

LOWER SEVERN INTERNAL DRAINAGE BOARD

# Business Service Committee Meeting

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Wednesday 29th April 2026

**Lower Severn IDB Office/Hybrid  
10:30am**

## **Business Services Committee Terms of Reference**

**Approved 6<sup>th</sup> November 2024**

The Tor for Business Services Committee for LSIDB would be responsible for overseeing and managing the following areas of cross over:

<b>1. Human Resources (HR)</b>	The committee would be responsible for managing strategic HR direction and risk management aspects of HR within the LSIDB, including supporting the CEO when needed on recruitment, employee onboarding, training and development, performance management, compensation and benefits, employee relations, and compliance with employment laws and regulations.
<b>2. Property</b>	The committee would oversee the management of LSIDB's assets and properties, including land, buildings, and equipment. This would involve developing and implementing policies and procedures for property management, monitoring property usage and maintenance, and ensuring compliance with relevant regulations and laws.
<b>3. Governance</b>	<p>The committee would be responsible for ensuring that LSIDB operates in compliance with relevant laws and regulations, and for overseeing the LSIDB's governance structure. This would involve developing and implementing policies and procedures for decision-making and accountability, monitoring compliance with internal policies and procedures, and ensuring that the LSIDB's governance structure is effective and transparent.</p> <p>Responsibility for dealing with complaints under the Code of Conduct for members and, if required, constitution of a Hearings Panel within this process.</p>
<b>4. Legal</b>	The committee would be responsible for overseeing LSIDB's legal affairs, including contracts, litigation, and compliance with relevant laws and regulations. This would involve developing and implementing policies and procedures for legal affairs, monitoring compliance with legal requirements, and managing any legal disputes or challenges that arise.

<p><b>5. Communications</b></p>	<p>The committee would be responsible for managing LSIDB's internal and external communications, including public relations, marketing, and stakeholder engagement. This would involve developing and implementing communication strategies, monitoring performance against communication targets, and ensuring that the LSIDB's communication is effective, transparent, and aligned with its strategic objectives.</p>
<p><b>6. Procurement</b></p>	<p>The committee would involve developing and implementing policies and procedures for procurement and ensuring compliance with relevant regulations and laws.</p>
<p><b>7. Meetings</b></p>	<p>The committee shall meet at least x2 yearly, or more frequently as required this is dependent on Organisation priorities and any risk management plans. Meetings shall be chaired by the committee Chair. The CEO or other LSIDB Officer will act as secretary and take actions of the meetings. The actions and committee reports of the meetings will be circulated at the LSIDB's Board Meetings.</p>
<p><b>8. Reporting</b></p>	<p>The committee shall report to the Board on its activities and recommendations at each Board meeting.</p>

# 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.

## Business Services Committee

**Members:** Cllr M Riddle(chair), Ald N Barton, Mr C Daniell (vice chair), Cllr L Harvey, Cllr S Milestone, Cllr M Williams, Ms Rachael Chamberlayne, Mr J Nichols

**NB The quorum for this meeting is 3 Members**

**Wednesday 29 April 2026 @ 10.30am, Lower Severn IDB Offices/Virtual meeting**

### AGENDA

Committees Terms of Reference are included for Members' information

Item		Page No/Doc.	Lead
1.	Apologies/Welcome		Chair
2.	Declaration of Members' Interest		Chair
3.	Minutes of the last committee meeting for approval	Page 5	Chair
4.	Comments on Any Brought Forward Actions	Page 8	GT
5.	Update: Staff, Property, Legal, Communications, & Procurement	Page 9	GT
6.	Policy review schedule	Page 11	GT
7.	Comments on SLT Reports - a. Programme - b. Operations - c. Finance and General	Page 12	Chair
8.	Any Other Items which the CEO or Chair decide should be mentioned	Discussion	GT/Chair
9.	Confirmation of new Actions	Discussion	GT
10.	Date of Next Meeting: 23 September 2026		Chair
11.	Close		Chair

- 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.
- Any Committee Member unable to attend should arrange a deputy and inform the office prior to the relevant Meeting. If the Committee Member chooses, he/she may instead ask the Officers to contact all the other Members, not on the Committee, in order to recruit a deputy for the meeting.

