

Doncaster East Internal Drainage Board

Minutes of a Meeting of the Board held at the Green Tree Inn, Tudworth, on Friday, 13th September 2024, commencing at 10.00 a.m.

Elected

- * Mr M. Brooke
- * Mr P.A.M. Cornish
- * Mr I. Dixon
- * Mr R. Durdy
- * Mr R. Hopkins
- Mr N.V. Williams
- * Mr R. Wilson

* *Present*

Appointed by the City of Doncaster Council

- * Mr C. Crowe
- Mr J. Hoare
- * Mr P. Horne (Vice-Chairman)
- * Mr M. Houlbrook
- * Mr C. McGuinness (Chairman)
- Ms H. Norford
- * Mr M. Oldknow
- Mr A. Porter

Officers

- * Mr A. McGill (Chief Executive)
- * Mr R. Brown (Senior Engineer)
- Mr A. Malin (Senior Operations Manager)
- * Mr G. Sutton (Operations Manager)
- Mrs N. Hind (Finance Manager)
- * Mrs L. Parker (Deputy Finance Manager)
- * Mrs C. Davies (Corporate Services Manager)

* *In attendance*

2024.60 APOLOGIES

Apologies for absence were received from Messrs J. Hoare and A. Porter, and Mrs H. Norford.

2024.61 DECLARATIONS OF INTEREST

Mr M. Houlbrook declared an interest in Agenda Item 5 (Matters Arising - Park Drain Slip).

2024.62 NOTIFICATION OF ITEMS OF ANY OTHER BUSINESS

None.

2024.63 BOARD MINUTES

RESOLVED

That the minutes of the meeting of the Board held on 21st June 2024 be confirmed as a correct record subject to it being noted that Mr M. Houlbrook had sent his apologies.

2024.64 MATTERS ARISING

(a) Board Minutes

It was noted that the numbering of the minutes had gone awry in March. This had been amended in the Minute Book and corrected for the June minutes.

(b) Minute 2024.44 (a), Page 1 - Park Drain Slip

Mr M. Houlbrook declared an interest and abstained from voting. Details of this item are recorded on Pink Paper.

(c) Minute 2024.47 (a), Page 3 (final paragraph) - Blaxton Quarry Pumping Station

For information, Officers reported on an Agreement signed in 1984 by The Severn Trent Water Authority as agents for and on behalf of the Hatfield Chase Corporation (HCC) and Tarmac Roadstone Holdings Ltd. The Agreement: *HCC as the drainage authority for the area agreed to take over the pumping and draining of the land once it had been restored to agricultural. Tarmac agreed to construct and install a pumping station and maintain it until that time. Upon receipt of a commuted sum from Tarmac which would include for replacement and rebuilding of the station, the HCC would take on responsibility for the station.*

In a further Deed entered into in 1996 by The Corporation of the Level of Hatfield Chase Internal Drainage Board and Tarmac Quarry Products Ltd, the Board covenants to continue draining the land in perpetuity in full compliance with any planning conditions attached thereto and on the basis of its continued use as agricultural land upon payment of a commuted sum of £103,772.27 which was calculated over a one-hundred-year period.

Officers reported that should the water be diverted elsewhere and Blaxton Quarry Pumping Station be decommissioned in the future, discussions would need to be held with Tarmac.

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(d) Minute 2024.53 (g), Page 10 - Seven Arches Pumping Station - Emergency repairs

Officers were still awaiting confirmation of funding from National Highways.

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(e) Minute 2024.57, Page 13 - Byelaw Contravention - Wood and Ealand Common Drain

Officers were seeking costs for the work from the Board's contractors and would report back to a future meeting.

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(f) Minute 2024.47, Page 3 - Finance (Special Levies)

The Chairman reported that the Chief Executive 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. He expressed concern 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.

Mr M. Houlbrook declared an interest as a member of the City of Doncaster Council (CDC) one of 34 local authorities involved in the SIG. He reported that representatives from CDC had been invited to attend the reception.

The Chairman had asked for an outline of the key points of ADA's position and what they would be briefing on the night. ADA had responded saying that the special levy should continue being collected by Councils on behalf of IDBs as this had worked well since the early 90'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 Chairman had raised concerns at the last ADA Trent Branch meeting, expressing his concerns that the implications of this had not been thought through. He questioned whether all ratepayers in the area would be asked to contribute to the special levy and, if so, how this would be calculated (e.g. different IDBs set different rates) and how this would be received by those living outside an IDB area. If this was the case, the Chairman expected to see a huge rise in the number of queries/complaints received by the Board. The Chairman stated that ADA needed to consult with IDBs before pushing this through and ensure they had considered all the options, e.g. rate support. 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 way to pursue this but had asked that they 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 to find a solution beneficial to all parties.

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2024.65 HEALTH, SAFETY AND WELFARE

The attached report was presented for information.

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2024.66 OPERATIONS

The attached report was presented for information.

In response to Mr M. Brooke who queried the delay in PSCA work, the Operations Manager reported that the Environment Agency's Fisheries, Diversity and Geomorphology Team did not want work to commence until September, however, some work had been completed on the River Torne but only on the section from Torne Valley to Rossington. There was a small section still to be done following EA tree works this winter but the weedboat would cut this area in the meantime. Mr M. Brooke reported that there was a two mile stretch of the River Torne which was chock-a-block with weed resulting in water coming down the back of Bexley Hall with nowhere to go. The Chief Executive agreed to follow this up with Mr N. Sutton (the IDB contact at the EA). Mr R. Durdy confirmed that the middle section behind Hunter Grange back to Amazon had not been cleared. Mr R. Hopkins added that looking from Auckley Bridge the Torne was grown over.

Mr M. Brooke expressed concern that the levels were being raised in the Mother Drain from Parrots Corner. The Chairman referred to the 'Lets be Fens' which was considering flooding some of the land around this area.

Mr M. Brooke highlighted that the EA wanted to revoke irrigation licences in the West Moor area, e.g. at Waterton, and this was affecting the environment as the water table was too low. He queried whether this was happening elsewhere. Mr I. Dixon who extracted water for irrigation during the winter from IDB drains, confirmed that the amount of water he was licenced to abstract had been cut. He would send a copy of the letter he had received from the EA to the Chief Executive who would follow up with the EA.

RECEIVED

2024.67 PUMPING STATION STATUS

The attached report was circulated for information.

As well as the recent damage to the impellor at Balby Carr which had resulted in repair costs of £32,397.84, the Senior Engineer reported that there had been a number of issues here and at Low Ellers over the last six years with every pump being lifted for repair during this time. Despite this there were still issues and he felt that these stations would benefit from refurbishment. It was noted that any alteration at a pumping station required the Board to consider installing fish friendly pumps or demonstrate why this was not possible. It was noted that the EA Fisheries, Biodiversity and Geomorphology Team had served notice on their Partnership and Strategic Overview Team for 12 stations within the Board's area; the Senior Engineer suspected that this was because of the Eel Regulations. He pointed out that exemptions were taking some ten months to go through and the Board was working without exemptions on a number of stations. In response to the Chairman, the Senior Engineer reported that there was currently only one manufacturer of fish and eel friendly pumps in the UK, however, another was hoping for approval soon; a third company had refused to undergo the EA testing so was not recognised.

RESOLVED

- (a) That the work to replace the damaged impellor and repair the pump at Balby Carr Pumping Station be approved retrospectively in the sum of £32,397.84 (funding 2% Coal Authority, 22% Yorkshire Water, 26% Board, 50% Environment Agency).
- (b) That a report on the potential refurbishment of Balby Carr and Low Ellers pumping stations be brought back to a future meeting for consideration.

2024.68 ASSET RENEWAL AND REFURBISHMENT

Officers presented the attached report for consideration and updated on progress with projects.

(a) Flood Recovery and Asset Improvement Funding

It was noted that the Board's bid for Storm Recovery Tranche 1 funding had been approved in the sum of £266,498.73 (see attached for details) and would be paid in three instalments; September, October and March. Project update reports would be required before funds were released.

Confirmation of whether the £1,102,665 bid for Tranche 2 funding had been successful was awaited. If successful, all work would need to be completed within this financial year. In response to Mr M. Brooke, the Senior Engineer confirmed that the Kilham Farm to Candy Farm catchment improvements would increase storage capacity and conveyance but should not affect levels (this land was in an environmental scheme).

The Chief Executive reported that the Environment Agency had been asked to let IDBs know as soon as possible if they were not going to receive the Tranche 2 funding as resources were stretched and could be diverted to other things.

Mr P. Cornish reported that DEFRA had a £238,000 underspend over a three-year period.

RECEIVED

(b) Newington Pumping Station Refurbishment

Officers reported that £90,420 had been awarded as part of the Tranche 1 funding for replacement of the pumps and a quotation had been received from the sole provider of fish-friendly pumps in the UK (Aquatic Control Engineering (ACE)) for the supply and installation of two new pumps in the sum of £123,690. This station was 100% Coal Authority funded. The remaining work at the station (a new control panel) would be undertaken as Coal Authority funds became available. Officers highlighted that this purchase fell outside the Board's Financial Regulations. In response to Mr M. Oldknow, the Senior Engineer confirmed that the Financial Regulations allowed Board approval in certain circumstances, including where there was only one supplier.

RESOLVED

That the quotation received from ACE in the sum of £123,690 for the supply of two new fish-friendly pumps be approved, noting the deviation from the usual procurement rules with ACE being the only supplier of fish friendly pumps capable of meeting the requirements of the station in the UK.

(c) Elmhirst Pumping Station Refurbishment

As mentioned earlier and in the attached report, the Environment Agency's (EA) Partnership and Strategic Overview (PSO) Team had been tasked with ensuring all EA pumping stations within the Isle of Axholme and Flood Risk Management Strategy had a plan to become fish and eel compliant and required the Board to lead on the modelling and preparation of the outline business case (OBC) for Elmhirst and the EA's New Zealand Pumping Station. Should the Board agree, consultants would be used as the Consortium's resources were already fully utilised.

RESOLVED

That the Board progress the development of modelling and preparation of the OBC jointly with the EA in respect of Elmhirst and New Zealand pumping stations, using outside consultants to take this forward.

