

MINUTES of an EXTRAORDINARY GENERAL MEETING held on the 1<sup>st</sup> November 2022 at 7.15 pm at the Old Nene Golf & Country Club, Muchwood Lane, Ramsey, Huntingdon, Cambs PE26 2XQ.

PRESENT: Mr Peter Wagstaffe (Chairman)(PW), Mr Dale Abblitt (Vice Chairman)(DA), Councillor Roger Brereton (RB), Mr Rupert Waters (RW), Mr Lloyd Smith (LS), Mr Derek Smith (DS), Mr Leo Butler (District Officer)(LB), and Mr John Chrisp (Clerk)(JC).

#### EGM 22.4.1

APPROVAL of the Amended STATEMENT of ACCOUNTS (as attached) and the Amended ANNUAL GOVERNANCE and ACCOUNTABILITY RETURN (AGAR) for the year ending 31<sup>st</sup> March 2022 (as attached).

JC said that during a meeting with Whitings' Staff conducting the Internal Audit, it was agreed with them to re-arrange some of the figures for Payments, Debtors and Creditors in the Statement of Accounts which left the same balances but simply expressed them in a different form. It was not possible to find a figure of £1,304.60 in respect of Creditors which are listed in Paragraph 7 of the Supporting Notes and therefore a note was added to the Balance Sheet to state this. Further work to find the figure would not be cost effective and the Accountants suggested that Robert Hill of the MLC could be asked to research this next year. We had written off a balance due to Ashman for drainage work several years ago and a Board Member suggested that JC could look at this as a possible explanation.

The AGAR was adjusted slightly in accordance with the re-arrangement of the figures in the Statement of Accounts.

The important thing was that Whitings were prepared to sign off the audit on the basis of the figures shown in the Accounts and AGAR.

It was proposed by DS and seconded by DA that the Chairman and Clerk sign the Accounts and AGAR for submission to PKF Littlejohn, the Accountants handling the central audit and all Members present voted in favour.

#### EGM 22.4.2

UPDATES on MAINTENANCE PROGRAMME:

##### EGM 22.4.2.1

The Clearance of the Drainage Culvert under Stocking Fen Road:

JC reported that whilst he knew that the County Council had emailed all relevant parties to action the investigative work ordered over 2 years ago, and sent reminders the order was stuck in the system. There was a need to involve someone on the Board's behalf to approach ADC the Council's drainage contractor to get the matter progressed. At a recent meeting with Chris Convine of the MLC he had agreed to make contact on behalf of the Board to make contact with people he knew at ADC and it was suggested that Mr Convine be given a time limit of the 30th November to do this.

#### EGM 22.4.2.2

##### The Installation of a Smart Meter by Eon Next at Stocking Fen Pumping Station:

Whilst Eon Next had agreed to install one at Lodes End PS they had said that this was not possible at Lodes End because of the lack of a strong enough mobile phone wireless signal in Stocking Fen. This was discussed with Chris Convine who said that the MLC had got over this by extending an aerial out of the top of Pumping Stations and he would talk to David Bantoft with a view to solving this problem.

#### EGM 22.4.2.3

##### The Repair of the Slacker at Stocking Fen Pumping Station:

At the meeting with Chris Convine, he inspected the slacker and pronounced that the area where the slacker meets the Old Nene will need to be dammed or sandbagged off so as to dewater the area around the slacker by pumping to enable a better inspection and facilitate repair. The plate which holds the anchor bolts which allow the slacker to turn the shutter appears to have been eroded by rust or damaged and so will probably need replacing. He will ask David Bantoft of the MLC to put this work on his list for next year.

#### EGM 22.4.2.4

##### The Drainage Cleaning Works at Lodes End District:

LB reported that flailing had been carried out and Philip Green was showing no sign yet of starting the drain clearing work and installing new pipes in 2 of the culverts off Stocking Fen Road, having been preoccupied by a large contract with the RSPB. The Clerk was tasked with talking with Philip Green to find out the position and if he could not do the work before the end of the year then to tell him that we would need to instruct another contractor. LB said he had talked with Carl Wood of Lattenbury who had a machine available and was ready to step in. It was suggested that we use Lattenbury who are a larger firm with greater capacity in future and book them well in advance for next year..

#### EGM 22.4.2.5

##### The new Metal Barrier, Warning Sign and lighting recommended by the Health and Safety Report at Stocking Fen Pumping Station:

DA said he had scheduled this work within the next 7 to 10 days.

#### EGM 22.4.3

##### Byelaw Consents for Discharge.

#### EGM 22.4.3.1

##### Accent Homes/Hill Partnerships Development – into district drain at Stocking fen Road:

Thanks are recorded to DA for his successful negotiation of the Development Contribution of £40,000. The Clerk said he was taking advice as to the best investment at low or no risk.

#### EGM 22.4.3.2

Rose Homes (EA) Limited Development – 80A Newtown Road, Ramsey – into the district drain to the rear: DA awaiting the roof area measurements from Stephen Buddle to enable conclusion of negotiations of the Development Contribution the Board requires.

#### EGM 22.4.4

##### OUTSTANDING MATTERS:

Taking the points from Whittings Management Letter dated 28<sup>th</sup> October 2022, after discussion it was recorded as follows:-

##### EGM 22.4.4.1

###### Drainage Rates:

The Clerk mentioned that he had some variations to the Rate Register to discuss with the Financial Officer at the MLC before the Rate demands could be sent out. He will take steps to arrange this to enable the demands to be sent out by the end of January 2023.

##### EGM 22.4.4.2

###### Recovery of VAT:

Whittings did not have the capacity to do this and in the circumstances the Board will have to employ an accountant to do this work (Subsequently it was thought by the Chairman and the Clerk after making enquiries this would take longer at this time of year if dealt with by an accountant, and the claim to recover VAT on drainage expenditure was different than normal input and output in business accounts. The Clerk had been in touch with the Financial Officer for the Whittlesey Drainage Consortium who suggested how the VAT Claim could be submitted by adding an extra column to the Accounts Excel Spreadsheet and who offered help if required). The Clerk should submit the claims by end of January 2023.

##### EGM 22.4.4.3

###### Website:

The entries are to be brought up to date by the Clerk.

##### EGM 22.4.4.4

###### Review of Policies and Asset Revaluations:

The policies should be sent out by email before the date of the Review Meeting and a date entered into the diary each year for the Review (date of the EGM following the AGM each year).

Asset Revaluation has recently taken place but depreciation should be recorded in the Statement of Accounts for consideration at the AGM each year. The Board will at the same time consider whether there should be a revaluation of the assets, even if they do not subsequently decide there should be a revaluation.

##### EGM 22.4.4.5

###### Insurance and Assets:

Contrary to what is expressed in the Management Letter the insurance has been increased to cover the revaluations of the assets. The NFU were approached in 2022 and have made a significant reduction of the premium when requested.

##### EGM 22.4.4.6

###### Bank Reconciliation:

The clerk will ensure that the bank account is reconciled at least once per quarter. In some months there are no or little entries which while noted do not justify a formal reconciliation on a monthly basis.

#### EGM 22.4.4.7

##### Audit Delays:

The following procedure to be followed next year:-

Statement of Accounts and AGAR to be drafted by the end April and submitted to MLC for checking prior to AGM in May

Books to Whittings immediately after the AGM.

Clerk to book an appointment for a meeting to discuss queries with the Internal Auditor in June.

Notice of Issue of Public Rights will be placed on the Website by the due date with the AGAR.

#### EGM 22.4.5

##### ANY OTHER BUSINESS:

There being no other business the meeting having started at 7.15 pm finished at 8.45 pm.