

# FOLKESTONE TOWN COUNCIL



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## AGENDA

Meeting: **Folkestone Town Council**  
Date: **16<sup>th</sup> November 2023**  
Time: **7.00 p.m.**  
Place: **Town Council Chamber, Town Hall, 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 prior to the meeting.

Toni Branchley

**Deputy Town Clerk**  
**Town Clerk**

## PRAYERS

## PUBLIC QUESTIONS

Up to 15 minutes shall be allowed for public questions from registered electors to be put to the Council in accordance with the Council's approved Standing Orders. Questions may not be answered at the meeting if they require further investigation, a written response will be sent after the meeting.

### 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 meeting of the Full Council Meeting held on 21<sup>st</sup> September

2023 and 9<sup>th</sup> November 2023 (to follow) 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 £1000 and over, will answer any questions that the Council may have, in view of the time constraints it is recommended that this is restricted to 5 minutes per applicant.

Applications will be considered later in the meeting.

<b>TOTAL AMOUNT GRANTED THIS FINANCIAL YEAR</b>		<b>£17,087.11</b>
TOWN GRANTS RESERVE		£4,253.00
BUDGET 2023/24		£34,200.00
<b>TOTAL AVAILABLE TO GRANT</b>		<b>£21,365.89</b>

Ref	Applicant	Purpose	Amount requested
1	National Coastwatch Institution, Folkestone Station	Replacement of Marine VHF Radios	£1,379.49
2	The Folkestone-Hythe Operatic & Dramatic Society (FHODS)	Pantomime Costumes	£900.00
3	Kent Coast Volunteering	Good Neighbours Service Folkestone	£2,500.00
4	Touchbase Care CIC	Community Christmas meal for adults with disabilities	£950.00
5	Omus One Space	Abominable Micmen	£2,500.00
6	Shepway Spectrum Arts CIC	Disabled Access Firedoor entrance/exit	£2,500.00
7	Folkestone Festivals	Multicultural Festival	£2,500.00
8	Folkestone Festivals	Bands at the Bandstand	£2,500.00
9	Smoking Apples Theatre	We are more alike than you think we are!	£2,000.00
10	Go Folkestone	Central Folkestone Community E-Waste Collection	£650.00
	<b>Total</b>		<b>£18,379.49</b>

**5. MAYOR'S COMMUNICATIONS AND ANNOUNCEMENTS**

**6. MINUTES OF THE PLANNING COMMITTEE**

To receive the Minutes of the above Committee's meetings of 24<sup>th</sup> August and 28<sup>th</sup> September 2023.

**7. MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE**

To receive the Minutes of the above Committee's meeting of 31<sup>st</sup> August 2023.

**8. MINUTES OF THE COMMUNITY SERVICES COMMITTEE**

To receive the Minutes of the above Committee's meeting of 6<sup>th</sup> June 2023.

**9. MINUTES OF THE CLIMATE AND ENVIRONMENT COMMITTEE**

To receive the Minutes of the above Committee's meeting of 6<sup>th</sup> June 2023.

**10. REVISED GUIDE FOR THE MAYORALTY**

The attached revised Guide is for the consideration of Full Council.

**11. CIVILITY AND RESPECT PLEDGE**

Councillors are asked to sign the Civility and Respect Pledge and agree with its objectives.

**12. GRANTS SCHEME REVIEW**

At its meeting of 21 September 2023, Council discussed the possibility of a review of the current procedures for grants. Report C/23/348 attached outlines the current processes and provides options for moving forward.

**EXCLUSION OF PRESS AND PUBLIC**

The remainder of the Agenda has classified item 15 as disclosing exempt information under Paragraph 3 of Schedule 12A of the Local Government Act 1972 (as amended) thereby excluding the press and public from the meeting whilst this item is debated. Press and members of the public should now leave.

**13. 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.

**14. DATE OF NEXT MEETING**

Thursday, 11<sup>th</sup> January 2024

**Councillors on Committee**

Cllr Abena Akuffo-Kelly

Cllr Charlie Bain Smith

Cllr Bridget Chapman

Cllr Jane Darling

Cllr Laura Davison

Cllr Christine Dickinson

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 Meeting**

**MINUTES of the Full Council Meeting held at the Town Hall, Folkestone on Thursday, 21<sup>st</sup> September 2023 at 7.00 p.m.**

**TOWN COUNCILLORS PRESENT:** Councillors Abena Akuffo-Kelly, Charlie Bain Smith, Bridget Chapman, Jane Darling, Laura Davison, Christine Dickinson, Peter Gane, Nicola Keen (arrived at 7.35pm), Kieran Leigh, Adrian Lockwood, Connor McConville (arrived at 7.35pm), Lucy McGirr, Jackie Meade, Tim Prater, John Renshaw, Belinda Walker, Roger West.

### **ABSENT:**

**IN ATTENDANCE:** Stephen Nash - Town Clerk, Georgina Wilson - Executive Assistant and Ian Bishop - Town Sergeant.

No questions were received.

### **1986. APOLOGIES**

Apologies were received from Councillor Liz McShane.

**RESOLVED: To accept the apologies from Councillor McShane.**

Proposed: Councillor Jackie Meade

Seconded: Councillor Peter Gane

Voting: F: 15, Ag: 0, Ab: 0

### **1987. DECLARATIONS OF INTEREST**

Councillor Jackie Meade made a personal declaration of interest in Living Words Arts, Councillors Adrian Lockwood and Bridget Chapman made personal declarations of interest in Sunflower House, Councillors Tim Prater and Charlie Bain Smith made personal declarations of interest in HG Wells Short Story Competition.

### **1988. MINUTES**

The Council was asked to receive and authorise the Minutes of the Full Council Meeting held on 10<sup>th</sup> August 2023 and to ask the Town Mayor to sign them as a correct record.

**RESOLVED: That the Minutes of the Full Council Meeting held on 10<sup>th</sup> August 2023 be received and signed as a correct record.**

Proposed: Councillor Jackie Meade

Seconded: Councillor Jonathan Renshaw

Voting: F: 14, Ag: 0, Ab: 1

### **1989. TOWN GRANT APPLICATIONS**

The Mayor invited applicants to speak and answer questions on their grant applications.

**1990. MAYORS COMMUNICATIONS AND ANNOUNCEMENTS**

The Mayor reported on a busy few months since the last meeting including a visit from the Princess Royal to mark the 50<sup>th</sup> Anniversary of the NCI. The Mayor also thanked the organisers of these events as well as the Deputy Mayor, Cllr Akuffo Kelly, and Past Mayor, Councillor Nicola Keen for standing in for events she was unable to attend and thanked her Consorts for accompanying her.

*(Councillors Nicola Keen and Connor McConville arrived)*

**1991. MINUTES OF THE PLANNING COMMITTEE**

**RESOLVED: That the Minutes of the Planning Committee's meetings of 27<sup>th</sup> July 2023 be received and signed as a correct record.**

Proposed: Councillor Charlie Bain Smith

Seconded: Councillor Christine Dickinson

Voting: F: 17, Ag: 0, Ab: 0

**1992. MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE**

**RESOLVED: That the Minutes of the Finance and General Purposes Committee of 15<sup>th</sup> June 2023 be taken back to the Finance and General Purposes for approval as per normal procedure.**

Proposed: Councillor Peter Gane

Seconded: Councillor Jackie Meade

Voting: F: 16, Ag: 0, Ab: 1

**1993. MATTERS AND RESOLUTIONS FROM COMMITTEES**

- i. **Finance and General Purposes Committee – 2023/24**  
See above resolution.

**1994. COMMITTEE MEMBERSHIP**

**RESOLVED: To approve the membership changes to the Planning Committee; remove Cllrs Keen and Meade, replace with Cllrs McGirr and Darling.**

Proposed: Councillor Belinda Walker

Seconded: Councillor Nicola Keen

Voting: F: 17, Ag: 0, Ab: 0

**1995. WILLIAM HARVEY SUNDAY COMMEMORATION REPORT**

**RESOLVED: To receive and note report C/23/341 and reduce the current budget from £1,000 to £150 for 2024/25.**

Proposed: Councillor Peter Gane  
Seconded: Councillor Jackie Meade  
Voting: F: 17, Ag: 0, Ab: 0

#### **1996. SAMUEL PLIMSOLL COMMEMORATION REPORT**

**RESOLVED: To receive and note report C/23/342, to adopt the Samuel Plimsoll Commemoration at St Martin's Church as a civic event and set a budget of £200 for this Commemoration.**

Proposed: Councillor Peter Gane  
Seconded: Councillor Laura Davison  
Voting: F: 17, Ag: 0, Ab: 0

#### **EXCLUSION OF PRESS AND PUBLIC**

The remainder of the Agenda has classified item 12, Minute number 1997, as disclosing exempt information under Paragraph 3 of Schedule 12A of the Local Government Act 1972 (as amended) thereby excluding the press and public from the meeting whilst this item is debated. Press and members of the public left the meeting.

#### **1997. TOWN GRANT SCORES**

**RESOLVED: To approve full awards as set out in the exempt list for Strange Cargo, Folkestone Gospel Singers, Screen South, Cheriton Baptist Church, Disabled Friends and Family and St Eanswythes School.**

Proposed: Councillor Peter Gane  
Seconded: Councillor Charlie Bain Smith  
Voting: F: 17, Ag: 0, Ab: 0

**RESOLVED: To approve a full award (£600) for H G Wells Short Story Competition.**

Proposed: Councillor Belinda Walker  
Seconded: Councillor Bridget Chapman  
Voting: F: 15, Ag: 0, Ab: 2

**RESOLVED: To approve a full award (£2,500) for Living Words Arts.**

Proposed: Councillor Belinda Walker  
Seconded: Councillor Nicola Keen  
Voting: F: 16, Ag: 0, Ab: 1

**RESOLVED: To approve a full award (£2,000) for Sunflower House.**

Proposed: Councillor Belinda Walker  
Seconded: Councillor Roger West  
Voting: F: 15, Ag: 0, Ab: 2

**RESOLVED: To approve a full award (£2,500) for Folkestone Optimist Hockey Club.**

Proposed: Councillor Belinda Walker

Seconded: Councillor Jackie Meade

Voting: F: 17, Ag: 0, Ab: 0

**1998. DATE OF THE NEXT MEETING**

16<sup>th</sup> November 2023 at 7.00 p.m. – Ordinary Full Council Meeting

**The meeting concluded at 8.20 pm.**

.....Town Mayor



## **Folkestone Town Council**

**Minutes of the Planning Committee Meeting held on Thursday 24<sup>th</sup> August 2023  
at the Town Council Offices, The Town Hall, 1-2 Guildhall Street, Folkestone.**

**PRESENT: Councillors Charlie Bain Smith, Jackie Meade, Christine Dickinson  
and John Renshaw.**

**ABSENT:**

**OFFICER PRESENT:** Georgina Wilson (Executive Assistant)

**1. APOLOGIES FOR ABSENCE**

Apologies received from Councillors Nicola Keen and Laura Davison due to holiday.

**RESOLVED: To accept Cllr Nicola Keen and Cllr Laura Davison's apologies.**

Proposed: Councillor Jackie Meade  
Seconded: Councillor John Renshaw  
Voting: F:4, Ag:0, Ab:0

**2. DECLARATIONS OF INTEREST**

Councillor Bain Smith had a personal interest in applications 22/1855/FH and 22/1856/FH, Sandgate Road and would abstain on any vote for these applications.

**3. PLANNING COMMITTEE MEETING 27<sup>th</sup> July 2023**

The Committee was asked to receive the Minutes of the meeting of the Planning Committee held on 27<sup>th</sup> July 2023 and to authorise the Chair of the Committee to sign them as a correct record.

**RESOLVED: That the Minutes of the meeting of the Planning Committee held on 27<sup>th</sup> July 2023 be received and that the Chair of the meeting be authorised to sign them as a correct record.**

Proposed: Councillor Jackie Meade  
Seconded: Councillor Charlie Bain Smith  
Voting: F:4, Ag:0, Ab:0

**4. PLANNING APPLICATIONS**

Application no	23/1159/FH
Location	31 Elventon Close
Proposal	Porch extension
Closing date	1.9.23
Comment	No objection

Application no	23/1245/FH/TCA
Location	40 The Bayle
Proposal	Works to trees in a Conservation area comprising of T1 Buddleia remove to ground level, T2 Holm oak remove to ground level & T3 Shrub to be reduced in height by approx. 2 metres.
Closing date	1.9.23
Comment	The Committee object to the T2 Holm Oak removal to ground level, as no reason has been given and there is no report from the Tree Officer. This tree, although not protected, is in a conservation area and plays a large part in the character of the Bayle and specifically the pond area. The Committee have no objection to the removal of the T1 buddleia and the T3 shrub reduction.

Application no	23/1085/FH
Location	36 Bathurst Road
Proposal	Resubmission of planning permission 22/2141/FH for the removal of conservatory and extensions to north and south elevations.
Closing date	5.9.23
Comment	No objection

Application no	23/1162/FH
Location	77-79 Walton Road
Proposal	Sub-division and conversion of existing property & external alterations to form a separate dwelling with garden.
Closing date	6.9.23
Comment	Object, this application would exacerbate existing parking and traffic issues in this already oversubscribed CPZ. This application takes away one existing parking space and creates the need for another.

## 5. PREMISES LICENCE

Application number	PR202308-92824
Location	Unit 4, The Regent Centre, Shearway Business Park
Licensable activities	Alcohol ON & OFF sales
Closing date	15.9.23
Comment	No objection but the Committee recommends an annual review of compliance.

Application number	PR202306-90938
Location	Sweet Rendezvous, 5 Rendezvous Street
Licensable activities	Alcohol ON sales ONLY
Closing date	14.9.23
Comment	No objection

## 6. LATE PLANNING APPLICATIONS

Application number	23/1153/FH
Location	52 Langdon Road
Proposal	Single storey rear extension with raised terrace and new vehicle crossover to front.
Closing Date	7.9.23
Comment	No objection subject to the flat roof of the extension not becoming a roof terrace in the future. The Committee would be in support of a moss/living roof on the extension to offset the loss of the front garden.

Application number	23/0871/FH
Location	13 Castle Mews
Proposal	Side and a rear extension, conversion of garage and alterations to existing garden and patio area
Closing Date	7.9.23
Comment	No objection subject to neighbours' comments.

