

# Annual Internal Audit Report 2024/25

EAST HARLING I.D.B.  
 EHIDS, DEQ.UK  
~~EHIDS, DEQ.UK~~

During the financial year ended 31 March 2025, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2024/25 has been carried out in accordance with this authority'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 control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

| Internal control objective   | Yes | No* | Not covered**  |
|--|-----|-----|----------------|
| A. Appropriate accounting records have been properly kept throughout the financial year.   | ✓   |     |                |
| B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.  | ✓   |     |                |
| C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.  | ✓   |     |                |
| D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.   | ✓   |     |                |
| E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.  | ✓   |     |                |
| F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.   | ✓   |     |                |
| G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.  | ✓   |     |                |
| H. Asset and investments registers were complete and accurate and properly maintained.   | ✓   |     |                |
| I. Periodic bank account reconciliations were properly carried out during the year.  | ✓   |     |                |
| J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.   | ✓   |     |                |
| K. If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")  | ✓   |     |                |
| L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.   | ✓   |     |                |
| M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2024-25 AGAR period, were public rights in relation to the 2023-24 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set). | ✓   |     |                |
| N. The authority has complied with the publication requirements for 2023/24 AGAR (see AGAR Page 1 Guidance Notes).   | ✓   |     |                |
| <b>O. (For local councils only)</b><br>Trust funds (including charitable) – The council met its responsibilities as a trustee.   | Yes | No  | Not applicable |

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken: 10/05/2024, 17/09/2024, 14/01/2025  
 Name of person who carried out the internal audit: RICHARD A. ALBOROUGH.  
 Signature of person who carried out the internal audit:   
 Date: 13/05/2025.

\*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

## Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

*EAST HARLING I.D.B.*

our responsibility for ensuring that there is a sound system of internal control, including arrangements for 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 2025, that:

|   | Agreed |     |     | 'Yes' means that this authority:   |
|---|--------|-----|-----|--|
|   | Yes    | No* |     |  |
| 1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.  | ✓      |     |     | <i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>   |
| 2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.  | ✓      |     |     | <i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>   |
| 3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances. | ✓      |     |     | <i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>   |
| 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.   | ✓      |     |     | <i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>   |
| 5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.  | ✓      |     |     | <i>considered and documented the financial and other risks it faces and dealt with them properly.</i>  |
| 6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.  | ✓      |     |     | <i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i> |
| 7. We took appropriate action on all matters raised in reports from internal and external audit.  | ✓      |     |     | <i>responded to matters brought to its attention by internal and external audit.</i>   |
| 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 this authority and, where appropriate, have included them in the accounting statements.                                  | ✓      |     |     | <i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>   |
| 9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.                         | Yes    | No  | N/A | <i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>   |

**\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

*29 05 2025*

and recorded as minute reference:

*7 (a)*

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

Clerk

  


## Section 2 – Accounting Statements 2024/25 for

EAST HARLING I.D.B.

|   | Year ending           |                       | Notes and guidance  |
|---|-----------------------|-----------------------|---|
|   | 31 March<br>2024<br>£ | 31 March<br>2025<br>£ |   |
| 1. Balances brought forward                                 | 353611                | 357276                | 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. (+) Precept or Rates and Levies                          | 41952                 | 37399                 | Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.   |
| 3. (+) Total other receipts                                 | 31677                 | 49879                 | Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.   |
| 4. (-) Staff costs  | 18970                 | 20479                 | Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments. |
| 5. (-) Loan interest/capital repayments                     | NONE                  | NONE                  | Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).  |
| 6. (-) All other payments                                   | 80993                 | 113193                | Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).  |
| 7. (=) Balances carried forward                             | 357276                | 310881                | Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).   |
| 8. Total value of cash and short term investments           | 357276                | 310881                | 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 plus long term investments and assets | 3050                  | 3050                  | The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.  |
| 10. Total borrowings  | NONE                  | NONE                  | The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).  |

| For Local Councils Only                                    | Yes | No | N/A |   |
|--|-----|----|-----|---|
| 11a. Disclosure note re Trust funds (including charitable) |     |    |     | The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets. |
| 11b. Disclosure note re Trust funds (including charitable) |     |    |     | The figures in the accounting statements above exclude any Trust transactions.                                |

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval



Date

28/05/2025

I confirm that these Accounting Statements were approved by this authority on this date:

29/05/2025

as recorded in minute reference:

7 (b)

Signed by Chair of the meeting where the Accounting Statements were approved



# Section 3 – External Auditor’s Report and Certificate 2024/25

In respect of

EAST HARLING TOWN COUNCIL

## 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02 as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website — <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

