

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: Democratic Services
committee.services@tmbc.gov.uk

14 July 2020

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 online via Microsoft Teams on Wednesday, 22nd July, 2020 commencing at 7.30 pm. Information on how to observe the meeting will be published on the Council's website.

Yours faithfully

JULIE BEILBY

Chief Executive

A G E N D A

PART 1 - PUBLIC

- | | | |
|----|--------------------------|--------|
| 1. | Apologies for absence | 7 - 8 |
| 2. | Declarations of interest | 9 - 10 |

3. Minutes 11 - 20

To confirm as a correct record the Notes of the meeting of the Finance, Innovation and Property Advisory Board held on 8 January 2020

Matters for recommendation to the Cabinet

4. Applications for Discretionary Rate Relief 21 - 36

A report giving details of renewal applications for discretionary rate relief. Details of new applications are also set out.

5. Financial Planning Control 37 - 66

The report brings together information on three key budget areas – salaries, major operational income streams and investment income. The performance of the key budget areas, together with 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.

Details of the impact of the Covid-19 pandemic on the Council's finances to the end of June and projected for the year 2020/21; and the scale of the potential longer term impact on the Medium Term Financial Strategy and Savings and Transformation Strategy and, in turn, savings and transformation contributions required to balance the budget are also set out.

Finally, Members are updated on capital expenditure and variations that have been agreed in relation to the capital plan.

Matters submitted for Information

6. Digital Strategy Update 67 - 74

The 'Digital strategy 2019-23' was developed with a customer centric focus around the residents and businesses within Tonbridge and Malling. In alignment with the Council's Corporate Strategy, the Digital Strategy's primary drivers are based on improving the overall quality of life for our residents through proactive and seamless engagement through the digital platform. Having completed the first year of the four year strategy, this report aims to provide Members with an update on the progress made to date.

7. Business Continuity Incident - IT Disaster Recovery 75 - 80

An information report providing Members with a record of the issues arising from the power outage on 5/6 April 2020 in respect of which Members will note that a compensation claim against UK Power Networks was lodged. In addition, the report provides a short summary of the issues arising from the failure of the air conditioning in the server room on 16 June.

8. Revenue and Benefits Update 81 - 90
A report detailing recent developments in respect of council tax, business rates, council tax reduction and housing benefits.
9. Business Grants Scheme 91 - 96
A report detailing the Government schemes to assist businesses and charities affected by the COVID-19 lockdown measures.
10. Publication of Allowances Paid to Members for Financial Year 2019-20 97 - 100
Publication of the Statement is required in accordance with regulation 15 (3) of the Local Authorities (Members Allowances) (England) Regulations 2003.
11. Urgent items 101 - 102
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 103 - 104
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. Debts for Write Off 105 - 108
(Reasons: LGA 1972 – Sch 12A Paragraph 2 – Information which is likely to reveal the identity of an individual)
Approval is sought for the writing-off of debts that are considered to be irrecoverable.
14. Proposed New Lease to Tonbridge 1st Scouts 109 - 110
(Reasons: LGA 1972 Sch 12A Paragraph 3 – Financial or business affairs of any particular person)
This report details a request received by Tonbridge 1st Scouts for a new lease of their scouting building at Lamberts Yard Tonbridge.

15. Proposed Disposal of Car Park at East Peckham 111 - 116

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

This report details a request received by East Peckham Methodist Church to purchase the car park and associated land (as shown in Annex One) to allow for the redevelopment of a new Church and Community Hall, including public car parking.

16. Proposed Disposal of Land at rear of New Hythe Lane 117 - 122

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

This report details a request by three home owners to be allowed to purchase an area of land owned by the borough council to create an access to their rear gardens for the sole purpose of off road parking. The area is shown in annex one.

17. Request for Rental Reduction - Twisden Road, East Malling 123 - 124

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

This report details a request for a rental reduction

Matters submitted for Information

18. Urgent items 125 - 126

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

This page is intentionally left blank

Apologies for absence

This page is intentionally left blank

Declarations of interest

This page is intentionally left blank

TONBRIDGE AND MALLING BOROUGH COUNCIL

FINANCE, INNOVATION AND PROPERTY ADVISORY BOARD

Wednesday, 8th January, 2020

Present: Cllr M C Base (Chairman), Cllr Miss G E Thomas (Vice-Chairman), Cllr T Bishop, Cllr G C Bridge, Cllr C Brown, Cllr R I B Cannon, Cllr A E Clark, Cllr M O Davis, Cllr Mrs R F Lettington, Cllr K B Tanner and Cllr C J Williams

Councillors Mrs J A Anderson, R P Betts, M D Boughton, V M C Branson, M A Coffin, N J Heslop, M A J Hood, D W King, D Lettington, B J Luker, Mrs A S Oakley, M R Rhodes and J L Sergison were also present pursuant to Council Procedure Rule No 15.21.

Apologies for absence were received from Councillors J L Botten, K King, H S Rogers, Mrs M Tatton and F G Tombolis

PART 1 - PUBLIC

FIP 20/1 DECLARATIONS OF INTEREST

Councillor G Bridge declared an Other Significant Interest in the item regarding a Proposed Sub-Lease at Tonbridge Angels Football Club on the grounds of being a supporter and shareholder and withdrew from the meeting during its consideration.

Councillor M Davis declared an Other Significant Interest in the item regarding Proposed Disposal of Land at Welland Road, Tonbridge on the grounds that his firm represented the current leaseholder. He withdrew from the meeting during its consideration.

In the interests of transparency Councillors T Bishop and M Davis advised that they were the Council's appointees to the Tonbridge and Malling Leisure Trust to which reference was made in the report on the Revenue Estimates.

FIP 20/2 MINUTES

RESOLVED: That the notes of the meeting of the Finance, Innovation and Property Advisory Board held on 18 September 2019 be approved as a correct record and signed by the Chairman.

MATTERS FOR RECOMMENDATION TO THE CABINET

FIP 20/3 REVIEW OF FEES AND CHARGES 2020/21

The report of the Management Team brought forward for consideration as part of the Budget setting process for 2020/21 proposals in respect of those fees and charges that were the responsibility of the Cabinet Member for Finance, Innovation and Property or not reported elsewhere.

RECOMMENDED: That

- (1) in respect of the recovery of legal fees payable by third parties, the Council's charges follow the rates set out at section 1.2 of the report and continue to reflect existing practices highlighted therein;
- (2) the proposed scale of fees for local land charges searches and enquiries set out at Annex 1 to the report be adopted with effect from 1 April 2020;
- (3) the current photocopying charges of 10p (inclusive of VAT) for each page of the same document or additional copies of the same page plus postage as appropriate be retained;
- (4) the fee schedule for street naming and numbering set out in section 1.6 of the report be adopted with effect from 1 April 2020; and
- (5) the amount of council tax and business rate Court costs recharged remain as set out at paragraph 1.7.2 of the report for the 2020/21 financial year.

***Referred to Cabinet**

FIP 20/4 TONBRIDGE CASTLE - REVIEW OF FEES AND CHARGES

The report of the Director of Central Services and Monitoring Officer presented a review of fees and charges in respect of the variety of services and functions delivered at Tonbridge Castle and made recommendations to increase revenue streams from a number of different areas. It was noted that it had been agreed to end concessionary fees for Council Chamber bookings following a review by the Overview and Scrutiny Committee.

RECOMMENDED: That

- (1) the new pricing model for the Castle Tour at Tonbridge Castle be approved as set out at paragraph 1.5.6 of the report;
- (2) the new pricing model for Schoolchildren Educational Workshops at Tonbridge Castle be approved as set out at paragraph 1.6.3 of the report; and

- (3) the pricing model for hiring out the Council Chamber and meeting rooms at Tonbridge Castle be approved as set out at paragraph 1.8.3 of the report.

***Referred to Cabinet**

FIP 20/5 REVIEW OF BUILDING CONTROL PARTNERSHIP FEES FOR 2020/21

The report of the Director of Planning, Housing and Environmental Health referred to the partnership arrangement with Sevenoaks District Council for provision of the Building Control Service, overseen by a Management Board. It was noted that a fee increase would not be applied for 2020/21 Building Control Partnership standard charges due to surpluses accrued since 2017/18. However there would be a review of building control services in 2020/21 to ensure that the correct percentage split was being applied between chargeable and non-chargeable services.

RECOMMENDED: That the charges set out at Annex 1 to the report be approved from 1 April 2020.

***Referred to Cabinet**

FIP 20/6 CLASS C EMPTY PROPERTY COUNCIL TAX DISCOUNT AND LONG TERM EMPTY HOMES PREMIUM

Further to Decision No D180061CAB, the report of the Director of Finance and Transformation gave details of the outcome of the trial period of removal of the Class C empty property discount. It also considered whether to increase the Council Tax long term empty homes premium from 1 April 2020 and 1 April 2021 as allowed by regulations.

RECOMMENDED: That

- (1) the change to the Class C discount be continued from 1 April 2020; and
- (2) the long term empty homes premium of 200% be applied from 1 April 2020 and 300% be applied from 1 April 2021.

***Referred to Cabinet**

FIP 20/7 LOCAL COUNCIL TAX REDUCTION SCHEME 2020/21

Further to Minute FIP 19/40, the report of the Director of Finance and Transformation gave details of the outcome of the consultation on the Council's Local Council Tax Reduction Scheme (LCTRS) and set out recommendations and reasoning for changes to the Scheme from 1 April 2020.

Members were advised that in relation to the thresholds for the banded discount scheme set out at Annex 2 to the report, the amounts would be updated based on the April 2020 national minimum wage (age 25+).

RECOMMENDED: That the proposed changes set out below be written into the Tonbridge and Malling Borough Council Local Council Tax Reduction Scheme 2020/21:

(1) Proposed change 1 – Paragraph 1.5.1 of the report

- To stop posting decision letters to working age LCTRS claimants
- To stop posting decision letters to pension age LCTRS claimants
- To introduce online applications as the primary method to make a claim for LCTRS for pension and working age claimants
(Subject to paper forms being available on an exception basis);

(2) Proposed change 2 – Paragraph 1.5.7

- To introduce a minimum income floor for self-employed income after one year of making a new claim or starting a business, at a rate of 35 hours per week x national minimum wage;

(3) Proposed change 3 – Paragraph 1.5.14

- To introduce a banded discount scheme utilising thresholds as set out in Annex 2 to the report.

***Referred to Cabinet**

FIP 20/8 ASSET MANAGEMENT PLAN

The report of the Director of Central Services presented the proposed Asset Management Plan for 2020 – 2024 which set out the Council's approach to managing land and property assets to ensure that they were being used effectively and efficiently and contributed to the delivery of services to residents. The Plan also demonstrated how the use of assets aligned with the corporate priorities in the Council's Corporate Strategy.

Members welcomed the document and asked a number of questions which were answered by officers.

RECOMMENDED: That the Asset Management Plan 2020 – 2024 set out at Annex 1 to the report be approved.

***Referred to Cabinet**

FIP 20/9 REVENUE ESTIMATES 2020/21

The report of the Director of Finance and Transformation referred to the responsibility of the Cabinet under the constitution for formulating initial proposals in respect of the budget. Reference was made to the role of the Advisory Board in assisting the Cabinet and Council in the preparation of the budget within the context of the Medium Term Financial Strategy (MTFS) and the Council's priorities. An outline was given of the process for referring the Advisory Board's recommendations to the Overview and Scrutiny Committee prior to consideration by the Cabinet on 13 February and thereafter by the Council at its Budget meeting.

The Director of Finance and Transformation advised that the provisional Local Government Finance Settlement for 2020/21 was still awaited when the report was prepared and figures had been based on the Technical Consultation published on 3 October 2019 which suggested that the settlement would be similar to that in 2019/20. The subsequent settlement when received confirmed this position although a slight adjustment would be necessary when reported to Cabinet. As a result 2020/21 could be regarded as a "holding year" with future funding dependent on the outcome of the delayed government Spending Review and Fair Funding Review.

It was also expected that the threshold for triggering a referendum on council tax increase would be at the higher of 2% or £5. The report set out the framework for considering the estimates in terms of the MTFS together with a number of Service specific issues which were highlighted.

Details were given of the factors to be taken into account when updating the MTFS and Savings and Transformation Strategy (STS). In October 2019 an interim high level review suggested a funding gap of £800,000. Since then a series of decisions or recommendations had been made by Members and incorporated in the draft Estimates which had, amongst other things, reduced the projected outstanding funding gap to £320,000. It was noted that the MTFS would continue to be updated as more information became available and the targets and timescales within the STS would be revisited and realigned with the latest projected funding gap during the budget setting process.

RECOMMENDED: That

- (1) subject to review each year, the maximum "annual capital allowance" be increased from £200,000 to £250,000;
- (2) delegated authority be given to the Director of Finance and Transformation, in liaison with the Cabinet Member for Finance, Innovation and Property, to respond to the provisional local government finance settlement as appropriate;

- (3) the establishment of a specific earmarked reserve in the sum of initially £250,000 to fund Climate Change initiatives be endorsed;
- (4) the establishment of a Budget Stabilisation reserve in the sum of £3,500,000 be endorsed to manage risk and/or assist in meeting future savings and transformations;
- (5) the draft Revenue Estimates contained at Annex 1 to the report, as amended at (7) below, be endorsed for consideration by the Cabinet at its special meeting on 13 February 2020;
- (6) the Savings and Transformation Strategy be updated to reflect the latest projected “outstanding” funding gap as part of the budget setting process; and
- (7) the budget for Borough Christmas Lighting be capped at £40,000.
***Referred to Cabinet**

FIP 20/10 CAPITAL PLAN REVIEW 2019/20

Consideration was given to the report of the Director of Finance and Transformation which reviewed the current position of the existing Capital Plan (List A) and highlighted amendments made since February 2019. It also recommended schemes for addition to List C, some existing List C schemes for deletion or evaluation and schemes for inclusion on List B from those List C schemes previously selected for evaluation. Members were reminded that any aspirations in respect of capital schemes needed to be set within the context of the significant financial challenge facing the Council.

RECOMMENDED: That the following be endorsed for consideration by the Overview and Scrutiny Committee: 

- (1) subject to review each year, the maximum “annual capital allowance” be increased from £200,000 to £250,000;
- (2) the Capital Plan (List A) position as shown in Annex 1 to the report be endorsed;
- (3) the amendment of List C as detailed in paragraph 1.5.3 of the report;
- (4) the selection of those List C schemes shown in paragraph 1.6.4 of the report for evaluation or further evaluation as appropriate, including the schemes recommended for fast track evaluation;
- (5) the transfer of the schemes listed in paragraph 1.7.3 of the report from List C to List B; and

- (6) the draft Capital Strategy as set out at Annex 4 to the report be endorsed for adoption and publication on the Council's website.
***Referred to Cabinet**

FIP 20/11 CORPORATE DEBT RECOVERY POLICY

Decision Notice D200002MEM

The report of the Director of Finance and Transformation gave details of the outcome of a review of the Council's Corporate Debt Recovery Policy which concluded that only minor changes were required to the current policy. Several debt recovery procedures tailored to particular types of debt were annexed to the overall policy.

RECOMMENDED: That the Corporate Debt Recovery Policy set out at Annex 1 to the report be approved for publication on the Council's website.

MATTERS SUBMITTED FOR INFORMATION

FIP 20/12 REVENUES AND BENEFITS UPDATE

The report gave details of recent developments in respect of council tax, business rates, council tax reduction and housing benefits. The collection figures as at 31 December 2019 were updated at the meeting (83.85% council tax and 84.74% business rates) which both exceeded the rates for the same period last year. The council tax base for 2020/21 was also reported.

FIP 20/13 DIGITAL STRATEGY UPDATE

The report provided an update on progress in delivering the digital strategy including ongoing work on the website, business process mapping, mobile working and arrangements for call handling.

MATTERS FOR CONSIDERATION IN PRIVATE

FIP 20/14 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

FIP 20/15 DEBTS FOR WRITE OFF

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

Decision Notice D200003MEM

The report of the Director of Finance and Transformation sought 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.

RECOMMENDED: That the 13 items shown in the schedule of amounts over £5,000, totalling £251,595.88 be written off for the reasons stated within the schedule.

FIP 20/16 PROPOSED DISPOSAL OF AREA OF LAND AT WELLAND ROAD, TONBRIDGE

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

Decision Notice D200004MEM

The report of the Director of Central Services gave details of a request from the current leaseholder to purchase an area of land at Welland Road, Tonbridge. It was considered that the Council should not dispose of the land but grant a new lease on terms set out in the report.

