

## FOLKESTONE TOWN COUNCIL

**MINUTES of the Finance and General Purposes Committee Meeting held at Folkestone Town Council Offices, Town Hall, 1-2 Guildhall Street, Folkestone on Thursday, 17 June 2021 at 6.30 p.m.**

**PRESENT:** Councillors R Field, P Gane, D Horton, D Jeffrey, M Keutenius, M Lawes, C McConville, T Prater and B Walker.

**OFFICERS PRESENT:** J Childs (Town Clerk) and P Cross (Finance Officer).

### **1404. APOLOGIES FOR ABSENCE**

Apologies were received from Councillor D Brook.

### **1405. APPOINTMENT OF CHAIRMAN**

Nominations for the appointment of Chairman of the Finance and General Purposes Committee for 2021/22 were sought.

**RESOLVED: That Councillor Connor McConville be appointed Chairman of the Finance and General Purposes Committee for the 2021/22 Municipal Year.**

Proposed: Councillor D Horton

Seconded: Councillor B Walker

Voting: F:8, Ag:0, Ab:1

### **1406. APPOINTMENT OF VICE CHAIRMAN**

Nominations for the appointment of Vice Chairman of the Finance and General Purposes Committee for 2021/22 were sought.

**RESOLVED: That Councillor Tim Prater be appointed as Vice Chairman of the Finance and General Purposes Committee for the 2021/22 Municipal Year.**

Proposed: Councillor M Keutenius

Seconded: Councillor C McConville

Voting: F:9, Ag:0, Ab:0

### **1407. DECLARATIONS OF INTEREST**

There were no declarations of interest.

#### **1408. MINUTES**

- 1) The Committee received the Minutes of the meeting of the Finance and General Purposes Committee held on 29 April 2021.
- 2) The Committee received and noted the Minutes of the meeting of the Personnel Sub Committee held on 18 February 2021 and 29 April 2021.

**RESOLVED: That the Minutes of the meeting of the Finance and General Purposes Committee held on 29 April 2021 be received and signed as a correct record.**

Proposed: Councillor D Jeffrey

Seconded: Councillor D Horton

Voting: F:9 Ag:0, Ab:0

**RESOLVED: That the Minutes of the meetings of the Personnel Sub Committee held on 18 February 2021 and 29 April 2021 be received and noted.**

Proposed: Councillor M Lawes

Seconded: Councillor P Gane

Voting: F:8 Ag:0, Ab:1

#### **1409. TERMS OF REFERENCE**

In line with the Town Council's adopted standing orders, the Committee was asked to consider its Terms of Reference.

**RESOLVED: That the existing Terms of Reference be re-adopted without any changes.**

Proposed: Councillor M Keutenius

Seconded: Councillor P Gane

Voting: F:9, Ag:0, Ab:0

#### **1410. WORKING GROUPS 2021/22**

The Committee was asked to note and approve nominations for the membership of the Folkestone & Hythe District Council/Folkestone Town Council Working Group for the 2021/22 Municipal Year. It was also agreed that a CCTV Working Group should be established.

**RESOLVED: That the FHDC/FTC Partnership Working Group should comprise of the Town Clerk, Town Mayor and Chairs of the standing committees. The Deputy Mayor and Vice-Chairs will act as substitutes if required.**

Proposed: Councillor P Gane

Seconded: Councillor M Keutenius

Voting: F:9, Ag:0, Ab:0

**RESOLVED: That a CCTV Working Group be established. Members to be agreed.**

Proposed: Councillor D Jeffrey

Seconded: Councillor M Lawes

Voting: F:9, Ag:0, Ab:0

**1411. SCHEDULE OF PAYMENTS**

The Committee considered the schedule of payments for the period 1 April 2021 to 31 May 2021.

**RESOLVED: That the Schedule of Payments for the period 1 April 2021 to 31 May 2021 be approved.**

Proposed: Councillor M Lawes  
Seconded: Councillor B Walker  
Voting: F:9, Ag:0, Ab:0

**1412. BUDGET MONITORING STATEMENT 2021/22**

The budget monitoring statement to 31 May 2021 was received by the Committee. It was noted that the Community Services Committee had approved the flowerbeds maintenance schedule and consequently the budget had been overspent, as this was done without confirmation as to how the additional funding would be met the process should be fixed by discussion at the next Council meeting.

The District Council was experiencing a slight delay in replanting the flowerbeds, but this would begin shortly. It was suggested that this be publicised on the Town Council's website for the information of residents and visitors.

**RESOLVED: That the Budget Monitoring Statement to 31 May 2021 be approved.**

Proposed: Councillor M Keutenius  
Seconded: Councillor M Lawes  
Voting: F:9, Ag:0, Ab:0

**1413. BANK RECONCILIATION**

The Committee received the bank reconciliation statement to 31 May 2021.

**RESOLVED: That the bank reconciliation statement to 31 May 2021 be received and noted.**

Proposed: Councillor P Gane  
Seconded: Councillor B Walker  
Voting: F:9, Ag:0, Ab:0

**1414. MATTERS AND RESOLUTIONS FROM OTHER COMMITTEES**

At the Personnel Sub-Committee held on 29<sup>th</sup> April 2021 it was resolved, at Minute 512, that a request be made to the Finance & General Purposes Committee to increase the training budget to accommodate the 2021/22 Officer Training Schedule.

Proposed: Councillor Dylan Jeffrey  
Seconded: Councillor Mary Lawes  
Voting; F:4, Ag:0, Ab:0

The Town Clerk confirmed that an additional £6,000 was required.

**RESOLVED: That an additional £6,000 be made available for Staff Training in 2021/22, to be met from the General Reserve.**

Proposed: Councillor T Prater

Seconded: Councillor M Keutenius

Voting: F:9, Ag:0, Ab:0

**1415. TOWN HALL EXTERNAL REPAIRS**

Report F/21/293, in relation to the appointment of a contractor to carry out external repairs to the Town Hall, was attached for approval.

There was considerable discussion over the marking criteria, and it was the Committee's view that, in future, they should approve such criteria prior to the tender process.

**RESOLVED: To receive Report F/21/293 and in line with the recommendation, the tender be awarded to bidder 3.**

Proposed: Councillor P Gane

Seconded: Councillor M Lawes

Voting: F:7, Ag:0, Ab:2

**1416. WARD GRANTS**

A list of ward grants approved by the Town Clerk between 1 April 2021 and 31 May 2021 was provided for the Committee's information and duly noted.

**1417. WARD GRANT BALANCES 2021/22**

A list of ward grant balances available to each Councillor as at 31 May 2021 was provided for the Committee's information and duly noted.

**1418. DATE OF NEXT MEETING**

**Thursday, 19 August 2021**

Chairman.....

Date.....