

# ISLE OF AXHOLME AND NORTH NOTTINGHAMSHIRE WATER LEVEL MANAGEMENT BOARD

Minutes of a Meeting of the Board held at the Epworth Imperial Hall on 24th September 2024 at 10.00 a.m.

## Elected Members

Messrs J. Coggon (Chairman)  
\* P. Cornish (Vice-Chairman)  
\* R.J. Adam  
J.P. Bramhill  
\* T.R. Dickinson  
J.W. Fretwell  
\* M.A. Harris  
\* R.C. Mason  
\* M.T. Smith  
\* M.T. Wagstaff

Two vacancies

\* *Present*

## Appointed by North Lincolnshire Council

\* Cllrs I. Bint  
\* Mrs J. Kennedy  
\* T. Mitchell  
\* Mr M.D. Pilkington  
\* Cllrs J. Reed  
D. Robinson  
\* D. Rose

Four vacancies

## Appointed by Bassetlaw District Council

\* Cllrs Mrs H. Brand  
Mrs J. Sanger

## Officers

\* Messrs A. McGill (Chief Executive)  
\* R. Brown (Senior Engineer)  
\* A.J. Malin (Senior Operations Manager)  
G. Sutton (Operations Manager)  
\* N.J. Hind (Finance Manager)  
\* C.B. Davies (Corporate Services Manager)

\* *In attendance*

## 1. APOLOGIES

Apologies for absence were received from Messrs J. Coggon, J.W. Fretwell and J.P. Bramhill and Cllrs D. Robinson and Mrs J. Sanger.

## 2. DECLARATIONS OF INTEREST

Cllr T. Mitchell - Item 10 (PA/2024/375,772,776 and 410).

Cllrs J. Kennedy and D. Rose - Item 10 (PA/2024/494).

## 3. NOTIFICATION OF ITEMS OF ANY OTHER BUSINESS

None.

## 4. BOARD MINUTES (Pages 783 to 802)

Cllr I. Bint asked for the following to be inserted as paragraph 3 on page 790 'Cllr Bint asked why the Board's element of the scheme had overspent as this would need to be given in any further application for funds to NLC.'

*Subsequent to the Board meeting, the notes taken from the June Board meeting have been checked and confirm that the Chief Executive responded to this as below:*

*The Chief Executive replied that there had been risks because of the way the project was initiated that hadn't been fully appreciated by Severn Trent and probably all the partners which had now manifested themselves. He stated that the Board would support however it could.*

RESOLVED

That the minutes of the meeting of the Board held on 25th June 2024 be confirmed as a correct record subject to the addition of the above.

## 5. MATTERS ARISING

### (a) Minute 5:3, Page 784 - Planning Applications

The Senior Operations Manager confirmed that enforcement action would be taken for removal of the caravan which had been sited within nine metres of the Board maintained Gunthorpe Relief Drain.

RECEIVED

### (b) Minute 11:10, Page 791 - Heckdyke Pumping Station Refurbishment

Mr M.A. Harris reiterated his, and other landowners, concerns about the situation at Heckdyke which had only one pump operational, particularly heading into winter. He referred to past issues in this area with crying sand and the need to stabilise the banks and stated that it may be necessary to undertake piling work. It was agreed that he would meet with the Senior Engineer after the meeting to go through his concerns.

RECEIVED

## 6. HEALTH AND SAFETY

The Operations Manager reported on five incidents and one near miss that had been reported across the Consortium since the last Board meeting; two incidents and one near miss in the Isle of Axholme area. Fortunately, there had been no major injuries.

Referring to the tractor fire in the LM area, it was noted that LM was in discussion with the manufacturer as the initial investigation suggested the cause of the fire was grass cuttings becoming trapped between the diesel particulate filter (DPF) and exhaust heat shield. This appeared to be an issue with the Massey Ferguson Stage 5 engines; the higher running temperature of the DPF along with the mounting position of the flail increasing the risk of fire. There were no such models in the other Consortium Boards' areas.

RECEIVED

## 7. OPERATIONS

Officers presented an update on progress of the summer maintenance; flailing now 62% complete and weedcutting 43%. Reforming had been completed on 3,974 metres of watercourse at Narrow Lane Drain and Ousefleet Drain at Adlingfleet, and Stockwith Village Relief Drain and Branch at Heckdyke (including tree and bushing along 397 metres on the latter).

It was noted that the 2024/25 winter works programme would be subject to change depending on the outcome of the application for storm recovery funding (tranche 2).

The new long reach Komatsu excavator had been delivered in July 2024 and the Volvo sold for £35,000.

In response to Mr M.A. Harris, the Senior Operations Manager confirmed that some early cuts had been undertaken on strategic ordinary watercourses and a second cut would likely be required.

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## 8. PUMPING STATION STATUS

The attached report was presented for information. The Chief Executive highlighted the change in reporting to make use of existing documents; the pump status report was updated by the operations and engineering team weekly and sent to the Chairman and Vice-Chairman for information. Future reports would include the land and properties protected in each catchment. The Vice-Chairman welcomed sight of the document which ensured he and the Chairman were aware of the situation when ratepayers called with queries.

The Senior Engineer highlighted those stations at a higher risk: Cow Lane, Kelfield, Heckdyke and Wiseton. He clarified that only two pumps were required at South Street, the third had been installed to replace pump two which was nearing the end of its life and would not be replaced. It was noted that a full refurbishment was required at Wiseton Pumping Station.

RECEIVED

### (a) Kelfield Pumping Station

It was noted that the outside pump had been lifted for inspection and repair by North Lincs Engineering and it was envisaged that a complete overhaul would be required (see 2:1 on the attached report). It was noted that quotations had been sought for similar work on pump 1 earlier in the year and North Lincs Engineering had come in significantly cheaper.

In response to Mr M.A. Harris, the Engineer stated that Bedford Pumps were insistent that they had no liability for the cost of the repair despite this still being under warranty. Members expressed concern about the reliability of the pumps supplied by Bedford Pumps. In response, the Senior Engineer confirmed that approved suppliers/manufacturers of fish-friendly pumps were limited, however, there were alternative companies who would be invited to tender in the future.

RECEIVED

## 9. ASSET RENEWAL AND REFURBISHMENT

Officers presented the attached report for consideration and updated on progress with projects. It was noted that the underspend on Kelfield Pumped Catchment Area Improvement Scheme would offset the overspend on Southfield Pumping Station Refurbishment (see 1:1 on the attached report).

Members noted that table shown in 2:2 which detailed projects delayed due to resources being diverted to emergency works resulting from flooding.

### (a) Storm Recovery (detailed in 1:3 and 1:4 of the attached report)

The application for funding in respect of Tranche 1 had been approved in full and a payment of £189,730.31 was expected shortly.

Regarding the application for Tranche 2, the Senior Engineer referred to the proposed new Pumping Station at Misson and highlighted that there was an element of doubt as to whether the parts would be delivered to enable completion within the required timescale of 31st March 2025. He reported that this area would always flood but the provision of a small pumping station would help with recovery and allow space in the flood storage area. In response to Mr P. Cornish who suggested that the Environment Agency may contribute towards the work if the bid was not successful, the Senior

Engineer reported that he would raise this at the next LIAMS meeting. He clarified that the West Stockwith modelling now went up to the River Ryton confluence and also included the functioning of the SSSI sites. It showed that bank overtopping did not occur where expected.

RECEIVED

(b) Wrays Drain, Flood Alleviation Scheme (detailed in 2:1 of the attached report)

It was noted that the road crossing would not proceed as planned but work would recommence in May 2025. Officers reported that they would be seeking additional funding to complete the scheme and the Environment Agency had indicated that an application for further grant funding would be considered.

Council representatives asked Officers to keep residents informed of the delays/recommencement of the scheme.

RECEIVED

(c) Flooding at Retford

The Chief Executive and Senior Engineer had attended a meeting at Retford with Officers from the Environment Agency and residents and a further meeting was planned in a couple of weeks to discuss, in particular, the Carr Dyke. The Chief Executive explained that the flooding came from the river at two points.— Officers were frustrated that this kept coming back to the Board, e.g. with a request for the Board to move the Board maintained watercourse and erect a barrier, but the fundamental issue of the river bank overtopping had not been addressed by the Environment Agency. The Board's Senior Engineer had put forward a scheme to reprofile the landscape to make space for water. The Chief Executive would be speaking to the Area Director at the Environment Agency to try and find a way forward.

Officers thanked Cllr H. Brand for her support.

(d) Main River Maintenance

Following on from the flooding at Retford, the Chief Executive reported on the number of complaints being received at the office regarding flooding from main rivers.

Mr P. Cornish referred to the work of the River Idle Flood Action Group (RIFAG) and reported that people were canvassing the EA. Mr Wagstaff reported that the Group was trying to raise awareness of the problems as most of the flooding across the country was due to main rivers not being maintained properly. Mr Cornish stated that a recent visit to the Idle had highlighted that it was in a worse state than originally thought. Although work had commenced upstream from Bawtry Bridge, water levels in the river were being maintained at too high a level for the contractor to establish the amount of silt present downstream. High water levels were needed to keep a sufficient depth of water available, above the silt level, to service abstraction licences. He understood that a request for consent had been made to drop the levels lower to enable the work to be undertaken. The Senior Engineer suggested that if all abstractors agreed, the level could be dropped to 1.4 which would still allow enough water for abstraction and would alleviate the situation upstream.

The Chief Executive reported that six members of the Department for Environment, Food and Rural Affairs (DEFRA) Waterway and Flood Water Management Policy Team, had visited the Lindsey Marsh area earlier in the month. Officers had briefed



them on the challenges faced by the Consortium boards and followed up with a site visit to see some of the issues on the ground. The tour of the Lindsey Marsh (LM) area had included: flood storage areas, annual summer maintenance work, agricultural and urban areas protected, capital and improvement works to enable ongoing protection and future development, partnership schemes, examples of main rivers in need of urgent repair, and PSCA work including the Steeping River desilting and bank repairs administered by LM. It had been a very positive visit with the Officers from DEFRA showing a keen interest and asking many questions.

RECEIVED

#### 10. PLANNING, CONSENTING AND ENFORCEMENT ISSUES

Officers presented the attached report together with a Delegated Schedule showing one Byelaw consent that had been granted under delegated authority since the last meeting and planning applications where comments relating to surface water drainage had been submitted.

The Senior Engineer referred to 1:2 of the attached report which showed large-scale projects where Officers were engaging with developers and consultants; these would be updated as discussions progressed. There was some discussion on the high voltage transmission route and Officers confirmed that they had pointed out that any necessary consents would need Board approval and could not, therefore, be included in a non-disclosure agreement.

RESOLVED

That the attached report be noted and Officers' actions be approved.

#### 11. ENVIRONMENTAL REPORT

The attached report was presented for information.

RECEIVED

#### 12. FINANCE

The attached report was presented for information. It was noted that £250,000 had been re-invested with the Skipton Building Society for a further six months at an interest rate of 4.65%.

Loans outstanding with the Public Works Loan Board totalled £725,415.85 were noted (details on Appendix 1 of the attached report).

The Forecast of outturn was presented at Item 2 of the attached report which showed an expected surplus of £38,325 at 31st March 2025, £108,804 better than expected largely due to receipt of £189,730 in respect of Tranche 1 Flood Recovery money.

The Schedule of Payments over £500 (Appendix 4 of the attached report) was presented.

The Finance Manager referred to 3:1 of the attached report relating to a debt of £832.80 (including V.A.T.) in respect of fishing rights which was unlikely to be recovered. In response to Mr M.D. Pilkington, the Chief Executive confirmed that the footbridge would be removed either by the Anglers or the Board. It was proposed by Mr M.D. Pilkington and seconded by Cllr I. Bint that the debt be written off.

It was noted that tenders for the internal audit had been sent out by the Association of Drainage Authorities Lincolnshire Branch (see 3:5:1). Cllr J. Reed stated that the current

contract of five years with an option to extend for two seemed a long time without testing the market, however, the Finance Manager felt that at £1,300 per annum the cost of the audit was low and expected that this would increase when the tenders were received. Members considered Appendix 5 which detailed the Internal Audit Programme for 2024/25.