Application number	23/0838/FH
Location	Rear of 120 Sandgate Road
Proposal	Erection of a block of six 1 bedroom flats
Closing date	12.9.23
Comment	Object, the Committee feels this application is far too over intensive and will be overbearing on surrounding residents and businesses. There are no outside amenities included in this application and will mean existing residents will be overlooked by this new building, existing residents will also be overshadowed and have reduced natural light. There are also no parking facilities which may be considered as unnecessary by the District Council as this is a Town Centre location, however the Committee feel that even in a Town Centre location, residents will still have cars and so require somewhere to park.

Application number	23/1129/FH
Location	112 Wear Bay Road
Proposal	Erection of a new dwelling
Closing date	11.9.23
Comment	No objection subject to neighbours' comments.

Application number	23/0896/FH
Location	St Saviours Church, Canterbury Road
Proposal	Listed Building Consent for the installation of 3 self-contained toilet cubicles.
Closing date	21.9.23
Comment	No objection

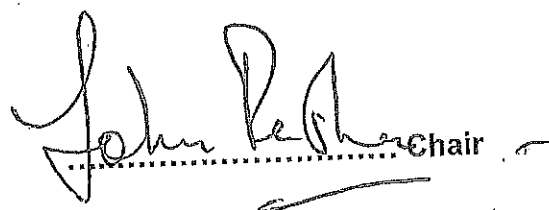
**7. PLANNING APPLICATION 22/1856/FH AND 22/0855/FH**

**RESOLVED: Object.** Although the District Council suggest that as this is a second-floor property, it does not need to be actively marketed for 12 months prior to a change of use, the Committee believes it should still be actively marketed for 12 months prior to a change of use, especially as commercial property is scarcer along Sandgate Road. Comments made via the District Council's Planning Portal should be taken into consideration. This change of use will create a parking demand of at least three permanent spaces instead of the short time parking currently required. The Committee also feel this application is over intensive for the building.

Proposed: Councillor Jackie Meade  
Seconded: Councillor Christine Dickinson  
Voting: F;3, Ag;0, Ab:1

**8. DATE OF NEXT MEETING**  
Thursday 28<sup>th</sup> September 2023

The meeting concluded at 8.35pm

Chair

## Folkestone Town Council

Minutes of the Planning Committee Meeting held on Thursday 28<sup>th</sup> September 2023 at the Town Council Offices, The Town Hall, 1-2 Guildhall Street, Folkestone.

**PRESENT:** Councillors Charlie Bain Smith, Jane Darling, Laura Davison, Christine Dickinson, Lucy McGirr and John Renshaw.

**ABSENT:**

**OFFICER PRESENT:** Liz Timmins (Communities and Grants Officer)

**1. APOLOGIES FOR ABSENCE**

No apologies were received.

**2. APPOINTMENT OF CHAIR**

**RESOLVED:** To appoint Councillor Charlie Bain Smith as Chair for 2023/24.

Proposed: Councillor Laura Davidson

Seconded: Councillor Jane Darling

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

**3. DECLARATIONS OF INTEREST**

Councillor Charlie Bain Smith declared a personal interest in application 23/1249/FH 10 Grimston Avenue.

Proposed: Councillor John Renshaw

Seconded: Councillor Jane Darling

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

**4. PLANNING COMMITTEE MEETING 24<sup>th</sup> August 2023**

The Committee was asked to receive the Minutes of the meeting of the Planning Committee held on 24<sup>th</sup> August 2023 and to authorise the Chair of the Committee to sign them as a correct record.

**RESOLVED:** That the Minutes of the meeting of the Planning Committee held on 24<sup>th</sup> August 2023 be received and that the Chair of the meeting be authorised to sign them as a correct record.

Proposed: Councillor John Renshaw

Seconded: Councillor Charlie Bain Smith

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

Councillors Laura Davison, Lucy McGirr and Jane Darling abstained as they were not present at the meeting.

**5. PLANNING APPLICATIONS**

Application no      23/1295/FH

Location              Unit C14, Pent Road, Shearway Business Park

Proposal              Installation of externally located liquid nitrogen vessel.

Closing date	3.10.23
Comment	No Objection
Application no	23/0844/FH
Location	189 & 191 Sandgate Road
Proposal	Erection of a three-storey rear extension, together with the enlargement of the existing fourth floor dormer windows and other external alterations, to provide a total of 20 self-contained flats.
Closing date	12.10.23
Comment	No Objection
Application no	23/1268/FH
Location	Dorlands, 42 Coolinge Lane
Proposal	Works to trees the subject of TPO 11 of 2015 – fell to ground 1 dead larch.
Closing date	2.10.23
Comment	No Objection – subject to the views of the Tree Officer
Application no	23/1316/FH
Location	5 Searle Grove
Proposal	Subject of TPO No. 8 of 2016 – T1 and T2 birch trees to reduce by 3 metres in height and 1 -2 metres in lateral spread.
Closing date	4.10.23
Comment	No Objection – subject to the views of the Tree Officer
Application no	23/1249/FH
Location	10 Grimston Avenue
Proposal	Replacement of most of the existing uPVC windows and all of the existing timber framed windows which are not leaded with new uPVC framed windows, restoration of stained glass and leaded windows and side kitchen doors.
Closing date	19.10.23
Comment	Object – UPVC proposed would alter the character of the building and therefore the conservation area.
Application no	23/1314/FH
Location	Arnside, Crete Road West
Proposal	Side, rear and first floor extension and the accompaniment of roof-lights.
Closing date	5.10.23
Comment	Object – out of character and overbearing on the immediate private gardens of neighbours' properties.

## 6. PREMISES LICENCE

Application no	PR202307-92091
Address	The Potting Shed. 34 Rendezvous Street

Licensable activities To add Alcohol OFF sales 11:00 – 22:00 and an additional hour of Alcohol On sales 11:00 – 11:59  
 Closing date 2.10.23  
 Comment No Objection

Application no PR202306-90546  
 Address Portenio, HS6a Harbour Approach Road, Folkestone Harbour Arm  
 Licensable activities Alcohol ON & OFF sales  
 Closing date 13.10.23  
 Comment No Objection

## 7. LATE PLANNING APPLICATIONS

Application number 23/1394/FH/TCA  
 Location 11-15 Church Street  
 Proposal Works to trees in a Conservation are comprising of F1- Fig cut back regrowth to give a 1metres clearance from fence, T1-T6 six Sycamore crown reduction all around by 3metres.  
 Closing Date 13.10.23  
 Comment No Objection

Application number 23/1365/FH  
 Location Cosy Corner, Charles Crescent  
 Proposal Garage conversion and raised roof to form home study  
 Closing Date 13.10.23  
 Comment No Objection

Application number 23/1364/FH  
 Location 259 Dover Road  
 Proposal Enlarged front and rear dormers to replace existing.  
 Closing Date 12.10.23  
 Comment No Objection

Application number 23/1369/FH  
 Location 40 Earls Avenue  
 Proposal Proposed erection of a two-storey extension to create two further flats, following the removal of the existing garage & store.  
 Closing Date 26.10.23  
 Comment No Objection

Application number 23/1482/FH/TCA  
 Location Rear of Flat 1, 42 Rendezvous Street  
 Proposal Removal of Sycamore tree situated in a Conservation area  
 Closing Date 16.10.23

Comment

No Objection – Subject to the views of the tree officer, members would like a replacement tree to be considered.

### **PREMISES LICENCE**

Application number  
Address  
Licensable activities

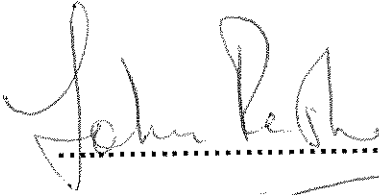
PR202309-94274  
Marleys, 2-4 South Street  
To amend alcohol ON sales timings to: Monday-Closed. Tuesday-Friday: 12:00 – 22:30. Saturday: 09:30-22:30. Sunday: 09:30-15:30. To remove Late Night Refreshment. To amend opening hours and recorded music to: Monday-Closed. Tuesday-Friday: 12:00 – 23:00. Saturday: 09:30-23:00. Sunday: 09:30-16:00  
Closing Date  
Comment

21.10.23

No Objection

### **8. DATE OF NEXT MEETING** Thursday 26<sup>th</sup> October 2023

The meeting concluded at 9pm

  
.....Chair



## 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, 31<sup>st</sup> August 2023 at 7.00 p.m.**

**PRESENT:** Councillors Belinda Walker, Nicola Keen, Jane Darling, Connor McConville (Chair), Adrian Lockwood, Bridget Chapman, Laura Davison, Christine Dickinson, Kieran Leigh, Peter Gane.

**ABSENT:** ~~Councillors Abena Akuffo-Kelly~~, Tim Prater

**OFFICERS PRESENT:** Stephen Nash – Town Clerk  
Roland Domingo – Finance Officer  
Toni Brenchley – Deputy Town Clerk

### **1558. APOLOGIES FOR ABSENCE**

There were no apologies received.

### **1559. DECLARATIONS OF INTERESTS**

There were no declarations of interest.

### **1560. MINUTES**

The committee received the Minutes of the meeting of the Finance and General Purposes Committee held on 15 June 2023.

**RESOLVED:** That the Minutes of the meeting of the Finance and General Purposes Committee held on 15 June 2023 include the voting numbers and be received for signing as a correct record at the next Full Council meeting on the 21 September 2023.

Proposed: Councillor Connor McConville

Seconded: Councillor Belinda Walker

Voting: F: 10, Ag: 0, Ab: 0

### **1561. TERMS OF REFERENCE**

In line with the Town Council's adopted standing orders, the Committee is asked to consider its new Terms of Reference.

**RESOLVED:** To defer the new Terms of Reference to the next Finance and General Purposes meeting on the 14 September 2023 and include the existing Terms of Reference to identify the changes.

Proposed: Councillor Laura Davison

Seconded: Councillor Bridget Chapman

Voting: F: 10, Ag: 0, Ab: 0

**1562. SCHEDULE OF PAYMENTS**

The Committee considered the schedule of payments made between 1 June 2023 and 31 July 2023.

**RESOLVED: That the Schedule of Payments for the period 1 June 2023 to 31 July 2023 be approved.**

Proposed: Councillor Peter Gane

Seconded: Councillor Nicola Keen

Voting: F: 10, Ag: 0, Ab: 0

**1563. BUDGET MONITORING STATEMENT 2023/24**

The budget monitoring statement to the 31 July 2023 was received by the Committee.

**RESOLVED: That the Budget Monitoring Statement to 31 July 2023 be approved.**

Proposed: Councillor Nicola Keen

Seconded: Councillor Christine Dickinson

Voting: F: 10, Ag: 0, Ab: 0

**1564. BANK RECONCILIATION**

The bank reconciliation statement as at 31 July 2023 was noted by the Committee.

**1565. ADDITIONAL BANK ACCOUNTS REPORT**

The Committee was asked to consider opening an additional current and savings accounts.

**RESOLVED: To open an additional business current account and a 1 Year Fixed Rate savings account with Unity Trust Bank and Cambridge & Counties Bank respectively with an initial deposit of £80,000 each.**

Proposed: Councillor Adrian Lockwood

Seconded: Councillor Nicola Keen

Voting: F: 10, Ag: 0, Ab: 0

**1566. GROUND STAFF REPORT**

The committee was asked to consider moving away from the reliance of external provisions and bring services in-house to have additional control and to reduce costs.

**RESOLVED: To switch from the use of external service provision and move to the recruitment of two new grounds staff and permit the Town Clerk to take this project forward.**

Proposed: Councillor Nicola Keen

Seconded: Councillor Christine Dickinson

Voting: F: 9, Ag: 0, Ab: 1

**1567. CCTV STAFF REPORT**

Following the confirmation of the successful grant from The Community Safety Partnership, the committee was asked to consider moving away from the reliance of external provisions and bring services in-house to have additional control of the CCTVs and to reduce the costs.

**RESOLVED: To switch from the use of external service provision and move to the recruitment of one CCTV Operator and volunteers and permit the Town Clerk to take this project forward.**

Proposed: Councillor Nicola Keen

Seconded: Councillor Kieran Leigh

Voting: F: 7, Ag: 1, Ab: 2

**1568. COMMUNITY MINIBUS REPORT**

The committee was asked to implement the Community Grant Scheme to purchase a fully electric and accessible minibus to support local organisations and residents.

**RESOLVED: To transfer the funds from the Community Transport reserve to the General Fund. To order the electric minibus whichever provides the most effective and quickest delivery service with a reasonable capacity.**

Proposed: Councillor Peter Gane

Seconded: Councillor Nicola Keen

Voting: F: 10, Ag: 0, Ab: 0

**1569. APPOINTMENT OF INTERNAL AUDITOR**

The committee was asked to appoint a new internal auditor for the year 2023/24 to carry out the mid-term and year-end audit.

**RESOLVED: To appoint Mulberry & Co as the new internal auditor to audit the mid-term and year-end accounts for the 2023/24 financial year.**

Proposed: Councillor Peter Gane

Seconded: Councillor Nicola Keen

Voting: F: 10, Ag: 0, Ab: 0

**1570. GRANTS SUB-COMMITTEE**

The Committee was asked to decide which point in the agenda would the committee like to discuss the ward grants.

**RESOLVED: To include the Ward grants as the first main item on the Finance and General Purposes agenda.**

Proposed: Councillor Nicola Keen

Seconded: Councillor Jane Darling

Voting: F: 10 Ag: 0, Ab: 0

#### 1571. WARD GRANTS

A list of ward grants approved by the Town Clerk between 1 June 2023 and 31 July 2023 was provided for the Committee's information and duly noted.

#### 1572. WARD GRANT BALANCES

To approve the list of ward grants submitted and the ward grant balances available to each Councillor as at 31 July 2023 was provided for the Committee's information and duly noted.

Date Submitted	Organisation Name	Description	Amount Awarded	Supporting Councillor
16/08/2023	All Souls Church	Fridge for Community Coffee Mornings	£200.00	Councillor J Darling
16/08/2023	Screen South	Folkestone Documentary Festival	£250.00	Councillor L McShane
23/05/2023	1Degree East	D&D East Kent – Who Needs Theatre?	£150.00	Councillor A Lockwood

#### RESOLVED:

Proposed: Councillor Connor McConville

Seconded: Councillor Belinda Walker

Voting: F: 10, Ag: 0, Ab: 0

#### 1573. DATE OF NEXT MEETING:

To increase the meeting dates for the Finance and General Purposes to meet on a monthly basis.

**RESOLVED: To increase the meeting dates for the Finance and General Purposes on the following dates: 14 September 2023, 30 November 2023 and 25 January 2024. Next meeting date will be 14 September 2023.**

Proposed: Councillor McConville

Seconded: Councillor Keen

Voting: F:10, Ag: 0, Ab: 0

The meeting concluded at 8:17pm

Chair. 

