

TONBRIDGE AND MALLING BOROUGH COUNCIL

FINANCE AND PROPERTY ADVISORY BOARD

Wednesday, 21st July, 2010

Present: Cllr Mrs F A Kemp (Chairman), Cllr P J Homewood (Vice-Chairman), Cllr A W Allison, Cllr Mrs S J Boakes, Cllr J R H Clements, Cllr D Lettington, Cllr Miss A Moloney, Cllr C P Smith and Cllr A K Sullivan.

Councillors Aikman, Baldock, Balfour, Bolt, Dobson, Mrs Heslop, Heslop and Worrall were also present pursuant to Council Procedure Rule No15.21.

Apologies for absence were received from Councillors Evans, Robins and Rogers.

PART 1 - PUBLIC

**FP
10/038 DECLARATIONS OF INTEREST**

Councillors Mrs Boakes and Miss Moloney declared personal and prejudicial interests in the item on Lease Renewal for Snodland Friday Market on the grounds of membership of Snodland Town Council and withdrew from the meeting during its consideration.

**FP
10/039 MINUTES**

RESOLVED: That the notes of the meeting of the Finance and Property Advisory Board held on 26 May 2010 be approved as a correct record and signed by the Chairman.

MATTERS FOR RECOMMENDATION TO THE CABINET

**FP
10/040 THE HAYESBROOK SCHOOL, TONBRIDGE - ALL-WEATHER
PITCH**

The joint report of the Chief Leisure Officer and Cabinet Members for Finance and Leisure, Youth and Arts sought the transfer of the Hayesbrook School all-weather pitch scheme from List B to List A of the Capital Plan with the Council's financial contribution of £20,000 being met by a virement from a balance remaining under the project title Haysden Country Park Improvements within the Capital Plan. It was noted that both planning permission and external funding had been secured for the Hayesbrook School project and with the Council's contribution, the new facility could be completed and ready for use by the end of 2010.

RECOMMENDED: That the Council's contribution of £20,000 towards the new floodlit all-weather pitch at the Hayesbrook School be approved subject to a Community Use Agreement and the funding for the project being met from a virement from within the existing Capital Plan as outlined in the report.

***Referred to Cabinet**

**FP
10/041 TONBRIDGE RACECOURSE SPORTSGROUND - REPLACEMENT
OF AVEBURY AVENUE BRIDGE**

Decision Notice D100080MEM

The joint report of the Director of Planning, Transport and Leisure and the Cabinet Members for Leisure, Youth and Arts and Finance brought forward a scheme to replace the existing Avebury Avenue Bridge following further investigations since consideration of the Capital Plan List C evaluation in January 2010. It was noted that the overall estimated cost of the project was in line with the existing budget provision of £75,000.

RECOMMENDED: That the replacement of the Avebury Avenue Bridge at Tonbridge Racecourse Sportsground be progressed as outlined in the report.

**FP
10/042 APPLICATIONS FOR DISCRETIONARY RATE RELIEF AND RURAL
RATE RELIEF**

Decision Notice D100081MEM

The joint report of the Director of Finance and Cabinet Member for Finance gave details of renewal applications for discretionary rate relief and, further to Decision No D100001MEM (4) and (5) seeking submission of accounts, for rural rate relief which were considered in accordance with the revised guidelines for the grant of such relief.

RECOMMENDED: That the applications be determined as follows:

(1) Hadlow Village Hall Management Committee, Hadlow Village Hall, Williams Field, Marshall Gardens, Hadlow – no discretionary relief be granted;

(2) Harvester Trust Tonbridge, The River Centre, Medway Wharf Road, Tonbridge – 20% discretionary relief be awarded, time-limited to 31 March 2011;

(3) Post Office, 30 Swan Street, West Malling – 40% discretionary rural rate relief be awarded, time-limited to 31 March 2011;

(4) General Store, 4-6 The Broadway, Hadlow – 80% discretionary rural rate relief be awarded, time-limited to 31 March 2011;

(5) Post Office, 9 Pound Road, East Peckham – 80% discretionary rural rate relief be awarded, time-limited to 31 March 2011; and

(6) Public House, The Nevill Bull, Birling – 80% discretionary rural rate relief be awarded, time-limited to 31 March 2011.

