

FOLKESTONE TOWN COUNCIL



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FULL COUNCIL AGENDA

Meeting: Folkestone Town Council Meeting
Date: 11 June 2026
Time: 6.00 p.m.
Place: Town Council Chamber, Town Hall, 1-2 Guildhall Street, Folkestone

To: Town Councillors

YOU ARE HEREBY SUMMONED to attend a 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. The meeting will be open to the press and public.

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 contact the Town Clerk prior to the meeting.

Toni Brenchley
Town Clerk

PRAYERS

PUBLIC QUESTIONS

Up to 15 minutes shall be allowed for public questions from registered electors to be put to the Council in accordance with the Council's approved Standing Orders. Questions may not be answered at the meeting if they require further investigation, a written response will be sent after the meeting.

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. MINUTES

To receive the Minutes of the Full Council Meeting held on 5 May 2026 and to authorise the Town Mayor to sign them as a correct record.

4. MINUTES OF THE PLANNING COMMITTEE

To receive the Minutes of the above Committee's meetings of 19 February 2026, 19 March 2026, 2 April 2026 and 23 April 2026

5. MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE

To receive the Minutes of the above Committee's meetings of 12 February 2026.

6. MINUTES OF THE COMMUNITY SERVICES COMMITTEE

To receive the Minutes of the above Committee's meeting of 10 February 2026.

7. MINUTES OF THE CLIMATE AND ENVIRONMENT COMMITTEE

To receive the Minutes of the above Committee's meetings of 3 February 2026.

8. MATTERS AND RESOLUTIONS FROM COMMITTEES

(items in bold italic have been brought forward for debate, remaining items to be noted)

i) Climate & Environment Committee – 7 April 2026

- That the proposed tree planting schedule for 2026/27 is agreed with the addition of the sites noted.
- To approve the recommended amendments to the existing KPIs.
- The Committee received and noted the Community Resilience Plan and recommended follow up with relevant partners giving priority to training the Flood Wardens.

ii) Community Services Committee – 14 April 2026

- To approve the recommended amendments to the existing KPIs.
- To receive and note report CS/26/417. To agree that Folkestone Town Council will release £5300 from the Museum Reserve to complete the radon remediation project.
- To approve the revised Scale of Fees.

iii) Finance & General Purposes Committee – 16 April 2026

- To note the report and approve the proposed KPI's.
- To defer approval of the Financial Regulations. An amendment is to be added to paragraph 6.3 clarifying that two officers are always involved in paying invoices. The Financial Regulations are to be brought back to F&GP Committee on the 11 June, and the payment and authorisation process reviewed.
- That the Town Clerk write to the cinema tenant on behalf of the Councillors, expressing their strong support and requesting a meeting to explore a way forward and identify a workable solution.

9. INTERNAL AUDITOR'S REPORT

The Internal Auditor's Report for 2025/26 is attached for the Council's information.

10. STATEMENT OF INTERNAL CONTROL

To review the effectiveness of the system of Internal Control. Councillors are asked to consider the attached Statement of Internal Control in support of the Annual Governance Statement. The Chair of the meeting and the Town Clerk to sign.

11. ANNUAL GOVERNANCE STATEMENT 2025/26

To approve the Annual Governance Statement for 2025/26 (Section 1 of the Annual Return for the year ending 31 March 2026).

The Chair of the meeting and the Town Clerk to sign.

12. STATEMENT OF ACCOUNTS AND ANNUAL RETURN 2025/26

To approve the Statement of Accounts for 2025/26, the Annual Return for 2025/26 (Section 2 of the Annual Return for the year ending 31 March 2026) and the supporting Bank Reconciliation.

The Chair of the meeting to sign.

13. PERIOD OF EXERCISE OF PUBLIC RIGHTS

For information, the dates set for the period of exercise of public rights are 15 June 2026 to 24 July 2026, during which time members of the public may inspect accounting records by prior arrangement.

14. ANNUAL REPORT 2025/26

The 2025/26 Annual Report is attached for noting.

15. WORKING GROUPS

Members are invited to consider whether the continuation or establishment of any Working Groups would be beneficial for the 2026/27 municipal year, and, if so, to agree memberships accordingly. Working Groups for 2025/26 were as follows:

CCTV: Councillors Akuffo-Kelly, Davison, Keen, Lockwood, McConville and Walker

Highways Improvement Plan: Councillors Darling, Davison, Dickinson, Gane, Keen, Leigh, McGirr, Prater, Renshaw and Walker

Members may wish to confirm, amend, or propose alternative arrangements to ensure the Working Groups remain aligned with the Committee's priorities.

16. 2 GRACE HILL

i) Budget Provision

Members are asked to consider Report C/26/420 setting out proposals to realign existing budgets to establish a dedicated budget for building management.

ii) Steering Group Arrangements

Members are advised that, during the acquisition of the Grace Hill site, a steering group was established comprising key community partners who have been involved in early discussions and supporting the project's development.

The group currently comprises of the following:

- Chair of Finance & General Purposes
- Chair of Community Services
- Cllr Tim Prater (original proposer)
- Town Clerk
- One Folkestone
- Creative Folkestone
- Leader of Folkestone & Hythe District Council
- Local MP

Moving forward, it is proposed that the Steering Group continues to support the next phase of the project. Its purpose would be to:

- Provide strategic oversight for the future use and development of the site
- Support collaboration between the Town Council and delivery partners
- Ensure community interests remain central to decision-making

The Town Clerk is seeking Members' views on the future role and composition of the Steering Group, together with consideration of the attached Terms of Reference (ToR). In doing so, it is proposed that additional FTC Members be included (as highlighted in ToR), while maintaining a clear focus on ensuring that external partners remain fully involved and an integral part of shaping the project.

17. DATE OF NEXT MEETING

Ordinary Full Council – Thursday 17 September 2026

Councillors on Committee:

Cllr Abena Akuffo-Kelly
Cllr Charlie Bain Smith
Cllr Bridget Chapman
Cllr Jane Darling
Cllr Laura Davison
Cllr Christine Dickinson
Cllr Peter Gane
Cllr Nicola Keen
Cllr Kieran Leigh

Cllr Adrian Lockwood
Cllr Connor McConville
Cllr Liz McShane
Cllr Lucy McGirr
Cllr Jackie Meade
Cllr Tim Prater
Cllr John Renshaw
Cllr Belinda Walker
Cllr Roger West

Parking available for Councillors @ 6.00pm on the precinct area at the front of the Town Hall.



Folkestone Town Council

MINUTES of the Annual Assembly of the Town Meeting for the Parish and Town of Folkestone held at the Town Hall, Folkestone on Tuesday, 5 May 2026 at 7 p.m.

PRESENT: Councillors Abena Akuffo-Kelly, Jane Darling, Peter Gane, Nicola Keen, Kieran Leigh, Adrian Lockwood, Lucy McGirr, Liz McShane, Jackie Meade, Tim Prater, John Renshaw, Roger West and Connor McConville.

In attendance: Toni Brenchley (Town Clerk), Georgina Wilson (Corporate Support Officer), Ian Bishop (Town Sergeant), Stephen Fielder (Driver) and Jennifer Griffin (Administration Officer).

Apologies: Councillors Belinda Walker, Christine Dickinson, Bridget Chapman and Laura Davison.

Absent: Councillors Charles Bain Smith.

Prayers

Prayers were led by Revd. Chris Johnson.

Councillor Lucy McGirr, the retiring Town Mayor welcomed everyone to the 23rd Annual Meeting of the Folkestone Town Council and gave a summary of the year as Mayor.

Tim Geere was presented with the KALC Community Award in recognition of his dedicated work with the veteran community.

2239. ELECTION OF TOWN MAYOR 2026/27 AND DECLARATION OF ACCEPTANCE OF OFFICE

The Town Mayor, Councillor Lucy McGirr, called upon Town Councillors to submit their nominations for the election of the Town Mayor of Folkestone for the 2026/27 municipal year.

RESOLVED: That Councillor Jackie Meade be appointed Town Mayor for Folkestone Town Council 2026/27 until the next Annual Meeting and the acceptance of office by a successor.

Proposed: Councillor Adrian Lockwood

Seconded: Councillor Peter Gane

Voting: F: 12, Ag: 0, Ab: 1

Councillor Jackie Meade signed and dated the Declaration of Acceptance of Office in the presence of the Town Clerk.

Councillor Adrian Lockwood spoke in support of the nomination of the Town Mayor and Councillor Peter Gane spoke as seconder to the motion.

The Town Mayor reported that the Mayoral charities for the year would be The Shed Urban Wilderness – Folkestone Youth Project, Sunflower House – Folkestone Food Support project and Folkestone Nepalese Community Centre.

The newly elected Town Mayor, Councillor Jackie Meade, moved a vote of thanks to the retiring Town Mayor, Councillor Lucy McGirr.

Councillor Jane Darling seconded the vote of thanks to the outgoing Town Mayor and gave a speech thanking Councillor Lucy McGirr for the past Mayoral year.

Councillor Lucy McGirr was then presented with the Past Mayor's Badge.

Tim McGirr was then presented with the Past Consort Lapel Badge.

2240. ELECTION OF DEPUTY TOWN MAYOR 2026/27 AND DECLARATION OF ACCEPTANCE OF OFFICE

The Town Mayor, Councillor Jackie Meade, called upon Town Councillors to submit their nominations for the election of the Deputy Town Mayor of Folkestone.

RESOLVED: That Councillor Nicola Keen be appointed Deputy Town Mayor for Folkestone Town Council 2026/27 until immediately after the election of a Town Mayor at the next Annual Meeting of Folkestone Town Council.

Proposed: Councillor Adrian Lockwood

Seconded: Councillor Peter Gane

Voting: F: 12, Ag: 0, Ab: 1

The Town Mayor congratulated Councillor Nicola Keen who signed and dated the Declaration of Acceptance of Office in the presence of the Town Clerk.

Councillor Adrian Lockwood spoke in support of the nomination of the Deputy Town Mayor; Councillor Peter Gane also spoke in support of the motion.

2241. APOLOGIES FOR ABSENCE

Apologies were received for Councillors Belinda Walker, Christine Dickinson, Bridget Chapman and Laura Davison.

RESOLVED: To accept the Apologies from Councillors Belinda Walker, Christine Dickinson, Bridget Chapman and Laura Davison.

Proposed: Councillor Lucy McGirr

Seconded: Councillor Peter Gane

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

2242. DECLARATIONS OF INTEREST

No declarations were made.

2243. APPOINTMENT OF:

a) TOWN MAYOR'S CHAPLAIN

The Town Mayor announced the appointment of Revd. Kate McNeice as Chaplain for the ensuing year.

b) CONSORT

The Town Mayor announced Bryan Garrigan as Consort for the ensuing year.

c) CADET

The Town Mayor announced the appointment of Cadet Corporal Ewan Simpson from the Folkestone and Hythe Sea and Royal Marine Cadets as Cadet for the ensuing year.

2244. MINUTES

The Full Council was asked to receive the Minutes of the Ordinary Meeting of the Council held on 21 April 2026 and to authorise the Town Mayor to sign them as a correct record.

RESOLVED: That the Minutes of the Ordinary Council Meeting held on 21 April 2026 be received and signed as a correct record.

Proposed: Councillor Lucy McGirr

Seconded: Councillor Roger West

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

2245. TOWN MAYOR'S ANNOUNCEMENTS

Town Councillors were requested to note the following dates for forthcoming Civic Events.

VE Day Service (RBL)	8 May 2026
Samuel Plimsoll Service	30 May 2026
Normandy Veterans D Day	6 June 2026
William Harvey Sunday	7 June 2026
Armed Forces Day (Folkestone)	27 June 2026
Town Sunday	28 June 2026
Blessing of the Fisheries	28 June 2026
Canada Day	1 July 2026
VJ Day	15 August 2026
Battle of Britain Day	15 September 2026
Trafalgar Day Service	18 October 2026
Dedication of Garden of Remembrance	1 November 2026
Remembrance Sunday	8 November 2026
Machine Gun Corps(RBL)	11 November 2026
Holocaust Memorial Day	27 January 202

The Civic Events were Noted.

2246. APPOINTMENTS TO COMMITTEES & SUB COMMITTEES

Council were asked to approve the schedule setting out proposals for the Council's Committees 2026/27.

RESOLVED: To approve the appointments to Committees and Sub Committees schedule for 2026/27.

Proposed: Councillor Peter Gane
Seconded: Councillor Roger West
Voting: F: 13, Ag: 0, Ab: 0

2247. APPOINTMENTS TO OUTSIDE BODIES 2026/27

The Town Council was asked to appoint Councillors to the following outside bodies.

- i. Kent Association of Local Councils (two Councillors)

RESOLVED: That Councillors Abena Akuffo-Kelly and Jane Darling be appointed as representatives for KALC for the ensuing year.

- ii. Trustees for the John Bowley and Sherwood Almshouses (four representatives)

RESOLVED: To appoint the existing representatives, as per the request from the Trustees of John Bowley and Sherwood Almshouses of Councillor Roger West, Councillor Lucy McGirr, Mr. Richard Wallace and Mr. Paul Bingham.

- iii. Municipal Charities (Mayor and four Councillors)

RESOLVED: That Councillor Jackie Meade in position as Mayor, Councillors Adrian Lockwood, Nicola Keen, Roger West and Belinda Walker be appointed as representatives for the Municipal Charities for the ensuing year.

- iv. Folkestone Twinning Association (one Councillor)

RESOLVED: That Councillor Adrian Lockwood be appointed as representative for the Folkestone Twinning Association for the ensuing year.

- v. Cinque Ports Champion (one Councillor)

RESOLVED: That Councillor Belinda Walker continue in the role as Cinque Ports Champion.

- vi) NALC Super Council Network

RESOLVED: That Councillor Peter Gane be appointed as representative for the NALC Super Council Network for the ensuing year.

- vii) Mechinager/Folkestone Twinning Association

RESOLVED: That Councillors Jackie Meade, Belinda Walker, Peter Gane,

Kieran Leigh, Abena Akuffo-Kelly, Nicola Keen, Jane Darling and John Renshaw be appointed as representatives to the Mechinager/Folkestone Twinning Association for the ensuing year.

viii) Folkestone Community Forum

RESOLVED: That Councillors Belinda Walker and Jane Darling be appointed as representatives for the Folkestone Community Forum for the ensuing year.

ix) Dover, Deal & District Bureau

RESOLVED: That Councillor Lucy McGirr be appointed as representative for the Dover, Deal & District Bureau for the ensuing year.

x) Armed Forces Champion

RESOLVED: That Councillor Belinda Walker be appointed as Armed Forces Champion for the Armed Forces Covenant for the ensuing year.

Proposed: Councillor Jane Darling

Seconded: Councillor Lucy McGirr

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

2248. APPOINTMENT OF BANK SIGNATORIES

To authorise the signatories on bank payments as follows:

- Town Mayor, Deputy Town Mayor and Serving Past Mayors
- Chair and Vice Chair of Finance & General Purposes Committee
- Chair and Vice Chair of Planning Committee
- Chair and Vice Chair of Community, Climate and Environment

RESOLVED: That the above Councillors be authorised as bank signatories.

Proposed: Councillor Adrian Lockwood

Seconded: Councillor Peter Gane

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

It would be necessary to continue with the current signatories on the mandate until Committee Chairs and Vice-Chairs are appointed and the bank has made the necessary changes.

2249. POLICY REVIEW

In line with NALC (National Association of Local Councils) guidance, Council's policies require re-adoption annually.

RESOLVED: To re-adopt the Council's policies for 2026/27 including the Standing Orders.

Proposed: Councillor Lucy McGirr

Seconded: Councillor Tim Prater

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

RESOLVED: To re-adopt the Financial Regulations for 2026/27.

Proposed: Councillor Connor McConville

Seconded: Councillor Tim Prater

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

2250. SCHEDULE OF MEETINGS FOR THE MUNICIPAL YEAR 2026/27

Council were asked to note the approved provisional schedule for Council and Committee Meetings.

Noted

2251. DATE AND TIME OF NEXT MEETING

12 May 2026 - Annual Assembly

The meeting ended at 7:46pm

.....Town Mayor

DRAFT

Folkestone Town Council

Minutes of the Planning Committee Meeting held on Thursday 19 February 2026 at the Town Council Offices, The Town Hall, 1-2 Guildhall Street, Folkestone.

PRESENT: Councillors Charles Bain Smith, John Renshaw, Jane Darling.

APOLOGIES: Councillors Christine Dickinson and Liz McShane.

ABSENT: Councillor Bridget Chapman.

OFFICERS PRESENT: Jennifer Griffin (Administration Officer)

1. APOLOGIES FOR ABSENCE

Apologies were received from Councillors Christine Dickinson and Liz McShane.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. PLANNING COMMITTEE MINUTES

The Committee was asked to receive the Minutes of the meeting of the Planning Committee held on 29 January 2026 and to authorise the Chair of the Committee to sign them as a correct record.

RESOLVED: That the Minutes of the meeting of the Planning Committee held on 29 January 2026 be received and that the Chair of the meeting be authorised to sign them as a correct record.

Proposed: Councillor John Renshaw

Seconded: Councillor Jane Darling

Voting: F: 3, Ag: 0; Ab: 0

4. PRE-CONSULTATION

The Committee were asked to review the pre-consultation documents for a proposed telecommunications installation at the Channel Tunnel Terminal, Ashford Road and decide if they wished to comment.

No Comment

CBS.

5. REVIEW OF APPLICATION 26/0052/FH

The Committee were asked to review their Objection of Application 26/0052/FH, 38 Morehall Avenue.

RESOLVED: The Committee understand a re-consultation has been lodged. This will come before the Planning Committee at the Meeting of 19 March 2026. The Committee will look at the Marketing Report carefully and consider revising their comment at that point.

Proposed: Councillor Charles Bain Smith

Seconded: Councillor John Renshaw

Voting: F: 3, Ag: 0; Ab: 0

6. PLANNING APPLICATIONS

Application no	26/0115/FH
Location	Snowdrop Walk, Shorncliffe Road
Proposal	Works to trees the subject of TPO No. 1 of 1972, G1 Snowdrop Walk - Individual Prescriptions. Opposite No.6 reduce height of dead tree to 8 metres. Opposite No.8, Sycamore reduce height to 12 metres. Opposite No. 10-11 Group of Hollies, remove abundant deadwood at height 0-6 metres. Fell dead triple-stem at height of 2 metres. Snowdrop walk Collective Prescription, remove small dead trees and sever Ivy. Crown reduction to give 1.5 metres clearance from dwellings (Pine, Sycamore & Holm Oak) and TPO No 12 of 2006, T1 reduce deadwood & T 2 Sycamore reduce western limb to half height (10 metres).
Closing date	23/02/2026
Comment	No Objection. However, the Committee are familiar with these trees, and it would have been useful to see Report PWARB 250802 v4, which was not uploaded.

Application no	26/0121/FH
Location	46 Radnor Park Road
Proposal	Erection of a single storey rear extension.
Closing date	27/02/2026
Comment	No Objection

Application no	26/0106/FH
Location	Land Adjoining 25, Westbourne Gardens
Proposal	Retrospective application for siting an InPost Parcel Locker.

