

# FOLKESTONE TOWN COUNCIL

Date of Publication: 8 June 2023

## AGENDA

Meeting: **Folkestone Town Council**  
Date: **15 June 2023**  
Time: **6.30 p.m.**  
Place: **Town Council Offices, 1/2 Guildhall Street, Folkestone**

To: **Town Councillors**

**YOU ARE HEREBY SUMMONED** to attend a meeting of the Folkestone Town Council on the date and at the time and place shown above to transact the business shown on the agenda below. The meeting will be open to the press and public.

Any member who wishes to have information on any matter arising on the agenda which is not fully covered in these papers is requested to contact the Town Clerk.

Stephen Nash

**S Nash**  
**Town Clerk**

1. **APOLOGIES FOR ABSENCE**  
To receive and approve any apologies for absence.
2. **DECLARATIONS OF INTEREST**  
To receive any declarations of either personal or prejudicial interest that Members may wish to make.
3. **MINUTES**  
To receive the Minutes of the Annual Council Meeting held on 16<sup>th</sup> May 2023 and to authorise the Town Mayor to sign them as a correct record.

**4. INTERNAL AUDITOR'S REPORT**

The Internal Auditor's Report for 2022/23 is attached for the Council's information.

**5. STATEMENT OF INTERNAL CONTROL**

To review the effectiveness of the system of Internal Control. Councillors are asked to consider the attached Statement of Internal Control in support of the Annual Governance Statement. The Chairman of the meeting and the Town Clerk to sign.

**6. ANNUAL GOVERNANCE STATEMENT 2022/23**

To approve the Annual Governance Statement for 2022/23 (Section 1 of the Annual Return for the year ending 31 March 2023).

The Chairman of the meeting and the Town Clerk to sign.

**7. STATEMENT OF ACCOUNTS AND ANNUAL RETURN 2022/23**

To approve the Statement of Accounts for 2022/23, the Annual Return for 2022/23 (Section 2 of the Annual Return for the year ending 31 March 2023) and the supporting Bank Reconciliation.

The Chairman of the meeting to sign.

**8. PERIOD OF EXERCISE OF PUBLIC RIGHTS**

For information, the dates set for the period of exercise of public rights are 19 June 2023 to 28 July 2023, during which time members of the public may inspect accounting records by prior arrangement.

**9. STANDING ORDERS**

To approve the amendments to the Standing Orders.

**10. GENERAL POWER OF COMPETENCY**

To re-affirm the Council fully meets the terms of GPC and grants itself the power to use GPC in delivering services.

**11. ANNUAL REPORT 2022/23**

The 2022/23 Annual Report is attached for noting.

**12. DATE AND TIME OF NEXT MEETING**

21 September 2023 – Ordinary Full Council Meeting

**Councillors on Committee:**

Cllr Abena Akuffo-Kelly

Cllr Charlie Bain Smith

Cllr Bridget Chapman

Cllr Jane Darling

Cllr Laura Davison

Cllr Christine Dickinson

Parking available for Councillors @ 6.00pm on the precinct area at the front of the Town Hall.

Cllr Peter Gane  
Cllr Nicola Keen  
Cllr Keiran Leigh  
Cllr Adrian Lockwood  
Cllr Connor McConville  
Cllr Liz McShane  
Cllr Lucy McGirr  
Cllr Jackie Meade  
Cllr Tim Prater  
Cllr John Renshaw  
Cllr Belinda Walker  
Cllr Roger West

Parking available for Councillors @ 6.00pm on the precinct area at the front of the Town Hall.

## **Folkestone Town Council**

**MINUTES of the Annual Assembly of the Town Meeting for the Parish and Town of Folkestone held at the Town Hall, Folkestone on Tuesday, 16<sup>th</sup> May 2023 at 7 p.m.**

**PRESENT:** Councillors Abena Akuffo-Kelly, Jane Darling, Peter Gane, Kieran Leigh, Adrian Lockwood, Nicola Keen, Connor McConville, Jackie Meade, Lucy McGirr, Tim Prater, Belinda Walker, Roger West.

**In attendance:** Steve Nash (Town Clerk)

Councillor Nicola Keen, the retiring Town Mayor welcomed everyone to the 20<sup>th</sup> Annual Meeting of the Folkestone Town Council and gave a summary of her year as Mayor, she felt very honoured and privileged to have been given the opportunity to be Mayor. Councillor Nicola Keen thanked Councillors and the Acting Town Clerk and officers for all their support during her term of office as well as the Deputy Town Mayor, Cllr Belinda Walker for her support during the year and Cllr Jackie Meade for her support. Cllr Keen presented Mrs Ann Berry with flowers for all her hard work since the Town Council was first set up. Cllr Keen also presented gifts to the Deputy Town Mayor, Cllr Belinda Walker and Cllr Jackie Meade.

### **Prayers**

Prayers were led by Cllr Jackie Meade.

### **1933. ELECTION OF TOWN MAYOR 2023/24 AND DECLARATION OF ACCEPTANCE OF OFFICE**

The Town Mayor, Cllr Nicola Keen, called upon Town Councillors to submit their nominations for the election of the Town Mayor of Folkestone for the 2023/24 municipal year.

**RESOLVED: That Councillor Belinda Walker be appointed Town Mayor for Folkestone Town Council 2023/24 until the next Annual Meeting and the acceptance of office by her successor.**

Proposed: Councillor Nicola Keen

Seconded: Councillor Lucy McGirr

Voting: F: 11, Ag: 0, Ab: 1

Councillor Belinda Walker signed and dated the Declaration of Acceptance of Office in the presence of the Town Clerk.

Councillor Nicola Keen spoke in support of her nomination of the Town Mayor and Councillor Lucy McGirr spoke as seconder to the motion.

The Town Mayor reported that her charities for the year would be the Rainbow Centre, AGE UK Marigold Centre and Folkestone Spectrum Arts.

The newly elected Town Mayor, Councillor Belinda Walker, then thanked Councillors for their kind words of support and moved a vote of thanks to the

retiring Town Mayor.

Councillor Lucy McGirr seconded the vote of thanks to the outgoing Town Mayor and Consort and gave a speech on their achievements over the year.

Councillor Nicola Keen was then presented with her Past Mayor's Badge.

Mr Dominic Langley was then presented with his past Consort lapel badge and thanked for the support he had given to the Mayor.

**1934. ELECTION OF DEPUTY TOWN MAYOR 2023/24 AND DECLARATION OF ACCEPTANCE OF OFFICE**

The Town Mayor, Councillor Walker, called upon Town Councillors to submit their nominations for the election of the Deputy Town Mayor of Folkestone.

**RESOLVED: That Councillor Abena Akuffo-Kelly be appointed Deputy Town Mayor for Folkestone Town Council 2023/24 until immediately after the election of a Town Mayor at the next Annual Meeting of Folkestone Town Council.**

Proposed: Councillor Nicola Keen

Seconded: Councillor Jackie Meade

Voting: F: 11, Ag: 0, Ab: 1

The Town Mayor congratulated Councillor Abena Akuffo-Kelly who signed and dated the Declaration of Acceptance of Office in the presence of the Town Clerk, she then thanked Town Councillors and the Town Clerk for their support and kind words.

Councillor Nicola Keen spoke in support of her nomination of the Deputy Town Mayor; Councillor Jackie Meade also spoke in support of the motion.

**1935. APOLOGIES FOR ABSENCE**

Apologies were received for Councillors Chapman, Dickinson, Renshaw and Bain Smith due to pre-booked holidays and Cllr McShane due to work commitments.

**RESOLVED: To accept these apologies and extend the time for Cllr Dickinson to sign the Declaration of Acceptance by two weeks.**

Proposed: Councillor Jackie Meade

Seconded: Councillor Lucy McGirr

Voting: F:12, Ag:0, Ab:0

**1936. DECLARATIONS OF INTEREST**

No declarations were made.

**1937. APPOINTMENT OF:**

**a) TOWN MAYOR'S CHAPLAIN**

The Town Mayor announced the appointment of Revd Dr John Walker as her

Chaplain for the ensuing year.

**b) CONSORT**

The Town Mayor will have a small group of Councillors to act as her Consort over the year.

**c) CADET**

The Town Mayor announced the appointment of Able Cadet Ilya Ovsyannikov from Folkestone and Hythe Sea Cadets as her Cadet for the ensuing year.

**1938. MINUTES**

The Full Council was asked to receive the Minutes of an Ordinary Meeting of the Council held on 16<sup>th</sup> March 2023 and to authorise the Town Mayor to sign them as a correct record.

**RESOLVED: That the Minutes of the Ordinary Council meeting held on 16<sup>th</sup> March 2023 be received and signed as a correct record.**

Proposed: Councillor Jackie Meade

Seconded: Councillor Nicola Keen

Voting: F: 12, Ag: 0, Ab: 0

**1939. TOWN MAYOR'S ANNOUNCEMENTS**

Town Councillors were requested to note the following dates for forthcoming Civic Events.

William Harvey Sunday	4 June 2023
Normandy Veterans Day	6 June 2023
Armed Forces Day (Folkestone)	25 June 2023
Canada Day	30 June 2023
Town Sunday	2 July 2023
VJ Day	15 August 2023
Battle of Britain Day	15 September 2023
Dedication of Garden of Remembrance	5 November 2023
Machine Gun Corps	11 November 2023
Remembrance Sunday	12 November 2023
Holocaust Memorial Day	26 January 2024

The events were noted.

**1940. APPOINTMENTS TO COMMITTEES & SUB COMMITTEES**

**RESOLVED: To defer the appointment of Councillors to the Grievance Panel to the next Finance and General Purposes Committee.**

Proposed: Councillor Roger West

Seconded: Councillor Jackie Meade

Voting: F: 12, Ag: 0, Ab: 0

**RESOLVED: To approve the appointments to Committees and Sub Committees schedule for 2023/24.**

Proposed: Councillor Nicola Keen  
Seconded: Councillor Lucy McGirr  
Voting: F: 12, Ag: 0, Ab: 0

**1941. APPOINTMENTS TO OUTSIDE BODIES 2023/24**

The Town Council was asked to appoint Councillors to the following outside bodies.

- i. Kent Association of Local Councils (two Councillors)

**RESOLVED: That Councillors Abena Akuffo-Kelly and Jane Darling be appointed as representative for KALC for the ensuing year.**

- ii. Trustees for the John Bowley and Sherwood Almshouses (three Councillors)

**RESOLVED: To appoint the existing representatives, as per the request from the Trustees of John Bowley and Sherwood Almshouses of Cllr Roger West, Mr Paul Bingham and Mr Richard Wallace.**

- iii. Municipal Charities (four Councillors and Mayor)

**RESOLVED: That Councillors Belinda Walker, Adrian Lockwood, Lucy McGirr, Nicola Keen and one more to be appointed at a future Council meeting, be appointed as representative for the Municipal Charities for the ensuing year.**

- iv. Folkestone Twinning Association (one Councillor)

**RESOLVED: That Councillor Adrian Lockwood be appointed as representative for the Folkestone Twinning Association for the ensuing year.**

- v. Folkestone Community Led Local Development (Mayor)

**RESOLVED: That Councillor Belinda Walker be appointed as representative for the Folkestone CLLD for the ensuing year.**

Proposed: Councillor Roger West  
Seconded: Councillor Peter Gane  
Voting: F: 12, Ag: 0, Ab: 0

**1942. APPOINTMENT OF BANK SIGNATORIES**

To authorise the signatories on bank payments as follows:

- Town Mayor, Deputy Town Mayor and serving Past Mayor
- Chairman and Vice Chairman of Finance and General Purposes Committee
- Chairman and Vice Chairman of Planning Committee
- Chairman and Vice Chairman of Community Services Committee

- Chairman and Vice Chairman of Climate and Environment Committee

**RESOLVED: That the above Councillors be authorised as cheque signatories.**

Proposed: Councillor Jackie Meade  
 Seconded: Councillor Alan Lockwood  
 Voting: F: 12, Ag: 0, Ab: 0

It would be necessary to continue with the current signatories on the mandate until Committee Chairmen and Vice-Chairmen were appointed and the bank has made the necessary changes.

#### **1943. POLICY REVIEW**

In line with NALC (National Association of Local Councils) guidance, Council's policies require re-adoption annually. No changes are recommended at this time however Cllr McConville requested that the Standing Orders are reviewed over the coming year.

**RESOLVED: To re-adopt the Council's policies for 2023/24 including the Standing Orders and Financial Regulations.**

Proposed: Councillor Laura Davison  
 Seconded: Councillor Connor McConville  
 Voting: F: 12, Ag: 0, Ab: 0

#### **1944. SCHEDULE OF MEETINGS FOR THE MUNICIPAL YEAR 2023/24**

The Schedule of Meetings was noted.



#### **1945 DATE AND TIME OF NEXT MEETING**

23<sup>rd</sup> May 2023 – Annual Assembly  
 15<sup>th</sup> June 2023 – AGAR (Annual Governance and Accountability Return)

The meeting ended at 8.30pm

.....Town Mayor



<b>Risk Assessment</b>  <b>HIGH</b> 0 <b>MEDIUM</b> 0  <b>LOW</b> 16	<p style="text-align: center;"><b>Folkestone Town Council</b>  <b>INTERNAL AUDIT 2022-2023</b>  <b>AUDIT PLAN WITH COMMENTS / FINDINGS</b></p> <p>I am pleased to report to Members of the Folkestone Town Council (the "Council"), that I have completed my year-end internal audit of the Council's records for the twelve month period to 31 March 2023, following my audit visit and subsequent conversations on 30 May 2023.</p> <p>Councillors should be aware that my work cannot be relied upon to identify the occasional omission or insignificant error, nor do I actively seek evidence of breaches of trust or statute, neglect or fraud, which may have taken place. It is the responsibility of the Councillors of the Council to guard against such events, but if during my audit testing such events are discovered I am duty bound to disclose such events to the Council.</p> <p>I would like to take this opportunity to thank the Acting Town Clerk &amp; Finance Officer Mr P Cross for his assistance given to me during my audit visit.</p> <p><i>During my visit I advised the Town Clerk that this would be my last Internal Audit visit as I am proposing to wind-down my auditing work after the completion of the 2022-23 Year-end Audit season. It has been a pleasure working with the Council over the last 12 years. My first audit visit was in May 2011 long before the Council moved into the Town Hall Buildings.</i></p>		
Area	Item	Comments / Findings Year-end Audit 31 March 2023	
Previous Audits	<ul style="list-style-type: none"> <li>• Date of last External Audit Certificate or Exemption Certificate for 2021-22</li> <li>• Comments if any</li> <li>• Publication on website.</li> <li>• Date of last Internal Audit Comments if any</li> <li>• Review of any items outstanding from previous internal / external audit reports.</li> </ul>	<p>PKF Littlejohn signed off the Report &amp; Certificate 2021-22 on 31 August 2022.  Received by F&amp;GP – 22 Oct 2022 (Min 1508) and the F&amp;GP Mins were approved by full Council on 23 Jan 2023 Min 1908.</p> <p>There were no comments.  All the relevant AGAR paperwork has been correctly published on the Council's website</p> <p>Internal Audit Report for 2021-22 issued in June 2022 considered by the Council 16 June 2022 Min 1879</p>	

