UPPER MEDWAY INTERNAL DRAINAGE BOARD
PROCEDURE FOR CHASING OUTSTANDING DEBT

This document relates to procedures going forwards from 1st April 2021.

1. 1st April all invoices to be sent to Ratepayers within the district.
2. 1st May send first reminders for everything over £1.00.
3. 1st June send second reminders over £20.00.
4. 1st July begin court action for those still owing over £100.00.

Procedure from April 1st 2025 (As above plus)

1. Chase ratepayers on our outstanding list above £100 regardless of date.
2. Anything over the £100 and 2 years plus old offer 50% discount if Ratepayers reluctant to pay.
3. Continue down the Ratepayers until 1st March 2026.
4. After 1st March, report all non-payments to the Board and request write off of everything prior to 2019.
5. Write off any monies owed under £20.00 (with approval of Board).

The above to be reviewed once a year at the Winter Finance and Board meeting to discuss any further write offs.

Write offs will be undertaken by the Finance Officer, under supervision by the Clerk, following instruction from the Board. Where delegation is provided to the finance committee this will also be taken into account, and reported at the next meeting of the Board.

Enforcement

The use of court action and bailiff action should be considered as last resort, where mediation or otherwise collaborative action has failed.
Enforcement should consider the policy elements regarding vulnerability and ensure that circumstances are taken into account when mounting recovery efforts.

In both write off and enforcement cases, the finance officer must provide written evidence of procedure and process used to ensure fair process has been made in the recovery of debt.

The Board retains the right to either write off or chase debt as deemed appropriate and will remain within the confines of the Land Drainage Act 1991 and any other legislations that govern this recovery process.

All write offs to be recorded on the IDB1 form at the end of the period.

November 2024 Amendments

- Amended dates to reflect current dating
- Added that the write off of funds be done after Board approval

January 2026 Amendments

- Added reference to enforcement necessity and consideration of vulnerability of those under recovery procedures.