



FOLKESTONE TOWN COUNCIL

Date of Publication: 13 August 2020

AGENDA

Meeting: **Finance and General Purposes Committee**
Date: **Thursday 20 August 2020**
Time: **6.00 p.m.**
Place: **Virtual Zoom Meeting [Link](#)**

To: **The Finance and General Purposes Committee**

YOU ARE HEREBY SUMMONED to attend a meeting of the Finance and General Purposes Committee 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, the Committee Chairman or the Town Clerk.

A handwritten signature in blue ink that reads 'J L Childs'.

J L Childs
Town Clerk

- 1. APOLOGIES FOR ABSENCE**
To receive and approve any apologies for absence.
- 2. APPOINTMENT OF CHAIRMAN**
To appoint a Chairman for the Committee for the 2020/21 Municipal Year.
- 3. APPOINTMENT OF VICE CHAIRMAN**
To appoint a Vice Chairman for the Committee for the 2020/21 Municipal Year.

4. DECLARATIONS OF INTERESTS

To receive any declarations of either personal or prejudicial interests that Members may wish to make.

5. MINUTES

To receive the Minutes of the meeting of the Finance and General Purposes Committee held on 20th February 2020 and to authorise the Chairman of the Committee to sign them as a correct record.

6. REVIEW OF THE TERMS OF REFERENCE

In line with the Town Council's adopted standing orders, the Committee is asked to consider the terms of reference for the Finance and General Purposes Committee. Any changes which the Committee wishes to make must be approved by Full Council at a future meeting. The current version is attached.

7. WORKING GROUPS 2020/21

The Committee is asked to note and approve nominations for the membership of the Folkestone Town Council/Folkestone & Hythe District Council Partnership Working Group for the Municipal Year 2020/2.

8. SCHEDULE OF PAYMENTS

The attached schedule details payments made between 1st June 2020 and 31st July 2020.

9. BUDGET MONITORING STATEMENT 2020/21

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

10. WARD GRANTS

For information, the attached shows ward grants approved by the Town Clerk between 1st June 2020 and 31st July 2020.

11. WARD GRANT BALANCES 2020/21

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

12. APPROVAL OF ACCOUNTS 2019/20

For the Committee's information, the external auditor, PKF Littlejohn LLP, has approved the Folkestone Town Council Accounts and Annual Return for 2019/20 without qualification.

**13. MATTERS AND RESOLUTIONS FROM OTHER COMMITTEES
Personnel Sub-Committee - 7th July 2020 minute 482****CONTINUOUS PROFESSIONAL DEVELOPMENT & CERTIFICATION**

The Town Clerk highlighted the need for an increase in the training budget to cover mandatory training and CPD.

RESOLVED: That a request be made to Finance & General Purposes Committee to increase the training budget from £600 to £3000 to accommodate 5 trained First Aiders, 5 trained Fire Marshalls and ongoing staff CPD.

Proposed: Councillor Dylan Jeffrey

Seconded: Councillor Nicola Keen

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

WELLBEING

In 2019, members encouraged a staff away day and asked the Town Clerk to bring back proposals for ongoing staff wellbeing, support and team building away days.

RESOLVED: That a request be made to Finance & General Purposes Committee to provide a Wellbeing budget of £3000 to support a Perkbox Wellbeing & Engagement Package for all staff and for the Town Clerk to bring back ideas for away days within Kent that support training and engagement.

Proposed: Councillor Peter Gane

Seconded: Councillor Nicola Keen

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

Full Council 23rd July 2020 minute 1715

A GUIDE FOR THE MAYORALTY

An updated Guide for the Mayoralty was presented for the Council's adoption. A revised version is attached that incorporates amendments recommended by members since the Full Council meeting.

RESOLVED: That the revised Guide for the Mayoralty be referred to the Finance & General Purposes Committee for further consideration.

Proposed: Councillor Jackie Meade

Seconded: Councillor Peter Gane

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

Full Council 23rd July 2020 minute 1722

MEMBERS ATTENDANCE POLICY

A policy providing additional guidance on the legislation regarding Councillor absences is attached for adoption. A revised version is attached that incorporates amendments recommended by members since the Full Council meeting.

RESOLVED: That the Members Attendance Policy be referred to the Finance & General Purposes Committee for further consideration.

Proposed: Councillor Michelle Keutenius
Seconded: Councillor Peter Gane
Voting: F: 15, Ag: 0, Ab: 1

14. BUDGET 2021/22 – POTENTIAL GROWTH ITEMS

The Committee is asked to give thought to possible growth items and non-recurring revenue expenditure for next year. The Committee will receive and discuss the full list of proposals put forward for growth/savings by all Committees at its meeting in December.

15. DATE OF NEXT MEETING
TBC

FOLKESTONE TOWN COUNCIL

MINUTES of the Finance and General Purposes Committee Meeting held at Folkestone Town Council Offices, Town Hall, 1-2 Guildhall Street, Folkestone on Thursday, 20 February 2020 at 7.00 p.m.

PRESENT: Councillors P Bingham, R Field, P Gane, D Jeffrey, N Keen, M Lawes (Chair), C McConville, J Meade and T Prater.

OFFICERS PRESENT: J Childs (Town Clerk) and P Cross (Finance Officer).

1328. APOLOGIES FOR ABSENCE

No apologies were received. Councillor D Brook was absent.

1329. DECLARATIONS OF INTEREST

There were no declarations of interest.

1330. MINUTES

The Committee was asked to receive and authorise the Minutes of the Finance and General Purposes Committee meeting held on 19 December 2019.

RESOLVED: That the Minutes of the meeting of the Finance and General Purposes Committee held on 19 December 2019 be received and signed as a correct record.

Proposed: Councillor D Jeffrey

Seconded: Councillor J Meade

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

The Committee was asked to receive and note the Minutes of the Personnel Sub-Committee meetings held on 7 November 2019.

RESOLVED: That the Minutes of the meetings of the Personnel Sub-Committee held on 7 November 2019 be received and noted.

