



FOLKESTONE TOWN COUNCIL
ANNUAL REPORT
2019/20

TOWN MAYOR

2019 – 2020

It has been my great honour to serve as Town Mayor of Folkestone this year. It has been a joy to meet and support so many of the wonderful projects, events and charities that make Folkestone so special.

Our Museum has gone from strength to strength and has played host to some excellent events including the unveiling of the photograph recreating The Belgian Refugee painting in the Town Hall, where over 200 residents took part showing what a vibrant and welcoming community we are.

Folkestone has had some amazing events this year, including Friendship Charter with Mechinager, Nepal; Winner of World Music Town; 25th Royal Gurkha Rifles anniversary attended by Prince Charles; 75th Normandy Veterans Day; Unveiling of the DNA results showing that the skeleton of Aefre, with 98% certainty, is our very own Saint, St Eanswythe; Armed Forces Day with the Red Arrows with over 100,000 attending; Folkestone Trawler Race; Town Hall Christmas Light Switch On with live reindeer and our very own Sandcastle Competition!

Due to the Covid-19 restrictions the Town Mayor's Community Awards have been postponed until later in the year. I would like to thank all the residents who came forward as volunteers during the Covid-19 restrictions and those that self-isolated, to help their friends, neighbours and residents in need - a true community response. I would also like to thank all the key workers who have helped keep us safe and well during this difficult time.

My Consort, Bryan, and I have had the pleasure of attending many civic, ceremonial duties and charity fund raising events across the whole of Kent. This included the Induction of the Deputy Constable at Dover Castle, Cinque Port Mayors Speakers Day, various charity balls, Punks and Pirates Xmas Party organized by Touchbase, Santa Run and the wonderfully eccentric Boxing Day Dip!

My nominated charities this year were The Rainbow Centre, FYP Youth Charity and Living Words Charity. I have held various events over the year and up to February had raised over £4000. The Mayor's Art and Memorabilia Auction has been postponed until later in the year, where the Mayor's "Banksy" and other excellent donated art and items will be sold to raise further funds. I also took part, for the third year running, in the Big Sleep Out and, as a team, we raised over £1700 for the Winter Shelter.

My Deputy Mayor, Ray Field, and I have attended over 250 events this year and so at the end of an incredibly busy year, I would like to give heartfelt thanks to all the officers at Folkestone Town Council, the Town Councillors, my Deputy Mayor, my Consort, Bryan Garrigan, and all the unsung heroes who have supported myself as Town Mayor and Folkestone residents with enthusiasm and humour throughout.



Income and Expenditure Account For the Period ended 31 March 2019

	2019/20	2018/19
INCOME	£	£
Precept on District Council	807,860	786,950
Bank and Investment Interest	2,477	2,170
Allotments	9,800	9,736
Rental Receipts	16,522	15,765
Funding for Museum/Heritage	105,802	80,127
Museum/Heritage Sales	1,751	3,229
Other	46,797	44,890
	991,009	942,867
EXPENDITURE		
Employees/Administration	418,546	404,097
Democratic Costs	40,255	0
Civic and Ceremonial	19,532	49,815
Premises	103,483	99,438
Services	344,923	285,778
Fees	34,567	7,677
Museum/Heritage	99,636	81,287
	1,060,942	928,092
GENERAL FUND		
Balance as at 1 April	130,081	130,084
Add: Total Income	991,009	942,867
Deduct: Total Expenditure	1,060,942	928,092
	60,148	144,859
Transfer (to)/from Reserves and Provisions:		
New Services	23,538	
TKL Balancing Pond Maintenance	40	
Tree Planting	7,391	
Museum/Heritage	(30,220)	
Bus Shelters	(9,000)	
Ward Grants	(8,406)	
Town Grants	1,604	
FTC Elections	18,834	
Armed Forces' Day/Air Show	12,035	
Flowerbeds & Planters	4	
Leas Flowerbeds	2,549	
CCTV Maintenance	33,813	
Christmas Events	1,364	
Outstanding Invoices	970	(14,778)
New Services	23,538	
General Reserve Balance at 31 March	114,664	130,081

PRECEPT 2019/20								
THE 2019/20 TOWN COUNCIL TAX								
Household Band	A	B	C	D	E	F	G	H
£ per annum	37.20	43.40	49.60	55.81	68.21	80.61	93.01	111.62
£ per week	0.71	0.83	0.95	1.07	1.31	1.55	1.78	2.14

Balance Sheet as at 31 March 2020

Fixed Assets	2019/20 £		2018/19 £	
Freehold Land and Buildings	700,000		700,000	
Vehicles and Equipment	330,151		299,701	
Community Assets	<u>2,335,904</u>	3,366,055	<u>2,335,904</u>	3,335,605
		<u>3,366,055</u>		<u>3,335,605</u>
 Current Assets				
Sundry Debtors	0		0	
HM Revenue & Customs - VAT	27,172		26,308	
Prepayments	0		0	
Stock Balance (Museum Merchandise)	942		2,224	
Current Bank Account	11,368		80,110	
Deposit Bank Account	0		0	
Short Term Investments	500,000		500,000	
Receipts Account	1,000		270	
Petty Cash	500		500	
Museum Shop Float	100		100	
Corporate Credit Card	<u>1,500</u>	542,582	<u>1,500</u>	611,012
 Current Liabilities				
Sundry Creditors	22,420		3,101	
Receipts in Advance	4,419		3,150	
Accruals	<u>20,149</u>	46,988	<u>39,234</u>	45,485
Net Current Assets		<u>495,594</u>		<u>565,527</u>
 Long Term Liabilities				
PWLB Outstanding Loan for Office Building	<u>332,171</u>	332,171	<u>354,579</u>	354,579
Net Assets		<u>3,529,478</u>		<u>3,546,553</u>

	2019 / 20	2018 / 19
	£	£
Represented by:		
Fixed Asset Restatement Account	3,366,055	3,333,605
PWLB Outstanding Loan for Office Building	(332,171)	(354,579)
Capital Receipts Reserve	0	0
Earmarked Reserves and Provisions:-		
New Services	99,240	122,778
Tile Kiln Lane Balancing Pond Maintenance	0	40
Tree Planting	0	7,391
Tourism	4,735	4,735
Bus Shelters	9,000	0
Museum/Heritage	220,564	190,344
Ward Grants	9,792	1,386
Town Grants	1,096	2,700
FTC Elections	0	18,834
Armed Forces' Day / Air Show	0	12,035
Salt Bins	6,313	6,313
Flowerbeds + Planters	0	4
Les Flowerbeds	0	2,549
Anti-Litter Campaign	2,000	2,000
CCTV Maintenance	19,657	53,470
Christmas Lights/Events	3,367	4,731
Outstanding Invoices	5,166	6,136
General Reserve	<u>114,664</u>	<u>130,081</u>
	3,529,478	3,546,553

FUTURE EVENTS AND NOTES FOR YOUR DIARY

Due to the Covid19 Pandemic several civic events have had to be cancelled.

September 2020

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

October 2020

Sun 18 - Trafalgar Day

November 2020

Sun 1 - Dedication of Garden of Remembrance

Sun 8 - Remembrance Sunday, the War Memorial, The Leas

Weds 11 - Machine Gun Corps Memorial

January 2021

Weds 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:

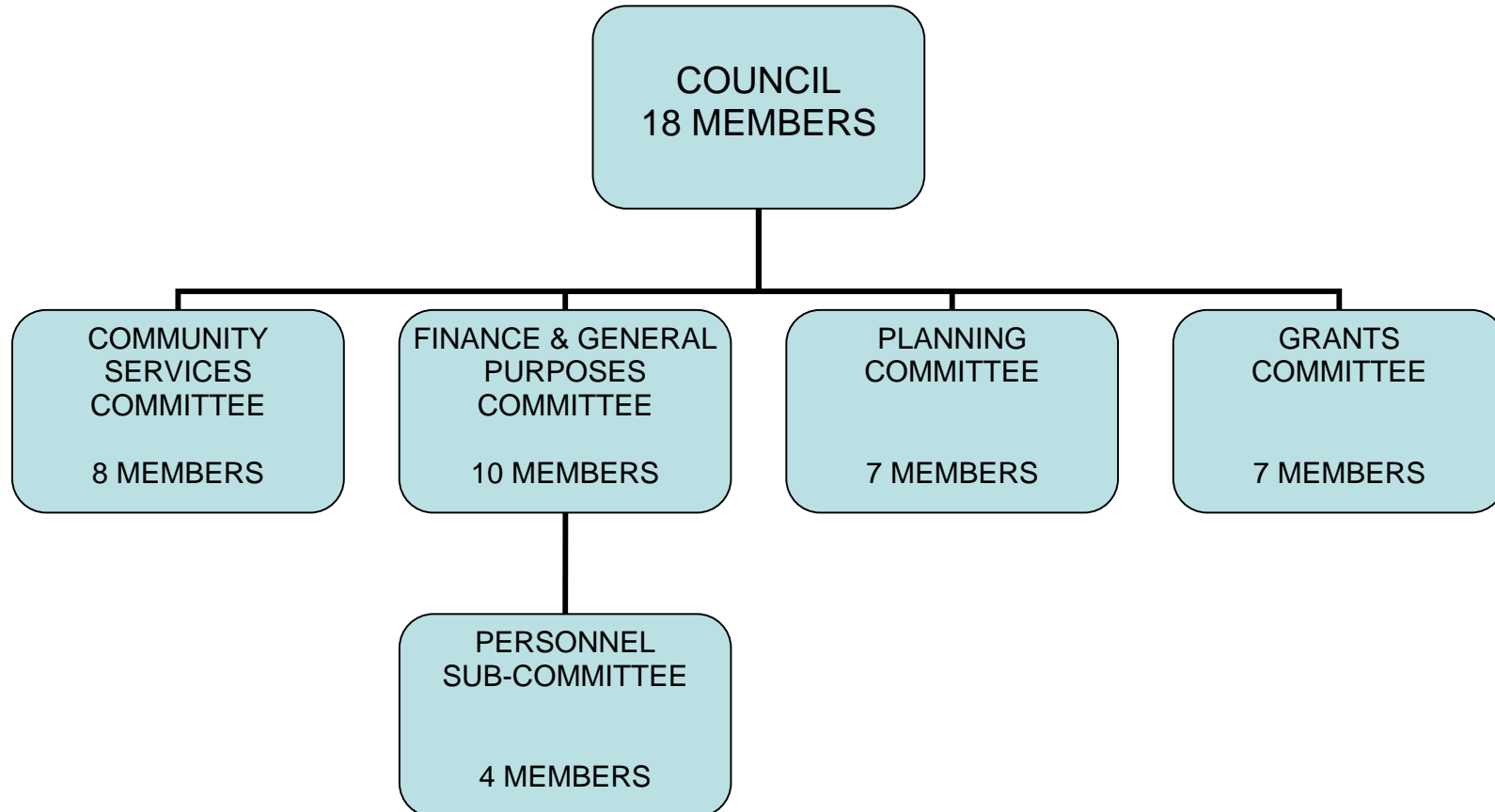
“To revitalise our town of Folkestone, restore civic pride and regenerate a community spirit.”

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 2020/21

	Planning Committee (Thursdays)	Community Services Committee (Tuesdays)	Finance and General Purposes Committee (Thursday)	Grants Committee (Thursday) (6.30pm)	Personnel Sub-Committee (before F&GP – 6.00pm)	Full Council
May 2020	21c					Tuesday 12 (Annual Council) tbc Tuesday 19 (Town Assembly)c
June 2020	4c, 25c	2c	18c			18 (Extra 6.30pm)c
July 2020	16c					
August 2020	6c, 27c	25c	20c	20c	20c	
September 2020	17					10
October 2020	8, 29	13	22			
November 2020	19	17				12
December 2020	10		17 (Budget Meeting)			
January 2021	13, 28					14 (Precept Meeting)
February 2021	17*	2	18	18	18	
March 2021	11					18
April 2021	1, 28*	6	22	22	22	
May 2021	20					Tuesday 11 (Annual Council) Tuesday 18 (Town Assembly)

* - Changed to a Wednesday
c - Cancelled due to Covid-19

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

Community Services Committee

The Committee met 6 times in this financial year. Our Working Groups were approved at the June Council Meeting and included a Christmas, Environment and Museum Working Groups.

The Officers worked hard to put together the annual events. We also provide financial support for football, hockey and cricket training in the community.

We continued to support the tree planting schedule and work with the District Council Tree Officer to improve the look of the Town by increasing the number of trees.

We had a very successful Armed Forces Day including a visit from the Red Arrows.

For the fifth year we took on organization of the Christmas lights in Cheriton and Folkestone, the Committee thanks the Officers for their hard work on this.

The Museum celebrated its 2nd Birthday and continues to go from strength to strength with various exhibitions and workshops throughout the year.

Thanks goes to all the Officers at the Town Council for their continued hard work and support.

Councillor Roger West
Chairman

Committee Membership 2019/20: Councillors Belinda Walker, Paul Bingham, Jonathan Graham, Abena Akuffo-Kelly, Michelle Keutenius, Roger West, Ann Berry and Peter Gane.



Christmas Lights in Folkestone



Armed Forces Day

Finance and General Purposes Committee

This is the end of the first financial year of this administration. There have been 7 committee meetings during the past year. The F&GP committee plays an important role within the council. We work towards the finance and budgeting on behalf of tax payers. The budget is presented each year to the whole council for approval. I would like to take this opportunity to thank my colleagues on the committee for their hard work. We strive to keep the precepts as low as possible while maintaining and taking on new assets for the town. Looking to the future we will take on some play Parks from FHDC to FTC. Working with FHDC and others in partnerships, we are talking about working together to achieve a strong and vibrant town.

