



# LIST OF FORTHCOMING DECISIONS

Democratic Services Team  
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## Appendix B - List of Forthcoming Decisions

### INTRODUCTION

This document sets out the decisions to be taken by the Executive and various Committees of Maidstone Borough Council on a rolling basis. This document will be published as updated with new decisions required to be made.

### KEY DECISIONS

A key decision is an executive decision which is likely to:

- Result in the Maidstone Borough Council incurring expenditure or making savings which is equal to the value of £250,000 or more; or
- Have significant effect on communities living or working in an area comprising one or more wards in Maidstone.

At Maidstone Borough Council, decisions which we regard as “Key Decisions” because they are likely to have a “significant” effect either in financial terms or on the community include:

- (1) Decisions about expenditure or savings which equal or are more than £250,000.
- (2) Budget reports.
- (3) Policy framework reports.
- (4) Adoption of new policies plans, strategies or changes to established policies, plans or strategies.
- (5) Approval of portfolio plans.
- (6) Decisions that involve significant service developments, significant service reductions, or significant changes in the way that services are delivered, whether Borough-wide or in a particular locality.
- (7) Changes in fees and charges.
- (8) Proposals relating to changes in staff structure affecting more than one section.

Each entry identifies, for that “key decision” –

- the decision maker
- the date on which the decision is due to be taken
- the subject matter of the decision and a brief summary
- the reason it is a key decision
- to whom representations (about the decision) can be made

## **Appendix B - List of Forthcoming Decisions**

- whether the decision will be taken in public or private
- what reports/papers are, or will be, available for public inspection

### **EXECUTIVE DECISIONS**

The Cabinet collectively makes its decisions at a meeting and individual portfolio holders make decisions independently. In addition, Officers can make key decisions and an entry for each of these will be included in this list.

### **DECISIONS WHICH THE CABINET INTENDS TO MAKE IN PRIVATE**

The Cabinet hereby gives notice that it intends to meet in private after its public meeting to consider reports and/or appendices which contain exempt information under Part 1 of Schedule 12A to the Local Government Act 1972 (as amended). The private meeting of the Cabinet is open only to Members of the Cabinet, other Councillors and Council officers.

Reports and/or appendices to decisions which the Cabinet will take at its private meeting are indicated in the list below, with the reasons for the decision being made in private. Any person is able to make representations to the Cabinet if he/she believes the decision should instead be made in the public Cabinet meeting. If you want to make such representations, please email [committeeservices@maidstone.gov.uk](mailto:committeeservices@maidstone.gov.uk). You will then be sent a response in reply to your representations. Both your representations and the Executive's response will be published on the Council's website at least 5 working days before the Cabinet meeting.

### **ACCESS TO CABINET REPORTS**

Reports to be considered at the Cabinet's public meeting will be available on the Council's website ([www.maidstone.gov.uk](http://www.maidstone.gov.uk)) a minimum of 5 working days before the meeting.

### **HOW CAN I CONTRIBUTE TO THE DECISION-MAKING PROCESS?**

The Council actively encourages people to express their views on decisions it plans to make. This can be done by writing directly to the appropriate Officer or Cabinet Member (details of whom are shown in the list below).

Alternatively, the Cabinet are contactable via our website ([www.maidstone.gov.uk](http://www.maidstone.gov.uk)) where you can submit a question to the Leader of the Council. There is also the opportunity to invite the Leader of the Council to speak at a function you may be organising.