RESOLVED

- (a) That the attached Management Accounts be approved.
- (b) That the forecasted surplus cash position of £758,715.91 at 31st March 2025 be noted (42.12% of net operating costs).
- (c) That the attached Schedule of Payments over £500 totalling £791,034.16 be approved.
- (d) That the debt of £832.80 be written off.
- (e) That the attached Internal Audit Programme be approved.

13. DRAINAGE RATES AND SPECIAL LEVIES

The attached report was noted.

14. PARTNERSHIP MATTERS

There was nothing further to report.

15. CORPORATE SERVICES UPDATE

The attached report was presented for information.

The Chief Executive reported that he had received an invitation from the Local Government Association Special Interest Group (SIG) to attend a Reception in the House of Commons to discuss the impact of IDB special levies on the finances of councils. Concern had been expressed that this (the second House of Commons Reception) was going ahead without ADA formerly seeking the views of individual IDBs as to the way forward and not providing information as to the purpose of the Reception and what was being proposed. ADA had therefore been asked to outline the key points of ADA's position and what they would be briefing on the night and had responded by saying that their view was that the special levy should continue to be collected by Councils on behalf of IDBs as this had worked well since the early 1990's; the current issue was caused by rate capping and loss of rate support grant. ADA believed that the simplest solution would be to remove the IDB special levy from the capping mechanism and show it as a separate line on council tax bills so people could see what they were paying for. IDBs could then provide a short annual summary with council tax demands of the benefits of their work to keep ratepayers informed.

The Chief Executive confirmed that this had not been on the recent Policy and Finance Committee agenda but he had informed ADA that the Water Management Consortium Chairmen were all in agreement that this was not the right way forward. The Chief Executive understood that a united front through the SIG was the right way forward but had asked ADA go back to central Government to ask for reimbursement of at least a proportion of the special levy, rather than pursuing the above option. He emphasised the importance of working together with the councils but to find a solution beneficial to all parties.

The Corporate Services Manager drew members' attention to 2:13 of the attached report - electrical works which included emergency lighting and exit signing at Owston Ferry Pumping Station. There was a budget provision to undertake the work which was estimated to cost



between £15,000 and £20,000. Members noted that substantial work would be required to the building in the future and more detail on this would be reported to a future meeting.

RESOLVED

- (a) That the attached report be noted.
- (b) That electrical works be undertaken at Owston Ferry Pumping Station at a cost of up to £20,000.

CHAIRMAN

FOR MEMBERS' INFORMATION ONLY

<b>ISLE OF AXHOLME AND NORTH NOTTINGHAMSHIRE WATER LEVEL MANAGEMENT BOARD</b>	File Ref:	Agenda Item: <b>8</b>
Meeting: Board Meeting Date: <b>24th September 2024</b>	Subject: <b>PUMPING STATION STATUS</b>	

1. Overview (Current Focus and/or Status)

1:1 The current issues at the Board's pumping stations are shown below.

Asset	Pumps Available	WSC Available	At Risk	Planned Works & Owner	Completion Date
Cow Lane PS	1	N/A	Flooding of Farmland	Pump 3 out of service awaiting removal for inspection and repair - PS currently running on two pumps and no current concerns regarding available pump capacity - C Mell & Industrial Pumps lifting the pump for inspection and repair w/c 23/09/2024	07/11/2024
	2				
	3				
Paupers PS	1	Yes	Protects parts of Crowle and Eastoft and large arable areas	No issues	
	2				
	3				
Common Carrs PS	1	N/A	Flooding of Farmland	No issues	
Bewcarrs PS	1	Yes	Protects Keadby Power Station and National Grid Primary Transmission infrastructure and some housing	No issues	
	2				
Godnow PS	1	N/A	Extra pressure on Paupers & Wrays Drain, pathway for breach if North Soak Bank fails	No issues	
Althorpe PS	1	N/A	Flooding of Farmland, Could impact A18 and then some properties	No issues	
	2				
Derrythorpe PS	1	N/A	Flooding to Farmland & settlement of houses.	No issues	
	2				
Rushcarr PS	1	N/A	Water from the M180 and the North of the West Butterwick Village.	No issues	
Trentside PS	1	N/A	The station pumps all of Rushcarrs water which includes water from the M180 and the North of the West Butterwick Village.	No issues	



Asset	Pumps Available	WSC Available	At Risk	Planned Works & Owner	Completion Date
Southfield PS	1	Yes	South of the village of West Butterwick (specifically Parklands) and the North of the village of Owston Ferry, has been supporting the Kelfield system as well	Pump 1 - New cable to be installed for the pump monitoring to work properly. GS/PA Pump 3 - Automatic greaser to be fitted (12/09/2024) CM/JB	30/11/2024
	2				
	3				
Greenholme PS	1	Yes	West End Road and Battle Green Epworth and Low Burnham. SLED issues potentially undermining the station	No issues	
	2				
	3				
Kelfield PS	1	Yes	Risk of flooding to agricultural land and some properties.	NLE attended site on 12/09/2024 to inspect noisy outside pump - NLE will return to site on 16/09 to lift and remove pump. It is anticipated a full overhaul of the pump will be required similar to the works on the inside pump undertaken earlier this year.	30/11/2024
	2				
South Street PS	1	Yes	Graiselound Haxey and Westwoodside villages	Issue with w/s cleaner (missing first drop of cycle) - CM to discuss with AIM	13/09/2024
	2				
	3				
Drain Head PS	1	N/A	Reduced operation for Three Bridges, Four Bridges and Park Drain should the levels get too high – Overtopping towards westwoodside	No issues	
	2				
	3				
Three Bridges PS	1	N/A	Flooding of Farmland & EA Depot	No issues	
Four Bridges PS	1	N/A	Flooding of Farmland, would overspill into Heckdyke catchment before impacting property	No issues	
	2				
Heckdyke PS	1	N/A	Flooding of Farmland and at very high levels property	1 pump available - CH Mell to fabricate flange set for deployment of 12" mobile pump when required - Levels have been lowered to allow for more storage capacity in system - JB/GJ to chase	30/09/2024
	2				
Gringley PS	1	Yes	Large arable catchment with some isolated property	No issues	
	2				
	3				
	4				

Asset	Pumps Available	WSC Available	At Risk	Planned Works & Owner	Completion Date
Scaftworth PS	1	N/A	Flooding of Farmland	No issues	
	2				
Wiseton PS	1	No	Clayworth village (toft dyke), Hayton, Claborough	PA to investigate issues with weedscreen cleaner which currently does not run when pumps are operating.	13/09/2024
	2				
	3				
	4				
	5				
	6				

## 2. Matters for Note

### 2:1 Kelfield Pumping Station - Outside Pump repairs

North Lincs Engineering attended site on 12th September 2024 to inspect the outside pump at Kelfield Pumping Station following reports of excessive noise. The inside of the pump chamber was found to be satisfactory following inspection. The top cover was removed and the pump run in both directions, with no difference to the noise and fault. The pump will only run for 10 seconds before it trips out. North Lincs Engineering will lift and remove the pump on Monday 16<sup>th</sup> September for further inspection and repair. Once the pump has been removed from site, a full inspection of the pump chamber will also be made.

2:2 It is anticipated that the pump will require a complete overhaul similar to the inside pump which was undertaken earlier this year. A further update will be presented to a future meeting of the Board.

#### **Recommendation:**

To note report of Officers.

Robert Brown  
Senior Engineer

Antony Malin  
Senior Operations Manager



FOR MEMBERS' INFORMATION ONLY

<b>ISLE OF AXHOLME AND NORTH NOTTINGHAMSHIRE WATER LEVEL MANAGEMENT BOARD</b>	File Ref:	Agenda Item: <b>9</b>
Meeting: Board Meeting Date: <b>24th September 2024</b>	Subject: <b>ASSET RENEWAL AND REFURBISHMENT</b>	

1. Overview of Current Focus

1:1 Projects - Completed

Project and Tasks	Description of Works	Budget	Expenditure	Final Outturn
<b>Derrythorpe Pumping Station - Replacement weedscreen</b>	H&S issue corroded weedscreen - design, fabricate and install new weedscreen	33,027	28,600	N
<b>Kelfield Pumped Catchment Area Improvement Scheme (whole scheme)</b>	Refurbishment of Kelfield Pumping Station and associated drain works linking to Southfield Pumping Station & decommissioning of Black Dyke PS	718,000	706,823	N
<b>Southfield Pumping Station Refurbishment</b>	Refurbishment of Southfield Pumping Station – including demolition of old station, provision for temporary pumping, new control panel, 2 new pumps and refurbishment of pump 3	322,421	330,658	N
<b>Kelfield Pumping Station – Emergency Pump Repairs</b>	Investigations / repairs to inside Bedford pump		24,703	Y

1:2 Projects - Current Focus

Delivery Order	Project and Tasks	Description of Works	Budget	Expenditure	Planned Completion
1	<b>Kelfield Pumping Station - Outside Pump overhaul and reinstall - emergency repairs</b>	Investigations / repairs to pump which is noisy and vibrating			30/11/2024
2	<b>Cow Lane Pumping Station - Pump 3 emergency repairs</b>	P3 has a fault and requires lifting at the same time as the works to the surge chambers and penstocks			31/10/2024
3	<b>Wray's Drain Flood Alleviation Scheme</b>	Joint partnership scheme with NLC & STW to alleviate flooding in Crowle.	931,000.00	1,035,470.20	31/10/2025

Delivery Order	Project and Tasks	Description of Works	Budget	Expenditure	Planned Completion
4	<b>Heckdyke Pumping Station Refurbishment</b>	Major refurbishment of pumping station including rationalisation with Four Bridges PS and DEIDB's Langholme PS	2,159,643.95	67,741.83	2025
5	<b>Wiseton Pumping Station Refurbishment</b>	Major refurbishment / rebuild of PS with new intake sump and discharge arrangement	1,650,000.00	89,561.06	2025
6	<b>SouthStreet Pumping Station Refurbishment</b>	Major PS refurbishment	891,000.00	815,520.84	30/09/2025
7	<b>Cow Lane Pumping Station - Surge chamber covers and repairs to penstocks</b>	Surge chamber covers require replacement and repairs to penstocks	31,955.95	26,210.11	30/11/2024
8	<b>Three Bridges Pumping Station - Emergency Electrical Repairs</b>	Following the NICEIC inspection electrical repairs are required to the incoming feed and panel at the station			30/11/2024 *

\* Awaiting Distribution Network Operator

### 1:3 Storm Recovery Tranche 1

Location	Flood Impact Category	Estimated cost
Pumping Stations - all	Additional Electricity	£52,895.38
Board area	Additional Workforce Hours	£20,544.38
		£73,439.76
Drains	Additional Workforce Hours	£17,351.22
Drains	Operational Costs (inc plant and materials)	£19,194.66
		£36,545.88
Drain Head PS	Additional Fuel	£5,308.09
Cow Lane PS	Asset Repairs	£6,303.26
Paupers PS	Asset Repairs	£95.37
Trentside PS	Asset Repairs	£112.58
Rushcarr PS	Asset Repairs & Pump Hire	£12,451.09
Kelfield PS	Asset Repairs	£25,366.33
South Street PS	Asset Repairs	£744.20
Drain Head PS	Asset Repairs	£8,840.34
Gringley PS	Asset Repairs	£8,890.70
Wiseton PS	Asset Repairs	£11,632.71
		£79,744.67
Total		<b>£189,730.31</b>



Storm Recovery Tranche 1 has been awarded in full and payment will be made in September 2024.

#### 1:4 Storm Recovery Tranche 2 Bids

Project	Description	Bid
Wiseton Catchment Improvements	Reforming and de-silting a number of watercourses.	£734,355.60
Whitgift Catchment Improvements	Reforming and de-silting a number of watercourses	£276,008.70
New pumping station at Misson	Construction of a small pumping station to aid catchment recovery	£250,550.00
9 Water Level Monitoring Sites	New water level monitoring throughout the catchment to improve pump operation and water level issue identification.	£81,262.50
<b>Total</b>		<b>£1,342,176.80</b>

The Tranche 2 application has been submitted although no award has yet been made due to the fund awaiting Ministerial sign off. All works would require completing by 31st March 2025. Officers are ensuring necessary surveys and drawings are undertaken so that the works are able to start as soon as possible, following confirmation of funding.

