

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 August 2017 at 7.00 p.m.

PRESENT: Councillors D Brook (Chairman), J Collier, P Gane, N Jones, M Salmon, R Theobald, R Wallace and R Wheeler.

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

1154. APOLOGIES FOR ABSENCE

Apologies were received from Councillor D Monk.

1155. DECLARATIONS OF INTEREST

Councillors J Collier, P Gane and R Wheeler declared a personal interest in Item 6 ó CCTV Radnor Park.

1156. MINUTES

The Committee was asked to receive and authorise the Minutes of the Finance and General Purposes Committee meeting held on 15 June 2017.

RESOLVED: That the Minutes of the meeting of the Finance and General Purposes Committee held on 15 June 2017 be received and signed as a correct record.

Proposed: Councillor R Theobald

Seconded: Councillor M Salmon

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

The Committee received and noted the minutes of the Personnel Sub-Committee meeting of 20 October 2016.

1157. SCHEDULE OF PAYMENTS

The Committee considered the schedule of payments for the period 1 June 2017 to 31 July 2017.

RESOLVED: That the £400 spent on maintenance of the balancing pond at Tile Kiln Lane be taken from the Balancing Pond Reserve rather than the Revenue Fund.

Proposed: Councillor R Theobald

Seconded: Councillor N Jones

Voting: F:4, Ag:0, Ab:4

RESOLVED: That the Schedule of Payments for the period 1 June 2017 to 31 July 2017 be approved.

Proposed: Councillor M Salmon

Seconded: Councillor R Theobald

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

1158. BUDGET MONITORING STATEMENT 2017/18

The budget monitoring statement to 31 July 2017 was received by the Committee.

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

Proposed: Councillor M Salmon

Seconded: Councillor N Jones

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

1159. CCTV RADNOR PARK

The Town Clerk had received a request from Shepway District Council for the installation of CCTV cameras at Radnor Park at a cost of £8,000. The Committee considered the request and discussed the ongoing monitoring and maintenance costs which would follow installation. It was also noted that the District Council was yet to repair the damaged power cables at the Coastal Park.

RESOLVED: That the Town Clerk respond to Shepway District Council stating that the Town Council was not prepared to pay for CCTV at Radnor Park.

Proposed: Councillor P Gane

Seconded: Councillor J Collier

Voting: F:7, Ag:1, Ab:0

1160. REVIEW OF THE TERMS OF REFERENCE

In line with the Town Council's adopted standing orders, the Committee was asked to consider the terms of reference for the Finance and General Purposes Committee.

RESOLVED: That the following changes be made to the Terms of Reference for the Finance and General Purposes Committee:

- i) Under Item 1, a new line be added to cover Health and Safety
- ii) Item 1(i) be amended to 'The Town Council's income and expenditure'
- iii) Item 2(b) be preceded by 'Through the Personnel Sub-Committee...'
- iv) Item 2(d) be amended to 'The Town Council's premises'
- v) Item 2(h) be deleted
- vi) Item 2(j) be amended to 'The Chair or Vice-Chair be involved in the selection and engagement of professional advisors'

Proposed: Councillor R Wheeler

Seconded: Councillor M Salmon

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

1161. MATTERS AND RESOLUTIONS FROM OTHER COMMITTEES

i) Personnel Sub-Committee 15 June 2017

Personnel Sub-Committee – Minute 364

At the Personnel Sub-Committee meeting of 15 June 2017, the terms of reference were reviewed. It was resolved to amend item 3 to read:

~~The appointment of staff within agreed budget.ø~~

and item 6 to read:

~~The investigation of staff grievances and other complaints against the Town Council and the preparation of reports for their resolution to the Finance and General Purposes Committee.ø~~

- I. In the event of an officer's period of notice being only one month, the Town Clerk will bring the resignation to the attention of the Personnel Sub-Committee with immediate effect.
- II. That, in the absence of the Town Clerk, his/her nominated Deputy would undertake this role.

The Committee was asked to approve the above amendments.

RESOLVED: That the amendments to the Personnel Sub-Committee terms of reference be approved.

Proposed: Councillor P Gane

Seconded: Councillor N Jones

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

1162. WARD GRANTS

A list of ward grants approved by the Town Clerk from 1 June to 31 July 2017 was provided for the Committee's information and duly noted.

1163. WARD GRANT BALANCES 2017/18

A list of ward grant balances available to each Councillor at 31 July 2017 was provided for the Committee's information and duly noted.

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.

Proposed: Councillor J Collier

Seconded: Councillor P Gane

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

1164. STAFFING/BUDGET REPORT

At its meeting of 15 June 2017, the Committee requested that the Town Clerk prepare a report outlining the present and future budgetary requirements of the Town Council, in light of this year's launch of the Museum/Heritage service. Report F/17/216 set out the recommendations.

There was considerable discussion regarding the recommendations and whether any new posts should be on a permanent or temporary basis.

RESOLVED: That a temporary, full-time equivalent 'front of house' post (made up of two part-time post holders) be established for a period of 12 months, after which it will be reviewed by the Committee.

Proposed: Councillor D Brook

Seconded: Councillor J Collier

Voting: F:5, Ag:3, Ab:0.

RESOLVED: That the post of Heritage Support Officer – Resilience be expanded from 12 hours per week to 37 hours per week for a period of 6 months, after which it will be reviewed by the Committee.

Proposed: Councillor P Gane

Seconded: Councillor R Wallace

Voting: F:6, Ag:2, Ab:0.

1165. DATE OF NEXT MEETING

Thursday, 19 October 2017

Chairmaní í í í í í í í í í í í í í í í í í í

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