

Meeting: **Council**  
Date: **8 May 2024**  
Time: **7.00 pm**  
Place: **Council Chamber - Civic Centre Folkestone**

To: **All Members of the Council**

**YOU ARE HEREBY SUMMONED** to attend a meeting of the Council on the date and at the time shown above.

Anyone 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 Chair or appropriate officer.

This meeting will be webcast live to the council's website at <https://folkestone-hythe.public-i.tv/core/portal/home>.

Please note there will be 37 seats available for members of the public, which will be reserved for those speaking or participating at the meeting. The remaining available seats will be given on a first come, first served basis.



Dr Susan Priest  
Chief Executive

1. **Apologies for Absence**
2. **Election of Chair of the Council**

**Queries about the agenda? Need a different format?**

Contact Jemma West – Tel: 01303 853369  
Email: [committee@folkestone-hythe.gov.uk](mailto:committee@folkestone-hythe.gov.uk) or download from our  
website  
[www.folkestone-hythe.gov.uk](http://www.folkestone-hythe.gov.uk)

3. **Election of Vice-Chair of the Council**

4. **Declarations of Interest (Pages 5 - 6)**

Members of the Council should declare any discloseable pecuniary interest or any other significant interests in any item/s on this agenda.

5. **Minutes (Pages 7 - 14)**

To receive the minutes of the meeting of the council held on 24 May 2023 and to authorise the Chair of the Council to sign them as a correct record.

6. **Proposed changes to the Planning and Licensing Committee (Pages 15 - 20)**

This report sets out proposals to create a new Committee to deal with the functions of the Licensing Act 2003. A Licensing Act 2003 Sub-Committee is also proposed. The proposals were considered by the Constitutional Working Group at their meeting on 26 March 2024. Council are asked to agree the creation of the Licensing Act 2003 Committee and Sub-Committee, along with the proposed terms of reference.

7. **Appointments to Committee's and Sub-Committee's of the Council (including the appointment of Chairs and Vice-Chairs) (Pages 21 - 26)**

This report lists the committees and sub-committees of the Council. The description of the role and function of each committee contained in this report is a summary only and the full definition and description of each is set out in the constitution.

8. **Scheme of Delegation of non-executive functions (Pages 27 - 44)**

The Council's constitution requires that the scheme of delegations be agreed by the Council at its annual meeting. This report sets out the scheme.

9. **Schedule of meeting dates 2024/25 (Pages 45 - 48)**

The Council is required to approve the annual schedule of meetings for the municipal year 2024/2025. The proposed annual schedule of meetings for 2024/25 is appended to this report, including dates for the whole of May for the following municipal year, as per the Council Procedure rules set out in part 4.2, paragraph 1.1.2(i) of the constitution.

10. **Annual report on policies and strategies adopted by Cabinet and update on urgent decisions 23/24 (Pages 49 - 52)**

This report is the annual report of policies and strategies that have been adopted, by Cabinet, during the 2023/24 municipal year.

11. **Annual report of the Audit and Governance Committee 23/24 (Pages 53 - 58)**

This report summarises the achievements of the Audit and Governance Committee against the terms of reference for the period 1 April 2023 to 31 March 2024 and details the impact that it has made on the overall system of internal control in operation.

12. **Annual report of the Overview and Scrutiny Committee 23/24 (Pages 59 - 72)**

This report sets out the work that the Overview and Scrutiny Committee and the Finance and Performance Sub-Committee have completed during 2023/2024.

13. **Annual Scrutiny work programme 2024/25 (Pages 73 - 80)**

This report presents recommendations for the work programme for the Overview and Scrutiny Committee for 2024/25.