

**TUNBRIDGE WELLS BOROUGH COUNCIL**

**CABINET**

MINUTES of the meeting held at the Council Chamber, Town Hall, Royal Tunbridge Wells, TN1 1RS, at 10.30 am on Thursday, 10 February 2022

**Present: Councillor Tom Dawlings (Chairman)**  
**Councillors Scott (Vice-Chairman), Fairweather, March and McDermott**

**Officers in Attendance:** Lee Colyer (Director of Finance, Policy and Development (Section 151 Officer)), Paul Taylor (Director of Change and Communities), John Antoniadis (Estates Manager), Jane Fineman (Head of Finance and Procurement), Denise Haylett (Head of Facilities and Community Hubs), Claudette Valmond (Head of Legal Partnership and Interim Monitoring Officer) and Caroline Britt (Democratic Services Officer)

**Other Members in Attendance:**

**APOLOGIES**

CAB123/21 Apologies for absence were received from Councillor Hamilton.

**DECLARATIONS OF INTEREST**

CAB124/21 There were no disclosable pecuniary or other significant interests declared at the meeting.

**NOTIFICATION OF VISITING MEMBERS WISHING TO SPEAK**

CAB125/21 There were no visiting Members who had registered as wishing to speak.

**MINUTES OF THE MEETING DATED 13 JANUARY 2022**

CAB126/21 Members reviewed the minutes. No amendments were proposed.

**RESOLVED** – That the minutes of the meeting dated 13 January 2022 be approved as a correct record.

**QUESTIONS FROM MEMBERS OF THE COUNCIL**

CAB127/21 There were no questions from members of the Council.

**QUESTIONS FROM MEMBERS OF THE PUBLIC**

CAB128/21 There were no questions from members of the public.

**CONSIDERATION OF THE FORWARD PLAN AS AT 14 JANUARY 2022**

CAB129/21 Members considered the plan. No amendments were proposed.

**RESOLVED** – That the Forward Plan as at 14 January 2022 be noted.

**\*BUDGET 2022/23 & MEDIUM TERMS FINANCIAL STRATEGY**

CAB130/21 Lee Colyer, Director of Finance, Policy and Development introduced the report set out in the agenda.

Discussion and questions from Members included the following:

- It was noted that the Council had moved to a point where the deficit was now reducing.
- It was right that the Council had focused its attention on its residents and businesses throughout the pandemic.
- Going forward the Council was adopting a strategy that focused on looking at possible income streams. This included the possible letting out of the Town Hall for co-working.
- It would be important for the Council to continue to investigate opportunities to reduce costs and ensure efficiencies were made.

**RESOLVED** – That Full Council be recommended:

1. That the changes to the base budget along with the assumptions and approach set out throughout the report be approved.
2. That the responses to the budget consultation be approved.
3. That the rolling forward of the capital programme including additional gross funding of £2,140,500 for new schemes list within the report be approved; and
4. That an increase in the Basic Amount of Council Tax of £5 per annum for a Band D property be approved.

**REASON FOR DECISION:** To deliver a sustainable budget to deliver the Council's key objectives.

#### **\*ASSET MANAGEMENT PLAN 2022/23**

CAB131/21 John Antoniadis, Estates Manager introduced the report set out in the agenda.

**RESOLVED** – That Full Council be recommended that the Asset Management Plan 2022/23 be adopted

**REASON FOR DECISION:** The Plan supports the Council's Corporate Priorities in the Five-Year Plan.

#### **PROPERTY TRANSACTION REPORT JULY TO DECEMBER 2021**

CAB132/21 John Antoniadis, Estates Manager introduced the report set out in the agenda.

Discussion and questions from Members included the following:

- The issue of the flying freehold was unusual in that some time ago access on the first floor of the building had been blocked. This became a blight on the Council's assets as the Council did not receive any benefits from its use or any rental income.
- The Council had now been able to exclude the flying freehold from the lease.
- It was noted that a number of commercial properties that had been available had now been either sold or rented out. It was hoped the buoyancy in the market would continue and the Council's assets would strengthen.
- There were no vacancies as a result of the pandemic that the Council

had not managed to relet.

- The team were congratulated on their hard work during what was a very challenging year.

To note the matter was decided taking the exempt information set out in the Agenda as read.

**RESOLVED** – That the report be noted.

**REASON FOR DECISION:** To comply with the Constitution.

#### **\*TREASURY MANAGEMENT POLICY AND STRATEGY**

CAB133/21 Jane Fineman, Head of Finance, Procurement and Parking introduced the report set out in the agenda.

**RESOLVED** – That Full Council be recommended that the Treasury Management Policy and Strategy 2022/23, as set out in Appendix A to the report, be adopted.

**REASON FOR DECISION:**

The security of the Council's cash and effective cash flow management is vital in order to support all the services provided by the Council. The interest received from the Council's investments is an important source of income in helping the Council set a balanced budget.

#### **\*CAPITAL STRATEGY**

CAB134/21 Jane Fineman, Head of Finance, Procurement and Parking introduced the report set out in the agenda.

**RESOLVED** – That Full Council be recommended that the Capital Strategy 2022/23, as set out at Appendix A to the report be adopted.

**REASON FOR DECISION:**

To provide guidance on the Council's capital programme and the use of its capital resources as required by the Chartered Institute for Public Finance and Accountancy and Prudential Code and Treasury Management Codes

#### **CCTV MONITORING CONTRACT**

CAB135/21 Denise Haylett, Head of Facilities and Community Hubs introduced the report set out in the agenda.

Discussion and questions from Members included the following:

- The team were congratulated for successfully negotiating the contract and the savings achieved.
- This was a very valued and successful service that supported the whole community.
- The current tender included the space in the basement of the Town Hall to house the CCTV equipment. However, the aim was to move the operation to Sevenoaks, which would then free up the space in the basement.
- Tonbridge and Malling were happy to be included as part of the West Kent Partnership with Sevenoaks.

- Freeing up more space for co-working opportunities was welcomed.

To note the matter was decided taking the exempt information set out in the Agenda as read.

**RESOLVED –**

1. That the head of Facilities and Community Hubs be given delegated authority to award the new CCTV Monitoring Contract to Supplier A and enter into a Contract with said Contractor for a period of two years from 1 June 2022 with the option of two annual extensions be approved.
2. That delegated authority be given to the head of Legal Services and S151 Officer to undertake all legal and financial requirements necessary to complete the CCTV Monitoring Contract be approved.
3. That the Head of Legal Services be given delegated authority to negotiate and complete the contract and all ancillary documents as may be necessary be approved.

**REASON FOR DECISION:**

To provide the Council with the necessary services and provide certainty of cost over the next four years using the most cost effective supplier.

**URGENT BUSINESS**

CAB136/21 There was no urgent business.

**DATE OF NEXT MEETING**

CAB137/21 The next meeting would be held on Thursday 17 March 2022 commencing at 10:30am.

**NOTES:**

The meeting concluded at 11.09 am.