

Folkestone Town Council



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AGENDA

Meeting: **Folkestone Town Council**
Date: **7 May 2014**
Time: **6.30 p.m.**
Place: **Town Council Offices, 1/2 Guildhall Street, Folkestone**

To: **Town Councillors**

YOU ARE HEREBY SUMMONED to attend an extraordinary meeting of the Folkestone Town Council on the date and at the time and place shown above to transact the business shown on the agenda below.

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 give notice prior to the meeting to the Town Mayor or Town Clerk.

J Childs
Town Clerk

- 1. APOLOGIES FOR ABSENCE**
To receive and approve any apologies for absence.
- 2. DECLARATIONS OF INTEREST**
To receive any declarations of either personal or prejudicial interest that Members may wish to make.
- 3. REPORT C/14/162**
At the meeting of Full Council of 20th March 2014, a request was made for a report detailing the costs of CCTV due to the high level of maintenance costs shown within the District Council's budgets. The following was resolved:

That the information be noted and a report detailing the costs involved be provided.



4. REPORT C/14/164

At the meeting of Community Service of 15th April 2014, members debated the request for FTC to take over responsibility of the Christmas lighting and the following was resolved:

That members were mindful to accept the offer from FTTCM but requested that a report be put before Council detailing the on-going budget commitment.

EXCLUSION OF PRESS AND PUBLIC

The press and public are to be excluded for the remainder of this meeting under Section 1, sub-section 2, of the Public Bodies (Admission to Meetings) Act 1960 as publicity would be prejudicial to the public interest by reason of the confidential nature of the business.

5. REPORT C/14/163

At the extra-ordinary meeting of Folkestone Town Council of 8th April 2014, members were advised that the Council's tenant had served a Section 26 Notice requesting a new lease and a response was legally required by 30th May. The Town Clerk will update members on the current position following the resolution:

For the Town Clerk to prepare a report and have another meeting as soon as possible based on using Ground F and any other relevant information and costs.

This report will be made public on 30th April 2014

**Folkestone
Town Council**



Report Number **C/14/162**

To: Council
Date: 7th May 2014
Status: Public Report
Responsible Officer: Town Clerk

Subject: CCTV

SUMMARY:

Shepway District Council has approached Folkestone Town Council with a view to devolving to the town council the operation of the town CCTV system.

REASONS FOR RECOMMENDATION

The Council is asked to consider the following report because:

Most towns and parishes in the district already operate their own CCTV systems, as Folkestone Town Council wasn't formed until 2004 Folkestone's CCTV has been undertaken by Shepway District Council, however, now Folkestone has a fully functional town council the district council feel the time is appropriate to devolve the service back to the town.

RECOMMENDATIONS:

- 1. To receive and note Report C/14/162**
- 2. To note the additional financial implications**
- 3. Vire additional funds as appropriate**

Aims and Objectives – To comply with Best Value and Quality Council legislation.

Financial Implications – Funding of £145,000 to cover the upfront capital costs is being offered by Shepway District Council.

Equal Opportunities – Equal opportunities for all.

1. Introduction

Discussions have been ongoing with Shepway District Council (SDC) regarding the devolution of the town's CCTV to the Town Council.

1.1 Full Council Minute 1069 - 20th March 2014

- i) The Town Mayor advised that following a meeting with Councillor David Monk, it had been suggested that the District Council could provide £145,000 for the upfront capital costs if FTC were to take on the Town CCTV system. This would facilitate the relocation and repair of equipment/cameras or the upgrade of a scaled down version of a new IP based system. This would not allow for any running costs in the first year with the monitoring costs being in the region of £30,000.

Councillors asked for confirmation as to whether the original offer "*To aid the transfer SDC would pay 100% of the operating costs up to a cap of £70,000 for the first year, 70% for the second year, and 40% for the third year and nothing from then on.*" had been repealed.

Disappointment was expressed by Councillors at the reduced offer.

RESOLVED: That Folkestone Town Council take over the town CCTV subject to £145,000 being made available by Shepway District Council for the upfront capital costs.

Proposed: Councillor Peter Gane
Seconded: Councillor Anthony Dunning
Voting: F:8, Ag:5, Ab:0

Councillor Lynne Beaumont raised concern at the high level of maintenance costs associated with the CCTV shown within the District Council's budgets over recent years (over £1m since 2009).

RESOLVED: That the information be noted and a report detailing the costs involved be provided.

Proposed: Councillor Emily Arnold
Seconded: Councillor Peter Gane
Voting: F:14, Ag:0, Ab:0

1.2 Update from SDC

SDC have also advised that they are under contract with Clearview for maintenance of the existing system and that 2014/15 is the final year of a three year agreement that costs £12,878 per annum.

