

TONBRIDGE & MALLING BOROUGH COUNCIL

RECORD OF DECISION

**Decision Taken By: Cabinet Member for Finance,
Innovation and Property**

**Decision No:
D140087MEM**

Date: 23 July 2014

Decision(s) and Reason(s)

Financial Planning and Control

(Report of Director of Finance and Transformation)

The report provided information on the Council's key budget areas of salaries, major income streams and investment income. It also gave an update on the variations agreed in relation to the revenue budget and areas identified through budgetary control, summarised to provide an indicative overall budget position which showed a net adverse variance of £8,900. Progress was noted in relation to the identification of savings to meet the targets set in the Medium Term Financial Strategy.

An update was also given on capital expenditure and variations agreed in relation to the capital plan.

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

Reasons: As set out in the report submitted to the Finance, Innovation and Property Advisory Board of 23 July 2014.

Signed Cabinet Member for Finance, Innovation and Property M Coffin

Signed Leader: N Heslop

Signed Chief Executive: J Beilby

Date of publication: 25 July 2014

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.

Date: 23 July 2014

Decision(s) and Reason(s)

Council Tax Discounts

(Report of Director of Finance and Transformation)

Further to Decision No D130130CAB, consideration was given to whether there should be any change to certain council tax discounts with effect from 1 April 2015. The report sought guidance on which discounts might be amended and whether a premium should be charged on long term empty properties to enable views to be obtained from residents and partners in order to ascertain any unintended consequences.

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

- 1) the following guidance be given for the purposes of obtaining comments from residents, Registered Social Landlords and private landlords:
 - (i) for the financial year 2015/16 and beyond, the Council is minded to reduce the period of the vacant and unfurnished properties discount to two months and to reduce the discount for uninhabitable properties and those undergoing repair from the current rate of 100%, for example to 50%;
 - (ii) the Council is minded to charge a premium of 50% on properties empty for longer than two years; and
- 2) with reference to (1) above, the Director of Finance and Transformation be authorised to place relevant information on the Council's website seeking comments prior to the next meeting of the Advisory Board.

In accordance with Paragraph 2, Annex 1 of the Executive Procedure Rules, the Leader nominated the Cabinet Member for Economic Regeneration to take this decision in the absence of the Cabinet Member for Finance, Innovation and Property.

Reasons: As set out in the report submitted to the Finance, Innovation and Property Advisory Board of 23 July 2014.

Signed Cabinet Member for Economic Regeneration J Balcombe

Signed Leader: N Heslop

Signed Chief Executive: J Beilby

Date of publication: 25 July 2014

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.

**Decision Taken By: Cabinet Member for Finance,
Innovation and Property**

**Decision No:
D140089MEM**

Date: 23 July 2014

Decision(s) and Reason(s)

Proposed Building Control Shared Service

**(Joint report of Director of Planning, Housing and Environmental Health and
Director of Finance and Transformation)**

Reference was made to Decision No D140069MEM approving in principle the establishment of a shared service arrangement with Sevenoaks District Council as the preferred option for future delivery of Building Control Services. The report gave an update on work undertaken on the further development of the proposals, providing a business case and dealing with financial matters. It was noted that the proposed arrangement reflected the Council's transformation agenda and would deliver a number of benefits which were outlined in the report.

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

- 1) the establishment of a shared Building Control Service, with the Administration base at Sevenoaks District Council, be approved and authority be delegated to the Director of Finance and Transformation and Director of Planning, Housing and Environmental Health to determine the detailed financial and service arrangements respectively;
- 2) on conclusion of (1) above, the Council enter into a Memorandum of Understanding to include the matters summarised at paragraph 1.5.1 of the report to the satisfaction of the Director of Central Services; and
- 3) a sum of £10,000 from the 'invest to save' reserve be allocated to support the initial implementation costs of the new shared service.

Reasons: As set out in the report submitted to the Finance, Innovation and Property Advisory Board of 23 July 2014.