## 2. Matters for Note

### 2:1 Wrays Drain Flood Alleviation Scheme

- 2:1:1 Some of the electric cable diversion works have taken place however there remains a connection that also requires to be removed within the footway of Godnow Road.
- 2:1:2 Severn Trent Water are commencing their culvert installation works on Windsor Road which creates problems with the road closure licences required to complete the culvert crossing on Godnow Road. In addition, the plan for emergency vehicles and resident access is potentially to use the route that the Board's culvert takes from Godnow Road to Axholme Avenue.
- 2:1:3 In discussions with Severn Trent Water and North Lincolnshire Council, Officers have agreed that the remaining culvert installation works will be undertaken from May 2025. This will allow for additional funding applications to be made to cover the current projected shortfall.
- 2:1:4 As the scheme is partially complete and there are no positive connections from Godnow Road highway to the Board's new culvert, at this stage, no flood alleviation benefits have been realised.

### 2:2 Other Projects

- 2:2:1 The following projects are within the planned works programme, but are not being progressed due to lack of resource which has been diverted to focus on the more critical schemes, emergency works and the Flood Recovery Bids and projects.

Risk	Del Order	Project and Tasks	Description of Works
	1	<b>Mother Drain SSSI Culvert, Misterton, Investigations</b>	Investigations, Study and Initial Designs for the repairs to the head walls and installation of guarding and raking grid to prevent access and ensure maintenance.
	2	<b>South Street PS Museum Alarms &amp; Lighting</b>	Repairs to museum domestic wiring, lighting and installation of fire alarm system to meet requirements and specifications of insurance and fire service for the building type.
	3	<b>Drain Head Pumping Station Refurbishment</b>	Refurbishment of Pumping Station to include replacement of diesel pumps with fish and eel compliant pumps including control panel and mechanical weedscreen cleaner. May require diesel back up
	4	<b>Gringley and Scaftworth Pumping Station Refurbishment</b>	Study of catchment to consider feasibility of rationalising Scaftworth into Gringley pumped catchment. Refurbishment of Gringley including increase in capacity and fish and eel compliant pumps
	5	<b>Derrythorpe PS Refurbishment</b>	Refurbishment of Pumping Station including substantial repairs to sump, replacement of pumps and control panel. Consider future rationalisation with Rushcarr and Trentside with capacity allowance.
	6	<b>Trentside Pumping Station Study</b>	Refurbishment of Pumping station plant and equipment, consider rationalising with Rushcarr and Derrythorpe pumped catchments
	7	<b>Occupation Lane Drain</b>	Replacement of 400m culverted sections of Occupation Lane Drain.
	8	<b>Carr Dyke Flood Relief Scheme</b>	Potential flood relief scheme for Carr Dyke, Retford.

Robert Brown  
Senior Engineer

FOR MEMBERS' INFORMATION ONLY

<b>ISLE OF AXHOLME AND NORTH NOTTINGHAMSHIRE WATER LEVEL MANAGEMENT BOARD</b>	File Ref:	Agenda Item: <b>10</b>
Meeting: Board Meeting Date: <b>24th September 2024</b>	Subject: <b>PLANNING, CONSENTING AND ENFORCEMENT ISSUES</b>	

1. Overview of Current Focus

- 1:1 **Planning and Consenting** - For the period 22nd May to 9th September 2024, one Byelaw consent has been issued under delegated authority and comments have been submitted on 23 planning applications (these are detailed on the attached schedule).
- 1:2 **Large Scale Projects** - The table below details large scale projects which have a potential impact on the Board's systems. Officers have been engaged with developers and consultants from an early stage and continue to advise on the Board's requirements.

Reference & Project title	Details	Current Status
<b>AX22010</b> Humber Low Carbon Pipeline	The pipeline crosses through the Board's district and there looks to be quite a few Board maintained and riparian watercourse crossings as well as being in close proximity to Southfield PS.	This project had previously stalled. However, an amended scheme has been announced. No consultation at this time.
<b>AX23007</b> North Humber to High Marnham HV transmission route	A large-scale project, which crosses from north to south through the Board's district and into Trent Valley IDB district.	Currently in early-stage discussions relating to general requirements of the Board. Further detailed discussions on technical matters to progress in due course. However, a request has been made to the Board's Officers relating to the signing of a non-disclosure agreement.
<b>AX24011</b> Keadby Hydrogen PS	Proposed alternate design on site of Keadby 3 power station.	Early discussions on this scheme suggest a repetition of all comments offered on Keadby 3 will be appropriate.
<b>DE23003</b> Tween Bridge Solar Farm	This spans an area between Doncaster East IDB and Isle of Axholme and North Nottinghamshire WLMB areas.	Officers engaged in early-stage discussions. Extent of site still under investigation. Planned consultations to take place in 2025.

R. Brown  
Senior Engineer

D Cowling  
Planning and Development Control Officer



FOR MEMBERS' INFORMATION ONLY

<b>ISLE OF AXHOLME AND NORTH NOTTINGHAMSHIRE WATER LEVEL MANAGEMENT BOARD</b>	File Ref:	Agenda Item: <b>11</b>
Meeting: Board Meeting Date: <b>24th September 2024</b>	Subject: <b>Environmental Matters</b>	

1. Overview (Current Focus and/or Status)

1:1 **Electronic Recording** - 600 biological records have been collected across the Consortium so far. As well as the licensable recording of badger and water vole, records of Biodiversity Action Plan species include; adder, grass snake, common toad, brown hare, grey partridge and eel. Schedule 1 bird species; barn owl, kingfisher and marsh harrier have also featured across the Consortium. These records are submitted annually to local authorities and the National Biodiversity Network Atlas. The records also help to evidence the Board's operational and class licence work.

1:2 **Ecological Surveys** - The table below represents watercourses that require ecological surveys within the Board's area to enable the winter works programme.

Board/Drain	EIA Map Screened	Walkover Survey	Water Vole Mitigation	Eel Presence	Protected Site	INNS *	EIA Done	Notes
Church Hall Drain	Yes	Survey required	No		No		Draft	
Infield Drain	Yes	Survey required	No		No		Draft	
Whitgift Sewer	Yes	40%	Yes		No		Draft	
Dog Hall Drain	Yes	Survey required	Yes		No		Draft	
Quart Drain Lane	Yes	Survey required	Yes		No		Draft	
Moxon	Yes	Survey required	Yes		No		Draft	
New Ea Drain	Yes	70%	Yes	High	No		Draft	NWT undertaking research
Black Syke Drain	Yes	Done	Yes		No		Draft	
Long Road West Drain	Yes	Done	Yes		No		Draft	
Tiln Farm Drain	Yes	20%	Yes		No		Draft	NWT undertaking research
Guns Beck	Yes	40%	Yes		No		Draft	NWT undertaking research
Boskerdyke	Yes	Survey required						On hold, above drains taken priority
Faulkers	Yes	Survey required						
Haldenby	Yes	Survey required						
Union Lane	Yes	Survey required						

\* Invasive Non-Native Species

1.3 **Representational Activity with Outside Bodies** - The table below details the significant commitments for representation of the Boards by the Environmental Officer. Local Nature Recovery Strategy feedback and workshops are very valuable to the development of schemes and functioning of the Boards. The volume of meetings is resulting in some non-attendance due to clashes and a full review of all commitments will be undertaken.

Outside Body and/or Committee	Role and/or Office Held	Frequency of Meetings	Board(s)	Duration of meetings and/or time Commitment (including travel)
Greater Lincolnshire Nature Partnership	Member of Steering Group and Annual Forum	Quarterly	AX, LM, TV	20 hours pa for meetings, 1 full day for forum.
Local Nature Recovery Strategy Advisory Groups	Lincolnshire, Nottinghamshire and South Yorkshire	Numerous	AX, LM, TV, DE	Can be up to 1 meeting per week due to all 3 County areas developing new strategies
Nottinghamshire Biodiversity Action Group	Member	Annually	TV	5 hours
GLNP - Mink Strategy Group	Member	Twice a year	AX, LM, TV	1 day
Nottinghamshire Water Vole Recovery Project	Steering Group	Quarterly	AX, TV	Online and some site visits
ADA Lincolnshire Environment Committee	Member	Twice a year	AX, LM, TV	1-2 days
River Idle Partnership	Member	Twice a year	AX, TV	1-2 days
Torne Catchment Partnership	Member	2-3 times a year	AX, DE	1-2 days
Soar Partnership – part of TRT	Member	1-2 a year	TV	2-3 hours per year
Humberhead Levels Partnership	Member	4x per year	AX, LM, DE	5 hours
Doncaster Biosphere Development Group	Member	Under review	DE	1-2 hours per meet

Outside Body and/or Committee	Role and/or Office Held	Frequency of Meetings	Board(s)	Duration of meetings and/or time Commitment (including travel)
SELCAN - Nature Based Solutions and Biodiversity and Water, Resilience and Adaptation Sub-Group	Member	4 x per year	LM	1-2 hours
Louth Canal	On mailing list to monitor developments.	-	LM	-
Bishop Burton College	Guest speaker	Yearly	AX, LM, TV, DE	½ day
Natural England's Species Conservation Strategies	ADA Representative	Unknown	AX, LM, TV, DE	Possibly full day followed by 4 online meets
Levels Lowland Agricultural Water Discovery Schemes	First point of contact	Various	AX, DE	Varies dependent on live projects, 2-3 this year
Lincolnshire Climate Adaptation Plan	Member	New	LM, AX, TV	Introduction in September

## 2. Matters for Note

### **2:1 Mink and Water Vole**

- 2:1:1 The Consortium is continuing to provide support to mink eradication projects across all districts (DEIDB is in early-stage discussions). The Waterlife Recovery Trust (WRT) report that the eradication of invasive American mink on a landscape scale is not only feasible but can be achieved in a shorter time and less expensively than predicted. The recovery of water voles, moorhens, reed buntings and a myriad of other mink prey species is positively rapid. This helps the Board deliver on its statutory obligations to conserve and enhance the environment.
- 2:1:2 Within our districts, the Greater Lincolnshire Partnership and the Water Vole Recovery Project (WVRP) are continuing the success in partnership with the WRT with high numbers of mink caught. From the 1st January to 30th June 2024, 198 mink have been captured in Lincolnshire (the most in the country), 42 in Nottinghamshire / Leicestershire and 12 in South Yorkshire.
- 2:1:3 Our water vole records are providing the WVRP with ideal locations to carry out a genetic studies project this autumn which involves collecting water vole latrines from rafts placed in some of the Board's watercourses. The Environmental Officer was invited to a water vole release ark site in Nottinghamshire where 115 water voles were released into the Idle Valley area.



## 2:2 **Natural England's Species Conservation Strategies**

- 2:2:1 The Board's Environmental Officer will represent ADA in an upcoming Species Conservation Strategies Future Direction workshop. The aim of the workshop is to share Natural England's (NE) initial thinking about the potential role and purpose of Species Conservation Strategies and to seek views from stakeholders to help refine this thinking and develop recommendations for NE to consider within its advice to Defra about the next steps for Species Conservation Strategies. This is likely to have a bearing on future species licencing requirements and the Board's contribution to this work will hopefully have a positive impact on future operational activities.

## 2:3 **Water Vole Licence**

- 2:3:1 The Board's Environmental Officer has now been approved to hold a Class Licence (CL24) to oversee any works requiring water vole mitigation. As some works were undertaken under Chris Manning's licence earlier in the year, both licences will be used until the end of the year for a smooth transition and to ensure there is no impact to the Board's programme of work.