SDC have provided the attached financials in relation to CCTV and confirm that 25 of the existing 43 cameras are operational and 3 are currently being repaired.

Following the SDC cabinet meeting on 16th April it was resolved:

1. To receive and note report C/13/102.
2. To approve option 1 within the report – Transfer to Third Party (Folkestone Town Council) with payment of £145,000 to contribute to the provision of CCTV in Folkestone.
3. That the maintenance contract is novated and funded by Folkestone Town Council.
4. That the additional cost to the council of providing the service be met from existing budgets during a 3 month transition period to FTC.

1.3 Next Steps

The Town Clerk will arrange a meeting with the Town Mayor, Jason Couch, Head of Customer Contact and other interested parties at SDC to move forward the transition process and to start to agree heads of terms prior to SDC setting up the grant agreement.

The Town Clerk will also arrange a meeting with the Police and Ashford Borough Council monitoring centre to ascertain the exact requirements to provide a fit for purpose CCTV system prior to the preparation of tender documents as appropriate.

The Town Clerk has been advised by Darren Mullins, Chief Inspector/District Commander of Shepway that additional funding may be available for the project as part of the Police's Route & Branch Evaluation of CCTV scheme that is currently underway.

In the interim, FTC will need to arrange to vire funds from the New Services Reserve to cover the remainder of the novated contract circa £9,660.

FTC will also need to vire funds from the New Services Reserve for the operating budget in 2014/15 circa £34,000 per annum.

The ongoing operating/maintenance budget of circa £50,000 will be reviewed for 2015/16 at the next budget process.

2. Conclusion

To instruct the Town Clerk to undertake the necessary works to establish a fit for purpose CCTV system for Folkestone and vire £43,660 from the New Services Reserve.

	2008/09	2009/10	2010/11	2011/12	2012/13
	Expenditure	Expenditure	Expenditure	Expenditure	Expenditure
	£	£	£	£	£
<i>Direct Expenditure</i>					
Equipment/Furniture - New	2,155.66	20,420.78	16,534.14	11,280.90	9.49
Equip/Furn-Hire Repair Mtce	22,025.00	26,813.00	26,178.96	23,282.00	14,702.35
Printing Materials Etc.	0.00	0.00	0.00	114.54	0.00
Stationery	91.3	72.89	12.45	0.06	14.7
Centralised Stationery Rchg	0.00	12.22	203.07	0.00	0.00
Insurances	0.00	656.25	0.00	99.41	102.39
Telephones	79.33	0.00	0.00	0.00	0.00
Petrol & Oil	-50	0.00	0.00	0.00	0.00
Misc Grants & Contributions	0.00	0.00	0.00	10,000.00	0.00
Direct Expenditure Sub Total	24,301.29	47,975.14	42,928.62	44,776.91	14,819.44
<i>Recharges and Accounting entries</i>					
Depreciation Charge	68,991.00	65,549.00	57,347.20	48,514.20	40,446.00
Corporate Centre(Inc Exec Ass)	2,176.00	1,570.00	1,769.00	2,206.37	313.82
Strategic Services	0.00	0.00	504.75	250.99	0.00
Customer Contact	0.00	0.00	0.00	0.00	0.00
Financial Services	958	9,020.00	6,661.59	1,704.37	196,198.84
Planning	0.00	0.00	3,431.78	0.00	4,295.25
Health & Housing	287,382.00	12,340.00	2,882.29	0.00	0.00
Communities*	25,726.80	149,970.00	162,807.29	62,724.43	2,257.51
Administration	0.00	0.00	0.00	1,547.42	0.00
Rech Pensions Adj(Re:Csc)	-18,856.00	-18,539.77	-6,967.00	-4,111.54	-5,734.00
Recharges etc sub total	365,377.80	219,909.23	228,436.90	112,836.24	237,777.42
Total Expenditure	390,679.09	267,884.37	271,365.52	157,613.15	252,596.86
<i>Income</i>					
Contribution From Hra	-9,000.00	-9,000.00	-9,000.00	-9,000.00	Income
Deferred Grant Write-Down	-16,241.00	-12,798.00	0.00	0.00	Contribution From Hra
					Deferred Grant Write-Down
Total Cost of Service	365,438.09	246,086.37	262,365.52	148,613.15	243,596.86
* Salary costs included in above					
7.8 FTE manning CCTV 24 hours	£176,005	£147,776	£27,409	31,034.00	£34,320
					shift rota
					shift rota

This report will be made public on 30th April 2014

**Folkestone
Town Council**



Report Number **C/14/164**

To: Council
Date: 7th May 2014
Status: Public Report
Responsible Officer: Town Clerk

Subject: Christmas Lighting

SUMMARY:

Folkestone Town Centre Management Limited has approached Folkestone Town Council with a view to devolving responsibility for town's Christmas lighting.

