



FOLKESTONE TOWN COUNCIL
ANNUAL REPORT
2018/19

TOWN MAYOR

2018 – 2019

As Town Mayor of Folkestone for the second time, it has proved to be an immense privilege and a fantastic opportunity to support and promote the people of Folkestone in the many and varied ways that our amazing town and its people bring through its cultural activities, design, tourism and art.

The Folkestone Museum has been a fantastic success over the past two years with many thousands of visitors passing through. We were delighted to have school workshops and talks on a variety of subjects. In addition to this we had historic exhibitions of local people such as Walter Tull and also some great work by local artists, one of which was Shane Record who gave a live demonstration of his technique to a mixed audience. I was also delighted to officially accept the Folkestone Collection from Mike Hill OBE, KCC Cabinet Member for Community and Regulatory Services, which has enhanced the artefact collections within the Museum.

I had great pleasure in presenting the Town Mayor's Community Awards to those who have done something particularly noteworthy in Folkestone over the past year. This year there were six Community Awards presented as follows:

- Mr Vic Seymour for his continued support of the veterans within our community
- S/Lt (SCC) Adam Smith for his hard work and dedication to the continued success of the Folkestone & Hythe Sea Cadets & Royal Marine Detachment
- Mr John Barber for his continued work during 2018/19 in bringing free events to the Town and for the support provided to the Gurkha Memorial Fund
- Mr Craig Ward for his hard work and dedication to the continued success of the 11th Folkestone Scout Group
- Mrs Rosemary Braid for her hard work and dedication towards the John Bowley Almshouses Charity, the Municipal Charity and the Town Mayor's Christmas Fund Committee
- Mr Eamonn Rooney for his hard work and relentless dedication in supporting projects in Folkestone to preserve the heritage of our Town

There are many volunteers who selflessly give their time and talent to help others and make Folkestone a great place to live. They all deserve our thanks.

My Consort, Maurice, and I have had the pleasant duty of attending many events during the year such as Canada Day, Holocaust Memorial Day, Armed Forces Day and many other commemorative services. In addition to this, we presented Freedom of the Town to the Canadian Armed Forces serving in the United Kingdom and enjoyed attending the 1st Battalion The Royal Gurkha Rifles Attestation Day, Finding Eanswythe Exhibition, Purple Friday for Polio, the new Write by The Sea Writing Group and the opening of The Shed, two new shops and Morehall School's new library. In total throughout the year, the Deputy Mayor and I have attended over 250 events.

My nominated charities for the year were RBL Cheriton & Morehall, Kent Army Cadet Force, Folkestone's Winter Shelter and Folkestone's Young Carers. Following various charity events, a total of £3,200 was raised. Along with the Deputy Mayor, Councillor Richard Wallace, we also took part in the Big Sleep Out last September, raising an additional £425 for Folkestone's Winter Shelter.

Special thanks must go to my Charity Committee, officers of Folkestone Town Council and my husband, Maurice, for all their amazing support throughout my year as Town Mayor of Folkestone.



Picture courtesy of Vic Seymour

Councillor Ann Berry

Income and Expenditure Account For the Period ended 31 March 2019

	2018/19	2017/18
	£	£
INCOME		
Precept on District Council	786,950	764,750
Bank and Investment Interest	2,170	354
Allotments	9,736	9,423
Rental Receipts	15,765	16,070
Property Tax Base Grant	0	0
Funding for Museum/Heritage Scheme	80,127	344,084
Contribution to CCTV Service	3,229	3,033
Other	44,890	18,656
	942,867	1,156,370
EXPENDITURE		
Employees/Administration	404,097	361,541
Democratic Costs	0	12,081
Civic and Ceremonial	49,815	30,144
Premises	99,438	89,109
Services	285,778	255,608
Fees	7,677	3,545
Museum/Heritage	81,287	407,261
	928,092	1,159,289
GENERAL FUND		
Balance as at 1 April	130,084	119,908
Add: Total Income	942,867	1,156,370
Deduct: Total Expenditure	928,092	1,159,289
	144,859	116,989
Transfer (to)/from Reserves and Provisions:		
New Services Reserve	(18,058)	772
TKL Balancing Pond Maintenance	0	960
Tree Planting	(7,117)	0
Museum/Heritage Reserve	13,669	(7,000)
Ward Grants Reserve	15,094	(5,781)
Town Grants Reserve	(2,700)	4,216
FTC Elections Reserve	(10,200)	1,566
Armed Forces Day Reserve	(5,222)	(6,813)
Flowerbeds & Planters	(4)	5,000
Leas Flowerbeds	(2,500)	0
Provision for CCTV Maintenance	6,657	18,129
Provision for Christmas Lights/Events	(4,731)	2,046
Provision for Outstanding Invoices	334	0
	(14,778)	13,095
General Reserve Balance at 31 March	130,081	130,084

