



## FOLKESTONE TOWN COUNCIL

Date of Publication: 16<sup>th</sup> July 2020

### AGENDA

Meeting: **Folkestone Town Council**  
 Date: **23<sup>rd</sup> July 2020**  
 Time: **6.00 p.m.**  
 Place: **Virtual Microsoft Teams Meeting**

To: **Town Councillors**

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

Any member who wishes to have information on any matter arising on the agenda which is not fully covered in these papers is requested to give notice prior to the meeting to the Town Mayor or Town Clerk.

**J Childs**  
**Town Clerk**

#### Prayers

1. **APOLOGIES FOR ABSENCE**  
 To receive and approve any apologies for absence.
2. **DECLARATIONS OF INTEREST**  
 To receive any declarations of either personal or prejudicial interest that Members may wish to make.
3. **MINUTES**  
 To receive the Minutes of Annual Meeting of the Council held on 12<sup>th</sup> May 2020 and to authorise the Town Mayor to sign them as a correct record.

**4. PUBLIC QUESTIONS**

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

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

**6. A GUIDE FOR THE MAYORALTY**

A revised Guide for the Mayoralty is presented for the Council's consideration.

**7. INTERNAL AUDITOR'S REPORT**

The Internal Auditor's Report for 2019/20 is attached for the Committee's information.

**8. GOVERNANCE AND ACCOUNTABILITY RISK ASSESSMENT AND INSURANCE REVIEW**

Report C/20/267 presents the annual business risk assessment and review of the current insurance arrangements for the Council's approval.

**9. ALLOTMENTS RULES AND RENT REVIEW**

Report C/20/268 reviews allotments rules and charges for 2021/22 for the Council's approval.

**10. TOWN CLERKS REPORT**

Report C/20/269 is attached for the Council's approval.

**11. SCHEDULE OF PAYMENTS**

The attached schedule details payments made between 1 April 2020 and 31 May 2020.

**12. BUDGET MONITORING STATEMENT 2020/21**

The attached statement sets out details of the Town Council's expenditure/income up to the 31 May 2020.

**13. WARD GRANTS**

For information, the attached shows ward grants approved to date by the Town Clerk.

**14. WARD GRANT BALANCES 2020/21**

For information, the attached shows ward grant balances available to each Councillor as of 31 May 2020.

**15. CORONAVIRUS COMMUNITY RESILIENCE GRANTS**

For information, the attached shows coronavirus community resilience grants approved by the Town Clerk following consultation with the Town Mayor and the 2019/20 Chairman of Finance and General Purposes and Community Services Committees.

**16. TOWN GRANTS**

For information, the attached shows town grants that have been approved by the Town Clerk in consultation with the 2019/20 Grant Committee Chairman following sending the applications with score sheets to the Grant Committee members and the awards being calculated.

**17. SMALL PARKS**

The Town Clerk will provide an update on the current position regarding Folkestone Town Council officially taking responsibility of 8 small parks on 40 year leases and the need for approval to sign the deeds once the terms of the leases have been agreed.

**18. BY-ELECTION**

Following the non-attendance of Dan Brook for six consecutive months, the Town Clerk notified Folkestone & Hythe District Council that a casual vacancy had arisen.

FHDC have received a valid petition which will trigger an election for the casual vacancy. However, no elections are allowed to take place until Thursday 6<sup>th</sup> May 2021 in line with The Local Government and Police Crime Commissioner (Coronavirus) (Postponement of Elections and Referendums) (England and Wales) Regulations 2020. So, unless there is an amendment to this regulation in the interim, the poll for this election will not be held until the 6<sup>th</sup> May 2021 if it is contested. The notice of election will not be published until the 29<sup>th</sup> March 2021 and it is only then that nominations will be invited for those people wishing to stand.

**19. MEMBERS ATTENDANCE POLICY**

A policy providing additional guidance on the legislation regarding Councillor absences is attached for adoption.

**20. MATTERS AND RESOLUTIONS FROM OTHER COMMITTEES**

At the personal sub-committee meeting on the 7<sup>th</sup> July 2020 it was resolved at minute 480. Managing GDPR that the Town Clerk prepares a report for Full Council advising that the Personnel Sub-Committee's support Council email addresses for members. Report C/20/270 is attached for the Council's approval.

**EXCLUSION OF PRESS AND PUBLIC**

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

At the personal sub-committee meeting on the 7<sup>th</sup> July 2020 it was resolved at Minute 482d that the Town Clerk provide an exempt report for Council

showing comparisons with other larger Councils. Report C/20/271 is attached for the Council's consideration.

**21. DATE AND TIME OF NEXT MEETINGS**  
Thursday, 10<sup>th</sup> September 2020 at 6pm

## Folkestone Town Council

### **MINUTES of the Annual Council Meeting of the Folkestone Town Council held virtually via Microsoft Teams Live Event on Tuesday, 12<sup>th</sup> May 2020 at 6 p.m.**

**PRESENT:** Councillors Abena Akuffo-Kelly, Ann Berry, Peter Gane, Michelle Keutenius, Jonathan Graham, David Horton (from item 1663), Dylan Jeffrey, Nicola Keen, Jackie Meade, Connor McConville (voting only from 1667), Tim Prater, Belinda Walker and Roger West.

**In attendance:** Jennifer Childs (Town Clerk)

#### **Prayers**

Prayers were led by Councillor Ann Berry

Cllr Jackie Meade, the retiring Town Mayor welcomed everyone to the 17<sup>th</sup> Annual Meeting of the Folkestone Town Council and gave a summary of her year as Mayor, she felt very honoured and privileged to have been given the opportunity to be Mayor in a year when Folkestone had several historic moments including becoming the World's First Music Town, the unveiling of St Eanswythe's DNA results and the friendship agreement with Mechinager in Nepal. During the year, the Town Mayor and Deputy Town Mayor had attended nearly 300 engagements and raised £4,500 for nominated charities so far with the Art Auction to take place later in the year. Also, to be held later this year will be the Mayors Awards Ceremony.

The retiring Mayor described the gifts she had arranged for her Chaplain, Cadet, Deputy Town Mayor, Immediate Past Mayor, the Town Clerk and Officers for their support during the year.

#### **1662. ELECTION OF TOWN MAYOR 2020/21 AND DECLARATION OF ACCEPTANCE OF OFFICE**

The Town Mayor, Cllr Jackie Meade, called upon Town Councillors to submit their nominations for the election of the Town Mayor of Folkestone for the 2020/21 municipal year.

**RESOLVED: That Councillor Michelle Keutenius be appointed Town Mayor for Folkestone Town Council 2020/21 until the next Annual Meeting and the acceptance of office by her successor.**

Proposed: Councillor Belinda Walker

Seconded: Councillor Nicola Keen

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

Councillor Michelle Keutenius duly signed and dated the Declaration of Acceptance of Office for the Town Clerk.

Councillor Michelle Keutenius temporarily lost connection to the meeting and the Town Clerk requested members appoint a Chairman so the meeting could continue.

**RESOLVED: That Councillor Jackie Meade chair the meeting until the Town Mayor could reconnect.**

Proposed: Councillor Peter Gane  
 Seconded: Councillor Roger West  
 Voting: F: 10, Ag: 0, Ab: 0

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

Councillor Keutenius reconnected to the meeting and as Town Mayor took over the chair.

The Town Mayor reported that her charities for the year would be Home Start Shepway, Kent Air Ambulance, and the Rainbow Centre.

The newly elected Town Mayor, Councillor Keutenius, then thanked Councillors for their kind words of support and moved a vote of thanks to the retiring Town Mayor, Councillor Jackie Meade and advised that a gift from members would be delivered.

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

**1663. ELECTION OF DEPUTY TOWN MAYOR 2020/21 AND DECLARATION OF ACCEPTANCE OF OFFICE**

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

**RESOLVED: That Councillor Nicola Keen be appointed Deputy Town Mayor for Folkestone Town Council 2020/21 until immediately after the election of a Town Mayor at the next Annual Meeting of Folkestone Town Council.**

Proposed: Councillor Abena Akuffo-Kelly  
 Seconded: Councillor David Horton  
 Voting: F: 12, Ag: 0, Ab: 0

The Town Mayor congratulated Councillor Keen who then signed and dated the Declaration of Acceptance of Office for the Town Clerk before thanking Town Councillors and the Town Clerk for their support and kind words.

Councillor Akuffo-Kelly spoke in support of her nomination of the Deputy Town Mayor; Councillor Horton also spoke in support of the motion.

**1664. APOLOGIES FOR ABSENCE**

Councillor Ray Field gave his apologies as he was attending a funeral out of town.

Councillor Paul Bingham gave his apologies as he was unable to join the

virtual meeting due to connection problems but requested he supported all resolutions was recorded.

Councillor Richard Wallace gave his apologies as he was unable to join the virtual meeting due to connection problems.

Councillor Mary Lawes gave her apologies as she was unable to join the virtual meeting due to connection problems.

Councillor Dan Brook was absent.

#### **1665. DECLARATIONS OF INTEREST**

No declarations were made.

#### **1666. APPOINTMENT OF:**

##### **a) TOWN MAYOR'S CHAPLAIN**

The Town Mayor announced the appointment of Reverend Bob Weldon as her Chaplain for the ensuing year.

##### **b) CONSORT**

The Town Mayor confirmed the appointment of Mr Neil Keutenius as her Consort for the ensuing year.

#### **1667. MINUTES**

The Full Council was asked to receive the Minutes of an Ordinary Meeting of the Council held on 16<sup>th</sup> January 2020 and the Minutes of an Extra-Ordinary Meeting held on the 20<sup>th</sup> February 2020 and to authorise the Town Mayor to sign them as a correct record.

**RESOLVED: That the Minutes of the Ordinary Council meeting held on 16<sup>th</sup> January 2020 and the Minutes of the Extra-Ordinary Meeting held on the 20<sup>th</sup> February 2020 be received and signed as a correct record upon amendment to show Cllr Ray Field sent his apologies to the Council Meeting on 16<sup>th</sup> January 2020.**

Proposed: Councillor Roger West

Seconded: Councillor Nicola Keen

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

#### **1668. TOWN MAYOR'S ANNOUNCEMENTS**

Town Councillors were requested to note the following dates for forthcoming Civic Events with the caveat that due to the coronavirus pandemic they may have to cancelled:

Battle of Britain Day	15 September 2020
Dedication of Garden of Remembrance	1 November 2020
Remembrance Sunday	8 November 2020
Machine Gun Corps	11 November 2020
Holocaust Memorial Day	27 January 2021

The events were noted.

**1669. APPOINTMENTS TO COMMITTEES & SUB COMMITTEES**

**RESOLVED:** To approve the appointments to Committees and Sub Committees schedule for 2020/21 noting Councillor Field would not be accepting the seat on the Planning Committee and Cllr Akuffo-Kelly would take it.

Proposed: Councillor Roger West

Seconded: Councillor Abena Akuffo-Kelly

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

**1690. APPOINTMENTS TO OUTSIDE BODIES 2020/21**

The Town Council was asked to appoint Councillors to the following outside bodies. Councillor Roger West moved the following enbloc:

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

**RESOLVED:** That the Mayor and Deputy Mayor be appointed as representative for the ensuing year.

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

**RESOLVED:** That Councillors Paul Bingham, Richard Wallace and Roger West be appointed as representative for the ensuing year.

- iii. Municipal Charities (four Councillors and Mayor)

**RESOLVED:** That Councillors Ann Berry, Paul Bingham, Dylan Jeffrey, Roger West and Michelle Keutenius be appointed as representative for the ensuing year.

- iv. Folkestone Town Team (two Councillors)

**RESOLVED:** That Councillors Nicola Keen and Mary Lawes be appointed as representative for the ensuing year.

- v. Folkestone Twinning Association (one Councillor)

**RESOLVED:** That Councillor Jonathan Graham be appointed as representative for the ensuing year.

- vi. Folkestone CLLD

**RESOLVED:** That Councillor Ann Berry be appointed as representative for the ensuing year.

Proposed: Councillor Abena Akuffo-Kelly

Seconded: Councillor Belinda Walker

Voting: F: 12, Ag: 0, Ab: 0 (Cllr McConville's vote could not be seen)



**1691. APPOINTMENT OF CHEQUE SIGNATORIES**

To authorise the signatories on cheque payments as follows:

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

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

Proposed: Councillor Nicola Keen

Seconded: Councillor Jackie Meade

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

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

**1692. POLICY REVIEW**

In line with NALC guidance, Council was asked to review its policies.

**RESOLVED: To adopt the Council's policies for 2020/21.**

Proposed: Councillor Roger West

Seconded: Councillor Ann Berry

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

**1693. QUALITY COUNCIL SCHEME**

The Town Clerk advised that the Regional Accreditation Panel were unanimous in their decision to award Folkestone Town Council the Quality Gold Award, however, they had one observation about Councillors use of personal email addresses. Councillors thanked the Town Clerk for her hard work preparing the application.

**RESOLVED: To not pursue this as it is not mandatory and there would be a cost involved in setting up town council email addresses for members.**

Proposed: Councillor Roger West

Seconded: Councillor Tim Prater

Voting: F: 12, Ab: 1, Ag: 0

**1694. PUBLIC QUESTIONS**

*In accordance with standing order no.3 written public questions received by the Town Clerk not less than seven clear days (excluding weekends and public holidays) before the meeting will be put to the Council.*

No questions had been received.

**1695. TREASURY MANAGEMENT REPORT**

**RESOLVED: To receive Report C/20/265 and to adopt the Investment Policy for the financial year 2020/21.**

Proposed: Councillor Jackie Meade

Seconded: Councillor Nicola Keen

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

**1696. TOWN CLERKS REPORT**

**RESOLVED: To receive and adopt Report C/20/266.**

Proposed: Councillor Roger West

Seconded: Councillor Belinda Walker

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

**1697. ANNUAL REPORT 2019/20**

Members duly noted the Annual Report for 2019/20.

**1698. CORPORATE PLAN**

**RESOLVED: To receive and adopt the 2020/25 Corporate Plan.**

Proposed: Councillor Roger West

Seconded: Councillor Ann Berry

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

**1699. TRAIN STATION ADOPTION**

The Town Clerk advised that Council had been approached by Southeastern Railways regarding adoption of Folkestone Train Stations to enable empty rooms and spaces to be put to use for the benefit of the local community with nominal cost to Council.

**RESOLVED: To request that the Town Clerk present a report to the next full Council meeting with detail on costs involved and the possible uses of any spaces at the stations.**

Proposed: Cllr Abena Akuffo-Kelly

Seconded: Cllr Ann Berry

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

**1700. SCHEDULE OF PAYMENTS**

**RESOLVED: That the Schedule of Payments for the period 1 February 2020 and 31 March 2020 be approved**

Proposed: Councillor Dylan Jeffrey

Seconded: Councillor Nicola Keen

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

**1701. BUDGET MONITORING STATEMENT 2019/20**

**RESOLVED: That the Budget Monitoring Statement to 31 March 2020 be approved.**

Proposed: Councillor Dylan Jeffrey  
 Seconded: Councillor Jackie Meade  
 Voting: F: 13, Ag: 0, Ab: 0

**1702. WARD GRANTS**

A list of ward grants approved by the Town Clerk since 1 February 2020 was provided for information and duly noted.

**RESOLVED: To publicise grants awarded on Social Media and the website.**

Proposed: Cllr Dylan Jeffrey  
 Seconded: Cllr Jackie Meade  
 Voting: F: 13, Ag: 0, Ab: 0

**1703. WARD GRANT BALANCES 2019/20**

A list of ward grant balances available to each Councillor was provided for information and duly noted.

**1704. BANK RECONCILIATION**

The Bank Reconciliation was duly noted.

Councillor Dylan Jeffrey raised the issue of unrepresented cheques being cashed years later; the Town Clerk confirmed there was a reserve for unrepresented cheques and late invoices, but to date it had not been necessary to use it.

**1705. CORONAVIRUS COMMUNITY RESILIENCE GRANTS**

A list of coronavirus community resilience grants approved by the Town Clerk following consultation with the Mayor and Chairman of the Finance & General Purposes Committee during the COVID-19 Emergency was provided for information and duly noted. Council asked if consultation could be extended to the Chairman of Grants Committee as well, the Town Clerk confirmed that she would include the Chairman of Grants Committee.

**1706. STATEMENT OF INTERNAL CONTROL**

Council was asked to consider the effectiveness of the System of Internal Control for the year ended 31<sup>st</sup> March 2020.

**RESOLVED: That the Statement of Internal Control for 2019/20 be approved and signed by the Town Mayor and the Town Clerk.**

Proposed: Councillor Jackie Meade  
 Seconded: Councillor Abena Akuffo-Kelly  
 Voting: F: 13, Ag: 0, Ab: 0

**1707. ANNUAL GOVERNANCE STATEMENT 2019/20**

Council was asked to consider the Annual Governance Statement for 2019/20 (Section 1 of the Annual Return for the year ended 31<sup>st</sup> March 2020).

Councillor McConville asked for some assurance that the external auditors would be advised that Council have in good faith considered the repercussions of the Covid outbreak in terms of our liabilities listed at item 8 on page 4 of the AGAR as this is valid even after year end. The Town Clerk advised she would reiterate this to the internal auditor so that it would be included in his report.

**RESOLVED: That the Annual Governance Statement for 2019/20 be approved and signed as appropriate.**

Proposed: Councillor Jackie Meade

Seconded: Councillor Peter Gane

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

**1708. STATEMENT OF ACCOUNTS AND ANNUAL RETURN 2019/20**

Council was asked to approve the Statement of Accounts and Annual Return for 2019/20 and the supporting bank reconciliation.

**RESOLVED: That the Statement of Accounts and Annual Return for 2019/20 be approved and signed as appropriate.**

Proposed: Councillor Dylan Jeffrey

Seconded: Councillor Nicola Keen

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

**1709. DATE AND TIME OF NEXT MEETING**

To be confirmed

The meeting ended at 7.40pm

.....Town Mayor

## **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 the 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 Mayor but given the number of civic duties during the municipal year, most 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, unless through resignation, disqualification or death, continues in office throughout the municipal year and continues in post until the next Annual Council meeting 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 only has a casting vote for that meeting.

