

RAMSEY INTERNAL DRAINAGE BOARD

MINUTES OF AN EXTRAORDINARY GENERAL MEETING

held on 16th January 2012
at 101 High Street Ramsey, Cambs PE26 1DA

Present: Mr P H Wagstaffe (Chairman), Messrs K R Abblitt, B R Abblitt, A H Wagstaffe, P A Drinkwater, D R Smith, L R Smith, G H D Stoneman and Mr N Orr (Commissioners), Dr Stuart Dobson & Mr Paul Howe of Birchtree Consultants Ltd, the District Officer and the Clerk

1. **Apologies:** None were received
2. **Presentation on Health & Safety & Risk Assessment:**

Dr Stuart Dobson with the assistance of Mr Howe of Birchtree Consultants Limited gave a presentation outlining the main points of the Health & Safety Report, the Risk Assessment undertaken by the District Officer, the Chairman and the Clerk in conjunction with Birchtree Consultants Ltd and the new draft Health & Safety Policy Statement. Dr Dobson outlined that two reports had been commissioned by the present Coalition Government and there will be some changes to Health & Safety Law although this is not expected to have much impact on the current situation. It is for us to consider the Regulations and then assess risk and adopt working practices which are consistent with good health and safety practice. We work in a moderate risk environment and he felt that we had spent an unnecessary amount of time on health and safety in the past. It is not about thick tomes, it is about good clear working practices. Health & Safety Law is about putting procedures in so that we can learn as we go along. It is for the protection of our staff and the public. It should be a part of the way we do things.

We need to adopt a new Policy to replace the old one which placed too many constraints and burdens on the Board. We need only to satisfy ourselves that contractors have made their own health and safety risk assessments and have policies of their own in place. We need to make our own formal risk assessments for working practices particularly involving the District Officer.

Dr Dobson discussed certain matters such as the replacement of the rails at Lodes End, fencing the input sump/screen at the old pump at Lodes End, the District Officer's safety clothing which we need to provide, Vials disease (and referred to the cards which he provided), safety of the access roads and the District Officer's working practices. When making a risk assessment, it is important to assess the hazards and it is only necessary to do something about them if there is a high risk. He mentioned a harness and life jacket for the District Officer where appropriate. There



should be a formal annual review and we should take into account changes in legislation (which Birchtree will notify us about automatically). It would be a good time to Minute the formal review at the AGM and the Clerk suggested this should always be an item on the Agenda for the AGM.

Dr Dobson said there should be a Health & Safety Audit every 5 years. He mentioned that, by the way, the card of emergency numbers which he had produced now in a laminated form included a new waste management company since the one on the original card was no longer in operation.

3. Health & Safety Survey & Report:

The Board noted and accepted production of the survey and report. The Board Members asked various questions concerning health and safety issues. They had all received before the meeting copies of the Report, a set of slides to show the process of risk assessment, the final conclusions of the risk assessment and the draft Health & Safety Policy.

4. Risk Assessment:

The Risk Assessment for lone working and for small contractors and the general public and working adjacent to water courses were formally approved by the Board. Mr George Stoneman proposed and Mr Paul Drinkwater seconded and all voted in favour of approving the Risk Assessment.

5. Health & Safety Policy:

The new Health & Safety Policy was also formally approved and adopted by the Board. Mr Lloyd Smith proposed and Mr Derek Smith seconded and all voted in favour of approving the new Health & Safety Policy.

The meeting having started at 7 p.m. concluded at 8.30 p.m.

A handwritten signature in black ink, appearing to be 'P. H. Smith', written in a cursive style.

RAMSEY INTERNAL DRAINAGE BOARD

NOTES OF MEETING OF DRAINAGE INSPECTION

16th March 2012

Present: P Wagstaffe (Chair), P Drinkwater, L Smith, C Smith, A Wagstaffe,
J Edwards (DO) and J Chrisp (Clerk)

Apologies were received from B Abblitt, N Orr and D Smith and G Stoneman

1. Visit to Stocking Fen Pumping Station:

- (a) The District Officer recorded that the overhaul of the pump had been satisfactorily completed and demonstrated the running of the pump.
- (b) In accordance with the Health & Safety Review, steps from the top of the bank to the door of the pumping station need to be installed (Perry Moore has been instructed)
- (c) The flap on the pipe draining into the main drain in front of the pumping station has been replaced by the District Officer.
- (d) The windows in the pumping station need to be bricked up (Perry Moore will be instructed)
- (e) The roadway is likely to be in an unsafe condition in times of heavy rainfall and the recommendations of the Health & Safety Review need to be adhered to. In particular, Jeff should not venture out in times of bad weather unless absolutely necessary and then only when he is with another person.

2. Visit to Millfields and the Colts Playing Field:

- (a) The main drain is in a very clear unobstructed state.
- (b) It was noted that the diameter of the pipe under the roadway from Millfields which enters the main drain was insufficient when it was installed and, therefore, the roadways will inevitably flood in times of heavy rainfall. There is nothing the Board can do about this except report the issue.

- (c) There are two temporary bridges over the main drain from the Colts Playing Field to enable footballs to be retrieved but the handrails need repairing or reinstating. Clerk to notify the Colts who have this responsibility.

3. Visit to Lodes End Pumping Station:

- (a) The old pump is still in situ but Lord de Ramsey has expressed an interest in removing it and installing it on part of his estate. Paul Drinkwater said he would mention this to Lord de Ramsey.
 - (b) The old intake sump i.e. to the old pumping station, will need to be filled in or fenced off in some way once the pump has been disposed of.
 - (c) The recommendation of the Health & Safety Review as to lifebelts needs to be taken into account and, in particular, it needs to be secured and visible and its condition checked from time to time. Otherwise no lifebelt should be put on display.
 - (d) The rails around the old and new pump houses need replacing. The big question is whether the rails on the old pump house should be replaced when the sump is going to be infilled. Maybe rails can be installed so they can be moved further back once the infilling has taken place so that they border onto the edge of the water.
 - (e) The felt on the roof and the wooden threshold at the door of the new pumping station need replacing.
- Perry Moore will be commissioned to do this and perhaps Fred Butler can make a box to hold the lifebelt?

4. Implementation of the Health & Safety Review:

It was proposed by Paul Drinkwater and seconded by Andrew Wagstaffe and unanimously accepted by all Board Members that the Chairman, District Officer and Clerk should make the final decisions to implement the Health & Safety Review. The Clerk asked the District Officer and Chairman to telephone their availability for a meeting within the course of the next few weeks.

Thanks were offered to Mr Edwards, the District Officer, for the very good condition in which he had been keeping the drains and the pumping station facilities.