RECOMMENDED: That the grant of a new lease of the land at Welland Road, Tonbridge be approved on the terms and conditions outlined in the report and a freehold disposal be declined.

FIP 20/17 PROPOSED SUB LEASE OF AN AREA AT TONBRIDGE ANGELS FOOTBALL CLUB

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

Decision Notice D200005MEM

The report of the Director of Central Services gave details of a request to allow for the sub-letting of an area within the land leased to Tonbridge

Angels Football Club in order to construct a new building and create a sub-lease.

RECOMMENDED: That the lease to the Tonbridge Angels Football Club be either varied or other suitable legal means used to allow for a sub-lease to Upz and Downz, a community interest company, as detailed within the report.

**FIP 20/18 CONSIDERATION OF USE OF COMPULSORY PURCHASE
POWERS TO SECURE RESIDENTIAL PROPERTY IN BURHAM**

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

Decision Notice D200006MEM

Consideration was given to the report of the Director of Central Services regarding use of Compulsory Purchase Powers under section 17 of the Housing Act 185 to bring an empty property in Rochester Road, Burham back into use and good repair. Considerable discussion ensued and it was agreed to seek a further more detailed report exploring all options available.

RECOMMENDED: That a decision on the matter be deferred pending a further report to the Advisory Board on all aspects discussed at the meeting, including the options available to the Council and neighbours, costs and legal advice.

The meeting ended at 9.58 pm

This page is intentionally left blank

TONBRIDGE & MALLING BOROUGH COUNCIL

FINANCE, INNOVATION and PROPERTY ADVISORY BOARD

22 July 2020

Report of the Director of Finance and Transformation

Part 1- Public

Matters for Recommendation to Cabinet - Non-Key Decision (Decision may be taken by the Cabinet Member)

1 APPLICATIONS FOR DISCRETIONARY RATE RELIEF

A report giving details, at paragraph 1.1, of renewal applications for discretionary rate relief. Details of new applications for discretionary rate relief are shown at paragraph 1.2.

The Council's policy in respect of discretionary rate relief is attached at [ANNEX 1].

1.1 Renewal applications for discretionary rate relief

- 1.1.1 Members will be aware that discretionary rate relief can be granted (as shown at **[ANNEX 1]**) either as a top-up to mandatory rate relief (in respect of charitable organisations and community amateur sports clubs) or, on its own, to non profit-making organisations that are not charities etc. (and do not therefore qualify for mandatory rate relief).
- 1.1.2 Organisations that had awards of discretionary rate relief time-limited to 31 March 2020 were invited to re-apply, and I have listed, at **[ANNEX 2]**, applications that have recently been received.
- 1.1.3 The annex details the level of discretionary rate relief awarded in 2018/19 and the proposed amount of relief the organisation would receive in 2020/21.
- 1.1.4 There is no longer a direct cost to the Council in awarding relief. However, Members should note that all awards of relief affect the Council's business rate yield; at the start of the financial year, based on previous criteria and level of applications, it was estimated that £213,065 discretionary relief would be awarded.
- 1.1.5 However, with the measures introduced by Government to assist businesses/charities affected by the COVID-19 pandemic, many of the applicants are currently entitled to other discounts so do not require consideration this year.

- 1.1.6 As Central government will fully reimburse local authorities for the local share of these discounts (using a grant under section 31 of the Local Government Act 2003), the total amount of discretionary relief for 2020/21 will be significantly lower.
- 1.1.7 At the previous meeting of this Board, Members endorsed the practice of advising organisations that there could be a reduction in the level of relief awarded in the future. Members also recommended a 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.
- 1.1.8 Members are **REQUESTED** to **RECOMMEND** to Cabinet that, in respect of the re-applications for relief as shown at **[ANNEX 2]**, discretionary rate relief be awarded for the period 1 April 2020 to 31 March 2022.

1.2 New applications for discretionary rate relief

- 1.2.1 Since the last meeting of the Board, I have received three new applications for rate relief that have reached a stage where they are ready for Members’ consideration. I give below further details of these applications.
- 1.2.2 **Tree Of Hope, Pt 1st Flr & 2nd Flr 19-21, Quarry Hill Road, Tonbridge, Kent, TN9 2RN. Rateable Value £ 9,900**
- 1.2.3 The applicant is a registered charity and I have therefore granted 80% mandatory rate relief. It is for Members to decide whether discretionary relief should be granted as well.
- 1.2.4 The applicant is a national crowdfunding charity that helps children and young people with a disability or illness by supporting their families to raise the money they need to pay for specialist care that is not freely available through the UK healthcare system.
- 1.2.5 The property is their registered office, which is used to run the charity. They have no other offices around the country.
- 1.2.6 The policy states the Council is unlikely to grant relief unless there is some specific benefit to the residents of Tonbridge & Malling Borough Council over and above the benefit to the residents of other areas in which the charity operates.
- 1.2.7 Therefore, as the charity is just based in Tonbridge, Members may feel an award of relief is not appropriate.
- 1.2.8 However, should Members decide to award the maximum 20% ‘top up’ relief as a ‘special case’, taking into account the objects of the charity, the applicant will receive £1,013.76 for the period 1 April 2020 to 31 March 2021.
- 1.2.9 Members are **REQUESTED** to consider the application and make an appropriate **RECOMMENDATION** to Cabinet regarding discretionary rate relief. If relief is

awarded, Members are requested to consider time-limiting any awards of relief, initially, to 31 March 2022 as per para 1.1.7.

- 1.2.10 **Samaritan's Purse International Limited, 77-81 High Street, Tonbridge, Kent, TN9 1RX. Rateable Value £113,000**
- 1.2.11 The applicant is a registered charity and I have therefore granted 80% mandatory rate relief. It is for Members to decide whether discretionary relief should be granted as well.
- 1.2.12 This is a retrospective application for the period 4 November 2019 to 3 January 2020 when the property was used by the West Kent branch of the Operation Christmas Child charity shoebox appeal.
- 1.2.13 The property was used for the receiving, storing and checking of over 28,000 shoeboxes donated in Kent and Sussex for customs and health and safety compliance of gifts, cartoning and loading on lorries for export to children in need in Eastern Europe, Central Asia, West Africa and the Middle East.
- 1.2.14 This activity was undertaken by 526 local volunteers of all ages led by trained local volunteer supervisors. Further information is shown at **[ANNEX 3]**.
- 1.2.15 The applicant has used two other vacant properties in the Borough over the last three years, but has never previously applied for discretionary relief. They said that, if an award of 20% 'top up' relief was granted, they would request to occupy the premises again from 1 August 2020 to 1 January 2021 so that local volunteers could store and prepare equipment and additional gifts and train other volunteers ready for processing shoeboxes from early November.
- 1.2.16 However, since the application was made, another organisation has taken occupation of the premises, and has a licence to April 2021 (see paragraph 1.2.20).
- 1.2.17 As the property was used mainly for storage and has subsequently been occupied by another organisation, Members might be inclined to refuse an award of discretionary relief as the policy states the Council is unlikely to grant relief unless there is some specific benefit to the residents of Tonbridge & Malling Borough Council over and above the benefit to the residents of other areas in which the charity operates.
- 1.2.18 However, should Members decide to award the maximum 20% 'top up' relief as a 'special case', the applicant will receive a £1,944.79 refund as they have already paid the rates liability for the period.
- 1.2.19 Members are **REQUESTED** to consider the application and make an appropriate **RECOMMENDATION** to Cabinet regarding discretionary rate relief.

1.2.20 Refugease, 77-81 High Street, Tonbridge, Kent, TN9 1RX. Rateable Value £113,000

- 1.2.21 The applicant is a registered charity and I have therefore granted 80% mandatory rate relief. It is for Members to decide whether discretionary relief should be granted as well.
- 1.2.22 The property has been used for storage of humanitarian aid since a 1 year licence was granted on 8 April 2020. The applicant has advised they will also be sectioning off the front of the shop to use as a charity shop (selling second hand donated items, and furniture) and will be using the side room (opening up onto Botany) as their office.
- 1.2.23 As the property is currently used solely for storage, Members might be inclined to refuse an award of discretionary relief as the policy states the Council is unlikely to grant relief unless there is some specific benefit to the residents of Tonbridge & Malling Borough Council over and above the benefit to the residents of other areas in which the charity operates and that it is unlikely to grant relief to charity shops or shops operated by the trading arms of charities.
- 1.2.24 However, should Members decide to award the maximum 20% 'top up' relief as a 'special case', the applicant will receive £11,349.29 for the period 8 April 2020 to 31 March 2021.
- 1.2.25 Members are **REQUESTED** to consider the application and make an appropriate **RECOMMENDATION** to Cabinet regarding discretionary rate relief.

1.3 Legal Implications

- 1.3.1 As the granting of relief is a discretionary action, the only implication would be a challenge by way of judicial review if an organisation were unhappy with a decision. Such a challenge can succeed only when the Council behaves unreasonably.

1.4 Financial and Value for Money Considerations

- 1.4.1 In respect of all applications for rate relief, the financial considerations of granting relief are as set out in the body of the report. If relief is not granted, there is a beneficial impact on the Council's finances. This should not prevent each application being considered on its own merits however, as there must be some degree of consistency to prevent a legal challenge.

1.5 Risk Assessment

- 1.5.1 The only risk that I am aware of is a legal challenge to the Council's decisions (see above). This is unlikely.

1.6 Equality Impact Assessment

1.6.1 The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.

1.7 Recommendations

1.7.1 Members are **REQUESTED** to **RECOMMEND** to Cabinet that, in respect of the re-applications for relief as shown at **[ANNEX 2]**, discretionary rate relief be awarded for the period 1 April 2020 to 31 March 2022.

1.7.2 Members are **REQUESTED** to consider the application from Tree of Hope and make an appropriate **RECOMMENDATION** to Cabinet regarding discretionary rate relief. If relief is awarded, Members are requested to consider time-limiting any awards of relief, initially, to 31 March 2022 as per para 1.1.7.

1.7.3 Members are **REQUESTED** to consider the application from Samaritan's Purse International Limited and make an appropriate **RECOMMENDATION** to Cabinet regarding discretionary rate relief.

1.7.4 Members are **REQUESTED** to consider the application from Refugease and make an appropriate **RECOMMENDATION** to Cabinet regarding discretionary rate relief.

The Director of Finance & Transformation confirms that the proposals contained in the recommendation(s), if approved, will fall within the Council's Budget and policy Framework.

Background papers:

contact: Glen Pritchard

Applications for relief from the organisations referred to in the main body of the report received since April 2020 and held in Financial Services.

Sharon Shelton
Director of Finance and Transformation

This page is intentionally left blank

DISCRETIONARY RATE RELIEF POLICY 2020/21

Background

The Council is empowered to award Discretionary Rate Relief (DRR) under S.47 of the Local Government Finance Act 1988. This may be awarded as a 'top-up' to those organisations qualifying for Mandatory rate relief (mandatory relief amounts to 80% of the rates due) or up to 100% DRR to other organisations who do not qualify for mandatory relief.

The Council wishes to promote equality between organisations when granting discretionary rate relief. In deciding whether to award rate relief it will take into account previous awards that have been made to similar organisations/bodies.

Awards of rate relief will be reviewed on an annual basis by Members of the Finance, Innovation & Property Advisory Board unless a longer award date has been previously agreed.

The Council may also award relief to any local ratepayer to encourage new business and investment as well as to support local shops or community services.

Any relief granted is used to reduce the amount that the organisation is required to pay in Non-Domestic Rates, commonly known as Business Rates.

Charity Relief – Mandatory Relief (80%)

Section 43 of the Local Government Finance Act 1988 allows mandatory relief (80%) to be granted on premises if the ratepayer is a charity or trustees for a charity and the premises are wholly or mainly used for charitable purposes. From 1st April 2008 Section 45A of the Local Government Finance Act 1988, as amended, allows for no charge to be made in respect of unoccupied premises where it appears that when next in use it will be wholly or mainly used for those purposes.

Charity registration

Charities are defined by s.67 (10) of the Local Government Finance Act 1988 as being an institution or other organisation established for charitable purposes only or by persons administering a trust established for charitable purposes only.

Community Amateur Sports Club (CASC) – Mandatory Relief (80%)

The legislation was amended by the Local Government Act 2003 to include a club/organisation with CASC (Community Amateur Sports Club) status. They automatically receive 80 per cent mandatory relief which is fully paid for by the Government.

Non profit-making bodies - Discretionary Relief (20% Top-up)

Registered as a charity or CASC - up to 20% top-up relief can be granted to:

- Sports clubs if registered as Community Amateur Sports Clubs (CASC)
- Recreational facilities, sports grounds and playing fields occupied by charities
- Applications where special considerations may apply

Discretionary 'Top-up' – up to 20% paid by:

40% TMBC
9% Kent County
1% Kent Fire

50% Government

Discretionary Relief (up to 100%)

Section 69 of the Localism Act 2011 allows a local authority to grant discretionary relief in any circumstances where it feels fit.

The provisions are designed to give authorities flexibility in granting relief where it is felt that to do so would be of benefit generally to the area and be reasonable given the financial effect to Council Tax payers.

The Council has a duty to carefully consider every application on its merits, taking into account the contribution that the organisation makes to the amenities of the area.

Discretionary – up to 100% paid by:

40% TMBC
9% Kent County
1% Kent Fire

50% Government

It is acknowledged that if a club or organisation has no recognised accreditation it is still entitled to apply for up to 100% discretionary rate relief and the officers will use this criteria to assess whether there are specific circumstances which should be taken into account in making a decision to award rate relief to such an applicant.

Factors to be used in determining awards of Discretionary Rate Relief

In determining awards of relief, the Council will bear in mind all the facts of each case including the following factors;

- The hereditament must be used wholly or mainly for the purpose of the organisation.
- There must be evidence in the Constitution or Articles of Association that the organisation is non-profit making.
- Membership or access is open to all sections of the community. Membership fees should be set so as to be accessible to people on low incomes.
- The facilities are made available to other sections of the community, e.g. schools.

- The organisation provides training/education or coaching to its members and/or the local community.
- There is suitable evidence of safeguarding and equality measures in place for its members or those using the facilities, e.g. for safeguarding children or vulnerable adults and an inclusion policy.
- Consideration will be given to the income and expenditure accounts for as many financial years as deemed necessary and must be provided on request or the application will be refused. Surpluses must be reinvested in the organisation and there must be no substantial reserves which would suggest that support is not necessary.
- Consideration will be given to all sources of income.
- If the organisation operates a bar, it will need to prove that its profits are used solely for the benefit of the organisation and its members.
- The organisation must be a local organisation.
- Consideration will be given to the impact of the organisation on other local businesses.
- Consideration will be given to the use of the property and if it appears to be proportionate to the size of the property.
- The ratepayer must occupy the premises (no discretionary rate relief will be granted for unoccupied premises)
- The organisation must directly benefit Tonbridge & Malling residents and must relieve the Council of providing similar facilities.

In addition, relief may also be granted if the applicant body caters for special needs (see below).

Meaning of 'special needs'

Does the organisation cater for a section of the community which the Authority considers particularly deserving of support, e.g. persons with disabilities, persons with learning difficulties, the very young or the very old?

Where the applicant body provides such special needs or supplies facilities that would not otherwise be available in the area or supports the Council's key priorities, the maximum amount of relief will generally be awarded, subject to the following;

Restrictions on the granting of relief

In determining whether relief should be awarded, the Council will be inclined not to grant relief or to limit the amount of relief awarded in the following cases.

- As a general rule, the Council is unlikely to grant relief to national charities located within the Council's area unless there is some specific benefit to the residents of Tonbridge & Malling Borough Council over and above the benefit to the residents of other areas in which the charity operates;
- The Council is unlikely to grant relief to charity shops or shops operated by the trading arms of charities;
- Where an applicant body is a national organisation but operates only in part of the Council's area, any relief that may be awarded will generally be reduced pro rata the population of the area of the Borough that receives benefit from that

organisation. This restriction will not generally apply if the body is not a national body and has been established to benefit only a part of the Council's area;

- Membership of the organisation is restricted by the amount of the subscription or other limiting factors which preclude the whole of the public from having effective access to the organisation's activities;
- A substantial portion of the organisation's income comes from bar receipts (unless profits are used solely for the benefit of the organisation and its members);
- A club is run for political purposes;
- There would be duplication of financial assistance where grant aid of any other kind is being given by the local authority directly or under Section 48 of the Local Government Act 1985;
- The applicant is a Housing Association.

Special cases

The Council recognises that there will be occasions when an applicant body does not satisfy the above criteria. The criteria are not restrictive and nothing in them shall be taken as restricting the Council's ability to depart from its general policy as to the granting of relief if it sees fit to do so bearing in mind the facts of the case

Application Process

Ratepayers will be obliged to make a written application to the Council, for which forms are provided.