PRECEPT 2018/19								
THE 2018/19 TOWN COUNCIL TAX								
Household Band	A	B	C	D	E	F	G	H
£ per annum	37.04	43.22	49.39	55.57	67.92	80.27	92.61	111.14
£ per week	0.71	0.83	0.95	1.07	1.30	1.54	1.78	2.13

Balance Sheet as at 31 March 2019

Fixed Assets	2018/19		2017/18	
	£	£	£	£
Freehold Land and Buildings	700,000		700,000	
Vehicles and Equipment	299,701		201,901	
Community Assets	2,355,904	3,335,605	2,305,904	3,207,805
		3,335,605		3,207,805
Current Assets				
Sundry Debtors	0		0	
HM Revenue & Customs - VAT	26,308		25,162	
Prepayments	0		20,521	
Stock Balance (Museum Merchandise)	2,224		1,922	
Current Bank Account	80,110		143,184	
Deposit Bank Account	0		400,308	
Short Term Investments	500,000			
Receipts Account	270		2,653	
Petty Cash	500		500	
Museum Shop Float	100		100	
Corporate Credit Card	<u>1,500</u>	611,012	<u>1,500</u>	595,850
Current Liabilities				
Sundry Creditors	3,101		20,156	
Receipts in Advance	3,150		5,545	
Accruals	39,234	45,485	19,397	45,098
Net Current Assets		565,527		550,752
Long Term Liabilities				
PWLB Outstanding Loan for Office Building	354,579	354,579	375,940	375,940
Net Assets		3,546,553		3,382,617
Represented by:				
Fixed Asset Restatement Account		3,333,605		3,207,805
PWLB Outstanding Loan for Office Building		(354,579)		(375,940)
Capital Receipts Reserve		0		0
Earmarked Reserves and Provisions:-				
New Services		122,778		104,721
Tile Kiln Lane Balancing Pond Maintenance		40		40
Tree Planting		7,391		273
Tourism		4,735		4,735
Museum/Heritage		190,344		204,013
Ward Grants		1,386		16,480
Town Grants		2,700		0
FTC Elections		18,834		8,634
Armed Forces Day		12,035		6,813
Salt Bins		6,313		6,313
Flowerbeds + Planters		4		49
Les Flowerbeds		2,549		
Anti-Litter Campaign		2,000		2,000
CCTV Maintenance		53,470		60,127
Christmas Lights/Events		4,731		0
Outstanding Invoices		6,136		6,470
General Reserve		130,081		130,084
		3,546,553		3,382,617

FUTURE EVENTS AND NOTES FOR YOUR DIARY

June 2019

Sun 2 – William Harvey Sunday, Garden of Remembrance

Thu 6 – D-Day NVA, Garden of Remembrance

Sun 23 – Town Sunday, St Eanswythe's Church

Sun 23 – Blessing of the Fisheries, St Peters Church

Sun 30 – Armed Forces Day, The Leas

July 2019

Mon 1 – Canada Day, Shorncliffe Cemetery

August 2019

Thu 15 - V J Day, Garden of Remembrance

September 2019

Sun 15 - Battle of Britain Wreath Laying, The Leas Memorial

October 2019

Sun 20 - Trafalgar Day

November 2019

Sun 3 - Dedication of Garden of Remembrance

Sun 10 - Remembrance Sunday, the War Memorial, The Leas

Sat 11 - Machine Gun Corps Memorial

January 2020

Mon 27 - Holocaust Memorial Day, Garden of Remembrance



Garden of Remembrance Crosses



War Memorial

THE TOWN COUNCIL'S MISSION

THE TOWN COUNCIL'S MISSION

The theme for this review and our mission for the future is:

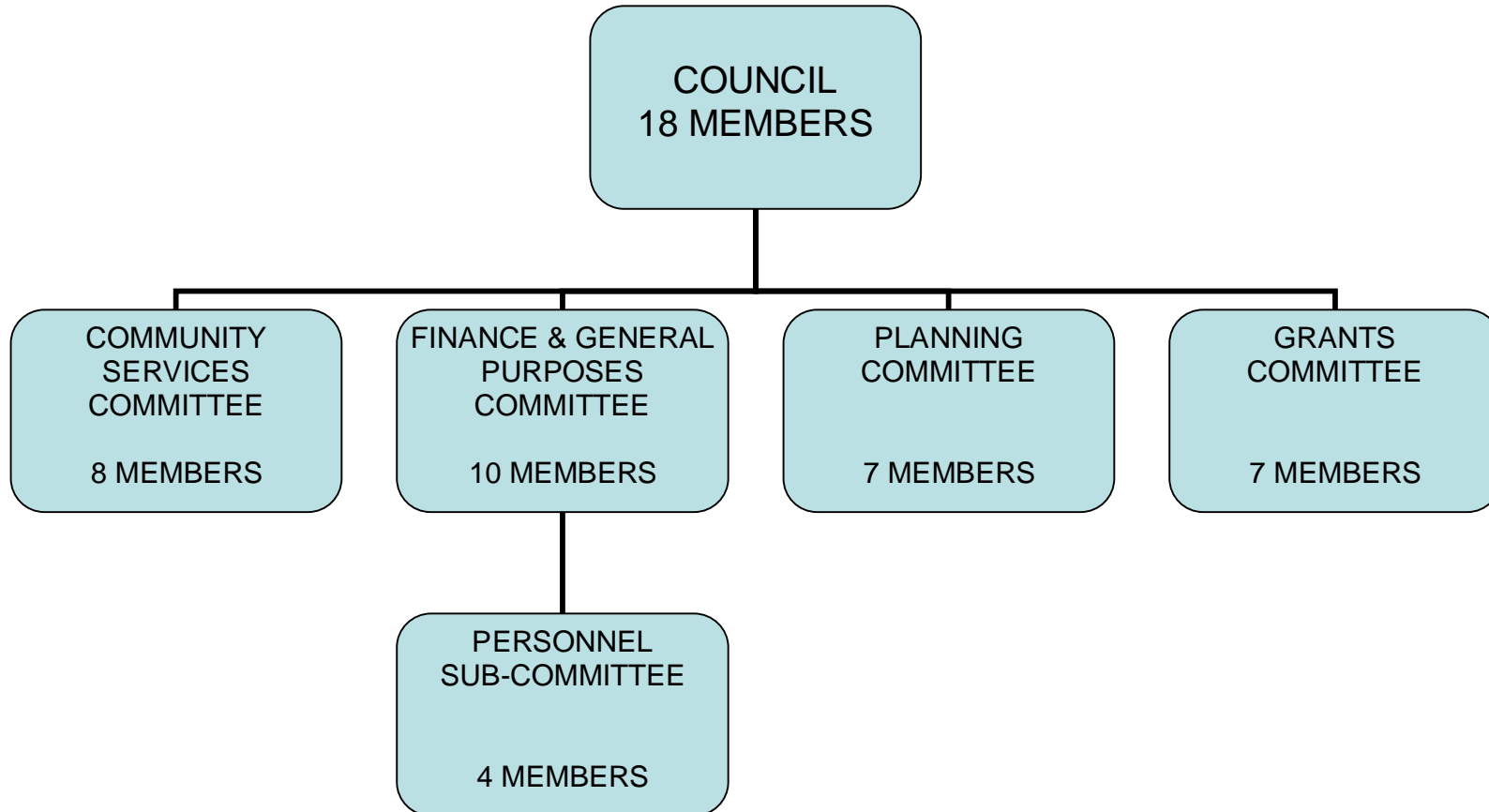
“To revitalise our town of Folkestone, restore civic pride and regenerate a community spirit.”

