

**TONBRIDGE & MALLING BOROUGH COUNCIL**

**RECORD OF DECISION**

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

**Decision No:  
D190051MEM**

**Date: 17 July 2019**

**Decision(s) and Reason(s)**

**Applications for Discretionary Rate Relief**

**(Report of Director of Finance and Transformation)**

**The report gave details of new and renewal applications for discretionary rate relief which were considered in accordance with the previously agreed criteria for determining such applications.**

**Reference was made to the agreed practice of advising organisations that there could be a reduction in the level of relief awarded in the future and to the requirement for organisations to reapply every two years with the exception of scout/guides groups which were regarded as “de minimis” in terms of the level of relief awarded.**

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

- (1) in respect of the re-application from Carers First, 146A High Street, Tonbridge – 20% discretionary rate relief be awarded for the period when the office was in use (1 April to 18 June 2019);
- (2) the new applications for discretionary rate relief be determined as follows:  
  
Empathy Action, Unit 5a and 5b Cannon Bridge Works, Cannon Lane, Tonbridge – no discretionary rate relief be awarded; and  
  
Hospice of Hope Romania Ltd, Unit 6 The Granary, Goblands Farm, Court Lane, Hadlow – no discretionary rate relief be awarded.

Reasons: As set out in the report submitted to the Finance, Innovation and Property Advisory Board of 17 July 2019.

Signed Cabinet Member for Finance, Innovation and Property M Coffin

Signed Leader: N Heslop

Signed Chief Executive: J Beilby

Date of publication: 19 July 2019

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:  
D190052MEM**

**Date: 17 July 2019**

**Decision(s) and Reason(s)**

**Council Tax Reduction Scheme 2020-21**

**(Report of Director of Finance and Transformation)**

**Further to Decision No D190040MEM, the report provided an update on the review of the Council Tax Reduction Scheme and a broad framework for progression towards consultation and adoption of the scheme by the Council in February 2020. It was proposed to consult on moving from a means tested reduction towards an income-banded discount scheme together with a number of other options. Consideration was given to a mechanism for finalising the consultation material in the tight timescale involved.**

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

Authority be delegated to the Director of Finance and Transformation to finalise consultation material and undertake the consultation in liaison with the Chairman and Vice-Chairman of the Advisory Board and 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 17 July 2019.

Signed Cabinet Member for Finance, Innovation and Property      M Coffin

Signed Leader:      N Heslop

Signed Chief Executive:      J Beilby

Date of publication:      19 July 2019

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

**Decision No:  
D190053MEM**

**Date: 17 July 2019**

**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 details of the variations agreed in relation to the revenue budget and areas identified through budget monitoring, summarised to provide an indicative overall budget position for the year which showed a net adverse variance of £76,850.**

**Reference was made to the announcement that the Council had been awarded £150,000 as a result of the inclusion of Borough Green Gardens into the Government's Garden Communities Programme.**

**An update was given on capital expenditure and variations agreed in relation to the capital plan. The report also gave an update on the Savings and Transformation Strategy and funding gap.**

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

- (1) detailed decisions on expenditure in respect of the £150,000 funding awarded by the Ministry for Housing, Communities and Local Government for Borough Green Gardens be delegated to the Director of Planning, Housing and Environmental Health;
- (2) it be noted that as at the end of June 2019, the projected overall outturn position is a net adverse variance of circa £77,000 when compared to the budget set in February 2019; and
- (3) the position in respect of the funding gap be noted together with the need over the coming months to identify and implement opportunities to deliver at least this year's savings and transformation contribution of £100,000.

Reasons: As set out in the report submitted to the Finance, Innovation and Property Advisory Board of 17 July 2019.

Signed Cabinet Member for Finance, Innovation and Property M Coffin

Signed Leader: N Heslop

Signed Chief Executive: J Beilby

Date of publication: 19 July 2019

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

**Decision No:  
D190054MEM**

**Date: 17 July 2019**

**Decision(s) and Reason(s)**

**Capital Programme - Post Implementation Reviews Monitoring**

**(Report of Director of Finance and Transformation)**

**The report identified the post implementation reviews carried out since the meeting of the Advisory Board in September 2018 together with the capital plan schemes for which reviews were due. A post implementation review in respect of the Tonbridge and Malling Leisure Trust IT Infrastructure Capital Grant was also brought forward for consideration.**

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

The post implementation review in respect of the Tonbridge and Malling Leisure Trust IT Infrastructure Capital Grant, as set out at Annex 2 to the report, be approved.

Reasons: As set out in the report submitted to the Finance, Innovation and Property Advisory Board of 17 July 2019.

Signed Cabinet Member for Finance, Innovation and Property      M Coffin

Signed Leader:      N Heslop

Signed Chief Executive:      J Beilby

Date of publication:      19 July 2019

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

**Decision No:  
D190055MEM**

**Date: 17 July 2019**

**Decision(s) and Reason(s)**

**Larkfield Leisure Centre - Mechanical, electrical and roofing works**

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

**(Report of Management Team)**

**Further to Minute C 19/63, the report provided details of the risk assessed approach to the appointment of the contractor for the mechanical, electrical and roofing works at Larkfield Leisure Centre. An update was also given on a review of the loss of income claim and potential environmental improvements.**

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

- (1) based on the risk assessment outlined in the report Kier Construction Ltd be appointed as the contractor for the planned major programme of works at Larkfield Leisure Centre;
- (2) authority be granted to the Directors of Central Services and Finance and Transformation to appoint Kier Construction Ltd in accordance with the works programme, following agreement with the Cabinet Members for Finance, Innovation and Property and Community Services;
- (3) further consideration be given to the inclusion of clauses in the contract relating to the Council's 'step in' rights;
- (4) the Leisure Trust's revised estimated loss of income claim reported verbally at the meeting be noted; and
- (5) further evaluation be undertaken regarding the cost benefits of the potential installation of solar panels on to the Larkfield Leisure Centre sports hall roof.

Reasons: As set out in the report submitted to the Finance, Innovation and Property Advisory Board of 17 July 2019 (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: 19 July 2019

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

**Decision No:  
D190056MEM**

**Date: 17 July 2019**

**Decision(s) and Reason(s)**

**Debts for Write Offs**

**(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 £5,000 which had been written-off in accordance with Financial Procedure Rule 18.2 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 three items shown in the schedule of amounts over £5,000, totalling £25,226.04 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 17 July 2019 (contains exempt information).

Signed Cabinet Member for Finance, Innovation and Property      M Coffin

Signed Leader:      N Heslop

Signed Chief Executive:      J Beilby

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