Date. 19/10/23

## **FOLKESTONE TOWN COUNCIL**

**Minutes of the Community Services Committee meeting held at the Town Hall,  
1 – 2 Guildhall Street, Folkestone, CT20 1DY on Tuesday, 6<sup>th</sup> June 2023 at 7.45pm.**

**Present:** Councillors Abena Akuffo-Kelly, Bridget Chapman, Peter Gane, Lucy McGirr, Liz McShane and Roger West.

**In attendance:** Steve Nash – Town Clerk and Vicky Deakin - Communities & Events Officer

### **1229. APOLOGIES FOR ABSENCE**

There were no apologies for absence.

### **1230. APPOINTMENT OF CHAIR**

**RESOLVED:** That Councillor Roger West be appointed as Chair of the Committee for the 2023/24 Municipal Year.

Proposed: Councillor Abena Akuffo-Kelly

Seconded: Councillor Bridget Chapman

Voting: F:6, Ag:0, Ab:0

### **1231. APPOINTMENT OF VICE CHAIR**

**RESOLVED:** That Councillor Abena Akuffo-Kelly be appointed as Vice Chair of the Committee for the 2023/24 Municipal Year.

Proposed: Councillor Abena Akuffo-Kelly

Seconded: Councillor Peter Gane

Voting: F:6, Ag:0, Ab:0

### **1232. DECLARATIONS OF INTEREST**

There were no declarations of interest.

### **1233. MINUTES**

The Committee was asked to receive the Minutes of the meeting of the Community Services Committee held on 4<sup>th</sup> April 2023 and to authorise the Chair of the Committee to sign them as a correct record.

**RESOLVED:** That the minutes of the meeting held on the 4<sup>th</sup> April 2023 be received and signed as a correct record.

Proposed: Councillor Roger West

Seconded: Councillor Peter Gane

Voting: F:2, Ag:0, Ab:4

### **1234. REVIEW OF THE TERMS OF REFERENCE**

In line with the Town Council's adopted Standing Orders, the Committee was asked to consider the Terms of Reference for the Community Services Committee. Any changes which the Committee wishes to make must be approved by Full Council at a future meeting.

**RESOLVED:** That further to the Town Clerk's recommendation for a full review, this item be deferred to the next meeting.

Proposed: Councillor Abena Akuffo-Kelly

Seconded: Councillor Lucy McGirr

Voting: F:6, Ag:0, Ab:0

**1235. WORKING GROUPS 2023/24**

The Committee was asked to consider whether any Working Groups are necessary and if so, approve nominations for membership for 2023/24.

**RESOLVED: That a Museum Working Group be set up with the following Membership:** Cllrs Akuffo- Kelly, Chapman, McGirr and Walker.

Proposed: Councillor Abena Akuffo-Kelly  
Seconded: Councillor Lucy McGirr  
Voting: F:6, Ag:0, Ab:0

**1236. FOLKESTONE TOWN & HERITAGE TRAIL**

Folkestone Town Council have been approached by a local community group, some of whose members include local historians, expressing an interest in volunteering to update the historical content on the existing town & heritage trail and create new content for additional boards that have been suggested for installation at the Harbour Arm and Tontine Street.

Members considered if they wished to update and / or extend the existing Town Trail and, if so, whether they also wish to allocate any funding from any Community Service Committee budget(s).

**RESOLVED: That the groups involved are encouraged and supported by FTC to update the content on the existing boards with the understanding that we can't currently change or extend the scheme. The Town Clerk and Museum Curator will pursue the possibility of attracting external funding for this project and arrange to meet with groups to discuss the best options to progress this project.**

Proposed: Councillor Peter Gane  
Seconded: Councillor Abena Akuffo-Kelly  
Voting: F:6, Ag:0, Ab:0

**1237. ARMED FORCES DAY – SUNDAY 25<sup>TH</sup> JUNE 2023**

The Communities & Events Officer updated the Committee in respect of the event programme and schedule for the day.

Members requested that an expression of thanks be recorded for the work and organisation undertaken to deliver this event.

**1238. FOLKESTONE MUSEUM PRESENTATION**

The Museum Curator updated the Committee in respect of Museum activities, exiting projects, forthcoming plans and visitor numbers.

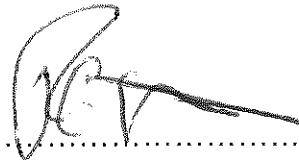
Members requested that an expression of thanks be recorded for the work and organisation undertaken to deliver the education programme.

**1239. DATE OF NEXT MEETING**

Tuesday 3<sup>rd</sup> October 2023 at 7.45pm

The meeting concluded at 8.15pm

Chairman.....

A handwritten signature in black ink, appearing to be 'JCV', written over a dotted line.

Date.....

3.10.23





## FOLKESTONE TOWN COUNCIL

Minutes of the Climate and Environment Committee meeting held on Tuesday, 6<sup>th</sup> June 2023 at the Town Hall at 7pm.

**Present:** Councillors Abena Akuffo-Kelly, Charles Bain-Smith, Jane Darling, Kieran Leigh, Lucy McGirr, Liz McShane, John Renshaw and Roger West.

**In attendance:** Steve Nash – Town Clerk and Vicky Deakin – Communities & Events Officer

### 69. APOLOGIES FOR ABSENCE

Councillors were asked to receive apologies from Councillor Jackie Meade (due to attendance at a District Meeting).

**RESOLVED: To accept Councillor Jackie Meade's apologies.**

Proposed: Councillor Lucy McGirr

Seconded: Councillor Charles Bain-Smith

### 70. APPOINTMENT OF CHAIR

**RESOLVED: That Councillor Abena Akuffo-Kelly be appointed as Chair of the Committee for the 2023/24 Municipal Year.**

Proposed: Councillor Roger West

Seconded: Councillor Jane Darling

### 71. APPOINTMENT OF VICE CHAIRMAN

**RESOLVED: That Councillor Lucy McGirr be appointed as Vice Chair of the Committee for the 2023/24 Municipal Year.**

Proposed: Councillor John Renshaw

Seconded: Councillor Kieran Leigh

### 72. DECLARATIONS OF INTEREST

There were no declarations of interest.

### 73. MINUTES

The Committee was asked to receive the Minutes of the meeting of the Climate & Environment Committee held on 4<sup>th</sup> April 2023 and to authorise the Chair of the Committee to sign them as a correct record.

**RESOLVED: That the minutes of the meeting held on 4<sup>th</sup> April 2023 be received and signed as a correct record.**

Proposed: Councillor Abena Akuffo-Kelly

Seconded: Councillor Lucy McGirr

### 74. REVIEW OF THE TERMS OF REFERENCE

In line with the Town Council's adopted Standing Orders, the Committee was asked to consider the Terms of Reference for the Climate & Environment Committee. Any changes which the Committee wishes to make must be approved by Full Council at a future meeting. The current version is attached.

**RESOLVED:** That further to the Town Clerk's recommendation for a full review, this item be deferred to the next meeting.

Proposed: Councillor Roger West

Seconded: Councillor Kieran Leigh

**75. WORKING GROUPS 2023/24**

The Committee was asked to consider whether any Working Groups are necessary and if so, approve nominations for membership for 2023/24.

**RESOLVED:** That the following Working Groups and Memberships be approved:

**Fairtrade:** Cllrs Akuffo-Kelly, Darling, McShane and Meade.

**Trees:** Cllrs Chapman, Darling, Lockwood and Walker.

**Parks & Open Spaces:** Membership to be agreed.

**Allotments:** Membership to be agreed.

Proposed: Councillor Lucy McGirr

Seconded: Councillor Liz McShane

**76. TREE PLANTING 2023/24**

Members were asked to review the draft tree planting schedule and agree which of the detailed hard sites it wished to approve for tree planting. The Communities & Events Officer provided more details, including an explanation of costings at the meeting.

**RESOLVED:**

- i) That £15,000 be released from the Tree Planting budget subject to species identification for each site (where practicable) from KCC and an equal distribution as possible between all Wards.

Proposed: Councillor John Renshaw

Seconded: Councillor Kieran Leigh

- ii) That a Tree Working Group be set up and all Councillors invited to become a Member.

Proposed: Councillor Roger West

Seconded: Councillor Lucy McGirr

**77. DATE OF NEXT MEETING**

Tuesday 3<sup>rd</sup> October 2023 at 7pm

The meeting concluded at 7.45pm.

Chairman ..... 

Date ..... 03/10/2023

## **CIVIC CEREMONIAL**

### **Protocols and Procedures – A Guide for the Mayoralty**

This Briefing Guide has been prepared to provide general guidance for incoming Town Mayors and Deputy Mayors on their roles and procedures whilst undertaking approved Town Council and Civic functions.

Reference has been made to “Civic Ceremonial” by Paul Millward the Chairman of the National Association of Civic Officers which is generally regarded as the most authoritative work on the areas of civic life that it covers.

#### **1. Status and Legal Background**

In accordance with the provisions of the Local Government Act 1972, the Town Council is not properly constituted until it has appointed a Chair ( Town Mayor); therefore his/her appointment must be the first item of business at the Annual General Meeting each May.

There is no legal requirement for Town/Parish Councils to appoint a Deputy Chair / Mayor but given the number of civic duties during the municipal year, many authorities do so.

The Town Mayor and Deputy Mayor must be an elected Councillor of the Council and he/she remains in office until the election of his/her successor unless he/she resigns, ceases to be qualified or becomes disqualified from holding office with the Town Council.

The Town Mayor is the proper person to represent the Town Council on all ceremonial functions within the Town Council's boundaries or elsewhere.

The Town Mayor continues in office throughout the municipal year and continues in post until the next Annual Council meeting (unless resignation, disqualification or death) when the successor is chosen and the appropriate Declarations of Appointment to Office have been signed.

#### **2. Requirements of the Office – Duties and Roles**

As Town Mayor, you are inheriting a role with 700 years of tradition behind it. Many things have changed over that time, and there will be changes in the future. You should ensure that you preserve the office and hand it on to your successor in good standing with the citizens of Folkestone, who over the years pay for the office.

It is an extremely high profile role, many of your engagements are likely to be covered by local press and photographers, and for many of the people you meet that occasion will be something they remember for the rest of their lives. When

you meet organisations, they may well issue press release themselves either to local papers or to their own news outlets.

### Town Mayor

There are three important roles for the Town Mayor:-

- **A symbol of the authority** – the Mayor is clearly seen as a symbol of the Council and its area, with the civic mace, robes and chains of office.
- **A symbol of open society** – a modern role for the Mayor is that the office symbolises an open society with the appointment being made from any qualifying Councillor as the Town's first citizen. In the past it was common practice to appoint on seniority and length of service.
- **An expression of Social Cohesion** – the many and varied social engagements that are undertaken by the Mayor are an expression of giving cohesion to life within the town, linking various bodies and organisations as he/she visits. In this way the Council's aims and objectives can be conveyed to those bodies achieving the Council's social, community, educational and economic aims.

Meetings - With regard to full Council meetings, the Mayor, if present, must preside and he/she has control of the procedures enforcing good order. He/she must prevent decisions being taken on matters which are not on the agenda, but he/she cannot stop discussion on subjects properly on the agenda. At full Council meetings the Town Clerk will sit next to the Mayor and offer advice on any points of order or challenges to rulings you give as Chairman. You must chair the Council in a fair and balanced way, free from political bias of any kind.

You should be careful when intervening in debates to make speeches even if you have strong views on the issue being debated. Many Mayors prefer not to speak in debates at all, and although you have the right to speak it is strongly recommended that you do so rarely and only when your experience or knowledge means you can make a contribution no-one else would be able to make. If there are matters of concern within your ward you could arrange for one of your fellow ward councillors to raise them in debate so as to avoid being drawn into any political controversy. Otherwise you will need to balance the role of local councillor with that of Mayor as best you can.

If you speak on contentious matters too often or too forcefully you may undermine the apolitical nature of your office. You should not make comments about other members' speeches. You must make sure that Councillors wishing to speak are enabled to do so and try and prevent Councillors from interrupting or breaking into general discussion with more than one speaking at a time. If you are concerned about this role, speak to the Town Clerk as training in chairing meetings can be provided.

You do not have any special responsibility as Chairman of the Council for ensuring the Council acts legally or with financial probity, that responsibility rests with the Town Clerk who has professional indemnity insurance. If you choose to act against the advice of the Town Clerk in your role as Chairman of the Council you may be vulnerable to personal challenge, but you are not if you have followed officers' advice and acted in good faith.

Vote - although you have a vote in any decision it is not usual for the Mayor to indicate their intention.

Casting vote – as the person presiding at a Council meeting the Mayor has a second or casting vote, in the event of a tied vote you may exercise a casting vote (although you do not have to) to determine the matter, in whatever direction you feel is right. However, as Chairman, presiding at the Annual Meeting over the election of an incoming Mayor if there is a tie in the vote for your successor you must use your casting vote as by law the Council must elect a new Chairman and cannot do any other business until it has done so.

Convening meetings – in addition to the Council approved annual schedule of meetings, the Town Mayor may, on giving three clear working days notice, convene the Council and on seven (or in certain cases, 14) clear working days may convene a special Town Meeting for the electors of the town. Where the Mayor is not an elector for the town, he/she will chair the meeting but only has a casting vote.

Minutes – full Council minutes must be signed by the person presiding at the next Council meeting whether or not he/she is the Town Mayor.

Standing Orders – the Town Mayor, together with the Town Clerk who is Council's proper officer, is responsible for ensuring that the Council's Standing Orders are observed.

Signing of documents – subject to the Standing Orders made by the Council, the Deputy Town Mayor may represent the Mayor at functions and sign appropriate documents in the absence of the Town Mayor.

Annual Assembly – it is a legal requirement that you chair the Annual Assembly of the Parish Meeting, which is a public meeting not a Council one, if you are present. However, the meeting can take place in your absence.

Other Offices – most Mayors have a long history of civic involvement and will have held many offices. Your Mayoral Year should be free from as many other offices and involvements as you can make it. You are unlikely to have significant free time to devote to other public duties during your Mayoral Year so you should consider very carefully whether you can afford the time to combine holding the mayoralty with the leading role in any other organisation.

If you are a member of another Council you should continue to undertake that role but you need to be very clear about the boundaries and declaring interests wherever appropriate, and make sure staff, colleagues and the press understand them too. If there is a highly controversial issue before another Council within your ward you could ask a colleague councillor to raise it and lead on it, you can then support them and vote without making high profile public declarations of your position. If pressed for a position, the Town Clerk can assist you with a suitable form of words to demonstrate your interest in the issue without compromising your impartiality and apolitical role as the Town Mayor.