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### Business Services Committee

**Members:** Cllr M Riddle(chair), Ald N Barton, Mr C Daniell (vice chair), Cllr L Harvey, Cllr S Johnson, Cllr S Milestone, Cllr M Williams, Ms Rachael Chamberlayne

**Wednesday 8<sup>th</sup> October 2025 @ 10.30am, Lower Severn IDB Offices/Virtual meeting**

### DRAFT Minutes

*Minutes taken by Glenn Taute      Meeting started at 10:33*

#### 1. Apologies/Welcome

CD (in the absence of the chair MR) opened the meeting and welcomed all present.

Present: -

Members: Mr Charles Daniell- Vice Chair, Ms Rachael Chamberlayne, Cllr Liz Harvey, Cllr Sue Milestone, Cllr Nikki Barton, Mary Sykes(MR sub)

Officers: Mr Glenn Taute - CEO/RFO, Miss Joanna Mathews- Business Co-ordinator (JM), James Thomas – Civil Engineer. Jim Druett – Head of Operational Service

Apologies: Mr. Matthew Riddle- Chair, Cllr Simon Johnson, Cllr Mark Williams

A quorum was recognised. GT received agreement from the participants to recording the meeting.

Minutes taken by G Taute

#### 2. Declaration of Members' Interest

CD Requested but none recorded.

#### 3. Comments on any brought forward Action

All brought forward items were all marked as completed. GT read though each of the 5 items listed and made comments. GT- we will start searching for candidates for the succession plan operative appointment so that we have option in this regard.

#### 4. Minutes of the last meeting for approval

GT commented that the minutes had been prepared from the meeting recording and been reviewed internally and request comments if any and that the chair move to approval, in the absence of any comments CD asked for a proposer, RC proposed and MS/CD seconded. Minutes approved.

#### 5. Staff, Property, Legal, Communications, & Procurement

GT commented that these areas fall within the responsibility of this committee. GT mentioned that we will most probably see an operative go on retirement in the 1<sup>st</sup> quarter of next year, hence our succession plan actions; also, that VB had tendered her resignation on the basis of wanting to spend more time with family and home activities, however she will be contracted back to take minutes at board meeting going forward. For the time being we will distribute her work across the teams and assess this outcome early next year. RC asked about the environment upskilling aspect and GT indicated that JT/JD/GT would develop this expertise. Regarding legal GT mentioned the purchase of the additional land at the pump station which is required for the renewal of this pump station, being with the property solicitors undertaking the transfer of ownership. The Heritage open day at the Oldbury pump station was a successful event. CD thanked the team for this.

## **6. Data Retention Policy and Mobile Pump Policy**

JM commented on the Date Retention Policy, gave an overview on the governance audit process, and that this policy has been reviewed a number of times through relevant parties, also summarised the content and evolving process in creating this policy, and it's for the committee to confirm and support it being put forward to the board for approval.

GT and JT commented on the Mobile Pump Policy in controlling the use of the pump, and went through its content. CD asked about the EAs power to request this machine, and JT responded that it is more of a reciprocal arrangement as we have borrowed their machines in the past. CD asked that a potential agreement be drafted in readiness of loaning the machine to the EA if and when requested to support flood events and the like, this action will be taken up by JT/JD/GT.

NB mentioned about council devolution and whether the new setup would need to advise the board of greenbelt developments land use changes resulting from this. JT spoke to this and commented that this would be a consideration but would be of low impact in our area as development often come with water run off counter structures. LH raised a number of queries regarding the Data Retention policy; she was unable to wait for the answers as she had another appointment to go to. GT mentioned that he would include the responses to these in the minutes (see answers in brackets).