## 2:4 **Autumn ADA Environment Forum**

- 2:4:1 Topics to be discussed in the upcoming forum include;

- (a) Badger licences
- (b) Beavers
- (c) IDB biodiversity annual reporting / IDB1
- (d) Lowland peat schemes

## 2:5 **Barn Owls**

- 2:5:1 The annual monitoring of barn owls across the Consortium produced mixed results. Lindsey Marsh had good results in the north of the district but not in the south. Isle of Axholme had its worst records to date and Trent Valley had an overall positive result. Factors affecting the results included prey availability and voles in flooded areas will have struggled to breed.
- 2:5:2 An overhaul of existing owl boxes is required as most of the nest boxes are in a very poor state with some now unusable or too dangerous to check safely. Overall, 18 replacement boxes are required to improve the current situation. Barn owls are a Schedule 1 species for conservation, and it is likely that an increase in the frequency of replacement of the boxes will be required.

### **Recommendation:**

To note report of Officer.

Iain Turner  
Environmental Officer

FOR MEMBERS' INFORMATION ONLY

<b>ISLE OF AXHOLME AND NORTH NOTTINGHAMSHIRE WATER LEVEL MANAGEMENT BOARD</b>  Meeting: Board Meeting Date: <b>24th September 2024</b>	File Ref:	Agenda Item: <b>12</b>
	Subject: <b>FINANCE</b>	

1. Overview – Current Position

1:1:1 Current Cash / Bank Position - as at 31st July 2024

<i>Account name</i>	<i>Balance</i>	<i>Interest Rate %</i>
HSBC Current Account	£75,528.16	0.00%
HSBC BMM Account	£934,255.09	1.98%
Santander Bank	£202,720.10	1.04%
Beverley Building Society	£4,825.20	1.75%
Monmouthshire Building Society	£345,134.31	1.25%
Petty cash	£94.58	
<b>Total</b>	<b>£1,562,557.44</b>	

1:1:2 Current Investments / holdings

<i>Account name</i>	<i>Invested Sum</i>	<i>Term End date</i>	<i>Interest on term end</i>	<i>Interest Rate</i>
Skipton B/soc Term Deposit	£250,000.00	6 <sup>th</sup> September 2024	£6,490.41	5.15%

On the 6<sup>th</sup> of September the principal of £250,000 will be reinvested in a 6-month term deposit with Skipton B/Society at a rate of 4.65%, ending on 6<sup>th</sup> March 2025 earning interest of £5,764.73.

1:2:1 Current Loan Position - as at 31st July 2024

<i>31<sup>st</sup> March 2024 Balance</i>	<i>31<sup>st</sup> July 2024 Balance</i>	<i>Capital Repayments in Period</i>	<i>Interest Charge in period</i>
£744,135.12	£725,415.85	£18,719.27	£10,825.03

A breakdown of individual loan amounts and interest rates can be found on **Appendix 1**

1:2:2 Future loan Position

No new loans are planned to be drawn in this financial year.

### 1:3:1 Management Accounts: Actual vs Budgets – as at 31<sup>st</sup> July 2024

<i>The accounts are prepared on an Accruals basis when income or expenditure is due rather than when cash is paid or received</i>	<i>Whole Year Budget for 2024/25 – As per Estimates approved Jan 2024</i>	<i>Variance – overall negative variance represents lower than expected position</i>	<i>Weighted Budgets for period</i>	<i>Actuals for period</i>
	£	£	£	£
Income	1,902,214	5,422.17	1,262,393.50	1,267,815.67
Own use of plant or labour on Schemes	0.00	7,280.61	0.00	7,280.61
<b>Total Funds In</b>	<b>1,902,214</b>	<b>12,702.78</b>	<b>1,262,393.50</b>	<b>1,275,096.28</b>
Maintenance costs for drains & PS etc	-591,077	-67,628.91	-80,855.00	-148,483.91
Supportive Costs	-1,105,905	11,232.00	-339,352.00	-328,120.00
Balance sheet costs incl Assets & Loans	-182,711	8,997.61	-148,719.00	-139,721.39
Board funding to schemes	-93,000	0.00	-93,000	-93,000
<b>Total Funds Out</b>	<b>-1,972,693</b>	<b>-47,399.30</b>	<b>-661,926.00</b>	<b>-709,325.30</b>
Unplanned adjustment to / (from) Reserves to Schemes	0.00	0.00	0.00	0.00
<b>Surplus / (Deficit) for the Year / Period</b>	<b>-70,479</b>	<b>-34,696.52</b>	<b>600,467.50</b>	<b>565,770.98</b>

A detailed version of the Budgetary Management Accounts, including notes, can be found on **Appendix 2**

### 1:4:1 Balance Sheet – as at 31<sup>st</sup> July 2024

A detailed version of the Balance Sheet can be found on **Appendix 3**

### 1:4:2 Fixed Asset Movements

<i>Additions</i> <i>Asset description</i>	<i>Asset Cost</i>	<i>Incl in Estimates</i>	<i>Funds to come from Plant Reserves</i>	<i>Variance. (Added) / Taken from General Reserves</i>
Komatsu Crawler Excavator PC210LC PLN7877	£155,625.00	£160,000.00	£0.00	(£4,375.00)
8 Yard Skip with Drop Door PLN7878	£1,398.99	£0.00	£0.00	£1,398.99
Totals	£157,023.99	£160,000.00	£0.00	(£2,976.01)



<i>Disposal</i> <i>Asset description</i>	<i>Asset Disposal Proceeds</i>	<i>Incl in Estimates</i>	<i>Funds to return to Plant Reserves</i>	<i>Variance. (Added) / Taken from General Reserves</i>
Ford Ranger YM16PGE PLN7849	(£5,021.87)	(£0.00)	(£4,000.00)	(£1,021.87)
Volvo Ec220 Excavator EU15 DGX PLN7846	(£35,000.00)	(£30,000.00)	(£0.00)	(£5,000.00)
Totals	(£40,021.87)	(£30,000.00)	(£4,000.00)	(£6,021.87)

#### 1:4:3 Trade Debtors – at 31<sup>st</sup> July 2024

<i>Customer</i>	<i>Notes</i>	<i>Debt risk included in Period Balance Total</i>	<i>Period Balance Total</i>	<i>31<sup>st</sup> March 2024 Balance</i>
			<b>£257,424.50</b>	<b>£327,522.67</b>
Severn Trent Water Ltd	Relates to Treated Effluent charge March 24	£249,844.95	All debts are being chased.	
	Relates to 23/24 fishing rights unpaid	£832.80		
Total		£250,677.75		

#### 1:4:4 Trade Creditors & Retentions – at 31<sup>st</sup> July 2024

<i>Supplier</i>	<i>Notes</i>	<i>Credit balances of note included in period balance</i>	<i>Period Balance Total</i>	<i>31<sup>st</sup> March 2024 Balance</i>
			£167,024.89	£226,811.51
Trade Creditors		£134,282.50		
Supplier Retentions	Relates to projects	£32,742.39		
Total		£167,024.89		

#### 1:4:5 Reserves – Plant Reserve – at 31<sup>st</sup> July 2024

Plant Reserve Balance at 1 <sup>st</sup> April 2024	-£4,000.00
Funds moved back to Plant reserve from General reserves on receipt of Sales proceeds	£4,000.00
Planned addition to Plant Reserve in 2024/25 Estimates	£0.00
Planned use of Reserve for additions of new plant	-£0.00
Unplanned use of Reserve for additions of new plant	-£0.00
<b>Remaining Balance in Plant reserve</b>	<b>£0.00</b>

1:4:6 Reserves – Schemes Reserve – at 31<sup>st</sup> July 2024

Scheme Reserve Balance at 1 <sup>st</sup> April 2024	£544,099.26
Board funding - Planned addition to Schemes from Rating Income in 2024/25 Estimates	£93,000.00
Board funding - Loan funding received into Schemes in period	£0.00
3 <sup>rd</sup> Party funding - Funding into the Schemes from External Sources – including grants & contributions	£430,750.00
Expenditure within Schemes in year to date	-£86,128.22
Unplanned Adjustments from / (to) general reserves	£0.00
<b>Remaining Balance in Schemes Reserve at period end</b>	<b>£981,721.04</b>

Within the Remaining Balance, the PS Renewal Reserve, used to fund future schemes, currently holds £309,845 in balances, however £249,845 relates to the Treated Effluent Fees which remain a debtor from Severn Trent.

The funds held in the Schemes are earmarked for use by that scheme and only where there are transfers in or out of the schemes into General Reserves will it affect the Cash Surplus Reserve of the Board.

1:4:7

**Recommendations:**

- To approve the Budgetary Management Accounts, including Balance Sheet, for the Period to 31<sup>st</sup> July 2024

2. Overview – Forecast Position – Unforeseen Expenditure & Income  
2:1 Forecast of Outturn affecting General Reserves at 31<sup>st</sup> March 2025

Where the Board receives income or incurs expenditure not included within the 24/25 Estimates, these sums will affect the Expected Surplus or (deficit) position for the year & in turn the funds to be met from or received into General Reserves.	1	Whole Year Budget for 2024/25 – As per Estimates approved Jan 2024	Sums forecasted to improve the Board's position. Additional income or lower expenditure	Sums forecasted to worsen the Board's position. Lower income or additional expenditure	Forecasted Position for the year to 31 <sup>st</sup> March 2025
	2	£	£	£	£
Income	3	1,902,214			2,096,250
• Tranche 1 money	4		189,730		
• Income	5		0		
• Rental Income - Fishing	6			-694	
• Interest	7		5,000		
Use of plant or labour on Schemes	8	0.00			7,281
• Use of labour/plant within schemes	9		7,281		
<b>Total Funds In</b>	10	<b>1,902,214</b>	<b>202,011</b>	<b>- 694</b>	<b>2,103,531</b>
Maintenance costs for drains & PS etc	11	-591,077			-671,077
• PS contractor expenditure	12			-35,000	
• PS electric	13			-45,000	
• Drains Mntnce expenditure	14			0	
Supportive Costs	15	-1,105,905			-1,097,599
• Direct Costs - consumables	16			-1,000	
• Depot costs – renewals & premises	17			-4,000	
• Non-motorised plant	18			-5,000	
• Consortium Costs	19		30,000		
• Employment/Professional Advice	20			-11,000	
• Bad debt relating to Fishing 23/24	21			-694	
Balance sheet costs incl Assets & Loans	22	-182,711	7,000		-175,711
Board funding to schemes	23	-93,000			-93,000
<b>Total Funds Out</b>	24	<b>-1,972,693</b>	<b>37,000</b>	<b>-101,694</b>	<b>-2,037,387</b>
Unplanned adjustment to / (from) Reserves to Schemes	25	0.00	0.00	-27,819	-27,819
<b>Surplus/(Deficit) for Year/period</b>	26	<b>-70,479</b>	<b>239,011</b>	<b>-130,207</b>	<b>38,325</b>
<b>Improvement in Surplus / (deficit) position</b>	27				<b>108,804</b>



## 2:2 Forecast of Surplus Cash Position at 31<sup>st</sup> March 2025

Surplus Cash Reserve Balance at 1 <sup>st</sup> April 2024	£724,390.91
Funds to be withheld for Plant Reserve at 1 <sup>st</sup> April 2024	-£4,000.00
Funds to be held for Commuted Sum Reserve at 1 <sup>st</sup> April 2024	£0.00
<b>Total Cash reserves at 1<sup>st</sup> of April 2024</b>	<b>£720,390.91</b>
Expected Deficit position for the year to 31 <sup>st</sup> March 2025	-£70,479.00
Forecasted difference to Surplus / (deficit) position at 31 <sup>st</sup> March 2025	£108,804.00
<b>Forecasted Total Cash Reserve at 31<sup>st</sup> March 2025</b>	<b>£758,715.91</b>
Forecasted funds held in Plant Reserve at 31 <sup>st</sup> March 2025	-£0.00
Forecasted funds held in Reserves / Commuted Sums at 31 <sup>st</sup> March 2025	-£0.00
<b>Forecasted Surplus Cash Position at 31<sup>st</sup> March 2025</b>	<b>£758,715.91</b>
Predicted net operating costs for 2024/25 (costs less rating income)	£1,801,293
<i>Forecasted Surplus Cash as a % of 24/25 forecasted net operating costs</i>	<i>42.12%</i>

## 2:3 Fixed Asset Future Movements

<i>Remaining Additions in the financial year as included in the estimates and or Plant reserves:</i>	<i>Asset Cost</i>	<i>Incl in Estimates</i>	<i>Funds to come from Plant Reserves</i>
<i>Asset description</i>			
Mulching Head for Excavator	£0.00	£15,000.00	£0.00
Totals	£0.00	£15,000.00	£0.00

## 2:4

### Recommendations:

- To approve the Forecast of Outturn Position to 31<sup>st</sup> March 2025.