All awards of Discretionary Rate Relief will be subject to Member approval.

In all cases, the Council will notify the ratepayer of decisions made.

Where an application is successful, the following will be notified to them in writing;

- the amount of relief granted and the date from which it has been granted;
- the date on which any relief granted will end;
- the new chargeable amount;
- the details of any planned review dates and the notice that will be given in advance of a change to the level of relief granted; and
- a requirement that the applicant should notify the authority of any change in circumstances that may affect entitlement to relief.

Where relief is not granted then the following information will be provided, again in writing;

- an explanation of the decision within the context of the authority's statutory duty; and
- an explanation of the appeal rights

Relief is to be granted from the beginning of the financial year in which the decision is made. Since 1997 decisions can be made up to 6 months after the end of the financial year for which the application was made.

Under the Local Government Finance Act 1992, there is no right of appeal against the Council's use of discretionary powers. However, the Council operate an internal review process and will accept a customer's request for an appeal of its decision.

All requests must be made in writing to the Revenues Manager, within one month of the Council's decision, and should state the reasons why the ratepayer is aggrieved with the decision of the council. New information may be submitted at this stage to support the ratepayer's appeal. Requests will be considered by Members of the Finance, Innovation & Property Advisory Board.

If an unsuccessful applicant decides to make a request for an internal review they will still need to continue to pay their rates bill. If the request is successful, the rates bill will then be adjusted.

For ratepayers who remain aggrieved and wish to pursue the matter further, the next step is to make an application for judicial review.

Affordability

Discretionary Relief is not a matter of right. The Council is entitled through this policy to determine different levels of discretionary relief according to the nature and circumstances of individual organisations.

The above criteria will be subject to budgetary provision being available. Although the Council will aim to achieve equality between organisations in terms of the level of relief that it grants, this might not always be possible. The Council has the right, subject to giving the requisite notice required by law, to vary the level of relief that it has previously granted either in respect of a particular organisation or in respect of a class of organisation or to all organisations in receipt of relief. The Council also has the right to apportion rate relief based on the levels of budget available at the time of applying.

Decision Form

Name of Organisation:

Reason for Application:

Liability.....

Discretionary Rate Relief Awarded

YES

NO

If yes Amount Awarded.....

Awarding Discretionary Rate Relief – Factors Considered by Members of the Finance, Innovation & Property Advisory Board

Reason for refusing Discretionary Rate Relief, if applicable

Signed.....

Dated.....

Other applications			
Organisation	Address	Relief awarded 2018/19	Proposed relief to be awarded 2020/21
The Heart Of Kent Hospice	Preston Hall, London Road, Aylesford	20% Top Up	£9,779.20
Tonbridge & Malling Leisure Trust	1-5 Martin Square, Larkfield	20% Top Up	£3,200.00
Choice Support Ltd	Unit 5 Britannia Business Park, Aylesford	20% Top Up	£1,766.40
The Bridge Trust	17A Quarry Hill Road, Tonbridge	20% Top Up	£1,305.60
Age Uk Sevenoaks & Tonbridge	5 Bradford Street, Tonbridge	20% Top Up	£1,843.20
Tonbridge Counselling Service	1st Floor Gilbert House, River Walk, Tonbridge	20% Top Up	£512.00
Pre-School Learning Alliance	The Old Power Station, The Slade, Tonbridge	5% Top Up	£601.60
The Charity Bank Ltd	Gnd Flr Fosse House, 182 High Street, Tonbridge	30% Disc	£6,736.50
The Charity Bank Ltd	1st Flr Fosse House, 182 High Street, Tonbridge	30% Disc	£6,998.48
The Charity Bank Ltd	Parking Spaces Fosse House, 182 High Street, Tonbridge	30% Disc	£1,347.30
			£34,090.28

This page is intentionally left blank

Supplementary Information about Operation Christmas Child West Kent

Since the inception of the annual Christmas shoebox appeal in 1990, Operation Christmas Child has always been the aggregation of the efforts of teams of **local volunteers** mobilising their local communities, schools and churches to make shoebox gifts. A small national staff team only came into existence in the mid-1990s to leverage cost efficiencies of transporting consignments of shoeboxes from local processing centres to overseas destinations.

For many years Operation Christmas Child in Kent was organised by a team of volunteers in the Ashford area. In 2015 with the retirement of the Ashford leader volunteers, a new team stepped forward from the network of supporters in West Kent (Tonbridge). Since then the strong support of TMBC residents and community has seen the Kent operation becoming the largest in the South East of England processing and exporting over 130,000 shoeboxes in the last 5 years.

Contributing to High Street Visitor Economy

In November 2019 at the former Woolworths premises in Tonbridge High Street, 413 adult volunteers and 113 children (under 16 years) checked over 28,000 shoeboxes. A sample survey of volunteers showed that 72% travelled 30 minutes or less to the centre, while 25% travelled up to 90 minutes. So, most volunteers were TMBC residents, but a significant proportion visited from outside the borough. Specifically, corporate groups were welcomed from the financial services sector: Lloyds Bank, Birmingham Mid Shires, Mazars Accountancy and Markerstudy, and from Electrosonic in Dartford. They ate at restaurants and bought items from High Street shops. Overall, our activity brought over 500 people into the heart of a TMBC-identified economic regeneration zone.

Purposefully activity for young people and vulnerable adults

Additionally, shoebox processing offers a safe, enjoyable and purposeful volunteering opportunity for young people, vulnerable adults and other individuals with special needs. We hosted school and community groups (e.g. Tonbridge Guides, Paddock Wood Brownies, Holcombe Grammar School). In previous years groups of Tonbridge Grammar School Year 12 and 13 students have undertaken IB volunteering assignments. We regularly welcomed several unemployed individuals, persons with special needs supported by their carers, and lonely retirees (e.g. 91-year-old Joyce Alcock who was featured in the Kent Messenger).

Thank you for considering this application to help Operation Christmas Child West Kent increase its ability to provide confidence-building volunteering for TMBC residents, increase community cohesion, support economic regeneration, and in turn benefit vulnerable children in marginalized context overseas.

This page is intentionally left blank

TONBRIDGE & MALLING BOROUGH COUNCIL

FINANCE, INNOVATION and PROPERTY ADVISORY BOARD

22 July 2020

Report of the Director of Finance and Transformation

Part 1- Public

Matters for Recommendation to Cabinet - Non-Key Decision (Decision may be taken by the Cabinet Member)

1 FINANCIAL PLANNING AND CONTROL

The report brings together information on three key budget areas – salaries, major operational income streams and investment income. The performance of the key budget areas, together with 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 includes details of the impact of the Covid-19 pandemic on the Council's finances to the end of June and projected for the year 2020/21; and the scale of the potential longer term impact on the Medium Term Financial Strategy and Savings and Transformation Strategy and, in turn, savings and transformation contributions required to balance the budget. The report also updates Members on capital expenditure and variations that have been agreed in relation to the capital plan.

1.1 Salaries Monitoring Statement

1.1.1 Appended for information at **[Annex 1]** is a budgetary control statement that compares actual expenditure on basic salaries, temporary staff, overtime, superannuation and national insurance to the end of June 2020, with the appropriate proportion of the original estimate for 2020/21.

1.1.2 Members will note that management savings to the end of June are **£17,350 more** than anticipated.

1.2 Income Monitoring Statement

1.2.1 Appended for information at **[Annex 2]** is a budgetary control statement that compares actual income from fees and charges to the end of June 2020, with the appropriate proportion of the original estimate for 2020/21.

- 1.2.2 Members will note that overall income to the end of June is **£847,950 less** than anticipated largely due to the Covid-19 pandemic and subsequent response.

1.3 Treasury Management

Core Funds

- 1.3.1 The Council achieved a return of 0.78% on its core fund investments for the period ended June 2020, compared to the 3-month LIBID benchmark of 0.26%. Investment income achieved for the period ended June 2020 is £31,200.
- 1.3.2 At the end of June 2020 the value of core funds stood at £13m. This was invested at an average rate of 0.55% and an average maturity of 153 days.

Cash Flow Funds

- 1.3.3 The Council achieved a return of 0.29% on its cash flow investments for the period ended June 2020, compared to a 7-day LIBID benchmark of -0.05%. Investment income achieved for the period ended June 2020 is £21,200.
- 1.3.4 At the end of June 2020 the value of cash flow investments stood at £28m. This was invested at an average rate of 0.22% and an average maturity of 4 days.

Property Investment Funds

- 1.3.5 Property funds pay dividends quarterly based on activity to the end of March, June, September and December. At the time of writing the Council had yet to receive notification of its June dividend entitlement.
- 1.3.6 At the end of June 2020 the sum of £5m was invested in property investment funds spread across three different funds.

All Investments

- 1.3.7 The combined return figure for core and cash flow investments is compared with the original estimate for 2020/21 later in this report.

1.4 Approved Variations to the Revenue Budget

- 1.4.1 Listed below are the variations that have been agreed to the revenue budget. It has been based upon those variations approved by Portfolio Holders, Committees, Cabinet and Council up to the meeting of Cabinet on 30 June 2020; and in response to the Covid-19 pandemic under urgency or emergency provisions.
- 1.4.2 The Leader of the Council in liaison with Chairman of Overview & Scrutiny Committee agreed to advance the sum of £300,000 to the Tonbridge and Malling Leisure Trust (TMLT) under emergency powers. This is not a grant payment, but an advance to assist with cash flow.

1.4.3 Planning and Transportation Advisory Board 3 March 2020

- Recommended and subsequently approved by Cabinet on 30 June 2020 that the provision of hard copies of entire planning application submissions to parish councils cease from 1 September 2020. Estimated annual cost saving £7,500.

1.4.4 Cabinet 3 June 2020

- Resolved that the recommendations of the Street Scene and Environment Services Advisory Board of 5 March 2020 in respect of car parking fees and charges and of the Joint Transportation Board on 9 March 2020 in respect of on-street parking fees and charges be deferred until the next annual review of charges in Autumn 2020. As a result, all other things being equal, income in 2020/21 will be £280,000 less than budgeted (£50,000 of which is reflected in the income monitoring statement above).
- Agreed 'in principle' to provide support to the TMLT as a result of the Government's directions in response to the Covid-19 pandemic.

1.4.5 General Purposes Committee 17 June 2020

- Agreed to establish the post of Digital Content Editor at a cost of £45,150. The cost offset in part by a reduction in the number of licences required in respect of the Council's social media management platform saving £6,000.

1.4.6 Cabinet 30 June 2020

- Recommended to Full Council that a supplementary budget of £1m is established in 2020/21 in respect of the Council's Leisure Management Arrangements.

1.4.7 A summary of the approved variations to the revenue budget is given in the table below.

Description	Paragraph Reference	2020/21 £	2021/22 £	2022/23 £
Advance to TMLT	1.4.2	-	-	-
Planning Application Documents	1.4.3	(4,400)	(7,500)	(7,500) *
Car Parking Charges	1.4.4	230,000	-	-
Digital Content Editor	1.4.5	30,100	45,150	45,150 *
Social Media Software Licences	1.4.5	-	(6,000)	(6,000) *
Leisure Management Arrangements	1.4.6	1,000,000	-	-
Total		1,255,700	31,650	31,650

Those items marked with an asterisk* will need to be considered and reflected as appropriate in updating the Medium Term Financial Strategy beyond 2022/23.

1.5 Virements

- 1.5.1 There have been no virements made to the original revenue estimates for 2020/21 reported to Council on 18 February 2020.

1.6 Revenue Budget Monitoring

- 1.6.1 As part of our budget monitoring and control arrangements Chief Officers confirm that budgetary control has been undertaken within the Service areas under their control each month and at the same time highlight those areas, if any, which they wish to bring to the attention of the Director of Finance and Transformation. In addition, the Accountancy Section also monitors budgetary performance across the whole range of services during the year. At the time of writing this report the following areas have been brought to my attention / are for Members' awareness.

Covid-19 Pandemic

- 1.6.2 The Council received from Government grant funding of £20,120,000 to administer on its behalf both the Small Business Grant Fund and the Retail, Hospitality and Leisure Grant Fund schemes. At the time of writing of that sum 89.5% or £18,005,000 has been paid out to 1,403 businesses.
- 1.6.3 A further sum of £1,006,000 was received to administer the Discretionary Business Grant Fund scheme and has been paid out in full to 149 businesses. A separate report on the agenda gives more information on these grants.
- 1.6.4 The Council also received £866,829 in respect of the Council Tax Covid-19 Hardship Fund with the expectation that billing authorities will provide all recipients of working age local council tax support in 2020/21 with a further reduction of £150 or a lesser sum where that reduces the liability to £nil. At the time of writing of that sum £690,214 has been applied to 4,601 council tax accounts. Having allocated grant funding for this purpose, billing authorities are to establish their own local approach to using any remaining grant to assist those in need. The working assumption, however, is all of the allocation will be at best sufficient to meet the initial expectation only.
- 1.6.5 The Government has committed to meet the cost of administering the business grant fund schemes and council tax hardship fund referred to above under the New Burdens Grant regime, but at the time of writing had yet to be received.
- 1.6.6 The Council has been allocated up to £117,531 from the Reopening High Streets Safely Fund for eligible expenditure incurred to support the safe reopening of high streets and other commercial areas.

- 1.6.7 As reported to Cabinet on 30 June 2020, it is safe to say that the pandemic will have a significant adverse impact on the Council's finances. Primarily as a result of a marked reduction in sources of income (council tax receipts, business rates, fees and charges, rental income and investment income), but there are also unbudgeted costs to be met, e.g. setting up and operation of community hub facilities and increase in temporary accommodation costs.
- 1.6.8 The Cabinet report considers three scenarios. Looking at the mid-range scenario, the projected reduction in sources of income in 2020/21 is £4m (of which £1,103,900 is reported elsewhere in this report) followed by £2m in 2021/22 and £1m in 2022/23.
- 1.6.9 At the end of June the Council has incurred/committed unbudgeted expenditure of £213,200 as a direct result of the pandemic. The full year cost for 2020/21 is estimated to be £350,000 followed by £150,000 in 2021/22.
- 1.6.10 As mentioned at paragraph 1.4.6, subject to approval of Full Council, a supplementary budget of £1m is to be established in 2020/21 in respect of the Council's Leisure Management Arrangements. For financial planning purposes it is assumed support will continue to be required to the sum of £700,000 in 2021/22.
- 1.6.11 In recognition of the increased pressure on the Council's finances Management Team and endorsed by Cabinet on 19 May 2020 imposed an 'essential spend only' policy for 2020/21 in order to preserve resources and set a 'savings target' of £500,000 to be delivered as a result of this policy.
- 1.6.12 To date two tranches of 'emergency' funding has been provided by the Government. The first tranche was £40,538 and the second tranche £1,316,352 giving a total allocation of £1,356,890.
- 1.6.13 A further funding package was announced by the Secretary of State for Housing, Communities and Local Government on 2 July made up of three parts; and in the next Spending Review will agree what support councils need to help them meet the pressures of income loss from council tax and business rates.
- Councils in England to receive a further unringfenced £500 million to respond to spending pressures they are facing.
 - Scheme to reimburse councils for lost income – where losses are more than 5% of a council's planned income from sales, fees and charges, the government will cover them for 75p in every pound lost.
 - Phased repayment of council tax and business rates deficits over 3 years, rather than requiring complete repayment of deficits next year.
- 1.6.14 We await further detail on each of the above and as such the position set out in this report does not reflect this latest funding package which will have a beneficial

impact on the overall position. However, in all likelihood, a significant adverse financial impact will remain nevertheless. Furthermore, in respect of income losses from sales, fees and charges in-house run leisure facilities are included, but there is no mention made of leisure facilities ran by charitable Trusts on behalf of councils which not only seems nonsensical, but wholly unjust and one on which we continue to make representation.

