

Chairman's Allowance & Members' Expense Policy

Approval date: 01/04/2026	Approved by: Board
Applies to: Board Members	Linked Documents: N/A
Frequency of review: 3 years	Next review date: April 2029

The following document sets out the Chairman's Allowance and Members' Expenses Policy.

Chairman's Allowance

1. Schedule 2, Section 1 of the Land Drainage Act 1991 states that the relevant Minister (Secretary of State) may, as they think fit, authorise an Internal Drainage Board/Water Level Management Board to pay the Chairman of the Board for the purposes of enabling them to meet the expenses of their office.
2. Most of the Environment Agency's (EA) Regional Flood and Coastal Committees (RFCCs) Chairmen currently receive an allowance in the region of £17,000 per year to fulfil their role, which is very similar. However, the time commitment is generally considerably greater than it is for an IDB/WLMB and is estimated by the EA as being 5 days per month and is therefore normally around 5 times less than it is for an EA RFCC Chairman.
3. The Secretary of State, on behalf of the Department for Environment, Food, and Rural Affairs (DEFRA), has authorised an annual allowance of £3,500 to be paid to the North Kent Marshes Water Level Management Board Chairman. The Copy Order from DEFRA is included in Appendix 1. The Chairman may decide not to take the allowance or receive a lesser amount. The Chairman's role is set out in the Scheme of Delegation.
4. The annual allowance of £3,500 will be paid to the Board's Chairman on 1 November in any one year, one year in advance and annually thereafter. It is intended that the allowance payable to the Chairman will be reviewed triennially.
5. The Chairman's Allowance is paid either via payroll (with appropriate PAYE and NI deductions) or, where the Chairman is the Director of a limited company, via invoice to that company.
6. The Chairman is also entitled to claim travelling and out of pocket expenses as a Board member in accordance with the Members' Expenses Policy set out below.

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Members' Expenses

7. Schedule 2, Section 2 of the Land Drainage Act 1991 makes provisions for IDBs/WLMs to pay any reasonable expenses incurred by their members for their duties to:
 - Attend meetings of the Board or Committee or sub-committee thereof.
 - Carrying out inspections necessary for the discharge of the functions of the Board.
 - Attending conferences or meetings convened by one or more IDB/WLMB, or by any association of IDBs/WLMs, for the purposes of discussing matters connected with the discharge of the functions of IDBs/WLMs, Boards may also pay any reasonable expenses incurred by their Members or officers in purchasing reports of the proceedings of any such conference or meeting.
8. The onus is on an individual Member to claim this themselves by submitting an expenses form with an invoice to the Clerk, who will arrange for the invoice to be processed by the Finance Officer.
9. The Board will pay its Members a mileage rate of £0.45 per mile for all approved business mileage (being the prevailing HMRC rate for using one's own car), subject to item 13 below. Members are required to insure their vehicles for business use and to comply with all legal requirements. Under no circumstances will the Board pay for any fines arising out of any Road Traffic Act offences.
10. For all journeys by rail, standard/second class tickets should always be used unless first class is less expensive. The most inexpensive ticket must always be bought.
11. The Board will not reimburse its Members for any travel and or out of pocket expenses incurred if they could recover the expense from another Public Authority or charitable body. Every Member will need to declare this is the case when submitting an expenses claim.
12. All expense claims must be properly evidenced, and receipts should always be submitted with such claims. Expenses will not usually be authorised for payment if they are claimed by the Member more than 6 months after the expenditure was incurred.
13. Board Members will not receive any compensation for the time they spend preparing for and attending meetings, carrying out inspections or going to conferences, etc on the Board's behalf (excluding the Chairman, who will receive a Chairman's Allowance as set out above).
14. Members can claim their travelling and out of pocket expenses by completing the Board's Expenses Claim Form, which must then be approved by the Clerk. If the Clerk does not feel able to approve the claim, the Board itself must approve the expenses for payment by resolution. All such decisions will be recorded in the Board's minutes.
15. If in doubt as to whether an expense will be approved, Members are encouraged to consult with the Board's Clerk beforehand. If an expense is incurred before such a consultation and a subsequent consultation/application to the Board reveals that the expense so

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incurred is not covered by this policy, the member who has incurred the expense will be required to cover the cost from personal funds.

16. All approved expenses will be paid to Members within 30 days of being approved, by BACS transfer.
17. All payments are a matter of public record and will be published as such.
18. Overnight accommodation will usually be booked by the officers. The reasonable cost of meals etc will be reimbursed; however, receipts will be required.
19. Wherever possible, Members are encouraged to share transport. When travelling long distances, shared transport or rail fares will usually be arranged by officers. Bus and tube fares will be reimbursed; however, receipts will be required.
20. All allowances and expenses are subject to internal and external audit and must be supported by appropriate records.
21. Expenditure must be coded to the appropriate budget line.

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LAND DRAINAGE

NORTH KENT MARSHES WATER LEVEL MANAGEMENT BOARD (CHAIRMAN'S ALLOWANCE) ORDER 2026

Made..... } 8 June 2026

Coming into force } 8 June 2026

The Secretary of State for Environment, Food and Rural Affairs in exercise of the powers conferred upon her by paragraph 1(1) of Schedule 2 to the Land Drainage Act 1991^(a) and of all other powers enabling her in that behalf, hereby makes the following Order: -

Citation and Commencement

1. This Order may be cited as the North Kent Marshes Water Level Management Board (Chairman's Allowance Order) 2026 and shall come into force on 8 June 2026.

Amount of Chairman's Allowance

2. North Kent Marshes Water Level Management Board may, from the date of the coming into force of this Order, reimburse the Chairman of the Board an allowance at the rate totalling to £ £3,500, for the duties performed to meet the expenses of their offices.

Signed: 
C Tidmarsh

Dated: 8 June 2026

^(a) 1991 c.59



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Version Control

Version	Date Approved	Summary of Changes
1.0	01/04/2026	Initial policy approved by the Board
1.0	08/06/2026	Policy approved by DEFRA