

## 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, 23 February 2017 at 7.00 p.m.**

**PRESENT:** Councillors E Arnold, D Brook, J Collier, N Jones, D Monk (Chairman), R Theobald, R Wallace (from 7.10pm) and R Wheeler.

**OFFICERS PRESENT:** J Childs (Town Clerk) and P Cross (Finance Officer).

**1114. APOLOGIES FOR ABSENCE**

Apologies from Councillor M Salmon were received and approved.

**1115. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**1116. MINUTES**

The Committee was asked to receive and authorise the Minutes of the Finance and General Purposes Committee meeting held on 15 December 2016.

**RESOLVED: That the Minutes of the meeting of the Finance and General Purposes Committee held on 15 December 2016 be received and signed as a correct record.**

Proposed: Councillor D Brook

Seconded: Councillor R Theobald

Voting: F:6 Ag:0, Ab:1

**1117. SCHEDULE OF PAYMENTS**

The Committee considered the schedule of payments for the period 1 December 2016 to 31 January 2017.

**RESOLVED: That the Schedule of Payments for the period 1 December 2016 to 31 January 2017 be approved.**

Proposed: Councillor R Wheeler

Seconded: Councillor D Brook

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

**1118. BUDGET MONITORING STATEMENT 2016/17**

The Budget Monitoring Statement to 31 January 2017 was received by the Committee.

**RESOLVED: That the Budget Monitoring Statement to 31 January 2017 be approved.**

Proposed: Councillor R Theobald

Seconded: Councillor D Brook

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

**1119. MUSEUM WORKING GROUP**

As requested at the previous meeting, Report F/16/204 had been referred to the Museum Working Group, which expressed the following views:

- i) a café would not be possible due to space, cost and competition with local businesses.
- ii) items sold in the shop should be mainly pocket money items such as postcards and stationery; the possibility of selling prints of artworks should be investigated once the museum has been open for a while.

The views of the Working Group were duly noted.

**1120. SHEPWAY DISTRICT COUNCIL SCRUTINY TOPICS 2017/18**

The following communication had been received from Shepway District Council:

*The District Council will now need to start the process of looking for items for the annual scrutiny programme for 2017/18. If your town or parish council wishes to add an item(s) to the programme please see the attached blank scoping form that you should complete with each suggested item. Please complete as much of the form as you can, making sure that it is clear as to what is required by the scrutiny process and forward to [committee@shepway.gov.uk](mailto:committee@shepway.gov.uk) where each form will be reviewed by the Head of Democratic Services and Law. The deadline for receipt of suggested items is Friday 31 March 2017.*

The Committee was asked to propose any topics for scrutiny which relate to the Town Council's business.

It was agreed that cleaning of the town centre should be recommended for scrutiny and the Town Clerk be asked to complete the proposal form.

**1121. MATTERS AND RESOLUTIONS FROM OTHER COMMITTEES**

Full Council 12 January 2017

*Appointment of Leader – Minute 1367*

At the meeting of Full Council on 12 January 2017, the appointment of a Leader was considered and the following resolved:

To approve the appointment of a Leader and refer to Finance and General Purposes Committee to consider a variation to Standing Orders and report back to the March meeting of the Full Council.

The following amendments to the existing Standing Orders were then recommended for consideration by Full Council:

**1. To amend Standing Order 5(e) in favour of the following:**

**The first business conducted at the annual general meeting of the Council shall be the election of the Mayor and the Deputy Mayor of the Council and the Leader and the Deputy Leader of the Council.**

Proposed: Councillor D Brook

Seconded: Councillor J Collier

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

**2. To amend Standing Order 19(c) in favour of the following:**

**The Leader or in his absence the Deputy Leader shall, upon a resolution, conduct a review of the performance of the Town Clerk and, upon a resolution, conduct an annual appraisal of the work of the Town Clerk. The reviews and the annual appraisal shall be reported in writing and are subject to approval by resolution from the Personnel Sub-Committee.**

Proposed: Councillor R Wheeler

Seconded: Councillor D Brook

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

**3. To adopt the following as a new Standing Order:**

**26. Democratic Arrangement for the role of Leader**

- a. The Leader is the co-ordinator and spokesman for the Council regarding policy and strategy and works closely with the Town Mayor and Committee Chairmen.**
- b. Subject to Standing Order 5(e) above, the Leader is the elected representative of the members on matters of policy and strategy and he/she liaises directly with the Town Clerk regarding decisions delegated to officers to ensure the smooth and efficient running of the Council.**
- c. As no individual councillor in a Town or Parish Council can have executive powers, the Leader carries no executive powers. The Leader shall not independently exercise decision making powers and the Leader does not have functions similar to those of a leader of a principal authority.**
- d. The Leader oversees the office of the Town Clerk and is the first point of contact for the Town Clerk.**
- e. The Leader or the Deputy Leader may not be Mayor or Deputy Mayor of the Council in the same civic year.**
- f. In the absence of the Leader, the Deputy Leader will carry out all the duties normally performed by the Leader.**

Proposed: Councillor D Brook  
Seconded: Councillor E Arnold  
Voting: F:8, Ag:0, Ab:0

**1122. CIVIC CEREMONIAL GUIDE**

A revised Guide for the Mayoralty, which includes the addition of Town Mayor's Community Awards (see section 8), was presented for the Committee's consideration.

**RESOLVED: That the revised Civic Ceremonial Guide be approved.**

Proposed: Councillor E Arnold  
Seconded: Councillor N Jones  
Voting: F:8, Ag:0, Ab:0

**1123. INTERNAL AUDITOR**

The Committee was asked to approve the appointment of the KALC recommended internal auditor for 2016/17.

**RESOLVED: That the KALC recommended internal auditor be appointed to carry out the internal audit of Folkestone Town Council for 2016/17.**

Proposed: Councillor D Monk  
Seconded: Councillor R Theobald  
Voting: F:8, Ag:0, Ab:0

**1124. WARD GRANTS**

A list of ward grants approved by the Town Clerk from 1 December 2016 to 13 February 2017 was provided for the Committee's information and duly noted.

**1125. WARD GRANT BALANCES 2016/17**

A list of ward grant balances available to each Councillor at 14 February 2017 was provided for the Committee's information and duly noted.

**1126. DATE OF NEXT MEETING**

Thursday, 13 April 2017

Chairman í í í í í í í í í í í í í í í í í í í

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