THE RAMSEY INTERNAL DRAINAGE BOARD

MINUTES OF THE AGM held on the 15th May 2012 at 101 High Street, Ramsey, Huntingdon, Cambs PE26 1DA

Present: Mr Peter Wagstaffe (Chairman) Mr Lloyd Smith, Mr Andrew Wagstaffe, Mr Derek Smith, Mr Chris Smith, Mr Paul Drinkwater, Councillor Eric Butler, Mr Neil Orr (Senior Technician of Huntingdonshire District Council), Mr Jeff Edwards (District Officer) And Mr John A R Chrisp (Clerk)

1. **Apologies** were received from Councillor Philip Swales and Mr Brian Abblitt (Vice-Chairman).

It was mentioned by Councillor Eric Butler that Mr Philip Swales had not been re-elected as a Councillor and no doubt there would be a fresh nomination by the District Council to the Board replacing him.

2. **MINUTES** of the AGM held on the 17th May 2011 and of the Extraordinary General Meetings held on the 7th June 2011 and 16th January 2012 having been circulated were read, approved and signed by the Chairman.

3. **MATTER ARISING:**

(1) Mr Drinkwater said that Lord de Ramsey had expressed an interest in acquiring the old Blackstone pump engine but, as yet, had not been to see it and to formulate an offer. He said he would look for an opportunity of taking Lord de Ramsey to see the engine

(2) The Clerk reported that an e-mail had been received from Paul France, the Chairman of Ramsey Colts Football Club, that the dilapidated railings on the two bridges over the main drain at the Colts Playing Field at Millfields had now been replaced with much better railings. The Clerk asked the District Officer to inspect.

(3) A BAP Report for the last year was presented to the meeting. A bat box at Stocking Fen pumping station had been installed and work was being undertaken to site internally at Stocking Fen pumping station a barn owl box. We are looking for an opportunity to plant the black poplars.

(4) The Board disposed of its JP Morgan Flemming investment for £47,684.28 within the year 2010/11 but it was not invested until the financial year 2011/2012. The sum of £45,000 was invested in Charles Stanley Stockbroker in a Collective Portfolio with measured risk from low to medium.

4. **APPOINTMENT OF INDEPENDENT INTERNAL AUDITOR** : It was mentioned that the level of service offered by Mr Russell Wright in past years was most acceptable and in the circumstances Councillor Eric Butler proposed, Mr Paul

Drinkwater seconded and all the Board approved his reappointment for the current year.

5. AUDIT OF THE BOARD'S ACCOUNTS: The Clerk reported that the Audit of the Accounts for the year ending 31st March 2011 had been carried out following the Internal Audit of the same by Mr Russell Wright, and the Accountants acting on behalf of the Audit Commission had given their Certificate but had raised queries as follows:-

- (i) as to the correct figure for the bank reconciliation shown in box 8 of the Return (which was corrected).
- (ii) in relation to the maintenance of an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and review its effectiveness, requesting a copy of the Internal Controls Policy document,
- (iii) asking for a copy of the Financial Regulations,
- (iv) asking for Minutes where Internal Controls Policy or Financial Regulations were discussed during the year to the 31st March 2011, and asking
- (v) if the Internal Controls Policy or Financial Regulations were not discussed during the year to the 31st March 2011 when they were last discussed?

As to the answers given under points (ii) – (v), the Audit Commission's Accountants were referred to the Boards website www.ramseyidb.org.uk from which they could download copies of the Boards Statement of Internal Control and Financial Regulations. Copies of the Minutes of the AGM of the Board held on the 17th May 2010 and the Extraordinary General Meeting of the 8th June 2010 were forwarded. It was mentioned that the Internal Controls and Financial Regulations are usually only discussed when the Board's Independent Internal Auditor's Report is discussed. It is, of course, Mr Wright's function as Independent Internal Auditor to comment on the efficiency of the implementation of the Internal Controls Policy and Financial Regulations which he has been satisfied have been adhered to. There has been no need to change any of these documents since no problems have arisen. Following receipt of these comments, the Auditors issued the Certificate passing the Accounts and the Return.

The Accounts of the Board for the period from the 1st April 2011 to 31st March 2012 together with the list of cheques having been circulated prior to the meeting were discussed. No questions of any significance were raised and it was proposed by Mr Andrew Wagstaffe and seconded by Mr Paul Drinkwater that both the Accounts and the List of Cheques be accepted and all those present voted in favour.

6. DISTRICT OFFICER'S REPORT: The notes of the Drainage Inspection which had taken place on the 16th March 2012 having been circulated prior to the meeting were discussed. The District Officer made the following points in addition to those made in the Report:-

- (i) Perry Moore had produced an estimate which had been accepted to carry out all of the works needed to implement the Health & Safety Review as

outlined in paragraph 1 of the Notes of the meeting of the Drainage Inspection.

- (ii) The flap valve in the pipe draining into the main drain in front of the Stocking Fen pumping station was working well.
- (iii) The electricity cable in front of the old pumping station at Lodes End which had risen to the surface as a result of land heave had been reinstated by UK Power Networks.
- (iv) Fred Butler will make the boxes for the life rings at both pumping stations.
- (v) The slubbing out programme: Lodes End district as a whole needs to be slubbed out and flailed. No works this year in accordance with the two year cycle to preserve wildlife habitat need to be carried out in Stocking Fen area.
- (vi) Repairs have been carried out to both pumping stations. Major repairs have been carried out at Stocking Fen Pumping Station which included the removal of the pump for the purposes of checking and renewing bearings and then reinstallation.
- (vii) The Board considered value for money for slubbing out. Paul Davies is slightly more expensive than Robin Ashman but hes has a more cautious approach to Health & Safety matters and we feel that we can rely on him. If we wish to consider an alternative contractor, Jonathan Papworth, is a possibility. The District Officer was left to discuss this with the Chairman and the Clerk as the appropriate time.

It was proposed by Mr Derek Smith, seconded by Mr Peter Wagstaffe that the Report be accepted and all those present voted in favour.

7. APPOINTMENTS FOR THE COMING YEAR

- (a) Chairman – Mr Peter Wagstaffe
- (b) Vice-Chairman – Mr Brian Abblitt
- (c) District Officer – Mr Jeff Edwards (at a salary of £2,500 per annum plus car mileage and other approved expenses). Mr Edwards was reminded that if he needed assistance, there is money in the budget to employ extra labour to assist with clearing weed screen etc.
- (d) Clerk – M J A R Chrisp (at a salary of £8,000 per annum).

8. THE ESTIMATES FOR THE YEAR 2012/2013

- (a) Having been circulated prior to the meeting these were considered and subject to the increase of the budget for pumping station repairs from £1,000 to £2,500, were approved. The Board decided to raise £26,730 towards an estimated expenditure of £27,330 using an estimated high land water contribution to be received of £600 and to fix an agricultural rate of 0.07723p in the £ to raise £3,549.74 of its expenditure.
- (b) The Board also levied a precept payable by Huntingdonshire District Council for the balance of its expenditure for the year in the sum of £23,180.26.
- (c) The Chairman and the Clerk were requested to seal the Rate Book accordingly.