I would personally like to thank the Town Clerk and Finance Officer for all their help, support and hard work. Their diligence in ensuring the councils finances are healthy, maintaining documents and meeting audit standards. I especially want to thank them both for the help and advice they have personally given me.

Councillor Mary Lawes
Chairman

Committee Membership 2019/20: Councillors Jackie Meade, Ray Field, Nicola Keen, Connor McConville, Paul Bingham, Peter Gane, Dan Brook, Dylan Jeffrey, Mary Lawes and Tim Prater.



Museum Exhibit - Frontline Folkestone

Personnel Sub-Committee

During 2019-2020, the Personnel Sub-Committee met 5 times. Following the election in May the Sub-Committee has reviewed and extended the Council's HR policies in consultation with the Town Clerk and staff. The Sub-Committee has also approved the addition of two permanent full-time positions, a Visitor Services Officer to provide front of house support across all Council services and an Audience Development Officer to support the new Curator, who having joined the establishment in October, is focusing on caring for the towns heritage which has been gifted to the Town Council by Kent County Council for our fully accredited museum.

The Personnel Sub-Committee wish to extend they're thanks to our team of loyal and dedicated officers, who go above and beyond to provide the town and Councillors with a gold star service and who under the Town Clerk's excellent leadership, work tirelessly to achieve the many and varied aims and objectives detailed in Councils adopted Corporate Plan. As I am sure all Councillors will agree the Town Clerk and her team make visiting the Town Hall an absolute pleasure for all ages, nothing is ever too much trouble and advice is freely given, thus enabling our Town Council to continue to grow and provide a first class service to our residents and visitors alike.



Museum Exhibit - Maritime Folkestone

Councillor Nicola Keen
Chairman

Sub-Committee Membership 2019/20: Councillors Ray Field, Nicola Keen, Peter Gane and Dylan Jeffrey.

Planning Committee

The Folkestone Town Council planning committee is a consultee in the Folkestone and Hythe District Council planning process for those applications made in Folkestone Town Council's area and can comment on proposals close to the boundary. It had a year with a new committee with only Councillors Berry, Lawes, Meade and Wallace carrying over. Councillor Wallace was elected chair and Cllr Horton vice chair.

Most applications that we were unhappy with had excessive density, inadequate parking or unnecessary tree removal as the crux of objections, although the occasional bizarre application that the District itself quickly refused crept through. We do seem to have had some influence in that many applications that we did not like were refused or revised, often because too much was being placed on the site. The Committee was less successful in its view that the provision of on-site parking couldn't virtually be ignored in town centre sites such as The Bayle, but still believes the District is slowly moving to demanding more parking. The Committee successfully objected to wholesale demolition of beach huts and tried to keep 1920s and earlier detailing in the best beach huts and in many buildings.

The Committee went as far as making representations at District Planning and Licensing Committee meetings on several items, but usually had more influence before the meeting e.g. in limited floodlighting hours on the Cornwallis Avenue running track or improving site management for neighbours of the Royal Victoria Hospital development. It also had its views on licensing hours largely taken into account, probably more by identity of views than otherwise, being alive to the need for some post 11:30pm opening in commercial areas, but not opening to 2.00 or 3.00am in premises near to any flats .

Consultation was dislocated for a seemingly unnecessarily long time in January by District computer updates, and we are now trying to adapt to the Corona Virus crisis which has however slowed down the whole planning process.

Councillor Richard Wallace
Chairman

Grants Committee

2019-20 has been another successful year for individuals, organisations and schools that have applied to us for grants to help fund their projects.

During the financial year, over £36,000 has been awarded to support various events throughout the town e.g. Strange Cargo, Folkestone Fringe, United Response, Folkestone Festivals and Girl Guiding to name a few.

We provide financial assistance with the Winter Shelter organised by The Rainbow Centre.

Although the Committee will consider applications up to a maximum of £2,500 via the Town Grant Scheme, for small amounts that would benefit only a particular ward, applicants are advised to contact their Ward Councillors for support from their Ward Grants.

All information is available on our website. The Committees thanks go to all Officers involved in the Grant Scheme.

Councillor Roger West
Chairman

Committee Members 2019/20: Councillors David Horton, Connor McConville, Abena Akuffo-Kelly, Michelle Keutenius, Richard Wallace, Roger West and Tim Prater.



Local children taking part in the Charivari



Flowerbeds on the Leas

GRANTS AWARDED 2019/20 – Total £46,462

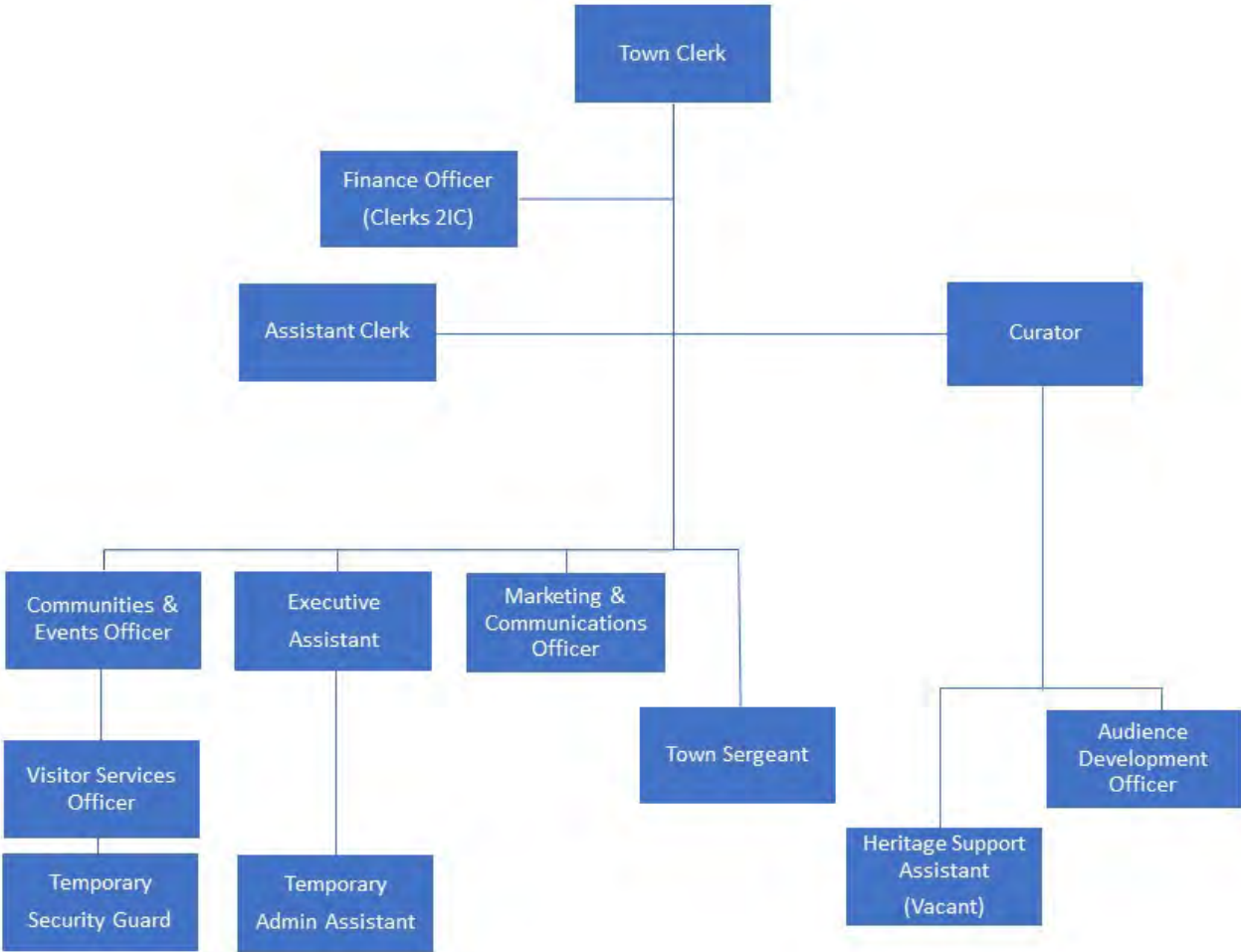
TYPE	ORGANISATION	PURPOSE	AWARD
W	Touchbase Care	No Waste Café	£50.00
W	FTC Reserve	Cheriton Christmas Lights	£100.00
W	Community Network	Eco Garden Club	£115.00
W	Community Donation Station	Summer Uniform for Volunteers	£125.00
W	Bayle Residents Association	BRAT Community Pot	£150.00
W	Strange Cargo	Cheriton Christmas Lights Switch on Community Workshop	£150.00
W	99 (Folkestone) Squadron Air Cadets	Custom Printed 3x4.5 metre Gazebo	£200.00
T	Disabled Friends and Family	Autistic Children's Project	£200.00
W	FYP Youth Charity	The Loft fa Fives	£200.00
W	Strange Cargo	Cheriton Light Festival	£200.00
W	Strange Cargo	Cheriton Light Festival	£200.00
W	The Art/Studio/Work/Shop: Archived	The Art/Studio/Work/Shop: Archived	£200.00
W	Tyson Road Residents Association	Children's Xmas Party	£200.00
W	United Response	Incredible Edible Cheriton & Broadmead	£200.00
W	Folkestone Fringe	SALT Festival	£243.00
T	Folkestone Fencing Club	Sessions for Disabled	£250.00
W	Home Start Shepway	Summer Activities for Families	£250.00
W	Martello Learning and Lifeskills Centre	Charivari Workshops	£250.00
T	Beacon School	Residential Trips	£300.00
W	Folkestone Rainbow Centre	Foodbank	£300.00
T	HG Wells Short Story Competition	Short Story Competition	£300.00
W	Little Acorns	Develop Outside Classroom	£300.00
T	Over 50's Club	Over 50's Day Trips	£300.00
W	S.Shaw	Replacement of Stolen Charity Money (Navy)	£300.00
W	Angels Allstars	Angels Allstars Baton Twirling and Winter Guard Corps	£350.00
W	MHA Live at Home Scheme	Chair Based Exercise Scheme	£350.00
W	Origins	Black History Month	£350.00

T	Vincent Williams	Folkestone in The War	£375.00
T	Beacon School	Duke of Edinburgh Award	£400.00
W	FTC Reserve	Weekend Planting Radnor Park	£400.00
W	FTC Reserve	Armed Forces Day	£450.00
W	Granny Drops a Clanger	a:dress Women, Fashion and Eco-Action	£450.00
W	Martello Learning and Lifeskills Centre	Charivari Workshops	£450.00
T	Folkestone Festivals	UK Strongest Man	£500.00
T	Folkestone Festivals	One Great Day	£500.00
W	Pavement Pounders	Folkestone Under Attack	£500.00
W	Church Street Project	Sunnysands Sandcastle Competition	£550.00
W	Sunflower House	Town Sprucer	£550.00
W	Touchbase Care	No Waste Café	£575.00
T	Folkestone Sports Centre Trust	Eco Club	£600.00
T	Folkestone Division Girlguiding	Brownsea Island Camptrip 2020	£650.00
W	FTC	KCC Parish Bus Shelter	£700.00
T	Amanda Atkins (Hell Fire Corner)	War Of The Words	£1,000.00
T	Fat Lady Opera CIC	Invisible Opera House	£1,000.00
T	Folkestone Fringe	Urban Room - Harbour Branch Line	£1,000.00
T	Folkestone Skabour Festival	Folkestone Skabour Festival	£1,000.00
T	Hand of Doom	Folkestone Storymap	£1,000.00
T	Harbour Ward Community Gardens CIC	Refurbishment of Raised Planters	£1,000.00
T	Hi Kent	Lip Reading Classes	£1,000.00
T	United Response	Rest/Social Area for Staff	£1,000.00
T	Musical Walkabout	Young Onset Dementia Music Project	£1,329.00
T	Friends of St Mary's and St Eanswythe	The Unsung Hero Exhibition	£1,500.00
T	Touchbase Care	Festive Community Party	£1,500.00
T	A:dress	a:dress Women, Fashion and Eco-Action	£1,850.00
T	Folkestone Festivals	Vintage Music Festival	£2,000.00
T & W	Future Skills CIC	Folkestone Project - The Junction	£2,050.00
T	Folkestone Fringe	SALT Festival	£2,250.00
T	The Folkestone Arrows	The Folkestone Arrows	£2,250.00
T	Living Words	Level Up Folkestone	£2,450.00

T	Folkestone Rainbow Centre	Folkestone Churches Winter Shelter	£2,500.00
T	Strange Cargo	Charivari Day	£2,500.00
T	Strange Cargo	Cheriton Light Festival	£2,500.00

STAFFING STRUCTURE

During the year the Council maintained a well-qualified staff to match its approved establishment



NEWS IN BRIEF

As we look back on 2019/20

The year started as a business as usual with over 40,000 visitors to the town hall but ended with us locking the doors before the end of the financial year and moving to working from home due to the coronavirus pandemic and the need to self-isolate.

Having got the technology in place, emergency procedures set-in to allow services to still operate wherever possible, this meant planning applications being sent to members electronically for comments to be collated, ward grants and account payments being approved using my scheme of delegation in collaboration with the Mayor and the Chairman of Finance & General Purposes and virtual meetings being held via Microsoft Teams. Sadly, several civic and community events and activities have had to be cancelled but we must work together to stay safe and support all key workers, who I would like to take this opportunity to thank for all their hard work. I would also like to thank our members who have been an incredible support to me personally over the past few months and who have adapted well to the new ways of supporting their constituents.