**FP
10/043**

FINANCIAL PLANNING AND CONTROL

Decision Notice D100082MEM

The report of the Director of Finance provided information on the Council's key budget areas of salaries, major income streams, investment income and the trading position of the Leisure Services Business Unit. It also gave an update on the variations agreed in relation to the revenue budget and areas 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 Capital Plan.

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

**FP
10/044**

EFFICIENCY STATEMENT 2009/10

Decision Notice D100083MEM

The joint report of the Director of Finance and Cabinet Member for Innovation and Improvement updated the position on efficiency monitoring and advised that the Efficiency Statement for 2009/10 needed to be returned to the Department for Communities and Local Government by 23 July 2010.

RECOMMENDED: That

(1) the content of the Backward Looking Annual Efficiency Statement for 2009/10 be noted; and

(2) the Chief Executive and Director of Finance, in conjunction with the Leader and Cabinet Member for Innovation and Improvement, be authorised to approve the submission of the Backward Looking Statement for 2009/10 to the Department for Communities and Local Government.

**FP
10/045**

TREASURY MANAGEMENT UPDATE

The report of the Director of Finance provided an overview of treasury management activities undertaken in the financial year to date in the context of the national economy and invited endorsement of the action taken. It was noted that as part of the adoption process of CIPFA's revised Code of Practice for Treasury Management, a review of the Council's Treasury Management Practices had been undertaken and recommended for adoption by the Audit Committee at its meeting on 21 June 2010. The report updated the position on treasury management performance and Members were advised that Barclays had recently recalled the internally managed core investment which

had been transferred to the external fund manager in accordance with the Council's strategy.

RECOMMENDED: That the action taken by officers in respect of recent treasury management activities be noted and endorsed. ◀

***Referred to Cabinet**

MATTERS SUBMITTED FOR INFORMATION

**FP
10/046**

LOCAL GOVERNMENT'S CONTRIBUTION TO SPENDING CUTS IN THE CURRENT FISCAL YEAR AND THE CHANCELLOR OF THE EXCHEQUER'S EMERGENCY BUDGET

The Director of Finance reported details of the contribution to be made by the local government sector to the spending cuts announced by the Government for the current fiscal year and their impact on the Borough Council. An overview was also given of the Chancellor of the Exchequer's Emergency Budget published on 22 June 2010. Members were advised that following the outcome of the Spending Review in the autumn and, subsequently, the local government finance settlement expected in late November/ early December, it would be necessary to update the Medium Term Financial Strategy and evaluate the size of the financial challenge faced by the Council.

**FP
10/047**

BENEFITS UPDATE

The report provided information on current issues arising in the benefits field including performance of the Benefits Service, workload and impacts of the Budget on benefits.

**FP
10/048**

COUNCIL TAX AND BUSINESS RATES UPDATE REPORT

The report gave details of recent developments in respect of council tax and business rates including collection rates from which it was noted that in comparison with the other authorities in Kent, the Council had achieved the joint highest collection rate for council tax and second highest for business rates. An update was also given on the Small Business Rates Relief Scheme.

**FP
10/049**

CAPITAL GRANTS MONITORING

Details were given of capital grants monitoring statements to 20 June 2010 in respect of capital grants to parish councils, voluntary organisations, village/community halls and historic buildings grants. It was noted that with the exception of some complex or special circumstance cases grants that were unclaimed as at 31 March 2010 had been withdrawn.

FP
10/050

**CAPITAL PROGRAMME: POST IMPLEMENTATION REVIEWS
MONITORING REPORT**

The report identified the post implementation reviews carried out since the meeting of the Board in July 2009 together with the Capital Plan schemes for which reviews were due.

MATTERS FOR CONSIDERATION IN PRIVATE

FP
10/051

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
10/052

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

Decision Notice D100084MEM

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 five items shown in the schedule totalling £16,229.91 be written-off for the reasons stated.