(d) Other Projects

The schedule in the attached report showed projects included in the planned works programme and budgeted for that were not being progressed. In respect of Blaxton Quarry Pumping Station, Mr R. Hopkins queried how the system worked, stating that it was very overgrown and that a fishing pond had been excavated since the agreement was first entered into. The Operations Manager agreed to undertake a site visit.

The Chairman asked for a list of all projects for the next meeting, showing the project, description of works, risk and priority so the programme was clear.

RECEIVED

2024.69 PLANNING, CONSENTING AND ENFORCEMENT ISSUES

Officers presented the attached report together with a schedule detailing three Byelaw consents and three Section 23 consents that had been granted under delegated authority since the last meeting and planning applications where comments relating to surface water drainage had been submitted.

RESOLVED

That the Officers actions be approved.

(a) Byelaw Application - Surface Water Discharge at Bessacarr

Further to the report at the last meeting (and as detailed in 2.1 of the attached report), Officers confirmed that the area where access was restricted did not affect this application. The site had been discharging surface water for a number of years but the arrangement had never been formalised.

In response to Mr C. Crowe, the Senior Engineer confirmed that the discharge was limited to greenfield runoff rate and the water was already going to Seven Arches Pumping Station; the application complied with the Board's Planning and Byelaw policy. Only one third of the site had been developed so far but work at the pumping station had been completed.

RESOLVED

That consent be granted for the discharge of surface water runoff from development at Kelsey Gardens, Bessacarr, into the Board maintained Railway Drain subject to receipt of a surface water contribution of £264,297.77.

(b) Byelaw Application – Surface Water Discharge To and Location of Structures within Nine Metres of the Board Maintained Balby Drain at Balby

The Senior Engineer referred to 2:2 of the attached report. Applicants had been advised of the required nine-metre byelaw distance at the planning stage and the maximum 1.4l/s/ha discharge rate for a pumped catchment, however, an application had been received for buildings etc. within nine metres of the watercourse and for a discharge rate of 2.81l/s/ha.

It was noted that there was currently no access for maintenance from the opposite bank.

RESOLVED

- (i) That no structure, fencing, planting or services etc. be permitted within nine metres of the Board maintained Balby Drain.
- (ii) That consent for a discharge rate above that recommended for a pumped catchment (1.4l/s/ha) be refused.

2024.70 ENVIRONMENTAL REPORT

The attached report was presented for information.

Regarding Beavers, the Chief Executive reported that the Association of Drainage Authorities (ADA) and Department for Environment, Food and Rural Affairs were meeting with Dutch colleagues at a conference in the first quarter of 2025 to consider the issue. The Chairman understood that Beavers were being illegally introduced and there were now some 800 within lowland catchments. The introduction of a Class Licence to allow intervention where Beavers were causing an issue, was under discussion.

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2024.71 FINANCE

The attached report was presented by the Deputy Finance Manager. The Vice-Chairman referred to the cash position which showed £1.3M in two accounts with zero interest. The Deputy Finance Manager confirmed that Officers were looking at alternative accounts and had a meeting with the HSBC Business Manager later in the week. The Deputy Finance Manager agreed to consider Mr M. Houlbrook's suggestion of an account with the Yorkshire Building Society but reported that many building societies were not A Rated and would not, therefore, comply with the Board's Investment Policy. She also highlighted that the £85k protection did not cover IDBs as they were classed as a business.

Regarding the list of debtors (1:4:2 of the attached report), Officers confirmed that the amount outstanding from Yorkshire Water related to contributions towards pumping station running costs and maintenance which were rechargeable under a legal Agreement. In response to the Vice-Chairman, the Deputy Finance Manager confirmed that the terms of the Agreement would be clarified before any action was taken to pursue the debt. The Chief Executive would discuss this with the Board's solicitor (3:1 of the attached report). The Senior Engineer reported that payment from Rossington Development Ltd would be paid once the legal Agreement was signed for the lport.

Loans outstanding with the Public Works Loan Board totalling £257,816.91 were noted (details on Appendix 1 of the attached report).

The Forecast of Outturn was presented at item 2 of the report. The Deputy Finance Manager highlighted that the expected deficit of £5k at the year-end was now expected to be a surplus of £60k due to receipt of the flood recovery money. Any income from Tranche 2 had not been included in the forecast of outturn.

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

The audit for the year end had been concluded and received an Unqualified Audit Report with no matters of concern from the External Auditor.

The Deputy Finance Manager referred to 3:5 and Appendix 5 of the attached report which detailed areas to be covered by the Internal Auditor for 2024/25.

RESOLVED

- (a) That the attached Management Accounts be approved.
- (b) That the Forecast of Outturn figure of £619,372.69 at 31st March 2025 be noted.
- (c) That the attached Schedule of Payments over £500 totalling £449,574.77 be approved.
- (d) That conclusion of the 2023/24 audit be noted and the attached Internal Audit Programme for 2024/25 be approved.

2024.72 DRAINAGE RATES AND SPECIAL LEVIES

Drainage rates outstanding at 31st August 2024 totalled £9,232.29 and special levies £564,373.50. The overall percentage of drainage rates collected was slightly higher than previous years at 92.52%; final reminders had been issued on 26th July 2024. Of the £290.90 outstanding from the previous year, a further £7.30 had been collected.

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2024.73 CORPORATE SERVICES UPDATE

The attached report was presented for information. The Chief Executive referred to 2:11 and reported that the budget provision for vacant positions would be put towards the recruitment of engineers to ensure delivery of the capital programme.

There was a discussion on the recent break-ins and thefts and what measures could be taken to reduce these. Regarding the cost of insurance, Mr C. Crowe reported that the Coal Authority self-insured and asked whether this was an option for the Board. The Chief Executive understood that the Environment Agency also self-insured but stated that the Board did not have the funds to do so and it would need to be underwritten by the Government.

Members noted the resignation of Mr J. Hoare from the Board.

Officers presented the Risk Register for information and highlighted the major changes. It was noted that pumping stations would in future be shown on the Pumping Status Report. It was agreed that in future, tracked changes would be left on the document to show where changes had been made.

RESOLVED

- (a) That the attached report be noted and the Risk Register be approved.
- (b) That a letter of thanks be sent to Mr J. Hoare to thank him for his service to the Board.

CHAIRMAN

FOR MEMBERS' INFORMATION ONLY

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| DONCASTER EAST INTERNAL DRAINAGE BOARD | File Ref: | Agenda Item: 6 |
| Meeting: Board Meeting Date: 13th September 2024 | Subject: HEALTH, SAFETY AND WELFARE | |

1. Incidents

1:1 There have been five incidents, and one near miss reported across the Consortium since the last meeting. A summary of the details is given below:

| <i>Category</i> | <i>LMDB</i> | <i>IOANN</i> | <i>TVIDB</i> | <i>DEIDB</i> |
|---------------------|-------------|--------------|--------------|--------------|
| Traffic Accident | | 1 | | |
| Machinery Related | | 1 | 1 | |
| Lifting Carrying | 1 | | | |
| Other | 1 | | | |
| Near Miss | | 1 | | |
| Totals | 2 | 3 | 1 | 0 |

1:2 Incident of Note:

The Lindsey Marsh Massey Ferguson Tractor (FV23 DBO, PLN7349) was damaged beyond repair after catching fire while undertaking maintenance works. Initial investigations suggest the root cause of the fire was grass cuttings becoming trapped between the Diesel Particulate Filter (DPF) and the exhaust heat shield. Discussions with manufacturers have indicated that, due to the higher running temperature of the DPF currently fitted to Stage 5 engines along with the mounting position of the flail, the risk of fire was increased. Officers are currently investigating potential solutions with a view to preventing this type of incident from reoccurring.

2. Health and Safety Documentation Annual Review

2:1 The annual review of the Consortium's suite risk assessments and safe systems of works is due to be undertaken before the end of the calendar year.

Recommendation:

To note report of Officers.

Antony Malin
Senior Operations Manager / Health and Safety Advisor

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| DONCASTER EAST INTERNAL DRAINAGE BOARD | File Ref: | Agenda Item: 7 |
| Meeting: Board Meeting Date: 13th September 2024 | Subject: OPERATIONS | |

1. Overview

1:1 Winter Works Progress

The Boards contractor has completed maintenance works on the following watercourses:

| Drain Name | Catchment | Description of Works | Length (m) |
|-------------------------------|------------------|-----------------------|--------------|
| Godcross Drain | Candy Farm South | Levelling of Bank Top | 1,087 |
| Snow Sewer Pump Drain | Park Drain | Levelling of Bank Top | 755 |
| Broomston Drain (Lower Level) | Park Drain | Levelling of Bank Top | 500 |
| High Water Drain | Bull Hassocks | Levelling of Bank Top | 388 |
| New Godnow Drain West | Sand Hall | Slip Repair | 10 |
| Total | | | 2,740 |

1:2 Summer Maintenance Progress

At the time of writing this report 33% of the flailing and 32% of the weed cutting work has been completed. Discussions with the Boards contractors have suggested that progress to date is as expected and that there are no concerns regarding completion of the full programme of works by the end of December.

2. Matters for Note

2:1 2024/25 Winter Works Programme

The proposed winter maintenance programme for 2024/25 may be subject to change and is dependent on the outcome of the Boards application for flood recovery funding following last winter's storm events. Officers are still awaiting confirmation as to whether the application has been successful, an update will be given at a future meeting.

2:2 PSCA Works

Following lengthy discussions with the Environment Agency the Boards contractor has received authorisation to start works on the following watercourses. The works will be undertaken in conjunction with the Boards summer maintenance programme.

- (a) Diggin Dyke
- (b) Harworth Sewer
- (c) Low Bank Suction Drain
- (d) River Torne Soak Drain, Candy farm
- (e) River Torne Soak Dyke, Tunnel Pits
- (f) Woodhouse Sewer
- (g) North Idle Drain, Tunnel Pits North
- (h) River Torne, Auckley Bridge - Toad Holes Lane Bridge
- (i) River Torne, Tickhill

3. Pump Run Hours

3:1 Pump run hours are attached for information.

Recommendation:

To note report of Officers.