We aim to do this by:

- *Improving the appearance and quality of the environment in which we live*
- *Encouraging a greater participation in the governance of our town by all sectors of society*
- *Working in partnership with Folkestone and Hythe District Council, Kent County Council and other organisations to improve the public services in the town*
- *Working in partnership with the business and leisure communities to improve the experience of our visitors and thereby encourage the growth of tourism*
- *Supporting the work of community groups and voluntary organisations with grant aid and co-ordinating their activities to improve the social fabric of our community*
- *Working in partnership with Folkestone and Hythe District Council's Crime and Disorder Reduction Partnership to reduce the level of crime and anti-social behaviour in the town and encouraging the socially excluded back into the fold*
- *Sustaining the principals of “Quality Gold Council” status, following accreditation*

COMMITTEE STRUCTURES

The Council's decision-making process operates through a Committee structure:



In the region of 50 Council/Committee meetings are held every year, together with a wide range of working group meetings.

COMMITTEE MEETINGS 2019/20

	Planning Committee (Thursdays)	Community Services Committee (Tuesdays)	Finance and General Purposes Committee	Grants Committee (6.30pm)	Personnel Sub-Committee (before F&GP)	Full Council
April 2019	18	2	25		25	
May 2019	16			20		Tuesday 14 (Annual Council) Tuesday 21 (Town Assembly)
June 2019	6, 27	4	13			13 (Extra 6.30pm)
July 2019	18					
August 2019	8, 29	6	22	15	22	
September 2019	19					12
October 2019	10, 31	1	17			
November 2019	21	19		7		14
December 2019	12		19 (Budget Meeting)			
January 2020	9, 30					16 (Precept Meeting)
February 2020	19*	4	20		20	
March 2020	12			26		19
April 2020	2, 22*	7	23			Tuesday 14 (Town Assembly)
May 2020	14					Tuesday 12 (Annual Council)

(Please note that all meeting dates are provisional and may be subject to change and/or cancellation)

Community Services Committee

The Committee met 7 times in this financial year. Our Working Groups were approved at the June meeting; Corporate Plan, Christmas, Trees, and Museum Working Groups.

The Officers worked hard to put together the annual events which included Kwik Cricket, Football Cup, and Armed Forces Day and, in addition to this, we provided financial support for football, hockey and cricket training in the community.

We continue to support the tree planting schedule and work with the District Tree Officer to improve the look of Folkestone.

For the fourth year we took on organising the Christmas lights in Cheriton and Folkestone with limited resources. We thank the Officers for their hard work to improve the Town Centre display and special mention to the businesses that contributed to this.

The Folkestone Museum has celebrated its first birthday and continues to go from strength to strength with a wide variety of exhibitions and workshops taking place, attracting a lot of visitors.

Thanks to the Town Council Officers for all their support and hard work throughout the year.

Councillor Roger West
Chairman



Christmas Lights in Folkestone



Armed Forces Day

Committee Membership 2018/19: Councillors Emily Arnold, Ann Berry, John Collier, Peter Gane, Mary Lawes, Carol Sacre, Sue Wallace, Pat West and Roger West.

Finance and General Purposes Committee

The Committee which met six times during the financial year consists of those Councillors whose names are set out below. The Committee's most important function is the drafting of the annual budget for presentation to the Full Council and monitoring performance against said budget.

The Committee wishes to record its thanks to the Town Clerk and Finance Officer for all their hard work and their ability to ensure that Councils finances are well managed and receive excellent and unqualified audit status.

Councillor David Monk
Chairman

Committee Membership 2018/19: Councillors Dan Brook, John Collier, Peter Gane, Neil Jones, Jacqui Meade, David Monk, Martin Salmon, Richard Theobald and Rodica Wheeler.



