



FOLKESTONE TOWN COUNCIL

Date of Publication: 9 March 2023

AGENDA

Meeting: **Folkestone Town Council**
Date: **16 March 2023**
Time: **7.00 p.m.**
Place: **Town Council Chamber, 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 give notice prior to the meeting to the Town Mayor or Finance Officer.

A handwritten signature in black ink, appearing to be 'P Cross'.

P Cross
Finance Officer

Prayers

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 Ordinary Meeting of the Council held on 11th January 2023 and to authorise the Town Mayor to sign them as a correct record.

4. TOWN GRANT APPLICATIONS

The following Town Grant applications have been received and assessed by members on merit against five categories. Applicants requesting town grants of £1,000 and over, will answer any questions that the Council may have. Applications will be considered later in the meeting.

Ref	Applicant	Purpose	Amount Requested
1	Pavement Pounders CIC	Ghost Tanks	£200.00
2	Folkestone Junior Chess Club (FJCC)	Club Enhancement and Expansion	£2,500.00
3	The Bayle Residents Association	The Bayle in Bloom	£1,275.00
4	Blades Fencing Club	Children's Fencing Project	£925.00
5	LAS Theatre	Yakety Yak	£2,500.00
6	Touchbase Care	Touchbase Variety Show	£900.00
7	Folkestone Music Town	Music In May	£2,500.00
8	Folkestone Pride	Pride 2023	£975.00
	Total		£11,775.00

5. PUBLIC QUESTIONS

Up to 15 minutes shall be allowed for written public questions from registered electors to be put to the Council in accordance with the Council's approved Standing Orders.

6. MAYOR'S COMMUNICATIONS AND ANNOUNCEMENTS

7. TOWN MAYOR'S AWARDS

Members of the community who have done something particularly noteworthy during the municipal year can be nominated for a Town Mayor's Award. The following awards have been recognised during the 2022/23 municipal year:

- Ann-Charlotte Jonsson for her tireless work and dedication to the 'Bayle in Bloom' campaign each year.
- Chris McNeilly for his charitable efforts raising funds for ABF the Soldiers' Charity by providing musical support to local events and commemorations.
- Francene Thompson for the voluntary work undertaken in supporting the Community Fridge.
- The volunteers at Folkestone Methodist Church for the support provided for the civic events and many other community groups within Folkestone.

The recipients were invited to an afternoon tea with the Town Mayor and Deputy Mayor where they were presented with their awards in recognition of their achievements.

8. MINUTES OF THE PLANNING COMMITTEE

To receive the Minutes of the above Committee's meeting of 26th January 2023.

9. MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE

To receive the Minutes of the above Committee's meeting of 15th December 2022.

10. MINUTES OF THE COMMUNITY SERVICES COMMITTEE

To receive the Minutes of the above Committee's meeting of 6th October 2022.

11. MINUTES OF THE CLIMATE AND ENVIRONMENT COMMITTEE

To receive the Minutes of the above Committee's meeting of 9th June 2022.

12. GOVERNANCE AND ACCOUNTABILITY RISK ASSESSMENT AND INSURANCE REVIEW

Report C/23/333 presents the annual business risk assessment and review of the current insurance arrangements for the Council's approval.

13. TREASURY MANAGEMENT REPORT

In line with section 15(1)(a) of the Local Government Act 2003, Report C/23/334 reviews the Council's treasury management policy for 2023/24 and is attached for approval.

EXCLUSION OF PRESS AND PUBLIC

The press and public are to be excluded for the remainder of this meeting under Section 1, sub-section 2, of the Public Bodies (Admission to Meetings) Act 1960 as publicity would be prejudicial to the public interest by reason of the confidential nature of the business.

14. TOWN GRANT SCORES

Members' scores have been reconciled and the exempt table provided sets out the percentage scored and the calculated final award which is based on combined scores and available budget in accordance with Council's adopted guidelines. The Council is asked to approve the final award.

15. DATE AND TIME OF NEXT MEETING

Annual Statutory Meeting - Tuesday, 16th May 2023
Annual Town Assembly - Tuesday, 23rd May 2023

Folkestone Town Meeting

MINUTES of the Full Council Meeting held at the Town Hall, Folkestone on Wednesday, 11th January 2023 at 7.00 p.m.

TOWN COUNCILLORS PRESENT: Councillors Abena Akuffo-Kelly, Ann Berry, Paul Bingham, Peter Gane, Jonathan Graham, Dylan Jeffrey, Nicola Keen, Mary Lawes, Connor McConville, Jackie Meade, Tim Prater, Belinda Walker, Richard Wallace and Roger West.

ABSENT: Councillor David Horton

IN ATTENDANCE: Phil Cross – Finance Officer
Georgina Wilson – Executive Assistant

1903. APOLOGIES

Apologies were received from Councillor Ray Field due to being on holiday.

RESOLVED: To approve apologies from Councillor Ray Field.

Proposed: Councillor Roger West

Seconded: Councillor Ann Berry

Voted: F:14, Ag:0, Ab:0

1904. DECLARATIONS OF INTEREST

Councillor Dylan Jeffrey declared a personal interest in item 12 due to being involved in booking local rooms, but as there was no pecuniary interest Cllr Jeffrey was advised that he could take part in the discussion and vote.

1905. MINUTES

The Council was asked to receive and authorise the Minutes of the Annual Council Meeting held on 17th November 2022 and to ask the Town Mayor to sign them as a correct record.

RESOLVED: That the Minutes of the Annual Council Meeting held on 17th November 2022 be received and signed as a correct record with an amendment to show Cllr Akuffo-Kelly had sent apologies.