A. Malin
Senior Operations Manager

G. Sutton
Operations Manager

| Pumping Station | Sep-23 | Oct-23 | Nov-23 | Dec-23 | Jan-24 | Feb-24 | Mar-24 | Apr-24 | May-24 | Jun-24 | Jul-24 | Aug-24 | Total | Previous 12 Months | 12 Month Change |
|-------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------------------|-----------------|
| Balby Carr | 86 | 112 | 150 | 115 | 227 | 159 | 149 | 228 | 151 | 105 | 139 | 86 | 1,707 | 1,643 | 64 |
| Blaxton Quarry | 19 | 34 | 87 | 72 | 121 | 90 | 53 | 56 | 62 | 26 | 24 | 11 | 655 | 364 | 291 |
| Cadmans | 5 | 80 | 357 | 226 | 258 | 174 | 67 | 24 | 223 | 84 | 25 | 0 | 1,523 | 510 | 1,013 |
| Cuckoo Lane | 81 | 312 | 534 | 453 | 613 | 439 | 229 | 205 | 226 | 99 | 121 | 112 | 3,424 | 1,304 | 2,120 |
| Elmhirst | 19 | 205 | 251 | 236 | 294 | 250 | 82 | 107 | 41 | 10 | 14 | 2 | 1,511 | 653 | 858 |
| Franklins | 21 | 35 | 62 | 44 | 62 | 0 | 83 | 19 | 175 | 117 | 111 | 37 | 766 | 253 | 513 |
| High Levels North | 8 | 84 | 132 | 0 | 243 | 115 | 30 | 55 | 19 | 4 | 3 | 0 | 693 | 279 | 414 |
| High Levels South | 66 | 212 | 331 | 265 | 297 | 244 | 100 | 170 | 93 | 57 | 117 | 73 | 2,025 | 1,022 | 1,003 |
| Huxterwell | 434 | 624 | 1587 | 1032 | 1638 | 1121 | 710 | 652 | 901 | 0 | 713 | 241 | 9,653 | 6,136 | 3,517 |
| Idle Stop | 0 | 40 | 4 | 16 | 30 | 10 | 0 | 1 | 8 | 0 | 0 | 0 | 109 | 11 | 98 |
| Kilham Farm | 49 | 93 | 212 | 146 | 234 | 138 | 0 | 183 | 70 | 39 | 34 | 26 | 1,224 | 160 | 1,064 |
| Kirton Lane | 49 | 0 | -10405 | 213 | 292 | 229 | 98 | 138 | 60 | 23 | 21 | 8 | -9,274 | 878 | -10,152 |
| Langholme | 62 | 100 | 313 | 176 | 292 | 195 | 121 | 99 | 121 | 37 | 0 | 0 | 1,516 | 973 | 543 |
| Low Eilers | 44 | 70 | 79 | 63 | 99 | 72 | 68 | 123 | 48 | 31 | 114 | 85 | 896 | 482 | 414 |
| Medge Hall | 26 | 285 | 624 | 517 | 1190 | 0 | 174 | 247 | 89 | 21 | 0 | 0 | 3,173 | 1,295 | 1,878 |
| Newington | 1 | 10 | 11 | 18 | 49 | 0 | 30 | 5 | 7 | 2 | 2 | 1 | 136 | 43 | 93 |
| Park Drain | 43 | 76 | 200 | 173 | 290 | 0 | 67 | 52 | 67 | 12 | 8 | 8 | 996 | 318 | 678 |
| Pissy Beds | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 7 | -6 |
| Sandall Grange | 6 | 50 | 72 | 60 | 141 | 0 | 23 | 40 | 11 | 2 | 2 | 1 | 408 | 165 | 243 |
| Seven Arches | 74 | 110 | 173 | 87 | 269 | 0 | 76 | 108 | 76 | 56 | 78 | 52 | 1159 | 668 | 491 |
| South Thorn Bank | 218 | 264 | 268 | 181 | 241 | 178 | 74 | 75 | 210 | 69 | 123 | 39 | 1940 | 983 | 957 |
| Tickhill | 47 | 241 | 350 | 164 | 277 | 164 | 80 | 82 | 80 | 43 | 47 | 29 | 1604 | 696 | 908 |
| Thone Bridge | 22 | 13 | 86 | 75 | 109 | 64 | 19 | 17 | 29 | 2 | 4 | 1 | 441 | 136 | 305 |
| West Moor | 7 | 38 | 84 | 71 | 122 | 92 | 59 | 71 | 43 | 28 | 24 | 16 | 655 | 272 | 383 |
| Wikewell | 48 | 116 | 250 | 197 | 286 | 230 | 110 | 163 | 83 | 48 | 50 | 30 | 1611 | 748 | 863 |

Please note the erroneous reading for:
Kirton Lane – New Pumps installed Oct 23
Cuckoo Lane – New Pumps installed Dec 21 and Feb 22
High Levels South – New Panel installed Nov 21

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| DONCASTER EAST INTERNAL DRAINAGE BOARD | File Ref: | Agenda Item: 8 |
| Meeting: Board Meeting Date: 13th September 2024 | Subject: PUMPING STATION STATUS | |

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 |
|----------------------|-----------------|---------------|---|---|-----------------|
| Kilham Farm PS | 1 | Hand | Flooding to Farmland | Weedscreen cleaner is only available to run in hand. Prices being requested for replacement of PLC unit - CM Orders and site investigations proceeding with Torishima for replacement pumps - CM | 31/10/2024 |
| | 2 | | | | |
| Torne Bridge PS | 1 | Yes | Flooding of Farmland | Orders and site investigations proceeding with Torishima for replacement pumps - CM | 30/09/2024 |
| | 2 | | | | |
| Blaxton Quarry PS | 1 | N/A | Flooding to farmland and fishing ponds | No issues | |
| | 2 | | | | |
| Franklins PS | 1 | N/A | Flooding of Farmland | No issues | |
| | 2 | | | | |
| South Thorne Bank PS | 1 | N/A | Flooding of Farmland | New sulzer pump on order with Industrial Pumps - Date awaited for install - CM | 20/09/2024 |
| | 2 | | | | |
| Cadmans PS | 1 | N/A | Flooding of Farmland | Orders and site investigations proceeding with Torishima for replacement pumps - CM | 30/09/2024 |
| | 2 | | | | |
| Park Drain PS | 1 | Yes | Flooding of Farmland | Pump 1 is currently being refurbished by North Lincs Engineering - Anticipated return 27/09/2024 - CM | 27/09/2024 |
| | 2 | | | | |
| | 3 | | | | |
| Langholme PS | 1 | Yes | Flooding of Farmland | No issues | |
| | 2 | | | | |
| Idle Stop PS | 1 | Hand | Flooding of Farmland | P1 has been refurbished - Industrial Pumps w/c 16th Sept for reinstall - CM | 20/09/2024 |
| | 2 | | | | |
| Elmhirst PS | 1 | Yes | Flooding of Farmland and some properties if sustained outage | No issues | |
| | 2 | | | | |
| Medge Hall PS | 1 | Yes | Farmland and gardens elevated if North Soak drain overtops | No issues | |
| | 2 | | | | |
| High Level North PS | 1 | No | Flooding of Farmland | Weedscreen cleaner PLC is beyond economical repair. - Options to be presented to Board | |
| High Levels South PS | 1 | Hand | Flooding of Farmland | H&S issue - Weedscreen not available to run in auto due to no fence around the station - Will require land purchase so secure fence can be installed. RB/CD | 31/12/2025 |
| | 2 | | | | |
| Wikewell PS | 1 | Yes | Pumps water from Kirton Lane and Cuckoo Lane PS and provides drainage to the M18 corridor | No issues | |
| | 2 | | | | |
| | 3 | | | | |
| Kirton Lane PS | 1 | Yes | Provides drainage for M18 corridor | No issues | |
| | 2 | | | | |
| | 3 | | | | |
| Cuckoo Lane PS | 1 | N/A | Flooding of residential/commercial/industrial | H&S Issue - Site has been made safe temporarily - Price received for new pump chamber covers (through Board's Insurers) | 31/10/2024 |
| | 2 | | | | |
| Sandall Grange PS | 1 | N/A | Flooding of Farmland | Orders and site investigations proceeding with Torishima for replacement pumps - CM | 31/10/2024 |
| | 2 | | | | |
| West Moor PS | 1 | Yes | Flooding of Farmland, some Commercial Properties | No issues | |
| | 2 | | | | |

| Asset | Pumps Available | WSC Available | At Risk | Planned Works & Owner | Completion Date |
|-----------------|-----------------|---------------|--|--|-----------------|
| Newington PS | 1 | No | Properties in the villages of Finningley and Austerfield | Updated price received form ACE, including damming and dewatering. Order to be raised with ACE for replacement of the pumps. Updated prices to taken to the Board - CM/RB Weedscreen Cleaner PLC has failed, quotations for replacement being obtained - CM | 31/03/2025 |
| | 2 | | | | |
| Low Ellers PS | 1 | Yes | Provides drainage for the south of Bessecarr and the East Coast Mair Line | P3 has failed - Industrial Pumps to investigate under warranty - CM chasing for date | 30/09/2024 |
| | 2 | | | | |
| | 3 | | | | |
| | 4 | | | | |
| Balby Carr PS | 1 | Yes | Provides drainage for Balby Carr Bank, White Rose Way areas of Doncaster, numerous retail, commercial, industrial and residential areas and the East Coast Main line | P2 has been lifted, inspected and in process of being refurbished at North Lincs Engineering - JB/CM | 30/11/2024 |
| | 2 | | | | |
| | 3 | | | | |
| | 4 | | | | |
| Seven Arches PS | 1 | N/A | Development of Warren Park Housing Scheme and M18 Motorway | No issues | |
| | 2 | | | | |
| Huxterwell PS | 1 | No | iPort development and A6182 | Weedscreen cleaner is out of service - requires repair / replacement Awaiting signing of Legal Agreement, with RCP, HE and CA Pump 4 has been switched off (will not reset on panel) PA to investigate 09/09/2024 | 31/12/2024 |
| | 2 | | | | |
| | 3 | | | | |
| | 4 | | | | |
| Tickhill PS | 1 | N/A | Properties in the villages of Tickhill, A1 Transport Network, Farmland | No issues | |
| | 2 | | | | |

2. Matters for Note

2:1 Balby Carr Pumping Station

- 2:1:1 Pump 2 was lifted, inspected and it was not possible to repair on site. Damage was sustained to the impellor and drive shaft with significant machining work required to repair.
- 2:1:2 The cost to remove the pump, replace the damaged impellor, repair the pump and reinstall comes to £32,397.84. North Lincs Engineering have offered some discounts given the pump was recently repaired.
- 2:1:3 An order has been placed with North Lincs Engineering who estimate that the pump will be refurbished and reinstalled at the station by the end of November 2024.