Proposed: Councillor P Gane

Seconded: Councillor N Keen

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

1331. SCHEDULE OF PAYMENTS

The Committee considered the schedule of payments for the period 1 December 2019 to 31 January 2020.

RESOLVED: That the Schedule of Payments for the period 1 December 2019 to 31 January 2020 be approved.

Proposed: Councillor P Gane

Seconded: Councillor J Meade

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

1332. BUDGET MONITORING STATEMENT 2019/20

The budget monitoring statement to 31 January 2020 was received by the Committee.

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

Proposed: Councillor D Jeffrey

Seconded: Councillor N Keen

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

1333. QUARTERLY BANK RECONCILIATION

In line with the Town Council's financial regulations (paragraph 2.2), the bank reconciliation statement at 31 December 2019, as approved by the Town Clerk and a non-signatory Councillor, was attached for information.

RESOLVED: That the bank reconciliation statement at 31 December 2019 be noted.

Proposed: Councillor P Gane

Seconded: Councillor N Keen

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

1334. APPOINTMENT OF INTERNAL AUDITOR

The Committee was asked to approve the appointment of the KALC recommended internal auditor for 2019/20.

RESOLVED: That the KALC recommended internal auditor, David Buckett, be appointed to carry out the internal audit of Folkestone Town Council for 2019/20.

Proposed: Councillor M Lawes

Seconded: Councillor J Meade

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

1335. SILVER SCREEN CINEMA TENANCY

The Committee received Report F/20/262 which provided an update on the current position regarding the cinema tenancy, as requested at the meeting of 19 December 2019.

RESOLVED: That the Town Clerk open negotiations with the Silver Screen Cinema to renew the tenancy, including the clarification of cinema opening hours.

Proposed: Councillor D Jeffrey

Seconded: Councillor P Gane

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

1336. CCTV – THE STADE

At its meeting of 19 December, the Committee deferred a decision on the provision of CCTV cameras at the Stade and requested that a report on the CCTV service be presented (see minute 1323). Report CS/20/264 was subsequently presented to the Community Services Committee on 4 February and its recommendations accepted (Community Services minute 1107). The report was attached for information.

RESOLVED: That CCTV issues be discussed with Folkestone & Hythe District Council at the next Partnership meeting.

Proposed: Councillor T Prater

Seconded: Councillor P Gane

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

1337. WARD GRANTS

A list of ward grants approved by the Town Clerk from 1 December to 31 January 2020 was provided for the Committee's information and duly noted.

1338. WARD GRANT BALANCES 2019/20

A list of ward grant balances available to each Councillor at 10 February 2020 was provided for the Committee's information and duly noted.

1339. DATE OF NEXT MEETING

Thursday, 23 April 2020

Chairman.....

Date.....



FOLKESTONE TOWN COUNCIL

TERMS OF REFERENCE

Finance and General Purposes Committee

1. To exercise the powers and duties of the Town Council in financial matters, including.
 - a) All applications for financial assistance except those referred to the grants committee.
 - b) Accounting, banking and payroll arrangements.
 - c) Insurance.
 - d) Advertising.
 - e) Staff Costs.
 - f) Subscriptions.
 - g) Charitable Trusts and voluntary organisations.
 - h) Management of the Town Council's premises, administration and capital expenditure.
 - i) The Town Council's income and expenditure including the Annual Town meeting; Councillors' training and expenses; and gifts and presentations.
 - j) Health and Safety.

2. To consider and make recommendations on:
 - a) All financial matters affecting the Town Council, including Precepts, budgets, accounts, payments and contracts.
 - b) Through the Personnel Sub Committee, the appointment, pay, superannuation and conditions of service of Town Council staff and staff/councillor training.
 - c) Staff and Council member training.
 - d) The Town Council's premises.
 - e) Mayoral costs, including the civic car.
 - f) Town Council vacancies and electoral arrangements.
 - g) Twinning and friendship links.
 - h) The implementation of the Council's aims and objectives.

- i) The Chair or Vice Chair be involved in the selection and engagement of professional advisors.
 - j) All statutory and legal matters affecting the Town Council (including byelaws).
 - k) Complaints procedures and the resolution of complaints received.
3. To prepare budgetary forecasts, where necessary, on any of the above activities for inclusion in the Town Council's budget for the following financial year and consider these in the calculation of the precept.
 4. To consider and make recommendations to the Council on any changes to these terms of reference that might be required to enable the committee to adapt to changing circumstances and be better prepared to carry out its mission.

SCHEDULE OF PAYMENTS
01/06/20-31/07/20

Date Paid	Payee Name	Reference	Gross Amount	Transaction Detail
01/06/2020	Kewell Converters	E02627	£1,271.46	Foam re. Exhibit Packing
01/06/2020	Polygon	E02628	£250.00	Insurance Excess re. Drying Equip.
01/06/2020	David Buckett	E02629	£877.00	Internal Audit 2019/20
01/06/2020	Canterbury Archaeological Trst	E02630A	£2,994.00	Preparation re. Science Week
01/06/2020	Canterbury Archaeological Trst	E02630B	£2,994.00	Delivery re. Science Week
02/06/2020	Age UK Folkestone	CG0016	£500.00	Community Grant
02/06/2020	FairFX (aka Equals)	CC TOP-UP	£1,000.00	Temporary Credit Card Top-Up
05/06/2020	Edgar's Water	E02631A	£74.15	Qtly Rental Water Cooler
05/06/2020	Edgar's Water	E02631B	£99.00	Qtly Rental Water Boiler
05/06/2020	Harmer & Sons Ltd	E02632A	£216.00	Refix Christmas Lights
05/06/2020	Harmer & Sons Ltd	E02632B	£38.40	Grass-Cutting PFR 15/5/20
05/06/2020	Harmer & Sons Ltd	E02632C	£38.40	Grass-Cutting TKL 15/5/20
05/06/2020	Metroline Security Ltd	E02633	£192.00	Access Control Contract
05/06/2020	HG Wells Short Story Comp	E02634	£600.00	Town Grant 28/5/20
05/06/2020	Strange Cargo	E02635	£1,250.00	Town Grant 28/5/20
05/06/2020	Pavement Pounders	E02636	£900.00	Town Grant 28/5/20
09/06/2020	Folkestone Owl Sanctuary	CG0017	£500.00	Community Grant
09/06/2020	Ashford BC Collection Account	E02637	£7,500.00	CCTV Monitoring Apr-Jun 2020
09/06/2020	Cleverley & Spencer	E02638	£180.00	Cleaning of Harvey Memorial
09/06/2020	FAPAC	E02639	£360.00	FAPAC Membership to June 2021
09/06/2020	Harmer & Sons Ltd	E02640	£36.00	Maint. Path/Bank PFR
12/06/2020	FairFX (aka Equals)	CC TOP-UP	£500.00	Temporary Credit Card Top-Up
15/06/2020	Fuelgenie	DD150620	£49.00	Fuel re. Civic Vehicle
16/06/2020	Orbit Folkestone Ltd	E02641	£45.00	Website Development
16/06/2020	Tennants Auctioneers	E02642	£868.00	Arthur Brough Collection
16/06/2020	Incredible Edible	E02643	£150.00	Ward Grant 10/6/20
17/06/2020	Daisy Communications	DD170620	£421.57	Telephone Servs - May 2020
17/06/2020	RBS PLC Mentor Services	DD170620	£189.60	HR/Health & Safety Mgt
19/06/2020	ADM Computer Services Ltd	E02644	£576.00	Open DNS Subscription
19/06/2020	Business Stream	E02645	£270.24	Waste Water OTH Oct-Apr

