

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 20 August 2026 at 7.00pm.

PRESENT:

Councillors Connor McConville, Jackie Meade, Laura Davison, Peter Gane, Adrian Lockwood, Tim Prater, Nicola Keen, Bridget Chapman, Keiran Leigh (19:03) and Abena Akuffo-Kelly

APOLOGIES:

Councillors Belinda Walker and Christine Dickinson

OFFICERS PRESENT:

Toni Brenchley – Town Clerk
Karen Palmer – Finance Officer

1864. APOLOGIES FOR ABSENCE

Apologies were noted from Councillors Belinda Walker and Christine Dickinson.

1865. DECLARATIONS OF INTERESTS

There were no declarations of interest.

1866. MINUTES

The Committee received the Minutes of the meeting of the Finance and General Purposes Committee held on 11 June 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 11 June 2026 be signed as a correct record.

Proposed: Councillor Laura Davison

Seconded: Councillor Jackie Meade

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

1867. SCHEDULE OF PAYMENTS

The Committee considered the schedule of payments made between 1 June 2026 and 31 July 2026.

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

Proposed: Councillor Laura Davison

Seconded: Councillor Peter Gane

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

1868. SCHEDULE OF RECEIPTS

The Committee considered the schedule of receipts made between 1 June 2026 and 31 July 2026.

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

Proposed: Councillor Nicola Keen

Seconded: Councillor Peter Gane

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

19:03 Councillor Keiran Leigh arrived

1869. BUDGET MONITORING STATEMENT 2026/27

The budget monitoring statement of income/expenditure and earmarked reserves up to the 31 July 2026 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 July be accepted.

Proposed: Councillor Jackie Meade

Seconded: Councillor Laura Davison

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

1870. BANK RECONCILIATION

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

1871. 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.

1872. WARD GRANTS

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

Heal a Generation	Steady Ground: Regulation & Connection Folkestone	£250.00	N Keen
Heal a Generation	Steady Ground: Regulation & Connection Folkestone	£200.00	B Walker
FTC	Grace Hill	£500.00	A Lockwood
FTC	Grace Hill	£500.00	B Chapman
FTC	Grace Hill	£500.00	B Walker
Folkestone Rescue	New Rescue Boat	£400.00	N Keen
Folkestone Rescue	New Rescue Boat	£250.00	C Dickinson

Shepway Spectrum Arts	Window Repairs Parts 3&4	£300.00	J Meade
Shepway Spectrum Arts	Window Repairs Parts 3&4	£310.00	L McGirr
Shepway Spectrum Arts	Window Repairs Parts 3&4	£150.00	B Walker
Shepway Spectrum Arts	Window Repairs Parts 3&4	£400.00	C McConville
Shepway Spectrum Arts	Window Repairs Parts 3&4	£180.00	L Davison
Shepway Spectrum Arts	Window Repairs Parts 3&4	£180.00	K Leigh
Shepway Spectrum Arts	Window Repairs Parts 3&4	£180.00	A Lockwood
New Folkestone Society	Remembrance - son et lumière	£200.00	A Lockwood
New Folkestone Society	Remembrance - son et lumière	£250.00	J Meade
The Bayle Residents Association	Bayle in Bloom	£200.00	B Walker
The Beacon	Sensory Garden	£300.00	J Meade
The Beacon	Sensory Garden	£100.00	K Leigh

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

Proposed: Councillor Peter Gane

Seconded: Councillor Nicola Keen

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

1873. WARD GRANT BALANCES

The Committee noted the Ward Grant balances as at 20 August 2026.

1874. FTC COMMUNITY MINIBUS – PROPOSED TRANSFER

The Committee considered report F/26/421 and the associated recommendations in relation to the proposed transfer of the Community Minibus to The Beacon School.

Councillors asked for an addition to 10.3 in the Minibus Use Agreement in order to be clear that the vehicle's value should be maintained.

RESOLVED: To approve the transfer of the Community Minibus to The Beacon School, with the addition of the words "and at the book value applied to that vehicle" at clause 10.3 of the Community Minibus Agreement.

Proposed: Councillor Keiran Leigh

Seconded: Councillor Tim Prater

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

1875. COMMUNITY INFRASTRUCTURE FUNDING FOR PROJECTS

The Committee considered report F/26/424 and the associated recommendations to approve the release of £33,000 from Community Infrastructure Levy (CIL) reserves to enable the progression of projects approved by the Community,

RESOLVED: To approve the release of £33,000 from the Community Infrastructure Levy (CIL) reserves to enable the progression of projects approved by the Community, Climate & Environment Committee.

Proposed: Councillor Peter Gane

Seconded: Councillor Tim Prater

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

1876. TOWN HALL & ASSETS MAINTENANCE & REPAIRS UPDATE

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

i) 2 Grace Hill

- Insurance matters are progressing. Loose furniture has been removed, and any remaining older furniture has been consolidated and stored in a single location.
- Further information requested by the insurers has been provided, including the Gas Safety Certificate, Fire Risk Assessment (FRA) and Electrical Installation Condition Report (EICR).
- The Green Grant application has been submitted and feedback is awaited.
- The use of oil heaters and humidity control units is being further investigated.
- High electricity consumption at the building is currently being investigated to identify the source of the increased usage.
- Following the recent break-in, the response team attended within 30 minutes. Damage was caused to the rear door, which was subsequently secured by the repairs team.
- The Steering Group met on 29 June. A Memorandum of Understanding (MoU) is currently being compiled for all partners to sign, with the next meeting scheduled for Monday 14 September.
- A summary of current and anticipated expenditure was circulated to councillors for information.

- ii) Museum - Chiller Unit:** The unit is currently out of use. A repair has been quoted at £3,500; however, there is no guarantee that this will resolve the issue. A replacement unit is estimated to cost approximately £7,000.

RESOLVED: To approve the purchase and installation of a replacement chiller unit for Folkestone Museum, in view of the uncertainty surrounding the proposed repair and the operational requirements of the Museum.

Proposed: Councillor Jackie Meade

Seconded: Councillor Peter Gane

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

- iii) Collections Room Ventilation:** Works are scheduled to be undertaken in early September to improve ventilation within the Collections Room and address the identified radon issue in this area.

1877. DATE OF NEXT MEETING

22 October 2026 at 7.00pm

The meeting concluded at 7.30pm.

Chair.....

Date.....

DRAFT