Minutes	<ul style="list-style-type: none"> <li>• Scan of the minutes of the Council's meetings and the Finance Committee.</li> <li>• <b>General Power of Competence (GPC) ?</b></li> <li>• Dispensations</li> <li>• S.40 LA&amp;A Act 2014 filming/recording</li> </ul>	<p>All minutes are drafted and put on the website within 2 days of a meeting so Councillors and the public can see what was agreed.</p> <p>GPC approved by Council 14 May 2019 (Min 1590), will need to be renewed once an appropriately qualified Town Clerk is in post.</p>
Code of Conduct Acceptance of Office	<ul style="list-style-type: none"> <li>• Date adopted</li> <li>• Any changes in elected/co-opted members since last Audit ?</li> <li>• DPI's complete</li> <li>• DPI's on website or weblink</li> <li>• New Governance Compliance</li> <li>• NEXT ELECTION ?</li> </ul>	<p>18 Councillors elected in May 2019. The only changes since my last visit have been the disqualification of Cllrs Keutenius and Brook - notice of vacancy issued 5 Dec 2022.</p> <p>Council 11 Jan 2023 Min 1912 decided not to seek co-option for the vacancies in East Folkestone and Central Wards due to the forthcoming All Council Election on 4 May 2023.</p> <p>The normal DPI link provided against each Councillor profile shown on the website is currently being updated following the recent May 2023 Election, when all 18 seats were contested. 8 existing Cllrs were re-elected with 10 new Councillors. It is normal that new DPIs are completed including the 8 re-elected Councillors.</p>
Standing Orders and Financial Regulations	<ul style="list-style-type: none"> <li>• Have they been formally adopted and applied?</li> <li>• Have any changes been made since they were adopted or the last audit?</li> <li>• Have any changes been formally adopted by the Council?</li> <li>• <b>Virtual Meetings / Delegation to Clerk/RFO still in place ?</b></li> <li>• <b>Updated re New NALC Models SO's 2018, Fin Regs 2019 ?</b></li> <li>• Two signature rule still in place?</li> </ul>	<p><b>4<sup>th</sup> May 2023 All 7 wards were contested</b></p> <p>Council 10 May 2022 Min 1862 refers to a review of all the Council's Policies with a link to the Council's website to enable Councillors to view the policies, which specifically mentions the adoption of revised Standing Orders and Financial Regulations, which were attached to the Agenda Papers.</p> <p>Standing Order 18 amendment approved by F&amp;GP Comm 16 June 2022 Min 1482 concerning the procurement position post Brexit.</p> <p>Council 16 May 2023 Min 1943 re-adopted the Standing Orders and Financial Regulations subject to the Standing Orders being reviewed over the coming year.</p> <p>Amendments were made to the Town Clerks Scheme of Delegation by Council 10 May 2022 Min 1862 with a detailed Minute to be in place "until such time as the Council can realistically meet face to face".</p> <p>The Town Clerk advised that the Scheme of Delegation remains in place even though the Council and Committees are holding face to face meetings.</p>

<p><b>Risk Management</b></p>	<ul style="list-style-type: none"> <li>• <b>Risk Assessments</b> – Are they:             <ul style="list-style-type: none"> <li>○ Carried out regularly?</li> <li>○ Adequate?</li> <li>○ Reported in the minutes?</li> <li>○ <b>Inspections of play equipment etc if carried out by staff/Cllrs have they been trained, accredited?</b></li> <li>○ <b>ANNUAL REVIEW ?</b></li> </ul> </li> <li>• Insurance cover – is it:             <ul style="list-style-type: none"> <li>○ Appropriate/Adequate?</li> <li>○ LTA in place?</li> <li>○ Reviewed regularly?</li> <li>○ Fidelity Guarantee Cover £ (Balances + ½ Precept)</li> </ul> </li> <li>• Internal controls – are they:             <ul style="list-style-type: none"> <li>○ Documented?</li> <li>○ Adequate?</li> <li>○ Reviewed regularly?</li> <li>○ <b>Statement of Internal Control (SIC)?</b></li> </ul> </li> <li>• Systems and Procedures – are they:             <ul style="list-style-type: none"> <li>○ Documented?</li> <li>○ Adequate?</li> <li>○ Followed?</li> <li>○ Reviewed regularly?</li> </ul> </li> </ul>	<p>Annual Review of the Governance &amp; Accountability Risk Assessment and Insurance Review - Council 23 March 2023 Min 1929 with the addition of the new play park equipment and approval of the Insurance Review.</p> <p>Weekly checks on the play equipment are undertaken by Harmer &amp; Sons Ltd (ROSPA qualified), there is a separate ROSPA inspection. A Council Officer has undertaken ROSPA training who does an additional quarterly inspection. The Council has PSS live+ which is being developed to allow the weekly checks to be submitted electronically rather than weekly paper sheets</p> <p>Zurich Municipal insurance Long-term Agreement (LTA) was renewed for a period of 5 years to 28 July 2026, there was no formal minute approving the new LTA at the time. The policy includes motor insurance, the current policy expires 28 July 2023.</p> <p>Fidelity cover has been increased to £2m (NB Public Liability - £12m and Employers Liability - £10m)</p> <p>Council approved the Statement of Internal Control on 16 June 2022 (Min 1880)</p> <p>Many policies and procedures in place and most are listed on the Council's website covering GDPR, HR, Governance and General areas. The Town Clerk prepares an annual Policy Review Report covering all the policies eg 10 May 2022 Min 1862, which included the adoption of revised Standing Orders and Financial Regulations. Scheduled Review – Council 16 May 2023 Min 1943.</p>
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<b>Budgetary Controls</b>	<ul style="list-style-type: none"> <li>Is the annual budgeting process reported and approved by the Council? <ul style="list-style-type: none"> <li>Budget/Precept amounts minuted?</li> <li>Review of All Reserves included as part of the Budget Setting Process?</li> </ul> </li> <li>Is the actual performance against the budgets reported to the Council during the year <ul style="list-style-type: none"> <li>Compare with Fin Regs?</li> </ul> </li> <li>Are significant variances explained in sufficient detail?</li> <li>Ongoing Covid-19 implications ?</li> </ul>	<p>Regular Budget Monitoring – expenditure &amp; income to 31 July 2022 considered by F&amp;GP 1 Sept 2022 Min 1495, period to 30 Sept 2022 – F&amp;GP 20 Oct 2022 Min 1506, period to 30 Nov 2022 – F&amp;GP 15 Dec 2022 Min 1520</p> <p>Budget Monitoring Period to 31 March 2023 compared to figures for 2018-19 Fin Year at the request of Cllrs – F&amp;GP 20 April 2023 Min 1541</p> <p><b>Budget &amp; Precept 2023-24</b></p> <p>Budget 2023-24 considered by F&amp;GP 15 Dec 2022 Min 1525 asked for options ranging from 0.5% to 5% increases deferred to Council Jan 2023.</p> <p><b>Council 11 Jan 2023 Min 1915 approved for 2023-24 –</b></p> <p>Budget £958,370 (22-23 £941,550), Precept of £952,970 (22-23 £915,510) being a 3% increase for a Band D property = £65.79 for 2023-24</p>
<b>Section 137 expenditure</b> <b>£8.82 FOR 2022-23</b> <b>(£8.41 FOR 2021-22)</b>	<ul style="list-style-type: none"> <li>What is the cash limit for the year?</li> <li>Is a separate account/analysis kept?</li> <li>Has the cash limit been exceeded?</li> <li>Have the spending powers been properly used and Minuted?</li> </ul>	<p>S137 expenditure amounted to £4,000</p> <p><b>For Info. The S137 limit for 2023-24 has recently been announced as £9.93 a 12.5% increase (the RPI increase Sept 2021 to 2022)</b></p>
<b>Book keeping</b>	<ul style="list-style-type: none"> <li>Cashbook - is it: <ul style="list-style-type: none"> <li>Fit for purpose?</li> <li>Up to date?</li> <li>Arithmetically correct?</li> <li>Balanced regularly?</li> </ul> </li> <li>Turnover above £200k pa ?</li> <li>Income &amp; Expenditure basis of accounting?</li> <li>Record keeping and the arrangements in place to store previous year's accounts etc.</li> </ul>	<p>Rialtas Business Solutions – Omega Accounts package.</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p><b>Income &amp; Expenditure accounting in place.</b></p>

<p><b>Petty Cash</b></p>	<ul style="list-style-type: none"> <li>Has the amount of petty cash float been agreed?</li> <li>Are all petty cash entries recorded?</li> <li>Are payments made from petty cash fully supported by receipts / VAT invoices?</li> <li>Are petty cash reimbursements signed for?</li> <li><b>Date of last petty cash reimbursement ?</b></li> <li>Is petty cash balance independently checked regularly</li> </ul>	<p>There are two petty cash floats in place. £100 cash float for the Museum and an office float managed by the Finance Officer covering the rest of the Council's activities that require cash purposes usually to expedite minor issues.</p> <p>The latter float was up to £500 but has been wound down considerably during the "lockdown" and home-working arrangements. A new system was introduced to pay incidental expenses incurred by staff and Councillors via the HSBC internet banking rather than cash re-imbursements, greatly reducing the need for a cash float. This float had reduced to £48 by 31 March 2023.</p> <p>Both floats are included in the year-end Bank Reconciliation.</p>
<p><b>Payroll</b></p>	<ul style="list-style-type: none"> <li><b>Who is on the payroll and are contracts of employment in place?</b></li> <li>Who is the RFO?</li> <li><b>Annual Appraisal in place ?</b></li> <li>Have there been any changes to the establishment and/or changes to individual contracts during the year?</li> <li><b>Members Allowances in place and paid via payroll system?</b></li> <li>Have new appointments and changes to contracts been approved and minuted?</li> <li>Do salaries paid agree with those approved by the Council?</li> <li>Have PAYE/NIC requirements been properly applied and accounted for?</li> <li>Payroll outsourced?</li> <li><b>WORKPLACE PENSION IN PLACE</b></li> </ul>	<p>The Personnel Sub-committee approved a 9 month trial of a new ways of working hybrid model on the 29 April 2021 Min 509 Report P/21/288 which includes a mix of office/home working and flexible hours. The Town Clerk to report back to the Personnel Sub-committee in due course, but due to the Town Clerk's sickness absence, the agenda item for the 1 Sept 2022 Personnel Sub-committee was deferred. However, the Personnel Sub-committee meeting held on 20 Oct 2022 Min 556 agreed to a further 9 month extension of the arrangements. I assume this will be reviewed again once the new Town Clerk is in post.</p> <p><b>Staff changes since May 2022 –</b></p> <p>Personnel Sub-committee 29 Sept 2022, ratified by F&amp;GP 20 Oct 2022 Min 1512 1) agree additional pay for posts F07 (retitled Acting Town Clerk and Finance Officer) and F09 (Assistant Clerk) during the long absence of Town Clerk (off sick from June 2022). The Town Clerk has since retired on the grounds of ill-health on 31 January 2023. Personnel Sub- committee 20 Oct 2022 Min 557 – Town Sergeant to become part-time and restricted to the 700 hours max. pa as approved by F&amp;GP 16 June 2022 Min 1484. A new position of Estates &amp; Security Officer was created (35hrs pw), Neil Shuttleworth was appointed from 3 Jan 2023.</p> <p>Personnel Sub-committee 2 March 2023 Min 570 redesignated the Assistant Clerk to Deputy Town Clerk effective from 1 July 2023. Min 571 the Acting Town Clerk and Finance Officer to retire by 30 June 2023.</p> <p>Mr Steve Nash has been appointed as Town Clerk &amp; RFO and Mr Roland Domingo appointed as the Finance Officer both are due to start on 1 June 2023</p> <p>Officers and contact details are available on the website. All have a "generic email address -- <a href="mailto:phil.cross@folkestone-ic.gov.uk">phil.cross@folkestone-ic.gov.uk</a> )</p> <p>The payroll function is partially outsourced to Payroll Services (UK) Ltd based in Cardiff.</p> <p>The LGPS scheme is in place as the WorkPlace Pension. There are 10 Scheme members</p>

<p><b>Payments</b></p>	<ul style="list-style-type: none"> <li>Are all payments recorded and supported by appropriate documentation?</li> <li>Are payments minuted?</li> <li>Review of DD's and SO's ?</li> <li><b>STAFF costs definition for inclusion in Box 4 for 2022-23, check parity for 2021-22 ?</b> Currently includes salary, tax, NIC &amp; Pension (employee &amp; ers) + taxable benefits ( home working allowance, broadband &amp; phone allowance etc NOT incl.</li> <li>Has VAT been identified, recorded and reclaimed?</li> <li>Have internal control procedures been adhered to?</li> <li>Contracts: <ul style="list-style-type: none"> <li>What contracts exist?</li> <li>Compliance with SO's</li> <li>Have any new contracts or contract variations/extensions been awarded in the year?</li> <li>Procedures adopted for letting of contracts</li> <li>Have contract payments been made in accordance with the contract document?</li> </ul> </li> </ul>	<p>The payments for £250 and over are listed on the website. Regular use of the "credit card" during 2022-23 listed as one of the monthly payments controlled by the Town Clerk and Finance Officer.</p> <p>Schedules of payments made in between Council Meetings are provided to Councillors as part of the agenda.</p> <p>DD's and SO's in place especially for utility services.</p> <p>The Rialtas Business Solutions accounting package complies with the Box 4 staffing cost definition.</p> <p><b>VAT claims during 2022-23</b>  1 Apr – 30 June 2022 - £11,764 received 19 July 2022  1 July – 30 Sept 2022 - £18,844 received 19 Oct 2022  1 Oct – 31 Dec 2022 - £27,523 received 17 Jan 2023  1 Jan – 31 Mar 2023 - £50,391 received 17 April 2023 (in 2023-24 a/cs)</p> <p><b>A sample of regular contractors-</b>  Ashford BC – CCTV monitoring  Clearview Communications – CCTV maintenance and new installations  Daisy Communications- phone &amp; broadband services  Harner &amp; Sons Ltd – Grounds Mtce. &amp; play equipment safety inspections  ADM Computer Services Ltd – IT support  FairFX (aka Equals) – Credit Card top-up  Commercial Services – vehicle lease  Orbit Folkestone Ltd – Museum website development  Safeplay Playground Services - Play Park tender as approved by F&amp;GP 16 June 2022 Min 1483 (£229,023)  Martello Building Consultancy – Play Parks consultancy</p>
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Receipts	<ul style="list-style-type: none"><li>Are all receipts recorded correctly?</li><li>Are all receipts promptly banked?</li><li>Precept, CTSG and Sect 106 &amp; CIL payments</li><li>Are income records inc allotments, burials, hirings adequate?</li><li>Are invoicing arrangements adequate?</li><li>Ongoing Covid-19 implications?</li></ul>	<p>A Receipts Bank Account has been set up primarily for card payments (including online bookings). It is also used for cash payments made through the till.</p> <p>Apart from the Precept the other main sources of income to the Council in 2022-23 included - income from Allotments (£10,634), rental receipts from the cinema (inc service charges) £15,809, Museum/Heritage sales £7,172, CIL £65,741, CCTV funding £28,085 and other £9,892.</p> <p>Allotment billing encourages “cashless payments” and paperless tenancies.</p> <p>Allotment 2023-24 rent review – no change agreed F&amp;GP 15 Dec 2023 Min 1524</p>												
Bank reconciliation & PWLB loans	<ul style="list-style-type: none"><li>What current/deposit accounts exist?</li><li>Investment Strategy recommended where bank balances are in excess of £100k. FSCS aware ?</li><li>Are bank reconciliations regularly carried out for each account?</li><li>Level of Balances to Precept ratio</li><li>Are the cheque counterfoils, paying-in books and bank statements adequately referenced?</li><li>When was the last review of the banking arrangements?</li><li>Internet Banking/Corporate Card and if in place Financial Regs updated ?</li><li>Signature review (Two signatures required?)</li><li>Any PWLB loans ?</li></ul>	<p>The Bank balances as at 31 March 2023 were –</p> <table><tr><td>HSBC current a/c (4530)</td><td>- £101,232</td></tr><tr><td>HSBC receipts a/c (9811)</td><td>- £1,000</td></tr><tr><td>HSBC Deposit a/c (1654)</td><td>- £50,000</td></tr><tr><td>Short-term deposits</td><td>- £500,000 (held with the F&amp;H District Council)</td></tr><tr><td>Cash Floats and pre-paid Credit Card</td><td>- £1,648</td></tr><tr><td><b>TOTAL</b></td><td><b>- £653,880 (last year = £867,510)</b></td></tr></table> <p>The latest Treasury Management Report and Investment Policy (Council 16 March 2023 Min 1930) includes an emphasis on ethical investments</p> <p>Very few cheques are issued, the Council is actively requesting BACS details wherever possible.</p> <p>The convenience of the HSBC branch is a big plus especially as there is a need for cash facilities associated with the allotment rentals and Museum sales activity.</p> <p>Pre-paid Credit Card with max limit £1,500.</p> <p>Signatures are reviewed at the Annual Meeting as they are linked to posts held within the Council rather than nominated Cllrs, eg Town Mayor and Deputy Mayor and Chair and Vice Chair of the three main Committees. Eg 10 May 2022 Min 1861 and on the agenda for 16 May 2023, item 10.</p> <p>The balance outstanding as at 31 March 2023 of the one loan with PWLB was £258,144</p>	HSBC current a/c (4530)	- £101,232	HSBC receipts a/c (9811)	- £1,000	HSBC Deposit a/c (1654)	- £50,000	Short-term deposits	- £500,000 (held with the F&H District Council)	Cash Floats and pre-paid Credit Card	- £1,648	<b>TOTAL</b>	<b>- £653,880 (last year = £867,510)</b>
HSBC current a/c (4530)	- £101,232													
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HSBC Deposit a/c (1654)	- £50,000													
Short-term deposits	- £500,000 (held with the F&H District Council)													
Cash Floats and pre-paid Credit Card	- £1,648													
<b>TOTAL</b>	<b>- £653,880 (last year = £867,510)</b>													