Other Issues

- 1.6.15 Homeless caseload has continued to increase since the budget was prepared in Autumn 2019 and remains at a high level. The estimated net increased cost in respect of temporary accommodation in 2020/21 is £300,000. For financial planning purposes it is assumed temporary accommodation costs gradually reduce over a three-year period to a level akin to the original budget for 2020/21.
- 1.6.16 The inflationary increase from 1 April 2020 in respect of the waste services contract was 0.8% less than estimated equating to a saving on the annual contract sum of £30,000.
- 1.6.17 Additional crews were employed by the waste services contractor for four weeks on the resumption of the garden waste collection service. The additional cost of £17,300 to be met by Kent County Council.
- 1.6.18 The anticipated exemption from business rates for all standalone public toilets, announced in the Chancellor's Autumn Budget 2018, has yet to be implemented. As a result the Council has had to pay business rates of £18,900.
- 1.6.19 The Council has been awarded £8,100 from the "Old Chalk New Downs" project to carry out woodland work at Holly Hill Wood.
- 1.6.20 A review has taken place of the works required to Council owned bridges over the next three years following the high priority works carried out in 2019. The estimated cost of the works over the three years 2020/21 to 2022/23 is £24,500, £5,500 and £10,000 more than the current budget.
- 1.6.21 The Council Tax Support administration grant awarded by the MHCLG for 2020/21 is £9,400 more than budgeted.
- 1.6.22 Kent County Council are to pay, subject to confirmation, in the order of £156,000 in recognition of the increased council tax yield as a result of changes made to council tax discounts and exemptions.
- 1.6.23 Management Team have made the following establishment changes under delegated authority:
- The temporary management arrangements in Housing Services have been extended by a further six months to the end of September 2020 at a cost of

£37,000. To be funded from government grants received in prior years and set aside in an earmarked reserve.

- The hours of the Health and Safety Officer were temporarily increased by 14.5 hours per week for a period of four weeks at a cost of £2,900. To be funded from management savings.
- The hours of the Private Sector Housing Initiatives Officer and Housing Support Assistant have been temporarily increased by 8 hours per week and 18.5 hours per week respectively for a period of seven weeks at a cost of £3,100. To be funded from the Energy Strategy Support Grant (see paragraph 1.6.24 below).
- Maternity cover for two posts within Housing Services will cost £13,500. To be funded from management savings.
- The temporary additional resources in Waste and Street Scene Services, required in the lead up to and mobilisation of the new waste services contract, have been extended by a further six month period to the end of September 2020 at a cost of £55,500. To be funded from ring-fenced sum and management savings.
- Temporary additional administration resources in Waste and Street Scene Services continue to be employed at a cost of £10,400 for the period ended June. To be funded from management savings.
- The temporary administration arrangements in Parking Services have been extended by a further nine month period to the end of December 2020 at a cost of £6,000. To be funded from management savings.

1.6.24 The Council has been awarded the following grants from central government which will be used to fund as yet unbudgeted expenditure or reductions in other government funding streams:

- Covid-19 Housing Benefits Policy Changes Grant £328
- Discretionary Housing Payments Grant £87,941 (in addition to £180,000 budget)
- Energy Strategy Support Grant £100,000
- Local Authority Data Sharing Programme Grant £6,015
- Local Housing Allowance Changes Grant £488
- Rough Sleeping Initiative £88,175
- Severe Disability Premium Changes Grant £1,655

- Universal Credit New Burdens Grant £13,701
- Verify Earnings and Pensions Alerts Grant £24,144
- Welfare Reform Grant £31,470

1.6.25 A summary of the items identified through budgetary control is given in the table below.

Description	Paragraph Reference	2020/21 £	2021/22 £	2022/23 £
Sources of Income	1.6.8	2,896,100	2,000,000	1,000,000
Covid-19 Expenditure	1.6.9	350,000	150,000	-
Leisure Management Arrangements	1.6.10	-	700,000	-
Essential Spend Only	1.6.11	(500,000)	-	-
Covid-19 Grant Allocation	1.6.12	(1,356,900)	-	-
Temporary Accommodation	1.6.15	300,000	200,000	100,000
Waste Services Contract	1.6.16	(30,000)	(30,000)	(30,000) *
Garden Waste Collection	1.6.17	-	-	-
Public Conveniences Business Rates	1.6.18	18,900	-	-
Holly Hill Wood	1.6.19	-	-	-
Bridge Works	1.6.20	24,500	5,500	10,000 *
Council Tax Support Admin Grant	1.6.21	(9,400)	-	-
Council Tax Discounts / Exemptions	1.6.22	(156,000)	-	-
Establishment Changes	1.6.23	-	-	-
Central Government Grants	1.6.24	-	-	-
Total		1,537,200	3,025,500	1,080,000

Those items marked with an asterisk* will need to be considered and reflected as appropriate in updating the Medium Term Financial Strategy beyond 2022/23.

1.7 Revenue Budget Summary

1.7.1 The table below brings together information on the key budget areas, the variations agreed to the revenue budget and items identified through budgetary control to provide an indicative overall budget position for the year.

Description	Budget to June £	Actual to June £	Variance £
Salaries Monitoring Statement	2,616,900	2,599,550	(17,350)
Income Monitoring Statement	(1,354,250)	(506,300)	847,950
Treasury Management	(78,350)	(52,400)	25,950
Approved Variations to the Revenue Budget			1,255,700
Revenue Budgetary Control			1,537,200
Net Adverse Variance			3,649,450

1.7.2 This suggests an unplanned call on reserves, general revenue reserve and one or more specific earmarked reserves, of £3.65m in 2020/21 at the time of writing this report.

1.8 Medium Term Financial Strategy

Managing the Financial Challenges Pre Covid-19 Pandemic

- 1.8.1 The Council has for many years been working to address the significant financial challenge faced following the 2007 banking crisis and the subsequent Government's budget deficit reduction programme which resulted in reductions in the financial support offered to local government. Over this period our MTFs has proved to be resilient allowing the financial pressures likely to confront us to be addressed in a measured and controlled way, but with ever increasing pressure was becoming progressively more difficult.
- 1.8.2 When setting the budget for 2020/21 in February 2020, projections at that time suggested that there was a funding gap between expenditure and income of circa £320,000. This 'gap' was translated into two savings and transformation contributions of £20,000 to be achieved by April 2021 and £300,000 to be achieved by April 2024.
- 1.8.3 Members at that time could have been forgiven for thinking that, putting the future Spending Review, Fair Funding Review and Business Rates Reforms aside, we were in 'touching distance' of 'balancing the books' having identified cost savings / generated additional income of circa £4.5m over a challenging and protracted period and some difficult choices made.
- 1.8.4 Progress made in addressing the funding gap is now seriously overshadowed and overtaken by recent events.
- 1.8.5 How serious the impact could be is discussed in more detail below.

Covid-19 Pandemic

- 1.8.6 In the latter part of the year 2019/20 the pandemic commenced its profound impact across service areas, businesses and the wider community; testing the Council's business continuity planning arrangements.
- 1.8.7 We will not know the full extent of the impact on the Council's finances and reserve balances for some time. Much will depend on the financial support provided by central government, extent and speed of the recovery, whether there is a second 'spike' leading to the reintroduction of some of the measures and societal changes brought about by the response to the pandemic.
- 1.8.8 A detailed report was presented to Cabinet on 30 June 2020 which Members of the Advisory Board might wish to read in conjunction with this report. Looking at the mid-range scenario reported to Cabinet on 30 June 2020. The projected call on reserves over and above that budgeted is £3.9m in 2020/21 followed by £3.050m in 2021/22 and £1.1m in 2022/23, **or in excess of £8m** over the three-year period. This is a staggering potential sum of money to be **wiped** of the Council's reserve balances and in such a short period of time.
- 1.8.9 This scenario suggests a projected funding gap of £600,000 split into three savings tranches of £300,000, £200,000 and £100,000 to be achieved **by** April 2023, April 2025 and April 2027; and where the general revenue reserve balance at times falls below the minimum level set of £3m. This is a '*daunting*' prospect when you consider this is **in addition to** all of the initiatives already factored into the MTFs and all that has been done to date to 'balance the books'.
- 1.8.10 At its meeting on 30 June, Cabinet resolved that the general revenue reserve balance should not fall below £2m at any point during the MTFs 10-year period and to retain a minimum of £3m by the end of the period. In addition, in light of the difficult financial landscape that lay ahead, Cabinet set a savings target of £100,000 to be delivered by April 2021 followed by a further £100,000 by April 2022.
- 1.8.11 As mentioned at paragraph 1.6.14, the position set out in this report does not reflect the latest funding package announcement which will have a beneficial impact on the position. However, in all likelihood, a significant adverse financial impact will remain nevertheless.

1.9 Savings and Transformation Strategy

- 1.9.1 Alongside the Medium Term Financial Strategy sits a Savings and Transformation Strategy. The purpose of the Strategy is to provide structure, focus and direction in addressing the financial challenge faced by the Council. In so doing, it recognises that there is no one simple solution and as a result we will need to adopt a number of ways to deliver the required savings and transformation contributions within an agreed timescale.

- 1.9.2 A number of key themes have been identified, together with outline targets and timescales which will need to be revisited and aligned with the latest projected funding gap.
- 1.9.3 Under each of the scenarios reported to Cabinet the scale and timing of requisite savings and transformation contributions have increased/ come forward in time compared to that determined as part of the recent budget setting process. As mentioned earlier not only will the Council need to deliver any new targets, but it will also need to ensure it delivers on the 'outstanding' decisions it made prior to the Covid-19 pandemic and factored into the MTFs.
- 1.9.4 As agreed at Cabinet on 30 June, Management Team will be considering this over the coming weeks and months with the intention of bringing a draft revision of the Strategy to Cabinet in the Autumn.

1.10 Covid-19 Local Authority Financial Monitoring Return

- 1.10.1 Since April the Ministry of Housing, Communities and Local Government has asked local authorities to complete a monthly return designed to help departments across central government understand the impact of the Covid-19 pandemic on local authority finances for planning purposes.
- 1.10.2 For the year 2020/21 an estimated reduction in sources of income of £3.7m and increased costs of £1.7m were reflected in the most recent return submitted.

1.11 Capital Monitoring Statement

- 1.11.1 Appended for information at **[Annex 3]** is a capital monitoring statement which compares actual capital expenditure for the period 1 April 2020 to 30 June 2020 with the 2020/21 Capital Plan. The Capital Plan for 2020/21 is based on the 2020/21 budgets that were approved by Council on 18 February 2020, amended for slippage from 2019/20.
- 1.11.2 Prior year's expenditure is only shown for finite schemes for which there is a budget in 2020/21. Where schemes are of a rolling programme nature, prior year's expenditure has not been shown in order to avoid large, generally meaningless, totals building up.
- 1.11.3 Capital Plan schemes which are scheduled to start in 2021/22 and beyond have not been shown. The budget profile for these schemes can be found in the 2020/21 Revenue and Capital Budgets Book.
- 1.11.4 Members will note a Capital Plan spend (net) at the end of June 2020 of £700,000 against a budget for the year of £3.885m.

1.12 Approved Variations to the Capital Plan

- 1.12.1 Budget provision for Housing Disabled Facility Adaptations is based on the current year approved provision of 1,161,000 (Council, February 2020) plus prior year

slippage of £137,000. These budgets will be reviewed once the Council's share of support from the Better Care Fund for 2020/21 has been agreed with Kent County Council.

1.13 Capital Plan Issues

1.13.1 The capital plan monitoring statement, as presented to this Board, is essentially aimed at monitoring the financial performance of the capital plan overall and on a Service and scheme basis. Notes have been provided to supply further information where this is felt to be particularly relevant. Other monitoring reports, which provide greater information about individual schemes, are presented by the Services to the relevant Advisory Board.

1.14 Legal Implications

1.14.1 This report fulfils the requirement of the Local Government Act 2003 which places a statutory duty on the authority to monitor income and expenditure against budget and to take action if overspends or shortfalls in income emerge. If monitoring establishes that the budget situation has deteriorated, authorities are required to take such action as they consider necessary. This might include action to reduce spending in the rest of the year, to increase income or to finance all or part of the shortfall from reserves.

1.15 Financial and Value for Money Considerations

1.15.1 In the latter part of the year 2019/20 the Covid-19 pandemic commenced its profound impact on service areas, businesses and the wider community testing the Council's business continuity planning arrangements. It will, in all likelihood, also have a significant adverse impact on the Council's finances and reserve balances.

1.15.2 Primarily as a result of a marked reduction in sources of income (council tax receipts, business rates, fees and charges, rental income and investment income). There are also unbudgeted costs to be met, both time limited and ongoing, e.g. setting up and operation of community hub facilities and increase in temporary accommodation costs; and the financial support to be provided to the Tonbridge and Malling Leisure Trust.

1.15.3 We will not know the extent of the impact on reserve balances for some time, but believe it safe to say unless there is further significant tranches of funding provided by the government, depleted such that the scale and timing of savings targets set out in the Medium Term Financial Strategy will increase/ come forward in time.

1.15.4 Members should be assured that I will continue to closely monitor the impact on the Council's finances, in conjunction with Management Team colleagues, as more information becomes available and a better understanding begins to

emerge, and update Members via the Finance, Innovation and Property Advisory Board.

- 1.15.5 The future Spending Review, Fair Funding Review and Business Rates Reforms brings further uncertainty in addition to the adverse impact of the Covid-19 pandemic. How TMBC will fair, together with the current economic conditions have the potential to place further pressure on the Council's finances.

1.16 Risk Assessment

- 1.16.1 Budgetary control is a prerequisite of good financial management, financial planning and control and needs to be kept under review to ensure it remains effective and relevant.
- 1.16.2 The Medium Term Financial Strategy sets out the high level financial objectives the Council wishes to fulfil and underpins the budget setting process for the forthcoming year and over the Strategy period. As the Council's high level financial planning tool the Strategy needs to be reviewed and updated at least annually and in the current climate regularly reviewed by Management Team.
- 1.16.3 The Strategic risks '*Financial position/budget deficit*' and '*Corporate Strategy and Savings and Transformation Strategy*' have been escalated to RED risk on the Strategic Risk Register. The financial challenge such financial sustainability at increased risk.
- 1.16.4 Much debate has been made of the potential and (perhaps necessity in some cases) for local authorities to issue s114 notices (under the s114 (3) of the Local Government Finance Act 1988). For Members' information this says that the Chief Finance Officer of a relevant authority shall make a report under this section if it appears to him/her that the expenditure of the authority incurred (including expenditure it proposes to incur) in a financial year is likely to exceed the resources available to it to meet that expenditure. I do not believe the Council is in this position. **However, it is imperative that we carefully monitor and contain expenditure and continuously update our forecasts to ensure that we remain on track.** This will of course include reflecting in our forecasting the outcome of the Fair Funding Review and Business Rates Reforms which is as yet an unknown quantity.
- 1.16.5 The continuing uncertainty and volatility surrounding local government finances does not aid financial planning with the increased risk of significant variations compared to projections; and the consequent implications on the level of reserves held.

1.17 Equality Impact Assessment

- 1.17.1 The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.

1.18 Policy Considerations

1.18.1 Business Continuity/Resilience

1.18.2 Community

1.18.3 Health and Safety

1.18.4 Healthy Lifestyles

1.19 Recommendations

1.19.1 Members are RECOMMENDED to:

- 1) Note that the Covid-19 pandemic will, in all likelihood, have a significant adverse impact on the Council's finances and reserve balances and as a result, in turn, on the scale and timing of the savings and transformation contributions required;
- 2) Note the decision made by Cabinet to impose an 'essential spend only' policy for 2020/21 in order to preserve resources and to set a 'savings target' of £500,000 to be delivered as a result of this policy;
- 3) Note the decision made by Cabinet that the general revenue reserve balance should not fall below £2m at any point during the MTFS 10-year period and to retain a minimum of £3m by the end of the period;
- 4) Note the decision made by Cabinet in light of the difficult financial landscape that lays ahead to set a savings target of £100,000 to be delivered by April 2021 followed by a further £100,000 by April 2022;
- 5) Note the need to not only deliver any new targets, but to also deliver on the 'outstanding' decisions made prior to the Covid-19 pandemic and factored into the MTFS;
- 6) Note the intention to bring a draft revision of the Savings and Transformation Strategy to Cabinet in the Autumn; and
- 7) Note the financial challenge is such that financial sustainability is at increased risk.

The Director of Finance and Transformation confirms that the proposals contained in the recommendation(s), if approved, will fall within the Council's Budget and policy Framework.