**SCHEDULE OF PAYMENTS
01/06/20-31/07/20**

Date Paid	Payee Name	Reference	Gross Amount	Transaction Detail
19/06/2020	Marie Le Saux	E02646	£938.10	Conservation Assistance
19/06/2020	M.Hourahane	E02647A	£400.00	Photography re. Eanswythe Week
19/06/2020	M.Hourahane	E02647B	£500.00	Photography re. Science Week
19/06/2020	Kewell Converters	E02648	£38.40	Additional Carriage re. E02627
19/06/2020	SSE Hydro-Electric	DD190620	£5.12	Elect. to Phone Box - May 2020
22/06/2020	SSE Hydro-Electric	DD220620	£460.86	Elect OTH - May 2020
22/06/2020	SSE Hydro-Electric	DD220620	£116.15	Gas OTH - May 2020
25/06/2020	HM Courts & Tribunals Service	BP250620A	£90.00	Salary Ded'n re. Court Order
25/06/2020	HM Revenue & Customs	BP250620B	£6,789.48	PAYE/N.I. - June 2020
25/06/2020	KCC re. Kent Pension Fund	BP250620C	£6,072.70	Pension Contribs - June 2020
25/06/2020	Standard Life Assurance Co.	BP250620D	£750.00	AVC Pension - June 2020
25/06/2020	Various	BP250620	£17,843.22	Salaries - June 2020
25/06/2020	Leppard Cleaning	SO250620	£653.00	Office Cleaning - June 2020
26/06/2020	Zebra Print Management Ltd	E02649	£96.00	Eanswythe Poster
26/06/2020	SLCC Enterprises Ltd	E02650	£483.00	SLCC Membership Fees
26/06/2020	KAS Shopfittings	E02651	£397.12	Retail Display Equipment
26/06/2020	KB Matyjaskiewicz	E02652	£2,100.00	Art Consultancy
26/06/2020	Castle Water	E02653A	£569.64	Water PFR Apr-Sep 2020
26/06/2020	Castle Water	E02653B	£470.97	Water TKL Apr-Sep 2020
26/06/2020	Martin Crowther	E02654A	£4,200.00	Heritage Consultancy
26/06/2020	Martin Crowther	E02654B	£837.84	Purchase of Artefacts
26/06/2020	Martin Crowther	E02654C	£397.25	Purchase of Artefacts
26/06/2020	Martin Crowther	E02654D	£942.55	Purchase of Artefacts
26/06/2020	Marie Le Saux	E02655	£461.90	Conservation Assistance
26/06/2020	D.Jackson	E02656	£1,085.00	Flowers re. Canada Day
30/06/2020	Dana G-Brown	E02657	£979.61	Air-Fed Mask & Training
30/06/2020	TTS	E02658	£220.58	Educational Resources
30/06/2020	Museum Reproductions	E02659	£32.57	Educational Resources
30/06/2020	Potted History	E02660	£269.00	Educational Resources
30/06/2020	Jelling Dragon Ltd	E02661	£43.20	Educational Resources