Assets and Asset Register (AR)	<ul style="list-style-type: none"> <li>Are all the material assets owned by the Council recorded in an AR ?</li> <li>Is the AR up to date?</li> <li>Basis of Asset Values?</li> <li>Are long-term investments recorded?</li> <li>Are the valuations regularly reviewed?</li> <li>Does the AR show the insurance values ?</li> <li>Digital Photographic evidence?</li> <li>Is there a separate Inventory List of low value items (e.g. below the insurance excess levels) ?</li> </ul>	<p>The total asset value as at 31 March 2023 was £3,587,436 and increase of £158,700. The increase related to £150,000 for Play Area Improvements (£250k spent but not all on new assets) and £2,720 for computer equipment, £5,750 Christmas lights.</p> <p>The Mayoral Car (electric) is leased and hence NOT included in the Asset Register other than as a "memo" item. The lease is due for renewal in 2024.</p>
Year-end procedures Inc AGAR	<ul style="list-style-type: none"> <li>Does the <b>2022-23 AGAR Statement of Accounts</b> agree with the cashbook?</li> <li>Is there an audit trail from the financial records to the accounts?</li> <li>Have debtors and creditors been properly recorded?</li> <li><b>Date of approval of 2021-22 AGAR &amp; Certificate of Exemption</b> criteria met, exemption declared</li> <li><b>PROOF of public rights provision during summer 2022 &amp; website- AIAR ICOs</b></li> <li><b>Public Inspection Period Minuted ?</b></li> <li>New governance compliance regime - refer to new Practitioners' Guide 2021</li> </ul>	<p>Accounting records were checked against the figures to be used in the AGAR Statement of Accounts for 2022-23, including the Bank Reconciliation.</p> <p>The AGAR 2021-22 was approved by Council 16 June 2022 Mins 1870 &amp; 1871, the RFO had signed off the Statement of Accounts on 31 May 2022</p> <p><b>Date of Announcement - 21 June 2022</b>  <b>Public Inspection period – 1 July to 11 Aug 2022</b>  <b>Evidence – Published on 21 June 2022 as per news item listing</b></p> <p>The Council 16 June 2022 Min 1883 noted the proposed Public Inspection Period as mentioned above.</p> <p><b>NB proposed period of Inspection for 2022-23 Accounts is 19 June to 28 July 2023.</b></p>



Additional tests (as necessary)	<ul style="list-style-type: none"> <li>Computer systems:             <ul style="list-style-type: none"> <li>The procedures for the backing up of computerised records</li> <li>Council owned PC/laptop ?</li> <li>Email security</li> <li>Encryption of data?</li> </ul> </li> <li>Trust Funds/Charities – Charity Commission filing?</li> <li>Annual review of the effectiveness of Internal Audit inc. Appointment of IIA</li> <li>Website host and Webmaster and any changes?</li> <li>Website functionality &amp; accessibility NALC L09-18</li> <li>TRANSPARENCY CODE compliant especially for Exempt Authorities</li> <li>Post GDPR (May 2018)             <ul style="list-style-type: none"> <li>Privacy Notice</li> <li>Cllr email addresses?</li> <li>Email disclaimer</li> <li>Other matters inc DPO arrangements</li> </ul> </li> </ul>	<p>No major changes other than the setup of an internal "intranet" system. The system enables paperless Purchase Order, Expenses and Leave management which supports the Councils carbon neutral pledge, together with a GDPR compliant central contacts database, latest policies and includes the Allotment Registers, which used to be on spreadsheets and quickly highlights outstanding rent payments.</p> <p>ADM Computing (based in Canterbury) provides "remote support" ALSO includes "Mailsafe" for 30 users</p> <p>Back-up of Councils files is via Microsoft "Azure" cloud services with secondary disk backup.</p> <p>The Council PC's and laptops use Microsoft 365 Business Premium.</p> <p>The Council's IT network and infrastructure is Cyber Essentials Certified.</p> <p><b>Not Applicable</b></p> <p>Appointment of the Independent Internal auditor for 2022-23 approved by F&amp;GP 16 Feb 2023 Min 1533</p> <p><a href="http://www.folkestone-tc.gov.uk">www.folkestone-tc.gov.uk</a> provided by Vision ICT Ltd</p> <p>The Town Clerk is the "webmaster" and main "uploader" of new posts to the website, supported by the Executive Assistant.</p> <p>The functionality is good.</p> <p>The Council has several policies and documents on its website related to GDPR .</p> <p>All Councillors have the generic email address format listed as their email contact within the "Your Councillors" section of the website. Eg <a href="mailto:phil.cross@folkestone-tc.gov.uk">phil.cross@folkestone-tc.gov.uk</a></p> <p><b>Post May 2023 Elections - The former Cllrs have had their email addresses switched off and the 10 new Cllrs issued with new email addresses.</b></p>
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**FOLKESTONE TOWN COUNCIL  
STATEMENT OF INTERNAL CONTROL  
FOR THE YEAR ENDING 31<sup>st</sup> MARCH 2023**

**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 2023 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, except where a scheme of delegation is in place, 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, Mazars 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;

- Mazars 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 2022/23 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.

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Town Mayor

Date:.....

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Town Clerk

Date:.....

# Annual Governance and Accountability Return 2022/23 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities\*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
  - are unable to certify themselves as exempt (fee payable); or
  - have requested a limited assurance review (fee payable)

## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2022/23

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
  - The **Annual Internal Audit Report** must be completed by the authority's internal auditor.
  - **Sections 1 and 2** must be completed and approved by the authority.
  - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2023**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2023**. Reminder letters will incur a charge of £40 +VAT:
  - the Annual Governance and Accountability Return Sections 1 and 2, together with
  - a bank reconciliation as at 31 March 2023
  - an explanation of any significant year on year variances in the accounting statements
  - notification of the commencement date of the period for the exercise of public rights
  - Annual Internal Audit Report 2022/23

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

## Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2023 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2022/23**, approved and signed, page 4
- **Section 2 - Accounting Statements 2022/23**, approved and signed, page 5

Not later than 30 September 2023 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

\*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2022/23

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide\** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2023.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- **You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide\**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2022) equals the balance brought forward in the current year (Box 1 of 2023).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2023**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including <b>the dates set for the period for the exercise of public rights</b> , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at <b>31 March 2023</b> been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? <b>NB:</b> do not send trust accounting statements unless requested.		

*\*Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices, can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://www.ada.org.uk)*

# Annual Internal Audit Report 2022/23

## FOLKESTONE TOWN COUNCIL

www.folkestone-tc.gov.uk

During the financial year ended 31 March 2023, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2022/23 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes).	✓		

	Yes	No	Not applicable
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

30/05/2023

Name of person who carried out the internal audit

David Buckett

Signature of person who carried out the internal audit

*D. J. Buckett*

Date

30/05/2023

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

## Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

### FOLKESTONE TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

	Agreed		Yes	No*	Yes' means that this authority;
	Yes	No			
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.					prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.					made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.					has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.					during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.					considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.					arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.					responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.					disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A		has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.
				✓	

**\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

15/06/2023

and recorded as minute reference:

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

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## Section 2 – Accounting Statements 2022/23 for

### FOLKESTONE TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	857,737	832,599	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	873,950	915,510	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	50,321	158,335	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	426,092	489,051	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	39,301	39,302	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	484,016	723,196	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	832,599	654,895	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	867,511	653,880	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	3,428,736	3,587,436	The value of all the property the authority owns – It is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	284,009	258,144	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Date 15/06/2023

I confirm that these Accounting Statements were approved by this authority on this date:

15/06/2023

as recorded in minute reference:

Signed by Chairman of the meeting where the Accounting Statements were approved

## Section 3 – External Auditor's Report and Certificate 2022/23

In respect of

FOLKESTONE TOWN COUNCIL

### 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

### 2 External auditor's limited assurance opinion 2022/23

(Except for the matters reported below)\* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (\*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

### 3 External auditor certificate 2022/23

We certify/do not certify\* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

\*We do not certify completion because:

External Auditor Name

External Auditor Signature

Date

# **FOLKESTONE TOWN COUNCIL**

## **Statement of Accounts**

**2022 - 2023**

**1 April 2022 – 31 March 2023**

## **Folkestone Town Council**

<b>Page No(s).</b>	<b>Index</b>
2	Council Information
3	Internal Auditor's Report
4 and 5	Income and Expenditure Account
6 and 7	Balance Sheet
7	Signatories
8 to 12	Notes to the Accounts

# **Folkestone Town Council**

## **Council Information (2022/23)**

### **Town Mayor**

Cllr N Keen

### **Councillors**

Cllr A Akuffo-Kelly

Cllr P Bingham

Cllr A Berry

Cllr R Field

Cllr P Gane

Cllr J Graham

Cllr D Horton

Cllr D Jeffrey

Cllr M Lawes

Cllr C McConville

Cllr J Meade

Cllr T Prater

Cllr B Walker

Cllr R Wallace

Cllr R West

Vacant

Vacant

### **Clerk to the Council**

Phil Cross (Acting Town Clerk)

### **Auditors**

Mazars

### **Internal Auditor**

David Buckett

## **Folkestone Town Council**

### **Internal Auditor's Report to the Council on the Accounts for the Year ended 31 March 2023**

I certify that I have examined the Statement of Accounts and associated accounting notes on pages 4 to 12 of Folkestone Town Council, which have been prepared by the Responsible Financial Officer in accordance with the Accounts and Audit (England) Regulations 2011 and CIPFA Accounting Guidance Notes for Local Councils.

I have carried out an examination in accordance with relevant auditing standards, and my agreed audit programme. I have had due regard to the internal audit obligations and responsibilities as set out in the council's annual return.

The audit included examination, on a test basis, of evidence relevant to the amounts and disclosures in the Statement of Accounts, sufficient to give reasonable assurance that the financial statements are free from material misstatement.

In my opinion, the Statements of Accounts present fairly the financial position of Folkestone Town Council as at 31<sup>st</sup> March 2023 and its Income and Expenditure for the year then ended in accordance with the requirements of the Accounts and Audit (England) Regulations 2011 and CIPFA Accounting Guidance Notes for Local Councils.

**Signature:**

**D.J.Buckett CPFA, DMS  
1 Champion Court Cottages  
Sharsted Hill  
Newnham  
Sittingbourne  
Kent  
ME9 OJX**

**Date: 30<sup>th</sup> May 2023**

**Income and Expenditure Account  
for the Period ended 31 March 2023**

	2022 / 23	Notes	2021 / 22
	£		£
<b>INCOME</b>			
Precept on District Council	915,510		873,950
Bank and Investment Interest	12,002		293
Allotments	10,634		10,370
Rental Receipts	15,809		16,107
Museum/Heritage Sales	7,172		5,179
Play Areas Funding	9,000		0
Community Infrastructure Levy	65,741		14,927
CCTV High Street Funding	28,085		0
Other	9,892		3,445
	-----		-----
	1,073,845		924,271
	-----		-----
 <b>EXPENDITURE</b>			
Employees/Administration	530,728	4 and 6	470,602
Democratic Costs	0	13	5,740
Civic and Ceremonial	24,834		15,257
Premises	164,464	3	174,482
Services	503,530	2 and 5	264,796
Fees	7,244		3,160
Museum/Heritage	20,749		15,372
	-----		-----
	1,251,549		949,409
	-----		-----

**GENERAL FUND**

	2022 / 23	2021 / 22
	£	£
Balance as at 1 April	248,400	221,520
Add: Total Income	1,073,845	924,271
Deduct: Total Expenditure	<u>1,251,549</u>	<u>949,409</u>
	70,696	196,382
Transfer (to)/from Reserves and Provisions:		
New Services	93,687	0
Tree Planting	(20,000)	0
Museum/Heritage	52,100	78,091
Bus Shelters	(3,500)	3,855
Ward Grants	19,393	(4,708)
Town Grants	(1,217)	4,454
FTC Elections	(10,200)	(10,200)
Armed Forces Day	(3,445)	0
Benches	0	(100)
Play Areas	86,606	0
CCTV Maintenance	(20,202)	0
Christmas Events (Cheriton)	(420)	978
Neighbourhood Fund (CIL)	(31,882)	(14,927)
Lunches for Children	0	1,030
Christmas Gifts for Children	0	(1,030)
Guildhall Umbrella Project	3,117	(5,425)
Outstanding Invoices	455	0
	164,492	52,018
General Reserve Balance at 31 March	<u>235,188</u>	<u>248,400</u>

*The notes on Pages 8 to 12 form part of these accounts.*



**Balance Sheet as at 31 March 2023**

<b>Fixed Assets</b>	<b>Notes</b>	<b>2022 / 23</b>		<b>2021 / 22</b>	
		<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Freehold Land and Buildings		700,000		700,000	
Vehicles and Equipment	1(ii)	551,531		392,831	
Community Assets	7	2,335,905	3,587,436	2,335,905	3,428,736
			<u>3,587,436</u>		<u>3,428,736</u>
<b>Current Assets</b>					
Sundry Debtors	1(iv)	0		0	
HM Revenue & Customs - VAT		50,391		15,610	
Prepayments		0		0	
Stock Balance (Museum Merchandise)		895		1,051	
Current Bank Account		101,232		114,763	
Deposit Bank Account		50,000		250,000	
Short Term Investments		500,000		500,000	
Receipts Account		1,000		1,000	
Cash Not Presented		0		93	
Petty Cash		48		55	
Museum Shop Float		100		100	
Corporate Credit Card		1,500	705,166	1,500	884,172
<b>Current Liabilities</b>					
Sundry Creditors	1(iv)	2,332		3,078	
Receipts in Advance	9	6,154		7,513	
Accruals	9	41,784	50,270	40,983	51,574
<b>Net Current Assets</b>			<u>654,896</u>		<u>832,598</u>
<b>Long Term Liabilities</b>					
PWLB Outstanding Loan for Office Building	1(v)	258,144	258,144	284,009	284,009
<b>Net Assets</b>			<u>3,984,188</u>		<u>3,977,325</u>

	Notes	2022 / 23 £	2021 / 22 £
<b>Represented by:</b>			
Fixed Asset Restatement Account	7	3,587,436	3,428,736
PWLB Outstanding Loan for Office Building		(258,144)	(284,009)
Capital Receipts Reserve	1(iii)	0	0
Earmarked Reserves and Provisions: -	1(vii)		
New Services		0	93,687
Tree Planting		20,000	0
Museum/Heritage		159,313	211,413
Tourism		4,735	4,735
Bus Shelters		3,500	0
Ward Grants		0	19,392
Town Grants		4,253	3,036
FTC Elections		30,600	20,400
Armed Forces Day		3,445	0
Salt Bins		6,168	6,168
Anti-Litter Campaign		2,000	2,000
Benches		100	100
Play Areas		13,395	100,000
CCTV Maintenance		20,203	0
Christmas Events (Cheriton)		2,669	2,249
Neighbourhood Fund (CIL)		68,820	36,938
Christmas Gifts for Children		2,217	2,217
Community Transport		71,303	71,303
Guildhall Umbrella Project		2,308	5,425
Outstanding Invoices		4,679	5,135
General Reserve		235,188	248,400
		<b>3,984,188</b>	<b>3,977,325</b>

The statement of accounts represents fairly the financial position of the Council as at 31 March 2023 and reflects its Income and Expenditure for the year.

.....  
**Town Mayor**

.....  
**Responsible Financial Officer**

Date:.....

Date:.....

## **Notes to the Accounts**

### **31 March 2023**

#### **1. Statement of Accounting Policies**

These accounts cover the Town Council's full year of operations for the period 1<sup>st</sup> April 2022 – 31<sup>st</sup> March 2023.

##### *i) Accounting Convention*

The accounts have been prepared in accordance with the Accounting Guidance Notes for Local Councils (the Guide) issued by The Chartered Institute of Public Finance and Accountancy (CIPFA) as applicable to a medium sized local Council. Consequently, the latest accounting policies, as set out in the Guide and, so far as they apply to this Council, have been adopted for the Council's Statement of Accounts.

##### *ii) Fixed Assets*

Assets in the balance sheet for 2022/23 are valued on the following basis:

Town Hall	purchase price (June 2011)
Statutory Allotments	actual cost
Parks Land	actual cost
Civic Regalia	professional valuation 2006
Statue and Memorial	insurance valuation 2013
Folkestone Collection	insurance valuation 2013
Other	purchase price where known (or estimated value)

##### *iii) Capital Receipts*

Capital receipts arising from the disposal of fixed assets are taken to the Capital Receipts Reserve until such time as they are used to finance new capital expenditure.

