

## **TONBRIDGE AND MALLING BOROUGH COUNCIL**

### **FINANCE, INNOVATION AND PROPERTY ADVISORY BOARD**

**Wednesday, 16th September, 2020**

**Present:** Cllr M C Base (Chairman), Cllr Miss G E Thomas (Vice-Chairman), Cllr T Bishop, Cllr J L Botten, Cllr G C Bridge, Cllr C Brown, Cllr R I B Cannon, Cllr A E Clark, Cllr M O Davis, Cllr K King, Cllr Mrs R F Lettington, Cllr H S Rogers, Cllr K B Tanner, Cllr Mrs M Tatton and Cllr F G Tombolis

Councillors Mrs P A Bates, Mrs S Bell, R P Betts, M D Boughton, M A Coffin, N J Heslop, M A J Hood, D W King, D Lettington, Mrs A S Oakley, W E Palmer and M R Rhodes were also present pursuant to Council Procedure Rule No 15.21.

#### **PART 1 - PUBLIC**

##### **FIP 20/34 DECLARATIONS OF INTEREST**

There were no declarations of interest made in accordance with the Code of Conduct. In the interests of transparency, Councillors T Bishop and M Davis advised that they were the Council's appointees to the Tonbridge and Malling Leisure Trust to which reference was made in the report on Leybourne Lakes Country Park – Facilities Improvements. In the interests of transparency, Councillor M Tatton advised that she was a trustee of the East Malling Centre and Councillor G Thomas advised that she volunteered at Tonbridge Baptist Church and at Crossroads Care Kent, all of these being organisations to which reference was made in the report on the Local Emergency Assistance Grant.

##### **FIP 20/35 MINUTES**

**RESOLVED:** That the notes of the meeting of the Finance, Innovation and Property Advisory Board held on 22 July 2020 be approved as a correct record and signed by the Chairman.

#### **MATTERS FOR RECOMMENDATION TO THE CABINET**

##### **FIP 20/36 LEYBOURNE LAKES COUNTRY PARK - FACILITIES IMPROVEMENTS**

The joint report of the Director of Street Scene, Leisure and Technical Services and the Director of Central Services and Deputy Chief Executive reminded Members of the Council's long held aspiration to provide a purpose built lakeside facility at Leybourne Lakes Country Park (LLCP) to provide year round catering and a centre for water sports. A List C Capital Plan Evaluation for Facility Improvements at LLCP was set out at Annex 1 to the report which recommended a fast

track transfer to List A to enable the commencement on the design and procurement of the project. The report outlined a proposed framework to be used for the scoping, design and construction of the project.

**RECOMMENDED:** That

- (1) the project to develop a lakeside purpose built facility at Leybourne Lakes Country Park be transferred from List C to List A of the Council's Capital Plan;
- (2) a report on the design, procurement and timescale of the project be reported to a future meeting of the Communities and Housing Advisory Board;
- (3) a further report be brought to the Communities and Housing Advisory Board on the potential transfer of the Management of Leybourne Lakes Country Park to the Tonbridge and Malling Leisure Trust including any new facility; and
- (4) subject to further investigation, the Denbighshire County Council UK Leisure Framework be utilised to progress the project.

**\*Referred to Cabinet**

**FIP 20/37 IT STRATEGY UPDATE AND ENTERPRISE DOCUMENT  
MANAGEMENT SYSTEM**

The report provided details of progress towards the delivery of the IT Strategy adopted in June 2018. Members were invited to note the progress made and to identify any relevant technology training which would assist them in discharging their roles as Councillors. Consideration was given to a capital plan evaluation for an enterprise document management system and the proposal that this be transferred to List A of the Council's Capital Plan and funded from the Invest to Save Reserve.

**RECOMMENDED:** That

- (1) the progress in respect of the IT Strategy be noted;
- (2) any technology training which might be helpful for elected Members be identified; and
- (3) the List C project "Enterprise Document Management Solution" be transferred to List A of the Council's Capital Plan and funded from the Invest to Save Reserve.