**SCHEDULE OF PAYMENTS
01/06/20-31/07/20**

Date Paid	Payee Name	Reference	Gross Amount	Transaction Detail
30/06/2020	R. Field	E02662	£90.00	Online Training 26/5/20
30/06/2020	MD Taylor & DA Hill	E02663	£77.00	Educational Resources
03/07/2020	Starbeck Educational Resources	E02664	£224.40	Educational Resources
03/07/2020	Hoffmann Group	E02665	£68.11	Wipes & Floor Markings
03/07/2020	Harmer & Sons Ltd	E02666A	£76.80	Grass-Cutting PFR 25/6/20
03/07/2020	Harmer & Sons Ltd	E02666B	£76.80	Grass-Cutting TKL 25/6/20
03/07/2020	Preservation Equipment Ltd	E02667	£185.62	Various Preservation Materials
03/07/2020	Ancientcraft	E02668	£260.00	Bronze Age Axe
03/07/2020	Rialtas Business Solutions Ltd	E02669	£312.00	Annual Software Maintenance
09/07/2020	Martin Crowther	E02670	£5,425.00	Heritage Consultancy
09/07/2020	Martin Bazley	E02671	£2,390.00	Educational Website
09/07/2020	Zurich Municipal	E02672	£10,529.65	Insurance to 28/7/21
09/07/2020	Ottewill Silversmiths	E02673	£1,620.00	Repairs to Mayoral Badge
09/07/2020	Payroll Service (UK) Ltd	E02674	£52.50	Payroll Services Apr-Jun 2020
09/07/2020	Harmer & Sons Ltd	E02675	£84.00	Strim & Spray Path PFR
10/07/2020	FairFX (aka Equals)	E02676	£943.06	Credit Card Top-Up (see below*)
13/07/2020	Hoffmann Group	E02677	£144.00	Hand Sanitiser
13/07/2020	Vaughtons	E02678	£589.46	Past Mayor's Badge, etc.
13/07/2020	Caboodle Office Supplies	E02679	£100.29	Sanitiser & Dispenser
13/07/2020	Kent County Council	E02680	£202.34	Hand Towel Dispensers
13/07/2020	Russell & Wheeler	E02681	£72.00	CCTV Repairs - Gdn of Rem.
13/07/2020	ICS Cool Energy Ltd	E02682	£649.20	Repairs to Cooling System
14/07/2020	Fuelgenie	DD140720	£49.00	Fuel re. Civic Vehicle
16/07/2020	M.Keutenius	E02683	£92.66	Mayoral Clothing
16/07/2020	Kent County Council	E02684A	£549.66	Photocopier Jan-Mar 2020
16/07/2020	Kent County Council	E02684B	£235.54	Photocopier Apr-Jun 2020
16/07/2020	Harmer & Sons Ltd	E02685	£48.00	Wasp Nest PFR
16/07/2020	Amazon	E02686A	£9.99	Engraved Glass
16/07/2020	Amazon	E02686B	£24.99	Gin Gift Set
16/07/2020	Folk & Hythe DC	E02687	£1,750.00	Legal Fees re. Play Areas

SCHEDULE OF PAYMENTS
01/06/20-31/07/20

Date Paid	Payee Name	Reference	Gross Amount	Transaction Detail
16/07/2020	Seven Star	E02688	£2,400.00	Tourism Advert 'Family First'
17/07/2020	RBS PLC Mentor Services	DD170720	£189.60	HR/H&S Management
20/07/2020	Daisy Communications	DD200720	£437.42	Telephone Services - Jun 2020
20/07/2020	SSE Hydro-Electric	DD200720	£5.12	Elect. To Phone Box - Jun 20
21/07/2020	Kent County Council	E02689	£93.07	Tork Matic Hand Towels
21/07/2020	Incredible Edible	E02690A	£100.00	Ward Grant 13/7/20
21/07/2020	Incredible Edible	E02690B	£200.00	2 x Ward Grants 15/7/20
21/07/2020	St John Ambulance	E02691	£6.00	Fire Training - Additional Fee
21/07/2020	Harmer & Sons Ltd	E02692	£834.00	Repairs to Leas Beacon
		E02693		Not required
23/07/2020	SSE Hydro-Electric	DD230720	£467.17	Elect. OTH - June 2020
23/07/2020	SSE Hydro-Electric	DD230720	£57.47	Gas OTH - June 2020
24/07/2020	HM Revenue & Customs	BP240720A	£6,789.88	PAYE/N.I. - July 2020
24/07/2020	KCC re. Kent Pension Fund	BP240720B	£6,072.70	Pension Contribs - Jul 2020
24/07/2020	Standard Life Assurance Co.	BP240720C	£750.00	AVC Pension - Jul 2020
24/07/2020	HM Courts & Tribunals Service	BP240720D	£90.00	Salary Ded'n re. Court Order
24/07/2020	Various	BP240720	£17,842.82	Salaries - July 2020
27/07/2020	Leppard Cleaning	SO270720	£653.00	Office Cleaning - Jul 2020
28/07/2020	A.Moore	E02694	£43.76	Reimb. re. Educ. Resources
28/07/2020	Tricolour Ltd	E02695	£12,060.00	Museum Evaluation
28/07/2020	N.P.Collard	E02696	£79.50	Repairs to Dishwasher
28/07/2020	Picture This Graphic Design	E02697	£966.00	School Workshop Brochures
28/07/2020	P.Cross	E02698	£28.99	Reimb. re. Printer Cartridges
28/07/2020	Amazon	E02699	£43.95	Floor Cleaner
* FairFX Credit Card Top-Up Details:				
14/01/2020	Wilko		£13.50	Varnish/Spanners
14/01/2020	Asda		£17.57	Sundries
14/01/2020	Amazon		£23.45	45 x Toilet Rolls
14/01/2020	Amazon		£29.74	24 x Kitchen Roll

SCHEDULE OF PAYMENTS
01/06/20-31/07/20

Date Paid	Payee Name	Reference	Gross Amount	Transaction Detail
14/01/2020	Amazon		£14.20	12 x Jumbo Toilet Rolls
15/01/2020	Wilko		£20.60	Various re. Holocaust Day
16/01/2020	British Legion		£222.00	12 x Wreaths
21/01/2020	Easy Florist Supplies		£20.58	River Stones re. Holocaust Day
24/01/2020	Greggs		£5.50	Subsistence
24/01/2020	Shell Garage		£4.99	Car Wash
27/01/2020	WH Smith		£4.28	Envelopes
27/01/2020	Post Office		£21.35	Postage re. Personnel Data
28/01/2020	WH Smith		£9.98	Elasticated Folio re. Nepal
06/02/2020	CIPD		£89.00	CIPD Membership (HR Training)
06/02/2020	Amazon		£14.98	12 x Sealing Wax Sticks
06/02/2020	Amazon		£37.08	HR Practice Book
13/02/2020	Asda		£13.65	Sundries
18/02/2020	SumUp		£190.80	Card Reader re. Mayor's Charity
18/02/2020	Amazon		£19.19	Certificate Frame
24/02/2020	Absolute		£25.10	Wall Terminator (Museum)
24/02/2020	The Works		£4.00	Cloakroom/Raffle Tickets
25/02/2020	N/A		£0.57	Exchange Rate re. Fraud Refund
25/02/2020	Amazon		£22.34	3 x Chalkboards
26/02/2020	Wilko		£16.00	4 x Frames re. Mayor's Awards
26/02/2020	Amazon		£15.20	Jiffy Foam Wrap
09/03/2020	Amazon		£29.99	Paper Towels
09/03/2020	Asda		£75.30	Various re. Eanswythe Launch
09/03/2020	F.Hinds		£21.95	Engraving Swagger Stick
10/03/2020	Amazon		£16.99	Toilet Rolls
17/03/2020	Asda		£15.65	Sundries
19/03/2020	Post Office		£211.00	Redirection
14/04/2020	Facebook		£2.00	Adverts re. Science Week
29/05/2020	Hoffman Group		£262.72	Various PPE
02/06/2020	N/A		-£1,000.00	Emergency Top-up