Recommendation:

- To confirm repair of the pump with North Lincs Engineering for the amount of £32,397.84

Robert Brown
Senior Engineer

Antony Malin
Senior Operations Manager

FOR MEMBERS' INFORMATION ONLY

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|---|---|-----------------------|
| DONCASTER EAST INTERNAL DRAINAGE BOARD | File Ref: | Agenda Item: 9 |
| Meeting: Board Meeting Date: 13th September 2024 | Subject: ASSET RENEWAL AND REFURBISHMENT | |

1. Overview of Current Focus

1:1 Projects

| Del Order | Project and Tasks | Description of Works | Est Expenditure | Exp to Date | Planned Completion |
|-----------|--|--|-----------------|-------------|--------------------|
| 1 | Severn Arches PS - New control panel | Replacement of Pump control panel following significant NICEIC testing failure of existing panel. | £40,000 | £1,461.00 | 31/12/24 |
| 2 | Park Drain Pumping Station - Pump repairs to Pump 1 and 3 | Repairs to Pump 1 and Pump 3 following seal leak failures on both pumps. | £65,000 | £27,270.30 | 29/11/24 |
| 3 | Newington Pumping Station - Pump Replacement | Replacement of pumps for Fish Friendly Pumps and associated control infrastructure. | £90,420 | £582.00 | 31/03/24 |
| | | | £73,580 | | |
| | | | £164,000 | | |
| 4 | Idle Stop Pumping Station - Pump 1 repair | Refurbishment of Pump 1 following failure. | £17,000 | £16,874.00 | 20/09/24 |
| 5 | Cadmans Pumping Station - Pump Repairs - Replacement | Replacement of pumps due to seal leak failures. NB Replacement is more cost effective than refurbishment | £37,000 | £ - | 31/03/25 |
| 6 | Kilham Farm Pumping Station - Pump Repairs - Replacement | Replacement of pumps due to seal leak failures. NB Replacement is more cost effective than refurbishment. | £32,000 | £ - | 31/03/25 |
| 7 | South Thorne Bank Pumping Station - Pump Repairs - Replacement | Replacement of pumps due to seal leak failures. NB Replacement is more cost effective than refurbishment. | £10,000 | £8,950.00 | 30/09/24 |
| 8 | Torne Bridge Pumping Station - Pumps Repairs - Replacement | Replacement of pumps due to seal leak failures. NB Replacement is more cost effective than refurbishment. | £28,000 | £10.18 | 31/03/25 |
| 9 | Sandall Grange Pumping Station - Pump replacement / refurbishment | Replacement of pumps due to seal leak failures NB Replacement is more cost effective than refurbishment. | £17,500 | £ - | 31/03/25 |
| 10 | Park Drain Pumping Station Refurbishment | Rebuilding of the pumping station to fit fish and eel compliant pumps and delivery of Isle of Axholme Flood Risk Management Strategy aims. | £2,625,000 | £57,296.00 | 31/10/26 |
| 11 | High Level South Pumping Station - H&S Improvements | Purchase of Land to enable boundary fence to be erected and a dedicated weed dump area to be built. | £50,000 | £ - | 31/10/25 |
| 12 | Huxterwell PS - weedscreen cleaner install (from Parsons Carr) | Repairs to WSC trolley following breakdown of gearbox following reinstall. | £20,000 | £ - | 31/03/25 |

| | | | |
|-------|----------------|-------|----------|
| Board | Storm Recovery | FDGiA | Partners |
|-------|----------------|-------|----------|

1:2 Storm Recovery Tranche 1

| Location | Flood Impact Category | Estimated cost |
|------------------------|----------------------------|----------------|
| Pumping Stations - all | Additional Electricity | £37,805.78 |
| Board area | Additional Workforce Hours | £2,235.01 |
| | | £40,040.79 |
| Drains - DEIDB | Additional Workforce Hours | £1,163.53 |
| Drains - DEIDB | Operational Costs | £3,239.57 |
| | | £4,403.10 |
| Tickhill PS | Asset Repairs | £354.92 |
| Kilham Farm PS | Asset Repairs | £674.24 |
| South Thorne PS | Asset Repairs | £216.65 |
| Cadmans PS | Asset Repairs | £303.32 |
| Park Drain PS | Asset Repairs | £2,816.21 |
| Langolme PS | Asset Repairs | £250.00 |
| 24/25 Costs | | |
| Kilham Farm PS | Asset Repairs | £2,437.40 |
| Sandall Grange PS | Asset Repairs | £190.16 |
| South Thorne PS | Asset Repairs | £190.16 |
| Cadmans PS | Asset Repairs | £142.62 |
| Newington PS | Asset Repairs | £190.16 |
| Park Drain PS | Asset Repairs | £7,475.00 |
| South Thorne PS | Asset Repairs | £8,950.00 |
| Future | | |
| Kilham Farm | Asset Replacement | £30,031.00 |
| Torne Bridge | Asset Replacement | £26,877.00 |
| Cadmans | Asset Replacement | £35,390.00 |
| Sandall Grange | Asset Replacement | £15,146.00 |
| Newington | Asset Replacement | £90,420.00 |
| | | £222,054.84 |
| | Total | £266,498.73 |

Storm Recovery Tranche 1 has been awarded in full and payments will be made in three instalments:

- (a) £133,265.80 - September 2024.
- (b) £88,821.94 - October 2024 - Project update reports required.
- (c) £44,410.99 - March 2024 - Project update and completion reports required.

1:3 Storm Recovery Tranche 2 Bids

| Project | Description | Bid |
|--|---|-------------------|
| Middle Drain (Tickhill) Catchment Improvements | Reforming a number of watercourses, improving access, bank repairs and storage within the channel. | £582,661 |
| Kilham Farm to Candy Farm Catchment Improvements | Reforming from Kilham Farm through to Candy Farm, deepening and widening the watercourse, replacing the A614 Road culvert and improving safety around gas main crossings. | £429,679 |
| 10 Water Level Monitoring Sites | New water level monitoring throughout the catchment to improve pump operation and water level issue identification. | £90,325 |
| Total | | £1,102,665 |

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 Newington Pumping Station Refurbishment

- 2:1:1 As part of the Tranche 1 bids made under the IDB Flood Recovery and Asset Improvement Grant Scheme, funding has been awarded in the amount of £90,420 to replace the existing pumps at the station. As part of the conditions of the funding awarded, the works will need to be completed by the 31st March 2025.
- 2:1:2 Aquatic Control Engineering Ltd (ACE), who are the sole distributor of the Pentair Nijhuis (small) fish friendly pumps, recently carried out a full survey of the site. These are currently the only fish friendly pumps available on the market that are capable of meeting the agreed fish and eel standards at a discharge rate under 300l/s per pump which is required at Newington PS. The purchase of these pumps would be an exception to the Board's Financial Regulations
- 2:1:3 Budget costs for the two new fish friendly pumps (including ancillary works) and a new control panel are £164,000. With £90,420 from the Flood Recovery Fund the remaining £73,580 will be funded by the Coal Authority. This is a partial refurbishment of the station to maintain operation with the remaining works to be undertaken to align with Coal Authority funding.
- 2:1:4 The quotation from ACE for the supply, damming, install and commissioning of 2 no Pentair Nijhuis 200l/s fish friendly pumps is £123,690.00

Recommendation:

- To place and order with Aquatic Control Engineering in the amount of £123,690 for the 2no Pentair Nijhuis fish friendly pumps.

2:2 Elmhirst Pumping Station Refurbishment

- 2:2:1 Elmhirst Pumping Station Refurbishment has been delayed due to the catchment study and dependance on the Environment Agency's New Zealand Pumping Station. The local Environment Agency PSO team have now been tasked with ensuring that all of the Environment Agency Stations within the Isle of Axholme Flood Risk Management Strategy Area have a capital programme plan to become Fish and Eel compliant.
- 2:2:2 The Environment Agency would like to jointly progress the development of the capital refurbishment plan for both Elmhirst and New Zealand pumping stations, with the Board taking the lead on the study and OBC development. The Environment Agency would support in obtaining additional FDGiA to support and fund the work.
- 2:2:3 The Doncaster Strategic Hydraulic Modelling undertaken jointly between the Board, Environment Agency and Coal Authority developed the baseline for the New Zealand and Elmhirst catchments and this will be used to demonstrate the appropriate refurbishment or potential rationalisation of both stations to deliver the Board's service requirements and Isle of Axholme Flood Risk Management Strategy Aims.
- 2:2:4 The use of consultants and frameworks for the development of the modelling and OBC given the current project workload would enable efficient delivery.

Recommendation:

- To progress the development of the modelling and OBC jointly with the Environment Agency for New Zealand and Elmhirst pumping stations.

2:3 Other Projects

- 2:3:1 The following projects are within the planned works programme for this year 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.

| <i>Project</i> | <i>Description</i> | <i>Risk</i> |
|---|--|-------------|
| Blaxton Quarry PS Refurbishment | Refurbishment of pumping station including replacement of pumps, control panel and weedscreen. Isle of Axholme Flood Risk Management Strategy supports potential rationalisation with Candy Farm South. | |
| Severn Arches Pumping Station Refurbishment | Refurbishment of pumping station including replacement of pumps, control panel, weedscreen, sheet pile painting and replacement fencing. Partial works being undertaken to replace control panel to make the station safe. | |
| Park Drain Slips | No planned works to repair the bank whilst discussions are ongoing with owners and occupiers of the site. | |
| Great Black Lane Tickhill Drainage Scheme | Local Levy application for study and drain improvements to alleviate localised flooding. | |
| Huxterwell Drain Improvements | Improvements to Huxterwell Drain adjacent M18 where the FARRRs Road diverted the watercourse into a drain of insufficient capacity. Works to be funded by DMBC. | |
| Wood and Ealand Common Drain Study | Local Levy application for study and drain improvements to alleviate localised flooding. | |

| | | |
|----------------------------|--|--|
| Boating Dyke Study | Local Levy application for study for improvements to alleviate localised flooding and understand culvert capacity and restrictions. | |
| Franklins PS Refurbishment | Refurbishment of pumping station including replacement of pumps, control panel, weedscreen. Isle of Axholme Flood Risk Management Strategy supports potential rationalisation with the EA's Bull Hassocks or Tunnel Pitts South. | |

Robert Brown
Senior Engineer

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|--|---|------------------------|
| DONCASTER EAST INTERNAL DRAINAGE BOARD | File Ref: | Agenda Item: 10 |
| Meeting: Board Meeting Date: 13th September 2024 | Subject: PLANNING, CONSENTING AND ENFORCEMENT ISSUES | |

1. Overview of Current Focus

1:1 For the period 21st May to 31st August 2024, three Byelaw consents have been issued under delegated authority, three Section 23 consents granted and comments have been submitted on 11 planning applications (these are detailed on the attached schedule).