LH queries as follows: -

- Is the board subject to ICO and data protection act re time periods for retention and has this been considered (Confirmed that this has been considered, across ICO/GDPR through our solicitor and compared to other IDB. A data retention schedule is in place and managed))
- Re roles and responsibilities iro employees, will there be training (Staff undertook this training re data security last year and it has been included as a topic in a new training schedule going forward)
- Under data classification the aspect of confidentiality and information of 3<sup>rd</sup> parties, at what point it is no longer confidential and/or commercially sensitive (refer to our solicitor, personal data is sensitive and to be safe guarded under the data protection policies. Commercial sensitivity is up to point of contract sign off. Commercially sensitive data is no longer considered sensitive when its disclosure no longer poses a real, significant risk of harm to the commercial interests of an individual or organisation. This generally occurs when the information becomes outdated, public, or trivial (ICO))

- Destruction of data, the statement that hard copies to be shredded “if possible” should be more definite (we will reword this to remove the words “if possible”)
- Destruction of data to be stopped if needed regarding to a legal requirement, to confirm that the appendices cover all items and periods on retention (regarding any legal proceeding or statute that may come to pass which requires access to, or period changes, pending data in retention, the relevant data will be held from destruction until the requirement has passed. Ensure sign off by both the data controller and the CEO to enhance controls over this. (To include in the policy, to add text to cover this)

LH then left the meeting.

GT then requested that the committee support that the two policies in question be put forward to the next board meeting for approval, including any changes coming out of that indicated in the discussion. CD proposed and RC seconded this.

### **7. Training for Board Members Proposal**

GT made comment on the updated training schedule, but mention that the list is evolving. RC & CD asked to see the final version when ready before the next board meeting in November. GT confirmed that an updated training list, to be presented to the next board meeting, will shortly be shared with the committee members for comment.

### **8. Comments on SLT Reports**

Each of the SLT authors presented their reports, being JT, JD, and GT.

### **9. Confirmation of new Actions**

JM confirmed the following actions, details reported separately in the action tracker: -

- The vacant PR/Coms position work distribution outcome to be assessed in Q1/2026
- Mobile pump draft agreement for the potential loan to the EA to be created
- Questions raised regarding the data retention policy to be addressed in minutes, and to LH. CD supported ensuring a response to the questions.
- The two policies discussed are supported by the committee to move to board approval in the next meeting.
- The eLearning training schedule to be finalised re board member and staff training and recirculated to the committee, and to proceed with opening a training account to facilitate this. GT to include supporting training to members re finance.

### **6. Date of Next Meeting: 29 April 2026**

CD Declared the meeting closed. At 11:25.

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## **Business Services – Actions from the last meeting**

All actions have been completed as indicated below.

Number	Created	Action	Assigned	Due	Status	Comments
<b><u>Business Service Committee</u></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	The CEO has assessed and determined that we have the capacity to absorb necessary aspects into the current team. V Baily is being utilised through an agency for some aspects.
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	Exec/Board Decision to not offer the pump to the EA. An EA use policy is therefore not required.
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	the questions and answers have been included in the meeting minutes and emailed to LH. Policy has been updated and approved by the board.
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	BS Committee	Nov-26	Completed	Approved by the board
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	Training portal launched in January 2026.
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	Replacement being sort for retirement resignation from April 2026

# Updated Report on HR, Property, Governance, Legal, Communications, and Procurement

## 1. HR

**a. Staff** Since our last BSC meeting in October, we have had two resignations, in addition to the September resignation of PR & Marketing Officer Vicky Baily already reported, making a total of three leavers. The Project & Governance Officer, Joanna Matthews, left in December 2025, and the Rates & Administration Officer, Bianca, left in February 2026. These three positions represented 2 FTE and have now been replaced by 1.4 FTE.

Denise Ashley joined in January 2026 as the Ratings and Administration Manager (full-time), and Ramsey Mokatren joined in January 2026 as the Programme Officer (part-time contract). Both initially started through an agency to enable a quick start and were converted to Board contracts from March 2026. These staffing changes have been reported at previous Board meetings.