9. **HEALTH & SAFETY:** The Board considered Health & Safety matters and the progress of the recommendations made in the Health & Safety Report produced by Birchtree Consultants Ltd. The Board had gone through the process of training undertaken by the Board members and the making of a Health & Safety Risk Assessment to which the Minutes of the meeting of the 16th January 2012 relate.

The Board is now confident that there is a safe system of work being employed principally involving lone working by the District Officer. The recommendations in the Health & Safety Report are in the course of implementation and the Chairman, the District Officer and the Clerk have had meetings concerning this.

10. **ADOPTION OF DYKES:** The Clerk had not yet served Notices upon the riparian owners in relation to the adoption of the dyke from Millfields to Stocking Fen Road and will action this in the course of the next 6 months.

11. **INSTALLATION OF WEED SCREEN CLEANERS:** The Clerk will bid for a grant to DEFRA but there is little money on the ground at present and it could take up to 3 years to obtain such money before the work could be put in to effect.

12. **CORRESPONDENCE:** The Clerk gave a brief summary of correspondence over the course of the year. It was principally concerned with planning matters and the involvement of the Clerk with Graham Moore, the Planning Officer at the Middle Level Commissioners. There was a problem in that Notices of Planning Applications seemed to go to Middle Level Commissioners before they came to us by which time it was too late for the Board to make any comments. Councillor Eric Butler said that the Council's Planning Department and Planning Committee tended to act quickly and, therefore, if they received no replies from the Drainage Boards, they would act without considering such replies. To ensure that we were not too late in future, the Clerk will ask Graham Moore that where he receives Notice, he should deliver a copy of the Notice to the Clerk immediately. If a Notice is not served by post it is incumbent on us to look on the internet to see what planning applications have been made which will affect drainage.

13. **ANY OTHER BUSINESS:** There being no other business the Clerk closed the meeting with notice of the Extraordinary General Meeting to be held on the 7th June 2012 at 7.00 p.m. at the offices of Serjeant & Son 101 High Street, Ramsey, Huntingdon, Cambs PE26 1DA to receive the Internal Auditor's Report.

The meeting having commenced at 7.00 p.m. ended at 9.12 p.m.

Draft
RAMSEY INTERNAL DRAINAGE BOARD

MINUTES OF AN EXTRAORDINARY GENERAL MEETING

held on the 7^h June 2012
at 101 High Street Ramsey, Cambs PE26 1DA

Present: Mr P H Wagstaffe (Chairman), Mr B R Abblitt, (Vice-Chairman), Messrs K R Abblitt, A H Wagstaffe, P A Drinkwater, C W Smith, D R Smith, L R Smith, N Orr and Councillor E R Butler, the District Officer and the Clerk

1. **Apologies:** were received from Mr G Stoneman.
2. The Board received a Report from Mr Russell Wright, Independent Internal Auditor, in relation to the Board's Accounts and activities for the year ending 31st March 2011. The Clerk discussed the contents of the Report with the Board and also the result of a meeting he had had with Mr Wright.

It had become clear that we were not receiving notices of Planning Applications direct from the Applicants and by the time these had been passed to us by the Middle Level Commissioners it was often too late to raise objections with the Huntingdonshire District Council. The Board requested that the Clerk should contact the Huntingdonshire District Council and the Middle Level Commissioners to raise this problem, in particular to ensure that notices of the applications should be sent to the Board in first instance and not to the Middle Level.

The question was asked about the conclusion of the planning issue over the Tesco built Ramsey Community Centre. The Board had raised objections to the sufficiency of the soakaways installed. Figures were being worked out by the Middle Level Commissioner as our Planning Consultants but these apparently were too late to dissuade the Council from passing the reserved issues under the Planning Consent and so the Tesco Community Centre was built. The Clerk had written to the Council on behalf of the Board saying that it would hold the Council responsible for any problems arising from the insufficiency of these soakaways.

3. The Annual Return:

The Board were presented with a draft of the Annual Return for signing by the Chairman and the Clerk. The Clerk said that the figures were consistent with the Accounts for the year ending the 31st March 2012 but Mr Russell Wright had found that interest was credited on a capital account whereas it should have been credited to the Profit and Loss/Income account in the sum of £1,252.85 as received from Santander. Hence, the Accounts which had been approved at the AGM earlier this year needed to be amended. An amended copy of the Accounts was tabled at the

meeting and it was proposed by Mr Derek Smith and seconded by the Chairman that the amended Accounts be accepted as a true state of the financial position of the Board as at the 31st March 2012. It was proposed that the Chairman and the Clerk sign the amended Accounts, this motion was passed and the amended Accounts were duly signed.

It was proposed that the Annual Return to the Audit Commission be approved and the Chairman and Clerk were authorised to sign the same. This motion was proposed by Mr Paul Drinkwater and seconded by Mr Andrew Wagstaffe and all present were in favour. The Return was accordingly signed by the Chairman and the Clerk.

4. Review of the following documents:

(a) Statement of Internal Control: Copies of the existing Statement of Internal Control were tabled. There followed a discussion of the effectiveness and implementation of the Statement of Internal Control. In the last bullet point under paragraph 3, it was proposed that the word “authority” should be removed and replaced by the word “Board”. The Statement was accordingly reviewed and amended pursuant to that proposal. It was proposed by Paul Drinkwater and seconded by Lloyd Smith that the Statement be accepted in its reviewed form and all present were in favour.

(b) Financial Regulations: The Financial Regulations were tabled and discussed. It was felt that the checks and balances imposed by the Financial Regulations were sufficient to meet the statutory duties of the Board and that there was no reason to amend the same. The motion that the Financial Regulations be continued in their present form was proposed by Mr Brian Abblitt and seconded by Mr Neil Orr and all present were in favour.

5. Any other business:

The Clerk mentioned that he should have notified the Board at the AGM of the members who had been elected to serve as from the 1st November 2011. there was not a need for a formal election since the nominations did not exceed the number of places available on the Board. A list of those members elected together with their contact details is attached to these Minutes.


There being no other business, the meeting concluded at 8.10 p.m.