Proposed: Councillor Peter Gane

Seconded: Councillor Roger West

Voting: F:14, Ag:0, Ab:0

1906. PUBLIC QUESTIONS

No public questions were received.

1907. MAYORS ANNOUNCEMENTS AND COMMUNICATIONS

The Mayor reported on a busy few months since the last meeting and thanked the organisers of these events as well as the Deputy Mayor, Cllr Walker for her support in attending events on her behalf. Councillors were reminded of the Holocaust Memorial Day commemoration to be held on 27th January at the Garden of Remembrance.

1908. MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE

RESOLVED: That the Minutes of the Finance and General Purposes Committee's meeting of 20th October 2022 be received and signed as a correct record.

Proposed: Councillor Connor McConville

Seconded: Councillor Abena Akuffo-Kelly

Voting: F:14, Ag:0, Ab:0

1909. MINUTES OF THE PLANNING COMMITTEE

RESOLVED: That the Minutes of the Planning Committee's meetings of 27th October and 24th November 2022 be received and signed as a correct record.

Proposed: Councillor Paul Bingham

Seconded: Councillor Jackie Meade

Voting: F:14, Ag:0, Ab:0

1910. TOWN GRANT APPLICATIONS

Councillors were invited to ask questions to those applicants who attended the meeting. Applicants were then thanked for attending and informed that a decision would be made later in the meeting in private.

1911. SCHEDULE OF MEETINGS 2023/24

RESOLVED: To accept the schedule of meetings for 2023/24 and to approve the new dates for the Annual Council Meeting (16th May 2023) and Town Assembly (23rd May 2023) due to the Coronation and Election.

Proposed: Councillor Peter Gane

Seconded: Councillor Jackie Meade

Voting: F:14, Ag:0, Ab:0

1912. NOTICE OF VACANCIES

Following the Notice of Vacancies for East Folkestone and Central Wards, Council was asked to consider whether it wished to fill these positions in the interim period by way of co-option. If not, it should consider the most appropriate use of the remaining ward grant balances.

RESOLVED: To not co-opt due to the short timescale before the next election and to distribute the ward grant balances to the remaining Councillors in those wards; Central and East.

Proposed: Councillor Peter Gane

Seconded: Councillor Jonathan Graham

Voting: F:13, Ag:1, Ab:0

1913. NOTICE OF MOTION

Cllr Belinda Walker moved a motion for the Council to co-opt one existing councillor to replace Cllr Keutenius on the Community Services Committee and two existing councillors to replace Cllrs Brook and Keutenius on the Climate and Environment Committee. Both these committees have two further meetings in this municipal year.

RESOLVED: For the Group Leaders to nominate a replacement Councillor to fill the vacant seats in Community Services, Climate and Environment and Finance and General Purposes Committees.

Proposed: Councillor Jackie Meade

Seconded: Councillor Abena Akuffo-Kelly

Voting: F:13, Ag:0, Ab:1

1914. COMMUNITY SPACE – THE BAYLE

At the Finance & General Purposes Committee meeting of 15th December 2022, Councillor Abena Akuffo-Kelly spoke regarding the possible lease of a community room at the former Dance Easy site in The Bayle. Report C/23/327 provided further information.

Councillor Akuffo-Kelly felt that due to the current cost of living crisis, taking on responsibility for another community space would not be in the best interests of the Town Council or residents of Folkestone. The proposal to take on this service was therefore withdrawn.

1915. FOLKESTONE TOWN COUNCIL BUDGET AND PRECEPT 2023/24

Report C/23/326 concluded the budget making process for the Town Council's precept requirements for 2023/24. Council was asked to approve the budget and agree a precept for 2023/24.

RESOLVED: To receive report C/23/326, approve the budget of £958,370 and set the precept at £952,970 (an increase of 3%).

Proposed: Councillor Connor McConville

Seconded: Councillor Belinda Walker

Voting: F:11, Ag:3, Ab:0

Proposed: To receive report C/23/326, approve the budget and increase the cost to tax payers by 3.584% to have a balanced budget.

Proposed: Councillor Dylan Jeffrey

Seconded: Councillor Ann Berry

This motion was lost.

EXCLUSION OF PRESS AND PUBLIC

The press and public are to be excluded for the remainder of this meeting under Section 1, sub-section 2, of the Public Bodies (Admission to Meetings) Act 1960 as publicity would be prejudicial to the public interest by reason of the confidential nature of the business.

Proposed: Councillor Ann Berry

Seconded: Councillor Roger West

Voting: F:14, Ag:0, Ab:0

1916. TOWN GRANT SCORES

RESOLVED: To approve all awards set out in the exempt list.

Proposed: Councillor Tim Prater

Seconded: Councillor Peter Gane

Voting: F:14, Ag:0, Ab:0

1917. DATE OF THE NEXT MEETING

Thursday, 16th March 2023 at 7.00 p.m. – Ordinary Full Council Meeting

The meeting concluded at 7.30 pm.

.....Town Mayor

Folkestone Town Council

Minutes of the Planning Committee Meeting held on Thursday 26th January 2023 at the Town Council Offices, The Town Hall, 1-2 Guildhall Street, Folkestone.

PRESENT: Councillors Paul Bingham, Nicola Keen, Jackie Meade, Richard Wallace and Roger West.

Absent: Councillor Jonathan Graham

OFFICERS PRESENT: Toni Brenchley (Assistant Clerk)

1. APOLOGIES FOR ABSENCE

No apologies were received.

2. DECLARATIONS OF INTEREST

There were no declarations.