Closing date 23/02/2026
Comment No Objection to the principle, the Committee understand concerns of the neighbour over light shed and would urge the planning authority to look at this carefully and any conditions pursuant to the application.

Application no 25/2151/FH
Location Flat 27, St Andrews, The Durlocks
Proposal Listed building consent for various internal and external works.
Closing date 23/02/2026
Comment No Objection

Application no 25/2150/FH
Location Flat 27, St Andrews, The Durlocks
Proposal Installation of flue and rooflight.
Closing date 24/02/2026
Comment No Objection

Application no 25/2080/FH
Location Lower Leas Coastal Park, Lower Sandgate Road
Proposal Replacement of main timber play structure.
Closing date 25/02/2026
Comment No Objection

Application no 25/2308/FH
Location Historic Toilet Block, Road of Remembrance
Proposal Proposed military memorial including a metal soldier, flagpole and associated signage.
Closing date 26/02/2026
Comment No Objection. The Committee is whole heartedly in favour of this application

Application no 26/0128/FH
Location 82 Guildhall Street
Proposal Demolition of existing rear extension and erection of new single-storey rear extension and extended paving area.
Closing date 26/02/2026
Comment No Objection

Application no 26/0123/FH
Location Flat A, 19 Clifton Crescent
Proposal Listed Building Consent for damp-proofing maintenance work to flat A.
Closing date 02/03/2026
Comment Object. There is no specified proposal, but the principle is supported

Application no 26/0188/FH
Location Flat 5, The Manor House, 1 Earls Avenue
Proposal Listed Building Consent for the installation of an internal stair lift.
Closing date 04/03/2026
Comment Object. The Committee support the principle, this is a removable addition, and the need is justified but there are no drawings that show how the lift engages with the structure of the staircase

Application no 26/0180/FH/PA
Location Communications Mast, Opposite Harvey Grammar School, Cheriton Road
Proposal Determination as to whether the prior approval of the Local Planning Authority is required under Schedule 2, Part 16, Class A of the Town and Country Planning (General Permitted Development) (England) Order 2015 for the installation of a 20m monopole supporting 6 no. antennas and 2 no. 0.3m dishes, 2 no. cabinets, associated ancillary equipment at works thereto.
Closing date 04/03/2026
Comment Object. The Committee is not opposed to the principle; communications are important but there are no options appraisals for alternative sightings that would mitigate potential harm to residents and the public

Application no 26/0166/FH
Location Ground Floor Business Premises, 14 Sandgate Road
Proposal Advertisement consent for installation of fascia signage.
Closing date 04/03/2026
Comment No Objection

Application no 26/0194/FH
Location 31 Lucy Avenue
Proposal Erection of a single-storey side/rear extension to create an annexe, new enclosed entrance porch & associated alterations.
Closing date 05/03/2026
Comment No Objection

Application no 26/0197/FH
Location 8 Lynwood
Proposal Conversion of existing garage into a bedroom en-suite.
Closing date 05/03/2026
Comment No Objection

APPEALS

Appeal no AP-6764
Application no 25/1396/FH
Location Land Adjoining 3 London Street
Proposal Erection of 1 bedroom apartment and to extend existing shed to front into a larger summer house with a small workshop.
Closing date 04/03/2026
Comment No Objection

RE-CONSULTATIONS

Application no 25/2160/FH
Location 47 & 49 Broadfield Road
Proposal Variation of condition 1 (drawings) and removal of condition 3 (carport) of planning permission 25/1389/FH to allow for the carport to be converted to an entrance lobby with a door inserted into the front elevation.
Amendment Change to proposal 02.02.2026
Closing date 12/02/2026
Comment No Objection

Application no 26/0029/FH
Location 5 Ash Tree Road
Proposal Conversion of integral garage to provide annexe accommodation.
Amendment Change of description 02/02/2026
Closing date 16/02/2026
Comment Object. The Committee maintains its previous objection – “Objection. The Committee supports the conversion and welcome the principle of the provision of outside space but feel that side screens should be added to maintain reasonable privacy for neighbours.”

Application no 26/0001/FH
Location Flat 2B, 21 Grimston Gardens
Proposal Retrospective planning application for the replacement and extension of rear decking and erection of fence.
Amendment Revised plan & amendment to proposal added 04.02.2026.
Closing date 26/02/2026
Comment No Objection

7. LATE PLANNING APPLICATIONS

Application no 26/0207/FH/TCA
Location 38A Castle Hill Avenue
Proposal Works to tree in a Conservation Area comprising of T1 Monterey Pine removal.
Closing date 06/03/2026
Comment Object. This is a fine specimen of a tree that is sound and contributes to the positive character of the Conservation Area

Application no 26/0221/FH/GPD
Location 56 Coolinge Lane
Proposal Notification under the Town and Country Planning (General Permitted Development) (England) Order 2015 for a single storey rear extension.
Closing date 10/03/2026
Comment No Objection



PREMISIES LICENCE

Application no PR202601-128967
Location The Leas
Proposal (3-day event taking place 23/05/2026, 24/05/2026 and 25/05/2026) Live Music, Recorded Music, Alcohol ON & OFF sales.
Closing date 06/03/2026
Comment No Objection

RE-CONSULTATION

Application no 25/1605/FH
Location Land Opposite Century House, Park Farm Road
Proposal Reserved matters application relating to access, appearance, layout, scale of hybrid planning application 22/1347/FH for the erection of 2 drive thru restaurants and details pursuant to conditions 22 (in part), 25, 26, 27 & 29.
Closing date 03/03/2026
Comment No Objection, however the Committee were concerned about an increase in traffic in an already congested area

APPEALS

Appeal Number AP-6768
Application no 25/1963/FH
Location Telephone Box Opposite 114, Sandgate Road
Proposal Advertisement consent for the installation of 1no. BT street hub, incorporating 2no. digital 75" LCD advert screens, and associated BT phone kiosk removals.
Closing date 17/03/2026
Comment Object - unnecessary light pollution and potential for vandalism. Only one would be justified in the town centre. It would also have an impact on the conservation area as acknowledged by the applicant

Appeal Number AP-6767
Application no 25/1931/FH


Location Proposal	Telephone Box Opposite 114, Sandgate Road Installation of 1no. BT street hub, incorporating 2no. digital 75" LCD advert screens, and associated BT phone kiosk removals.
Closing date	17/03/2026
Comment	Object - unnecessary light pollution and potential for vandalism. Only one would be justified in the town centre. It would also have an impact on the conservation area as acknowledged by the applicant
Appeal no	AP-6769
Application no	25/1919/FH
Location Proposal	Telephone Box Opposite, 67 Sandgate Road Installation of 1no. BT street hub, incorporating 2no. digital 75" LCD advert screens, and associated BT phone kiosk removals.
Comment	No Objection – single facility may be justified in this location
Appeal no	AP-6770
Application no	25/1962/FH
Location Proposal	Telephone Box Opposite 67, Sandgate Road Advertisement consent for the Installation of 1no. new BT street hub, incorporating 2no. digital 75" LCD advert screens, and associated BT phone kiosk removals.
Comment	No Objection – single facility may be justified in this location
Appeal no	AP-6765
Application no	25/1918/FH
Location Proposal	Telephone Box Opposite, 137-139 Sandgate Road Installation of 1no. BT Street Hub, incorporating 2no. digital 75" LCD advert screens, and associated BT phone kiosk removals.
Comment	Object - unnecessary light pollution and potential for vandalism. Only one would be justified in the town centre. It would also have an impact on the conservation area as acknowledged by the applicant
Appeal no	AP-6766
Application no	25/ 1964/FH

Location	Telephone Box Opposite, 137-139 Sandgate Road
Proposal	Advertisement consent for the installation of 1no. BT street hub, incorporating 2no. digital 75" LCD advert screens, and associated BT phone kiosk removals.
Comment	Object - unnecessary light pollution and potential for vandalism. Only one would be justified in the town centre. It would also have an impact on the conservation area as acknowledged by the applicant

8. DATE OF NEXT MEETING

Thursday, 19 March 2026 at 7pm.

The meeting concluded at 7.36pm.


..... **Chair**

Folkestone Town Council

Minutes of the Planning Committee Meeting held on Thursday 19 March 2026 at the Town Council Offices, The Town Hall, 1-2 Guildhall Street, Folkestone.

PRESENT: Councillors Charles Bain Smith, Liz McShane, Jane Darling, Bridget Chapman, Christine Dickinson.

APOLOGIES: Councillor John Renshaw.

OFFICERS PRESENT: Liz Timmins (Communities & Grants Officer)

1. APOLOGIES FOR ABSENCE

Apologies were received from Councillor John Renshaw.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. PLANNING COMMITTEE MINUTES

The Committee was asked to receive the Minutes of the meeting of the Planning Committee held on 19 February 2026 and to authorise the Chair of the Committee to sign them as a correct record.

RESOLVED: That the Minutes of the meeting of the Planning Committee held on 19 February 2026 be received and that the Chair of the meeting be authorised to sign them as a correct record.

Proposed: Councillor Jane Darling

Seconded: Councillor Charles Bain Smith

Voting: F: 5 , Ag: 0 ; Ab: 0

4. PLANNING APPLICATIONS

Application no 26/0227/FH

Location The Leas Lift, Lower Sandgate Road

Proposal Listed Building Consent for removal of the second sheave wheel to enable wheelchair access.

Closing date 19/03/2026

CBS

Comment	Object – the Committee accept on balance of that the wheel should be moved in order to facilitate wheelchair access. However, its retention on site should form part of the application, albeit byway of a condition required before use of the site. The precise position and way that this is displayed is an important consideration.
Application no	26/0181/FH
Location	18 Darby Road
Proposal	Change of use from residential (Class C3) to a five bed HMO.
Closing date	11/03/2026
Comment	No objection
Application no	26/0247/FH/PA
Location	28 Cheriton Gardens
Proposal	Determination as to whether the prior approval of the Local Planning Authority is required under Class MA of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) for a change of use from commercial, business and service (Use Class E) to (Class C3) to 6 residential flats.
Closing date	13/03/2026
Comment	No objection
Application no	26/0219/FH
Location	Flat 8, 23-25 Earls Avenue
Proposal	Replacement of timber sash windows with uPVC sash style windows to front and side elevations.
Closing date	16/03/2026
Comment	Object – uPVC is not a recyclable material and it would not enhance or protect the special character of the conservation area. There are other options available.
Application no	26/0243/FH
Location	Flat 2, 51 Augusta Gardens
Proposal	Creation of new entrance door to side elevation and rear glazed doorset to replace existing window.
Closing date	18/03/2026
Comment	No objection

Application no 26/0288/FH
Location Bus Shelter, Opposite The Saga Building, Middelburg Square
Proposal Erection of a double-sided digital display bus shelter advertisement (Retrospective)
Closing date 30/03/2026
Comment No objection

Application no 26/0299/FH/TCA
Location Jersey Suite, The Grand, The Leas
Proposal Works to trees in a conservation area comprising of T1-T2 Leylandii removal.
Closing date 27/03/2026
Comment No objection

Application no 26/0287/FH
Location 1 Foster Way
Proposal Loft conversion with side dormers and velux windows.
Closing date 23/03/2026
Comment Object – the rear dormer would directly overlook the neighbours private part of the garden and would cause a loss of amenity to neighbouring properties. The front dormer would also be an incongruous addition to a tight return of the building.

Application no 26/0209/FH
Location 2 Martha Close
Proposal Retrospective application for the creation of two additional car parking spaces to front of property together with raised steps and planters
Closing date 30/03/2026
Comment Object – What was largely an area of soft landscaping in keeping with other properties is now entirely hard landscaping with no proposal to deal with rain water runoff.

Application no 26/0172/FH
Location 6-6A East Cliff
Proposal Replacement of timber white windows and doors with UPVC white and addition of 2 No. rooflights
Closing date 31/03/2026

Comment Object – uPVC is not a recyclable material and it would not enhance or protect the special character of the conservation area. There are other options available. This would also apply to the roof lights.

Application no 26/0258/FH
Location Flat C, 19 Clifton Crescent
Proposal Listed building consent for the replacement of existing sash windows and terrace door, together with minor internal alterations
Closing date 09/04/2026
Comment No objection

Application no 26/0284/FH
Location 53 Greenfield Road
Proposal Proposed front and rear dormers and internal first floor alterations
Closing date 31/03/2026
Comment Object – the incongruous design of the front dormer would detract from the harmony and the street elevation.

Application no 26/0325/FH
Location Land to north of Coastal Park car park, Lower Sandgate Road
Proposal Variation of conditions 1 (time) & 2 (land restoration) of planning permission 24/0436/FH to allow for the siting and use of the container for an additional 24 months
Closing date 31/03/2026
Comment No objection

Application no 26/0184/FH
Location La Mer, 49A Wear Bay Road
Proposal First-floor rear and side extensions and relocation of the front porch
Closing date 03/04/2026
Comment No objection

Application no 26/0173/FH/GPD
Location 22 Walton Manor Close

Proposal Notification under the Town and Country Planning (General Permitted Development) (England) Order 2015 for a single storey rear extension
Closing date 31/03/2026
Comment No objection

Application no 26/0278/FH
Location 2 - 4 Shellons Street
Proposal Retrospective application for change of use from a mixed use (Class E) to two HMOs, max. 6-persons per unit (Class C4)
Closing date 01/04/2026
Comment Object – the committee doesn't object to the principle of the conversion but there is no accompanying detail of how the site is managed, how refuse is dealt with, how cycles are stored or what thought has been given to residents general amenities.

Application no 26/0351/FH
Location Enbrook, Risborough Lane
Proposal Works to trees subject to TPO No. 04 of 2002, comprising of T1 Bay, T2 & T3 Holly removal of basal/epicormic lateral shoots at ground level. T4 Sycamore reduce by 3 metres vertically and 1 metre laterally
Closing date 01/04/2026
Comment No objection

5. RECONSULTATIONS

Application no 26/0052/FH
Location 38 Morehall Avenue
Proposal Change of Use of Church Hall to Dwelling (Use Class C3) including removal of part of roof to provide a garden.
Amendment Further Marketing Information added 17.02.2026
Closing date 05/03/2026
Comment Noted

6. APPEALS

Appeal no	AP-6775
Application no	25/1797/FH
Location	Land Rear of 16 Julian Road
Proposal	Residential development comprising of 2 x 2 bedroom apartments and 4 x 1 bedroom apartments
Comment	Noted

7. PREMISES LICENCE

Application no	PR202602-129509
Location	Penny Lane, 9-17 Sandgate Road
Proposal	Alcohol ON sales ONLY
Closing date	17/03/2026
Comment	No objection

Application no	PR202601-128697
Location	Get Baked & Loaded, Folkestone Harbour, Harbour Approach Road
Proposal	Alcohol OFF sales ONLY
Closing date	26/03/2026
Comment	No objection

Application no	PR202602-129509
Location	Penny Lane, 9-17 Sandgate Road
Proposal	Alcohol ON sales ONLY
Closing date	31/03/2026
Comment	No objection

8. LATE PLANNING APPLICATIONS

Application no	26/0365/FH
Location	Telephone Box, Street Kiosk Opposite 21, Guildhall Street
Proposal	Installation of 1no. new BT street hub, incorporating 2no. digital 75" LCD advert screens, and associated BT phone kiosk removals.
Closing date	02/04/2026


Comment	Object – It would not enhance or preserve the character of the conservation area and would increase street clutter.
Application no	26/0367/FH
Location Proposal	Telephone Box, Street Kiosk Opposite 21, Guildhall Street Advertisement consent for the installation of 1no. new BT street hub, incorporating 2no. digital 75" LCD advert screens, and associated BT phone kiosk removals.
Closing date	02/04/2026
Comment	Object – It would not enhance or preserve the character of the conservation area and would increase street clutter.
Application no	26/0326/FH
Location Proposal	46 Cherry Garden Avenue Single-storey front and rear extension with a two-storey side extension, following the demolition of garage & front porch.
Closing date	02/04/2026
Comment	No objection
Application no	26/0353/FH
Location Proposal	14 Church Road Proposed loft conversion with rear dormer and single storey rear extension.
Closing date	03/04/2026
Comment	No objection
Application no	26/0398/FH/PA
Location Proposal	Ground Floor Business Premises, 21 Grace Hill Determination as to whether the prior approval of the Local Planning Authority is required under Class MA of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) for a change of use from commercial, business and service (Use Class E) to 1 residential flat (Class C3).
Closing date	07/04/2026
Comment	Object – it is a ground floor premises and is still in use, clearly viable and contributes in character to the conservation area.

Application no 26/0397/FH
Location 35 Stanbury Crescent
Proposal Erection of a single storey rear extension and loft conversion.
Closing date 07/04/2026
Comment No objection

Application no HF35A
Location Folkestone
Proposal Public Footpath
Closing date 10/04/2026
Comment No objection

9. DATE OF NEXT MEETING
Thursday, 2 April 2026 at 7pm.

The meeting concluded at 8.00pm.


..... Chair

Folkestone Town Council

Minutes of the Planning Committee Meeting held on Thursday 2nd April 2026 at the Town Council Offices, The Town Hall, 1-2 Guildhall Street, Folkestone.

PRESENT: Councillors Charles Bain Smith, John Renshaw, Jane Darling, Bridget Chapman and Christine Dickinson.

OFFICERS PRESENT: Georgina Wilson (Corporate Support Officer)

1. APOLOGIES FOR ABSENCE

Councillor Liz McShane sent apologies.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. PLANNING COMMITTEE MINUTES

The Committee was asked to receive the Minutes of the meeting of the Planning Committee held on 19 March 2026 and to authorise the Chair of the Committee to sign them as a correct record.

RESOLVED: That the Minutes of the meeting of the Planning Committee held on 19 March 2026 be received and that the Chair of the meeting be authorised to sign them as a correct record.

Proposed: Councillor Christine Dickinson

Seconded: Councillor Jane Darling

Voting: F: 5, Ag: 0; Ab: 0

4. PLANNING APPLICATIONS

Application no	26/0368/FH
Location	Flat 2, 12 Grimston Avenue
Proposal	Replacement of 5 windows to the north & east elevations.
Closing date	08/04/2026
Comment	Object, UPVC is not an appropriate material as it is not recyclable, nor does UPVC preserve or enhance the character of the conservation area. UPVC is not necessary to use when there are timber alternatives available.