##### *iv) Debtors and Creditors*

The revenue accounts of the Council are maintained on an accruals basis in accordance with the guide. That is, sums due to or from the Council during the year are included whether or not the cash has actually been received or paid in the year.

##### *v) PWLB Loan*

In March 2011 the Council borrowed £500,000 from the Public Works Loans Board for the purchase of permanent office accommodation. Repayments of £39,301 (including interest) were made in 2022/23. The current outstanding capital amount is £258,144.

##### *vi) Leases*

The Council has no commitments under finance leases. Rentals payable under operating leases or contract hire agreements are charged to revenue on an accruals basis.

**vii) Reserves and Provisions**

The Council has arranged for appropriate reserves and provisions as shown below: -

General Reserve	£235,188	For unforeseen expenditure and emergencies
Tree Planting	£20,000	For tree planting held over from 2022/23
Museum/Heritage	£159,313	Lottery funding, internal and external contributions towards the development of the Museum/Heritage Centre
Tourism	£4,735	For the development of a tourism service
Bus Shelters	£3,500	For new bus shelters
Town Grants	£4,253	For town grants awarded by the Grants Committee
Town Council Elections	£30,600	For elections and by-elections
Armed Forces Day	£3,445	For the celebration of Armed Forces Day
Salt Bins	£6,168	For additional salt bins in Folkestone
Anti-Litter Campaign	£2,000	For an Anti-Litter Educational Campaign
Benches	£100	For the installation and maintenance of benches
Play Areas	£13,395	For the maintenance of play areas
CCTV Maintenance	£20,203	For new installations of CCTV
Christmas Events (Cheriton)	£2,669	For the provision of Christmas events in Cheriton
Neighbourhood Fund	£68,820	For the provision of infrastructure required to support growth within the town
Christmas Gifts for Children	£2,217	For the provision of Christmas gifts for children
Community Transport	£71,303	For the provision of community transport to/from the Town Hall
Guildhall Umbrella Project	£2,308	For decoration in the Guildhall Street area
Outstanding Invoices	£4,679	Provision for late invoices relating to works and services carried out prior to April 2022

**viii) Investment Income**

Investment income/bank interest for 2022/23 was £12,002.

**2. Agency Work**

During the year, the Council undertook no agency work on behalf of other authorities.  
During the year, the Council commissioned no agency work to be performed by other authorities.

**3. Tenancies**

During the year the following tenancies were held:

**Council as landlord**

Tenant	Property	Rent p.a.	Repairing/ Non-Repairing
Silver Screen Cinema	The Town Hall	£12,000	Non-Repairing

**Council as tenant**

Landlord	Property	Rent p.a.	Repairing/ Non-Repairing
N/A			

#### 4. Publicity

Publicity	2022/23	2021/22
	£	£
Recruitment Advertising	232	190
Publicity	537	3
Other	0	0
	<hr/>	<hr/>
	769	193
	<hr/>	<hr/>

#### 5. S.137 Expenditure

Section 137 of the Local Government Act 1972 (as amended) enables the Council to spend up to the product of £8.82 per head on the electoral roll in any one year for the benefit of the people in its area on activities or projects not specifically authorised by other powers.

	<b>2022/23</b>
	<b>£</b>
The theoretical amount available for this purpose was (35,536 x £8.82)	<u><u>313,428</u></u>

The following expenditure was incurred under this power during the year:

Type of Expenditure	Payee	Description	Amount
Ward Grant	Homestart Shepway	Building Bright Futures	£200
Town Grant	South Kent Mind	Mental Wellbeing	£2,500
Town Grant	Autism Apprentice CIC	Autism Advice Clinic	£1,300
<b>TOTAL</b>			<b>£4,000</b>

#### 6. Pensions

For the year of account, the Council's contributions equal 18.6% of employees' pensionable pay. These contributions are likely to change in future years as a result of the Actuary's regular pension reviews and any Government changes.

The employers' pension costs are charged to the Kent Superannuation Fund accounts in respect of qualifying employees and are equal to the contributions paid to the scheme for these employees.

Contributions to the Kent Superannuation Fund are determined by the fund's actuary and are set to meet 100% of the liabilities of that fund, in accordance with relevant Government regulations.

## 7. Fixed Assets

At 31 March the following assets were held:

	2023 £		2022 £	
<b><u>Freehold Land and Buildings</u></b>				
The Old Town Hall, Folkestone	<u>700,000</u>	700,000	<u>700,000</u>	700,000
<b><u>Vehicles and Equipment</u></b>				
Computer Equipment	22,710		21,990	
Office Machinery	3,025		2,745	
Office Furniture	52,355		52,355	
Furniture (Council Chambers)	28,300		28,300	
Screen/Sound Equipment (Council Chambers)	24,900		24,900	
Street Furniture	26,750		26,750	
Bus Shelters	27,500		27,500	
Speed Watch Equipment	2,251		2,251	
CCTV Equipment	130,450		129,250	
Christmas Lights	72,370		65,870	
Play Equipment	150,000		0	
Other	<u>10,920</u>	551,531	<u>10,920</u>	392,831
<b><u>Community Assets</u></b>				
Allotment Land (2 sites)	2		2	
Parks Land (8 sites)	1		1	
Council Regalia and Artefacts	117,596		117,596	
William Harvey Statue	124,833		124,833	
War Memorial	59,073		59,073	
Gurkha Memorial	30,000		30,000	
Power Columns x 11 (Cheriton High Street)	4,400		4,400	
The Folkestone Collection (Museum/Heritage)	<u>2,000,000</u>	2,335,905	<u>2,000,000</u>	2,335,905
<b>TOTAL FIXED ASSETS</b>		<b>3,587,436</b>		<b>3,428,736</b>

The basis of valuation of the above assets is set out in the Accounting Policies (Note 1). The contra-entry is reflected in a Fixed Asset Restatement Account.

## 8. Fixed Assets - Disposals

During the year there were no disposals of fixed assets.

## 9. Creditors and accrued expenses

	2022/23 £
Trade Creditors	2,332
Deferred Income	6,154
Accruals	41,784

## 10. Charitable Funds

The Town Mayor of Folkestone raises funds for charitable purposes during his/her term of office. The funds are held by the Council in separate accounts and disbursed at the Mayor's discretion.

	Balance at 01/04/2022	Contribution to fund	Payments	Balance at 31/03/2023
	£	£	£	£
Mayoress's Charitable Funds	10,583	4,383	13,091	1,875

	Balance at 01/04/2022	Contribution to fund	Payments	Balance at 31/03/2023
	£	£	£	£
Mayor's Christmas Fund	17,393	7,360	9,720	15,033

## 11. Capital Commitments

The Council was not committed to any capital expenditure at 31 March 2023.

## 12. Contingent Liabilities

The Council is not aware of any other contingent liabilities at the date of these accounts.

## 13. Democratic Costs

There were no Democratic costs in 2022/23.

Date: 03/04/2023

Folkestone Town Council Current Year

Page 1

Time: 15:24

**Bank Reconciliation Statement as at 31/03/2023  
for Cashbook 1 - Current Bank Account**

User: PJC

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
HSBC Current Account	31/03/2023	495	101,232.22
			<u>101,232.22</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			101,232.22
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			101,232.22
		<b>Balance per Cash Book is :-</b>	<b>101,232.22</b>
		<b>Difference is :-</b>	<b>0.00</b>





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## STANDING ORDERS

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This policy was adopted by Folkestone Town Council at its meeting held on: 12<sup>th</sup> May 2020 –  
Minute 1692.

GOVERNING BODY: FOLKESTONE TOWN COUNCIL  
TOWN HALL, 1-2 GUILDHALL STREET, FOLKESTONE, CT20 1DY

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1. Rules of debate at meetings

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the Mayor/Chair of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the Mayor/Chair of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the Mayor/Chair of the meeting, is expressed in writing to the Mayor/Chair.
- h A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the Mayor/Chair.
- j Subject to standing order 1(k) below, only one amendment shall be moved and debated at a time, the order of which shall be directed by the Mayor/Chair of the meeting.
- k One or more amendments may be discussed together if the Mayor/Chair of the meeting considers this expedient, but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.

- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate of the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the Mayor/Chair of the meeting, a councillor may speak once in the debate on a motion except:
  - i. to speak on an amendment moved by another councillor;
  - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
  - iii. to make a point of order;
  - iv. to give a personal explanation; or
  - v. in exercise of a right of reply.
- p During the debate of a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the Mayor/Chair of the meeting and his decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
  - i. to amend the motion;
  - ii. to proceed to the next business;
  - iii. to adjourn the debate;
  - iv. to put the motion to a vote;
  - v. to ask a person to be no longer heard or to leave the meeting;
  - vi. to refer a motion to a committee or sub-committee for consideration;
  - vii. to exclude the public and press;
  - viii. to adjourn the meeting; or
  - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory requirements.
- s Before an original or substantive motion is put to the vote, the Mayor/Chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.

- t Excluding motions moved under standing order 1(r) above, the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed ( 3 ) minutes without the consent of the Mayor/Chair of the meeting.

2. Disorderly conduct at meetings

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the Mayor/Chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the Mayor/Chair of the meeting to moderate or improve their conduct, any councillor or the Mayor/Chair of the meeting may move that the person be no longer heard or excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) above is ignored, the Mayor/Chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. Meetings generally

- ☐ ☐ Full Council meetings
- ☐ ☐ Committee meetings
- ☐ ☐ Sub-committee meetings

- ☐ a Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.
- ☐ b The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.
- ☐ c The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.
- ☐ ☐ d Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.

- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) above shall not exceed ( 15 ) minutes unless directed by the Mayor/Chairman of the meeting.
- g Subject to standing order 3(f) above, a member of the public shall not speak for more than ( 3 ) minutes.
- h In accordance with standing order 3(e) above, a question shall be in writing, signed and delivered not less than seven clear days (excluding weekends and public holidays) before the meeting to the Town Clerk. The question shall not require a response at the meeting nor start a debate on the question. The Mayor/Chair of the meeting may direct that a written or oral response be given.
- i A person shall stand when requesting to speak and when speaking (except when a person has a disability or is likely to suffer discomfort). The Mayor/Chair of the meeting may at any time permit a person to be seated when speaking.
- j A person who speaks at a meeting shall direct his comments to the Mayor/Chair of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the Mayor/Chair of the meeting shall direct the order of speaking.
- l Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.
- m A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.

n The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.

□ o Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Mayor of the Council may in their absence be done by, to or before the Deputy Mayor of the Council (if any).

□ p The Mayor/Chair, if present, shall preside at a meeting. If the Mayor/Chair is absent from a meeting, the Deputy Mayor/Vice-Chair, if present, shall preside. If both the Mayor/Chair and the Deputy Mayor/Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.

□□□ q Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors or councillors with voting rights present and voting.

□□□ r The Mayor/Chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not he gave an original vote.  
*See standing orders 5(i) and (j) below for the different rules that apply in the election of the Mayor/Chairman of the Council at the annual meeting of the council.*

s Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.

t The minutes of a meeting shall include an accurate record of the following:

- i. the time and place of the meeting;
- ii. the names of councillors present and absent;
- iii. interests that have been declared by councillors and non-councillors with voting rights;
- iv. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
- v. if there was a public participation session; and
- vi. the resolutions made.

- 1111 □
  - u A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.
- - v No business may be transacted at a meeting unless at least one-third of the whole number of members of the council/committee are present and in no case shall the quorum of a meeting be less than three.  
*See standing order 4d(viii) below for the quorum of a committee or sub-committee meeting.*
- 000 □
  - w If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
- x A meeting shall not exceed a period of ( 3 ) hours.

#### 4. Committees and sub-committees

- a Unless the council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.
- b The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the council.
- c Unless the council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.
- d The council may appoint standing committees or other committees as may be necessary, and:
  - i. shall determine their terms of reference;
  - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of full council;
  - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
  - iv. shall, subject to standing orders 4(b) and (c) above, appoint and determine the terms of office of members of such a committee;



- v. may, subject to standing orders 4(b) and (c) above, appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Town Clerk/Proper Officer ( 7 ) days before the meeting that they are unable to attend;
  - vi. shall, after it has appointed the members of a standing committee, appoint the Chairman of the standing committee;
  - vii. shall permit a committee other than a standing committee, to appoint its own Chairman at the first meeting of the committee;
  - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which shall be no less than three;
  - ix. shall determine if the public may participate at a meeting of a committee;
  - x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
  - xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
  - xii. may dissolve a committee.
5. Ordinary council meetings
- a In an election year, the annual meeting of the council shall be held on or within 14 days following the day on which the new councillors elected take office.
  - b In a year which is not an election year, the annual meeting of a council shall be held on such day in May as the council may direct.
  - c If no other time is fixed, the annual meeting of the council shall take place at 6pm.
  - d In addition to the annual meeting of the council, at least three other ordinary meetings shall be held in each year on such dates and times as the council directs.
  - e The first business conducted at the annual meeting of the council shall be the election of the Mayor / Chair and Deputy Mayor / Chair of the Council.
  - f The Mayor of the Council, unless they have resigned or becomes disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the council.
  - g The Deputy Mayor of the Council, if any, unless they resign or becomes disqualified, shall hold office until immediately after the election of the Deputy Mayor of the Council at the next annual meeting of the council.

- h In an election year, if the current Mayor of the Council has not been re-elected as a member of the council, they shall preside at the meeting until a successor Mayor of the Council has been elected. The current Mayor of the Council shall not have an original vote in respect of the election of the new Mayor of the Council but must give a casting vote in the case of an equality of votes.
- i In an election year, if the current Mayor of the Council has been re-elected as a member of the council, they shall preside at the meeting until a new Mayor of the Council has been elected. They may exercise an original vote in respect of the election of the new Mayor of the Council and must give a casting vote in the case of an equality of votes.
- j Following the election of the Mayor and Deputy Mayor of the Council at the annual meeting of the council, the business of the annual meeting shall generally include:

  - i. In an election year, delivery by the Mayor of the Council, Deputy Mayor and councillors of their acceptance of office forms unless the council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Mayor and Deputy Mayor of the Council of his acceptance of office form unless the council resolves for this to be done at a later date;
  - ii. Confirmation of the accuracy of the minutes of the last meeting of the council;
  - iii. Receipt of the minutes of the last meeting of a committee;
  - iv. Consideration of the recommendations made by a committee;
  - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
  - vi. Review of the terms of reference for committees;
  - vii. Appointment of members to existing committees;
  - viii. Appointment of any new committees in accordance with standing order 4 above;
  - ix. Review and adoption of appropriate standing orders and financial regulations;
  - x. Review of arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities;
  - xi. Review of representation on or work with external bodies and arrangements for reporting back;
  - xii. In an election year, to make arrangements with a view to the council becoming eligible to exercise the general power of competence in the future;
  - xiii. Review of inventory of land and assets including buildings and office equipment;
  - xiv. Confirmation of arrangements for insurance cover in respect of all insured risks;
  - xv. Review of the council's and/or staff subscriptions to other bodies;

- xvi. Review of the council's complaints procedure;
- xvii. Review of the council's policies, procedures and practices in respect of its obligations under the Freedom of Information and Data Protection Legislation (*see also standing orders 11, 20 and 21*);
- xviii. Review of the council's policy for dealing with the press/media;
- xix. Review of the Council's employment policies and procedures;
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. Determining the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council.

6. Extraordinary meetings of the council and committees and sub-committees

- a The Mayor of the Council may convene an extraordinary meeting of the council at any time.
- b If the Mayor of the Council does not or refuses to call an extraordinary meeting of the council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the council. The public notice giving the time, place and agenda for such a meeting must be signed by the two councillors.
- c The Chair of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.
- d If the Chair of a committee [or a sub-committee] does not or refuses to call an extraordinary meeting within ( 7 ) days of having been requested by to do so by ( 2 ) members of the committee [or the sub-committee], any ( 2 ) members of the committee [and the sub-committee] may convene an extraordinary meeting of a committee [and a sub-committee].

7. Previous resolutions

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least ( 6 ) councillors to be given to the Town Clerk/Proper Officer in accordance with standing order 9 below, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) above has been disposed of, no similar motion may be moved within a further six months.

8. Voting on appointments

- a Where more than two persons have been nominated for a position to be filled by the council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the Mayor/Chair of the meeting.