3. PLANNING COMMITTEE MEETING 20th December 2022

The Committee was asked to receive the Minutes of the meeting of the Planning Committee held on 20th December 2022 and to authorise the Chairman of the Committee to sign them as a correct record.

RESOLVED: That the Minutes of the meeting of the Planning Committee held on 20th December 2022 be received and that the Chairman of the meeting be authorised to sign them as a correct record.

Proposed: Councillor Roger West

Seconded: Councillor Jackie Meade

Voting: F:5, Ag:0, Ab:0

4. PLANNING APPLICATIONS

Application number: 22/2168/FH

Location: Plot E1, Former Rotunda Amusement Park, Marine Parade

Proposal: Approval of Reserved Matters (layout, access, scale and appearance, public realm, landscaping, and play space) of Phase 4 (Plot E1) and Marine Parade, pursuant to section 73 outline planning permission Y17/1099/SH for the erection of a 5-storey residential building comprising flats and townhouses, associated car and cycle parking, landscaping and associated services, amenities and plant.

Closing date: 2.2.23

Comment: Object – The Committee felt the design isn't in keeping with other developments, including new developments, there is a lack of infrastructure and

no public transport links as well as inadequate parking.

Application number:	22/2074/FH
Location:	Flat 2, 25 Castle Hill Avenue
Proposal:	Replace metal window to rear with new timber windows and two casement windows at either side.
Closing date:	7.2.23
Comment	No objection
Application number:	22/2119/FH
Location:	Redmans, 22 Turketel Road
Proposal:	Erection of a four bedroom detached dwelling and new vehicular and pedestrian access, private parking and rear garden. A revised pedestrian and vehicular access for the existing property.
Closing date:	2.2.23
Comment	Object – the Committee felt this could set a precedence for others to do the same and the Committee upheld the neighbours' objections.
Application number:	23/0010/FH
Location:	Mundella Primary School, Black Bull Road
Proposal:	Erection of a single-storey flat roof extension to the northeast corner including works to relocate and remodel associated internal spaces
Closing date:	2.2.23
Comment	No objection
Application number:	22/1575/FH
Location:	34 Downs Road
Proposal:	Conversion and extension of garage to create an open environment for office entertainment use including installation of a 10 solar panel system.
Closing date:	1.2.23
Comment	Object – there is still no further information on the exact usage.
Application number:	23/0042/FH/TCA
Location:	2 Grimston Avenue
Proposal:	Felling of Ash Tree (TA) and Elm Tree (TE) situated in a conservation area
Closing date:	8.2.23
Comment	No objection subject to the Tree Officers report and replacement with similar native species, this is in a conservation area.
Application number:	22/1547/FH (hard copy)
Location:	1-3 Rendezvous Street

Proposal: Change of use of commercial units 1 & 2
Rendezvous Street from betting shop and nail
salon bar (Sui Generis) to a drinking establishment
(Sui Generis) together with alterations.
Closing date: 26.1.23
Comment No objection

5. LATE PLANNING APPLICATIONS

There were no late planning applications to consider.

6. PREMISES LICENCE

None were received.

7. PROPOSED RADIO BASE STATION INSTALLATION AT SHORNCLIFFE ROAD

Some Councillors expressed concern regarding potential health issues possibly associated with 5G. The base stations shouldn't be close to any new children's play areas.

8. DATE OF NEXT MEETING

Thursday 23rd February 2023


..... Chairman

FOLKESTONE TOWN COUNCIL

MINUTES of the Finance and General Purposes Committee Meeting held at Folkestone Town Council Offices, Town Hall, 1-2 Guildhall Street, Folkestone on Thursday, 15th December 2022 at 7.00 p.m.

PRESENT: Councillors Abena Akuffo-Kelly, Ray Field, Peter Gane, David Horton, Dylan Jeffrey, Mary Lawes, Connor McConville (Chair), Tim Prater and Belinda Walker.

ABSENT:

OFFICER PRESENT: Phil Cross (Finance Officer)

1516. APOLOGIES FOR ABSENCE

Apologies were received from Councillor Jonathan Graham (illness).

RESOLVED: The Committee received and approved the apologies.

Proposed: Councillor Peter Gane

Seconded: Councillor Abena Akuffo-Kelly

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

1517. DECLARATIONS OF INTEREST

There were no declarations of interest at this point. See Minute 1525.

1518. MINUTES

1) The Committee received the Minutes of the meeting of the Finance and General Purposes Committee held on 20th October 2022.

RESOLVED: That the Minutes of the meeting of the Finance and General Purposes Committee held on 20th October 2022 be received and signed as a correct record.

Proposed: Councillor Peter Gane

Seconded: Councillor David Horton

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

2) The Committee received the Minutes of the meeting of the Personnel Sub-Committee held on 29th September 2022.

RESOLVED: That the Minutes of the meeting of the Personnel Sub-Committee held on 29th September 2022 be received and noted.

Proposed: Councillor Belinda Walker

Seconded: Councillor Mary Lawes

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

1519. SCHEDULE OF PAYMENTS

The Committee considered the schedule of payments made between 1st October 2022 and 30th November 2022.

RESOLVED: That the Schedule of Payments for the period 1st October 2022 to 30th November 2022 be approved.

Proposed: Councillor Abena Akuffo-Kelly

Seconded: Councillor David Horton

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

1520. BUDGET MONITORING STATEMENT 2022/23

The budget monitoring statement to the 30th November 2022 was received by the Committee.

RESOLVED: That the Budget Monitoring Statement to 30th November 2022 be approved.