**\*Referred to Cabinet**

## **FIP 20/38 FINANCIAL PLANNING AND CONTROL**

Decision Notice D200059MEM

The report of the Director of Finance and Transformation provided information on the performance of the three key budget areas of salaries, major operational income streams and investment income, together with details of approved variations to the revenue budget and areas identified through revenue budget monitoring and summarised an indicative overall budget position for the year. Details of the impact the Covid-19 pandemic had had on the Council's finances, the scale of the potential longer term impact on the Medium Term Financial Strategy and, in turn, the savings and transformation contributions required to balance the budget, were provided. Additionally, the report provided an update on capital expenditure and variations agreed in relation to the capital plan.

**RECOMMENDED:** That

- (1) it be noted that the financial impact of the Covid-19 pandemic is such that unless there are further significant tranches of funding provided by the Government some significant decisions will need to be made if the integrity of the MTFS is to be maintained and financial sustainability is not to be placed at risk;
- (2) the progress made in meeting both the one-off savings target of £500,000 and ongoing savings target of £100,000 be noted; and
- (3) the intention to bring a draft revision of the Savings and Transformation Strategy to Cabinet in the Autumn be noted.

## **FIP 20/39 CAPITAL PROGRAMME: POST IMPLEMENTATION REVIEWS MONITORING REPORT**

Decision Notice D200060MEM

The report of the Director of Finance and Transformation identified the post implementation reviews carried out since the meeting of the Advisory Board held on 17 July 2019 and provided details of the capital plan schemes due for review. Consideration was given to the post implementation review in respect of the Replacement Revenue and Benefits Document Management System.

**RECOMMENDED:** That the Post Implementation Review in respect of the Replacement Revenue and Benefits Document Management System, as set out at Annex 2 to the report, be approved.

**FIP 20/40 LOCAL EMERGENCY ASSISTANCE GRANT**

Decision Notice D200061MEM

The joint report of the Chief Executive and the Director of Finance and Transformation provided details of £47,355.61 made available through the Local Emergency Assistance Grant to provide local support during the pandemic to assist vulnerable households. Details of the bids received from groups working within the community to sustain or supplement their services were set out at Annex 1 to the report.

**RECOMMENDED:** That

- (4) awards of the Council's Local Emergency Assistance Grant be made in accordance with the approved bids listed at Annex 1 to the report; and
- (5) the balance of £3,748.61 be held on reserve for use as necessary within the parameters of the scheme under direction of the Chief Executive or Director of Finance and Transformation.

**FIP 20/41 RURAL RATE RELIEF - RURAL SETTLEMENT LIST**

Decision Notice D200062MEM

The report of the Director of Finance and Transformation referred to the requirement to review the Council's rural settlement list and recommended that the current list should be retained unaltered for the financial year 2021/22.

**RECOMMENDED:** That the current rural settlement list remain in force for the year 2021/22.

**MATTERS SUBMITTED FOR INFORMATION**

**FIP 20/42 REVENUE AND BENEFITS UPDATE**

The report provided details of recent developments in respect of council tax, business rates, council tax reduction and housing benefits.

**MATTERS FOR CONSIDERATION IN PRIVATE**

**FIP 20/43 EXCLUSION OF PRESS AND PUBLIC**

The Chairman moved, it was seconded and

**RESOLVED:** That as public discussion would disclose exempt information, the following matters be considered in private.

**PART 2 - PRIVATE**

**MATTERS FOR RECOMMENDATION TO THE CABINET**

**FIP 20/44 DEBTS FOR WRITE OFF**

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

Decision Notice D200063MEM

The report of the Director of Finance and Transformation sought approval to the writing-off debts considered to be irrecoverable.

**RECOMMENDED:** That the 1 item shown in the schedule of amounts over £5,000, totalling £8,524.41 be written off for the reason stated within the schedule.

The meeting ended at 8.25 pm