Background papers:

contact: Neil Lawley

Nil

Sharon Shelton

Director of Finance and Transformation

Salaries Budgetary Control Monitoring Statement

Annex 1

Period Ended Last Day of June 2020

2020/21 Financial Year

	Annual Budget 2020/21	Budget to end of June (a)	Actual to end of June (b)	Above (Below) Budget (b - a)
Service	£	£	£	£
Central				
Administration & Property	844,700	211,200	184,550	(26,650)
Legal	518,950	129,700	131,350	1,650
Personnel	433,800	119,850	121,050	1,200
Executive	547,150	133,950	127,500	(6,450)
Finance & Transformation				
Finance	1,884,600	459,450	461,650	2,200
Information Technology	933,250	230,050	211,750	(18,300)
Planning, Housing & Environmental Health				
Environmental Health & Housing	1,408,300	352,100	344,300	(7,800)
Planning	1,989,450	497,250	471,600	(25,650)
Street Scene, Leisure & Technical				
Street Scene & Leisure	1,290,400	323,200	350,550	27,350
Technical	672,550	168,150	173,150	5,000
Management Savings	10,523,150	2,624,900	2,577,450	(47,450)
Shared Working Arrangements	(25,900)	(4,400)	(4,400)	0
Sub-total	10,497,250	2,620,500	2,573,050	(47,450)
Non-budgeted spend on recruitment & other expenses to the end of June				
				0
Payments outstanding for the period to the end of June				
				26,500
Budgeted management savings to the end of June				
				30,000
Budgeted ring-fenced sum to the end of June				
				(26,400)
Net Management Savings				
				(17,350)

Financial Services
2 July 2020

This page is intentionally left blank

Income Budgetary Control Monitoring Statement

Annex 2

Period Ended Last Day of June 2020

2020/21 Financial Year

Service	Annual Budget 2020/21	Budget to end of June (a)	Actual to end of June (b)	(Above) Below Budget (b - a)
	£	£	£	£
Central				
Land Charges	(262,000)	(77,000)	(29,050)	47,950
Licensing	(349,900)	(85,150)	(46,150)	39,000
Sub-Total	(611,900)	(162,150)	(75,200)	86,950
Planning, Housing & Environmental Health				
Planning Fees	(792,000)	(198,000)	(175,300)	22,700
Building Regulations	(400,000)	(78,000)	(37,100)	40,900
Sub-Total	(1,192,000)	(276,000)	(212,400)	63,600
Street Scene, Leisure & Technical				
Garden Waste Collection	(1,010,000)	(3,000)	(34,050)	(31,050) [1]
Recycling Performance Payment	(690,000)	0	(3,400)	(3,400)
Short Stay Car Parking	(1,983,000)	(472,000)	(79,550)	392,450 [2]
Long Stay Car Parking	(795,000)	(198,000)	(31,650)	166,350 [2]
Penalty Charge Notices	(315,000)	(78,750)	(12,200)	66,550 [3]
Car Parks Season Tickets	(257,000)	(91,000)	2,650	93,650 [4]
Residents Parking Permits	(148,000)	(39,000)	(26,350)	12,650
Country Parks Parking	(120,650)	(34,350)	(34,150)	200
Sub-Total	(5,318,650)	(916,100)	(218,700)	697,400
Grand Total	(7,122,550)	(1,354,250)	(506,300)	847,950

[1] Garden waste collections resumed on 11 May. New subscriptions resumed on 8 June.

[2] Charging resumed on 29 May. Actual includes payments taken by Parkmobile for pay-by-phone parking prior to suspension of charging in late March and paid to the Council in April and May.

[3] Penalty charge notices resumed on 15 June.

[4] Charging resumed on 29 May. Actual is net of refunds to customers who paid in advance during 2019/20.

Financial Services
7 July 2020

This page is intentionally left blank

CAPITAL PLAN MONITORING STATEMENT 2020/21 TO 30 JUNE 2020
SUMMARY OF SERVICES

	Expenditure To 31/03/20	2020/21 Including Prior Year Slippage	2020/21 Actual to 30 June 2020
	£'000	£'000	£'000
Capital Plan Schemes			
Planning, Housing & Environmental Health	1,453	821	13
Street Scene, Leisure & Technical Services	1,678	1,041	667
Corporate	73	257	0
Sub-total	3,204	2,119	680
Capital Renewals			
Planning, Housing & Environmental Health	n/a	6	0
Street Scene, Leisure & Technical Services	n/a	1,202	7
Corporate	n/a	558	13
Sub-total	n/a	1,766	20
Total	3,204	3,885	700

CAPITAL PLAN MONITORING STATEMENT 2020/21 TO 30 JUNE 2020
PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

	Expenditure To 31/03/20	2020/21 Including Prior Year Slippage	2020/21 Actual to 30 June 2020
	£'000	£'000	£'000
Capital Plan Schemes			
Housing	1,452	797	(10)
Environmental Health	1	24	23
Sub-total	1,453	821	13
Capital Renewals	n/a	6	0
Total Planning, Housing and Environmental Health	1,453	827	13

CAPITAL PLAN MONITORING STATEMENT 2020/21 TO 30 JUNE 2020
PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

	Code	Expenditure To 31/03/20	2020/21 Including Prior Year Slippage	2020/21 Actual to 30 June 2020	Notes
		£'000	£'000	£'000	
Environmental Health					
(a) Air Quality Monitoring Station	P02EN	1	24	23	
Total Environmental Health to Summary		1	24	23	
Capital Renewals					
(b) Environmental Protection	P02EB CR01	n/a	6		
Total Capital Renewals to Summary		n/a	6	0	

CAPITAL PLAN MONITORING STATEMENT 2020/21 TO 30 JUNE 2020
STREET SCENE, LEISURE & TECHNICAL SERVICES

	Expenditure To 31/03/20	2020/21 Including Prior Year Slippage	2020/21 Actual to 30 June 2020
	£'000	£'000	£'000
Capital Plan Schemes			
Street Scene	n/a	79	95
Leisure			
Larkfield Leisure Centre	1,638	491	560
Sports Grounds	40	220	0
Open Spaces	0	0	0
Other Leisure Schemes	0	16	0
Technical Services			
Car Parking	0	235	12
Sub-total	1,678	1,041	667
Capital Renewals	n/a	1,202	7
Total Street Scene, Leisure & Technical Services	1,678	2,243	674

CAPITAL PLAN MONITORING STATEMENT 2020/21 TO 30 JUNE 2020
STREET SCENE, LEISURE & TECHNICAL SERVICES

	Code	Expenditure To 31/03/20	2020/21 Including Prior Year Slippage	2020/21 Actual to 30 June 2020	Notes
		£'000	£'000	£'000	
Street Scene					
(a) Green Waste Bins Growth / Replacement	P02BC	n/a	33	20	
(b) Refuse Bins Growth / Replacement	P02DA	n/a	39	57	
(c) New Waste / Recycling Growth / Replacement	P03CF	n/a	7	18	
Total Street Scene to Summary		n/a	79	95	
Larkfield Leisure Centre					
(d) Ventilation, Boiler & Pool Hall Roof	P05LP	1,638	491	560	Scheme nearing completion. Overspend of £165k is anticipated relating to additional work to roof supports, replacement (not refurbishment) of the air handling unit, asbestos removal and delays caused by Covid-19.
Total Larkfield Leisure Centre to Summary		1,638	491	560	
Sports Grounds					
(e) Tonbridge School Athletics Track Improvements Less Developer Contribution	P05DC	140 (140)	21 (21)		
Sub-total		0	0	0	
(f) Racecourse Sports Ground Riverside Revetment Less Grants	P05DD	18 (14)	207 (14)		
Sub-total		4	193	0	
(g) Racecourse Sportsground Rugby Pitch Drainage Less Developer Contributions	P05DE		16 (8)		
Sub-total		0	8	0	
(h) Racecourse Sportsground Swimming Pool Bridge Less Developer Contributions	P05DN	100 (64)	20 (1)		
Sub-total		36	19	0	
Total Sports Grounds to Summary		40	220	0	

CAPITAL PLAN MONITORING STATEMENT 2020/21 TO 30 JUNE 2020
STREET SCENE, LEISURE & TECHNICAL SERVICES

	Code	Expenditure To 31/03/20	2020/21 Including Prior Year Slippage	2020/21 Actual to 30 June 2020	Notes
		£'000	£'000	£'000	
Open Spaces					
(a) Haysden Country Park Sewage Treatment Less Developer Contributions	P05FC	100 (100)	30 (30)	22 (22)	
Sub-total		0	0	0	
(b) Leybourne lakes Country Park Path Improvements Less Grants & Developer Contributions	P05FH		60 (60)		
Sub-total		0	0	0	
Total Open Spaces to Summary		0	0	0	
Other Leisure Schemes					
(c) Tonbridge Cemetery - Memorial Garden Vaults	P05KC		16		
Total Other Leisure Schemes to Summary		0	16	0	
Car Parking					
(d) Existing Car Parks Improvement Rolling Programme	P01AB	n/a	25	12	
(e) Car Parking Improvement Works	P01AD		210		
Total Car Parking to Summary		0	235	12	

CAPITAL PLAN MONITORING STATEMENT 2020/21 TO 30 JUNE 2020
CORPORATE

	Expenditure To 31/03/20	2020/21 Including Prior Year Slippage	2020/21 Actual to 30 June 2020
	£'000	£'000	£'000
Capital Plan Schemes			
Information Technology Initiatives	73	257	0
Sub-total	73	257	0
Capital Renewals	n/a	558	13
Total Corporate	73	815	13

CAPITAL PLAN MONITORING STATEMENT 2020/21 TO 30 JUNE 2020
CORPORATE

	Code	Expenditure To 31/03/20	2020/21 Including Prior Year Slippage	2020/21 Actual to 30 June 2020	Notes
		£'000	£'000	£'000	
Information Technology Initiatives					
(a) General IT Developments	P06DA	n/a	30		
(b) Council Chamber Conference System	P06ER	68	27		
(c) Revenues and Benefits IT Digital Solution	P06EW	5	60		
(d) CMS Website Solution	P06EX		140		
Total Information Technology Initiatives to Summary		73	257	0	

This page is intentionally left blank

TONBRIDGE & MALLING BOROUGH COUNCIL

FINANCE, INNOVATION and PROPERTY ADVISORY BOARD

22 July 2020

Report of the Director of Finance and Transformation

Part 1- Public

Matters for Information

1 DIGITAL STRATEGY UPDATE

The 'Digital strategy 2019-23' was developed with a customer centric focus around the residents and businesses within Tonbridge and Malling. In alignment with the Council's Corporate Strategy, the Digital Strategy's primary drivers are based on improving the overall quality of life for our residents through proactive and seamless engagement through the digital platform. Having completed the first year of the four year strategy, this report aims to provide Members with an update on the progress made to date.

1.1 Introduction

1.1.1 The mission of the Council's digital strategy is to deliver the priorities of the Council through challenge, innovation and transformation underpinned by technology.

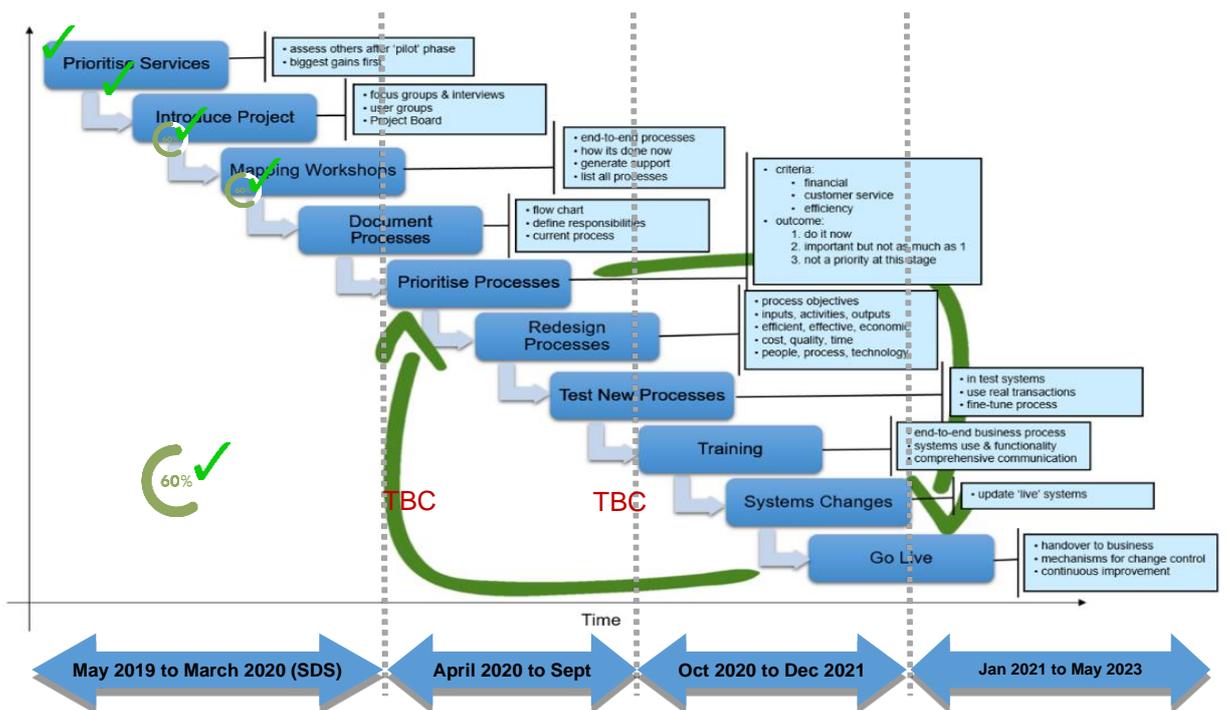
1.1.2 Since adopting the strategy in 2019, the pandemic has highlighted even more the importance of the digital agenda and its place in the delivery of our services to the public. When formulating the strategy a number of key drivers were recognised and these still hold true. For Members' information these were:

- Increasing service demands
- Diminishing resources
- The green agenda
- Evolution of customer expectations
- Disconnected communities
- Work life balance for staff
- Loss of resilience in the local economy
- Changing technological landscape

1.1.3 In addressing the above drivers/challenges, the Digital strategy focused on five priorities. For members information these are:

1. **One Council** – To provide our customers with consistent quality of service from all council’s services, enabled by Digital technology
2. **Efficient Workforce** – To equip our staff with technologies and to align their working practices to achieve optimum efficiency
3. **Demand Management** – To switch from a traditional ‘meeting demand’ approach to a more proactive and preventative ‘managing demand’ approach
4. **Economic Growth** – To support and improve local economic growth though investment in infrastructure and website
5. **Smart Borough** – We will aspire to use the Government’s ‘[Smart City](#)’ agenda to coordinate and manage our assets in collaboration with other Kent authorities through increased connectivity and sharing of data and information

1.1.4 Progress overview on the digital transformation approach and timeline:



As part of the Digital journey we instigated a detailed review of current business processes and the technologies that are being used to underpin them within all of our key services. Albeit the progress being hindered by the pandemic, there have been progress made on a number of key initiatives, based on the 60% of the Business process mappings workshops completed thus far.

1.1.5 Before picking up and commenting on some of themes from the above list of priorities, it is firstly important to update Members on progress with the website given that this is effectively the digital 'front door' and a catalyst to improving all of our services.

1.2 Website (One Council & Demand Management)

1.2.1 I reported to the meeting of this Advisory Board in January with a broad timetable for the delivery of the website.

1.2.2 Unfortunately, but inevitably, due to the escalation of coronavirus and the subsequent declaration of a pandemic, priorities were shifted and there was some slippage in the timetable below (see 1.2.5).

1.2.3 Despite the above unforeseen delays, I am pleased to say, that the tender process did go ahead and a number of tenders were received and evaluated against the stated criteria. The successful tenderer, Northgate Public Services Ltd, offered the market leading JADU platform; which is being used by many digitally matured local governments within UK, including a number of leading Kent authorities.

1.2.4 The contract is currently going through legal processes of being signed and is expected to be completed by 10 July 2020.

1.2.5 The following timetable is an estimation and is subject to confirmation of resource availability by the suppliers and the Council's service representatives:

Prepare platform for population of content ("empty shell")	By: 30 September 2020
Creation of customer portal (My Account) on new CMS	By: 30 November 2020
Incorporation of Citizen Access (Revenues & Benefits) into My Account portal	By: 31 December 2020
Development of key priority areas (other than Citizen Access for Revenues and Benefits)	By: 31 March 2021
Development of TMBC app and "official" launch of website	By: Summer 2021
Development of other service areas for inclusion in portal subject to prioritisation	By: 31 March 2022

1.2.6 As Members are aware from previous reports, responsibility for the design and editorial content of the website will rest with the Head of Communications in liaison with the Head of Customer Services.

1.2.7 At the General Purposes Committee on 17 June, Members agreed to establish a new post of Digital Content Editor within the Media and Communications team to take primary central responsibility for website content. At the time of writing this

report we are preparing to interview candidates and hope to make an appointment within the next few weeks.

- 1.2.8 As indicated above, the timetable has slipped due to the need to focus our limited resources on the response to the pandemic, but in outline terms the ‘content’ side of the programme will be developed over the next 10 to 12 months under the leadership of the Head of Communications.

