

# Board Meeting

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Wednesday 4th February at 10:30am

Holiday Inn Gloucester - Cheltenham  
Crest Way Barnwood Gloucester, GL4 3RX  
(off M5 Junction 11A)

# MATTERS RESERVED FOR THE BOARD

Approved 6<sup>th</sup> November 2024, Minute 3613

1. Proposals affecting the status, functions or geographical area of the Board.
2. Proposals affecting the structure, size or composition of the Board.
3. Responsibility for the overall management of the Board.
4. Major changes relating to the rateable value of the Drainage District.
5. Setting the drainage rate and determining the amount of local authority precepts.
6. Agreeing the Board's annual budget.
7. Determining the level of annual honorarium to be paid to the Chair and Vice Chair of the Board.
8. Matters relating to the payment of expenses to Board members,
9. The consideration of any proposal to alter the Board's overall corporate governance arrangements and committee structure.
10. The approval or revision of Standing Orders, Procedural Rules, Financial Regulations or Codes of Conduct.
11. The formulation or revision of any Business Plan or Strategic policy document.
12. The appointment of committees, Sub-Committees or Working Parties and the setting of their terms of reference.
13. To consider any recommendation made by a Committee, Sub-Committee or Working Party.
14. The making or revision of Byelaws.
15. The prosecution, defence or settlement of any proceedings of a legal nature (other than action for the recovery of drainage rate).
16. The designation of officers authorised to initiate or defend legal proceedings or to appear in Court on the Board's behalf.
17. The consideration of any other matter not falling within the terms of reference of any Committee, Sub-Committee, Working Party or which is delegated to an officer.
18. Responsibility for implementing risk management policies and procedures, and ensuring that the LSIDB's risk management activities are effective and aligned with its strategic objectives.

Signed..........(Chairman)  
Date: 6<sup>th</sup> November 2024  
Minute No 3613

# Lower Severn IDB

## MISSION STATEMENT

We provide land drainage, flood risk management and surface water management to achieve safe, prosperous communities that enjoy the amenity and biodiversity benefits of the water environment.

## Board Meeting

**NB The quorum for this meeting is 8 Members**

Wednesday 4<sup>th</sup> February 2026 @ 10:30am  
Holiday Inn Gloucester - Cheltenham  
Crest Way Barnwood Gloucester, GL4 3RX (off M5 Junction 11A)

## AGENDA

Matter Reserved for the Board are included for Members' information

Item		Page No	Lead
1.	<b>Apologies/Welcome</b>		Chair
2.	Chairman's Announcements <ul style="list-style-type: none"><li>• Key events</li><li>• Board Member &amp; Officer Updates(changes)</li></ul>		Chair
3.	<b>Declaration of Members' Interests</b>		Chair
4.	<b>Minutes/Actions of Previous Meetings</b> <ul style="list-style-type: none"><li>a. To approve the Minutes of the Board meeting held 12/11/25</li><li>b. To approve the minutes for the EOB meeting of 14/01/26</li><li>c. Board meeting and Committee Meeting current actions for information and review</li><li>d. Committee Minutes since the last Board meeting for information:<ul style="list-style-type: none"><li>- Operation Service 05 11 25</li><li>- Finance 03 12 25</li><li>- Executive 03 12 25</li><li>- Executive 21 01 26</li></ul></li></ul>	4 16 24 25 33 29 37	Chair
5.	<b>Rate Setting, and the Budget for 2026/27</b> <ul style="list-style-type: none"><li>a. To approve the Budget for 2026/27(note forecasts)</li><li>b. To approve the Rates for 2026/27</li></ul>	42 48	GT
6.	<b>Business Continuity Plan to approve</b>	49	GT
7.	<b>Pump Station Programme Report</b>	Verbal	GS
8.	<b>Review of Actions agreed at the Board</b>		GT
9.	<b>Any Other Item that the Chair Decides is Urgent- AOB</b>		Chair
10.	<b>Date of Next Meeting: 3 June 2026</b>		Chair
	<b>Close</b>		

- Any other consideration and comments/questions of an urgent nature shall be notified to the office at least 3 working days before the meeting to enable staff to compile the correct information.
- To Note: Would Member's please remember to record their mileages on attending meetings, alternatively you can email them to the office.

# Lower Severn IDB

## MISSION STATEMENT

We provide land drainage, flood risk management and surface water management to achieve safe, prosperous communities that enjoy the amenity and biodiversity benefits of the water environment.

## Full Board Meeting

Draft Minutes of the Full Board meeting of the

**Lower Severn (2005) Internal Drainage Board**

**Meeting held at The Gables Hotel, Bristol Road, Falfield, South Gloucestershire,  
GL12 8DL**

**Wednesday 12<sup>th</sup> November 2025 at 10.30am**

### **Board Members:**

Mr. Mike Barnes (Chairman)

Cllr. Matthew Riddle (Vice Chairman)

Mr. Charles Daniell

Mr. Robert Hyslop

Mr. John Cornock

Mr. Tom Cullimore

Cllr. Liam Harries

Cllr. Simon Phelps

Mr. Geoff Simms

Mr. Jim Nichols

Mr. Roger Godwin

Cllr. Christine Wild

Mr. Richard Hewlett

Mr. John Hore

### **Board Members continued:**

Cllr. James Crawford

Ms. Rachael Chamberlayne

Mr. John Cornock

Cllr. Liam Harries

Cllr. Abi Finch

### **Officers:**

Glenn Taute- CEO and RFO

Victoria Bailey – Communications Officer

James Thomas- Business Development Manager

Civil Engineer

Jim Druett – Head of Operational Services

<b>Agenda Item</b>		<b>Minute Reference</b>
<b>1.</b>	<p><b>Election of Chairman for 2025/2026</b></p> <p>MR asked for nominations for Chairman</p> <p>RG proposed MB</p> <p>J. Cornock seconded</p> <p>Vote was requested by MR</p> <p>All in favour of MB as chairman</p> <p>Decision: MB is Chairman for 2025/2026</p>	3651
<b>2.</b>	<p><b>Election of Vice Chairman 2025/ 2026</b></p> <p>MB asked for nominations for Vice Chairman 2025/2026</p> <p>RG proposed MR</p> <p>Seconded J. Cornock</p> <p>MB asked for a vote from the floor</p> <p>All in favour of MR as Vice Chairman</p> <p>Decision Mr as Vice Chairman for 2025/2026</p>	3652
<b>3.</b>	<p><b>Apologies/ Welcome/ Introduction</b></p> <p>MB welcomed all to the meeting.</p> <p><b>Apologies:</b></p> <p>Cllr Nikki Barton</p> <p>Mr. James North</p> <p>Ald. Mary Skyes</p> <p>Cllr. Liz Harvey</p> <p>Mr. John Hore</p>	3653

	<p>Cllr. Simon Johnson</p> <p>Cllr. Tony Williams</p> <p>Cllr. Sue Milestone</p> <p>Cllr. Terri Kennsion</p> <p>Cllr. Mark Williams</p>	
<b>4.</b>	<p><b>Chairman's Announcements</b></p> <ul style="list-style-type: none"> <li>• Longney and Epney Partish Council were given a presentation in September by GS and JT regarding Lapperditch and Marshfield Pumping Stations</li> <li>• JT and GS will soon be presenting an overview of LSIDB's work and plans for Oldbury Pump Station to Oldbury on Severn Parish Council</li> <li>• The annual ADA conference will be attended by several officers and Board Members</li> <li>• Officer update: Operator vacancy has been filled</li> <li>• VB has resigned from her role as Communications and PR Officer however she will continue to take minutes and help the Board when needed</li> </ul>	3654
<b>5.</b>	<p><b>Declaration of Member's Interest</b></p> <p>None received</p>	3655
<b>6.</b>	<p><b>Minutes of Previous Meetings and Actions last Board &amp; Committee Meetings – for Review and Approval</b></p> <p><b>6a. To approve the minutes of the board meetings held on 04/06/25</b></p> <p>JN asked for all committee minutes to go in the Full Board Pack.</p> <p>GT agreed to this</p> <p>MB asked for a show of hands; all voted in favour of the minutes being accepted</p>	3656

	<p><b>6b. To approve the minutes of the Extraordinary Board meeting held on 16/07/2025</b></p> <p>MB asked for a show of hands; all voted in favour of the minutes being accepted</p> <p><b>6c. Board meeting actions from the 04/06 and 16/07 meetings</b></p> <p>MB asked for a show of hands; all voted in favour of the actions recorded as correct.</p>	
7.	<p><b>Calendar of Meetings and Committee Membership for Review and Approval</b></p> <p>GT asked for approval for the Calendar of Meetings and Committee Membership.</p> <p>GT reported that he has received feedback on committee membership and noted that there is one vacancy on the Finance Committee.</p> <p>CW said she is much happier with 10:30am start for Full Board meetings. MR said that it is very useful to have the whole years meeting dates up to February 2027 available.</p> <p>JN asked which committee dealt with staff and pensions; GT replied that the Business Services Committee now deals with staff and pensions. JN said he would like to join BSC.</p> <p>MB asked for a vote for JN join Business Services Committee</p> <p>All voted in favour; JN to join BSC.</p> <p>MB asked for vote on the proposed calendar of meeting dates:</p> <p>All voted in favour; calendar of meetings accepted</p> <p>GT said the election of the Chairman and Vice Chairman will happen at the first meeting of each individual committee.</p>	3657
8.	<p><b>Risk Register Review and Approval</b></p> <p>GT reported that there was a Risk Register Review and asked for its approval. The Risk Register has been through all the committees.</p>	3658

	<p>GT reported that since the last board meeting two new columns have been added. Liam Harries queried a missing target column; GT said there is a target column which he will send to everyone (it was cut off during printing.)</p> <p>GS commented that LSIDB need to take ownership of the Risk Register, and he is glad that sub committees have risk considered too. He noted that it was good to have a comprehensive register.</p> <p>MR asked whether it was worth sending out the Risk Register with each meeting pack; GT agreed and reminded all that it is a live document. GT will complete a wider risk assessment on all aspects of the boards area as part of the Strategic Plan.</p>	
9.	<p><b>Strategic Plan Objectives for review and approval</b></p> <p>GT has reviewed the Strategic Plan with all committees and staff.</p> <p>GT said once the Strategic Plan has been reviewed and approved then priority will be assigned to each objective, considering the future and flooding issues; the new LSIDB mobile pump was purchased to close some the potential risks.</p> <p>J. Crawford asked whether climate change as an issue could be more explicit within the Strategic Plan as it is probably the biggest threat that IDB is facing. RG agreed, saying the original reason he suggested adding climate change was because the EA have said they will maintain river defences to their <i>current</i> level, which is a concern with increased flooding forecast. RG repeated the importance of future-proofing the IDB and environmental impacts.</p> <p>MB asked for the approval of the Strategic Plan</p> <p>All in favour; Strategic Plan unanimously approved.</p>	3659
10.	<p><b>Pump Programme Report</b></p> <p>GS will take the report as read as it is now two weeks old. JT showed photos on screen of the office facility and demolition hub at Lapperditch which has been set up for the Lapperditch, Marshfield and Wicks Green pumping stations.</p>	3660

GS reported that the last weeks were very busy; many hours were spent in meetings both with external parties and internally.

Programme Board had the Jacksons handover meeting; all designs are finished and approved; impressed with process as it covered all issues. Jacksons will be starting by shot blasting the sheet piling to ensure 30 plus years of use.

Marshfield is currently about two weeks behind Lapperditch then they will be on the same timeframe, and both in an operational state by March 2026.

GS discussed 3D representation of Lapperditch and the culvert having an extension to allow grade down from road. The electrical kiosk has been moved to improve clearance between high voltage supply and site, leading to better operational access for weed clearing.

JT and JD meet on Tuesdays with Jason (LSIDB's contract manager) to go through the sign-off on documents using Fast Draft software to record every activity (design scope etc) and every transaction. Wicks Green and Oldbury Pump Stations will continue with this system. GS showed a PowerPoint slide of the interfaces involved with running the programme, demonstrating the complexity of the process.

The order of pumping station replacement changed as Wick Green will become the most difficult as there is no over pumping facility, unlike the other three stations. Discussed the culvert at Wicks Green; Jackson's reviewing this and are hoping the road won't be closed for more than a couple of days and are looking at how to mitigate problems.

Regarding financial variances, this could be seen on page 30 of the papers; variances shown were mostly due to bad weather, and the Elmore upgrade due to issues with telemetry and simply an increase in costs on the budget, therefore a financial variance. GS used the sheet piling at Lapperditch is an example of a compensation event, as when the scope was compiled it was removed from the contract so it is not a financial variation. JD, JT and Jason look at this every Tuesday so reports are up to date. On budget at present for the Board's budget for the four pumping stations; most confident in Lapperditch and Marshfield as there is a contracted price but there is no scope/ presentation of cost for

Oldbury and Wicks Green, so it is done at the best estimate. So, £9.91m is not a precise figure.

Provisional cost of Oldbury's scheme of work has changed and has been brought forward by a year and will be completed a year earlier (2027.)

GS and JT will keep visiting communities affected by the Pumping Station work, keeping them involved and updated.

GS asked for questions

JN: Have you got a contingency plan for bad weather?

GS: I don't believe in contingency; it is based on price and scope

CD asked for dates next to the variances: JT said he's tracking dates and will update reports to include dates unless commercially sensitive

J. Cornock: Lapperditch design services cost is £228,720; can you break this down?

GS: It is broken down. The construction industry has gone crazy; bringing construction forward is a good idea as things are high risk at present; lead times and getting longer and prices are going up.

JN: Who are doing the construction work?

JT: Jacksons are managing the civils and are doing the construction work.

MR: Are there speed issues with the Environment Agency in relation to getting permits?

GS: Our experience is the same as before; slow with the Environment Agency so we are trying to get information to the Environment Agency as soon as possible.

Liam Harries: On the variant spreadsheet could you also add the percentage next to the financial figure of the variance?

JT: Yes that's fine we can add that to the variance sheet going forward

MB: Thank you to Geoff; and acknowledged that Geoff and his team have put in a lot of work.

