

**Minutes of the Whittlesey & District IDB Meeting held on
Tuesday, 13th June 2023 at 2.30 pm @ The Falcon Hotel, Whittlesey**

Present: R Fletcher (Chairman), A Cade (Vice Chairman), R Easton, A Wagstaffe, P Tingey, S Goodger, T Martin, M Fisher, Cllr D Laws, Cllr H Nawaz, Cllr A Miscandlon, R Price (CEO), A Price

WD01/23. Apologies for absence: R Brown, J Fountain, M Sweet, Cllr E Butler, H Whittome, C Saunders, Cllr K Mayer

a. Declaration of Pecuniary Interest:

- i) Pecuniary interests were declared, and all members agreed to abstain where appropriate.
- ii) The Minutes were read and approved for the meeting of 7th February 2023.

WD02/23. Matters Arising

a. Telemetry

R Price reported that due to a malfunction of the current midi 8 telemetry unit at Goosetree Estates he had arranged for the replacement unit to be upgraded to the new midi10. The prices of both units are the same, but some additional expenditure will be acquired to rewire certain parts of the panels. This will upon completion give the Board remote control of the station.

b. Rating Strategy and Mapping

R Price reported that currently the DTS system hadn't been implemented. R Fletcher asked when the system would be in use. The CEO suggested that it upon manually changing the Board's rateable maps to encompass pending land changes the information would be submitted to WLMA.

c. Employment Policy

The CEO motioned the Board to adopt the 'White Book', as it's employment policy. The White Book comes from a group of Lincolnshire IDBs which cost share to update the policy annually to conform with new legislation that may pass at a cost of £50 per annum. The Board approved and passed the motion.

d. Appraisals

R Fletcher reported to the Board that CEO R Price had not had a pay increase in 3 years, and using the White Book suggested that the Board agree to lock his salary for 3 years at payment grade 28. The paygrade suggested falls inline with other IDBs at the Senior Management level. The next 3 years will then follow the White Book's inflation scale for PAYE. The Board agreed to renew PDSM Ltd.'s contract for 3 more years at a 10% increase.

WD19/22. Operation Engineer

- a. R Price ran through the prospective drainworks programme. As discussed at the at prior meetings the works will commence in the Conquest Lode area.
- b i) R Price gave a review of general repairs that are currently underway within the district.
 - ii) The Board asked R Price to get prices for structural reviews of all of it's assets so it can be ready for potential building/ pump failures in the future. Going forward it was noted by Cllr H Nawaz that it would be responsible of the Board to engage in a periodical technical audit of its assets.

WD20/22. General Matters

- a. Risk Management & Health & Safety

In 2018/19 the NFU did all the risk assessments. Anything flagged has now been dealt with. This is due to be re-evaluated upon new HSE legislation. R Price reported that he has submitted a claim to the NFU regarding emergency pumping costs for 2020/21 following a review with the NFU.

b. i) Defra are still speaking to Ofgem to discuss whether the increases in standing charges that IDBs face are lawful.

ii) R Price reported about the upcoming Lowland Agricultural Peat Small Infrastructure Pilot. The grant will be made available to IDB's with more than 100 hectares of peat land, and that more details will be released in due course.

WD21/22. Payments 2021/22

The Board considered and approved the payments of Vouchers 119-161 totalling £120,134.15 for the fiscal year 2022/23.

The Board considered and approved the payments of Vouchers 001-027 totalling £37,835.16 for the current financial year of 2023/24.

