



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

25 September 2023

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 Tuesday, 3rd October, 2023 commencing at 7.30 pm.

Members of the Cabinet are required to attend in person. Other Members may attend in person or participate online via MS Teams.

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

(NB: Background papers to items referred from Scrutiny Select Committees and Committees have been omitted from printed agenda packs.)

Yours faithfully

JULIE BEILBY

Chief Executive

AGENDA

1. Guidance for the Conduct of Meetings

7 - 10

PART 1 - PUBLIC

2. Apologies for absence 11 - 12
3. Declarations of interest 13 - 14

Members are reminded of their obligation under the Council's Code of Conduct to disclose any Disclosable Pecuniary Interests and Other Significant Interests in any matter(s) to be considered or being considered at the meeting. These are explained in the Code of Conduct on the Council's website at [Code of conduct for members – Tonbridge and Malling Borough Council \(tmbc.gov.uk\)](https://www.tmbc.gov.uk/code-of-conduct-for-members).

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

4. Minutes 15 - 18

To confirm as a correct record the Minutes of the meeting of the Cabinet held on 5 September 2023

Matters for Recommendation to the Council

5. Council Tax Discount 19 - 22

A report seeking the views of Members as to whether there should be a change to the council tax discount for uninhabitable properties with effect from 1 April 2024.

6. Auditor's Annual Report 2022/23 23 - 64

Recommendation AU 23/41 of the Audit Committee of 25 September 2023.

Due to timescale and print deadlines, the recommendations of the Audit Committee will be circulated to Members in advance of the meeting of Cabinet.

7. Treasury Management Update 65 - 68

Consideration of recommendation AU 23/30 in respect of [Treasury Management and Annual report](#); and AU 23/42 in respect of [Treasury Management and Mid-year Review](#) of the Audit Committee of 24 July and 25 September 2023 respectively.

The detailed reports can be found on the website under the agendas of Audit Committee.

Decisions to be taken in accordance with Part 3 of the Constitution

Executive Key Decisions

8. Car Parking Proposals 69 - 86
- Recommendation CE 23/35 of the Communities and Environment Services Scrutiny Select Committee of 21 September 2023.

Due to timescale and print deadlines, the recommendations of the Scrutiny Select Committee will be circulated to Members in advance of the meeting of Cabinet. A supplementary report of the Director of Street Scene, Leisure and Technical Services will also be provided.

9. Biodiversity Net Gain Protocol 87 - 128
- Recommendation HP 23/27 of the Housing and Planning Scrutiny Select Committee of 26 September 2023.

Due to timescale and print deadlines, the recommendations of the Scrutiny Select Committee will be circulated to Members in advance of the meeting of Cabinet.

Executive Non-Key Decisions

10. Financial Planning and Control 2023-24 129 - 160
- The report provides information on 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 Cabinet on capital expenditure and variations that have been agreed in relation to the capital plan.

11. Revised Safeguarding Policy and Reporting Procedure 161 - 196
- To endorse the revised Safeguarding Policy and Reporting Procedure 2023 – 2027

12. Digital and IT Strategy 2023-27 197 - 224
- A report recommending a new combined four-year Digital and IT strategy for the period 2023 to 2027.

13. Review of Governance Arrangements 225 - 266
- Recommendation OS 23/41 of the Overview and Scrutiny Committee of 14 September 2023.

14. Ground Maintenance Contract 267 - 282

Recommendation CE 23/36 of the Communities and Environment Scrutiny Select Committee of 21 September 2023.

Due to timescale and print deadlines, the recommendations of the Scrutiny Select Committee will be circulated to Members in advance of the meeting of Cabinet.

15. Risk Management 283 - 310

Recommendation AU 23/43 of the Audit Committee of 25 September 2023 will be circulated in advance of the meeting of Cabinet.

Matters submitted for Information

16. Minutes of Panels, Boards and Other Groups 311 - 326

The minutes of meetings of Advisory Panels, Boards and Other Groups are attached. Any recommendations arising from these minutes are set out as individual items on this agenda.

- Parish Partnership Panel of 31 August 2023
- Tonbridge Community Forum of 4 September 2023
- Joint Transportation Board of 18 September 2023

17. Decisions taken by Cabinet Members 327 - 328

A record of the decisions taken by portfolio holders since the last meeting of Cabinet up to the publication of the agenda are attached.

18. Urgent Items 329 - 330

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

19. Exclusion of Press and Public 331 - 332

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

20. Urgent Items 333 - 334

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)
Councillor R P Betts, (Climate Change, Regeneration and Property)
Councillor M A Coffin, (Transformation and Infrastructure)
Councillor D Keers, (Community Services)
Councillor K B Tanner, (Finance and Housing)
Councillor M Taylor, (Planning)

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.