

## TUNBRIDGE WELLS BOROUGH COUNCIL

### CABINET

MINUTES of the meeting held at the Vestry Hall, Stone Street, Cranbrook, Kent, TN17 3HF,  
at 6.30 pm on Thursday, 23 June 2022

**Present: Councillor Ben Chapelard (Chair)**  
**Councillors Warne (Vice-Chair), Everitt, Fitzsimmons, Hayward, Hickey, Pound and Rutland**

**Officers in Attendance:** William Benson (Chief Executive), Lee Colyer (Director of Finance, Policy and Development (Section 151 Officer)), Paul Taylor (Director of Change and Communities), Claudette Valmond (Head of Legal Partnership and Interim Monitoring Officer), Jane Fineman (Head of Finance and Procurement), Anne McCarthy (Senior Communications Officer), Emer Moran (Democratic Services Officer) and Mark O'Callaghan (Scrutiny and Engagement Officer)

**Other Members in Attendance:** Councillors Atkins, Neville, Pope and McMillan

### LEADERS ANNOUNCEMENT

CAB1/22 Councillor Chapelard, Leader of the Council welcomed members of the public to the first Cabinet meeting of the Borough Partnership, held in the Vestry Hall at the new time of 6.30pm.

Councillor Pound, Cabinet Member for Housing and Planning was introduced and he read a statement of correction:

- “In answer to a supplementary question by Dr Shadi Rogers at Full Council on 22nd February 2022, in which she asked “How many new social housing units have been delivered in the last five years by this administration?”, the previous Conservative portfolio holder for Housing provided an inadvertently inaccurate reply at a subsequent Full Council meeting on 27th April 2022.

The correct answer to Dr Rogers’ (now Cllr Rogers’) question is 36 new social housing units have been built in the last five years, not 634 as the previous portfolio holder stated!

The previous portfolio holder seemingly confused all forms of affordable housing, an umbrella term describing all tenures of affordable homes, with the very specific question about the number of units built for social rent, which is defined as properties rented at up to but not more than 60% of market rent. So, in the last five years, across the whole Borough which has a housing waiting list of 946 individuals and families, where many families cannot afford to even rent at market rate, let alone buy a property, the previous Conservative administration saw the delivery of 36 new social housing units over a five year period from 2016-2021.”

### APOLOGIES

CAB2/22 There were no apologies.

## **DECLARATIONS OF INTEREST**

CAB3/22 There were no disclosable pecuniary or other significant interests declared at the meeting.

## **NOTIFICATION OF VISITING MEMBERS WISHING TO SPEAK**

CAB4/22 There were no Visiting Members who had registered to speak.

## **MINUTES OF THE MEETING DATED 14 APRIL 2022**

CAB5/22 **RESOLVED** – That the minutes of the meeting dated Thursday 14 April 2022 be approved as a correct record.

## **QUESTIONS FROM MEMBERS OF THE COUNCIL**

CAB6/22 There were no questions from members of the Council.

## **QUESTIONS FROM MEMBERS OF THE PUBLIC**

CAB7/22 There were no questions from members of the public.

## **CONSIDERATION OF THE FORWARD PLAN AS AT 7 JUNE 2022**

CAB8/22 Lee Colyer, Director of Finance, Policy and Development confirmed two new reports had been added to the Forward Plan since the agenda was published:

- In year budget review 2022/23
- Sales fees and charges, including car parking report 2022/23
- Both reports were scheduled to go to the rearranged Cabinet meeting on 20 July 2022.

**RESOLVED** – That in addition to the two items listed above added to the plan since the publication of the agenda, the Forward Plan as at 7 June 2022 be noted.

## **CABINET PORTFOLIOS AND APPOINTMENT TO WORKING GROUPS OF THE CABINET**

CAB9/22 Councillor Chapelard, introduced the report and highlighted four amendments made since the agenda was published:

- Councillor Nick Pope was appointed Vice Chair of the Amelia Scott Member Oversight Panel.
- Councillor Marguerita Morton was appointed to the Climate Emergency Advisory Panel.
- Councillor Alex Britcher-Allen was appointed to the Community Grants Assessment Panel.
- Councillor Alex Britcher-Allen was appointed as Chair of the Public Transport Forum.

**RESOLVED:** That the appointments made by the leader as set out in the report be noted.

## APPOINTMENTS TO OUTSIDE BODIES

CAB10/22 Councillor Chapelard, introduced the report as set out in the agenda.

