

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, 5 September 2019 at 7.00 p.m.

PRESENT: Councillors P Bingham, R Field, P Gane, D Jeffrey, N Keen (from 7.30pm), M Lawes, C McConville and J Meade.

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

1294. APOLOGIES FOR ABSENCE

Apologies were received from Councillor T Prater. Councillor D Brook was absent.

1295. DECLARATIONS OF INTEREST

There were no declarations of interest.

1296. MINUTES

The Committee was asked to receive and authorise the Minutes of the Finance and General Purposes Committee meeting held on 13 June 2019 and to receive and note the Minutes of the Personnel Sub-Committee meeting held on 13 June 2019.

RESOLVED: That the Minutes of the meeting of the Finance and General Purposes Committee held on 13 June 2019 be received and signed as a correct record and that the Minutes of the meeting of the Personnel Sub-Committee held on 13 June 2019 be noted.

Proposed: Councillor P Bingham

Seconded: Councillor J Meade

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

1297. SCHEDULE OF PAYMENTS

The Committee considered the schedule of payments for the period 1 June 2019 to 31 July 2019.

RESOLVED: That the Schedule of Payments for the period 1 June 2019 to 31 July 2019 be approved.

Proposed: Councillor D Jeffrey

Seconded: Councillor M Lawes

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

1298. BUDGET MONITORING STATEMENT 2019/20

The budget monitoring statement to 31 July 2019 was received by the Committee.

RESOLVED: That the Budget Monitoring Statement to 31 July 2019 be approved.

Proposed: Councillor P Gane

Seconded: Councillor J Meade

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

1299. CCTV – THE STADE

Councillors Ray Field and Nicola Keen had 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 were sought.

RESOLVED: That the Committee agrees with the request in principle, but the Town Council should seek at least match-funding from Folkestone & Hythe District Council. A working group, consisting of Councillors R Field, P Gane, M Lawes and the Town Clerk should look into general CCTV requirements.

Proposed: Councillor D Jeffrey

Seconded: Councillor J Meade

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

Councillor N Keen joined the meeting at this point.

1300. MOTION ON NOTICE – SILVER SCREEN CINEMA

Councillor D Jeffrey introduced his motion on notice which proposed allowing the Silver Screen Cinema to show films during Full Council meetings. It was generally agreed that noise and security issues would prohibit this. Following discussion, Councillor Jeffrey proposed an amendment.

RESOLVED: That dates of Full Council meetings be included in the Cinema lease and that the Town Clerk looks into the possibility of a notice board being placed outside the Town Hall, promoting both the Town Council and the Cinema.

Proposed: Councillor D Jeffrey

Seconded: Councillor N Keen

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

1301. REVIEW OF FINANCIAL REGULATIONS

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

RESOLVED: That the Town Council's Financial Regulations be approved.

Proposed: Councillor P Gane

Seconded: Councillor J Meade

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

1302. MATTERS AND RESOLUTIONS FROM OTHER COMMITTEES

i) Community Services Committee - 4 June 2019

Application has been made to Kent County Council, under its Parish Bus Shelter Scheme, for three shelters. Confirmation has now been received from KCC that 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 was asked to consider whether it wishes to support the scheme prior to commencing the consultation process, etc.

RESOLVED: That the Committee agrees to the request with funding to be met from the New Services Reserve. The Town Clerk will write to County Councillors and Town Councillors requesting contributions from ward grants.

Proposed: Councillor P Gane

Seconded: Councillor N Keen

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

ii) Personnel Sub-Committee 13 June 2019

Following assessment by a third-party HR Consultant, the following policies and procedures had been reviewed by the Personnel Sub-Committee at the above meeting and were now presented 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

RESOLVED: That the above policies and procedures be adopted by the Town Council en bloc.

Proposed: Councillor P Gane

Seconded: Councillor R Field

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

1303. WARD GRANTS

A list of ward grants approved by the Town Clerk from 1 June to 31 July 2019 was provided for the Committee's information and duly noted.

1304. WARD GRANT BALANCES 2019/20

A list of ward grant balances available to each Councillor at 25 August 2019 was provided for the Committee's information and duly noted.

1305. DATE OF NEXT MEETING

Thursday, 17 October 2019

Chairman.....

Date.....