<p>11.</p>	<p><b>De-maining Project Proposal for Review</b></p> <p>JT asked for his report to be taken as read. Executive summary was added to report as de-maining is a legal process. Two water courses initially suggested, one 'main' and one 'ordinary.' These are Longdon Brook and Tirley Main Drain.</p> <p>De-maining means main river status would be removed and LSIDB would take over management/ maintenance of the watercourse. The process would be that the Environment Agency are required to do four - six-month consultation process to judge whether de-maining is seen as worthwhile. If it is, then the EA recommend de-maining to the Secretary of State. LSIDB would then have to engage in its own consultation process with different organisations with different priorities.</p> <p>J. Crawford: Do you think the Environment Agency is not maintaining these rivers?</p> <p>JT: Yes. Longdon Brook was previously maintained by an IDB but then it was taken over by the EA, and nothing has been done for over 20 years.</p> <p>CD: Could the Environment Agency not want Longdon Brook maintained because by Longdon marsh being flooded it potentially reduces flooding in Tewkesbury?</p> <p>JT: This is a consideration. The conversation is yet to be undertaken with the EA about de-maining, which may bring up an answer to this question.</p> <p>CD: Should we be considering de-maining low risk water courses? Should we be spending money on low risk?</p> <p>JT: It means low risk specifically to property; I will change this on the paperwork as it is not clear.</p> <p>GT: JT, GT and JD will go through an evaluation phase, so there will be a few steps to consider with the board; this is linked to an objective in the Strategic Plan.</p> <p>MB: The Longdon Brook history is that 45/50 years ago there was the Longdon Drainage Board, National Rivers and then the EA. The</p>	<p>3661</p>
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	<p>EA wanted to turn Longdon Brook into a main river but now they have no ability to maintain it themselves. The EA have not honoured their agreement.</p> <p>James Crawford: So, this won't result in more ratepayers?</p> <p>JT: No, the people affected already pay rates.</p> <p>Stakeholder engagement is very important. If/ when we go down this route, we'd need the support of the EA.</p> <p>JN: Are there sluice gates at Longdon Brook?</p> <p>CD: No</p> <p>GS: Where considerable investment is needed, we need to make sure we're investing wisely.</p> <p>CW: The Councillor for Longdon Brook received a lot of complaints about it flooding. I think residents of Eldersfield and Longdon will appreciate maintenance.</p> <p>AF: What are the cost implications if there is more responsibility placed on LSIDB but no extra income?</p> <p>JT: There is potential income but I'll detail this more in the future.</p> <p>GT: In February I'll present the budget for the new year then it will show the potential cost, and JD and JT will explore this further.</p> <p>J. Crawford: Would this be a pilot project and enhance the IDB's area?</p> <p>JT: Yes, I have done a GIS we could try do these two rivers at the moment but it would potentially involve boundary review adjustments.</p> <p>MR asked for a vote on whether to pursue de-maining</p> <p>One against</p> <p>Remaining all in favour</p> <p>Decision to investigate de-maining further.</p>	
<p><b>12.</b></p>	<p><b>Financial Report</b></p> <p>GT ran through the Finance Report as follows.</p>	<p>3662</p>

	<p>Regarding the income statement and balance sheet for the year-to-date September 2025.</p> <p>In the income section, rates and levies are in line with the budget, the large variance in grant income is £1.28m better than the budget due to grant income which was approved by the EA and received after the budget was set. interest received on grant funding received at £90,000 positive. All in all, income is £1.4 million better than budget.</p> <p>Reviewing the expenditure lines, these are mostly in line with the budget, it's noted that under the administration line that IT licences and insurance (including new cyber insurance addition) cost was higher than expected. Professional fees include cost of sales re Avonmouth recharges in income which was higher than anticipated. Depreciation has become adverse due to timing of fixed assets being capitalised. Overall expenditure being £12k better than the budget.</p> <p>RG: I would like to ask about the fees we charge. On page 64 it says 'consents have been issued' but are our fees high enough/ in line with what we have been doing and what we are being charged?</p> <p>JT: IDB's are only permitted to charge £50 per consent as it is written with the Land Drainage Act although it can take a whole day to complete. ADA have been challenging this for some time so it may change in the future.</p> <p>CW: Our greatest asset are our staff – are they getting a fair amount?</p> <p>GT: We have reviewed the staff remuneration the last years and some adjustments have been made to bring parity, and to be in line with the IDB industry and the market/inflation.</p> <p>GT reviewed the remaining financial statements.</p>	
<p><b>13.</b></p>	<p><b>Board Member Training Proposal for approval</b></p> <p>GT: Defra's annual return enquires about Board member training, so this training suggestion will help us show our efforts in this regard. We have a training company with a training platform to</p>	<p>3663</p>

	<p>facilitate this; Board member who wishes to undertake training will be provided with a login upon request.</p> <p>GT will offer one to one finance training.</p> <p>Councillors who have undertaken courses will be taken into consideration – supported by copies of certificates</p> <p>GS has completed some courses and recommends them.</p> <p><b>MB asked for approval unanimous voted in favour</b></p>	
<b>14.</b>	<p><b>Policies for Approval</b></p> <p><b>14a Data Retention Policy</b></p> <p><b>14b Mobile Pump Use</b></p> <p>MB asked for votes on both policies; all in favour of acceptance. Policies adopted.</p>	3664
<b>15.</b>	<p><b>SLT Reports – to be noted</b></p> <p>Noted</p>	3665
<b>16.</b>	<p><b>Review of Actions Agreed at the Board</b></p> <ul style="list-style-type: none"> <li>• Add committee meeting minutes to the board packs going forward</li> <li>• Include J Nichols in the Business Services Committee</li> <li>• Recirculate the full Risk Register with the missing columns</li> <li>• Add reference to Climate Change, EA reduced maintenance impacts and the future of IDBs to the long-term objective narrative</li> <li>• Expand the programme variance and cost monthly report with enhanced detail and include percentages</li> <li>• Set up the training platform and process for member and staff training.</li> </ul>	3666
<b>17.</b>	<p><b>Any other Items which the Chairman decides is urgent</b></p> <p>None</p>	3667
	<p><b>Date of next Meeting: Wednesday 4<sup>th</sup> February 2026</b></p>	3668

	Location TBC	
	<b>Meeting closed: 1.10pm</b>	3669

DRAFT

# Lower Severn IDB

## MISSION STATEMENT

We provide land drainage, flood risk management and surface water management to achieve safe, prosperous communities that enjoy the amenity and biodiversity benefits of the water environment.

### Draft Minutes of the Extraordinary Board Meeting

Held on Wednesday 14<sup>th</sup> January 2026 @ 10.00am

Lower Severn IDB Offices/Hybrid

Item/ Minute Reference	
1. 3670	<p><b>Apologies/Welcome/Introduction</b></p> <p><b>Present:</b> Mike Barnes (Chair), Christine Carter, James Thomas, Jim Druett, John Hore, Glenn Taute, John Cornock, Charles Daniell, Jimmy Nichols, Geoff Simms, Liz Harvey, Luke Harries and Roger Godwin.</p> <p><b>Apologies:</b> Simon Phelps, Simon Johnson, Robert Hyslop and Rachael Chamberlayne</p>
2. 3671	<p><b>Declaration of Members' Interests</b></p> <p>RG declared an interest due to land at Wicks Green.</p>
3. 3672	<p><b>Review of Programme Board, and request for the approval of the reviewed Programme Budget, and the Application for an additional PWLB Loan</b></p> <p>a. <b>Programme update report</b></p> <p>b. <b>Programme summary finances</b></p> <p>Geoff Simms, Chair of the Programme Board, provided an update on recent progress and issues following the Christmas period. There have been several operational issues, primarily relating to over-pumping, which required significant effort to keep the site operational. Disappointment with these issues was expressed.</p> <p>On Monday, Geoff and James met on site with Jackson's for an open and constructive discussion. Jackson's acknowledged the concerns raised, and GS is preparing a short report for members outlining the issues, their impact on the programme, and proposed resolutions. Personnel changes have been made by Jackson's, with Scott now appointed as overall project supervisor, supported by his team. Additional measures include a safety audit and the appointment of a communications lead.</p>

Clearer communication lines and tighter site access controls have been agreed, with James Thomas acting as the single point of contact. A provisional programme for the next month has been developed, focusing on civil works, particularly at Lapperditch, and will be formalised shortly. All pumps have now been delivered and stored, and the new 12-inch portable pump has performed very well.

Geoff clarified that he would not comment on individual or internal personnel matters at Jacksons. He confirmed that Jacksons have acknowledged problems, taken action to address them, and discussed these changes openly with the Programme Board. Some details remain confidential, but he expressed confidence that the steps taken are positive and will help refocus the programme.

In response to questions about the pumping stations, GS explained the role of the Responsible Engineer. He noted that this is a defined contractual role focused on providing an independent view, ensuring fairness between the Drainage Board and the contractor, and advising on compensation events and costs. It is not a site project management role, nor is it intended to oversee day-to-day site activity.

Board members raised concerns that Board members and officers have had to spend excessive time on site over recent weeks to resolve issues that should not have required their direct involvement. This situation was described as unacceptable and it was confirmed it will be addressed in GS's report. While acknowledging that some actions taken went beyond normal responsibilities, GS explained that he acted to ensure safety and operational continuity, with appropriate written authority in place.

Overall, GS reported improved confidence following the meeting, with clearer expectations set and better organisational control in place going forward.

GS agreed that there should be no routine need for Board members or officers to be regularly on site, and confirmed this concern was raised during the meeting with Jacksons. While occasional site visits may occur due to personal ownership and interest in the project, this should not extend to carrying out on-site work.

The discussion then moved to finance. Questions were raised about why additional funding appeared to be required, given that a government Public Works Loan had already been approved and substantial grant funding secured. GS clarified that in September 2023 the Board had already approved an application for up to £6 million, which fully covers the current financial requirements, including the amount now being discussed. GS reiterated his disapproval of having or using a contingency fund.

GS stated that they are continuing to seek funding opportunities. The project funding log is now maintained as a live document with the latest budget variances are displayed at the top. Previously reviewed items are clearly indicated at the bottom and that it provides a transparent audit trail of expenditure.

- Continued efforts to secure external funding have been successful and LSIDB recently secured an additional £233,000 from the Defra/EA IDB grant fund.

- Existing funding position:
  - Public Works / Government loan previously approved (minute 3550 of 20/09/2023)
  - Approximately £5.5 million in grant funding already received.

Clarification on total funding:

- Application for up to £6 million approved in September 2023.
- Current budget and project requirements are fully covered by this amount.
- No additional funding beyond the board approved £6 million is being requested. A PWLB loan for £2m was drawn down in December 2024. And this meeting is requesting that a further £2m loan be applied for within the approved Loan maximum possibility of £6m.

Revised budget position:

- The current discussion is a clarification and alignment exercise, not a request for extra funds.
- It was agreed that this clarification will be clearly recorded in the minutes.
- Any apparent increase is covered within that original approval, and this should be clearly stated in the minutes to avoid misunderstanding.

Decision to bring forward Oldbury; puts short term increase in spend but definite long-term benefits, especially looking at building costs rising at around 10% per year. GS stated that a year is worth around £200,000 and risk is increased by delaying the project as prices are likely to continue to rise.

**The Board is requested to vote for the approval of: -**

- **The revised programme budget at £10.5m (previously £9.91m)**
- **An application for an additional PWLB loan of £2m to fund the completion of the programme**

Liam Harries asked:

- 1. With the project timelines being brought forward, does the team have the capacity to adequately oversee and manage this project alongside other ongoing projects?**
- 2. Could bringing the timelines forward increase pressure to spend funds more quickly, and would this affect the ability to secure or spend future funding within the required deadlines?**

GS answered that team capacity had been carefully considered. The survey phase had been deliberately adjusted by three weeks to ensure the work could be managed properly without rushing. By March–April, the Lapperditch and Marshfield projects are expected to be completed, so resourcing is not anticipated to be an issue. There is currently a minor bottleneck as Marshfield enters its finishing design

phase while Lapperditch is concluding, but this is being effectively managed and will ease over time.

Regarding funding timelines, GS confirmed that only funding that can be realistically spent on specific items within the required deadlines is being applied for. Bringing forward the project timeline does put some pressure on cash flow, but all work that can be completed by the end of the funding period to March 2026 has been identified. Additional funding would only be accepted if it can be clearly allocated for expenditure within the allowed timeframe. GS noted that under the previous programme, delays would have occurred due to overlapping design phases, but this has now been accounted for and managed.

Liz Harvey asked the following questions (summarised for brevity below):

**Q: When did the Board decided to combine Lapperditch, Marshfield, Wicks Green and Oldbury together?**

GS responded that The Board's original decision was to run the projects as a full programme at Lapperditch, Marshfield, followed by Oldbury and Wicks Green from the outset. The change that occurred later was the order of the projects, which was revised last year. The adjustment was made because Lapperditch, Marshfield, and Wicks Green are geographically close, and the hub facility at Lapperditch enabled a more efficient programme sequence, placing Oldbury last.

**Q: How have the projects progressed to date?**

GS: Design phases for both Lapperditch and Marshfield have been completed. Lapperditch is in construction, Marshfield is about to enter construction, and preparatory work (surveys, etc.) is underway for Wicks Green and Oldbury. Wicks Green was always expected to be the most challenging, but recent "bumps" have been beneficial, particularly with grant funding, including the £233,000 received just before Christmas, which has affected budget presentation.

**Q: How does the programme budget and funding look?**

GT: A five-year financial overview shows rates and levies have been kept at a manageable level (4 - 5% per year), down from over 10% in previous years, thanks to grant funding and borrowing from the Public Works Board.

- Cash reserves are maintained at around £750,000–£1,000,000 plus for emergencies.
- The proposed new budget is £10.5million, with spend to date of approximately £3 million.

Funding sources include:

- £5.5 million in grants,
- £2 million loan already taken, invested to yield 4 -5%,
- £1.0 million cash investment from earlier years.

- An additional £2 million loan application is requested, though it is anticipated that only £1.5 million will be drawn down initially with the balance towards the end of the programme. The drawdown can occur as required, with no cost incurred until funds are actually drawn. The loan remains available for one year; any unused funds expire after that period.

**Q: How does this affect rates and repayment?**

GT: Rates are projected to stabilise at inflation levels (3.5 - 4%) after 2031. Loan repayments, interest, and depreciation from new investments are accommodated within the budget, maintaining a balanced financial position for the programme.

