

## Folkestone Town Council

**MINUTES of the Full Council Meeting held at the Town Hall, Folkestone on Thursday, 12 June 2025 at 7.00 p.m.**

**TOWN COUNCILLORS PRESENT:** Councillors Abena Akuffo-Kelly, Lucy McGirr, Christine Dickinson, Kieran Leigh, Bridget Chapman, Jane Darling, Connor McConville, Peter Gane, Tim Prater, Jackie Meade, Belinda Walker, Adrian Lockwood and Roger West.

**APOLOGIES:** Councillors John Renshaw, Laura Davison, Liz McShane and Nicola Keen.

**ABSENT:** Councillor Charles Bain Smith.

**IN ATTENDANCE:** Toni Brenchley (Town Clerk)  
Karen Palmer (Finance Officer/Deputy Clerk)  
Jennifer Griffin (Administration Officer)

### **2145. APOLOGIES FOR ABSENCE**

Apologies were received from Councillors John Renshaw, Laura Davison, Liz McShane and Nicola Keen.

**RESOLVED: To accept the apologies from Councillors John Renshaw, Laura Davison, Liz McShane and Nicola Keen.**

Proposed: Councillor Abena Akuffo-Kelly  
Seconded: Councillor Roger West  
Voting: F: 11, Ag: 0, Ab: 0

*6:02pm Councillors Tim Prater and Kieran Leigh arrived.*

### **2146. DECLARATIONS OF INTEREST**

There were no declarations of interest.

### **2147. MINUTES**

Council was asked to receive and authorise the Minutes of the Full Council Meeting held on 6 May 2025 and to ask the Town Mayor to sign them as a correct record.

**RESOLVED: That the Minutes of the Full Council Meeting held on 6 May 2025 be received and signed as a correct record.**

Proposed: Councillor Jackie Meade  
Seconded: Councillor Belinda Walker  
Voting: F: 13, Ag: 0, Ab: 0

**2149. MINUTES OF THE PLANNING COMMITTEE**

Council were asked to receive Minutes of the Planning Committee Meetings held on 30 January, 27 March and 24 April 2025.

**RESOLVED: That the Minutes of the Planning Committee Meetings of 30 January, 27 March and 24 April 2025 be received.**

Proposed: Councillor Christine Dickinson

Seconded: Councillor Jackie Meade

Voting: F: 13, Ag: 0, Ab: 0

**2150. MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE**

Council was asked to receive the Minutes of the Finance and General Purposes Committee Meetings held on 13 February and 17 April 2025.

**RESOLVED: That the Minutes of the Finance and General Purposes Committee Meetings of 13 February and 17 April 2025 be received.**

Proposed: Councillor Connor McConville

Seconded: Councillor Belinda Walker

Voting: F: 13, Ag: 0, Ab: 0

**2151. MINUTES OF THE COMMUNITY SERVICES COMMITTEE**

Council was asked to receive the Minutes of the Community Services Committee Meeting held on the 11 February 2025.

**RESOLVED: That the Minutes of the Community Services Committee Meeting of 11 February 2025 be received.**

Proposed: Councillor Roger West

Seconded: Councillor Peter Gane

Voting: F: 13, Ag: 0, Ab: 0

**2152. MINUTES OF THE CLIMATE AND ENVIRONMENT COMMITTEE**

Council was asked to receive the Minutes of the Climate and Environment Committee Meetings held on the 4 February 2025 and 1 April 2025.

**RESOLVED: That the Minutes of the Climate and Environment Committee Meeting of 4 February 2025 and 1 April 2025 be received.**

Proposed: Councillor Lucy McGirr

Seconded: Councillor Belinda Walker

Voting: F: 13, Ag: 0, Ab: 0

## **2153. MATTERS AND RESOLUTIONS FROM COMMITTEES**

Councillors noted the Matters and Resolutions from Committees.

- i) **Finance and General Purposes Committee – 8 May 2025**  
Noted
- ii) **Climate and Environment Committee – 3 June 2025**  
Noted
- iii) **Planning Committee – 29 May 2025**  
Noted

## **2154. INTERNAL AUDITOR'S REPORT**

The Council noted the Internal Auditor's Report for 2024/25.

**RESOLVED: To note the Internal Auditor's Report for 2024/25.**

Proposed: Councillor Connor McConville

Seconded: Councillor Jackie Meade

Voting: F: 13, Ag: 0, Ab: 0

## **2155. STATEMENT OF INTERNAL CONTROL**

Councillors were asked to consider the Statement of Internal Control in support of the Annual Governance Statement and review the effectiveness of the system of Internal Control.

The Chair of the meeting and the Town Clerk signed the Statement of Internal Control.

