

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 6th 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 Renumentation 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 renumeration 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

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Action: Clerk and FO to submit financing of 6th staff member.

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

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

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Action: Update the Board on legal position for penalty charges

Action: Produce aged debt policy paper including enforcement thresholds