

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

F&GP Meeting

Wednesday 7th December 2022

Lower Severn IDB Offices
10.30am

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

TERMS OF REFERENCE OF FINANCE AND GENERAL PURPOSES COMMITTEE

Approved 8th June 2022, Minute 3421

Matters for determination by the Committee.

1. The appointment of Internal Auditors.
2. Consideration of any Report or Opinion from the Internal Auditors.
3. Consideration of a summary of internal audit work undertaken (whether of a financial or ethical nature).
4. Commissioning work from either the Internal or External Auditor.
5. The approval/revision of the Risk Register.
6. The approval/revision of the Business Continuity Plan.
7. Reviewing payments made.
8. The recovery of rate arrears and sundry debts.
9. To monitor spending against the approved budget.
10. To monitor the stewardship of the Gloucestershire Pension Fund and the resultant impact on the Board's finances.
11. To regularly evaluate the costs of the Board's defined contribution pension scheme.

Matters for recommendation by the Committee to the Board

13. To agree and monitor the Capital Programme and the resultant spending with regular reports to the Board on the consequential financial sustainability of its finances. To consider the Annual Budget and Rate Setting prior to the February Board meeting in each year.
14. To prepare and regularly review the Annual Operational Plan, with its necessary performance attainments to support the Boards Strategic Plan.
15. To review the Medium Term Financial Plan
16. To monitor the Boards Treasury Management policies and practices.
17. To keep under review the Board's insurance policies.

18. To liaise with the Smaller Authorities Audit Appointments Ltd or any successor or equivalent, regarding the appointment of the External Auditor.
19. To consider any letter or report issued by the External Auditor.
20. To refresh annually the Board's strategic plan, together with the preparation and regular review of an annual operational plan, with its necessary performance attainments, to support the Board's strategic plan.

NB In each calendar year the matter should be considered by the first meetings of the F&GP Committee and the Board for implementation from the ensuing April 1, being the commencement of the new financial year. It is envisaged that the annual operating plan would have space within it for the reporting of performance attainments which would be evaluated by the F&GP Committee at regular intervals throughout the year.

21. To review annually the Board's asset register detail, with the associated appropriate action taken, to ensure that its assets are being utilised in a cost effective manner.

**Minutes of the Finance & General Purposes Committee of the
Lower Severn (2005) Internal Drainage Board
Meeting held Wednesday 7th September 2022 at 10.30 am
The Gables Hotel**

Present:

Ald C Williams

Chairman

Mr J Cornock

Ald M Sykes

Cllr R Griffin

Martin Dear

Accounts Officer

AO

Louise Reading

Minutes

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

3443	Apologies Apologies were received from Cllr Riddle, Mr J Hore, Mr G Simms and Mr G Littleton.	
3444	Chairman's Announcements There were no Chairman's Announcements.	
3445	Declarations of Interest There were no declarations of interest.	
3446	Minutes of the Previous Meetings It was resolved that: <ul style="list-style-type: none"> The Minutes of Finance and General Purposes Committee meeting held on 18th May 2022 be approved as a true and correct record 	
3447	Treasury Sub Committee Minutes The Chairman advised Members that Smith and Williams had been rebranded as Evelyn. He added that the AO completed a monthly schedule of investment performance. It showed that the Evelyn Equity portfolio had not performed as well as the tracker fund. Vere Boscawen, Evelyn's representative, was in attendance for this item. He gave an assessment of the current investment market. Following discussions, Vere was asked to make a recommendation as to which Equity Funds would be sold in order to raise £150,000. This would be invested into the Tracker Fund. In response to a question from Mr Cornock the AO explained that the charge to manage the tracker fund was 0.33% as compared to a 1% for the Equity fund. It was resolved that: It was resolved that: <ul style="list-style-type: none"> Evelyn Partners produce a schedule showing the proposed sale of Equities to the value of £150,000; The AO to distribute this information to Members; 	20220831TRE1 The AO to instruct Evelyn

	<ul style="list-style-type: none"> • The decision as to selling the identified Equities and investment into the Tracker be agreed via electronic communication. 	Partners accordingly.
3448	<p>Risk Register The AO informed Members that changes had been highlighted in red.</p> <p>Members agreed with the Chairman's concern in respect of item G7 as it was felt that after a recent Member's visit to a pump station there were some clear issues with Health and Safety. The Chairman said that this had not been had not been reported previously. This will be discussed at the next Board Meeting.</p> <p>The Chairman also asked for an update on item G9 about Sage reporting requirements.</p> <p>The AO informed Members that the PSG had agreed the various reporting levels and titles.</p> <p>This information was now being inputted into a test system on Sage. Dummy information would be posted so that reports could be produced. These reports would then go to PSG for sign off before Sage were contacted asking for some assistance before going live.</p> <p>It was resolved that:</p> <ul style="list-style-type: none"> • The Risk Register be approved and submitted to the Board for noting as per Appendix A. 	
3449	<p>Public Contract Regulations 2015 The AO reported that he had looked into the Public Contract Regulations 2015 and had provided a short summary within the papers. A link was also provided to a full guide of the Regulations.</p> <p>It would be appropriate for the Board to refer to these Regulations for large scale. As such it would be prudent to cover this requirement within the Board's Financial Regulations.</p> <p>It was recommended that:</p> <ul style="list-style-type: none"> • That the following provision be added to Paragraph 6 of the Board's Financial Regulations and recommended to the full Board for adoption at its next meeting: <p>6.4 (f) As and when so determined by the Board or a Committee acting with its delegated powers, contracts will comply with the Public Contract Regulations 2015</p>	
3450	<p>External Audit Report The AO advised members that the External Audit had been completed and signed off.</p> <p>It was resolved that:</p> <ul style="list-style-type: none"> • That the External Audit reported be noted. 	
3451	<p>Financial Reports Members reviewed all the Financial Reports presented by the AO.</p> <p><u>Management Accounts 1st April 2022 – 31st July 2022</u> It was reported that the accounts showed a healthy surplus of £51,626 against a budget of £5,917 however the surplus was unlikely to remain at this level.</p>	

	<p>The surplus was due to lower than expected machinery maintenance costs, a dry weather spell resulting in low pump station electricity usage and providing in the budget for the diesel and cost of living increases.</p> <p><u>Cash Flow to March 2023</u> The cash flow looked positive as there was not much expenditure on the capital programme for 2022/23. Levies were due in November which would boost the cash flow for the remaining period to 31st March 2023.</p> <p><u>Developers Funds as at 31st July 2022</u> The Developers' Funds showed an estimated balance of £959,830.</p> <p><u>Capital Programme to 2029</u> The Capital Programme will be subject to major changes, once the Board has reached a decision on how it wished to progress with the remaining Pump Replacement Programme.</p> <p><u>Medium Term Financial Forecast 2022/2027</u> The AO explained that inflation will have an impact on the Medium Term Plan. In the 2022/23 inflation was assumed to be 10%. It would appear that a similar rate will be required for the 2023/24 budget.</p> <p>The AO pointed out to Members that the projected payroll expenditure had increased. This is due to increasing the hours of the new CEO.</p> <p>The Chairman reminded Members that the future annual rates were illustrative and should be viewed with caution.</p> <p>It was recommended that:</p> <ul style="list-style-type: none"> • The Management Accounts for 1st April 2022 to 31st July 2022 be submitted to the Board for approval as per Appendix B <p>It was resolved that the following reports be noted;</p> <ul style="list-style-type: none"> • The Cash Flow to April 2023, • The Developers fund as at 31st July 2022, • The Capital Programme to 2029, • The Medium Term Financial Forecast 2022-2027 	
3452	<p>Defra Annual Report for the Year Ending March 2022 The AO explained that this was a statutory document required by Defra.</p> <p>It was resolved that:</p> <ul style="list-style-type: none"> • The Defra report be noted 	
3453	<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 C 	
3454	<p>Date of Next meeting Members noted that the next F&GP meeting would be held on 7th December 2022</p>	
	Meeting closed at 11.15 am	

Lower Severn (2005) Internal Drainage Board

RISK REGISTER

As at 7 September 2022

The owner of this document is the Chief Executive 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, CEO, AO, LDE, CE
					Treat Inappropriate behaviour by a member of staff. Staff not aware of their importance in maintaining the Boards 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. Induction session for new members took place on 21 April 2022.	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 2021 .	Open elections for new Board Members due in October 2024 .	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 CEO, AO, CE, LDE, Foreman, Fitter, Chair of Board and Chairman of F&GP.	Low	High	Medium	Board
					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 2025/26.					
G7	Board not assuming control of key statutory requirements e.g. Health and Safety and Risk.	High	High	High	Treat Citation appointed as Health and Safety and Human Resources advisors.	Reports to Board. LDE monitors and maintains Health and Safety records.	Board have been made aware of the key legislative requirements to ensure they understand their responsibilities. 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
					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. Individual pumping stations to have their own Risk Register. This Risk Register is to include access to pumping station, consent to start work from Regulator, electrical supply to site, supply of pumps, project lead and project costings. 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 and Members received training in project and contract management on 27 April 2022. 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	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 three years until 2025/26.	Tenders to be sought for 2025/26 and onwards.	Low	Medium	Low	Board
					Treat Non-compliance with laws, regulations and proper practices that could have a significant financial effect.	Monitor all contracts with consultants. Projects and procurements costing over £10,000 have been reviewed to ensure compliance.	Compliance training to be given to the Board. Competitive tender for consultant work with clarity of roles and responsibilities with agreed formal deliverables.				
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	CEO, 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 CEO
					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.				CEO
					Treat Register of members interests held on file.	Members register of interests updated on an annual basis. Register maintained and available for review.	Updated as members interests change.				CEO
					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.				CEO and AO

V7	Effect of inflation, exchange rate movements and materials supply chain on specific areas.	High	High		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 pump replacement 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. Monitor the increase in the cost of diesel and materials. Investigate the feasibility of a shorter deployment time of the pump replacement programme. A review of the source of funds including investigating additional income streams for the pump replacement programme.	Medium	Medium	Medium	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 2022.	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

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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
M8	Poor or non-implementation of the Pumping Station replacement programme	High	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, CEO, AO, LDE, CE
M9	Untimely or non-replacement of vehicles and plant	High	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

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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, CEO 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

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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	CEO,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	CEO and CE

Key: CE - Civil Engineer
LDE - Land Drainage Engineer
AO - Accounts Officer
CEO - Chief Executive Officer

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

APPENDIX B

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

BALANCE SHEET AS AT 31 JULY 2022

	Note	£	31/07/22 £	31/07/21 £	Variance £	31/03/22 £	Variance £
FIXED ASSETS							
Fixed Assets	1	1,506,583	1,506,583	1,017,064	489,519	1,365,615	140,968
LONG TERM ASSETS							
Investments		895,001	895,001	1,005,801	-110,800	948,555	-53,554
CURRENT ASSETS							
Stock +WiP		104,200		53,088	51,112	79,952	24,248
Trade Debtors		50		11,570	-11,520	362	-312
Drainage Rate Debtors		2,119		2,168	-49	218	1,901
Levy Debtors		0		0	0	0	0
VAT Claim		3,913		3,202	711	19,491	-15,578
Special Levies - Environment Agency		32,290		31,657	633	0	32,290
Prepayments		25,819		25,259	560	39,117	-13,298
Cash at Bank and in hand		595,503		904,601	-309,098	386,170	209,333
Short Term Deposits		410,293	1,174,187	409,785	508	409,958	335
				1,441,330	-267,143	935,268	238,919
CURRENT LIABILITIES							
Trade Creditors		-24,970		-126,373	101,403	-43,914	18,944
Other Creditors		-30,559		-29,701	-858	-29,274	-1,285
Accrued Expenses		-7,980		-9,627	1,647	-18,001	10,021
Finance Leases due within one year		0		0	0	0	0
Prepaid Rates	2	-85,581		-78,297	-7,284	0	-85,581
Prepaid Levies	2	-258,820		-236,540	-22,280	0	-258,820
Payments Received in Advance		0		-16,800	16,800	0	0
Prepaid Developers Funds		-30,888	-438,798	-29,988	-900	0	-30,888
				-527,326	88,528	-91,189	-347,609
NET CURRENT ASSETS			735,389	914,004	-178,615	844,079	-108,690
TOTAL ASSETS LESS CURRENT LIABILITIES			3,136,973	2,936,869	200,104	3,158,249	-21,276
LONG TERM LIABILITIES							
Finance Leases		0		0	0	0	0
Pension scheme deficit		-708,000	-708,000	-1,412,000	704,000	-708,000	0
				-1,412,000	704,000	-708,000	0
NET ASSETS			2,428,973	1,524,869	904,104	2,450,249	-21,276
FINANCED BY:							
CAPITAL ACCOUNT			666,569	666,569	0	666,569	0
ACCUMULATED FUND							
Balance brought forward		1,093,359		596,060	497,299	596,060	497,299
Surplus for the 4 months		143,293		144,686	-1,393	256,853	-113,560
Transfer to Capital Expenditure Reserve		-91,667		-83,333	-8,334	-250,000	158,333
Additional Transfer to Capital Exp. Res.		0		0	0	0	0
Transfer from Capital Expenditure Reserve		0	1,144,985	0	0	490,446	-490,446
				657,413	487,572	1,093,359	51,626
Developers Funds Reserve							
Investments at cost		650,000		650,000	0	650,000	0
Increase in value		245,001		355,801	-110,800	298,555	-53,554
Investments at current value		895,001		1,005,801	-110,800	948,555	-53,554
Cash at Bank		64,829	959,830	66,130	-1,301	111,137	-46,308
				1,071,931	-112,101	1,059,692	-99,862
Capital Expenditure Reserve	3		221,006	396,373	-175,367	194,046	26,960
Pension Reserve			-708,000	-1,412,000	704,000	-708,000	0
Revaluation Reserve			144,583	144,583	0	144,583	0
			2,428,973	1,524,869	904,104	2,450,249	-21,276

Notes

- Fixed assets include purchases, sales and depreciation for 4 months to 31 July 2022
- In all these cases the balance sheet has been adjusted to reflect receipts
- This Reserve is held as cash and increases by £22,917 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 2022

APPENDIX B

YEAR TO DATE

Income	Note	Actual £	Budget £	Variance £	31 July 2021 £	Variance £
Levies Charged to Authorities	1	494,967	494,967	0	452,334	42,633
Agricultural Rates	1	45,732	45,732	0	41,869	3,863
Rechargeable Works		3,218	600	2,618	31,060	-27,842
Application Fees		800	1,000	-200	1,200	-400
Consultancy Fees Recharged		0	6,000	-6,000	0	0
Surplus on Sale of Assets		15,623	13,623	2,000	36,996	-21,373
Miscellaneous Income		0	0	0	0	0
Foreign Water Grant - EA		58,033	58,033	0	56,895	1,138
Developers Fund Contribution	1	15,444	15,444	0	14,994	450
Interest		440	333	107	94	346
Total		634,257	635,732	-1,475	635,442	-1,185
Expenditure						
Payroll		247,991	254,580	6,589	240,119	-7,872
Office Maintenance	2	7,122	10,945	3,823	5,129	-1,993
Maintenance	3	60,368	73,053	12,685	57,656	-2,712
EA Levy		74,178	74,178	0	72,724	-1,454
Motor Travel and Subsistence	4	8,332	8,602	270	7,275	-1,057
Communications		1,960	2,145	185	1,582	-378
Administration	5	11,751	12,658	907	12,823	1,072
Engineering Consultancy Fees		2,830	25,000	22,170	19,700	16,870
Legal and Professional Fees	6	1,486	1,650	164	1,421	-65
Audit and Accountancy Fees		0	0	0	1,150	1,150
Depreciation		74,237	74,237	0	70,469	-3,768
Bank Charges		709	1,100	391	708	-1
Total		490,964	538,148	47,184	490,756	-208
Surplus for 4 months		143,293	97,584	45,709	144,686	-1,393
Transfer to Capital Expenditure Res.		91,667	91,667	0	83,333	8,334
Net Surplus for 4 months		51,626	5,917	45,709	61,353	-9,727

The results for 4 months show a surplus of £51,626 against a budget of £5,917 a positive difference of £45,709.

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	20,167	23,835	3,668	Repairs to Hyundai WX12 CWL (RAM) £1,780. Repairs to Kobelco WU16 TZM (Ridding Circuit) £1,440.
Maintenance Compensation	0	333	333	
Vehicle, Plant	35,796	39,337	3,541	Lower spend on Diesel than budgetted for £7,343.
Workshop Fixtures & Fittings	3,799	2,420	-1,379	
Pump Station Electricity	-676	4,488	5,164	Credit Notes - Saul £4,688 (Aug 2021 to Feb 2022).
Health & Safety	1,282	2,640	1,358	
	60,368	73,053	12,685	

4) Administration -

Actual £	Budget £	Variance £
11,751	12,658	907

Project Management Training Course (£1,850)

5) Engineering Consultancy fees -

	Actual £	Budget £	Variance £
Non Rechargeable Fees	2,830	20,000	17,170
Rechargeable Fees	0	5,000	5,000
	2,830	25,000	22,170

Notes:

Surplus on sale of assets is:	£
Energreen 2000 - VX65 HVB	15,623

APPENDIX B

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

FORECAST TO YEAR END

INCOME AND EXPENDITURE FORECAST TO YEAR END - 31 MARCH 2023

Income	Note	Projected Outturn £	Budget £	Variance £	31 March 2022 £	Variance £
Levies charged to Authorities	1	1,484,901	1,484,901	0	1,357,001	127,900
Agricultural Rates	1	137,196	137,196	0	125,607	11,589
Rechargeable Works		18,000	18,000	0	51,103	-33,103
Application Fees		2,400	3,000	-600	2,050	350
Consultancy Fees Recharged		18,000	18,000	0	16,800	1,200
Surplus on Sale of Assets		15,623	13,623	2,000	31,809	-16,186
Miscellaneous Income		0	0	0	0	0
Foreign Water Grant - EA		174,099	174,099	0	170,686	3,413
Developers Fund Contribution	1	46,332	46,332	0	44,982	1,350
Interest		1,320	1,000	320	297	1,023
Total		1,897,871	1,896,151	1,720	1,800,335	97,536
Expenditure						
Payroll		793,739	783,739	-10,000	762,323	-31,416
Office Maintenance	2	21,366	23,073	1,707	19,501	-1,865
Maintenance	3	232,200	232,200	0	215,934	-16,266
EA Levy		222,534	222,534	0	218,171	-4,363
Motor Travel and Subsistence	4	24,996	26,510	1,514	21,738	-3,258
Communications		5,880	6,435	555	5,085	-795
Administration	5	41,156	46,433	5,277	29,241	-11,915
Engineering Consultancy Fees		75,000	75,000	0	44,779	-30,221
Legal and Professional Fees	6	4,458	4,950	492	4,738	280
Audit and Accountancy Fees		5,019	5,019	0	5,850	831
Depreciation		222,708	222,708	0	214,509	-8,199
Bank Charges		2,127	3,300	1,173	1,613	-514
Total		1,651,183	1,651,901	718	1,543,482	-107,701
Anticipated Surplus at Year End		246,688	244,250	2,438	256,853	-10,165
Transfer to Capital Expenditure Res		275,000	275,000	0	250,000	25,000
Anticipated Net Surplus at Year End		-28,312	-30,750	2,438	6,853	-35,165

Notes

This reflects the activity in the year to 31 July 2022.

The major variances from the Budget relate to activity to 31 July 2022.

No 1 Account

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

Page: 1

April 2022

<u>Supplier</u>	<u>Details</u>	<u>Amount Paid this Period</u>
Honey Brothers Ltd	GLOves, Polesaw Clearing hook, Combi Can, Screwfit	380.95
Orchard Computer Services	Maintenance Cover as per Agreement 1076	395.00
RS COMPONENTS LTD	A100 Job Drill part, Plated Steel Nuts	54.10
DVLA	Vehicle Tax - WX12 CWL	165.00
DVLA	Credit Card Charge	2.50
British Parts	Wiring & Lamp Flashers	20.42
Screwfix Direct Ltd	18V 5Ah Combi Drill	139.99
TESCO	Milk	5.40
Giffgaff Ltd	Sim monthly plan KW	10.00
MERRETT D C	Labour for VX65 HVB	1,830.00
MERRETT D C	Materials for VX65 HVB	5,350.81
(Hydraflow) Brammer Buck & Hickman	Double acting cylinder for tree shears	1,076.40
Avon Fire Systems Ltd	Attend to Fault on the Fire alarm	186.00
Cotswold Trailers Ltd	Lockit Mk4	176.40
TESCO	Petrol for Chainsawa	31.18
Tilney Ltd	Pension Consultancy 1/8/21 - 31/1/22	620.40
Avon Hydraulics (UK) Ltd	Hoses, Ferrules	84.10
DVLA	Vehicle Tax for WV19 FUU	165.00
DVLA	Credit Card Charge	2.50
T.H. Chamberlayne & Son	Wicks Green Pump Attendant Fees 21/22	879.99
T.H. Chamberlayne & Son	Lapperditch Pump Attendant Fees 21/22	879.99
T.H. Chamberlayne & Son	Marshfield Pump Attendant Fees 21/22	880.02
RS COMPONENTS LTD	Set of 1 Taper, 1 Plug M 20 Fine	20.03
RS COMPONENTS LTD	4 row steel wire brush with scrapper	48.46
CROMWELL GROUP HOLDINGS LTD	Sunk Head Screw & Digital Caliphar	72.49
ENGINEERING & HIRE LTD	Riddling Bucket Parts for WX12 CWL	377.19
ENGINEERING & HIRE LTD	Riddling Bucket Parts for VX65 HTA	377.21
ENGINEERING & HIRE LTD	Riddling Bucket Parts for VX65 HVB	377.20
ENGINEERING & HIRE LTD	Riddling Bucket Parts for WV16 TZM	377.21
ENGINEERING & HIRE LTD	Riddling Bucket Part for WV19 FUU	377.21
Andy Gardner	LSIDB Annual Website Hosting 12/03/22-11/03/23	196.00
TyreRight (Gloucester) Ltd	New Tyre for WV19 FUU	1,200.00
TyreRight (Gloucester) Ltd	Tyre Fitting for WV19 FUU	30.00
TAILORMADE OFFICE SUP.LTD	Envelopes, Biros and Printer Ink	105.21
Pitney Bowes Ltd	Franking Machine Rental Mar 22	15.54
TESCO	Milk	5.40
TESCO	Water for Office	8.40
CROMWELL GROUP HOLDINGS LTD	Sunk Head Screws	38.30
Avon Fire Systems Ltd	Attending fault - Call out and replace EOL	270.00
The Gables Hotel	Room Hire for 23/03/22	100.00
The Gables Hotel	Refreshments for 23/03/22	16.20
Mr C.J.N Williams	Mileage for Chairs Meeting 23/03/2022	19.80
Cllr B Behan	Mileage for Chairs Meeting 23/03/2022	26.10
Fiona Collins	Mileage for Chairs Meeting 23/03/2022	26.10
Orchard Computer Services	Multi Domain Licence Renewal for remote	270.00
Canal & River Trust	Rental of Flap Valve - Buckholt Syphon 1/4/22 -	123.92
Water Environment Ltd	Project Silver Modelling	4,968.00
Bishop Fleming LLP	Balance of fees for 2021/22 Audit	1,440.00
RS COMPONENTS LTD	Wire Brushes	33.12
ARCO LTD	Sweatshirts	97.68
L&S Engineers Ltd	PArts for Stihk Chainsaw	143.04
Motion Consultants Ltd	Avonmouth Consultancy for Feb 22	2,160.00
ARCO LTD	Sweatshirts	19.54
MOWER DOCTOR	Parts for Chainsaws	606.64
RIDDLE MR M	M Riddle - Mileages for 2021/22	121.50
Antifriction Components Ltd	Bearings for Stihl Chainsaws	24.19
Mr P Abraham	P Abraham - Mileages for 30/03/2022	14.85
Cllr B Behan	B Behan - Mileages for 30/03/2022	26.10
Fiona Collins	F Collins - Mileages for 30/03/2022	26.10
Moorepay Ltd	Payroll Costs for Mar 22	157.46

No 1 Acc Contd.

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

Page: 2

April 2022

<u>Supplier</u>	<u>Details</u>	<u>Amount Paid this Period</u>
Bristol DPF Centre	Clean DPF Filter on VN62 RPY	222.00
GAP SUPPLIES	Cement	376.99
TAILORMADE OFFICE SUP.LTD	A4 Paper, Dividers, Lever Arch Files	105.68
Janes Cleaning Services South West Ltd	Cleaning for Mar 22	201.00
Avon Fire Systems Ltd	12 months maintenance on Fire Alarm from 16/03/22	378.00
AVON ALARMS LTD	12 months maintenance & CCTV monitoring from	1,362.00
Smiths (Gloucester) Ltd	Waste management for Mar 22	61.09
Giffgaff Ltd	Slimbridge WLMP Sim	8.00
Mole Country Stores	Gate Posts & Barbed Wire	1,291.02
Motion Consultants Ltd	Elmore back P/S Modifications for Feb 22	5,306.52
Screwfix Direct Ltd	Batteries for Workshop	204.96
L&S Engineers Ltd	Parts for Stihl Chainsaw	95.31
Galleon Supplies Ltd	Paper Towels	346.80
Worldpay (UK) Ltd	Credit Card Transaction Charges	15.00
Worldpay (UK) Ltd	Vatable Charges	6.00
Water Environment Ltd	Area F Plot G Modelling Works	7,200.00
Holt JCB Ltd	Quarterly Service Agreement for WV19 FUU	321.20
The Gables Hotel	Room Hire for 30/03/22	100.00
The Gables Hotel	Refreshments for 30/03/22	18.90
Claas Western Ltd	Nozzle part for WX14 LGO	9.72
Citation Ltd	Legal Fees	329.34
SOUTH GLOUCESTERSHIRE COUNCIL	Business Rates	760.75
CROMWELL GROUP HOLDINGS LTD	Assort Gloves	95.76
CROMWELL GROUP HOLDINGS LTD	Assort Lubricants	138.83
Aqua Management Ltd	Application Payment No 7 Elmore Back	20,306.94
Elite Training European Ltd	Project Manangement Trainig Course	2,220.00
Zoom Video Communications Inc.	Zoom Subscription 23/03/22-22/04/22	11.99
PIB Insurance Brokers	Pump hire Insurance (Elmore Back)	562.00
Worldpay (UK) Ltd	Credit Card Subscription for Apr 22	11.94
Corona Energy	Elmore Back Electricity 01/03/22 - 31/03/22	874.59
Corona Energy	Oldbury Electricity 01/03/22 - 31/03/22	282.27
Corona Energy	Saul Electricity 01/03/22 - 31/03/22	495.24
Corona Energy	Lapperditch Electricity 01/03/22 - 31/03/22	116.56
Corona Energy	Wicks Green Electricity 01/03/22 - 31/03/22	585.46
Corona Energy	Marshfield Electricity 01/03/22 - 31/03/22	301.26
Corona Energy	Office Electricity 01/03/22 - 31/03/22	368.67
Blizzard Telecom Ltd	Office Telecoms	187.58
Blizzard Telecom Ltd	Mobile Phones	231.37
		<u>73,163.08</u>

Please note that the amounts shown above include Vat where applicable

Amount Paid this Period 73,163.08
Amount Paid this Period (Supplier Invoices) 73,163.08

Bank Payments for Jun 22

NatWest Bank Charges & Bankline Charge 57.42
Amount Paid this Period (Bank Charges) 57.42

Total Amount Paid this Period
£73,220.50

No 1 Account

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

Page: 1

May 2022

<u>Supplier</u>	<u>Details</u>	<u>Amount Paid this Period</u>
Orchard Computer Services	Maintenace Cover as per Agreement 1076	395.00
RS COMPONENTS LTD	Workshop Consumables	69.58
RS COMPONENTS LTD	Workshop Consumables	11.96
Banbury Trailers	Light lens for IW Trailer	31.33
Chainsdirect Ltd	Replacement chain for Chainsaw	112.60
Pitney Bowes Ltd	Franking Machine Hire Apr 22	15.54
Pitney Bowes Ltd	Postage Top Up	57.00
TH White Ltd	Airline Coupling, Air Gun, Pins	208.34
(Hydraflow) Brammer Buck & Hickman	Ram repair to WX12 CWL	2,136.00
ARCO LTD	Eyewash Pods	20.38
ARCO LTD	Sandbags	96.36
Molson Equipment Services Ltd	Hose for WX12 CWL	62.98
RS COMPONENTS LTD	Spare Bulbs	23.08
Mr C.JN Williams	C Williams - Mileages for 21/04/22	23.40
Mr C Daniell	C Daniell - Mileages for 21/04/22	43.20
Mark Topping	M Topping - Mileages for 21/04/22	16.65
Konica Minolta Business Solutions (UK) Ltd	Photocopier hire 17/04/22 - 01/05/22	13.94
Konica Minolta Business Solutions (UK) Ltd	Quarterly printing 17/01/22 - 16/04/22	176.36
Hydroscand Ltd	Parts for WV19 FUU	6.36
The Gables Hotel	Room Hire for 13/04/22 (Cancelled)	132.40
TESCO	Petrol for Chainsaws	68.90
TESCO	Milk for Office	4.50
Safetyliftinggear.com	Shackles & slings	49.40
British Parts	Potentiometer for WN03 NVK	217.39
FILTRATION LTD	Filters for VX54 HVB	62.57
FILTRATION LTD	Filters for VX54 HTA	78.96
FILTRATION LTD	Filters for WX12 CWL	133.77
GAP SUPPLIES	Cement, Type One & 0-10mm	1,425.65
CROMWELL GROUP HOLDINGS LTD	Barrier cream & Wipes	40.46
TH White Ltd	Round Up	226.61
Hitachi Construction Machinery (uk) Ltd	Hitachi Solas Service Agreement	816.00
Green Farm Seeds Ltd	Grass Seed	555.00
RS COMPONENTS LTD	Safety Glasses	90.86
ARCO LTD	Baseball Caps, Sun Cream & Ear Protectors	180.55
The Gables Hotel	Room Hire & refreshments for 27/04/22	511.40
Molson Equipment Services Ltd	Repairs to WU16 TZM - Ridding Circuit	1,728.00
Mr C Daniell	C Daniell - Mileages for 27/04/22	21.60
Mr J Nichols	J Nichols - Mileages for 27/04/22	5.40
Mr W J Cornock	J Cornock - Mileages for 27/04/22	5.40
Mark Topping	M Topping - Mileages for 27/04/22	22.50
Mr C.JN Williams	C Williams - Mileages for 27/04/22	19.80
Fiona Collins	C Collins - Mileages for 27/04/22	26.10
John Hore	J Hore - Mileages for 27/04/22	9.00
Moorepay Ltd	Payroll Costs Apr 22 & Year End	289.47
BOC LTD	12 months Rental of Acetylene	255.06
Approved Hydraulics	Check Valve for Tree Shears	53.08
Worldpay (UK) Ltd	C/Card Subscription for May 22	11.94
Oakham Treasures	Storage of Machines at Avonmouth	1,200.00
BARNES MR M	M Barnes - Mileages for 2021/22	195.30
Molson Equipment Services Ltd	Radiator Cap for WU16 TZM	44.12
CARR R MR	Rhine Spraying at Severnside	730.00
CARR R MR	Rhine Spraying at Marsh Common, Severn Beach	500.00
Motion Consultants Ltd	Severnside Consultancy for Mar 22	1,728.00
Worldpay (UK) Ltd	C/Card Transaction Charges for Apr 22	58.98
Worldpay (UK) Ltd	Vatable Charges	6.92
Smiths (Gloucester) Ltd	Waste Management	44.09
SOUTH GLOUCESTERSHIRE COUNCIL	Business Rates	761.00
Citation Ltd	Legal Fees	329.34
The Gables Hotel	Room hire & refreshments for 04/05/22	172.40
Clr B Behan	B Behan - Mileages for 04/05/22	26.10

No1 Acc Contd.

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

Page: 2

May 2022

<u>Supplier</u>	<u>Details</u>	<u>Amount Paid this Period</u>
Mr P Abraham	P Abraham - Mileages for 04/05/22	15.30
Mr J Nichols	J Nichols - Mileages for 04/05/22	5.85
Mr CJN Williams	C Williams - Mileages for 04/05/22	19.80
Giffgaff Ltd	Monthly Sim for Slimbridge WLMP	10.00
Giffgaff Ltd	Monthly Sim for Mobile - KW	8.00
Zoom Video Communications Inc.	Zoom Subscription 23/04/22-22/05/22	11.99
BRITISH TELECOM	Quarterly Alternative Phone Line	45.47
Blizzard Telecom Ltd	Mobiles Phone Bill	297.97
Blizzard Telecom Ltd	Office Telecoms	189.76
Corona Energy	Elmore BACk Electricity 01/04/22-30/04/22	319.15
		<u>17,281.37</u>

Please note that the amounts shown above include Vat where applicable

Amount Paid this Period	<u>17,281.37</u>
Amount Paid this Period (Supplier Invoices)	17,281.37

Bank Payments for May 2022

NatWest	Bank Charges & Bankline Charge	<u>243.47</u>
	Amount Paid this Period (Bank Charges)	243.47

Total Amount Paid this Period
£17,524.84

No 1 Account

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

Page: 1

June 2022

<u>Supplier</u>	<u>Details</u>	<u>Amount Paid this Period</u>
One Stop	Milk	2.90
TESCO	Petrol for Chainsaws/Strimmers	30.30
L&S Engineers Ltd	Parts for Chainsaws	50.82
Chainsdirect Ltd	Parts for Chainsaws	34.00
Motion Consultants Ltd	Elmore BACK P/S Modifications - <ar 22	8,835.06
Giffgaff Ltd	Monthly Sim Mobile (KW)	10.00
Giffgaff Ltd	Monthly Sim for Slimbridge WLMP	8.00
Mr CJN Williams	C Willaims - Mileages for 16/05/22	23.40
Ford Fuel Oils	Chainsaw Oil & Antifreeze	338.40
Certas Energy UK Ltd	7,021 Litres Gas Oil	8,829.61
AVON ALARMS LTD	Alterations to Intruder Alarm	104.40
Claas Western Ltd	Window & Mirror Glass for OU21 BXW	237.38
TAILORMADE OFFICE SUP.LTD	A4 Paper, Ink (LR), Stapler	219.83
Molson Equipment Services Ltd	Call out to WU16 TZM	405.72
Orchard Computer Services	Quarterly Maintenance Cover	395.00
Gloucestershire LGPS	Actuarial Recharge FRS102	534.00
Orchard Computer Services	Annual renewal of 6 x Microsoft 365	393.98
The Gables Hotel	Room Hire, Refreshments & Lunch for 18/05/22	278.20
Pitney Bowes Ltd	Franking Machine Rental - May 22	15.54
Pitney Bowes Ltd	Postage	463.00
Rose Hewlett	R Hewlett - Mileages for 18/05/22	11.25
HYSLOP MR R	R Hyslop - Mileages for 18/05/22	27.00
Mary Sykes	M Sykes - Mileages for 18/05/22	21.60
Mr W J Cornock	J Cornock - Mileages for 18/05/22	5.40
John Hore	J Hore - Mileages for 18/05/22	9.90
Mr CJN Williams	C Williams - Mileages for 18/05/22	19.80
TAILORMADE OFFICE SUP.LTD	Binding Covers	8.57
Certas Energy UK Ltd	2,001 litres Derv	3,529.52
MERRETT D C	Transportation Of NL21 CHG	180.00
MERRETT D C	Transportationof WU16 TZM	180.00
Batsford Timber Ltd	Assort Stakes & Rails	4,937.64
Honey Brothers Ltd	Chainsaw Helmets	62.06
Janes Cleaning Services South West Ltd	Cleaning for Apr 22	251.26
Motion Consultants Ltd	Elmore Back P/S Modifications - Apr 22	7,648.80
Motion Consultants Ltd	Avonmouth Consultancy - Apr 22	3,240.00
Hydroscand Ltd	Hydraulic hose for Tree Shears	24.54
RS COMPONENTS LTD	Anderson plug handles	49.92
MERRETT D C	Transportation of NL21 CHG	180.00
MERRETT D C	Call out to VX65 HVB (Regen Engine)	330.00
MERRETT D C	Transportation of WU16 TZM	360.00
Smiths (Gloucester) Ltd	Waste Management	44.09
Moorepay Ltd	Payroll Costs for May 22	163.46
Ford Fuel Oils	Adblue & Demineralised Water	190.13
Cal Services UK Ltd	Service of CAT & Genny	108.00
Janes Cleaning Services South West Ltd	Cleaning for May 22	201.00
Mole Country Stores	Bolts & Barbed Wire	131.64
Worldpay (UK) Ltd	C/Card Transaction Charges - May	36.96
Worldpay (UK) Ltd	Vatable Charges	6.77
Worldpay (UK) Ltd	C/Card Subscription - Jun	11.94
Hydroscand Ltd	2 x Hose assemblies for VX65 HVB	72.61
Zoom Video Communications Inc.	Zoom Subscription 23/05/22-22/06/22	11.99
Expresschemist.co.uk	Sting relief spray	65.98
TESCO	Milk & water for Office	9.30
Citation Ltd	Legal Fees	329.34
SOUTH GLOUCESTERSHIRE COUNCIL	Business Rates	761.00
Avon Hydraulics (UK) Ltd	Hose assembly for WX12 CWL	109.44
Avon Hydraulics (UK) Ltd	Hose assembly for WX12 CWL	91.34
CROMWELL GROUP HOLDINGS LTD	Welding Masks & Filters	81.06
The Gables Hotel	Room Hire & refreshments for 08/06/22	281.00
Corona Energy	Elmore Back P/S Electricity 01/05/22-31/05/22	200.95

No 1 Acc Contd.

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

Page: 2

June 2022

<u>Supplier</u>	<u>Details</u>	<u>Amount Paid this Period</u>
Mr W J Cornock	J Cornock - Mileages for 08/06/22	5.40
Rose Hewlett	R Hewlett - Mileages for 08/06/22	11.25
Mr P Abraham	P Abraham - Mileages for 08/06/22	16.20
Mary Sykes	M Sykes - Mileages for 08/06/22	20.70
Mr R Godwin	R Godwin - Mileages for 08/06/22	15.30
Mr C Daniell	C Daniell - Mileages for 08/06/22	36.00
Mr C.JN Williams	C Williams - Mileages for 08/06/22	19.80
John Hore	J Hore - Mileages for 08/06/22	9.90
Mr J Nichols	J Nichols - Mileages for 08/06/22	5.85
Fiona Collins	F Collins - Mileages for 08/06/22	26.10
HYSLOP MR R	R Hyslop - Mileages for 08/06/22	22.50
James North	J North - Mileages for 08/06/22	14.40
Blizzard Telecom Ltd	Mobile Phones	230.44
Blizzard Telecom Ltd	Office Telecoms	194.50
Tincknell Fuels Ltd	5,000 litres Gas Oil Credit	168.00
Andrews Sykes Hire Ltd	Hire of Pump for Elmore Back	2,659.50
		<u>48,650.64</u>

Please note that the amounts shown above include Vat where applicable

Amount Paid this Period	48,650.64
Tincknells Credit	(168.00)
Amount Paid this Period (Supplier Invoices)	48,482.64

Bank Payments for June 2022

NatWest	Bank Charges & Bankline Charge	99.92
	Amount Paid this Period (Bank Payments)	99.92

Total Amount Paid this Period
££48,582.56

No 1 Account

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

Page: 1

July 2022

<u>Supplier</u>	<u>Details</u>	<u>Amount Paid this Period</u>
Orchard Computer Services	Quarterly Maintenance Cover	395.00
GlosJobs Ltd	Job advert	168.00
Orbital Fasteners	Washers & bolts for Tree Shears	117.84
Spearhead Machinery Ltd	Energreen ILF1200 9.5M	287,498.40
L&S Engineers Ltd	Hand Guard for Chainsaw`	39.85
Thornbury Motors	Filters for WP18 GXY	161.27
MERRETT D C	Labour on repairs to WU16 TZM (Water Pump)	1,110.00
MERRETT D C	Parts on repairs to WU16 TZM (Water Pump)	3,022.47
Molson Equipment Services Ltd	Pulley assembly for WX12 CWL	124.47
Batsford Timber Ltd	Assort stakes & rails, Barbed Wire	3,585.26
Giffgaff Ltd	Monthly sim for mobile (KW)	10.00
Giffgaff Ltd	Monthly sim for Slimbridge WLMP	8.00
Gasspringsshop.co.uk	Replacement for Stabilus Lift-O-Mat	41.10
Hydroscand Ltd	Hose for tree shears	44.35
MERRETT D C	Transportation of WU16 TZM	120.00
JEC Electrical Ltd	EICR Depot check	1,392.00
Janes Cleaning Services South West Ltd	Cleaning for Jun	251.26
SOUTH GLOUCESTERSHIRE COUNCIL	CEO Job Advert	150.00
Green Farm Seeds Ltd	Grass Seed	370.00
Tincknell Fuels Ltd	5,000 litres Gas Oil	6,826.20
Water Environment Ltd	Plot E Area F Modelling	7,200.00
Water Environment Ltd	Plot D Area F Modelling	7,200.00
Moreton C. Cullimore (Gravels) Ltd	Bags of Cement	62.40
Moorepay Ltd	Payroll costs for Jun	163.46
Andrews Sykes Hire Ltd	Hire of Pump for Elmore Back	1,272.27
Smiths (Gloucester) Ltd	Watse Management & Annual Duty of Care Charge	110.09
Molson Equipment Services Ltd	Labour on call out to WU16 TZM - Regen issue	365.40
Aqua Management Ltd	Payment Application No 8	38,359.00
DVLA	Vehicle licence for WP18 GXY	290.00
DVLA	Credit card charge	2.50
DVLA	Vehicle licence for WN03 NVK	290.00
DVLA	Credit card charge	2.50
DVLA	Vehicle licence for WU17 NVD	290.00
DVLA	Credit card charge	2.50
DVLA	Vehicle licence for WU16 TZM	165.00
DVLA	Credit card charge	2.50
TESCO	Milk & Water for office	4.00
TESCO	Milk & Water for office	11.85
Halfords	AirCon Cylinders	149.97
Simply Fone Solution	Repairs to phone (PD)	100.00
TESCO	Petrol for Chainsaws	78.41
Worldpay (UK) Ltd	Credit Card Subscription for Jul	11.94
Holt JCB Ltd	WV19 FUU Service Agreement 25/04/22-24/07/22	321.20
ENVIRONMENT AGENCY	Precept net of FWG	48,434.07
Mole Country Stores	14ft Gate	143.34
Mole Country Stores	Sawn Rails, Staples, 12ft Gates	1,171.86
Worldpay (UK) Ltd	Credit Card Transaction Charges	44.13
Worldpay (UK) Ltd	Vatable Charges	6.49
Motion Consultants Ltd	Avonmouth Consultancy - May 22	1,836.00
South West Councils	CEO Job Advert	60.00
Hydroscand Ltd	Spare fittings	500.68
Avon Hydraulics (UK) Ltd	Invoice to be credited Credit	22.69
Mole Country Stores	Gate Eyes	22.44
Mole Country Stores	Gate Eyes, Hooks & Pins	54.21
Chandlers (Farm Equipment) Ltd	Springs, Washers, Bushes for WX08 OSY	105.84
Chandlers (Farm Equipment) Ltd	O Rings for WX08 OSY	13.20
Green Farm Seeds Ltd	Grass Seed	185.00
Eurocarparts	Engine oil for WP18 GXY	91.28
Zoom Video Communications Inc.	Zoom Subscription 23/06/22-22/07/22	11.99
Wheatway Solutions Ltd	Herder Interface for VX65 HTA	168.00

No 1 Account Contd.

