<u>**RAMSEY UPWOOD AND GREAT RAVELEY INTERNAL DRAINAGE BOARD**</u>

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4th May 2023

Dear Board Members

<u>Meeting of the Board</u>
<u>11th May 2023</u>

I enclose the Agenda for the Meeting of the Board to be held at **<u>Old Nene Golf and Country Club,</u>** Muchwood Lane, Ramsey. PE26 2XQ, during the afternoon of Thursday 11th May 2023.

An inspection of the District will take place prior to the meeting and Members should assemble at the Chairman's yard, New Fen Farm, St Mary's Road, at 10.00 am.

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

Luncheon will be provided following the inspection at approximately 1.00 pm.

To avoid paying for food that is not required please confirm in advance that you **<u>WILL BE STAYING</u>** for the meal.

Yours truly

P BURROWS

Clerk to the Board

<u>To the Chairman and the Members of the Ramsey Upwood and Great Raveley Internal Drainage Board</u>

A G E N D A

1. Apologies for absence

2. Declarations of Interest

   Members to declare any interests relating to the agenda.

3. Confirmation of Minutes

   To confirm the Minutes of the Meeting of the Board held on the 5th January 2023.

   (Copy Pages 10 - 17)

4. Matters arising from the Minutes

5. Appointment of Clerk

   To appoint the Clerk to the Board for the ensuing year.
   (Present Clerk – Middle Level Commissioners)

6. Clerk's fee

   To consider the fee of the Clerk.

7. Appointment of District Officer

   To appoint the District Officer.
   (Present Officer – L Butler Esq)

8. 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 2023 and will submit the proposed register of electors which is applicable to the 2023 election.

9. Bank Mandate and National Savings & Investments

   The Clerk will report that it is necessary to update the signatories after April 2023.

10. Member Training Update

The Clerk to report on the training undertaken by Members in the past year.

11. Abbey Farm

Further to minute B.1358, the Clerk to report

12. Damage to Bank Close to Point 54

Further to minute B.1304, the Clerk to report.

13. Land at Middle Drove

Further to minute B.1358, the Chairman to report.

14. Use of Droves Claimed by the Board

Further to minute B.1360, the Chairman to report.

15. Drain Adjacent to Tesco's at Point 28

Further to minute B.1361, the Clerk to report.

16. Development at Ramsey Business Park, St Mary's Road, Ramsey (MLC Ref Nos. MLC 225, 278, 354, 357 & 359)

Further to minute B.1363, the Clerk to report.

17. Meeting to discuss issues with rubbish and sewage discharge along Middle Drove, Ramsey Heights

Further to minute B.1364, the Clerk to report on progress made.

18. Clerk's Report

The Clerk advises:-

i) Annual Flood & Water Conference 2023

Invitation to ADA Flood & Water Conference 2023
Tuesday 21 November 2023 | 11:00 – 17:00 | One Great George Street, London, SW1P 3AA

ADA is delighted to invite you to join them for the ADA Flood & Water Conference on Tuesday 21 November 2023, as the conference returns to the magnificent venue of One Great George Street, Westminster, London. ADA will bring together a leading line-up of prominent political, policy, and technical speakers from across the United Kingdom to discuss key policy topics of the moment during the main conference session.

Following feedback from members, the format of this year's Conference has been developed to:
• maximise the time available for networking between delegates and suppliers to the sector,
• invite a greater variety of guest speakers, and
• provide more convenient timing for those travelling to and from London.

The Conference will open at 11.00 for networking with delegates and an expanded Exhibition of ADA's Associate Members in the Great Hall. A buffet lunch will be served from 12.00 before the conference presentations commence at 13.20 in the Thomas Telford Theatre. The Conference will close at 17.00.

Discussion forum
A discussion forum will form part of the day where delegates will be able to pose topical questions to the speakers/panellists via the conference chair. ADA wish to receive delegates questions in advance, which can be submitted as part of the ticket booking process on Eventbrite. Their aim is to consolidating key subjects for discussion and questioning and to maximise the value of this session.

Book your place
ADA has launched bookings for this year's conference early to give everyone plenty of advance notice of the revised date of Tuesday 21 November 2023 to make travel arrangements. They invite you to secure your place now via Eventbrite, via the link below. Tickets are non-refundable but can be transferred.
[ADA Flood & Water Conference 2023 Tickets, Tue 21 Nov 2023 at 11:00 | Eventbrite]

ii) Meeting of the River Great Ouse Branch

The Annual Conference of the River Great Ouse ADA Branch was held on Tuesday 7th March 2023

Morning workshops were re-introduced for the first time since the COVID-19 outbreak and members who attended took part in an excellent discussion focussed on three topic areas; Fens2100; Water Resources East and Climate Change. Steven Trewhella (consultant to the EA on Fens2100) and Daniel Johns (Chief Exec, WRE) took away a wide range of ideas centred around how the two topics were connected by the work of IDBs.

Within the AGM, Marc Heading was re-appointed as Chairman and Doug McMurdo as Vice Chair with approval that the secretariat of the branch be transitioned from the Middle Level Commissioners to the Bedford Group of IDBs over the coming months. Ian Moodie (Technical Manager, ADA) gave an overview of ADA's activities, including their important inputs on behalf of IDBs into the long-awaited implementation of schedule 3 of the Floods & Water Management Act. Tom Pickover introduced himself ahead of starting as Operations Manager at the Environment Agency (covering the lower Great

Ouse catchment) and was joined by Darren Trumper who between them gave an overview of Environment Agency flood management activities and budgets.

iii) Changes to Electricity Supply Contracts

The Clerk will report that Boards have encountered problems with the operation of the electricity contract by Anglia Farmers over the years. Following various meetings with them it appeared some of these problems were being addressed and the service appeared to be improving this, however, was short lived. Over the past 2 years there has again been a significant deterioration in both the quality of service and lack of account management received from Anglia Farmers.

During the summer the Middle Level Commissioners were approached by Green Energy Advice Bureau (GEAB), one of the UK's leading energy companies and buying group, whose portfolio includes numerous companies with over 200 million kwh tendered per annum. They have experience working with an estimated 60 Internal Drainage Boards, which include locally the Ely Group of Internal Drainage Boards and Downham Market Group of Internal Drainage Boards. We accordingly contacted Jean Heading of the Ely Group of Internal Drainage to enquire of the service provided by GEAB and she has confirmed she is far happier with the service received from them compared to that from Anglia Farmers and since has signed a 5-year fixed rate contract with GEAB from 1st April 2022.

A report was presented to the Middle Level Commissioners at their Board meeting on 3rd November 2022 and due to the ongoing poor performance of Anglia Farmers, together with the positive feedback given by Jean Heading of the Ely Group, the Commissioners' resolved to consider moving to alternative arrangements. The Executive Committee were delegated the final decision and having considered a report on the options and subsequently confirmed their agreement that a move would be appropriate in the circumstances.

The Clerk will report this was considered a positive move and recommended the Board/ also move to this alternative arrangement.

The Clerk will report that this Board's Chairman had subsequently agreed for the Board to serve notice to Anglia Farmers and for Green Energy Advice Bureau to handle the energy procurement process and management of the electricity contract.

The Clerk will advise that the Middle Level Commissioners and its administered Boards have entered into a fixed rate energy supply with Corona Energy for an 18-month period from1st April 2023.

The Board are asked to approve the Chairmans actions.

iv) Insurance

Historically the number of insurance companies willing to quote for the insurance requirements of the Middle Level Commissioners and administered Boards is limited.

Our insurance portfolio is complex and includes a range of policies that includes Commercial Combined (largest component), Motor Fleet, Engineering & Construction, Terrorism, Management Liability, Marine Craft and Professional Indemnity.

The overall cost of our insurance portfolio for 2023/24 will be £192,275 (£152,373 in 2022/23) a 26% increase, although increases will differ Board by Board depending on their individual insurance needs.

Key factors and changes are highlighted below:

- For Commercial Combined insurance, 2022/23 was the last year in our previous five-year agreement with AXA which included a 7% price reduction woven into the deal. For 2023/24 Towergate, our brokers, approached several companies and all bar AXA were not willing to quote given the size and complexity of our portfolio. Independently we also approached the NFU who declined to quote for the same reason.
- There has been an increase in fleet, property and marine assets included within our cover.
- In view of rising inflation most Boards agreed to index link their insured sums from 1st April 2023. AXA have increased insured sums by 15%, which has resulted in an increase within the overall premium.
- AXA have offered a 2-year stability deal, where any premium increases, subject to claims not exceeding 50% of the written premium, will be capped for 2024/25 at 2.5%. This excludes any increases in sums insured.
- AXA will not extend the stability deal as they plan a review of their whole IDB scheme in 2025.
- Commercial combined policy excess has increased from £350 to £2,500. None of our four 2022/23 claim values were above this new excess.
- Excesses are dictated by AXA's overall scheme for all IDBs and this is apparently now standard and has been imposed due to the number of lower value claims across the whole IDB industry. As other IDB/IDB Groups come out of their previous agreement with AXA the above will apply.

For future years Boards ought to consider index linking their valuations of properties and pumping stations every 3-5 years rather than annually, to mitigate annual premium increases and balancing having suitable cover without being over-insured.

It should also be noted that personal accident and sickness cover only covers employees or members up to 80 years of age. Boards may need to consider the implications of this.

v) Delegation of signatory on consents

The Board is asked to note that under the Board's scheme of delegation, the Chief Executive has delegated the authority to sign consent on behalf of the Board to the Chief Engineer. As well as the Chief Engineer being better placed to technically assure individual consents, this will enable the them to effectively take ownership over the whole planning and consenting service. This also creates a mechanism for escalation in case of any issues or complaints.

vi) Service Delivery Frameworks

The Board are asked to resolve that the Clerk, on their behalf, be authorised to enter into user and/or access agreements for public sector delivery frameworks (For example, Environment Agency Delivery Frameworks and SCAPE). This will open up access to the fees, terms and conditions of these Frameworks so our Consulting Engineers can compare and choose the most suitable procurement route for delivery of the Boards future needs. This does not tie the Board to using any Framework they then have a user/access agreement with, and Frameworks are not the only procurement route for delivery that will be considered. Having this resolution from all the Boards we administer is key if we are to package work across Boards to exploit economies of scale and become more efficient and effective in the delivery of services.