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 Magistrate you may wish to talk to the Clerk to the Court for the area in which you sit to see how your duties can be organised to avoid clashes.

If you are an officer of a political party, for example Chairman of the constituency or ward for your party you should consider passing that role to someone else as it is practically impossible for you to operate in such a highly political role while simultaneously being the apolitical Mayor of Folkestone.

If you are currently the Chairman of a school governing body or any other public organisation it is strongly recommended that you consider divesting yourself of that responsibility before you begin your year as Mayor. Even though a school governing body is not a political one per se, if the school were subject to proposals to close or merge or be criticised on a performance issue you could quickly become embroiled in political controversy which would detract from your Mayoral reputation. It is acceptable to carry on as a board member, although you should be careful to avoid taking positions on controversial matters while you are Mayor.

If you are a member of another Council you should continue to undertake that role but consider avoiding any major positions such as cabinet member or Chairman of a Committee. If you do decide to continue with both the Mayoralty and another office on another council you need to be very clear about the boundaries around each role 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 should ask a colleague councillor to raise it and lead on it for you. You can 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 as 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 for consideration by the Mayor (as first citizen) 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.
- 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. Freeman and Distinguished Citizens are always invited to civic events and walk behind current Councillors. The other group normally invited and taking precedence behind the Freeman 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 Assistant Clerk and the Executive Assistant under the direction of the Town Clerk. The AC is an employee 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 AC 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, AC 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 AC 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 AC 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 AC. 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 AC 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 AC.

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 may not be used for the purchase of raffle tickets.

The Town Clerk, Finance Officer or AC 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 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. **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.
- 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.

## 7. 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	Full Robes/Chain and Mace	Full Robes/Chain



is present		
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 **all** 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 (male) should remove their hats and females should 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

## 8. **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 AC.

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.

9. **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

Risk Assessment  
**HIGH 0**  
**MEDIUM 1**  
**LOW 15**

**Folkestone Town Council**  
**INTERNAL AUDIT 2019-2020**  
**AUDIT PLAN WITH COMMENTS / FINDINGS**

I am pleased to report to Members of the Folkestone Town Council (the "Council"), that I have completed my year-end internal audit of the Council's records for the twelve month period to 31 March 2020, following my audit visit and subsequent conversations on 7 May 2020.

Councillors should be aware that my work cannot be relied upon to identify the occasional omission or insignificant error, nor do I actively seek evidence of breaches of trust or statute, neglect or fraud, which may have taken place. It is the responsibility of the Councillors of the Council to guard against such events, but if during my audit testing such events are discovered I am duty bound to disclose such events to the Council.

I would like to take this opportunity to thank the Town Clerk, Mrs J Childs and Mr P Cross the Finance Officer for their assistance given to me during my audit visit.

Area	Item	Comments / Findings Annual Audit 7 May 2020
<p>Previous Audits</p>	<ul style="list-style-type: none"> <li>● Date of last External Audit Certificate or Exemption Certificate</li> <li>● Comments if any</li> <li>● Publication on website.</li> <li>● Date of last Internal Audit</li> <li>● Comments if any</li> <li>● Review of any items outstanding from previous internal / external audit reports.</li> </ul>	<p>PKF Littlejohn signed off the AGAR 2018-19 on 5 Sept 2019. Received by F&amp;GP – 17 Oct 2019 (Min 1941) and Council 16 Jan 2020 (Min 1650).</p> <p>There were no comments.</p> <p>27 May 2019 considered by the F&amp;GP Comm 13 June 2019 Min 1284</p>

<p><b>Minutes</b></p>	<ul style="list-style-type: none"> <li>• Scan of the minutes of the Council's meetings and the Finance Committee.</li> <li>• Localism Act 2011</li> <li>• <b>General Power of Competence ?</b></li> <li>• Dispensations</li> <li>• S.40 LA&amp;A Act 2014 filming/recording</li> </ul>	<p>The agendas and minutes are available to view on the Council's website and are listed per Committee. Since the "lockdown" most meetings have been cancelled, but the Council successfully met "virtually" on 12 May 2020, although 3 Cllrs could not access the Meeting due o connection issues.</p> <p>GPC approved by Council 14 May 2019 (Min 1590)</p>
<p><b>Code of Conduct/ Acceptance of Office</b></p>	<ul style="list-style-type: none"> <li>• Date adopted</li> <li>• Any changes in elected/co-opted members since last Audit ?</li> <li>• DPI's complete</li> <li>• DPI's on website or weblink</li> <li>• New Governance Compliance</li> <li>• <b>NEXT ELECTION ?</b></li> </ul>	<p>May 2019 Elections – all seats contested.</p> <p>18 Councillors elected, no changes during the year.</p> <p>DPI link provided against each Councillor profile shown on the website.</p> <p>May 2023</p>
<p><b>Standing Orders and Financial Regulations</b></p>	<ul style="list-style-type: none"> <li>• Have they been formally adopted and applied?</li> <li>• Have any changes been made since they were adopted or the last audit?</li> <li>• Have any changes been formally adopted by the Council?</li> <li>• <b>Updated re New NALC Models SO's 2018, Fin Regs 2019 ?</b></li> <li>• Two signature rule still in place?</li> </ul>	<p>Standing Orders and Financial Regulations were adopted by Council 14 May 2019 (Min 1591)</p> <p>F&amp;GP Comm 5 Sept 2019 considered the updated Fin Regs based on the NALC Model 2019, Approved Min 1301</p> <p>Yes</p>

**Risk Management**

● **Risk Assessments** – Are they:

- Carried out regularly?
- Adequate?
- Reported in the minutes?
- **ANNUAL REVIEW ?**

● Insurance cover – is it:

- Appropriate/Adequate?
- LTA in place?
- Reviewed regularly?
- Fidelity Guarantee Cover £ (Balances + ½ Precept)

● Internal controls – are they:

- Documented?
- Adequate?
- Reviewed regularly?
- **Statement of Internal Control (SIC)?**

● Systems and Procedures – are they:

- Documented?
- Adequate?
- Followed?
- Reviewed regularly?

The F&GP Comm annually review the Governance & Accountability Risk Assessment and Insurance Review. This was done in June 2019 Min 1289

Zurich Municipal insurance cover via a Long-term Agreement to 28 July 2021. A separate policy exists for motor insurance, the current policy expires 28 July 2020.

Fidelity cover = £1m

Council approved the SIC on 13 June 2019 (Min 1610)

Many policies and procedures in place and most are listed on the Council's website covering GDPR, HR, Governance and General areas.

<p><b>Budgetary Controls</b></p>	<ul style="list-style-type: none"> <li>Is the annual budgeting process reported and approved by the Council? <ul style="list-style-type: none"> <li><b>Budget/Precept amounts minuted?</b></li> </ul> </li> <li>Is the actual performance against the budgets reported to the Council during the year <ul style="list-style-type: none"> <li>Compare with Fin Regs?</li> </ul> </li> <li>Are significant variances explained in sufficient detail?</li> </ul>	<p>Budget Monitoring – expenditure &amp; income to 31 July 2019 considered by F&amp;GP 5 Sept 2019 Min 1298, period to 30 Sept 2019 – F&amp;GP 17 Oct 2019, period to 30 Nov 2019 – F&amp;GP 19 Dec 2019 Min 1321</p> <p>Budget 2020-21 considered by F&amp;GP 19 Dec 2019 Min 1322 , includes a very good explanation for the reason for the Tax Base reduction of 28.41 to 14,445.85 for 2020-21. The Committee agreed reductions in the proposed Budget of £29,900. The resolution to Council was a Budget and Precept of £873,950 for 2020-21.</p> <p>The Budget and Precept for 2020-21 was approved on 16 Jan 2020 Min 1655.</p> <p>NB The Council each year completes the AGAR forms and provides the necessary supporting information to the Externa Auditors, PKF Littlejohn. For 2019-20 the supplementary information required as part of the “intermediate review” are the detailed Budget Setting papers for 2020-21. The Budget papers presented to Cllrs have always been exemplary, hence will not be an issue for the Town Council, unlike for some of my smaller clients!</p>
<p><b>Section 137 expenditure</b></p> <p><b>£8.12 FOR 2019-20</b> (£7.86 FOR 2018-19)</p>	<ul style="list-style-type: none"> <li>What is the cash limit for the year?</li> <li>Is a separate account/analysis kept?</li> <li>Has the cash limit been exceeded?</li> <li>Have the spending powers been properly used and Minuted?</li> </ul>	<p>S137 expenditure amounted to £10,400</p>
<p><b>Book-keeping</b></p>	<ul style="list-style-type: none"> <li>Cashbook - is it: <ul style="list-style-type: none"> <li>Fit for purpose?</li> <li>Up to date?</li> <li>Arithmetically correct?</li> <li>Balanced regularly?</li> </ul> </li> </ul>	<p>Rialtas Business Solutions – Omega Accounts package.</p> <p>Yes Yes Yes Yes</p>

<p><b>Petty Cash</b></p>	<ul style="list-style-type: none"> <li>• Has the amount of petty cash float been agreed?</li> <li>• Are all petty cash entries recorded?</li> <li>• Are payments made from petty cash fully supported by receipts / VAT invoices?</li> <li>• Are petty cash reimbursements signed for?</li> <li>• Is petty cash reimbursement carried out regularly?</li> <li>• Is petty cash balance independently checked regularly</li> </ul>	<p>There are two petty cash floats in place. £100 cash float for the Museum and another float of £500 managed by the Finance Officer covering the rest of the Council's activities that require cash purposes usually to expedite minor issues.</p>
<p><b>Payroll</b></p>	<ul style="list-style-type: none"> <li>• <b>Who is on the payroll and are contracts of employment in place?</b></li> <li>• Who is the RFO?</li> <li>• Have there been any changes to the establishment during the year?</li> <li>• Have there been any changes to individual contracts during the year?</li> <li>• Have new appointments and changes to contracts been approved and minuted?</li> <li>• Do salaries paid agree with those approved by the Council?</li> <li>• Have any ad-hoc payments or benefits been appropriately approved?</li> <li>• Have PAYE/NIC requirements been properly applied and accounted for?</li> <li>• Payroll outsourced?</li> <li>• <b>WORKPLACE PENSION IN PLACE</b></li> </ul>	<p>Following an assessment by an external HR Consultant the Personnel Sub-comm 13 June 2019 reviewed 13 HR related policies and procedures. These were considered and approved by the F&amp;GP Comm 5 Sept 2019 Min 1302(ii). The "docs" are on the Council's website.</p> <p>There were 12 employees at the end of the financial year 31 March 2020. The P60's and other pay records were inspected. Officers and contact details are available on the website. All have a "generic email address – <a href="mailto:ANOther@folkestone-tc.gov.uk">ANOther@folkestone-tc.gov.uk</a> )</p> <p>The payroll function is outsourced to Payroll Services (UK) Ltd based in Cardiff.</p> <p>The LGPS scheme is in place as the WorkPlace Pension. There are 10 Scheme members.</p>



<p><b>Payments</b></p>	<p>The payments for £250 and over are listed on the website.</p> <p>Schedules of payments made in between Council Meetings are provided to Councillors as part of the agenda.</p> <p>DD's and SO's in place especially for utility services.</p> <p>The Rialtas Business Solutions accounting package complies with the Box 4 staffing cost definition.</p> <p>VAT claims during 2019-20 were –</p> <p>1 Apr – 30 June 2019 - £12,616          1 July – 30 Sept 2019 - £21,270          1 Oct – 31 Dec 2019 - £23,181          1 Jan – 31 Mar 2020 - £27,172</p> <p>A sample of regular contractors-</p> <p>Ashford BC – CCTV monitoring          Clearview Communications – CCTV maintenance          Daisy Communications- phone &amp; broadband          Red Eagle Ltd – Temp. support          Harmer &amp; Sons Ltd – Grounds Mtce.          Right Guard Security – security services for the Museum (when open)</p>	<ul style="list-style-type: none"> <li>• Are all payments recorded and supported by appropriate documentation?</li> <li>• Are payments minuted?</li> <li>• Review of DD's and SO's ?</li> <li>• <b>STAFF costs definition for inclusion in Box 4 for 2019-20, check parity for 2018-19 ? Currently includes salary, tax, NIC &amp; Pension (employee &amp; ers) + taxable benefits ( home working allowance, broadband &amp; phone allowance etc NOT incl.</b></li> <li>• Has VAT been identified, recorded and reclaimed?</li> <li>• Are items above a de minimus amount purchased competitively?</li> <li>• Have internal control procedures been adhered to?</li> <li>• Contracts:             <ul style="list-style-type: none"> <li>○ What contracts exist?</li> <li>○ Compliance with SO's</li> <li>○ Have any new contracts or contract variations/extensions been awarded in the year?</li> <li>○ Procedures adopted for letting of contracts</li> <li>○ Have contract payments been made in accordance with the contract document?</li> </ul> </li> </ul>
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<p><b>Receipts</b></p>	<ul style="list-style-type: none"> <li>• Are all receipts recorded correctly?</li> <li>• Are all receipts promptly banked?</li> <li>• Precept, CTSG and Sect 136 payments</li> <li>• Are internal controls of cash adequate?</li> <li>• Are invoicing arrangements adequate?</li> </ul>	<p>A Receipts Bank Account has been set up primarily for card payments (including online bookings). It is also used for cash payments made through the till. It is effectively a temporary holding account for receipts to avoid cluttering the current account.</p> <p>Apart from the Precept of £807,860 the other main source of income to the Council in 2019-20 was £105,800 funding for the Museum and Heritage Centre. Other income totalled £46,800 with specific income from Allotments (£9,800), rental receipts from the cinema (inc service charges), and room bookings (£16,520) Museum/Heritage sales (£1,750) and interest (£2,480)</p> <p>Allotment billing encourages "cashless payments"</p>												
<p><b>Bank reconciliation &amp; PWLB Loans</b></p>	<ul style="list-style-type: none"> <li>• What current/deposit accounts exist?</li> <li>• FSCS aware and compliant?</li> <li>• Are bank reconciliations regularly carried out for each account?</li> <li>• Level of Balances to Precept ratio</li> <li>• Are the cheque counterfoils, paying-in books and bank statements adequately referenced?</li> <li>• When was the last review of the banking arrangements?</li> <li>• Internet Banking/Corporate Card ?</li> <li>• Signature review (Two signatures required?)</li> <li>• Any PWLB loans ?</li> </ul>	<p>The Bank balances as at 31 March 2020 were –</p> <table border="0"> <tr> <td>HSBC current a/c (4530)</td> <td>- £11,858</td> </tr> <tr> <td>HSBC receipts a/c (9811)</td> <td>- £1,000</td> </tr> <tr> <td>HSBC Deposit a/c (1654)</td> <td>- £0</td> </tr> <tr> <td>Short-term deposits</td> <td>- £500,000 (held with the F&amp;H District Council)</td> </tr> <tr> <td>Cash Floats and pre-paid Credit Card</td> <td>- £2,100</td> </tr> <tr> <td><b>TOTAL</b></td> <td><b>- £514,958</b></td> </tr> </table> <p>There were 4 un-presented cheques as at 31 March 2020 totalling £490.</p> <p>Very few cheques are issued, the Council is actively requesting BACS details wherever possible.</p> <p>The convenience of the HSBC branch is a big plus especially as there is a need for cash facilities associated with the allotment rentals and Museum sales activity.</p> <p>Pre-paid Credit Card with max limit £1,500.</p> <p>Signatures are reviewed at the Annual Meeting as they are linked to posts held within the Council rather than nominated Cllrs, eg Town Mayor and Deputy Mayor and Chair and Vice Chair of the three main Committees. There are currently 8 signatories.</p> <p>The balance outstanding as at 31 March 2020 of the one loan with PWLB was £332,171.</p>	HSBC current a/c (4530)	- £11,858	HSBC receipts a/c (9811)	- £1,000	HSBC Deposit a/c (1654)	- £0	Short-term deposits	- £500,000 (held with the F&H District Council)	Cash Floats and pre-paid Credit Card	- £2,100	<b>TOTAL</b>	<b>- £514,958</b>
HSBC current a/c (4530)	- £11,858													
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Cash Floats and pre-paid Credit Card	- £2,100													
<b>TOTAL</b>	<b>- £514,958</b>													

<p><b>Assets and Asset Register (AR)</b></p>	<ul style="list-style-type: none"> <li>• Are all the material assets owned by the Council recorded in an AR ?</li> <li>• Is the AR up to date?</li> <li>• Basis of Asset Values?</li> <li>• Are investments recorded?</li> <li>• Are the valuations regularly reviewed?</li> <li>• Does the AR show the insurance values ?</li> <li>• Digital Photographic evidence?</li> <li>• Is there a separate Inventory List of low value items (e.g. below the insurance excess levels) ?</li> </ul>	<p>The main new assets in 2019-20 included Bus Shelters (£9,000), additional CCTV equipt (£21,250).</p> <p>The total asset value as at 31 March 2020 was £3,366,055 and increase of £30,450.</p> <p>The Mayoral Car is leased and hence NOT included in the Asset Register other than as a “memo” item.</p> <p>Digital images of regalia is complete but work on digitising the museum collection is still on going as there are in excess of 10,000 objects that are being photographed.</p> <p>The Council are also currently working on a project to digitise all street assets using Pear Technology digital mapping software.</p>
<p><b>Year-end procedures Inc. AGAR</b></p>	<ul style="list-style-type: none"> <li>• Does the AGAR Statement of Accounts agree with the cashbook?</li> <li>• Is there an audit trail from the financial records to the accounts?</li> <li>• Have debtors and creditors been properly recorded?</li> <li>• <b>Date of approval of AGAR &amp; Certificate of Exemption if applied</b></li> <li>• <b>PROOF of public rights provision during summer 2019 &amp; website- AIAR ICO L</b></li> <li>• New governance compliance regime - refer to new <b>Practitioners’ Guide 2019</b></li> </ul>	<p>Accounting records were checked against the figures to be used in the AGAR Statement of Accounts for 2019-20, including the Bank Reconciliation.</p> <p>The Council approved the AGAR 2018-19 on 13 June 2019 (Min 1611 &amp; 1612)</p> <p><b>Date of Announcement – 10 June 2019</b>  <b>Public Inspection period – 17 June to 26 July 2019</b>  <b>Evidence –</b> The Public Rights and Publication of the unaudited AGAR 2018-19 were posted to the Council’s website on 10 June 2019, evidence of posting was produced.</p>