DATE	Payee - Description	Code	Voucher Number	Invoice Number	AMOUNT (ex. VAT)	VAT	AMOUNT (inc. VAT)
17-Apr-23	NFU INSURANCE	AM07	1	1156283529	£ 559.30		£ 559.30
17-Apr-23	CAMBS PENSION	OE07	2		£ 797.30		£ 797.30
17-Apr-23	PDSM LTD	AM01	3	17	£ 1,250.00		£ 1,250.00
17-Apr-23	R PRICE SALARY & EXP	OE01	4		£ 2,122.67		£ 2,122.67
17-Apr-23	4 WIRE	PSG12	4		£ 204.00		£ 204.00
17-Apr-23	LARRYS HEEL BAR KEYS	PSG12	4		£ 9.60		£ 9.60
17-Apr-23	MAMMOTH WORKWEAR	OE08	4	301261	£ 89.85	£ 17.97	£ 107.82
18-Apr-23	TMC	PSF15	5	23980	£ 225.00	£ 45.00	£ 270.00
24-Apr-23	SMS	PSE11	6	ESL-SINV039940	£ 291.65	£ 58.33	£ 349.98
04-May-23	SWALEC	PSE11	7	823784219	£ 1,023.44	£ 204.68	£ 1,228.12
05-May-23	SWALEC	PSE14	8	391353066/0014	£ 6,299.69	£ 1,259.93	£ 7,559.62
09-May-23	SWALEC	PSE05	9	4585343211	£ 836.48	£ 167.29	£ 1,003.77
09-May-23	SWALEC CREDIT	PSE05	9	4585343211	-£ 150.00		-£ 150.00
11-May-23	YU ENERGY		10				£ 832.60
11-May-23	YU ENERGY		11				£ 151.18
11-May-23	YU ENERGY		12				£ 546.76
11-May-23	YU ENERGY		13				£ 1,009.13
11-May-23	YU ENERGY		14				£ 180.96
16-May-23	HUWS GRAY	PSF12	15	IE158963	£ 38.88	£ 7.78	£ 46.66
16-May-23	R HALES	OE05	16		£ 40.00		£ 40.00
16-May-23	R HALES	OE06	16		£ 15.28		£ 15.28
16-May-23	HARGRAVE AGRI	PSG00	17	133078	£ 64.84	£ 12.97	£ 77.81
16-May-23	CHURCHES FIRE SECURITY	PSF00	18	S123-068225	£ 555.08	£ 111.02	£ 666.10
16-May-23	CAMBS PENSION	OE07	19		£ 768.83		£ 768.83
16-May-23	HMRC	AM05	20		£ 834.52		£ 834.52
16-May-23	ADA SUBS	AM08	21	WHITTLES	£ 1,917.60		£ 1,917.60
16-May-23	R PRICE	OE01	22		£ 2,122.47		£ 2,122.47
16-May-23	PDSM LTD	AM01	23	1	£ 1,250.00		£ 1,250.00
16-May-23	R PRICE MILEAGE	OE02	23	1	£ 1,537.25		£ 1,537.25
16-May-23	R PRICE PHONE	OE03	23	1	£ 28.33		£ 28.33
16-May-22	R PRICE INTERNET	OE04	23	1	£ 46.00		£ 46.00
16-May-23	SC ELECTRICAL	PSB15	24	987	£ 210.00	£ 42.00	£ 252.00
16-May-23	SC ELECTRICAL	PSD07	24	960	£ 3,242.58	£ 648.52	£ 3,891.10
16-May-23	SC ELECTRICAL	PSB15	24	989	£ 120.00	£ 24.00	£ 144.00
16-May-23	SC ELECTRICAL	PSB07	24	988	£ 140.00	£ 28.00	£ 168.00
16-May-23	SC ELECTRICAL	PSD13	24	1004	£ 435.00	£ 87.00	£ 522.00
16-May-23	SC ELECTRICAL	PSB12	24	1006	£ 160.00	£ 32.00	£ 192.00
16-May-23	SC ELECTRICAL	PSD01	24	1011	£ 1,310.63	£ 262.13	£ 1,572.76
16-May-23	SC ELECTRICAL	PSD06	24	1010	£ 2,379.71	£ 475.94	£ 2,855.65
22-May-23	DRAX		25				£ 66.23
25-May-23	DRAX	PSE11	26		£ 1,413.18	£ 282.58	£ 1,695.76
30-May-23	DRAX		27				£ 4,762.67