**b. Operator succession** Nigel Gardiner, our operator of 36 years, retired in early April 2026. Recruitment for his replacement is underway, and we currently have a shortlist pending appointment. The previously reported succession plan will be implemented as part of this recruitment process, as another operator is due to retire and we also need to cover long-term sickness.

**c. Long-term sickness** One operator has been on long-term sick leave since January 2026.

**d. Appraisals** Annual staff appraisals are currently in progress.

**e. Training** All staff have either started or completed their required training, and several Board members have also begun theirs. A reminder will be issued in May 2026.

## 2. Property

**a. Waterside property – disused road claim** The claim submitted for the old disused road behind the Waterside property—used by the Board for many decades for storage—has now concluded. The Land Registry received our request to include the road within our property boundary and subsequently carried out their land ordinance surveys. We were also asked to submit our Statutory Instrument (SI) that constituted the Board, which we provided in support of the claim.

The road remains an adopted highway under the council, and the Board’s access to the track is unchanged. There is a potential route to adopt the land through a “Stopping Up Order” application; however, this process can be easily challenged by neighbours. Should we pursue this option, a careful strategy around consultation and timing would be required.

**b. Wicks Green land purchase** The land purchase at Wicks Green Pump Station is nearing completion after several iterations. Council approval of the plans is expected in the coming weeks, with transfer anticipated in May 2026.

**c. Pump station buildings** The pump station buildings included in the current replacement programme will be demolished and rebuilt. Once the programme is complete, a full land and buildings revaluation survey will be undertaken, likely in 2028.

**d. Site improvements** A storeroom is currently being constructed within the barn structure at the rear of the property to house the new mobile generator and pump. New aggregate bunkers have been built in the yard, and a concrete slab is being laid across the yard surface.

### 3. Other Items

- Matthew and Glenn attended a media training event to support preparedness for potential external communications or media engagement.
- The policy review rota is being progressed for all policies due for review in 2026 (see separate agenda item).
- The only current legal activity is the land transfer at Wicks Green.
- Capital expenditure for the current financial year has been approved for yard and workshop improvements (£25k), small assets for the workshop and office (£5k), and the pump station programme (£3.7m). The land purchase at Wicks Green was approved in the previous financial year.
- The risk register is being updated and will be presented at the next Board meeting.

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**Policy Review Schedule (after governance audit review of all policy updates in 2024/5)**

Status at April 2026 for current year update and review:

Currently being updated: **Completed for Review** **In Progress** **To do in 2026** **Outstanding** Future Yrs

<b>Policies</b>	<b>Review due</b>	<b>Year for next review</b>
Anti Bribery and Anti-Fraud Policy	Every 3 years	2028
Biosecurity Policy and Procedures	Every 3 years	2028
Business Continuity Plan	Every 2 years	2027
Culverts and Structures Statement	Every 3 years	2028
Complaints Against Board Members Procedure	Every 4 years	2029
Complaints Procedure	Every 4 years	2029
Data Protection Policies:	Every 2 years	2027
- Data Protection Policy		
- Handling Data Subject Requests Policy		
- Candidate Privacy Notice		
- Employee, workers and contractors Privacy Notice		
- Website Privacy Notice		
- Data Breach Incident Plan Policy		
- Data Retention Policy		
Delegation of powers to officers	Every 2 years	2027
<b>Employee Handbook</b>	Annually	<b>2026</b>
<b>Environmental Policy Statement</b>	Annually	<b>2026</b>
<b>Financial Regulations</b>	Annually	<b>2026</b>
Flood Protection and Water Level Management Policy Statement	Every 4 years	2029
Freedom of Information Publication Scheme	Every 2 years	2027
Gifts and Hospitality Policy	Every 5 years	2030
Grievance Hearings	Every 3 years	2028
Guidance for Elected members in respect of extended absence	Every 5 years	2030
<b>Health and Safety Policy</b>	Annually	<b>2026</b>
Home Working Policy	Every 3 years	2028
Media and Publicity Protocol	Every 5 years	2030
Member Code of Conduct	Every 2 years	2027
Members/ Officer Protocol	Every 2 years	2027
Members Register of Interest	Every 5 years	2030
Mission Statement	Every 3 years	2028
<b>Risk Register</b>	Annually	<b>2026</b>
Redundancy Policy	Every 3 years	2028
<b>Standing Orders</b>	Annually	<b>2026</b>
Substitute Member Protocol	Every 5 years	2030
Sexual Harassment Policy (new 2026)	Annually	2027
Voting on Appointments Procedure	Every 5 years	2030
Whistle Blowing Policy	Every 3 years	2028
Terms of References:	Every 2 years	2027
- Executive Committee		
- Finance Committee		
- Operations Committee		
- Business Service Committee		
- Programme Board		
- Matters Reserved for the Board		
<b>Treasury Management Policy</b>	Annually	<b>2026</b>