SCHEDULE OF PAYMENTS
01/06/20-31/07/20

Date Paid	Payee Name	Reference	Gross Amount	Transaction Detail
10/06/2020	Post Office		£216.00	Redirection
12/06/2020	N/A		-£500.00	Emergency Top-up
16/06/2020	Frank BV		£215.26	2 x Office Ball Chairs
16/06/2020	Amazon		£25.00	Gift Voucher re. Mayor's Cadet
17/06/2020	Disclosure Services		£52.00	DBS Check
29/06/2020	123 Reg		£143.88	Museum Website Registration
01/07/2020	Brewer & Sons		£143.57	Paint
01/07/2020	Amazon		£156.10	Microphone System (Museum)
	TOTAL CREDIT CARD TOP-UP		£943.06	

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 JUL 2020/2021	BUDGET TO 31 JUL 2020/2021	VARIANCE TO 31 JUL 2020/2021	TOTAL BUDGET REMAINING 2020/2021	% OF BUDGET TO DATE 2020/2021	INC/EXP TO/(FROM) RESERVES FOR INFO.	RESERVE CODE(S)	
	£	£	£	£	£	£	£	£	%			
101 ADMINISTRATION												
4001 SALARIES, PENSIONS & NI	373,785	414,500		414,500	133,982	138,167	-4,185	280,518	32			
4005 AGENCY STAFF	8,471	1,000		1,000	0	333	-333	1,000	0			
4006 TRAINING (Staff)	5,421	2,500	-1,900	600	103	200	-97	497	17			
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	442	667	-225	1,558	22			
4012 INTERVIEW EXPENSES	0	0		0	0	0	0	0	0			
4013 BANK CHARGES	332	500		500	39	167	-128	461	8			
4014 HR/H&S MANAGEMENT FEES	0	0	1,900	1,900	632	633	-1	1,268	33			
4021 PRINTING	199	500		500	0	167	-167	500	0			
4022 STATIONERY	1,089	1,000		1,000	58	333	-275	942	6			
4024 PHOTOCOPYING	2,235	1,600		1,600	254	533	-279	1,346	16			
4025 POSTAGE	1,444	1,800		1,800	0	600	-600	1,800	0			
4026 TELECOMMUNICATION SERVICES	5,222	4,000		4,000	1,008	1,333	-325	2,992	25			
4060 ICT SUPPORT	18,768	12,500		12,500	3,144	4,167	-1,023	9,356	25			
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	483	520	-37	37	93			
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	83	-83	250	0			
4103 SUBSISTENCE ALLOWANCES	132	200		200	0	67	-67	200	0			
4104 CAR ALLOWANCES (Staff)	1,258	1,600		1,600	413	533	-120	1,187	26			
4105 CAR ALLOWANCES (Volunteers)	0	50		50	0	17	-17	50	0			
4712 ACCOUNTANCY SUPPORT	521	570		570	345	350	-5	225	61			
4720 TO ALLOTMENTS ADMINISTRATION (4503)	-4,130	-4,100		-4,100	-1,367	-1,367	0	-2,733	33			
TOTAL ADMIN. EXPENDITURE	418,546	443,710	0	443,710	142,002	149,783	-7,781	301,708	32			
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			
TOTAL ADMIN. INCOME	-2,477	-3,000	0	-3,000	0	-3,000	0	-3,000	0			
NET ADMIN. EXPENDITURE/INCOME	416,069	440,710	0	440,710	142,002	146,783	-7,781	298,708	32			
102 DEMOCRATIC COSTS												
4007 TRAINING/CONFERENCE EXPS (Clirs.)	590	500		500	75	167	-92	425	15			
4081 CAR ALLOWANCES (Clirs)	0	100		100	0	33	-33	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			
TOTAL DEMOCRATIC COSTS EXP.	50,455	10,800	0	10,800	75	200	-125	10,725	1			

FOLKSTONE TOWN COUNCIL - EXPENDITURE/INCOME 2020/2021													
CODE		ACTUALS 2019/2020	ORIGINAL BUDGET 2020/2021	VIREMENTS 2020/2021	REVISED BUDGET 2020/2021	ACTUALS TO 31 JUL 2020/2021	BUDGET TO 31 JUL 2020/2021	VARIANCE TO 31 JUL 2020/2021	TOTAL BUDGET REMAINING 2020/2021	% OF BUDGET TO DATE 2020/2021	INC/EXP TO/(FROM) RESERVES FOR INFO.	RESERVE CODE(S)	
103	MAYORALTY												
4011	CLOTHING & UNIFORMS	31	600		600	0	200	-200	600	0			
4170	REGALIA - NEW	765	1,000		1,000	12	333	-321	988	1			
4171	REGALIA - REPAIR & MAINT.	1,907	400		400	22	133	-111	378	6			
4180	MAYOR'S INSTALLATION (Annual Meeting)	744	1,100		1,100	0	1,100	-1,100	1,100	0			
4181	REMEMBRANCE SUNDAY	2,601	2,300		2,300	0	0	0	2,300	0			
4182	CANADA DAY	2,466	2,550		2,550	1,085	2,550	-1,465	1,465	43			
4183	WILLIAM HARVEY COMMEMORATION	465	650		650	0	0	0	650	0			
4184	HOLOCAUST DAY	198	320		320	0	0	0	320	0			
4185	CINQUE PORT WARDEN	0	100		100	0	33	-33	100	0			
4249	COVER FOR CIVIC DRIVER	752	500		500	0	167	-167	500	0			
4250	FUEL FOR CIVIC VEHICLE	368	500		500	167	167	0	333	33			
4251	MTCE/SERVICE/REPAIRS - EXTERNAL	18	150		150	0	50	-50	150	0			
4252	CAR INSURANCE	500	500		500	0	167	-167	500	0			
4253	CIVIC VEHICLE - GEN. CONTRIBS.	2,983	3,000		3,000	0	0	0	3,000	0			
4255	MAYOR'S EXPENSES MAY-MAR	4,791	5,490		5,490	149	1,830	-1,681	5,341	3			
4256	MAYOR'S EXPENSES APR-MAY	377	1,100		1,100	20	367	-347	1,080	2			
4257	FOLKIETAPLES 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 (V.I DAY)	300	530		530	0	0	0	530	0			
4261	NORMANDY VETERANS	266	320		320	0	0	0	320	0			
	TOTAL MAYORALTY EXPENDITURE	92,528	21,110	0	21,110	1,455	7,097	-5,642	19,655	7			
1005	OTHER INCOME (MAYORALTY)	-30,113	0		0	0	0	0	0	0			
	TOTAL MAYORALTY INCOME	-30,113	0	0	0	0	0	0	0	0			
	NET MAYORALTY EXPENDITURE/INCOME	62,415	21,110	0	21,110	1,455	7,097	-5,642	19,655	7			

