
LISTER WILDER LTD	Chainsaw Helmet	36.91
Severn Controls Ltd (Rewinds Division)	Attending fault on Oldbury P/S	587.40
Moorepay Ltd	Payroll costs for Nov	141.72
Bristol Angling Centre	Tide Timetable for 2020	45.50
Thornbury Motors	Petrol for Chainsaws	23.12
Avon Turf Contractors	Turf	24.00
FILTRATION LTD	Filters for Yard Fuel Pump	100.08
FILTRATION LTD	Filters for Fuel Bowser	69.98
FILTRATION LTD	Filters for VX65 HVB	72.89
FILTRATION LTD	Filters for OU07 JXX	78.94
FILTRATION LTD	Filters for WX12 CWL	153.78
Motion Consultants Ltd	Consultancy services for Avonmouth - Oct 19	<b>Invoice FYI</b> 2,496.00
Avon Fire Systems Ltd	Replacement emergency lights	300.00
Smiths (Gloucester) Ltd	Waste management services for Nov 19	35.78
ZEN INTERNET LTD	Monthly Internet Charge	46.50
ClIr Bronwen Behan	B Behan - Mileages for 04/12/19	26.10
Mrs F Collins	F Collins - Mileages for 04/12/19	26.10
Mr K Withers	K Withers - Mileages for 04/12/19	13.50
Plan Communications Ltd	Monthly mobile phone bill	258.00
SAGE UK LTD	Annual Sage Cover 01/12/19 - 30/11/20	2,439.36
Mole Country Stores	Water Trough	83.94
Mole Country Stores	Shovels & Drags	94.20
Mole Country Stores	Brush	7.79
CROMWELL GROUP HOLDINGS LTD	Lamp, Chisel, Tape, Assort Files	137.44
Citation Ltd	Legal Fees	315.52
SOUTH GLOUCESTERSHIRE COUNCIL	Business Rates	749.00
MERRETT D C	Transportation of WU16 TZM	180.00
Hawkins Of Thornbury	Assort Fuses	4.55

No 1 Account contd

Lower Severn (2005) Internal Drainage Board

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## Payments to be Noted

## December 2019

<u>Supplier</u>	<u>Details</u>	<u>Amount Paid this Period</u>
Motion Consultants Ltd	Marshfield Eel Friendly Pump Design - Oct 19	<b>Invoices FYI</b> 2,184.00
Motion Consultants Ltd	Lapperditch Eel Friendly Pump Design - Oct 19	" " " " " 2,184.00
Motion Consultants Ltd	Wicks green Eel Friendly Pump Design - Oct 19	" " " " " 2,184.00
Motion Consultants Ltd	Oldbury Eel Friendly Pump Design - Oct 19	" " " " " 2,184.00
Motion Consultants Ltd	Elmore Back Eel Friendly Pump Design - Oct 19	" " " " " 5,760.00
The Gables Hotel	Room hire & refreshments for 04/12/19	102.50
MERRETT D C	Transportation of WO14 OEY	180.00
Cablestream Ltd	Office phone line rental & calls	81.36
Mr W J Cornock	J Cornock - Mileages for 11/12/19	5.40
Mr C J N Williams	C Williams - Mileages for 11/12/19	19.80
Mary Sykes	M Sykes - Mileages for 11/12/19	18.90
LITTLETON MR G	G Littleton - Mileages for 11/12/19	16.20
HORE MR J	J Hore - Mileages for 11/12/19	10.80
Orchard Computer Services	Annual Firewall & Eset Anti-Virus Protection	850.80
Mr G Simms	G Simms - Mileages for 11/12/19	8.55
Corona Energy	Elmore Back Electricity 01/11/19 - 30/11/19	313.99
Corona Energy	Office Electricity 01/11/19 - 30/11/19	1,691.84
Corona Energy	Saul Electricity 01/11/19 - 30/11/19	76.25
Corona Energy	Oldbury P/S Electricity 01/11/19 - 30/11/19	475.57
Corona Energy	Lapperditch Electricity 01/11/19 - 30/11/19	377.54
Corona Energy	Wicks Green Electricity 01/11/19 - 30/11/19	2,023.39
Corona Energy	Marshfield Electricity 01/11/19 - 30/11/19	720.84
		<u>43,697.57</u>

Please note that the amounts shown above include Vat where applicable

Amount Paid this Period	43,697.57
Hydra Engineering Services Credit	(739.20)
<b>Amount Paid this Period (Supplier Invoices)</b>	<b>42,958.37</b>

## Bank Payments for December 2019

NatWest	Bankline Charge & Bank Charges	63.67
	<b>Amount Paid this Period (Bank Payments)</b>	<b>63.67</b>

