

A G E N D A

FINANCE AND GOVERNANCE CABINET ADVISORY BOARD

Tuesday 10 November 2020 at 6.30 pm
Virtual Meeting - Online

Members: , Councillors

Quorum: 3 Members

- 1 Apologies** (Pages 7 - 8)
To receive any apologies for absence.
- 2 Declarations of Interests** (Pages 9 - 10)
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** (Pages 11 - 12)
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 18 February 2020** (Pages 13 - 18)
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 Forward Plan as at 26 October 2020** (Pages 19 - 30)
To note forthcoming items as set out in the Forward Plan.
- 6 Five Year Plan Update** (Pages 31 - 136)
To consider and provide a recommendation to Cabinet on the proposals set out in the attached report.
- 7 Budget Update Report 2021/22** (Pages 137 - 152)
To consider and provide a recommendation to Cabinet on the proposals set out in the attached report.

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| 8 | Fees and Charges Setting 2021/22
To consider and provide a recommendation to Cabinet on the proposals set out in the attached report. | (Pages 153 - 204) |
| 9 | Draft Budget and Medium Term Financial Strategy Update 2021/22
To consider and provide a recommendation to Cabinet on the proposals set out in the attached report. | (Pages 205 - 206) |
| 10 | *Discretionary Housing Payments Policy
To consider and provide a recommendation to Cabinet on the proposals set out in the attached report. | (Pages 207 - 234) |
| 11 | Citizen's Advice Bureau (CAB) Council Tax Protocol
To consider and provide a recommendation to Cabinet on the proposals set out in the attached report. | (Pages 235 - 248) |
| 12 | Draft Council Tax Reduction Scheme 2021/22 Part 2
To consider and provide a recommendation to Cabinet on the proposals set out in the attached report. | (Pages 249 - 360) |
| 13 | Revenue Management Report - Quarter 2
To consider and provide a recommendation to Cabinet on the proposals set out in the attached report. | (Pages 361 - 392) |
| 14 | Capital Management Report - Quarter 2
To consider and provide a recommendation to Cabinet on the proposals set out in the attached report. | (Pages 393 - 412) |
| 15 | Treasury and Prudential Indicator Management Report - Quarter 2
To consider and provide a recommendation to Cabinet on the proposals set out in the attached report. | (Pages 413 - 430) |
| 16 | Calculation of Council Tax Base
To consider and provide a recommendation to Cabinet on the proposals set out in the verbal update. | (Pages 431 - 432) |
| 17 | Performance Summary - Quarter 2
To consider and provide a recommendation to Cabinet on the proposals set out in the attached report. | (Pages 433 - 488) |
| 18 | Complaints Summary Quarters 1 and 2
To consider and provide a recommendation to Cabinet on the proposals set out in the attached report. | (Pages 489 - 500) |
| 19 | Draft Asset Management Plan 2021/22
To consider and provide a recommendation to Cabinet on the proposals set out in the attached report. | (Pages 501 - 586) |
| 20 | 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. | (Pages 587 - 588) |

21 Date of the Next Meeting

(Pages 589 - 590)

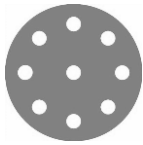
To note that the date of the next scheduled meeting is Tuesday 12 January 2021, at 6.30pm.

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Democratic Services Officer

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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 attending a public meeting at the Town Hall between the hours of **9am and 5pm** should report to reception via the side entrance in Monson Way. Access to meetings in the evening **after 5pm** will be via the main entrance on the corner of Crescent Road and Mount Pleasant Road. Assisted access at all times is via reception on Monson Way and by use of the out-of-hours call button after 5pm.

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 are encouraged to participate and those wishing to speak on an agenda item will need to register with Democratic Services. Registration opens when the agenda is published and closes at 4pm on the last working day before the meeting. Places are limited to a maximum of four speakers per item and each speaker will have a maximum of three minutes to address the Committee.
- (5) All meetings are open to the public except where confidential or exempt information is being discussed. The agenda of the meeting will identify whether a meeting or part of meeting is not open to the public and why. Meeting rooms have a maximum public capacity as follows: 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 Clerk before the meeting. The Council is not liable for any third party recordings.

Further details are available on the website (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

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.