## 3. Matters for Note

### 3:1 Debt Write Off

The Board's debtors include the sum outstanding from [REDACTED] for the fishing rights for the period 1<sup>st</sup> June 2023 to 31<sup>st</sup> May 2024 for the sum of £694 plus VAT (£832.80 gross).

Due to the unlikelihood of receiving the debt and the adverse publicity surrounding the charge, the officers recommend the debt be written off.

### Recommendations:

- To approve the write off the [REDACTED] debt of £832.80 inclusive of VAT.

### 3:2 Forecast of Outturn

Tranche 2 funding within the Forecast position has currently not been included as it is awaiting Minister sign off.

### 3:3 Payments over £500

A schedule of payments over £500 made by the Board since the last meeting is attached for approval at **Appendix 4**.

#### **Recommendations:**

- To approve the schedule of payments.

### 3:4 External Audit

#### 3:4:1 Conclusion of External Audit

The audit has been concluded for the year ending 31st March 2024, with an unqualified audit report and with no matters for note or concern from the external auditor.

### 3:5 Internal Audit

#### 3:5:1 Internal Audit Provision for 2025/26 onwards

The Association of Drainage Authorities - Lincolnshire Branch, appointed TIAA Ltd to provide Internal Audit services for the WMC Boards for an initial 5-year term from 2017/18. As part of the process there was an option to extend the contract for a further two years from 2023/24, which the Board approved in 2023/24.

The 2024/25 financial year is the final year under the extension and the tenders for the provision of audit services has been forwarded to 5 organisations and the officers will update the Board in due course.

#### 3:5:2 Internal Audit Provision for 2024/25

The Internal Auditor provides annually an audit programme of the planned areas of work to be covered in the forthcoming audit. Should the Board consider any areas of concern, these can be discussed with the Auditor and the programme can be agreed and adapted.

The planned 2024/25 Internal Audit Program is attached for the Board's consideration and approval at **Appendix 5**

#### **Recommendations:**

- To consider and approve the 2024/25 Internal Audit Program.

## Appendix 1

The following annuity loans are outstanding with the Public Works Loan Board

<i>Loan Number</i>	<i>Scheme</i>	<i>Original Loan amount</i>	<i>Year of Loan</i>	<i>Term of Loan in Years</i>	<i>Interest Rate</i>	<i>Balance outstanding</i>
504464	Crowle	£350,000	2015	20	2.93%	£225,600.59
501506	Southfield	£250,000	2022	20	2.90%	£230,968.23
501507	Kelfield	£50,000	2022	20	2.90%	£46,193.65
501508	South Street	£241,000	2022	20	2.90%	£222,653.38
Total						£725,415.85



## Appendix 2

### Isle of Axholme & NNWLMB

#### Variance to Estimates Report - For the 4 months to 31st July 2024

	Whole Yr Estimate	31.07.24 Variance	31.07.24 Estimate	31.07.24 Actual	Notes
<b>INCOME</b>					
Where the income variance is negative this shows that the income received is less than estimated for					
The following income is not related to Engineering Schemes					
Agricultural drainage rates	646,792.00	(113.06)	646,792.00	646,078.94	
Special levies	1,190,826.00	0.00	596,433.50	596,433.50	
Rental, wayleaves & grazing income	7,125.00	(691.73)	4,365.00	3,673.27	
Income from PSCAs	0.00	0.00	0.00	0.00	
Income from rechargeable works	0.00	0.00	0.00	0.00	
Income from recharge of disbursements	0.00	8.33	0.00	8.33	Income matched to expenditure
Income from consenting	10,000.00	1,618.80	2,751.00	4,369.80	Surface Water £3,330.80, Consents £1,039
Contributions to PS expenditure	0.00	0.00	0.00	0.00	
Contributions to Drain Maintenance expenditure	0.00	0.00	0.00	0.00	
Contributions to other costs	29,471.00	221.85	9,172.00	9,393.85	Contributions towards Ops Manager £9,173.53 from DEIDS
Deferred income, commuted sums & contributions	0.00	0.00	0.00	0.00	
Other income	0.00	287.00	0.00	287.00	Sale of Scrap
Investment interest	16,000.00	4,090.98	890.00	4,970.98	Higher interest rates than estimated for
<b>TOTAL INCOME - not including absorption income</b>	<b>1,902,214.00</b>	<b>5,422.17</b>	<b>1,262,393.50</b>	<b>1,267,815.67</b>	<b>Positive Variance on Monetary Income</b>
<b>Absorption Income - offset to costs</b>					
Own use of plant recharged (absorption) to Schemes	0.00	1,694.00	0.00	1,694.00	Use of own plant within schemes improves the General Surplus Cash Position of the Board. Agrees to Project report for Schemes
Own use of labour recharged (absorption) to Schemes	0.00	5,586.61	0.00	5,586.61	Use of own DLO labour & OPS manager labour within schemes improves the General Surplus Cash Position of the Board
<b>TOTAL INCOME - including absorption income in schemes</b>	<b>1,902,214.00</b>	<b>12,702.78</b>	<b>1,262,393.50</b>	<b>1,275,096.28</b>	<b>Positive Variance on Income - will increase General Cash Reserves.</b>

### Isle of Axholme & NNWLMB

#### Variance to Estimates Report - For the 4 months to 31st July 2024

	Whole Yr Estimate	31.07.24 Variance	31.07.24 Estimate	31.07.24 Actual	Notes
<b>EXPENDITURE</b>					
Where the expenditure variance is negative this shows that the expenditure is more than estimated for					
<b>MAINTENANCE &amp; DEVELOPMENT EXPENDITURE</b>					
Drain maintenance expenditure	66,363.00	662.59	5,707.00	5,044.01	
Pumping station expenditure	505,076.00	(67,235.23)	69,373.00	136,608.23	Electric £33,638 overspent. Contractors/consult £31,792 overspent, Stocks £1,818 overspent.
PSCA Recharge expenditure	0.00	0.00	0.00	0.00	
Recharge expenditure	0.00	0.00	0.00	0.00	
Consenting time expenditure	19,639.00	(568.35)	5,775.00	6,343.35	External Consenting costs higher resulting in lower Consortium costs
Disbursement Costs	0.00	(8.33)	0.00	8.33	
Cost of goods sold & stock variances	0.00	(479.99)	0.00	479.99	Stocktake variances
<b>TOTAL MAINTENANCE &amp; DEVELOPMENT EXPENDITURE</b>	<b>591,077.00</b>	<b>(67,626.91)</b>	<b>80,855.00</b>	<b>148,463.91</b>	
<b>SUPPORTIVE EXPENDITURE</b>					
DLO costs	352,520.00	929.95	96,061.00	95,131.05	Overtime over by £1.3k; Training under by £1.5k
Other direct expenses	21,116.00	(267.50)	6,394.00	6,661.50	Consumables over £437
Environment Agency precept	60,619.00	0.50	30,310.00	30,309.50	
Support & establishment costs	648,158.00	10,549.34	194,761.00	184,211.66	Consortium lower £17.3k Plant/vehicle running £3.6k Depot Exp £1.5k Legal/Prof £2.5k
Finance costs	23,217.00	17.89	11,551.00	11,533.11	
Depreciation costs	0.00	0.00	0.00	0.00	This is a non-monetary accounting adjustment.
Bad debt costs	0.00	0.00	0.00	0.00	
Biodiversity & environmental costs	275.00	1.82	275.00	273.18	
<b>TOTAL SUPPORTIVE EXPENDITURE</b>	<b>1,105,905.00</b>	<b>11,232.00</b>	<b>339,352.00</b>	<b>328,120.00</b>	
<b>TOTAL EXPENDITURE</b>	<b>1,696,982.00</b>	<b>(56,396.91)</b>	<b>420,207.00</b>	<b>476,603.91</b>	
	<b>205,232.00</b>	<b>(43,694.13)</b>	<b>842,186.50</b>	<b>798,492.37</b>	
<b>EXCEPTIONAL INCOME</b>	<b>0.00</b>	<b>26,622.37</b>	<b>0.00</b>	<b>26,622.37</b>	This is a non-monetary accounting adjustment
<b>INCOME OVER EXPENDITURE</b>	<b>205,232.00</b>	<b>(17,071.76)</b>	<b>842,186.50</b>	<b>825,114.74</b>	

**Isle of Axholme & NNWLMB**  
**Variance to Estimates Report**

	<b>Whole Yr Estimate</b>	<b>31.07.24 Variance</b>	<b>31.07.24 Estimate</b>	<b>31.07.24 Actual</b>	
<b>INCOME OVER EXPENDITURE</b>	205,232.00	(17,071.76)	842,186.50	825,114.74	
<b>ADJUSTMENTS TO THE FINANCIAL STATEMENTS TO ARRIVE AT THE ESTIMATES VALUES</b>					
<b>ADJUSTMENTS FOR NON MONETARY ITEMS</b>					
Remove the effects of Depreciation costs	0.00	0.00	0.00	0.00	This is a non-monetary accounting adjustment
Remove the effects of Profit on Disposal - exception income	0.00	(26,622.37)	0.00	(26,622.37)	This is a non-monetary accounting adjustment
	205,232.00	(43,694.13)	842,186.50	798,492.37	
<b>ADJUSTMENTS FOR BALANCE SHEET ENTRIES</b>					
<b>Adjustments for Reserves Movements</b>					
Add the intended transfer to Plant Renewals Fund -Irf in reserves (rated for)	0.00	0.00		0.00	BS32
Additional Transfer of funds from Cash Reserves to meet Plant Renewals	0.00	0.00	0.00	0.00	
Plant/Vehicle planned net expenditure not occurred in year - held over to Plant reserve	0.00	4,000.00	0.00	4,000.00	Budgets held in Plant Reserves BS32. Vehicle disposal not taken place
Funds transferred from plant reserve back to general reserves to meet expenditure	0.00	0.00	0.00	0.00	£0 funds remaining in Plant reserves - See Plant Note & BS31
	0.00	4,000.00	0.00	4,000.00	
<b>Fixed Asset Adjustments</b>					
<b>Motor additions</b>					
	0.00	0.00	0.00		
	0.00	0.00	0.00		
	0.00	0.00	0.00	0.00	BS51
<b>Vehicle disposals</b>					
<b>new disposals list</b>					
Ford Ranger PLN7649 YM16 PGE	0.00	(5,021.87)	0.00	(5,021.87)	Funds held in plant reserve £4k. Sold22/05/24
	0.00	0.00	0.00		
	0.00	0.00	0.00		
	0.00	0.00	0.00		
	0.00	0.00	0.00		
	0.00	(5,021.87)	0.00	(5,021.87)	BS52
<b>Plant additions</b>					
<b>New additions - list</b>					
Komatsu Crawler Excavator PC210LC	160,000.00	(4,375.00)	160,000.00	155,625.00	15/07/2024
Mulching head for excavator	15,000.00	0.00	0.00	0.00	Expected December time
8 Yard Skip with Drop Door	0.00	1,398.99	0.00	1,398.99	09/04/2024
	0.00	0.00	0.00	0.00	
	175,000.00	(2,976.01)	160,000.00	157,023.99	BS41
<b>Plant disposals</b>					
<b>new disposals list</b>					
Excavator Volvo EC220 EU15 DGX Long reach	(30,000.00)	(5,000.00)	(30,000.00)	(35,000.00)	15/07/2024
		0.00	0.00	0.00	
	0.00	0.00	0.00	0.00	
	(30,000.00)	(5,000.00)	(30,000.00)	(35,000.00)	BS42
<b>Loan Capital Adjustment</b>					
PWLB Loan repayments - Existing	37,711.00	0.27	18,719.00	18,719.27	
PWLB Loan repayments - Future	0.00	0.00	0.00	0.00	
	37,711.00	0.27	18,719.00	18,719.27	BS23
<b>Non I&amp;E (Costs) &amp; Income</b>	182,711.00	(8,997.67)	148,719.00	139,721.39	
<b>Variance at 31/07/2024</b>	22,521.00	(34,696.52)	693,467.50	658,770.98	
<b>Planned Board Funding towards schemes</b>	(93,000.00)	0.00	(93,000.00)	(93,000.00)	
<b>Surplus/(deficit) to be taken from General Reserves as at 31st July 2024</b>	(70,479.00)	(34,696.52)	600,467.50	565,770.98	
<b>Unplanned adjustments to Reserves during period:</b>					
<b>See Transfer of Budgets:</b>					
Additional Funds Required for Engineering Schemes to be taken from Applied Reserves	0.00	0.00	0.00		
Engineering/Ops Scheme funds transferred back to General Reserves	0.00	0.00	0.00		
<b>Surplus/(deficit) to be taken from General Reserves as at 31st July 2024</b>	(70,479.00)	(34,696.52)	600,467.50	565,770.98	

