

FOLKESTONE TOWN COUNCIL

MINUTES of the Finance and General Purposes Committee Meeting held virtually by Zoom on Thursday, 20 August 2020 at 6.00 p.m.

PRESENT: Councillors P Bingham, R Field, P Gane, D Jeffrey, N Keen (Chair), M Lawes, C McConville, J Meade and T Prater.

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

1340. APOLOGIES FOR ABSENCE

No apologies were received.

1341. APPOINTMENT OF CHAIRMAN

RESOLVED: That Councillor Nicola Keen be appointed as Chairman for the Finance & General Purposes Committee for the 2020/21 Municipal Year.

Proposed: Councillor Jackie Meade

Seconded: Councillor Mary Lawes

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

1342. APPOINTMENT OF VICE CHAIRMAN

RESOLVED: That Councillor Jackie Meade be appointed as Vice Chairman for the Finance & General Purposes Committee for the 2020/21 Municipal Year.

Proposed: Councillor Nicola Keen

Seconded: Councillor Paul Bingham

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

1343. DECLARATIONS OF INTEREST

There were no declarations of interest.

1344. MINUTES

The Committee was asked to receive and authorise the Minutes of the Finance and General Purposes Committee meeting held on 2nd February 2020.

RESOLVED: That the Minutes of the meeting of the Finance and General Purposes Committee held on 2nd February 2020 be received and signed as a correct record.

Proposed: Councillor Mary Lawes
Seconded: Councillor Jackie Meade
Voting: F:9 Ag:0, Ab:0

1345. REVIEW OF THE 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 Paul Bingham
Seconded: Councillor Jackie Meade
Voting: F:9 Ag:0, Ab:0

1346. WORKING GROUPS 2020/21

The Committee was asked to confirm the membership of the Folkestone & Hythe District Council/Folkestone Town Council Working Group for the 2020/21 Municipal Year.

FHDC/FTC Partnership Working Group

RESOLVED: That the FHDC/FTC Partnership Working Group should comprise of the following:

Town Mayor (substitute Deputy Town Mayor)

Immediate Past Mayor

Chairman of Finance & General Purposes Committee (substitute Vice Chair)

Chairman of Grants Committee (substitute Vice Chair)

Chairman of Planning Committee (substitute Vice Chair)

Chairman of Community Services Committee (substitute Vice Chair)

If a member holds more than one Chairmanship, the Vice Chair of the second committee will automatically become the representative.

Proposed: Councillor Nicola Keen
Seconded: Councillor Peter Gane
Voting: F:9, Ag:0, Ab:0

1347. SCHEDULE OF PAYMENTS

The Committee considered the schedule of payments for the period 1st June 2020 and 31st July 2020.

RESOLVED: That the Schedule of Payments for the period 1 June 2020 to 31 July 2020 be approved.

Proposed: Councillor Peter Gane
Seconded: Councillor Jackie Meade
Voting: F:9, Ag:0, Ab:0

1348. BUDGET MONITORING STATEMENT 2020/21

The budget monitoring statement to the 31st July 2020 was received by the Committee.

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

Proposed: Councillor Mary Lawes

Seconded: Councillor Paul Bingham

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

1349. WARD GRANTS

A list of ward grants approved by the Town Clerk between 1st June 2020 and 31st July 2020 was provided for the Committee's information and duly noted.

1350. WARD GRANT BALANCES 2020/21

A list of ward grant balances available to each Councillor on the 31st July 2020 was provided for the Committee's information and duly noted.

1351. APPROVAL OF ACCOUNTS 2019/20

The Committee noted that the external auditor, PKF Littlejohn LLP, had approved the Folkestone Town Council Accounts and Annual Return for 2019/20 without qualification. The Committee moved a vote of thanks to the Town Clerk and Finance Officer.

1352. MATTERS AND RESOLUTIONS FROM OTHER COMMITTEES

At its meeting on the 7th July 2020 the Personnel Sub-Committee resolved at minute 482 that a request be made to the Committee to increase the training budget from £600 to £3000 to accommodate 5 trained First Aiders, 5 trained Fire Marshalls and ongoing staff CPD and that a Wellbeing budget of £3000 be established to support a Perkbox Wellbeing & Engagement Package and staff training days within Kent.

RESOLVED: That an additional £2,400 for staff training be made available from the New Services Reserve.

Proposed: Councillor Peter Gane

Seconded: Councillor Mary Lawes

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

RESOLVED: That £3,000 for staff wellbeing be made available from the New Services Reserve.

Proposed: Councillor Peter Gane

Seconded: Councillor Jackie Meade

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

At the Full Council meeting held on the 23rd July 2020, members resolved at minute 1715 that the revised Guide for the Mayoralty be referred to the Finance & General Purposes Committee for further consideration.

RESOLVED: That the revised Guide for the Mayoralty be approved subject to the following amendments:

Para 7 the words ‘all, (male), and females’ be removed.

Proposed: Councillor Peter Gane
Seconded: Councillor Jackie Meade
Voting: F:8, Ag: 0, Ab: 1

At the Full Council held on 23rd July 2020, members resolved at minute 1722 that the Members Attendance Policy be referred to the Finance & General Purposes Committee for further consideration.

RESOLVED: That the Town Clerk shall endeavor to write to a councillor who fails to attend a meeting of the Council or its Committees for a period of four consecutive months without having submitted a valid reason for absence. This is purely a courtesy and not a requirement for which the Town Clerk or her officers can be held accountable for failing to adhere to. It is each individual member’s own responsibility for ensuring they attend a meeting or submit a valid reason of absence for approval by an affirmative resolution of the Council, as they are automatically disqualified if they do not attend a meeting of the Council or its Committees for six consecutive months.

Proposed: Councillor Tim Prater
Seconded: Councillor Peter Gane
Voting: F:6, Ag: 2, Ab: 1

RESOLVED: That the Members Attendance Policy be approved.

Proposed: Councillor Peter Gane
Seconded: Councillor Tim Prater
Voting: F:8, Ag: 1, Ab: 0

1353. BUDGET 2021/22 – POTENTIAL GROWTH ITEMS

The Committee was asked to give thought to possible growth items and non-recurring revenue expenditure for the next financial year. It was noted that, where possible, growth items should be offset by savings elsewhere. Councillor Dylan Jeffrey asked that the training and wellbeing budgets agreed be included as growth items.

1354. DATE OF NEXT MEETING TBC

Chairman.....

Date.....

DRAFT