19. Consulting Engineers' Report, including planning and consenting matters

a) To consider the Report of the Consulting Engineers.

(Enc 1)

b) To consider the Supplementary Report Improving Capital Delivery

(Copy pages 18 - 20)

20. Capital Improvement Programme

To review and approve the Board's future capital improvement programme.

(Copy page 21)

21. District Officer's Report

To consider the Report of the District Officer.

All the drainworks went to plan over the last year. Next years works will be in the Upwood Common and Green Dyke parts of the district.

Pumps are all running well apart from the reconditioned one at New Fen which has a bearing noise.

Many Thanks
Leo

22. Environment Officer's Report

To consider the Environment Officer's Report.

(Copy pages 22 - 25)

23. District Officer's Fee

To give consideration to the District Officer's fee for 2023/2024.

24. State-aided Schemes

To consider whether to undertake further State-aided Schemes and whether any future proposals should be included in the forward capital forecasts provided to the Environment Agency.

25. Environment Agency – Precept

The Clerk will report that at the Anglian (Great Ouse) Regional Flood & Coastal Committee (RFCC) determined that there were exceptional circumstances to consider on the agreed 2% increase on the precepts on Internal Drainage Boards. The Committee voted for an additional 1% increase (reflecting exceptional circumstances) above the agreed 2% for the year ending 31st March 2024 – total of a 3% increase on the level of precept on Internal Drainage Boards for the year ending 31st March 2024.

The precept for 2022/2023 was £5,333.

26. Health and Safety

Further to minute B.1318, the Chairman will report on the Cope Safety Management visit on 15th February 2023.

(Copy pages 26 - 30)

27. Appointment of Internal Auditor

The clerk to report that following the conclusion of tendering Whitings LLP have been appointed as internal auditor for a five-year period commencing 1st April 2023 (financial years 2023/24 to 2027/28).

(Copy pages 31 - 44)

28. Review of Internal Controls

To consider the system of Internal Controls and appointment of Internal Auditor.

29. Risk Management Assessment

a) To give consideration to the Board's Risk Management Policy.

b) To review the insured value of the Board's buildings and to consider whether to index-link their values going forward.

(Copy page 45)

30. Exercise of Public Rights

The Clerk to refer to the publishing of the Notice of Public Rights and publication of unaudited Annual Return, Statement of Accounts, Annual Governance Statement and the Notice of Conclusion of the Audit and right to inspect the Annual Return.

31. Annual Governance Statement – 2022/2023

To review and complete the Annual Governance Statement.

(Copy page 46)

32. Payments 2022/2023

The Clerk to report on payments made during the financial year 2022/2023.

(Schedule page 47)

33. Annual Accounts of the Board - 2022/2023

To consider the Annual Accounts and bank reconciliation for the year ended on the 31st March 2023 and the completion of Section 2 of the Annual Return as required in the Audit Regulations.

(Copy pages 48 - 51)

34. Expenditure estimates and special levy and drainage rate requirements 2023/2024

To consider estimates of revenue expenditure and levy and rate requirements in respect of the financial year 2023/2024.

(Copy pages 52 - 54)

35. Dates of next Meetings

To agree the dates for Meetings of the Board in 2024.

36. Any other business

RAMSEY UPWOOD AND GREAT RAVELEY INTERNAL DRAINAGE BOARD

At a Meeting of the Ramsey Upwood and Great Raveley Internal Drainage Board hosted at the Old Nene Golf and Country Club, March on Thursday 5th January 2023

PRESENT

A C Roberts Esq (Chairman)
S Bedford Esq
A Butler Esq
J R Clarke Esq
Cllr S Corney
J Edwards Esq
M Lambert Esq
C Pickard Esq
A Wagstaffe Esq
C Wilkinson Esq

Mr David Thomas (Clerk to the Board) and Mr Leo Butler (District Officer) were in attendance.

Apologies for absence

Apologies for absence were received from R Blackhurst (Vice-Chairman) and A Lensen Esq.

B.1356 Declarations of Interest

Miss McShane reminded Members of the importance of declaring an interest in any matter included in today's agenda that involved or was likely to affect any individual on the Board.

B.1357 Confirmation of Minutes

RESOLVED

That the Minutes of the Meeting of the Board held on the 12th May 2022 are recorded correctly and that they be confirmed and signed.

B.1358 Matters Arising

On matters arising from the last meeting the Chairman asked if UK Power Networks were prepared to address their leaning poles, noting that the MLC Engineer was to contact them. The response has been that unless the poles have fallen or power has been interrupted no action will be taken by them. The Chairman noted that soil on the 9m strip was still to be dealt with. The Clerk agreed to chase up the situation.

It was noted that the trees belonging to Mr Ayres on the Board's access had been cut back but were still a problem. It was agreed to view them at the May Inspection meeting.

A question was raised whether or not the Land Charges on Mrs Johns bungalow were shown on the Board's accounts. It was believed that they were not, but this was not a problem as release of the money would be triggered by the property sale and the Chairman was confident the money would be forthcoming eventually, although it may still be some time before this occurs.

A query was raised on which properties on Middle Drove are rated for agriculture and which for special levy.

RESOLVED

That a coloured plan be produced. Showing special levy land in one colour and agricultural land in another. This plan to be passed to the Chairman for comment.

B.1359 Election of Board Members

The position in relation to the upcoming election was noted. Charles Pickard advised that he was resigning from the Board with immediate effect.
Members wished that the minutes recorded the Board's thanks to Charles for his valuable input into Board matters over the years.

A possible replacement was discussed and Mr Cornwall was proposed and it was noted that he had been approached prior to the meeting and had indicated that he would be prepared to put himself forward. There were no other suggestions and members voted unanimously that Mr Cornwall should replace Mr Pickard on the Board.

RESOLVED

Write to Mr Cornwall advising him that he has been appointed as a member on the Board.

B.1360 Use of Droves Claimed by the Board

Further to minute B.1331, The Chairman reported that he had received requests to maintain the Board's owned Droves to a higher standard that was currently undertaken.

He noted that the Droves only needed to meet the standard required by the Board for operational purposes and they were not obliged to use ratepayers' money to deliver a higher standard for other users.

It was noted that Pickards Drove would be improved when the adjacent pumping station was refurbished.
The Chairman also expressed his view that if approached by other beneficiaries of the Droves with a proposal to share the costs of maintenance then the Board should be open to the idea.

It was noted that Upward Common Drove area also had problems and that it might be of value to set up a meeting with users at some point in the future.

B.1361 Drain Adjacent to Tesco's at Point 28

Further to minute B.1332, Members discussed the problem and the actions taken and considered that whilst there would be costs attached with taking action against Tesco, it was important to do on a basis of principle. Tesco should not be allowed to be in breach of the consent issued to them without following through with action to the point of conclusion.

RESOLVED

To take court action against Tesco for breach of byelaws and failure to pay the invoice raised against them.

B.1362 Cadent Gas

Further to minute B.1333, It was noted that works by Cadent had been completed and that there was no requirement to report upon this matter at further meetings.

B.1363 Development at Ramsey Business Park, St Mary's Road, Ramsey (MLC Ref Nos, MLC 225, 278, 354, 357 & 359)

Further to minute B.1334, Cllr Corney noted that an application to build a Lidl is going to be made and that the land ownership had changed. He offered to pass on the new details to the Clerk after the meeting.

B.1364 Issues with rubbish and sewage discharge along Middle Drove, Ramsey Heights

Further to minute B.1335, The Clerk reported that a site meeting had been held where representatives from the Environment Agency and Huntingdonshire District Council were present.

Whilst all at the meeting were agreed that action was required, it was also acknowledged that there were no simple fixes and that a joint and concerted effort would be required to stand any chance of seeing improvements.

Issues on site potentially include illegal fly tipping (with asbestos amongst other things), illegal discharges and byelaw infringements.

It was agreed that the Clerk would act as coordinator sharing information and assisting with the development of plans.

The District Officer advised that the next maintenance cycle of the channel forming the boundary of the area in question would be in two years' time.

B.1365 Clerk's Report

The Clerk advised:-

i) COVID-19 Actions

That the majority of control measures have been removed now and normal office working has resumed (with the exception of trialling a degree of flexible working, which has been shown to be effective following the previous periods of enforced home working). Impacts now are largely confined to the high rates of COVID-19 illness cases in the UK.

ii) Middle Level Commissioners and Administered Boards Chairs Meeting

That a nineth Chair's Meeting was held on the 13th December 2022.

The meeting covered a wide variety of matters likely to affect IDBs. A summary of the key points and resolutions follows;

David Thomas advised on the planned staffing changes being implemented due to his impending retirements. He stated that his post was being split back into Chief Executive/Clerk and Chief Engineer and that the appointments were:

Paul Burrows – to be the new CEO/Clerk - currently in post with the EA as a national Delivery Assurance Manager, and before that as Flood & Coastal Risk Manager for the East Anglia Area, then Flood Strategy Manager – Paul spearheaded Tactical Plans for the Fens which have secured the possibility of obtaining significant grant allocation on a Board by Board basis over a 15 year period, whilst at the same time defining a pathway to better understand the challenges faced and options worth considering for our lowland catchment as climate change and growth tests our current infrastructure arrangements.

