

## UPPER MEDWAY INTERNAL DRAINAGE BOARD



**MINUTES OF A MEETING of the Finance Committee held at  
Upper North Hall, Bullen Court  
on Tuesday 9 December 2025 at 10am.**

### **Members of the Committee Present**

Mr H Rogers - Chairman

Mr D Goff

Cllr Summersgill

Mr S Highwood

Cllr Kent

Mr W Thompson

In attendance

O Pantrey - Clerk

L Carey – RFO

### **1. APOLOGIES**

None.

### **2. ITEMS OF INTEREST DECLARATION**

No declarations of interest were made.

### **3. MINUTES OF PREVIOUS MEETING**

**RECEIVED** a copy of the Minutes of Finance Committee on 20 May 2025.

The minutes of the Finance Committee meeting held on 20 May 2025 were accepted as a true and accurate record.

### **4. ACTION LIST & MATTERS ARISING**

**RECEIVED** the Action List of the meeting held on 20 May 2025.

Meeting with Sally Harvey to be arranged for February 2026 following return from sickness.

### **5. BUDGET UPDATE**

EA highland water contribution was lower this year due to Area 5 focus; expected to normalize next year. PSCA returning improved amounts this year (c.£50,000 p.a.). Surface Water Contributions averaged over six years now to reflect volatility.

### **6. FINANCIAL REPORT**

**RECEIVED** Finance Report for period.

Maidstone BC special levy payment received.

Drainage rates collection improving since first reminders.

Reinvestment delegated to Clerk, FO, and Finance Committee subject to January for policy review.

**Action:** Issue second drainage rate reminder letters in January 2026

## **7. STRATEGY & FUTURES**

Single-item work group meetings to be introduced and named topic meetings. These will increase the finance meetings to 5 per year.

**Action:** Send dates to members for the topic meetings.

Workforce expansion paper requested to ensure ability to complete workloads.

**Action:** Clerk and FO to submit financing of 6<sup>th</sup> staff member.

**Action:** Clerk to continue development of apprenticeship route (EA and internal options)

Depot storage building quotes to be obtained. OP requested members who knew contractors to provide details.

Plant replacement strategy to be developed by Works Manager in 2026.

**Action:** OP to meet with W Thompson and discuss building providers

## **8. ESTIMATES 2026/27**

**RECEIVED** Expenditure and Income Estimates 2026/27

Provisional budget approved and will be recommended to the Board.

**Action:** Budget to be recommended for approval by the Board.

**Action:** 2% levy increase recommendation will be put forward in January.

## **9. PAY & CONDITIONS**

**RECEIVED** Remuneration Estimates 2026/27

Staff pay scales reviewed. Recommended to the Board for approval in January 2026.

Bonus payment recommended and approved by Finance Committee.

**Action:** Appraisals to be brought forward ahead of finance meeting to confirm remuneration requests.

## **10. MINIMUM BANK BALANCE**

Minimum reserve of £350,000 to be maintained.

**Action:** Recommendation from the Committee to go to the Board in January

## **11. FINANCIAL RISK ASSESSMENT**

Noted with no change.

## **12. ANY OTHER BUSINESS**

Direct Debits not to proceed.

No penalty charges to be introduced.

Aged debtor relief approved in a specific case.

**Action:** Update the Board on legal position for penalty charges

**Action:** Produce aged debt policy paper including enforcement thresholds

### **13. DATE OF NEXT MEETING**

19 May 2026

15 December 2026.

### **14. CLOSE**

Meeting closed at approx. 13:10pm

### **Action List**

**Action:** Issue second drainage rate reminder letters in January 2026

**Action:** Send dates to members for the topic meetings.

**Action:** Clerk and FO to submit financing of 6<sup>th</sup> staff member.

**Action:** Clerk to continue development of apprenticeship route (EA and internal options)

**Action:** OP to meet with W Thompson and discuss building providers

**Action:** Budget to be recommended for approval by the Board.

**Action:** 2% levy increase recommendation will be put forward in January.

**Action:** Appraisals to be brought forward ahead of finance meeting to confirm remuneration requests.

**Action:** Recommendation from the Committee to go to the Board in January

**Action:** Update the Board on legal position for penalty charges

**Action:** Produce aged debt policy paper including enforcement thresholds