## Appendix B - List of Forthcoming Decisions

### WHO ARE THE CABINET?



**Councillor Annabelle Blackmore**  
Leader of the Council  
[annabelleblackmore@maidstone.gov.uk](mailto:annabelleblackmore@maidstone.gov.uk)  
Tel: 07854 684207



**Councillor David Burton**  
Cabinet Member for Planning, Transport and  
Development  
[davidburton@maidstone.gov.uk](mailto:davidburton@maidstone.gov.uk)  
Tel: 07590 229910



**Councillor Malcolm Greer**  
Cabinet Member for Economic and  
Commercial Development (also Deputy  
Leader)  
[malcolmgreer@maidstone.gov.uk](mailto:malcolmgreer@maidstone.gov.uk)  
Tel: 01634 862876



**Councillor Marion Ring**  
Cabinet Member for Environment & Housing  
[marionring@maidstone.gov.uk](mailto:marionring@maidstone.gov.uk)  
Tel: 01622 686492



**Councillor Steve McLoughlin**  
Cabinet Member for Corporate Services  
[stevemcloughlin@maidstone.gov.uk](mailto:stevemcloughlin@maidstone.gov.uk)  
Tel: 01622 761998



**Councillor John Perry**  
Cabinet Member for Community and Leisure  
Services  
[johnperry@maidstone.gov.uk](mailto:johnperry@maidstone.gov.uk)  
Tel: 07770 734741

### List of Forthcoming Decisions

| Decision Maker and Date of When Decision is Due to be Made: | Title of Report and Brief Summary:  | Key Decision and reason (if applicable): | Contact Officer:  | Public or Private (if Private the reason why) | Documents to be submitted (other relevant documents may be submitted) |
|---|---|--|---|---|---|
| <b>Audit Committee</b><br>Due Date: Monday 24 Nov 2014      | Treasury Management Strategy Mid Year Performance 2014 15<br><br>This report sets out the activities of the Treasury Management Function for 2014 15 financial year in accordance with CIPFA's Code of Practice on Treasury Management issued in November 2009. |  | Paul Riley, Head of Finance & Customer Services<br><a href="mailto:paulriley@maidstone.gov.uk">paulriley@maidstone.gov.uk</a> | Public  | Treasury Management Strategy Mid Year Performance 2014 15             |
| <b>Audit Committee</b><br>Due Date: Monday 24 Nov 2014      | Treasury Management Strategy 2015 16<br><br>To consider future Treasury Management Strategy for 2015 16   |  | Paul Riley, Head of Finance & Customer Services<br><a href="mailto:paulriley@maidstone.gov.uk">paulriley@maidstone.gov.uk</a> | Public  | Treasury Management Strategy 2015 16                                  |

Forthcoming Decisions  
November 2014 - March 2015

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|--|---|--|---|---|---|
| <b>Audit Committee</b><br><br>Due Date: Monday 24 Nov 2014         | Annual Governance Statement Action Plan Update<br><br>update on the Annual Governance Statement action plan update            |  | Angela Woodhouse, Head of Policy and Communications<br><a href="mailto:angelawoodhouse@maidstone.gov.uk">angelawoodhouse@maidstone.gov.uk</a> | public  | Annual Governance Statement Action Plan Update                                      |
| <b>Audit Committee</b><br><br>Due Date: Monday 24 Nov 2014         | Audit Committee Progress Report - November 2014<br><br>Progress update for the Audit Committee on the work of external audit. |  | Ellie Dunnet<br><a href="mailto:elliedunnet@maidstone.gov.uk">elliedunnet@maidstone.gov.uk</a>  | Public  | Audit Committee Progress Report - November 2014                                     |
| <b>Audit Committee</b><br><br>Due Date: Monday 24 Nov 2014         | External Auditor's Annual Audit Letter<br><br>External Auditor's Annual Audit Letter  |  | Paul Riley, Head of Finance & Customer Services<br><a href="mailto:paulriley@maidstone.gov.uk">paulriley@maidstone.gov.uk</a>                 | Public  | External Auditor's Annual Audit Letter  |

