

CONINGTON & HOLME INTERNAL DRAINAGE BOARD

At a Meeting of the Members of the Conington and Holme Internal Drainage Board
hosted at the Middle Level Offices, March on Wednesday 22nd June 2022

PRESENT

J Racey Esq (Chairman)	R Elmore Esq
T Simpson Esq	D R Elmore Esq
T R West Esq	

Miss Lorna McShane (representing the Clerk to the Board) was in attendance.

Apologies for absence

Apologies for absence were received from Councillor T Alban, G P Bliss Esq and Ms A Glanville.

Special Meeting

With the Chairman's approval and due to work related time constraints for a high number of Board members the original meeting agenda for the annual Board meeting was divided into two parts. This meeting was held virtually to consider only agenda items: Annual Governance Statement – 2021/2022 & Annual Accounts of the Board - 2021/2022. A further face to face meeting was to be arranged when time permitted members to fully consider the remaining agenda items. Hence on this occasion there are two sets of minutes for the original agenda produced.

B.1085 Annual Governance Statement – 2021/2022

Members considered and approved the Annual Governance Statement for the year ended on the 31st March 2022, viz;

Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

CONINGTON & HOLME 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 2022, 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.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
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.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
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.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
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.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		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.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
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.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
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
			has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

*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

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RESOLVED

That the Chairman be authorised to sign the Annual Governance Statement, on behalf of the Board, for the financial year ending 31st March 2022.

B.1086 Annual Accounts of the Board – 2021/2022

Members considered and approved the Annual Accounts and bank reconciliation for the year ended on the 31st March 2022 as required in the Audit Regulations, viz;

CONINGTON AND HOLME INTERNAL DRAINAGE BOARD
ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2022

GENERAL FUND

INCOME

2021

Apr-01

Balance brought forward

2022

Mar-31

Rate income and Special levy

Interest of Deposit Accounts

Development Charges

Highland Water contributions

Consents

advance from Area 1 A1(M) account

TOTAL	GRAVITY AREA	PUMPED AREA
4,102.21	3,732.04	370.17
27,153.30	12,285.00	14,868.30
0.23	0.21	0.02
66.00	66.00	0.00
2,314.82	1,191.13	1,123.69
0.00	0.00	0.00
0.00	0.00	0.00
33,636.56	17,274.38	16,362.18

EXPENDITURE

2022

Mar-31

Expenditure during the year:-

Precept

Insurances

Repairs and renewals

Fuel

Drainworks

Administration charge, Audit fee,
printing, stationery, advertising etc

Loan Repayment

Balance carried forward

TOTAL	GRAVITY AREA	PUMPED AREA
2,100.25	1,575.19	525.06
482.11	117.77	364.34
0.00	0.00	0.00
1,759.91	0.00	1,759.91
13,793.95	8,138.65	5,655.30
8,833.85	4,416.93	4,416.92
2,245.00	0.00	2,245.00
4,421.49	3,025.84	1,395.65
33,636.56	17,274.38	16,362.18

CONINGTON AND HOLME INTERNAL DRAINAGE BOARD
BALANCE SHEET AS AT 31ST MARCH 2022

LIABILITIES

CAPITAL SECTION

Capital Provisions Account

610,000.00

7,881.67

602,118.33

Loan account - Area 1 to Area 2

0.00

-7,881.67

7,881.67

REVENUE SECTION

General Fund

4,421.49

3,025.84

1,395.65

Development Charges Account

1,250.45

1,250.45

0.00

Discharge Consent Contributions -
A1(M) Account

29,399.20

29,399.20

0.00

Future works account

0.00

0.00

0.00

Sundry Creditors

6,978.75

3,584.92

3,393.83

652,049.89

37,260.41

614,789.48

ASSETS

CAPITAL SECTION

Pumping Station (Valuation)