Ramsey Internal Drainage Board

Health & Safety Policy Statement

Ramsey Internal Drainage Board (Ramsey IDB) will:

1. Establish and implement a Health & Safety Management System to manage the risks associated with our premises and activities comprising:
 - Assessment of risks by inclusive discussion
 - Agreement of the necessary risk management
 - Provision of resources required for risk management to be agreed by the full Board
 - Safety to be a permanent agenda item for Board meetings
 - Review of all recorded accidents, incidents (property damage) and near misses at Board meetings
 - An annual review of safety performance to be conducted
 - A 5 yearly basic external audit of safety management to be conducted
2. Actively promote an open attitude to Health & Safety issues encouraging staff to identify and report hazards so that we can all contribute to creating and maintaining a safe working environment.
3. Communicating and consulting with our staff on all issues affecting their health & safety and in doing so bringing this Policy to their attention.
4. Provide adequate training for our staff to enable them to work safely and effectively and to ensure they are competent and confident in the work they carry out.
5. Maintain our premises and work equipment to a standard that ensures that risks are effectively managed.
6. Ensure that responsibilities for Health & Safety are allocated, understood, monitored and fulfilled. Specific responsibilities are as follows:
 - The Clerk to the Board has day-to-day responsibility for managing health and safety
 - He will record any accidents, incidents or near misses reported to him
 - He will take any immediate management actions required to prevent/mitigate further accident or incident
 - He will report to the Board on actions taken or request from the Board resources required as appropriate.
7. Retain access to competent advice and assistance through the support of consultants when necessary thereby ensuring that we are aware of relevant changes in legislation and 'Good Practice'.
8. It is the duty of all of us when at work:
 - To take reasonable care of our own safety.
 - To take reasonable care of the safety of others who might be affected by what we do or fail to do.
 - Co-operate so that we can all comply with our legal duties.
 - To ensure we do not interfere with or misuse anything provided in the interests of health and safety.

Signed.......... Chairman
Dated.....16th June 2012

THE RAMSEY INTERNAL DRAINAGE BOARD

NOTICE OF CONCLUSION OF AUDIT AND RIGHT TO INSPECT THE ANNUAL RETURN

Annual Return for the year ended 31st March 2012

Section 14 of the Audit Commission Act 1998

The Accounts and Audit (England) Regulations 2011 (SI2011 No.817) Regulation 16

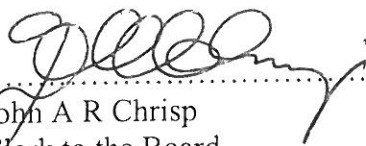
TAKE NOTICE that:-

1. The Audit of Accounts for the Ramsey IDB for the year ended 31st March 2012 has been concluded.
2. The Annual Return is available for inspection by any local elector for the area of Ramsey IDB on application to:-

John A R Chrisp
Clerk to the Board
101 High Street
Ramsey
Huntingdon
Cambs
PE26 1DA

Between 9.30 a.m. and 4.30 p.m. on Monday to Friday (excluding public holidays) when any local elector may make copies of the Annual Return.

3. Copies will be provided to any local elector on payment of £3 for each copy of the Annual Return.



John A R Chrisp
Clerk to the Board

28 September 2012

Ramsey IDB Biodiversity Action Plan Report - March 2011 to April 2012

Drainage Ditch Action Plan

Target Reference	Target	Action Reference	IDB Actions	Partners	Date	Indicators	Report
1	Manage ditches for biodiversity as well as for drainage	1.1	Establish and maintain a management plan for routine IDB operations incorporating key biodiversity features	Environmental Officer	2015	Plan finalised and followed each year	A map-based plan is in the process of establishment.
		1.2	Look for opportunities to provide natural erosion protection such as marginal plant ledges when re-profiling ditches	Environmental Officer	Ongoing	If re-profiling is carried out, opportunities identified	No re-profiling opportunities occurred during the period.
		1.3	Provide natural erosion protection as in 1.2 if opportunities available	Environmental Officer	Ongoing	Length of ditch with ledge / natural vegetation revegetment	As above.
2	Identify ditches of conservation interest and manage appropriately	2.2	Ensure appropriate management of ditches for priority species	Environmental Officer, Plantlife, Wildlife Trust	Ongoing	Specified in management plan	Any priority ditches to be identified on Management Plan map.
3	Support the Environmental Officer in working with landowners to benefit wildlife in the district	3.1	Refer private landowners to the Environmental Officer for advice on creating field margin buffer zones and wildlife-friendly ditch management	Environmental Officer, Natural England, Wildlife Trust, FWAG	Ongoing	Number of contacts received and passed to Environmental Officer	No contacts received during the period.

	value of reedbed into account when planning and carrying out ditch and river maintenance	mowing or cleansing work outside the bird breeding season (7 th April – 15 th July). Where reeds are growing in water be aware of the potential for late-nesting reed warblers being present until late August and avoid mowing in that location. In exceptional circumstances where this is not possible, seek advice from the Environmental Officer.	Officer, Wildlife Trust, RSPB	cut during bird nesting season	marginal vegetation were not cut during the bird nesting season
--	--	--	-------------------------------	--------------------------------	---

Open Water Action Plan

Target Reference	Target	Action Reference	IDB Actions	Partners	Date	Indicators	Report
1	Promote the creation of ponds, lakes and reservoirs in appropriate areas	1.1	Consider pond creation as mitigation when a ditch has to be filled in or culverted	Local authorities, Amphibian & Reptile Conservation, Wildlife Trust	Ongoing	(a) Number of mitigation opportunities (b) Number of ponds created	a) No ditch infilling occurred, (b) so no pond creation opportunities in mitigation available.
		1.2	Support creation of flood storage areas and reservoirs	Environment Agency, Natural England, Wildlife Trust, RSPB	Ongoing	Number of projects involved with	No application for flood storage areas or reservoirs received.
		1.3	Assist private landowners with advice, information or contacts as necessary	Amphibian & Reptile Conservation, Wildlife Trust	Ongoing	(a) Number of information requests (b) Number responded to	(a) No information requests received, (b) no responses required.
2	Look for opportunities to create open water habitat when managing ditches	2.1	Create a pool at an appropriate ditch junction when re-profiling (see the Drainage Channel Biodiversity Manual, technique CL3))	Environmental Officer	2010	One pool successfully created	No opportunities of this type occurred.

