

## 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, 16<sup>th</sup> June 2022 at 7.00 p.m.**

**PRESENT:** Councillors Abena Akuffo-Kelly, David Horton, Dylan Jeffrey, Peter Gane, Mary Lawes, Connor McConville (Chair), Tim Prater and Belinda Walker.

**ABSENT:** Councillor Dan Brook

**OFFICERS PRESENT:** Jennifer Childs (Town Clerk)  
Phil Cross (Finance Officer)

### **1475. APOLOGIES FOR ABSENCE**

Apologies were received from Councillors Ray Field and Jonathan Graham

### **1476. APPOINTMENT OF CHAIRMAN**

Nominations for the appointment of Chairman of the Finance and General Purposes Committee for the 2022/23 Municipal Year were sought.

**RESOLVED: That Councillor Connor McConville be appointed Chairman of the Finance and General Purposes Committee for the 2022/23 Municipal Year.**

Proposed: Councillor Belinda Walker

Seconded: Councillor David Horton

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

### **1477. APPOINTMENT OF VICE CHAIRMAN**

Nominations for the appointment of Vice Chairman of the Finance and General Purposes Committee for the 2022/23 Municipal Year were sought.

**RESOLVED: That Councillor Tim Prater be appointed as Vice Chairman of the Finance and General Purposes Committee for the 2022/23 Municipal Year.**

Proposed: Councillor Connor McConville

Seconded: Councillor Peter Gane

Voting: F:7, Ag:1, Ab:0

### **1478. DECLARATIONS OF INTEREST**

Councillors Peter Gane, Tim Prater and Connor McConville declared an interest in the play park tenders as twin-hatted councillors.

**1479. MINUTES**

The Committee received the Minutes of the meeting of the Finance and General Purposes Committee held on 21 April 2022.

**RESOLVED: That the Minutes of the meeting of the Finance and General Purposes Committee held on 21 April 2022 be received and signed as a correct record.**

Proposed: Councillor Connor McConville

Seconded: Councillor Tim Prater

Voting: F:7, Ag:0, Ab:1

**1480. 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 Tim Prater

Seconded: Councillor Belinda Walker

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

**1481. WORKING GROUPS 2022/23**

The Committee was asked to note and approve nominations for the membership of the Folkestone & Hythe District Council/Folkestone Town Council Working Group for the 2022/23 Municipal Year.

**RESOLVED: That the FHDC/FTC Partnership Working Group should comprise of the Town Clerk, Town Mayor and Chairs of the standing committees. The Deputy Mayor and Vice-Chairs will act as substitutes if required.**

Proposed: Councillor Peter Gane

Seconded: Councillor David Horton

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

**1482. STANDING ORDER 18 AMENDMENT**

The Town Clerk advised that NALC had updated SO18 (financial controls and procurement) to bring it into line with the procurement position post-Brexit.

**RESOLVED: That amended Standing Order 18 be adopted.**

Proposed: Councillor Tim Prater

Seconded: Councillor Connor McConville

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

**1483. PLAY PARK TENDERS**

The Town Clerk distributed Report F/22/316 and advised that four tenders were received via the Kent Business Portal and opened and evaluated on 16<sup>th</sup> June by the Town Clerk, the Communities & Grants Officer, Councillor McConville and Adrian Lockwood of Martello Building Consultancy Ltd, who acted as consultants in the tender process.

**RESOLVED: To receive Report F/22/316 and approve the appointment of bidder 1 with a tender value of £229,023**

Proposed: Councillor Connor McConville

Seconded: Councillor Peter Gane

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

**1484. CIVIC CHAIN OF OFFICE AND CAR**

The Committee debated report F/22/311 and asked that a replica chain be considered as a possible growth item in the future.

**RESOLVED: To receive and note Report F/22/311 and adopt option b, thus amending the Mayoral Protocol to make more use of the Badge of Office and capping the Town Sergeant's time accompanying the Mayor in Chain of Office at 700 hours per annum.**

Proposed: Councillor Tim Prater

Seconded: Councillor Peter Gane

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

**1485. SCHEDULE OF PAYMENTS**

The Committee considered the schedule of payments made between 1 April 2022 and 31 May 2022.

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

Proposed: Councillor Peter Gane

Seconded: Councillor Belinda Walker

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

**1486. BUDGET MONITORING STATEMENT 2022/23**

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

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

Proposed: Councillor Connor McConville

Seconded: Councillor David Horton

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

**1487. BANK RECONCILIATION**

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

**1488. WARD GRANTS**

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

**RESOLVED: That the Town Clerk prepare a report reviewing and providing options for how councillors’ accumulated ward grant funds are treated.**

Proposed: Councillor Dylan Jeffrey

Seconded: Councillor Connor McConville

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

**1489. WARD GRANT BALANCES 2022/23**

A list of ward grant balances available to each Councillor as at 31 May 2022 was provided for the Committee’s information and duly noted.

**1490. DATE OF NEXT MEETING**

**Thursday, 1<sup>st</sup> September 2022 at 7.00pm**

The meeting concluded at 8.00pm

Chairman.....

Date.....