

FOLKESTONE TOWN COUNCIL



The Town Hall
1-2 Guildhall Street
Folkestone
Kent
CT20 1DY

Telephone: (01303) 257946

Email: enquiries@folkestone-tc.gov.uk

Web: www.folkestone-tc.gov.uk

Date of Publication: 30 April 2025

AGENDA

Meeting: **Finance and General Purposes Committee**
Date: **Thursday 8 May 2025**
Time: **6.00 p.m.**
Place: **Council Offices, Town Hall, 1-2 Guildhall Street, Folkestone.**
To: **The Finance and General Purposes Committee**

YOU ARE HEREBY SUMMONED to attend an extra-ordinary meeting of the Finance and General Purposes Committee on the date and at the time and place shown above to transact the business shown on the agenda below. The meeting will be open to the press and public.

Any member who wishes to have information on any matter arising on the Agenda which is not fully covered in these papers is requested to contact the Town Clerk prior to the meeting.

T Brenchley
Town Clerk & Responsible Financial Officer

1. APOLOGIES FOR ABSENCE

To receive and approve any apologies for absence.

2. APPOINTMENT OF CHAIR

To appoint a Chair for the Finance and General Purposes Committee for the 2025/26 Municipal Year.

3. APPOINTMENT OF VICE CHAIR

To appoint a Vice Chair for the Finance and General Purposes Committee for the 2025/26 Municipal Year.

4. DECLARATIONS OF INTERESTS

To receive any declarations of either personal or prejudicial interests that Members may wish to make.

5. MINUTES

To receive the Minutes of the meeting of the Finance and General Purposes Committee held on 17 April 2025 and to authorise the Chair of the Committee to sign them as a correct record.

6. REVIEW OF TERMS OF REFERENCE

In line with the Town Council's adopted Standing Orders, the Committee is asked to consider the Terms of Reference for the Finance and General Purposes Committee. Any changes which the Committee wishes to make must be approved by Full Council at a future meeting. The proposed amended version is attached.

7. FIRE ESCAPE AND ASSOCIATED WORKS

Report F/25/387 seeks approval to appoint a contractor and agree a budget for the replacement of the external fire escape and associated works.

8. DATE OF NEXT MEETING

12 June 2025 at 7.00pm

Parking available for Councillors @ 6.00pm on the precinct area at the front of the Town Hall.

Finance & General Purposes Committee Members

1. Cllr Belinda Walker
2. Cllr Nicola Keen
3. Cllr Jackie Meade
4. Cllr Connor McConville
5. Cllr Adrian Lockwood
6. Cllr Bridget Chapman
7. Cllr Laura Davison
8. Cllr Christine Dickinson
9. Cllr Kieran Leigh
10. Cllr Tim Prater
11. Cllr Abena Akuffo-Kelly
12. Cllr Peter Gane



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, 17 April 2025 at 7.00 p.m.

PRESENT: Councillors Jackie Meade (Chair), Bridget Chapman, Christine Dickinson, Peter Gane, Nicola Keen, Laura Davison, Abena Akuffo-Kelly and Adrian Lockwood.

ABSENT: Councillor Tim Prater.

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

1737. APOLOGIES FOR ABSENCE

Apologies received from Councillors Belinda Walker, Connor McConville and Kieran Leigh.

RESOLVED: To approve apologies from Councillors Belinda Walker, Connor McConville and Kieran Leigh.

Proposed: Councillor Peter Gane

Seconded: Councillor Nicola Keen

Voting: F: 8, Ag: 0, Ab:0

1738. DECLARATIONS OF INTERESTS

There were no declarations of interest.

1739. MINUTES

The Committee received the Minutes of the meeting of the Finance and General Purposes Committee held on 13 February 2025 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 February 2025 be signed as a correct record.

Proposed: Councillor Christine Dickinson

Seconded: Councillor Nicola Keen

Voting: F: 8, Ag: 0, Ab: 0

1740. RESOLUTIONS FROM COMMITTEES

The committee received the resolution from Climate and Environmental Committee, minute number 129. The Committee is asked to approve the release of Community Infrastructure Levy funds of up to £10,000 for the supply and installation of fencing at Naseby Avenue play park.

RESOLVED: To release Community Infrastructure Levy funds of up to £10,000 for the supply and installation of fencing at Naseby Avenue play park.