Otter Action Plan

Target Reference	Target	Action Reference	IDB Actions	Partners	Date	Indicators	Report
1	Improve otter habitat	1.1	Identify and maintain existing key bushes and trees near watercourses likely to be important for otters	Environmental Officer	2012 and ongoing	Sites identified and listed in management plans	<i>The otter holt near Saunders Bridge showed some signs of use during the period. Key otter habitat will be identified as part of the Management Plan map development.</i>
2	Monitor otter populations	2.3	Ensure any dead otters are reported to the Environmental Officer and transferred to the Environment Agency for post mortem	Environment Agency	Ongoing	Otters reported to Environmental Officer, if found	<i>No other casualties observed or reported. The District Officer had indications of otter activity with pike remains found between Bodsey Bridge and Saunders (Bailey) Bridge.</i>
3	Reduce otter deaths related to eel and crayfish trapping and road traffic	3.1	Report incidents of suspected illegal netting, trapping or fishing to the Environment Agency Fisheries Officers and the MLC Environmental Officer	Environment Agency, Angling Clubs & syndicates	Ongoing	Incidents reported, if discovered	<i>No illegal netting or fishing incidents observed or reported.</i>

Bats Action Plan

Target Reference	Target	Action Reference	IDB Actions	Partners	Date	Indicators	Report
1	Improve habitat for bats	1.1	Put up at least one bat box at an appropriate site, e.g. a pumping station	Bat Conservation Trust	2015	Number of bat boxes sited	<i>1 bat box was installed on the south side of Stocking Fen Pumping Station on 3/5/12.</i>

2	Collect records of kingfisher breeding between March and July	2.1	Note sightings of potential breeding kingfisher and pass information to CPBRC and NBIS via the Environmental Officer	Environmental Officer, CPBRC, NBIS	Ongoing	Data sent via Environmental Officer annually	Kingfishers seen in both parts of the District
---	---	-----	--	------------------------------------	---------	--	--

Barn Owl Action Plan

Target Reference	Target	Action Reference	IDB Actions	Partners	Date	Indicators	Report
1	Improve the quality of barn owl habitat	1.1	Put up at least 2 barn owl nest boxes in suitable locations	Wildlife Conservation Partnership	2015	Number of nest boxes provided	A barn owl box is planned to be installed at Stocking Fen Pumping Station. To avoid vandalism it is proposed that it is installed inside the station with direct access to the box for owls from the outside by re-opening a hole blocked when a diesel pump inlet pipe was closed after the transfer to electric pumping.
		1.2	Pollard suitable trees to provide natural nest sites	Environmental Officer	Ongoing	Number of trees pollarded	The Old Nene Golf Club pollarded willows within the District that will improve natural sites in due course..
2	Collect records of barn owl presence	2.1	Monitor nest boxes for use. Have occupied boxes checked for success by licensed barn owl ringers.	Wildlife Conservation Partnership	2015	(a) Number of nest boxes checked by licensed ringers (b) Number of nest boxes used	(1) A box is planned for installation in Stocking Fen PS and will be checked annually by local licensed specialists from Conservation Partnerships once it is occupied
		2.2	Pass barn owl box information to CPBRC and NBIS	Environmental Officer, Wildlife Conservation Partnership, CPBRC, NBIS	2015	Data sent via Environmental Officer annually	Will be sent annually, once box installed and occupied.



Above and below, a bat box installed on Stocking Fen Pumping Station. The section of slate is designed to store heat during the day so that it keeps the box warmer on cool nights. It is designed for summer occupation box only by breeding female bats to rear young close to food sources such as the moths emerging from reeds on the margins of the District's drains. It is made from untreated larch and designed to accommodate large numbers of different bat species. It may however be several years before they 'discover' it.



Cliff Carson
Environmental Officer
08/05/12

Internal Drainage Boards in England

Annual return for the year ended 31 March 2012

Internal Drainage Boards in England with an annual turnover of £6.5 million or less must complete an annual return summarising their activities at the end of each financial year.

Each annual return on pages 2 to 5 is made up of four sections:

- Sections 1 and 2 are completed by the person nominated by the board.
- Section 3 is completed by the external auditor.
- Section 4 is completed by the board's internal audit provider.

The board must approve this annual return no later than 30 June 2012.

Completing your annual return

Guidance notes, including a completion checklist, are provided on page 6 and at relevant points in the annual return.

Complete all sections highlighted in blue. Do **not** leave any blue box blank. Incomplete or incorrect returns require additional external audit work and may incur additional costs.

Send the annual return, together with your bank reconciliation as at 31 March 2012, an explanation of any significant year on year variances in the accounting statements and any additional information requested, to your appointed external auditor by the due date.

Your auditor will identify and ask for any additional documents needed for audit. Therefore, unless requested, do **not** send any original financial records to the external auditor.

Audited and certified annual returns will be returned to the board for publication or public display of sections 1, 2 and 3. You must publish or display the audited annual return by 30 September 2012.

It should not be necessary for you to contact the external auditor or the Audit Commission directly for guidance.

More guidance on completing this annual return is available in the Practitioners' Guide for Internal Drainage Boards that can be downloaded from the Association of Drainage Authorities' website at www.ada.org.uk

Section 1 – Accounting statements for

RAMSEY

INTERNAL DRAINAGE BOARD

	Year ending		Notes and guidance
	31 March 2011 £	31 March 2012 £	
1 Balances brought forward	142,835	154,849	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 (+) Rates and special levies	24,364	23,835	Total amount of receipts or income in the year from direct rates on landowners and special levies on local authorities.
3 (+) All other income	9,683	2,355	Total receipts or income as recorded in the cashbook less the rates and special levies (line 2). Include all contributions from EA here.
4 (-) Watercourses and pumping stations	7,462	18,836	Total payments or expenditure including capital spending and employment costs on construction and maintenance of watercourses and pumping stations.
5 (-) Loan interest/ capital repayments	NIL	NIL	Total payments or expenditure of capital and interest made during the year on the Board's borrowings (if any).
6 (-) All other payments	14,571	13,899	Total payments or expenditure as recorded in the cashbook less watercourses and pumping stations (line 4) and loan interest/ capital repayments (line 5). Include all contributions to EA here.
7 (=) Balances carried forward	154,849	148,304	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8 Total cash and short term investments	151,936	143,221	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 and long term assets	688,358	673,804	The recorded book value at 31 March of all fixed assets owned by the Board and any other long term assets e.g. loans to third parties and any long-term investments.
10 Total borrowings	NONE	NONE	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

I certify that for the year ended 31 March 2012 the accounting statements in this annual return present fairly the financial position of the Board and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer:

Date

07 06 2012

I confirm that these accounting statements were approved by the Board on this date:

and recorded as Board minute reference:

EGM 07.06.12

Signed by Chair of meeting approving these accounting statements:

Date

07 06 2012

Section 2 – Annual governance statement

We acknowledge as the members of:

PAUSE 67

INTERNAL DRAINAGE BOARD

our responsibility for ensuring that there is a sound system of internal control, including 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 2012, that:

	Agreed	Yes	No	Yes	No	means that the board:
1 We approved the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.	✓					prepared its accounting statements in the way prescribed by law.
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 codes of practice that could have a significant financial effect on the ability of the board to conduct its business or on its finances.	✓					has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it has done 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 has given all persons interested the opportunity to inspect and ask questions about the board's accounts.
5 We carried out an assessment of the risks facing the board and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓					considered the financial and other risks it faces and has dealt with them properly.
6 We maintained throughout the year an adequate and effective system of internal audit of the board's accounting records and control systems.	✓					arranged for a competent person, independent of the board's financial controls and procedures, to give an objective view on whether internal controls meet the needs of the board.
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 the board 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.