**Q: How is contingency being managed for the programme, and how confident can the Board be regarding cost variances?**

GS explained that suppliers naturally manage risk and typically include a premium for contingencies, particularly on projects extending over a year. However, the Programme Board's approach is to keep costs as tight as possible, rather than automatically adding contingency. This allows the Board to remain involved in financial decisions and understand variances, rather than relying on pre-set contingency funds. GS noted that adding contingency could simplify management but would reduce the Board's oversight and opportunity to participate in key decisions. He also highlighted that the appropriate level of contingency is ultimately a Board decision, and that in many high-value projects, contingencies are not always managed as strictly as might be expected.

**Q: When will funds be required?**

The additional loan is likely to be needed by September of this year. The application process to the Public Works Board takes approximately two months for approval, but the actual cash drawdown can be completed within days once approved.

Glenn Taute, CEO, lead the Board through the finances, summarised below:

**Programme Costs and Budget:**

- The total proposed budget for the programme is £10.5 million, reflecting final contractor quotes for Wicks Green and Oldbury, which account for most of the cost increase.
- Spend to date is approximately £3 million, just under a third of the total planned expenditure.

**Rates and Levies:**

- Rates have been maintained at a fair and manageable level of 4 -5% per year, down from over 10% in previous years.
- From 2031 onwards, rates are projected to reduce to inflation levels of 3.5 - 4%, allowing repayment of loans, interest, and depreciation from new investments while keeping costs reasonable for ratepayers.

**Cash Position:**

- End-of-year cash balances (March) are projected at £1m - £1.5m, providing a buffer for emergencies.
- The additional loan will be drawn as required, with the initial amount estimated at £1.5 million with the required balance towards the end of the project, providing flexibility while limiting interest exposure over the next 20+ years.

**Funding Profile:**

Funding to support the £10.5 million investment includes:

- £5.5 million in grants
- £2 million existing loan (taken prior to grant confirmation and invested to yield 4–5%)
- £1.0 million cash investment from previous years
- A new loan application of £2 million is proposed, with anticipated initial drawdown of £1.5 million, and the final payments from the loan balance of £0.5m at the end of the project.

**Loan Details:**

- Drawdown of the new loan can occur as needed; interest is only incurred once funds are drawn.
- The loan remains available for one year; any unused funds expire at the end of this period.
- Application to the Public Works Board is expected to take two months for approval, but actual drawdown can be completed within days. Cash is expected to be required by September this year.

**Contingency Management:**

- Fixed quotes from contractors limit the need for contingency, but the loan provides flexibility to accommodate minor cost changes.
- The approach ensures tight financial management while allowing the Board oversight and involvement in expenditure decisions.

**Overall Position:**

- The financial strategy keeps rates stable, provides cash reserves, manages debt prudently, and accommodates project costs within the approved budget.
- The programme is financially sustainable, with sufficient funding, manageable rates, and contingency headroom to cover potential changes.

**MB asked if anyone had any questions:**

**Q: We have no competitive quotes so what control do we have?**

**A:** GS: LSIDB has process control over the programme but does not control what contractors quote for work. Contractors, such as Jackson's, manage their own

supply chains and source work as they see fit. However, they operate in an open-book manner, sharing costs and payment information with LSIDB, allowing transparency even though LSIDB cannot dictate individual contractor quotes.

**Q: Why are additional works being undertaken outside the original project specification?**

**A:** GS explained that certain works, such as digging a new trench across the road, were not included in the original project specification but have become necessary to future-proof the programme and ensure safe, efficient, and maintainable operations over the next 25–30 years.

- These additional works were identified during surveys, highlighting issues such as double handling of materials and operational limitations that were not apparent in the original design.
- The decision to proceed with the work, including installing a solid pipe connection across the road, ensures that LSIDB’s own pumps can be used, avoiding problems experienced in the past with over-pumping and temporary arrangements.
- While there are logistical challenges, such as highways approvals that could take several months, the programme board has taken steps to address these proactively to avoid delays and enable proper execution.
- GS emphasised that these works, although outside the original scope, are considered the technically correct and safest option and will provide long-term benefits, preventing future operational issues or legacy problems for LSIDB.
- The programme board reports these decisions to the executive and the full board to ensure oversight and maintain confidence that actions taken are in the best interests of the organisation.

**Q: Are the figures in the new cost column fully contracted, and are there any further elements of work not yet fixed under contract?**

GS confirmed that all figures included in the new cost column are fixed under contract and form part of the proposed £10.5 million new budget. He noted that some costs, such as the pumps and portable generators purchased by LSIDB, are sunk costs and already paid for.

GS clarified that any contract variations would only arise from technical changes requested by LSIDB, such as additional scope items, and currently there are no anticipated changes from LSIDB’s side.

The contractor is legally obliged to adhere to the contracted costs, except in cases of agreed compensation events under the contract.

	<p>GT confirmed that the Public Works Loan Board interest rate is currently around 5.3%, although it varies daily; the rate is fixed at the point the loan when the PWLB application is approved.</p> <p>MB asked for a proposer and a seconder for the following:</p> <p><b>The Board is requested to vote for the approval of: -</b></p> <p><b>The revised programme budget at £10.5m (previously £9.910m)</b></p> <p><b>Proposed: Geoff Simms</b></p> <p><b>Seconded: John Hore</b></p> <p><b>Unanimous; Decision to approve the revised programme budget at £10.5m (previously £9.910m) carried.</b></p> <p><b>An application for an additional PWLB loan of £2m to fund the completion of the programme with DEFRA/EA to proceed. With the already approve loan maximum of £6m(minute 3550 of 20/09/23)</b></p> <p><b>Proposed: John Hore</b></p> <p><b>Second: Roger Godwin</b></p> <p><b>Unanimous: An application for an additional PWLB loan of £2m to fund the completion of the programme approved.</b></p> <p><b>Clarification:</b> It was confirmed that the requested £2 million loan is not additional to the previously board approved £6 million. The total loan maximum remains £6 million, and the £2 million request is part of the existing budget framework, not a separate or extra sum.</p>
<b>4.</b>	<b>Review of Actions agreed at the Board meeting</b>
3673	GT read through actions. Being the approved items above.
<b>5.</b>	<b>Any Other Item Which the Chair Decides is Urgent- AOB</b>
3674	None
<b>6.</b>	<b>Date of Next Meeting: 4th February 2026</b>
3675	Confirmed
	<b>Close: 11.30am</b>

<b>Meeting Actions</b>					
<b>Lower Sever IDB</b>					
Number	Created	Action	Assigned	Due	Status
					In Progress
					Completed
<b>Board</b>					
89	12/11/2025	Add committee meeting minutes to the board packs going forward	GT	Feb-26	Completed
90	12/11/2025	J Nichols to be include in the Business Services Committee	GT	Nov-25	Completed
91	12/11/2025	The Risk Register had the end 2 columns omitted in the papers, to recirculate the full version to members	GT	Nov-25	Completed
92	12/11/2025	Re Strategic Plan. To include a reference to Climate Change, EA's reduction in maintenance impact and the future of IDBs, on the "long term" objective narrative	GT	Nov-25	Completed
93	12/11/2025	The programme variance and cost monthly report to be expanded with enhanced detail, also add percentages	JT	Dec-25	Completed
94	12/11/2025	To set up the training platform and process for member and staff training	GT	Jan-26	Completed
95	14/01/2026	Prepare and submit an application for an additional PWLB loan at £2.0m	GT	Jan-26	Completed
Number	Created				
<b>Finance Committee</b>					
36	03/12/25	Update paper on the Avonmouth Invoicing history and future estimates to be prepared	JT/GT	Mar-25	In Progress
37	03/12/25	Review narrative in the Risk Register to improve descriptions	GT	Feb-26	In Progress
38	03/12/25	Roger Goodwin to take up the vacancy on the Finance Committee	GT	Jan-26	Completed
39	03/12/25	Circulate the proposed budget 2026/27 to the Finance committee prior to the board.	GT	Jan-26	Completed
<b>Executive Committee Actions</b>					
86	03/12/25	Regarding the BCP ensure staff are all safe as part of the immediate response section	GT	Jan-26	Completed
87	03/12/25	BCP - include weather watch monitoring and hold pre-storm meeting with all stakeholders	SLT	Jan-26	Completed
88	21/01/26	BCP - add reference to Parash Flood Wardens as a contact re possible flood forecasts	GT	Jan-26	Completed
89	21/01/26	Ask SWADA to join the LSIDB June 2026 meeting and site visits	GT	Jan-26	Completed
<b>Operation Committee</b>					
17	05/11/2025	To zero rate the land which is mostly always flooded due to deteriorating sea defences, Plusterwine	GT/JD	Dec-25	Completed
<b>Business Service Committee</b>					
25	08/10/2025	Re the vacant PR/Communication Officer position, and the distribution of some of the work from this position to other team members - consider in time how this may impact the team	GT	Mar-26	Completed
26	08/10/2025	JT/GT/JD to draft agreement policy in readiness if the EA wish to use mobile pump in an emergency	GT/JD/JT	Nov-25	Completed
27	08/10/2025	Data Retention Policy - LH questions raised(retention periods in line with ICO, undertake relevant staff training, control of commercial sensitive info. and confidential data, hard copy to be shredded to be decisive in text, and sign off of data erasure) to be responded to in the minutes, and directly.(see minutes for more detail)	GT/JM	Oct-25	Completed
28	08/10/2025	Data Retention Policy and Mobile Pump policy was recommended by the committee to be put forward to the next board meeting for approval	3S Committee	Nov-26	Completed
29	08/10/2025	The "eLearning marketplace" portal is proposed to be used in the future for training for board members and staff. GT to open account for this	GT	Nov-25	Completed
30	08/10/2025	To start searching for candidates for the succession plan appointment so that we have options in addition to the pending preferred candidate	JD	Jan-26	Completed

## **Lower Severn Internal Drainage Board**

### **Operations Service Committee**

Draft Minutes of the Operations Service Committee held on

Wednesday 5<sup>th</sup> November 2025 at 11.00am, Lower Severn IDB Offices/Hybrid

#### **1. Welcome/ apologies**

Chairman Mike Barnes welcomed all to the meeting.

Apologies: Simon Phleps, Roger Godwin

Present: Mr M Barnes (Chair), Mr T Cullimore, Mr J Hore, Mr R Hyslop, Mr J Cornock, Cllr C Wild, Mr Glenn Taute, Mr Jim Druett, Mr James Thomas, Mr Geoff Simms and Mr Richard Hewlett

#### **2. Declaration of Members' Interest**

None received

#### **3. Comments on SLT Reports Page JD/JT/GT**

- JC concerned over the cost of payments to Jacksons; GS said it is within agreed budget. JH agreed that the work is going very well, and he is very impressed with the work of Programme Board and Jacksons.
- JH said that financially he is reviewing costs with GT and everything is line with budget expectations
- GT noted that the current pump programme is in line with the costings from the 1970's pump replacement programme when taking into consideration the cost of inflation
- JT added that although the design elements are expensive it is not a simple process; there is a huge amount of work in terms of approving design specifications
- LSIDB are using Jacksons for over pumping as it was already scoped. LSIDB pump is still strategically at the offices in case of an emergency
- Engineers JT and JD meet at Lapperditch every Tuesday, and Programme Board meet every Wednesday to ensure the contract is being run as effectively as possible; MB very impressed.

#### **4. Updated Operations Asset schedule for the Next Year**

- JD referred to his replacement programme; there are no machinery replacements to discuss for the forthcoming financial year. JD has added the forecast for the various vehicles up to 2032 on GT'S spreadsheet
- JD hoping to keep the spare Hitachi excavator for another two seasons
- GT added that the purchase of land at Wicks Green will be seen as a separate land asset to the pump station capitalisation. 2027 will see low capital expenditure and in 2028 it's likely that one excavator will be replaced. Lifespan of machinery fluctuates based on the amount of time machinery is used. JD May buy a decent second-hand machine if needed.
- Energreen was purchased in 2012 and still working well.

#### **5. Land parcel proposed to be zero rated due to moved sea defence at Aylburton Warth**

- JT shared photographs to demonstrate the area of land reverting back to salt marsh (EA owned) AT Aylburton Warth. JD continued, noting that outfalls have gone so there is no protection to land; flooding now reaches railway defences. Channels become heavily silted; landowner has been desilting on his own accord, and disposing of the silt. JD feels that the landowner paying drainage rates is not justifiable; advised zero rating his and neighbours combined 95 acres (£350 - £400 in rates per year)
- Railway is protected by defences by major engineering construction so not a concern
- GS asked if this could set a precedent; JD said not at the moment but this could happen at Awre in the future and possibly at Frampton
- JT recommended a boundary review in the future
- GT added that this links with strategic plan, and there will be a clear review of the boards area regarding risks and issues going forward
- RH concerned about the future of outfalls not protecting lower land due to lack of EA maintenance
- MB asked for a vote; RH in support of zero rating; all in favour; motion carried.

#### **6. Strategic plan objectives for Operations · Demaining (Longdon Brook, Tirley Main Drain) and Pump Replacement Program (current) in the short/medium term 2025-2028**

- JT summarised de-maining report, which will need Board approval. Hoping for Committees approval and comments on the strategy. JT covered legal and stake holder matters and would like feedback; gave reasons for the rivers selected (most practical choice at present at 12km and in line with Board's current watercourses maintained.)
- GT this is within strategic plan
- JT will, if Board agrees on de-maining, investigate this further
- MB has been concerned about Longden Brook for many years and agrees with JT's suggested approach of working with stakeholders collaboratively
- MB sees de-maining these rivers as the logical thing to do as it can be undertaken with Boards current machinery and ability
- JT has not detailed costings yet
- Major reprofiling scheme done on Tirley Brook in the past; bucketed by LSIDB to keep it in good condition; need to get the formalities sorted out
- CW added support to what MB said in agreement with pursuing de-maining
- JT updated all on pumps at Lapperditch and Marshfield; using temporary pumps, old buildings are now demolished, now have new temporary site offices, steel work is taking place to extend some of the sheet pilings lifespan by 25 years
- GT added that the programme construction is on target until the end of March 2026, training and handover in early April and he will update on this further at Full Board next week
- JT added that the cost of the Wicks Green project should come in by the end of the calendar year
- Programme Board confident in progress
- JT will report on variances at the Full Board
- GT indicated that the grant funding needs to be spent within a certain timeframe, planning so that the payment profile spend is within the grant criteria to the end of March; will give further details in Full Board
- JC asked if the building at Oldbury will remain
- JT said the building would be removed
- JT said pumps at Elmore Back working well and telemetry will be put in January 2026
- Telemetry will be managed by phones, laptops and on a screen in the office. Text message alerts will be sent via a centralised telemetry system

- RH asked if there would be electrical back up; JD said there is a mobile generator to aid in this situation, as well as a mobile pump. JT added LSIDB is very well covered in a high-risk situation
- GT updated that the Land Registry have visited the offices to survey the land in question, and the application for the inclusion of this land at the back of the LSIDB offices is progressing

**7. Other/New/Update Item which the Chair/CEO/HoOS decide is urgent/to mention**

Nothing to note.