2. Matters for Note

2:1 Byelaw Application - Surface Water Discharge at Bessacarr

2:1:1 At the June Board meeting an application presented to the Board for the discharge of surface water to the Board maintained Railway Drain from Kelsey Gardens at Bessacarr was deferred.

2:1:2 The decision to defer related to the condition of the Board maintained Railway Drain. Officers confirm that the surface water connection is downstream of the section that the Board has difficulty in maintaining. The connection is currently in place and no flooding is known to be caused by the surface water discharge.

2:2:3 It is recommended that the Board grant consent for the surface water discharge, subject to the payment of a surface water development contribution. The presently calculated amount is £264,294.77.

Recommendation:

- To grant consent to the discharge of surface water from development at Kelsey Gardens, Bessacarr to the Board maintained Railway Drain subject to payment of a surface water development contribution.

2:2 Byelaw Application - Surface Water Discharge and Location of Structures within 9m at Balby Drain, Balby

2:2:1 An application has been received by the developers of a housing estate in Balby for the surface water discharge into the Board maintained Balby Drain watercourse which forms the eastern boundary of the site.

2:2:2 The drawings submitted with the application show a pumping station, manholes, pipework and attenuation crates with easements and substantial planting being located within 9m of the Board maintained watercourse.

2:2:3 The development site is 4.5 acres (1.8Ha) and the developers are requesting a peak pumped discharge rate of 5l/s (2.8l/s/Ha).

2:2:4 The applicants were advised during the planning stage that no structure or planting should be located within 9m of the Board maintained Balby Drain and the surface water

discharge rate should not exceed 1.4l/s/ha (the discharge rate used for all pumped catchments).

- 2:2:5 The applicants have been reminded of the 9m Byelaw zone and discharge rate and have responded that they have received planning permission and requested the Boards Byelaws so that they can take legal advice.
- 2:2:6 The application is currently not in a position to be determined as updated drawings and information to support the application are still being received.
- 2:2:7 Currently maintenance is only able to be undertaken from the western bank although future development may open the eastern bank for Board access.

Recommendation:

- That no structures, fencing, planting or services be permitted within 9m of the Board maintained Balby Drain.

R. Brown
Senior Engineer

D Cowling
Planning and Development Control Officer

FOR MEMBERS' INFORMATION ONLY

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|--|--------------------------------------|------------------------|
| DONCASTER EAST INTERNAL DRAINAGE BOARD | File Ref: | Agenda Item: 11 |
| Meeting: Board Meeting Date: 13th September 2024 | Subject: ENVIRONMENTAL REPORT | |

| |
|--|
| Recommendation: To note report of Officers. |
|--|

1. Mink and Water Vole

- 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 shorter time and less expensively than predicted. The recovery of water voles, moorhens, reed buntings and myriad other mink prey species is positively rapid.
- 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.
- 1:3 Our water vole records are providing the WVRP with ideal locations to carry out a genetic studies project this autumn, this will involve collecting water vole latrines from rafts placed in some of our drains. Our Environmental Officer has been invited to a water vole release ark site in Nottinghamshire as in appreciation of the partnership work.

2. Natural England's Species Conservation Strategies

- 2:1 Our Environmental Officer will represent ADA in an upcoming Species Conservation Strategies Future Direction workshop. The aims 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.

3. Water Vole Licence

- 3:1 The boards Environmental Officer has been approved to hold a Class Licence (CL24) to oversee any works requiring water vole mitigation. As some works were undertaken under Chris Mannings licence earlier in the year, both licences will be used until the end of the year to ensure a smooth crossover.

4. Autumn ADA Environment Forum

- 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

5. Barn Owls

- 5:1 The annual monitoring of barn owls across the Consortium produced mixed results. Lindsey Marsh had positive results in the north of the District but less so in the south. Isle of Axholme suffered its worst findings to date and the Trent Valley had a positive result. Factors affecting the results include prey availability, voles in the flooded areas will have struggled to breed.
- 5:2 An overhaul of replacement boxes was required, most of the nest boxes are in a very poor state, some are now unusable or too dangerous to check safely. Overall, 18 replacement boxes were required to get the Consortiums boxes back to achieving previous high standards.
- 5:3 Thy reason so many boxes require replacement is due to the ongoing discussions as to whether recycled plastic boxes could replace the older marine ply boxes. After researching the benefits of both, The Consortium will proceed with new duraply boxes which have a life of around 15 years and are strongly recommended by the Wildlife Conservation Partnership (WCP). These boxes are used widely across other IDB and EA networks. Although the life of plastic boxes would be longer, flaws include:
- (a) The WCP refuse to monitor them as they're deemed to not be environmentally friendly nor biodegradable,
 - (b) Most of our boxes are attached to poles and open to all weathers, plastic boxes can overheat if exposed,
 - (c) WCPs design is useable by both barn owl and kestrel,
 - (d) No other IDB nor the EA are using the plastic boxes.

6. Electronic Recording

- 6:1 Recording is now in full flow with over 600 records collected already across the Consortium. 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.

R. Brown
Senior Engineer

I. Turner
Environmental Officer

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|---|-------------------------|------------------------|
| DONCASTER EAST INTERNAL DRAINAGE BOARD Meeting: Board Meeting Date: 13th September 2024 | File Ref: | Agenda Item: 12 |
| | Subject: FINANCE | |

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> |
|------------------------|----------------------|------------------------|
| Lloyds Current Account | £968,114.26 | 0.00% |
| Lloyds Rating Account | £362,744.61 | 0.00% |
| Total | £1,330,858.87 | |

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 | 6th September 2024 | £6,490.41 | 5.15% |

On the 6th 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 6th March 2025 earning interest of £5,764.73.

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

| <i>31st March 2024 Balance</i> | <i>31st July 2024 Balance</i> | <i>Capital Repayments in Period</i> | <i>Interest Charge in period</i> |
|--------------------------------|-------------------------------|-------------------------------------|----------------------------------|
| £267,183.73 | £257,816.91 | £9,366.82 | £931.88 |

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 31st 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 – negative variance represents lower than expected position</i> | <i>Weighted Budgets</i> | <i>Actuals</i> |
|---|---|---|-------------------------|--------------------|
| | £ | £ | £ | £ |
| Income | 1,592,123 | 44,680.13 | 761,201.50 | 805,881.63 |
| Own use of plant or labour on Schemes | 0.00 | 634.35 | 0.00 | 634.35 |
| Total Funds In | 1,592,123 | 45,314.48 | 761,201.50 | 806,515.98 |
| Maintenance costs for drains & PS etc | -792,886 | -53,041.01 | -68,519.00 | -121,560.01 |
| Supportive Costs | -600,281 | 7,345.35 | -103,354.00 | -96,008.65 |
| Balance sheet costs incl Assets & Loans | -60,793 | 0.18 | -9,367.00 | -9,366.82 |
| Board funding to schemes | -143,000 | 0.00 | -143,000 | -143,000 |
| Total Funds Out | -1,596,960 | -45,695.48 | -324,240.00 | -369,935.48 |
| Unplanned adjustment to / (from) Reserves to Schemes | 0.00 | 0.00 | 0.00 | 0.00 |
| Surplus / (Deficit) for the Year / Period | -4,837 | - 381.00 | 436,961.50 | 436,580.50 |

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

1:4:1 Balance Sheet - as at 31st July 2024

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

1:4:2 Trade Debtors - at 31st July 2024

| <i>Customer</i> | <i>Notes</i> | <i>Debt risk included in Period Balance Total</i> | <i>Period Balance Total</i> | <i>31st March 2024 Balance</i> |
|---|---|---|-----------------------------|--------------------------------|
| | | | £233,072.74 | £387,511.93 |
| Yorkshire Water | Relates to debt between 03/2020 & 05/2023 | £54,766.97 | All debts are being chased. | |
| Environment Agency | Relates to debt 12/2023 | £42,324.32 | | |
|  | Relates to debt between 07/2023 & 02/2024 | £29,755.65 | | |
| Total | | £126,846.94 | | |

1:4:3 Trade Creditors and Retentions – at 31st July 2024

| <i>Supplier</i> | <i>Notes</i> | <i>Credit balances of note included in period balance</i> | <i>Period Balance Total</i> | <i>31st March 2024 Balance</i> |
|---------------------|-------------------------------|---|-----------------------------|--------------------------------|
| | | | £89,921.75 | £249,656.85 |
| Trade Creditors | No debt older than 30 days | £87,085.63 | | |
| Supplier Retentions | Relates to Interlec Retention | £2,836.12 | | |
| Total | | £89,921.75 | | |

1:4:4 Reserves - Plant Reserve - at 31st July 2024

| | |
|--|------------|
| Plant Reserve Balance at 1st April 2024 | £10,000.00 |
| 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 |
| Remaining Balance in Plant reserve | £10,000.00 |

1:4:5 Reserves – Schemes Reserve – at 31st July 2024

| | |
|---|--------------------|
| Scheme Reserve Balance at 1st April 2024 | £489,023.22 |
| Planned addition to Schemes from Rating Income in 2024/25 Estimates | £143,000.00 |
| Loan funding received into Schemes in period | £0.00 |
| Funding into the Schemes from External Sources – including grants & contributions | £0.00 |
| Expenditure within Schemes in period | -£16,926.76 |
| Unplanned Adjustments from / (to) general reserves | £0.00 |
| Remaining Balance in Schemes Reserve at period end | £615,096.46 |

A number of Schemes are currently overspent; however, these are expecting funds from Partners and/or Tranche funds for emergency works.

Within the Remaining Balance, the PS Renewal Reserve, used to fund future schemes, currently holds £175,000, which is earmarked for future use mainly within 2026/27.

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.