Nicola Oldfield – to be the new Chief Engineer – currently in post with the EA as a Senior Project Manager. She most recently project managed the £30M Middle Level Barrier Bank scheme and had just taken over as project manager of the Cranbrook Counter Drain Strategy. She has, in the past, been employed by an IDB and has worked in close partnership with many IDBs including North Level IDB. Jonathan Brown stated how pleased the MLC Executive had been with these two candidates and how easy the choice had been given their knowledge of the area and experience to date.

An update was given on the role out of telemetry, which was receiving positive feedback from District Officers. A request was made for the login details to be provided to Chairmen as well as District Officers and it was confirmed that this would be arranged.

David Thomas confirmed that all but two Boards had stated their wish to move to the new planning and consenting charging and reporting arrangements and that the Assistant Treasurer was finalizing figures ready for the 2023 IDB/DDC meetings. A request was made for all correspondence which developers and their agents which is copied to Chairman should include the planning application references.

The protection and control of Bylaw strips was discussed at length and it was agreed that a policy document outlining the red-lines Boards should be applying to ensure that their ratepayers do not suffer as a result of development will be prepared for the Boards to consider. It was noted at the meeting that the refusal to issue any consent is subject to a reasonableness test, hence the document cannot preclude consenting everything within the 9m strip and the policy will be for guidance purposes only. It was felt that it should help developers, planning authorities and the Boards by providing some additional clarity. It was also felt that some case history examples to be circulated to members might help them understand the issues which have to be addressed.

Climate Change was discussed and it was noted that the MLC had completed its carbon audit and would now start work on carbon reduction and mitigation initiatives. It was also noted that the M&E engineer was looking at base levels of energy consumption at pumping stations, for example to see if panel heaters are left on permanently. He will be making recommendations to Boards if he identifies scope for reducing power without risking the apparatus.

WRE were mentioned and the Chief Executive stated that he was pleased that the draft water resource plan for the East included extensive reference to agriculture and its need for water to support the growing of food to feed the nation and also of the key role played by IDBs in transferring water to the point needed by abstractors. He also commented upon the newly proposed Cambridgeshire fens reservoir, north of Chatteris and advised that the MLC were responding on the need to get fill supply and draw-down arrangements right, but also that we need to seek to gain capital from the opportunities that the new reservoir will present in terms of bringing money into the area and potentially helping reduce flood risk and assist with water need balancing.

The Chief Executive advised that a decision had been made to move the MLC and IDB's electricity supply contracts from Anglian Farmers to the Green Energy Advice Bureau. This followed several years of extended poor service levels and lack of timely information coming from Anglian Farmers.

The future of IDBs and the value of potential amalgamations was once discussed and this gave rise to questions over small boards being able to secure a quorate for which this had been a particularly poor year. It was agreed that this item should remain on the agenda and that any Chairs who felt that the time was right for their Boards to look again and the advantages/disadvantages of amalgamation would contract the Clerk. It was also agreed that it may be useful to undertake an exercise around updating the original Geoff Beal report which had recommended that the number of Boards within the area administered by the MLC could reasonably be reduced to three or four.

The Clerk finally noted that the ADA Great Ouse branch AGM would be held on the 7th March at Prickwillow Hall and would be in the format of workshops in the morning and an AGM in the afternoon. The workshops theme this year would be; water resources, the new reservoir and climate change.

iii) Association of Drainage Authorities

a) Annual Conference

That the 85th Annual Conference of the Association was held on Wednesday 9th November 2022 at The Hive, Nocton, Lincolnshire.

This year marked another change in the arrangements for the National Conference and AGM, with the AGM being held virtually on 28th September 2022 followed by the national conference held as a hybrid meeting at the Dyson Farming complex in Lincolnshire on 9th November. The choice of venue was to avoid the risk of being impacted by rail strikes and it also represented significant cost savings. The event had limited numbers and was fully subscribed.
Following an introduction by the President of ADA Robert Caudwell who noted the good work being done by ADA but also noted that with COP27 ahead climate change was the single biggest challenge facing everybody and that IDBs would need to play their part in delivering carbon reduction.
The opening address was given by Councillor Matthew Riddle, Chairperson, Lower Severn Internal Drainage Board and Councillor, South Gloucestershire Council who spoke on options which could be pursued to change the way Special Levy is reported and dealt with by the Councils. The challenge at the moment was perceived as the lack of transparency with Special Levy payments not being itemised on rate bills in the same way that police and ambulance services are. There is also the issue that by not disaggregating the Special Levy payments, increases in them can currently (for Councils who pay large Special Levys) trigger a local election under the current rules.
Key note speakers were Hazel Durant Waterway & Flood Water Management Policy Team, Department for Environment, Food & Rural Affairs and Luzette Kroon Board member: Innovation & International, Dutch Water Authorities, Dykgraaf (chairperson), Wetterskip Fryslân. Hazel spoke of the challenges ahead and noted that it would be foolhardy to expect revenue expenditure to be increased by treasury given the current economic climate. The best we could hope for would be last years' figures to be matched. She praised the work of IDBs

and noted the important role they play in delivering flood risk benefits through their direct works and also through PSCAs. Luzette spoke of the similarities and differences between IDBs and their Dutch equivalents and went on to describe the challenges faced arising from climate change.
A panel discussion followed and the MLC Chief Executive was invited to sit on this panel. He took the opportunity to outline the work of WRE but also to express his concerns that currently Land Drainage Act legislation was holding back the full potential of IDBs in terms of water resource management and investment. A review is urgently required and the support of the EA and DEFRA is needed. Hazel agreed that there was a need but hope a way forward could be found that didn't require primary legislation.
The day concluded with a field visit to showcase the Dunston Beck Improvement Project. The improvement project, completed by Dyson Farming with the Environment Agency, Wild Trout Trust and other partners, seeks to improve the biodiversity and water quality of the beck with a sensitive mosaic of wetland habitats delivered through excavations recreating a meandering river system with the retention of water providing ecological and also some modest flood risk benefits.

b) Meeting of the River Great Ouse Branch

That the Annual Conference of the River Great Ouse branch of the Association will take place on Tuesday 7th March 2023 at Prickwillow Village Hall.

iv) National Drainage Show & Floodex 2023

That the National Drainage Show & Floodex 2023 will held at the ExCel, London on Wednesday 22nd & Thursday 23rd November 2023.

B.1366 Consulting Engineers' Report, including planning and consenting matters

The Board considered the Report of the Consulting Engineers.

The Clerk reported that pump bolts on both Green Dyke and Upwood Common pumping stations had been replaced.
On New Fen Pumping Station, it was concerning that there had been further movement which was greater than had been experience in the previous few periods. This may be down to the very dry and hot summer? Members noted that the station had not yet failed and that surveys had shown it to be currently intact and effectively unimpacted operationally by the movement. However there will be a time when this is no longer the case and action is needed. It was noted that there are trees that need to be removed also on the site.

RESOLVED

The District Officer arrange for the removal of the trees which are of concern.

That the movement continue to be monitored and that a graph of movement against time be prepared and included in the next Consulting Engineers report.

B.1367 District Officer's Report

The District Officer reported that there had been a slight noise with the recently refurbished pump but that this had seemed to diminish over time and was now no longer present, hence was not of concern.

The Chairman advised that he had spoken with Lattenbury Services, who he considers to have provided good service and a high quality of workmanship. Whilst the cost is higher than has been paid in the past, the amount of work undertaken is greater and might well extend the period interval before another visit is required, hence could well present better overall value.

B.1368 Environmental Update

The Clerk issued the Environment Officer's report to members and apologised for the delay which was down to the illness of the officer producing the report. He advised that he had nothing to add to the report.

B.1369 Claims for Highland Water Contributions – Section 57 Land Drainage Act 1991

The Clerk reported that claims for contributions totalling £1,804.76 (inclusive of supervision) have been submitted (£7,312.68 less £5,507.92 paid on account for the financial year 2021/2022 and the sum of £6,557.62 in respect of 80% of the Boards estimated expenditure for the financial year 2022/2023) and on communications from the Environment Agency concerning payment of the claims.

B.1370 Association of Drainage Authorities
Subscriptions

The Clerk reported that ADA has increased subscriptions by 4.5% for 2023, from £571 to £597

RESOLVED

That the increased subscription for 2023 be paid.

B.1371 Health and Safety

Further to minute B.1346, the Chairman advised that Cope Safety Management will carry out their visit to the District on the 15th February 2023 and the report will be referred in the next meeting.

The Chairman advised that the arrangements with Cope continue to work well and that all matters relating to their report had either been dealt with or were in hand.

B.1372 Completion of the Annual Accounts and Annual Return of the Board – 2021/2022

a) The Board considered and approved the comments of the Auditors on the Annual Return for the year ended on the 31st March 2022.

b) The Board considered and approved the Audit Report of the Internal Auditor for the year ended on the 31st March 2022.

B.1373 Defra IDB1 Returns

The Clerk referred to the completed IDB1 form for 2021/2022 which were noted and approved.

B.1374 Financial Position

a) The Clerk advised the Board of how estimated expenditure for 2022/2023 compares with actual expenditure to date.

b) Board's cash balances at 30th November 2022.

Clients Premium Account - £282,131.86.

B.1375 Date of next Meeting

RESOLVED

The next meeting will be Thursday 11th May 2023 at 10am – Old Nene Golf Club.

Ramsey Upwood & Great Raveley IDB

Consulting Engineers' Supplementary Report - April 2023

Improving Capital Delivery

Introduction

Since being in post I have been getting to grips with a number of things in the Engineering/Technical Services Department. I've made a number of observations: officers are knowledgeable, dedicated and committed to delivering a service to the Commissioners and IDBs; working in partnership with the Environment Agency and local planning authorities/LLFAs is clearly evident; the operations team do an excellent job managing water resources in an extremely complex system; our capital delivery programme is growing as assets come to the end of design life; we have some significant changes and challenges ahead (biodiversity net gain requirements, the climate emergency and Fens Reservoir amongst others) which need careful planning and resourcing if we are to properly represent members and local communities and secure the best outcomes for the catchment.

