

## 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, 21 April 2022 at 7.00 p.m.**

**PRESENT:** Councillors P Gane, M Lawes, M Keutenius, C McConville (Chair), T Prater and B Walker.

**ABSENT:** Councillors D Brook, R Field and D Jeffrey.

**OFFICERS PRESENT:** P Cross (Finance Officer).

### **1464. APOLOGIES FOR ABSENCE**

Apologies received from Cllr D Horton and the Town Clerk.

### **1465. DECLARATIONS OF INTEREST**

There were no declarations of interest.

### **1466. MINUTES**

The Committee received the Minutes of the meeting of the Finance and General Purposes Committee held on 17 February 2022.

**RESOLVED: That the Minutes of the meeting of the Finance and General Purposes Committee held on 17 February 2022 be received and signed as a correct record.**

Proposed: Councillor B Walker

Seconded: Councillor M Lawes

Voting: F:6, Ag:0, Ab:0

### **1467. SCHEDULE OF PAYMENTS**

The Committee considered the schedule of payments made between 1 February 2022 and 31 March 2022.

**RESOLVED: That the Schedule of Payments for the period 1 February 2022 to 31 March 2022 be approved.**

Proposed: Councillor T Prater

Seconded: Councillor M Keutenius

Voting: F:6 Ag:0, Ab:0

**1468. BUDGET MONITORING STATEMENT 2021/22**

The budget monitoring statement to the 31 March 2022 was received by the Committee.

**RESOLVED: That the Budget Monitoring Statement to 31 March 2022 be approved.**

Proposed: Councillor P Gane  
Seconded: Councillor B Walker  
Voting: F:6 Ag:0, Ab:0

**1469. BANK RECONCILIATION**

The bank reconciliation statement as at 31 March 2022 was noted by the Committee.

**1470. WARD GRANTS**

A list of ward grants approved by the Town Clerk between 1 February 2022 and 31 March 2022 was provided for the Committee's information and duly noted.

**1471. WARD GRANT BALANCES 2022/23**

A list of ward grant balances available to each Councillor as at 1 April 2022 was provided for the Committee's information and duly noted.

**1472. PLAY PARKS TENDER**

A draft of the proposed Invitation to Quote Instruction Document was presented to the Committee. It was noted that there was a typographical error on the date at the top of page 4.

**RESOLVED: That the Quality Evaluation should be amended to include environmental considerations, which would include local sourcing of materials, sustainability, etc. The sub criteria shown in paragraph 2.2.3 should therefore be adjusted to the following:**

<b>Q1: Evidence of experience</b>	<b>20%</b>
<b>Q2: Contractor processes</b>	<b>15%</b>
<b>Q3: Environmental considerations</b>	<b>15%</b>
<b>Q4: CVs</b>	<b>10%</b>
<b>Total Quality Ratio</b>	<b>60%</b>

Proposed: Councillor T Prater  
Seconded: Councillor M Keutenius  
Voting: F:6 Ag:0, Ab:0

**RESOLVED: It should be made clear within the documents that tenders from companies with any connection to Russia, including financial backing, will not be considered.**

Proposed: Councillor C McConville

Seconded: Councillor P Gane

Voting: F:6 Ag:0, Ab:0

**RESOLVED: That, subject to the above amendments, the Invitation to Quote Instruction Document be approved and the tender proceed.**

Proposed: Councillor P Gane

Seconded: Councillor M Keutenius

Voting: F:6 Ag:0, Ab:0

**1473. CIVIC CHAIN OF OFFICE AND CAR**

The Committee was asked to consider whether the civic chain of office should be kept for certain special occasions only, such as Royal Visits, Mayor Making or when Robes and the Mace are required; thus protecting the chain for future generations and saving on resource costs.

There was much discussion including the impact that reducing the use of the chain would have on school visits, community events, etc., whether savings could be made and other issues such as the insecure clasp on the chain and difficulties with charging the electric civic vehicle.

**RESOLVED: That, use of the civic chain should continue as normal at present. A full report, including all related costs, should be brought back to the Committee covering the following:**

**adapting the clasp on the chain,**

**having a replica chain made and how much officer time this would save,**

**how the issues with charging the electric vehicle are being addressed,**

**the effect on public relations of limiting use of the chain.**

Proposed: Councillor P Gane

Seconded: Councillor B Walker

Voting: F:6 Ag:0, Ab:0

**1474. DATE OF NEXT MEETING**

**Thursday, 16 June 2022 at 7.00pm**

The meeting concluded at 7.45pm

Chairman.....

Date.....