## 2 External auditor’s limited assurance opinion 2024/25

(Except for the matters reported below)\* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other 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 draw to the attention of the authority:

(continue on a separate sheet if required)

## 3 External auditor certificate 2024/25

We certify/do not certify\* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

\*We do not certify completion because:

External Auditor Name

# Explanation of variances – pro forma

Name EAST HARLING of I. D. B. smaller authority:

County area (local councils and parish meetings only):

Please provide **full explanations, including numerical values**, for the following:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- a breakdown of approved reserves if the total reserves (Box 7) figure is more than twice the annual precept/rates & levies value (Box 2).

| Section 2   | 2024<br>£  | 2025<br>£ | Variance<br>£ | Variance<br>%              | Detailed explanation of variance<br>(with amounts £)   |
|---|--|-----------|---------------|----------------------------|--|
| <b>Box 2</b><br>Precept or Rates and Levies                         |  |           |               |                            |  |
| <b>Box 3</b><br>Total other receipts                                | 31677  | 49579     | 18202         | 57.46<br><del>16.16%</del> | PSCA payments £5000 to £11500<br>Highland water £9019 to £14574<br>WAT £7657 to £12379<br>Interest £9969 to £11424 |
| <b>Box 4</b><br>Staff costs   |  |           |               |                            |  |
| <b>Box 5</b><br>Loan interest/ capital repayments                   |  |           |               |                            |  |
| <b>Box 6</b><br>All other payments                                  | 80993  | 113193    | 32200         | 39.76                      | Maintenance £33440 to £52130<br>WAT £12379 to £17691<br>Admin £2607 to £3962 for GIS system                        |
| <b>Box 9</b><br>Total fixed assets & long term investments & assets |  |           |               |                            |  |
| <b>Box 10</b><br>Total borrowings                                   |  |           |               |                            |  |
| <b>Explanation for 'high' reserves</b>                              | Box 7 is more than twice Box 2 because the authority held the following breakdown of reserves at the year end: Reserves have reduced through increased maintenance. Reserves built up as previously reported through committed sum payments. |           |               |                            |  |

# Bank reconciliation – pro forma

Name of smaller authority: EAST HARLING I.D.B

County area (local councils and parish meetings only): \_\_\_\_\_

## Financial year ending 31 March 20

Prepared by COLIN DAVID WRIGHT (Name and role)

Date 06.05.2025

|   |                   |           |
|---|-------------------|-----------|
| Balance per bank statements as at 31 March 2025 | £                 | £         |
|   | 3,163.84          |           |
| CURRENT   | 57,717.48         |           |
| BUSINESS RESERVE                                | <u>250,000.00</u> |           |
| TREASURY  |                   |           |
| Petty cash float (if applicable)                |                   | 310881.32 |
| Less: any unpresented cheques at 31 March 2025  |                   |           |

Add: any un-banked cash at 31 March 2025

Net balances as at 31 March 2025 (Box 8) 310881.32

**The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows:**

### CASH BOOK:

|   |                   |
|---|-------------------|
| Opening Balance 1 April 2024 (prior year Box 8)   | 357,275.32        |
| Add: Receipts in the year   | 87,278.12         |
| Less: Payments in the year  | <u>133,672.12</u> |
| Closing balance per cash book [receipts and payments book] as at 31 March 2025 must equal net balances above – Box 8) | <u>310881.32</u>  |

(See [example](#) for guidance if required)

Account Name  
EAST HARLING INTERNAL DRAINAGE  
BOARD  
BUSINESS CURRENT ACCOUNT

Account No 77608429 Sort Code 60-15-31 Page No 1 of 3



Current Account

00034231/00068952/355 0073059-0002-0  
THE MANAGER  
E HARLING INT DRAINAGE BOARD  
BOUNDARY FARM,ASH LANE  
CARLETON RODE,NORWICH  
NR16 1RU



| Summary          |                            |
|------------------|----------------------------|
| Statement Date   | 14 APR 2025                |
| Period Covered   | 15 MAR 2025 to 14 APR 2025 |
| Previous Balance | £3,683.44                  |
| Paid In          | £14,496.04                 |
| Withdrawn        | £12,688.43                 |
| New Balance      | £5,491.05                  |
| BIC              | NWBKGB2L                   |
| IBAN             | GB40NWBK60153177608429     |

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If you have changed your address or telephone number please let us know.