## Appendix 3

## Isle of Axholme and North Nottinghamshire Balance Sheet Report

Date 08/09/2024

Time 15:30:03

All Values are shown in Pound Sterling		Selected Period 4	ending 31/07/2024	
		Current Year	Previous Year	
<b>FIXED ASSETS</b>				
PLANT & EQUIPMENT	616077.24		474452.75	
MOTOR VEHICLES	111586.97		111586.97	
<b>TOTAL FIXED ASSETS</b>		<u>729664.21</u>	<u>586039.72</u>	
<b>CURRENT ASSETS</b>				
BANK ACCOUNTS	1812557.44		1065182.73	
STOCK	41476.23		44586.26	
DEBTORS CONTROL ACCOUNT	257424.50		327522.67	
RATES DEBTORS ACCOUNT	271516.83		27969.56	
OTHER DEBTORS	4727.82		62.29	
<b>TOTAL CURRENT ASSETS</b>		<u>2387702.82</u>	<u>1465323.53</u>	
<b>CURRENT LIABILITIES</b>				
TRADE CREDITORS & SUPPLIER RETENTIONS	167024.89		226811.51	
OTHER CREDITORS	553.53		4951.96	
ACCRUALS	2600.00		12035.66	
VAT LIABILITY	(67639.17)		(56829.13)	
PAYE CONTROLS	9313.82		9896.54	
LOANS	16991.93		37711.20	
DEFERRED INCOME & COMMUTED SUMS	3700.86		3700.86	
<b>TOTAL CURRENT LIABILITIES</b>		<u>134545.86</u>	<u>238278.60</u>	
<b>LONG TERM LIABILITIES</b>				
LOANS DUE AFTER ONE YEAR	706423.92		706423.92	
<b>TOTAL LONG TERM LIABILITIES</b>		<u>706423.92</u>	<u>706423.92</u>	
<b>NET ASSETS</b>		<u>2276397.25</u>	<u>1106660.73</u>	
<b>RESERVES:</b>				
<b>EARMARKED</b>				
PLANT RESERVES			(4000.00)	
ENGINEERING PROJECTS RESERVE	981721.04		544099.26	
<b>TOTAL EARMARKED</b>		<u>981721.04</u>	<u>540099.26</u>	
<b>CURRENT PERIOD SURPLUS / (DEFICIT)</b>	1169736.52		(522317.02)	
<b>P &amp; L RESERVES</b>	124939.69		1088878.49	
<b>TOTAL UN-EARMARKED</b>		<u>1294676.21</u>	<u>566561.47</u>	
<b>NON-DISTRIBUTABLE</b>				
<b>TOTAL NON-DISTRIBUTABLE</b>				
<b>TOTAL RESERVES</b>		<u>2276397.25</u>	<u>1106660.73</u>	



## Appendix 4

### Schedule of Payments over £500 submitted to the Isle of Axholme and North Nottinghamshire Water Level Management Board on 24th September 2024

Trans Date	Account	Narrative	Payment Value £	Notes
02/05/2024	Lindsey Marsh Drainage Board	PP/LIMDB001	20,410.75	Consortium Recharges March 24
03/05/2024	Pension Fund	NEST	1,941.47	
13/05/2024	Pension Fund	NEST	1,911.43	
14/05/2024	Total Energies	PP/TOTG001	1,371.29	Pumping Station Electricity
14/05/2024	Total Energies	PP/TOTG001	4,355.76	Pumping Station Electricity
14/05/2024	Total Energies	PP/TOTG001	5,433.87	Pumping Station Electricity
14/05/2024	Total Energies	PP/TOTG001	809.39	Pumping Station Electricity
14/05/2024	Total Energies	PP/TOTG001	6,915.53	Pumping Station Electricity
14/05/2024	Total Energies	PP/TOTG001	10,819.60	Pumping Station Electricity
14/05/2024	Total Energies	PP/TOTG001	877.57	Pumping Station Electricity
14/05/2024	Total Energies	PP/TOTG001	9,842.42	Pumping Station Electricity
16/05/2024	Net Wages	Salaries Month 2	5,603.65	
17/05/2024	ESM Power Limited	PP/ESMP001	1,082.18	
17/05/2024	P.A.Y.E.	PAYE Month 1	7,989.28	
20/05/2024	Woldmarsh Producers Ltd	PP/WOLD001	4,420.21	Fuel and materials
22/05/2024	Inter-Lec Ltd	PP/INTL001	12,756.00	Electrical inspections at various pumping stations
23/05/2024	Net Wages	Wages Week 7	15,484.87	
24/05/2024	Belton Motor Services	PP/BELT001	716.52	
28/05/2024	Northern Powergrid	PP/NORT002	1,976.27	
28/05/2024	Pension Fund	NEST	2,021.09	
31/05/2024	AIM Electrical Services Ltd	PP/AME001	2,812.16	Kelfield and Bewcars PS repairs
31/05/2024		PP/HUTT001	632.88	
31/05/2024	Lindsey Marsh Drainage Board	PP/LIMDB001	12,732.20	Disbursement and Engineering recharges May 24
31/05/2024	Scottish Hydro Electric	PP/SCOT001	4,077.25	Pumping Station Electricity
03/06/2024	Public Works Loan Board	PWVLB PW504464	11,624.87	Loan repayments
06/06/2024	Doncaster East Internal Drainage	PP/DEIB001	1,686.29	Shared employee April 24
06/06/2024	Inter-Lec Ltd	PP/INTL001	3,402.00	Pump no. 4 install new supply at Wiseton PS
06/06/2024	Lindsey Marsh Drainage Board	PP/LIMDB001	23,313.04	Consortium and consenting recharges Apr 24
13/06/2024	Total Energies	PP/TOTG001	1,345.91	Pumping Station Electricity
13/06/2024	Total Energies	PP/TOTG001	4,716.24	Pumping Station Electricity
13/06/2024	Total Energies	PP/TOTG001	1,146.13	Pumping Station Electricity
13/06/2024	Total Energies	PP/TOTG001	6,438.03	Pumping Station Electricity
13/06/2024	Total Energies	PP/TOTG001	9,399.33	Pumping Station Electricity
13/06/2024	Total Energies	PP/TOTG001	852.18	Pumping Station Electricity
13/06/2024	Total Energies	PP/TOTG001	8,536.04	Pumping Station Electricity
13/06/2024	Total Energies	PP/TOTG001	2,483.66	Pumping Station Electricity
14/06/2024	P.A.Y.E.	HMRC	8,330.72	
20/06/2024	A P S Movements	PP/APSM001	684.00	
20/06/2024	H E Brinkley Ltd	PP/BRIN001	2,835.00	Office rental
20/06/2024	City Electrical Factors	PP/CEFL001	1,862.23	Star delta contactor at Cow Lane PS
20/06/2024	Lindsey Marsh Drainage Board	PP/LIMDB001	1,632.00	
20/06/2024	Woldmarsh Producers Ltd	PP/WOLD001	3,095.62	Fuel and materials
20/06/2024	Net Wages	Salaries Month 3	5,567.23	
20/06/2024	Net Wages	Wages Week 11	15,409.93	

21/06/2024	Total Energies	PP/TOTG001	3,248.03	Pumping Station Electricity
28/06/2024	AIM Electrical Services Ltd	PP/AME001	1,478.27	
28/06/2024	Environment Agency - Precept	PP/ENVA001	15,154.75	Flood and coastal erosion risk management levy July 24
28/06/2024	Pension Fund	Nest Week 11	1,998.48	
01/07/2024	Doncaster East Internal Drainage	PP/DEIB001	1,686.46	Shared employee May 24
01/07/2024	Lincolnshire Motors Limited	PP/LINM001	7,324.68	Repairs to New Holland tractor
01/07/2024	Lindsey Marsh Drainage Board	PP/LMDB001	34,495.63	
01/07/2024	H Mell & Son Services Ltd	PP/MELL001	14,238.05	Pipe work at Southfields PS
01/07/2024	Services Machinery Trucks	PP/SERV001	833.72	
01/07/2024	Scottish Hydro Electric	PP/SCOT001	3,917.13	Pumping Station Electricity
03/07/2024	P.A.Y.E.	HMRC	551.31	
09/07/2024	Total Energies	PP/TOTG001	4,585.67	Pumping Station Electricity
09/07/2024	Total Energies	PP/TOTG001	4,376.09	Pumping Station Electricity
09/07/2024	Total Energies	PP/TOTG001	3,425.53	Pumping Station Electricity
09/07/2024	Total Energies	PP/TOTG001	1,095.66	Pumping Station Electricity
09/07/2024	Total Energies	PP/TOTG001	5,088.60	Pumping Station Electricity
09/07/2024	Total Energies	PP/TOTG001	7,477.05	Pumping Station Electricity
09/07/2024	Total Energies	PP/TOTG001	876.77	Pumping Station Electricity
09/07/2024	Total Energies	PP/TOTG001	7,043.27	Pumping Station Electricity
09/07/2024	Total Energies	PP/TOTG001	1,821.68	Pumping Station Electricity
12/07/2024	Inter-Lec Ltd	PP/INTL001	2,667.60	
12/07/2024	H Mell & Son Services Ltd	PP/MELL001	616.61	
12/07/2024	North Lincs Engineering Ltd	PP/NLEN001	4,584.00	Repairs to engines at Drain Head PS
12/07/2024	RFS Ripon Ltd	PP/RIPO001	1,609.20	Repairs to Spearhead Twiga
12/07/2024	J Roberts Design Ltd	PP/ROBE001	6,312.00	Design drawings for Wiseton PS
15/07/2024	Komatsu	PP/KOMA001	144,750.00	Komatsu excavator
18/07/2024	Net Wages	Wages Week 15	15,564.96	
18/07/2024	Net Wages	Salaries Month 4	5,377.24	
19/07/2024	H Mell & Son Services Ltd	PP/MELL001	1,152.00	
19/07/2024	P.A.Y.E.	HMRC	8,233.01	
22/07/2024	Woldmarsh Producers Ltd	PP/WOLD001	5,459.60	Fuel and materials
23/07/2024	Pension Fund	AEGON	513.28	
26/07/2024	Total Energies	PP/TOTG001	2,318.05	Pumping Station Electricity
26/07/2024	Doncaster East Internal Drainage	PP/DEIB001	1,661.40	Shared employee costs June 24
26/07/2024	Inter-Lec Ltd	PP/INTL001	14,298.00	
				Consortium, consenting disbursement & engineering
26/07/2024	Lindsey Marsh Drainage Board	PP/LMDB001	36,663.09	recharges June 24
26/07/2024	Masterbrook Ltd	PP/MAST001	24,599.20	Spare parts for flails
26/07/2024	H Mell & Son Services Ltd	PP/MELL001	535.10	
26/07/2024	Prestige Safety Services LLP	PP/PRES001	574.32	
26/07/2024	Redacted	PP/WILL001	2,122.00	Compensation
26/07/2024	Pension Fund	NEST	2,035.24	
31/07/2024	Scottish Hydro Electric	PP/SCOT001	964.77	
01/08/2024	RFS Ripon Ltd	PP/RIPO001	1,204.87	Service of Spearhead
05/08/2024	Nunns of Grimsby Ltd	PP/NUNN001	571.49	
08/08/2024	Chemsafe (Yorks) Ltd	PP/CHEM001	570.60	
08/08/2024	Coulstock & Place Engineering Co. Ltd	PP/COUL001	528.00	
08/08/2024	Schneider Electric Systems UK Ltd	PP/SCHN001	3,751.89	Telemetry support 01.07.24-30.09.24
15/08/2024	Net Wages	Salaries Month 5	5,499.34	
15/08/2024	Net Wages	Wages Week 19	19,175.33	
16/08/2024	Inter-Lec Ltd	PP/INTL001	1,164.00	Installations of sockets