But, most importantly, I would like to thank my small team of officers who work tirelessly to deliver the aspirations of the town each and every year, and who have adapted or been redeployed to support the community during the pandemic without hesitation, it again highlights their true passion for the town and their can-do spirit; they are all a real credit to Council, and as I have always maintained it would be impossible to provide a first class service to the town without their skill, commitment, loyalty and support.

Please all stay safe and well.

Jennifer Childs
Town Clerk



OFFICER CONTACTS

<p>Jennifer Childs Town Clerk Tel: 01303 257946 Email: jennifer.childs@folkestone-tc.gov.uk</p>	<p>Phil Cross Finance Officer Tel: As above Email: phil.cross@folkestone-tc.gov.uk</p>
<p>Toni Brenchley Assistant Clerk Tel: As above Email: toni.brenchley@folkestone-tc.gov.uk</p>	<p>Georgina Wilson Executive Assistant Tel: As above Email: georgina.wilson@folkestone-tc.gov.uk</p>
<p>Darran Cowd Curator Tel: As above Email: Darran.cowd@folkestone-tc.gov.uk</p>	<p>Alison Moore Audience Development Officer Tel: As above Email: alison.moore@folkestone-tc.gov.uk</p>
<p>Vicky Deakin Communities & Events Officer Tel: As above Email: vicky.deakin@folkestone-tc.gov.uk</p>	<p>Jennifer Conway Visitor Services Officer Tel: As above Email: reception@folkestone-tc.gov.uk</p>
<p>Ian Bishop Town Sergeant/Allotments Manager Tel: As above Email: ian.bishop@folkestone-tc.gov.uk</p>	<p>Liz Timmins Marketing & Communications Officer Tel: As above Email: liz.timmins@folkestone-tc.gov.uk</p>

YOUR LOCAL COUNCILLOR 2019-20

<p>Ann Berry (Conservative) 35 Birkdale Drive Folkestone CT19 5LP</p>	<p>Ward: Broadmead Telephone: 01303 278644 Email: annber35@outlook.com</p>	<p>Richard Wallace (Conservative) 4 Beachborough Road Folkestone CT19 4AB</p>	<p>Ward: Broadmead Telephone: 01303 277567 Email: richard.wallace.ba.mrics@gmail.com</p>
<p>Dan Brook (Conservative) 13 Castle Mews Folkestone CT20 2NU</p>	<p>Ward: Central Telephone: 07481522127 Email: brook.danny@yahoo.co.uk</p>	<p>Abena Akuffo-Kelly (Labour)</p>	<p>Ward: Central Telephone: Email: a.akuffo-kelly@outlook.com</p>
<p>David Horton (Labour)</p>	<p>Ward: Central Telephone: Email: horton.labour@gmail.com</p>	<p>Belinda Walker (Labour)</p>	<p>Ward: Central Telephone: Email: belindajnewalker@gmail.com</p>
<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 Keutenius (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

<p>Connor McConville (Labour)</p>	<p>Ward: East Folkestone Telephone: 07722743959 Email: connormcconville1980@gmail.com</p>	<p>Jackie Meade (Labour) 27 Radnor Park Crescent Folkestone CT19 5AS</p>	<p>Ward: East Folkestone Telephone: 07475215521 Email: jmeadefolkestone@gmail.com</p>
<p>Mary Lawes (Foundation)</p>	<p>Ward: Harbour Telephone: 07505882169 Email: marylawes@gmx.co.uk</p>	<p>Nicola Keen (Labour)</p>	<p>Ward: Harbour Telephone: 07540053284 Email: nicolakeen@sky.com</p>
<p>Ray Field (Independent)</p>	<p>Ward: Harbour Telephone: 07737244243 Email: ray.field4labour@mail.com</p>	<p>Tim Prater (Liberal Democrat) 98a Sandgate High Street Sandgate CT20 3BY</p>	<p>Ward: Harvey West Telephone: 01303 210300 Email: tim@prater.uk</p>

Folkestone Town Council

CORPORATE PLAN 2020 – 2025

Folkestone Town Council's Corporate Plan aims to give residents a clear understanding of what the Council does and how it intends to deliver its objectives.



Executive Summary



The aim of this Corporate Plan is to give the residents of Folkestone a clear understanding of what the Council does and how it intends to deliver its objectives. The plan sets out what the Council intends to focus on over set period.

Folkestone Town Council is committed to improving and enhancing the Town of Folkestone in an environmentally sustainable manner, having regard to the identified needs and wishes of all sections of the community.

The Town Council will examine in detail its responsibilities, review them and set a viable and achievable development plan for the future. The Town Council will continue to strive to make significant improvements within the local community by working closely or in partnership with other organisations. These organisations are key contributors and represent the diversity of the local community and include voluntary, business and public sectors.



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1 Foreword

Welcome to Folkestone Town Council's Corporate Plan 2020-25, which supersedes the Town Plan 2017-20. This plan has been developed following a review of the Town Plan, to provide an overview of Council's plans to improve the quality of life for all residents, businesses and visitors to Folkestone, as well as developing and underpinning its identity. It outlines the Town Council's mission, vision, purpose, objectives and values with targets and key performance indicators to help Council assess progress against objectives set. The Plan states the aims, objectives and aspirations of the Town Council over a three-year period.

The last few years have been both challenging and difficult, managing cuts in public services whilst retaining those essential to the quality of life and developing the Town Hall and new museum. However, Council has made the conscious decision to take over the services valued by residents from other authorities wherever possible; and since re-opening the Town Hall it has become a one-stop shop for resident's enquiries with over 30% being for higher tier authorities.

Folkestone Town Council works for and on behalf of the community it serves, and this document contains an overview of the Council's aims and aspirations as the most local tier of government because Council believes that some government services can be delivered much more effectively and efficiently at town level and therefore the range of services being provided by the Town Council continues to be developed.

Council is funded by the residents through what is known as a precept of the council tax charge and by generating income through services delivered. The 2020/21 precept is £873,950 which equates to a charge of £60.50p per band D household per annum (£1.16p per week).

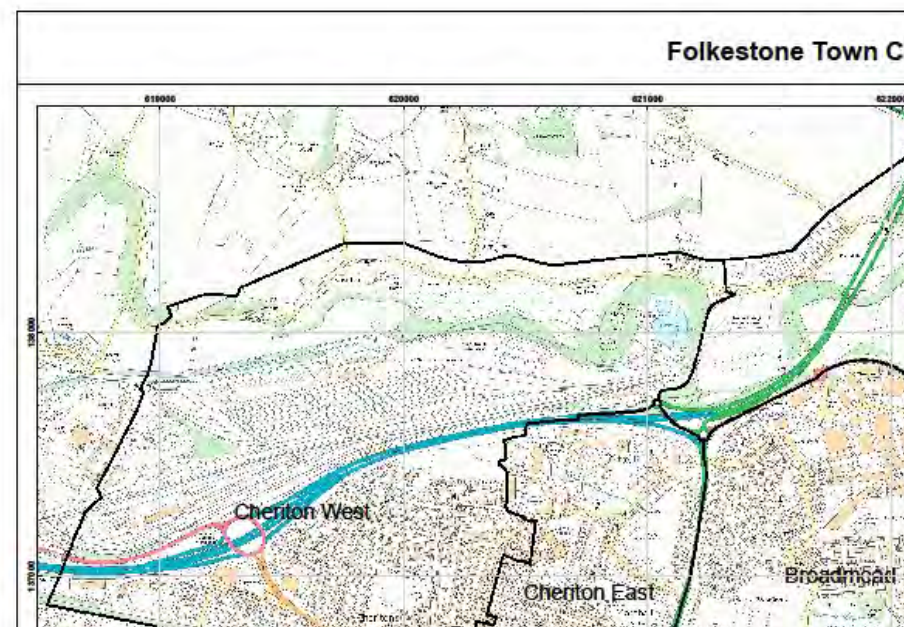
2 Overview of Folkestone Town Council

2.1 Folkestone Town Council was established in 2004 following a Referendum of the town’s people in May 2003 and the subsequent approval of the Secretary of State, although Folkestone had been a Borough Council up until 1974. Since its creation some 13 years ago the Council has developed into one of the largest town councils in the country. It is also recognised as a ‘Quality GOLD Council’ under the nationally recognised scheme that demonstrates that the organisation is at the forefront of best practice, is managed effectively and has an elected mandate.

2.2 The Council comprises eighteen members that are democratically elected every four years to seven wards:

Figure 1 - Ward Boundary Map

Broadmead Ward	2 Council Members
Central Ward	4 Council Members
Cheriton East Ward	1 Council Member
Cheriton West Ward	3 Council Members
East Folkestone Ward	4 Council Members
Harbour Ward	3 Council Members
Harvey West Ward	1 Council Member





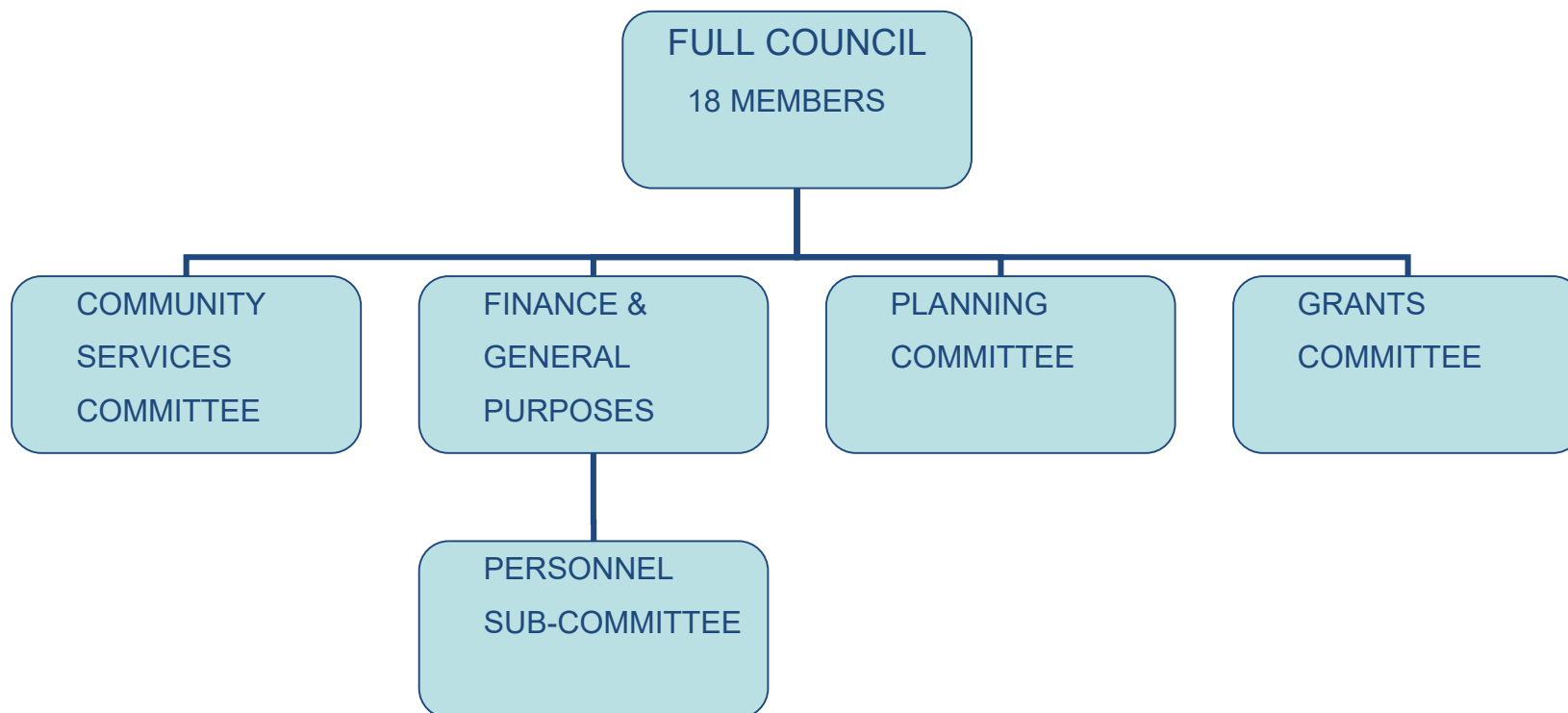
3 Functions and Service Responsibilities of Folkestone Town Council

Financial & Democratic Services	Community Support	Environmental & Grounds
Mayoral & Councillor Support	Visitor Information	Allotments
Committee Administration	Community Events	Litter and Bins
Civic Events	Christmas Lights and Festivities	Folkestone in Bloom
Council Finances and Audits	Town Centre Regeneration	Trees
Personnel	Youth Facilities	Street Furniture
Community Grants	Heritage Preservation	Climate Change
Town Twinning		



