



TONBRIDGE & MALLING BOROUGH COUNCIL

EXECUTIVE SERVICES

Chief Executive

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

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

8 September 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, 16th September, 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

AGENDA

PART 1 - PUBLIC

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

3. Minutes 9 - 14

To confirm as a correct record the Notes of the meeting of the Finance, Innovation and Property Advisory Board held on 22 July 2020

Matters for recommendation to the Cabinet

4. Leybourne Lakes Country Park - Facilities Improvements 15 - 20

A report seeking fast track approval to Cabinet and subsequently Full Council to include a project to build a purpose built lakeside facility at Leybourne Lakes Country Park in List A of the Council's Capital Plan.

5. IT Strategy Update and Enterprise Document Management System 21 - 28

An update on progress towards delivering the IT Strategy which was adopted in June 2018. Members are requested to note the progress made, and are asked to identify/suggest any relevant technology training that would assist Members in discharging their roles. In addition, Members are asked to consider a capital plan evaluation for an enterprise document management system and recommend to Full Council that this be transferred to List A and funded from the Invest to Save Reserve.

6. Financial Planning and Control 29 - 58

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 the impact of the Covid-19 pandemic on the Council's finances 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; and*
- *updates Members on capital expenditure and variations that have been agreed in relation to the capital plan.*

7. Capital Programme: Post Implementation Reviews Monitoring Report 59 - 68

This report identifies the post implementation reviews carried out since the meeting of this Board in July 2019 and the capital plan schemes for which reviews will be due. The report also brings forward a post implementation review in respect of the Replacement Revenue and Benefits Document Management System for consideration and approval.

8. Local Emergency Assistance Grant 69 - 74
A report providing a brief description of the new Grant and making recommendations on its use.
9. Rural Rate Relief - Rural Settlement List 75 - 78
A report informing Members of the requirement to review the Council's rural settlement list and recommending that the current list should be retained, unaltered, for the financial year 2021/22.

Matters submitted for Information

10. Revenue and Benefits Update 79 - 90
A report detailing recent developments in respect of council tax, business rates, council tax reduction and housing benefits.
11. Urgent items 91 - 92
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 93 - 94
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 95 - 98
Approval is sought for the writing-off of debts that are considered to be irrecoverable.

Matters submitted for Information

14. Urgent items 99 - 100
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