

**UPPER MEDWAY INTERNAL DRAINAGE BOARD**



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

**Members of the Committee Present**

D Aikman - Chairman

J I B Cannon  
M Dobson  
T J Reader  
C B Wheeler

**In attendance**

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

**1. APOLOGIES FOR ABSENCE**

Apologies received from R Young.

**2. MINUTES**

**AGREED** that the Minutes of the Finance Committee Meetings held on 3 May and 26 May 2016 are correctly recorded and that they be signed by the Chairman.

**(As attached to these minutes)**

**3. MATTERS ARISING FROM PREVIOUS MINUTES**

There were no matters arising from previous minutes to be discussed.

**4. BILLS COMMITTEE**

**RECEIVED** the Minutes of the Bills Committee Meetings held on 27 April, 26 May and 28 June 2016.

**(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 30 June 2016:

NatWest Streamline Account	£1,434.41
NatWest Treasurers Account	£278,569.89
NatWest Imprest Account	£24,137.10
NatWest Special Interest Account	£544,716.93
Lloyds TSB Current Account	£184,662.27
Santander	£189,378.44
<b>TOTAL</b>	<b>£1,222,899.04</b>

## 6. RATE AND SPECIAL LEVY COLLECTION

**REPORTED** that the Rates and Special Levies collected as at 30 June 2016 amounted to £255,963.58 which represents 53.24% of the total due for the year.

At the last meeting members were informed that 12 accounts had been issued Court Papers for non payment of rates during March 2016. Court Costs totalled £335.00 outstanding debt totalled £1,167.51.

The Office Administrator provided members with an update regarding the non payments.

**REPORTED** 9 accounts have now paid their account in full, including the court fees.

1 account has not responded at all and judgement has been awarded from the Courts. This outstanding debt totals £57.90.

1 account claims that they have no knowledge of the land for which our rates apply. A copy of the Land Registry Title Deed obtained in 2010 has been sent to this person on 20 May 2016 advising that they take this matter up direct with Land Registry to find out who submitted their details. It was also explained that until we are notified differently, then unfortunately the charge issued against the owner and the property will remain and we will continue to issue our annual demands.

To date, no response to our letter has been received.

1 account claims that they sold this land a number of years ago. Apparently, they have the email that was sent to the office as proof. The Office Administrator asked for this email to be forwarded for her attention as there were no comments on file to say that any correspondence had been received regarding a change of ownership. This person refused to do this and said he was passing this matter on to a solicitor to deal with. However, as at todays date no correspondence has been received from a solicitor, or the person that contacted the office.

Judgement has been awarded from the Courts, as this individual didn't dispute ownership/occupancy at the time of being served the court papers.

The Office Administrator has since checked the paperwork trail in the office and there doesn't appear to be any record of any communication being received regarding this particular account. Emails are still on file from 2009.

**REPORTED** that the first instalment of the Special Levy payments were due on 1 May 2016.

All payments were received during May 2016. However, the Office Administrator had to chase Maidstone Borough Council, Tandridge District Council and Tunbridge Wells Borough Council for payment and resend copy invoices. Payments were finally received 13 May, 27 May and 13 May 2016 respectively.

## **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 was currently one item of overspend.

**REPORTED** equipment supplies & maintenance £51 over budget. This is due to purchasing 2 dipsticks to measure gas oil in the fuel tank and bowser accurately.

The Clerk explained that there had been problems in recent months in obtaining accurate fuel dips from the depot. A lot of time has been wasted carrying out this task numerous times each month in order to obtain accurate readings for stock check.

## **8. RECHARGEABLE WORKS**

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

River Stour IDB	£6,450.31
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**REPORTED** that the following amount for rechargeable work has been received since the last meeting:

River Stour IDB	£6,450.31
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## **9. IAS DISCLOSURES AS AT 31 MARCH 2016**

**REPORTED** that public sector bodies have previously been provided pension scheme expense calculations prepared in accordance with Financial Reporting Standard 17. These calculations are now provided in accordance with International Accounting Standard 19.

**RECEIVED** extracts from the Kent County Council Pension Fund- Pension accounting disclosure as at 31 March 2016, prepared by Barnett Waddingham in accordance with IAS19.

**(As attached to these minutes)**

**REPORTED** that the Boards estimated net liability for the year ending 31 March 2016 has decreased from 1,050,000 to 949,000.

The Office Administrator explained that this liability would only be realised if the Board ceased trading.

The Chairman informed members that a full copy of the report is available and to speak to the Office Administrator if they would like to view.

## **10. LMIDB LOAN AGREEMENT**

Members were asked to consider whether they would agree to provide the LMIDB with an emergency loan should their budget for the new pumping station overrun.

The loan amount and interest rate can be discussed directly between the Finance Committees of both Boards, should the UMIDB want to entertain the idea.

**REPORTED** that from an officer's point of view it makes sense, as the UMIDB have good balances and could achieve a better interest rate from LMIDB than from the existing bank accounts.

The Clerk informed members that he had spoken to DEFRA regarding this and has been informed that it is possible to have an agreement in place, however, the Secretary of State would have to approve/sign off the agreement.

The Clerk also informed members that DEFRA advised that IDBs in Lincolnshire have had loan agreements in place which have been signed off by the Minister.

Members discussed this issue at length and decided it would be a good idea to have a loan agreement in place for both Boards, in the event of either Board requiring a short term loan. Members felt that a general loan agreement be put to the Board for consideration, not an agreement for one particular project.

Members were comforted by the fact that other IDBs have already done this and any agreement has to be signed off and approved by the Minister.

Members **AGREED** to make the following recommendation to the Board:

Members to consider in principle a loan agreement for both the Upper and Lower Boards, in the event that either Board requires a short term loan.

## **11. ANY OTHER BUSINESS**

There was no further business to discuss.

**12. CLOSURE**

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