

BLUNTISHAM INTERNAL DRAINAGE BOARD

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Middle Level Offices
85 Whittlesey Road
MARCH
Cambs
PE15 0AH

3 June 2020

Gentlemen

Meeting of the Board
30th June 2020

I enclose the Agenda for the Meeting of the Board to be hosted at the Middle Level Offices, March at 10.30 am on Tuesday the 30th June 2020.

Please telephone or e-mail to confirm your attendance as soon as possible.

Yours truly

D C THOMAS

Clerk to the Board

To the Chairman and the Members of the Bluntisham Internal Drainage Board

A G E N D A

1. Apologies for absence

2. Declarations of Interest

Members to declare any interests relating to the agenda.

3. Standing Orders

To allow the Board to modify the manner in which they hold meetings (for a temporary period) whilst special arrangements are in place to deal with COVID19 Defra have agreed to the adoption of modified standing orders. (Copy pages 4-9) show an adapted set of the new model orders, as supplied by ADA, which includes two extra clauses at the end of them which allow a change to the way in which meetings are held to allow remote attendance etc.

The Board's approval to these revised Standing Orders are sought.

4. Election of Board Members

The Clerk will report that the term of office of the Members of the Board will expire on the 31st October 2020 and will submit the proposed register of electors which is applicable to the 2020 election.

(Copy pages 10-13)

5. Determination of annual values for rating purposes

The Clerk will submit the recommendations for the determination of annual values for rating purposes.

(See Confidential Papers)

6. Rate arrears

To consider writing off rate arrears.

(See Confidential Papers)

7. Annual Governance Statement – 2019/2020

To review and complete the Annual Governance Statement.

(Copy page 14)

8. Annual Accounts of the Board - 2019/2020

To consider the Annual Accounts and bank reconciliation for the year ended on the 31st March 2020 and the completion of Section 2 of the Annual Return as required in the Audit Regulations.

(Copy pages 15-19)

9. Date of next Meeting

The Clerk will remind members that the next meeting of the Board will be held on Friday 8th January 2021.

Rules made by the Bluntisham Internal Drainage Board with the approval of the Secretary of State under paragraph 3(1) of the Second Schedule to the Land Drainage Act, 1991. The relevant statutory provisions governing the proceedings of an Internal Drainage Board are set out in the Annex to these Rules for reference purposes

Regulations as to Proceedings

1. Meetings of the Board, for which 14 days notice will be given, will be open to the public and press who will on the invitation of the Chairman be able to speak at the meeting. The Board can name a resolution to exclude the public and/or press from a meeting or part thereof:-
 - a) The Board will hold an Annual General Meeting at which the election of Chairman and Vice Chairman will be made.
 - b) The Board will hold a meeting at which the drainage rate and special levies will be set to enable the latter to be served on the special levy council by no later than the 15th February in respect to the following financial year.
 - c) In the event of the need for an emergency meeting the notice will be waived.
2. For each meeting, other than for one arranged as an emergency meeting, members will receive an Agenda and any accompanying papers by post or other means despatched at least seven days before the meeting.
3. No business shall be transacted by the Board, other than that which appears on the Agenda, unless 75% of the members present agree to any such additional issue being discussed.
4.
 - a) A formal meeting of the Board cannot be conducted unless 3 members are present at the start of and during the meeting. If departures reduce the number below 3 then the Chairman will terminate the meeting at that point.
 - b) All resolutions and proposals will be decided by a majority of votes of the members present.
 - c) In the case of an equality of votes at any meeting, the Chairman for the time being of such meeting shall have a second or casting vote.
5. The Board shall meet at a venue to be determined from time to time with such venue being confirmed in the Agenda.
6. The Board shall, as soon as they conveniently can, appoint a Chairman and Vice-Chairman. The term of office of such Chairman and Vice-Chairman shall continue until the first meeting of the Board after the next election following his appointment.
7. If any vacancy occurs in the office of Chairman or Vice-Chairman, the Board shall as soon as they conveniently can after the occurrence of such vacancy, choose some one of their number to fill such vacancy.
8.
 - a) At any meeting of the Board the Chairman, if present, shall preside.
 - b) If the Chairman is absent from a meeting of the Board, the Vice-Chairman, if present, shall preside.

