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21 May 2024

## ALCONBURY & ELLINGTON IDB

### NOTICE

Notice is hereby given that a meeting of the Alconbury & Ellington Internal Drainage Board will be held on Tuesday, 28 May 2024 at 9 am. The meeting will be held at Brookfield Farm, Great Stukeley, PE28 4AB and virtually via Microsoft Teams.

To join by Microsoft Teams: [Click here](#). To join by phone, please contact the office for joining details.

If any member of the public would like to join the general business session, please contact Alice Smith, Executive Assistant, via email [alice.smith@idbs.org.uk](mailto:alice.smith@idbs.org.uk) before 4 pm on Friday, 24 May 2024. Details of how to join the meeting will be emailed to you prior to the start of the meeting.

### AGENDA

1. Apologies for absence
2. Declarations of Interest
3. To confirm the minutes of the last Board meeting held on 30 January 2024 (**Pages 4 - 9**)
4. Matters arising from the minutes, not covered elsewhere on the agenda
5. To consider and approve the Engineering Report (**Pages 10 - 12**)
6. To consider and approve the Operations Report (**Pages 13 - 15**)
7. To consider and approve the Internal Audit Report for the financial year ending 31 March 2024 and confirm the reappointment of the Internal Auditor for 2024/25 (**Pages 16 - 27**)
8. To consider and approve the Financial Report and reconciliation to the Annual Governance and Accountability Return for the financial year ending 31 March 2024 (**Pages 28 - 39**)
9. To consider and approve the Annual Governance and Accountability Return for the financial year ending 31 March 2024 for submission to external audit (**Pages 40 - 45**)
10. To consider and approve the date of commencement period for the exercise of public rights to inspect the Annual Governance and Accountability Return for the year ending 31 March 2024 (proposed Monday 3 June 2024 to Friday 12 July 2024)

*Cont'd*

Harry Raby (Chairman)      John Sewell (Vice-Chairman)

Phil Camamile (Chief Executive)

Constituted by the Great Ouse River Board (Alconbury and Ellington Internal Drainage District) Order 1961,  
Statutory Instrument 1965 No. 837.

11. To consider and approve any material changes to the Corporate Risk Register with a risk assessment matrix score of  $\geq 6$  (**Pages 46 - 49**)
12. Correspondence
  - Water Resources East: Update and contribution for 2024/25 (**Pages 50 - 53**)
  - To co-opt Mr Charles Dallywater as a Board member to fill one of the 4 casual vacancies
13. Type / Date / Time of next meeting: Hybrid meeting, at Brookfield Farm, Great Stukeley and virtually via Microsoft Teams, 12 November 2024 at 9 am
14. Any other business
15. Open Forum: to hear from any member of the public, with leave of the Chairman
16. **CONSORTIUM MATTERS – [View here](#)**
  - 16.1 To receive the unconfirmed minutes of the last Joint Management Committee (JMC) meeting held on 30 April 2024
  - 16.2 To receive the JMC's Operations Report
  - 16.3 To receive the JMC's Social Media Report
  - 16.4 To receive the JMC's Schedule of Paid Accounts, for the period 1 November 2023 to 31 March 2024 for publication on the Group's website
  - 16.5 To receive the JMC's Financial Report and Accounts for the year ending 31 March 2024
  - 16.6 To receive the Group's Performance Report for 2023/24
  - 16.7 To adopt the Group's objectives for 2024/25 as recommended by the JMC
  - 16.8 To receive the Group's Carbon Management Plan
  - 16.9 To receive the Drainage Rating Management Software (DRS) Report
  - 16.10 To receive the Group's Annual Carbon Report for 2023/24
  - 16.11 To receive the following policy update:
    - Schedule of Charge Out Rates for 2024/25
    - Financial Regulations
    - Business Continuity Plan
    - Condition of Service and Benefits
    - Development Control Charges and Fees
    - Document Retention and Destruction Policy
    - Environmental Responsibilities
    - Investment Strategy
  - 16.12 To mandate the Board's Representatives on any specific matter relating to the Bedford Group of Drainage Boards for discussion at the next JMC meeting on 24 September 2024

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**17. CONFIDENTIAL BUSINESS**

This section of the agenda provides an opportunity for members to raise and discuss any confidential business when the public are excluded from the meeting in accordance with the Board's Standing Orders:

- 17.1 To receive the unconfirmed confidential minutes of the last JMC meeting held on 30 April 2024 ([View here](#))
- 17.2 Any other confidential business