



# TONBRIDGE & MALLING BOROUGH COUNCIL

## EXECUTIVE SERVICES

---

### Chief Executive

Julie Beilby BSc (Hons) MBA

Gibson Building  
Gibson Drive  
Kings Hill, West Malling  
Kent ME19 4LZ  
West Malling (01732) 844522

---

**NB - This agenda contains proposals, recommendations and options. These do not represent Council policy or decisions until they have received proper consideration through the full decision making process.**

Contact: Committee Services  
[committee.services@tmbc.gov.uk](mailto:committee.services@tmbc.gov.uk)

9 July 2019

To: MEMBERS OF THE FINANCE, INNOVATION AND PROPERTY ADVISORY BOARD  
(Copies to all Members of the Council)

Dear Sir/Madam

Your attendance is requested at a meeting of the Finance, Innovation and Property Advisory Board to be held in the Civic Suite, Gibson Building, Kings Hill, West Malling on Wednesday, 17th July, 2019 commencing at 7.30 pm

Yours faithfully

JULIE BEILBY

Chief Executive

## A G E N D A

### PART 1 - PUBLIC

- |    |                          |       |
|----|--------------------------|-------|
| 1. | Apologies for absence    | 5 - 6 |
| 2. | Declarations of interest | 7 - 8 |

3. Minutes 9 - 12

To confirm as a correct record the Notes of the meeting of the Finance, Innovation and Property Advisory Board held on 5 June 2019

**Matters for recommendation to the Cabinet**

4. IT Strategy and Digital Strategy Update 13 - 24

*The Head of IT will give a presentation on digital transformation and some of the aspirations Members might wish to establish for our Borough, at the start of the meeting.*

*Subject to any amendments required, Members are asked to recommend the **draft digital strategy to Cabinet** which is still being finalised at the time of writing this report and **will be circulated in advance of the meeting**.*

*Members are asked to note the purchase of mobile working software from the Invest to Save Reserve, and recommend to Full Council that it be included in the Capital Plan.*

*Finally, the Advisory Board is asked to note the progress in respect of the website review and the need for all Members to undertake cyber security training.*

5. Applications for Discretionary Rate Relief 25 - 36

*This report gives details of renewal applications for discretionary rate relief.*

*The Council's policy in respect of discretionary rate relief is also attached*

6. Council Tax Reduction Scheme 2020-21 37 - 44

*The report updates Members on the review of the Council Tax Reduction Scheme. Members are asked to agree the broad scheme framework for progression.*

7. Financial Planning Control 45 - 70

*This report brings together information on the Council's key budget areas of Salaries, Major Income Streams and Investment Income. The performance of the key budget areas, together with the approved variations to the revenue budget and areas identified through revenue budget monitoring are then summarised to provide an indicative overall budget position for the year. The report also updates Members on capital expenditure and variations that have been agreed in relation to the capital plan.*

8. Capital Programme - Post Implementation Reviews Monitoring 71 - 84

*This report identifies the post implementation reviews carried out since the meeting of this Board in September 2018 and the capital plan schemes for which reviews will be due. The report also brings forward a post implementation review in respect of the Tonbridge and Malling Leisure Trust (TMLT) IT Infrastructure Capital Grant for consideration and approval.*

## **Matters submitted for Information**

9. Revenue and Benefits Update 85 - 90
- A report detailing recent developments in respect of council tax, business rates, council tax reduction and housing benefits.*
10. CIPFA Financial Management Code Consultation 91 - 108
- In March 2019 the Chartered Institute of Public Finance and Accountancy (CIPFA) published "The CIPFA Financial Management Code Consultation". This report provides an overview of the consultation paper, together with our response.*
11. Urgent items 109 - 110
- Any other items which the Chairman decides are urgent due to special circumstances and of which notice has been given to the Chief Executive.

## **Matters for consideration in Private**

12. Exclusion of Press and Public 111 - 112
- The Chairman to move that the press and public be excluded from the remainder of the meeting during consideration of any items the publication of which would disclose exempt information.

## **PART 2 - PRIVATE**

### **Matters for Recommendation to the Cabinet**

13. Larkfield Leisure Centre - Mechanical, electrical and roofing works 113 - 118
- This report provides Members with details of the risk assessed approach to the appointment of the contractor for the mechanical, electrical and roofing works at Larkfield Leisure Centre. The report also updates on a review of the loss of income claim and potential environmental improvements.*
14. Debts for Write Offs 119 - 122
- Approval is sought for the writing-off of debts that are considered to be irrecoverable.*
15. Urgent items 123 - 124
- Any other items which the Chairman decides are urgent due to special circumstances and of which notice has been given to the Chief Executive.

## **MEMBERSHIP**

Cllr M C Base (Chairman)  
Cllr Miss G E Thomas (Vice-Chairman)

Cllr T Bishop  
Cllr J L Botten  
Cllr G C Bridge  
Cllr C Brown  
Cllr R I B Cannon  
Cllr A E Clark  
Cllr M O Davis

Cllr K King  
Cllr Mrs R F Lettington  
Cllr H S Rogers  
Cllr K B Tanner  
Cllr Mrs M Tatton  
Cllr F G Tombolis  
Cllr C J Williams