

Folkestone Town Council

MINUTES of the Extra Ordinary Council Meeting of the Folkestone Town Council held virtually on Thursday, 23rd July 2020 at 6 p.m.

PRESENT: Councillors Abena Akuffo-Kelly, Ann Berry, Paul Bingham, Peter Gane, Michelle Keutenius, Jonathan Graham, David Horton, Ray Field, Dylan Jeffrey, Nicola Keen, Mary Lawes, Jackie Meade, Connor McConville, Tim Prater, Belinda Walker, Richard Wallace and Roger West.

In attendance: Jennifer Childs (Town Clerk), Toni Brenchley (Assistant Clerk) and Georgina Wilson (Executive Assistant).

Prayers and messages of condolence where led by Rev Bob Weldon.

Following issues with sound in Microsoft teams the meeting was adjourned at 6.20pm.

RESOLVED: That the meeting be adjourned under Standing Order 10.

Proposed: Councillor Dylan Jeffrey
Seconded: Councillor Richard Wallace
Voting: F: 17, Ag: 0, Ab: 0

The meeting reconvened in Zoom at 7pm.
Unfortunately, Cllr Richard Wallace could not log on to the meeting.

1710. APOLOGIES FOR ABSENCE

None

1711. DECLARATIONS OF INTEREST

No declarations were made.

1712. MINUTES

Council was asked to receive the Minutes of the Annual Meeting of the Council held on 12th May 2020 and to authorise the Town Mayor to sign them as a correct record.

RESOLVED: That the Minutes of the Annual Council meeting held on 12th May 2020 be received and signed as a correct record.

Proposed: Councillor Abena Akuffo-Kelly
Seconded: Councillor Nicola Keen
Voting: F: 16, Ag: 0, Ab: 0

1713. PUBLIC QUESTIONS

In accordance with standing order no.3 written public questions received by the Town Clerk not less than seven clear days (excluding weekends and public holidays) before the meeting will be put to the Council.

No questions had been received.

1714. TOWN MAYOR'S ANNOUNCEMENTS

The Town Mayor advised that during the first few months into her term as office a lot of events had been cancelled due to the pandemic, however she had managed to:

- Attend a small service to commemorate Canada Day
- Lay a wreath at the Normandy Veterans Flower Bed in the Garden of Remembrance
- Place chaplets at the William Harvey statue on behalf of the townspeople of Folkestone, and the Harveian and Medical Societies of London.

The Town Mayor gave thanks to all the contractors, staff and Councillors who worked to ensure that all these significant events went ahead in these challenging times.

1715. A GUIDE FOR THE MAYORALTY

An updated Guide for the Mayoralty was presented for the Council's adoption.

RESOLVED: That the revised Guide for the Mayoralty be referred to the Finance & General Purposes Committee for further consideration.

Proposed: Councillor Jackie Meade

Seconded: Councillor Peter Gane

Voting: F: 16, Ag: 0, Ab: 0

1716. INTERNAL AUDITOR'S REPORT

The Internal Auditor's Report 2019/20 was duly noted.

1717. GOVERNANCE AND ACCOUNTABILITY RISK ASSESSMENT AND INSURANCE REVIEW

Council considered Report C/20/267 which provided an updated business risk assessment and insurance review.

RESOLVED: That the Governance and Accountability Risk Assessment and Insurance Review be noted and approved.

Proposed: Councillor Mary Lawes

Seconded: Councillor Paul Bingham

Voting: F: 16, Ag: 0, Ab: 0

1718. ALLOTMENTS RULES AND RENT REVIEW

Council considered Report C/20/268 which reviewed allotments rules and charges for 2021/22.

RESOLVED: That Report C/20/268 be referred to the Community Services Committee for further consideration.

Proposed: Councillor Peter Gane
Seconded: Councillor Dylan Jeffrey
Voting: F: 16, Ag: 0, Ab: 0

1719. TOWN CLERKS REPORT

Council considered Report C/20/269 which provided an update on services being actioned under the Town Clerk's scheme of delegation.

RESOLVED: To receive and adopt Report C/20/269.

Proposed: Councillor Paul Bingham
Seconded: Councillor Belinda Walker
Voting: F: 16, Ag: 0, Ab: 0

1720. SCHEDULE OF PAYMENTS

RESOLVED: That the Schedule of Payments for the period 1 April 2020 and 31 May 2020 be approved.

Proposed: Councillor Jonathan Graham
Seconded: Councillor Mary Lawes
Voting: F: 16, Ag: 0, Ab: 0

1721. BUDGET MONITORING STATEMENT 2020/21

RESOLVED: That the Budget Monitoring Statement to 31 May 2020 be approved.

Proposed: Councillor Mary Lawes
Seconded: Councillor Jonathan Graham
Voting: F: 16, Ag: 0, Ab: 0

1722. WARD GRANTS

A list of ward grants approved by the Town Clerk was provided for information and duly noted.

1723. WARD GRANT BALANCES 2020/21

The ward grant balances available to each Councillor as of 31 May 2020 was provided for information and duly noted.

1724. CORONAVIRUS COMMUNITY RESILIENCE GRANTS

A list of coronavirus community resilience grants approved by the Town Clerk was provided for information and duly noted.

1725. TOWN GRANTS

A list of town grants that have been approved by the Town Clerk was provided for information and duly noted.

1726. SMALL PARKS

The Town Clerk updated Council on the current position regarding Folkestone Town Council officially taking responsibility of 8 small parks on 40 year leases and the need for approval to sign the deeds once the terms of the leases have been agreed.

1727. BY-ELECTION

Council noted the casual vacancy and that no elections are allowed to take place until Thursday 6th May 2021 in line with The Local Government and Police Crime Commissioner (Coronavirus) (Postponement of Elections and Referendums) (England and Wales) Regulations 2020.

RESOLVED: That Council move to the next item on the agenda under Standing Order 10.

Proposed: Councillor Tim Prater
Seconded: Councillor Nicola Keen
Voting: F: 15, Ag: 1, Ab: 0

1728. MEMBERS ATTENDANCE POLICY

A policy providing additional guidance on the legislation regarding Councillor absences was attached for adoption.

RESOLVED: That the Members Attendance Policy be referred to the Finance & General Purposes Committee for further consideration.

Proposed: Councillor Michelle Keutenius
Seconded: Councillor Peter Gane
Voting: F: 15, Ag: 0, Ab: 1

1729. MATTERS AND RESOLUTIONS FROM OTHER COMMITTEES

Council considered Report C/20/270 which advised that the Personnel Sub-Committee's support Council email addresses for members.

RESOLVED: To receive and adopt Report C/20/270.

Proposed: Councillor Dylan Jeffrey
Seconded: Councillor Peter Gane
Voting: F: 12, Ag: 0, Ab: 4

Councillor Nicola Keen advised that exempt Report C/20/271 had not been brought forward. The Mayor reminded members of their obligations under the Code of Conduct.

RESOLVED: That Exempt Report C/20/271 be referred back to the Personnel Sub-committee and in future agendas only go to the sub-committee members and minutes to the sub-committee and its parent committee Finance & General Purposes.

Proposed: Councillor Mary Lawes
Seconded: Councillor Peter Gane

Voting: F: 16, Ag: 0, Ab: 0

1730. DATE AND TIME OF NEXT MEETINGS

Thursday, 10th September 2020 at 6pm

The meeting ended at 7.45pm

.....Town Mayor

DRAFT