1:4:6

Recommendations:

- To approve the Budgetary Management Accounts, including Balance Sheet, for the Period to 31st July 2024.

2. Overview – Forecast Position - Unforeseen Expenditure and Income
 2:1 Forecast of Outturn affecting General Reserves at 31st 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 and 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 31st March 2025 |
|---|----|--|---|--|---|
| | 2 | £ | £ | £ | £ |
| Income | 3 | 1,592,123 | | | |
| • Tranche 1 money | 4 | | 266,499 | | |
| • PSCA Income | 5 | | 28,000 | | 1,941,622 |
| • Higher PS contributions | 6 | | 40,000 | | |
| • Admin fees from recharges | 7 | | 15,000 | | |
| Use of plant or labour on Schemes | 8 | 0.00 | | | 634 |
| • Use of labour within schemes | 9 | | 634 | | |
| Total Funds In | 10 | 1,592,123 | 350,133 | 0 | 1,942,256 |
| Maintenance costs for drains & PS etc | 11 | -792,886 | | | |
| • PS contractor expenditure | 12 | | | -30,000 | -883,886 |
| • PS electric | 13 | | | -40,000 | |
| • PSCA expenditure | 14 | | | -21,000 | |
| Supportive Costs | 15 | -600,281 | | | |
| • Consortium Costs | 16 | | 22,000 | | -584,781 |
| • Employment Advice | 17 | | | -6,500 | |
| Balance sheet costs incl Assets & Loans | 18 | -60,793 | | | -60,793 |
| Board funding to schemes | 19 | -143,000 | | | -143,000 |
| Total Funds Out | 20 | -1,596,960 | 22,000 | -97,500 | -1,672,460 |
| Unplanned adjustment to / (from) Reserves to Schemes | 21 | 0.00 | 0.00 | -214,670 | -214,670 |
| Surplus/(Deficit) for Year/period | 22 | -4,837 | 372,133 | -312,170 | 55,126 |
| Improvement in Surplus / (deficit) position | 23 | | | | 59,963 |

2:2 Forecast of Surplus Cash Position at 31st March 2025

| | |
|---|--------------------|
| Surplus Cash Reserve Balance at 1st April 2024 | £564,246.69 |
| Funds to be held for Plant Reserve at 1st April 2024 | £10,000.00 |
| Funds to be held for Commuted Sum Reserve at 1st April 2024 | £75,774.68 |
| Total Cash reserves at 1st of April 2024 | £650,021.37 |
| Expected Deficit position for the year to 31st March 2025 | -£4,837.00 |
| Forecasted difference to Surplus / (deficit) position at 31st March 2025 | £59,963.00 |
| Forecasted Total Cash Reserve at 31st March 2025 | £705,147.37 |
| Forecasted funds held in Plant Reserve at 31st March 2025 | -£10,000.00 |
| Forecasted funds held in Commuted Sums at 31st March 2025 | -£75,774.68 |
| Forecasted Surplus Cash Position at 31st March 2025 | £619,372.69 |

2:3

Recommendations:

- To approve the Forecast of Outturn Position to 31st March 2025.

3. Matters for Note

3:1 Debtors - Legal Agreement

Due to issues arising from the debt relating to Yorkshire Water, Officers are seeking clarity of the existing legal agreement, of which the Board does not hold a copy, and will seek to ensure surety of continued contribution towards the costs of the respective Pumping Stations.

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 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.

Mrs N. Hind FCCA
Finance Manager

Appendix 1

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

| <i>Loan Number</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> |
|--------------------|-----------------------------|---------------------|------------------------------|----------------------|----------------------------|
| 501518 | £230,000.00 | 2002 | 25 | 4.75% | £50,451.00 |
| 501506 | £84,154.00 | 2003 | 25 | 4.65% | £23,020.00 |
| 501507 | £52,119.00 | 2003 | 25 | 4.65% | £14,257.02 |
| 501508 | £58,368.00 | 2003 | 25 | 5.25% | £18,345.24 |
| 501519 | £116,000.00 | 2003 | 25 | 4.85% | £32,227.42 |
| 501520 | £43,535.00 | 2005 | 25 | 4.45% | £16,233.40 |
| 501514 | £138,106.74 | 2010 | 18 | 4.86% | £63,987.31 |
| 501517 | £227,543.39 | 2011 | 14 | 3.83% | £39,295.52 |
| Total | | | | | £257,816.91 |

Appendix 2

DONCASTER EAST INTERNAL DRAINAGE BOARD 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 |
|--|----------------------|----------------------|----------------------|--------------------|--|
| INCOME | | | | | |
| 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 | | | | | |
| Agricultural drainage rates | 122,369.00 | (373.93) | 122,369.00 | 121,995.07 | |
| Special levies | 1,128,747.00 | 0.00 | 564,373.50 | 564,373.50 | |
| Rental, wayleaves & grazing income | 211.00 | 0.00 | 100.00 | 100.00 | |
| Income from PSCAs | 20,000.00 | (389.00) | 389.00 | 0.00 | Weedcutting works for the EA |
| Income from rechargeable works | 0.00 | 0.00 | 0.00 | 0.00 | |
| Income from recharge of disbursements | 0.00 | 0.00 | 0.00 | 0.00 | |
| Income from consenting | 33,000.00 | 2,371.60 | 11,319.00 | 13,690.60 | Includes Surface Water Contributions of £11,960.60 and Consent fees £1,730. |
| Contributions to PS expenditure | 237,620.00 | 40,124.82 | 51,920.00 | 92,044.82 | Directly relateable to PS costs, the higher the costs the higher the contributions |
| Contributions to other costs | 32,176.00 | (170.25) | 10,731.00 | 10,560.75 | Contribution towards Vehicle running costs £2,568.26 plus rental to CA £2,400. Contributions to DLO shared with IOA £5,592.49. |
| Deferred income, commuted sums & contributions | 0.00 | 0.00 | 0.00 | 0.00 | |
| Other income | 0.00 | 3,116.89 | 0.00 | 3,116.89 | Admin fee on Scheme & PS Contributions of £3,116.89 |
| Investment interest | 18,000.00 | 0.00 | 0.00 | 0.00 | |
| TOTAL INCOME - not including absorption income | 1,592,123.00 | 44,660.13 | 761,201.50 | 805,881.63 | |
| Own use of plant recharged (absorption) to Schemes | 0.00 | 0.00 | 0.00 | 0.00 | Use of own plant within schemes improves the General Surplus Cash Position of the Board |
| Own use of labour recharged (absorption) to Schemes | 0.00 | 634.35 | 0.00 | 634.35 | Use of own DLO labour within schemes improves the General Surplus Cash Position of the Board. |
| TOTAL INCOME - including absorption income in scheme | 1,592,123.00 | 45,314.48 | 761,201.50 | 806,515.98 | Positive Variance on Income - will increase General Cash Reserves. |

DONCASTER EAST INTERNAL DRAINAGE BOARD 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 |
|---|----------------------|----------------------|----------------------|--------------------|---|
| EXPENDITURE | | | | | |
| Where the expenditure variance is negative this shows that the expenditure is more than estimated for | | | | | |
| MAINTENANCE & DEVELOPMENT EXPENDITURE - EXTERNAL COSTS ONLY | | | | | |
| Drain maintenance expenditure | 393,254.00 | 888.86 | 1,583.00 | 694.14 | Electric £34,580.97 over budget. Contractors/consultants £23,139.81 over budget however the majority of this has been recharged to partners |
| Pumping station expenditure | 358,139.00 | (54,426.18) | 59,519.00 | 113,945.18 | |
| PSCA Recharge expenditure | 20,000.00 | 389.00 | 389.00 | 0.00 | No PSCA works undertaken |
| Recharge expenditure | 0.00 | 0.00 | 0.00 | 0.00 | |
| Consenting time expenditure | 21,493.00 | 107.31 | 7,028.00 | 6,920.69 | External Consultants time spent on applications |
| Disbursement Costs | 0.00 | 0.00 | 0.00 | 0.00 | |
| Cost of goods sold & stock variances | 0.00 | 0.00 | 0.00 | 0.00 | |
| TOTAL MAINTENANCE & DEVELOPMENT EXPENDITURE | 792,886.00 | (53,041.01) | 68,519.00 | 121,560.01 | |
| SUPPORTIVE EXPENDITURE | | | | | |
| DLO costs | 89,244.00 | 757.09 | 26,405.00 | 25,647.91 | |
| Other direct expenses | 5,970.00 | 855.54 | 1,015.00 | 159.46 | |
| Environment Agency precept | 218,680.00 | 0.00 | 0.00 | 0.00 | 1st installment paid 01.08.24 £109,440 |
| Support & establishment costs | 272,540.00 | 5,587.28 | 74,261.00 | 68,673.72 | Consortium fees £7.2k lower than estimate. Employment advice £2.3k over budget. |
| Finance costs | 13,447.00 | (54.56) | 1,473.00 | 1,527.56 | |
| Depreciation costs | 0.00 | 0.00 | 0.00 | 0.00 | |
| Bad debt costs | 0.00 | 0.00 | 0.00 | 0.00 | |
| Biodiversity & environmental costs | 200.00 | 200.00 | 200.00 | 0.00 | |
| TOTAL SUPPORTIVE EXPENDITURE | 600,281.00 | 7,345.35 | 103,354.00 | 96,008.65 | |
| TOTAL EXPENDITURE | 1,393,167.00 | (45,695.66) | 171,873.00 | 217,568.66 | |
| | 198,956.00 | (381.18) | 589,328.50 | 588,947.32 | |
| EXCEPTIONAL INCOME | 0.00 | 0.00 | 0.00 | 0.00 | This is a non-monetary accounting adjustment |
| INCOME OVER EXPENDITURE | 198,956.00 | (381.18) | 589,328.50 | 588,947.32 | |