**8. Confirmation of new Actions**

One action: Zero rate land at Aylburton Warth (agenda item 5)

**9. Date of Next Meeting: 8th April 2026**

**10. Close**

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# Lower Severn IDB

## MISSION STATEMENT

We provide land drainage, flood risk management and surface water management to achieve safe, prosperous communities that enjoy the amenity and biodiversity benefits of the water environment.

## Minutes of the Finance Committee

Mr J Hore (Chair)

Ald N Barton, Mr J Cornock, Cllr S Milestone, Mr J Nichols (v. Chair) Cllr M Riddle, Ald M Sykes

Wednesday 3<sup>rd</sup> December 2025 @ 10:30am, Lower Severn IDB Offices/Hybrid

Item		
1.	<p><b>Appointment of Chair</b></p> <p>MB nominated JH All voting members in favour</p> <p><b>Resolved JH as Chair of Finance Committee</b></p>	Chair
2.	<p><b>Appointment of Vice-Chair</b></p> <p>JH nominated JN All voting members in favour</p> <p><b>Resolved JN as Vice Chair of Finance Committee</b></p>	Chair
3.	<p><b>Apologies/Welcome</b></p> <p><b>In attendance:</b> Mr J Hore (Chair Finance Committee) Mr J Nichols (v. Chair) Mr M Barnes Mr R Godwin Mr G Simms Mr J Cornock Mr G Taute (CEO)</p> <p><b>Apologies:</b> Ald N Barton, Cllr S Milestone, Cllr M Riddle, Ald M Sykes</p>	Chair
4.	<p><b>Chair's Announcements</b></p> <p>JH thanked GT for his work with financial matters.</p>	Chair
5.	<p><b>Declaration of Members' Interests</b></p> <p>JN has an interest due to storage of the generators, and RG has an interest due to land leased at Lapperditch. No other interests declared.</p>	Chair
6.	<p><b>Any Comments on Actions</b></p> <p>GT listed actions.</p> <ul style="list-style-type: none"> <li>• <b>Review of Previous Actions</b> GT confirmed that all actions listed on page 5 from the previous year and from the May meeting have been completed and are shown in green.</li> <li>• <b>Avonmouth Invoicing</b> JH asked about the status of this. Although a presentation on historic and future Avonmouth invoicing was made in June by JT, GT clarified that the matter requires a forecast on future invoicing, and a check on re past invoicing, and maintenance responsibilities. To report back at the next committee meeting.</li> <li>• GT confirmed that this will be raised as a new ongoing action, as the issue remains a concern.</li> <li>• <b>Hinkley Point C</b> A previous report (SLT) contained a statement requiring adjustment at MR's request was questioned by JC. The National Grid connection line for Hinkley Point C passes through Avonmouth, and related infrastructure may require installation. While no operational impact is anticipated, any proposed works may require the organisation's consent. Further clarification is required to confirm responsibilities and implications.</li> </ul>	GT
7.	<p><b>Financials to October 2025, Forecast 2026, and the draft Budget 2026/27</b></p>	GT

<p>JH said all Board members have ability to access financial information and is pleased how transparent this is.</p> <p>GT led the committee through the Finance Report:</p> <ul style="list-style-type: none"> <li>• Income statement reflects additional grant money of £1.28m received to date.</li> <li>• Avon Rivers Trust invoicing and a development invoice at Avonmouth shows a positive variance to budget year to date</li> <li>• Interest received from deposits amounted to £107k for the year to date.</li> </ul> <p>JH asked JN if he had any comments; JN stated that reserves at the bank have increased to £120,000 from £85,000.</p> <p>GT continued:</p> <ul style="list-style-type: none"> <li>• Income line showing £1.4m in excess of the budget (mostly due to grant money received.)</li> <li>• payroll favourable by £17k due to Field Operator vacancy, and noted a resignation. Program payroll allocations will change in the next two years to ensure there isn't a huge step change in salaries on completion of the pump programme project. There will therefore be larger payroll cost increased as less will be allocated to the programme.</li> <li>• Administration costs higher due to insurance costs (cyber security) and an increase in IT licensing.</li> <li>• Big adjustment in depreciation due to commissioning of new pump stations moving to after the financial yearend; this is coincidentally beneficial to LSIDB in terms of smoothing rate changes going forward.</li> <li>• Loan interest and bank charges are tracking as expected.</li> <li>• Well controlled cost to budget is shown with mostly favourable variances indicated to date.</li> <li>• Debtors collections are in line with expectation.</li> <li>• Creditors invoices not paid on pumps are included, however these are paid in November 2025, so will come down to a reasonable level.</li> </ul> <p>GS updated all that JT had made a speculative enquiry about new grant funding from Defra. Defra said there was a possibility if LSIDB met the requirements. One application has been submitted for over £400,000, and JT will submit another funding application this week to Defra. GS suggested that a permanent culvert at Wicks Green to allow for over pumping was needed; wants Jacksons to price it by Friday so we can apply for the Defra money to spend on this. Will bid for £600,000 - £700,000. LSIDB need the budget and assurance that it will be done by end of March 2026. JH, MB and GT thanked GS for his work on this. GS noted that JT has a good relationship with the Defra officer.</p>	<p>GT</p> <p>GT led the committee through the pump programme financial report page:</p> <ul style="list-style-type: none"> <li>• GT noted project life to date costs of £2.8m to end of October. Approved program budget is £9.91m.</li> <li>• 28% spent; most designs and professional services are complete.</li> <li>• Pump stations are a fixed price contract</li> <li>• We await quotes for Wicks Green and Oldbury pump station replacement</li> <li>• JC asked if prices on design could be reduced due to repetition of pump design; GS said all sites vary. Although the condensed programme will bring efficiencies and improve costs.</li> <li>• GS asked JN if he was storing the Oldbury Pumps; JN hasn't been asked but he confirmed he can do this but it needs further discussion.</li> </ul> <p>Comments on the forecast for March 2026:</p> <ul style="list-style-type: none"> <li>• GT noted that the Income will remain positive, mostly due to grants received and interest on deposits</li> <li>• payroll costs will increase due to less being allocated to the programme due to changes in the programme timelines</li> <li>• Depreciation different due to the timing of current construction costs. And life changed to 40 years, this was supported by the committee.</li> <li>• Year will end in a favourable situation as is the trend to date.</li> </ul> <p>GT will continually update this and present the forecast again at February's Full Board.</p> <p>Budget 2026/27: Rate impact is 4.5% to 5% so not the 8% to 9% previously expected so good news for rate payers. Payroll will be higher, due to reduced payroll allocation to the Programme. GS explained this in further detail; staff will still potentially be utilised for demaining and other projects. JN thought there should be a reduction in staff costs. GT said office staff numbers are coming down to be in line with pre-programme levels, probably to 5 office staff from the 8 odd that we had in 2024.</p> <p>GT advises applying for an additional £2m loan in 2026 for the programme, although this would come down if additional grant money was received. GT asked the Finance Committee to support applying for £2m loan, which will only be drawn down as required. GS advised waiting until January as we will have numbers for Wicks Green and Oldbury by then. GT agreed, and suggested an extraordinary meeting to agree for the application for the loan and of course the new programme budget in that meeting.</p> <p>JC concerned over knowing whether Jackson's are offering the best price; GS said the procurement framework offers assurance in this regard which include price checks. Suppliers are seeing rising costs, also there are limited suppliers. Programme Board meet with Jacksons regularly to ensure it is being delivered to the numbers. The longer it takes the more expensive the Programme will become.</p> <p>JH noted that it is very difficult to get quotes due to limited suppliers and time to get these withing set timelines.</p> <p>JN asked whether new estates could increase potential drainage rates; GS boundaries need to be reviewed to potentially encompass this. GS said it is potentially fall with the Environment Agency. JN concerned over sluice gates at Oldbury on Severn; GS said the problem needs to be identified; potentially need a new sluice gate at Oldbury on Severn. JH noted the SUDS on new developments should mitigate flooding.</p> <p>GT noted the balance sheets shows a growth in assets due to the investment in the programme.</p>
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	<p>GT asked for the Finance committee's support for the 2026/2027 budget to be taken forward to the Full Board in February 2026 for approval, and new rates proposal, noting there may be changes before the Board meeting before February.</p> <p>Budget proposed GS, seconded MB. All voting members in favour.</p> <p><b>Resolved to approve budget to be brought to Full Board in February 2026.</b></p> <p><b>8. Payments to be Noted</b></p> <p>MB said he was satisfied with payments. All satisfied with page 10.</p>	
9.	<p><b>Risk Register Review and Update</b></p> <p>GT said Risk Register should be reviewed in committee meetings and handed copies to members. GT discussed each section in detail with members, including:</p> <p>GT reported that current high deposit balances continue to benefit from favourable interest rates. It was noted that interest rates are expected to reduce in future, which will lessen financial returns. Exposure will naturally decline as deposit levels decrease.</p> <p>GT confirmed that all deposits are placed with highly rated institutions. BlackRock is rated AAA and NatWest AA, and both are considered secure deposit takers.</p> <p>GT noted that risks relating to fraud, manipulation and cash loss remain present but are effectively managed. Strong internal controls, checks and balances are in place, and auditors have confirmed satisfactory performance. Relevant insurance cover is also held.</p> <p>The Board noted the safeguarding measures in place, including insurance coverage, CCTV, motion sensors and a monitored alarm system. A central monitoring company notifies the police and designated staff of suspicious activity. Vigilance remains necessary due to the amount of equipment stored on site.</p> <p>GT informed the Board that ADA will run a media training course in March. Under the Business Recovery Plan, Matthew is the designated media spokesperson, and both MR(to be confirmed) and GT will attend the course to ensure appropriate media handling and reduce communication risk.</p> <p>GT confirmed that specialist legal advisers are engaged as required to manage legal matters effectively. (Item 8.2)</p> <p>GT advised that locations at Wicks Green and Marshfield are being considered for the new mobile pump. Discussions are ongoing with Jackson's regarding suitable insurance. The Board noted limitations of cover for mobile equipment when used off-site. Interim security solutions are being explored. Once yard improvements are completed, an enclosed barn section with a roller door will provide secure storage.</p> <p>GT reported that CapEx for the forthcoming year is expected to be minimal, covering yard concreting work and the enclosure of the rear barn section. No major plant purchases are anticipated, which will support cashflow.</p> <p>GT advised that progress continues regarding the acquisition of land from the Council. Land Registry surveys have been completed, and further documentation is being prepared by the organisation's lawyers. Acquisition of the additional land will allow for future development opportunities.</p>	GT
10.	<p><b>Confirmation of Actions</b></p> <ul style="list-style-type: none"> <li>• Further clarification is required on historic and projected Avonmouth invoicing. JT/GT</li> <li>• The Defra grant application is due for submission by Friday and is considered a priority action. JT</li> <li>• A formal CapEx plan for 2026/27 (approx. £30,000) will be produced. GT</li> <li>• GT will update and improve the narrative within the Risk Register for clarity.</li> <li>• The vacancy on the committee should be filled due to low attendance. RG has been appointed for this. GT</li> <li>• The Public Works Loan application will be held pending a clearer financial outlook in January, and potentially an extraordinary meeting will be held before February's Full Board meeting. GT</li> <li>• Final</li> </ul> <p><b>Any Other Item Which the Chair or CEO Decides is Urgent</b></p> <p><b>Discussion was had on the following:</b></p> <ul style="list-style-type: none"> <li>• Concerns regarding low attendance at the meeting, noting that although an online participation option had been offered, it had not been used by any members. GS observed that all current committee members had previously indicated interest in serving, yet attendance did not reflect this. It was suggested that some members may assume that matters covered within other Board/Committee meetings reduce the need for attendance at this committee.</li> <li>• JN raised that, following the reorganisation of committees, there is no longer a clear forum for oversight of staff salaries—an expenditure that equates to a large portion of organisational costs. It was noted that this topic is not routinely addressed within the Finance Committee or Executive meetings. Members discussed and confirmed that this responsibility is already being incorporated into the Business Services Committee.</li> <li>• GS proposed RG to join the finance committee, and fill the existing vacancy, in order to strengthen membership and improve attendance, seconded by JN, and supported unanimously by members present. It was noted that the continuous scheduling of the Executive and Finance Committee meetings on the same day may help support attendance at both.</li> </ul> <p><b>It was resolved that Roger Godwin would join the Finance Committee as a committee member.</b></p>	GT

	<p>The committee discussed that while staff salaries are an important organisational matter, this committee does not set salaries. It was agreed that the appropriate place for salary discussions is confirmed to be accommodated within Business Services Committee work.</p> <p>Members acknowledged that significant work goes into preparing reports and budget information for Board and committee meetings. Some noted that the volume of information circulated to Board members may discourage full engagement, although efforts continue to present information as clearly as possible.</p> <p>GT confirmed that a virtual Board meeting will be held in the second week of January to approve updated financial numbers, including the revised budget for the upcoming year and a five-year projection. Updated figures will be shared with the Finance team in advance.</p>	
		Chair
12.	Date of Next Meeting: 20 May 2026	Chair
	Close	Chair

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# Lower Severn Internal Drainage Board