Signed Cabinet Member for M Coffin
Finance, Innovation and
Property

Signed Leader: N Heslop

Signed Chief Executive: J Beilby

Date of publication: 25 July 2014

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**Decision Taken By: Cabinet Member for Finance,
Innovation and Property**

**Decision No:
D140090MEM**

Date: 23 July 2014

Decision(s) and Reason(s)

Debts for Write Off

**(LGA 1972 Sch 12A Paragraph 2 – Information likely to reveal information
about an individual)**

(Report of Director of Finance and Transformation)

**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 in the current and previous financial years and information on
budgeted bad debt provision.**

Following consideration by the Finance, Innovation and Property Advisory Board, the
Cabinet Member for Finance, Innovation and Property resolved that the five items
shown in the schedule of amounts over £1,000 totalling £36,220.54 be written-off for
the reasons stated within the schedule.

Reasons: As set out in the report submitted to the Finance, Innovation and Property
Advisory Board of 23 July 2014 (contains exempt information).

Signed Cabinet Member for Finance, Innovation and Property M Coffin

Signed Leader: N Heslop

Signed Chief Executive: J Beilby

Date of publication: 25 July 2014

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working days after publication unless it is called in.

**Decision Taken By: Cabinet Member for Finance,
Innovation and Property**

**Decision No:
D140091MEM**

Date: 23 July 2014

Decision(s) and Reason(s)

Rent Reviews for Shop Units, Twisden Road, East Malling

(LGA 1972 Sch 12A Paragraph 3 – Financial or business affairs of any particular person)

(Report of Director of Central Services)

The report gave details of proposed rent reviews for two shop units located in Twisden Road, East Malling.

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

Reasons: As set out in the report submitted to the Finance, Innovation and Property Advisory Board of 23 July 2014 (contains exempt information).

Signed Cabinet Member for Finance, Innovation and Property M Coffin

Signed Leader: N Heslop

Signed Chief Executive: J Beilby

Date of publication: 25 July 2014

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.

**Decision Taken By: Cabinet Member for Economic
Regeneration**

**Decision No:
D140092MEM**

Date: 23 July 2014

Decision(s) and Reason(s)

Assignment of Lease of Car Park at West Street, Wrotham

**(LGA 1972 Sch 12A Paragraph 3 – Financial or business affairs of any
particular person)**

(Report of Director of Central Services)

**Consideration was given to a proposal to assign the existing lease of a car
park at West Street, Wrotham to Wrotham Parish Council.**

Following consideration by the Finance, Innovation and Property Advisory Board, the
Cabinet Member for Economic Regeneration resolved that the proposed assignment
of lease as detailed in the report be approved.

In accordance with Paragraph 2, Annex 1 of the Executive Procedure Rules, the
Leader nominated the Cabinet Member for Economic Regeneration to take this
decision in the absence of the Cabinet Member for Finance, Innovation and
Property.

Reasons: As set out in the report submitted to the Finance, Innovation and Property
Advisory Board of 23 July 2014 (contains exempt information).

Signed Cabinet Member for Economic Regeneration J Balcombe

Signed Leader: N Heslop

Signed Chief Executive: J Beilby

Date of publication: 25 July 2014

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.

**Decision Taken By: Cabinet Member for Finance,
Innovation and Property**

**Decision No:
D140093MEM**

Date: 23 July 2014

Decision(s) and Reason(s)

Lease for Buildings Included in Ground Maintenance Contract

(LGA 1972 Sch 12A Paragraph 3 – Financial or business affairs of any particular person)

(Report of Director of Central Services)

The report gave details of the proposed lease arrangements for three maintenance buildings included within the grounds maintenance contract.

Following consideration by the Finance, Innovation and Property Advisory Board, the Cabinet Member for Finance, Innovation and Property resolved that the proposed new lease of the buildings as identified in the report be approved.

Reasons: As set out in the report submitted to the Finance, Innovation and Property Advisory Board of 23 July 2014 (contains exempt information).

Signed Cabinet Member for Finance, Innovation and Property M Coffin

Signed Leader: N Heslop

Signed Chief Executive: J Beilby

Date of publication: 25 July 2014

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.