# Lower Severn IDB

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**Date: April 2026**

**Report by: James Thomas – Civil Engineer**

## 1. Programme Board Update

### 1.1 Health and Safety

There have been no reported incidents to date.

### 1.2 Site Progress

#### 1.2.1 Lapperditch

Flap valves, penstock, pipes and pumps installed and the kiosk base has been installed in anticipation of the control building installation.

Various elements of drainage have been installed.

An unmarked low voltage cable has been found in the place of one of the retaining walls. It has been excavated and we are currently waiting for National Grid to relocate it.



### 1.2.2 Marshfield

The access track to the field has now been re-instated with an Lshape retaining wall holding up the track.

The penstock has been installed and the pumps and associated pipework are due to be installed w/c 30<sup>th</sup> March.



## 1.3 Surveys

### 1.3.1 Oldbury-on-Severn

Survey work is complete

## 1.4 Design

Nothing to report

## 1.5 Eel Regulations Compliance

A meeting was held with the EA and the contractors in attendance. The EA were receptive of the initial outline designs and further meetings are planned.

## 1.6 Variances

A new system of variation reporting is under development and will be presented in due course.

## 1.7 Funding

Further last-minute funding efforts were successful. A total of nearly £6.2m has been granted over the last two years.

## 2. Consents

The three months previous consents are listed below.

DATE	COMPANY NAME	WORKS CONSENT APPLIED FOR	SITE ADDRESS	ACTION	CONSENT REF. NO.	SIGNED OFF BY ENG
06/01/2026	Cotswold Canals Trust	Construction of new canal under M5 Motorway at Junction 13. 3 x Applications	M5 Jct 13	Appl Form, Location Plan, Construction Details, payment of £150	120126a,b&c	JD
04/02/2026	Bowmer & Kirkland	3 x Tempory surface water discharges	Off Plot 1, Axis Works	Appl Form, Location Plan, Construction Details, payment of £150	090226a,b&c	JD
03/03/2026	Kevin England	Culvert ditch between fields	Ditch adjacent to 67 Redwick Rd, Pilning	Appl Form, Location Plan, Construction Details, payment of £50 due	09032026a	JD
09/03/2026	Chris Pearce	Fill in roadside ditch alongside driveway	12 Station Road, Pilning, Bristol, BS35 4JP	Appl Form, Location Plan, Construction Details, payment of £50	090326a	JT

## 3. Avonmouth Developments

The resolution issue of the blocked watercourse has been delayed due to the recent bad weather. The new landowners is taking ownership of the site in mid May and works will commence shortly after to reconnect the filled watercourse. This will relieve the current issues faced by the residents in Hallen.

Final checks are being carried out on the redevelopment of the Astra Zenica site. This large development encompasses new watercourses to be maintained by the Board and new ponds which will be maintained at the landowners expense.

**Recommendation:** That the report be noted.

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**Date: April 2026**

**Report by: James Druett, Head of Operational Service.**

### **Health and Safety**

No near misses or accidents to report.

We have an operator who has been on long term sick leave since January 2026.