## Draft Minutes of the Executive Committee

**Members:** Mr M Barnes (Chair), Mr R Godwin, Mr J Hore, Cllr M Riddle (Vice Chair), Mr G Simms

Wednesday 3 December 2025, IDB Offices/Hybrid

	Lead
<p><b>1. Appointment of Chair</b></p> <p>RG nominated MB, seconded JH All in favour.</p> <p><b>Resolved MB is Chair of Executive Committee</b></p>	Chair
<p><b>2. Appointment of Vice -Chair</b></p> <p>MB nominated MR, seconded by RG All in favour.</p> <p><b>Resolved: Matthew Riddle is Vice Chair of the Executive Committee</b></p>	Chair
<p><b>3. Apologies/Welcome</b></p> <p><b>Present:</b> Michael Barnes, Glenn Taute, John Hore, Roger Godwin and Geoff Simms</p> <p><b>Apologies:</b> Matthew Riddle</p>	Chair
<p><b>4. Declaration of Members' Interest</b></p> <p>RG declared an interest due to the compound.</p>	Chair
<p><b>5. Minutes of the last committee meeting for approval</b></p> <p>MB went through each page of the previous meeting minutes; no comments raised.</p> <p><b>All in favour; minutes accepted.</b></p>	Chair
<p><b>6. Comments on brought forward Exec Actions</b></p> <p><b>Review of Previous Actions</b></p> <p><b>Wicks Green (Outstanding Action)</b></p> <ul style="list-style-type: none"> <li>The Programme Board continues to manage this item (culvert at Wicks Green/ managing over-pumping.)</li> </ul>	GT

<ul style="list-style-type: none"> <li>• GS reported that the work is now in progress and may be funded through grant support.</li> </ul> <p><b>Completed Actions</b></p> <ul style="list-style-type: none"> <li>• Circulation of committee minutes – all committee and Board minutes for the year have been circulated to members.</li> <li>• Mobile Pump Policy Update – references to third parties have been removed; the updated policy has been approved by the Board.</li> <li>• Training Courses – proposed new training courses have been set up. Training is scheduled to begin in January. GT will respond to additional information requests received from the training provider and when ready invite members and staff to partake.</li> <li>• Operations Committee Membership – Richard Hewlett has now been added to the Operations Committee.</li> <li>• Boards waterways review – this review is now incorporated into the risk register and ongoing strategic planning.</li> <li>• AGM agenda order – the Programme Boards report was moved ahead of the Financial Report on the AGM agenda, improving the flow of the meeting.</li> </ul> <p><b>Additional Update</b></p> <ul style="list-style-type: none"> <li>• GS noted continued progress on design and costings work, with detailed analysis underway for both the Wicks Green and Oldbury to ensure full cost clarity.</li> </ul>	
<p><b>7. Pump Program Report/Update</b></p> <p>GS provided an update on progress across the Pump Programme:</p> <ul style="list-style-type: none"> <li>• GS and JT presented last week at Oldbury on Severn Parish Council; successful and positive meeting.</li> <li>• Pleased that LSIDB can apply again for Defra grant funding</li> <li>• Elmore is undergoing a refit to standardise telemetry across all pumping stations. The new system will enable real-time remote monitoring and fault alerts. Equipment has been factory-tested and will serve as a test bed before wider deployment.</li> <li>• At Lapperditch and Marshfield both stations have now been demolished and are currently operating under over-pumping arrangements. Lapperditch is being prepared for sheet-piling repairs, including necessary shot blasting.</li> <li>• Over pumping at Wicks Green shows the need for a culvert.</li> <li>• Pump may need to be lifted due to entanglement situation; Jacksons will pay for this if it is necessary.</li> <li>• Surveys being done at Wicks Green and Oldbury; bore hole may be needed at Oldbury which hopefully funding will be received for.</li> <li>• Oldbury's three pumps are ready and will be stored at JN'S soon; three pumps ready.</li> <li>• Planning application at Wicks Green timescales extended; objection from Highways but this has been clarified by LSIDB.</li> <li>• Progress at Wicks Green not being held up due to planning complications</li> <li>• Residents at Wicks Green will be given a tour of Lapperditch and Wicks Green in the summer to understand how the Pumping Station might look.</li> </ul> <p><b>RG reported on a pumping incident with Jacksons:</b></p>	GS

<p>RG reported on two significant pumping incidents during Storm Claudia (14th November 2025.) RG worked extensively to prevent flooding resulting from Jacksons' operational failures.</p> <ul style="list-style-type: none"> <li>• Pumps at Marshfield were found switched off during Storm Claudia despite advance warnings from RG.</li> <li>• RG was assisted by an LSIDB Operator and James Thomas, Civil Engineer</li> <li>• RG used his machinery to dig an emergency trench to protect village homes from flooding.</li> <li>• Jackson's turned pumps off to save diesel on the generator; not appropriate during a storm.</li> <li>• Water level has now been lowered so situation is now resolved.</li> <li>• RG advised against a dam at Wicks Green.</li> <li>• Jacksons' preparedness and response were insufficient to prevent near-miss flooding incidents.</li> <li>• Concerns raised regarding generator fuel supply and continuity over weekends and holiday periods (e.g. Christmas), including responsibility for refuelling.</li> <li>• Board members should not be responsible for Jacksons' operational failures.</li> <li>• Emergency intervention highlighted reliance on informal monitoring.</li> <li>• Mark Hollingsworth (Pump Supplies) responded rapidly, including attending sites at night and securing additional pumps.</li> <li>• Jacksons' on-site management was criticised for decisions such as turning off generators during active storms.</li> </ul> <p>RG reported concerns over the following:</p> <ul style="list-style-type: none"> <li>• Potential flooding during future storms if similar operational failures occur.</li> <li>• Insufficient contingency planning for bank holidays or extended staff leave.</li> <li>• Over-reliance on Board members' informal interventions.</li> </ul>	
<p><b>8. Business Continuity Plan for review and support for Board approval</b></p> <p>The Business Continuity Plan now has comprehensive contact lists for all external support groups and Board members.</p> <p>Concern raised that the BCP currently lacks an explicit process to confirm staff safety and location during an emergency.</p> <p>Emphasis that staff are key assets and must be accounted for as first priority.</p> <p><b>Proposed Improvements:</b> Add a section under <i>Immediate Response</i> specifically addressing staff safety and welfare and designate one responsible person to coordinate contact with all staff (suggested: the foreman.)</p> <p><b>Ensure this person has:</b> All staff contact numbers (nine field staff plus office staff and managers). A procedure for verifying their safety and directing them to a central point if appropriate. Detailed BCP review to be added to the agenda of the next Executive meeting. Finalised BCP to return to the Board for approval.</p>	GT
<p><b>9. Any Other/New/Update Item which the Chair/CEO decide is urgent/be mentioned</b></p>	MB/GT

None.	
<p><b>10. Confirmation of new Actions</b> The following actions were discussed:</p> <p><b>Action 1 – Staff Safety Protocol</b></p> <ul style="list-style-type: none"> <li>• Include a new <i>Immediate Response – Staff Safety</i> section in the BCP.</li> <li>• Nominate a staff-coordinating lead (likely the foreman).</li> <li>• Ensure all relevant contact lists are updated and held by that lead.</li> </ul> <p><b>Action 2 – Pre-Storm Warning Mechanism</b></p> <ul style="list-style-type: none"> <li>• Establish a mechanism (likely via Programme Board) to consider whether pre-storm warning meetings are required, especially given increasing risks during pump upgrades.</li> </ul> <p><b>Action 3 – Planning for January Extraordinary Board Meeting</b></p> <ul style="list-style-type: none"> <li>• Original January meeting likely to lack quorum due to absences.</li> <li>• Consider rescheduling to the second week of January or holding a short virtual approval meeting, particularly for pump-programme expenditure decisions needing sign-off.</li> </ul>	GT
<b>11. Date of Next Meeting: 21 January 2026</b>	Chair
Close	Chair

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# Lower Severn IDB

## MISSION STATEMENT

We provide land drainage, flood risk management and surface water management to achieve safe, prosperous communities that enjoy the amenity and biodiversity benefits of the water environment.

## Draft Executive Committee Minutes

**Members:** Mr M Barnes (Chair), Mr R Godwin, Mr J Hore, Cllr M Riddle (Vice Chair), Mr G Simms

**Wednesday 21 January 2026 IDB Offices**

Item	
1.	<b>Apologies/Welcome</b> Present: Matthew Riddle, Geoff Simms, Roger Godwin. James Thomas, Glenn Taute and Jim Druett.  MR welcome all to meeting.  Apologies were received from Mike Barnes and John Hore
2.	<b>Declaration of Members' Interest</b> RG declared an interest (land use)
3.	<b>Minutes of the last committee meeting for approval</b> Accepted unanimously
4.	<b>Comments on brought forward Exec Actions</b> GT read through previous actions; immediate response for when staff don't respond when contacted whilst at work, and to include a weather watch.
5.	<b>Management Reports</b> JT asked for questions on his report; MR enquired whether JT had an update on de-maining. JT replied that a methodology is being developed; JT will approach EA to ask them what they need LSIDB to do. JT is in correspondence with Martin Quine. JT reiterated that funding requested in December has been approved. Chance that not all funding will be spent but will continue to try. JT reported LSIDB and Jackson's have had a few issues, especially at Wicks Green, which has been resolved. MR asked how the other stations are currently holding up; all fine although there were a few issues at Marshfield which are being addressed. JD read through a summary of his report and added new pipework is working well with the mobile pump and asked for feedback on his report; RG recommended joiners for the pipe, which Andrew is doing. MR thanked JT for the work completed at Tockington and Aust; residents happy.  GT announced the retirement of one of LSIDB's Field Operators, Nigel Gardiner. GT is in discussion about phased retirements/ transitions. GS feels this is important to have a handover and the retiring Field Operator has agreed this.  GT read through the Financial Report, and said it is important to spend funding before the end of March 2026 so that the unspent grant isn't withdrawn which would result in a shortfall. Asked for questions; JT asked after electricity costs as they are high; GT is looking at this once the details are available. The balance sheet

	<p>remains largely unchanged, with cash balances currently just under £6 million. This is expected to reduce to approximately £3 million by the end of March as expenditure continues, offset in part by the receipt of grant funding. The significant credit balance change regarding creditors relates to pumps being paid for on delivery at Oldbury and Wick Green, with earlier invoices now paid.</p> <p>Glenn confirmed that spend to date on the pump programme is approximately £2.9 million, against a revised approved budget of £10.5 million. Invoices received from Jacksons for November and December are being broken down by Pump Station and component, which is why detailed reporting was not yet available. An action was noted to provide the Board with a more detailed cost breakdown and percentage analysis at a future meeting, to be included in forthcoming reports.</p> <p>New office staff members are settling well after vacancies had been filled.</p>
<p><b>6. Pump Program Report/Update</b></p>	<p>GS gave an overview of the discussions on the Programme Board which occurred at the Extraordinary Full Board meeting last week. Reviewed issues around financial contingencies and concerns raised at the previous meeting. GS said finances are clearly auditable on Fastdraft. GS feels that not holding contingencies means the Board needs to keep an oversight of all funds. GS is keen for Board to remain actively engaged with spending, which can be disconnected if there were contingencies; MR and RG voiced support for GS's way of handling the finances and working without contingencies. Board agreed the £10.5m last meeting.</p> <p>All contracted prices for the Pumping Stations have now been received. GS voiced disappointment as various issues were raised at Lapperditch, and said that there has been a change of Jackson's staff. Pleased with the new site manager. A meeting took place on Monday with Jackson's and a discussion was had on how to move forward from unacceptable issues. GS told Jackson's they should be using a reliable system for over-pumping. Over-pumping capacity should be rigged the same or more as the fixed pumps. Concerned over LSIDB's reputation due to the issues created by Jackson's. GS confirmed that instructions have been given to clear silt build-up at to remove pinch points and reduce flood risk. This work will be undertaken using high-pressure jetting due to difficult and unsafe access conditions. GS emphasised the need to act proactively to resolve issues rather than remaining reactive.</p> <p>GS acknowledged that over-pumping has been a significant contributor to recent difficulties and confirmed that the Board must take some accountability for earlier decisions on pump discharge rates. He advised that further internal discussions will take place to ensure lessons are learned and recurring issues are avoided, as these risks could otherwise come to define the project.</p> <p>In relation to funding and spend, GS reported that continued efforts to secure additional funding have been successful. However, he stressed the importance of ensuring that awarded funds are spent in line with programme expectations. While assurances have been received from the contractor that delivery will progress, GS highlighted the need for ongoing proactive management to ensure spend profiles are achieved and that funding is fully utilised, maintaining funder confidence.</p> <p>GS also raised concerns regarding the length of the design phase at Oldbury and confirmed that discussions will commence with the contractor to explore</p>

	<p>opportunities to shorten this phase, enabling construction to progress sooner and reducing the risk of similar delays next winter.</p> <p>GS advised that factory acceptance testing (FAT) of equipment, including telemetry systems, is scheduled for early February. He indicated his intention to attend to ensure systems meet requirements prior to wider rollout.</p> <p>GS provided an update on planning matters at Wick Green, including the completion of a highways survey and minimal associated legal costs, which will be placed on account with solicitors once finalised. RG confirmed that contingency access options exist should planning issues arise, although no significant problems are anticipated. RG asked whether the lack of programme progress at the pumping stations over the previous five weeks, due to over-pumping issues, would delay the programme and risk underspending grant funding before March; GS confirmed that funding is highly itemised and not held as a single flexible sum, and it is not expected that recent delays will affect the ability to spend the allocated funding. A three-week deferral to the survey start date has been agreed to allow recent issues to be addressed; this work remains within the scope of the recently approved £233k funding and is scheduled to be completed by the end of February. Assurance was given that close oversight is being maintained to avoid any risk of returning unspent grant funding. It was also noted that, while compensation events are typically raised by the contractor, a compensation event is now being progressed by the Board in response to recent issues, with formal notification already issued and careful consideration being given to ensure claims are appropriate.</p> <p>The total grant spend required for the current financial year was confirmed as £3.438 million.</p>
<p><b>7. Draft Budget 2026/27</b></p>	<p>Glenn Taute presented the draft income and expenditure forecasts, reviewing historical trends for 2024 and 2025, the current year forecast, and the proposed budget for 2027. He noted a significant reduction in grant income of approximately £3.6 million, reflecting the reduction in grant funding. Rates income is assumed to increase by 4.5%, in line with the position agreed in December, and is expected to remain at this level in future years.</p> <p>On expenditure, GT highlighted a notable increase in payroll costs, explained by the planned ramp-down of programme-related payroll contributions and the extension of the programme timeline. Payroll costs are forecast to increase by approximately 9.9% in 2027 and 2028 before returning to inflationary increases of around 3.5% thereafter.</p> <p>Maintenance expenditure has been reset to £360k, in line with prior-year budgets, reflecting the need to manage the risk of breakdowns and maintain operational resilience. Professional fees, insurance, and other operational costs were included at levels consistent with prior years, ensuring adequate coverage for legal, technical, and regulatory obligations. The Environment Agency levy increase of 2% has been included in the 2027 figures, consistent with recent announcements.</p> <p>It was noted that the Board has a high proportion of levy funding from local authorities, currently around 92%, which is higher than most Boards nationally. The proposed 4.5% levy increase compares favourably with the 5% increases being implemented by many councils and was considered reasonable in the current financial climate.</p>

