

**TONBRIDGE & MALLING BOROUGH COUNCIL**

**RECORD OF DECISION**

**Decision Taken By: Cabinet Member for Finance,  
Innovation and Property**

**Decision No:  
D210086MEM**

**Date: 15 September 2021**

**Decision(s) and Reason(s)**

**Capital Programme Post Implementation Review Monitoring**

**(Report of Director of Finance and Transformation)**

**The report identified post implementation reviews carried out since the meeting of the Advisory Board in September 2020 (attached at Annex 1) and provided details of the capital plan schemes due for review (attached at Annex 3). A post implementation review in respect of the General Data Protection Regulation (GDPR) Software was also set out for consideration.**

Following consideration by the Finance, Innovation and Property Advisory Board, the Cabinet Member for Finance, Innovation and Property resolved that:

- (1) the post implementation scheme in respect of the General Data Protection Regulation (GDPR) Software, as set out at Annex 2 of the report, be approved.

Reasons: As set out in the report submitted to the Finance, Innovation and Property Advisory Board of 15 September 2021.

Signed Cabinet Member for  
Finance, Innovation and Property

M Coffin

Signed Leader:

M Boughton

Signed Chief Executive:

J Beilby

Date of publication:

17 September 2021

This decision will come into force and may then be implemented on the expiry of 5 working days after publication unless it is called in.

**Decision Taken By: Cabinet Member for Finance,  
Innovation and Property**

**Decision No:  
210087MEM**

**Date: 15 September 2021**

**Decision(s) and Reason(s)**

**Customer Services - Corporate Call Centre**

**(Report of Director of Central Services and Deputy Chief Executive)**

**Following the success of a pilot model, the report set out proposals for the establishment of a corporate call centre. These proposals would facilitate delivery of the Borough Council's digital strategy and reflected the 'One Council' theme.**

**Prior to the implementation of any call centre model there would be further work on understanding customer requirements, structuring and assigning resources within the Customer Service team and identifying and clarifying potential efficiency savings for each service area.**

Following consideration by the Finance, Innovation and Property Advisory Board, the Cabinet Member for Finance, Innovation and Property resolved that:

- (1) the corporate call centre model be adopted in principle, subject to Management Team continuing to work towards ensuring that any costs were paid for through efficiency savings within the Council.

Reasons: As set out in the report submitted to the Finance, Innovation and Property Advisory Board of 15 September 2021.

Signed Cabinet Member for  
Finance, Innovation and Property      M Coffin

Signed Leader:      M Boughton

Signed Chief Executive:      J Beilby

Date of publication:      17 September 2021

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**Decision Taken By: Cabinet Member for Finance,  
Innovation and Property**

**Decision No:  
D210088MEM**

**Date: 15 September 2021**

**Decision(s) and Reason(s)**

**Financial Planning and Control**

**(Report of Director of Finance and Transformation)**

The report provided information on the three key budget areas of salaries, major operational income streams and investment income. The performance of these key budget areas, together with approved variations to the revenue budget and areas identified through revenue budget monitoring were summarised to provide an indicative overall budget position for the year.

Members were also updated on capital expenditure and variations that had been agreed in relation to the capital plan.

Attention was drawn to the fact that the projected funding gap had widened to that reported to the Cabinet in July, which represented a significant and challenging financial position for the Borough Council.

Following consideration by the Finance, Innovation and Property Advisory Board, the Cabinet Member for Finance, Innovation and Property resolved that:

- (1) it be noted that, as at the end of July 2021, the projected overall outturn position for the year 2021/22 was a net adverse variance of £65,500 when compared to the budget set in February 2021.

Reasons: As set out in the report submitted to the Finance, Innovation and Property Advisory Board of 15 September 2021.

Signed Cabinet Member for  
Finance, Innovation and Property

M Coffin

Signed Leader:

M Boughton

Signed Chief Executive:

J Beilby

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**Decision Taken By: Cabinet Member for Finance,  
Innovation and Property**

**Decision No:  
D210089MEM**

**Date: 15 September 2021**

**Decision(s) and Reason(s)**

**Applications for Discretionary Rate Relief**

**(Report of Director of Finance and Transformation)**

**The report detailed renewal and new applications for discretionary rate relief together with amendments to previous awards.**

**Since the last meeting of the Advisory Board, there had been one new application for rate relief from the Tonbridge and Malling Leisure Trust which Members were asked to consider.**

Following consideration by the Finance, Innovation and Property Advisory Board, the Cabinet Member for Finance, Innovation and Property resolved that:

- (1) in respect of the reapplications for relief (as set out at Annex 2) discretionary rate relief be awarded with effect from 1 July 2021 and time limited to 31 March 2023;
- (2) in respect of the renewal application for 1<sup>st</sup> Ditton Scout Group, the award of 20% discretionary relief be amended to show no time limit;
- (3) in respect of the renewal application for K Sports Management Ltd, the award of 90% discretionary relief be amended to 70% discretionary relief for the period 1 July 2021 and time limited to 31 March 2023; and
- (4) in respect of the application for Tonbridge and Malling Leisure Trust, discretionary rate relief of 20% be awarded with effect from 1 July 2021 and time limited to 31 March 2023.

Reasons: As set out in the report submitted to the Finance, Innovation and Property Advisory Board of 15 September 2021.

Signed Cabinet Member for  
Finance, Innovation and Property

M Coffin

Signed Leader:

M Boughton

Signed Chief Executive:

J Beilby

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**Decision Taken By: Cabinet Member for Finance,  
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**Decision No:  
D210090MEM**

**Date: 15 September 2021**

**Decision(s) and Reason(s)**

**Rural Rate Relief - Rural Settlement List**

**(Report of Director of Finance and Transformation)**

**The report informed of the requirement to review the Borough Council's rural settlement list and recommended that the current list should be retained unaltered for the financial year 2022/23. The locations and boundaries of each rural settlement were illustrated in a map (attached at Annex 1).**

Following consideration by the Finance, Innovation and Property Advisory Board, the Cabinet Member for Finance, Innovation and Property resolved that:

- (1) the current rural settlement list (as set out at Annex 1 to the report) remain in force for 2022/23.

Reasons: As set out in the report submitted to the Finance, Innovation and Property Advisory Board of 15 September 2021.

Signed Cabinet Member for  
Finance, Innovation and Property

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J Beilby

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**Decision Taken By: Cabinet Member for Finance,  
Innovation and Property**

**Decision No:  
D210091MEM**

**Date: 15 September 2021**

**Decision(s) and Reason(s)**

**Debts for Write Off**

**(Reason: LGA 1972 Sch 12A Paragraph 2 – Information which is likely to reveal the identity of an individual)**

**(Report of Director of Finance and Transformation)**

**The report sought approval for the writing-off of debts that were considered to be irrecoverable.**

Following consideration by the Finance, Innovation and Property Advisory Board, the Cabinet Member for Finance, Innovation and Property resolved that:

- (1) the four items shown in the schedule of amounts over £5,000 (as set out at Annex 1) totalling £49,422.00 be written off the reason stated within the schedule.

Reasons: As set out in the report submitted to the Finance, Innovation and Property Advisory Board of 15 September 2021.

Signed Cabinet Member for  
Finance, Innovation and Property

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