| Date        | Description   | Paid In(£) | Withdrawn(£) | Balance(£) |
|-------------|---|------------|--------------|------------|
| 15 MAR 2025 | BROUGHT FORWARD   |            |              | 3,683.44   |
| 20 MAR      | Automated Credit WATERCOURSE INV 149 OVERPYMT FP<br>19/03/25 1940 688222340491913001              | 180.00     |              | 3,863.44   |
|             | Credit No.000151 601531   | 12.39      |              | 3,875.83   |
| 21 MAR      | Automated Credit GBS RE EA PAYMENTS 1001597712  | 5,000.00   |              | 8,875.83   |
| 24 MAR      | Automated Credit GBS RE EA PAYMENTS 1001597937  | 1,500.00   |              | 10,375.83  |
|             | OnLine Transaction C D WRIGHT EHIDB VIA MOBILE - PYMT<br>FP 24/03/25 10 53112551635157000N        |            | 131.99       | 10,243.84  |
| 26 MAR      | OnLine Transaction WATERCOURSE MAN EHIDB VIA MOBILE<br>- PYMT FP 26/03/25 10 43181157249542000N   |            | 7,080.00     | 3,163.84   |
| 02 APR      | Automated Credit LEVENTIS C&J BRECKLESHALL26 FP<br>02/04/25 1200 717254430021204001               | 53.27      |              | 3,217.11   |
|             | Automated Credit LYNN A+L RATES NO 110 FP 02/04/25 1554<br>RP4659982081562400                     | 8.69       |              | 3,225.80   |
|             | Automated Credit NORFOLK PROPERTY L I MORGAN<br>WARREN HS FP 02/04/25 1237 400000001540460217     | 76.60      |              | 3,302.40   |
|             | Automated Credit PONCIA MARTIN 196 FP 02/04/25 0949<br>FP25092003799935                           | 6.97       |              | 3,309.37   |
|             | OnLine Transaction C D WRIGHT EHIDB VIA MOBILE - PYMT<br>FP 02/04/25 10 41132302235900000N        |            | 122.40       | 3,186.97   |
| 03 APR      | Automated Credit SEAGO+LEE SEAGO + LEE 153 FP 02/04/25<br>2052 RP4659982121880000                 | 33.32      |              | 3,220.29   |
|             | Automated Credit N STEVENS 97C/NR17 1PD FP 02/04/25<br>1929 100000001526709721                    | 12.99      |              | 3,233.28   |
|             | Automated Credit M BOGGIA MR T BURROUGHES FP<br>02/04/25 2002 500000001535889932                  | 14.76      |              | 3,248.04   |
|             | Automated Credit KENT T J(MISS) B DRAINAGE FP 03/04/25<br>1028 RP4659982171260700                 | 22.83      |              | 3,270.87   |
|             | OnLine Transaction From A/C 77608437 E HARLING INT DRAI<br>Via Mobile Xfer                        | 5,000.00   |              | 8,270.87   |
|             | OnLine Transaction WILLOW CONSULTING EHIDB VIA<br>MOBILE - PYMT FP 03/04/25 10 13131922164539000N |            | 3,600.00     | 4,670.87   |
| 04 APR      | Automated Credit BRECKLES GRANGE FA<br>BRECKLESGRANGE FP 04/04/25 1003 100000001527621305         | 702.73     |              | 5,373.60   |
|             | Automated Credit ODAMS T M L BACON FP 04/04/25 1336<br>680673406331404001                         | 22.06      |              | 5,395.66   |
|             | Automated Credit OSBORNE L J 188 IN RATE BOOK FP<br>04/04/25 0913 RP4659982310437300              | 5.42       |              | 5,401.08   |

Account Name  
EAST HARLING INTERNAL DRAINAGE  
BOARD  
BUSINESS RESERVE ACCOUNT

Account No 77608437 Sort Code 60-15-31 Page No 1 of 2



NatWest

00024971/00047325/355 0077370-0001-0  
THE MANAGER  
E HARLING INT DRAINAGE BOARD  
BOUNDARY FARM,ASH LANE  
CARLETON RODE,NORWICH  
NR16 1RU



### Business Reserve Account

| Summary          |                            |
|------------------|----------------------------|
| Statement Date   | 30 MAY 2025                |
| Period Covered   | 01 MAR 2025 to 30 MAY 2025 |
| Previous Balance | £62,654.05                 |
| Paid In          | £164.52                    |
| Withdrawn        | £10,000.00                 |
| New Balance      | £52,818.57                 |
| BIC              | NWBKGB2L                   |
| IBAN             | GB18NWBK60153177608437     |

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If you have changed your address or telephone number please let us know.