	<p>GT also advised that Defra is undertaking a wider review of Drainage Board funding arrangements, including levy and revenue mechanisms, and that the Board's operating model is of interest due to its specific structure and funding mix.</p> <p>A brief discussion took place regarding the potential disposal of redundant pumps. It was agreed that selling non-compliant pumps directly for reuse could present reputational risks, and that disposal via scrap, with appropriate safeguards, would be preferable. No decision was taken at this stage.</p> <p>The Board noted the relatively minor budget amendments presented, which reflect adjustments discussed at the December meeting, and no objections were raised.</p>
<p><b>8. BCP update for support for board approval</b></p>	<p>Glenn Taute provided an update on the Business Continuity Plan, highlighting actions from the previous meeting:</p> <ol style="list-style-type: none"> <li>1. <b>Staff Safety</b> – Immediate checks are being carried out to ensure all staff are safe, accounted for, and in the correct locations. Priority staff lists have been compiled, considering numbers, skills, knowledge, and alternative sources (page 23).</li> <li>2. <b>Weather Monitoring and Pre-Storm Coordination</b> – Ongoing proactive activity includes monitoring weather watches and holding pre-storm meetings with all relevant stakeholders to ensure coordinated preparation for storms or flooding (page 25).</li> <li>3. <b>Asset Inventory</b> – A comprehensive asset inventory has been conducted, building on the existing fixed access register. This detailed record, maintained in the site system, supports rapid response during emergencies (page 22).</li> <li>4. <b>Communication and Contact Registers</b> – Staff contacts have been added alongside member contacts. Jim and Andrew will contact Field Staff, while Glenn will contact office staff to ensure clear lines of communication.</li> <li>5. <b>Parish Flood Warden Coordination</b> – Every parish has a designated flood warden. A register of flood wardens is being maintained, covering Gloucestershire, Worcestershire, and Hereford, to ensure comprehensive coverage. County and district council records are also referenced where available, supplemented by GRCC data.</li> </ol> <p>Glenn requested support from the Board for the proposed plan, which is scheduled for presentation for approval in February.</p>
<p><b>9. Board Meeting 4 February Draft Agenda review</b></p>	<p>GT reviewed the agenda for the upcoming Board meeting on Wednesday 4th February at the Holiday Inn, noting the change of venue from the Farmers Club due to availability. The venue is conveniently located near the M5 junction 11A and accessible for all attendees.</p> <p>The Board confirmed the meeting content, including:</p> <ul style="list-style-type: none"> <li>• Approval of previous minutes and short-term committee meeting notes.</li> </ul>

	<ul style="list-style-type: none"> <li>• Setting rates for the new year and approving the budget, including forecast versus current year and next year, and a five-year projection.</li> <li>• Presentation of the Business Continuity Plan for Board approval.</li> </ul>
<b>10.</b>	<p><b>Any Other/New/Update Item which the Chair/CEO decide is urgent/be mentioned</b></p> <ul style="list-style-type: none"> <li>• Consideration of involving SWADA in the June meeting for a morning session, following the success of previous years.</li> <li>• Discussion of the post-commissioning maintenance strategy for pumping stations, including scheduled inspections and potential pull-out regime. Costs and practicalities were noted.</li> </ul>
<b>11.</b>	<p><b>Confirmation of new Actions</b></p> <ul style="list-style-type: none"> <li>• BCP to include a list of parish flood wardens or other applicable contacts for emergency call-outs.</li> <li>• SWADA to be invited to participate in the June meeting.</li> </ul>
<b>12.</b>	<b>Date of Next Meeting: 25 February 2026</b>
<b>13.</b>	<b>Close</b>

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## Proposed Budget 2026/27

### The 2026/27 budget includes the following: -

- Inflation is forecast to be in the 3-4% range.
- In order to service the loan interest, cover the depreciation resulting from the pump programme investment, and inflation, the rate is proposed to increase by 4.5% from 13.4p to 14.0 for the budget year.
- The payroll allocation to the pump programme will continue to reduce towards a nil allocation in the 2029 year. This is to avoid a step up in the payroll cost once the pump programme is completed at the end of the 2028 financial year, and to recognise the reduced participation of staff as the model of construction for each pump station is refined. This will as a result be an increase in this cost line of the next years.
- The pump programme with regard to the current renewal of the two pump stations of Lapperditch and Marshfield, is planned to be completed in the year. And the Wicks Green and Oldbury pump station renewals construction will start (and complete in 2028).
- A second PWLB loan will be drawn as required to a maximum value of £2m, planned to be required from September 2026.

### Rates and Capital Expenditure

<b>Lower Severn IDB</b>						
<b>Budget 2026/27</b>	<b>Year</b>	<b>Year</b>	<b>Year</b>	<b>Year</b>	<b>Year</b>	<b>Year</b>
<b>Forecast 2026 plus 5 Years</b>	<b>Actual</b>	<b>Budget</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Forecast</b>
	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>2030</b>	<b>2031</b>
<b>Rates</b>						
<b>Forecast Rates - Pence</b>	<b>13.40</b>	<b>14.00</b>	<b>14.75</b>	<b>15.50</b>	<b>16.25</b>	<b>17.00</b>
Change %		4.5%	5.4%	5.1%	4.8%	4.6%
Previous Rates view of 02/2025 - Pence	13.40	14.40	15.50	16.50	17.25	
		7.5%	7.6%	6.5%	4.5%	
<b>Capital Expenditure</b>						
	£	£	£	£	£	£
Land	124,000					
Excavators			482,000	140,000	342,000	190,000
Tractor				270,000		
Trucks/Vans						50,000
Other mobile equipment(trailers, pump)	94,286					
Yard and Workshop Improvements	50,000	25,000				
Small assets(workshop and office)	20,150	5,408	5,624	5,849	6,083	6,327
Pump Station Programme	3,945,079	3,749,680				
	<b>4,233,515</b>	<b>3,780,088</b>	<b>487,624</b>	<b>415,849</b>	<b>348,083</b>	<b>246,327</b>

## Income Statements

Lower Severn IDB					
Income Statement	Full Year	Full Year			
2026	Forecast	Budget	Variance	Variance	Comment
Income	Mar-26	Mar-26	£	%	
Rates and Levies	2,050,606	2,050,659	-53	0.0%	
Grant and Fund Income	3,619,132	184,755	3,434,377		Grant 2B; & Foreign Water in - EA water out cost below
Fees & Recharges	46,833	3,600	43,233		Works recharges, Consents, Avonmouth dev. billing
Other Income	199,360	70,909	128,451		Deposit interest higher on additional grants won
<b>Total Income</b>	<b>5,915,930</b>	<b>2,309,923</b>	3,606,008		
<b>Expenditure</b>					
Payroll	969,421	897,759	-71,662	-8.0%	Pgm payroll allocation changes due to timeline movement
Maintenance	335,560	354,732	19,172	5.4%	Limited machine breakdowns and cost control
EA Levies	231,523	236,164	4,641	2.0%	Foreign Water out - EA, revenue in Grants above
Travel	31,791	30,900	-891	-2.9%	Meetings/events/conferences
Administration	64,450	58,710	-5,740	-9.8%	Insurance and IT licence inflation, Add Cyber & Mobile Pump I
Professional Fees	30,571	30,900	329	1.1%	Includes COS re Avonmouth consultation recharges above
Depreciation	270,762	456,003	185,241	40.6%	Shift in new pump station commissioning dates. Life to 40 yrs.
Loan Interest	102,662	102,662	0	0.0%	PWLB Loan Interest
Bank Charges	13,830	13,200	-630	-4.8%	
<b>Total Costs</b>	<b>2,050,571</b>	<b>2,181,030</b>	130,459	6.0%	
<b>Net Surplus/(Deficit)</b>	<b>3,865,360</b>	<b>128,893</b>			

Lower Severn IDB							
Income Statement	2024	2025	2026	2027	2027 vs 26	2027 vs 26	
Budget 2027	Actual	Actual	Forecast	Budget	Variance	Variance	Comment
Income	March	March	March	March	£	%	
Rates and Levies	1,767,563	1,912,928	2,050,606	2,142,811	92,205	4.5%	Increase for inflation and cost of pump replacement programme
Grant and Fund Income	177,581	2,252,393	3,619,132	184,755	-3,434,377		Grants in 25&26; & Foreign Water in - EA water out cost below
Fees & Recharges	70,230	5,971	46,833	25,200	-21,633	-46.2%	Works recharges, and Avonmouth development consultation
Other Income	60,729	103,561	199,360	45,000	-154,360		Deposit interest reduced due to Pgm spend & interest rate chgs
<b>Total Income</b>	<b>2,076,103</b>	<b>4,274,853</b>	<b>5,915,930</b>	<b>2,397,766</b>	-3,518,165		
<b>Expenditure</b>							
Payroll	886,418	855,856	969,421	1,060,021	-90,600	-9.3%	Reduction of payroll allocation to the programme, timeline change
Maintenance	373,946	352,435	335,560	361,827	-26,267	-7.8%	At levels of prior years
EA Levies	226,984	231,524	231,523	236,154	-4,630	-2.0%	Foreign Water out - EA, revenue in Grants above
Travel	37,381	28,999	31,791	31,518	273	0.9%	Meetings/events/conferences
Administration	66,844	41,886	64,450	66,346	-1,896	-2.9%	Insurance and IT licences impacts
Professional Fees	127,184	44,079	30,571	30,904	-333	-1.1%	Includes COS re Avonmouth recharges. Aligned to prior years
Depreciation	223,154	254,359	270,762	327,249	-56,487	-20.9%	In line with the investment in the new pump stations. Dep. Life 40 yrs
Loan Interest	0	30,631	102,662	154,430	-51,768	-50.4%	PWLB Loan Interest, additional loan of £2m in 2027 for programme
Bank Charges	1,716	13,080	13,830	13,464	366	2.6%	Financial charges financial institutions
<b>Total Costs</b>	<b>1,943,627</b>	<b>1,852,848</b>	<b>2,050,571</b>	<b>2,281,912</b>	231,341	11.3%	
<b>Net Surplus/(Deficit)</b>	<b>132,475</b>	<b>2,422,004</b>	<b>3,865,360</b>	<b>115,854</b>	-3,749,506	-97.0%	
<b>Rates</b>			<b>13.40</b>	<b>14.00</b>	<b>0.60</b>	<b>4.5%</b>	Increase for inflation and cost of pump replacement programme

<b>Lower Severn IDB</b>						
<b>Income Statement</b>	<b>Full Year</b>	<b>Year</b>	<b>Year</b>	<b>Year</b>	<b>Year</b>	<b>Year</b>
<b>Forecast 2026 plus 5 Years</b>	<b>Forecast</b>	<b>Budget</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Forecast</b>
	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>2030</b>	<b>2031</b>
Levies Charged to Authorities	-1,877,676	-1,962,558	-2,067,268	-2,172,383	-2,277,498	-2,382,614
Agricultural Rates	-172,930	-180,252	-189,909	-199,565	-209,221	-218,878
Rechargeable Works	-36,679	-12,000	0	0	0	0
Application Fees	-650	-1,200	0	0	0	0
Consultancy Fees Recharged	-9,504	-12,000	0	0	0	0
Surplus on Sale of Assets	-4,681	0	0	0	0	0
Miscellaneous Income	-35,332	-9,000	-9,180	-10,000	-11,000	-12,000
Foreign Water Grant - EA, and IDB Grant(26)	-3,619,132	-184,755	-188,450	-192,219	-196,064	-199,985
Interest	-159,347	-36,000	-25,000	-15,000	-14,999	-14,998
<b>Total</b>	<b>-5,915,930</b>	<b>-2,397,766</b>	<b>-2,479,807</b>	<b>-2,589,167</b>	<b>-2,708,782</b>	<b>-2,828,474</b>
<b>Expenditure</b>						
Payroll	969,421	1,060,021	1,157,716	1,198,236	1,240,175	1,283,581
Office Maintenance	25,592	27,736	28,707	29,711	30,751	31,828
Maintenance	309,968	334,091	345,784	357,886	370,412	383,377
EA Levy	231,523	236,154	244,419	252,974	261,828	270,992
Motor Travel and Subsistence	31,791	31,518	32,621	33,763	34,945	36,168
Communications	8,261	6,934	7,177	7,428	7,688	7,957
Administration	56,189	59,413	61,492	63,644	65,872	68,177
Engineering Consultancy Fees	7,603	9,600	9,936	10,284	10,644	11,016
Legal and Professional Fees	20,212	15,000	15,525	16,068	16,631	17,213
Audit and Accountancy Fees	2,755	6,304	6,524	6,753	6,989	7,234
Depreciation	270,762	327,249	530,946	566,746	573,257	543,257
Loan Interest	102,662	154,430	193,927	183,452	172,913	161,913
Bank Charges	13,830	13,464	13,935	14,423	14,928	15,450
<b>Total</b>	<b>2,050,571</b>	<b>2,281,912</b>	<b>2,648,709</b>	<b>2,741,368</b>	<b>2,807,032</b>	<b>2,838,162</b>
<b>Surplus for 12 months</b>	<b>-3,865,360</b>	<b>-115,854</b>	<b>168,903</b>	<b>152,201</b>	<b>98,250</b>	<b>9,688</b>
<b>Rates</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>2030</b>	<b>2031</b>
<b>Pence</b>	<b>13.40</b>	<b>14.00</b>	<b>14.75</b>	<b>15.50</b>	<b>16.25</b>	<b>17.00</b>
<b>Change %</b>		<b>4.5%</b>	<b>5.4%</b>	<b>5.1%</b>	<b>4.8%</b>	<b>4.6%</b>

