



# TONBRIDGE & MALLING BOROUGH COUNCIL

## EXECUTIVE SERVICES

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### Chief Executive

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**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)

10 September 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, 18th September, 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 - 14

To confirm as a correct record the Notes of the meeting of the Finance, Innovation and Property Advisory Board held on 17 July 2019

**Matters for recommendation to the Cabinet**

4. Review and Replacement of Council Website 15 - 36

*The report provides an update on progress in developing a website specification in liaison with the Member working group. Members are asked to consider a capital plan evaluation and recommend that the Scheme be added to the Capital Plan to enable a new CMS to be procured.*

5. Purchase of Temporary Accommodation 37 - 48

*The report provides an update on the purchase of premises for use as temporary accommodation together with the requirement for such accommodation.*

6. Amendments to Building Control Fees 49 - 62

*The report identifies errors in the calculation of the Building Control Fees for 2019/2020 and provides a correct version of the fees table.*

7. Financial Planning and Control 63 - 86

*The 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 agreed in relation to the capital plan.*

8. Discretionary Rate Relief 87 - 92

*The report gives details of an application for hardship relief.*

9. Rural Rate Relief - Rural Settlement List 93 - 96

*A report informing Members of the requirement to review the Council's rural settlement list and recommending that the current list should be retained, unaltered, for the financial year 2020/21.*

**Matters submitted for Information**

10. Council Tax Reduction Scheme 2010/21 97 - 106

*The report provides an update on the review of the Council Tax Reduction Scheme.*

11. Revenue and Benefits Update 107 - 112

*The report details recent developments in respect of council tax, business rates, council tax reduction and housing benefits.*

12. Urgent items 113 - 114

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**

13. Exclusion of Press and Public 115 - 116

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**

14. Debts for Write Off 117 - 120

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

*Approval is sought for the writing-off of debts considered to be irrecoverable.*

15. Discretionary Rate Relief - Annexes 121 - 142

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

*Annexes relating to item 8.*

**Matters submitted for Information**

16. Urgent items 143 - 144

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