<p><b>Additional tests – (as necessary)</b></p> <ul style="list-style-type: none"> <li>● Computer systems:             <ul style="list-style-type: none"> <li>○ The procedures for the backing up of computerised records</li> <li>○ Council owned PC/laptop ?</li> <li>○ <b>Email security</b></li> <li>○ <b>Encryption of data?</b></li> </ul> </li> <li>● Record keeping and the arrangements in place to store previous year's accounts etc.</li> <li>● <b>Annual review of the effectiveness of Internal Audit inc. Appointment of IIA</b></li> <li>● <b>Annual Statement of Internal Control</b></li> <li>● Website host and Webmaster</li> <li>● <b>Website functionality &amp; accessibility NALC L09-18</b></li> <li>● TRANSPARENCY CODE compliant ?</li> <li>● <b>Post GDPR (25 May 2018)</b> <ul style="list-style-type: none"> <li>○ Privacy Notice</li> <li>○ <b>Cllr email addresses?</b></li> <li>○ Email disclaimer</li> <li>○ Other matters</li> </ul> </li> </ul>	<p>ADM Computing (based in Canterbury) provides "remote support" Back-up of Councils files is via Microsoft "Azure" cloud services with secondary disk backup. The Council PC's and laptops use Microsoft 365 Business Premium. The Council's IT network and infrastructure is Cyber Essentials Certified.</p> <p>Appointment of the Independent Internal auditor for 2019-20 approved by F&amp;GP 20 Feb 2020 Min 1334</p> <p>Website was based on the EIS platform, but has now transferred to <a href="http://www.folkestone-tc.gov.uk">www.folkestone-tc.gov.uk</a> provided by Vision ICT Ltd</p> <p>There is an informative Accessibility Statement available on the website prepared in February 2020. It acknowledges that some older docs and some images may not be available with the use of screen reader software etc. but the Council is working towards full compliance by Sept 2020 where practicable.</p> <p>The site functionality meets all accessibility guidelines; however, the Council are aware that not all the old minutes will meet this by September 2020, the previous years' worth of minutes, agendas and supplementary documents will. The Council has put an accessibility statement on both the old and new websites as KCC EIS do not actually take the site down it is just locked and therefore still publicly available.</p> <p>The Council has several policies and documents on its website related to GDPR . One of the recommendations of the various GDPR workshops run by KALC and recommended by the GDPR consultants engaged by Town &amp; Parish Councils when GDPR became effective in May 2018 was the introduction of "generic style" email addresses for ALL Councillors and staff. All staff have a "generic email address – <a href="mailto:jennifer.childs@folkestone-tc.gov.uk">jennifer.childs@folkestone-tc.gov.uk</a> . I understand Councillors are resistant to using a generic email address on cost grounds and having too many email accounts to check. I noticed one Town Councillor uses their Folkestone and Hythe DC email address <a href="mailto:@folkestone-hythe.gov.uk">@folkestone-hythe.gov.uk</a> who like most district/borough/county councils make it mandatory</p>
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This report will be made public on 16<sup>th</sup> July 2020

**Folkestone  
Town Council**



Report Number **C/20/267**

**To: Full Council**  
**Date: 23<sup>rd</sup> July 2020**  
**Status: Public Report**

**Responsible Officer: Town Clerk**

**Subject: GOVERNANCE AND ACCOUNTABILITY RISK ASSESSMENT  
AND INSURANCE REVIEW 2020/21**

**SUMMARY:**

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

**REASONS FOR RECOMMENDATION**

The Council is asked to agree the recommendations below because:

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

**RECOMMENDATIONS:**

- 1. To receive and note Report C/20/267**
- 2. To approve and adopt the Governance and Accountability Risk Assessment 2020/21**
- 3. To approve the Insurance Review and any recommended amendments to insurance cover**

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

*Financial Implications – The present budget for insurance premiums is adequate*

*Equal Opportunities – Equal opportunities for all*

# Folkestone Town Council

Governance and Accountability

*Risk Assessment*

2020/21

No.	Risk Description	Impact	Probability	Existing Measures Taken	Recommendations
1.	Physical and/or verbal abuse of staff and/or visitors.	High	Medium	CCTV coverage. Staff awareness of health and safety policy. Appropriate training for frontline staff. Employers' liability cover with reputable insurance provider. Presence of security officer during public opening hours. Risk assessments carried out for all activities undertaken by employees.	
2.	Loss or damage to Council properties, furniture and equipment.	High	Medium	Town Hall insured by the Town Council with reputable insurance provider. Furniture and equipment insured by the Town Council with reputable insurance provider. Maintenance of asset register. Regular maintenance of equipment including alarms and fire extinguishers. Staff presence during Museum opening hours. CCTV Coverage.	
3.	Damage to third party property or individuals.	High	Low	Public Liability Insurance with reputable insurance provider. Staff awareness of health and safety policy.	
4.	Breaking and entering of offices.	High	Low	Intruder alarms and fire extinguishers fitted. Secure locks fitted. Record of key holders maintained. Emergency call-out measures in place. Alarms and fire protection equipment serviced at least annually. CCTV Coverage. Security Grille to rear door corridor.	
5.	Loss of cash through theft or dishonesty.	Medium	Low	Fidelity Guarantee with reputable insurance provider. Secure storage of cash.	Ensure that Fidelity Guarantee is sufficient to cover a minimum of total reserves plus half of precept.

No.	Risk Description	Impact	Probability	Existing Measures Taken	Recommendations
				<p>Regular banking of cash receipts. Thorough vetting process for job applicants and annual staff reviews. Minimise distance between office and bank. Carry out banking at random times.</p>	
6.	Loss of Council funds held in bank accounts.	High	Low	<p>Fidelity Guarantee with reputable insurance provider. Monthly bank reconciliations. Two approved signatures for all payments. Regular schedule of payments reports to Finance &amp; General Purposes Committee. Internal Audit. External Audit.</p>	Ensure that Fidelity Guarantee is sufficient to cover a minimum of total reserves plus half of precept.
7.	Insolvency of insurance company.	High	Low	Use of one of the largest companies providing specialist cover for Councils.	Seek advice from the Financial Services Authority if in doubt regarding insurance company.
8.	Failure to keep proper financial records in accordance with statutory requirements.	High	Low	<p>Regular financial reporting. Adoption of financial regulations. Internal Audit checks. Annual External Audit. Appropriate staff training.</p>	
9.	Non-payment of bills.	High	Low	Efficient financial systems. Sufficient authorised signatories.	
10.	Insufficient precept to provide Council services.	High	Low	Approval of budget by full Council. Provision of regular budget monitoring statements.	
11.	Insufficient reserves to meet unexpected expenditure.	High	Low	Prudent budgeting. Sensible reserves.	
12.	Failing to comply with legislation and council	High	Low	All key legal and regulatory requirements are identified.	



No.	Risk Description	Impact	Probability	Existing Measures Taken	Recommendations
	policies.			Regular Committee meetings. Internal Audit. External Audit. Councillors and staff training. FTC employs the services of NatWest Mentor as both HR and H&S consultants to assist with risk mitigation.	
13.	Failure to ensure that employment law, pension and PAYE/N.I. regulations are adhered to.	High	Low	Contracts of employment for all staff. Systems in place for updating records for changes in relevant legislation. Maintenance of accurate personnel files. Organogram in operation providing clarity of posts.	
14.	Unfair dismissal claims.	High	Low	Disciplinary policy and grievance procedure in place. All staff are offered training. All staff have an annual appraisal and regular meetings with the Town Clerk. All staff have a job description and receive a copy of the employee handbook.	Seek advice from South East Employers and NatWest Mentor to ensure regulations are correctly administered.
15.	Loss of Key Staff	High	Low	Systems, plans and processes are documented wherever feasible. More than one member of staff trained in particular functions wherever possible. Training is offered to all staff. Formal Notice Period written into Contracts.	
16.	Failure to ensure HMRC regulations are met with regard to VAT and the construction industry scheme.	High	Low	Regular returns to HMRC. Systems in place for updating records for changes in relevant legislation. Appropriately experienced/trained staff.	
17.	Failure to comply with Health & Safety and Fire regulations.	High	Low	Annual review of Health & Safety Policy. Prominent display of Health & Safety and Fire Safety advice.	

No.	Risk Description	Impact	Probability	Existing Measures Taken	Recommendations
18.	Lack of Strategy and Forward Planning.	Medium	Low	Appropriately trained staff. External Competent Person appointed. Council adopts a five year Corporate Plan which sets out key aims and objectives. Councillors skills are reviewed upon election and appointments to committees are made utilising individual strengths and interests wherever possible.	
18.	Failure to provide accurate reporting of Council business.	Medium	Low	Minutes properly numbered and paginated with a master copy in safekeeping. Minutes circulated appropriately. Minutes placed on website (in draft initially). Minutes approved at next meeting.	
19.	Failure to ensure the proper use of funds granted to local community groups.	Low	Low	Schedule of payments reported to Finance & General Purposes Committee. Internal Audit. External Audit. Feedback Forms or Reply slips from successful applicants to confirm appropriate use of grants.	
20.	Failure to respond to electors wishing to exercise their rights of inspection.	Low	Low	Minutes placed on website. Advertising of end of year accounts and making them available to the public for inspection, as required under the Financial Regulations.	Meet statutory dates and comply with legislation.
21.	Failure to record members' interests, gifts and hospitality received.	Medium	Low	Register of Disclosable Pecuniary Interest and a register of gifts and hospitality received, kept by Town Clerk. Disclosures of interest as item on agendas. Internal Audit check. Update declarations of interest by councillors is Councillors responsibility when circumstances change.	Annual reminder sent to Councillors requesting that they update the disclosure of pecuniary interests register.
22.	Inappropriate use of	Medium	Low	Leases and agreements in place for use/hire of	

No.	Risk Description	Impact	Probability	Existing Measures Taken	Recommendations
	amenities/facilities by third parties and community groups.			amenities/facilities by third parties and community groups. Annual review of Leases & Agreements.	
23.	Failure of Computer System in whole or part.	High	Medium	Service contract with reputable organisation. Virus protection and data backup via Microsoft Azure Cloud and physical disk. Cyber Essentials certification. All PCs running Windows 10 and Microsoft 365 Business Premium. Staff Training.	
24.	Failure to comply with codes of practice for procurement of goods and services.	Medium	Low	Purchase order system. Contracts awarded in line with Standing Orders and Financial Regulations.	Adherence to codes of practice for procurement.
25.	Failure to comply with GDPR & Freedom of Information Act	High	Low	Appointment of Data Protection Officer. GDPR Fundamentals certification. Annual review of Data Protection and associated audits & procedures. Council adheres to the model publication scheme.	
26.	Government Policy and changes in legislation	High	High	All proposed legal and regulatory changes affecting local authorities monitored and reviewed. Membership of KALC and NALC ensures council is always informed of any proposed changes.	
27.	Pandemic (operational effects)	High	Medium	Council's business continuity plan and the Town Clerk's Scheme of Delegation, albeit principally relating to the enforced closure of the Town Hall and Meeting & Event cancellation, have proved resilient in guiding the operational response to the pandemic and maintaining Council's establishment. All staff working from home has reduced the risk of cross-contamination and spread of the virus.	
28.	Pandemic	Medium	Medium	Council contingency budget plus reserves are	

No.	Risk Description	Impact	Probability	Existing Measures Taken	Recommendations
	(financial effects)			sufficient to cover any likely shortfall from lost income. Town Clerk reviewing funding options open to Council.	
29.	Pandemic (staff welfare)	High	High	Staff working from home. Daily communication and virtual staff meetings to reduce isolation and to seek staff views on best way forward once Government allow. Staff social distancing measures and PPE to be put into place to reduce the risk before returning to normal operation within the Town Hall. Deep cleaning and additional cleaning regime to be implemented before returning to the Town Hall.	

**INSURANCE SCHEDULE 2020/2021**

<b>Insurance</b>	<b>Asset Value *</b>	<b>Existing Cover</b>	<b>Recommended Adjustments</b>
<i>Buildings:</i> The Town Hall, 1-2 Guildhall Street Club House, Park Farm Road Allotments Toilet Hut, Park Farm Road Allotments Loss of Rent (Town Hall)	£700,000	£2,804,112 (Rebuild Value) £1,845 (+ £1,845 Contents) £1,845 £60,000	
<i>Contents/All Risks:</i> Civic Regalia Furniture, Fixtures and Fittings Chambers/Cinema Furniture & Kiosk Chambers/Cinema Screen & Speaker System Other Contents and Consumable Stock Computer and Office Equipment Cash (in locked safes) Cash (in transit in the custody of an employee) Cash (in locked receptacles other than safes) Temporary Contents (Third Party Exhibition Items) Rented Items	£93,890 £48,805 £28,300 £24,900 £31,825	£120,002 (See Note 1) £49,000 £29,149 £25,647 £2,090 £32,000 £5,000 £5,000 £500 £579,637 £4,521	
<i>Additional Items:</i> Street Furniture (inc. Leas Beacon) Speedwatch Equipment William Harvey Statue War Memorial Gurkha Memorial Paintings ('Belgian Refugees' & 'Viaduct') 2 x WW1 Archive Books CCTV Equipment Christmas Lights Power Columns (Cheriton High Street) Folkestone Collection (including display cabinets) Bus Shelters	£26,750 £2,251 £124,833 £59,073 £30,000 £21,706 £2,000 £99,250 £58,870 £4,400 £2,000,000 £9,000	£31,941 £2,609 £144,716 £68,481 £31,827 £25,163 £2,319 £80,340 £58,870 £4,532 £2,185,454 NIL	£100,000 £9,000

Insurance	Asset Value *	Existing Cover	Recommended Adjustments
Public Liability		£10,000,000	
Employer's Liability		£10,000,000	
Hirer's Liability		£2,000,000	
Libel and Slander		£250,000	
<i>Motor Vehicle:</i> Damage to Property Repairs		£5,000,000 No limit	
Legal Expenses and Uninsured Loss Recovery		£100,000	
Fidelity Guarantee (All Members and Employees)		£1,000,000 (See Note 2)	
Personal Accident (Accident and Assault Cover)		£500,000 any one person £2,000,000 any one incident	

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

#### Notes

1. The Council's Civic Regalia was professionally valued by a NAG Registered Valuer in August 2006. The Insurance Company has applied its standard annual increase (index linked) to all items.
2. The external auditor recommends that the fidelity guarantee insurance should be at least equivalent to cash and investments at year end plus half the precept. For 2019/20 this equated to:

Cash and Investments	£514,468
Half Precept	<u>£403,930</u>
	<u>£918,398</u>

The standard cover of £1,000,000 is sufficient to comply with the external auditor's advice.

## Folkestone Town Council – Covid-19 Risk Plan

Area	Hazard	Risk	People Exposed	Controls	Staff
Meetings	<p>Closure of Town Hall</p> <ul style="list-style-type: none"> <li>all meetings and bookings cancelled with immediate effect</li> </ul>	High	Councillors Staff Public	<ul style="list-style-type: none"> <li>Cancel Council meetings</li> <li>Cancel all Committee Meetings</li> <li>Notify Councillors</li> <li>Notices in Noticeboards</li> <li>Notices on Website and social media</li> </ul>	JC/GW/IB
	<p>Annual Town Meeting – LGA 1972 sets requirement for ATM to be convened between 1<sup>st</sup> Mar-1<sup>st</sup> June</p>	High	Public Councillors Mayor Town Clerk	<ul style="list-style-type: none"> <li>Monitor guidance from NALC, KALC &amp; SLCC</li> <li>Unprecedented times. If meeting cannot go ahead due to directive from Government that would supersede existing legislation</li> </ul>	JC
	<p>Annual Town Council Meeting – LGA 1972 sets requirement for an Annual Meeting in the month of May.</p>	High	Mayor Deputy Mayor Councillors Town Clerk Public	<ul style="list-style-type: none"> <li>Monitor guidance from NALC, KALC &amp; SLCC</li> <li>Unprecedented times. If meeting cannot go ahead due to directive from Government that would supersede existing legislation</li> <li>Liaise with Mayor &amp; Deputy nearer to the date</li> </ul>	JC
	<p>Extra-Ordinary Meeting to approve Accounts. Inability to meet statutory duties with regards to end of year accounts Including sign off of the Annual Return</p>	Low	Town Clerk	<ul style="list-style-type: none"> <li>Finance Officer &amp; Town Clerk to arrange for close down of accounts and prepare end of year accounts as planned</li> <li>KALC &amp; NALC Liaising with Treasury seeking guidance</li> <li>Unprecedented times. If meeting cannot go ahead due to directive from Government that would supersede existing legislation</li> </ul>	JC/PC