We have an increasing capital delivery programme, with a number of ongoing projects and many identified for future delivery. I have identified areas where improvements are needed to deliver these projects better and to improve communications between the consulting engineer and the Boards.

Resources

Staff in MLC's Technical Services are currently stretched in terms of capacity and capability. There is a significant lack of suitable people across the engineering and project delivery profession generally, which impacts not only MLC's ability to recruit, but also the availability of consultant and contractor resources.

As well as our services to IDBs, and the Bank Raising Scheme over the next 4-5 years, and delivery of the pumping station refurbishment programme, there is an immediate need to provide resources to support MLC input to developing plans for Anglian Water's Fens Reservoir. This will have a significant and profound impact on water management in the catchment, and MLC officers need to ensure we secure the very best outcomes for our Board members, ratepayers, customers and the environment. We will be working very hard over the next 6 months to achieve this before the project passes is next 'gate'.

Now that MLC receives revenue through navigation licences, we have to ensure that we deliver on the requirements set out in the Navigation Byelaws 2020. This is a work in progress, but again sets additional demands on our internal resources and our ability to be proactive.

MLC were unsuccessful in recruiting a new planning engineer in 2022 and the existing team is under continued pressure to resolve ongoing and new applications, let alone adequately accommodate new demands. We are now looking at alternative resource solutions to support the wider engineering department.

IDB Projects

I am already aware of a number of projects that have been in progress for some time. There is lack of a clear programme of delivery and/project management discipline for these; there are no specific timescales and other agreed tolerances with the IDB as 'client', and this makes it difficult to plan and prioritise resources and workloads.

I am compiling a programme of all the projects being delivered by MLC and determining the resources needed to complete them. I will work with the Boards in question to progress delivery as quickly and efficiently as possible.

For new project requests, I am implementing a simple process with a 'Project Initiation Form' to capture key information and undertake an initial assessment of the project. I will prioritise work requested based on urgency and availability of resources. Unless otherwise instructed by an IDB, our default approach will be to seek to maximise FCRM Grant in Aid funding for eligible projects. I will implement a process of reporting progress regularly to the Boards/key contacts. As part of this process, I'll be asking each Board to agree how they delegate decision making, as projects can't be effectively delivered when governed through annual meetings, and how we manage better, more frequent, communications between the Boards' delegates and officers in Technical Services.

I am looking at the possibility of 'packaging' some works together for delivery by consultants, e.g. Pumping Station Refurbishment Projects rather than delivering each one individually. This has the advantage of securing a team of suitable resources who can focus on the work and deliver it as efficiently as possible (economies of scale). This will be a change of approach for individual IDBs and will need further work to determine how we manage this approach practically when each Board is its own individual entity with maybe a once per annum meeting. I hope to provide you with more detail about this, and the benefits it will give the Boards, in the coming months.

It may take some time to deliver the backlog of projects, which in turn might delay the start of new projects. However, I'm hopeful my approach will eventually lead to a more effective and efficient delivery process.

MLC Bank Raising Scheme

This is currently the largest IDB led project in the national flood investment programme and gives us the opportunity to develop capacity and capability in the organisation and share best practice across all our work. The scheme will be under the spot-light and have a focus from the Environment Agency in terms of grant assurance.

Works are progressing on a number of fronts but were lacking leadership and direction and there was no delivery programme. I have implemented some standard project management tools to control, manage and deliver the project: An 'exception report' was raised to the Project Board/MLC Executive Board outlining the existing situation and mitigation measures being put in place; A project plan and outline programme is now in place; Clear project governance has been identified; A data management plan is being drafted; Risks and issues are being identified; Project and delivery manager resources have been appointed and they will start in April.

Most of the project work was being carried out by MLC staff putting a strain on their already stretched ability to delivery other commitments, especially to the IDBs. The Technical Services team does not currently have the capacity or capability to deliver major projects.

There was a lack of clarity around environmental impact and risk assessments for activities which are considerably more than 'business as usual.'

Resources are in place/are being identified to complete environmental impact assessment required before wholescale desilting works can be undertaken, including significant input from the MLC Environment Officer.

The Independent Technical Advisor has prepared a scope for tender to secure a consultant to develop outline design and prepare Full Business Case (for MLC Project Board approval). The consultant will provide all technical input needed for developing and planning the project and ensuring consents and approvals are identified and in place. MLC staff will continue to act in a lead client capacity, providing their specific technical expertise and knowledge of the catchment as necessary. I will lead the project as Project Executive, working closely with the Project and Delivery Managers and providing regular updates to the Project Sponsor (Chief Executive) and MLC Executive Committee.

MLC's H&S advisor, Cope, visited and assessed the provisions in place and provided advice on additional requirements. Risk assessments/methods statements are being developed for physical work activities alongside a full review of the MLC H&S policies.

A Communications & Engagement team is in place and is planning engagement in parallel with Chief Executive's proposed MLC engagement and branding improvements.

A robust forecast of project costs needs developing. It is likely that the total project costs will exceed the current approval limit of £23million from the Outline Business Case. There are also some risks to the delivery programme that need to be investigated further and mitigated as necessary. All of these will be considered in more detail over the next 6 months, appraised and included in the Full Business Case, before the end of the financial year 2023/24.

Contractors are currently being identified for the various work phases: desilting; material import; bank raising works and hard defences (including detailed design).

Consulting Engineer

5 April 2023

Ramsey Upwood & Great Raveley Internal Drainage Board

Capital Improvement Programme (2023/2024)

		PREVIOUS YEARS	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	FUTURE YEARS	ALL YEARS
		Pre Yr 0	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Post Year 10	Total Expenditure
Green Dyke p/s	Pumping station replacement	0	1,007.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1007.0
	Pumping station pumping and control equipment replacement	0	0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	Pumping station automatic weedscreen cleaning equipment	0	0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	Pumping station Control building refurbishment/replacement	0	0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	Pumping station compound/surrounds improvements	0	0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
New Fen p/s	Pumping station replacement	0	0	0.0	0.0	0.0	750.0	0.0	0.0	0.0	0.0	0.0	0.0	750.0
	Pumping station pumping and control equipment replacement	0	0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	Pumping station automatic weedscreen cleaning equipment	0	0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	Pumping station Control building refurbishment/replacement	0	0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	Pumping station compound/surrounds improvements	0	0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Upwood Common p/s	Pumping station replacement	0	0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	700.0	700.0
	Pumping station pumping and control equipment replacement	0.4	0	0.0	0.0	0.0	0.0	5.0	0.0	0.0	0.0	0.0	0.0	5.4
	Pumping station automatic weedscreen cleaning equipment	0	0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	Pumping station Control building refurbishment/replacement	0	0	0.0	0.0	5.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	5.0
	Pumping station compound/surrounds improvements	0	0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Drainage Channels	Upwood Common/Green Dyke catchment	0	0	0.0	10.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	10.0
	Refurbishment of inlets/outfalls	0	0	0.0	10.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	10.0
		0	**1,007**	**0**	**20**	**5**	**750**	**5**	**0**	**0**	**0**	**0**	**700**	**2,487**

Updated to engineers asset appraisal report

Does not include for possible subsidence works at New Fen pumping station

Identified on PAFS submission - 2020

MIDDLE LEVEL
COMMISSIONERS

Telephone: **01354 602965**
07977 068864
Email: **sofi.lloyd@middlelevel.gov.uk**
Website: **www.middlelevel.gov.uk**

MIDDLE LEVEL OFFICES
85 WHITTLESEY ROAD
MARCH
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PE15 0AH

Sofi Lloyd
Environment Officer

Ramsey Upwood & Great Raveley Internal Drainage Board

Environmental Update – April 2023

1. Bank Raising Project

You will have been made aware of the Bank Raising Project and the work that is planned on the MLC channels and banks within the district. The ecological considerations of the project are being dealt with separately, outside of this report, along with the project update. However, should you have any questions about the projects' ecological considerations then do contact me directly and I will be happy to help.

2. Biodiversity Action Plan Review

The Biodiversity Action Plan has traditionally been the key document which sets out the IDBs' planned contributions towards conserving and enhancing biodiversity. Although the BAP remains vital, the objectives are unlikely to be reached unless there is a process in place to ensure that the incremental steps that need to be taken to achieve the BAP objectives are incorporated into regular operations and are reviewed regularly. Otherwise, the BAP simply becomes a document that is reviewed once or twice a year. It is the review of this vital process that I will be focussing on, rather than reviewing the objectives in the BAP, because the objectives themselves still remain valid.

3. Work Package Ecological Screening Document

We have developed the template named above for IDBs to complete when planning any ad hoc/non-routine works that will "break ground" on the any of the banks. The information is needed in order to evidence that we have correctly considered the ecological impacts of the work, and to identify opportunities for enhancement, as we are mandated to do, by law. Activities for which the form would be relevant include bank reformation, mooring construction, culverting, head walls, piling, filling in a ditch, moving an access culvert etc.

Only the first page needs completing by the IDB (not a lot of info needed) and the rest by me. I undertake the assessment as far as possible, and then return the second part of the document to the IDB, setting out what surveys etc. will be needed, if any. I may be able to undertake some of the practical surveys but in some cases, an ecological consultant with a specialist licence may be needed. In some cases, there may not be a need for any surveys and the recommendations will be that the work can proceed with some adaptions to the proposed approach, such as altered timings or establishment of "no-work" buffers around sensitive areas.