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|--|--|--|--|--|--|
| <p><b>Cabinet Member for Corporate Services</b></p> <p>Due Date: Friday 28 Nov 2014</p>                  | <p>Bankruptcy Policy for Council Tax and Business Rates Debt</p> <p>The approach to be adopted by the council in collecting unpaid council tax and business rates through the use of bankruptcy proceedings.</p>   | <p>KEY<br/>Reason: Policies, Plans, Strategies</p> | <p>Stephen McGinnes<br/><a href="mailto:stephenmcginnes@maidstone.gov.uk">stephenmcginnes@maidstone.gov.uk</a></p> | <p>Public</p>                                      | <p>Bankruptcy Policy for Council Tax and Business Rates Debt</p>             |
| <p><b>Cabinet Member for Planning, Transport and Development</b></p> <p>Due Date: Friday 28 Nov 2014</p> | <p>VARIATION TO TRAFFIC REGULATION ORDERS</p> <p>To consider the objections received in relation to the formal consultation following the advertising of;</p> <p>The Kent County Council (Borough of Maidstone) Waiting Restrictions Order (variation No 25) Order 2014.</p> |  | <p>Jeff Kitson<br/><a href="mailto:jeffkitson@maidstone.gov.uk">jeffkitson@maidstone.gov.uk</a></p>                | <p>Public</p>                                      | <p>VARIATION TO TRAFFIC REGULATION ORDERS</p>                                |

Forthcoming Decisions  
November 2014 - March 2015

| Decision Maker and Date of When Decision is Due to be Made:                                  | Title of Report and Brief Summary  | Key Decision and reason (if applicable) | Contact Officer:  | Public or Private <i>if Private the reason why</i>     | Documents to be submitted <i>(other relevant documents may be submitted)</i>   |
|--|--|---|---|--|--|
| <b>Leader of the Council</b><br><br>Due Date: Friday 28 Nov 2014                             | Equality Objectives - Mid Year Update<br><br>Equality Objectives - Mid Year Update   |   | Clare Wood<br><a href="mailto:clarewood@maidstone.gov.uk">clarewood@maidstone.gov.uk</a>                                    | Public   | Equality Objectives - Mid Year Update  |
| <b>Cabinet Member for Community and Leisure Services</b><br><br>Due Date: Friday 12 Dec 2014 | Maidstone Play Strategy - A Strategy for Outdoor Equipped Play Areas 2014-2024<br><br>To consider the adoption of the Maidstone Play Strategy – A Strategy for Outdoor Equipped Play Areas 2014-2024 and the actions within the document | KEY Reason: Expenditure > £250,000      | Jason Taylor, Parks and Leisure Manager<br><a href="mailto:jason.taylor@maidstone.gov.uk">jason.taylor@maidstone.gov.uk</a> | Public   | Maidstone Play Strategy - A Strategy for Outdoor Equipped Play Areas 2014-2024 |
| <b>Cabinet Member for Corporate Services</b><br><br>Due Date: Friday 12 Dec 2014             | Lease of Giddyhorn Lane Tennis Courts<br><br>Lease renewal to Maidstone Lawn Tennis Club of the tennis courts at Giddyhorn Lane Playing Fields   |   | Lucy Stroud<br><a href="mailto:lucy.stroud@maidstone.gov.uk">lucy.stroud@maidstone.gov.uk</a>                               | Private because of commercially sensitive information. | Lease of Giddyhorn Lane Tennis Courts  |



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|--|---|---|---|--|--|
| <p><b>Cabinet Member for Environment and Housing</b></p> <p>Due Date: Friday 12 Dec 2014</p> | <p>ANTI-SOCIAL BEHAVIOUR, CRIME AND POLICING ACT 2014 - NEW ANTI-SOCIAL</p> <p>To provide Members with an overview of the important new measures for tackling anti-social behaviour contained within the Anti-Social Behaviour and Police Act 2014 (the Act). The local plans for its implementation and for Members to consider the implications for the Council, as a 'relevant body', for the purposes of the Act.</p> | <p>KEY<br/>Reason: Affects more than 1 ward</p> | <p>Martyn Jeynes<br/><a href="mailto:martynjeynes@maidstone.gov.uk">martynjeynes@maidstone.gov.uk</a></p> | <p>Public</p>                                      | <p>ANTI-SOCIAL BEHAVIOUR, CRIME AND POLICING ACT 2014 - NEW ANTI-SOCIAL</p>  |