### **Operator retirement April 2026**

One of the operatives has decided to retire after 36 years of continuous employment with the Board. His knowledge and skills will be missed by the team and we wish him all the best for a happy retirement. A collection and buffet lunch was organised for his last working day at the Boards office.

### **Operator recruitment**

An advertisement has been placed in the local Gazette to find a new excavator operator to join the team. The advert will also be printed on the front of the annual newsletter and sent out with the Boards annual rate demand.

### **Dredging programme 2026**

Dredging and tree cutting continues at the following locations.

- Arlingham
- Oldbury Naite, Great Leaze rhine.
- Duckhole

Handwork including fallen tree clearance and hedge cutting undertaken at the following locations.

- Avonmouth
- Hallen
- Pilning
- Westbury on severn
- Slimbridge
- Whitminster weir
- Frampton
- Epney (rear of Anchor pub)

### **Depot improvement works**

Works are currently being undertaken in the yard involving the laying of concrete pads to build new aggregate bays from giant concrete interlocking blocks.

The end bay of the open fronted shed has now been fully clad and a security door installed. A roller shutter door will be installed to front. This will securely house the Boards generator and mobile pump together with smaller high value items.

### **Additional tasks undertaken March 2026:**

- Severn Beach Land Drainage consent new access/visit (complete)
- Meeting with Claire Young MP to discuss drainage issues at Pilning area (complete)
- All online training courses completed which were allocated. (complete)
- Oldbury Parish meeting attended regarding flood risk. (complete)
- Fleet Insurance Vehicle valuation review & engineering insurance renewal. (complete)
- Land owner possible enforcement action Tockington. Visted site to check on works undertaken by the landowner (Complete)
- Liaison with solar farm developer at Hill, Berkeley. (Complete)

### **Additional tasks to undertake April 2026:**

- Continuing working with Jacksons and project board on pump design. (Ongoing)
- Visit Kings Lynn – Weed screen Factory acceptance test.
- Visit Coventry – 2<sup>nd</sup> Control panel Factory acceptance test.

- Residential development (2750 homes) at Berkeley outline planning consultation with developer. (ongoing)
- Westbury gardens land drainage consents for wetlands scheme (ongoing)
- Fire Risk Assessment review.(ongoing)

**Recommendations:** That the report be noted.

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### Glenn Taute, CEO/RFO Report, finance and general - April 2026

#### Outcomes to mention: -

- The pump station replacement programme is progressing well; a few comments on the financial side are noted below: -
  - o The pump station replacement grant funding received in the financial year totalled £4.076m. Given the requirement to fully spend this amount through invoices received within the same financial year, this has essentially been achieved.
  - o The application for additional loan consent from DEFRA was successful, and we now have a year to determine the amount we need to draw-down to support the full investment in the new pump stations.
  - o A programme investment reforecast will be undertaken for presentation at the June 2026 board meeting.
- Regarding the next board meeting in June, there will be a tour of the new pump station, and we will also be hosting the SWADA meeting on the same day. Information/timetable for the day (with timings to be finalised) is as follows: –
  - o Wednesday 3<sup>rd</sup> June 2026
  - o at the Fromebridge Mill, Whitminster, Gloucestershire GL2 7PB

Coffee on arrival	09.30 a.m.
LSIDB Meeting	10.00 a.m.
Coach visit to Lapperditch and surrounding area	11.30 p.m.
Return for Lunch break 1pm – 1.30 p.m.	1.p.m. – 1.30 p.m.
SWADA Meeting	1.30 p.m.– 3.30 p.m.
Close	3.30 p.m.

- o Meeting papers and agendas will be circulated in May 2026
- Please find attached, as part of this circulation, the internal audit report from the February audit for your information, along with the annual newsletter that we normally issue with the April rate demands.