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

Page: 2

July 2022

<u>Supplier</u>	<u>Details</u>	<u>Amount Paid this Period</u>
Wheatway Solutions Ltd	Herder Interface for WX20 FGM	168.00
FENTON INSURANCE SOLUTIONS LTD	Addition of new Spearhead SPV3 95XT	1,888.12
SOUTH GLOUCESTERSHIRE COUNCIL	Business Rates	761.00
Citation Ltd	Legal Fees	329.34
Corona Energy	Elmore Back Electricity 01/06/22-30/06/22	230.82
Blizzard Telecom Ltd	Office Telecoms	195.89
Blizzard Telecom Ltd	Mobile Phones	233.81
LED Autoparts (Beacons & Lightbars)	Spare Fog Lamp Credit	12.78
		<u>418,581.44</u>

Please note that the amounts shown above include Vat where applicable

Amount Paid this Period	418,581.44
Avon Hyd Credit	(22.69)
LED Credit	<u>(12.78)</u>
Amount Paid this Period (Supplier Invoices)	418,545.97

Bank Payments for July 2022

NatWest	Bank Charges & Bankline Charge	<u>94.87</u>
	Amount Paid this Period (Bank Payments)	94.87

Total Amount Paid this Period
£418,640.84

Payments to be Noted Apr 22 - Jul 22

Apr 22	73,220.50
May 22	17,524.84
Jun 22	48,582.56
Jul 22	<u>418,640.84</u>
Total	£557,968.74

No 2 Account

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

Page: 1

Date From: 01/04/2022
Date To: 31/07/2022

April 2022 - July 2022

Bank: 1201			Currency: Pound Sterling										Bank Rec.	
No	Type	N/C	Date	Ref	Details	Dept	Net £	Tax £	T/C	Gross£	V	B	Date	
104431	BP	2230	19/04/2022	D/D	Apr 22 LGPS Pension	0	14,465.62	0.00	T9	14,465.62	-	R	30/04/2022	
104432	BP	2231	19/04/2022	D/D	Peoples Pension	0	1,435.55	0.00	T9	1,435.55	-	R	30/04/2022	
104433	BP	2210	22/04/2022	D/D	HMRC Liability -	0	13,372.64	0.00	T9	13,372.64	-	R	30/04/2022	
104434	BP	2220	28/04/2022	D/D	LSIDB Salary - Apr	0	32,958.56	0.00	T9	32,958.56	-	R	30/04/2022	
104435	BP	2211	28/04/2022	D/D	GMB Union - Apr	0	29.14	0.00	T9	29.14	-	R	30/04/2022	
104758	BP	2231	16/05/2022	D/D	May 22 Peoples Pension	0	1,468.29	0.00	T9	1,468.29	-	R	31/05/2022	
104759	BP	2230	19/05/2022	D/D	LGPS Pension	0	14,711.13	0.00	T9	14,711.13	-	R	31/05/2022	
104760	BP	2210	20/05/2022	D/D	HMRC Liability -	0	14,585.08	0.00	T9	14,585.08	-	R	31/05/2022	
104761	BP	2220	27/05/2022	D/D	LSIDB Salary -	0	32,706.04	0.00	T9	32,706.04	-	R	31/05/2022	
104762	BP	2211	27/05/2022	D/D	GMB Union - May	0	29.14	0.00	T9	29.14	-	R	31/05/2022	
106097	BP	2231	16/06/2022	D/D	Jun 22 Peoples Pension	0	1,440.23	0.00	T9	1,440.23	-	R	30/06/2022	
106098	BP	2230	17/06/2022	D/D	LGPS Pension	0	14,805.90	0.00	T9	14,805.90	-	R	30/06/2022	
106099	BP	2210	22/06/2022	D/D	HMRC Liability -	0	14,565.07	0.00	T9	14,565.07	-	R	30/06/2022	
106100	BP	2220	28/06/2022	D/D	LSIDB Salary - Jun	0	32,391.55	0.00	T9	32,391.55	-	R	30/06/2022	
106101	BP	2211	28/06/2022	D/D	GMB Union - Jun	0	29.14	0.00	T9	29.14	-	R	30/06/2022	
106347	BP	2231	15/07/2022	D/D	Jul 22 Peoples Pension	0	1,419.83	0.00	T9	1,419.83	-	R	31/07/2022	
106348	BP	2230	19/07/2022	D/D	LGPS Pension	0	14,711.13	0.00	T9	14,711.13	-	R	31/07/2022	
106349	BP	2210	22/07/2022	D/D	HMRC Liability -	0	14,326.51	0.00	T9	14,326.51	-	R	31/07/2022	
106350	BP	2220	28/07/2022	D/D	LSIDB Salary - Jul	0	33,341.06	0.00	T9	33,341.06	-	R	31/07/2022	
106351	BP	2211	28/07/2022	D/D	GMB Union - Jul 22	0	29.14	0.00	T9	29.14	-	R	31/07/2022	
Totals							£	252,820.75	0.00	252,820.75				

Petty Cash

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

Page: 1

Date From: 01/04/2022
Date To: 31/07/2022

April 2022 - July 2022

No	Type	Date	Ref	Details		Net £	Tax £	Gross £	B	Bank Rec.	Date
104542	CP	01/04/2022	7543	Recorded Delivery	Apr 22	2.25	0.00	2.25	R	30/04/2022	
104543	CP	03/04/2022	7544	Eye test for KW		35.00	0.00	35.00	R	30/04/2022	
104544	CP	04/04/2022	7545	Land registry check		6.00	0.00	6.00	R	30/04/2022	
104545	CP	14/04/2022	8546	Biscuits for new Members		4.37	0.00	<u>4.37</u>	R	<u>30/04/2022</u>	
104857	CP	12/05/2022	7547	Tea, Coffee, Sugar, Milk	May 22	37.39	0.00	<u>37.39</u>	R	<u>31/05/2022</u>	
105937	CP	13/06/2022	7548	Tesco - Milk	Jun 22	4.50	0.00	4.50	R	30/06/2022	
105938	CP	15/06/2022	7549	Land registry check		12.00	0.00	12.00	R	30/06/2022	
105939	CP	20/06/2022	7550	Card for JD		1.67	0.33	<u>2.00</u>	R	<u>30/06/2022</u>	
106307	CP	04/07/2022	7551	Tesco - Milks	Jul 22	3.00	0.00	3.00	R	31/07/2022	
106308	CP	05/07/2022	7552	Land Registry Check		6.00	0.00	6.00	R	31/07/2022	
106309	CP	15/07/2022	7553	Aldi - Tea		3.99	0.00	3.99	R	31/07/2022	
106310	CP	18/07/2022	7554	Tesco - Milk		5.10	0.00	5.10	R	31/07/2022	
106311	CP	18/07/2022	7555	POst Office - recorded Delivery		2.35	0.00	2.35	R	31/07/2022	
106312	CP	18/07/2022	7556	Tescos - Tea, Coffee Sugar		31.53	0.00	31.53	R	31/07/2022	
106313	CP	20/07/2022	7557	Card for KW Retirement		2.89	0.58	3.47	R	31/07/2022	
106314	CP	20/07/2022	7558	Kieran's Retirement		5.72	1.14	6.86	R	31/07/2022	
106315	CP	21/07/2022	7559	Kieran's Retirement		3.32	0.67	3.99	R	31/07/2022	
106316	CP	25/07/2022	7560	Tesco - Milk		3.40	0.00	3.40	R	31/07/2022	
106317	CP	27/07/2022	7561	Land registry Searches		15.00	0.00	15.00	R	31/07/2022	
Totals						<u>185.48</u>	<u>2.72</u>	<u>188.20</u>			

Transfers Between Accounts Apr 22 - Jul 22

Bank	Account Name	Type	Date	Journal	Transaction Details	Amount
1200	NAT WEST ACCOUNT NO 1:	JD	13/04/2022	J1673	Tsf from Direct Res to No1 Acc	99,000.00
1200	NAT WEST ACCOUNT NO 1:	JC	13/04/2022	J1674	Tsf from No1 Acc to No2 Acc Re: Wages	-65,000.00
1200	NAT WEST ACCOUNT NO 1:	JD	14/04/2022	J1674	Tsf from Direct Reserve to No1 acc	30,000.00
1200	NAT WEST ACCOUNT NO 1:	JC	12/05/2022	J1704	Tsf from No1 Acc to Direct Reserve	-99,000.00
1200	NAT WEST ACCOUNT NO 1:	JC	13/05/2022	J1705	Tsf from No1 Acc to Direct Reserve	-99,000.00
1200	NAT WEST ACCOUNT NO 1:	JC	13/05/2022	J1706	Tsf from No1 Acc to No2 Acc Re: Wages	-65,000.00
1200	NAT WEST ACCOUNT NO 1:	JC	18/05/2022	J1707	Tsf from No1 Acc to Direct Reserve	-99,000.00
1200	NAT WEST ACCOUNT NO 1:	JC	19/05/2022	J1708	Tsf from No1 Acc to Direct Reserve	-99,000.00
1200	NAT WEST ACCOUNT NO 1:	JC	20/05/2022	J1709	Tsf from No1 Acc to Direct Reserve	-99,000.00
1200	NAT WEST ACCOUNT NO 1:	JC	25/05/2022	J1710	Tsf from No1 Acc to Direct Reserve	-99,000.00
1200	NAT WEST ACCOUNT NO 1:	JC	26/05/2022	J1711	Tsf from No1 Acc to Direct Reserve	-99,000.00
1200	NAT WEST ACCOUNT NO 1:	JD	08/06/2022	J1717	Tsf from Direct Res to No1 Acc	99,000.00
1200	NAT WEST ACCOUNT NO 1:	JD	09/06/2022	J1718	Tsf from Direct Res to No1 Acc	99,000.00
1200	NAT WEST ACCOUNT NO 1:	JC	09/06/2022	J1719	Tsf from No1 Acc to No2 Acc Re: Wages	-65,000.00
1200	NAT WEST ACCOUNT NO 1:	JD	10/06/2022	J1720	Tsf from Direct Res to No1 Acc	89,000.00
1200	NAT WEST ACCOUNT NO 1:	JD	07/07/2022	J1725	Tsf from Direct Reserve to No1 acc	135,000.00
1200	NAT WEST ACCOUNT NO 1:	JC	07/07/2022	J1726	Tsf from No1 Acc to No2 Acc Re: Wages	-65,000.00
1201	NAT WEST ACCOUNT NO 2:	JD	13/04/2022	J1674	Tsf from No1 Acc to No2 Acc Re: Wages	65,000.00
1201	NAT WEST ACCOUNT NO 2:	JD	13/05/2022	J1706	Tsf from No1 Acc to No2 Acc Re: Wages	65,000.00
1201	NAT WEST ACCOUNT NO 2:	JD	09/06/2022	J1719	Tsf from No1 Acc to No2 Acc Re: Wages	65,000.00
1201	NAT WEST ACCOUNT NO 2:	JD	07/07/2022	J1726	Tsf from No1 Acc to No2 Acc Re: Wages	65,000.00
1257	Nat West Direct Reserve Acc	JC	13/04/2022	J1673	Tsf from Direct Res to No1 Acc	-99,000.00
1257	Nat West Direct Reserve Acc	JC	14/04/2022	J1674	Tsf from Direct Reserve to No1 acc	-30,000.00
1257	Nat West Direct Reserve Acc	JD	12/05/2022	J1704	Tsf from No1 Acc to Direct Reserve	99,000.00
1257	Nat West Direct Reserve Acc	JD	13/05/2022	J1705	Tsf from No1 Acc to Direct Reserve	99,000.00
1257	Nat West Direct Reserve Acc	JD	18/05/2022	J1707	Tsf from No1 Acc to Direct Reserve	99,000.00
1257	Nat West Direct Reserve Acc	JD	19/05/2022	J1708	Tsf from No1 Acc to Direct Reserve	99,000.00
1257	Nat West Direct Reserve Acc	JD	20/05/2022	J1709	Tsf from No1 Acc to Direct Reserve	99,000.00
1257	Nat West Direct Reserve Acc	JD	25/05/2022	J1710	Tsf from No1 Acc to Direct Reserve	99,000.00

1257	Nat West Direct Reserve Acc	JD	26/05/2022	J1711	Tsf from No1 Acc to Direct Reserve	99,000.00
1257	Nat West Direct Reserve Acc	JC	08/06/2022	J1717	Tsf from Direct Res to No1 Acc	-99,000.00
1257	Nat West Direct Reserve Acc	JC	09/06/2022	J1718	Tsf from Direct Res to No1 Acc	-99,000.00
1257	Nat West Direct Reserve Acc	JC	10/06/2022	J1720	Tsf from Direct Res to No1 Acc	-89,000.00
1257	Nat West Direct Reserve Acc	JC	07/07/2022	J1725	Tsf from Direct Reserve to No1 acc	-135,000.00

REF: MD

REPORT BY: Accounts Officer

PRECEPT AND FOREIGN WATER CONTRIBUTION

Introduction

A letter, which is attached, has been issued by the Environment Agency in connection with the proposed 2% increase to precept and foreign water contributions for the forthcoming financial year 2023/24.

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

The letter provides details of the amount of Precept and Foreign Water Contribution from 2015/16 to 2023/24.

This increase has been assumed in the draft budget for 2023/24 and the Medium Term Financial Plan assumes a 2% increase per annum.

Actions

The Environment Agency is asking for a response to this letter to confirm that the proposed 2% increase to precept and foreign water contributions for 2023/24 are acceptable.

Recommendations

- That the letter from the Environment Agency be noted.
- The Accounts Officer to respond to this letter stating that the proposed 2% increase to precept and foreign water contributions for 2023/24 are acceptable.

Martin Dear

Accounts Officer

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

Our ref: LSIDB/DLE

Date: 27 October 2022

Dear Cllr Riddle

Increase in Precept and Foreign Water Contribution

As you will be aware, the Internal Drainage Board Liaison Meeting is due to be held on 22 November 2022.

As in previous years, one of the meeting agenda items is to agree the annual increase in precept and foreign water contributions. In line with the approach taken in previous years, it is proposed that a 2% increase is again applied.

The upcoming meeting provides an opportunity to either reconfirm the agreement, or raise an exception, by voting on the matter. If the Lower Severn Internal Drainage Board are likely to vote to agree to the proposed 2% increase, I would ask that you please reply to confirm this in advance of the vote. If, however, you would like to discuss the matter in advance of the meeting, then I would ask that you contact me as soon as possible.

The outcome of the vote will be notified to the Severn and Wye Regional Flood and Coastal Committee in time for formal approval at their meeting, which is scheduled for 17 January 2023.

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

Year	Precept, £	Foreign Water Contribution, £	Net Precept / FWC, £
2015	193,651	151,495	42,156
2016	197,603	154,587	43,016
2017	201,556	157,687	43,869
2018	205,587	160,841	44,746
2019	209,699	164,058	45,641
2020	213,893	167,339	46,554
2021	218,171	170,685	47,485
2022	222,534	174,099	48,435
2023	226,985*	177,581*	49,404

* subject to agreement

You will note, this year, that proposed changes result in a net increase in cost to the Board of £969. I trust that this gives you sufficient information with which to confirm that changes for 2023 are acceptable on the Board's behalf, and would ask that you respond to this letter prior to the meeting on 22 November, if possible.

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

Yours sincerely

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

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

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

FINANCIAL FUNDING OF THE REMAINING UPGRADES OF THE PUMPING STATIONS**Introduction**

There are four pumping stations that are still waiting for their pumps to be replaced/upgraded. These are Oldbury (3) Marshfield (2) Lapperditch (2) Wicks Green (2). The figures in brackets represent the number of pumps at the station.

Although the total costs of this project are unknown, this paper identifies how the total costs can be financed. It is important that the Board has the funding available to fund the project before it starts the next phase of the project.

The first option is to explore the possibility of obtaining external grant funding. In this respect the Environment Agency is in the process of identifying £80m for IDBs to access for asset repair/replacement. IDBs will have to bid for funds.

This is the favoured option. However if bid is unsuccessful or the amount of the grant is insufficient to cover the total cost of the project the Board will need to identify alternative sources of funding.

In this scenario it is proposed that the funds available within the LSDB's own resources are utilised before any borrowing takes place. The funds available are the Developers Fund Reserve and the Capital Expenditure Reserve.

The Developers Fund Reserve has a balance of about £1m. This Reserve was initially created to pay for future maintenance within the Avonmouth Severnside Enterprise Area (ASEA), for which the Board has entered into contracts with developers and therefore has a resultant potential future cost. The present computed value of the potential cost is £300,000 over the next 18 years, to 2040/41. It is unlikely that this sum will be fully realised as it is over 10 projects. It is proposed that this potential cost is transferred to the revenue account. Hence if any of this materialises then it will be a call on the income and expenditure account. Hence the £1m from this reserve could be used to fund the pump replacement programme.

Further details are provided in the paper presented to the Treasury Sub Committee on 9th March 2022 concerning the Developers Fund contribution to the annual maintenance expenditure. This is attached as Appendix A. The proposals within this paper were approved by F&GP on 18 May 2022 and the Board on 8 June 2022.

The Capital Expenditure Reserve has a balance of about £350k. This reserve is for capital projects and it is proposed that all of this is allocated to the pump replacement programme.

The actions above may not generate sufficient funds to cover the cost of the project. Hence the LSDB may need borrow money. The most efficient way of doing this is to apply for a PWLB (Public Works Loan Board) loan. Looking at the criteria for granting a loan, a pump

replacement programme is exactly the type of project that is eligible. PWLB borrowing rates vary on a daily basis and the rate charged depends on when the loan is taken out. In November 2022, borrowing £5,000,000 over 20 years would cost £274,600 per annum, over 30 years £304,300 per annum. The interest rates being 4.28% and 4.47% respectively. The actual amount of the loan and payback period can be determined at a future date.

To fund the repayments to the PWLB and to future proof the LSDB in respect of future pump replacements/refurbishments the proposal includes the continuation of the annual allocation of funds from the income and expenditure account to the Capital Expenditure Reserve. For 2023/24 this is due to be £300,000. The proposal is for this transfer to be increased every year by the percentage increase in the Levy and Rate.

Summary

In order to fund the ongoing pump replacement/refurbishment project, finance should be sought in the following order:

- Apply to EA for a grant
- Utilise the Board's own resources by using the Developers Fund and Capital Reserve Fund.
- Apply for a loan from the PWLB

Comments from the Civil Engineer and the Land Drainage Engineer

It should be noted that, the payments made to the Board are contributions to the boards wider finances and do not represent a contractual agreement. A case can be made that the board's ability to levy a higher rate on the land due to it moving from agricultural land to developed is sufficient to fund the Boards ongoing maintenance activities.

Proposal

To fund the pump replacement programme by:

- Applying to the EA for a grant
- Transferring the Developers potential cost to the income and expenditure account
- Utilising the balance on the Developers Fund Reserve circa £1m
- Utilising the balance on the Capital Programme Reserve circa £350k
- Taking out a PWLB loan – amount and payback period to be determined at a future date
- To pay for the PWLB loan and to future proof the LSIDB, transfer £300,000 in 2023/24 to the Capital Reserve Fund from the income and expenditure account and to increase this amount annually by the percentage increase in the Levy and Rate.

Recommendation

The proposal be agreed and presented to the Board for approval

Martin Dear
Accounts Officer

COMMITTEE: Treasury Sub

MEETING DATE: 09.03.2022

REF: MD

REPORT BY: Accounts Officer

Developers Fund contribution to the annual maintenance expenditure

Introduction

The value of the Board's investments and the Developers' Funds Reserve is about £1 million. Their purpose is to pay for future maintenance within the Avonmouth Severnside Enterprise Area (ASEA), for which the Board has entered into contracts with developers and therefore has a resultant liability.

The purpose of this paper is to determine whether the funds held are sufficient for the anticipated future liability or indeed if there is a surplus. If there is a surplus, then the Board would be holding funds that have not been identified against future expenditure.

In determining the above there is bound to be uncertainty with regard to both the capital appreciation of the investment portfolio and the developers' funds liability over the period of the ASEA project. The ASEA project has a lifespan of 20 years.

This paper will also assist in determining as to how the Board will deal with the financing of the Capital Programme. The Capital Programme currently shows a predicted expenditure sum of £10 million to 2029/30.

The present computed value of liabilities is £310,000. So with an inflation rate over the whole period averaging, say, 5 % the current liability would rise to approximately £1 million by 2041.

Based on the performance of the investments to date, the portfolio has grown faster than the rate of inflation. There is nothing to suggest that this situation will change.

The current value of the Investments are such that there are sufficient funds to cover for a variation in figures and computation.

In general terms, it appears that the present Developers' Funds Reserve is of such a size that it should cover the Board's expected long term liability.

Comments from the Civil Engineer

In terms of a methodology to provide an estimate it is quite tricky to make any kind of informed calculation. I would suggest that, if you are looking for a figure to transfer

that a nominal amount of say £50k based on what I believe to be realistic would be appropriate. I will leave you to apply whatever inflationary figure you feel to be appropriate and I would suggest a review every 5 years.

Comments from the Chairman

The “transfer” referred to would be from the Developers’ Funds Reserve to the Capital Expenditure Reserve to assist in the financing of the capital programme.

Proposals

1. From 2023/24, transfer £50,000 plus 5% per annum (inflation) for 20 years;
2. Review every 5 years;
3. Treat any further sums received from developers on the same basis.

Recommendation

To determine if a recommendation is to be made to the Finance and General Purposes Committee for forwarding to the Board for approval.

Martin Dear

Accounts Officer

REF: MD**REPORT BY: Accounts Officer**

ACCOUNTS OFFICER REPORTS

Introduction

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

1. Management Accounts – 1st April 2022 to 30th September 2022.

The management accounts to 30th September 2022 shows a projected surplus of £15,646. This is against a budgeted deficit of £20,858. A positive variance of £36,504. The supporting notes explains the reasons for the variance.

2. Forecast results for the year ended 31st March 2023.

The outturn forecast shows a predicted deficit of £23,019. This is against a budgeted deficit of £30,750. A positive variance of £7,731. The supporting notes explains the reasons for the variance.

3. Draft Budget for 2023/24

The draft budget shows a deficit of £40,611. The draft budget assumes that the rate and levy is increased from 10.6p to 11.5p. The supporting notes explains the proposed increases/decreases in income and expenditure from the previous year.

4. Estimated Balance Sheets as at 31st March 2023 and 2024

The estimated Balance Sheets are based on the forecast results for the year ended 31st March 2023 and the draft budget for 2023/24.

5. Capital Expenditure for 2022/23 and 2023/24

The supporting papers include the proposed Capital Expenditure for 2023/24 and the actual Capital Expenditure in 2022/23 to 30th September 2022.

6. Apportionment between Charging Authorities

The annual values have been calculated as at 31st October 2022. This apportions the Special Levies between the Charging Authorities and the amount to be collected from the Agricultural Rate. A rate of 11.5p is illustrated.

7. Capital Programme to 2028/29

The Capital Programme shows expenditure of £9,136,319 during the period.

8. Medium Term Financial Plan 2023/28

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

- In 2023/24 a deficit of £41,000
- In 2024/25 a deficit of £82,000
- In 2025/26 a deficit of £106,000
- In 2026/27 a deficit of £151,000
- In 2027/28 a deficit of £202,000

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

9. Cash Flow to April 2023

The projected cash flow to April 2023 shows a projected cash balance of £909,000 at the end of this year.

10. Cash Flow for 2023/24

The projected cash flow to April 2024 shows a projected negative cash balance of £297,000 at the end of the year.

11. Developers Funds as at 30th September 2022

The schedule of Developers Funds shows the estimated balance as at 31st March 2023.

Actions

For the meeting of the F&GP Committee on 25th January 2023 the following will be updated:

- Management Accounts – 1st April 2022 to 30th November 2022;
- Forecast results for the year ended 31st March 2023;
- Draft Budget for 2023/24;
- Estimated Balance Sheets as at 31st March 2023 and 2023;
- Capital Expenditure for 2021/22 and 2022/23;
- Apportionment between Charging Authorities for 2022/24;
- Capital Programme to 2028/29;
- Medium Term Financial Plan 2023/28;
- Cash Flow to April 2023;
- Cash Flow for 2023/2024;
- Developers Funds as at 30th November 2022.

Recommendations

That the following reports be noted:

1. Management Accounts - 1 April 2022 to 30th September 2022;
2. Forecast results for the year ended 31st March 2023;
3. Draft Budget for 2023/24;
4. Estimated Balance Sheets as at 31st March 2023 and 2024;
5. Capital Expenditure for 2022/23 and 2023/24;
6. Apportionment between Charging Authorities;
7. Capital Programme to 2028/29;
8. Medium Term Financial Plan 2023/28;
9. Cash Flow to April 2023;
10. Cash Flow for 2023/2024;
11. Developers Funds as at 30th September 2022.

Martin Dear

Accounts Officer

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

BALANCE SHEET AS AT 30 SEPTEMBER 2022

	Note	£	30/09/22 £	30/09/21 £	Variance £	31/03/22 £	Variance £
FIXED ASSETS							
Fixed Assets	1	1,471,163	1,471,163	985,759	485,404	1,365,615	105,548
LONG TERM ASSETS							
Investments		815,200	815,200	1,017,343	-202,143	948,555	-133,355
CURRENT ASSETS							
Stock +WiP		99,049		54,995	44,054	79,952	19,097
Trade Debtors		18,086		100	17,986	362	17,724
Drainage Rate Debtors		2,859		756	2,103	218	2,641
Levy Debtors		0		0	0	0	0
VAT Claim		7,527		18,131	-10,604	19,491	-11,964
Special Levies - Environment Agency		24,218		23,743	475	0	24,218
Prepayments		20,763		19,952	811	39,117	-18,354
Cash at Bank and in hand		377,269		643,724	-266,455	386,170	-8,901
Short Term Deposits		410,521		409,818	703	409,958	563
			960,292	1,171,219	-210,927	935,268	25,024
CURRENT LIABILITIES							
Trade Creditors		-63,180		-107,960	44,780	-43,914	-19,266
Other Creditors		-36,700		-35,706	-994	-29,274	-7,426
Accrued Expenses		-4,195		-7,556	3,361	-18,001	13,806
Finance Leases due within one year		0		0	0	0	0
Prepaid Rates	2	-65,135		-61,415	-3,720	0	-65,135
Prepaid Levies	2	-11,337		-10,375	-962	0	-11,337
Payments Received in Advance		0		-16,800	16,800	0	0
Prepaid Developers Funds		-23,166		-22,491	-675	0	-23,166
			-203,713	-262,303	58,590	-91,189	-112,524
NET CURRENT ASSETS			756,579	908,916	-152,337	844,079	-87,500
TOTAL ASSETS LESS CURRENT LIABILITIES			3,042,942	2,912,018	130,924	3,158,249	-115,307
LONG TERM LIABILITIES							
Finance Leases		0		0	0	0	0
Pension scheme deficit		-708,000		-1,412,000	704,000	-708,000	0
			-708,000	-1,412,000	704,000	-708,000	0
NET ASSETS			2,334,942	1,500,018	834,924	2,450,249	-115,307
FINANCED BY:							
CAPITAL ACCOUNT			666,569	666,569	0	666,569	0
ACCUMULATED FUND							
Balance brought forward		1,093,359		596,060	497,299	596,060	497,299
Surplus for the 6 months		153,146		153,332	-186	256,853	-103,707
Transfer to Capital Expenditure Reserve		-137,500		-125,000	-12,500	-250,000	112,500
Additional Transfer to Capital Exp. Res.		0		0	0	0	0
Transfer from Capital Expenditure Reserve		0		0	0	490,446	-490,446
			1,109,005	624,392	484,613	1,093,359	15,646
Developers Funds Reserve							
Investments at cost		650,000		650,000	0	650,000	0
Increase in value		165,200		367,343	-202,143	298,555	-133,355
Investments at current value		815,200		1,017,343	-202,143	948,555	-133,355
Cash at Bank		64,850		111,132	-46,282	111,137	-46,287
			880,050	1,128,475	-248,425	1,059,692	-179,642
Capital Expenditure Reserve	3		242,735	347,999	-105,264	194,046	48,689
Pension Reserve			-708,000	-1,412,000	704,000	-708,000	0
Revaluation Reserve			144,583	144,583	0	144,583	0
			2,334,942	1,500,018	834,924	2,450,249	-115,307

Notes

- Fixed assets include purchases, sales and depreciation for 6 months to 30 September 2022
- In all these cases the balance sheet has been adjusted to reflect receipts
- This Reserve is held as cash and increases by £22,917 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 6 MONTHS TO 30 SEPTEMBER 2022

YEAR TO DATE

Income	Note	Actual	Budget	Variance	30 September 2021	Variance
		£	£	£	£	£
Levies Charged to Authorities	1	742,451	742,451	0	678,501	63,950
Agricultural Rates	1	68,598	68,598	0	62,803	5,795
Rechargeable Works		4,565	1,200	3,365	31,060	-26,495
Application Fees		1,600	1,500	100	1,500	100
Consultancy Fees Recharged		14,664	9,000	5,664	0	14,664
Surplus on Sale of Assets		15,623	13,623	2,000	36,996	-21,373
Miscellaneous Income		4,085	0	4,085	0	4,085
Foreign Water Grant - EA		87,050	87,050	0	85,343	1,707
Developers Fund Contribution	1	23,166	23,166	0	22,491	675
Interest		739	500	239	136	603
Total		962,541	947,088	15,453	918,830	43,711
Expenditure						
Payroll		391,687	391,870	183	377,474	-14,213
Office Maintenance	2	10,189	16,418	6,229	7,675	-2,514
Maintenance	3	125,429	123,950	-1,479	106,892	-18,537
EA Levy		111,267	111,267	0	109,086	-2,181
Motor Travel and Subsistence	4	14,766	13,079	-1,687	10,934	-3,832
Communications		2,856	3,218	362	2,395	-461
Administration	5	14,959	17,662	2,703	15,755	796
Engineering Consultancy Fees		22,340	37,500	15,160	25,359	3,019
Legal and Professional Fees	6	3,217	2,475	-742	2,133	-1,084
Audit and Accountancy Fees		400	0	-400	1,150	750
Depreciation		111,357	111,357	0	105,706	-5,651
Bank Charges		928	1,650	722	939	11
Total		809,395	830,446	21,051	765,498	-43,897
Surplus for 6 months		153,146	116,642	36,504	153,332	-186
Transfer to Capital Expenditure Res.		137,500	137,500	0	125,000	12,500
Net Surplus for 6 months		15,646	-20,858	36,504	28,332	-12,686

The results for 6 months show a surplus of £15,646 against a budget of -£20,858 a positive difference of £36,504.

The major reasons for the variances are:-

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

2) Office Maintenance -

3) Maintenance costs analysis is as follows:

	Actual £	Budget £	Variance £	Explanation for major variances
Plant Maintenance	51,331	42,097	-9,234	Kobelco(WU16 TZM)Ridding Circuit & water pump £4,900. Saul - Wet well repairs and pipework £10,400 Flails £4,700
Maintenance Compensation	0	500	500	
Vehicle, Plant	66,185	66,725	540	
Workshop Fixtures & Fittings	6,302	3,630	-2,672	
Pump Station Electricity	-576	7,038	7,614	Credit Notes - Saul £4,688 (Aug 2021 to Feb 2022).
Health & Safety	2,187	3,960	1,773	
	125,429	123,950	-1,479	

4) Administration -	Actual £	Budget £	Variance £	
	14,959	17,662	2,703	Project Management Training Course (£1,850)

5) Engineering Consultancy fees -

	Actual £	Budget £	Variance £
Non Rechargeable Fees	12,710	30,000	17,290
Rechargeable Fees	9,630	7,500	-2,130
	22,340	37,500	15,160

6) Legal & Professional Fees

Actual £	Budget £	Variance £	
3,217	2,475	-742	CEO Recruitment Advice £1,010.

Notes:

Surplus on sale of assets is:	£
Energreen 2000 - VX65 HVB	15,623

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

FORECAST TO YEAR END

INCOME AND EXPENDITURE FORECAST TO YEAR END - 31 MARCH 2023

Income	Note	Projected Outturn £	Budget £	Variance £	31 March 2022 £	Variance £
Levies charged to Authorities	1	1,484,901	1,484,901	0	1,357,001	127,900
Agricultural Rates	1	137,196	137,196	0	125,607	11,589
Rechargeable Works		18,000	18,000	0	51,103	-33,103
Application Fees		3,200	3,000	200	2,050	1,150
Consultancy Fees Recharged		18,000	18,000	0	16,800	1,200
Surplus on Sale of Assets		15,623	13,623	2,000	31,809	-16,186
Miscellaneous Income		4,085	0	4,085	0	4,085
Foreign Water Grant - EA		174,099	174,099	0	170,686	3,413
Developers Fund Contribution	1	46,332	46,332	0	44,982	1,350
Interest		1,478	1,000	478	297	1,181
Total		1,902,914	1,896,151	6,763	1,800,335	102,579
Expenditure						
Payroll		793,739	783,739	-10,000	762,323	-31,416
Office Maintenance	2	20,378	23,073	2,695	19,501	-877
Maintenance	3	232,200	232,200	0	215,934	-16,266
EA Levy		222,534	222,534	0	218,171	-4,363
Motor Travel and Subsistence	4	29,532	26,510	-3,022	21,738	-7,794
Communications		5,712	6,435	723	5,085	-627
Administration	5	35,821	46,433	10,612	29,241	-6,580
Engineering Consultancy Fees		75,000	75,000	0	44,779	-30,221
Legal and Professional Fees	6	6,434	4,950	-1,484	4,738	-1,696
Audit and Accountancy Fees		5,019	5,019	0	5,850	831
Depreciation		222,708	222,708	0	214,509	-8,199
Bank Charges		1,856	3,300	1,444	1,613	-243
Total		1,650,933	1,651,901	968	1,543,482	-107,451
Anticipated Surplus at Year End		251,981	244,250	7,731	256,853	-4,872
Transfer to Capital Expenditure Res		275,000	275,000	0	250,000	25,000
Anticipated Net Surplus at Year End		-23,019	-30,750	7,731	6,853	-29,872

Notes

This reflects the activity in the year to 30 September 2022.

The major variances from the Budget relate to activity to 30 September 2022.

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

F&GP December 2022

Proposed Budget 2023/24

	Budget 2022/23 10.6p	Predicted Out turn 2022/23	Variance	Proposed Budget 2023/24 11.5p	Variance	Notes
	£	£	£	£	£	
Income						
Levies charged to authorities	1,484,901	1,484,901	0	1,610,978	126,077	1
Agricultural rate	137,196	137,196	0	148,842	11,646	1
Foreign Water Grant	174,099	174,099	0	177,581	3,482	2
Rechargeable works	18,000	18,000	0	18,000	0	
Application fees & wayleaves	3,000	3,200	200	3,000	0	
Plan checking fees	0	0	0	0	0	
Eng. Consultancy recharged	18,000	18,000	0	18,000	0	
Developers Fund Contribution	46,332	46,332	0	0	-46,332	3
Bank interest	1,000	1,478	478	3,000	2,000	4
Miscellaneous income	0	4,085	4,085	0	0	
Book profit (loss) on plant sales	13,623	15,623	2,000	16,911	3,288	5
Total	1,896,151	1,902,914	6,763	1,996,312	100,161	
Expenditure						
Payroll	783,739	793,739	-10,000	851,676	67,937	6
Office maintenance	23,073	20,378	2,695	22,080	-993	7&8
Plant maintenance	232,200	232,200	0	251,200	19,000	7,8&9
EA Levy	222,534	222,534	0	226,985	4,451	10
Motor, travel & subsistence	26,510	29,532	-3,022	29,161	2,651	7&8
Communications	6,435	5,712	723	7,079	644	7&8
Administration	46,433	35,821	10,612	54,422	7,989	7&8
Eng. Consultancy general	60,000	60,000	0	40,000	-20,000	
Eng. Consultancy recharged	15,000	15,000	0	15,000	0	
Legal & professional fees	4,950	6,434	-1,484	5,445	495	7&8
Audit & accountancy fees	5,019	5,019	0	5,500	481	7&8
Depreciation	222,708	222,708	0	226,395	3,687	11
Bank charges	3,300	1,856	1,444	1,980	-1,320	7&8
Total	-1,651,901	-1,650,933	968	-1,736,923	85,022	
Transfer to Capital Expenditure Reserve	-275,000	-275,000	0	-300,000	-25,000	12
Surplus (deficit) to (from)						
Accumulated Reserve	-30,750	-23,019	7,731	-40,611	-9,861	

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

	Proposed Budget	2023/24
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Notes

The proposed budget indicates a deficit of £40,611 if the rate is increased to 11.5p.
An increase of 1p in the rate generates additional income of £153,000.

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

1. Increase due to land transfers and assumed increase of rate by 0.9p to 11.5p
2. A 2% increase in the Foreign Water Grant.
3. Assumes no further drawdowns from the Developers Fund.
4. Increase reflects the current interest rates increase.
5. Sales as per Capital Expenditure Budget 2023/24.
6. As per Salaries working paper. Assumes an annual pay award of 2.1% plus £1,500.
7. To reflect anticipated year end position.
8. Assumes a general increase on goods and materials of 10%.
9. An increase of £10,000 to reflect increase in general fuel costs.
10. A 2% increase in the Environment Agency Levy.
11. Anticipated Depreciation charge for 2023/24.
12. The transfer to the Capital Expenditure Reserve has been increased by £25,000.

Breakdown of Proposed Increase

Increase in Payroll costs	0.44 p
General Inflation Provision	0.20 p
Increase in Net Profit on Sale of Assets from previous year	-0.02 p
Increase in provision for Depreciation	0.03 p
Decrease in Consultancy Fees	-0.13 p
Reduction in contribution from Developers Fund	0.30 p
Increase in transfer to Capital Expenditure Reserve	0.16 p
Net Increase in Budget Deficit	-0.06 p
Other	-0.02 p
	0.90 p

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

BALANCE SHEET AS AT 31 MARCH

	£	Actual 31/03/22 £	Estimated 31/03/23 £	Variance £	Estimated 31/03/24 £	Variance £
FIXED ASSETS						
Fixed Assets	<u>1,365,615</u>	1,365,615	1,363,542	2,073	1,297,443	68,172
LONG TERM ASSETS						
Investments	<u>948,555</u>	948,555	815,200	133,355	815,200	133,355
CURRENT ASSETS						
Stock +WiP	79,952		99,049	-19,097	99,049	-19,097
Trade debtors	362		18,086	-17,724	18,086	-17,724
Drainage rate debtors	218		1,500	-1,282	1,500	-1,282
VAT Claim	19,491		7,527	11,964	7,527	11,964
Prepayments	39,117		20,998	18,119	21,251	17,866
Cash at bank and in hand	386,170		199,000	187,170	-297,000	683,170
Short term deposits	<u>409,958</u>		<u>710,000</u>	-300,042	<u>0</u>	<u>409,958</u>
		935,268	1,056,160	-120,892	-149,587	1,084,855
CURRENT LIABILITIES						
Trade Creditors	-43,914		-63,180	19,266	-63,180	19,266
Other Creditors	-29,274		-25,750	-3,524	-25,750	-3,524
Accrued expenses	-18,001		-4,195	-13,806	-4,195	-13,806
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
		-91,189	-93,125	1,936	-93,125	1,936
NET CURRENT ASSETS		844,079	963,035	-118,956	-242,712	1,086,791
TOTAL ASSETS LESS CURRENT LIABILITIES		3,158,249	3,141,777	16,472	1,869,931	1,288,318
LONG TERM LIABILITIES						
Pension scheme deficit	<u>-708,000</u>		<u>-708,000</u>	0	<u>-708,000</u>	0
		-708,000	-708,000	0	-708,000	0
NET ASSETS		2,450,249	2,433,777	16,472	1,161,931	1,288,318
FINANCED BY:						
CAPITAL ACCOUNT		666,569	666,569	0	666,569	0
ACCUMULATED RESERVE						
Balance brought forward	596,060		1,093,359	-497,299	1,070,340	-474,280
Surplus for the 12 months	256,853		251,981	4,872	259,389	-2,536
Transfer to Capital Expenditure Reserve	-250,000		-275,000	25,000	-300,000	50,000
Additional Transfer to Capital Exp. Res.	0		0	0	0	0
Transfer from Capital Expenditure Reserve	<u>490,446</u>		<u>0</u>	<u>490,446</u>	<u>0</u>	<u>490,446</u>
		1,093,359	1,070,340	23,019	1,029,729	63,630
Developers Fund Reserve						
Investments at cost	650,000		650,000	0	650,000	0
Increase in value	<u>298,555</u>		<u>165,200</u>	<u>133,355</u>	165,200	133,355
Investments at current value	948,555		815,200	133,355	815,200	133,355
Cash at Bank	<u>111,137</u>		<u>64,850</u>	<u>46,287</u>	<u>14,850</u>	<u>96,287</u>
		1,059,692	880,050	179,642	830,050	229,642
Revaluation Reserve		144,583	144,583	0	144,583	0
Capital Expenditure Reserve		194,046	380,235	-186,189	-801,000	995,046
Pension Reserve		-708,000	-708,000	0	-708,000	0
		2,450,249	2,433,777	16,472	1,161,931	1,288,318

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

F&GP December 2022

Capital Expenditure Budget 2022/23

	Budget Purchases cost	Purchase cost	Sales book value	Proceeds of sale	Book profit on sale (loss)
	£	£	£	£	£
Plant and Machinery					
New Energreen SPV3 - 95XT - VX72 FUW	239,582				
Sale of Energreen 2000 - VX65 HVB			24,377	38,000	13,623
New Flails Spearhead	13,283				
	252,865	0	24,377	38,000	13,623
Office					
Items not included in original budget					
2 Mobile Phones		570			
Laptop		1,130			
	0	1,700	0	0	0
Motor Vehicles					
	0	0	0	0	0
Pumps					
	0	0	0	0	0
Total fixed asset changes	252,865	1,700	24,377	38,000	13,623

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

F&GP December 2022

Capital Expenditure Budget 2023/24

	Budget Purchases cost £	Purchase cost £	Sales book value £	Proceeds of sale £	Book profit on sale £
Plant and Machinery					
New Excavator Kobelco SK140	105,000				
Sale of Excavator Kobelco WU16 ZTM			15,017	24,000	8,983
Water Level Management Equipment	8,000				
(Approved by the Board 25/09/2019)					
New Aggregate Bunkers (to be approved)	30,000				
	143,000	0	15,017	24,000	8,983
Office					
	0	0	0	0	0
Motor Vehicles					
New Isuzu D-Max	32,385				
Sale of Land Rover 110 WN03 NVK			72	8,000	7,928
	32,385	0	72	8,000	7,928
Pumps					
	0	0	0	0	0
Total fixed asset changes	175,385	0	15,089	32,000	16,911

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

APPORTIONMENT BETWEEN CHARGING AUTHORITIES

CHARGING AUTHORITIES LEVIES ANNUAL VALUES AS AT

31 October 2022

Charging Authorities	AV	Percentage	Proposed Levy 2023/24	Previous Levy 2022/23	Increase due to land transfers, rates to levies	Increase due to levy and rate rise of 0.90 p	Total Increase
			0.115	0.106			
			£	£	£	£	£
Bristol City Council	7,589,404	49.59	872,782	804,477	0	68,305	68,304
South Gloucestershire Council	3,410,262	22.29	392,180	361,488	0	30,692	30,692
Stroud District Council	1,615,360	10.56	185,767	171,228	0	14,539	14,539
Gloucester City Council	729,072	4.76	83,843	77,282	0	6,561	6,561
Forest of Dean Council	450,501	2.94	51,808	47,753	0	4,055	4,055
Herefordshire Council	123,087	0.80	14,155	13,047	0	1,108	1,108
Tewkesbury Borough Council	73,933	0.48	8,502	7,837	0	665	665
Malvern Hills District Council	16,880	0.11	1,941	1,789	0	152	152
	14,008,499	91.54	1,610,978	1,484,901	0	126,077	126,077
Local Authorities	14,008,499	91.54	1,610,978	1,484,901	0	126,077	126,077
Agricultural rates	1,294,272	8.46	148,842	137,196	-3	11,649	11,646
(per DRS)	15,302,771	100.00	1,759,820	1,622,097	-3	137,726	137,723

0.50

0.00

The final percentages will be based on 31 December 2022 annual values

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

Expenditure Forecast for the Capital Programme - 2022/23 to 2028/29

As at 30 September 2022

		2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	Total 2022/29	
		£	£	£	£	£	£		£	
Pump Stations										
	No. of Pumps									
Oldbury	3						2,563,042	905,704	3,468,746	
Marshfield	2		733,102	397,837					1,130,939	
Lapperditch	2		797,997	436,425					1,234,422	
Wicks Green	2				1,269,664	678,982			1,948,646	
Elmore Back	2	88,811							88,811	
Saul	1								0	
Pump Expenditure Total		88,811	1,531,099	834,262	1,269,664	678,982	2,563,042	905,704	7,871,564	0
Plant and Vehicles										
Water Level Monitoring Equipment		8,000							8,000	
Energreen SPV3		240,370							240,370	
Energreen VX65 HVB		-38,000							-38,000	
Kobelco Excavator			105,000						105,000	
Kobelco Excavator WU16 T2M			-24,000						-24,000	
Isuzu Truck			32,385						32,385	
Isuzu Truck WU17 NVD			-8,000						-8,000	
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 FUJ								-18,000	-18,000	
Plant and Vehicles Expenditure Total		210,370	105,385	295,000	0	89,000	0	565,000	1,264,755	0
Capital Expenditure Total		299,181	1,636,484	1,129,262	1,269,664	767,982	2,563,042	1,470,704	9,136,319	

Details of Budget and Expenditure on Pump Stations

		Budget	Previous Years Expenditure	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	Total
		£	£	£	£	£	£	£	£		£
Pump Stations	No. of Pumps										
Oldbury	3	3,493,429	24,683						2,563,042	905,704	3,493,429
Marshfield	2	1,156,385	25,446		733,102	397,837					1,156,385
Lapperditch	2	1,207,343	33,288		797,997	436,425					1,267,710
Wicks Green	2	1,972,281	23,635				1,269,664	678,982			1,972,281
Elmore Back	2	815,000	869,277	88,811							958,088
Saul	1	180,000	179,623								179,623
Pump Expenditure Total		8,824,438	1,155,952	88,811	1,531,099	834,262	1,269,664	678,982	2,563,042	905,704	9,027,516

0

Details of Expenditure on Pump Stations in 2022/23

		Spend in current financial year, 2022/23, to 1 September 2022	Spend in current financial year, in September 2022	Total Spend to date	Expected spend in current financial year from 1 October 2022	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		0	0	0
Wicks Green	2		0	0		0	0	0
Elmore Back	2	83,050	5,761	88,811		88,811	30,000	-58,811
Saul	1		0	0		0	0	0
Total		83,050	5,761	88,811	0	88,811	30,000	-58,811
				0		0		0

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

MTFP (Medium Term Financial Plan)

A) Income and Expenditure

	10.6	11.5	Rate - Pence in the Pound				13.4	
			12.0	12.5	13.0			
			The future annual rates shown are for illustrative purposes only.					
	YEAR 2022/23 Budget £000's	YEAR 2023/24 Budget £000's	YEAR 1 2024/25 Estimate £000's	YEAR 2 2025/26 Estimate £000's	YEAR 3 2026/27 Estimate £000's	YEAR 4 2027/28 Estimate £000's	Total all years 2024/28 £000's	
Income (line10)	1,896	1,996	2,090	2,137	2,217	2,282	8,725	
Expenditure (line 24)	1,652	1,737	1,871	1,918	2,018	2,109	809	
Estimated +surplus -deficit (line 23)	244	259	218	219	199	173	7,916	
Transfer to Capital Reserve (line 24)	275	300	300	325	350	375	1,350	
Net estimated +surplus -deficit (line 25)	-31	-41	-82	-106	-151	-202	-541	
Transfer from Capital Res. (line 26)	0	0	0	0	350	0	350	
Accumulated Res. b/f (line27)	957	948	907	825	719	918	907	
Accumulated Res. c/f (line28)	926	907	825	719	918	716	716	
Accumulated Reserve as % of expenditure	56.05%	52.22%	44.11%	37.51%	45.50%	33.94%	88.50%	

B) Working Capital - Cash Flow

	YEAR 2022/23 Budget £000's	YEAR 2023/24 Budget £000's	YEAR 1 2024/25 Estimate £000's	YEAR 2 2025/26 Estimate £000's	YEAR 3 2026/27 Estimate £000's	YEAR 4 2027/28 Estimate £000's	Total all years 2024/28 £000's	
Balances b/f	491	464	489	324	346	247	489	
Net cash movement	-32	25	-165	22	-99	179	-62	
Balances c/f	459	489	324	346	247	427	427	

C) Cash at Bank

	YEAR 2022/23 Budget £000's	YEAR 2023/24 Budget £000's	YEAR 1 2024/25 Estimate £000's	YEAR 2 2025/26 Estimate £000's	YEAR 3 2026/27 Estimate £000's	YEAR 4 2027/28 Estimate £000's	Total all years 2024/28 £000's	
Working Capital	459	489	324	346	247	427	427	
Capital Expenditure Reserve	386	-801	-1,258	-2,122	-2,248	-4,350	-4,350	
Developers Reserve	65	15	20	20	20	20	20	
	910	-297	-914	-1,756	-1,981	-3,903	-3,903	

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

Medium Term Financial Plan (MTFP)

			Rate - Pence in the Pound						
			10.6	11.5	12.0	12.5	13.0	13.4	
			The future annual rates shown are for illustrative purposes only.						
Income and Expenditure basis	Line	Note	YEAR	Proposed YEAR	YEAR 1	YEAR 2	YEAR 3	YEAR 4	Total
			2022/23 Budget £000's	2023/24 Budget £000's	2024/25 Estimate £000's	2025/26 Estimate £000's	2026/27 Estimate £000's	2027/28 Estimate £000's	all years 2024/28 £000's
Income									
Levies and charges to Authorities	1	1	1,485	1,611	1,679	1,749	1,819	1,875	7,121
Agricultural rates	2	2	137	149	155	162	168	174	659
sub total +	3		1,622	1,760	1,834	1,911	1,987	2,048	7,780
Foreign Water Grant		3	174	177	181	184	188	192	744
Developers Fund Contribution	5	4	46	0	0	0	0	0	0
Other Income	6		39	39	39	39	39	39	156
Bank interest	7	5	1	3	3	3	3	3	12
Surplus on sale of fixed assets	8		14	17	33	0	0	0	33
sub total +	9		274	236	256	226	230	234	945
total income	10		1,896	1,996	2,090	2,137	2,217	2,282	8,725
Expenditure									
Payroll	11	6	784	852	882	913	945	978	3,717
Office maintenance	12		23	22	22	22	22	22	88
Maintenance plant and machinery	13	7	232	251	264	277	291	305	1,136
EA Levy	14	3	223	227	232	236	241	246	954
Motor travel and subsistence	15		27	29	30	31	33	34	128
Communications	16		6	7	7	7	7	7	28
Administration	17	8	46	55	58	61	64	67	249
Engineering consultancy fees	18		75	55	55	55	55	55	220
Legal and professional fees	19		5	6	6	6	6	6	24
Audit and Accountancy fees	20		5	5	5	5	6	6	22
Depreciation	21	9	223	226	310	303	348	382	1,342
Bank charges	22		3	2	2	2	2	2	8
total expenditure			1,652	1,737	1,871	1,918	2,018	2,109	7,916
Estimated +surplus -deficit	23		244	259	218	219	199	173	809
Transfer to Capital Reserve	24	10	275	300	300	325	350	375	1,350
Net estimated +surplus -deficit	25		-31	-41	-82	-106	-151	-202	-541
Transfer from Capital Reserve	26	11	0		0	0	350	0	350
Accumulated Fund	27	b/f	957	948	907	825	719	918	907
Contribution to Accumulated Fund	28	c/f	926	907	825	719	918	716	716
Adjust for non cash items									
Depreciation	29	9	223	226	310	303	348	382	1,342
Surplus on sale on fixed assets	30		-14	-17	-33	0	0	0	-33
Cash items not included									
Plant purchases net of sales receipts	31	12	-210	-143	-360	-175	-295	0	-830
Adjustment for cash flow purposes	32		-1	66	-84	128	53	382	479
Net creditors/debtors	33		0	0					
Net cash flow movement	34		-32	25	-165	22	-99	179	-62
Working Capital	35	b/f	491	464	489	324	346	247	489
Working Capital	37		459	489	324	346	247	427	427
Add Capital Expenditure Reserve	38		386	-801	-1,258	-2,122	-2,248	-4,350	-4,350
Add Developers Fund Reserve	39		65	15	20	20	20	20	20
Bank balances	40	c/f	910	-297	-914	-1,756	-1,981	-3,903	-3,903

Note:

- Proposed rates and levies increase.
- Agricultural rates - there will be a write off of £2,883 due to under 125 AV not collected.
- EA have informed the Board that a net annual payment will increase by 2%.
- Assumes no contribution from the Developer Fund.
- Bank interest assumed at current level.
- Based on current headcount. 3.5% annual pay increase 2024 to 2028.
- Assumes an increase of 5% per annum.
- Assumes that Business Rates and Utility bills increase by 5% per annum.
- Depreciation is a non cash item and is added back for cash flow purposes.
- The transfer to the Capital Reserve increases by £25,000 per annum.
- When a new pump is purchased it becomes a Fixed Asset, paid for by cash.
There is no longer a requirement to hold an amount in the Capital Reserve for this new pump.
Hence the purchase price is transferred to the Accumulated Reserve.
- Plant purchases/sales include :-
In 2023/24 New Kobelco Excavator £105k , less proceeds Kobelco Excavator WU16 TZM £15k = £90k.
Water Level Monitoring Equipment, £8k. Total for the year £98k .Aggregate Bunker, £30k.
New Isuzu £32k, less proceeds Land Rover WN03 NVK £1K = £31k. Total for the year £159k.
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.
In 2027/28 There are no programmed plant purchases.