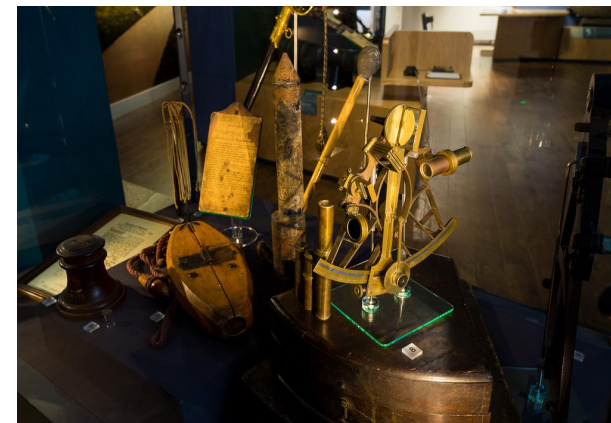
Museum Exhibit - Frontline Folkestone

Personnel Sub-Committee

During 2018-2019, the Personnel Sub-committee approved the appointment of a new Collections Officer to maintain the existing staffing structure of the museum. The sub-committee would like to record their appreciation of the contribution made by the volunteers and Friends of Folkestone Museum, without whom the council would be unable to ensure the success of the museum as an amenity for both local residents and visitors to the town.

The Personnel Sub-committee also wish to extend their thanks to all members of staff for their loyalty and commitment in working with councillors to achieve the many and varied objectives detailed in the Corporate Plan. Special mention should be made of the excellent support given to the Town Mayor by all members of staff.

Councillor John Collier
Chairman



Museum Exhibit - Maritime Folkestone

Sub-Committee Membership 2018/19: Councillors John Collier, Peter Gane, Neil Jones & Jacqui Meade.

Planning Committee

The Committee has continued to meet generally at 7pm on Thursday evenings every three weeks . seventeen meetings in the year.

Most of the applications this Committee receives are for relatively small works, alterations to existing building or the erection of a building in an empty place. The Committee generally does not object to such applications unless they adversely affect adjoining property.

On some occasions the Committee objects if a new building would be out of character with neighbouring properties (one wonders what would have been the decision had it been necessary to apply for permission to build Quain Court in Sandgate Road (opposite Holy Trinity Church), a block nowadays looking eligible for listing).

The Committee also deals with Premises Licences where the main consideration is the effect of late hours on neighbouring residents.

Applications for the felling of trees appear from time to time and the Committee is keen to see provision made for their replacement.

In the coming years we hope to see progress on the Seafront Development and the Park Farm Road Hotel, both of which will be of benefit to the town.

Councillor Richard Theobald
Chairman

Grants Committee

2018-19 has been another successful year for the individuals, organisations and schools that have applied to the Town Council for grants to help fund their projects.

During this financial year, the Council has awarded over £32,000 to support not only recurring events that have proved popular with the residents for many years e.g. Charivari, Old Timer Rally, Skabour festival, to name but a few, but also to support new projects.

This year, financial assistance was given to help provide winter shelter for the homeless, flower baskets on The Leas, WW1 Commemorations and to numerous other new projects that benefit schools and the wellbeing of the town residents. Each application that comes before the Grants Committee is considered on merit using a scoring system which makes the process more transparent and more in line with the Council's aims and objectives. In addition, applicants are requested to give feedback on the process so we can monitor and improve performance.

Although the Committee will consider applications up to a maximum £2,500 via its Town Grant Scheme; for small amounts and for projects that would benefit only a particular ward applicants are advised to apply to their local Councillors via the Ward Grant Scheme. For more information and to download applications forms, please go to the Council's website or contact your local Councillor.