When all desk and fieldwork is complete, the form is "signed off" from an ecological perspective, and returned to the IDB with recommendations for the approaches to be taken. This means the IDB and the operatives undertaking the work have full sight of the ecological constraints, mitigations and approaches required to remain compliant. It is recommended that this form is completed and sent as early as possible to prevent delays, even up to 1 year in advance of the proposed works. The form is available by emailing sofi.lloyd@middlelevel.gov.uk and is also available from the MLC website.

4. Protected Species

a) Water Vole

As always, any work that plans to "break ground" on the any of the banks, so bank reformation, mooring construction, culverting, head walls, piling etc, **OR the removal of any marginal vegetation, please let me**

know ASAP by completing the above ecological screening document so we can plan the appropriate surveys and mitigations in plenty of time, to avoid any delays and ensure compliance with wildlife legislation. This is particularly relevant for water voles. We know that there are some known, valuable water-vole ditches in the district, and some which could be enhanced to better support the local population, but the accepted approach is to always assume water voles are present in all ditches, and plan work around their assumed presence, in order to avoid committing an offence in terms of wildlife legislation. There is a lot of good, pragmatic and practical guidance on how to properly consider water voles during IDB works contained in the Environmental Good Governance Guide for IDBs.

b) Badgers

A reminder that badgers and their setts are protected by law and care must be taken not to disturb setts during routine channel management. Sett interference requires a licence under all circumstances. Please contact us should you have any queries regarding activities taking place around any known badger sett. Please also let me know asap if there are any setts which are presenting a flood risk due to any burrowing which is destabilising banks etc. More detailed information and refresher training on approaches to be taken around badger setts will be organised in the coming months. In the meantime, please refer to the relevant chapter in the Environmental Good Governance Guide (available on the ADA website) for more detailed information on badgers.

c) Birds

Please be reminded of the legislation around the disturbance of breeding birds, particularly when cutting vegetation or bank-side trees, between March and September and where kingfishers are known to hunt. Please see the relevant chapter in the Environmental Good Governance Guide (available on the ADA website) to refresh your understanding of mitigation and survey requirements and get in touch should you have any questions.

i. Barn owls

I have met with our barn owl conservation delivery partners and we had defined a schedule of checking and refreshing barn owl boxes over winter but have unfortunately been unable to commence due to the restrictions imposed by BTO (British Trust for Ornithology) due to avian flu. We continue to monitor the guidance and act accordingly and have been able to commence some box checking by following strict biosecurity measures. Please do let us know therefore if there are any boxes that you feel need some maintenance ASAP so we can plan to visit them before the start of the breeding season. It is even more important during these times that you please help us with the following:

- Tell us if you spot a box needing repair
- Tell us if you see a box being regularly visited in nesting season
- Tell us if you'd like a barn owl box
- Establish and maintain un-cropped field margins for foraging

ii. Avian Flu

Avian Flu is now thankfully less of a risk now that temperatures are increasing and there are less avian arrivals from overseas. However, please ensure that you are familiar with, **and promote the knowledge of** the DEFRA guidelines on avian flu, in particular those for reporting suspected cases: Bird flu (avian influenza): latest situation in England - GOV.UK (www.gov.uk). If any dead birds are spotted, please do let us know and either we can come and collect and dispose of them in a safe manner to minimise the risk of the disease spreading to other wildlife, or we can arrange for the collection.

5. Invasive species

When any non-native species (particularly the following) are spotted, please record the location using the what3words app (what3words /// The simplest way to talk about location) if possible (if not postcode or grid ref) and inform us ASAP. Useful identification guides and information can be found online at ID sheets » NNSS (nonnativespecies.org)

- Floating Pennywort
- Mink
- Himalayan Balsam
- Parrot's feather
- New Zealand pigmyweed (Australian swamp stonecrop - Crassula)

a) Turkish Crayfish

We have received reliable reports of the presence of Turkish crayfish in some MLC drains. Turkish Crayfish are a schedule 9 listed species listed in the Wildlife & Countryside Act meaning that it is an offence to release them or allow them to escape into the wild. Their impact is not widely understood but it is said that that they are known to reside alongside Signal Crayfish, rather than displace them or be displaced by them. Where populations of our native and protected white-clawed crayfish are still present, they are likely to outcompete them but they do not carry crayfish plague which does impact native crayfish. There is no evidence that Turkish crayfish burrow so it is unlikely that they would cause extensive damage to riverbanks but they could reduce fishery profits by competing with fish for food, stealing baits or causing declines in fish recruitment through loss of macrophyte habitat, according to the non-native species secretariat. Please be vigilant and report sightings of the species and maintain strong biosecurity procedures. They can be distinguished from other crayfish species by their long narrow claws, as shown in the pictures below.

Turkish Crayfish
Claws: claws normally same colour as body but underside lightly coloured. Fingers long, straight and narrow

White-clawed crayfish
Claws: are noticeably granular and are whitish to light pink on the underside, never red.

American Signal Crayfish
Claws white or turquoise patch at junction between fixed and moveable finger. Underside of claws are red.

If it is necessary to dispatch a Turkish crayfish, American signal crayfish, or any other non-native crayfish, because it has been removed from the channel accidentally, please ensure that you are familiar with its distinguishing features and can confidently tell it apart from particularly white clawed crayfish. This will ensure no offence against a protected species occurs. There are very few records of the native white-clawed crayfish remaining in the MLC area but care should still be taken and no assumption made. More information can be found at: https://www.nonnativespecies.org/non-native-species/information-portal/view/381

6. Paludiculture

I attended a workshop in Cambridge to discuss the progress of knowledge acquisition and trials around growing commercial crops, associated with wetlands in lowland areas, where the water level has been raised to reduce or eliminate CO2 emissions from degraded peat. This is known as paludiculture. This includes the potential for receiving an income for carbon sequestration from such approaches. As you would expect, there is a focus on the Cambridgeshire fens as a key area for development of this approach along with Somerset, Lancashire and the Lincs fens. If you would like to know more about how this topic is progressing, would like to get involved in some trials or would like to have a go at growing a paludiculture crop such as Typha latifolia (Bullrush or cattail) or Sphagnum moss yourself commercially, then please do get in touch.

Site Safety Inspection Record

Ramsey Upwood and Great Raveley IDB

Complete

Name of organisation:	Ramsey Upwood and Great Raveley IDB
Date of site visit	15.02.2023 08:53 GMT
Address of inspected premises	St Marys Road Ramsey Huntingdonshire PE26 2SN
Name of Advisor	Martin Clark
Time of arrival at site:	15.02.2023 08:53 GMT
Audit Name	Ramsey Upwood and Great Raveley IDB

Audit

An opening meeting was held with

Andrew Roberts

Have there been any accidents since our last visit?	No

None recorded

Have there been any new starters since our last visit?	No

None recorded

1

New Fen pumping station was visited and as discussed it is recommended that signage is placed at the gate to warn persons of the presence of high voltage electrical installations.

It was pleasing to note that housekeeping was observed to be good and no significant issues were raised. \


Photo 1


Photo 2

2

Green Dyke pumping station was visited and it was pleasing to note that a. Wooden ladder previously reported has now been removed and appropriate signage has been provided.

3

Upwood pumping station was visited and it was pleasing to note that the steps have been improved since the previous visit and a barrier has been installed at the water outflow, The relevant photographic risk assessment will be closed accordingly.


Photo 3


Photo 4

4

In addition to the above general issues were discussed, including lone working, provision of fire fighting equipment and fly tipping.

No significant issues or concerns. were raised on any of the above subjects.

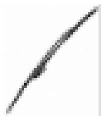
Signature of person informed

Signature of person informed 1

Signature of person informed

Signed By Andrew Roberts
15.02.2023 11:47 GMT

Advisor's signature



Martin Clark
15.02.2023 22:07 GMT

Departure time 15.02.2023 11:51 GMT

Photographic Risk Assessments closed out during the visit.

19.11.19. 4.

Number of outstanding Photographic Risk Assessments **0**
From 0 to 99

Appendix

Photo 1

Photo 2

Photo 3

Photo 4

RAMSEY UPWOOD AND GREAT RAVELEY IDB
SUMMARY OF PHOTOGRAPHIC RISK ASSESSMENTS

No Outstanding PRAs

middle level commissioners

Internal Audit Tender Proposal to

Internal Drainage Boards and District Drainage Commissioners under the administration of the Middle Level Commissioners

November 2022

Whitings
Chartered Accountants LLP

Index

Executive Summary

Whitings LLP are a regional firm of Chartered Accountants and Business Advisers, based in 11 locations throughout East Anglia.

The firm has broad range of experience in dealing with internal and external audits, serving a range of local organisations operating with the private and public sector.

On review of your invitation to tender we understand that the following requirements need to be met:

- Subject the financial statements to internal audit in accordance with statutory requirements.
- Upon conclusion of the internal audit prepare of a management letter to the board detailing any deficiencies in the internal systems, recommending improvements in addition to communicating whether in our opinion the organisation are ensuring value for money is being achieved.
- Completion of the Internal Audit Report within the Annual Governance and Accountability Return

We have had the pleasure as serving as your internal auditors for several years and have demonstrated our ability to meet the statutory deadlines set. We will strive to deliver this whilst also providing the following benefits:

- Ensuring staff continuity from year to year
- Quoting and sticking to an agreed fee for the duration of the five year appointment
- Providing a comprehensive and personable service, building on the strong working relationships that we already have with your organisation
- Pro-active in our approach to the engagement, seeking out ways to streamline the internal audit process to ensure minimal disruption to your day-to-day operations

Our fees for the first year ended 31 March 2024, excluding VAT, will be £21,250 (exc. VAT) for the Internal Drainage Boards and District Drainage Commissioners administered by the Middle Level Commissioners, a detailed breakdown of our fee structure for the five year appointment can be found on page 10 of this document.