Application no	26/0354/FH
Location	50-52 Folkestone Care Centre & 56 Shorncliffe Road
Proposal	Change of use and conversion of 10no. residential flats (Use Class C3) at ground and first floors only to 20no. bedrooms of care accommodation (Use Class C2) with

	associated internal and external alterations including a 2 storey link extension.
Closing date	08/04/2026
Comment	No objection
Application no	26/0335/FH
Location	143, 145, 147 & 145-147 Dover Road
Proposal	Change of use of the ground floor flat at 143 to commercial use, together with alterations to create a shopfront; alterations to the existing ground floor shopfront at 145; relocation of the existing rear metal staircase to serve first floor flat 145-147 alterations to the existing ground floor rear extension to 145 and 147; and removal of the existing first floor rear extensions at 145 and 147 and creation of a single flat roof.
Closing date	08/04/2026
Comment	No objection
Application no	26/0362/FH
Location	31 Tontine Street
Proposal	Partial change of use of an existing ground floor retail unit (Use Class E) to a one bedroom residential flat (Use Class C3) to include the replacement of an existing glazed roof.
Closing date	09/04/2026
Comment	Object, this application would provide a poor level of amenity for future occupants, there are no practical external opening windows or light into the living area. The Flood Risk Assessment is not convincing.
Application no	26/0438/FH/TCA
Location	Holy Trinity Church, Sandgate Road
Proposal	Works to trees in a conservation area comprising of T1 & T2 Sycamore, lateral reduction of 2 metres back from building.
Closing date	13/04/2026
Comment	No objection
Application no	26/0418/FH
Location	3-8, Shakespeare Terrace
Proposal	The replacement of existing UPVC windows & doors and all timber windows to No.'s 5 & 6 with heritage style UPVC sliding sash windows & composite doors.
Closing date	13/04/2026

Comment	Object, UPVC is not an appropriate material as it is not recyclable, nor does UPVC preserve or enhance the character of the conservation area. UPVC is not necessary to use when there are timber alternatives available.
Application no	26/0330/FH
Location	Flat 2, 48 Earls Avenue
Proposal	Replacement of existing single glazed windows with aluminium double glazed windows.
Closing date	13/04/2026
Comment	Object, there is no detail of the proposed front elevation.
Application no	26/0340/FH
Location	Flat 3, 6-8 Clifton Crescent
Proposal	Listed building consent for structural repairs to the timber beam supporting the floor structure between the ground & first floors.
Closing date	13/04/2026
Comment	No objection
Application no	26/0316/FH
Location	St Eanswythes Church Of England Primary School, Church Street
Proposal	External alterations including the installation of 2no. of Air Source Heat Pumps to the roof.
Closing date	14/04/2026
Comment	No objection
Application no	26/0429/FH
Location	5-6 Shakespeare Terrace
Proposal	Removal of defective single-storey rear extension to existing hotel including associated alterations.
Closing date	23/04/2026
Comment	Object, there is an inconsistency in the Heritage Statement that proposes the windows are placed in UPVC lookalike, whereas the rest of the application states they will be replaced in timber. The Committee has no objection to the timber replacement.
Application no	26/0429/FH
Location	5-6 Shakespeare Terrace
Proposal	Installation of new timber framed windows and timber framed door to rear following demolition of defective single storey rear extension.

Closing date	23/04/2026
Comment	Object, there is an inconsistency in the Heritage Statement that proposes the windows are placed in UPVC lookalike, whereas the rest of the application states they will be replaced in timber. The Committee has no objection to the timber replacement.
Application no	26/0449/FH/PA
Location	Folca, 48-66 Sandgate Road
Proposal	Determination as to whether the prior approval of the Local Planning Authority is required under Class MA of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) for the change of use of part of the former department store from commercial, business and service use (Class E) to 17no. dwellings to residential use (Class C3).
Closing date	15/04/2026
Comment	No objection
Application no	26/0460/FH
Location	Royal Standard, 60 Canterbury Road
Proposal	Variation of condition 2 (approved plans) of planning permission 20/0367/FH to allow for amendments to internal layouts, alterations to roof & fenestration.
Closing date	15/04/2026
Comment	No objection
Application no	26/0462/FH
Location	57 Downs Road
Proposal	Single storey rear & side extension with a raised rear decking area, with associated 1.8m high screening.
Closing date	16/04/2026
Comment	Object in view of the high screen in relation to the adjacent property, this will have a detrimental affect on the property to the North.
Application no	26/0403/FH
Location	Motis Business Centre, Cheriton High Street
Proposal	Erection of cafe
Closing date	16/04/2026
Comment	No objection

5. PREMISES LICENCES

Application no	PR202603-130700
Location	Costcutter, Ascot House, 26-30 Tontine Street
Proposal	Alcohol OFF sales ONLY
Closing date	13/04/2026
Comment	No objection
Application no	PR202603-130772
Location	Okay Coffee, Ground Floor, 98 Sandgate Road
Proposal	Alcohol ON sales ONLY
Closing date	14/04/2026
Comment	No objection
Application no	PR202602-129948
Location	Broadmead Stores, 17 Broadmead Road
Proposal	Alcohol OFF sales ONLY
Closing date	13/04/2026
Comment	No objection
Application no	PR202603-130449
Location	Roni and Ritas, 2 Church Road
Proposal	Live Music, Recorded Music, Other Entertainment involving music or dance, Provision of late night refreshment, Alcohol ON sales ONLY.
Closing date	13/04/2026
Comment	No objection
Application no	PR202603-130671
Location	Quick Shop Convenience, 45 Dover Road
Proposal	Alcohol OFF sales ONLY, Late night refreshment
Closing date	13/04/2026
Comment	No objection

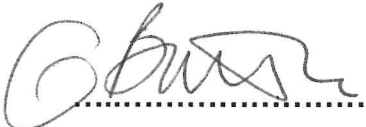
6. LATE PLANNING APPLICATIONS

Application no	26/0473/FH
Location	49 Wear Bay Crescent
Proposal	Works to tree subject to TPO No. 15 of 2006 comprising of T1 Walnut, lateral and vertical reduction of 1.5 metres.
Closing date	17/04/2026
Comment	No objection
Application no	26/0313/FH
Location	Building Rear 29 To 37, Broomfield Road
Proposal	Retrospective application for a partial change of use of store to a model railway workshop.

Closing date	20/04/2026
Comment	No objection
Application no	26/0475/FH
Location	3 Dennis Way
Proposal	Loft conversion consisting of a hip-to-gable roof, rear dormer & roof lights.
Closing date	20/04/2026
Comment	No objection
Application no	26/0435/FH
Location	3 Clifton Road
Proposal	Removal of the existing natural slate roof and replacement with man made slates.
Closing date	20/04/2026
Comment	Object, man made slates would not enhance or protect the characteristics of a Conservation area, especially when natural slate is available.
Application no	26/0419/FH
Location	8 Millfield
Proposal	Erection of a single storey rear extension, outbuilding, hip-to-gable roof extension, installation of skylights to front roof slope and creation of a balcony to existing bay window to front elevation.
Closing date	21/04/2026
Comment	Object, the Committee has no objection to anything other than the second-floor extension of the hip to gable, when a smaller gable could be set back allowing most of the headroom advantage sought but without the impact on the front of the building. The Committee also objects to the large roof lights and feel that the extensive alterations to the attractive dutch gable and windows above the bay window would be an unacceptable change and detrimental to the character of the Conservation area.

7. DATE OF NEXT MEETING
Thursday, 23 April 2026 at 7pm.

The meeting concluded at 8pm.


..... Chair

Folkestone Town Council

Minutes of the Planning Committee Meeting held on Thursday 23 April 2026 at the Town Council Offices, The Town Hall, 1-2 Guildhall Street, Folkestone.

PRESENT: Councillors Charles Bain Smith, Liz McShane (7:18pm), John Renshaw, Jane Darling, Bridget Chapman and Christine Dickinson.

OFFICERS PRESENT: Jennifer Griffin (Administration Officer)

1. APOLOGIES FOR ABSENCE

There were no apologies.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. PLANNING COMMITTEE MINUTES

The Committee was asked to receive the Minutes of the meeting of the Planning Committee held on 2 April 2026 and to authorise the Chair of the Committee to sign them as a correct record.

RESOLVED: That the Minutes of the meeting of the Planning Committee held on 2 April 2026 be received and that the Chair of the meeting be authorised to sign them as a correct record.

Proposed: Councillor Bridget Chapman

Seconded: Councillor John Renshaw

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

4. PLANNING APPLICATIONS

Application no	26/0444/FH/TCA
Location	Burlington Hotel, 3-5 Earls Avenue
Proposal	Works to trees in a conservation area comprising of T1 Holly and T2 Goat Willow fell to ground level. T3 Arbutus reduce by 4 metres vertically. T4 Elder reduce by 2.5 metres vertically.
Closing date	01/05/2026
Comment	No Objection

Application no 26/0504/FH
Location Units 4, 5 & 6 Princes Gate, Bayle Street
Proposal Change of use of Units 4 and 5 to Class F1(a) (education and learning), retention of Unit 6 for ancillary office use; insertion of two windows to rear elevation and relocation of door to existing frontage.
Closing date 30/04/2026
Comment No Objection

Application no 26/0571/FH
Location 10 Earls Avenue
Proposal Replacement windows from timber to uPVC to flats on ground, first and second floors
Closing date 05/05/2026
Comment Object. UPVC is not an appropriate material as it is not recyclable, nor does UPVC preserve or enhance the character of the conservation area. UPVC is not necessary to use when there are timber alternatives available.

Application no 26/0572/FH
Location 26 Walton Gardens
Proposal Single storey rear extension and conversion of existing garage into additional living accommodation following removal of rear extension.
Closing date 05/05/2026
Comment No Objection

Application no 26/0548/FH
Location 5 Wear Bay Crescent
Proposal Erection of a single storey rear extension and the creation of parking area to front of property
Closing date 06/05/2026
Comment Object. The Committee only objects to the parking space in that no detail is given to the retaining structure required to address the change of level and drainage, so water does not run into the road, and an application for a dropped curb. Could we have more details before a decision is made.

Application no 26/0586/FH
Location 27 Broadmead Road
Proposal Erection of a single/two storey rear extension
Closing date 06/05/2026



Comment Object. The Committee do not object to the principle and most details of the proposed application. However, the skylights should be fixed closed and be obscured glass to protect the privacy of both future occupants of the applicant's site and the adjacent site.

5. PREMISES LICENCES

Application no PR202603-131042
Location Market Square, 19-21 Rendezvous Street
Proposal Alcohol ON & OFF sales, Late Night Refreshment and Recorded Music
Closing date 28/04/2026
Comment No Objection

Application no PR202603-131377
Location Tiki's Bar and Kiosk, Pumping Station, Coronation Parade, Sunny Sands
Proposal Alcohol ON & OFF sales
Closing date 06/05/2026
Comment No Objection. Although the Committee would like to note a suggestion that drinks be served in non-breakable cups to avoid broken glass that can be left on the beach.

6. LATE PLANNING APPLICATIONS

Application no 26/0498/FH
Location Westgate House, 12 Cliff Road
Proposal Erection of a brick wall, to include a new access & pedestrian gates to the front boundary.
Closing date 08/05/2026
Comment Object. The Committee object to the height of the wall, it is not in keeping with other boundaries in the conservation area nearby. The Committee understands the need for a division, but the height is excessive.

Application no 26/0592/FH
Location 2 Church Street
Proposal Retrospective application for the installation of commercial kitchen extract flue to rear
Closing date 11/05/2026



Comment Object. No details are provided of how odour and noise is mitigated as set out in the two reports provided. The Committee also disagree with the Planning Statement that the building has no historical value at all, consideration should be given to how that is addressed.

Application no PR202603-130772
Location Okay Coffee, Ground Floor, 98 Sandgate Road
Proposal Alcohol ON sales ONLY
Closing date 10/05/2026
Comment No Objection

Application no PR202604-132270
Location Wilson's Casino, 28-30 Sandgate Road
Proposal Alcohol ON sales ONLY, Films, Live Music, Late Night Refreshment, Recorded Music
Closing date 14/05/2026
Comment No Objection

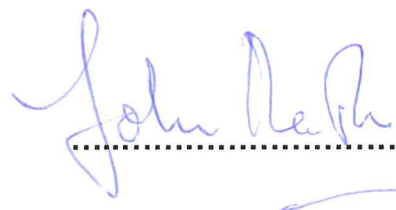
Councillor Liz McShane arrived at 7:18pm.

Application no PR202604-132193
Location Docker Brewery & Tap Room, Unit C, Five Acre Site, Park Farm
Proposal Alcohol ON & OFF sales, Recorded Music
Closing date 14/05/2026
Comment The Committee has concerns about the separation of a drinking establishment from a busy bit of an industrial estate where people are collecting building materials and this needs to be properly managed.

7. DATE OF NEXT MEETING

Thursday, 14 May 2026 at 7pm.

The meeting concluded at 7:26pm.


..... Chair

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 12 February 2026 at 7.00pm.

PRESENT:

Councillors Connor McConville (Chair), Jackie Meade, Laura Davison, Peter Gane, Adrian Lockwood, Kieran Leigh, Belinda Walker, Nicola Keen, Christine Dickinson and Bridget Chapman.

APOLOGIES:

Councillor Tim Prater

ABSENT:

Councillor Abena Akuffo-Kelly

OFFICERS PRESENT:

Toni Brenchley – Town Clerk
Karen Palmer – Finance Officer

1820. APOLOGIES FOR ABSENCE

Apologies received from Councillor Tim Prater.

RESOLVED: To approve apologies from Councillor Tim Prater

Proposed: Councillor Belinda Walker
Seconded: Councillor Laura Davison
Voting: F: 10, Ag: 0, Ab:0

1821. DECLARATIONS OF INTERESTS

There were no declarations of interest.

1822. MINUTES

The Committee received the Minutes of the meeting of the Finance and General Purposes Committee held on 11 December 2025 and authorised the Chair to sign them as a correct record.

RESOLVED: That the Minutes of the meeting of the Finance and General Purposes Committee held on 11 December 2025 be signed as a correct record.

Proposed: Councillor Jackie Meade
Seconded: Councillor Nicola Keen
Voting: F: 10, Ag: 0, Ab: 0

NK


1823. SCHEDULE OF PAYMENTS

The Committee considered the schedule of payments made between 1 December 2025 and 31 January 2026.

RESOLVED: That the Schedule of Payments for the period 1 December 2025 to 31 January 2026 be accepted.

Proposed: Councillor Jackie Meade
Seconded: Councillor Belinda Walker
Voting: F:10, Ag: 0, Ab: 0

1824. SCHEDULE OF RECEIPTS

The Committee considered the schedule of receipts made between 1 December 2025 and 31 January 2026.

RESOLVED: That the Schedule of Receipts for the period 1 December 2025 to 31 January 2026 be accepted.

Proposed: Councillor Peter Gane
Seconded: Councillor Christine Dickinson
Voting: F: 10, Ag: 0, Ab: 0

1825. BUDGET MONITORING STATEMENT 2025/26

The budget monitoring statement of income/expenditure and earmarked reserves up to the 31 January were received by the Committee.

The Finance Officer / Deputy Town Clerk gave the Committee a verbal update on the latest budget position.

RESOLVED: That the budget monitoring statement and reserves up to the 31 January be accepted.

Proposed: Councillor Jackie Meade
Seconded: Councillor Laura Davison
Voting: F: 10, Ag: 0, Ab: 0

1826. BANK RECONCILIATION

The bank reconciliation statements as at 31 December 2025 and 31 January 2026 were noted by the Committee and signed by a Member other than the Chair.

RESOLVED: That the bank reconciliations for the periods December 2025 and January 2026 be accepted.

Proposed: Councillor Adrian Lockwood
Seconded: Councillor Peter Gane
Voting: F: 10, Ag: 0, Ab: 0

1827. WARD GRANTS

Below is a list of Ward Grants received for Committee approval:

NK



Strange Cargo	Charivari Day 2026	£200.00	L McShane
OutdoorFolkey	Community-Led Outdoor Events for Local Residents	£300.00	L McShane
OutdoorFolkey	Community-Led Outdoor Events for Local Residents	£300.00	A Akuffo Kelly
OutdoorFolkey	Community-Led Outdoor Events for Local Residents	£100.00	B Walker
St Mary & St Eanswythe with St Saviour Parochial Church Council	Pew Cushions	£200.00	B Walker

RESOLVED: To award the organisation with the Ward Grant amounts listed.

Proposed: Councillor Peter Gane
 Seconded: Councillor Jackie Meade
 Voting: F: 10, Ag: 0, Ab: 0

1828. WARD GRANT BALANCES

The Committee noted the Ward Grant balances as at 12 February 2026.

1829. BANK STATEMENT CHECKS

The Committee was asked to appoint a Councillor to carry out monthly checks of bank statements against bank reconciliation reports.

RESOLVED: That Councillor Adrian Lockwood will attend the Town Hall to check the bank statements against the bank reconciliations before each Finance and General Purposes Committee meeting.

Proposed: Councillor Connor McConville
 Seconded: Councillor Jackie Meade
 Voting: F: 10, Ag: 0, Ab: 0

1830. SCALE OF FEES

The Committee received the schedule proposing revised fees for the Committees approval.

RESOLVED: To approve the proposed schedule of fees on the understanding that they will be put on the next agenda to be considered by the Community Services Committee.

Proposed: Councillor Peter Gane
 Seconded: Councillor Laura Davison
 Voting: F: 10, Ag: 0, Ab: 0

NK


1831. TOWN HALL/CINEMA BUILDING MAINTENANCE UPDATE

The Town Clerk updated the Committee regarding maintenance of the Town Hall / Cinema building.

Fire Escape works – Internal doors and gate to be fitted. Project should be completed within the next two weeks.

Lightning Protection works – Progressing and should be completed within the next two weeks.


Fixed Electrical Certificate – Remedial works to be completed once Fire Escape works are completed.

Improvements to ventilation in Collections Room – Grant application to be submitted to South East Museums Emergency Fund in April 2026.

1832. DATE OF NEXT MEETING:

16 April 2026 at 7.00pm

The meeting concluded at 7.20pm

Chair.......... Nicola Keen

Date..... 16 / 4 / 26

FOLKESTONE TOWN COUNCIL

**Minutes of the Community Services Committee meeting held at the Town Hall,
1 – 2 Guildhall Street, Folkestone, CT20 1DY on Tuesday, 10 February 2026 at
7.00pm.**

Present: Councillors Peter Gane, Lucy McGirr, Belinda Walker and Roger West (Chair).

**In Attendance: Toni Brenchley – Town Clerk
Vicky Deakin - Communities & Events Officer**

Absent: Councillors Bridget Chapman and Jane Darling

1349. APOLOGIES FOR ABSENCE

There were no apologies for absence.

1350. DECLARATIONS OF INTEREST

There were no declarations of interest.

1351. MINUTES

The Committee was asked to receive the Minutes of the meeting of the Community Services Committee held on 14 October 2025 and to authorise the Chair of the Committee to sign them as a correct record.

RESOLVED: That the Minutes of the meeting held on the 14 October 2025 be received and signed as a correct record.

Proposed: Councillor Lucy McGirr
Seconded: Councillor Belinda Walker
Voting: F:4, Ag:0, Ab:0

1352. ARMED FORCES DAY FOLKESTONE – 2026

The Communities and Events Officer updated the Committee in respect of developing plans for Armed Forces Day.



1353. DRAFT COMMUNITY RESILIENCE PLAN

The Town Clerk updated the Committee and asked that it review and comment on the draft Community Resilience Plan. The Plan will aim to support and signpost members of the community to help them prepare for and respond to emergencies at a local level by identifying volunteers, resources and vulnerable areas and members of the community.

The Climate & Environment Committee will also be consulted for comments prior to the production of a final plan.

1354. FOLKESTONE MUSEUM REPORT CS/26/410

The Committee was asked to receive and note Report CS/26/410.

RESOLVED: To receive and note report CS/26/410 and that a vote of thanks to the Museum staff be recorded.