1.3 Home/Flexible Working for staff and Virtual Meetings (Efficient Workforce)

- 1.3.1 As Members are aware from reports to the Cabinet, the majority of staff have been working from home almost seamlessly since the lockdown began. This was possible due to the investments that had already been made (i.e. Laptops, Intune, Global protect VPN, Windows 10, O365) as part of our digital strategy to enable flexible working (although we hadn’t imagined it would be tested quite so immediately or rigorously!).
- 1.3.2 The value of this investment has been repaid many-fold with staff continuing to offer vital Council services, including new demands and responsibilities, from their homes.
- 1.3.3 Virtual meetings and remote working have been enabled through cloud based Microsoft Office 365 (O365) product suite, offering higher availability and richer features for various Council demands.

Office 365 E3 includes



- 1.3.4 Since the pandemic was declared, the IT team have implemented Microsoft Teams from the above list of applications, which are being widely used for internal staff meetings. In addition this platform, with the assistance of some consultancy support, is now being used for hosting public facing ‘virtual’ council meetings (such as this one).

1.4 Digitisation & Automation of internal workflow (Efficient Workforce)

- 1.4.1 A number of projects have been initiated as part of the overall strive to improve the efficiency amongst frontline and back office services. These include the following:

Mobile working solution for in-field officers

- 1.4.2 Despite the delays faced due to the pandemic, the digitisation of the paper based inspection forms and automation of workflow amongst our Food safety team has been started and currently undergoing final stages of the field testing. Go-live is expected to take place in July 2020. Other frontline service areas will follow based on priorities and demand for efficiency. The outcome of this project will also contribute towards the reduction in creation of paper records.

Digitisation of manual workflow

- 1.4.3 In order to increase the efficiency in recording, submitting, calculating and managing manual data entries into various corporate and line of business systems, we have initiated an electronic solution. Starting with the mileage claims form, this initiative will be focusing on all internal end-to-end workflows. The Mileage claims form is currently undergoing final stages of the testing and expected to go live. Just as the Mobile Working project, this initiative will also focus on stopping the production of paper records.

Back scanning of existing paper records

- 1.4.4 Based on the findings from the business process mapping exercise, it has been acknowledged that dealing with paper records counted for a significant proportion of the inefficient/unproductive efforts within both frontline and back-office services. In addressing this, a project has been initiated with a view to adopt a corporate solution for converting all existing paper work in to digital records through back scanning. Comparative estimates have been received from suppliers to ascertain the viability of the concept and we are currently in the process of developing and qualifying the business case.

Electronic Document and Records Management System (EDRMS)

- 1.4.5 Based on the acknowledgement, that on completion of the digitisation of existing paper records, a solution will be required to provide a structured and secure storage of the electronic records, along with controlled access to staff across the council. The controlled access to the records held will also apply to our residents and businesses via the website customer portal. Hence, we are currently in the process of looking at the viability of adopting the one of the council's existing document management systems as the corporate EDRMS.

Virtual Parking permits

- 1.4.6 As part of the efforts in adhering to security compliance requirement whilst improving efficiency and customer experience of the parking permit services, we have upgraded line of business system from 'Permit Gateway' to the 'PermitSmart' system: a virtual permit system. In turn this has enabled our residents and businesses to engage with the Parking services and manage their permit requirements online without much manual interventions. By adopting the

new system the service has significantly reduced its administration such as the need to print and post permits to residents thus increasing the overall service efficiency.

1.5 Smart Kent & Medway project (Demand management, Smart Borough & Economic Growth)

1.5.1 In the efforts to further enhance the quality of life for the residents and business within Tonbridge & Malling, we are joining a number of Kent authorities including Kent County Council (KCC), and other public sector partners such as Kent Fire, NHS, schools and other emergency services through the Kent Connects and KPSN partnerships in leading on the 'Smart city' agenda for Kent. We (TMBC) have lead on producing the proposal (attached) for a soft-market research to be carried out on behalf of Kent Connects. The outcome of the research will provide the involved authorities with the potential solutions and benefits to be gained through the Smart agenda. Discussion are currently taking place amongst similar aspiring authorities within Kent to take a joint effort with KCC, as for majority of the District councils does not own any infrastructure assets including street furniture and highways.

1.6 Legal Implications

1.6.1 The new website (CMS) contract documents are currently undergoing Legal signatory requirement with Northgate Public Services (NPS) and aimed to be completed by 10 July 2020.

1.7 Financial and Value for Money Considerations

1.7.1 A budget for the website was approved by Full Council in October 2019, and revenue costs were built into base budget through the preparation of Estimates 2020/21.

1.7.2 Consultancy support for the implementation of virtual council meetings was obtained.

1.8 Risk Assessment

1.8.1 Reliance on digital services can also bring risks. If services are down for prolonged periods, productivity of staff is compromised as are services to the public. Disaster Recovery measures are therefore imperative.

1.8.2 Given the significance of the project, a risk 'assessment' for the website project will be undertaken by the project team to cover timing, budget, functionality and resilience.

1.8.3 Members are referred to a report elsewhere on the agenda setting out the disaster recovery measures following incidents, the primary one of which was outside of the Council's control.

1.9 Equality Impact Assessment

1.9.1 The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.

1.10 Policy Considerations

1.10.1 Business Continuity/Resilience

1.10.2 Customer Contact

1.10.3 Communications

1.10.4 Community

1.10.5 Procurement

Background papers:

contact: Sharon Shelton
Ganesh Thangarajah
Jon Steel

Sharon Shelton
Director of Finance & Transformation

This page is intentionally left blank

TONBRIDGE & MALLING BOROUGH COUNCIL

FINANCE, INNOVATION and PROPERTY ADVISORY BOARD

22 July 2020

Report of the Director of Finance and Transformation and Director of Central Services

Part 1- Public

Matters for Information

1 **BUSINESS CONTINUITY INCIDENT - IT DISASTER RECOVERY**

An information report providing Members with a record of the issues arising from the power outage on 5/6 April 2020 in respect of which Members will note that a compensation claim against UK Power Networks was lodged. In addition, the report provides a short summary of the issues arising from the failure of the air conditioning in the server room on 16 June.

1.1 **Power outage 5/6 April 2020**

- 1.1.1 On the afternoon of Sunday 5 April (approximately 16:00 hrs), a fire broke out in the electrical substation adjacent to the Gibson Building. The Council's out of hours duty officer informed the IT team on the situation, particularly with regard to potential IT server room implications.
- 1.1.2 The Council's own uninterruptible power source (UPS) and generator which serves as the back-up power supply was however confirmed to be operational with fuel for approximately 21 hours running time. An IT team (virtual) meeting took place at around 17:00 hrs on Sunday afternoon to discuss options, and as it was not known at that point when UK Power Networks could attend the substation to fix the problem, it was agreed to close down test/train/development systems to reduce potential load on the generator. Other systems continued to operate however, using power from our backup generator.
- 1.1.3 UK Power Networks (UKPN) attended site during at around 20:30 hrs and installed their own temporary generator at the substation. Once the newly installed UKPN generator started up, our backup generator automatically stood itself down as it is designed to do. Mains power was restored to the building, but unfortunately it transpired that the server room power did not switch back from the generator to the mains due to an electrical phasing error by UKPN and had failed subsequently after UPS batteries were drained out. This was brought to the IT team's attention when, around 21:00 notification was received that the website was 'down'.

1.1.4 As Members are fully aware, this was at a particularly vulnerable and challenging time given the start of the 'lockdown' and the new responsibilities that the Council were required to take on as a result of the pandemic. All Council staff at that time were working from home relying heavily on the Council's networks following the government's directions.

1.2 Subsequent Actions and Issues

1.2.1 Members of the IT team subsequently attended site on the (late) evening of 5 April and power was restored to the computer room around 23:00 hrs. A system rebuild of the storage platform was in progress overnight and restoration of web site, email, telephony and critical application systems commenced. Staff worked through the night and into the following day.

1.2.2 At this point it was not known why the power to the computer room had failed following UK Power Network's installation of their temporary generator; and also why the Council's own generator and UPS had not 'kicked in'. It subsequently came to light that the electrical phasing (which could be either standard or non-standard rotation) had not been properly taken into account by UK Power Networks and the incorrect phasing had been used.

1.2.3 A UPS engineer attended site on Monday 6 April and confirmed that the issue was connected to electrical phasing and caused a problem with our generator and UPS configuration thereby taking all IT systems down. The Head of Buildings, Facilities and Administration contacted UK Power Networks and they attended to fix the problem at around noon. Unfortunately, during the switch over process from one generator to another, the UPS sustained damage to 4 fuses and a power board which resulted in it being unusable.

1.2.4 At this point telephony and the website had been functional following the work overnight, and other systems had been in the lengthy process of restoration. The failure on switchover therefore, despite all the work undertaken overnight, took everything back to 'ground zero'.

1.2.5 Due to the specialist nature of the UPS, replacement parts were required for the UPS, which can only be sourced from the manufacturer and were not stock items. However we were able to arrange a loan UPS through our UPS contractor, which was confirmed for delivery on Wednesday 8 April. Members will note that until a UPS was functional there was a risk that any 'blip' variation in power could have caused the systems to go down again. This risk was acknowledged, but, due to the 'mission critical' nature of the systems and the impact of non-availability, it was agreed that restoration should proceed immediately with a list drawn up of 'priority' systems to restore in the first instance.

1.2.6 The Business Continuity Plan (BCP) was used to identify the majority of the mission critical services, data and programmes that needed to be established. However due to the timing and the new service demands as a result of COVID-19 response, new mission critical services – notably the community hub and

associated services – were not captured on the BCP but were identified separately.

- 1.2.7 Staff had been alerted to the IT problems through the use SMS texting systems which allows us to keep staff and members informed despite the core systems being offline.
- 1.2.8 Restoration of web site, email, telephony and critical application systems recommenced. The second rebuild took a lot longer due to major faults being detected in the data and these rebuild works were completed around 06:00 hours on Tuesday 7 April, although some systems were not available at this point because of critical issues that had occurred. Staff were however able to use email and telephony at some point during the course of Tuesday 7 April.
- 1.2.9 On Wednesday 8 April the loan UPS was installed, and at 17:00 the IT team closed down IT systems to reduce risk if further failure/corruption pending the scheduled arrival on site of UK Power Networks. This further visit was for another 'power down' to switch over to new substation equipment and took place at 18:30 seamlessly with a satisfactory result.
- 1.2.10 Overall, this could be described as a 'perfect storm' with two power outages in the space of 24 hours arising from issues outside of the Council's control. Whilst the incident caused major disruption to Services council-wide, the main impact was contained to under 48 hours which, considering the scale of the disaster, was a successful outcome facilitated by the IT Team. This was particularly important given that the majority of staff were (and still are) working from home in line with government guidance regarding COVID-19.
- 1.2.11 The required parts were sourced and the damaged UPS was repaired by the manufacturer on Wednesday 29 April and was reinstated by the supplier on Tuesday 5 May.

1.3 Business Continuity Impacts

- 1.3.1 The business impact of this power outage was on our core IT systems, website, telephony and data sets. Without suitable power supply to these systems, our UPS drained and all of the IT systems collapsed. This resulted in a complete loss of service with no access to our systems by staff or customers.
- 1.3.2 Members may also be aware that the Council hosts websites for two neighbouring councils. The outage impacted on the availability of their websites too, although both websites were restored relatively quickly.

1.4 Failure of Air Conditioning units in the server room 16 June

- 1.4.1 On the afternoon of 16 June at around 14:40 hrs, it was discovered that 4 out of 5 of the air conditioning units in the server room had failed and the temperature in

the room had risen to 38 degrees Celsius, way beyond the recommended level of (maximum) 20 degrees Celsius.

- 1.4.2 Members will be aware that government guidance in relation to COVID-19 states that staff should work from home wherever possible, and therefore the number of staff present on-site has been extremely limited and infrequent. In other circumstances, during working days, it is highly likely that the rising temperature, and therefore the malfunctioning of units, would have been noticed in a timelier manner and taken evasive actions.
- 1.4.3 The overheating caused some of the equipment to 'go down' and this affected email, telephony and internal applications. The website and public facing Revenue and Benefits systems remained operational throughout and were not affected. However, a further rise in temperature could have caused far greater damage to the equipment and prolonged the outage.
- 1.4.4 The Head of Buildings, Facilities and Administration arranged a visit from a specialist air conditioning contractor who attended site within an hour of the issue arising. A member of the IT team who was on site took some immediate preventative action and, with the assistance of interim work performed by the contractor, the temperature began to reduce allowing the opportunity for systems to be safely brought back into operation. This was completed by 20:00hrs on the same day.
- 1.4.5 On 17 June the air conditioning contractor attended site to replace two of the faulty air conditioning units, one of which with a more powerful unit. In addition they were able to get the remaining 3 units working.
- 1.4.6 Being that it is likely staff numbers at the offices will continue to be kept to a minimum, the air conditioning contractor is investigating the possibility of installing a monitoring system which would alert Officers to any faults which the units developed, enabling action to be taken. In addition, costs are being sought on the option to replace/upgrade the air handling units. IT services have enabled their own proactive temperature monitoring solutions to help ensure that the team are alerted of any changes to the optimum temperature within the datacentre pending any more permanent solution.

1.5 Legal Implications

- 1.5.1 In the event that the claim made against UK Power Networks is not settled to our satisfaction (see 1.6.1 below), consideration will be given to pursuing legal proceedings.

1.6 Financial and Value for Money Considerations

- 1.6.1 In respect of the April incident, a claim has been made against UK Power Networks for the sum of £60,710, representing unproductive time for the Council's

staff for approximately 1.5 days. We understand that this has been referred to the insurers. Other costs have been met from annual maintenance budgets.

1.6.2 In respect of the air handling units, quotes are being sought as set out above.

1.7 Risk Assessment

1.7.1 Following incidents such as these, business continuity 'post-event' meetings are held in order to learn from the incident and introduce any new mitigation measures.

1.7.2 Due to the business continuity impact of these events, we will be asking Internal Audit staff to review the incidents to allow a better understanding of our resilience and to provide a level of assurance to Management Team that we are well placed in the future to deal with incidents of this type.

1.7.3 The Council and its staff are reliant on IT systems for the delivery of services. In addition, with the promotion of digitally enabled services to the public, it is imperative that the availability of the systems involved are maintained at a higher level around the clock.

1.7.4 In turn we are also reliant on the goodwill of staff across the Council to work 'out of normal hours' to ensure that services are able to be restored and run efficiently.

1.7.5 As the reliance on IT systems becomes even greater, opportunities are being explored to mitigate risks further – for example by assessing greater use of cloud services in line with the IT and Digital Strategy. Consideration will also be given to the resource base within IT Services to ensure that there is adequate resilience and if appropriate proposals will be brought to the General Purposes Committee.

1.8 Policy Considerations

1.8.1 Business Continuity/Resilience

1.8.2 Human Resources

Background papers:

Nil

contact: Sharon Shelton
Ganesh Thangarajah
Stuart Edwards
Andy Edwards

Sharon Shelton
Director of Finance & Transformation

Adrian Stanfield
Director of Central Services

This page is intentionally left blank

TONBRIDGE & MALLING BOROUGH COUNCIL

FINANCE, INNOVATION and PROPERTY ADVISORY BOARD

22 July 2020

Report of the Director of Finance and Transformation

Part 1- Public

Matters for Information

1 REVENUES AND BENEFITS UPDATE REPORT

A report detailing recent developments in respect of council tax, business rates, council tax reduction and housing benefits.

1.1 Collection of council tax and business rates

- 1.1.1 As at 31 March 2020, the final collection rate for council tax, for the year 2019/20, was 98.48%. This was below the target set for the financial year (98.75%). The final collection rate for 2018/19 was 98.91%.
- 1.1.2 As at 31 March 2020, the final collection rate for business rates, for the year 2019/20, was 99.43%. This was marginally below the target set for the financial year (99.5%) but still just higher than the final collection rate for 2018/19 (99.42%).
- 1.1.3 Council Tax collection was impacted by the lockdown measures in March, with recovery action being suspended and court hearings being cancelled. Despite that, the collection rate will still be one of the highest in Kent (information not known at the time of writing this report).
- 1.1.4 Since the introduction of the council tax reduction scheme in 2013/14, the working age taxpayers in receipt of support have been charged £11.7M. By the end of 2019/20, £10.6M has been collected, approximately 91%. In respect of 2019/20, the collection rate for working age taxpayers fell by 0.7% compared to 2018/19.
- 1.1.5 Previous year council tax arrears also reduced by approximately £800,000 in the last financial year (compared to £1.1M in 2018/19).
- 1.1.6 Members will note that the number of recovery notices issued overall in 2019/20 was 22% higher than in 2018/19 (see **ANNEX 1**). These figures show it is becoming more difficult to collect council tax from the minority of residents who do not pay by direct debit.
- 1.1.7 In respect of business rates, we have consistently collected over 99% since 2008/09. However, as I have mentioned before, collection of business rates is volatile, and the overall collection rate can be affected by factors affecting a small

number of accounts. Fortunately, the vast majority of our businesses had already paid their rates charges in full before lockdown measures were imposed.