This annual governance statement is approved by the board and recorded as minute reference

EGM 07.06.12

dated **07 06 2012**

Signed by:

Chair

dated

Signed by:

Clerk

dated

***Note:** Provide explanations to the external auditor on a separate sheet for each 'No'. Describe how the board will address the weaknesses identified.

Section 3 – External auditor's certificate and opinion

Certificate

We certify that we have completed the audit of the annual return for the year ended 31 March 2012 of:

RAMBEY

INTERNAL DRAINAGE BOARD

Respective responsibilities of the board and the auditor

The board is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The board prepares an annual return in accordance with proper practices which:

- summarises the board accounting records for the year ended 31 March 2012; and
- confirms and provides assurance on those matters that are important to our audit responsibilities.

Our responsibility is to conduct an audit in accordance with guidance issued by the Audit Commission and, on the basis of our review of the annual return and supporting information, to report whether any matters that come to our attention give cause for concern that relevant legislation and regulatory requirements have not been met.

External auditor's report

~~(Except for the matters reported below)*~~ on the basis of our review, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.
(*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we wish to draw to the attention of the board:

(continue on a separate sheet if required)

External auditor's signature

Moore Stephens

External auditor's name

MOORE STEPHENS

Date

26 September 12

Note: The auditor signing this page has been appointed by the Audit Commission and is reporting to you that they have carried out and completed all the work that is required of them by law. For further information please refer to the Audit Commission's publication entitled *Statement of Responsibilities of Auditors and of Audited Small Bodies*.

Section 4 – Annual internal audit report to

Enter Internal Drainage

Board name here:

KANUSEY

IDB

The board's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2012.

Internal audit has been carried out in accordance with the board's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and, alongside, are the internal audit conclusions on whether, in all significant respects, the following control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the board.

Internal control objective	Agreed? Please choose from one of the following		
	Yes	No	Not covered
A Appropriate accounting records have been properly kept throughout the year.	YES		
B The board's financial regulations have been met, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	YES		
C The board assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	YES		
D The annual rating requirement resulted from an adequate budgetary process: progress against the budget was regularly monitored, and reserves were appropriate.	YES		
E Expected income was fully received, based on correct prices, properly recorded and promptly banked: and VAT was appropriately accounted for.	YES		
F Petty cash payments were properly supported by receipts, all expenditure was approved and VAT appropriately accounted for.			NOT COVERED
G Salaries to employees and allowances to board members were paid in accordance with board approvals, and PAYE and NI requirements were properly applied.	YES		
H Asset and investments registers were complete and accurate and properly maintained.	YES		
I Periodic and year-end bank account reconciliations were properly carried out.	YES		
J Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments/income and expenditure), agreed to the cash book, were supported by an adequate audit trail from underlying records, and where appropriate debtors and creditors were properly recorded.	YES		

For any other risk areas identified by the board (list any other risk areas below or on separate sheets if needed) adequate controls existed:

Print name of person who carried out the internal audit:

RUSSELL WRIGHT

Signature of person who carried out the internal audit:

R. Wright

Date: 31. MAY 2012

***Note:** If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

****Note:** If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, internal audit must explain why not (add separate sheets if needed).

Guidance notes on completing the 2012 annual return

- 1 Proper practices for preparing this annual return are found in the *Practitioners' Guide**. This publication is updated from time to time and contains everything you should need to prepare successfully for your financial year-end and the subsequent audit.
- 2 Make sure that your annual return is complete (i.e. no empty blue boxes), and is properly signed and dated. Avoid making any amendments to the completed return. But, if this is unavoidable, make sure the amendments are approved by the board, properly initialled and an explanation is provided to the auditor. Annual returns containing unapproved or unexplained amendments will be returned unaudited and may incur additional costs.
- 3 Use the checklist provided below. Use a second pair of eyes, perhaps a board member or the Chair, to review your annual return for completeness before sending it to the auditor.
- 4 Do not send the auditor any information that you are not specifically asked for. Doing so is not helpful. However, you must notify the auditor with details of any change in Clerk, Responsible Finance Officer or Chair of the Board.
- 5 Make sure that the copy of the bank reconciliation which you send to your auditor with the annual return covers **all** your bank accounts. If your board holds any short-term investments, note their value on the bank reconciliation. The auditor must be able to agree your bank reconciliation to Box 8 on the Accounting statements. **You must provide an explanation for any difference between Box 7 and Box 8.** More help on bank reconciliation is available in the *Practitioners' Guide**.
- 6 **Explain fully** significant variances in the accounting statements on page 2. Do not just send in a copy of your detailed financial statements instead of this explanation. The auditor wants to know that **you** understand the reasons for all variances. Include a complete analysis to support your explanation. There are a number of examples provided in the *Practitioners' Guide** to assist you.
- 7 If the auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or you do not fully explain variances, this may incur additional costs for which the auditor will make a charge.
- 8 Make sure that your accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2011) equals the balance brought forward in the current year (Box 1 of 2012).
- 9 **Do not complete section 3.** The external auditor will complete it at the conclusion of the audit.

Completion checklist - 'No' answers mean you may not have met requirements		Done?
All sections	All blue boxes have been completed?	/
	All information requested by the external auditor has been sent with this annual return? Please refer to your notice of audit.	/
Section 1	Board approval confirmed by signature of Chair of meeting approving accounting statements?	/
	An explanation of significant variations from last year to this year is provided?	/
	Bank reconciliation as at 31 March 2012 agreed to Box 8?	/
	An explanation of any difference between Box 7 and Box 8 is provided?	/
Section 2	For any statement to which the response is 'no', an explanation is provided?	/
Section 4	All blue boxes completed by internal audit and explanations provided?	/

***Note:** *Governance and Accountability for Internal Drainage Boards in England – A Practitioners' Guide*, is available from the ADA website www.ada.org.uk or from The Association of Drainage Authorities, 12 Cranes Drive, Surbiton, Surrey, KT5 8AL.

Internal Drainage Boards in England

Annual Report for the year ended 31 March 2012

The Law – the following annual report is provided in accordance with Paragraph 4 of Schedule 2 to the Land Drainage Act 1991.

No later than 31 August 2012 a copy must be provided to:

- Department for Environment, Food and Rural Affairs, Flood Management Division, Area 2D, Ergon House, Horseferry Road, London SW1P 2AL
- The Regional Director of the relevant Regional Office of the Environment Agency
- Head of Flood Risk Management, The Environment Agency, Horizon House, Deanery Road, Bristol BS1 5AH
- The Chief Executives of:
 - all local authorities that pay special levies to the Board,
 - all County Councils or London Boroughs within which the Board is situated

Please complete the form in BLOCK LETTERS using **black ink** or typescript
Please round all cash figures down to nearest whole £.