Our clients rightly demand a service that provides high quality, specialist expertise, timeliness and cost effectiveness combined with local knowledge, an appreciation of local Fenland circumstances and district needs. Whitings LLP, having been established in the local area since 1928, have a proven track record of being able to meet these demands and continue to review and develop its business practices to ensure that this remains the case for many years to come.

Your Requirements

You have asked us to quote for providing the following services for the Internal Drainage Boards and District Drainage Commissioners administered by the Middle Level Commissioners:

- Subject the financial statements to internal audit in accordance with statutory requirements.
- Upon conclusion of the internal audit prepare of a management letter to the board detailing any deficiencies in the internal systems, recommending improvements in addition to communicating whether in our opinion the organisation are ensuring value for money is being achieved.
- Completion of the Internal Audit Report within the Annual Governance and Accountability Return

In order to obtain best value from our service, it is essential that our audit work is directed towards areas of greatest risk. You have indicated that you will maintain the accounting records, presenting our firm with accurate completed financial statements together with relevant and supporting schedules and reconciliations as required in a timely fashion.

The first accounts to be internally audited shall be for the year ended 31 March 2024. We will be able to carry out our work on these in accordance with your completion timetable which we provisionally understand to be 30 June 2024.

Our Audit Approach

Before the boards' year end, we would anticipate a pre-planning meeting between the audit team and members of the Middle Level Commissioners' finance team. At this meeting various formalities such as the timing of our procedures will be agreed, together with the identification of key audit areas. We would also at this stage confirm our understanding of the company's accounting systems and structure of internal controls.

This enables us to adopt an efficient and structured approach to risk assessment, analytical appraisal of results and the tailoring of audit testing to ensure that your accounts comply with all relevant legislation and regulations. The below internal audit strategy has been designed to be a high level statement of how our audit approach will be delivered and developed during the proposed engagement period.

Internal audit is an independent, objective assurance and pro-active consulting services designed to add value and improve the Board's operations. It provides an independent and objective opinion to the Board on the control environment that comprises risk management, control and governance.

All internal audit work will be undertaken with due regard to the requirements of Regulation 6 of the Accounts and Audit Regulations having cognition of the Practitioners Guide.

It covers aspects of all financial systems annually, rather than just on a strict 3 year cyclical basis which is a fairly common alternative for Internal Audit functions. The plan is for minimal 'systems review' days as the financial systems are undertaken on a common basis due to the administration of the boards by the Middle Level Commissioners, so using a risk based audit approach these only require to be audited on a sample basis across the IDBs on an annual basis. The normal level of both System confirmation and Transaction testing is set to ensure that some transactions of all individual boards within the Middle Level Commissioners' administered area are covered each year such as will be appropriate to the Board's level of activity and/or strength of assessed internal controls; nonetheless all Boards will be covered in all areas across a 3 year period.

Even so, where issues are identified , major internal control systems/personnel changes occur , or problems are encountered in conduct or results of the internal audit then the scheduled rota may be amended on year by year basis.

In addition, substantial work is carried each year on every Board on certain areas to ensure compliance and correctness of the Annual Return form.

The following list summarises the main work done and frequency, taking into account the objectives set out in the Annual Internal Audit Report within the Annual Governance and Accountability Return:

A -Return, Accounts & Completion (Annually)

- Ensure IDB/DDC cashbook kept up to date
- Ensure that monthly bank reconciliations are carried out
- Check that verification of bank reconciliations has been carried out
- Ensure that the annual return and accounting record opening and comparative figures agree to prior years records
- Ensure that figures stated on the annual return agree to underlying accounting records
- Checking casting and arithmetic of schedules
- Review variance report and investigate reasons excessive variances
- Ensure that the IDB/DDC publishes information on a free to access website/webpage up to date at the time of the internal audit
- Ensure that the IDB/DDC has complied with the publication requirements as set out in the Accounts and Audit Regulations 2015

B - Purchases (Cyclically)

- Ensure that the IDB/DDC has complied with its financial regulations and these are reviewed with sufficient regularity by the board
- Check proper purchase authority is recorded by the board in relation to IDB/DDC payments
- Carry out walkthrough testing in relation to IDB/DDC purchase system
- Agreement of purchase ledger balances to trial balance
- Ensuring payment of principal and interest in respect of loans is in accordance with agreed terms
- Confirm list of payments issued agrees to minutes
- Ensure that individual purchases are authorised by a relevant person

C - Minutes, Value for Money, Risk Management, Ethical Standard and Sustainability (Annually)

Minutes

- Review of minutes to check that risks relating to the boards are discussed
- Ensure that a formal risk assessment is carried out by the board
- Review the budget setting process
- Review minutes for unusual or extraordinary activities
- Check insurance review

Value for Money

- Ensure that value for money principles are being observed
- Obtain relevant tenders for capital purchases to ensure VFM principles are being considered.

Risk Management

- Ensure that the boards risk register is kept up to date and adequately covers potential areas of risk facing the board.
- Ensure that risk factors are taken into account in the board's decision making and implementation processes

Ethical Standards and Sustainability

- Ensure that decisions are made in an ethical manner by the board, bearing in mind environmental and other socioeconomic circumstances/responsibilities within the local community.
- Ensure that ethics is taken into account within the boards defined policies
- Ensure that long term sustainability is being taken into account in operational decisions.

D - Budget and Variance Analysis (Cyclically)

- Review variance analysis issued by the board
- Check that progress against budgets are regularly monitored
- Check that budgets are used for determining rates for the following year
- Review accruals for reasonableness and completeness

E - Sales (Cyclically)

- Perform walkthrough testing on the IDB/DDC rates system, including the treatment of special levies
- Review any rates write offs and ensure received board approval
- Perform walkthrough testing of other sales made by IDB/DDCs
- Review minutes to ensure all expected other income has been received and banked

F - Petty Cash (Cyclically)

- Not applicable at present, no petty cash function for any IDB/DDCs currently administered.

G - Wages (Cyclically)

- Performance of wages walkthrough
- Ensure that authorisation granted for overtime paid
- Review of P11Ds (where applicable)
- Ensure that non-pay rolled staff have been correctly taxed
- Confirm contractor expenses to invoices and that pay rates and payments are authorised within the minutes by the board

H - Assets (Cyclically)

- Vouch additions and review sales of fixed assets in the year
- Ensure assets are adequately covered by IDB/DDC insurance policies
- Ensure that asset movements in the year are reasonable and consistent with prior years
- Review fixed assets for indicators or impairment, both through physical review and by reference to the minutes

I - Bank (Annually)

- Ensure that regular reconciliations have occurred in the year and that these are reviewed by a senior individual within the finance department
- Recalculation of interim and year end bank reconciliations, ensuring clearance of any outstanding payments or lodgements following the reconciliation date
- Ensure that cashbook entries are based on transactions as made rather than in order of appearance on the bank statements
- Consideration of treasury management, including returns where significant bank balances are held by IDB/DDCs

J - Trial Balance & Nominal (Cyclically)

- Ensure Opera trial balance transferred to the accounts correctly
- Scrutinise creditors, accruals, debtors and prepayments
- Identify any transactions that are held within the audited figures that relate to prior or future periods
- Review and scrutiny of adjustment journals posting during the year and as part of the year end accounts process

All financial systems are to be documented and reviewed on an annual basis to provide the required level of assurance. Where appropriate probity audit work will be undertaken and the propriety, accuracy and recording of transactions sample tested.

In addition to the main work carried out on each board, the below areas are also considered to be valuable components in delivering a high quality and well-rounded internal audit service.

Consultancy and Advice

Internal Audit will be available to assist the Board with control or operational issues. During the year there might be emerging risks or issues that need an independent view or review. In addition, internal audit will be pro-active with suggestions and advice to management from information gained through experience, other organisations and networking groups.

Anti-fraud, Bribery and Corruption

Internal Audit will be pro-active in counter fraud work. Although it is not a function of Internal Audit to detect fraud, bribery and corruption (this is a responsibility of management and good system control) work will be undertaken to help ensure there are adequate systems and procedures to highlight potential instances.

Value for Money (VFM), Risk Management, Ethical Standards and Sustainability

As a part of the internal audit review, systems and controls established by management to secure VFM, risk management, ethical standards and sustainability will be examined and evaluated. Matters of an overall nature are also addressed within the annual work programme. Auditors may initiate, conduct or participate additionally in special reviews in these areas where need arises.

The above covers Boards administered throughout the year by MLC but where a new Board is added to the group administration facility, a special additional / fuller review will occur in the first year of involvement.

At the completion of each audit a report will be produced and released to the Middle Level Commissioners for distribution to the Boards. This report details the terms of reference and scope of the audit, findings, recommendations and a management action plan. An executive summary that includes an audit opinion on controls will also be included.

An annual internal audit report shall be produced to the Board to provide an overall opinion on controls and detail the audit work for the year.

About Whitings LLP

Whitings LLP are a regional firm of Chartered Accountants and Business Advisers. At the time of writing, the firm has 12 partners and 7 associates who are supported by approximately 165 staff. The firm operates from 11 offices within the East Anglia counties of Cambridgeshire, Norfolk and Suffolk. We are registered by the Institute of Chartered Accountants in England & Wales to undertake audit work.

Due to the size of the firm we are able to offer our clients with a comprehensive range of services whilst also providing specific insights into industry sectors which represent the key sectors that our client base operates within, these are detailed below:

Service Offerings

- Audit and Assurance
- Business Support
- Business Tax
- General Practice
- IT Services
- Payroll
- Private Client Tax
- Probate and Estate Administration
- Start Ups
- Tax Enquiry and Investigation Service
- Wealth Management

Sector Specialisms

- Agriculture and related industries
- Construction
- Contractors
- Creative Industries
- Manufacturing
- Not for Profit
- Property
- Retail
- Road Haulage
- Technology

More comprehensive information on the firm, its services, specialisms and culture can be found on the website www.whitingsllp.co.uk

Our Fees

We believe the fee scales we propose for this assignment are competitive and reflective of the work required to ensure compliance with relevant laws and regulations. We do not compromise on quality by issuing tenders for audit assignments that are clearly uneconomic.