**RESOLVED:** That the appointments made by the leader as set out in the report be noted.

## STRATEGIC RISK REGISTER

CAB11/22 Councillor Andrew Hickey, Cabinet Member for Finance and Performance introduced Lee Colyer, Director of Finance, Policy and Development who presented the report as set out in the agenda.

**RESOLVED:** That the Committee notes the risk management report and arrangements for managing strategic risk.

**REASON FOR DECISION:** To effectively manage strategic risks in accordance with the method advised by the Council's auditors.

## ANNUAL REPORT ON THE USE OF RIPA

CAB12/22 Councillor Andrew Hickey, Cabinet Member for Finance and Performance introduced Claudette Valmond, Head of Legal Partnership Mid Kent Legal who presented the report as set out in the agenda.

**RESOLVED:** That the report be noted

**REASON FOR DECISION:** To demonstrate the Council's compliance with legislation.

## REVENUE MANAGEMENT REPORT - QUARTER 4

CAB13/22 Councillor Andrew Hickey, Cabinet Member for Finance and Performance introduced Jane Fineman, Head of Finance and Procurement who presented the report as set out in the agenda.

**RESOLVED:**

1. That the actual revenue expenditure outturn and impact on reserves for the year ended 31 March 2022 be noted.
2. That the expected withdrawal from reserves of £963,000 to meet the forecast deficit at Quarter 3 would not be needed and a sum of £35,000 would be transferred into the General Fund be noted.

**REASON FOR DECISION:** To show the actual expenditure on services compared to the revised budget for the period ending 31 March 2022, and the forecast outturn position, highlighting significant variances from the revised annual budget.

## CAPITAL MANAGEMENT REPORT - QUARTER 4

CAB14/22 Councillor Andrew Hickey, Cabinet Member for Finance and Performance introduced Jane Fineman, Head of Finance and Procurement who presented the report as set out in the agenda.

**RESOLVED:**

1. That the actual gross and net expenditure for the year and the sources of finance, as shown in Appendices B to D be noted.
2. That the proposed variations to the Capital programme, set out in note 4.3 to 4.13 be approved.
3. That the proposed movement between years, set out in note 4.14 be approved.
4. That the included of a new scheme into the Capital programme as set out in notes 4.15 to 4.17 be noted.

**REASON FOR DECISION:** Managing and forecasting capital expenditure effectively was vital in order to support all of the services provided by the Council.

**TREASURY AND PRUDENTIAL INDICATOR MANAGEMENT REPORT - QUARTER 4**

CAB15/22 Councillor Andrew Hickey, Cabinet Member for Finance and Performance introduced Jane Fineman, Head of Finance and Procurement who presented the report as set out in the agenda.

**RESOLVED:**

1. That the Treasury Management and Prudential Indicator position for 2021/22 be noted.
2. That the actual for investment and bank interest is £487,000, an increase of £125,000 from the approved budget of £362,000, and a further improvement of £25,000 from the Quarter 3 projection be noted.

**REASON FOR DECISION:** Ensuring effective cash flow management was vital in order to support all the services provided by the Council. The interest received from investments was an important source of income in helping to set a balanced budget.

**PERFORMANCE SUMMARY QUARTER 4**

CAB16/22 Councillor Andrew Hickey, Cabinet Member for Finance and Performance introduced Jane Clarke, Head of Policy and Governance who presented the report as set out in the agenda.

**RESOLVED:**

1. That the summary of project performance over Quarter four, 2021/22 at Appendix A be noted.
2. That the summary of service performance over Quarter four, 2021/22 at Appendix B be noted.
3. That the Recovery Plans for Quarter four, 2021/22 at Appendices C-J be noted.

**REASON FOR DECISION:** To monitor the effectiveness of the Council's actions plans to meet all of the objectives within the Five-Year Plan, highlight underperforming areas, and propose actions to remedy any underperformance to ensure the key objectives are met.

#### **COMPLAINTS SUMMARY QUARTERS 3 & 4**

CAB17/22 Councillor Andrew Hickey, Cabinet Member for Finance and Performance introduced Jane Clarke, Head of Policy and Governance who presented the report as set out in the agenda.

**RESOLVED:** That the summary of complaints over period two (October 2021 to March 2022) be noted.

**REASON FOR DECISION:** To enable Cabinet to understand the Council's current performance in relation to complaints handling.

#### **URGENT BUSINESS**

CAB18/22 There was no urgent business.

#### **DATE OF NEXT MEETING**

CAB19/22 The next meeting was scheduled for Wednesday 20 July 2022, 6.30pm in the Old School Hall in Sandhurst TN18 5JS.

#### **NOTES:**

The meeting concluded at 7.40 pm.