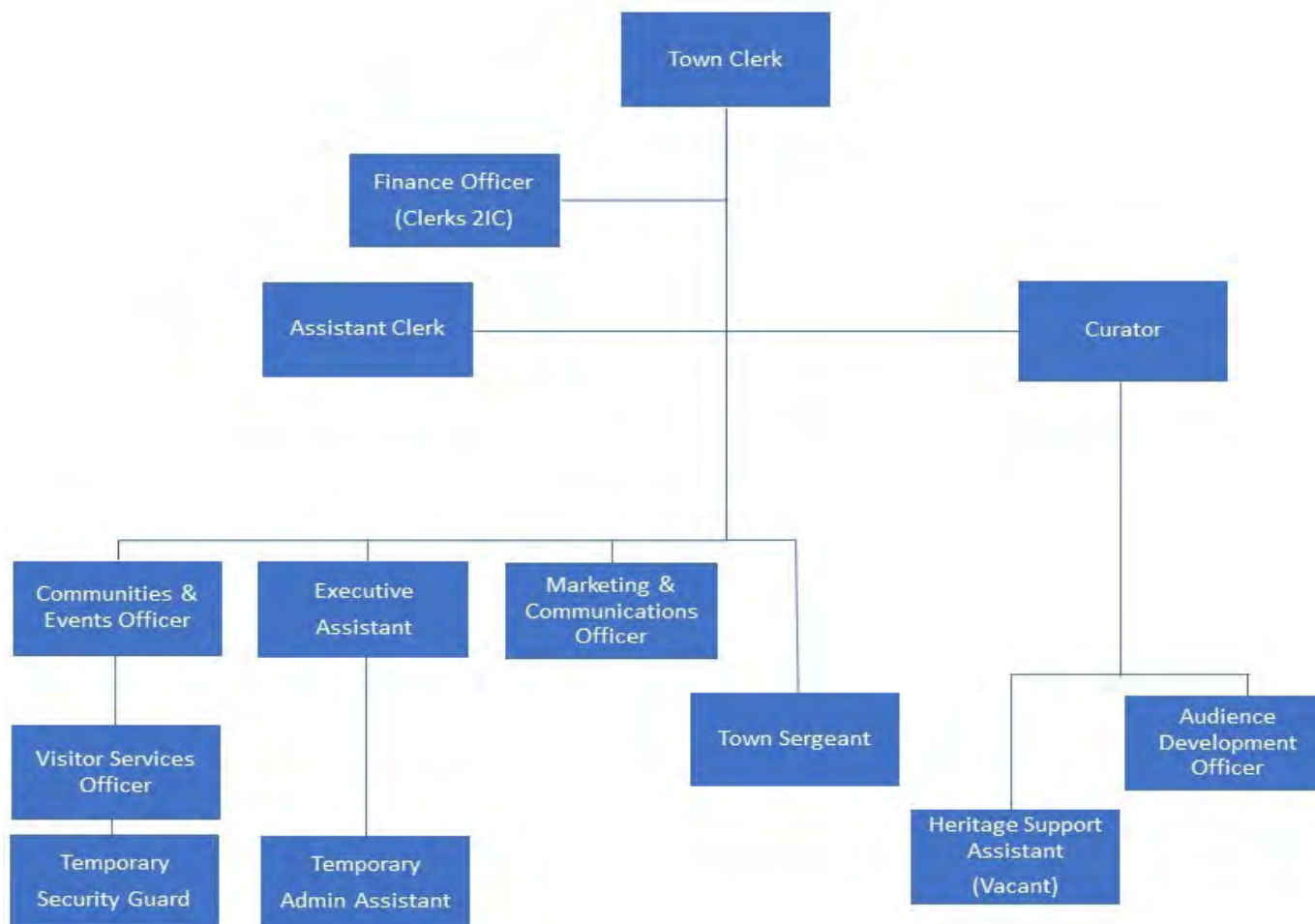
The Town Council is a corporate body that makes decisions via committees that have delegated authority in line with adopted Standing Orders and through delegation of authority to the Town Clerk (please see the Council's website at www.folkestone-tc.gov.uk for further details). The Council itself is chaired by the Town Mayor who typically serves one year of office and is elected from the Council itself. The Council has four main Committees that govern the strategic direction and much of the day to day business of the Council, the Finance & General Purposes (supported by the Personnel Sub-committee), Community Services, Planning and Grants.

Figure 2 - Council Structure



Supporting the Council is an officer structure that is employed to deliver Council services under the directorship of the Town Clerk. The Town Clerk is the statutory Proper Officer, Responsible Financial Officer and Head of the Paid Service and is accountable for ensuring that all Council's decisions are lawful. A copy of the Council's departmental service and functions as well as Committee and staffing structures are included within this document.

Figure 3 - Staffing Structure





4 Folkestone Town Council's Vision

The Council's Vision

“To work together with all sectors of the community to promote the social, environmental and economic well-being of the people of Folkestone so that it is an even better place to live, work and visit.”

The Council's Mission Statement

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

The Council's Values

- To work to the highest standards of integrity, transparency and openness to deliver services to the best of our abilities.
- To work in partnership with other organisations to improve services and deliver value for money for the Folkestone council taxpayers.
- To be an advocate and campaigning voice for the people of Folkestone.

5 Town Council's Corporate Priorities and Key Objectives

In endeavouring to promote civic pride, improve the quality of life and help to make Folkestone a vibrant community for its residents, Folkestone Town Council currently delivers a range of different functions and services.

The following pages outline the range of actions which Folkestone Town Council will pursue over the lifespan of this document.

The Town Council aims to deliver its vision by:

- Creating a better environment for Folkestone.
- Representing residents, businesses and community groups on issues facing the town.
- Preserving and enhancing the history and identity of the town.
- Improving services targeted to all community sectors in the town.
- Contributing to the regeneration of the town.





The Town Council aims to support its mission by:

- Continuing to improve 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 Shepway 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 Shepway 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.



6. Corporate Priorities

Folkestone Town Council has set the following Corporate Priorities to continuously improve its efficiency.

6.1 Corporate Priority One - Creating a Better Environment for Folkestone

Action	Council Committee	Lead Member, Officer & Working Group	Timescale	Comments
Ensure street furniture is well maintained and where possible painted in town colours.	Community Services	Chairman / Town Clerk / Town Sergeant	On-going	A well-maintained common identity.
Work with others to maintain and improve the appearance of the town.	Community Services	Chairman / Town Clerk	On-going	A welcoming environment.
In areas where there is a high percentage of take away restaurants to work with the owners to ensure that surrounding streets are regularly patrolled, and extraneous litter is collected.	Planning	Chairman / Town Clerk	On-going	Street Cleansing



Improve the street scene by investing in flowers, trees & plants around the Town.	Community Services	Chairman / Town Clerk / Community & Events Officer / Tree WG	On-going	Floral Folkestone
Progress the 5 goals of the Fairtrade campaign and support the steering group to gain new support.	Community Services	Chairman / Town Clerk / Community & Events Officer	2020	Sustainability Respect for the Environment
The Council currently has an eco-friendly civic car and will continue to improve upon this with even lower emissions and greener technology if possible.	Finance & General Purposes	Chairman / Town Clerk / Town Sergeant	2021	Green Issues
Consider the environmental impact of all decisions and commit to becoming carbon-neutral by 2030 and ban single use plastics across in the Town Hall.	Council	Town Clerk	On-going	Green Issues
Use recycled paper and minimise paper use as a matter of course.	Council	Town Clerk	On-going	Green Issues



Council will continue to reduce its paper and postage use by sending documents by email and amalgamated mailings.	Council	Town Clerk	On-going	Green Issues
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6.2 Corporate Priority Two – Crime and Community Safety

Action	Council Committee	Lead Member, Officer & Working Group	Timescale	Comments
Provide a public realm CCTV system that is monitored and recorded on a 24/7 basis.	Community Services	Town Clerk / Town Sergeant	On-going	Community Safety
The Council will work in partnership with other bodies, including the Police and Community Safety Officers, to improve the safety and well-being of the citizens of FOLKESTONE.	Community Services	Chairman / Town Clerk / Town Sergeant	On-going	Community Safety
Offer support where appropriate to anti-crime initiatives.	Community Services	Chairman / Town Clerk / Town Sergeant	On-going	Community Safety

6.3 Corporate Priority Three - Transport and Accessibility

Action	Council Committee	Lead Member, Officer & Working Group	Timescale	Comments
Encourage cycling through the green bike scheme.	Community Services	Chairman / Town Clerk / Community & Events Officer	2020	Healthy Communities
Police approved speed watch equipment will continue to be used to help ensure that speed limits are respected and observed.	Community Services	Chairman / Town Clerk / Town Sergeant	On-going	Community Safety
Consult with residents and FHDC to improve parking services and offer more free parking.	Planning	Chairman / Town Clerk	2020	Car Parking

6.4 Corporate Priority Four - Housing Needs and Planning

Action	Council Committee	Lead Member, Officer & Working Group	Timescale	Comments
Partnership working with those seeking to improve the fabric of the town will be pursued as a vital part of the regeneration of FOLKESTONE .	Planning	Chairman / Town Clerk	On-going	This is an ongoing situation which it is hoped will eventually result in FOLKESTONE becoming a desirable location attracting both business and residents.
Empower the delivery of the 10-year economic plan as FCCT lead.	FCCT	Mayor / Town Clerk	On-going	Regeneration
Through the Council's statutory consultee status, engage fully in all consultative planning processes relating to developments and licensing applications that impact upon	Planning	Chairman / Town Clerk	On-going	Planning Application Statutory Consultation



the town.				
Where appropriate the Town Council will seek Section 106 and CIL agreements for new developments to encourage planning gain as a method of benefiting the community.	Planning	Chairman / Town Clerk	On-going	Planning Application Statutory Consultation



6.5 Corporate Priority Five - Learning Skills and Development

Action	Council Committee	Lead Member, Officer & Working Group	Timescale	Comments
Ensure adequate resources are available to deliver Council's aspirations.	Personnel Sub	Chairman / Town Clerk	On-going	Governance & Accountability
Allow employees to develop their full potential through training.	Personnel Sub	Chairman / Town Clerk	On-going	Personal Development
Members will also be offered training opportunities to increase their effectiveness and efficiency in serving the people of FOLKESTONE .	Personnel Sub	Chairman / Town Clerk	On-going	Personal Development
The Council aims to be open and accountable in its actions and welcomes the public to attend and ask questions at Council meetings. A wide	Council	Town Clerk	On-going	Governance & Accountability Openness & Transparency



range of correspondence is available at the Town Hall or online at www.folkestone-tc.gov.uk				Communications Quality Status
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6.6 Corporate Priority Six - Business, Retail, Town Centre and Community

Action	Council Committee	Lead Member, Officer & Working Group	Timescale	Comments
A quarterly newsletter, the Folkestone Community Magazine, is produced to keep the town's people informed of the activities of the Council. Through advertising this publication is cost neutral.	Council	Chairman / Town Clerk / Executive Assistant	On-going	Communications
The Town Council has a duty to keep the Town Hall Clock in good working order. Owners of other public clocks are encouraged to ensure the upkeep of them.	Community Services	Chairman / Town Clerk / Town Sergeant	On-going	Clocks
The Town Mayor assisted by the Deputy Town Mayor will	Council	Mayor / Town Clerk / Assistant Clerk	On-going	Civic Pride



endeavour to attend and/or host a wide variety of functions held by local groups, at all times upholding the dignity of the office. The Mayor will represent the town in meetings and civic functions both nationally and internationally should the need arise.				
The Town Council will organise and promote civic functions to commemorate and celebrate the key events and people associated with our town. All such events will seek to engage the whole community and highlight FOLKESTONE'S unique heritage.	Council	Mayor / Town Clerk / Assistant Clerk	On-going	Civic Pride
Council and committee	Council	Town Clerk / Executive	On-going	Openness &



meetings are open to the public and advertised in advance. Agendas and all papers are available in advance via our website or at the Town Hall.		Assistant		Transparency Communications
Council is committed to supplying quality Christmas lighting for FOLKESTONE . The Town Council has made financial provision for the maintenance, installation and take down of Christmas lighting and hosting Annual Christmas Festivities and will continue to do so in the future.	Community Services	Chairman / Town Clerk / Community & Events Officer / Christmas WG	On-going	Christmas Lighting and Festivities
Council will encourage further discussions with FHDC & KCC in respect of devolution of services and transfer of assets.	Council	FHDC/FTC Partnership / Town Clerk	On-going	Parks and Pleasure Grounds Charity Lands, Leas Lift, Bandstand & Amphitheatre, Folkestone Market,



				Sandgate Road & Guildhall Street lighting column banner arms, Town Centre barrier contract, Beach Huts, Public Toilets, and Car Parks.
A policy of Grant Aid to local organisations has been developed and will be enhanced and upgraded so that it continues to be of great help to the organisations that give so much to the town. The grant application process will be continually monitored to ensure a fair and simple process, to encourage the widest number of applications. Grant application forms are available on request from the	Grants	Chairman / Town Clerk / Finance Officer	On-going	Grant Aid



<p>Council offices and are available to download from our website. We will offer support to groups in the process of making such applications and promote the grant scheme regularly via social media. As a part of application process, applicants will be asked to consider the environmental impact of their bid and how they will acknowledge Council's support.</p>				
<p>The Town Hall provides the people of FOLKESTONE an accessible community hub which promotes heritage, education, art, regeneration and tourism whilst complementing its civic</p>	<p>Community Services</p>	<p>Chairman / Town Clerk / Curator / Museum WG</p>	<p>On-going</p>	<p>Council Administration Visitor Services Heritage Preservation</p>



functions and office space. The Council is also committed to keeping a cinema within the Town Hall.				
The Town Council endeavours to support hospitality and shelters that are available to the homeless in FOLKESTONE throughout the coldest period of winter.	Grants	Chairman / Town Clerk / Finance Officer	On-going	Homeless Shelters



6.7 Corporate Priority Seven - Tourism and Visitors to the Town Hall

Action	Council Committee	Lead Member, Officer & Working Group	Timescale	Comments
Tourism is a major resource in the regeneration the town. The Council will provide an accessible visitor information point and dedicated area where visitors can seek and be provided with information on attractions and accommodation across the District. The Council will work, where possible with other bodies, on the development of local tourist information leaflets, signage in the town and display boards. The council will provide and	Community Services	Chairman / Town Clerk / Community & Events Officer / Visitor Services Officer	On-going	Visitor Services