**Total Amount Paid this Period**  
**£43,022.04**

## Payments to be Noted November 2019 - December 2019

Nov 19	47,316.89
Dec 19	43,022.04
<b>Total</b>	<b>£90,338.93</b>



## No 2 Account

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

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Date From : 01/11/2019

November 2019 - December 2019

Date To : 31/12/2019

## Payroll Reports FYI

No	Type	Date	N/C	Ref	Details	Net Amount	Tax Amount	Gross Amount	Bank Rec. B Date
84633	BP	15/11/2019	2231	D/D	<b>Nov 19</b> Peoples Pension Cont - Oct 19	1,397.17	0.00	1,397.17	R 30/11/2019
84634	BP	19/11/2019	2230	D/D	Glos CC - Pension Cont for Oct	15,277.73	0.00	15,277.73	R 30/11/2019
84635	BP	22/11/2019	2210	D/D	HMRC - Liability for Oct 19	16,855.13	0.00	16,855.13	R 30/11/2019
84636	BP	28/11/2019	2220	D/D	LSIDB Salary for Nov 19	31,695.06	0.00	31,695.06	R 30/11/2019
84637	BP	28/11/2019	2211	D/D	GMB - Union Cont for Nov 19	28.28	0.00	<u>28.28</u>	R <u>30/11/2019</u>
84872	BP	16/12/2019	2231	D/D	<b>Dec 19</b> Peoples Pension Cont - Nov 19	1,517.83	0.00	1,517.83	R 31/12/2019
84873	BP	19/12/2019	2230	D/D	Glos CC - Pension Cont for Nov	14,096.26	0.00	14,096.26	R 31/12/2019
84874	BP	20/12/2019	2210	D/D	HMRC - Liability for Nov 19	14,204.00	0.00	14,204.00	R 31/12/2019
84875	BP	20/12/2019	2220	D/D	LSIDB Salary for Dec 19	29,467.94	0.00	29,467.94	R 31/12/2019
84876	BP	20/12/2019	2211	D/D	GMB - Union Cont for Dec 19	28.28	0.00	28.28	R 31/12/2019
						<u>124,567.68</u>	<u>0.00</u>	<u>124,567.68</u>	
						<u>124,567.68</u>	<u>0.00</u>	<u>124,567.68</u>	

## Petty Cash

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

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Date From: 01/11/2019  
Date To: 31/12/2019**November 2019 - December 2019**

No	Type	Date	Ref	Details		Net £	Tax £	Gross £	B	Bank Rec.	Date
84570	CP	04/11/2019	7436	Tesco - Coffee, Tea, Sugar	<b>Nov 19</b>	24.81	0.00	24.81	R	30/11/2019	
84571	CP	11/11/2019	7437	Tesco - Milk		1.09	0.00	1.09	R	30/11/2019	
84572	CP	13/11/2019	7438	Train travel for JD - Ada		39.70	0.00	39.70	R	30/11/2019	
84573	CP	13/11/2019	7439	Car Parking for KW - Ada		7.25	1.45	8.70	R	30/11/2019	
84574	CP	18/11/2019	7440	Tesco - Milk		1.09	0.00	1.09	R	30/11/2019	
84575	CP	21/11/2019	7441	Calendars		2.97	0.59	3.56	R	30/11/2019	
84576	CP	25/11/2019	7442	Tescos - 2 x Milks		2.18	0.00	2.18	R	30/11/2019	
84880	CP	02/12/2019	7443	Tescos - 2 x Milks	<b>Dec 19</b>	2.18	0.00	2.18	R	31/12/2019	
84881	CP	02/12/2019	7443	Card for LR		1.67	0.33	2.00	R	31/12/2019	
84882	CP	03/12/2019	7444	Postage		5.70	0.00	5.70	R	31/12/2019	
84883	CP	09/12/2019	7445	Tescos - 2 x Milks		2.18	0.00	2.18	R	31/12/2019	
84884	CP	18/12/2019	7446	Milk & Teabags		8.19	0.00	8.19	R	31/12/2019	
84885	CP	18/12/2019	7446	Card for AT & Paracetamols		1.92	0.38	2.30	R	31/12/2019	
Totals						£	<u>100.93</u>	<u>2.75</u>		<u>103.68</u>	

## Transfers Between Accounts November 2019 - December 2019

Bank	NominalRecord.AccountName	Type	Date	Journal	TransactionNominal.Details	Amount
1200	NAT WEST ACCOUNT NO 1:	JC	08/11/2019	J1418	Tsf from No1 acc to No2 acc Re : Wages	-60,000.00
1200	NAT WEST ACCOUNT NO 1:	JC	08/11/2019	J1419	Tsf from No1 Acc to Direct Res	-100,000.00
1200	NAT WEST ACCOUNT NO 1:	JC	20/11/2019	J1423	Tsf from No1 Acc to Petty Cash	-100.00
1200	NAT WEST ACCOUNT NO 1:	JD	06/12/2019	J1428	Tsf from 35 day Acc to No1 Acc (S&M invest)	150,000.00
1200	NAT WEST ACCOUNT NO 1:	JC	11/12/2019	J1429	Tsf from No1 Acc to S&W (Chq 010921)	-150,000.00
1200	NAT WEST ACCOUNT NO 1:	JC	12/12/2019	J1430	Tsf from No1 Acc to No2 Acc (Re Wages)	-55,000.00
1200	NAT WEST ACCOUNT NO 1:	JC	12/12/2019	J1431	Tsf from No1 Acc to Dir Res	-100,000.00
1200	NAT WEST ACCOUNT NO 1:	JC	12/12/2019	J1432	Tsf from No1 Acc to 35 Day Acc	-200,000.00
1201	NAT WEST ACCOUNT NO 2:	JD	08/11/2019	J1418	Tsf from No1 acc to No2 acc Re : Wages	60,000.00
1201	NAT WEST ACCOUNT NO 2:	JD	12/12/2019	J1430	Tsf from No1 Acc to No2 Acc (Re Wages)	55,000.00
1230	PETTY CASH	JD	20/11/2019	J1423	Tsf from No1 Acc to Petty Cash	100.00
1257	Nat West Direct Reserve Acc	JD	08/11/2019	J1419	Tsf from No1 Acc to Direct Res	100,000.00
1257	Nat West Direct Reserve Acc	JD	12/12/2019	J1431	Tsf from No1 Acc to Dir Res	100,000.00
1258	Smith & Williamson	JD	11/12/2019	J1429	Tsf from No1 Acc to S&W (Chq 010921)	150,000.00
1261	Nat West 35 Day Notice :	JC	06/12/2019	J1428	Tsf from 35 day Acc to No1 Acc (S&M invest)	-150,000.00
1261	Nat West 35 Day Notice :	JD	12/12/2019	J1432	Tsf from No1 Acc to 35 Day Acc	200,000.00