9. Motions for a meeting that require written notice to be given to the Town Clerk/Proper Officer

- a A motion shall relate to the responsibilities of the meeting which it is tabled for and in any event shall relate to the performance of the council's statutory functions, powers and obligations or an issue which specifically affects the council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Town Clerk Proper Officer at least ( 7 ) clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Town Clerk/Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b) above, correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Town Clerk/ Proper Officer considers the wording of a motion received in accordance with standing order 9(b) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Town Clerk/Proper Officer so that it can be understood at least ( 5 ) clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Town Clerk/Proper Officer shall consult with the Mayor/Chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Town Clerk/Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded in a book for that purpose and numbered in the order that they are received.

- h Motions rejected shall be recorded in a book for that purpose with an explanation by the Town Clerk/Proper Officer for their rejection.

10. Motions at a meeting that do not require written notice

- a The following motions may be moved at a meeting without written notice to the Town Clerk/Proper Officer;
  - i. to correct an inaccuracy in the draft minutes of a meeting;
  - ii. to move to a vote;
  - iii. to defer consideration of a motion;
  - iv. to refer a motion to a particular committee or sub-committee;
  - v. to appoint a person to preside at a meeting;
  - vi. to change the order of business on the agenda;
  - vii. to proceed to the next business on the agenda;
  - viii. to require a written report;
  - ix. to appoint a committee or sub-committee and their members;
  - x. to extend the time limits for speaking;
  - xi. to exclude the press and public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest;
  - xii. to not hear further from a councillor or a member of the public;
  - xiii. to exclude a councillor or member of the public for disorderly conduct;
  - xiv. to temporarily suspend the meeting;
  - xv. to suspend a particular standing order (unless it reflects mandatory statutory requirements);
  - xvi. to adjourn the meeting; or
  - xvii. to close a meeting.

11. Management of Information

*See also standing order 20.*

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).

- c The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.
- d Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.

## 12. Draft Minutes

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the minutes and include a paragraph in the following terms or to the same effect:

"The chairman of this meeting does not believe that the minutes of the meeting of the ( ) held on [date] in respect of ( ) were a correct record but their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."

- e If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.
- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. Code of conduct and dispensations  
*See also standing order 3(u) above.*

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the council.
- b Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which he had the interest.
- c Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have another interest if so required by the council's code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.
- d **Dispensation requests shall be in writing and submitted to the Town Clerk Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by the Town Clerk/Proper Officer and that decision is final.
- f A dispensation request shall confirm:
  - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
  - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
  - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
  - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f) above, dispensations requests shall be considered by the Town Clerk/Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required.
- h A dispensation may be granted in accordance with standing order 13(e) above if having regard to all relevant circumstances the following applies:
  - i. without the dispensation the number of persons prohibited from participating

- in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business or
- ii. granting the dispensation is in the interests of persons living in the council's area or
  - iii. it is otherwise appropriate to grant a dispensation.

14. Code of conduct complaints

- a Upon notification by the District or County Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the council's code of conduct, the Town Clerk/Proper Officer shall, subject to standing order 11 above, report this to the council.
- b Where the notification in standing order 14(a) above relates to a complaint made by the Town Clerk/Proper Officer, the Proper Officer shall notify the Mayor of Council of this fact, and the Mayor shall nominate the Finance Officer to assume the duties of the Town Clerk/Proper Officer in relation to the complaint until it has been determined and the council has agreed what action, if any, to take in accordance with standing order 14(d) below.
- c The council may:
  - i. provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is required by law;
  - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d Upon notification by the District or County Council that a councillor or non-councillor with voting rights has breached the council's code of conduct, the council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.

15. **Town Clerk/Proper Officer**

- a The Town Clerk/ Proper Officer shall be either (i) the Town Clerk or (ii) the Deputy Clerk when the Town Clerk is absent.
- b The Proper Officer shall:
  - i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
    - serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Town Clerk/Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and



- Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).

*See standing order 3(b) above for the meaning of clear days for a meeting of a full council and standing order 3(c) above for a meeting of a committee.*

- ii. subject to standing order 9 above, include on the agenda all motions in the order received unless a councillor has given written notice at least ( 5 ) days before the meeting confirming his withdrawal of it;
- iii. convene a meeting of full council for the election of a new Mayor of the Council, occasioned by a casual vacancy in his office;
- iv. facilitate inspection of the minute book by local government electors;
- v. receive and retain copies of byelaws made by other local authorities;
- vi. retain acceptance of office forms from councillors;
- vii. retain a copy of every councillor's register of interests;
- viii. assist with responding to requests made under the Freedom of Information Act legislation and rights exercisable under the General Data Protection Regulations, in accordance with the council's policies and procedures;
- ix. receive and send general correspondence and notices on behalf of the council except where there is a resolution to the contrary;
- x. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xi. arrange for legal deeds to be executed; *See also standing order 23 below.*
- xii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the council in accordance with the council's financial regulations;
- xiii. record every planning application notified to the council and the council's response to the local planning authority in a book for such purpose;
- xiv. refer a planning application received by the council to the Chairman or in his absence the Vice-Chairman of the Planning Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of planning committee;
- xv. manage access to information about the council via the publication scheme; and
- xvi. retain custody of the seal of the council which shall not be used without a resolution to that effect. *See also standing order 22 below.*

16. Responsible Financial Officer

- a The Finance Officer shall undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. Accounts and accounting statements

- a "Proper practices" in standing orders refer to the most recent version of Governance and Accountability for Local Councils – a Practitioners' Guide (England).
- b All payments by the council shall be authorised, approved and paid in accordance with the law, proper practices and the council's financial regulations.
- c The Responsible Financial Officer shall supply to the Finance & General Purposes Committee a statement to summarise:
  - i. the council's payments made during the period being reported;
  - ii. the council's aggregate receipts and payments for the year to date;
  - iii. the balances held at the end of the period being reported.

and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide the Finance & General Purposes Committee with a statement to summarise:
  - i. the council's payments during the period being reported;
  - ii. the council's aggregate receipts and payments for the year;
  - iii. the balances held at the end of year; and
  - iv. the accounting statements for the year in the form of Section 2 of the annual return, as required by proper practices, for consideration and approval.
- e The year end accounting statements shall be prepared in accordance with proper practices and applying the form of accounts determined by the council (receipts and payments, or income and expenditure) for a year to 31 March. The completed annual return of the council, which is subject to external audit, including the annual governance statement, shall be presented to the Finance & General Purposes Committee for consideration and formal approval before 30 June.

18. Financial controls and procurement

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:

- i. the keeping of accounting records and systems of internal controls;
  - ii. the assessment and management of financial risks faced by the Council;
  - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
  - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
  - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds referred to in standing order 18(f) is subject to the "light touch" arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
  - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
  - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
  - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
  - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Town Clerk/Proper Officer;
  - v. tenders shall be opened by the Town Clerk/Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;

- vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details.

19. Handling staff matters

- a A matter personal to a member of staff that is being considered by a meeting of council or ( personnel ) sub-committee is subject to standing order 11 above.
- b Subject to the council's policy regarding absences from work, the council's most senior member of staff shall notify the Chair of the ( personnel ) sub-committee or, if he is not available, the Vice-Chair of the ( personnel ) sub-committee] of absence occasioned by illness or other reason at its next meeting.
- c Any two members of the Personnel Sub-committee shall upon a resolution conduct an annual appraisal of the Town Clerk, the appraisal shall be reported in writing.
- d Following an appraisal of the Town Clerk the councillors involved shall simply report back to Full Council that an appraisal has been carried out and not refer to any other items raised.
- e Subject to the council's policy regarding the handling of grievance matters, the council's most senior employee shall contact the Chair of the ( personnel ) sub-committee or in his absence, the Vice-Chair in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the ( personnel ) sub-committee.
- f Subject to the council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Town Clerk relates to the Mayor or any Councillor, this shall be communicated to a member of the ( Grievance Panel ), which shall be reported back and progressed by resolution of the (Grievance Panel ).

- g Any persons responsible for all or part of the management of staff shall treat the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters as strictly confidential and secure.
- h In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

20. Requests for information

*See also standing order 21.*

- a In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.
- b If gross annual income or expenditure (whichever is the higher) exceeds £200,000 The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.

21. Responsibilities under Data Protection Legislation  
(Below is not an exclusive list).

*See also standing order 11.*

- a The Council may appoint a Data Protection Officer.
- b The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.
- c The Council shall have a written policy in place for responding to and managing a personal data breach.
- d The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.
- e The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.
- f The Council shall maintain a written record of its processing activities.

22. Relations with the press/media

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

23. Execution and sealing of legal deeds  
*See also standing orders 15(b)(xii) and (xvii) above.*

- a A legal deed shall not be executed on behalf of the council unless authorised by a resolution.
- b Subject to standing order 23(a) above, the council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Town Clerk/Proper Officer in the presence of two councillors who shall counter sign the deed as witnesses.

24. Communicating with District and County or Unitary councillors

- a An invitation to attend a meeting of the council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council representing the area of the council.
- b Unless the council determines otherwise, a copy of each letter sent to the District and County Council shall be sent to the ward councillor(s) representing the area of the council.

25. Restrictions on councillor activities

- a Unless authorised by a resolution, no councillor shall:
  - i. inspect any land and/or premises which the council has a right or duty to inspect; or
  - ii. issue orders, instructions or directions.

26. Standing orders generally

- a All or part of a standing order, except one that incorporates mandatory statutory requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the council's standing orders, except one that incorporates mandatory statutory requirements, shall be proposed by a special motion, the written notice by at least ( 12 ) councillors to be given to the Town Clerk/Proper Officer in accordance with standing order 9 above.
- c The Town Clerk/Proper Officer shall provide a copy of the council's standing orders to a councillor as soon as possible after he has delivered his acceptance of office form.

- d The decision of the Mayor/Chair of a meeting as to the application of standing orders at the meeting shall be final.

## **The General Power of Competence**

### **An introduction to key facts for local councils<sup>1</sup>**

Local councils in England were given a 'general power of competence' (GPC) in the Localism Act 2011, sections 1 to 8. This paper explains the freedom granted by the general power, the criteria to be met before a local council can use it and some restrictions on using the power. It notes the CiLCA questions and pass criteria (see also the Portfolio Guide 2012) and some useful weblinks. The power does not apply to parish meetings or to local authorities in Wales.

#### **The freedom of the GPC**

Councils no longer need to ask whether they have a specific power to act. The GPC (LA 2011 s1(1)) gives local authorities, including eligible local councils, "*the power to do anything that individuals generally may do*" as long as they don't break other laws. It is a 'power of first resort'; this means that when searching for a power to act, the first question you ask is whether you can use the GPC. To find the answer, you ask whether an individual is normally permitted to act in the same way. For example:

- An individual can't impose taxes on other people – so a local council can't use the GPC to raise taxes.

On the other hand, an individual

- could run a community shop or post office (provided they abide by relevant rules) – so a local council can do likewise;
- can set up a company to provide a service. The GPC clearly permits a local council to engage in commercial activity as long as it sets up a company or co-operative society (s4) for this purpose.

Sometimes a council can do things that an individual can't do – such as creating byelaws, raising a precept or issuing fixed penalty notices - but it must do so using the specific original legislation. The GPC does not mean that the council can delegate decisions to individual councillors – this is a procedural matter that remains enshrined in law.

The Government hopes that the GPC gives local councils confidence in their legal capacity to act for their communities. It encourages councils to use this power to work with others in providing cost-effective services and facilities in innovative ways to meet the needs of local people. The council can lend or invest money; it can trade; it can even sell energy to the National Grid. If another authority has a statutory duty, then it remains their duty to provide that service (eg education, waste collection, social services) but local councils can still help out. For example, a local council can support a school in many ways, just as an individual might. It could even help a community trust to run a local school.

The council can undertake activities using the GPC anywhere – not just in the parish (s1(4a)). It isn't necessary to worry whether the activity is for the benefit of the council, the area or the community (s1(4c)) although, in practice, parishioners might object if they can't see the benefit! And unlike the Local Government Act 1972, s137, it doesn't matter whether there are any other specific powers permitting the council to take action (s1(5)). So, for example, a council can use the GPC to build a sports facility even though there is another power enabling it to do the same thing (Local Government (Miscellaneous Provisions) Act 1976 s19).

As always, the council is expected to act in accordance with the general principle of 'reasonableness' established by the Wednesbury court case in 1948. The judgement made



it clear that a council can exercise reasonable discretion when interpreting legislation provided that it justifies its decision in terms of relevant, rather than irrelevant, matters.

### Criteria for eligibility

The freedom of the GPC is available to local councils that meet two criteria for eligibility (LA 2011 s8) set out in a statutory instrument known as the *Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012* that came into force in April 2012.

A local council must decide, at a full meeting of the council, that it meets the criteria for eligibility at that particular point in time. A resolution to this effect must be written clearly in the minutes of that meeting. The council is then required to revisit that decision and make a new resolution at every 'relevant'<sup>2</sup> annual meeting of the council to confirm that it still meets the criteria (if it does). This means that eligibility remains in place until the first annual meeting of the council after the ordinary election even if the condition of the eligibility criteria has changed. The two criteria are:

### Elected councillors

At the precise moment that the council resolves that it meets the criteria, the number of councillors elected at the last ordinary election, or at a subsequent by-election, must equal or exceed two thirds of its total number of councillors.

Elected councillors include all councillors who stood for election whether or not the election was contested. Co-opted or appointed councillors do not count as they are not elected.

The total number of councillors means the number of seats on the council including those that might be vacant.

If two thirds is not a whole number, then it must be rounded up to the next whole number. For example, if the number of councillors in total is 8 and two thirds is approximately 5.3, then the number of councillors that must be elected is 6.

Total council seats	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Two thirds	4	4	5	6	6	7	8	8	9	10	10	11	11	12	13	14

### The qualified clerk

The clerk must hold at least one of the sector-specific qualifications and should have completed the relevant training designed as part of the National Training Strategy for local councils. From April 2012, this training is undertaken as part of a clerk's preparation for one of the recognised sector-specific qualifications. Where a clerk studied for one of these qualifications before April 2012, they undertake the relevant training and must pass the short section 7 of CiLCA 2012 in order to be fully qualified for the purposes of the GPC (see below)<sup>3</sup>.

The recognised sector-specific qualifications are:

The Certificate in Local Council Administration (CiLCA) awarded by the Monitoring and Verification Board (or previously by the AQA)

<sup>2</sup> A 'relevant' annual meeting is the annual meeting of the council after the ordinary election that normally takes place every four years. The confirmation does not have to take place every year.

<sup>3</sup> A clerk who studied the University of Gloucestershire module covering law for local councils before the academic year 2012/13 (but who doesn't have CiLCA 2012) must also pass Section 7 of CiLCA 2012.

The higher education qualifications for clerks awarded by the University of Gloucestershire or its predecessor institutions, namely:

The Certificate of Higher Education in Local Council Administration

The Certificate of Higher Education in Local Policy

The first level of the Foundation Degree in Community Engagement and Governance (the Level Four course)

Any equivalent successor qualification

It is important that the council pays attention to the advice of its trained and qualified clerk when taking decisions to ensure that it acts lawfully.

Since the GPC can be used for most of the activities of the council rather than for unusual one-off projects, the council cannot employ a clerk on a short-term contract specifically for using the power. If the council loses its qualified clerk or has insufficient elected councillors, then it must record its ineligibility at the next 'relevant' annual meeting of the council (that is the one, after the next ordinary election). If it has already started an activity under the GPC for which there is no other specific power, it remains eligible for the purpose of completing *that* activity, but it can't start anything new under the power until it is in a position to make the formal decision that it meets the criteria. The council must go back to identifying whether it has a specific power to act and use the restricted s137 if there is no appropriate specific power. When entering into a contract under the GPC, a council should be cautious if the contract lasts beyond the next annual meeting when the council might no longer be eligible to use the GPC. There is a risk of legal action if the council ends the contract unexpectedly. It is wise to seek legal advice when setting up the contract.

### **Risks and restrictions limiting the GPC**

There are some risks associated with using the GPC. Inadequate community support or insufficient funding are significant risks while there are several statutory or legal restrictions that a local council should consider before using the power. Clerks and councillors should be aware of the following restrictions that potentially could limit the use of the GPC.