Our fees for the year ended 31 March 2024 will be £21,250 (exc. VAT) for the Internal Drainage Boards and District Drainage Commissioners administered by the Middle Level Commissioners.

With regard to fees for future years, we would expect, on the assumption that the level of activities and quality of accounting records do not alter significantly that our fees would rise by no more than in line with our wage rate inflation, assumed to be 5% per annum. If, through efficiencies that we can introduce, we can provide the same services at a lower guide fee, then we shall pass on this discount to you.

On this premise, we quote the following four years' fees, excluding VAT, as: -

2024-25	£22,300
2025-26	£23,400
2026-27	£24,600
2027-28	£25,800

For normal ongoing continuous supply services, the initial payment request issued will not be a tax invoice for VAT purposes but will include a notional amount for VAT. On receipt of your payment a tax invoice will be issued to enable you to recover input tax where applicable. However, please note that a VAT invoice will be issued in certain rare circumstances for exceptional "non-continuous" work only.

You will be billed at appropriate intervals during the course of the year. We would expect most of the fees to be billed in a single fee note raised soon after the completion of the Internal Audit Report and issue of our management letter to the board. We would also propose to raise fee notes for any further specially agreed work on a quarterly basis. Payment of fees will be due within 30 days of the date of the payment request.

Key Personnel and Career Summaries

Our philosophy is to provide each client with a dedicated team responsible for their affairs, thus ensuring that we can provide both expertise and continuity of service.

All our audit staff are either qualified or studying for professional qualifications in either AAT, ACCA, or ACA. Our partners, associates and staff undertake a vigorous ongoing programme of continuing professional development, to maintain high technical standards.

Over many years we have experienced extremely high levels of staff retention, enabling us to staff audits with the same individual's year on year. This allows us to accumulate high levels of background understanding of your organisation and these mature relationships with clients makes two way communication both easy and friendly.

The proposed core audit team will be:

Your Audit Principle
It is intended that the audit principle responsible for this assignment will be Ben Beech, an Associate of the firm who is based at our March office. Ben began working for Whitings in 2011, qualifying as a Chartered Accountant in 2016. He is in charge of the firm's audit and assurance offering within the Fenland and surrounding areas, dealing with many of the firm's larger clients operating in a range of sectors. He is also involved in the monitoring and development of the firm's professional standards and compliance procedures.

Your Relationship Manager
Your designated relationship manager for this assignment will be Aston Hinson who is also based at our March office. Aston has worked with Ben for many years supporting him in the provision of high quality audits to some of the firm's largest clients. Aston is also part of the firms Not for Profit team, assisting these organisations with their accounting and tax requirements.

Your Audit Team
The audit team will include a range of staff appropriate to the varying tasks involved ranging from qualified accountants to junior accounts technicians.

Appendix A - Internal Audit Plan - Year Ending 31 March 2024

The below is an indication of the number of working days required to carry out the internal audit of the 29 Internal Drainage Boards and District Drainage Commissioners under the administration of the Middle Level Commissioners. As a result, and taking into account the engagement timeframe, we are confident that we will be able to meet the deadlines set.

Audit Areas	Planned Days
Planning - discussions, clarification, summarising, AGAR requirement review	4
Systems - review and confirmation work	20
Transactions - testing and verification	20
Completion - collation of issues and recommendations, enquiries of management, reporting via the AGAR and management letter	6
TOTAL	**50**

Appendix B - List of Administered Boards

Benwick Internal Drainage Board
Bluntisham Internal Drainage Board
Churchfield and Plawfield Internal Drainage Board
Conington and Holme Internal Drainage Board
Curf and Wimblington Combined Internal Drainage Board
Euximoor Internal Drainage Board
Haddenham Level Drainage Commissioners
Hundred Foot Washes Internal Drainage Board
Hundred of Wisbech Internal Drainage Board
Manea and Welney District Drainage Commissioners
March West and White Fen Internal Drainage Board
March East Internal Drainage Board
March Fifth District Drainage Commissioners
March Sixth District Drainage Commissioners
March Third District Drainage Commissioners
Needham and Laddus Internal Drainage Board
Nightlayers Internal Drainage Board
Nordelph Internal Drainage Board
Over and Willingham IDB
Ramsey First (Hollow) Internal Drainage Board
Ramsey Fourth (Middlemoor) Internal Drainage Board
Ramsey Upwood and Great Raveley Internal Drainage Board
Ransonmoor District Drainage Commissioners
Sawtry Internal Drainage Board
Sutton and Mepal Internal Drainage Board
Swavesey Internal Drainage Board
Upwell Internal Drainage Board
Waldersey Internal Drainage Board
Warboys, Somersham and Pidley Internal Drainage Board

RAMSEY UPWOOD & GREAT RAVELEY IDB
INSURED VALUES OF PUMPING STATIONS

PUMPING STATIONS

	As At 1st April 2023
New Fen Pumping Station	800,000.00
Upwood Common Pumping Station	500,000.00
Green Dyke Pumping Station	620,000.00
	1,920,000.00

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

RAMSEY UPWOOD & GREAT RAVELEY 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 2023, that:

	Agreed Yes	No*		'Yes' means that this authority:
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/YYYY

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

WWW.MIDDLELEVEL.GOV.UK

RAMSEY UPWOOD & GREAT RAVELEY INTERNAL DRAINAGE BOARD

Payments 2022/2023 (1st April 2022 - 31st March 2023)

Middle Level Commissioners - Fees (Production of Board report, work in connection with the monitoring of the discharge chamber, planning and development applications)	661.32
Middle Level Commissioners - Court fees	4.00
Environment Agency - Precept	2,666.54
Middle Level Commissioners - Expenses in connection with Board meeting	154.40
Middle Level Commissioners - Pumping station maintenance	532.68
Middle Level Commissioners - Attend site and take meter reading	61.78
Middle Level Commissioners - Renewal of insurances	1,181.54
Middle Level Commissioners - Temporary repairs to station door at Green Dyke pumping station	500.56
Middle Level Commissioners - Electrical condition report at Green Dyke pumping station	168.00
Middle Level Commissioners - Electrical condition report at New Fen pumping station	168.00
Middle Level Commissioners - Replace pump bolts at Upwood Common pumping station	485.57
Middle Level Commissioners - Electrical condition report at Upwood Common pumping station	156.00
PKF Littlejohn LLP - Audit Fee (2021-2022 accounts)	360.00
Middle Level Commissioners - Internal audit fees (Whiting & Partners, 2021-2022 accounts)	558.00
Middle Level Commissioners - Administration charge, postages and telephone charges	3,005.41
Middle Level Commissioners - Contribution (Environmental Officer)	400.00
Middle Level Commissioners - Fees (Production of Board report, work in connection with the monitoring of the discharge chamber, planning and development applications)	3,261.06
Middle Level Commissioners - Pumping station maintenance	532.68
Environment Agency - Precept	2,666.54
L C Butler - District Officer's fee (1st April 2022 to 30th September 2022)	2,301.00
E M Butler - Flail mowing	4,968.00
M J S Acquisitions (March) Ltd - Refund of drainage rates	89.04
Masons Landscaping & Agricultural Contracting - Tree shear out of dyke, chip all material and blast back onto Dyke brink	1,584.00
Middle Level Commissioners - Measure up for new doors at Green Dyke pumping station	102.31
Middle Level Commissioners - Land registry searches - Mrs V Johns	15.00
Middle Level Commissioners - Fees (Inspection of works to prevent erosion, monitoring of work undertaken by Cadent Gas, work in connection with the monitoring of the discharge chamber, planning and development applications)	1,601.18
Association of Drainage Authorities (River Great Ouse branch) - Subscription 2022-2023	6.00
E M Butler - Flail mowing	270.00
Association of Drainage Authorities - Subscription 2023	716.40
Lattenbury Services Limited - Drain maintenance	14,400.00
Middle Level Commissioners - Check noise on pump at New Fen pumping station	120.43
Middle Level Commissioners - 50% deposit for supply and fit steel door at Green Dyke pumping station (Account from Stanair)	1,323.00
Information Commissioner - Data Protection Registration renewal	40.00
Middle Level Commissioners - Find fault on pump controls at Upwood Common pumping station	122.02
Middle Level Commissioners - Pumping station maintenance	2,836.34
Middle Level Commissioners - Fees (Production of Board report, work in connection with the monitoring of the discharge chamber, planning and development applications)	366.84
L C Butler - District Officer's fee (October 2022 to March 2023)	2,421.00
Middle Level Commissioners - Preparation of highland water claims	16.76
Anglia Farmers - Electricity metering charges - (Green Dyke pumping station)	209.70
Anglia Farmers - Electricity metering charges - (Upwood Common pumping station)	209.71
Anglia Farmers - Electricity metering charges - (New Fen pumping station)	0.00
Anglia Farmers - Electricity data collection charges - (Green Dyke pumping station)	131.98
Anglia Farmers - Electricity data collection charges - (Upwood Common pumping station)	131.97
Anglia Farmers - Electricity supply - (Green Dyke pumping station)	4,976.30
Anglia Farmers - Electricity supply - (New Fen pumping station)	5,420.21
Anglia Farmers - Electricity supply - (Upwood Common pumping station)	2,449.16
	64,352.43

(NB - Amounts shown include Value Added Tax)

