



Annual Report for the year ended

31 March 2024

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 28 February 2025 a copy must be provided to:

- Flood and Coastal Erosion Risk Management Division, Department for Environment, Food and Rural Affairs via flood.reports@defra.gov.uk
- Asset Management and Engineering, Environment Agency via idbfund@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, and please answer **ALL QUESTIONS**.

Please round all cash figures down to nearest whole £.

UPPER MEDWAY INTERNAL DRAINAGE BOARD ^{ENTER} <small>INTERNAL DRAINAGE BOARD NAME HERE</small>	Internal Drainage Board
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Section A – Financial information

Preliminary information on special levies issued by the Board for 2024-25

Special levies information for financial year 2024-25	
Name of local authority	£
1. Ashford Borough Council	1,233
2. Maidstone Borough Council	138,421
3. Mid-Sussex District Council	1,116
4. Sevenoaks District Council	19,718
5. Tandridge District Council	8,893
6. Tonbridge & Malling Borough Council	264,717
7. Tunbridge Wells Borough Council	106,358
8. Wealden District Council	20,657
Total	561,113

Section A – Financial information (continued)

Income and Expenditure Account for the year ending 31 March 2024

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 2023*¹

	Notes	Year ending 31 March 2024 £
INCOME		
A. Drainage Rates		48,403
B. Special Levies		544,889
C. Higher Land Water Contributions from the Environment Agency		123,058
D. Contributions received from developers/other beneficiaries		
E. Government Grants (includes capital grants from EA and levy contributions)		
F. PSCAs overall total		23,589
Breakdown:		
from EA		15,641
from other RMAs		7,948
G. Loans		
H. Rechargeable Works		4,544
I. Interest and Investment Income		22,976
J. Rents and Acknowledgements		
K. Other Income (please specify, adding rows as necessary)		
Surface Water Development Contribution		80,761
Consent Fees		3,200
Total income		851,420
EXPENDITURE		
L. New Works and Improvement Works		
M. Total precept to the Environment Agency		91,800
N. Watercourse maintenance		112,175
O. Pumping Stations, Sluices and Water level control structures		
P. Administration		663,347
Q. PSCAs		

¹ https://saaa.co.uk/wp-content/uploads/2023/06/PractitionersGuide_2023.pdf

R. Rechargeable Works		1,340
S. Finance Charges		
T. Biodiversity enhancement and conservation – overall total		1,794
Breakdown: General, across the whole region SSSI specific, where relevant		
U. Other Expenditure (please specify, adding rows as necessary)		
Electricity costs – overall total		3,911
Breakdown (if possible): Standing charge (per annum) Unit charge (per annum)		£212 216p per KWH
Fuel (petrol and diesel costs) – overall total		12,013
Breakdown: Pumping stations Fleet and plant machinery		
Total expenditure		886,380
EXCEPTIONAL ITEMS		
V. Profits/(losses) arising from the disposal of fixed assets		
Net Operating Surplus/(Deficit) for the year		-34,960
W. Developers Funds income not applied in year		
X. Grant income not applied in year		

Value of drainage rates outstanding at year end?

0.3%
£ 126

Value of special levies outstanding at year end?

0 %
£0.00

Notes:

- K. Include all other Income, such as absorption account surpluses (for example plant and labour absorption accounts). Please include sub-total of all other income in the first row and then a breakdown in separate rows below.
- L. 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.

- M. 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.
- N. 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. Please do not include electricity or fuel costs as these are captured separately.
- O. 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. Please do not include electricity or fuel costs as these are captured separately.
- P. 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. Please do not include electricity or fuel costs as these are captured separately.
- Q. State all costs associated with the PSCA.
- R. 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.
- S. Include the cost of servicing any borrowing, in terms of bank/loan/hire purchase Interest payable.
- T. State all costs associated with undertaking works – capital or maintenance – that are likely intended to help enhance and/or conserve biodiversity. These costs are likely to be incurred in implementing actions set out in an IDB's Biodiversity Action Plan or other conservation actions. If possible, you should identify the overall costs and break them down into two groups: general across the whole IDB area, and SSSI specific areas (in implementing actions set out in SSSI Water Level Management Plans or SSSI River Restoration Plans). Please do not include electricity or fuel costs as these are captured separately.
- U. 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). Please include sub-total of all other expenditure in the first row and then a breakdown in separate rows below.
- V. 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.
- W. Total balance of developer fund year end.
- X. Unspent grant at year end.

Section B – IDB Reporting

Please answer **ALL QUESTIONS**. We will assume a negative response for any that are not answered.

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.

1. Is an up to date statement in place and copy (or weblink) provided to Defra, and EA?.....Yes
2. What year was your statement last updated?.....

