

THE RAMSEY INTERNAL DRAINAGE BOARD

MINUTES OF THE EXTRAORDINARY GENERAL MEETING held on the 13th June 2018 at the
Old Nene Golf & Country Club, Muchwood Lane, Ramsey, Cambs

Present: Mr Paul Drinkwater (Vice Chairman), Mr Keith Abblitt, Mr Lloyd Smith, Mr Dale Abblitt, Councillor John Palmer, Mr Derek Smith, Mr John Skoulding, Mr Leo Butler (District Officer) and Mr John Chrisp (Clerk to the Board).

EGM 18.1.1.

Apologies: Mr Peter Wagstaffe (Chairman) and Mr Andrew Wagstaffe.

EGM 18.1.2

GDPR Regulations: It was agreed that the names of the Board Members shall continue to be shown on the Website.

EGM 18.1.3.

Report of the Independent Internal Auditor:

The Board received the Report of Mr Russell Wright in relation to the Board's Accounts and Activities for the Year ending the 31st March 2018. The Statement of Accounts and Balance Sheet needed amending and the reasons for the amendments were pointed out by the Clerk. A copy of the Report and the Amended Accounts are attached to these Minutes. After hearing the explanation the Board resolved unanimously to accept the Report and to authorize the Vice Chairman and the Clerk to sign the Amended Statement of Accounts , proposed by Mr Dale Abblitt and seconded by Mr Lloyd Smith. The document was duly signed.

EGM 18.1.4.

The Annual Governance and Accountability Return (Form AGAR) was presented to the Board in draft.

The Clerk mentioned that the figures were consistent with the Amended Statement of Accounts for the year ending the 31st March 2018 and gave an explanation of the figures. It was proposed by Mr Dale Abblitt and seconded by Mr Lloyd Smith that the Vice Chairman and the Clerk as Financial Officer do sign the appropriate parts of the Return and all members present voted in favour and the Return was duly signed.

EGM 18.1.5.

The Offer of Middle Level Commissioners (MLC) to keep the Financial Records and manage the Board's Finances.

The MLC had made this offer at a cost estimated at £2500 plus VAT. Since the Clerk would be working from his home with no office back-up the offer was most helpful to the future operation of the Board's finances which would include financial audit and the collection of drainage rates. The Clerk would continue with the general administration and arranging of the Board's Meetings together with the keeping of the Minutes. Since the Financial role would be mainly removed from the Clerk he agreed that his salary should be reduced by the amount payable to MLC for the financial services from the date of the handover of the accounting to MLC.

It was resolved by the Board following a proposal by Mr Derek Smith seconded by Mr Lloyd Smith with all members present voting unanimously that the offer from the MLC be accepted and the Clerk said he would arrange a meeting with the CEO and Financial Officer of the MLC to arrange the mechanics of the handover which was likely to take some time in view of changes to be made to the Financial Regulations and some policies and also the banking arrangements. It was also relevant to consider giving authority to the Financial Officer to make expenditure up to a certain level without obtaining the formal approval of the Board and to allow expenditure up to a certain figure without the need to seek comparative estimates. The Clerk will report back to the Board on such matters once he had talked to MLC.

EGM 18.1.6.

Review of Policies and Plans.

The following policies/plans/statements were reviewed as indicated below:-

18.1.6.1 Statement of Internal Control to be changed where necessary after the meeting with MLC.

18.1.6.2 Complaints Procedure needs no new changes.

18.1.6.3 Policy Statement on flood protection and water level management needs no new changes.

18.1.6.4. Financial Regulations to be changed where necessary after the meeting with the MLC.

18.1.6.5. Risk Management Policy needs no new changes.

18.1.6.6. Standing Orders need no changes.

18.1.6.7. Code of Conduct needs no changes.

It was resolved that the reviews take place as recorded above. Proposed by Mr Dale Abblitt and seconded by Mr John Skoulding with all members present voting in favour.

EGM 18.1.7.

The Clerk reported that the un-presented cheque for £1274.40 was causing problems in presenting the Accounts and making the Annual Governance and Accountability Return difficult each year. The Internal Auditor had recommended that since the payee Ashman had gone bankrupt so long ago the Board should write back and cancel the cheque so as to write off this Creditor. The Board resolved to write back this cheque so as to cancel the creditor for the purposes of the Accounts.

There being no other business the meeting having started at 7pm finished at 8pm.