Lower Severn (2005) Internal Drainage Board

CASH FLOW

2022/23

		2022											2023	
	Note	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 forecast	Nov £ 000's forecast	Dec £ 000's forecast	Jan £ 000's forecast	Feb £ 000's forecast	Mar £ 000's forecast
NatWest No.1 A/c														
Balance b/f			60	474	167	402	120	45	58	76	99	100	106	111
Other income	3		1	4	0	0	1	6	5	5	5	5	5	5
Plant & Machinery Sales			0	0	0	48	0	0	0	0	0	0	0	0
VAT			16	11	46	13	5	7	6	6	6	6	6	6
Levies	1		328	426	0	0	0	0	0	731	0	0	0	0
Rates	2		79	28	16	5	1	1	7	0	0	0	0	0
sub total			484	943	229	468	127	59	76	818	110	111	116	122
Expenditure	3		-49	-18	-29	-43	-35	-37	-45	-45	-45	-45	-45	-45
Plant			0	0	0	-288	0	0	-10	0	0	0	0	0
Pump Expenditure			-25	0	-20	-38	-7	-19	0	0	0	0	0	0
Developer Expenditure			0	0	0	0	0	0	0	0	0	0	0	0
EA Levy			0	0	0	-49	0	0	0	0	0	0	0	0
Salaries (paid via No.2 A/c)			-65	-65	-65	-65	-70	-70	-80	-74	-65	-60	-60	-60
Net transfers	3		129	-693	287	135	30	125	135	-600	100	100	100	50
sub total			-10	-776	173	-348	-82	-1	0	-719	-10	-5	-5	-55
Balance c/f		60	474	167	402	120	45	58	76	99	100	106	111	67
Other balances														
NatWest														
No 2 Account		30	33	35	36	37	39	35	33	33	33	33	33	33
Bonus Saver	4	296	167	860	574	439	409	284	149	449	349	249	149	99
Deposit Account	5	206	206	206	206	206	206	206	206	506	506	506	506	506
Lloyds Deposit	6	93	93	139	139	139	139	139	139	139	139	139	139	139
Total		625	499	1,240	955	821	793	664	527	1,127	1,027	927	827	777
Developers Funds Cash														
Lloyds Deposit	6	111	111	65	65	65	65	65	65	65	65	65	65	65
All LSIDB balances														
		796	1,084	1,472	1,422	1,006	903	787	668	1,291	1,192	1,098	1,003	909
LSIDB Working Cash														
		491	777	1,191	1,135	720	612	473	329	929	807	691	575	458
Capital Reserve		194	196	216	222	221	226	249	274	297	320	342	363	386
Developer Reserve		111	111	65	65	65	65	65	65	65	65	65	65	65
		796	1,084	1,472	1,422	1,006	903	787	668	1,291	1,192	1,098	1,003	909

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 0.2% interest.
6. Deposit Account - 32 Day Notice earns 0.2%. From 23 September 0.65%.

Lower Severn (2005) Internal Drainage Board

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

	£	£
Balance Sheet as at 30 September 2022		
Cash at bank and in hand	377,269	
Short term Deposits	410,521	
Less Petty Cash	195	
Cash at Bank	<u>787,595</u>	
 LSIDB Working Cash	 480,010	
Capital Expenditure Reserve	242,735	
Developers Funds Reserve	64,850	
	<u>787,595</u>	

Investments

As at 30 September 2022 £

Capital	
Amount through Evelyn Partners (net)	650,000
Market value	815,200
Change in value	<u>165,200</u>

Portfolio return since 1 September 2022

-7.47%

Note: Market Index Movements

MSCI WMA Balanced NR	-5.90%
MSCI World NR	-5.45%
MSCI ACWI (All Countries World Index)	-5.74%
MSCI ACWI ex UK	-5.77%

Developers Funds as at 30 September 2022

	£
Developers Funds Reserve as per Balance Sheet	<u>880,050</u>
Funds held as:	
Investments	815,200

Cash held at Bank

64,850
880,050

Lower Severn (2005) Internal Drainage Board

Cash		Cash flow No 1 A/C NatWest										2023/24		
		2023										2023		
		Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Note		£ 000's forecast	£ 000's forecast	£ 000's forecast	£ 000's forecast	£ 000's forecast	£ 000's forecast	£ 000's forecast	£ 000's forecast	£ 000's forecast	£ 000's forecast	£ 000's forecast	£ 000's forecast	£ 000's forecast
	Balance b/f		67	47	264	342	305	273	-16	-263	-417	-651	-886	-1,111
	Other income	3	4	4	5	4	4	5	4	4	5	4	4	5
	Plant & Machinery Sales		0	29	0	0	0	0	0	0	0	0	10	0
	VAT		11	11	7	44	11	11	53	54	54	53	54	52
	Levies	1	0	818	0	0	0	0	0	793	0	0	0	0
	Rates	2	0	149	0	0	0	0	0	0	0	0	0	0
	sub total		82	1,058	276	389	319	288	41	587	-359	-594	-819	-1,055
	Expenditure	3	-43	-43	-43	-43	-43	-43	-43	-43	-43	-43	-43	-42
	Plant		0	-10	-200	0	0	0	0	0	0	0	0	0
	Pump Expenditure		-24	-24	-24	-24	-24	-282	-282	-282	-282	-282	-282	-25
	Developer Expenditure		0	0	0	0	0	0	0	0	0	0	0	0
	EA Levy		-50	0	0	0	0	0	0	0	0	0	0	0
	Salaries (paid via No.2 A/c)		-67	-67	-67	-67	-79	-79	-79	-79	-67	-67	-67	-67
	Net transfers	3	150	-650	400	50	100	100	100	-600	100	100	100	50
	sub total		-34	-794	65	-84	-46	-304	-304	-1,004	-292	-292	-292	-84
	Balance c/f		67	47	264	342	305	273	-16	-263	-417	-651	-886	-1,139
Other balances														
NatWest														
	No 2 Account		33	33	33	33	33	33	33	33	33	33	33	33
	Bonus Saver	4	99	-51	599	199	149	49	-51	149	49	-51	-151	-201
	Deposit Account	5	506	506	506	506	506	506	506	806	806	806	806	806
	Lloyds Deposit	6	139	139	139	139	139	139	139	139	139	139	139	139
	Total		777	627	1,277	877	827	727	627	527	1,127	1,027	927	777
Developers Funds Cash														
	Lloyds Deposit	6	65	111	65	65	65	65	65	65	65	65	65	65
All LSIDB balances														
	LSIDB Working Cash		464	335	1,101	824	732	595	416	279	935	811	686	489
	Capital Reserve		380	385	440	445	450	455	245	35	-175	-385	-595	-801
	Developer Reserve		65	65	65	15	15	15	15	15	15	15	15	15
	Total		909	785	1,606	1,284	1,197	1,065	676	329	775	441	106	-297

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 0.2% interest.
6. Deposit Account - 32 Day Notice earns 0.65%.

Reconciliation to Annual Budget 2022/23

	£000's		£000's
Cash Received	2,261	Closing Cash	-297
Cash Spent	-3,467	Opening Cash	-909
Net Cash Movement	-1,206		-1,206
Adjust			
Plant and Machinery			
Purchases	175		
Sales	-32		
P&L non cash - Book Profit o	17		
	160		
Pump Stations			
Purchases	1531		
P&L Non cash - Provision	-300		
	1231		
Developers Funds			
Purchases	0		
Income			
P&L Non cash - Income	0		
	0		
Depreciation			
P&L Non cash - Provision	-226		
	-41		
Budget 2022/23	-41		
Difference	0		

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

Developers Funds September 2022

	£			
Balance at 1 April 2022	1,059,692			
Increase in value of investments	-133,355			
Transfer of cash to investments	0			
Interest on Cash held in Deposit Account	45			
Developers Contributions - received	0			
Transfer to Board 2022/23 Developers drawdowns	-46,332			
Current Balance	880,050	split		£
			Investments	815,200
			Cash at Bank	64,850
Estimated balance 31/03/2022	880,050	split		£
			Investments	815,200
			Cash at Bank	64,850

Lower Severn (2005) Internal Drainage Board

Payments to be Noted

August 2022

<u>Supplier</u>	<u>Details</u>	<u>Amount Paid this Period</u>
Orchard Computer Services	Quarterly Maintenance Cover	395.00
Screwfix Direct Ltd	Chisel set	14.29
RS COMPONENTS LTD	Drill Bits & Foam Tape	55.64
Hydroscand Ltd	Hose Assembly for VX65 HVB	51.06
RS COMPONENTS LTD	Safety Wellingtons	76.81
Rose Hewlett	R Hewlett - Mileages for 13/07/22	17.55
Corona Energy	Wicks Green electricity 01/06/22-30/06/22	93.04
LED Autoparts (Beacons & Lightbars)	Autolamps for Machines	116.74
Screwfix Direct Ltd	Makita 18V Grease Gun	176.00
Gasspringsshop.co.uk	DAs Struts for VX05 OGT	79.72
DVLA	Vehicle tax for NL21 CHG	165.00
DVLA	Credit card charge	2.50
Hydroscand Ltd	Clamps for VX65 HVB	8.98
Hydroscand Ltd	Hose assembly for VX65 HTA	37.92
G Tuck	Lengths of box steel for workshop	537.60
Motion Consultants Ltd	Elmpre Back Modifications for May 22	738.00
Channel Plant (A McEwen Smith)	Transportation of WX12 CWL	216.00
Certas Energy UK Ltd	7,057 Litres Gas Oil	8,968.03
(Hydraflow) Brammer Buck & Hickman	Ram repair to tree shears	523.20
Pitney Bowes Ltd	Franking Machine Hire for Jun 7 Jul	31.08
Ford Fuel Oils	Adblue	285.60
Claas Western Ltd	Long Life Grease	912.00
RS COMPONENTS LTD	Workshop Supplies	36.14
RS COMPONENTS LTD	Foot switch & housing for new Energreen SPV3	45.74
Screwfix Direct Ltd	Safety Boots	99.98
Giffgaff Ltd	Monthly sim for mobile (KW)	10.00
Giffgaff Ltd	Monthly sim for Slimbridge WLMP	8.00
Mole Country Stores	Gate eyes & Hooks, Screws, Catches	129.29
Mole Country Stores	Paint, Top Links, Reflectors	163.74
Smiths (Gloucester) Ltd	Waste Management	44.09
Janes Cleaning Services South West Ltd	Cleaning for Jul	251.26
Mr C.J.N Williams	C Williams - Mileages for 28/07/22	19.80
Fiona Collins	F Collins - Mileages for 28/07/22	26.10
Cllr B Behan	B Behan - Mileages for 28/07/22	26.10
Konica Minolta Business Solutions (UK) Ltd	Quarterly printing costs	159.04
Moorepay Ltd	Payroll Costs for Jul	163.46
The Gables Hotel	Room Hire & Refreshments for 28/07/22	299.10
Ford Fuel Oils	Quartz INEO 0W/30	113.88
RS COMPONENTS LTD	Tape & Plugs	60.76
RS COMPONENTS LTD	Paint, Locknuts & Saw	36.91
MERRETT D C	Transportation of WU16 TZM	180.00
(Hydraflow) Brammer Buck & Hickman	Ram repair to VX65 HVB	566.40
Worldpay (UK) Ltd	Credit Card Subscription for Aug	11.94
AVON ALARMS LTD	Replacement Battery to Intruder Alarm	22.56
Avon Hydraulics (UK) Ltd	Hydraulic Fittings for Spares	167.96
Water Environment Ltd	Access 18 Phase 8 Modelling	6,504.00
Hydraulic Megastore	Hose caps & Plugs for stock	42.40
LED Autoparts (Beacons & Lightbars)	Spare Fog Lamp	13.52
Zoom Video Communications Inc.	Zoom subscription for 23/07/22-22/08/22	11.99
Citation Ltd	Legal fees	329.34
SOUTH GLOUCESTERSHIRE COUNCIL	Business Rates	761.00
Ford Fuel Oils	Adblue	280.80
Motion Consultants Ltd	Elmore Back P/S Modifications for Jun	6,527.86
MERRETT D C	Transportation of WX12 CWL	180.00
Ford Fuel Oils	6,350 litres Gas Oil	7,425.70
Hydroscand Ltd	Workshop Consumables	307.46
South West Councils	CEO recruitment briefing & Psychometric testing	1,212.00
Worldpay (UK) Ltd	Credit Card Transaction Charges	15.00
Worldpay (UK) Ltd	Vatable Charges	6.17
Andrews Sykes Hire Ltd	Elmore Back Pump Hire - NOT PAYING	5,040.49

August 2022

<u>Supplier</u>	<u>Details</u>	<u>Amount Paid this Period</u>
Blizzard Telecom Ltd	Mobile Phones Bill	314.87
Blizzard Telecom Ltd	Office Telecoms	201.07
Blizzard Telecom Ltd	2 x Samsung A33 Mobile Phones (LR & KW)	684.00
BRITISH TELECOM	Alternative Phone Line	45.47
Corona Energy	Wicks Green Electricity 01/07/22-31/07/22	95.18
Corona Energy	Elmore Back Electricity 01/07/22-31/07/22	190.34
		<u>46,332.67</u>

Please note that the amounts shown above include Vat where applicable

Amount Paid this Period	46,332.67
Andrew Sykes Credit	(5,040.49)
Corona Credit	<u>(188.22)</u>
Amount Paid this Period (Supplier Invoices)	41,103.96

Bank Payments for Aug 22
NatWest

Bank Charges & Bankline Charge	58.77
Mileages Paid for CEO Interviews	<u>603.20</u>
Amount Paid this Period (Bank Charges)	661.97

Total Amount Paid this Period
£41,765.93

September 2022

<u>Supplier</u>	<u>Details</u>	<u>Amount Paid this Period</u>
Information Commissioner's Office	ICO Data Protection Fee	55.00
TH White Ltd	Switch for VX05 OGT	136.79
RS COMPONENTS LTD	Workshop Consumables	101.50
Car Builder (CBS Online Ltd)	Hose & Clamps for VX65 HVB	93.47
TESCO	Petrol for Chainsaws	59.60
Water 2 Business	Water Bill 09/02/22-04/08/22	48.00
RS COMPONENTS LTD	Fuse Holders & Power Sockets	201.08
Simply Bearings Ltd	Vulcanising Solution	8.04
LEES MEND A SHOE	Keys cut & Tags	48.00
TESCO	Water for Office	9.60
RS COMPONENTS LTD	Storage Boxes	20.20
RS COMPONENTS LTD	Spray grease	36.00
KN Office	Duplicate Books, Wallets, Folders	55.04
ALLCAP LTD	Padlocks	475.20
ALLCAP LTD	Spray Grease & Lubricant	52.92
ALLCAP LTD	Cutting Discs & Hex. Key Set	52.20
CROMWELL GROUP HOLDINGS LTD	Assort Nuts, Bolts, Screws, Washers	213.43
RS COMPONENTS LTD	M 20 Tap Sets	47.53
Pitney Bowes Ltd	Franking Machine Rental for Aug	15.54
Molson Equipment Services Ltd	Repairs to WU16 T2M & new Turbo	2,704.04
Molson Equipment Services Ltd	Labour on repairs to WU16 T2M	982.80
Batsford Timber Ltd	Assort Creosoted Stakes	3,999.53
Bristol DPF Centre	DPF Clean for WU16 T2M	360.00
PowerToolSpares.com	Ring Springs for Impact Wrench	6.35
PKF Littlejohn LLP	External Auditors review of the AGAR YE 31/03/22	2,880.00
Channel Plant (A McEwen Smith)	Transportation of NL21 CHG	432.00
Leader Air Conditioning Ltd	Annual maintenance on Air Conditioning	494.40
KN Office	Notebooks	17.48
Giffgaff Ltd	Sim Monthly Plan for KW	10.00
Giffgaff Ltd	Sim monthly plan for Slimbridge WLMP	8.00
Zoom Video Communications Inc.	Zoom Subscription 23/08/22-22/09/22	11.99
Evelyn Partners Financial Planning Ltd	Ongoing pension consultancy 01/02/22-31/07/22	620.40
Janes Cleaning Services South West Ltd	Cleaning for August	201.00
CROMWELL GROUP HOLDINGS LTD	Assorted Gloves	156.48
RS COMPONENTS LTD	PTFE Spray	90.60
AVON ALARMS LTD	12 months maintenance on Intruder Alarm from	102.00
Tanks-UK Ltd	210lt Fuel Bowser DT-Mobile	558.00
Moorepay Ltd	Payroll costs for Aug 22	163.64
Smiths (Gloucester) Ltd	Waste Management for Aug 22	66.13
Water Management Alliance	DRS Annual Maintenance	1,164.00
MERRETT D C	Repairs to WX20 FGM - No High Gear-Labour	630.00
MERRETT D C	Repairs to WX20 FGM - No High Gear-Parts	12.00
Motion Consultants Ltd	Avonmouth Consultancy for Jun 22	1,620.00
Motion Consultants Ltd	Avonmouth Consultancy for Jul 22	1,188.00
Motion Consultants Ltd	Elmore Back P/S Modifications for Jul 22	2,556.00
Certas Energy UK Ltd	7,103 litres Gas Oil	8,736.70
Corona Energy	Elmore Back Electricity 01/08/22-26/08/22	162.83
Orchard Computer Services	Quarterly Maintenance Cover	395.00
Worldpay (UK) Ltd	C/Card Subscription for Sep 22	11.94
The Gables Hotel	Room Hire, refreshments & Lunch for 31/08/22	153.50
Wire Watcher Company	Fit Wire Watcher to NL21 CHG	972.00
Wire Watcher Company	Fit Wire Watcher to New Spearhead	972.00
Avon Hydraulics (UK) Ltd	Spare Hoses & Ties for Buckets	314.43
SOUTH GLOUCESTERSHIRE COUNCIL	Business Rates	761.00
Citation Ltd	Legal Fees	329.34
HC Waterbeheersing	15% & 2.5% of Contract Price of 79,550	13,921.25
HC Waterbeheersing	15% & 2.5% of Contract Price of 18,700	3,272.50
Worldpay (UK) Ltd	Credit Card Transaction Charges	15.00
Worldpay (UK) Ltd	Vatable Charges	6.00
Hydroscand Ltd	Hose assemblies for WX12 CWL	253.66

September 2022

<u>Supplier</u>	<u>Details</u>	<u>Amount Paid this Period</u>
Mr CJN Williams	C Williams - Mileages for 31/08/22	19.80
Mr P Abraham	P Abraham - Mileages for 31/08/22	16.20
Mr CJN Williams	C Williams - Mileages for 07/09/22	19.80
Mr W J Cornock	J Cornock - Mileages for 07/09/22	5.40
Mary Sykes	M Sykes - Mileages for 07/09/22	18.90
Mr CJN Williams	C Williams - Mileages for 30/08/22	23.40
Chandlers (Farm Equipment) Ltd	Cable Ties, Terminals, Pole Sockets	93.43
Hitachi Construction Machinery (uk) Ltd	Hitachi Solas servuce Agreement	856.80
The Gables Hotel	Room Hire & Refreshments for 07/09/22	132.40
Blizzard Telecom Ltd	Mobile Phones	301.16
Blizzard Telecom Ltd	Office Telecoms	195.28
Corona Energy	Elmore Back Electricity 27/08/22-31/08/22	73.14
NATWEST	Bank Charges for payment to Netherlands	15.00
		<u>54,811.84</u>

Please note that the amounts shown above include Vat where applicable

Amount Paid this Period	54,811.84
The George POA	<u>171.50</u>
Amount Paid this Period (Supplier Invoices)	54,983.34

Bank Payments for Sep 22
NatWest

Bank Charges & Bankline Charge	85.32
CEO Interviews	<u>551.70</u>
Amount Paid this Period (Bank Charges)	637.02

Total Amount Paid this Period
£55,620.36

Lower Severn (2005) Internal Drainage Board

Payments to be Noted

October 2022

<u>Supplier</u>	<u>Details</u>	<u>Amount Paid this Period</u>
Corona Energy	Saul P/S Electricity - 01/08/21-31/08/21	34.00
Corona Energy	Saul P/S Electricity - 01/09/21-30/09/21	38.19
Corona Energy	Saul P/S Electricity - 01/10/21-31/10/21	41.85
Corona Energy	Saul P/S Electricity - 01/11/21-30/11/21	46.03
Corona Energy	Saul P/S Electricity - 01/01/22-31/01/22	47.96
Corona Energy	Saul P/S Electricity - 01/02/22-28/02/22	43.24
Corona Energy	Saul P/S Electricity - 01/04/22-30/04/22	38.86
Corona Energy	Wicks Green P/S Electricity - 01/04/22-30/04/22	118.80
Corona Energy	Oldbury P/S Electricity - 01/04/22-30/04/22	94.87
Corona Energy	Lapperditch P/S Electricity - 01/04/22-30/04/22	40.74
Corona Energy	Office Electricity - 01/04/22-30/04/22	287.06
Corona Energy	Marshfield Electricity 01/04/22-30/04/22	92.24
Corona Energy	Marshfield Electricity 01/05/22-31/05/22	94.54
Corona Energy	Saul Electricity 01/05/22-31/05/22	310.78
Corona Energy	Lapperditch Electricity 01/05/22-31/05/22	33.71
Corona Energy	Oldbury P/S Electricity 01/05/22-31/05/22	95.58
Corona Energy	Office Electricity 01/05/22-31/05/22	225.24
Corona Energy	Oldbury P/S electricity 01/06/22-30/06/22	96.27
Corona Energy	Lapperditch electricity 01/06/22-30/06/22	32.30
Corona Energy	Saul electricity 01/06/22-30/06/22	34.65
Corona Energy	Wicks Green electricity 01/05/22-31/05/22	86.46
Corona Energy	Marshfield electricity 01/06/22-30/06/22	88.33
Corona Energy	Office electricity 01/06/22-30/06/22	173.86
Corona Energy	Wicks Green Electricity 01/06/22-30/06/22	85.50
Corona Energy	Saul Electricity 01/07/22-31/07/22	21.83
Corona Energy	Marshfield Electricity 01/07/22-31/07/22	143.11
Corona Energy	Lapperditch Electricity 01/07/22-31/07/22	32.46
Corona Energy	Oldbury P/S Electricity 01/07/22-31/07/22	95.18
Corona Energy	Office Electricity 01/07/22-31/07/22	183.54
Suregreen Ltd	Wire mesh for Lapperditch P/S	285.43
Orchard Computer Services	Quarterly Maintenance Cover	395.00
RS COMPONENTS LTD	Cable Ties for Lapperditch Pump Station	228.87
RS COMPONENTS LTD	Cable Ties for Workshop	164.11
RS COMPONENTS LTD	Cable & Solder for Workshop	161.21
RS COMPONENTS LTD	Workshop Consumables	142.25
KN Office	A3 & A4 Paper	58.66
JOHN DAVIDSON (PIPES) LTD	Assort Pipes, Couplers, Junctions	757.73
Corona Energy	Saul Electricity 01/08/22-31/08/22	18.55
Corona Energy	Oldbury p/s Electricity 01/08/22-31/08/22	95.30
Corona Energy	Lapperditch Electricity 01/08/22-31/08/22	32.93
Corona Energy	Marshfield Electricity 01/07/22-31/07/22	86.68
Corona Energy	Marshfield Electricity 01/08/22-31/08/22	87.39
Corona Energy	Wicks Green Electricity 01/07/22-31/07/22	81.27
Corona Energy	Wicks Green Electricity 01/08/22-31/08/22	79.23
Corona Energy	Office Electricity 01/08/22-31/08/22	181.62
R.A.M Autos	MOT on WP18 GXY Labour Charge	24.50
R.A.M Autos	MOT on WP18 GXY Appt Fee	25.00
Suregreen Ltd	PVC Welded Mesh for Lapperditch P/S	199.69
TESCO	Water & Milk for Office	14.60
FILTRATION LTD	Filters for WX08 OSY	46.85
FILTRATION LTD	Filter for Bowser	59.26
FILTRATION LTD	Fuel/Water seperator for Bulk Tank	81.90
FILTRATION LTD	Filters for WX12 CWL	49.30
Avon Hydraulics (UK) Ltd	Hose assembly for Tree Shears	57.89
MERRETT D C	Transportation of WU16 TZM	180.00
Mary Sykes	M Sykes - Mileages for 21/09/22	19.80
Fiona Collins	F Collins - Mileages for 21/09/22	26.10
Mr C.J.N Williams	C Williams - Mileages for 21/09/22	19.80
John Hore	J Hore - Mileages for 21/09/22	9.00
Rose Hewlett	R Hewlett - Mileages for 21/09/22	11.25

Date: 15/11/2022
Time: 14:01:41

Lower Severn (2005) Internal Drainage

Payments to be Confirmed - 270916

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<u>Supplier</u>	<u>Details</u>	<u>Amount Paid this Period</u>
HYSLOP MR R	R Hyslop - Mileages for 21/09/22	27.00
Mr C Daniell	C Daniell - Mileages for 21/09/22	38.70
Mr W J Cornock	J Cornock - Mileages for 21/09/22	5.85
Mr P Abraham	P Abraham - Mileages for 21/09/22	16.20
Mr R Godwin	R Godwin - Mileages for 21/09/22	15.30
Certas Energy UK Ltd	6,986 litres Gas Oil	8,441.88
Certas Energy UK Ltd	2,000 litres derv	3,439.20
Avonmouth Engineering Services Ltd	Wet well repairs & pipework mods to Saul	12,471.36
RS COMPONENTS LTD	Cable Ties	3.96
ARCO LTD	Sand Bags	96.36
ARCO LTD	Wipes, Domestod, Fairy Liquid	243.11
ARCO LTD	Tape	99.74
Water Environment Ltd	Modelling for Land off Goldcrest Way, Central Park	9,174.00
ENGINEERING & HIRE LTD	Replacement parts for WX12 CWL	931.15
ENGINEERING & HIRE LTD	Replacement parts for VX65 HTA	931.15
ENGINEERING & HIRE LTD	Replacement parts for WU16 TZM	931.15
ENGINEERING & HIRE LTD	Replacement parts for WV19 FUU	931.15
ENGINEERING & HIRE LTD	Replacement parts for WX20 FGM	931.15
ENGINEERING & HIRE LTD	Replacement parts for NL21 CHG	931.16
RS COMPONENTS LTD	Parts for VX05 OGT	50.59
ARCO LTD	Safety Signs	318.65
KN Office	Binding Covers & Combs, Gussett Envelopes	53.56
Hydroscand Ltd	Evo Pads & rag Wipes	82.32
Zoom Video Communications Inc.	Zoom Subscription 23/09/22-22/10/22	11.99
Hydraulic Megastore	Various Adaptors & restrictors for Workshop	75.64
Allplas.co.uk Ltd	Safety Netting for Lapperditch	898.56
The Gables Hotel	Room hire, refreshments & Lunch for 21/09/22	431.00
RS COMPONENTS LTD	Safety Net Fixings for Lapperditch P/S	332.77
Hydroscand Ltd	Hose assembly for WU16 TZM	44.89
Hydroscand Ltd	2 x hose assemblies for VX65 HTA	63.77
Hydroscand Ltd	Hose assembly for VX65 HTA	195.55
Hydroscand Ltd	Hose assembly for OU21 BXW	220.55
Moorepay Ltd	Payroll costs for Sep	163.46
Antifricition Components Ltd	Parts for VX65 HVB	958.45
Ford Fuel Oils	AdBlue	316.80
Mike's Travel	Hire of Coach to Avonmouth	190.00
Jamie Bowler Plant & Hydraulics Ltd	Gear Pump for Reed cutter on WU16 TZM	348.00
Orchard Computer Services	HP 440 Probook & Software for CEO	1,092.00
Orchard Computer Services	Set up of new laptop	264.00
Orchard Computer Services	Annual software for CEO's new Laptop	396.56
Smiths (Gloucester) Ltd	Waste Management	45.29
Worldpay (UK) Ltd	C/Card transaction charges for Sep	15.00
Worldpay (UK) Ltd	Vatable charges	6.22
Motion Consultants Ltd	Avonmouth consultancy advice 01/08/22-31/08/22	2,376.00
Holt JCB Ltd	Quarterly Service Agreement for WV19 FUU	321.20
Aqua Management Ltd	Application Payment No 9	6,023.95
Worldpay (UK) Ltd	C/Card Subscription fee for Oct	11.94
MERRETT D C	Transportation of WU16 TZM	180.00
Tincknell Fuels Ltd	7,000 litres Gas Oil	8,382.36
Corona Energy	Wicks Green P/S Electricity 01/09/22-30/09/22	86.44
Corona Energy	Oldbury P/S Electricity 01/09/22-30/09/22	94.87
Corona Energy	Lapperditch P/S Electricity 01/09/22-30/09/22	32.30
Corona Energy	Marshfield P/S Electricity 01/09/22-30/09/22	88.88
Corona Energy	Saul P/S Electricity 01/09/22-30/09/22	26.20
Corona Energy	Office Electricity 01/09/22-30/09/22	178.54
SOUTH GLOUCESTERSHIRE COUNCIL	Business Rates	761.00
Citation Ltd	Legal Fees	329.34
Mr CJN Williams	C Williams - Mileages for 07/10/2022	23.40
Chandlers (Farm Equipment) Ltd	Handles, Wire Brushes	23.42
Corona Energy	Elmore Back P/S Electricity 01/09/22-30/09/22	456.10
Corona Energy	Wicks Green Electricity 01/07/22-31/07/22	92.44
Corona Energy	Saul P/S electricity 01/12/21 - 31/12/21	46.21
Corona Energy	Saul P/S electricity 01/03/22 - 31/03/22	44.12

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

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<u>Supplier</u>	<u>Details</u>	<u>Amount Paid this Period</u>
Giffgaff Ltd	Monthly Sim for Mobile	10.00
Giffgaff Ltd	Monthly Sim for Slimbridge WLMP	8.00
Blizzard Telecom Ltd	Office Telecoms	188.72
Blizzard Telecom Ltd	Mobile Phones Bill	283.03
St Johns Ambulance	First Aid Training for AT, PR, ML & SW	840.00
Autoelectrical.parts	Trailer light lens	20.18
		<u>73,602.18</u>

Please note that the amounts shown above include Vat where applicable

Amount Paid this Period	73,602.18
AE Parts Credit	<u>(20.18)</u>
Amount Paid this Period (Supplier Invoices)	73,582.00

Bank Payments for Oct 22
NatWest

Bank Charges & Bankline Charge	<u>63.52</u>
Amount Paid this Period (Bank Charges)	63.52

Total Amount Paid this Period
£73,645.52

Payments to be Noted for Aug 22 - Oct 22

Aug 22 41,765.93
Sep 22 55,620.36
Oct 22 73,645.52
Total £171,031.81

Lower Severn (2005) Internal Drainage Board

Payments to be Noted

Date From : 01/08/2022

August 2022 - October 2022

Date To : 31/10/2022

Payroll Account

No	Type	Date	N/C	Ref	Details	Net Amount	Tax Amount	Gross Amount	Bank Rec. B Date
106561	BP	15/08/2022	2231	D/D	Aug 22 Peoples Pension Cont - Jul 22	1,441.58	0.00	1,441.58	R 31/08/2022
106562	BP	19/08/2022	2230	D/D	LGPS Pension Cont - Jul 22	14,858.01	0.00	14,858.01	R 31/08/2022
106563	BP	22/08/2022	2210	D/D	HMRC Liability - Jul 22	14,259.60	0.00	14,259.60	R 31/08/2022
106564	BP	26/08/2022	2220	D/D	LSIDB Salary - Aug 22	37,916.87	0.00	37,916.87	R 31/08/2022
106565	BP	26/08/2022	2211	D/D	GMB Union - Aug 22	29.14	0.00	29.14	R 31/08/2022
106807	BP	15/09/2022	2231	D/D	Sep 22 Peoples Pension Cont - Aug 22	1,253.77	0.00	1,253.77	R 30/09/2022
106808	BP	15/09/2022	2230	D/D	LGPS Pension Cont - Aug 22	15,914.64	0.00	15,914.64	R 30/09/2022
106809	BP	22/09/2022	2210	D/D	HMRC Liability - Aug 22	16,600.47	0.00	16,600.47	R 30/09/2022
106810	BP	28/09/2022	2220	D/D	LSIDB Salary - Sep 22	39,625.11	0.00	39,625.11	R 30/09/2022
106811	BP	28/09/2022	2211	D/D	GMB Union - SEp 22	29.14	0.00	29.14	R 30/09/2022
106988	BP	17/10/2022	2231	D/D	Oct 22 Peoples Pension Cont - Sep 22	1,385.47	0.00	1,385.47	R 31/10/2022
106989	BP	19/10/2022	2230	D/D	LGPS Pension Cont - Sep 22	17,069.07	0.00	17,069.07	R 31/10/2022
106990	BP	21/10/2022	2210	D/D	HMRC Liability - Sep 22	18,247.28	0.00	18,247.28	R 31/10/2022
106991	BP	28/10/2022	2220	D/D	LSIDB Salary - Oct 22	42,188.66	0.00	42,188.66	R 31/10/2022
106992	BP	28/10/2022	2211	D/D	GMB Union - Oct 22	29.14	0.00	29.14	R 31/10/2022
						<u>220,847.95</u>	<u>0.00</u>	<u>220,847.95</u>	
						<u>220,847.95</u>	<u>0.00</u>	<u>220,847.95</u>	

Lower Severn (2005) Internal Drainage Board

Payments to be Noted

Date From: 01/08/2022
Date To: 31/10/2022

August 2022 - October 2022

No	Type	Date	Ref	Details	Net £	Tax £	Gross £	B	Bank Rec.	Date
106604	CP	02/08/2022	7563	Aug 22 Cake for KW retirement	7.00	0.00	7.00	R	31/08/2022	
106605	CP	08/08/2022	7564	Postage to Falklands	2.55	0.00	2.55	R	31/08/2022	
106606	CP	11/08/2022	7565	Screen protectors	4.16	0.83	4.99	R	31/08/2022	
106607	CP	11/08/2022	7566	Phone Covers	11.64	2.34	13.98	R	31/08/2022	
106608	CP	11/08/2022	7567	Charging Plugs	34.96	7.00	41.96	R	31/08/2022	
106609	CP	17/08/2022	7568	Cake for MD	2.75	0.00	2.75	R	31/08/2022	
106610	CP	22/08/2022	7569	Milks	5.10	0.00	5.10	R	31/08/2022	
106611	CP	24/08/2022	7570	Recorded delivery	2.35	0.00	2.35	R	31/08/2022	
106612	CP	26/08/2022	7571	Paracetamols & Air freshners	9.54	1.91	11.45	R	31/08/2022	
106824	CP	26/09/2022	7572	Sep 22 Tesco's - Milk	3.50	0.00	3.50	R	30/09/2022	
107021	CP	07/10/2022	7573	Oct 22 Office cleaning products	2.49	0.50	2.99	R	31/10/2022	
107022	CP	10/10/2022	7574	Milks	5.25	0.00	5.25	R	31/10/2022	
107023	CP	15/10/2022	7575	Birthday cake for MP	6.09	0.00	6.09	R	31/10/2022	
Totals					<u>97.38</u>	<u>12.58</u>	<u>109.96</u>			

Bank	Account Name	Type	Date	Journal	Transaction Details	Amount
1200	NAT WEST ACCOUNT NO 1:	JD	05/08/2022	J1731	Tsf from Direct Res to No1 Acc	30,000.00
1200	NAT WEST ACCOUNT NO 1:	JC	05/08/2022	J1732	Tsf from No1 Acc to No2 Acc Re: Wages	-70,000.00
1200	NAT WEST ACCOUNT NO 1:	JC	08/08/2022	J1733	Tsf from No1 Acc to Petty Cash	-200.00
1200	NAT WEST ACCOUNT NO 1:	JD	09/09/2022	J1739	Tsf from Direct Res to No1 Acc	99,000.00
1200	NAT WEST ACCOUNT NO 1:	JD	12/09/2022	J1740	Tsf from Direct Res to No1 Acc	26,000.00
1200	NAT WEST ACCOUNT NO 1:	JC	12/09/2022	J1741	Tsf from No1 Acc to No2 Acc Re: Wages	-70,000.00
1200	NAT WEST ACCOUNT NO 1:	JD	06/10/2022	J1746	Tsf from Direct Res to No1 Acc	80,000.00
1200	NAT WEST ACCOUNT NO 1:	JD	07/10/2022	J1747	Tsf from Direct Res to No1 Acc	55,000.00
1200	NAT WEST ACCOUNT NO 1:	JC	07/10/2022	J1748	Tsf from No1 Acc to No2 Acc Re: Wages	-80,000.00
1201	NAT WEST ACCOUNT NO 2:	JD	05/08/2022	J1732	Tsf from No1 Acc to No2 Acc Re: Wages	70,000.00
1201	NAT WEST ACCOUNT NO 2:	JD	12/09/2022	J1741	Tsf from No1 Acc to No2 Acc Re: Wages	70,000.00
1201	NAT WEST ACCOUNT NO 2:	JD	07/10/2022	J1748	Tsf from No1 Acc to No2 Acc Re: Wages	80,000.00
1230	PETTY CASH	JD	08/08/2022	J1733	Tsf from No1 Acc to Petty Cash	200.00
1257	Nat West Direct Reserve Acc	JC	05/08/2022	J1731	Tsf from Direct Res to No1 Acc	-30,000.00
1257	Nat West Direct Reserve Acc	JC	09/09/2022	J1739	Tsf from Direct Res to No1 Acc	-99,000.00
1257	Nat West Direct Reserve Acc	JC	12/09/2022	J1740	Tsf from Direct Res to No1 Acc	-26,000.00
1257	Nat West Direct Reserve Acc	JC	06/10/2022	J1746	Tsf from Direct Res to No1 Acc	-80,000.00
1257	Nat West Direct Reserve Acc	JC	07/10/2022	J1747	Tsf from Direct Res to No1 Acc	-55,000.00

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

F&GP Meeting

Wednesday 7th September 2022

**The Gables, Falfield
10.30am**

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

TERMS OF REFERENCE OF FINANCE AND GENERAL PURPOSES COMMITTEE

Approved 5th February 2020 Minute No. 3002

Matters for determination by the Committee.

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

Matters for recommendation by the Committee to the Board

11. To consider the Annual Budget and Rate Setting prior to the February Board meeting in each year.
12. To review the Annual Business Plan.
13. To review the Medium Term Financial Plan.
14. To monitor the Board's Treasury Management policies and practices.
15. To keep under review the Board's insurance policies.
16. To liaise with the Smaller Authorities Audit Appointments Ltd or any successor or equivalent, regarding the appointment of the External Auditor.
17. To consider any letter or report issued by the External Auditor.

18. To ensure the effective monitoring and review of policies and strategies.
19. To consider legislative changes (or proposed legislative changes) which may affect the Board's statutory functions.
20. To identify any Member training needs in various aspects of the Boards responsibilities.

