

# A G E N D A

## FINANCE & GOVERNANCE CABINET ADVISORY BOARD

Tuesday 13 November 2018 at 6.30 pm  
Committee Room A, Town Hall, Royal Tunbridge Wells, TN1 1RS

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**Members:** Councillor Reilly (Chairman), Councillors Mrs Soyke (Vice-Chairman), Chapelard, Dawlings, Heasman, Holden, Jukes, Lewis, Lewis-Grey, Scott and Uddin

**Quorum:** 3 Members

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- 1 Apologies**  
To receive any apologies for absence.
- 2 Declarations of Interests**  
To receive any declarations of interest by members in items on the agenda. For any advice on declarations of interest, please contact the Monitoring Officer before the meeting.
- 3 Notification of Visiting Members Wishing to Speak**  
To note any members of the Council wishing to speak, of which due notice has been given in accordance with Council Meeting Procedure Rule 18, and which items they wish to speak on.
- 4 Minutes of the meeting dated 02 October 2018** (Pages 5 - 8)  
To approve the minutes of a previous meeting as a correct record. The only issue relating to the minutes that can be discussed is their accuracy.
- 5 Work Programme as at 02 November 2018** (Pages 9 - 14)
- 6 Calverley Square Development Update** (Pages 15 - 30)
- 7 Draft Asset Management Plan 2019/20** (Pages 31 - 98)
- 8 Performance Summary: Quarter 2** (Pages 99 - 128)
- 9 Complaints Summary: Quarter 1 and 2** (Pages 129 - 138)

- 10 Quarterly Financial Monitoring Reports: Quarter 2** (Pages 139 - 140)  
The Director of Finance, Policy and Development will provide a verbal 'exception' report, explaining any significant variances in the second quarter from the agreed revenue and capital budgets. He will also report on the second quarter's position in respect of treasury and prudential indicator management.
- 11 Fees and Charges Setting 2019/20** (Pages 141 - 186)
- 12 Draft Budget 2019/20 and Medium Term Financial Strategy Update** (Pages 187 - 204)
- 13 Calculation of Council Tax Base** (Pages 205 - 206)  
The calculation of the Council Tax base relates directly to the number of chargeable dwellings in the Borough, a process which by statute cannot be undertaken until 1 December each year. The Director of Finance, Policy and Development will therefore present a verbal report on this issue at the meeting.
- 14 Urgent Business**  
To consider any other items which the Chairman decides are urgent, for the reasons to be stated, in accordance with Section 100B(4) of the Local Government Act 1972.
- 15 Date of the Next Meeting**  
To note that the date of the next scheduled meeting is Tuesday 15 January 2019, at 6.30pm in Committee Room A, Town Hall, Tunbridge Wells.

#### EXEMPT ITEMS

It is proposed that, pursuant to section 100A(4) of the Local Government Act 1972 and the Local Government (Access to Information) (Variation) Order 2006, the public be excluded from the meeting for the following items of business on the grounds that they may involve the disclosure of exempt information as defined in Schedule 12A of the Act, by virtue of the particular paragraphs shown on the agenda and on the attached reports.

- **Exempt Appendix to Calverley Square Development Update (Item 6)** (Pages 207 - 212)  
Exempt by virtue of paragraph 3 of Schedule 12A of the Local Government Act 1972 (as amended): Information relating to the financial or business affairs of any particular person including the authority holding that information.

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**Democratic Services Officer**  
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**Town Hall**  
**ROYAL TUNBRIDGE WELLS**  
**Kent TN1 1RS**



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### **Options that the Cabinet Advisory Board Can Consider**

The Cabinet Advisory Board is asked to consider each report and in each case come to a consensus and advise the Cabinet which one of the three options identified below it supports:

- 1) The Cabinet Advisory Board supports the recommendation(s) in the report.  
or
- 2) The Cabinet Advisory Board supports the recommendation(s) subject to the issues it has identified being taken into account by the Cabinet (any issues identified should be stated and recorded).  
or
- 3) The Cabinet Advisory Board does not support the recommendation(s) on at least one of the following grounds
  - 3.1 Inadequate consultation with stakeholders; and/or
  - 3.2 Inadequate evidence on which to base the decision; and/or
  - 3.3 Insufficient consideration of legal and financial information; and/or
  - 3.4 Another reason, as decided by the meeting of the Cabinet Advisory Board.

In each case the final Cabinet report will be amended to outline the option selected by the Cabinet Advisory Board and explain why this option was selected.

All visitors wishing to attend a public meeting at the Town Hall between the hours of **9.00am and 5.00pm** should report to reception via the side entrance in Monson Way. **After 5pm**, access will be via the front door on the corner of Crescent Road and Mount Pleasant Road, except for disabled access which will continue by use of an 'out of hours' button at the entrance in Monson Way

### **Notes on Procedure**

- (1) A list of background papers appears at the end of each report, where appropriate, pursuant to the Local Government Act 1972, section 100D(i).
- (2) Items marked \* will be the subject of recommendations by Cabinet to full Council; in the case of other items, Cabinet may make the decision, subject to call-in (Overview and Scrutiny Procedure Rule 12).
- (3) Members seeking factual information about agenda items are requested to contact the appropriate Service Manager prior to the meeting.
- (4) Members of the public and other stakeholders are required to register with the Democratic Services Officer if they wish to speak on an agenda item at a meeting. Places are limited to a maximum of four speakers per item. The deadline for registering to speak is 4.00 pm the last working day before the meeting. Each speaker will be given a maximum of 3 minutes to address the Committee.
- (5) All meetings are open to the public except where confidential or exempt information is being discussed. The agenda will identify whether any meeting or part of a meeting is not open to the public. Meeting rooms have a maximum public capacity as follows:  
Council Chamber: 100, Committee Room A: 20, Committee Room B: 10.
- (6) Please note that the public proceedings of this meeting will be recorded and made available for playback on the Tunbridge Wells Borough Council website. Any other third party may also record or film meetings, unless exempt or confidential information is being considered, but are requested as a courtesy to others to give notice of this to the Democratic Services Officer before the meeting. The Council is not liable for any third party recordings.

Further details are available on the website ([www.tunbridgewells.gov.uk](http://www.tunbridgewells.gov.uk)) or from Democratic Services.

**If you require this information in another format, please contact us, call 01892 526121 or email [committee@tunbridgewells.gov.uk](mailto:committee@tunbridgewells.gov.uk)**

**Accessibility into and within the Town Hall** – There is a wheelchair accessible lift by the main staircase, giving access to the first floor where the committee rooms are situated. There are a few steps leading to the Council Chamber itself but there is a platform chairlift in the foyer.

**Hearing Loop System** – The Council Chamber and Committee Rooms A and B have been equipped with hearing induction loop systems. The Council Chamber also has a fully equipped audio-visual system.