

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, 19th October 2023 at 7.00 p.m.

PRESENT: Councillors Belinda Walker, Connor McConville (Chair), Adrian Lockwood, Laura Davison, Kieran Leigh, Peter Gane and Tim Prater.

ABSENT:

OFFICERS PRESENT: Stephen Nash – Town Clerk
Toni Brenchley – Deputy Town Clerk

1574. APOLOGIES FOR ABSENCE

Apologies were received from Councillors Jane Darling, Bridget Chapman, Christine Dickinson and Nicola Keen.

1575. DECLARATIONS OF INTERESTS

There were no declarations of interest.

1576. MINUTES

The committee received the Minutes of the meetings of the Finance and General Purposes Committee held on 15 June and 31 August 2023.

RESOLVED: That the Minutes of the meetings of the Finance and General Purposes Committee held on 15 June and 31 August 2023 be signed as a correct record, subject to the removal of Councillor Abena Akuffo-Kelly from those listed absent.

Proposed: Councillor Peter Gane

Seconded: Councillor Tim Prater

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

1577. PERSONNEL SUB-COMMITTEE MINUTES

The committee received the Minutes of the meeting of the Personnel Sub-Committee held on 27 July 2023.

RESOLVED: That the Minutes of the meeting of the Personnel Sub-Committee held on 27 July 2023 be signed as a correct record.

Proposed: Councillor Connor McConville

Seconded: Councillor Peter Gane

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

1578. TERMS OF REFERENCE

RESOLVED: The amended Terms of Reference be approved, subject to the following amendments:

Removal of item 1 b) and 1 c)

Amend 1 a) to: 'There will be a maximum of up to twelve members'

Proposed: Councillor Tim Prater

Seconded: Councillor Peter Gane

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

1579. SCHEDULE OF PAYMENTS

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

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

Proposed: Councillor Peter Gane

Seconded: Councillor Laura Davison

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

1580. BUDGET MONITORING STATEMENT 2023/24

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

The Committee requested that future Budget Monitoring Statements have a brief explanation next to any percentage increases for each budget heading.

Town Clerk to provide further information to the Committee on the overspends for Canada Day, the Civic Vehicle, Armed Forces Day, Rates and Elections.

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

Proposed: Councillor Laura Davison

Seconded: Councillor Belinda Walker

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

1581. BANK RECONCILIATION

RESOLVED: That the bank reconciliation statement as at 31 August 2023 be received by the Committee

Proposed: Councillor Peter Gane

Seconded: Councillor Adrian Lockwood

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

1582. MINIBUS STANDING ORDERS REPORT

RESOLVED: To delete current recommendation 2 and replace with:

2. This committee further notes that the processes defined by statutory standing orders, this Council's Financial Regulations and Procurement Policy have been deliberately breached. In accordance with Financial Regulation 1.6 this is a disciplinary matter. This committee resolves to refer the Town Clerk and RFO's action to the Personnel Committee to consider if this action should be treated as gross misconduct under their contract of employment.

Proposed: Councillor Tim Prater
Seconded: Councillor Kieran Leigh
Voting: F: 4, Ag: 0, Ab: 3

RESOLVED: To receive and note Report F/23/343 and replaced recommendation 2

Proposed: Councillor Tim Prater
Seconded: Councillor Kieran Leigh
Voting: F: 4, Ag: 0, Ab: 3

1583. WARD GRANTS

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

1584. WARD GRANT BALANCES

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

1585. APPROVAL OF ACCOUNTS 2022/23

RESOLVED: The Committee recorded its thanks to Phil Cross and Roland Domingo for successful completion of the Accounts and Annual Return for 2022/23

Proposed: Councillor Tim Prater
Seconded: Councillor Peter Gane
Voting: F: 7, Ag: 0, Ab: 0

1586. BUDGET 2024/25 AND NEW EQUIPMENT REPORT

The committee considered the proposed budget and thanked the Finance Officer for circulating the draft budget so early in the process.

RESOLVED: To note the draft budget

Proposed: Councillor Laura Davison
Seconded: Councillor Adrian Lockwood
Voting: F: 7, Ag: 0, Ab: 0

Laura Davison left the meeting at 7.55pm

RESOLVED: To call an emergency Full Council and Personnel Sub-Committee meeting to resolve the issue of new ways of working

Proposed: Councillor Peter Gane
Seconded: Councillor Tim Prater
Voting: F: 3, Ag: 0, Ab: 3

1587. THE ROYAL GURKHA RIFLES' FREEDOM PARADE

The Town Clerk provided an outline of the proposed Freedom Parade by 2RGR on the 16th December 2023.

1588. DATE OF NEXT MEETING:
30th November 2023 at 7.00pm

The meeting concluded at 8.27pm

Chair.....

Date.....

DRAFT