

## **TONBRIDGE AND MALLING BOROUGH COUNCIL**

### **CABINET**

**Tuesday, 3rd February, 2015**

**Present:** Cllr N J Heslop (Chairman), Cllr Mrs J A Anderson, Cllr J A L Balcombe, Cllr Mrs M F Heslop, Cllr B J Luker and Cllr Mrs S Murray

Councillors O C Baldock, M A C Balfour and H S Rogers were also present pursuant to Access to Information Rule No 22.

Apologies for absence were received from Councillors M A Coffin and M R Rhodes

### **PART 1 - PUBLIC**

#### **CB 15/1 DECLARATIONS OF INTEREST**

There were no declarations of interest made in accordance with the Code of Conduct.

#### **CB 15/2 MINUTES**

**RESOLVED:** That the Minutes of the meeting of the Cabinet held on 8 October 2014 be approved as a correct record and signed by the Chairman.

### **MATTERS FOR RECOMMENDATION TO THE COUNCIL**

#### **CB 15/3 TREASURY MANAGEMENT STRATEGY STATEMENT AND ANNUAL INVESTMENT STRATEGY 2015/16**

The report of the Director of Finance and Transformation provided details of investments undertaken and returns achieved in the first nine months of the current financial year together with an introduction to the Annual Investment Strategy for 2015/16.

An explanation was given for the underperformance against budget attributable to the lower than expected return delivered by the external fund manager prior to transfer of the management of core funds in-house from 1 August 2014. Details were given of the current investment position and internal lending list. The Committee was advised that Capita, the Council's treasury advisors, had amended their credit worthiness methodology to a minimum long-term credit rating of Fitch 'A-' or equivalent, rather than Fitch 'A' and this had been included in the Annual Investment Strategy for 2015/16.

The Cabinet was advised that the Audit Committee had reviewed the matters covered by the report at its meeting on 26 January 2015 and the revised arrangements had been commended for adoption.

**RECOMMENDED:** That

- (1) the treasury management position as at 31 December 2014 be noted;
- (2) the current minimum long-term credit requirement be reduced from Fitch 'A' to Fitch 'A-' or equivalent; and
- (3) the Treasury Management Strategy Statement and Annual Investment Strategy for 2015/16, as set out at Annex 3 to the report, be adopted.

**\*Referred to Council**

#### **CB 15/4 UPDATE OF ANTI-FRAUD POLICIES**

The report of the Director of Finance and Transformation gave details of the outcome of a review of the Anti-Fraud Policies of the Council. A number of changes had been highlighted which were recommended for adoption and details of some further drafting amendments identified by the Audit Committee on 26 January and Overview and Scrutiny Committee on 27 January 2015 were noted.

**RECOMMENDED:** That the Council approve the following:

- (1) the Anti-Fraud and Corruption Policy subject to the amendment of paragraph 4.12 regarding declaration of gifts or hospitality to be consistent with the Constitution;
- (2) the Housing and Council Tax Benefit Anti-Fraud Policy subject to deletion of the reference to 'Here and Now' in paragraph 5.2 and to an explanation of the removal of paragraph 5.6 regarding the Investigation Manager's quarterly report on the outcome of referrals; and
- (3) the Council Tax Reduction, Discounts and Exemptions Anti-Fraud Policy subject to the corresponding removal of paragraph 5.6 regarding circulation of a quarterly report on the outcome of referrals.

**\*Referred to Council**

#### **CB 15/5 POLICY IN RESPECT OF DISCRETIONARY COUNCIL TAX AWARDS**

Item FIP 15/3 referred from Finance, Innovation and Property Advisory Board Minutes of 7 January 2015.

The Cabinet received the recommendations of the Finance, Innovation and Property Advisory Board at its meeting on 7 January 2015 in relation to the approval of a draft policy in respect of Discretionary Council Tax Awards in order to ensure that any applications were dealt with consistently and equitably.

**RECOMMENDED:** That the Council approve the Section 13A policy in respect of Discretionary Council Tax Awards as set out at Annex 1 to the report, subject to inclusion in paragraph 7(b) of a requirement to provide a declaration of savings and assets.

**\*Referred to Council**

**CB 15/6 REVENUE ESTIMATES 2015/16**

Item FIP 15/4 referred from Finance, Innovation and Property Advisory Board Minutes of 7 January 2015.

The Cabinet received the recommendations of the Finance, Innovation and Property Advisory Board at its meeting on 7 January 2015 in relation to the formulation of initial draft proposals in respect of the Budget. It was agreed that all budgetary matters would be considered in detail at the subsequent Budget meeting of the Cabinet on 12 February 2015.

