

UPPER MEDWAY INTERNAL DRAINAGE BOARD



MINUTES OF THE MEETING of the Finance Committee
held on **Tuesday 19 January 2016** at 17 Albion Place

Members of the Committee Present

M Dobson - Acting Chairman

J I B Cannon
T J Reader
C B Wheeler
R Young

In attendance

M D Watson - Clerk & Engineer
L Collins - Office Administrator

1. APOLOGIES FOR ABSENCE

Apologies received from D Aikman.

2. MINUTES

AGREED that the Minutes of the Finance Committee Meeting held on 24 November 2015 are correctly recorded and that they be signed by the Chairman.

(As attached to these minutes)

3. MATTERS ARISING FROM PREVIOUS MINUTES

Minutes of 12 May 2015

Item 5 - Bank Balances

Members were informed that with effect from 1 May 2015 the interest paid on the Special Interest Account with Natwest Bank will no longer be linked to the Bank of England base rate. The new rate will be 0.10%.

Members were asked whether they wished to consider moving some of the funds from the Special Interest Account in order to secure a better rate of interest.

Members discussed and agreed at the last meeting to move £100,000 from NatWest Bank to the Santander account in order to spread the financial risk and achieve a better rate of interest.

REPORTED that £100,000 of the Boards money was transferred from NatWest Bank to Santander on 23 December 2015.

Minutes of 24 November 2015

Item 4 – Bills Committee

C Wheeler mentioned that it may be beneficial for the Board to become a member of Southern Farmers Ltd. For an annual subscription fee companies can benefit from the discounts they manage to secure with numerous suppliers.

The Office Administrator has been on to the Southern Farmers Ltd website to identify that the annual subscription fee is £125 + VAT. It also says that if you spend in excess of £2,500 per annum it may be worthwhile becoming a member. However, invoice charges are applied which range from 0.35%-2.5%, depending on the purchase.

Members agreed to become a member of Southern Farmers Ltd in order to trial purchases for a period of 12 months.

REPORTED that the Office Administrator has spoken to Southern Farmers Ltd regarding their membership application form, as there is a section entitled “Personal Liability Form” and it looked like individuals/owners of the business have be listed and agree to become personally liable for any unpaid invoices!

Bridget at Southern Farmers Ltd explained that their services are only usually offered to farmers or businesses that fall within the agricultural remit. She wasn't sure whether the Board would qualify to become a member. All applications have to be presented to their Board for approval.

REPORTED that the Clerk & the Office Administrator have completed the application form as best as they can and have sent it to Southern Farmers Ltd for consideration.

REPORTED that the Lower Board at their last meeting were also keen to trial for 12 months. Therefore, if the Boards application is successful the annual subscription fee will be split between both Boards.

4. BILLS COMMITTEE

RECEIVED the Minutes of the Bills Committee Meetings held on 24 November and 22 December 2015.

(As attached to these minutes)

5. BANK BALANCES

The Bank statements were produced for the Chairman to sign and showed the following balances as at 31 December 2015:

NatWest Streamline Account	£2,176.35
NatWest Treasurers Account	£54,373.39
NatWest Imprest Account	£25,324.88
NatWest Special Interest Account	£516,262.78
Lloyds TSB Current Account	£184,615.99
Santander	£189,033.89
TOTAL	£971,787.28

6. RATE AND SPECIAL LEVY COLLECTION

REPORTED that the Rates and Special Levies collected as at 31 December 2015 amounted to £480,758.90 which represents 99.99% of the total due for the year.

7. REVIEW OF EXPENDITURE

Members **RECEIVED** and reviewed details of the Boards expenditure to date

(As attached to these minutes)

The Office Administrator informed members that there two items on the report that have been identified as **. These areas of overspend were reported at the last meeting.

The Office Administrator then informed members that there were five further areas of overspend that had not yet been reported.

REPORTED protective clothing £276 over budget. This is due to purchasing all the workmens PPE in one hit during the year rather than purchasing items as and when needed because of having the UMIDB logo printed on. Also the 2 new workmen and the Works Supervisor have had to have hepatitis injections because of working in and around water. These costs were not budgeted for when compiling the estimates.

REPORTED Joint Administration Office Costs – maintenance £2,329 over budget. This is due to a new fire alarm system being installed at the Boards offices at a cost of £2,162. The old system had a fault which could not be identified by 3 separate contractors and replacement parts were proving impossible to source.

The Clerk explained to members that when the old system was being removed, the engineer noticed some plaster wrapped around the wire of one of the sensors, which could have taken in moisture contributing towards the fault that couldn't be traced.

REPORTED Joint Administration Office Costs – rates £106 over budget. This expenditure was under estimated when compiling the Estimates.

REPORTED Joint Administration Office Costs – equipment supplies £692 over budget. This is because of the Clerks new office furniture purchased at a cost of

£714. Members were informed that it is the Clerks intention to sell some of the old furniture, which will reduce the overspend.

REPORTED Joint Administration Office Costs – mobile phones £64 over budget. This is due to data allowance being added part way through the year to the Clerk’s and Works Supervisor’s mobile phone allocation to enable them to access and action their emails when out of the office. This extra cost was not expected at the time of confirming the Estimates.

Members also noted the £10 overspend against Joint Administration Costs – members expenses.

8. RECHARGEABLE WORKS

REPORTED that the following amount for rechargeable works has been invoiced since the last meeting:

River Stour IDB	£614.06	River Stour IDB	£8,083.54
River Stour IDB	£569.11		

REPORTED that the following amount for rechargeable works has been received since the last meeting:

River Stour IDB	£648.08	River Stour IDB	£8,083.54
River Stour IDB	£614.06		

The Office Administrator informed members that a cheque for £569.11 had been received this morning from the River Stour IDB.

9. ANY OTHER BUSINESS

There was no further business to discuss.

10. CLOSURE

There being no further business the Chairman thanked Members for their attendance and declared the meeting closed.