Internal Drainage Board

Section A – Financial information

Preliminary information on special levies issued by the Board for 2012-13

Information requested below is essential in calculating future formula spending share. It is not covered elsewhere on this form or by the external auditor's certificate.xxxx

Special levies information for the financial year ending 31 March 2013	
Name of local authority	
1	HUNTINGDONSHIRE DISTRICT COUNCIL
2	
3	
4	
5	
6	
7	
8	
Total	

£23,180.

Section A – Financial information (continued)

Income and Expenditure Account for the year ending 31 March 2012

All Internal Drainage Boards must ensure that the Income and Expenditure information provided below is consistent with the Board's annual accounting statements which have been prepared in accordance with proper practices found in *Governance and Accountability in Internal Drainage Boards in England – A Practitioners' Guide 2006 (Revised November 2007)*

	Account number	Account type	Amount
INCOME			
Drainage Rates		X	3,148
Special Levies		X	20,688
Contributions from the Environment Agency		X	582
Contributions applied from developers/other beneficiaries		X	NIL
Government Grants		X	NIL
Rechargeable Works		X	NIL
Interest and Investment Income		X	1,773
Rents and Acknowledgements		X	NIL
Other income	1	X	-
Total income		X	26,191
EXPENDITURE			
New Works and Improvement Works	2	Y	NIL
Contributions to the Environment Agency	3	Y	1,121
Drains Maintenance	4	Y	3,667
Pumping Stations, Sluices and Water level control structures	5	Y	15,169
Administration	6	Y	12,779
Rechargeable Works	7	Y	NIL
Finance Charges	8	Y	NIL
SSSIs	9	Y	NIL
IDB Biodiversity Action Plan actions or other biodiversity activities	10	Y	NIL
Other Expenditure	11	Y	NIL
Total expenditure		Y	32,736
EXCEPTIONAL ITEMS			
Profits/(losses) arising from the disposal of fixed assets		Z	NIL
Net Operating Surplus/(Deficit) for the year			DEFICIT X-Y+Z 6,545

ude all other Income, such as absorption account surpluses (for example plant and labour orption accounts).

2. State the gross cost of undertaking minor capital works that have not been capitalised and the annual depreciation charges of all major schemes that have been capitalised. You should also include a fair proportion of the support costs directly associated with delivery of the schemes.
3. State the total precept demanded for the year as properly issued by the Environment Agency, in accordance with section 141 of the Water Resources Act 1991. Providing that the precept has been properly issued as before stated it should always be included here, even when the Board has appealed against the amount of contribution, in accordance with section 140 of the Water Resources Act 1991. Where the Board knows with certainty the outcome of any such appeal, it should also include the appropriate accrual/prepayment.
4. State all costs associated with the maintenance of watercourses, meaning work associated with open channels, pipelines, culverts, bridges, etc. Plant, vehicle and labour charges should include a fair proportion of the overheads such as depot/workshop costs, employment on-costs, insurances and depreciation, etc. You should also include a fair proportion of the support costs directly associated with delivery of the maintenance programme.
5. State all costs associated with maintaining and operating the pumping stations, sluices and water level control structures. Plant, vehicle and labour charges should include a fair proportion of the overheads such as depot/workshop costs, employment on-costs, insurances and depreciation, etc. You should also include a fair proportion of the support costs directly associated with maintaining and operating the pumping stations, sluices and water level control structures.
6. Include the cost of non-technical staff only, office accommodation, annual depreciation of office equipment that has been capitalised, minor office equipment that has not been capitalised, postages, telecoms', stationery, printing, advertising, auditing of accounts, general insurances and all other costs associated with supporting the organisation. Please note that this does not include support costs, which are directly associated with the delivery of front line services.
7. State all costs associated with undertaking work for third parties. Plant, vehicle and labour charges should include a fair proportion of the overheads such as depot/workshop costs, employment on-costs, insurances and depreciation, etc. You should also include a fair proportion of the support costs directly associated with undertaking the rechargeable work.
8. Include the cost of servicing any borrowing, in terms of bank/loan/hire purchase Interest payable.
9. State all costs associated with undertaking works – capital or maintenance – specifically for helping to achieve favourable condition on Sites of Special Scientific Interest (SSSIs). In most cases, these costs will be incurred in implementing actions set out in SSSI Water Level Management Plans or SSSI River Restoration Plans.
10. State all costs associated with undertaking works – capital or maintenance – that are intended to help conserve biodiversity (other than works on SSSIs). These costs are likely to be incurred in implementing actions set out in an IDB's Biodiversity Action Plan, but may include other activities.
11. Include all other expenditure, such as a provision for bad/doubtful debts, write-offs, and absorption account deficits (for example plant and labour absorption accounts).

Section B – Defra high level target and IDB Review Reporting

This section relates to the Board's achievement of High Level Targets (HLTs) issued by Defra in March 2005, including information required by the Environment Agency as a result of the targets or in relation to their general supervisory duty. Only those HLTs relevant to IDBs are covered below. This section also allows for reporting on IDB Review Targets.

HLT 1 – Policy Delivery Statement

Boards were required to produce a publicly available policy statement by 31 March 2001 setting out their plans for delivering the Government's policy aims and objectives. The full range of issues to be covered was set out in a template issued in June 2000. It is recommended that these statements be published on Boards' websites where they have them and reviewed every three years.

Is an up to date statement in place and copy (or weblink) provided to Defra, EA and CLG?

Yes ☒ No ☐

If 'NO', please say why not and when the statement will be produced/revised:

HLT 2 – Information on the National Flood and Coastal Defence Database

The IDB Review Project Board and the Environment Agency have agreed the means to allow data to be stored on the National Flood and Coastal Defence Database or equivalent systems. Boards are required to report on their asset holding and asset condition at the end of 2007/08.

HLT 4 – Biodiversity

Please indicate whether your Board has published a Biodiversity Action Plan

Yes ☒ No ☐

Asset Management (IDB Review Strand A3)

What system/database does your Board use to manage the assets it is responsible for?

(A) ADIS (B) NFCDD (C) Paper Records (D) Other Electronic System (please describe)

Has your Board continued to undertake visual inspections and update asset databases on an annual basis?

Yes ☒ No ☐

ude all other Income, such as absorption account surpluses (for example plant and labour orption accounts).

