

AGENDA

CABINET MEETING

Date: Wednesday, 25 May 2016

Time: 7.00 pm

Venue: Council Chamber - Swale House, East Street, Sittingbourne, Kent ME10 3HT

Membership:

To be confirmed following Annual Council 18 May 2016

Quorum = 3

RECORDING NOTICE

Please note: this meeting may be recorded.

At the start of the meeting the Chairman will confirm if all or part of the meeting is being audio recorded. The whole of the meeting will be recorded, except where there are confidential or exempt items.

You should be aware that the Council is a Data Controller under the Data Protection Act. Data collected during this recording will be retained in accordance with the Council's data retention policy.

Therefore by entering the Chamber and speaking at Committee you are consenting to being recorded and to the possible use of those sound recordings for training purposes.

If you have any queries regarding this please contact Democratic Services.

1. Emergency Evacuation Procedure

Pages

The Chairman will advise the meeting of the evacuation procedures to follow in the event of an emergency. This is particularly important for visitors and members of the public who will be unfamiliar with the building and procedures.

The Chairman will inform the meeting whether there is a planned evacuation drill due to take place, what the alarm sounds like (i.e. ringing bells), where the closest emergency exit route is, and where the second closest emergency exit route is, in the event that the closest exit or route is blocked.

The Chairman will inform the meeting that:

(a) in the event of the alarm sounding, everybody must leave the building via the nearest safe available exit and gather at the Assembly points at the far side of

the Car Park; and

(b) the lifts must not be used in the event of an evacuation.

Any officers present at the meeting will aid with the evacuation.

It is important that the Chairman is informed of any person attending who is disabled or unable to use the stairs, so that suitable arrangements may be made in the event of an emergency.

2. Apologies for Absence

3. Minutes

To approve the Minutes of the Meeting held on 2 March 2016 (Minute Nos. 544 - 560) as a correct record.

4. Declarations of Interest

Councillors should not act or take decisions in order to gain financial or other material benefits for themselves or their spouse, civil partner or person with whom they are living with as a spouse or civil partner. They must declare and resolve any interests and relationships.

The Chairman will ask Members if they have any interests to declare in respect of items on this agenda, under the following headings:

(a) Disclosable Pecuniary Interests (DPI) under the Localism Act 2011. The nature as well as the existence of any such interest must be declared. After declaring a DPI, the Member must leave the meeting and not take part in the discussion or vote. This applies even if there is provision for public speaking.

(b) Disclosable Non Pecuniary (DNPI) under the Code of Conduct adopted by the Council in May 2012. The nature as well as the existence of any such interest must be declared. After declaring a DNPI interest, the Member may stay, speak and vote on the matter.

Advice to Members: If any Councillor has any doubt about the existence or nature of any DPI or DNPI which he/she may have in any item on this agenda, he/she should seek advice from the Director of Corporate Services as Monitoring Officer, the Head of Legal or from other Solicitors in Legal Services as early as possible, and in advance of the Meeting.

Part B Report for Decision by Cabinet

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| 5. | Council Tax Support Scheme 2017/18 | 1 - 18 |
| 6. | The Redress Schemes for Lettings Agency Work and Property Management Work (Requirement to belong to a scheme etc.) (England) Order 2014 | 19 - 22 |
| 7. | The Smoke and Carbon Monoxide Alarm (England) Regulations | 23 - 28 |
| 8. | Bank Contract | 29 - 30 |

9. Outside Bodies Nominations to be made by Cabinet 31 - 36
Appendix I added on 31 May 2016.
10. Outgoing Post Distribution - Award of Contract 37 - 42
11. Minutes of the Swale Joint Transportation Board meeting held on 7 March 2016 and Update 43 - 44
- Cabinet is asked to approve the recommendations which fall within the remit of Swale Borough Council's Cabinet and to consider the update to Minute. 569 – Informal Consultations on Proposed Waiting Restrictions Proposed Double Yellow Lines at The Street/Canterbury Road, Boughton-under-Blean and Dunkirk.
- Members are reminded that the terms of reference for the JTB state that: The Cabinet will normally act in accordance with the advice or views of the JTB. If the Cabinet is minded to act otherwise, no decision will be taken until after a discussion between the relevant Cabinet Member and the Chairman and Vice-Chairman of the JTB.
12. Minutes of the South Thames Gateway Building Control Joint Committee meeting held on 17 March 2016 45 - 46
13. Minutes of the Extraordinary Local Development Framework Panel held on 19 May 2016

Issued on Monday, 16 May 2016

The reports included in Part I of this agenda can be made available in **alternative formats**. For further information about this service, or to arrange for special facilities to be provided at the meeting, **please contact DEMOCRATIC SERVICES on 01795 417330**. To find out more about the work of the Cabinet, please visit www.swale.gov.uk

**Corporate Services Director, Swale Borough Council,
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