



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

2 February 2022

To: MEMBERS OF THE CABINET
(Copies to all Members of the Council)

Dear Sir/Madam

Your attendance is requested at a meeting of the Cabinet to be held in the Council Chamber, Gibson Drive, Kings Hill on Thursday, 10th February, 2022 commencing at 7.30 pm.

Members of the Cabinet 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.

(NB. Background reports to items referred from Advisory Boards and Committees have been omitted from printed agenda packs).

Yours faithfully

JULIE BEILBY

Chief Executive

A G E N D A

1. Guidance for the Conduct of Meetings

7 - 8

PART 1 - PUBLIC

2. Apologies for absence 9 - 10
3. Declarations of interest 11 - 12

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

4. Minutes 13 - 18

To confirm as a correct record the Minutes of the meeting of the Cabinet held on 25 January 2022

5. Matters Referred from Advisory Boards 19 - 28

The Notes of the Finance, Innovation and Property Advisory Board held on 12 January are attached. The recommendations identified at Minute Number FIP 22/9 in respect of contract arrangements covering banking, merchant acquirer, insurance and cash collections were determined by Cabinet on 25 January and set out on [D220012CAB](#).

Due to the deadlines for preparing the agenda the Notes of meetings held between 25 January and 10 February 2022 will be reviewed by Cabinet at the meeting held on 15 March 2022.

6. Matters Referred from Advisory Panels and Other Groups 29 - 30

Due to the deadlines for preparing the agenda the Notes of meetings held between 25 January and 10 February 2022 will be reviewed by Cabinet at the meeting held on 15 March 2022

Matters for Recommendation to the Council

7. Setting the Budget 2022/23 31 - 132

Further to reports to the meeting of the Finance, Innovation and Property Advisory Board and Overview and Scrutiny Committee earlier in the cycle, this report updates Cabinet on issues relating to the Medium Term Financial Strategy. It also takes Members through the necessary procedures in order to set the Budget for 2022/23.

8. Setting the Council Tax 2022/23 133 - 142

This report takes Cabinet through the process for setting the level of Council Tax for the financial year 2022/23 and seeks Cabinet's recommendations.

9. Local Council Tax Reduction Scheme 2022/23 143 - 148

A report providing the proposed Tonbridge & Malling Borough Council Working Age Local Council Tax Reduction Scheme 2022/23, requesting Cabinet Members to approve and recommend the updated Scheme to Full Council.

Due to its size Annex 1 (the Draft Local Council Tax Reduction Scheme 2022/23) has been published as a supplement to the main agenda.

10. Revenue Estimates 2022/23 149 - 300

Item FIP 22/4 referred from Finance, Innovation and Property Advisory Board of 12 January 2022

All budgetary matters will be considered in the substantive item on Setting the Budget 2022/23

11. Capital Plan Review 2021/22 301 - 362

Item FIP 22/5 referred from Finance, Innovation and Property Advisory Board of 12 January 2022

All budgetary matters will be considered in the substantive item on Setting the Budget 2022/23

12. Appointment of External Auditors 363 - 368

Item AU 22/3 referred from Audit Committee of 24 January 2022

13. Auditors Annual Report 369 - 406

Item AU 22/4 referred from Audit Committee of 24 January 2022

14. Risk Management 407 - 444

Item AU 22/5 referred from Audit Committee of 24 January 2022

15. Treasury Management Update and Treasury Management and Annual Investment Strategy for 2022/23 445 - 500

Item AU 22/6 referred from Audit Committee of 24 January 2022

Executive Key Decisions

16. HMO and Caravan Site Licensing Fee Charges for 2022/23 501 - 506

Item CH 21/33 referred from Communities and Housing Advisory Board of 9 November 2021

17. Review of Cemetery Charges 507 - 524
Item CH 21/34 referred from Communities and Housing Advisory Board of 9 November 2021.
18. Review of Pre-application Advice Service 525 - 548
Item PE 21/23 referred from Planning and Transportation Advisory Board of 10 November 2021
19. Review of the Planning Performance Agreement Protocol and Fee Charging Schedule 549 - 560
Item PE 21/24 referred from Planning and Transportation Advisory Board of 10 November 2021
20. Review of Fees and Charges 561 - 572
Item SSE 21/30 referred from Street Scene and Environment Services Advisory Board of 23 November 2021
21. Review of Car Parking Fees and Charges 573 - 590
Item SSE 21/31 referred from Street Scene and Environment Services Advisory Board of 23 November 2021.
22. Review of Fees and Charges (Miscellaneous and Building Control) 2022/23 591 - 616
Item FIP 22/3 referred from Finance, Innovation and Property Advisory Board of 12 January 2022
23. Urgent Items 617 - 618
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

24. Exclusion of Press and Public 619 - 620
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

25. Urgent Items 621 - 622
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

Councillor M D Boughton, (Leader and Strategic Planning and Infrastructure)
Councillor R P Betts, (Environment and Climate Change)
Councillor V M C Branson, (Economic Regeneration)
Councillor M A Coffin, (Finance, Innovation and Property)
Councillor D Keers, Community Services
Councillor P J Montague, (Technical and Waste Services)
Councillor K B Tanner, (Housing)

Members of the Council who are not members of the executive may attend meetings of the Cabinet. With the agreement of the Leader, any such Member may address the Cabinet on any item on the agenda but may not vote.