



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

23 December 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, 6th January, 2021 commencing **at 6.30 pm**. Information on how to observe the meeting will be published on the Council's website.

Please note the earlier start time.

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

Members in any doubt about such declarations are advised to contact Legal or Democratic Services in advance of the meeting

3. Minutes 11 - 16

To confirm as a correct record the Notes of the meeting of the Finance, Innovation and Property Advisory Board held on 16 September 2020

Matters for recommendation to the Cabinet

4. Revenue Estimates 2021/22 17 - 36

The Council has a statutory duty to set the level of council tax for the forthcoming financial year by 11 March. Under the Budget and Policy Framework Rules of the Constitution, the Cabinet is responsible for formulating initial draft proposals in respect of the Budget. The role of this Advisory Board is to assist both the Cabinet and the Council in the preparation of the Budget for 2021/22 within the context of the Medium Term Financial Strategy and the Council's priorities.

In addition, this year's budget setting process has had to incorporate the difficult task of estimating the scale of the impact of the Covid-19 pandemic on the Council's finances in 2020/21 and 2021/22 and over the medium term.

NB: The Revised Estimates for 2020/21 and Estimates for 2021/22 are set out in a supplementary Annex

5. Capital Plan 37 - 92

This report reviews the current position of the existing Capital Plan (List A); recommends schemes to be added to and deleted from List C; recommends schemes from List C for evaluation; recommends schemes for inclusion on List B from those evaluated schemes selected for evaluation this time last year or earlier and in certain circumstances schemes identified for Fast-Track evaluation; and presents an updated Capital Strategy for endorsement.

6. Kings Hill Parish Council - Request for advance of Precept Monies 93 - 98

A request has been received from Kings Hill Parish Council for an advance of part of the 2021/22 local precept. Members are asked to consider the request and make a recommendation to Cabinet, via Overview and Scrutiny Committee, accordingly.

7. Review of Fees and Charges 2021/22 99 - 112

The report brings forward for consideration as part of the budget setting process for 2021/22 proposals in respect of those fees and charges that are the responsibility of the Cabinet Member for Finance, Innovation and Property or not reported elsewhere.

8. Appeals - Expanded Retail Discount 113 - 130

The report gives details of businesses appealing the decision to not award the Expanded Retail Discount for the 2020/21 financial year and invites Members to determine these appeals. The Ministry of Housing, Communities and Local Government (MHCLG) guidance is attached at ANNEX 1.

9. Revision to the IT Strategy (2018-2022) 131 - 146

The report advises that, in light of the changing environment the Council operates within, the IT Strategy approved in 2018 has been refreshed to bring it up to date. The report invites Members to endorse the revision.

10. Progress with New Council Website 147 - 150

The report provides updates on the progress with the technical implementation of the new website and on the preparation of the content. In liaison with the Member Working Group, the launch of the website has been deferred until June 2021.

11. Covid Winter Grant Fund 151 - 176

This report provides a brief description of the new Grant and makes recommendations for its use.

12. Proposed Transfer of Public Conveniences 177 - 204

This report sets out the proposed terms of the freehold disposal of public conveniences to parish and town councils

Matters submitted for Information

13. Test and Trace Support Payments 205 - 210

The report provides details of the local introduction and operation of the National Government Test and Trace Support Payment Scheme.

14. Business Grant Schemes 211 - 214

The report provides details of the latest Government schemes to assist businesses and charities affected by the COVID-19 lockdown and 'tiered' measures.

15. Revenue and Benefits Update Report 215 - 226

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

16. Business Continuity Incident - IT Disaster Recovery 227 - 232

The report provides a record of the issues arising from the IT disruption for part of the day on 26 November 2020.

17. Urgent items 233 - 234

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

18. Exclusion of Press and Public 235 - 236

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

19. Debts for Write-Off 237 - 240

This report seeks approval to the writing-off of debts considered to be irrecoverable

20. Use of Scape Framework 241 - 250

This report sets out the proposed use of the Scape Minor Works Framework to deliver the conversion of properties in Tonbridge for use as temporary accommodation

21. Leybourne Lakes Country Park Lease 251 - 262

This report sets out the proposed terms of a lease to the Tonbridge and Malling Leisure Trust of Leybourne Lakes Country Park

22. Angel Indoor Bowls Association Lease 263 - 272

This report sets out the current position regarding a lease to the Angel Indoors Bowls Association and options to progress the matter

Matters submitted for Information

23. Urgent items 273 - 274

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