You should be careful that any views you express on the business of another Council are not attributed to you as Mayor of Folkestone, but only as a member of that Council. Otherwise the press for example may default to describing you as the Mayor, and possibly printing a Mayoral photograph from their library alongside comments which are not appropriate for you to be making in that role.

Apart from avoiding any political clash, the main consideration in taking up any other office is time. The Mayoral Year is a busy one and you will need to rest from time to time. Additionally, you should consider whether any other role you may have would create a difficulty at a specific event. For example, you could not be both Mayor and Parade Marshal for the Royal British Legion as you would have two clashing roles at the Remembrance Day observance. Likewise, you cannot simultaneously be Mayor and Chairman of Folkestone & Hythe District Council as you will not be able to fill both ceremonial roles at major events.

Election Years - elections present a particular challenge to a sitting Mayor, and to the same extent a Deputy Mayor. As a candidate for election you are entitled to campaign for re-election, within the rules that normally apply to candidates for public office, but you must not use your position as Mayor to try and steer the electorate.

For example, it would be completely unacceptable for you to use a Mayoral engagement to make a speech urging people to vote for you, or for any candidate(s) you may be supporting. It would be equally wrong to use such an occasion to criticise another Councillor or candidates that you are not supporting.

This is not just a matter of mayoral courtesy or tradition, there is law on these matters and if you turned Mayoral engagements (or any part of them) into political meetings during the purdah period you would be acting unlawfully. Under no circumstance should you use a photograph in which you are wearing the Mayoral chain or robes, as that would politicise the Mayoralty and be seen as an abuse of the office.

#### Deputy Mayor – Precedence and Consequences

The Deputy only has a civic legal and royal status in the absence of the Mayor, therefore:

- invitations to functions should not be sent to (or solicited by) a Deputy Mayor. The Deputy Mayor should not attend functions in his/her own right, but only when deputising for the Mayor.
- all invitations should be sent to the EA for attention and if the Mayor cannot attend, it may be appropriate to “pass down” an invitation. This, however, should not be automatic or necessarily desirable. With over 300 civic functions each year, it is inevitable that the Mayor will need to decline a proportion of functions to undertake this substantial workload. Under no circumstances should invites be solicited.
- when attending civic events at which Folkestone Town Councillors are present, the Deputy Town Mayor will head the group of Folkestone Town Councillors in appropriate robes.

### 3. **The Demands of Becoming a Town Mayor/Deputy Mayor**

Being a Town Mayor is different to being a Councillor. Consequently, before taking on this demanding role, Councillors should consider the following which will be affected during their year in office:-

- The effect of becoming Mayor on family and friends
- The effect on a career or job
- The effect of putting a political career on hold during your term of office
- The effect on personal and religious beliefs
- The pomp, circumstance and protocols that are involved
- The effect on non-Council interests
- The effect on the Mayoral partner
- The effect on a Mayor’s relationships with other Councillors
- The effect on the Mayor’s relationships with his/her constituents

### 4. **The Civic Year**

During the civic year, the Mayor supports a wide variety of events throughout the area. The Mayor receives invitations to all kinds of events, functions and engagements and each invitation is considered equally. If the Mayor can not attend a function, the Deputy Mayor may be asked to attend on his/her behalf.

Duties which the Mayor may carry out include:

- Acting as host on behalf of the Council at functions organised by the Council.
- Attending functions and engagements in Folkestone, and on occasion outside the town, as a ceremonial representative of the Council.
- Undertaking official openings or presentations on behalf of the Council.
- Organising events to raise funds for the Mayor's chosen charities.
- Representing the Council during Royal, Celebrity or VIP visits to the town.

### **Consort**

The Mayor may choose his/her own escort who can be either a spouse/partner, fellow Councillor, family member or friend. If the escort is female she will be referred to as the Mayoress if male he will be referred to as the Consort. The escort is entitled to equivalent respect and dignity whenever accompanying the Mayor on Civic Engagements.

A list of pre-determined civic events is attached.

### **Chaplain**

The Mayor's Chaplain is a personal adviser and support to you during your Mayoralty. The Chaplain does not have to be Church of England, and, depending on the practices of the denomination from which they come might not be an ordained minister. They will accompany you to Council meetings and other major civic events where they will lead Council in prayer. They will advise you on ecclesiastical matters such as funerals and other services you may be obliged to attend and offer private spiritual counsel should you require it. If you have no links with any church in the Town, the Parish of St Mary & St Eanswythe is the recognised Civic Church, and you may wish to speak to the minister there about providing a chaplain. If you are a follower of another faith you should discuss well before you begin your Mayoralty with the Town Clerk how the chaplaincy will be dealt with, and how you will carry out those parts of your year that require church attendance or a Chaplain to lead such as Remembrance Sunday. Your faith will be respected, and you will not be required to perform any public duty that is incompatible with it. The same applies if you hold no religious faith. However, you will be expected to attend church services as part of your Mayoral duties.

### **Civic Dignitaries**

This is the term used to describe a list of office holders within and beyond the Council who have a traditional role within the life of the Town. They will be invited to all the main civic events in the calendar.



The Lord Lieutenant is appointed by the Queen. They are the Sovereign's personal representative within the County, and when attending in that capacity take precedence over the Mayor. Normally, if the Lord Lieutenant is involved in a civic function within the Town they will walk ahead of the Mayor in a procession and if the Lord Lieutenant is officially representing the Queen they will arrive shortly after the rest of the civic dignitaries have taken their seats and all will stand as they enter.

The High Sheriff is also a Crown appointment for the County, this office used to be to execute the decisions of courts. This is now handled by the Police for criminal matters and bailiffs for civil ones and the office is purely honorific. The High Sheriff is appointed annually and serves one term.

At many civic events, the Chairman of the Folkestone & Hythe District Council may attend as may Mayors from other Cinque Ports. The Chairman is a civic dignitary and always invited to events. The other town mayors may be invited dependent on the type of event. As a matter of courtesy, mayors from outside the Town of Folkestone should not wear chains of office unless you give permission. As matter of courtesy you will normally give this permission, and you may wish to include it in the official invitation. There is some debate in textbooks about civic protocol regarding the position of the Chairman of the Folkestone & Hythe District Council and the Town Mayor. Although your title is much older, the Chairman is actually a senior civic person within the County, but customarily and as courtesy to the ancient office you hold has normally taken second place behind the Mayor on a Town ceremonial occasion.

In addition to those mentioned above, the Town creates Freemen of the Town and Distinguished Citizens to honour those who have rendered the most distinguished service to the Town and its people. There is no fixed number of these, and more may be created whenever the honour is considered to be merited. Freemen and Distinguished Citizens are always invited to civic events and walk behind current Councillors. The other group normally invited and taking precedence behind the Freemen and Distinguished Citizens are former Mayors, who have ceased to be Councillors. It is acceptable to ask the most recent past Mayor to represent you if the Deputy Mayor is unavailable, and it may be particularly appropriate at the funeral of a former employee or dignitary whom they may remember personally.

### **Support for the Mayor**

Day to day support for the Mayor is provided by the Deputy Town Clerk and the Executive Assistant (EA) under the direction of the Town Clerk. The officers are employees of Folkestone Town Council who, as well as carrying out other duties for the Council, assists the Mayor during his/her Term of Office.

The DTC will arrange an induction meeting with the new Mayor and EA, once elected at the AGM, to review the Civic Year, discuss lines of communication, diary management, and specific support required. Each Mayor may have different needs or preferences in the way they wish to be supported.

During the Mayoral year, arrangements will be made for an official photograph to be taken to hang in the Town Council Offices.

The EA receives invitations for the Mayor via post and email at the Town Council Offices, as soon as is practically possible, the Mayor will be notified of the invitations. A programme of confirmed events will be distributed weekly. On occasions the Mayor may be personally approached to attend an event, these requests should be directed to the EA in order to avoid any confusion or double bookings.

The Mayor should respond whether or not he/she wishes to attend and advise whether he/she will be taking his/her escort. If the Mayor cannot attend he/she may request the Deputy Mayor or the Immediate Past Mayor to attend on his/her behalf.

Once it has been confirmed who, if anyone, is attending, an appropriate response will be sent to the host by the EA, who will also check on any details regarding the event, e.g. if a speech or any specific duty is required, dress code, insignia preferred, transport, parking arrangements etc.

All correspondence for the Mayoralty is kept in the Town Office, and it is courteous of the Mayor to send a letter of thanks to his/her host after the event.

The Town Sergeant will liaise with the Town Clerk, DTC and the EA regarding the arrangements for Civic Events, carrying out his/her duties as the Council mace bearer, Mayor's driver, caring for the civic regalia and maintaining the civic car. It should be remembered that the Town Sergeant will be collecting the Mayor and their consort from their home addresses, but as with all Council staff, the Town Sergeant is responsible to the Town Clerk, not an individual councillor including the Mayor.

### **The Mayor's Charity**

The Mayor's Charity traditionally raises funds for local charities in Folkestone. It is advisable to choose one main or two/three smaller charities or good causes and advise the EA at the induction meeting. It is common for the chosen charities to be announced at the AGM. The chosen charities will be formally notified by the EA and all funds raised at events will be held in the Mayor's Charity Accounts and presented at the end of the year in Office.

### **Mayor's Committee**

The Mayor should invite two or three volunteers to assist him/her during the Term of Office, and chair regular committee meetings, clerked by the AG EA. The volunteers should be willing to assist the Mayor in organising and attending events hosted by the Mayor to raise funds for his/her nominated charities.

During the Mayor's Term of Office, it is recommended that he/she hold a main fundraising event for his/her nominated charities such as a ball, dinner or dance, plus two/three smaller events such as an auction, a concert, quiz or race nights. Events must be cost neutral to the Council and be organised through the AG EA with the assistance of the Mayor's Committee.

Other events may be organised by local organisations, clubs or institutions, with proceeds given to the Mayor's charities, but these should not have an adverse effect on the time allocated to the Mayoralty by the AG EA.

Funds raised for the Mayor's charities can not be used for any other purpose than as a donation to the aforementioned charities, save to cover all reasonable costs associated with raising the funds.

### Donations

To enable the Mayor to raise funds for charities, the Council relies on local businesses to donate prizes to be used at raffles or tombola's. Although many businesses do support the Mayor's charities, there are still those who do not wish to donate. The Mayor may feel it is appropriate or necessary to visit local shops or businesses to ask for prizes as sometimes a more personal approach is preferential.

### Cheque Presentation

The Mayor will announce the total amount raised for his/her charities at the end of the Term of Office and may present cheques to the nominated charities at the Annual Town Meeting. The local press are invited to attend.

### Mayor's Christmas Fund

The Mayor automatically becomes the Chairman of the Town Mayor's Christmas Fund. Letters are sent to local businesses asking for donations to assist the elderly citizens of Folkestone around Christmas time.

The Christmas Fund Committee, comprising of the Mayor, Deputy Mayor, two nominated past Mayors and three members nominated from local organisations meet once a year to decide on how the funds should be distributed amongst the applicants. The Christmas Fund is administered by the CA.

## **5. Civic Allowances and what expenses can be met**

The Local Government Act states that:

"A principal Council may pay the Chairman for the purpose of enabling him to meet the expenses of his office such allowance as the Council thinks reasonable."

In addition to these powers many authorities have a separate “hospitality fund”, which may be used to:

“Defray any expenses incurred in the reception and entertainment by way of official courtesy of distinguished persons visiting the area of the authority and persons representative of, or connected with, local government or other public services whether inside or outside the United Kingdom and in the supply of information to any such persons”

Following resolution by the Finance and General Purposes Committee on 21<sup>st</sup> February 2013, with effect from April 2013 Folkestone Town Council will merge the Civic Allowances and Mayor’s Expenses into one expense based budget, maintained in the office to meet proper disbursements made by the Mayor and the Deputy Mayor (when deputising for the Mayor).

Due to the difference between the financial and the municipal year, the Finance and General Purposes Committee resolved on 13<sup>th</sup> June 2013 that the mayoral budget be structured to ensure the appropriate amount is apportioned to the outgoing and incoming mayors.

These allowances are used to meet related expenses for the costs of being in office including:

- Clothing
- Collections
- Sending Flowers
- Partner’s Clothing
- Donations to Charities
- Purchase of Tickets for Mayoralty Events (limited to one guest)
- Personal Hospitality (inc. drinks, lunches and dinners)
- One off civic events to meet travel costs or fund raising events tickets

Expenses used for the purchase of raffle tickets can be claimed up to a value of £10 per event subject to evidence of purchase and any raffle items being won given to the council for future events.

The Town Clerk, Finance Officer or DTC can provide you with updates on expenditure you have accumulated against the budget and will alert you if there is any risk of overspending.

In the absence of the Town Clerk, the Deputy Town Clerk ~~the Finance Officer~~ is the next most senior member of staff and will stand in at Council meetings and offer advice as required there, and privately to you if necessary.

The officer responsible for the overall management of all the staff is the Town Clerk, who is also the Responsible Financial Officer. The Town Clerk may also speak at Council or Committee to give information to members of the Council.

This advice is non-political, and the Town Clerk will not enter into debates. If the Council is about to act outside its powers or agree to expenditure it is not legally entitled to make, the Town Clerk must advise the Council accordingly and you must allow them to do this. If you follow the advice the Town Clerk gives on points of law or procedure you will have a strong defence against any personal complaints about your decisions and rulings, as you are required to rely on the professional advice of your officers. The Clerk also represents the Council at a wide variety of meetings and often speaks to the Folkestone & Hythe District Council Planning or Regulatory Committees on deputation from the Town Council.

Receipt of Gifts - Section 51 of the Local Government Act 2000 requires all Councillors including the Mayor to make declarations of any gifts or hospitality over the value of £25, whether accepted or declined.

## **6. Considerations for Mayoral Attendance at events**

The Mayoral position within Folkestone is a high profile and important position within the Town Council, in addition to being the Chair of the council the Mayor is an ambassador for all things Folkestone. You should always promote the positive aspects of living in the town and where possible seek to attend events that will help in that promotion.

### **What events should the Mayor attend?**

In promoting the town you should consider some of the following points.

#### What benefit is there to attending an event outside the town?

- What links are there between towns, i.e. Cinque Ports is a clear link
- Is there a bus route in place between the two towns?
- Is there ever likely to be a joint project between the two?
- Is there ever likely to be shared resources (museum, machinery)?
- Is there a commonality between the two (industry, social issues etc)?
- Can the cost of attending be justified?
- Is there a need for a consort / other to attend?
- Charitable events benefit the other town but cost this council, is it needed?