Proposed: Councillor Peter Gane

Seconded: Councillor Tim Prater

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

1521. BANK RECONCILIATION

The bank reconciliation statement as at 30th November 2022 was noted by the Committee.

1522. WARD GRANTS

A list of ward grants approved by the Town Clerk between 1st October 2022 and 30th November 2022 was provided for the Committee's information and duly noted.

1523. WARD GRANT BALANCES 2022/23

A list of ward grant balances available to each Councillor as at 1st December 2022 was provided for the Committee's information and duly noted.

1524. ALLOTMENTS 2023/24 RENT REVIEW

Report F/22/324 made recommendations for allotments rent charges for 2023/24.

RESOLVED: That report F/22/324 be received and approved and allotment rents remain at £0.556p per m2 for 2023/24.

Proposed: Councillor Peter Gane

Seconded: Councillor Mary Lawes

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

1525. BUDGET 2023/24

Report F/22/325 set out the draft proposals for the Town Council's budget for 2023/24. Members were requested to make final recommendations for the budget/precept for presentation to the full Council on 11th January 2023.

Councillor Abena Akuffo-Kelly spoke regarding the possible lease of a community room at the former Dance Easy site in The Bayle. Councillor Dylan Jeffrey declared an interest in this subject and did not take part in the discussion.

RESOLVED: That Councillor Abena Akuffo-Kelly be requested to compile a report for full Council in January, detailing full costs, estimated usage and staffing requirements.

Proposed: Councillor Peter Gane

Seconded: Councillor Mary Lawes

Voting: F:8, Ag:0, Ab:1

There was some discussion regarding possible levels of precept for 2023/24.

RESOLVED: That the draft budget be noted and agreed but the precept be deferred to full Council in January. The report should include options for proposed increases between 0% and 5%.

Proposed: Councillor Peter Gane

Seconded: Councillor Mary Lawes

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

1526. DATE OF NEXT MEETING

Thursday, 17th February 2023 at 7.00pm

The meeting concluded at 7.45pm

Chairman.....

Date.....

FOLKESTONE TOWN COUNCIL

Minutes of the Community Services Committee meeting held at the Town Hall, 1 – 2 Guildhall Street, Folkestone, CT20 1DY on Tuesday, 6th October 2022 at 7pm.

Present: Councillors Ann Berry, Paul Bingham, Nicola Keen and Roger West (Chairman).

Absent: Councillor Michelle Keutenius

In attendance: Vicky Deakin - Communities & Events Officer

1201. APOLOGIES FOR ABSENCE

Apologies from Councillor Peter Gane were received and approved.

1202. DECLARATIONS OF INTEREST

There were no declarations of interest.

1203. MINUTES

The Committee was asked to receive the Minutes of the meeting of the Community Services Committee held on 7th June 2022 and to authorise the Chairman of the Committee to sign them as a correct record.

RESOLVED: That the minutes of the meeting held on the 7th June 2022 be received and signed as a correct record, subject to correcting Minute 1192 to read '*That Councillor Michelle Keutenius be appointed as Vice-Chairman of the Committee for the 2022/23 Municipal Year*'.

Proposed: Councillor Ann Berry

Seconded: Councillor Nicola Keen

Voting: F:4, Ag:0, Ab:0

At this juncture, further to a unanimous vote from Members, it was agreed that Agenda Item 7 be brought forward for consideration.

1204. PENTANQUE AT RADNOR PARK

Local residents have been liaising with F & HDC and Town Ward Councillors further to fund raising for an area to be dedicated for playing Pentanque on Radnor Park. Members were asked to consider if they wished to support this project and allocate funding from the Local Projects budget.

RESOLVED: That £2,000 be released from the Local Projects budget for this initiative, subject to the project being agreed as viable by F & HDC upon conducting further surveys and with additional external funding sources being identified.

Proposed: Councillor Nicola Keen

Seconded: Councillor Roger West

Voting: F: 4, Ag: 0, Ab: 0

1205. FOLKESTONE MUSEUM REPORT CS/22/319

The committee was asked to receive, note and consider the recommendations in the report.

RESOLVED:

- i) To receive and note Report CS/22/319.**
- ii) To approve the use of £25,000 of Museum Reserves as outlined in item 6 of the Report.**

Proposed: Councillor Paul Bingham

Seconded: Councillor Ann Berry

Voting: F: 4, Ag: 0, Ab: 0

1206. COMMUNITIES & EVENTS OFFICER REPORT CS/22/320

The committee was asked to receive, note and consider the recommendations in the report.

RESOLVED:

- i) To receive and note Report CS/22/320.**
- ii) To approve the release of £1,200 from the Youth Facilities budget to support the delivery of the Councillors Cup Football Tournament.**
Proposed: Councillor Nicola Keen
Seconded: Councillor Paul Bingham
Voting: F: 4, Ag: 0, Ab: 0
- iii) To approve the proposed Christmas event programme.**
Proposed: Councillor Nicola Keen
Seconded: Councillor Roger West
Voting: F: 4, Ag: 0, Ab: 0
- iv) To approve the release of £12,000 from the Christmas Festivities budget to deliver the 'Switch On' event, Festive Lantern & Light Parade and Fireworks Display Finale.**
- v) To approve the release of £30,000 from the Christmas Lighting budget to maintain, repair, install, takedown and enhance the existing lighting schemes in Folkestone Town Centre and Cheriton.**
Proposed: Councillor Nicola Keen
Seconded: Councillor Paul Bingham
Voting: F: 4, Ag: 0, Ab: 0

1207. PLAY PARKS – TREE REPORT CS/22/318

The Committee received, noted and considered the recommendations of the report.