<p>update the official tourism website</p> <p>www.visitfolkestone.co.uk</p> <p>Volunteers will be trained to support the visitor information area. Information will be accessible on the phone, by mail, in the Town Hall and on the website.</p>				
<p>Council will endeavour to support the opening of the Leas Lift.</p>	Community Services	Chairman / Town Clerk	On-going	Visitor Services Heritage Preservation Transport & Accessibility
<p>Financial support for public events will be continued through grant aid. Advertising will be used to increase visitors to the town during these events via Council's websites and social media.</p>	Grants	Chairman / Town Clerk / Finance Officer	On-going	Community Events
<p>To support the twinning link with Etaples-Sur-Mer and the</p>	Finance & General	Chairman / Town Clerk / Finance Officer	On-going	Closer friendship ties



friendship link with Mechinagar, Nepal.	Purposes			
The establishment of contacts with the youth of FOLKESTONE with a view to engaging them in constructive dialogue on their ongoing needs and desires will be undertaken.	Community Services	Chairman / Town Clerk / Assistant Clerk / Community Events Officer / Curator	On-going	Youth Facilities



6.8 Corporate Priority Eight - Healthy Communities / Sports / Open Spaces / Leisure & Culture

Action	Council Committee	Lead Member, Officer & Working Group	Timescale	Comments
The Council will work with others to help to make available to the community as many leisure, sport and cultural opportunities as possible.	Community Services	Chairman / Town Clerk	On-going	Leisure, Parks and Sporting Facilities
We will actively promote allotment holding and welcome the large demand. We will seek to provide the best possible facilities in a cost neutral manner, consult regularly with allotment holders. If possible, we will seek to find new land that is suitable to be turned into	Community Services	Chairman / Town Clerk / Allotments Manager	On-going	Allotments



allotments to add to our sites at Tile Kiln Lane and Park Farm Road.				
<p>The Council has created a museum in the Town Hall that provides an excellent and unique service for local families, schools and visitors. The new museum is a vibrant and an engaging community resource providing fun and educational opportunities. Through partnership working and by hosting exhibitions in the gallery, Council will ensure there is a positive and vibrant heritage and arts scene in FOLKESTONE. Through exhibitions, interpretation and activities local people have access to</p>	Community Services	Chairman / Town Clerk / Curator / Museum WG	On-going	Heritage Preservation Civic Pride



their wonderful heritage which will evoke a sense of pride and belonging. The museum is promoted via a website and social media www.folkestonemuseum.co.uk				
Council is committed to ensuring its memorials are maintained to a high standard and they continue to be part of the Act of Remembrance.	Council	Mayor / Town Clerk / Assistant Clerk	On-going	Civic Pride Heritage Preservation
The Council will continue to support the many sports facilities in FOLKESTONE and promote youth involvement by hosting annual Kwik Cricket and Councillors Cup tournaments.	Community Services	Chairman / Town Clerk / Community & Events Officer	On-going	Leisure, Parks and Sporting Facilities.
Grants will be available for community art projects.	Grants	Chairman / Town Clerk / Finance Officer	On-going	Arts



6.9 Corporate Priority Nine – Improve the Corporate Management and Efficiency of the Town Council

Action	Council Committee	Lead Member, Officer & Working Group	Timescale	Comments
Maintain a General Reserve of 10-15% of precept.	Finance & General Purposes	Chairman / Town Clerk / Finance Officer	On-going	As recommended by auditors.
Maintain the principles and re-qualify as a “Quality Gold” Council.	Council	Town Clerk	2020	Be at the forefront of Best Practice.
Maintain computerised systems to record all HR, contacts, issues & accidents.	Council	Town Clerk	On-going	To support GDPR compliance.
Develop KPIs and SMART objectives to help improve efficiency.	Council	Town Clerk	On-going	Governance & Accountability
Continue to improve budget forecasts and further develop Capital Reserves.	Finance & General Purposes	Chairman / Town Clerk / Finance Officer	On-going	Governance & Accountability



To continue to achieve an unqualified external Audit result.	Finance & General Purposes	Town Clerk / Finance Officer	On-going	Governance & Accountability
Maintain "Power of General Competence"	Council	Town Clerk	2019	Power to do anything that individuals generally may do.
Review staffing structure to ensure sufficient resource to deliver corporate priorities.	Personnel Sub	Chairman / Town Clerk	2018	This action combined with others will help ensure Council has the capacity and competency to fulfil a range of services as it continues to grow.
Review Council owned property and Asset Register.	Finance & General Purposes	Town Clerk / Finance Officer	On-going	Governance & Accountability
Encourage bacs or card payments for Council paid services.	Finance & General Purposes	Town Clerk / Finance Officer	On-going	Governance & Accountability
Encourage training for Councillors & Officers	Council Personnel Sub	Mayor / Chairman / Town Clerk	On-going	To ensure staff are equipped to fulfil their



				role and councillors can represent the needs of their peers.
Promote community service awards to local people who make a real difference to the community.	Council	Citizenship Awards Panel / Mayor / Town Clerk / Assistant Clerk	On-going	Civic Pride

7. Performance Measures, Service Planning and Monitoring Arrangements



To effectively monitor how Folkestone Town Council is performing in relation to its priority objectives and targets, a series of key performance indicators (KPIs) are being developed.

KPIs are reviewed, monitored, developed and improved upon and the intention is to continue to review the relevance of the KPIs and to further develop them in the coming years.

A Quality Performance Report will be submitted to the appropriate committees on a regular basis, so that the Committees can track and monitor performance, making recommendations for improvements accordingly.



Council Committee	Key Performance Indicator	Baseline Figure
Council	D1 – Annual number of public attending Council meetings.	Council: 50 Committees: 50
Council	D2 – Councillor attendance at meetings delivering local democracy.	Council: 80% Committees: 80%
Council	D3 – Councillor absences without apologies	Less than 5/141 Less than 10/258
Council	D4 – Councillor apologies	Less than 20/141 Less than 40/258
Council	D5 – Number of Code of Conduct complaints.	Less than 5
Council	D6 – Number of Mayoral engagements per annum.	300
Council	D7 – Number of Civic Events held annually.	15
Council	D8 – Press Releases and Community Magazine Articles.	PR 14 CM 55
Council	D9 – Number of visitors to the Town Hall per annum.	10000



Council	D10 – Number of Freedom of Information requests received per annum.	5
Council	D11 – Annual hits on Council's websites.	FTC 15,000 FM 5,000
Council	D12 – Annual Facebook Likes.	FTC 500 FM 1,000
Council	D13 – Annual Twitter Followers.	FTC 1,700 FM 400
Council	D14 – Number of volunteer hours helping to deliver democratic services per annum.	250
Council	D15 - Number of higher tier authority enquiries handled by the Council officers per annum.	30%
Finance & General Purposes	F1 – Total revenue income, excluding precept and HEART income.	£40,000 5% of precept
Finance & General Purposes	F2 – Percentage of invoices paid within 30 days.	95%
Finance & General Purposes	F3 – Percentage of increased income from income generating services.	2.5%
Finance & General Purposes	F4 – Total anticipated end of year general reserve.	£120,000



Personnel-Sub	HR1 – Average percentage of employee sick days per annum.	5%
Grants	G1 - Number of Town Grant Applications approved per annum.	12
Grants	G2 - Number of Town Grant applications from new organisations per annum.	10%
Grants	G3 - Number of Ward Grant Applications approved per annum.	70
Community Services	C1 – Number of Community Events held annually.	2
Community Services	C2 – Number of Youth Events held annually.	2
Community Services	C3 – Number of volunteer hours per annum helping to deliver visitor services.	250
Community Services	M1 - Number of bookings of the Temporary Exhibition Room per annum.	4
Community Services	M2 – Number of volunteer hours per annum helping to deliver museum services	500
Community Services	M3 - Number of school visits per annum.	12



Community Services	M4 - Number of paid bookings of the Education Room per annum.	12
Community Services	A1 – Percentage of vacant allotments per annum.	0%
Community Services	A2 – Number of allotment inspections undertaken per annum.	6
Community Services	A3 – Number of allotment maintenance letters sent per annum.	40

8. How to Comment on this Document and Contact the Council

Folkestone Town Council would very much appreciate your views on the content of this plan as well as any comments, queries or complaints regarding the services provided by the Council.

Folkestone Town Council also welcomes suggestions from all sections of the community regarding further service development or on other issues that are important to the Town that the Council may be able to have an impact on.

If you do wish to comment, or for specific help and advice on matters concerning the Council, please contact the Town Clerk:

Telephone: 01303 257946

Email: jennifer.childs@folkestone-tc.gov.uk

Write to: Folkestone Town Council
Town Hall
1-2 Guildhall Street
Folkestone
Kent
CT20 1DY





SCEDULE OF PAYMENTS

1/2/20-31/3/20

Date Paid	Payee Name	Reference	Gross Amount	Transaction Detail
04/02/2020	R.Pou	104804	£117.88	Rent Refund 13A PFR
05/02/2020	HM Revenue & Customs	E02477	£6,785.33	PAYE/N.I. - Jan 2020
05/02/2020	Canterbury Archaeological Trst	E02478	£2,994.00	HEART Project Management
05/02/2020	Kent County Council	E02479	£587.35	Photocopier Oct-Dec 2019
05/02/2020	SLCC Enterprises Ltd	E02480	£52.30	Clerk's Manual 2019
05/02/2020	Kent County Council	E02481	£540.00	HR Support Aug/Sep 2019
05/02/2020	S.Hough	E02482	£26.60	Reimb of Postage (W.Tull)
05/02/2020	Martin Crowther	E02483	£4,550.00	Heritage Consultancy
05/02/2020	Folkestone Printing.com Ltd	E02484	£157.81	'Friends of Museum' Leaflets
05/02/2020	Kent County Council	E02485	£57.24	Dinosaur Playmat
05/02/2020	ADM Computer Services Ltd	E02486	£1,228.80	Mailsafe/Web Hosting/Security
05/02/2020	Marie Le Saux	E02487	£1,057.20	Conservation Assistance
05/02/2020	Dana G-Brown	E02488	£4,140.77	Collections Survey/Packing
05/02/2020	R.West	E02489	£31.50	Trophy Cheriton Xmas Event
05/02/2020	Assn. of Independent Museums	E02490	£62.00	AIM Membership
05/02/2020	M.E.Winsbury	E02491	£120.00	Adaption to Counter Unit
05/02/2020	J.Childs	E02492	£76.60	Travel re. ACAS Training
05/02/2020	Ashford BC Collection Account	E02493	£7,500.00	CCTV Monitoring Jan-Mar 2020
05/02/2020	United Response	E02494	£100.00	Ward Grant 22/1/20
05/02/2020	Pavement Pounders	E02495	£100.00	Ward Grant 22/1/20
05/02/2020	Harmer & Sons Ltd	E02496	£546.00	Storage Fees
05/02/2020	Kent County Council	E02497	£112.80	Workshop Resources
05/02/2020	Caboodle Office Supplies	E02498	£47.53	Stationery
05/02/2020	Marie Le Saux	E02499	£804.44	Packaging & Conservation
05/02/2020	ACAS	E02500	£175.00	Management Training 10/3/20
10/02/2020	Gartec Ltd	E02501	£2,033.54	Lift Repairs
10/02/2020	ClearView Communications Ltd	E02502	£13,456.50	CCTV Cheriton Road - Interim
10/02/2020	Kullasigns	E02503	£450.00	Updating 'Freedom' Board
10/02/2020	Norton Technical Maintenance	E02504	£342.00	Call Out re. Flood
10/02/2020	Kent County Council	E02505	£8.64	Paper Fasteners

SCHEDULE OF PAYMENTS

1/2/20-31/3/20

Date Paid	Payee Name	Reference	Gross Amount	Transaction Detail
10/02/2020	Kent Ass. of Local Councils	E02506	£72.00	Well-Being Conference 6/2/20
10/02/2020	Matchams Plumbing	E02507	£378.00	Adj. to Cold Water Mains
10/02/2020	EKC Group	E02508	£855.00	HR Course
10/02/2020	Adams Printers	E02509	£1,915.00	1,000 x Tourism Brochures
10/02/2020	Millennium Quest Ltd	E02510	£7,074.00	Christmas Light Breakdowns
13/02/2020	Fuelgenie	DD130220	£56.00	Fuel re. Civic Vehicle
17/02/2020	HM Courts & Tribunals Service	104805	£90.00	Salary Ded'n re. Court Order
17/02/2020	Standard Life Assurance Co.	104806	£750.00	AVC Pension - Feb 2020
17/02/2020	Rootes & Alliot	104807	£520.00	Legal Fees re. Arch
19/02/2020	My Town My City	E02511	£238.80	Tourism Package
19/02/2020	KB Matyjaszkiewicz	E02512	£1,400.00	Art Consultancy
19/02/2020	Right Guard Security UK Ltd	E02513	£2,227.68	Security OTH - Jan 2020
19/02/2020	Primary Times	E02514	£768.00	Advert re. Workshops
19/02/2020	Daisy Communications	DD190220	£596.65	Telephone Services - Jan 2020
19/02/2020	RBS PLC Mentor Services	DD190220	£189.60	Health & Safety/HR Management
19/02/2020	My Town My City	E02511ADJ	-£0.80	Adjustment re. Underpayment
21/02/2020	SSE Hydro-Electric	DD210220	£5.28	Elect. to Phone Box - Jan 2020
24/02/2020	SSE Hydro-Electric	DD240220	£770.52	Electricity OTH - Jan 2020
25/02/2020	J.Childs	E02515	£58.70	Transport re. Training
25/02/2020	A.Moore	E02516	£27.24	Various re. Workshops
25/02/2020	Pavement Pounders	E02517	£200.00	Ward Grant 7/2/20
25/02/2020	United Response	E02518	£100.00	Ward Grant 7/2/20
25/02/2020	D.Cowd	E02519	£39.00	Travel re. HLF Meeting
25/02/2020	Igor Emmerich	E02520	£360.00	Museum Photography
25/02/2020	S.A.Friedrich	104808	£280.00	Workshops 18-19/2/20
25/02/2020	Leppard Cleaning	SO250220	£653.00	Office Cleaning - Feb 2020
25/02/2020	Various	BP250220	£18,258.42	Salaries - February 2020
25/02/2020	KCC re. Kent Pension Fund	BP250220	£6,172.08	Pension Contribs - Feb 2020
27/02/2020	London Borough of Lewisham	E02521	£70.00	House of Lords 20/3/20
27/02/2020	Kent Ass. of Local Councils	E02522	£360.00	Local Council Award Scheme Fee