**Minutes of the Finance & General Purposes Committee of the
Lower Severn (2005) Internal Drainage Board
Meeting held Wednesday 18th May 2022 at 10.30 am
The Gables Hotel**

Present:

Ald C Williams

Chairman

Mr J Hore

Ald M Sykes

Mr J Cornock

Cllr M Riddle

Cllr R Griffin

Martin Dear

Accounts Officer

AO

Kieran Warren

Principal Officer

Louise Reading

Minutes

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

3383	Appointment of Vice Chairman Nominations were invited for Vice Chairman. Cllr Griffin was proposed and seconded. No other nominations were received. Resolved that: <ul style="list-style-type: none"> Cllr Griffin be appointed Committee Vice Chairman for the ensuing year. 	
3384	Apologies Apologies were received from Mr G Simms and Mr G Littleton.	
3385	Chairman's Announcements There were no Chairman's Announcements.	
3386	Declarations of Interest There were no declarations of interest.	
3387	Minutes of the Previous Meetings It was resolved that: <ul style="list-style-type: none"> The Finance and General Purposes Committee meeting held on 19th January 2022 be approved as a true and correct record 	
3388	Matters arising from the Minutes The AO updated Members that he had investigated purchasing fuel via Fram Farmers and fuel price comparisons were undertaken and it became clear that prices were very similar. The AO concluded when taking into account the transaction fee and membership fees there would be no benefit to the Board in joining. The PO added that he had also spoken to South Gloucestershire Council about working with them for fuel purchasing. This option provided no advantage to the Board either. Members were happy that the Board continue with the current arrangements for servicing fuel.	
3389	Treasury Sub Committee Minutes	

	<p>The Developers fund annual contribution had been recently reviewed to ascertain if the investment portfolio would be sufficient in covering future liabilities.</p> <p>The Civil Engineer had provided the Committee with an estimated annual maintenance figure of £50,000. The present value of liabilities at Avonmouth and Severnside being around £310,000.</p> <p>The current investment portfolio was sufficient in meeting this liability and the increase would be reflected into the Capital Expenditure Reserve account.</p> <p>The Developers Reserve fund had a 20 year life span and any future developers funds received would be accounted for in the same way.</p> <p>It was resolved that the following be recommended to the Full Board for approval;</p> <ul style="list-style-type: none"> • The developers fund of £50,000 plus 5% per annum (inflation) be transferred into the Capital Expenditure Reserve for the ensuing 20 years • Developers' funds be reviewed by the Treasury Sub Committee every 5 years • Any further sums from developers be treated the same way <p>Members reviewed and agreed that the Treasury Management Policy and the Capital Financing and Reserves Policy be submitted to the Board for approval.</p> <p>It was resolved that;</p> <ul style="list-style-type: none"> • The Treasury Management Policy be submitted to the Board for approval as per Appendix A • The Capital Financing and Reserves Policy be submitted to the Board for approval as per Appendix B 	
3390	<p>Finance and General Purposes Committee Terms of Reference</p> <p>Cllr Riddle explained that all Committees Terms of References were being reviewed in light of the review of the Boards structure.</p> <p>Changes to the Terms of Reference were highlighted in red. This include the Committee being responsible for overseeing Pensions, overseeing the strategic review and producing an Annual Operating Plan.</p> <p>The Chairman also added that he was of the understanding that all Committees would meet at least four times a year.</p> <p>Cllr Riddle added that this was a good idea in principle but there should be a form of words to allow these meetings not to take place in the event that there is no business to transact. The PO added that resources would need to be considered with the increase in meetings.</p> <p>It was recommended that;</p> <ul style="list-style-type: none"> • The revised Terms of Reference for the Finance and General Purpose's Committee be submitted to the Board for approval as per Appendix C 	
3391	<p>Internal Audit Services</p> <p>The PO reminded Members that the appointment of the Internal Auditors was due. He added that previously there had been a poor response to tenders with only two of the six companies approached replying, of which one pulled out.</p>	

	<p>Mr Hore asked who other IDB's used and the PO agreed he would look into this.</p> <p>Members agreed that while the PO seeks further information from other IDB's Bishop Fleming should be re-appointed.</p> <p>It was resolved that</p> <ul style="list-style-type: none"> Bishop Fleming be appointed as Internal Auditor for the ensuing 3 years 	<p>20220518FB1</p> <p>The PO to contact IDB's about Internal Audit Services</p>
3392	<p>Internal Audit Report</p> <p>The Chairman reported that the Internal Audit report had been a success with no recommendations for further action.</p> <p>The AO added his thanks to the administration staff for their efforts.</p> <p>It was recommended that</p> <ul style="list-style-type: none"> That the Internal Audit reported be submitted to the Full Board for noting as per Appendix D 	
3393	<p>Financial Reports</p> <p>Members reviewed all the Financial Reports presented by the AO.</p> <p><u>Management Accounts 1st April 2021 – 31st March 2022</u></p> <p>The accounts showed a surplus of £6,853 against a budgeted deficit of £32,816.</p> <p>The Chairman highlighted that there was a large cash balance and suggested that the Board considered investing it. The AO advised that as the Capital Programme developed, this cash balance would be reduced significantly this year and next year hence it would be sensible to only consider options over a very short term.</p> <p>Members agreed not to make any changes.</p> <p><u>Reconciliation of the Accounts to the AGAR Statement</u></p> <p>The AO explained that this was to show how the reconciliation of the Boards accounts translates to the entries on the statutory return.</p> <p><u>Annual Governance and Accountability Return (AGAR) 2021/22</u></p> <p>The AO explained that there are two sections that the Board have to agree prior to submission. This was the Annual Governance Statement on page 58 and the Accounting Statements on page 59. Page 57 is completed by the Internal Auditor and is a summary of the detailed Internal Audit Report. Page 60 was completed at the end of September by the External Auditors for which the AO sends supporting evidence. Supporting information is sent as well as the AGAR to the External Auditors.</p> <p><u>Cash Flow to March 2023</u></p> <p>The AO advised that this looked healthy at the moment but this would be subject to change dependent on the Capital Programme.</p> <p><u>Cash Flow 2022-27</u></p> <p>The cash flow will change once the Board had made a decision on the Capital Programme and its funding timescale.</p> <p><u>Pump Replacement Cash Flow to 2029</u></p> <p>This report showed an anticipated income of £3,920,000 and anticipated expenditure of £8,969,000, again will be subject to a decision from the Board in respect of the pump replacement programme, its timing and its funding.</p>	

	<p><u>Capital Programme to 2029</u> The Capital Programme to 2029 showed an expenditure of £9,819,518 during the period. This will change once the Board has determined the way forward on the Pump Station Replacement Programme.</p> <p><u>Insurance Policies for 2022/23</u> Members studied the scheduled for the insurances that require to be agreed at the next Board meeting and signed by the Boards Chairman . The Chairman asked the AO if corruption of the IT systems were insured against as this was a common threat now faced by many businesses. The AO advised that all out computing needs fell under the contract with Orchard, whom had recently merged to improve services.</p> <p>It was resolved that: The following reports be noted:</p> <ul style="list-style-type: none"> • Cash Flow to 31st March 2023 as per Appendix E • Cash Flow 2022-27 as per Appendix F • Pump Replacement Cash Flow to 2029 as per Appendix G <p>The following reports be agree;</p> <ul style="list-style-type: none"> • The reconciliation of the accounts to the AGAR Statement as per Appendix H <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 I <p>The following notes be agreed and presented to the Board for approval.</p> <ul style="list-style-type: none"> • The Management Accounts for 1st April 2021 – 31st March 2022 as per Appendix J • The AGAR 2021/22 as per Appendix K • The Insurance Policies for 2022/23 as per Appendix L 	
3394	<p>Payments to be Noted. In response to discussion around the payments for Motion and Aqua Management, the PO reminded Members that these were payments due for sums already committed for the Elmore Back Pump Station replacement..</p> <p>It was resolved that:</p> <ul style="list-style-type: none"> • The payments to be confirmed be noted as per Appendix M. 	
3395	<p>Date of Next meeting Members noted that the next F&GP meeting would be held on 7th September 2022</p>	
	Meeting closed at 11.35 am	

	<p>prepare for a meeting scheduled with the Environment Agency on 16th May. Therefore, the request for the PSG to investigate the figures of Motion Consultants fees and report back had been deferred until the next PSG meeting on 31st May.</p>	
3402	<p>Machinery and Plant Replacement Programme</p> <p>This item was requested by Ald Williams the Chairman of the Finance and General Purposes Committee who expressed concerns over the proposed plant and machinery expenditure over the next few years, in relation to the Boards current Capital Programme.</p> <p>The Chairman expressed his concern at reducing the spend budget on plant and machinery any more. The replacement intervals had already been increased from 5 years or 5000 hours to 7 years or 7000 hours. He added that plant and machinery were important for reliability and providing appropriate kit for operatives. He reminded Members that the Boards primary responsibility was the maintenance of 550km of water course and this should not be overlooked.</p> <p>The PO added that replacement plant and machinery is very well assessed and considered before purchase.</p> <p>Ald Williams recognised that this was a viable and practical cycle and questioned if the Asset Register could be expanded to show more detailed information for example repairs costs, breakdowns, effectiveness...</p> <p>Cllr Riddle agreed that an expanded Asset Register could provide beneficial information to the relevant Committees.</p> <p>Miss Hewlett added that she had asked for Sage reporting to be improved some time ago.</p> <p>The AO reported that this had been put on hold owing to the member of staff, who is the primary Sage user, becoming suddenly ill and having to take a considerable amount of time off and the remaining staff covering the day-to-day work load.</p> <p>In response to a question from Cllr Griffin, the AO advised that the invoices were coded to the appropriate department and nominal codes. This basic reporting functionality is already in place but specific reporting requirements had yet to be agreed.</p> <p>The CE reminded Members that the plant and machinery replacement programme had been put into place to aid cashflow and assist with budgeting to avoid huge fluctuations year on year.</p> <p>Miss Hewlett stated that it had been agreed to contact Sage to help in terms of reporting and that it would be beneficial to Committees; she felt that this subject had gone round in circles, it was not acceptable and irrespective of staff absence this should be done.</p> <p>In addition to this Miss Hewlett requested that the Finance and General Purposes Committee jointly meet with the Engineering Committee more regularly. Ald Williams supported this.</p> <p>Mr Barnes suggested that this should only be if needed and that the Engineering Committee are open to the number of meetings necessary to transact Board business.</p> <p>Cllr Riddle advised that meeting frequency had been discussed as part of the Boards restructuring and joint meetings will be called where common interest arise.</p> <p>It was resolved that</p>	

	<ul style="list-style-type: none"> • The Board be requested to approve allocation of funds for Sage to assist in the Board's reporting requirements. 	
3403	<p>Outcome of meeting with Environment Agency</p> <p>Cllr Riddle advised Members that he, Mr Barnes, the PO and Ald Williams had had a very productive meeting with David Hudson and Sam Chapman from the Environment Agency (EA) on 16th May in respect of the pump station replacement programme.</p> <p>The conclusion was that the Board would only need to put in fish friendly pumps and elver passes to be compliant with legislation.</p> <p>This would bring the cost down to a more manageable figure and the 2028 deadline would be achievable.</p> <p>The EA requested regular meetings with the Board and requested the Board submit a plan of its proposed works.</p> <p>Mr Hore asked if there had been a change in regulation, Cllr Riddle explained that there hadn't and Mr Hore further questioned why this option was not explored before.</p> <p>Members noted that there may be other required works to consider such as angles of discharge, surveys, drawings etc....</p> <p>Ald Williams encouraged Members to consider starting a reserve to ensure the Board's successors had the funds for future associated pump station works.</p> <p>The CE added that only replacing the pumps would save considerable sums on items such as telemetry and automatic weed screens. The Chairman added that there would be huge savings on consultant costs also.</p> <p>Mr Godwin expressed concern about leaving out functionality such as telemetry and automatic weed screens as he felt these were important requirements for the pumping stations.</p> <p>Cllr Riddle agreed that it was important the Board considered all aspects of what works it should carry out.</p> <p>Cllr Griffin suggested that it might be beneficial to complete the next pump replacement in this way so comparisons could be drawn between the two different approaches.</p> <p>In response to a question from Miss Hewlett the Chairman advised that an additional Board meeting would be called in order to discuss this once the PSG had prepared the information.</p> <p>It was resolved that</p> <ul style="list-style-type: none"> • The PSG prepare papers for the Board detailing the direct replacement of the pumps with fish friendly pumps, elver passes and other associated works; and • The PSG meet at least fortnightly. 	
3404	<p>Land Drainage Engineers Report</p> <p>In the LDE's absence the CE explained to Members that Elmore Back Pump Station replacement was almost finished with final works to be completed mid-June.</p> <p>In response to a question from Ald Williams the CE confirmed that the materials for the June work had been paid for but the installation cost was still to be invoiced.</p>	

	The Chairman added that he had visited the station and was impressed with the work and recommended Members to visit it.	
3405	Date of Next Meeting The date of the next meeting is to be determined.	
	The meeting closed at 14:05pm	

Lower Severn (2005) Internal Drainage Board

RISK REGISTER

As at 7 September 2022

The owner of this document is the Chief Executive 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, CEO, AO, LDE, CE
					Treat Inappropriate behaviour by a member of staff. Staff not aware of their importance in maintaining the Boards 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. Induction session for new members took place on 21 April 2022.	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 2021 .	Open elections for new Board Members due in October 2024 .	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 CEO, AO, CE, LDE, Foreman, Fitter, Chair of Board and Chairman of F&GP.	Low	High	Medium	Board
					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 2025/26.					
G7	Board not assuming control of key statutory requirements e.g. Health and Safety and Risk.	High	High	High	Treat Citation appointed as Health and Safety and Human Resources advisors.	Reports to Board. LDE monitors and maintains Health and Safety records.	Board have been made aware of the key legislative requirements to ensure they understand their responsibilities. 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
					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. Individual pumping stations to have their own Risk Register. This Risk Register is to include access to pumping station, consent to start work from Regulator, electrical supply to site, supply of pumps, project lead and project costings. 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 and Members received training in project and contract management on 27 April 2022. 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	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 three years until 2025/26.	Tenders to be sought for 2025/26 and onwards.	Low	Medium	Low	Board
					Treat Non-compliance with laws, regulations and proper practices that could have a significant financial effect.	Monitor all contracts with consultants. Projects and procurements costing over £10,000 have been reviewed to ensure compliance.	Compliance training to be given to the Board. Competitive tender for consultant work with clarity of roles and responsibilities with agreed formal deliverables.				
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	CEO, 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 CEO
					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.				CEO
					Treat Register of members interests held on file.	Members register of interests updated on an annual basis. Register maintained and available for review.	Updated as members interests change.				CEO
					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.				CEO and AO

V7	Effect of inflation, exchange rate movements and materials supply chain on specific areas.	High	High		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 pump replacement 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. Monitor the increase in the cost of diesel and materials. Investigate the feasibility of a shorter deployment time of the pump replacement programme. A review of the source of funds including investigating additional income streams for the pump replacement programme.	Medium	Medium	Medium	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 2022.	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
M8	Poor or non-implementation of the Pumping Station replacement programme	High	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, CEO, AO, LDE, CE
M9	Untimely or non-replacement of vehicles and plant	High	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, CEO 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	CEO,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	CEO and CE

Key: CE - Civil Engineer
LDE - Land Drainage Engineer
AO - Accounts Officer
CEO - Chief Executive Officer

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

PUBLIC CONTRACT REGULATIONS 2015

Introduction

At the Board meeting held on 8 June 2022, Members determined to consider the inclusion of the compliance of the Public Contract Regulations 2015 in the Board's Financial Regulations (attached).

At this meeting it was resolved that:

- The Finance and General Purposes Committee review the inclusion of the compliance of the Public Contract Regulations 2015 in the Boards Financial [Minute 3421 refers.]

Background

The Public Contract Regulations 2015 (PCR) apply to the award of a contract where the following three conditions are met:

- The contract is being awarded by a public body falling within the definition of a 'contracting authority'
- The contract to be awarded is a 'public contract' for the procurement of works, services or supplies
- The estimated value of the contract exceeds the current threshold.

Although not specifically mentioned a Drainage Board meets the characteristics of a contracting authority.

Public contracts have as their objective the execution of works, the supply of products or the provision of services.

The current thresholds are:

Public Works - £5,336,937

Public Supply and Services £213,477.

The PCR requires authorities to:

- Advertise public contracts in an open and transparent manner;
- Use tender documents that afford equal access to tenders and not create unjustifiable obstacles to the opening up of competition;
- Use one of six contract award procedures;

- Use the exhaustive list of information that can be requested from potential contractors for determining the best contractor;
- Undertake an invitation to tender stage;
- Inform all contractors that have submitted a bid that the award of contract will take place;
- Own a duty of care to any aggrieved potential contractor;
- Use a specific set of rules when modifications are considered.

Further details can be found by using the link below:

[The Public Contracts Regulations 2015 \(legislation.gov.uk\)](https://www.legislation.gov.uk/uksi/2015/1026/contents/making)

Recommendation

That the following provision be added to Paragraph 6 of the Board's Financial Regulations and recommended to the full Board for adoption at its next meeting:

6.4 (f) As and when so determined by the Board or a Committee acting within its delegated powers, contracts will comply with the Public Contract Regulations 2015.

Martin Dear

Accounts Officer

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

FINANCIAL REGULATIONS

Approved 3rd February 2021 Minute 3180

Updated 8th June 2022 Minute 3421

FINANCIAL REGULATIONS

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1. Introduction

1.1 Financial Regulations set out the framework of the rules for the proper financial administration of the Board and the responsibility of those charged with carrying out duties with financial implications.

1.2 These financial regulations shall govern the conduct of the financial transactions of the Board and may only be amended or varied by resolution of the Board.

1.3 The Accounts Officer (AO) is the Responsible Financial Officer (RFO), as defined in the Accounts and Audit Regulations and is responsible for ensuring that the Board complies with these Regulations, the Local Audit (Smaller Authorities) Regulations 2015 (as an opted-in authority) and the Smaller Authorities (Transparency Requirements) Regulations 2015.

1.4 The AO, under the policy direction of the Board, shall be responsible for the proper administration of the Board's financial affairs.

1.4 The AO is responsible for the overall financial control of the Board's financial affairs and the provision of financial management information.

1.5 The AO will prepare the Board's annual accounts as soon as possible after the end of the financial year. These accounts will be produced in accordance with proper practices as set out by the Joint Panel on Accountability and Governance – 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.

2. Responsibility of Officers

2.1 All staff of the Board have a general responsibility for the security of the property of the Board for the avoidance of loss and for economy, efficiency and effectiveness in the use of resources.

2.2 All accounting procedures and financial records of the Board shall be determined by the AO as required by the Accounts and Audit Regulations 2015 and the Good Governance for Internal Drainage Board Members – published by the Association of Drainage Authorities (ADA).

2.3 The AO shall ensure that appropriate accounting systems are in place to meet the Board's legal requirements, including those of all funding bodies.

2.4 The AO shall be responsible for the maintenance and supervision of all accounting records. He will supply to the Board at appropriate intervals such information as is necessary to enable expenditure and income to be controlled.

2.5 The AO shall be responsible for completing the annual accounts of the Board as soon as practicable after the end of the financial year and shall submit them to the Board at a Board Meeting held before the Statutory Date in accordance with the Accounts and Audit Regulations currently in force.

3. Annual Estimates

3.1 Detailed estimates of income and expenditure on revenue services, and receipts and payments on capital account, shall be prepared each year by the AO.

3.2 The AO shall formulate and submit to the December meeting of the F&GP (Finance and General Purposes Committee) proposals in respect of revenue services and capital works for the forthcoming financial year.

3.3 The F&GP Committee shall further review these estimates at their meeting in January and submit them to the Board at the February meeting and shall recommend the precept and agricultural rate to be levied for the ensuing financial year.

3.4 The AO shall also each year produce a five-year medium-term financial plan.

3.5 The annual capital and revenue budget shall form the basis of financial control for the ensuing year.

4. Budgetary Control

4.1 Expenditure on the revenue account may be incurred up to the amounts included in each approved budget. Where expenditure is required which is in excess of the approved budget then it must have the approval of the AO.

4.2 The AO may incur expenditure on behalf of the Board which is necessary, to carry out any repair, replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure. The AO shall report the action to the Board as soon as is practicable thereafter.

4.3 Where expenditure is incurred in accordance with regulation 4.2 above and the sum required cannot be met from savings made elsewhere within the Board's approved budget, it shall be met from the General Provision (Income and Expenditure Account).

4.4 The Board shall be kept informed by the AO of the overall financial position of the Board's finances through management accounts, forecasts and other reports as necessary.

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

4.6 No expenditure shall be incurred in relation to any capital project and no contract entered into or tender accepted involving expenditure on capital account unless the Board are satisfied that it is contained in the capital programme and that the necessary funds are available, or the requisite borrowing approval can be obtained.

4.7 The following principle shall be observed in connection with accounting duties: the duty of providing information, calculating, checking and recording sums due to, or from, the Board should be separated as completely as possible from the duty of collecting or disbursing them.

5. Purchases of Goods and Services

5.1 An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate e.g. petty cash purchases. Copies of orders issued shall be maintained.

5.2 All Officers and Board members are responsible for obtaining value for money at all times. The person issuing an official order is to ensure as far as is reasonable and practicable that the best available terms are obtained.

6. Procurement

6.1 The Board's policy on procurement requires that decisions to award contracts or make purchases are not made on cost alone but are based on achieving 'best value for money' which includes considering cost, quality, on-going maintenance requirements, life of the product and the social and environmental impacts.

6.2 Financial Regulations shall not apply to contracts which relate to items (i) to (vii) below:

- (i) For the supply of gas, electricity water, sewerage, and telephone services.
- (ii) For specialist services such as are provided by solicitors, accountants, surveyors, planning and IT consultants.
- (iii) For work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant.
- (iv) For work to be executed or goods or materials to be supplied which constitute an extension of existing contract by the Board.
- (v) For goods or materials proposed to be purchased which are proprietary articles and/or which are sold only at a fixed price.
- (vi) For work to be executed, or for the purchase of goods, services or materials of a specialist nature or are obtainable from only one supplier.
- (vii) Employment contracts.

6.3 All contracts for over £250 in value shall be in writing.

6.4 Where it is proposed to enter into a contract:

- (a) For expenditure up to £10,000 in value the Principal Officer (PO)/AO/Land Drainage Engineer (LDE)/Civil Engineer (CE) shall have delegated power to contract but must demonstrate that value for money is obtained by comparing prices from alternative suppliers/contractors which are recorded, or by obtaining written quotes.
- (b) For expenditure between £10,000 and £50,000 in value, the PO/AO/LDE/CE shall invite quotations from at least three firms.
- (c) For expenditure over £50,000 in value the PO/AO/LDE/CE shall invite tenders from at least three firms.
- (d) As and when so determined by the Board or a Committee acting within its delegated powers, contracts will be advertised on the Government's Contract Finder web page.
- (e) All LSIDB contracts will comply with the requirements of the Public Services (Social Value) Act 2012.

6.5 For the avoidance of doubt, in calculating the relevant expenditure limits it is the likely expenditure over a period of a recurring nature, shall be aggregated.

6.6 Any invitation to tender shall state the general nature of the intended contract and the PO/AO/LDE/CE shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the lead officer and the last date by which such tenders should reach the office in the ordinary course of post or by email.

6.7 A detailed register of all tenders received, indicating the total sums (where available), should be formerly recorded and be duly signed, by those officiating at the review of the tenders. All sealed tenders shall be opened at the same time on the prescribed date by two officers in the presence of at least one member of the Board.

6.8 If fewer than two tenders are received for contracts value above £50,000 or if all the tenders are identical the Board may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.

6.9 The Board shall not be obliged to accept the lowest or any tender or quotation.

6.10 Apart from those cases falling within Financial Regulation 3.2, where the value of the contract exceeds £10,000 and it is proposed to enter into a contract without obtaining three or more quotations or tenders, the reasons for such proposed acceptance shall be reported in writing to the Board/appropriate Committee or and shall be recorded in the minutes.

6.11 All decisions to suspend these rules should be fully documented and recorded in the Board's minutes as a formal auditable record of the decision process undertaken.

6.12 All capital works shall be administered in accordance with the Board's financial regulations relating to contracts.

7. Banking

7.1 The Board's banking arrangements shall be made by the PO/AO and approved by the Board. Bank accounts can only be opened at any of the four main clearing banks (NatWest, Lloyds, Barclays and HSBC). A current account will be opened together with one or more deposit accounts. No changes shall be made to the Board's banker or the bank mandate without prior consent of the Board.

8. Payments

8.1 Apart from petty cash payments all payments shall be effected by cheque drawn on the Board's bankers or by Bank Transfer. The exception is where arrangements have been made to make payments by direct debits to continual supplier for example, electricity, telephone, fuel, etc.

8.2 All invoices for payment shall be matched to the official purchase order, examined, verified and certified by the officer issuing the order. Before certifying an invoice that person shall satisfy himself that the work, goods or services to which the invoice relates have been received (or carried out), examined and approved.

8.3 All duly certified invoices shall be passed to the appropriate officer who shall examine them in relation to arithmetical accuracy and authorisation, and code to the appropriate expenditure head. All possible steps to settle all invoices submitted, and which are in order, within 30 days of their receipt.

8.4 A schedule of all payment to suppliers in excess of £100 and together with the relevant invoices and supporting documents for amounts in excess of £5,000 be made available for inspection by Board members. A schedule of all payments and transfers will be made available at the following Board meeting.

8.5 Cheques drawn on the current bank account in accordance with the schedule referred to in the previous paragraph shall be signed by two duly authorised persons. One, the A signatory to be the Chairman or Vice Chairman and the second, the B signatory to be the PO, AO, LDE or the CE.

8.6 Suppliers may be paid by the use of ebanking up to a value of £50,000 in one transaction. The authority to make payment will require the prior signed approval of the PO, LDE or CE and the approval of the Chairman or Vice-Chairman.

8.7 If a supplier contacts the Board purporting to have changes their bank details etc., this will be independently verified before amending the records and making any further payments to the supplier.

8.8 The inclusion of items in approved revenue estimates will constitute authority to incur such expenditure save to the extent to which the F&GP Committee or the Board shall have placed a reservation on any such items or items.

8.9 Revenue expenditure shall not normally be incurred unless provided for in annual estimates or by supplementary estimate examined by the F&GP Committee and approved by the Board. Whenever it is proposed to seek the approval of the Board to incur revenue expenditure not already sanctioned by the Board, the AO in consultation with the Chairman shall report to the F&GP Committee and the AO shall report to the full Board on the financial aspects of the proposal.

8.10 Capital expenditure shall not normally be incurred unless provision has been made within the capital budget, capital finance has been approved by the F& GP Committee and, where necessary, loan sanctions and other relevant approvals involving capital, the Board shall consider any report which the F&GP Committee may make regarding the financial effects of such proposal. Where approval of the Board is sought to incur capital expenditure not already included in the capital budget the AO, in consultation with the Chairman shall report to the F&GP Committee on the financial aspects of the scheme.

8.11 Payments on account of the contract sum shall be made within the time specified in the contract upon authorised certificates of the officer engaged to supervise the contract.

8.12 Where contracts provide for payments by instalments a record shall be maintained of all such payments. In any case when it is estimated that the total cost of work carried out under a contract, excluding fluctuation clauses, will exceed the contract sum by 5% or more a report shall be submitted to the Board.

8.13 Any variation to a contract or addition to or omission from a contract must be approved by the PO and the Board informed.

9. Income

9.1 Council Levies are to be issued as soon as possible after the rate has been set at the February meeting of the Board each year.

9.2 Agricultural Rates are to be issued as soon as possible after 1st April each year.

9.3 All other fees/amounts owed to the Board are to be issued as soon as the debt is incurred.

9.4 Particulars of all charges to be made for work done, services rendered or goods supplied shall be notified to the AO.

9.5 The Board will review all fees and charges annually.

9.6 All cheques and cash received shall be banked at least weekly. Disbursements shall not be made from cash received.

9.7 All cash will be held in a locked cash box within a locked filing cabinet.

9.8 Personal cheques shall not be cashed out of money held on behalf of the Board.

10. Petty Cash

10.1 Petty cash may be provided to employees for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded with a claim for reimbursement:

- (a) The AO shall maintain petty cash to a limit of £300 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.
- (b) The maximum claim per voucher is £50.
- (c) Petty cash counts will be carried out and reconciled the cash balance to the ledger monthly.
- (d) Income received must not be paid into petty cash but must be separately banked, as provided elsewhere in these regulations. Similarly, disbursements shall not be made from cash received.
- (e) Payments to replenish the petty cash shall be shown separately on the schedule of the payment of money presented to the Board.

11. Write Offs

11.1 The PO/AO shall have the authority to write off debts, goods, materials that are less than £100 in value. A record of the write off will be kept together with a note of the circumstances necessitating the write off.

11.2 Any write off of Debts, goods, materials that are over £100 in value requires the authority of the Board.

12. Staff

12.1 All employees of the Board shall conduct themselves in a polite, courteous and professional manner.

12.2 The PO shall keep a record of all employees to show details of the appointment, grade and payments in respect of each employee of the Board.

12.3 The Board's approval shall be required for the employment of additional permanent staff.

12.4 The PO shall have the authority to employ additional temporary staff, provided the revenue consequences are contained within the current annual estimates.

13. Salaries, Wages and Pensions

13.1 The payment of all salaries and wages shall be made from the designated bank account in accordance with the salaries and wages records maintained by Moorepay

13.2 All timesheets, other pay records and expense claims shall be in an approved form and shall be signed by the employee and shall be certified by the PO, AO, LDE or CE.

13.3 Employees annual salaries and any enhancements should be reviewed from time to time by the Staff and Pension Committee and presented to the Board for consideration.

14. Employees' Interests

14.1 Employees must declare to the PO any financial or other interest which could conflict with the Board's interests.

14.2 In terms of hospitality and gifts, only useable gifts of a small value, less than £25, may be accepted.

14.3 Hospitality which is estimated to exceed £25 must be recorded in a register of gifts and hospitality. Any acceptance of hospitality or gifts must not be seen to compromise a future decision made by an Employee.

15. Members' and Employees' Allowances

15.1 All staff claim for payment for subsistence, travelling and any other incidental expenses shall be submitted and duly certified by a responsible officer (PO, AO, LDE, CE). An officer shall not certify a claim made by him/herself.

15.2 Payments to Members, who are entitled to claim travelling or other expenses will be made upon completion of the prescribed form.

16. Fraud or Other Irregularities

16.1 Any employee who suspects fraudulent behaviour, bribery or other irregularities shall immediately notify the PO. If it concerns the PO then the Chairman must be informed.

17. Stores

17.1 All goods received shall be checked as regards quantity and/or weight and inspected as to quality and specification.

17.2 There will be a monthly physical check of all items in store. There will be a record of the value of the stock.

18. Assets

18.1 All assets over £500 in value owned by the Board shall be accounted for in an asset register maintained by the AO. The asset register shall reflect additions and disposals of assets and record the cost or valuation of the assets.

18.2 Where it is proposed to sell, part exchange or trade in Board assets where the book value or actual value (whichever greater) is estimated to exceed £50,000, the transaction shall require the prior approval of the Board, shall be publicly advertised and be by competitive tender unless otherwise determined by the Board.

18.3 Where the estimated value of the asset is between £10,000 and £50,000, the disposal shall be effected, in the most cost effective manner, including the use of eBay/PayPal, and shall be subject to the approval of the appropriate Committee.

18.4 Where the estimated value of the asset is less than £10,000, the PO/LDE are authorised to undertake the disposal, in the most cost effective manner, including the use of eBay/PayPal, under delegated powers.

18.5 If it is proposed, in any case, to accept a tender or offer other than the highest, approval from the Board or the appropriate Committee must be obtained and the reasons recorded in the minutes.

19. Treasury Management, Capital Financing and Reserves

19.1 The Treasury Sub Committee will determine the amount of cash that is available for deposit with the four main clearing banks. The AO has the flexibility to allocate funds between accounts in order to attract the best return.

19.2 The Treasury Sub Committee has the authority to invest sums received from Developers into a balanced multi asset portfolio following consultation with Smith & Williamson Investment Managers. Smith & Williamson will manage the fund on a non-discretionary basis.

19.3 Reserves will be maintained at an adequate level to support the ongoing operations of the Board. Each reserve will be reviewed, on an annual basis by the Treasury Sub Committee prior to review by the Board. Reserves will be held jointly in general cash and investment accounts of the Board.

19.4 The Board shall be responsible for raising all loans after receiving appropriate advice from the Treasury Sub Committee and the AO.

20. Audit

20.1 The F&GP Committee may appoint a body or person with the appropriate accountancy qualification to be responsible for maintaining an internal audit of the Board's accounting, financial and other operations.

20.2 It is a requirement of the Accounts and Audit Regulations 2015 that the PO shall arrange for an internal audit to take place on an annual basis.

20.3 The AO shall not be responsible for internal audit.

20.4 The Internal Auditor shall complete Page 3 (Annual Internal Audit Report) of the Annual Governance and Accountability Return Part 3.

20.5 An internal audit report, which shows the findings from the audit, together with recommendations shall be made available to the members of the F&GP Committee and to the Board.

20.6 The External Auditor is appointed by the Smaller Authorities Audit Appointments Ltd (SAAA) as the 'person specified to appoint local auditors' under powers set out in Regulation 3 of the Local Audit (Smaller Authorities) Regulations 2015.

20.7 The Annual External Audit shall complete Page 6 (External Auditor Report and Certificate) of the Annual Governance and Accountability Return Part 3.

20.8 Any officer or member of the Board shall if required to make available to the internal and/or external auditor those documents of the Board which appear to the auditor to be necessary for the purpose of the audit and shall supply the auditor with such information and explanations as the auditor considers necessary.

21. Insurances

21.1 Insurance cover shall be approved annually by the Board.

21.2 The AO shall effect all insurances and negotiate all claims on the Board's insurers.

21.3 The AO shall give prompt notification to the Board of all new risks which require to be insured and of any alterations affecting existing insurances.

21.4 The AO shall keep a record of all insurances effected by the Board and the property and risks covered thereby and review annually.

21.5 The AO shall be notified of any loss liability or damage or of any event likely to lead to a claim.

21.6 All appropriate employees of the Board shall be included in a suitable fidelity guarantee insurance.

21.7 Any Employee using his/her own vehicle for business purposes must ensure that it is insured for such use and has, where applicable, a valid MOT certificate.

22. Security

22.1 Each responsible officer is responsible for maintaining proper security at all times for all buildings, stores, paint, vehicles, equipment, cash, documents and information under his/her control.

23. Protection of Private Property

23.1 The Board shall not be liable for accidental loss or damage to the personal possessions which employees' use whilst on Board business, such as a car, or bring onto the Board's premises that are not included under the Board's Insurance Policies.

23.3 In the event of theft of personal items from staff, a full report shall be made as soon as the theft has been discovered. All such incidents shall be recorded and investigated.

24. Review

24.1 It shall be the duty of the Governance Committee to review the Financial Regulations of the Board from time to time and to make such recommendations to the Board as are considered necessary.

Signed.....(Chairman)
Date 5th Feb 2020
Minute No 3002

COMMITTEE: Finance & General Purposes

MEETING DATE: 07.09.2022

REF: MD

REPORT BY: Accounts Officer

EXTERNAL AUDIT REPORT
For the year ending 31 March 2022

Introduction

The External Auditors have now published their report and certificate for 2021/22.

The report and certificate is included within the Annual Governance and Accountability Return (AGAR) 2021/22, which is attached to this report.

It is the opinion of the Auditors that Sections 1 and 2 of the AGAR have been completed in accordance with proper practices and that no other matters have come to their attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

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

Recommendations

That the external auditors report and certificate for 2021/22 be noted.

Martin Dear

Accounts Officer

Annual Governance and Accountability Return 2021/22 Form 3

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

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

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2021/22

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 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 2022**.
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 2022**. 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 2022
 - 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 2021/22

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 2022 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 2021/22**, approved and signed, page 4
- **Section 2 - Accounting Statements 2021/22**, approved and signed, page 5

Not later than 30 September 2022 authorities **must** publish:

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

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

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

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

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2021/22

- 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 2022.
- 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 2021) equals the balance brought forward in the current year (Box 1 of 2022).
- 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 2022**.

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 been published where required?	✓	
	Has the bank reconciliation as at 31 March 2022 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 2021/22

Lower Severn (2005) Internal Drainage Board

www.lowersevernldb.org.uk

During the financial year ended 31 March 2022, 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 2021/22 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 2020/21, it met the exemption criteria and correctly declared itself exempt. (if the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")			✓
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements			✓
M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2020/21 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

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

Date(s) internal audit undertaken

08/02/2022

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

03/05/2022

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

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

Section 1 – Annual Governance Statement 2021/22

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 2022, that:

	Agreed		
	Yes	No*	'Yes' means that this authority:
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
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.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
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.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
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.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		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.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
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.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

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

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

08/06/2022

and recorded as minute reference:

3423 REFERENCE

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

Chairman

Ch R. H. Adder

Clerk

K. Warren

ENTER PUBLICLY AVAILABLE WEBSITE ADDRESS www.lowersevernidb.org.uk

Section 2 – Accounting Statements 2021/22 for

Lower Severn (2005) Internal Drainage Board

	Year ending		Notes and guidance
	31 March 2021 £	31 March 2022 £	
1. Balances brought forward	1,246,706	1,051,297	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	1,421,469	1,482,608	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	256,203	368,735	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	729,889	762,323	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	1,143,192	1,296,238	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	1,051,297	844,079	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	993,919	796,128	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	1,493,541	2,015,615	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A
			The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
			N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2022 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

S. M. Deaf REQUIRED

Date

06/05/2022

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

08/06/2022

as recorded in minute reference:

3424 REFERENCE

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

U. K. Hadden

Section 3 – External Auditor Report and Certificate 2021/22

In respect of **LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD – DB0131**

1 Respective responsibilities of the body and the auditor

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 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor report 2021/22

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

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

None.

3 External auditor certificate 2021/22

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2022.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

22/08/2022

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

REF: MD

REPORT BY: Accounts Officer

FINANCIAL REPORTS

Introduction

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

1. Management Accounts - 1 April 2022 to 31 July 2022.

The management accounts to 31 July 2021 show a surplus of £51,626. This is against a budgeted surplus of £5,917. A positive variance of £45,709. The supporting notes explain the reasons for the variance.

2. Cash Flow to 31 March 2023.

The projected cash flow to April 2023 shows a projected cash balance of £930,000 at the end of this financial year.

3. Developers Funds as at 31 July 2022.

Estimated balance at year end of £959,830.

Investments £895,001.

Cash £64,829.

4. Capital Programme to 2029

The Capital Programme shows expenditure of £9,181,830 during the period.

5. Medium Term Financial Plan 2022-2027 Update.

The Medium Term Financial Plan 2022/27 has been updated to reflect:

- Additional expenditure re payroll. This is in respect of the change of hours for the CEO when compared to the budgeted PO hours;
- Minor adjustments to some other headings;
- the actual free reserves and working capital brought forward from 2021/22;
- a revised Capital and Developers Fund Reserves.

The future annual levy and agricultural rate are shown for illustrative purposes only. The levy and rate will be determined annually at the February meeting of the Board.

Recommendations

1. **Management Accounts 1 April 2022 to 31 July 2022** – be agreed and presented to the Board for approval;
2. **Cash Flow to March 2023** – be noted;
3. **Developers Funds as at 31 July 2022** – be noted;
4. **Capital Programme to 2029** – be noted;
5. **Medium Term Financial Forecast 2022-2027 Update** – be noted.

Martin Dear
Accounts Officer

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

BALANCE SHEET AS AT 31 JULY 2022

	Note	£	31/07/22 £	31/07/21 £	Variance £	31/03/22 £	Variance £
FIXED ASSETS							
Fixed Assets	1	1,506,583	1,506,583	1,017,064	489,519	1,365,615	140,968
LONG TERM ASSETS							
Investments		895,001	895,001	1,005,801	-110,800	948,555	-53,554
CURRENT ASSETS							
Stock +WiP		104,200		53,088	51,112	79,952	24,248
Trade Debtors		50		11,570	-11,520	362	-312
Drainage Rate Debtors		2,119		2,168	-49	218	1,901
Levy Debtors		0		0	0	0	0
VAT Claim		3,913		3,202	711	19,491	-15,578
Special Levies - Environment Agency		32,290		31,657	633	0	32,290
Prepayments		25,819		25,259	560	39,117	-13,298
Cash at Bank and in hand		595,503		904,601	-309,098	386,170	209,333
Short Term Deposits		410,293		409,785	508	409,958	335
			1,174,187	1,441,330	-267,143	935,268	238,919
CURRENT LIABILITIES							
Trade Creditors		-24,970		-126,373	101,403	-43,914	18,944
Other Creditors		-30,559		-29,701	-858	-29,274	-1,285
Accrued Expenses		-7,980		-9,627	1,647	-18,001	10,021
Finance Leases due within one year		0		0	0	0	0
Prepaid Rates	2	-85,581		-78,297	-7,284	0	-85,581
Prepaid Levies	2	-258,820		-236,540	-22,280	0	-258,820
Payments Received in Advance		0		-16,800	16,800		
Prepaid Developers Funds		-30,888		-29,988	-900	0	-30,888
			-438,798	-527,326	88,528	-91,189	-347,609
NET CURRENT ASSETS			735,389	914,004	-178,615	844,079	-108,690
TOTAL ASSETS LESS CURRENT LIABILITIES			3,136,973	2,936,869	200,104	3,158,249	-21,276
LONG TERM LIABILITIES							
Finance Leases		0		0	0	0	0
Pension scheme deficit		-708,000		-1,412,000	704,000	-708,000	0
			-708,000	-1,412,000	704,000	-708,000	0
NET ASSETS			2,428,973	1,524,869	904,104	2,450,249	-21,276
FINANCED BY:							
CAPITAL ACCOUNT			666,569	666,569	0	666,569	0
ACCUMULATED FUND							
Balance brought forward		1,093,359		596,060	497,299	596,060	497,299
Surplus for the 4 months		143,293		144,686	-1,393	256,853	-113,560
Transfer to Capital Expenditure Reserve		-91,667		-83,333	-8,334	-250,000	158,333
Additional Transfer to Capital Exp. Res.		0		0	0	0	0
Transfer from Capital Expenditure Reserve		0		0	0	490,446	-490,446
			1,144,985	657,413	487,572	1,093,359	51,626
Developers Funds Reserve							
Investments at cost		650,000		650,000	0	650,000	0
Increase in value		245,001		355,801	-110,800	298,555	-53,554
Investments at current value		895,001		1,005,801	-110,800	948,555	-53,554
Cash at Bank		64,829		66,130	-1,301	111,137	-46,308
			959,830	1,071,931	-112,101	1,059,692	-99,862
Capital Expenditure Reserve	3		221,006	396,373	-175,367	194,046	26,960
Pension Reserve			-708,000	-1,412,000	704,000	-708,000	0
Revaluation Reserve			144,583	144,583	0	144,583	0
			2,428,973	1,524,869	904,104	2,450,249	-21,276

Notes

1. Fixed assets include purchases, sales and depreciation for 4 months to 31 July 2022
 2. In all these cases the balance sheet has been adjusted to reflect receipts
 3. This Reserve is held as cash and increases by £22,917 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 2022

YEAR TO DATE

Income	Note	Actual £	Budget £	Variance £	31 July 2021 £	Variance £
Levies Charged to Authorities	1	494,967	494,967	0	452,334	42,633
Agricultural Rates	1	45,732	45,732	0	41,869	3,863
Rechargeable Works		3,218	600	2,618	31,060	-27,842
Application Fees		800	1,000	-200	1,200	-400
Consultancy Fees Recharged		0	6,000	-6,000	0	0
Surplus on Sale of Assets		15,623	13,623	2,000	36,996	-21,373
Miscellaneous Income		0	0	0	0	0
Foreign Water Grant - EA		58,033	58,033	0	56,895	1,138
Developers Fund Contribution	1	15,444	15,444	0	14,994	450
Interest		440	333	107	94	346
Total		634,257	635,732	-1,475	635,442	-1,185
Expenditure						
Payroll		247,991	254,580	6,589	240,119	-7,872
Office Maintenance	2	7,122	10,945	3,823	5,129	-1,993
Maintenance	3	60,368	73,053	12,685	57,656	-2,712
EA Levy		74,178	74,178	0	72,724	-1,454
Motor Travel and Subsistence	4	8,332	8,602	270	7,275	-1,057
Communications		1,960	2,145	185	1,582	-378
Administration	5	11,751	12,658	907	12,823	1,072
Engineering Consultancy Fees		2,830	25,000	22,170	19,700	16,870
Legal and Professional Fees	6	1,486	1,650	164	1,421	-65
Audit and Accountancy Fees		0	0	0	1,150	1,150
Depreciation		74,237	74,237	0	70,469	-3,768
Bank Charges		709	1,100	391	708	-1
Total		490,964	538,148	47,184	490,756	-208
Surplus for 4 months		143,293	97,584	45,709	144,686	-1,393
Transfer to Capital Expenditure Res.		91,667	91,667	0	83,333	8,334
Net Surplus for 4 months		51,626	5,917	45,709	61,353	-9,727

The results for 4 months show a surplus of £51,626 against a budget of £5,917 a positive difference of £45,709.

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	20,167	23,835	3,668	Repairs to Hyundai WX12 CWL (RAM) £1,780. Repairs to Kobelco WU16 T2M (Ridding Circuit) £1,440.
Maintenance Compensation	0	333	333	
Vehicle, Plant	35,796	39,337	3,541	Lower spend on Diesel than budgetted for £7,343.
Workshop Fixtures & Fittings	3,799	2,420	-1,379	
Pump Station Electricity	-676	4,488	5,164	Credit Notes - Saul £4,688 (Aug 2021 to Feb 2022).
Health & Safety	1,282	2,640	1,358	
	60,368	73,053	12,685	

4) Administration -	Actual £	Budget £	Variance £	
	11,751	12,658	907	Project Management Training Course (£1,850)

5) Engineering Consultancy fees -

	Actual £	Budget £	Variance £
Non Rechargeable Fees	2,830	20,000	17,170
Rechargeable Fees	0	5,000	5,000
	2,830	25,000	22,170

Notes:

Surplus on sale of assets is:	£
Energreen 2000 - VX65 HVB	15,623

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

FORECAST TO YEAR END

INCOME AND EXPENDITURE FORECAST TO YEAR END - 31 MARCH 2023

Income	Note	Projected Outturn £	Budget £	Variance £	31 March 2022 £	Variance £
Levies charged to Authorities	1	1,484,901	1,484,901	0	1,357,001	127,900
Agricultural Rates	1	137,196	137,196	0	125,607	11,589
Rechargeable Works		18,000	18,000	0	51,103	-33,103
Application Fees		2,400	3,000	-600	2,050	350
Consultancy Fees Recharged		18,000	18,000	0	16,800	1,200
Surplus on Sale of Assets		15,623	13,623	2,000	31,809	-16,186
Miscellaneous Income		0	0	0	0	0
Foreign Water Grant - EA		174,099	174,099	0	170,686	3,413
Developers Fund Contribution	1	46,332	46,332	0	44,982	1,350
Interest		1,320	1,000	320	297	1,023
Total		1,897,871	1,896,151	1,720	1,800,335	97,536
Expenditure						
Payroll		793,739	783,739	-10,000	762,323	-31,416
Office Maintenance	2	21,366	23,073	1,707	19,501	-1,865
Maintenance	3	232,200	232,200	0	215,934	-16,266
EA Levy		222,534	222,534	0	218,171	-4,363
Motor Travel and Subsistence	4	24,996	26,510	1,514	21,738	-3,258
Communications		5,880	6,435	555	5,085	-795
Administration	5	41,156	46,433	5,277	29,241	-11,915
Engineering Consultancy Fees		75,000	75,000	0	44,779	-30,221
Legal and Professional Fees	6	4,458	4,950	492	4,738	280
Audit and Accountancy Fees		5,019	5,019	0	5,850	831
Depreciation		222,708	222,708	0	214,509	-8,199
Bank Charges		2,127	3,300	1,173	1,613	-514
Total		1,651,183	1,651,901	718	1,543,482	-107,701
Anticipated Surplus at Year End		246,688	244,250	2,438	256,853	-10,165
Transfer to Capital Expenditure Res		275,000	275,000	0	250,000	25,000
Anticipated Net Surplus at Year End		-28,312	-30,750	2,438	6,853	-35,165

Notes

This reflects the activity in the year to 31 July 2022.

The major variances from the Budget relate to activity to 31 July 2022.