	<p>Virtual Meetings</p> <ul style="list-style-type: none"> <li>• Non-attendance of Councillors or Staff due meeting the vulnerable category or no access to IT</li> <li>• Quorum required</li> </ul>	High	Councillors Staff Public	<ul style="list-style-type: none"> <li>• Identify potential Risks to all Members/Staff</li> <li>• Look at alternative means of communication</li> </ul>	JC
Facilities	Closure of Town Hall	Medium	Staff Public	<ul style="list-style-type: none"> <li>• Public restricted from visiting</li> <li>• Use other forms of communication</li> <li>• Staff set up to enable working from home</li> <li>• Contact list of staff for quick accessibility</li> </ul>	JC
Staff	<p>Loss of key personnel due to:</p> <ul style="list-style-type: none"> <li>• Sickness</li> <li>• Vulnerability</li> <li>• School closures</li> <li>• Emergency deployment</li> </ul>	High	Staff	<ul style="list-style-type: none"> <li>• Issue Guidance to staff</li> <li>• Maintain a list of vulnerable staff</li> <li>• Determine capacity for work at home</li> <li>• Allocate Tasks</li> </ul>	JC/PC/TB
Decision Making	Inability to make decisions	High	Staff Councillors	<ul style="list-style-type: none"> <li>• Review Scheme of Delegation</li> <li>• Enhanced Delegation to the Town Clerk</li> <li>• Town Clerk to plan cascading delegations</li> </ul>	JC
Finance	No access to Accounts Software	Medium	Town Clerk Finance Officer Contractors	<ul style="list-style-type: none"> <li>• Finance Officer to access remotely</li> <li>• Town Clerk &amp; Finance Officer to have banking access</li> </ul>	JC
	Inability to pay invoices	Medium		<ul style="list-style-type: none"> <li>• Finance Officer</li> <li>• Payments approved by Town Clerk</li> <li>• List of approved payments emailed to Chair of Finance</li> </ul>	JC/PC
	Inability to pay staff	Medium	Staff	<ul style="list-style-type: none"> <li>• Finance Officer to liaise with payroll bureau</li> <li>• Town Clerk to approve as usual</li> </ul>	JC/PC
Operations	Inability to carry out services	High	Public	<ul style="list-style-type: none"> <li>• Prioritise Core Services</li> </ul>	JC
	Redirection of staff to support Emergency Operations	High	Staff Public	<ul style="list-style-type: none"> <li>• Liaise with Folkestone HUB</li> <li>• Promote volunteering for NHS GoodSAM and Royal Voluntary Service</li> </ul>	JC Q48
	Inability to access Town Hall for maintenance and checks	Low	Staff Public	<ul style="list-style-type: none"> <li>• Town Sergeant to retain a list of keyholders</li> <li>• Limited staff access and avoid lone working</li> <li>• Report on/off site to Town Clerk</li> </ul>	IB/DC/JC



					<ul style="list-style-type: none"> <li>Staff to carry a personal alarm lanyard whilst in the building</li> </ul>	
	Town Hall & Public Realm CCTV access	High	Staff Public Police	<ul style="list-style-type: none"> <li>Town Clerk to have full access remotely</li> <li>Town Clerk &amp; Town Sergeant to maintain contact with AMC / Police / Clearview</li> </ul>	IB/JC	
	Access to Allotments	Medium	Staff Public	<ul style="list-style-type: none"> <li>Temporary restrictions placed on Allotments to allow them to remain open for general exercise and public well-being until further guidance is issued by Government</li> </ul>	IB/JC	
Health & Safety	Safety of staff	High	Staff Public	<ul style="list-style-type: none"> <li>Provide guidance on safety regimes</li> <li>Maintain PPE, Sanitisers &amp; Tissues</li> <li>Review risk in line with current position</li> </ul>	DC/GW	
	Welfare Facilities	High	Staff	<ul style="list-style-type: none"> <li>Maintain PPE, Soap, Sanitisers &amp; Tissues</li> </ul>	DC/GW	
	Restricted Public Travel and Social Distancing	High	Staff Public	<ul style="list-style-type: none"> <li>Avoid all unnecessary travel</li> </ul>	ALL	
	Mental Wellbeing of Staff	High	Staff	<ul style="list-style-type: none"> <li>Identify staff that may be feeling isolated and anxious</li> <li>Provide regular communication/mental health information/open door policy for those who need additional support.</li> </ul>	JC/TB	
Communications	Public not aware	High	Public	<ul style="list-style-type: none"> <li>Details on website</li> <li>Posters in Noticeboards &amp; Front Doors</li> <li>Social Media</li> </ul>	JC/LT	
Community Events	Inability to deliver planned community events	High	Staff Partners Contractors Public	All community events cancelled until end of August.	VD/JC	
Civic Events	Inability to deliver planned civic events	High	Staff Partners Contractors Public	All civic events cancelled until end of August.	TB/JC	
Museum Events	Inability to deliver planned museum events, exhibitions and activities	High	Staff Partners Contractors Public	All planned museum events, exhibitions and activities cancelled until end of August.	DC/AM/JC	

Mayoral Diary & Events	Inability to fulfil Mayoral duties	High	Public Mayor Deputy Mayor	All Mayoral engagements cancelled until end of August.	TB/JC

Risk Assessment completed by Jennifer Childs, Town Clerk  
Dated: 03/04/2020

This report will be made public on  
16<sup>th</sup> July 2020

**Folkestone  
Town Council**



Report Number **C/20/268**

**To: Full Council**  
**Date: 23<sup>rd</sup> July 2020**  
**Status: Public Report**  
**Responsible Officer: Town Clerk**

**SUBJECT: Allotments Rules & Charges**

**SUMMARY:** The report reviews allotments rules and charges for 2021/22.

**REASONS FOR RECOMMENDATION:**

- 1) The Council is required to assess the options for allotments rents.
- 2) The Council is required to recommend appropriate allotments rental charges for 2021/22.

**RECOMMENDATIONS:**

- 1) **To receive and note report C/20/268**
- 2) **To consider allotment rents for 2021/22**
- 3) **To approve version 11 of the Allotment Rules**

*Aims and Objectives – FTC actively promotes allotment holding and welcomes the current large demand for allotments. If possible, we seek to find new land that is suitable to be turned into allotments to add to our sites at Tile Kiln Lane and Park Farm Road.*

*Financial Implications – None if the status quo is maintained.*

*Equal Opportunities – All tenants will be treated equally and with fairness.*

## 1. Background

- 1.1 The Community Services Committee completed its four year allotments rental pricing strategy in 2015, at which time it conducted a ballot of allotment holders to ascertain their preferred level of service and corresponding rental charges.
- 1.2 The ballot results indicated that tenants were clearly in favour of Option D (no change to the existing level of service and for the rent to remain at £0.556p per m<sup>2</sup>).

## 2. Current Position

- 2.1 The table below shows budgeted revenue expenditure/income for the 2020/21 financial year based on a rent of £0.556p per m<sup>2</sup>:

<b>Budgeted Allotments Operating Costs for 2020/21</b>		
<b>Description of Cost</b>	<b>Amount</b>	<b>Notes</b>
Maintenance & Utility Charges PKF £3,000 TKL £3,000	£6,000	Includes gates, fencing, hedge cutting and grass cutting, drainage, tree crowning and clearing, and metered water supply to each site.
Administration	£4,100	Cost of administration of allotments
<b>Total Cost</b>	<b>£10,100</b>	
Less Rents	£9,800	
<b>Operating Deficit</b>	<b>£300</b>	

- 2.2 In 2019/20, the service produced an operating surplus of approximately £190. This is an indication of the fluctuating nature of the annual expenditure on this service. It is therefore recommended that the current rental charge is retained for next year and continues to be monitored on an annual basis.

## 3. Rent Review

- 3.1 Under the Allotments Act 1950 there is no requirement to exact a full fair rent. Land let by a council for the purposes of allotment gardening shall be let at such a rent "as a tenant may reasonably be expected to pay for the land taking into account the proposed letting terms".

- 3.2 The Council has previously indicated that it does not wish to subsidise the allotments service from its precept. Following its four year strategy, this aim appears to have been achieved and therefore no further rent increase is recommended at this stage.

#### **4. Allotment Rules**

- 4.1 The costs of clearing allotments after a tenant leaves are currently covered within the maintenance charge of allotment rents, i.e. at the cost to all tenants reducing the funding available for allotment improvements and essential services. The Allotment Manager met with representatives of the Allotment Associations to discuss the increasing number of plots needing clearing after a tenant has vacated and it has been proposed that all new tenants are required to pay a £50 refundable deposit when they commence their tenancy.
- 4.2 As Allotment Rules are periodically reviewed, attached to this report is Version 11 which includes an additional item brought forward by the Allotments Manager. Rule 8.4 - All new tenants will be required to pay a £50 deposit which will be returned at the end of the tenancy if the allotment is returned cleared ready for a new tenant to occupy.

#### **5. Recommendation**

- 5.1 To maintain the status quo with the rent remaining at £0.556p per m<sup>2</sup> but to add a refundable deposit for new tenants.



# Folkestone Town Council



## Allotment Rules

### Contents

- 1 Definitions and Interpretations .....2**
- 2 Eligibility Criteria and Allocation of Plots.....3**
- 3 Allotment Tenant Responsibilities .....4**
- 4 Council Responsibilities .....7**
- 5 Buildings and Structures .....8**
- 6 Site Management.....9**
- 7 Termination of Allotment Tenancy Agreements .....10**
- 8 Charges .....11**
- 9 Change of Address and Notices .....12**

## 1 Definitions and Interpretations

- "The Council" means Folkestone Town Council, and includes any committee of the Council, or any allotment officer appointed by the Council under the Allotments Acts 1908 and 1950.
- "Allotments" means an area of land set aside by the Council, and protected by statute, for the purposes of leisure and of growing vegetables, flowers and fruit.
- "Allotment Tenant" means any person, 18 years or older and residing within the area of Folkestone, who is thereby entitled to rent an allotment plot situated within one of the Council's allotment sites.
- "Allotment Plot" means an area of land, of various sizes, within each allotment site, that is available to rent for an annual sum.
- "Allotment Rent" means the annual charge for renting an allotment plot for 12 months, from the 1<sup>st</sup> April to 31<sup>st</sup> March. This charge is reviewed annually by the Council, and any increases will be notified in writing prior to invoices being sent.
- "Minimum Charge" means the minimum invoice amount that will be issued by the Council.
- "Tenancy" The tenancy is a yearly tenancy starting on the 1<sup>st</sup> of April in the year specified in the tenancy agreement.

## 2 Eligibility Criteria and Allocation of Plots

- 2.1 To be eligible for an allotment a person must be 18 years or older and resident within the Town of Folkestone (Allotments Act 1908 Section 23 (1)).
- 2.2 The Council will supply information regarding available plots, on a site by site basis, to allow applicants to visit and inspect potential plots before making a decision to confirm their interest in a particular plot.
- 2.3 When someone confirms their wish to commence a new tenancy, having identified a vacant plot and clarified that they are eligible, then they will be asked to sign a Tenancy Agreement before being allowed to start work on the plot.
- 2.4 All allotment plots are let on an as seen basis, there is one waiting list. The Council is not able to carry out improvement or clearance works for new tenants.
- 2.5 When a vacant plot is not available, the Council operates a Waiting List for each site. When a plot becomes vacant the person on the top of a list is given first refusal for the tenancy. People are given two weeks to respond to this offer and if no response is received within this time, their name is removed from the waiting list. If they do not wish to or cannot take that plot at that point in time, the Council will allow them to defer whilst staying at the top of the list until another plot becomes available. In this instance, the plot will be offered to the next person on the list. Where, for example two plots become available at the same time, the Council will write to the first two people on the list regarding the two vacant plots and these will be allocated on a "first come first served basis".
- 2.6 The Council rents out plots of various sizes, and due to the increasing demand for allotment plots the Council is splitting a number of larger plots in order to increase the availability of space to prospective tenants. New tenants are being restricted to being able to rent a plot, according to what becomes available at the time. Existing tenants who currently rent more than one plot will not be affected, but will not be allowed to increase their holding, or retain this larger number of plots if they make an application to change sites.
- 2.7 Each allotment tenancy will be leased in the name of one person only, even if more than one person works on the plot. There will be no automatic right of inheritance. However, the other person can make a representation to the Council, before the tenant vacates the plot, seeking the Council's agreement to take over the tenancy. The Council will consider such representations on a case-by-case basis.
- 2.8 Plot allocation is restricted to the equivalent of two average size (126m<sup>2</sup>) plots per household. Tenants cannot go back on the waiting list for additional plots.



### 3 Allotment Tenant Responsibilities

- 3.1 The tenant shall keep their allotment plot in a good state of cultivation, and not allow weeds and grass to cause a nuisance to neighbouring plots. (See 6.3).
- 3.2 Tenants must only use their allotment plot for their own personal use and must not use their plot to carry out any business or grow produce for profit.
- 3.3 The tenant shall not deposit, or permit to be deposited any refuse, rubbish or extraneous<sup>1</sup> matter on their plot, or any other part of the allotment site. All waste from the permitted allotment activities shall either be composted on the plot or burnt as outlined in 3.4.
- 3.4 Bonfires are permitted under certain conditions, which are designed to prevent a nuisance being caused to neighbouring residents and other plot holders. Under the **Environmental Protection Act 1990** it is an offence to cause a nuisance through the generation of 'smoke emitted from premises so as to be prejudicial to health or a nuisance'. Therefore, the tenant must conform to the following requirements:
- No bonfires are permitted between 1 April and 31 August
  - From 1 September to 31 March, bonfires are permitted on Tuesdays after 12pm and the first and third Saturday of the month after 12pm.
  - Bonfires must be extinguished, if not burnt out, by dusk.
  - When permitted, only burn when suitable weather conditions permit, to avoid causing a nuisance (wind drift etc)
  - When permitted, only burn organic matter and dry vegetable matter that has been produced on your own plot. Do not burn material that has been given to you from other plots.
  - Do not set fire to massive piles of materials but start with a medium stack and add further material in stages.
  - Non-vegetable matter such as plastic, rubber, carpet or roofing felt must not be burnt, and flammable liquids such as old sump oil must not be burnt or used to light fires.
  - In the event of a reasonable complaint, from another tenant or member of the public, regarding a nuisance being caused by the bonfire, then the fire must be extinguished immediately.
  - All fires must be contained within an incinerator. No open fires are permitted.
- 3.5 The tenant shall not cause or permit any nuisance or annoyance to any other tenant, or obstruct or encroach onto other plots, paths, communal thoroughfares and roadways.

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<sup>1</sup> Any matter which is not relevant/essential/pertinent to the use of an allotment.

- 3.6 The tenant shall not, without the written consent of the Council, cut or prune any trees growing in a communal allotment area.
- 3.7 The tenant shall not take, sell or carry away any minerals, gravel or clay from the allotment sites.
- 3.8 The tenant shall not plant conifers or trees that are non-fruiting or have nonedible fruits. When planting fruit trees the tenant must use dwarf rootstock.
- 3.9 The tenant shall not, without the written consent of the Council, plant a hedge or install any type of fence around or on their plot (see section 5.11).
- 3.10 The tenant is permitted to bring dogs onto the allotment site, however, for health and safety reasons any such dogs must be kept on a lead at all times. All faeces must be removed immediately and disposed of appropriately. Dogs must not be allowed to foul neighbouring plots.
- 3.11 The tenant shall not keep or allow other persons to keep animals or livestock (except hens or rabbits, but not cockerels) on their allotment plot. Although it is lawful to keep hens or rabbits on an allotment, the Council requests that it is advised in writing when this is intended and the tenant will need to demonstrate that this can be done in a way that is not detrimental to the health of the animals or fish and will not cause a nuisance to other allotment tenants - S12 Allotments Act 1950 see also the Animal Welfare Act 2006.. Any structure required to keep hens or rabbits on a plot is subject to the provisions of Section 5 of these rules.
- 3.12 The tenant shall not be permitted to keep bees and beehives on the allotments, without the written consent of the Council. The tenant will need to demonstrate that they are properly qualified, and that bee keeping will not cause a nuisance to other allotment tenants.
- 3.13 The tenant shall not alter or permit anyone to alter the water supply system on the allotments provided by the Council and shall not connect or permit to be connected a hose pipe to the water taps.
- 3.14 Tenants that are elderly or have a disability that makes it hard to carry water to their plots may be allowed to use a hose pipe to fill their water butts if they make representation to the Council on an annual basis. They must also show that they have made attempts to collect rainwater on their plots before they will be allowed to do so.
- 3.15 That tenants could be allowed to use hose pipes to fill their water butts only in dry periods of weather during the months of June, July and August when the Town Council has permitted this by placing a notice in the Allotments notice boards. Provided that a hose pipe ban has not been enforced by the Water Authorities.
- 3.16 All tenants should be encouraged to install rainwater collection systems.

- 3.17 The Tenancy of an Allotment is personal to the Tenant. Pursuant to **Section 27 (4) of the Allotment Act 1908**, tenants may not assign, underlet or part with possession of all or part of their Allotments (including any structure shed or greenhouse). Breach of this rule by any tenant may result in termination of the tenancy by the Council.
- 3.18 The Council reserves its right to change the allotment rules from time to time but will make such changes known to tenants in advance in an appropriate manner e.g. through the Council's website, on-site notice board or by letter. The Council will supply a copy of any updated rules, free of charge to any person who requests a copy. Tenants will be expected to comply with any rule changes, following the consultation and notification process.
- 3.19 Disputes and Tenant behaviour
- 3.19.1 Any disputes between tenants should be referred to the Council and the decision of the council will be binding on all tenants involved in the dispute
- 3.19.2 Tenants shall not at any time use offensive language or offensive / aggressive behaviour towards other tenants, Council Officers or members of the public. The Council shall reserve the right to issue one month's Notice to Quit if this condition is not adhered to.
- 3.19.3 The Council operates a complaints procedure, and details of this can be obtained from the Council, or via the Council website.
- 3.20 The tenant shall not, without the written consent of the Council, install or resize a pond on their plot(s). Requests relating to ponds on allotment plot(s) will be dealt with on a case by case basis. Factors that will be considered by the Council when dealing with such requests are as follows:
- Size of allotment plot
  - Proposed size of pond (max 1.5m & 50cms deep with sloping sides)
  - Proposed location of pond including proximity to communal paths and roadways (minimum distance away 2m).
  - Safety and Risks (the tenant must manage the risks to children & others that may enter the allotment site including providing signage and fencing)
  - Ponds must not be allowed to stagnate.
- 3.21 The tenant is required when entering or leaving the allotment site to lock the gate behind them.
- 3.22 The tenant will not use sunken baths or tanks for water or any other use. Baths being brought onto allotment land will be considered waste and tenants will be given notice to remove them.
- 3.23 Tenants are not permitted or allowed to bring carpets or underlay onto the allotment site, or to be used on any allotment plot in any way.