#### Reasons to decline an invite:

- The distance to an event must be a key consideration and events out of county should be avoided at all times
- If there is no identified value in attending then the offer should be declined
- Excessive fees for attendance should be avoided at all times and where other attendees inflate costs further

## **7. Use of the Civic Car**

The Town Council has made budget provision to acquire and maintain a civic car to enable the Mayor and Deputy Mayor, where appropriate, to travel to approved civic functions, both within the Town and further afield.

The civic car may only be used:-

- to undertake official civic/administrative duties.
- to transport the Mayor, Deputy Mayor, Town Clerk and other civic dignitaries where approved. The vehicle is not to be used for personal use, family or friends.
- for one event at a time, save in exceptional circumstances it is unlikely that the Mayor and Deputy Mayor would undertake separate duties at the same time.
- at official duties within the Town's boundary or within the boundaries of the Folkestone & Hythe District. Functions outside the District boundary are only permitted where they relate to specific functions of the Council including Royal, Government, Cinque Ports or National Organisations to which the Town Council has been formally invited. This will include National organisational events within the historic County of Kent including Cathedral events and ones which Folkestone organisations are represented e.g. Girl Guides/Scouts/Veterans. Consequently, *other* functions outside the *District boundary* are not likely to be approved with the exception of formal events in Ashford, Broadstairs, Canterbury and Maidstone. For avoidance of doubt formal events do not include charity events.
- when driven by the Town Sergeant or an approved Civic Driver in accordance with insurance requirements.
- by the Mayor when both the Mayor and Deputy Mayor may be undertaking official duties. The Mayor will have the use of the civic vehicle and the Deputy Mayor would wear badge and make alternative travel arrangements.
- In the event of no Civic Driver being available, the Town Mayor or the Deputy Town Mayor may still attend the approved function, but in badge. Any travel or disbursement costs will be charged to the Mayor's disbursement allowance.

## **8. Civic Insignia, Robes, Chain and Mace**

The Town Mayor and Deputy Mayor each have separate robes of office, chains and badges.

The Deputy Mayor may not wear the Mayor's robes or chain, when undertaking civic events but may wear the Deputy Mayor's civic badge.

Robes and Chains may only be worn when the Mayor or Deputy Mayor is accompanied by the Town Sergeant, or an approved attendant.

The rules governing the civic dress code are as follows:-

<b>Occasion</b>	<b>Mayor</b>	<b>Deputy Mayor</b> with Mayors Approval <i>(which should not be unreasonably withheld)</i>
Special and public functions connected with the Business of the Council at which Royalty is present	Full Robes/Chain and Mace	Full Robes/Chain
Civic dinners	Chain and Robes at reception (if requested by organising body)	Chain and Robes at reception (if requested by organising body)
Civic Reception	Chain or Badge	Chain or Badge
Non civic function within the Town at which Royalty is present	Chain (and Robes if requested by organising body)	Chain (and Robes if requested by organising body)
Non civic event within the Town at which Royalty is not present	Chain or Badge	Chain or Badge
Charity meetings, fetes, bazaars etc within the Town	Chain or Badge	Chain or Badge
Any function outside the Town, subject to meeting the guidelines specified in Section 6 of this protocol.	Robes, Chain or Badge, as requested by the organisers and agreed by the Mayor of the area, where the function is held, subject to travelling in the Civic Vehicle	Robes, Chain or Badge, as requested by the organisers and agreed by the Mayor of the area, where the function is held, subject to travelling in the Civic Vehicle

In cases where the Mace is out it is normal for Councillors and the Town Clerk to be robed.

The Town Mayor or Deputy Mayor should not wear any civic insignia in another Town, District or Parish areas without the express permission of that Council.

When wearing official robes and hats the Mayor/Deputy Mayor should remove their hats and bow:-

- acknowledging salutes
- during the playing of the National Anthem
- in the presence of a member of the Royal family
- as each section passes the salute
- when the colours pass

It is traditional for outgoing Mayors and Mayoress' to be given a Past Mayors/Mayoress badge of office which may only be worn:-

- when the Mayor is in robes at a Council meeting
- when the Mayor asks for such badges to be worn
- at invited ceremonial events when robes are worn
- when invited to do so in another authority's area

## **9. Town Mayor's Community Awards**

The purpose of the 'Town Mayor's Community Awards' is for the Town Mayor to recognise and show his/her appreciation to members of the community who have done something particularly noteworthy in Folkestone within their civic year.

### Criteria:

All nominees should:

- Not be an employee of local government or a Councillor for Folkestone
- Not be employed to perform a specific role in the community
- Be an unpaid volunteer in the community
- Be someone that has given up their own time and without prompting and offered to help other people or the community

All nominees should also meet one or more of the following criteria:

- Be someone whose service to the community is worthy of recognition
- Be someone who deserves recognition for their supreme effort, strength, bravery or achievement
- Be someone who has achieved something, which benefits their local community or even the whole of the Town.

The Town Mayor will also recognise and show his/her appreciation to one organisation that has contributed significantly towards local charitable activities, in addition to their normal services for profit.

### Reward:

The recipient(s) will be awarded with a certificate and have their picture(s) published in the Community Magazine and recognised via local press and social media.

### Nominations:

Nominations for the Awards can be made by the Town Mayor, Town Councillors and members of the public by completing a simple Nomination Form.

All nominations will be considered and agreed at an annual meeting of the Town Mayor, Deputy Town Mayor, Town Clerk and Deputy Town Clerk.



It is suggested that ideally 3 individual and 1 organisation 'Town Mayor's Community Awards' be presented each year, but this be restricted to a maximum of 6 in any one year. Presentations will be made at the Town Mayor's last normal Full Council meeting, normally in March.

#### **10. Armorial Bearings**

The granting of armorial bearings (coat of arms) to the Folkestone Town Council is a Royal Privilege, obtained through the College of Arms requiring Her Majesty, the Queen's, approval by order. The Town Council cannot authorise other persons or bodies to use their arms, crest or logos granted by the Royal Sovereign.



**Salubritas et Amoenitas**

Delightfulness and Healthiness

## Civility and Respect Pledge suggested agenda item:

### To pass a resolution to sign up to the civility and respect pledge

Definition of Civility and Respect
Civility means politeness and courtesy in behaviour, speech, and in the written word.
Examples of ways in which you can show respect are by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind.

The National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC), and One Voice Wales (OVW), believe now is the time to put civility and respect at the top of the agenda and start a culture change for the local council sector.

By our council signing up to the civility and respect pledge we are demonstrating that our council is committed to treating councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.

Signing up is a simple process, which requires councils to register and agree to the following statements:

Statement	Tick to agree
Our council has agreed that it will treat all councillors, clerk and all employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.	
Our council has put in place a training programme for councillors and staff	
Our council has signed up to Code of Conduct for councillors	
Our council has good governance arrangements in place including, staff contracts, and a dignity at work policy.	
Our council will commit to seeking professional help in the early stages should civility and respect issues arise.	
Our council will commit to calling out bullying and harassment when it and when it happens.	
Our council will continue to learn from best practice in the sector and aspire to being a role model/champion council e.g., via the Local Council Award Scheme	
Our council supports the continued lobbying for the change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate.	

**Civility and Respect Pledge suggested agenda item:**

**To pass a resolution to sign up to the civility and respect pledge**

## **Introducing the Civility and Respect Pledge**

SLCC, NALC, and OVW believe now is the time to put civility and respect at the top of the agenda and start a culture change for the local council sector.

There is no place for bullying, harassment, and intimidation within our sector and signing up to the Civility and Respect Pledge is one of the ways a council can demonstrate that it is committed to standing up to poor behaviour across our sector, and to demonstrating positive changes which support civil and respectful conduct.

By signing the Pledge, your council is agreeing that it will treat councillors, clerks, employees, members of the public, and representatives of partner organisations and volunteers with civility and respect in their roles, and that it:

- has put in place a training programme for councillors and staff
- has signed up to the Code of Conduct for councillors
- has good governance arrangements in place including staff contracts and a Dignity at Work policy
- will seek professional help at early stages should civility and respect issues arise
- will commit to calling out bullying and harassment if and when it happens
- will continue to learn from best practice in the sector and aspire to being a role model / champion council e.g., via Local Council Award Scheme
- supports the continued lobbying for change in legislation to support the civility and respect, including sanctions for elected members where appropriate

We invite all councils to include an agenda item to review the statements and sign up to the Civility and Respect Pledge. [\*\*Click here for an example agenda item for the pledge.\*\*](#)

[\*\*Click here to watch a short video about the Civility and Respect Pledge.\*\*](#)

# Mission Statement

The Civility and Respect Project Working Group set out a mission statement summarising the core aims and values for securing permanent change in the sector:

*‘Civility and respect should be at the heart of public life and good governance is fundamental to ensuring an effective and well-functioning democracy at all levels.*

*The intimidation, abuse, bullying and harassment of councillors, professional officers and staff, in person or online, is totally unacceptable; whether that is by councillors, professional officers, staff or members of the public.*

*This can prevent councils from functioning effectively, councillors from representing local people, discourage people from getting involved including standing for election, and undermine public confidence and trust in local democracy.*

*National Association of Local Councils (NALC), county associations of local councils and One Voice Wales (OVW), as the membership organisations representing the first tier of local government in England and Wales, and Society of Local Council Clerks (SLCC) as the professional body for clerks, are committed to working together to promote civility and respect in public life, good governance, positive debate and supporting the well-being of councillors, professional officers and staff.*

*To that end the Group will be working to deliver tangible resources, actions and interventions in four main areas: providing councils with the tools to support good governance; lobbying to strengthen the standards regime and encourage more people to get involved; training; and processes to intervene to provide support to struggling councils.’*

# Resources

## Roles and Responsibilities Guidance

Councillors and officers have different but complementary roles. Councillors, as the democratically-elected representatives of their areas, are there to set the budget and strategic direction of the council and ensure that the community's priorities are identified and delivered. The responsibility of officers is to advise the council on whether its decisions are lawful and to recommend ways in which decisions can be implemented. The council is responsible for decisions and officers take instructions from the council as a body, they are not answerable to any individual councillor – not even the chair.

The Roles and Responsibilities document expands on the guidance given in the councillor-officer protocol, gives practical examples and explains some of the 'grey' areas. It should be read alongside 'The Good Councillors Guide' and the Good Councillors series of publications published by NALC and Model Councillor Officer Protocol.

### [Roles and Responsibilities Guide](#)

## Social Media Guide

Social media is a simple, quick and effective way of communicating. It allows a user to reach whole communities at the click of a button, perfect for community engagement. Councils and councillors can constructively engage with communities rather than simply broadcasting information. But unfortunately, in a small number of cases councillors and councils can experience online abuse. Social media can become a place where individuals resort to abusive behaviour, such as, aggressive language, threats, trolling and bullying. Building up your following on social media is harder if there is a small number of angry voices which dominate.

We have worked in collaboration with Breakthrough Communications to develop a new guide to social media for councils, officers and councillors to actively address the issues of civility and respect on social media. It is designed to guide you through the challenges of social media for local councils from handling trolling to legitimate challenge and scrutiny, from smear campaigns to politics. The guide will help you to use positive language to tone to shape engagement and the conversation, to find common ground and engage with a variety of views.

There is also help on escalating issues, deleting and moderating comments, blocking abusive users, reporting online abuse and legal matters to the police or social media platform and deciding when it is time to get off of social media.

### **Respectful Social Media guide**

## **Model Councillor–Officer Protocol**

The purpose of this Protocol is to guide councillors and officers of the council in their relations with one another. The Protocol's intention is to build and maintain good working relationships between councillors and officers as they work together. Employees who are required to give advice to councillors are referred to as "officers" throughout.

A strong, constructive, and trusting relationship between councillors and officers is essential to the effective and efficient working of the council.

This Protocol also seeks to reflect the principles underlying the Code of Conduct which applies to councillors and the employment terms and conditions of officers. The shared objective is to enhance and maintain the integrity (real and perceived) of local government.

The following extract from the Local Government Association guidance on the 2020 Model councillor Code of Conduct states that:

"Both councillors and officers are servants of the public and are indispensable to one another. Together, they bring the critical skills, experience and knowledge required to manage an effective local authority.

At the heart of this relationship, is the importance of mutual respect. councillor-officer relationships should be conducted in a positive and constructive way. Therefore, it is important that any dealings between councillors and officers should observe reasonable standards of courtesy, should show mutual appreciation of the importance of their respective roles and that neither party should seek to take unfair advantage of their position or seek to exert undue influence on the other party.

councillors provide a democratic mandate to the local authority and are responsible to the electorate whom they represent. They set their local authority's policy framework, ensure that services and policies are delivered and scrutinise local authority services.

[Councillors of the executive,] Chairs and vice chairs of committees have additional responsibilities. These responsibilities will result in increased expectations and relationships with officers that are more complex. Such councillors must still respect the impartiality of officers and must not ask them to undertake work of a party-political nature or compromise their position with other councillors or other officers.

Officers provide the professional advice and managerial expertise and information needed for decision making by councillors and to deliver the policy framework agreed by councillors. They are responsible for implementing decisions of councillors and the day-to-day administration of the local authority.

The roles are very different but need to work in a complementary way.



It is important for both sides to respect these differences and ensure that they work in harmony. Getting that relationship right is an important skill. That is why the code requires councillors to respect an officer's impartiality and professional expertise. In turn officers should respect a councillor's democratic mandate as the people accountable to the public for the work of the local authority. It is also important for a local authority to have a councillor-officer protocol which sets out how this relationship works and what both councillors and officers can expect in terms of mutual respect and good working relationships."

This Protocol covers:

- The respective roles and responsibilities of the councillors and the officer;
- Relationships between councillors and officers;
- Where/who a councillor or an officer should go to if they have concerns;
- Who is responsible for making decisions.

[Click here to download the protocol](#)

## **Councillors Responsibilities as Employers – Podcasts**

One of the key areas which challenges relationships between councillors and clerks is the council's responsibility as employer for the clerk. Councils which support and value their staff are better able to deliver their objectives and adapt to changing needs or priorities. Whether the council employs a single member of staff for a few hours a week, or a large and varied team of individuals, good employment practice from recruitment through to support and development is key to achieving the best outcomes for your communities.

The Civility and Respect Project team have worked in partnership with Chris Moses, Managing Director of Personnel Advice and Solutions Ltd, to deliver a series of podcasts explaining councils responsibilities as employers.