16/08/2024	SMS Energy Services Ltd	PP/SMSE001	921.60	
16/08/2024	Stuart Group Ltd	PP/STUA001	2,029.02	
22/08/2024	Chandlers Farm Equipment	PP/CHAN001	2,116.92	Spare parts for Valtra tractor
22/08/2024	North Lincs Engineering Ltd	PP/NLEN001	28,335.55	Complete overhaul of pump no 1 at Kelfield
03/09/2024	Chandlers Farm Equipment	PP/CHAN001	516.28	
03/09/2024	Doncaster East Internal Drainage	PP/DEIB001	1,676.84	Shared employee costs July 24
03/09/2024	Lincolnshire Motors Limited	PP/LINM001	2,158.80	Service on New Holland tractor
				Consortium, consenting, disbursement & engineering
03/09/2024	Lindsey Marsh Drainage Board	PP/LMDB001	40,635.88	recharges July 24
04/09/2024	Northern Powergrid	PP/NORT002	4,157.35	Temporary isolation of electricity at Three Bridges PS
06/09/2024	Anglia Composites Ltd	PP/ANGL001	720.00	
06/09/2024	MServ Europe Ltd	PP/MSE001	1,387.50	
06/09/2024	Northern Powergrid	PP/NORT002	13,288.65	Additional works at Wrays Drain
06/09/2024	Services Machinery Trucks	PP/SERV001	5,215.46	
06/09/2024	Siemens PLC	PP/SIEM001	727.20	

**Total**

**791,034.16**

For data protection purposes some information may be excluded from this report, for example where payments have been made to individuals.



## Appendix 5

### **Internal Drainage Boards – Remote auditing audit programme**

#### **2024/25 Internal Audit Arrangements**

#### **Strategic Risks**

##### **Governance**

- 1) Review Constitution, Standing Orders, Financial Regulations, Award of Contracts and other procedures (I will obtain this data from your website)
- 2) Review Board agendas and minutes for the year (I will require the latest three meetings data – agendas and minutes please. Also include the latest meeting agenda)
- 3) Review any Committee agendas and minutes for the year (I will require the latest three meetings data – agendas and minutes please. Also include the latest meeting agenda)
- 4) The drainage board has published information on its website to comply with the Transparency Code for smaller authorities (I will obtain this data from your website)
- 5) The drainage board for the previous year correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (I will obtain this data from your website, and from sight of your Board minutes approving the dates set)
- 6) The drainage board has complied with the publication requirements as stated by the Accounts and Audit Regulations 2015 (Please provide evidence that these have been complied with)

##### **Risk Management**

- 1) Review risk management policy and procedures (These should be on the website, but please provide if not)
- 2) Review risk register (If not on the website please provide)
- 3) Review process and procedures for how risk is managed on a day by day basis (A brief note on this please)
- 4) Review key objectives for the IDB and the risks associated with achieving these objectives (This should flow from the risk register)
- 5) Review the controls in place to mitigate these risks and see how effective they are. (These should be contained within the risk register. I may select a sample for review to confirm working as expected)

#### **Operational Risks**

##### **Accounting Records**

- 1) Review the accounting records for the IDB
- 2) Are these up to date and in balance (A current trial balance please and a copy of the profit and loss account and balance sheet at the time of the audit)

##### **Expenditure**

- 1) Review accounts payable (creditors) (An aged creditors list please)
- 2) Test a sample of payments made to verify they have been correctly paid. Check if possible the receipt of the goods. Check accuracy, procedures (purchase order system) and approval process – was this in accordance with Financial Regulations. (I will select my sample from the expenditure items reported to the Board meetings) (Copies of the supporting documents for the sample selected will be required)
- 3) Check treatment of VAT (included above)

## Budget

- 1) Review the budgetary arrangements. (This should be available in the Board papers)
- 2) Review the precept of rates (Please provide the Board agenda and minute approving the penny rate for 24/25 if not already provided above)
- 3) Review how the budget is monitored (These should be included in the Board papers above)
- 4) Review reserves and the policy for these (Please provide latest reserves position and 5/10 year forecast that shows how general reserves are expected year on year in the future) **Income**
- 1) Review accounts receivable (debtors) (An aged debtors list please – both general and rates)
- 2) Review debt collection procedures (Please confirm debt collection arrangements and dates)
- 3) Review any write off arrangements (Please provide details of any write offs – approval/procedures)
- 4) Review recording and banking of income (Please confirm banking arrangements particularly cash or cheque)
- 5) Test a sample of payments received to verify they have been correctly dealt with. Check accuracy and procedures – was this in accordance with Financial Regulations. (Please provide a list of debts raised in the year and I will select a sample for a more detailed review)
- 6) Check treatment of VAT (included above)

## Petty Cash

- 1) Check the Petty Cash arrangements where held
- 2) Verify Petty cash is in balance, test a sample of transactions for relevance and accuracy and that a valid receipt is present. (Please provide a short note on petty cash and confirm VAT has been correctly treated)
- 3) Check treatment of VAT (included above)

## Payroll

- 1) Review the payroll system
- 2) Test a sample of employees for accuracy of pay and treatment of variations including Tax and NI. (Please provide a summary of payments made to staff which includes all deductions both employee and employer)
- 3) Verify PAYE and NI requirements have been met (Please confirm and evidence that PAYE, NI and pension payments have been made to HMIC and LCC)
- 4) **Asset Register**
- 1) Verify the asset register is complete and up to date. (Please provide a copy of the asset register)
- 2) Verify where possible the asset and investment exists (I will not be confirming that any asset exists for this audit!!)
- 3) **Bank**
- 1) Verify and confirm bank reconciliations have been regularly undertaken. (Please provide a latest bank reconciliation)
- 2) Confirm end of year bank reconciliation (Year end follow up audit)

## Accounting Statements

- 1) Verify accounting statements have been undertaken and reconciled to the cash book. (Please confirm and year end follow up audit)

- 2) Review and verify the audit trail of sums feeding into the accounting statements.  
(Year end follow up audit)



FOR MEMBERS' INFORMATION ONLY

<b>ISLE OF AXHOLME AND NORTH NOTTINGHAMSHIRE WATER LEVEL MANAGEMENT BOARD</b>	File Ref:	Agenda Item: <b>13</b>
Meeting: Board Meeting Date: <b>24th September 2024</b>	Subject: <b>DRAINAGE RATES AND SPECIAL LEVIES</b>	

<u>1. Rate Collection</u>	£	£
<b>2024/25</b>		
Balance outstanding at 31st March 2024	27,969.56*	
Rates demanded	648,796.52	1,190,826.00
Adjustments to Rate Income		
Rates written off	-0.00	
Increase/decrease rates	-117.58	
Summons/collection costs raised	0.00	
Summons costs cancelled	0.00	676,648.50
Total collections to 9th September 2024	481,384.81	596,433.50
Returned cheque/DDR	0.00	
Refunds	-82.07	481,302.74
Outstanding at 9th September 2024	195,345.76	594,392.50
Total outstanding		789,738.26

	Drainage Rates	Special Levies	Total
Percentage of rates collected at 9 <sup>th</sup> Sept 24	71.13	50.08	57.71
Percentage of rates collected at 31 <sup>st</sup> August 23	64.38	50.08	55.28
Percentage of rates collected at 31 <sup>st</sup> August 22	66.65	50.08	56.28

\*of the balance b/f from March 2024 £22,107.67 has been received

Recommendation:

To receive report on collection of rates and special levies to date.

L. Glew  
Rating Officer

FOR MEMBERS' INFORMATION ONLY

<b>ISLE OF AXHOLME AND NORTH NOTTINGHAMSHIRE WATER LEVEL MANAGEMENT BOARD</b>	File Ref:	Agenda Item: <b>15</b>
Meeting: Board Meeting Date: <b>24th September 2024</b>	Subject: <b>CORPORATE SERVICES UPDATE</b>	

1. Overview of Current Focus

	<i>Status</i>
The Team.	Training of two new starters (June and August) ongoing.
Compensation.	Calculation of damage and preparation of compensation claim forms for LM summer maintenance ongoing until completion of works programme.
Renewal of insurances.	Complete but awaiting final costs (see update below).
Members' Declarations of interest forms.	98%
Roll out of new HR system.	Complete (see update below).
Recruitment.	Ongoing (see update below).
Electronic working.	Ongoing (see update below).
Board meetings.	Underway.
Land registration.	Of the 21 PSs, 18 are fully registered to the Board. Of the remaining stations two are registered to third parties and one is to be registered by adverse possession. Eight other pieces of land are registered (or pending first registration) and a further 14 deeds for other land/watercourses have been identified and require further investigation to establish if still owned. Work will then be prioritised and a timescale for completion prepared.
Review of Policies and Procedures.	Review of Employee handbook undertaken, includes 39 policies from Code of Conduct, Time off and Disciplinary to Data Protection and IT. This will be issued to all staff after proof reading and formatting. Timescale for review of other policies to be presented to November Board meeting.
Completion of three outstanding Legal Agreements for DE.	Completion end September 2024.

2. Matters for Note

2:1 Insurance Renewals

2:1:1 Initial quotes for insurance renewal are shown below but are subject to some changes:

<i>Board</i>	<i>2023/24</i>	<i>2024/25</i>	<i>Overall Increase</i>
LM	£143,599.42	£179,073.88	20%
TV	£96,371.96	£113,707.69	15%
AX	£74,757.87	£89,125.18	16%
DE	£43,412.69	£53,263.31	18%

- 2:1:2 Although the average increase in premiums this year is around 6%, you will see from the table above that the overall cost has risen. This is due to higher expenditure and wages, the addition of new plant and equipment and an increase in the customer service charge from £320 to £1,555 per policy. The Cyber Liability is currently covered by LM but a proportion of the cost of this will be recharged to the other three boards based on the Consortium split.
- 2:1:3 A valuation is being undertaken of a small, medium and large station in each of the Board's areas to ensure our insurance valuations are realistic. Several items of plant and equipment which have been disposed of are also to be removed from the schedule. Officers are considering an increase in the Public Indemnity and Cyber Indemnity cover. The Engineering Inspection policy includes the testing of all lifting equipment and we have asked for a price to include the testing of harness points.
- 2:1:4 Our Broker has changed provider for two policies this year but we will be going out to tender for the provision of insurance next year to ensure we continue to get value for money.
- 2:1:5 The budget provision will not be sufficient to cover the increased cost. An update will be given at a future meeting once the final costs have been received.

## 2:2 Insurance Claims

- 2:2:1 All potential claims are logged as they arise but are not progressed if cost is below or near the excess.

Date	Details	Our Estimate of Loss	Status
2023/24 (1st April 2023 to 31st March 2024)			
18-Apr-23		£350	No claim.
11-Sep-23			Liability accepted, awaiting info.
21-Oct-23			Open – loss adjuster appointed.
2024/25 (1st April 2024 to 31st August 2024)			
18-Apr-24			Open – loss adjuster appointed.
28-Apr-24			Open – loss adjuster appointed.
28-Aug-24			Awaiting details.



## 2:3 Queries/Complaints

2:3:1 There was one formal complaint received in the AX area in 2023/24 and none to date this year.