Proposed: Councillor Lucy McGirr
Seconded: Councillor Belinda Walker
Voting: F:4, Ag:0, Ab:0

1355. FTC VISITOR INFORMATION SERVICE/TOURISM AND MUSEUM RETAIL OFFER

The Communities & Events Officer updated the Committee in respect of FTC's current Visitor Information Service and the development of its retail offer.

1356. THE LEAS TOWN TRAIL HERITAGE BOARD

The Communities & Events Officer updated the Committee in respect of the current status relating to the replacement of The Leas Town Trail heritage noticeboard.

1357. PEACE MEMORIAL

Further to a meeting with CJ Russell (President – The Royal Federation of Belgian Veterans) the Communities & Events Officer and Cllr Lucy McGirr updated the Committee in respect of costs, required resources and viability of the suggested project. Further to outcomes of this research, The Royal Federation of Belgian Veterans will be contacted inviting it to apply for a Town Grant for the organisation to deliver this project should it wish to do so.

1358. CIL CONSULTATION

The Committee's views were sought on how Community Infrastructure Levy (CIL) funding should be allocated, now that the public consultation inviting residents, community groups and local businesses has concluded.

RESOLVED:

i) That the Town Clerk and Communities & Events Officer undertake further research to ascertain costs, required resource, land ownership, responsibility and viability of the following projects:

- Installation of a MUGA at Coniston Road Play Park

Installation of new equipment suitable for older youths at Naseby Avenue Play Park

Installation of equipment designed and suitable for those with disabilities and accessibility difficulties

- Installation of a shelter for sea swimmers at Mermaid Beach
- Provision of cycle hoops and storage to secure bicycles at top of Sandgate Road, outside Chaos Cards on Sandgate Road and on Cheriton Place
- Installation of specialist beach wheelchairs at the Sunny Sands

ii) Prepare a consolidated report combining the research outcomes with the results of follow-up actions for the projects resolved by the Community Services Committee and the Climate & Environment Committee to be progressed. The report is to be included on the agenda for the next Community Services Committee meeting on 14 April 2026 for Members' review and determination on how to proceed with a final review by the newly combined Community, Climate & Environment Committee.

Proposed: Councillor Peter Gane

Seconded: Councillor Belinda Walker

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

1359. ARMED FORCES COVENANT UPDATE

As the lead officer for the Armed Forces Covenant, the Communities & Events Officer updated the Committee in respect of actions required to develop an application for submission to achieve an upgrade from Bronze Award to the Employer Recognition Scheme Silver Award.

The Committee were asked to nominate a Folkestone Town Councillor for the role of Armed Forces Champion.

RESOLVED: That Councillor Belinda Walker be nominated for the role of Armed Forces Champion.

Proposed: Councillor Peter Gane

Seconded: Councillor Roger West

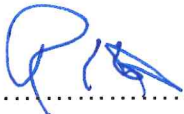
Voting: F:3, Ag:0, Ab:1



1360. DATE OF NEXT MEETING

Tuesday 14 April 2026 at 7pm

The meeting concluded at 7.30pm

Chair.....

Date.....14.4.26

FOLKESTONE TOWN COUNCIL

**Minutes of the Climate and Environment Committee meeting held on Tuesday,
3 February 2026 at the Town Hall at 7pm.**

Present: Councillors Laura Davison, Nicola Keen, Kieran Leigh, John Renshaw (Chair) and Belinda Walker.

In attendance: Vicky Deakin – Communities & Events Officer

Apologies: Councillors Abena Akuffo-Kelly, Lucy McGirr and Roger West

Absent: Councillor Charles Bain Smith

171. APOLOGIES FOR ABSENCE

Councillors were asked to receive apologies from Councillor Abena Akuffo-Kelly, Lucy McGirr and Roger West.

RESOLVED: To accept the apologies from Councillor Abena Akuffo-Kelly, Lucy McGirr and Roger West

Proposed: Councillor John Renshaw
Seconded: Councillor Kieran Leigh
Voting: F:5, Ag:0, Ab:0

172. DECLARATIONS OF INTEREST

There were no declarations of interest.

173. MINUTES

The Committee was asked to receive the Minutes of the meeting of the Climate & Environment Committee held on 7 October 2026 and to authorise the Chair of the Committee to sign them as a correct record.

RESOLVED: That further to correcting details of Councillors present, recorded votes and Proposer Councillor name for Minute 169, the Minutes of the meeting held on 7 October 2026 be received and signed as a correct record.

Proposed: Councillor Kieran Leigh
Seconded: Councillor John Renshaw
Voting: F:5, Ag:0, Ab:0

174. GREEN GRANT AWARD UPDATE

The Committee received and noted Report CE/26/409, which provided an update on how the Green Grant Award is being allocated.

175. SPONSORSHIP OF PLANTING F&HDC OWNED FLOWERBEDS

The Committee was asked if it wished to consider continuing to sponsor planting of F & HDC owned flower & shrub beds and if so, at what level.

RESOLVED:

- i) **That subject to receipt of a written assurance from F & HDC confirming and detailing all locations on it's Summer and Winter Bedding Costs Schedule 2026 / 2027 will be planted and it will cover the funding shortfall of £16,854.73 (excluding VAT), Members approve the release of up to the maximum £25,000 FTC allotted 2026 / 2027 budget for sponsorship of the planting scheme.**

- ii) **Should F & HDC be unable to provide the requested written assurance, FTC will invite the Cabinet Member for Assets and Local Government Reorganisation to attend the Climate & Environment Committee meeting to be held on 7th April 2026.**

Proposed: Councillor John Renshaw
Seconded: Councillor Laura Davison
Voting: F:4 , Ag:1, Ab:

176. TREE PLANTING

The Committees views were sought in respect of potential new tree planting sites. All Folkestone Town Councillors will be contacted by the Communities & Events Officer and asked to submit suggestions of sites within their respective wards. Details will be added to the draft Tree Planting Schedule to be reviewed at the next Tree Working Group meeting.

The updated schedule will be considered by Members at the next Climate & Environment Committee meeting on 7th April 2026.



177. SOUTHERN WATER ANNUAL BATHING WATER REPORT

The Committee received and noted the information supplied in the Annual report from Southern Water.

178. CIL CONSULTATION

Councillors views were sought on how Community Infrastructure Levy (CIL) funding should be allocated now that the public consultation has concluded.

RESOLVED:

i) That the Town Clerk and Communities & Events Officer undertake further research to ascertain costs, required resource, land ownership, responsibility and viability of the following projects:

- **Engagement with local schools teaching the value of managing and re-using rainwater to potentially include FTC assisting schools to install small SuDS planters and rainwater harvesting systems on their respective sites.**
- **Create a community meadow and food growing area developed with forest gardening principles at the green space beyond 'Jocks Pitch', Wear Bay Road and the enclosed / gated triangle of land opposite this site.**

Enhance biodiversity in this area by encouraging the use of semi-wild and self-sustaining crops.

Connect people with nature by installing integrated seating and meeting areas.

Introduction and delivery of courses in 'growing and wellbeing'.

Link projects at this site to the current Geopark proposal, existing Community Fridge initiative and other local food growing/sustainability networks.

- **Cheriton Road Cemetery to receive additional grounds maintenance including three grass strims annually with cuttings removed to encourage the return of wildflowers and increase numbers of butterflies, bees, insects, wagtails and other small birds.**

Regular inspections undertaken by a Community Officer and / or Ward Councillors to ensure any approved works are regularly carried out.

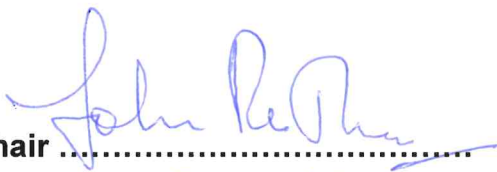


- ii) **Prepare a consolidated report combining the research outcomes with the results of follow-up actions for the projects resolved by the Community Services Committee and the Climate & Environment Committee to be progressed. The report is to be included on the agenda for the next Climate & Environment Committee meeting on 7 April 2026 for Members' review and determination on how to proceed with a final review by the newly combined Community, Climate & Environment Committee.**

179. DATE OF NEXT MEETING

Tuesday 7 April 2026 at 7pm

The meeting concluded at 7.56pm.


Chair

Date 7 April 2026



Mrs T Brenchley
Folkestone Town Council
The Town Hall
1-2 Guildhall Street
Folkestone
Kent
CT20 1DY

29 May 2026

Dear Toni

Re: Folkestone Town Council
Internal Audit Report for Financial Year Ended 31 March 2026

Executive summary

Following completion of our final internal audit on 29 May 2026, we are pleased to enclose our report for your review and presentation to the council. The audit was conducted in accordance with current professional standards and guidelines, employing a risk-based approach to our testing. While not all transactions were examined, our sample testing, where appropriate, covered the financial year to date.

Some assertions, as noted in this report, were tested at the interim internal audit completed during the financial year and the council should review all internal audit reports for the year before completing the Annual Governance Statement.

The structure of this report aligns with the assertions set out in the Annual Internal Auditor Report section of the published Annual Governance and Accountability Return (AGAR). Each section begins with a summary of the assertion being assessed, followed by details of the testing undertaken, which was guided by the audit plan previously shared with the council. A copy of the audit plan is available upon request. The report concludes with our opinion on whether each assertion has been met as of the date of the audit. **Any recommendations for action are highlighted in bold and summarised in the table at the end of the report.**

Our testing did not identify any procedural errors requiring reporting to the external auditor at this time, nor did we observe any material weaknesses in internal controls that would pose a risk to public funds. In fact, the processes and procedures together with own built in compensating controls are robust, strictly followed and in many respects a model of good practice.

We are pleased to report that overall, the systems and procedures currently in place are appropriate and effective. While this report may include recommendations for improvement, these should not be viewed as indicators of significant deficiencies. Rather, they are intended to support the continued development of what is, in our view, a well-managed and robust governance framework.

I have completed the Annual Internal Audit Report page of the AGAR and provided this to the council for onward submission to the External Auditor.

Regulation

The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts. In addition to this, a smaller authority is required by Regulation 5(1) of the Accounts and Audit Regulations 2015 to “undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance.”

Internal auditing is an independent, objective assurance activity designed to improve an organisation’s operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes.

The primary purpose of internal audit is to assess and report to the authority on the effectiveness of its financial systems and other internal controls, including the operational procedures that support its activities.

The internal audit function involves testing and evaluating whether the authority’s internal control framework is both adequate and functioning effectively. Internal audit reports should be made available to all Members, providing a basis for informed decision making when considering the authority’s approval of the Annual Governance Statement.

Independence and competence

Your audit was conducted by Andy Beams of Mulberry Local Authority Services Ltd, who has over 36 years’ experience in the financial sector with the last 16 years specialising in local government.

Your auditor is independent from the management of the financial controls and procedures of the council and has no conflicts of interest with the audit client, nor do they provide any management or financial assistance to the client.

Engagement Letter and inherent risk assessment

An engagement letter was previously issued to the council covering the 2025/26 internal audit assignment, which includes the scope and plan of works and fee structure. Copies of this document are available on request from anna@mulberrylas.co.uk

In summary, our work will address each of the internal control objectives as stated on the Annual Internal Audit Report of the AGAR.

It is our opinion that the inherent risk of error or misstatement within the council’s financial systems is low. The internal control environment is considered reliable, and as such, substantive testing of individual transactions is not deemed necessary at this stage.

Audit testing will therefore consist of walk-through testing on a selection of sample data, covering the period under review within the current council year. This approach is designed to confirm that key controls are operating effectively throughout the financial period.

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INTRODUCTION

The audit was conducted on site. The information advised in advance of the visit had been prepared and was available for review, and overall, I have the impression that accounting records are neatly maintained and easily accessible.

Other information was reviewed through discussion with the officers and a review of the council website www.folkestone-tc.gov.uk

UPDATES ON RECOMMENDATIONS FROM INTERIM AUDIT

Internal Audit – Summary of recommendations

Audit Point	Interim Audit Findings	Council comments
<p>B. FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS</p>	<p>I recommend updating the Acceptance of Office forms with formal acceptance to receive information by electronic means in the form “As per Schedule 12 of the Local Government Act 1972, I consent to the receipt of all council meeting papers by electronic methods. I understand I may withdraw this consent at any time”</p> <p>The council’s current system for making online payments is based on sole online authorisation of the Deputy Clerk, after the payments have been authorised and signed by the Town Clerk in paper format. In the Town Clerk’s absence, the Deputy Clerk also completes the authorisation step of this procedure.</p> <p>While online dual authentication is the preferred method for making payments, this is not always practical or available from the bank. However, the council should put in place a separation of duties in the Town Clerk’s absence to ensure that at least two individuals are involved in the authorisation and release of payments.</p>	<p>To be reviewed at the next interim audit.</p> <p>The Financial Regulations are in the process of being reviewed and amended in this area, and will be reviewed at the next interim internal audit.</p>
<p>C. RISK MANAGEMENT AND INSURANCE</p>	<p>The council should consider adopting a Risk Management Policy to cover all its risk management functions.</p>	<p>I note the council adopted a new Risk Management Policy in January 2026, and this will be reviewed at the next interim internal audit.</p>

A. BOOKS OF ACCOUNT

Internal audit requirement

Appropriate accounting records have been kept properly during the year.

Audit findings

Testing conducted at the interim audit and findings included in the interim audit report.

CONCLUSION

I am satisfied this control objective has been met.

B. FINANCE REGULATIONS, GOVERNANCE AND PAYMENTS

Internal audit requirement

This authority complied with its Finance Regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for.

Audit findings

Testing conducted at the interim audit and findings included in the interim audit report. Updates on the recommendations from the interim audit are contained in the table on page 4 of this report.

CONCLUSION

I am satisfied this control objective has been met.

C. RISK MANAGEMENT AND INSURANCE

Internal audit requirement

This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

Audit findings

Testing conducted at the interim audit and findings included in the interim audit report. Updates on the recommendations from the interim audit are contained in the table on page 4 of this report.

We discussed assertion 8 on the Annual Governance Statement and whether this had any impact on the council.

“We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.”

The Clerk confirmed that they were not aware of any event having a financial impact that was not included in the accounting statements.

CONCLUSION

I am satisfied this control objective has been met.

D. BUDGET, PRECEPT AND RESERVES

Internal audit requirement

The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.

Audit findings

Testing conducted at the interim audit and findings included in the interim audit report.

Budget

Regular detailed budget reports are produced from the accounting software. There is no evidence to suggest that the budget has not been accurately set and carefully monitored throughout the year.

There is evidence within the minutes of meetings that councillors regularly receive budget reports for review, providing them with sufficient financial information to make informed decisions.

Precept

The council set a precept of £1,082,720 for 2025/26. With a tax base of 15,230.46, this equates to a band D equivalent of £71.09 (compared to the average in England of £92.92).

I was able to confirm that the precept amount recorded in the accounts is correct, and equals the amount recorded in box 2 of the Accounting Statements.

I confirmed from the minutes that the 2026/27 budget and precept were approved by the council at the meeting held on 22 January 2026 (minute ref 2211).

Reserves

The Smaller Authorities Proper Practices Panel (SAPPP) Practitioner's guide provides updated guidance on the appropriate level of general reserves that councils should retain as below:

5.33 The general reserve of an authority comprises its cash flow and contingency funds to cover unexpected inflation, unforeseen events and unusual circumstances.

5.34 The generally accepted recommendation with regard to the appropriate minimum level of a smaller authority's general reserve is that this should be maintained at between three and twelve months of net revenue expenditure.

5.35 The reason for the wide range is to cater for the large variation in activity level between individual authorities. The smaller the authority, the closer the figure may be to 12 months expenditure, the larger the authority, the nearer to 3 months. In practice, any authority with income and expenditure in excess of £200,000 should plan towards 3 months equivalent general reserve.

5.36 *In all of this it is important that each authority adopt, as a general reserve policy, the level appropriate to their size, situation, risks and plan their budget so as to ensure that the adopted level is maintained. Consideration of the minimum level of reserves requires not only consideration of level of income and expenditure but also the risks to that income.*

5.37 *Authorities with significant self-generated income (other than the precept or levy) should take into account situations that may lead to a loss in revenue as well as increased costs and adapt their general reserve accordingly.*

At the year-end, the council held circa £721,782 in reserves, split between categories as below:

- CIL EMR £131,891
- Earmarked EMR £283,481
- General Reserves £306,410

I checked the purpose of these earmarked reserves and am satisfied they are all for legitimate future planned projects of the council.

The general reserve balance is which is within the recommended range as detailed in the Practitioner’s Guide.

CONCLUSION

I am satisfied this control objective has been met.

E. INCOME

Internal audit requirement

Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.

Audit findings

Testing conducted at the interim audit and findings included in the interim audit report.

CONCLUSION

I am satisfied this control objective has been met.

F. CASH**Internal audit requirement**

Cash payments were properly supported by receipts; all cash expenditure was approved and VAT appropriately accounted for.

CONCLUSION

The council has no cash expenditure and the testing for this internal control objective is not applicable.

G. PAYROLL**Internal audit requirement**

Salaries to employees and allowances to members were paid in accordance with the authority's approvals, and PAYE and NI requirements were properly applied.

Audit findings

Testing conducted at the interim audit and findings included in the interim audit report.

I reviewed the figure included in box 4 (staff costs) on the Accounting Statements and was able to confirm from the accounting software that in accordance with the guidance contained in the Smaller Authorities Proper Practices Panel (SAPPP) Practitioner's guide this includes only salary payments, HMRC payments and pension contributions.

CONCLUSION

I am satisfied this control objective has been met.

H. ASSETS AND INVESTMENTS**Internal audit requirement**

Asset and investments registers were complete and accurate and properly maintained.

Audit findings

Testing conducted at the interim audit and findings included in the interim audit report.

I confirmed the asset register total matches that included in box 9 (total fixed assets plus long term investments and assets) on the Accounting Statements and was able to trace the changes to the previous year's total against the asset register.

The council has borrowing through the Public Works Loan Board (PWLB) and I was able to confirm the figures for in year payments (box 5) and year-end balance (box 10) on the Accounting Statements against the PWLB remittance advices and year-end statement.

CONCLUSION

I am satisfied this control objective has been met.

I. BANK AND CASH**Internal audit requirement**

Periodic bank account reconciliations were properly carried out during the year.

Audit findings

Testing conducted at the interim audit and findings included in the interim audit report.

I reviewed the year-end bank reconciliation for all accounts and was able to confirm the balances on 31 March 2026 to the bank statements and found no errors. I was able to confirm the total bank balances to the figure included in the Accountings Statements on the AGAR.

CONCLUSION

I am satisfied this control objective has been met.

J. YEAR END ACCOUNTS**Internal audit requirement**

Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), supported by an adequate audit trail from underlying records and, where appropriate, debtors and creditors were properly recorded.

Audit findings

The council is reminded that at its meeting to sign the Annual Governance and Accountability Return (AGAR), it should complete the steps in the following order:

- **Review and consider the Annual Internal Audit Report**
- **Complete Section 1 – Annual Governance Statement**
- **Complete Section 2 – Accounting Statements**

Section 1 – Annual Governance Statement

Based on the internal audit findings, I recommend using the table below as the basis for that discussion.