## Financial summary for February 2026

### Income Statement:

The income statement for the year to date: -

<b>Lower Severn IDB</b>					
<b>Income Statement</b>	Year to Date	Year to Date			
<b>Feb-26</b>	<b>Actual</b>	<b>Budget</b>	Variance	Variance	<b>Comment</b>
<b>Income</b>	<b>Feb-26</b>	<b>Feb-26</b>	£	%	
Rates and Levies	1,879,718	1,879,770	-53		
Grant and Fund Income	1,768,536	169,359	1,599,177		Grant received; & Fgn Water in - EA water out cost below
Fees & Recharges	47,133	3,300	43,833		Works recharges, and Avonmouth development consultation
Other Income	202,909	67,097	135,812		Interest and insurance claims
<b>Total Income</b>	<b>3,898,296</b>	<b>2,119,526</b>	<b>1,778,769</b>		
<b>Expenditure</b>					
Payroll	878,051	827,196	-50,856	-6.1%	Net of Pgm allocs, in line with forecast (£881k). Reduced allocs/timeline.
Maintenance	285,748	325,171	39,423	12.1%	Low level of breakdowns for the year to date
EA Levies	212,230	216,484	4,254	2.0%	Foreign Water out - EA, revenue in Grants above
Travel	28,684	28,325	-359	-1.3%	Meetings/events/conferences
Administration	52,183	53,818	1,634	3.0%	Additional Insurance and IT licences higher
Professional Fees	30,529	28,325	-2,204	-7.8%	Includes COS re Avonmouth consultation recharges above
Depreciation	248,199	418,003	169,804	40.6%	Forecast reworked with project timeline change impacts.
Loan Interest	94,302	94,302	0	0.0%	PWD Loan Interest
Bank Charges	12,438	12,100	-338	-2.8%	Bank and Deposits
<b>Total Costs</b>	<b>1,842,365</b>	<b>2,003,723</b>	<b>161,358</b>	<b>8.1%</b>	
<b>Net Surplus/(Deficit)</b>	<b>2,055,931</b>	<b>115,804</b>	<b>1,940,127</b>		

The final grant money was received in March 2026, and we have paid all the related invoices due for the programme.

## Balance Sheet:

The balance sheet as at the 28 February 2026: -

Lower Severn IDB				
Balance Sheet	At End	At End	YTD	YTD
Feb-26	March 2025	Feb-26	Change	Comment
Fixed Assets	1,567,854	1,400,350	-167,505	Depreciation and timing of capitalisation of pumps, write off.
Assets under Construction	2,666,592	4,123,247	1,456,655	Pump programme WIP, see programme cost report
Total Fixed Assets	4,234,446	5,523,597	1,289,150	Net of Additions less Depreciation
Stock +WIP	28,363	40,309	11,946	Stock build to prior year levels, re fuel, pipes and fencing
Debtors	-1,016,154	740	1,016,893	03/2025 bal. includes prepaid rates for 2025/26, current balance Agri. Rates.
Prepaid Expenses	53,214	44,933	-8,281	Includes EA foreign water prepayment
VAT	262,664	101,672	-160,992	VAT on Programme expenditure included which fluctuates
Cash at Bank	2,589,773	2,088,116	-501,657	Bank current account balance, plus deposit reserve
Short Term Deposits	2,676,888	3,266,298	589,410	Deposit for pump programme ex grant funding
Current Assets	4,594,749	5,542,069	947,320	
Creditors	919,726	938,193	18,467	Expenses on account with vendors. Pump capital programme.
Accrued Expenses	75,463	166,647	91,185	Includes EA foreign water accrual
Prepaid Revenue Rates	0	170,888	170,888	Revenue recognition phasing adjustment, will be zero at year end
Current Liabilities	995,189	1,275,729	280,540	
Net Current Assets	3,599,560	4,266,340	666,780	
Long Term Liabilities	2,000,000	1,900,000	-100,000	Public Works Loan, repayment made in June & December(6 monthly)
Long Term Assets - Pension	2,616,000	2,616,000	0	LGPF actuarial valuation at 31 March 2025, counter entry below.
	<b>8,450,006</b>	<b>10,505,936</b>	2,055,931	
Capital Account	666,569	666,569		As of IDB amalgamation of 2005
Accumulated Reserve	602,913	602,913		Brought Forward from prior years(2022 as base)
Current Year Surplus/(Deficit)	1,755,435	2,055,931		Surplus in the years from grants received.
Capital Reserve	2,617,005	4,372,441		The pump station renewal project reserve
Pension Reserve	2,616,000	2,616,000		See counter above.
Revaluation Reserve	192,083	192,083		As per property valuation March 2024.
	<b>8,450,006</b>	<b>10,505,936</b>		