- 1.1.8 The overall business rate arrears reduced by approximately £300,000 in the last financial year, leaving just over £100,000 uncollected in respect of all rates due since 1990. The work done in previous years has enabled us to maintain a very low level of arrears, which is extremely important with this year's collection rate sure to be affected adversely by the lockdown measures.
- 1.1.9 As always, I can assure Members that every effort is being made to maintain high collection rates, and that we are doing all that is possible to collect the council tax and business rates that are due to the Council.
- 1.1.10 As at 30 June 2020, the collection rate for council tax stood at 26.35%. For the same period in the year 2019/20, the collection rate was also 27.06%.
- 1.1.11 As at 30 June 2020, the collection rate for business rates stood at 26.82%. For the same period in the year 2019/20, the collection rate was 30.59%.
- 1.1.12 At the start of the crisis in March, the decision was taken to suspend all recovery action and offer those residents and businesses who requested it a deferral of their April and May instalments, with payments starting in June. I knew the collection rate would be affected by doing this, but with many residents furloughed, it was the correct thing to do.
- 1.1.13 In line with the other Kent authorities, recovery action is due to recommence in August, with the first batch of final notices being issued this financial year. However, summonses cannot be issued yet, as the Magistrates' Court has cancelled the scheduled hearings. We have been notified that they are hoping to provide dates for hearing the backlog of cases but these will not take place until October 2020 at the earliest.
- 1.1.14 Any significant delay in scheduling new hearings will impact on our ability to recover debts but this is something outside of our control. I will update Members at the next meeting of this Board if the situation has changed.
- 1.1.15 Members may also have recently read an article about a cross-party group of MPs and peers calling for a ban on council tax being collected by enforcement agents. I can assure Members that cases are only passed to our agents as a last resort, and that every effort is made to engage with our residents to set up affordable payment plans to clear their debts.
- 1.1.16 I can also advise that all enforcement visits have been suspended since 23 March, although payments continue to be collected where residents have set up a payment plan with the agents.

- 1.1.17 The Civil Enforcement Association (CIVEA) has asked its members to implement a Pre-visit Letter and Vulnerability Identification Phase before recommencing visits to customers when lockdown restrictions are eased.
- 1.1.18 This means anyone who has missed a payment or been out of contact will receive a light touch reconnection letter plus follow up communication e.g. by text, email, phone where possible. The letter seeks to engage with customers to understand how they have been affected by the COVID-19 crisis and respond as appropriate. Each case will need to be offered support as appropriate, including signposting to the Money Advice Service and debt advice charities.

1.2 Performance and Workload of the Benefits Service

- 1.2.1 Looking back on the 2019/20 financial year, performance of the Service has once again been ranked amongst the highest in the country for the speed of processing new housing benefit claims, council tax reduction claims and changes in circumstances. Most are dealt with between two and three working days. It is only those needing further information or clarification where it may take longer.
- 1.2.2 The number of households receiving assistance with housing benefit has fallen faster than expected over the course of the year. In April 2019, we were helping 5924 homes to pay rent, 3776 were 'working age' households. The numbers dropped due to the natural migration to Universal Credit. That happens when there is a change in circumstances such as starting or finishing a job; then a claim for Universal Credit including housing costs is required and housing benefit stops. In March 2020 the number of households we help with housing benefit was down to 4950, 2900 of which were working age.
- 1.2.3 Our discretionary housing payment (DHP) budget was used all but in full. Budgeting across the year is tricky, with payments coming back in to the fund throughout the year which cannot be anticipated, as well as demand fluctuating. Of the £208,137 budget, we finished the year with an under spend of £745.
- 1.2.4 The Council received 351 applications for DHP. Of these, 88 were refused. The most common grounds for refusal were claims being made repetitively without the claimant taking steps to improve their financial situation where it may be possible.
- 1.2.5 A total of 179 payments were made for households as rent in advance or to help to clear arrears. This number was up on the previous year and represents by far the biggest proportion of spend from the fund. Rent in advance payments are made to assist households into new homes, most frequently from temporary accommodation provided through the Council's homeless service. Rent in advance payments are sometimes repaid to the Council, when the funds can effectively be recycled. Arrears payments are made to directly prevent homelessness, putting a stop to possession proceedings and evictions, avoiding the use of temporary accommodation. These types of payments accounted for £173,000 of the total DHP budget, an effect of the increased pressures in the

housing market, the switch to Universal Credit and increased duties imposed on our services from the Homelessness Reduction Act 2017.

1.2.6 The DHP budget for 2020/21 is £313,434. At the time of writing, £43,000 has been put to use. Demand has considerably fallen for reasons I will come on to later in my report.

1.2.7 **The Local Council Tax Reduction Scheme 2020/21**

1.2.8 Members will recall the work that went into developing a new Local Council Tax Reduction Scheme during 2019/20 to take effect 1 April 2020. Following Full Council approval in February the new scheme started as planned and looks to be successful. It has not been possible to evaluate the Scheme with any certainty at this stage due to a number of other extraordinary factors however, it appears we have had fewer changes in circumstances which may be due to our banded discount scheme. The continued and rapid rise in claims for Universal Credit also consolidates our decision for the revised Scheme.

1.2.9 One particular and unfortunately timed aspect we introduced was a minimum income floor for self-employed claimants. This rule substituted an assumed fixed weekly income for any who households who declared lower levels than the National Living Wage. Introducing this at a point when many self-employed incomes drastically reduced caused some problems but due to the relatively low numbers, cases have been identified and assisted on an individual basis. Should Members have any contact from residents relating to our Scheme then my Benefits & Welfare Manager, Andrew Rosevear, will be pleased to assist.

1.2.10 I hope that we are in a position to better assess the success of our new Scheme against the objectives by the time of our next Board meeting.

1.2.11 **Benefits and Covid 19**

1.2.12 Across both Revenues & Benefits the Services rapidly adapted to working from home. Together with the swift conversion of our most frequently used forms from paper to online, there has been minimal interruption to the services we provide. A small number of staff now attend the offices at Kings Hill twice weekly to deal with incoming and outgoing post and printing.

1.2.13 At the beginning of lockdown there was a noticeable increase in the volume of calls relating to housing benefit and council tax reduction. This coincided with our financial year end, issue of new council tax bills, new benefit rates and benefit decision letters, our usual peak time. I am pleased to report that all things considered, it went without too many hitches even with the added complications of frequent Government announcements of assistance schemes in March and April.

1.2.14 The Government has raised national benefit rates to assist households living on the lowest incomes. Recovery of benefit overpayments has been suspended nationally and locally. Recovery of rent arrears and possession proceedings have

been suspended currently until the end of August, effectively banning evictions. This action directly accounts for the reduction in DHP applications. My Service is working with key landlords to identify and quantify the level of debt being harboured with a view to proactively assisting those households most in need.

- 1.2.15 In March, Government announced an uplift in Local Housing Allowance (LHA) rates across the country. LHA is the maximum level of housing benefit (or housing cost element within UC) that can be paid for private sector rentals. Rates were set at the 30th percentile of market rents but have been frozen for the last four years, causing a severe disconnect between benefit rates and rents and unaffordable accommodation for low income households. Although LHA rates are aimed at the lower end of private sector market rents the uplift is welcome. Other benefit rates, such as UC, have been temporarily raised whereas the LHA increase will not be reduce back to the old levels. **[Annex 2]** shows the new rates compared to old.
- 1.2.16 On 24 March, Government announced a national £500m hardship scheme to assist low income households to pay council tax. The scheme provides additional help for households receiving CTR by an additional payment of £150. A national need for clarification and software provider re-writes caused some delays but payments were eventually processed in early May. Our allocation of the national fund is £866,829. The initial application of £150 to all of our CTR households amounted to £590,000. New claims, throughout the 2020/21 financial are entitled to the additional hardship grant of £150, providing there is a liability of at least that figure. At the time of writing this report, we have granted £695,000.
- 1.2.17 The work level position has now stabilised. Not surprisingly, we have experienced an increase in the number of households claiming council tax reduction (CTR) since April, due to the impact on the economy of Covid 19. At the time of writing this report, the increase is 220. At the same time, the Department for Work and Pensions has supplied the numbers of new claims in the Borough for Universal Credit (UC). There have been approximately four times as many households claiming UC compared to the same period last year. The numbers are far greater than the increase in claims for CTR, suggesting many households have yet to claim, having temporarily relaxed recovery of council tax, we will see a rapid increase in applications at some point.
- 1.2.18 The rate in fall of housing benefit claims has not changed over the first quarter. As I have already said, a claim for Universal Credit would trigger the cancellation of a housing benefit claim. This indicates that the new claims for UC are from households not already receiving housing benefit, probably those who previously had higher incomes. This is supported in the findings of the Institute for Fiscal Studies report 'The effects of coronavirus on household finances and financial distress' <https://www.ifs.org.uk/publications/14908>
- 1.2.19 So far, my Benefits Service has not experienced the increase in demand to the levels anticipated. The many supportive financial measures that have so far been so beneficial to communities, such as mortgage breaks, business grants, payment

deferrals and artificial wages have served well to underpin and stabilise the economy but as society gradually returns to a position of sufficiency the inevitable side effects of this protection will emerge.

1.3 Legal Implications

1.3.1 Nil.

1.4 Financial and Value for Money Considerations

1.4.1 The percentage of council tax and business rates collected during the year impacts on the Council's finances and, consequently, on the level of council tax for future years.

1.5 Risk Assessment

1.5.1 Nil.

1.6 Equality Impact Assessment

1.6.1 The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users at this point.

1.7 Policy Considerations

1.7.1 Community

1.7.2 Customer Contact

Background papers:

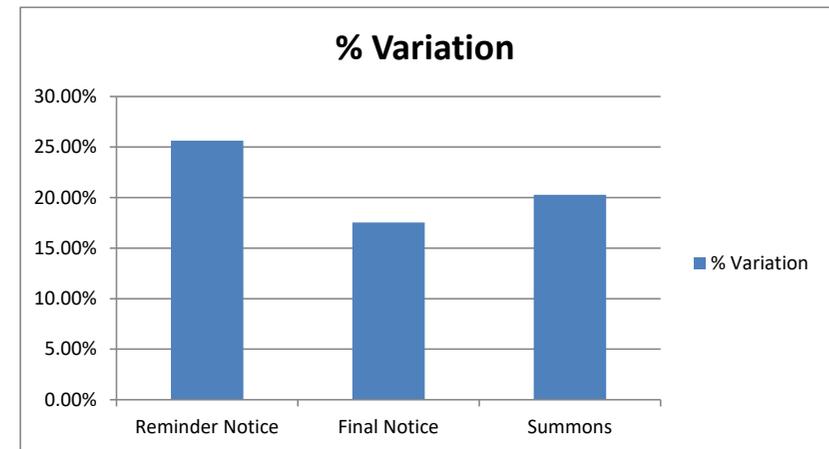
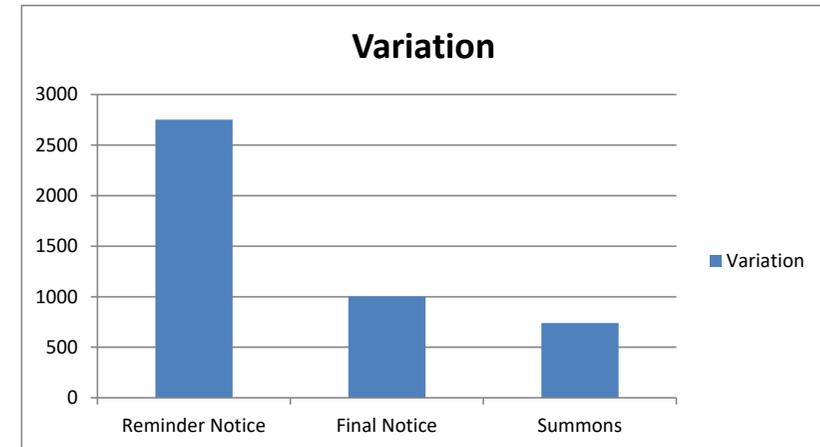
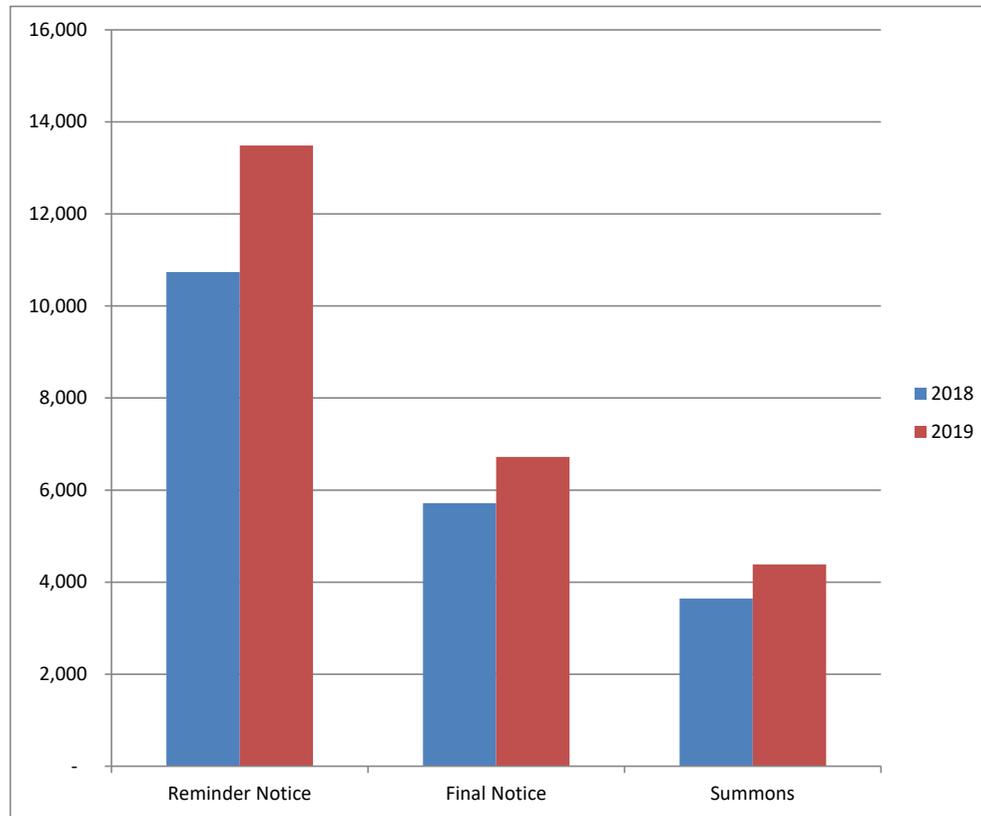
1. In respect of the collection of council tax and business rates, data held within Financial Services.

contact: Glen Pritchard
01732 876146
Andrew Rosevear
01732 876143

Sharon Shelton
Director of Finance and Transformation

	Reminder Notice	Final Notice	Summons	Total
2018	10,737	5,718	3,647	20,102
2019	13,488	6,721	4,386	24,595
Variation	2751	1003	739	4493
% Variation	25.62%	17.54%	20.26%	22.35%

ANNEX 1



This page is intentionally left blank

Local Housing Allowance Rates from April 2020

	Old Weekly LHA Rates 2020				
BRMA	shared	1 bed	2 bed	3 bed	4 bed
High Weald	£81.07	£141.79	£184.95	£226.98	£342.55
Maidstone	£73.67	£133.34	£165.05	£189.02	£239.41
Medway & Swale	£68.22	£115.93	£144.64	£165.10	£213.74

	New Weekly LHA Rates 2020				
BRMA	shared	1 bed	2 bed	3 bed	4 bed
High Weald	£100.11	£159.95	£207.12	£260.05	£345.21
Maidstone	£88.85	£149.59	£187.56	£224.38	£287.67
Medway & Swale	£72.84	£136.93	£172.60	£195.62	£276.16

	Equivalent Monthly New LHA Rates 2020				
BRMA	shared	1 bed	2 bed	3 bed	4 bed
High Weald	£433.81	£693.12	£897.52	£1,126.88	£1,495.91
Maidstone	£385.02	£648.22	£812.76	£972.31	£1,246.57
Medway & Swale	£315.64	£593.36	£747.93	£847.69	£1,196.69

	Monthly Uplift in LHA Rates 2020				
BRMA	shared	1 bed	2 bed	3 bed	4 bed
High Weald	£82.51	£78.69	£96.07	£143.30	£11.53
Maidstone	£65.78	£70.42	£97.54	£153.23	£209.13
Medway & Swale	£20.02	£91.00	£121.16	£132.25	£270.49

This page is intentionally left blank

TONBRIDGE & MALLING BOROUGH COUNCIL

FINANCE, INNOVATION and PROPERTY ADVISORY BOARD

22 July 2020

Report of the Director of Director of Finance and Transformation

Part 1- Public

Matters for Information

1 **BUSINESS GRANTS SCHEMES**

A report detailing the Government schemes to assist businesses and charities affected by the COVID-19 lockdown measures.

