

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

Present:

Ald C Williams
Mr J Cornock
Mr J Hore

Chairman

Mr G Littleton
Ald M Sykes

Martin Dear
Kieran Warren
Louise Reading

Accounts Officer
Principal Officer
Minutes

AO
PO

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

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

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

No 1 Account

Lower Severn (2005) Internal Drainage Board

Payments to be Noted

August 2021

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

No 1 Account contd.

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

August 2021

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

Please note that the amounts shown above include Vat where applicable

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

Bank Payments for August 2021

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

Total Paid this Period
£120,461.44

No 1 Account

Lower Severn (2005) Internal Drainage Board

Payments to be Noted

September 2021

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

**No 1 Account
contd.****Lower Severn (2005) Internal Drainage Board
Payments to be Noted****September 2021**

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

Please note that the amounts shown above include Vat where applicable

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

Bank Payments for September 2021

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

Total Amount Paid this Period
£83,169.66

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

October 2021

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

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

Lower Severn (2005) Internal Drainage

Payments to be Confirmed - 270916

Page: 2

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

Please note that the amounts shown above include Vat where applicable

Amount Paid this Period	111,532.92
Blizzard Credit	(224.94)
Amount Paid this Period (Supplier Invoices)	111,307.98

Bank Payments for October 2021

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

Total Amount Paid thid Period
£111,364.90

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

No 2 Account

Lower Severn (2005) Internal Drainage Board

Payments to be Noted

Date From : 01/08/2021

August 2021 - October 2021

Date To : 31/10/2021

Payroll reports FYI

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

Petty Cash

Lower Severn (2005) Internal Drainage Board

Payments to be Noted

Page: 1

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

August 2021 - October 2021

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

Transfers Between Accounts August 2021 - October 2021

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

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

Present:

Ald C Williams

Chairman

Mr M Barnes

Cllr R Griffin

Mr J Hore

Cllr M Riddle

Mr J Cornock

Martin Dear

Accounts Officer

AO

Louise Reading

Minutes

3255	Apologies Apologies were received from Ald P Abraham, Ald M Sykes, Mr G Simms and Mr G Littleton.	
3256	Chairman's Announcements There were no Chairman's Announcements.	
3257	Declarations of Interest There were no declarations of interest.	
3258	Minutes of the Previous Meetings It was resolved that: <ul style="list-style-type: none"> The minutes of the Finance and General Purposes Committee meeting held on 19th May 2021 be approved as a true and correct record. 	
3259	Matters arising from the Minutes <u>3224 – Sage reporting</u> The AO advised Members that the Boards version of SAGE was able to provide the level of project costing reporting required. Dummy information was currently being tested and the output would provide the basis for future reporting requirements. In response to a question from Cllr Riddle, the AO explained that the benefits of this reporting functionality allowed for more dynamic reporting, flexibility on what was being reported and the option to have more detailed reports. Cllr Riddle added that this functionality would be useful for all capital programme items going forward.	
3260	Treasury Sub Committee Report The Chairman advised Members that he was waiting on an electronic decision from fellow Treasury Sub Committee members on whether to accept the investment advice received from Smith & Williamson.	

	<p>Members that the Valuation Office and Land Registry are under no obligation and this may attract a cost.</p> <ul style="list-style-type: none"> Finally, Members reviewed the level of reserves and agreed they are acceptable and should be submitted to the Board for approval. <p>It was resolved that:</p> <ul style="list-style-type: none"> The minutes of the Treasury Sub Committee meeting held on 25th August 2021 be noted. The Review of Reserves, as per Appendix A, be presented to the Board for approval. 	
3261	<p>Risk Register</p> <p>The AO presented the Risk Register to Members.</p> <p><u>G8 - Poor Implementation of Eel Regulations</u> Cllr Riddle suggested adding additional information to explain that in the event of the pump replacement project not being completed the pumps would have to be switched off.</p> <p><u>G2 – Board doesn’t have adequate competency/skills to understand or control the business</u> The Chairman informed Members that there had been no member training for a couple of years. Cllr Riddle suggested that following the appointment of new Members from the councils and the appointment of elected Members in the Autumn, this would be a beneficial time to provide training.</p> <p><u>O1 – Disaster to office premises/IT</u> The Chairman pointed out that the last time the disaster recovery plan was carried out was in 2011 and that it was time to undertake another exercise. Members were able to take comfort knowing that at the beginning of the Covid Pandemic the office, despite having to close, continued with minimal disruption and have done so throughout.</p> <p>Mr Cornock asked if any further consideration had been given to moving offices.</p> <p>Cllr Riddle advised that it been many years since this was last discussed.</p> <p>The AO reported to Members that the current offices were heading towards being unrepairable with mould on the walls, steep stairs and a dated workshop.</p> <p>Members discussed varying options from rebuilding the current offices to potentially moving to another ready-made site. It was agreed that whilst finances were presently focused on pump replacement it would be wise to arrange an initial appraisal and maybe then add it to the Capital Programme.</p> <p>It was resolved that:</p> <ul style="list-style-type: none"> The risk register with the minor amendments be approved and forwarded to the Board for noting as per Appendix B; The PO to arrange an appraisal of the cost of updating/rebuilding the offices and the workshop with the possibility to include this in the Capital Programme. 	<p>20210908F&GP3 The AO to amend the Risk Register before it being presented to the Board for noting.</p> <p>20210908F&GP4 The PO to arrange initial appraisal of office revamp/rebuild</p>

3262	<p>Internal Audit</p> <p>The Chairman requested that the Internal Auditors this year looked at the Boards compliance with the Public Contract Regulations and the Boards Financial Regulations</p> <p>The AO advised that this would likely attract an additional charge. The Chairman suggested this could be mitigated or eliminated with the removal of the routine works the auditors normally carried out.</p> <p>The AO stated that the Auditors were required to carry out the routine work in order to satisfy themselves of the Boards financial arrangements tin order to sign off their element of the AGAR.</p> <p>The AO also reminded Members that this was the final year for the current auditors and that in May 2022 the Committee will need to look at tendering for the next triannual audit contract.</p> <p>It was resolved that:</p> <ul style="list-style-type: none"> • The PO to request the Internal Auditors to undertake this additional work and for them to state the additional costs this will incur. 	<p>20210908F&GP5</p> <p>The PO to contact the Internal Auditors and request for additional audit work to take place</p>
3263	<p>Financial Reports</p> <p>Members reviewed all the Financial Reports presented by the AO.</p> <p><u>Management Accounts 1st April 2021 – 31st July 2021</u> The AO presented the Management Accounts and in a response to a question from Cllr Riddle the AO confirmed that the budget figure was also prorated</p> <p><u>Cashflow to 31 March 2022.</u> The cashflow showed a healthy end of year balance due to the decrease in the timing of expenditure related to pump replacement.</p> <p>Mr Cornock asked why the travel and subsistence expenditure was so high.</p> <p>The AO explained this included the essential car user allowance, mileage claims for staff and members and room hire for meetings.</p> <p>Cllr Griffin asked why the essential car user allowance wasn't actioned through payroll.</p> <p>The AO advised that the guidance, provided by the External Auditors, stated that it should be accounted through travel expenses and not through payroll.</p> <p><u>Developers' funds</u> Discussed under minute 3260</p> <p><u>Capital Programme to 2029</u> The AO reminded Members that the Capital Programme was the Board approved one and that any changes would only be actioned once any changes had been approved at a Board meeting.</p> <p><u>Medium Term Financial Plan 2021-2026</u> The AO presented the report and advised Members that the changes since January 2021 were highlighted in yellow and that future years were illustrative.</p>	

	<p>It was resolved that: The following notes be agreed and presented to the Board for approval.</p> <ul style="list-style-type: none"> • Management Accounts 1st April 2021 to 31st July 2021 as per Appendix C <p>The following reports be noted:</p> <ul style="list-style-type: none"> • The Cash Flow to 31st March 2022 as per Appendix D • Developers Funds as per Appendix E • Capital Programme to 2029 as per Appendix F • Medium Term Financial Forecast 2021-2026 as per Appendix G 	
3264	<p>Defra Annual Report for the year ended 31st March 2021</p> <p>Cllr Riddle suggested, and Members agreed, that the pump station expenditure should be shown in box 21 under Biodiversity and Conservation. The reason being that the pump replacement program was driven by an EU direction, adopted by UK law, for the protection of eels.</p> <p>It was resolved that:</p> <ul style="list-style-type: none"> • The Defra Annual return be amended and noted as per Appendix H 	<p>20210908F&GP6 The AO to amend the Defra Annual Report</p>
3265	<p>Payments to be Noted.</p> <p>In response to a question from Mr Cornock, the AO confirmed that Motion were contracted for works at Elmore Back and the Avonmouth Severnside Enterprise Area.</p> <p>Mr Hore asked if the Board had been eligible for any Covid grants. Cllr Riddle confirmed that as the Board was a public body it wasn't eligible for any grants.</p> <p>The AO advised Members, in response to Mr Hore's question about the payment of £1,200 for Oakham Treasures, that this was for secure storage of the Board's Machinery in the area.</p> <p>It was resolved that:</p> <ul style="list-style-type: none"> • The payments to be confirmed be noted as per Appendix I. 	
3266	<p>Date of Next meeting</p> <p>Members noted that the next F&GP meeting would be held on 8th December 2021.</p> <p>Mr Barnes requested if consideration could be given to avoiding meetings at August and September due to farming commitments. The Chairman advised that the Chairman of the Board was reviewing the Board structure including meetings and that this would be considered.</p>	
	Meeting closed at 11.50am	

**Minutes of Treasury Sub-Committee Meeting
Of the Lower Severn (2005) Internal Drainage Board
Held Wednesday 25th August 2021 at 10.30am
Via Zoom Virtual Meetings**

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

Martin Dear Accounts Officer AO
Louise Reading Minutes
Mr V Boscawen Smith & Williamson S&W
(For items 3243 & 3244)

3241	<p>Apologies/Welcome The Chairman welcomed Members and Vere Boscawen to the meeting.</p> <p>Apologies were received from Mr Barnes.</p>	
3242	<p>Chairman's Announcements. There were no announcements.</p>	
3243	<p>Review of current Portfolio and Markey Update Mr Boscawen explained that despite the ongoing COVID 19 pandemic the Boards funds had continued to increase in value and showed a healthy return.</p> <p>He thought that inflation may increase, however this would likely be transitory and not permanent. As Governments across the globe did not want to destabilise the recovery.</p> <p>Also, most sectors are now almost, if not, fully back to pre-covid operation levels. The exceptions being mainly transport and hospitality sectors.</p> <p>Members discussed how well the FTSE 250 index was performing. Mr Boscawen explained that it had exposure to many smaller to medium companies that were owner owned. These owners were not necessarily driven by short term returns but the longer wellbeing of the company. However, they were more open to acquisitions and mergers than long established companies.</p> <p>Mr Boscawen introduced a new fund for Members to consider – the Aberforth Smaller Companies Trust. It was launched in 1990 and it was a diverse portfolio with investments in over 80 companies</p> <p>Cllr Riddle asked if it was possible to protect the current growth and value of the Boards investments. Mr Boscawen explained that it would be dependent on when the investments might need to be withdrawn. If there was a liability to pay within the next couple of years it would prove sensible to move money into cash options now. However, if the forecast was longer term it is highly unlikely funds would go down in value. History shows good recovery from previous stock and share depressions. There were insurance policies that could be purchased however these could be pricey and cap potential returns.</p>	

3244	<p>Future Investment Strategy</p> <p>Although happy with the performance of the portfolio overall during such turbulent times, Mr Boscawen recommended the following investment changes:</p> <ul style="list-style-type: none"> • Sell £35,000 of the Schroder UK Mid Cap investment • Invest £32,000 into Aberforth Smaller Companies Trust. • Invest £7,500 into the Picton Property fund <p>The difference between the selling and purchase costs to come from the investment cash account.</p> <p>Vere Boscawen advised that he would send through further information on the newly advised investment for review by Members.</p> <p>The Chairman thanked Mr Boscawen for his time and Mr Boscawen left the meeting.</p> <p>It was resolved that:</p> <ul style="list-style-type: none"> • Once the additional information has been received from Smith & Williamson for this to be distributed to members of the subcommittee; • The decision as to the future action regarding selling and investing be agreed via electronic communication. 	<p>20210825TRE1</p> <p>AO to distribute the additional information when received from S&W.</p> <p>AO to inform S&W of any changes to the portfolio once an electronic decision has been made by Members.</p>
3245	<p>Declaration of Members' Interests</p> <p>No interests were declared.</p>	
3246	<p>Minutes of the Previous Meeting</p> <p>All actions were complete.</p> <p>It was resolved that:</p> <ul style="list-style-type: none"> • The minutes of the meeting held on 10th March 2021 be approved as a true and correct record. 	
3247	<p>Management Fees charged by Smith & Williamson</p> <p>It was resolved that:</p> <ul style="list-style-type: none"> • The report be noted. 	
3248	<p>Balance Sheet & Developers Funds as at 30th June 2021</p> <p>The AO informed Members that there were no surprises in the Balance Sheet and that the Finance and General Purposes Committee would receive management accounts to 31st July 2021 at their meeting in September 2021.</p> <p>In relation Developers Funds, the Chairman advised Members that whilst the investment stood at around £1million, the future committed costs of the Avonmouth and Severnside Enterprise Area were unknown. He said it would be prudent to quantify the future liability for future statutory maintenance, contractual obligations and unplanned and emergency works. He suggested that the CE provide figures for discussion to ascertain if the investments would be sufficient to cover ongoing liabilities. Cllr Riddle added that as land was developed within the Avonmouth and Severnside Enterprise Area this would change the usage of land from agricultural to</p>	

	<p>commercial use. This needed to be recorded correctly as it increased the Levy to be collected.</p> <p>Cllr Riddle was concerned about the pension deficit increase this year. The AO reminded Members that this was calculated at a specific point taking into consideration the stock market at that time. This valuation was as at 31 March 2021. The AO thought that this increase was an anomaly given the Covid 19 pandemic.</p> <p>Mr Nicholls asked why we couldn't get a more up to date valuation.</p> <p>The AO explained that we could, however it would come with a charge. The AO also asked what action would be taken if we obtained a more recent valuation.</p> <p>It was resolved that:</p> <ul style="list-style-type: none"> • The Balance Sheet and Developers fund be noted. 	
3249	<p>Schedule of Investments</p> <p>The Chairman thanked the AO for the schedules of investments that showed comparative figures from their date of acquisition and for the previous 12 months.</p> <p>In response to a question from Cllr Howells, the Chairman explained that should the Board need to cash in some of the investment, in line with the Committees Terms of Reference, they would seek advice from Smith and Williamson and act accordingly.</p> <p>It was resolved that:</p> <ul style="list-style-type: none"> • The Schedule of Investments be noted. 	
3250	<p>Cash flow forecast – Capital Programme to 2029</p> <p>The AO informed Members that this was subject to forthcoming decisions by the Board in respect of the pump replacement programme</p> <p>The Chairman agreed with the AO and informed Members that he had asked the PO to ask the Engineering Committee at their next Committee meeting if the forecasted sum budgeted over the next 18 months on plant and equipment was essential.</p> <p>It was resolved that:</p> <ul style="list-style-type: none"> • The Cash Flow forecast – Capital Programme to 2029 be noted. 	
3251	<p>Cash Flow 2021/2022</p> <p>The AO advised Members that most of the income was received bi-annually with the second levy payments due in November. Therefore, cash balances were lower in the month or two before levy payments were received. In these months the AO closely monitored invoices relating to the pump replacement programme in order to manage cash flow.</p> <p>It was resolved that:</p> <ul style="list-style-type: none"> • The Cash flow 2021/2022 be noted. 	
3252	<p>Cash Flow Forecast for 2021/2022 – 2025/2026</p> <p>The AO presented the cashflow. He explained that the cash flow would change significantly if the Board decided to accelerate the pump replacement programme.</p>	

	It was resolved that: <ul style="list-style-type: none"> The Cash Flow 2021/2022 – 2025/2026 be noted. 	
3253	Review of Reserves. The AO advised that the review of the reserves was an annual responsibility of the Treasury Sub Committee. Cllr Riddle noted that the accumulated fund totalled 41.5% of annual expenditure, which was higher than the Board's Financial Regulations of approximately 30% of the Board's annual expenditure. He asked if there was a reason for this. The AO explained that the new pumps were capitalised as a fixed asset and then depreciated in the usual manner. This meant that the accounting entries for capitalising the new pumps increased the Accumulated Fund. Hence the %age figure increased. Cllr Riddle further asked if it would be better if the new pumps were capitalised and depreciated through the Capital Expenditure Reserve. The AO explained that this would then not provide a true figure of the capital expenditure reserve. It was resolved that: <ul style="list-style-type: none"> The Level of Reserves, as per Appendix A, are acceptable and should be forwarded to the Finance and General Purposes Committee and the Board for their consideration. 	20210825TRE2 F&GP and the Board to consider the Level of Reserves.
3254	Date of next meeting The date of next meeting is to be advised however the Chairman anticipated this to be March 2022 in line with previous years The Meeting closed at 12.05pm	

COMMITTEE: Treasury Sub-Committee

MEETING DATE: 25.08.2021

REF: MD

REPORT BY: Accounts Officer

REVIEW OF RESERVES

Introduction

The current and the proposed Capital Financing and Reserves Policy, which is attached, states that each reserve will be reviewed, on an annual basis, by the Treasury Sub-Committee prior to review by the Board.

The Good Governance Guide published by the Association of Drainage Boards (ADA) when considering reserves states:

‘As a general rule, in the absence of a specific cause, an IDB can regard this to be a normal year’s expenditure, less any grant funding received, being retained.’

The Board’s expenditure for the year ended 31 March 2021 was £1,436,096.

Level of Reserves as at 31 March 2021

Capital Account	£ 666,569
Developers Fund	£ 1,014,331
Revaluation Reserve	£ 144,583
Capital Expenditure	£ 411,307
Pension Reserve	£ -1,412,000
Accumulated Fund	£ 596,060 (41.51% of annual expenditure)

Recommendation

That the level of reserves is reviewed and observations are forwarded to the Finance and General Purposes Committee and the Full Board for their consideration.