610,000.00

0.00

610,000.00

REVENUE SECTION

Value added Tax - Refunds due

3,295.28

2,734.43

560.85

Ratepayers Account - Arrears

880.61

880.61

0.00

Sundry Debtors

0.00

0.00

0.00

Balance in hand:-

Barclays -Treasurer's Account 37,286.59

National Savings - Treasurer's Account 587.41

37,874.00

33,645.37

4,228.63

652,049.89

37,260.41

614,789.48

Conington & Holme Internal Drainage Board

Summary of Bank Reconciliations as at 31st March 2022

Barclays - Treasurers Account 2021/2022

1st April 2021			31st March 2022	
Balance brought forward	36,513.93		Payments made during the year	0.00
31st March 2022				
Receipts during the year				
Clerk's collection account	0.00			
Interest on deposit accounts	0.00	0.00	Balance carried forward	36,513.93
		<u>36,513.93</u>		<u>36,513.93</u>

National Savings - Treasurers Account 2021/2022

1st April 2021			31st March 2022	
Balance brought forward	587.35		Payments made during the year	0.00
31st March 2022				
Interest on deposit accounts	0.00		Balance carried forward	587.35
		<u>587.35</u>		<u>587.35</u>

Barclays Bank PLC

Clients Premium Account

Balance per Statement as at 31st March 2022	0.00
Less unpresented cheques	0.00
O/S lodgement	0.00
Balance per Trial Balance	<u>0.00</u>

Cash balances as at 31st March 2022

Barclays Bank PLC

Clients Premium Account	0.00
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National Savings

Investment Account per passbook	587.35
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<u>Total reconciled cash balances per accounts</u>	<u>587.35</u>
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Section 2 – Accounting Statements 2021/22 for

CONINGTON & HOLME INTERNAL DRAINAGE BOARD

	Year ending		Notes and guidance
	31 March 2021 £	31 March 2022 £	
1. Balances brought forward	46,079	32,571	<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	20,242	27,153	<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	1,116	2,317	<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	34,866	26,970	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	32,571	35,071	<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	37,101	37,874	<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	610,000	610,000	<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	N/A
			<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 2022 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

19/05/2022

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

Conington & Holme IDB
Reconciliation between statement of accounts and Annual Return
Financial year ended 31st March 2022

**Per Annual
Return**

Line 1	Balances brought forward		
	General Fund	4,102.21	
	Development Charges Account	1,316.38	
	Discharge (A1M) Account	27,152.71	
	Future Works Account	0.00	
		32,571.30	32,571
Line 2	Rates and Special Levies		
	Agricultural rates	21,151.30	
	Special Levies	6,002.00	
	Penalty	0.00	
	Costs	0.00	
	Write-off	0.00	
		27,153.30	27,153
Line 3	Total other receipts		
	Interest		
	General fund	0.23	
	Development charges account	0.07	
	Discharge (A1M) account	1.49	
	Consents	0.00	
	Highland Water	2,314.82	
	Discharge contributions	0.00	
	Write back of provisions	0.00	
		2,316.61	2,317
Line 4	Staff costs		
	Wages/salaries	0.00	
	National insurance contributions	0.00	
	Pension costs	0.00	
	Travelling expenses	0.00	
		0.00	0
Line 5	Loan repayments		
	PWLB - Principal	0.00	
	PWLB - Interest	0.00	
		0.00	0
Line 6	All other payments		
	Precept	2,100.25	
	Rates, insurances, telephones	482.11	
	Repairs and renewals	0.00	
	Fuel	1,759.91	
	Drainworks	13,793.95	
	Administration	8,833.85	
	Development charges fees	0.00	
	Improvement works	0.00	
		26,970.07	26,970

Conington & Holme IDB

Reconciliation between statement of accounts and Annual Return

Financial year ended 31st March 2022

Per Annual
Return

Line 7	Balances carried forward		
	General Fund	4,421.49	
	Development Charges Account	1,250.45	
	Discharge (A1M) Account	29,399.20	
	Future Works Account	0.00	
		35,071.14	35,071
	Reconciliation		
	Line 1 + Line 2 + Line 3 - Line 4 - Line 5 - Line 6	35,071.14	
	Balances carried forward		
	Per Annual return	35,071.00	

RESOLVED

That the Chairman be authorised to sign the Annual Return, on behalf of the Board, for the financial year ending 31st March 2022.

B.1087 Date of next Meeting

The Chairman reminded Members that the next Meeting of the Board will be held on Monday 6th March 2023 at the Admiral Wells Inn, Holme at 10.00am.

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Chairman

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Date