RESOLVED: That £1,000 from Local Projects and £8,000 from Youth Facilities budgets be released and vired to facilitate urgent work required at three Folkestone Town Council Parks subject to approval from the Finance and General Purposes Committee.

Proposed: Councillor Roger West

Seconded: Councillor Nicola Keen

Voting: F: 4, Ag: 0, Ab: 0

1208. BUDGET 2023/24 – POTENTIAL GROWTH ITEMS

At this juncture the Committee was asked to consider proposals for possible growth items and non-recurring revenue expenditure for community projects and initiatives next year.

There were no proposals put forward for consideration by the Finance & General Purposes Committee at its meeting on 15th December 2022.

1209. DATE OF NEXT MEETING

9th February 2023 @ at 6.45pm (TBC)

Meeting concluded at 7.08pm

Belinda Walker

Belinda Walker, Vice - chair.

7th February 2023

FOLKESTONE TOWN COUNCIL

Minutes of the Climate and Environment Committee meeting held on Thursday, 9th June 2022 at 7pm at the Town Hall.

Present: Councillors Abena Akuffo – Kelly, Ray Field, David Horton and Jackie Meade.

Absent: Councillors Ann Berry, Richard Wallace and Tim Prater

In attendance: Vicky Deakin – Communities & Events Officer

43. APOLOGIES FOR ABSENCE

Apologies from Councillors Danny Brook (stuck in traffic) and Michelle Keutenius (work) were received and approved.

44. APPOINTMENT OF CHAIRMAN

RESOLVED: That Councillor Abena Akuffo-Kelly be appointed as Chairman of the Committee for the 2022/23 Municipal Year.

Proposed: Councillor David Horton

Seconded: Councillor Jackie Meade

Voting: F:4, Ag:0, Ab:0

45. APPOINTMENT OF VICE CHAIRMAN

Due to the meeting not having full attendance from Members, there were no nominations for Vice Chairman and therefore it was

RESOLVED: That the appointment of a Vice Chairman be deferred to the next meeting.

Proposed: Councillor Jackie Meade

Seconded: Councillor David Horton

Voting: F:4, Ag:0, Ab:0

46. DECLARATIONS OF INTEREST

There were no declarations of interest.

47. MINUTES

The committee were asked to receive the Minutes of the meeting of the Climate & Environment Committee held on 3rd February 2022 and to authorise the Chairman of the Committee to sign them as a correct record.

RESOLVED: That the minutes of the meeting held on 3rd February 2022 be receive and signed as a correct record.

Proposed: Councillor Jackie Meade

Seconded: Councillor David Horton

Voting: F:4, Ag:0, Ab:0

48. REVIEW OF THE TERMS OF REFERENCE

In line with the Town Council's adopted standing orders, the Committee is asked to consider the terms of reference for the Climate & Environment Committee.

RESOLVED: That the Terms of Reference be re-adopted without any changes and that there be a Plastic Free Folkestone item on every forthcoming agenda to facilitate members of this external body to update the committee on all developments, initiatives and projects relating to this.

Proposed: Councillor David Horton
Seconded: Councillor Jackie Meade
Voting: F:4, Ag:0, Ab:0

49. WORKING GROUPS 2022/23

The Committee were asked to approve nominations for 2022/23 Working Groups.

RESOLVED: To adopt the following working groups and that the C & E Officer write to all Town Councillors inviting them to join any they wish to be a Member of:

Play Parks
Fairtrade (Champions)
Allotment (Ambassador)

Proposed: Councillor Jackie Meade
Seconded: Councillor David Horton
Voting: F:4, Ag:0, Ab:0

50. FOLKESTONE TOWN COUNCIL PLAY PARKS

The 'Folkestone Town Council Play Parks Upgrade' document, inviting contractors to submit tenders to upgrade the eight parks recently adopted by the Town Council, was completed, and published on the public sector contracts finder portal.

The following timetable was agreed:

- 9th May 2022 - ITQ Contract Notice Published & All Documents available electronically
- 16th June 2022 at 12 noon - Tenders returned to Town Clerk (as per Financial Regulations)
- 16th June - Tenders assessed (reported to F&GP)
- 20th June 2022 - Contracts issued (subject to approval of winning tender at F&GP)
- 11th July 2022 - Contract works commence (start on site)

The tender documents have already received some interest and it is hoped that this will result in competitive tenders being received on the 16th June. In line with Financial Regulations, all tenders will be opened by the Town Clerk in the presence of one member. A panel made up of the Town Clerk, the Communities and Grants Officer and a representative from Martello Building Consultants together with the member will score the tenders there and then, the details, excluding contractor names, would be signed off at the Finance and General Purposes Committee meeting 16th June 2022. The Committee is asked to nominate a member from the Climate and Environment Committee to attend the opening of the tenders on the 16th June 2022.

Noted

51. COMMUNITIES & EVENTS OFFICER REPORT CE/22/314

The committee were asked to receive, note and approve the recommendations of the report.

RESOLVED:

- That Report CS/22/314 be received and noted.
- To support the C & E Officers application submission to the Fairtrade Foundation for Folkestone to be awarded Fairtrade Town Status.
- To approve the release of £500 from the Local Projects Budget to assist in the delivery of ongoing Fairtrade initiatives in support of FTC's imminent submission of its Fairtrade Town status submission.

Proposed: Councillor Jackie Mead

Seconded: Councillor David Horton

Voting: F:4, Ag:0, Ab:0

52. CLIMATE ACTION PLAN

Members were updated as to the status of the acquisition of the electric minibus and advised the project is currently postponed due to the inability to procure a vehicle within the grant received because of financial and resource issues caused by the coronavirus pandemic.