DONCASTER EAST INTERNAL DRAINAGE BOARD
Variance to Estimates Report

| | Whole Yr Estimate | 31.07.24 Variance | 31.07.24 Estimate | 31.07.24 Actual | |
|--|----------------------|----------------------|----------------------|--------------------|--|
| INCOME OVER EXPENDITURE | 198,256.00 | (381.18) | 588,328.50 | 588,947.32 | |
| ADJUSTMENTS TO THE FINANCIAL STATEMENTS TO ADJUSTMENTS FOR NON MONETARY ITEMS | | | | | |
| 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 | 0.00 | 0.00 | 0.00 | This is a non-monetary accounting adjustment |
| | <u>198,256.00</u> | <u>(381.18)</u> | <u>588,328.50</u> | <u>588,947.32</u> | |
| ADJUSTMENTS FOR BALANCE SHEET ENTRIES | | | | | |
| Adjustments for Reserves Movements | | | | | |
| Add the intended transfer to Plant Renewals Fund -Irf in reserves (rated for) | 0.00 | 0.00 | 0.00 | 0.00 | No planned transfers in year. Plant reserve currently has reserves of £10k |
| Plant/Vehicle net expenditure occurred in year - funded from Plant reserve | 0.00 | 0.00 | 0.00 | 0.00 | |
| Plant/Vehicle planned net expenditure not occurred in year - held over to Plant reserve | 0.00 | 0.00 | 0.00 | 0.00 | |
| | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> | |
| Fixed Asset Adjustments | | | | | |
| Motor | 0.00 | 0.00 | 0.00 | 0.00 | There are NO budget plant / vehicle additions in the 24/25 year |
| | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> | |
| Plant additions | 0.00 | 0.00 | 0.00 | 0.00 | |
| | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> | |
| Plant disposals | 0.00 | 0.00 | 0.00 | 0.00 | |
| | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> | |
| Loan Capital Adjustment | | | | | |
| PWLB Loan repayments - Existing | 60,793.00 | (0.18) | 9,367.00 | 9,366.82 | |
| PWLB Loan repayments - Future | 0.00 | 0.00 | 0.00 | 0.00 | |
| | <u>60,793.00</u> | <u>(0.18)</u> | <u>9,367.00</u> | <u>9,366.82</u> | |
| Non I&E (Costs) & Income | <u>60,793.00</u> | <u>(0.18)</u> | <u>9,367.00</u> | <u>9,366.82</u> | |
| Variance at 31/07/2024 | <u>138,163.00</u> | <u>(381.00)</u> | <u>579,961.50</u> | <u>579,580.50</u> | |
| Planned Board Funding towards schemes | (143,000.00) | 0.00 | (143,000.00) | (143,000.00) | |
| Surplus(deficit) to be taken from General Reserves as at 31st July 2024 | <u>(4,837.00)</u> | <u>(381.00)</u> | <u>436,961.50</u> | <u>436,580.50</u> | |
| See Transfer of Budgets: | | | | | |
| Additional Funds Required for Engineering Schemes to be taken from General Reserves | 0.00 | 0.00 | 0.00 | 0.00 | |
| Engineering Scheme funds transferred back to General Reserves | 0.00 | 0.00 | 0.00 | 0.00 | |
| Variance at 31/07/2024 | <u>(4,837.00)</u> | <u>(381.00)</u> | <u>436,961.50</u> | <u>436,580.50</u> | |

Appendix 3

Doncaster East Internal Drainage Board Balance Sheet Report

| All Values are shown in Pound Sterling | | Selected Period 4 | ending 31/07/2024 |
|--|--|-------------------|-------------------|
| | | Current Year | Previous Year |
| FIXED ASSETS | | | |
| LAND & BUILDINGS | | 22500 00 | 22500 00 |
| PUMPING STATIONS | | 311916 66 | 311916 66 |
| PLANT & EQUIPMENT | | 3336 64 | 3336 64 |
| MOTOR VEHICLES | | 7905 55 | 7905 55 |
| TOTAL FIXED ASSETS | | <u>345659.45</u> | <u>345659.45</u> |
| CURRENT ASSETS | | | |
| BANK ACCOUNT | | 1580658.87 | 1028316.38 |
| STOCK | | 30.75 | 30.75 |
| DEBTORS CONTROL ACCOUNT | | 233072.74 | 387511.93 |
| RATES DEBTORS ACCOUNT | | 22548.68 | (259.10) |
| OTHER DEBTORS | | 992.74 | |
| PREPAYMENTS | | 6588.77 | 6588.77 |
| TOTAL CURRENT ASSETS | | <u>1847072.58</u> | <u>1428167.73</u> |
| CURRENT LIABILITIES | | | |
| TRADE CREDITORS & SUPPLIER RETENTIONS | | 89921.75 | 246656.85 |
| OTHER CREDITORS | | | 371.84 |
| ACCRUALS | | 2690.02 | 4292.10 |
| VAT LIABILITY | | (4257.41) | (21867.23) |
| PAYE CONTROLS | | 1641.59 | 1612.09 |
| LOANS | | 51426.84 | 60792.66 |
| DEFERRED INCOME & COMMUTED SUMS | | 56378.28 | 53057.49 |
| TOTAL CURRENT LIABILITIES | | <u>196800.07</u> | <u>347915.80</u> |
| NET CURRENT ASSETS | | <u>1650272.51</u> | <u>1080251.93</u> |
| LONG TERM LIABILITIES | | | |
| LOANS DUE AFTER ONE YEAR | | 206391.07 | 206391.07 |
| TOTAL LONG TERM LIABILITIES | | <u>206391.07</u> | <u>206391.07</u> |
| | | <u>1789540.87</u> | <u>1217520.31</u> |
| RESERVES: | | | |
| EARMARKED | | | |
| PLANT RESERVES | | 10000 00 | 10000 00 |
| ENGINEERING PROJECTS RESERVE | | 615098 46 | 489023 22 |
| COMMUTED SUM RESERVE | | 75774 68 | 75774 68 |
| TOTAL EARMARKED | | <u>700871.14</u> | <u>574797.90</u> |
| CURRENT PERIOD SURPLUS / (DEFICIT) | | 572020 56 | 194403 57 |
| GENERAL RESERVES (P&L RESERVE) | | 516649 17 | 448318 84 |
| TOTAL UN-EARMARKED | | <u>1088669.73</u> | <u>642722.41</u> |
| NON-DISTRIBUTABLE | | | |
| TOTAL NON-DISTRIBUTABLE | | | |
| TOTAL RESERVES | | <u>1789540.87</u> | <u>1217520.31</u> |

Appendix 4

Schedule of payments over £500 submitted to the Doncaster East Internal Drainage Board meeting for approval on 13th September 2024

| Trans Date | Account | Narrative | Payment Value £ | Notes |
|------------|------------------------------------|------------------|--------------------|--|
| 11/04/2024 | P.A.Y.E. | PAYE Month 12 | 1,612.09 | |
| 25/04/2024 | Net Wages | Wages Week 3 | 4,152.61 | |
| 14/05/2024 | Total Energies | PP/TOTG001 | 827.78 | Pumping Station Electricity |
| 14/05/2024 | Total Energies | PP/TOTG001 | 1,242.25 | Pumping Station Electricity |
| 14/05/2024 | Total Energies | PP/TOTG001 | 1,957.95 | Pumping Station Electricity |
| 14/05/2024 | Total Energies | PP/TOTG001 | 2,199.23 | Pumping Station Electricity |
| 14/05/2024 | Total Energies | PP/TOTG001 | 2,252.68 | Pumping Station Electricity |
| 14/05/2024 | Total Energies | PP/TOTG001 | 2,605.91 | Pumping Station Electricity |
| 14/05/2024 | Total Energies | PP/TOTG001 | 2,885.25 | Pumping Station Electricity |
| 14/05/2024 | Total Energies | PP/TOTG001 | 2,963.65 | Pumping Station Electricity |
| 14/05/2024 | Total Energies | PP/TOTG001 | 3,081.14 | Pumping Station Electricity |
| 14/05/2024 | Total Energies | PP/TOTG001 | 3,360.66 | Pumping Station Electricity |
| 14/05/2024 | Total Energies | PP/TOTG001 | 4,663.49 | Pumping Station Electricity |
| 14/05/2024 | Total Energies | PP/TOTG001 | 4,878.73 | Pumping Station Electricity |
| 14/05/2024 | Total Energies | PP/TOTG001 | 5,713.59 | Pumping Station Electricity |
| 14/05/2024 | Total Energies | PP/TOTG001 | 6,503.95 | Pumping Station Electricity |
| 14/05/2024 | Total Energies | PP/TOTG001 | 7,566.17 | Pumping Station Electricity |
| 17/05/2024 | P.A.Y.E. | PAYE Month 1 | 1,641.19 | |
| 20/05/2024 | Woldmarsh Producers Ltd | PP/WOLD001 | 1,701.05 | Fuel and materials |
| 23/05/2024 | Net Wages | Wages Week 7 | 4,236.44 | |
| 03/06/2024 | Belton Motor Services | PP/BELT001 | 2,202.59 | Service and repairs to Ford Ranger Disbursement & Engineering Recharges |
| 03/06/2024 | Lindsey Marsh Drainage Board | PP/LMDB001 | 5,176.26 | Apr 24 |
| 03/06/2024 | North Lincs Engineering Ltd | PP/NLEN001 | 2,336.40 | Install Flap Valve at Kilham Farm PS |
| 03/06/2024 | TIAA | PP/TIAA001 | 1,632.00 | Audit report 2023/24 |
| 13/06/2024 | Isle of Axholme & North Notts WLMB | PP/IOAN001 | 2,653.94 | Shared Employee Recharge Apr 24 |
| 13/06/2024 | Lindsey Marsh Drainage Board | PP/LMDB001 | 17,838.53 | Consortium & Consenting Recharges Apr 24 |
| 13/06/2024 | Total Energies | PP/TOTG001 | 618.29 | Pumping Station Electricity |
| 13/06/2024 | Total Energies | PP/TOTG001 | 832.92 | Pumping Station Electricity |
| 13/06/2024 | Total Energies | PP/TOTG001 | 902.04 | Pumping Station Electricity |
| 13/06/2024 | Total Energies | PP/TOTG001 | 999.12 | Pumping Station Electricity |
| 13/06/2024 | Total Energies | PP/TOTG001 | 1,205.90 | Pumping Station Electricity |
| 13/06/2024 | Total Energies | PP/TOTG001 | 1,481.06 | Pumping Station Electricity |
| 13/06/2024 | Total Energies | PP/TOTG001 | 1,885.52 | Pumping Station Electricity |
| 13/06/2024 | Total Energies | PP/TOTG001 | 2,344.71 | Pumping Station Electricity |
| 13/06/2024 | Total Energies | PP/TOTG001 | 2,395.76 | Pumping Station Electricity |
| 13/06/2024 | Total Energies | PP/TOTG001 | 2,809.52 | Pumping Station Electricity |
| 13/06/2024 | Total Energies | PP/TOTG001 | 4,920.97 | Pumping Station Electricity |
| 13/06/2024 | Total Energies | PP/TOTG001 | 5,232.75 | Pumping Station Electricity |
| 13/06/2024 | Total Energies | PP/TOTG001 | 7,359.07 | Pumping Station Electricity |
| 14/06/2024 | P.A.Y.E. | PAYE | 1,693.41 | |
| 20/06/2024 | Net Wages | Wages & Salaries | 4,511.78 | |
| 26/06/2024 | Northern Powergrid | PP/NORT003 | 908.03 | Disconnect Electric supply at Pissy Beds PS |
| 28/06/2024 | Pension Fund | Nest | 560.65 | |

