

LOWER MEDWAY INTERNAL DRAINAGE BOARD



**MINUTES OF A MEETING OF THE FINANCE COMMITTEE
HELD AT 13 CONQUEROR COURT, SITTINGBOURNE
ON MONDAY 26 JANUARY 2026 AT 12PM**

Members of the Committee Present

Chairman: J Mair
S Mair
P Marchington

In attendance

P Haselhurst - Clerk
L Rowland - Office Manager

1. APOLOGIES FOR ABSENCE

Apologies were received from G Etheridge and G Fulton.

2. ITEMS OF INTEREST DECLARATION

S Mair declared that the catering for today's meetings had been supplied by his wife's company, Sarah Serves.

3. MINUTES

RECEIVED (Appendix 1) the Minutes of the Finance Committee held on 10 November 2025.

It was **AGREED** that the Minutes of 10 November 2025 were correctly recorded and should be considered officially approved.

4. BANK BALANCES

Bank balances were confirmed as follows as of 30 December 2025:

Handelsbanken Paying In Account	£202,321.70
Handelsbanken Savings Account	£3,202,208.68
HSBC Current Account	£4.88
HSBC Deposit Account	£3.67
NatWest Special Interest Bearing Account	£9.70
CCLA – Public Sector Savings Account	£1,045,291.79
TOTAL	£4,449,840.42

5. DEBTORS

Debtors confirmed on 30 December 2025 as follows:

Drainage Rates	£8,170.08
Special Levies	£0
TOTAL	£8,170.08

S Mair asked if there were any persistent debtors?

The Clerk explained that some of the debt is from long-standing debtors, and there are also some that we have been unable to track. There are also some historical ones that would potentially be written off, which we are in the process of reviewing. She confirmed that reminders have recently been sent out by the Finance Officer.

The Clerk said that currently, the Clerk and Finance Officer may jointly authorise the write-off of debts up to a total of £3,000.

The Clerk confirmed that there will be a new Debt Policy and Procedure for the amalgamated board to approve, with some changes.

6. BUDGET MONITORING/BANK RECONCILIATION

RECEIVED (Appendix 2) Quarter 3 budget monitoring spreadsheet for 2025-2026.

RECEIVED (Appendix 2a) Quarter 3 budget forecast for 2025-2026.

RECEIVED (Appendix 2b) Quarter 3 bank reconciliation documents for 2025-2026.

The Clerk displayed the budget monitoring spreadsheet on the screen and talked through the overspends and underspends highlighted.

The Clerk displayed the budget forecast on the screen and talked through the overspends and underspends. She confirmed the overall spend is expected to be just over £1.4Million and an underspend of just over £28,000.

The Chairman asked if there were any questions on the Quarter 3 bank reconciliations.

No questions raised.

On a proposition by S Mair seconded by P Marchington, it was **AGREED** that the Committee noted the Q3 budget monitoring to date, including the highlighted overspends.

On a proposition by S Mair seconded by P Marchington, it was **AGREED** that the Committee noted the Q3 budget forecast to date, including projected overspends and agreed these overspends in principle to end March 2026. The Committee also noted the expected budget position and balances expected at the end of the financial year and confirmed their approval of Quarter 3 bank reconciliation documents for 2025-2026.

7. APPROVAL OF UNBUDGETED EXPENDITURE

Office Repairs

The Clerk explained that due to water ingress on the office first floor, we currently have emergency roof repairs being undertaken by AStar Maintenance. The work includes half of the roof being replaced at a cost of £4,580. The Clerk highlighted that this would take us over budget for office premises expenses.

The Clerk explained that she would also like to proceed with some window repairs, which included a shattered glass pane on the back external corner of the building and also glass panes on the corner of the front floor office, which is currently letting in water. We are currently awaiting a quote for a commercial glazier.

The Committee discussed both repairs and agreed that these unforeseen office repairs were required, and were reminded that the Clerk has authorisation for emergency spend of this nature up to £10,000 per event (as per the current Scheme of Delegation).

P Marchington suggested that the office premises code be amended to office premises and repairs.

On a proposition by S Mair seconded by The Chairman, it was **AGREED** that the Committee noted that the office roof and windows repairs would take us over budget for office premises expenses.

Action – Ensure that the new NKMWLMB's Scheme of Delegation clearly states that the Clerk has authorisation for emergency spend up to £10,000 per event.

8. RISK REGISTER

RECEIVED Risk Register.

The Clerk displayed the amended Risk Register on screen and proposed an addition that she wanted to include/discuss. She explained that in the future, there will be a lot of tidal defences that will not be maintained by the Environment Agency, which could lead to the loss of marshland in the future. This will mean that we are unable to rate that land, which could mean a financial loss to the Board.

On a proposition by S Mair seconded by P Marchington it was **AGREED** that the loss of tidal defences should be added to the Risk Register.

9. ANY OTHER BUSINESS

Finance Committee for North Kent Marshes Water Level Management Board

It was agreed that a meeting with the Finance Committee should take place before the end of the financial year to discuss the needs of the new Finance Committee, considering the amalgamation.

Action – The Clerk to arrange a meeting to discuss the new NKMWLMB Finance Committee.

New Auditors

The Clerk informed Members that our current auditors, Mid Kent Audit, no longer have the resources to assist us. She explained that the Finance Officer has done some research and obtained some quotes, and she would like to propose that we work with TIAA. TIAA have worked with lots of other IDBs, including the WLMA, and has quoted £2,975 for their services.

On a proposition by The Chairman seconded by P Marchington it was **AGREED** that we appoint TIAA as our new auditors.

Teynham Bridge

S Mair asked for an update on Teynham Bridge.

The Clerk confirmed that it was too wet to do work at the moment but that we have engaged with FGS Pilcher, who will be supervising the civils work,. Natural England has also given consent, and the installation is scheduled to take place in July.

Elverton Sluice

The Clerk took the opportunity to give an update on Elverton Sluice, confirming that she had met Stantec recently to review the design. She explained that the current design is a replacement of the current large stopboard structure with a tilting weir, leading to a culvert and downstream headwall. Due to the soft clay geology, any replacement would result in differential settlement, which would necessitate deep foundations, which would not be a cost-effective solution to the replacement and is likely the cause of the failure of the existing structure. The team are now reviewing an existing crossing upstream with a view to reinstating it, meaning that the stopboard structure can just be replaced with a tilting weir and associated headwall, which will be a much better cost-effective solution.

Power Harrow

The Clerk re-visited the potential purchase of a power harrow that had been mentioned briefly at the last meeting. This would be for silt flattening and confirmed that we had received a quotation for an ex-demonstration model for £10,500, and this could be a more efficient use of the workforce's downtime period.

The Committee discussed where these issues were likely to be and why they had occurred. It was suggested that asking landowners for their assistance instead could be more cost effective.

Action – The Clerk/Works Manager to establish the extent/need of a power harrow and how much time this type of work is likely to take.

Twyford Pump Station

S Mair asked if there was an update on Twyford Pump?

The Clerk confirmed that there had been no response to her request as of yet.

IDB Research Survey

The Clerk confirmed that she has completed the questions and will forward this to the Chairman ahead of the meeting on 3 February.

10. DATE OF NEXT MEETING

The date of the next/Q4 was confirmed for Monday 15 June, and will be combined with the last Board meeting for both LMIDB and NKMIDB.

11. PRIVATE & CONFIDENTIAL MATTERS

There were no private and confidential matters to discuss.

12. CLOSURE

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