Noted

53. DATE OF NEXT MEETING

6th October 2022 @ 7.00pm

The meeting concluded at 7.20pm.

Chairman

Date

This report will be made
public on 9 March 2023

**Folkestone
Town Council**



Report Number **C/23/333**

To: Full Council
Date: 16 March 2023
Status: Public Report

Responsible Officer: Finance Officer

**Subject: GOVERNANCE AND ACCOUNTABILITY RISK ASSESSMENT
AND INSURANCE REVIEW 2023/24**

SUMMARY:

This report updates the Governance and Accountability Risk Assessment and reviews the current levels of insurance.

REASONS FOR RECOMMENDATION

The Council is asked to agree the recommendations below because:

- a) The Council is required to demonstrate that it has considered any risks which may affect its business.
- b) The Council must be adequately insured.

RECOMMENDATIONS:

- 1. To receive and note Report C/23/333**
- 2. To approve and adopt the Governance and Accountability Risk Assessment 2023/24**
- 3. To approve the Insurance Review and any recommended amendments to insurance cover**

Aims and Objectives – To carry out a business risk assessment and make certain that the Council has adequate insurance cover

Financial Implications – The present budget for insurance premiums is adequate

Equal Opportunities – Equal opportunities for all

Folkstone Town Council

Governance and Accountability

Risk Assessment

2023/24

No.	Risk Description	Impact	Probability	Existing Measures Taken	Recommendations
1.	Failure to attract sufficient candidates for vacancies or elections	Low	Medium	Council activities published on website and in community magazine. Publicise elections & vacancies on notice boards, social media and website.	
2.	Councillors lack relevant skills, commitment or work in isolation.	Low	Medium	Councillors' skills are reviewed upon election. In-house and external training offered. Members Welcome Pack & Good Councillor Guide Town Clerk and officers roles clearly defined.	
3.	Lack of Strategy and Forward Planning.	Medium	Low	Council adopts a five year Corporate Plan which sets out key aims and objectives. Councillors skills are reviewed and appointments to committees are made utilising individual strengths and interests wherever possible.	
4.	Adverse publicity and the impact on the services and facilities offered to the public. Lack of consultation.	Low	Medium	Good working relationship with the local media to ensure that the public are informed of any future projects or events. Agendas and minutes of Council meetings are available to the public. The Council promotes full disclosure and transparency. Decisions delegated to the Town Clerk relating to the granting of a permission or license, affecting the rights of an individual or awarding a contract or incurring material expenditure are made available for viewing by the public and retained by the Council for 6 years	
5.	Breaking and entering into the Town Hall offices & museum.	High	Low	Intruder alarms and fire extinguishers fitted. Secure locks fitted. Record of key holders maintained. Emergency call-out measures in place. Alarms and fire protection equipment serviced at least annually. CCTV Coverage. Security Grille to rear door corridor.	

No.	Risk Description	Impact	Probability	Existing Measures Taken	Recommendations
6.	Damage to third party property or individuals.	High	Low	Public Liability Insurance with reputable insurance provider. Staff awareness of health and safety policy.	
7.	Loss or damage to Council properties, furniture and equipment.	High	Medium	Town Hall building and contents insured with reputable insurance provider. Furniture and equipment insured by the Town Council with reputable insurance provider. Maintenance of asset register. Regular maintenance of equipment including alarms and fire extinguishers. Staff presence during Museum opening hours. CCTV Coverage.	
8.	Loss of cash through theft or dishonesty.	Medium	Low	Fidelity Guarantee with reputable insurance provider. Secure storage of cash. Regular banking of cash receipts. Thorough vetting process for job applicants and annual staff reviews. Minimise distance between office and bank. Carry out banking at random times.	Ensure that Fidelity Guarantee is sufficient to cover a minimum of total reserves plus half of precept.
9.	Loss of Council funds held in bank accounts.	High	Low	Fidelity Guarantee with reputable insurance provider. Monthly bank reconciliations. Two approved signatures for all payments. Regular schedule of payments reports to Finance & General Purposes Committee. Internal Audit. External Audit.	Ensure that Fidelity Guarantee is sufficient to cover a minimum of total reserves plus half of precept.
10.	Insolvency of insurance company.	High	Low	Use of one of the largest companies providing specialist cover for Councils.	Seek advice from the Financial Services Authority if in doubt regarding insurance company.
11.	Failure to keep proper financial records in accordance with statutory requirements.	High	Low	Regular financial reporting. Adoption of financial regulations. Internal Audit checks. Annual External Audit. Appropriate staff training.	

No.	Risk Description	Impact	Probability	Existing Measures Taken	Recommendations
12.	Non-payment of bills.	High	Low	Efficient financial systems. Appropriately trained staff.	
13.	Insufficient precept to provide Council services.	High	Low	Approval of budget by full Council. Provision of regular budget monitoring statements.	
14.	Insufficient reserves to meet unexpected expenditure.	High	Low	Prudent budgeting. Sensible reserves.	
15.	Failing to comply with legislation and council policies.	High	Low	Qualified Town Clerk. All key legal and regulatory requirements are identified. Regular Committee meetings. Internal Audit. External Audit. Councillor and staff training. FTC employs the services of NatWest Mentor as both HR and H&S consultants to assist with risk mitigation and competent person.	
16.	Failure to ensure that employment law, pension and PAYE/N.I. regulations are adhered to.	High	Low	Contracts of employment for all staff. Systems in place for updating records for changes in relevant legislation. Maintenance of accurate personnel files. Organogram in operation providing clarity of posts.	
17.	Unfair dismissal claims.	High	Low	Disciplinary policy and grievance procedure in place. All staff are offered training. All staff have an annual appraisal and regular meetings with the Town Clerk. All staff have a job description and receive a copy of the employee handbook.	Seek advice from South East Employers and NatWest Mentor to ensure regulations are correctly administered.
18.	Loss of Key Staff	High	Low	Systems, plans and processes are documented wherever feasible. More than one member of staff trained in particular functions wherever possible. Training is offered to all staff. Formal Notice Period written into Contracts.	