1.1 **Background**

- 1.1.1 Following the Budget on 11 March and the Chancellor's statement on 17 March, the Secretary of State for Business, Energy & Industrial Strategy (BEIS) set out some detail on the two grant funding schemes that Government was asking local authorities in England to administer in order to support recipients of the grants.
- 1.1.2 Guidance was subsequently issued for the Small Business Grants Fund and the Retail, Hospitality and Leisure Grant Fund, giving the eligibility criteria and the monitoring and reporting requirements for post event assurance.
- 1.1.3 We do not hold bank details for the majority of our ratepayers (either because they did not pay by direct debit or were not required to pay any rates), and with the need to ensure that any awards were compliant with government requirements, applications were invited to be made via an online portal to gather all of the relevant information.
- 1.1.4 Officers identified eligible businesses and contacted them by email, letter and phone to advise how to apply for the grants. In a fast moving scenario, guidance was amended five times in the first four weeks, but thanks to a collection of officers from across the Council supporting the efforts of the Revenues officers, businesses were contacted on at least three occasions to ensure we were awarding as much funding as possible.

1.2 **Grants Schemes**

- 1.2.1 Under the Small Business Grant Fund (SBGF) all businesses in England in receipt of either Small Business Rates Relief (SBRR) or Rural Rates Relief (RRR) in the business rates system as at 11 March 2020 were eligible for a payment of £10,000 in line with the eligibility criteria.

1.2.2 Under the Retail, Hospitality and Leisure Grant (RHLG), businesses in England that would have been in receipt of the Expanded Retail Discount (which covers retail, hospitality and leisure) on 11 March 2020 with a rateable value of less than £51,000 were eligible for the following cash grants per property:

- Eligible businesses in these sectors with a property that has a rateable value of up to and including £15,000 will receive a grant of £10,000
- Eligible businesses in these sectors with a property that has a rateable value of over £15,000 and less than £51,000 will receive a grant of £25,000

1.2.3 Businesses which were not ratepayers in the business rates system were not included in this scheme. Also, recipients eligible for the SGBF were not eligible for the RHLG.

1.3 Funding

1.3.1 The Council was initially given £18,674,000 to cover the SGBF and RHLG schemes. With the amended guidance and information from other local authorities suggesting more businesses would be eligible than originally thought, extra funding was requested, increasing the total fund to £20,120,000.

1.3.2 In the first 4 weeks of the scheme, £12,710,000 was paid, a tremendous effort and one that many businesses appreciated. As at the end of June, £18,005,000 of the total funding (approximately 90%) has been paid out to 1,403 businesses.

1.3.3 A very small amount of applications are still being processed each week, and this will continue to be done until such time as a cut-off date is announced by Government.

1.4 Local Authority Discretionary Fund

1.4.1 On 02 May 2020, the Business Secretary announced that £617 million would be made available to local authorities in England to go towards an additional fund aimed primarily and predominantly at small businesses with ongoing fixed property-related costs that were ineligible for either the Small Business Grant or the Retail, Hospitality and Leisure Grant.

1.4.2 National Guidance on the Local Authority Discretionary Fund was made available to local authorities on 13 May 2020, which set out a number of mandatory criteria:

- Businesses that apply must not be in administration, insolvent or subject to a Striking-Off Notice.
- Businesses that apply must not have been in receipt of any other Government Grant (except for Job Retention Scheme (furlough) funding or (as included on 23 May 2020) Self-Employment Income Support Scheme funding).
- Businesses that apply must have been trading on 11 March 2020.

1.4.3 Whilst Central Government left a fair amount to the discretion of local authorities as to how local policies could be formulated, they did set out a number of national priority areas for the funding:

- Small businesses in shared offices or other flexible workspaces
- Regular market traders who do not have their own business rates assessment
- Bed and Breakfast premises which pay Council Tax instead of Business Rates
- Charity properties in receipt of Charitable Business Rates Relief which would otherwise have been eligible for Small Business Rates Relief or Rural Rate Relief.

1.4.4 In addition, the guidance highlighted that there was an expectation that the fund would be 'primarily and predominantly' used to support businesses that fall in to the following categories:

- Small and micro-businesses as defined in Section 33 Part 2 of the Small Business, Enterprise and Employment Act 2015 and the Companies Act 2006
- Businesses with relatively high ongoing fixed property-related costs
- Businesses which can demonstrate that they have suffered a significant fall in income due to the Covid-19 crisis
- Businesses which occupy property, or part of a property, with a rateable value or annual rent or annual mortgage payments below £51,000

1.4.5 Central Government also set the funding allocations at three levels - £25,000, £10,000 or any sum less than £10,000 in order to tally relatively closely with previous grant regimes.

1.4.6 The Borough Council published its Local Authority Discretionary Fund policy on 26 May 2020. This built upon the national guidance, giving it a stronger local relevance:

- Established a local priority – Businesses in (or supplying to) the Retail, Hospitality and Leisure sector that were ineligible for other grants.
- Established that consideration would be given to businesses with a rateable value of £51,000 or above, where it could be demonstrated that business failure would result in a high number of job losses and a wider impact on the Borough.

1.4.7 In total, the Borough Council was allocated a sum of £1,006,000 towards this scheme (equating to a 5% top-up of the initial allocation given to the Borough Council for the Small Business Grant and Retail, Hospitality and Leisure Grant).

1.4.8 The scheme was developed in the main by the Economic Regeneration Manager in liaison with the Revenues Manager, and opened for applications on 26 May

2020, just three days after the amended guidance was published by Central Government. In total, the Borough Council received 161 applications before the deadline on 10 June 2020, but also accepted a further 2 applications after the deadline where it was clear that these had not been submitted earlier due to technical issues. This makes a total of 163 applications.

- 1.4.9 Thirteen applications were discounted as they failed to meet the mandatory criteria or proved to be from outside the borough. Where the business was outside the borough, they were referred to the correct local authority. At the time of writing this report, one application was being held in abeyance until further information had been provided by the applicant.
- 1.4.10 As shown in Table 1, all **149** businesses that met the mandatory criteria and were not subject to further information being required received a grant allocation into their bank accounts on 26 June 2020 (ahead of when a number were due to make their next quarterly rent payment). **148** received payment via the Discretionary Fund with the **1** application being funded out of our Business Rates Retention Pilot (BRRP), and the other remaining application also being funded through this source should they prove to be eligible.

Table 1: Distribution of Applications

Applications	Number
Eligible – contribution through the Discretionary Fund	148
Eligible – contribution through the BRRP	1
Held in abeyance at time of writing report	1
Ineligible	13
Total	163

- 1.4.11 As can be seen in Table 2, numbers of applications from 3 out of the 4 national priority areas were small, with only businesses in shared or flexible space making up a sizeable number of applications. In addition, it is quite clear that the Borough Council made the right decision to highlight ‘businesses in (or supplying) the Retail, Hospitality and Leisure sector’ as a local priority, as these businesses made up the highest number of applications (nearly 50%).

Table 2: Distribution of the Discretionary Fund

Category	Number of Applications	Potential Allocation	% Allocation
National Priority - Shared or Flexible Space	42	£255,000	25.3%
National Priority - Regular Market Trader	7	£12,000	1.2%
National Priority - B&B with CT Liability	1	£4,000	0.4%
National Priority - Small Charity	6	£24,000	2.4%
Local Priority - In (or supplying) RHL Sector	50	£496,500	49.4%
Other – fixed costs other sectors	24	£174,500	17.3%
Other – home-based	18	£40,000	4.0%
TOTAL	148	£1,006,000	100%

1.4.12 Of the businesses categorised as ‘Other – fixed costs other sectors’, a large number of these were in the manufacturing and construction sectors, with a smaller but significant number in both childcare and professional services.

1.4.13 To give an indication of the level of support to the local economy provided through this scheme, the 149 businesses directly supported through the Discretionary Fund employ a total of 1,126 people in the borough, with the other 7 businesses employing a total of 166 people in the borough.

1.4.14 To date, we have understandably had a lot of positive feedback from local businesses. The following is a flavour of the comments received so far:

“That’s fantastic news, thank you so much for your update. This will certainly help us pay our rent which is now due”

“Oh wow - thank you so much - should help us to keep going until things pick up again”

“I somehow can breathe today a little easier and I am sure that I will sleep better! We just keep our fingers crossed that we can open soon. We really need to! Thank you again for being there for us. It has been a lonely and difficult period”

“Thank you for sending this over - good news to start the day with! We appreciate the support from TMBC and this grant will be very helpful for us”

“Thank you so much that is a life saver for the business”

1.5 Legal Implications

1.5.1 Nil.

1.6 Financial and Value for Money Considerations

1.6.1 Central government will fully reimburse Local Authorities, in line with guidance and the grant offer letter, for the cost of the grant (using a grant under section 31 of the Local Government Act 2003).

1.6.2 A return on all payments made has been made to government following a request. The information will be published nationally.

1.7 Risk Assessment

1.7.1 The Government will not accept deliberate manipulation and fraud - and any business caught falsifying their records to gain additional grant money will face prosecution and any funding issued will be subject to claw back, as may any grants paid in error.

Background papers:

Nil

contact: Glen Pritchard
Jeremy Whittaker

Sharon Shelton
Director of Finance and Transformation

TONBRIDGE & MALLING BOROUGH COUNCIL

FINANCE, INNOVATION and PROPERTY ADVISORY BOARD

22 July 2020

Report of the Director of Finance and Transformation

Part 1- Public

Matters for Information

1 PUBLICATION OF ALLOWANCES PAID TO MEMBERS IN THE FINANCIAL YEAR 2019/20

Publication of the Statement is required in accordance with regulation 15 (3) of the Local Authorities (Members Allowances) (England) Regulations 2003.

1.1 Introduction

1.1.1 In accordance with regulation 15 (3) of the Local Authorities (Members Allowances) (England) Regulations 2003, the Council is required to publish the allowances paid to Members in each financial year. The Statement attached at [Annex 1] to this report was placed on display at the Council's Kings Hill and Tonbridge Castle offices and also appears on the Council's website.

1.2 Legal Implications

1.2.1 Publication of such a Statement is a statutory requirement and consistent with the transparency agenda.

1.3 Financial and Value for Money Considerations

1.3.1 As set out in the attached Statement.

1.4 Risk Assessment

1.4.1 Failure to publish the Statement in accordance with the Regulations could result in adverse publicity and criticism.

1.5 Policy Considerations

1.5.1 Communications

Background papers:

contact: Sharon Shelton

Nil

Sharon Shelton
Director of Finance and Transformation

This page is intentionally left blank

In accordance with regulation 15 (3) of the Local Authorities
(Members Allowance) (England) Regulations 2003, I hereby publish details of
allowances paid to the Councillors of Tonbridge & Malling Borough Council
during the financial year 2019/20.

Member	Basic Allowance	Special Responsibility	Mileage	Subsistence/ Expenses	Carers Allowance
ANDERSON, JILL	5028.94	416.66			
BALDOCK, OWEN	539.66	216.66			
BALFOUR, MATTHEW	539.66				
BARKER, SARAH	539.66				
BASE, MICHAEL	5028.94	1549.96	16.20		
BATES, PAM	5028.94				
BELL, SUE	5028.94				
BETTS, ROBIN	5028.94	7187.46			
BISHOP, TIMOTHY	5028.94				
BOLT, PETER	539.66				
BOTTEN, JON	5000.04	1333.30			
BOUGHTON, MATT	4489.28	270.80			
BRANSON, VIVIAN	5028.94	2499.96			
BRIDGE, GARRY	4489.28				
BROWN, BARBARA	539.66				
BROWN, CHRISTOPHER	4489.28	520.80			
CANNON, ROBERT	4489.28				
CANNON, TOM	539.66				
CLARK, APRIL	4489.28	1458.30			
COFFIN, MARTIN	5028.94	14419.36			
COOPER, DAVID	4489.28				
CURE, DAVID	539.66	104.16	64.80		
DALTON, ROGER	5028.94	1333.30			
DAVIS, DAVID	5028.94	1604.16			
DAVIS, MARK	5028.94	1549.96	126.00		
DEAN, TRUDY	5028.94				
EDMONDSTON-LOW, THOMAS	539.66				
ELKS, BENJAMIN	510.76				
FOYLE, NICK	4489.28		180.00		
HAMMOND, STEVE	5028.94				
HESLOP, MARIA	539.66	858.06	36.00		
HESLOP, NICOLAS	5028.94	19778.49	1090.65		
HICKMOTT, PAUL	4489.28				
HOSKINS, FRANI	4489.28				
HOOD, MARK	4489.28				
HUDSON, SARAH	4489.28				
JESSEL, SIMON	539.66				
KEELEY, DAVID	539.66		10.80		
KEELEY, ALAN	4489.28				
KEERS, DES	5028.94	2187.46	219.40		
KEMP, ANN	5018.22	1749.96			
KENNEDY, ANDREW	4489.28				
KING, DENNIS	4489.28				
KING, KAREN	4489.28				
KING, STEVEN	539.66				
LANCASTER, RUSSELL	539.66	416.66	21.60		

In accordance with regulation 15 (3) of the Local Authorities
(Members Allowance) (England) Regulations 2003, I hereby publish details of
allowances paid to the Councillors of Tonbridge & Malling Borough Council
during the financial year 2019/20.

Member	Basic Allowance	Special Responsibility	Mileage	Subsistence/ Expenses	Carers Allowance
LANGRIDGE, MILLIE	4489.28				
LARK, JAMES	4489.28				
LETTINGTON, RUTH	4489.28				
LETTINGTON, DAVID	5028.94	8234.91			
LUCK, SANDRA	318.71				
LUKER, BRIAN	5028.94	1549.96			
MARKHAM, DANIEL	539.66				
MONTAGUE, PIERS	5018.22	8234.91			
OAKLEY, ANITA	5028.94	3850.13	43.20		
O'TOOLE, LEE	5028.94	324.96			
PALMER, WENDY	4489.28				
PARRY-WALLER, MICHAEL	539.66	416.66			
PERRY, STEVE	528.94				
RHODES, MARK	5028.94	7299.96			
ROGERS, HOWARD	5028.94	2539.11			
ROUD, ROGER	5028.94				
SERGISON, JANET	5028.94	2499.96	265.05		
SHAW, TIM	5028.94				
SHRUBSOLE, SOPHIE	539.66				
SMITH, CHRISTOPHER	539.66				
SPENCE, SARAH	539.66				
STAPLETON, NICK	4489.28				
SULLIVAN, ALLAN	539.66	416.66			
TANNER, KIM	4489.28				
TATTON, MICHELLE	4489.28				
TAYLOR, MIKE	5028.94	1666.70			
THOMAS, GEORGINA	5028.94				
THORNEWELL, DAVID	4489.28				
TOMBOLIS, FRIXOS	5028.94	624.96			
WALKER, BEN	539.66				
WALKER, TREVOR	539.66				
WILLIAMS, COLIN	4489.28				
TOTALS	271251.85	97114.35	2073.70	0.00	0.00
Independent Members of Standards Committee					
MERCIER D J	513.00				

Sharon Shelton
Director of Finance & Transformation

21st April 2020

Agenda Item 11

Any other items which the Chairman decides are urgent due to special circumstances and of which notice has been given to the Chief Executive.

This page is intentionally left blank

Agenda Item 12

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.

**ANY REPORTS APPEARING AFTER THIS PAGE CONTAIN EXEMPT
INFORMATION**

This page is intentionally left blank

By virtue of paragraph(s) 2 of Part 1 of Schedule 12A of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 2 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

Agenda Item 18

Any other items which the Chairman decides are urgent due to special circumstances and of which notice has been given to the Chief Executive.

This page is intentionally left blank