Martin Dear
Accounts Officer

Lower Severn (2005) Internal Drainage Board

RISK REGISTER

As at 6 October 2021

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
Governance											
G1	Gradual or sudden loss of reputation	High	High	High	Treat 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
					Treat Inappropriate behaviour by a member of staff. Staff not aware of their importance in maintaining the Board's reputation.	Staff training given on the importance of their actions or non action. Emphasise that they are the contact point for members of the public.	Staff receive ongoing appropriate training. All staff are issued with the Board's approved Employee Handbook.				
G2	Board doesn't have adequate competency/skills to understand or control the business.	Medium	Medium	Medium	Treat 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. Board members to access the ADA online training modules.	Low	Medium	Low	Board
G3	Difficulty in appointing new Board Members.	Low	Low	Low	Tolerate 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
G4	Susceptibility to concentration of power.	High	High	High	Treat 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

G5	There is no overall strategy for the organisation as a whole.	High	High	High	Treat The Board has a capital programme, a business plan and a corporate strategy. Strategic decisions being taken in the Avommouth Severnside Enterprise Area (ASEA) which decrease the risk of flooding in that area.	Business plan in place and reviewed annually. Regular reports to the Board regarding the ASEA. Use of Performance Management Indicators.	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. There is a long term strategic capital programme to 2029. Review ASEA to establish the most effective way to execute this work. Performance Management Indicators to be agreed.	Medium	Medium	Medium	Board
G6	Failure to comply with key legislation, regulations and Corporation requirements.	High	High	High	Treat 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. Review of the Boards Structural Organisation. Training day on Public Procurement Regime took place on 21 April 2021 for PO, AO, CE, LDE, Foreman, Fitter, Chair of Board and Chairman of F&GP.	Low	High	Medium	Board
G7	Board not assuming control of key statutory requirements e.g. Health and Safety and Risk.	High	High	High	Transfer 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 reappointed until 2022/23.	Board have been made aware of the key legislative requirements to ensure they understand their responsibilities. Good practice: Health, Safety and Welfare IDB awareness modules issued by ADA, available to all members. Board members to attend training courses as appropriate.	Low	Low	Low	Board
					Treat Citation appointed as Health and Safety and Human Resources advisors.	Reports to Board. LDE monitors and maintains Health and Safety records.					
					Transfer 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	Poor implementation of Eel Regulations.	High	High	High	Treat Non-compliance with regulations by not replacing the pumps which results in having to turn the pumps off. 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. Project Steering Group (PSG) established. The Elmore Back project has it's own Risk Register. Review Elmore Back project.	Frequent update to Engineering Committee and Full Board. Liaison between the Engineering Committee and the F&GP Committee to ensure cost projections are regularly reviewed. PSG is project managing the replacement of pumps at Elmore Back and will project manage all future pump replacements. Address the main issues encountered with the Elmore Back project. Officers to receive training in project and contract management. Upgrade the Accounts system to achieve 'best practice' project management demands.	Low	High	Medium	Board
G9	Lack of formal contractual arrangement with contractor working with Board on developments at Avonmouth Severnside Enterprise Area (ASEA)	High	High		Treat Draw up and sign off with Water Environment contract/specification for all work at ASEA.	Use Member/Officer PSG to monitor the effectiveness of the new formal working arrangements.	Produce periodic reports via Sage for the PSG and Engineering Committee.	Low	Low	Low	PSG, Engineering Committee 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
Finance											
V1.	Inaccurate assumptions in place within the Business Plan.	High	High	High	Treat 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
V2	Inadequate internal control resulting in poor financial management.	Medium	High	High	Treat Bishop Fleming have been appointed as Internal Auditors.	Internal Auditors appointed for two years until 2022/23.	Tenders to be sought for 2022/23 and onwards.	Low	Medium	Low	Board
V3	Security of deposit takers.	Medium	High	High	Treat 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

V4	Investments.	High	High	High	Treat Appointed Smith and Williamson as investment managers.	Treasury Sub Committee to review investments and performance of Smith & Williamson.	Regular reporting to the Treasury Sub Committee.	Low	Medium	Low	F&GP Committee
V5	Inaccurate Accounting.	Medium	High	High	Transfer 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	PO, AO and F&GP Committee
					Treat Accounts Officer to be responsible to the preparation of accounts.	Management Accounts are regularly presented to F&GP Committee and then onto the Board.	Accounts/budgets prepared by Accounts Officer. Accounts reporting system to be upgraded to provide financial reports for the Board directly from the system.				
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. The effect of inflation over the timescale of the pump replacement programme.	Budget agreed by the Board in February. Considered when levy and agricultural rate set by Board in February. PSG to monitor the finances and progress of the programme.	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. Monitor the implication of the phasing out of red diesel. Investigate the feasibility of a shorter deployment time of the programme. A review of the source of funds including investigating additional income streams for the programme.	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 June 2021.	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

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
Management and Maintenance											
M1	Increased risk of flooding owing to inaccurate assumptions affecting the planned maintenance programme.	Medium	High	High	Treat 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
M2	Inadequate provision for safeguarding the Boards assets. Loss of Machinery through theft or damage.	Medium	High	High	Treat 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
M3	Loss of specific personnel leading to work being not completed on schedule.	Low	High	Medium	Treat 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

M4	Damage to Third Party property or individuals	Medium	High	High	Treat 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
M5	Pumps fail to operate	Medium	High	High	Treat Pumps maintained and checked at regular intervals.	Planned maintenance undertaken. Pumps checked by Foreman.	Pump replacement programme enacted. Out-of-hours response arrangements in place.	Low	High	Medium	LDE
M6	Watercourse unable to convey water	High	High	High	Treat 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
M7	Lack of progress of the Biodiversity Action Plan	High	High	High	Treat 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	CE and LDE
M8	Poor or non-implementation of the Pumping Station replacement programme	High	High		Treat Introduce Project Management regime to ensure the programme is managed effectively.	Use of Member/Officer Project Steering Group to manage the programme systematically.	Produce monthly variation reports via Sage for the PSG and Board, setting out all risks, remedial actions and costings.	Medium	Medium	Medium	Board, PSG, PO, AO, LDE, CE
M9	Untimely or non-replacement of vehicles and plant	High	High		Treat Use agreed machinery replacement programme to ensure timely purchase of new machines.	Use Engineering Committee to manage the programme effectively.	Produce periodic variation reports via Sage for the Engineering Committee, setting out all risks, remedial actions and costings.	Low	Low	Low	Engineering Committee and LDE

Category of Risk	Risk	Likelihood (without controls)	Impact (without controls)	Risk Level without controls	Risk response and control procedure	Monitoring and Assurance	Actions	Likelihood (with current controls)	Impact (with current controls)	Risk Level (with current controls)	Responsibility
Human Resources											
HR1	Inability to retain or recruit new staff.	Medium	Medium	Medium	Treat Unsure of role or expectations.	Clear job descriptions in place. Annual Staff appraisals.	Staff issued with Job Descriptions and Employee Handbook. Open communications through staff meetings and open door policy. Timely staff appraisals take place.	Low	Medium	Low	Board, PO and AO
					Treat Pay review, pensions.	Board agree all pay reviews and changes.	Pay scales are reviewed to ensure they remain competitive.				
					Tolerate 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.				
					Treat Increase training.	Training schedules are maintained.	Staff receive ongoing relevant training. In-house computer provided to enable online safe, and cost-effective training to take place.				
					Transfer 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 is reviewed.				

HR2	Incidents to staff.	Medium	High	High	Treat 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
					Treat Street work signage training has been given.	Training schedules are maintained.	All workers have completed signage training.				
					Treat 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.				
					Treat A member of staff contracts a disease.						
					Treat 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.				
					Treat First aid training.	Health and Safety Training schedules are maintained.	All workers have completed first aid training.				
					Transfer Fidelity Guarantee Insurance cover.	Cover reviewed annually.	Cover under community Insurance through Zurich Municipal.				AO
HR3	Loss of key members of staff in a small team.	Medium	Medium	Medium	Tolerate 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
Office Systems/IT											
O1	Disaster to office premises/IT.	Low	High	Medium	Treat Can work from home using a Laptop which will have server access.	Business Continuity/Disaster Recovery plan tested satisfactorily in 2011 with Orchard computers.	A disaster recovery plan has been approved and clearly explains the steps that should be taken dependent on the type of disaster that occurs.	Low	Medium	Low	PO,CE, LDE and AO
					Treat Backups of server daily and once a week major backup.		Orchard Computer services. Daily/weekly backups.				
O2	Failure to store confidential and personal data in a secure environment.	High	High	High	Treat Ensure compliance with Data Protection Act 2018 and General Data Protection Regulation.	Review of data held annually. Destruction of data that is either out of date or no longer required. Paper records to be destroyed by a secure method and computer records to be deleted and erased.	Ensure that all staff and the Board are aware of the need to keep data secure and the implications of releasing personal sensitive data. Produce a GDPR Document Schedule. Produce a Document retention and destruction timetable.	Low	High	Medium	AO
O3	Failure to provide adequate insurance cover.	Medium	High	High	Transfer Level of Insurance cover is reviewed annually .	Cover reviewed annually.	Cover provided through Zurich Municipal.	Low	Low	Low	AO
O4	Inadequate functionality of IT systems.	Low	Medium	Low	Tolerate IT Systems are updated as and when they are needed. No specific high spec computers are needed, all packages used are basic and non bespoke.	Sage upgrades are incorporated as available. Microsoft Office upgraded as appropriate. Data base holding rating information updated as necessary. Drainage Rating System (DRS) has been implemented.	IT Systems are reviewed on a regular basis. New/upgrades to software packages only purchased as necessary to improve information and efficiency of the business.	Low	Low	Low	PO and CE

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

F&GP Committee - Finance & General Purposes Committee
PSG - Project Steering Group

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD**BALANCE SHEET AS AT 31 JULY 2021**

	Note	£	31/07/21 £	31/07/20 £	Variance £	31/03/21 £	Variance £
FIXED ASSETS							
Fixed Assets	1	1,017,064	1,017,064	937,946	79,118	843,541	173,523
LONG TERM ASSETS							
Investments		1,005,801	1,005,801	764,852	240,949	938,012	67,789
CURRENT ASSETS							
Stock +WiP		53,088		56,205	-3,117	57,421	-4,333
Trade Debtors		11,570		0	11,570	38,165	-26,595
Drainage Rate Debtors		2,168		1,749	419	1,513	655
Levy Debtors		0		0	0	0	0
VAT Claim		3,202		12,585	-9,383	14,665	-11,463
Special Levies - Environment Agency		31,657		7,759	23,898	0	31,657
Prepayments		25,259		23,868	1,391	38,383	-13,124
Cash at Bank and in hand		904,601		417,126	487,475	384,209	520,392
Short Term Deposits		409,785		1,009,336	-599,551	609,710	-199,925
			1,441,330	1,528,628	-87,298	1,144,066	297,264
CURRENT LIABILITIES							
Trade Creditors		-126,373		-47,919	-78,454	-41,246	-85,127
Other Creditors		-29,701		-28,898	-803	-28,372	-1,329
Accrued Expenses		-6,627		-11,865	5,238	-22,826	16,199
Finance Leases due within one year		0		0	0	0	0
Prepaid Rates	2	-78,297		-75,131	-3,166	-325	-77,972
Prepaid Levies	2	-236,540		-226,786	-9,754	0	-236,540
Payments Received in Advance		-16,800		0	-16,800	0	-29,988
Prepaid Developers Funds		-29,988		-29,115	-873	0	-29,988
			-524,326	-419,714	-104,612	-92,769	-414,757
NET CURRENT ASSETS			917,004	1,108,914	-191,910	1,051,297	-134,293
TOTAL ASSETS LESS CURRENT LIABILITIES			2,939,869	2,811,712	128,157	2,832,850	107,019
LONG TERM LIABILITIES							
Finance Leases		0		0	0	0	0
Pension scheme deficit		-1,412,000		-951,000	-461,000	-1,412,000	0
			-1,412,000	-951,000	-461,000	-1,412,000	0
NET ASSETS			1,527,869	1,860,712	-332,843	1,420,850	107,019
FINANCED BY:							
CAPITAL ACCOUNT							
			666,569	666,569	0	666,569	0
ACCUMULATED FUND							
Balance brought forward		596,060		546,655	49,405	546,655	49,405
Surplus for the 4 months		144,686		128,162	16,524	274,405	-129,719
Transfer to Capital Expenditure Reserve		-83,333		-75,000	-8,333	-225,000	141,667
Additional Transfer to Capital Exp. Res.		0		0	0	0	0
Transfer from Capital Expenditure Reserve		0		0	0	0	0
			657,413	599,817	57,596	596,060	61,353
Developers Funds Reserve							
Investments at cost		650,000		650,000	0	650,000	0
Increase in value		355,801		114,852	240,949	288,012	67,789
Investments at current value		1,005,801		764,852	240,949	938,012	67,789
Cash at Bank		66,130		76,253	-10,123	76,319	-10,189
			1,071,931	841,105	230,826	1,014,331	57,600
Capital Expenditure Reserve	3		396,373	559,638	-163,265	411,307	-14,934
Pension Reserve			-1,412,000	-951,000	-461,000	-1,412,000	0
Revaluation Reserve			144,583	144,583	0	144,583	0
			1,524,869	1,860,712	-335,843	1,420,850	104,019

Notes

- Fixed assets include purchases, sales and depreciation for 4 months to 31 July 2021.
- In all these cases the balance sheet has been adjusted to reflect receipts
- This Reserve is held as cash and increases by £20,833 each month.
There is a corresponding monthly charge in the income and expenditure account.
As the new pumps are capitalised as a fixed asset, they are depreciated over 15 years.

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

INCOME AND EXPENDITURE 4 MONTHS TO 31 JULY 2021

YEAR TO DATE

Income	Note	Actual £	Budget £	Variance £	31 July 2020 £	Variance £
Levies Charged to Authorities	1	452,334	452,334	0	433,681	18,653
Agricultural Rates	1	41,869	41,869	0	40,142	1,727
Rechargeable Works		31,060	400	30,660	1,533	29,527
Application Fees		1,200	1,000	200	900	300
Consultancy Fees Recharged		0	6,000	-6,000	0	0
Surplus on Sale of Assets		36,996	29,258	7,738	15,537	21,459
Miscellaneous Income		0	0	0	0	0
Foreign Water Grant - EA		56,895	56,895	0	55,780	1,115
Developers Fund Contribution	1	14,994	14,994	0	14,557	437
Interest		94	1,000	-906	1,028	-934
Total		635,442	603,750	31,692	563,158	72,284
Expenditure						
Payroll		240,119	245,933	5,814	230,392	-9,727
Office Maintenance	2	5,129	7,617	2,488	5,699	570
Maintenance	3	57,656	56,595	-1,061	41,888	-15,768
EA Levy		72,724	72,724	0	71,298	-1,426
Motor Travel and Subsistence	4	7,275	7,702	427	4,038	-3,237
Communications		1,582	1,750	168	1,473	-109
Administration	5	12,823	13,164	341	14,469	1,646
Engineering Consultancy Fees		19,700	25,000	5,300	16,247	-3,453
Legal and Professional Fees	6	1,421	1,000	-421	922	-499
Audit and Accountancy Fees		1,150	0	-1,150	0	-1,150
Depreciation		70,469	70,469	0	47,879	-22,590
Bank Charges		708	1,000	292	691	-17
Total		490,756	502,954	12,198	434,996	-55,760
Surplus for 4 months		144,686	100,796	43,890	128,162	16,524
Transfer to Capital Expenditure Res.		83,333	83,333	0	75,000	8,333
Net Surplus for 4 months		61,353	17,463	43,890	53,162	8,191

The results for 4 months show a surplus of £61,353 against a budget of £17,463 a positive difference of £43,890.

The major reasons for the variances are:-

1) In all these cases the income and expenditure has been included for the 4 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	16,161	21,641	5,480	
Maintenance Compensation	0	333	333	
Vehicle, Plant	31,613	25,533	-6,080	Insurance and Diesel for hired pumps at Elmore Back
Workshop Fixtures & Fittings	3,074	2,200	-874	
Pump Station Electricity	4,745	4,488	-257	Heavy rainfall in May and June 2021
Health & Safety	2,063	2,400	337	
	57,656	56,595	-1,061	

4) Administration -

5) Engineering Consultancy fees -

	Actual £	Budget £	Variance £
Non Rechargeable Fees	19,700	20,000	300
Rechargeable Fees	0	5,000	5,000
	19,700	25,000	5,300

6) Legal and Professional Fees -

Notes:

Surplus on sale of assets is:	£
Kobelco Excavator WO14 OEY	19,638
Claas Tractor OU7 JXX	17,358
	<hr/> 36,996

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

FORECAST TO YEAR END

INCOME AND EXPENDITURE FORECAST TO YEAR END - 31 MARCH 2022

Income	Note	Projected Outturn £	Budget £	Variance £	31 March 2021 £	Variance £
Levies charged to Authorities	1	1,357,001	1,357,001	0	1,301,042	55,959
Agricultural Rates	1	125,607	125,607	0	120,427	5,180
Rechargeable Works		31,060	17,000	14,060	24,434	6,626
Application Fees		3,600	3,000	600	5,900	-2,300
Consultancy Fees Recharged		18,000	18,000	0	26,304	-8,304
Surplus on Sale of Assets		36,996	29,258	7,738	19,723	17,273
Miscellaneous Income		0	0	0	300	-300
Foreign Water Grant - EA		170,686	170,686	0	167,339	3,347
Developers Fund Contribution	1	44,982	44,982	0	43,672	1,310
Interest		282	3,000	-2,718	1,360	-1,078
Total		1,788,214	1,768,534	19,680	1,710,501	77,713
Expenditure						
Payroll		765,822	765,822	0	727,889	-37,933
Office Maintenance	2	15,387	20,975	5,588	15,595	208
Maintenance	3	180,000	180,000	0	191,481	11,481
EA Levy		218,171	218,171	0	213,892	-4,279
Motor Travel and Subsistence	4	21,825	23,746	1,921	18,912	-2,913
Communications		4,746	5,250	504	5,551	805
Administration	5	38,469	39,979	1,510	39,350	881
Engineering Consultancy Fees		75,000	75,000	0	60,740	-14,260
Legal and Professional Fees	6	1,421	3,000	1,579	5,047	3,626
Audit and Accountancy Fees		6,150	5,000	-1,150	3,500	-2,650
Depreciation		211,407	211,407	0	151,990	-59,417
Bank Charges		2,124	3,000	876	2,149	25
Total		1,540,522	1,551,350	10,828	1,436,096	-104,426
Anticipated Surplus at Year End		247,692	217,184	30,508	274,405	-26,713
Transfer to Capital Expenditure Res		250,000	250,000	0	225,000	25,000
Anticipated Net Surplus at Year End		-2,308	-32,816	30,508	49,405	-51,713

Lower Severn (2005) Internal Drainage Board

CASH FLOW

2021/22

		2021										2022		
	Note	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
		£ 000's	£ 000's	£ 000's	£ 000's	£ 000's	£ 000's	£ 000's	£ 000's	£ 000's	£ 000's	£ 000's	£ 000's	£ 000's
		actual	actual	actual	actual	actual	forecast	forecast	forecast	forecast	forecast	forecast	forecast	forecast
NatWest No.1 A/c														
Balance b/f			38	540	299	153	199	126	75	74	40	57	13	19
Other income	3		0	0	0	81	4	4	4	3	3	3	3	3
Plant & Machinery Sales			16	23	0	0	0	0	0	0	0	0	0	0
VAT			15	40	9	3	3	30	30	26	10	9	9	9
Levies	1		299	390	0	0	0	0	0	668	0	0	0	0
Rates	2		77	20	9	11	9	0	0	0	0	0	0	0
sub total			445	1,013	317	248	215	160	109	771	53	69	25	31
Expenditure	3		-28	-24	-24	-22	-44	-43	-43	-43	-43	-43	-43	-43
Plant			0	-196	-5	0	-50	0	0	-10	0	0	0	0
Pump Expenditure			-12	-34	-28	-7	-5	-113	-113	-50	-43	-5	-5	-5
Developer Expenditure			0	0	0	0	0	0	0	0	0	0	0	0
EA Levy			0	0	-47	0	0	0	0	0	0	0	0	0
Salaries (paid via No.2 A/c)			-65	-60	-60	-60	-70	-79	-79	-78	-60	-58	-58	-58
Net transfers	3		200	-400	0	40	80	150	200	-550	150	50	100	100
sub total			95	-714	-164	-49	-89	-85	-35	-731	4	-56	-6	-6
Balance c/f		38	540	299	153	199	126	75	74	40	57	13	19	25
Other balances														
NatWest														
No 2 Account		31	36	34	33	30	30	30	30	30	30	30	30	30
Bonus Saver	4	315	315	715	715	675	595	445	245	795	645	595	495	395
Deposit Account	5	206	206	206	206	206	206	206	206	206	206	206	206	206
Lloyds Deposit	6	328	128	173	173	138	138	138	138	138	138	138	138	138
Total		880	685	1,128	1,127	1,049	969	819	619	1,169	1,019	969	869	769
Developers Funds Cash														
Lloyds Deposit	6	76	76	31	31	66	46	46	46	46	46	46	46	46
All LSIDB balances		994	1,301	1,458	1,311	1,314	1,141	940	739	1,255	1,122	1,028	934	840
LSIDB Working Cash		507	805	1,011	850	852	630	502	373	943	793	683	572	461
Capital Reserve		411	420	416	430	396	445	372	300	246	263	279	296	313
Developer Reserve		76	76	31	31	66	66	66	66	66	66	66	66	66
		994	1,301	1,458	1,311	1,314	1,141	940	739	1,255	1,122	1,028	934	840

