

## FOLKESTONE TOWN COUNCIL

**MINUTES of the Finance and General Purposes Committee Meeting held virtually by Zoom on Thursday, 18 February 2021 at 6.30 p.m.**

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

**ABSENT:** Councillor R Field.

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

### **1382. APOLOGIES FOR ABSENCE**

Apologies received from Councillor Keen due to district council training.

### **1383. DECLARATIONS OF INTEREST**

None

### **1384. MINUTES**

- 1) The Committee received the Minutes of the meeting of the Finance and General Purposes Committee held on 17 December 2020.
- 2) The Committee received and noted the Minutes of the meeting of the Personnel Sub Committee held on 7 July and 17 December 2020.

**RESOLVED: That the Minutes of the meeting of the Finance and General Purposes Committee held on 17 December 2020 be received and signed as a correct record.**

Proposed: Councillor Paul Bingham

Seconded: Councillor Peter Gane

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

**RESOLVED: That the Minutes of the Personnel Sub Committee held on 7 July and 17 December 2020 be received and noted.**

Proposed: Councillor Dylan Jeffrey

Seconded: Councillor Mary Lawes

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

**1385. SCHEDULE OF PAYMENTS**

The Committee considered the schedule of payments made between 1 December 2020 and 31 January 2021.

**RESOLVED: That the Schedule of Payments for the period 1 December 2020 and 31 January 2021 be approved.**

Proposed: Councillor Connor McConville

Seconded: Councillor Mary Lawes

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

**1386. BUDGET MONITORING STATEMENT 2020/21**

The budget monitoring statement to the 31 January 2021 was received by the Committee.

**RESOLVED: That the Budget Monitoring Statement to 31 January 2021 be approved.**

Proposed: Councillor Peter Gane

Seconded: Councillor Connor McConville

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

**1387. BANK RECONCILIATION**

In line with financial regulations the bank reconciliation statement to 31 December 2020 was received and duly noted.

**1388. APPOINTMENT OF INTERNAL AUDITOR**

The Committee was asked to approve the appointment of the internal auditor for 2020/21.

**RESOLVED: That David Buckett be appointed as the 2020/21 Internal Auditor and the list of internal auditors be revisited next year.**

Proposed: Councillor Peter Gane

Seconded: Councillor Tim Prater

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

**1389. PROCUREMENT POLICY**

The Committee was asked to approve the procurement policy.

**RESOLVED: To adopt the Procurement Policy with an amendment that the RFO strives to obtain 3 estimates for procurement between £500 and £3,000.**

Proposed: Councillor Dylan Jeffrey

Seconded: Councillor Peter Gane

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

**1390. WARD GRANTS**

A list of ward grants approved by the Town Clerk between 1 December 2020 and 31 January 2021 was provided for the Committee's information and duly noted.

**1391. WARD GRANT BALANCES 2020/21**

A list of ward grant balances available to each Councillor on 31 January 2021 was provided for the Committee's information and duly noted.

**1392. CORONAVIRUS COMMUNITY RESILIENCE GRANTS**

A list of coronavirus community resilience grants approved to 31 January 2021 was provided for the Committee's information and duly noted.

**1393. DATE OF NEXT MEETING**

**Thursday, 22 April 2021 @ 6.30pm**

Meeting concluded at 18.43pm

Chairman.....

Date.....

DRAFT