FP
10/053

**PROPOSED NEW LEASE AT DERWENT ROAD, TONBRIDGE
(Reason: LGA 1972 Sch 12A Para 3 - Financial or business affairs
of any particular person)**

Decision Notice D100085MEM

The report of the Central Services Director gave details of the proposed new lease of shop premises in Derwent Road, Tonbridge.

RECOMMENDED: That the proposed new lease be granted under the terms and conditions outlined in the report.

FP
10/054

**PROPOSED LEASE RENEWAL - SNODLAND FRIDAY MARKET
(Reason: LGA 1972 Sch 12A Para 3 - Financial or business affairs
of any particular person)**

Decision Notice D100086MEM

Consideration was given to the report of the Central Services Director which gave details of the proposed lease renewal of an area of land to Snodland Town Council for use as a Friday Market.

RECOMMENDED: That the proposed lease renewal to Snodland Town Council be granted under the terms and conditions outlined in the report.

The meeting ended at 2041 hours

TONBRIDGE & MALLING BOROUGH COUNCIL

RECORD OF DECISION

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

Decision No: D100080MEM

Date: 21st July 2010

Decision(s) and Reason(s)

Tonbridge Racecourse Sportsground - Replacement of Avebury Avenue Bridge

**(Joint report of Director of Planning, Transport and Leisure and Cabinet Members for Leisure, Youth and Arts and Finance)
(Annex)**

The report brought forward a scheme to replace the existing Avebury Avenue Bridge following further investigations since consideration of the Capital Plan List C evaluation in January 2010. It was noted that the overall estimated cost of the project was in line with the existing budget provision of £75,000.

Following consideration by the Finance and Property Advisory Board, the Cabinet Member for Finance resolved that the replacement of the Avebury Avenue Bridge at Tonbridge Racecourse Sportsground be progressed as outlined in the report.

Reasons: As set out in the report submitted to the Finance and Property Advisory Board of 21 July 2010.

Signed Cabinet Member for D Aikman
Finance:

Signed Leader: M Worrall

Signed Chief Executive: D Hughes

Date of publication: 23 July 2010

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: **D100081MEM**

Date: **21st July 2010**

Decision(s) and Reason(s)

Applications for Discretionary Rate Relief and Rural Rate Relief

**(Joint report of Director of Finance and Cabinet Member for
Finance)**

(Annex 1)

(Annex 2)

(Annex 3 page 1)

(Annex 3 page 2)

(Annex 4)

(Annex 5)

Details were given of renewal applications for discretionary rate relief and, further to Decision No D100001MEM (4) and (5) seeking submission of accounts, for rural rate relief which were considered in accordance with the revised guidelines for the grant of such relief.

Following consideration by the Finance and Property Advisory Board, the Cabinet Member for Finance resolved that the applications be determined as follows:

- 1) Hadlow Village Hall Management Committee, Hadlow Village Hall, Williams Field, Marshall Gardens, Hadlow - no discretionary relief be granted;
- 2) Harvester Trust Tonbridge, The River Centre, Medway Wharf Road, Tonbridge - 20% discretionary relief be awarded, time-limited to 31 March 2011;
- 3) Post Office, 30 Swan Street, West Malling - 40% discretionary rural rate relief be awarded, time-limited to 31 March 2011;
- 4) General Store, 4-6 The Broadway, Hadlow - 80% discretionary rural rate relief be awarded, time-limited to 31 March 2011;
- 5) Post Office, 9 Pound Road, East Peckham - 80% discretionary rural rate relief be awarded, time-limited to 31 March 2011; and
- 6) Public House, The Nevill Bull, Birling - 80% discretionary rural rate relief be awarded, time-limited to 31 March 2011.

Reasons: As set out in the report submitted to the Finance and Property Advisory Board of 21 July 2010.

