

Date of Publication: 31 August 2019

AGENDA

Meeting: **Finance and General Purposes Committee**
Date: **Thursday 5 September 2019**
Time: **7.00 p.m.**
Place: **Town Council Offices, The Town Hall, 1-2 Guildhall Street, Folkestone**

To: **The Finance and General Purposes Committee**

YOU ARE HEREBY SUMMONED to attend a meeting of the Finance and General Purposes Committee on the date and at the time and place shown above to transact the business shown on the agenda below. The meeting will be open to the press and public.

Any member who wishes to have information on any matter arising on the Agenda which is not fully covered in these papers is requested to give notice prior to the meeting to the Town Mayor, the Committee Chairman or the Town Clerk.

A handwritten signature in dark ink, appearing to read 'J L Childs', with a stylized flourish to the left.

J L Childs
Town Clerk

- 1. APOLOGIES FOR ABSENCE**
To receive and approve any apologies for absence.
- 2. DECLARATIONS OF INTEREST**
To receive any declarations of either personal or prejudicial interests that Members may wish to make.

3. MINUTES

- 1) To receive the Minutes of the meeting of the Finance and General Purposes Committee held on 13 June 2019 and to authorise the Chairman of the Committee to sign them as a correct record.
- 2) To receive and note the Minutes of the meeting of the Personnel Sub Committee held on 13 June 2019.

4. SCHEDULE OF PAYMENTS

The attached schedule details payments made between 1 June 2019 and 31 July 2019.

5. BUDGET MONITORING STATEMENT 2019/20

The attached statement sets out details of the Town Council's expenditure/income up to the end of July 2019.

6. CCTV – THE STADE

Councillors Ray Field and Nicola Keen have received a request from residents of the Stade and local PSCOs for a CCTV camera to be placed opposite the toilets to help deal with the issue of drug dealing and anti-social behaviour. A quote of £2,670 to install a camera has been received. KCC permission will be required for use of a lamp column. The Committee's views are sought.

7. MOTION ON NOTICE – SILVER SCREEN CINEMA

The attached proposal has been received from Councillor Dylan Jeffrey.

8. REVIEW OF FINANCIAL REGULATIONS

Following receipt of the model financial regulations from NALC, the Committee is requested to approve the Town Council's Financial Regulations as attached.

9. MATTERS AND RESOLUTIONS FROM OTHER COMMITTEES

i) Community Services Committee – 6 August 2019

The following is taken from the Minutes of the above meeting:

1064. BUS SHELTERS

The Town Clerk has applied to Kent County Council under its Parish Bus Stop Shelter Grant Scheme for 2019-2020. If the applications are successful, then match funding would be required. Councillor Belinda Walker recommended three shelters, one in Central Ward and two in Cheriton, which have been requested by members of the public and organisations which are supported by Stagecoach and Folkestone & Hythe District Council.

Members agreed that proposals should be considered at the next meeting with an update and additional information to be available further to the Town Clerk's current and ongoing research.

Confirmation has now been received from KCC that the three grants of £3,000 each have been approved subject to match funding, evidence of consultation with residents and approval of the type of shelter. The works must be completed by December. Match funding up to £9,000 will therefore be required.

The Committee is asked to consider if it wishes to support the scheme prior to commencing the consultation process, etc.

ii) Personnel Sub-Committee 13 June 2019

Following assessment by a third-party HR Consultant, the following policies and procedures were reviewed by the Personnel Sub-Committee at the above meeting and are now attached for the Committee's adoption:

Dignity at Work - Bullying and Harassment Statement
Disciplinary Procedure
Sickness Absence Policy
Grievance Procedure
Working from Home Policy
Annual Leave and Time Off Policy
Time Off in Lieu Policy
Overtime Policy
Training Policy
Health & Safety Policy
Equal Opportunities Policy
Councillor/Officer Relations Policy
Flexitime Policy

10. WARD GRANTS

For the Committee's information, attached is a list of ward grants approved by the Town Clerk from 1 June to 31 July 2019.

11. WARD GRANT BALANCES 2019/20

For information, the attached shows ward grant balances available to each Councillor as at 25 August 2019.

12. DATE OF NEXT MEETING

Thursday, 17 October 2019