- 3.24 Pesticides, herbicides and inorganic fertilisers can be helpful when clearing and cultivating an allotment, however they can also be hazardous and have environmental implications. Council recommends trying to minimise the use of pesticides, herbicides and inorganic fertilisers, or reduce the levels of use over time. If using any of the above, tenants must:
- a) put up a notice on your plot to advise tenants with Children or Pets to take all reasonable care and to ensure that other plots, grass roads and paths, hedges and trees are not adversely affected, and make good or replant as necessary should any damage occur.
  - b) select and use pesticides, whether for spraying, seed dressing or for any other purpose whatsoever, so that there is minimal risk to members of the public, birds and other wildlife, with the exception of vermin or pests.
  - c) follow the instructions for use carefully and comply at all times with current pesticide regulations.

## 4 Council Responsibilities

- 4.1 The Council will provide and maintain computerised allotment records in accordance with the **General Data Protection Regulations**. The Council will also provide public access to staff during normal working hours. The public and allotment tenants can also contact the Council via telephone, 01303 257946 and via the Council's website, [www.folkestonetc.kentparishes.gov.uk](http://www.folkestonetc.kentparishes.gov.uk).
- 4.2 The Council will provide and manage a notice board on each allotment site and will permit allotment tenants and societies to use it to display suitable and relevant notices.
- 4.3 The Council will encourage and work with allotment associations and will endeavour to attend meetings when requested.
- 4.4 The Council will promote best practice on all its allotment sites and encourage sustainable environmental management. It will seek to make sites accessible and useable for all allotment tenants.
- 4.5 The Council will provide, and maintain in good working order, a water supply to every site, with water access points spaced around the site. The Council will arrange to have the water supply turned off during the winter months (between the beginning of November and late March each year) to protect against burst pipes. Tenants are not permitted to tamper with the main stopcock. Breach of this rule by any tenant may result in termination of the tenancy by the Council.
- 4.6 The Council will assist security by providing boundary fences and/or hedges, with lockable access gates at every site. Every tenant, at the start of their tenancy, is provided with an access gate key (£10 administration charge required, non-refundable) for their personal use only. In the interests of maintaining security tenants are asked not to make copies for others to use. All keys provided by the

Council remain the property of the Council, and together with any additional copies must be returned to the Council when a tenancy comes to an end.

- 4.7 The Council will arrange for ground maintenance operations to be carried out on every site through its Grounds Maintenance contracts. This will include grass cutting on all the roads, (but not the small paths between plots) and the boundary hedge.

## **5 Buildings and Structures**

- 5.1 The Council will give permission on receipt of an Allotment Structure Permission Request Form for tenants to erect one shed and one greenhouse subject to the size of the plot. Greenhouses are to be no larger than 10'0" (3.05m) x 8'0" (2.44m) and sheds no larger than 8'0" (2.44m) x 6'0" (1.83m). Written permission from the Council is also required to erect any further provision or structure, such as poly tunnels and hen houses. Should permission be granted for additional or larger structures planning permission may be required.
- 5.2 The Council's consent is subject to tenants obtaining any appropriate planning permission and compliance with any applicable building control regulations. The tenant is liable for any costs in relation to compliance with planning and building control regulations. Any liability associated with failure to comply with current planning and building control regulations is the responsibility of the tenant.
- 5.3 All buildings and structures on allotments must only be used in connection with the use of allotment plots.
- 5.4 All such buildings should be maintained in a good state of repair and condition. If the Council is not satisfied with the state of repair it may require the tenant to remove the shed, green house or structure forthwith
- 5.5 Buildings and structures must not be installed on a permanent base.
- 5.6 When a tenancy ceases on a plot, the tenant will be expected to remove their buildings and structures from the allotment site before their plot is re-allocated. Such buildings, structures or belongings shall be removed by the end of one month from the end of the tenancy, unless otherwise agreed with the Council. Following the end of this period, any remaining structures on the plot will revert to the ownership of the Council and will subsequently be offered for use by the new tenant.
- 5.7 Tenants must not remove, demolish or alter in any way sheds or structures provided by the Council and the Council is not liable for loss or damage to any contents stored in sheds and structures owned by the Council.
- 5.8 Tenants are advised not to store valuable equipment and materials in their sheds or structures, and should not store petrol, oil, propane/LPG gas, lubricants or

other inflammable materials. Any weed killers or poisonous liquids should be clearly labelled.

- 5.9 Tenants are permitted to install compost bins and structures intended for such purpose. Tenants are also permitted to erect fruit cages and support structures for soft fruit and fruit trees. Barbed wire is not permitted on any allotment plot. Where possible all compostable material should be composted in an agreed compost area managed by the Allotment Association and contents burned under a controlled environment following receipt of permission from Folkestone Town Council.
- 5.10 Tenants are required to clear any broken glass from their plot and to ensure no sheets of glass are stored on the plot, unless they are framed in some way, to protect themselves and others from sharp edges.
- 5.11 The tenant can apply, in writing to the Council, for written consent to allow fencing to be erected around his/her plot for the protection of his/her crops, but, the tenant must not obstruct any of the paths around the allotment site. Such fencing and gates shall:
- Not exceed 1 metre in height
  - Be properly constructed and anchored to the ground
  - Not involve any sharp edges or rusty metal.
  - Not encroach onto paths which should be at least 1 metre wide
- 5.12 The Council operates a no smoking policy in all shared buildings and structures in accordance with **the Public Health (Tobacco) Act 2006**. Where applicable, 'No Smoking' signs will be displayed in clear view. These signs must not be obstructed, tampered with or removed.
- 5.13 The Council reserves the right to request the removal of any structures or objects that is not in keeping with Allotments Buildings and Structures. i.e. unsightly objects not in keeping with the Allotments which cause a nuisance to neighbours or neighbouring plot holders.
- 5.14 Erection of tents, yurts and other temporary structures, as well as daytime and overnight camping, are not allowed on allotment land.
- 5.15 Motor vehicles may not be parked overnight or deposited on allotment land. Caravans, Motorhomes and live-in vehicles are not permitted on any allotment land.

## 6 Site Management

- 6.1 The Council will arrange for regular site inspections, to ensure that each site is being properly maintained and used. The Council reserves the right to access any plot or structure in order to carry out these inspections.

- 6.2 The site inspections will include checking on the performance of the Council's Grounds Maintenance contractor, the cultivation of plots, the condition of site boundaries and identifying any other problems that the Council needs to resolve. It is also an opportunity for Council officers and members to meet allotment tenants, and to receive feedback.
- 6.3 Given the high demand for allotment plots the Council wishes to avoid plots being left uncultivated for lengthy periods, especially during the main growing season. However, the Council recognises that cultivation practices can vary during the seasons, and has prepared the following definition to help tenants understand what the Council is expecting:
- A minimum area equal to 80% of the total plot should be cultivated and in active use during the main growing season (March to September)
  - The Council will accept that space can be taken up by raised borders and internal paths, provided the minimum cultivation area is obtained.
  - Fruit trees are allowed (see section 3.8), but it is not acceptable to turn a plot into a fruit orchard, with fruit trees planted on grass. The minimum cultivation rule is still expected.
  - The Council will allow new tenants a reasonable period of time to reach these standards, especially if they have taken over a plot in poor condition.
- 6.4 Any site problems should be reported to the Council as soon as possible.
- 6.5 If it appears to the Council that the plot has not been cultivated, the tenant will receive a non cultivation letter giving them 14 days to respond. A maximum of two non cultivation letters will be sent to the tenant within a 12 month period, if after a reasonable period of time the plot is still uncultivated the Council shall reserve the right to issue one month's Notice to Quit.
- 6.6 Due to the coronavirus pandemic there are strict rules set down by Government regarding hand washes and social distancing that Council must ensure its tenants adhere too, tenants are therefore expected to regularly check the allotment noticeboards for updates and additional rules not covered within this document that must also be obeyed.

## 7 Termination of Allotment Tenancy Agreements

- 7.1 Tenants will have many reasons to terminate their tenancy agreement, but the Council requires confirmation of the cancellation in writing, giving a minimum of one month's notice. The Council will not refund any rent paid in that year when the cancellation is at the request of the tenant.
- 7.2 The Council reserves the right to terminate an allotment tenancy via one month's written Notice To Quit pursuant to **Section 30 (2) of The Allotment Act 1908** if:
- 7.2.1 Allotment rent is in arrears for 40 days or more (whether formally demanded or not); or

- 7.2.2 It appears to the Council that the Tenant of an allotment, after the commencement of the tenancy thereof; is resident outside the Town for which the allotments are provided.
- 7.2.3 It appears to the Council, not less than three months after the commencement of the tenancy thereof, the Tenant is not duly observing the rules affecting the allotment plot/site (**The Allotment Act 1908 Section 28**), or any other term or condition of his/her tenancy.
- 7.3 The Council will initially write to any tenant, where it is considering cancelling a tenancy agreement, explaining the reasons for its concern and asking the tenant for an explanation. Sometimes a plot is not being cultivated due to illness, and the Council will take this into account, and not be unreasonable. A written Notice To Quit will only be issued after all reasonable efforts to resolve the issue have been unsuccessful.
- 7.4 In extraordinary circumstances, the Council may be required to cancel or temporarily suspend some tenancy agreements, where the land is required or appropriated under statutory provision, or for purposes for providing new services such as roads or sewers, building, mining or any other industrial purpose. In such unusual circumstances the Council shall give tenants 3 months notice in writing pursuant to **Section 1 of the Allotments Act 1922**. In all other circumstances the Council shall give tenants 12 months written Notice To Quit expiring before 6<sup>th</sup> April or after 29<sup>th</sup> September in any year.
- 7.5 The tenancy of an allotment plot shall, unless otherwise agreed in writing, terminate two months after the death of the tenant.

## 8 Charges

- 8.1 At the end of January each year tenants will be sent an invoice in advance for allotment rent and a Tenancy Agreement covering the forthcoming year - 1<sup>st</sup> April to 31<sup>st</sup> March. Invoices are on a strict 30 day payment term, should full or partial payment (if paying quarterly) not be received within this time frame it will be assumed that a new tenancy is not required and the plot will be offered to someone on the waiting list. New tenants starting during this year will initially be sent a reduced invoice, covering the period from their start date until the 31<sup>st</sup> March. After that they will receive the annual invoice in January.
- 8.2 The Council reviews its allotment charges on an annual basis, as part of its budget setting process, and tenants are then written to in January, giving them 3 months notice of the introduction of any new allotment charges.
- 8.3 Tenants wishing to pay allotments charges quarterly can do so only if they apply to the Council in writing; however they will be required to pay an administration charge of £10 per annum, unless otherwise agreed in writing, paid in advance



with the first quarters rent. The tenant is reliable for keeping up with his/her payments. See section 7.2.1 for rent arrears.

- 8.4 All new tenants will be required to pay a £50 deposit which will be returned at the end of the tenancy if the allotment is returned cleared ready for a new tenant to occupy.

## 9 Change of Address and Notices

- 9.1 Tenants should immediately inform the Council, in writing, of any changes in their contact details. Tenants will be required to surrender the tenancy of their plots if their new address is outside the town boundary, save in exceptional circumstances.
- 9.1 Notices to be served by the council on the tenant may be:
- a) Sent to the Tenant's last known address in the Tenancy agreement (or notified to the Council under these rules) by first or second class post, registered letter, recorded delivery or hand delivered', or
  - b) Served on the Tenant personally or
  - c) Left on the Allotment plot
- 9.1 Notices served under sub-paragraph a) above will be treated as properly served even if not received as a notice sent by post is presumed (subject to the contrary being proved) to have been received when the letter would ordinarily be delivered in ordinary course of post; **Interpretation Act 1978 Section 7.**

If you have any queries about these rules please contact the Allotment Manager on 01303 257946 or [ian.bishop@folkestone-tc.gov.uk](mailto:ian.bishop@folkestone-tc.gov.uk) .

**The Council accepts no liability for any loss, damage or injury to tenants or their belongings occurring on their allotment sites.**

This report will be made public on 16<sup>th</sup> July 2020

**Folkestone  
Town Council**



Report Number **C/20/269**

**To: Full Council**  
**Date: 23<sup>rd</sup> July 2020**  
**Status: Public Report**

**Subject: TOWN CLERKS REPORT**

**SUMMARY:**

This report provides an update following the procedures the Town Clerk has put in place to protect Council's establishment, staff, members and the general public during the coronavirus pandemic and provides additional information not covered elsewhere on the agenda.

**REASONS FOR RECOMMENDATION**

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

- a) Government has implemented strict guidance to maintain public safety and limit the stress on the NHS and other essential services.
- b) Government have changed legislation to allow virtual meetings until May 2021.
- c) Folkestone Town Council as a local government authority should lead by example.

**RECOMMENDATIONS:**

1. To receive and note Report C/20/269

*Aims and Objectives – To meet the requirements of a Quality Gold Council*  
*Financial Implications – To operate in an open and transparent manner within approved budgets*  
*Equal Opportunities – To provide equal access to all services*

## 1. INTRODUCTION

This report provides an update on service delivery following closure of the Town Hall on the 17<sup>th</sup> March 2020 due to coronavirus pandemic.

## 2. CANCELLATIONS

All physical Council and Committee meetings are cancelled until further notice and therefore the Town Clerk is collating items that would normally be assigned to committees and including them in a summons for Full Council to meet virtually online as necessary.

## 3. COMMITTEE UPDATE

### Planning

Planning Applications considered by the Planning Committee members and sent back to the District Council under the Town Clerks Scheme of Delegation are included at appendix A.

### Community Services

#### *Museum Update*

This report outlines the operation and progress of Folkestone Museum from early March 2020 through to the cessation of National Lottery Heritage Fund on the 30<sup>th</sup> June 2020.

The current reporting period began successfully with British Science Week 7<sup>th</sup>-14<sup>th</sup> March. There were 1,100 visitors during the seven-day event, of these 279 were school age visitors attending the formal workshops held during weekday mornings; a further 22 teenage visitors cared for by the Kent Refugee Action Network also took part in these workshops.

The formal workshops were split into a carousel of three; conservation science, Anglo-Saxon object handling & storytelling and 'Diverse Folkestone'. This latter workshop was very well received and will become part of the core offer, it focuses on the international nature of Folkestone through Anglo-Saxon objects which include materials from France, the Red Sea and Sri Lanka, Nigerian DNA found in 7<sup>th</sup> Century skeletons and religious leaders from the Middle East visiting Kent during the same period.

Both Saturdays were given to specially themed days; the first was Anglo-Saxon textiles with re-enactors and noted fashion historian Amber Butchart giving a lecture and book signing. The second Saturday was a re-enactment day featuring some Anglo-Saxon warriors, including King Raedwald alongside St Eanswythe; the opportunity being taken to take the re-enactors out into the town centre.

Two evening events were also held, the first the culmination of East Kent musical duo Luntatraktors, residency with the composition and

performance of 'The Truth of St Eanswythe's Bones'. The second evening event was a lecture by Dr Andrew Richardson delving into the science behind the work done on St Eanswythe's relics which has proved almost beyond doubt that the relics are of one of England's earliest saints; both events were very well received.

This work is the effectively marks the start of a second tranche of St Eanswythe work that sees partners from FTC, the Diocese, Canterbury Christ Church University and Canterbury Archaeological Trust. This will include additions to the Anglo-Saxon display in the Museum and complementary interpretation in St Mary's & St Eanswythe's Church and a programme of externally funded events in 2021.

Unfortunately, as noted elsewhere situation with Covid-19 led to the Town Hall and so Folkestone Museum being closed from the 17<sup>th</sup> March onwards, in line with assessed risk and Government guidelines. Since that point, all staff have been working remotely to avoid undue risk. Volunteering has been suspended for the duration and will resume on reopening. We are exploring options for remote volunteering, but it is limited to social media based support due to the hands-on nature of most volunteering in the Museum.

Community engagement has been maintained through the Museum's social media channels by the Curator and the Audience Development Officer creating downloadable home learning resources. Work on the FM Learning Online website continued albeit at a slightly slower rate due to Covid related illness, however it is now ready for public use and can be found via <https://fmlearnwithobjects.co.uk/>

The formal learning programme has seen the completion all workshop outlines and content, alongside which the schools object loan boxes are nearing completion. While the outlook for schools' visits in the short-term is complicated, the Museum is in a very good position to welcome schools as soon as reducing risk allows. For informal learning, a new series of 'make at home' activities have been designed that will allow children take part in Museum led learning that is unable to take place due to social distancing; this being supported by online content.

The Curator has been maintaining a daily remote check on collection display and storage environments during the closure, with a weekly on-site check also taking place to ensure that no other collections care issues, such as pests, are occurring; the Eltek system's remote text alert system has proved to be a comfort, as yet none have been sent, only weekly (expected) system status updates. The Curator has also been working with the object surrogate dataset (used by previous staff and volunteers) and updating all MODES records for current location, condition and completeness.

The collection has also seen three important acquisitions. The first is the personal archive of actor Arthur Brough, whose company performed at the Leas Pavilion for many years, while Brough himself is best remembered as part of the original cast of Croft & Perry's situation comedy 'Are You

Being Served?'. The second acquisition is the content of artist Charlotte Chapman's community led project record Folkestone's response to Covid-19 and the ensuing lockdown. The third is archival material collected during the Step Short project which has been given for use in the Museum's Great war related education programme.

National Lottery Heritage funding of the project that delivered the Museum ceased on the 30<sup>th</sup> June. Councillors will already be aware that as part of the conclusion of the project it is a requirement that that an independent evaluation takes place; this should be completed by mid-July, with the final completion report and claim for reimbursement of outstanding expenditure also being forwarded to NLHF at the same time.

The outstanding (NLHF sponsored) items reported in the April update are now on their way to completion. The reception & retail desk has been commissioned and new shopfitting are already on site for installation and as reported above learning resources have also been acquired. The former will change the character of the front half of the Town Hall interior with an anticipated improvement in retail turnover and should be completed in time for reopening.

With the issue of heritage sector specific guidance work has accelerated with planning for reopening. The nature of the building and display layout means that a one-way flow system will have to operate to enable social distancing with specific planning for pinch points on the lower ground floor which do not allow for 1m+ social distancing let alone 2m.

