

## 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, 31<sup>st</sup> August 2023 at 7.00 p.m.**

**PRESENT:** Councillors Belinda Walker, Nicola Keen, Jane Darling, Connor McConville (Chair), Adrian Lockwood, Bridget Chapman, Laura Davison, Christine Dickinson, Kieran Leigh, Peter Gane.

**ABSENT:** Councillors Abena Akuffo-Kelly, Tim Prater

**OFFICERS PRESENT:** Stephen Nash – Town Clerk  
Roland Domingo – Finance Officer  
Toni Brenchley – Deputy Town Clerk

### **1558. APOLOGIES FOR ABSENCE**

There were no apologies received.

### **1559. DECLARATIONS OF INTERESTS**

There were no declarations of interest.

### **1560. MINUTES**

The committee received the Minutes of the meeting of the Finance and General Purposes Committee held on 15 June 2023.

**RESOLVED: That the Minutes of the meeting of the Finance and General Purposes Committee held on 15 June 2023 include the voting numbers and be received for signing as a correct record at the next Full Council meeting on the 21 September 2023.**

Proposed: Councillor Connor McConville

Seconded: Councillor Belinda Walker

Voting: F: 10, Ag: 0, Ab: 0

### **1561. TERMS OF REFERENCE**

In line with the Town Council's adopted standing orders, the Committee is asked to consider its new Terms of Reference.

**RESOLVED: To defer the new Terms of Reference to the next Finance and General Purposes meeting on the 14 September 2023 and include the existing Terms of Reference to identify the changes.**

Proposed: Councillor Laura Davison

Seconded: Councillor Bridget Chapman

Voting: F: 10, Ag: 0, Ab: 0

**1562. SCHEDULE OF PAYMENTS**

The Committee considered the schedule of payments made between 1 June 2023 and 31 July 2023.

**RESOLVED: That the Schedule of Payments for the period 1 June 2023 to 31 July 2023 be approved.**

Proposed: Councillor Peter Gane  
Seconded: Councillor Nicola Keen  
Voting: F: 10, Ag: 0, Ab: 0

**1563. BUDGET MONITORING STATEMENT 2023/24**

The budget monitoring statement to the 31 July 2023 was received by the Committee.

**RESOLVED: That the Budget Monitoring Statement to 31 July 2023 be approved.**

Proposed: Councillor Nicola Keen  
Seconded: Councillor Christine Dickinson  
Voting: F: 10, Ag: 0, Ab: 0

**1564. BANK RECONCILIATION**

The bank reconciliation statement as at 31 July 2023 was noted by the Committee.

**1565. ADDITIONAL BANK ACCOUNTS REPORT**

The Committee was asked to consider opening an additional current and savings accounts.

**RESOLVED: To open an additional business current account and a 1 Year Fixed Rate savings account with Unity Trust Bank and Cambridge & Counties Bank respectively with an initial deposit of £80,000 each.**

Proposed: Councillor Adrian Lockwood  
Seconded: Councillor Nicola Keen  
Voting: F: 10, Ag: 0, Ab: 0

**1566. GROUND STAFF REPORT**

The committee was asked to consider moving away from the reliance of external provisions and bring services in-house to have additional control and to reduce costs.

**RESOLVED: To switch from the use of external service provision and move to the recruitment of two new grounds staff and permit the Town Clerk to take this project forward.**

Proposed: Councillor Nicola Keen  
Seconded: Councillor Christine Dickinson  
Voting: F: 9, Ag: 0, Ab: 1

#### **1567. CCTV STAFF REPORT**

Following the confirmation of the successful grant from The Community Safety Partnership, the committee was asked to consider moving away from the reliance of external provisions and bring services in-house to have additional control of the CCTVs and to reduce the costs.

**RESOLVED: To switch from the use of external service provision and move to the recruitment of one CCTV Operator and volunteers and permit the Town Clerk to take this project forward.**

Proposed: Councillor Nicola Keen

Seconded: Councillor Kieran Leigh

Voting: F: 7, Ag: 1, Ab: 2

#### **1568. COMMUNITY MINIBUS REPORT**

The committee was asked to implement the Community Grant Scheme to purchase a fully electric and accessible minibus to support local organisations and residents.

**RESOLVED: To transfer the funds from the Community Transfer reserve to the General Fund. To order the electric minibus whichever provides the most effective and quickest delivery service with a reasonable capacity.**

Proposed: Councillor Peter Gane

Seconded: Councillor Nicola Keen

Voting: F: 10, Ag: 0, Ab: 0

#### **1569. APPOINTMENT OF INTERNAL AUDITOR**

The committee was asked to appoint a new internal auditor for the year 2023/24 to carry out the mid-term and year-end audit.

**RESOLVED: To appoint Mulberry & Co as the new internal auditor to audit the mid-term and year-end accounts for the 2023/24 financial year.**

Proposed: Councillor Peter Gane

Seconded: Councillor Nicola Keen

Voting: F: 10, Ag: 0, Ab: 0

#### **1570. GRANTS SUB-COMMITTEE**

The Committee was asked to decide which point in the agenda would the committee like to discuss the ward grants.

**RESOLVED: To include the Ward grants as the first main item on the Finance and General Purposes agenda.**

Proposed: Councillor Nicola Keen

Seconded: Councillor Jane Darling

Voting: F: 10 Ag: 0, Ab: 0

**1571. WARD GRANTS**

A list of ward grants approved by the Town Clerk between 1 June 2023 and 31 July 2023 was provided for the Committee’s information and duly noted.

**1572. WARD GRANT BALANCES**

To approve the list of ward grants submitted and the ward grant balances available to each Councillor as at 31 July 2023 was provided for the Committee’s information and duly noted.

| Date Submitted | Organisation Name | Description                          | Amount Awarded | Supporting Councillor |
|----------------|-------------------|--------------------------------------|----------------|-----------------------|
| 16/08/2023     | All Souls Church  | Fridge for Community Coffee Mornings | £200.00        | Councillor J Darling  |
| 16/08/2023     | Screen South      | Folkestone Documentary Festival      | £250.00        | Councillor L McShane  |
| 23/05/2023     | 1Degree East      | D&D East Kent – Who Needs Theatre?   | £150.00        | Councillor A Lockwood |

**RESOLVED:**

Proposed: Councillor Connor McConville

Seconded: Councillor Belinda Walker

Voting: F: 10, Ag: 0, Ab: 0

**1573. DATE OF NEXT MEETING:**

To increase the meeting dates for the Finance and General Purposes to meet on a monthly basis.

**RESOLVED: To increase the meeting dates for the Finance and General Purposes on the following dates: 14 September 2023, 30 November 2023 and 25 January 2024. Next meeting date will be 14 September 2023.**

Proposed: Councillor McConville

Seconded: Councillor Keen

Voting: F:10, Ag: 0, Ab: 0

The meeting concluded at 8:17pm

Chair.....

Date.....