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|--|---|--|---|---|---|
| <p><b>Cabinet</b></p> <p>Due Date: Wednesday 17 Dec 2014</p>       | <p>Council Tax 2015 16 Collection Fund Adjustments</p> <p>To agree the levels of Collection Fund adjustment</p>   | <p>KEY<br/>Reason: Budget Reports</p>          | <p>Paul Riley, Head of Finance &amp; Customer Services<br/><a href="mailto:paulriley@maidstone.gov.uk">paulriley@maidstone.gov.uk</a></p> | <p>Public</p>   | <p>Council Tax 2015 16 Collection Fund Adjustments</p>                              |
| <p><b>Cabinet</b></p> <p>Due Date: Wednesday 17 Dec 2014</p>       | <p>Council Tax Tax Base 2015 16</p> <p>To advise Members of the information currently available on the Tax Base for 2015 16 for Council Tax purposes.</p> |  | <p>Paul Riley, Head of Finance &amp; Customer Services<br/><a href="mailto:paulriley@maidstone.gov.uk">paulriley@maidstone.gov.uk</a></p> | <p>Public</p>   | <p>Council Tax Tax Base 2015 16</p>   |

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| <b>Decision Maker and Date of When Decision is Due to be Made:</b> | <b>Title of Report and Brief Summary</b>  | <b>Key Decision and reason (if applicable)</b>     | <b>Contact Officer:</b>  | <b>Public or Private <i>if Private the reason why</i></b> | <b>Documents to be submitted (other relevant documents may be submitted)</b>   |
|--|---|--|--|---|--|
| <p><b>Cabinet</b></p> <p>Due Date: Wednesday 17 Dec 2014</p>       | <p>Customer Service Improvement Strategy 2013-16: Progress and 2014/15 refresh</p> <p>To consider the progress made on implementing the Customer Service Improvement Strategy in 2013/14 and the refresh of the Strategy for 2014/15.</p> | <p>KEY<br/>Reason: Policies, Plans, Strategies</p> | <p>Georgia Hawkes,<br/>Head of Business Improvement<br/><a href="mailto:georgiahawkes@maidstone.gov.uk">georgiahawkes@maidstone.gov.uk</a></p> | <p>Public</p>   | <p>Customer Service Improvement Strategy 2013-16<br/>Channel Shift Strategy 2011<br/>Customer Service Improvement Strategy 2013-16: Progress and 2014/15 refresh</p> |
| <p><b>Cabinet</b></p> <p>Due Date: Wednesday 17 Dec 2014</p>       | <p>Maidstone Enterprise Hub</p> <p>Consideration of financing options</p>   | <p>KEY<br/>Reason: Expenditure &gt; £250,000</p>   | <p>Karen Franek<br/><a href="mailto:karenfrank@maidstone.gov.uk">karenfrank@maidstone.gov.uk</a></p>   | <p>Public</p>   | <p>Maidstone Enterprise Hub</p>  |
| <p><b>Cabinet</b></p> <p>Due Date: Wednesday 17 Dec 2014</p>       | <p>Discretionary Housing Payment</p> <p>Future policy for the award of discretionary housing payments.</p>  |  | <p>Stephen McGinnes<br/><a href="mailto:stephenmcginnes@maidstone.gov.uk">stephenmcginnes@maidstone.gov.uk</a></p>                             | <p>Public</p>   | <p>Discretionary Housing Payment<br/>Appendix A - DHP Policy<br/>Appendix B - Equality Impact Assessment</p>   |

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|--|---|--|---|---|--|
| <b>Cabinet</b><br><br>Due Date: Wednesday 17 Dec 2014              | Budget Strategy 2015 16 Onwards<br><br>To agree a draft Council Tax and Budget Strategy for 2015 16 Onwards | KEY<br>Reason: Budget Reports                  | Paul Riley, Head of Finance & Customer Services<br><a href="mailto:paulriley@maidstone.gov.uk">paulriley@maidstone.gov.uk</a> | Public  | Budget Strategy 2015 16 Onwards  |