Lower Severn (2005) Internal Drainage Board

CASH FLOW

2022/23

	Note	2022 Mar £ 000's actual	Apr £ 000's actual	May £ 000's actual	Jun £ 000's actual	Jul £ 000's actual	Aug £ 000's forecast	Sep £ 000's forecast	Oct £ 000's forecast	Nov £ 000's forecast	Dec £ 000's forecast	2023 Jan £ 000's forecast	Feb £ 000's forecast	Mar £ 000's forecast
NatWest No.1 A/c														
Balance b/f			60	474	167	402	120	57	51	31	54	60	66	71
Other income	3		1	4	0	0	6	6	5	5	5	5	5	5
Plant & Machinery Sales			0	0	0	48	0	0	0	0	0	0	0	0
VAT			16	11	46	13	4	5	5	6	6	6	6	6
Levies	1		328	426	0	0	0	0	0	731	0	0	0	0
Rates	2		79	28	16	5	9	0	0	0	0	0	0	0
sub total			484	943	229	468	139	68	61	773	65	71	76	82
Expenditure	3		-49	-18	-29	-43	-34	-42	-45	-45	-45	-45	-45	-45
Plant			0	0	0	-288	0	0	-10	0	0	0	0	0
Pump Expenditure			-25	0	-20	-38	-8	0	0	0	0	0	0	0
Developer Expenditure			0	0	0	0	0	0	0	0	0	0	0	0
EA Levy			0	0	0	-49	0	0	0	0	0	0	0	0
Salaries (paid via No.2 A/c)			-65	-65	-65	-65	-70	-75	-75	-74	-60	-60	-60	-60
Net transfers	3		129	-693	287	135	30	100	100	-600	100	100	100	50
sub total			-10	-776	173	-348	-82	-17	-30	-719	-5	-5	-5	-55
Balance c/f		60	474	167	402	120	57	51	31	54	60	66	71	27
Other balances														
NatWest														
No 2 Account		30	33	35	36	37	33	34	34	34	34	34	34	34
Bonus Saver	4	296	167	860	574	439	409	309	209	509	409	309	209	159
Deposit Account	5	206	206	206	206	206	206	206	206	506	506	506	506	507
Lloyds Deposit	6	93	93	139	139	139	139	139	139	139	139	139	139	139
Total		625	499	1,240	955	821	787	688	588	1,188	1,088	988	888	839
Developers Funds Cash														
Lloyds Deposit	6	111	111	65	65	65	65	65	65	65	65	65	65	65
All LSIDB balances		796	1,084	1,472	1,422	1,006	909	804	684	1,307	1,213	1,119	1,024	931
LSIDB Working Cash		491	777	1,191	1,135	720	606	477	333	932	814	697	578	462
Capital Reserve		194	196	216	222	221	238	262	286	310	334	357	381	404
Developer Reserve		111	111	65	65	65	65	65	65	65	65	65	65	65
		796	1,084	1,472	1,422	1,006	909	804	684	1,307	1,213	1,119	1,024	931

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 0.2% interest.
 6. Deposit Account - 32 Day Notice earns 0.15% interest. From 5 August 0.2%.

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 2022		
Cash at bank and in hand	595,503	
Short term Deposits	410,293	
Less Petty Cash	104	
Cash at Bank	<u>1,005,692</u>	
 LSIDB Working Cash	 719,857	
Capital Expenditure Reserve	221,006	
Developers Funds Reserve	<u>64,829</u>	
	<u>1,005,692</u>	

Investments

	As at 31 July 2022
	£
Capital	
Amount through Evelyn Partners (net)	650,000
Market value	<u>895,001</u>
Change in value	245,001
 Portfolio return since 1 July 2022	 6.19%
Note: Market Index Movements	
MSCI WMA Balanced NR	4.86%
MSCI World NR	7.72%
MSCI ACWI (All Countries World Index)	6.77%
MSCI ACWI ex UK	6.90%

Developers Funds as at 31 July 2022

	£
Developers Funds Reserve as per Balance Sheet	<u>959,830</u>
Funds held as:	
Investments	895,001
Cash held at Bank	<u>64,829</u>
	<u>959,830</u>

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

Developers Funds July 2022

	£			
Balance at 1 April 2022	1,059,692			
Increase in value of investments	-53,554			
Transfer of cash to investments	0			
Interest on Cash held in Deposit Account	24			
Developers Contributions - received	0			
Transfer to Board 2022/23				
Developers drawdowns	-46,332			
Current Balance	959,830	split		£
			Investments	895,001
			Cash at Bank	64,829
Estimated balance 31/03/2022	959,830	split		£
			Investments	895,001
			Cash at Bank	64,829

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

Expenditure Forecast for the Capital Programme - 2022/23 to 2028/29

		As at 31 July 2022							Total
		2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2022/29
		£	£	£	£	£	£		£
Pump Stations									
	No. of Pumps								
Oldbury	3						2,563,042	905,704	3,468,746
Marshfield	2		733,102	397,837					1,130,939
Lapperditch	2		797,997	436,425					1,234,422
Wicks Green	2				1,269,664	678,982			1,948,646
Elmore Back	2	64,707							64,707
Saul	1								0
Pump Expenditure Total		64,707	1,531,099	834,262	1,269,664	678,982	2,563,042	905,704	7,847,460
Plant and Vehicles									
Water Level Monitoring Equipment		8,000							8,000
Energreen SPV3		240,370							240,370
Energreen VX65 HVB		-38,000							-38,000
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		210,370	175,000	295,000	0	89,000	0	565,000	1,334,370
Capital Expenditure Total		275,077	1,706,099	1,129,262	1,269,664	767,982	2,563,042	1,470,704	9,181,830

Details of Budget and Expenditure on Pump Stations

		Budget	Previous Years Expenditure	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	Total	
		£	£	£	£	£	£	£	£		£	
Pump Stations	No. of Pumps											
Oldbury	3	3,493,429	24,683						2,563,042	905,704	3,493,429	
Marshfield	2	1,156,385	25,446		733,102	397,837					1,156,385	
Lapperditch	2	1,207,343	33,288		797,997	436,425					1,267,710	
Wicks Green	2	1,972,281	23,635				1,269,664	678,982			1,972,281	
Elmore Back	2	815,000	869,277	64,707							933,984	
Saul	1	180,000	179,623								179,623	
Pump Expenditure Total		8,824,438	1,155,952	64,707	1,531,099	834,262	1,269,664	678,982	2,563,042	905,704	9,003,412	0

Details of Expenditure on Pump Stations in 2022/23

		Spend in current financial year, 2022/23, to 1 July 2022	Spend in current financial year, 2022/23, in July 2022	Total Spend to date	Expected spend in current financial year from 1 August 2022	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		0	0	0
Wicks Green	2		0	0		0	0	0
Elmore Back	2	58,651	6,056	64,707		64,707	30,000	-34,707
Saul	1		0	0		0	0	0
Total		58,651	6,056	64,707	0	64,707	30,000	-34,707
				0		0		0

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

MTFP (Medium Term Financial Plan)

A) Income and Expenditure

		Rate - Pence in the Pound					
		10.6	10.6	11.3	11.9	12.5	13.1
		The future annual rates shown are for illustrative purposes only.					
	YEAR 2022/23 Budget £000's	YEAR 2022/23 Forecast £000's	YEAR 1 2023/24 Estimate £000's	YEAR 2 2024/25 Estimate £000's	YEAR 3 2025/26 Estimate £000's	YEAR 4 2026/27 Estimate £000's	Total all years 2023/27 £000's
Income (line10)	1,896	1,898	1,992	2,121	2,184	2,281	8,579
Expenditure (line 24)	1,652	1,651	1,815	1,918	2,023	2,112	710
Estimated +surplus -deficit (line 23)	244	247	177	203	161	169	7,869
Transfer to Capital Reserve (line 24)	275	275	300	325	350	375	1,350
Net estimated +surplus -deficit (line 25)	-31	-28	-123	-122	-189	-206	-640
Transfer from Capital Res. (line 26)	0	0	0	0	350	0	350
Accumulated Res. b/f (line27)	957	957	929	806	684	845	929
Accumulated Res. c/f (line28)	926	929	806	684	845	639	639
Accumulated Reserve as % of expenditure	56.05%	56.27%	44.43%	35.65%	41.76%	30.25%	90.00%

B) Working Capital - Cash Flow

	YEAR 2022/23 Budget £000's	YEAR 2022/23 Forecast £000's	YEAR 1 2023/24 Estimate £000's	YEAR 2 2024/25 Estimate £000's	YEAR 3 2025/26 Estimate £000's	YEAR 4 2026/27 Estimate £000's	Total all years 2023/27 £000's
Balances b/f	456	491	462	300	365	347	462
Net cash movement	-32	-29	-162	64	-17	317	203
Balances c/f	424	462	300	365	347	665	665

C) Cash at Bank

	YEAR 2022/23 Budget £000's	YEAR 2022/23 Forecast £000's	YEAR 1 2023/24 Estimate £000's	YEAR 2 2024/25 Estimate £000's	YEAR 3 2025/26 Estimate £000's	YEAR 4 2026/27 Estimate £000's	Total all years 2023/27 £000's
Working Capital	424	462	300	365	347	665	665
Capital Expenditure Reserve	606	404	-827	-1,336	-2,256	-2,560	-2,560
Developers Reserve	65	65	20	-29	-79	-131	-131
	1,095	931	-507	-1,000	-1,988	-2,026	-2,026

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

Medium Term Financial Plan (MTFP)

			Rate - Pence in the Pound						
			10.6	10.6	11.3	11.9	12.5	13.1	
			The future annual rates shown are for illustrative purposes only.						
Income and Expenditure basis	Line	Note	YEAR 2022/23 Budget £000's	YEAR 2022/23 Forecast £000's	YEAR 1 2023/24 Estimate £000's	YEAR 2 2024/25 Estimate £000's	YEAR 3 2025/26 Estimate £000's	YEAR 4 2026/27 Estimate £000's	Total all years 2023/27 £000's
Income									
Levies and charges to Authorities	1	1	1,485	1,485	1,581	1,665	1,749	1,833	6,827
Agricultural rates	2	2	137	137	146	154	162	170	632
sub total +	3		1,622	1,622	1,727	1,819	1,911	2,002	7,459
Foreign Water Grant		3	174	174	177	181	185	188	732
Developers Fund Contribution	5	4	46	46	47	49	50	52	198
Other Income	6		37	39	38	38	38	38	152
Bank interest	7	5	3	1	1	1	1	1	4
Surplus on sale of fixed assets	8		14	16	1	33	0	0	34
sub total +	9		274	276	265	302	274	279	1,120
total income	10		1,896	1,898	1,992	2,121	2,184	2,281	8,579
Expenditure									
Payroll	11	6	784	794	837	858	880	902	3,477
Office maintenance	12		23	21	23	23	23	23	92
Maintenance plant and machinery	13	7	232	232	237	241	246	251	975
EA Levy	14	3	223	223	227	232	237	241	938
Motor travel and subsistence	15		27	25	27	27	27	27	108
Communications	16		6	6	6	6	6	6	24
Administration	17	8	46	41	47	48	49	50	194
Engineering consultancy fees	18		75	75	75	75	75	75	300
Legal and professional fees	19		5	4	5	5	5	5	20
Audit and Accountancy fees	20		5	5	5	5	6	6	22
Depreciation	21	9	223	223	322	394	467	523	1,707
Bank charges	22		3	2	3	3	3	3	12
total expenditure			1,652	1,651	1,815	1,918	2,023	2,112	7,869
Estimated +surplus -deficit	23		244	247	177	203	161	169	710
Transfer to Capital Reserve	24	10	275	275	300	325	350	375	1,350
Net estimated +surplus -deficit	25		-31	-28	-123	-122	-189	-206	-640
Transfer from Capital Reserve	26	11	0		0	0	350	0	350
Accumulated Fund	27	b/f	957	957	929	806	684	845	929
Contribution to Accumulated Fund	28	c/f	926	929	806	684	845	639	639
Adjust for non cash items									
Depreciation	29	9	223	223	322	394	467	523	1,707
Surplus on sale on fixed assets	30		-14	-16	-1	-33	0	0	-34
Cash items not included									
Plant purchases net of sales receipts	31	12	-210	-208	-360	-175	-295	0	-830
Adjustment for cash flow purposes	32		-1	-1	-39	186	172	523	843
Net creditors/debtors	33		0	0					
Net cash flow movement	34		-32	-29	-162	64	-17	317	203
Working Capital	35	b/f	456	491	462	300	365	347	462
Working Capital	37		424	462	300	365	347	665	665
Add Capital Expenditure Reserve	38		606	404	-827	-1,336	-2,256	-2,560	-2,560
Add Developers Fund Reserve	39		65	65	20	-29	-79	-131	-131
Bank balances	40	c/f	1,095	931	-507	-1,000	-1,988	-2,026	-2,026

Note:

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

Annual Report for the year ended 31 March 2022

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 31 October 2022 a copy must be provided to:

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

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

Please round all cash figures down to nearest whole £.

Lower Severn (2005)	Internal Drainage Board
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Section A – Financial information

Preliminary information on special levies issued by the Board for 2022-23

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 2022-23 (forecast)	
Name of local authority	2022-23 forecast £
1. BRISTOL CITY COUNCIL	804,477
2. SOUTH GLOUCESTERSHIRE COUNCIL	361,488
3. STROUD DISTRICT COUNCIL	171,228
4. GLOUCESTER CITY COUNCIL	77,282
5. FOREST OF DEAN DISTRICT COUNCIL	47,753
6. HEREFORDSHIRE COUNCIL	13,047
7. TEWKESBURY BOROUGH COUNCIL	7,837
8. MALVERN HILLS COUNCIL	1,789
Total	1,484,901

Section A – Financial information (continued)

Income and Expenditure Account for the year ending 31 March 2022

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 2022 £
INCOME		
1. Drainage Rates		125,607
2. Special Levies		1,357,001
3. Higher Land Water Contributions from the Environment Agency		170,686
4. Contributions received from developers/other beneficiaries		44,982
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		67,903
9. Interest and Investment Income		297
10. Rents and Acknowledgements		0
11. Other Income		2,050
Total income		1,768,526
EXPENDITURE		
12. New Works and Improvement Works		0
13. Total precept to the Environment Agency		218,171
14. Watercourse maintenance		1,011,961
15. Pumping Stations, Sluices and Water level control structures		73,177
16. Administration		175,070
17. PSCAs		0
18. Rechargeable Works		65,103
19. Finance Charges		0
20. SSSIs		0
21. IDB Biodiversity and conservation (other than item 20 expenditure)		250,000
22. Other Expenditure		0
Total expenditure		1,793,482

EXCEPTIONAL ITEMS		
23. Profits/(losses) arising from the disposal of fixed assets		31,809
Net Operating Surplus/(Deficit) for the year		6,853
24. Developers Funds income not applied in year		1,059,692
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)? 13/04/2022

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)

Co-opted members

Directly employed staff

Contracted persons or consultants

Environmental Partners/NGOs

Other (please describe)

☐☐☐☒☒☐

Asset Management

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

ADIS

Paper Records

Other Electronic System

☐☐☒

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?

550Km

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?

Does the Board have a responsible officer for Health and Safety?

Have there been any reportable incidents in the past year?

If so, please summarise in the box below:

Yes☒No☐

Yes☒No☐

Yes☐No☒

Guidance and Best Practice

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

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

Governance ☐

Finance ☒

Environment ☐

Health, safety and welfare ☐

Communications and engagement ☐

Other (please describe) ☒

Procurement Training

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.	9
Mean average number of appointed members in attendance at each board meeting over the last financial year.	7

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

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

Complaints procedure

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

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

Public Engagement

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

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

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

0.015%

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

Signature

MDear

Date

26/08/2022

Name in BLOCK LETTERS

MARTIN DEAR

Designation

Accounts Officer

Email address

MDear@lowersevernidb.org.uk

Lower Severn (2005) Internal Drainage Board

Payments to be Noted

April 2022

<u>Supplier</u>	<u>Details</u>	<u>Amount Paid this Period</u>
Honey Brothers Ltd	GLOves, Polesaw Clearing hook, Combi Can, Screwfit	380.95
Orchard Computer Services	Maintenance Cover as per Agreement 1076	395.00
RS COMPONENTS LTD	A100 Job Drill part, Plated Steel Nuts	54.10
DVLA	Vehicle Tax - WX12 CWL	165.00
DVLA	Credit Card Charge	2.50
British Parts	Wiring & Lamp Flashers	20.42
Screwfix Direct Ltd	18V 5Ah Combi Drill	139.99
TESCO	Milk	5.40
Giffgaff Ltd	Sim monthly plan KW	10.00
MERRETT D C	Labour for VX65 HVB	1,830.00
MERRETT D C	Materials for VX65 HVB	5,350.81
(Hydraflow) Brammer Buck & Hickman	Double acting cylinder for tree shears	1,076.40
Avon Fire Systems Ltd	Attend to Fault on the Fire alarm	186.00
Cotswold Trailers Ltd	Lockit Mk4	176.40
TESCO	Petrol for Chainsawa	31.18
Tilney Ltd	Pension Consultancy 1/8/21 - 31/1/22	620.40
Avon Hydraulics (UK) Ltd	Hoses, Ferrules	84.10
DVLA	Vehicle Tax for WV19 FUU	165.00
DVLA	Credit Card Charge	2.50
T.H. Chamberlayne & Son	Wicks Green Pump Attendant Fees 21/22	879.99
T.H. Chamberlayne & Son	Lapperditch Pump Attendant Fees 21/22	879.99
T.H. Chamberlayne & Son	Marshfield Pump Attendant Fees 21/22	880.02
RS COMPONENTS LTD	Set of 1 Taper, 1 Plug M 20 Fine	20.03
RS COMPONENTS LTD	4 row steel wire brush with scrapper	48.46
CROMWELL GROUP HOLDINGS LTD	Sunk Head Screw & Digital Caliphar	72.49
ENGINEERING & HIRE LTD	Riddling Bucket Parts for WX12 CWL	377.19
ENGINEERING & HIRE LTD	Riddling Bucket Parts for VX65 HTA	377.21
ENGINEERING & HIRE LTD	Riddling Bucket Parts for VX65 HVB	377.20
ENGINEERING & HIRE LTD	Riddling Bucket Parts for WV16 T2M	377.21
ENGINEERING & HIRE LTD	Riddling Bucket Part for WV19 FUU	377.21
Andy Gardner	LSIDB Annual Website Hosting 12/03/22-11/03/23	196.00
TyreRight (Gloucester) Ltd	New Tyre for WV19 FUU	1,200.00
TyreRight (Gloucester) Ltd	Tyre Fitting for WV19 FUU	30.00
TAILORMADE OFFICE SUP.LTD	Envelopes, Biro's and Printer Ink	105.21
Pitney Bowes Ltd	Franking Machine Rental Mar 22	15.54
TESCO	Milk	5.40
TESCO	Water for Office	8.40
CROMWELL GROUP HOLDINGS LTD	Sunk Head Screws	38.30
Avon Fire Systems Ltd	Attending fault - Call out and replace EOL	270.00
The Gables Hotel	Room Hire for 23/03/22	100.00
The Gables Hotel	Refreshments for 23/03/22	16.20
Mr C.J.N Williams	Mileage for Chairs Meeting 23/03/2022	19.80
Cllr B Behan	Mileage for Chairs Meeting 23/03/2022	26.10
Fiona Collins	Mileage for Chairs Meeting 23/03/2022	26.10
Orchard Computer Services	Multi Domain Licence Renewal for remote	270.00
Canal & River Trust	Rental of Flap Valve - Buckholt Syphon 1/4/22 -	123.92
Water Environment Ltd	Project Silver Modelling	4,968.00
Bishop Fleming LLP	Balance of fees for 2021/22 Audit	1,440.00
RS COMPONENTS LTD	Wire Brushes	33.12
ARCO LTD	Sweatshirts	97.68
L&S Engineers Ltd	PArts for Stihl Chainsaw	143.04
Motion Consultants Ltd	Avonmouth Consultancy for Feb 22	2,160.00
ARCO LTD	Sweatshirts	19.54
MOWER DOCTOR	Parts for Chainsaws	606.64
RIDDLE MR M	M Riddle - Mileages for 2021/22	121.50
Antifriction Components Ltd	Bearings for Stihl Chainsaws	24.19
Mr P Abraham	P Abraham - Mileages for 30/03/2022	14.85
Cllr B Behan	B Behan - Mileages for 30/03/2022	26.10
Fiona Collins	F Collins - Mileages for 30/03/2022	26.10
Moorepay Ltd	Payroll Costs for Mar 22	157.46

April 2022

<u>Supplier</u>	<u>Details</u>	<u>Amount Paid this Period</u>
Bristol DPF Centre	Clean DPF Filter on VN62 RPY	222.00
GAP SUPPLIES	Cement	376.99
TAILORMADE OFFICE SUP.LTD	A4 Paper, Dividers, Lever Arch Files	105.68
Janes Cleaning Services South West Ltd	Cleaning for Mar 22	201.00
Avon Fire Systems Ltd	12 months maintenance on Fire Alarm from 16/03/22	378.00
AVON ALARMS LTD	12 months maintenance & CCTV monitoring from	1,362.00
Smiths (Gloucester) Ltd	Waste management for Mar 22	61.09
Giffgaff Ltd	Slimbridge WLMP Sim	8.00
Mole Country Stores	Gate Posts & Barbed Wire	1,291.02
Motion Consultants Ltd	Elmore back P/S Modifications for Feb 22	5,306.52
Screwfix Direct Ltd	Batteries for Workshop	204.96
L&S Engineers Ltd	Parts for Stihl Chainsaw	95.31
Galleon Supplies Ltd	Paper Towels	346.80
Worldpay (UK) Ltd	Credit Card Transaction Charges	15.00
Worldpay (UK) Ltd	Vatable Charges	6.00
Water Environment Ltd	Area F Plot G Modelling Works	7,200.00
Holt JCB Ltd	Quarterly Service Agreement for WV19 FUU	321.20
The Gables Hotel	Room Hire for 30/03/22	100.00
The Gables Hotel	Refreshments for 30/03/22	18.90
Claas Western Ltd	Nozzle part for WX14 LGO	9.72
Citation Ltd	Legal Fees	329.34
SOUTH GLOUCESTERSHIRE COUNCIL	Business Rates	760.75
CROMWELL GROUP HOLDINGS LTD	Assort Gloves	95.76
CROMWELL GROUP HOLDINGS LTD	Assort Lubricants	138.83
Aqua Management Ltd	Application Payment No 7 Elmore Back	20,306.94
Elite Training European Ltd	Project Manangement Trainig Course	2,220.00
Zoom Video Communications Inc.	Zoom Subscription 23/03/22-22/04/22	11.99
PIB Insurance Brokers	Pump hire Insurance (Elmore Back)	562.00
Worldpay (UK) Ltd	Credit Card Subscription for Apr 22	11.94
Corona Energy	Elmore Back Electricity 01/03/22 - 31/03/22	874.59
Corona Energy	Oldbury Electricity 01/03/22 - 31/03/22	282.27
Corona Energy	Saul Electricity 01/03/22 - 31/03/22	495.24
Corona Energy	Lapperditch Electricity 01/03/22 - 31/03/22	116.56
Corona Energy	Wicks Green Electricity 01/03/22 - 31/03/22	585.46
Corona Energy	Marshfield Electricity 01/03/22 - 31/03/22	301.26
Corona Energy	Office Electricity 01/03/22 - 31/03/22	368.67
Blizzard Telecom Ltd	Office Telecoms	187.58
Blizzard Telecom Ltd	Mobile Phones	231.37
		<u>73,163.08</u>

Please note that the amounts shown above include Vat where applicable

Amount Paid this Period 73,163.08
Amount Paid this Period (Supplier Invoices) 73,163.08

Bank Payments for Jun 22

NatWest Bank Charges & Bankline Charge 57.42
Amount Paid this Period (Bank Charges) 57.42

Total Amount Paid this Period
£73,220.50

Lower Severn (2005) Internal Drainage Board

Payments to be Noted

May 2022

<u>Supplier</u>	<u>Details</u>	<u>Amount Paid this Period</u>
Orchard Computer Services	Maintenace Cover as per Agreement 1076	395.00
RS COMPONENTS LTD	Workshop Consumables	69.58
RS COMPONENTS LTD	Workshop Consumables	11.96
Banbury Trailers	Light lens for IW Trailer	31.33
Chainsdirect Ltd	Replacement chain for Chainsaw	112.60
Pitney Bowes Ltd	Franking Machine Hire Apr 22	15.54
Pitney Bowes Ltd	Postage Top Up	57.00
TH White Ltd	Airline Coupling, Air Gun, Pins	208.34
(Hydraflow) Brammer Buck & Hickman	Ram repair to WX12 CWL	2,136.00
ARCO LTD	Eyewash Pods	20.38
ARCO LTD	Sandbags	96.36
Molson Equipment Services Ltd	Hose for WX12 CWL	62.98
RS COMPONENTS LTD	Spare Bulbs	23.08
Mr C.JN Williams	C Williams - Mileages for 21/04/22	23.40
Mr C Daniell	C Daniell - Mileages for 21/04/22	43.20
Mark Topping	M Topping - Mileages for 21/04/22	16.65
Konica Minolta Business Solutions (UK) Ltd	Photocopier hire 17/04/22 - 01/05/22	13.94
Konica Minolta Business Solutions (UK) Ltd	Quarterly printing 17/01/22 - 16/04/22	176.36
Hydroscand Ltd	Parts for WV19 FUU	6.36
The Gables Hotel	Room Hire for 13/04/22 (Cancelled)	132.40
TESCO	Petrol for Chainsaws	68.90
TESCO	Milk for Office	4.50
Safetyliftinggear.com	Shackles & slings	49.40
British Parts	Potentiometer for WN03 NVK	217.39
FILTRATION LTD	Filters for VX54 HVB	62.57
FILTRATION LTD	Filters for VX54 HTA	78.96
FILTRATION LTD	Filters for WX12 CWL	133.77
GAP SUPPLIES	Cement, Type One & 0-10mm	1,425.65
CROMWELL GROUP HOLDINGS LTD	Barrier cream & Wipes	40.46
TH White Ltd	Round Up	226.61
Hitachi Construction Machinery (uk) Ltd	Hitachi Solas Service Agreement	816.00
Green Farm Seeds Ltd	Grass Seed	555.00
RS COMPONENTS LTD	Safety Glasses	90.86
ARCO LTD	Baseball Caps, Sun Cream & Ear Protectors	180.55
The Gables Hotel	Room Hire & refreshments for 27/04/22	511.40
Molson Equipment Services Ltd	Repairs to WU16 TZM - Ridding Circuit	1,728.00
Mr C Daniell	C Daniell - Mileages for 27/04/22	21.60
Mr J Nichols	J Nichols - Mileages for 27/04/22	5.40
Mr W J Cornock	J Cornock - Mileages for 27/04/22	5.40
Mark Topping	M Topping - Mileages for 27/04/22	22.50
Mr C.JN Williams	C Williams - Mileages for 27/04/22	19.80
Fiona Collins	C Collins - Mileages for 27/04/22	26.10
John Hore	J Hore - Mileages for 27/04/22	9.00
Moorepay Ltd	Payroll Costs Apr 22 & Year End	289.47
BOC LTD	12 months Rental of Acetylene	255.06
Approved Hydraulics	Check Valve for Tree Shears	53.08
Worldpay (UK) Ltd	C/Card Subscription for May 22	11.94
Oakham Treasures	Storage of Machines at Avonmouth	1,200.00
BARNES MR M	M Barnes - Mileages for 2021/22	195.30
Molson Equipment Services Ltd	Radiator Cap for WU16 TZM	44.12
CARR R MR	Rhine Spraying at Severnside	730.00
CARR R MR	Rhine Spraying at Marsh Common, Severn Beach	500.00
Motion Consultants Ltd	Severnside Consultancy for Mar 22	1,728.00
Worldpay (UK) Ltd	C/Card Transaction Charges for Apr 22	58.98
Worldpay (UK) Ltd	Vatable Charges	6.92
Smiths (Gloucester) Ltd	Waste Management	44.09
SOUTH GLOUCESTERSHIRE COUNCIL	Business Rates	761.00
Citation Ltd	Legal Fees	329.34
The Gables Hotel	Room hire & refreshments for 04/05/22	172.40
Clr B Behan	B Behan - Mileages for 04/05/22	26.10

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

May 2022

<u>Supplier</u>	<u>Details</u>	<u>Amount Paid this Period</u>
Mr P Abraham	P Abraham - Mileages for 04/05/22	15.30
Mr J Nichols	J Nichols - Mileages for 04/05/22	5.85
Mr C.J.N Williams	C Williams - Mileages for 04/05/22	19.80
Giffgaff Ltd	Monthly Sim for Slimbridge WLMP	10.00
Giffgaff Ltd	Monthly Sim for Mobile - KW	8.00
Zoom Video Communications Inc.	Zoom Subscription 23/04/22-22/05/22	11.99
BRITISH TELECOM	Quarterly Alternative Phone Line	45.47
Blizzard Telecom Ltd	Mobiles Phone Bill	297.97
Blizzard Telecom Ltd	Office Telecoms	189.76
Corona Energy	Elmore BAC Electricity 01/04/22-30/04/22	319.15
		<u>17,281.37</u>

Please note that the amounts shown above include Vat where applicable

Amount Paid this Period	<u>17,281.37</u>
Amount Paid this Period (Supplier Invoices)	17,281.37

Bank Payments for May 2022

NatWest	Bank Charges & Bankline Charge	<u>243.47</u>
	Amount Paid this Period (Bank Charges)	243.47

Total Amount Paid this Period
£17,524.84

Lower Severn (2005) Internal Drainage Board

Payments to be Noted

June 2022

<u>Supplier</u>	<u>Details</u>	<u>Amount Paid this Period</u>
One Stop	Milk	2.90
TESCO	Petrol for Chainsaws/Strimmers	30.30
L&S Engineers Ltd	Parts for Chainsaws	50.82
Chainsdirect Ltd	Parts for Chainsaws	34.00
Motion Consultants Ltd	Elmore BACK P/S Modifications - <ar 22	8,835.06
Giffgaff Ltd	Monthly Sim Mobile (KW)	10.00
Giffgaff Ltd	Monthly Sim for Slimbridge WLMP	8.00
Mr CJN Williams	C Willaims - Mileages for 16/05/22	23.40
Ford Fuel Oils	Chainsaw Oil & Antifreeze	338.40
Certas Energy UK Ltd	7,021 Litres Gas Oil	8,829.61
AVON ALARMS LTD	Alterations to Intruder Alarm	104.40
Claas Western Ltd	Window & Mirror Glass for OU21 BXW	237.38
TAILORMADE OFFICE SUP.LTD	A4 Paper, Ink (LR), Stapler	219.83
Molson Equipment Services Ltd	Call out to WU16 TZM	405.72
Orchard Computer Services	Quarterly Maintenance Cover	395.00
Gloucestershire LGPS	Actuarial Recharge FRS102	534.00
Orchard Computer Services	Annual renewal of 6 x Microsoft 365	393.98
The Gables Hotel	Room Hire, Refreshments & Lunch for 18/05/22	278.20
Pitney Bowes Ltd	Franking Machine Rental - May 22	15.54
Pitney Bowes Ltd	Postage	463.00
Rose Hewlett	R Hewlett - Mileages for 18/05/22	11.25
HYSLOP MR R	R Hyslop - Mileages for 18/05/22	27.00
Mary Sykes	M Sykes - Mileages for 18/05/22	21.60
Mr W J Cornock	J Cornock - Mileages for 18/05/22	5.40
John Hore	J Hore - Mileages for 18/05/22	9.90
Mr CJN Williams	C Williams - Mileages for 18/05/22	19.80
TAILORMADE OFFICE SUP.LTD	Binding Covers	8.57
Certas Energy UK Ltd	2,001 litres Derv	3,529.52
MERRETT D C	Transportation Of NL21 CHG	180.00
MERRETT D C	Transportationof WU16 TZM	180.00
Batsford Timber Ltd	Assort Stakes & Rails	4,937.64
Honey Brothers Ltd	Chainsaw Helmets	62.06
Janes Cleaning Services South West Ltd	Cleaning for Apr 22	251.26
Motion Consultants Ltd	Elmore Back P/S Modifications - Apr 22	7,648.80
Motion Consultants Ltd	Avonmouth Consultancy - Apr 22	3,240.00
Hydroscand Ltd	Hydraulic hose for Tree Shears	24.54
RS COMPONENTS LTD	Anderson plug handles	49.92
MERRETT D C	Transportation of NL21 CHG	180.00
MERRETT D C	Call out to VX65 HVB (Regen Engine)	330.00
MERRETT D C	Transportation of WU16 TZM	360.00
Smiths (Gloucester) Ltd	Waste Management	44.09
Moorepay Ltd	Payroll Costs for May 22	163.46
Ford Fuel Oils	Adblue & Demineralised Water	190.13
Cal Services UK Ltd	Service of CAT & Genny	108.00
Janes Cleaning Services South West Ltd	Cleaning for May 22	201.00
Mole Country Stores	Bolts & Barbed Wire	131.64
Worldpay (UK) Ltd	C/Card Transaction Charges - May	36.96
Worldpay (UK) Ltd	Vatable Charges	6.77
Worldpay (UK) Ltd	C/Card Subscription - Jun	11.94
Hydroscand Ltd	2 x Hose assemblies for VX65 HVB	72.61
Zoom Video Communications Inc.	Zoom Subscription 23/05/22-22/06/22	11.99
Expresschemist.co.uk	Sting relief spray	65.98
TESCO	Milk & water for Office	9.30
Citation Ltd	Legal Fees	329.34
SOUTH GLOUCESTERSHIRE COUNCIL	Business Rates	761.00
Avon Hydraulics (UK) Ltd	Hose assembly for WX12 CWL	109.44
Avon Hydraulics (UK) Ltd	Hose assembly for WX12 CWL	91.34
CROMWELL GROUP HOLDINGS LTD	Welding Masks & Filters	81.06
The Gables Hotel	Room Hire & refreshments for 08/06/22	281.00
Corona Energy	Elmore Back P/S Electricity 01/05/22-31/05/22	200.95

Lower Severn (2005) Internal Drainage Board

Payments to be Noted

June 2022

<u>Supplier</u>	<u>Details</u>	<u>Amount Paid this Period</u>
Mr W J Cornock	J Cornock - Mileages for 08/06/22	5.40
Rose Hewlett	R Hewlett - Mileages for 08/06/22	11.25
Mr P Abraham	P Abraham - Mileages for 08/06/22	16.20
Mary Sykes	M Sykes - Mileages for 08/06/22	20.70
Mr R Godwin	R Godwin - Mileages for 08/06/22	15.30
Mr C Daniell	C Daniell - Mileages for 08/06/22	36.00
Mr CJN Williams	C Williams - Mileages for 08/06/22	19.80
John Hore	J Hore - Mileages for 08/06/22	9.90
Mr J Nichols	J Nichols - Mileages for 08/06/22	5.85
Fiona Collins	F Collins - Mileages for 08/06/22	26.10
HYSLOP MR R	R Hyslop - Mileages for 08/06/22	22.50
James North	J North - Mileages for 08/06/22	14.40
Blizzard Telecom Ltd	Mobile Phones	230.44
Blizzard Telecom Ltd	Office Telecoms	194.50
Tincknell Fuels Ltd	5,000 litres Gas Oil Credit	168.00
Andrews Sykes Hire Ltd	Hire of Pump for Elmore Back	2,659.50
		<u>48,650.64</u>

Please note that the amounts shown above include Vat where applicable

Amount Paid this Period	48,650.64
Tincknells Credit	(168.00)
Amount Paid this Period (Supplier Invoices)	48,482.64

Bank Payments for June 2022

NatWest

Bank Charges & Bankline Charge	99.92
Amount Paid this Period (Bank Payments)	99.92

Total Amount Paid this Period
££48,582.56

July 2022

<u>Supplier</u>	<u>Details</u>	<u>Amount Paid this Period</u>
Orchard Computer Services	Quarterly Maintenance Cover	395.00
GlosJobs Ltd	Job advert	168.00
Orbital Fasteners	Washers & bolts for Tree Shears	117.84
Spearhead Machinery Ltd	Energreen ILF1200 9.5M	287,498.40
L&S Engineers Ltd	Hand Guard for Chainsaw`	39.85
Thornbury Motors	Filters for WP18 GXY	161.27
MERRETT D C	Labour on repairs to WU16 TZM (Water Pump)	1,110.00
MERRETT D C	Parts on repairs to WU16 TZM (Water Pump)	3,022.47
Molson Equipment Services Ltd	Pulley assembly for WX12 CWL	124.47
Batsford Timber Ltd	Assort stakes & rails, Barbed Wire	3,585.26
Giffgaff Ltd	Monthly sim for mobile (KW)	10.00
Giffgaff Ltd	Monthly sim for Slimbridge WLMP	8.00
Gasspringsshop.co.uk	Replacement for Stabilus Lift-O-Mat	41.10
Hydroscand Ltd	Hose for tree shears	44.35
MERRETT D C	Transportation of WU16 TZM	120.00
JEC Electrical Ltd	EICR Depot check	1,392.00
Janes Cleaning Services South West Ltd	Cleaning for Jun	251.26
SOUTH GLOUCESTERSHIRE COUNCIL	CEO Job Advert	150.00
Green Farm Seeds Ltd	Grass Seed	370.00
Tincknell Fuels Ltd	5,000 litres Gas Oil	6,826.20
Water Environment Ltd	Plot E Area F Modelling	7,200.00
Water Environment Ltd	Plot D Area F Modelling	7,200.00
Moreton C. Cullimore (Gravels) Ltd	Bags of Cement	62.40
Moorepay Ltd	Payroll costs for Jun	163.46
Andrews Sykes Hire Ltd	Hire of Pump for Elmore Back	1,272.27
Smiths (Gloucester) Ltd	Watse Management & Annual Duty of Care Charge	110.09
Molson Equipment Services Ltd	Labour on call out to WU16 TZM - Regen issue	365.40
Aqua Management Ltd	Payment Application No 8	38,359.00
DVLA	Vehicle licence for WP18 GXY	290.00
DVLA	Credit card charge	2.50
DVLA	Vehicle licence for WN03 NVK	290.00
DVLA	Credit card charge	2.50
DVLA	Vehicle licence for WU17 NVD	290.00
DVLA	Credit card charge	2.50
DVLA	Vehicle licence for WU16 TZM	165.00
DVLA	Credit card charge	2.50
TESCO	Milk & Water for office	4.00
TESCO	Milk & Water for office	11.85
Halfords	AirCon Cylinders	149.97
Simply Fone Solution	Repairs to phone (PD)	100.00
TESCO	Petrol for Chainsaws	78.41
Worldpay (UK) Ltd	Credit Card Subscription for Jul	11.94
Holt JCB Ltd	WV19 FUU Service Agreement 25/04/22-24/07/22	321.20
ENVIRONMENT AGENCY	Precept net of FWG	48,434.07
Mole Country Stores	14ft Gate	143.34
Mole Country Stores	Sawn Rails, Staples, 12ft Gates	1,171.86
Worldpay (UK) Ltd	Credit Card Transaction Charges	44.13
Worldpay (UK) Ltd	Vatable Charges	6.49
Motion Consultants Ltd	Avonmouth Consultancy - May 22	1,836.00
South West Councils	CEO Job Advert	60.00
Hydroscand Ltd	Spare fittings	500.68
Avon Hydraulics (UK) Ltd	Invoice to be credited Credit	22.69
Mole Country Stores	Gate Eyes	22.44
Mole Country Stores	Gate Eyes, Hooks & Pins	54.21
Chandlers (Farm Equipment) Ltd	Springs, Washers, Bushes for WX08 OSY	105.84
Chandlers (Farm Equipment) Ltd	O Rings for WX08 OSY	13.20
Green Farm Seeds Ltd	Grass Seed	185.00
Eurocarparts	Engine oil for WP18 GXY	91.28
Zoom Video Communications Inc.	Zoom Subscription 23/06/22-22/07/22	11.99
Wheatway Solutions Ltd	Herder Interface for VX65 HTA	168.00

Lower Severn (2005) Internal Drainage Board

Payments to be Noted

July 2022

<u>Supplier</u>	<u>Details</u>	<u>Amount Paid this Period</u>
Wheatway Solutions Ltd	Herder Interface for WX20 FGM	168.00
FENTON INSURANCE SOLUTIONS LTD	Addition of new Spearhead SPV3 95XT	1,888.12
SOUTH GLOUCESTERSHIRE COUNCIL	Business Rates	761.00
Citation Ltd	Legal Fees	329.34
Corona Energy	Elmore Back Electricity 01/06/22-30/06/22	230.82
Blizzard Telecom Ltd	Office Telecoms	195.89
Blizzard Telecom Ltd	Mobile Phones	233.81
LED Autoparts (Beacons & Lightbars)	Spare Fog Lamp Credit	12.78
		<u>418,581.44</u>

Please note that the amounts shown above include Vat where applicable

Amount Paid this Period	418,581.44
Avon Hyd Credit	(22.69)
LED Credit	(12.78)
Amount Paid this Period (Supplier Invoices)	418,545.97

Bank Payments for July 2022

NatWest	Bank Charges & Bankline Charge	<u>94.87</u>
	Amount Paid this Period (Bank Payments)	94.87

Total Amount Paid this Period
£418,640.84

Payments to be Noted Apr 22 - Jul 22

Apr 22	73,220.50
May 22	17,524.84
Jun 22	48,582.56
Jul 22	<u>418,640.84</u>
Total	£557,968.74

Date From: 01/04/2022
Date To: 31/07/2022

April 2022 - July 2022

Bank: 1201			Currency: Pound Sterling										Bank Rec.
No	Type	N/C	Date	Ref	Details	Dept	Net £	Tax £	T/C	Gross £	V	B	Date
104431	BP	2230	19/04/2022	D/D	Apr 22 LGPS Pension	0	14,465.62	0.00	T9	14,465.62	-	R	30/04/2022
104432	BP	2231	19/04/2022	D/D	Peoples Pension	0	1,435.55	0.00	T9	1,435.55	-	R	30/04/2022
104433	BP	2210	22/04/2022	D/D	HMRC Liability -	0	13,372.64	0.00	T9	13,372.64	-	R	30/04/2022
104434	BP	2220	28/04/2022	D/D	LSIDB Salary - Apr	0	32,958.56	0.00	T9	32,958.56	-	R	30/04/2022
104435	BP	2211	28/04/2022	D/D	GMB Union - Apr	0	29.14	0.00	T9	29.14	-	R	30/04/2022
104758	BP	2231	16/05/2022	D/D	May 22 Peoples Pension	0	1,468.29	0.00	T9	1,468.29	-	R	31/05/2022
104759	BP	2230	19/05/2022	D/D	LGPS Pension	0	14,711.13	0.00	T9	14,711.13	-	R	31/05/2022
104760	BP	2210	20/05/2022	D/D	HMRC Liability -	0	14,585.08	0.00	T9	14,585.08	-	R	31/05/2022
104761	BP	2220	27/05/2022	D/D	LSIDB Salary -	0	32,706.04	0.00	T9	32,706.04	-	R	31/05/2022
104762	BP	2211	27/05/2022	D/D	GMB Union - May	0	29.14	0.00	T9	29.14	-	R	31/05/2022
106097	BP	2231	16/06/2022	D/D	Jun 22 Peoples Pension	0	1,440.23	0.00	T9	1,440.23	-	R	30/06/2022
106098	BP	2230	17/06/2022	D/D	LGPS Pension	0	14,805.90	0.00	T9	14,805.90	-	R	30/06/2022
106099	BP	2210	22/06/2022	D/D	HMRC Liability -	0	14,565.07	0.00	T9	14,565.07	-	R	30/06/2022
106100	BP	2220	28/06/2022	D/D	LSIDB Salary - Jun	0	32,391.55	0.00	T9	32,391.55	-	R	30/06/2022
106101	BP	2211	28/06/2022	D/D	GMB Union - Jun	0	29.14	0.00	T9	29.14	-	R	30/06/2022
106347	BP	2231	15/07/2022	D/D	Jul 22 Peoples Pension	0	1,419.83	0.00	T9	1,419.83	-	R	31/07/2022
106348	BP	2230	19/07/2022	D/D	LGPS Pension	0	14,711.13	0.00	T9	14,711.13	-	R	31/07/2022
106349	BP	2210	22/07/2022	D/D	HMRC Liability -	0	14,326.51	0.00	T9	14,326.51	-	R	31/07/2022
106350	BP	2220	28/07/2022	D/D	LSIDB Salary - Jul	0	33,341.06	0.00	T9	33,341.06	-	R	31/07/2022
106351	BP	2211	28/07/2022	D/D	GMB Union - Jul 22	0	29.14	0.00	T9	29.14	-	R	31/07/2022
Totals							£	252,820.75	0.00	252,820.75			

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

Date From: 01/04/2022
Date To: 31/07/2022

April 2022 - July 2022

No	Type	Date	Ref	Details		Net £	Tax £	Gross £	B	Bank Rec.	Date
104542	CP	01/04/2022	7543	Recorded Delivery	Apr 22	2.25	0.00	2.25	R	30/04/2022	
104543	CP	03/04/2022	7544	Eye test for KW		35.00	0.00	35.00	R	30/04/2022	
104544	CP	04/04/2022	7545	Land registry check		6.00	0.00	6.00	R	30/04/2022	
104545	CP	14/04/2022	8546	Biscuits for new Members		4.37	0.00	<u>4.37</u>	R	<u>30/04/2022</u>	
104857	CP	12/05/2022	7547	Tea, Coffee, Sugar, Milk	May 22	37.39	0.00	<u>37.39</u>	R	<u>31/05/2022</u>	
105937	CP	13/06/2022	7548	Tesco - Milk	Jun 22	4.50	0.00	4.50	R	30/06/2022	
105938	CP	15/06/2022	7549	Land registry check		12.00	0.00	12.00	R	30/06/2022	
105939	CP	20/06/2022	7550	Card for JD		1.67	0.33	<u>2.00</u>	R	<u>30/06/2022</u>	
106307	CP	04/07/2022	7551	Tesco - Milks	Jul 22	3.00	0.00	3.00	R	31/07/2022	
106308	CP	05/07/2022	7552	Land Registry Check		6.00	0.00	6.00	R	31/07/2022	
106309	CP	15/07/2022	7553	Aldi - Tea		3.99	0.00	3.99	R	31/07/2022	
106310	CP	18/07/2022	7554	Tesco - Milk		5.10	0.00	5.10	R	31/07/2022	
106311	CP	18/07/2022	7555	POst Office - recorded Delivery		2.35	0.00	2.35	R	31/07/2022	
106312	CP	18/07/2022	7556	Tescos - Tea, Coffee Sugar		31.53	0.00	31.53	R	31/07/2022	
106313	CP	20/07/2022	7557	Card for KW Retirement		2.89	0.58	3.47	R	31/07/2022	
106314	CP	20/07/2022	7558	Kieran's Retirement		5.72	1.14	6.86	R	31/07/2022	
106315	CP	21/07/2022	7559	Kieran's Retirement		3.32	0.67	3.99	R	31/07/2022	
106316	CP	25/07/2022	7560	Tesco - Milk		3.40	0.00	3.40	R	31/07/2022	
106317	CP	27/07/2022	7561	Land registry Searches		15.00	0.00	15.00	R	31/07/2022	
Totals						<u>185.48</u>	<u>2.72</u>	<u>188.20</u>			

Transfers Between Accounts Apr 22 - Jul 22

Bank	Account Name	Type	Date	Journal	Transaction Details	Amount
1200	NAT WEST ACCOUNT NO 1:	JD	13/04/2022	J1673	Tsf from Direct Res to No1 Acc	99,000.00
1200	NAT WEST ACCOUNT NO 1:	JC	13/04/2022	J1674	Tsf from No1 Acc to No2 Acc Re: Wages	-65,000.00
1200	NAT WEST ACCOUNT NO 1:	JD	14/04/2022	J1674	Tsf from Direct Reserve to No1 acc	30,000.00
1200	NAT WEST ACCOUNT NO 1:	JC	12/05/2022	J1704	Tsf from No1 Acc to Direct Reserve	-99,000.00
1200	NAT WEST ACCOUNT NO 1:	JC	13/05/2022	J1705	Tsf from No1 Acc to Direct Reserve	-99,000.00
1200	NAT WEST ACCOUNT NO 1:	JC	13/05/2022	J1706	Tsf from No1 Acc to No2 Acc Re: Wages	-65,000.00
1200	NAT WEST ACCOUNT NO 1:	JC	18/05/2022	J1707	Tsf from No1 Acc to Direct Reserve	-99,000.00
1200	NAT WEST ACCOUNT NO 1:	JC	19/05/2022	J1708	Tsf from No1 Acc to Direct Reserve	-99,000.00
1200	NAT WEST ACCOUNT NO 1:	JC	20/05/2022	J1709	Tsf from No1 Acc to Direct Reserve	-99,000.00
1200	NAT WEST ACCOUNT NO 1:	JC	25/05/2022	J1710	Tsf from No1 Acc to Direct Reserve	-99,000.00
1200	NAT WEST ACCOUNT NO 1:	JC	26/05/2022	J1711	Tsf from No1 Acc to Direct Reserve	-99,000.00
1200	NAT WEST ACCOUNT NO 1:	JD	08/06/2022	J1717	Tsf from Direct Res to No1 Acc	99,000.00
1200	NAT WEST ACCOUNT NO 1:	JD	09/06/2022	J1718	Tsf from Direct Res to No1 Acc	99,000.00
1200	NAT WEST ACCOUNT NO 1:	JC	09/06/2022	J1719	Tsf from No1 Acc to No2 Acc Re: Wages	-65,000.00
1200	NAT WEST ACCOUNT NO 1:	JD	10/06/2022	J1720	Tsf from Direct Res to No1 Acc	89,000.00
1200	NAT WEST ACCOUNT NO 1:	JD	07/07/2022	J1725	Tsf from Direct Reserve to No1 acc	135,000.00
1200	NAT WEST ACCOUNT NO 1:	JC	07/07/2022	J1726	Tsf from No1 Acc to No2 Acc Re: Wages	-65,000.00
1201	NAT WEST ACCOUNT NO 2:	JD	13/04/2022	J1674	Tsf from No1 Acc to No2 Acc Re: Wages	65,000.00
1201	NAT WEST ACCOUNT NO 2:	JD	13/05/2022	J1706	Tsf from No1 Acc to No2 Acc Re: Wages	65,000.00
1201	NAT WEST ACCOUNT NO 2:	JD	09/06/2022	J1719	Tsf from No1 Acc to No2 Acc Re: Wages	65,000.00
1201	NAT WEST ACCOUNT NO 2:	JD	07/07/2022	J1726	Tsf from No1 Acc to No2 Acc Re: Wages	65,000.00
1257	Nat West Direct Reserve Acc	JC	13/04/2022	J1673	Tsf from Direct Res to No1 Acc	-99,000.00
1257	Nat West Direct Reserve Acc	JC	14/04/2022	J1674	Tsf from Direct Reserve to No1 acc	-30,000.00
1257	Nat West Direct Reserve Acc	JD	12/05/2022	J1704	Tsf from No1 Acc to Direct Reserve	99,000.00
1257	Nat West Direct Reserve Acc	JD	13/05/2022	J1705	Tsf from No1 Acc to Direct Reserve	99,000.00
1257	Nat West Direct Reserve Acc	JD	18/05/2022	J1707	Tsf from No1 Acc to Direct Reserve	99,000.00
1257	Nat West Direct Reserve Acc	JD	19/05/2022	J1708	Tsf from No1 Acc to Direct Reserve	99,000.00
1257	Nat West Direct Reserve Acc	JD	20/05/2022	J1709	Tsf from No1 Acc to Direct Reserve	99,000.00
1257	Nat West Direct Reserve Acc	JD	25/05/2022	J1710	Tsf from No1 Acc to Direct Reserve	99,000.00

1257	Nat West Direct Reserve Acc	JD	26/05/2022	J1711	Tsf from No1 Acc to Direct Reserve	99,000.00
1257	Nat West Direct Reserve Acc	JC	08/06/2022	J1717	Tsf from Direct Res to No1 Acc	-99,000.00
1257	Nat West Direct Reserve Acc	JC	09/06/2022	J1718	Tsf from Direct Res to No1 Acc	-99,000.00
1257	Nat West Direct Reserve Acc	JC	10/06/2022	J1720	Tsf from Direct Res to No1 Acc	-89,000.00
1257	Nat West Direct Reserve Acc	JC	07/07/2022	J1725	Tsf from Direct Reserve to No1 acc	-135,000.00

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

F&GP Meeting

Wednesday 18th May 2022

**The Gables, Falfield
10.30am**

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

TERMS OF REFERENCE OF FINANCE AND GENERAL PURPOSES COMMITTEE

Approved 5th February 2020 Minute No. 3002

Matters for determination by the Committee.

