

TONBRIDGE AND MALLING BOROUGH COUNCIL

FINANCE AND PROPERTY ADVISORY BOARD

Wednesday, 4th March, 2009

Present: Cllr P F Bolt (Chairman), Cllr Mrs F A Kemp (Vice-Chairman), Cllr J R H Clements, Cllr M J Dobson, Cllr Mrs C A F Grant, Cllr D Lettington, Cllr Mrs S L Luck, Cllr Miss A Moloney, Cllr H S Rogers and Cllr Ms S V Spence.

Councillors Aikman, Mrs Anderson, Baldock, Balfour, Coffin, Court and Worrall were also present pursuant to Council Procedure Rule No 15.21.

Apologies for absence were received from Councillors Chartres and Sullivan.

PART 1 - PUBLIC

**FP
09/017 DECLARATIONS OF INTEREST**

There were no declarations of interest made.

**FP
09/018 MINUTES**

RESOLVED: That the notes of the meeting of the Finance and Property Advisory Board held on 7 January 2009 be approved as a correct record and signed by the Chairman.

MATTERS FOR RECOMMENDATION TO THE CABINET

**FP
09/019 TONBRIDGE RACECOURSE SPORTS GROUND**

Consideration was given to the report of the Chief Executive which sought confirmation of action taken to create a new capital plan provision for works to Tonbridge Racecourse Sportsground to be funded in full from a developer contribution. The Board was advised that the works, involving reinstatement of the main pathway within the Sportsground, were required on health and safety grounds. In order to progress the works in advance of the spring/summer season it had been necessary to bring forward the item as a new capital scheme following consultation with the Group Leaders, Cabinet Members for Leisure, Youth and Arts and Finance and the Chairmen of the Policy Overview and Scrutiny Committees in accordance with the Financial Procedure Rules.

RECOMMENDED: That confirmation be given to the action taken to bring forward a new capital plan scheme for pathwork at Tonbridge Racecourse Sportsground and the Council be requested to approve a



supplementary estimate for the reasons outlined in the report.
***Referred to Cabinet**

**FP
09/020**

FINANCIAL PLANNING AND CONTROL

Decision Notice D090033MEM

The report of the Director of Finance provided information on the Council's key budget areas of salaries, major income streams and investment income together with any variations agreed to the revenue budget and identified through budgetary control. This was summarised to provide an indicative overall budget position. The Board's attention was drawn to potential adjustments in relation to concessionary fares and a VAT claim. An update was also given on capital expenditure and variations agreed in relation to the approved capital plan.

RECOMMENDED: That the contents of the report be noted and endorsed.

MATTERS SUBMITTED FOR INFORMATION

**FP
09/021**

CAPITAL PROJECTS - POST IMPLEMENTATION REVIEWS

The report gave details of post implementation reviews of capital projects, including payment kiosks, electronic accounting workflows and web screens, and upgrade of the payroll system.

**FP
09/022**

BENEFITS UPDATE

The report provided information on current issues arising in the benefits field including performance of the benefit service, the increase in benefits workload and the position concerning discretionary housing payments.

**FP
09/023**

COUNCIL TAX AND BUSINESS RATES UPDATE REPORT

The report gave details of recent developments in respect of council tax and business rates including three proposed changes to business rates from 1 April 2009, designed to assist businesses during the economic downturn. The Director of Finance updated the collection rate figures at the meeting and commented on the implications of the current economic climate.

MATTERS FOR CONSIDERATION IN PRIVATE

**FP
09/024**

EXCLUSION OF PRESS AND PUBLIC

The Chairman moved, it was seconded and

RESOLVED: That as public discussion would disclose exempt information, the following matters be considered in private.

PART 2 - PRIVATE

MATTERS FOR RECOMMENDATION TO THE CABINET

**FP
09/025** **DEBTS FOR WRITE OFF**
(Reason: LGA 1972 Sch 12A Para 2 - Information likely to reveal information about an individual)

Decision Notice D090034MEM

Consideration was given to the writing-off of debts considered to be irrecoverable. Details were also given of debts under £1,000 which had been written-off in accordance with Financial Procedure Rule 17.2 together with cumulative totals of debts written-off in the current and previous financial years and information on budgeted bad debt provision.

RECOMMENDED: That the 30 items shown in the schedule (as updated at the meeting) totalling £100,894.71 be written-off for the reasons stated.

**FP
09/026** **PROPOSED RENT REVIEW - LODGE OAK LANE, TONBRIDGE**
(Reason: LGA 1972 Sch 12A Para 3 - Financial or business affairs of any particular person)

Decision Notice D090035MEM

The report of the Central Services Director gave details of a proposed rent review of shop premises at Lodge Oak Lane, Tonbridge.

RECOMMENDED: That the proposed rent review as outlined in the report be approved.