- If a council is already subject to a statutory duty, then that duty remains in place. So, for example, a local council that is eligible to use the GPC must continue to abide by its duties. For example:
  - The council has a duty to act with regard to the likely effect on crime and disorder and to do all it can to prevent crime and disorder in its area (Crime and Disorder Act 2006 s17).
  - The Natural Environment and Communities Act 2006 s40 imposes a duty on local councils to consider conserving biodiversity in exercising its functions.
  - The Smallholding and Allotments Act 1908 s23(1) gives councils a duty to provide allotments if they are of the opinion that there is a demand for them.
- There are also many procedural and financial duties that remain in place for regulating the governance of a local council.
- Furthermore, the council must comply with employment law, Health and Safety legislation, equality legislation and duties related to data protection and freedom of information for example.

- The council must set up a company or co-operative society if it wishes to trade. If the council sets up a company or co-operative society it must abide by company law. Councils are advised to refer to more detailed Government guidance on trading and on charging (see links below). The council can charge for services provided under the GPC<sup>4</sup>.
- If the council wants to invest in a local business to support the local economy, it should follow Government advice on investment (see links below). If it wishes to support a community enterprise, an economic development grant might be a sensible option.
- Remember, if another authority has a statutory duty, then it remains their duty to provide that service (eg education). If you are worried that you might be encroaching on another authority's duty, then ask whether an individual, a private company or a community trust might be able to step in and help. If they can, then so can the local council (although it might need to set up an appropriate delivery body first).
- If the action the council wishes to take is also covered by a specific power then any restrictions that apply to the overlapping power are still in force. So if existing legislation requires the council to ask permission before acting, then it must do so. For example, the council asks permission from the Highways Authority before doing work on roadside verges.

The GPC is a power and not a source of money. It cannot be used to raise the precept and if loans are needed then normal procedures apply. The council can seek other sources of finance such as the Community Infrastructure Levy, grant funding, sponsorship, commercial activity and agreements with other authorities. As always, the council should ensure support from local taxpayers.

So councils cannot use the GPC primarily to raise money but they can receive income as a consequence of using the power for a different primary purpose. For example, a council could give financial assistance to a struggling local enterprise by purchasing share capital just as any individual could. Similarly the council could lend money to support a local activity and earn interest on the loan and it can raise sponsorship for a community project.

Although councils are encouraged to be innovative, they should be aware of the risks involved in using the power in addition to a lack of money or community support. For example:

- There is a risk of being challenged
- Trading activities could damage competing local activities
- The council risks its reputation and public money if a project goes wrong

### **S137 and the power of well-being (PWB)**

How do these two powers relate to the GPC?

- The money that can be spent under the Local Government Act 1972 s137 is limited while the power is restricted by regulations for use and scope; for example, councils must keep specific accounts for s137, they cannot use the power to give money to individuals and spending must be commensurate with the benefit gained. In addition a council can't use s137 if another specific power exists. A council that is eligible to

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<sup>4</sup> If councils have a statutory **duty** to provide a service **free of charge**, they cannot charge for that service. This provision applies to principal authorities but does not affect local councils as they are not required by law to provide **any** services free of charge

use the GPC can no longer use s137 as a power for taking action for the benefit of the area or its community (Sch 1(1))<sup>5</sup>.

- The PWB (Local Government Act 2000 s2) offered councils more opportunity to improve and promote the economic, social and environmental well-being of an area and its community with no restrictions on spending. However, in England it has now been replaced by the general power of competence which offers even more freedom to act. Transitional arrangements allow councils to complete projects started under the PWB.

### **Further changes affecting the GPC**

The Secretary of State for Communities and Local Government has the power to change the enacted legislation (s5) so it is important to keep up to date with legal advice. Changes will not be made without consultation and should therefore come as no surprise. The Government is keen to know whether there are any additional restrictions affecting the use of the GPC so that it can consider removing them. Contact the Society of Local Council Clerks or the National Association of Local Councils (via your County Association) if you wish to draw attention to any legislative constraints affecting the use of the power.

### **The CiLCA Questions**

Clerks are required to respond to these tasks correctly in order to pass CiLCA. They write a paragraph of approximately 200 words.

- What is the general power of competence and where is it found?
- What criteria must local councils meet to be eligible to use the general power of competence and when must a council confirm that it is eligible?
- List four restrictions to consider before using the power for a specific purpose.
- List three activities that your council might undertake using the general power of competence giving any restrictions that might apply to these activities

### **Pass criteria**

- A clear understanding of the general power of competence
- A clear explanation of the eligibility criteria and arrangements for confirming eligibility
- A list of four possible restrictions to consider before using the power
- A list of three activities with appropriate restrictions

### **Useful web links**

**The Localism Act 2011** <http://www.legislation.gov.uk/ukpga/2011/20/contents/enacted>

**Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012**  
<http://www.legislation.gov.uk/ukdsi/2012/9780111519868>

**The Localism Act 2011: Explanatory notes**  
<http://www.legislation.gov.uk/ukpga/2011/20/notes/division/5/1/1>

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<sup>5</sup> Note that s137(3) which permits the council to contribute to UK charities, public sector funds and public appeals remains in place.

# ANNUAL REPORT

## 2022/23

Town Clerk  
FOLKESTONE TOWN COUNCIL



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## TOWN MAYOR 2022 - 2023

It has been a great honour to serve and represent my hometown in the municipal year of 2022/23. And what a year it's been, it started off with Her Majesty Queen Elizabeth's Platinum Jubilee celebrations. I spent many hours attending street parties and several school celebrations; it was a great opportunity to see the people of our town celebrate the Jubilee.

Then on 8<sup>th</sup> of September, we received the devastating news that Her Majesty Queen Elizabeth, while at Balmoral, had sadly passed away after serving her country and subjects for 70 years, the longest British reigning monarch. We went into an official period of mourning and again I was honoured, along with other Cinque Port Mayors, to be at the Proclamation which was held at the Civic Centre in Folkestone.

I was honoured to represent our town at the funeral of the late Lord Michael Boyce, Lord Warden, he was the first Naval Officer to hold the post of Lord Warden since the 17<sup>th</sup> Century. Lord Boyce held the title of Lord Warden from 2004 to 2022.

I was able to join Mayor's and representatives of other local authorities throughout the year, raising funds for each other's chosen charities and organisations close to our hearts. There was not a week when both mine and the Deputy Mayors diaries were full to bursting. Thanks to the support of Town Council Officers, Councillor Belinda Walker, Deputy Mayor, and Councillor Jackie Meade, I was able to hold four separate fund-raising events; A Night at the Museum; Turkish Night; a 60's fancy Dress Disco; a sponsored walk from the Warren to Hythe.

Being able to hold Canada Day, Remembrance Day Commemorations and other civic events was also a major honour for me. Honouring and remembering those who have come before us, those who gave the ultimate sacrifice and all those who've served our country for the freedoms we continue to enjoy today.

Now at the end of my time as Mayor my final duty bar one, was to represent our town and the Cinque Ports at the Coronation of King Charles the Third on the 6<sup>th</sup> May 2023 an event that was meticulously engineered by all of the Mayors/Barons of the Cinque Ports, but a special thanks must go here to Cllr Jim Martin, Mayor of Hythe and Speaker of the Cinque Ports who arranged travel etc and all of what we needed to do on the 6<sup>th</sup> May.

I am extremely grateful to my Deputy Mayor, Cllr Belinda Walker and Cllr Jackie Meade both of whom have been my support, who were able to support me both when my Consort was unable, both of these ladies have been my constant support and an ear when I needed them. I would also like to thank the Town Council Officers and volunteers who work at the Town Hall making sure that all the events go ahead without a hitch, they are truly a wonderful group of people. I would like to thank my Chaplin, Father Mark for his service and support during my term and a special thank you to our wonderful Town Sergeant who has kept me on time, on track and grounded.

Councillor Nicola Keen  
Town Mayor



# INCOME AND EXPENDITURE ACCOUNT

*For the Period ended 31 March 2023*

	2022/23	2021/22
	£	£
<b>INCOME</b>		
Precept on District Council	915,510	873,950
Bank and Investment Interest	12,002	293
Allotments	10,634	10,370
Rental Receipts	15,809	16,107
Museum/Heritage Sales	7,172	5,179
Play Areas	9,000	0
Community Infrastructure Levy	65,741	14,927
CCTV High Street Fund	28,085	0
Other	9,892	3,445
	-----	-----
	1,073,845	924,271
	-----	-----
 <b>EXPENDITURE</b>		
Employees/Administration	530,728	470,602
Democratic Costs	0	5,740
Civic and Ceremonial	24,834	15,257
Premises	164,464	174,482
Services	503,530	264,796
Fees	7,244	3,160
Museum/Heritage	20,749	15,372
	-----	-----
	1,251,549	949,409
	-----	-----



**GENERAL FUND**

Balance as at 1 April	248,400		221,520
Add: Total Income	1,073,845		924,271
Deduct: Total Expenditure	<u>1,251,549</u>		<u>949,409</u>
	70,696		196,382
Transfer (to)/from Reserves and Provisions:			
New Services	93,687		0
Tree Planting	(20,000)		0
Museum/Heritage	52,100		78,091
Bus Shelters	(3,500)		3,855
Ward Grants	19,393		(4,708)
Town Grants	(1,217)		4,454
FTC Elections	(10,200)		(10,200)
Armed Forces Day	(3,445)		0
Benches	0		(100)
Play Areas	86,606		0
CCTV Maintenance	(20,202)		0
Christmas Events (Cheriton)	(420)		978
Neighbourhood Fund (CIL)	(31,882)		(14,927)
Lunches for Children	0		1,030
Christmas Gifts for Children	0		(1,030)
Guildhall Umbrella Project	3,117		(5,425)
Outstanding Invoices	455	164,492	0
			<u>52,018</u>
General Reserve Balance at 31 March	<u>235,188</u>		<u>248,400</u>

## Balance Sheet as at 31 March 2023

Fixed Assets	2022/23 £		2021/22 £	
Freehold Land and Buildings	700,000		700,000	
Vehicles and Equipment	551,531		392,831	
Community Assets	2,335,905	3,587,436	2,335,905	3,428,736
		<u>3,587,436</u>		<u>3,428,736</u>
<b>Current Assets</b>				
Sundry Debtors	0		0	
HM Revenue & Customs - VAT	50,391		15,610	
Prepayments	0		0	
Stock Balance (Museum Merchandise)	895		1,051	
Current Bank Account	101,232		114,763	
Deposit Bank Account	50,00		250,000	
Short Term Investments	500,000		500,000	
Receipts Account	1,000		1,000	
Petty Cash	48		55	
Museum Shop Float	100		100	
Corporate Credit Card	1,500	705,166	1,500	884,172
<b>Current Liabilities</b>				
Sundry Creditors	2,332		3,078	
Receipts in Advance	6,154		7,513	
Accruals	41,784	50,270	40,983	51,574
		<u>654,896</u>		<u>832,598</u>
<b>Net Current Assets</b>				
<b>Long Term Liabilities</b>				
PWLB Outstanding Loan for Office Building	258,144	258,144	284,009	284,009
		<u>3,984,188</u>		<u>3,977,325</u>
<b>Net Assets</b>				

	2022/23 £	2021/22 £
<b>Represented by:</b>		
Fixed Asset Restatement Account	3,587,436	3,428,736
PWLB Outstanding Loan for Office Building	(258,144)	(284,009)
Capital Receipts Reserve	0	0
Earmarked Reserves and Provisions:-		
New Services	0	93,687
Tee Planting	20,000	0
Museum/Heritage	159,313	211,413
Tourism	4,735	4,735
Bus Shelters	3,500	0
Ward Grants	0	19,392
Town Grants	4,253	3,036
FTC Elections	30,600	20,400
Armed Forces Day	3,445	0
Salt Bins	6,168	6,168
Anti-Litter Campaign	2,000	2,000
Benches	100	100
Play Areas	13,395	100,000
CCTV Maintenance	20,203	0
Christmas Events (Cheriton)	2,669	2,249
Neighbourhood Fund (CIL)	68,820	36,938
Christmas Gifts for Children	2,217	2,217
Community Transport	71,303	71,303
Guildhall Umbrella Project	2,308	5,425
Outstanding Invoices	4,679	5,135
		93,687
General Reserve	235,188	248,400
	<b>3,984,188</b>	<b>3,977,325</b>

# THE TOWN COUNCIL'S MISSION

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## THE TOWN COUNCIL'S MISSION

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

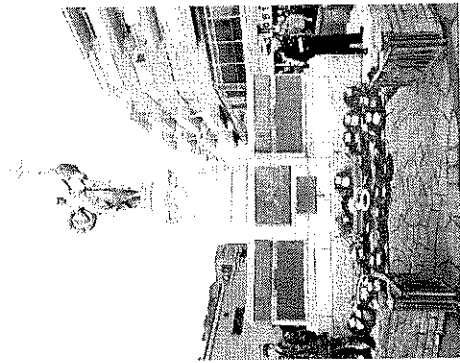
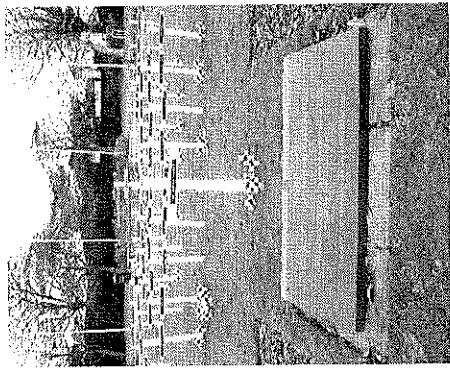
*“To revitalise our town of Folkestone, restore civic pride and regenerate a community spirit.”*

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*

Future Events and Notes for your Diary

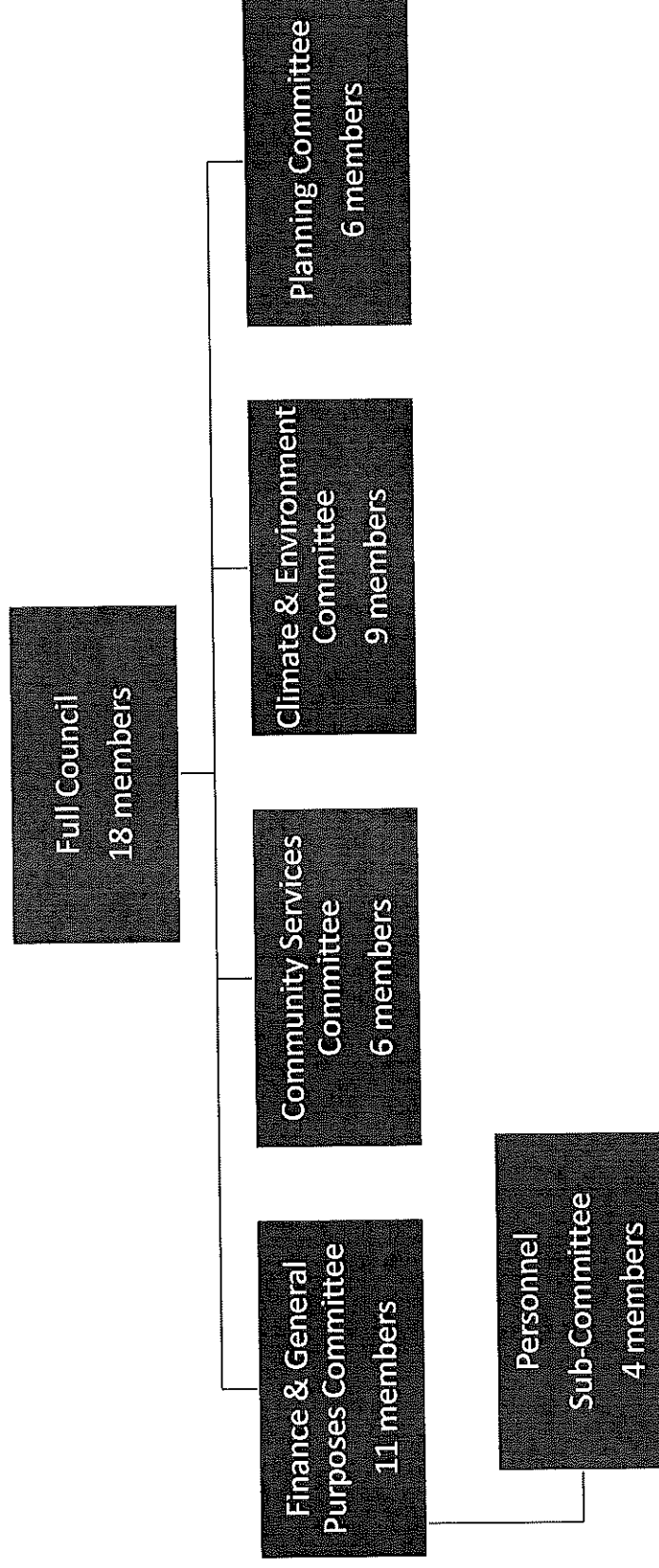
Date	Event
4 June 2023	William Harvey Sunday
6 June 2023	D - Day (NVA)
25 June 2023	AFD Folkestone
25 June 2023	Blessing of the Fisheries
30 June 2023	Canada Day
2 July 2023	Town Sunday
15 August 2023	VJ Day Anniversary
15 September 2023	Battle of Britain Wreath Laying
5 November 2023	Dedication of Garden of Remembrance
11 November 2023	Machine Gun Corps
12 November 2023	Remembrance Sunday
26 January 2024	Holocaust Memorial Day