## Balance Sheets

<b>Lower Severn IDB</b>	<b>Actual</b>	<b>Forecast</b>	<b>Budget</b>		
<b>Balance Sheet</b>	<b>At End</b>	<b>At End</b>	<b>At End</b>	<b>YTD</b>	<b>YTD</b>
<b>Budget</b>	<b>March 2025</b>	<b>March 2026</b>	<b>March 2027</b>	<b>Change</b>	<b>Comment</b>
Fixed Assets	1,567,854	1,819,224	5,716,970	3,897,746	Additions, depreciation
Assets under Construction	2,666,592	6,322,907	5,878,000	-444,907	Pump programme Work in Progress(WIP)
Total Fixed Assets	4,234,446	8,142,131	11,594,970	3,452,839	Net of Additions less Depreciation
Stock +WIP	28,363	45,000	47,250	2,250	Stock build to prior year levels
Debtors	-1,016,154	500	2,000	1,500	March 2025 balance includes prepaid levies
Prepaid Expenses	53,214	60,000	62,400	2,400	Prepaid items at the end of March for the new year
VAT	262,664	600,000	110,000	-490,000	VAT on Programme expenditure included
Cash at Bank	5,266,662	2,931,735	1,985,799	-945,935	Cash spent on the pump station programme
Current Assets	4,594,749	3,637,235	2,207,449	-1,429,785	
Creditors	919,726	100,000	104,000	4,000	Expenses on account with vendors
Accrued Expenses	75,463	80,000	83,200	3,200	Expense accruals
Current Liabilities	995,189	180,000	187,200	7,200	
Net Current Assets	3,599,560	3,457,235	2,020,249	-1,436,985	Cash at bank reduced
Long Term Liabilities	2,000,000	1,900,000	3,800,000	1,900,000	Public Works Loans for the pump programme
Long Term Assets - Pension	2,616,000	2,616,000	2,616,000	0	LGPF actuarial valuation at 31 March 2025, counter entry below
	<b>8,450,006</b>	<b>12,315,365</b>	<b>12,431,219</b>	115,854	
Capital/Accumulated Reserve	3,219,918	5,641,923	9,507,282	3,865,360	Brought Forward from prior year
Current Year Surplus/(Deficit)	2,422,004	3,865,360	115,854	-3,749,506	Surplus in the year
Pension Reserve	2,616,000	2,616,000	2,616,000	0	See counter above.
Revaluation Reserve	192,083	192,083	192,083	0	As per property valuation March 2024, in fixed assets
	<b>8,450,006</b>	<b>12,315,365</b>	<b>12,431,219</b>	115,854	

<b>Lower Severn IDB</b>							
<b>Balance Sheet</b>	<b>Year</b>	<b>Year</b>	<b>Year</b>	<b>Year</b>	<b>Year</b>	<b>Year</b>	<b>Year</b>
<b>Forecast 2026 plus 5 years</b>	<b>Actual</b>	<b>Forecast</b>	<b>Budget</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Forecast</b>
	<b>Mar-25</b>	<b>Mar-26</b>	<b>Mar-27</b>	<b>Mar-28</b>	<b>Mar-29</b>	<b>Mar-30</b>	<b>Mar-31</b>
Fixed Assets	1,567,854	1,819,224	5,716,970	11,522,465	11,353,053	11,088,090	10,791,159
Assets under Construction	2,666,592	6,322,907	5,878,000	0	0	0	0
<b>Total Fixed Assets</b>	<b>4,234,446</b>	<b>8,142,131</b>	<b>11,594,970</b>	<b>11,522,465</b>	<b>11,353,053</b>	<b>11,088,090</b>	<b>10,791,159</b>
Stock +WIP	28,363	45,000	47,250	49,613	52,093	54,698	57,433
Debtors	-1,016,154	500	2,000	2,107	2,214	2,321	2,429
Prepaid Expenses	53,214	60,000	62,400	64,896	67,492	70,192	72,999
VAT	262,664	600,000	110,000	113,850	117,835	121,959	126,228
Cash at Bank	2,589,773	2,931,735	1,985,799	1,688,074	1,503,904	1,469,181	1,554,928
Short Term Deposits	2,676,888						
<b>Current Assets</b>	<b>4,594,749</b>	<b>3,637,235</b>	<b>2,207,449</b>	<b>1,918,540</b>	<b>1,743,538</b>	<b>1,718,350</b>	<b>1,814,016</b>
Creditors	919,726	100,000	104,000	108,160	112,486	116,986	121,665
Accrued Expenses	75,463	80,000	83,200	86,528	89,989	93,589	97,332
<b>Current Liabilities</b>	<b>995,189</b>	<b>180,000</b>	<b>187,200</b>	<b>194,688</b>	<b>202,476</b>	<b>210,575</b>	<b>218,998</b>
<b>Net Current Assets</b>	<b>3,599,560</b>	<b>3,457,235</b>	<b>2,020,249</b>	<b>1,723,852</b>	<b>1,541,062</b>	<b>1,507,776</b>	<b>1,595,019</b>
Long Term Liabilities	2,000,000	1,900,000	3,800,000	3,600,000	3,400,000	3,200,000	3,000,000
Long Term Assets - Pension	2,616,000	2,616,000	2,616,000	2,616,000	2,616,000	2,616,000	2,616,000
	<b>8,450,006</b>	<b>12,315,365</b>	<b>12,431,219</b>	<b>12,262,316</b>	<b>12,110,115</b>	<b>12,011,866</b>	<b>12,002,178</b>
Capital & Accumulated Reserve	3,219,918	5,641,923	9,507,282	9,623,136	9,454,233	9,302,032	9,203,782
Current Year Surplus/(Deficit)	2,422,004	3,865,360	115,854	-168,903	-152,201	-98,250	-9,688
Pension Reserve	2,616,000	2,616,000	2,616,000	2,616,000	2,616,000	2,616,000	2,616,000
Revaluation Reserve	192,083	192,083	192,083	192,083	192,083	192,083	192,083
	<b>8,450,006</b>	<b>12,315,365</b>	<b>12,431,219</b>	<b>12,262,316</b>	<b>12,110,115</b>	<b>12,011,866</b>	<b>12,002,178</b>

## Cash Flow

<b>Lower Severn IDB</b>							
<b>Cash Flow Statement</b>							
<b>Forecast 2026 plus 5 Years</b>							
	Actual	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast
	2025	2026	2027	2028	2029	2030	2031
	£	£	£	£	£	£	£
<b>Operating Income</b>		3,865,360	115,854	-168,903	-152,201	-98,250	-9,688
Add Depreciation		270,762	327,249	530,946	566,746	573,257	543,257
Asset Write off entry		55,069		29,184	18,515	39,789	
<b>Sub Total - Operating Cash</b>		<b>4,191,191</b>	<b>443,103</b>	<b>391,227</b>	<b>433,060</b>	<b>514,796</b>	<b>533,570</b>
<b>Working Capital Changes :-</b>							
<b>Current Assets</b>		<b>-1,377,413</b>	<b>483,850</b>	<b>-8,816</b>	<b>-9,168</b>	<b>-9,536</b>	<b>-9,918</b>
<b>Current Liabilities</b>		<b>-815,189</b>	<b>7,200</b>	<b>7,488</b>	<b>7,788</b>	<b>8,099</b>	<b>8,423</b>
<b>Capital Investment</b>		<b>-4,233,515</b>	<b>-3,780,088</b>	<b>-487,624</b>	<b>-415,849</b>	<b>-348,083</b>	<b>-246,327</b>
<b>Sales of Fixed Assets</b>							
<b>Loan Public Works less repayment</b>		<b>-100,000</b>	<b>1,900,000</b>	<b>-200,000</b>	<b>-200,000</b>	<b>-200,000</b>	<b>-200,000</b>
<b>Net Cash Flow</b>		<b>-2,334,926</b>	<b>-945,935</b>	<b>-297,725</b>	<b>-184,171</b>	<b>-34,723</b>	<b>85,748</b>
<b>Cash at Bank - Opening</b>		<b>5,266,662</b>	<b>2,931,735</b>	<b>1,985,801</b>	<b>1,688,076</b>	<b>1,503,905</b>	<b>1,469,182</b>
Cash Flow Surplus/Shortfall		-2,334,926	-945,935	-297,725	-184,171	-34,723	85,748
<b>Cash at Bank - Closing</b>	<b>5,266,662</b>	<b>2,931,735</b>	<b>1,985,801</b>	<b>1,688,076</b>	<b>1,503,905</b>	<b>1,469,182</b>	<b>1,554,929</b>
Cash at Bank - Closing per Balance Sheet		2,931,735	1,985,799	1,688,074	1,503,904	1,469,181	1,554,928

## DECLARATION OF LEVY AND DRAINAGE RATES FOR 2026/27

The Board is required under Section 40 of the Land Drainage Act 1991 to set a Levy and Drainage Rate by the 15th February in the financial year preceding that of which it is made.

The annual values for Local Authorities and Agricultural Land have been calculated as at 31 December 2025. This apportions the Special Levies between the Charging Authorities and the amount to be collected from the Agricultural Rate. A rate of 14.0p is illustrated below.

## Recommendation

That the Board determines the 2026/27 Levy and Drainage Rate.

<b>Drainage Levies and Rates</b>			<b>2026/27</b>	2025/26	
<b>Charging Authorities</b>	<b>AV</b>	<b>%</b>	<b>Proposed</b>	<b>Previous</b>	<b>Change</b>
<b>Rate</b>			<b>14.00p</b>	<b>13.40p</b>	<b>0.60p</b>
	£	%	£	£	%
Bristol City Council	7,589,404	49.6%	1,062,517	1,016,980	4.5%
South Gloucestershire Council	3,410,262	22.3%	477,437	456,975	4.5%
Stroud District Council	1,615,360	10.6%	226,150	216,458	4.5%
Gloucester City Council	729,722	4.8%	101,842	98,120	3.8%
Forest of Dean Council	455,916	3.0%	64,554	60,367	6.9%
Herefordshire Council	123,898	0.8%	17,346	16,602	4.5%
Tewkesbury Borough Council	73,933	0.5%	10,351	9,907	4.5%
Malvern Hills District Council	16,880	0.1%	2,363	2,262	4.5%
<b>Total</b>	<b>14,015,375</b>	<b>91.6%</b>	<b>1,962,558</b>	<b>1,877,672</b>	<b>4.5%</b>
<b>Local Authorities</b>	14,015,375	91.6%	1,962,558	1,877,672	4.5%
<b>Agricultural rates</b>	1,287,516	8.4%	180,252	172,987	4.2%
<b>Total</b>	<b>15,302,891</b>	<b>100.0%</b>	<b>2,142,811</b>	<b>2,050,659</b>	<b>4.5%</b>

# **LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD**

## **BUSINESS CONTINUITY PLAN**

### **Business Interruption Insurance**

The Board has cover up to £220,000 for additional cost of working in any 12-month period. The cover is through Zurich Municipal as follows:

Policy No. XAO-272027-0033  
Annual renewal date: 1 April  
Claims Contact 0800 028 0336  
Tel No. 0800 028 0336 (out of hours)  
Email farnboroughpropertyclaims@uk.zurich.com  
Address Zurich Property Claims, PO Box 3303,  
Interface Business Park, Swindon, SN4 8WF

### **Aim of the Plan**

This plan is to prepare the Lower Severn (2005) Internal Drainage Board to cope with an emergency or crisis and describes the procedures to be followed in the event. Emergencies that this plan covers include: -  
Inability to access offices and workshop due to flood, fire, civil emergency;  
Complete loss of all computer and paper records due to the above and/or theft;  
Inability to use the office due to lack of critical services, i.e. electricity, water, telephone.

The most recent copy of the plan should be held off the premises by:-

Civil Engineer                      Head of Operational Services  
Field Manager  
Chief Executive Officer

### **Roles and Responsibilities**

The BCM (Business Continuity Management) Team is responsible for invoking the plan and consists of the key decision makers within the business. The BCT will meet to discuss the impact of the incident and what is required to log all the important decisions and events (Appendix A2).

### **Details of the BCM Team**

<b>Area of Responsibility</b>	<b>Name</b>	<b>Title</b>	<b>Telephone</b>
Press and Appointed Members	M Riddle	Vice Chairman	[REDACTED]
Elected Members	M Barnes	Chairman	[REDACTED]

Office Records Backup / Staff	G Taute	CEO	
Temporary Office & Equipment			
Temporary Workshop & Equipment	J Druett	Engineer	
Workforce	A Terrett	Field Manager	
Maps, Modelling & Telecoms	J Thomas	Engineer	

**BCM Team Response:**

**Immediate**

- Receive an initial assessment of the nature and extent of the problem
- Decide whether to activate the Plan
- Check in on all staff, ensure safe and well, and check location.
- Call an initial meeting to define the problem, the extent of the disruption, its consequences and the probable implications for the foreseeable future. Agree objectives for the next 24 hours and advise staff and members

**Within 24 Hours**

- Receive initial reports on damage
- Take the decision to implement business continuity procedures
- Inform all staff of the problem and the actions being taken
- Conduct an asset inventory
- Make a full evaluation of the damage
- Identify all potentially salvageable equipment
- Carry out safety inspections
- Make the site secure, to prevent unauthorised access
- Estimate the time required to recover
- Contact the Standby Facility to inform of move to the location
- Report progress to staff and members
- Update all officers accordingly
- Set up transport arrangements to/from all temporary locations
- Remove vital documents from disaster site
- Remove re-usable equipment from disaster site

**Ongoing**

- Act as the main point of contact with the emergency services (Police, Fire, Ambulance)
- Document progress against agreed schedules
- Contact suppliers of essential

**Locations for BCM Team to meet**

Temporary Address

Decide on temporary address for deliveries/post

## Machinery

Strategically disperse machinery across landowners in our area. Machinery servicing to be outsourced if required.

### **Critical Functions**

- Communication with Members, Local Authorities, land owners, press and the public.
- Replacement of plant, machinery and vehicles.
- Replacement of plant IT equipment.
- Payment to staff and suppliers
- Obtain copies of maps, GIS and modelling.