Signed Cabinet Member for D Aikman
Finance:

Signed Leader: M Worrall

Signed Chief Executive: D Hughes

Date of publication: 23 July 2010

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TONBRIDGE & MALLING BOROUGH COUNCIL

RECORD OF DECISION

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

Decision No: D100082MEM

Date: 21st July 2010

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, investment income and the trading position of the Leisure Services Business Unit. It also gave an update on the variations agreed in relation to the revenue budget and areas 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 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 21 July 2010.

Signed Cabinet Member for D Aikman
Finance:

Signed Leader: M Worrall

Signed Chief Executive: D Hughes

Date of publication: 23 July 2010

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TONBRIDGE & MALLING BOROUGH COUNCIL

RECORD OF DECISION

**Decision Taken By: CABINET MEMBER FOR
Innovation and Improvement**

Decision No: D100083MEM

Date: 21st July 2010

Decision(s) and Reason(s)

Efficiency Statement 2009/10

**(Joint report of Director of Finance and Cabinet Member for
Finance and Innovation and Improvement)
(Annex)**

**The report updated the position on efficiency monitoring and
advised that the Efficiency Statement for 2009/10 needed to be
returned to the Department for Communities and Local
Government by 23 July 2010.**

Following consideration by the Finance and Property Advisory Board,
the Cabinet Member for Innovation and Improvement resolved that:

- 1) the content of the Backward Looking Annual Efficiency Statement
for 2009/10 be noted; and
- 2) the Chief Executive and Director of Finance, in conjunction with
the Leader and Cabinet Member for Innovation and Improvement, be
authorised to approve the submission of the backward looking statement
for 2009/10 to the Department for Communities and Local Government.

Reasons: As set out in the report submitted to the Finance and Property
Advisory Board of 21 July 2010.

Signed Cabinet Member for D Aikman
Innovation and
Improvement:

Signed Leader: M Worrall

Signed Chief Executive: D Hughes

Date of publication: 23 July 2010

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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: D100084MEM

Date: 21st July 2010

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 five items shown in the schedule totalling £16,229.91 be written-off for the reasons stated.

Reasons: As set out in the report submitted to the Finance and Property Advisory Board of 21 July 2010 (contains exempt information).

Signed Cabinet Member for D Aikman
Finance:

Signed Leader: M Worrall

Signed Chief Executive: D Hughes

Date of publication: 23 July 2010

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TONBRIDGE & MALLING BOROUGH COUNCIL

RECORD OF DECISION

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

Decision No: D100085MEM

Date: 21st July 2010

Decision(s) and Reason(s)

**Proposed New Lease at Derwent Road, Tonbridge
(Reason: LGA 1972 Sch 12A Para 3 - Financial or business affairs
of any particular person)**

**(Report of Central Services Director)
(Annex)**

**The report gave details of the proposed new lease of shop
premises in Derwent Road, Tonbridge.**

Following consideration by the Finance and Property Advisory Board,
the Cabinet Member for Finance resolved that the proposed new lease
be granted under the terms and conditions outlined in the report.

Reasons: As set out in the report submitted to the Finance and Property
Advisory Board of 21 July 2010 (contains exempt information).

Signed Cabinet Member for D Aikman
Finance:

Signed Leader: M Worrall

Signed Chief Executive: D Hughes

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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: D100086MEM

Date: 21st July 2010

Decision(s) and Reason(s)

**Proposed Lease Renewal - Snodland Friday Market
(Reason: LGA 1972 Sch 12A Para 3 - Financial or business affairs
of any particular person)**

**(Report of Central Services Director)
(Annex)**

**The report gave details of the proposed lease renewal of an area of
land to Snodland Town Council for use as a Friday Market.**

Following consideration by the Finance and Property Advisory Board,
the Cabinet Member for Finance resolved that the proposed lease
renewal to Snodland Town Council be granted under the terms and
conditions outlined in the report.

Reasons: As set out in the report submitted to the Finance and Property
Advisory Board of 21 July 2010 (contains exempt information).

Signed Cabinet Member for D Aikman
Finance:

Signed Leader: M Worrall

Signed Chief Executive: D Hughes

Date of publication: 23 July 2010

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