# COUNCIL STRUCTURE

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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 2023/24

	Planning Committee 19.00 (Thursday)	Community Services Committee 19.00 (Tuesday)	Climate & Environment Committee 19.45 (Tuesday)	Finance & General Purposes Committee 19.00 (Thursday)	Personnel Sub- Committee 18.00 (Thursday)	Full Council 19.00 (Thursday)
April 2023	27	4 TUES	4 TUES	20	20	
May 2023	25					Tuesday 16 (Annual Council) Tuesday 23 (Town Assembly)
June 2023	29	6	6	15		15 (AGAR Meeting)
July 2023	27					
August 2023	24			31	31	
September 2023	28					21
October 2023	26	3	3	19		
November 2023	30					16
December 2023	TUES 19			14 (Budget)		
January 2024	25					11
February 2024	29	6	6	15	15	
March 2024	28					14
April 2024	25	2	2	18	18	
May 2024	30					Tuesday 7 (Annual Council) Tuesday 14 (Town Assembly)

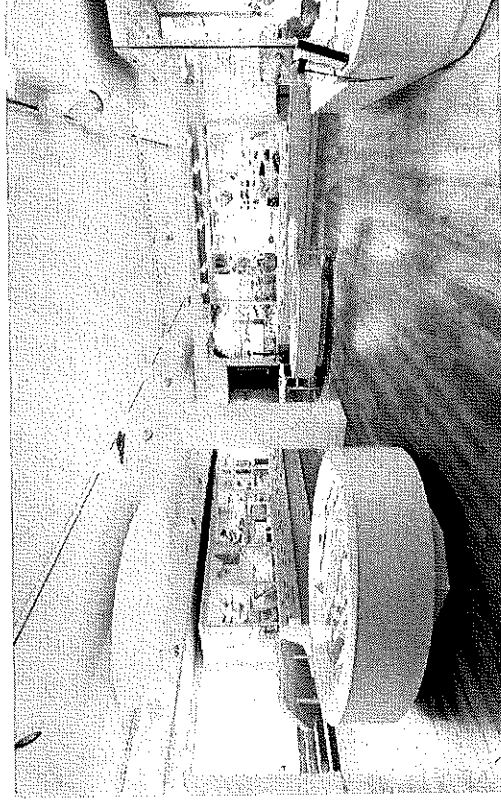
(Please note that all meeting dates are provisional and may be subject to change and/or cancellation)

## *Community Services Committee*

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The Community Services Committee met five times in the past year. The Museum continues to go from strength to strength. The Committee wishes to acknowledge the continued achievement of the Museum Officers. We had another successful Christmas Light Switch On event, which many people attended. A very successful Armed Forces Day, celebrated with a meal at a local hotel. Our thanks go to all Officers for their support of the Town Council.

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Councillor Roger West  
Chairman

Committee Members 2022/23: Councillors Paul Bingham, Nicola Keen, Ann Berry,  
Peter Gane, Belinda Walker and Roger West.



## *Planning Committee*

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This being the first complete year where the Planning Committee have met face to face since the beginning of the pandemic.

Typical planning applications being mainly small works, minor extensions, and renovations of properties. With most members of the Committee happy to give their consent if the building or alterations were in keeping within the area in which they were situated and did not have many negative responses from neighbours, whom might have been affected by the planning application.

Meetings are carried out in the meeting room at the Town Hall and are voted on by the Committee. These meetings are open to the public if they wish to attend.

Like previous years, some of the new developments were aimed at the 'luxury' end of the market with no major projects meeting the need for affordable housing for renting and buying.

Again, as in previous years, the Planning Committee were united when it came to applications that were environmentally friendly, especially to planting more and keeping trees in their designs.

Councillor Paul Bingham  
Chairman

Committee Membership 2022-23 – Councillors Paul Bingham, Jonathan Graham, Nicola Keen, Jackie Meade, Richard Wallace and Roger West.



## *Finance and General Purposes Committee*

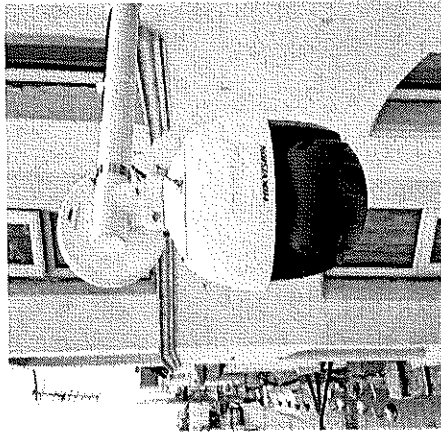
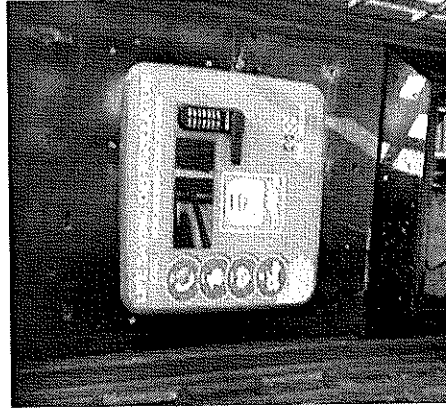
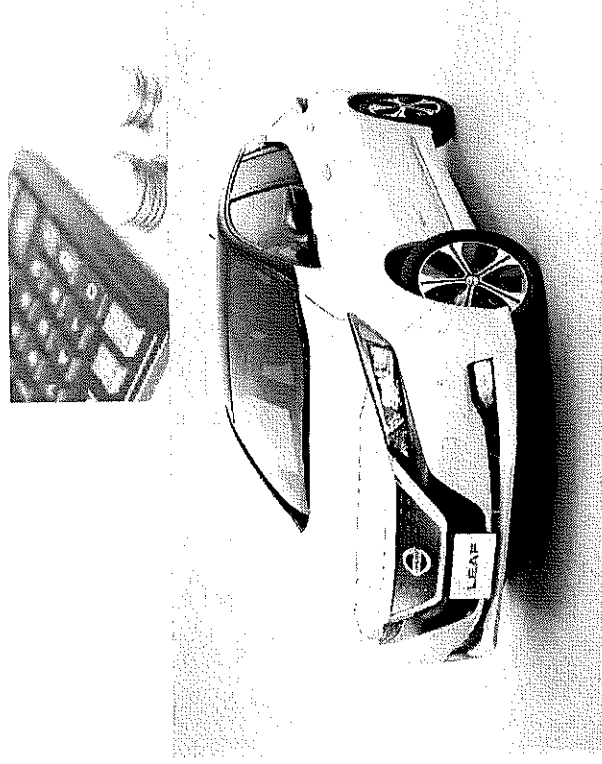
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The Committee, which met six times during the financial year consists of those Councillors whose names are set out below.

The Committee's most important function is developing the annual budget for presentation to the Full Council and monitoring performance against said budget throughout the year.

CCTV continues to be improved around the town with new cameras added and maintenance carried out on existing cameras as required.

Councillor Connor McConville  
Chairman

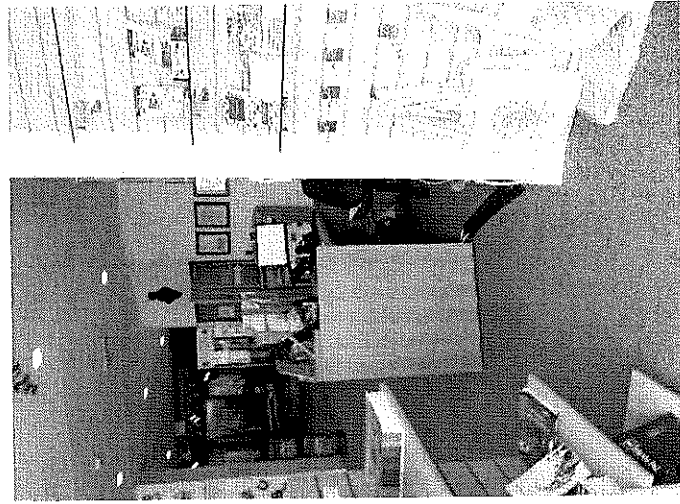


Committee Membership 2022/23: Councillors Ray Field, Peter Gane, Jonathan Graham, David Horton, Dylan Jeffrey, Nicola Keen, Abena Akuffo-Kelly, Mary Lawes, Connor McConville, Tim Prater, and Belinda Walker.

## Personnel Sub-Committee

This year has once again been both challenging and rewarding for Officers. Officers have continued to meet those challenges as they adapt to hybrid working conditions. There has been some change to the management structure of the Council where the Town Clerk, Jennifer Child's has retired. The Sub Committee wish Jennifer all the best for the future and thank her for the valued work, leadership, and dedication to the role over her time at Town Council.

The Sub Committee wish to thank the Finance Officer, Assistant Town Clerk and Officers for their continued support and dedication to their roles on behalf of Folkestone, making it a better place to live for all. The continued hybrid working brings challenges and rewards, not only to Officers but their families too. During these challenging times Officers have continued to meet the aims and objectives set out in the town's annual plan. One of those aims was to improve standards in the play areas the Council have taken over. The eight play areas that we have adopted from the District Council have been refurbished and are looking amazing. Officers work tirelessly with contractors to achieve good quality equipment in a safe environment. We hope they give a lot of enjoyment to the children of Folkestone.



I would also like to express my personal thanks to the Finance Officer and Assistant Town Clerk. They have had some very challenging times this past year and with great work ethics and dedication to the town, have continued to deliver excellent working standards with the Officer team, including our wonderful Museum Officers to achieve their goals.

I wish to thank my colleagues on the Sub Committee for all their support, dedication, and good work in meeting Officer needs as well as the aims and objectives of the Council. We have a new Town Clerk joining us soon who will bring a vast amount of knowledge, experience, and professionalism to the role. The future looks bright as we go forward and meet new challenges.



Councillor

Sub-Committee  
Walker.

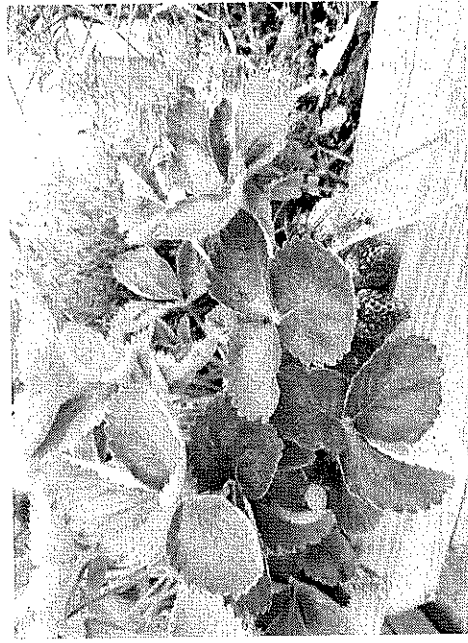
Gane, Mary Lawes, Connor McConville, and Belinda

## *Climate & Environment Committee*

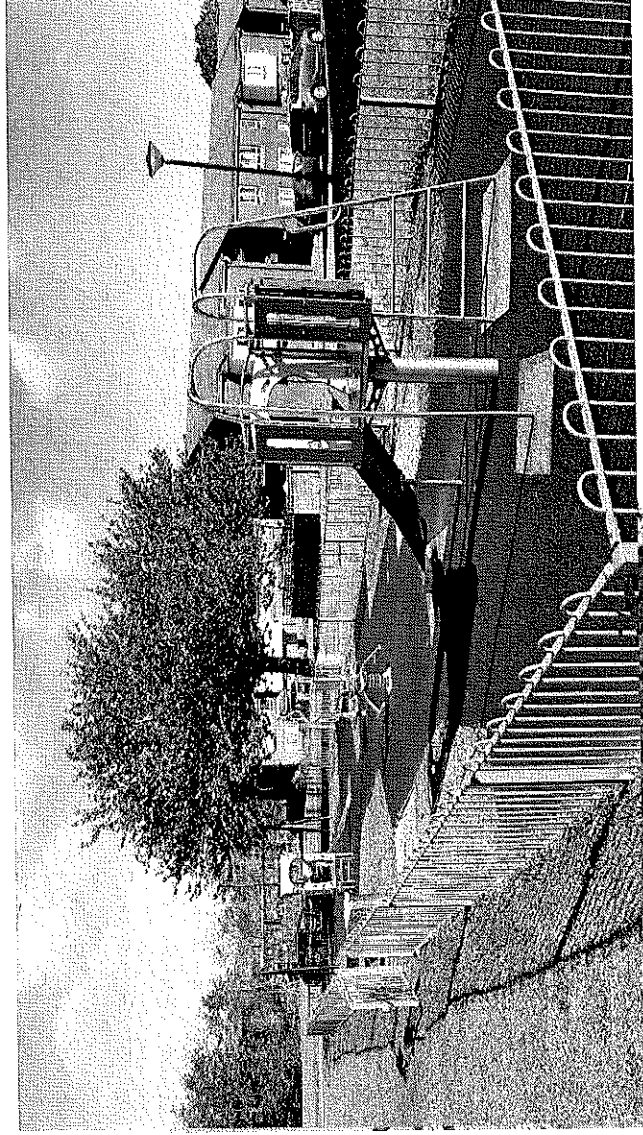
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The Climate and Environment Committee consists of ten Councillors and has met four times throughout the year.

The Committee considers many items affecting our environment including the tree planting schedule, flower and shrub bed maintenance as well as commenting on the Play Parks Upgrade project. The Committee is committed to raising awareness of Fair Trade in the local community and putting the climate and environment at the heart of what we do.



Councillor Abena Akuffo-Kelly  
Chairman



Committee Members 2022/23: Councillors Abena Akuffo-Kelly, Ann Berry, Ray Field, David Horton, Connor McConville, Jackie Meade, Tim Prater and Richard Wallace.