SCEDULE OF PAYMENTS

1/2/20-31/3/20

Date Paid	Payee Name	Reference	Gross Amount	Transaction Detail
27/02/2020	Mayor of Thurrock Council	E02523	£20.00	Amazon Tour 21/2/20
27/02/2020	Mayoress of Folk's Ch'ty Fund	E02524	£105.00	Murder Mystery 21/2/20
27/02/2020	New Romney Town Council	E02525	£15.00	Haywardians Choir 28/3/20
27/02/2020	Martin Crowther	E02526	£2,275.00	Heritage Consultancy Jan 2020
27/02/2020	Vision ICT Ltd	E02527	£870.00	New Website - Interim
27/02/2020	Shred Station	E02528	£60.00	Confidential Waste Collection
27/02/2020	AMP Productions Ltd	E02529	£1,344.00	Air Display Application Fee
27/02/2020	Red Eagle Ltd	E02530	£607.39	Reception Cover w/c 3/2/20
27/02/2020	Caboodle Office Supplies	E02531	£74.19	Stationery & Sundries
27/02/2020	N/A	E02532	£0.00	Cancelled - Not Required
27/02/2020	Folkestone Cricket Club	E02533	£2,100.00	Cricket Coaching
27/02/2020	Cleverley & Spencer	E02534	£600.00	Update to War Memorial
27/02/2020	B&C Energy Solutions	E02535	£9,465.60	3 x Bus Shelters
27/02/2020	For Young People	E02536	£200.00	Ward Grant 12/2/20
27/02/2020	Strange Cargo	E02537	£300.00	Ward Grant 14/2/20
27/02/2020	L.M.Ward	E02538	£200.00	Ward Grant 14/2/20
27/02/2020	HM Revenue & Customs	E02539	£6,809.06	PAYE/N.I. - Feb 2020
27/02/2020	Marie Le Saux	E02540	£800.00	Conservation Assistance
27/02/2020	Eposnow	E02541	£342.00	Support Licence re. Till
27/02/2020	Deal Town Council	E02542	£20.00	Wine Tasting 28/2/20
27/02/2020	Ashford BC Collection Account	E02543	£40.00	Curry Night 10/3/20
28/02/2020	Veolia ES (UK) Ltd	DD280220	£87.89	Waste Collection - Jan 2020
02/03/2020	SSE Hydro-Electric	DD020320	£519.39	Gas OTH Jun 19-Jan 20
11/03/2020	HM Courts & Tribunals Service	104809	£90.00	Salary Ded'n re. Court Order
11/03/2020	Standard Life Assurance Co.	104810	£750.00	AVC Pension - March 2020
11/03/2020	T.Reene	104811	£353.65	Driver Cover
17/03/2020	T.Brenchley	E02544	£47.85	Mayor's Awards/Sundries
17/03/2020	Gartec Ltd	E02545	£574.80	Lift Service Contract
17/03/2020	Affinity For Business	E02546	£257.80	Water TKL Aug 19-Feb 20
17/03/2020	Window Cleaning Plus	E02547	£84.00	Window Cleaning Dec 19-Feb 20

SCEDULE OF PAYMENTS

1/2/20-31/3/20

Date Paid	Payee Name	Reference	Gross Amount	Transaction Detail
17/03/2020	Stem By Stem Ltd	E02548	£30.00	Bouquet for Town Clerk
17/03/2020	Vision ICT Ltd	E02549	£870.00	FTC Website Design
17/03/2020	Metroline Security Ltd	E02550	£54.00	Alarm Call-Out 12/12/19
17/03/2020	Red Eagle Ltd	E02551	£202.46	Reception Cover w/c 10/2/20
17/03/2020	ADM Computer Services Ltd	E02552	£2,150.46	Standard Plus/Azure/Office 365
17/03/2020	ClearView Communications Ltd	E02553	£8,584.82	CCTV Cheriton/Coastal Park
17/03/2020	Hotline Group Ltd	E02554	£661.20	Pencils/Erasers re. Shop
17/03/2020	Canterbury Archaeological Trst	E02555	£2,994.00	HEART Project Management
17/03/2020	I.Bishop	E02556	£45.85	Various Reimbursements
17/03/2020	ClearView Communications Ltd	E02557	£18,055.04	CCTV Contract/Credit Note
17/03/2020	D.Cowd	E02558	£23.24	Book/Equipment
17/03/2020	Margate Charter Trustees	E02559	£20.00	Dreamland 5/4/20
17/03/2020	MT Drains	E02560	£132.00	Clearance of Disabled Toilet
17/03/2020	Art Textiles	E02561	£2,560.70	Heritage Mat & Documentation
17/03/2020	Harmer & Sons Ltd	E02562	£582.00	Repairs to Banners/Flag
17/03/2020	Folk & Hythe DC	E02563	£37,418.74	Flowerbed Maintenance 2019/20
17/03/2020	Right Guard Security UK Ltd	E02564	£2,056.32	Security OTH - Feb 2020
17/03/2020	Caboodle Office Supplies	E02565	£46.05	Stationery
17/03/2020	My Town My City	E02566	£238.80	Tourism Package
17/03/2020	Edgar's Water	E02567	£173.15	Qtly Rent Water Boiler/Cooler
18/03/2020	D.Cowd	E02568	£24.64	Refreshments Volunteer Training
18/03/2020	Marie Le Saux	E02569	£938.10	Collections Conservation
18/03/2020	Shred Station	E02570	£60.00	Confidential Waste Coll'n
18/03/2020	Kent County Council	E02571	£69.48	Various re. Workshops
18/03/2020	HM Revenue & Customs	E02572	£6,755.63	PAYE/N.I. - March 2020
18/03/2020	ADM Computer Services Ltd	E02573	£975.60	Adobe Creative Cloud
18/03/2020	Kent County Council	E02574	£3.60	Pipe Cleaners
18/03/2020	Entec Access Systems Ltd	E02575	£150.00	Maint. of Doors OTH
18/03/2020	Deal Town Council	E02576	£10.00	Quiz Night 13/3/20
18/03/2020	D.Cowd	E02577	£57.23	Various Reimbursements

SCEDULE OF PAYMENTS

1/2/20-31/3/20

Date Paid	Payee Name	Reference	Gross Amount	Transaction Detail
18/03/2020	Daisy Communications	DD180320	£561.95	Telephone Services - Feb 2020
18/03/2020	RBS PLC Mentor Services	DD180320	£189.60	HR/Health & Safety Mgt
20/03/2020	SSE Hydro-Electric	DD200320	£4.95	Elect. to Telephone Box
23/03/2020	SSE Hydro-Electric	DD230320	£745.05	Electricity OTH - Feb 2020
23/03/2020	SSE Hydro-Electric	DD230320	£185.95	Gas OTH - Feb 2020
25/03/2020	Various	BP250320	£18,136.10	Salaries - Mar 2020
25/03/2020	KCC re. Kent Pension Fund	BP250320	£6,132.95	Pension Contribs - Mar 2020
25/03/2020	Leppard Cleaning	SO250320	£653.00	Office Cleaning - Mar 2020
26/03/2020	Lunatraktors	E02578	£770.00	St Eanswythe Performance
26/03/2020	R.Field	E02579	£499.40	Deputy Mayor's Exps to 21/2/20
26/03/2020	Folk & Hythe DC	E02580	£400.00	Radnor Park Planting
26/03/2020	SLCC Enterprises Ltd	E02581	£72.00	Webinar Training (Town Clerk)
26/03/2020	I.Bishop	E02582	£7.50	Subsistence
26/03/2020	A.Moore	E02583	£18.42	Various re. Workshops
26/03/2020	Bella Figura	E02584	£2,150.00	Edwardian Costumes
26/03/2020	Kent County Council	E02585	£21.60	Glue
26/03/2020	Convergence Comms Ltd	E02586	£66.00	Remote Session (Diversion)
26/03/2020	P.Cross	E02587	£18.31	Reimbursement re. Printer Cartridge
27/03/2020	HM Revenue & Customs	BP270320	£742.78	PAYE/N.I. re. Settlement
30/03/2020	Public Works Loans Board	DD300320	£19,650.70	Loan Repayment
30/03/2020	Veolia ES (UK) Ltd	DD300320	£87.89	Waste Collection - Feb 2020
31/03/2020	Global Payments	TR310320	£471.37	Credit Card Fee 2nd H/Y

FOLKESTONE TOWN COUNCIL - EXPENDITURE/INCOME 2019/2020											
			ORIGINAL		REVISED	ACTUALS	BUDGET	VARIANCE	TOTAL	INC/EXP	
		ACTUALS	BUDGET	VIREMENTS	BUDGET	TO 31 JAN	TO 31 MAR	TO 31 MAR	BUDGET	TO/(FROM)	
CODE		2018/2019	2019/2020	2019/2020	2019/2020	2019/2020	2019/2020	2019/2020	2019/2020	RESERVES	RESERVE
		£	£	£	£	£	£	£	£	FOR INFO.	CODE(S)
101	ADMINISTRATION										
4001	SALARIES, PENSIONS & NI	360,871	389,000		389,000	373,785	389,000	-15,215	15,215		
4005	AGENCY STAFF	12,300	0		0	8,471	0	8,471	-8,471		
4006	TRAINING (Staff)	1,986	2,500		2,500	5,421	2,500	2,921	-2,921		
4008	RELOCATION COSTS	0	0		0	0	0	0	0		
4009	ADVERTISING FOR STAFF	0	0		0	0	0	0	0		
4010	EQUIPMENT/FURNITURE NEW	351	2,000		2,000	295	2,000	-1,705	1,705		
4012	INTERVIEW EXPENSES	0	0		0	0	0	0	0		
4013	BANK CHARGES	326	500		500	332	500	-168	168		
4021	PRINTING	0	500		500	199	500	-301	301		
4022	STATIONERY	922	1,000		1,000	1,089	1,000	89	-89		
4024	PHOTOCOPYING	1,913	1,600		1,600	2,235	1,600	635	-635		
4025	POSTAGE	1,568	1,800		1,800	1,444	1,800	-356	356		
4026	TELECOMMUNICATION SERVICES	2,942	2,700		2,700	5,222	2,700	2,522	-2,522		
4060	ICT SUPPORT	19,486	6,350		6,350	18,768	6,350	12,418	-12,418	-1,004	340
4070	MISCELLANEOUS SUBSCRIPTIONS	238	260		260	366	260	106	-106		
4071	CINQUE PORT FEDERATION SUB	310	250		250	320	250	70	-70		
4072	SOCIETY OF LOCAL COUNCIL CLERKS	469	460		460	506	460	46	-46		
4073	KENT ASSOC. OF LOCAL COUNCILS	1,976	2,050		2,050	2,008	2,050	-42	42		
4080	PUBLIC TRANSPORT & CAR PARKS	206	200		200	304	200	104	-104		
4103	SUBSISTENCE ALLOWANCES	143	250		250	132	250	-118	118		
4104	CAR ALLOWANCES (Staff)	1,641	1,500		1,500	1,258	1,500	-242	242		
4105	CAR ALLOWANCES (Volunteers)	0	100		100	0	100	-100	100		
4712	ACCOUNTANCY SUPPORT	551	550		550	521	550	-29	29		
4720	TO ALLOTMENTS ADMINISTRATION (4503)	-4,103	-4,100		-4,100	-4,130	-4,100	-30	30		
	TOTAL ADMIN. EXPENDITURE	404,096	409,470	0	409,470	418,546	409,470	9,076	-9,076		
1190	INVESTMENT INTEREST	-2,170	-100		-100	-2,477	-100	-2,377	2,377		
1199	OTHER INCOME	-128	0		0	0	0	0	0		
	TOTAL ADMIN. INCOME	-2,298	-100	0	-100	-2,477	-100	-2,377	2,377		
	NET ADMIN. EXPENDITURE/INCOME	401,798	409,370	0	409,370	416,069	409,370	6,699	-6,699		
102	DEMOCRATIC COSTS										
4007	TRAINING/CONFERENCE EXPS (Cllrs.)	0	500		500	590	500	90	-90		
4081	CAR ALLOWANCES (Cllrs)	0	100		100	0	100	-100	100		
4950	FTC REF/ELECTION FEES	0	0		0	39,665	0	39,665	-39,665	-29,034	386
4951	FOLK TC REF/ELECTIONS (TO RESERVE)	0	10,200		10,200	10,200	10,200	0	0		
	TOTAL DEMOCRATIC COSTS EXP.	0	10,800	0	10,800	50,455	10,800	39,655	-39,655		