### **Topics for consideration by BCM:**

<b>Priority</b>
<b>Staff</b> (ensure all safe, well, and accounted for) (Numbers, skills, knowledge, alternative sources)
<b>Premises</b> (Potential relocation or work from home)
<b>Inventory</b> (List of software and hardware)
<b>Communications</b> (Describe the alternative means of communications your business will use to communicate with customers and employees in the event of emergency)
<b>General Office Equipment &amp; Stationery required</b>
<b>Any other Equipment needed</b>

### **Back up Information / Equipment**

Back up computer records / data location: -

- SYS Group– telephone no. [+44 \(0\) 333 101 9000](tel:+44(0)3331019000),

Telephone Provider:-

- Blizzard – telephone no. [0330 400 4245](tel:03304004245)

Payroll Administration

- Moorepay – telephone no. [0345 184 4615](tel:03451844615)

## **Data Storage Location:**

- **Data Back Up**  
All network data is backed up daily to the cloud.
- **GIS Back Up**  
The web-enabled GIS system is backed up daily to the cloud along with all other network data.
- **Maps Storage Location**  
Official Board maps are backed up on the cloud.
- **Board Minutes**  
Board Minutes are backed up on the cloud.
- **Agreements and Deeds**  
Agreements and Deeds are stored within the bank.

## **Contact Information.**

In an Emergency situation the CEO (Glenn Taute) should be contacted immediately. If unobtainable the Field Manager (Mr A Terrett) should be contacted being the most local employee. In the event that either the CEO or the Field Manager are unobtainable either Engineer should be contacted (J Druett or J Thomas).

The CEO (or alternative contact as shown above) will contact the Chairman (M Riddle) and Vice Chairman (M Barnes), Management Team, Administration staff and Foreman, advising them of the situation and direct them as required.

The Field Manager will contact the workforce making them aware of any given situation and direct them as needed.

The Board members will be contacted by the Chairman and Vice Chairman (see appendix 1).

### **First Aiders**

James Druett and James Thomas are the sites first aiders.

If the First Aider is not immediately available, contact the Emergency Services.

### **Fire Marshal**

No fire marshal. Contact the Emergency Services.

### **Staff Contacts List**

Staff contacts list can be found on the network here-

"LSIDB\Lower Severn Drainage Board\Lower Severn Internal Drainage Board - LSIDB Documents\HR\_HR & Staff\HR7\_Employee Employment Docs\Addresses & tel No of Employees\_Jun 24.doc"

### **Board Members Contacts List**

Board Members contacts lists can be found here-

"LSIDB \Lower Severn Drainage Board\Lower Severn Internal Drainage Board - LSIDB Documents\B\_Board & Governance\B2\_Meetings\Committee Dates & Members\Lsdb Elected Members details\_Current.doc"

And  
 "LSIDB\Lower Severn Drainage Board\Lower Severn Internal Drainage Board - LSIDB Documents\B\_Board & Governance\B2\_Meetings\Committee Dates & Members\Lsdb Nominee Members details\_Current.doc"

**BG asset register**

The asset register can be found here-  
 LSIDB\Lower Severn Drainage Board\Lower Severn Internal Drainage Board - LSIDB Documents\F\_Finance\F1\_Accounts\F1.2\_Assets

**Other Ongoing Proactive Activity**

BCM - include weather watch monitoring and hold pre-storm meeting with all stakeholders(including applicable local government flood wardens or representatives) as and when.

**APPENDIX 1 - Contact Information**

**Staff**

<b>G Taute will contact:</b>		
<b>Name</b>	<b>Telephone No.</b>	<b>Email Address</b>
Glenn Taute		
Jim Druett		TBC
James Thomas		TBC
Karen Waldron		TBC
Bianca Taute		TBC
Denise Ashley		TBC
Ramsey Mokatren	TBC	TBC
<b>A Terrett/J Durett will contact:</b>		
<b>Name</b>	<b>Telephone No.</b>	<b>Email Address</b>
Andrew Terrett		TBC
Nigel Gardner		TBC
Ian Waine		TBC
Matthew Grey		TBC
Pete Durnford		TBC
Paul Robbins		TBC
Shawn Watkins		TBC
Mark Lacey		TBC
Damian Smith		TBC

<b>M Barnes will contact:</b>		
<b>Name</b>	<b>Telephone No.</b>	<b>Email Address</b>
J Cornock	[REDACTED]	[REDACTED]
T Cullimore	[REDACTED]	[REDACTED]
Mr J Nichols	[REDACTED]	[REDACTED]
Mr R Godwin	[REDACTED]	[REDACTED]
J Hore	[REDACTED]	[REDACTED]
R Hyslop	[REDACTED]	[REDACTED]
Mr G Simms	[REDACTED]	[REDACTED]
M Barnes	[REDACTED]	[REDACTED]
J North	[REDACTED]	[REDACTED]
C Daniell	[REDACTED]	[REDACTED]
R Chamberlayne	[REDACTED]	[REDACTED]
R Hewlett	[REDACTED]	[REDACTED]

<b>M Riddle will contact:</b>		
<b>Name</b>	<b>Telephone No.</b>	<b>Email Address</b>
Editor – Western Daily Press	[REDACTED]	[REDACTED]
Editor - Citizen	[REDACTED]	[REDACTED]
Ald M Sykes	[REDACTED]	[REDACTED]
ClIr M Riddle	[REDACTED]	[REDACTED]
Sue Milestone	[REDACTED]	[REDACTED]
Alderman Nikki Barton	[REDACTED]	[REDACTED]
ClIr Abi Finch	[REDACTED]	[REDACTED]
ClIr James Crawford	[REDACTED]	[REDACTED]
ClIr Simon Johnson	[REDACTED]	[REDACTED]
ClIr Tony Williams	[REDACTED]	[REDACTED]
ClIr Terri Kinnison	[REDACTED]	[REDACTED]
ClIr L Harries	[REDACTED]	[REDACTED]
ClIr S Phelps	[REDACTED]	[REDACTED]
ClIr Liz Harvey	[REDACTED]	[REDACTED]k
ClIr Mark Williams	[REDACTED]	[REDACTED]
ClIr Christine Wild	[REDACTED]	[REDACTED]

**APPENDIX 2 - Sequence of Events Log**

<b>Date</b>	<b>Time</b>	<b>Response Taken</b>	<b>By whom</b>	<b>Reported to</b>

### APPENDIX 3 - Inventory

**Office Equipment**

	<b><u>Debit</u></b>
Samsung Telephone System Leased	4000.00
4 x Mobile Handsets	1930.00
3 x Samsung A33 Mobile Phones (LR & KW)+(AT)	872.50
5 x Mobiles A53 & Iphone (CFO & PGO) + VB, BT + EE Contract	1638.76
Cadcorp Map Editor	2300.00
GIS / DRS Systems	11556.75
DRS 365	10000.00
2 x Laptops & 1 x Computer (JT, JD & SW)	475.00
3 x Computers (KPW, MD) & UPS + (AT)	2775.00
1 x Dell Computer (For Training)	2240.00
1 x Dell Optiplex PC (for Karen)	910.00
Conference Room Equipment	1510.00
7 x Laptops (JT, JD, KW & KW) + MD, LR & Spare	6591.00
HP 440 Probook Laptop for CEO	1130.00
2 x Laptops for GT & JM	2300.00
2 x Laptops for VB & BT	2300.00
3 x Laptops, 1 x Desktop for KW, DW & JD, & Sage	2775.00
Board Room Desktop & Laptop + Software for CEO	3070.00
HP Designjet A1 Plotter	1090.00
Dell T630 Server	8200.00

**Office Furniture and Fittings**

	<b><u>Debit</u></b>
Air Con System	9000.00
New Air Con Units	3240.00

CCTV System	3856.00
Automation to Gate	1265.00
Roller Shutter Door	3740.00
Security Doors - Main entrance	2450.00
Video Entry System	1680.00
Oil-Filled Wall Heater	244.16
Defibrillator & Cabinet	1655.00
Electric Car Charger	4147.00
Semi Circular Table & Chairs	2405.94
Office Desks, Drawers & Bookcase	1032.25
4 x Desks & 3 x Pedestals	1804.00
Carpet Tiles	1500
Gazebo Canopy & Flags	1452.00
Office Refurbishment	1915.00

### **Workshop Equipment:**

<b>Workshop Tools &amp; Equipment Valued £100 - £499 Each Item</b>				
<b>No</b>	<b>Date</b>	<b>Account</b>	<b>Details</b>	<b>Net Value</b>
70021	04/04/2018	HONEYBRO	Fibreglass Screwfit Pole set & Attachments	350.67
73362	18/04/2018	HALLFAST	Wire Strainers	140.83
76502	31/10/2018	FUELTANK	Fuel level guage for diesel tank	54.17
77125	11/01/2019	TAPESTOR	Automatic Level	232.50
77278	08/02/2019	GARDENMA	Husqvarna Short Hedge Trimmer Attachment	155.56
77279	08/02/2019	GARDENMA	Husqvarna Extension Attachment	45.83
83254	04/07/2019	KINGSLEY	Jasic Arc 200 PFC Welding Plant	287.16
83801	27/08/2019	SCREWFIX	Ladder	104.17
84333	29/10/2019	HONEYBRO	HB Glassfibre Park Screwfit Pole Set	208.29
84755	13/12/2019	CROMWELL	Pro-Tech Compressor	181.82
85289	03/03/2020	MOWERDOC	Stihl HL92 KC-E Hedgetrimmer	391.67
90415	10/06/2020	MOWERDOC	Husqvarna Brushcutter	229.17
92013	28/10/2020	CROMWELL	Angle Grinder	100.00
92026	07/10/2020	SCREWFIX	Tele ladder	125.00
92277	06/11/2020	ABCOHYDR	30 ton Hydraulic press	373.68
92754	25/02/2021	MOWERDOC	Chainsaw chains	35.75

98800	21/07/2021	DIRECTWA	IBC 1,000 litre tank & fittings	221.22
99606	05/11/2021	CROMWELL	Industrial Torque Wrench	238.89
99750	22/11/2021	MOWERDOC	Stihl MS181 Chainsaw	194.44
99754	22/11/2021	MC&P	2 x Folding Pallet Cages	235.83
106187	13/07/2022	SCREWFIX	Makita 18V Grease Gun	122.23
106513	25/08/2022	TANKSUK	210lt Fuel Bowser DT-Mobile	387.50
107028	31/10/2022	SCREWFIX	18v Reciprocating saw & blades	84.77
107073	08/11/2022	SCREWFIX	Makita 18v Impact Wrench	148.61
107854	20/02/2023	MOWERDOC	Pole Pruner, Chainsaw, Batteries & Chargers	1277.78
111230	16/05/2023	NBBRECYC	Standard Table	370.83
111497	31/05/2023	CROMWELL	Hazard Substance Cabinet	315.83
113666	17/07/2023	SCREWFIX	Numatic Vacuum for Workshop	135.41
113667	17/07/2023	SCREWFIX	Blow torch	86.80
113669	17/07/2023	RAPIDRAC	2 x Racking shelves units	708.33
114207	01/08/2023	PICKSONS	Industrial Fan	249.95
114888	09/11/2023	CURRYS	Workshop Computer	207.64
115237	12/12/2023	SCREWFIX	Light fittings for Container	23.25
115623	23/01/2024	CROMWELL	Battery Tester	83.33
115632	29/01/2024	TCD	Axle Stands	219.74
115713	12/02/2024	SAFETYLI	Sealey 20 tonne Telescopic Bottle Jack	416.61
115788	19/02/2024	SCREWFIX	Makita Circular Saw	90.27
120230	10/05/2024	PUMPSUPP	Submersible Pump for Yard	395.00
120586	03/06/2024	SCREWFIX	Mixed Flow Fan for Upstairs Office	239.58
120611	22/05/2024	BARRETT'S	Welded Mesh Shield	212.50
123330	27/09/2024	CROMWELL	Tool Chest for WN24 KWR	347.50
123692	24/10/2024	MERRDC	2nd Hand Bucket	291.67
125375	26/02/2025	MOWERDOC	Stihl hedge cutter	398.61
125827	31/03/2025	SCREWFIX	Makita TYre Inflator	69.43
129623	16/05/2025	GRENGARD	2nd Hand Stihl MS660 Chainsaw	245.83
130652	20/06/2025	CROMWELL	Torque Multiplier Reaction Bars	361.67
132311	06/08/2025	AMAZON	Pipe Locator/screen receiver	221.17

## Workshop Equipment over £500

<u>Name</u>	<u>Debit</u>	<u>Date</u>	<u>Account</u>
Other: Generator: Diesel 7.5Kw			
Other: Transformer: 10 KVA 230-110v ZZ020105947	434.64	16/11/2007	CROMWELL
Other: Woodchipper: Green Mech CM202TMP	6500.00	31/01/1998	
Other : 1000L Used Diesel Bowser	695.00	08/08/2019	ANDREWWI
Other :Crane Ind. 2 tonne	1119.32	24/10/2013	CARSMETI
Other : Tree Lopper TL350	16978.00	29/04/2014	EXACONE
Other : Tree Lopper TL250	7545.00	29/01/2015	EXACONE
Other:Stihl Pole Pruner	565.00	12/05/2015	LISTERW
Other : Stihl MS261 Chainsaw	650.00	02/12/2020	MOWERDOC
Other : Engineers Vice	675.00	26/02/2016	CROMWELL
Other : Belle Petrol Mixer	529.99	27/04/2016	BELLTOOL
Other : Cable Avoidance Tool	700.00	23/05/2017	ARCO
Other : Airmate Pro-Tech Compressor	867.99	14/07/2020	CROMWELL
Other : Ultrasonic Thickness Guage	2761.00	23/12/2024	EVIDENT
Other : Hot Water Smart Pressure Washer	2600.00	30/01/2025	F&GSERVI
Other: Plasma Cutting Machine	1064.00	28/02/2025	KINGSLEY
Other: Diesel Driven Pump	94286.43	31/07/2025	AVONMOUTH
Other: 10 Drawer Cabinet	1685.00	21/07/2025	RAPIDRAC
Other : Drain Inspection Camera	680.82	31/07/2025	AMAZON