1. Levies received May and November

2. Rates received in May

3. Income and Expenditure as per Budget profile.

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

Lower Severn (2005) Internal Drainage Board

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

	£	£
Balance Sheet as at 31 July 2021		
Cash at bank and in hand	904,601	
Short term Deposits	409,785	
Less Petty Cash	216	
Cash at Bank	<u>1,314,170</u>	
LSIDB Working Cash	851,667	
Capital Expenditure Reserve	396,373	
Developers Funds Reserve	66,130	
	<u>1,314,170</u>	

Investments

	As at 31 July 2021 £
Capital	
Amount through Smith & Williamson (net)	650,000
Market value	<u>1,005,801</u>
Change in value	355,801
Portfolio return since 1 July 2021	0.80%
Note: Market Index Movements	
MSCI WMA Balanced NR	0.77%
MSCI World NR	1.14%
MSCI ACWI (All Countries World Index)	0.04%
MSCI ACWI ex UK	0.03%

Developers Funds as at 31 July 2021

	£
Developers Funds Reserve as per Balance Sheet	<u>1,071,931</u>
Funds held as:	
Investments	1,005,801

Cash held at Bank	66,130
	<u>1,071,931</u>

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

Developers Funds July 2021

	£			
Balance at 1 April 2021	1,014,331			
Increase in value of investments	67,789			
Transfer of cash to investments	0			
Interest on Cash held in Deposit Account	3			
Developers Contributions - received	34,790			
Transfer to Board 2021/22				
Developers drawdowns	-44,982			
Current Balance	1,071,931	split		£
			Investments	1,005,801
			Cash at Bank	66,130
Estimated balance 31/03/2022	1,071,931	split		£
			Investments	1,005,801
			Cash at Bank	66,130

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

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

As at 31 July 2021

		2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	Total 2021/29
		£	£	£	£	£	£	£		£
Pump Stations										
	No. of Pumps									
Oldbury	3							535,206	307,468	842,674
Marshfield	2			387,892	163,909					551,801
Lapperditch	2	17,795	463,417							481,212
Wicks Green	2					538,400	289,819			828,219
Elmore Back	2	329,936								329,936
Saul	1									0
Pump Expenditure Total		347,731	463,417	387,892	163,909	538,400	289,819	535,206	307,468	3,033,842 0
Plant and Vehicles										
Water Level Monitoring Equipment		8,000								8,000
Claas Mower		126,000								126,000
Class Mower OU07 JXX		-24,000								-24,000
Kobelco Excavator		144,000								144,000
Hyundai WX12 CWL		-18,000								-18,000
Energreen SPV3			400,000							400,000
Energreen VX65 HVB			-40,000							-40,000
Kobelco Excavator				160,000						160,000
Kobelco Excavator WU16 TZM				-15,000						-15,000
Isuzu Truck				35,000						35,000
Isuzu Truck WU17 NVD				-5,000						-5,000
Energreen SPV2					300,000					300,000
Energreen VX65 HTA					-40,000					-40,000
Ford Ranger Truck					40,000					40,000
Isuzu Truck VO62 RPY					-5,000					-5,000
Loadall/Material Handler						90,000				90,000
Merlo Loadall WX08 OSY						-1,000				-1,000
Claas Tractor/Mower								210,000		210,000
Claas 697 WX14 LGO								-22,000		-22,000
Hitachi Excavator								220,000		220,000
Hyundai WX12 CWL								-15,000		-15,000
JCB Wheeled Excavator								190,000		190,000
JCB WV19 FUU								-18,000		-18,000
Plant and Vehicles Expenditure Total		236,000	360,000	175,000	295,000	0	89,000	0	565,000	1,720,000 0
Capital Expenditure Total		583,731	823,417	562,892	458,909	538,400	378,819	535,206	872,468	4,753,842

Details of Budget and Expenditure on Pump Stations

		Previous Years										
		Budget	Expenditure	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	Total
		£	£	£	£	£	£	£	£	£		£
Pump Stations	No. of Pumps											
Oldbury	3	867,358	24,683							535,206	307,468	867,357
Marshfield	2	577,247	25,446			387,892	163,909					577,247
Lapperditch	2	514,500	33,288	17,795	463,417							514,500
Wicks Green	2	851,854	23,635					538,400	289,819			851,854
Elmore Back	2	700,000	402,256	329,936								732,192
Saul	1	180,000	179,383									179,383
Pump Expenditure Total		3,690,959	688,691	347,731	463,417	387,892	163,909	538,400	289,819	535,206	307,468	3,722,533

Details of Expenditure on Pump Stations in 2021/22

		Spend in current financial year, 2021/22, to 1 July 2021 £	Spend in current financial year, 2021/22, in July 2021 £	Total Spend to date £	Expected spend in current financial year from 1 August 2021 £	Revised Total expected spend for the current financial year £	Original Total expected spend for the current financial year £	Difference between Original and anticipated total spend - positive figure represents an underspend £
Pump Stations	No. of Pumps							
Oldbury	3		0	0		0	0	0
Marshfield	2		0	0		0	0	0
Lapperditch	2		0	0	17,795	17,795	17,795	0
Wicks Green	2		0	0		0	0	0
Elmore Back	2	44,085	54,184	98,269	231,667	329,936	329,936	0
Saul	1		0	0		0	0	0
Total		44,085	54,184	98,269	249,462	347,731	347,731	0
				0		0		0

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

Medium Term Financial Plan (MTFP)

			Rate - Pence in the Pound						
			9.7	9.7	10.2	10.7	11.0	11.3	
			The future annual rates shown are for illustrative purposes only.						
Income and Expenditure basis	Line	Note	YEAR 2021/22 Budget £000's	YEAR 2021/22 Forecast £000's	YEAR 1 2022/23 Estimate £000's	YEAR 2 2023/24 Estimate £000's	YEAR 3 2024/25 Estimate £000's	YEAR 4 2025/26 Estimate £000's	Total all years 2022/26 £000's
Income									
Levies and charges to Authorities	1	1	1,357	1,357	1,427	1,497	1,539	1,581	6,044
Agricultural rates	2	2	126	126	132	139	142	146	559
sub total +	3		1,483	1,483	1,559	1,635	1,681	1,727	6,603
Foreign Water Grant		3	171	171	174	178	181	185	719
Developers Fund Contribution	5	4	45	45	46	48	49	51	194
Other Income	6		37	51	23	23	23	23	92
Bank interest	7	5	3	1	3	3	3	3	12
Surplus on sale of fixed assets	8		29	37	16	1	33	0	50
sub total +	9		285	305	263	253	290	262	1,067
total income	10		1,768	1,788	1,822	1,888	1,971	1,989	7,670
Expenditure									
Payroll	11	6	766	766	785	805	825	846	3,260
Office maintenance	12		21	16	21	19	19	20	79
Maintenance plant and machinery	13	7	180	180	190	194	198	202	783
EA Levy	14	3	218	218	222	227	231	236	916
Motor travel and subsistence	15		24	22	24	17	17	18	76
Communications	16		5	5	5	5	5	5	20
Administration	17	8	40	38	41	42	43	44	169
Engineering consultancy fees	18		75	75	46	47	48	49	190
Legal and professional fees	19		3	1	3	3	3	3	12
Audit and Accountancy fees	20		5	6	5	5	6	6	22
Depreciation	21	9	211	211	258	277	310	283	1,128
Bank charges	22		3	2	3	3	3	3	12
total expenditure			1,551	1,540	1,604	1,644	1,708	1,713	6,668
Estimated +surplus -deficit	23		217	248	218	245	263	276	1,002
Transfer to Capital Reserve	24	10	250	250	275	300	325	350	1,250
Net estimated +surplus -deficit	25		-33	-2	-57	-55	-62	-74	-248
Transfer from Capital Reserve	26	11	375	375	300	0	350	0	650
Accumulated Fund	27	b/f	574	596	969	1,212	1,157	1,445	969
Contribution to Accumulated Fund	28	c/f	916	969	1,212	1,157	1,445	1,371	1,371
Adjust for non cash items									
Depreciation	29	9	211	211	258	277	310	283	1,128
Surplus on sale on fixed assets	30		-29	-37	-16	-1	-33	0	-50
Cash items not included									
Plant purchases net of sales receipts	31	12	-236	-218	-360	-175	-295	0	-830
Adjustment for cash flow purposes	32		-54	-44	-118	101	-18	283	248
Net creditors/debtors	33		0	0					
Net cash flow movement	34		-87	-46	-175	46	-79	208	0
Working Capital	35	b/f	574	507	461	286	332	253	461
Working Capital	37		487	461	286	332	253	461	461
Add Capital Expenditure Reserve	38		347	313	125	37	198	10	10
Add Developers Fund Reserve	39		31	66	20	-28	-77	-128	-128
Bank balances	40	c/f	865	840	431	342	374	344	344

Note:

1. Proposed rates and levies increase.
2. Agricultural rates - there will be a write off of £2,364 due to under 125 AV not collected.
3. EA have informed the Board that a net annual payment of £47,485 will increase by 2% per annum
4. Assumes a 3% increase per annum.
5. Bank interest assumed at current level.
6. Based on current headcount. 2.5% annual pay increase 2022 to 2026.
7. Assumes fewer major repairs as purchasing new machinery.
8. Assumes that Business Rates and Utility bills increase by 3% per annum.
9. Depreciation is a non cash item and is added back for cash flow purposes.
10. The transfer to the Capital Reserve increases by £25,000 per annum. Final year is 2028/29.
11. When a new pump is purchased it becomes a Fixed Asset, paid for by cash.
There is no longer a requirement to hold an amount in the Capital Reserve for this new pump.
Hence the purchase price is transferred to the Accumulated Reserve.
12. Plant purchases/sales include :-
In 2021/22 Claas Mower £125k, less proceeds Claas 697 OU07 JXX £24k = 101k
New Hitachi Excavator £144k, less proceeds Hyundai WX12 CWL £18k = £126k.
Water Level Monitoring Equipment, £8k. Total for the year £235k.
In 2022/23 Energreen SPV3 £400k, less proceeds Energreen VX65 HVB £40k = £360k.
In 2023/24 New Kobelco Excavator £160k , less proceeds Kobelco Excavator WU16 TZM £15k = £145k.
New Isuzu £35k, less proceeds Isuzu WU17 NVD £5K = £25k. Total for the year £175k.
In 2024/25 Energreen SPV2 £300k, less proceeds Energreen VX65 HTA £40k = £260k
New Ford Ranger £40k, less proceeds Isuzu VO62 RPY £5K = £35k. Total for the year £295k.
In 2025/26 There are no programmed plant purchases.
In 2026/27 New Loadall/Material Handler £90k, less proceeds £1,000 Merlo Loadall WX08 OSY = £89k.

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

MTFP (Medium Term Financial Plan)

A) Income and Expenditure

	Rate - Pence in the Pound						Total all years 2022/26 £000's
	9.7 No Increase	9.7 Increase	10.2 The future annual rates shown are for illustrative purposes only.	10.7	11.0	11.3	
	Year 2021/22 Budget £000's	Year 2021/22 Budget £000's	Year 1 2022/23 Estimate £000's	Year 2 2023/24 Estimate £000's	Year 3 2024/25 Estimate £000's	Year 4 2025/26 Estimate £000's	
Income (line10)	1,768	1,788	1,822	1,888	1,971	1,989	7,670
Expenditure (line 24)	1,551	1,540	1,604	1,644	1,708	1,713	1,002
Estimated +surplus -deficit (line 23)	217	248	218	245	263	276	6,668
Transfer to Capital Reserve (line 24)	250	250	275	300	325	350	1,250
Net estimated +surplus -deficit (line 25)	-33	-2	-57	-55	-62	-74	-248
Transfer from Capital Res. (line 26)	375	375	300	0	350	0	650
Accumulated Res. b/f (line27)	574	596	969	1,212	1,157	1,445	969
Accumulated Res. c/f (line28)	916	969	1,212	1,157	1,445	1,371	1,371
Accumulated Reserve as % of expenditure	59.06%	62.92%	75.57%	70.37%	84.63%	80.03%	136.83%

B) Working Capital - Cash Flow

	Year 2021/22 Budget £000's	Year 2021/22 Budget £000's	Year 1 2022/23 Estimate £000's	Year 2 2023/24 Estimate £000's	Year 3 2024/25 Estimate £000's	Year 4 2025/26 Estimate £000's	Total all years 2022/26 £000's
Balances b/f	574	507	461	286	332	253	461
Net cash movement	-87	-46	-175	46	-79	208	0
Balances c/f	487	461	286	332	253	461	461

C) Cash at Bank

	Year 2021/22 Budget £000's	Year 2021/22 Budget £000's	Year 1 2022/23 Estimate £000's	Year 2 2023/24 Estimate £000's	Year 3 2024/25 Estimate £000's	Year 4 2025/26 Estimate £000's	Total all years 2022/26 £000's
Working Capital	487	461	286	332	253	461	461
Capital Expenditure Reserve	347	313	125	37	198	10	10
Developers Reserve	31	66	20	-28	-77	-128	-128
	865	840	431	342	374	344	344

Internal Drainage Boards in England



Department
for Environment
Food & Rural Affairs

Annual Report for the year ended 31 March 2021

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

No later than 30 September 2021 a copy must be provided to:

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

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

Please round all cash figures down to nearest whole £.

LOWER SEVERN (2005) NAME HERE

Internal Drainage Board

Section A – Financial information

Preliminary information on special levies issued by the Board for 2021- 22

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

Special levies information for financial year 2021-22 (forecast)	
Name of local authority	2021-22 forecast £
1. BRISTOL CITY COUNCIL	736,172
2. SOUTH GLOUCESTERSHIRE COUNCIL	330,795
3. STROUD DISTRICT COUNCIL	154,867
4. GLOUCESTER CITY COUNCIL	70,720
5. FOREST OF DEAN DISTRICT COUNCIL	43,699
6. HEREFORDSHIRE COUNCIL	11,939
7. TEWKESBURY BOROUGH COUNCIL	7,172
8. MALVERN HILLS COUNCIL	1,637
Total	1,357,001

Section A – Financial information (continued)

Income and Expenditure Account for the year ending 31 March 2021

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

	Notes	Year ending 31 March 2021 £
INCOME		
1. Drainage Rates		120,427
2. Special Levies		1,301,042
3. Higher Land Water Contributions from the Environment Agency		167,339
4. Contributions received from developers/other beneficiaries		43,672
5. Government Grants (includes capital grants from EA and levy contributions)		0
6. PSCAs from EA and other RMAs		0
7. Loans		0
8. Rechargeable Works		50,738
9. Interest and Investment Income		1,360
10. Rents and Acknowledgements		0
11. Other Income		6,200
Total income		1,690,778
EXPENDITURE		
12. New Works and Improvement Works		0
13. Total precept to the Environment Agency		213,892
14. Watercourse maintenance		939,469
15. Pumping Stations, Sluices and Water level control structures		61,226
16. Administration		175,155
17. PSCAs		0
18. Rechargeable Works		46,354
19. Finance Charges		0
20. SSSIs		0
21. IDB Biodiversity and conservation (other than item 20 expenditure)		225,000
22. Other Expenditure		0
Total expenditure		1,661,096

EXCEPTIONAL ITEMS		
23. Profits/(losses) arising from the disposal of fixed assets		19,723
Net Operating Surplus/(Deficit) for the year		49,405
24. Developers Funds income not applied in year		1,014,331
25. Grant income not applied in year		0

Notes:

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

Section B –IDB Reporting

Policy Delivery Statement

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

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

Biodiversity

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

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

What year was your Biodiversity Action Plan last updated? 2018

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

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

Do you have a biosecurity process? Yes ☒ No ☐

SSSI water level management plans

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

If so, which ones:

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

Area of SSSI with IDB water level management plans 419 Hectares

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

373 Hectares

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

0

Access to environmental expertise

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

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

Asset Management

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

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

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

Yes ☒ No ☐

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

550 Km

How many pumping stations does the Board operate?

6

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

4.5 metres cubic per second

Health and Safety

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

If so, please summarise in the box below:

Guidance and Best Practice

Has your IDB adopted a formal Scheme of Delegation? Yes ☒ No ☐

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

Governance ☐

Finance ☒

Is your Board's website information current for this financial year? (Board membership, audited accounts, programmes of works, WLMPs, etc) Yes ☒ No ☐

Has your IDB adopted computerised accounting and rating systems? Yes ☒ No ☐

Has your board published all minutes of meetings on the website?..... Yes ☒ No ☐

Does the Board publish information on its website on its approach to maintenance works and provide contact details to allow for and encourage public engagement? Yes ☒ No ☐

When planning maintenance and capital works are environmental impacts taken into account and wherever possible best practice applied? Yes ☒ No ☐

Has your Board adopted the following governance documents?

Standing Orders Yes ☒ No ☐

Have the Standing Orders been approved by Ministers Yes ☒ No ☐

Byelaws Yes ☒ No ☐

If you have Byelaws, have you adopted the latest model byelaws published in 2012..... Yes ☒ No ☐

Have the Byelaws been approved by Ministers.....Yes ☒ No ☐

Code of Conduct for Board Members..... Yes ☒ No ☐

Financial Regulations.....Yes ☒ No ☐

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

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

Board membership and attendance

How many Board members (in total – elected and appointed) do you have on your IDB?

29

Seats available to appointed members under the Land Drainage Act 1991.

15

Number of elected members on the board at year end.

14

Number of appointed members on the board at year end.

14

Mean average number of elected members in attendance at each board meeting over the last financial year.

10

Mean average number of appointed members in attendance at each board meeting over the last financial year.

9

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

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

Complaints procedure

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

Number of complaints received in the financial year?

0

Number of complaints outstanding in the financial year?

0

Number of complaints referred to the Local Government Ombudsman?

0

Number of complaints upheld by the Local Government Ombudsman?