- c) If at any meeting of the Board both the Chairman and Vice-Chairman are not present at the time the members present shall choose some one of their number to be Chairman of such meeting.
9. The Board shall cause Minutes to be made of all meetings and recorded in an appropriate form:-
- a) of all appointments of Officers made by the Board
 - b) of the names of the members present at each meeting of the Board and Committees or Sub-Committees of the Board
 - c) of all orders made by the Board and Committees or Sub-Committees of the Board, and
 - d) of all resolutions and proceedings of meetings of the Board and of Committees or Sub-Committees of the Board.

The Board will approve, with or without amendment, the minutes of the preceding meeting and these will be duly signed by the Chairman together with any financial statements presented at that meeting.

10. All proceedings, resolutions and reports of every Committee or Sub-Committee intended to be laid before the Board shall be circulated among the members of the Board at least seven days before the meeting of the Board at which the same are to be submitted.

Committees or Sub-Committees

11. The Board may appoint such Committees or Sub-Committees as they think fit but all acts of any Committee or Sub-Committee shall be subject to the approval of the Board unless the Board has delegated its powers to that Committee or Sub-Committee to deal with a specific issue.
12. A Committee or Sub-Committee may elect a Chairman of their meetings. If no such Chairman is elected, or if he is not present, the members present shall choose some one of their number to be Chairman of such meeting.
13. A Committee or Sub-Committee may meet and adjourn as they think proper. Proposals at any meeting shall be determined by a majority of votes of the members present, and shall be decided by a show of hands. In case of any equal division of votes the Chairman shall have a second or casting vote.
14. Regulations 9 and 10 shall apply to minutes of Committees and Sub-Committees.

Standing Orders
Order of Debate

15. Every proposal or amendment, other than a proposal for the approval of a Committee or Sub-Committee, shall be proposed and seconded and shall, if required, be written out and handed to the Chairman who shall read it out before it is further discussed or put to the meeting.
16. The Chairman will invite members to speak on the subject under discussion.
17. Members must declare where they have an interest in a matter to be discussed, the Chairman then deciding what if any part the member can take in any ensuing discussion and whether the member can vote.
18. A proposal or amendment once made shall not be withdrawn without the consent of the Board.
19. Every amendment shall be relevant to the proposal to which it is applied.
20. Whenever an amendment upon an original resolution has been proposed and seconded, no second or subsequent amendment shall be moved until the first amendment shall have been dealt with, but notice of any number of amendments may be given.
21. If an amendment is rejected then other amendments may be proposed on the original resolution or proposal.
22. If an amendment is carried the proposal as amended shall take the place of the original proposal and shall become the question upon which any further amendment may be moved.
23. No proposal to rescind any resolution which has been passed within the preceding six months, nor any proposal to the same effect as any proposal which has been negatived within the preceding six months shall be in order unless: (a) notice thereof has been given and specified in the Agenda and (b) the notice bears, in addition to the name of the member who proposed the resolution, the names of two other members; and when such resolution or proposal has been disposed of by the Board, it shall not be competent for any member to propose a similar proposal within a further period of six months.
24. Order 23 shall not apply to proposals which are moved by the Chairman or other members of the Committee or Sub-Committee in pursuance of the report of the Committee.

Common Seal

25. The Common Seal of the Board shall be kept in some safe place. All deeds and other documents to which the Common Seal of the Board shall require to be affixed shall be sealed in pursuance of the Board, and in the presence of both the Chairman and the Clerk of the Board.
26. Copies of all sealed documents must be retained.

Suspension of Standing Orders

27. Any one or more of the standing orders, in any case of urgency or upon resolution or proposal made on a notice duly given, may be suspended at any meeting, so far as regards any business at such meeting, provided that 75% of the members of the Board present and voting are in agreement.

