



TONBRIDGE & MALLING BOROUGH COUNCIL

EXECUTIVE SERVICES

Chief Executive
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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
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4 November 2024

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, 12th November, 2024 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

DAMIAN ROBERTS

Chief Executive

A G E N D A

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 - 22

To confirm as a correct record the Minutes of the meeting of the Cabinet held on 3 September 2024

Matters for Corporate Monitoring

5. Key Performance Indicators - Quarter 1 23 - 46

The covering report and annexes provide data on Key Performance Indicators (KPIs) that are aligned to the Corporate Strategy 2023-2027 and monitored on a quarterly or annual basis. This data is a key tool in assessing performance management and helping to deliver positive change. Within the report, consideration is also given to a review of the KPIs and performance management more generally, setting out a number of measures which could help contribute towards embedding a culture of Performance Management and creating a more efficient and stream-lined approach to KPIs.

Matters for Recommendation to the Council

6. Treasury Management Update and Mid-Year Review 2024/25 47 - 70

Consideration of recommendation AU 24/39 of Audit Committee of 23 September 2024.

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

Executive Key Decisions

7. Housing Allocations Scheme - Amendment 71 - 112

The report considers a number of amendments to the Housing Allocations Scheme reflect feedback and experience since its introduction in 2023.

8. Review of Fees and Charges - Communities and Environment 113 - 130

The recommendations of the Communities and Environment Scrutiny Select of 6 November 2024 in respect of fees and charges are marked 'to follow' and will be circulated as soon as possible in advance of the meeting of Cabinet.

Executive Non-Key Decisions

9. Budgetary Control - September 2024 131 - 144

In accordance with the Council's Financial Procedure Rules this report informs Members of the current financial position to the end of September 2024 for the 2024/25 Financial Year.

10. Consultant Use at the Council 145 - 206

Consideration of recommendation OS 24/34 of Overview and Scrutiny Committee of 11 September 2024

11. Risk Management 207 - 230

Consideration of recommendation AU 24/40 of Audit Committee of 23 September 2024

12. Progress with Recommendations from Auditor's Annual Report (Value for Money) 2022/23 231 - 240

Consideration of recommendation AU 24/41 of Audit Committee of 23 September 2024

Matters submitted for Information

13. Minutes of Panels, Boards and Other Groups 241 - 258

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.

14. Decisions taken by Cabinet Members 259 - 260

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

15. Notice of Forthcoming Key Decisions (if available) 261 - 266

The Notice of Key Decisions anticipated to be taken during November and December 2024 is attached.

16. Urgent Items 267 - 268

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

17. Exclusion of Press and Public 269 - 270

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 submitted for Information

18. Tonbridge Town Centre Programme Board - Minutes and Recommendations 271 - 280

The report details the minutes, actions and recommendations from the Tonbridge Town Centre Board meeting on 26 September 2024 as shown in Annex 1

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

Executive Key Decisions

19. Future Operator of the replacement Angel Centre 281 - 290

(Part 2 - Private: LGA 1972 - Sch 12A Paragraph 3 - Financial or business affairs of any particular person)

The report considers options in respect of an operator of a future leisure/community facility in Tonbridge.

20. Larkfield Leisure Centre Air Source Heat Pumps and Air Handling Unit Tender 291 - 296

(Reasons: Part 2 - Private: LGA 1972 - Sch 12A Paragraph 3 - Financial or business affairs of any particular person)

The report sets out the tenders received for the design and installation of air source heat pumps along with a replacement air handling unit serving the fitness pool at Larkfield Leisure Centre. The report seeks Cabinet approval to award the contract.

21. Tonbridge Castle Gatehouse - Roof Repair Tender 297 - 302

(Reasons: Part 2 - Private: LGA 1972 - Sch 12A Paragraph 3 - Financial or business affairs of any particular person)

The report sets out the tenders received for roof repair work at Tonbridge Castle Gatehouse and requests Cabinet approve the award of contract.

Executive Non-Key Decisions

22. Medium Term Financial Strategy - Update 303 - 322

(Reasons: Part 2 - Private: LGA 1972 - Sch 12A Paragraph 3 - Financial or business affairs of any particular person)

A report updating on the Medium Term Financial Strategy (MTFS) having regard to the latest financial issues. The MTFS will continue to be updated as the 2025/26 budget is prepared and therefore this should be treated as an interim update only.

23. Urgent Items 323 - 324

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.