Proposed: Councillor Peter Gane

Seconded: Councillor Nicola Keen

Voting: F: 8, Ag: 0, Ab: 0

1741. WARD GRANTS

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

Organisation Name	Project Name	Requested Amount	Supported By
Folkestone Music Town CIC	Music In May - Choir-oke	£200.00	Cllr L Davison
Folkestone Music Town	Students and Schools Showcase	£300.00	Cllr B Walker
Strange Cargo	Charivari Day 2025	£300.00	Cllr J Meade
Folkestone Music Town CIC	Music In May – Programme Book	£925.00	Cllr L McShane
Strange Cargo	Charivari Day 2025	£400.00	Cllr J Darling

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

Proposed: Councillor Peter Gane

Seconded: Councillor Christine Dickinson

Voting: F: 8, Ag: 0, Ab: 0

1742. WARD GRANT BALANCES

The Committee noted the Ward Grant balances as at 17 April 2025.

1743. SCHEDULE OF PAYMENTS

The Committee considered the schedule of payments made between 1 February 2025 to 31 March 2025.

RESOLVED: That the Schedule of Payments for the period between 1 February 2025 to 31 March 2025 be approved.

Proposed: Councillor Jackie Meade

Seconded: Councillor Christine Dickinson

Voting: F: 8, Ag: 0, Ab: 0

1744. SCHEDULE OF RECEIPTS

The Committee considered the schedule of receipts made between 1 February 2025 to 31 March 2025.

Councillor Nicola Keen briefly left at this juncture.

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

Proposed: Councillor Peter Gane

Seconded: Councillor Adrian Lockwood

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

Councillor Nicola Keen returned at this juncture.

1745. BUDGET MONITORING STATEMENT 2024/25

The budget monitoring statement of income/expenditure and earmarked reserves up to the 31 March 2025 were received by the Committee.

RESOLVED: That the Budget Monitoring Statement and Earmarked Reserves statement to 31 March 2025 be approved.

Proposed: Councillor Peter Gane

Seconded: Councillor Jackie Meade

Voting: F: 8, Ag: 0, Ab: 0

1746. BANK RECONCILIATION

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

1747. CCTV COMMERCIAL AGREEMENT

The Town Clerk provided an update regarding the potential commercial agreements for monitoring of the CCTV in conjunction with Swale Monitoring Centre.

RESOLVED: To approve potential commercial agreements for monitoring of the CCTV in conjunction with Swale Borough Council.

Proposed: Councillor Abena Akuffo-Kelly

Seconded: Councillor Peter Gane

Voting: F: 8, Ag: 0, Ab: 0

1748. TOWN HALL BUILDING MAINTENANCE UPDATE

The Town Clerk provided an update on the progression of the Town Hall building repairs, along with budget requirements received.

External Fire Escape – A Tender Pack was produced by MBC Consultancy and uploaded onto Contracts Finder, but unfortunately no interest was received. Three contractors have been approached directly who have now expressed an interest in tendering for the work.

Once the tenders are received, an extraordinary meeting will be convened to approve the works prior to the summer holidays.

Survey of the Town Hall – Request to carry out a drone survey of the Town Hall building to produce a 3D laser scanning and produce CAD drawings for £2,400. The survey will also support the works of the lightning protection works showing an accurate mapping and drawings of the Town Hall building.

Lightning Protection – MBC Consultancy received only two quotations from specialised contractors with others declining due to workloads and technical requirements. Martello Building Consultancy anticipated the works would not be going over £25,000. One contractor has therefore been identified from the

original two quotations and costings for associated works, i.e. street works and statutory fees identified – an outline of the anticipated costs was circulated.

RESOLVED: To approve the Town Hall survey including 3D laser scanning, drone mapping and 2D CAD drawings for £2,400.

Proposed: Councillor Jackie Meade

Seconded: Councillor Nicola Keen

Voting: F: 8, Ag: 0, Ab: 0

RESOLVED: To approve a budget for the installation of lightning protection by a qualified contractor and all associated works up to £43,789.90 from Museum Reserves.

Proposed: Councillor Peter Gane

Seconded: Councillor Jackie Meade

Voting: F: 8, Ag: 0, Ab: 0

1749. LOCAL GOVERNMENT REORGANISATION

The Committee received an update on various correspondence and discussions in relation to Local Government Reorganisation.

1750. DATE OF NEXT MEETING:

12 June 2025 at 7.00pm

The meeting concluded at 7:27pm

Chair.....

Date.....



FOLKESTONE TOWN COUNCIL

TERMS OF REFERENCE

Finance and General Purposes Committee

Adopted 13 June 2024 – Finance and General Purposes Committee – Minute 1662.

1. Membership

- a) There will be a maximum of twelve members.

2. To exercise the powers and duties of the Town Council in financial matters, including:

- b) All applications for financial assistance.
- c) Accounting, banking and payroll arrangements.
- d) Insurance.
- e) Advertising.
- f) Staff Costs.
- g) Subscriptions.
- h) Charitable Trusts and voluntary organisations.
- i) Management of the Town Council's premises, administration and capital expenditure.
- j) The Town Council's income and expenditure including the Annual Town meeting.
- k) Councillors' training and expenses; and gifts and presentations.
- l) Health and Safety.