Special Circumstances - Coronavirus

28. In relation to any meeting held before 7th May 2021, “presence” at a meeting includes physical attendance and being present through remote attendance. “Remote attendance” means attending or participating in a meeting by electronic means, including by one or more of the following:
- i) telephone conference,
 - ii) video conference,
 - iii) live webcast,
 - iv) live interactive streaming.
29. In relation to any meeting held before 7th May 2021, regulation 5 is suspended, and the Board shall instead provide members with relevant details to enable members to attend and participate in meetings, including remotely. The board shall provide confirmation of these details in the agenda. For these purposes, “details” includes one or more of the following:
- i) the venue,
 - ii) the availability of a telephone conference facility and the manner of accessing such facility,
 - iii) the availability of a video conference facility and the manner of accessing such facility,
 - iv) the availability of a live webcast facility and the manner of accessing such facility,
 - v) the availability of a live interactive streaming facility and the manner of accessing such facility.

STATUTORY PROVISIONS REGARDING THE PROCEEDINGS OF AN INTERNAL DRAINAGE BOARD SET OUT IN PARAGRAPH 3 OF SCHEDULE 2 TO THE LAND DRAINAGE ACT, 1991.

Proceedings of internal drainage board

- 3.-(1) An internal drainage board may, with the approval of the relevant Minister, make rules—
- (a) for regulating the proceedings of the board, including quorum, place of meetings and notices to be given of meetings;
 - (b) with respect to the appointment of a chairman and a vice-chairman;
 - (c) for enabling the board to constitute committees; and
 - (d) for authorising the delegation to committees of any of the powers of the board and for regulating the proceedings of committees, including quorum, place of meetings and notices to be given of meetings.
- (2) The first meeting of an internal drainage board shall be held on such day and at such time and place as may be fixed by the relevant Minister; and the relevant Minister shall cause notice of the meeting to be sent by post to each member of the board not less than fourteen days before the appointed day.
- (3) Any member of an internal drainage board who is interested in any company with which the board has, or proposes to make, any contract shall—
- (a) disclose to the board the fact and nature of his interest; and
 - (b) take no part in any deliberation or decision of the board relating to such contract;
- and such disclosure shall be forthwith recorded in the minutes of the board.
- (4) A minute of the proceedings of a meeting of an internal drainage board, or of a committee of such a board, purporting to be signed at that or the next ensuing meeting by a person describing himself as, or appearing to be, the chairman of the meeting to the proceedings of which the minute relates—
- (a) shall be evidence of the proceedings; and
 - (b) shall be received in evidence without further proof.
- (5) Until the contrary is proved—
- (a) every meeting in respect of the proceedings of which a minute has been so signed shall be deemed to have been duly convened and held;

- (b) all the proceedings had at any such meeting shall be deemed to have been duly had; and
 - (c) where the proceedings at any such meeting are the proceedings of a committee, the committee shall be deemed to have been duly constituted and to have had power to deal with the matters referred to in the minute.
- (6) The proceedings of an internal drainage board shall not be invalidated by any vacancy in the membership of the board or by any defect in the appointment or qualification of any member of the board.

The Common Seal of the
Bluntisham Internal Drainage Board
was affixed in the presence of:-

Chairman

Clerk

Note: Items 28, 29 and 3(1-6) forming part of these standing orders were added on ZZZZZZ..

Statutory Electoral Register(s)

DRS: Rates Management

Bluntisham Internal Drainage Board: <34>

As at 1st April 2020, From Electoral Division ID: <0> To <0>, (with Personal Info.)