### **Podcast 1 – Building an effective personnel committee**

In this first podcast Chris Moses explains the importance of ensuring local councils have an effective personnel committee, what the responsibilities of the committee are and gives an overview of the key issues including:

- Who is best suited to be on the committee?
- Effective Terms of Reference.
- Having the right contacts
- Statutory requirements for effective line management.

[Click here to watch the podcast](#)

### **Podcast 2 – Recruitment**

In this second podcast Chris Moses covers the key considerations for councils in relation to recruitment including:

- Deciding who in the Council is responsible for recruitment.
- Drafting the person specification
- Designing the job advert around the needs of the Council.
- Objective/non-discriminatory selection criteria.
- Asking the right questions, in the right place at the right time.
- Using objective and measurable methods to select the right person
- Entitlement to work in the UK and Inductions.

[Click here to watch the podcast](#)

### **Podcast 3 – Handling grievances**

In this podcast Chris Moses covers the key considerations for councils in relation to handling grievances. This is an introduction to the subject and should be viewed alongside current grievance policies. In any grievance process it is so important that the review panel is made up of impartial and independent councillors, and sometimes it is necessary to seek additional advice or to outsource the case to a HR service provider with specialist local council knowledge:

- Who do Employees complain to, and who has the authority to deal with these situations?
- Investigating complaints informally.
- Deciding whether the Council can resolve the complaint.
- Code of Conduct complaints against Councillors
- Conducting a Formal Grievance and Appeal Hearing

[Click here to watch the Handling Grievances podcast](#)

#### **Podcast 4 – Handling disciplinary situations**

In this podcast Chris Moses covers some of the key considerations for councils in relation to handling disciplinary situations.

- Who has the right within the Council to discipline staff?
- Conducting informal investigatory meetings.
- Deciding how to support and encourage an Employee to improve and overcome their conduct / performance issues in a fair and reasonable manner.
- What if they don't improve – Formal Disciplinary action?
- Getting the formal process and the paperwork right, including dismissals.

This is an introduction to the subject and should be viewed alongside current disciplinary policies. In any disciplinary process it is important that the review panel is made up of impartial and independent councillors, and sometimes it is necessary to seek additional advice or to outsource the case to a HR service provider with specialist local council knowledge.

[Click here to watch the Handling Disciplinary Situations podcast](#)

#### **Podcast 5 – Appraisals**

In this podcast Chris Moses covers some of the key considerations for councils in relation to appraisals.

- The purpose of appraisals

- Picking the right appraisal form for your council
- How to prepare for the appraisal
- Asking the right questions, in the right place and the right time
- Action plans following appraisals
- Confidentiality

This is an introduction to the subject. More information and training may be available from your county association and sometimes it is necessary to seek additional advice from a HR service provider with specialist local council knowledge.

**[Click here to watch the Appraisals podcast](#)**

### **Podcast 6 – Councils as employers – Sickness and Absence**

In this podcast Chris Moses covers some of the key considerations for councils in relation to sickness and absence management.

- Understanding the legal position
- Objectively measuring absences.
- Conducting reasonable investigations into chronic health issues
- Formal procedures to address the absences
- Making reasonable adjustments to accommodate people with disabilities at work.
- Terminating employment through the Capability procedure.

This is an introduction to the subject. More information and training may be available from your county association and sometimes it is necessary to seek additional advice from a HR service provider with specialist local council knowledge.

**[Watch the Sickness Management Podcast](#)**

## Dignity At Work Policy

One of the project objectives is to strengthen the governance arrangements across our sector to better support councils.

The Dignity at Work Policy is the first of a series of new or revised governance documents which are being developed by the project team.

The documents have been reviewed by a focus group made up of clerks, councillors, monitoring officers, and county associations, and approved by NALC and SLCC for use.

The Dignity at Work policy will replace any previous Bullying and Harassment Policy. It encompasses behaviours beyond bullying and harassment, and zero tolerance, with the aim of dealing with concerns before they escalate.

**It has been produced with supporting guidance because it is so important that any commitment made in the policy is applied in practice.**

Wording has been suggested to demonstrate a council's commitment to promoting dignity and respect where they have signed up to the Civility and Respect Pledge.

Councils who have not signed up to this are requested to consider making this pledge which is based on basic behaviours and expectations of all council representatives to create workplaces that allow people to maintain their dignity at all times. Click to take the pledge: **SLCC | NALC**.

**[Click here to download the policy](#)**

## Statement Poster

As a first step in the promotion of civility and respect, you may wish to add the following statement poster to your council website stating that bullying, harassment and intimidation will not be tolerated.

[Click here to download the poster.](#)

## Code of Conduct

One of the critical issues already identified by the project is that the Code of Conduct produced by the Local Government Association (LGA) in 2021 has not been widely adopted. The Civility and Respect project has endorsed the LGA model Code of Conduct and the guidance notes aimed to help understanding and consistency of approach towards the code.

The code is a template for councils to adopt in whole and or with amendments to take into account local circumstances.

The code and guidance have been designed to protect our democratic role, encourage good conduct, and safeguard the public's trust and confidence in the role of councillor in local government.

While it sets out the minimum standards of behaviour expected, together with the guidance, it is designed to encourage councillors to model the high standards expected, to be mutually respectful even if they have personal or political differences, to provide a personal check and balance, and to set out the type of conduct that could lead to complaints being made of behaviour falling below the standards expected of councillors and in breach of the code. It is also to protect councillors, the public, local authority officers and the reputation of the local government.

[Download the model code of conduct.](#)



The Civility and Respect Project team has worked with Hoey Ainscough Associates Ltd to revise the Local Government Association (LGA) Code of Conduct guidance to reflect the needs of our sector better. The revised guidance has been approved for use by NALC and the SLCC and endorsed by LGA.

The LGA produced a revised code of conduct in December 2020, supported by a guidance document they first circulated in July 2021. The supporting guidance was a beneficial document but not tailored to the nuances of local (parish and town) councils. With the support of the LGA, the project team has revised the guidance to precisely reflect the needs of and situations relevant to local councils.

The guidance covers the following:

- The general principles of councillor conduct
- Application of the model councillors' code of conduct

General obligations under the code include:

- Respect
- Bullying
- Harassment
- Discrimination

- Impartiality
- Misuse of position

Protecting the reputation of the council, including:

- Declarations of interest
- Bias and pre-determination

**[Download the supporting guidance](#)**



This report will be made public on 10 November 23

**Folkestone  
Town Council**



Report Number **C/23/348**

**To: Full Council**  
**Date: 10 November 2023**  
**Status: Public Report**  
**Responsible Officer: Communities and Grants Officer**

**SUBJECT: Grants Scheme Review**

**SUMMARY:** At its meeting of 21 September 2023, Council discussed the possibility of a review of the current procedures for grants. This report outlines the current processes and provides options for moving forward.

**REASONS FOR RECOMMENDATION:**

No resolution for the way forward was agreed and Council must now decide if it wishes to continue with the current process, subject to a review of the current policies or adopt a new process.

**RECOMMENDATIONS:**

- 1) To receive and note the report.**
- 2) To consider the options for Grants and agree on a process for moving forward.**

Aims and Objectives – *To comply with Best Practice and Quality Council legislation.*

Financial Implications – *To use Town Council funds efficiently and effectively.*

Equal Opportunities – *Equal access to services for all.*

Environmental Impact – *The environmental impact has been considered in the preparation of all budgets.*

## **1. INTRODUCTION**

- 1.1 The aim of the Council's grant scheme is to help promote a vibrant and active local community. The Council recognises and supports the valuable contribution made by many voluntary groups and organisations (often very small) in the fields of arts; sport; culture; social care; services for children and young adults; services for the elderly and people with disabilities; and many others who contribute to the wellbeing of the local community.
- 1.2 Council considers financial support for community organisations working for the benefit of residents, with the intention of improving the range of services and activities in the town but does not aid commercial organisations.
- 1.3 Folkestone Town Council operates two separate grant schemes. Ward Grants consist of a sum of money (divided amongst Councillors based on the electorate in each ward) which can be used by each Councillor for projects which demonstrate a direct benefit to the ward, or any part of it, or to all or some of its residents. Town Grants are generally for applications for larger sums and, for the last year, have been considered by Full Council.
- 1.4 When the Council first introduced the Grants Scheme in 2005, town grants were considered at the Finance and General Purposes Committee. In time, as the Scheme became more popular and available funding was significantly increased, meetings became very lengthy due to the number of applications. As a result, it was deemed necessary to establish a committee solely to deal with these applications and in August 2015 the Grants Committee was established to ensure that a reasonable amount of time could be given to each application.

- 1.5 At its meeting of 12 November 2020 (Minute 1746), Council resolved to abolish the Grants Committee, stating that the Council wanted a scheme like F&HDC.
- 1.6 A proposal for a new Councillor Community Grant Scheme, to replace Town Grants, was put forward in report G-21-278 at the Council meeting of 18 March 2021. However, the motion to adopt the new grants scheme was lost.

## **2. CURRENT PROCESS**

### *Town Grants:*

- 2.1 There are currently two options when applying for a Town Grant from Folkestone Town Council.
- 2.2 Town Grants (under £1,000) may be submitted by groups, organisations and individuals but must be under £1000 and must demonstrate a benefit to some or all the town's residents.
- 2.3 Town Grants (£1,000 and over, up to £2,500) may be submitted by groups, organisations and individuals for between £1,000 and £2,500 and must demonstrate a benefit to some or all of the town's residents.
- 2.4 Applicants should only apply for one grant per project and may apply for up to three projects per year. No more than £2,500 can be requested per project.
- 2.5 Where £1,000 or more is requested, a representative may be invited to attend the relevant meeting and answer questions put to them by members.

*Ward Grants:*

- 2.6 Are submitted by organisations.
- 2.7 Councillors ward grants are currently allocated to reflect the electorate in each ward.
- 2.8 Councillors receive Ward Grants directly and it is their decision as to whether they wish to support the application.
- 2.9 The completed Ward Grant application is emailed to the Communities and Grants Officer for processing.
- 2.10 Ward grants are then approved at the next Finance and General Purposes Committee.

**3. OPTIONS**

- 3.1 Three possible options have been outlined below, all will have pros and cons. Councillors may have other options which they would like to put forward.

**3.2 OPTION 1**

Councillors to continue with their distribution of ward grants which are approved at the Finance and General Purposes Committee meeting and to maintain the current practice of considering town grants at Council meetings.

For the grant process to continue, the following will need to be considered:

- A full review of the current town and ward grant policy guidelines.

- Ward grant policy adjustments at the F&GP Committee meeting 15<sup>th</sup> June 2023 created irregularities between the town grants policy guidelines and the ward grants policy guidelines.
  - Ward grant policy guidelines; Section 1. (e) Individuals - was deleted, however, this is still accepted for Town Grants.
  - Section 5. Member vacancy - This was not approved at committee.
  - Section 8. Take up in the same financial year - Councillors have raised concerns for organisations applying towards the end of the financial year.
  - Section 14. Religious purposes – Further clarification is required on this.
  - Section 18. Financial limitations - The exact limitation and types of information required was not agreed at Committee.
  - Section 19. Personal accounts – although we don't pay into personal accounts, this should be expanded to say the type of account we will pay into.
  - Due to some of the above adjustments being resolved at F&GP 15<sup>th</sup> June, the document cannot be changed until the January Council meeting.
  
- A review of the scoring system. The scoring was put in place to allow Councillors a guide as to how applications meet the requirements of the policy guidelines. Many applications are regularly received to be discussed by Council (based on previous years, between 35 and 55 town grant applications are received each year), the scoring system allows members to give some consideration to applications before the meeting convenes. Budget is limited and the total amount requested during the year

is invariably far more than the funds available. It is therefore important that all applications are given equal consideration. Ideally, only the worthiest should be awarded a grant, regardless of when their application is considered. If the scoring system is abolished, careful consideration needs to be given as to how the funds will be allocated fairly between the 3 or 4 meetings per year and how this is deliberated in the meeting within the time constraints.

- Councillors need to be mindful that inviting applicants to attend the meeting does extend the meeting times considerably. Bearing in mind that the Town Council's standing order 3(x) states that a meeting shall not exceed a period of 3 hours, it is highly likely that, on occasion, Council business will not be concluded. Taking this into consideration, if Councillors are inclined to abolish the scoring system and want to vote on individual applications on the night, it is recommended that a separate Panel or Sub-committee is established to consider town grant applications two or three times per financial year.

### 3.5 **OPTION 2**

Abolish the ward grants scheme and add the budget to town grants.

- This would include a review of the current grants policy guidelines.
- This would also include the points made above regarding a scoring system.
- It is recommended that a Panel or Sub-committee is established so the members can give their full attention to the applications, without the worry of leaving Council business unfinished.
- Councillors would need decide who would be included in the scoring system e.g all members or only committee members.

### 3.6 **OPTION 3**

Abolish the town grants scheme and add the budget to ward grants.

- Having just one scheme would simplify the process and make sure one due process is followed.
- This would result in a complete review of the current grants policy guidelines.
- The current grants budget of £34,200 will be divided equally between Councillors (£1,900 each) which means they will have this, plus their allocated funds from the ward grants budget.
- Councillors will need to ensure they complete the section 'Ward Councillor Support', before it is sent to the Town Council offices. This will determine the level of funding councillors wish to give.
- Councillors will also need to be mindful regarding the £2,500 limit per organisation. Organisations will be able to apply to more than one councillor to achieve this, therefore Councillors' contributions will be allocated on a first come first served basis and, where necessary, reduced to keep within the £2,500 limit.
- Councillors should submit applications to the Town Council offices within 2 weeks of receipt. This is to avoid any confusion with multiple applications and allow Officers to ensure that the upper limit of funding is adhered to and that multiple applications are not paid out by mistake.
- Once the application is received by the Communities and Grants officer, the application will be checked and approved by full council or committee, which ever councillors' resolve is appropriate.