2:3:2 The table below shows queries/complaints received via the Manby office for all boards; these have increased (particularly in the TV area) due to the heavy rainfall and flooding. One of the main frustrations from members of the public is the lack of or delay in the response from Officers, however, some of the issues raised, particularly around flooding, require further investigation and we do not have the resources to deal with these as quickly as we would like. We are working to improve our response times, prioritise issues that require more in depth investigation, set realistic timescales and keep complainants updated on progress.

<i>Board</i>	<i>Number Received</i>	<i>Resolved</i>	<i>Outstanding</i>
<b>2023/24</b> (1st April 2023 to 31st March 2024)			
LM	30	28	2
AX	31	28	3
TV	47	34	13
DE	6	5	1
<b>2024/25</b> (1st April 2024 to 31st August 2024)			
LM	13	9	4
AX	22	13	9
TV	50	26	24
DE	5	3	2

## 2:4 Freedom of Information Requests

2:4:1 The table below shows requests for information received under the Freedom of Information Regulations (FOI) and/or Environmental Information Regulations (EIR). No requests were received in 2023/24 relating to AX but three have been received this year to date.

2:4:2 The Regulations require a response within 20 working days; the average response time was 26 days in 2023/24 and 13 days this year. Three responses were submitted late in 2023/24 and two this year. It should be noted that a late response can result in a full investigation and audit by the Information Commissioner's Office and would not reflect well upon the Board.

2:4:3 As with the number of queries/complaints received, the number of FOI/EIR requests has increased, largely due to the heavy rainfall and more frequent flooding. This is an issue for all flood risk management authorities whose limited resources are already stretched dealing with the increased workload resulting from the heavy rainfall events.

<i>Board/Area</i>	<i>Topic</i>	<i>Data/Status</i>	<i>Response Time (days)</i>
<b>1st April 2023 to 31st March 2024</b>			
LM Wainfleet	Minutes	Held - released	16
TV	Governance	Held - released	19

Sutton-on-Trent			
TV North Scarle	Maintenance/PSCA	Part held - released	46
TV North Scarle	Maintenance/PSCA	Part held - released	21
DE Thorne	Flood Data	Not held - responded	9
DE Hatfield	Scheme Design	Part held - released	30
TV North Scarle	Maintenance/PSCA	Part held - released	18
TV North Scarle	Internal Review	Response confirmed and additional data released	51
<b>1st April 2024 to end August 2024</b>			
AX General	Water supplies	Not held - responded	7
TV Multiple areas	Correspondence/maintenance	Refused - exceeded cost limit	8
TV Multiple areas	Correspondence/maintenance	Refused - exceeded cost limit	18
LM Skegness	Flood Risk Assessment	Part held - released	21
I M General	Flood Action Groups/Staff	Part held - released	18
TV General	Flood Action Groups/Staff	Part held - released	18
AX General	Flood Action Groups/Staff	Part held - released	18
DE General	Flood Action Groups/Staff	Part held - released	18
AX Clayworth	Modelling/Responsibility	Part held - released	22
TV Bingham	Flood Data	Awaiting response	
LM Wainfleet	Flooding	With solicitor	

## 2:5 Board Membership

2:5:1 Election Nomination papers have been sent out to all Board members and an advert has been placed on the Board's website and in the local paper. Nomination papers are due for return by 12 noon on 27th September 2024.

2:5:2 Nominated Members North Lincolnshire Council has yet to fill the four vacancies on the Board despite numerous reminders.

2:5:3 Reconstitution Depending upon the outcome of the election this year, it is suggested that an item be included on the March 2025 agenda to consider reducing the size of the Board; this will require a change to the electoral districts.

2:5:2 Registers of Interest Members are required to complete a Register of Members' Interest Form upon joining the Board and to notify us of any changes to their interests in writing within 28 days. The Register is reviewed by the Board's auditor and the Board has to confirm that a Register is held on the IDB1 forms submitted to DEFRA annually. For good governance and to ensure that it is kept up to date, we review the Register each year and contact members to confirm whether there are any changes. This was discussed at the June Board meeting and followed up with letters to members in June and August. Two remain outstanding - Mr J. Fretwell completed in 2021 but requires confirming as correct, and Mr D. Robinson no form completed.

## 2:6 Information and Communications Technology (ICT)



- 2:6:1 HR System Newly designed inhouse, this will be available to all staff from 9th September 2024. It will replace the current system saving the Consortium £303.17 per month (AX £30.96).
- 2:6:2 Asset Management System/Electronic Working Work continues with the focus on operations. Electronic timesheet and biological and asset recording, and access to and completion of risk assessments has been in place for some time. Work is nearing completion on the Managers' Portal which will enable the operations managers to use the information fed back from the operations teams to build the works programmes; this is being tested and due to be complete by 1st October 2024. The next phase, to be completed this financial year is job cards. These will be provided to the DLO electronically and will enable them to record their progress and mark on any crop damage to assist with compensation payments. This system is being developed externally but with significant input from our ICT manager who continues to liaise with the operations teams to ensure that the system meets our exact requirements.
- 2:6:3 Our ICT Manager will be meeting later this year with the engineering team and app developer to rescope the Pumping Station Asset Management project. This will improve efficiency by capturing all data relating to a pumping station in one place and making this easily accessible for all.
- 2:6:4 Cyber Security Essentials awarded by the National Cyber Security Centre; this is a Government backed scheme that gives us reassurance that our security measures will protect against the majority of common cyber-attacks and is reassessed and renewed every year. Cyber security awareness training is planned for all employees by the end of the year.
- 2:6:5 Disaster Recovery/Business Continuity Measures are in place with hardware backup across the Consortium and this was tested successfully with the flood at Wellington House. We do, however, need to prepare a formal disaster recovery plan and this will be done before the end of the financial year.
- 2:6:6 'Portable Appliance Testing' (PAT) This is carried out every two years on all applicable electronic equipment at Consortium office and depot locations. The majority of equipment is due for re-testing in Q4 2024. This will be carried out by our internal ICT team which provides an estimated cost saving of £900 for the Consortium when compared to outsourcing PAT to an external company.
- 2:6:7 All the above is undertaken by our inhouse ICT team of two who also provide general ICT support to all 74 employees via a ticketing system, manage the website, and continue to work on the automation/improvement of systems, provisioning of new laptops/phones and maintaining all Consortium servers, network and IT infrastructure.
- 2:8 Meetings/Visits
- 2:8:1 Department for the Environment, Food and Rural Affairs (DEFRA) Visit Six members of DEFRA's Waterway and Flood Water Management Team will be visiting the Board's area on 18<sup>th</sup> September 2024 to learn more about the work of IDBs.
- 2:8:2 Local Government Association Special Interest Group (SIG) House of Commons Reception An invitation has been received to attend a reception hosted by the Rt Hon. Sir John Hayes M.P. on behalf of the SIG regarding the significant impact of internal drainage board special levies on the finances of councils. This will be held at 7.30 p.m. on 8<sup>th</sup> October 2024 and will be attended by your Chief Executive. Speakers include The Lord Porter of Spalding CBE, Cllr P. Redgate (Chairman of the Special Interest Group) Mr I. Thomson (Chief Executive of the Association of Drainage Authorities) and Mr M. Sly (Chairman of North Level IDB).



2:8:3 ADA Trent Branch and Annual IDB/EA Liaison Meeting This will be held on 14<sup>th</sup> November 2024. Arrangements are being made by the EA who host this meeting and details will be sent out once they have been confirmed.

2:8:4 ADA Conference The Annual Conference will be held in London on 13<sup>th</sup> November 2024 commencing at 11.00 a.m. Guest speakers include:

- Emma Hardy MP, Minister for Water and Flooding (Department for Environment, Food and Rural Affairs).
- Caroline Douglass, Executive Director of Flood and Coastal Risk Management (Environment Agency).
- Rachel Hallos, Vice-President of the National Farmers' Union.
- Professor Jim Hall FREng, Professor of Climate and Environmental Risks at the University of Oxford.
- Michael Sly MBE, Chairman of North Level District Internal Drainage Board.

2:9 IDB1 Forms

2:9:1 IDBs are required to provide a return to DEFRA every year covering financial, management and administrative data.

2:9:2 DEFRA has consulted with ADA on changes to the IDB1 form and are now awaiting feedback from the Environment Agency. The deadline for completing IDB1 forms (usually September) will be put back to allow IDBs sufficient time to complete them.

2:9:3 Proposed changes include:

- Separate lines for income from Environment Agency (EA) and other Risk Management Authority (RMA) Public Sector Cooperation Agreements.
- Separate lines for electricity costs and for fuel costs.
- A new question on value of (a) drainage rates and (b) special levy outstanding at end of year.
- A breakdown of detail as to the number of types of pumps operated.
- Whether an IDB held an election in the past three years and whether this was contested (required a poll, or not).
- Revision to the list of tick boxes regarding public engagement activities undertaken in the past year.

2:9:4 Consideration is also being given to including questions in the future relating to conservation and biodiversity work. ADA is seeking feedback from the ADA Environment Forum regarding what data should be included.

2:9:5 DEFRA is interested to hear from IDBs and ADA if they have further thoughts and ideas for questions/topics that could be included in the annual return. ADA's view is that making one comprehensive annual return would be better than information being gathered on a piecemeal basis.

2:10 Risk Register

The Dynamic Risk Register is attached for information.

## 2:11 Staffing

- 2:11:1 We continue to advertise and interview for the two engineering vacancies but have yet to appoint a suitable candidate. The shared role of pump attendant with DE is working well.
- 2:11:2 Staff turnover across the Consortium for last year and this year to date is shown below for information.

Team	Current Headcount	Current Vacancies	Turnover			
			Starters	2023/24 Leavers	2024/25 Starters	2024/25 Leavers
Executive	1	1	0	0	0	1
Engineering	12	2	2	2	0	1
- Planning/Consenting	3	0	1	1	0	0
- Environmental	1					
Corporate Services	4	0	1	2	2	1
- ICT	2	0	0	0	0	0
- Cleaning Staff	2	0	0	0	0	0
Rating	3	0	0	0	0	0
Finance	4	1	0	0	0	1
Operations	4	0	0	1	0	0
DE DLO	2	0	1	1	0	0
AX DLO	7	0	1	1	0	0
LM DLO	17	0	1	0	2	1
TV DLO	13	0	1	2	3	1

## 2:12 Emergency Event Training

- 2:12:1 Training for Emergency Event volunteers is now planned for the Autumn. If you know of anyone who may be interested, please ask them to contact the Manby office.
- 2:12:2 The training will take place on in October. Names on the list at the moment are: [REDACTED]  
[REDACTED] It is proposed that this be a joint training session with DE should any of their members wish to attend.

## 2:13 Owston Ferry Pumping Engine Preservation Society (OFPEPS)

- 3:13:1 The Board entered into a Lease with the Trustees of OFPEPS in September 2009 for a period of 50 years. Conditions of the lease require the Board as Landlord to insure the premises and pumping apparatus, to repair and maintain the building, keep the building and perimeter fence secure, to supply and maintain the electricity and water supply and service media, and pay the rates.
- 3:13:2 As reported to the Board in March, work is required to install emergency lighting and exit signing in the building at an estimated cost of between £15,000 and £20,000. Until such time as this work is undertaken, measures are in place to ensure safe access and egress during open days. The Board does have a budget provision for this work and is responsible under the terms of the lease.
- 3:13:3 An inspection of the building in 2023 highlighted that substantial work is required on the building; to the roof, walls, windows, chimney, etc. and is estimated to cost in excess of £208,000. The possibility of obtaining a grant for the electrical work to be undertaken at the station was discussed at the last meeting, however, Officers recommend that the Board proceed with the electrical work to ensure compliance and investigate the possibility of obtaining funding for the structural repairs.

- 3:13:4 Officers will be liaising with the OFPEPS and your Health and Safety Advisor will be meeting their representative on site later this year. They have provided copies of their risk assessments and are keen to engage with the Board.
- 3:13:5 The station will be open on 15th September 2024 from 11.00 a.m. as part of Heritage Weekend and members are encouraged to attend.

**Recommendation:**

- To note report of Officers.
- To approve electrical repairs at Owston Ferry Pumping Station at a cost of between £15,000 and £20,000.

Carol Davies  
Corporate Services Manager