

**TONBRIDGE & MALLING BOROUGH COUNCIL**

**RECORD OF OFFICER DECISION**

<b>Decision Taken By:</b>  <b>Director of Finance &amp; Transformation</b>	<b>Decision No:</b>  <b>D250018OFF</b>
<b>Delegated Authority (under which decision taken):</b>  Authority delegated to the Director of Finance and Transformation under section 18 of Part 4 of the Constitution.	
<b>Decision Type:</b>	Non-Key
<b>Date of Decision:</b>	25 July 2025

<b>Decision(s) and Reason(s)</b>		
<b>Debts under £5,000 Written off during Period 1 April 2025 to 25 July 2025</b>		
In accordance with Financial Rule 18.2, the Director of Finance & Transformation has authority to write off debts of less than £5,000 that are considered to be irrecoverable.		
From 1 April 2025 to 25 July 2025 the following debts have been written off:		
	No of Debts	Total Value
Council Tax	99	£129,073.25
Council Tax (Misc Debt)	1	£558.09
NNDR	12	£15,710.52
Misc Debt	4	£2,752.89
Misc Debt (Temp Accommodation)	135	£5,456.70
<b>TOTAL</b>	<b>251</b>	<b>153,551.45</b>

Reason: The Director of Finance and Transformation, in the role as S151 officer, has authority to write off debts of less than £5,000 that are considered to be irrecoverable.
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<b>Details of any Alternatives Considered:</b>
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N/A
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Reason(s) why rejected:
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N/A
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<b>Conflicts of Interest/Dispensations Granted:</b>
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There were no conflicts of interest declared or dispensations granted by or to any Member who was consulted in respect of this decision.
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<b>Background Papers (if any):</b>
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None
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Signed Director of Finance & Transformation:
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S Shelton
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Date of publication:
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25 July 2025
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This decision will come into force immediately as 'call in' does not apply to operational non-key officer decisions.