**FP
09/027** **RENT REVIEW - STRAWBERRY VALE, TONBRIDGE**
(Reason: LGA 1972 Sch 12A Para 3 - Financial or business affairs of any particular person)

Decision Notice D090036MEM

The report of the Central Services Director presented a proposal in relation to the rent review of premises at Strawberry Vale, Tonbridge.

RECOMMENDED: That the proposal be approved on the basis outlined in the report.

The meeting ended at 1958 hours

TONBRIDGE & MALLING BOROUGH COUNCIL

RECORD OF DECISION

Decision Taken By: **CABINET MEMBER FOR
Finance**

Decision No: **D090033MEM**

Date: **4th March 2009**

Decision(s) and Reason(s)

Financial Planning and Control

(Report of Director of Finance)

(Annex 1)

(Annex 2)

(Annex 3)

The report provided information on the Council's key budget areas of salaries, major income streams and investment income together with any variations agreed to the revenue budget and identified through budgetary control. This was summarised to provide an indicative overall budget position. An update was also given on capital expenditure and variations agreed in relation to the approved capital plan.

Following consideration by the Finance and Property Advisory Board, the Cabinet Member for Finance resolved that the contents of the report be noted and endorsed.

Reasons: As set out in the report submitted to the Finance and Property Advisory Board of 4 March 2009.

Signed Cabinet Member for D Aikman
Finance:

Signed Leader: M Worrall

Signed Chief Executive: D Hughes

Date of publication: 06 March 2009

This decision will come into force and may then be implemented on the expiry of 5 working days after publication unless it is called in.

TONBRIDGE & MALLING BOROUGH COUNCIL

RECORD OF DECISION

**Decision Taken By: CABINET MEMBER FOR
Finance**

Decision No: D090034MEM

Date: 4th March 2009

Decision(s) and Reason(s)

Debts for Write Off

(Reason: LGA 1972 Sch 12A Para 2 - Information likely to reveal information about an individual)

(Report of Director of Finance)

(Annex)

Approval of the writing-off of debts considered to be irrecoverable. Details were also given of debts under £1,000 which had been written off in accordance with Financial Procedure Rule 17.2 together with cumulative totals of debts written off in the current and previous financial years and information on budgeted bad debt provision.

Following consideration by the Finance and Property Advisory Board, the Cabinet Member for Finance resolved that the 30 items shown in the schedule (as updated at the meeting) totalling £100,894.71 be written off for the reasons stated.

Reasons: As set out in the report submitted to the Finance and Property Advisory Board of 4 March 2009 (contains exempt information).

Signed Cabinet Member for D Aikman
Finance:

Signed Leader: M Worrall

Signed Chief Executive: D Hughes

Date of publication: 06 March 2009

This decision will come into force and may then be implemented on the expiry of 5 working days after publication unless it is called in.

TONBRIDGE & MALLING BOROUGH COUNCIL

RECORD OF DECISION

**Decision Taken By: CABINET MEMBER FOR
Finance**

Decision No: D090035MEM

Date: 4th March 2009

Decision(s) and Reason(s)

**Proposed Rent Review - Lodge Oak Lane, Tonbridge
(Reason: LGA 1972 Sch 12A Para 3 - Financial or business affairs
of any particular person)**

(Report of Central Services Director)

**Details were given of a proposed rent review of shop premises at
Lodge Oak Lane, Tonbridge.**

Following consideration by the Finance and Property Advisory Board,
the Cabinet Member for Finance resolved that the proposed rent review
as outlined in the report be approved.

Reasons: As set out in the report submitted to the Finance and Property
Advisory Board of 4 March 2009 (contains exempt information).

Signed Cabinet Member for D Aikman
Finance:

Signed Leader: M Worrall

Signed Chief Executive: D Hughes

Date of publication: 06 March 2009

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working days after publication unless it is called in.

TONBRIDGE & MALLING BOROUGH COUNCIL

RECORD OF DECISION

**Decision Taken By: CABINET MEMBER FOR
Finance**

Decision No: D090036MEM

Date: 4th March 2009

Decision(s) and Reason(s)

**Rent Review - Strawberry Vale, Tonbridge
(Reason: LGA 1972 Sch 12A Para 3 - Financial or business affairs
of any particular person)**

(Report of Central Services Director)

**The report gave details of a proposal in relation to the rent review
of premises at Strawberry Vale, Tonbridge.**

Following consideration by the Finance and Property Advisory Board,
the Cabinet Member for Finance resolved that the proposal be approved
on the basis outlined in the report.

Reasons: As set out in the report submitted to the Finance and Property
Advisory Board of 4 March 2009 (contains exempt information).

Signed Cabinet Member for D Aikman
Finance:

Signed Leader: M Worrall

Signed Chief Executive: D Hughes

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