Biodiversity

3. Please indicate whether your Board has a Biodiversity Action PlanYes
4. If “yes” is the Biodiversity Action Plan available on your website?Yes
5. What year was your Biodiversity Action Plan last updated?.....
6. Have you reported progress on BAP implementation on your website?.....No
7. When was biodiversity last discussed at a Board meeting (date)?.....
8. Do you have a biosecurity process?.....Yes

SSSI water level management plans

9. Are you responsible for any SSSI water level management plans?..... No

If so, please complete the following table:

Name	Partners	Date of last review	Date of last update
N/A			

10. Do you contribute towards any SSSI water level management plans?..... No

If so, please complete the following table:

Name	Partners	Date of last review	Date of last update
N/A			

11. Area of SSSI with IDB responsible for water level management plan/s.....	N/A
12. Area of SSSI with IDB contribution towards water level management plan/s.....	N/A
13. Area of SSSI where IDB water level management activities are contributing to recovering or favourable condition?.....	N/A
14. Area of SSSI where IDB water level management actions are needed to achieve recovering or favourable condition?.....	N/A

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:

- 15. Appropriately skilled Board Members (e.g. Board member from an Environmental Body/Authority)
- 16. Co-opted members
- 17. Directly employed staff
- 18. Contracted persons or consultants
- 19. Environmental Partners/NGOs
- 20. Other

If so, please list:

N/A

Public sector cooperation agreements (PSCAs)

21. How many active PSCAs are you working on?	2
22. Which risk management authorities are you working with on a PSCA?	
Environment Agency	1
Lead local flood authority	1
Local authority (not a lead local flood authority)	
Internal drainage board	
Water company	
Other	

If other, please list:

23. Please indicate the type of work being undertaken.

- Routine maintenance
- Asset operation and monitoring
- Asset repairs
- Support during flood incident
- Support during flood recovery
- Other

2

If other, please list:

Asset Management

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

24. ADIS

25. Paper Records

X

26. Other Electronic System

X

If so, please list:

Sage 50 Accounts Professional
Microsoft Excel
Sage Payroll

27. Has your Board continued to undertake visual inspections and update asset databases on an annual basis?.....Yes

28. What is the cumulative total of identified watercourse that the Board periodically maintains?

191000M

29. How many pumping stations does the Board operate?

0

30. How many pumps does the Board operate?

electric
 diesel
 renewable energy pumps (e.g. directly powered by wind, solar, hydro, etc)
 temporary / mobile pumps
 other type of pumps

31. If other, please list:

N/A

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

0

Health and Safety

33. Does the Board have a current Health and Safety policy in place? Yes

34. Does the Board have a Board Member focused on ensuring that Health and Safety is considered when board decisions are made? Yes

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

36. Have there been any reportable incidents in the past year? No

If so, please summarise in the box below:

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Guidance and Best Practice

37. Has your IDB adopted a formal Scheme of Delegation? Yes

Has your IDB provided, or accessed via a third party, training for board members in the last year in any of the following areas?

38. Governance X

39. Finance X

40. Environment X

41. Health, safety and welfare X

42. Communications and engagement X

43. Other

If so, please specify:

44. Is your Board’s website information current for this financial year? (Board membership, audited accounts, programmes of works, WLMPS, etc).....Yes

45. Has your IDB adopted computerised accounting and rating systems?.....Yes

46. Has your board published all minutes of meetings on the website?.....Yes

47. 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

48. When planning maintenance and capital works are environmental impacts taken into account and wherever possible best practice applied?..... Yes

Has your Board adopted the following governance documents:

49. Standing OrdersYes

50. Have the Standing Orders been approved by Ministers.....Yes

51. ByelawsYes

If you have Byelaws, have:

52. you adopted the 2021 model byelaws.....Yes

53. Or have you adopted the 2012 model byelaws.....No

54. the byelaws been approved by Ministers..... Yes

55. Code of Conduct for Board Members Yes

56. Financial Regulations.....Yes

57. Register of Member’s Interests.....Yes

58. Anti-fraud and corruption policy.....Yes

Board membership and attendance

59. How many Board members (in total – elected and appointed) do you have on your IDB?	16
60. Seats available to appointed members under the Land Drainage Act 1991.	9
61. Number of elected members on the board at year end.	7
62. Number of appointed members on the board at year end.	9
	5

63. Mean average number of elected members in attendance at each board meeting over the last financial year.	
64. Mean average number of appointed members in attendance at each board meeting over the last financial year.	5

65. Have you held elections (with or without a vote) within the last three years?.....Yes

66. If you have held elections, did they comply with the requirements specified by the Secretary of State under Regulation 28 of the Land Drainage (Election of Drainage Boards) Regulations 1938?.....Yes

Complaints procedure

67. 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

68. Number of complaints received in the financial year?	1
69. Number of complaints outstanding in the financial year?	0
70. Number of complaints referred to the Local Government & Social Care Ombudsman?	1
71. Number of complaints upheld by the Local Government & Social Care 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):

Published:

- 72. your completed IDB1 Form
- 73. press release/s
- 74. newsletter/s
- 75. notice/s
- 76. public consultation
- 77. updated your IDB website

Media engagement with:

- 78. national and/or local media e.g. TV, radio, etc
- 79. national and/or local media e.g. newspaper, magazine, etc
- 80. trade media
- 81. social media

Public meetings:

- 82. Held public meeting/s
- 83. Attended meetings e.g. Parish Council, local interest group, local flood group, etc

Public events:

84. attended show/event/s e.g. county shows, fairs, etc
85. attended trade event e.g. Flood and Coast, Flood and Water Live, etc
86. hosted IDB open day

Section B: NOTES

Guidance and Best Practice

Has your Board published **all** minutes of meetings on the website? 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

DRAINAGE BOARD NAME HERE	UPPER MEDWAY <small>ENTER INTERNAL</small>	Internal Drainage Board
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I confirm that the information provided in sections A-C or with this form is correct.

Signature	<i>L J Carey</i>
Date	
Name in BLOCK LETTERS	LORNA CAREY
Designation	RESPONSIBLE FINANCE OFFICER
Email address	LORNA@MEDWAYIDB.CO.UK