DATE	Payee - Description	Code	Voucher Number	Invoice Number	AMOUNT (ex. VAT)	VAT	AMOUNT (inc. VAT)
16-Jan-23	SWALEC	PSE10	119	832784219	£ 24.37	£ 1.21	£ 25.58
16-Jan-23	SWALEC	PSE14	120	391353066/0013	£ 488.23	£ 97.64	£ 585.87
16-Jan-23	SWALEC	PSE15	121	9381443215	£ 979.54	£ 195.90	£ 1,175.44
17-Jan-23	R HALES SALARY DEC	OE05	122		£ 128.00		£ 128.00
17-Jan-23	R HALES MILEAGE DEC	OE06	122		£ 41.15		£ 41.15
17-Jan-23	CAMBS CC PENSION	OE07	123	281	£ 797.30		£ 797.30
17-Jan-23	HMRC Tax Nic	AM05	124		£ 849.09		£ 849.09
17-Jan-23	SC ELECTRICAL LTD	PSB05	125	895	£ 250.00	£ 50.00	£ 300.00
17-Jan-23	SC ELECTRICAL LTD	PSD11	125	897	£ 665.00	£ 133.00	£ 798.00
17-Jan-23	R PRICE SALARY	OE01	126		£ 2,122.47		£ 2,122.47
17-Jan-23	PDSM LTD ADMIN	AM01	127		£ 1,250.00		£ 1,250.00
17-Jan-23	R PRICE MILEAGE DEC	OE02	127		£ 1,392.30		£ 1,392.30
17-Jan-23	R PRICE TELEPHONE	OE03	127		£ 32.11		£ 32.11
17-Jan-23	R PRICE INTERNET	OE04	127		£ 40.00		£ 40.00
17-Jan-23	PJ THORY	DM02	128	28266	£ 4,131.85	£ 826.37	£ 4,958.22
18-Jan-23	SC ELECTRICAL LTD	PSD08	129	847	£ 481.00	£ 96.20	£ 577.20
19-Jan-23	DRAX ENERGY	PSE01	130	1106642223	£ 83.05	£ 4.15	£ 87.20
24-Jan-23	DRAX ENERGY	PSE09	131	1106678129	£ 27.32	£ 1.36	£ 28.68
24-Jan-23	DRAX ENERGY	PSE06	131	1106678130	£ 1,050.68	£ 210.11	£ 1,260.79
24-Jan-23	DRAX ENERGY	PSE08	131	1106678131	£ 1,042.72	£ 208.54	£ 1,251.26
24-Jan-23	DRAX ENERGY	PSE01	131	1106678132	£ 364.71	£ 72.14	£ 436.85
24-Jan-23	DRAX ENERGY	PSE07	131	1106678133	£ 534.91	£ 106.98	£ 641.89
24-Jan-23	DRAX ENERGY	PSE12	131	1106678134	£ 731.50	£ 146.28	£ 877.78
24-Jan-23	DRAX ENERGY	PSE13	131	1106678135	£ 416.75	£ 83.28	£ 500.03
24-Jan-23	DRAX ENERGY	PSE03	131	1106678136	£ 192.79	£ 9.63	£ 202.42
26-Jan-23	SWALEC	PSE04	132	2682484213	£ 30.49	£ 1.52	£ 32.01
26-Jan-23	SWALEC	PSE05	133	4585343211	£ 168.36	£ 8.41	£ 176.77
06-Feb-23	DRAX ENERGY	PSE11	134	1106712165	£ 862.10	£ 172.41	£ 1,034.51
10-Feb-23	DRAX ENERGY	PSE11	134	1106712165	£ 862.10	£ 172.41	£ 1,034.51
16-Feb-23	R HALES SALARY JAN	OE05	135		£ 166.40		£ 166.40
16-Feb-23	R HALES MILEAGE JAN	OE06	135		£ 51.09		£ 51.09
16-Feb-23	SC ELECTRICAL LTD	PSB08	136	905	£ 75.00	£ 15.00	£ 90.00
16-Feb-23	SC ELECTRICAL LTD	PSB11	136	912	£ 80.00	£ 16.00	£ 96.00
16-Feb-23	SC ELECTRICAL LTD	PSD11	136	935	£ 455.00	£ 91.00	£ 546.00
16-Feb-23	CAMBS CC PENSION	OE07	137	281	£ 797.30		£ 797.30
16-Feb-23	HMRC Tax Nic	AM05	138		£ 828.29		£ 828.29
16-Feb-23	SC ELECTRICAL LTD	PSD12	139	921	£ 794.04	£ 158.81	£ 952.85
16-Feb-23	R PRICE SALARY	OE01	140		£ 2,122.47		£ 2,122.47
16-Feb-23	PDSM LTD ADMIN	AM01	141	13	£ 1,250.00		£ 1,250.00
16-Feb-23	R PRICE MILEAGE DEC	OE02	141	13	£ 1,071.20		£ 1,071.20