2. State the gross cost of undertaking minor capital works that have not been capitalised and the annual depreciation charges of all major schemes that have been capitalised. You should also include a fair proportion of the support costs directly associated with delivery of the schemes.
3. State the total precept demanded for the year as properly issued by the Environment Agency, in accordance with section 141 of the Water Resources Act 1991. Providing that the precept has been properly issued as before stated it should always be included here, even when the Board has appealed against the amount of contribution, in accordance with section 140 of the Water Resources Act 1991. Where the Board knows with certainty the outcome of any such appeal, it should also include the appropriate accrual/prepayment.
4. State all costs associated with the maintenance of watercourses, meaning work associated with open channels, pipelines, culverts, bridges, etc. Plant, vehicle and labour charges should include a fair proportion of the overheads such as depot/workshop costs, employment on-costs, insurances and depreciation, etc. You should also include a fair proportion of the support costs directly associated with delivery of the maintenance programme.
5. State all costs associated with maintaining and operating the pumping stations, sluices and water level control structures. Plant, vehicle and labour charges should include a fair proportion of the overheads such as depot/workshop costs, employment on-costs, insurances and depreciation, etc. You should also include a fair proportion of the support costs directly associated with maintaining and operating the pumping stations, sluices and water level control structures.
6. Include the cost of non-technical staff only, office accommodation, annual depreciation of office equipment that has been capitalised, minor office equipment that has not been capitalised, postages, telecoms', stationery, printing, advertising, auditing of accounts, general insurances and all other costs associated with supporting the organisation. Please note that this does not include support costs, which are directly associated with the delivery of front line services.
7. State all costs associated with undertaking work for third parties. Plant, vehicle and labour charges should include a fair proportion of the overheads such as depot/workshop costs, employment on-costs, insurances and depreciation, etc. You should also include a fair proportion of the support costs directly associated with undertaking the rechargeable work.
8. Include the cost of servicing any borrowing, in terms of bank/loan/hire purchase Interest payable.
9. State all costs associated with undertaking works – capital or maintenance – specifically for helping to achieve favourable condition on Sites of Special Scientific Interest (SSSIs). In most cases, these costs will be incurred in implementing actions set out in SSSI Water Level Management Plans or SSSI River Restoration Plans.
10. State all costs associated with undertaking works – capital or maintenance – that are intended to help conserve biodiversity (other than works on SSSIs). These costs are likely to be incurred in implementing actions set out in an IDB's Biodiversity Action Plan, but may include other activities.
11. Include all other expenditure, such as a provision for bad/doubtful debts, write-offs, and absorption account deficits (for example plant and labour absorption accounts).

ence and Best Practice (IDB Review Section B)

How many Board members (in total – elected and appointed) do you have on your IDB?

Has your IDB adopted a formal Scheme of Delegation?

Yes ☐ No ☐

Has your IDB provided training for members in the last year?

Considered:

Yes ☒ No ☐

Implemented:

Yes ☒ No ☐

Please detail:

HEALTH & SAFETY ASSESSMENT OF RISK AND
IMPLEMENTATION OF PRECAUTIONS/MEASURES BY
AN ACTION PLAN (THROUGH CIVICITY BIRCHMIRE
CONSULTANTS LTD).

Immediate Action (IDB Review Section C)

Has your IDB adopted minimum website requirements as specified in the IDB Review Implementation Plan?

Yes ☒ No ☐

Is your Board's website information current for 2012? (Board membership, audited accounts, programmes of works, WLMPs, etc)

Yes ☒ No ☐

Has your IDB adopted computerised accounting and rating systems, as specified in the IDB Review Implementation Plan?

Yes ☒ No ☐

Section C – Declaration

PANSEY

Internal Drainage Board

I confirm that the information provided in section A-C or with this form is correct.

Signature

Date

Name in BLOCK LETTERS

Designation

Email address

[Signature]
7-06-2012

SURV MEXANDEN PUPNEY CHASE
CLERK TO THE BOARD

jarc@seijeantandson.co.uk

Internal Audit Report to Ramsey Internal Drainage Board

Financial year 2011/2012

Independent Internal Auditor; Russell Wright

1 INTRODUCTION AND OBJECTIVE OF AUDIT

- 1.1 The Audit Commission wrote to Internal Drainage Boards about the impact of amendments to the Accounts and Audit Regulations 2011(The Regulations).
- 1.2 From 2005/2006 Internal drainage Boards were required to prepare accounts in the form of an annual return to comply with the regulations, whereas previously the accounts were subject to external examination and certification by the Audit Commission.
- 1.3 I was appointed as your Independent Internal Auditor for the year 2011/2012 and checking the guidelines of the Audit Commission have agreed the approach for the audit work required to satisfy the Regulations.

2. SCOPE OF AUDIT

2.1 There was considerable delay before the decision to implement the new arrangements was announced hence there was uncertainty as to the correct procedures to be followed. The Board prepared their accounts in the normal way and the presentation will be discussed with the clerk so as to simplify the process for the presentation of future accounts and the production of the Annual Return.

2.2 The annual return requires the Independent Internal Auditor to provide certification on 10 key control objectives as follows;

- Appropriate books of account have been properly kept throughout the year
- Financial Regulations have been met with proper control procedures in place relative to payments and VAT accounting
- Due consideration has been given to way in which the Board approach risk management and the arrangements to manage the process
- Budgetary Control procedures are robust; monitored on a regular basis and properly reported to the Board. The annual budgetary control process is correctly based
- Income is monitored in line with the budget proposals. Banking is made promptly
- Petty cash accounting is correctly administered
- Payroll accounting correctly applied and salaries paid in accordance with agreed scales
- Asset and investment registers complete and regularly updated
- Cash and bank reconciled on a regular and correct basis
- Year end accounting on the correct basis, with adequate audit trails to support the figures in the Annual Return

2.3 A systems based audit programme of the authority has been adopted in line with the guidance set out in the draft practioner's guide

I was able to devise a suitable programme to enable to test the key controls to form an opinion on the Board compliance with the key controls.

3. CONCLUSION

3.1 From the testing undertaken I was able to attain the appropriate assurances to allow me to certify that there had been compliance in the key control objectives

3.2 The section relating to Petty cash was endorsed "not covered" as the Board do not keep any petty cash

4. MATTERS ARISING/RECOMMENDATIONS

4.1 The listing of assets to be included in the Balance sheet and the standard account format as recommended by the Audit Commission is now in use.

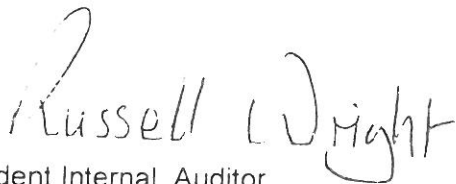
4.2 Minutes – to avoid possible problems I recommend that a consecutive page numbering be adopted along with individual numbering for the items discussed.

4.3 A statement of the rate should be included on the demand and on the Record of Rate.

4.4 A bank reconciliation statement should be included with the Annual Return.

4.5 An invoice should be provided for each payment with supporting documents as to proof of delivery or signed by the District Officer confirming that the works have been undertaken.

4.6 Several other matters were discussed with the Clerk.



Independent Internal Auditor
R Wright AFA

31st May 2012