

UPPER MEDWAY INTERNAL DRAINAGE BOARD



MINUTES OF THE MEETING of the Finance Committee
held on **Tuesday 22 November 2016** at 17 Albion Place

Members of the Committee Present

D Aikman - Chairman

J I B Cannon
M Dobson
C B Wheeler

In attendance

M D Watson - Clerk & Engineer

1. APOLOGIES FOR ABSENCE

Apologies received from T J Reader, R Young and L Collins.

2. MINUTES

AGREED that the Minutes of the Finance Committee Meeting held on 19 July 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 July, 25 August, 27 September and 27 October 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 31 October 2016:

NatWest Streamline Account	£1,748.45
NatWest Treasurers Account	£226,328.58
NatWest Imprest Account	£33,109.91
NatWest Special Interest Account	£526,390.87
Lloyds TSB Current Account	£184,685.54
Santander	£189,378.44
TOTAL	£1,161,641.79

6. **RATE AND SPECIAL LEVY COLLECTION**

REPORTED that the Rates and Special Levies collected as at 31 October 2016 amounted to £425,891.11 which represents 88.58% of the total due for the year.

REPORTED that the second instalment of the Special Levy payments were due on 1 November 2016.

Maidstone Borough Council, Mid Sussex District Council, Sevenoaks District Council and Tonbridge & Malling Borough Council made their payments prior to 1 November 2016. Their payments are included in the Bank statement balances – Item 4 above.

Ashford Borough Council, Tunbridge Wells Borough Council and Wealden District Council made their payments between 1 and 7 November 2016. These figures are not included in the reported Bank statement balances.

REPORTED that to date the Board is still awaiting payment of £3,498.07 from Tandridge District Council. The Office Administrator has chased payment and has been advised that the invoice/purchase order has been raised and awaiting authorisation. Rather disappointingly no guidelines have been given as to how long this will take, despite requesting an approximate date to look out for the payment reaching the Boards account.

REPORTED that the Office Administrator chased Tandridge District Council again on 15 November 2016 and they requested another copy of the invoice be emailed to them, as there is nothing in the system for payment. Copy invoice emailed that day. To date, payment has still not been received.

The Clerk informed members that he has spoken to D Cooley, Tandridge D C Representative for his assistance in this matter.

7. **REVIEW OF EXPENDITURE**

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

(As attached to these minutes)

The Clerk informed members that there were currently three areas of overspend, however, one item under the heading of Depot Equipment Supplies & Maintenance has already been reported at the last meeting and there has not been any further expenditure.

REPORTED Purchase of Plant is £3,500 over budget. This is due to purchasing a new flail mower head.

The Clerk explained about the tractor problem with the flail mower head.

REPORTED J/A Office Costs Equipment & Supplies Rentals currently £76 over budget. This is due to purchasing ARC GIS secondary maintenance for the Technical Engineers computer so that he can use the mapping system, this was at a cost of £583.20.

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. ANNUAL RETURN – YEAR ENDING 31 MARCH 2016

REPORTED that the approved IDB Annual Return for the year ending 31 March 2016 has been returned from PKF LittleJohn and no items of concern have been identified.

REPORTED that the Annual Return is included on the main Board Agenda.

10. ANY OTHER BUSINESS

There was no further business to discuss.

11. CLOSURE

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