The initial plan is to open on a select number of days a week and work up to full opening, this in part is to ensure that we can safely operate for staff & visitors, allow staff to become familiar with modified operational and also to allow for the collection of NHS track and trace information from all visitors, which, unlike supermarkets and other similar high traffic buildings, all museums are required to collect and keep for a minimum of 21 day. It also allows for deep cleaning of the displays and visitors facilities.

The expectation is to open at the start of August, which is broadly in line with other heritage attractions in the region, most of which are opening from the third week of July onwards. The Curator has been regularly meeting with the Kent & Medway Museum partnership to ensure that FTC is well briefed on best practice, in addition to all the government issued guidance or requirements that have been issued over the past two weeks.

As well as planning for reopening work has also been ongoing with the wider programme, an exhibition celebrating Folkestone's diverse community will be the first exhibition post opening and is presented in partnership with South Kent Mind. This is being followed with a display about Rev David Railton and his part in the story of the Tomb of the Unknown Soldier; Railton was a curate at St Mary's & St Eanswythe's Church.

## Appendix A – Planning Applications

	Planning Application	Site Address	Proposal	FTC Comments	Valid Date
20/	0425/FH	21 Wear Bay Road	Erection of first floor side and rear extension (re submission of Y19/1278/FH)	No objection subject to neighbours comments	18.5.20
20/	0426/FH	87 Surrenden Road, Folkestone, CT19 4AG	Single storey rear and ground extension & first floor side extension.	No objection	26/06/2020
20/	0446/FH	58 St Martins Road	Demolition of existing side addition and creation of new double-storey side extension	No objection	14.5.20
20/	0458/FH	19 Ship Street	Lawful Development Certificate (proposed) for a loft conversion to single dwelling house.	No objection	23.6.20
20/	0459/FH	White Lion 70 Cheriton High Street	Conversion of existing Public House, White Lion (Class A4) to supported living accommodation (Class C2) to provide 12No. bedroom suites each with kitchenette, including a rear extension to existing building to provide new staircase and lift and for additional supported living accommodation (Class C2) comprising 3No. 1 bed flats and 3No. 2bed flats on the adjoining	No objection subject to neighbours comments	2.6.20

			land to rear.		
20/	0459/FH	White Lion 70 Cheriton High Street	<p>Conversion of existing Public House, White Lion (Class A4) to supported living accommodation (Class C2) to provide 12No. bedroom suites each with kitchenette, including a rear extension to existing building to provide new staircase and lift and for additional supported living accommodation (Class C2) comprising 3No. 1 bed flats and 3No. 2bed flats on the adjoining land to rear.</p>	<p>No objection, particularly like that this will be supported living and a lift is being installed however there was concern over the small size of the living spaces, a reduction in numbers would be welcomed.</p> <p>5.6.20</p>	
20/	0463/FH	43 Downs Road	<p>Erection of rear single storey extension along with loft conversion and extension from hipped roof to gable end roof. Loft conversion to include large rear dormer and small dormer to the front of the property.</p>	<p>Object. The extension is considerable but seems to produce an acceptable front elevation and no side overlooking, subject to neighbours comments.</p> <p>15.5.20</p>	

					However the ugly rear dormer is believed to be too large on District policy for a flat roofed dormer.	
20/	0463/FH	43 Downs Road		Erection of rear single-storey extension and two-storey side extension.	No objection	
20/	0464/FH	37 Westbrook Drive		Loft conversion and construction of a small dormer on the North Elevation.	No objection	15.5.20
20/	0469/FH	Turner Free School		Installation of a new car park to serve the Birchwood Pupil Referral Unit.	No objection	28.5.20
20/	0472/FH/TCA	201 Sandgate Road		Cut back to boundary with 9 Earls Avenue of nine Leyland Cypress trees situated within a conservation area	The Committee maintains its objection as per Y19/1006/FH, we do not like mature trees being removed/cut down unless recommended by the Tree Officer.	14.5.20
20/	0473/FH	1-3 Park Road, Folkestone, CT19 4DG		Lawful Development Certificate to reinstate the MOT centre at the premises.	No objection	14/07/2020



20/	0475/FH	2 Martha Close	Erection of rear ground floor extension with first floor extension above	No objection	18.5.20
20/	0482/FH	Kelston Lodge 12 Jointon Road	2.5 metre reduction of laterals on west side of canopy of five Silver Birches subject of Tree Preservation Order No 12 of 2015	No objection	1.6.20
20/	0489/FH/TCA	Kelston Lodge 12 Jointon Road	2.5 metre reduction of laterals on west side of canopy of one Silver Birch situated within a conservation area	No objection	18.5.20
20/	0494/FH	10a Guildhall Street	Proposed refurbishment of existing upper floor maisonette, inclusive of reroofing, replacement UPVC windows, new door, erection of replacement front & rear dormer windows, decking to rear & provision of new external rear staircase.	No objection	3.6.20
20/	0501/FH	Turner Free School	Application for the installation of proposed electricity switch compound to the north of the site together with the installation of a sub-station	No objection	19.6.20
20/	0504/FH	Burnham 19 Julian Road	Erection of a bedroom annex in the garden of a care home & demolition of a small garden shed	No objection	18/06/2020

20/	0510/FH	45 Warren Road	Demolition of existing garages, and replacement with garage/workshop and basement gym, with wc and shower room	No objection – Cllr Mary Lawes objected if this is to be a commercial business, the road can not cope with more traffic.	10.6.20
20/	0519/FH	38 Wells Road	Loft conversion including rear dormer and conversion of hipped end roof to gable end roof.	No objection	26.6.20
20/	0530/FH	1 Radnor Park Road	Application for proposed 4 storey residential development to include 14 units and associated landscaping	This demolition has already occurred and the huge former boiler house was an eyesore. However the Committee objects to the current state of the site and the effect on Radnor Park Gardens. It would expect it to be cleared up comprehensively as soon as the current Covid emergency allows.	13.5.20
20/	0532/FH	Royal Victoria Hospital	Residential Development at Royal Victoria Hospital site including associated external works	Comment	19-Jun

20/	0532/FH	Royal Victoria Hospital	Residential Development at Royal Victoria Hospital site consisting of 19no. 4 & 5 bed houses and 19no. 1 & 2 bed apartments including associated external works	PENDING	24/06/2020
20/	0533/FH	Flat 1 43 Grimston Avenue	Fitting in white PVCu, two casement windows to the bay sides and two vertical sliders to the front of the bay.	No objection	02/07/2020
20/	0538/FH	48-66 Sandgate Road	Proposed window animation of empty premises via the use of vinyls to include promotion of the town centre.	Approve	14.5.20
20/	0544/FH	347-349 Cheriton Road	A retrospective Planning Application for the retention of a Rear Storage Building used in conjunction with the current business premises.		23/06/2020
20/	0563/FH	The Leas Club	Listed building consent for the restoration of the Leas Pavilion, including external and internal alterations in connection with use of the building for ancillary residential use (Class C3), and flexible use for community access/assembly and leisure (Class D2), and construction of a residential apartment block.	comment	4.6.20

20/	0564/FH	91 Lynwood, Folkestone, CT19 5DD	Lawful Development Certificate (proposed) for a single-storey rear extension to extend a max.3.0m beyond the rear wall of the original property, following removal of the existing rear porch.	No objection	22/06/2020
20/	0571/FH	Land Opposite Action Carpets	Application under s.73 for the variation of condition 2 (drawing numbers) of planning permission Y18/1043/SH, to amend external elevations and internal layout of hotel block.	No objection however Cllr Lawes felt that the conditions are there for a reason and should not be removed.	25/06/2020
20/	0573/FH	9 Bodenham Road	Erection of single storey rear extension and dormer windows to front elevation	No objection	1.6.20
20/	0579/FH	The Leas Club	Full planning application for the restoration of the Leas Pavilion, including external and internal alterations in connection with the use of the building for ancillary residential use (Class C3), and flexible use for community access/assembly and leisure	comment	27.7.20
20/	0581/FH	32 Cornwallis Avenue	Erection of a side extension with new porch and cladding to existing house	No objection	1.6.20
20/	0587/FH	215 Canterbury Road	Erection of a single storey side extension.	No objection	9.6.20

20/	0597/FH	Flat A, 1 Clifton Crescent, Folkestone, CT20 2EL	Replacement windows and installation of french doors to rear elevation	No objection	26/06/2020
20/	0603/FH	FLAT A, 1 Clifton Crescent, Folkestone, CT20 2EL	Listed building consent for replacement windows and the installation of french doors to rear elevation	No objection	26/06/2020
20/	0605/FH	134 Sandgate Road	Proposed Adjustment of Staircase/Mean of Escape from the Basement, including a New Staircase & formation of a New External Fire Exit Doorway.	No objection	
20/	0607/FH	134 Sandgate Road	Listed Building Consent.		
20/	0609/FH	24 Cherry Garden Avenue, Folkestone, CT19 5LD	Proposed Adjustment of Staircase/Mean of Escape from the Basement, including a New Staircase & formation of a New External Fire Exit Doorway.	No objection	29/06/2020
20/	0634/FH	45 Shornccliffe Road	Erection of a summerhouse	No objection	25/06/2020
20/	0635/FH	Flat 1 78 The Bayle	Replacement of existing fence. Planning application for the replacement of windows and door to first and second floor flats.	No objection	11.6.20
20/	0641/FH/HH	Cephas Crete Road East	High Hedges Complaint	No Objection but there should be a condition that the hedge is maintained at a	24/06/2020

				reasonable height.	
20/	0643/FH/TCA	14 Augusta Gardens	3 metre overall crown reduction of a Holm Oak situated within a conservation area	No objection	12.6.20
20/	0654/FH	16 Penfold Road	Demolish of two existing lean-to structures and erection of contemporary, timber frame extension. The extension to be clad in black burnt larch cladding	No objection	23/06/2020
20/	0669/FH	20 Audley Road	Ground floor rear extension providing new kitchen and breakfast area, together with minor ground floor adjustments. To first floor existing bathroom area replanned and new staircase installed to serve second floor, providing new bedroom and toilet facility with adjusted existing roof space.	No Objection	
20/	0672/FH	136a Shaftesbury Avenue	Application for the erection of a rear single storey extension.	No objection	16/06/2020
20/	0680/FH	23 Cherry Garden Lane	Erection of a detached garage.	No Objection subject to neighbours views.	24/06/2020

20/	0735/FH	2 Firs Lane	Conversion of car port into habitable room with flat roof.	The drawings are quite illegible to me but I have no comments other than will the habitable room meet minimum size requirements?	8.7.20
20/	0736/FH	Easter Lodge, Dixwell Road	Erection of single storey side & rear extension & associated alterations	No objection	8.7.20
20/	0737/FH/TCA	16 Augusta Gardens	Works to trees situated within a conservation area comprising: felling of 2 x Elaeagnus ebbingei (T1 and T4) 1 x dead Conifer (T2); 1 x Holly (T3); 1 x Leyland Cypress (T5) and 1 x group of Sycamores (T6) followed by the planting of new shrubs	Trees are being removed in a Tree conservation area, would it not be more appropriate to replace them with trees rather than shrubs?	10.7.20
20/	0749/FH	Flat 2, 23 Grimston Gardens	Erection of a single storey rear extension and internal alterations	No objection	23.7.20
20/	0768/FH	81 Surrenden Road	Provision of a single storey rear extension.	No objection	10.7.20
20/	0772/FH	54 Shornccliffe Crescent	Erection of single storey side and rear extension	No objection	13.7.20
20/	0794/FH	17 Moat Farm Road	Erection of front and side extension.	No objection	15.7.20
20/	0817/FH	1 Cambridge Terrace	Erection of 2-Storey rear and side extension and installation of two new windows and widening of	No objection however this terrace is a	20.7.20

			<p>window onto street.</p>	<p>homogenous Early or Mid-Victorian terrace and the Officers did well to reject an earlier extension. The only thing that now jars is a sketched front door that doesn't look at all in period. <i>Cllr Mary Lawes objects to the very large extension and feels it is too big. It would be even more harmful to the area which is over developed. This terrace in very narrow to access and egress. There is no parking or access by car. This building would overlook windows in flats.</i></p>	
20/	0824/FH	167 Downs Road	Loft conversion with a front pitched dormer	No objection	20.7.20
20/	0826/FH	77 Weymouth Road	Erection of a rear extension to replace existing conservatory.	No objection	20.7.20



WK/202018108		<p>The Relish Hotel, 4 Augusta Gardens, Folkestone, Kent, CT20 2RR</p>	<p>New Premise Licence application for The Relish Hotel to be able to sell alcohol from a locked fridge for guests to order.</p> <p>Alcohol ON sales only: Monday - Sunday: 07:30 - 23:00</p>	<p>No objection</p>	
WK/202023657		<p>Rocksalt, 4-5 Fish Market, Folkestone, Kent, CT19 6AA.</p>	<p>Variation to extend existing licence to include a new seating area on the viaduct that runs adjacent to rocksalt.</p>	<p>Object subject to more detail being provided on easy access being provided to through walkers of all descriptions.</p> <p>Cllr Mary Lawes wanted it noted that she objected and commented that she had emailed the owner of the building to confirm what he had previously confirmed to her in an email, that his architects amended planning application to access and egress only.</p>	

20/	0832/FH	2 Grimston Avenue	Crown lift to 5.1 metres over Sandgate Road and crown thin by 15% of one small leafed Lime tree situated within a conservation area	No objection	
20/	0803/FH/TCA	Trinity Gardens open space	Felling of a Sycamore situated within a conservation area	<p>Object. Although there is no plan the tree was identified on site as part of a mature landscaping strip between Trinity Gardens and the side of the Garden House Court flats which benefits both sets of properties. The Committee doesn't approve of healthy trees in conservation areas being removed without replacement and thinks regular pollarding is the answer.</p>	

SCHEDULE OF PAYMENTS  
APRIL-MAY 2020

Date Paid	Payee Name	Reference	Gross Amount	Transaction Detail
03/04/2020	Postholder F11	BP030420	£8,001.80	Settlement/Accrued Salary/Annual Leave
07/04/2020	Marie Le Saux	E02588	£958.10	Conservation Assistance
07/04/2020	Dana G-Brown	E02589	£2,400.77	Collections Survey/Packaging
07/04/2020	Martin Bazley	E02590	£2,340.00	Educational Website
07/04/2020	Pear Technology	E02591	£3,156.00	Mapping
07/04/2020	ADM Computer Services Ltd	E02592	£2,698.80	Watchguard & Installation
07/04/2020	Folk & Hythe DC	E02593	£21,332.25	Business Rates 2020/21
07/04/2020	Kent Ass. of Local Councils	E02595	£2,694.96	KALC Subscription 2020/21
07/04/2020	Metroline Security Ltd	E02596	£60.00	Adjustment of Internal Alarms
07/04/2020	My Town My City	E02597	£238.80	Tourism Package
07/04/2020	AJ Butchart	E02598	£250.00	Talk on Medieval Dress 7/3/20
07/04/2020	Luta's Linen Chest	E02599	£306.50	Talk On Medieval Dress 7/3/20
07/04/2020	Matthew Rowe (Go Go Whippet)	E02600	£600.00	Photography re. Eanswythe
07/04/2020	BL McNeer	E02601	£368.50	Archaeological Illustration
07/04/2020	Dana G-Brown	E02602	£1,920.38	Collections Survey/Packaging
07/04/2020	DM Goodburn	E02603	£425.00	Saxon Woodwork Demo
07/04/2020	Japhet Goodburn	E02604	£300.00	Assisting D.Goodburn-Brown
07/04/2020	Oh Crumbs	CG0001	£500.00	Community Grant
07/04/2020	Academy FM Folkestone	CG0002	£500.00	Community Grant
07/04/2020	KT Fire Protection Ltd	E02594	£169.20	Fire Equipment Inspection
08/04/2020	Kent Search & Rescue	CG0003	£500.00	Community Grant
08/04/2020	Folk Owl Sanctuary	CG0004	£200.00	Community Grant
08/04/2020	Folkestone Rainbow Centre	CG0005	£500.00	Community Grant
16/04/2020	British Red Cross	CG0006	£500.00	Community Grant
16/04/2020	Action In Homelessness	CG0007	£500.00	Community Grant
16/04/2020	Headway East Kent	CG0008	£500.00	Community Grant
16/04/2020	L.Todd	E02605	£745.00	Catering re. Eanswythe Event
16/04/2020	Right Guard Security UK Ltd	E02606	£1,113.84	Security OTH - March 2020
16/04/2020	Martin Bazley	E02607	£2,340.00	Educational Website
16/04/2020	ADM Computer Services Ltd	E02608	£72.00	Domain Name x 2 Years