| | | | | |
|------------|------------------------------------|-----------------|-------------------|--|
| 09/07/2024 | Total Energies | PP/TOTG001 | 503.43 | Pumping Station Electricity |
| 09/07/2024 | Total Energies | PP/TOTG001 | 518.32 | Pumping Station Electricity |
| 09/07/2024 | Total Energies | PP/TOTG001 | 547.90 | Pumping Station Electricity |
| 09/07/2024 | Total Energies | PP/TOTG001 | 551.87 | Pumping Station Electricity |
| 09/07/2024 | Total Energies | PP/TOTG001 | 698.76 | Pumping Station Electricity |
| 09/07/2024 | Total Energies | PP/TOTG001 | 1,047.44 | Pumping Station Electricity |
| 09/07/2024 | Total Energies | PP/TOTG001 | 1,047.55 | Pumping Station Electricity |
| 09/07/2024 | Total Energies | PP/TOTG001 | 1,124.87 | Pumping Station Electricity |
| 09/07/2024 | Total Energies | PP/TOTG001 | 1,257.24 | Pumping Station Electricity |
| 09/07/2024 | Total Energies | PP/TOTG001 | 1,526.14 | Pumping Station Electricity |
| 09/07/2024 | Total Energies | PP/TOTG001 | 1,642.67 | Pumping Station Electricity |
| 09/07/2024 | Total Energies | PP/TOTG001 | 1,966.87 | Pumping Station Electricity |
| 09/07/2024 | Total Energies | PP/TOTG001 | 3,196.51 | Pumping Station Electricity |
| 09/07/2024 | Total Energies | PP/TOTG001 | 3,784.63 | Pumping Station Electricity |
| 09/07/2024 | Total Energies | PP/TOTG001 | 5,581.43 | Pumping Station Electricity |
| 12/07/2024 | Isle of Axholme & North Notts WLMB | PP/IOAN001 | 2,653.94 | Shared Employee Recharge May 24 Consortium, Consenting, Engineering and Disbursement Recharges May 24 |
| 12/07/2024 | Lindsey Marsh Drainage Board | PP/LMDB001 | 21,938.95 | Disbursement Recharges May 24 |
| 18/07/2024 | Net Wages | Wages Week 15 | 4,152.21 | |
| 19/07/2024 | P.A.Y.E. | PAYE | 1,715.87 | |
| 22/07/2024 | Public Works Loan Board | PWLB - PA501517 | 10,298.70 | Loan Repayments |
| 26/07/2024 | Inter-Lec Ltd | PP/INTL001 | 8,942.40 | Electric works at various pumping stations |
| 26/07/2024 | Isle of Axholme & North Notts WLMB | PP/IOAN001 | 2,653.94 | Shared Employee Recharge June 24 Engineering, Consenting, Shared Employee and Disbursement Recharges June 24 |
| 26/07/2024 | Lindsey Marsh Drainage Board | PP/LMDB001 | 19,821.67 | and Disbursement Recharges June 24 |
| 26/07/2024 | Pension Fund | NEST | 542.90 | |
| 01/08/2024 | Public Works Loan Board | PWLB - PA501506 | 12,547.29 | Loan Repayments |
| 02/08/2024 | Inter-Lec Ltd | PP/INTL001 | 8,910.00 | Weedrake trolley failure at Huxterwell PS |
| 02/08/2024 | Northern Divers (Engineering) Ltd | PP/NORT002 | 3,246.00 | Inspection of pump chamber at Balby Carr PS |
| 06/08/2024 | Total Energies | PP/TOTG001 | 506.49 | Pumping Station Electricity |
| 06/08/2024 | Total Energies | PP/TOTG001 | 517.99 | Pumping Station Electricity |
| 06/08/2024 | Total Energies | PP/TOTG001 | 668.79 | Pumping Station Electricity |
| 06/08/2024 | Total Energies | PP/TOTG001 | 809.14 | Pumping Station Electricity |
| 06/08/2024 | Total Energies | PP/TOTG001 | 874.68 | Pumping Station Electricity |
| 06/08/2024 | Total Energies | PP/TOTG001 | 1,045.31 | Pumping Station Electricity |
| 06/08/2024 | Total Energies | PP/TOTG001 | 1,430.72 | Pumping Station Electricity |
| 06/08/2024 | Total Energies | PP/TOTG001 | 2,171.44 | Pumping Station Electricity |
| 06/08/2024 | Total Energies | PP/TOTG001 | 3,028.73 | Pumping Station Electricity |
| 06/08/2024 | Total Energies | PP/TOTG001 | 3,396.79 | Pumping Station Electricity |
| 09/08/2024 | Belton Motor Services | PP/BELT001 | 523.92 | Service and MOT to Ford Ranger |
| 09/08/2024 | Burn Fencing Ltd | PP/BURN001 | 4,830.00 | Mesh gate and fencing |
| 09/08/2024 | Schneider Electric Systems UK Ltd | PP/SCHN001 | 4,512.64 | Telemetry support Jul-Sept 24 |
| 12/08/2024 | Public Works Loan Board | PWLB - PA501518 | 13,388.63 | Loan Repayments |
| 15/08/2024 | Net Wages | Wages Week 19 | 4,358.46 | |
| 16/08/2024 | Burn Fencing Ltd | PP/BURN001 | 6,390.00 | Replacement of stolen gates Flood & Coastal Erosion Risk Management |
| 22/08/2024 | Environment Agency | PP/ENVA001 | 109,440.00 | Levy |
| 30/08/2024 | Isle of Axholme & North Notts WLMB | PP/IOAN001 | 3,056.40 | Shared Employee Recharge July 24 Engineering, Consenting, Consortium and Disbursement Recharges July 24 |
| 30/08/2024 | Lindsey Marsh Drainage Board | PP/LMDB001 | 27,658.11 | Disbursement Recharges July 24 |
| | | Total | 449,574.77 | |

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

| | | |
|--|---|------------------------|
| DONCASTER EAST INTERNAL DRAINAGE BOARD | File Ref: | Agenda Item: 14 |
| Meeting: Board Meeting Date: 19th September 2024 | Subject: CORPORATE SERVICES UPDATE | |

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. | 141 pieces of land/watercourse already registered and address changes made. Of 25 PSs, only six are fully registered to the Board. These are being reviewed to ensure they are correctly registered with the Land Registry. Initial review is complete but further investigation required. Work will then be prioritised and 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. Will be issued to all staff after proof reading and formatting. Byelaws - awaiting Ministerial approval. Timescale for review of other policies to be presented to November Board meeting. |
| Completion of outstanding Legal Agreements: First Point Business Park Unity Connect Iport | Awaiting confirmation of plan. Ready for signature. Awaiting comments from solicitor on proposed changes. |

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:

| Board | 2023/24 | 2024/25 | Overall Increase |
|-------|-------------|-------------|------------------|
| 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. 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. The DE Commercial Combined policy excess has been increased to £2,500 from £500 due to the number of claims made under this policy (theft of gates and manhole covers). However, the insurers are willing to discuss what action has been taken to mitigate future losses with a view to a reduction; Officers are investigating ways of improving security.

| Date | Details | Our Estimate of Loss | Status |
|---|---------|----------------------|----------|
| 2023/24 (1st April 2023 to 31st March 2024) | | | |
| 18-Jan-24 | | £1,625 | Settled |
| 09-Feb-24 | | £3,375 | Settled |
| 2024/25 (1st April 2024 to 31st August 2024) | | | |
| 10-Apr-24 | | £7,477.33 | Ongoing |
| 29-May-24 | | Minimal | No claim |
| 29-May-24 | | £3,203.83 | Settled |
| 17-Jun-24 | | Minimal | No claim |

| | | | |
|-----------|--|-------------------------------|---------|
| | | | |
| 22-Jun-24 | | £8,526 for inspection covers. | Ongoing |

2:3 Queries/Complaints

2:3:1 There have been no formal complaints submitted for DE and the number of issues/queries reported to the Manby office in respect of DE is quite a lot lower than the other boards.

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> |
|---|------------------------|-----------------|--------------------|
| 2023/24 (1st April 2023 to 31st March 2024) | | | |
| LM | 30 | 28 | 2 |
| AX | 31 | 28 | 3 |
| TV | 47 | 34 | 13 |
| DE | 6 | 5 | 1 |
| 2024/25 (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). Two of the eight requests received in 2023/24 related to DE and one has 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> |
|--|----------------------------|---|-----------------------------|
| 1st April 2023 to 31st March 2024 | | | |
| LM Wainfleet | Minutes | Held - released | 16 |
| TV Sutton-on-Trent | Governance | Held - released | 19 |
| 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 |
| 1st April 2024 to end August 2024 | | | |
| 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 |
| LM 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 Membership

2:5:1 Mr J. Hoare has confirmed that he will be standing down as a Board member at the end of the year; his last meeting will be the AGM in November. The City of Doncaster Council will be asked to appoint a replacement in due course.

2:5:2 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.

2:5:3 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. There is one outstanding (Mr J. Hopkins) which was completed in 2023 but requires confirming as correct.

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 (DE £7.74).

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 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 18th September 2024 to learn more about the work of IDBs.

2:8:2 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 Local Government Association Special Interest Group 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 8th

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 14th 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 13th 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 will be presented to the meeting.

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 AX 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 | | | |
|-----------------------|-------------------|-------------------|----------|---------|----------|---------|
| | | | 2023/24 | | 2024/25 | |
| | | | Starters | Leavers | Starters | 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 |

Recommendation:

- To note report of Officers.

Carol Davies
Corporate Services Manager