	Annual Governance Statement	<i>'Yes', means that this authority</i>	Suggested response based on evidence
1	We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>	YES – accounts follow latest Accounts and Audit Regulations and practitioners guide recommendations.
2	We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>	YES – there is regular reporting of financial transactions and accounting summaries, offering the opportunity for scrutiny.
3	We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>	YES – the Clerk advises the council in respect of its legal powers.
4	We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>	YES – the requirements and timescales for 2024/25 year-end were followed.
5	We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>	YES – the council has a risk management scheme and appropriate external insurance.
6	We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>	YES – the council has appointed an independent and competent internal auditor.
7	We took appropriate action on all matters raised in reports from internal and external audit.	<i>responded to matters brought to its attention by internal and external audit.</i>	YES – matters raised in internal and external audit reports have been addressed.

8	We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and. Where appropriate, have included them in the accounting statements.	<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>	YES – no matters were raised during the internal audit visits.
9	Trust funds including charitable – In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/asset(s), including financial reporting and, if required, independent examination or audit.	<i>has met all its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>	N/A – the council has no trusts
10	We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.	<i>has made suitable arrangements for its IT and data management and has complied with proper practices in doing so</i>	YES – the council has met the requirements of Governance Assertion 10

Section 2 – Accounting Statements

AGAR box number		2024/25	2025/26	Internal Auditor notes
1	Balances brought forward	680,142	749,821	Agrees to 2024/25 carry forward (box 7)
2	Precept or rates and levies	1,000,590	1,082,720	Figure confirmed to central precept record
3	Total other receipts	148,747	85,451	Agrees to underlying accounting records
4	Staff costs	524,912	580,129	Agrees to underlying accounting records. Includes only expenditure allowed as staff costs (see section G)
5	Loan interest/capital repayments	39,301	39,301	Agrees to PWLB remittance advices
6	All other payments	515,445	576,780	Agrees to underlying accounting records
7	Balances carried forward	749,821	721,782	Casts correctly and agrees to balance sheet
AGAR Box 8				
8	Total value of cash and short- term investments	721,039	725,803	Agrees to bank reconciliation for all accounts
9	Total fixed assets plus long- term investments and assets	3,720,956	3,714,260	Matches asset register total and changes from previous year have been traced
10	Total borrowings	202,552	172,697	Agrees to PWLB statement
AGAR Box 11				
11	Do the figures in the accounting statements above exclude any trust transactions	Yes	Yes	Yes – trust transactions are excluded from the stated figures

Audit findings

The year-end accounts have been correctly prepared on an income and expenditure basis with the box 7 and 8 reconciliation completed. This shows total year-end debtors of £52,554 and total year-end creditors of £56,575, with a full breakdown of the individual debtors and creditors provided.

The AGAR correctly casts and cross casts and last year's comparatives match the figures submitted for 2024/25 and published on the council website.

The variance analysis has been completed and, in my opinion, provides sufficient financial and narrative information to explain the variances to the External Auditor.

CONCLUSION

I am satisfied this control objective has been met.

K. LIMITED ASSURANCE REVIEW

Internal audit requirement

If the authority certified itself as exempt from a limited assurance review in the previous year, it met the exemption criteria and correctly declared itself exempt.

CONCLUSION

The council did not certify itself exempt from a limited assurance review in the previous year and the testing for this internal control objective is not applicable.

L: PUBLICATION OF INFORMATION

Internal audit requirement

The authority publishes information on a free to access website/webpage, up to date at the time of the internal audit in accordance with relevant legislation

Audit findings

All councils are required to follow The Accounts and Audit Regulations which include the following requirements:

- 13(1)** An authority must publish (which must include publication on that authority's website)
- (a) the Statement of Accounts together with any certificate or opinion entered by the local auditor in accordance with section 20(2) of the Act; and
 - (b) the Annual Governance Statement approved in accordance with regulation 6(3)
- 13(2)** Where documents are published under paragraph (1), the authority must
- (a) keep copies of those documents for purchase by any person on payment of a reasonable sum; and
 - (b) ensure that those documents remain available for public access for a period of not less than five years beginning with the date on which those documents were first published in accordance with that paragraph.

I was able to confirm that pages 4 (Annual Governance Statement), 5 (Accounting Statements) and 6 (External Auditor's Report and Certificate) of the AGARs are available for review on the council website for the previous five financial years.

Confirm that the council is compliant with the relevant transparency code

For councils with a turnover over £25,000, it is recommended best practice to follow the Local Government Transparency Code 2015, but not a statutory requirement and therefore not subject to verification during the internal audit.

CONCLUSION

I am satisfied this control objective has been met.

M: EXERCISE OF PUBLIC RIGHTS - INSPECTION OF ACCOUNTS**Internal audit requirement**

The authority, during the previous year, correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.

Audit findings

Inspection – key dates	2024/25 Actual	2025/26 Proposed
Date AGAR signed by council	12 June 2025	11 June 2026
Date inspection notice issued	13 June 2025	12 June 2026
Inspection period begins	16 June 2025	15 June 2026
Inspection period ends	25 July 2025	24 July 2026
Correct length (30 working days)	Yes	Yes
Common period included (first 10 working days of July)	Yes	Yes

I am satisfied the requirements of this control objective were met for 2024/25, and assertion 4 on the Annual Governance Statement can therefore be signed yes by the council.

I reviewed the proposed dates for the Exercise of Public Rights for the 2025/26 AGAR and confirm that these are in accordance with the requirements of the Accounts and Audit Regulations.

CONCLUSION

I am satisfied this control objective has been met.

N: PUBLICATION REQUIREMENTS

Internal audit requirement

The authority complied with the publication requirements for the prior year AGAR.

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website / webpage.

Before 1 July 2025 authorities must publish:

- *Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited*
- *Section 1 - Annual Governance Statement 2024/25, approved and signed, page 4*
- *Section 2 - Accounting Statements 2024/25, approved and signed, page 5*

Not later than 30 September 2025 authorities must publish:

- *Notice of conclusion of audit*
- *Section 3 - External Auditor Report and Certificate*
- *Sections 1 and 2 of AGAR including any amendments as a result of the limited assurance review.*

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

Audit findings

Testing conducted at the interim audit and findings included in the interim audit report.

CONCLUSION

I am satisfied this control objective has been met.

O. DIGITAL AND DATA COMPLIANCE

Internal audit requirement

The authority has complied with laws, regulations and proper practices relating to digital and data compliance.

Audit findings

The Smaller Authorities Proper Practices Panel (SAPPP) Practitioner's Guide (March 2025) contains guidance on the new Governance Assertion included on the 2025/26 AGAR which relates to this internal control objective.

Website

I was able to confirm that the council website contains a Privacy Notice and a Website Accessibility Statement.

The council has an IT Policy in place which was adopted by the council at the meeting held on 12 March 2026 (minute ref 2227).

Email management and GDPR

It was noted the council has a generic email address on a domain owned by the council and has established common email addresses for all councillors. This is recommended because it gives a natural segregation between work and personal lives, making it clear beyond doubt in what capacity a councillor is acting. In addition to this it gives control to the council, adds a degree of professionalism and in the event of a FOI request limits access to personal computers.

The Clerk confirmed that the council has recently completed a data audit. This may be included in the audit testing for Governance Assertion in future years.

CONCLUSION

I am satisfied this control objective has been met.

P. TRUSTEESHIP

Internal audit requirement

Trust funds (including charitable) – The council met its responsibilities as a trustee.

CONCLUSION

The council has no trusts and the testing for this internal control objective is not applicable.

Achievement of control assertions at final internal audit date

Based on the tests conducted during the interim audit, our conclusions on the achievement of the internal control objectives to date are summarised in the table below.

	INTERNAL CONTROL OBJECTIVE	YES	NO	NOT COVERED
A	Appropriate accounting records have been properly kept throughout the financial year	✓		
B	This authority complied with its Finance Regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for	✓		
C	This authority assesses the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these	✓		
D	The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E	Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for	✓		
F	Cash payments were properly supported by receipts, all cash expenditure was approved, and VAT appropriately accounted for			✓
G	Salaries to employees and allowances to members were paid in accordance with the authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H	Asset and investments registers were complete and accurate and properly maintained.	✓		
I	Periodic bank account reconciliations were properly carried out during the year.	✓		
J	Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), supported by an adequate audit trail from underlying records and, where appropriate, debtors and creditors were properly recorded.	✓		
K	If the authority certified itself as exempt from a limited assurance review in the previous year, it met the exemption criteria and correctly declared itself exempt.			✓
L	The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M	The authority, during the previous year correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations.	✓		
N	The authority complied with the publication requirements for prior year AGAR.	✓		
O	The authority has complied with laws, regulations and proper practices relating to digital and data compliance	✓		
P	Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

Should you have any queries please contact me directly at andy@mulberrylas.co.uk

Yours sincerely



Andy Beams

Director, Mulberry Local Authority Services Ltd

Internal Audit – Summary of recommendations

Audit Point	Internal Audit Findings	Council comments
None		

**FOLKESTONE TOWN COUNCIL
STATEMENT OF INTERNAL CONTROL
FOR THE YEAR ENDING 31st MARCH 2026**

1. SCOPE OF RESPONSIBILITY

Folkestone Town Council (the Council) is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively.

In discharging this overall responsibility, the Council is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Council's functions, and which includes arrangements for the management of risk.

2. THE PURPOSE OF THE SYSTEM OF INTERNAL CONTROL

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives; it can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of the Council's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

The system of internal control has been in place at the Council for the year ended 31 March 2026 and up to the date of approval of the annual report and accounts and, except for the details of significant internal control issues at section 5, accords with proper practice.

3. THE INTERNAL CONTROL ENVIRONMENT

The Council:

The Council has appointed a Town Mayor, who is responsible for the smooth running of Full Council meetings and for ensuring that all Council decisions are lawful. A Chair is appointed by each of its Committees to assume similar responsibilities.

The Council reviews its obligations and objectives and approves budgets for the following year at its December Finance and General Purposes Committee meeting. The January meeting of the Full Council approves the level of precept for the following financial year.

The Full Council meets seven times each year and receives the minutes of each of its Committees for monitoring purposes.

The Council carries out regular reviews of its internal controls, systems and procedures.

Clerk to the Council / Responsible Financial Officer:

The Council has appointed a Town Clerk who acts as the Council's advisor and administrator. The Clerk is the Council's Responsible Financial Officer and is responsible for administering the Council's finances. The Clerk is responsible for the day-to-day compliance with laws and regulations that the Council is subject to and for managing risks. The Clerk also ensures that the Council's procedures, control systems and policies are adhered to.

Payments:

All payments are reported to the Finance and General Purposes Committee. Two signatories of the Council must authorise payments, except where a scheme of delegation is in place, and sign each cheque (where this method of payment is used).

Risk Assessments / Risk Management:

The Council carries out regular risk assessments in respect of actions and regularly reviews its systems and controls.

Internal Audit:

The Council appointed an independent Internal Auditor who reported to the Council on the adequacy of its:

- records
- procedures
- systems
- internal control
- regulations
- risk management
- reviews

The effectiveness of the internal audit system is reviewed annually.

External Audit:

The Council's External Auditor, Mazars LLP, submits an annual Certificate of Audit, which is presented to the Finance and General Purposes Committee.

4. REVIEW OF EFFECTIVENESS

The Council has responsibility for conducting an annual review of the effectiveness of the system of internal control. The review of the effectiveness of the system of internal control is informed by:

- the Full Council and its Committees;
- the Town Clerk / Responsible Financial Officer who has responsibility for the development and maintenance of the internal control environment and managing risks;
- the independent Internal Auditor who reviews the Council's system of internal control;

- Mazars LLP, the Council's external auditor, who makes the final check using the Annual Return, a form completed and signed by the Responsible Financial Officer, the Town Mayor and the Internal Auditor. The external auditor issues an annual audit certificate;
- the number of significant issues that are raised during the year.

5. SIGNIFICANT INTERNAL CONTROL ISSUES

No significant internal control issues were identified during the 2025/26 financial year.

The Responsible Financial Officer, Chair of Finance and General Purposes Committee and Town Mayor continue to ensure the Council is fully compliant with the Council's Financial Regulations and acting lawfully.

The Council strives for the continuous improvement of the system it has adopted for internal control and will continue to address any other minor issues and weaknesses raised and reported during the review process.

Chair of Full Council
(Town Mayor)

Date:.....

Town Clerk

Date:.....

Annual Governance and Accountability Return 2025/26 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £15 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2025/26

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report must** be completed by the authority's internal auditor.
 - **Sections 1 and 2 must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2026**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2026** Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2026
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2025/26

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability Return **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities **must** publish the following information on the authority website/webpage:

Before 1 July 2026 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2025/26** approved and signed, page 4
- **Section 2 - Accounting Statements 2025/26** approved and signed, page 5

Not later than 30 September 2026 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2025/26

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments **must** be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2026
- The Annual Governance Statement (Section 1) **must** be approved before the Accounting Statements (Section 2) and evidenced by the agenda or minute references, even where approved on the same day.
- The Responsible Financial Officer (RFO) **must** certify the accounts (Section 2) before they are presented to the authority for approval. The authority **must** in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period which **must** be a single period of 30 working days for inspection (this excludes weekends and public holidays) which **must** include the first 10 working days of July.
- **You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor **must** be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- Additional costs may be incurred if additional audit work is required.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2025) equals the balance brought forward in the current year (Box 1 of 2026).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights which **must** be a single period of 30 working days for inspection (this excludes weekends and public holidays) which **must** include the first 10 working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2026**

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at 31 March 2026 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2025/26

FOLKESTONE TOWN COUNCIL

www.folkestone-tc.gov.uk

During the financial year ended 31 March 2026, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2025/26 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.			✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2024/25 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.	✓		
P. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

NO CASH

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

07/11/2025 29/05/2026

A BEAMS, MULBERRY LAS LTD

Signature of person who carried out the internal audit

A Beams

Date

29/05/2026

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

FOLKESTONE TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Agreed		‘Yes’ means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors’ rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority’s accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A <i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.			<i>has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.</i>

***Please provide explanations to the external auditor on a separate sheet for each ‘No’ response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DATE

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

Clerk

SIGNATURE REQUIRED

SIGNATURE REQUIRED

ENTER PUBLICLY www.folkestone-tc.gov.uk PAGE ADDRESS

Section 2 – Accounting Statements 2025/26 for

FOLKESTONE TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward	680,142	749,821	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	1,000,590	1,082,720	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	148,747	85,451	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	524,912	580,129	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	39,301	39,301	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	515,445	576,780	<i>Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	749,821	721,782	<i>Total balances and reserves at the end of the year. must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	721,039	725,803	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	3,717,156	3,714,260	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	202,552	172,697	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
For Local Councils Only	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?	✓		<i>For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.</i>

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval.

SIGNATURE REQUIRED

 Date _____

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Section 3 – External Auditor’s Report and Certificate 2025/26

In respect of

FOLKESTONE TOWN COUNCIL

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2026 and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2025/26

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2025/26

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2026

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DATE REQUIRED

FOLKESTONE TOWN COUNCIL

Statement of Accounts

2025 – 2026

1 April 2025 – 31 March 2026

Folkestone Town Council

Page No(s)	Index
3	Council Information
4	Internal Auditor's Report
5 and 6	Income and Expenditure Account
7 and 8	Balance Sheet
8	Signatories
9 to 13	Notes to the Accounts

Folkestone Town Council

Council Information

(2025/26)

Town Mayor

Cllr Lucy McGirr

Councillors

Cllr A Akuffo-Kelly
Cllr Charlie Bain Smith
Cllr Laura Davison
Cllr John Renshaw
Cllr Bridget Chapman
Cllr Peter Gane
Cllr Jane Darling
Cllr Liz McShane
Cllr Adrian Lockwood
Cllr Nicola Keen
Cllr Lucy McGirr
Cllr Christine Dickinson
Cllr Connor McConville
Cllr Jackie Meade
Cllr Tim Prater
Cllr Belinda Walker
Cllr Kieran Leigh
Cllr Roger West

Clerk to the Council

Mrs Toni Brenchley (Town Clerk)

External Auditors

Mazars LLP

Internal Auditor

Mulberry Local Authority Services Ltd

Internal Auditor's Report to the Council on the Accounts for the Year ended 31 March 2026

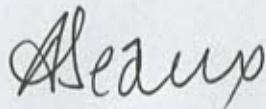
I certify that I have examined the Statement of Accounts and associated accounting notes on pages 4 to 13 of Folkestone Town Council, which have been prepared by the Financial Officer in accordance with the Accounts and Audit (England) Regulations 2011 and CIPFA Accounting Guidance Notes for Local Councils.

I have carried out an examination in accordance with relevant auditing standards, and my agreed audit programme. I had had due regard to the internal audit obligations and responsibilities as set out in the council's annual return.

The audit included examination, on a test basis, of evidence relevant to the amounts and disclosures in the Statement of Accounts, sufficient to give reasonable assurance that the financial statements are free from material misstatement.

In my opinion, the Statement of Accounts present fairly the financial position of Folkestone Town Council as at 31st March 2026 and its Income and Expenditure for the year then ended in accordance with the requirements of the Accounts and Audit (England) Regulations 2011 and CIPFA Accounting Guidance Notes for Local Councils.