Interest paid for this account during TAX year 2024/25 was Gross interest £1197.75

Interest rate: 1.10% Gross / 1.11% AER

| Date        | Description  | Paid In(£) | Withdrawn(£) | Balance(£) |
|-------------|--|------------|--------------|------------|
| 01 MAR 2025 | BROUGHT FORWARD  |            |              | 62,654.05  |
| 13 MAR      | OnLine Transaction To A/C 77608429 E HARLING INT DRAI<br>Via Mobile Xfer |            | 5,000.00     | 57,654.05  |
| 31 MAR      | Interest 31MAR GRS 77608437  | 63.43      |              | 57,717.48  |
| 03 APR      | OnLine Transaction To A/C 77608429 E HARLING INT DRAI<br>Via Mobile Xfer |            | 5,000.00     | 52,717.48  |
| 30 APR      | Interest 30APR GRS 77608437  | 53.38      |              | 52,770.86  |
| 30 MAY      | Interest 30MAY GRS 77608437  | 47.71      |              | 52,818.57  |



The Manager  
East Harling Internal Drainage Board  
Boundary Farm, Ash Lane,  
Carleton Rode, Norwich  
NR16 1RU

Deposit Dealing Desk  
250 Bishopsgate  
London  
EC2M 4AA

Telephone: 0345 300 0329  
Relay UK: 18001 0345 300 0329

For more information on accessibility visit  
[www.natwest.com/accessibility](http://www.natwest.com/accessibility).

[DepositDealingDesk@natwest.com](mailto:DepositDealingDesk@natwest.com)

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C

03 January 2025

Your Ref: 14413278/11

### Treasury Reserve Deposit Confirmation Letter

East Harling Internal Drainage Board

We have pleasure in confirming the following Treasury Reserve Deposit:

|                              |               |                            |               |                |
|------------------------------|---------------|----------------------------|---------------|----------------|
| <b>From:</b> 03 January 2025 | <b>Term:</b>  | <b>Interest Rate % pa:</b> | <b>AER %:</b> | <b>Amount:</b> |
| <b>To:</b> 03 July 2025      | 6 Month Fixed | 3.55% Gross                | 3.58% Gross   | GBP 250,000.00 |

#### Important Information

All deposits will have interest paid gross, regardless of the tax status of the ultimate beneficiary of the interest. It is your responsibility to disclose any interest paid to you on your annual Tax Return. Annual Equivalent Rate (AER) illustrates what the interest rate would be if paid and compounded each year.

You must hold an instant access account (Account) with the Bank for the Term. The interest rate is fixed for the Term. Interest will be paid on maturity.

We may be prepared to allow you to break the term or the Bank may do so if it considers there are exceptional circumstances but if so, Break Costs may be payable. Further details of when Break Costs are payable are set out overleaf.

On maturity or early termination, the deposit and interest, after deducting any Break Costs, will be credited to the Account. Currently, the interest due to be credited to the Account for the whole Term is GBP 4,401.03 gross.

You may ask for the interest to be credited to another account you hold with the Bank. You must inform the Bank of changes to your instructions as to what is to happen on maturity at least two banking days before the end of the Term. There may be circumstances when the Bank may not be able to carry out your instructions. Calls may be recorded.

Yours faithfully

Deposit Dealing Desk

TRC003

900500037000010002



|                                    |                  |           |
|------------------------------------|------------------|-----------|
| ANNUAL VALUE OF AGRICULTURAL RATES | 146,446.40 x 10p | 14,644.64 |
| SPECIAL LEVY                       | 241,234.90 x 10p | 24,123.49 |

|                                      |           |
|--------------------------------------|-----------|
| Agricultural Rates paid in 2024/2025 | 13,275.26 |
| Agricultural Rates paid in advance   | (115.06)  |
| Agricultural Rates paid in arrears   | 1,350.47  |
| Rates under £5.00 written off        | 57.86     |
| Arrears from 2023/2024               | (76.11)   |
| Agricultural Rate due Annual Return  | 14,644.64 |

**EAST HARLING INTERNAL DRAINAGE BOARD**

**Land Drainage Act 1991**

NOTICE IS HEREBY GIVEN that the above Board in pursuance of the powers conferred upon them by the above Act did by a Resolution passed at a meeting held on the 24<sup>th</sup> January 2024 make:

- 1 A Drainage Rate of 10 pence in the pound on the aggregate annual value to raise £38,768.13 of their expenditure for the year ending 31st March 2025.
- 2 The amount of the Board's expenses raised by means of Drainage Rates is £14,644.64.
- 3 The amount of the Board's expenses raised by means of a Special Levy on Breckland District Council is £24,123.49.

Dated 29<sup>th</sup> day of January 2024.

Mr C D Wright  
Chief Executive Officer and Clerk  
Boundary Farm  
Ash Lane  
Carleton Rode  
Norwich  
NR16 1RU