FOLKESTONE TOWN COUNCIL - EXPENDITURE/INCOME 2019/2020											
			ORIGINAL		REVISED	ACTUALS	BUDGET	VARIANCE	TOTAL	INC/EXP	
		ACTUALS	BUDGET	VIREMENTS	BUDGET	TO 31 JAN	TO 31 MAR	TO 31 MAR	BUDGET	TO/(FROM)	
CODE		2018/2019	2019/2020	2019/2020	2019/2020	2019/2020	2019/2020	2019/2020	REMAINING	RESERVES	RESERVE
									2019/2020	FOR INFO.	CODE(S)
103	MAYORALTY										
4011	CLOTHING & UNIFORMS	33	600		600	31	600	-569	569		
4170	REGALIA - NEW	454	1,000		1,000	765	1,000	-235	235		
4171	REGALIA - REPAIR & MAINT.	190	400		400	1,907	400	1,507	-1,507		
4180	MAYOR'S INSTALLATION (Annual Meeting)	822	1,200		1,200	744	1,200	-456	456		
4181	REMEMBRANCE SUNDAY	1,544	1,500		1,500	2,601	1,500	1,101	-1,101		
4182	CANADA DAY	2,453	2,550		2,550	2,466	2,550	-84	84		
4183	WILLIAM HARVEY COMMEMORATION	958	650		650	465	650	-185	185		
4184	HOLOCAUST DAY	319	320		320	198	320	-122	122		
4185	CINQUE PORT WARDEN	0	100		100	0	100	-100	100		
4249	COVER FOR CIVIC DRIVER	165	1,000		1,000	752	1,000	-248	248		
4250	FUEL FOR CIVIC VEHICLE	448	500		500	368	500	-132	132		
4251	MTCE/SERVICE/REPAIRS - EXTERNAL	12	150		150	18	150	-132	132		
4252	CAR INSURANCE	700	700		700	500	700	-200	200		
4253	CIVIC VEHICLE - GEN. CONTRIBS.	2,927	3,100		3,100	2,983	3,100	-117	117		
4255	MAYOR'S EXPENSES MAY-MAR	4,694	5,490		5,490	4,791	5,490	-699	699		
4256	MAYOR'S EXPENSES APR-MAY	389	1,100		1,100	377	1,100	-723	723		
4257	FOLK/ETAPLES REMEMBRANCE EVENTS	0	0		0	0	0	0	0		
4258	MISCELLANEOUS EVENTS (MAYORALTY)	11,991	0		0	0	0	0	0		
4259	ARMED FORCES DAY	20,838	3,800	4,000	7,800	72,996	7,800	65,196	-65,196	-58,698	387, 340
4260	BURMA STAR (VJ DAY)	540	530		530	300	530	-230	230		
4261	NORMANDY VETERANS	337	320		320	266	320	-54	54		
	TOTAL MAYORALTY EXPENDITURE	49,814	25,010	4,000	29,010	92,528	29,010	63,518	-63,518		
1005	OTHER INCOME (MAYORALTY)	-22,495	0		0	-30,113	0	-30,113	30,113	30,113	387
	TOTAL MAYORALTY INCOME	-22,495	0	0	0	-30,113	0	-30,113	30,113		
	NET MAYORALTY EXPENDITURE/INCOME	27,319	25,010	4,000	29,010	62,415	29,010	33,405	-33,405		

FOLKESTONE TOWN COUNCIL - EXPENDITURE/INCOME 2019/2020											
			ORIGINAL		REVISED	ACTUALS	BUDGET	VARIANCE	TOTAL	INC/EXP	
		ACTUALS	BUDGET	VIREMENTS	BUDGET	TO 31 JAN	TO 31 MAR	TO 31 MAR	BUDGET	TO/(FROM)	
CODE		2018/2019	2019/2020	2019/2020	2019/2020	2019/2020	2019/2020	2019/2020	REMAINING	RESERVES	RESERVE
									2019/2020	FOR INFO.	CODE(S)
201	PREMISES										
4501	BUILDING REPS/MAINT	13,380	14,000		14,000	11,604	14,000	-2,396	2,396		
4509	CLEANING	9,771	9,000		9,000	8,106	9,000	-894	894		
4601	RENT	0	0		0	0	0	0	0		
4602	RATES	20,520	21,000		21,000	20,990	21,000	-10	10		
4603	PWL B CAPITAL REPAYMENTS	21,361	21,100		21,100	22,408	21,100	1,308	-1,308		
4604	PWL B INTEREST REPAYMENTS	17,940	18,200		18,200	16,894	18,200	-1,306	1,306		
4615	SERVICES, HEATING & LIGHTING	8,430	8,500		8,500	11,259	8,500	2,759	-2,759		
4616	MOVING COSTS	0	0		0	0	0	0	0		
4617	SUNDRIES	1,710	4,000		4,000	1,918	4,000	-2,082	2,082		
4620	HIRE OF FACILITIES (inc. Garage)	6,325	4,500		4,500	6,361	4,500	1,861	-1,861		
4629	FLOOD RELATED EXPENDITURE	0	0		0	3,903	0	3,903	-3,903		
	TOTAL PREMISES EXPENDITURE	99,437	100,300	0	100,300	103,443	100,300	3,143	-3,143		
1010	RENTAL INCOME	-15,765	-15,620		-15,620	-16,522	-15,620	-902	902		
1011	OTHER INCOME (PREMISES)	0	0		0	-3,000	0	-3,000	3,000		
1020	PWL B INCOME	0	0		0	0	0	0	0		
	TOTAL PREMISES INCOME	-15,765	-15,620	0	-15,620	-19,522	-15,620	-3,902	3,902		
	NET PREMISES EXPENDITURE/INCOME	83,672	84,680	0	84,680	83,921	84,680	-759	759		
301	SERVICES										
4030	NEWSLETTERS	0	500		500	0	500	-500	500		
4031	MISCELLANEOUS INSURANCES (inc. Heritage)	9,020	9,500		9,500	9,711	9,500	211	-211		
4503	ALLOTMENTS - ADMINISTRATION	4,103	4,100		4,100	4,130	4,100	30	-30		
4504	ALLOTMENTS - PFR MAINTENANCE	3,023	3,000		3,000	2,065	3,000	-935	935		
4505	ALLOTMENTS - TKL MAINTENANCE	2,418	3,000		3,000	2,255	3,000	-745	745		
4840	MAINTENANCE OF BEACON	25	250		250	25	250	-225	225		
4850	LOCAL PROJECTS	69	5,500		5,500	3,545	5,500	-1,955	1,955		
4851	NOTICE BOARDS	0	2,000		2,000	0	2,000	-2,000	2,000		
4852	BUS SHELTERS	0	0		0	7,888	0	7,888	-7,888	-7,888	340, 365
4874	COMMUNITY RESILIENCE FUND	0	0		0	0	0	0	0		
4875	WARD GRANTS	26,379	19,800		19,800	20,432	19,800	632	-632	-632	383
4876	TOWN GRANTS	29,800	35,000		35,000	35,000	35,000	0	0		
4878	PARKS, GARDENS & RECS - FLOWERBEDS	36,515	32,500		32,500	37,296	32,500	4,796	-4,796	-6,118	392
4879	CHRISTMAS LIGHTING	82,336	51,000		51,000	37,340	51,000	-13,660	13,660	-66	405
4880	CHRISTMAS FESTIVITIES	15,626	12,000		12,000	19,680	12,000	7,680	-7,680	-3,597	405
4881	YOUTH FACILITIES	7,315	11,600		11,600	5,964	11,600	-5,636	5,636	-258	499
4884	PARKS, GARDENS & RECS - TREES	8,938	10,000		10,000	19,053	10,000	9,053	-9,053	-7,391	350
4890	PARK BENCHES	0	200		200	0	200	-200	200		
4891	LITTER/SALT BINS, BOLLARDS & RAILINGS	0	4,000		4,000	0	4,000	-4,000	4,000		
4895	TOURIST INFORMATION	6,698	12,500		12,500	3,849	12,500	-8,651	8,651		
4900	MAINTENANCE OF PUBLIC CLOCKS	0	500		500	785	500	285	-285		
4901	MAINTENANCE OF MEMORIALS	7,624	2,500		2,500	2,828	2,500	328	-328		
4903	TELEPHONE BOX	57	150		150	57	150	-93	93		
4904	CCTV MONITORING	25,300	25,500		25,500	25,000	25,500	-500	500		
4905	CCTV MAINTENANCE	15,658	9,000		9,000	42,818	9,000	33,818	-33,818	-33,813	403
4998	CONTRIBUTION TO AIR SHOW	0	4,000	-4,000	0	0	0	0	0		
4999	CONTINGENCY	4,873	3,000		3,000	2,040	3,000	-960	960		
	TOTAL SERVICES EXPENDITURE	285,777	261,100	-4,000	257,100	281,761	257,100	24,661	-24,661		

FOLKESTONE TOWN COUNCIL - EXPENDITURE/INCOME 2019/2020											
			ORIGINAL		REVISED	ACTUALS	BUDGET	VARIANCE	TOTAL	INC/EXP	
		ACTUALS	BUDGET	VIREMENTS	BUDGET	TO 31 JAN	TO 31 MAR	TO 31 MAR	BUDGET	TO/(FROM)	
CODE		2018/2019	2019/2020	2019/2020	2019/2020	2019/2020	2019/2020	2019/2020	REMAINING	RESERVES	RESERVE
									2019/2020	FOR INFO.	CODE(S)
1002	ALLOTMENT RENTS PFR	-4,985	-4,950		-4,950	-4,943	-4,950	7	-7		
1003	ALLOTMENT RENTS TKL	-4,751	-4,700		-4,700	-4,857	-4,700	-157	157		
1004	OTHER INCOME (SERVICES)	-22,267	0		0	-13,684	0	-13,684	13,684	13,654	392, 405
	TOTAL SERVICES INCOME	-32,003	-9,650	0	-9,650	-23,484	-9,650	-13,834	13,834		
	NET SERVICES EXPENDITURE/INCOME	253,774	251,450	-4,000	247,450	258,277	247,450	10,827	-10,827		
401	FEES										
4713	CONSULTANTS FEES	3,740	0		0	11,790	0	11,790	-11,790		
4714	EXTERNAL AUDIT FEES	2,000	2,050		2,050	1,600	2,050	-450	450		
4715	LEGAL & INTERNAL AUDIT FEES	1,293	1,500		1,500	1,307	1,500	-193	193		
4717	CARD RECEIPTS FEES	643	700		700	835	700	135	-135		
4718	SECURITY - TOWN HALL	0	0		0	19,035	0	19,035	-19,035		
	TOTAL FEES	7,676	4,250	0	4,250	34,567	4,250	30,317	-30,317		
402	MUSEUM/HERITAGE										
5006	M/H TRAINING	0	700		700	284	700	-416	416		
5007	M/H SUBSCRIPTIONS	151	450		450	139	450	-311	311		
5009	M/H ADVERTISING FOR STAFF	526	0		0	648	0	648	-648		
5010	M/H EQUIPMENT/FURNITURE	14,709	400		400	3,931	400	3,531	-3,531	-780	362
5011	M/H EXHIBIT REPAIRS	300	200		200	0	200	-200	200		
5012	M/H HISTORIC COSTUMES	0	250		250	2,163	250	1,913	-1,913		
5013	M/H NEW EXHIBITS	0	0		0	550	0	550	-550		
5030	M/H MATERIALS	1,227	1,500		1,500	242	1,500	-1,258	1,258		
5031	M/H PUBLICITY & PROMOTION	96	1,000		1,000	1,241	1,000	241	-241		
5032	M/H EVALUATION/PRESS COVERAGE	0	500		500	0	500	-500	500		
5033	M/H LEAFLETS/PUBLICATIONS	670	1,000		1,000	132	1,000	-868	868		
5035	M/H MERCHANDISE	1,327	2,000		2,000	2,602	2,000	602	-602		
5040	M/H SERVICES	7,390	1,500		1,500	10,928	1,500	9,428	-9,428		
5041	M/H EVENTS	1,390	5,000		5,000	5,050	5,000	50	-50		
5042	M/H EXHIBITIONS	3,668	4,000		4,000	1,203	4,000	-2,797	2,797		
5043	M/H EDUCATION RESOURCES	311	500		500	6,099	500	5,599	-5,599		
5044	M/H WORKSHOPS	0	4,000		4,000	4,351	4,000	351	-351		
5070	M/H VOLUNTEERS EXPENSES	0	0		0	36	0	36	-36		
5090	M/H HOSPITALITY	502	500		500	39	500	-461	461		
5091	M/H PROFESSIONAL FEES	10,390	6,000		6,000	52,323	6,000	46,323	-46,323		
5092	MUSEUM ASSN. PROJECT	-301	0		0	0	0	0	0		
5099	CONT. TO MUSEUM/HERITAGE RESERVE	0	0		0	0	0	0	0		