Signature:



Andy Beams (Director)

**Eastgate House
Dogflud Way
Farnham
Surrey
GU9 7UD**

Date: 29th May 2026

Income and Expenditure Account for the Period ended 31 March 2026

	2025/26	2024/25
	£	£
INCOME		
Precept on District Council	1,082,720	1,000,590
Bank and Investment Interest	25,083	27,488
Allotments	9,685	9,147
Rental Receipts	13,504	27,002
Museum/Heritage Sales	15,055	10,742
Play Areas Funding	-	2,352
Community Infrastructure Levy	9,362	16,227
CCTV Grant	-	29,190
Other	12,762	26,600
	1,168,171	1,149,338
 EXPENDITURE		
Employees/Administration	638,537	576,572
Democratic Costs	430	520
Civic and Ceremonial	20,908	21,638
Premises	144,712	150,976
Services	272,118	297,595
Fees	9,687	10,465
Museum/Heritage	109,818	21,893
	1,196,210	1,079,659

GENERAL FUND	2025/26		2024/25	
	£		£	
Balance as at 1 April		285,143		310,725
Add: Total Income		1,168,171		1,149,338
Deduct: Total Expenditure		1,196,210		1,079,659
		257,104		380,404
Transfer (to)/from Reserves and Provisions:				
Tree Planting	(14,205)		(24,891)	
Museum/Heritage	59,157		0	
Tourism	0		0	
Bus Shelters	0		0	
Ward Grants	(6,928)		(18,753)	
Town Grants	1		267	
FTC Elections	(12,000)		(11,100)	
Armed Forces Day	0		0	
Anti-Litter Campaign	2,000		2,000	
Benches	100		100	
Play Areas	0		0	
CCTV Maintenance	13,524		(21,307)	
Christmas Events (Cheriton)	0		1,369	
Neighbourhood Fund (CIL)	19,771		(11,783)	
Christmas Gifts for Children	0		0	
Community Transport	3,785		3,785	
Guildhall Umbrella Project	0		0	
Allotment Deposits	(750)		(1,100)	
Friends of Folkestone Museum	304		2,074	
Christmas Lights	(9,568)		(15,923)	
Outstanding Invoices	0	49,306	0	(95,261)
General Reserve Balance at 31 March		306,410		285,143

Balance Sheet as at 31 March 2026

Fixed Assets	2025/26		2024/25	
	£		£	
Freehold Land and Buildings	700,000		700,000	
Vehicles and Equipment	677,698		617,652	
Community Assets	2,336,562	3,714,260	2,399,504	3,717,156
Current Assets				
Sundry Debtors	1,951		4,526	
HM Revenue & Customs - VAT	20,640		17,163	
Prepayments	24,182		13,358	
Stock Balance (Museum Merchandise)	2,031		2,966	
Primary Current Bank Account	82,948		54,918	
Secondary Current Bank Account	44,189		74,263	
Deposit Bank Account	18,579		24,554	
Short Term Investments	240,000		240,000	
Receipts Account	15,950		4,842	
Council Saver Account	83,149		81,558	
CCLA PSDF Account	240,000		240,000	
Museum Shop Float	100		100	
Corporate Credit Card	888	774,607	804	759,052
Current Liabilities				
Sundry Creditors	0		0	
Receipts in Advance	13,876		7,823	
Accruals	38,949	52,825	1,407	9,231
Net Current Assets		721,782		749,821
Long Term Liabilities				
PWLB Outstanding Loan for Office Building	172,697	172,697	202,552	202,552
Net Assets		4,263,345		4,264,425

	2025/26	2024/25
	£	£
Represented by:		
Fixed Asset Restatement Account	3,714,260	3,717,156
PWLB Outstanding Loan for Office Building	- 172,697	- 202,552
Capital Receipts Reserve	0	0
Earmarked Reserves and Provisions: -		
Tree Planting	59,096	44,891
Museum/Heritage	92,645	151,802
Tourism	4,735	4,735
Bus Shelters	3,500	3,500
Ward Grants	25,680	18,753
Town Grants	0	1
FTC Elections	23,100	11,100
Armed Forces Day	0	0
Salt Bins	6,168	6,168
Anti-Litter Campaign	0	0
Benches	0	0
Play Areas	12,903	12,903
CCTV Maintenance	23,607	37,131
Christmas Events (Cheriton)	0	0
Neighbourhood Fund (CIL)	131,890	151,661
Christmas Gifts for Children	2,217	2,217
Community Transport	1,840	1,840
Allotment Deposits	2,500	1,740
Friends of Folkestone Museum	0	304
Christmas Lights	25,491	15,923
General Reserves	306,410	285,143
	4,263,345	4,264,425

.....

Town Mayor
(Chair of Full Council)

Date.....

.....

Responsible Financial Officer

Date.....

Notes to the Accounts

31 March 2026

1. Statement of Accounting Policies

These accounts cover the Town Council's full year of operations for the period 1st April 2025 – 31st March 2026.

i) Accounting Convention

The accounts have been prepared in accordance with the Accounting Guidance Notes for Local Councils (the Guide) issued by The Chartered Institute of Public Finance and Accountancy (CIPFA) as applicable to a medium sized local Council. Consequently, the latest accounting policies, as set out in the Guide and, so far as they apply to this Council, have been adopted for the Council's Statement of Accounts.

ii) Fixed Assets

Assets in the balance sheet for 2025/26 are valued on the following basis:

Town Hall	purchase price (June 2011)
Statutory Allotments	actual cost
Parks Land	actual cost
Civic Regalia	Professional valuation 2006
Statue and Memorial	insurance valuation 2013
Folkestone Collection	insurance valuation 2013
Other	Purchase price where known (or estimated value)

iii) Capital Receipts

Capital receipts arising from the disposal of fixed assets are taken to the Capital Receipts Reserve until such times as they are used to finance new capital expenditure.

iv) Debtors and Creditors

The revenue accounts of the Council are maintained on an accruals basis in accordance with the guide. That is, sums due to or from the Council during the year are included whether or not the cash has actually been received or paid in the year.

v) PWLB Loan

In March 2011, the Council borrowed £500,000 from the Public Works Loan Board for the purchase of permanent office accommodation. Repayments of £39,301 (including interest) were made in 2025/26. The current outstanding capital amount is £172,697.

vi) Leases

The Council has committed a three-year fixed lease for the mayoral car from year 2024. Rentals payable under operating leases or contract hire agreements are charged to revenue on an accruals basis.

vii) Reserves and Provisions

The Council has arranged for appropriate reserves and provisions as shown below.

General Reserve	£306,410	For unforeseen expenditure and emergencies
Tree Planting	£59,096	For tree planting
Museum/Heritage	£92,645	Lottery funding, internal and external contributions towards the development of the Museum/Heritage Centre
Tourism	£4,735	For the development of a tourism service
Bus Shelter	£3,500	For new bus shelters
FTC Elections Reserve	£23,100	For use on election year
Salt Bins	£6,168	For additional salt bins in Folkestone
Play Areas	£12,903	For the maintenance of play areas
CCTV Maintenance	£23,607	For new installations of CCTV
Neighbourhood Fund (CIL)	£131,891	For the provision of infrastructure required to support growth within the town
Christmas Gifts for Children	£2,217	For the provision of Christmas gifts for children
Community Transport	£1,840	For the provision of community transport in Folkestone and surrounding areas
Allotment Deposits	£2,500	Deposit held from allotment tenants
Ward Grants	£25,681	For awarding grants funds to local organisations
Christmas Lights	£25,491	Purchase and maintenance of Christmas Lights

viii) Investment Income

Investment income/bank interest for 2025/26 was £25,083.

2. Agency Work

During the year, the Council undertook no agency work on behalf of other authorities. During the year, the Council commissioned no agency work to be performed by other authorities.

3. Tenancies

During the year, the following tenancies were held:

Council as Landlord

Tenant	Property	Rent	Repairing/ Non-Repairing
Silver Screen Cinema	The Town Hall	£15,000	Non-Repairing

Council as Tenant

Landlord	Property	Rent	Repairing/ Non Repairing
Martello Plastics Ltd	Storage	£15,996	Non-Repairing
Strank's Removals & Storage Ltd	Storage	£523	Non-Repairing

4. Publicity

	2025/26	2024/25
	£	£
Recruitment Advertising	347	496
Publicity	1426	3,186
Other	0	0
Total	1,773	3,682

5. Pensions

For the year of account, the Council's contributions equal to 21.6% of employees' pensionable pay. These contributions are likely to change in future years as a result of the Actuary's regular pension reviews and any Government changes.

The employer's pension costs are charged to the Kent Superannuation Fund accounts in respect of qualifying employees and are equal to the contributions paid to the scheme for these employees.

Contributions to the Kent Superannuation Fund are determined by the fund's actuary and are set to meet 100% of the liabilities of that fund, in accordance with relevant Government regulations.

6. Fixed Assets

At 31 March, the following assets were held:

	2026		2025	
	£		£	
<u>Freehold Land and Buildings</u>				
The Old Town Hall, Folkestone	700,000	700,000	700,000	700,000
<u>Vehicles and Equipment</u>				
Computer and Office Equipment	38,905		38,610	
Office Machinery	3,848		3,848	
Office Furniture	52,882		52,672	
Furniture (Council Chambers)	28,300		28,300	
Screen/Sound Equipment (Council Chambers)	24,900		24,900	
Street Furniture	26,752		26,752	
Bus Shelters	27,500		27,500	
Speed Watch Equipment	2,251		2,251	
CCTV Equipment	166,981		175,375	
Christmas Lights	83,890		88,890	
Play Equipment	152,833		150,294	
Other	64,856	673,898	64,856	679,248
<u>Community Assets</u>				
Allotment Land (2 sites)	2		2	
Parks Land (8 sites)	1		1	
Council Regalia and Artefacts	96,347		95,893	
William Harvey Statue	124,833		124,833	
War Memorial	59,073		59,073	
Gurkha Memorial	30,000		30,000	
Power Columns 11x (Cheriton High Street)	4,400		4,400	
The Folkestone Collection (Museum/Heritage)	2,025,706	2,340,362	2,023,706	2,337,908
TOTAL FIXED ASSETS		3,714,260		3,717,156

The basis of valuation of the above assets is set out in the Accounting Policies (Note 1). The contra-entry is reflected in a Fixed Asset Restatement Account.

7. Fixed Assets – Disposals

During the year, £14,109 of fixed assets were disposed of, including CCTV equipment (purchase value £8,285) and a touch screen TV (purchase value £4,990).

8. Creditors and accrued expenses **2025/26**

Trade Creditors	£38,949
Deferred Income	£13,876
Prepayments	£24,182

9. Charitable Funds

The Town Mayor of Folkestone raises funds for charitable purposes during the Mayor's term of office. The funds are held by the Council in separate accounts and disbursed at the Mayor's discretion.

	Balance at 01/04/2025 £	Contribution to fund £	Payments £	Balance at 31/03/2026 £
Mayor's Charitable Fund	5,873	9,229	11,712	3,390
<hr/>				
	Balance at 01/04/2025 £	Contribution to fund £	Payments £	Balance at 31/03/2026 £
Town Mayor's Christmas Fund	14,045	26,168	28,379	11,834

10. Capital Commitments

The Council was not committed to any capital expenditure at 31 March 2025.

11. Contingent Liabilities

The Council approved at a meeting of the Full Council on 21 April 2026 to proceed with the purchase of 2 Grace Hill, Folkestone, the former Library building (minute ref: 2237).

12. Democratic Costs

There were no Democratic costs in 2025/26.

Local council name: Folkestone Town Council

Notice of appointment of date for the exercise of public rights
Accounts for the year ended 31st March 2026

The Local Audit and Accountability Act 2014, and
The Accounts and Audit (England) Regulations 2015 (SI 234)

<p>1. Date of announcement: 12 June 2026 (a)</p> <p>2. Any person interested has the right to inspect and make copies of the accounts to be audited and all books, deeds, contracts, bills, vouchers and receipts relating to them. For the year ended 31 March 2026 these documents will be available on reasonable notice on application to:</p> <p>(b) Toni Brenchley, Town Clerk, Folkestone Town Council, Town Hall, 1-2 Guildhall Street, Folkestone, Kent, CT20 1DY. Tel: 01303 257946. Email: toni.brenchley@folkestone-tc.gov.uk</p> <p>commencing on (c) 15 June 2026</p> <p>and ending on (d) 24 July 2026</p> <p>3. Local Government Electors and their representatives also have:</p> <ul style="list-style-type: none">• the opportunity to question the auditor about the accounts; and• the right to make objections to the accounts or any item in them. Written notice of an objection must first be given to the auditor and a copy sent to the Authority (f). <p>The auditor can be contacted at the address in paragraph 4 below for this purpose during the inspection period at 2 above.</p> <p>4. The auditor's limited assurance review is being conducted under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit (England) Regulations 2015 and the National Audit Office' Code of Audit Practice. Your review is being carried out by:</p> <p>Forvis Mazars LLP, Newcastle Office via 30 Old Bailey, London, EC4M 7AU Email: local.councils@mazars.co.uk</p> <p>5. This announcement is made by (e) Toni Brenchley, Town Clerk</p>	<p>(a) Insert date of placing of this notice on your website.</p> <p>(b) Insert name, position and contact details of the Clerk or other person to whom any person may apply to inspect the accounts.</p> <p>(c) And</p> <p>(d) The inspection period must be 30 working days in total and commence no later than 1 July 2026.</p> <p>(e) Insert name and position of person placing the notice</p>
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ANNUAL REPORT 2025/26

Town Clerk
FOLKESTONE TOWN COUNCIL



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TOWN MAYOR 2025 - 2026



Well, what a year to be Town Mayor of Folkestone! We celebrated the 80th anniversary of VE Day and VJ Day. It was such a humbling experience to lead those Services.

After my own installation, I was pleased to attend several Mayor's installations, supporting our fellow Cinque Ports and my fellow Mayors.

I attended many a civic event such as William Harvey Sunday, the Samuel Plimsoll Service, D-Day Service, Blessing of the Fisheries and Town Sunday.

When paying my respects at the Armed Forces Day Lunch, Canada Day and the Remembrance Services in November, it was a pleasure to see all the other organisations showing their support for our military and paying their own respects to the fallen, particularly the younger members of our community. From the Brownies to St. John Ambulance Cadets, to the Scouts, to Cadets from all the military branches, standing proudly representing the future of our town.

I have enjoyed being able to support so many charities and organisations throughout the municipal year. One of my personal highlights was supporting the 11th Folkestone Scouts at the Kent International Jamboree.

It was a privilege to watch my Cadet CWO Holly Kasinathan promoted from Sergeant to Flight Sergeant and then Cadet Warrant Officer in the Air Cadets, and I once again extend my congratulations on such an achievement!

Over the Christmas period I attended several Church Services supporting various Churches and organisations in their community work. Over the course of the year a lot of events have been creative, supporting art and music and celebrating what creative Folkestone is all about.

A particular highlight of my term as Mayor came in July when alongside other Cinque Port Mayors, I met His Majesty King Charles III and had the opportunity to showcase local charity work. What a momentous day for all involved!

Recently we hosted the Town Mayor's Community Awards recognising three individuals and a community group for their unwavering dedication to our town. Another highlight from a busy year!

I give immense thanks to my Chaplain, Revd. Chris Johnson, and Cadet CWO Holly Kasinathan both for supporting me at civic events and for representing both Folkestone and their Mayoral roles with confidence and pride. What a team we have been!

The Mayoral charities this year have been East Folkestone Youth Project and Cheriton Community Network.

East Folkestone Youth Project are a youth club supporting children from East and Harbour Wards, giving them a safe, supportive and fun place to socialise, with various activities on offer to enjoy.

Cheriton Community Network have been a huge support in both the SEND and wider community for many years, offering a café and a safe place to meet, alongside a variety of fun and engaging events.

I've hosted many fundraising events for my chosen charities, from Quiz Nights to an evening at Folkestone Museum. I am ending my term as Mayor with a sold-out Nepalese Evening. Over the course of the year I have raised over £3000 which was split between both charities.

I have planned these events and organised the raffles with plenty of support from my husband and Town Council Officers. I would like to take this opportunity to thank the Corporate Support Officer for their dedication and hard work.

Behind the scenes I've chaired Full Council Meetings, attended various Committee Meetings, been Chair of the Grants Committee, attended meetings for external organisations where I am a Council representative and volunteered in local community projects.

I wish to thank my Deputy Mayor for her support and commitment this year, alongside offering my thanks for all the hard work behind the scenes from every member of Folkestone Town Council.

My final thanks go to all the residents of our community for supporting me and enabling me to support you as your Mayor.

Councillor Lucy McGirr
The Worshipful Town Mayor of Folkestone (2025-26)

INCOME AND EXPENDITURE ACCOUNT

For the Period ended 31 March 2026

	2025/26	2024/25
INCOME	£	£
Precept on District Council	1,082,720	1,000,590
Bank and Investment Interest	25,083	27,488
Allotments	9,685	9,147
Rental Receipts	13,504	27,002
Museum/Heritage Sales	15,055	10,742
Play Areas Funding	-	2,352
Community Infrastructure Levy	9,362	16,227
CCTV Grant	-	29,190
Other	12,762	26,600
	<u>1,168,171</u>	<u>1,149,338</u>
EXPENDITURE		
Employees/Administration	638,537	576,572
Democratic Costs	430	520
Civic and Ceremonial	20,908	21,638
Premises	144,712	150,976
Services	272,118	297,595
Fees	9,687	10,465
Museum/Heritage	109,818	21,893
	<u>1,196,210</u>	<u>1,079,659</u>

Balance Sheet as at 31 March 2026

GENERAL FUND	2025/26	2024/25
	£	£
Balance as at 1 April	285,143	310,725
Add: Total Income	1,168,171	1,149,338
Deduct: Total Expenditure	1,196,210	1,079,659
	257,104	380,404
Transfer (to)/from Reserves and Provisions:		
Tree Planting	(14,205)	(24,891)
Museum/Heritage	59,157	0
Tourism	0	0
Bus Shelters	0	0
Ward Grants	(6,928)	(18,753)
Town Grants	1	267
FTC Elections	(12,000)	(11,100)
Armed Forces Day	0	0
Anti-Litter Campaign	2,000	2,000
Benches	100	100
Play Areas	0	0
CCTV Maintenance	13,524	(21,307)
Christmas Events (Cheriton)	0	1,369
Neighbourhood Fund (CIL)	19,771	(11,783)
Christmas Gifts for Children	0	0
Community Transport	3,785	3,783
Guildhall Umbrella Project	0	0
Allotment Deposits	(750)	(1,100)
Friends of Folkestone Museum	304	2,074
Christmas Lights	(9,568)	(15,923)
Outstanding Invoices	0	0
	49,306	(95,261)
General Reserve Balance at 31 March	306,410	285,143

Fixed Assets	2025/26		2024/25	
	£		£	
Freehold Land and Buildings	700,000		700,000	
Vehicles and Equipment	677,698		617,652	
Community Assets	2,336,562	3,714,260	2,399,504	3,717,156
Current Assets				
Sundry Debtors	1,951		4,526	
HM Revenue & Customs - VAT	20,640		17,163	
Prepayments	24,182		13,358	
Stock Balance (Museum Merchandise)	2,031		2,966	
Primary Current Bank Account	82,948		54,918	
Secondary Current Bank Account	44,189		74,263	
Deposit Bank Account	18,579		24,554	
Short Term Investments	240,000		240,000	
Receipts Account	15,950		4,842	
Council Saver Account	83,149		81,558	
CCLA PSDF Account	240,000		240,000	
Museum Shop Float	100		100	
Corporate Credit Card	888	774,607	804	759,052
Current Liabilities				
Sundry Creditors	0		0	
Receipts in Advance	13,876		7,823	
Accruals	38,949	52,825	1,407	9,231
Net Current Assets		721,782		749,821
Long Term Liabilities				
PWLB Outstanding Loan for Office Building	172,697	172,697	202,552	202,552
Net Assets		4,263,345		4,264,425

	2025/26	2024/245
	£	£
Represented by:		
Fixed Asset Restatement Account	3,714,260	3,717,156
PWLB Outstanding Loan for Office Building	-172,697	- 202,552
Capital Receipts Reserve	0	0
Earmarked Reserves and Provisions: -		
Tree Planting	59,096	44,891
Museum/Heritage	92,645	151,802
Tourism	4,735	4,735
Bus Shelters	3,500	3,500
Ward Grants	25,680	18,753
Town Grants	0	1
FTC Elections	23,100	11,100
Armed Forces Day	0	0
Salt Bins	6,168	6,168
Anti-Litter Campaign	0	0
Benches	0	0
Play Areas	12,903	12,903
CCTV Maintenance	23,607	37,131
Christmas Events (Cheriton)	0	0
Neighbourhood Fund (CIL)	131,890	151,661
Christmas Gifts for Children	2,217	2,217
Community Transport	1,840	1,840
Allotment Deposits	2,500	1,750
Friends of Folkestone Museum	0	304
Christmas Lights	25,491	15,923
General Reserves	306,410	285,143
	4,263,345	4,264,425

THE TOWN COUNCIL'S MISSION

THE TOWN COUNCIL'S MISSION

The theme for this review and our mission for the future is:

“To revitalise our town of Folkestone, restore civic pride and regenerate a community spirit.”

