

## 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, 22 August 2024 at 7.00 p.m.**

**PRESENT:** Councillors Belinda Walker, Nicola Keen, Jackie Meade, Connor McConville (Chair), Adrian Lockwood, Laura Davison, Christine Dickinson, Kieran Leigh, Tim Prater and Peter Gane.

**ABSENT:** Councillor Abena-Akuffo Kelly

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

### **1675. APOLOGIES FOR ABSENCE**

Apologies received from Councillor Bridget Chapman.

**RESOLVED: To approve apologies from Councillor Bridget Chapman**

Proposed: Councillor Jackie Meade  
Seconded: Councillor Laura Davison  
Voting: F: 10, Ag: 0, Ab:0

### **1676. DECLARATIONS OF INTERESTS**

There were no declarations of interest.

### **1677. MINUTES**

The Committee received the Minutes of the meeting of the Finance and General Purposes Committee held on 13 June 2024 and authorised the Chair to sign them as a correct record.

**RESOLVED: That the Minutes of the meeting of the Finance and General Purposes Committee held on 13 June 2024 be signed as a correct record.**

Proposed: Councillor Nicola Keen  
Seconded: Councillor Jackie Meade  
Voting: F: 10, Ag: 0, Ab: 0

### **1678. RESOLUTIONS FROM COMMITTEES**

The Committee received and noted the resolutions in the minute of the Climate & Environment Committee on the 2 April 2024, minute number 98.

**RESOLVED:**

**To allocate £10,000 of the 2024/25 Flowerbeds budget for the sponsorship of the F&HDC winter and summer planting with a plaque to include**

**Folkestone Town Council's crest and detailing its support to be installed at each site.**

**To allocate £6,000 of the 2024/25 Flowerbeds budget and instruct an external contractor to seasonally plant (twice a year).**

**To defer £15,000 allocated to the provision of new planters (including seasonal planting and maintenance) at new sites in Folkestone and Cheriton after the resolution on the next C&E Committee meeting.**

Proposed: Councillor Peter Gane

Seconded: Councillor Jackie Meade

Voting: F: 9, Ag: 1, Ab: 0

#### **1679. SCHEDULE OF PAYMENTS**

The Committee considered the schedule of payments made between 1 June 2024 to 31 July 2024.

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

Proposed: Councillor Peter Gane

Seconded: Councillor Christine Dickinson

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

#### **1680. SCHEDULE OF RECEIPTS**

The Committee considered the schedule of receipts made between 1 June 2024 to 31 July 2024.

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

Proposed: Councillor Jackie Meade

Seconded: Councillor Belinda Walker

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

#### **1681. BUDGET MONITORING STATEMENT 2024/25**

The statement of the Town Council's provisional expenditure/income and earmarked reserves up to the 31 July 2024 was received by the Committee.

**RESOLVED: That the Budget Monitoring Statement to 31 July 2024 be approved.**

**To approve the cost towards the CCTV weight distribution checks on lampposts of £1,952. To give thanks to Swale Borough Council in the agreement to split the cost and for carrying out the weight testing for each CCTV column.**

Proposed: Councillor Jackie Meade

Seconded: Councillor Belinda Walker

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

#### **1682. BANK RECONCILIATION**

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

#### **1683. APPOINTMENT OF INTERNAL AUDITOR**

The Committee was asked to re-appoint the current internal auditor, Mulberry & Co and enter into a three-year contract from 2024/25 to conduct the mid-term and year-end audit.

**RESOLVED: To defer the acceptance of entering into a three-year contract with the current internal auditor. To obtain three quotes from auditors to carry out the mid-term and year-end audit for three years.**

Proposed: Councillor Tim Prater

Seconded: Councillor Jackie Meade

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

#### **1684. MINIBUS SCHEME UPDATE**

Following receipt of a Section 19 permit, the Committee was asked to approve the Community Minibus Hire Policy.

