

## 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, 18 April 2024 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, Tim Prater, John Renshaw (*Substitute for Peter Gane*).

**ABSENT:**

**OFFICERS PRESENT:** Toni Brenchley – Town Clerk,  
Roland Domingo – Finance Officer.

### **1644. APOLOGIES FOR ABSENCE**

Apologies received from Councillor Peter Gane.

**RESOLVED: To approve apologies from Councillor Peter Gane.**

Proposed: Councillor Tim Prater  
Seconded: Councillor Belinda Walker  
Voting: F: 11, Ag: 0, Ab: 0

### **1645. DECLARATIONS OF INTERESTS**

There were no declaration of interest.

### **1646. MINUTES**

The Committee received the Minutes of the meeting of the Finance and General Purposes Committee held on 15 February 2024 and the Minutes of the Personnel Sub-Committee held on 14 December 2023.

- 1. RESOLVED: That the Minutes of the meeting of the Finance and General Purposes Committee held on 15 February 2024 be signed as a correct record.**

Proposed: Councillor Nicola Keen  
Seconded: Councillor Bridget Chapman  
Voting: F: 11, Ag: 0, Ab: 0

- 2. RESOLVED: That the Minutes of the meeting of the Personnel Sub-Committee held on 14 December 2023 be received and noted.**

Proposed: Councillor Nicola Keen  
Seconded: Councillor Bridget Chapman  
Voting: F: 11, Ag: 0, Ab: 0

#### **1647. SCHEDULE OF PAYMENTS**

The Committee considered the schedule of payments made between 1 February 2024 to 31 March 2024.

**RESOLVED: That the Schedule of Payments for the period between 1 February 2024 to 31 March 2024 be approved.**

Proposed: Councillor Laura Davison  
Seconded: Councillor Tim Prater  
Voting: F: 11, Ag: 0, Ab: 0

#### **1648. SCHEDULE OF RECEIPTS**

The Committee considered the schedule of receipts made between 1 February 2024 to 31 March 2024.

**RESOLVED: That the Schedule of Receipts for the period 1 February 2024 to 31 March 2024 be accepted.**

Proposed: Councillor Tim Prater  
Seconded: Councillor Laura Davison  
Voting: F: 11, Ag: 0, Ab: 0

#### **1649. BUDGET MONITORING STATEMENT March 2024**

The budget monitoring statement to the 31 March 2024 was received by the Committee.

**RESOLVED: That the Budget Monitoring Statement to 31 March 2024 be approved. To vire remaining Trees budget code of £4,891 to Tree Planting Reserve, to vire remaining Ward Grant budget code of £7,374 to a new Ward Grant Earmarked Reserve.**

Proposed: Councillor Connor McConville  
Seconded: Councillor Bridget Chapman  
Voting: F: 11, Ag: 0, Ab: 0

#### **1650. BANK RECONCILIATION**

The bank reconciliation statement as at 31 March 2024 was noted by the Committee and signed by Councillor Adrian Lockwood.

#### **1651. TOWN HALL BUILDING REPAIRS UPDATE**

The Town Clerk provided an update to the Committee on the progress regarding the Town Hall building repairs.

- 1. RESOLVED: That the Town Clerk obtain two more quotes from architectural consultants for the initial scoping works for the replacement of the external fire exit staircase, refurbishment/replacement of gate and canopy, replacement of understairs electrical cupboard and installation of concrete pathway into the basement area, to report back to the Committee with the**

**Consultant's findings. Councillors recorded their thanks to the Town Clerk and Museum Curator for their work in this area.**

Proposed: Councillor Connor McConville

Seconded: Councillor Nicola Keen

Voting: F: 11, Ag: 0, Ab: 0

The Town Clerk advised the Committee on the outcome of the recent Fixed Electrical Inspection for the whole building which had highlighted 17 potentially dangerous/urgent remedial action required. Two quotes has been received for the remedial works as follows:

- Quote 1 - £1,968. The Cinema will liaise directly with the contractors and fund
- Quote 2 - £2,094

**2. RESOLVED: To approve the quote of £2,094 and instruct Russell Wheeler/Kennett Electrical to undertake the remedial works.**

Proposed: Councillor Bridget Chapman

Seconded: Councillor: Nicola Keen

Voting: F: 11, Ag: 0, Ab: 0

**1652. WARD GRANT BALANCES**

The Committee has noted the ward grant balances as of 1 April 2024.

**EXCLUSION OF PRESS AND PUBLIC**

The remainder of the Minutes has classified **item 10** as disclosing exempt information under Paragraph 3 of the Schedule 12A of the Local Government Act 1972 (as amended) thereby excluding the press and public from the meeting whilst this item was debated. Press and members of the public left.

**RESOLVED: To exclude the press and public from the meeting whilst the next item is debated.**

Proposed: Councillor Tim Prater

Seconded: Councillor Nicola Keen

Voting: F: 11, Ag: 0, Ab: 0

**1653. CINEMA RENT REVIEW RENEWAL**

The Town Clerk provided an update to the Committee on the negotiations of the renewal of the cinema lease contract.

**RESOLVED: To set the renewal of the cinema lease contract to £15,000 plus £3,000 service charge per annum for a fixed contract of five years, lease contract to be reviewed in three years' time.**

Proposed: Councillor Tim Prater

Seconded: Councillor Laura Davison

Voting: F: 11, Ag: 0, Ab: 0

**1654. WARD GRANT BALANCES**

The Committee has noted the ward grant balances as at 1 April 2024.

**1655. DATE OF NEXT MEETING:**

13 June 2024 at 7.00pm

The meeting concluded at 7:33pm

Chair.....

Date.....

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