We aim to do this by:

- *Continuing to improve the appearance and quality of the environment in which we live.*
- *Encouraging a greater participation in the governance of our town by all sectors of society.*
- *Working in partnership with Folkestone and Hythe District Council, Kent County Council, and other organisations to improve the public services in the town.*
- *Working in partnership with the business and leisure communities to improve the experience of our visitors and thereby encourage the growth of tourism.*
- *Supporting the work of community groups and voluntary organisations with grant aid and co-ordinating their activities to improve the social fabric of our community.*
- *Working in partnership with Folkestone and Hythe District Council's Crime and Disorder Reduction Partnership to reduce the level of crime and anti-social behaviour in the town and encouraging the socially excluded back into the fold.*

Future Events and Notes for your Diary

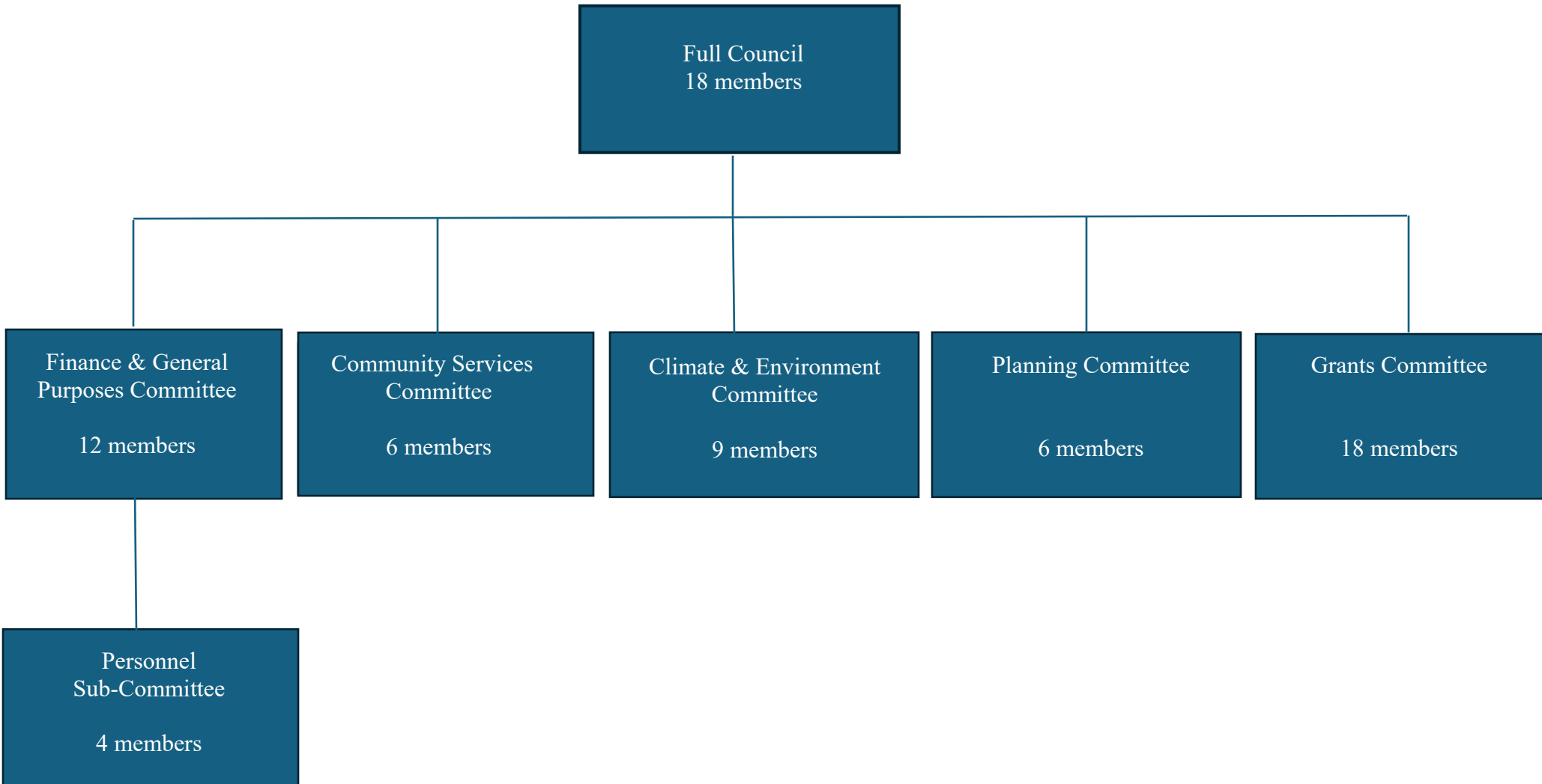
Date	Event
27 June 2026	Armed Forces Day
28 June 2026	Town Sunday
<i>*28 June 2026</i>	<i>Blessing of the Fisheries</i>
1 July 2026	Canada Day
15 August 2026	VJ Day Annual Service
15 September 2026	Battle of Britain Wreath Laying
<i>*19 October 2026</i>	<i>Trafalgar Day Service</i>
1 November 2026	Dedication of Garden of Remembrance
8 November 2026	Remembrance Sunday
<i>*11 November 2026</i>	<i>Machine Gun Corps</i>
TBC December 2026	Mayor's Yr 6 Christmas Concert
27 January 2027	Holocaust Memorial Day
18 May 2027	Mayor Making
25 May 2027	Town Meeting

**Organised by an external organisation*



COUNCIL STRUCTURE

The Council's decision-making process operates through a Committee structure.



In the region of 50 Council/Committee meetings are held every year, together with a wide range of working group meetings.

Committee Meetings 2026/27

	Planning Committee 19.00 (Thursday)	Community, Climate & Env. Committee 19.00 (Tuesday)	Finance & General Purposes Committee 19.00 (Thursday)	Grants Committee	Personnel Sub- Committee 18.00 (Thursday)	Full Council 19.00
April 2026	23	7 (C&E) 14 (CS)	16		16	
May 2026	14					Tuesday 5 (Annual Council) Tuesday 12 (Town Assembly)
June 2026	4 and 25	9	11			11 (AGAR) (18:00)
July 2026	16					
August 2026	6 and 27	18	20		20	
September 2026	10 and 24			3		17
October 2026	15	13	22			
November 2026	5 and 26					12
December 2026	TUES 15	8	10			
January 2027	7 and 28					14
February 2027	18	9	11	4	11	
March 2027	4 and 25					11
April 2027	8 and 29	13	15		15	
May 2027	20					Tuesday 18 (Annual Council) Tuesday 25 (Town Assembly)

Community Services Committee

The Committee met regularly throughout the year.

The 2025 Christmas Lights Switch On was a great success and once again the recycled LED Christmas Lights created a wonderful display at the Town Hall. We are extremely grateful for the dedication and hard work of all those who participated and helped to both organise and oversee the event.

The Committee focused on youth programmes including supporting Cheriton Youth Festival, alongside an initiative to start up a chess club and archaeological workshops for young people at the Museum.

The Museum welcomed over 33,400 visitors and hosted 77 School and Home Education Sessions, accommodating 2,053 children.

The Museum also secured funding from The Arts Council and The Royal Society. I extend my thanks to the Curator for their hard work in obtaining these grants.

Exhibitions hosted in the Lower Gallery were themed around local artists, reimagining folklore and local history.



As always, I extend my thanks to all the Officers at the Town Council who deliver so successfully on the events and services for our town.

Councillor Roger West
Chair

Councillor Lucy McGirr
Vice Chair

Committee Members 2025/26:

Councillors Bridget Chapman, Jane Darling, Peter Gane, Lucy McGirr, Belinda Walker and Roger West.

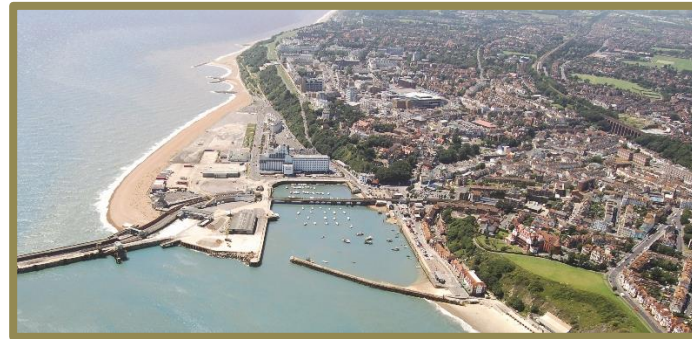
Planning Committee

The Planning Committee considers all planning applications in the Folkestone Town area, and any comments are submitted directly to the planning authority.

The Planning Committee meets every three weeks and met 16 times over the course of the 2025-26 municipal year.



Councillor Charles Bain Smith
Chair



Councillor John Renshaw
Vice Chair

Committee Membership 2025-26: Councillors Charles Bain Smith, Bridget Chapman, Jane Darling, Christine Dickinson, Liz McShane and John Renshaw.

Finance and General Purposes Committee

A much more manageable year with regards to the council's finances. A series of works to the Town Hall have been completed and delivered within budget. The committee were regularly updated on the state of the works throughout for which I thank our fantastic officers. Folkestone Town Council was able to deliver all of its services to the community including the provision of the amazing Folkestone Museum, all within our set budgets.



As we look into next year, we have a very large endeavour to manage. Folkestone Town Council hope to take over the freehold of 2 Grace Hill, site of the former Folkestone Library, to ensure this building remains within Folkestone for the people of Folkestone. Taking on an asset of this size and scale is a challenging one, but one that this Council unanimously agrees to take. There will be difficult conversations to have and decisions to make about how we fund this moving forward. However, I am confident that this committee and this Council will make those decisions with sound judgement and by working together regardless of party colour or affiliation.

I would like to thank all the officers, notably the Finance Officer, for the support and guidance they provide to the committee throughout the year.

Finally, to all members of the Committee, many thanks for your time and your contributions during meetings. I look forward to another year on the Finance & General Purposes Committee.

Councillor Connor McConville
Chair



Councillor Nicola Keen
Vice Chair



Committee Membership 2025/26: Councillors Abena Akuffo-Kelly, Bridget Chapman, Laura Davison, Christine Dickinson, Peter Gane, Nicola Keen, Kieran Leigh, Jackie Meade, Adrian Lockwood, Connor McConville, Tim Prater and Belinda Walker.

Personnel Sub-Committee

The Personnel Sub-Committee meet 4 times a year to discuss all personnel-based matters, including conducting the annual appraisal of the Town Clerk.



Councillor Nicola Keen
Chair

Councillor Peter Gane
Vice Chair

Sub-Committee Membership 2025/26: Councillors Christine Dickinson, Peter Gane, Nicola Keen and Connor McConville.

Climate & Environment Committee

During the year, the Climate and Environment Committee focused on environmental sustainability, community wellbeing and ethical practice. To support this work, four working groups were established covering allotments, Fairtrade, parks & open spaces, and trees, allowing detailed issues to be considered and reported back to the committee.



The committee examined the feasibility of independent water quality testing at local beaches through engagement with external stakeholders. Alongside this, members agreed to strengthen promotion of Fairtrade principles by working with local schools. The committee also considered a number of concerns raised by tenants at the Folkestone Town Council allotment sites.

A dedicated meeting was convened to address these issues. Officers, site managers and allotment association representatives agreed to work collaboratively to revise the allotment rules. It was also agreed that a community meeting would be held with interpretation support to ensure inclusive discussion of concerns. The revised allotment rules were later approved and adopted.

The committee approved the recycling of obsolete computer equipment through a charitable organisation. Proposals for improvements to the town's play parks were reviewed and accepted.

Later discussions focused on planting initiatives. External grant funding was secured to support tree and shrub planting, and additional funding was earmarked for seasonal flower beds. The committee also reviewed proposals arising from Community Infrastructure Levy consultations.



Councillor John Renshaw
Chair

Councillor Kieran Leigh
Vice Chair

Committee Members 2025/26: Councillors Abena Akuffo-Kelly, Charles Bain Smith, Nicola Keen, Kieran Leigh, Lucy McGirr, Laura Davison, John Renshaw, Belinda Walker and Roger West.

Grants Committee

The Committee meets twice a year in September and February, when we support a number of Charities with Grant payments.

This year in September the Grants payments totalled £19,500, and in February they totalled £14,700.

There are two different types of Grants available; Town Grants for amounts over £1000, and Ward Grants which are given directly from Councillors to support activities within the Councillor's specific Ward. Grants support people and organisations working to benefit Folkestone and its residents.

The abundance of clubs, groups and festivals happening in Folkestone make the town a unique place to live. The Grants scheme provides start up help and financial assistance for books, to costumes, to tackling loneliness.



Councillor Lucy McGirr
Chair



Councillor Kieran Leigh
Vice Chair



Committee Members 2025/26: Councillors Abena Akuffo-Kelly, Charles Bain Smith, Bridget Chapman, Jane Darling, Laura Davison, Christine Dickinson, Peter Gane, Nicola Keen, Kieran Leigh, Adrian Lockwood, Connor McConville, Liz McShane, Lucy McGirr, Jackie Meade, Tim Prater, John Renshaw, Belinda Walker and Roger West.

KEY PERFORMANCE INDICATORS (KPI's)

Key Performance Indicators (KPIs) are used by Folkestone Town Council to measure how effectively it is delivering against its priority objectives and targets set out in the Four Year Plan. They provide a structured way to assess overall performance, inform how financial resources such as the precept and other income are allocated, and evaluate how the Council is perceived by stakeholders and the wider community. KPIs also help identify areas where improvements or changes may be required.

The Council is committed to regularly reviewing and refining its KPIs to ensure they remain relevant and meaningful. Performance is monitored through an annual Quality Performance Report, which is presented to the relevant Committees to enable effective oversight, tracking, and recommendations for improvement. KPI results are also made publicly available via the Council's website, supporting transparency and accountability.

Council Committee	KPI No.	Key Performance Indicator	Annual Target	2025/26	Proposals 2026/27
Council	C1	Number of members of the public attending Council meetings.	Council: 100 Committees:	Council: 11 Committees: 46	Council: 50 Committees:50
Council	C2	% Councillor attendance at meetings delivering local democracy.	80%	78%	80%
Council	C3	Number of Code of Conduct complaints.	Less than 5	1	Less than 5
Council	C4	Number of Mayoral engagements.	300	161	250
Council	C5	Number of Civic Events held.	15	16	15
Council	C6	Number of Press Releases and Community Magazine Articles issued.	PR: 20 CM: 50	PR: 29 CM: 120	PR: 30 CM: 150

Council Committee	KPI No.	Key Performance Indicator	Annual Target	2025/26	Proposals 2026/27
Council	C7	Number of visitors to the Town Hall.	20,000	33,491	34,000
Council	C8	Number of Freedom of Information requests responded to within required period.	100%	100%	100%
Council	C9	Number of consultation exercises carried out.	2	2	2
Council	C10	Increase annual hits on Council websites.			23,000
			<i>FM 10,000</i>	<i>22,000</i>	<i>23,000</i>
Council	C11	Increase annual Facebook followers by 5% each year.	<i>FTC 2024 = 2,300</i>	<i>2,505</i>	<i>2,700</i>
			<i>FM 2024 = 3,800</i>	<i>4,104</i>	<i>4,320</i>
Council	C12	Number of training sessions attended by staff and councillors.	30	111	120
Finance & General	F1	Total revenue income (excluding precept).	8% of precept	8%	8% of precept
Finance & General	F2	Total grant income.	£20,000	£5,000	£20,000
Finance & General	F3	Percentage of invoices paid within 30 days.	95%	99%	95%

Council Committee	KPI No.	Key Performance Indicator	Annual Target	2025/26	Proposals 2026/27
Finance & General	F4	Accounts receivable turnover: Income received within 30 days from customers.	85%	85%	85%
Finance & General	F5	Maintain General Reserve.	Minimum 20% of precept	28%	Minimum 20% of precept
Personnel-Sub	P1	Average percentage of employee sick days.	2%	1.66%	2%
Grants	G1	Number of Town Grant Applications approved.	30	27	30
Grants	G2	Number of Town Grant applications from new organisations.	10%	10%	10%
Grants	G3	Number of Ward Grant Applications approved.	70	48	50
Community Services	CS1	Number of Community Events held.	2	2	2
Community Services	CS2	Number of Youth Events held.	2	0	2
Community Services	CS3	Number of bookings of the Temporary Exhibition Room.	2	3	2
Community Services	CS4	Number of volunteer hours per annum helping to deliver Museum services.	500	249	300
Community Services	CS5	Number of wellbeing activity sessions.	12	7	12

Council Committee	KPI No.	Key Performance Indicator	Annual Target	2025/26	Proposals 2026/27
Community Services	CS6	Number of formal education activity sessions.	90	68	75
Community Services	CS7	Loan Box bookings.	18	6	8
Community Services	CS8	Young people involved in informal engagement activities.	2,000	1,770	2,000
Community Services	CS9	Engagement of adults in Museum outreach activities.	500	94	150
Community Services	CS10	Uplift in donations.	10%	103%	10%
Climate & Environment	CE1	Vacant allotments for longer than 1 month.	0	0	0
Climate & Environment	CE2	Number of allotment inspections undertaken.	6	6	6
Climate & Environment	CE3	Number of new trees planted by KCC on FTC's behalf.	30	17	20