RAMSEY UPWOOD & GREAT RAVELEY INTERNAL DRAINAGE BOARD
ACCOUNTS FOR THE YEAR ENDED 31st MARCH 2022
GENERAL FUND

2022				2021			
Mar-31	Payments made during the year:-			Apr-01	Balance brought forward		175,427.51
	Precept		5,228.51	2022			
	Rates and Insurances	1,189.08		Mar-31	Rate income & Special levy	68,601.51	
	Repairs & Renewals	6,401.93			Interest on Deposit Accounts	8.71	
	Fuel	6,379.07			Development charges account	195.00	
	Drainworks	13,580.69			Highland Water contributions	6,424.99	
	Administration charge, Audit fee,				Wayleave rental	101.91	
	printing, stationery, advertising etc	7,769.95	35,320.72		Consents	100.00	75,432.12
	Improveemnt works:				Future Works Account:		
	New Fen p/s pump overhaul		30,295.00		New Fen p/s pump overhaul		30,295.00
	Transfer to Future Works Account						
	Surplus 2021/2022		34,882.89				
	Balance carried forward		175,427.51				
			281,154.63				281,154.63

BALANCE SHEET

Capital Section

Liabilities		Assets		
Capital Provisions	1,770,000.00	New Fen Pumping Station & Store	745,000.00	
		Upwood Common Pumping Station	455,000.00	
		Green Dyke Pumping Station	570,000.00	
	1,770,000.00			1,770,000.00

Revenue Section

General Fund	175,427.51	Ratepayers' Account - Arrears	3,115.29
Sundry Creditors	5,431.32	Value added tax - Refunds due	1,450.29
Development Charges Account	3,678.85	Sundry Debtors	11,858.43
Future Works Account	71,761.67	Balance in hand -	
		Treasurer's Account	239,875.34
	2,026,299.35		2,026,299.35

RAMSEY UPWOOD & GREAT RAVELEY INTERNAL DRAINAGE BOARD
ACCOUNTS FOR THE YEAR ENDED 31st MARCH 2023
GENERAL FUND

2023				2022			
Mar-31	Payments made during the year:-			Apr-01	Balance brought forward		175,427.51
	Precept		5,333.08	2023			
	Rates and Insurances	1,171.09		Mar-31	Rate income & Special levy	72,458.66	
	Repairs & Renewals	9,204.95			Development charges account	184.00	
	Fuel	10,040.04			Highland Water contributions	8,348.41	
	Drainworks	25,379.20			Wayleave rental	101.91	
	Administration charge, Audit fee,				Consents	50.00	
	printing, stationery, advertising etc	7,708.51	53,503.79		Insurance claim	2,567.66	83,710.64
	Transfer to Future Works Account				Future Works Account:		
	Surplus 2022/2023		25,278.41		Upwood Common pump bolts		404.64
	Balance carried forward		175,427.51				
			259,542.79				259,542.79

BALANCE SHEET

Capital Section

Liabilities		Assets		
Capital Provisions	1,770,000.00	New Fen Pumping Station & Store	745,000.00	
		Upwood Common Pumping Station	455,000.00	
		Green Dyke Pumping Station	570,000.00	
	1,770,000.00			1,770,000.00

Revenue Section

General Fund	175,427.51	Ratepayers' Account - Arrears	4,085.30
Sundry Creditors	32,573.25	Value added tax - Refunds due	1,961.73
Development Charges Account	3,494.85	Sundry Debtors	37,175.61
Future Works Account	96,635.44	Balance in hand -	
		Treasurer's Account	264,908.41
	2,078,131.05		2,078,131.05

Ramsey Upwood & Great Raveley Internal Drainage Board

Summary of Bank Reconciliations as at 31st March 2023

Treasurers Account 2022/2023

1st April 2022			31st March 2023	
Balance brought forward		239,875.34	Payments made during the year	64,377.67
31st March 2023				
Receipts during the year				
Clerk's collection account	89,410.74			
Interest on deposit accounts	0.00			
		89,410.74	Balance carried forward	264,908.41
		329,286.08		**329,286.08**

Barclays Bank PLc

Clients Premium Account

Balance per Statement as at 31st March 2023		264,833.91
Less unpresented cheques		0.00
O/S lodgement	28/03/2023 Kyte	74.50
Balance per Trial Balance		**264,908.41**

Cash balances as at 31st March 2023

Barclays Bank PLc

Clients Premium Account	**264,908.41**
Total reconciled cash balances per accounts	**264,908.41**

Section 2 – Accounting Statements 2022/23 for

RAMSEY UPWOOD & GREAT RAVELEY INTERNAL DRAINAGE BOARD

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	*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.*
1. Balances brought forward	246,472	250,868	*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.*
2. (+) Precept or Rates and Levies	68,602	72,459	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	6,639	11,068	*Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.*
4. (-) Staff costs	0	0	*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.*
5. (-) Loan interest/capital repayments	0	0	*Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).*
6. (-) All other payments	70,845	58,837	*Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).*
7. (=) Balances carried forward	250,868	275,558	*Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).*
8. Total value of cash and short term investments	239,875	264,908	*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.***
9. Total fixed assets plus long term investments and assets	1,770,000	1,770,000	*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.*
10. Total borrowings	0	0	*The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).*

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)				*The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.*
11b. Disclosure note re Trust funds (including charitable)				*The figures in the accounting statements above do not include any Trust transactions.*

I certify that for the year ended 31 March 2023 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 3rd May 2023

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

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

RAMSEY UPWOOD AND GREAT RAVELEY INTERNAL DRAINAGE BOARD
BUDGET 2023/2024

		Approved budget 2022/2023 £	Actual 2022/2023 £	Budget 2023/2024 £
1	Rates and Insurances	1,400	1,171	1,775 [A]
2	Repairs and renewals	10,300 [B]	9,205 [C]	5,700
3	Fuel	10,000	10,040 [D]	20,500 [E]
4	Drainworks (including District Officer's fee)	18,100	25,379 [F]	26,600 [G]
5	Administration charge, Health and Safety contract, Audit fee, printing, stationery, advertising, Association of Drainage Authorities subscriptions etc	8,300	7,709	8,450
6	Environment Agency Precept	5,333	5,333	5,493
7	Plant refurbishment funding	30,189 [H]	25,278 [H]	18,139 [H]
		83,622	84,115	86,657
	LESS Government grant, Deposit Accounts interest etc	11,688	11,657 [I]	8,184
		71,934	72,459	78,473

Estimated General Fund			
Open balance	175,428	175,428	175,428
Rates raised	71,934	72,459	78,473
Net expenditure	71,934	72,459	78,473
transfer of surplus		0	
Close balance	175,428	175,428	175,428

Remarks

A - Includes estimate for increased premiums

B - Includes for:

Replace Upwood Common wet well bolts	5,000

C - Includes for:

Inspection/monitoring - New Fen p/s	1,025
Replace Upwood Common wet well bolts	405
Replace door - Green Dyke pumping station	2,918

D - Usage to end of year estimated from meter reads

E - Provision based on 5 year average and increased for new contract rates & standing charges - see separate note

F - Includes for :-

Flail mowing & tree cutting	5,685
Slubbing	12,000
	17,685

G - Includes for :-

Slubbing	12,000
Flail mowing	4,500
Tree clearance - Catchwater	3,600
	20,100

H - Future works at pumping stations

I - Includes for:

Full highland water claim receipt	
Future works fund - Upwood Common works	405
Insurance claim - Green Dyke p/s door	2,568

Does not include provision for replacement of Green Dyke pumping station

Does not include for possible subsidence works at New Fen pumping station

Ramsey Upwood & Great Raveley IDB

Budget allocations 2023/2024 - electricity

There will be a new electricity contract commencing 1st April 2023 with significantly higher unit rates. For 2022/2023 the contract through Anglia Farmers was a "flex" contract, meaning the unit rates were changed monthly based on the wholesale price; also from October 2022 these charges were off-set by the Government price capping mechanism - this was based on the wholesale price with an adjustment made in addition to the monthly charges.
For 2023/2024 this capping has been significantly reduced, although ADA are lobbying Central Government to have Drainage Boards recognised as high users which could, if approved get the higher rate of capping.

We had previously started to base the electricity provision on a 5 year average, to take account of the impact of climate change and the provision suggested is based on an "average". It has not been policy to provide for possible extremes but members should be aware that, due to the increased unit rates, the direct pumping costs for an event will be significantly higher.
As an indicator, the indicative possible current-day costs for the 2020/2021 expenditure would be :-

Expenditure 2020/2021	11,203	
Indicative current day costs		39,200
Provision included for 2023/2024		18,000
Potential shortfall on budget		21,200
balances as at 31st March 2023		
General Fund		175,428
Development account		3,495
Capital account		96,635
Other		0
		275,558
Potential shortfall as % of balances		7.69%

Members are asked to note the position when considering the rate requirement for 2023/2024.

Ramsey Upwood & Great Raveley Internal Drainage Board

Rate and levy requirements

Under Section 37 of the Land Drainage Act 1991, the appropriate proportions in which the net expenditure of the Commissioners must be borne for 2023/2024 is:-

a) Proportion to be borne by the Agricultural Sector – 50.45%

b) Proportion to be borne by Special levy issued to Huntingdon District Council – 49.55%.

The product of a rate of 1p in the £ on Agricultural land and buildings is £1,650.

In 2023/2024 a rate of 1p together with corresponding Special levy would raise £3,270.

Revenue balance in hand on 31st March 2023 - £175,428

The estimated net expenditure of £78,473, which does not include provision for refurbishment works at pumping stations, in 2023/2024 is equivalent to:-

a) a rate in the £ on Agricultural land and buildings of 24.00p and

b) a Special levy on Huntingdon District Council of £38,885

In 2022/2023 a rate of 22.00p in the £ was raised together with a Special levy of £35,644 on Huntingdon District Council.

P BURROWS

Clerk to the Board

April 2023