**RESOLVED: To approve the Statement of Internal Control for the year ending 31<sup>st</sup> March 2025 and for the Chair and Town Clerk to sign.**

Proposed: Councillor Connor McConville

Seconded: Councillor Peter Gane

Voting: F: 13, Ag: 0, Ab: 0

## **2156. ANNUAL GOVERNANCE STATEMENT 2024/25**

The Council was asked to approve the Annual Governance Statement for 2024/25 (Section 1 of the Annual Return for the year ending 31 March 2025)

**RESOLVED: To approve the Annual Governance Statement for 2024/25 and for the Chair of the meeting and Town Clerk to sign.**

Proposed: Councillor Connor McConville

Seconded: Councillor Tim Prater

Voting: F: 13, Ag: 0, Ab: 0

**2157. STATEMENT OF ACCOUNTS AND ANNUAL RETURN 2024/25**

The Council was asked to approve the Statement of Accounts 2024/25, the Annual Return for 2024/25 (Section 2 of the Annual Return for the year ending 31 March 2025) and supporting Bank Reconciliation.

**RESOLVED: To approve the Statement of Accounts 2024/25, the Annual Return for 2024/25 and supporting Bank Reconciliation and for the Chair of the meeting to sign.**

Proposed: Councillor Connor McConville

Seconded: Councillor Bridget Chapman

Voting: F: 13, Ag: 0, Ab: 0

**2158. PERIOD OF EXERCISE OF PUBLIC RIGHTS**

Councillors noted the dates set for the period of exercise of public rights as 16 June 2025 to 25 July 2025.

**2159. ANNUAL REPORT 2024/25**

The Annual Report 2024/25 was noted.

**2160. WORKING GROUPS**

Council were asked to approve nominations for membership to Working Groups for 2025/26.

**RESOLVED: To approve nominations for membership to Working Groups for 2025/26 as follows, with the amendment of Councillor Tim Prater being added onto the Highways Improvement Plan Working Group:**

**CCTV: Cllrs Abena Akuffo-Kelly, Laura Davison, Nicola Keen, Adrian Lockwood, Connor McConville and Belinda Walker.**

**Highways Improvement Plan (HIP): Cllrs Jane Darling, Laura Davison, Christine Dickinson, Peter Gane, Nicola Keen, Kieran Leigh, Lucy McGirr, John Renshaw, Belinda Walker and Tim Prater.**

Proposed: Councillor Jackie Meade

Seconded: Councillor Peter Gane

Voting: F: 13, Ag: 0, Ab: 0

**2162. SPECIAL MOTION – Appointments to Outside Bodies**

A signed Special Motion was received from Councillor Nicola Keen to revoke Resolution No. 2174 made at Full Council on 6 May 2025, for an amendment to be made to the Trustees on the John Bowley and Sherwood Almshouses as per the attached list of appointments on the Agenda.

**RESOLVED: To revoke Resolution No. 2174.**

Proposed: Councillor Belinda Walker

Seconded: Councillor Jane Darling

Voting: F: 13, Ag: 0, Ab: 0

**RESOLVED: To appoint Councillors onto Outside Bodies as follows:**

- i. Kent Association of Local Councils (two Councillors)  
**Councillors Abena Akuffo-Kelly and Jane Darling.**
- ii. Trustees for the John Bowley and Sherwood Almshouses (four representatives)  
**Councillor Roger West, Mr. Richard Wallace, Mrs. Mary Lawes, and Mr. Paul Bingham.**
- iii. Municipal Charities (Mayor and four Councillors)  
**Councillor Lucy McGirr in position as Mayor, Councillors Adrian Lockwood, Nicola Keen, Roger West and Belinda Walker.**
- iv. Folkestone Twinning Association (one Councillor)  
**Councillor Adrian Lockwood.**
- v. Cinque Ports Champion (one Councillor)  
**Councillor Belinda Walker.**
- vi) NALC Super Council Network  
**Councillor Peter Gane.**
- vii) Mechinager/Folkestone Twinning Association  
**Councillors Jackie Meade, Belinda Walker, Peter Gane, Kieran Leigh, Abena Akuffo-Kelly, Nicola Keen, Jane Darling and John Renshaw.**
- viii) Folkestone Community Forum  
**Councillors Belinda Walker and Jane Darling**  
Proposed: Councillor Jackie Meade  
Seconded: Councillor Jane Darling  
Voting: F: 13, Ag: 0, Ab: 0

**2163. NEIGHBOURHOOD PLAN**

The Town Clerk updated the Council that Folkestone & Hythe District Council have now designated the area for a Neighbourhood Plan.

There was a general discussion around the cost and available funding of a Neighbourhood Plan, how to ensure that each area of the town's needs was adequately represented within the Plan and how to ensure that the Neighbourhood Plan would encompass the views of all Folkestone residents.

There was also discussion about whether to set up a Steering Group.

**RESOLVED: To defer further discussion and the establishment of a Steering Group until the next Full Council Meeting of 18 September 2025, when more information on Neighbourhood Plan funding would be available.**

Proposed: Councillor Peter Gane

Seconded: Councillor Jackie Meade

Voting: F: 13, Ag: 0, Ab: 0

**2164. DATE AND TIME OF NEXT MEETING**

18 September 2025 – Ordinary Full Council Meeting

**The meeting concluded at 6:25pm.**

.....Town Mayor