No.	Risk Description	Impact	Probability	Existing Measures Taken	Recommendations
19.	Physical and/or verbal abuse of staff and/or visitors.	High	Medium	CCTV coverage. Staff awareness of health and safety policy. Appropriate training for frontline staff. Employers' liability cover with reputable insurance provider. Presence of SIA officer during public opening hours. Risk assessments carried out for all activities undertaken by employees.	
20.	Failure to ensure HMRC regulations are met with regard to VAT and the construction industry scheme.	High	Low	Regular returns to HMRC. Systems in place for updating records for changes in relevant legislation. Appropriately experienced/trained staff.	
21.	Failure to comply with Health & Safety and Fire regulations.	High	Low	Annual review of Health & Safety Policy. Prominent display of Health & Safety and Fire Safety advice. Appropriately trained staff. External Competent Person appointed.	
22.	Failure to provide accurate reporting of Council business.	Medium	Low	Minutes properly numbered and paginated with a master copy in safekeeping. Minutes circulated appropriately. Minutes placed on website (in draft initially). Minutes approved at next meeting.	
23.	Failure to ensure the proper use of funds granted to local community groups.	Low	Low	Schedule of payments reported to Finance & General Purposes Committee. Internal Audit. External Audit. Feedback Forms or Reply slips from successful applicants to confirm appropriate use of grants.	
24.	Failure to respond to electors wishing to exercise their rights of inspection.	Low	Low	Minutes placed on website. Advertising of end of year accounts and making them available to the public for inspection, as required under the Financial Regulations.	Meet statutory dates and comply with legislation.
25.	Failure to record members' interests, gifts	Medium	Low	Register of Disclosable Pecuniary Interest and a register of gifts and hospitality received, kept by	Annual reminder sent to Councillors requesting that they update the

No.	Risk Description	Impact	Probability	Existing Measures Taken	Recommendations
	and hospitality received.			Town Clerk. Disclosures of interest as item on agendas. Internal Audit check. Update declarations of interest by councillors is Councillors responsibility when circumstances change.	disclosure of pecuniary interests register.
26.	Inappropriate use of amenities/facilities by third parties and community groups.	Medium	Low	Leases and agreements in place for use/hire of amenities/facilities by third parties and community groups. Annual review of Leases & Agreements.	
27.	Failure of Computer System in whole or part.	High	Medium	Service contract with reputable organisation. Virus protection and data backup via Microsoft Azure Cloud and physical disk. Cyber Essentials certification. All PCs running Windows 10 and Microsoft 365 Business Premium. Staff Training.	
28.	Failure to comply with codes of practice for procurement of goods and services.	Medium	Low	Purchase order system. Contracts awarded in line with Standing Orders, Financial Regulations and Procurement Policy.	Adherence to codes of practice for procurement.
29.	Failure to comply with GDPR & Freedom of Information Act	High	Low	Town Clerk appointed as Data Protection Officer. GDPR Fundamentals certification. Annual review of Data Protection and associated audits & procedures. Council adheres to the model publication scheme. The Council is registered with the ICO.	
30.	Government Policy and changes in legislation	High	High	All proposed legal and regulatory changes affecting local authorities monitored and reviewed. Membership of NALC. KALC & SLCC ensures council is always informed of any proposed changes.	
31.	Global Pandemic	Medium	Medium	Business Continuity Plan, Hybrid Working, Contingency & Reserves and Town Clerk's Scheme of Delegation.	

INSURANCE SCHEDULE 2023/2024

[illegible]

Insurance	Asset Value *	Existing Cover	Recommended Adjustments
Public Liability		£10,000,000	
Employer's Liability		£10,000,000	
Hirer's Liability		£2,000,000	
Libel and Slander		£250,000	
<i>Motor Vehicle:</i>			
Damage to Property		£5,000,000	
Repairs		No limit	
Legal Expenses and Uninsured Loss Recovery		£100,000	
Fidelity Guarantee (All Members and Employees)		£2,000,000 (See Note 2)	
Personal Accident (Accident and Assault Cover)		£500,000 any one person £2,000,000 any one incident	

** It is an Audit requirement that assets, as shown in the balance sheet, are not revalued but remain at purchase price. However, they are insured at replacement or rebuild value.*

Notes

1. The Council's Civic Regalia was professionally valued by a NAG Registered Valuer in August 2006. The Insurance Company has applied its standard annual increase (index linked) to all items.
2. The external auditor recommends that the fidelity guarantee insurance should be at least equivalent to cash and investments at year end plus half the precept. At the end of 2021/22 this equated to:

Cash and Investments	£867,511
Half Precept	<u>£436,975</u>
	<u>£1,304,486</u>

The cover of £2,000,000 is sufficient to comply with the external auditor's advice.

This report will be made
public on 9 March 2023

**Folkestone
Town Council**



Report Number **C/23/334**

To: Full Council
Date: 16 March 2023
Status: Public Report

Subject: TREASURY MANAGEMENT STRATEGY

SUMMARY:

This report is in two sections.