0

Public Engagement

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

Press releases

☐

Newsletters

☒

Web site

☒

Meetings

☒

Shows/events (including open days/inspections)

☐

Consultations

☐

Notices

☒

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

0.106%

Section B: NOTES

Guidance and Best Practice

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

Board membership and attendance

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

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

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

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

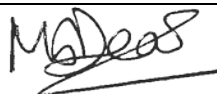
Section C – Declaration

LOWER SEVERN (2005) NAME

Internal Drainage Board

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

Signature



Date

27th August 2021

Name in BLOCK LETTERS

MARTIN DEAR

Designation

ACCOUNTS OFFICER

Email address

MDear@lowersevernidb.org.uk

April 2021

<u>Supplier</u>	<u>Details</u>	<u>Amount Paid this Period</u>
Chainsdirect Ltd	Chains & Guide Bars for Chainsaws	54.60
DVLA	Vehicle tax for WX12 CWL	165.00
DVLA	Credit card fees	2.50
TESCO	Petrol for Chainsaws	24.40
Orchard Computer Services	Quarterly Maintenance Cover	389.00
RS COMPONENTS LTD	Hinges for VX65 HVB	76.75
L&S Engineers Ltd	Chainsaw Parts	169.56
Autoelectrical.parts	Work lights for VX65 HVB	92.08
Giffgaff Ltd	Sim monthly plan for Slimbridge WLMP	8.00
Hydroscand Ltd	2 x hoses for VX65 HVB	53.00
Andy Gardner	Annual website hosting	196.00
Bedford Pumps Ltd	Storage charge for Pumps - TO BE REFUNDED	384.00
TESCO	Petrol for chainsaws/strimmers	48.16
TESCO	Milk	1.09
SWADA	Annual Subscription Apr 20 - Mar 21	700.00
JOHN DAVIDSON (PIPES) LTD	225mm Pipe & Couplers	195.20
ARCO LTD	Coveralls	41.71
ARCO LTD	Sandbags	86.04
Orchard Computer Services	Annual Mimecast & Multi Domain Licence Renewal	882.00
Pitney Bowes Ltd	Franking Machine Hire - Mar 21	15.54
RS COMPONENTS LTD	Chargers & cables for new lone workers handsets	160.85
MERRETT D C	Transportation of WU16 TZM	180.00
Tincknell Fuels Ltd	2,000 litres Derv	2,370.72
TAILORMADE OFFICE SUP.LTD	A4 Paper, Envelopes, Crown Binder	176.56
ENGINEERING & HIRE LTD	WX12 CWL - Replacement Ridding Bucket Parts	257.74
ENGINEERING & HIRE LTD	WO14 OEY - Replacement Ridding Bucket Parts	257.74
ENGINEERING & HIRE LTD	VX65 HTA - Replacement Ridding Bucket Parts	257.74
ENGINEERING & HIRE LTD	VX65 HVB - Replacement Ridding Bucket Parts	257.74
ENGINEERING & HIRE LTD	WU16 TZM - Replacement Ridding Bucket Parts	257.74
ENGINEERING & HIRE LTD	WV19 FUU - Replacement Ridding Bucket Parts	257.74
DVLA	Road tax for WV19 FUU	165.00
DVLA	Credit Card Charges	2.50
Chandlers (Farm Equipment) Ltd	Ignition switch for WX08 OSY	102.60
Severn Controls Ltd	Call out to Elmore Back P/S	315.30
Canal & River Trust	Rental of Flap Valve - Buckholt Syphon	114.56
Hydroscand Ltd	Hose assembly for VX65 HVB	40.87
Exac One Ltd	Parts for Tree Shears	228.89
TESCO	Water for office	10.20
L&S Engineers Ltd	Parts for chainsaws	16.86
GAP SUPPLIES	Cement, Type 1 Stone, 0-10mm Limestone	1,719.00
MERRETT D C	Modifications to digging bucket	360.00
MERRETT D C	Modifications to digging bucket	24.60
Channel Plant (A McEwen Smith)	Transportation of WX12 CWL	216.00
Motion Consultants Ltd	Avonmouth Consultancy - Feb 21	1,056.00
Motion Consultants Ltd	Elmore Back P/S Modifications	11,541.76
AVON ALARMS LTD	12 Months maintenance & CCTV Monitoring	1,362.00
Avon Fire Systems Ltd	12 Months Maintenance on Fire Alarm & PFFE	378.00
JOHN DAVIDSON (PIPES) LTD	Assort Pipes & Couplers	5,042.88
RS COMPONENTS LTD	Workshop Electricals	106.22
RS COMPONENTS LTD	Workshop Electricals	16.61
Worldpay (UK) Ltd	Credit Card Transaction Charges - Mar 21	31.20
Worldpay (UK) Ltd	Vatable Charges	6.06
Moorepay Ltd	Payroll Costs for Mar 21	153.42
Smiths (Gloucester) Ltd	Waste Management for Mar 21	58.03
Denios	Battery grease gun for WX65 HVB	405.60
TESCO	Milk	2.70
Giffgaff Ltd	Sim monthly plan for KW mobile	10.00
Adobe Systems Software Ireland Ltd	Adobe renewal 26/02/21-26/02/22	171.84
Zoom Video Communications Inc.	Zoom Subscription 23/03/21-22/01/21	11.99
Erskine Murray Ltd	Plant Hired In Insurance	1,740.00

Invoice FYI
" " " " "

Invoice FYI

No 1 Account contd

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

Page: 2

April 2021

<u>Supplier</u>	<u>Details</u>	<u>Amount Paid this Period</u>
Plan Communications Ltd	Mobile Phones Bill	258.00
Worldpay (UK) Ltd	Credit Card Subscription Fees for Apr 2	11.94
Holt JCB Ltd	Quarterly Service Agreement for WV19 FUU	321.20
Citation Ltd	Legal Fees	319.75
SOUTH GLOUCESTERSHIRE COUNCIL	Business Rates	760.75
HYDRA ENGINEERING SERVICES LTD	Ram repair to VX65 HVB	405.60
Miles Tyre & Exhaust Services	Tyre repair to WU19 FUU	129.97
Corona Energy	Saul P/S Electricity 01/03/21 - 31/03/21	85.64
Corona Energy	Elmore Back P/S Electricity 01/03/21 - 31/03/21	772.69
Corona Energy	Oldbury P/S Electricity 01/03/21 - 31/03/21	460.43
Corona Energy	Marshfield P/S Electricity 01/03/21 - 31/03/21	532.21
Corona Energy	Lapperditch P/S Electricity 01/03/21 - 31/03/21	67.69
Corona Energy	Wicks Green P/S Electricity 01/03/21 - 31/03/21	333.23
Corona Energy	Office Electricity 01/03/21 - 31/03/21	429.26
Pitney Bowes Ltd	Postage top up on Franking Machine	415.13
Blizzard Telecom Ltd	Office Telecoms	169.88
		<u>38,903.26</u>

Please note that the amounts shown above include Vat where applicable

Amount Paid this Period	38,903.26
Denios Credit	(16.80)
Amount Paid this Period (Supplier Invoices)	38,886.46

Bank Payments for April 2021

L Reading	Repayment for Stamps (Rate Demands)	528.00
NatWest	Bank Charges & Bankline Charge	70.77
Rates	Reversal of Rates Paid after DRS Y/E	325.50
	Amount Paid this Period (Bank Payments)	924.27

Total Amount Paid this Period
£39,810.73

No 1 Account

Lower Severn (2005) Internal Drainage Board

Payments to be Noted

Page: 1

May 2021

<u>Supplier</u>	<u>Details</u>	<u>Amount Paid this Period</u>
Orchard Computer Services	Quarterly Maintenance Cover	389.00
Screwfix Direct Ltd	Evo Stick	11.99
L&S Engineers Ltd	Chainsaw Parts	9.06
LR Centre Ltd	Parts for WN03 NVK	86.09
Ebay	Ebay Fees - Sale of mower	660.36
Giffgaff Ltd	Monthly Sim for KW Mobile	10.00
Giffgaff Ltd	Monthly Sim for Slimbridge WLMP	8.00
RS COMPONENTS LTD	WD40	49.49
RS COMPONENTS LTD	Electrical parts for workshop	6.00
Avon Hydraulics (UK) Ltd	Hydraulic Hose for WO14 OEY	78.56
Green Farm Seeds Ltd	Grass Seed	396.00
Konica Minolta Business Solutions (UK) Ltd	Quarterly copy & print 17/01/2021-16/04/2021	127.91
RS COMPONENTS LTD	Cable sockets & plugs for Elmore Back P/S	75.91
RS COMPONENTS LTD	Cable Sockets for Elmore Back P/S	81.02
TAILORMADE OFFICE SUP.LTD	Envelopes, Dividers, Pens, Shorthand Pads	92.11
TAILORMADE OFFICE SUP.LTD	Dividers	25.97
TAILORMADE OFFICE SUP.LTD	Printer Ink for LR	32.10
Konica Minolta Business Solutions (UK) Ltd	Quarterly photo copier hire 17/04/21-16/07/21	83.88
Sainsbury's Supermarkets Ltd	Batteries	17.00
TESCO	Milk	2.70
TESCO	Petrol for chainsaws/trimmers	25.36
Screwfix Direct Ltd	Cable for Elmore Back P/S	8.76
Avon Hydraulics (UK) Ltd	Hydraulic Hose assembly for WV19 FUU	42.45
FILTRATION LTD	AdBlue & assort filters	322.25
Motion Consultants Ltd	Elmore Back P/S Modifications for March 21	Invoice FYI 16,029.00
Motion Consultants Ltd	Avonmouth Consultancy for March 21	" " " " " 1,152.00
Holt JCB Ltd	Headlight for WV19 FUU	133.88
Post Office	Postage	3.85
TESCO	Milk	4.05
Chainsdirect Ltd	Parts for Chainsaws	197.30
Hitachi Construction Machinery (uk) Ltd	Hitachi ZX135US-6	Invoice FYI 152,560.80
Severn Controls Ltd	Interim invoice Upgrade of Controls Elmore Back P/S	Invoice FYI 14,330.40
Bishop Fleming LLP	Final Invoice 2020/21 Internal Audit	1,380.00
TAILORMADE OFFICE SUP.LTD	Colour Cartridge (LR), A4 Paper	59.28
TAILORMADE OFFICE SUP.LTD	Dividers	14.69
Claas Western Ltd	Claas Arion 650 Hexashift Tractor	Invoice FYI 100,800.00
Holt JCB Ltd	Bucket for WV19 FUU	542.40
Certas Energy UK Ltd	6,000 litres Gas Oil	3,639.60
Cal Services UK Ltd	Repairs & service to Cable Avoidance Tool	72.00
MERRETT D C	Transportation of WU16 TZM	240.00
BOC LTD	Acetylene rental (12 months)	248.82
Moorepay Ltd	Payslip reprint	30.00
Moorepay Ltd	Payroll costs for Year End & Apr 21	276.12
GAP SUPPLIES	Type 1 Stone	367.72
RS COMPONENTS LTD	Black Plastic Sheeting	77.80
RS COMPONENTS LTD	Connectors & Sealant	54.34
Safetyliftinggear.com	Latch Hooks & Chains	55.22
Zoom Video Communications Inc.	Zoom Sunscription 23/014/21-22/05/21	11.99
Plan Communications Ltd	Mobile phones bill	272.40
Worldpay (UK) Ltd	Credit Card Subscription - May 21	11.94
CARR R MR	Rhine Spraying at Avonmouth	730.00
CARR R MR	Rhine spraying various rhines	500.00
Citation Ltd	Legal Fees	319.75
SOUTH GLOUCESTERSHIRE COUNCIL	Business Rates	761.00
Mole Country Stores	Gate plates, Staples, Rat Bait	41.10
GREENHAM TRADING LTD	Safety Boots & Gloves	137.46
Smiths (Gloucester) Ltd	Waste Management - Apr 21	40.73
Molson Equipment Services Ltd	Heater core for WU16 TZM	471.58
Molson Equipment Services Ltd	Heater core for WU16 TZM - Delivery	24.00
Worldpay (UK) Ltd	Credit Card Transaction Charges - Apr 21	57.52

No 1 Account contd.

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

Page: 2

May 2021

<u>Supplier</u>	<u>Details</u>	<u>Amount Paid this Period</u>
Worldpay (UK) Ltd	Vatable Charges	7.63
FILTRATION LTD	Filters for WX14 LGO	15.23
FILTRATION LTD	Filters for WU16 TZM	31.21
FILTRATION LTD	Filters for WX65 HVB	426.59
FILTRATION LTD	Filters for WX20 FGM	74.20
Avon Hydraulics (UK) Ltd	2 x Hydraulic Hoses for WX12 CWL	287.66
Ebay	Balance b/fd	0.36
Corona Energy	Elmore Back Electricity 01/03/21-31/03/21	Invoice FYI 5,270.21
Corona Energy	Elmore Back Electricity 01/04/21-30/04/21	533.41
Corona Energy	Saul Electricity 01/03/21-31/03/21	30.16
Corona Energy	Saul Electricity 01/04/21-30/04/21	25.28
Corona Energy	Marshfield Electricity 01/04/21-30/04/21	387.80
Corona Energy	Oldbury P/S Electricity 01/04/21-30/04/21	32.53
Corona Energy	Lapperditch Electricity 01/04/21-30/04/21	29.53
Corona Energy	Wicks Green Electricity 01/04/21-30/04/21	56.20
Corona Energy	Office Electricity 01/04/21-30/04/21	307.97
BRITISH TELECOM	Alternative phone line	45.47
Blizzard Telecom Ltd	Office Telecoms	187.40
Erskine Murray Ltd	Elmore Back additional insurance for hired pumps	1,228.01
Cal Services UK Ltd	Reconditioned CSCOPE SGV2	288.00
FENTON INSURANCE SOLUTIONS LTD	Additional insurance for Claas Tractor	1,409.53
		<u>308,965.09</u>

Please note that the amounts shown above include Vat where applicable

Amount Paid this Period	308,965.09
Andrew Sykes (Pump for Elmore Back) POA	3,847.87
Corona Credit	<u>(858.33)</u>
Amount Paid this Period (Supplier Invoices)	311,954.63

Bank Payments for May 2021

NatWest

Bank Charges & Bankline Charge

	<u>260.12</u>
Amount Paid this Period (Bank Payments)	260.12

Total Amount Paid this Period
£312,214.75

No 1 Account

Lower Severn (2005) Internal Drainage Board

Payments to be Noted

Page: 1

June 2021

<u>Supplier</u>	<u>Details</u>	<u>Amount Paid this Period</u>
Chainsdirect Ltd	Replacement chains for chainsaws	289.40
L&S Engineers Ltd	Parts for Chainsaws	20.22
L&S Engineers Ltd	Parts for Chainsaws	40.04
RS COMPONENTS LTD	Float switch for Elmore Back	38.14
Orchard Computer Services	Quarterly Maintenance Cover	389.00
Thornbury Motors	Petrol for Chainsaws	23.17
Sainsbury's Supermarkets Ltd	Coffee, Kitchen cloths	16.70
GREENHAM TRADING LTD	Safety Boots	110.46
RS COMPONENTS LTD	Parts for VN62 RPY	86.46
RS COMPONENTS LTD	Saw	6.68
Orchard Computer Services	2 x back Up boxes	210.00
Chandlers (Farm Equipment) Ltd	Fan belt for VX65 HVB	336.86
Chandlers (Farm Equipment) Ltd	Chainsaw Waders	118.80
Chandlers (Farm Equipment) Ltd	Chainsaw Boots	99.00
AVON ALARMS LTD	Attending to fault on Intruder Alarm	118.39
Direct Plastics Ltd	Black Sheeting	166.22
Oakham Treasures	Storage of Machines 01/05/21 - 30/04/22	1,200.00
TAILORMADE OFFICE SUP.LTD	A3 Paper, Memo Pads, Ink for LR	128.81
Hydroscand Ltd	Hose assembly for Tree Shears	47.29
Tincknell Fuels Ltd	6795 litres Gas Oil	4,319.17
RS COMPONENTS LTD	Assort Crocodile Clips	49.42
Motion Consultants Ltd	Avonmouth Consultancy for Apr	960.00
Car Components Ltd	Ce-lit Radiator Cement for Pumps at Elmore Back	10.00
Eurocarparts	K-seal Cooling System Repair for pump at Elmore Back	23.98
Orchard Computer Services	2 x Laptops for LR & Spare	1,920.00
Orchard Computer Services	Installation & Configuration	313.20
JOHN DAVIDSON (PIPES) LTD	Assort Twinwall Pipes	1,247.78
Severn Controls Ltd	Elmore Back Upgrade Controls Interim Invoice 2	Invoice FYI 17,636.40
Gloucestershire LGPS	Actuarial Recharge FRS102/IAS19	402.00
Tincknell Fuels Ltd	4,953 litres gasoil	3,136.44
RS COMPONENTS LTD	Assort Relays	22.46
Holt JCB Ltd	Pressure sensor for WV19 FUU	80.94
Moorepay Ltd	Payroll costs for May 21	153.42
GAP SUPPLIES	Bags of Cement	313.34
Safetyliftinggear.com	2 tonne roundsling	35.80
Mole Country Stores	Rope, Shackles & Carbine Hooks	53.04
Mole Country Stores	Screws, Fork & Pry Striker	27.65
Worldpay (UK) Ltd	Credit Card Transaction Charges - May 21	30.91
Worldpay (UK) Ltd	Vatable Charges	6.38
Smiths (Gloucester) Ltd	Waste management - May 21	40.73
Tincknell Fuels Ltd	2,000 litres Derv	2,415.12
Citation Ltd	Legal Fees	319.75
SOUTH GLOUCESTERSHIRE COUNCIL	Business Rates	761.00
Giffgaff Ltd	Monthly Sim - Slimbridge WLMP	8.00
Giffgaff Ltd	Monthly Sim - KW Mobile	10.00
TESCO	Tescos - Milk (Lost Receipt)	3.10
ENVIRONMENT AGENCY	Levy net of FWG	Invoice FYI 47,484.68
Motion Consultants Ltd	e Back P/S Modifications - Apr 21	Invoice FYI 9,265.26
Worldpay (UK) Ltd	Credit Card Subscription - Jun 21	11.94
Bedford Pumps Ltd	Elmore Back Pump Storage Charge for Mar 21	384.00
Bedford Pumps Ltd	Elmore Back Pump Storage Charge for Apr 21	384.00
Bedford Pumps Ltd	Elmore Back Pump Storage Charge for May 21	192.00
Zoom Video Communications Inc.	Zoom Subscription 23/05/21 - 22/06/21	11.99
Plan Communications Ltd	Mobile Phones Bill	243.60
Chandlers (Farm Equipment) Ltd	Spare Hitch Pins	15.31
Pitney Bowes Ltd	Hire of Franking Machne - Apr & May 21	31.08
Orchard Computer Services	Microsoft Office Annual Renewal	383.04
Corona Energy	Wicks Green Electricity 01/05/21-31/05/21	1,189.96
Corona Energy	Saul Electricity 01/05/21-31/05/21	52.67
Corona Energy	Marshfield Electricity 01/05/21-31/05/21	343.71

No 1 Account contd.