SCHEDULE OF PAYMENTS  
APRIL-MAY 2020

Date Paid	Payee Name	Reference	Gross Amount	Transaction Detail
16/04/2020	Folk & Hythe DC	E02609A	£25.00	Leas Beacon Licence Fee
16/04/2020	Folk & Hythe DC	E02609B	£850.00	Christchurch Gardens Lighting
17/04/2020	Postholder F05	BP170420	£7,938.61	Settlement/Accrued Salary/Annual Leave
17/04/2020	Daisy Communications	DD170420	£413.59	Telephone Services - Mar 2020
17/04/2020	RBS PLC Mentor Services	DD170420	£189.60	HR/H&S Management
20/04/2020	SSE Hydro-Electric	DD200420	£5.12	Electricity to Phone Box - Mar 2020
21/04/2020	Salvation Army	CG0009	£500.00	Community Grant
21/04/2020	Living Words Arts	CG0010	£500.00	Community Grant
21/04/2020	Metroline Security Ltd	E02610A	£96.00	Alarm Call-Out x 2
21/04/2020	Metroline Security Ltd	E02610B	£54.00	Alarm Call-Out
21/04/2020	Canterbury Archaeological Trst	E02611	£2,446.80	Carbon Dating
21/04/2020	Red Eagle Ltd	E02612	£312.13	Agency Staff w/c 9/3/20
21/04/2020	Harbour Ward Comm Garden	E02613	£250.00	Ward Grant 16/4/20
21/04/2020	ADM Computer Services Ltd	E02614A	£714.96	Project Inst. & Office 365
21/04/2020	ADM Computer Services Ltd	E02614B	£14.40	Business Voice Licence
21/04/2020	P.Cross	E02615	£33.98	Reimb. re. 2 x Printer Cartridges
23/04/2020	SSE Hydro-Electric	DD230420	£712.00	Electricity OTH - Mar 2020
24/04/2020	HM Courts & Tribunals Service	BP240420A	£90.00	Salary Ded'n re. Court Order
24/04/2020	HM Revenue & Customs	BP240420B	£6,893.57	PAYE/N.I. - Apr 2020
24/04/2020	KCC re. Kent Pension Fund	BP240420C	£6,100.44	Pension Contribs. - Apr 2020
24/04/2020	Standard Life Assurance Co.	BP240420D	£750.00	AVC Pension - Apr 2020
24/04/2020	Various	BP240420	£17,985.68	Salaries - Apr 2020
27/04/2020	Leppard Cleaning	SO270420	£653.00	Office Cleaning - Apr 2020
28/04/2020	Folk Nepalese Community	CG0011	£500.00	Community Grant
28/04/2020	Headway East Kent	CG0012	£500.00	Community Grant
28/04/2020	Veolia ES (UK) Ltd	DD280420	£114.71	Waste Collection - Mar 2020
01/05/2020	Affinity For Business	DD010520	£117.28	Water OTH Oct 19-Mar 20
05/05/2020	Modes Users Association	E02616A	£262.80	Modes User Licence x 2
05/05/2020	Modes Users Association	E02616B	£750.00	Modes Screen
05/05/2020	Harmer & Sons Ltd	E02617A	£38.40	Grass-Cutting PFR 24/4/20

SCHEDULE OF PAYMENTS  
APRIL-MAY 2020

Date Paid	Payee Name	Reference	Gross Amount	Transaction Detail
05/05/2020	Harmer & Sons Ltd	E02617B	£38.40	Grass-Cutting TKL 24/4/20
05/05/2020	Harmer & Sons Ltd	E02617C	£546.00	Storage Fees
13/05/2020	Folk Nepalese Community	CG0013	£500.00	Community Grant
13/05/2020	Fuelgenie	DD130520	£103.00	Fuel for Civic Vehicle
14/05/2020	My Town My City	E02618	£238.80	Tourism Package
14/05/2020	MHA Live At Home	E02619	£50.00	Ward Grant 4/5/20
14/05/2020	South East Employers	E02620	£264.00	SEE Membership 2020/21
14/05/2020	Harmer & Sons Ltd	E02621	£96.00	Clearance PFR Allotments
14/05/2020	T.Brenchley	E02622	£98.00	Reimb. re. CIPD Membership to 30/6/21
19/05/2020	Daisy Communications	DD190520	£417.04	Telephone Servs - Apr 2020
19/05/2020	RBS PLC Mentor Services	DD190520	£189.60	HR/H&S Management
21/05/2020	Kent County Council	E02623	£4,655.88	Installation of 5 x Town Entry Signs
21/05/2020	ADM Computer Services Ltd	E02624	£2,395.98	IT Services
21/05/2020	Payroll Service (UK) Ltd	E02625A	£61.25	Payroll Services Oct-Dec 2019
21/05/2020	Payroll Service (UK) Ltd	E02625B	£121.15	Payroll Services Jan-Mar 2020
21/05/2020	Orbit Folkestone Ltd	E02626	£218.85	Museum Web Hosting
21/05/2020	SSE Hydro-Electric	DD210520	£5.12	Electricity to Phone Box - Apr 2020
22/05/2020	HM Courts & Tribunals Service	BP220520A	£90.00	Salary Ded'n re. Court Order
22/05/2020	HM Revenue & Customs	BP220520B	£6,736.48	PAYE/N.I. - May 2020
22/05/2020	KCC re. Kent Pension Fund	BP220520C	£6,072.70	Pension Contribs. - May 2020
22/05/2020	Standard Life Assurance Co.	BP220520D	£750.00	AVC Pension - May 2020
22/05/2020	Various	BP220520	£17,896.22	Salaries - May 2020
26/05/2020	SSE Hydro-Electric	DD260520	£454.88	Electricity OTH - Apr 2020
26/05/2020	SSE Hydro-Electric	DD260520	£433.05	Gas OTH - Apr 2020
26/05/2020	Leppard Cleaning	SO260520	£653.00	Office Cleaning - May 2020
27/05/2020	Social Enterprise Kent CIC	CG0014	£500.00	Community Grant
29/05/2020	Sunflower House	CG0015	£485.00	Community Grant

FOLKESTONE TOWN COUNCIL - EXPENDITURE/INCOME 2020/2021																					
CODE		ACTUALS		ORIGINAL BUDGET		VIREMENTS		REVISED BUDGET		ACTUALS		BUDGET		VARIANCE		TOTAL BUDGET		% OF BUDGET		INC/EXP TO/(FROM) RESERVES FOR INFO. RESERVE CODE(S)	
		2019/2020	£	2020/2021	£	2020/2021	£	2020/2021	£	2020/2021	£	2020/2021	£	2020/2021	£	2020/2021	£	2020/2021	2020/2021		%
<b>101</b>	<b>ADMINISTRATION</b>																				
4001	SALARIES, PENSIONS & NI	373,785	414,500	414,500	71,097	69,083	2,014	343,403	17												
4005	AGENCY STAFF	8,471	1,000	1,000	0	167	-167	1,000	0												
4006	TRAINING (Staff)	5,421	2,500	2,500	288	417	-129	2,212	12												
4008	RELOCATION COSTS	0	0	0	0	0	0	0	0												
4009	ADVERTISING FOR STAFF	0	0	0	0	0	0	0	0												
4010	EQUIPMENT/FURNITURE NEW	295	2,000	2,000	0	333	-333	2,000	0												
4012	INTERVIEW EXPENSES	0	0	0	0	0	0	0	0												
4013	BANK CHARGES	332	500	500	25	83	-58	475	5												
4021	PRINTING	199	500	500	0	83	-83	500	0												
4022	STATIONERY	1,089	1,000	1,000	13	167	-154	987	1												
4024	PHOTOCOPYING	2,235	1,600	1,600	0	267	-267	1,600	0												
4025	POSTAGE	1,444	1,800	1,800	0	300	-300	1,800	0												
4026	TELECOMMUNICATION SERVICES	5,222	4,000	4,000	292	667	-375	3,708	7												
4060	ICT SUPPORT	18,768	12,500	12,500	2,664	2,083	581	9,836	21												
4070	MISCELLANEOUS SUBSCRIPTIONS	366	330	330	220	220	0	110	67												
4071	CINQUE PORT FEDERATION SUB	320	330	330	0	0	0	330	0												
4072	SOCIETY OF LOCAL COUNCIL CLERKS	506	520	520	0	0	0	520	0												
4073	KENT ASSOC. OF LOCAL COUNCILS	2,008	2,060	2,060	2,246	2,060	186	-186	109												
4080	PUBLIC TRANSPORT & CAR PARKS	304	250	250	0	42	-42	250	0												
4103	SUBSISTENCE ALLOWANCES	132	200	200	0	33	-33	200	0												
4104	CAR ALLOWANCES (Staff)	1,258	1,600	1,600	207	267	-60	1,393	13												
4105	CAR ALLOWANCES (Volunteers)	0	50	50	0	8	-8	50	0												
4712	ACCOUNTANCY SUPPORT	521	570	570	32	95	-63	538	6												
4720	TO ALLOTMENTS ADMINISTRATION (4503)	-4,130	-4,100	-4,100	-683	-683	0	-3,417	17												
	<b>TOTAL ADMIN. EXPENDITURE</b>	<b>418,546</b>	<b>443,710</b>	<b>443,710</b>	<b>76,401</b>	<b>75,692</b>	<b>709</b>	<b>367,309</b>	<b>17</b>												
1190	INVESTMENT INTEREST	-2,477	-3,000	-3,000	0	0	0	-3,000	0												
1199	OTHER INCOME	0	0	0	0	0	0	0	0												
	<b>TOTAL ADMIN. INCOME</b>	<b>-2,477</b>	<b>-3,000</b>	<b>-3,000</b>	<b>0</b>	<b>-3,000</b>	<b>0</b>	<b>-3,000</b>	<b>0</b>												
	<b>NET ADMIN. EXPENDITURE/INCOME</b>	<b>416,069</b>	<b>440,710</b>	<b>440,710</b>	<b>76,401</b>	<b>72,692</b>	<b>709</b>	<b>364,309</b>	<b>17</b>												
<b>102</b>	<b>DEMOCRATIC COSTS</b>																				
4007	TRAINING/CONFERENCE EXPS (Cllrs.)	590	500	500	0	83	-83	500	0												
4081	CAR ALLOWANCES (Cllrs)	0	100	100	0	17	-17	100	0												
4950	FTC REFLECTION FEES	39,665	0	0	0	0	0	0	0												
4951	FOLK TC REFLECTIONS (TO RESERVE)	10,200	10,200	10,200	0	0	0	10,200	0												
	<b>TOTAL DEMOCRATIC COSTS EXP.</b>	<b>50,455</b>	<b>10,800</b>	<b>10,800</b>	<b>0</b>	<b>100</b>	<b>-100</b>	<b>10,800</b>	<b>0</b>												

FOLKESTONE TOWN COUNCIL - EXPENDITURE/INCOME 2020/2021												
CODE	ACTUALS 2019/2020	ORIGINAL BUDGET 2020/2021	VIREMENTS 2020/2021	REVISED BUDGET 2020/2021	ACTUALS TO 31 MAY 2020/2021	BUDGET TO 31 MAY 2020/2021	VARIANCE TO 31 MAY 2020/2021	TOTAL BUDGET REMAINING 2020/2021	% OF BUDGET TO DATE 2020/2021	INC/EXP TO/(FROM) RESERVES FOR INFO.	RESERVE CODE(S)	
<b>103 MAYORALTY</b>												
4011 CLOTHING & UNIFORMS	31	600		600	0	100	-100	600	0			
4170 REGALIA - NEW	765	1,000		1,000	0	167	-167	1,000	0			
4171 REGALIA - REPAIR & MAINT.	1,907	400		400	0	67	-67	400	0			
4180 MAYOR'S INSTALLATION (Annual Meeting)	744	1,100		1,100	0	183	-183	1,100	0			
4181 REMEMBRANCE SUNDAY	2,601	2,300		2,300	0	383	-383	2,300	0			
4182 CANADA DAY	2,466	2,550		2,550	0	425	-425	2,550	0			
4183 WILLIAM HARVEY COMMEMORATION	465	650		650	0	108	-108	650	0			
4184 HOLOCAUST DAY	198	320		320	0	53	-53	320	0			
4185 CINQUE PORT WARDEN	0	100		100	0	17	-17	100	0			
4249 COVER FOR CIVIC DRIVER	752	500		500	0	83	-83	500	0			
4250 FUEL FOR CIVIC VEHICLE	368	500		500	86	83	3	414	17			
4251 MTC/SERVICE/REPAIRS - EXTERNAL	18	150		150	0	25	-25	150	0			
4252 CAR INSURANCE	500	500		500	0	83	-83	500	0			
4253 CIVIC VEHICLE - GEN. CONTRIBS.	2,983	3,000		3,000	0	500	-500	3,000	0			
4255 MAYOR'S EXPENSES MAY-MAR	4,791	5,490		5,490	0	915	-915	5,490	0			
4256 MAYOR'S EXPENSES APR-MAY	377	1,100		1,100	0	183	-183	1,100	0			
4257 FOLK/ETAPLES REMEMBRANCE EVENTS	0	0		0	0	0	0	0	0			
4258 MISCELLANEOUS EVENTS (MAYORALTY)	0	0		0	0	0	0	0	0			
4259 ARMED FORCES DAY (see 4298-301)	72,996	0		0	0	0	0	0	0			
4260 BURMA STAR (VJ DAY)	300	530		530	0	88	-88	530	0			
4261 NORMANDY VETERANS	266	320		320	0	53	-53	320	0			
<b>TOTAL MAYORALTY EXPENDITURE</b>	<b>92,528</b>	<b>21,110</b>	<b>0</b>	<b>21,110</b>	<b>86</b>	<b>3,518</b>	<b>-3,432</b>	<b>21,024</b>	<b>0</b>			
1005 OTHER INCOME (MAYORALTY)	-30,113	0		0	0	0	0	0	0			
<b>TOTAL MAYORALTY INCOME</b>	<b>-30,113</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			
<b>NET MAYORALTY EXPENDITURE/INCOME</b>	<b>62,415</b>	<b>21,110</b>	<b>0</b>	<b>21,110</b>	<b>86</b>	<b>3,518</b>	<b>-3,432</b>	<b>21,024</b>	<b>0</b>			

FOLKESTONE TOWN COUNCIL - EXPENDITURE/INCOME 2020/2021												
CODE	ACTUALS 2019/2020	ORIGINAL BUDGET 2020/2021	VIREMENTS 2020/2021	REVISED BUDGET 2020/2021	ACTUALS TO 31 MAY 2020/2021	BUDGET TO 31 MAY 2020/2021	VARIANCE TO 31 MAY 2020/2021	TOTAL BUDGET REMAINING 2020/2021	% OF BUDGET TO DATE 2020/2021	INC/EXP TO/(FROM) RESERVES FOR INFO.	RESERVE CODE(S)	
<b>201</b>												
<b>PREMISES</b>												
4501 BUILDING REPS/MAINT	11,604	14,000		14,000	0	2,333	-2,333	14,000	0			
4509 CLEANING	8,106	9,000		9,000	1,306	1,500	-194	7,694	15			
4601 RENT	0	0		0	0	0	0	0	0			
4602 RATES	20,990	21,500		21,500	21,332	21,500	-168	168	99			
4603 PWLB CAPITAL REPAYMENTS	22,408	22,140		22,140	0	0	22,140	0	0			
4604 PWLB INTEREST REPAYMENTS	16,894	17,160		17,160	0	0	17,160	0	0			
4615 SERVICES, HEATING & LIGHTING	11,259	9,200		9,200	131	1,533	-1,402	9,069	1			
4616 MOVING COSTS	0	0		0	0	0	0	0	0			
4617 SUNDRIES	1,918	2,500		2,500	0	417	-417	2,500	0			
4620 HIRE OF FACILITIES (inc. Garage)	6,361	6,900		6,900	455	1,150	-695	6,445	7			
4629 FLOOD RELATED EXPENDITURE	3,903	0		0	0	0	0	0	0			
<b>TOTAL PREMISES EXPENDITURE</b>	<b>103,443</b>	<b>102,400</b>	<b>0</b>	<b>102,400</b>	<b>23,224</b>	<b>28,433</b>	<b>-5,209</b>	<b>79,176</b>	<b>23</b>			
1010 RENTAL INCOME	-16,522	-15,660		-15,660	0	-2,610	2,610	-15,660	0			
1011 OTHER INCOME (PREMISES)	-3,000	0		0	0	0	0	0	0			
1020 PWLB INCOME	0	0		0	0	0	0	0	0			
<b>TOTAL PREMISES INCOME</b>	<b>-19,522</b>	<b>-15,660</b>	<b>0</b>	<b>-15,660</b>	<b>0</b>	<b>-2,610</b>	<b>2,610</b>	<b>-15,660</b>	<b>0</b>			
<b>NET PREMISES EXPENDITURE/INCOME</b>	<b>83,921</b>	<b>86,740</b>	<b>0</b>	<b>86,740</b>	<b>23,224</b>	<b>25,823</b>	<b>-2,599</b>	<b>63,516</b>	<b>27</b>			
<b>301</b>												
<b>SERVICES</b>												
4030 NEWSLETTERS	0	0		0	0	0	0	0	0			
4031 MISCELLANEOUS INSURANCES (inc. Heritage)	9,711	9,800		9,800	0	0	0	9,800	0			
4503 ALLOTMENTS - ADMINISTRATION	4,130	4,100		4,100	683	683	-0	3,417	17			
4504 ALLOTMENTS - PER MAINTENANCE	2,065	3,000		3,000	112	500	-388	2,888	4			
4505 ALLOTMENTS - TKL MAINTENANCE	2,255	3,000		3,000	32	500	-468	2,968	1			
4840 MAINTENANCE OF BEACON	25	250		250	25	42	-17	225	10			
4850 LOCAL PROJECTS	3,545	4,000		4,000	0	667	-667	4,000	0			
4851 NOTICE BOARDS	0	1,000		1,000	0	167	-167	1,000	0			
4852 BUS SHELTERS	7,888	0		0	0	0	0	0	0			
4874 COMMUNITY RESILIENCE FUND	0	0	10,000	10,000	7,185	7,200	-15	2,815	72			
4875 WARD GRANTS	20,432	19,800		19,800	1,775	3,300	-1,525	18,025	9			
4876 TOWN GRANTS	35,000	35,000	-10,000	25,000	0	4,167	-4,167	25,000	0			
4878 PARKS, GARDENS & RECS - FLOWERBEDS	37,296	32,500		32,500	0	0	0	32,500	0			
4879 CHRISTMAS LIGHTING	37,340	51,000		51,000	0	0	0	51,000	0			
4880 CHRISTMAS FESTIVITIES	19,680	12,000		12,000	0	0	0	12,000	0			
4881 YOUTH FACILITIES	5,964	11,600		11,600	0	1,933	-1,933	11,600	0			
4884 PARKS, GARDENS & RECS - TREES	19,053	15,000		15,000	0	0	0	15,000	0			
4890 PARK BENCHES	0	200		200	0	33	-33	200	0			
4891 LITTER/SALT BINS, BOLLARDS & RAILINGS	0	3,000		3,000	0	500	-500	3,000	0			
4895 TOURIST INFORMATION	3,849	10,000		10,000	3,380	1,667	1,713	6,620	34			
4900 MAINTENANCE OF PUBLIC CLOCKS	785	500		500	0	83	-83	500	0			
4901 MAINTENANCE OF MEMORIALS	2,828	2,500		2,500	0	417	-417	2,500	0			
4903 TELEPHONE BOX	57	100		100	5	17	-12	95	5			
4904 CCTV MONITORING	25,000	25,500		25,500	0	4,250	-4,250	25,500	0			
4905 CCTV MAINTENANCE	42,818	15,000		15,000	0	2,500	-2,500	15,000	0			
4998 AIR SHOW/ARMED FORCES' DAY	0	22,800		22,800	0	0	0	22,800	0			
4999 CONTINGENCY	2,040	3,000		3,000	0	500	-500	3,000	0			
<b>TOTAL SERVICES EXPENDITURE</b>	<b>281,761</b>	<b>284,650</b>	<b>0</b>	<b>284,650</b>	<b>13,197</b>	<b>29,125</b>	<b>-15,928</b>	<b>271,453</b>	<b>5</b>			







