

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, 31st August 2023 at 7.00 p.m.

PRESENT: Councillors Belinda Walker, Nicola Keen, Jane Darling, Connor McConville (Chair), Adrian Lockwood, Bridget Chapman, Laura Davison, Christine Dickinson, Kieran Leigh, Peter Gane.

ABSENT: Councillors Abena Akuffo-Kelly, Tim Prater

OFFICERS PRESENT: Stephen Nash – Town Clerk
Roland Domingo – Finance Officer
Toni Brenchley – Deputy Town Clerk

1558. APOLOGIES FOR ABSENCE

There were no apologies received.

1559. DECLARATIONS OF INTERESTS

There were no declarations of interest.

1560. MINUTES

The committee received the Minutes of the meeting of the Finance and General Purposes Committee held on 15 June 2023.

RESOLVED: That the Minutes of the meeting of the Finance and General Purposes Committee held on 15 June 2023 include the voting numbers and be received for signing as a correct record at the next Full Council meeting on the 21 September 2023.

Proposed: Councillor Connor McConville

Seconded: Councillor Belinda Walker

Voting: F: 10, Ag: 0, Ab: 0

1561. TERMS OF REFERENCE

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

RESOLVED: To defer the new Terms of Reference to the next Finance and General Purposes meeting on the 14 September 2023 and include the existing Terms of Reference to identify the changes.

Proposed: Councillor Laura Davison

Seconded: Councillor Bridget Chapman

Voting: F: 10, Ag: 0, Ab: 0

1562. SCHEDULE OF PAYMENTS

The Committee considered the schedule of payments made between 1 June 2023 and 31 July 2023.

RESOLVED: That the Schedule of Payments for the period 1 June 2023 to 31 July 2023 be approved.

Proposed: Councillor Peter Gane

Seconded: Councillor Nicola Keen

Voting: F: 10, Ag: 0, Ab: 0

1563. BUDGET MONITORING STATEMENT 2023/24

The budget monitoring statement to the 31 July 2023 was received by the Committee.

RESOLVED: That the Budget Monitoring Statement to 31 July 2023 be approved.

Proposed: Councillor Nicola Keen

Seconded: Councillor Christine Dickinson

Voting: F: 10, Ag: 0, Ab: 0

1564. BANK RECONCILIATION

The bank reconciliation statement as at 31 July 2023 was noted by the Committee.

1565. ADDITIONAL BANK ACCOUNTS REPORT

The Committee was asked to consider opening an additional current and savings accounts.

RESOLVED: To open an additional business current account and a 1 Year Fixed Rate savings account with Unity Trust Bank and Cambridge & Counties Bank respectively with an initial deposit of £80,000 each.

Proposed: Councillor Adrian Lockwood

Seconded: Councillor Nicola Keen

Voting: F: 10, Ag: 0, Ab: 0

1566. GROUND STAFF REPORT

The committee was asked to consider moving away from the reliance of external provisions and bring services in-house to have additional control and to reduce costs.

RESOLVED: To switch from the use of external service provision and move to the recruitment of two new grounds staff and permit the Town Clerk to take this project forward.

Proposed: Councillor Nicola Keen

Seconded: Councillor Christine Dickinson

Voting: F: 9, Ag: 0, Ab: 1

1567. CCTV STAFF REPORT

Following the confirmation of the successful grant from The Community Safety Partnership, the committee was asked to consider moving away from the reliance of external provisions and bring services in-house to have additional control of the CCTVs and to reduce the costs.

RESOLVED: To switch from the use of external service provision and move to the recruitment of one CCTV Operator and volunteers and permit the Town Clerk to take this project forward.

Proposed: Councillor Nicola Keen

Seconded: Councillor Kieran Leigh

Voting: F: 7, Ag: 1, Ab: 2

1568. COMMUNITY MINIBUS REPORT

The committee was asked to implement the Community Grant Scheme to purchase a fully electric and accessible minibus to support local organisations and residents.

RESOLVED: To transfer the funds from the Community Transfer reserve to the General Fund. To order the electric minibus whichever provides the most effective and quickest delivery service with a reasonable capacity.

Proposed: Councillor Peter Gane

Seconded: Councillor Nicola Keen

Voting: F: 10, Ag: 0, Ab: 0

1569. APPOINTMENT OF INTERNAL AUDITOR

The committee was asked to appoint a new internal auditor for the year 2023/24 to carry out the mid-term and year-end audit.

RESOLVED: To appoint Mulberry & Co as the new internal auditor to audit the mid-term and year-end accounts for the 2023/24 financial year.

Proposed: Councillor Peter Gane

Seconded: Councillor Nicola Keen

Voting: F: 10, Ag: 0, Ab: 0

1570. GRANTS SUB-COMMITTEE

The Committee was asked to decide which point in the agenda would the committee like to discuss the ward grants.

RESOLVED: To include the Ward grants as the first main item on the Finance and General Purposes agenda.

Proposed: Councillor Nicola Keen

Seconded: Councillor Jane Darling

Voting: F: 10 Ag: 0, Ab: 0

1571. WARD GRANTS

A list of ward grants approved by the Town Clerk between 1 June 2023 and 31 July 2023 was provided for the Committee's information and duly noted.

1572. WARD GRANT BALANCES

To approve the list of ward grants submitted and the ward grant balances available to each Councillor as at 31 July 2023 was provided for the Committee's information and duly noted.

Date Submitted	Organisation Name	Description	Amount Awarded	Supporting Councillor
16/08/2023	All Souls Church	Fridge for Community Coffee Mornings	£200.00	Councillor J Darling
16/08/2023	Screen South	Folkestone Documentary Festival	£250.00	Councillor L McShane
23/05/2023	1Degree East	D&D East Kent – Who Needs Theatre?	£150.00	Councillor A Lockwood

RESOLVED:

Proposed: Councillor Connor McConville

Seconded: Councillor Belinda Walker

Voting: F: 10, Ag: 0, Ab: 0

1573. DATE OF NEXT MEETING:

To increase the meeting dates for the Finance and General Purposes to meet on a monthly basis.

RESOLVED: To increase the meeting dates for the Finance and General Purposes on the following dates: 14 September 2023, 30 November 2023 and 25 January 2024. Next meeting date will be 14 September 2023.

Proposed: Councillor McConville

Seconded: Councillor Keen

Voting: F:10, Ag: 0, Ab: 0

The meeting concluded at 8:17pm

Chair.....

Date.....