FOLKSTONE TOWN COUNCIL - EXPENDITURE/INCOME 2020/2021												
CODE	ACTUALS 2019/2020	ORIGINAL BUDGET 2020/2021	VIREMENTS 2020/2021	REVISED BUDGET 2020/2021	ACTUALS TO 31 JUL 2020/2021	BUDGET TO 31 JUL 2020/2021	VARIANCE TO 31 JUL 2020/2021	TOTAL BUDGET REMAINING 2020/2021	% OF BUDGET TO DATE 2020/2021	INC/EXP TO/(FROM) RESERVES FOR INFO.	RESERVE CODE(S)	
201	PREMISES											
4501	11,604	14,000		14,000	1,645	4,667	-3,022	12,355	12			
4509	8,106	9,000		9,000	2,612	3,000	-388	6,388	29			
4601	0	0		0	0	0	0	0	0			
4602	20,990	21,500		21,500	21,332	21,500	-168	168	99			
4603	22,408	22,140		22,140	0	0	0	22,140	0			
4604	16,894	17,160		17,160	0	0	0	17,160	0			
4615	11,259	9,200		9,200	1,319	3,067	-1,748	7,881	14			
4616	0	0		0	0	0	0	0	0			
4617	1,918	2,500		2,500	1,325	833	492	1,175	53			
4620	6,361	6,900		6,900	455	2,300	-1,845	6,445	7			
4629	3,903	0		0	0	0	0	0	0			
	103,443	102,400	0	102,400	28,688	35,367	-6,679	73,712	28			
1010	-16,522	-15,660		-15,660	0	-5,220	5,220	-15,660	0			
1011	-3,000	0		0	0	0	0	0	0			
1020	0	0		0	0	0	0	0	0			
	-19,522	-15,660	0	-15,660	0	-5,220	5,220	-15,660	0			
	83,921	86,740	0	86,740	28,688	30,147	-1,459	58,052	33			
301	SERVICES											
4030	0	0		0	0	0	0	0	0			
4031	9,711	9,800		9,800	10,530	9,800	730	-730	107			
4503	4,130	4,100		4,100	1,367	1,367	0	2,733	33			
4504	2,065	3,000		3,000	768	1,000	-232	2,232	26			
4505	2,255	3,000		3,000	549	1,000	-451	2,451	18			
4840	25	250		250	720	83	637	-470	288			
4850	3,545	4,000		4,000	0	1,333	-1,333	4,000	0			
4851	0	1,000		1,000	0	333	-333	1,000	0			
4852	7,888	0		0	0	0	0	0	0			
4874	0	0	10,000	10,000	8,185	3,333	4,852	1,815	82			
4875	20,432	19,800		19,800	2,325	6,600	-4,275	17,475	12			
4876	35,000	35,000	-10,000	25,000	2,750	8,333	-5,583	22,250	11			
4878	37,296	32,500		32,500	0	0	0	32,500	0			
4879	37,340	51,000		51,000	180	0	180	50,820	0			
4880	19,680	12,000		12,000	0	0	0	12,000	0			
4881	5,964	11,600		11,600	0	3,867	-3,867	11,600	0			
4884	19,053	15,000		15,000	0	0	0	15,000	0			
4885	0	0		0	1,750	0	1,750	-1,750	0			
4890	0	200		200	0	67	-67	200	0			
4891	0	3,000		3,000	0	1,000	-1,000	3,000	0			
4895	3,849	10,000		10,000	5,380	3,333	2,047	4,620	54			
4900	785	500		500	0	167	-167	500	0			
4901	2,828	2,500		2,500	150	833	-683	2,350	6			
4903	57	100		100	15	33	-18	85	15			
4904	25,000	25,500		25,500	6,250	8,500	-2,250	19,250	25			
4905	42,818	15,000		15,000	60	5,000	-4,940	14,940	0			
4998	0	22,800		22,800	0	0	0	22,800	0			
4999	2,040	3,000		3,000	29	1,000	-971	2,971	1			
	281,761	284,650	0	284,650	41,008	56,983	-15,975	243,642	14			