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

Matters for recommendation by the Committee to the Board

11. To consider the Annual Budget and Rate Setting prior to the February Board meeting in each year.
12. To review the Annual Business Plan.
13. To review the Medium Term Financial Plan.
14. To monitor the Board's Treasury Management policies and practices.
15. To keep under review the Board's insurance policies.
16. To liaise with the Smaller Authorities Audit Appointments Ltd or any successor or equivalent, regarding the appointment of the External Auditor.
17. To consider any letter or report issued by the External Auditor.

18. To ensure the effective monitoring and review of policies and strategies.
19. To consider legislative changes (or proposed legislative changes) which may affect the Board's statutory functions.
20. To identify any Member training needs in various aspects of the Boards responsibilities.

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

Present:

Ald C Williams

Chairman

Mr J Hore

Ald M Sykes

Mr G Littleton

Cllr M Riddle

Cllr R Griffin

Martin Dear

Louise Reading

Accounts Officer

Minutes

AO

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

	<p>The Staff and Pensions Committee resolved that ‘That Member consideration of the Risk Register be confined to its presentation to the full Board as previously.’</p> <p>The Governance and Probity Committee resolved that ‘The Governance and Probity Committee did not wish to receive the Risk Register before Board meetings’ and it also recommended that ‘The Risk Register be reviewed at the Full Board once a year’</p> <p>Members were happy with the Risk Register, although the Chairman pointed out that there were several items outstanding. It was noted that these items are being and would be addressed at the appropriate time.</p> <p>It was resolved that:</p> <ul style="list-style-type: none"> No changes were required to the Risk Register. <p>It was recommended that:</p> <ul style="list-style-type: none"> The Risk Register be submitted to the Board for approval. 	
3332	<p>Financial Reports</p> <p>Members reviewed all the Financial Reports presented by the AO.</p> <p><u>Management Accounts 1st April 2021 – 30th November 2021</u> Members noted that the Management Accounts to 30 November 2021 showed a surplus of £14,847. A positive variance of £38,012.</p> <p><u>Forecast results for y/e 31st March 2022</u> Members noted that the forecast showed a predicted deficit of £14,393. A positive variance of £18,423.</p> <p><u>Draft Budget 2022/23</u> The Draft Budget shows a surplus of £244,350 before a transfer of £275,000 to the Capital Expenditure Reserve. The net effect being a deficit of £30,750.</p> <p>The draft budget assumes that the rate and levy is increased from 9.7p to 10.6p.</p> <p>The amount to be transferred to the Capital Expenditure Reserve is subject to discussions under agenda item 7.</p> <p>Members were pleased with the breakdown of proposed increases provided under the notes. This breakdown showed the increase on a per pence basis for different categories of expenditure.</p> <p><u>Capital Expenditure 2021/22 & 2022/23</u> Members noted the Capital Expenditure reports.</p> <p><u>Appointment between Charging Authorities 2022/23</u> The AO advised there had been an increase to Stroud Councils Levy due to a change in land use within their area.</p> <p><u>Capital Programme to 2028/29</u> The AO updated Members that the Capital Programme to 2028/29 was subject to change depending on the cost and timing of the remaining 4 pumps station replacements.</p> <p><u>Medium Term Financial Plan 2022/27</u> Members noted that this was for illustrative purposes only.</p> <p><u>Cash Flow to April 2022 & Cash Flow to April 2023</u></p>	

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

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

**Minutes of Treasury Sub-Committee Meeting
Of the Lower Severn (2005) Internal Drainage Board
Held Wednesday 9th March 2022 at 11.00am
The Gables Hotel**

Present: Ald C Williams Chairman
Mr J Cornock (Deputising for Cllr M Riddle)
Mr J Nichols

Martin Dear Accounts Officer AO
Louise Reading Minutes

3354	Election of Chairman for 2021/22 The AO invited nominations for the post of Chairman. Ald Williams was proposed and seconded for the post. No other nominations were proposed. It was resolved that: <ul style="list-style-type: none"> Ald Williams be elected Chairman for the ensuing year. 	
3355	Election of Vice Chairman for 2021/2022 The Chair invited nominations for the post of Vice Chair. Mr J Nichols was proposed and seconded for the post. No other nominations were proposed. It was resolved that: <ul style="list-style-type: none"> Mr J Nichols be elected Vice Chair for the ensuing year. 	
3356	Apologies/Welcome Apologies were received from Ald P Abraham, Cllr P Howells and Cllr Riddle. Mr J Cornock was welcomed to the meeting.	
3357	Chairman's Announcements. There were no announcements.	
3358	Declaration of Members' Interests No interests were declared.	
3359	Minutes of the Previous Meeting It was resolved that: <ul style="list-style-type: none"> The minutes of the meeting held on 25th August 2021 be approved. 	
3360	Matters arising from the minutes All actions were complete.	
3361	Reports from Smith & Williamson The Chairman advised Members that Smith & Williamson are to be rebranded as Evelyn Partners in the Summer of 2022. Members acknowledged the impact world current affairs was having on investments. The recommendation from Smith & Williamson was to switch the existing holding of Artemis Global Income Fund into a new holding of Guinness Global Income. This transfer would not make any material difference to the portfolio.	

	<p>Members agreed that some more detailed information for the transfer would have been beneficial and that going forward this would be requested.</p> <p>It was agreed to accept the recommendation.</p> <p>It was resolved that:</p> <ul style="list-style-type: none"> • The funds held in Artemis Global Income Fund be transferred to Guinness Global Income Fund 	
3362	<p>Management Fees charged by Smith & Williamson</p> <p>The AO presented a summary of the fees charged by Smith & Williamson for the years ended 31 December 2020 and 2021.</p> <p>It was resolved that:</p> <ul style="list-style-type: none"> • The report be noted. 	
3363	<p>Review of Treasury Management Policy</p> <p>The AO explained that the Treasury Management Policy was last reviewed by this Sub Committee in March 2021. This policy is subject to an annual review.</p> <p>No changes were proposed to the existing policy.</p> <p>It was resolved that:</p> <ul style="list-style-type: none"> • There are no changes to the current Treasury Management Policy and: • The Policy, as per Appendix A, be presented to F&GP Committee and the Board for approval. 	
3364	<p>Review of Capital Financing and Reserves Policy</p> <p>The AO explained that the Capital Financing and Reserves was last reviewed by this Sub Committee in March 2021. This policy is subject to an annual review.</p> <p>No material changes were proposed to the existing policy. However, Members agreed that the AO and Chairman will determine and make any minor changes were necessary following the discussion that will take place, later in this meeting, under minute 3367.</p> <p>It was resolved that:</p> <ul style="list-style-type: none"> • The AO and Chairman make any minor changes to the Capital Financing and Reserves Policy, if required, and: • The amended Policy, be attached to these minutes as Appendix B, and be presented to F&GP Committee and the Board for approval. 	<p><u>220309TRE1</u></p> <p>The AO and Chairman to make any minor changes to the Capital financing and Reserves Policy, if required.</p>
3365	<p>Balance Sheet & Developers Funds as at 31st January 2021</p> <p>In response to a question from Mr Cornock the AO explained the current situation with the pension deficit. Members acknowledged this was the Boards biggest liability.</p> <p>It was resolved that:</p> <ul style="list-style-type: none"> • The Balance Sheet and Developers Fund be noted. 	
3366	<p>Schedule of Investments since date of acquisition and for the previous 12 months as at 31st January 2022</p> <p>Members noted the Investment schedules provided by the AO.</p> <p>With regard to the tracker fund, the Chairman reminded Members that the comparator being used was not a direct comparison to the tracker held by the Board.</p>	<p><u>220309TRE2</u></p> <p>The AO to add note to the Tracker Fund information page</p>

	<p>Members agreed that the AO should add a note on the tracker fund information page to clarify that the benchmark is not a direct comparison. The note to read: This benchmark is not a direct comparison. It is expected that a slight difference between actual performance and benchmark will occur.</p> <p>It was resolved that:</p> <ul style="list-style-type: none"> • The AO add a note to the tracker fund information page in relation to the actual performance versus the benchmark used. 	
3367	<p>Developers Fund Contribution to the annual maintenance The AO explained to Members that the Developers Fund annual contribution had been recently reviewed to ascertain if the investment portfolio would be sufficient in covering future liabilities. The Chairman added that he had requested a more tangible figure from the Civil Engineer as to what the contribution figure is.</p> <p>The Civil Engineer had provided the Committee with a revised estimated annual figure of £50,000. With present value of the liabilities at Avonmouth and Severnside being around £310,000.</p> <p>Members agreed that the current investment portfolio was sufficient in meeting this liability, and that the increase would be reflected in the transfer to the Capital Expenditure Reserve account.</p> <p>It was resolved that:</p> <ul style="list-style-type: none"> • The following be presented to F&GP and the Board for approval: <ol style="list-style-type: none"> 1. Developers' funds of £50,000 plus 5% per annum (inflation) be transferred for the ensuing 20 years; 2. Developer Fund Contributions be reviewed by the Treasury Sub-Committee every five years; 3. Any further sums from developers be treated the same way. 	
3368	<p>Cash Flow Forecast – Capital Programme to 2029 The Chairman advised Members that the Capital Programme expenditure profile was not definitive and was subject to many variables that were currently under review. This includes a future decision by the Board decision as to how to proceed with the Pump Replacement Programme.</p> <p>It was resolved that:</p> <ul style="list-style-type: none"> • The Cash Flow – Capital Programme to 2029 be noted 	
3369	<p>Cash Flow 2021/2022 This report was presented by the AO.</p> <p>It was resolved that:</p> <ul style="list-style-type: none"> • The Cash flow 2020/2021 be noted. 	
3370	<p>Cash Flow 2022/2023 This report was presented by the AO.</p> <p>It was resolved that:</p> <ul style="list-style-type: none"> • The Cash flow 2021/2022 be noted. 	
3371	Cash Flow Forecast for 2022/2023 – 2026/2027	

	<p>Members noted that the Pump Replacement Programme presented a huge impact on the Boards finances with four pump stations to still be completed.</p> <p>It was resolved that:</p> <ul style="list-style-type: none"> • The Cash Flow 2021/2022 – 2025/2026 be noted. 	
3372	<p>Date of next meeting The date of next meeting is 31st August 2022</p>	
	The Meeting closed at 12:30pm	

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

Treasury Management Policy

To be approved by the Board on 8th June 2022

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 8th June 2022

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 Fund**
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.

The investment portfolio, notwithstanding unexpected events, will be kept at a level which is sufficient to meet this liability. Any surplus will be transferred from the Developers Fund Reserve to the Capital Expenditure Reserve.

- **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.

MEETING: Finance & General Purposes Committee

MEETING DATE: 18.05.22

REF: KW/B1.4

REPORT BY: Principal Officer

F&GP COMMITTEE TERMS OF REFERENCE

Introduction

At the Board's meeting on 2 February, Members considered and approved a report from the Chairman regarding the recommendations of the Structure and Organisation Review Group. Inter alia, the report indicated the need for a review of Committee Terms of Reference.

[Minute 3347 refers.]

Following further consideration of the matter at a Chairs Meeting held on 23 March, the Chairman of this Committee, in liaison with other Chairs has drafted a number of proposals for discussion/recommendation to the G&P Committee and ultimately the Board.

The draft is attached as an Appendix.

Recommendation:

That the proposals be considered for recommendation to the G&P Committee and the Board.

Kieran Warren

Principal Officer

May 2022

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

TERMS OF REFERENCE OF FINANCE AND GENERAL PURPOSES COMMITTEE Approved 5th February 2020 Minute No. 3002

Matters for determination by the Committee.

1. The appointment of Internal Auditors.
2. Consideration of any Report or Opinion from the Internal Auditors.
3. Consideration of a summary of internal audit work undertaken (whether of a financial or ethical nature).
4. Commissioning work from either the Internal or External Auditor.
5. The approval/revision of the Risk Register.
6. The approval/revision of the Business Continuity Plan.
7. Reviewing payments made.
8. The recovery of rate arrears and sundry debts.
9. To monitor spending against the approved budget.
10. To agree and monitor Capital Programme spending and report to the Board. **Delete and replace with Item 12 below.**
10. **To monitor the stewardship of the Gloucestershire Pension Fund and the resultant impact on the Board's finances.**
11. **To regularly evaluate the costs of the Board's defined contribution pension scheme.**

Matters for recommendation by the Committee to the Board

12. **To agree and monitor the capital programme and the resultant spending with regular Reports to the Board on the consequential financial sustainability of its finances.**
13. **To consider the Annual Budget and Rate Setting prior to the February Board meeting in each year.**
14. **To review the Annual Business Plan. Delete and substitute:**

To prepare and regularly review an annual Operational Plan, with its necessary performance attainments, to support the Board's Strategic Plan.

15. To review the Medium Term Financial Plan.
16. To monitor the Board's Treasury Management policies and practices.
17. To keep under review the Board's insurance policies.
18. To liaise with the Smaller Authorities Audit Appointments Ltd or any successor or equivalent, regarding the appointment of the External Auditor.
19. To consider any letter or report issued by the External Auditor.
20. To ensure the effective monitoring and review of policies and strategies. Delete and add to ToR for G&P Cttee.
21. To consider legislative changes (or proposed legislative changes) which may affect the Board's statutory functions. Delete and add to ToR for G&P Cttee.
22. To identify any Member training needs in various aspects of the Boards responsibilities. Delete and add to ToR for HR Cttee.
23. To refresh annually the Board's strategic plan, together with the preparation and regular review of an annual operational plan, with its necessary performance attainments, to support the Board's strategic plan.

NB In each calendar year the matter should be considered by the first meetings of the F&GP Committee and the Board for implementation from the ensuing April 1, being the commencement of the new financial year. It is envisaged that the annual operating plan would have space within it for the reporting of performance attainments which would be evaluated by the F&GP Committee at regular intervals throughout the year.

24. To review annually the Board's asset register detail, with the associated appropriate action taken, to ensure that its assets are being utilised in a cost effective manner.

MEETING: Finance & General Purposes Committee

MEETING DATE: 18.05.2022

REF: KW/F2.2/2022

REPORT BY: Principal Officer

INTERNAL AUDIT SERVICES

Introduction

In July 2020 the F & GP Cttee appointed Bishop Fleming as the Board's Internal Auditors for a period of two years. The Minute reads:

Appointment of Internal Auditors 2020/21

The PO reminded Members that the appointment of the Internal Auditor was completed every two years and was due for renewal. Historically there had been a poor response to invitations to tender as the job wasn't commercially attractive to many firms. The PO felt Bishop Fleming had served the Board well during its appointment and advised that the Board could reinstruct Bishop Fleming this year or go out to tender. Mr Simms suggested that owing to the small size of the contract financially, that it would be worth getting a quote from Bishop Fleming again for two years then go out to tender in 2022/2023. Mr Hore and Cllr Riddle both agreed and supported this idea. Cllr Riddle added that the quote should be discussed with the Finance and General Purposes Chairman before a final decision is taken. Cllr Griffin recommended that an inflation proof quote should be sought, to cover both years of the proposed contract.

It was resolved that:

- The PO to request a quote from Bishop Fleming and consult with the Finance and General Purposes Chairman,
- If the quote is satisfactory, appoint Bishop Fleming,
- Tenders be sought in 2 years' time.

[Minute 3032 refers.]

Comment

Members are asked to consider if they wish to seek bids for this work on the open market.

Recommendation:

None.

Kieran Warren

Principal Officer

MEETING: FINANCE & GENERAL PURPOSES COMMITTEE

MEETING DATE: 18.05.2022

REF: KW/F2.2/2022

REPORT BY: PO

INTERNAL AUDIT REPORT 2021/2022

Introduction

The Board's Internal Auditors, Bishop Fleming LLP, have submitted their report for 2021/2022 – see Appendix A. In all, Bishop Fleming carried out 29 tests and made no recommendations for further action; in their judgement the internal controls currently in place are sufficient.

Recommendation:

That the Internal Audit report be noted and referred to the Board for noting.

Kieran Warren
Principal Officer

Lower Severn (2005) Internal Drainage Board

Internal Audit Report 2021/22



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INTRODUCTION

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

TRAFFIC LIGHT SYSTEM COLOUR KEY

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

The key is as follows;

	This recommendation must be addressed as a matter of priority, as the required internal controls are not currently in place.
	This recommendation should be addressed as weaknesses have been identified with the current internal controls.
	This recommendation will improve the current internal controls and be in line with best practice.
	No recommendation, as the internal controls in place are sufficient.
	At the time of our visit there was nothing to report on this particular area.

If we were to report on two previous occasions that a particular control we have tested has been 'amber' then it will automatically be reported as 'red' on the next report, if no improvements to the internal control have been made. If in any report a control has been reported as 'red' we will re-visit this particular test at our next visit to assess whether new procedures have been introduced.

Lower Severn (2005) Internal Drainage Board
Internal Audit Report – 2021/22

Disclaimer

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

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

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

SUMMARY OF FINDINGS

This report documents the findings from our internal audit in February 2022 where we reviewed key controls operating within the following systems and processes at the Board:

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



As a result of our testing, we have not raised any recommendations within this report:

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

We would also highlight that finance team demonstrated a strong understanding and application of relevant financial regulations, and were able to provide us with all documents requested for audit promptly, with appropriate authorisation and supporting evidence where necessary.

We would like to extend our gratitude to the members of the LSIDB staff who helped in the completion of this audit. The audit was conducted both on site and remotely via calls and video meetings with key team members of staff, and via the secure exchange of information required for audit.

PURCHASES

TEST	RESULTS	CONCLUSIONS	RECOMMENDATIONS	OUTCOME
Test 1: Gain an understanding of the purchasing system in place at the Board and ensure procedures are being carried out in line with the financial regulations.	A copy of the most up to date financial regulations were obtained (February 2021). The systems for purchases and payments were discussed with the Admin Officers who demonstrated a good understanding of the procedures, were aware of all authorisation limits and any significant updates. All other systems were discussed to ensure there were no changes from the current year.	The finance team consistently display a good understanding of the requirements and content of the financial regulations manual to ensure that all procedures are carried out in line with requirements.	There are no recommendations to be made at this time.	
Test 2: Select 20 purchases made within the period and ensure: <ul style="list-style-type: none"> that quotes were obtained where over the prescribed level that the order has been placed with an appropriate supplier the order was correctly authorised in line with the systems described above authorised invoice agrees to order payment correctly recorded in accounting system VAT has been correctly posted to the accounting system for each transaction 	<p>A random sample of 20 transactions from the year (weighted towards larger transactions) were selected from Sage for testing. The transactions were agreed through to both purchase orders (POs) and invoices to ensure that details matched, and that authorisation was appropriate.</p> <p>All purchases could be matched to POs, which were dated prior to the corresponding invoices.</p> <p>All POs and invoices were authorised (apart from one PO) and all matched to payments per the bank.</p> <p>The invoice details, including VAT amounts, had been correctly posted to Sage.</p>	<p>Expenditure tested was properly documented, payments were supported by authorised resources in all cases and VAT was appropriately accounted for. The organisation of this evidence allowed ease of testing.</p> <p>We found one individual purchase order that was not authorised. As the rest of the sample was authorised and the segregation of duties was evident within the small finance team, we view this as an exception rather than systemic error, and no recommendation is raised.</p>	There are no recommendations to be made at this time.	

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TEST	RESULTS	CONCLUSIONS	RECOMMENDATIONS	OUTCOME
Test 3: Regularity testing for each item of expenditure tested, ensure: <ul style="list-style-type: none"> that the expenditure is necessary that the expenditure is appropriate for the Board that value for money has been considered that the expenditure was not for an employee's personal use. 	<p>All expenditure included within the sample was tested for reasonableness and thus was confirmed to be appropriate for the Board.</p> <p>During the testing, there were no indications that purchases were for personal use or that the cost was not value for money.</p>	<p>Based on our sample, expenditure is appropriate and suitable restrictions are in place to ensure all purchases are necessary.</p>	<p>There are no recommendations to be made at this time.</p>	<div>W</div>

RISK AND BUDGETS

TEST	RESULTS	CONCLUSIONS	RECOMMENDATIONS	OUTCOME
<p>Test 1: Ensure there is a regularly updated Risk Register in place. Review the adequacy and coverage of arrangements made to manage the risks and ensure controls are relevant and up to date.</p> <p>Ensure fraud risk is considered within the Risk Register.</p>	<p>The Risk Register appears to be a live document. It is reviewed throughout the year and is updated annually by the Principal Officer. This was last carried out in October 2021 and is a responsibility of the Finance & General Purposes Committee (the register is approved by the Full Board in February each year). A copy of the edited register has been provided, displaying all changes made and any additional detail included.</p> <p>The Risk Register is comprehensive, including details of control procedures and ownership of responsibilities surrounding the management of risks. There is ample consideration of the significance of risks relating to fraud. Proof of extensive board discussion has been provided, as well as evidence of any changes that were made.</p>	<p>There is a regularly updated Risk Register in place, with controls identified against the broad range of risks that appear reasonable to mitigate the risk (noting that we have not performed detailed testing on each of these).</p>	<p>There are no recommendations to be made at this time.</p>	<p>W</p>

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TEST	RESULTS	CONCLUSIONS	RECOMMENDATIONS	OUTCOME
Test 2: Ensure client has a budget for more than one year and that it includes key changes to expected income and expenditure.	<p>The budget for 2022-23 and corresponding four-year income and expenditure forecast, and eight-year Capital Programme, have been reviewed.</p> <p>It is clear from the current year testing, comparisons between budgeted and actual figures occurs within the management accounts throughout the year.</p> <p>The budgets were found to incorporate key changes to income and expenditure such as rate changes, changes to the amount of the EA Levy and the Foreign Water Grant and increases to the Capital Grant transfers.</p>	<p>The Board has budgets in place. The budgets include assumptions regarding anticipated changes to income and expenditure and appears reasonable from our limited review.</p>	<p>There are no recommendations to be made at this time.</p>	<div>W</div>

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TEST	RESULTS	CONCLUSIONS	RECOMMENDATIONS	OUTCOME
Test 3: Ensure all budget variations are approved by the Finance & General Purposes Committee and the full board.	<p>It was confirmed that the first draft budget for the following year is presented by the Accounts Officer and discussed at the December meeting of the Finance & General Purposes Committee. Any changes are then made at the January meeting and a draft is agreed to be sent to the board.</p> <p>The full board meeting takes place in February, where the final draft of the budget is reviewed, and rates are set for the following year. This has remained consistent from prior years.</p> <p>The Accounting Officer reports, and associated appendices have been provided and reviewed.</p>	<p>Based on our testing, all budget variations are properly approved by the Finance & General Purposes Committee and the Full Board.</p>	<p>There are no recommendations to be made at this time.</p>	<div>W</div>

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TEST	RESULTS	CONCLUSIONS	RECOMMENDATIONS	OUTCOME
Test 4: Ensure that the budgeted levels of reserves are adequate for the Board's future plans and obtain an explanation of the method used by the Board in arriving at the rate each year.	<p>It was confirmed by the Accounts Officer that annual rates are set based on the budgets and forecasts.</p> <p>To meet legislative requirements, significant capital expenditure has been (and will continue to be) required for the replacement of the Pump Stations. Correspondingly, each year a small increase to levy rates occurs to reflect this. In the 2022/23 financial year, rates have been increased from 9.8p to 10.6p to ensure that the Board's reserves are maintained at a consistent level.</p>	<p>The process and approach for setting the budgeted levels of reserves appear appropriate.</p>	<p>There are no recommendations to be made at this time.</p>	<div>W</div>

INCOME AND DEBTORS

TEST	RESULTS	CONCLUSIONS	RECOMMENDATIONS	OUTCOME
<p>Test 1: Ascertain the procedures in place around the posting of rates income to the accounting system.</p> <p>Agree a sample of rates charges from the DRS system to corresponding demand notes and to the relevant postings on the accounting system.</p> <p>Select a month at random and review the DRS/Sage reconciliation, investigating any discrepancies.</p>	<p>The internal controls involved with the receipt of levy and rates income was discussed in detail with the Ratings/Admin Officer and the Payroll/Admin Officer within the current year's testing.</p> <p>The bespoke DRS system used by most Drainage Boards automatically produces demand notes annually on the 1st of April for agricultural landowners not covered by business rates/ the council tax system. The system has a record of the rateable value for each parcel of land under the jurisdiction of the Board, and the total rateable value of land owned by each landowner. Once the demand note is posted and payment is received, it is input manually onto the DRS system by the Admin/Rates Officer. A weekly GL Batch Update is run detailing the income received in the form of an Excel document which is then automatically journaled into Sage by the Admin/Payroll Officer.</p> <p>At the end of each month, the closing balance on DRS is reconciled to the income on the Sage trial balance, this is authorised by the Accounts Officer.</p> <p>Transfers of land are also calculated by DRS based on the annual value of the land</p>	<p>The systems surrounding income particularly from the DRS system, are operating as expected.</p> <p>Income per the DRS system reconciled to Sage. The reconciliation had been prepared and reviewed by relevant personnel.</p> <p>No issues were noted surrounding the production of demand notes and income received could be traced to the bank accounts.</p> <p>Income was posted correctly with VAT recorded accurately.</p>	<p>There are no recommendations to be made at this time.</p>	<p>W</p>

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TEST	RESULTS	CONCLUSIONS	RECOMMENDATIONS	OUTCOME
	<p>changing hands, time apportioned in the year of transfer.</p> <p>Rates are not collected for land with a rateable value of less than £125, as the administrative cost is considered too great. This leads to a total amount of approximately £2,000 being written off each year, confirmed via a Sage extract in the current year. These write offs can also be seen in Sage with their own nominal code.</p> <p>The system for levies operates slightly differently, in that the demand note must be manually prepared for the eight different District Councils, rather than one being automatically generated by DRS.</p> <p>A sample of ten levies and rates amounts due per DRS were agreed to the associated demand note, to the income journal on Sage and finally to the bank receipt. No issues were identified.</p> <p>The DRS reconciliation for December 2021 was reviewed. It had been prepared by the Ratings/Admin Officer and reviewed by the Accounts Officer.</p>			

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TEST	RESULTS	CONCLUSIONS	RECOMMENDATIONS	OUTCOME
Test 2: Agree a sample of recharge receipts from the accounting system to invoice and ensure the procedures for documenting other income is operating as expected, including the posting of VAT.	<p>Recharge income consists of monies received for work done on landowners' property, developers' consent invoices and area wide charges to maintain drainage around new developments on an ongoing basis.</p> <p>This income stream is accounted for through Sage as it consists predominantly of large, one-off payments.</p> <p>A sample of ten recharges were chosen from Sage and agreed to corresponding invoices. It was confirmed that VAT relating to these transactions had been posted correctly to the accounting system.</p>	<p>Comfort has been gained that the system for recording recharge income is operating as expected, and that VAT is recorded accurately.</p>	<p>There are no recommendations to be made at this time.</p>	<div>W</div>
Test 3: Review the Aged Debtor report at the point of the visit and identify any old balances. Ascertain the reasons for the outstanding income if any, and the entity's policy and procedures around chasing bad debts.	<p>The Aged Debtor report as at 4th February 2022 was reviewed and was made up of a single balance. As this amount is less than 30 days old, it has not yet been chased. When this threshold is surpassed both email and letter communications are sent to ensure this amount is received. If these are ignored, telephone communications will ensue to ensure debts are collected.</p>	<p>Based on our sample testing, there appear to be no old balances on the Aged Debtor report and the procedures in place around chasing bad debts have been confirmed. These are sufficient to ensure these remain closely monitored.</p>	<p>There are no recommendations to be made at this time.</p>	<div>W</div>

BANK AND PETTY CASH

TEST	RESULTS	CONCLUSIONS	RECOMMENDATIONS	OUTCOME
<p>Test 1: Review bank reconciliations for five months, including the last month of the prior year, to ensure that they have been appropriately prepared and authorised.</p> <p>Ensure that the balances per the reconciliation agree to the bank statement and to the accounting system, and that reconciling items are at a reasonable level.</p> <p>If there is an unreconciled balance, ascertain what is being done to reconcile the transactions.</p>	<p>Five bank reconciliations were reviewed. Reconciliations are produced on a monthly basis as part of the month end procedures carried out by the Admin/ Payroll Officer.</p> <p>These are carried out at a reasonable frequency given the level of activity in the bank accounts. The balances per the reconciliations were agreed to the bank statements and Sage.</p> <p>Reconciliations are appropriately authorised on review by the Accounts Officer.</p>	<p>Bank reconciliations appear to be prepared correctly and regularly, with evidence of them being reviewed.</p> <p>There were no reconciling items flagged per the bank reconciliations within the year. Any reconciling items within the prior year were confirmed to have been cleared in a timely manner.</p>	<p>There are no recommendations to be made at this time.</p>	<p>W</p>
<p>Test 2: Confirm that the balance in petty cash at the date of the visit agrees to the accounting system.</p>	<p>The monies inside the petty cash tin and the values on the petty cash slips inside the tin agreed to the balance per Sage.</p>	<p>The petty cash monies agrees to the accounting system.</p>	<p>There are no recommendations to be made at this time.</p>	<p>W</p>




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TEST	RESULTS	CONCLUSIONS	RECOMMENDATIONS	OUTCOME
Test 3: Select a sample of 20 cash paid expense claims or petty cash vouchers, then agree to supporting documentation, ensure have been appropriately authorised and appropriately posted onto the accounting system.	<p>A petty cash schedule was provided per Sage and a random sample of 20 transactions were agreed to petty cash claims and supporting receipts. All of the claims tested had receipt and authorised forms.</p> <p>VAT was checked to ensure that it had been recorded correctly when posted to Sage. Each claim had appropriate authorisation and VAT was recognised upon posting.</p>	<p>A limit of £50 is enforced for all petty cash items.</p> <p>All vouchers/ claims tested were supported by receipts and VAT was appropriately identified.</p>	<p>There are no recommendations to be made at this time.</p>	<div style="border: 1px solid black; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">W</div>



WAGES AND PAYROLL

TEST	RESULTS	CONCLUSIONS	RECOMMENDATIONS	OUTCOME
<p>Test 1: Select a sample of three employees from the payroll and check salary details back to personnel files and confirm that the amount paid is in line with expectations.</p> <p>Check there is a signed employment contract on file.</p>	<p>Three employees were chosen at random from the payroll reports. Their expected annual salaries were calculated and compared to the most recent salary details held in personnel files. These employment contracts examined were all signed.</p> <p>As identified previously, a small number of trivial variances were identified which have been previously clarified by the Admin/Payroll Officer to be due to the hours of contractual overtime worked in a month differing depending on how many weeks fell in that month.</p>	<p>From our sample, salary details per personnel files agree to amounts actually paid via payroll. Employment details are up to date and signed contracts are held on file.</p>	<p>There are no recommendations to be made at this time.</p>	<p>W</p>
<p>Test 2: Check one amendment to the payroll to ensure that appropriately authorised documentation exists.</p>	<p>Timesheets are in place for overtime in excess of the contractual amount (10 hours in most cases). All timesheets are authorised by the relevant manager and then passed to the Admin/Payroll Officer for verification and upload to the payroll server.</p> <p>A timesheet was selected at random and was found to have been appropriately authorised. Other timesheets were provided, and all held appropriate authorisation. The calculated payment based on overtime rates agreed to the amount paid via payroll.</p>	<p>From our sample, payroll amendments are processed accurately, and claims are authorised appropriately.</p>	<p>There are no recommendations to be made at this time.</p>	<p>W</p>

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TEST	RESULTS	CONCLUSIONS	RECOMMENDATIONS	OUTCOME
Test 3: Check two expense claims paid through payroll (e.g. reimbursement of travel expenses) to ensure they are appropriately authorised and supporting source documentation exists.	Two mileage claim forms were checked and agreed to payroll reports. Both claims were calculated correctly and appropriately authorised.	From our sample, expense claim forms are appropriately authorised and processed correctly.	There are no recommendations to be made at this time.	
Test 4: Obtain details of one new starter and ensure they have a signed contract.	The Admin/Payroll Officer confirmed that there had been no new starters in the year to date.	No testing applicable.	No recommendations made at this time.	
Test 5: Review the payroll print for one month to ensure it has been appropriately authorised and posted appropriately to the accounting system.	<p>The payroll report for November 2021 was chosen for the testing. This report had clearly been prepared by the Admin/Payroll Officer and reviewed by the Accounts Officer.</p> <p>A sample of the total payments (e.g., ERs NIC, Mileage, PAYE etc) were agreed to the Sage journal posting. This had again, been processed by the Admin/Payroll Officer after being reviewed by the Accounts Officer. All amounts were found to agree and had been posted to appropriate nominal codes.</p>	Payroll is posted appropriately to the accounting system after being reviewed. Segregation of duties is sufficiently displayed throughout the payroll process.	There are no recommendations to be made at this time.	

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TEST	RESULTS	CONCLUSIONS	RECOMMENDATIONS	OUTCOME
Test 6: To ensure payment is made to bona fide employees, review one month's payroll for duplicate employee names and where possible bank account details for duplication. Obtain explanations for any instances of duplications.	The employee names and bank account details from the August 2021 payroll were examined. There were 15 employees paid in this month, with no instances of duplicate details.	Assurance regarding the completeness and accuracy of payroll has been gained, and that only genuine employees are being paid. We would note that it is practical and reasonable for the Board to review the paid list of employees in total as less than twenty employees were paid in the month we reviewed, which, when combined with our separate existence testing and payroll system walkthrough, provides assurance regarding the completeness and accuracy of the payroll.	There are no recommendations to be made at this time.	
Test 7: Test check payroll deductions to ensure correct rates are being applied.	An employee was selected at random from the November 2021 payroll and their PAYE, NI and pension deductions were recalculated based on up-to-date thresholds. All deductions were found to have been calculated correctly and the correct rates had been applied.	Our testing indicated that the payroll system is operating as expected and that deductions are being calculated correctly.	There are no recommendations to be made at this time.	

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TEST	RESULTS	CONCLUSIONS	RECOMMENDATIONS	OUTCOME
Test 8: Review payroll control accounts reconciliations for one month (including PAYE/Nl, net wages, pension) to ensure that they have been appropriately prepared and authorised.	<p>There is no formal reconciliation performed of the monthly payroll journals. The payroll provider (Moorepay) sends the journal posting for each month's payroll. This is processed by the Admin/Payroll Officer and reviewed/ authorised by the Accounts Officer.</p> <p>The August and November 2021 journal postings were reviewed, and it was confirmed that these had been posted correctly and that the posting cleared the payroll control accounts.</p>	<p>From our sample testing, payroll control accounts are being adequately cleared and this process is being reviewed.</p>	<p>There are no recommendations to be made at this time.</p>	<div>W</div>

FIXED ASSETS AND INVESTMENTS

TEST	RESULTS	CONCLUSIONS	RECOMMENDATIONS	OUTCOME
Test 1: Review the Fixed Asset Register or schedule of additions to ensure fixed asset additions are being appropriately recognised and it is being regularly updated.	<p>The Fixed Asset Register (FAR) for the year ending 31 March 2021 was reviewed. This was up to date with all additions and disposals being recorded with sufficient detail in order to calculate depreciation.</p> <p>There were a number of older assets with no recorded purchase date. These could however be found within Sage. We could suggest that the records are reconciled so that all asset lines show associated purchase dates for completeness.</p>	Based on our sample testing, fixed asset additions are being recognised appropriately and an adequate FAR is maintained.	There are no recommendations to be made at this time.	W
Test 2: Ensure the brought forward fixed asset balances agree to the prior year accounts.	The brought forward fixed asset balances as shown in the trial balance were agreed to the net book value carried forward in the 2021 accounts.	Based on our sample testing, the brought forward fixed asset balances agree to the balances in the prior year accounts.	There are no recommendations to be made at this time.	W
Test 3: Physically verify a sample of assets to confirm that assets included on the register are owned, being utilised in the business, and do not show obvious signs of impairment.	<p>A sample of 15 fixed assets were selected from the register. Assets were physically verified where available or vouched to time stamped photographs if off site.</p> <p>All assets were verified and there were no obvious signs of impairment. Sufficient evidence was gathered that the assets were currently being utilised by the board.</p>	Based on our sample testing, the Board has ownership and are utilising all assets in the FAR.	There are no recommendations to be made at this time.	W

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TEST	RESULTS	CONCLUSIONS	RECOMMENDATIONS	OUTCOME
<p>Test 4: Review the Fixed Asset Register for items older than their useful economic life. If there are many fully depreciated items listed, consider whether the depreciation policies being applied are reasonable.</p> <p>Set a threshold and investigate any assets that have a particularly low NBV. Most of the assets per the FAR are depreciated using the RB policy, therefore should never reach 0. If there are any, consider whether the Fixed Assets have been fairly treated and stated.</p>	<p>The FAR was reviewed and there was a total of 10 assets which had been fully depreciated. Most of these assets were pumps, which are still in use.</p> <p>Depreciation policies were reviewed and found to be reasonable, with all assets appropriately classified.</p> <p>Furthermore, all low NBV assets have been further investigated with their depreciation recalculated. All appeared reasonable.</p>	<p>Based on our sample testing, there are few assets with costs fully written off included in the fixed asset register and depreciation policies are reasonable.</p>	<p>There are no recommendations to be made at this time.</p>	<p>W</p>
<p>Test 5: Identify any intangible assets on the books and ensure that the correct accounting treatment has been applied, and they are recorded appropriately on the register.</p>	<p>The intangibles assets include two items of software - the DRS system and Cadcorp Map Editor. These have been accounted for in a relevant intangibles nominal in Sage and amortised at 25% reducing balance. They are also recorded appropriately on the FAR.</p> <p>Amortisation for the year ending 31 March 2021 was tested and found to have been calculated correctly.</p>	<p>We can gain comfort that intangible assets on the balance sheet are being treated appropriately and are recorded correctly on the accounting system and in the FAR.</p>	<p>There are no recommendations to be made at this time.</p>	<p>W</p>

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

ACCOUNTING SYSTEMS

TEST	RESULTS	CONCLUSIONS	RECOMMENDATIONS	OUTCOME
Test 1: Ensure that the opening balances on the accounting system agree to the 2021 accounts.	<p>The opening balances on Sage were checked to the opening figures from the 2021 accounts.</p> <p>Furthermore, appropriate accounting records have been properly kept throughout the financial year, with all transactions being supported by an adequate audit trail which were provided where appropriate.</p>	<p>Based on our testing, the accounts prepared during the year agree to the accounting system.</p>	<p>There are no recommendations to be made at this time.</p>	<div>W</div>

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TEST	RESULTS	CONCLUSIONS	RECOMMENDATIONS	OUTCOME
Test 2: Review the most recent management reporting documents. Perform cut-off testing around this date to ensure cut-off issues have been accounted for and that documents have been prepared on the correct basis.	<p>The management accounts for December 2021 were reviewed and cut off testing was performed; no issues were raised.</p> <p>The majority of rates and levies income is received at the start of the year and is deferred, then released over the year.</p> <p>The Accounts Officer had previously confirmed that trivial accruals are not included in the management accounts as it is not considered necessary due to the income and spending patterns of the Board, this shows that the accounting treatment of all transactions is considered.</p> <p>It was confirmed that the balances in the management accounts agreed to the accounting system.</p>	<p>Based on our sample testing, treatment of income and expenditure appears appropriate for the purposes of the management accounts and consistent with the prior year.</p> <p>No issues were identified surrounding cut off procedures.</p>	<p>There are no recommendations to be made at this time.</p>	<div style="border: 1px solid black; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">W</div>

EXERCISE OF PUBLIC RIGHTS

TEST	RESULTS	CONCLUSIONS	RECOMMENDATIONS	OUTCOME
Test 1: Ensure that the authority has demonstrated that during Summer 2021 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.	<p>The authority provided notice to its external auditors informing them of the dates of the period for the exercise of public rights and posted a notice on the LSIDB website with the same dates / period. We further understand that the form was also posted on the noticeboard on the front gate (although this is not mandatory it is considered best practice).</p> <p>The Board's audit arrangements, meeting dates, reports and minutes are all regularly posted on the website, as well as at the entrance to the offices at Oldbury Naite.</p>	<p>The authority continually demonstrates that it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.</p>	<p>There are no recommendations to be made at this time.</p>	<div style="border: 1px solid black; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">W</div>

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This document is confidential to: Lower Severn (2005) Internal Drainage Board



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REF: MD

REPORT BY: Accounts Officer

ACCOUNTS OFFICER REPORTS

Introduction

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

1. Management Accounts - 1 April 2021 to 31 March 2022.

The management accounts to 31 March 2022 shows a surplus of £6,853. This is against a budgeted deficit of £32,816. A positive variance of £39,669. The supporting notes explains the reasons for the variance.

2. Reconciliation of the Accounts to the AGAR Statement.

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

3. Annual Governance and Accountability Return (AGAR) 2021/22.

There are two elements of this return that the Board has to agree prior to submission to the External Auditors.

- **Section 1 – Annual Governance Statement 2021/22** on page 4.
- **Section 2 – Accounting Statements 2021/22** on page 5.

4. Cash Flow to 31 March 2023.

The projected cash flow to April 2023 shows a projected cash balance of £963,000 at the end of this financial year.

5. Cash Flow 2022-27.

The projected cash flow 2022-27 shows a projected negative cash balance of £1,851,000 as at 31 March 2027.