Councillor Rodica Wheeler
Chairman



Local children taking part in the Charivari



Flowerbeds on the Leas

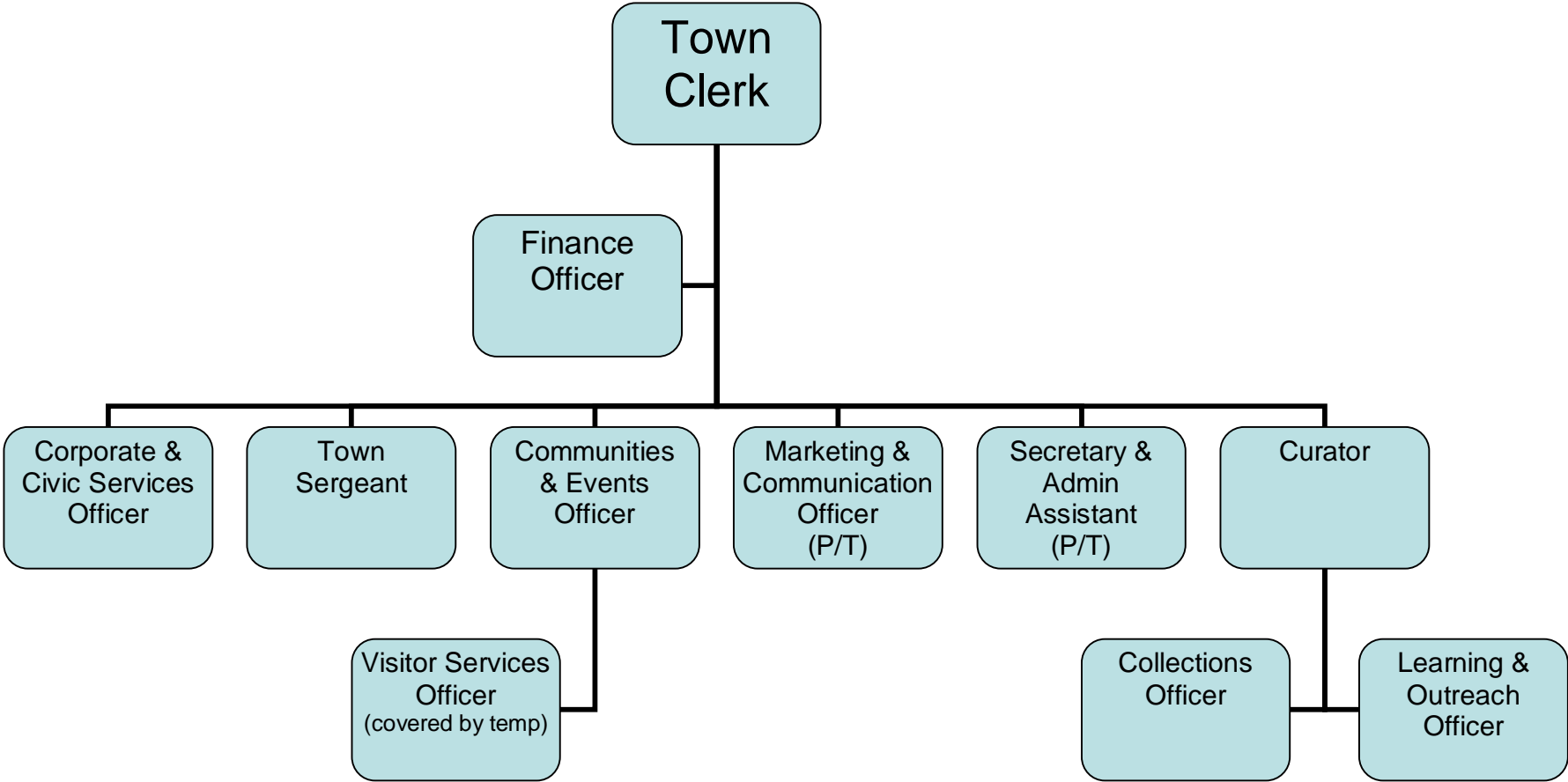
GRANTS AWARDED 2018/19 – Total £67,826

TYPE	ORGANISATION	PURPOSE	AWARD
W	1 st Castle Hill Rainbows	Girlguiding Materials	£320.00
T	Audrey Green Oakes	From Belgians To Brexit	£1,500.00
W	Bayle Music	Orchestral Concert	£200.00
W	Bayle Residents Association	Hanging Baskets	£286.00
W	Benjamin Taylor	World Scout Jamboree 2019	£200.00
W	Church Street Project	Sunnysands Sandcastle Competition	£250.00
W	Citizens Advice Shepway	Volunteer Programme	£1,000.00
T	Custom Folkestone CIC	Locavore Garden	£1,500.00
T	Disabled Friends and Family Association	Various trips out for disabled people	£350.00
W	East Kent Housing	Upgrade to CCTV	£540.00
W	Folk Arrows Wheelchair Basketball Club	Equipment	£550.00
W	Folkestone & Hythe District Council	Gym Equipment Radnor Park	£2,000.00
T	Folkestone Cricket Club	Cricket Coaching	£1,000.00
T	Folkestone Fencing Club	To attract more girls into the sport	£350.00
T	Folkestone Festivals	Music Festival & Strongman Competition	£2,000.00
W	Folkestone Festivals	One Great Day	£996.00
T	Folkestone Festivals	Cake-Off on The Stade	£500.00
T	Folkestone Flower Power	Hanging Baskets on The Leas	£2,500.00
T	Folkestone Fringe	SALT . Festival of the Sea and Environment	£1,500.00
W	Folkestone Fringe	SALT . Festival of the Sea and Environment	£400.00
T	Folkestone Fringe	Profound Sound Festival	£1,600.00
W	Folkestone Fringe	Urban Room Folkestone	£938.00
W	Folkestone Leas Lift Co CIC	Restoration of the Leas Lift	£691.00
W	Folkestone Pride	Pride	£2,723.00
W	Folkestone Pride	Medical provision for the event	£1,500.00
T	Folkestone Rainbow Centre	Folkestone Churches Winter Shelter	£2,000.00
W	Folkestone Rangers	Girlguiding Programme Supplies	£103.00