Main Area: <0>

Register No.	Account ID/Occupier/Address	Assess.ID/Rd.ID	Property Description	Hectares	Acres	Annual	Vote Entitlement
00001	1614	BDW Trading Ltd Barrett House, Cartwright Way, Forest Business Park, Barton Hill, Colville, LE67 1UF					
		34010110 00	Poultry Houses - Needingworth Cambs	2.023	4.999	£530	
		35010025 00	Poultry Houses - Needingworth Cambs	1.894	4.680	£37,797	
				3.917	9.679	£38,327	10
00002	1615	Mick George Ltd. 6 Lancaster Way, Ermine Business Park, Huntingdon, Cambs., PE29 XU					
		34010010 00	Holding	5.760	14.233	£582	
				5.760	14.233	£582	8
00003	1617	Messrs Burgess & Walker Five Acres Farm, Needingworth, St. Ives, Cambs., PE27 4SB					
		35010015 00	Holding	28.120	69.486	£2,697	
				28.120	69.486	£2,697	10
00004	1618	Messrs D.K. Green & Sons Tunbridge Hall, 60 Tunbridge Lane, Bottisham, Cambridge, CB5 9DU					
		34010030 00	Holding	1.655	4.090	£210	
		35010035 00	Holding	75.645	186.923	£8,152	
				77.300	191.013	£8,362	10
00005	1619	Messrs J.D. Stokes & Sons 90 High Street, Warboys, Huntingdon, Cambs., PE28 2TA					
		34010065 00	Holding	3.984	9.845	£403	
				3.984	9.845	£403	6

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Statutory Electoral Register(s)

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Main Area: <0>

<i>Register No.</i>	<i>Account ID/Occupier/Address</i>	<i>Assess.ID/Rd.ID</i>	<i>Property Description</i>	<i>Hectares</i>	<i>Acres</i>	<i>Annual Vote Entitlement</i>
00006	1620 Messrs R. & S Anderson Priory Farm, Lowndes Drove, Needingworth, Cambs., PE27 4NE	35010010 00	Holding	24.987	61.744	£2,964
				24.987	61.744	£2,964
						10
00007	1621 Messrs W.M. Darby & Son Cracknell Farm, Cracknell Drove, Haddenham, Cambs, CB6 3PD	34010005 00	Holding	5.234	12.934	£529
				5.234	12.934	£529
						8
00008	1622 Mr D.M. Hudson Lodel Farm, Overcote Lane, Needingworth, Cambs., PE27 4TW	35010040 00	Holding	17.973	44.412	£1,595
				17.973	44.412	£1,595
						10
00009	1623 Mr H. Burgess Five Acres Farm, Needingworth Road, St. Ives, Cambs., PE27 4SB	34010080 00	land purchased from the late Mrs M Rose	2.990	7.388	£302
		34010095 00	land purchased from Mr C. Childs	6.460	16.012	£701
		34010105 00	Pev J Gray	1.700	4.423	£212
		35010005 00	Land ex Anderson Bros.	1.623	4.010	£164
				12.883	31.833	£1,379
						10
00010	1625 Mr J. Gray 3 Overcote Lane, Needingworth, St Ives, Cambs, PE27 4TU	34010015 00	Holding	1.927	4.762	£228
				1.927	4.762	£228
						5

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Statutory Electoral Register(s)

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As at 1st April 2020, From Electoral Division ID: <0> To <0>, (with Personal Info.)

Main Area: <0>

Register No.	Account ID/Occupier/Address	Assess.ID/Rd.ID	Property Description	Hectares	Acres	Annual	Vote Entitlement
00011	1627 Mr J.D. Butcher Weston Farm, High Street, Needingworth, Cambs., PE27 4SA	35010020 00	Holding	19.019	46.997	£1,853	
				19.019	46.997	£1,853	10
00012	1628 Mr K. Everett 25 Overroote Lane, Needingworth, St. Ives, Cambs., PE27 4TL	35010030 00	Holding	1.928	4.764	£295	
				1.928	4.764	£295	6
00013	1629 Mr S.H. Swaine Friesland Farm, Huntingdon Road, Conington, Cambs., CB3 8NU	34010085 00	land purchased from the late Mrs M Rose	13.029	32.195	£1,315	
				13.029	32.195	£1,315	10
00014	1630 Mr S.J. Clarke 3 Parkview, Needingworth, St. Ives, Cambs., PE27 4TJ	34010020 00	Holding	3.033	7.495	£359	
				3.033	7.495	£359	6
00015	1631 Mr S.K. Ward 1 Noble Lane, Wood End, Bluntisham, Cambs., PE28 3LG	34010055 00	Holding	4.960	12.256	£501	
				4.960	12.256	£501	8
00016	1632 Mr W.J. Wright Low Wood Farm, Needingworth Road, Bluntisham, Cambs., PE28 3RJ						

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Statutory Electoral Register(s)

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As at 1st April 2020, From Electoral Division ID: <0> To <0>, (with Personal Info.)