**CB 15/7 CAPITAL PLAN REVIEW 2014/15**

Item FIP 15/5 referred from Finance, Innovation and Property Advisory Board Minutes of 7 January 2015.

The Cabinet received the recommendations of the Finance, Innovation and Property Advisory Board at its meeting on 7 January 2015 in relation to the initial stage of the Capital Plan review process. It was agreed that all budgetary matters would be considered in detail at the subsequent Budget meeting of the Cabinet on 12 February 2015.

**DECISIONS TAKEN IN ACCORDANCE WITH PARAGRAPH 4,  
PART 3 OF THE CONSTITUTION**

**CB 15/8 MOBILE HOMES ACT 2013 - CHANGES TO CARAVAN SITE LICENSING**

Item SH 14/26 referred from Strategic Housing Advisory Board Minutes of 10 November 2014

Decision Notice D150007CAB

**CB 15/9 LEISURE SERVICES - REVIEW OF CHARGES 2015/16**

Item LAA 14/45 referred from Leisure and Arts Advisory Board Minutes of 8 December 2014

Deferred to Budget meeting.

**CB 15/10 REVIEW OF FEES AND CHARGES 2015/16**

Item FIP 15/6 referred from Finance, Innovation and Property Advisory Minutes of 7 January 2015

Deferred to Budget meeting.

**CB 15/11 OVERVIEW AND SCRUTINY REVIEW OF CAPITAL RENEWALS PROVISIONS**

Decision Notice D150008CAB

**CB 15/12 OVERVIEW AND SCRUTINY REVIEW OF ACTIONS TO RETURN EMPTY HOMES TO ACTIVE USE**

Decision Notice D150009CAB

**CB 15/13 AIRPORTS COMMISSION - RESPONSE TO PUBLIC CONSULTATION ON SHORTLISTED OPTIONS FOR ADDITIONAL RUNWAY CAPACITY**

Decision Notice D150010CAB

**CB 15/14 HOUSING ALLOCATIONS SCHEME REVIEW**

Item SH 14/28 referred from Strategic Housing Advisory Board Minutes of 10 November 2014

Decision Notice D150011CAB

**CB 15/15 LOCAL PLAN UPDATE**

Item PE 14/28 referred from Planning and Transportation Advisory Board Minutes of 18 November 2014

Decision Notice D150012CAB

**CB 15/16 LOCAL PLAN PROCESS AND PROGRAMMING**

Item PE 14/29 referred from Planning and Transportation Advisory Board Minutes of 18 November 2014

Decision Notice D150013CAB

**MATTERS SUBMITTED FOR INFORMATION****CB 15/17 MATTERS REFERRED FROM ADVISORY BOARDS**

The notes of the meetings of the following Advisory Boards were received, any recommendations contained therein being incorporated within the decisions of the Cabinet reproduced at the annex to these Minutes. A number of recommendations in respect of Fees and Charges were referred to the subsequent Budget meeting of the Cabinet on 12 February 2015.

Community Safety Advisory Board of 21 October 2014  
Strategic Housing Advisory Board of 10 November 2014  
Communities and Health Advisory Board of 17 November 2014  
Planning and Transportation Advisory Board of 18 November 2014  
Leisure and Arts Advisory Board of 8 December 2014  
Finance, Innovation and Property Advisory Board of 7 January 2015

**RESOLVED:** That the report be received and noted.

**CB 15/18 MATTERS REFERRED FROM ADVISORY PANELS AND OTHER GROUPS**

The Minutes of the meetings of the following Advisory Panels and other Groups were received, any recommendations contained therein being incorporated within the decisions of the Cabinet reproduced at the annex to these Minutes.

Tonbridge Forum of 24 November 2014  
Parish Partnership Panel of 27 November 2014  
Joint Transportation Board of 1 December 2014

**RESOLVED:** That the report be received and noted.

**CB 15/19 LOCAL INDICATORS 2014/15**

The Director of Central Services presented the results for the first half of the current financial year for those local indicators that were monitored regularly. It was indicated that this was the final report to be presented in the current format and such matters would in future be reported to the appropriate Advisory Boards. The Cabinet noted the forthcoming retirements of Bruce Hill, Improvement and Development Manager, and Mick Sayer, Improvement and Development Officer, and expressed appreciation of their hard work and attention to detail and best wishes for the future.

**RESOLVED:** That the report be received and noted.

**CB 15/20 EXCLUSION OF PRESS AND PUBLIC**

There were no items considered in private.

The meeting ended at 7.59 pm