

**TONBRIDGE & MALLING BOROUGH COUNCIL**

**RECORD OF OFFICER DECISION**

<b>Decision Taken By:</b> Head of Finance and Section 151 Officer	<b>Decision No:</b> D260011OFF
<b>Delegated Authority (under which decision taken):</b> Authority delegated to the Head of Finance and Section 151 Officer under section 18 of Part 4 of the <a href="#">Constitution</a> .	
<b>Decision Type:</b>	Non-Key
<b>Date of Decision:</b>	14 May 2026

**Decision(s) and Reason(s)**

**DEBTS UNDER £5,000 WRITTEN OFF UP TO MAY 2026**

In accordance with Financial Rule 18.2, the Head of Finance and Section 151 Officer has authority to write off of debts of less than £5,000 that are considered to be irrecoverable.

Since 1 April 2025\* the following debts have been written off:

	No of debts	Total value
Council Tax	102	£75,919.87
NNDR	9	£22,479.01
Homelessness	299	£13,829.13
Parking	340	£23,800.00
Housing Benefit Overpayment	8	£5,957.93
Total		

\*Parking debts cover the period 1 January 2025 to 31 December 2025.

Reason: The Head of Finance and Section 151 Officer, has authority to write off debts of less than £5,000 that are considered to be irrecoverable.

<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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<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 Head of Finance and Section 151 Officer:	
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*P Worden*

Date of publication:	
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14 May 2026

This decision will come into force immediately as 'call in' does not apply to operational non-key officer decisions.