FOLKESTONE TOWN COUNCIL - EXPENDITURE/INCOME 2020/2021																
CODE	ACTUALS		ORIGINAL BUDGET		VIREMENTS		REVISED BUDGET		ACTUALS		BUDGET		VARIANCE	TOTAL 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	2020/2021	2020/2021				
1002	-4,943	-5,000	-5,000	-2,292	-2,300	8	-2,708									
1003	-4,857	-4,800	-4,800	-2,650	-2,650	0	-2,150									
1004	-13,684	0	0	-8,635	-8,635	0	8,635									406
TOTAL SERVICES INCOME	-23,484	-9,800	-9,800	-13,577	-4,950	-8,627	3,777									
NET SERVICES EXPENDITURE/INCOME	258,277	274,850	274,850	27,431	52,033	-24,602	247,419									
401 FEES																
4713	11,790	0	0	0	0	0	0									
4714	1,600	2,000	2,000	0	0	0	2,000									
4715	1,307	1,500	1,500	877	880	-3	623									
4716	0	0	0	0	0	0	0									
4717	835	940	940	0	0	0	940									
4718	19,035	10,000	10,000	0	3,333	-3,333	10,000									
TOTAL FEES	34,567	14,440	14,440	877	4,213	-3,336	13,563									
402 MUSEUM/HERITAGE																
5006	284	700	700	0	233	-233	700									
5007	139	450	450	0	150	-150	450									
5009	648	0	0	0	0	0	0									
5010	3,931	400	400	719	133	586	-319									
5011	0	200	200	0	67	-67	200									
5012	2,163	250	250	0	83	-83	250									
5013	550	0	0	868	0	868	-868									
5030	242	1,500	1,500	309	500	-191	1,191									
5031	1,241	1,000	1,000	2	333	-331	998									
5032	0	500	500	0	167	-167	500									
5033	132	1,000	1,000	885	333	552	115									
5035	2,602	2,000	2,000	0	667	-667	2,000									
5040	10,928	1,500	1,500	1,948	500	1,448	-448									
5041	5,050	5,000	5,000	0	1,667	-1,667	5,000									
5042	1,203	4,000	4,000	75	1,333	-1,258	3,925									
5043	6,099	500	500	2,617	167	2,450	-2,117									
5044	4,351	4,000	4,000	0	1,333	-1,333	4,000									
5070	36	0	0	0	0	0	0									
5090	39	500	500	0	167	-167	500									
5091	52,323	6,000	6,000	31,611	2,000	29,611	-25,611									
5092	0	0	0	0	0	0	0									
5099	0	0	0	0	0	0	0									

FOLKSTONE TOWN COUNCIL - EXPENDITURE/INCOME 2020/2021												
CODE	ACTUALS 2019/2020	ORIGINAL BUDGET 2020/2021	VIREMENTS 2020/2021	REVISED BUDGET 2020/2021	ACTUALS TO 31 JUL 2020/2021	BUDGET TO 31 JUL 2020/2021	VARIANCE TO 31 JUL 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											
1031	-5,228	-500		-500	-2,000	-167	-1,833	1,500	400	2,000	362	
	M/H KCC CASH CONTRIBUTION HERITAGE											
1032	0	0		0	0	0	0	0	0			
	M/H SDC CASH CONTRIBUTION TOURISM											
1033	0	0		0	0	0	0	0	0			
	M/H HLF GRANT											
1034	-99,867	0		0	-75,523	0	-75,523	75,523	0	48,773	362	
	M/H TRANSFERS FROM RESERVE											
1035	-14,100	0		0	0	0	0	0	0			
	M/H RETAIL SALES											
1036	-1,751	-3,000		-3,000	0	-1,000	1,000	-3,000	0			
	M/H DONATIONS											
		-707		-700	0	-233	233	-700	0			
	TOTAL MUSEUM/HERITAGE INCOME	-121,653	0	-4,200	-77,523	-1,400	-76,123	73,323	1,846			
	NET MUSEUM/HERITAGE EXP/INCOME	25,300	0	25,300	-38,489	8,433	-46,922	63,789	-152			
	SUMMARY											
	TOTAL EXPENDITURE	1,080,936	0	906,610	253,139	263,477	-10,338	653,471	28			
	TOTAL INCOME	-197,249	0	-32,660	-91,100	-14,570	-79,530	58,440	279			
	NET TOTAL	883,687	0	873,950	162,039	248,907	-89,868	711,911	19			
1176	-807,860	-873,950		-873,950	-291,317	-291,317	-0	-682,633	33			
	PRECEPT											
	TRANSFER TO / (FROM) RESERVES				59,408		59,408	-59,408	0	59,408	TOTAL	
7001	15,415	0	0	0	-69,870	-42,410	-30,460	69,870	0			
	NET (SURPLUS) / DEFICIT											
	TRANSFER TO RESERVES											
	<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	142,002	0	142,002	0	142,002					
	DEMOCRATIC COSTS	10,800	75	0	75	0	75					
	MAYORALTY	21,110	1,455	0	1,455	0	1,455					
	PREMISES	86,740	28,688	0	28,688	0	28,688					
	SERVICES	274,850	41,008	-13,577	27,431	8,635	36,066					
	FEES	14,440	877	0	877	0	877					
	MUSEUM/HERITAGE	25,300	39,034	-77,523	-38,489	50,773	12,284					
	PRECEPT	-873,950	0	-291,317	-291,317		-291,317					
	TOTAL	0	253,139	-382,417	-129,278	59,408	-69,870					

**APPROVED WARD GRANTS
01/06/20-31/07/20**

DATE	RECIPIENT	PURPOSE	WARD	POWER	AMOUNT
APPROVED			CLLR		AWARDED
10/06/2020	Incredible Edible Cheriton & Broadmead	Cheriton Library Gardening Project	P.Bingham	LGA 72, Sec 133	£150.00
10/06/2020	FTC Reserve	Salt Bin	M.Lawes	Highways Act 1980, Secs 43 & 50	100.00
13/07/2020	Incredible Edible Cheriton & Broadmead	Planter Project, Cheriton High Street	P.Bingham	LGA 72, Sec 133	£100.00
15/07/2020	Incredible Edible Cheriton & Broadmead	Planter Project, Cheriton High Street	R.West	LGA 72, Sec 133	£100.00
15/07/2020	Incredible Edible Cheriton & Broadmead	Planter Project, Cheriton High Street	P.Gane	LGA 72, Sec 133	£100.00