APPENDIX 1 – WARD AND TOWN GRANT FORMS

APPENDIX 2 – WARD AND TOWN GRANT POLICIES

APPENDIX 3 – WARD GRANT POLICY CHANGES F&GP 15<sup>TH</sup> JUNE 2023



# Folkestone Town Council



## *Town Grant Application Form (Applications for less than £1,000)*

### A: APPLICATION SUMMARY

<b>Organisation Name:</b>	
<b>Title of Project:</b>	

Contact name <i>(Inc. title)</i>	
Position in organisation / group:	
Correspondence Address:	
Postcode:	
Email address:	
Daytime telephone number:	

Reason for application – brief project/event description:	
---	--

How much is requested from Folkestone Town Council?	£
Total cost of Project:	£

**Declaration:** I hereby declare that all information provided is true and accurate to the best of my knowledge. I agree to complete and return any forms relating to this application which are sent to me in the future:

<b>Name:</b>	<b>Position in the organisation:</b>
<b>Signature:</b> (or print name if returning by email)	<b>Date:</b>



**DATA PROTECTION STATEMENT**

**Your details will be kept securely by Folkestone Town Council under the terms of the Data Protection Act and Freedom of Information Act 2000**

FTC must protect public funds and may use personal information and data-matching techniques to detect and prevent fraud, and ensure public money is targeted and spent in the most appropriate and cost-effective way. In order to achieve this, information may be shared with other bodies responsible for auditing or administering public funds including the Audit Commission, the Department for Work and Pensions, other local authorities, HM Revenue and Customs, and the Police. We might use personal information provided by you in order to conduct appropriate identity checks. If you provide false or inaccurate information in your application or at any point in the life of any funding we award you and fraud is identified, we will actively seek recovery of the awarded grant funding, and will provide details to fraud prevention agencies, to prevent fraud and money laundering.

The information provided on this application will be held on a database and used to provide information to officers and members of the Town Council.

Organisations are asked to agree to allow its details to be used in the Town Council's website, publications and other materials. Do you agree for your organisation's details to be included? (Please note that personal and financial details will not be published.)

**Please select as applicable**

Yes ☐ No ☐

What type of organisation / group are you?

Please select the options below that best describe your organisation / group:

Registered Charity	<input type="checkbox"/>	Community/Voluntary organisation	<input type="checkbox"/>	Sports organisation	<input type="checkbox"/>
Church / Faith group	<input type="checkbox"/>	Not for Profit Company	<input type="checkbox"/>	Parish / Town / District council	<input type="checkbox"/>
KCC Service	<input type="checkbox"/>	School/College/ Pre-school	<input type="checkbox"/>	Youth organisation	<input type="checkbox"/>
Other, please specify:					

**B: THE PROJECT/EVENT**

Title of Project:	
Description of project/event:	
What are the aims of your project/event?	

Date of proposed event:		What is the proposed duration of the project event ?	
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## C: FINANCIAL DETAILS

Estimated total cost:	£	
Please detail the components of your project/event i.e. your budget or costings (submit on a separate sheet if necessary):		
<i>Expenditure</i>	£	
<i>Total</i>		
Proposals for funding the project/event	£	Confirmed
Contribution from Folkestone Town Council		<input type="checkbox"/>
Contribution from Folkestone Town Councillors ward grants		<input type="checkbox"/>
Contribution from F&H District Council (inc cllr ward grants)		<input type="checkbox"/>
Contribution from Kent County Council (inc cllr ward grants)		<input type="checkbox"/>
Contribution from National Lottery		<input type="checkbox"/>
Contribution from other organisations (please specify)		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
Contribution from fund raising events		<input type="checkbox"/>
Contribution from own resources		<input type="checkbox"/>
<b>TOTAL FUNDING (to agree to total cost identified in estimated total cost)</b>	£	

## APPENDIX 1

Is your organisation registered for VAT?		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Does the estimated cost of the project include payments in kind? E.g free labour, materials etc. If yes, please provide details below i.e. number of hours x hourly rates.					
In the past three years has your organisation/group received previous grants, Town or Ward, from Folkestone Town Council. <b>If yes, please complete the form below</b>		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Project Name	Type (Ward or Town)	Amount £		Date Received	

### D: SUPPORTING STATEMENT

*(All applicants to complete – please continue on a separate sheet if necessary)*

Why do you think the Town Council should support this application? Please note that you are required to demonstrate a benefit to some or all of the town's residents.

### G: ADDITIONAL INFORMATION

## APPENDIX 1

Have you enclosed a copy of conveyance/letting agreement/lease?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Have you enclosed a copy of written permission from the owner of any premises involved?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Have you enclosed copies of cover notes/summaries for all relevant insurances?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Have you enclosed evidence of any other secured funding or application for any other funding?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Please confirm that statutory obligations under the Human Rights Act have been considered. See the following website for the latest information: <a href="http://www.gov.uk">www.gov.uk</a>					Yes	<input type="checkbox"/>
Please confirm that statutory obligations under the Disability Discrimination Act have been considered. See the following website for the latest information: <a href="http://www.gov.uk">www.gov.uk</a>					Yes	<input type="checkbox"/>
Please confirm that you have considered all health and safety issues for this project/event and carried out risk assessments for all relevant areas. See the following website for the latest information: <a href="http://www.hse.gov.uk">www.hse.gov.uk</a>			Yes	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Please confirm that you have considered the environmental effects of this project (e.g. carbon emissions, waste, etc.) and give brief details. See the following website for the latest information <a href="http://www.gov.uk">www.gov.uk</a>			Yes	<input type="checkbox"/>	N/A	<input type="checkbox"/>

<p>The Town Council has an obligation under s17 of the Crime and Disorder Act to consider the impact of all its functions, activities and decisions on crime and disorder in its area. What implications will your project have for this requirement and how in particular will it assist the Town Council to meet its obligation? See the following website for the latest information: <a href="http://www.gov.uk">www.gov.uk</a></p>
<p>Grants are normally given conditionally on the organisation's public acknowledgement of the Town Council's assistance. How do you intend to do this? (Please note that you may be required to provide copies of relevant publicity materials.)</p>

## APPENDIX 1

Please note that the Town Council will take account of Best Value, its obligation to promote racial equality, its statutory powers and accounting requirements in reaching its decision. The following information (where applicable) is therefore required from all applicants for financial assistance (*before the application can be placed before Full Council*). Information may be provided on a separate sheet if necessary.

Any award will be paid by BACS. Please enter you bank details below:

<b>Name of applicant:</b>						<b>Name of account holder:</b>							
<b>Signature:</b> (or print name if returning by email)						<b>Date:</b>							
<b>Sort Code:</b>						<b>Account number:</b>							

**Please return your completed form to:**

**Liz Timmins, Communities & Grants Officer**  
**Email:** [liz.timmins@folkestone-tc.gov.uk](mailto:liz.timmins@folkestone-tc.gov.uk)  
**Tel:** (01303) 257946



# Folkestone Town Council



## Town Grant Application Form (Applications for £1,000 to £2,500)

### A: APPLICATION SUMMARY

<b>Organisation Name:</b>	
<b>Title of Project:</b>	

Contact name <i>(Inc. title)</i>	
Position in organisation / group:	
Correspondence Address:	
Postcode:	
Email address:	
Daytime telephone number:	

Reason for application – brief project/event description:	
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How much is requested from Folkestone Town Council?	£
Total cost of Project:	£

**Declaration:** I hereby declare that all information provided is true and accurate to the best of my knowledge. I agree to complete and return any forms relating to this application which are sent to me in the future:

<b>Name:</b>	<b>Position in the organisation:</b>
<b>Signature:</b> (or print name if returning by email)	<b>Date:</b>

**DATA PROTECTION STATEMENT**

**Your details will be kept securely by Folkestone Town Council under the terms of the Data Protection Act and Freedom of Information Act 2000**

FTC must protect public funds and may use personal information and data-matching techniques to detect and prevent fraud, and ensure public money is targeted and spent in the most appropriate and cost-effective way. In order to achieve this, information may be shared with other bodies responsible for auditing or administering public funds including the Audit Commission, the Department for Work and Pensions, other local authorities, HM Revenue and Customs, and the Police. We might use personal information provided by you in order to conduct appropriate identity checks. If you provide false or inaccurate information in your application or at any point in the life of any funding we award you and fraud is identified, we will actively seek recovery of the awarded grant funding, and will provide details to fraud prevention agencies, to prevent fraud and money laundering.

The information provided on this application will be held on a database and used to provide information to officers and members of the Town Council.

Organisations are asked to agree to allow its details to be used in the Town Council's website, publications and other materials. Do you agree for your organisation's details to be included? (Please note that personal and financial details will not be published.)

**Please select as applicable**

Yes ☐ No ☐

## B: THE ORGANISATION

**Name and address of Chairperson or Secretary (if applicable)**

Contact name <i>(Inc. title)</i>	
Position in organisation / group:	
Correspondence Address:	
Postcode:	
Email address:	
Daytime telephone number:	

What is the main purpose of your organisation?	
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## APPENDIX 1

What type of organisation / group are you?					
Please select the options below that best describe your organisation / group:					
Registered Charity	<input type="checkbox"/>	Community/Voluntary organisation	<input type="checkbox"/>	Sports organisation	<input type="checkbox"/>
Church / Faith group	<input type="checkbox"/>	Not for Profit Company	<input type="checkbox"/>	Parish / Town / District council	<input type="checkbox"/>
KCC Service	<input type="checkbox"/>	School/College/ Pre-school	<input type="checkbox"/>	Youth organisation	<input type="checkbox"/>
Other, please specify:					

If your organisation is a club with membership, please provide the following details:					
Number of adult members				Number of junior members	
Number of members resident in the Town of Folkestone					
Number of adult members				Number of junior members	
Does your club charge for membership?		Yes <input type="checkbox"/>		No <input type="checkbox"/>	
If yes, please supply details of the membership scheme and charges applicable:					
What activities are available for members?					
Is the club membership restricted in anyway?					
Is your club /body affiliated to any national or local organisation e.g. Sports Council? If yes, please provide details:					

## APPENDIX 1

*Please complete parts C to E if all or part of your application is for a special project or event.*

### C: THE PROJECT/EVENT

Title of Project:	
Description of project/event:	
What are the aims of your project/event?	

## APPENDIX 1

If the application is for an annual or recurring local event, please answer the following additional questions:			
For how many years has the event run?			
What was the estimated attendance at the last event and what is the anticipated attendance at the planned event?			
Attendance at the last event:		Anticipated attendance at planned event:	
What was achieved at the last event, which you consider to have been of benefit to the Town?			

### D: PROJECT EVENT/PLANNING

Date of proposed event:				What is the proposed duration of the project event ?			
If the project is land or property related, what is the nature of the interest to be acquired or already held? (if leasehold, please give the length of the lease and date of termination)							
Is planning consent required?			Yes		<input type="checkbox"/>	No <input type="checkbox"/>	
If yes what is the status of your application? Planning reference number							
Not yet submitted:	<input type="checkbox"/>	Submitted not determined:		<input type="checkbox"/>	Granted		<input type="checkbox"/>
Has planning consent been granted?		Yes		<input type="checkbox"/>	No		<input type="checkbox"/>
If yes, please provide details:							
Is your building listed?		Yes		<input type="checkbox"/>	No		<input type="checkbox"/>
If yes have you received the appropriate building consent?		Yes		<input type="checkbox"/>	No		<input type="checkbox"/>

## E: FINANCIAL DETAILS

Estimated total cost:	£	
Please detail the components of your project/event i.e. your budget or costings (submit on a separate sheet if necessary):		
<i>Expenditure</i>	£	
<i>Total</i>		
Proposals for funding the project/event	£	Confirmed
Contribution from Folkestone Town Council		<input type="checkbox"/>
Contribution from Folkestone Town Councillors ward grants		<input type="checkbox"/>
Contribution from F&H District Council (inc cllr ward grants)		<input type="checkbox"/>
Contribution from Kent County Council (inc cllr ward grants)		<input type="checkbox"/>
Contribution from National Lottery		<input type="checkbox"/>
Contribution from other organisations (please specify)		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
Contribution from fund raising events		<input type="checkbox"/>
Contribution from own resources		<input type="checkbox"/>
<b>TOTAL FUNDING (to agree to total cost identified in estimated total cost)</b>	£	

Is your organisation registered for VAT?		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Does the estimated cost of the project include payments in kind? E.g free labour, materials etc. If yes, please provide details below i.e. number of hours x hourly rates.					
In the past three years has your organisation/group received previous grants, Town or Ward, from Folkestone Town Council. <b>If yes, please complete the form below</b>		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Project Name	Type (Ward or Town)	Amount £		Date Received	
Will the organisation be seeking regular help with this project/event from the Town Council?		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If yes, please explain and state how much you think you will need next year and the year after:					

## F: SUPPORTING STATEMENT

***(All applicants to complete – please continue on a separate sheet if necessary)***

Why do you think the Town Council should support this application? Please note that you are required to demonstrate a benefit to some or all of the town's residents.

**G: ADDITIONAL INFORMATION**

Have you enclosed a copy of your latest audited or independently examined accounts?	Yes	<input type="checkbox"/>	N/A	<input type="checkbox"/>		
If you have ticked Not Applicable, please explain why. Failure to enclose copies of accounts may cause you application to be delayed or rejected:						
Have you enclosed a copy of your last bank/building society/other investment accounts statements?	Yes	<input type="checkbox"/>	N/A	<input type="checkbox"/>		
If you have ticked Not Applicable, please explain why. Failure to enclose copies of statements may cause you application to be delayed or rejected:						
Have you enclosed a copy of conveyance/letting agreement/lease?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Have you enclosed a copy of written permission from the owner of any premises involved?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Have you enclosed copies of cover notes/summaries for all relevant insurances?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Have you enclosed evidence of any other secured funding or application for any other funding?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Please confirm that statutory obligations under the Human Rights Act have been considered. See the following website for the latest information: <a href="http://www.gov.uk">www.gov.uk</a>					Yes	<input type="checkbox"/>
Please confirm that statutory obligations under the Disability Discrimination Act have been considered. See the following website for the latest information: <a href="http://www.gov.uk">www.gov.uk</a>					Yes	<input type="checkbox"/>
Please confirm that you have considered all health and safety issues for this project/event and carried out risk assessments for all relevant areas. See the following website for the latest information: <a href="http://www.hse.gov.uk">www.hse.gov.uk</a>		Yes	<input type="checkbox"/>	N/A	<input type="checkbox"/>	
Please confirm that you have considered the environmental effects of this project (e.g. carbon emissions, waste, etc.) and give brief details. See the following website for the latest information <a href="http://www.gov.uk">www.gov.uk</a>		Yes	<input type="checkbox"/>	N/A		

## APPENDIX 1

<p>The Town Council has an obligation under s17 of the Crime and Disorder Act to consider the impact of all its functions, activities and decisions on crime and disorder in its area. What implications will your project have for this requirement and how in particular will it assist the Town Council to meet its obligation? See the following website for the latest information:  <a href="http://www.gov.uk">www.gov.uk</a></p>
<p>Grants are normally given conditionally on the organisation's public acknowledgement of the Town Council's assistance. How do you intend to do this? (Please note that you may be required to provide copies of relevant publicity materials.)</p>

Please note that the Town Council will take account of Best Value, its obligation to promote racial equality, its statutory powers and accounting requirements in reaching its decision. The following information (where applicable) is therefore required from all applicants for financial assistance (*before the application can be placed before Full Council*). Information may be provided on a separate sheet if necessary.