Main Area: <0>

<i>Register No.</i>	<i>Account ID/Occupier/Address</i>	<i>Assess.ID/Rd.ID</i>	<i>Property Description</i>	<i>Hectares</i>	<i>Acres</i>	<i>Annual</i>	<i>Vote Entitlement</i>
		34010075 00	Holding	1.227	3.032	£188	
				1.227	3.032	£188	4
00017	1633 Mr/Mrs Walker The Hedgerows, Needingworth Road, Bluntisham, Cambs., PE28 3RJ	34010080 00	Holding	2.162	5.342	£218	
				2.162	5.342	£218	5
00018	1634 Mrs J. Harvey 9 Church Street, Needingworth, St. Ives, Cambs., PE27 4TB	34010040 00	Holding	0.872	2.155	£119	
				0.872	2.155	£119	3
00019	1635 Mrs J. Webb Greenacre Stables, Needingworth Road, Bluntisham, Cambs., PE28 3RJ	34010070 00	Holding	1.619	4.001	£288	
				1.619	4.001	£288	6
19	Main Area	24		229.934	568.178	£62,202	145

Schedule 1, Part 1, Section 2(2) of the Land Drainage Act 1991 (Eligibility of Electors):

Please note that an occupier listed in the preceding Electoral Register for the Main Area Electoral Division will not be entitled to vote, if at the date of the election any amount demanded in respect of drainage rates levied on that occupier in the Main Area Electoral Division has remained unpaid for more than a month.

Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

BLUNTISHAM INTERNAL DRAINAGE BOARD

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2020, that:

	Agreed		‘Yes’ means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors’ rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority’s accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

*Please provide explanations to the external auditor on a separate sheet for each ‘No’ response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

Other information required by the Transparency Codes (not part of Annual Governance Statement)
Authority web address

AUTHORITY WEBSITE ADDRESS

BLUNTISHAM INTERNAL DRAINAGE BOARD
MONITORING - Forecast/Actual 2019/2020

	<u>Approved budget</u> <u>2019/2020</u> £	<u>Probable Actual</u> <u>2019/2020</u> £	<u>Actual</u> <u>2019/2020</u> £	
1 Channel Maintenance	5,000	5,000	5,332	- Additional maintenance costs than estimated
2 Pumping Station				
Repairs and Renewals	4,100	4,100	3,543	- Forecast includes £500 for pumping plant fund
Electricity	2,300	2,300	2,150	- Forecast figures to budget estimates
Labour	1,500	1,100	700	- Actual includes provisions b/fwd from prior years
3 Administration				
Insurances	500	400	365	- Forecast figures to budget estimates
Administration	7,250	7,250	6,917	- Forecast figures to budget estimates
4 EA Precept	1,850	1,850	1,850	-
	22,500	22,000	20,857	
LESS Deposit Accounts interest, etc	978	979	1,094	-
Transfer to pumping plant fund			500	- Included in repairs for forecast
Use of balances - D/W raised for 18/19	4,000	2,860	0	- Approved use of balances when setting rate
	17,522	18,161	20,264	

BLUNTISHAM INTERNAL DRAINAGE BOARD
ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2020
GENERAL FUND

2020			2019			
Mar-31	Expenditure during the year:-		Apr-01	Balance brought forward		38,664.77
	Precept	1,850.26	2020	Rate income & Special levy	18,522.12	
	Insurances	365.36	Mar-31	Irrecoverables	<u>-64.94</u>	18,457.18
	Administration	6,917.04		Interest on Deposit Accounts		214.59
	Drainworks	5,331.50		Highland Water Contributions		879.24
	Pumping Station Repairs	3,543.20				
	Electricity	2,150.00				
	Contractors Charges	<u>700.00</u>				
		19,007.10				
	Pumping plant replacement fund	500.00				
	Balance carried forward	<u>36,858.42</u>				
		<u>58,215.78</u>				<u>58,215.78</u>