6. Pump Replacement Cash Flow to 2029.

The Pump Replacement Cash Flow shows anticipated income of £3,920,000 and anticipated expenditure of £8,969,000.

7. Capital Programme to 2029.

The Capital Programme shows expenditure of £9,819,518 during the period.

8. Insurance Policies for 2022/23.

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

Recommendations

1. **Management Accounts - 1 April 2021 to 31 March 2022** – be agreed and presented to the Board for approval;
2. **Reconciliation of the Accounts to the AGAR Statement** – be agreed
3. **Annual Governance and Accountability Return 2021/22** – be agreed and presented to the Board for approval;
4. **Cash Flow to 31 March 2023** – be noted;
5. **Cash Flow 2022-27** – be noted;
6. **Pump Replacement Cash Flow to 2029** – be noted;
7. **Capital Programme to 2029** – be noted and presented to the Board for noting;
8. **Insurance Policies for 2022/23** – be agreed and presented to the Board for approval and signing by the Chair.

Martin Dear

Accounts Officer

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

BALANCE SHEET AS AT 31 MARCH 2022

	Note	£	31/03/22 £	31/03/21 £	Variance £
FIXED ASSETS					
Fixed Assets	1	1,365,615	1,365,615	843,541	522,074
LONG TERM ASSETS					
Investments		948,555	948,555	938,012	10,543
CURRENT ASSETS					
Stock +WiP		79,952		57,421	22,531
Trade Debtors		362		38,165	-37,803
Drainage Rate Debtors		218		1,513	-1,295
Levy Debtors		0		0	0
VAT Claim		19,491		14,665	4,826
Special Levies - Environment Agency		0		0	0
Prepayments		39,117		38,383	734
Cash at Bank and in hand		386,170		384,209	1,961
Short Term Deposits		409,958		609,710	-199,752
			935,268	1,144,066	-208,798
CURRENT LIABILITIES					
Trade Creditors		-43,914		-41,246	-2,668
Other Creditors		-29,274		-28,372	-902
Accrued Expenses		-18,001		-22,826	4,825
Finance Leases due within one year		0		0	0
Prepaid Rates	2	0		-325	325
Prepaid Levies	2	0		0	0
Prepaid Developers Funds		0		0	0
			-91,189	-92,769	1,580
NET CURRENT ASSETS					
			844,079	1,051,297	-207,218
TOTAL ASSETS LESS CURRENT LIABILITIES					
			3,158,249	2,832,850	325,399
LONG TERM LIABILITIES					
Finance Leases		0		0	0
Pension scheme deficit		-708,000		-1,412,000	704,000
			-708,000	-1,412,000	704,000
NET ASSETS					
			2,450,249	1,420,850	1,029,399
FINANCED BY:					
CAPITAL ACCOUNT					
			666,569	666,569	0
ACCUMULATED FUND					
Balance brought forward		596,060		546,655	49,405
Surplus for the 12 months		256,853		274,405	-17,552
Transfer to Capital Expenditure Reserve		-250,000		-225,000	-25,000
Additional Transfer to Capital Exp. Res.		0		0	0
Transfer from Capital Expenditure Reserve		490,446		0	490,446
			1,093,359	596,060	497,299
Developers Funds Reserve					
Investments at cost		650,000		650,000	0
Increase in value		298,555		288,012	10,543
Investments at current value		948,555		938,012	10,543
Cash at Bank		111,137		76,319	34,818
			1,059,692	1,014,331	45,361
Capital Expenditure Reserve					
	3		194,046	411,307	-217,261
Pension Reserve					
			-708,000	-1,412,000	704,000
Revaluation Reserve					
			144,583	144,583	0
			2,450,249	1,420,850	1,029,399

Notes

1. Fixed assets include purchases, sales and depreciation for 12 months to 31 March 2022.
 2. In all these cases the balance sheet has been adjusted to reflect receipts
 3. 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 12 MONTHS TO 31 MARCH 2022

Income	Note	Actual £	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		51,103	17,000	34,103	24,434	26,669
Application Fees		2,050	3,000	-950	5,900	-3,850
Consultancy Fees Recharged		16,800	18,000	-1,200	26,304	-9,504
Surplus on Sale of Assets		31,809	29,258	2,551	19,723	12,086
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		297	3,000	-2,703	1,360	-1,063
Total		1,800,335	1,768,534	31,801	1,710,501	89,834
Expenditure						
Payroll		762,323	765,822	3,499	727,889	-34,434
Office Maintenance	2	19,501	27,975	8,474	15,595	-3,906
Maintenance	3	215,934	180,150	-35,784	191,481	-24,453
EA Levy		218,171	218,171	0	213,892	-4,279
Motor Travel and Subsistence	4	21,738	23,746	2,008	18,912	-2,826
Communications		5,085	5,250	165	5,551	466
Administration	5	29,241	32,829	3,588	39,350	10,109
Engineering Consultancy Fees		44,779	75,000	30,221	60,740	15,961
Legal and Professional Fees	6	4,738	3,000	-1,738	5,047	309
Audit and Accountancy Fees		5,850	5,000	-850	3,500	-2,350
Depreciation		214,509	211,407	-3,102	151,990	-62,519
Bank Charges		1,613	3,000	1,387	2,149	536
Total		1,543,482	1,551,350	7,868	1,436,096	-107,386
Surplus for 12 months		256,853	217,184	39,669	274,405	-17,552
Transfer to Capital Expenditure Res.		250,000	250,000	0	225,000	25,000
Net Surplus for 12 months		6,853	-32,816	39,669	49,405	-42,552

The results for 12 months show a surplus of £6,853 against a budget of -£32,816 a positive difference of £39,669.

The major reasons for the variances are:-

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

2) Office Maintenance -

3) Maintenance costs analysis is as follows:

	Actual £	Budget £	Variance £	Explanation for major variances
Plant Maintenance	87,711	68,850	-18,861	Repairs to Spearhead VX65 HVB and Ridding Buckets
Maintenance Compensation	0	1,000	1,000	
Vehicle, Plant	90,257	79,500	-10,757	Insurance and Diesel for hired pumps at Elmore Back Increase in cost of Diesel
Workshop Fixtures & Fittings	11,742	6,600	-5,142	
Pump Station Electricity	20,163	17,000	-3,163	
Health & Safety	6,061	7,200	1,139	
	215,934	180,150	-35,784	

4) Administration -

5) Engineering Consultancy fees -

	Actual £	Budget £	Variance £
Non Rechargeable Fees	32,779	60,000	27,221
Rechargeable Fees	12,000	15,000	3,000
	44,779	75,000	30,221

6) Legal and Professional Fees -

Notes:

Surplus on sale of assets is:	£
Kobelco Excavator WO14 OEY	19,638
Claas Tractor OU7 JXX	17,358
Write off of Elmore Back Building	-5,187
	<u>31,809</u>

Surplus on Rechargeable works is unanticipated works at Avonmouth - £30,500.

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

Not Sent

Reconciliation of the Accounts to AGAR

	2020/21 £	2021/22 £	
1 Balances Brought Forward			
Capital Account	666,569	666,569	0
Balance brought forward	546,655	596,060	-49,405 Surplus for 2020/21 of £49,405
Revaluation reserve	144,583	144,583	0
Capital Reserve	553,394	411,307	142,087 Decrease in Capital Reserve in 2020/21
Developers Funds	787,963	1,014,331	-226,368 Increase in Developers Funds Reserve in 2020/21
Pension Reserve	-951,000	-1,412,000	461,000 Increase in LGPS Liability
As per Accounts	1,748,164	1,420,850	327,314 0
Net Book Value of Fixed Assets	784,420	843,541	-59,121 Purchase of Spearhead Twiga SP2, Bomford Mower & Depn in 2020/21
Investments	668,038	938,012	-269,974 Increase in Investments in 2020/21
Pension Liability	-951,000	-1,412,000	461,000 Increase in LGPS Liability
	501,458	369,553	131,905 0
Balances Brought Forward	1,246,706	1,051,297	195,409 0
2 Rates and Levies			
Agricultural Rates	120,427	125,607	-5,180 Increase in Rate from 9.3p to 9.7p
Special Levies	1,301,042	1,357,001	-55,959 Increase in Levy from 9.3p to 9.7p
Rates and Levies	1,421,469	1,482,608	-61,139 -4.30%

0

3 Total Other Receipts

Foreign Water Grant	167,339	170,686	-3,347	Annual Increase of 2%
Rechargeable Works	24,434	51,103	-26,669	Increase in rechargeable works due to work at Avonmouth.
Application Fees	5,900	2,050	3,850	Decrease in application fees
Miscellaneous Income	300	0	300	
Draw down from Developers Funds	43,672	44,982	-1,310	Annual Increase of 3%
Bank Interest	1,360	297	1,063	Decrease in interest received
Consultancy Fees	26,304	16,800	9,504	Decrease in rechargeable consultancy fees
Net profit on disposal of fixed assets	19,723	31,809	-12,086	Increase in profit on sale of fixed assets
	289,032	317,727	-28,695	0
Income from Sale of Fixed Assets				
Cost	156,071	146,130	9,941	Disposal of Kobelco Tracked Excavator and Claas Tractor
Depreciation	-145,294	-129,940	-15,354	Disposal of Kobelco Tracked Excavator and Claas Tractor
	10,777	16,190	-5,413	0
Income from Developers Funds				
Reserve at the beginning of the year	-787,963	-1,014,331	226,368	Increase in Reserve 2020/21
Reserve at the end of the year	1,014,331	1,059,692	-45,361	Increase in Reserve 2021/22
Less increase in Investments:				
Investments -beginning of the year	668,038	938,012	-269,974	Increase in Investments 2020/21
Additional Investments in year	0	0	0	
Investments at the end of the year	-938,012	-948,555	10,543	Increase in Investments 2021/22
	-43,606	34,818	-78,424	0
Total Other Receipts	256,203	368,735	-112,532	-43.92%
				0
4 Staff Costs				
Payroll	727,889	762,323	-34,434	Pay Award
Long Service Awards	2,000	0	2,000	JD, PR in 2020/21
Staff Costs	729,889	762,323	-32,434	-4.44%
				0
5 Loan Interest/Capital Repayments	0	0	0	0.00%

6 All Other payments

Summary

Expenditure for 12 months	1,436,096	1,543,482	-107,386
Payroll	-729,889	-762,323	32,434
Depreciation	-151,990	-214,509	62,519
Decrease (Increase) in Capital Expenditure Reserve	142,087	217,261	-75,174
Transfer to Capital Expenditure Reserve	225,000	250,000	-25,000
Less transfer from unallocated reserve	0	0	0
Investment Purchase	0	0	0
Fixed Assets Purchases	221,888	752,773	-530,885
Less transfer from Capital Reserve	0	-490,446	490,446
	1,143,192	1,296,238	-153,046

0

Detail

Office Maintenance	20,212	19,501	711	
Maintenance	191,481	215,934	-24,453	Repairs to machinery, increase in cost of Diesel
EA Levy	213,892	218,171	-4,279	Annual Increase of 2%
Motor, Travelling and Subsistence	18,912	21,738	-2,826	Reinstatement, in 2021/22, of physical Board and Committee meetings.
Communications	5,551	5,085	466	
Administration	32,733	29,241	3,492	Additional costs occurred in 2020/21, relating to computer costs for working at home and staff welfare costs
Engineering Consultancy Fees	60,740	44,779	15,961	Reduction in non rechargeable and rechargeable fees
Legal and Professional Fees	5,047	4,738	309	
Audit and Accountancy	3,500	5,850	-2,350	Timing of final payments to Internal Auditor
Depreciation	151,990	214,509	-62,519	Increase re purchase of Hitachi ZX135, Claas 650 Tractor and Mower in 2021/22 and Elmore Back.
Bank Charges	2,149	1,613	536	
Capital Expenditure Reserve	225,000	250,000	-25,000	
	931,207	1,031,159	-99,952	0
Depreciation	-151,990	-214,509	62,519	Increase re purchase of Hitachi ZX135, Claas 650 Tractor and Mower in 2021/22 and Elmore Back.
Transfer to Capital Expenditure Reserve	142,087	217,261	-75,174	Expenditure occurring in year
Less transfer from unallocated reserve	0		0	
Fixed Asset Additions	221,888	752,773	-530,885	Increase re purchase of Hitachi ZX135, Claas 650 Tractor and Mower in 2021/22 and Elmore Back.
Less transfer from Capital Reserve	0	-490,446	490,446	
Investment Additions	0	0	0	
	211,985	265,079	-53,094	0

All Other payments

1,143,192 **1,296,238** -153,046 -13.39%

	0	0	0	
7 Balances Carried Forward				
Capital Account	666,569	666,569	0	
Balance brought forward	596,060	1,093,359	-497,299	Surplus for 2021/22 plus transfer to Capital Reserve of £490,446.
Transfer to Capital Reserve			0	
Revaluation reserve	144,583	144,583	0	
Capital Expenditure Reserve	411,307	194,046	217,261	Decrease in Capital Reserve in 2021/22
Developers Funds	1,014,331	1,059,692	-45,361	Increase in Developers Funds
Pension Reserve	-1,412,000	-708,000	-704,000	Decrease in LGPS Liability
As per Accounts	<u>1,420,850</u>	<u>2,450,249</u>	-1,029,399	0
			0	
Net Book Value of Tangible Fixed Assets	843,541	1,365,615	-522,074	Increase re purchase of Hitachi ZX135, Claas 650 Tractor and Mower in 2021/22 and Elmore Back.
Investments	938,012	948,555	-10,543	Increase in Investments
Pension Liability	-1,412,000	-708,000	-704,000	Decrease in LGPS Liability
	<u>369,553</u>	<u>1,606,170</u>	-1,236,617	0
Balances Carried Forward	1,051,297	844,079	207,218	0
Reconciliation	0	0		
8 Total value of cash and short term investments				
Cash at bank and in hand	384,209	386,170	-1,961	Increase in cash
Short term deposits	<u>609,710</u>	<u>409,958</u>	199,752	Decrease in short term deposits
Total value of cash and short term investments	993,919	796,128	197,791	0
9 Total fixed assets plus long term investments and assets				
Fixed Assets	843,541	1,365,615	-522,074	Increase re purchase of Hitachi ZX135, Claas 650 Tractor and Mower in 2021/22 and Elmore Back.
Investments - at cost price	<u>650,000</u>	<u>650,000</u>	0	
Total fixed assets plus long term investments and assets	1,493,541	2,015,615	-522,074	0
10 Total Borrowings	0	0	0	0.00%

Annual Governance and Accountability Return 2021/22 Form 3

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

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

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2021/22

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 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 2022**.
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 2022**. 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 2022
 - 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 2021/22

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 2022 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 2021/22**, approved and signed, page 4
- **Section 2 - Accounting Statements 2021/22**, approved and signed, page 5

Not later than 30 September 2022 authorities **must** publish:

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

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

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

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

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2021/22

- 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 2022.
- 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 2021) equals the balance brought forward in the current year (Box 1 of 2022).
- 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 2022**.

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 been published where required?	✓	
	Has the bank reconciliation as at 31 March 2022 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 2021/22

Lower Severn (2005) Internal Drainage Board

www.lowersevernldb.org.uk

During the financial year ended 31 March 2022, 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 2021/22 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 2020/21, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")			✓
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements			✓
M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2020/21 AGAR (see AGAR Page 1 Guidance Notes).	✓		
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

08/02/2022

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

03/05/2022

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

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

Section 1 – Annual Governance Statement 2021/22

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 2022, 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
			✓

*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

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Section 2 – Accounting Statements 2021/22 for

Lower Severn (2005) Internal Drainage Board

	Year ending		Notes and guidance
	31 March 2021 £	31 March 2022 £	
1. Balances brought forward	1,246,706	1,051,297	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	1,421,469	1,482,608	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	256,203	368,735	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	729,889	762,323	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	1,143,192	1,296,238	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	1,051,297	844,079	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	993,919	796,128	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	1,493,541	2,015,615	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A
			The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
			N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2022 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

 REQUIRED

Date

06/05/2022

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

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

Section 3 – External Auditor's Report and Certificate 2021/22

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 2022; 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 2021/22

(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 2021/22

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 2022.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YY

Lower Severn (2005) Internal Drainage Board

Cash		Cash flow No 1 A/C NatWest										2022/23		
		2022										2023		
		Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Note		£ 000's actual	£ 000's forecast	£ 000's forecast	£ 000's forecast	£ 000's forecast	£ 000's forecast	£ 000's forecast	£ 000's forecast	£ 000's forecast	£ 000's forecast	£ 000's forecast	£ 000's forecast	£ 000's forecast
	Balance b/f		60	52	94	78	85	72	61	47	65	76	86	95
	Other income	3	4	4	5	4	4	5	4	4	5	4	4	5
	Plant & Machinery Sales		0	0	46	0	0	0	0	0	0	0	0	0
	VAT		16	5	7	53	5	5	5	5	5	5	5	5
	Levies	1	0	754	0	0	0	0	0	731	0	0	0	0
	Rates	2	0	137	0	0	0	0	0	0	0	0	0	0
	sub total		80	953	152	135	94	83	69	787	75	85	95	106
	Expenditure	3	-42	-42	-42	-42	-42	-42	-42	-42	-42	-42	-42	-42
	Plant		0	-10	-288	0	0	0	0	0	0	0	0	0
	Pump Expenditure		0	0	-36	0	0	0	0	0	0	0	0	0
	Developer Expenditure		0	0	0	0	0	0	0	0	0	0	0	0
	EA Levy		-49	0	0	0	0	0	0	0	0	0	0	0
	Salaries (paid via No.2 A/c)		-65	-57	-57	-57	-80	-80	-80	-80	-57	-57	-57	-57
	Net transfers	3	129	-750	350	50	100	100	100	-600	100	100	100	50
	sub total		-27	-859	-73	-49	-22	-22	-22	-722	1	1	1	-49
	Balance c/f		60	52	94	78	85	72	61	47	65	76	86	56
Other balances														
NatWest														
	No 2 Account		30	30	30	30	30	30	30	30	30	30	30	30
	Bonus Saver	4	296	167	917	567	517	417	317	517	417	317	217	167
	Deposit Account	5	206	206	206	206	206	206	206	506	506	506	506	506
	Lloyds Deposit	6	93	93	139	139	139	139	139	139	139	139	139	139
	Total		625	496	1,292	942	892	792	692	592	1,192	1,092	992	842
Developers Funds Cash														
	Lloyds Deposit	6	111	111	65	65	65	65	65	65	65	65	65	65
	All LSIDB balances		796	659	1,451	1,085	1,042	929	818	704	1,322	1,233	1,143	963
	LSIDB Working Cash		491	332	1,146	787	722	586	451	315	798	685	571	459
	Capital Reserve		194	217	240	233	256	279	302	324	370	393	416	439
	Developer Reserve		111	111	65	65	65	65	65	65	65	65	65	65
			796	659	1,451	1,085	1,042	929	818	704	1,322	1,233	1,143	963

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 0.20% interest
6. Deposit Account - 32 Day Notice earns 0.05% interest

Reconciliation to Annual Budget 2022/23

	£000's		£000's
Cash Received	1,840	Closing Cash	963
Cash Spent	<u>-1,673</u>	Opening Cash	<u>-796</u>
Net Cash Movement	167		167
Adjust			
Plant and Machinery			
Purchases	248		
Sales	-38		
P&L non cash - Book Profit o	<u>14</u>		
	224		
Pump Stations			
Purchases	30		
P&L Non cash - Provision	<u>-275</u>		
	-245		
Developers Funds			
Purchases	0		
Income			
P&L Non cash - Income	<u>46</u>		
	46		
Depreciation			
P&L Non cash - Provision	-223		
	<u>-31</u>		
	<u>-31</u>		
Budget 2022/23	<u>-31</u>		
Difference	0		

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

Cash Flow Forecast for 2022/23 to 2026/27

Summary	2022/23 £000's	2023/24 £000's	2024/25 £000's	2025/26 £000's	2026/27 £000's
Working Capital	459	332	432	451	685
Capital Reserve	439	-792	-1,301	-2,221	-2,405
Developer Reserve	65	19	-29	-79	-131
Total Cash at Bank	963	-441	-898	-1,849	-1,851
Cash Brought Forward	796	963	-441	-898	-1,849
Income	1,896	1,993	2,122	2,185	2,282
Expenditure	-1,728	-3,358	-2,765	-3,308	-2,807
Add back Depreciation	223	322	394	467	523
Less Capital Purchases	-224	-361	-208	-295	0
Cash at year end	963	-441	-898	-1,849	-1,851

	£000's	£000's
Cash at Bank - 1 April 2022		
Number 1 Account	60	
Number 2 Account	30	
Bonus Saver	296	
Deposit NatWest	206	
Deposit Lloyds	204	
		796
Working Capital	491	
Pump Station Reserve	194	
Developer Reserve	111	
		796
Difference		0

	2022/23 £000's	2023/24 £000's	2024/25 £000's	2025/26 £000's	2026/27 £000's
Detail					
Working Capital					
Cash Brought Forward	491	459	332	432	451
Income	1,896	1,993	2,122	2,185	2,282
Expenditure	-1,652	-1,781	-1,883	-1,988	-2,076
Transfer to Capital Reserve	-275	-300	-325	-350	-495
Add back Depreciation	223	322	394	467	523
Less Capital Purchases	-224	-361	-208	-295	0
Cash at year end	459	332	432	451	685
Capital Expenditure Reserve					
Cash Brought Forward	194	439	-792	-1,301	-2,221
Transfer from working capital	275	300	325	350	495
Expenditure	-30	-1,531	-834	-1,270	-679
Cash at year end	439	-792	-1,301	-2,221	-2,405
Developers Fund Reserve					
Cash Brought Forward	111	65	19	-29	-79
Income from Developers	0	0	0	0	0
Expenditure	-46	-46	-48	-50	-52
Cash at year end	65	19	-29	-79	-131

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

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	Revised	£	£	£	£	£	£	£	£	£	£	£	£	£	£
		Budget	Budget	actual	actual	actual	actual	actual	forecast	forecast	forecast	forecast	forecast	forecast	forecast	forecast	forecast
		(June 2015)	(October 2021) No inflation														
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	1,931,000			18,466	6,217							2,563,042	905,704	3,493,429
	Marshfield	2	385,860	1,031,000			18,463	6,983			733,102	397,837					1,156,385
	Lapperditch	2	352,820	1,131,000			19,865	13,423			797,997	436,425					1,267,710
	Wicks Green	2	553,420	1,596,000			17,417	6,218					1,269,664	678,982			1,972,281
	Elmore Back	2	327,391	815,000	2,891	13,540	54,151	331,674	467,021	30,000							899,277
	Saul	1	169,457	180,000	6,887	24,387	55,329	90,208	2,572	240							179,623
	Expenditure Total	2,302,248	6,684,000	9,778	24,387	68,869	218,572	367,087	467,261	30,000	1,531,099	834,262	1,269,664	678,982	2,563,042	905,704	8,968,705
	Net Movement in the year			140,222	125,613	106,131	181,428	-142,087	-217,261	245,000	-1,231,099	-509,262	-919,664	-183,982	-2,163,042	-480,704	
Reserve																	
	Balance b/f				140,222	265,835	371,966	553,394	411,307	194,046	439,046	-792,053	-1,301,314	-2,220,978	-2,404,960	-4,568,001	
	In year movement			140,222	125,613	106,131	181,428	-142,087	-217,261	245,000	-1,231,099	-509,262	-919,664	-183,982	-2,163,042	-480,704	
	Balance c/f			140,222	265,835	371,966	553,394	411,307	194,046	439,046	-792,053	-1,301,314	-2,220,978	-2,404,960	-4,568,001	-5,048,705	-5,048,705

Notes:

- 1 Assumes inflation of 5% 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

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

Cash Flow Forecast for the Pump Replacement Programme

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

	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£
	Original Budget	Revised Budget	actual	actual	actual	actual	actual	forecast	forecast	forecast	forecast	forecast	forecast	forecast	forecast	forecast
	(June 2015)	(October 2021) No inflation														
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																
Oldbury	3													2,563,042	905,704	3,468,745
Professional Fees - Motion						16,196	6,217									22,413
Survey - Anthony Brookes						2,270										2,270
Contractor -																0
	513,300	1,931,000	0	0	0	18,466	6,217	0	0	0	0	0	0	2,563,042	905,704	3,493,429
Marshfield	2									733,102	397,837					1,130,939
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	1,031,000	0	0	0	18,463	6,983	0	0	733,102	397,837	0	0	0	0	1,156,385
Lapperditch	2									797,997	436,425					1,234,422
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	1,131,000	0	0	0	19,865	13,423	0	0	797,997	436,425	0	0	0	0	1,267,710
Wicks Green	2											1,269,664	678,982			1,948,645
Professional Fees - Motion						16,197	6,218									22,415
Survey - Anthony Brookes						1,220										1,220
Contractor -																0
	553,420	1,596,000	0	0	0	17,417	6,218	0	0	0	0	1,269,664	678,982	0	0	1,972,281
Elmore Back	2									30,000						30,000
Professional Fees - Motion					7,017	52,916	174,543	124,564								359,040
Drainage Strategy - Water Environment			2,891													2,891
Modelling - Water Environment					6,523											6,523
Survey - Anthony Brookes						1,235										1,235
Sim card								240								240
Pump and Drive Motors - Bedford Total £97,705 to £110,648.							97,706	8,755								106,461
Design Element and Eel Pass Assembly - HC Water Control							59,425	11,220								70,645
Upgrade of Electrical Controls - Severn Controls								31,768								31,768
Pump Hire								2,852								2,852
Contractor - Aqua Management								287,622								287,622
	327,391	815,000	2,891	0	13,540	54,151	331,674	467,021	30,000	0	0	0	0	0	0	899,277
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
Sim card								240								
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	240	0	0	0	0	0	0	0	179,383
Total	2,302,248	6,684,000	9,778	24,387	68,869	218,572	367,087	467,261	30,000	1,531,099	834,262	1,269,664	678,982	2,563,042	905,704	8,968,465
Reserve																
Balance b/f				140,222	265,835	371,966	553,394	411,307	194,046	439,046	-792,053	-1,301,314	-2,220,978	-2,524,960	-4,568,001	
In year			140,222	125,613	106,131	181,428	-142,087	-217,261	245,000	-1,231,099	-509,262	-919,664	-303,982	-2,043,042	-480,704	
Balance c/f			140,222	265,835	371,966	553,394	411,307	194,046	439,046	-792,053	-1,301,314	-2,220,978	-2,524,960	-4,568,001	-5,048,705	-5,048,465

Notes:

- 1 Assumes inflation of 5% 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.
 - 6 October 2021 - Revised Budget figures taken to Board Meeting. Oldbury £1,931,000, Marshfield £1,031,000 Lapperditch £1,131,000 and Wicks Green £1,596,000. No decision on change of timetable.
- Per JT and JD - Split budget 2/3rds First year, 1/3rd Second year. Inflate by 5% per annum.
- Budget already includes the costs incurred.

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

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

As at 31 March 2022

		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							2,563,042	905,704	3,468,746	
Marshfield	2			733,102	397,837					1,130,939	
Lapperditch	2			797,997	436,425					1,234,422	
Wicks Green	2					1,269,664	678,982			1,948,646	
Elmore Back	2	467,021	30,000							497,021	
Saul	1	240								240	
Pump Expenditure Total		467,261	30,000	1,531,099	834,262	1,269,664	678,982	2,563,042	905,704	8,280,014	0
Plant and Vehicles											
Water Level Monitoring Equipment			8,000							8,000	
Claas Mower		126,000								126,000	
Class Mower OU07 JXX		-30,000								-30,000	
Kobelco Excavator		127,134								127,134	
Hyundai WX12 CWL		-18,000								-18,000	
Energreen SPV3			240,370							240,370	
Energreen VX65 HVB			-38,000							-38,000	
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 FUJ									-18,000	-18,000	
Plant and Vehicles Expenditure Total		205,134	210,370	175,000	295,000	0	89,000	0	565,000	1,539,504	0
Capital Expenditure Total		672,395	240,370	1,706,099	1,129,262	1,269,664	767,982	2,563,042	1,470,704	9,819,518	

Details of Budget and Expenditure on Pump Stations

		Budget	Previous Years									Total
		£	Expenditure	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	£
			£	£	£	£	£	£	£	£		
Pump Stations	No. of Pumps											
Oldbury	3	3,493,429	24,683							2,563,042	905,704	3,493,429
Marshfield	2	1,156,385	25,446			733,102	397,837					1,156,385
Lapperditch	2	1,207,343	33,288			797,997	436,425					1,267,710
Wicks Green	2	1,972,281	23,635					1,269,664	678,982			1,972,281
Elmore Back	2	815,000	402,256	467,021	30,000							899,277
Saul	1	180,000	179,383	240								179,623
Pump Expenditure Total		8,824,438	688,691	467,261	30,000	1,531,099	834,262	1,269,664	678,982	2,563,042	905,704	8,968,705

0

Details of Expenditure on Pump Stations in 2021/22

		Spend in current financial year, 2021/22, to 1 March 2022	Spend in current financial year, 2021/22, in March 2022	Total Spend to date	Expected spend in current financial year from 1 April 2022	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		0	0	0
Wicks Green	2		0	0		0	0	0
Elmore Back	2	405,250	61,771	467,021	0	467,021	329,936	-137,085
Saul	1		240	240		240	0	-240
Total		405,250	62,011	467,261	0	467,261	329,936	-137,325
				0		0		0

Insurance Policies - 2022/23							
Insurer	Policy No	Cover	Renewal Date	Incl IPT 2022/23 Premium	Incl IPT 2021/22 Premium	Paid	Increase
Lloyds Syndicate ERS218 (Fenton Insurance Solutions)	50030626	Comprehensive Cover including plant, unspecified non self propelled attached or detached implements exceeding £20,000 and trailers not exceeding £100,000. Any Items are specified. Any authorised licensed driver 25 and over on Drainage Board Business and Social Domestic & Pleasure. £100 Excess accidental damage, fire, theft, windscreen.	01/04/2022	£17,315.20	£16,279.00	Mar-22	£1,036.20
Zurich Municipal	XAO 272027-0033	Material Damage, All Risks, Public/ Products/Pollution Liability £10,000,000, Employers Liability £10,000,000, Fidelity Guarantee £2,000,000, Personal Accident £500,000-£1,000,000. Excess £250 for Malicious Damage, Storm or Flood, escape of water, falling trees or branches. £100 theft, accidental damage. In addition Business interruption Insurance has been taken out to cover any additional costs in the event that the board's premises are not accessible (Fire, flood etc). The cover is £220,000 for the year.	01/04/2022	£6,811.53	£6,911.00	Mar-22	-£99.47
Please Note! We are not insured for: Money, Hirers Liability, Libel & Slander, Legal Expenses & Uninsured loss recovery, Deterioration of Stock, Legal Expenses.							
Allianz Insurance Engineering (Fentons insurance Solutions)	NZ/22726215	Cover includes all pumps and related equipment. An indemnity limit of £250,000 for machinery damage/ breakdown to 12 pumps and machinery. Machinery and Pump Stations inspections in order to comply with Health and Safety Regulations.	01/04/2022	£3,543.46	£3,739.00	Mar-22	-£195.54
Nilefern t/a Nelson Policies at Lloyd's (Erskine Murray)	NP038418/04/21	Cover for Hired in Property. Sum insured £60,000. Excess of £750. Commenced 9 April 2022. The cover in 2022/23 is for a part year only.	01/07/2022	£562.00	£1,740.00	Apr-22	-£1,178.00
Total premiums				£28,232.19	£28,669.00		-£436.81
This Insurance Policy Schedule has been reviewed and is agreed to be sufficient for the Lower Severn (2005) Internal Drainage Boards needs.							
Signed:..... M Riddle (Chairman)			Dated:.....		Minute Number:.....		

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

January 2022

<u>Supplier</u>	<u>Details</u>	<u>Amount Paid this Period</u>
Orchard Computer Services	Quarterly Maintenance Cover 08/12/21 - 07/03/22	389.00
RS COMPONENTS LTD	Assort Bolts, Wrench, Nuts,	136.72
LEES MEND A SHOE	Keys cut for pump houses	25.00
LEES MEND A SHOE	Boot laces	22.35
TESCO	Water for office	12.50
Galleon Supplies Ltd	Paper Towels	167.40
Avonmouth Engineering Services Ltd	Attending fault to Oldbury P/S	2,340.00
Ford Fuel Oils	Assort Lubricants	1,026.00
BBL BATTERIES	Battery for WP18 GXY	162.00
MERRETT D C	Transportation of WU16 TZM	180.00
MERRETT D C	Transportation of NL21 CHG	180.00
British Parts	Ball joint repair kit for WN03 NVK	14.32
Safetyliftinggear.com	Spare Slings	79.74
Honey Brothers Ltd	Replacement Screwfit Poles for Strimmer	324.31
Hitachi Construction Machinery (uk) Ltd	Hitachi Solas service agreement	816.00
CROMWELL GROUP HOLDINGS LTD	Cutting Discs, G Clamps	239.24
CROMWELL GROUP HOLDINGS LTD	Assort grease, WD40, Lubricants	218.26
Avon Hydraulics (UK) Ltd	Hydraulic Hoses for WV19 FUU	192.51
Hydroscand Ltd	Hose assembly for VX65 HTA	29.27
Water Environment Ltd	Land East of M49 Modelling	6,132.00
Water Environment Ltd	Former Avon Works Modelling	6,537.60
Elex Gates & Barriers	Realignment of photocells on gate	114.00
Aqua Management Ltd	Payment No 4 - Elmore Back	62,285.92
Motion Consultants Ltd	Avonmouth/Saeverside Consulyancy - Nov 21	2,424.78
TAILORMADE OFFICE SUP.LTD	A4 Paper, Ink for LR & KW (Working from home)	276.28
Moorepay Ltd	Payroll costs for Dec 21	169.46
Janes Cleaning Services South West Ltd	Cleaning for Dec 21	201.00
Mole Country Stores	Hook Plates	42.84
Picksons	Wiper Blade for VX65 HTA	29.40
Picksons	Wiper Blade for VX65 HTA	58.80
Picksons	Wiper Blade for VX65 HVB	58.80
Picksons	Wiper Blade for WX20 FGM	58.80
Motion Consultants Ltd	Elmore Back P/S Modifications - Nov 21	10,776.00
Worldpay (UK) Ltd	Credit Card transaction Charges	15.00
Worldpay (UK) Ltd	Vatable charges	6.00
Smiths (Gloucester) Ltd	Watse Management	40.73
Worldpay (UK) Ltd	Credit Card Subscription for Jan 22	11.94
Holt JCB Ltd	Service Agreement 25/10/21 - 24/01/22	321.20
Giffgaff Ltd	Sim monthlyplan - KW mobile	10.00
Giffgaff Ltd	Slimbridge WLMP Sim	8.00
L&S Engineers Ltd	Filler Caps for Chainsaws	16.30
Zoom Video Communications Inc.	Zoom Subscription 23/12/21 - 22/01/22	11.99
ASSOCIATION OF DRAINAGE AUTHORITIES	ADA Membership for 2022	5,143.20
Citation Ltd	Legal Fees	329.34
SOUTH GLOUCESTERSHIRE COUNCIL	Business Rates	761.00
Corona Energy	Wicks Green P/S Electricity 01/12/21-31/12/21	540.46
Corona Energy	Lapperditch P/S Electricity 01/12/21-31/12/21	98.77
Corona Energy	Marshfield P/S Electricity 01/12/21-31/12/21	179.21
Corona Energy	Oldbury P/S Electricity 01/12/21-31/12/21	626.89
Corona Energy	Saul P/S Electricity 01/12/21-31/12/21	529.46
Corona Energy	Office Electricity 01/12/21-31/12/21	453.17
Corona Energy	Elmore back P/S Electricity 01/12/21-31/12/21	1,055.89
Blizzard Telecom Ltd	Office Telecoms	176.30
Blizzard Telecom Ltd	Incorrect Invoice - To be Refunded	961.66
Blizzard Telecom Ltd	Office Telecoms - New Contract	322.92
Blizzard Telecom Ltd	Bad Debt Write Off	0.02

107,339.75

Amount Paid this Period 107,339.75

Blizzard Credit (961.66)

Bad Debt Write Off (0.02)

Amount Paid this Period (Supplier Invoices) 106,378.07
Amount Paid this Period (Bank Payments) 53.92
Total Amount Paid this Period
£106,431.99

Lower Severn (2005) Internal Drainage Board

Payments to be Noted

February 2022

<u>Supplier</u>	<u>Details</u>	<u>Amount Paid this Period</u>
Orchard Computer Services	Quarterly Maintenance Cover 08/12/21 - 07/03/22	389.00
Electricgate motors.co.uk	Sensors for yard gate	107.95
Bristol DPF Centre	DPF Cleaned on VX65 HVB	360.00
Bristol Angling Centre	Tide Times Tables	51.00
Giffgaff Ltd	Sim monthly plan - KW mobile	10.00
Giffgaff Ltd	Slimbridge WLMP Sim	8.00
TAILORMADE OFFICE SUP.LTD	Desk Diary (AT)	3.12
MERRETT D C	Labour on repairs to WU16 TZM	180.00
MERRETT D C	Labour on repairs to VX65 HVB Axle Gears	1,950.00
MERRETT D C	Parts on repairs to VX Axle Gears 65 HVB	836.00
LEES MEND A SHOE	Keys Cut	13.00
Thornbury Motors	Petrol for Chainsaws/Strimmers	27.95
TESCO	Toilet Rolls	29.25
Screwfix Direct Ltd	Safety Boots	168.96
ENGINEERING & HIRE LTD	Ridding Bucket Replacement Parts WX12 CWL	836.39
ENGINEERING & HIRE LTD	Ridding Bucket Replacement Parts VX65 HTA	836.39
ENGINEERING & HIRE LTD	Ridding Bucket Replacement Parts VX65 HVB	836.39
ENGINEERING & HIRE LTD	Ridding Bucket Replacement Parts WU16 TZM	836.39
ENGINEERING & HIRE LTD	Ridding Bucket Replacement Parts WU19 FUU	836.39
ENGINEERING & HIRE LTD	Ridding Bucket Replacement Parts WX20 FGM	836.39
ENGINEERING & HIRE LTD	Ridding Bucket Replacement Parts NL21 CHG	836.36
MERRETT D C	Transportation of WU16 TZM	180.00
Pitney Bowes Ltd	Franking Machine Hire Dec 21 & Jan 22	31.08
Pitney Bowes Ltd	Postage Top Up	413.57
Molson Equipment Services Ltd	Repairs to WX12 CWL	344.80
Konica Minolta Business Solutions (UK) Ltd	Quarterly Printing 17/10/21-16/01/22	72.24
Konica Minolta Business Solutions (UK) Ltd	Photocopier Hire 17/01/22-16/04/22	83.88
AVON ALARMS LTD	12 months maintenance on Video Entry System from	102.00
MERRETT D C	Labour on repairs to WX65 HVB (DPF Regen)	690.00
MERRETT D C	Parts on repairs to WX65 HVB (DPF Regen)	392.62
Mr CJN Williams	C Williams - Mileages for 22/01/22	23.40
RS COMPONENTS LTD	Various safety Wellingtons	307.25
Ford Fuel Oils	Various Lubricants	450.60
ALLCAP LTD	Padlocks	475.20
RS COMPONENTS LTD	Hex Bolts	26.21
Hydrosand Ltd	Hose for Tree Shears	54.11
Timpson Ltd	Keys cut	12.00
TESCO	Petrol for Chainsaws/Strimmers	29.14
TESCO	Petrol for Chainsaws/Strimmers	30.11
Avon Hydraulics (UK) Ltd	Hose assembly for VX65 HVB	189.59
Claas Western Ltd	Service contract on 1000 hour service	1,087.73
Zoom Video Communications Inc.	Zoom Subscription 23/01/22-22/02/22	11.99
Mole Country Stores	Sawn Rails, Stakes, Barbed Wire & Gates	2,641.14
Motion Consultants Ltd	Avonmouth/Severnside Consultancy - Dec 21	1,620.00
Motion Consultants Ltd	Elmore Back P/S Modifications - Dec 21	10,367.40
Moorepay Ltd	Payroll Costs for Jan 22	163.46
Janes Cleaning Services South West Ltd	Cleaning for Jan 22	201.00
BOC LTD	Oxygen cylinder rental	155.94
Smiths (Gloucester) Ltd	Waste Management	20.36
Worldpay (UK) Ltd	C/Card Transaction Charges	15.00
Worldpay (UK) Ltd	Vatable Charges	6.06
Worldpay (UK) Ltd	C/Card Subscription - Feb 22	11.94
Clr B Behan	B Behan - Mileages for 02/02/22	26.10
Clr P Toleman	P Toleman - Mileages for 02/02/22	22.50
LITTLETON MR G	G Littleton - Mileages for 02/02/22	16.20
HYSLOP MR R	R Hyslop - Mileages for 02/02/22	22.50
Mr CJN Williams	C Williams - Mileages for 02/02/22	19.80
Mr J Nichols	J Nichols - Mileages for 02/02/22	5.85
Mary Sykes	M Sykes - Mileages for 02/02/22	19.80
Rose Hewlett	R Hewlett - Mileages for 02/02/22	11.25

February 2022

<u>Supplier</u>	<u>Details</u>	<u>Amount Paid this Period</u>
The Gables Hotel	Room Hire for 02/02/22	200.00
The Gables Hotel	Refreshments for 02/02/22	75.60
Skyguard Ltd T/A Peoplesafe	Annual Mandown Subscriptionb	1,821.60
Orchard Computer Services	Sage Uograde to Server	96.00
MOWER DOCTOR	Chainsaw Trousers	197.00
Mr J Nichols	Mileages for viewing pump stations 13/12/21	21.60
Aqua Management Ltd	Elmore Back - Application No 5 Payment	69,885.24
Blizzard Telecom Ltd	Mobiles	228.85
Blizzard Telecom Ltd	Charges for Horizon adn Lineguard	185.47
Corona Energy	January Electricity at Saul	555.33
Corona Energy	January Electricity at Marshfield	98.99
Corona Energy	January Electricity at Lapperditch	110.18
Corona Energy	January Electricity at Wicks Green	527.04
Corona Energy	January Electricity at Oldbury	835.65
Corona Energy	January Electricity at Offices	486.73
Corona Energy	January Electricity at Elmore Back	900.60
BRITISH TELECOM	Alternative Phone Line	45.47
Mole Country Stores	Gates Posts and Barbed Wire	1,512.12
Citation Ltd	Legal Fees	329.34
Giffgaff Ltd	Slimbridge WLMP Sim	8.00
		<u>108,463.56</u>

Please note that the amounts shown above include Vat where applicable

Amount Paid this Period	108,463.56
Mole Credit	(1,512.12)
Giff Gaff Credit	(8.00)
Amount Paid this Period (Supplier Invoices)	106,943.44

Bank Payments for February 2022

NatWest	Bank Charges & Bankline Charge	51.87
	Amount Paid this Period (Bank Payments)	51.87

Total Amount Paid this Period
£106,995.31

Lower Severn (2005) Internal Drainage Board

Payments to be Noted

March 2022

<u>Supplier</u>	<u>Details</u>	<u>Amount Paid this Period</u>
Garden and Hire Spares Ltd	Parts for Cement Mixer	22.26
Exac One Ltd	Replacement Cylinder for treemaster, repai and	664.20
Orchard Computer Services	Mimecast S1 with TTP Renewal for 10 users	708.00
Orchard Computer Services	Maintenace Cover as per Agreement 1076	395.00
ARCO LTD	Woven PP Sandbag with Tiecord	90.96
ARCO LTD	Hi Vis Vests adn Cleaning Materials	228.10
ARCO LTD	Scrubbing Wipes	138.96
Tincknell Fuels Ltd	7000 litres of Gas Oil	6,193.32
Tincknell Fuels Ltd	2000 Litres of Derv	2,907.84
JOHN DAVIDSON (PIPES) LTD	Various pipes, Couplers and Coiled Ducts	2,350.31
JOHN DAVIDSON (PIPES) LTD	SingleSocket Solid Pipe	61.14
L&S Engineers Ltd	Knotts Bellows Kit	12.90
L&S Engineers Ltd	Throttle Spring for Chainsaw	11.60
Worldpay (UK) Ltd	Transaction fees Feb 22 and Subscription Fees Mar 22	11.94
Worldpay (UK) Ltd	Min Month Charge February 2022	15.00
Worldpay (UK) Ltd	Transaction Charges for February 2022	6.06
Janes Cleaning Services South West Ltd	Weekly office clean 4, 11, 18, 25 Feb	201.00
Adobe Systems Software Ireland Ltd	Adobe Pro DC	171.84
TESCO	Chainsaw Fuel	58.80
TAILORMADE OFFICE SUP.LTD	Copier Paper A4 & A3	43.79
RS COMPONENTS LTD	Two Pole Connector	27.00
RS COMPONENTS LTD	Bolts and Nuts	40.22
Avonmouth Engineering Services Ltd	Attend Saul Pump station to test pup, electircs,	1,560.00
MERRETT D C	Transport from Oldbury to Berkeley	180.00
Water 2 Business	Water Services for 28/7/21 - 8/2/22	55.32
Severn Rewinds	GPRS Data Sim for Elmore Back Pumping Station	288.00
Severn Rewinds	GPRS Data Sim for Saul Pumping Station	288.00
Smiths (Gloucester) Ltd	Bin & Recycling collections - Feb 22	40.73
Bishop Fleming LLP	Fees on account in connection with internal audit	1,800.00
Moorepay Ltd	Payroll Costs for February 2022	164.78
Motion Consultants Ltd	Consultancy Fees for Avonmouth and Severnside	1,512.00
Pitney Bowes Ltd	Rental for Franking Machine	15.54
Mole Country Stores	Handles, Plates, Gate Eyes, Screws, Anchor Bolts	107.18
Cotswold Trailers Ltd	Coupling Head, Reversing kit, cables for trailer	237.60
The Gables Hotel	Room Hire for 9/3/22	150.00
The Gables Hotel	Refreshments for 9/3/22	18.90
CROMWELL GROUP HOLDINGS LTD	Various Nuts, Screws and washe	102.98
Mr W J Cornock	J Cornock - Mileages for9/3/22	5.40
Mr J Nichols	J Nichols - Mileages for9/3/22	5.40
Mr CJN Williams	C Williams-Mileage 9/3/22	19.80
Corona Energy	Electricity for 1/2/22 - 28/2/22	203.98
Corona Energy	Electricity for 1/2/22 - 28/2/22	1,117.73
Corona Energy	Electricity for 1/2/22 - 28/2/22	590.22
Corona Energy	Electricity for 1/2/22 - 28/2/22	397.65
Corona Energy	Electricity for 1/2/22 - 28/2/22	1,267.87
Corona Energy	Electricity for 1/2/22 - 28/2/22	480.83
Corona Energy	Electricity for 1/2/22 - 28/2/22	144.78
Motion Consultants Ltd	Elmore back P/S Modifications	13,376.14
Water Environment Ltd	Wales & west Trucks Modelling	7,200.00
Zoom Video Communications Inc.	Standard Pro Video Communications	11.99
Giffgaff Ltd	Sim monthly Pain KW	10.00
Giffgaff Ltd	Slimbridge WLMP Sim	8.00
Safetyliftinggear.com	Ratchet Lashing Claw Hooks	52.99
Screwfix Direct Ltd	Safety Gloves	57.96
ZEN INTERNET LTD	Annual Charge Bronze Domain	86.26
Blizzard Telecom Ltd	Charges for Horizon & Lineguard	178.18
Blizzard Telecom Ltd	Mobiles	229.64
Zurich Municipal	Crime Policy Insurance 1/4/22-31/3/22	543.20
Zurich Insurance plc	Public Liability Insuranace 22/23	3,768.33
Zurich Insurance plc	Buildings & Contents Insurance	2,500.00