GRANTS AWARDED 2025/26

T= Town Grant W = Ward Grant

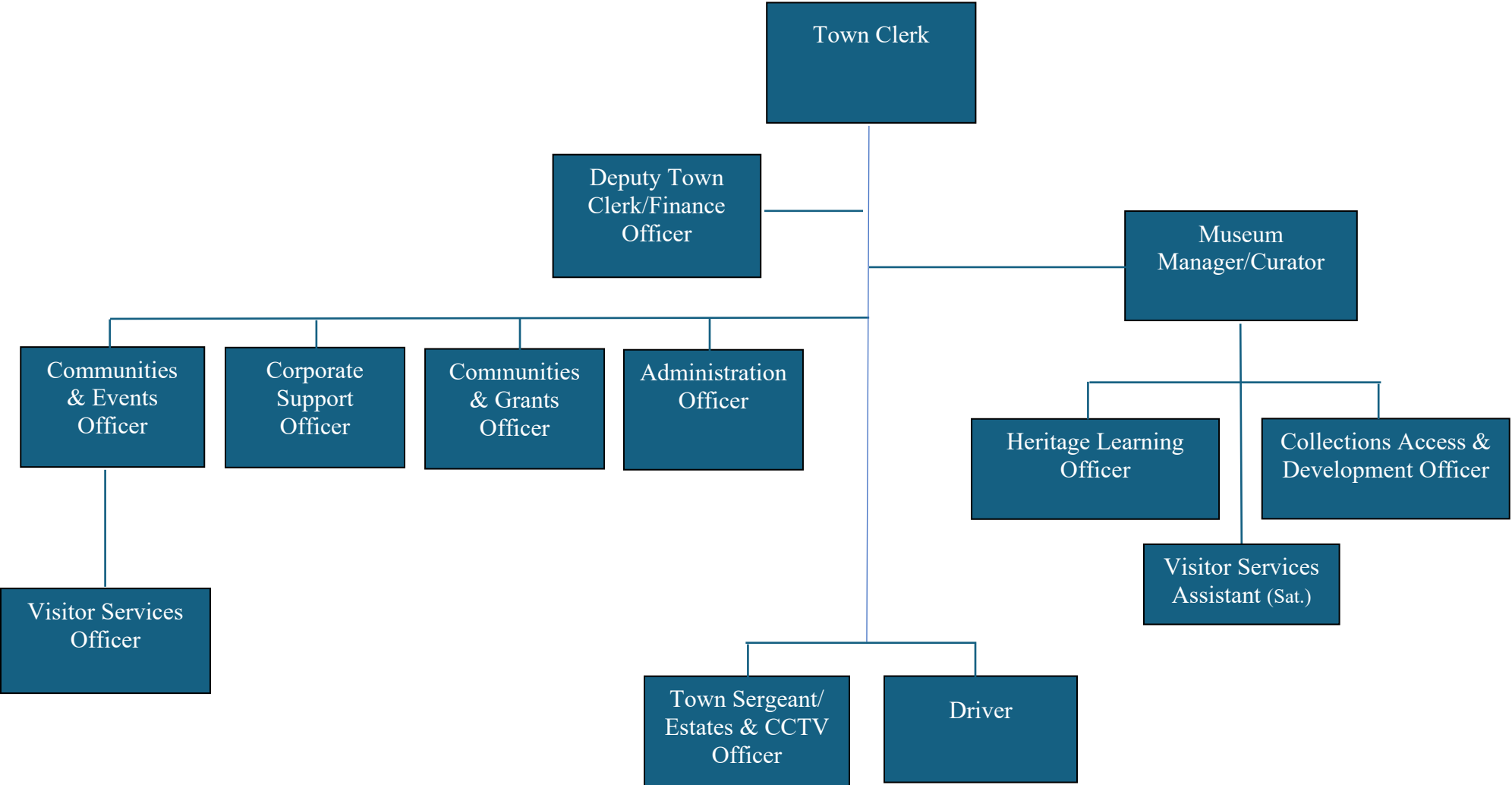
TYPE	ORGANISATION	PURPOSE	AWARD £
W	Folkestone Music Town CIC	Music In May – Choir-oke	200
W	Folkestone Music Town CIC	Students and Schools Showcase	300
W	Strange Cargo	Charivari Day 2025	300
W	Folkestone Music Town CIC	Music In May – Programme Book	925
W	Strange Cargo	Charivari Day 2025	400
W	The Church Street Project	Sunnysands Sandcastle Competition	100
W	The Church Street Project	Sunnysands Sandcastle Competition	150
W	Strange Cargo	Charivari Day 2025	100
W	Strange Cargo	Charivari Day 2025	300
W	Strange Cargo	Charivari Day 2025	100
W	Strange Cargo	Charivari Day 2025	300
W	Strange Cargo	Charivari Day 2025	250
W	Strange Cargo	Charivari Day 2025	1,000
W	Folkestone Rescue	Rescue Boat	300
W	Folkestone Rescue	Rescue Boat	250
W	Park Farm Allotments Association	Composting For Our Future	140
W	Folkestone Festivals	Music Festivals	250
W	All Souls' Community Hall Cheriton	Replacement of Cupboards	200
W	Folkestone Festivals	Music Festivals	200
W	All Souls' Community Hall Cheriton	Replacement of Cupboards	200
W	All Souls' Community Hall Cheriton	Replacement of Cupboards	200
W	Touchbase Care	Touchbase Care Allotment Pond Repair	300
W	Tyson Road Residents Association	Children's Xmas Party	200
W	Tyson Road Residents Association	Children's Xmas Party	200
W	Tyson Road Residents Association	Children's Xmas Party	200
W	Folkestone Festivals	Music Festivals	200
W	Folkestone Festivals	Music Festivals	200

W	The Bayle Residents Association	Bayle in Bloom	75
W	Folkestone Festivals	Music Festivals	200
T	Folkestone Rescue	Rescue Boat	2,500
T	Folkey Birth Club	FBC Postnatal Circle	1,700
T	South Kent Mind	Healthy Eating on a Budget	1,000
T	Touchbase Care	Touchbase Care Christmas Meal	1,500
T	Grimston Area Community Group	Accessibility and Engagement	250
T	Disabled Friends and Family Assoc	Disabled Children Sports Project	650
T	Folkestone Twirlstars	Hall Hire and Uniform	1,000
T	Folkestone Gospel Singers	Singing For Health and Well-Being	600
T	Folkestone Divers	Adults Learn To Swim Project	600
T	Gurkha Memorial Fund	10 th Anniversary of The Memorial	2,000
T	Fourth Wall Folkestone	Design + Art Fair	1,200
T	Folkestone Documentary Festival	Folkestone Documentary Festival 2025	2,000
T	Folkestone Choral Society	Mozart Requiem	1,500
T	2 nd and 4 th Cheriton Guides	International Trip to The Azores	250
T	a:dress	ReWear The Revolution!	250
T	Folkestone Festivals	Summer of Bands on Bandstand 2026	2,500
W	2 nd and 4 th Cheriton Guides	International Trip to The Azores	150
W	Touchbase Care	Touchbase Care Christmas Meal	200
W	Touchbase Care	Touchbase Care Christmas Meal	150
W	Folkestone Festivals	Summer Season of Bands on Bandstand – 2026	150
W	Folkestone Twirlstars	Hall Hire and Uniform	200
W	Cheriton Community Network	Development Project	1,000
W	2 nd and 4 th Cheriton Guides	International Trip to The Azores	150
W	Touchbase Care	Touchbase Care Christmas Meal	200
W	Touchbase Care	Touchbase Care Christmas Meal	150
W	Folkestone Festivals	Summer Season of Bands on Bandstand – 2026	150
W	Folkestone Twirlstars	Hall Hire and Uniform	200
W	Cheriton Community Network	Development Project	1,000
W	Strange Cargo	Charivari Day 2026	200
W	Strange Cargo	Charivari Day 2026	500
W	Strange Cargo	Charivari Day 2026	300

W	Strange Cargo	Charivari Day 2026	100
W	Strange Cargo	Charivari Day 2026	300
W	Sunflower House	Warm Welcome	500
T	Folkestone Community Fridge	Folkestone Community Fridge	2,450
T	Imago Community	Escape and Explore: Nature Days for Young Carers	500
T	Strange Cargo	Charivari Day 2026	1,500
T	Folkestone Twirlstars	UK Nationals	1,000
T	Folkestone Gurkha Memorial Fund	Folkestone Veterans Battle Tour	1,000
T	Moving Memory	Moving Well Folkestone	1,200
T	Folkestone Documentary Festival	Folkestone Doc Club 2026	1,000
T	Folkestone Pride	Folkestone Pride 2026	2,500
T	Shepway Brass Academy (SBA)	Funding for Shepway Brass Academy's Termly Practice Venue	1,000
T	Kent Food Hubs CIC	Community Food and Social Hub	1,500
T	Noel Redding Project CIC	Temporary Noel Statue	1,000
W	Strange Cargo	Charivari Day 2026	200
W	OutdoorFolkey	Community-Led Outdoor Events for Local Residents	300
W	OutdoorFolkey	Community-Led Outdoor Events for Local Residents	300
W	OutdoorFolkey	Community-Led Outdoor Events for Local Residents	100
W	St. Mary & St. Eanswythe with St. Saviour Parochial Church Council	Pew Cushions	200
W	Sunflower House Trust	Youth Forum Group	350
W	Folkestone Music Town	Free Workshop Programme	714
W	Folkestone Music Town	Free Workshop Programme	300
W	Folkestone Music Town	Free Workshop Programme	200
W	Folkestone Music Town	Free Workshop Programme	677
W	Folkestone Music Town	Free Workshop Programme	100
W	Folkestone Music Town	Festival Programme	200
W	Folkestone Music Town	Festival Programme	300
W	Folkestone Music Town	Festival Programme	332
W	Folkestone Music Town	Festival Programme	100
W	Folkestone Music Town	Rising Stars Showcase Ages 16-25	100

W	Folkestone Pride	Folkestone Pride 2026	350
W	Folkestone Pride	Folkestone Pride 2026	100
W	Folkestone Pride	Folkestone Pride 2026	350
W	Musical Walkabout CIC	Songsters Across Kent	200
W	St. Mary & St. Eanswythe with St. Saviour Parochial Church Council	Pew Cushions	225
W	The Folkestone Performing Arts Company	Community Theatre Session	100
Total			£53, 288

STAFFING STRUCTURE



Officer Contact Details

<p>Toni Brenchley Town Clerk Tel: 01303 257946 Email: toni.brenchley@folkestone-tc.gov.uk</p>	
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<p>Georgina Wilson Corporate Support Officer Tel: As Above Email: georgina.wilson@folkestone-tc.gov.uk</p>	<p>Ian Bishop Town Sergeant Tel: As Above Email: ian.bishop@folkestone-tc.gov.uk</p>
<p>Vicky Deakin Communities & Events Officer Tel: As Above Email: vicky.deakin@folkestone-tc.gov.uk</p>	<p>Liz Timmins Communities & Grants Officer Tel: As Above Email: liz.timmins@folkestone-tc.gov.uk</p>
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Your Local Councillors

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Roger West (Liberal Democrats)	Ward: Cheriton West Tel: 01303 257946 Email: roger.west@folkestone-tc.gov.uk



Salubritas et Amoenitas

Delightfulness and Healthiness

This report will be made public on 4th June 2026.

**Folkestone
Town Council**



Report Number C/26/420

To: Full Council
Date: 11 June 2026
Status: Exempt Report
Responsible Officer: Town Clerk

SUBJECT: RESERVE BUDGET - 2 GRACE HILL, FOLKESTONE

SUMMARY:

This report outlines the expected financial implications / budget requirements related to the purchase of the former library building, 2 Grace Hill. The report attempts to address these requirements by analysing budget headings within the 2026/27 approved budget, and earmarked reserve balances, and identify possible reductions in order to transfer funds to a dedicated Grace Hill earmarked reserve.

REASONS FOR RECOMMENDATIONS:

- i. **To ensure Members are fully informed** - Council must note the financial implications regarding the purchase of 2 Grace Hill.
- ii. **To cover financial implications of the purchase** – Councillors to either approve budget / service reductions or identify alternative funding to cover the expected cost of the purchase.

RECOMMENDATIONS:

- 1) **Receive and note report C/26/420**
- 2) **To consider the proposals set out in Section 3 of the report regarding the establishment of a Grace Hill earmarked reserve and associated budget reallocations, or to identify alternative funding option**

Aims and Objectives – Corporate Priority 9 Improve the Corporate Management and Efficiency of the Town Council
Financial Implications – The Town Council must ensure it has sufficient funds to carry out its proposed services.

1.0 BACKGROUND

- 1.1 Folkestone Town Council approved the progression of the purchase of the former library building – 2 Grace Hill at Full Council on the 21 April 2026 (minute reference 2237).
- 1.2 Based on the information available at the meeting on 21 April, the estimated holding costs are set out below. However, it is not possible at this point to quantify any emergency maintenance that may be required prior to renovation works commencing to prevent the building from deteriorating any further.

Initial Capital Costs

Legal	£ 3,000
Survey	£ 2,950
Installation of Motion sensor CCTV (front & internal)	<u>£ 6,200</u>
	£12,150

Estimated Annual Holding Costs - Upon acquisition and prior to occupation

Ongoing maintenance to minimise further deterioration of the building PA	<u>£ Unknown</u>
Weekly building maintenance checks (Swale)	£ 3,000
Emergency Call Outs/Repairs/Response (est. Swale)	<u>£ 1,000</u>
Council tax (not applicable - vacant property)	£ -
Insurance (special vacant property policy)	£27,500
Gas (c. £3-8k p.a. KCC)	£ 8,000
Electric (c. £4-12k p.a. KCC)	<u>£12,000</u>
	£51,500

- 1.4 The gas and electricity figures used above are based on KCC's highest figures for worst case scenario. However, feedback from an environmental assessment undertaken by Cllr Charles Bain-Smith may indicate a reduction.

2.0 EXISTING BUDGET AND RESERVES

- 2.1 The budget requirement for Grace Hill in 2026/27 (using the above figures) is **£63,650**. Please note this figure is an estimate at this stage.
- 2.2 The 2026/27 budget was approved at a meeting of the Council on 16 January 2026, which resulted in a precept of £1,126,367.
- 2.3 The balance brought forward at 31st March 2026 is £721,782 (after accruals) and of this amount, £415,372 is the total of Earmarked Reserves. The General Fund

balance is £306,410. Please see below for a breakdown of Earmarked Reserves balances at 31st March 2026:

Tree Planting Reserve	£59,096
Museum / Heritage Reserve	£92,645
Tourism Reserve	£4,735
Provision for Bus Shelters	£3,500
FTC Elections Reserve	£23,100
Provision for Salt Bins	£6,168
Provision for Play Areas	£12,903
Provision for CCTV Equip / Maintenance	£23,607
Neighbourhood Fund (CIL)	£131,890
Christmas Gifts for Children	£2,217
Community Transport	£1,840
Allotment Deposits	£2,500
Ward Grants Reserve	£25,680
Christmas Lights Reserve	<u>£25,491</u>
 Total Earmarked Reserves @ 31/03/26:	 £415,372

2.4 NALC recommends that an operating reserve is held, which is equivalent to three to six month's operating costs. Three month's salaries plus running costs for the Council would equate to around £300,00. As the General Reserves figure at 31/03/26 was £306,410, we are close to that threshold.

2.5 In order to retain the operating reserve, an exercise has been undertaken to interrogate the 2026/27 budget to see if any reductions could be made.

2.6 Although the Neighbourhood Fund (CIL) is £131,890, please note that this funding can only be used for capital projects, such as setting up CCTV, and not for revenue costs such as insurance and utilities.

3.0 IDENTIFICATION OF BUDGET FOR 2 GRACE HILL

3.1 The minimum budget requirement for Grace Hill in 2026/27 (using the above figures) is **£63,650**.

3.2 The following is proposed:

	<u>2026/27 Budget</u>	<u>Proposed Reduction</u>
Tree Audit and Works	£15,000	-£15,000
Christmas Festivities	£9,000	-£4,000
Christmas Lighting	£36,000	-£8,000
Local Projects	£4,000	-£2,000
Youth Facilities	£8,000	-£4,000
Armed Forces Day	£25,000	-£10,000

	<u>Reserve balance</u>	<u>Proposed Reduction</u>
Litter / Salt Bins	£6,168	-£5,000
Neighbourhood Fund (CIL)	£131,890	-£6,000
District Ward Grant Applications (est.)		£11,000
Total Budget possible:		£65,000

4.0 FURTHER INFORMATION

4.1 Tree Audit and Works

The County Council charge an annual fee of around £15,000 and are expected to invoice for 2024/25, 2025/26 and 2026/27 this year, which could be £45,000, leaving an estimated £29,000 in the Earmarked Reserve for other works.

4.2 Christmas Festivities

Reducing the Christmas Festivities budget for 2026/27 to £5,000 would probably mean reducing the duration of the event to try to cut the cost of security.

4.3 Christmas Lighting

There is an earmarked reserve of £25,491 in addition to the 2026/27 budget of £36,000. The reserves are for replacement of old Christmas lights, but this could be done more slowly or on a smaller scale.

4.4 Local Projects

The Local Projects budget was spent on the Freedom Parade in 2025 but this is not taking place in 2026, therefore there is no current plan to use this budget.

4.5 Youth Facilities

This budget was not used in 2025/26 and there are no current plans to use this budget.

4.6 Armed Forces Day

The Red Arrows are not participating in the event in 2026, and therefore there is a saving. Additionally, there has been a greater number of stalls booked and more sponsorship in 2026.

4.7 District Ward Grants

District Councillors have been approached to support the initial phase by allocating £1,000 each from their District Ward Grants.

4.8 Litter / Salt Bins

The ear-marked reserve had been set up to pay for new bins. No bins have been purchased during the last three years, and expenditure totalled just £960 in 2025/26.

4.9 Neighbourhood Funds (CIL)

CIL funding could be used to cover the capital cost of installing the Motion Sensor CCTV.

CONCLUSION

In conclusion, the proposed acquisition of 2 Grace Hill has clear financial implications for the Council in 2026/27, with estimated initial and ongoing costs that will need to be carefully managed. This report outlines one possible approach to meeting these costs through a combination of budget reductions, reserve reallocations, and potential external contributions, enabling the creation of a dedicated earmarked reserve in the region of £59,000 - £65,000. This would provide a starting position from which the Council can support the building in the short term.

However, Members should note that these figures are indicative and based on current assumptions, with some costs - particularly maintenance and utilities - remaining uncertain. In addition, there is currently no provision included for project management or additional staffing resources that may be required to support the building's holding, and future development. The suggested approach may also have an impact on the delivery or scale of other Council services and projects.

As such, Council is asked to consider the options presented and determine whether to proceed with the proposed reallocations or identify alternative funding arrangements, with a view to ensuring a balanced and sustainable financial position going forward.

CONTACT OFFICER

If you have any queries about this report, please contact the Town Clerk of the Council. Tel: 01303257946 or email toni.brenchley@folkestone-tc.gov.uk prior to the meeting.



Grace Hill Steering Group Terms of Reference

Membership:

Folkestone Town Council: The Town Mayor of Folkestone
Chair of Finance & General Purposes
Chair of Community, Climate & Environment
Project Champion - Cllr Tim Prater
Construction/Building Advisor - Cllr Adrian Lockwood
Town Clerk – Toni Brenchley

Partners:

Creative Folkestone CEO - Alastair Upton
One Folkestone Partnership Lead - Jon O'Connor
Folkestone & Hythe District Council Leader
Folkestone & Hythe Constituency MP

1. Purpose

This Statement of Understanding sets out how Folkestone Town Council, as owner of 2 Grace Hill, Folkestone (“the Building”), will work with partner organisations through a Steering Group to support the refurbishment of the Building, the pursuit of grant funding, and the development of proposals for its future community use.

2. Status

This document is not legally binding and does not create a partnership, agency, tenancy, licence, or financial commitment. All decisions remain subject to the Town Council’s governance, policies, and statutory powers.

3. Ownership and Control

- The Building remains at all times the sole property of the Town Council.
- Any future lease or licence will be subject to a separate formal agreement approved by the Council.

4. The Steering Group

The Steering Group is advisory and will:

- Draft a Memorandum of Understanding to define roles, responsibilities, and ways of working between all parties, for approval by Full Council;
- Share information and expertise;
- Support development of a shared community vision;
- Assist with grant research and funding opportunities;
- Make recommendations to the Town Council.

The Steering Group has no decision-making authority. Final decisions rest with the Town Council.

5. Roles and Expectations

The Town Council will:

- Act as project sponsor and accountable body;
- Lead on statutory compliance and procurement;
- Retain final approval of funding bids and future lease arrangements.

Partner organisations will:

- Contribute expertise, time, and community engagement;
- Support funding development where appropriate;
- Act in good faith and in accordance with Council policies.

6. Funding and Grants

No Party may commit expenditure or obligations on behalf of another without written authorisation. Grant funding will normally be applied for and held by the Town Council unless otherwise agreed.

7. Review and Withdrawal

This Statement takes effect from 11 June 2026 and may be reviewed or amended by the Town Council. Any Party may withdraw from the Steering Group at any time without giving rise to compensation or claims.