Any award will be paid by BACS. Please enter you bank details below:

<b>Name of applicant:</b>						<b>Name of account holder:</b>							
<b>Signature:</b> (or print name if returning by email)						<b>Date:</b>							
<b>Sort Code:</b>						<b>Account number:</b>							

**Please return your completed form to:**

**Liz Timmins, Communities & Grants Officer**  
**Email:** [liz.timmins@folkestone-tc.gov.uk](mailto:liz.timmins@folkestone-tc.gov.uk)  
**Tel:** (01303) 257946



# Folkestone Town Council



## Ward Grant Application Form

### A: APPLICATION SUMMARY

<b>Organisation Name:</b>	
<b>Title of Project:</b>	

Contact name <i>(Inc. title)</i>	
Position in organisation / group:	
Correspondence Address:	
Postcode:	
Email address:	
Daytime telephone number:	

Reason for application – brief project/event description:	
---	--

How much is requested from Folkestone Town Council?	£
Total cost of project:	£

**Declaration:** I hereby declare that all information provided is true and accurate to the best of my knowledge. I agree to complete and return any forms relating to this application which are sent to me in the future:

<b>Name:</b>	<b>Position in the organisation:</b>
<b>Signature:</b> (or print name if returning by email)	<b>Date:</b>



**DATA PROTECTION STATEMENT**

**Your details will be kept securely by Folkestone Town Council under the terms of the Data Protection Act and Freedom of Information Act 2000**

FTC must protect public funds and may use personal information and data-matching techniques to detect and prevent fraud, and ensure public money is targeted and spent in the most appropriate and cost-effective way. In order to achieve this, information may be shared with other bodies responsible for auditing or administering public funds including the Audit Commission, the Department for Work and Pensions, other local authorities, HM Revenue and Customs, and the Police. We might use personal information provided by you in order to conduct appropriate identity checks. If you provide false or inaccurate information in your application or at any point in the life of any funding we award you and fraud is identified, we will actively seek recovery of the awarded grant funding, and will provide details to fraud prevention agencies, to prevent fraud and money laundering.

The information provided on this application will be held on a database and used to provide information to officers and members of the Town Council.

Organisations are asked to agree to allow its details to be used in the Town Council's website, publications and other materials. Do you agree for your organisation's details to be included? (Please note that personal and financial details will not be published.)

**Please select as applicable**

Yes ☐ No ☐

## **B: SUPPORTING STATEMENT**

***(All applicants to complete – please continue on a separate sheet if necessary)***

Why do you think the Town Council should support this application? Please note that you are required to demonstrate a benefit to some or all of the town's residents.

## APPENDIX 1

Support for the application – brief outline from Ward Councillor:

Any award will be paid by BACS. Please enter you bank details below:

Name of applicant:						Name of account holder:								
Signature: (or print name if returning by email)						Date:								
Sort Code:						Account number:								

<b>Ward Councillor to complete:</b>	
<b>Name:</b>	<b>Ward:</b>
<b>Signature:</b> (or print name if returning by email)	<b>Date:</b>
<b>Amount Awarded</b>	<b>£</b>

If the project applied for does not go ahead then the grant funds will need to be returned to the Council in full.

All grants applied for must be spent within 12 months of receipt.

**Please send your completed form to your local Ward Councillor.**



**FOLKESTONE TOWN COUNCIL**  
**Policy Guidelines for the Approval and**  
**Distribution of Town Grants**

1. The Town Council is prepared to consider applications for financial assistance of up to £2,500 from:
  - (a) clubs and societies;
  - (b) voluntary bodies and associations;
  - (c) non-profit making organisations;
  - (d) charitable bodies
  - (e) individual members of the community

Applicants should complete the correct form dependent on the amount of the grant; under £1000 or £1000 and over.

2. In order to qualify for assistance, applications must demonstrate a direct benefit to the Folkestone Town area, or any part of it, or to all or some of its residents. In addition, the direct benefit accruing must be commensurate with the expenditure to be incurred. Local groups that are affiliated to regional or national organisations will qualify provided the local group is required to function substantially as an independent financial unit.
3. All applications for financial assistance must be made using the Council's Town Grant application form and must be accompanied by the appropriate supporting information requested in the form. Incomplete applications will not be considered and will be returned.
4. Applications may be submitted at any time and will normally be considered at the next meeting of the Town Council, providing the application is received at the Town Council Offices, The Town Hall, 1-2 Guildhall Street, Folkestone, CT20 1DY, or via email to: [liz.timmins@folkestone-tc.gov.uk](mailto:liz.timmins@folkestone-tc.gov.uk) at least 14 working days before the relevant meeting.
5. Applicants should only apply for one grant per project and may apply for up to three projects during a financial year (1 April to 31 March). The primary intention of the Town Council's grant scheme is to support new events and projects in the town.
6. In the case of a successful application, the financial assistance should be taken up during the financial year (1 April to 31 March) in which the Council approves the application. Applicants will be required to complete a feedback form confirming that the funding has been used for the purpose requested. Failure to return this form is likely to preclude the applicant from being considered for a Town Council grant in the future.

7. The Town Council might refer applicants to other bodies as appropriate.
8. Where £1000 or more is requested, a representative maybe invited to attend the relevant meeting and answer questions put to them by members.
9. Grants will not be paid where the service is normally provided directly by a principal Council, the Health Authority or Central Government.
10. Private concerns operated as a business to make a profit will not normally be grant aided, unless there is demonstrable benefit for local employment.
11. Grants will not be made to registered charities seeking to add to their capital investments.
12. Local Groups whose total fund raising is sent to their central headquarters for redistribution will not be assisted.
13. Grants will not be given for specifically religious or party political purposes.
14. Grants will not be given to profit making organisations with unallocated reserves.
15. Grants will not be paid if the application is submitted after the project or event has taken place.
16. Any offer of funding is discretionary, the Council's decision is final and there is no right of appeal.

Enquiries to:

Liz Timmins  
Folkestone Town Council  
The Town Hall  
1-2 Guildhall Street  
Folkestone  
CT20 1DY

Tel: (01303) 257946  
Email: [liz.timmins@folkestone-tc.gov.uk](mailto:liz.timmins@folkestone-tc.gov.uk)



**FOLKESTONE TOWN COUNCIL**  
**Policy Guidelines for the Approval and Distribution of**  
**Ward Grants**

1. The Town Council is prepared to consider applications for financial assistance from:
  - (a) clubs and societies within the ward;
  - (b) voluntary bodies and associations within the ward;
  - (c) non-profit making organisations within the ward;
  - (d) charitable bodies within the ward;
  - (e) services provided into the ward by outside bodies/organisations
2. Please see Appendix 1 for the process involved for approval and distribution of Ward Grants.
3. In order to qualify for assistance, applications must demonstrate a direct benefit to the ward, or any part of it, or to all or some of its residents. In addition, the direct benefit accruing must be commensurate with the expenditure to be incurred. Local groups that are affiliated to regional or national organisations will qualify provided the local group is required to function substantially as an independent financial unit.
4. Applications must be made using the Council's Ward Grant application form and submitted to the relevant Councillor(s) for approval and signature. Incomplete applications will not be considered and will be returned.
5. Where a Ward member is absent or a vacancy has occurred and the grant is time limited then the applicant may approach the Mayor or Grants Officer direct for a decision by committee.
6. Applications may be submitted at any time
7. Applicants should apply for funding for only one project during a financial year (1 April to 31 March).
8. In the case of a successful application, the financial assistance should normally be taken up during the financial year (1 April to 31 March) in which the Grants Committee approves the application. Applicants will be required to complete a **feedback form** (available on the website) confirming that the funding has been used for the purpose requested, within 1 month of the project or event being completed. Failure to return this form will preclude the applicant from being considered for a Ward or Town Council grant in the future.
9. The Town Council might refer applications to other bodies as appropriate.
10. Grants will not be paid where the service is normally provided directly by a principal Council, the Health Authority or Central Government.

## APPENDIX 2

11. Private concerns operated as a business to make a profit will not normally be grant aided, unless there is demonstrable benefit for local employment.
12. Grants will not be made to Charitable Trusts seeking to add to their capital investments.
13. Local Groups whose total fund raising is sent to their central headquarters for redistribution will not be assisted.
14. Grants will not be given for specifically religious or party political purposes.
15. Grants will not normally be given to profit making organisations with unallocated reserves.
16. Grants will not be paid retrospectively and will not be paid if the application is submitted after the project or event has taken place.
17. All ward grant applications require the support of the Ward Councillor before they can be considered by the Grants Committee, along with supporting papers.
18. If the total grant you require from Folkestone Town Council Ward Grants is in excess of £500 then it is recommended that you fill in a Town Grant application form rather than a Ward Grant. If the grant is in excess of £500 you will be required to provide further financial information to the Ward Councillor and Grants Committee. This may include but is not limited to originals of: Bank Statements, Proof of Address, Personal ID (passport, driving license) Proof of purchase.
19. Grants cannot be paid into Personal Accounts. In such cases the Town Council may purchase items directly where needed. The Town Council is not able to give grants to individuals.
20. As Folkestone Town Council is governed by s.101 of the Local Government Act 1972, which states that if the Council does not exercise a function itself it can only be delegated to a Committee, a Sub-Committee, or Officer as individual Councillors have no statutory authority to make a decision, all applications via the Ward Grant Scheme will be processed and approved by the Grants Committee.
21. Applications of funding cannot be accepted from Folkestone Town Council Members or persons associated<sup>2</sup> with them (to avoid any potential conflicts of interests).

<sup>2</sup> "Associated Person" means (either in the singular or in the plural): A family member or any other person or body with whom you have a close association, including your spouse, civil partner, or somebody with whom you are living as a husband or wife, or as if you are civil partners; or Any person or body who employs or has appointed you or such persons, any firm in which you or they are a partner, or any company of which you or they are directors; or Any person or body in whom you or such persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000; or Any body of which you are in a position of general control or management and to which you are appointed or nominated by the Authority; or Any body in respect of which you are in a position of general control or management: exercising functions of a public nature; or directed to charitable purposes; or one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)."

For contact details of your local Ward Councillor, please visit the Town Council website [www.folkestone-tc.gov.uk](http://www.folkestone-tc.gov.uk) or call 01303 257946.





**FOLKESTONE TOWN COUNCIL**  
**Policy Guidelines for the Approval and Distribution of**  
**Ward Grants**

1. The Town Council is prepared to consider applications for financial assistance from:
  - (a) clubs and societies within the ward;
  - (b) voluntary bodies and associations within the ward;
  - (c) non-profit making organisations within the ward;
  - (d) charitable bodies within the ward;
  - (e) individual members of the community within the ward
  - (f) services provided into the ward by outside bodies/organisations
2. In order to qualify for assistance, applications must demonstrate a direct benefit to the ward, or any part of it, or to all or some of its residents. In addition, the direct benefit accruing must be commensurate with the expenditure to be incurred. Local groups that are affiliated to regional or national organisations will qualify provided the local group is required to function substantially as an independent financial unit.
3. Applications must be made using the Council's Ward Grant application form and submitted to the relevant Councillor(s) for approval and signature. Incomplete applications will not be considered and will be returned.
4. Applications may be submitted at any time.
5. Applicants should **ONLY** apply for funding for only one project during a financial year (1 April to 31 March).
6. In the case of a successful application, the financial assistance should normally be taken up during the financial year (1 April to 31 March) in which the **Town Clerk Committee** approves the application. Applicants will be required to complete a form, confirming that the funding has been used for the purpose requested, within 1 month of the project or event being completed. **Failure to return this form will preclude the applicant from being considered for a Ward or Town Council grant in the future.**
7. The Town Council might refer applications to other bodies as appropriate.
- 8. Grants will not be paid where the service is normally provided directly by a principal Council, the Health Authority or Central Government.**
9. Private concerns operated as a business to make a profit will not normally be grant aided, unless there is demonstrable benefit for local employment.
10. Grants will not be made to Charitable Trusts seeking to add to their capital investments.
11. Local Groups whose total fund raising is sent to their central headquarters for redistribution will not be assisted.

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12. Grants will not ~~normally~~ be given for specifically religious or party political purposes.
13. Grants will not normally be given to profit making organisations with unallocated reserves.
14. Grants will not ~~normally~~ be paid retrospectively and will not be paid if the application is submitted after the project or event has taken place.
15. All ward grant applications require the support of the Ward Councillor before they can be considered by the Town Clerk, along with supporting papers.
16. If the total grant you require from Folkestone Town Council Ward Grants is in excess of £1,000 then it is recommended that you fill in a Town Grant application form rather than a Ward Grant. If the grant is in excess of ~~£1,000~~ £500 you will be required to provide further financial information to the Ward Councillor and Town Clerk.
- ~~17. If the total grant you require from Folkestone Town Council is in excess of £250, the Council will only pay into individual accounts upon receipt on invoices.~~
17. Grants cannot be paid into a Personal Accounts. In such cases the Town Council may purchase items directly where needed. The Town Council is not able to give grants to individuals.
18. As Folkestone Town Council is governed by s.101 of the Local Government Act 1972, which states that if the Council does not exercise a function itself it can only be delegated to a Committee, a Sub-Committee, or Officer as individual Councillors have no statutory authority to make a decision, all applications via the Ward Grant Scheme will be processed and approved by the Town Clerk.
19. Applications of funding cannot be accepted from Folkestone Town Council Members or persons associated<sup>2</sup> with them (to avoid any potential conflicts of interests).  
  
<sup>2</sup> "Associated Person" means (either in the singular or in the plural): A family member or any other person or body with whom you have a close association, including your spouse, civil partner, or somebody with whom you are living as a husband or wife, or as if you are civil partners; or Any person or body who employs or has appointed you or such persons, any firm in which you or they are a partner, or any company of which you or they are directors; or Any person or body in whom you or such persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000; or Any body of which you are in a position of general control or management and to which you are appointed or nominated by the Authority; or Any body in respect of which you are in a position of general control or management: exercising functions of a public nature; or directed to charitable purposes; or one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)."
20. Applications for grants can only be made once a year to either the Town Grants programme or the Ward Grants programme but not both.

For contact details of your local Ward Councillor, please visit the Town Council website [www.folkestone-tc.gov.uk](http://www.folkestone-tc.gov.uk) or call 01303 257946.