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

March 2022

<u>Supplier</u>	<u>Details</u>	<u>Amount Paid this Period</u>
ZEN INTERNET LTD	Annual Domain Name Charge 17/3/22-16/3/23	11.99
Aqua Management Ltd	Elmore Back - Application for Payment 6	59,831.33
FENTON INSURANCE SOLUTIONS LTD	Motor Fleet Renewal	17,315.20
FENTON INSURANCE SOLUTIONS LTD	Motor Legal Expenses	252.00
FENTON INSURANCE SOLUTIONS LTD	Engineering and Construction Renewal	3,853.81
FENTON INSURANCE SOLUTIONS LTD	Engineering and Construction Prem & IPT	220.35
Citation Ltd	Legal Fees	329.34
R.A.M Autos	Clutch for VN62 RPY	706.98
		<u>135,658.62</u>

Please note that the amounts shown above include Vat where applicable

Amount Paid this Period (Supplier Invoices) 135,658.62

Bank Payments for March 2022

NatWest	Bank Charges & Bankline Charge	<u>53.77</u>
	Amount Paid this Period (Bank Payments)	53.77

Total Amount Paid this Period
£135,712.39

Payments to be Noted

Jan 21	106,431.99
Feb 21	106,995.31
Mar 21	<u>135,712.39</u>
Total	£349,139.69

Lower Severn (2005) Internal Drainage Board

Payments to be Noted

Date From : 01/01/2022

January 2022 - March 2022

Date To : 31/03/2022

No	Type	Date	N/C	Ref	Details	Net Amount	Tax Amount	Gross Amount	Bank Rec. B Date
100191	BP	17/01/2022	2231	D/D	Jan 22 Peoples Pension Cont - Dec 21	1,523.63	0.00	1,523.63	R 31/01/2022
100192	BP	19/01/2022	2230	D/D	LGPS Pension Cont - Dec 21	14,520.67	0.00	14,520.67	R 31/01/2022
100193	BP	21/01/2022	2210	D/D	HMRC Liability - Dec 21	13,227.94	0.00	13,227.94	R 31/01/2022
100194	BP	28/01/2022	2220	D/D	LSIDB Salary - Jan 22	31,833.71	0.00	31,833.71	R 31/01/2022
100195	BP	28/01/2022	2211	D/D	GMB Union - Jan 22	29.14	0.00	29.14	R 31/01/2022
100352	BP	15/02/2022	2231	D/D	Feb 22 Peoples Pension Cont - Jan 22	1,385.89	0.00	1,385.89	R 28/02/2022
100353	BP	18/02/2022	2230	D/D	LGPS Pension Cont - Jan 22	14,646.36	0.00	14,646.36	R 28/02/2022
100354	BP	22/02/2022	2210	D/D	HMRC Liability - Jan 22	13,198.13	0.00	13,198.13	R 28/02/2022
100355	BP	28/02/2022	2220	D/D	LSIDB Salary - Feb 22	32,179.17	0.00	32,179.17	R 28/02/2022
100356	BP	28/02/2022	2211	D/D	GMB Union - Feb 22	29.14	0.00	29.14	R 28/02/2022
100561	BP	15/03/2022	2231	D/D	Mar 22 Peoples Pension Cont - Feb 21	1,408.12	0.00	1,408.12	R 31/03/2022
100562	BP	18/03/2022	2230	D/D	LGPS Pension Cont - Feb 21	14,613.17	0.00	14,613.17	R 31/03/2022
100563	BP	22/03/2022	2210	D/D	HMRC Liability - Feb 21	13,485.23	0.00	13,485.23	R 31/03/2022
100564	BP	28/03/2022	2220	D/D	LSIDB Salary - Mar 22	32,153.66	0.00	32,153.66	R 31/03/2022
100565	BP	28/03/2022	2211	D/D	GMB Union - Mar 22	29.14	0.00	29.14	R 31/03/2022
						<u>184,263.10</u>	<u>0.00</u>	<u>184,263.10</u>	
						<u>184,263.10</u>	<u>0.00</u>	<u>184,263.10</u>	

Date From: 01/01/2022
Date To: 31/03/2022

January 2022 - March 2022

No	Type	Date	Ref	Details	Net £	Tax £	Gross £	B	Bank Rec.	Date
100186	CP	04/01/2022	7538	Jan 22 tesco - Milk	4.05	0.00	4.05	R	31/01/2022	
100187	CP	16/01/2022	7539	tesco - Milk	2.70	0.00	2.70	R	31/01/2022	
100188	CP	16/01/2022	7540	Tesco - Tea, Coffee, Sugar, Milk	27.86	0.00	<u>27.86</u>	R	<u>31/01/2022</u>	
100386	CP	17/02/2022	7541	Feb 22 1st class postage of A4 letter to	1.83	0.00	1.83	R	15/03/2022	
100587	CP	18/03/2022	7542	Mar 22 Recorded Delivery	2.25	0.00	2.25	R	31/03/2022	
Totals					<u>38.69</u>	<u>0.00</u>	<u>38.69</u>			

Bank	Account Name	Type	Date	Journal	Transaction Details	Amount
1200	NAT WEST ACCOUNT NO 1:	JD	06/01/2022	J1651	Tsf from Direct Res to No1 Acc	99,000.00
1200	NAT WEST ACCOUNT NO 1:	JC	06/01/2022	J1652	Tsf from No1 Acc to No2 Acc Re: Wages	-60,000.00
1200	NAT WEST ACCOUNT NO 1:	JD	09/02/2022	J1657	Tsf from Direct Res to No1 Acc	90,000.00
1200	NAT WEST ACCOUNT NO 1:	JC	09/02/2022	J1658	Tsf from No1 Acc to No2 Acc Re: Wages	-60,000.00
1200	NAT WEST ACCOUNT NO 1:	JD	10/02/2022	J1659	Tsf from Direct Res to No1 Acc	60,000.00
1200	NAT WEST ACCOUNT NO 1:	JC	14/02/2022	J1662 (Chq	Tsf from No1 Acc to Petty Cash	-150.00
1200	NAT WEST ACCOUNT NO 1:	JD	11/03/2022	J1665	Tsf from Direct Res to No1 Acc	90,000.00
1200	NAT WEST ACCOUNT NO 1:	JC	11/03/2022	J1666	Tsf from No1 Acc to No2 Acc Re: Wages	-60,000.00
1200	NAT WEST ACCOUNT NO 1:	JD	23/03/2022	J1667	Tsf from Direct Res to No1 Acc (Insurances & Aqua Mana	90,000.00
1201	NAT WEST ACCOUNT NO 2:	JD	06/01/2022	J1652	Tsf from No1 Acc to No2 Acc Re: Wages	60,000.00
1201	NAT WEST ACCOUNT NO 2:	JD	09/02/2022	J1658	Tsf from No1 Acc to No2 Acc Re: Wages	60,000.00
1201	NAT WEST ACCOUNT NO 2:	JD	11/03/2022	J1666	Tsf from No1 Acc to No2 Acc Re: Wages	60,000.00
1230	PETTY CASH	JD	14/02/2022	J1662 (Chq	Tsf from No1 Acc to Petty Cash	150.00
1257	Nat West Direct Reserve Acc	JC	06/01/2022	J1651	Tsf from Direct Res to No1 Acc	-99,000.00
1257	Nat West Direct Reserve Acc	JC	09/02/2022	J1657	Tsf from Direct Res to No1 Acc	-90,000.00
1257	Nat West Direct Reserve Acc	JC	10/02/2022	J1659	Tsf from Direct Res to No1 Acc	-60,000.00
1257	Nat West Direct Reserve Acc	JC	11/03/2022	J1665	Tsf from Direct Res to No1 Acc	-90,000.00
1257	Nat West Direct Reserve Acc	JC	23/03/2022	J1667	Tsf from Direct Res to No1 Acc (Insurances & Aqua Mana	-90,000.00

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

F&GP Meeting

Wednesday 19th January 2022

Virtual Meeting
10.30am

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

TERMS OF REFERENCE OF FINANCE AND GENERAL PURPOSES COMMITTEE

Approved 5th February 2020 Minute No. 3002

Matters for determination by the Committee.

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

Matters for recommendation by the Committee to the Board

11. To consider the Annual Budget and Rate Setting prior to the February Board meeting in each year.
12. To review the Annual Business Plan.
13. To review the Medium Term Financial Plan.
14. To monitor the Board's Treasury Management policies and practices.
15. To keep under review the Board's insurance policies.
16. To liaise with the Smaller Authorities Audit Appointments Ltd or any successor or equivalent, regarding the appointment of the External Auditor.
17. To consider any letter or report issued by the External Auditor.

18. To ensure the effective monitoring and review of policies and strategies.
19. To consider legislative changes (or proposed legislative changes) which may affect the Board's statutory functions.
20. To identify any Member training needs in various aspects of the Boards responsibilities.

**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	<p>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.</p> <p>Resolved that:</p> <ul style="list-style-type: none"> Ald Williams be elected Chairman for the ensuing year. 	
3303	<p>Apologies Apologies were received from Cllr M Riddle and Mr G Simms.</p>	
3304	<p>Chairman's Announcements There were no Chairman's Announcements.</p>	
3305	<p>Declarations of Interest There were no declarations of interest.</p>	
3306	<p>Minutes of the Previous Meetings</p> <p>It was resolved that:</p> <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	<p>Matters arising from the Minutes</p> <p><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.</p> <p><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>	

	<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 Completed</u></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	

RISK REGISTER

Introduction

At the Board meeting on 6 October 2021 the Risk Register, as per Appendix A, was approved.

It was also decided that

- the Risk Register is to be approved by the Board twice a year.
- prior to going to the Board the Risk Register is to be considered by Committees with their comments being collated by the Finance and General Purposes Committee.

By the time of the meeting of this Committee, the Risk Register will have been considered by the Staff and Pensions Committee and the Governance and Probity Committee. An update of their considerations will be provided at the meeting.

Recommendations

1. To collate the considerations of other Committees;
2. To consider the Risk Register;
3. To determine the proposed changes, if any, to the Risk Register before presentation to the Board for approval.

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 Boards 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
					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.					
G7	Board not assuming control of key statutory requirements e.g. Health and Safety and Risk.	High	High	High	Treat Citation appointed as Health and Safety and Human Resources advisors.	Reports to Board. LDE monitors and maintains Health and Safety records.	Board have been made aware of the key legislative requirements to ensure they understand their responsibilities. 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
					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	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
					Treat Non-compliance with laws, regulations and proper practices that could have a significant financial effect.	Monitor all contracts with consultants. Projects and procurements costing over £10,000 have been reviewed to ensure compliance.	Compliance training to be given to the Board. Competitive tender for consultant work with clarity of roles and responsibilities with agreed formal deliverables.				
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	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	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.						
					Transfer Fidelity Guarantee Insurance cover.	Cover reviewed annually.	Cover under community Insurance through Zurich Municipal.				
HR3	Loss of key members of staff in a small team.	Medium	Medium	Medium	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

REF: MD

REPORT BY: Accounts Officer

ACCOUNTS OFFICER REPORTS

Introduction

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

1. Management Accounts - 1 April 2021 to 30th November 2021.

The management accounts to 30th November 2021 shows a projected surplus of £14,847. This is against a budgeted deficit of £23,165. A positive variance of £38,012. The supporting notes explains the reasons for the variance.

2. Forecast results for the year ended 31st March 2022.

The outturn forecast shows a predicted deficit of £14,393. This is against a budgeted deficit of £32,816. A positive variance of £18,423. The supporting notes explains the reasons for the variance.

3. Draft Budget for 2022/23

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

4. Estimated Balance Sheets as at 31st March 2022 and 2023

The estimated Balance Sheets are based on the forecast results for the year ended 31st March 2022 and the draft budget for 2022/23.

5. Capital Expenditure for 2021/22 and 2022/23

The supporting papers include the proposed Capital Expenditure for 2022/23 and the actual Capital Expenditure in 2021/22 to 30th November 2021.

6. Apportionment between Charging Authorities 2022/23

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

7. Capital Programme to 2028/29

The Capital Programme shows expenditure of £9,652,193 during the period.

8. Medium Term Financial Plan 2022/27

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

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

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

9. Cash Flow to April 2022

The projected cash flow to April 2022 shows a projected cash balance of £898,000 at the end of the year.

10. Cash Flow to April 2023

The projected cash flow to April 2023 shows a projected cash balance of £1,095,000 at the end of the year.

11. Developers Funds as at 30th November 2021

The schedule of Developers Funds shows the estimated balances as at 31st March 2022 and 31st March 2023.

Recommendations

1. **Management Accounts - 1 April 2021 to 30th November 2021** – be noted;
2. **Forecast results for the year ended 31st March 2022** – be noted and presented to the Board for noting;
3. **Draft Budget for 2022/23** – be agreed and presented to the Board for approval;
4. **Capital Expenditure for 2021/22 and 2022/23** – be noted and presented to the Board for noting;
5. **Apportionment between Charging Authorities 2022/23** – be noted and presented to the Board for noting;
6. **Capital Programme to 2028/29** – be noted and presented to the Board for noting;
7. **Medium Term Financial Plan 2022/27** – be agreed and presented to the Board for approval;
8. **Cash Flow to April 2022** - be noted;
9. **Cash Flow to April 2023** - be noted;
10. **Developers Funds as at 30th November 2021** - be noted and presented to the Board for noting.

Martin Dear

Accounts Officer

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

BALANCE SHEET AS AT 30 NOVEMBER 2021

	Note	£	30/11/21 £	30/11/20 £	Variance £	31/03/21 £	Variance £
FIXED ASSETS							
Fixed Assets	1	953,927	953,927	895,114	58,813	843,541	110,386
LONG TERM ASSETS							
Investments		1,015,880	1,015,880	877,527	138,353	938,012	77,868
CURRENT ASSETS							
Stock +WiP		69,166		61,382	7,784	57,421	11,745
Trade Debtors		21,238		50	21,188	38,165	-16,927
Drainage Rate Debtors		577		439	138	1,513	-936
Levy Debtors		0		0	0	0	0
VAT Claim		15,588		12,098	3,490	14,665	923
Special Levies - Environment Agency		15,828		3,879	11,949	0	15,828
Prepayments		14,440		12,678	1,762	38,383	-23,943
Cash at Bank and in hand		940,441		914,840	25,601	384,209	556,232
Short Term Deposits		409,846		609,587	-199,741	609,710	-199,864
			1,487,124	1,614,953	-127,829	1,144,066	343,058
CURRENT LIABILITIES							
Trade Creditors		-28,599		-66,849	38,250	-41,246	12,647
Other Creditors		-34,378		-31,181	-3,197	-28,372	-6,006
Accrued Expenses		-7,862		-5,214	-2,648	-22,826	14,964
Finance Leases due within one year		0		0	0	0	0
Prepaid Rates	2	-41,258		-39,647	-1,611	-325	-40,933
Prepaid Levies	2	-452,334		-433,681	-18,653	0	-452,334
Payments Received in Advance		-16,800		0	-16,800	0	-16,800
Prepaid Developers Funds		-14,994		-14,557	-437	0	-14,994
			-596,225	-591,129	-5,096	-92,769	-486,656
NET CURRENT ASSETS							
			890,899	1,023,824	-132,925	1,051,297	-160,398
TOTAL ASSETS LESS CURRENT LIABILITIES							
			2,860,706	2,796,465	64,241	2,832,850	27,856
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							
			1,448,706	1,845,465	-396,759	1,420,850	27,856
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 8 months		181,514		168,170	13,344	274,405	-92,891
Transfer to Capital Expenditure Reserve		-166,667		-150,000	-16,667	-225,000	58,333
Additional Transfer to Capital Exp. Res.		0		0	0	0	0
Transfer from Capital Expenditure Reserve		0		0	0	0	0
			610,907	564,825	46,082	596,060	14,847
Developers Funds Reserve							
Investments at cost		650,000		650,000	0	650,000	0
Increase in value		365,880		227,527	138,353	288,012	77,868
Investments at current value		1,015,880		877,527	138,353	938,012	77,868
Cash at Bank		111,134		76,307	34,827	76,319	34,815
			1,127,014	953,834	173,180	1,014,331	112,683
Capital Expenditure Reserve							
	3		311,633	466,654	-155,021	411,307	-99,674
Pension Reserve							
			-1,412,000	-951,000	-461,000	-1,412,000	0
Revaluation Reserve							
			144,583	144,583	0	144,583	0
			1,448,706	1,845,465	-396,759	1,420,850	27,856

Notes

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

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

INCOME AND EXPENDITURE 8 MONTHS TO 30 NOVEMBER 2021

YEAR TO DATE

Income	Note	Actual	Budget	Variance	30 November 2020	Variance
		£	£	£	£	£
Levies Charged to Authorities	1	904,667	904,667	0	867,361	37,306
Agricultural Rates	1	83,737	83,737	0	80,285	3,452
Rechargeable Works		49,418	17,000	32,418	4,214	45,204
Application Fees		1,800	2,000	-200	1,800	0
Consultancy Fees Recharged		276	12,000	-11,724	0	276
Surplus on Sale of Assets		36,996	29,258	7,738	14,811	22,185
Miscellaneous Income		0	0	0	300	-300
Foreign Water Grant - EA		113,791	113,791	0	111,559	2,232
Developers Fund Contribution	1	29,988	29,988	0	29,115	873
Interest		170	2,000	-1,830	1,232	-1,062
Total		1,220,843	1,194,441	26,402	1,110,677	110,166
Expenditure						
Payroll		521,944	519,889	-2,055	495,216	-26,728
Office Maintenance	2	10,569	15,233	4,664	11,645	1,076
Maintenance	3	143,279	127,005	-16,274	110,901	-32,378
EA Levy		145,447	145,447	0	142,596	-2,851
Motor Travel and Subsistence	4	15,825	15,724	-101	12,485	-3,340
Communications		3,353	3,500	147	3,706	353
Administration	5	25,139	29,203	4,064	30,317	5,178
Engineering Consultancy Fees		27,569	50,000	22,431	35,348	7,779
Legal and Professional Fees	6	2,861	2,000	-861	3,298	437
Audit and Accountancy Fees		1,150	0	-1,150	0	-1,150
Depreciation		140,938	140,938	0	95,755	-45,183
Bank Charges		1,255	2,000	745	1,240	-15
Total		1,039,329	1,050,939	11,610	942,507	-96,822
Surplus for 8 months		181,514	143,502	38,012	168,170	13,344
Transfer to Capital Expenditure Res.		166,667	166,667	0	150,000	16,667
Net Surplus for 8 months		14,847	-23,165	38,012	18,170	-3,323

The results for 8 months show a surplus of £14,847 against a budget of -£23,165 a positive difference of £38,012.

The major reasons for the variances are:-

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

2) Office Maintenance -

3) Maintenance costs analysis is as follows:

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

4) Administration -

5) Engineering Consultancy fees -

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

6) Legal and Professional Fees -

Notes:

Surplus on sale of assets is:	£
Kobelco Excavator WO14 OEY	19,638
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		49,418	17,000	32,418	24,434	24,984
Application Fees		2,700	3,000	-300	5,900	-3,200
Consultancy Fees Recharged		18,000	18,000	0	26,304	-8,304
Surplus on Sale of Assets		36,996	29,258	7,738	19,723	17,273
Miscellaneous Income		276	0	276	300	-24
Foreign Water Grant - EA		170,686	170,686	0	167,339	3,347
Developers Fund Contribution	1	44,982	44,982	0	43,672	1,310
Interest		255	3,000	-2,745	1,360	-1,105
Total		1,805,921	1,768,534	37,387	1,710,501	95,420
Expenditure						
Payroll		765,822	765,822	0	727,889	-37,933
Office Maintenance	2	15,854	20,975	5,121	15,595	-259
Maintenance	3	200,000	180,000	-20,000	191,481	-8,519
EA Levy		218,171	218,171	0	213,892	-4,279
Motor Travel and Subsistence	4	23,737	23,746	9	18,912	-4,825
Communications		5,029	5,250	221	5,551	522
Administration	5	42,969	39,979	-2,990	39,350	-3,619
Engineering Consultancy Fees		75,000	75,000	0	60,740	-14,260
Legal and Professional Fees	6	4,292	3,000	-1,292	5,047	755
Audit and Accountancy Fees		6,150	5,000	-1,150	3,500	-2,650
Depreciation		211,407	211,407	0	151,990	-59,417
Bank Charges		1,883	3,000	1,117	2,149	266
Total		1,570,314	1,551,350	-18,964	1,436,096	-134,218
Anticipated Surplus at Year End		235,607	217,184	18,423	274,405	-38,798
Transfer to Capital Expenditure Res		250,000	250,000	0	225,000	25,000
Anticipated Net Surplus at Year End		-14,393	-32,816	18,423	49,405	-63,798

Notes

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

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

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

F&GP December 2021

Proposed Budget 2022/23

	Budget 2021/22 9.7p	Predicted Out turn 2021/22	Variance	Proposed Budget 2022/23 10.6p	Variance	Notes
	£	£	£	£	£	
Income						
Levies charged to authorities	1,357,001	1,357,001	0	1,484,901	127,900	1
Agricultural rate	125,607	125,607	0	137,196	11,589	1
Foreign Water Grant	170,686	170,686		174,099	3,413	2
Rechargeable works	17,000	49,418	32,418	18,000	1,000	
Application fees & wayleaves	3,000	2,700	-300	3,000	0	
Plan checking fees	0	0	0	0	0	
Eng. Consultancy recharged	18,000	18,000	0	18,000	0	
Developers Fund Contribution	44,982	44,982	0	46,332	1,350	3
Bank interest	3,000	255	-2,745	1,000	-2,000	4
Miscellaneous income	0	276	276	0	0	
Book profit (loss) on plant sales	29,258	36,996	7,738	13,623	-15,635	5
Total	1,768,534	1,805,921	37,387	1,896,151	127,617	
Expenditure						
Payroll	765,822	765,822	0	783,739	17,917	6
Office maintenance	20,975	15,854	5,121	23,073	2,098	7&8
Plant maintenance	180,000	200,000	-20,000	232,200	52,200	7,8&9
EA Levy	218,171	218,171	0	222,534	4,363	10
Motor, travel & subsistence	23,746	23,737	9	26,510	2,764	7&8
Communications	5,250	5,029	221	6,435	1,185	7&8
Administration	39,979	42,969	-2,990	46,433	6,454	8&78
Eng. Consultancy general	60,000	60,000	0	60,000	0	
Eng. Consultancy recharged	15,000	15,000	0	15,000	0	
Legal & professional fees	3,000	4,292	-1,292	4,950	1,950	7&8
Audit & accountancy fees	5,000	6,150	-1,150	5,019	19	7&8
Depreciation	211,407	211,407	0	222,708	11,301	11
Bank charges	3,000	1,883	1,117	3,300	300	7&8
Total	-1,551,350	-1,570,314	-18,964	-1,651,901	100,551	
Transfer to Capital Expenditure Reserve	-250,000	-250,000	0	-275,000	-25,000	12
Surplus (deficit) to (from)						
Accumulated Reserve	-32,816	-14,393	18,423	-30,750	2,066	

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

	Proposed Budget	2022/23
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Notes

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

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

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

Breakdown of Proposed Increase

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

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

BALANCE SHEET AS AT 31 MARCH

	£	Actual 31/03/21 £	Estimated 31/03/22 £	Variance £	Estimated 31/03/23 £	Variance £
FIXED ASSETS						
Fixed Assets	843,541	843,541	1,257,865	-414,324	1,259,150	-415,609
LONG TERM ASSETS						
Investments	938,012	938,012	1,015,880	-77,868	1,015,880	-77,868
CURRENT ASSETS						
Stock +WiP	57,421		69,166	-11,745	69,166	-11,745
Trade debtors	38,165		22,154	16,011	22,154	16,011
Drainage rate debtors	1,513		1,500	13	1,500	13
VAT Claim	14,665		6,000	8,665	6,000	8,665
Prepayments	38,383		36,890	1,493	36,523	1,860
Cash at bank and in hand	384,209		488,000	-103,791	385,000	-791
Short term deposits	609,710		410,000	199,710	710,000	-100,290
		1,144,066	1,033,710	110,356	1,230,343	-86,277
CURRENT LIABILITIES						
Trade Creditors	-41,246		-28,599	-12,647	-28,599	-12,647
Other Creditors	-28,372		-34,378	6,006	-34,378	6,006
Accrued expenses	-22,826		-18,274	-4,552	-18,274	-4,552
Finance Leases due within one year	0		0	0	0	0
Prepaid Rates	-325		0	-325	0	-325
Prepaid Levies	0		0	0	0	0
		-92,769	-81,251	-11,518	-81,251	-11,518
NET CURRENT ASSETS		1,051,297	952,459	98,838	1,149,092	-97,795
TOTAL ASSETS LESS CURRENT LIABILITIES		2,832,850	3,226,204	-393,354	3,424,122	-591,272
LONG TERM LIABILITIES						
Pension scheme deficit	-1,412,000		-1,412,000	0	-1,412,000	0
		-1,412,000	-1,412,000	0	-1,412,000	0
NET ASSETS		1,420,850	1,814,204	-393,354	2,012,122	-591,272
FINANCED BY:						
CAPITAL ACCOUNT		666,569	666,569	0	666,569	0
ACCUMULATED RESERVE						
Balance brought forward	546,655		596,060	-49,405	956,667	-410,012
Surplus for the 12 months	274,405		235,607	38,798	244,250	30,155
Transfer to Capital Expenditure Reserve	-225,000		-250,000	25,000	-275,000	50,000
Additional Transfer to Capital Exp. Res.	0		0	0	0	0
Transfer from Capital Expenditure Reserve	0		375,000	-375,000	0	0
		596,060	956,667	-360,607	925,917	-329,857
Developers Fund Reserve						
Investments at cost	650,000		650,000	0	650,000	0
Increase in value	288,012		365,880	-77,868	365,880	-77,868
Investments at current value	938,012		1,015,880	-77,868	1,015,880	-77,868
Cash at Bank	76,319		111,134	-34,815	64,802	11,517
		1,014,331	1,127,014	-112,683	1,080,682	-66,351
Revaluation Reserve		144,583	144,583	0	144,583	0
Capital Expenditure Reserve		411,307	331,371	79,936	606,371	-195,064
Pension Reserve		-1,412,000	-1,412,000	0	-1,412,000	0
		1,420,850	1,814,204	-393,354	2,012,122	-591,272

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

F&GP January 2022

Capital Expenditure Budget 2021/22

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

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

F&GP January 2022

Capital Expenditure Budget 2022/23

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

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

APPORTIONMENT BETWEEN CHARGING AUTHORITIES

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

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

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

As at 30 November 2021

		2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	Total 2021/29	
		£	£	£	£	£	£	£		£	
Pump Stations											
	No. of Pumps										
Oldbury	3							2,563,042	905,704	3,468,746	
Marshfield	2			733,102	397,837					1,130,939	
Lapperditch	2			797,997	436,425					1,234,422	
Wicks Green	2					1,269,664	678,982			1,948,646	
Elmore Back	2	329,936								329,936	
Saul	1									0	
Pump Expenditure Total		329,936	0	1,531,099	834,262	1,269,664	678,982	2,563,042	905,704	8,112,689	0
Plant and Vehicles											
Water Level Monitoring Equipment			8,000							8,000	
Claas Mower		126,000								126,000	
Class Mower OU07 JXX		-30,000								-30,000	
Kobelco Excavator		127,134								127,134	
Hyundai WX12 CWL		-18,000								-18,000	
Energreen SPV3			240,370							240,370	
Energreen VX65 HVB			-38,000							-38,000	
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 FUJ									-18,000	-18,000	
Plant and Vehicles Expenditure Total		205,134	210,370	175,000	295,000	0	89,000	0	565,000	1,539,504	0
Capital Expenditure Total		535,070	210,370	1,706,099	1,129,262	1,269,664	767,982	2,563,042	1,470,704	9,652,193	

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	3,493,429	24,683							2,563,042	905,704	3,493,429
Marshfield	2	1,156,385	25,446			733,102	397,837					1,156,385
Lapperditch	2	1,207,343	33,288			797,997	436,425					1,267,710
Wicks Green	2	1,972,281	23,635					1,269,664	678,982			1,972,281
Elmore Back	2	700,000	402,256	329,936								732,192
Saul	1	180,000	179,383									179,383
Pump Expenditure Total		8,709,438	688,691	329,936	0	1,531,099	834,262	1,269,664	678,982	2,563,042	905,704	8,801,380

Details of Expenditure on Pump Stations in 2021/22

		Spend in current financial year, 2021/22, in November 2021		Spend in current financial year, 2021/22, to 1 November 2021		Expected spend in current financial year from 1 December 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		0
Marshfield	2		0	0			0		0		0		0
Lapperditch	2		0	0			0		0		0		0
Wicks Green	2		0	0			0		0		0		0
Elmore Back	2	204,290	62,051	266,341	63,595	329,936		329,936		329,936		0	
Saul	1		0	0			0		0		0		0
Total		204,290	62,051	266,341	63,595	329,936		329,936		329,936		0	
				0		0						0	

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

MTFP (Medium Term Financial Plan)

A) Income and Expenditure

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

B) Working Capital - Cash Flow

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

C) Cash at Bank

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

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

Medium Term Financial Plan (MTFP)

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

Note:

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

Lower Severn (2005) Internal Drainage Board

CASH FLOW

2021/22

		2021									2022			
	Note	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
		£ 000's	£ 000's	£ 000's	£ 000's	£ 000's	£ 000's	£ 000's	£ 000's	£ 000's	£ 000's	£ 000's	£ 000's	£ 000's
		actual	actual	actual	actual	actual	actual	actual	actual	actual	forecast	forecast	forecast	forecast
NatWest No.1 A/c														
Balance b/f			38	540	299	153	199	141	63	106	179	91	86	63
Other income	3		0	0	0	81	45	12	1	0	18	1	1	1
Plant & Machinery Sales			16	23	0	0	0	0	0	0	0	0	0	0
VAT			15	40	9	3	3	12	18	7	15	14	14	33
Levies	1		299	390	0	0	0	0	35	633	0	0	0	0
Rates	2		77	20	9	11	4	1	0	1	3	0	0	0
sub total			445	1,013	317	248	251	166	117	747	215	106	101	97
Expenditure	3		-28	-24	-24	-22	-22	-46	-27	-52	-54	-52	-52	-52
Plant			0	-196	-5	0	-50	0	0	-4	0	0	0	0
Pump Expenditure			-12	-34	-28	-7	-48	-37	-84	-82	-5	-5	-73	-5
Developer Expenditure			0	0	0	0	0	0	0	0	0	0	0	0
EA Levy			0	0	-47	0	0	0	0	0	0	0	0	0
Salaries (paid via No.2 A/c)			-65	-60	-60	-60	-70	-70	-80	-70	-65	-63	-63	-63
Net transfers	3		200	-400	0	40	80	50	180	-360	0	100	150	100
sub total			95	-714	-164	-49	-110	-103	-11	-568	-124	-20	-38	-20
Balance c/f		38	540	299	153	199	141	63	106	179	91	86	63	77
Other balances														
NatWest														
No 2 Account		31	36	34	33	30	35	35	40	36	36	36	36	36
Bonus Saver	4	315	315	715	715	675	595	545	365	725	725	625	475	375
Deposit Account	5	206	206	206	206	206	206	206	206	206	206	206	206	206
Lloyds Deposit	6	328	128	173	173	138	93	93	93	93	93	93	93	93
Total		880	685	1,128	1,127	1,049	929	879	704	1,060	1,060	960	810	710
Developers Funds Cash														
Lloyds Deposit	6	76	76	31	31	66	111	111	111	111	111	111	111	111
All LSIDB balances														
LSIDB Working Cash		507	805	1,011	850	852	673	594	457	993	888	767	577	456
Capital Reserve		411	420	416	430	396	397	348	353	246	263	279	296	331
Developer Reserve		76	76	31	31	66	111	111	111	111	111	111	111	111
		994	1,301	1,458	1,311	1,314	1,181	1,053	921	1,350	1,262	1,157	984	898

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 30 November 2021		
Cash at bank and in hand	940,441	
Short term Deposits	409,846	
Less Petty Cash	213	
Cash at Bank	<u>1,350,074</u>	
 LSIDB Working Cash	 927,307	
Capital Expenditure Reserve	311,633	
Developers Funds Reserve	111,134	
	<u>1,350,074</u>	

Investments

As at 30 November 2021
£

Capital	
Amount through Smith & Williamson (net)	650,000
Market value	<u>1,015,880</u>
Change in value	365,880

Portfolio return since 1 November 2021

-0.44%

Note: Market Index Movements

MSCI WMA Balanced NR	0.55%
MSCI World NR	1.34%
MSCI ACWI (All Countries World Index)	1.11%
MSCI ACWI ex UK	1.23%

Developers Funds as at 30 November 2021

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

Cash held at Bank

111,134
1,127,014

Lower Severn (2005) Internal Drainage Board

Cash		Cash flow No 1 A/C NatWest										2022/23		
		2022										2023		
		Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Note		£ 000's forecast	£ 000's forecast	£ 000's forecast	£ 000's forecast	£ 000's forecast	£ 000's forecast	£ 000's forecast	£ 000's forecast	£ 000's forecast	£ 000's forecast	£ 000's forecast	£ 000's forecast	£ 000's forecast
	Balance b/f		77	87	79	99	99	87	76	64	83	94	104	113
	Other income	3	4	4	5	4	4	5	4	4	5	4	4	5
	Plant & Machinery Sales		0	0	46	0	0	0	0	0	0	0	0	0
	VAT		6	6	8	47	6	6	6	6	6	6	6	6
	Levies	1	0	754	0	0	0	0	0	731	0	0	0	0
	Rates	2	0	137	0	0	0	0	0	0	0	0	0	0
	sub total		87	989	137	149	109	98	86	805	94	104	114	125
	Expenditure	3	-42	-42	-42	-42	-42	-42	-42	-42	-42	-42	-42	-42
	Plant		0	-10	-288	0	0	0	0	0	0	0	0	0
	Pump Expenditure		0	0	0	0	0	0	0	0	0	0	0	0
	Developer Expenditure		0	0	0	0	0	0	0	0	0	0	0	0
	EA Levy		-49	0	0	0	0	0	0	0	0	0	0	0
	Salaries (paid via No.2 A/c)		-58	-58	-58	-58	-80	-80	-80	-80	-58	-58	-58	-58
	Net transfers	3	150	-800	350	50	100	100	100	-600	100	100	100	50
	sub total		1	-910	-38	-50	-22	-22	-22	-722	0	0	0	-50
	Balance c/f		77	87	79	99	99	87	76	64	83	104	113	74
Other balances														
NatWest														
	No 2 Account		36	36	36	36	36	36	36	36	36	36	36	36
	Bonus Saver	4	375	225	1,025	675	625	525	425	625	525	425	325	275
	Deposit Account	5	206	206	206	206	206	206	206	506	506	506	506	506
	Lloyds Deposit	6	93	93	139	139	139	139	139	139	139	139	139	139
	Total		710	560	1,406	1,056	1,006	906	806	706	1,306	1,206	1,106	956
Developers Funds Cash														
	Lloyds Deposit	6	111	111	65	65	65	65	65	65	65	65	65	65
	All LSIDB balances		898	758	1,550	1,220	1,170	1,058	947	835	1,454	1,365	1,275	1,095
	LSIDB Working Cash		456	293	1,062	709	637	548	414	279	875	763	649	424
	Capital Reserve		331	354	377	400	423	446	469	491	514	537	560	606
	Developer Reserve		111	111	111	111	111	65	65	65	65	65	65	65
			898	758	1,550	1,220	1,170	1,058	947	835	1,454	1,365	1,275	1,095

1. Levies received May and November

2. Rates received in May

3. Income and Expenditure as per Budget profile.

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

Reconciliation to Annual Budget 2022/23

	£000's		£000's
Cash Received	1,834	Closing Cash	1,095
Cash Spent	-1,637	Opening Cash	-898
Net Cash Movement	197		197
Adjust			
Plant and Machinery			
Purchases	248		
Sales	-38		
P&L non cash - Book Profit o	14		
	224		
Pump Stations			
Purchases	0		
P&L Non cash - Provision	-275		
	-275		
Developers Funds			
Purchases	0		
Income			
P&L Non cash - Income	46		
	46		
Depreciation			
P&L Non cash - Provision	-223		
	-31		
Budget 2022/23	-31		
Difference	0		

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

Developers Funds November 2021

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

REVENUE CONTRIBUTION TO THE CAPITAL EXPENDITURE RESERVE

Introduction

The following is an extract from the minutes of the meeting on 8 December 2021.

Capital Programme to 2028/29

The Capital Programme shows expenditure of £9,652,193 during the period. The Chairman 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.

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.

Action

The AO was actioned to 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.

Effect on the Rate and Levy of varying the revenue contribution to the Capital Expenditure Reserve

The current contribution of an increase of £25,000 generates a rate and levy increase of 0.16p.

A rate and levy increase of 1.0p generates income of £153,000.

Hence:

Rate and Levy Increase	Increase in Contribution to the Capital Expenditure Reserve
0.16p	£25,000
0.33p	£50,000
0.65p	£100,000
0.98p	£150,000
1.31p	£200,000

Recommendation

To recommend to the Board the annual increase in the contribution to the Capital Expenditure Reserve for 2022/23 and future years.

Martin Dear

Accounts Officer

November2021

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

Date: 21/12/2021
Time: 09:29:50

Lower Severn (2005) Internal Drainage

Payments to be Confirmed - 270916

Page: 2

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

Please note that the amounts shown above include Vat where applicable

Bank Payments for November 2021
Nat West

Bank Charges & Bankline Charge

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

Total Amount Paid this Period
£138,035.43

Lower Severn (2005) Internal Drainage Board

Payments to be Noted

December 2021

<u>Supplier</u>	<u>Details</u>	<u>Amount Paid this Period</u>
Orchard Computer Services	Quarterly Maintenance Cover 08/12/21 - 07/03/22	389.00
Giffgaff Ltd	Sim monthly plan - KW mobile	10.00
Giffgaff Ltd	Sim monthly plan - Slimbridge WLMP	8.00
M J FEWS LTD	Service, new tyres & MOT on WU17 NVD	1,132.01
CROMWELL GROUP HOLDINGS LTD	Biles, Hammers, Funnels, Saws, Welding Rods	378.64
GREENHAM TRADING LTD	Mugs	8.84
HYDRA ENGINEERING SERVICES LTD	Hydraulic ram repair to WX12 CWL	523.20
RS COMPONENTS LTD	Batteries & assort Tapes	42.60
PW & DP Round & Son	Pump Attendant Fees 2021/22	682.26
Pitney Bowes Ltd	Franking Machine Hire - Nov 21	15.54
Antifriction Components Ltd	Timing Belts for Mowers	229.87
Hydroscand Ltd	Hose for Tree Shears	28.06
MOWER DOCTOR	Stihl MS181 Chainsaw	280.00
TESCO	Petrol for Chainsaws	61.59
Safetyliftinggear.com	3.75 ton D Shackles	38.33
Safetyliftinggear.com	2 tonne latch hooks	47.38
Metal Cages & Pallets (T/as Prospect	2 x Folding Pallet Cages	339.60
L&S Engineer's Ltd	Wing Nuts for Pole Saw	10.96
MERRETT D C	Manufacture Linkage Plates for VX65 HVB	168.00
MERRETT D C	Labour on repairs to VX65 HVB - Wiring Fault	450.00
MERRETT D C	Parts on repairs to VX65 HVB - Wiring Fault	24.00
MERRETT D C	Transportation of VX65 HVB to DCM Yard	204.00
TAILORMADE OFFICE SUP.LTD	A5 Notebooks, USB Sticks, Screen Wipes Computer	108.08
GAP SUPPLIES	Cement, Sand, 10mm-Dust	1,859.15
Moorepay Ltd	Payroll Costs for Nov 21	157.46
Hydroscand Ltd	Hydraulic hose & fittings for WU16 TZM	16.99
PMC Fluidpower Ltd t/as Group HES	Coil for VX65 HVB	83.72
PMC Fluidpower Ltd t/as Group HES	Manifold for VX65 HTA	171.85
RS COMPONENTS LTD	Safety Glasses	30.00
Mole Country Stores	Pipes & Couplings	81.44
Motion Consultants Ltd	Elmore Back P/S Modifications - Oct 21	11,484.32
Motion Consultants Ltd	Avonmouth/Severnside Consultancy - Oct 21	1,944.00
Smiths (Gloucester) Ltd	Waste management	40.73
Worldpay (UK) Ltd	C/Card Subscription for Dec 21	11.94
SAGE UK LTD	Sage 50c annual Subscription 01/12/21-30/11/22	2,756.16
FILTRATION LTD	Filters for WX14 LGO	71.44
FILTRATION LTD	Filters for WU16 TZM	51.28
FILTRATION LTD	Filters for WX20 FGM	46.75
Zoom Video Communications Inc.	Zoom Subscription 23/11/21-22/12/21	11.99
Channel Plant (A McEwen Smith)	Transportation of NL21 CHG	216.00
G Tuck	Lengths of steel for workshop	106.15
Worldpay (UK) Ltd	Credit Card Transaction Charges	15.00
Worldpay (UK) Ltd	Vatable Charges	6.11
Mr C.J.N Williams	C Williams - Mileages for 01/12/21	19.80
Fiona Collins	F Collins - Mileages for 01/12/21	26.10
Clr B Behan	B Behan - Mileages for 01/12/21	26.10
John Hore	J Hore - Mileages for 08/12/21	9.00
Mr C.J.N Williams	C Williams - Mileages for 08/12/21	19.80
LITTLETON MR G	G Littleton - Mileages for 08/12/21	17.10
Mr W J Cornock	J Cornock - Mileages for 08/12/21	5.40
Mary Sykes	M Sykes - Mileages for 08/12/21	19.80
Miles Tyre & Exhaust Services	Puncture repair to IW TRailer	23.88
Plan Communications Ltd	Mobile phones bill	264.90
The Gables Hotel	Room Hire for 01/12/21	80.00
The Gables Hotel	Refreshments for 01/12/21	15.00
The Gables Hotel	Room Hire for 08/12/21	75.00
The Gables Hotel	Refreshments for 08/12/21	30.00
Janes Cleaning Services South West Ltd	Office cleaning for Nov 21	201.00
Orchard Computer Services	Annual Firewall & Anti-Virus Renewals	978.00
Tincknell Fuels Ltd	7,000 litres Gas Oil	5,568.36

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

December 2021

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

Please note that the amounts shown above include Vat where applicable

Amount Paid this Period	<u>36,446.70</u>
Amount Paid this Period (Supplier Invoices)	36,446.70

Bank Payments for December 2021

NatWest	Bank Charges & Bankline Charge	<u>73.45</u>
	Amount Paid this Period (Bank Payments)	73.45

Total Amount Paid this Period
£36,520.15

Payments to be Noted	
Nov 21	138,035.43
Dec 21	<u>36,520.15</u>
Total	£174,555.58

Lower Severn (2005) Internal Drainage Board

Payments to be Noted

November 2021- December 2021

Date From : 01/11/2021

Date To : 31/12/2021

Payroll reports FYI

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

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

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

November 2021 - December 2021

No	Type	Date	Ref	Details	Net £	Tax £	Gross £	B	Bank Rec. Date
99785	CP	01/11/2021	7523	Card for JT	Nov 21 1.25	0.25	1.50	R	30/11/2021
99786	CP	03/11/2021	7524	Gift for IW (40 years service)	31.67	6.33	38.00	R	30/11/2021
99787	CP	03/11/2021	7525	4 x Calendars	3.30	0.66	3.96	R	30/11/2021
99788	CP	03/11/2021	7526	Card for iW	1.49	0.00	1.49	R	30/11/2021
99789	CP	04/11/2021	7527	Recorded Delivery	2.25	0.00	2.25	R	30/11/2021
99790	CP	04/11/2021	7528	LR Payback for Land Registry	12.00	0.00	12.00	R	30/11/2021
99791	CP	08/11/2021	7529	Search - Milk	5.70	0.00	5.70	R	30/11/2021
99792	CP	10/11/2021	7530	LR Payback for Land Registry	6.00	0.00	6.00	R	30/11/2021
99793	CP	17/11/2021	7531	Search Recorded Delivery	6.85	0.00	6.85	R	30/11/2021
99794	CP	22/11/2021	7532	Card for LR	1.49	0.00	1.49	R	30/11/2021
99795	CP	24/11/2021	7533	Ink for Franking Machine	16.66	3.33	19.99	R	30/11/2021
99796	CP	26/11/2021	7534	Tescos - Milk	2.70	0.00	<u>2.70</u>	R	<u>30/11/2021</u>
99941	CP	24/11/2021	7535	30 piece Divider	2.91	0.58	3.49	R	31/12/2021
99942	CP	01/12/2021	7536	Cake & Card	Dec 21 10.42	2.08	12.50	R	31/12/2021
99943	CP	01/12/2021	7536	Tea, Coffee, Sugar, Milk	14.35	0.00	14.35	R	31/12/2021
99944	CP	13/12/2021	7537	Milks	2.70	0.00	2.70	R	31/12/2021
Totals					£ <u>121.74</u>	<u>13.23</u>	<u>134.97</u>		

Transfers Between Accounts November 2021 - December 2021

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