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

Page: 2

June 2021

<u>Supplier</u>	<u>Details</u>	<u>Amount Paid this Period</u>
Corona Energy	Oldbury Electricity 01/05/21-31/05/21	703.89
Corona Energy	Lapperditch Electricity 01/05/21-31/05/21	226.26
Corona Energy	Office Electricity 01/05/21-31/05/21	223.41
Blizzard Telecom Ltd	Mobile Phones Bill	180.95
RS COMPONENTS LTD	2nd float switch for Elmore Back P/S	38.14
		<u>99,111.56</u>

Please note that the amounts shown above include Vat where applicable

Amount Paid this Period	99,111.56
Western Global (Bowser) POA	4,717.98
Bedford Credit	<u>(192.00)</u>
Amount Paid this Period (Supplier Invoices)	103,637.54

Bank Payments for June 2021

NatWest	Bank Charges & Bankline Charge	<u>110.07</u>
	Amount Paid this Period (Bank Payments)	110.07

Total Amount Paid this Period
£103,747.61

No 1 Account

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

Page: 1

July 2021

<u>Supplier</u>	<u>Details</u>	<u>Amount Paid this Period</u>
Orchard Computer Services	Quarterly Maintenance Cover	389.00
TESCO	Milk	2.70
Cartridge Discount	Toner Cartridges for Workshop Printer	120.28
Safetyliftinggear.com	Ratchet SDtraps & TArpaulin	80.06
TESCO	Petrol for Chainsaws/Strimmers	66.73
Giffgaff Ltd	Monthly Sim - KW Mobile	10.00
Bedford Pumps Ltd	Elmore Back Pump Storage Charge for May 21	192.00
Avon Fire Systems Ltd	Call out to fault on Fire Alarm Sounder	186.00
JOHN DAVIDSON (PIPES) LTD	1050mm Pipe & Flat Steel Band	3,169.78
Avon Hydraulics (UK) Ltd	2 x Hose assemblies for WU16 TZM	120.57
TAILORMADE OFFICE SUP.LTD	A4 Paper, Tape, Staples	48.47
CROMWELL GROUP HOLDINGS LTD	Cutting Discs	59.40
CROMWELL GROUP HOLDINGS LTD	WD40, Paint, Screws, Brush	303.77
Pitney Bowes Ltd	Franking MACHiNE Hire - Jun 21	15.54
Green Farm Seeds Ltd	Grass Seed	340.00
Boots UK Ltd	Insect Repellant & Suncream	46.00
DVLA	Vehicle Tax -WU16 TZM	165.00
DVLA	Credit card Charge	2.50
DVLA	Vehicle Tax for WU17 NVD	275.00
DVLA	Credit card Charge	2.50
DVLA	Vehicle Tax for WP18 GXY	275.00
DVLA	Credit card Charge	2.50
DVLA	Vehicle Tax for WN03 NVK	275.00
DVLA	Credit card Charge	2.50
Bristol City Council	Procurement Training	840.00
Channel Plant (A McEwen Smith)	2 x Transportations of WX12 CWL	432.00
CROMWELL GROUP HOLDINGS LTD	Cutting Discs	25.92
TAILORMADE OFFICE SUP.LTD	Ink for LR, Screen Wipes, Note books	90.19
TESCO	Milk & Water	14.55
Hydroscand Ltd	2 x hose assemblies for VX65 HVB	99.36
Motion Consultants Ltd	Avonmouth Consultancy for Jun 21	2,916.00
Motion Consultants Ltd	Elmore Back Modifications - May 21	7,287.52
GAP SUPPLIES	Type 1 Stone	372.55
Moorepay Ltd	Payroll Costs for Jun 21	153.42
ARCO LTD	Hand wipes & Heavy Duty Wipes	323.28
CROMWELL GROUP HOLDINGS LTD	Cutting discs	25.92
Screwfix Direct Ltd	Safety Boots	94.98
Hydroscand Ltd	Clamps for Stock	5.47
Holt JCB Ltd	Service Agreement for WV19 FUU 25/04/21-24/07/21	321.20
Worldpay (UK) Ltd	Subscription for Jul 21	11.94
Claas Western Ltd	Fan Belts for WX14 LGO	92.86
Claas Western Ltd	Longlife Grease	510.00
Tincknell Fuels Ltd	6,000 litres Gas Oil	3,940.56
Smiths (Gloucester) Ltd	Waste Management & Annual Duty of Care Charge	100.73
Plan Communications Ltd	Mobile phones bill	258.57
Mole Country Stores	Stakes & Rails	1,619.74
Mole Country Stores	Bib & Brace & Safety Boots	201.94
Mole Country Stores	Gate Plates & Hooks	29.04
Giffgaff Ltd	Sim monthly plan for Slimbridge WLMP	8.00
Zoom Video Communications Inc.	Zoom Subscription - 23/06/21-22/07/21	11.99
Worldpay (UK) Ltd	C/Card minimum monthly acquiring charge	15.00
Worldpay (UK) Ltd	Vatable Charges	6.00
Spaldings Ltd	Assort Hoses	132.24
Spaldings Ltd	Assort Safety Glasses	101.00
Spaldings Ltd	Side Wind Jacks	235.20
SOUTH GLOUCESTERSHIRE COUNCIL	Business Rates	761.00
Citation Ltd	Legal Fees	319.75
Hydroscand Ltd	Hose assembly for WU16 TZM	19.14
Avon Hydraulics (UK) Ltd	Call out & Labour charge on WX12 CWL	108.00
Avon Hydraulics (UK) Ltd	Hose assembly & Parts for WX12 CWL	614.93

Invoice FYI

" " " "

No 1 Account contd.

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

Page: 2

July 2021

<u>Supplier</u>	<u>Details</u>	<u>Amount Paid this Period</u>
Avon Hydraulics (UK) Ltd	O Ring Kit for WX20 FGM	13.08
Blizzard Telecom Ltd	Office Telecoms	182.39
L&S Engineers Ltd	Carburettor for Cement Mixer	29.10
		<u>28,474.86</u>

Please note that the amounts shown above include Vat where applicable

Amount Paid this Period	<u>28,474.86</u>
Amount Paid this Period (Supplier Invoices)	28,474.86

Bank Payments for July 2021

NatWest	Bankline Charge & Bank Charges	<u>183.19</u>
	Amount Paid this Period (Bank Payments)	183.19

Total Amount Paid this Period
£28,658.05

Payments to be Noted	
Apr 21	39,810.73
May 21	312,214.75
Jun 21	103,747.61
Jul 21	<u>28,658.05</u>
Total	£484,431.14

No 2 Account

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

Page: 1

Date From : 01/04/2021

April 2021 - July 2021

Date To : 31/07/2021

Payroll Reports FYI

No	Type	Date	N/C	Ref	Details	Net Amount	Tax Amount	Gross Amount	Bank Rec. B Date
96647	BP	15/04/2021	2231	D/D	Apr 21 Peoples Pension Cont - Mar 21	1,463.03	0.00	1,463.03	R 30/04/2021
96648	BP	19/04/2021	2230	D/D	LGPS Pension Cont - Mar 21	14,122.89	0.00	14,122.89	R 30/04/2021
96649	BP	22/04/2021	2210	D/D	HMRC Liability - Mar 21	12,785.70	0.00	12,785.70	R 30/04/2021
96650	BP	28/04/2021	2220	D/D	LSIDB Salary - Apr 21	31,488.17	0.00	31,488.17	R 30/04/2021
96651	BP	28/04/2021	2211	D/D	GMB Union - Apr 21	29.14	0.00	29.14	R 30/04/2021
98269	BP	17/05/2021	2231	D/D	May 21 Peoples Pension Cont - Apr 21	1,520.45	0.00	1,520.45	R 31/05/2021
98270	BP	19/05/2021	2230	D/D	LGPS Pension Cont - Apr 21	14,446.51	0.00	14,446.51	R 31/05/2021
98271	BP	21/05/2021	2210	D/D	HMRC Liability - Apr 21	13,325.40	0.00	13,325.40	R 31/05/2021
98272	BP	28/05/2021	2220	D/D	LSIDB Salary - May 21	32,133.54	0.00	32,133.54	R 31/05/2021
98273	BP	28/05/2021	2211	D/D	GMB Union - May 21	29.14	0.00	29.14	R 31/05/2021
98458	BP	15/06/2021	2231	D/D	Jun 21 Peoples Pension Cont - May 21	1,526.78	0.00	1,526.78	R 30/06/2021
98459	BP	18/06/2021	2230	D/D	LGPS Pension Cont - May 21	14,527.10	0.00	14,527.10	R 30/06/2021
98460	BP	22/06/2021	2210	D/D	HMRC Liability - May 21	13,457.10	0.00	13,457.10	R 30/06/2021
98461	BP	28/06/2021	2220	D/D	LSIDB Salary - Jun 21	32,609.79	0.00	32,609.79	R 30/06/2021
98462	BP	28/06/2021	2211	D/D	GMB Union - Jun 21	29.14	0.00	29.14	R 30/06/2021
98868	BP	15/07/2021	2231	D/D	Jul 21 Peoples Pension Cont - Jun 21	1,535.30	0.00	1,535.30	R 31/07/2021
98869	BP	19/07/2021	2230	D/D	LGPS Pension Cont - Jun 21	14,730.10	0.00	14,730.10	R 31/07/2021
98870	BP	22/07/2021	2210	D/D	HMRC Liability - Jun 21	13,779.47	0.00	13,779.47	R 31/07/2021
98871	BP	28/07/2021	2220	D/D	LSIDB Salary - Jul 21	32,496.69	0.00	32,496.69	R 31/07/2021
98872	BP	28/07/2021	2211	D/D	GMB Union - Jul 21	29.14	0.00	29.14	R 31/07/2021
						<u>246,064.58</u>	<u>0.00</u>	<u>246,064.58</u>	
						<u>246,064.58</u>	<u>0.00</u>	<u>246,064.58</u>	

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

Page: 1

Date From: 01/04/2021
Date To: 31/07/2021

April 2021 - July 2021

No	Type	Date	Ref	Details	Net £	Tax £	Gross £	B	Bank Rec. Date
98513	CP	07/06/2021	7518	Laptop Bag	8.32	1.67	9.99	R	30/06/2021
Totals					<u>8.32</u>	<u>1.67</u>	<u>9.99</u>		

Transfers Between Accounts April 2021 - July 2021

Bank	Account Name	Type	Date	Journal	Transaction Details	Amount
1200	NAT WEST ACCOUNT NO 1:	JD	06/04/2021	J1571	Tsf from Lloyds 32 Days to NW No1 Acc	200,005.26
1200	NAT WEST ACCOUNT NO 1:	JC	09/04/2021	J1572	Tsf from No1 Acc to No2 Acc Re: Wages	-65,000.00
1200	NAT WEST ACCOUNT NO 1:	JC	12/05/2021	J1598	Tsf from No1 Acc to No2 Acc Re: Wages	-60,000.00
1200	NAT WEST ACCOUNT NO 1:	JC	28/05/2021	J1604	Tsf from No1 Acc to Direct Reserve	-400,000.00
1200	NAT WEST ACCOUNT NO 1:	JC	10/06/2021	J1606	Tsf from No1 Acc to No2 Acc Re: Wages	-60,000.00
1200	NAT WEST ACCOUNT NO 1:	JD	08/07/2021	J1611	Tsf from Direct Res to No1 Acc	40,000.00
1200	NAT WEST ACCOUNT NO 1:	JC	08/07/2021	J1612	Tsf from No1 Acc to No2 Acc Re: Wages	-60,000.00
1201	NAT WEST ACCOUNT NO 2:	JD	09/04/2021	J1572	Tsf from No1 Acc to No2 Acc Re: Wages	65,000.00
1201	NAT WEST ACCOUNT NO 2:	JD	12/05/2021	J1598	Tsf from No1 Acc to No2 Acc Re: Wages	60,000.00
1201	NAT WEST ACCOUNT NO 2:	JD	10/06/2021	J1606	Tsf from No1 Acc to No2 Acc Re: Wages	60,000.00
1201	NAT WEST ACCOUNT NO 2:	JD	08/07/2021	J1612	Tsf from No1 Acc to No2 Acc Re: Wages	60,000.00
1257	Nat West Direct Reserve Acc	JD	28/05/2021	J1604	Tsf from No1 Acc to Direct Reserve	400,000.00
1257	Nat West Direct Reserve Acc	JC	08/07/2021	J1611	Tsf from Direct Res to No1 Acc	-40,000.00
1260	Lloyds 32 Day Notice	JC	06/04/2021	J1571	Tsf from Lloyds 32 Days to NW No1 Acc	-200,005.26

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

Present:

Ald C Williams

Chairman

Mr G Simms

Mr M Barnes

Ald M Sykes

Mr J Cornock

Cllr M Riddle

Martin Dear

Accounts Officer

AO

Louise Reading

Minutes

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

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

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

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

Treasury Management Policy

To be approved by the Board on 9th June 2021

Introduction

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

1. The Board's funds

Approved Financial Institutions

The Board's principal banker is NatWest.

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

2. Accountabilities

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

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

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

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

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

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

3. Funds received from Developers

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

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

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

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

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

Capital Financing and Reserves Policy

To be approved by the Board on 9th June 2021

Introduction

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

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

Background

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

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

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

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

Types of Reserve

There are two types of Reserves:

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

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

Reserves Held

Earmarked

- **Capital Account**

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

- **Developers Funds**

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

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

- **Capital Expenditure**

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

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

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

- **Pension**

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

- **Revaluation**

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

Unallocated

- **Accumulated Fund**

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

Review of Reserves

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

Creation / Cessation of a Reserve

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

Level of Reserves Held

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

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

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

Liquidity of Reserves

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

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

Appendix C

Reconciliation of the Accounts to AGAR

Not Sent

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

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

6 All Other payments

Summary

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

Detail

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

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

0 0 0

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

Lower Severn (2005) Internal Drainage Board

Appendix D 2021/22

CASH FLOW

		2021											2022	
	Note	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
		£ 000's	£ 000's	£ 000's	£ 000's	£ 000's	£ 000's	£ 000's	£ 000's	£ 000's	£ 000's	£ 000's	£ 000's	£ 000's
		actual	forecast	forecast	forecast	forecast	forecast	forecast	forecast	forecast	forecast	forecast	forecast	forecast
NatWest No.1 A/c														
Balance b/f			38	-50	-51	-38	-60	-2	-58	-27	-14	-49	-44	-27
Other income	3		4	4	5	4	4	4	4	5	4	4	4	5
Plant & Machinery Sales			22	29	0	0	0	0	0	0	0	0	0	0
VAT			6	46	43	20	21	6	6	6	6	7	7	7
Levies	1		0	689	0	0	0	0	0	668	0	0	0	0
Rates	2		0	126	0	0	0	0	0	0	0	0	0	0
sub total			69	844	-4	-14	-36	8	-49	652	-5	-38	-33	-15
Expenditure	3		-33	-33	-33	-33	-33	-33	-33	-33	-33	-33	-33	-66
Plant			-173	-161	0	0	0	0	0	0	0	0	0	0
Pump Expenditure			-95	-95	-95	-95	-5	-5	-5	-5	-5	-5	-5	-5
Developer Expenditure			0	0	0	0	0	0	0	0	0	0	0	0
EA Levy			-12	0	0	-12	0	0	-12	0	0	-11	0	0
Salaries (paid via No.2 A/c)			-57	-57	-57	-57	-78	-78	-78	-78	-57	-57	-57	-57
Net transfers	3		250	-550	150	150	150	50	150	-550	50	100	100	100
sub total			-119	-895	-34	-46	34	-66	22	-666	-44	-5	6	-27
Balance c/f		38	-50	-51	-38	-60	-2	-58	-27	-14	-49	-44	-27	-42
Other balances														
NatWest														
No 2 Account		31	31	31	31	31	31	31	31	31	31	31	31	31
Bonus Saver	4	315	265	815	665	515	365	315	265	815	765	665	565	465
Deposit Account	5	206	206	206	206	206	206	206	106	106	106	106	106	106
Lloyds Deposit	6	328	128	128	128	128	173	173	173	173	173	173	173	173
Total		880	630	1,180	1,030	880	775	725	575	1,125	1,075	975	875	775
Developers Funds Cash														
Lloyds Deposit	6	76	76	76	76	76	31	31	31	31	31	31	31	31
All LSIDB balances														
LSIDB Working Cash		507	227	834	756	642	578	455	319	865	764	652	552	420
Capital Reserve		411	353	295	237	178	195	212	229	246	263	279	296	313
Developer Reserve		76	76	76	76	76	31	31	31	31	31	31	31	31
		994	656	1,205	1,068	896	804	698	579	1,142	1,057	962	879	764

1. Levies received May and November

2. Rates received in May

3. Income and Expenditure as per Budget profile.

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

Reconciliation to Annual Budget 2021/22

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

Cash Flow Forecast for 2021/22 to 2025/26

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

Note

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

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

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

Cash Flow Forecast for the Pump Replacement Programme
Annual Increment of £25,000 from 2018/19 to 2028/29

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

Notes:

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

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

Notes:

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

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

Appendix G

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

As at 31 March 2021

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

Details of Budget and Expenditure on Pump Stations

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

0

Details of Expenditure on Pump Stations in 2020/21

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

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

BALANCE SHEET AS AT 31 MARCH 2021

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

Notes

1. Fixed assets include purchases, sales and depreciation for 12 months to 31 March 2021.
2. In all these cases the balance sheet has been adjusted to reflect
3. This Reserve is held as cash and increases by £18,750 each month.
There is a corresponding monthly charge in the income and expenditure account.
As the new pumps are capitalised as a fixed asset, they are depreciated over 15 years.

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

INCOME AND EXPENDITURE 12 MONTHS TO 31 MARCH 2021

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

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

The major reasons for the variances are:-

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

2) Maintenance costs analysis is as follows:

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

3) Engineering Consultancy fees are:

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

4) Surplus on sale of assets is:

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

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

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

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

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

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

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

Publication Requirements

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

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

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

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

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

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

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

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

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

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

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

Annual Internal Audit Report 2020/21

Lower Severn (2005) Internal Drainage Board

www.lowersevernldb.org.uk/

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

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

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

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

Date(s) internal audit undertaken

06/01/2021

Name of person who carried out the internal audit

Bishop Fleming LLP

Signature of person who carried out the internal audit

Bishop Fleming LLP

Date

15/04/2021

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

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

We acknowledge as the members of:

Lower Severn (2005) Internal Drainage Board

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

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

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

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

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

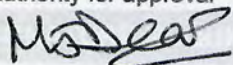
ENTER HERE FOR THE AUTHORITY'S WEBSITE/WEBPAGE ADDRESS

Lower Severn (2005) Internal Drainage Board

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

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

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



Date

07/05/2021

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

as recorded in minute reference:

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

In respect of

Lower Severn (2005) Internal Drainage Board

1 Respective responsibilities of the auditor and the authority

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

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

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

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

2 External auditor's limited assurance opinion 2020/21

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

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

3 External auditor certificate 2020/21

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

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YY

Insurance Policies - 2021/22					Appendix J		
Insurer	Policy No	Cover	Renewal Date	Incl IPT 2021/22 Premium	Incl IPT 2020/21 Premium	Paid	Increase
Lloyds Syndicate ERS218 (Fenton Insurance Solutions)	50030626	<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 & Pleasure. £100 Excess accidental damage, fire, theft, windscreen.</i>	01/04/2021	£16,279.00	£12,265.00	Mar-21	£4,014.00
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>	01/04/2021	£6,911.00	£7,813.00	Mar-21	£-902.00
Please Note! We are not insured for: Money, Hirers Liability, Libel & Slander, Legal Expenses & Uninsured loss recovery, Deterioration of Stock, Legal Expenses.							
Allianz Insurance Engineering (Fentons insurance Solutions)	NZ/22726215	<i>Cover includes all pumps and related equipment. An indemnity limit of £250,000 for machinery damage/ breakdown to 12 pumps and machinery.</i>	01/04/2021	£3,739.00	£3,171.00	Mar-21	£568.00
Nilefern t/a Nelson Policies at Lloyd's (Erskine Murray)	NP038418/04/21	<i>Cover for Hired in Property. Sum insured £60,000. Excess of £750. Commenced 9 April 2022.</i>	09/04/2022	£1,740.00	£0.00	Apr-21	£1,740.00
Total premiums				£28,669.00	£23,249.00		£5,420.00
This Insurance Policy Schedule has been reviewed and is agreed to be sufficient for the Lower Severn (2005) Internal Drainage Boards needs.							
Signed:..... M Riddle (Chairman)			Dated:.....		Minute Number:.....		

