

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 21 August at 7.00 p.m.

PRESENT: Councillors Connor McConville (Chair), Jackie Meade, Christine Dickinson, Belinda Walker, Tim Prater, Adrian Lockwood, Laura Davison, Nicola Keen and Kieran Leigh.

APOLOGIES: Councillors Abena Akuffo-Kelly and Bridget Chapman

ABSENT: Councillor Peter Gane

OFFICERS PRESENT: Toni Brenchley – Town Clerk
Karen Palmer – Finance Officer

1773. APOLOGIES FOR ABSENCE

Apologies received from Councillors Abena Akuffo-Kelly and Bridget Chapman

RESOLVED: To approve apologies from Councillors Abena Akuffo-Kelly and Bridget Chapman

Proposed: Councillor Jackie Meade
Seconded: Councillor Belinda Walker
Voting: F: 9, Ag: 0, Ab: 0

1774. DECLARATIONS OF INTERESTS

Councillor Tim Prater declared an interest in agenda items 14 and 16.
Councillor Jackie Meade declared an interest in agenda item 12, as an allotment holder.

1775. MINUTES

The Committee received the Minutes of the meeting of the Finance and General Purposes Committee held on 12th June 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 12th June 2025 be signed as a correct record.

Proposed: Councillor Nicola Keen
Seconded: Councillor Christine Dickinson
Voting: F: 9, Ag: 0, Ab: 0

1776. SCHEDULE OF PAYMENTS

The Committee considered the schedule of payments made between 1 June 2025 to 31 July 2025.

RESOLVED: That the Schedule of Payments for the period 1 June to 31 July 2025 be accepted.

Proposed: Councillor Jackie Meade
Seconded: Councillor Nicola Keen
Voting: F: 9, Ag: 0, Ab: 0

1777. SCHEDULE OF RECEIPTS

The Committee considered the schedule of receipts made between 1 June 2025 to 31 July 2025.

RESOLVED: That the Schedule of Receipts for the period 1 June to 31 July 2025 be accepted.

Proposed: Councillor Belinda Walker
Seconded: Councillor Nicola Keen
Voting: F: 9, Ag: 0, Ab: 0

1778. BUDGET MONITORING STATEMENT 2025/26

The budget monitoring statement of income/expenditure and earmarked reserves up to the 31 July 2025 were received by the Committee.

The Finance Officer verbally summarised the report for the Committee.

RESOLVED: That the budget monitoring statement for the period 1 April to 31 July 2025 be accepted.

Proposed: Councillor Christine Dickinson
Seconded: Councillor Laura Davison
Voting: F: 9, Ag: 0, Ab: 0

1779. BANK RECONCILIATION

The bank reconciliation statements as at 30 June and 31 July 2025 were noted by the Committee and signed by a Member other than the Chair.

RESOLVED: That the bank reconciliations for the period 30th June and 31st July be accepted.

Proposed: Councillor Christine Dickinson
Seconded: Councillor Nicola Keen
Voting: F: 9, Ag: 0, Ab: 0

1780. CONFIRMATION OF CONTINUED APPOINTMENT OF INTERNAL AUDITOR

The Committee noted that Mulberry & Co will carry out the mid-term and year-end audits this year, under a three-year contract which commenced from 2024/25.

1781. WARD GRANTS

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

Folkestone Festivals	Music Festivals	£250.00	J Renshaw
All Souls' Community Hall Cheriton	Replacement of Cupboards	£200.00	J Renshaw
Folkestone Festivals	Music Festivals	£200.00	L Davison