W	Folkestone Salvation Army	Equipment re. Captiv8 Youth Club	£849.00
T	Folkestone Skabour Festival	Folkestone Skabour	£2,000.00
W	Folkestone Sports Centre Trust Ltd	Games Equipment	£500.00
W	Folkestone Sports Centre Trust Ltd	-Getting to Know Your Project	£500.00
W	Folkestone Women's Forum	International Women's Day	£500.00
T	Folkestone Youth Project	The Shed Urban Wilderness	£1,000.00
W	Folkestone Youth Project	The Shed Kitchen	£555.00
W	For Young People	Equipment	£900.00
W	For Young People	The Rec Project	£900.00
W	Friends of St Marys School	Christmas Fayre	£200.00
W	FTC Christmas Lights Reserve	Best Dressed Window Trophy, Power to Cheriton Xmas Trees etc	£5,954.00
W	FTC Flowerbeds Reserve	Flowerbeds	£444.00
W	FTC Tree Reserve	Trees	£2,117.00
W	Go Folkestone Action Group	David Railton Centenary Plaque	£750.00
T	Grand Old Timer Rally	Prizes	£500.00
T	Harbour Church	Folkestone Art Bike	£500.00
W	Harbour Ward Residents Association	Plants and Shrubs	£300.00
T	Hi Kent	Lip Reading Classes	£1,000.00
T	LAStheatre	Lovewright	£500.00
W	Little Acorns Pre-School	Outside Classroom	£300.00
W	Living Words	Dementia & Literature	£300.00
T	Pavement Pounders CIC	Folkestone Under Attack	£500.00

STAFFING STRUCTURE

During the year the Council appointed well qualified staff to match its approved establishment



NEWS IN BRIEF

As we look back on 2018/19

Over the past year more than 60,000 visitors have passed through the doors of the town hall to visit our accredited museum, find out about attractions in and around Folkestone or to engage with Council services.

The key performance indicators in Councils corporate plan provide residents with a clearer understanding of how we are performing, and I am delighted to report that the target benchmarks have all been exceeded.

The Town Council's civic, community and heritage events programme gets bigger every year and with Council embracing social media public participation has really grown and feedback has been extremely positive.

Our public realm CCTV system has proved an invaluable asset to the town and is used virtually daily by police forces from Folkestone and further afield both as a deterrent and to provide clear evidence of crimes.

I would like to take this opportunity to thank my small dedicated team of officers for their professionalism and can-do spirit; they are all a real credit to Council, and it would be impossible to deliver the aspirations of the town without their skill, commitment and support.

Jennifer Childs
Town Clerk



Council Committee	Key Performance Indicator	Baseline Figure	Actual 2018/19
Council	D1 . Annual number of public attending Council meetings.	Council: 50 Committees: 50	Council: 13 Committees: 0
Council	D2 . Councillor attendance at meetings delivering local democracy.	Council: 80% Committees: 80%	Council: 75% Committees: 83%
Council	D3 . Councillor absences without apologies	Less than 5/141 Less than 10/258	Council: 5/126 Committees: 5/242
Council	D4 . Councillor apologies	Less than 20/141 Less than 40/258	Council: 27/126 Committees: 42/242
Council	D5 . Number of Code of Conduct complaints.	Less than 5	0
Council	D6 . Number of Mayoral engagements per annum including educational visits.	300	250
Council	D7 . Number of Civic Events held annually.	15	15
Council	D8 . Press Releases and Community Magazine Articles.	14	PR 21 CM 66
Council	D9 . Number of visitors to the Town Hall per annum.	6000	62012
Council	D10 . Number of FOI requests received per annum.	5	1
Council	D11 . Annual unique visits across Council's websites.	15,000	FTC 33,058 FM 14,324 VFH 12,890