No 1 Account

Lower Severn (2005) Internal Drainage Board

Payments to be Noted

Page: 1

January 2021

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

No 1 Account contd

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

Page: 2

January 2021

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

Please note that the amounts shown above include Vat where applicable

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

Bank Payments for January 2021

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

Total Amount Paid this Period
£87,6754.41

No 1 Account

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

Page: 1

February 2021

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

No 1 Account contd

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

Page: 2

February 2021

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

Please note that the amounts shown above include Vat where applicable

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

Bank Payments for February 2021

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

Total Amount Paid this Period
£40,958.03

No 1 Account

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

Page: 1

March 2021

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

No 1 Account contd

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

Page: 2

March 2021

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

Please note that the amounts shown above include Vat where applicable

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

Bank Payments for March 2021

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

Total Amount Paid this Period
£89,213.76

Payments to be Noted Jan 21 - Mar 21

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

No 2 Account

Lower Severn (2005) Internal Drainage Board
Payments to Noted

Page: 1

January 2021 - March 2021

Date From : 01/01/2021

Date To : 31/03/2021

Payroll Reports FYI

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

Petty Cash

Lower Severn (2005) Internal Drainage Board

Payments to be Noted

Page: 1

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

January 2021 - March 2021

Bank From: 1230
Bank To: 1230

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

Transfers Between Accounts January 2021 - March 2021

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

**Minutes of the Finance & General Purposes Committee of the
Lower Severn (2005) Internal Drainage Board
Meeting held Wednesday 20th January 2021 at 10.30 am
Virtual Meeting**

Present:

Ald C Williams

Chairman

Mr J Hore

Mr M Barnes

Mr G Littleton

Cllr M Riddle

Cllr R Griffin

Martin Dear

Louise Reading

Accounts Officer

Minutes

AO

3158	Apologies Apologies were received from Cllr P Abraham, Mr G Simms and Ald M Sykes.	
3159	Chairman's Announcements There were no Chairman's Announcements.	
3160	Declarations of Interest There were no declarations of interest.	
3161	Minutes of the Previous Meetings The Chairman noted two minor errors. Minute 3146 on the first line should state September 2017 not last year. Minute 3150 re. the draft budget for 2021/22 the word air should be changed to err. It was resolved that: <ul style="list-style-type: none"> Subject to the correction above the minutes of the Finance and General Purposes Committee meeting held on 16th December 2020 be approved. 	
3162	Matters arising from the minutes Ald William's asked the AO if Bishop Fleming had confirmed any additional charges for the request to audit procurement. The AO believed that no additional costs would be invoiced.	
3163	Financial Reports Members reviewed all the Financial Reports presented by the AO. <u>Management Accounts 1st April 2020 – 30th November 2020</u> Members noted that the Management Accounts to 30 November 2020 showed a surplus of around £18,000. <u>Forecast results for y/e 31st March 2021</u> Members noted that the Projected Outturn was consistent with the previous projection reported at the December 2020 meeting	

	<p>Draft Budget 2021/22 The Draft Budget had been changed to reflect a rate rise of 9.7p instead of 9.8p due to the Land Drainage Engineers successful purchase of new machinery and trade in off old machinery.</p> <p>It was resolved that: The following reports be noted:</p> <ul style="list-style-type: none"> • The Management Accounts 1st April 2019 to 30th November 2020 as per Appendix A. • The Cash Flow to April 2021 as per Appendix B • The Cash Flow to April 2022 as per Appendix C <p>The following reports be noted and presented to the Board for noting:</p> <ul style="list-style-type: none"> • Forecast results for the year ending 31st March 2021 as per Appendix D. • The Capital Expenditure for 2020/21 and 2021/22 as per Appendix E. • The Apportionment between Charging Authorities as per Appendix F. • The Capital Programme to 2028/29 as per Appendix G. • The Developers funds as at 30th November 2020 as per Appendix H. <p>The following notes be agreed and presented to the Board for approval.</p> <ul style="list-style-type: none"> • The Draft Budget 2021/22 as per Appendix I. • The Medium-Term Financial Plan 2021/26 as per Appendix J. 	
3164	<p>Rate Setting 2021/22 The Committee having considered the AO reports were unanimous in recommending to the Board a levy and rate of 9.7p in the £</p> <p>It was recommended that:</p> <ul style="list-style-type: none"> • A drainage levy and rate of 9.7p in the £ for 2021/22 be recommended to the Board for approval. 	
3165	<p>Default Ratepayers The Ratings and Admin Officer advised that the Board had been successful in securing liability orders on three default ratepayers.</p>	
3166	<p>Payments to be Noted.</p> <p>It was resolved that:</p> <ul style="list-style-type: none"> • The payments to be confirmed be noted as per Appendix K. 	
3167	<p>Date of Next meeting Members noted that the next F&GP meeting would be held on 19th May 2021.</p>	
	Meeting closed at 10.55am	

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD**BALANCE SHEET AS AT 30 NOVEMBER 2020**

	Note	£	30/11/20 £	30/11/19 £	Variance £	31/03/20 £	Variance £
FIXED ASSETS							
Fixed Assets	1	895,114	895,114	832,569	62,545	784,420	110,694
LONG TERM ASSETS							
Investments		877,527	877,527	653,935	223,592	668,038	209,489
CURRENT ASSETS							
Stock +WiP		61,382		66,403	-5,021	52,116	9,266
Trade debtors		50		8,470	-8,420	6,418	-6,368
Drainage rate debtors		439		190	249	295	144
Levy Debtors		0		108,266	-108,266	0	0
VAT Claim		12,098		5,456	6,642	8,322	3,776
Special Levies		3,879		3,803	76	0	3,879
Developers Funds Due		0		0	0	0	0
Prepayments		12,678		12,945	-267	33,535	-20,857
Cash at bank and in hand		914,840		351,213	563,627	127,931	786,909
Short term deposits		609,587		1,055,675	-446,088	1,108,312	-498,725
			1,614,953	1,612,421	2,532	1,336,929	278,024
CURRENT LIABILITIES							
Trade Creditors		-66,849		-33,023	-33,826	-39,291	-27,558
Other Creditors		-31,181		-29,818	-1,363	-27,755	-3,426
Accrued expenses		-5,214		-4,830	-384	-23,177	17,963
Finance Leases due within one year		0		-339	339	0	0
Prepaid Rates	2	-39,647		-38,667	-980	0	-39,647
Prepaid Levies	2	-433,681		-192,009	-241,672	0	-433,681
Special Levies		0		0	0	0	0
Prepaid Developers Funds		-14,557		-14,145	-412	0	-14,557
			-591,129	-312,831	-278,298	-90,223	-500,906
NET CURRENT ASSETS			1,023,824	1,299,590	-275,766	1,246,706	-222,882
TOTAL ASSETS LESS CURRENT LIABILITIES			2,796,465	2,786,094	10,371	2,699,164	97,301
LONG TERM LIABILITIES							
Finance Leases		0		0	0	0	0
Pension scheme deficit		-951,000		-1,276,000	325,000	-951,000	0
			-951,000	-1,276,000	325,000	-951,000	0
NET ASSETS			1,845,465	1,510,094	335,371	1,748,164	97,301
FINANCED BY:							
CAPITAL ACCOUNT			666,569	666,569	0	666,569	0
ACCUMULATED FUND							
Balance brought forward		546,655		572,203	-25,548	572,203	-25,548
Surplus for the 8 months		168,170		155,586	12,584	258,026	-89,856
Transfer to Capital Expenditure Reserve		-150,000		-133,333	-16,667	-200,000	50,000
Additional Transfer to Capital Exp. Res.		0		-200,000	200,000	-200,000	200,000
Transfer from Capital Expenditure Reserve		0		116,426	-116,426	116,426	-116,426
			564,825	510,882	53,943	546,655	18,170
Developers Funds Reserve							
Investments at cost		650,000		500,000	150,000	650,000	0
Increase in value		227,527		153,935	73,592	18,038	209,489
Investments at current value		877,527		653,935	223,592	668,038	209,489
Cash at Bank		76,307		268,310	-192,003	119,925	-43,618
			953,834	922,245	31,589	787,963	165,871
Capital Expenditure Reserve	3		466,654	541,815	-75,161	553,394	-86,740
Pension reserve			-951,000	-1,276,000	325,000	-951,000	0
Revaluation Reserve			144,583	144,583	0	144,583	0
			1,845,465	1,510,094	335,371	1,748,164	97,301

Notes

- Fixed assets include purchases, sales and depreciation for 8 months to 30 November 2020.
 - In all these cases the balance sheet has been adjusted to reflect
 - This Reserve is held as cash and increases by £18,750 each month.
- There is a corresponding monthly charge in the income and expenditure account.
As the new pumps are capitalised as a fixed asset, they are depreciated over 15 years.

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD**YEAR TO DATE****INCOME AND EXPENDITURE 8 MONTHS TO 30 NOVEMBER 2020**

Income	Note	Actual	Budget	Variance	30 November 2019	Variance
		£	£	£	£	£
Levies charged to Authorities	1	867,361	867,361	0	839,382	27,979
Agricultural Rates	1	80,285	80,285	0	77,782	2,503
Rechargeable works		4,214	1,200	3,014	9,004	-4,790
Application fees		1,800	2,000	-200	1,150	650
Consultancy Fees Recharged		0	12,000	-12,000	9,174	-9,174
Surplus on sale of assets		14,811	13,692	1,119	9,489	5,322
Miscellaneous Income		300	0	300	429	-129
Foreign Water Grant		111,559	111,559	0	109,372	2,187
Developers Fund Contribution	1	29,115	29,115	0	28,291	824
Interest		1,232	4,000	-2,768	5,203	-3,971
Total		1,110,677	1,121,212	-10,535	1,089,276	21,401
Expenditure						
Payroll		495,216	496,678	1,462	484,069	-11,147
Office maintenance	2	11,645	15,233	3,588	11,227	-418
Maintenance	3	110,901	143,798	32,897	130,856	19,955
EA Levy		142,596	142,596	0	139,799	-2,797
Motor travel and subsistence	4	12,485	17,390	4,905	18,927	6,442
Communications		3,706	3,500	-206	3,334	-372
Administration	5	30,317	27,807	-2,510	28,536	-1,781
Engineering Consultancy fees		35,348	30,000	-5,348	35,771	423
Legal and professional fees	6	3,298	2,000	-1,298	3,890	592
Audit and Accountancy fees		0	0	0	0	0
Depreciation		95,755	95,755	0	76,173	-19,582
Bank charges		1,240	2,000	760	1,108	-132
Total		942,507	976,757	34,250	933,690	-8,817
Surplus for 8 months		168,170	144,455	23,715	155,586	12,584
Transfer to Capital Expenditure Res.		150,000	150,000	0	133,333	16,667
Net Surplus for 8 months		18,170	-5,545	23,715	22,253	-4,083

The results for 8 months show a surplus of £18,170 against a budget deficit of £5,545.

The major reasons for the variances are:-

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

2) Office Maintenance -

3) Maintenance costs analysis is as follows:

	Actual	Budget	Variance	Explanation for major variances
	£	£	£	
Plant Maintenance	45,159	60,800	15,641	
Maintenance Compensator	407	667	260	
Vehicle, Plant	47,143	60,434	13,291	
Workshop Fixtures & Fitting	6,856	7,067	211	
Pump Station Electricity	5,554	10,030	4,476	
Health & Safety	5,782	4,800	-982	
	110,901	143,798	32,897	

4) Administration -

5) Engineering Consultancy fees -

	Actual	Budget	Variance
	£	£	£
Non Rechargeable Fees	35,348	30,000	-5,348
Rechargeable Fees	0	0	0
	35,348	30,000	-5,348

6) Legal and Professional Fees -

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

FORECAST TO YEAR END

INCOME AND EXPENDITURE FORECAST TO YEAR END - 31 MARCH 2021

Income	Note	Projected Outturn £	Budget £	Variance £	31 March 2020 £	Variance £
Levies charged to Authorities	1	1,301,042	1,301,042	0	1,259,073	41,969
Agricultural Rates	1	120,427	120,427	0	116,673	3,754
Rechargeable works		21,321	2,000	19,321	28,276	-6,955
Application fees		2,700	3,000	-300	1,700	1,000
Consultancy Fees Recharged		18,000	18,000	0	25,830	-7,830
Surplus on sale of assets		14,811	13,692	1,119	9,961	4,850
Miscellaneous Income		300	0	300	369	-69
Foreign Water Grant		167,339	167,339	0	164,058	3,281
Developers Fund Contribution	1	43,672	43,672	0	42,436	1,236
Interest		1,848	6,000	-4,152	6,341	-4,493
Total		1,691,460	1,675,172	16,288	1,654,717	36,743
Expenditure						
Payroll		738,603	731,174	-7,429	707,325	-31,278
Office maintenance	2	17,468	22,475	5,007	15,245	-2,223
Maintenance	3	175,000	203,500	28,500	193,059	18,059
EA Levy		213,893	213,893	0	209,698	-4,195
Motor travel and subsistence	4	18,728	26,246	7,518	25,293	6,565
Communications		5,559	5,250	-309	4,591	-968
Administration	5	45,476	37,083	-8,393	39,145	-6,331
Engineering Consultancy fees		68,022	45,000	-23,022	65,262	-2,760
Legal and professional fees	6	3,298	3,000	-298	6,087	2,789
Audit and Accountancy fees		5,000	5,000	0	4,600	-400
Depreciation		151,395	143,634	-7,761	125,012	-26,383
Bank charges		1,860	3,000	1,140	1,374	-486
Total		1,444,302	1,439,255	-5,047	1,396,691	-47,611
Anticipated Surplus at year end		247,158	235,917	11,241	258,026	-10,868
Transfer to Capital Expenditure Res		225,000	225,000	0	200,000	25,000
Anticipated Net Surplus at year end		22,158	10,917	11,241	58,026	-35,868

Lower Severn (2005) Internal Drainage Board

Appendix B
2020/21

CASH FLOW

	Note	2020										2021		
		Mar £ 000's actual	Apr £ 000's actual	May £ 000's actual	Jun £ 000's actual	Jul £ 000's actual	Aug £ 000's actual	Sep £ 000's actual	Oct £ 000's actual	Nov £ 000's actual	Dec £ 000's forecast	Jan £ 000's forecast	Feb £ 000's forecast	Mar £ 000's forecast
NatWest No. 1 A/c														
Balance b/f			55	162	218	502	83	55	470	409	191	139	123	107
Other income	3		0	1	7	0	0	1	0	3	2	3	2	3
Plant Sales			0	25	0	0	0	0	0	0	0	0	0	0
VAT			8	45	2	5	13	13	12	17	12	14	14	14
Levies	1		18	290	353	0	0	0	193	448	0	0	0	0
Rates	2		48	39	13	12	3	2	1	0	2	0	0	0
sub total			129	562	593	519	99	71	676	877	207	156	139	124
Expenditure	3		-33	-10	-17	-46	-31	-36	-38	-24	-34	-34	-44	-31
Plant			0	-245	0	0	0	0	0	0	0	0	0	0
Pump Expenditure			-14	-17	-20	-18	-43	-25	-37	-92	-80	-33	-35	-21
EA Levy			0	-12	0	-12	0	0	-12	0	0	-12	0	0
Salaries (paid via No.2 A/c)			-60	-60	-54	-60	-60	-70	-80	-70	-54	-54	-54	-54
Net transfers	3		140	0	0	-300	90	530	-100	-500	100	100	100	100
sub total			33	-344	-91	-436	-44	399	-267	-686	-68	-33	-33	-6
Balance c/f		55	162	218	502	83	55	470	409	191	139	123	107	118
Other balances														
NatWest														
No 2 Account		32	35	37	33	34	30	31	40	43	43	43	43	43
Bonus Saver	4	40	0	0	0	300	210	80	180	680	580	480	380	280
Deposit Account	5	705	605	605	605	605	606	206	206	206	206	206	206	206
Lloyds Deposit	6	284	284	328	328	328	328	328	328	328	328	328	328	328
Total		1,061	924	970	966	1,267	1,174	645	754	1,257	1,157	1,057	957	857
Developers Funds Cash														
Lloyds Deposit	6	120	120	76	76	76	76	76	76	76	76	76	76	76
All LSIDB balances		1,236	1,206	1,264	1,544	1,426	1,305	1,191	1,239	1,524	1,372	1,256	1,140	1,051
LSIDB Working Cash		563	514	614	887	790	681	578	638	981	877	770	664	574
Capital Expenditure Reserve		553	572	574	581	560	548	537	525	467	419	410	400	401
Developers Funds Reserve		120	120	76	76	76	76	76	76	76	76	76	76	76
Total		1,236	1,206	1,264	1,544	1,426	1,305	1,191	1,239	1,524	1,372	1,256	1,140	1,051

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 0.01% interest

5. Deposit Account - 35 Day Notice earns 0.1% interest

6. Deposit Account - 32 Day Notice earns 0.1% interest. From 27 November 2020 0.05% interest

Lower Severn (2005) Internal Drainage Board

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

	£	£
Balance Sheet as at 30 November 2020		
Cash at bank and in hand	914,840	
Short term Deposits	609,587	
Less Petty Cash	177	
Cash at Bank	<u>1,524,250</u>	
LSIDB Working Cash	981,289	
Capital Expenditure Reserve	466,654	
Developers Funds Reserve	76,307	
	<u>1,524,250</u>	

Investments

As at 30 November 2020

	£
Capital	
Amount through Smith & Williamson (net)	650,000
Market value	<u>877,527</u>
Change in value	<u>227,527</u>

Portfolio return since 1 November 2020

Note: Market Index Movements

MSCI WMA Balanced NR	7.39%
MSCI World NR	9.23%
MSCI ACWI (All Countries World Index)	8.79%

Developers Funds as at 30 November 2020

	£
Developers Funds Reserve as per Balance Sheet	<u>953,834</u>
Funds held as:	
Investments	877,527
Cash held at Bank	76,307
	<u>953,834</u>

Appendix C

2021/22

Cash flow No 1 A/C NatWest

1. Levies received May and November
2. Rates received in May
3. Income and Expenditure as per Budget profile.
4. Direct Bonus Saver earns 0.01% interest
5. Deposit Account - 35 Day Notice earns 0.1% interest
6. Deposit Account - 32 Day Notice earns 0.05% interest

Reconciliation to Annual Budget 2021/22

	£000's		£000's
Cash Received	1,752	Closing Cash	866
Cash Spent	<u>-1,937</u>	Opening Cash	<u>-1,051</u>
Net Cash Movement	-185		-185
Adjust			
Plant and Machinery			
Purchases	277		
Sales	-42		
P&L non cash - Book Profit or	<u>29</u>		
	264		
Pump Stations			
Purchases	304		
P&L Non cash - Provision	<u>-250</u>		
	54		
Developers Funds			
Purchases	0		
Income			
P&L Non cash - Income	<u>45</u>		
	45		
Depreciation			
P&L Non cash - Provision	-211		
	<u>-33</u>		
	<u>-33</u>		
Budget 2021/22	<u>-33</u>		
Difference	0		

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

BALANCE SHEET AS AT 31 MARCH

	£	Actual 31/03/20 £	Estimated 31/03/21 £	Variance £	Estimated 31/03/22 £	Variance £
FIXED ASSETS						
Fixed Assets	784,420	784,420	843,795	-59,375	1,271,647	-487,227
LONG TERM ASSETS						
Investments	668,038	668,038	877,527	-209,489	877,527	-209,489
CURRENT ASSETS						
Stock +WiP	52,116		41,382	10,734	41,407	10,709
Trade debtors	6,418		3,929	2,489	3,929	2,489
Drainage rate debtors	295		0	295	0	295
VAT Claim	8,322		7,766	556	7,766	556
Prepayments	33,535		12,678	20,857	12,678	20,857
Cash at bank and in hand	127,931		441,000	-313,069	306,000	-178,069
Short term deposits	1,108,312		610,000	498,312	560,000	548,312
		1,336,929	1,116,755	220,174	931,780	405,149
CURRENT LIABILITIES						
Trade Creditors	-39,291		-66,849	27,558	-66,849	27,558
Other Creditors	-27,755		-31,181	3,426	-31,181	3,426
Accrued expenses	-23,177		-5,214	-17,963	-5,214	-17,963
Finance Leases due within one year	0		0	0	0	0
Prepaid Rates	0		0	0	0	0
Prepaid Levies	0		0	0	0	0
		-90,223	-103,244	13,021	-103,244	13,021
NET CURRENT ASSETS		1,246,706	1,013,511	233,195	828,536	418,170
TOTAL ASSETS LESS CURRENT LIABILITIES		2,699,164	2,734,833	-35,669	2,977,710	-278,546
LONG TERM LIABILITIES						
Pension scheme deficit	-951,000		-951,000	0	-951,000	0
		-951,000	-951,000	0	-951,000	0
NET ASSETS		1,748,164	1,783,833	-35,669	2,026,710	-278,546
FINANCED BY:						
CAPITAL ACCOUNT		666,569	666,569	0	666,569	0
ACCUMULATED RESERVE						
Balance brought forward	572,203		546,655	25,548	568,825	3,378
Surplus for the 6 months	258,026		247,170	10,856	217,184	40,842
Transfer to Capital Expenditure Reserve	-200,000		-225,000	25,000	-250,000	50,000
Additional Transfer to Capital Exp. Res.	-200,000		0	-200,000	0	-200,000
Transfer from Capital Expenditure Reserve	116,426		0	116,426	375,000	-258,574
		546,655	568,825	-22,170	911,009	-364,354
Developers Fund Reserve						
Investments at cost	650,000		650,000	0	650,000	0
Increase in value	18,038		227,527	-209,489	227,527	-209,489
Investments at current value	668,038		877,527	-209,489	877,527	-209,489
Cash at Bank	119,925		76,307	43,618	31,325	88,600
		787,963	953,834	-165,871	908,852	-120,889
Revaluation Reserve		144,583	144,583	0	144,583	0
Capital Expenditure Reserve		553,394	401,022	152,372	346,697	206,697
Pension Reserve		-951,000	-951,000	0	-951,000	0
		1,748,164	1,783,833	-35,669	2,026,710	-278,546