FOLKESTONE TOWN COUNCIL - EXPENDITURE/INCOME 2019/2020											
									TOTAL	INC/EXP	
		ACTUALS	ORIGINAL		REVISED	ACTUALS	BUDGET	VARIANCE	BUDGET	TO/(FROM)	
CODE		2018/2019	BUDGET	VIREMENTS	BUDGET	TO 31 JAN	TO 31 MAR	TO 31 MAR	REMAINING	RESERVES	RESERVE
			2019/2020	2019/2020	2019/2020	2019/2020	2019/2020	2019/2020	2019/2020	FOR INFO.	CODE(S)
	New Building Work:										
6001	M/H SUBSTRUCTURE	0	0		0	0	0	0	0		
6002	M/H SUPERSTRUCTURE	24,672	0		0	0	0	0	0		
6003	M/H INTERNAL FINISHES	0	0		0	0	0	0	0		
6004	M/H SERVICES, HEATING & LIGHTING	0	0		0	675	0	675	-675		
6005	M/H EXTERNAL WORKS	0	0		0	0	0	0	0		
6006	M/H FACILITATING WORKS	0	0		0	0	0	0	0		
6007	M/H GENERAL FITTINGS/FURNISHING	5,499	0		0	4,150	0	4,150	-4,150		
6008	M/H MAIN CONTRACTORS' PRELIMS. (15%)	0	0		0	0	0	0	0		
	Other Capital Work:										
6010	M/H FIT OUT & DISPLAYS	7,677	0		0	0	0	0	0		
6011	M/H FIT OUT PRELIMS. (15%)	0	0		0	0	0	0	0		
6012	M/H WEBSITE / APP/ IT	0	0		0	2,280	0	2,280	-2,280		
	Equipment & Materials:										
6020	M/H FOLK COLL'N CONSERVATION	0	0		0	0	0	0	0		
6021	M/H MASTERS COLL'N CONSERVATION	0	0		0	0	0	0	0		
6023	M/H CATERING EQUIPMENT	0	0		0	0	0	0	0		
	Professional Fees										
6030	M/H MUSEUM EXHIBIT DESIGN FEES	1,082	0		0	0	0	0	0		
6031	M/H CDM-C	0	0		0	0	0	0	0		
6032	M/H STRUCTURAL ENGINEER	0	0		0	570	0	570	-570		
6033	M/H M&E ENGINEER	0	0		0	0	0	0	0		
6034	M/H QUANTITY SURVEYOR	0	0		0	0	0	0	0		
6035	M/H PROJECT MANAGER	0	0		0	0	0	0	0		
6036	M/H ARCHITECT/BUILDING SURVEYOR	0	0		0	0	0	0	0		
6037	M/H PROFESSIONAL FEES (NEW WORKS)	0	0		0	0	0	0	0		
6038	M/H CONTINGENCY	0	0		0	0	0	0	0		
6039	M/H INFLATION	0	0		0	0	0	0	0		
		0	0		0	0	0	0	0		
		0	0		0	0	0	0	0		
	TOTAL MUSEUM/HERITAGE EXPENDITURE	81,286	29,500	0	29,500	99,636	29,500	70,136	-70,136		

FOLKESTONE TOWN COUNCIL - EXPENDITURE/INCOME 2019/2020											
			ORIGINAL		REVISED	ACTUALS	BUDGET	VARIANCE	TOTAL	INC/EXP	
		ACTUALS	BUDGET	VIREMENTS	BUDGET	TO 31 JAN	TO 31 MAR	TO 31 MAR	BUDGET	TO/(FROM)	
CODE		2018/2019	2019/2020	2019/2020	2019/2020	2019/2020	2019/2020	2019/2020	REMAINING	RESERVES	RESERVE
									2019/2020	FOR INFO.	CODE(S)
1030	M/H INCOME	-6,214	-500		-500	-5,228	-500	-4,728	4,728	5,020	362
1031	M/H KCC CASH CONTRIBUTION HERITAGE	-4,000	0		0	0	0	0	0		
1032	M/H SDC CASH CONTRIBUTION TOURISM	0	0		0	0	0	0	0		
1033	M/H HLF GRANT	-68,268	-4,000		-4,000	-99,867	-4,000	-95,867	95,867	40,080	362
1034	M/H TRANSFERS FROM RESERVE	0	0		0	-14,100	0	-14,100	14,100		
1035	M/H RETAIL SALES	-3,229	-2,000		-2,000	-1,751	-2,000	249	-249		
1036	M/H DONATIONS	-1,645	-700		-700	-707	-700	-7	7		
	TOTAL MUSEUM/HERITAGE INCOME	-83,356	-7,200	0	-7,200	-121,653	-7,200	-114,453	114,453		
	NET MUSEUM/HERITAGE EXP/INCOME	-2,070	22,300	0	22,300	-22,017	22,300	-44,317	44,317		
	SUMMARY										
	TOTAL EXPENDITURE	928,086	840,430	0	840,430	1,080,936	840,430	240,506	-240,506		
	TOTAL INCOME	-155,917	-32,570	0	-32,570	-197,249	-32,570	-164,679	164,679		
	NET TOTAL	772,169	807,860	0	807,860	883,687	807,860	75,827	-75,827		
1176	PRECEPT	-786,950	-807,860		-807,860	-807,860	-807,860	0	0		
	TRANSFER TO / (FROM) RESERVES	-29,604				-60,412		-60,412	60,412	-60,412	TOTAL
	NET (SURPLUS) / DEFICIT	-44,385	0	0	0	15,415	0	15,415	-15,415		
7001	TRANSFER TO RESERVES	44,385									
	<i>Summary of Revenue Account:</i>	<i>Budget</i>	<i>Exp</i>	<i>Inc</i>	<i>Net</i>	<i>To/(From)</i>			<i>Total Net</i>		
						<i>Reserves</i>			<i>Exp/(Inc)</i>		
	ADMINISTRATION	409,370	418,546	-2,477	416,069	-1,004			415,065		
	DEMOCRATIC COSTS	10,800	50,455	0	50,455	-29,034			21,421		
	MAYORALTY	29,010	92,528	-30,113	62,415	-28,585			33,830		
	PREMISES	84,680	103,443	-19,522	83,921	0			83,921		
	SERVICES	247,450	281,761	-23,484	258,277	-46,109			212,168		
	FEES	4,250	34,567	0	34,567	0			34,567		
	MUSEUM/HERITAGE	22,300	99,636	-121,653	-22,017	44,320			22,303		
	PRECEPT	-807,860	0	-807,860	-807,860				-807,860		
	TOTAL	0	1,080,936	-1,005,109	75,827	-60,412			15,415		

RESERVES & PROVISIONS AT 31 MARCH 2020			
		BALANCE	BALANCE
CODE		AT 1/4/19	AT 31/3/20
		£	£
310	GENERAL FUND	130,081	130,081
330	BALANCING POND MAINT. RESERVE	40	0
340	NEW SERVICES RESERVE	122,778	99,240
350	TREE PLANTING RESERVE	7,391	0
362	MUSEUM/HERITAGE RESERVE	190,344	220,564
363	TOURISM RESERVE	4,735	4,735
365	BUS SHELTERS	0	9,000
383	WARD GRANTS RESERVE	1,386	9,792
385	TOWN GRANTS RESERVE	2,700	1,096
386	FTC ELECTIONS	18,834	0
387	ARMED FORCES' DAY RESERVE	12,035	0
390	SALT BINS	6,313	6,313
391	FLOWERBEDS	4	0
392	LEAS FLOWER POWER	2,549	0
393	ANTI-LITTER CAMPAIGN	2,000	2,000
403	CCTV EQUIPMENT/MAINTENANCE	53,470	19,657
405	CHRISTMAS EVENTS	4,731	3,367
499	PROVISION FOR OUTSTANDING INVOICES	6,136	5,166
TOTAL		565,527	511,011

NAME	WARD	BALANCE AT START (INC. B/F FROM PREV. YEAR)	AMOUNT GRANTED TO DATE	AMOUNT LEFT TO GRANT AT 30/4/20
<u>ABENA AKUFFO-KELLY</u>	<u>Folkestone Central</u>	£1,463.00	£0.00	£1,463.00
<u>ANN BERRY</u>	<u>Folkestone Broadmead</u>	£902.00	£0.00	£902.00
<u>PAUL BINGHAM</u>	<u>Cheriton West</u>	£1,546.00	£0.00	£1,546.00
<u>DAN BROOK</u>	<u>Folkestone Central</u>	£2,313.00	£0.00	£2,313.00
<u>MICHELLE KEUTENIUS</u>	<u>East Folkestone</u>	£1,706.00	£0.00	£1,706.00
<u>RAY FIELD</u>	<u>Folkestone Harbour</u>	£1,737.00	£0.00	£1,737.00
<u>PETER GANE</u>	<u>Cheriton West</u>	£2,161.00	£0.00	£2,161.00
<u>JONATHAN GRAHAM</u>	<u>Cheriton East</u>	£3,271.00	£0.00	£3,271.00
<u>DAVID HORTON</u>	<u>Folkestone Central</u>	£1,713.00	£0.00	£1,713.00
<u>DYLAN JEFFREY</u>	<u>East Folkestone</u>	£2,106.00	£0.00	£2,106.00
<u>NICOLA KEEN</u>	<u>Folkestone Harbour</u>	£1,137.00	£0.00	£1,137.00
<u>MARY LAWES</u>	<u>Folkestone Harbour</u>	£937.00	£250.00	£687.00
<u>CONNOR McCONVILLE</u>	<u>East Folkestone</u>	£1,906.00	£0.00	£1,906.00
<u>JACKIE MEADE</u>	<u>East Folkestone</u>	£1,256.00	£0.00	£1,256.00
<u>TIM PRATER</u>	<u>Folkestone Harvey West</u>	£594.00	£0.00	£594.00
<u>BELINDA WALKER</u>	<u>Folkestone Central</u>	£1,738.00	£0.00	£1,738.00
<u>RICHARD WALLACE</u>	<u>Folkestone Broadmead</u>	£1,145.00	£0.00	£1,145.00
<u>ROGER WEST</u>	<u>Cheriton West</u>	£1,961.00	£0.00	£1,961.00
TOTAL		£29,592.00	£250.00	£29,342.00

**Bank Reconciliation Statement as at 31/03/2020
for Cashbook 1 - Current Bank Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
HSBC Current Account	31/03/2020	397	11,857.71
			<u>11,857.71</u>
<u>Unpresented Cheques (Minus)</u>			<u>Amount</u>
16/07/2019 104745	Hythe Venetian Fete Society	40.00	
17/12/2019 104795	East Kent College	80.00	
25/02/2020 104808	S.A.Friedrich	280.00	
11/03/2020 104809	HM Courts & Tribunals Service	90.00	
			<u>490.00</u>
			11,367.71
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			11,367.71
		Balance per Cash Book is :-	11,367.71
		Difference Excluding Adjustments is :-	0.00
<u>Adjustments to Reconciliation</u>			
27/07/2012 103035A	Chq cashed £78.70 not £78.10	-0.60	
			<u>-0.60</u>
		Unreconciled Difference is :-	<u>0.60</u>

**FOLKESTONE TOWN COUNCIL
STATEMENT OF INTERNAL CONTROL
FOR THE YEAR ENDING 31st MARCH 2020**

1. SCOPE OF RESPONSIBILITY

Folkestone Town Council (the Council) is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively.

In discharging this overall responsibility, the Council is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Council's functions and which includes arrangements for the management of risk.

2. THE PURPOSE OF THE SYSTEM OF INTERNAL CONTROL

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives; it can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of the Council's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

The system of internal control has been in place at the Council for the year ended 31 March 2020 and up to the date of approval of the annual report and accounts and, except for the details of significant internal control issues at section 5, accords with proper practice.

3. THE INTERNAL CONTROL ENVIRONMENT

The Council:

The Council has appointed a Town Mayor, who is responsible for the smooth running of Full Council meetings and for ensuring that all Council decisions are lawful. A Chairman is appointed by each of its Committees to assume similar responsibilities.

The Council reviews its obligations and objectives and approves budgets for the following year at its December Finance and General Purposes Committee meeting. The January meeting of the Full Council approves the level of precept for the following financial year.

The Full Council meets seven times each year and receives the minutes of each of its Committees for monitoring purposes.

The Council carries out regular reviews of its internal controls, systems and procedures.

Clerk to the Council / Responsible Financial Officer:

The Council has appointed a Town Clerk who acts as the Council's advisor and administrator. The Clerk is the Council's Responsible Financial Officer and is responsible for administering the Council's finances. The Clerk is responsible for the day to day compliance with laws and regulations that the Council is subject to and for managing risks. The Clerk also ensures that the Council's procedures, control systems and policies are adhered to.

Payments:

All payments are reported to the Finance and General Purposes Committee. Two signatories of the Council must authorise payments and sign each cheque (where this method of payment is used).

Risk Assessments / Risk Management:

The Council carries out regular risk assessments in respect of actions and regularly reviews its systems and controls.

Internal Audit:

The Council appointed an independent Internal Auditor who reported to the Council on the adequacy of its:

- records
- procedures
- systems
- internal control
- regulations
- risk management
- reviews

The effectiveness of the internal audit system is reviewed annually.

External Audit:

The Council's External Auditor, PKF Littlejohn LLP, submits an annual Certificate of Audit, which is presented to the Finance and General Purposes Committee.

4. REVIEW OF EFFECTIVENESS

The Council has responsibility for conducting an annual review of the effectiveness of the system of internal control. The review of the effectiveness of the system of internal control is informed by:

- the Full Council and its Committees;
- the Town Clerk / Responsible Financial Officer who has responsibility for the development and maintenance of the internal control environment and managing risks;
- the independent Internal Auditor who reviews the Council's system of internal control;

- PKF Littlejohn LLP, the Council's external auditor, who makes the final check using the Annual Return, a form completed and signed by the Responsible Financial Officer, the Town Mayor and the Internal Auditor. The external auditor issues an annual audit certificate;
- the number of significant issues that are raised during the year.

5. SIGNIFICANT INTERNAL CONTROL ISSUES

No significant internal control issues were identified during the 2019/20 financial year.

Whilst no significant internal control issues were identified during the year the Council strives for the continuous improvement of the system it has adopted for internal control and has addressed all the minor issues and weaknesses raised and reported during the review process.

Town Mayor

Date:.....

Town Clerk

Date:.....