



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

13 July 2021

To: MEMBERS OF THE FINANCE, INNOVATION AND PROPERTY ADVISORY BOARD

(Copies to all Members of the Council)

Dear Sir/Madam

Your attendance is requested at a meeting of the Finance, Innovation and Property Advisory Board to be held in the Council Chamber, Gibson Drive, Kings Hill on Wednesday, 21st July, 2021 commencing at 7.30 pm.

Members of the Committee are reminded that social distancing measures will be in place for this meeting. Other Members are required to participate online via MS Teams.

Information on how to observe the meeting will be published on the Council's website.

Yours faithfully

JULIE BEILBY

Chief Executive

AGENDA

1. Guidance for the Conduct of Meetings - Coronavirus Regulations

5 - 6

PART 1 - PUBLIC

2. Apologies for absence 7 - 8

3. 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

4. Minutes 11 - 16

To confirm as a correct record the Notes of the meeting of the Finance, Innovation and Property Advisory Board held on 19 May 2021

Matters for recommendation to the Cabinet

5. Discretionary Rate Relief 17 - 36

The report gives details of renewal applications for discretionary rate relief. Details of new applications for discretionary rate relief are also brought forward for Members' consideration.

6. Financial Planning and Control 37 - 60

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 also updates Members on capital expenditure and variations that have been agreed in relation to the capital plan.

7. Customer Services 61 - 68

This report asks Members to consider proposals for the future opening hours and operation of Customer Services

Matters submitted for Information

8. Digital Strategy Update 69 - 92

The report provides an update on progress with the delivery of the Digital Strategy

9. IT Infrastructure Update 93 - 106

The report provides an update on progress with the upgrade of IT infrastructure

10. Revenues and Benefits Update Report 107 - 114

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

11. Business Grants Schemes 115 - 118

This report details the Government schemes that have assisted businesses and charities affected by the COVID-19 lockdown.

12. Urgent items 119 - 120

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

Matters for consideration in Private

13. Exclusion of Press and Public 121 - 122

The Chairman to move that the press and public be excluded from the remainder of the meeting during consideration of any items the publication of which would disclose exempt information.

PART 2 - PRIVATE

Matters for Recommendation to the Cabinet

14. Proposed Letting of Unit 29 Martin Square, Larkfield 123 - 126

This report sets out the proposed letting of Unit 29 Martin Square.

Matters submitted for Information

15. Debts for Write Off 127 - 130

The report provides details of debts that have been written off

16. Urgent items 131 - 132

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

To be advised following the meeting of Council on 13 July 2021