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

F&GP January 2021

Capital Expenditure Budget 2021/22

	Budget Purchases cost	Purchase cost	Sales book value	Proceeds of sale	Book profit on sale (loss)
	£	£	£	£	£
Plant and Machinery					
Claas 650 Tractor	84,000				
Mower: Bomford Eagle	41,000				
Sale of Claas 697 - OU07 JXX			641	18,000	17,359
Sale of Mower: Normat Magistra 83T			441	6,000	5,559
Hitachi ZX135	144,000				
Sale of Hyundai - WX12 CWL			6,473	18,000	11,527
Water Level Management Equipment	8,000				
(Approved by the Board 25/09/2019)					
	277,000	0	7,555	42,000	34,445
Motor Vehicles					
	0	0	0	0	0
Pumps					
Elmore Back - Nomenca Pumps - 2	375,000				
Disposal of Elmore Back-2 Axial Flow Gynnes Pumps			0	0	
Disposal of Building at Elmore Back			5,187	0	-5,187
	375,000	0	5,187	0	-5,187
Total fixed asset changes	652,000	0	12,742	42,000	29,258

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

Appendix E
F&GP January 2021

Capital Expenditure Budget 2020/21

	Budget Purchases cost £	Purchase cost £	Sales book value £	Proceeds of sale £	Book profit on sale £
Plant and Machinery					
New Energreen SPV2 - WX20 FGM	210,000				
Sale of Energreen 1500 - AU11 HCH			9,463	25,000	15,537
Items not included in original budget					
Purchase of Airmate Pro-Tech Compressor		868			
	210,000	868	9,463	25,000	15,537

Office

Items not included in original budget					
Conference Speaker, Webcam, Monitor, Dell Optiplex		1,510			
Laptop Computers - 4		4,260			
Laptop Computers - 2			726	0	-726
	0	5,770	726	0	-726

Motor Vehicles

0	0	0	0	0
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Pumps

0	0	0	0	0
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Total fixed asset changes

210,000	6,638	10,189	25,000	14,811
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LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

Appendix F

APPORTIONMENT BETWEEN CHARGING AUTHORITIES

CHARGING AUTHORITIES LEVIES ANNUAL VALUES AS AT

Charging Authorities	AV	31 December 2020 Percentage	Proposed Levy 2021/22	Previous Levy 2020/21	Increase due to land transfers, rates to levies	Increase due to levy and rate rise of 0.4p	Total Increase	
			0.097 £	0.093 £	£	£	£	
Bristol City Council	7,589,404	49.65	736,172	705,814	0	30,358	30,359	
South Gloucestershire Council	3,410,262	22.31	330,795	317,154	0	13,641	13,641	
Stroud District Council	1,596,563	10.45	154,867	148,480	0	6,386	6,387	
Gloucester City Council	729,073	4.77	70,720	67,804	0	2,916	2,916	
Forest of Dean Council	450,501	2.95	43,699	41,897	0	1,802	1,801	
Herefordshire Council	123,087	0.81	11,939	11,447	0	492	492	
Tewkesbury Borough Council	73,933	0.48	7,172	6,876	0	296	296	
Malvern Hills District Council	16,880	0.11	1,637	1,570	0	67	67	
	13,989,703	91.53	1,357,001	1,301,042	0	55,958	55,959	0.00
Local Authorities	13,989,703	91.53	1,357,001	1,301,042	0	55,958	55,959	
Agricultural rates	1,294,920	8.47	125,607	120,427	0	5,180	5,180	
(per DRS)	15,284,623	100.00	1,482,608	1,421,469	0	61,138	61,139	0.00

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

As at 30 November 2020

		Budget	Previous Years Expenditure	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	Total 2020/29
		£	£	£	£	£	£	£	£	£	£	£	£
Pump Stations													
	No. of Pumps												
Oldbury	3	867,358	18,466	6,218							535,205	307,469	848,892
Marshfield	2	577,247	18,463	6,983			388,657	163,909					559,549
Lapperditch	2	514,500	19,865	6,893	24,325	463,417							494,635
Wicks Green	2	851,854	17,417	6,218					538,400	289,819			834,437
Elmore Back	2	700,000	70,582	349,418	280,000								629,418
Saul	1	180,000	176,811	1,642									1,642
Pump Expenditure Total		<u>3,690,959</u>	<u>321,604</u>	<u>377,372</u>	<u>304,325</u>	<u>463,417</u>	<u>388,657</u>	<u>163,909</u>	<u>538,400</u>	<u>289,819</u>	<u>535,205</u>	<u>307,469</u>	<u>3,368,573</u>
													0
Plant and Vehicles													
													To be costed
Energreen 1500		211,946		210,000									210,000
Energreen AU11 HCH		-25,000		-25,000									-25,000
Water Level Monitoring Equipment		8,000			8,000								8,000
Claas Mower		160,000			125,000								125,000
Class Mower OU07 JXX		-10,000			-24,000								-24,000
Kobelco Excavator		140,000			144,000								144,000
Hyundai WX12 CWL		-10,000			-18,000								-18,000
Energreen SPV3		400,000				400,000							400,000
Energreen VX65 HVB		-40,000				-40,000							-40,000
Kobelco Excavator		160,000					160,000						160,000
Kobelco Excavator WU16 T2M		-15,000					-15,000						-15,000
Isuzu Truck		35,000					35,000						35,000
Isuzu Truck WU17 NVD		-5,000					-5,000						-5,000
Energreen SPV2		300,000						300,000					300,000
Energreen VX65 HTA		-40,000						-40,000					-40,000
Ford Ranger Truck		40,000						40,000					40,000
Isuzu Truck VO62 RPY		-5,000						-5,000					-5,000
Loadall/Material Handler		90,000								90,000			90,000
Merlo Loadall WX08 OSY		-1,000								-1,000			-1,000
Plant and Vehicles Expenditure Total		<u>1,393,946</u>	<u>0</u>	<u>185,000</u>	<u>235,000</u>	<u>360,000</u>	<u>175,000</u>	<u>295,000</u>	<u>0</u>	<u>89,000</u>	<u>0</u>	<u>0</u>	<u>1,339,000</u>
													0
Capital Expenditure Total		5,084,905	321,604	562,372	539,325	823,417	563,657	458,909	538,400	378,819	535,205	307,469	4,707,573

Details of Expenditure on Pump Stations

		2020/21						
Pump Stations	No. of Pumps	Previous Years Expenditure	Spend in current financial year, 2020/21, to 30 November 2020	Total Spend to date	Expected spend in current financial year from 1 December 2020	Revised Total expected spend for the current financial year	Original Total expected spend for the current financial year	Difference between Original and anticipated total spend - positive figure represents an underspend
		£	£	£	£	£	£	£
Oldbury	3	18,466	6,218	24,684		6,218	0	-6,218
Marshfield	2	18,463	6,983	25,446		6,983	0	-6,983
Lapperditch	2	19,865	6,893	26,758		6,893	340,135	333,242
Wicks Green	2	17,417	6,218	23,635		6,218	0	-6,218
Elmore Back	2	70,582	208,787	279,369	140,631	349,418	429,418	80,000
Saul	1	176,811	1,642	178,453		1,642	3,189	1,547
Total		321,604	236,741	558,345	140,631	377,372	772,742	395,370
				0		0		0

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

Developers Funds November 2020

	£			
Balance at 1 April 2020	787,963			
Increase in value of investments	209,489			
Transfer of cash to investments	0			
Interest on Cash held in Deposit Account	54			
Developers Contributions - received	0			
Transfer to Board 2020/21				
Developers drawdowns	-43,672			
Current Balance	953,834	split	Investments	£ 877,527
			Cash at Bank	76,307
Estimated balance 31/03/2021	953,834	split	Investments	£ 877,527
			Cash at Bank	76,307
Transfer to Board 2021/22				
Developers drawdowns	-44,982			
Estimated balance 31/03/2022	908,852	split	Investments	877,527
			Cash at Bank	31,325

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

F&GP January 2021

Proposed Budget 2021/22

	Budget 2020/21 9.3p	Predicted Out turn 2020/21	Variance	Notes	Proposed Budget 2021/22 9.7p	Variance	Notes
column	£ 1	£ 2	£ 3(2-1)		£ 4	£ 5(4-2)	
Income							
Levies charged to authorities	1,301,042	1,301,042	0		1,357,001	55,959	5
Agricultural rate	120,427	120,427	0		125,607	5,180	5
Foreign Water Grant	167,339	167,339			170,686	3,347	10
Rechargeable works	2,000	21,321	19,321	1	17,000	-4,321	
Application fees & wayleaves	3,000	2,700	-300	1	3,000	300	
Plan checking fees	0	0	0		0	0	
Eng. Consultancy recharged	18,000	18,000	0	1	18,000	0	
Developers capital drawdown	21,836	21,836	0		22,491	655	6
Developers maintenance drawdown	21,836	21,836	0		22,491	655	6
Bank interest	6,000	1,848	-4,152	1	3,000	1,152	
Miscellaneous income	0	300	300		0	-300	
Book profit (loss) on plant sales	13,692	14,811	1,119	2	29,258	14,447	7
Total	1,675,172	1,691,460	16,288		1,768,534	77,074	
Expenditure							
Payroll	731,174	738,603	-7,429		765,822	-27,219	8
Office maintenance	20,975	17,468	3,507		20,975	-3,507	
Plant maintenance	203,500	175,000	28,500	3	180,000	-5,000	9
EA Levy	213,893	213,893	0		218,171	-4,278	10
Motor, travel & subsistence	26,246	18,728	7,518		23,746	-5,018	
Communications	5,250	5,559	-309		5,250	309	
Administration	38,583	45,476	-6,893		39,979	5,497	
Eng. Consultancy general	45,000	53,022	-8,022		60,000	-6,978	
Eng. Consultancy recharged	0	15,000	-15,000		15,000	0	
Legal & professional fees	3,000	3,298	-298		3,000	298	
Audit & accountancy fees	5,000	5,000	0		5,000	0	
Depreciation	143,634	151,395	-7,761	4	211,407	-60,012	11
Bank charges	3,000	1,860	1,140		3,000	-1,140	
Total	-1,439,255	-1,444,302	-5,047		-1,551,350	-107,048	
Estimated Proposed Budget Surplus	235,917	247,158	-11,241		217,184	-29,974	
Transfer to Capital Expenditure Reserve	-225,000	-225,000	0		-250,000	-25,000	12
Surplus (deficit) to (from) Accumulated Reserve	10,917	22,158	11,241		-32,816	-54,974	

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD**Predicted out turn 2020/21****Notes**

- 1 This reflects the activity in the year to 30 November 2020.
- 2 Net effect of the sale of the Energreen 1500.
- 3 Plant Maintenance is going to be underspent this is predominately due to lockdown earlier in the year.
- 4 The Depreciation charge higher than expected.
This is due to the purchase of a compressor, conference equipment and the revision of timings for the pumps.

Proposed Budget 2021/22**Notes**

The proposed budget indicates a deficit of £32,816 if the rate is increased to 9.7p.
An increase of 1p in the rate generates additional income of £152,000.

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

- 5 This figure indicates a levy increase to 9.7p. Agricultural rates based on 125 Annual Value and below are deemed uneconomic to collect. This is estimated to be £2,364 in 2021/22.
- 6 Developers drawdowns are based on a 3% increase each year.
- 7 This is the assumed profit on sale of the Class 697 and Hyundai Excavator
- 8 Payroll assumes an annual pay award of 4.1%.
- 9 Plant Maintenance has been decreased this reflects the anticipated reduction in repair costs due to having new equipment.
- 10 The EA levy and the Foreign Water Grant will increase by 2% per annum.
- 11 The Depreciation Charge increase is due to the purchase of a new machinery and the new pumps.
- 12 The transfer to the Capital Expenditure Reserve has been increased to £250,000.

MTFP (Medium Term Financial Plan)

A) Income and Expenditure

	Rate - Pence in the Pound						
	9.3	9.7	10.2	10.7	11.0	11.3	Total all years 2022/26 £000's
	No Increase	Increase	The future annual rates shown are for illustrative purposes only.				
	Year 2021/22 Budget £000's	Year 2021/22 Budget £000's	Year 1 2022/23 Estimate £000's	Year 2 2023/24 Estimate £000's	Year 3 2024/25 Estimate £000's	Year 4 2025/26 Estimate £000's	
Income (line10)	1,706	1,768	1,822	1,888	1,971	1,989	7,670
Expenditure (line 24)	1,551	1,551	1,604	1,643	1,707	1,713	1,003
Estimated +surplus -deficit (line 23)	155	217	218	245	264	276	6,667
Transfer to Capital Reserve (line 24)	250	250	275	300	325	350	1,250
Net estimated +surplus -deficit (line 25)	-95	-33	-57	-55	-61	-74	-247
Transfer from Capital Res. (line 26)	375	375	300	0	350	0	650
Accumulated Res. b/f (line27)	574	574	916	1,159	1,104	1,393	916
Accumulated Res. c/f (line28)	854	916	1,159	1,104	1,393	1,319	1,319
Accumulated Reserve as % of expenditure	55.06%	59.06%	72.29%	67.18%	81.57%	76.99%	131.51%

B) Working Capital - Cash Flow

	Year 2021/22 Budget £000's	Year 2021/22 Budget £000's	Year 1 2022/23 Estimate £000's	Year 2 2023/24 Estimate £000's	Year 3 2024/25 Estimate £000's	Year 4 2025/26 Estimate £000's	Total all years 2022/26 £000's
Balances b/f	574	574	488	313	360	280	488
Net cash movement	-148	-86	-175	46	-79	209	1
Balances c/f	426	488	313	360	280	489	489

C) Cash at Bank

	Year 2021/22 Budget £000's	Year 2021/22 Budget £000's	Year 1 2022/23 Estimate £000's	Year 2 2023/24 Estimate £000's	Year 3 2024/25 Estimate £000's	Year 4 2025/26 Estimate £000's	Total all years 2022/26 £000's
Working Capital	426	488	313	360	280	489	489
Capital Expenditure Reserve	347	347	158	70	231	43	43
Developers Reserve	31	31	-15	-63	-112	-163	-163
	804	866	456	367	399	369	369

Medium Term Financial Plan (MTFP)

			Rate - Pence in the Pound						
			9.3	9.7	10.2	10.7	11.0	11.3	
			No Increase	Increase	The future annual rates shown are for illustrative purposes only.				
Income and Expenditure basis	Line	Note	YEAR 2021/22 Budget £000's	YEAR 2021/22 Budget £000's	YEAR 1 2022/23 Estimate £000's	YEAR 2 2023/24 Estimate £000's	YEAR 3 2024/25 Estimate £000's	YEAR 4 2025/26 Estimate £000's	Total all years 2022/26 £000's
Income									
Levies and charges to Authorities	1	1	1,301	1,357	1,427	1,497	1,539	1,581	6,044
Agricultural rates	2	2	120	126	132	139	142	146	559
sub total +	3		1,421	1,483	1,559	1,635	1,681	1,727	6,603
Foreign Water Grant		3	171	171	174	178	181	185	719
Developers Fund Contribution	5	4	45	45	46	48	49	51	194
Other Income	6		37	37	23	23	23	23	92
Bank interest	7	5	3	3	3	3	3	3	12
Surplus on sale of fixed assets	8		29	29	16	1	33	0	50
sub total +	9		285	285	263	253	290	262	1,067
total income	10		1,706	1,768	1,822	1,888	1,971	1,989	7,670
Expenditure									
Payroll	11	6	766	766	785	805	825	846	3,260
Office maintenance	12		21	21	21	19	19	20	79
Maintenance plant and machinery	13	7	180	180	190	194	198	202	783
EA Levy	14	3	218	218	222	227	231	236	916
Motor travel and subsistence	15		24	24	24	17	17	18	76
Communications	16		5	5	5	5	5	5	20
Administration	17	8	40	40	41	42	42	43	168
Engineering consultancy fees	18		75	75	46	47	48	49	190
Legal and professional fees	19		3	3	3	3	3	3	12
Audit and Accountancy fees	20		5	5	5	5	6	6	22
Depreciation	21	9	211	211	258	277	310	283	1,128
Bank charges	22		3	3	3	3	3	3	12
total expenditure			1,551	1,551	1,604	1,643	1,707	1,713	6,667
Estimated +surplus -deficit	23		155	217	218	245	264	276	1,003
Transfer to Capital Reserve	24	10	250	250	275	300	325	350	1,250
Net estimated +surplus -deficit	25		-95	-33	-57	-55	-61	-74	-247
Transfer from Capital Reserve	26	11	375	375	300	0	350	0	650
Accumulated Fund	27	b/f	574	574	916	1,159	1,104	1,393	916
Contribution to Accumulated Fund	28	c/f	854	916	1,159	1,104	1,393	1,319	1,319
Adjust for non cash items									
Depreciation	29	9	211	211	258	277	310	283	1,128
Surplus on sale on fixed assets	30		-29	-29	-16	-1	-33	0	-50
Cash items not included									
Plant purchases net of sales receipts	31	12	-235	-235	-360	-175	-295	0	-830
Adjustment for cash flow purposes	32		-53	-53	-118	101	-18	283	248
Net creditors/debtors	33		0	0					
Net cash flow movement	34		-148	-86	-175	46	-79	209	1
Working Capital	35	b/f	574	574	488	313	360	280	488
Working Capital	36		426	488	313	360	280	489	489
Add Capital Expenditure Reserve	37		347	347	158	70	231	43	43
Add Developers Fund Reserve	38		31	31	-15	-63	-112	-163	-163
Bank balances	39	c/f	804	866	456	367	399	369	369

Note:

- Proposed rates and levies increase.
- Agricultural rates - there will be a write off of £2,364 due to under 125 AV not collected.
- EA have informed the Board that a net annual payment of £47,485 will increase by 2% per annum
- Assumes a 3% increase per annum.
- Bank interest assumed at current level.
- Based on current headcount. 2.5% annual pay increase 2022 to 2026.
- Assumes fewer major repairs as purchasing new machinery.
- Assumes that Business Rates and Utility bills increase by 3% per annum.
- Depreciation is a non cash item and is added back for cash flow purposes.
- The transfer to the Capital Reserve increases by £25,000 per annum. Final year is 2028/29.
- When a new pump is purchased it becomes a Fixed Asset, paid for by cash.
There is no longer a requirement to hold an amount in the Capital Reserve for this new pump.
Hence the purchase price is transferred to the Accumulated Reserve.
- Plant purchases/sales include :-
In 2021/22 Claas Mower £125k, less proceeds Claas 697 OU07 JXX £24k = 101k
New Hitachi Excavator £144k, less proceeds Hyundai WX12 CWL £18k = £126k.
Water Level Monitoring Equipment, £8k. Total for the year £235k.
In 2022/23 Energreen SPV3 £400k, less proceeds Energreen VX65 HVB £40k = £360k.
In 2023/24 New Kobelco Excavator £160k , less proceeds Kobelco Excavator WU16 TZM £15k = £145k.
New Isuzu £35k, less proceeds Isuzu WU17 NVD £5K = £25k. Total for the year £175k.
In 2024/25 Energreen SPV2 £300k, less proceeds Energreen VX65 HTA £40k = £260k
New Ford Ranger £40k, less proceeds Isuzu VO62 RPY £5K = £35k. Total for the year £295k.
In 2025/26 There are no programmed plant purchases.
In 2026/27 New Loadall/Material Handler £90k, less proceeds £1,000 Merlo Loadall WX08 OSY = £89k.

