



Birchington Parish Council
Finance Committee
Minutes of the meeting held on
7th April 2026 at 6.30pm
At the Parish Office, 2 Albion Road, CT7 9DN

Present:

Cllr Bob Prebble, Chairman of Finance
Cllr Colin Brown
Cllr Phil Fellows
Cllr Nick Blankley
Cllr Max Houghton

Jane Bevan – Parish Clerk

2 x members of the public

F/2025/39 Apologies for absence

There were no apologies for absence.

F/2025/40 Declarations of Interest

Cllr Brown declared an interest in the item on the grant application.

F/2025/41 Minutes

The Minutes of the Finance meeting held on 13 January 2026 were **agreed**.

F/2025/42 Chairman's Report and Public Participation

The Chairman said his report would be covered in the agenda items.

F/2025/43 Risk Management Policy and Appendix A Risk Register

The Clerk said it was important tht the Parish Council maintained an up-to-date risk management policy and circulated a draft copy, The Chairman suggested that staff pensions should be included as there was a legal requirement to auto-enrol staff and giving them the opportunity to opt out. The Clerk said she would look into whether this was issue for the Risk Management policy or for the HR Committee.

F/2025/44 BPC Publication Scheme – Appendix A : A Guide to Information Available

The Clerk referred to a document she circulated to members. She said it was best practice to have a document on the website that specified all the information held on the Parish Council's website and that they were all up to date. The Clerk said there were a couple of items that she needed to clarify and said she would report back to members.

F/2025/45 Standing Orders/ Terms of Reference Policies

The Chairman said that Cllr Moore had suggested that the recently formed committees should be reviewed. Cllr Moore said that there should not be a limit of 3 councillors on each committee particularly as some of the committees would have increased remits. Cllr Fellows agreed and proposed that there should be 5 members plus two Ex Officio members on each committee apart from the HR

Action

Clerk

Clerk

Committee. Following discussion, it was agreed that there would be a minimum of 3 councillors on each committee and no more than five (excluding the two Ex Officio officers. This would be for all standing committees apart from HR. Following a suggestion from Cllr Blankley, it was also agreed that the Ex Officio members could not be chairman or vice chairman of a standing committee.	Clerk
F/2025/46 Albion Road Office The Clerk said she had an initial meeting with Cllr Tiley to look in detail at the refurbishment of the Parish office and that a further one had been arranged. This would form the basis of the tender requirements.	Clerk
F/2025/47 Pride in Place Impact Fund (PiPIF) Cllr Blankley said he had attended a recent TAC meeting where the guest speaker Colin Carmichael , CEO of TDC gave a presentation on the Local Government Review which also provided an update on the Pride in Place Impact Fund was included. The major part of the funding had already been allocated. Cllr Blankley provided an overview of the presentation.. It was now likely that Parish and Town Councils would have to submit bids for a £20,000 share of the fund. Cllr Blankley invited suggestions from members for projects that would enhance Birchington .	Cllr Blankley
F/2025/48 Grant Application The Clerk said a grant application from ‘Hi Kent’ had been received. Following discussion, it was agreed not to support the application.	
F/2025/49 Accounts to 30.11.2025 The Clerk said she had completed the bank receipts and would be completing the accounts for March.	
F/2025/50 Clerk’s Correspondence The Clerk reported that BT had confirmed that the Parish Council could adopt the re telephone box on The Square. The Parish Council would use this for the bleed kit that had been donated to the Parish Council by Westgate and Birchington Inner Wheel.	
F/2025/51 Date and time of next meeting Tuesday, 9th June 2026 at 6.30pm at the Parish Council Office.	
Signed by the Committee Chairman Cllr Bob Prebble	
Date: 16 April 2026	