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|--|--|---|---|--|--|
| <p><b>Cabinet</b></p> <p>Due Date: Wednesday 17 Dec 2014</p> | <p>Budget Strategy 2015 16 Fees &amp; Charges</p> <p>To consider the appropriate level of fees and charges for 2015 16 for services where the Council raises income by charging the user of a service and where the setting of the fee to be charged is discretionary. The Council has adopted a policy on the setting of fees and charges to ensure that a rational approach is used that takes account of all factors and creates a result that supports the priorities set out in the strategic plan.</p> | <p>KEY<br/>Reason: Fees &amp; Charges</p> | <p>Paul Riley, Head of Finance &amp; Customer Services<br/><a href="mailto:paulriley@maidstone.gov.uk">paulriley@maidstone.gov.uk</a></p> | <p>Public</p>                                      | <p>Budget Strategy 2015 16 Fees &amp; Charges</p>                            |

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|--|--|--|--|---|--|
| <b>Cabinet</b><br><br>Due Date: Wednesday 17 Dec 2014                                | Enterprise Hub<br><br>Proposal to establish an Enterprise Hub on the Terrace of Maidstone House. | KEY<br>Reason: Expenditure > £250,000          | Karen Franek<br><a href="mailto:karenfrank@maidstone.gov.uk">karenfrank@maidstone.gov.uk</a>   | Private: Paragraph 3 of Local Government Act 1972 (Commercial sensitivity). | Enterprise Hub   |
| <b>Cabinet</b><br><br>Due Date: Wednesday 17 Dec 2014                                | Enterprise Hub<br><br>Proposal to establish an enterprise hub on the terrace of Maidstone House. | KEY<br>Reason: Expenditure > £250,000          | Karen Franek<br><a href="mailto:karenfrank@maidstone.gov.uk">karenfrank@maidstone.gov.uk</a>   | Public  | Enterprise Hub   |
| <b>Cobtree Manor Estate Charity Committee</b><br><br>Due Date: Wednesday 17 Dec 2014 | Cobtree Golf Course<br><br>A report into the extension of the golf course contract               |  | Joanna Joyce<br><a href="mailto:joannajoyce@maidstone.gov.uk">joannajoyce@maidstone.gov.uk</a> | public  | Cobtree Golf Course  |
| <b>Cobtree Manor Estate Charity Committee</b><br><br>Due Date: Wednesday 17 Dec 2014 | Cobtree Golf Course Appendix<br><br>Appendices A and B to the report.                            |  | Joanna Joyce<br><a href="mailto:joannajoyce@maidstone.gov.uk">joannajoyce@maidstone.gov.uk</a> | private, the appendix contains commercially sensitive information           | Cobtree Golf Course Appendix   |

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|--|---|--|--|--|--|
| <p><b>Cabinet</b></p> <p>Due Date: Wednesday 14 Jan 2015</p>       | <p>Maidstone Borough Local Plan - Development Management Policies</p> <p>Proposed amendments to the development management policies in the local plan following regulation 18 public consultation in Spring 2014.</p> | <p>KEY<br/>Reason: Policies, Plans, Strategies</p> | <p>Rob Jarman, Head of Planning and Development<br/><a href="mailto:Robjarman@maidstone.gov.uk">Robjarman@maidstone.gov.uk</a></p> | <p>Public</p>  | <p>Maidstone Borough Local Plan - Development Management Policies</p>        |
| <p><b>Cabinet</b></p> <p>Due Date: Wednesday 14 Jan 2015</p>       | <p>A Sustainable Future for Mote Park</p> <p>Measures to secure the financial future of Mote Park</p>   | <p>KEY<br/>Reason: Expenditure &gt; £250,000</p>   | <p>Marcus Lawler<br/><a href="mailto:MarcusLawler@maidstone.gov.uk">MarcusLawler@maidstone.gov.uk</a></p>                          | <p>Private Local Government Act 1972 paragraph 3 (commercial sensitivity)</p>  | <p>A Sustainable Future for Mote Park</p>                                    |
| <p><b>Cabinet</b></p> <p>Due Date: Wednesday 14 Jan 2015</p>       | <p>Exempt Appenix - A Sustainable Future for Mote Park</p> <p>Business case</p>   | <p>KEY<br/>Reason: Expenditure &gt; £250,000</p>   | <p>Marcus Lawler<br/><a href="mailto:MarcusLawler@maidstone.gov.uk">MarcusLawler@maidstone.gov.uk</a></p>                          | <p>Private. Local Government Act 1972 paragraph 3 (commercial sensitivity)</p> | <p>Exempt Appenix - A Sustainable Future for Mote Park</p>                   |