All Souls' Community Hall Cheriton	Replacement of Cupboards	£200.00	P Gane
All Souls' Community Hall Cheriton	Replacement of Cupboards	£200.00	R West
Touchbase Care	Touchbase Care Allotment Pond Repair	£300.00	L McGirr
Tyson Road Residents Association	Children's xmas party on Friday 12th December 2025	£200.00	L McGirr
Tyson Road Residents Association	Children's xmas party on Friday 12th December 2025	£200.00	N Keen
Tyson Road Residents Association	Children's xmas party on Friday 12th December 2025	£200.00	A Lockwood
Folkestone Festivals	Music Festivals	£200.00	L McGirr
Folkestone Festivals	Music Festivals	£200.00	K Leigh
The Bayle Residents Association	Bayle In Bloom	£75.00	B Walker
Folkestone Festivals	Music Festivals	£200.00	N Keen

RESOLVED: To award the organisation with the ward grant amounts listed.

Proposed: Councillor Jackie Meade

Seconded: Councillor Nicola Keen

Voting: F: 9, Ag: 0, Ab: 0

1781. WARD GRANT BALANCES

The Committee noted the Ward Grant balances as at 22 August 2025.

1782. TOWN HALL/CINEMA BUILDING MAINTENANCE UPDATE

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

Fire Escape – Asbestos survey has been undertaken and plans are being reviewed by Building Control, with works commencing shortly.

Lightning Protection – Concerns were raised by F&HDC Planning Officers and therefore the planning application was withdrawn to address the issues. Planning application to be re-submitted shortly.

Roof – Roofers have now attended and repaired damaged tiles to address water ingress to cinema at a cost of £1,180. Discussions in relation to party wall and potential areas of concern ongoing.

Radon – The Curator is currently investigating funding sources to address improving the ventilation in the Collections Room.

1783. ANNUAL ALLOTMENT FEES REVIEW

The Committee received report F/25/388, a recommendation from the Finance Officer to uplift the Allotment Fees in relation to the increase in water charges.

Councillor Nicola Keen left the meeting at this point (7.27pm).

RESOLVED: To defer the decision on any increase to allotment rents until meetings have taken place with the allotment tenants and a more detailed report is brought back to the Committee.

Proposed: Councillor Laura Davison

Seconded: Councillor Tim Prater

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

1784. COMMUNITY INFRASTRUCTURE LEVY FUNDING AND CIL POLICY

The Committee received report F/25/391, regarding how CIL funding works, and a suggested CIL policy.

RESOLVED: To note report F/25/391 and approve the CIL Policy.

Proposed: Councillor Laura Davison

Seconded: Councillor Belinda Walker

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

1785. HIGHWAYS IMPROVEMENT PLAN (HIP) – CIL FUNDS

The Committee considered and approved report F/25/393, a recommendation from the HIPS working group to use CIL funds in order to carry out improvements on Tile Kiln Lane and Ashley Avenue to increase pupil safety at The Turner School.

RESOLVED: To receive and note report F/25/393 and approve the use of the CIL funds up to £21,650 to pay for the highway improvements on Tile Kiln Lane and Ashley Avenue.

Proposed: Councillor Tim Prater

Seconded: Councillor Jackie Meade

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

1786. PLAY PARK IMPROVEMENTS – CIL FUNDS

The Committee considered and approved report F/25/394, a request to release £23,000 of CIL funding to replace play area equipment at Southern Way and Pine Way Play Parks, and the addition of grass matting and benches at George Gurr Play Park.

RESOLVED: To receive and note report F/25/394 and to approve the use of CIL funds up to £23,200 to replace play area equipment at Southern Way and Pine Way Play Parks, and the addition of grass matting and benches at George Gurr Play Park.

Proposed: Councillor Nicola Walker

Seconded: Councillor Christine Dickinson

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

1787. LGR POTENTIAL ASSET TRANSFERS – PROGRESS REPORT

The Committee received and noted report F/25/392, providing an update on the Local Government Restructure and arrangements for potential asset transfer from Folkestone and Hythe District Council to the Town Council.

1788. DATE OF NEXT MEETING:

23 October 2025 at 7.00pm

The meeting concluded at 7.45pm

Chair.....

Date.....

DRAFT