Council	D12 . Annual Facebook Likes.	1000	FTC 719 FM 1,806
Council	D13 . Annual Twitter Followers.	1500	FTC 1,784 FM 452
Council	D14 . Number of volunteer hours helping to deliver democratic services per annum.	250	300
Council	D15 - Number of higher tier authority enquiries handled by the Council officers per annum.	30%	FOH 25% OFF 15%
Finance & General Purposes	F1 . Total revenue income, excluding precept and HEART HLF income.	£40,000 5% of precept	£77,000 9.8% of precept
Finance & General Purposes	F2 . Percentage of invoices paid within 30 days.	95%	98%
Finance & General Purposes	F3 . Percentage of increased income from income generating services.	2.5%	21%
Finance & General Purposes	F4 . Total anticipated end of year general reserve.	£120,000	£130,000
Personnel-Sub	HR1 . Average percentage of employee sick days per annum.	5%	6.29%
Grants	G1 - Number of Town Grant Applications approved per annum.	12	25
Grants	G2 . Percentage of Town Grant applications from new organisations per annum.	10%	24%
Grants	G3 - Number of Ward Grant Applications approved per annum.	70	102

Community Services	C1 . Number of Community Events held annually.	2	2
Community Services	C2 . Number of Youth Sports Events held annually.	2	2
Community Services	C3 . Number of volunteer hours per annum helping to deliver visitor services.	250	197
Community Services	M1 - Number of bookings of the Temporary Exhibition Room per annum.	4	5
Community Services	M2 . Number of volunteer hours per annum helping to deliver museum services.	500	1065
Community Services	M3 - Number of school visits per annum (average class size 30).	12	81
Community Services	M4 - Number of paid bookings of the Education Room per annum.	12	30
Community Services	M5 - Number of participants for drop in activities per annum.	1000	2055
Community Services	A1 . Percentage of vacant allotments per annum.	0%	0%
Community Services	A2 . Number of allotment inspections undertaken per annum.	Less than 8	5
Community Services	A3 . Number of allotment maintenance letters sent per annum.	12	12

OFFICER CONTACTS

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YOUR LOCAL COUNCILLOR 2019-20

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<p>Jonathan Graham (Labour)</p>	<p>Ward: Cheriton East Telephone: Email: jagrahampolitics@gmail.com</p>	<p>Paul Bingham (Labour)</p>	<p>Ward: Cheriton West Telephone: 07486570373 Email: austria65@hotmail.co.uk</p>
<p>Peter Gane (Conservative) 142 Shaftesbury Avenue Cheriton CT19 4LX</p>	<p>Ward: Cheriton West Telephone: 01303 276652 Email: cheritonpet200@gmail.com</p>	<p>Roger West (Conservative) 9 Fairfax Close Folkestone CT20 3SL</p>	<p>Ward: Cheriton West Telephone: 01303 227343 Email: thewests9@hotmail.co.uk</p>
<p>Michelle Dorrell (Labour)</p>	<p>Ward: East Folkestone Telephone: 07495041999 Email: michellefolkestonelabour@gmail.com</p>	<p>Dylan Jeffrey (Conservative)</p>	<p>Ward: East Folkestone Telephone: 01303 255773 Email: dylanjeffrey30@gmail.com</p>

YOUR LOCAL COUNCILLOR 2019-20

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Ray Field (Labour)	Ward: Harbour Telephone: 07737244243 Email: ray.field4labour@mail.com

Jackie Meade (Labour) 27 Radnor Park Crescent Folkestone CT19 5AS	Ward: East Folkestone Telephone: 07475215521 Email: jmeadefolkestone@gmail.com
Nicola Keen (Labour)	Ward: Harbour Telephone: 07540053284 Email: nicolakeen@sky.com
Tim Prater (Liberal Democrat)	Ward: Harvey West Telephone: 01303 210300 Email: tim@prater.org.uk