## Pump Station Investment Programme Cost Report

The pump replacement programme report to the end of February 2026 shows the actual cost breakdown for the programme to date, from its start in 2023, and compares this with the programme budget, including the percentage spent so far.

Lower Severn IDB						Feb-26			
Pump Programme Financial Report						Life			
£						To Date			
Pump Station Investment Allocation	Lapperditch	Marshfield	Wicks Green	Oldbury	Elmore Back	Total	Comment		
<b>Actual Cost Life to Date(since January 2023)</b>									
Feasibility Study Report	21,742	21,742	21,742	21,742		86,970	From 01/23 to 07/23		
Business Case Report	36,233	36,233	36,233	36,233		144,930	From 08/23 to 03/24		
Pre construction Preparation	52,246	52,246				104,493	From 04/24 to 11/24		
Project Construction	948,755	891,539	144,072	96,092	62,164	2,142,623	From December 2024		
Contract Supervision	30,999	30,999	7,750	7,750		77,497	From December 2024		
Payroll costs allocated	183,547	183,547	59,883	59,883		486,860	Ongoing, at reduced rate		
Pumps	95,275	247,295	301,020	428,940		1,072,530	Direct purchase		
Laydown Site	3,672	3,672				7,345	From construction phase		
<b>Actual Cost Life to Date</b>	<b>1,372,470</b>	<b>1,467,274</b>	<b>570,700</b>	<b>650,639</b>	<b>62,164</b>	<b>4,123,247</b>	<b>Feb-26</b>		
Approved Programme Budget(excl. Land)	2,008,282	2,186,305	2,996,536	2,881,463	288,764	10,361,350	Total Budget Approved 14/1/26		
% Spend to date vs Budget	68%	67%	19%	23%	22%	40%			
<b>Programme Construction for the life to Date</b>							<b>To Date</b>	<b>Construction</b>	<b>% Spend to date</b>
<b>Feb-26</b>	<b>Lapperditch</b>	<b>Marshfield</b>	<b>Wicks Green</b>	<b>Oldbury</b>	<b>Elmore Back</b>	<b>Total</b>	<b>Budget</b>	<b>vs Budget</b>	
Design and Professional Services	267,718	248,851	19,321	0	0	535,890	1,394,202	38%	
Preliminaries and Site Set Up	266,025	270,991	75,220	142,521	8,422	763,179	1,174,057	65%	
Civils Work	181,344	165,050	0	0	0	346,394	1,591,894	22%	
New Weed Screen and Other Steelwork	135,628	129,731	0	0	0	265,359	1,002,681	26%	
Eel Pass	14,717	9,221	0	0	0	23,938	429,809	6%	
Pump Installation	8,308	11,590	0	0	0	19,897	446,774	4%	
MIECA Works	65,305	46,395	1,551	1,551	53,742	168,544	1,461,734	12%	
Other Construction Costs	9,711	9,711	0	0	0	19,421	109,057	18%	
<b>Total Investment to Date</b>	<b>948,755</b>	<b>891,539</b>	<b>96,092</b>	<b>144,072</b>	<b>62,164</b>	<b>2,142,623</b>	<b>7,610,208</b>	<b>28%</b>	
Approved Construction Budget Total	1,442,000	1,468,003	2,325,903	2,085,538	288,764	7,610,208			
% Spend to date vs Budget	66%	61%	4%	7%	22%	28%			

As we approach the end of the 2025/26 financial year, I would like to thank all board members and staff for their support and contribution to a successful year.

**Recommendation:** That the report be noted.