3. To consider and make recommendations on:

- m) All financial matters affecting the Town Council, including Precepts, budgets, accounts, payments and contracts.
- n) All ward grant applications will go through the Finance & General Purposes Committee for approval, a minimum attendance of any three Councillors.
- o) Through the Personnel Sub-committee, the appointment, pay, superannuation and

conditions of service of Town Council staff and staff/councillor training.

- p) Staff and Council member training.
 - q) The Town Council's premises.
 - r) Mayoral costs, including the civic car.
 - s) Town Council vacancies and electoral arrangements.
 - t) Twinning and friendship links.
 - u) The implementation of the Council's aims and objectives.
 - v) The Chair or Vice Chair be involved in the selection and engagement of professional advisors.
 - w) All statutory and legal matters affecting the Town Council (including byelaws).
 - x) Complaints procedures and the resolution of complaints received.
- 4. To prepare budgetary forecasts, where necessary, on any of the above activities for inclusion in the Town Council's budget for the following financial year and consider these in the calculation of the precept.
 - 5. To consider and make recommendations to the Council on any changes to these terms of reference that might be required to enable the committee to adapt to changing circumstances and be better prepared to carry out its mission.

This report will be made public on
30 April 2025

**Folkestone
Town Council**



Report Number **F/25/387**

To: Finance & General Purposes Committee
Date: 8 May 2025
Status: Non-Exempt
Responsible Officer: Town Clerk

Subject: FIRE ESCAPE AND ASSOCIATED WORKS

SUMMARY: To update members following receipt of tenders for replacement of the external fire escape and associated works.

REASONS FOR RECOMMENDATION

Following receipt of tenders, a contractor must be appointed to carry out the works required.

RECOMMENDATIONS:

1. To receive and note Report F/25/387
2. To approve the appointment of a contractor to carry out the replacement of the fire escape and associated works to the Town Hall.
3. To approve a budget for the works to be undertaken from the Museum/Heritage Reserve.

*Aims and Objectives – To comply with best value and legislation.
Financial Implications – Existing Museum/Heritage Reserve.
Equal Opportunities – Access to all.
Environmental Issues - No material implications.*

1.0 INTRODUCTION

1.1 Tenders - Round 1

The tender documentation was first uploaded to the Contract Finder portal with one tender received by the closing date of 28 March 2025.

On Monday 31 March, the tender was opened by the Town Clerk, Chair of Finance & General Purposes Committee and Andrew Cruttenden of Martello Consultants, who acted as consultants in the tender process.

The one tender was marked as non-compliant as the required works had not been quoted for and it was therefore dismissed.

1.2 Tenders Round 2

In order to achieve best value and obtain a compliant tender, three local contractors were contacted directly by the Consultants and two tenders were received by the closing date of 24th April 2025.

On 29th April at 11.00am the tenders were opened by the Town Clerk, Chair of Finance & General Purposes Committee and Andrew Cruttenden of Martello Consultants.

2.0 TENDERS

Out of the two tenders received, one is on Folkestone Town Council's approved list (as per minute 686 of the Finance & General Purposes Committee meeting held on 20th October 2011).

Bidder	Price	Contingency Sum	List of Preferred Contractors
1	£41,102.05 + VAT	£5,000	Y
2	£67,885.00 + VAT		N

Bidder 1

- The priced schedule was checked and found to be arithmetically correct.
- The Contingency Sum is £5,000 (any works carried out as variations not included within provisional sums, are funded by the Contingency Sum).
- The bidder is on FTC's list of approved contractors for building works over £20,000.
- A provisional sum of £16k has been included for the supply of the new staircase and gate, but this is subject to meeting with FTC to finalise the designs prior to commencement.
- A Site Welfare Unit to be located at the rear of the Town Hall behind heras fencing.
- If Bidder 1 were to manage the fire alarm work quoted by Metroline for the supply and installation of the extension to the fire alarm system this would be an additional cost (Metroline have quoted £795 + VAT for their works).

Bidder 2

- Was found to be non-compliant as the quality questions within the response document had not been answered sufficiently.

3.0 RECOMMENDATION FROM CONSULTANTS

- 3.1 That Bidder 1 be appointed for the works as they offer the best value for money and fully completed the quality questionnaire and their price is within the estimated budget of £40-45k.
- 3.2 That they request a fixed price for the supply of the staircase prior to entering into contract with Bidder 1.

CONTACT OFFICER

If you have any queries about this report, please contact The Town Clerk of the Council.

Tel: 01303257946 or email toni.brenchley@folkestone-tc.gov.uk prior to the meeting.