SUMMARY									
NAME	WARD	BALANCE AT START (INC. B/IF FROM PREV. YEAR)	AMOUNT GRANTED TO DATE	AMOUNT LEFT TO GRANT AT 31/7/20					
ABENA AKUFFO-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	£350.00	£1,196.00					
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	£100.00	£2,061.00					
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	£200.00	£1,761.00					
TOTAL		£29,592.00	£2,325.00	£27,267.00					
Ward Grants Budget 2020/21		£19,800							
Ward Grants based on the following:									
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			
Total	35,536	£19,800.00	18			£19,800			

Folkestone Town Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2020

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 (SI 2020/404)

	Notes
<p>1. The audit of accounts for Folkestone Town Council for the year ended 31 March 2020 has been completed and the accounts have been published.</p>	<p>This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 November. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.</p>
<p>2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of Folkestone Town Council on application to:</p> <p>(a) JENNIFER CHILDS, TOWN CLERK FOLKESTONE TOWN COUNCIL, TOWN HALL, 1-2 GUILDHALL STREET, FOLKESTONE, CT20 1DY</p> <p>(b) 10am to 4pm Monday to Friday by Appointment</p> <p>(c) Copies will be provided to any person on payment of £1.00 (c) for each copy of the Annual Governance & Accountability Return.</p>	<p>(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR</p> <p>(b) Insert the hours during which inspection rights may be exercised</p> <p>(c) Insert a reasonable sum for copying costs</p>
<p>Announcement made by: (d) JENNIFER CHILDS</p>	<p>(d) Insert the name and position of person placing the notice</p>
<p>Date of announcement: (e) 6th AUGUST 2020</p>	<p>(e) Insert the date of placing of the notice</p>

Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

Folkestone Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2020, that:

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

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

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

12/5/2020

and recorded as minute reference:

1707

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

M Keubers
Chairman

J Oakes
Clerk

Other information required by the Transparency Codes (not part of Annual Governance Statement)

Authority web address

<http://www.folkestone-tc.gov.uk>

Section 2 – Accounting Statements 2019/20 for

Folkestone Town Council

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	550,752	565,527	<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i> Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	786,950	807,860	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	155,917	183,149	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	374,955	389,371	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	39,301	39,302	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	513,836	632,269	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	565,527	495,594	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	582,480	514,468	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	3,335,605	3,366,055	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	354,579	332,171	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.
		✓	

I certify that for the year ended 31 March 2020 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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


Date

12/05/2020

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

12/5/2020

as recorded in minute reference:

1708

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



Section 3 – External Auditor Report and Certificate 2019/20

In respect of

FOLKESTONE TOWN COUNCIL – KE0101

1 Respective responsibilities of the body and the auditor

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

- summarises the accounting records for the year ended 31 March 2020; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2019/20

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

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

None.

3 External auditor certificate 2019/20

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2020.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature



Date

29/07/2020

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2019/20 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

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 will chair the meeting but only has a casting vote.

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

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

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

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

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

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

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

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

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

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

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

Deputy Mayor – Precedence and Consequences

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

- invitations to functions should not be sent to (or solicited by) a Deputy Mayor. The Deputy Mayor should not attend functions in his/her own right, but only when deputising for the Mayor.
- all invitations should be sent 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. Freemen and Distinguished Citizens are always invited to civic events and walk behind current Councillors. The other group normally invited and taking precedence behind the Freemen and Distinguished Citizens are former Mayors, who have ceased to be Councillors. It is acceptable to ask the most recent past Mayor to represent you if the Deputy Mayor is unavailable, and it may be particularly appropriate at the funeral of a former employee or dignitary whom they may remember personally.

Support for the Mayor

Day to day support for the Mayor is provided by the 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 21st 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 13th June 2013 that the mayoral budget be structured to ensure the appropriate amount is apportioned to the outgoing and incoming mayors.

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

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

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

The Town Clerk, Finance Officer or 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:-

Occasion	Mayor	Deputy Mayor with Mayors Approval <i>(which should not be unreasonably withheld)</i>
Special and public functions connected with the Business of the Council at which Royalty is present	Full Robes/Chain and Mace	Full Robes/Chain
Civic dinners	Chain and Robes at reception (if requested by organising body)	Chain and Robes at reception (if requested by organising body)
Civic Reception	Chain or Badge	Chain or Badge
Non civic function within the Town at which Royalty is present	Chain (and Robes if requested by organising body)	Chain (and Robes if requested by organising body)
Non civic event within the Town at which Royalty is not present	Chain or Badge	Chain or Badge

Charity meetings, fetes, bazaars etc within the Town	Chain or Badge	Chain or Badge
Any function outside the Town, subject to meeting the guidelines specified in Section 6 of this protocol.	Robes, Chain or Badge, as requested by the organisers and agreed by the Mayor of the area, where the function is held, subject to travelling in the Civic Vehicle	Robes, Chain or Badge, as requested by the organisers and agreed by the Mayor of the area, where the function is held, subject to travelling in the Civic Vehicle

In cases where the Mace is out it is normal for **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

MEETING ATTENDANCE POLICY & GUIDANCE

This policy and guidance document 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 in a timely manner.

The deadline for receipt of an apology with reason for absence is 5pm on the same day as the meeting (sending an email or leaving a message on the answerphone after the office has closed is not acceptable as this may not be checked ahead of the meeting).

Members are individually 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; and 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** (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 period¹. The Town Clerk as Proper Officer² not the Council as Corporate Body has a legal duty to discharge the disqualification to which there is no right of appeal. Group Leaders are therefore encouraged to monitor their members attendance and independent members are reminded they are responsible for monitoring their own attendance.

Council approved Reasons for Absence include:

Long Term Illness / Hospitalisation / Doctors Fit Note / Self Isolation
Bereavement / Funeral
Maternity / Paternity / Childcare

If absence becomes necessary for extended periods, members are advised to submit a request to the Town Clerk giving the reason for absence, for approval by 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 Apologies with Reason
- Members Absent with Accepted Reason or Statutory Excuse
- Members Absent

This Policy and Guidance Document will be reviewed annually or should legislation dictate.

¹ Local Government Act 1972, S. 85

² Local Government Act 1972, S. 112