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|--|--|--|---|---|---|
| <p><b>Cabinet</b></p> <p>Due Date: Wednesday 14 Jan 2015</p>       | <p>Review of Business Cases</p> <p>Submission of four business cases for early scrutiny. The business cases include: A Sustainable Future for Mote Park; Regeneragtion of Brunswick Street; Widening Crematorium Services; and Investment In Support Of The Economic Development Strategy.</p> | <p>KEY<br/>Reason: Expenditure &gt; £250,000</p> | <p>Marcus Lawler<br/><a href="mailto:MarcusLawler@maidstone.gov.uk">MarcusLawler@maidstone.gov.uk</a></p> | <p>Public</p>   | <p>Review of Business Cases</p>   |



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|--|---|--|---|---|---|
| <p><b>Cabinet</b></p> <p>Due Date: Wednesday 11 Feb 2015</p>       | <p>Budget Strategy 2015 16 Onwards</p> <p>Agree proposed General Fund revenue and capital estimates for 2015 16 and revised figures for 2014 15 in accordance with the Budget Strategy and Medium Term Financial and Capital Strategies and Projections, and the consequent level of Council Tax for submission to Council.</p> | <p>KEY<br/>Reason: Expenditure &gt; £250,000</p> | <p>Paul Riley, Head of Finance &amp; Customer Services<br/><a href="mailto:paulriley@maidstone.gov.uk">paulriley@maidstone.gov.uk</a></p> | <p>Public</p>   | <p>Budget Strategy 2015 16 Onwards</p>  |
| <p><b>Cabinet</b></p> <p>Due Date: Wednesday 11 Feb 2015</p>       | <p>Budget Monitoring 3rd Quarter 2014/15</p> <p>Revenue and capital budget monitoring update</p>  |  | <p>Paul Riley, Head of Finance &amp; Customer Services<br/><a href="mailto:paulriley@maidstone.gov.uk">paulriley@maidstone.gov.uk</a></p> | <p>Public</p>   | <p>Budget Monitoring 3rd Quarter 2014/15</p>  |

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|--|--|--|---|--|--|
| <p><b>Cabinet</b></p> <p>Due Date: Wednesday 11 Feb 2015</p> | <p>Treasury Management Strategy 2015 16</p> <p>Review Treasury Management for 2014 15 and consider future Treasury Management Strategy for 2015 16. This will include Prudential Borrowing limits and a proposed Approved Investment Strategy. These matters will be submitted to Council.</p> | <p>KEY<br/>Reason: Expenditure &gt; £250,000</p> | <p>Paul Riley, Head of Finance &amp; Customer Services<br/><a href="mailto:paulriley@maidstone.gov.uk">paulriley@maidstone.gov.uk</a></p>             | <p>Public</p>                                      | <p>Treasury Management Strategy 2015 16</p>                                  |
| <p><b>Council</b></p> <p>Due Date: Wednesday 25 Feb 2015</p> | <p>Strategic Plan 2015/2020</p> <p>This document sets out what the council wants to achieve and how it will be achieved.</p>   | <p>KEY<br/>Reason: Policy Framework Document</p> | <p>Angela Woodhouse, Head of Policy and Communications<br/><a href="mailto:angelawoodhouse@maidstone.gov.uk">angelawoodhouse@maidstone.gov.uk</a></p> | <p>Public</p>                                      | <p>Strategic Plan 2015/2020</p>  |