**RESOLVED: To approve the Community Minibus Hire Policy subject to an amendment to the term 'hire' costs to avoid confusion.**

Proposed: Councillor Laura Davison

Seconded: Councillor Jackie Meade

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

#### **1685. TOWN HALL BUILDING MAINTENANCE UPDATE**

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

##### Radon

The Town Clerk provided an update with a specific museum object being detected as radioactive. The following precautions and safety have been sought and are now in place. Under the Financial Regulations 4.5, the Council has entered into three-year contract with a radiation protection company, to receive appropriate recommendations of safely storing the object temporarily and investigate in the process of safely disposing the object. The Town Clerk also provided the cost per year including site visits, RPA advice and compliance report. The long-term plan will be to provide training for an officer to undertake the duties of a radiation officer.

##### External Fire Escape

External fire escape plans have been submitted, currently waiting for the planning permission to be approved.

### Flagpole

The current access to the roof to maintain the flagpoles has been deemed a safety risk. A contractor has been requested to examine and investigate a different option to provide a recommendation to safely access the roof to maintain the flagpole.

### Lightning Conductor

A lightning conductor inspection has been undertaken. Town Clerk to provide further updates on progress and cost.

## **1686. WEBSITE REPORT F/24/366**

The Committee reviewed Report F/24/366 which made recommendations for the provision of a new website for FTC to improve the layout and functionality of the existing website.

**RESOLVED: That Quote 1 be accepted for the provision of creating a new FTC website for £2,800 set-up cost and £504 annual web hosting.**

Proposed: Councillor Jackie Meade

Seconded: Councillor Nicola Keen

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

## **1687. WARD GRANTS**

The Committee was asked to approve the Ward Grants list provided.

**RESOLVED: To approve the organisations with the ward grant amounts listed below.**

<b>Organisation Name</b>	<b>Title of Project</b>	<b>Amount Awarded</b>	<b>Councillor</b>
Bayle Residents Association	The Bayle In Bloom	£125.00	Cllr B Walker
Bayle Residents Association	The Bayle In Bloom	£100.00	Cllr N Keen
Bayle Residents Association	The Bayle In Bloom	£75.00	Cllr K Leigh
Bayle Residents Association	The Bayle In Bloom	£50.00	Cllr C Dickinson
All Souls Primary	Green Woman	£200.00	Cllr R West
Harbour Ward Residents Association	Christmas Tree	£400.00	Cllr N Keen
Beton Collectiv CIC	Poets' Corner Multilingual Poetathon at Kollektiv	£150.00	Cllr L Davison
Tyson Road Resident Association	Children's xmas party on Friday 13th December 2024	£121.00	Cllr N Keen
Tyson Road Resident	Children's xmas party on Friday	£300.00	Cllr A Lockwood

Association	13th December 2024		
Tyson Road Resident Association	Children's xmas party on Friday 13th December 2024	£200.00	Cllr J Meade
Tyson Road Resident Association	Children's xmas party on Friday 13th December 2024	£200.00	Cllr L McGirr
Tyson Road Resident Association	Children's xmas party on Friday 13th December 2024	£100.00	Cllr C McConville

Proposed: Councillor Peter Gane  
 Seconded: Councillor Jackie Meade  
 Voting: F: 10, Ag: 0, Ab: 0

The Committee was asked to consider the addition of a clause in the Ward Grant Policy Guidelines that should the event/project be cancelled, any grant received for that particular project/event should be returned to the Town Council.

**RESOLVED: To include the refund clause in the Ward Grant policy.**

Proposed: Councillor Peter Gane  
 Seconded: Councillor Jackie Meade  
 Voting: F: 10, Ag: 0, Ab: 0

**1688. WARD GRANT BALANCES**

The Committee noted the Ward Grant balances as at 22 August 2024.

**1689. DATE OF NEXT MEETING:**

17 October 2024 at 7.00pm

The meeting concluded at 7:47pm

Chair.....

Date.....