

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 11 June 2026 at 7.00pm.

PRESENT:

Councillors Connor McConville, Jackie Meade, Laura Davison, Peter Gane, Adrian Lockwood, Tim Prater, Belinda Walker, Christine Dickinson and Abena Akuffo-Kelly

APOLOGIES:

Councillors Nicola Keen, Keiran Leigh and Bridget Chapman

OFFICERS PRESENT:

Toni Brenchley – Town Clerk
Karen Palmer – Finance Officer

1848. APOLOGIES FOR ABSENCE

Apologies were noted from Councillors Nicola Keen, Keiran Leigh and Bridget Chapman.

1849. APPOINTMENT OF CHAIR

Nominations for the appointment of Chair of Finance and General Purposes Committee for the Municipal Year 2026/27 were sought.

PROPOSAL: That Councillor Adrian Lockwood be appointed as Chair for the Committee for the 2026/27 Municipal Year

Proposed: Councillor Jackie Meade
Seconded: Councillor Belinda Walker
Voting: F: 3, Ag: 0, Ab: 0

This Motion was lost.

RESOLVED: That Councillor Connor McConville be appointed as Chair of Finance and General Purposes Committee for the 2026/27 Municipal Year.

Proposed: Councillor Tim Prater
Seconded: Councillor Christine Dickinson
Voting: F:6, Ag:2, Ab:0

1850. APPOINTMENT OF VICE CHAIR

Nominations for the appointment of Vice Chair of Finance and General Purposes Committee for the Municipal Year 2026/27 were sought.

RESOLVED: That Councillor Tim Prater be appointed as Vice Chair of Finance and General Purposes Committee for the 2026/27 Municipal Year.

Proposed: Councillor Peter Gane
Seconded: Councillor Adrian Lockwood
Voting: F: 9, Ag: 0, Ab:0

1851. DECLARATIONS OF INTERESTS

There were no declarations of interest.

1852. MINUTES

The Committee received the Minutes of the meeting of the Finance and General Purposes Committee held on 16 April 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 16 April 2026 be signed as a correct record.

Proposed: Councillor Peter Gane
Seconded: Councillor Jackie Meade
Voting: F: 9, Ag: 0, Ab: 0

1853. REVIEW TERMS OF REFERENCE

In line with the Council's Standing Orders, the Committee was asked to consider the Terms of Reference for the Finance and General Purposes Committee.

RESOLVED: That the Terms of Reference be approved.

Proposed: Councillor Peter Gane
Seconded: Councillor Belinda Walker
Voting: F: 9, Ag: 0, Ab: 0

1854. PERSONNEL SUB-COMMITTEE MINUTES

The Committee received and noted the minutes of the Personnel Sub-Committee meeting held on 16 April 2026.

1855. SCHEDULE OF PAYMENTS

The Committee considered the schedule of payments made between 1 April 2026 and 31 May 2026.

RESOLVED: That the Schedule of Payments for the period 1 April 2026 to 31 May 2026 be accepted.

Proposed: Councillor Jackie Meade
Seconded: Councillor Tim Prater
Voting: F:9, Ag: 0, Ab: 0

1856. SCHEDULE OF RECEIPTS

The Committee considered the schedule of receipts made between 1 April 2026 and 31 May 2026.

RESOLVED: That the Schedule of Receipts for the period 1 April 2026 to 31 May 2026 be accepted.

Proposed: Councillor Peter Gane
Seconded: Councillor Belinda Walker
Voting: F: 9, Ag: 0, Ab: 0

1857. BUDGET MONITORING STATEMENT 2026/27

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

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

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

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

1858. BANK RECONCILIATION

The bank reconciliation statements as at 30 April and 31 May 2026 were noted by the Committee and signed by a Member other than the Chair.

1859. WARD GRANTS

The below list of Ward Grants were received for Committee approval:

Folkestone Festivals	Summer Season of Bands on Bandstand	£300.00	Liz McShane
Folkestone Festivals	Summer Season of Bands on Bandstand	£250.00	A Akuffo-Kelly
Folkestone Festivals	Summer Season of Bands on Bandstand	£250.00	L Davison
Folkestone Festivals	Summer Season of Bands on Bandstand	£250.00	C Dickinson
Folkestone Festivals	Summer Season of Bands on Bandstand	£300.00	K Leigh
Folkestone Festivals	Summer Season of Bands on Bandstand	£300.00	A Lockwood
Folkestone Festivals	Summer Season of Bands on Bandstand	£200.00	J Renshaw
Folkestone Festivals	Summer Season of Bands on Bandstand	£400.00	C McConville
Folkestone Festivals	Summer Season of Bands on Bandstand	£300.00	J Darling
Folkestone Twirlstars	Music Player	£150.00	L McGirr
ShivaNova Ltd/ Equator Festival	World in a Tent Multicultural Festival	£300.00	J Renshaw
All Souls' Church PCC	Replacement of Church Boiler	£250.00	P Gane
All Souls' Church PCC	Replacement of Church Boiler	£250.00	R West
All Souls' Church PCC	Replacement of Church Boiler	£250.00	J Renshaw
All Souls' Church PCC	Replacement of Church Boiler	£250.00	J Darling
Strange Cargo	Charivari	£500.00	J Darling

Folkestone Live CIC	Folkestone Live, Festival of theatre and comedy	£200.00	B Walker
Folkestone Live CIC	Folkestone Live, Festival of theatre and comedy	£421.00	T Prater
Heal a Generation	Steady Ground: Regulation & Connection Folkestone	£250.00	L McShane
Common Grounding	Homeward Festival for Refugee Week in Folkestone & Hythe	£500.00	L McShane

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

Proposed: Councillor Peter Gane
 Seconded: Councillor Belinda Walker
 Voting: F: 9, Ag: 0, Ab: 0

1860. WARD GRANT BALANCES

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

1861. FINANCIAL REGULATIONS

The Committee received the updated Financial Regulations. The Finance Officer / Deputy Town Clerk explained the required amendment had been made to paragraph 6.3 and also that the process for making and authorising payments had been discussed and checked with the Internal Auditor. The Internal Auditor had stated that the present system was adequate, although online authorisation by an officer could be set up to improve the present process of signing a hard-copy payments list.

Councillor Davison asked for paragraphs 7.2 and 7.6 to exclude a reference to Councillors having pin numbers for online banking.

RESOLVED: To approve the Financial Regulations with amendments to paragraphs 7.2 & 7.6 as requested.

Proposed: Councillor Tim Prater
 Seconded: Councillor Jackie Meade
 Voting: F: 9, Ag: 0, Ab: 0

1862. TOWN HALL & ASSETS MAINTENANCE & REPAIRS UPDATE

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

Fixed Electrical Certificate – Outstanding work has now been completed.

Bus Shelter, Nailbox (Shorncliffe Road) – Replacement will be installed over the next couple of weeks.

2 Grace Hill – The following works are in progress:

- CCTV up and running
- Weekly inspections
- General tidy and clean up of front areas and courtyard
- Decals on front noticeboards
- Fire alarm system to be checked
- Valuation survey for insurers
- Insurers survey
- Electrics to be checked and traced/labelled
- Environmental assessment
- Steering Group on 29th June
- District Ward grants applications submitted
- District Green Grants application for sustainable and carbon reducing projects

1863. DATE OF NEXT MEETING

20 August 2026 at 7.00pm

The meeting concluded at 7.35pm

Chair.....

Date.....