

## 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 16 April 2026 at 7.00pm.**

### **PRESENT:**

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

### **APOLOGIES:**

Councillor Abena Akuffo-Kelly

### **ABSENT:**

Councillor Connor McConville

### **OFFICERS PRESENT:**

Toni Brenchley – Town Clerk  
Karen Palmer – Finance Officer

### **1833. APOLOGIES FOR ABSENCE**

Apologies received from Councillor Abena Akuffo-Kelly

#### **RESOLVED: To approve apologies from Councillor Abena Akuffo-Kelly**

Proposed: Councillor Belinda Walker  
Seconded: Councillor Nicola Keen  
Voting: F: 10, Ag: 0, Ab:0

### **1834. DECLARATIONS OF INTERESTS**

Cllr Peter Gane and Cllr Nicola Keen declared an interest in agenda item 13, as both are members of the Cheriton Events Committee.

### **1835. MINUTES**

The Committee received the Minutes of the meeting of the Finance and General Purposes Committee held on 12 February 2026 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 12 February 2026 be signed as a correct record.**

Proposed: Councillor Jackie Meade  
Seconded: Councillor Kieran Leigh  
Voting: F: 10, Ag: 0, Ab: 0

#### **1836. PERSONNEL SUB-COMMITTEE MINUTES**

The Committee received and noted the minutes of the Personnel sub-Committee meeting held on 12 February 2026.

#### **1837. SCHEDULE OF PAYMENTS**

The Committee considered the schedule of payments made between 1 February 2026 and 31 March 2026.

Cllr Meade asked for clarity on whether the policy guidance regarding ward grants for churches was being adhered to. It was agreed that the grants being made only related to inclusive community-based activity and were not exclusively for one religious group.

**RESOLVED: That the Schedule of Payments for the period 1 February 2026 to 31 March 2026 be accepted.**

Proposed: Councillor Jackie Meade  
Seconded: Councillor Adrian Lockwood  
Voting: F:10, Ag: 0, Ab: 0

#### **1838. SCHEDULE OF RECEIPTS**

The Committee considered the schedule of receipts made between 1 February 2026 and 31 March 2026.

**RESOLVED: That the Schedule of Receipts for the period 1 February 2026 to 31 March 2026 be accepted.**

Proposed: Councillor Peter Gane  
Seconded: Councillor Belinda Walker  
Voting: F: 10, Ag: 0, Ab: 0

#### **1839. 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 budget position but highlighted that all year-end accruals had not yet been made. Cllr Gane thanked the Finance Officer for keeping the expenditure within budget.

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

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

#### **1840. BANK RECONCILIATION**

The bank reconciliation statements as at 28 February 2026 and 31 March 2026 were noted by the Committee and signed by a Member other than the Chair.

**RESOLVED: That the bank reconciliations for the periods February 2026 and March 2026 be accepted.**

Proposed: Councillor Adrian Lockwood

Seconded: Councillor Belinda Walker

Voting: F: 10, Ag: 0, Ab: 0

#### 1841. WARD GRANTS

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

Folkestone Music Town	Free Workshop Programme	£714.00	T Prater
Folkestone Music Town	Free Workshop Programme	£300.00	J Renshaw
Folkestone Music Town	Free Workshop Programme	£200.00	C Dickinson
Folkestone Music Town	Free Workshop Programme	£677.00	L McShane
Folkestone Music Town	Free Workshop Programme	£100.00	A Akuffo-Kelly
Folkestone Music Town	Festival Programme	£200.00	J Renshaw
Folkestone Music Town	Festival Programme	£300.00	L Davison
Folkestone Music Town	Festival Programme	£332.00	L McGirr
Folkestone Music Town	Festival Programme	£100.00	A Akuffo-Kelly
Folkestone Music Town	Rising Stars Showcase Ages 16-25	£100.00	A Akuffo-Kelly
Folkestone Pride	Folkestone Pride 2026	£350.00	J Meade
Folkestone Pride	Folkestone Pride 2026	£100.00	B Walker
Folkestone Pride	Folkestone Pride 2026	£350.00	A Lockwood
Musical Walkabout CIC	Songsters Across Kent	£200.00	B Walker
St Mary & St Eanswythe with St Saviour Parochial Church Council	Pew Cushions	£225.00	A Akuffo-Kelly
The Folkestone Performing Arts Company	Community Theatre Session	£100.00	B Walker

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

Proposed: Councillor Jackie Meade

Seconded: Councillor Nicola Keen

Voting: F: 10, Ag: 0, Ab: 0

#### 1842. WARD GRANT BALANCES

The Committee noted the Ward Grant balances as at 16 April 2026.

#### **1843. FINANCE & GENERAL PURPOSES – KEY PERFORMANCE INDICATORS (KPIs)**

The Committee received report F/26/415, reviewed the existing KPI's, and considered any proposed amendments.

**RESOLVED: To note the report and approve the proposed KPI's.**

Proposed: Councillor Tim Prater  
Seconded: Councillor Belinda Walker  
Voting: F: 10, Ag: 0, Ab: 0

#### **1844. FINANCIAL REGULATIONS**

The Committee received the updated Financial Regulations.

**RESOLVED: 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.**

Proposed: Councillor Tim Prater  
Seconded: Councillor Peter Gane  
Voting: F: 10, Ag: 0, Ab: 0

#### **1845. FOLKESTONE TOWN CENTRE AND CHERITON CHRISTMAS LIGHTING INSTALLATIONS**

The Committee noted the update from Town Clerk regarding the removal of Christmas Lights from trees in Folkestone and Cheriton. It was agreed to defer any decision on the use of reserves until KCC officers have undertaken a full inspection.

#### **1846. TOWN HALL & ASSETS MAINTNENACE & REPAIRS UPDATE**

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

**Fire Escape** – Building Regs approval received.

**Fixed Electrical Certificate** – Awaiting date from the contractor to complete remedial works required.

**Community Minibus** – Following an accident while the vehicle was hired out, an insurance claim is currently in progress.

**Bus Shelter, Nailbox (Shorncliffe Road)** – The roof was severely damaged and removed during a storm. An insurance claim is currently underway.

#### **EXCLUSION OF PRESS AND PUBLIC**

The remainder of the Minutes has classified **item 10** as disclosing exempt information under Paragraph 3 of Schedule 12A of the Local Government Act

1972 (as amended) thereby excluding the press and public from the meeting whilst this item was debated. Press and members of the public left.

**RESOLVED: That the press and members of the public be excluded for the remainder of the meeting.**

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

**1847. CINEMA LEASE**

The Town Clerk provided an update to the Committee on the current situation regarding the Cinema lease.

**RESOLVED: 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.**

Proposed: Councillor Bridget Chapman  
Seconded: Councillor Nicola Keen  
Voting: F: 10, Ag: 0, Ab: 0

**1848. DATE OF NEXT MEETING:**

11 June 2026 at 7.00pm

The meeting concluded at 7.50pm

Chair.....

Date.....