16-Feb-23	R PRICE TELEPHONE	OE03	141	13	£ 32.11		£ 32.11
16-Feb-23	R PRICE INTERNET	OE04	141	13	£ 40.00		£ 40.00
16-Feb-23	R PRICE LAPTOP MICROSOFT	AM02	141	13	£ 79.99		£ 79.99
16-Feb-23	MEETING EXP FALCON HTL	AM04	141	13	£ 127.50		£ 127.50
16-Feb-23	ENVIRO AGENCY	AM11	142	222293	£32,974.58		£32,974.58
20-Feb-23	DRAX ENERGY	PSE02	143	1106724381	£ 84.54	£ 4.23	£ 88.77
22-Feb-23	DRAX ENERGY	PSE09	144	1106753840	£ 27.30	£ 1.35	£ 28.65
22-Feb-23	DRAX ENERGY	PSE06	144	1106753841	£ 856.44	£ 171.47	£ 1,027.91
22-Feb-23	DRAX ENERGY	PSE08	144	1106753842	£ 1,329.64	£ 265.92	£ 1,595.56
22-Feb-23	DRAX ENERGY	PSE01	144	1106753843	£ 731.87	£ 146.28	£ 878.15
22-Feb-23	DRAX ENERGY	PSE07	144	1106753844	£ 821.10	£ 163.98	£ 985.08
22-Feb-23	DRAX ENERGY	PSE12	144	1106753845	£ 1,050.59	£ 209.31	£ 1,259.90
22-Feb-23	DRAX ENERGY	PSE13	144	1106753846	£ 618.16	£ 122.65	£ 740.81
22-Feb-23	DRAX ENERGY	PSE03	144	1106753847	£ 192.89	£ 9.62	£ 202.51
24-Feb-23	DRAX ENERGY	PSE11	145	1106777276	£ 1,229.91	£ 246.01	£ 1,475.92
24-Feb-23	DRAX ENERGY CARRIED FWD	PSE11	142	1106777276	£ 48.21		£ 48.21
27-Feb-23	AF GROUP SUBS	AM08	146	932785	£ 275.00	£ 55.00	£ 330.00
15-Mar-23	R HALES SALARY FEB	OE05	147		£ 80.00		£ 80.00
15-Mar-23	R HALES MILEAGE FEB	OE06	147		£ 28.66		£ 28.66
15-Mar-23	CAMBS CC PENSION	OE07	148	281	£ 797.30		£ 797.30
15-Mar-23	MIDDLE LEVEL	HIDB	149	21949	£ 154.09	£ 30.82	£ 184.91
15-Mar-23	MIDDLE LEVEL	WWDC	149	21950	£ 98.70	£ 19.74	£ 118.44
15-Mar-23	MIDDLE LEVEL	PSC02	149	21948	£ 304.89	£ 60.98	£ 365.87
15-Mar-23	MIDDLE LEVEL	AM06	149	22023	£ 473.75	£ 94.75	£ 568.50
15-Mar-23	SC ELECTRICAL	PSG03	150	954	£ 522.00	£ 104.40	£ 626.40
15-Mar-23	SC ELECTRICAL	PSD07	150	937	£ 803.17	£ 160.63	£ 963.80
15-Mar-23	R PRICE SALARY	OE01	151		£ 2,122.47		£ 2,122.47
15-Mar-23	PDSM LTD ADMIN FEB	AM01	152		£ 1,250.00		£ 1,250.00
15-Mar-23	PDSM LTD ADMIN MARCH	AM01	152		£ 1,250.00		£ 1,250.00
15-Mar-23	R PRICE MILEAGE FEB	OE02	152		£ 847.60		£ 847.60
15-Mar-23	R PRICE TELEPHONE	OE03	152		£ 32.11		£ 32.11
15-Mar-23	R PRICE INTERNET	OE04	152		£ 46.00		£ 46.00
15-Mar-23	R J DALE	DM01	153	F227-23	£ 3,750.75	£ 750.15	£ 4,500.90
15-Mar-23	P D GREEN	DM02	154	SI-21	£ 7,250.00	£ 1,450.00	£ 8,700.00
15-Mar-23	P D GREEN	PSF00	154	SI-21	£ 682.00	£ 136.40	£ 818.40
20-Mar-23	DRAX ENERGY	PSE02	155	1106803283	£ 65.39	£ 3.27	£ 68.66
23-Mar-23	DRAX ENERGY	PSE11	156	1106839640	£ 29.23	£ 1.76	£ 30.99
23-Mar-23	DRAX ENERGY	PSE06	156	1106839641	£ 641.13	£ 128.21	£ 769.34
23-Mar-22	DRAX ENERGY	PSE06	156	1001525693	-£ 150.00		-£ 150.00
23-Mar-23	DRAX ENERGY	PSE08	156	1106839642	£ 566.51	£ 113.30	£ 679.81
23-Mar-23	DRAX ENERGY	PSE08	156	1001525717	-£ 150.00		-£ 150.00
