

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, 13 February 2025 at 7.00 p.m.

PRESENT: Councillors Belinda Walker, Connor McConville (Chair), Bridget Chapman, Christine Dickinson, Kieran Leigh, Peter Gane, Nicola Keen, Laura Davison and Abena Akuffo-Kelly.

ABSENT:

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

1720. APOLOGIES FOR ABSENCE

Apologies received from Councillors Adrian Lockwood, Tim Prater and Jackie Meade.

RESOLVED: To approve apologies from Councillors Adrian Lockwood, Tim Prater and Jackie Meade.

Proposed: Councillor Abena Akuffo-Kelly

Seconded: Councillor Belinda Walker

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

1721. DECLARATIONS OF INTERESTS

There were no declarations of interest.

1722. MINUTES

The Committee received the Minutes of the meeting of the Finance and General Purposes Committee held on 12 December 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 12 December 2024 be signed as a correct record.

Proposed: Councillor Christine Dickinson

Seconded: Councillor Nicola Keen

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

1723. PERSONNEL SUB-COMMITTEE MINUTES

The Committee received and noted the Minutes of the Personnel Sub-Committee held on the 12 December 2024 and be signed as a correct record.

RESOLVED: That the Minutes of the meeting of the Personnel Sub-Committee held on 12 December 2024 be signed as a correct record.

Proposed: Councillor Nicola Keen

Seconded: Councillor Christine Dickinson

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

1724. WARD GRANTS

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

Organisation Name	Project Name	Requested Amount	Supported By
Strange Cargo	Charivari Day 2025	£100	Cllr Belinda Walker

RESOLVED: To award the organisation with the ward grant amount listed.

Proposed: Councillor Peter Gane

Seconded: Councillor Nicola Keen

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

1725. WARD GRANT BALANCES

The Committee noted the Ward Grant balances as at 13 February 2025.

1726. SCHEDULE OF PAYMENTS

The Committee considered the schedule of payments made between 1 December 2024 to 31 January 2025.

RESOLVED: That the Schedule of Payments for the period between 1 December 2024 to 31 January 2025 be approved.

Proposed: Councillor Peter Gane

Seconded: Councillor Nicola Keen

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

1727. SCHEDULE OF RECEIPTS

The Committee considered the schedule of receipts made between 1 December 2024 to 31 January 2025.

The Committee passed its thanks to the staff for the great work on the Museum Shop.

RESOLVED: That the Schedule of Receipts for the period 1 December 2024 to 31 January 2025 be accepted.

Proposed: Councillor Bridget Chapman

Seconded: Councillor Belinda Walker

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

1728. BUDGET MONITORING STATEMENT 2024/25

The statement of the Town Council's provisional expenditure/income and earmarked reserves up to the 31 January 2025 was received by the Committee.

RESOLVED: That the Budget Monitoring Statement to 31 January 2025 be approved. To vire the Provision for Anti-Litter Campaign of £2,000 and Provision for Benches of £100 to the General Fund.

Proposed: Councillor Peter Gane

Seconded: Councillor Bridget Chapman

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

1729. BANK RECONCILIATION

The bank reconciliation statement as at 31 January 2025 was noted by the Committee.

1730. INTERIM AUDITOR REPORT 2024/25 F/25/380

Report F/25/380 provides the interim internal audit for the year 2024/25 and ask the Committee to accept the auditor's report in accordance with best practice.

RESOLVED: To accept the internal auditor's interim report for the financial year 2024/25 report F/25/380 and note that this is in accordance with best practice.

Proposed: Councillor Peter Gane
Seconded: Councillor Nicola Keen
Voting: F: 9, Ag: 0, Ab: 0

1731. SCALE OF FEES

The Committee received the updated Scale of Fees list including the additional concessionary fees for charities and not-for-profit organisations.

RESOLVED: To approve the proposed additional concessionary fees for charities and not-for-profit organisations on the scale of fees.

Proposed: Councillor Christine Dickinson
Seconded: Councillor Bridget Chapman
Voting: F: 9, Ag: 0, Ab: 0

1732. FIREWALL SECURITY UPGRADE F/25/381

The Committee received Report F/25/381 and discussed the two options for the upgrade of the existing Firewall system due to expire in March 2025.

RESOLVED: To opt for Option 2 for the three-year firewall system cost of £5,987.60, with a one-off installation cost of £750.

Proposed: Councillor Peter Gane
Seconded: Councillor Christine Dickinson
Voting: F: 9, Ag: 0, Ab: 0

1733. MAYOR'S BADGE REPAIR

The Committee was informed of the recent damage caused on the Mayor's Badge. The Committee was asked to approve the repairs on the Mayor's Badge with an estimate cost of £1,375 plus vat. It was also discussed to go through insurance claim.

RESOLVED: To approve the repairs on the Mayor's Badge with the estimated cost of £1,375 plus vat, via the insurance claim.

Proposed: Councillor Peter Gane
Seconded: Councillor Nicole Keen
Voting: F: 9, Ag: 0, Ab: 0

1734. PARISH COUNCIL SUPPORT SCHEME GRANT – ROUND 3

The Committee received information on the KCC’s Parish Council Support Scheme Grant – Round 3. Sunflower House requested the Council to apply for the grant on their behalf to support their Loose Ends Sessions of up to £1,000.

RESOLVED: To apply for the Parish Council Support Scheme Grant – Round 3 on behalf of Sunflower House to support their Loose Ends Sessions of up to £1,000. With the proviso that Sunflower House maintains a record and report the number of people the grant has supported ready for reporting to KCC at the end of the scheme.

Proposed: Councillor Peter Gane

Seconded: Councillor Nicola Keen

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

1735. TOWN HALL BUILDING MAINTENANCE UPDATE

The Town Clerk provided an update on the progression of the Town Hall repairs for Committee’s noting.

Lightning Protection – The consultants have reached out to four local companies to quote, however the consultants have not received quotes from the four companies. The consultants have therefore sourced three additional companies to quote.

External Fire Escape – The tender documents have been received and will be uploaded onto the Contracts website for contractors to submit quotations, this is currently ongoing.

Slight leak in roof – Planning to source local roofing contractors to identify where the source of leak is on the roof. Any work required could potentially be planned for when the scaffolding is in place for the lightning protection to save on costs.

Removal of radioactive object – Following the approval from the Community Services Committee to safely dispose of the objects, the radiological protection advisor, Aurora Health Physics Services, have given a price for a report on their safe disposal. Report to be received soon.

1736. DATE OF NEXT MEETING:

17 April 2025 at 7.00pm

The meeting concluded at 7:28pm

Chair.....

Date.....