BALANCE SHEET

Capital Section

Liabilities

Capital Provisions 470,000.00

Assets

Barley Croft Pumping Station 470,000.00

Revenue Section

General Fund 36,858.42
Sundry Creditors 12,068.60
Pumping Plant Replacement Fund 35,257.53
Development Charges Account 301.66
554,486.21

Value added Tax - Refunds due 1,529.46
Ratepayers Account - Arrears 4576.14
Sundry Debtors 423.75
Balance in hand -
Barclays - Treasurer's Barclays Bank 77,956.86
554,486.21

Bluntisham Internal Drainage Board

Summary of Bank Reconciliations as at 31st March 2020

Treasurers Account 2019/2020

1st April 2019			31st March 2020	
Balance brought forward	82,210.93		Payments made during the year	21,944.43
31st March 2020				
Receipts during the year				
Clerk's collection account	17,284.75			
Interest on deposit accounts	<u>405.61</u>	17,690.36	Balance carried forward	77,956.86
		<u><u>99,901.29</u></u>		<u><u>99,901.29</u></u>

Barclays Bank PLC

Clients Premium Account

Balance per Statement as at 31st March 2020	77,956.86
Less unrepresented cheques	0.00
Add outstanding lodgements	0.00
Balance per Trial Balance	<u><u>77,956.86</u></u>

Cash balances as at 31st March 2020

Barclays Bank PLC

Clients Premium Account	77,956.86
<u>Total reconciled cash balances per accounts</u>	<u><u>77,956.86</u></u>

Section 2 – Accounting Statements 2019/20 for

BLUNTISHAM INTERNAL DRAINAGE BOARD

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	61,029	73,083	<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i> <i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	17,839	18,457	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	7,901	1,735	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	0	0	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	13,686	20,857	<i>Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	73,083	72,418	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	82,211	77,957	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	470,000	470,000	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i> <i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2020 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

17/06/20

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Bluntisham IDB
Reconciliation between statement of accounts and Annual Return
Financial year ended 31st March 2020

			<u>Per Annual Return</u>
Line 1	Balances brought forward		
	General Fund	38,664.77	
	Pump replacement Fund	34,118.17	
	Development Charges Fund	300.00	
		<u>73,082.94</u>	73,083
Line 2	Rates and Special Levies		
	Agricultural rates	7,454.12	
	Special Levies	11,068.00	
	Penalty	0.00	
	Costs	0.00	
	Write-off	-64.94	
		<u>18,457.18</u>	18,457
Line 3	Total other receipts		
	Interest		
	General fund	214.59	
	Pump replacement fund	189.36	
	Development Charges Fund	1.66	
	Highland Water	879.24	
	Write Back of Provisions	450.00	
		<u>1,734.85</u>	1,735
Line 4	Staff costs		
	Wages/salaries	0.00	
	National insurance contributions	0.00	
	Pension costs	0.00	
	Travelling expenses	0.00	
		<u>0.00</u>	0
Line 5	Loan repayments		
	PWLB - Principal	0.00	
	PWLB - Interest	0.00	
		<u>0.00</u>	0
Line 6	All other payments		
	Precept	1,850.26	
	Rates, insurances, telephones	365.36	
	Repairs and renewals	3,543.20	
	Fuel	2,150.00	
	Drainworks	5,331.50	
	Contractors charges	700.00	
	Administration	6,917.04	
		<u>20,857.36</u>	20,857
Line 7	Balances carried forward		
	General Fund	36,858.42	
	Pump replacement fund	35,257.53	
	Development Charges Fund	301.66	
		<u>72,417.61</u>	72,418
Reconciliation			
Line 1 + Line 2 + Line 3 - Line 4 - Line 5 - Line 6		72,417.61	
Balances carried forward			
Per Annual return		72,418.00	