



# Annual Report for the year ended

## 31 March 2017

**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 18 September 2017 a copy must be provided to:**

- Department for Environment, Food and Rural Affairs, Flood Management Division, Area 3C, Nobel House, 17 Smith Square, London SW1P 3JR via [floodreports@defra.gsi.gov.uk](mailto: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](mailto: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 £.

UPPER MEDWAY INTERNAL DRAINAGE BOARD

## Section A – Financial information

### Preliminary information on special levies issued by the Board for 2017- 18

*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 2017-18 (forecast)	
Name of local authority	2017-18 forecast £
1. ASHFORD BOROUGH COUNCIL	970
2. MAIDSTONE BOROUGH COUNCIL	108,865
3. MID-SUSSEX DISTRICT COUNCIL	878
4. SEVENOAKS DISTRICT COUNCIL	15,512
5. TANDRIDGE DISTRICT COUNCIL	6,996
6. TONBRIDGE & MALLING BOROUGH COUNCIL	208,259
7. TUNBRIDGE WELLS BOROUGH COUNCIL	83,669
8. WEALDEN DISTRICT COUNCIL	16,252
<b>Total</b>	<b>441,401</b>

## Section A – Financial information (continued)

### Income and Expenditure Account for the year ending 31 March 2017

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 2017 £
<b>INCOME</b>		
Drainage Rates		X 39,376
Special Levies		X 441,402
Contributions from the Environment Agency		X 121,764
Contributions applied from developers/other beneficiaries		X
Government Grants		X
Rechargeable Works		X
Interest and Investment Income		X 1,072
Rents and Acknowledgements		X
Other Income		X 185,110
<b>Total income</b>		<b>X 788,724</b>
<b>EXPENDITURE</b>		
New Works and Improvement Works		Y
Contributions to the Environment Agency		Y 119,423
Drains Maintenance		Y 239,873
Pumping Stations, Sluices and Water level control structures		Y
Administration		Y 329,331
Rechargeable Works		Y
Finance Charges		Y
SSSIs		Y
IDB Biodiversity Action Plan actions or other biodiversity activities		Y
Other Expenditure		Y 11,018
<b>Total expenditure</b>		<b>Y 699,645</b>
<b>EXCEPTIONAL ITEMS</b>		
Profits/(losses) arising from the disposal of fixed assets		<b>Z 725</b>
<b>Net Operating Surplus/(Deficit) for the year</b>		<b>X-Y+Z 89,804</b>

## Notes:

1. Include all other Income, such as absorption account surpluses (for example plant and labour absorption accounts).
2. 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.
3. 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.
4. 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.
5. 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.
6. 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.
7. 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.
8. Include the cost of servicing any borrowing, in terms of bank/loan/hire purchase Interest payable.
9. 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.
10. State all costs associated with undertaking works – capital or maintenance – that are 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, but may include other activities.
11. 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).

## Section B –IDB Reporting

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### 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, EA and CLG?..... Yes  No

If 'NO', please say why not and when the statement will be produced/revised?:

There are no SSSI areas in the Upper Medway Internal Drainage Board district, therefore, no Water Level Management Plans have ever been required for this area.

### Information on the National Flood and Coastal Defence Database

The IDB Review Project Board and the Environment Agency have agreed the means to allow data to be stored on the National Flood and Coastal Defence Database or equivalent systems. Boards are required to report on their asset holding and asset condition at the end of 2007/08.

### Biodiversity

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

If "yes" is the report available to the public..... Yes  No

Has your Biodiversity Action Plan been updated in the last five years?..... Yes  No

Have you taken all the BAP actions for the financial year, including reporting?..... Yes  No

### 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)
- Directly employed staff
- Contracted persons or consultants
- Environmental Partners/NGOs
- Other (please describe)

**Asset Management**

What system/database does your Board use to manage the assets it is responsible for?  
(A) ADIS (B) NFCDD (C) Paper Records (D) Other Electronic System (please describe)

(C) paper and (D) electronic – ArcView, Mapinfo, DRS and Access Accounts

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

**Guidance and Best Practice**

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

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

Has your IDB provided training for members in the last year?

Considered: ..... Yes  No

Implemented: ..... Yes  No

Please detail:

Unable to identify specific training for members. Some local authority members change each year, any training would be wasted.

ADA has provided various leaflets and guidance notes that have been passed on to new members. For example "Introduction to Internal Drainage Boards (IDBs)".

**Immediate Action**

Has your IDB adopted minimum website requirements as specified in the IDB Review Implementation Plan? ..... Yes  No

Is your Board's website information current for 2015? (Board membership, audited accounts, programmes of works, WLMPS, etc) ..... Yes  No

Has your IDB adopted computerised accounting and rating systems, as specified in the IDB Review Implementation Plan?..... Yes  No

Has your Board adopted the following governance documents?

Standing Orders ..... Yes  No

Have the Standing Orders been approved by Ministers ..... Yes  No

Byelaws ..... Yes  No

If you have Byelaws are they Flood and Water Management Act compliant i.e. Written for the purposes of environmental protection?..... Yes  No

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

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

Financial Regulations ..... Yes  No

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

**Board membership and attendance**

Seats available to elected members under the Land Drainage Act 1991.	10
Seats available to appointed members under the Land Drainage Act 1991.	9
Number of elected members on the board at year end.	9
Number of appointed members on the board at year end.	9
Mean average number of elected members in attendance at each board meeting over the last financial year.	6.25
Mean average number of appointed members in attendance at each board meeting over the last financial year.	3.5

Have you held elections within the last three years?..... Yes  No

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

**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

## Section C – Declaration

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UPPER MEDWAY INTERNAL DRAINAGE BOARD

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

Signature

Date

Name in BLOCK LETTERS

MICHAEL WATSON

Designation

CHIEF EXECUTIVE

Email address

mike@medwayidb.co.uk