



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

To: MEMBERS OF THE COUNCIL

NB Background reports to items referred from Cabinet and Committees have been omitted from printed agenda packs.

Dear Sir/Madam

I hereby summon you to attend a meeting of the Tonbridge and Malling Borough Council which will be held in the Council Chamber, Gibson Drive, Kings Hill on Tuesday, 24th October, 2023 at **7.30 pm, or on the rising of the special meeting of Council whichever is later.**

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

The following business is proposed to be transacted:-

1. Guidance on the Conduct of Meetings 5 - 8

PART 1 - PUBLIC

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

To declare any interests in respect of recommended items

4. Minutes 11 - 20

To confirm as a correct record the Minutes of the meeting of Council held on 11 July 2023

5. Mayor's Announcements

6. TM/23/00364/FL - 1A Croft Close, Tonbridge 21 - 44
- New bungalow to the rear of 15 Estridge Way (Revision to TM/20/00862/FL), 1A Croft Close Tonbridge Kent TN10 4LA
- Recommendation AP1 23/21 of the Area 1 Planning Committee of 27 July 2023 and reports of 27 July and 22 June 2023 attached.
- In order to facilitate the proper consideration of the application, the Council will need to suspend its own procedure rules and resolve itself into a committee to which rules relating to a planning committee will be applied.**
7. Questions from the public pursuant to Council Procedure Rule No 5.6 45 - 46
8. Questions from Members pursuant to Council Procedure Rule No 5.5 47 - 48
9. Motion submitted under Council Procedure Rule No 5.27 49 - 50
- To consider a Notice of Motion (23/004) proposed by Councillor G Bridge, seconded by Councillor M Tatton, on behalf of the Liberal Democrat Group in relation to Disability and Equalities.
10. Leader's Announcements 51 - 52
- Matters for Decision**
11. Disabled Facilities Grant Funding 53 - 56
- The Borough Council has five cases where the cost of the mandatory Disabled Facilities Grant eligible adaptation works exceed the limit of £30,000 and in accordance with the Borough Council's adopted Housing Assistance Policy a discretionary Disabled Facilities Grant can be approved to top-up the mandatory Disabled Facilities Grant by up to a maximum of £30,000 to allow the adaptation works to proceed. This report seeks Council's approval for a virement of £150,000 from the mandatory to the discretionary Disabled Facilities Grant budget as there is no spend allocated to the discretionary Disabled Facilities Grant budget within the Borough Council's Capital Plan for 2023/24.
12. Changes to the Constitution 57 - 66
- The report recommends that changes are made to the Constitution to (1) update the Committee Procedure Rules and (2) include the Executive/ Scrutiny Protocol as an Annex.
13. Review of Arrangements for Dealing with Code of Conduct Complaints 67 - 106
- Consideration of recommendation ST 23/4 of the Joint Standards Committee of 12 July 2023

14. Local Code of Corporate Governance 107 - 134
 Consideration of recommendation AU 23/29 of the Audit Committee of 24 July 2023
15. Council Tax Discount 135 - 140
 Consideration of recommendation CB 23/84 of the Cabinet of 3 October 2023
16. Auditor's Annual Report 2022/23 141 - 184
 Consideration of recommendation CB 23/85 of the Cabinet of 3 October 2023
17. Treasury Management Update 185 - 190
 Consideration of recommendation CB 23/86 of the Cabinet of 3 October 2023.
- The detailed reports can be found on the website under the agendas of Audit Committee:
- Audit Committee of 24 July 2023 – [Treasury Management Update and Annual Report 2022/23](#)
- Audit Committee of 25 September 2023 – [Treasury Management Update and Mid-Year Review](#)
18. Feedback from Consultation on the Hackney Carriage and Private Hire Policy 2023-2028 191 - 320
 Consideration of recommendation LA 23/17 of the Licensing and Appeals Committee of 27 September 2023
19. Appointments to Outside Bodies - Tonbridge United Charity 321 - 322
 Consideration of outside body appointment, pending any outcomes of the ongoing review.
- Matters for Information**
20. Overview and Scrutiny - Annual Report 323 - 326
 To provide a summary of the work of the Overview and Scrutiny Committee over the past year
21. Minutes of Cabinet and Committees 327 - 328
 To receive and note the Minutes of meetings of Cabinet and Committees as set out in the Minute Book (attached as a supplement).

22. Sealing of Documents

To authorise the Common Seal of the Council to be affixed to any Contract, Minute, Notice or other document requiring the same.

Matters for Consideration in Private

23. Exclusion of Press and Public

329 - 330

The Mayor 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 Information

24. TM/23/00364/FL - 1A Croft Close, Tonbridge

331 - 340

(Reasons: LGA 1972 - Sch 12A Paragraph 5 – information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.)

This report provided legal advice to the Area 1 Planning Committee of 27 July 2023 on the consequences of taking decisions against the advice of officers and is attached for information.

JULIE BEILBY
Chief Executive
Monday, 16 October 2023