Section A provides an update on the treasury management activities that have taken place during 2022/23.

Section B sets out the proposed strategy for treasury management for 2023/24.

REASONS FOR RECOMMENDATION

The Council is asked to agree the recommendations set out below because:-

- a) The Council must have regard to the Financial Codes when carrying out its duties under Part 1 of the Local Government Act 2003.
- b) The Council is required to approve an Investment Strategy for the forthcoming year.
- c) The Financial Standing Orders require that the Council receives an annual report on its treasury management activities.

RECOMMENDATIONS:

- 1. To receive and note Report C/23/334.**
- 2. To adopt the Investment Policy, as set out in Section B of the report, for the financial year 2023/24.**

Aims and Objectives – *Quality Council Status*

Financial Implications – *To maximise investment income at no risk to the Council*

Equal Opportunities – *Equal access to services*

Environmental Issues – *N/A*

SECTION A

1. REVIEW OF ACTIVITIES FOR 2022/23

- 1.1 The Council's main source of income for 2022/23 was the Precept. In accordance with good practice and the Council's approved policy, surplus monies were placed on deposit with Folkestone and Hythe District Council at an agreed rate of 0.25% below the bank rate. The bank rate increased steadily throughout the year from 0.75% in March 2022 to 4% in February 2023.
- 1.2 Some additional funding has been held on deposit and interest of approximately £1,700 has been received.
- 1.3 The Council had the following amounts invested/on deposit at the dates shown:-

	<u>Investment</u>	<u>Deposit Accounts</u>
At 31 March 2022:	£500,000	£250,000
At 9 March 2023:	£500,000	£100,000

SECTION B

1. INVESTMENT POLICY 2023/24

- 1.1 The Committee is asked to approve the attached Investment Policy for 2023/24 which complies with the requirements of the Local Authorities Regulations 2003.
- 1.2 The Policy will allow the Council to invest a proportion of its funds in investments which do not have immediate access, for up to one year's duration, where the rates are advantageous.

Folkestone Town Council

INVESTMENT POLICY

1. **Strategy:**

“Investment” means any transaction that relies upon the power in section 12 of the Local Government Act 2003 (the “2003 Act”) and is recorded in the Council’s balance sheet under the heading of investments within current assets or long-term investments.

The Council’s strategy is to invest for the best income return having regard to (i) the requirements of the 2003 Act and the Local Authorities (Capital Finance and Accounting) (England) Regulations 2003, as amended, and (ii) the absolute requirement to avoid capital loss.

2. **Objectives:**

The Council’s priorities are, in the following ranking order:

- i. The security of capital to minimise the risk of losses.
- ii. The liquidity of investments to meet the cash flow needs of the Council.
- iii. Maximising income within the framework of the national economic situation.

The Council will aim to achieve the best rate of return on investments commensurate with adequate safeguards of security and liquidity.

2. **Policy:**

- i. To retain not less than three month’s average working capital requirement to meet projected expenditure in current accounts, deposit accounts or other approved investments with immediate access.
- ii. Any other funds may be placed on deposit of up to one year’s duration, depending on the prevailing interest rates and forecast cash flow requirements. Access to invested funds must be within the time limits required to ensure that adequate funds are always available to meet the Council’s financial commitments.
- iii. Deposited funds must be made with a body or in an investment scheme which has been awarded a high credit quality or made with the UK Government or another Local Authority. The required level of Credit Rating for UK Banks and Building Societies is ‘A’ or above from Standard and Poor’s, Moody’s Investors Service Ltd or Fitch Ratings Ltd unless the bank is registered with the Financial Services Authority (FSCS) and the Council is otherwise satisfied as to its levels of capital and liquidity.

- iv. The Council will not knowingly invest directly in businesses whose activities and practices pose a risk of serious harm to individuals or groups, or whose activities are inconsistent with the Council's mission and values. This would include, avoiding investment in institutions with material links to:
 - Human rights abuse (e.g. child labour, political oppression, modern slavery)
 - Environmentally harmful activities (e.g. fossil fuels, pollution, destruction of habitat)
 - Socially harmful activities (e.g. tobacco, gambling, production of armaments)
- v. The Council will, if possible, provide information on the ethical ratings schemes of its investments. The council will use The Ethical Investment Research Service (EIRIS), which is a global leader in the provision of environmental, social, governance research for responsible investors.

3. Treasury Management:

Council does not use external advisers to offer information, advice or assistance relating to investments, nor does it regard there as being a need for its staff to be trained in investment management, given the nature of its investments, but will rely on information which is publicly available. Investments shall be decided and placed by the Responsible Financial Officer having used due diligence and consultation with the Finance & General Purposes Committee.

4. Investment of Money Borrowed in Advance of Need:

In the unlikely event of money being borrowed in advance of need, it will be invested in specified investments in accordance with this strategy.

5. Risk Management:

Unless with an approved local authority, no more than 50% of the funds are to be placed with any one borrower, unless a proposal is made to and accepted by Full Council.

For the prudent management of its treasury balances, funds must only be deposited or invested with banks, building societies, local authorities or other public authorities, unless an alternative proposal is made to and accepted by Full Council.

The Responsible Financial Officer will monitor the risk of loss on investments by reference to credit ratings of organisations in which the Council holds investments on a bi-annual basis.

6. Review:

The investment strategy will be reviewed annually and approved by Full Council.

7. Transparency:

This policy is publicly available on the Council's website.

8. Training:

Officers and Councillors responsible for Treasury Management will receive training as offered by the National Association of Local Councils and other appropriate bodies.