REASONS FOR RECOMMENDATION

The Council is asked to consider the following report because:

Most towns and parishes in the district co-ordinate their own Christmas Lighting and Festivities, and since inception Folkestone Town Council has invested significant funding towards the towns Christmas infrastructure.

RECOMMENDATIONS:

- 1. To receive and note Report C/14/164**
- 2. Consider the ongoing financial implications**
- 3. Vire additional funds as appropriate**

Aims and Objectives – To comply with Best Value and Quality Council legislation.

Financial Implications – £1 to buy Christmas Lighting / £30,000 Annual Budget.

Equal Opportunities – Equal opportunities for all.

1. Introduction

Folkestone Town Centre Management Limited has approached Folkestone Town Council with a view to devolving responsibility for town's Christmas lighting.

- 1.1 FTCM Board has decided to withdraw from their current commitment to provide Christmas lighting in Folkestone.
- 1.2 FTCM have offered FTC the towns current Christmas lighting stock for £1 and requested confirmation that their offer was acceptable by 30th April 2014 otherwise alternative plans for disposal may be implemented.
- 1.3 The installation/takedown, anchor bolt testing and storage of the Christmas lighting are managed by Millennium Quest Limited on a rolling three year contract.

2. Community Service Minute 657 – 15th April 2014

- 2.1 The request for FTC to take over responsibility of the Christmas lighting was put before the Community Services committee at its meeting on 15th April were the following was resolved:

That members were mindful to accept the offer from FTFCM but requested that a report be put before Council detailing the on-going budget commitment.

Proposed: Cllr P Marsh
Seconded: Cllr R West
Voting: 8 F, 0 Ag, 0 Ab.

- 2.2 The Town Clerk has notified FTFCM of this resolution and awaits a response from the FTFCM board who meet on 30th April.

3. Report

- 3.1 This report aims to meet the requirement of the resolution above by outlining the on-going budget commitment of circa £30,000 per annum.
- 3.2 Community Services currently have the following budgets that could be used to offset part of this new commitment in the 2014/15 financial year:

Code 4897-301	Christmas Lighting & Festivities	£4,000
Code 4800-301	Town Council Events	£4,200
Code 4850-301	Local Projects	£3,500

Additional budget could be vired from the New Services Reserve or General Fund.

3.3 The budget requirement (excluding VAT) for the installation/takedown & anchor bolt test which also includes free storage contract for the following infrastructure is in the region of £15,000 per annum (exact costs outlined below):

Rendezvous Street	12-off small "Column of Light" Column displays 1-off large "Column of Light" Column display
Guildhall Street	1-off Across Street display 6-off Column displays
West Terrace	8-off Column displays 1-off Across Street display 1-off Column display
Pedestrian Precinct	4-off double Column displays 7-off Column displays
Sandgate Road	12-off Column displays
Entrance Market Place	1-off Across Street display
Alley by Luca	1-off Across Street display
Old High Street	1-off Across Street display
Town Hall	Light Curtains, Swags & Tree.

Year	Budget
2014/15	£14,745
2015/16	£15,187
2016/17	£15,642

3.4 However, it is also strongly recommended that a budget of circa £5,000 is reserved to cover breakdowns, refurbishment, ad-hoc call out costs and power.

3.5 Unfortunately due to Kent County Council replacing several lighting columns in and around Folkestone, the following infrastructure has not been included in the above budget proposal, as KCC have advised FTCM it is not possible to re-instate them:

Cheriton High Street	26-off Column displays	*	**
Cheriton Place	3-off Column displays		**
West Terrace	8-off Column displays		**

* Replacement infrastructure required

** Permission required to install/takedown

- 3.6 The Town Clerk and the Community Development Officer are meeting with KCC to ascertain KCC's position and should it be agreed that this infrastructure can be reinstalled the installation/takedown & anchor bolt test including free storage would be an additional £5,550 per annum.
- 3.7 If KCC confirm that these fixtures definitely cannot be re-installed on the columns they could be modified for installation on to buildings or sold second hand. The second hand value is approximately 10% of the new cost (between £80 and £100).
- 3.8 A budget of circa £9,000 would be required to modify the fixtures for building installation.

4. Conclusion

Should Folkestone Town Council accept the offer from Folkestone Town Centre Management Limited to take over the responsibility of Christmas Lighting an operational budget of £30,000 per annum would be required.