FOLKESTONE TOWN COUNCIL - EXPENDITURE/INCOME 2020/2021												
	ACTUALS 2019/2020	ORIGINAL BUDGET 2020/2021	VIREMENTS 2020/2021	REVISED BUDGET 2020/2021	ACTUALS TO 31 MAY 2020/2021	BUDGET TO 31 MAY 2020/2021	VARIANCE TO 31 MAY 2020/2021	TOTAL BUDGET REMAINING 2020/2021	% OF BUDGET TO DATE 2020/2021	INC/EXP TO/(FROM) RESERVES FOR INFO.	RESERVE CODE(S)	
1030	M/H INCOME	-5,228	-500	-500	0	-83	83	-500	0			
1031	M/H KCC CASH CONTRIBUTION HERITAGE	0	0	0	0	0	0	0	0			
1032	M/H SDC CASH CONTRIBUTION TOURISM	0	0	0	0	0	0	0	0			
1033	M/H HLF GRANT	-99,867	0	0	-75,523	0	-75,523	75,523	0	48,773	362	
1034	M/H TRANSFERS FROM RESERVE	-14,100	0	0	0	0	0	0	0			
1035	M/H RETAIL SALES	-1,751	-3,000	-3,000	0	-500	500	-3,000	0			
1036	M/H DONATIONS	-707	-700	-700	0	-117	117	-700	0			
	<b>TOTAL MUSEUM/HERITAGE INCOME</b>	<b>-121,653</b>	<b>-4,200</b>	<b>-4,200</b>	<b>-75,523</b>	<b>-700</b>	<b>-74,823</b>	<b>71,323</b>	<b>1,798</b>			
	<b>NET MUSEUM/HERITAGE EXP/INCOME</b>	<b>-22,017</b>	<b>25,300</b>	<b>0</b>	<b>-74,965</b>	<b>4,217</b>	<b>-79,182</b>	<b>100,265</b>	<b>-296</b>			
	<b>SUMMARY</b>											
	<b>TOTAL EXPENDITURE</b>	<b>1,080,936</b>	<b>906,610</b>	<b>0</b>	<b>906,610</b>	<b>143,608</b>	<b>-30,142</b>	<b>793,144</b>	<b>13</b>			
	<b>TOTAL INCOME</b>	<b>-197,249</b>	<b>-32,660</b>	<b>0</b>	<b>-32,660</b>	<b>-11,010</b>	<b>-72,175</b>	<b>47,525</b>	<b>246</b>			
	<b>NET TOTAL</b>	<b>883,687</b>	<b>873,950</b>	<b>0</b>	<b>873,950</b>	<b>132,598</b>	<b>-102,317</b>	<b>840,669</b>	<b>4</b>			
1176	PRECEPT	-807,860	-873,950	-873,950	-145,658	-145,658	0	-728,292	17			
	TRANSFER TO / (FROM) RESERVES	-60,412			48,773		48,773	-48,773	0	48,773	TOTAL	
7001	<b>NET (SURPLUS) / DEFICIT</b>	<b>15,415</b>	<b>0</b>	<b>0</b>	<b>-63,604</b>	<b>-13,060</b>	<b>-53,544</b>	<b>63,604</b>	<b>0</b>			
	<b>TRANSFER TO RESERVES</b>											
	<i>Summary of Revenue Account:</i>	<i>Budget</i>	<i>Exp</i>	<i>Inc</i>	<i>Net</i>	<i>To/(From)</i>	<i>Total Net</i>	<i>Exp/(Inc)</i>				
	ADMINISTRATION	440,710	76,401	0	76,401	0	76,401	0				
	DEMOCRATIC COSTS	10,800	0	0	0	0	0	0				
	MAYORALTY	21,110	86	0	86	0	86	0				
	PREMISES	86,740	23,224	0	23,224	0	23,224	0				
	SERVICES	274,850	13,197	-4,662	8,535	0	8,535	0				
	FEES	14,440	0	0	0	0	0	0				
	MUSEUM/HERITAGE	25,300	558	-75,523	-74,965	48,773	-26,192					
	PRECEPT	-873,950	0	-145,658	-145,658		-145,658					
	<b>TOTAL</b>	<b>0</b>	<b>113,466</b>	<b>-225,843</b>	<b>-112,377</b>	<b>48,773</b>	<b>-63,604</b>					

<b>RESERVES &amp; PROVISIONS AT 31 MAY 2020</b>			
		<b>BALANCE</b>	<b>BALANCE</b>
<b>CODE</b>		<b>AT 1/4/20</b>	<b>AT 31/5/20</b>
		<b>£</b>	<b>£</b>
<b>310</b>	GENERAL FUND	114,664	114,664
<b>330</b>	BALANCING POND MAINT. RESERVE	0	0
<b>340</b>	NEW SERVICES RESERVE	99,240	99,240
<b>350</b>	TREE PLANTING RESERVE	0	0
<b>362</b>	MUSEUM/HERITAGE RESERVE	220,564	269,337
<b>363</b>	TOURISM RESERVE	4,735	4,735
<b>365</b>	BUS SHELTERS	9,000	9,000
<b>383</b>	WARD GRANTS RESERVE	9,792	9,792
<b>385</b>	TOWN GRANTS RESERVE	1,096	1,096
<b>386</b>	FTC ELECTIONS	0	0
<b>387</b>	ARMED FORCES' DAY RESERVE	0	0
<b>390</b>	SALT BINS	6,313	6,313
<b>391</b>	FLOWERBEDS	0	0
<b>392</b>	LEAS FLOWER POWER	0	0
<b>393</b>	ANTI-LITTER CAMPAIGN	2,000	2,000
<b>403</b>	CCTV EQUIPMENT/MAINTENANCE	19,657	19,657
<b>404</b>	CHRISTMAS EVENT (FTC)	0	0
<b>405</b>	CHRISTMAS EVENT (CHERITON)	3,367	3,367
<b>499</b>	PROVISION FOR OUTSTANDING INVOICES	5,166	5,166
<b>TOTAL</b>		<b>495,594</b>	<b>544,367</b>



SUMMARY													
NAME	WARD	BALANCE AT START (INC. B/F FROM PREV. YEAR)	AMOUNT GRANTED TO DATE	AMOUNT LEFT TO GRANT TO 21/6/20									
ABENA AKUJFO-KELLY	Folkestone Central	£1,463.00	£0.00	£1,463.00									
ANN BERRY	Folkestone Broadmead	£902.00	£100.00	£802.00									
PAUL BINGHAM	Cheriton West	£1,546.00	£250.00	£1,296.00									
DAN BROOK	Folkestone Central	£2,313.00	£0.00	£2,313.00									
MICHELLE KEUTENIUS	East Folkestone	£1,706.00	£200.00	£1,506.00									
RAY FIELD	Folkestone Harbour	£1,737.00	£75.00	£1,662.00									
PETER GANE	Cheriton West	£2,161.00	£0.00	£2,161.00									
JONATHAN GRAHAM	Cheriton East	£3,271.00	£200.00	£3,071.00									
DAVID HORTON	Folkestone Central	£1,713.00	£0.00	£1,713.00									
DYLAN JEFFREY	East Folkestone	£2,106.00	£150.00	£1,956.00									
NICOLA KEEN	Folkestone Harbour	£1,137.00	£100.00	£1,037.00									
MARY LAWES	Folkestone Harbour	£937.00	£450.00	£487.00									
CONNOR MCCONVILLE	East Folkestone	£1,906.00	£0.00	£1,906.00									
JACKIE MEADE	East Folkestone	£1,256.00	£250.00	£1,006.00									
TIM PRATER	Folkestone Harvey West	£594.00	£0.00	£594.00									
BELINDA WALKER	Folkestone Central	£1,738.00	£150.00	£1,588.00									
RICHARD WALLACE	Folkestone Broadmead	£1,145.00	£0.00	£1,145.00									
ROGER WEST	Cheriton West	£1,961.00	£100.00	£1,861.00									
<b>TOTAL</b>		<b>£29,592.00</b>	<b>£2,025.00</b>	<b>£27,567.00</b>									
<b>Ward Grants Budget 2020/21</b>		<b>£19,800</b>											
<b>Ward Grants based on the following:</b>													
Ward	Electorate	Per Ward	No. of Cllrs	Amount Per Cllr	Say	Total Per Ward							
Broadmead	3,237	£1,803.60	2	£901.80	£902	£1,804							
Central	8,278	£4,612.35	4	£1,153.09	£1,153	£4,612							
Cheriton East	3,297	£1,837.03	1	£1,837.03	£1,837	£1,837							
Cheriton West	6,274	£3,495.76	3	£1,165.25	£1,165	£3,495							
East Folkestone	8,609	£4,796.78	4	£1,199.19	£1,199	£4,796							
Harbour	5,042	£2,809.31	3	£936.44	£937	£2,811							
Harvey West	799	£445.19	1	£445.19	£445	£445							
<b>Total</b>	<b>35,536</b>	<b>£19,800.00</b>	<b>18</b>			<b>£19,800</b>							

PAYMENTS FOR APPROVAL

COMMUNITY RESILIENCE GRANTS TO 21/6/20						
Ref	Date	Name Of Organisation	Amount	Date	Remaining	
	Approved		Granted	Paid	Balance	
					£20,000.00	
					£19,500.00	
CG0001	01/04/2020	Oh Crumbs!	£500.00	07/04/2020	£19,000.00	
CG0002	01/04/2020	Academy FM Folkestone	£500.00	07/04/2020	£18,500.00	
CG0003	03/04/2020	Kent Search & Rescue	£500.00	08/04/2020	£18,000.00	
CG0004	06/04/2020	Folk. Owl Rescue Sanctuary (B.J.Maxted)	£200.00	08/04/2020	£17,800.00	
CG0005	06/04/2020	Rainbow Centre	£500.00	08/04/2020	£17,300.00	
CG0006	09/04/2020	British Red Cross	£500.00	16/04/2020	£16,800.00	
CG0007	09/04/2020	Action In Homelessness	£500.00	16/04/2020	£16,300.00	
CG0008	09/04/2020	Headway East Kent	£500.00	21/04/2020	£15,800.00	
CG0009	16/04/2020	Salvation Army (Quote Ref: FO01/14010/GA1FHTC)	£500.00	21/04/2020	£15,300.00	
CG0010	17/04/2020	Living Words Arts	£500.00	28/04/2020	£14,800.00	
CG0011	21/04/2020	Folkestone Nepalese Community	£500.00	28/04/2020	£14,300.00	
CG0012	22/04/2020	Headway East Kent	£500.00	13/05/2020	£13,800.00	
CG0013	06/05/2020	Folkestone Nepalese Community	£500.00	27/05/2020	£13,300.00	
CG0014	22/05/2020	Social Enterprise Kent CIC	£485.00	29/05/2020	£12,815.00	
CG0015	26/05/2020	Sunflower House	£500.00	02/06/2020	£12,315.00	
CG0016	29/05/2020	Age UK Folkestone	£500.00	09/06/2020	£11,815.00	
CG0017	05/06/2020	Folk. Owl Rescue Sanctuary (B.J.Maxted)				

**PAYMENTS FOR APPROVAL**

Ref	Date Approved	Name Of Organisation	Amount		Date Paid	Remaining Balance
			Granted			
Note: Grants to be funded from Town Grants (£10,000) and New Services Reserve (£10,000). Code 4874-301						



<b>TOWN GRANTS 2020/21</b>						
<b>RECIPIENT</b>	<b>PURPOSE</b>	<b>AMOUNT GRANTED</b>	<b>DATE AWARDED</b>	<b>DATE PAID</b>	<b>NOTES</b>	
HG Wells Short Story Competition	HG Wells Short Story Competition	£600.00	28/05/2020	05/06/2020		
Strange Cargo	Charivari Day	£1,250.00	28/05/2020	05/06/2020		
Pavement Pounders CIC	Folkestone Under Attack	£900.00	28/05/2020	05/06/2020		
Rotary Club of The Channel	Channel Triathlon	£750.00	28/05/2020		Awaiting information	
<b>TOTAL AMOUNT GRANTED</b>		<b>£3,500.00</b>				
<b>TOWN GRANTS RESERVE</b>						
<b>BUDGET 2020/21 (Reduced from £35k to accommodate Community Resilience Fund)</b>		<b>£25,000.00</b>				
<b>TOTAL AVAILABLE TO GRANT</b>		<b>£22,596.00</b>				

## MEETING ATTENDANCE POLICY

This policy is designed to promote efficient administration of meetings, avoid meetings being inquorate and permit timely rescheduling of meetings if required. It also highlights accountability for Members.

### **Apologies for Absence**

Members shall give as much advance notice as possible of absence from all meetings although this does not have to be in writing it is good practice to mention future absence at a previous meeting, send an email to the Town Clerk or telephone the Town Clerk or her nominated representative.

The deadline for receipt of an apology with reason for absence is 5pm on the same day as the meeting (leaving a message after hours on the office answerphone is not acceptable).

Individual Members are responsible for ensuring they either attend a meeting following receipt of the summons or submit a valid reason for absence (not just an apology which is simply good manners) for approval.

Apologies for absence must be made directly by the Member concerned in advance and not via a third person such as another Member at the meeting.

The reason must be approved by affirmative resolution and recorded in the minutes by Council.

### **Extended Periods of Absence**

A Member who does not attend any meetings for a period of six consecutive months will automatically be disqualified as a Councillor for Folkestone Town Council unless the Member has a statutory excuse (for example Membership of the Armed Forces in time of War) or the **reason** for absence was approved by affirmative resolution by the Council before the end of the period<sup>1</sup>.

If absence becomes necessary for extended periods, Councillors are advised to submit a request to the Town Clerk giving the reason for absence, for approval by the Council.

### **Recording and Publishing Attendance**

For all meetings of the Council, the Town Clerk records Members' attendance or non-attendance whether with or without apologies, this information is stored in a centrally held spreadsheet kept for that purpose which is also published on Council's website.

The Minutes of Meetings will show Members in Attendance, Members with Apologies and Members Absent.

This Policy will be reviewed annually and should legislation dictate.

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<sup>1</sup> Local Government Act 1972, S. 85

This report will be made public on 16<sup>th</sup> July 2020

**Folkestone  
Town Council**



Report Number **C/20/270**

**To: Full Council**  
**Date: 23<sup>rd</sup> July 2020**  
**Status: Public Report**

**Subject: MANAGING GDPR**

**SUMMARY:**

This report provides an option for councillor email addresses following best practice and risk highlighted by the Internal Auditor.

**REASONS FOR RECOMMENDATION**

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

- a) Council aims to operate in a transparent manner
- b) As a Quality Gold council we should evidence we are at the forefront of best practice

**RECOMMENDATIONS:**

1. To receive and note Report C/20/270
2. To approve the implementation of town councillor email addresses
3. To agree the virement of funds from the new services reserve to the IT cost code.

Aims and Objectives – *To meet the requirements of a Quality Gold Council*  
Financial Implications – *To operate in an open and transparent manner within approved budgets*  
Equal Opportunities – *To provide equal access to all services*

## 1. INTRODUCTION

At the personnel sub-committee meeting held on the 10<sup>th</sup> January it was resolved at minute 473 that the Town Clerk presents the Sub-Committee with options for managing GDPR requirements, this was in relation to members having council email addresses.

This issue was highlighted at the Full Council meeting on the 12<sup>th</sup> March when the Town Clerk reported that Council had been successful with its Quality Gold re-certification but the NALC panel had noted councillors have personal not council email addresses and it was best practice to have council ones. At the time Council resolved at minute 1693 to not pursue this as it is not mandatory and there would be a cost involved in setting up town council email addresses for members.

Council's Internal Auditor has now raised this issue as a risk during his annual report.

The ICO states that as Data Controller, a Council has obligations relating to the security, confidentiality, integrity and availability of all personal data it holds and must prove it is GDPR compliant and that the use of personal email accounts may make this more complicated.

## 2. MATTERS AND RESOLUTIONS FROM OTHER COMMITTEES

At the personal sub-committee meeting on the 7<sup>th</sup> July it was resolved at minute 480. MANAGING GDPR as follows:

Members discussed the previous resolutions around councillor email addresses and the risks highlighted by the auditor.

**RESOLVED: That the Town Clerk prepares a report for Full Council advising that the Personnel Sub-Committee support councillor email addresses due to identified risks, quality status, professionalism and members being able to separate their council work from personal communications.**

Proposed: Councillor Dylan Jeffrey

Seconded: Councillor Peter Gane

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

## 3. STANDING ORDERS

Standing Order no.7 - Previous Resolutions

- a) A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least ( 6 ) councillors to be given to the Proper Officer in accordance with standing order 9 below, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.

- b) When a motion moved pursuant to standing order 7(a) above has been disposed of, no similar motion may be moved within a further six months.

**4. Option**

For Council to overcome the risks and concerns highlighted it is recommended that councillor email addresses with an @folkestone-tc.gov.uk be implemented via our current Exchange online plan which would cost £3.10 per member per month (£670 per annum).

This would allow councillors to access outlook email via any web browser or smart phone, the advantage of this is all email is filtered via our barracuda and backed up, confidential information is not sent via third party email servers and data is accessible should a Subject Access Request be made meeting openness and transparency guidelines.