

CHURCHFIELD AND PLAWFIELD INTERNAL DRAINAGE BOARD

At a Meeting of the Members of the Churchfield and Plawfield Internal Drainage Board
hosted at the Middle Level Offices, March on Friday 23rd June 2023

PRESENT

S A Calton Esq (Chairman)

D J W Boyce Esq (Vice Chairman)

P Allen

G D Boyce Esq

Cllr K Harrison

D J Lunn Esq

Cllr C N T Rose

Miss Sam Ablett (representing the Clerk to the Board) was in attendance.

Apologies for absence

Apologies for absence were received from M D R Fairey Esq, P Cutting Esq, A Robb Esq and Cllr C J Crofts.

B.1211 Annual Governance Statement – 2022/2023

Members considered and approved the Annual Governance Statement for the year ended on the 31st March 2023, viz:

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

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

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

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

DD/MM/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

ENTER PUBLIC ADDRESS WWW.MIDDLELEVEL.GOV.UK PAGE ADDRESS

RESOLVED

That the Chairman be authorised to sign the Annual Governance Statement, on behalf of the Board, for the financial year ending 31st March 2023.

B.1212 Annual Accounts of the Board – 2022/2023

Members considered and approved the Annual Accounts and bank reconciliation for the year ended on the 31st March 2023 as required in the Audit Regulations, viz;

CHURCHFIELD AND PLAWFIELD INTERNAL DRAINAGE BOARD
ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2023

GENERAL FUND

2023			2022		
Mar-31	Payments made during the year:-		Apr-01	By balance brought forward	24,677.88
	Precept	2,895.13	2023		
	Insurances	311.69	Mar-31	Rate income & Special levy	38,749.76
	Drainworks, Repairs & Renewals	16,592.73		Development Charges	672.00
	Administration charge, Audit fee, printing, stationery, advertising etc	<u>7,009.95</u>		Consents	150.00
		23,914.37		Interest on Deposit Accounts	0.3 39,572.06
	Improvement works			Re-charge to third parties (provision made)	
	New Road/Townley Close	4,873.92		Works at New Road/Townley Close	3,760.50
	Culvert refurbishment programme	<u>7,000.00</u>			
		11,873.92			
	Balance carried forward	30,830.30		Creditor provision write-back	1,503.28
		<u>69,513.72</u>			<u>69,513.72</u>

BALANCE SHEET

Revenue Section

<u>Liabilities</u>		<u>Assets</u>	
General Fund	30,830.30	Ratepayers' Account - Arrears	536.20
Development Charges Account	12,900.00	Value added Tax - Refunds due	1,006.02
Future works fund	7000	Sundry Debtors	447.75
Sundry Creditors	8,734.52	Balance in hand:-	
		Barclays - Treasurer's Account	56,979.96
		National Savings - Treasurer's Account	<u>494.89</u> 57,474.85
	<u>59,464.82</u>		<u>59,464.82</u>

Churchfield & Plawfield 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	39,229.53	Payments made during the year	32,146.60
31st March 2023			
Receipts during the year			
Clerk's collection account	49,897.03		
Interest on deposit accounts	<u>0.00</u>	Balance carried forward	56,979.96
	49,897.03		
	<u><u>89,126.56</u></u>		<u><u>89,126.56</u></u>

National Savings - Treasurers Account 2022/2023

1st April 2022		31st March 2023	
Balance brought forward	494.43	Payments made during the year	0.00
31st March 2023			
Interest on deposit accounts	0.46	Balance carried forward	494.89
	<u><u>494.89</u></u>		<u><u>494.89</u></u>

Barclays Bank PLC

Clients Premium Account

Balance per Statement as at 31st March 2023	56,979.96
Less unpresented cheques	0.00
O/S lodgement	0.00
Balance per Trial Balance	<u><u>56,979.96</u></u>

Cash balances as at 31st March 2023

Barclays Bank PLC

Clients Premium Account	56,979.96
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National Savings

Investment Account per passbook	494.89
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<u>Total reconciled cash balances per accounts</u>	<u><u>57,474.85</u></u>
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Section 2 – Accounting Statements 2022/23 for

CHURCHFIELD & PLAWFIELD INTERNAL DRAINAGE BOARD

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	31,143	37,558	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	30,519	38,750	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	1,693	6,145	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	25,797	31,723	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	37,558	50,730	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	39,724	57,475	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	0	0	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 12th June 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

Churchfield & Plawfield IDB
Reconciliation between statement of accounts and Annual Return
Financial year ended 31st March 2023

**Per Annual
Return**

Line 1	Balances brought forward		
	General Fund	24,677.88	
	Development charges account	12,879.77	
		37,557.65	37,558
Line 2	Rates and Special Levies		
	Agricultural rates	6,896.24	
	Special Levies	31,858.00	
	Penalty	0.00	
	Costs	0.00	
	Write-off	-4.48	
		38,749.76	38,750
Line 3	Total other receipts		
	Interest		
	General fund	0.30	
	Development charges account	0.16	
	Consent applications	150.00	
	Discharge contributions	731.19	
	Contribution to works	4,873.92	
		5,755.57	5,755
Line 4	Staff costs		
	Wages/salaries	0.00	
	National insurance contributions	0.00	
	Pension costs	0.00	
	Travelling expenses	0.00	
		0.00	0
Line 5	Loan repayments		
	PWLB - Principal	0.00	
	PWLB - Interest	0.00	
		0.00	0
Line 6	All other payments		
	Precept	2,895.13	
	Rates, insurances, telephones	311.69	
	Drainworks	16,592.73	
	Administration	7,009.95	
	Development charges fees	39.12	
	Improvement works	4,873.92	
		31,722.54	31,723

Churchfield & Plawfield IDB
Reconciliation between statement of accounts and Annual Return
Financial year ended 31st March 2023

			<u>Per Annual Return</u>
<u>Line 7</u>	Balances carried forward		
	General Fund	37,440.44	
	Development charges account	12,900.00	
		50,340.44	50,340
	Reconciliation		
	Line 1 + Line 2 + Line 3 - Line 4 - Line 5 - Line 6	50,340.44	
	Balances carried forward		
	Per Annual return	0.00	

RESOLVED

That the Chairman be authorised to sign the Return, on behalf of the Board, for the financial year ending 31st March 2023.

B.1213 Date of next Meeting

That the next Meeting of the Board will be held on Monday 4th March 2024 at the Crown Lodge Hotel, Downham Road, Outwell at 7.00pm.

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Chairman

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Date