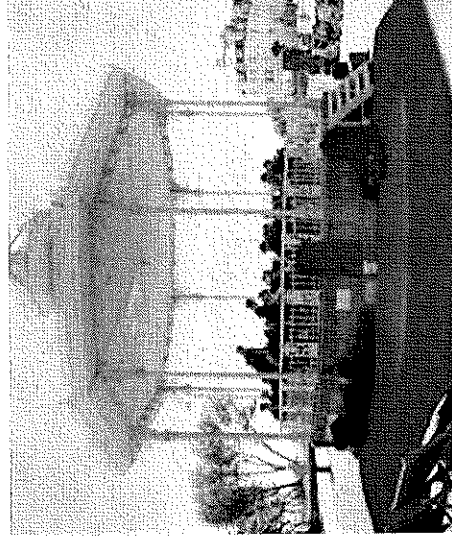
## Grants Awarded 2022/23

TYPE	ORGANISATION	PURPOSE	AWARD £
T	HG Wells Short Story Competition	HG Wells Short Story Competition	600
T	South Kent Mind	Young Persons Mental Wellbeing Courses	2,500
T	Folkestone Rescue Ltd	Funding of a Supervisor Role	2,500
T	A:ress	A:ress: Women, Girls, Fast Fashion	608
T	Red Queen Television Ltd	Speedway Special Needs Silent Disco	950
T	Violet Pictures	Folkestone Documentary Festival 2022	2,500
T	MHA Communities Kent	MHACK Lunch Club	2,500
T	Folkestone Academy (Turner Schools Trust)	Florida Trip – November 2023 (25 students)	1,250
T	The Autism Apprentice CIC	Autism Advice Clinic	1,300
T	Living Words Arts	Normal? Festival of the Brain	2,500
T	Rotary Club of the Channel	The Channel Triathlon	1,500
T	Strange Cargo	Charivari 2023	2,500
T	Pavement Pounders	Ghost Tanks	200
T	Folkestone Junior Chess Club (FJCC)	Club Enhancement and Expansion	2,500
T	The Bayle Residents Association	The Bayle in Bloom	1,275
T	Blades Fencing Club	Children's Fencing Project	925
T	LAS Theatre	Yakety Yak	2,500
T	Touchbase Care	Touchbase Variety Show	900
T	Seaview Studio Ltd (Folkestone Music Town)	Music in May	2,500
T	Folkestone Pride	Pride 2023	975
W	Play Areas Reserve	Folkestone Play areas	7,539
W	All Souls' Church Community Hall	Winter Warmer Sessions	550
W	Cheriton Christmas Reserve	Cheriton Christmas Festivities	550
W	Cheriton Christmas Lights	Cheriton Christmas Festivities	2,040
W	United Response	Local Larder	500
W	Feeding Folkestone	Folkestone Community Fridge	1,350
W	Radnor Park Community Group	Petanque in the Park	500

W	The Chambers	Make a Stand for Music	774
W	Friends of Folkestone Cemetery	Maintenance of the cemetery grounds	209
W	Hanover House Residents Group	Jubilee Party	100
W	Speedway at Arc House	Speedway Silent Disco	200
W	Kent Refugee Action Network (KRAN)	Film Project	470
W	Touchbase Care	The People's Performance	100
W	RBL Cheriton and Morehall Branch	QE 11 Platinum Jubilee Tree Project	700
W	Violet Films	Folkestone Documentary Festival 2022	500
W	Folkestone Performing Arts Centre	Actor Training for Local Theatre Makers	100
W	Folkestone Academy	Florida Trip – November 2023 (25 Students)	824
W	Holy Trinity Parish Church	Christmas Tree and Nativity	100
W	St Mary & St Eanswythe Church	Restoration of the Cavalry, a First World War Memorial	200
W	Turner Schools	Christmas Dinner for Struggling Families	901
W	Ensors	Christmas Community	1,202
W	The Bayle Residents Associations	The Bayle in Bloom	200
W	Pavement Pounders CIC	Ghost Tanks	300
W	Folkestone Safe Harbour	Community Sponsorship	100
W	Beats by Girlz UK CIC	Drop in Sessions	100
W	Shepway Spectrum Arts CIC	Therapeutic Artworks to Improve Wellbeing	150
W	St George's Church	Defibrillator Station	150
W	Holy Trinity Church	Monday Music	78
W	The Bayle Residents Association	Coronation Street Party	100
W	Go Folkestone Action Group	Royal Victoria Pier Foundation Stone Project	50
W	Pavement Pounders CIC	Voicing our Past	200
W	Community Garden Group	Community Garden Development	250
W	Martello Primary School	Reading Reward	250
W	Tyson Road Residents Association	Children's Christmas Party	450
W	RBL, Cheriton and Morehall Branch	Purchase of new Standard Bearers Sling	137
W	Books for Change	Inclusive story time sessions	230
W	Folkestone Fringe	Little Amal	300
W	Friends of St Mary's School	Playground Shelter	500
W	Folkestone Amateur Boxing Club	Annual Boxing Fundraising event	200

W	Tree Reserve	Tree Removal Bolton Road	420
W	99 (Folkestone) Squadron RAF Air Cadets	Operation Classroom	280
W	Harmer & Sons	Securing Bench – Cubitt House	55
W	Folkestone Music Town	Music in May	500
W	St Eanswythes Primary School	Foodbank	400
W	Friends of St Mary's School	Replacement items	250
W	Dover Road Social Club	Charity Music & Family Fun Day	250
W	Folkestone Fishing & Heritage History Group	Samuel Plimsoil mural	241
W	Folkestone Fishing & Heritage History Group	Site Safety	240
W	Social Media for Schools	Stella Maris Social Media Management	750
W	Our Lady Help of Christians Church	Summer Holiday Club 2023	899
W	Beacon Plus	Community Café in Folkestone	1,249
W	Action on Homelessness Folkestone	Hot meals on Tuesdays and Thursdays	943
W	Shepway Brass Academy	Percussion Instruments/Hearing Protection	967
W	Folkestone Festivals	Bands at the Bandstand 2023	1,000
W	Strange Cargo	Charivari 2023	1,000
W	Cheriton Pentecostal Church	Youth & Community Outreach	1,000
W	St Andrews Methodist Church	Warm Spaces	150
W	St Eanswythes School PTFA	Bike Shed	400
W	St Andrews Methodist Church	Warm spaces	150
W	Cheriton Baptist Church	Warm space	300
W	Incredible Edible Cheriton and Broadmead	Revamp of bed at All Souls	57
W	South Kent MIND	IT Equipment	250
W	Folkestone Safe Harbour	Sponsor a Refugee	50
W	United Response	Christmas Activities	100
W	All Souls Church	Laptop for admin	200
W	RBL Cheriton and Morehall Branch	Tree Planting Equipment	50
W	Hope for Tomorrow	Cuppa for Cancer Care	100
W	Baby Basics	Baby equipment for families in need	50
W	Bumps and Babies	Folkestone Maternity clothes library	27
W	All Souls Church	Purchase of Vacuum	100
W	All Souls Church	Purchase of step ladder	50

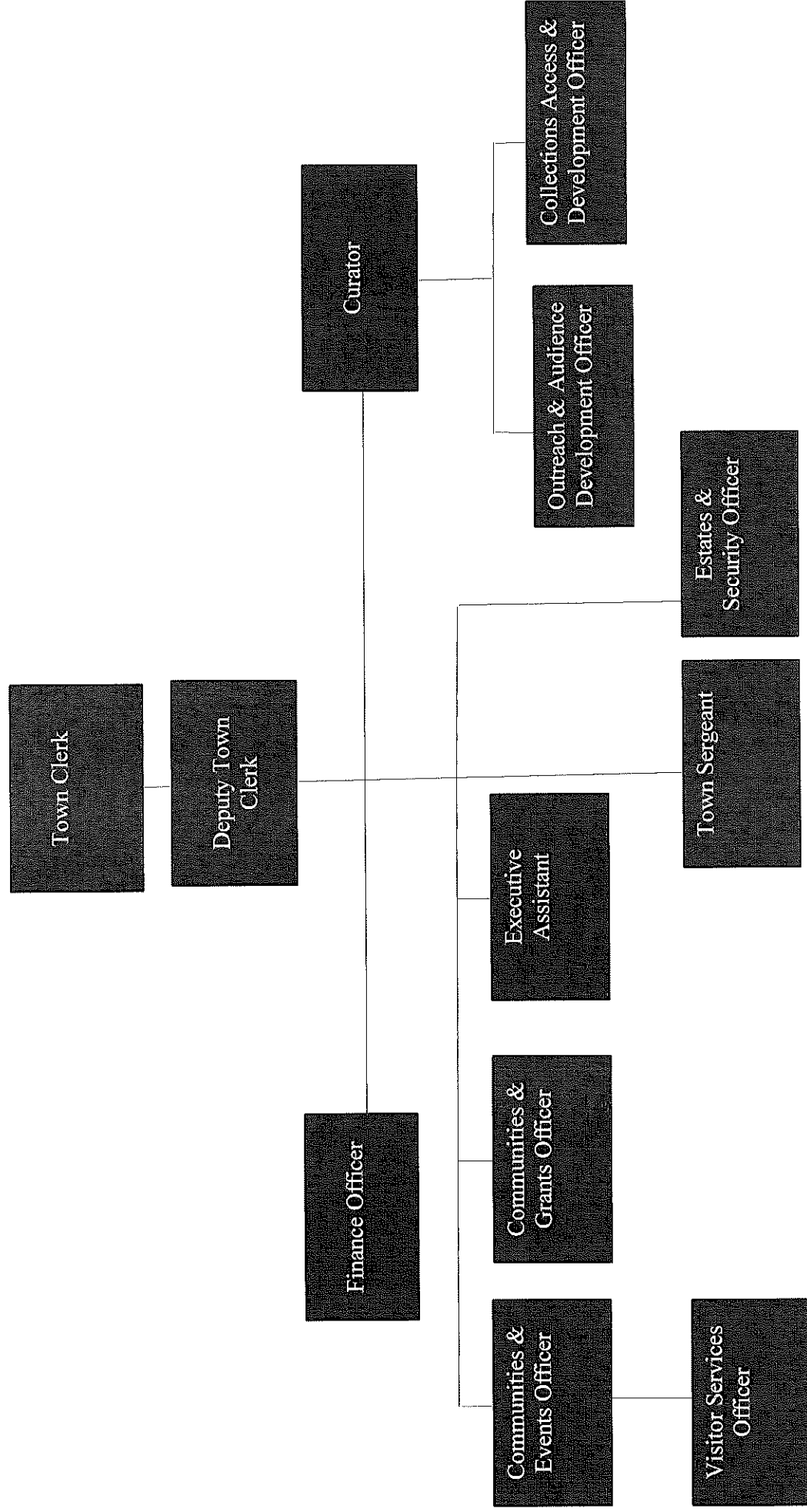
W	Colin Hodges	Jubilee Garden Party – Birkdale Drive	280
W	Barry Lock	Jubilee Garden Party – Birkdale Drive	50
W	Hanover House Residents Group	Jubilee Party	150
W	Folkestone Fringe	A Sense of Place	150
W	Touchbase Care	The People's Performance	150
W	Homestart Shepway	Building Bright Futures	200
W	Holy Trinity Parish Church	Christmas Tree and Nativity	150
W	Holy Trinity Church Sea Scout Group	Training for waterborne activities	250
W	Beats by Girlz UK CIC	Drop in sessions	250
W	South Kent MIND	Mental Health workshops for Folkestone's schools	200
W	Folkestone Women's Forum	Take up Space 2023	200
W	Folkestone Climate Carnival	Folkestone Climate Carnival	100
W	Strange Cargo	The resident platform	100
<b>Total</b>			<b>£70,845</b>





## Staffing Structure

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## *Officer Contact Details*

<p><b>Mr Stephen Nash</b>  <b>Town Clerk</b>  Tel: 01303 257946  Email: <a href="mailto:stephen.nash@folkestone-tc.gov.uk">stephen.nash@folkestone-tc.gov.uk</a></p>	
<p><b>Roland Domingo</b>  <b>Finance Officer</b>  Tel: As above  Email: <a href="mailto:roland.domingo@folkestone-tc.gov.uk">roland.domingo@folkestone-tc.gov.uk</a></p>	<p><b>Toni Brenchley</b>  <b>Deputy Town Clerk</b>  Tel: As above  Email: <a href="mailto:toni.brenchley@folkestone-tc.gov.uk">toni.brenchley@folkestone-tc.gov.uk</a></p>
<p><b>Georgina Wilson</b>  <b>Executive Assistant</b>  Tel: As above  Email: <a href="mailto:georgina.wilson@folkestone-tc.gov.uk">georgina.wilson@folkestone-tc.gov.uk</a></p>	<p><b>Ian Bishop</b>  <b>Town Sergeant</b>  Tel: As above  Email: <a href="mailto:ian.bishop@folkestone-tc.gov.uk">ian.bishop@folkestone-tc.gov.uk</a></p>
<p><b>Darran Cowd</b>  <b>Curator</b>  Tel: As above  Email: <a href="mailto:Darran.cowd@folkestone-tc.gov.uk">Darran.cowd@folkestone-tc.gov.uk</a></p>	<p><b>Liz Timmins</b>  <b>Communities &amp; Grants Officer</b>  Tel: As above  Email: <a href="mailto:liz.timmins@folkestone-tc.gov.uk">liz.timmins@folkestone-tc.gov.uk</a></p>
<p><b>Alison Moore</b>  <b>Collections Access &amp; Development Officer</b>  Tel: As above  Email: <a href="mailto:alison.moore@folkestone-tc.gov.uk">alison.moore@folkestone-tc.gov.uk</a></p>	<p><b>Vicky Deakin</b>  <b>Communities &amp; Events Officer</b>  Tel: As above  Email: <a href="mailto:vicky.deakin@folkestone-tc.gov.uk">vicky.deakin@folkestone-tc.gov.uk</a></p>
<p><b>Tara Cleary</b>  <b>Outreach &amp; Audience Development Officer</b>  Tel: As above  Email: <a href="mailto:tara.cleary@folkestone-tc.gov.uk">tara.cleary@folkestone-tc.gov.uk</a></p>	<p><b>Jennifer Conway</b>  <b>Visitor Services Officer</b>  Tel: As above  Email: <a href="mailto:jennifer.conway@folkestone-tc.gov.uk">jennifer.conway@folkestone-tc.gov.uk</a></p>
<p><b>Neil Shuttleworth</b>  <b>Estates &amp; Security Officer</b>  Tel: As above  Email: <a href="mailto:neil.shuttleworth@folkestone-tc.gov.uk">neil.shuttleworth@folkestone-tc.gov.uk</a></p>	

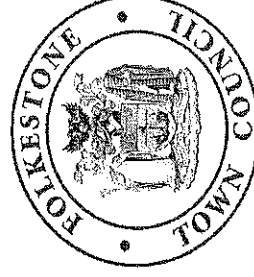
## Your Local Councillor

<b>Ann Berry (Conservative)</b> 35 Birkdale Drive Folkestone CT19 5LP	<b>Ward:</b> Broadmead <b>Tel:</b> 01303 278644 <b>Email:</b> ann.berry@folkestone-tc.gov.uk
Vacant	<b>Ward:</b> Central <b>Tel:</b> <b>Email:</b>
<b>David Horton (Labour)</b>	<b>Ward:</b> Central <b>Tel:</b> <b>Email:</b> david.horton@folkestone-tc.gov.uk
<b>Jonathan Graham (Breakthrough)</b>	<b>Ward:</b> Cheriton East <b>Tel:</b> <b>Email:</b> jonathan.graham@folkestone-tc.gov.uk
<b>Peter Gane (Independent)</b> 142 Shaftesbury Avenue, Cheriton CT19 4LX	<b>Ward:</b> Cheriton West <b>Tel:</b> 01303 276652 <b>Email:</b> peter.gane@folkestone-tc.gov.uk

<b>Richard Wallace (Conservative)</b> 4 Beachborough Road Folkestone CT19 4AB	<b>Ward:</b> Broadmead <b>Tel:</b> 01303 277567 <b>Email:</b> richard.wallace@folkestone-tc.gov.uk
<b>Abena Akuffo-Kelly (Labour)</b>	<b>Ward:</b> Central <b>Tel:</b> <b>Email:</b> abena.akuffo-kelly@folkestone-tc.gov.uk
<b>Belinda Walker (Labour &amp; Co Operative)</b>	<b>Ward:</b> Central <b>Tel:</b> <b>Email:</b> Belinda.walker@folkestone-tc.gov.uk
<b>Paul Bingham (Labour)</b>	<b>Ward:</b> Cheriton West <b>Tel:</b> 07486570373 <b>Email:</b> paul.bingham@folkestone-tc.gov.uk
<b>Roger West (Independent)</b> 9 Fairfax Close Folkestone CT20 3SL	<b>Ward:</b> Cheriton West <b>Tel:</b> 01303 227343 <b>Email:</b> roger.wests@folkestone-tc.gov.uk

<b>Vacant</b>	<b>Ward: East Folkestone</b> <b>Tel:</b> <b>Email:</b>
<b>Connor McConville (Labour)</b>	<b>Ward: East Folkestone</b> <b>Tel: 07722743959</b> <b>Email: connor.mcconville@folkestone-tc.gov.uk</b>
<b>Mary Lawes (Foundation)</b> 61 Warren Road Folkestone CT19 6DL	<b>Ward: Harbour</b> <b>Tel: 07505882169</b> <b>Email: mary.lawes@folkestone-tc.gov.uk</b>
<b>Ray Field (Independent)</b>	<b>Ward: Harbour</b> <b>Tel: 07737244243</b> <b>Email: ray.field@folkestone-tc.gov.uk</b>

<b>Dylan Jeffrey (Conservative)</b>	<b>Ward: East Folkestone</b> <b>Tel: 01303 255773</b> <b>Email: dylan.jeffrey@folkestone-tc.gov.uk</b>
<b>Jackie Meade (Labour)</b> 27 Radnor Park Crescent, Folkestone CT19 5AS	<b>Ward: East Folkestone</b> <b>Tel: 07475215521</b> <b>Email: jackie.meade@folkestone-tc.gov.uk</b>
<b>Nicola Keen (Labour)</b>	<b>Ward: Harbour</b> <b>Tel: 07540053284</b> <b>Email: nicola.keen@folkestone-tc.gov.uk</b>
<b>Tim Prater (Liberal Democrat)</b> 98a Sandgate High Street, Sandgate CT20 3BY	<b>Ward: Harvey West</b> <b>Tel: 01303 210300</b> <b>Email: tim.prater@folkestone-tc.gov.uk</b>



**Salubritas et Amoenitas**

Delightfulness and Healthiness