



Annual Report for the year ended

31 March 2018

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

No later than 31 August 2018 a copy must be provided to:

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

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

Please round all cash figures down to nearest whole £.

River Stour (Kent) Internal Drainage Board

Section A – Financial information

Preliminary information on special levies issued by the Board for 2018-19

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

Special levies information for financial year 2018-19 (forecast)	
Name of local authority	2018-19 forecast £
1. ASHFORD BOROUGH COUNCIL	£242,869
2. CANTERBURY CITY COUNCIL	£118,127
3. DOVER DISTRICT COUNCIL	£ 70,846
4. FOLKSTONE & HYTHE DISTRICT COUNCIL (formerly Shepway District Council)	£ 517
5. THANET DISTRICT COUNCIL	£ 84,384
6.	
7.	
8.	
Total	£516,743

Section A – Financial information (continued)

Income and Expenditure Account for the year ending 31 March 2018

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

	Notes	Year ending 31 March 2018 £
INCOME		
1. Drainage Rates		£ 58,560
2. Special Levies		£506,603
3. Higher Land Water Contributions from the Environment Agency		£ 35,988
4. Contributions received from developers/other beneficiaries		NIL
5. Government Grants (includes capital grants from EA and levy contributions)		NIL
6. PSCAs from EA and other RMAs		£200,994
7. Loans		NIL
8. Rechargeable Works		£ 2,915
9. Interest and Investment Income		£ 540
10. Rents and Acknowledgements		£ 8,700
11. Other Income	Consents	£ 6,750
Total income		X £821,050
EXPENDITURE		
12. New Works and Improvement Works		NIL
13. Total precept to the Environment Agency		£129,047
14. Watercourse maintenance		£254,359
15. Pumping Stations, Sluices and Water level control structures		£ 38,137
16. Administration		£111,993
17. PSCAs		£181,704
18. Rechargeable Works		£ 2,591
19. Finance Charges		£ 4,188
20. SSSIs		£ 20,631
21. IDB Biodiversity and conservation (other than item 20 expenditure)		£ 5,571
22. Other Expenditure		NIL
Total expenditure		Y £748,222

EXCEPTIONAL ITEMS			
23. Profits/(losses) arising from the disposal of fixed assets		Z	NIL
Net Operating Surplus/(Deficit) for the year		X-Y+Z	£72,828*
24. Developers Funds income not applied in year			
25. Grant income not applied in year			

***Maintenance Reserves**
***Surplus for the year**

£57,798
£15,030

Notes:

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

Section B – IDB Reporting

Policy Delivery Statement

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

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

Biodiversity

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

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

What year was your Biodiversity Action Plan last updated?

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

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

Do you have a biosecurity process? Yes No

SSSI water level management plans

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

If so, which ones:

Although not the lead authority the Board works closely with the Environment Agency, including under a PSCA, to manage water levels across the whole district and in reference to the following formal WLMPs (which are all overdue review):

Preston Marshes WLMP (1998)

Sandwich Bay & Hacklinge Marshes WLMP (2006)

Stodmarsh WLMP (1998)

Area of SSSI with IDB water level management plans

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

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

173 ha

Access to environmental expertise

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

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

Note: The Board has co-opted a Conservation Advisor from Natural England onto the Board, has engaged the Kentish Stour Countryside Partnership to provide independent ecological advice on IDB activities and also works with a number of other local conservation groups.

Asset Management

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

- ADIS
- Paper Records
- Other Electronic System

Note: Details and conditions of IDB assets were input into ADA's asset management system ADIS, but due to the EA changing to AIMS it is understood that ADA is seeking to develop a system which is compatible with it. At present IDB asset conditions are recorded in excel.

Has your Board continued to undertake visual inspections and update asset databases on an annual basis? Yes No

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

174

How many pumping stations does the Board operate?

0

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

0

Health and Safety

- Does the Board have a current Health and Safety policy in place? Yes No
- Does the Board have a responsible officer for Health and Safety? Yes No
- Have there been any reportable incidents in the past year? Yes No

If so, please summarise in the box below:

Guidance and Best Practice

- Has your IDB adopted a formal Scheme of Delegation? Yes No
- Has your IDB provided training for board members in the last year in the any of the following areas?
- | | |
|-------------------------------|-------------------------------------|
| Governance | <input type="checkbox"/> |
| Finance | <input type="checkbox"/> |
| Environment | <input checked="" type="checkbox"/> |
| Health, safety and welfare | <input type="checkbox"/> |
| Communications and engagement | <input type="checkbox"/> |
| Other (please describe) | <input checked="" type="checkbox"/> |

Half day briefings are provided to all new Members and all are issued with copies of the Board's Rules and Standing Orders and Members' Code of Conduct. A Members' Annual Inspection is carried out, to visit sites and discuss a range of relevant issues (flood risk, SuDS, wastewater, biodiversity etc) and guest speakers are invited to Board meetings. An annual Local Authority Members' Seminar is provided by the Association of Drainage Authorities and it is hoped that ADA will develop a more formal training programme for all IDB Members to help demonstrate good governance.

- Is your Board's website information current for this financial year? (Board membership, audited accounts, programmes of works, WLMPS, etc) Yes No
- Has your IDB adopted computerised accounting and rating systems? Yes No
- Has your board published all minutes of meetings on the website?..... Yes No
- Does the Board publish information on its website on its approach to maintenance works and provide contact details to allow for and encourage public engagement? Yes No
- When planning maintenance and capital works are environmental impacts taken into account and wherever possible best practice applied? Yes No

Has your Board adopted the following governance documents?

- | | | |
|---|---|-----------------------------|
| Standing Orders | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| Have the Standing Orders been approved by Ministers | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| Byelaws | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| If you have Byelaws, have you adopted the latest model byelaws published in 2012..... | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| Have the Byelaws been approved by Ministers..... | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| Code of Conduct for Board Members..... | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| Financial Regulations..... | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |

Register of Member's Interests.....Yes No
 Anti-fraud and corruption policy..... Yes No

Board membership and attendance

How many Board members (in total – elected and appointed) do you have on your IDB?	19
Seats available to appointed members under the Land Drainage Act 1991.	10
Number of elected members on the board at year end.	9
Number of appointed members on the board at year end.	10
Mean average number of elected members in attendance at each board meeting over the last financial year.	6.50
Mean average number of appointed members in attendance at each board meeting over the last financial year.	7.75

Have you held elections within the last three years?.....Yes No N/A
 Did elections comply with the requirements specified by the Secretary of State under Regulation 28 of the Land Drainage (Election of Drainage Boards) Regulations 1938?..... Yes No N/A

Complaints procedure

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

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

Public Engagement

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

- Press releases
- Newsletters
- Web site
- Meetings
- Shows/events (including open days/inspections)
- Consultations
- Notices

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

0.32%

Section B: NOTES

Guidance and Best Practice

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

Board membership and attendance

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

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

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

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

Section C – Declaration

River Stour (Kent) Internal Drainage Board

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

Signature



Date

23/08/2018

Name in BLOCK LETTERS

PETER DOWLING

Designation

Clerk & Engineer to the Board

Email address

pete.dowling@riverstouridb.org.uk