



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

7 September 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, 15th September, 2021 commencing at 7.30 pm.

Members of the Committee are required to attend in person. Other Members are encouraged 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

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 21 July 2021

Matters for recommendation to the Cabinet

4. Capital Programme Post Implementation Review Monitoring 17 - 26

The report identifies the post implementation reviews carried out since the meeting of this Board in September 2020 and the capital plan schemes for which reviews will be due. The report also brings forward a post implementation review in respect of the General Data Protection Regulation (GDPR) Software for consideration and approval.

5. Customer Services - Corporate Call Centre 27 - 32

This report asks Members to consider proposals for a corporate call centre, following the Call Centre Pilot that has been running since January 2020, helping deliver TMBC Digital Strategy and in line with the "One Council" theme.

This will involve discussions with all Service areas, moving away from decentralised phone numbers, having these calls triaged through the corporate call centre / Bot, and understanding efficiency saving for each service area.

6. Special Expenses Consultation 33 - 72

The Council launched a consultation on 22 June for a four week period regarding potential adjustments to the Special Expenses Policy.

The report provides details of the responses to the consultation and seeks Members' recommendations on whether (or not) the cost of the non-strategic Public Conveniences in Tonbridge should be included within the Special Expenses policy; and also whether (or not) the cost of Christmas lights should be included within the Special Expenses policy.

7. Financial Planning and Control 73 - 98

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.

8. Applications for Discretionary Rate Relief 99 - 110

A report giving details of renewal applications for discretionary rate relief. Details of new applications for discretionary rate relief and amendments to previous awards are also brought forward for Members' consideration.

9. Rural Rate Relief - Rural Settlement List 111 - 114

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 2022/23.

10. River Lawn, Tonbridge 115 - 126

The report updates Members on the proposed disposal of open space at River Lawn, Tonbridge and asks that the Advisory Board considers options for the future.

Matters submitted for Information

11. Revenue and Benefits Update 127 - 132

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

12. Urgent items 133 - 134

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 135 - 136

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. Pembury Road Options 137 - 152

The report sets out an update to the recent procurement of four properties for conversion to temporary accommodation in Pembury Road, Tonbridge. Members are asked to consider the options set out in the report having regard to the latest situation which is presented, and make appropriate recommendations on the way forward to Cabinet and Council.

15. Debts for Write Off 153 - 156

(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.

Matters submitted for Information

16. Urgent items 157 - 158

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 R I B Cannon (Vice-Chairman)

Cllr T Bishop
Cllr G C Bridge
Cllr C Brown
Cllr A E Clark
Cllr R W Dalton
Cllr M O Davis
Cllr K King

Cllr Mrs C B Langridge
Cllr L J O'Toole
Cllr M R Rhodes
Cllr H S Rogers
Cllr Mrs M Tatton
Cllr F G Tombolis
Cllr C J Williams