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

November 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
Channel Plant (A McEwen Smith)	Transportation of WX12 CWL	216.00
Konica Minolta Business Solutions (UK) Ltd	Quarterly Printing Charge 17/07/20-16/10/20	124.19
Tincknell Fuels Ltd	6,000 litres Gas Oil	2,868.48
The Cartridge Centre	Printer cartridge for workshop printer	9.55
Konica Minolta Business Solutions (UK) Ltd	Quarterly photo copier hire	83.88
Hydroscand Ltd	Metal pipe made up for WU16 TZM	9.20
CROMWELL GROUP HOLDINGS LTD	Safety Boots, Hand Sanitizer,	394.80
CROMWELL GROUP HOLDINGS LTD	Disp Face Masks	99.90
CROMWELL GROUP HOLDINGS LTD	Wrench, Spanner Set, Screws	49.20
DVLA	Vehicle tax for VN62 RPY	265.00
DVLA	Credit card charge	2.50
Motion Consultants Ltd	Elmore Back {/S Modifications - Aug 20	25,294.86
JC 4X4 Ltd	MOT & Repair work on WN03 NVK	422.40
Miles Tyre & Exhaust Services	MOT on WU17 NVD	54.00
Miles Tyre & Exhaust Services	MOT on VN62 RPY	54.00
Miles Tyre & Exhaust Services	MOT Repairs on VN62 RPY	536.98
CROMWELL GROUP HOLDINGS LTD	Assort bolts, screws & Batteries	427.68
Zoom Video Communications Inc.	Zoom Subscription 23/10/20-22/11/20	11.99
K J Conner & Son	Cleaning for October	276.00
LISTER WILDER LTD	Light units for Bomford Mower	509.15
Tincknell Fuels Ltd	6,000 liotres Gas Oil	2,823.12
Certex (UK)	Inspection & repair of slings	173.40
Certex (UK)	Inspection of chain sling	24.00
Motion Consultants Ltd	Avonmouth Consultancy - Sep	1,944.00
HC Water Control	Elmore Back P/S 20% contract price of Design	19,092.00
HC Water Control	Elmore Back P/S 20% contract price of eel Pass	4,488.00
Bedford Pumps Ltd	Elmore Back P/S 15% payment of Drive Motors	17,586.90
Moorepay Ltd	Payroll costs - Oct	153.42
Avon Hydraulics (UK) Ltd	Hose for Bomford Mower	212.18
Certex (UK)	Safety Checks on Slings	167.86
Severn Controls Ltd	Replacement isolator switch to Saul P/S	482.40
CROMWELL GROUP HOLDINGS LTD	Countersink Set, Welding Rods	105.60
CROMWELL GROUP HOLDINGS LTD	Angle Grinder	144.00
CROMWELL GROUP HOLDINGS LTD	Screwserrated flanges	22.70
Molson Equipment Services Ltd	Dipstick for WU16 TZM	60.98
Smiths (Gloucester) Ltd	Waste Management	38.69
Worldpay (UK) Ltd	Credit Card Subscription Fees for Nov	11.94
Motion Consultants Ltd	Elmore Back P/S Modifications - Sep	24,816.96
Mole Country Stores	Gate	76.80
Worldpay (UK) Ltd	Credit Card Transaction Charges	15.00
Worldpay (UK) Ltd	Credit Card vatable charges	6.17
Severn Controls Ltd	Fit new timer to Wicks Green P/S	533.70
Screwfix Direct Ltd	Tele ladder	179.99
metals4U.co.uk	Lengths of steel for workshop	81.72
RIDDLE MR M	Chairmans Honorarium for 2020/2021	3,968.00
BARNES MR M	Vice-Chairs Honorarium for 2020/2021	1,190.00
Plan Communications Ltd	Mobile phones bill	258.00
Robert Harber	Lathe down two pins for ridding buckets	30.00
Claas Western Ltd	Longlife grease	547.20
FILTRATION LTD	Filters for WX14 LGO	206.04
FILTRATION LTD	Filters for VX65 HTA	354.00
FILTRATION LTD	Filters for OU07 JXX	21.78
FILTRATION LTD	Filters for WU16 TZM	69.76
MERRETT D C	Hire of Machine to recover WU16 TZM from ditch	1,200.00
Cadcorp	Map Editor Annual Maintenance 01/12/20-30/11/20	648.00
Severn Controls Ltd	Call out to Marshfield P/S	204.00
ZEN INTERNET LTD	Monthly Internet Charge	46.50
Giffgaff Ltd	Sim monthly plan for Slimbridge WLMP	8.00
NATWEST	Card fee for AT	35.00

November 2020

<u>Supplier</u>	<u>Details</u>	<u>Amount Paid this Period</u>
NATWEST	Card fee for JD	35.00
NATWEST	Card fee for JT	35.00
NATWEST	Card fee for PD	35.00
Citation Ltd	Legal Fees	315.52
SOUTH GLOUCESTERSHIRE COUNCIL	Business Rates	761.00
Cablestream Ltd	Office phone line rental & early termination fee	602.75
Corona Energy	Elmore Back Electricity 01/09/20-30/09/20	86.20
Corona Energy	Elmore Back Electricity 01/10/20-31/10/20	427.78
Corona Energy	Saul Electricity 01/10/20-31/10/20	21.61
Corona Energy	Wicks Green Electricity 01/10/20-31/10/20	906.46
Corona Energy	Marshfield Electricity 01/09/20-30/09/20	69.09
Corona Energy	Marshfield Electricity 01/10/20-31/10/20	215.84
Corona Energy	Lapperditch Electricity 01/10/20-31/10/20	133.80
Corona Energy	Oldbury P/S Electricity 01/10/20-31/10/20	258.41
Corona Energy	Office Electricity 01/10/20-31/10/20	342.97
BRITISH TELECOM	Quarterly bill for Alternative Phone Line	45.47
K J Conner & Son	Cleaning for November	127.38
		<u>118,545.85</u>

Please note that the amounts shown above include Vat where applicable

Amount Paid this Period	118,545.85
Corona Electricity Credit	(2,402.82)
Conners Credit	<u>(127.38)</u>
Amount Paid this Period (Supplier Invoices)	116,015.65

Bank Payments for November 2020

NatWest	Bankline Charge & Bank Charges	<u>59.37</u>
	Amount Paid this Period (Bank Payments)	59.37

Total Amount Paid this Period
£116,075.02

December 2020

<u>Supplier</u>	<u>Details</u>	<u>Amount Paid this Period</u>
LISTER WILDER LTD	Levers for VX65 HVB	438.21
Thornbury Motors	Service on WP18 GXY	405.00
Amazon.co.uk	Replacement charger for LR laptop	18.69
Giffgaff Ltd	Sim monthly plan for Slimbridge WLMP	8.00
BBL BATTERIES	Battery for WN03 NVK	105.95
ARCO LTD	Safety Boots	153.56
ARCO LTD	Sandbags	83.52
MERRETT D C	Transportation of WO14 OEY	240.00
LISTER WILDER LTD	Door glass for WX20 FGM	500.44
LISTER WILDER LTD	Pulley shaft for WX20 FGM	114.26
LISTER WILDER LTD	Pulley shaft for VX65 HTA	114.26
LISTER WILDER LTD	Pulley shaft for VX65 HVB	114.28
PMC Fluidpower Ltd t/as Group HES	Hose assembly for VX65 HTA	41.64
The Gables Hotel	Hire of Room & Refreshments for 04/11/20	200.00
The Gables Hotel	Hire of Room & Refreshments for 04/11/20	27.50
Mr C.J.N Williams	C Williams - Mileages for 04/11/20	19.80
Mr W J Cornock	J Cornock - Mileages for 04/11/20	5.40
Mr J Nichols	J Nichols - Mileages for 04/11/20	5.40
Mr G Simms	G Simms - Mileages for 04/11/20	8.55
Water Environment Ltd	Ironchurch Road Modelling	Invoice FYI 7,200.00
Claas Western Ltd	Call out & parts to WX14 LGO	418.50
Claas Western Ltd	Call out & parts to WX14 LGO	78.65
Orchard Computer Services	Upgrade of Sage onto Server	192.00
Orchard Computer Services	Quarterly Maintenance Cover (08/12/20-07/03/21)	389.00
TAILORMADE OFFICE SUP.LTD	Ink for Home Printers, Jotters, A\$ Laminating Pouches	141.46
Pitney Bowes Ltd	Rental of Franking Machine for Oct & Nov	31.08
Safetyliftinggear.com	Chainblock Link	115.04
Hydroscand Ltd	2 x Hose Assemblies for WO14 OEY	169.46
PW & DP Round & Son	Elmore Back Pump Attendant Fees 2020/21	655.39
TyreRight (Gloucester) Ltd	Puncture repair to OU07 JXX	78.00
Orchard Computer Services	Upgrade of Cadcorp onto Server	192.00
Avon Hydraulics (UK) Ltd	Hose for Bomford Mower	240.00
LISTER WILDER LTD	Cab Glass for WX20 FGM	697.56
K J Conner & Son	Cleaning for November	148.62
metals4U.co.uk	Steel pipe for VX65 HTA	97.84
metals4U.co.uk	Steel pipe for VX65 HVB	97.84
metals4U.co.uk	Steel pipe for WX20 FGM	97.84
Motion Consultants Ltd	Consultancy Advice for Severnside - Oct 20	Invoice FYI 1,944.00
Motion Consultants Ltd	Marshfield P/S Modifications - Oct 20	" " " " 918.00
Motion Consultants Ltd	Lapperditch P/S Modifications - Oct 20	" " " " 810.00
Motion Consultants Ltd	Elmore Back P/S Modifications - Oct 20	" " " " 34,445.92
Smiths (Gloucester) Ltd	Waste Management - Nov 20	38.69
Moorepay Ltd	Payroll Costs for Nov 20	153.42
Hydroscand Ltd	Hose Assembly for VX65 HTA	86.20
Hydroscand Ltd	Hose & clips for WO14 OEY	68.60
Orchard Computer Services	Draytek 386N Router	630.00
Worldpay (UK) Ltd	Credit Card Transaction Charges	15.00
Worldpay (UK) Ltd	Vatable Charges	6.06
SAGE UK LTD	Annual Sage Accounts Renewal 01/12/20-30/11/21	2,444.87
CROMWELL GROUP HOLDINGS LTD	Spring Hooks	4.80
CROMWELL GROUP HOLDINGS LTD	Stanley Knives, Tap Sets, Thread Repair Kits	161.68
ARCO LTD	Bolt Cutters, Tarpaulin	84.77
ARCO LTD	Tarpaulin	40.49
ARCO LTD	Assort Safety Boots, Wellington Boots	379.85
JOHN DAVIDSON (PIPES) LTD	MDPE Pipe & Coiled Duct	79.48
Tincknell Fuels Ltd	7,000 litres Gas Oil	3,545.64
Worldpay (UK) Ltd	Credit Card Subscription Fees for Dec 20	11.94
Screwfix Direct Ltd	Safety Boots	189.96
Screwfix Direct Ltd	Gloves	47.76
Amazon.co.uk	Laptop Bags	33.98

No 1 Account contd.

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

December 2020

<u>Supplier</u>	<u>Details</u>	<u>Amount Paid this Period</u>
Orchard Computer Services	4 x Laptops (JD, JT, KW & KW)	Invoice FYI 4,632.00
Orchard Computer Services	Installation & Configuration of new laptops	" " " " 480.00
Mole Country Stores	Assort stakes, Posts, Barbed Wire, Gates	Invoice FYI 7,649.54
Avon Hydraulics (UK) Ltd	2 x Hose Assemblies for WO14 OEY	144.00
Plan Communications Ltd	Mobile phones bill	261.88
Zoom Video Communications Inc.	Zoom Subscription 23/11/20-22/12/20	11.99
ABCO Hydraulics	30 ton Hydraulic press	538.09
Citation Ltd	Legal Fees	319.75
SOUTH GLOUCESTERSHIRE COUNCIL	Business Rates	761.00
Corona Energy	Wicks Green P/S Electricity 01/11/20-30/11/20	1,018.44
Corona Energy	Lapperditch P/S Electricity 01/11/20-30/11/20	160.20
Corona Energy	Matshfield P/S Electricity 01/11/20-30/11/20	273.47
Corona Energy	Elmore Back P/S Electricity 01/11/20-30/11/20	706.45
Corona Energy	Saul P/S Electricity 01/11/20-30/11/20	37.49
Corona Energy	Oldbury P/S Electricity 01/11/20-30/11/20	644.04
Corona Energy	Office Electricity 01/11/20-30/11/20	411.65
HC Water Control	Elmore Back 50% of Contract Price for Pump	Invoice FYI 47,730.00
Blizzard Telecom Ltd	Telecoms Invoice	494.56
		<u>126,060.40</u>

Please note that the amounts shown above include Vat where applicable

Amount Paid this Period	126,060.40
Listers Credit	(407.16)
Western Power Elmore Back POA	<u>16,506.38</u>
Amount Paid this Period (Supplier Invoices)	142,159.62

Bank Payments for December 2020

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

Total Amount Paid this Period
£142,223.29

Payments to be Noted November 2020 - December 2020

Nov 20	116,075.02
Dec 20	<u>142,223.29</u>
Total	258,298.31

No 2 Account

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

November 2020 - December 2020

Date From : 01/11/2020

Date To : 31/12/2020

Payroll reports FYI

No	Type	Date	N/C	Ref	Details	Net Amount	Tax Amount	Gross Amount	B	Date
92210	BP	16/11/2020	2231	D/D	Nov 20 Peoples Pension Cont - Oct 20	1,752.20	0.00	1,752.20	R	30/11/2020
92211	BP	19/11/2020	2230	D/D	LGPS Pension Cont - Oct 20	15,861.73	0.00	15,861.73	R	30/11/2020
92212	BP	20/11/2020	2210	D/D	HMRC Liability - Oct 20	16,818.37	0.00	16,818.37	R	30/11/2020
92213	BP	27/11/2020	2220	D/D	LSIDB Salary - Nov 20	32,611.65	0.00	32,611.65	R	30/11/2020
92214	BP	27/11/2020	2211	D/D	GMB Union - Nov 20	29.14	0.00	29.14	R	30/11/2020
92398	BP	15/12/2020	2231	D/D	Dec 20 Peoples Pension Cont - Nov 20	1,580.95	0.00	1,580.95	R	31/12/2020
92399	BP	18/12/2020	2230	D/D	LGPS Pension Cont - Nov 20	14,933.46	0.00	14,933.46	R	31/12/2020
92400	BP	21/12/2020	2220	D/D	LSIDB Salary - Dec 20	30,170.22	0.00	30,170.22	R	31/12/2020
92401	BP	21/12/2020	2211	D/D	GMB Union - Dec 20	29.14	0.00	29.14	R	31/12/2020
92402	BP	22/12/2020	2210	D/D	HMRC Liability - Nov 20	14,667.40	0.00	14,667.40	R	31/12/2020
						<u>128,454.26</u>	<u>0.00</u>	<u>128,454.26</u>		
						<u>128,454.26</u>	<u>0.00</u>	<u>128,454.26</u>		

Petty Cash

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

Page: 1

Date From: 01/11/2020
Date To: 31/12/2020

November 2020 - December 2020

No	Type	Date	Ref	Details		Net £	Tax £	Gross £	B	Bank Rec. Date
92232	CP	04/11/2020	7501	Tescos - Milk & Card for JT	Nov 20	3.35	0.00	3.35	R	30/11/2020
92233	CP	09/11/2020	7502	Tescos - Milk		1.35	0.00	1.35	R	30/11/2020
92234	CP	16/11/2020	7503	Tescos - Milk		1.35	0.00	1.35	R	30/11/2020
92235	CP	23/11/2020	7504	Tescos - Milk		1.35	0.00	<u>1.35</u>	R	<u>30/11/2020</u>
92353	CP	02/12/2020	7505	Tesco - Tea, Coffee, Sugar	Dec 20	22.83	0.00	22.83	R	31/12/2020
92354	CP	07/12/2020	7506	Tesco - Milk		1.35	0.00	33.84	R	31/12/2020
92355	CP	09/12/2020	7507	Postage		33.84	0.00	7.80	R	31/12/2020
92356	CP	09/12/2020	7508	Recorded Delivery		7.80	0.00	4.25	R	31/12/2020
92357	CP	14/12/2020	7509	Card for AT		4.25	0.00	1.35	R	31/12/2020
92358	CP	12/12/2020	7510	Tesco - Milk		1.35	0.00			
Totals						<u>78.82</u>	<u>0.00</u>	<u>78.82</u>		

Transfers Between Accounts November 2020- December 2020

Bank	NominalRecord.AccountName	Type	Date	Journal	TransactionNominal.Details	Amount
1200	NAT WEST ACCOUNT NO 1:	JC	05/11/2020	J1532	Tsf from No1 Acc to No2 Acc Re: Wages	-70,000.00
1200	NAT WEST ACCOUNT NO 1:	JC	05/11/2020	J1533	Tsf from No1 Acc to Direct Reserve	-100,000.00
1200	NAT WEST ACCOUNT NO 1:	JC	06/11/2020	J1534	Tsf from No1 Acc to Direct Reserve	-100,000.00
1200	NAT WEST ACCOUNT NO 1:	JC	25/11/2020	J1535	Tsf from No1 Acc to Direct Reserve	-100,000.00
1200	NAT WEST ACCOUNT NO 1:	JC	26/11/2020	J1536	Tsf from No1 Acc to Direct Reserve	-100,000.00
1200	NAT WEST ACCOUNT NO 1:	JC	27/11/2020	J1537	Tsf from No1 Acc to Direct Reserve	-100,000.00
1200	NAT WEST ACCOUNT NO 1:	JC	09/12/2020	J1542	Tsf from No1 Acc to No2 Acc Re: Wages	-50,000.00
1200	NAT WEST ACCOUNT NO 1:	JD	22/12/2020	J1543	Tsf from Direct Res to No1 Acc	50,000.00
1201	NAT WEST ACCOUNT NO 2:	JD	05/11/2020	J1532	Tsf from No1 Acc to No2 Acc Re: Wages	70,000.00
1201	NAT WEST ACCOUNT NO 2:	JD	09/12/2020	J1542	Tsf from No1 Acc to No2 Acc Re: Wages	50,000.00
1257	Nat West Direct Reserve Acc	JD	05/11/2020	J1533	Tsf from No1 Acc to Direct Reserve	100,000.00
1257	Nat West Direct Reserve Acc	JD	06/11/2020	J1534	Tsf from No1 Acc to Direct Reserve	100,000.00
1257	Nat West Direct Reserve Acc	JD	25/11/2020	J1535	Tsf from No1 Acc to Direct Reserve	100,000.00
1257	Nat West Direct Reserve Acc	JD	26/11/2020	J1536	Tsf from No1 Acc to Direct Reserve	100,000.00
1257	Nat West Direct Reserve Acc	JD	27/11/2020	J1537	Tsf from No1 Acc to Direct Reserve	100,000.00
1257	Nat West Direct Reserve Acc	JC	22/12/2020	J1543	Tsf from Direct Res to No1 Acc44446.	-50,000.00