23-Mar-23	DRAX ENERGY	PSE01	156	1106839643	£ 112.82	£ 5.89	£ 118.71
23-Mar-23	DRAX ENERGY	PSE01	156	1001225669	-£ 150.00		-£ 150.00
23-Mar-23	DRAX ENERGY	PSE07	156	1106839644	£ 298.11	£ 59.61	£ 357.72
23-Mar-23	DRAX ENERGY	PSE07	156	1001525705	-£ 150.00		-£ 150.00
23-Mar-23	DRAX ENERGY	PSE12	156	1106839645	£ 390.72	£ 78.15	£ 468.87
23-Mar-23	DRAX ENERGY	PSE13	156	1106839646	£ 295.43	£ 59.08	£ 354.51
23-Mar-23	DRAX ENERGY	PSE03	156	1106839647	£ 177.10	£ 9.16	£ 186.26
23-Mar-23	DRAX ENERGY	PSE03	156	1001525701	-£ 150.00		-£ 150.00
24-Mar-23	MIDDLE LEVEL	PSC07	157	22080	£ 170.00	£ 34.00	£ 204.00
24-Mar-23	SC ELECTRICAL	HIDB	158	946	£ 210.00	£ 42.00	£ 252.00
24-Mar-23	NFU MUTUAL INSURANCE	AM07	159	1154540231/1	£ 9,240.00	£ 730.10	£ 9,970.10
24-Mar-23	NFU MUTUAL INSURANCE	HIDB	159		£ 2,869.17		£ 2,869.17
24-Mar-23	NFU MUTUAL INSURANCE	FIDB	159		£ 1,599.23		£ 1,599.23
24-Mar-23	NFU MUTUAL INSURANCE	WWDC	159		£ 1,579.43		£ 1,579.43
28-Mar-23	DRAX ENERGY	PSE11	160	1106777276	-£ 1,229.91	£ 246.01	-£ 1,475.92
28-Mar-23	DRAX ENERGY	PSE11	160	1106859964	£ 1,080.70	£ 216.17	£ 1,296.87
28-Mar-23	DRAX ENERGY	PSE11	160	1106859965	£ 541.94	£ 108.38	£ 650.32
28-Mar-23	DRAX ENERGY	PSE11	160	1001525680	-£ 150.00		-£ 150.00
29-Mar-23	PDSM LTD ADMIN	AM01	161	16	£ 5,228.04		£ 5,228.04

WD22/22. Income & Expenditure

R Price reported on the current income (£388,391.97) and expenditure (£355,716.00) for 2022/2023. Due to banking difficulties only an expenditure of £37,835.16 was reported on.

WD23/22. Rates and Levy Requirement

Annual Accounts year ending 31st March 2023.

a) The Board approved the Annual Governance Statement for the year ended 31st March 2023.

b) The Board approved the Annual Accounting Statement for the year ending 31st March 2023.

c) R Price reported that the Notice of public Rights and Publication of unaudited Annual Return will run from 7th July to 31st July 2023 and the appropriate notices will be displayed. Once the AGAR form is complete and signed off with the end of year accounts by the external auditor, the return will be posted on the website to view, to enable and concerns to be raised as part of the Good Governance guide. A copy of the AGAR form and end of year accounts will be sent to all general committee members for their approval.

e) The Board consider and approve Internal Audit arrangements for 2023/24.

R Price is to look for a new auditor with I Cooper announcing his retirement.

WD24/22. Date of next meeting

7th November 2023, with food to be served afterwards.

WD25/22. Any Other Business

The Chairman thanked everyone in attendance.

The meeting was called to close at 15.51pm.